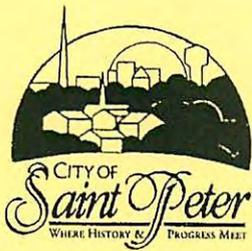


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 26, 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. Greenhill Reservoir Rehabilitation Project Acceptance
- VII. **NEW BUSINESS**
 - A. Polar Bear Plunge Authorization
 - B. Pool Painting Project
 - C. Unbudgeted Purchase Request: Community Center Water Heater
 - D. North Interceptor Sewer Project – First Phase
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Washington Avenue Link Project Meeting
 - 2. American Water Works Association (MN) Award
 - 3. 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 November 13, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

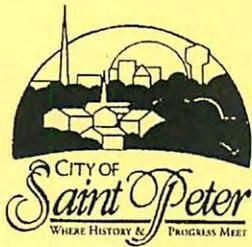
The consent agenda, including approval of the schedule of disbursements for November 8, 2012 through November 20, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION ACCEPTING GREENHILL RESERVOIR REHABILITATION PROJECT**

The Greenhill reservoir repainting project has been completed as per the plans and specifications and under budget. It is recommended the City Council accept the project and authorize final payment to classic protective coatings in the amount of \$39,878.05. Please see the attached staff report and RESOLUTION.

VII. **NEW BUSINESS**



A. ADOPTION OF A RESOLUTION APPROVING POLAR BEAR PLUNGE EVENT

The Nicollet County Sheriff's Department has requested authorization to utilize Hallett's Pond for the Polar Bear Plunge event on February 1, 2013. The event is a fundraiser for the Special Olympics and has been coordinated by the Sheriff's Department for many years. Staff recommends approval subject to receipt of a certificate of insurance naming the City as an additional insured. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION ACCEPTING PROPOSAL FOR POOL PAINTING PROJECT

The gunite swimming pool is in need of repainting. Four quotes were requested but only two were received. It is recommended the pool painting work be awarded to Colar Dynamics of Burlington, North Dakota in the amount of \$38,700. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING UNBUDGETED PURCHASE OF REPLACEMENT WATER HEATER FOR COMMUNITY CENTER

The water heater at the Community Center is failing. Staff received quotes for replacement of the equipment and recommends accepting the quote from Ryan Plumbing and Heating. This is an unbudgeted purchase that would be funded by Community Center reserve funds. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING FIRST PHASE OF NORTH INTERCEPTOR SEWER PROJECT

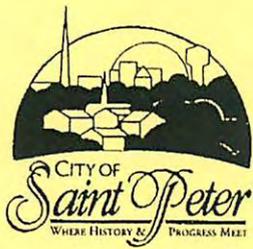
The North Interceptor Sewer, crossing and parallel to, Highway 169, has experienced inflow and infiltration during high groundwater conditions. Two quotes have been received for sewer remediation of the first phase of the work. It is recommended the work be awarded to Insituform technologies, White Bear Lake, Minnesota, in the amount of \$48,020. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR



1. REPORT ON WASHINGTON AVENUE LINK PROJECT MEETING

A report will be provided at this time on the open house/public hearing held on November 19th regarding the Washington Avenue Link Project.

2. REPORT ON AMERICAN WATER WORKS ASSOCIATION (MN) AWARD

Water Utilities Superintendent Moulton received the George Warren Fuller award from the AWWA. A report will be provided at this time.

3. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

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

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

A quorum present, Mayor Strand called the meeting to order at 7:03 p.m. The following members were present: Councilmembers Eichmann, Pfeifer, Kvamme, Carlin, 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 Kvamme, seconded by Zieman, to approve the agenda. With all in favor, the motion carried.

Approval of Minutes – A motion was made by Carlin, seconded by Brand, to approve the minutes of the October 22, 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 October 22, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Public Hearing: Assessment Of Unpaid Utility Charges – Mayor Strand opened the public hearing on assessment of unpaid utility charges at 7:05 p.m. City Administrator Prafke reviewed the rules and process to be followed for a public hearing. Finance Director O'Connell provided a report on the proposed assessments for unpaid utility charges through May 15, 2012 and indicated the amount of the unpaid charges was equal to .141% of total utility sales. O'Connell reported the assessments would be for a period of one year at 1.18% interest. O'Connell also pointed out for the Council the two appeal letters that had been received from landlords LeAnn Mechler and Phil Johnson, copies of which had been provided to the City Council prior to the hearing. There being no further speakers, the hearing was declared closed at 7:14 p.m.

2011 Human Rights Award Presentation – Human Rights Commission Chairperson Michelle Twait presented the 2011 Human Rights Award to Mrs. Sara McKay of the St. Peter Choral Society for her work to ensure the practice and performance locations for the group and the music they use are fully accessible to all individuals.

The meeting was recessed at 7:22 p.m. to allow time for photographs with the award winner.

The meeting resumed at 7:25 p.m.

Kip Lager, President of Lager's Inc., addressed the Council to object to installation of sidewalks on the west side of Old Minnesota Avenue in front of the Lager's dealership. Lager indicated the sidewalks would take 10' off of the business sales lot for the dealership and would eliminate parking spaces on Old Minnesota Avenue that they currently use to store cars that have been repaired and are waiting to be picked up by the customers. Lager indicated construction of the sidewalks in front of his business would have a negative impact on the business and he asked the Council to instead direct pedestrians to use North Third Street. Lager asked the Council to

review the sidewalk plan for its negative impact on businesses and the cost of construction. Lager further stated Lager's had been "granted use of the right-of-way during their first day of business". Mayor Strand thanked Mr. Lager for his comments and indicated the City Council would take his request under advisement. City Administrator Prafke encouraged Mr. Lager to continue to attend the neighborhood meetings that would be scheduled as part of the development projects in that area of the community.

Steven Grams, 420 South Washington Avenue, complimented the City on its efforts to improve sidewalks so that disabled individuals can get anywhere in the City. Mr. Grams indicated he is a member of a Governor's Mobility Council and he believes Saint Peter's sidewalk system ranks first in allowing for full mobility for those with physical impairments.

Consent Agenda – In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-155 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. 2012-155 is contained in the City Administrator's book entitled Council Resolutions 19.

Acceptance Of Mayor's Task Force Report – City Administrator Prafke called upon Facilitator Peter Connor and Architect Eric Oleson to provide the final report of the Mayor's Task Force on the Minnesota Square Park pavilion. Mr. Connor provided a recap of the process followed by the Task Force which began on April 25, 2012 and included thirty-three (33) members. Connor outlined the ground rules the group followed, the discussion about the current structure, a proposed future structure, the relationship of the facility to the community and the appearance of a new facility. Connor indicated the group then began working with Architects from Oleson + Hobbie and Architect Eric Oleson had listened to the discussion and the comments from the group and developed a design that was adjusted until the final design was recommended as a consensus of the entire Task Force.

Mr. Oleson compared statistics for the proposed building and the existing building which included 101' in diameter versus 74' for existing; 8,534 square feet covered roof versus 4,033 square feet covered; 48' tall versus 38' tall for the existing and the ability to seat 250 people in the proposed building.

Both Mr. Oleson and Mr. Connor thanked the Council for allowing them to be part of the Task Force discussion and recommendation.

Mr. Connor also recognized Task Force members Kris Higginbotham, Mary Ann Harty and Bob Lambert who were present in the audience. Mayor Strand thanked Mr. Oleson and Mr. Connor and the members of the Task Force for their dedication to the project.

In motion by Eichmann, seconded by Carlin, Resolution No. 2012-156 entitled "Resolution Accepting Mayor's Task Force On The Minnesota Square Park Pavilion Final Report", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-156 is contained in the City Administrator's book entitled Council Resolutions 19.

Assessment Of Unpaid Utility Charges – Finance Director O'Connell recommended assessment of unpaid utility charges through May 15, 2012. O'Connell made a correction to the resolution that would lower the amount of the assessed amounts to \$14,852.93 by decreasing the assessment for Melissa and Steve Wasylik to \$478.67 due to a bankruptcy. Councilmember Eichmann questioned whether any other objections had been made to the proposed

assessments. O'Connell indicated that other than general questions from landlords, no additional objections had been filed. Councilmembers noted how frequently the assessment process has been discussed by the Council in the past and suggested that a survey be done as to what process other cities use regarding unpaid utility charges and the deposits required of tenants. Finance Director O'Connell also stated that the assessments would be for a one year period at 1.18% interest and the property owners could pay the full assessment without interest if it was paid by December 13, 2012. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-157 entitled "Resolution Adopting Assessment For Unpaid Charges For Municipal Utilities And The Writing Off Of Bad Debt Utility Charges", was introduced with the modified assessment amounts. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-157 is contained in the City Administrator's book entitled Council Resolutions 19.

Community Center Video Surveillance Project – Recreation and Leisure Services Director Timmerman requested authorization to accept the lowest cost proposal from A+ Systems for replacement of the video surveillance system used at the Community Center. Timmerman noted the existing system was inoperable and un-repairable and staff had contacted vendors to request proposals not only for a system at the Community Center, but for one that could be upgraded to include other areas of the community if needed in the future. City Administrator Prafke reported the proposed system would include monitors at the Recreation and Leisure Services Department and the Police Department and the unbudgeted purchase would be funded by Community Center fund reserves (\$17,281.61) and General Fund reserves (\$9,732). Councilmember Zieman asked if any positions would be eliminated if the system is purchased. Timmerman responded in the negative. In motion by Carlin, seconded by Brand, Resolution No. 2012-158 entitled "Resolution Approving Purchase Of Video Surveillance System For Community Center", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-158 is contained in the City Administrator's book entitled Council Resolutions 19.

City Assistance Request: Fish House Parade – City Administrator Prafke recommended approval of a request for City assistance for the third annual fish house parade on December 1st.

Councilmember Carlin left the meeting at 8:17 p.m.

Prafke stated the parade route would be identical to that used for the St. Patrick's Day parade and the "no parking" designations would only be put in place on the west side of the parade route from 2:00 p.m. until the parade ends which would minimize the impact on area businesses. In motion by Zieman, seconded by Pfeifer, Resolution No. 2012-159 entitled "Resolution Approving Fish House Parade", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-159 is contained in the City Administrator's book entitled Council Resolutions 19.

Business License Application – City Administrator Prafke recommended approval of an application for a tree worker's license for Affordable Landscaping and Tree Care through April 30, 2013. Prafke indicated the background investigation on the applicant had revealed nothing that would prohibit issuance of the license. In motion by Eichmann, seconded by Kvamme, Resolution No. 2012-160 entitled "Resolution Approving New 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. 2012-160 is contained in the City Administrator's book entitled Council Resolutions 19.

Preliminary Engineering – Compost Site Project – City Administrator Prafke indicated Water Utilities Superintendent Moulton was present due to Public Works Director Giesking's absent and would provide information on the proposed compost site project. Moulton indicated the Minnesota Pollution Control Agency had given the City until June 2013 to stop using the old wastewater ponds as a composting site because the area was in the flood plain. Moulton reported staff had reviewed various options for a new compost site and a public/private partnership on land near the City of Kasota seemed to be the best option as it would reduce the City's capital costs and also allow for storage of other materials at the ten acre site. Moulton further stated the site would be modified to include a stormwater treatment basin and would need fencing which was the basis for the recommendation to have Bolton and Menk, Inc. provide survey and preliminary design work at the site for a fee of \$8,500. The land could be leased for a minimal fee in exchange for the City composting materials from the owner's property with possible start-up of the site in Spring, 2013. Councilmember Kvamme asked about the location of the site and staff indicated it was off Highway 22 south and west of the existing asphalt plant. In motion by Brand, seconded by Pfeifer, Resolution No. 2012-161 entitled "Resolution Retaining Engineers For Survey And Design Services To Develop A New Compost Site", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-161 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Reports – Mayor Strand reported on his recent activities which included providing the welcome for a "Connecting Nicollet County" meeting; attending a Regional Treatment Center Liaison meeting; and attending a Coalition of Greater Minnesota Cities LGA event in North Mankato.

Election Review – City Administrator Prafke directed Council attention to the Council packet memo providing a recap of the November 6th general election. Prafke indicated the election went very well and the City had high voter turnout.

Snow Removal Policy – City Administrator Prafke noted the City's snow removal policy had been included in the Council packet and was available for public viewing on the City's website as part of the packet. Prafke encouraged residents who wished to be provided notice of snow emergency declarations to sign up for the Nixle community notification system. Prafke also encouraged all vehicle owners to move their vehicles from the roadway, whether a snow emergency had been declared or not, to make the snow plowing process more efficient and effective.

Washington Avenue Link Project Open House – City Administrator Prafke reminded Councilmembers of the November 19th public open house/hearing on the Washington Avenue Link Project. Prafke stated the open house would take place from 4-6 pm in the Senior Center with a short program/hearing at 5:30 p.m.

November 19th Workshop Schedule – City Administrator Prafke noted that the November 19th workshop would begin at 6:00 p.m. or shortly thereafter so that Councilmembers could attend the Washington Avenue Link Project open house.

Hurricane Sandy Relief Assistance – City Administrator Prafke reported that two of the City's Linemen had joined with a convoy of other Linemen from several Minnesota Municipal Utilities

Association member cities to help restore the electric system of the Long Island Power Authority in New York following Hurricane Sandy. Prafke indicated the crews had been in New York for about two weeks.

Old Hospital Site/Park Row Crossing – City Administrator Prafke reported the Southwest Minnesota Housing Partnership (SWMHP) application for tax credit funding for the Park Row Crossing project had been approved. Prafke indicated the competition for the tax credit funding was very stiff and the project being awarded was due in part to the strong support of the project by the City and SWMHP having successfully completed several other projects in Saint Peter. Prafke reminded Councilmembers the project consists of two buildings of 20 units each with underground parking which will be located on the site of the former Community Hospital and nursing home.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:36 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



TO: Todd Prafke
City Administrator

DATE: November 6, 2012

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: 2012-2013 Street Salt Seasonal Purchase

ACTION/RECOMMENDATION

It is recommended the City Council approve a bulk salt purchase with MnDOT Materials Management Division.

BACKGROUND

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

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

The purchase of winter road salt in an amount up to \$24,000.00 has been allowed for in the Streets budget for 2013. City staff is recommending purchasing this year's winter season road salt from the State contract. The quantities that staff purchases varies due to the winter conditions throughout the year. Right now we have on order 250 tons but this may change due to weather conditions. With the State contract there is no need for two bids.

Fiscal Impact:

The purchase is funded from the 2013 streets maintenance budget of \$24,000.00

Alternatives and Variations:

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

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

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

TM:bll



To: Todd Prafke
City Administrator

Date: November 7, 2012

From: Lewis G. Giesking
Director of Public Works

Re: Purchase of Electric Line Analyzer

Action/Recommendation

It is recommended to purchase an electric line analyzer from Wesco Distribution Company in the amount of \$7,493.54.

Background

One of the key issues for the supply of electricity has been a focus on reliability; however, due to the increase in the number of appliances, computers, electronic equipment, there is an increasing demand for "high quality" electric current. The tolerances for variance in electric current are much less today than in the past. Electronic devices connected to the distribution system can backfeed into the distribution system creating variances in the waveform of the electric current. These variances can affect the operation of electronic equipment or even cause failure of equipment. Customers are requesting the electric utility confirm the quality of the electric power and energy that's being supplied to them. Utility staff have tested two electric analyzers on a trial basis in the past couple of months and have found one that is easy-to-use, set up, has built-in screen, powers itself, and provides the kind of data that's useful for analyzing a customer's electric service and also is the lowest price. Quotes for three units were obtained:

<u>Company</u>	<u>Unit</u>	<u>Cost</u>	<u>Cost with Tax</u>
Wesco Distributing	Flk Fluke-435-II.	\$7,750.00	\$8,282.81
Control House Inc.	Eagle 440	\$7,306.35	\$7,808.66
Wesco Distributing	Gridsense PM 45	\$7,011.50	\$7,493.54

Fiscal Impact:

This purchase will be funded from the electric utility funds.

LGG:bl



TO: Todd Prafke
City Administrator

DATE: November 15, 2012

FROM: Lewis Giesking
Director of Public Works

RE: Wastewater Treatment - Ultra Violet Replacement Bulbs and Replacement Parts

ACTION/RECOMMENDATION

Authorize Trojan Technologies of London, Ontario to supply 36 ultraviolet (UV) lamps with a 12,000 hour life expectancy plus accessories for the new bulbs for a total price of \$34,445.40

BACKGROUND

Wastewater is disinfected using a Trojan – Model 4000 Plus. The Model 4000 plus contains two banks of 36 bulbs for a total of 72 bulbs. These bulbs vary in intensity to complete the bacteria kill. The request is for replacement of one entire bank of 36 bulbs (36 lamps) including the newly designed bulb, wipers, seals, bearings, sleeves and ballast replacement kits to operate the Trojan 4000 plus. The “new” bulbs will provide a life expectancy of 12,000 hours (2-years) whereas the existing “old” style bulb has a 5,000 hour (1-year) life.

Staff proposes to replace 36 bulbs (12,000 hr lamps), 18 wiper seal/bearing kits, 18 sleeves and 6 ballast. Trojan Technologies in London Ontario supplied the original Model 4000 Plus and provides sales and service to the upper Midwest area.

Trojan also has proprietary rights to supply equipment and complete the programming which is used to calculate proper dosage and insures the proper performance of the lamps. Trojan guarantees lifetime disinfection with their products used whole as a unit. Formal written proposals were not prepared for this reason as competitive bids could not be received.

Trojan is offering us a discount on this year's pricing, to order the equipment now. Delivery will be in 2013 and the funds for this equipment would come from the 2013 Wastewater Capital budget and made payable in February of 2013

Purchase Summary: (includes 5% discount of \$1,689)

36 UV Lamps @ \$417.50	\$15,804.00
18 Wipers and Seal Kits (2 each – 36 total)	\$ 3,550.50
18 Sleeves @ \$373.25	\$ 6,718.50
6 Ballast @ \$1,134.00	\$ 6,804.00
Sub-total	\$32,103.00
Tax	\$ 2,207.10
Freight	\$ 294.48
Previous Credit (Freight)	- \$ 159.18
<i>Total Cost</i>	<i>\$34,445.40</i>

Installation of the lamps, wipers, seals and sleeves will be completed by staff.

FISCAL IMPACT:

Funds are allocated in the 2013 Wastewater Capital Budget.

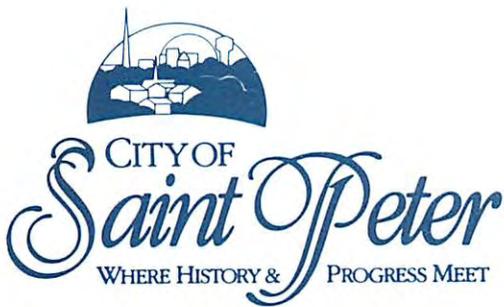
ALTERNATIVES/VARIATIONS:

Do not act: Staff will await further direction.

Negative Votes: Staff will continue to operate the UV unit "as is" until failure.

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.



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 15, 2012

FROM: Lewis Giesking *Lewis*
Director of Public Works

RE: 2013 Wastewater Purchase – UV System Controller/AB Compact Logix 23

ACTION/RECOMMENDATION

Authorize Trojan Technologies of London, Ontario to furnish and deliver an Allen Bradley Compact Logix 23 Controller for \$33,355.19.

BACKGROUND

Wastewater effluent is disinfected at the plant using a Trojan Ultraviolet (UV) Unit – Model 4000 Plus. The Model 4000 has become outdated (10-years old) and is no longer being supported in the industry. There are some parts that remain serviceable but if any component of the unit 4000 fails, a new and different unit would have to be installed. Repair of the unit is also critical as the City is required to have a bacteria kill between April 1st and October 31st of each year. The City is also required to meet MPCA effluent standards for disinfection from April 1 to October 31 each year as a requirement of our National Pollutant Discharge Elimination System (NPDES).

Staff is proposing to upgrade/repair our current UV disinfection system during off peak requirements to reduce cost and to prepare our UV unit to distribute the correct dosage to the disinfection lamps. With the new controller, staff will be able to use a different disinfection lamp. Currently the disinfection unit utilizes a 5,000 hour lamp and with the new controller a 12,000 hour lamp can be utilized allowing the dosage point for the current unit to vary intensity according to flow which will complete the bacteria kill.

Trojan is offering us a 5% discount on the 2012 purchase price if the materials are ordered this year, allowing for an order now and pay later scenario. The funds for this controller would come from the 2013 Wastewater Budget and made payable after training was completed, in February or March of 2013. Should the City wait to order the controller in January 2013, there will be a 7% increase in list price instead of a 5% discount a cost increase of over \$3,900.00.

Staff recommends replacement of the 4000 plus to the Allen Bradley Compact Logix 23. With this upgrade we will be able to properly set the dosage point, use lamps with extended life, save energy cost and continue to protect our effluent waters.

Trojan also has proprietary rights to the equipment and programming which is used to calculate proper dosage and therefore assures the proper performance of the lamps.

Trojan guarantees lifetime disinfection with their products used whole as a unit. Formal written proposals were applicable in this purchase as there is only one supplier (Trojan) of this piece of equipment.

Staff recommends replacement of the existing UV Controller 4000 Plus with an Allen Bradley Logix 23 controller as its replacement and as recommended by the manufacturer. The Logix 23 needs to be on line and operational by April 1, which is the MPCA's requirement for disinfection startup. Staff would like to have the unit operational by March 15, 2013 to assure proper disinfection can be met. Removal of the old controller and installation of the new controller will be completed by our local electrician for a cost of less than \$1,000.

Included with this memo is a copy of Trojan's quote, 5% discount, and lifetime guarantee. This report was prepared by Water Utilities Superintendent Pete Moulton and Wastewater Foreman Steve Bushman

Purchase Summary:

Original Purchase Price Logix 23	\$32,562.50
Discount 5%	- \$ 1,628.50
Cost with Discount	\$30,934.00
Freight	\$ 294.48
Tax	\$ 2,126.71
Subtotal (EAI)	\$33,355.19
Installation (Ryan Electric)	< \$ 1,000.00
Total Purchase and Installation Cost	\$34,355.19

FISCAL IMPACT:

Funds are allocated in the 2013 Wastewater Capital Budget

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await further direction.

Negative Votes: Staff will continue to operate UV Controller 4000 Plus until failure.

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.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/20/2012

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of temporary gambling license.

BACKGROUND

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

The Rocky Mountain Elk Foundation has submitted a LG220 Application for Exempt Permit (Temporary Gambling) in order to hold a raffle at their annual fundraiser on February 16, 2013. The event will take place at Johnson Hall located at the Nicollet County Fairgrounds, 400 Union Street.

Please place this item on the November 26, 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



TO: Todd Prafke
City Administrator

DATE: 11/02/12

FROM: Jane Timmerman
Recreation Department Director

A handwritten signature in blue ink, appearing to be "JT", is written over the name Jane Timmerman.

RE: Declaration of Surplus Property

ACTION/RECOMMENDATION

Declare the attached list as surplus property and authorize the St. Peter Public Library to conduct a free book give-a-way program with the discarded materials.

BACKGROUND

The Library Policies and Procedures Manual, adopted in September 2001, includes a policy for regularly weeding of the library collection. As part of this policy, staff focuses on weeding the adult collection annually in October. This year, staff would like to host a give-away of the weeded materials.

The purpose of weeding is to:

- Utilize available space in the best and most economical way
- Maintain up-to-date collection
- Remove books least likely to be used in the future
- Locate books that need to be repaired, rebound or replaced
- Save expense of housing materials unnecessarily
- Review collection for content and identify areas where additional titles are needed
- Become aware of changes in the way the community uses the collection.

FISCAL IMPACT:

No funds will be necessary to conduct this give-away.

ALTERNATIVES/VARIATIONS:

Do not act: Weeded materials will be discarded.

Negative Votes: Staff will wait for further direction of the Council.

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

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESale	comm ctr vending snacks	COMMUNITY CENTER	COMMUNITY CENTER	198.14
			TOTAL:	198.14
AFFORDABLE TOWING OF MANKATO, INC.	#47 towed to NCI	GENERAL FUND	STREETS	202.67
			TOTAL:	202.67
ALPHA WIRELESS COMMUNICATIONS CO	pager repair	GENERAL FUND	FIRE	38.50
	radio repair	WASTE WATER FUND	ADMIN AND GENERAL	72.96
			TOTAL:	111.46
AMARIL UNIFORM COMPANY	hat liners	ELECTRIC FUND	ADMIN AND GENERAL	108.51
			TOTAL:	108.51
AMAZON	books	LIBRARY FUND	LIBRARY	453.39
	books	LIBRARY FUND	LIBRARY	224.64-
			TOTAL:	228.75
AMERICAN EXPRESS TRAVEL	rewards alloc ny flight no	GENERAL FUND	NON-DEPARTMENTAL	16.03-
	rewards alloc ny flight no	WATER	NON-DEPARTMENTAL	47.52-
	rewards alloc ny flight no	WASTE WATER FUND	NON-DEPARTMENTAL	50.78-
	rewards alloc ny flight no	ENVIRON SERVICES F	NON-DEPARTMENTAL	122.46-
	ny flight mcshane hurrican	ELECTRIC FUND	ADMIN AND GENERAL	236.79
			TOTAL:	0.00
ARROW ACE HARDWARE INC	masking tape	GENERAL FUND	ELECTIONS	55.49
	scissors, lysol, wipes, r	GENERAL FUND	POLICE	31.10
	paint, brush, sawzal bld,	GENERAL FUND	FIRE	191.88
	spray paint-door, airline	GENERAL FUND	STREETS	30.66
	welding shop spray paint	GENERAL FUND	STREETS	5.54
	conn, paint, supp, mouse b	GENERAL FUND	PARKS	299.33
	spray paint-door, airline	GENERAL FUND	PARKS	30.66
	welding shop spray paint	GENERAL FUND	PARKS	5.54
	shelf bracket tenant room	COMMUNITY CENTER	COMMUNITY CENTER	12.78
	rags, paint, pvc, pliers,	WATER	PURIFICATION AND TREAT	88.56
	spray paint-door, airline	WATER	DISTRIBUTION AND STORA	15.33
	welding shop spray paint	WATER	DISTRIBUTION AND STORA	2.77
	spray paint-door, airline	WASTE WATER FUND	SOURCE/TREATMENT	15.35
	welding shop spray paint	WASTE WATER FUND	SOURCE/TREATMENT	2.78
	tubing cutter	WASTE WATER FUND	SOURCE/TREATMENT	10.68
	bushings, primer, cement	WASTE WATER FUND	SOURCE/TREATMENT	23.46
	dish pan	WASTE WATER FUND	SOURCE/TREATMENT	8.00
	spray paint-door, airline	ENVIRON SERVICES F	REFUSE DISPOSAL	15.33
	mouse bait	ENVIRON SERVICES F	REFUSE DISPOSAL	18.15
	welding shop spray paint	ENVIRON SERVICES F	REFUSE DISPOSAL	2.77
	cover box paint, fuse pull	ELECTRIC FUND	POWER DISTRIBUTION	76.46
	spray paint-door, airline	ELECTRIC FUND	POWER DISTRIBUTION	30.66
	welding shop spray paint	ELECTRIC FUND	POWER DISTRIBUTION	5.54
	spray paint-door, airline	STORMWATER FUND	TREATMENT	15.35
	auto blank #92	STORMWATER FUND	TREATMENT	2.45
	welding shop spray paint	STORMWATER FUND	TREATMENT	2.79
	nuts, bolts #9	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.52
			TOTAL:	1,001.93
AUTOMATIC SYSTEMS CO.	sunrise twr enclosure heat	WATER	DISTRIBUTION AND STORA	55.58
			TOTAL:	55.58

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BOBCAT OF MANKATO	#908 boot kit & S mirror	GENERAL FUND	PARKS	99.24
			TOTAL:	99.24
BOLTON & MENK INC	transportation master 9/15	GENERAL FUND	STREETS	665.00
	staff mtgs	GENERAL FUND	STREETS	45.94
	msa	GENERAL FUND	STREETS	341.25
	rtc hospital work - specs	GENERAL FUND	STREETS	118.88
	fema tornado	GENERAL FUND	STREETS	336.00
	sidewalks	GENERAL FUND	STREETS	587.50
	staff mtgs	GENERAL FUND	PARKS	36.75
	rtc hospital work - specs	GENERAL FUND	PARKS	95.10
	wash ave link	PERM IMPROVMENT RE	STREETS	8,852.20
	295 turnback	PERM IMPROVMENT RE	STREETS	8,004.38
	jct old mn ave- union to 2	PERM IMPROVMENT RE	STREETS	12,939.00
	old mn ave/st julien	PERM IMPROVMENT RE	STREETS	7,763.50
	n 3rd st improvements	WATER	CAPITAL-WATER DISTRIBU	2,300.70
	staff mtgs	WATER	ADMIN AND GENERAL	18.38
	rtc hospital work - specs	WATER	ADMIN AND GENERAL	47.55
	interceptor rehab ph 1	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	3,941.00
	n 3rd st improvements	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,300.70
	wutf exterior	WASTE WATER FUND	CAPITAL-TREATMENT SYST	155.00
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	18.38
	rtc hospital work - specs	WASTE WATER FUND	ADMIN AND GENERAL	47.55
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	18.36
	rtc hospital work - specs	ENVIRON SERVICES F	ADMIN AND GENERAL	47.54
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	45.94
	rtc hospital work - specs	ELECTRIC FUND	ADMIN AND GENERAL	118.88
	n 3rd st improvements	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	2,300.70
	hallets, shopko	STORMWATER FUND	COLLECTIONS/LIFT STATI	896.00
			TOTAL:	52,042.18
BORDER STATES ELECTRIC SUPPLY	30x60x18 3ph cabinet feed	ELECTRIC FUND	NON-DEPARTMENTAL	2,559.80
	sleeve vcse 44 #492	ELECTRIC FUND	NON-DEPARTMENTAL	117.56
	8" heat shrink tubing #450	ELECTRIC FUND	NON-DEPARTMENTAL	305.98
	8" heat shrink #450	ELECTRIC FUND	NON-DEPARTMENTAL	305.98
			TOTAL:	3,289.32
BRANDT LAW OFFICE	october civil legal svc	GENERAL FUND	LEGAL SERVICES	1,807.00
	october crim legal svc	GENERAL FUND	LEGAL SERVICES	13,512.00
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	157.50
	trailer buy-out green vall	HOUSING PROJECT200	ECONOMIC DEVMT	363.25
	closing costs	WASH TERRACE HOUSI	ECONOMIC DEVMT	288.75
	green valley	WATER	ADMIN AND GENERAL	618.75
			TOTAL:	16,747.25
CARQUEST AUTO PARTS STORES	replacement float	GENERAL FUND	FIRE	11.16
	motor oil, shift seal, too	GENERAL FUND	STREETS	111.46
	tire gauge, bulb	GENERAL FUND	STREETS	10.60
	door handles, fuel stabili	GENERAL FUND	STREETS	108.01
	hyd hose, crimp, couplers,	GENERAL FUND	STREETS	579.51
	water pump	GENERAL FUND	RECREATION/LEISURE SER	122.73
	motor trtmt, conn, wpr bla	GENERAL FUND	PARKS	78.75
	motor oil, shift seal, too	GENERAL FUND	PARKS	111.46
	oil seal	GENERAL FUND	PARKS	30.10-
	tire gauge, bulb	GENERAL FUND	PARKS	10.60
	radiator hose	WATER	DISTRIBUTION AND STORA	19.61

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	motor oil, shift seal, too	WATER	DISTRIBUTION AND STORA	55.73
	timing set	WATER	DISTRIBUTION AND STORA	63.36
	tire gauge, bulb	WATER	DISTRIBUTION AND STORA	5.30
	motor oil, shift seal, too	WASTE WATER FUND	SOURCE/TREATMENT	55.80
	tire gauge, bulb	WASTE WATER FUND	SOURCE/TREATMENT	5.31
	motor oil, shift seal, too	ENVIRON SERVICES F	REFUSE DISPOSAL	55.73
	starter defective #10	ENVIRON SERVICES F	REFUSE DISPOSAL	360.07-
	heater hoses #409	ENVIRON SERVICES F	REFUSE DISPOSAL	36.17
	tire gauge, bulb	ENVIRON SERVICES F	REFUSE DISPOSAL	5.30
	#21 hyd hose, couplings, c	ELECTRIC FUND	POWER DISTRIBUTION	219.20
	motor oil, shift seal, too	ELECTRIC FUND	POWER DISTRIBUTION	111.46
	tire gauge, bulb	ELECTRIC FUND	POWER DISTRIBUTION	10.60
	motor oil, shift seal, too	STORMWATER FUND	TREATMENT	55.79
	tire gauge, bulb	STORMWATER FUND	TREATMENT	5.31
			TOTAL:	1,458.78
CINTAS CORPORATION #754	oct uniform svc	ELECTRIC FUND	ADMIN AND GENERAL	600.76
			TOTAL:	600.76
COLE PAPERS INC	towels, gloves, coveralls,	GENERAL FUND	STREETS	93.64
	lotion	GENERAL FUND	STREETS	24.73
	kleenes, towels, garbage b	GENERAL FUND	STREETS	69.72
	towels, gloves, coveralls,	GENERAL FUND	PARKS	93.64
	lotion	GENERAL FUND	PARKS	24.73
	kleenes, towels, garbage b	GENERAL FUND	PARKS	69.72
	trash liners, glass clnr,	LIBRARY FUND	LIBRARY	301.74
	trash liners, glass clnr,	COMMUNITY CENTER	COMMUNITY CENTER	1,207.00
	towels, gloves, coveralls,	WATER	DISTRIBUTION AND STORA	46.82
	lotion	WATER	DISTRIBUTION AND STORA	12.36
	kleenes, towels, garbage b	WATER	DISTRIBUTION AND STORA	34.86
	towels, gloves, coveralls,	WASTE WATER FUND	SOURCE/TREATMENT	46.87
	lotion	WASTE WATER FUND	SOURCE/TREATMENT	12.38
	kleenes, towels, garbage b	WASTE WATER FUND	SOURCE/TREATMENT	34.90
	towels, gloves, coveralls,	ENVIRON SERVICES F	REFUSE DISPOSAL	46.82
	lotion	ENVIRON SERVICES F	REFUSE DISPOSAL	12.36
	kleenes, towels, garbage b	ENVIRON SERVICES F	REFUSE DISPOSAL	34.86
	towels, gloves, coveralls,	ELECTRIC FUND	POWER DISTRIBUTION	93.64
	lotion	ELECTRIC FUND	POWER DISTRIBUTION	24.73
	kleenes, towels, garbage b	ELECTRIC FUND	POWER DISTRIBUTION	69.72
	towels, gloves, coveralls,	STORMWATER FUND	TREATMENT	46.86
	lotion	STORMWATER FUND	TREATMENT	12.36
	kleenes, towels, garbage b	STORMWATER FUND	TREATMENT	34.90
			TOTAL:	2,449.36
COPIER BUSINESS SOLUTIONS	copier contract 10-10/11-9	GENERAL FUND	RECREATION/LEISURE SER	31.71
	copier overage 10-10/11-9	COMMUNITY CENTER	COMMUNITY CENTER	31.71
			TOTAL:	63.42
CREDIT RIVER TOOLS	mirror - tool	GENERAL FUND	STREETS	3.94
	mirror - tool	GENERAL FUND	PARKS	3.94
	mirror - tool	WATER	DISTRIBUTION AND STORA	1.97
	mirror - tool	WASTE WATER FUND	SOURCE/TREATMENT	1.97
	mirror - tool	ENVIRON SERVICES F	REFUSE DISPOSAL	1.97
	mirror - tool	ELECTRIC FUND	POWER DISTRIBUTION	3.94
	mirror - tool	STORMWATER FUND	TREATMENT	1.99
			TOTAL:	19.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CRYSTAL LAWN, INC	broken irrig head	WATER	DISTRIBUTION AND STORA	73.16
			TOTAL:	73.16
DAVE'S ELECTRONIC SERVICE	tk 81802 radio	GENERAL FUND	STREETS	692.28
	14tk8180 narrow band switc	GENERAL FUND	STREETS	260.00
	#810 install tk8180	GENERAL FUND	STREETS	328.43
			TOTAL:	1,280.71
DRANTEL SALES & SERVICE	chain	ELECTRIC FUND	POWER DISTRIBUTION	17.10
			TOTAL:	17.10
ECONO FOODS	council fruit basket	GENERAL FUND	MAYOR & COUNCIL	29.99
	sr dance food	GENERAL FUND	SENIOR COORDINATOR	54.50
	tide, downy	WATER	PURIFICATION AND TREAT	22.41
	fun run water	RESTRICTED CONTRIB	RECREATION/LEISURE SER	6.30
	fun run plastic cups	RESTRICTED CONTRIB	RECREATION/LEISURE SER	44.29
			TOTAL:	157.49
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	install lights #412, radio	GENERAL FUND	POLICE	1,751.45
			TOTAL:	1,751.45
ERICKSON OIL PRODUCTS INC	oct fuel	WATER	SOURCE OF SUPPLY	16.28
	oct fuel	WATER	PURIFICATION AND TREAT	24.44
	oct fuel	WATER	DISTRIBUTION AND STORA	122.18
	oct fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	357.05
	oct fuel	STORMWATER FUND	TREATMENT	199.35
			TOTAL:	719.30
FASTENAL COMPANY	hole saw bi-metal	GENERAL FUND	STREETS	3.00
	d batteries	GENERAL FUND	STREETS	22.94
	light bulbs pw bldg	GENERAL FUND	STREETS	141.87
	heat shrink terminals	GENERAL FUND	STREETS	4.03
	cable ties, duct tape, ele	GENERAL FUND	STREETS	89.65
	running wire inserts	GENERAL FUND	STREETS	0.71
	hex screws, bolts, conn, w	GENERAL FUND	STREETS	101.43
	ear plug dispensers	GENERAL FUND	STREETS	48.27
	hex nuts, lamps, saw blade	GENERAL FUND	STREETS	29.74
	hole saw bi-metal	GENERAL FUND	PARKS	3.00
	d batteries	GENERAL FUND	PARKS	22.94
	light bulbs pw bldg	GENERAL FUND	PARKS	141.87
	heat shrink terminals	GENERAL FUND	PARKS	4.03
	cable ties, duct tape, ele	GENERAL FUND	PARKS	89.65
	running wire inserts	GENERAL FUND	PARKS	0.71
	hex screws, bolts, conn, w	GENERAL FUND	PARKS	101.43
	wedge anchors-dntn cans	GENERAL FUND	PARKS	16.36
	ear plug dispensers	GENERAL FUND	PARKS	38.61
	hex nuts, lamps, saw blade	GENERAL FUND	PARKS	29.74
	hole saw bi-metal	WATER	DISTRIBUTION AND STORA	1.50
	d batteries	WATER	DISTRIBUTION AND STORA	11.47
	light bulbs pw bldg	WATER	DISTRIBUTION AND STORA	70.93
	heat shrink terminals	WATER	DISTRIBUTION AND STORA	2.01
	cable ties, duct tape, ele	WATER	DISTRIBUTION AND STORA	44.82
	running wire inserts	WATER	DISTRIBUTION AND STORA	0.35
	hex screws, bolts, conn, w	WATER	DISTRIBUTION AND STORA	50.71
	hex nuts, lamps, saw blade	WATER	DISTRIBUTION AND STORA	14.87
	ear plug dispensers	WATER	ADMIN AND GENERAL	19.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	socket head cap screws	WASTE WATER FUND	BIOSOLIDS	0.48
	hole saw bi-metal	WASTE WATER FUND	SOURCE/TREATMENT	1.50
	d batteries	WASTE WATER FUND	SOURCE/TREATMENT	11.48
	light bulbs pw bldg	WASTE WATER FUND	SOURCE/TREATMENT	71.02
	heat shrink terminals	WASTE WATER FUND	SOURCE/TREATMENT	2.02
	cable ties, duct tape, ele	WASTE WATER FUND	SOURCE/TREATMENT	44.88
	running wire inserts	WASTE WATER FUND	SOURCE/TREATMENT	0.35
	hex screws, bolts, conn, w	WASTE WATER FUND	SOURCE/TREATMENT	50.77
	hex nuts, lamps, saw blade	WASTE WATER FUND	SOURCE/TREATMENT	14.89
	ear plug dispensers	WASTE WATER FUND	ADMIN AND GENERAL	19.31
	hole saw bi-metal	ENVIRON SERVICES F	REFUSE DISPOSAL	1.50
	d batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	11.47
	light bulbs pw bldg	ENVIRON SERVICES F	REFUSE DISPOSAL	70.93
	heat shrink terminals	ENVIRON SERVICES F	REFUSE DISPOSAL	2.01
	cable ties, duct tape, ele	ENVIRON SERVICES F	REFUSE DISPOSAL	44.82
	running wire inserts	ENVIRON SERVICES F	REFUSE DISPOSAL	0.35
	hex screws, bolts, conn, w	ENVIRON SERVICES F	REFUSE DISPOSAL	50.71
	hex nuts, lamps, saw blade	ENVIRON SERVICES F	REFUSE DISPOSAL	14.87
	ear plug dispensers	ENVIRON SERVICES F	ADMIN AND GENERAL	19.29
	hole saw bi-metal	ELECTRIC FUND	POWER DISTRIBUTION	3.00
	d batteries	ELECTRIC FUND	POWER DISTRIBUTION	22.94
	light bulbs pw bldg	ELECTRIC FUND	POWER DISTRIBUTION	141.87
	heat shrink terminals	ELECTRIC FUND	POWER DISTRIBUTION	4.03
	cable ties, duct tape, ele	ELECTRIC FUND	POWER DISTRIBUTION	89.65
	running wire inserts	ELECTRIC FUND	POWER DISTRIBUTION	0.71
	hex screws, bolts, conn, w	ELECTRIC FUND	POWER DISTRIBUTION	101.43
	hex nuts, lamps, saw blade	ELECTRIC FUND	POWER DISTRIBUTION	29.74
	ear plug dispensers	ELECTRIC FUND	ADMIN AND GENERAL	48.27
	hole saw bi-metal	STORMWATER FUND	TREATMENT	1.48
	d batteries	STORMWATER FUND	TREATMENT	11.47
	light bulbs pw bldg	STORMWATER FUND	TREATMENT	70.99
	heat shrink terminals	STORMWATER FUND	TREATMENT	2.02
	cable ties, duct tape, ele	STORMWATER FUND	TREATMENT	44.85
	running wire inserts	STORMWATER FUND	TREATMENT	0.36
	hex screws, bolts, conn, w	STORMWATER FUND	TREATMENT	50.77
	hex nuts, lamps, saw blade	STORMWATER FUND	TREATMENT	14.87
			TOTAL:	2,177.05
FERGUSON WATERWORKS #2516	#193 4x12 repair clamp	WATER	NON-DEPARTMENTAL	104.51
	flange sets	WATER	DISTRIBUTION AND STORA	65.75-
			TOTAL:	38.76
FIRST SECURITY BANK - SLEEPY EYE	2009a spcc refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	195,000.00
	2009a spcc refunding bond	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	49,638.75
			TOTAL:	244,638.75
FIRST SYSTEMS TECHNOLOGY, INC	two flow meters, controlle	WASTE WATER FUND	BIOSOLIDS	12,982.10
			TOTAL:	12,982.10
FOUR SEASONS OVERHEAD DOOR, LLC	transit overhead door repa	GENERAL FUND	MUNICIPAL BUILDING	133.59
			TOTAL:	133.59
G & K RENTAL	crowd ctrl barricades fun	RESTRICTED CONTRIB	RECREATION/LEISURE SER	751.38
			TOTAL:	751.38
LEWIS GIESKING	lions club membership	GENERAL FUND	PUBLIC WORKS ADMIN	80.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	80.00
GILLUND ENTERPRISES INC	diesel supp	GENERAL FUND	STREETS	32.03
	diesel supp	GENERAL FUND	PARKS	32.03
	diesel supp	WATER	DISTRIBUTION AND STORA	16.01
	diesel supp	WASTE WATER FUND	SOURCE/TREATMENT	16.03
	diesel supp	ENVIRON SERVICES F	REFUSE DISPOSAL	16.01
	diesel supp	ELECTRIC FUND	POWER DISTRIBUTION	32.03
	diesel supp	STORMWATER FUND	TREATMENT	16.04
			TOTAL:	160.18
GODFATHER'S PIZZA (ST PETER)	council goal session dinne	GENERAL FUND	MAYOR & COUNCIL	70.13
			TOTAL:	70.13
GOODIN COMPANY	bolt pack biosolids	WASTE WATER FUND	BIOSOLIDS	84.13
			TOTAL:	84.13
GOPHER STATE ONE-CALL INC	oct locates	WATER	DISTRIBUTION AND STORA	102.60
	oct locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	102.60
	oct locates	ELECTRIC FUND	POWER DISTRIBUTION	102.60
			TOTAL:	307.80
GRAINGER	4 step tilt & roll ladder	WATER	PURIFICATION AND TREAT	531.23
	ladder damage credit	WATER	PURIFICATION AND TREAT	213.75-
	face shields apron/sleeves	ELECTRIC FUND	ADMIN AND GENERAL	124.17
			TOTAL:	441.65
GUSTAVUS ADOLPHUS COLLEGE P.O.	october postage	GENERAL FUND	CITY ADMINISTRATION	58.90
	october postage	GENERAL FUND	CITY CLERK	29.45
	october postage	GENERAL FUND	ELECTIONS	40.70
	october postage	GENERAL FUND	FINANCE	128.95
	october postage	GENERAL FUND	POLICE	74.46
	october postage	GENERAL FUND	BUILDING INSPECTOR	23.65
	october postage	GENERAL FUND	PUBLIC WORKS ADMIN	47.68
	october postage	GENERAL FUND	RECREATION/LEISURE SER	12.70
	october postage	GENERAL FUND	PARKS	0.50
	october postage	GENERAL FUND	ECONOMIC DEVMT	10.95
	october postage	COMMUNITY CENTER	COMMUNITY CENTER	1.50
	october postage	WATER	CUSTOMER ACCOUNTS	114.45
	october postage	WASTE WATER FUND	ADMIN AND GENERAL	3.05
	october postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	114.46
	october postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	114.46
	october postage	ELECTRIC FUND	ADMIN AND GENERAL	26.10
	october postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	114.46
	october postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2.00
			TOTAL:	918.42
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	822.50
			TOTAL:	822.50
HICKORY TECH	phone svc 11/8-12/7	GENERAL FUND	CITY ADMINISTRATION	75.42
	phone svc 11/8-12/7	GENERAL FUND	CITY CLERK	14.91
	phone svc 11/8-12/7	GENERAL FUND	FINANCE	117.40
	phone svc 11/8-12/7	GENERAL FUND	MUNICIPAL BUILDING	6.97
	phone svc 11/8-12/7	GENERAL FUND	POLICE	340.96
	phone svc 11/8-12/7	GENERAL FUND	FIRE	139.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone svc 11/8-12/7	GENERAL FUND	BUILDING INSPECTOR	43.77
	phone svc 11/8-12/7	GENERAL FUND	PUBLIC WORKS ADMIN	76.91
	phone svc 11/8-12/7	GENERAL FUND	STREETS	50.73
	phone svc 11/8-12/7	GENERAL FUND	SENIOR COORDINATOR	4.98
	phone svc 11/8-12/7	GENERAL FUND	RECREATION/LEISURE SER	118.43
	phone svc 11/8-12/7	GENERAL FUND	SWIMMING POOL	27.97
	phone svc 11/8-12/7	GENERAL FUND	PARKS	85.79
	phone svc 11/8-12/7	GENERAL FUND	ECONOMIC DEVMT	28.86
	phone svc 11/8-12/7	LIBRARY FUND	LIBRARY	87.17
	phone svc 11/8-12/7	PUBLIC ACCESS	PUBLIC ACCESS	14.93
	phone svc 11/8-12/7	COMMUNITY CENTER	COMMUNITY CENTER	42.50
	phone svc 11/8-12/7	WATER	ADMIN AND GENERAL	230.42
	phone svc 11/8-12/7	WASTE WATER FUND	ADMIN AND GENERAL	174.79
	phone svc 11/8-12/7	ENVIRON SERVICES F	ADMIN AND GENERAL	32.23
	phone svc 11/8-12/7	ELECTRIC FUND	ADMIN AND GENERAL	141.56
	phone svc 11/8-12/7	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	45.56
			TOTAL:	1,901.77
IDEXX DISTRIBUTION, INC	100 ml 200 pk microbiology	WASTE WATER FUND	SOURCE/TREATMENT	755.57
			TOTAL:	755.57
IMPACT	printing utility bills oct	WATER	CUSTOMER ACCOUNTS	133.84
	postage utility bills oct	WATER	CUSTOMER ACCOUNTS	338.35
	printing utility bills oct	WASTE WATER FUND	CUSTOMER ACCOUNTS	133.84
	postage utility bills oct	WASTE WATER FUND	CUSTOMER ACCOUNTS	338.35
	printing utility bills oct	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	133.84
	postage utility bills oct	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	338.36
	printing utility bills oct	ELECTRIC FUND	CUSTOMER ACCOUNTS	133.82
	postage utility bills oct	ELECTRIC FUND	CUSTOMER ACCOUNTS	338.35
	utility flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	170.37
			TOTAL:	2,059.12
THE J.P. COOKE CO.	dog license tags	GENERAL FUND	CITY CLERK	145.07
			TOTAL:	145.07
JACKSON-HIRSH, INC.	laminator sheets	GENERAL FUND	STREETS	35.67
	laminator sheets	GENERAL FUND	PARKS	28.54
	laminator sheets	WATER	ADMIN AND GENERAL	14.27
	laminator sheets	WASTE WATER FUND	ADMIN AND GENERAL	14.27
	laminator sheets	ENVIRON SERVICES F	ADMIN AND GENERAL	14.27
	laminator sheets	ELECTRIC FUND	ADMIN AND GENERAL	35.67
			TOTAL:	142.69
JT SERVICES	4" sch40 reel interduct	ELECTRIC FUND	NON-DEPARTMENTAL	3,638.03
			TOTAL:	3,638.03
KIND VETERINARY CLINIC PA	oct vet svc pound	GENERAL FUND	COMMUNITY SERVICE	913.67
	oct paws svc	RESTRICTED CONTRIB	COMMUNITY SERVICE	609.83
			TOTAL:	1,523.50
DWILE KWASNIEWSKI	mileage transit conf lacro	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	186.48
	meal transit conf lacrosse	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	15.00
			TOTAL:	201.48
KWIK TRIP INC	oct fuel	GENERAL FUND	POLICE	2,161.46
	car washes	GENERAL FUND	POLICE	111.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	oct fuel	GENERAL FUND	BUILDING INSPECTOR	53.98
	oct fuel	GENERAL FUND	STREETS	250.53
	oct fuel	GENERAL FUND	PARKS	139.33
	oct fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	40.57
	oct fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>2,710.61</u>
			TOTAL:	5,468.47
LJP ENTERPRISES INC	oct refuse servcie	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	oct refuse servcie	WATER	PURIFICATION AND TREAT	94.69
	oct refuse servcie	WASTE WATER FUND	SOURCE/TREATMENT	124.57
	oct refuse servcie	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>947.08</u>
			TOTAL:	1,597.85
LLOYD LUMBER COMPANY	job box rental 2 wks	ELECTRIC FUND	POWER DISTRIBUTION	<u>199.86</u>
			TOTAL:	199.86
LOCATORS & SUPPLIES, INC.	water proof gloves	GENERAL FUND	STREETS	115.63
	rain pants, vests	GENERAL FUND	STREETS	22.45
	water proof gloves	GENERAL FUND	PARKS	115.63
	rain pants, vests	GENERAL FUND	PARKS	17.96
	water proof gloves	WATER	DISTRIBUTION AND STORA	57.81
	rain pants, vests	WATER	ADMIN AND GENERAL	8.98
	water proof gloves	WASTE WATER FUND	SOURCE/TREATMENT	57.88
	rain pants, vests	WASTE WATER FUND	ADMIN AND GENERAL	8.98
	water proof gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	57.81
	rain pants, vests	ENVIRON SERVICES F	ADMIN AND GENERAL	8.96
	water proof gloves	ELECTRIC FUND	POWER DISTRIBUTION	115.63
	rain pants, vests	ELECTRIC FUND	ADMIN AND GENERAL	22.45
	water proof gloves	STORMWATER FUND	TREATMENT	<u>57.86</u>
			TOTAL:	668.03
BARBARA A LUKER	mileage 2012 admin	GENERAL FUND	CITY ADMINISTRATION	4.49
	mileage 2012 election	GENERAL FUND	CITY CLERK	<u>175.89</u>
			TOTAL:	180.38
MANKATO FORD, INC.	replace antisiphone valve-	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>331.21</u>
			TOTAL:	331.21
MANKATO TENT & AWNING CO.	sew umbrella seams	GENERAL FUND	SWIMMING POOL	<u>95.00</u>
			TOTAL:	95.00
MATHESON TRI-GAS INC	cylinder rental	GENERAL FUND	STREETS	23.79
	welding gloves, sanding di	GENERAL FUND	STREETS	36.84
	cylinder rental	GENERAL FUND	PARKS	19.03
	welding gloves, sanding di	GENERAL FUND	PARKS	36.84
	welding gloves, sanding di	WATER	DISTRIBUTION AND STORA	18.42
	cylinder rental	WATER	ADMIN AND GENERAL	9.52
	welding gloves, sanding di	WASTE WATER FUND	SOURCE/TREATMENT	18.44
	cylinder rental	WASTE WATER FUND	ADMIN AND GENERAL	9.52
	welding gloves, sanding di	ENVIRON SERVICES F	REFUSE DISPOSAL	18.42
	cylinder rental	ENVIRON SERVICES F	ADMIN AND GENERAL	9.51
	welding gloves, sanding di	ELECTRIC FUND	POWER DISTRIBUTION	36.84
	cylinder rental	ELECTRIC FUND	ADMIN AND GENERAL	23.79
	welding gloves, sanding di	STORMWATER FUND	TREATMENT	<u>18.42</u>
			TOTAL:	279.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MENARDS	daylight cfl's white rino	GENERAL FUND	STREETS	34.51	
	daylight cfl's white rino	GENERAL FUND	PARKS	34.51	
	daylight cfl's white rino	WATER	DISTRIBUTION AND STORA	17.25	
	daylight cfl's white rino	WASTE WATER FUND	SOURCE/TREATMENT	17.27	
	daylight cfl's white rino	ENVIRON SERVICES F	REFUSE DISPOSAL	17.25	
	daylight cfl's white rino	ELECTRIC FUND	POWER DISTRIBUTION	34.51	
	daylight cfl's white rino	STORMWATER FUND	TREATMENT	17.26	
			TOTAL:	172.56	
METRO FIRE	rubber attack/sply hose, c	GENERAL FUND	FIRE	347.28	
	50' rubber attack/sply hos	GENERAL FUND	FIRE	178.64	
			TOTAL:	525.92	
MII LIFE	admin fee	GENERAL FUND	CITY ADMINISTRATION	2.98	
	admin fee	GENERAL FUND	CITY CLERK	1.86	
	admin fee	GENERAL FUND	FINANCE	4.95	
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.30	
	admin fee	GENERAL FUND	POLICE	24.20	
	admin fee	GENERAL FUND	BUILDING INSPECTOR	4.75	
	admin fee	GENERAL FUND	COMMUNITY SERVICE	1.86	
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.37	
	admin fee	GENERAL FUND	STREETS	2.53	
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.31	
	admin fee	GENERAL FUND	PARKS	9.55	
	admin fee	GENERAL FUND	ECONOMIC DEVMT	1.86	
	admin fee	LIBRARY FUND	LIBRARY	2.33	
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.79	
	admin fee	WATER	DISTRIBUTION AND STORA	4.56	
	admin fee	WATER	ADMIN AND GENERAL	1.68	
	admin fee	WATER	CUSTOMER ACCOUNTS	0.37	
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.70	
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.89	
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.38	
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.72	
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.75	
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.38	
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.58	
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	6.74	
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.24	
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.39	
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	3.85	
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.38	
	admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.72	
			TOTAL:	107.97	
	MISC VENDOR	DONAHUE, DYLO	armory for election-custod	GENERAL FUND	ELECTIONS
PRO HYDROTESTING		test scba cylinders	GENERAL FUND	FIRE	432.00
				TOTAL:	574.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN PIPE & EQUIPMENT	curb box repair lid #164	WATER	NON-DEPARTMENTAL	<u>249.55</u>
			TOTAL:	249.55
MN WASTE PROCESSING	oct refuse pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>14,438.79</u>
			TOTAL:	14,438.79
PETE MOULTON	mileage bloomington awwa	WATER	ADMIN AND GENERAL	63.83
	mileage smmpa north branch	ELECTRIC FUND	ADMIN AND GENERAL	<u>135.98</u>
			TOTAL:	199.81
MVTL LABORATORIES INC	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>11.00</u>
			TOTAL:	11.00
NAPA AUTO PARTS OF ST PETER	oil filter	GENERAL FUND	FIRE	3.52
	oil filter	GENERAL FUND	FIRE	<u>68.92</u>
			TOTAL:	72.44
JAMES NEARY	pulley for #502	GENERAL FUND	FIRE	<u>74.63</u>
			TOTAL:	74.63
NEENAH FOUNDRY COMPANY	roll grate nic meadows	STORMWATER FUND	COLLECTIONS/LIFT STATI	395.97
	frame grate curb box 1701	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>596.36</u>
			TOTAL:	992.33
NELSON PRINTING COMPANY	laminate	GENERAL FUND	POLICE	7.91
	#10 reg envelopes 500	GENERAL FUND	RECREATION/LEISURE SER	12.83
	envelope #10 window	WATER	CUSTOMER ACCOUNTS	131.11
	envelope #10 window	WASTE WATER FUND	CUSTOMER ACCOUNTS	131.11
	envelope #10 window	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	131.11
	ups transformer oil	ELECTRIC FUND	POWER DISTRIBUTION	16.69
	laminate & bound sheets	ELECTRIC FUND	ADMIN AND GENERAL	62.21
	envelope #10 window	ELECTRIC FUND	CUSTOMER ACCOUNTS	131.11
	#10 reg envelopes 500	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>12.82</u>
			TOTAL:	636.90
NICOLLET COUNTY PUBLIC HEALTH	bimonthly newsletter	GENERAL FUND	SENIOR COORDINATOR	120.56
	contract sr ctr coordinato	GENERAL FUND	SENIOR COORDINATOR	<u>2,161.00</u>
			TOTAL:	2,281.56
NORTH CENTRAL INTERNATIONAL	#47 install injector & set	GENERAL FUND	STREETS	944.30
	drier kit #911	GENERAL FUND	STREETS	70.43
	sterling muffler #45	GENERAL FUND	STREETS	<u>337.70</u>
			TOTAL:	1,352.43
NUTTER CLOTHING CO	yushta uniform allow	STORMWATER FUND	ADMINISTRATION AND GEN	<u>168.50</u>
			TOTAL:	168.50
OWL ENGINEERING & EMC TEST LABS INC	wtr twr intermodulation st	WATER	DISTRIBUTION AND STORA	<u>750.00</u>
			TOTAL:	750.00
MATTHEW PETERS	clear lens shooting glasse	GENERAL FUND	POLICE	52.50
	meals fbi mtg mpl	GENERAL FUND	POLICE	<u>39.33</u>
			TOTAL:	91.83
QUALITY FLOW SYSTEMS, INC	svc checks, inspect pump	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>250.00</u>
			TOTAL:	250.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
QUICK MART ST PETER	oct fuel	GENERAL FUND	FIRE	<u>55.13</u>
			TOTAL:	55.13
QUILL	ink cartridges	GENERAL FUND	FINANCE	99.54
	ink cartridges	WATER	ADMIN AND GENERAL	24.89
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	24.89
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	24.87
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	<u>24.89</u>
			TOTAL:	199.08
RDO EQUIPMENT CO.	ride control service call	GENERAL FUND	STREETS	<u>273.34</u>
			TOTAL:	273.34
RED WING SHOE STORE	safety boots ulman	GENERAL FUND	STREETS	263.49
	safety boots frost	WASTE WATER FUND	ADMIN AND GENERAL	<u>161.49</u>
			TOTAL:	424.98
RIVER'S EDGE HOSPITAL & CLINIC	drug testing	GENERAL FUND	MUNICIPAL BUILDING	17.40
	drug testing	GENERAL FUND	FIRE	23.20
	drug testing	GENERAL FUND	PUBLIC WORKS ADMIN	29.00
	drug testing	GENERAL FUND	PARKS	34.80
	pre employment exam	WATER	ADMIN AND GENERAL	277.00
	drug testing	WATER	ADMIN AND GENERAL	64.00
	drug testing	WATER	ADMIN AND GENERAL	5.80
	drug testing	WASTE WATER FUND	ADMIN AND GENERAL	64.00
	drug testing	WASTE WATER FUND	ADMIN AND GENERAL	5.80
	drug testing	ENVIRON SERVICES F	ADMIN AND GENERAL	58.00
	drug testing	ELECTRIC FUND	ADMIN AND GENERAL	58.00
	drug testing	STORMWATER FUND	ADMINISTRATION AND GEN	35.00
	drug testing	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>131.45</u>
			TOTAL:	803.45
ROBINSON SYSTEMS	2012 w-2's and 1099's	GENERAL FUND	FINANCE	85.24
	2012 w-2's and 1099's	WATER	ADMIN AND GENERAL	21.31
	2012 w-2's and 1099's	WASTE WATER FUND	ADMIN AND GENERAL	21.31
	2012 w-2's and 1099's	ENVIRON SERVICES F	ADMIN AND GENERAL	21.31
	2012 w-2's and 1099's	ELECTRIC FUND	ADMIN AND GENERAL	<u>21.31</u>
			TOTAL:	170.48
RYAN PLUMBING & HEATING	city hall toilet repairs	GENERAL FUND	MUNICIPAL BUILDING	104.00
	silcock repair 604 rivervi	WATER	DISTRIBUTION AND STORA	<u>85.87</u>
			TOTAL:	189.87
AMBER SCHOTT	work shoes	GENERAL FUND	POLICE	<u>64.99</u>
			TOTAL:	64.99
SCHWICKERT'S, INC.	library roof leak repairs	LIBRARY FUND	LIBRARY	<u>484.00</u>
			TOTAL:	484.00
DON SIEBERG	sr dance at legion band	GENERAL FUND	SENIOR COORDINATOR	<u>150.00</u>
			TOTAL:	150.00
SOUTHERN MN CONSTRUCTION CO INC	asphalt repairs 3rd&rivervi	WATER	DISTRIBUTION AND STORA	<u>1,924.81</u>
			TOTAL:	1,924.81
SOUTHERN MN MUNICIPAL POWER AGENCY	oct purchased power	ELECTRIC FUND	POWER SUPPLY	552,315.76

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>552,315.76</u>
ST PETER HOMES	remove mobile home lot 24	HOUSING PROJECT200	ECONOMIC DEVMT	<u>1,640.00</u>
			TOTAL:	<u>1,640.00</u>
ST PETER LUMBER CO	fun run stage supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	60.11
	fun run stage wood, adhesi	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>73.89</u>
			TOTAL:	<u>134.00</u>
ST PETER RENTAL CENTER	blower/vac shredder	GENERAL FUND	PARKS	<u>299.20</u>
			TOTAL:	<u>299.20</u>
CYBER MARKETING NETWORK	steel toe boots thoreson	WASTE WATER FUND	ADMIN AND GENERAL	<u>129.99</u>
			TOTAL:	<u>129.99</u>
TIMOTHY STRAND	cgmc conf alex hotel	GENERAL FUND	MAYOR & COUNCIL	200.94
	cgmc conf alex mileage	GENERAL FUND	MAYOR & COUNCIL	184.26
	cgmc conf alex meals	GENERAL FUND	MAYOR & COUNCIL	<u>38.28</u>
			TOTAL:	<u>423.48</u>
STREICHER'S	uniform	GENERAL FUND	POLICE	<u>206.52</u>
			TOTAL:	<u>206.52</u>
SUNSHINE FILTERS OF PINELLAS, INC.	filter elements	WASTE WATER FUND	SOURCE/TREATMENT	<u>513.48</u>
			TOTAL:	<u>513.48</u>
TIGERDIRECT.COM	monitor mccarthy	GENERAL FUND	STREETS	155.49
	monitor elect substation	ELECTRIC FUND	POWER DISTRIBUTION	<u>150.49</u>
			TOTAL:	<u>305.98</u>
TIRE ASSOCIATES	credit overpmt	GENERAL FUND	STREETS	46.61-
	svc call flat repair #68	WASTE WATER FUND	SOURCE/TREATMENT	<u>184.74</u>
			TOTAL:	<u>138.13</u>
USA BLUE BOOK	effluent pump	WASTE WATER FUND	SOURCE/TREATMENT	<u>938.77</u>
			TOTAL:	<u>938.77</u>
VESSCO, INC	fitting	WATER	PURIFICATION AND TREAT	<u>57.38</u>
			TOTAL:	<u>57.38</u>
VON ESSEN TOWING	unlock chevy pickup #6	GENERAL FUND	PARKS	<u>30.00</u>
			TOTAL:	<u>30.00</u>
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	oct refuse pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,576.00</u>
			TOTAL:	<u>18,576.00</u>
WENZEL AUTO ELECTRIC CO	clean, replace brushes, te	GENERAL FUND	FIRE	<u>82.17</u>
			TOTAL:	<u>82.17</u>
WESCO DISTRIBUTION INC	16-s meter #581	ELECTRIC FUND	NON-DEPARTMENTAL	491.63
	bashlin sling	ELECTRIC FUND	POWER DISTRIBUTION	98.22
	ped connector -church	ELECTRIC FUND	POWER DISTRIBUTION	312.08
	tagging tool, gripper, han	ELECTRIC FUND	POWER DISTRIBUTION	231.95
	tools	ELECTRIC FUND	POWER DISTRIBUTION	19.24
	bushing adapter tool	ELECTRIC FUND	POWER DISTRIBUTION	<u>144.28</u>
			TOTAL:	<u>1,297.40</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			37,928.64
211	LIBRARY FUND			1,103.99
213	PUBLIC ACCESS			14.93
217	COMMUNITY CENTER			1,927.93
230	REVOLVING LOAN FUND			157.50
317	COMMUNITY CENTER BOND			244,638.75
401	PERM IMPROVMENT REVOLVING			37,559.08
450	HOUSING PROJECT2000 #10			2,003.25
459	WASH TERRACE HOUSING #15			288.75
601	WATER			9,764.54
602	WASTE WATER FUND			24,663.25
603	ENVIRON SERVICES FUND			34,869.45
604	ELECTRIC FUND			565,260.32
606	STORMWATER FUND			5,081.69
610	HEARTLAND TRANSIT			3,428.55
820	RESTRICTED CONTRIBUTIONS			1,558.62

	GRAND TOTAL:			970,249.24

TOTAL PAGES: 13

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>
Cargill Inc	Road salt	\$24,000	General
Wesco Distribution	Electric line analyzer	\$7,493.54	Electric
Trojan Technologies	Ultra Violet Bulbs	\$34,445.40	Wastewater
Trojan Technologies	Compact Logix 23 controller	\$33,355.19	Wastewater

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

LG220 Application for Exempt Permit (Temporary Gambling)
 Rocky Mt Elk Foundation 400 W Union 2/16/13

- 3. The following materials, for which the City no longer has a need, are hereby declared as surplus property and staff is directed to provide for sale of the materials as provided for in the City Code:

Certain library books, a detailed list of which shall be maintained and available for public review in the City Administrator's office as provided for in the City's records retention schedule. The books are surplus property based on the age and condition of the books and the lack of use by library patrons.

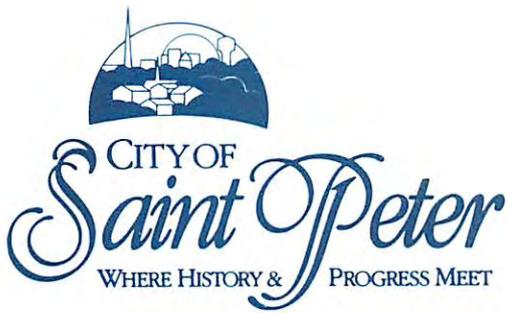
- 4. The schedule of disbursements for November 8, 2012 through November 20, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2012

FROM: Lewis Giesking
Director of Public Works

RE: Greenhill Reservoir Rehabilitation Final Payment and Project Acceptance

ACTION/RECOMMENDATION

Accept the paint and repair project at the Greenhill Reservoir and authorize final payment to Classic Protective Coatings in the amount of \$39,878.05.

BACKGROUND

The Greenhill Reservoir painting and repair project was completed and placed back in service on August 12, 2012, which begins the two year warranty period. The original project was bid at \$671,436.00, with the final cost realized at \$655,061.00. The reduced cost can be attributed to the reduction in welding hours needed to make repairs inside the tank.

Staff recommends Council accept the project and issues payment to Classic Protective Coatings.

The City Council may remember that this was our first "Best Value" project which is allowed for under State law. The Council wanted some additional information about how staff thought that process worked. From a Staff perspective, we are very happy with the process in a couple of different respects. First, we believe it allowed us to have additional latitude in the hire of a very qualified and responsible contractor. This then helped in having very high quality project results. Secondly, the process allowed for greater accountability which again helped in making the completion of the project high quality which we believe will result in a longer life. Again, the "Best Value" process is not meant to be used for every project, but we do expect to ask to use it in the future.

Water Utilities Superintendent Moulton assisted with the preparation of this memo.

FISCAL IMPACT:

This project was funded by a Water Utility Bond.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Votes: Staff will seek further direction from City Council.

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

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



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

November 7, 2012

Pete Moulton
City of St. Peter
405 W Julien St
St. Peter, MN 56082



RE: St. Peter Greenhill Reservoir Rehabilitation
Final Pay Request
Bolton & Menk Job No. M21.100120

Dear Pete,

Enclosed are four copies of the Final Pay Request from Classic Protective Coatings for \$39,878.05. I have reviewed this request and recommend payment to the contractor. The request is in accordance with the plans and specifications. Please return one signed copy to our office.

The contractor has included the Consent of Surety to Final Payment and Minnesota Revenue's IC-134 forms.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

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

HD:bj

Enclosures

cc: File

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING THE GREENHILL RESERVOIR REPAINTING PROJECT AND
AUTHORIZING FINAL PAYMENT**

WHEREAS, the Greenhill Reservoir was in need of repainting and rehabilitation; and

WHEREAS, the project was completed as per plans and specifications; and

WHEREAS, the project was completed within the allotted timeframe; and

WHEREAS, the project was completed for less cost than the project bid.

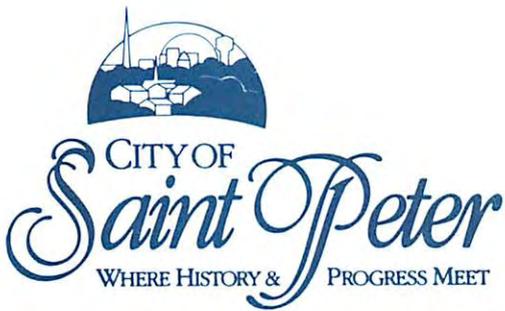
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby accepts the Greenhill Reservoir Rehabilitation and Repainting Project and authorizes final payment in the amount of \$39,878.05 to Classic Protective Coatings.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/15/12

FROM: Todd Prafke
City Administrator

RE: Polar Bear Plunge Request

ACTION/RECOMMENDATION

Provide authorization for the use of Hallett's Pond for the Special Olympics Polar Bear Plunge fundraising event.

BACKGROUND

Sheriff David Lange has submitted a request for use of Hallett's Pond for the sixth annual Polar Bear Plunge event on February 1st beginning at 1:00 p.m.

Special Olympics will provide a certificate of insurance naming the City of Saint Peter as an additional insured for the event and Sheriff Lange and his staff will oversee the event.

Staff recommends approval.

FISCAL IMPACT:

There should be no cost to the City for this authorization.

ALTERNATIVES AND VARIATIONS:

Vote in favor: The organizers will be notified of your approval.

Negative vote: The organizers will be notified of your denial. However, please be aware that the event has already been advertised by the Special Olympics as part of their nationwide advertisement for the Polar Bear Plunge.

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

TP/bal

OFFICE OF SHERIFF NICOLLET COUNTY

Dave Lange
Sheriff

501 South Minnesota Ave.
P.O. Box 117
St. Peter, MN 56082
(507) 931-1570
Admin. Fax: (507) 931-1577
Jail Fax: (507) 931-4466
Dispatch Fax: (507) 934-7169
www.co.nicollet.mn.us

Karl Jensen
Chief Deputy



November 15, 2012

Mayor Tim Strand and Council Members
277 South Front Street
St. Peter, MN 56082

Mayor and Council,

Plans are underway for the seventh annual Polar Bear Plunge. This event has been a very successful event for the past several years. This is a fundraiser for the Special Olympics that is usually presented by Law Enforcement personnel. It would be our intent to conduct this activity at Hallet's pond on February 2, 2013 at 1 pm. That location and date have already been given to the Special Olympics for advertisement.

With this letter I am requesting your blessing to conduct this activity at Hallet's pond and for any support the city is willing to give towards this cause. Special Olympics will be covering all insurance for this event. If a certificate of insurance is required I will need more information from you for that. I would be more than happy to attend one of your meetings to give you more details if needed. More information on the activity can be located at the Special Olympics web address www.plungemn.org.

Respectfully,

Sheriff Dave Lange

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 - 186

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

RESOLUTION AUTHORIZING USE OF HALLETT'S POND FOR POLAR BEAR PLUNGE

WHEREAS, a request has been made by organizers of the Special Olympics Polar Bear Plunge to utilize Hallett's Pond for their event on February 1, 2013; and

WHEREAS, the fundraising activity has previously been held at Hallett's Pond with no adverse impact; and

WHEREAS, the event is insured by Special Olympics and staffed by local law enforcement personnel.

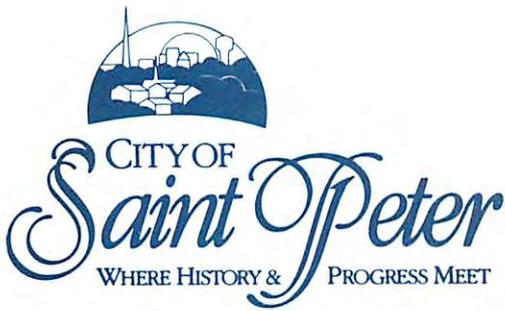
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the request to utilize Hallett's Pond for the Polar Bear Plunge event on February 1, 2013 is hereby approved contingent upon receipt of a certificate of insurance, in the amount of not less than \$1,500,000 per occurrence, naming the City of Saint Peter as an additional insured.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 19, 2012

FROM: Lewis Giesking
Director of Public Works

RE: 2013 Pool Painting

ACTION/RECOMMENDATION

It is recommended the City Council accept the proposal for the 2013 pool painting project in the amount of \$38,700 from Color Dynamics of Burlington, ND. The work is to be completed in the spring of 2013.

BACKGROUND

The Roy T. Lindberg Pool complex was last painted in 2007, at which time it was recommended a two-part epoxy paint be used. That paint application held up extremely well. After a review of the possible paint processes and solutions, staff, along with Bolton & Menk engineers, are recommending the same type of epoxy be used again in 2013. All three pools will be painted. The pool is constructed of a gunite concrete, which is holding up well as the surface coating is maintained. Due to the high water table in this area, staff has to keep the pools full of water during the winter months so they don't pop or float out of the ground. Water being kept in the pool over the winter months puts more stress on the type of paint that is used due to "ice scrape" against the pool walls and paint.

Please find below the list of contractors that were contacted for formal written proposals on this painting project for 2013:

Contractors	Total Written Proposal (Including sales tax)
Color Dynamics	\$38,700.00
Classic Coatings	\$242,700.00
St. Germain Painting	No Proposal
Tri State Coatings	No Proposal

FISCAL IMPACT:

Funding for the pool painting will be from the 2013 Equipment Certificate in the amount of \$38,700 which is substantially below the \$50,000 we originally anticipated.

ALTERNATIVES AND VARIATIONS:

Do Not Act; Staff will not contract with Color Dynamics for the pool painting
Negative Vote: Staff will await further direction regarding the pool painting.
Modification of the Resolution: This is always an option of the City Council.

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

LGG/vt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING QUOTE FOR PROJECT TO PAINT THE OUTDOOR MUNICIPAL
POOL**

WHEREAS, the outdoor municipal swimming pool was last repainted in 2007 with a two-part epoxy paint; and

WHEREAS, the epoxy paint has provided five years of useful life; and

WHEREAS, it is proposed to utilize epoxy paint for the repainting process; and

WHEREAS, four quotes were requested for the project, but only two were received as follows:

<u>VENDOR</u>	<u>QUOTE</u>
Color Dynamics	\$38,700
Classic Coatings	\$242,700

and

WHEREAS, staff recommends accepting the lowest quote from Color Dynamics.

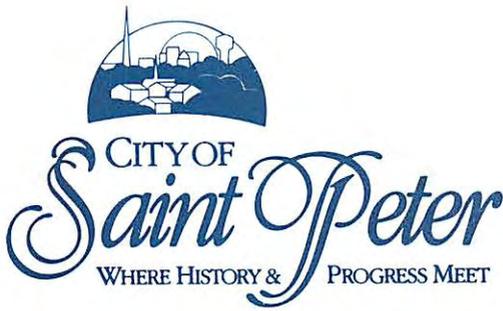
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby awards the work for repainting the swimming pool to Color Dynamics in the amount of \$38,700 to be funded from the pool budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/21/12

FROM: Jane Timmerman
Recreation & Leisure Services Director

RE: Unbudgeted Purchase: Replacement Water Heater

ACTION/RECOMMENDATION

Authorize the unbudgeted purchase of a replacement water heater in the Community Center and disposal of the old equipment.

BACKGROUND

The existing water heater (purchased in 2009) in the Community Center is failing and needs replacement. This is a heavy use unit and I believe that improved water quality will help provide for a longer life of the new unit.

Quotes were received from the following vendors:

Ryan Plumbing	\$6,496.00 (includes building permit)
Thermodynamics	\$7,000.00 (does not include building permit)
Paape Companies, Inc.	\$7,500.00

Based on the lowest quote received, I recommend purchasing the new water heater from Ryan Plumbing and Heating. Ryan Plumbing will replace the water heater with a state commercial water heater and dispose of the old one.

FISCAL IMPACT:

This is a necessary, but unbudgeted purchase, that will be funded from the 2012 Community Center Fund reserves.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will not complete the purchase and will wait for additional direction from the Council.

Negative Votes: Staff will await further direction from the Council.

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

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

JT/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF A REPLACEMENT WATER
HEATER FOR THE COMMUNITY CENTER**

WHEREAS, the existing water heater in the Community Center, which was purchased in 2009, has failed; and

WHEREAS, it is necessary to have a water heater in the facility; and

WHEREAS, three quotes were received for replacement of the water heater; and

WHEREAS, the low quote for replacement is from Ryan Plumbing and Heating in the amount of \$6,496 including the appropriate building permit; and

WHEREAS, replacement of this equipment was not included in the 2012 Community Center fund budget; and

WHEREAS, funds are available in the Community Center fund reserves to finance the unbudgeted purchase.

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

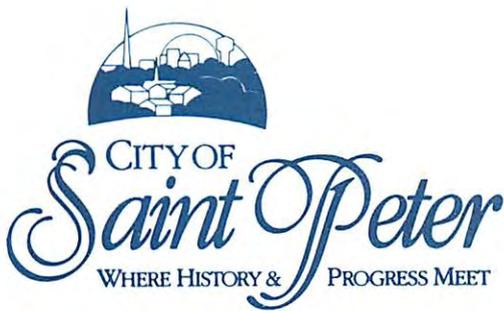
1. Staff is directed to proceed with the purchase of a new water heater for the community center from Ryan Plumbing and Heating in the amount of \$6,496.
2. Funding for the replacement shall be from the Community Center reserve funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 15, 2012

FROM: Lewis Giesking
Director of Public Works

RE: North Sanitary Interceptor Rehabilitation – Phase 1

ACTION/RECOMMENDATION

Authorize Insituform Technologies of White Bear Lake, Minnesota to complete lining of the sanitary sewer as specified in Phase I of the North Sanitary Interceptor Rehabilitation for a price of \$48,020.

BACKGROUND

In June, the City Council authorized Bolton and Menk, Inc. to prepare plans and specifications and receive formal written proposals for Phase I of the North Interceptor rehabilitation. The original scope was to complete repairs in the entire section of Phase I beginning at manhole 11-92 and continuing upstream to manhole 11-73 which is approximately 850 linear feet. The sewer was believed to be in good shape structurally, meaning repairs could be completed by installing a cured in-place liner.

City staff televised the sewer and then worked with Bolton and Menk to identify the areas that could be repaired by lining. The area from manhole 11-92 to 11-91 could be lined as initially thought, but manhole 11-91 to manhole 11-73, could not be lined due to sags in the sewer and defects in the pipe. Staff instructed Bolton and Menk to continue with plans for Phase I on a reduced scale to continue moving the project forward in a positive manner. Our engineer put together a request for formal written proposals which would meet the requirements of our purchasing policy.

In order to control cost related to the installation, staff has removed two areas from the proposal. The first is bypass pumping and the second is clear and grub of trees. These items will be completed by staff. Written proposals were received as follows:

<u>VENDOR</u>	<u>AMOUNT</u>
Insituform Technologies, White Bear Lake, Mn.	\$48,020.00
Lametti and Sons, Hugo, Mn.	\$82,646.00
InLiner Technologies, Paoli, Ind.	Did not return proposal
Spiniello Companies, Newfoundland NJ.	Did not return proposal
Veit Companies, Rogers, Mn.	Did not return proposal
Visu-Sewer, Blaine, Mn.	Did not return proposal

Staff is recommending acceptance of the proposal from Insituform Technologies so that the work can be completed in December.

This is important work for the City to complete in that it helps provide for long term life and cost effectively extends life of the piping in this area. It will also help reduce infiltration which is significant and the basis for the work in this area.

Water Utilities Superintendent Moulton assisted with preparation of this memo.

FISCAL IMPACT:

Funds are allocated in the 2012 Wastewater Capital budget for this work.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will await City Council direction.

Negative Vote: Staff will inform Insituform Technologies that the project will not move forward. If the Council votes to not move forward with this work, staff would request further discussion about future project phases.

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.

LG/vt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION AWARDING THE WORK FOR THE FIRST PHASE OF THE REHABILITATION
OF THE NORTH INTERCEPTOR SEWER**

WHEREAS, the sanitary sewer system adjacent to Highway 169 has experienced high flows due to inflow and infiltration into the sewer when the Minnesota River reaches an elevation of approximately 747 feet; and

WHEREAS, physical inspection of the first phase of the work has resulted in the discovery of settled pipe and open joints reducing the length of pipe that can be corrected in the first phase; and

WHEREAS, City staff will perform the bypass pumping and clearing and grubbing of trees to help control the project costs; and

WHEREAS, two quotes have been received for the first phase of work:

Insituform Technologies	\$48,020
Lametti and Sons	\$82,646

WHEREAS, staff recommends accepting the lowest quote for the work.

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

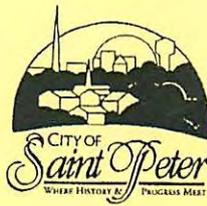
1. The City Council hereby accepts the quote for the first phase of the North Interceptor Sewer Rehabilitation Project from Insituform Technologies, White Bear Lake, Minnesota, in the amount of \$48,020.
2. Funding for the project will be from Wastewater funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 26th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

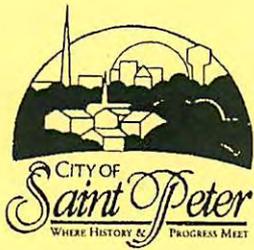


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Tuesday, November 13, 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. Assessment of Unpaid Utility Charges
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. 2011 Human Rights Award Presentation
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**
 - A. Acceptance of Mayor's Task Force Report
- VIII. **NEW BUSINESS**
 - A. Assessment of Unpaid Utility Charges
 - B. Community Center Video Surveillance Project
 - C. City Assistance Request: Fish House Parade
 - D. Business License Applications
 - E. Preliminary Engineering – Compost Site Project
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Election Review
 - 2. Snow Removal Policy
 - 3. Washington Avenue Link Project Meeting
 - 4. November 19th Workshop Schedule
 - 5. Old Hospital Site/Park Row Crossing
 - 6. 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 October 22, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. PUBLIC HEARING

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

The City Council has called for a public hearing at this time on assessment of unpaid utility charges. Notice of the hearing has been duly published in the *St. Peter Herald* and affected property owners have received individual notice. At this time it is appropriate to receive public comment as provided for under the process adopted by the City Council. Action on the proposed assessments is scheduled for consideration under UNFINISHED BUSINESS. A copy of the public hearing process and regulations has been included in the Council packet.

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.

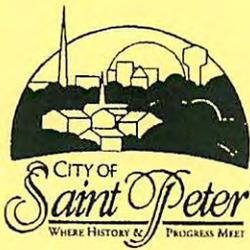
B. **General Visitor Comments**

1. **2011 HUMAN RIGHTS AWARD PRESENTATION**

Members of the Human Rights Commission will be on hand to present the 2011 Human Rights Award to Sara McKay of the St. Peter Choral Society.

2. **OTHERS**

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 October 18, 2012 through November 7, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION ACCEPTING MAYOR TASK FORCE REPORT ON MINNESOTA SQUARE PARK PAVILION

The Mayor's Task Force has completed their work on the Minnesota Square Park pavilion. Staff recommends formal acceptance of the final report from the Task Force. Please see the attached staff report and RESOLUTION.

VIII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING ASSESSMENT OF UNPAID UTILITY CHARGES

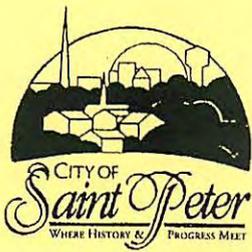
Following the public hearing, it is appropriate for the City Council to consider action to adopt the assessments for unpaid utility charges. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF VIDEO SURVEILLANCE SYSTEM FOR COMMUNITY CENTER

Staff received quotes for the purchase of a video surveillance system to be used in the Community Center. The system is recommended to help deter vandalism which has occurred in the building. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING CITY ASSISTANCE REQUEST FOR FISH HOUSE PARADE

A request for City assistance has been submitted by the organizers of the third annual St. Peter Fish House parade. Staff has met with the organizers and recommend approval of the request with the contingencies outlined in the proposed resolution. Please see the attached staff report and RESOLUTION.



D. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATION

Staff recommends approval of a Tree Worker license application submitted by Affordable Landscaping and Tree Care, Inc. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY ENGINEERING FOR NEW COMPOST SITE PROJECT

Staff recommends Bolton and Menk, Inc. be retained to provide survey and design services for a new compost site location. 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 2012 PRESIDENTIAL ELECTION

A report will be provided at this time on the 2012 general election held on November 6, 2012.

2. REPORT ON SNOW REMOVAL POLICY

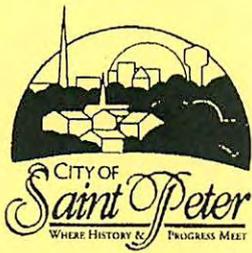
A report will be provided at this time on the City's snow removal policy.

3. REPORT ON WASHINGTON AVENUE LINK PROJECT MEETING

A report will be provided at this time on the plans for a public meeting on the Washington Avenue Link Project on November 19th.

4. REPORT ON NOVEMBER 19TH WORKSHOP SCHEDULE

A report will be provided at this time on a proposed change to the start time for the November 19th City Council workshop.



5. **REPORT ON OLD HOSPITAL SITE/PARK ROW CROSSING**

A report will be provided at this time on the old hospital site and the proposed development of Park ROW Crossing.

6. **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
OCTOBER 22, 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 October 22, 2012.

A quorum present, Mayor Strand called the meeting to order at 7:01 p.m. The following members were present: Councilmembers Eichmann, Pfeifer, Kvamme, Zieman, Brand and Mayor Strand. Absent was Councilmember Carlin. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

Mayor Strand announced the birth of the Simon Frederick Carlin, the first child for Councilmember Carlin and her husband Joel on October 21st. Mayor Strand extended best wishes from the City Council to Councilmember Carlin and her family on the birth of her son.

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

Approval of Minutes – A motion was made by Zieman, seconded by Brand, to approve the minutes of the October 8, 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 October 8, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Kvamme, seconded by Pfeifer, Resolution No. 2012-148 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. 2012-148 is contained in the City Administrator's book entitled Council Resolutions 19.

2013 Stormwater Fund Budget – City Administrator Prafke reviewed the proposed 2013 stormwater fund budget in the amount of \$2,436,919 which included capital expenditures including for rebuilding two street intersections; \$100,000 for the Washington Avenue Link Project; a stormwater basin and outfall sewer for the area around Hallett's Pond; and equipment replacement. Prafke also noted the fund included debt service for bond payments which would not be expired until 2020. Prafke explained that several of the capital expenditures, like replacement of the Dodge Caravan, were simply "placeholders" in the budget and inclusion of those expenditures in the budget was not a "green light to spend". Prafke further explained that staff will continue to follow the purchase policy and the Council must give approval for all expenditures greater than \$5,000. Finally, Prafke noted that the stormwater fund cash balance would decrease by \$200,000 if the budget was approved and staff would be required to closely monitor expenditures and/or increase rates in the future. Councilmember Zieman questioned what intersections would be rebuilt. Public Works Director Giesking reported the proposed intersections were along North Fourth Street at Ramsey Street and Madison Street and the costs associated with the rebuilds would be the City's responsibility. In motion by Zieman, seconded by Brand, Resolution No. 2012-149 entitled "Resolution Adopting 2013 Stormwater Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared

passed and adopted. A complete copy of Resolution No. 2012-149 is contained in the City Administrator's book entitled Council Resolutions 19.

Assessment of Unpaid Utility Charges – City Administrator Prafke recommended initiation of the process for assessment of unpaid utility charges through May 15, 2012. Prafke reported a total of \$40,408.40 was unpaid and of that, only \$16,867.21 was assessable. Prafke also noted that unpaid utility charges for businesses were increasing and one business alone (Cedar's Grill LLC) was responsible for twenty-seven percent (27%) of the unpaid charges. Prafke reminded Councilmembers that the process for assessment includes calling for preparation of the assessment roll and calling for a public hearing. In motion by Brand, seconded by Eichmann, Resolution No. 2012-150 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. 2012-150 is contained in the City Administrator's book entitled Council Resolutions 19.

City Administrator Prafke recommended the public hearing on the proposed assessments be scheduled for November 13, 2012. In motion by Kvamme, seconded by Brand, Resolution No. 2012-151 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. 2012-151 is contained in the City Administrator's book entitled Council Resolutions 19.

Purchase Policy Modifications – City Administrator Prafke recommended adoption of an updated purchase policy that would reflect changes in State Statute for public purchasing as well as provide additional staff accountability for purchases, provide adequate documentation and oversight to the Council, and reflect the times and the value of a dollar versus the dollar amounts established a decade ago when the policy was last updated. Prafke noted the most significant changes to the policy involved the different levels of purchases and the process that must be followed for each level. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-152 entitled "Resolution Approving Modifications To City's Purchase Policy", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-152 is contained in the City Administrator's book entitled Council Resolutions 19.

2013 Library Services Contract – City Administrator Prafke recommended approval be provided for execution of a contract with Nicollet County for the year 2013 for the City to provide library services to County residents living outside the City limits. Prafke explained that under State Statute, the County must expend a "minimum maintenance of effort" for financing of library services for residents in the County who don't live in a community with a library and those minimum maintenance of effort funds would be distributed by the County between the City of Saint Peter and the City of North Mankato. In motion by Eichmann, seconded by Zieman, Resolution No. 2012-153 entitled "Resolution Authorizing Execution Of Library Services Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-153 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Reports – Mayor Strand reported on his recent activities which included attending a Region Nine Development Commission board meeting.

City/School/Gustavus Meeting Discussion – Councilmember Kvamme reported discussion at the City/School/Gustavus meeting included long range planning for joint facilities and enlisting the services of a facilitator to help steer the discussion. City Administrator Prafke reported other topics discussed included parking and student housing.

City/County Meeting Discussion – Councilmembers Pfeifer and Eichmann reported on discussion at the City/County meeting which included library budgets, official mapping, election cooperation, hazardous waste pick-up, manufactured housing communities, project updates, sharing services, redistricting, and the size of the City's voting precincts, and composting services.

November Council Meeting Schedule – City Administrator Prafke reported the November 12th Council meeting had been rescheduled for Tuesday, November 13th due to the Veteran's Day holiday.

Closed Session: Union Contract Negotiations – City Administrator Prafke requested a closed session be convened for discussion of Utilities, Parks, and Streets Union negotiations as allowed for under State law. In motion by Kvamme, seconded by Pfeifer, Resolution No. 2012-154 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-154 is contained in the City Administrator's book entitled Council Resolutions 19.

The Council adjourned to closed session in the Nicollet Room of the Community Center at 7:40 p.m. to discuss Utilities Union contract negotiations. The Council discussion on the Utilities Union contract ended at 8:05 p.m.

The Council continued the closed session at 8:05 p.m. to discuss Parks Union contract negotiations. The Council ended the Parks Union contract discussion at 8:11 p.m.

The Council continued the closed session at 8:12 p.m. to discuss Streets Union contract negotiations. The Council returned to open session at 8:20 p.m.

There being no further business, a motion was made by Pfeifer, seconded by Zieman, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 8:21 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak in the following order:
 - a. Citizens supporting the hearing issue.
 - b. Citizens opposed to the hearing issue.
 - c. General citizen comments or questions.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence has been received and everyone has been given an opportunity to be heard, the public hearing will be concluded. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will then discuss the issue in open session. During this portion of the meeting, citizens will no longer be allowed to participate in the discussion.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/9/2012

FROM: Lewis G. Giesking
Director of Public Works

RE: Replacement of the Circulation Pump for the Unit 7000 Odor Scrubber

ACTION/RECOMMENDATION

Authorize Electric Pump of New Prague, Minnesota to furnish and deliver a new Vanton Vertical Centrifugal Pump for the Unit 7000 Odor Scrubber in the amount of \$10,113.41.

BACKGROUND

Staff had identified a failure of the vertical centrifugal pump used in stage one (circulation) of the Unit 7000 odor scrubber. The pump was removed and we found the steel shaft excessively worn along with several other issues. The pump was taken to Electric Pump in New Prague for an estimate of repair. Electric Pump is the sole distributor in Minnesota for the Unit 7000.

The initial cost of repair for the pump was quoted at \$6,798.53 plus \$500 freight (\$7,298.53). Due to the extent of the repairs, quotes were taken for a complete replacement of the vertical centrifugal pump. Electric Pump, Automatic Systems and Vessco were contacted to supply a quote for a new pump. Electric Pump is the sole distributor of the Vanton Vertical Centrifugal Pump so the other vendors were at a disadvantage. The difference in cost of the repair is 73% of the purchase of a new pump. Staff recommends the purchase of a new pump based on the following quotes:

<u>VENDOR:</u>	<i>Repair</i>	<i>New + Freight</i>
Electric Pump New Prague, Mn.	\$7,298.53	\$10,113.41
Automatic Systems St. Paul, Mn	No quote	\$12,790.63
VESSCO Inc. Chanhassen, Mn.	No quote	\$12,202.81

The above price does not include installation which will be completed by City staff.

FISCAL IMPACT:

There are repair funds allocated in the wastewater fund budget for this purchase.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Stage 2/3 of the unit 7000 will not operate.

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



To: Todd Prafke
City Administrator

Date: November 5, 2012

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

Re: Purchase of 15 KV EPR 1/0 Electric Distribution Wire

Action/Recommendation

It is recommended to purchase three reels of 1/0 electric distribution wire from Wesco Distribution in the amount of \$18,295.66.

Background

The City Electric Crew has been dealing with failures in 1970s underground distribution wire for the past few years. The past two years the crew has focused on replacing 1970s underground distribution wire in the areas of the worst number of failures. The plan is to continue the replacement program to replace all of the 1970s underground distribution wire over the next two years. This will increase the reliability of the distribution system in all of the areas that currently have the 1970s underground distribution wire. Two quotes were received for the distribution wire:

<u>Company.</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>Total/Sales Tax</u>
Wesco Dist.	8,250 ft.	\$2.075/ft.	\$17,118.75	\$18,295.66
Border States	8,250 ft.	\$2.358/ft.	\$19,453.50	\$20,790.93

Fiscal Impact:

This wire will be purchased with funds from the Electric Utility.

LGG:bll



Memorandum

To: Todd Prafke
City Administrator

Date: November 5, 2012

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

Re: Purchase of 15 KV EPR 4/0 Electric Distribution Wire

Action/Recommendation

It is recommended to purchase six reels of 4/0 electric distribution wire from Wesco Distribution in the amount of \$44,385.72

Background

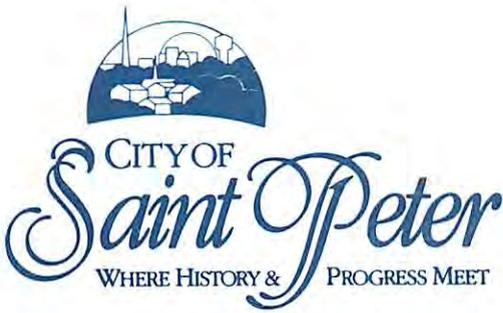
The City Electric Crew has been dealing with failures in 1970s underground distribution wire for the past few years. The past two years the crew has focused on replacing 1970s underground distribution wire in the areas of the worst number of failures. The plan is to continue the replacement program to replace all of the 1970s underground distribution wire over the next two years. This will increase the reliability of the distribution system in all of the areas that currently have the 1970s underground distribution wire. Two quotes were received for the distribution wire:

<u>Company</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>	<u>Total/Sales Tax</u>
Wesco Dist.	16,500 ft	\$2.517/ft	\$41,530.50	\$44,385.72
Border states	16,500 ft.	\$3.399/ft.	\$56,083.50	\$59,939.24

Fiscal impact:

This wire will be purchased with funds from the Electric Utility.

LGG:bl



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/08/12

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Police Officer Selection

ACTION/RECOMMENDATION

Provide for appointment of Jonathan Hughes as a Police Officer at the wage of \$22.94 per hour.

BACKGROUND

The Saint Peter Civil Service Commission invited 13 potential candidates out of a total of 62 applicants for interviews. The Civil Service Commission then authorized a full-field background investigation for the top scoring candidate.

The candidate selected by the Civil Service Commission to fill the current Police Officer vacancy has successfully completed the selection process. The Civil Service Commission believes he will be an excellent Police Officer for the City of Saint Peter and the Commission recommends the appointment of Jonathan Hughes.

The candidate has successfully passed all selection requirements including the psychological and physical examinations. The starting base salary for a probationary Police Officer is currently \$22.94 per hour.

Listed below is a synopsis of the Police Officer selection process:

ADVERTISE FOR POSITION

The first step in the hiring process is the recruitment of qualified Police Officer candidates. The openings are advertised in various venues; newspapers, professional journals, and web sites.

REVIEW AND SCORING OF APPLICATIONS

Raters review and score application materials based on education, prior police experience, specialized police training, personal skills, and quality of application materials. (Maximum score 100 points.)

VETERANS PREFERENCE

Applications will then be scored for veteran's preference. A candidate with an Honorable Discharge will receive 10 points, a candidate whom is disabled or the spouse of a disabled veteran will receive 15 points.

VIOLATIONS OF LAW

A candidate with a violation of law will receive a deduction of 5 points for each violation or 10 points for each violation involving alcohol.

POINT TOTALS/RATING DEADLINE

A grand total of points will then be listed for each application.

REVIEW OF APPLICATIONS/DETERMINATION OF NUMBER INVITED TO ORAL EXAMINATION

The Civil Service Commission will then review the highest rated applications. The Civil Service Commission determines the number of applications invited for an Oral Board Examination.

ORAL BOARD EXAMINATION

An interview is conducted with the top candidates selected by the Civil Service Commission. The oral examination board will consist of one or more Civil Service Commissioners, a Police Officer, a supervisor and the Chief of Police.

BACKGROUND INVESTIGATION

An extensive full field background investigation is conducted by the Detective Division of the top candidates.

SELECTION AND TENTATIVE OFFER OF EMPLOYMENT

The Chief of Police will recommend to the Civil Service Commission the candidate(s) for a tentative offer of employment.

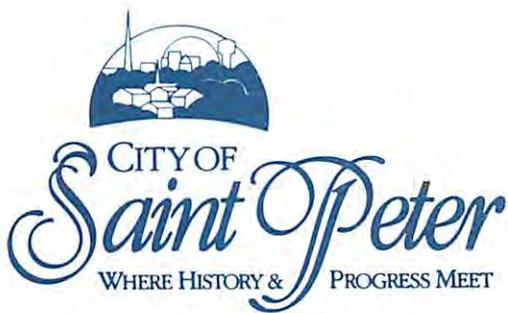
PHYSIOLOGICAL EVALUATION/PHYSICAL EXAMINATION

With Civil Service approval of a tentative job offer the candidate will be scheduled for a complete psychological evaluation with the firm, Martin-McAllister Consulting Psychologist.

CIVIL SERVICE COMMISSION RECOMMENDATION TO CITY COUNCIL

The Civil Service Commission recommends a candidate(s) to the City Council, without regard to ranking for ratification and a formal offer of employment.

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



Memorandum

TO: The Honorable Mayor Strand
Members of the City Council

DATE: November 7, 2012

FROM: Todd Prafke Paula O'Connell Dean Busse
City Administrator Director of Finance Building Official

RE: Receptionist/Accounts Payable Clerk Appointment

ACTION/RECOMMENDATION

Provide for appointment of Tricia Bergeson as Receptionist/Accounts Payable Clerk at the wage of \$10.60 per hour.

BACKGROUND

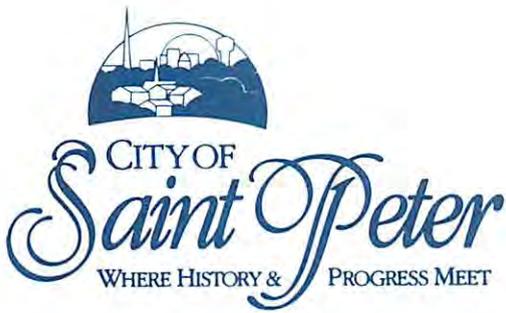
The recruitment process for the position of Receptionist/Accounts Payable Clerk was initiated following the appointment of the former employee to the position of Billing Clerk in the Finance Department. The Receptionist/Accounts Payable Clerk is a shared position between the Finance Department and the Building Department.

Twenty-six applications were received for the position and the top three applicants were interviewed. Following the interview process, we recommend the appointment of Ms. Tricia Bergeson to the position of Receptionist/Accounts Payable Clerk at the rate of \$10.60 per hour. Ms. Bergeson will be available to start in December.

Following the successful completion of her six month probation period, a probationary increase of 2% or 21 cents will be implemented. This increase is based on changes in wages anticipated in January.

If you have any further questions or need any additional information on this agenda item, please contact any of us.

TP/PO/DB/bal



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/9/12

FROM: Todd Prafke
City Administrator

RE: December Meeting Schedule

ACTION/RECOMMENDATION

Consider cancellation of the second regular meeting in December as provided for on the consent resolution.

BACKGROUND

The customary practice for the Council has been to cancel the second regular meeting of December, which falls on December 24th this year, and the workshop on December 31st. Should the Council follow this practice in 2012, action has been included on the consent agenda to provide for cancellation.

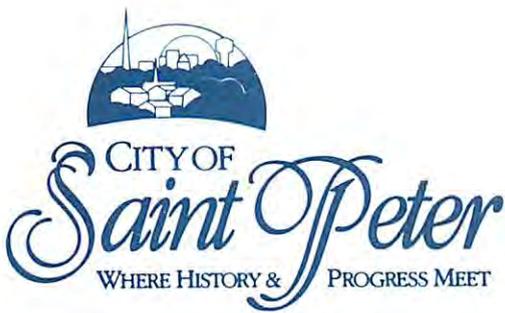
Should the meeting be cancelled, payment of account payable would be handled as follows:

- Staff shall be directed to pay accounts payables prior to December 31, 2012 following review by the City Administrator, Director of Finance and Mayor.
- Staff shall prepare a disbursement list of the aforementioned end of the year accounts payable for formal consideration by the City Council at the January 14, 2013 regular Council meeting.

Should the Council choose to hold the second meeting in December, it would occur on December 26th as City offices are closed on December 24th - 25th.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/9/2012

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Handheld Radios

ACTION/RECOMMENDATION

Declare the following list of portable radios surplus property.

BACKGROUND

Due to changes in allowed use of broadband radio communication, and with the recent radio system upgrade the following portable radios are no longer in use and should be declared as surplus property and authorization provided for sale of the equipment:

Portable Radio Model HT1250
(Model AAH25KDF9AA5AN) Serial Numbers:

749TCSF418
749TBE4656
749TCSF420
749TCSF413
749TCSF422
749TCSF414
749TCSF411
749TCSF416
749TCLH717
749TCSF417
749TCSF412
749TCSF410
749TCSF415

Portable Radio Motorola HT1000
(Model H01KDC9AA3DN) Serial Numbers:

402TYJA025
402AXNA382
402AUL1862
402AXNA384
402AUL1861
402AXNA383
402TYJA024

Additional items include associated accessories such as batteries, chargers, and speaker microphones

FISCAL IMPACT:

Any funds received for sale of the equipment will be returned to the General Fund.

ALTERNATIVES/VARIATIONS:

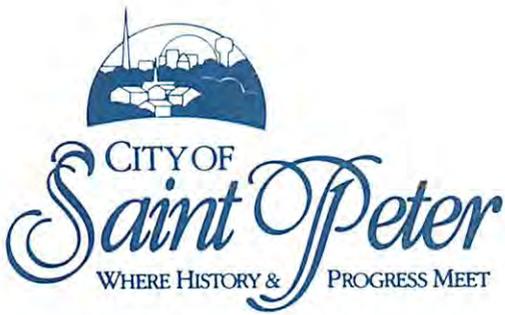
Do Not Act: No further action will be taken without Council direction.

Denial: Again, no further action will be taken without Council direction.

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

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

MP



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/9/2012

FROM: Matt Peters
Chief of Police

RE: Consent Agenda—Surplus Bicycles

ACTION/RECOMMENDATION

Declare the following list of unclaimed bicycles as surplus property.

BACKGROUND

Unclaimed bicycles are for the most part not usable. Once the bicycles are declared surplus they are turned over to Key City Bikes. Key City Bikes rebuilds bikes and then donates them to various charitable organizations for distribution to children.

<u>Bicycle Description</u>	<u>Property Card Number</u>
18 Speed Gray Schwinn	PC 15073
Next Sheer Fun Pink/purple	PC 15074
Roadmaster Mtn Sport Pink	PC 15079
Magna Glacier Point Purple/Green	PC 15083
Yellow Huffy Pulsator	PC 15088
Next Rampage Orange BMX	PC 15096
Rhino Fallout	PC 15102
Roadmaster white/blue	PC 15106
Magna Double Divide Silver	PC 15109
Blue spray painted BMX	PC 15110
Magna Glacier Point Pur/green	PC 15127
Blue 10 speed pink fork	PC 15132
Brentwood KHS Green/gray	PC 15134
Kent Spirit Trouble pur/white	PC 15140
Huffy Rock it bro/black	PC 15154
Pacific Park Avenue Blue	PC 15144
Schwinn Sprint Red 10 speed	PC 15142
Yellow Mongoose no seat	PC 15130
Magna Glacier Pt Red	PC 15168

FISCAL IMPACT:

None

ALTERNATIVES/VARIATIONS:

Approval – Key City Bikes will pickup the bikes.

Table - Same effect as a denial.

Deny – Bikes will remain City property.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NITA AASEN	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
PAUL AASEN	election judge	GENERAL FUND	ELECTIONS	236.37
			TOTAL:	236.37
ADS CONCRETE LIFTING	raise/level founts gorman,	GENERAL FUND	PARKS	225.00
			TOTAL:	225.00
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radio equip	GENERAL FUND	MUNICIPAL BUILDING	58.53
	2 xts chargers	GENERAL FUND	POLICE	293.91
	maint on ltr radio equip	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radio equip	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radio equip	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radio equip	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	591.91
AMERICAN WATER WORKS ASSOCIATION	2013 dues lewis giesking	WATER	ADMIN AND GENERAL	179.00
	2013 dues pete moulton	WATER	ADMIN AND GENERAL	310.00
			TOTAL:	489.00
MIRIAM ANDREE	uniform allow	GENERAL FUND	POLICE	34.99
			TOTAL:	34.99
DIANNE ANDROS	election judge	GENERAL FUND	ELECTIONS	62.00
			TOTAL:	62.00
AUDIO EDITIONS	adult audio disc	LIBRARY FUND	LIBRARY	8.00
	new adult audio books	LIBRARY FUND	LIBRARY	497.98
			TOTAL:	505.98
AUTOMATIC SYSTEMS CO.	travel & onsite svc 10/16	WASTE WATER FUND	SOURCE/TREATMENT	646.80
			TOTAL:	646.80
BLACK HILLS AMMUNITION	ammunition	GENERAL FUND	POLICE	1,159.00
			TOTAL:	1,159.00
BNR IRRIGATION SERVICES, INC.	irrig winterization labor,	WASTE WATER FUND	SOURCE/TREATMENT	357.71
			TOTAL:	357.71
JANET BOESE	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
BOLTON & MENK INC	greenhill reservoir repair	WATER	CAPITAL-WATER DISTRIBU	16,532.50
			TOTAL:	16,532.50
DENNY BOOREN	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
BOYER TRUCKS	#45 surge tank	GENERAL FUND	STREETS	211.75
			TOTAL:	211.75
BRANDT LAW OFFICE	vehicle forfeiture fee	GENERAL FUND	NON-DEPARTMENTAL	377.37
	sept legal services civil	GENERAL FUND	LEGAL SERVICES	2,277.50
	sept legal services crimin	GENERAL FUND	LEGAL SERVICES	10,810.25
	shopko development	GENERAL FUND	ECONOMIC DEVMT	233.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hunter hardwood	REVOLVING LOAN FUN	ECONOMIC DEVMT	96.25
	bridal filing fee	REVOLVING LOAN FUN	ECONOMIC DEVMT	25.00
	volk electric	REVOLVING LOAN FUN	ECONOMIC DEVMT	41.25
	t-mobile lease	WATER	DISTRIBUTION AND STORA	261.25
	green valley	WATER	ADMIN AND GENERAL	1,151.00
			TOTAL:	15,273.62
NANCY BRAUN	election judge	GENERAL FUND	ELECTIONS	36.81
			TOTAL:	36.81
C & S SUPPLY CO INC	uniform allow mike w.	GENERAL FUND	MUNICIPAL BUILDING	47.98
	safety boots - corey p.	GENERAL FUND	PARKS	90.95
	uniform allow mike w.	WATER	ADMIN AND GENERAL	16.00
	uniform allow mike w.	WASTE WATER FUND	ADMIN AND GENERAL	16.00
	uniform allow dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	77.97
			TOTAL:	248.90
CENTERPOINT ENERGY MINNEGASCO	sept to oct natural gas	GENERAL FUND	FIRE	59.69
	sept to oct natural gas	GENERAL FUND	STREETS	37.61
	sept to oct natural gas	GENERAL FUND	SWIMMING POOL	19.24
	sept to oct natural gas	GENERAL FUND	PARKS	30.09
	sept to oct natural gas	LIBRARY FUND	LIBRARY	268.01
	sept to oct natural gas	COMMUNITY CENTER	COMMUNITY CENTER	1,366.92
	sept to oct natural gas	WATER	PURIFICATION AND TREAT	70.75
	sept to oct natural gas	WATER	PURIFICATION AND TREAT	21.95
	sept to oct natural gas	WATER	ADMIN AND GENERAL	15.04
	sept to oct natural gas	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	sept to oct natural gas	WASTE WATER FUND	SOURCE/TREATMENT	416.38
	sept to oct natural gas	WASTE WATER FUND	ADMIN AND GENERAL	15.04
	sept to oct natural gas	ENVIRON SERVICES F	ADMIN AND GENERAL	15.04
	sept to oct natural gas	ELECTRIC FUND	ADMIN AND GENERAL	37.61
			TOTAL:	2,386.19
CENTRAL FIRE PROTECTION INC	annual maint fire extingui	GENERAL FUND	POLICE	133.50
			TOTAL:	133.50
CINTAS FIRST AID & SAFETY	ear muffs, masks	GENERAL FUND	STREETS	18.82
	first aid supp	GENERAL FUND	RECREATION/LEISURE SER	72.54
	ear muffs, masks	GENERAL FUND	PARKS	15.05
	ear muffs, masks	WATER	ADMIN AND GENERAL	7.53
	ear muffs, masks	WASTE WATER FUND	ADMIN AND GENERAL	7.53
	ear muffs, masks	ENVIRON SERVICES F	ADMIN AND GENERAL	7.51
	ear muffs, masks	ELECTRIC FUND	ADMIN AND GENERAL	18.82
			TOTAL:	147.80
CITY OF MANKATO	2012 mdc-cis annual cost	GENERAL FUND	POLICE	1,350.00
	2012 shared records sys ex	GENERAL FUND	POLICE	6,711.00
			TOTAL:	8,061.00
COLE PAPERS INC	towels, scum remover, uten	GENERAL FUND	STREETS	64.08
	brawny wetshop towel pails	GENERAL FUND	STREETS	17.35
	towels, scum remover, uten	GENERAL FUND	PARKS	64.08
	brawny wetshop towel pails	GENERAL FUND	PARKS	17.35
	towels, scum remover, uten	WATER	DISTRIBUTION AND STORA	32.04
	brawny wetshop towel pails	WATER	DISTRIBUTION AND STORA	8.67
	towels, scum remover, uten	WASTE WATER FUND	SOURCE/TREATMENT	32.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	brawny wetshop towel pails	WASTE WATER FUND	SOURCE/TREATMENT	8.68
	towels, scum remover, uten	ENVIRON SERVICES F	REFUSE DISPOSAL	32.04
	brawny wetshop towel pails	ENVIRON SERVICES F	REFUSE DISPOSAL	8.67
	towels, scum remover, uten	ELECTRIC FUND	POWER DISTRIBUTION	64.08
	brawny wetshop towel pails	ELECTRIC FUND	POWER DISTRIBUTION	17.35
	towels, scum remover, uten	STORMWATER FUND	TREATMENT	32.05
	brawny wetshop towel pails	STORMWATER FUND	TREATMENT	8.69
			TOTAL:	407.21
COMPUTER TECHNOLOGY SOLUTIONS, INC.	licensing investigating	GENERAL FUND	FINANCE	37.48
	800 mhz radio computer-dis	GENERAL FUND	POLICE	739.58
	licensing investigating	WATER	ADMIN AND GENERAL	9.38
	licensing investigating	WASTE WATER FUND	ADMIN AND GENERAL	9.38
	licensing investigating	ENVIRON SERVICES F	ADMIN AND GENERAL	9.38
	2 computers- generation	ELECTRIC FUND	POWER PRODUCTION	1,222.65
	3 computers-substation	ELECTRIC FUND	ADMIN AND GENERAL	1,833.98
	licensing investigating	ELECTRIC FUND	ADMIN AND GENERAL	9.38
			TOTAL:	3,871.21
COPIER BUSINESS SOLUTIONS	copy machine contract use	GENERAL FUND	RECREATION/LEISURE SER	121.22
	copy machine contract use	COMMUNITY CENTER	COMMUNITY CENTER	121.22
			TOTAL:	242.44
CREDIT RIVER TOOLS	socket	GENERAL FUND	STREETS	3.87
	socket	GENERAL FUND	PARKS	3.87
	socket	WATER	DISTRIBUTION AND STORA	1.93
	socket	WASTE WATER FUND	SOURCE/TREATMENT	1.94
	socket	ENVIRON SERVICES F	REFUSE DISPOSAL	1.93
	socket	ELECTRIC FUND	POWER DISTRIBUTION	3.87
	socket	STORMWATER FUND	TREATMENT	1.93
			TOTAL:	19.34
CRYSTAL LAWN, INC	irrig fall shutdown pw bld	GENERAL FUND	STREETS	19.50
	irrig fall shutdown gault	GENERAL FUND	PARKS	220.00
	irrig fall shutdown jeff f	GENERAL FUND	PARKS	182.00
	irrig fall shutdown pw bld	GENERAL FUND	PARKS	15.60
	irrig fall shutdown wtr tw	WATER	DISTRIBUTION AND STORA	80.00
	irrig fall shutdown pw bld	WATER	ADMIN AND GENERAL	7.80
	irrig fall shutdown pw bld	WASTE WATER FUND	ADMIN AND GENERAL	7.80
	irrig fall shutdown hwy 16	ENVIRON SERVICES F	REFUSE DISPOSAL	286.00
	irrig fall shutdown pw bld	ENVIRON SERVICES F	ADMIN AND GENERAL	7.80
	irrig fall shutdown pw bld	ELECTRIC FUND	ADMIN AND GENERAL	19.50
			TOTAL:	846.00
CRYSTAL VALLEY	load mgmt fuel bl#677513	ELECTRIC FUND	POWER PRODUCTION	28,432.58
			TOTAL:	28,432.58
CULLIGAN	muni bldg softener rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	solar salt	LIBRARY FUND	LIBRARY	19.20
	solar salt	COMMUNITY CENTER	COMMUNITY CENTER	20.52
	fun run water (donated 40	RESTRICTED CONTRIB	RECREATION/LEISURE SER	192.50
			TOTAL:	260.27
DEMCO, INC.	processing supplies	LIBRARY FUND	LIBRARY	293.02
			TOTAL:	293.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DEWILD GRANT RECKERT & ASSOCIATES CO	broadway generation plant	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,501.60
	spcc plan	ELECTRIC FUND	POWER DISTRIBUTION	854.00
	interconnect edward jones	ELECTRIC FUND	ADMIN AND GENERAL	157.00
	TOTAL:			6,512.60
LANCE DLOUHY	supplies for fun run-paint	RESTRICTED CONTRIB	RECREATION/LEISURE SER	54.93
	TOTAL:			54.93
CRAIG DRAGER	election judge	GENERAL FUND	ELECTIONS	36.81
	TOTAL:			36.81
DRANTTEL SALES & SERVICE	helmets, liners	ENVIRON SERVICES F	ADMIN AND GENERAL	198.79
	TOTAL:			198.79
DUECO INC	#28 repairs	ENVIRON SERVICES F	REFUSE DISPOSAL	14,801.22
	TOTAL:			14,801.22
PATRICIA DUENWALD	election judge	GENERAL FUND	ELECTIONS	232.50
	TOTAL:			232.50
PATRICK DUENWALD	election judge	GENERAL FUND	ELECTIONS	232.50
	TOTAL:			232.50
EARL F ANDERSEN INC	left down arrow signs	GENERAL FUND	STREETS	534.68
	TOTAL:			534.68
EPA AUDIO VISUAL INC	mic & desk stand	PUBLIC ACCESS	PUBLIC ACCESS	341.40
	camera kit, conn box, pwr	PUBLIC ACCESS	PUBLIC ACCESS	1,465.00
	TOTAL:			1,806.40
ERC WIPING PRODUCTS, INC.	wiping cloths	GENERAL FUND	FIRE	81.00
	TOTAL:			81.00
ERICKSON OIL PRODUCTS INC	oct fuel	GENERAL FUND	POLICE	88.64
	TOTAL:			88.64
FASTENAL COMPANY	saw blade	GENERAL FUND	FIRE	67.21
	batteries, box tape disp	GENERAL FUND	STREETS	14.84
	sidewalks marking paint pi	GENERAL FUND	STREETS	2.40
	self drilling screws	GENERAL FUND	STREETS	0.93
	batteries, box tape disp	GENERAL FUND	PARKS	14.84
	sidewalks marking paint pi	GENERAL FUND	PARKS	2.40
	sheet metal screws vets rr	GENERAL FUND	PARKS	2.51
	self drilling screws	GENERAL FUND	PARKS	0.93
	carriage bolts, hex nuts	GENERAL FUND	PARKS	14.92
	sheet metal screws	GENERAL FUND	PARKS	2.97
	batteries, box tape disp	WATER	DISTRIBUTION AND STORA	7.42
	sidewalks marking paint pi	WATER	DISTRIBUTION AND STORA	1.20
	self drilling screws	WATER	DISTRIBUTION AND STORA	0.46
	batteries, box tape disp	WASTE WATER FUND	SOURCE/TREATMENT	7.43
	sidewalks marking paint pi	WASTE WATER FUND	SOURCE/TREATMENT	1.20
	self drilling screws	WASTE WATER FUND	SOURCE/TREATMENT	0.46
	batteries, box tape disp	ENVIRON SERVICES F	REFUSE DISPOSAL	7.42
	sidewalks marking paint pi	ENVIRON SERVICES F	REFUSE DISPOSAL	1.20
	self drilling screws	ENVIRON SERVICES F	REFUSE DISPOSAL	0.46
	batteries, box tape disp	ELECTRIC FUND	POWER DISTRIBUTION	14.84

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sidewalks marking paint pi	ELECTRIC FUND	POWER DISTRIBUTION	2.40
	chisels-scraping, cold, bu	ELECTRIC FUND	POWER DISTRIBUTION	52.23
	self drilling screws	ELECTRIC FUND	POWER DISTRIBUTION	0.93
	batteries, box tape disp	STORMWATER FUND	TREATMENT	7.40
	sidewalks marking paint pi	STORMWATER FUND	TREATMENT	1.20
	self drilling screws	STORMWATER FUND	TREATMENT	0.46
			TOTAL:	230.66
SHARON FITCH	election judge	GENERAL FUND	ELECTIONS	236.37
			TOTAL:	236.37
FREMONT INDUSTRIES, INC.	filters for boilers	COMMUNITY CENTER	COMMUNITY CENTER	76.47
			TOTAL:	76.47
G AND H READY MIX, LLC	footing mix for posts-gate	ENVIRON SERVICES F	REFUSE DISPOSAL	258.64
			TOTAL:	258.64
GELDNER UNDERGROUND, INC.	summit rewiring bored 4" t	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,630.00
	refund excav prmt #E12-415	STORMWATER FUND	NON-DEPARTMENTAL	165.00
			TOTAL:	3,795.00
GENESIS	oct fuel	GENERAL FUND	FIRE	618.32
	oct fuel	GENERAL FUND	PUBLIC WORKS ADMIN	142.88
	oct fuel	GENERAL FUND	STREETS	1,987.10
	oct fuel	GENERAL FUND	PARKS	433.14
	oct fuel	WATER	DISTRIBUTION AND STORA	234.78
	oct fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,459.28
	oct fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,364.68
	oct fuel	ELECTRIC FUND	POWER DISTRIBUTION	671.38
	oct fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,203.36
			TOTAL:	8,114.92
LEWIS GIESKING	2013 appa rally dc airfare	ELECTRIC FUND	NON-DEPARTMENTAL	423.00
	mileage smmpa bloomington	ELECTRIC FUND	ADMIN AND GENERAL	68.37
			TOTAL:	491.37
GRAINGER	nitrile disposale gloves-w	GENERAL FUND	STREETS	91.68
	nitrile disposale gloves-w	GENERAL FUND	PARKS	91.68
	thermometer infrared	WATER	PURIFICATION AND TREAT	116.69
	nitrile disposale gloves-w	WATER	DISTRIBUTION AND STORA	45.84
	safety exit sign	WATER	ADMIN AND GENERAL	103.33
	nitrile disposale gloves-w	WASTE WATER FUND	SOURCE/TREATMENT	45.89
	nitrile disposale gloves-w	ENVIRON SERVICES F	REFUSE DISPOSAL	45.84
	nitrile disposale gloves-w	ELECTRIC FUND	POWER DISTRIBUTION	91.68
	nitrile disposale gloves-w	STORMWATER FUND	TREATMENT	45.89
			TOTAL:	678.52
DONNA J GREEN	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
DAVID GRIMMIUS	election judge	GENERAL FUND	ELECTIONS	122.06
			TOTAL:	122.06
H & L MESABI	cutting edges	GENERAL FUND	STREETS	5,954.64
			TOTAL:	5,954.64

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JERROD HAACK	fun run supplies-activity	RESTRICTED CONTRIB	RECREATION/LEISURE SER	117.13
			TOTAL:	117.13
HACH COMPANY	buffer solution, pwdr pill	WATER	PURIFICATION AND TREAT	115.52
			TOTAL:	115.52
DELORES M. HAHN	election judge	GENERAL FUND	ELECTIONS	201.50
			TOTAL:	201.50
MAX HAILPERIN	election judge	GENERAL FUND	ELECTIONS	180.18
			TOTAL:	180.18
MARY ANN HANSON	election judge	GENERAL FUND	ELECTIONS	236.37
			TOTAL:	236.37
MARYANN HARTY	election judge	GENERAL FUND	ELECTIONS	319.68
			TOTAL:	319.68
HAWKINS CHEMICAL	chlorine caustic soda sodi	WATER	PURIFICATION AND TREAT	4,391.25
	caustic soda	WATER	PURIFICATION AND TREAT	1,217.50
	caustic soda, fluoride, so	WATER	PURIFICATION AND TREAT	5,953.16
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,398.58
			TOTAL:	16,960.49
GERALDINE HILDEBRANDT	election judge	GENERAL FUND	ELECTIONS	124.00
			TOTAL:	124.00
HOLIDAY COMMERCIAL	oct fuel	GENERAL FUND	POLICE	551.11
	oct fuel	GENERAL FUND	BUILDING INSPECTOR	116.11
	oct fuel	GENERAL FUND	STREETS	200.23
	oct fuel	GENERAL FUND	PARKS	515.39
	oct fuel	COMMUNITY CENTER	COMMUNITY CENTER	86.90
	oct fuel	WATER	SOURCE OF SUPPLY	73.19
	oct fuel	WATER	PURIFICATION AND TREAT	109.79
	oct fuel	WATER	DISTRIBUTION AND STORA	548.96
	oct fuel	WATER	CUSTOMER ACCOUNTS	47.81
	gift card - get well	WATER	CUSTOMER ACCOUNTS	8.75
	oct fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	139.35
	oct fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	47.81
	gift card - get well	WASTE WATER FUND	CUSTOMER ACCOUNTS	8.75
	oct fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	271.33
	gift card - get well	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	8.75
	oct fuel	ELECTRIC FUND	POWER DISTRIBUTION	328.89
	oct fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	47.81
	gift card - get well	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.75
	oct fuel	STORMWATER FUND	TREATMENT	328.32
	oct fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	6.62
			TOTAL:	3,454.62
HOLIDAY INN	room reservation ken kocmi	ELECTRIC FUND	ADMIN AND GENERAL	179.70
			TOTAL:	179.70
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	1,485.79
			TOTAL:	1,485.79
JAMES L. JACOBS	election judge	GENERAL FUND	ELECTIONS	124.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	124.00
RAYMOND JACOBSON	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
JT SERVICES	4" sch 40 reed interduct #	ELECTRIC FUND	NON-DEPARTMENTAL	2,474.69
	2" e-loc couplings #467	ELECTRIC FUND	NON-DEPARTMENTAL	152.71
			TOTAL:	2,627.40
ROXIE KANT	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
SHIRLEY J. KRIDER	election judge	GENERAL FUND	ELECTIONS	234.43
			TOTAL:	234.43
GENE KROHNBERG	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
KUE CONTRACTORS, INC	wwtf bldg exterior imprvmt	WASTE WATER FUND	CAPITAL-TREATMENT SYST	39,900.00
			TOTAL:	39,900.00
KUSSMAUL ELECTRONICS CO., INC.	#911 air eject 12v	GENERAL FUND	STREETS	292.83
			TOTAL:	292.83
LAGER CONSTRUCTION	build out rm 310a s multip	COMMUNITY CENTER	COMMUNITY CENTER	1,930.00
			TOTAL:	1,930.00
LAGER'S INC	bulb	GENERAL FUND	POLICE	3.21
			TOTAL:	3.21
LEAGUE OF MINNESOTA CITIES	stormwater coalition 9/12-	STORMWATER FUND	ADMINISTRATION AND GEN	760.00
			TOTAL:	760.00
THOMAS LEONHARDT	election judge	GENERAL FUND	ELECTIONS	197.62
			TOTAL:	197.62
JAY LINK	meals tzd conf bloomington	GENERAL FUND	POLICE	37.63
			TOTAL:	37.63
NANCY LUKER	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
JAN MANZEY	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
MARCO, INC.	city hall copier 9/23-10/	GENERAL FUND	CITY ADMINISTRATION	15.45
	city hall copier 9/23-10/	GENERAL FUND	CITY CLERK	15.45
	city hall copier 9/23-10/	GENERAL FUND	FINANCE	10.30
	city hall copier 9/23-10/	GENERAL FUND	POLICE	8.24
	city hall copier 9/23-10/	GENERAL FUND	BUILDING INSPECTOR	4.12
	city hall copier 9/23-10/	GENERAL FUND	PUBLIC WORKS ADMIN	2.06
	city hall copier 9/23-10/	GENERAL FUND	ECONOMIC DEVMT	1.03
	city hall copier 9/23-10/	WATER	ADMIN AND GENERAL	9.27
	city hall copier 9/23-10/	WASTE WATER FUND	ADMIN AND GENERAL	9.26
	city hall copier 9/23-10/	ELECTRIC FUND	ADMIN AND GENERAL	27.80
			TOTAL:	102.98

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MARTIN-MCALLISTER	ee public safety assessmen	GENERAL FUND	POLICE	400.00	
			TOTAL:	400.00	
MIKE MCCARTHY	meals fire chiefs conf Dul	GENERAL FUND	FIRE	81.44	
	mileage fire chiefs conf D	GENERAL FUND	FIRE	255.30	
	hotel fire chiefs conf Dul	GENERAL FUND	FIRE	247.16	
	per diem fire chiefs conf	GENERAL FUND	FIRE	70.00	
			TOTAL:	653.90	
MENARDS	brass ball valve	GENERAL FUND	STREETS	4.21	
	brass ball valve	GENERAL FUND	PARKS	4.21	
	filter cartridge, d-con	GENERAL FUND	PARKS	40.54	
	pvc elbows, hangers, coupl	WATER	PURIFICATION AND TREAT	25.63	
	brass ball valve	WATER	DISTRIBUTION AND STORA	2.10	
	brass ball valve	WASTE WATER FUND	SOURCE/TREATMENT	2.11	
	brass ball valve	ENVIRON SERVICES F	REFUSE DISPOSAL	2.10	
	brass ball valve	ELECTRIC FUND	POWER DISTRIBUTION	4.21	
	brass ball valve	STORMWATER FUND	TREATMENT	2.11	
			TOTAL:	87.22	
METRO FIRE	#911 rigid female thread	GENERAL FUND	STREETS	64.22	
	1" nozzle street sweepers	GENERAL FUND	STREETS	597.46	
	sweepers-adapter, rocker l	GENERAL FUND	STREETS	144.46	
			TOTAL:	806.14	
METRO JANITORIAL SUPPLY INC.	gym, tile floor cleaners	COMMUNITY CENTER	COMMUNITY CENTER	581.88	
			TOTAL:	581.88	
WARREN MICHELS	election judge	GENERAL FUND	ELECTIONS	201.50	
			TOTAL:	201.50	
LEONA MILLER	election judge	GENERAL FUND	ELECTIONS	251.87	
			TOTAL:	251.87	
MISC VENDOR	B&V ENTERPRISES	B&V ENTERPRISES:overpd ren	GENERAL FUND	NON-DEPARTMENTAL	20.00
	BIRR, BETTY	election judge	GENERAL FUND	ELECTIONS	36.81
	BRAUN, DIANE	election judge	GENERAL FUND	ELECTIONS	182.12
	BRYANT, SONNY	lib event "African Drummin	LIBRARY FUND	LIBRARY	225.00
	DERNER, ANDREW	refund volleyball 2001248	GENERAL FUND	NON-DEPARTMENTAL	170.00
	DERNER, ANDREW	refund volleyball 2001247	GENERAL FUND	NON-DEPARTMENTAL	190.00
	EPPMEYER, JOAN	election judge	GENERAL FUND	ELECTIONS	124.00
	GENELIN, ROBERT J	election judge	GENERAL FUND	ELECTIONS	236.37
	HALL, JOHN	election judge	GENERAL FUND	ELECTIONS	201.50
	HANSON, NANCY M	election judge	GENERAL FUND	ELECTIONS	124.00
	HARMS, DIANE	election judge	GENERAL FUND	ELECTIONS	162.75
	HOLLAND, LESLEY	election judge	GENERAL FUND	ELECTIONS	46.50
	KIDD, KATIE	election judge	GENERAL FUND	ELECTIONS	124.00
	MAKELA, BRYNN	election judge	GENERAL FUND	ELECTIONS	124.00
	MURPHY, SARAH	election judge	GENERAL FUND	ELECTIONS	236.37
	ROESCH, DANICA	refund daycare inspection	GENERAL FUND	NON-DEPARTMENTAL	45.00
	SANDER, TUCKER	election judge	GENERAL FUND	ELECTIONS	124.00
	SANFORD, SHAWN	election judge	GENERAL FUND	ELECTIONS	124.00
	SCHEFF, RITA	election judge	GENERAL FUND	ELECTIONS	125.93
	SEKELSKY, LAUREN	election judge	GENERAL FUND	ELECTIONS	36.81
	SOLBERG, CAROL	election judge	GENERAL FUND	ELECTIONS	124.00
	SPANDE, SARAH	election judge	GENERAL FUND	ELECTIONS	124.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THORKELSON, TOM	election judge	GENERAL FUND	ELECTIONS	124.00
WAGGONER, WILL	election judge	GENERAL FUND	ELECTIONS	124.00
WEST, NINA	election judge	GENERAL FUND	ELECTIONS	69.75
			TOTAL:	3,224.91
MN DEPT OF HUMAN SERVICES	mowing 1744 riggs rd	GENERAL FUND	NON-DEPARTMENTAL	50.00
			TOTAL:	50.00
MN DEPT OF LABOR & INDUSTRY	pool - boiler license	GENERAL FUND	SWIMMING POOL	10.00
			TOTAL:	10.00
MN DEPT OF TRANSPORTATION	final pmt to st-contract r	TORNADO	COLLECTOR STREET REPAI	29,019.57
	return unearned Fed hwy fu	TORNADO	COLLECTOR STREET REPAI	467,211.62
			TOTAL:	496,231.19
MN IRON & METAL COMPANY	vets, gault park	GENERAL FUND	PARKS	128.94
	chemical racks	WATER	PURIFICATION AND TREAT	591.02
			TOTAL:	719.96
MN MUNICIPAL UTILITIES ASSOCIATION	tech & oper conf - k kocmi	ELECTRIC FUND	ADMIN AND GENERAL	440.00
			TOTAL:	440.00
MN PIPE & EQUIPMENT	12" valve box bottom/exten	WATER	NON-DEPARTMENTAL	43.05
	6" cover plate A1 #318	WATER	NON-DEPARTMENTAL	930.58
	6" coupling #674	WATER	NON-DEPARTMENTAL	376.12
	chlorine, valve box top	WATER	DISTRIBUTION AND STORA	59.76
	12" clay to cast #28 coupl	WASTE WATER FUND	NON-DEPARTMENTAL	83.04
	clamps	WASTE WATER FUND	SOURCE/TREATMENT	58.61
			TOTAL:	1,551.16
MN PUBLIC TRANSIT ASSN	2012 mn/wi public trnst co	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	250.00
			TOTAL:	250.00
MN WASTEWATER OPERATORS ASSOCIATION	mwoa section mtg jeff, amy	STORMWATER FUND	ADMINISTRATION AND GEN	40.00
			TOTAL:	40.00
MOTION INDUSTRIES, INC.	air handler belts	COMMUNITY CENTER	COMMUNITY CENTER	30.35
			TOTAL:	30.35
PETE MOULTON	miles plbg board st paul	WATER	ADMIN AND GENERAL	87.69
	meal plbg board st paul	WATER	ADMIN AND GENERAL	8.93
	hotel smmpa bloomington	ELECTRIC FUND	ADMIN AND GENERAL	142.85
	mileage smmpa bloomington	ELECTRIC FUND	ADMIN AND GENERAL	66.60
	meal smmpa bloomington	ELECTRIC FUND	ADMIN AND GENERAL	10.05
			TOTAL:	316.12
MUNICIPAL CODE CORPORATION	20 copies supp no 4	GENERAL FUND	CITY ADMINISTRATION	518.62
	20 copies supp no 4	WATER	ADMIN AND GENERAL	129.65
	20 copies supp no 4	WASTE WATER FUND	ADMIN AND GENERAL	129.65
	20 copies supp no 4	ENVIRON SERVICES F	ADMIN AND GENERAL	129.65
	20 copies supp no 4	ELECTRIC FUND	ADMIN AND GENERAL	129.65
			TOTAL:	1,037.22
MVTL LABORATORIES INC	testing	WASTE WATER FUND	BIOSOLIDS	253.00
	testing	WASTE WATER FUND	SOURCE/TREATMENT	333.00
			TOTAL:	586.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NAPA AUTO PARTS OF ST PETER	wiper blade	GENERAL FUND	POLICE	26.70
	hose reel,brake clnr, wshr	GENERAL FUND	STREETS	83.82
	brake pds, rotors, lamp	GENERAL FUND	STREETS	433.98
	thermostat, plug wires, ca	GENERAL FUND	RECREATION/LEISURE SER	98.70
	hose reel,brake clnr, wshr	GENERAL FUND	PARKS	83.82
	fuel inj, radiator hoses,	GENERAL FUND	PARKS	567.94
	epoxy	WATER	PURIFICATION AND TREAT	5.38
	hose reel,brake clnr, wshr	WATER	DISTRIBUTION AND STORA	41.90
	filter kit #22	WATER	DISTRIBUTION AND STORA	41.03
	hose reel,brake clnr, wshr	WASTE WATER FUND	SOURCE/TREATMENT	41.96
	hose reel,brake clnr, wshr	ENVIRON SERVICES F	REFUSE DISPOSAL	41.90
	hose reel,brake clnr, wshr	ELECTRIC FUND	POWER DISTRIBUTION	83.82
	turn signal switch #21	ELECTRIC FUND	POWER DISTRIBUTION	119.38
	hose reel,brake clnr, wshr	STORMWATER FUND	TREATMENT	41.94
	brake pads, rotar #T10	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	167.64
	wiper, brake fluid	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	17.13
	starter fluid bus #10	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	5.47
		TOTAL:	1,902.51	
MARGARET NELSEN	election judge	GENERAL FUND	ELECTIONS	209.25
			TOTAL:	209.25
NEWMAN TRAFFIC SIGNS	handicap veh id req, ped s	GENERAL FUND	STREETS	418.58
			TOTAL:	418.58
NICOLLET COUNTY SHERIFF'S OFFICE	mobile radio system part	GENERAL FUND	POLICE	68.40
			TOTAL:	68.40
NICOLLET COUNTY BANK	oct ach payroll, accts pay	GENERAL FUND	FINANCE	6.21
	oct ach payroll, accts pay	WATER	ADMIN AND GENERAL	1.56
	oct ach utility bills	WATER	CUSTOMER ACCOUNTS	11.51
	oct ach payroll, accts pay	WASTE WATER FUND	ADMIN AND GENERAL	1.56
	oct ach utility bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.51
	oct ach payroll, accts pay	ENVIRON SERVICES F	ADMIN AND GENERAL	1.56
	oct ach utility bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.51
	oct ach payroll, accts pay	ELECTRIC FUND	ADMIN AND GENERAL	1.56
	oct ach utility bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.52
		TOTAL:	58.50	
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	43.17
			TOTAL:	43.17
NORTH CENTRAL LABORATORIES	reagents	WATER	PURIFICATION AND TREAT	116.58
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	737.48
			TOTAL:	854.06
NORTHLAND PCC, INC.	516 s 3rd st sidewalk repa	GENERAL FUND	STREETS	217.50
			TOTAL:	217.50
OFFICEMAX	10 pack cd's	GENERAL FUND	CITY ADMINISTRATION	3.13
	canned air	GENERAL FUND	CITY ADMINISTRATION	2.06
	10 pack cd's	GENERAL FUND	CITY CLERK	3.13
	canned air	GENERAL FUND	CITY CLERK	2.06
	10 pack cd's	GENERAL FUND	FINANCE	2.09
	dry erase markers for writ	GENERAL FUND	FINANCE	6.40
	canned air	GENERAL FUND	FINANCE	1.37

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	10 pack cd's	GENERAL FUND	POLICE	1.67
	canned air	GENERAL FUND	POLICE	1.10
	speakers, headphones	GENERAL FUND	POLICE	42.73
	10 pack cd's	GENERAL FUND	BUILDING INSPECTOR	0.84
	canned air	GENERAL FUND	BUILDING INSPECTOR	0.55
	10 pack cd's	GENERAL FUND	PUBLIC WORKS ADMIN	0.42
	canned air	GENERAL FUND	PUBLIC WORKS ADMIN	0.27
	10 pack cd's	GENERAL FUND	ECONOMIC DEVMT	0.21
	canned air	GENERAL FUND	ECONOMIC DEVMT	0.14
	10 pack cd's	WATER	ADMIN AND GENERAL	1.88
	dry erase markers for writ	WATER	ADMIN AND GENERAL	1.60
	canned air	WATER	ADMIN AND GENERAL	1.23
	10 pack cd's	WASTE WATER FUND	ADMIN AND GENERAL	1.87
	dry erase markers for writ	WASTE WATER FUND	ADMIN AND GENERAL	1.60
	canned air	WASTE WATER FUND	ADMIN AND GENERAL	1.23
	dry erase markers for writ	ENVIRON SERVICES F	ADMIN AND GENERAL	1.60
	10 pack cd's	ELECTRIC FUND	ADMIN AND GENERAL	5.64
	dry erase markers for writ	ELECTRIC FUND	ADMIN AND GENERAL	1.60
	canned air	ELECTRIC FUND	ADMIN AND GENERAL	3.70
			TOTAL:	90.12
PARAGON PRINTING & MAILING	mailing- wash ave link	PERM IMPROVMENT RE	STREETS	179.99
			TOTAL:	179.99
PAULSEN ARCHITECTURAL DESIGN	municipal bldg space revie	GENERAL FUND	CITY ADMINISTRATION	1,470.00
			TOTAL:	1,470.00
PEPSI-COLA OF MANKATO INC	pop for comm ctr vending	COMMUNITY CENTER	COMMUNITY CENTER	356.90
			TOTAL:	356.90
PET EXPO DIST.	aquarium maintenance	LIBRARY FUND	LIBRARY	92.03
			TOTAL:	92.03
MATTHEW PETERS-PETTY CASH	pd supplies	GENERAL FUND	POLICE	14.96
	training travel reimb	GENERAL FUND	POLICE	49.18
	postage	GENERAL FUND	POLICE	67.74
	training travel reimb park	GENERAL FUND	POLICE	3.00
			TOTAL:	134.88
MARION PETERSON	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	BUILDING INSPECTOR	24.44
	meals	GENERAL FUND	STREETS	6.74
	meals, mileage	GENERAL FUND	ECONOMIC DEVMT	105.85
	postage	WATER	ADMIN AND GENERAL	5.30
			TOTAL:	142.33
ASHLEY PRAX	election judge	GENERAL FUND	ELECTIONS	282.87
			TOTAL:	282.87
SUE PRAX	election judge	GENERAL FUND	ELECTIONS	236.37
			TOTAL:	236.37
RONALD D. QUADE	meals fire chiefs conf dul	GENERAL FUND	FIRE	37.43
	mileage fire chiefs conf d	GENERAL FUND	FIRE	253.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hotel fire chiefs conf dul	GENERAL FUND	FIRE	336.74
	per diem fire chiefs conf	GENERAL FUND	FIRE	90.00
			TOTAL:	717.27
RACE PLACE CHIP TIMING	fun run timing 1129 partic	RESTRICTED CONTRIB	RECREATION/LEISURE SER	3,435.00
			TOTAL:	3,435.00
RADIO MANKATO	halloween fun run advertis	RESTRICTED CONTRIB	RECREATION/LEISURE SER	950.00
			TOTAL:	950.00
RITA RASSBACH	fun run paint stp lumber	RESTRICTED CONTRIB	RECREATION/LEISURE SER	29.85
	fun run menards paint supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	91.39
	fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	140.82
	after school prog supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	39.50
	fun run spinners-mary's fl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	159.99
			TOTAL:	461.55
RDO EQUIPMENT CO.	lamp #607	GENERAL FUND	STREETS	50.08
			TOTAL:	50.08
REARVIEW SYSTEMS LLC	hd camera w/heater&cable#5	GENERAL FUND	STREETS	485.00
			TOTAL:	485.00
RIVER'S EDGE HOSPITAL & CLINIC	pre employment physical	WASTE WATER FUND	ADMIN AND GENERAL	294.00
			TOTAL:	294.00
ROYAL TIRE, INC	tires #808	GENERAL FUND	PARKS	81.16
	tires #909	WATER	DISTRIBUTION AND STORA	40.59
	tires #22	WATER	DISTRIBUTION AND STORA	545.06
	tires #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,422.11
	tires	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	701.14
			TOTAL:	2,790.06
SAM'S CLUB	interest	GENERAL FUND	RECREATION/LEISURE SER	3.83
	coffee, cups, lids, cream	GENERAL FUND	RECREATION/LEISURE SER	30.78
	coffee, cups, lids, cream	COMMUNITY CENTER	COMMUNITY CENTER	30.79
	coffee, tiedowns, cups, li	RESTRICTED CONTRIB	RECREATION/LEISURE SER	72.82
			TOTAL:	138.22
SANDLAND, JEAN	election judge	GENERAL FUND	ELECTIONS	124.00
			TOTAL:	124.00
DEANNE SCHABERT	election judge	GENERAL FUND	ELECTIONS	46.50
			TOTAL:	46.50
MAUREEN R SCHOLL	election judge	GENERAL FUND	ELECTIONS	62.00
			TOTAL:	62.00
BRUCE SEASTRAND	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
GREG SEITZER	election judge	GENERAL FUND	ELECTIONS	217.00
	election judge mileage	GENERAL FUND	ELECTIONS	2.77
			TOTAL:	219.77
BRIAN SHELLUM	advance for travel to New	ELECTRIC FUND	NON-DEPARTMENTAL	500.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>500.00</u>
SISTER CITIES INTERNATIONAL	member dues 7/12-6/13	GENERAL FUND	MAYOR & COUNCIL	<u>360.00</u>
			TOTAL:	<u>360.00</u>
SKROVE AUTOMOTIVE	brake repair '09 charger	GENERAL FUND	POLICE	<u>523.11</u>
			TOTAL:	<u>523.11</u>
PRESTON SMITH	election judge	GENERAL FUND	ELECTIONS	<u>182.12</u>
			TOTAL:	<u>182.12</u>
BEVERLY SOMMERS	election judge	GENERAL FUND	ELECTIONS	<u>236.37</u>
			TOTAL:	<u>236.37</u>
SOUTHERN MN CONSTRUCTION CO INC	asphalt	GENERAL FUND	STREETS	<u>61.05</u>
			TOTAL:	<u>61.05</u>
CORRINE SPRAGUE	election judge	GENERAL FUND	ELECTIONS	<u>124.00</u>
			TOTAL:	<u>124.00</u>
SPRING TOUCH	aeration comm ctr	LIBRARY FUND	LIBRARY	45.86
	aeration comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	<u>68.80</u>
			TOTAL:	<u>114.66</u>
SPRINT SOLUTIONS, INC.	cell phone svc 9/15-10/14	GENERAL FUND	POLICE	279.93
	cell phone svc 9/23-10/22	GENERAL FUND	POLICE	423.26
	cell phone svc 9/15-10/14	GENERAL FUND	FIRE	23.29
	cell phone service 9/15-10	WATER	ADMIN AND GENERAL	25.93
	cell phone service 9/15-10	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.93</u>
			TOTAL:	<u>778.34</u>
ST CLOUD TECH & COMM COLLEGE	fire school delestre, near	GENERAL FUND	FIRE	<u>200.00</u>
			TOTAL:	<u>200.00</u>
ST PETER AREA FOOD SHELF	fun run monetary donations	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>17.00</u>
			TOTAL:	<u>17.00</u>
ST PETER HERALD	receptionist/ap clerk ad	GENERAL FUND	FINANCE	46.50
	fire dept capt ad	GENERAL FUND	FIRE	139.50
	receptionist/ap clerk ad	GENERAL FUND	BUILDING INSPECTOR	46.50
	wash ave link public heari	PERM IMPROVMENT RE	STREETS	298.15
	hydrant flushing	WATER	ADMIN AND GENERAL	<u>186.00</u>
			TOTAL:	<u>716.65</u>
ST PETER LUMBER CO	2x6 lumber	GENERAL FUND	STREETS	22.85
	plywood	GENERAL FUND	PARKS	75.21
	push broom veh #106	WATER	DISTRIBUTION AND STORA	<u>34.19</u>
			TOTAL:	<u>132.25</u>
ST PETER RENTAL CENTER	10" blade edger	GENERAL FUND	PARKS	98.33
	2 stihl trimmers, oil	GENERAL FUND	PARKS	657.16
	rope	ELECTRIC FUND	POWER DISTRIBUTION	4.28
	fun run tent stakes	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>10.69</u>
			TOTAL:	<u>770.46</u>
ST PETER SOCCER ASSOCIATION	fall soccer partner reimb	GENERAL FUND	RECREATION/LEISURE SER	886.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	886.72
ST PETER WELL DRILLING, INC.	well #6 remove, repair pum	WATER	SOURCE OF SUPPLY	753.00
	televising well #6	WATER	SOURCE OF SUPPLY	695.00
			TOTAL:	1,448.00
STAPLES ADVANTAGE	pens, copy paper, ltr open	GENERAL FUND	CITY ADMINISTRATION	75.93
	pens, copy paper, ltr open	GENERAL FUND	CITY CLERK	75.93
	labels, pens, moisteners	GENERAL FUND	ELECTIONS	304.39
	return calculator	GENERAL FUND	FINANCE	134.65-
	pens, copy paper, ltr open	GENERAL FUND	FINANCE	50.62
	pens, copy paper, ltr open	GENERAL FUND	POLICE	40.50
	chair - receptionist	GENERAL FUND	BUILDING INSPECTOR	272.69
	pens, copy paper, ltr open	GENERAL FUND	BUILDING INSPECTOR	20.25
	pens, copy paper, ltr open	GENERAL FUND	PUBLIC WORKS ADMIN	10.12
	pens, postits, msg bk, phn	GENERAL FUND	STREETS	39.53
	mrkrs, tape, glue, pens, s	GENERAL FUND	RECREATION/LEISURE SER	224.21
	pens, postits, msg bk, phn	GENERAL FUND	PARKS	31.62
	pens, copy paper, ltr open	GENERAL FUND	ECONOMIC DEVMT	5.06
	copy paper	LIBRARY FUND	LIBRARY	95.50
	pens, copy paper, ltr open	WATER	ADMIN AND GENERAL	45.56
	pens, postits, msg bk, phn	WATER	ADMIN AND GENERAL	15.81
	receipt books, drop box si	WATER	CUSTOMER ACCOUNTS	39.33
	chairs - Jo, Lelia	WATER	CUSTOMER ACCOUNTS	136.35
	pens, copy paper, ltr open	WASTE WATER FUND	ADMIN AND GENERAL	45.56
	pens, postits, msg bk, phn	WASTE WATER FUND	ADMIN AND GENERAL	15.81
	receipt books, drop box si	WASTE WATER FUND	CUSTOMER ACCOUNTS	39.33
	chairs - Jo, Lelia	WASTE WATER FUND	CUSTOMER ACCOUNTS	136.35
	pens, postits, msg bk, phn	ENVIRON SERVICES F	ADMIN AND GENERAL	15.80
	receipt books, drop box si	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	39.33
	chairs - Jo, Lelia	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	136.33
	pens, copy paper, ltr open	ELECTRIC FUND	ADMIN AND GENERAL	136.68
	pens, postits, msg bk, phn	ELECTRIC FUND	ADMIN AND GENERAL	39.53
	receipt books, drop box si	ELECTRIC FUND	CUSTOMER ACCOUNTS	39.33
	chairs - Jo, Lelia	ELECTRIC FUND	CUSTOMER ACCOUNTS	136.35
	stapes, mrkrs, tape	RESTRICTED CONTRIB	RECREATION/LEISURE SER	34.11
			TOTAL:	2,163.26
STREICHER'S	uniform boots	GENERAL FUND	POLICE	123.87
	uniform jacket	GENERAL FUND	POLICE	49.99
			TOTAL:	173.86
SUMMIT SUPPLY CORPORATION OF COLORADO	2 benches for dog park	RESTRICTED CONTRIB	PARKS	390.00
			TOTAL:	390.00
TIGERDIRECT.COM	monitor for 800mhz radio-d	GENERAL FUND	POLICE	155.49
			TOTAL:	155.49
JANE TIMMERMAN	lunches smrpa mtg	GENERAL FUND	RECREATION/LEISURE SER	19.77
			TOTAL:	19.77
MIKE TORKELSON	election judge	GENERAL FUND	ELECTIONS	327.44
	election judge mileage	GENERAL FUND	ELECTIONS	9.43
			TOTAL:	336.87
TRAVERSE DES SIOUX LIBRARY SYSTEM	firewall compliance -inter	LIBRARY FUND	LIBRARY	120.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	120.33
USA BLUE BOOK	measuring wheels	GENERAL FUND	STREETS	58.45
	50' irrigation hoses water	GENERAL FUND	PARKS	179.10
	measuring wheels	GENERAL FUND	PARKS	58.45
	measuring wheels	WATER	DISTRIBUTION AND STORA	29.22
	measuring wheels	WASTE WATER FUND	SOURCE/TREATMENT	29.26
	measuring wheels	ENVIRON SERVICES F	REFUSE DISPOSAL	29.22
	measuring wheels	ELECTRIC FUND	POWER DISTRIBUTION	58.35
	measuring wheels	STORMWATER FUND	TREATMENT	29.28
			TOTAL:	471.33
PAULA VAN ZEE	election judge	GENERAL FUND	ELECTIONS	232.50
			TOTAL:	232.50
VESSCO, INC	rear unit chamber cap	WASTE WATER FUND	BIOSOLIDS	304.80
			TOTAL:	304.80
VISA	council funeral floral	GENERAL FUND	MAYOR & COUNCIL	53.45
	domain regis. saintpetermn	GENERAL FUND	MAYOR & COUNCIL	125.00
	meal sr mtg ecumen, hertag	GENERAL FUND	CITY ADMINISTRATION	14.08
	meals-mnscia sandland	GENERAL FUND	POLICE	31.42
	fuel-mnscia sandland	GENERAL FUND	POLICE	37.94
	uniform boots hagen	GENERAL FUND	POLICE	113.88
	uniform light - hagen opti	GENERAL FUND	POLICE	111.99
	tzd training meyer-u of m	GENERAL FUND	POLICE	95.00
	meals parks plan-russ&lew	GENERAL FUND	PARKS	30.13
	meal spdc mtg whiskey rive	GENERAL FUND	ECONOMIC DEVMT	14.04
	meals mn awwa school	WATER	ADMIN AND GENERAL	15.34
	postage	WATER	ADMIN AND GENERAL	6.85
	meals -overhead school 9/1	ELECTRIC FUND	ADMIN AND GENERAL	114.55
	grading&basecourse-yushta	STORMWATER FUND	ADMINISTRATION AND GEN	425.00
	grad-aggreg courses-kamm	STORMWATER FUND	ADMINISTRATION AND GEN	800.00
	const recert classes-kamm	STORMWATER FUND	ADMINISTRATION AND GEN	390.00
	transit conf hotel LaCross	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	249.48
	fun run supp-spirit hallow	RESTRICTED CONTRIB	NON-DEPARTMENTAL	17.16
	paws walk bowls	RESTRICTED CONTRIB	COMMUNITY SERVICE	436.25
	jr jammers b-balls aft sch	RESTRICTED CONTRIB	RECREATION/LEISURE SER	194.55
	hfr supp-menards	RESTRICTED CONTRIB	RECREATION/LEISURE SER	11.02
	fun run supp - stumps	RESTRICTED CONTRIB	RECREATION/LEISURE SER	591.75
	fun run halloween paper la	RESTRICTED CONTRIB	RECREATION/LEISURE SER	120.61
	hfr rental radios day wire	RESTRICTED CONTRIB	RECREATION/LEISURE SER	144.00
	hfr skeleton, signs-hlwn e	RESTRICTED CONTRIB	RECREATION/LEISURE SER	311.61
	hfr prize - 32" lcd tv-ama	RESTRICTED CONTRIB	RECREATION/LEISURE SER	334.00
	hfr tablecloth, chest, -orn	RESTRICTED CONTRIB	RECREATION/LEISURE SER	162.47
	storytime supplies	RESTRICTED CONTRIB	LIBRARY	6.10
	youth ctr playground balls	YOUTH CENTER GRANT	YOUTH CENTER	68.70
			TOTAL:	5,026.37
CHRIS VOELTZ	boiler operator lic&exam f	WATER	ADMIN AND GENERAL	75.00
			TOTAL:	75.00
VON ESSEN TOWING	change & mount tires	GENERAL FUND	POLICE	86.00
	towing - pontiac	GENERAL FUND	POLICE	70.00
	towing blazer	GENERAL FUND	BUILDING INSPECTOR	50.00
	#66 mount & balance 4 tire	ELECTRIC FUND	POWER DISTRIBUTION	72.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>278.00</u>
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	sept change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	sept refuse pickup service	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,421.20</u>
			TOTAL:	<u>18,426.20</u>
WATER CONSRVATION SERVICE, INC.	leak locate @ 601 rivervie	WATER	DISTRIBUTION AND STORA	<u>399.87</u>
			TOTAL:	<u>399.87</u>
WESCO DISTRIBUTION INC	100w hps lamps #613	ELECTRIC FUND	NON-DEPARTMENTAL	234.70
	100w hps lamps #613	ELECTRIC FUND	NON-DEPARTMENTAL	234.70
	pre filters-oil containmen	ELECTRIC FUND	POWER DISTRIBUTION	<u>96.81</u>
			TOTAL:	<u>566.21</u>
WIGEN COMPANIES, INC.	ro replacement membrances	WATER	CAPITAL-WATER TREATMEN	<u>5,755.00</u>
			TOTAL:	<u>5,755.00</u>
WILSON DEVELOPMENT SERVICES, LLC	wash ave acq & relocate sv	PERM IMPROVMENT RE	STREETS	<u>744.82</u>
			TOTAL:	<u>744.82</u>
WRITE ON	2 anniversary gifts	GENERAL FUND	POLICE	165.99
	anniversary gift	GENERAL FUND	RECREATION/LEISURE SER	50.18
	anniversary gift	LIBRARY FUND	LIBRARY	63.24
	2 anniversary gifts	ELECTRIC FUND	ADMIN AND GENERAL	<u>298.76</u>
			TOTAL:	<u>578.17</u>
XCEL ENERGY	hwy 22 bridge lghts 9/19-1	GENERAL FUND	STREETS	<u>49.54</u>
			TOTAL:	<u>49.54</u>
ZACK'S INC	floor broom & hd handle	GENERAL FUND	STREETS	19.38
	floor broom & hd handle	GENERAL FUND	PARKS	19.38
	floor broom & hd handle	WATER	DISTRIBUTION AND STORA	9.69
	floor broom & hd handle	WASTE WATER FUND	SOURCE/TREATMENT	9.70
	floor broom & hd handle	ENVIRON SERVICES F	REFUSE DISPOSAL	9.69
	floor broom & hd handle	ELECTRIC FUND	POWER DISTRIBUTION	19.38
	floor broom & hd handle	STORMWATER FUND	TREATMENT	<u>9.70</u>
			TOTAL:	<u>96.92</u>
ZIEGLER INC	back up alarm #16 loader	GENERAL FUND	STREETS	<u>165.44</u>
			TOTAL:	<u>165.44</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	63,573.11		
211	LIBRARY FUND	3,213.96		
213	PUBLIC ACCESS	1,806.40		
217	COMMUNITY CENTER	4,670.75		
230	REVOLVING LOAN FUND	162.50		
401	PERM IMPROVMENT REVOLVING	1,222.96		
499	TORNADO	496,231.19		
601	WATER	43,036.13		
602	WASTE WATER FUND	52,554.43		
603	ENVIRON SERVICES FUND	36,249.56		
604	ELECTRIC FUND	49,430.26		
606	STORMWATER FUND	3,088.97		
610	HEARTLAND TRANSIT	2,600.84		
820	RESTRICTED CONTRIBUTIONS	8,065.25		
824	YOUTH CENTER GRANT	68.70		

	GRAND TOTAL:	765,975.01		

TOTAL PAGES: 17

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>
Electric Pump	Circulation pump	\$10,113.41	Wastewater
Wesco Distribution	1/0 electric distribution wire	\$18,295.66	Electric
Wesco Distribution	4/0 electric distribution wire	\$44,385.72	Electric

2. The following employee appointments are approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Jonathan Hughes	Police Officer	\$22.94/hour
Tricia Bergeson	Receptionist/Accounts Payable Clerk	\$10.60/hour*

*Upon successful completion of the six month probationary period, a 2% wage increase shall be provided.

3. The Council meeting regularly scheduled for December 24, 2012 is hereby canceled. End of year account payables shall be paid as follows:

- Staff is hereby directed to pay account payables prior to December 31, 2012 following review by the City Administrator, Director of Finance and Mayor.
- Staff shall prepare a disbursement list of the aforementioned end of the year accounts payable for formal consideration by the City Council at the January 14, 2013 regular Council meeting.

The December 31, 2012 Council workshop shall also be cancelled.

4. The following equipment, for which the City no longer has a need, is hereby declared as surplus property and staff is directed to provide for sale of the equipment as provided for in the City Code:

Portable Radio Model HT1250_
(Model AAH25KDF9AA5AN) Serial Numbers:

749TCSF418
749TBE4656
749TCSF420

Portable Radio Motorola HT1000
(Model H01KDC9AA3DN) Serial
Numbers:

402TYJA025
402AXNA382
402AUL1862

749TCSF413
749TCSF422
749TCSF414
749TCSF411
749TCSF416
749TCLH717
749TCSF417
749TCSF412
749TCSF410
749TCSF415

402AXNA384
402AUL1861
402AXNA383
402TYJA024

Bicycle Description

18 Speed Gray Schwinn
Next Sheer Fun Pink/purple
Roadmaster Mtn Sport Pink
Magna Glacier Point Purple/Green
Yellow Huffy Pulsator
Next Rampage Orange BMX
Rhino Fallout
Roadmaster white/blue
Magna Double Divide Silver
Blue spray painted BMX
Magna Glacier Point Pur/green
Blue 10 speed pink fork
Brentwood KHS Green/gray
Kent Spirit Trouble pur/white
Huffy Rock it bro/black
Pacific Park Avenue Blue
Schwinn Sprint Red 10 speed
Yellow Mongoose no seat
Magna Glacier Pt Red

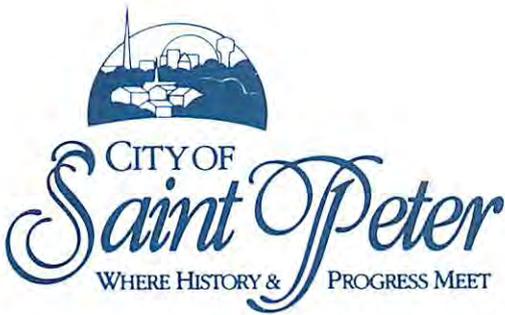
5. The schedule of disbursements for October 18, 2012 through November 7, 2012 is hereby approved.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/9/12

FROM: Todd Prafke
City Administrator

RE: Pavilion Task Force Update

ACTION/RECOMMENDATION

Receive and accept the report from the Mayor's Task Force and direct staff in additional action(s).

BACKGROUND

Pete Connor (Task Force Facilitator) and Eric Oleson of Oleson and Hobbie Architects (Task Force Architects) will be at your meeting to present the Task Force report and review the last and recommended version of the Pavilion concept rendering with the Council.

Members may remember the mission the Council established for the Task Force. That mission was:

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

The draft resolution in your packet represents discussion held by the Council and direction that I believe clarifies what you want staff to do as you continue to move forward through this process. Those additional directions are:

- Go forth and use this plan as staff looks for resources (money) to help put this plan into place.
- Have another look at the current facility from a structural standpoint so that we might be able to develop a better timeline for the resource raising efforts and while there, do a bit of work to see what level of rescue might be available,
- Apply for Legacy Grant dollars and other funds through foundations and government entities.
- Initiate discussion on a Council policy about naming rights or other promotional opportunities.

I think it is also important to articulate that our ability to provide for major repairs or replace this facility is, at least in part, driven by the resources we can gather to facilitate any change.

Last but not least, the Council had expressed its' wish to take a few moments to thank the folks who participated in the Task Force and its' many meetings. Those members volunteered their time and energy and represented not only our community, but a number of groups and organizations from throughout our town in the development of this concept rendering that focused on the function of the facility first and the aesthetics a close second.

Members of the Task Forced have been provided similar information and will receive a thank you letter from the Mayor after the acceptance of the report at your meeting.

FISCAL IMPACT:

There is no direct fiscal impact to taking action to accept the report.

ALTERNATIVES AND VARIATIONS

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

Negative vote. Staff will look to the Council for direction.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

**RESOLUTION ACCEPTING MAYOR’S TASK FORCE ON THE MINNESOTA SQUARE PARK
PAVILION FINAL REPORT**

WHEREAS, the City Council of the City of Saint Peter took action to establish a Mayor's Task Force on the Minnesota Square Park Pavilion; and

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

WHEREAS, the Task Force consisted of thirty-three (33) members; and

WHEREAS, the Task Force met six (6) times; and

WHEREAS, the City Council engaged an architectural firm to assist the Task Force; and

WHEREAS, the City Council has received a report of the Task Force; and

WHEREAS, the Mayor and Council are very thankful for the wonderful service provided by the members of the Task Force and for their service to the community.

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

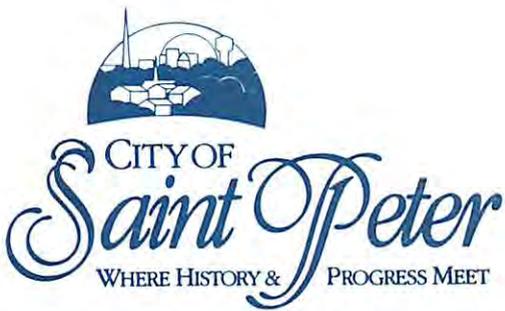
1. The report of the Mayor’s Task Force on the Minnesota Square Park Pavilion is accepted.
2. Staff is directed to:
 - Use this report and plan to look for resources (money) to help put this plan into place.
 - Review the current facility from a structural standpoint so that the City Council might be able to develop a better timeline for the resource raising efforts and while there:
 - Complete a cursory review of what level of rescue might be available for the current structure.
 - Complete a cursory review of potential rehabilitation costs.
 - Apply for funds through foundations and Government entities.
 - Provide opportunities for Council discussion on policy about naming rights or other promotional opportunities.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: November 7, 2012

FROM: Paula O'Connell
Finance Director

RE: Assessment/Write off of Delinquent Utility Accounts

ACTION/RECOMMENDATION

Approve the assessment roll and write-off of delinquent utility accounts.

BACKGROUND

On Monday, October 22, 2012 the City Council ordered the preparation of the proposed assessments. The date of the assessment public hearing was published in the paper, and all property owners have been notified by mail.

Our first step for collection, is when an account is one month delinquent. At that time the customer, and landlord if it is a rental property, are sent a notice of delinquency. The notice includes a date of disconnection, at which point they would be two months past due (if no payments had been made). Those occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. A tenant account is submitted to the collection agency after three months of non-payment, and an owner account is collected at the transfer of ownership or through our assessment process.

The detailed list of delinquent accounts is from June 15, 2011 to May 15, 2012. Notifications have gone to the each of the property owners and renters each month since they became past due and assessment searches have been done, if requested, on property transactions. A detailed listing of all delinquent utility accounts and other pertinent information is attached. The assessable and non-assessable amounts have changed since the hearing date was established as payments and clarifications have occurred.

Many of the accounts to be written-off are charges not allowed to be assessed by law. In addition accounts with amounts under \$10 for combined property owner charges or charges which were unpaid before bankruptcy or death will also not be assessed.

FISCAL IMPACT:

The City has a 2012 total of \$39,227.50 in delinquent utility accounts. \$23,422.02 will be written off to bad debt and \$15,805.48 will be assessed to property owners. It appears we are

having more business unpaid accounts than we have had prior to 2008 and again this year we have businesses that have failed.

Delinquent utility accounts are assessed for one year and I recommend a 1.18% interest rate. This interest rate is based on treasury bonds, plus one percent as is our policy.

ALTERNATIVES/VARIATIONS:

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

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

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

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

PO

<u>Customer first</u>	<u>Customer Last</u>	<u>ASSESS</u>	<u>Nonasses</u>	<u>CHECK</u>	<u>COMMENTS</u>
JENNIFER L.	ALEXANDER	\$1,021.28	\$440.06	\$1,461.34	
GUADALUP LOPEN	ANCHONDO	\$5.65	\$13.71	\$19.36	
JEN M.	BAUMANN	\$86.33	\$454.95	\$541.28	
JEN M.	BAUMANN	\$23.03	\$10.60	\$33.63	
BENJAMIN E.	BOELTER	\$270.17	\$124.25	\$394.42	
ROBERTO V.	BRACAMONTES	\$285.34	\$754.83	\$1,040.17	
DONNA L.	BRENKE	\$7.48	\$79.63	\$87.11	
SHANE R.	BRETZMAN	\$381.01	\$364.23	\$745.24	
ERIKA M.	BRISENO	\$116.81	\$68.50	\$185.31	
BENJAMIN D.	BURG	\$0.00	\$38.09	\$38.09	UNDER 10.00 W/O
FRANK E.	CASSIDY	\$250.09	\$131.35	\$381.44	
	CEDARS GRILLE, LLC	\$1,907.51	\$8,873.99	\$10,781.50	
KENDRA L.	COLLINS	\$2.52	\$185.98	\$188.50	
SUZANNE L.	COMPART	\$0.00	\$176.04	\$176.04	
MIKE T. & HOLLY ANN	DEEGAN	\$0.00	\$1.07	\$1.07	UNDER 10.00 W/O
MARK W.	DENNIS	\$44.83	\$0.00	\$44.83	
MARK W.	DENNIS	\$29.68	\$0.00	\$29.68	
ROBERT L.	DODGE	\$130.70	\$223.11	\$353.81	
RICHARD D.	ECKBERG	\$94.65	\$272.04	\$366.69	
LISA L.	EVANS	\$8.74	\$238.17	\$246.91	
MARIA	FIGUEROA	\$82.00	\$404.48	\$486.48	
DAVID L.	FILAN	\$259.89	\$153.45	\$413.34	
SCOTT T.	FREMGORD	\$0.00	\$180.73	\$180.73	
YAZMIN	GALICIA	\$69.03	\$128.44	\$197.47	
KIM J. & SHERRY	GOTTFRIED	\$0.00	\$110.08	\$110.08	
GABRIEL M.	GOUDY	\$4.92	\$15.66	\$20.58	
SAMANTHA L.	HARVEY	\$387.97	\$223.05	\$611.02	
SHATARA L.	HATCHETT	\$99.88	\$1.65	\$101.53	
ELIZABETH L. & DARRYL E.	HELGET	\$43.83	\$69.05	\$112.88	
MAURINE A.	HENDERSON	\$0.00	\$134.05	\$134.05	
DANIEL R	HEPPEL	\$47.27	\$7.03	\$54.30	
MICHAEL & KRISTEN	HOBDAY	\$127.59	\$0.00	\$127.59	
KEITH L.	HOUGH	\$110.77	\$37.25	\$148.02	
MICHELLE L.	HUTCHINS	\$15.20	\$338.64	\$353.84	
MARIAM S.	IBRAHIM	\$5.40	\$138.08	\$143.48	
KRISTEN M. & ARNOLD	JAMES	\$0.00	\$151.83	\$151.83	UNDER 10.00 W/O
JENNIFER L. & JEREMY	JENKINS	\$0.00	\$253.69	\$253.69	
ROBERT W.	JENTZ	\$18.70	\$275.14	\$293.84	
STEVEN L.	JONASON, JR	\$447.72	\$440.09	\$887.81	
STEVEN J.	JUHLIN	\$93.83	\$203.67	\$297.50	
KEVIN G. & FAITH	KAMM	\$122.42	\$345.61	\$468.03	
	KASOTA PROPERTIES LLC	\$54.15	\$0.00	\$54.15	
	KASOTA PROPERTIES LLC	\$35.47	\$0.00	\$35.47	
	KASOTA PROPERTIES LLC	\$15.89	\$0.00	\$15.89	
ELIZABETH N.	KONG	\$123.64	\$81.28	\$204.92	
DARBY C.	KRAMER	\$53.93	\$0.00	\$53.93	
CARLOS A.	LANKENAU	\$7.53	\$208.24	\$215.77	
NICK W.	LINES	\$0.00	\$436.62	\$436.62	BANKRUPT /DISCHG'D
EDUARDO A.	LOPEZ	\$68.31	\$318.25	\$386.56	
JESSICA	LOWE	\$17.25	\$165.09	\$182.34	
NICOLE	LUDEWIG	\$2,288.28	\$920.28	\$3,208.56	
SUMMER L.	MASON	\$94.45	\$246.87	\$341.32	
HEATHER E.	MCCALLUM	\$304.62	\$100.85	\$405.47	
BARBARA A. & CHRIS	MIEST	\$0.00	\$148.18	\$148.18	UNDER 10.00 W/O
JESSICA Y.	MORAN	\$0.00	\$32.30	\$32.30	
GABRIEL A.	NAVARRETE	\$87.29	\$86.33	\$173.62	
	NEBUTI TRADE & TRAVEL INC	\$1,677.74	\$0.00	\$1,677.74	
	NEBUTI TRADE & TRAVEL INC	\$137.05	\$0.00	\$137.05	
AMY E.	PETERSON	\$339.94	\$388.20	\$728.14	
AMBER M.	RICHARDS	\$347.65	\$171.43	\$519.08	
HAZEL	RIVERA	\$126.45	\$127.06	\$253.51	
HALIMA A.	ROBINSON	\$0.00	\$90.55	\$90.55	UNDER 10.00 W/O
AMY A.	ROSALES	\$241.69	\$39.89	\$281.58	
DARIO MORALES	ROSAS	\$48.49	\$58.06	\$106.55	
KRISTINE D.	SEERY	\$121.89	\$82.45	\$204.34	
KRISTINE D.	SEERY	\$57.98	\$61.13	\$119.11	
JENNIFER M. & MATTHEW	SKUTNICK	\$101.48	\$166.22	\$267.70	
JENNIFER M. & MATTHEW	SKUTNICK	\$22.53	\$21.54	\$44.07	
LEROY J. & LINDA	SMISEK	\$87.30	\$139.86	\$227.16	
KARLIE R.	SMITH	\$78.04	\$227.37	\$305.41	
MISSIE L.	SMITH	\$7.70	\$40.25	\$47.95	

ARMANDO	SORIA JR	\$131.19	\$453.70	\$584.89	
JEANETTE M.	STAPLES	\$107.92	\$0.00	\$107.92	
JEANETTE M.	STAPLES	\$44.01	\$7.76	\$51.77	
	SUMMIT PARK MHC LLC	\$68.62	\$0.00	\$68.62	
	SUNRISE MEADOWS	\$16.61	\$0.00	\$16.61	
SHANNETTE L.	TATE	\$0.00	\$928.51	\$928.51	BANKRUPT /DISCHG'D
SHANNETTE L.	TATE	\$0.00	\$167.17	\$167.17	BANKRUPT /DISCHG'D
RENA L.	TIEGS	\$3.74	\$11.39	\$15.13	
NANCY Y.	TORRES	\$84.53	\$254.01	\$338.54	
REYNALDO	TRUJILLO	\$120.69	\$32.12	\$152.81	
GER	VANG	\$66.17	\$0.00	\$66.17	
JOHN & LISA	VOLMARY	\$129.23	\$0.00	\$129.23	
MELISSA A. & STEVE	WASYLIK	\$1,431.22	\$0.00	\$1,431.22	
OREN C.	WELCH	\$219.79	\$24.58	\$244.37	
	WELLS FARGO	\$0.00	\$0.00	\$0.00	
CHAD J.	WILLIAMS	\$222.48	\$36.85	\$259.33	
JAMES	WILLIAMS JR.	\$10.30	\$1,085.36	\$1,095.66	
		\$15,805.48	\$23,422.02	\$39,227.50	

10/26/12

Paula O'Connell
Director of Finance
227 South Front St
St. Peter, MN 56082

Ms. O'Connell,

I am writing to formally appeal the assessed amount of \$99.88 for Shatara Hatchet, 1314 North Third Street, St. Peter, account number 21301310108 AND the assessment of \$66.17 for Ger Vang, 1328 North Third Street, St. Peter, for account number 21301310428.

The City of St. Peter requires that the tenants pay a \$100.00 deposit for the utilities to be put in the tenants' name. I have previously been assessed several times from tenants who don't pay their utility bill. Why doesn't the City increase the amount of security deposit for the tenants or stop their utilities after they reach the \$100.00 deposit or limit their service after one month? It is not fair for the landlords to be responsible for this debt.


LeAnn Mechler

Cc: Terry Morrow,



Phillip C. Johnson
717 4th St. N
New Ulm, MN 56073

To: Members of the St. Peter City Council

Date: November 5, 2012

From: Phil Johnson

Subject: Objections regarding the proposed assessment of delinquent utility bills for
Amber M. Richards

I'd like to begin this letter by first expressing my sincere thanks to Paula O'Connell for the courtesy of presenting my objections to City Council and my appreciation to the Council Members for their consideration. I'm nearly 70 years old and unable to drive at night, thereby prohibiting my personal presence at the 7:00 p.m. meeting on November 13, 2012.

My objections to the proposed assessment primarily reflects essentially three issues that may be summarized accordingly:

1. Delinquent/ Disconnect Notice

This notice stipulates *full* payment is to be made by the 15th day of next month or a disconnection of services will occur on a specified date. Continuous *reassignment* of the disconnect date allows the tenant's utility bills to increase with only *nominal* payment. In the case of Amber M. Richards, the disconnect date extended out over a 5 month period, thereby making a total delinquency of 6 months. While I can understand that an individual may be delinquent in utility payments and may need additional time to bring their utility account current, a 6 month *continuous extension* of the disconnect date seems *excessive*. Consequently, Amber M. Richards utility bill continued to increase over this period of time without any implicit form of authorization by the property owner. Please reference a series of accompanying utility bills provided to me over time by the City of St. Peter (*accompanying this letter*).

- continue -

2. **Signed Payment Arrangement**

The *Delinquent/ Disconnect Notice* allows the tenant to make a signed payment arrangement. This is an ***implied contract*** between the City and tenant for partial payment to avoid a disconnection of services; the property owner *not* being involved. In reality this is an ***extension of credit*** by the City at the *expense* of the property owner owing to a possible future assessment for utility payments of the tenant. *This is precisely what has materialized today!*

3. **Delinquent Final Bill & Credit Bureau Collection**

This notice allows an ***additional*** 15 days to make payment or a *signed payment arrangement*. It also suggests that if the tenant's account is past due for two months, it will be *referred* to a credit bureau for collection. As of today there is no evidence, involvement of the property owner, nor visibility of any *attempt* to collect Amber M. Richards delinquent account by a credit bureau.

Given the numerous extensions of the disconnect date allowing continuation of service via signed payment arrangement and the perceived absence to collect Amber M. Richards utility bill via a credit bureau I feel the responsibility reflects the logistics of the City's methodology in collecting on delinquent accounts. I therefore petition City Council to *dismiss the proposed assessment*.

Thank you for your time and consideration regarding this matter.

Respectfully,



Phil Johnson

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

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

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

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

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

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

1. Such proposed assessment, for unpaid charges for municipal utility accounts closed as of May 15, 2012, a copy of which is attached hereto as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein.
2. Such assessment shall be payable over a period of (1) one year on or before the first Monday in January 2013, and shall bear interest at the rate of 1.18% from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2013.
3. The owner of any property so assessed may, at anytime prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Finance Director, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may at anytime thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the following year.
4. Accounts due by May 15, 2012 of unpaid charges for municipal electric utilities incurred by renters, unpaid charges of combined property owner's municipal utility accounts of less than ten (10) dollars, and unpaid charges incurred before bankruptcy and death, be written off as a bad debt expense for the 2012 fiscal year.
5. The Director of Finance/Treasurer shall forthwith transmit a certified duplicate of this

assessment to the County auditor to be extended on the property tax lists of the county.
Such assessments shall be collected and paid over in the same manner as other
municipal taxes.

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

Timothy Strand
Mayor

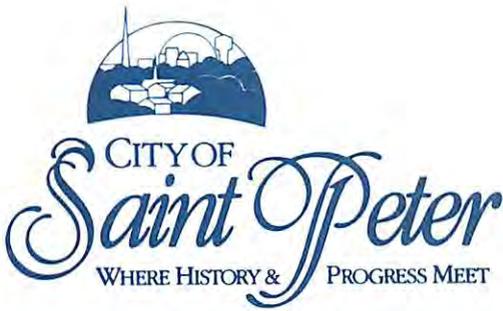
ATTEST:

Todd Prafke
City Administrator

**Delinquent Utility Assessment
Exhibit 1**

<u>ASSESS</u>	<u>PROPERTY OWNER</u>	<u>PARCEL</u>	<u>SUBDIVISION</u>	<u>LEGAL</u>
123.64	APPLE TREE VILLAGE OF ST PETER	19.489.0150	APPLE TREE VILLAGE	CIC 22 TOWNHOMES AT APPLE TREE VILLAGE BLOCK 1 LOTS 39 & 35
1,071.93	BRET HASLIP	19.029.0100	Section 29 Township 110 Range 026	PT OF NE 1/4 OF NE 1/4 LYG S OF TH 99; W OF E SEC LINE, NWLY OF CL
270.17	CHIMENE S PETERSON	19.412.6390	AMENDED PLAT	BLOCK 221 N 1/3 LOTS 1,2, 3, &4
53.93	DARBY C KRAMER	19.794.0420	16-110-26	SUB LOTS OF SE 1/4 - 16-110-26 PT SW 1/4 OF SE 1/4 LYING E OF 5TH ST
211.30	DAVID NEIMAN	19.412.5780	AMENDED PLAT	Block N 63' OF W 100' BLK 203
259.89	DEREK HOMRIGHAUSEN	19.791.0620	SKARO & EVENSONS ADD	BLOCK 41 N 1/2 LOT 5 & ALL OF LOT 6
416.04	GREEN VALLEY LLP	19.704.0280	PLAT OF TRAVERSE	BLK 105 "EX HWY ROW" ALSO VAC ALLEY AND VAC ST L
94.45	GROWTH HOLDINGS LLC	19.502.0870	DAUN'S ADD	BLOCK 4 LOT 24
43.83	GROWTH HOLDINGS LLC	19.502.0860	DAUN'S ADD	BLOCK 4 LOT 23
122.42	GROWTH HOLDINGS LLC	19.502.0880	DAUN'S ADD	Block 4 Lot 25
554.71	JOHN & LISA VOLMARY	19.706.0530	PRAIRIE HGTS	BLOCK 10 LOT 1
15.22	JOHN & LORNA BUNGUM	19.644.0160	MARTINSON'S SUBD	BLOCK 3 LOTS 5 & 6
111.77	KASOTA PROPERTIES LLC	19.412.3880	AMENDED PLAT	BLOCK 177 1/2 LOT 6
1,907.51	KASOTA PROPERTIES,LLC	19.412.3260	AMENDED PLAT	Block 161 Lot S 72' OF LOTS 7, 8 & 9
166.05	LEEANN M MECHLER	19.704.0060	PLAT OF TRAVERSE	09-110-26 NLY 4' OF LOT
11.05	MAPLEWOOD PROPERTIES OF SP	19.644.0080	MARTINSON'S SUBD	Block 1 Lot 5, 8, 9 & 10
74.51	MARK & BARBARA DENNIS	19.412.0790	AMENDED PLAT	BLOCK 115 & VAC N-S ALLEY ADJ E5 & EX DEDICTED ALLEY LOT 11
381.01	MARK & BARBARA DENNIS	19.412.1710	AMENDED PLAT	BLOCK 140 S 1/2 OF LOTS 5 & 6 AND LOT 4
1,431.22	MELISSA & STEVE WASYLIK	19.794.0010	16-110-26	SUB LOTS OF SE 1/4 E 80' OF W 375' OF N 110'
127.59	MICHAEL & KRISTEN HOBDAY	19.412.5380	AMENDED PLAT	BLOCK 198 LOT 9
1,814.79	NEBUTI TRADE AND TRAVEL INC	19.503.1020	DODD'S ADD	Block 16 Lot 2
585.98	NICOLLET MEADOWS TOWNHOMES LLC	19.664.0470	NICOLLET MEADOWS	Lot OUTLOT G
347.65	PHILLIP JOHNSON	19.412.4710	AMENDED PLAT	BLOCK 184 W 48' OF E 51' LOT 10

2,288.28	RONALD C JOHNSON	19.791.2860	SKARO & EVENSONS ADD	E 1/2 OF W 2/3 OF LOT 2 BLK 79 "EX N 13" &
447.72	SPEGANIN ENTERPRISES LLC	19.791.1400	SKARO & EVENSONS ADD	Block 54 Lot N 10' OF LOT 11 & ALL OF LOT 12
93.83	STEPHEN J O'MALLEY	19.791.1120	SKARO & EVENSONS ADD	BLOCK 45 N 40' LOT 8 & S 30' LOT 9
1,021.28	STEVEN R RADEMAKER	19.503.0560	DODD'S ADD	Block 10 Lot "EX E 70" LOT 4
121.89	STEVEN RADEMAKER	19.412.6235	AMENDED PLAT	N 1/3 LOTS 1, 2, 3 BLK 219 & E 1/2 VAC ALLEY ADJ N 4
1,279.43	SUMMIT PARK MHC LLC	19.009.0100	Section 09 Township 110 Range 026	PT OF S 1/2 OF SEC 9
48.06	SUNRISE MEADOWS AFFORDABLE LLC	19.702.0010	PETRIE SUBD	Block 1 Lot 1
151.93	TNS PROPERTIES	19.412.0320	AMENDED PLAT	BLOCK 102 E 95' LOT 7
51.15	VISTA VIEW TOWNHOMES	19.852.0010	VISTA VIEW ADDITION	Block 1 Lot 1
105.25	WALTER H JANSKE	19.412.4950	AMENDED PLAT	BLOCK 194 W 39 1/3 LOT 5 & ALL OF LOT 6
15,805.48	Total to Assess			



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/9/12

FROM: Todd Prafke
City Administrator

RE: Video Surveillance System, Community Center and Backbone

ACTION/RECOMMENDATION

Approve the attached resolution providing for the acceptance of a proposal and the purchase of equipment from A+ Systems related to Community Center video surveillance and fiber infrastructure enhancements for a cost of \$27,013.61

BACKGROUND

Members may recall discussion as a part of the presentation by Recreation and Leisure Services Director Timmerman at a workshop early this yearion was being given to upgraded video surveillance in the Community Center. The current four camera system is inoperable, and due to age and technology changes, is not repairable. At the workshop the Council seemed supportive of that review and staff has done more work to investigate an upgrade in video surveillance. At that same workshop I discussed using this as an opportunity to establish a backbone for future use of security cameras at other locations using our City owned fiber network. Again, the Council seemed receptive to that future review.

This video enhancement is reflective of the amount of use the Community Center receives and its very open and public nature. It is not reflective of any particular incident over the recent past as problems, complaints or concerns about security have been less over the past year. I think the general public is not only more accustomed to the idea of cameras in public places, but is now starting to expect video security from a personal safety standpoint. If we were to just provide for the video needed at the Community Center, the cost would be less and a lessor proposals could be sought. A lessor system would be wholly housed at the Community Center and no outside viewing or City-wide expandability would be provided for. That cost would be in the \$13,000 to \$15,000 range if we kept camera numbers in the dozen or so range.

My goals are to provide for the Community Center needs while establishing a backbone that is flexible enough to meet future needs for the City as a whole. Recreation and Leisure Services Department Director Timmerman and Computer Services Tech II Quiram went about collecting the data and figuring out how to make this work well in a cost effective way.

To meet those goals, we received proposals on a system that would start us well on the path to meeting the future use needs articulated above. It is a system that can be expanded and used as the backbone for future higher levels of utilization at this or other locations in the City.

Attached you will find documentation related to two proposals that were originally solicited in August and have been updated, enhanced in a few areas, and clarified over that time frame.

In general, the system we are proposing to you provides twelve cameras for the Community Center including cameras that view outside parking areas. A video monitoring system will be set up in the Recreation Office and recorded on a server for future retrieval and viewing. In addition, a view station will also be put in place at the Police Department. That cost is about \$650 more than shown on the attachments. As a part of establishing this on our fiber backbone, the electronics will be in place to put additional cameras on the system at other locations that are serviced by our fiber network. Attached you will find two diagrams that I hope helps illustrate how this works.

This backbone provides us with many options in the future that allow for camera placement anywhere fiber is now in place and, with additional Wi-Fi enhancement on our system, a camera could be placed almost anywhere. The backbone is standalone so it can have its own server and network (planning for the future) and so that remote access and viewing can be provided. Without that being built into the system now, we would need to provide upgrades in the future to provide that capability. One way to think about this is that we are building an open loop system as opposed to a closed loop system.

To be clear, installation of the equipment does not mean that someone will be watching these cameras 24 hours a day. Rather, it will be a tool that is watched during some times of higher volume use and problematic time use and will record activities for future reference. Staff believes that cameras and the placement will be of high quality for use in identification, but please know that while no system is perfect, this will be a very big impact enhancement.

I believe this is good for the community in a couple of primary ways. It provides greater opportunity for control over the building and acts as a deterrent for vandalism and inappropriate behaviors if used well. It also positively impacts use satisfaction because I believe users have come to expect this type of security in building such as this that are very open and very public. In addition, the development of the backbone provides greater opportunity and flexibility to enhance security at both public use and non-public use buildings alike.

FISCAL IMPACT

We received two proposals in response to the RFP (Request for Proposals). Those proposals were:

Spectrum Systems	\$28,941.54
A+ Systems	\$26,363.61

Much of the initial cost should be born appropriately by Community Center reserves. However, some costs are anticipated to be paid out of General Fund (GF) reserves. These GF costs are for the backbone related portions of the project. Based on the lowest cost proposal sent by A+ Systems the Community Center would pay \$17,281.61 and the General Fund would pay \$9,732.00 (Police view station added here). Both funds have reserves that could be used for this project.

Costs are illustrated on the attached documents with the exception of the additional view station cost at \$650.00. Should the Council approve this purchase the system could be in place by the end of the year.

You should note that additional remote access to viewing could be done for about \$5,000. This would provide opportunity for authorized users to view the cameras from an office computer or squad car or anywhere internet and a computer loaded with the proper viewing software is present. Adding additional cameras to the system will have varying costs dependent on a number of factors including distance to switches and Wi-Fi devices, but to give you an idea, a fixed camera is less than \$1,000.

ALTERNATIVES/VARIATIONS:

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

Negative vote. Staff will wait for additional direction from the Council.

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

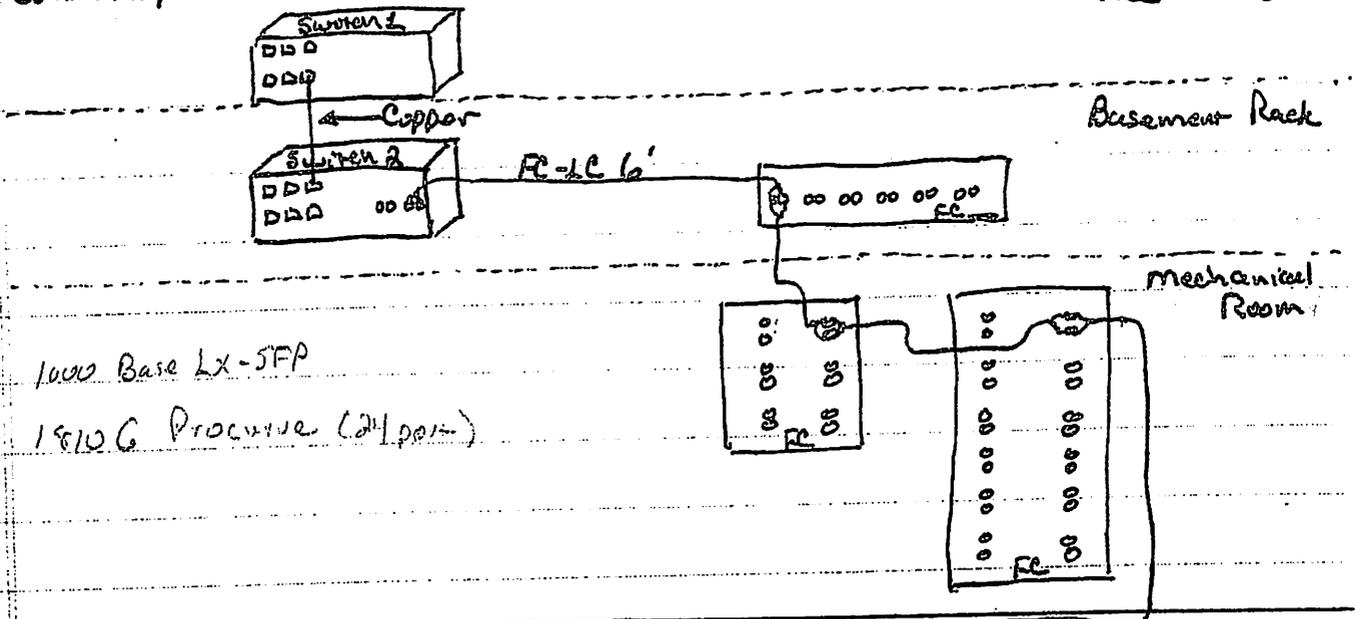
Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal

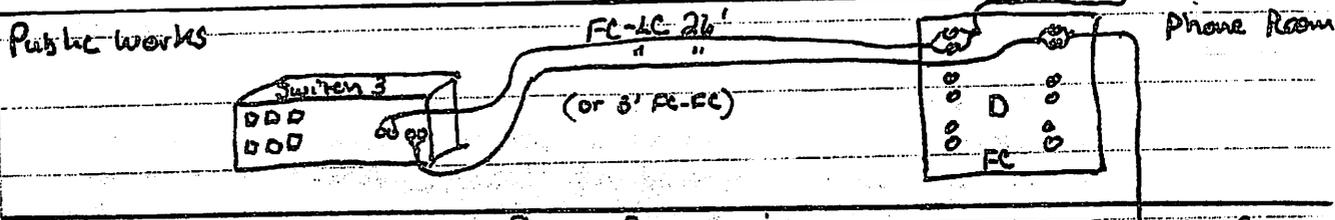
Spectrum Systems		A+ Systems	
City Hall.....Switch	\$1,501.00	Switch	\$1,699.00
Fiber Module	\$625.00	Fiber Module	\$699.00
Fiber Connector	\$26.00	Fiber Connector	\$35.00
Public Works....Switch	\$1,501.00	Switch	\$1,699.00
Fiber Module	\$625.00	Fiber Module	\$699.00
Fiber Connectors	\$154.00	Fiber Connectors	\$154.00
C.C.....Switches (2)	\$3,003.00	Switches (2)	\$3,398.00
Fiber Module	\$625.00	Fiber Module	\$699.00
Sub Total for Networking	\$8,060.00	Sub Total	\$9,082.00
Server, Software, Cameras, Pulling / Terminating of Cat 5 Cable, Installation and Training Including Tax	\$20,881.54		\$13,701.61
Total	\$28,941.54		\$22,783.61
		4 IP Cameras \$895.00 X 4 =	\$3,580.00
			\$26,363.61

Community Center

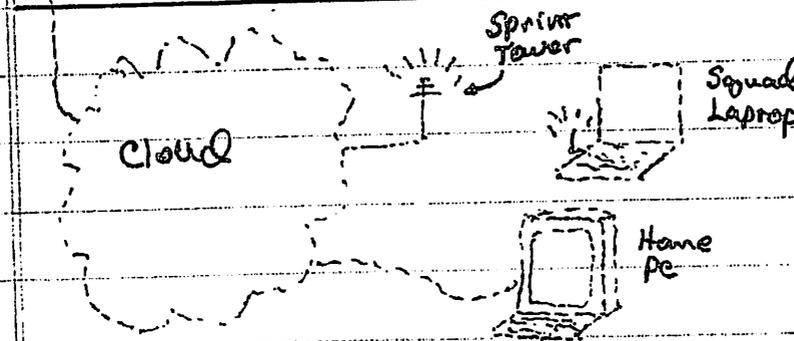
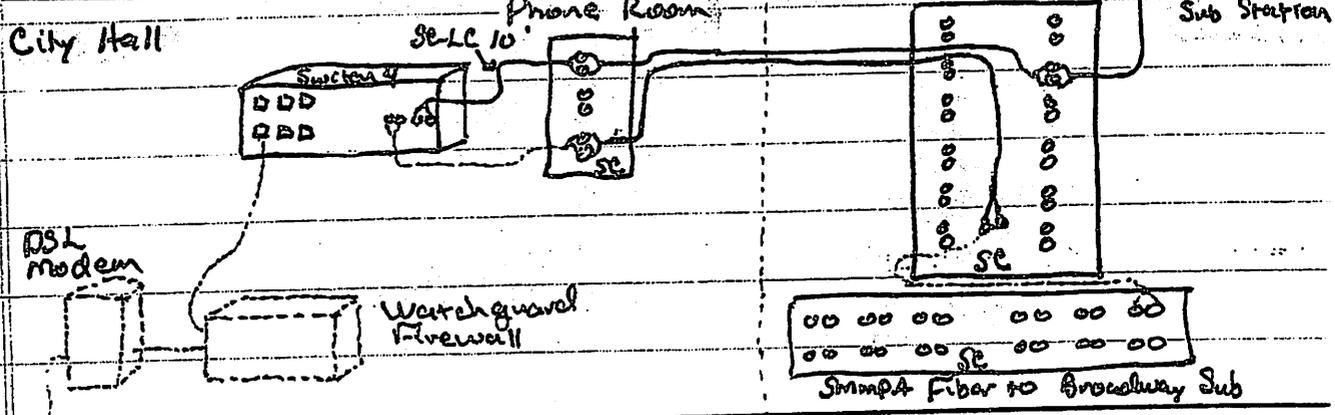
Rec Rack



Public Works

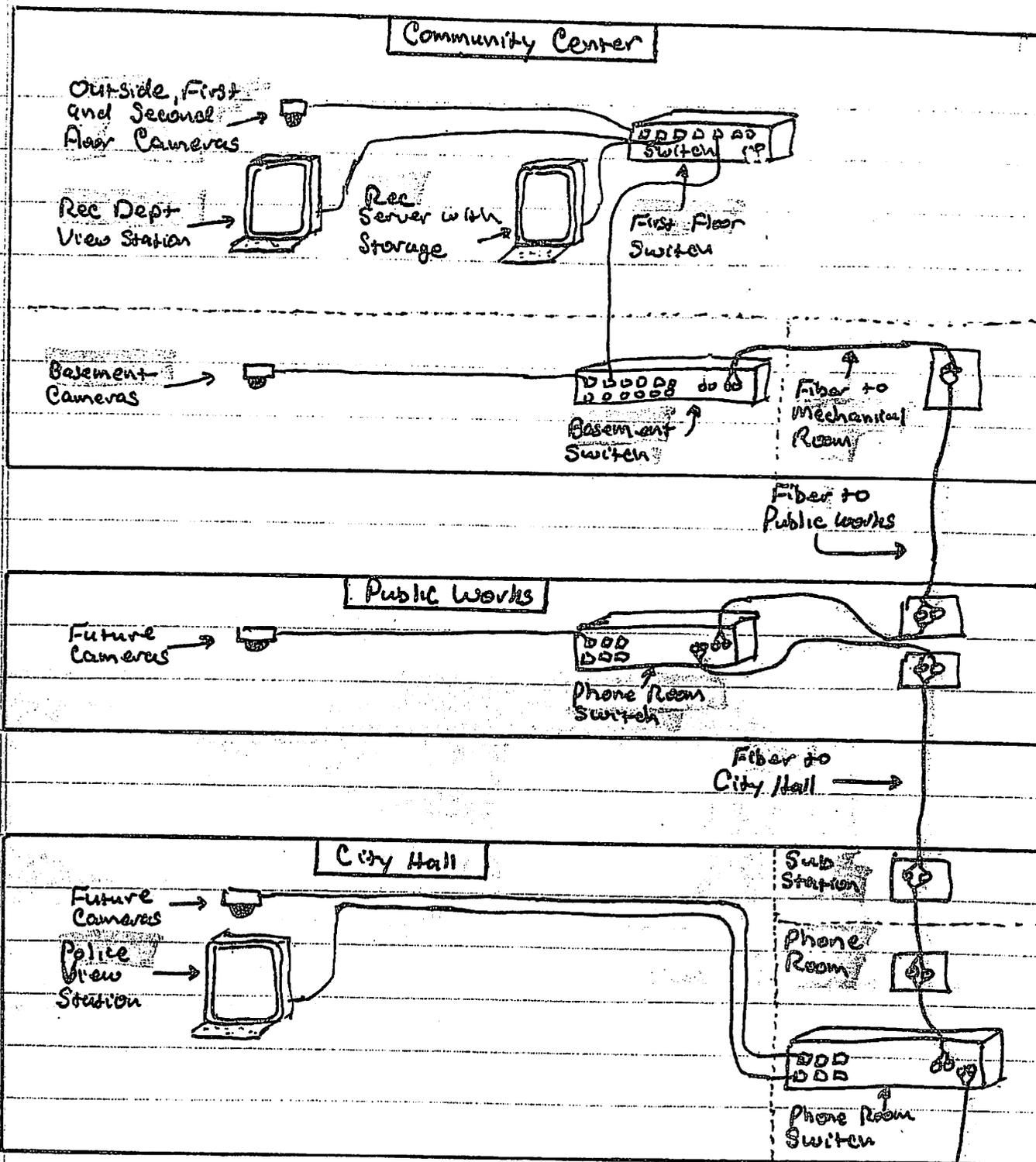


City Hall



4 Switches @ 280 ⁰⁰	1,120.00
4 mini GBICs @ 605 ⁰⁰	2,240.00
2 FC-LC Fibers @ 75 ⁰⁰	150.00
2 SE-LC Fiber @ 35 ⁰⁰	70.00

\$ 4080⁰⁰
 tax 285⁰⁰
 \$ 4365.00



By adding an Internet Connection and a Firewall to the City Hall Phone Room view stations can be added such as Home Computers and Mobile Computers in the Police Squad Cars. Fiber connections can be made from the City Hall Phone Room to anywhere current Fiber Runs are.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING PURCHASE OF VIDEO SURVEILLANCE SYSTEM FOR
COMMUNITY CENTER**

WHEREAS, the Community Center is a facility that is used extensively by the public; and

WHEREAS, the existing video surveillance system at the building is inoperable and changes in technology have made repair of the system impossible; and

WHEREAS, proposals were solicited for replacement of the system and two proposals were received; and

WHEREAS, staff recommends acceptance of the lowest cost proposal from A+ Systems; and

WHEREAS, purchase of this system is unbudgeted, but could be funded by a combination of General Fund reserves and Community Center fund reserves; and

WHEREAS, providing for replacement of the inoperable system will allow monitoring of the building during high use periods by both the Recreation and Leisure Services Department staff and the Police Department.

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

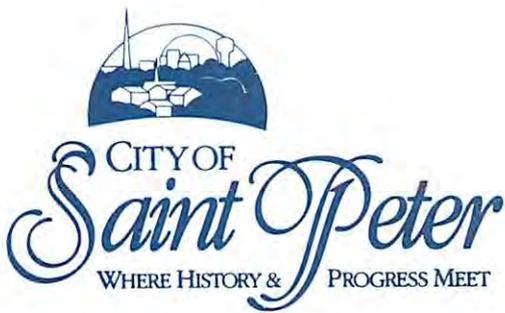
1. The video surveillance system proposal submitted by A+ Systems is hereby accepted in the amount of \$27,013.61.
2. Funding for the unbudgeted purchase shall be from Community Center reserve funds (\$17,281.61) and from General Fund reserves (\$9,732.00).

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/8/2012

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Fish House Parade

ACTION/RECOMMENDATION

Provide for adoption of a resolution allowing for a fish house parade on December 1st.

BACKGROUND

Mark Bollum and Casey Wussow have submitted a request for permission to hold the third annual St. Peter fish house parade on December 1st and for City assistance to designate "no parking" along the parade route and control intersections during the parade. As you may remember, the parade is modeled on a similar parade which takes place in Aitkin, Minnesota which includes creatively decorated fish houses and fishing related floats. The organizers are expecting even more participants than in the first two years.

Staff met with the organizers and discussed the previous two parades and any changes proposed for this year. Based on that discussion and the request received, staff recommends approval of the request contingent upon the following:

- Parade route shall be limited to South Third Street from West Broadway Avenue to West Mulberry Street. This route is the same as that used for the St. Patrick's Day parade.
- "No Parking" restrictions on only the west side of the parade route beginning at 2:00 pm on December 1st and ending at the end of the parade. This will minimize the impact on businesses.
- Public Works and Police assistance will be provided for the parking restrictions and controlling intersections during the parade.

FISCAL IMPACT:

The anticipated cost of \$650 for City assistance for this event shall be funded by General Fund reserves.

ALTERNATIVES/VARIATIONS:

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

Denial: The organizers will be informed of the Council's 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 this agenda item.

TP/bal

**St. Peter Fish House Parade
422 S. Minnesota Ave
St. Peter, MN 56082
507-934-5510**

October 15, 2012

Todd Prafke
City Administrator
227 S. Front St.
St. Peter, MN 56082



Dear Mr. Prafke,

We would like to hold the 3rd Annual St. Peter Fish House Parade on Saturday, December 1st, 2012 at 4:00pm. We would like to build off of our success from last year's event and are hoping to have even more entrants this year. We would again like to have the parade route be on 3rd Street, similar to the St. Patrick's Day Parade and the same as we have done in past years. The parade will again feature creatively decorated fish houses and fishing related floats of local business and community members. We would need this 3rd Street route closed off or partially closed off for parking during the parade if possible.

The check-in for those that are pre-registered, same-day registration, line-up and judging for prizes like "Best Lights/Holiday Decorations", will again take place at the Nicollet County Fairgrounds. Check-in and judging will begin at 2:00pm.

We would also like to let the businesses and organizations in the area sponsor fish houses or fishing related floats so that they can advertise as part of the parade. We would like to start advertising for the event and accepting pre-registration as soon as possible, as the event date will be here before we know it.

Please let us know as soon as possible if the details for this event are acceptable and we can move forward in our planning.

Best regards,

Mark Bollum

Casey Wussow

Because Minnesota and Ice Fishing go together like Ole and Lena!

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING FISH HOUSE PARADE

WHEREAS, a request has been submitted for permission to hold a "Fish House Parade" on December 1, 2012; and

WHEREAS, staff has reviewed the request and recommended approval on a limited basis.

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

1. The request by Mark Bollum and Casey Wussow to hold a fish house parade on December 1, 2012 is approved with the following conditions:
 - Parade route shall be limited to South Third Street from West Broadway Avenue to West Mulberry Street. This route is the same as that used for the St. Patrick's Day parade.
 - "No Parking" restrictions be placed along the west side of the parade route beginning at 2:00 pm on December 1st and ending at the end of the parade. This will minimize the impact on businesses.
 - Public Works and Police assistance will be provided for the parking restrictions and controlling intersections during the parade.
2. The anticipated cost of \$650 for City assistance for this event shall be funded by General Fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 12th day of November, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

To: Todd Prafke
City Administrator

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: New Tree Worker License

Date: November 7, 2012

Ryan Aspelund, owner of Affordable Landscaping & Tree Care, has submitted a Tree Worker License application in order to cut, trim, prune, and remove trees, shrubs and vines in St. Peter. The Police Department has conducted a background investigation and found nothing that would prohibit Aspelund from obtaining a license. The licensing period will be

Please place this item on the November 13, 2012 City Council agenda for approval.

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. 2012 -

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

RESOLUTION APPROVING NEW 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:

TREE WORKER

Affordable Landscaping & Tree Care

11/13/12 – 4/30/13

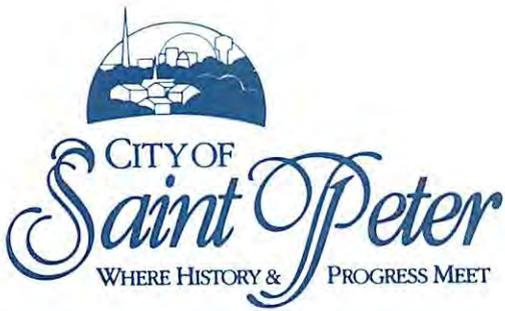
Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of November, 2012.

Timothy Strand

Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/9/2012

FROM: Lewis G. Giesking
Director of Public Works

RE: Compost Site Engineering

ACTION/RECOMMENDATION

It is recommended Bolton and Menk, Incorporated be retained to provide survey and design services to develop a new compost site for a fee not to exceed \$8,500.00.

BACKGROUND

The composting facility operated by the City is currently located in the Minnesota River flood plain. The Minnesota Pollution Control Agency has advised the City that we can no longer operate a compost facility in a flood plain due to potential contamination and flood water backup. The City has been allowed to continue operation at the current site until June 1, 2013, after which, the City will have to discontinue use of the current processing location.

Council and staff have been discussing the potential to develop a compost facility in a portion of a mined gravel pit. The proposed site is located southeast of Kasota with access from State Highway 22. The owner has identified a 10 acre site, which includes a stormwater pond, as a potential site the City could use. The site does have an independent access off an existing public roadway.

The site would have to be reshaped to control stormwater runoff to the stormwater basin on the site. The stormwater basin would also have to be cleaned and sized to control stormwater on the 10 acre site. The stormwater basin will be developed as an infiltration basin, which will resolve the issue of water discharge from the site.

A fence will be required around the perimeter of the site to separate it from areas where gravel mining is continuing. The next step in the process of securing and preparing the site is to survey the boundary of the site to determine the perimeter. Topographic contours would be determined on the site to provide a basis for design and shaping. Engineers will then develop a grading plan for the site to control the stormwater runoff and size the stormwater treatment basin. City staff will then work with engineers to develop a cost estimate for the grading work and for the purchase and installation of a perimeter fence for the site.

If no unusual issues are discovered during the survey and design work, City staff would initiate negotiations with the owner of the site to develop the framework of an agreement to use this site

with a goal of developing the site this winter and compost material transfer from the old site in May 2013.

The Council has been updated about site issues in the past. In addition to review of sites, Councilmembers have taken time to discuss other opportunities including shipping material to be composted greater distances to currently established facilities in Mankato or Hutchinson. One of those sites is owned by Hutchinson Utilities and the Mankato site is privately owned. The cost of hauling the significant amount of material is a very important cost consideration. The amount of material transported from the drop site located at the corner of North Swift and West St. Julien to our current site at the old wastewater ponds is more than 250 tandem truck loads.

The Council has also reviewed the possibility of stopping these services. That would mean ending leaf pick up, Christmas tree pick up and other services that are supported by our current composting operating. The Council directed staff to look for other alternative because it is believed that the services provided are needed, valuable to users and help keep our community looking good.

We believe that this type of private/public partnership is a reasonable alternative and helps us all by reducing the potential capital cost of purchasing a site and developing a site that is less suited for this use from transportation distance, stormwater and compacted surface standpoints. Staff expects that a lease with the property owners will be brought to the Council in the near future after additional issues specifically related to the site and lease amounts are completed.

FISCAL IMPACT:

Bolton and Menk has provided a proposal to perform the survey work and provide design services for a fee not to exceed \$8,500. The cost for this work would be funded with Environmental Services Utility funds.

ALTERNATIVES/VARIATIONS:

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

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

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

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

LGG/bll



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

MEMORANDUM

DATE: November 5, 2012

TO: Lewis Giesking
Director of Public Works

FROM: Timothy O. Loose, P.E., Jeffrey A. Domras, P.E.
Project Managers

SUBJECT: Survey and Design Services for New Compost Site – South of Kasota Cemetery

The City of Saint Peter's Compost Site is currently located within the Minnesota River Floodplain. To help improve the river's water quality, the State is requiring the City to relocate the site outside the floodplain. A new site of approximately 10 acres in size is needed.

A number of sites have been considered, including the use of an expended gravel pit south of the Kasota Cemetery. Discussions are taking place with the pit owners to lease approximately 10 acres for composting operations. The site will be required to drain and treat all stormwater runoff.

To assist the City in preparing a legal description for the property to be leased, we propose to provide the following services:

- Establish the boundary of the proposed lease parcel as it is to be carved out of the parent parcel. The parent parcel legal description shall be provided by the parcel owner.
- Survey markers will be found and verified or placed on the exterior boundary of the proposed parcel.
- File Government Section Corner Certificates on all the required corners with the County Recorder.
- Locate the observed significant topographic features on the property including such items as fences and driveways.
- Topographic contours will be attained through existing LIDAR data.
- Draft a Certificate of Survey map detailing the evaluated evidence and results of the survey. The topographic features located will be displayed on the survey map. The Certificate of Survey map will also display any other potential encroachments to/from the property that were physically observed.
- Prepare a legal description for the proposed lease parcel and display it on the Certificate of Survey map.

The fee estimate for the above services is **\$2,500**. The estimate is based on the following assumptions:

- The property owner will provide copies of the current deed and any easements required to be shown on the Certificate of Survey (the above fee estimate does not include title research).
- Title issues that may arise (gaps/overlaps, poor legal description, etc.) shall be considered "Additional Services" and will be invoiced at our normal hourly rates.

Once a boundary description is prepared, survey data and LIDAR contours will be combined for use in the

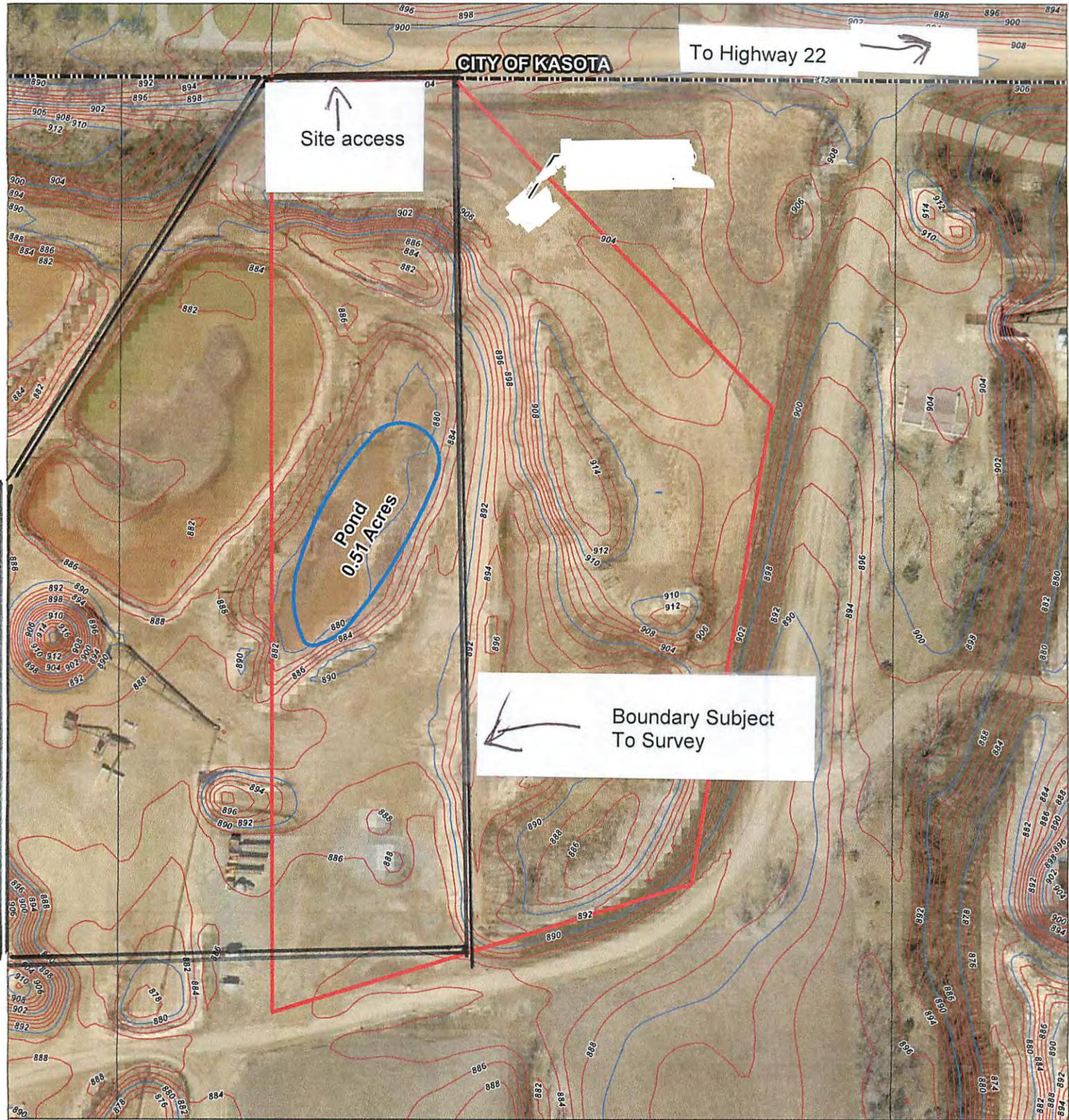
design of the stormwater basin and site grading. To reduce costs, the site's new topography will be designed to balance by utilizing existing material on site.

Once a parcel and site plan have been developed, both the City and pit owner will have the opportunity to review. Modifications will be made according to the comments received.

The fee estimate for design of the stormwater basin, site layout, site grades, excavation calculations and modifications associated with review of the proposed site plan is **\$6,000**

We propose to perform the above work, including survey and design, at our normal hourly rates for a total fee not to exceed **\$8,500**. Upon your authorization to proceed, we can begin work immediately.

67



Legend

- Proposed Parcel
- Proposed Pond
- Index Contour
- Intermediate Contour
- Parcels
- City Limits

68



PROPOSED COMPOST SITE
North Compost Site

Figure 1

May, 2012

Source: Le Sueur County, MnDNR

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**A RESOLUTION RETAINING ENGINEERS FOR SURVEY AND DESIGN SERVICES TO
DEVELOP A NEW COMPOST SITE**

WHEREAS, the City currently operates a compost facility in an existing Minnesota River floodplain and

WHEREAS, the new rules for compost facilities, as administered by the Minnesota Pollution Control Agency, do not allow compost facilities to be located in a river floodplain; and

WHEREAS, the Minnesota Pollution Control Agency has set a deadline for the City to remove the compost facility from the floodplain of June 1, 2013; and

WHEREAS, the City has located a potential site for the development of a new composting facility and;

WHEREAS, the site is privately owned; and

WHEREAS, the site perimeter, topography, and grading plan need to be developed; and

WHEREAS, Bolton and Menk Incorporated has successfully done similar work for the City in the past.

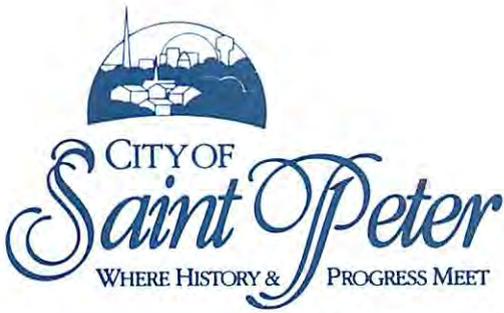
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby retains Bolton and Menk, Incorporated to provide survey services and design services for the development of a new compost facility for a fee not to exceed of \$8,500.00.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/9/2012

FROM: Barbara A. Luker
Executive Secretary

RE: Election Review

ACTION/RECOMMENDATION

None needed. For your information only.

BACKGROUND

The City conducted a general election on November 6, 2012. As expected and has been our past history, a very high percentage of Saint Peter voters turned out to vote as compared to some of the nationwide results. The following chart summarizes voting numbers:

<u>WARD/PRECINCT</u>	<u># REGISTERED</u>	<u># VOTERS</u>	<u>%</u>
W1 P1	1,591	1,275	80%
W1 P2	1,748	1,391	79%
W2 P1	1,912	1,539	80%
W2 P2	1,487	1,152	77%

In addition to assisting registered voters, Election Judges also registered 1,628 new voters on election day. That's over 30% of all voters which is an extremely high number, even for Saint Peter.

A total of sixty-four judges assisted voters and a total of 1,350 hours were worked by the judges this election season including their training, working at the primary election, facilitating health care facility voting and working at the general election.

With just a few minor issues that were easily resolved, the 2012 election went quite well and the City's Election Judges did an exceptional job.

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

/bal

**City of Saint Peter
Public Street
Snow Removal Policy 2007**

There are one-hundred and ninety-four (194) lane miles of streets in Saint Peter, forty-one (41) cul-de-sacs and nineteen (19) parking lots where snow removal is performed by Public Works staff.

1. **Who Begins A Snow Removal Operation?** The Director of Public Works, Maintenance Superintendent, and/or Streets Foreman decide when conditions warrant the commencement of snow removal operations. The Director of Public Works, City Administrator, and Police Chief determine when a snow emergency must be declared (see snow emergency rules).
2. **When Are Streets Plowed?** Snow removal operations are conducted when snow accumulations exceed two (2) inches in depth; however, the decision is dependent on the water content of the snow, the ambient air temperature, storm predictions, and time of year. If snow falls during the day, the crew will clear snow emergency routes and continue full city snow removal at midnight of that day.

Multi-day Storm: When substantial snow falls on consecutive days, the first priority will be to keep residential streets passable. Clearing snow curb to curb would occur as the storm abates, after which the other aspects of snow removal would be addressed.

Snow Removal Priorities: The priority for snow removal is as follows:

- 1) Fire Station driveways, Community Hospital ambulance driveway loop, Police Department Driveway and parking lot
 - 2) Streets designated snow emergency routes
 - 3) Downtown business streets (includes all streets in area bounded by Front Street to Third Street and Park Row to Walnut Street)
 - 4) Streets adjacent to schools
 - 5) Residential streets
 - 6) Haul snow away from streets in downtown area
 - 7) Clear and haul snow from municipal parking lots
 - 8) Haul snow piles from boulevards as needed to clear intersections
 - 9) Haul snow from outside lanes of Highway 169 outside the downtown area as necessary
 - 10) Haul snow from cul-de-sacs as necessary
3. **Equipment Used:** One (1) grader with blade and wing, two (2) loaders with blade and wing; one (1) truck with plow and sander, one (1) truck with plow, wing, and granular/liquid ice control, three (3) trucks with plow, wings and sander, one (1) ½ ton truck with plow. Supplemental equipment that is available in worst case conditions or if basic equipments fails: "V" plow for the grader, "Underbody" plow for two (2) trucks, "Three to Five yard buckets" for two (2) loaders.
 4. **Personnel Needed:** Every weather situation is different but typically nine (9) employees begin operations after midnight.
 5. **How long does it take to clear snow from all the streets in the city?** It takes about eight (8) hours to remove snow from all streets throughout the city for one snow fall (eight inches (8") or less), using the available crew with assigned equipment. Heavy, wet snow over icy conditions or snowfall in excess of eight inches (8") may take longer than eight (8) hours. Crews follow planned assigned routes to maximize efficiency and reduce labor and equipment time. Crews follow assigned routes unless an emergency (medical, fire, or police) is declared by the Police Department.

6. **Street Snow Removal:** Snow will be plowed to each side of the street (1/2 of street width to each side) unless plowing to a side would adversely affect public safety. It is the goal of the Street Section to open up the travel lanes as wide as conditions will allow. Snow will be plowed to the side of the street and onto the boulevard in order to better manage snow events, to save taxpayer dollars by utilizing more efficient procedures, and to minimize the adverse affect that the melting snow has on the life of our streets.
7. **When are streets sanded?** Sanding crews are dispatched by the police department and/or public works staff when a street becomes slippery. Top priority for sanding are the main arteries, around schools, controlled intersections, with stop signs or yield signs, curves and hills. Sanding generally occurs when snow plowing starts. If a significant snowfall has or is occurring, sanding may be delayed due to lack of effectiveness when sand is mixed with new snow or is covered up by the snow. A sand/salt mix will be used for sanding of city streets. Salt brine will be used for pre-wetting the material so it stays in the traffic lane, however a salt only application will be used at the hospital, Traverse des Sioux History Center, community center, and city hall/police department parking lots and driveways. A small angular red rock/salt mixture may also be applied in critical areas during or after freezing rain events.

The priority for chemical /sand application to streets are as follows:

- 1) Problem areas identified by the Police Department
 - 2) Downtown business streets
 - 3) School areas
 - 4) All other hills
 - 5) All other street intersections
8. **When is Snow Hauled?** Snow hauling in the downtown the night following completion of snow removal from the city streets. Hauling snow from parking lots and other snow storage areas will be done on the second day after the snow fall and/or when snow storage areas are full. Snow hauling in cul-de-sacs will only occur when drainage of melted water or limited storage space is an issue or staff determines there is a safety hazard from the piles of snow.
 9. **Snow Storage:**
The City maintains a snow storage site where snow can melt leaving debris on the site.
 10. **Mail Delivery:** Snow plow operators make every effort to remove snow as close to the curbline as practical. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final snow removal adjacent to mailboxes is the responsibility of each resident to assure delivery of mail by the Post Office.
 11. **Mailbox Damage:** The City of Saint Peter only repairs or replaces mailboxes and/or posts that are actually struck by the plow blade. Usually a paint mark or truck tire tracks supply evidence of a mailbox strike. The City of Saint Peter does not repair or replace mailboxes and/or posts that fall from the force of plowed snow. Mailboxes and supporting post must be installed according to city standards to withstand the rigors of snow removal, including the force of snow pushed from the street onto the boulevard.
 12. **Private Snow Removal:** The City of Saint Peter prohibits plow contractors from depositing snow from driveways or parking lots onto city streets. This practice is dangerous to drivers and impedes the City snow removal efforts. If there is no other alternative to pushing snow over the street, the private snowplow driver must remove all the snow on the street by re-plowing until the road is clear and safe to bare pavement. Snow from private property or private alleys may not be placed on streets or boulevards.
 13. **Complaints:** Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures.

Complaints involving access to property or problems requiring immediate attention shall be handled on a first requested priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly.

14. Snow windrows in driveways: Many times the Department of Public Works receives calls regarding snowplow trucks depositing snow at the end of driveways or in front of mailboxes. This is a reality of snow plowing, and it cannot be helped. If our roads are to be cleared for safe travel, the snow must be pushed to the side of the road. If a resident is unable to remove the snow from their driveway or in front of their mail boxes, they must make arrangements for private assistance to complete the work. Working together in our respective areas of responsibility, the City and residents can quickly clear the snow for safe travel on streets.

Residents who have a question or complaint should call the Department of Public Works at 507-934-0670.

There can be no standard plan of attack for snow and ice control which can be followed as a firm plan, inasmuch as each storm event is different. The years of experience of your Public Works employees in snow and ice removal operations are extremely important in the efficient implementation of this critical work. Their experience in a variety of demanding situations is an essential ingredient to an effective winter maintenance effort. Your cooperation will greatly assist them in these efforts and is greatly appreciated.

Sec. 42-254. - Maintenance.

Subd. All snow, ice, dirt and rubbish remaining on a public sidewalk more than 24 hours after its deposit thereon is a public nuisance. The owner or the occupant of any property adjacent to a public sidewalk, except for connecting sidewalks, sidewalks adjacent to cemeteries or undeveloped properties and sidewalks located adjacent to the rear of a private property, shall use diligence to keep such walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt or rubbish to remain on the sidewalk longer than 24 hours after its deposit thereon.

Subd. The City shall be responsible to remove snow, ice, dirt and rubbish from connecting sidewalks, sidewalks adjacent to cemeteries or undeveloped properties and from sidewalks located adjacent to the rear of a private property.

Subd. If the Director of Public Works or designee finds that snow, ice, dirt or rubbish has remained on a public sidewalk more than 24 hours after its deposit thereon, the Director or designee shall remove the snow, ice dirt or rubbish.

Subd. The Director of Public Works or designee shall keep a record of the total cost of the removal attributable to each lot or parcel of property and notify the property owner of the expense to be paid by the property owner. The Director or designee shall also notify the property owner that if the expense is not paid, the expense will be made a special assessment against the property concerned and report such information to the City Clerk-Administrator.

Subd. On or before September 1 of each year, the City Clerk-Administrator shall list the total unpaid charges for each type of current service against each separate lot or parcel to which they are attributable under this section. After notice and hearing as provided in M.S. § 429.061, the City Council may then spread the charges against the property benefited as a special assessment under M.S. § 429.101 and other pertinent statutes for certification to the County Auditor and collection along with the current taxes the following year or in annual installments, not exceeding ten, as the City Council may determine in each case.

(Code 1989, § 7.15(subd. 6): Ord. No. 121(2nd Ser.), § 1, 7-14-1986; Ord. No. 175(2nd Ser.), § 1, 6-12-1989; Ord. No. 209(2nd Ser.), §§ 1, 2, 2-25-1991; Ord. No. 278(2nd Ser.), § 1, 9-23-1996; Ord. No. 285(2nd Ser.), § 3, 8-11-1997; Ord. No. 317(2nd Ser.), § 2, 2-14-2000; Ord. No. 334(2nd Ser.), §§ 1, 2, 9-24-2001)