

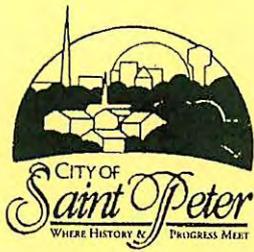
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 22, 2012
Community Center Governors' Room - 7:00 p.m.

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

None scheduled
- VII. **NEW BUSINESS**
 - A. 2013 Stormwater Fund Budget
 - B. Assessment of Unpaid Utility Charges
 - C. Purchase Policy Modifications
 - D. 2013 Library Services Contract
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. City/School/Gustavus Meeting Discussion
 - 2. City/County Meeting Discussion
 - 3. November Council Meeting Schedule
 - 4. Others
- IX. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session – Union Negotiations
ADJOURN TO CLOSED SESSION
 - B. Discussion of Utilities Union Negotiations
 - C. Discussion of Parks Union Negotiations
 - D. Discussion of Streets Union Negotiations
RETURN TO OPEN SESSION
- 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 8, 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 October 4, 2012 through October 17, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VI. **UNFINISHED BUSINESS**

None scheduled.

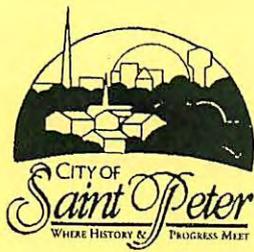
VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING 2013 STORMWATER FUND BUDGET**

Staff recommends adoption of the 2013 stormwater fund budget. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTIONS RELATED TO ASSESSMENT OF UNPAID UTILITY CHARGES**

Staff recommends initiation of the process for assessment of unpaid utility charges. Please see the attached staff report and RESOLUTIONS.



C. ADOPTION OF A RESOLUTION ADOPTING MODIFIED PURCHASE POLICY

Staff recommends adoption of an updated purchase policy. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF 2013 LIBRARY SERVICES CONTRACT WITH NICOLLET COUNTY

The City has entered a library services contract with Nicollet County for the past 13 years. The contract provides payment to the City for provision of library services to County residents living outside of the City limits. Staff recommends approval be provided for execution of the 2013 contract. 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 CITY/SCHOOL DISTRICT/GUSTAVUS MEETING DISCUSSION

A report will be provided at this time on discussion at the October 10th City/School/Gustavus meeting.

2. REPORT ON CITY/COUNTY MEETING DISCUSSION

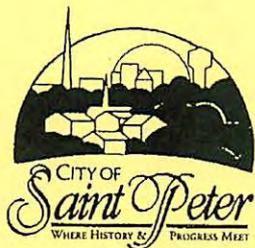
A report will be provided at this time on discussion at the City/County meeting of October 17th.

3. REPORT ON NOVEMBER COUNCIL MEETING SCHEDULE

The Veterans Day holiday will impact the City Council meeting schedule in November. A report will be provided at this time on the schedule change.

4. OTHERS

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



IX. EXECUTIVE SESSION

A. RESOLUTION CALLING FOR CLOSED SESSION

State Statutes provide authorization for the City Council to close a meeting for discussion covered under an exemption to the Open Meeting Law. Staff recommends a closed session be called at this time to discuss the union negotiations. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION

B. DISCUSSION OF UTILITY UNION NEGOTIATIONS

The City Council will now discuss union negotiations between the City and the International Union of Operating Engineers Local No. 70 (Utilities). No action will be taken during this closed session.

C. DISCUSSION OF PARKS UNION NEGOTIATIONS

The City Council will now discuss union negotiations between the City and International Union of Operating Engineers Local No. 70 (Parks). No action will be taken during this closed session.

D. DISCUSSION OF STREETS UNION NEGOTIATIONS

The City Council will now discuss union negotiations between the City and International Union of Operating Engineers Local No. 70 (Streets). No action will be taken during this closed session.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 8, 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 8, 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, Carlin, Zieman, Brand and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

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

Approval of Minutes – A motion was made by Eichmann, seconded by Zieman, to approve the minutes of the September 24, 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 September 24, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Public Hearing: Tax Increment Financing District No. 1-18 Creation – Mayor Strand opened the public hearing on creation of Tax Increment Financing District No. 1-18 at 7:02 p.m. Mayor Strand reviewed the process to be followed during the public hearing including the order of speakers being staff, citizens supporting the issue, citizens opposed to the issue and general citizen comments or questions; the length of time speakers will be allowed (five minutes); and that the Council will refrain from engaging in discussion with the speakers. Community Development Director Wille and David Drown Associates advisor Shannon Sweeney provided information on the creation of a Tax Increment Financing District that would provide increments for the redevelopment of the area around Hallett's Pond. Sweeney reviewed the proposed plan for the district which outlined the parcels to be included, the proposed budget, and the term and type of district to be created. Sweeney noted the district could be in place for up to twenty-six (26) years and the first increments would be collected one year from creation of the district. Wille and Sweeney both indicated the plan adoption and district creation would be done at a future Council meeting and indicated the proposed budget was quite large because it was hard to predict the redevelopment that could occur in the district and if the budget were to be changed at a later date, the public hearing process would need to be re-done.

Leon Tellijohn, 1021 North Washington Avenue, addressed the Council to question where the proposed district was located.

There being no further speakers, the hearing was declared closed at 7:15 p.m.

Consent Agenda – In motion by Kvamme, seconded by Carlin, Resolution No. 2012-144 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. 2012-144 is contained in the City Administrator's book entitled Council Resolutions 19.

Revolving Loan Settlement: Schettler/Hunter Hardwood – Community Development Director Wille presented the Economic Development Authority's recommendation to accept a \$3,000 offer from First National Bank Minnesota to release the City's second mortgage on the Hunter Hardwood property at 220 Dodd Avenue. Wille reported Hunter Hardwood had received a \$40,000 loan in 2004 to purchase real estate for the Dodd Avenue facility and another loan in the amount of \$29,748 in 2009 to expand the business. Wille also noted that following close of the business, the furniture, fixtures and equipment had been sold for \$46,101, with those funds being paid to the bank, and the bank had initiated foreclosure on the property to recoup the remainder of debt owed to the bank. Wille also pointed out that the Schettler's had voluntarily signed over the property to the bank as part of the foreclosure process and the bank would be marketing the property for sale but needed the second mortgage claim waived to do so. Wille stated acceptance of the settlement offer would not preclude the City from moving forward with collection of the personal guarantee which had been required as part of the original revolving loan and the proposed resolution provided for that action to be initiated. In motion by Kvamme, seconded by Carlin, Resolution No. 2012-145 entitled "Resolution Accepting \$3,000 Settlement From First National Bank Minnesota To Relinquish The City's Subordinate Mortgage On The Hunter Hardwood Property At 220 Dodd Avenue", was introduced with the a request to change the phrase "The City Attorney is ordered..." to "The City Attorney is instructed...". Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2012-145 is contained in the City Administrator's book entitled Council Resolutions 19.

Greater Mankato Growth Contract – Community Development Director Wille recommended the City execute an amended agreement with Greater Mankato Growth to be part of the Regional Economic Development Alliance (REDA). Wille stated the agreement would be for a period of three years with the City's cost being \$25,095 in 2013, \$24,492 in 2014, and \$25,895 in 2015 all being funded by the General Fund. Wille also pointed out that the agreement included a ninety day "opt out" notice for any of the members. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-146 entitled "Resolution Approving Renewal Of Membership In Regional Economic Development Alliance And Authorizing Execution Of Joint Economic Development Service Agreement With Greater Mankato Growth", was introduced. A motion was made by Kvamme, seconded by Pfeifer, to modify the resolution to indicate that the agreement is for a period of three years. With all in favor, the motion carried. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2012-146 is contained in the City Administrator's book entitled Council Resolutions 19.

Receptionist/Accounts Payable Clerk Position Description – City Administrator Prafke recommended approval of modifications to the position description for Receptionist/Accounts Payable. Prafke indicated the position description had been better defined since the position was created in 2009 and a recent vacancy in the position allowed for the changes. In motion by Zieman, seconded by Brand, Resolution No. 2012-147 entitled "Resolution Approving Modifications To The Receptionist/Accounts Payable Clerk Position Description", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-147 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor Strand thanked Councilmember Carlin for serving as Mayor pro tem during his recent lengthy absence.

Mayor's Reports – Mayor Strand reported on his recent activities which included welcoming the King and Queen of Sweden to Saint Peter on October 5th.

Winter Trail/Sidewalk Closures – Public Works Director Giesking reviewed the trails and sidewalks that have been designated as “no maintenance” during the winter of 2012-2013.

Downtown Sidewalk Repairs – Public Works Director Giesking reported repair work was beginning on sidewalks in the central business district and the walks at the Fire Station were being repaired first. Giesking also reported all of the repair work would take 2-3 weeks to complete.

Dog Park Open House – City Administrator reported the weather for the dog park open house was cold and blustery, but noted that each time he has passed the dog park site there have been cars in the parking lot and several dogs at play.

There being no further business, a motion was made by Pfeifer, seconded by Carlin, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:54 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 17, 2012

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Gambling License

ACTION/RECOMMENDATION

Provide approval of gambling license.

BACKGROUND

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

The American Legion has submitted a gambling license application in order to sell pull-tabs at 220 South Minnesota, Bahama Mama's. The licensing period will be established by the State.

Please place this item on the October 22, 2012 City Council agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

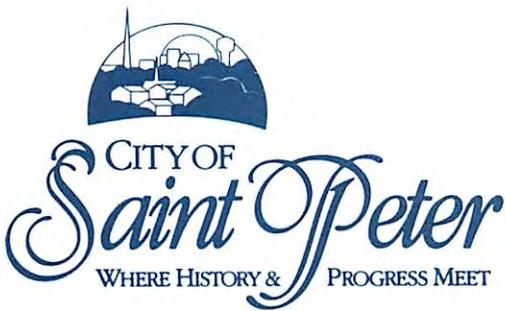
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/18/12

FROM: Lewis G. Giesking
Director of Public Works

RE: Water Operator Appointment

ACTION/RECOMMENDATION

It is recommended the City Council authorize the appointment of Curtis Thompson to the position of Water Operator at a starting wage of \$18.65 per hour.

BACKGROUND

In August an opening was created due to an employee resignation. Twenty-two applications were received and screened; applicants were interviewed, the interview process was completed according to our hiring policy and practices. Curtis Thompson emerged as the top candidate. References verified that Mr. Thompson meets the expectations for the position.

Mr. Thompson currently works for the Shakopee Mdewakanton Sioux Community as a Water Operator where his experience includes maintenance and operation of reverse osmosis membranes in conjunction with filtration. The above wage reflects the Class "D" starting wage according to the existing union contract.

Water Utilities Superintendent, Pete Moulton, assisted in the preparation of this memo.

FISCAL IMPACT:

This is a replacement in an authorized position.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Mr. Thompson will begin employment with the water utility

Negative Vote: Staff will seek City Council direction.

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

LGG:bl

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	return tanktop- pool	GENERAL FUND	SWIMMING POOL	9.36-
	embroidery-unif allow-raou	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>15.60</u>
			TOTAL:	6.24
A. H. HERMEL WHOLESale	vending machine supp	COMMUNITY CENTER	COMMUNITY CENTER	<u>104.56</u>
			TOTAL:	104.56
ALPHA WIRELESS COMMUNICATIONS CO	maint ltr radios oct	GENERAL FUND	MUNICIPAL BUILDING	58.53
	maint ltr radios oct	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint ltr radios oct	WATER	ADMIN AND GENERAL	56.08
	maint ltr radios oct	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint ltr radios oct	ELECTRIC FUND	ADMIN AND GENERAL	<u>50.73</u>
			TOTAL:	298.00
AMAZON	toner cartridges	GENERAL FUND	STREETS	36.76
	toner cartridges	GENERAL FUND	PARKS	29.40
	books, dvd tapes, keyboard	LIBRARY FUND	LIBRARY	499.36
	books, dvd tapes, keyboard	PUBLIC ACCESS	PUBLIC ACCESS	16.00
	ink cartridges	WATER	ADMIN AND GENERAL	61.99
	toner cartridges	WATER	ADMIN AND GENERAL	14.70
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	61.99
	toner cartridges	WASTE WATER FUND	ADMIN AND GENERAL	14.70
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	30.99
	toner cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	14.70
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	154.98
	toner cartridges	ELECTRIC FUND	ADMIN AND GENERAL	36.76
	books, dvd tapes, keyboard	ELECTRIC FUND	ADMIN AND GENERAL	<u>12.98</u>
			TOTAL:	985.31
AMERICAN RED CROSS	outdoor pool training 25 s	GENERAL FUND	SWIMMING POOL	<u>675.00</u>
			TOTAL:	675.00
ARROW ACE HARDWARE INC	oil, letters, wire, conn,	GENERAL FUND	FIRE	131.99
	weed & feed, fert, bit, fi	GENERAL FUND	STREETS	29.71
	paint brushes #48 plow	GENERAL FUND	STREETS	27.77
	cable ties, glue	GENERAL FUND	RECREATION/LEISURE SER	5.34
	kink free hose	GENERAL FUND	SWIMMING POOL	23.50
	pik stik, bolts, primer, m	GENERAL FUND	PARKS	145.03
	weed & feed, fert, bit, fi	GENERAL FUND	PARKS	29.71
	bug max	LIBRARY FUND	LIBRARY	6.41
	bug max	COMMUNITY CENTER	COMMUNITY CENTER	25.64
	cloth, paint supp, batt, v	COMMUNITY CENTER	COMMUNITY CENTER	115.64
	washer, brush percolator	WATER	PURIFICATION AND TREAT	11.72
	weed & feed, fert, bit, fi	WATER	DISTRIBUTION AND STORA	14.85
	caulk	WASTE WATER FUND	BIOSOLIDS	12.80
	weed & feed, fert, bit, fi	WASTE WATER FUND	SOURCE/TREATMENT	14.87
	nozzles, faucet handle	WASTE WATER FUND	SOURCE/TREATMENT	41.62
	pvc plug, bulb	WASTE WATER FUND	SOURCE/TREATMENT	42.62
	weed & feed, fert, bit, fi	ENVIRON SERVICES F	REFUSE DISPOSAL	14.85
	bolts, adapter	ENVIRON SERVICES F	REFUSE DISPOSAL	5.94
	filters	ELECTRIC FUND	POWER PRODUCTION	34.16
	spray paint	ELECTRIC FUND	POWER DISTRIBUTION	16.00
	conduit	ELECTRIC FUND	POWER DISTRIBUTION	2.24
	weed & feed, fert, bit, fi	ELECTRIC FUND	POWER DISTRIBUTION	29.71
	drill bit - chatham outlet	STORMWATER FUND	COLLECTIONS/LIFT STATI	17.09
	weed & feed, fert, bit, fi	STORMWATER FUND	TREATMENT	14.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	padlock	RESTRICTED CONTRIB	RECREATION/LEISURE SER	5.33
	cable ties, glue	RESTRICTED CONTRIB	RECREATION/LEISURE SER	17.40
			TOTAL:	836.82
AUDIO EDITIONS	audio cds	LIBRARY FUND	LIBRARY	445.92
	new adult audio	LIBRARY FUND	LIBRARY	32.36
			TOTAL:	478.28
AUTO BODY SPECIALTIES	air regulator assembly	GENERAL FUND	FIRE	81.49
	air regulator less return	GENERAL FUND	FIRE	8.66
			TOTAL:	72.83
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOLTON & MENK INC	update transp plan 8/18-9/	GENERAL FUND	STREETS	392.00
	staff mtgs	GENERAL FUND	STREETS	98.44
	msa status memo	GENERAL FUND	STREETS	367.50
	fema, sidewalk, orchard re	GENERAL FUND	STREETS	587.50
	staff mtgs	GENERAL FUND	PARKS	78.75
	wash ave link	PERM IMPROVMENT RE	STREETS	6,218.00
	295 turnbacks	PERM IMPROVMENT RE	STREETS	6,882.25
	jct 169, old mn, union, 22	PERM IMPROVMENT RE	STREETS	5,586.00
	web gis migration	WATER	CAPITAL-WATER DISTRIBU	1,541.33
	n 3rd st improvements	WATER	CAPITAL-WATER DISTRIBU	5,128.16
	staff mtgs	WATER	ADMIN AND GENERAL	39.38
	web gis migration	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,541.33
	rehab ww sewer n lift stat	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	3,389.00
	n 3rd st improvements	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	5,128.17
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	39.38
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	39.36
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	98.44
	web gis migration	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	1,541.34
	n 3rd st improvements	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	5,128.17
	halletts, shopko, gac arbo	STORMWATER FUND	COLLECTIONS/LIFT STATI	5,418.00
	research k king bldg site	STORMWATER FUND	TREATMENT	112.00
			TOTAL:	49,354.50
BORDER STATES ELECTRIC SUPPLY	brass shackle locks	GENERAL FUND	STREETS	22.74
	brass shackle locks	GENERAL FUND	PARKS	22.74
	brass shackle locks	WATER	DISTRIBUTION AND STORA	11.37
	brass shackle locks	WASTE WATER FUND	SOURCE/TREATMENT	11.38
	brass shackle locks	ENVIRON SERVICES F	REFUSE DISPOSAL	11.37
	4 hole trans safety subs #	ELECTRIC FUND	NON-DEPARTMENTAL	249.73
	8" screw in anchor base #6	ELECTRIC FUND	NON-DEPARTMENTAL	6,075.84
	wire 250 triplex #438	ELECTRIC FUND	NON-DEPARTMENTAL	7,358.34
	brass shackle locks	ELECTRIC FUND	POWER DISTRIBUTION	22.74
	brass shackle locks	ELECTRIC FUND	POWER DISTRIBUTION	113.70
	brass shackle locks	STORMWATER FUND	TREATMENT	11.36
			TOTAL:	13,911.31
BUREAU OF CRIMINAL APPREHENSION	mthly conn fee	GENERAL FUND	POLICE	270.00
			TOTAL:	270.00
CARQUEST AUTO PARTS STORES	sealant, funnel, washers,	GENERAL FUND	STREETS	17.42
	belt	GENERAL FUND	STREETS	2.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	primer, bit set, wipers	GENERAL FUND	STREETS	75.65
	hyd hose, coupling, crimps	GENERAL FUND	STREETS	200.10
	couplers	GENERAL FUND	PARKS	17.83
	sealant, funnel, washers,	GENERAL FUND	PARKS	17.42
	oil seal, bearing mower	GENERAL FUND	PARKS	92.51
	belt	GENERAL FUND	PARKS	2.71
	sealant, funnel, washers,	WATER	DISTRIBUTION AND STORA	8.71
	belt	WATER	DISTRIBUTION AND STORA	1.35
	stud, bearing	WASTE WATER FUND	BIOSOLIDS	5.69
	sealant, funnel, washers,	WASTE WATER FUND	SOURCE/TREATMENT	8.72
	belt	WASTE WATER FUND	SOURCE/TREATMENT	1.35
	sealant, funnel, washers,	ENVIRON SERVICES F	REFUSE DISPOSAL	8.71
	belt	ENVIRON SERVICES F	REFUSE DISPOSAL	1.35
	grease gun hose	ELECTRIC FUND	POWER DISTRIBUTION	14.03
	sealant, funnel, washers,	ELECTRIC FUND	POWER DISTRIBUTION	17.42
	belt	ELECTRIC FUND	POWER DISTRIBUTION	2.71
	sealant, funnel, washers,	STORMWATER FUND	TREATMENT	8.71
	belt	STORMWATER FUND	TREATMENT	1.35
			TOTAL:	506.45
CINTAS CORPORATION #754	sept uniforms	ELECTRIC FUND	ADMIN AND GENERAL	395.52
			TOTAL:	395.52
CINTAS FIRST AID & SAFETY	first aid supp	GENERAL FUND	STREETS	11.95
	first aid supp	GENERAL FUND	RECREATION/LEISURE SER	60.50
	first aid supp	GENERAL FUND	PARKS	9.56
	first aid supp	LIBRARY FUND	LIBRARY	5.87
	first aid supp	WATER	ADMIN AND GENERAL	4.78
	first aid supp	WASTE WATER FUND	ADMIN AND GENERAL	4.78
	first aid supp	ENVIRON SERVICES F	ADMIN AND GENERAL	4.79
	first aid supp	ELECTRIC FUND	ADMIN AND GENERAL	11.95
			TOTAL:	114.18
COLE PAPERS INC	dish soap, towels, tt	GENERAL FUND	STREETS	85.43
	dish soap, towels, tt	GENERAL FUND	PARKS	85.43
	cleaning supp	LIBRARY FUND	LIBRARY	150.48
	cleaning supp	COMMUNITY CENTER	COMMUNITY CENTER	601.95
	dish soap, towels, tt	WATER	DISTRIBUTION AND STORA	42.71
	dish soap, towels, tt	WASTE WATER FUND	SOURCE/TREATMENT	42.76
	dish soap, towels, tt	ENVIRON SERVICES F	REFUSE DISPOSAL	42.71
	dish soap, towels, tt	ELECTRIC FUND	POWER DISTRIBUTION	85.43
	dish soap, towels, tt	STORMWATER FUND	TREATMENT	42.74
			TOTAL:	1,179.64
COP STOP SHOP	uniform badge holder	GENERAL FUND	POLICE	10.68
	uniform pants	GENERAL FUND	POLICE	104.00
			TOTAL:	114.68
COPIER BUSINESS SOLUTIONS	black & yellow toner	GENERAL FUND	RECREATION/LEISURE SER	4.36
	black & yellow toner	COMMUNITY CENTER	COMMUNITY CENTER	4.36
			TOTAL:	8.72
CREDIT RIVER TOOLS	1/2" socket set	GENERAL FUND	STREETS	26.18
	24" striking pry bar	GENERAL FUND	STREETS	13.20
	1/2" socket set	GENERAL FUND	PARKS	26.18
	24" striking pry bar	GENERAL FUND	PARKS	13.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/2" socket set	WATER	DISTRIBUTION AND STORA	13.09
	24" striking pry bar	WATER	DISTRIBUTION AND STORA	6.60
	1/2" socket set	WASTE WATER FUND	SOURCE/TREATMENT	13.10
	24" striking pry bar	WASTE WATER FUND	SOURCE/TREATMENT	6.61
	1/2" socket set	ENVIRON SERVICES F	REFUSE DISPOSAL	13.09
	24" striking pry bar	ENVIRON SERVICES F	REFUSE DISPOSAL	6.60
	1/2" socket set	ELECTRIC FUND	POWER DISTRIBUTION	26.18
	24" striking pry bar	ELECTRIC FUND	POWER DISTRIBUTION	13.20
	1/2" socket set	STORMWATER FUND	TREATMENT	13.10
	24" striking pry bar	STORMWATER FUND	TREATMENT	6.59
			TOTAL:	196.92
CROP PRODUCTION SERVICES	tempo for bugs	GENERAL FUND	FIRE	42.75
			TOTAL:	42.75
CRYSTAL LAWN, INC	169 irrig service & parts	ENVIRON SERVICES F	REFUSE DISPOSAL	95.97
			TOTAL:	95.97
CRYTEEL TRUCK EQUIPMENT INC	strobe tube	GENERAL FUND	FIRE	257.41
			TOTAL:	257.41
CULLIGAN	solar salt & delivery	COMMUNITY CENTER	COMMUNITY CENTER	20.52
			TOTAL:	20.52
RICHARD DELESTRE	mileage fire school st clo	GENERAL FUND	FIRE	128.76
	meals fire school st cloud	GENERAL FUND	FIRE	56.66
	hotel fire school st cloud	GENERAL FUND	FIRE	244.98
	per diem fire school st cl	GENERAL FUND	FIRE	70.00
			TOTAL:	500.40
DIRKS, BLAKE T.	safety disp fee- weicherdi	GENERAL FUND	MUNICIPAL BUILDING	15.00
			TOTAL:	15.00
LANCE DLOUHY	banner for fun run esigns	RESTRICTED CONTRIB	RECREATION/LEISURE SER	82.16
	halloween fun run prize \$	RESTRICTED CONTRIB	RECREATION/LEISURE SER	525.00
	fun run ghosts - Mary's Fl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	106.66
			TOTAL:	713.82
DPC INDUSTRIES, INC.	polymer aquamagic	WATER	PURIFICATION AND TREAT	1,379.76
			TOTAL:	1,379.76
EAR PHONE CONNECTION	wire surveillance micropho	GENERAL FUND	POLICE	887.70
	wire surveillance micropho	GENERAL FUND	POLICE	75.53
	wire surveillance micropho	GENERAL FUND	POLICE	758.73
			TOTAL:	1,721.96
EARL F ANDERSEN INC	parking by permit only sig	GENERAL FUND	STREETS	847.38
	no parking anytime signs	GENERAL FUND	STREETS	441.25
			TOTAL:	1,288.63
ECONO FOODS	mn sq pav mtg cookies	GENERAL FUND	MAYOR & COUNCIL	15.81
	staff training napkins, fr	GENERAL FUND	CITY ADMINISTRATION	39.69
	tide, vinegar	GENERAL FUND	FIRE	27.88
	sr dance plates, buns, san	GENERAL FUND	SENIOR COORDINATOR	83.50
	softener salt	WATER	PURIFICATION AND TREAT	96.19
			TOTAL:	263.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ENGINEERING AMERICA, INC	pressure gauge, seal-wiper	WASTE WATER FUND	SOURCE/TREATMENT	231.92
	shell darena, case	WASTE WATER FUND	SOURCE/TREATMENT	144.28
	uv fittings	WASTE WATER FUND	SOURCE/TREATMENT	<u>113.13</u>
			TOTAL:	489.33
ERICKSON OIL PRODUCTS INC	sept fuel	GENERAL FUND	POLICE	117.49
	sept fuel	GENERAL FUND	STREETS	91.28
	sept fuel	WATER	SOURCE OF SUPPLY	10.36
	sept fuel	WATER	PURIFICATION AND TREAT	15.54
	sept fuel	WATER	DISTRIBUTION AND STORA	77.71
	sept fuel	STORMWATER FUND	TREATMENT	<u>182.97</u>
			TOTAL:	495.35
FARMERS ELEVATOR CO OF TRAVERSE	fertilizer	GENERAL FUND	STREETS	30.74
	fertilizer	GENERAL FUND	PARKS	30.74
	fertilizer	WATER	PURIFICATION AND TREAT	153.74
	fertilizer	WATER	DISTRIBUTION AND STORA	15.37
	fertilizer	WASTE WATER FUND	SOURCE/TREATMENT	15.39
	fertilizer	WASTE WATER FUND	SOURCE/TREATMENT	153.75
	fertilizer	ENVIRON SERVICES F	REFUSE DISPOSAL	15.37
	fertilizer	ELECTRIC FUND	POWER DISTRIBUTION	30.74
	fertilizer	STORMWATER FUND	TREATMENT	<u>15.39</u>
			TOTAL:	461.23
FASTENAL COMPANY	screw pin anchor shackle #	GENERAL FUND	STREETS	7.11
	face shields	COMMUNITY CENTER	COMMUNITY CENTER	29.63
	recip saw blades - bdwy	WATER	PURIFICATION AND TREAT	24.97
	washers, hex cap screws, d	WASTE WATER FUND	SOURCE/TREATMENT	<u>44.02</u>
			TOTAL:	105.73
FEDERAL SIGNAL CORP	cable, high band radios	GENERAL FUND	POLICE	<u>11,150.93</u>
			TOTAL:	11,150.93
GENERAL SPRINKLER CORPORATION	430 ritt st 5 year inspect	TORNADO DISASTER R	ECONOMIC DEVMT	<u>930.00</u>
			TOTAL:	930.00
GENESIS	sept bulk diesel fuel	GENERAL FUND	FIRE	370.27
	sept bulk diesel fuel	GENERAL FUND	STREETS	701.35
	sept bulk diesel fuel	GENERAL FUND	PARKS	485.83
	sept bulk diesel fuel	WATER	DISTRIBUTION AND STORA	211.52
	sept bulk diesel fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	2,192.43
	sept bulk diesel fuel	ELECTRIC FUND	POWER DISTRIBUTION	212.32
	sept bulk diesel fuel	STORMWATER FUND	TREATMENT	255.91
	sept bulk diesel fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>1,029.23</u>
			TOTAL:	5,458.86
	LEWIS GIESKING	mileage mkto mn dot mtg	GENERAL FUND	STREETS
mileage shakopee 169 mtg		GENERAL FUND	STREETS	<u>54.72</u>
			TOTAL:	71.15
GLOWING HEARTH & HOME	annual svc fireplace maint	LIBRARY FUND	LIBRARY	<u>100.00</u>
			TOTAL:	100.00
GOLDER ASSOCIATES INC.	air permit application bdw	ELECTRIC FUND	ADMIN AND GENERAL	<u>2,624.18</u>
			TOTAL:	2,624.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
GOPHER STATE ONE-CALL INC	sept locates	WATER	DISTRIBUTION AND STORA	58.50	
	sept locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	58.50	
	sept locates	ELECTRIC FUND	POWER DISTRIBUTION	58.50	
			TOTAL:	175.50	
GRAYMONT WESTERN LIME INC.	high calcium quicklime	WASTE WATER FUND	BIOSOLIDS	3,183.61	
			TOTAL:	3,183.61	
GUSTAVUS ADOLPHUS COLLEGE P.O.	sept mail service	GENERAL FUND	CITY ADMINISTRATION	34.55	
	sept mail service	GENERAL FUND	CITY CLERK	5.00	
	sept mail service	GENERAL FUND	ELECTIONS	6.68	
	sept mail service	GENERAL FUND	FINANCE	156.60	
	sept mail service	GENERAL FUND	POLICE	66.05	
	sept mail service	GENERAL FUND	BUILDING INSPECTOR	51.64	
	sept mail service	GENERAL FUND	PUBLIC WORKS ADMIN	24.10	
	sept mail service	GENERAL FUND	SENIOR COORDINATOR	1.20	
	sept mail service	GENERAL FUND	RECREATION/LEISURE SER	27.50	
	sept mail service	GENERAL FUND	SWIMMING POOL	14.00	
	sept mail service	GENERAL FUND	PARKS	0.50	
	sept mail service	GENERAL FUND	ECONOMIC DEVMT	1.00	
	sept mail service	LIBRARY FUND	LIBRARY	6.65	
	sept mail service	COMMUNITY CENTER	COMMUNITY CENTER	1.00	
	sept mail service	WATER	ADMIN AND GENERAL	4.20	
	sept mail service	WATER	CUSTOMER ACCOUNTS	104.62	
	sept mail service	WASTE WATER FUND	ADMIN AND GENERAL	3.70	
	sept mail service	WASTE WATER FUND	CUSTOMER ACCOUNTS	104.62	
	sept mail service	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	104.62	
	sept mail service	ELECTRIC FUND	CUSTOMER ACCOUNTS	104.63	
	sept mail service	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.00	
			TOTAL:	825.86	
	JERROD HAACK	fun run torches-creative p	RESTRICTED CONTRIB	RECREATION/LEISURE SER	94.38
				TOTAL:	94.38
	HACH COMPANY	cartridges & reagents	WATER	PURIFICATION AND TREAT	268.55
			TOTAL:	268.55	
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,396.25	
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	386.78	
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	386.78	
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	210.22	
			TOTAL:	2,380.03	
HICKORY TECH	phone svc 10/8-11/07	GENERAL FUND	CITY ADMINISTRATION	68.79	
	phone svc 10/8-11/07	GENERAL FUND	CITY CLERK	13.61	
	phone svc 10/8-11/07	GENERAL FUND	FINANCE	107.09	
	phone svc 10/8-11/07	GENERAL FUND	MUNICIPAL BUILDING	6.36	
	phone svc 10/8-11/07	GENERAL FUND	POLICE	334.73	
	phone svc 10/8-11/07	GENERAL FUND	FIRE	160.24	
	phone svc 10/8-11/07	GENERAL FUND	BUILDING INSPECTOR	39.92	
	phone svc 10/8-11/07	GENERAL FUND	PUBLIC WORKS ADMIN	81.47	
	phone svc 10/8-11/07	GENERAL FUND	STREETS	46.27	
	phone svc 10/8-11/07	GENERAL FUND	SENIOR COORDINATOR	4.54	
	phone svc 10/8-11/07	GENERAL FUND	RECREATION/LEISURE SER	121.35	
	phone svc 10/8-11/07	GENERAL FUND	SWIMMING POOL	31.12	
	phone svc 10/8-11/07	GENERAL FUND	PARKS	89.46	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone svc 10/8-11/07	GENERAL FUND	ECONOMIC DEVTM	26.32
	phone svc 10/8-11/07	LIBRARY FUND	LIBRARY	76.61
	phone svc 10/8-11/07	PUBLIC ACCESS	PUBLIC ACCESS	13.59
	phone svc 10/8-11/07	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone svc 10/8-11/07	WATER	ADMIN AND GENERAL	251.53
	phone svc 10/8-11/07	WASTE WATER FUND	ADMIN AND GENERAL	187.72
	phone svc 10/8-11/07	ENVIRON SERVICES F	ADMIN AND GENERAL	29.40
	phone svc 10/8-11/07	ELECTRIC FUND	ADMIN AND GENERAL	136.30
	phone svc 10/8-11/07	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	47.79
			TOTAL:	1,921.43
DERRICK HOFFMAN	softball ump 10/1-13	GENERAL FUND	RECREATION/LEISURE SER	84.00
			TOTAL:	84.00
HOLIDAY COMMERCIAL	sept fuel	GENERAL FUND	STREETS	364.42
	sept fuel	GENERAL FUND	PARKS	828.18
	sept fuel	WATER	SOURCE OF SUPPLY	28.74
	sept fuel	WATER	PURIFICATION AND TREAT	43.11
	sept fuel	WATER	DISTRIBUTION AND STORA	215.52
	sept fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	136.81
	sept fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	213.11
	sept fuel	ELECTRIC FUND	POWER DISTRIBUTION	427.06
	sept fuel	STORMWATER FUND	TREATMENT	198.82
			TOTAL:	2,455.77
HOME DEPOT CREDIT SERVICES	treemendous wood protector	RESTRICTED CONTRIB	PARKS	488.41
			TOTAL:	488.41
IMPACT	printing util bills	WATER	CUSTOMER ACCOUNTS	132.76
	postage util bills	WATER	CUSTOMER ACCOUNTS	335.47
	printing util bills	WATER	CUSTOMER ACCOUNTS	133.23
	postage util bills	WATER	CUSTOMER ACCOUNTS	336.67
	printing util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	132.76
	postage util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	335.47
	printing util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	133.23
	postage util bills	WASTE WATER FUND	CUSTOMER ACCOUNTS	336.67
	printing util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	132.76
	postage util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	335.48
	printing util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	133.23
	postage util bills	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	336.68
	printing util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	132.74
	flyers	ELECTRIC FUND	CUSTOMER ACCOUNTS	398.37
	advertising	ELECTRIC FUND	CUSTOMER ACCOUNTS	103.94
	postage util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	335.47
	printing util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	133.23
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	280.80
	postage util bills	ELECTRIC FUND	CUSTOMER ACCOUNTS	336.67
			TOTAL:	4,535.63
INDUSTRIAL SEALING & LUBRICATION, INC.	pail synthetic lubricant	WASTE WATER FUND	SOURCE/TREATMENT	264.43
			TOTAL:	264.43
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	855.49
	books	LIBRARY FUND	LIBRARY	178.39
			TOTAL:	1,033.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BRENDA ISLEY	mileage gprs conf, health	GENERAL FUND	FINANCE	39.96
	mileage gprs conf, health	WATER	ADMIN AND GENERAL	9.99
	mileage gprs conf, health	WASTE WATER FUND	ADMIN AND GENERAL	9.99
	mileage gprs conf, health	ENVIRON SERVICES F	ADMIN AND GENERAL	9.99
	mileage gprs conf, health	ELECTRIC FUND	ADMIN AND GENERAL	9.99
			TOTAL:	79.92
LOREN JANSEN	uniform boots	GENERAL FUND	POLICE	113.88
			TOTAL:	113.88
JAVENS MECHANICAL CONTRACTING CO.	rpz labor svc call repairs	WATER	PURIFICATION AND TREAT	131.73
			TOTAL:	131.73
JERRY'S ELECTRIC INC	pcb oil testing	ELECTRIC FUND	POWER DISTRIBUTION	37.50
			TOTAL:	37.50
MATT JOHNSON	tempra paint program supp	GENERAL FUND	RECREATION/LEISURE SER	15.21
	tempra paint after school	RESTRICTED CONTRIB	RECREATION/LEISURE SER	15.20
			TOTAL:	30.41
KASSULKE MASONRY	grind out mortar joints &	GENERAL FUND	SWIMMING POOL	960.00
	caulk for pool mortar join	GENERAL FUND	SWIMMING POOL	228.00
			TOTAL:	1,188.00
KEELEY FARM DRAINAGE	lawn edging	LIBRARY FUND	LIBRARY	6.84
	lawn edging	COMMUNITY CENTER	COMMUNITY CENTER	27.36
	mulch downtown	ENVIRON SERVICES F	REFUSE DISPOSAL	218.03
			TOTAL:	252.23
JOSH KENNEDY	driver lic renewal	GENERAL FUND	STREETS	42.25
	meal tree inspection class	ENVIRON SERVICES F	ADMIN AND GENERAL	8.00
			TOTAL:	50.25
MIKE KENNEDY	uniform coat	GENERAL FUND	PARKS	80.00
			TOTAL:	80.00
KIND VETERINARY CLINIC PA	sept pound svc	GENERAL FUND	COMMUNITY SERVICE	1,235.36
	sept paws service	RESTRICTED CONTRIB	COMMUNITY SERVICE	952.41
			TOTAL:	2,187.77
KWIK TRIP INC	sept fuel	GENERAL FUND	POLICE	1,952.92
	sept fuel	GENERAL FUND	FIRE	67.76
	sept fuel	GENERAL FUND	BUILDING INSPECTOR	51.01
	sept fuel	GENERAL FUND	STREETS	38.09
	sept fuel	GENERAL FUND	PARKS	82.71
	sept fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	29.34
	sept fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,674.42
			TOTAL:	4,896.25
LAKES GAS CO NO. 10	lp tank reimb by fire dept	GENERAL FUND	FIRE	32.85
			TOTAL:	32.85
LJP ENTERPRISES INC	sept waste svc	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	sept waste svc	WATER	PURIFICATION AND TREAT	94.69
	sept waste svc	WASTE WATER FUND	SOURCE/TREATMENT	211.93
	sept waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	819.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,557.98
LOCATION TECHNOLOGIES, INC	modem, power cable, pc cab	GENERAL FUND	FIRE	583.54
			TOTAL:	583.54
LOWE'S	vertical blinds pw office	GENERAL FUND	STREETS	32.48
	vertical blinds pw office	GENERAL FUND	PARKS	32.48
	circular saw	GENERAL FUND	PARKS	106.30
	vertical blinds pw office	WATER	DISTRIBUTION AND STORA	16.24
	vertical blinds pw office	WASTE WATER FUND	SOURCE/TREATMENT	16.26
	vertical blinds pw office	ENVIRON SERVICES F	REFUSE DISPOSAL	16.24
	vertical blinds pw office	ELECTRIC FUND	POWER DISTRIBUTION	32.48
	vertical blinds pw office	STORMWATER FUND	TREATMENT	16.25
	treemendous 2.5 qt contain	RESTRICTED CONTRIB	PARKS	59.79
			TOTAL:	328.52
MACQUEEN EQUIPMENT INC	press gauge	WASTE WATER FUND	COLLECTOR/LIFT STAT	60.73
			TOTAL:	60.73
MARCO, INC.	quarterly copies	GENERAL FUND	CITY CLERK	10.62
	quarterly copies	GENERAL FUND	BUILDING INSPECTOR	10.61
	quarterly copies	GENERAL FUND	ECONOMIC DEVMT	10.61
			TOTAL:	31.84
MATHESON TRI-GAS INC	oxygen, welding shop	GENERAL FUND	STREETS	14.91
	cylinder rental 9/30/12	GENERAL FUND	STREETS	23.20
	oxygen, welding shop	GENERAL FUND	PARKS	14.91
	cylinder rental 9/30/12	GENERAL FUND	PARKS	18.56
	oxygen, welding shop	WATER	DISTRIBUTION AND STORA	7.45
	cylinder rental 9/30/12	WATER	ADMIN AND GENERAL	9.28
	oxygen, welding shop	WASTE WATER FUND	SOURCE/TREATMENT	7.46
	cylinder rental 9/30/12	WASTE WATER FUND	ADMIN AND GENERAL	9.28
	oxygen, welding shop	ENVIRON SERVICES F	REFUSE DISPOSAL	7.45
	cylinder rental 9/30/12	ENVIRON SERVICES F	ADMIN AND GENERAL	9.27
	oxygen, welding shop	ELECTRIC FUND	POWER DISTRIBUTION	14.91
	cylinder rental 9/30/12	ELECTRIC FUND	ADMIN AND GENERAL	23.20
	oxygen, welding shop	STORMWATER FUND	TREATMENT	7.47
			TOTAL:	167.35
MED-COMPASS INC	annual hearing tests	GENERAL FUND	STREETS	122.00
	annual hearing tests	GENERAL FUND	PARKS	97.60
	annual hearing tests	WATER	ADMIN AND GENERAL	48.80
	annual hearing tests	WATER	ADMIN AND GENERAL	165.00
	annual hearing tests	WASTE WATER FUND	ADMIN AND GENERAL	48.80
	annual hearing tests	WASTE WATER FUND	ADMIN AND GENERAL	330.00
	annual hearing tests	ENVIRON SERVICES F	ADMIN AND GENERAL	48.80
	annual hearing tests	ELECTRIC FUND	ADMIN AND GENERAL	122.00
	annual hearing tests	STORMWATER FUND	ADMINISTRATION AND GEN	165.00
			TOTAL:	1,148.00
MENARDS	50' cord	GENERAL FUND	PARKS	64.11
	tee, bushing, adapter, pvc	WATER	PURIFICATION AND TREAT	74.78
			TOTAL:	138.89
METRO FIRE	tx receiver-nightfighter H	GENERAL FUND	FIRE	235.94
			TOTAL:	235.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
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	
MIKE'S COUNTRYSIDE BODY SHOP INC	#1 f150 bed panels, mouldi	STORMWATER FUND	TREATMENT	581.70	
			TOTAL:	581.70	
MISC VENDOR	BOUND TREE MEDICAL	oxygen regulator-ref AllMe	GENERAL FUND	POLICE	19.35
	BOYE, ANTHONY	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	24.00
	BUTLER, PHILLIP	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	24.00
	COLVARD, CORY	football coach 9/17-10/8 1	GENERAL FUND	RECREATION/LEISURE SER	12.00
	CREIGHTON, ANDRE	football coach 9/17-10/8 4	GENERAL FUND	RECREATION/LEISURE SER	36.00
	DUBORE, JEFFREY	football coach 9/17-10/8 4	GENERAL FUND	RECREATION/LEISURE SER	36.00
	FORCIER, JACOB	football coach 9/17-10/8 4	GENERAL FUND	RECREATION/LEISURE SER	36.00
	GRAYBILL, JEFF	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	12.00
	GREEN, DONTE	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	48.00
	GSCHEIDENER, DAVID	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	12.00
	HANSON, DAN	july 4th parade filming 6	PUBLIC ACCESS	PUBLIC ACCESS	47.10
	KLEINSCHRODT, LUCAS	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	36.00
	LAMB, CASSIE	refund tshirt did not rece	GENERAL FUND	SWIMMING POOL	12.00
	LEADSONLINE.COM	online search fee	GENERAL FUND	POLICE	37.50
	LESUEUR COMM CTR	volleyball league shirts	GENERAL FUND	RECREATION/LEISURE SER	70.00
	LUNDBERG, SAM	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	24.00
	MENA, MURESUK	football coach 9/17-10/8 1	GENERAL FUND	RECREATION/LEISURE SER	88.00
	MOORE, MITCH	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	12.00
	O'GORMAN, AARON	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	48.00
	OLESON&HOBBIE	mn sq pavilion pre-design	GENERAL FUND	MAYOR & COUNCIL	2,450.00
	ORDAHL, LYLE	football coach 9/17-10/8 1	GENERAL FUND	RECREATION/LEISURE SER	12.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PETERSON, LYNDON	sr dance band	GENERAL FUND	SENIOR COORDINATOR	125.00
QBF	utility bill forms	WATER	CUSTOMER ACCOUNTS	112.21
QBF	utility bill forms	WASTE WATER FUND	CUSTOMER ACCOUNTS	112.21
QBF	utility bill forms	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	112.19
QBF	utility bill forms	ELECTRIC FUND	CUSTOMER ACCOUNTS	112.21
RAMOS, EDDIE	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	36.00
ROBERTS, MAX	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	24.00
SEVERSON, ZACH	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	24.00
STEPKA, TIMOTHY	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	36.00
WATTS, JON	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	48.00
WEBSTER, NOLAN	football coach 9/17-10/8 3	GENERAL FUND	RECREATION/LEISURE SER	12.00
			TOTAL:	3,849.77
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	3rd qtr unemployment	GENERAL FUND	RECREATION/LEISURE SER	273.26
	3rd qtr unemployment	COMMUNITY CENTER	COMMUNITY CENTER	56.29
			TOTAL:	329.55
MN DEPT OF LABOR & INDUSTRY	pressure vessel inspect	GENERAL FUND	FIRE	10.00
	boiler & press vessel insp	GENERAL FUND	STREETS	7.50
	boiler & press vessel insp	GENERAL FUND	PARKS	6.00
	boiler inspect	LIBRARY FUND	LIBRARY	10.00
	boiler & press vessel insp	WATER	ADMIN AND GENERAL	3.00
	boiler & press vessel insp	WASTE WATER FUND	SOURCE/TREATMENT	20.00
	boiler & press vessel insp	WASTE WATER FUND	ADMIN AND GENERAL	3.00
	boiler & press vessel insp	ENVIRON SERVICES F	ADMIN AND GENERAL	3.00
	boiler & press vessel insp	ELECTRIC FUND	ADMIN AND GENERAL	7.50
			TOTAL:	70.00
MN MUNICIPAL UTILITIES ASSOCIATION	4th qtr safety prog	GENERAL FUND	FIRE	130.22
	4th qtr safety prog	GENERAL FUND	PUBLIC WORKS ADMIN	780.24
	4th qtr safety prog	GENERAL FUND	STREETS	780.79
	4th qtr safety prog	GENERAL FUND	PARKS	651.10
	4th qtr safety prog	COMMUNITY CENTER	COMMUNITY CENTER	390.66
	4th qtr safety prog	WATER	ADMIN AND GENERAL	520.88
	4th qtr safety prog	WASTE WATER FUND	ADMIN AND GENERAL	780.79
	4th qtr safety prog	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44
	2012 elec util member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,261.75
	4th qtr safety prog	ELECTRIC FUND	ADMIN AND GENERAL	651.10
	4th qtr safety prog	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	4th qtr safety prog	STORMWATER FUND	ADMINISTRATION AND GEN	390.66
			TOTAL:	9,286.13
MN PIPE & EQUIPMENT	3/4" meter horn w/swivels	WATER	NON-DEPARTMENTAL	989.32
			TOTAL:	989.32
MN WASTE PROCESSING	waste processing sept	ENVIRON SERVICES F	REFUSE DISPOSAL	12,319.24
			TOTAL:	12,319.24
PETE MOULTON	mileage st cloud mnwarn	WATER	ADMIN AND GENERAL	134.54
	lions dues oct-dec 2012	WATER	ADMIN AND GENERAL	80.00
			TOTAL:	214.54
MVTL LABORATORIES INC	sludge analysis	WASTE WATER FUND	SOURCE/TREATMENT	356.00
	aerobic plate count	WASTE WATER FUND	SOURCE/TREATMENT	11.00
			TOTAL:	367.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
NAPA AUTO PARTS OF ST PETER	brake rotor, tie rod end,	GENERAL FUND	POLICE	726.91	
	batt clip, clamps, ties, f	GENERAL FUND	FIRE	101.60	
	starter - warranty	GENERAL FUND	BUILDING INSPECTOR	9.50-	
	brake lub	GENERAL FUND	STREETS	3.20	
	batteries #211, #45	GENERAL FUND	STREETS	451.25	
	brake lub	GENERAL FUND	PARKS	3.20	
	wiper blades #809	GENERAL FUND	PARKS	17.25	
	brake lub	WATER	DISTRIBUTION AND STORA	1.60	
	allen wrench odor scrubber	WASTE WATER FUND	BIOSOLIDS	3.36	
	cartridge #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	25.23	
	brake lub	WASTE WATER FUND	SOURCE/TREATMENT	1.60	
	brake lub	ENVIRON SERVICES F	REFUSE DISPOSAL	1.60	
	brake lub	ELECTRIC FUND	POWER DISTRIBUTION	3.20	
	batteries #813, trencher	ELECTRIC FUND	POWER DISTRIBUTION	298.88	
	brake lub	STORMWATER FUND	TREATMENT	1.62	
	headlight switch #1	STORMWATER FUND	TREATMENT	78.99	
			TOTAL:	1,709.99	
	RON NEARY JR.	reg fire school meals	GENERAL FUND	FIRE	66.04
		reg fire school per diem	GENERAL FUND	FIRE	70.00
				TOTAL:	136.04
NELSON PRINTING COMPANY	cd's off supp	GENERAL FUND	RECREATION/LEISURE SER	21.91	
	paper fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	61.99	
			TOTAL:	83.90	
NEW PIG CORPORATION	workwipes	GENERAL FUND	FIRE	50.34	
			TOTAL:	50.34	
NICOLLET COUNTY BANK	sept ach fee payroll	GENERAL FUND	FINANCE	6.88	
	sept ach fee payroll	WATER	ADMIN AND GENERAL	1.73	
	sept ach fee	WATER	CUSTOMER ACCOUNTS	11.46	
	sept ach fee payroll	WASTE WATER FUND	ADMIN AND GENERAL	1.73	
	sept ach fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.46	
	sept ach fee payroll	ENVIRON SERVICES F	ADMIN AND GENERAL	1.73	
	sept ach fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.46	
	sept ach fee payroll	ELECTRIC FUND	ADMIN AND GENERAL	1.73	
	sept ach fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.47	
			TOTAL:	59.65	
	NICOLLET COUNTY SENIOR SERVICES	sept contract sr ctr prog	GENERAL FUND	SENIOR COORDINATOR	2,161.00
			TOTAL:	2,161.00	
NORTHERN SAFETY TECHNOLOGY, INC.	bracket for motorola xt125	GENERAL FUND	POLICE	64.02	
			TOTAL:	64.02	
NORTHERN STATES SUPPLY INC	chuck screw hammer drill w	GENERAL FUND	STREETS	0.63	
	chuck screw hammer drill w	GENERAL FUND	PARKS	0.63	
	chuck screw hammer drill w	WATER	DISTRIBUTION AND STORA	0.31	
	chuck screw hammer drill w	WASTE WATER FUND	SOURCE/TREATMENT	0.32	
	chuck screw hammer drill w	ENVIRON SERVICES F	REFUSE DISPOSAL	0.31	
	chuck screw hammer drill w	ELECTRIC FUND	POWER DISTRIBUTION	0.63	
	chuck screw hammer drill w	STORMWATER FUND	TREATMENT	0.32	
			TOTAL:	3.15	
NUTTER CLOTHING CO	uniform grochow	GENERAL FUND	POLICE	668.25	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	uniform peters	GENERAL FUND	POLICE	95.00
	jr jammers t shirts aft sc	GENERAL FUND	RECREATION/LEISURE SER	232.50
	jr jammers t shirts aft sc	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>232.50</u>
			TOTAL:	1,228.25
PAULA O'CONNELL	mileage gfoa conf alexandr	GENERAL FUND	FINANCE	101.29
	mileage gfoa conf alexandr	WATER	ADMIN AND GENERAL	25.32
	mileage gfoa conf alexandr	WASTE WATER FUND	ADMIN AND GENERAL	25.32
	mileage gfoa conf alexandr	ENVIRON SERVICES F	ADMIN AND GENERAL	25.32
	mileage gfoa conf alexandr	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.32</u>
			TOTAL:	202.57
OFFICEMAX	ups for scada	WATER	ADMIN AND GENERAL	<u>52.89</u>
			TOTAL:	52.89
PET EXPO DIST.	routine maint aquarium	LIBRARY FUND	LIBRARY	<u>88.07</u>
			TOTAL:	88.07
MATTHEW PETERS	meals iacp conf san diego	GENERAL FUND	POLICE	73.79
	taxi/park iacp conf san di	GENERAL FUND	POLICE	130.00
	hotel iacp conf san diego	GENERAL FUND	POLICE	1,165.10
	mtg fee iacp conf san dieg	GENERAL FUND	POLICE	275.00
	airfare iacp conf san dieg	GENERAL FUND	POLICE	<u>567.60</u>
			TOTAL:	2,211.49
TODD PRAFKE	mileage edam st paul	GENERAL FUND	CITY ADMINISTRATION	79.36
	royal luncheon ticket	GENERAL FUND	CITY ADMINISTRATION	<u>50.00</u>
			TOTAL:	129.36
PROFESSIONAL WATER TECHNOLOGIES	lavasol I, II ro membrane	WATER	PURIFICATION AND TREAT	<u>643.60</u>
			TOTAL:	643.60
PSC CONSTRUCTION	307 bdwy sewer line	WASTE WATER FUND	COLLECTOR/LIFT STAT	6,057.74
	522 n mn sewer line	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>4,639.91</u>
			TOTAL:	10,697.65
RONALD D. QUADE	pw 2012 poster framing	GENERAL FUND	STREETS	18.13
	pw 2012 poster framing	GENERAL FUND	PARKS	14.50
	pw 2012 poster framing	WATER	ADMIN AND GENERAL	7.25
	pw 2012 poster framing	WASTE WATER FUND	ADMIN AND GENERAL	7.25
	pw 2012 poster framing	ENVIRON SERVICES F	ADMIN AND GENERAL	7.24
	pw 2012 poster framing	ELECTRIC FUND	ADMIN AND GENERAL	<u>18.13</u>
			TOTAL:	72.50
QUICK MART ST PETER	sept fuel	GENERAL FUND	POLICE	<u>532.82</u>
			TOTAL:	532.82
RAINBOW BOOK CO	juvenile books	LIBRARY FUND	LIBRARY	71.94
	juvenile books	LIBRARY FUND	LIBRARY	<u>909.24</u>
			TOTAL:	981.18
RITA RASSBACH	fun run supplies menards,	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>241.70</u>
			TOTAL:	241.70
KELLY RAYMOND	softball ump 10/1-10/14	GENERAL FUND	RECREATION/LEISURE SER	<u>84.00</u>
			TOTAL:	84.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RED WING SHOE STORE	safety boots - weicherding	GENERAL FUND	MUNICIPAL BUILDING	148.74
			TOTAL:	148.74
RIVER'S EDGE HOSPITAL & CLINIC	hepatitis b vaccine	WASTE WATER FUND	ADMIN AND GENERAL	118.80
			TOTAL:	118.80
ROYAL TIRE, INC	tires, labor, wheel refurb	GENERAL FUND	STREETS	2,560.11
	tires #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,331.08
	6 tires	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	656.04
			TOTAL:	4,547.23
RYAN ELECTRIC OF ST PETER	svc call on water heater	GENERAL FUND	MUNICIPAL BUILDING	93.01
	lights, time clock vets te	GENERAL FUND	PARKS	479.72
			TOTAL:	572.73
RYAN PLUMBING & HEATING	water cooler 2nd floor-con	COMMUNITY CENTER	COMMUNITY CENTER	977.89
	install water cooler 2nd f	COMMUNITY CENTER	COMMUNITY CENTER	425.00
			TOTAL:	1,402.89
SAM'S CLUB	fuel mrpa conf in st clou	GENERAL FUND	RECREATION/LEISURE SER	58.56
	10 yr anniv celebration su	COMMUNITY CENTER	COMMUNITY CENTER	105.12
	freezies for hula hoop con	COMMUNITY CENTER	COMMUNITY CENTER	7.98
			TOTAL:	171.66
SELZLER-BAHR, HIEDI	pearsons candy for fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	204.00
			TOTAL:	204.00
SIMON BRICK AND STONE CO.	169 streetscape repair-acc	ENVIRON SERVICES F	REFUSE DISPOSAL	1,500.00
			TOTAL:	1,500.00
SOUTHERN MN CONSTRUCTION CO INC	gravel stock pile	WATER	ADMIN AND GENERAL	164.87
	gravel stock pile	WASTE WATER FUND	ADMIN AND GENERAL	164.87
	gravel stock pile	ENVIRON SERVICES F	ADMIN AND GENERAL	82.43
	gravel stock pile	ELECTRIC FUND	ADMIN AND GENERAL	412.17
			TOTAL:	824.34
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power sept 2012	ELECTRIC FUND	POWER SUPPLY	601,149.88
			TOTAL:	601,149.88
MARY SPEAR	pilates trnr 6/4-6/27, 7/9	GENERAL FUND	RECREATION/LEISURE SER	532.00
			TOTAL:	532.00
SPS COMPANIES INC	air handler filters	LIBRARY FUND	LIBRARY	113.87
	air handler filters	COMMUNITY CENTER	COMMUNITY CENTER	455.47
			TOTAL:	569.34
ST PETER HERALD	background ck ordinance	GENERAL FUND	CITY CLERK	100.05
	52 week subscription	GENERAL FUND	STREETS	12.35
	52 week subscription	GENERAL FUND	PARKS	9.88
	tif #18 hearing	GENERAL FUND	ECONOMIC DEVMT	467.95
	52 week subscription	WATER	ADMIN AND GENERAL	4.94
	52 week subscription	WASTE WATER FUND	ADMIN AND GENERAL	4.94
	wastewater operator ad	WASTE WATER FUND	ADMIN AND GENERAL	149.13
	52 week subscription	ENVIRON SERVICES F	ADMIN AND GENERAL	4.94
	52 week subscription	ELECTRIC FUND	ADMIN AND GENERAL	12.35
	paws walk	RESTRICTED CONTRIB	COMMUNITY SERVICE	360.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,126.53</u>
ST PETER HIGH SCHOOL	2 yearbooks	DARE PROGRAM FUND	POLICE	150.00
			TOTAL:	<u>150.00</u>
ST PETER HOMES	remove home marwey #27	HOUSING PROJECT200	ECONOMIC DEVMT	1,550.00
			TOTAL:	<u>1,550.00</u>
ST PETER LUMBER CO	12 pocket poly apron	GENERAL FUND	STREETS	21.99
	mill pond roof, gorman cup	GENERAL FUND	PARKS	311.73
	12" combination square	STORMWATER FUND	TREATMENT	11.21
	dog park bench wood	RESTRICTED CONTRIB	PARKS	57.73
			TOTAL:	<u>402.66</u>
ST PETER POLICE RESERVES	octoberfest duties	GENERAL FUND	POLICE	363.30
			TOTAL:	<u>363.30</u>
ST PETER RENTAL CENTER	weed whip oil	GENERAL FUND	PARKS	16.02
	mower air filters	COMMUNITY CENTER	COMMUNITY CENTER	9.54
			TOTAL:	<u>25.56</u>
STREICHER'S	uniforms	GENERAL FUND	POLICE	257.93
			TOTAL:	<u>257.93</u>
TELIN TRANSPORTATION GROUP	limit switch bus #9 pass.	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	22.43
			TOTAL:	<u>22.43</u>
JANE TIMMERMAN-PETTY CASH	fun run supp menards, hobb	RESTRICTED CONTRIB	RECREATION/LEISURE SER	31.91
			TOTAL:	<u>31.91</u>
TITAN MACHINERY	screener rental 2 weeks	GENERAL FUND	STREETS	1,367.74
	screener rental 2 weeks	GENERAL FUND	PARKS	1,367.74
	screener rental 2 weeks	WATER	DISTRIBUTION AND STORA	683.80
	screener rental 2 weeks	WASTE WATER FUND	SOURCE/TREATMENT	684.66
	screener rental 2 weeks	ENVIRON SERVICES F	REFUSE DISPOSAL	683.80
	screener rental 2 weeks	ELECTRIC FUND	POWER DISTRIBUTION	1,367.73
	screener rental 2 weeks	STORMWATER FUND	TREATMENT	684.53
			TOTAL:	<u>6,840.00</u>
USA BLUE BOOK	irrig hoses (water gun)	GENERAL FUND	PARKS	420.51
			TOTAL:	<u>420.51</u>
VESSCO, INC	tote of poly	WASTE WATER FUND	SOURCE/TREATMENT	4,537.06
			TOTAL:	<u>4,537.06</u>
VISA	brainerd mmua conf meals	ELECTRIC FUND	ADMIN AND GENERAL	23.36
	grand marais smmpa meal bd	ELECTRIC FUND	ADMIN AND GENERAL	35.04
	brainerd hotel mmua conf	ELECTRIC FUND	ADMIN AND GENERAL	335.00
	reimb brainerd hotel mmua	ELECTRIC FUND	ADMIN AND GENERAL	116.64
			TOTAL:	<u>510.04</u>
VON ESSEN TOWING	towing #22	WATER	DISTRIBUTION AND STORA	50.00
			TOTAL:	<u>50.00</u>
DAVE VOSS	cell phone reimb	GENERAL FUND	BUILDING INSPECTOR	50.00
			TOTAL:	<u>50.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VOSS LIGHTING	bulbs	COMMUNITY CENTER	COMMUNITY CENTER	606.20
			TOTAL:	606.20
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	august change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	august pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	18,305.10
			TOTAL:	18,310.10
WESCO DISTRIBUTION INC	safety eyewear	ELECTRIC FUND	ADMIN AND GENERAL	63.06
			TOTAL:	63.06
BRIAN WIEDERICH	softball ump 10/1-13 8 gam	GENERAL FUND	RECREATION/LEISURE SER	168.00
			TOTAL:	168.00

----- FUND TOTALS -----

101	GENERAL FUND	53,354.83
211	LIBRARY FUND	3,559.83
213	PUBLIC ACCESS	76.69
217	COMMUNITY CENTER	4,446.33
240	TORNADO DISASTER REV LOAN	930.00
401	PERM IMPROVMENT REVOLVING	18,686.25
450	HOUSING PROJECT2000 #10	1,550.00
601	WATER	16,303.42
602	WASTE WATER FUND	36,771.60
603	ENVIRON SERVICES FUND	38,265.39
604	ELECTRIC FUND	628,987.03
606	STORMWATER FUND	14,911.79
610	HEARTLAND TRANSIT	4,436.63
820	RESTRICTED CONTRIBUTIONS	3,536.57
821	DARE PROGRAM FUND	150.00

 GRAND TOTAL: 825,966.36

TOTAL PAGES: 16

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 license application is approved subject to payment of the licensing fee and compliance with City Code regulations:

Gambling License

American Legion 220 S Minnesota Avenue State Licensing Period
(Bahama Mama's)

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Curtis Thompson	Water Operator	\$18.65/hour

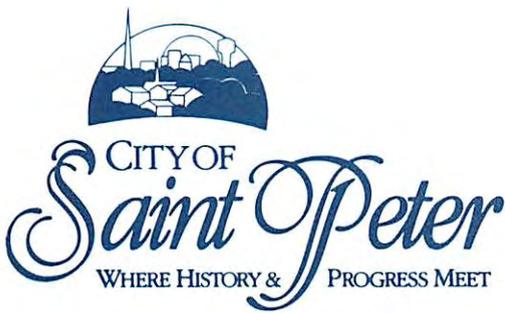
3. The schedule of disbursements for October 4, 2012 through October 17, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 22nd day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Paula O'Connell
Director of Finance

RE: 2013 Stormwater Fund Budget

DATE: October 17, 2012

ACTION/RECOMMENDATION

Approve the 2012 Stormwater Enterprise Budget.

BACKGROUND

The attached documents provide background on the recommended budget for the Stormwater Enterprise Fund for the 2013 year. This fund is used for stormwater management, inspection, repair and maintenance needs within our community and is supported primarily through a utility charge that is billed on utility bills for all properties within the City based on the properties size.

The operations for 2013 are very similar to the plan that was approved in 2012 and there is no change recommended in the rates.

Since 2011, wages have increased with the creation of the Infrastructure Technician positions. As projects are completed throughout the year, a portion of their wages will be reallocated based on the project funding.

Capital projects included in the budget for this upcoming year are:

- Rebuild 2 street intersections to enhance stormwater structures (estimated at \$92,000).
- \$100,000 is planned to complete non-reimbursed stormwater improvements related to the Washington Avenue Link project.
- Development along Old Minnesota Ave:
 - Land purchases for stormwater basins.
 - Hallett's Pond outfall
- Equipment:
 - Replace 2003 F150
 - Replace 2001 Dodge Caravan
 - Replace 1994 F250
 - 3 lawn mowers
 - 8" pump and hose

Debt service attributable to this Fund is

- G.O. Water & Sewer Revenue Bond, 2004C
 - 2013 debt service \$38,943; remaining debt \$37,000; final payment 2014.
- \$870,000 Taxable G.O. Utility Revenue and TIF Bonds, 2010B;

- o 2013 debt service \$46,044; remaining debt \$182,000; final payment 2020.

This budget anticipates using \$269,000 of reserves to fund capital purchases. It is expected that purchases will follow this higher trend into the foreseeable future based on the 10 year capital plan. This is going to rapidly reduce the reserves of this fund without a future rate adjustment or changes in purchases or operations. The 2014 budget will be a reasonable time to review these rates and our future plans for stormwater improvements.

The challenges we face in this fund are driven by the cost of additional development and changes in rules and regulations related to stormwater treatment and how development could occur. This budget includes lots of "place holders" that allow us to plan ahead but frankly we do not yet know when or exactly to what level activity will take place. In addition to the infrastructure capital improvements and placeholder we are budgeting a bit more money in the 2013 year for capital equipment paid for with cash. Those expenditures are more cyclical in nature.

FISCAL IMPACT:

Based on the proposed budget, I anticipate that our cash position will decrease from a projected \$502,948 at the end of 2012, to an estimated \$217,772 at the end of 2013. The operating expenses for 2013 are \$609,419; which puts the reserve at 35.7% of the current year operating budget.

The approval of the Stormwater budget (including capital) of \$2,436,919 will give City Staff a working plan. The actual purchase or initiation of large projects and funding sources for any large projects or purchases will be presented individually to the City Council for authorization. There is no proposal to change the rate structure or rates for the 2013 year.

ALTERNATIVES AND VARIATIONS

Do not act - Staff will wait for additional direction. There is no law that requires an approved budget; however, it is important to planning and measurements of operation to have the discussion and understanding of the costs and revenues. A budget represents that effort to the City's Auditors.

Denial - 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.

PO

CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND

REVENUES	(----- 2012 -----)				(----- 2013 -----)			
	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
STATE AID/GRANTS								
33422 OTHER STATE GRANTS & AID	20,178	43	16,493	43	21	43	830,043	
TOTAL STATE AID/GRANTS	20,178	43	16,493	43	21	43	830,043	
33422 OTHER STATE GRANTS & AID	NEXT YEAR NOTES: HWY 169 N Basin □ \$250,000 Brown Street Basin : \$500,000 Washington Avenue Link□ \$80,000							
MISCELLANEOUS								
36101 SPECIAL ASSESSMENT PRINCIPAL	9,966	518	20,840	3,000	1,630	3,000	3,000	
TOTAL MISCELLANEOUS	9,966	518	20,840	3,000	1,630	3,000	3,000	
INTEREST INCOME								
36210 INTEREST EARNINGS	5,649	5,676	5,242	5,000	2,556	4,000	3,500	
TOTAL INTEREST INCOME	5,649	5,676	5,242	5,000	2,556	4,000	3,500	
STORMWATER SALES								
37610 RESIDENTIAL - SINGLE FAMILY	216,476	217,504	217,927	217,500	163,306	217,800	217,850	
37615 RESIDENTIAL - LESS THAN 5 MULT	7,353	7,377	7,427	7,400	5,581	7,400	7,450	
37618 RESIDENTIAL-GREATER THAN 5 MUL	12,051	12,050	12,046	12,200	9,041	12,200	12,200	
37620 COMMERCIAL	72,127	73,559	77,016	73,500	58,712	75,000	75,500	
37625 MANUFACTURED HOMES	6,697	6,697	6,697	6,700	5,023	6,700	6,700	
37630 INDUSTRIAL	15,578	18,671	18,668	18,700	14,003	18,700	18,700	
37640 SCHOOLS/RTC	58,721	59,614	59,912	59,600	44,934	59,600	59,700	
37645 CHURCH/ GOVERNMENT	37,716	37,847	37,163	37,800	27,635	37,800	37,600	
TOTAL STORMWATER SALES	426,719	433,320	436,856	433,400	328,235	435,200	435,700	
STORMWATER OTHER								
37650 CONNECTION FEES	0	0	0	0	0	0	0	
37656 EROSION CONTROL PERMIT	29,212	32,665	34,410	30,000	16,410	30,000	30,000	
37660 PENALTY REVENUES	2,981	3,115	3,224	3,000	2,205	3,000	3,000	
37670 MISC STORM SEWER REVENUES	1,801	10,545	6,963	1,000	3,356	3,350	2,000	
TOTAL STORMWATER OTHER	33,995	46,325	44,597	34,000	21,971	36,350	35,000	
FIXED ASSET DISPOSAL								
39101 SALE OF GENERAL FIXED ASSET	4,358	(105)	0	0	0	0	0	
TOTAL FIXED ASSET DISPOSAL	4,358	(105)	0	0	0	0	0	
TRANSFER FROM OTHER FUND								
39200 TRANSFERS FROM OTHER FUNDS	6,084	0	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	6,084	0	0	0	0	0	0	

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND

REVENUES	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	(----- 2012 -----) CURRENT BUDGET	(----- 2012 -----) Y-T-D ACTUAL	(----- 2012 -----) PROJECTED YEAR END	(----- 2013 -----) REQUESTED BUDGET	(----- 2013 -----) PROPOSED BUDGET
CONTRIBUTED ASSETS								
39210 CONTRIBUTED ASSETS	<u>37,038</u>	<u>35,899</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CONTRIBUTED ASSETS	37,038	35,899	0	0	0	0	0	0
TOTAL REVENUES	543,987	521,675	524,028	475,443	354,414	478,593	1,307,243	

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606-STORMWATER FUND
 COLLECTIONS/LIFT STATION
 EXPENDITURES

			(----- 2012 -----)			(----- 2013 -----)		
	2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49700-100	COLLECTIONS WAGES	51,905	51,436	64,422	35,852	46,583	61,000	36,566
49700-101	COLLECTIONS WAGES - TEMPOR	759	1,768	1,783	1,367	8,565	8,600	1,367
49700-102	COLLECTIONS WAGES - OVERTI	71	112	53	958	119	200	977
49700-112	COLLECTIONS CAR ALLOWANCE	117	120	120	120	90	120	120
49700-121	COLLECTIONS PERA CONTRIBUT	3,346	3,681	3,804	2,669	3,355	4,000	2,722
49700-122	COLLECTIONS FICA CONTRIBUT	2,887	3,186	3,248	2,367	3,297	4,000	2,412
49700-126	COLLECTIONS MEDICARE CONTR	675	745	760	554	771	900	564
49700-131	COLLECTIONS HEALTH INSURAN	9,454	6,847	2,516	590	3,864	4,500	569
49700-132	COLLECTIONS DENTAL INSURAN	229	93	138	473	451	500	39
49700-133	COLLECTIONS LIFE INSURANCE	26	19	23	14	23	30	14
49700-142	COLLECTIONS UNEMPLOYMENT-D	0	0	0	0	0	0	0
49700-151	COLLECTIONS WORKERS COMPEN	2,781	2,940	2,346	1,495	1,148	1,495	1,555
TOTAL PERSONNEL SERVICES		72,250	70,946	79,212	46,459	68,265	85,345	46,905
OFFICE EXPENSES								
49700-210	COLLECTIONS OPERATING SUPP	33	13	4	2,000	557	1,750	2,000
49700-211	COLLECTIONS MOTOR FUELS	12	418	0	600	0	600	600
49700-220	COLLECTIONS REPAIR & MAINT	1,649	380	4,925	2,000	895	1,200	1,700
TOTAL OFFICE EXPENSES		1,694	811	4,929	4,600	1,452	3,550	4,300
49700-210	COLLECTIONS OPERATING SUPP	CURRENT YEAR NOTES: Moved tubing to here not capital						
49700-210	COLLECTIONS OPERATING SUPP	NEXT YEAR NOTES: Adding three more storm basins for 2013 - Drantel Street Basin, Brown Street Basin, Shopko Basin						
PROFESSIONAL SERVICES								
49700-300	COLLECTIONS PROFESSIONAL S	2,010	4,051	3,845	3,000	6,397	6,500	3,000
49700-360	COLLECTIONS INSURANCE	942	458	424	1,200	909	1,200	1,200
TOTAL PROFESSIONAL SERVICES		2,952	4,509	4,269	4,200	7,306	7,700	4,200
REPAIR & MAINTENANCE								
49700-406	COLLECTIONS MAINS- REP&MAI	11,118	3,338	3,159	10,000	51	3,000	10,000
49700-430	COLLECTIONS MISCELLANEOUS	0	0	0	300	0	300	300
49700-433	COLLECTIONS DUES & SUBSCRI	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		11,118	3,338	3,159	10,300	51	3,300	10,300
TOTAL COLLECTIONS/LIFT STATION		88,014	79,603	91,568	65,559	77,074	99,895	65,705

606-STORMWATER FUND
 TREATMENT
 EXPENDITURES

			2012			2013		
2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
PERSONNEL SERVICES								
49710-100	TREATMENT WAGES	20,876	19,740	27,274	9,465	15,654	20,000	9,653
49710-101	TREATMENT WAGES - TEMPORAR	3,362	1,686	1,559	1,367	178	200	1,367
49710-102	TREATMENT WAGES - OVERTIME	0	0	0	174	159	174	178
49710-112	TREATMENT CAR ALLOWANCE	117	120	120	120	90	120	120
49710-121	TREATMENT PERA CONTRIBUTIO	1,256	1,437	1,137	699	1,145	1,300	713
49710-122	TREATMENT FICA CONTRIBUTIO	1,285	1,322	1,042	682	970	1,200	694
49710-126	TREATMENT MEDICARE CONTRIB	301	309	244	160	227	280	162
49710-131	TREATMENT HEALTH INSURANCE	4,034	3,266	1,474	428	2,376	3,000	407
49710-132	TREATMENT DENTAL INSURANCE	58	101	121	118	51	118	39
49710-133	TREATMENT LIFE INSURANCE	9	8	5	3	8	9	3
49710-151	TREATMENT WORKERS COMPENSA	733	784	716	432	332	432	449
TOTAL PERSONNEL SERVICES		32,030	28,772	33,692	13,648	21,189	26,833	13,785
OFFICE EXPENSES								
49710-210	TREATMENT OPERATING SUPPLI	1,924	856	1,713	3,000	4,629	5,000	5,000
49710-211	TREATMENT MOTOR FUELS	2,905	3,172	5,622	5,000	5,702	6,000	5,000
49710-220	TREATMENT REPAIR & MAINT.	1,124	613	1,048	2,000	436	1,500	2,000
TOTAL OFFICE EXPENSES		5,953	4,642	8,383	10,000	10,766	12,500	12,000
PROFESSIONAL SERVICES								
49710-300	TREATMENT PROFESSIONAL SER	99	157	644	6,000	64	65	6,000
49710-360	TREATMENT INSURANCE	849	383	348	875	291	875	875
49710-380	TREATMENT UTILITIES	3,450	7,235	5,673	3,500	1,565	3,500	3,500
TOTAL PROFESSIONAL SERVICES		4,398	7,775	6,665	10,375	1,920	4,440	10,375
49710-300	TREATMENT PROFESSIONAL SER	CURRENT YEAR NOTES: Note \$2,500 testing; \$3,500 surveying						
REPAIR & MAINTENANCE								
49710-404	TREATMENT EQUIP&MACH-REP&M	3,444	992	1,233	900	1,928	2,000	900
49710-405	TREATMENT PONDS- REP&MAINT	1,530	2,805	0	20,000	0	0	10,000
49710-406	TREATMENT REPAIR & MAINT-M	5,825	1,300	0	5,000	0	0	5,000
49710-415	TREATMENT EQUIPMENT RENTAL	0	0	0	50	5	50	50
49710-430	TREATMENT MISCELLANEOUS	0	0	0	50	0	50	50
49710-433	TREATMENT DUES & SUBSCRIPT	0	0	0	20	0	20	20
TOTAL REPAIR & MAINTENANCE		10,799	5,097	1,233	26,020	1,933	2,120	16,020
49710-405	TREATMENT PONDS- REP&MAINT	CURRENT YEAR NOTES: No work in 2012						
49710-405	TREATMENT PONDS- REP&MAINT	NEXT YEAR NOTES: Pond Maintenance \$5,000 removal cost; \$5,000 disposal cost						
TOTAL TREATMENT		53,181	46,285	49,973	60,043	35,808	45,893	52,180

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
 ADMINISTRATION AND GENERA
 EXPENDITURES

		(----- 2012 -----)					(----- 2013 -----)	
	2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49720-100	ADMIN AND GENERAL WAGES	54,653	51,778	63,159	151,203	57,186	77,000	156,114
49720-101	ADMINISTRATION AND GENERAL	17	0	474	0	1,174	1,200	0
49720-102	ADMIN AND GENERAL WAGES -	227	121	618	3,684	196	200	3,828
49720-112	ADMINISTRATION AND GENERAL	345	354	354	354	266	354	354
49720-121	ADMIN AND GENERAL PERA CON	3,677	3,662	4,295	11,223	4,135	5,200	11,589
49720-122	ADMIN AND GENERAL FICA CON	3,176	3,048	3,504	9,603	3,407	5,100	9,916
49720-126	ADMIN AND GENERAL MEDICARE	743	714	821	2,246	796	950	2,319
49720-131	ADMIN AND GENERAL HEALTH I	10,431	10,387	10,164	29,288	10,293	12,258	27,175
49720-132	ADMIN AND GENERAL DENTAL I	666	752	632	2,417	808	1,100	2,094
49720-133	ADMIN AND GENERAL LIFE INS	25	25	24	70	25	33	70
49720-151	ADMIN AND GENERAL WORKERS	1,116	1,172	1,046	5,088	3,907	5,088	5,373
TOTAL PERSONNEL SERVICES		75,076	72,013	85,090	215,176	82,192	108,483	218,832

49720-100 ADMIN AND GENERAL WAGES CURRENT YEAR NOTES:
 Wages previously covered by general fund are now part of the
 stormwater utility.

OFFICE EXPENSES								
49720-200	ADMIN AND GENERAL OFFICE S	72	264	1,201	500	174	500	500
49720-205	ADMIN AND GENERAL MISC. EM	1,705	1,373	2,856	1,500	2,347	2,500	2,500
49720-210	ADMIN AND GENERAL OPERATIN	209	178	1,037	1,500	215	1,500	1,000
49720-211	ADMIN AND GENERAL MOTOR F	0	0	52	150	0	150	150
49720-220	ADMIN AND GENERAL SUPPLIES	0	0	0	150	0	150	150
TOTAL OFFICE EXPENSES		1,986	1,816	5,145	3,800	2,735	4,800	4,300

49720-210 ADMIN AND GENERAL OPERATIN CURRENT YEAR NOTES:
 Amy moving some costs to W/WW for employees

PROFESSIONAL SERVICES								
49720-300	ADMIN AND GENERAL PROFESSI	1,624	6,403	1,161	12,000	810	12,000	12,000
49720-321	ADMIN AND GENERAL TELEPHON	563	1,055	998	500	2,294	500	500
49720-322	ADMIN AND GENERAL POSTAGE	0	0	0	2,000	7	2,000	2,000
49720-331	ADMIN AND GENERAL TRAVEL &	1,875	410	3,421	2,000	1,856	2,200	2,200
49720-340	ADMIN AND GENERAL ADVERTIS	49	0	133	1,500	0	1,500	1,500
49720-351	ADMIN AND GENERAL LEGAL NOT	0	231	52	100	53	100	100
49720-354	ADMIN AND GENERAL PRINTING	0	0	0	200	0	200	200
49720-360	ADMIN AND GENERAL INSURANC	784	431	442	800	375	800	800
49720-380	ADMIN AND GENERAL UTILITIE	0	0	0	0	0	0	0
TOTAL PROFESSIONAL SERVICES		4,896	8,530	6,207	19,100	5,395	19,300	19,300

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
ADMINISTRATION AND GENERA
EXPENDITURES

		2009	2010	2011	(----- 2012 -----)		(----- 2013 -----)		
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>									
49720-401	ADMINISTRATION AND GENERAL	0	0	438	100	0	100	100	
49720-404	ADMIN AND GENERAL EQUIP- R	233	43	352	500	417	500	500	
49720-430	ADMIN AND GENERAL MISCELLA	46	0	0	1,000	0	1,000	1,000	
49720-433	ADMIN AND GENERAL DUES & S	690	690	1,090	2,300	80	2,300	2,300	
TOTAL REPAIR & MAINTENANCE		969	733	1,880	3,900	497	3,900	3,900	
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TOTAL ADMINISTRATION AND GENERA		82,927	83,092	98,323	241,976	90,820	136,483	246,332	

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
CUSTOMER ACCOUNTS
EXPENDITURES

			2012			2013		
	2009	2010	2011	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
PERSONNEL SERVICES								
49725-100	CUSTOMER ACCTS WAGES	8,631	8,934	11,111	9,123	8,780	11,169	9,306
49725-102	CUSTOMER ACCTS WAGES - OVE	408	60	98	326	28	326	332
49725-121	CUSTOMER ACCTS PERA CONTRI	610	630	653	685	490	685	699
49725-122	CUSTOMER ACCTS FICA CONTRI	521	513	519	586	391	586	598
49725-126	CUSTOMER ACCTS MEDICARE CO	122	120	121	137	92	137	140
49725-131	CUSTOMER ACCTS HEALTH INSU	3,044	3,334	3,345	3,667	2,298	2,904	3,389
49725-132	CUSTOMER ACCTS DENTAL INSU	173	163	209	158	72	158	154
49725-133	CUSTOMER ACCTS LIFE INSURA	5	5	5	5	3	5	5
49725-151	CUSTOMER ACCTS WORKERS COM	64	67	55	74	57	74	76
TOTAL PERSONNEL SERVICES		13,578	13,825	16,117	14,761	12,210	16,044	14,699
OFFICE EXPENSES								
49725-200	CUSTOMER ACCTS OFFICE SUPP	0	0	0	185	0	185	185
49725-211	CUSTOMER ACCTS MOTOR FUELS	0	0	0	0	0	0	0
TOTAL OFFICE EXPENSES		0	0	0	185	0	185	185
PROFESSIONAL SERVICES								
49725-300	CUSTOMER ACCTS PROFESSIONA	2	5	4	300	3	300	300
49725-322	CUSTOMER ACCTS POSTAGE	0	0	0	35	0	35	35
49725-331	CUSTOMER ACCTS TRAVEL & TR	0	0	27	50	2,000	2,050	50
49725-354	CUSTOMER ACCTS PRINTING &	0	0	0	125	0	125	125
49725-360	ADMIN AND GENERAL INSURANC	118	72	74	120	63	120	120
TOTAL PROFESSIONAL SERVICES		120	77	106	630	2,066	2,630	630
49725-331	CUSTOMER ACCTS TRAVEL & TR	CURRENT YEAR NOTES: one time rain barrel rebates						
REPAIR & MAINTENANCE								
49725-404	CUSTOMER ACCTS EQUIP- REP&	0	0	0	260	0	260	260
49725-430	CUSTOMER ACCTS MISCELLANEO	0	0	0	0	0	0	0
TOTAL REPAIR & MAINTENANCE		0	0	0	260	0	260	260
BAD DEBT								
49725-904	CUSTOMER ACCTS BAD DEBT EX	205	68	(9)	120	16	120	120
TOTAL BAD DEBT		205	68	(9)	120	16	120	120
TOTAL CUSTOMER ACCOUNTS		13,903	13,969	16,214	15,956	14,291	19,239	15,894

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
DEPRECIATION EXPENSE
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	(----- CURRENT BUDGET	2012 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2013 REQUESTED BUDGET	(----- PROPOSED BUDGET
<u>REPAIR & MAINTENANCE</u>								
49970-420 DEPRECIATION EXPENSE DEP	174,699	181,854	192,442	180,000	129,858	192,000	192,000	
TOTAL REPAIR & MAINTENANCE	174,699	181,854	192,442	180,000	129,858	192,000	192,000	
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TOTAL DEPRECIATION EXPENSE	174,699	181,854	192,442	180,000	129,858	192,000	192,000	

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
INTEREST EXPENSE
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
AGENT FEES								
49980-611 INTEREST EXPENSE BOND INTE	7,717	10,170	12,281	8,216	10,948	10,948	8,987	
TOTAL AGENT FEES	7,717	10,170	12,281	8,216	10,948	10,948	8,987	
49980-611 INTEREST EXPENSE BOND INTECURRENT YEAR NOTES:								
				\$3,143 interest; \$35,150 prin -2004C; final payment 2014;				
				\$5,073 interest; \$39,000 prin -2010B; final payment 2020;				
49980-611 INTEREST EXPENSE BOND INTENEXT YEAR NOTES:								
				\$1,943 interest; \$37,000 prin -2004C; final payment 2014;				
				\$7,044 interest; \$39,000 prin -2010B; final payment 2020;				
TOTAL INTEREST EXPENSE	7,717	10,170	12,281	8,216	10,948	10,948	8,987	

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
TRANSFERS AND CONTRIBUTIO
EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	(----- 2012 -----) CURRENT BUDGET	(----- 2012 -----) Y-T-D ACTUAL	(----- 2012 -----) PROJECTED YEAR END	(----- 2013 -----) REQUESTED BUDGET	(----- 2013 -----) PROPOSED BUDGET
TRANSFERS								
49990-720 TRANSFERS AND CONTRIBUTION	0	1,651	30,102	28,171	18,963	28,288	28,321	
49990-722 TRANSFERS AND CONTRIBUTION	0	0	0	0	0	0	0	
TOTAL TRANSFERS	0	1,651	30,102	28,171	18,963	28,288	28,321	
TOTAL TRANSFERS AND CONTRIBUTIO	0	1,651	30,102	28,171	18,963	28,288	28,321	

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CITY OF ST. PETER
PROPOSED BUDGET WORKSHEET
AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
CAPITAL-COLL SYT/LIFT ST
EXPENDITURES

		2009	2010	2011	(----- 2012 -----)	(----- 2013 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PROFESSIONAL SERVICES</u>									
48610-300	CAPITAL-COLLECTOR SYSTEM P	0	0	0	19,000	18,297	19,000	19,000	
TOTAL PROFESSIONAL SERVICES		0	0	0	19,000	18,297	19,000	19,000	
48610-300	CAPITAL-COLLECTOR SYSTEM P	CURRENT YEAR NOTES: Engineering for intersection replacement.							
48610-300	CAPITAL-COLLECTOR SYSTEM P	NEXT YEAR NOTES: Engineering for 4th and Madison \$9,500, North 4th/Ramsey \$7,000, Contract Administration \$2,500							
<u>CAPITAL</u>									
48610-520	CAPITAL-COLLECTOR SYSTEM B	0	0	0	17,000	49	17,000	20,000	
48610-532	CAPITAL-COLLECTOR SYSTEM U	0	(412)	375	250,000	105,110	140,000	1,352,000	
TOTAL CAPITAL		0	(412)	375	267,000	105,159	157,000	1,372,000	
48610-532	CAPITAL-COLLECTOR SYSTEM U	CURRENT YEAR NOTES: Replace one intersection \$70,000; Gault Street basin \$50,000; Replace individual catch basins 4 @ \$5,000 each; subdivision developmt \$10,000; Washington Ave Link \$100,000.							
48610-532	CAPITAL-COLLECTOR SYSTEM U	NEXT YEAR NOTES: Replace two intersection \$92,000; Replace individual subdivision development \$10,000; Washington Ave Link \$100,000. Hwy 169 N Basin \$550,000, Brown Street Basin \$600,000							
TOTAL CAPITAL-COLL SYT/LIFT ST		0	(412)	375	286,000	123,456	176,000	1,391,000	

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
 CAPITAL-TREATMENT SYSTEM
 EXPENDITURES

		2009	2010	2011	(----- 2012 -----)	(----- 2013 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
PROFESSIONAL SERVICES									
48620-300	CAPITAL-TREATMENT SYSTEM P	0	0	0	2,500	0	2,500	2,500	
TOTAL PROFESSIONAL SERVICES		0	0	0	2,500	0	2,500	2,500	
CAPITAL									
48620-520	CAPITAL-TREATMENT SYSTEM B	0	0	0	3,500	0	3,500	78,500	
48620-532	CAPITAL-TREATMENT SYSTEM U	0	0	0	0	0	0	250,000	
48620-580	CAPITAL-TREATMENT SYSTEM O	0	0	0	6,500	0	6,500	5,000	
TOTAL CAPITAL		0	0	0	10,000	0	10,000	333,500	
48620-520	CAPITAL-TREATMENT SYSTEM	BNEXT YEAR NOTES: Hallets Pond Outlet \$75,000							
48620-532	CAPITAL-TREATMENT SYSTEM	UNEXT YEAR NOTES: Land for stormwater							
TOTAL CAPITAL-TREATMENT SYSTEM		0	0	0	12,500	0	12,500	336,000	

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CITY OF ST. PETER
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2012

606-STORMWATER FUND
 CAPITAL-GENERAL PLANT
 EXPENDITURES

	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012			2013	
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
CAPITAL								
48630-520 CAPITAL-GENERAL PLANT BUIL	0	0	0	2,500	0	2,500	6,000	
48630-550 CAPITAL-GENERAL PLANT MOTO	0	0	0	0	0	0	27,500	
48630-580 CAPITAL-GENERAL PLANT OTHE	924	526	0	5,670	10,479	10,500	67,000	
TOTAL CAPITAL	924	526	0	8,170	10,479	13,000	100,500	
48630-550 CAPITAL-GENERAL PLANT MOTONEXT YEAR NOTES: Replace Unit 1 \$12,000; Replace Unit 36 \$9,000; Replace Mechanic Truck #64 \$6,500								
48630-580 CAPITAL-GENERAL PLANT OTHECURRENT YEAR NOTES: New phone system \$3,670 of est \$100,000								
48630-580 CAPITAL-GENERAL PLANT OTHENEXT YEAR NOTES: Goodwin Pump \$35,000; Rotary Mower \$8,000; Side Mower \$12,000, Riding mower \$4,000; discharge hose \$5,000; misc equipment.								
TOTAL CAPITAL-GENERAL PLANT	924	526	0	8,170	10,479	13,000	100,500	
TOTAL EXPENDITURES	421,366	416,738	491,278	906,591	511,696	734,246	2,436,919	
REVENUE OVER/(UNDER) EXPENDITURES	122,621	104,937	32,749	(431,148)	(157,281)	(255,653)	(1,129,676)	

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Stormwater Utility Capital Plan

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTALS
606.48610	Collector System/Lift Station											
300	Engineering		\$ 10,000	\$ 11,200	\$ 11,700	\$ 12,000	\$ 12,300	\$ 12,300	\$ 12,800	\$ 13,000	\$ 14,000	\$ 109,300
	North 4th & Madison Intersection Replmt Design	\$ 9,500										\$ 9,500
	Contract Administration	\$ 2,500										\$ 2,500
	North 4th & Ramsey Intersection Replmt Design	\$ 7,000										\$ 7,000
520	Building/Structural Improvements	\$ 20,000	\$ 22,000	\$ 24,000	\$ 28,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,500	\$ 33,000	\$ 33,500	\$ 287,000
532	Utility Infrastructure											
	intersection corrections (2)	\$ 92,000	\$ 94,000	\$ 96,000	\$ 98,000	\$ 100,000	\$ 105,000	\$ 110,000	\$ 112,000	\$ 114,000	\$ 115,000	\$ 1,036,000
532	Subdivision Development	\$ 10,000	\$ 12,000	\$ 13,500	\$ 15,000	\$ 16,000	\$ 17,000	\$ 19,500	\$ 21,000	\$ 22,300	\$ 23,600	\$ 169,900
532	HWY 169 N Basin	\$ 550,000										\$ 550,000
532	Brown Street Basin	\$ 600,000										\$ 600,000
532	Washington Avenue Link	\$ 100,000										\$ 100,000
606.48610	Collector System/Lift Station Totals	\$ 1,391,000	\$ 138,000	\$ 144,700	\$ 152,700	\$ 158,000	\$ 166,300	\$ 173,800	\$ 178,300	\$ 182,300	\$ 186,100	\$ 2,871,200

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
606.48620	Stormwater Treatment											
300	Professional Services / Engineering	\$ 2,500	\$ 3,000	\$ 4,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	\$ 7,700	\$ 55,200
520	Building/Structural Improvements	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,600	\$ 51,600
	Hallet's outfall	\$ 78,500										\$ 78,500
532	Land Purchases for Old Minn Development	\$ 250,000				\$ 25,000			\$ 25,000			\$ 300,000
532	Stormwater System Improvements / Ponds			\$ 10,000		\$ 15,000	\$ 20,000		\$ 25,000		\$ 27,000	\$ 97,000
580	Maintenance and Removal Equipment	\$ 5,000		\$ 52,000		\$ 5,000	\$ 5,800	\$ 5,000		\$ 5,000	\$ 5,500	\$ 83,300
580	Vactor Tubing		\$ 1,500		\$ 1,500		\$ 1,800		\$ 2,000		\$ 2,200	\$ 9,000
606.48620	Stormwater Treatment Totals	\$ 336,000	\$ 9,500	\$ 71,000	\$ 11,500	\$ 57,000	\$ 39,600	\$ 17,500	\$ 65,000	\$ 18,500	\$ 49,000	\$ 674,600

		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Total
606.48630	General Plant											
520	Building / Structure Improvements		\$ 5,000			\$ 5,000			\$ 6,000			\$ 16,000
520	Public Works Improvements (33% of \$ Total Imp.)	\$ 6,000	\$ 6,000	\$ 5,500	\$ 5,000	\$ 7,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,700	\$ 63,700
550	Replace Unit #1- '03 F150 (33% of \$36,000)	\$ 12,000									\$ 14,000	\$ 26,000
550	Replace Unit #27- '01 Sterin Vactor Truck (25% of \$350,000)		\$ 70,000									\$ 70,000
550	Replace Unit #36- '01 Dodge Caravan (33% of \$27,000)	\$ 9,000								\$ 9,500		\$ 18,500
550	Replace Unit #92- '92 GMC 1500 Truck (Surplus)		\$ 25,000								\$ 25,000	\$ 50,000
550	Replace Unit #308- '08 F150 Truck					\$ 31,000						\$ 31,000
550	Replace Unit #406- '02 Blazer			\$ 31,000								\$ 31,000
580	Backhoe Replacement (20% of \$75,000)		\$ 15,000									\$ 15,000
580	Jack hammer Replacement (20 % of \$24,000)		\$ 4,800									\$ 4,800
580	Replace Unit #64- '94 F250 Truck (10% of \$65,000)	\$ 6,500										\$ 6,500
580	Replace # 84 - '98 5410 John Deere (100% of \$35,000)			\$ 35,000								\$ 35,000
580	Rotary Mower	\$ 8,000						\$ 6,000				\$ 14,000
580	Side Mower	\$ 12,000										\$ 12,000
580	Flail Mower			\$ 5,000						\$ 5,000		\$ 10,000
580	Aerator 2012						\$ 3,000					\$ 3,000
580	Ferris Mower 2009 (50% Water)			\$ 13,000							\$ 13,400	\$ 26,400
580	2 Wheel Trailer for Mowers (811) (50% Water)				\$ 1,500							\$ 1,500
580	Harper DewEze Mower		\$ 36,000								\$ 37,000	\$ 73,000
580	Riding Lawn Mower with attachments (33% of \$12,000)	\$ 4,000						\$ 4,000				\$ 8,000
580	8" Godwin Pump #1 Unit 63	\$ 35,000										\$ 35,000
580	8" Godwin Pump #2 Unit 75						\$ 37,000					\$ 37,000
580	Discharge Hose	\$ 5,000			\$ 5,000			\$ 5,000			\$ 5,000	\$ 20,000
580	Suction Hose		\$ 5,000					\$ 5,000				\$ 10,000
580	Trench box hauler (public works split)						\$ 1,200					\$ 1,200
580	Air Compressor	\$ 1,000							\$ 1,000			\$ 2,000
580	Cell Phone / Radio	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 10,000
580	Computer Installations and Upgrades	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 5,000
580	Safety Equipment	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 5,000
606.48630	General Plant TOTALS	\$ 100,500	\$ 168,800	\$ 91,500	\$ 13,500	\$ 45,000	\$ 48,200	\$ 24,000	\$ 20,000	\$ 25,000	\$ 104,100	\$ 640,600

Subtotal Stormwater	\$ 1,827,500	\$ 316,300	\$ 307,200	\$ 177,700	\$ 260,000	\$ 254,100	\$ 215,300	\$ 263,300	\$ 225,800	\$ 339,200	\$ 4,186,400
Bonding Cost	\$ 84,987	\$ 84,369	\$ 45,554	\$ 23,400	\$ 22,601	\$ 21,801	\$ 44,151	\$ -	\$ -	\$ -	\$ 326,863
TOTALS - CAPITAL STORMWATER SYSTEMS	\$ 1,912,487	\$ 400,669	\$ 352,754	\$ 201,100	\$ 282,601	\$ 275,901	\$ 259,451	\$ 263,300	\$ 225,800	\$ 339,200	\$ 4,513,263

1H

Stormwater Utility Capital Funding Plan

2013

		FUNDING SOURCE:	RESERVES/ CASH	ASSESS./ Developer	TIF Funding	State Aid	BOND (Finance)	
606.48610	Collector System/Lift Station							
300	Engineering							
	North 4th & Madison Intersection Replmt Design		\$ 9,500					
	Contract Administration		\$ 2,500					
	North 4th & Ramsey Intersection Replmt Design		\$ 7,000					
520	Building/Structural Improvements		\$ 20,000					
532	intersection corrections (2)		\$ 92,000					
532	Subdivision Development		\$ 10,000					
532	HWY 169 N Basin			??	\$ 250,000	\$ 300,000		
532	Brown Street Basin			??	\$ 500,000	\$ 100,000		
532	Washington Avenue Link		\$ 20,000		\$ 80,000			
606.48610	Collector System/Lift Station Totals		\$ 161,000	\$ -	\$ -	\$ 830,000	\$ 400,000	\$ 1,391,000
606.48620	Stormwater Treatment							
300	Professional Services / Engineering		\$ 2,500					
520	Building/Structural Improvements					\$ 78,500		
532	Land Purchases					\$ 250,000		
580	Maintenance and Removal Equipment		\$ 5,000					
606.48620	Stormwater Treatment Totals		\$ 7,500	\$ -	\$ -	\$ -	\$ 328,500	\$ 336,000
606.48630	General Plant							
520	Public Works Improvements	(33% of \$ Total Imp.)	\$ 6,000					
550	Replace Unit #1- '03 F150	(33% of \$36,000)	\$ 12,000					
550	Replace Unit #36- '01 Dodge Caravan	(33% of \$27,000)	\$ 9,000					
550	Replace Unit #84- '94 F250 Truck	(10% of \$65,000)	\$ 6,500					
580	Rotary Mower		\$ 8,000					
580	Side Mower		\$ 12,000					
580	Riding Lawn Mower with attachments	33% of \$12,000	\$ 4,000					
580	8" Godwin Pump #1		\$ 35,000					
580	Discharge Hose		\$ 5,000					
580	Air Compressor		\$ 1,000					
580	Cell Phone / Radio		\$ 1,000					
580	Computer Installations and Upgrades		\$ 500					
580	Safety Equipment		\$ 500					
606.48630	General Plant TOTALS		\$ 100,500	\$ -	\$ -	\$ -	\$ -	\$ 100,500
Subtotal Stormwater			\$ 269,000	\$ -	\$ -	\$ 830,000	\$ 728,500	\$ 1,827,500
Bonding Cost			\$ 84,987					\$ 84,987
TOTALS - CAPITAL STORMWATER SYSTEMS			\$ 353,987	\$ -	\$ -	\$ 830,000	\$ 728,500	\$ 1,912,487

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STORMWATER FUND						
Statement of Sources and Applications of Cash						
	2009	2010	2011	2012	2012	2013
	Actual	Actual	Actual	Budget	Projected	Proposed
Sources of Cash:						
Net Income (loss)	\$88,187	\$69,148	\$33,125	(\$124,478)	(\$54,153)	(\$132,176)
Add depreciation	174,699	181,854	192,442	180,000	192,000	192,000
Total	262,886	251,002	225,567	55,522	137,847	59,825
Application of cash:						
Purchase of fixed assets	(152,345)	(330,619)	(106,343)	(306,670)	(201,500)	(1,827,500)
Change in assets and liabilities	2,974	780	28,916	0	0	0
Principal payments of long-term debt	(31,450)	(33,300)	(56,050)	(74,150)	(74,150)	(76,000)
Bond Proceeds/State Aid for Capital	0	280,000	0	0	0	1,558,500
Total	(180,821)	(83,139)	(133,477)	(380,820)	(275,650)	(345,000)
Net increase (decrease) in cash	82,065	167,863	92,090	(325,298)	(137,803)	(285,176)
Unrestricted Cash - January 1	298,733	380,798	548,661	640,751	640,751	502,948
restricted reserve	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575	\$39,575
Unrestricted Cash balance - December 31	\$341,223	\$509,086	\$601,176	\$275,878	\$463,373	\$178,197

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION ADOPTING 2013 STORMWATER ENTERPRISE BUDGET

BE RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following budget amount for the Stormwater Enterprise Fund of the City of Saint Peter are adopted for 2013:

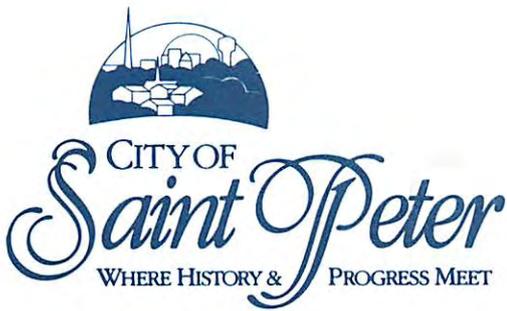
Stormwater Fund \$2,436,919

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATED: October 17, 2012

FROM: Paula O'Connell
Finance Director

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

ACTION/RECOMMENDATION

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

BACKGROUND

Annually the City Council considers the delinquent utilities for assessment to the County Auditor. It is appropriate at this time to declare unpaid charges for municipal utilities to be assessed, order preparation of proposed assessments and call for a public hearing on assessment of delinquent utility accounts.

Please find below a table showing the history of past delinquent amounts:

	Sales (1,000)	# of delinquent Accounts	Assessable charges	Non- assessable charges	Total Charges	Non- assessable % of Total Sales
2005	\$11,243	59	\$ 4,699.41	\$ 8,142.46	\$12,841.87	.072%
2006	\$13,283	93	\$ 8,140.11	\$ 8,904.27	\$17,044.38	.067%
2007	\$14,695	76	\$14,800.87	\$ 7,142.00	\$21,942.87	.049%
2008	\$14,097	84	\$15,350.66	\$15,516.27	\$30,866.93	.110%
2009	\$14,093	85	\$14,031.43	\$19,626.86	\$33,658.29	.139%
2010	\$14,943	95	\$14,115.13	\$13,387.85	\$27,502.98	.090%
2011	\$15,907	74	\$15,324.54	\$17,408.77	\$32,733.31	.109%
2012	\$16,613	91	\$16,867.21	\$23,541.19	\$40,408.40	.141%

Assessable amounts are all amounts billed to our customers except tenant electrical charges, balances under \$10, discharged bankruptcies, and death.

Our first step in collection is when an account is one month delinquent and the customer is sent a notice. The notice includes a date of disconnection, at that date they would be two months

past due (if no payments had been made). Occupants that move out of town and don't pay their final bill still receive a final notice of the amount due. If the occupant is a renter, the account is submitted to the collection agency after 3 months of non-payment. If the occupant is the property owner, the account is collected at the transfer of ownership or through our assessment process.

There are two resolution included. One calls for the preparation of the assessments and one sets a public hearing for November 13, 2012.

FISCAL IMPACT:

Delinquent Utility customer accounts as of May 15, 2012 have been compiled for review. The amount of \$40,408.40 is the amount of unpaid utility accounts within this time period, which is up from last year. The total delinquent trend line is a bit up and down. This years total is significantly impacted by one business failure that makes up 27% of the total. 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.

ALTERNATIVES/VARIATIONS:

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

Negative Vote: Charges can not be assessed until a public hearing is set and future action is taken by 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.

PO

SCHEDULE FOR ASSESSMENT OF UNPAID UTILITY CHARGES

- Oct 22nd Resolution calling for a public hearing on assessment of unpaid utility accounts, also ordering preparation of proposed assessments.
- Oct 23rd Property owners are sent a notification of the hearing date and the amount of their assessment by mail.
- Oct 31st and Nov. 7th Notice of a public hearing is published in the St. Peter Herald.
- Nov 13th Public Hearing
Approve the resolution adopting assessments for unpaid utility accounts.
- Nov 14th Notice of assessment is mailed to property owners.
- De 14th Certification of the assessment is given to the County Auditor for assessment to affected property owners.

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

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

<u>Customer first name</u>	<u>Customer Last Name</u>	<u>TOTAL2</u>	<u>ASSESS</u>	<u>Nonasses</u>
JENNIFER L.	ALEXANDER	\$1,461.34	\$1,021.28	\$440.06
GUADALUP LOPEN	ANCHONDO	\$19.36	\$5.65	\$13.71
JEN M.	BAUMANN	\$541.28	\$86.33	\$454.95
JEN M.	BAUMANN	\$33.63	\$23.03	\$10.60
BENJAMIN E.	BOELTER	\$394.42	\$270.17	\$124.25
ROBERTO V.	BRACAMONTES	\$1,040.17	\$285.34	\$754.83
DONNA L.	BRENKE	\$87.11	\$7.48	\$79.63
BRETZMAN	BRETZMAN	\$745.24	\$381.01	\$364.23
ERIKA M.	BRISENO	\$185.31	\$116.81	\$68.50
BENJAMIN D.	BURG	\$38.09	\$2.54	\$35.55
FRANK E.	CASSIDY	\$381.44	\$250.09	\$131.35
KENDRA L.	COLLINS	\$188.50	\$2.52	\$185.98
SUZANNE L.	COMPART	\$176.04	\$0.00	\$176.04
MIKE T. & HOLLY ANN	DEEGAN	\$1.07	\$0.00	\$1.07
MARK W.	DENNIS	\$44.83	\$44.83	\$0.00
MARK W.	DENNIS	\$29.68	\$29.68	\$0.00
ROBERT L.	DODGE	\$353.81	\$130.70	\$223.11
RICHARD D.	ECKBERG	\$366.69	\$94.65	\$272.04
LISA L.	EVANS	\$246.91	\$8.74	\$238.17
MARIA	FIGUEROA	\$486.48	\$82.00	\$404.48
DAVID L.	FILAN	\$413.34	\$259.89	\$153.45
SCOTT T.	FREMGORD	\$628.98	\$448.25	\$180.73
YAZMIN	GALICIA	\$197.47	\$69.03	\$128.44
KIM J. & SHERRY	GOTTFRIED	\$110.08	\$0.00	\$110.08
GABRIEL M.	GOUDY	\$20.58	\$4.92	\$15.66
SAMANTHA L.	HARVEY	\$621.02	\$394.32	\$226.70
SHATARA L.	HATCHETT	\$101.53	\$99.88	\$1.65
ELIZABETH L. & DARRYL E.	HELGET	\$112.88	\$43.83	\$69.05
MAURINE A.	HENDERSON	\$340.89	\$206.84	\$134.05
DANNIEL R.	HEPPEL	\$54.30	\$47.27	\$7.03
MIKE	HOBDAY	\$127.59	\$127.59	\$0.00
KEITH L.	HOUGH	\$148.02	\$110.77	\$37.25
MICHELLE L.	HUTCHINS	\$353.84	\$15.20	\$338.64
MARIAM S.	IBRAHIM	\$143.48	\$5.40	\$138.08
KRISTEN M. & ARNOLD	JAMES	\$151.83	\$5.46	\$146.37
JENNIFER L. & JEREMY	JENKINS	\$253.69	\$0.00	\$253.69
ROBERT W.	JENTZ	\$293.84	\$18.70	\$275.14
STEVEN L.	JONASON, JR	\$887.81	\$447.72	\$440.09
STEVEN J.	JUHLIN	\$297.50	\$93.83	\$203.67
KEVIN G. & FAITH	KAMM	\$468.03	\$122.42	\$345.61
ELIZABETH N.	KONG	\$204.92	\$123.64	\$81.28
DARBY C.	KRAMER	\$53.93	\$53.93	\$0.00
CARLOS A.	LANKENAU	\$215.77	\$7.53	\$208.24
DAN P.	LEONHARDT	\$144.51	\$144.51	\$0.00
NICK W.	LINES	\$436.62	\$4.24	\$432.38
EDUARDO A.	LOPEZ	\$386.56	\$68.31	\$318.25
JESSICA	LOWE	\$182.34	\$17.25	\$165.09
NICOLE	LUDEWIG	\$3,208.56	\$2,288.28	\$920.28
SUMMER L.	MASON	\$341.32	\$94.45	\$246.87
HEATHER E.	MCCALLUM	\$405.47	\$304.62	\$100.85
BARBARA A. & CHRIS	MIEST	\$148.18	\$2.57	\$145.61
JESSICA Y.	MORAN	\$258.32	\$92.86	\$165.46
GABRIEL A.	NAVARRETE	\$173.62	\$87.29	\$86.33
AMY E.	PETERSON	\$728.14	\$339.94	\$388.20
RICHARDS	RICHARDS	\$519.08	\$347.65	\$171.43
HAZEL	RIVERA	\$253.51	\$126.45	\$127.06

HALIMA A.	ROBINSON	\$90.55	\$2.83	\$87.72
AMY A.	ROSALES	\$281.58	\$241.69	\$39.89
DARIO MORALES	ROSAS	\$106.55	\$48.49	\$58.06
MAURICIO	SALAZAR	\$8.28	\$8.28	\$0.00
KRISTINE D.	SEERY	\$119.11	\$57.98	\$61.13
KRISTINE D.	SEERY	\$204.34	\$121.89	\$82.45
JENNIFER M. & MATTHEW	SKUTNICK	\$267.70	\$101.48	\$166.22
JENNIFER M. & MATTHEW	SKUTNICK	\$44.07	\$22.53	\$21.54
LEROY J. & LINDA	SMISEK	\$227.16	\$87.30	\$139.86
KARLIE R.	SMITH	\$305.41	\$78.04	\$227.37
MISSIE L.	SMITH	\$47.95	\$7.70	\$40.25
ARMANDO	SORIA JR	\$584.89	\$131.19	\$453.70
JEANETTE M.	STAPLES	\$51.77	\$44.01	\$7.76
JEANETTE M.	STAPLES	\$107.92	\$107.92	\$0.00
SHANNETTE L.	TATE	\$928.51	\$0.00	\$928.51
SHANNETTE L.	TATE	\$167.17	\$0.00	\$167.17
RENA L.	TIEGS	\$15.13	\$3.74	\$11.39
NANCY Y.	TORRES	\$338.54	\$84.53	\$254.01
REYNALDO	TRUJILLO	\$152.81	\$120.69	\$32.12
GER	VANG	\$66.17	\$66.17	\$0.00
JOHN & LISA	VOLMARY	\$129.23	\$129.23	\$0.00
MELISSA A. & STEVE	WASYLIK	\$1,431.22	\$1,431.22	\$0.00
OREN C.	WELCH	\$244.37	\$219.79	\$24.58
CHAD J.	WILLIAMS	\$259.33	\$222.48	\$36.85
JAMES	WILLIAMS JR.	\$1,095.66	\$10.30	\$1,085.36
CEDARS GRILLE, LLC		\$10,781.50	\$1,907.51	\$8,873.99
KASOTA PROPERTIES LLC		\$15.89	\$15.89	\$0.00
KASOTA PROPERTIES LLC		\$54.15	\$54.15	\$0.00
KASOTA PROPERTIES LLC		\$35.47	\$35.47	\$0.00
NEBUTI TRADE & TRAVEL INC		\$1,677.74	\$1,677.74	\$0.00
NEBUTI TRADE & TRAVEL INC		\$137.05	\$137.05	\$0.00
REMAX AREA EXPERTS		\$98.93	\$98.93	\$0.00
SUMMIT PARK MHC LLC		\$68.62	\$68.62	\$0.00
SUNRISE MEADOWS		\$16.61	\$16.61	\$0.00
WELLS FARGO		\$38.07	\$38.07	\$0.00
		\$40,408.40	\$16,867.21	\$23,541.19

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

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

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

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

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

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

WHEREAS, by resolution of the City Council on October 22, 2012, the Director of Finance/Treasurer was directed to prepare a proposed assessment of the unpaid cost of services rendered for municipal utilities provided by the City to various property owners in the City; and

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

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

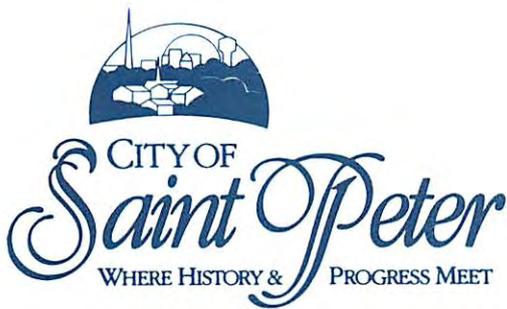
1. The City Council will consider the assessment of unpaid utility bills as of May 15, 2012.
2. A hearing shall be held on the 13th day of November, 2012, in the Governor's Room of the St. Peter Community Center at 7:00 P.M. to pass upon such proposed assessments and at such time and place all persons owning property affected by such charges will be given an opportunity to be heard with reference to such assessment.
3. The Director of Finance/Treasurer is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, which notice shall state the property proposed for assessment and the cost of providing such services. The Director of Finance/Treasurer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/19/12

FROM: Todd Prafke
City Administrator

RE: Purchase Policy Modifications

ACTION/RECOMMENDATION

Provide for adoption of a resolution modifying the City's purchase policy.

BACKGROUND

It has been a number of years since the City's Purchase Policy has been revised relative to purchase, quotes, bid amounts, and requirements. State Statute has changed twice since the Council's last review and modification.

My goal in this review and the changes proposed are to:

- Provide appropriate levels of documentation for the Council that allow for data driven decision-making.
- Provide appropriate levels of oversight by driving down decision-making and increasing accountability for staff.
- Save money both in the time and internal resources, but in real dollars by establishing rules that allow for more situational discretion as it relates to bonds and other requirements as a part of the procurement process.

The proposed modifications have been suggested following review of current State laws and recommendations from the League of Minnesota Cities (LMC). There are also some modifications that were proposed by Councilmembers at your workshop on October 15th.

Generally speaking, the proposed changes reflect an increase in the amounts that the Council requires before being involved in the purchase process. While at first blush this may seem to reduce the amount of oversight, I believe that the amount of oversight continues to be steady in that the relative value compared to the last policy change is static.

In addition, this change will reduce costs, an example is: we have solicited bids rather than quotes on a number of projects over the past two years. Soliciting bids in some of these mid-level cost projects adds to the total project cost by requiring bonds from the bidders. The cost of those bonds is passed on to the City. We have also incurred additional engineering and other

documentation costs. In two very recent examples, both in construction, the contractors were required to supply bonding that was largely unnecessary, which increased the project cost. In one instance, the total project cost was \$25,000 of which \$500 was the bond cost for the contractor (passed on to the City) plus engineering costs of over \$11,000. To be clear, we would have incurred some of these engineering costs in developing even a short spec, but I believe had we been under this new policy, a savings of about \$8,000 would have been achieved.

For some of these mid-level contracts, local contractors frankly do not want to mess around with the bidding and bonding paperwork and at times, view it as unneeded. From a staff perspective, we often see the contract documentation as much more than needed on a relatively simple driveway project that could have been quoted using a one-page specification. I share this not as being representative of our overall operations, but rather as the issue that made me think differently about our purchase policy, not only as an oversight tool, but its value as a system to help in purchasing and providing direction to staff.

In addition to "keeping up with the times" from a relative dollars perspective, I believe the policy provides better clarification on what type of information is required during the decision making process. It also augments some of the notification processes we now use that were not readily available or used 10+ years ago. It also increases petty cash amounts and provides some clarification on emergency purchases.

These proposed changes continue to fall well below the statutory requirements. Another way to think about it is that the Council exercises much more control over purchases than is required by State law. I think that is good and meets the Council goal of being good stewards of resources.

These changes are good for our community because it provides sound and enhanced oversight and accountability, while allowing purchases to be made in an efficient and, at times, cost saving way.

FISCAL IMPACT:

There is no direct cost to the change in this policy.

ALTERNATIVES/VARIATIONS:

Do Not Act: No changes will be made without additional direction from the Council. Staff will continue to operate under the existing purchase policy.

Negative Vote: Staff will continue to operate under the existing purchase policy.

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

Please let me know if you have any 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 APPROVING MODIFICATIONS TO CITY'S PURCHASE POLICY

WHEREAS, the City has adopted a purchase policy to guide staff purchasing decisions and processes; and

WHEREAS, adoption of a purchase policy allows for maximize the purchasing value of public funds in procurement, and providing safeguards for maintaining a procurement system of quality and integrity; and

WHEREAS, adoption of a purchase policy provides for appropriate levels of documentation for the Council that allow for data driven decision making; and

WHEREAS, adoption of a purchase policy also allows for appropriate levels of oversight by driving down decision making and increasing accountability for staff; and

WHEREAS, adoption of a purchase policy saves money both in the time and internal resources, but also in real dollars by establishing rules that allow for more situational discretion related to bonds and other requirements as a part of the procurement process.

WHEREAS, the policy is established, in part, based on State regulations for public expenditures; and

WHEREAS, State regulations are sometimes modified and it is appropriate for the City's policy to also change to reflect changes in State law; and

WHEREAS, staff recommends modification to the policy to maintain the goals established by the policy and to keep the policy in line with State purchasing regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated City of Saint Peter Purchase Policy shown below as Exhibit A is hereby adopted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

EXHIBIT A
CITY OF SAINT PETER
PURCHASING POLICY

General Provisions

The purchasing policies of the City are established by the City Council through the City Administrator.

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Saint Peter, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to the procurement of materials, supplies, services, and construction. It shall apply to every expenditure of municipal funds, irrespective of their source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State laws and regulations which are not reflected in this policy. Nothing in this policy shall prevent the City of Saint Peter from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

To facilitate a sound and cost-effective purchasing operation, all purchases shall be of a quality to suit the intended purpose at the lowest possible cost.

The City Administrator shall be the designated purchasing agent of the City of Saint Peter. Purchases for the requirements of the City are made for each department through the City Administrator's office or his/her designee. The success of the purchasing function and the mutual benefits derived are contingent upon the cooperation of all City departments.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

DISCRETIONARY AUTHORITY

Competitive purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period, and availability of goods and maintenance service, as determined by discretion herein given.

GENERAL INFORMATION

Whenever possible and as outlined below, competitive prices shall be obtained for the purchase of materials, equipment or services. Generally, the greater the value of the purchase, the more formal the method used.

The following procurement methods shall be used and in all cases, a written record shall be made and preserved by the City Administrator's Office.

<u>Level of Purchase</u>	<u>Procurement Method</u>
\$1 to \$500	Direct purchase
\$501 to \$1,000	Verbal Quotations
\$1,001 to \$10,000	Three Written Quotations (requested verbally)
\$10,001 to \$50,000	Formal Written Proposals (requested in writing*)
Exceeding \$50,000	Formal Bids

*Written requests for proposals should be provided to three or more vendors or service providers. The information must also be included on the "public notices" section of the City website. The request must require the vendor/provider to submit their proposal in writing with the signature of the vendor or service provider included.

For purchases up to and including \$50,000 the City Administrator shall have discretion as to whether a Performance Bond is required and/or the amount of that Bond.

Opportunity to do business with the City shall be provided to all responsible vendors. To this end, the City Administrator's office shall develop and maintain a directory of potential vendors for various types of supplies, equipment and services. Any responsible vendor may be included in the directory upon written request. The directory shall be used to develop a mailing list for distribution of purchase specifications and invitations to bid.

In the event local and non-local proposals for goods and services of like amount, quality and availability exist at the same price, the local proposal shall be accepted. Local vendors are hereby defined as those business establishments that have a significant portion of their physical plant located within the corporate boundaries of the City of Saint Peter.

**PURCHASES OVER \$50,000
FORMAL BIDS M.S. 471.345 SUBD. 4 PROCEDURE**

Notice to Bidders - Notice inviting sealed competitive bids shall be published in the official newspaper of the City at least ten (10) days before the final date for submitting bids thereon. Such notice shall cite the specifications on the supplies, materials, equipment or construction project or other matter to be contracted for and shall state the amount of bond or other security, if any is to be required, to be given with the bid and the amount of bond or security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any consideration or award of the contract shall also be stated in general terms.

Solicitation and Posting - The purchasing agent shall also solicit bids from such qualified prospective vendors that are reasonably known to the purchasing agent.

Bid Security Deposit - This deposit shall be in the form of a certified or cashiers check or a bond written by a surety company authorized to do business in the State of Minnesota. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Administrator shall prescribe the amount of any security to be deposited with any bid. The City Administrator shall be authorized to waive the bid security requirement for purchase of materials under \$100,000.

Bid Opening - Bids shall be opened in public at the time and place designated in the notice requesting bids. Original bid documents shall be referred to the Office of the City Administrator to be examined and tabulated and shall be reported to the City Council with a recommendation. After opening, all bids shall be available for inspection and kept on file by the City Administrator's office.

Award of Bid - Provided that the City Council shall find any of the bids satisfactory, the Council shall award the contract to the lowest responsible bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid. The Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon satisfying itself that the conditions have been met, the Council may award the contract by resolution.

Written Contract - All formal bid awards shall be made the subject of written contract. A purchase order alone shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City's affairs. In no case shall a purchase order be sufficient for the construction of Public Works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

Bidder's Security - All bid bonds or certified or cashiers checks may be retained by the City Administrator's Office until the contract is awarded and executed. If any successful bidder fails or refuses to enter into the contract awarded to him/her in the time specified after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the City, and the City Council at its discretion may award the contract to the next lowest competent bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid, or said contract may be re-advertised.

Performance Bond - At the time a contract is executed the contractor shall file a bond executed by a surety company authorized to do business in the State of Minnesota, to the City, conditioned upon the performance of said contract and saving the City harmless from all losses or damages caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering, and otherwise, caused by the delay in the completion of any improvement. The bond shall further be conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts and demands incurred in the performance of such work. Unless fixed by the City Council, the City Administrator shall prescribe the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders. For purchases up to and including \$100,000 the City Administrator shall have the discretion as to whether a Performance Bond is required and the amount of that Bond. For purchases or contracts over \$100,000, the regulations contained in Minnesota Statutes shall apply as those regulations relate to publication, bonding, and bid security.

PURCHASE ORDERS

Approval for purchases shall be granted following the submission of a purchase order and shall be processed in accordance with administrative procedures. The purchase order serves to define the approximate quantity and intended use of requested materials, supplies and services and to provide better control over financial resources. The purchase order also serves to inform the Finance Department of pending financial obligations.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated on one purchase order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

Purchase orders shall be prepared on four-part forms in ascending numerical order. The yellow copy shall be retained by the department initiating the purchase order. The Finance Department (Accountant) shall retain the blue copy in a numerical file. The pink and white copies will be returned to the department initiating the purchase order. The white copy shall be forwarded to the vendor and the pink copy shall be attached to all properly reconciled invoices when received and forwarded to the Finance Department for payment.

In all cases, purchase orders for items exceeding the budget shall be signed by the below named individuals.

Purchases \$1 to \$500 - All budgeted purchases between \$1.00 and \$500 may be initiated without a purchase order subject to Foreman or Department Superintendent verbal approval.

Purchases \$501 to \$1,000 - All budgeted purchases between \$501 and \$1,000 may be initiated without a purchase order subject to Department Superintendent or Department Director verbal approval.

Purchases \$1,001 to \$7,500 - All budgeted purchases between \$1,001 to \$7,500 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator prior to the purchase of any items.

Purchases \$7,501 to \$30,000 - All budgeted purchases between \$7,501 to \$30,000 shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator and presented to the City Council on the Consent Agenda for approval prior to the issuance of a purchase order. Documentation shall include unit costs, names of all vendors supplying quotes, names of all vendors contacted to provide quotes, costs including shipping and taxes.

Purchases \$30,001 to \$50,000 - All budgeted purchases between \$30,001 to \$50,000, shall be initiated by a purchase order signed by the requisitioner, Department Director, Finance Director, and City Administrator and presented to the City Council as an agenda action item for approval prior to the issuance of a purchase order. Documentation shall include unit costs, names of all vendors supplying quotes, copies of the quotes submitted, names of all vendors contacted to provide quotes, and costs including shipping and taxes.

Purchases over \$50,000 shall be initiated as a formal bid request and staff shall follow the procedure for receipt of bids outlined in this document.

BLANKET PURCHASE ORDER

To avoid excessive paperwork and administrative delays, frequently used vendors may be issued a blanket purchase order with a designated spending limit not to exceed twelve (12) months of normal purchases. Departments may then purchase various supplies on a daily basis within the designated spending limit. However, no one item purchased via a blanket purchase order may exceed \$1,000.

Blanket purchase orders may be issued only upon receipt of a properly executed purchase order that identifies the designated spending limit. Department Directors shall provide the vendor with a list of employees authorized to purchase via the blanket purchase order. It shall be the Department Director and vendor's responsibility to abide by the designated spending limit.

RECEIPT/RETURN OF MATERIALS

All vendor issued packing slips or other pertinent documentation shall be given to the Finance Department and attached to the appropriate purchase order for future reference.

A returned materials report identifies items returned to a vendor due to damage or other valid reason of non-acceptance. Issuance of a returned materials report should be acknowledged by the vendor by a credit memorandum.

INVOICES

An invoice is the means by which a vendor informs the City of its financial obligation. Invoices should contain an itemization of quantities and charges for supplies, materials, or services furnished to the City as well as special conditions such as discounts and due dates.

Upon receipt of an invoice, the Finance Department shall reconcile the purchase order, packing slips, returned materials reports and credit memorandums to the invoice. Any and all discrepancies in quantities and costs must be reconciled by the Department Director before an invoice is forwarded to the Finance Department for payment.

At appropriate intervals, the Finance Department shall prepare a schedule of invoices payable for Council review and approval. Payment shall be made following Council approval except that the Finance Department is hereby granted authority to make prior payment to take advantage of allowable discounts or for other necessary reasons as determined by the Finance Director.

PETTY CASH

It is the City's policy to hold petty cash purchases to a minimum. No employee may make such a purchase without prior authorization of his/her Department Supervisor or Department Director. Such purchases are generally paid for by the employee who then secures reimbursement from the petty cash fund. The number and size of petty cash funds shall be designated by the Finance Director. The Department Director of any Department maintaining a petty cash fund shall be responsible for the administration of such fund.

Each petty cash fund shall be maintained on an "imprest" system which requires that each disbursement must be supported by proper documentation. Replenishment of petty cash funds will be made by submitting a report of disbursements along with supporting documentation to the Finance Department for payment processing. Each petty cash fund will be audited by the Finance Department periodically.

Petty cash purchases are to be held under forty dollars (\$40) whenever practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather submitted on an Expense Reimbursement Form.

EMERGENCY PURCHASES

Emergency purchases are to be made only when normal operations of a department would be hampered significantly by delays resulting from the submission of a purchase order or when property, equipment, or lives are endangered through unexpected circumstances.

In the case of an emergency, a Department Director may purchase directly any budgeted supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the City Administrator or Finance Director if emergency expenditures exceed the budget or are unbudgeted, whether the emergency occurs during normal working hours or not. The emergency, following its abatement, shall be explained on a purchase order and submitted to the City Administrator.

GRATUITIES AND KICKBACKS

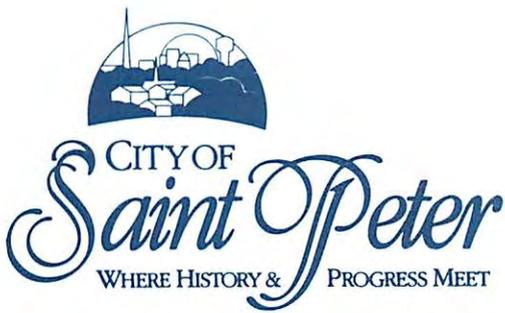
It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

EMPLOYEE CONFLICT OF INTEREST

It shall be unethical for any employee to participate directly or indirectly in a procurement when the employee knows that:

- (a) the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; or
- (b) any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

An employee or any member of the employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matter pertaining to that financial interest. No purchase shall be made which would violate Minnesota State Statutes pertaining to elected officials' conflict of interest.



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/17/2012

FROM: Todd Prafke
City Administrator

RE: Library Services Contract

ACTION/RECOMMENDATION

Approved the attached resolution authorizing execution of library services contract with Nicollet County.

BACKGROUND

As you may recall, since the breakup of Minnesota Valley Library System which was about 13 years ago, the City has been in a contractual relationship with Nicollet County for the provision of Library services. The contract has essentially allowed for the provision of regular library services to non-City residents.

Nicollet County is required by State law to provide a "Minimum Maintenance of Effort". That rule requires them to spend a minimum number of dollars on library service provision. In the past the contract with us was less than their minimum under the rules and the County would hold that portion of the money for other potential library related projects. If money was left over at the end of the year, they would disperse that money to both North Mankato and the City of Saint Peter. for the 2012 contract which is currently in place.

This is a very interesting issue in that Nicollet County is required to spend the money on library services but State rule changes have allowed for the Minimum Maintenance of Effort to be reduced. There is no provisions that say they must give those dollars to us. However, I don't know where else they would spend the money on Library services in Nicollet County unless they started their own library which seems redundant and would require them, most likely, to spend much more than they do now with us and North Mankato.

I have reviewed the draft contract and believe that it provides for the same provision of services as past contracts.

FISCAL IMPACT:

The contract provides \$44,594 in revenues to our library fund. That is about \$4,000 less than the contract for 2011, but is the same as in 2012. The dollar amounts have not increased while costs have either stayed steady or continued to go up slightly. Since we do not control the

situation, I am unsure that there is much we can do except to express our concerns about the continuing relative decline in funding and be grateful for the funds that they do provide.

ALTERNATIVE AND VARIATIONS:

Approval: The contract will be executed and staff will proceed.

Denial: No further action will be taken without additional direction from the Council. Without agreeing to the contract our revenues would drop by about \$44,600. This would be a substantial revenue gap to fill or would require additional large cuts to library services.

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

2013 Library Purchase of Services Contract Between Nicollet County Library Board and the City of St. Peter

In an effort to continue to provide library service for residents of Nicollet County and the City of Saint Peter (City), the Nicollet County Library Board (County Library Board) and City hereby enter this contract promoting cooperation and coordination of efforts.

I. DEFINITIONS

For purposes of this contract, the following words shall have the following meanings:

Rural Resident - Rural Resident shall be those persons having a residence located outside the corporate limits of the City of Saint Peter.

Library Services: Library Services shall mean access to physical facilities and materials that provide reading, audio and computer access to information and as defined in Minnesota Statutes ' 134.001 Subd 2 and 3.

II. THE NICOLLET COUNTY LIBRARY BOARD WILL:

Provide to the City of Saint Peter the sum of \$44,594 to be paid quarterly for the provision of library services to the rural areas of Nicollet County.

III. THE CITY OF SAINT PETER WILL:

Provide for complete access to all services that are available to library patrons that reside within the City of Saint Peter including access to any programs that may be made available for the term of this contract.

The City will agree to submit quarterly billings to the County Library Board and the County Library Board will reimburse the City.

IV. MONITORING AND REPORTING

- A. The City agrees to maintain records relating to contractual library services provided.
- B. The City, as deemed necessary by the County Library Board shall allow the County Library Board or appropriate State Agency, including the Office of the State Auditor, access to the City=s contractual library service records at reasonable hours.
- C. The City will furnish information regarding contractual library services as requested by the County Library Board.
- D. The City will maintain and make available records pertaining to contractual library services for six years for audit purposes.

V. RECORDS AND INSPECTION

The City shall maintain full and accurate records with respect to all matters covered under this Contract. Pursuant to Minn. Statute ' 16B.06, Subd. 4, the County Library Board, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of the City relevant to this Contract.

VI. PERSONNEL

The City shall secure, at its own expense, any and all personnel required in performing the services under this Contract. Any and all personnel engaged in the work shall be fully qualified to perform the services under the Contract.

VII. INDEMNIFICATION / INSURANCE

- A. Indemnification. The City shall defend and save the County Library Board harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed by the City under the terms of this Contract.
- B. Insurance. The City, further, that in order to protect itself, as well as the County Library Board under the indemnity contract set forth above, will, at all times during the term of this Contract, have and keep in force automobile insurance, general liability insurance, and workers= compensation insurance having liability limits which satisfy the requirements of Minn. Statute Chapter 466, entitled ATort Liability of Political Subdivisionsæ, and other applicable statutes requiring insurance coverage.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

In fulfilling this Contract, the City will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The City will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, creed, marital status, status with regard to public assistance, disability, or age.

IX. CONDITIONS OF THE PARTIES OBLIGATIONS

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the contract, will be allowed by the County Library Board, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County Library Board. Such approval shall be considered to be a modification of the contract.

X. MISCELLANEOUS

Entire Contract - it is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

XI. TERM

The term of this contract shall be from January 1, 2013 until December 31, 2013. Renewal of this contract subsequent to this time period will be at the sole discretion of the County Library Board.

CITY OF SAINT PETER

Timothy Strand, Mayor

Date: _____

Todd Prafke, City Administrator

Date: _____

NICOLLET COUNTY LIBRARY BOARD

David Haack
David Haack, President

Date: 10-11-12

Mary C. Wane
for Tamara Stein, Secretary

Date: 10-11-12

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION AUTHORIZING EXECUTION OF LIBRARY SERVICES CONTRACT

WHEREAS, the City of Saint Peter has previously entered into a contractual relationship with Nicollet County for provision of library services to non-City residents; and

WHEREAS, the contract has worked well for all parties involved; and

WHEREAS, Nicollet County has proposed a new contract that would continue the provision of library services to rural residents of Nicollet County and provide funding to the City of Saint Peter for the service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to enter into a "2013 Library Purchase Of Services Contract Between Nicollet County And The City Of Saint Peter".

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allow for closing a public meeting for discussion of union contract negotiations; and

WHEREAS, the City has entered into negotiations with International Union of Operating Engineers Locals No. 70 (Utilities, Parks, and Streets); and

WHEREAS, staff recommends a closed session of the Council to discuss the negotiations.

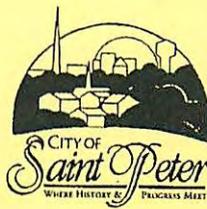
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council shall convene closed sessions for discussion of union contract negotiations between the City and International Union of Operating Engineers Local No. 70 (Utilities, Parks, and Streets).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



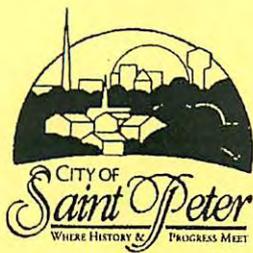
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 8, 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. Tax Increment Financing District No. 1-18 Creation
- V. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**

None scheduled
- VIII. NEW BUSINESS**
 - A. Revolving Loan Settlement: Schletter/Hunter Hardwood
 - B. Greater Mankato Growth Contract
 - C. Receptionist/Accounts Payable Clerk Position Description
- IX. REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Winter Trail/Sidewalk Closures
 - 2. Dog Park Open House
 - 3. Downtown Sidewalk Repairs
 - 4. Others
- X. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the September 24, 2012 regular Council meeting is attached for approval. A MOTION is in order.

IV. **PUBLIC HEARING**

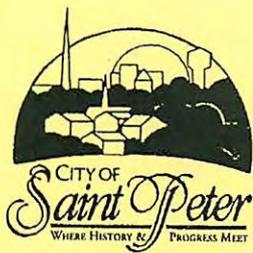
A. **PUBLIC HEARING ON TAX INCREMENT FINANCING DISTRICT NO. 1-18 CREATION**

A public hearing has been scheduled at this time regarding creation of Tax Increment Financing District No. 1-18. Notice of the hearing has been duly published in the St. Peter Herald. As adopted by the City Council, the following process shall be followed for all public hearings:

1. Staff Presentation
2. Applicant's Presentation
3. Public Comment
 - 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.



V. VISITORS

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

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

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for September 20, 2012 through October 3, 2012, is attached. Please see the attached staff reports and RESOLUTION.

VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION APPROVING SETTLEMENT FOR SCHLETTER/HUNTER HARDWOOD REVOLVING LOAN**

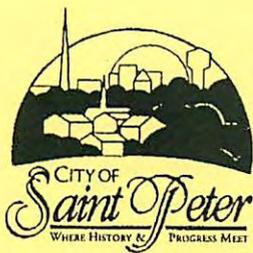
The Economic Development Authority recommends approval of a settlement offer from First National Bank in the amount of \$3,000 in exchange for the City's release of the second mortgage on the property. Acceptance of the settlement would still allow the City to proceed with collection of the outstanding loan balance through the personal guarantee provided by the Schettlers. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING EXECUTION OF RENEWAL CONTRACT WITH GREATER MANKATO GROWTH**

Staff recommends authorization be provided for execution of a renewal contract with Greater Mankato Growth. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION APPROVING MODIFICATION OF POSITION DESCRIPTION FOR RECEPTIONIST/ACCOUNTS PAYABLE CLERK**

Staff recommends approval of minor modifications to the position description for the position of Receptionist/Accounts Payable Clerk in the



Building/Finance Departments. This is a shared position for the two departments. 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 WINTER TRAIL CLOSURES

A report will be provided at this time on action taken by the Council in 2011 for closure of certain trails and sidewalks during the winter months.

2. REPORT ON DOG PARK GRAND OPENING

A report will be provided at this time on the grand opening of the dog park which was held on October 6th.

3. REPORT ON DOWNTOWN SIDEWALK REPAIRS

A report will be provided at this time on work that is beginning to repair sidewalks in the downtown area.

4. OTHERS

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

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
SEPTEMBER 24, 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 September 24, 2012.

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

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

Approval of Minutes – A motion was made by Kvamme, seconded by Zieman, to approve the minutes of the September 10, 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 September 10, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Pfeifer, seconded by Kvamme, Resolution No. 2012-136 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. 2012-136 is contained in the City Administrator's book entitled Council Resolutions 19.

Front Street Substation Driveway Project Final Acceptance – Public Works Director Giesking recommended acceptance of the project to install a concrete driveway at the south entrance to the main substation. Giesking also requested authorization to make final payment in the amount of \$24,546.09 to Kassulke Masonry. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-137 entitled "Resolution Accepting And Closing Out The Front Street Substation Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-137 is contained in the City Administrator's book entitled Council Resolutions 19.

Seal Coating Project Acceptance – Public Works Director Giesking recommended acceptance of the 2012 Seal Coat Project. Giesking indicated a total of 109 blocks were seal coated at a cost of \$137,934. Giesking reminded Councilmembers that the original plan had been to seal coat 115 blocks, but additional costs for patching and repair of downtown sidewalks had required a reduction in seal coating costs to stay within the street maintenance budget. Giesking also reviewed the reasons why seal coating streets is important and reported the work is done every 7-8 years. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-138 entitled "Resolution Accepting The 2012 Seal Coat Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-138 is contained in the City Administrator's book entitled Council Resolutions 19.

Lunderberg Revolving Loan Deferral – City Administrator Prafke provided the recommendation from the Economic Development Authority for a twelve (12) month deferral of

payments for the revolving loan and construction mitigation loans provided to St. Peter Greenhouse and Floral. Prafke indicated the business owners were marketing the business for sale and were unable to make payments at this time. Prafke noted the interest rates would not be changed and interest would continue to accrue. Prafke also pointed out that the other options available to the City would be to initiate collection on the loans (which would cost as much as the amount remaining to be paid), or to do nothing at all and expect payments to continue. In motion by Brand, seconded by Zieman, Resolution No. 2012-139 entitled "Resolution Authorizing Deferral Of Payments For Revolving Loans Previously Provided To Gerald And Diane Lunderberg d.b.a. St. Peter Greenhouse And Floral", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-139 is contained in the City Administrator's book entitled Council Resolutions 19.

St. Julien/Old Minnesota Intersection Project Engineering – Public Works Director Giesking recommended Bolton and Menk, Inc. be retained to provide preliminary engineering design for a project to improve St. Julien Street from Highway 169 to the Old Minnesota Avenue intersection. Giesking reported staff was working with MNDOT to make safety improvements to roadways intersecting Highway 169 where flood mitigation work was planned by MNDOT in 2014. Giesking also noted that any City project would be coordinated with the MNDOT work with bids being issued by either the City or MNDOT. Giesking pointed out MNDOT was working to improve safety on the roadways, which will continue to see increased traffic volumes in the coming years, by channeling turning traffic away from the higher speed lanes and minimizing t-bone accidents by using different turn designs. In motion by Kvamme, seconded by Brand, Resolution No. 2012-140 entitled "Resolution Retaining Engineers For Design Of Improvements For The 2013 Saint Julien Street Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-140 is contained in the City Administrator's book entitled Council Resolutions 19.

Public Hearing Process Adoption – City Administrator Prafke presented the proposed public hearing policy and indicated it was modeled on a League of Minnesota Cities policy and existing rules for public participation in Council meetings and workshops. Prafke indicated the goal of the policy was to inform everyone who wished to participate in a public hearing of the rules to be followed and the information would be provided at public hearings and on the City's website. Prafke also noted that as written, the policy would also be implemented for all of the City's advisory boards and commissions. In motion by Zieman, seconded by Kvamme, Resolution No. 2012-141 entitled "Resolution Adopting Public Hearing Policy For City Council And City Council Advisory Boards And Commissions", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-141 is contained in the City Administrator's book entitled Council Resolutions 19.

Business License Applications – City Administrator Prafke recommended approval of the business license applications for Bahama Mama's Pub and Grub, Inc. Prafke reported the background investigation had shown nothing that would prohibit issuance of the licenses. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-142 entitled "Resolution Approving New Business License Applications", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-142 is contained in the City Administrator's book entitled Council Resolutions 19.

MMUA Safety Contract Renewal – Public Works Director Giesking requested authorization for execution of a renewal safety contract with the Minnesota Municipal Utilities Association (MMUA) in the amount of \$21,347.52. Giesking indicated the price was the same as in 2011-2012 and the price was based on the number of full-time employees covered by the training. Giesking pointed out the services provided by the contract included a shared Safety

Coordinator, provision of required safety training, monitoring and reporting on changes in OSHA regulations, and overseeing the employee safety committee. City Administrator Prafke indicated the City's experience modification for worker's compensation insurance was less than one (1), which is a below average number of worker's compensation claims. Prafke pointed out that the lower experience modification rating was indicative of the safety program effectiveness. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-143 entitled "Resolution Authorizing Execution Of Renewal Safety Contract With Minnesota Municipal Utilities Association (MMUA)", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-143 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor pro tem Carlin and City Administrator Prafke reported the final meeting of the Mayor's Task Force would be held on September 26th at the Senior Center.

Staff Training Closure – City Administrator Prafke reminded the public that all non-emergency City offices would be closed until 1:30 p.m. on September 26th so all staff members can participate in a training session.

King and Queen of Sweden Visit – City Administrator reported the King and Queen of Sweden would be visiting Saint Peter and Gustavus Adolphus College on October 5th.

Curbside Brush Collection Schedule – City Administrator Prafke reminded residents the curbside brush collection would begin on October 8th at 7:00 a.m. and residents who wished to have materials collected should have it on the boulevard by no later than 7:00 a.m. that day.

Information Opportunities – City Administrator Prafke encouraged anyone who wished to learn what's happening in the City to "like us" on Facebook or to sign up for the weekly newsletter the "Hot Sheet".

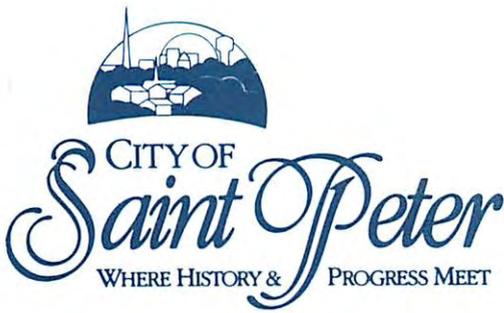
Third Street Project Update – City Administrator Prafke updated the Council and the public on the discussion related to development of North Third Street north of Union Street. Prafke reported the Shopko developer had changed the project timeline to a spring construction date which would allow more time for the Council to make decisions about the roadway and possible sidewalks in the area. Prafke also pointed out that bidding for the project would be delayed until those decisions are made.

There being no further business, a motion was made by Pfeifer, seconded by Brand, to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:44 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/3/2012

FROM: Todd Prafke
City Administrator

RE: Tax Increment Financing District No. 1-18 Public Hearing

ACTION/RECOMMENDATION

Receive public comments as part of the scheduled public hearing.

BACKGROUND

The Council has previously taken action to call for a public hearing on creation of Tax Increment Financing District No. 1-18. Notice of the hearing has been duly published in the Saint Peter Herald.

At this time it is appropriate to receive public comment as provided for in the City Council public hearing rules which have been adopted by the Council as follows:

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.

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

TP/bal



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

October 5, 2012

City of Saint Peter
Attn: Todd Prafke, City Administrator
227 South Front Street
Saint Peter, MN 56082

Honorable Mayor, Council Members, and Mr. Prafke:

As previously discussed, we have been working with City staff to identify the most appropriate method for financing public improvements that are necessary for the redevelopment of property in the northern portion of the community, including that owned by Northern Con-Agg. Based on earlier research, we had recommended that a redevelopment tax increment financing district be created for the purpose of funding public improvement costs associated with the proposed redevelopment of this area.

As a result of this recommendation, the City Council previously took action to call for a public hearing on the proposed creation of Redevelopment Tax Increment Financing District No. 1-18. As discussed, the creation of a new tax increment district provides the opportunity to include other substandard parcels that may be redevelopment candidates within the next 5-years. In order for a property to be considered substandard and an eligible candidate for redevelopment TIF assistance, the cost of bringing the structure up to current building codes must exceed 15% of the replacement cost of said structure. An internal inspection of all structures to be included within the district is required (or at least a reasonable attempt is made to internally inspect the property). City staff has completed this analysis as a part of the process of establishing this tax increment financing district and their analysis is included as a part of the tax increment plan.

If the City Council takes action to create the proposed redevelopment tax increment financing district, it will allow the City to capture some of the new property taxes to be generated by the increase in market value that will result from the proposed, and perhaps other, redevelopment projects. This capture of new property taxes can occur for a period of up to 26-years. It is the captured property taxes that would be used to assist in recouping the public improvement costs necessary to promote redevelopment activity in this area.

As a part of the process of creating a tax increment financing district, we are required to analyze the public improvement costs, establish a budget, estimate the potential tax increment that will be generated by a tax increment financing district, and provide an analysis of the impact to other taxing jurisdictions that are affected by the creation of a tax increment financing district. This information has been incorporated into the attached tax increment plan that has been distributed to the City, County, and School district in advance of the public hearing which is scheduled for October 8, 2012 at approximately 7:00 p.m. At this hearing all will be provided the opportunity (along with the public) to comment on the proposed plan.

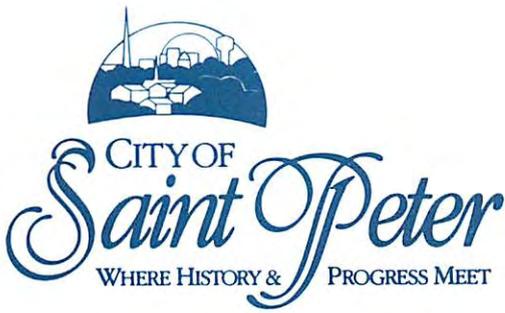
City staff will be bringing a resolution regarding the adoption of the proposed redevelopment tax increment financing district to the City Council at a later date. I will be available at the October 8, 2012 public hearing to discuss this material in detail and answer questions.

If I can be of any additional assistance to you in the mean time, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Shannon Sweeney". The signature is written in a cursive, flowing style.

Shannon Sweeney
David Drown Associates, Inc.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/21/12

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Purchase of conduit for the electric underground distribution system.

ACTION/RECOMMENDATION

It is recommended to purchase four-inch conduit from JT Services of North Mankato in the amount of \$5,096.34.

BACKGROUND

The electric utility is in need of additional four-inch conduit for inventory for the future installation of underground electric distribution wire. Two quotes for three reels of conduit were received:

Vendor	Quantity	Cost per Foot	Total	Total, including tax
JT Services	three reels 1,650 feet	\$2.89	\$4,768.50	\$5,096.34
WESCO	three reels 1,500 feet	\$3.10	\$4,650.00	\$4,969.69

JT services is the low bidder based on a per foot price; therefore, the purchase will be made through JT services.

Fiscal Impact:

The purchase will be funded through the electric utility funds.

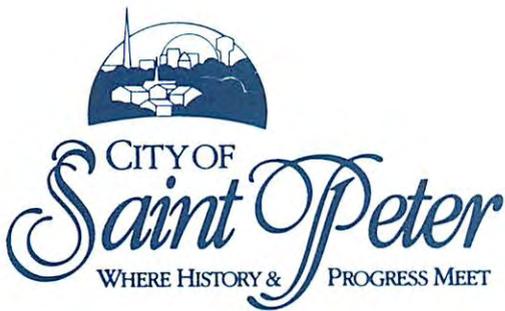
Alternatives and Variations:

Vote in favor: Staff will not make the purchase.

Negative vote: Staff will not make the purchase.

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

LGG/vwt



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/04/12

FROM: Lewis Giesking
Public Works Director

RE: Caterpillar Portable Generator Repairs

ACTION/RECOMMENDATION

It is recommended the City Council authorize Zeigler Power Systems of Shakopee, MN to complete repairs on the Model #D200P4 portable generator in the amount of \$19,135.49.

BACKGROUND

The water and wastewater utilities jointly share a portable Caterpillar generator which supplies power to City facilities during emergency situations and during prolonged electrical outages. The generator was purchased new in December 2005 and has 260 hours of operation. The primary purpose is to supply emergency power to the Kasota Lift Station.

The generator experienced an internal electrical failure in September where the wiring harness connecting the battery to the trickle charge burnt and caused extensive battery and wiring damage. Staff called Ziegler Power Systems, the manufacturer of the unit, to come and look at the damage. Ziegler could not provide a detailed quote to complete the repairs at our facility so they took the unit back to Shakopee and completed a partial tear down evaluation.

An itemized quote was developed in the amount of \$19,135.49 which has been approved by the City's insurance carrier. There is a minor risk of additional damage upon complete removal of all the destroyed parts. That risk is \$3,873.46.

Staff recommends the repairs be authorized in the amount of \$23,008.95. The existing unit has a replacement cost of \$114,000 (new) and is currently worth approximately \$75,000.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/3/2012

FROM: Cindy Moulton *Cindy*
Administrative Secretary

RE: Licenses

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The City has received temporary license applications for a LG220 Application for Exempt Permit (Gambling), Soft Drink and On Sale Beer.

The Mankato Health Care Foundation has submitted a LG220 Application for Exempt Permit (Temporary Gambling) in order to hold a raffle at Gustavus Adolphus College, 800 West College Avenue. The event will take place on November 10, 2012.

The St. Peter Kiwanis has submitted a Temporary Soft Drink license application in order to sell soda at the Oktoberfest which was held on September 28 & 29, 2012 in Parking Lot #5. You have already approved this license and have requested ratification by the City Council.

The Knights of Columbus will be holding their Annual Fish Boil on October 26, 2012 at the Church of St. Peter, 1801 West Broadway. They have submitted a Temporary On Sale Beer license application in order to sell 3.2 beer at the event.

The Arts Center of Saint Peter has submitted a Temporary On Sale Liquor license application in order to serve wine in the St. Peter Community Center lobby, 600 S 5th Street. The wine tasting will take place on November 10, 2012.

Please place these items on the October 8, 2012 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

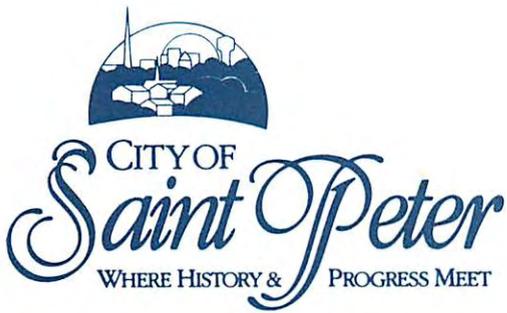
ALTERNATIVES/VARIATIONS:

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

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

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

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



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/3/2012

FROM: Todd Prafke
City Administrator

RE: Advisory Board Appointments

ACTION/RECOMMENDATION

Provide for appointment of new members to the Human Rights Commission.

BACKGROUND

Mayor Strand has recommended the appointment of two new members to the Human Rights Commission as follows:

HUMAN RIGHTS COMMISSION

Miros Parras (2012-2014)

Adam Lugsch-Tehle (2012-2014)

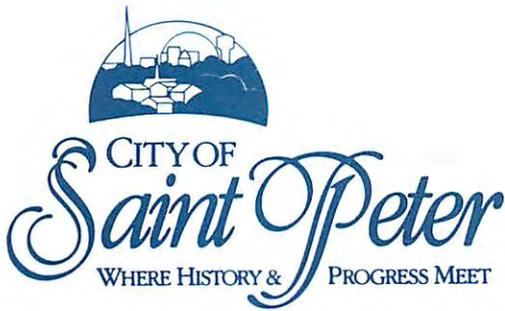
Both of these applicants have expressed their willingness to make regular meeting dates and to fulfill the three year terms.

If these two individuals are appointed, the Commission would still have two vacancies.

Please consider appointment of these individuals to the Human Rights Commission.

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

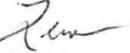
TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: September 24, 2012

FROM: Lewis Giesking 
Director of Public Works

Tim Mayo
Maintenance Superintendent

RE: High School Student Employee – Work Study Program

ACTION/RECOMMENDATION

It is recommended that Corey Paben be hired to work with the Parks, Streets, and Environmental Services Sections of the Department of Public Works, at a rate of \$8.00 per hour, under the high school work study program.

BACKGROUND

In the spring of 2012, a meeting was held with Kelsey Hutchins's of the high school about the possible hiring of a work study person for the city of Saint Peter starting in the fall of 2012. Kelsey has recommended the hiring of Corey Paben for this years work study program. Corey met with Tim Mayo, Maintenance Superintendent on September 24th to discuss the potential for his employment with the City under the high school work study program that has been successful in the past. This program gives the student valuable training for adult life by working part time for the city and evaluating the work in a classroom setting. Corey will have the opportunity to do a variety of different things for the city. Training for the student involves job punctuality, attention to detail, operating and care of equipment; whereas, the city benefits by getting work done that would not be completed due to other work commitments for full time personnel. Hours of work for this first semester will be from 12:00 to 4:00 p.m. Monday through Thursday subject to the action of the City Council. Tim Mayo will be providing guidance for the student on the job and providing evaluation feedback to the instructor – Kelsey Hutchins.

Fiscal Impact:

Funding would be from the Parks Budget for seasonal employees at the beginning wage rate of \$8.00 per hour as budgeted.

Alternatives and Variations:

Vote in favor: Staff will proceed with the employment of Corey Paben under the work study program.

Negative Vote: Staff will await further direction regarding the work study program.

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

TM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	shirts for soccer	GENERAL FUND	RECREATION/LEISURE SER	577.28
			TOTAL:	577.28
A. H. HERMEL WHOLESAL	concessions	COMMUNITY CENTER	COMMUNITY CENTER	293.12
			TOTAL:	293.12
AMERICAN PUBLIC WORKS ASSOCIATION	dues tim mayo 12/12-11/13	GENERAL FUND	STREETS	68.33
	dues tim mayo 12/12-11/13	GENERAL FUND	PARKS	68.33
	dues tim mayo 12/12-11/13	ENVIRON SERVICES F	ADMIN AND GENERAL	68.34
			TOTAL:	205.00
ARROW ACE HARDWARE INC	key for downstairs vault	GENERAL FUND	MUNICIPAL BUILDING	2.45
	batteries	GENERAL FUND	POLICE	17.09
	tape, vinyl letters, paint, v	GENERAL FUND	FIRE	67.23
			TOTAL:	86.77
AUDIO EDITIONS	replacement audio disc	LIBRARY FUND	LIBRARY	8.00
			TOTAL:	8.00
AUTOMATIC SYSTEMS CO.	adj pot in valve, new alar	WATER	PURIFICATION AND TREAT	433.15
			TOTAL:	433.15
B & B ENTERPRISE	dog park plates	RESTRICTED CONTRIB	PARKS	13.89
			TOTAL:	13.89
B. STARK & CO.	paws walk t shirts	RESTRICTED CONTRIB	COMMUNITY SERVICE	775.00
			TOTAL:	775.00
BORDER STATES ELECTRIC SUPPLY	#427 smu20 fuse unit	ELECTRIC FUND	NON-DEPARTMENTAL	4,231.23
			TOTAL:	4,231.23
C & S SUPPLY CO INC	3pt broadcast spreader	GENERAL FUND	STREETS	45.02
	ratchet	GENERAL FUND	STREETS	49.14
	3pt broadcast spreader	GENERAL FUND	PARKS	45.02
	uniform allow - wayne p	COMMUNITY CENTER	COMMUNITY CENTER	63.98
	3pt broadcast spreader	WATER	DISTRIBUTION AND STORA	22.51
	3pt broadcast spreader	WASTE WATER FUND	SOURCE/TREATMENT	22.54
	3pt broadcast spreader	ENVIRON SERVICES F	REFUSE DISPOSAL	22.51
	3pt broadcast spreader	ELECTRIC FUND	POWER DISTRIBUTION	45.02
	3pt broadcast spreader	STORMWATER FUND	TREATMENT	22.54
			TOTAL:	338.28
CARQUEST AUTO PARTS STORES	fuel tank repair kit	GENERAL FUND	FIRE	13.88
			TOTAL:	13.88
CENTERPOINT ENERGY MINNEGASCO	gas for sept '12	GENERAL FUND	FIRE	58.79
	gas for sept '12	GENERAL FUND	STREETS	42.71
	gas for sept '12	GENERAL FUND	SWIMMING POOL	574.82
	gas for sept '12	GENERAL FUND	PARKS	34.17
	gas for sept '12	LIBRARY FUND	LIBRARY	52.89
	gas for sept '12	COMMUNITY CENTER	COMMUNITY CENTER	916.85
	gas for sept '12	WATER	PURIFICATION AND TREAT	74.29
	gas for sept '12	WATER	PURIFICATION AND TREAT	22.61
	gas for sept '12	WATER	ADMIN AND GENERAL	17.08
	gas for sept '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for sept '12	WASTE WATER FUND	SOURCE/TREATMENT	50.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gas for sept '12	WASTE WATER FUND	ADMIN AND GENERAL	17.08
	gas for sept '12	ENVIRON SERVICES F	ADMIN AND GENERAL	17.08
	gas for sept '12	ELECTRIC FUND	ADMIN AND GENERAL	42.71
			TOTAL:	1,934.86
COLE PAPERS INC	kleenex,tp,garbage bags,cl	GENERAL FUND	CITY ADMINISTRATION	79.34
	wrong tp - returned	GENERAL FUND	CITY ADMINISTRATION	9.64-
	toilet paper	GENERAL FUND	CITY ADMINISTRATION	9.64
	kleenex,tp,garbage bags,cl	GENERAL FUND	CITY CLERK	79.34
	wrong tp - returned	GENERAL FUND	CITY CLERK	9.64-
	toilet paper	GENERAL FUND	CITY CLERK	9.64
	kleenex,tp,garbage bags,cl	GENERAL FUND	FINANCE	52.89
	wrong tp - returned	GENERAL FUND	FINANCE	6.43-
	toilet paper	GENERAL FUND	FINANCE	6.43
	kleenex,tp,garbage bags,cl	GENERAL FUND	POLICE	42.31
	wrong tp - returned	GENERAL FUND	POLICE	5.14-
	toilet paper	GENERAL FUND	POLICE	5.14
	kleenex,tp,garbage bags,cl	GENERAL FUND	BUILDING INSPECTOR	21.16
	wrong tp - returned	GENERAL FUND	BUILDING INSPECTOR	2.57-
	toilet paper	GENERAL FUND	BUILDING INSPECTOR	2.57
	kleenex,tp,garbage bags,cl	GENERAL FUND	PUBLIC WORKS ADMIN	10.58
	wrong tp - returned	GENERAL FUND	PUBLIC WORKS ADMIN	1.29-
	toilet paper	GENERAL FUND	PUBLIC WORKS ADMIN	1.29
	armoral wipes, spray	GENERAL FUND	STREETS	66.28
	tp, towels, cups	GENERAL FUND	STREETS	60.63
	armoral wipes, spray	GENERAL FUND	PARKS	66.28
	tp, towels, cups	GENERAL FUND	PARKS	60.63
	kleenex,tp,garbage bags,cl	GENERAL FUND	ECONOMIC DEVMT	5.29
	wrong tp - returned	GENERAL FUND	ECONOMIC DEVMT	0.64-
	toilet paper	GENERAL FUND	ECONOMIC DEVMT	0.64
	paper towels	LIBRARY FUND	LIBRARY	74.33
	paper towels	COMMUNITY CENTER	COMMUNITY CENTER	297.32
	armoral wipes, spray	WATER	DISTRIBUTION AND STORA	33.13
	tp, towels, cups	WATER	DISTRIBUTION AND STORA	30.31
	kleenex,tp,garbage bags,cl	WATER	ADMIN AND GENERAL	47.60
	wrong tp - returned	WATER	ADMIN AND GENERAL	5.78-
	toilet paper	WATER	ADMIN AND GENERAL	5.78
	armoral wipes, spray	WASTE WATER FUND	SOURCE/TREATMENT	33.18
	tp, towels, cups	WASTE WATER FUND	SOURCE/TREATMENT	30.35
	kleenex,tp,garbage bags,cl	WASTE WATER FUND	ADMIN AND GENERAL	47.61
	wrong tp - returned	WASTE WATER FUND	ADMIN AND GENERAL	5.79-
	toilet paper	WASTE WATER FUND	ADMIN AND GENERAL	5.79
	armoral wipes, spray	ENVIRON SERVICES F	REFUSE DISPOSAL	33.13
	tp, towels, cups	ENVIRON SERVICES F	REFUSE DISPOSAL	30.31
	armoral wipes, spray	ELECTRIC FUND	POWER DISTRIBUTION	66.28
	tp, towels, cups	ELECTRIC FUND	POWER DISTRIBUTION	60.63
	kleenex,tp,garbage bags,cl	ELECTRIC FUND	ADMIN AND GENERAL	142.81
	wrong tp - returned	ELECTRIC FUND	ADMIN AND GENERAL	17.35-
	toilet paper	ELECTRIC FUND	ADMIN AND GENERAL	17.35
	armoral wipes, spray	STORMWATER FUND	TREATMENT	33.16
	tp, towels, cups	STORMWATER FUND	TREATMENT	30.33
			TOTAL:	1,535.21
COMPUTER TECHNOLOGY SOLUTIONS, INC.	monitor lt1l tyk moline gr	LIBRARY FUND	LIBRARY	128.25
			TOTAL:	128.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
COPIER BUSINESS SOLUTIONS	9/22-12/21 copier contract	GENERAL FUND	STREETS	26.01
	9/22-12/21 copier contract	GENERAL FUND	PARKS	20.81
	9/22-12/21 copier contract	WATER	ADMIN AND GENERAL	10.40
	9/22-12/21 copier contract	WASTE WATER FUND	ADMIN AND GENERAL	10.40
	9/22-12/21 copier contract	ENVIRON SERVICES F	ADMIN AND GENERAL	10.41
	9/22-12/21 copier contract	ELECTRIC FUND	ADMIN AND GENERAL	26.01
	TOTAL:			104.04
COURT SPORTS AND MORE	clothing allow - jeff fros	WASTE WATER FUND	ADMIN AND GENERAL	135.00
	clothing allow - steve b.	WASTE WATER FUND	ADMIN AND GENERAL	87.00
	TOTAL:			222.00
CRAGUN'S RESORT & HOTEL ON GULL LAKE	2 rooms mrpa conf 9/18-21	GENERAL FUND	RECREATION/LEISURE SER	763.08
	TOTAL:			763.08
CREDIT RIVER TOOLS	18v cordless impact	WASTE WATER FUND	SOURCE/TREATMENT	518.34
	TOTAL:			518.34
CULLIGAN	muni bldg meter rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	TOTAL:			28.05
CUSTOM FIRE APPARATUS, INC.	ladder lift #5h	GENERAL FUND	FIRE	1,001.20
	TOTAL:			1,001.20
DAVE'S ELECTRONIC SERVICE	#810 tk8180 radio sn b2600	GENERAL FUND	STREETS	692.28
	TOTAL:			692.28
DEWILD GRANT RECKERT & ASSOCIATES CO	substation improvements	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	243.50
	spcc plan update	ELECTRIC FUND	POWER DISTRIBUTION	1,347.50
	interconnect edward jones	ELECTRIC FUND	ADMIN AND GENERAL	157.00
	TOTAL:			1,748.00
LANCE DLOUHY	halloween fun run supp	RESTRICTED CONTRIB	RECREATION/LEISURE SER	285.39
	TOTAL:			285.39
DPC INDUSTRIES, INC.	potassium permanganate	WATER	PURIFICATION AND TREAT	817.50
	TOTAL:			817.50
DUECO INC	braided rope 1"x100' #21 d	ELECTRIC FUND	POWER DISTRIBUTION	449.11
	TOTAL:			449.11
EARL F ANDERSEN INC	nylon washers for signs	GENERAL FUND	STREETS	85.34
	TOTAL:			85.34
ED'S PLUMBING	repair leak mill pond, mn	GENERAL FUND	PARKS	395.86
	TOTAL:			395.86
BRIAN ENTER	softball ump 9/17-9/25 4 g	GENERAL FUND	RECREATION/LEISURE SER	84.00
	TOTAL:			84.00
ENVIRONMENTAL RESOURCE ASSOCIATES	testing potable water	WASTE WATER FUND	SOURCE/TREATMENT	647.15
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	991.15
	TOTAL:			1,638.30
FASTENAL COMPANY	hex cap screws	GENERAL FUND	STREETS	17.31
	hex nuts, pins, washers, s	GENERAL FUND	STREETS	117.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cutting wheels	GENERAL FUND	STREETS	1.85
	aa batteries	GENERAL FUND	STREETS	4.10
	hex nuts, pins, washers, s	GENERAL FUND	PARKS	117.36
	cutting wheels	GENERAL FUND	PARKS	1.85
	aa batteries	GENERAL FUND	PARKS	4.10
	hex nuts, pins, washers, s	WATER	DISTRIBUTION AND STORA	58.67
	cutting wheels	WATER	DISTRIBUTION AND STORA	0.92
	aa batteries	WATER	DISTRIBUTION AND STORA	2.05
	socket head cap screw	WASTE WATER FUND	BIOSOLIDS	1.24
	hex nuts, pins, washers, s	WASTE WATER FUND	SOURCE/TREATMENT	58.75
	cutting wheels	WASTE WATER FUND	SOURCE/TREATMENT	0.92
	aa batteries	WASTE WATER FUND	SOURCE/TREATMENT	2.05
	hex nuts, pins, washers, s	ENVIRON SERVICES F	REFUSE DISPOSAL	58.67
	cutting wheels	ENVIRON SERVICES F	REFUSE DISPOSAL	0.92
	aa batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	2.05
	hex nuts, pins, washers, s	ELECTRIC FUND	POWER DISTRIBUTION	117.36
	cutting wheels	ELECTRIC FUND	POWER DISTRIBUTION	1.85
	aa batteries	ELECTRIC FUND	POWER DISTRIBUTION	4.10
	hex nuts, pins, washers, s	STORMWATER FUND	TREATMENT	58.74
	cutting wheels	STORMWATER FUND	TREATMENT	0.92
	aa batteries	STORMWATER FUND	TREATMENT	2.07
			TOTAL:	635.21
FIRST SYSTEMS TECHNOLOGY, INC	loops for flow meters to c	WASTE WATER FUND	BIOSOLIDS	450.00
			TOTAL:	450.00
TIM FISCHER	steel toe boots	COMMUNITY CENTER	COMMUNITY CENTER	159.99
			TOTAL:	159.99
FUREY FILTER AND PUMP INC	back pressure valve	WASTE WATER FUND	SOURCE/TREATMENT	340.40
			TOTAL:	340.40
GELDNER UNDERGROUND, INC.	set fiberglass bsmt summit	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	300.00
	summit pk bore 2"	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,245.50
	sunrise n of traverse bore	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,480.00
	1813-17 orchard rdg boring	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	977.50
			TOTAL:	8,003.00
GEOCOMM, INC.	gl mobile software support	GENERAL FUND	FIRE	324.40
			TOTAL:	324.40
WILLIAM GERHART	binoculars-uniform allow b	GENERAL FUND	POLICE	171.12
			TOTAL:	171.12
GRAINGER	4 step steel tilt/roll lad	WATER	PURIFICATION AND TREAT	531.23
			TOTAL:	531.23
GUSTAVUS ADOLPHUS COLLEGE-DINING	all staff training meals	GENERAL FUND	CITY ADMINISTRATION	859.04
			TOTAL:	859.04
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,732.00
			TOTAL:	1,732.00
HILLYARD/HUTCHINSON	vacuum bags	GENERAL FUND	STREETS	19.45
	vacuum bags	GENERAL FUND	PARKS	19.45
	cleaning supp	COMMUNITY CENTER	COMMUNITY CENTER	97.29

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	vacuum bags	WATER	DISTRIBUTION AND STORA	9.73
	vacuum bags	WASTE WATER FUND	SOURCE/TREATMENT	9.74
	vacuum bags	ENVIRON SERVICES F	REFUSE DISPOSAL	9.73
	vacuum bags	ELECTRIC FUND	POWER DISTRIBUTION	19.45
	vacuum bags	STORMWATER FUND	TREATMENT	9.73
			TOTAL:	194.57
DERRICK HOFFMAN	softball ump 9/17-25 8 gam	GENERAL FUND	RECREATION/LEISURE SER	168.00
			TOTAL:	168.00
HOLIDAY COMMERCIAL	fuel sept	GENERAL FUND	POLICE	341.96
	car washes	GENERAL FUND	POLICE	18.15
	sept fuel	GENERAL FUND	BUILDING INSPECTOR	126.92
	sept fuel	GENERAL FUND	PUBLIC WORKS ADMIN	95.67
	sept fuel	WATER	CUSTOMER ACCOUNTS	32.63
	sept fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	32.63
	sept fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	32.65
			TOTAL:	680.61
INFORMATION POLICY ANALYSIS	law enforcement data works	GENERAL FUND	POLICE	350.00
			TOTAL:	350.00
INFRATECH	repair warthog nozzle	WASTE WATER FUND	COLLECTOR/LIFT STAT	647.14
			TOTAL:	647.14
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	971.56
			TOTAL:	971.56
JLS DISTRIBUTING, INC	grease	GENERAL FUND	STREETS	19.23
	grease	GENERAL FUND	PARKS	19.23
	grease	WATER	DISTRIBUTION AND STORA	9.62
	grease	WASTE WATER FUND	SOURCE/TREATMENT	9.63
	grease	ENVIRON SERVICES F	REFUSE DISPOSAL	9.62
	grease	ELECTRIC FUND	POWER DISTRIBUTION	19.23
	grease	STORMWATER FUND	TREATMENT	9.62
			TOTAL:	96.18
RON JOHNSON	tile repair water trtmt pl	WASTE WATER FUND	SOURCE/TREATMENT	150.00
			TOTAL:	150.00
JT SERVICES	gault park lot head repl-a	ELECTRIC FUND	POWER DISTRIBUTION	885.73
			TOTAL:	885.73
AMY KAMM	clothing allowance	STORMWATER FUND	ADMINISTRATION AND GEN	26.40
			TOTAL:	26.40
TERRY KAMM	clothing allowance	WATER	ADMIN AND GENERAL	57.37
			TOTAL:	57.37
THE LAFAYETTE-NICOLLET LEDGER	1 yr subscription	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
LOCATORS & SUPPLIES, INC.	safety vest	ELECTRIC FUND	ADMIN AND GENERAL	68.17
	safety vest	ELECTRIC FUND	ADMIN AND GENERAL	58.78
			TOTAL:	126.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MANKATO-SPS COMPANIES, INC.	filters	LIBRARY FUND	LIBRARY	113.87
	filters	COMMUNITY CENTER	COMMUNITY CENTER	<u>455.47</u>
			TOTAL:	569.34
MARCO, INC.	copier maint for 46018	GENERAL FUND	CITY ADMINISTRATION	26.40
	copier maint for 46018	GENERAL FUND	CITY CLERK	26.40
	copier maint for 46018	GENERAL FUND	FINANCE	17.60
	copier maint for 46018	GENERAL FUND	POLICE	14.08
	copier maint for 46018	GENERAL FUND	BUILDING INSPECTOR	7.04
	copier maint for 46018	GENERAL FUND	PUBLIC WORKS ADMIN	3.52
	copier maint for 46018	GENERAL FUND	ECONOMIC DEVMT	1.76
	copier maint for 46018	WATER	ADMIN AND GENERAL	15.84
	copier maint for 46018	WASTE WATER FUND	ADMIN AND GENERAL	15.85
	copier maint for 46018	ELECTRIC FUND	ADMIN AND GENERAL	<u>47.52</u>
			TOTAL:	176.01
	MENARDS	gorman cupola araucoply pa	GENERAL FUND	PARKS
pressure washer-replace pw		COMMUNITY CENTER	COMMUNITY CENTER	426.43
hfr supplies		RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>27.30</u>
		TOTAL:	539.21	
METRO FIRE	5 gallon pails foam	GENERAL FUND	FIRE	<u>240.00</u>
			TOTAL:	240.00
METRO JANITORIAL SUPPLY INC.	deodorizers for restrooms	COMMUNITY CENTER	COMMUNITY CENTER	<u>260.91</u>
			TOTAL:	260.91
METRO SALES INC	printer fees 9/12/12-12/12	LIBRARY FUND	LIBRARY	<u>317.89</u>
			TOTAL:	317.89
MII LIFE	sept admin fee 2012	GENERAL FUND	CITY ADMINISTRATION	3.08
	sept admin fee 2012	GENERAL FUND	CITY CLERK	1.92
	sept admin fee 2012	GENERAL FUND	FINANCE	5.12
	sept admin fee 2012	GENERAL FUND	MUNICIPAL BUILDING	1.35
	sept admin fee 2012	GENERAL FUND	POLICE	25.02
	sept admin fee 2012	GENERAL FUND	BUILDING INSPECTOR	4.91
	sept admin fee 2012	GENERAL FUND	COMMUNITY SERVICE	1.92
	sept admin fee 2012	GENERAL FUND	PUBLIC WORKS ADMIN	1.42
	sept admin fee 2012	GENERAL FUND	STREETS	2.62
	sept admin fee 2012	GENERAL FUND	RECREATION/LEISURE SER	5.49
	sept admin fee 2012	GENERAL FUND	PARKS	9.88
	sept admin fee 2012	GENERAL FUND	ECONOMIC DEVMT	1.92
	sept admin fee 2012	LIBRARY FUND	LIBRARY	2.41
	sept admin fee 2012	COMMUNITY CENTER	COMMUNITY CENTER	2.88
	sept admin fee 2012	WATER	DISTRIBUTION AND STORA	4.71
	sept admin fee 2012	WATER	ADMIN AND GENERAL	1.74
	sept admin fee 2012	WATER	CUSTOMER ACCOUNTS	0.38
	sept admin fee 2012	WASTE WATER FUND	SOURCE/TREATMENT	2.79
	sept admin fee 2012	WASTE WATER FUND	ADMIN AND GENERAL	1.96
	sept admin fee 2012	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.39
	sept admin fee 2012	ENVIRON SERVICES F	REFUSE DISPOSAL	3.85
	sept admin fee 2012	ENVIRON SERVICES F	ADMIN AND GENERAL	0.78
	sept admin fee 2012	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.39
	sept admin fee 2012	ELECTRIC FUND	POWER DISTRIBUTION	5.77
	sept admin fee 2012	ELECTRIC FUND	ADMIN AND GENERAL	6.97
	sept admin fee 2012	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sept admin fee 2012	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.44
	sept admin fee 2012	STORMWATER FUND	ADMINISTRATION AND GEN	3.98
	sept admin fee 2012	STORMWATER FUND	CUSTOMER ACCOUNTS	0.39
	sept admin fee 2012	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.84
			TOTAL:	111.63
MISC VENDOR MALPHURS, WILLIAM	srp sing along	LIBRARY FUND	LIBRARY	425.00
			TOTAL:	425.00
MN DEPT OF HEALTH	accreditation renewal lab	WASTE WATER FUND	SOURCE/TREATMENT	3,500.00
			TOTAL:	3,500.00
MN DEPT OF HUMAN SERVICES	mowing @ welco w&403nassau	GENERAL FUND	NON-DEPARTMENTAL	350.00
			TOTAL:	350.00
MN DEPT OF LABOR & INDUSTRY	3rd qtr state surcharge 20	GENERAL FUND	BUILDING INSPECTOR	1,385.72
	bdwy boiler regist fee	WATER	PURIFICATION AND TREAT	10.00
			TOTAL:	1,395.72
MN MUNICIPAL UTILITIES ASSOCIATION	drug & alcohol testing	GENERAL FUND	STREETS	71.00
	drug & alcohol testing	GENERAL FUND	PARKS	213.00
	drug & alcohol testing	WATER	ADMIN AND GENERAL	35.50
	drug & alcohol testing	WASTE WATER FUND	ADMIN AND GENERAL	106.50
	drug & alcohol testing	ENVIRON SERVICES F	ADMIN AND GENERAL	71.00
	drug & alcohol testing	STORMWATER FUND	ADMINISTRATION AND GEN	35.50
			TOTAL:	532.50
MN PIPE & EQUIPMENT	#351 #2 copper horns w/swi	WATER	NON-DEPARTMENTAL	219.79
			TOTAL:	219.79
PETE MOULTON	duluth awwa mileage	WATER	ADMIN AND GENERAL	266.40
	duluth awwa meals	WATER	ADMIN AND GENERAL	32.92
			TOTAL:	299.32
MVTL LABORATORIES INC	nitrogen testing	WASTE WATER FUND	SOURCE/TREATMENT	63.00
	salty disc testing	WASTE WATER FUND	SOURCE/TREATMENT	318.00
			TOTAL:	381.00
NBS CALIBRATIONS	balance/scale service, cal	WASTE WATER FUND	SOURCE/TREATMENT	164.00
	service, calibrate thermom	WASTE WATER FUND	SOURCE/TREATMENT	155.00
	clean, calibrate weights	WASTE WATER FUND	SOURCE/TREATMENT	184.00
			TOTAL:	503.00
JAMES NEARY	clothing allowance	GENERAL FUND	FIRE	40.00
	clothing allowance	GENERAL FUND	PARKS	40.00
			TOTAL:	80.00
NORTHERN SAFETY TECHNOLOGY, INC.	equip bracket for motorola	GENERAL FUND	POLICE	64.31
			TOTAL:	64.31
OFFICEMAX	thumb drives	GENERAL FUND	CITY ADMINISTRATION	7.69
	thumb drives	GENERAL FUND	CITY CLERK	7.69
	thumb drives	GENERAL FUND	FINANCE	5.12
	ups	GENERAL FUND	FINANCE	26.45
	thumb drives	GENERAL FUND	POLICE	4.10
	speakers	GENERAL FUND	POLICE	32.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	thumb drives	GENERAL FUND	BUILDING INSPECTOR	2.05
	thumb drives	GENERAL FUND	PUBLIC WORKS ADMIN	1.02
	thumb drives	GENERAL FUND	ECONOMIC DEVMT	0.51
	thumb drives	WATER	ADMIN AND GENERAL	4.61
	ups	WATER	ADMIN AND GENERAL	6.61
	ups	WATER	ADMIN AND GENERAL	52.89
	thumb drives	WASTE WATER FUND	ADMIN AND GENERAL	4.62
	ups	WASTE WATER FUND	ADMIN AND GENERAL	6.61
	ups	ENVIRON SERVICES F	ADMIN AND GENERAL	6.61
	thumb drives	ELECTRIC FUND	ADMIN AND GENERAL	13.83
	ups	ELECTRIC FUND	ADMIN AND GENERAL	6.61
			TOTAL:	189.08
OLYMPIC FIRE PROTECTION	move sprinkler heads-new e	COMMUNITY CENTER	COMMUNITY CENTER	349.48
			TOTAL:	349.48
OMG MIDWEST, INC	295 turnback pay est #12	PERM IMPROVMENT RE	STREETS	47,676.23
			TOTAL:	47,676.23
PEPSI-COLA OF MANKATO INC	cc vending machine soda	COMMUNITY CENTER	COMMUNITY CENTER	441.50
			TOTAL:	441.50
PET EXPO DIST.	routine maintenance fish t	LIBRARY FUND	LIBRARY	75.29
			TOTAL:	75.29
PETER'S SODDING SERVICE	sod installed comm ctr	LIBRARY FUND	LIBRARY	42.98
	sod installed comm ctr	COMMUNITY CENTER	COMMUNITY CENTER	64.47
	sod medians nic meadows	ENVIRON SERVICES F	REFUSE DISPOSAL	850.77
	sod installed for tree stu	ENVIRON SERVICES F	REFUSE DISPOSAL	60.00
			TOTAL:	1,018.22
PETRUS	2nd 1/2 pavilion mtg facil	GENERAL FUND	MAYOR & COUNCIL	900.00
			TOTAL:	900.00
TODD PRAFKE	mileage to st paul mndot m	GENERAL FUND	CITY ADMINISTRATION	78.26
			TOTAL:	78.26
PROFESSIONAL WATER TECHNOLOGIES	antiscalant 9860#	WATER	PURIFICATION AND TREAT	10,000.00
			TOTAL:	10,000.00
RAMY TURF PRODUCTS	seed baseball assoc-billed	GENERAL FUND	PARKS	93.52
	seed	WATER	DISTRIBUTION AND STORA	265.05
	seed	WASTE WATER FUND	SOURCE/TREATMENT	149.63
	seed	STORMWATER FUND	TREATMENT	149.63
			TOTAL:	657.83
KELLY RAYMOND	softball ump 9/17-25 4 gam	GENERAL FUND	RECREATION/LEISURE SER	84.00
			TOTAL:	84.00
RETROFIT RECYCLING	4' lamp boxes - fall cip	ELECTRIC FUND	POWER DISTRIBUTION	38.26
			TOTAL:	38.26
RYAN ELECTRIC OF ST PETER	replace recep humidifier,	WASTE WATER FUND	BIOSOLIDS	213.26
	control relays - bio	WASTE WATER FUND	BIOSOLIDS	394.90
	water heater leak	WASTE WATER FUND	BIOSOLIDS	70.00
	repair control rod west bl	WASTE WATER FUND	BIOSOLIDS	229.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	testing power reset - nl	WASTE WATER FUND	COLLECTOR/LIFT STAT	87.50
	reconfigure floats, ballas	WASTE WATER FUND	COLLECTOR/LIFT STAT	163.67
	uv room capacitors, fuses,	WASTE WATER FUND	SOURCE/TREATMENT	748.67
	test motors, repair winch	WASTE WATER FUND	SOURCE/TREATMENT	387.00
	scrubber room motor	WASTE WATER FUND	SOURCE/TREATMENT	70.00
	uv room ballasts	WASTE WATER FUND	SOURCE/TREATMENT	140.00
	ballasts, cable - uv	WASTE WATER FUND	SOURCE/TREATMENT	647.50
	uv system - new ballast	WASTE WATER FUND	SOURCE/TREATMENT	245.00
			TOTAL:	3,397.00
RYAN PLUMBING & HEATING	install tee-water line irr	GENERAL FUND	STREETS	80.06
	install tee-water line irr	GENERAL FUND	PARKS	80.06
	install tee-water line irr	WATER	DISTRIBUTION AND STORA	40.02
	install tee-water line irr	WASTE WATER FUND	SOURCE/TREATMENT	40.07
	install tee-water line irr	ENVIRON SERVICES F	REFUSE DISPOSAL	40.02
	install tee-water line irr	ELECTRIC FUND	POWER DISTRIBUTION	80.06
	install tee-water line irr	STORMWATER FUND	TREATMENT	40.07
			TOTAL:	400.36
SHERWIN-WILLIAMS	painting supplies	COMMUNITY CENTER	COMMUNITY CENTER	215.79
			TOTAL:	215.79
SIGN PRO	banners halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	315.71
			TOTAL:	315.71
SOUTHERN MN CONSTRUCTION CO INC	orchard rdg swift ch chest	GENERAL FUND	STREETS	537.45
	dump fee - mill pond rr sh	GENERAL FUND	PARKS	22.50
	boat landing - dust free	GENERAL FUND	PARKS	161.92
	gravel - yard	WATER	ADMIN AND GENERAL	175.08
	gravel - yard	WASTE WATER FUND	ADMIN AND GENERAL	175.08
	gravel - yard	ENVIRON SERVICES F	ADMIN AND GENERAL	87.53
	gravel - yard	ELECTRIC FUND	ADMIN AND GENERAL	437.69
			TOTAL:	1,597.25
SOUTHERN MN MUNICIPAL POWER AGENCY	purchased power for aug '1	ELECTRIC FUND	POWER SUPPLY	753,658.98
			TOTAL:	753,658.98
SPRINT SOLUTIONS, INC.	phone bill for sept '12	GENERAL FUND	POLICE	279.93
	cell phone service	GENERAL FUND	POLICE	441.22
	phone bill for sept '12	GENERAL FUND	FIRE	17.44
	phone bill for sept '12	WATER	ADMIN AND GENERAL	25.81
	phone bill for sept '12	ELECTRIC FUND	ADMIN AND GENERAL	25.81
			TOTAL:	790.21
ST PETER COMMUNITY & FAMILY EDUCATION	cleaning/rearrange furnitu	COMMUNITY CENTER	COMMUNITY CENTER	273.68
			TOTAL:	273.68
ST PETER FIREFIGHTERS RELIEF	annual fire aid	FIREMANS RELIEF	FIRE	43,175.11
			TOTAL:	43,175.11
STAPLES ADVANTAGE	corr tape, flags, labels,	GENERAL FUND	STREETS	51.18
	corr tape, flags, labels,	GENERAL FUND	PARKS	40.94
	2013 appt book	GENERAL FUND	PARKS	19.87
	corr tape, flags, labels,	WATER	ADMIN AND GENERAL	20.47
	sharpener	WATER	ADMIN AND GENERAL	78.53
	corr tape, flags, labels,	WASTE WATER FUND	ADMIN AND GENERAL	20.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	corr tape, flags, labels,	ENVIRON SERVICES F	ADMIN AND GENERAL	20.48
	corr tape, flags, labels,	ELECTRIC FUND	ADMIN AND GENERAL	<u>51.18</u>
			TOTAL:	303.12
STREICHER'S	uniform allow - radio hldr	GENERAL FUND	POLICE	<u>35.26</u>
			TOTAL:	35.26
TASER INTERNATIONAL	battery packs, cartridges	GENERAL FUND	POLICE	<u>202.60</u>
			TOTAL:	202.60
TIGERDIRECT.COM	spare ups	GENERAL FUND	FINANCE	63.05
	ups- dispatch 900mhz coupl	GENERAL FUND	POLICE	126.10
	spare ups	WATER	ADMIN AND GENERAL	15.76
	spare ups	WASTE WATER FUND	ADMIN AND GENERAL	15.76
	spare ups	ENVIRON SERVICES F	ADMIN AND GENERAL	15.77
	spare ups	ELECTRIC FUND	ADMIN AND GENERAL	15.76
	replace monitor-Amy	STORMWATER FUND	ADMINISTRATION AND GEN	<u>155.49</u>
			TOTAL:	407.69
TITAN MACHINERY	swap out drum - rental scr	GENERAL FUND	STREETS	75.57
	swap out drum - rental scr	GENERAL FUND	PARKS	75.57
	swap out drum - rental scr	WATER	DISTRIBUTION AND STORA	37.78
	swap out drum - rental scr	WASTE WATER FUND	SOURCE/TREATMENT	37.83
	swap out drum - rental scr	ENVIRON SERVICES F	REFUSE DISPOSAL	37.78
	swap out drum - rental scr	ELECTRIC FUND	POWER DISTRIBUTION	75.57
	swap out drum - rental scr	STORMWATER FUND	TREATMENT	<u>37.84</u>
			TOTAL:	377.94
TRANE	service agreement qrtrly	COMMUNITY CENTER	COMMUNITY CENTER	<u>964.50</u>
			TOTAL:	964.50
TWIN CITY OPTICAL CO INC	safety glasses - mike w	COMMUNITY CENTER	COMMUNITY CENTER	259.63
	safety glasses - raoul	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>123.08</u>
			TOTAL:	382.71
UNIVERSITY OF MINNESOTA	apwa winter conf - tim may	GENERAL FUND	PUBLIC WORKS ADMIN	385.00
	snowplow class-neary, blac	GENERAL FUND	STREETS	<u>150.00</u>
			TOTAL:	535.00
VISA	pop for goal session	GENERAL FUND	MAYOR & COUNCIL	12.77
	budget lunch	GENERAL FUND	CITY ADMINISTRATION	15.28
	meals	GENERAL FUND	POLICE	110.78
	single gear motor	GENERAL FUND	STREETS	788.77
	afterschool supplies	GENERAL FUND	RECREATION/LEISURE SER	12.18
	lunch - prgrm staff mtg	GENERAL FUND	RECREATION/LEISURE SER	17.16
	spdc agenda -meal	GENERAL FUND	ECONOMIC DEVMT	17.43
	cd	LIBRARY FUND	LIBRARY	18.00
	repair camera	PUBLIC ACCESS	PUBLIC ACCESS	834.83
	streamers for 10 year anni	COMMUNITY CENTER	COMMUNITY CENTER	32.15
	1919 rootbeer for 10 year	COMMUNITY CENTER	COMMUNITY CENTER	50.54
	paws supplies	RESTRICTED CONTRIB	COMMUNITY SERVICE	417.51
	hfr supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	81.98
	hfr supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	295.26
	spr supplies	RESTRICTED CONTRIB	LIBRARY	<u>21.69</u>
			TOTAL:	2,726.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	70.00
	tire mount, disposal	GENERAL FUND	POLICE	<u>36.00</u>
	TOTAL:			106.00
VOSS LIGHTING	ceiling light bulbs	LIBRARY FUND	LIBRARY	<u>415.21</u>
	TOTAL:			415.21
WESCO DISTRIBUTION INC	elbow adapter	ELECTRIC FUND	POWER DISTRIBUTION	187.03
	safety eyewear	ELECTRIC FUND	ADMIN AND GENERAL	<u>73.74</u>
	TOTAL:			260.77
WIGEN COMPANIES, INC.	ro replacement membranes-j	WATER	PURIFICATION AND TREAT	<u>975.00</u>
	TOTAL:			975.00
WILSON DEVELOPMENT SERVICES, LLC	acquisition-reloc wash ave	PERM IMPROVMENT	RE STREETS	<u>856.50</u>
	TOTAL:			856.50
XCEL ENERGY	hwy 22 st lights-bal after	GENERAL FUND	STREETS	<u>27.94</u>
	TOTAL:			27.94

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

101	GENERAL FUND	15,949.63
211	LIBRARY FUND	2,680.68
213	PUBLIC ACCESS	834.83
217	COMMUNITY CENTER	5,625.98
234	FIREMANS RELIEF	43,175.11
401	PERM IMPROVMENT REVOLVING	48,532.73
601	WATER	16,227.69
602	WASTE WATER FUND	12,664.64
603	ENVIRON SERVICES FUND	1,580.83
604	ELECTRIC FUND	770,749.21
606	STORMWATER FUND	617.85
610	HEARTLAND TRANSIT	3.84
820	RESTRICTED CONTRIBUTIONS	2,233.73

GRAND TOTAL:		920,876.75

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 approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
JT Services	4" electrical conduit	\$5,096.34	Electric
Ziegler Power	Generator Repairs	\$19,135.49	Insurance Funds

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

LG 220 Application for Exempt Permit

Mankato Health Care Foundation 800 W College 11/10/12

Temporary Soft Drink License

St. Peter Kiwanis Parking Lot #5 9/28/12 – 9/29/12

Temporary On Sale Beer

Knights of Columbus 1801 W Broadway 10/26/12

Temporary On Sale Liquor

Arts Center of St. Peter 600 S 5th Street 11/10/12

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

HUMAN RIGHTS COMMISSION

Miros Parras (2012-2014)
Adam Lugsch-Tehle (2012-2014)

4. The employment of Corey Paben at the rate of \$8.00 per hour is hereby approved through the School District #508 work study program.

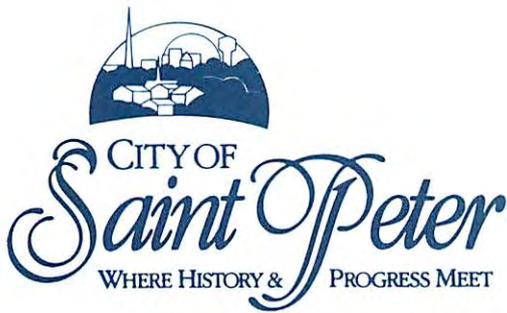
5. The schedule of disbursements for September 20, 2012 through October 3, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/5/2012

FROM: Russ Wille
Community Development Director

RE: Schettler Revolving Loan – Acceptance of Settlement

ACTION/RECOMMENDATION

Adopt the attached resolution accepting a \$3,000 settlement from First National Bank, Minnesota that releases the City's subordinate mortgage on the Hunter Hardwood property at 220 Dodd Avenue.

BACKGROUND

The Economic Development Authority (EDA) has adopted a resolution recommending that the City Council accept a \$3,000 settlement from First National Bank to release its subordinate mortgage on the Hunter Hardwood property at 220 Dodd Avenue.

Greg Schettler relocated Hunter Hardwood to a newly constructed building in 2004. The EDA provided a \$40,000 loan to Greg and Neysa Schettler to partially finance the construction of the commercial structure. The note is secured by a second mortgage on the property. The outstanding principle of this note is \$26,168.61.

Due to the decline in home construction and the poor economy, Hunter Hardwood was closed in early 2012. The fixtures, furnishings and equipment (FF&E) of the business were auctioned. The proceeds from the auction were not sufficient to satisfy the First National Bank debt which was secured by a first lien position on the FF&E.

First National Bank holds the first mortgage on the real property. The bank is initiating a foreclosure process. Even though the Schettler's have already signed over the deed to the property, First National Bank must still foreclose to eliminate any outstanding liens.

The debt owed to First National Bank is \$193,880 as per correspondence received September 7, 2012. In July, 2012, Appraisal Services established an appraised value of \$204,000. There is no purchase offer pending or anticipated in the near future.

To expedite the foreclosure process, First National Bank has requested that the City of Saint Peter accept a one-time \$3,000 payment to relinquish its subordinate mortgage on the Hunter Hardwood property at 220 Dodd Avenue.

The EDA has recommended acceptance of the First National Bank offer. However, the EDA did suggest that the City Attorney attempt to negotiate additional reimbursement to the City should the property sell at an amount that exceeds the First National Bank debt and expenses. First National Bank President Bresnahan suggested that the Bank would be willing to contemplate such a scenario.

FISCAL IMPACT:

Acceptance of the offered settlement of \$3,000 would still allow for the collection of the debt via the personal guarantees executed by Greg and Neysa Schettler.

If the City declines to accept the First National Bank offer, the Bank will proceed with foreclosure. Such action would be expected to result in the ordered release of the City's subordinate mortgage with no financial reimbursement or payment to the City of Saint Peter.

ALTERNATIVES/VARIATIONS

Do Not Act: First National Bank would be expected to proceed with foreclosure resulting in the ordered release of the City's subordinate mortgage with no further compensation anticipated.

Denial: First National Bank would be expected to proceed with foreclosure resulting in the ordered release of the City's subordinate mortgage with no further compensation anticipated.

Modification of the Resolution: Should the Council wish to modify the resolution, staff would suggest the matter be tabled to provide an opportunity for staff to negotiate an alternative settlement with the bank. The Council could purchase the first mortgage and hold title to the property while working to sell it. This would likely mean the City expending the remaining sum owed to First National Bank Minnesota without a firm prospect for a sale. This would, however, result in a similar loss if the property is purchased at the appraised value with now a much greater risk. The outstanding sum owed to the City and First National is greater than the appraised value.

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

RW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION ACCEPTING \$3,000 SETTLEMENT FROM FIRST NATIONAL BANK
MINNESOTA TO RELINQUISH THE CITY'S SUBORDINATE MORTGAGE ON THE HUNTER
HARDWOOD PROPERTY AT 220 DODD AVENUE**

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

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

WHEREAS, in 2004, Greg and Neysa Schettler, d.b.a. Hunter Hardwood, was awarded a
\$40,000 loan to partially finance the construction of a commercial structure located at 220 Dodd
Avenue; and

WHEREAS, the note is secured by a mortgage which is subordinate to the primary project
financing provided by First National Bank; and

WHEREAS, the Schettler's have closed Hunter Hardwood and the fixtures, furnishings and
equipment has been sold at auction; and

WHEREAS, the outstanding principal balance of the loan is \$26,168.61; and

WHEREAS, the borrower is also delinquent on loans payable to First National Bank, Minnesota;
and

WHEREAS, the holder of the first mortgage, First National Bank, has worked with the
Schettler's to attempt to remedy the delinquency; and

WHEREAS, on August 29, 2012 correspondence was received from First National Bank
requesting the City accept the terms of a settlement and release the subordinate mortgage; and

WHEREAS, the EDA has considered the proposed terms of a settlement with First National
Bank and has recommended that the City Council accept the settlement and order the City
Attorney to initiate action to collect the debt as per the terms of the personal guarantee.

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

1. The City of Saint Peter hereby accepts a \$3,000 payment from First National Bank,
Minnesota to relinquish the City's subordinate mortgage on the Hunter Hardwood
property located at 220 Dodd Avenue.

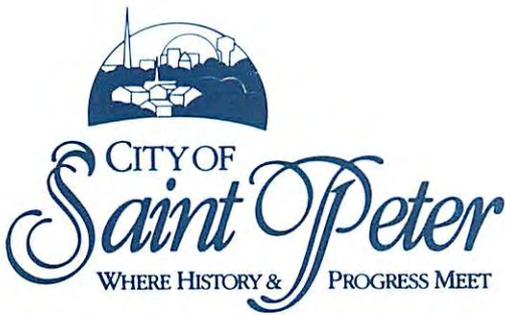
2. Acceptance of the bank payment shall not cause the City of Saint Peter to release the personal guarantee executed by Greg and Neysa Schettler.
3. The City Attorney is ordered to take all appropriate and necessary action to begin collection of the Schettler debt as per the terms of the personal guarantee.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/05/12

FROM: Russ Wille
Community Development Director

RE: Greater Mankato Growth Contract (Regional Economic Development Alliance)

ACTION/RECOMMENDATION

Adopt the attached resolution renewing the City's participation and membership in the Regional Economic Development Alliance and authorizing the Mayor and City Administrator to execute the Joint Services Agreement by and between the City and Greater Mankato Growth.

BACKGROUND

In 2009 the Saint Peter City Council approved participation in the Regional Economic Development Alliance (REDA) administered by Greater Mankato Growth. The cities of Mankato, Eagle Lake, Madison Lake, Lake Crystal, Le Sueur and Blue Earth County are also members of REDA.

A Joint Services Agreement governs the operations of REDA. The initial agreement was for a three year term which expires December 31, 2012. At this time, the participants have proposed that the local units of government enter into an amended Joint Services Agreement establishing a new three year contract for services.

The amendments to the agreement are intended to provide clarification as to the duties and responsibilities of the parties. The amended agreement expands the services offered by Greater Mankato Growth (GMG) to the participating governments. While not focusing on retail opportunities, the new agreement will allow GMG to assist with the development or redevelopment of main streets and housing markets. While we believe that this is an appropriate modification, we will continue to do the preponderance of the work in these areas but do fully believe that participation in the resource sharing, data acquisition and study will be of value to us.

The amended agreement establishes an annual membership fee for participants. The City of Saint Peter's participation would be at a cost of \$25,095 for the 2013 calendar year. The 2014 fee would be established at \$25,492 while the 2015 cost would be \$25,895.

This agreement and the work of GMG in recruitment is good for us as it provides resources, recruitment efforts and promotion of our area that is much more effective than we could do

alone. We continue to believe that this is very good for industrial recruitment efforts in Saint Peter. GMG generally provides three silos of services. They are Business Development (what we are participating in through this REDA agreement), Chamber of Commerce, and Visitors and Tourism efforts to the Mankato community. Members should note that this agreement does not include services associated with Chamber of Commerce or Tourism activities. We believe that those two efforts should remain as they are currently.

FISCAL IMPACT

The draft proposes that the participating local units of government would continue to purchase the services of GMG. The cost of 2013 participation would be \$25,095 and funding would be from the General Fund (Community Development).

ALTERNATIVES/VARIATIONS:

Do not act: The Council would be expected to execute the agreement prior to December 31, 2012.

Negative Votes: Greater Mankato Growth will be notified of the City's withdrawal from the Regional Economic Development Alliance.

Modification of the Resolution: All REDA communities are to sign an identical agreement. Modification of the agreement would require renegotiating with the member communities.

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

JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE

THIS JOINT ECONOMIC DEVELOPMENT SERVICES AGREEMENT REGARDING THE GREATER MANKATO REGIONAL MARKETPLACE (this "Agreement") is made and entered into this ____ day of _____ 2012, by and among Greater Mankato Growth, Inc. and the governmental entities listed herein under the heading "Definition of Greater Mankato Regional Marketplace" and who execute this Agreement (collectively "cities and counties" or in the singular a "city or county")

WHAT WE AGREE TO

Purpose

It has become broadly accepted, embraced and understood that economic prosperity and activities do not stop at jurisdictional boundaries. Rather our economic and community prosperity lies in the success of our collective marketplace.

For this reason, the parties wish to facilitate economic development of the communities that make up the Greater Mankato Regional Marketplace. This endeavor will offer a "forum to strategically facilitate individual and regional assets and opportunities" for the purpose of business development and will enable us to enhance our future economic prosperity.

Guiding Principles

- **economic prosperity** – economic prosperity and continued strategic development and redevelopment are goals common to the interest of our individual entities, with regional economic prosperity strengthening all communities
- **atmosphere of cooperation** – to promote an atmosphere of cooperation in pursuit of economic development in the Greater Mankato area, while seeking to ensure a cooperative and equitable approach to development of the cities and counties
- **unique strengths and characteristics** – we must foster relationships which allow contribution of our individual expertise toward the common goal and promote the individual strengths and unique characteristics of each entity to best match potential development prospects with sites and services to fit their needs
- **direct technical assistance** – cities and counties will provide the direct development assistance necessary in potential facility siting, improvements and public financing, and will work to provide a smooth transition from the development and marketing effort to the ultimate acquisition of a site/facility for a development prospect
- **efficient and effective delivery** – successful economic development processes and marketing can best be achieved through cooperative efforts focused on increasing the tax base, growing the primary economy, and providing employment in the Greater Mankato Regional Marketplace.

Definition of Greater Mankato Regional Marketplace

In December, 2008 the Federal Government designated Mankato – North Mankato as a Metropolitan Statistical Area (MSA), including all of Blue Earth and Nicollet counties and those communities immediately adjacent.

Consistent with this designation, the parties as communities within that geography wish to participate in this Agreement, and further acknowledges there may be additional communities outside of and adjacent to this geography that we collectively agree are integral to the marketplace.

The cities, counties and government entities participating in this revised Agreement (original agreement dated September 2009) are as follows:

- Blue Earth County
- City of Eagle Lake
- City of Lake Crystal
- City of LeSueur
- City of Madison Lake
- City of Mankato
- City of North Mankato
- City of Saint Peter
- Region Nine Development Commission (advisory only, unless fiscal participation)

General Context and Parameters of the Parties Obligations

Greater Mankato Growth, Inc.'s (GMG) principal responsibility under this Agreement is to provide, marketing efforts (as described herein) relating to economic development of the overall regional marketplace, cities, and counties, including the development and implementation of programs that identify and support expansions and new business in the community and region, whether from firms currently operating locally or through recruitment of new enterprises. In carrying out its responsibility, GMG agrees to serve as the primary contact for expanding and locating private sector firms. This includes all prospects whether or not they are derived directly from the development and marketing programs established by GMG and this Agreement. Participants of this Agreement acknowledge economic development is a collaborative endeavor and understand GMG does not itself have all the necessary resources (i.e. sites, buildings or financial resources) available for projects, but rather will serve as a facilitator, working with the parties and/or providers of these resources to best serve the need of new, expanding or locating companies.

The cities and counties are responsible for the execution of their municipal regulatory duties and provision of public services in support of local economic development. The cities and counties agree to administer their individual economic development programs and initiatives, business permit/licensing functions in a manner that encourages business expansion and new business starts consistent with their responsibility to protect the health and safety of local residents. Further, the cities and counties agree to the extent practical, to coordinate their infrastructure development and redevelopment programs with the needs of expanding and locating businesses.

This Agreement and the development process apply to economic development and marketing services related to the primary/industrial economy including job creating service sector businesses. Consumer retail store and professional service sector development are not encompassed as the chief focus in this Agreement; however, GMG can provide a platform for supporting and showcasing the communities' opportunities and assets. To this end GMG will assist as able with the development and redevelopment of the central place functions of each of the cities (e.g. housing, main street businesses, implement dealers). Each of the cities and counties will continue to be the primary entity responsible for guiding commercial and professional service sector development or overall redevelopment in their respective city or county.

STRATEGIC FOCUS OF THE PARTIES

Objective & Strategic Areas

To retain and grow the primary economic base of the Greater Mankato Regional Marketplace.

- 1) **Business Retention**
To retain and expand the existing business base, and includes such activities as conducting regular business visits (i.e. Grow Minnesota! Visits), and facilitating resources and services for expansion or other business development assistance.
- 2) **New Enterprise & Emerging Business Development**
To nurture the development of entrepreneurial and new enterprise activity by assisting and serving as a resource for connecting such to the extensive business development resources and tools available in or connected to the regional marketplace (e.g., Small Business Development Center).
- 3) **New Business Development**
To attract non-local businesses to the marketplace through proactive marketing and recruiting strategies, as well as supporting and facilitating responses to development opportunities from businesses that approach/contact the cities, counties or GMG.

The Business Development Process

Expansion of existing businesses:

- 1) Expansion requests from an existing business may happen directly between the business and its current city or county or between the business and GMG.
 - a. If the city or county is contacted directly by the business, GMG will be involved if determined necessary by the parties, but at minimum will be kept informed by the applicable city or county.
 - b. If GMG is contacted by the business, GMG will first be an advocate and facilitator for expansion within the existing city or county.
- 2) If the city or county in which the business currently exists is not able to meet the business' facility or expansion needs, then GMG will facilitate exploration of alternative considerations with other entities. (Note: consistent with the guiding principles of the parties contained in this Agreement, cities and counties will not engage in relocating a business from one city or county to another but rather provide proposals when GMG invites such).

Locating businesses into the area from outside of the regional marketplace:

- 1) GMG will act as an advocate for the cities and counties in the marketing and recruitment of new businesses and will coordinate closely with the staff of each entity to reflect the opportunities of each as desired.
- 2) GMG will receive prospects resulting from its business development and marketing efforts and programs, as well as the Minnesota Department of Employment and Economic Development (DEED) or other development entities, and will inform the cities and counties meeting the specified development criteria of the potential new business. Those cities and counties will then have the opportunity to assemble a competitive proposal through a standardized and coordinated process to attract the business.
- 3) At the time a city or county is selected by a business, the entity and business will discuss and finalize incentives and the locating of the business.

Economic Development Marketing, Communication and Program Services

GMG's economic development marketing and communications strategy and responsibilities will be as follows:

- Marketing and Communications:
 - GMG will develop a comprehensive marketing and communications plan, updated as needed with input from the cities and counties. The plan will market the collective strengths of the regional marketplace as a site for growing or expanding an existing business or locating potential businesses, organizations and site selectors from outside and within the regional marketplace. The plan will include goals, objectives and a comprehensive strategy for communicating to key audiences with consistent messaging and the most effective tactics that make the best use of our collective marketing resources. Tactics that may be considered in this plan include, but are not limited to: advertising, internet, press releases, relationship marketing, special events and direct mail. GMG will provide periodic reports on the achievement of the objectives outlined in this plan.
 - GMG has redesigned and retooled its website to be increasingly business development centric and as such will continue to be positioned as a one stop, comprehensive location that site selectors and organizations can visit to learn about the collective assets of the marketplace and individual strengths of the cities and counties.
 - GMG has invested in an annual website interface and tool (GIS Planning) to provide an efficient means for each of the cities and counties, as well as other property owners and agents, to update their information on available properties on line thereby creating a comprehensive area-wide inventory. This information will be available on the Greater Mankato Growth web site, MNPROspector and ZoomProspector providing greater visibility to site selectors and organizations who might consider building or expanding their business anywhere in our regional marketplace.
 - GMG will work with the cities, counties and other entities a part of or related to this agreement to establish links to it tools and resources via their respective online tools.

- GMG will maintain copies of closed or pending project files or other mechanisms, enabling the cities and counties to be advised of the ongoing business development opportunities resulting from its economic development marketing and communications efforts.
- Program Services:
 - GMG will facilitate initiatives targeted at retaining and growing existing businesses, including an annual program of company visits for the purpose of assessing individual and area business needs as well as identifying potential development and expansion opportunities. These visits will be coordinated with the primary city or county in which the business is located.
 - GMG, in support of business development and with respect to the balance of membership offerings versus general economic development offerings, will continue to bring to the regional economic development strategy initiatives and programming that have a direct impact on the development of business. Such initiatives may include: supply chain development, workforce / talent development (including promotion and development support of directly related housing efforts), and further development of an annual regional economic development “forum”.
- GMG will provide the cities and counties with an annual report, providing outcomes and impact from the previous year.

FINANCIAL OBLIGATIONS AND ADVISORY COMMITTEE

Financial

The cities and counties agree to share in funding and payment of the economic development services described in this Agreement with Greater Mankato Growth, Inc. Accordingly, each City and County agrees to pay Greater Mankato Growth, Inc. on an annual basis, which shall be invoiced by Greater Mankato Growth, Inc., that amount set forth in Addendum 1 which describes the funding calculation/amounts).

Governance

Greater Mankato Growth, Inc. Board of Directors

- A representative of the cities and counties (selected as provided below) will be an ex officio Director(s) with full voting rights and privileges. One (1) such ex-officio Director will be added for the first six (6) cities and counties, and two (2) ex-officio Directors added if there are seven (7) or more cities and counties.

Advisory Committee

- The cities and counties will establish an Advisory Committee. The Advisory Committee will be comprised of a GMG board member and one governmental member from each of the cities and counties along with the appropriate staff participant for each.
- The Advisory Committee will select a Chair and Vice-Chair for meeting administration.
- This Advisory Committee will meet on an as needed basis to discuss issues related, but not limited to, inviting additional entities beyond the initial cities and counties to join the Advisory Committee and/or become parties to this Agreement, funding and amendments to this Agreement.

“Staff” Operating Interaction

In addition to regular interaction between the cities and counties and Greater Mankato Growth staff, GMG will facilitate monthly meetings of the “economic development staff” of the cities and counties to discuss business prospects, share information on pending economic development projects, develop appropriate responses, and provide updates.

Term, Termination and Prior Agreements

The term of this Agreement shall commence on the 1st day of January 2013 and continue until the 31st day of December 2015. Notwithstanding the forgoing, any party may terminate this Agreement annually before the end of the calendar year by providing ninety (90) days advance written notice to the other parties. Additional government entities may be added, at any time, as parties to this Agreement with the written consent of the all the cities, counties and entities then parties to this Agreement and upon execution of a document pursuant to which such additional person agrees to be bound by the terms of this Agreement.

Unless terminated sooner, this Agreement will automatically renew for an additional one year term, and any per capita fee increases will be mutually agreed upon by all parties.

When executed by the parties this Agreement will supersede and replace the existing Joint Economic Development Services Agreement dated September 30, 2009 – December 31, 2012.

Miscellaneous

This Agreement shall constitute the entire agreement between the parties and supersede all prior agreements. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota. This Agreement may be executed in several counterparts, including facsimile counterparts, and signatures, each of which shall be deemed to be an original copy, all of which together shall constitute one Agreement binding on all parties hereto, notwithstanding that all parties shall not have signed the same counterparts.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth opposite a parties signature.

Blue Earth County

Mark Piepho Date
Chair – Board of Commissioners

Robert W. Meyer Date
County Administrator

City of Eagle Lake

Tim Auringer Date
Mayor

Sack Thongvanh Date
City Administrator

City of Lake Crystal

Brad Ahrenstorff Date
Mayor

Bob Hauge Date
City Administrator

City of LeSueur

Bob Oberle Date
Mayor

Rick Almich Date
City Administrator

City of Madison Lake

Kenneth Reichel Date
Mayor

Kelly Steele Date
City Administrator

City of Mankato

Eric Anderson Date
Mayor

Patrick Hentges Date
City Manager

City of North Mankato

Mark Dehen Date
Mayor

City Administrator Date

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION APPROVING RENEWAL OF MEMBERSHIP IN REGIONAL ECONOMIC DEVELOPMENT ALLIANCE AND AUTHORIZING EXECUTION OF JOINT ECONOMIC DEVELOPMENT SERVICE AGREEMENT WITH GREATER MANKATO GROWTH

WHEREAS, Saint Peter and a select number of local cities and counties have entered into a Joint Services Agreement with Greater Mankato Growth, Inc. (GMG) to access economic development, marketing and business recruitment services; and

WHEREAS, the City has determined that it is desirous and appropriate to participate in the Regional Economic Development Alliance; and

WHEREAS, the City Council has reviewed and considered the terms and conditions of renewing membership in the Regional Economic Development Alliance, and

WHEREAS, the agreement provides for the payment of an annual fee to GMG for industrial marketing and recruitment services; and

WHEREAS, a fee of \$25,095 would secure the services of GMG for the 2012 calendar year; and

WHEREAS, the City Council deems it to be in the best interest of the City to renew participation in the Regional Economic Development Alliance (REDA) as a means of increasing the overall economic and community development activities.

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

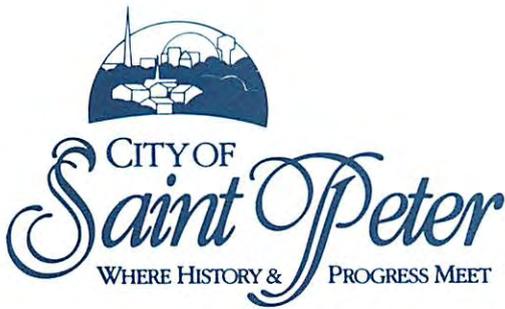
1. The City Council hereby approves the continued participation in the Regional Economic Development Alliance and the Mayor and City Administrator are authorized to execute the Joint Services Agreement on behalf of the City.
2. The fee of \$25,095 fee to Greater Mankato Growth, Inc. shall be funded by the General Fund (community development budget).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of October, 2012.

ATTEST:

Timothy Strand
Mayor

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/4/12

FROM: Todd Prafke
City Administrator

RE: Receptionist/Accounts Payable Clerk Position Description

ACTION/RECOMMENDATION

Provide approval for modification to the position description for the position of Receptionist/Accounts Payable Clerk.

BACKGROUND

As is our practice, with any vacancy in a City position, staff reviews the job description for that position to determine whether it still adequately identifies the essential functions and qualifications for the position. A vacancy currently exists in the position of Receptionist/Accounts Payable Clerk.

The position description has been reviewed and staff is recommending some modifications. This position was created in 2009 (replacing a secretarial position) and as the position evolved the duties became better defined necessitating a change to the position description.

The Council has reviewed the proposed changes at the last workshop session and no further changes were proposed at that time.

FISCAL IMPACT:

There is no fiscal impact to this action. The hourly wage will not be modified.

ALTERNATIVES/VARIATIONS:

Do Not Act: Should the Council not take action to modify the position description, the recruitment process will take place based on the existing job description.

Denial: Should the Council deny the proposed resolution, the recruitment process will take place based on the existing job description.

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

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

PAY EQUITY POINTS = 135

POSITION TITLE: RECEPTIONIST/ACCOUNTS PAYABLE CLERK

DEPARTMENT: FINANCE/BUILDING

SUPERVISOR: DIRECTOR OF FINANCE/DIRECTOR OF BUILDING

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Building and Director of Finance, the Receptionist/Accounts Payable Clerk processes disbursements, compiles disbursements for City Council approval, sends out payments and maintains accounts payable files, receives incoming phone calls and provides answers to inquiries or directs inquiries to the appropriate department, provides scheduling support for the Department of Building; perform file clerk duties for the Department of Building and other general City files as assigned; and provides assistance to counter and/or walk-in customers.

ESSENTIAL JOB FUNCTIONS:

- Process accounts payables; maintain accounts payable files; disburses payments.
- Maintains vendor information; prepares 1099's.
- Assists with administrative tasks; compiles data for reports and audit; undertakes special projects as requested; prepares reports as directed.
- Answers phones and provides assistance to customers and/or directs inquiries to the appropriate departments.
- Assists customers with licensing information and documentation.
- Sorts incoming mail by Department and delivers to the appropriate department.
- Maintains file systems for the Building Department and other general City files as assigned.
- Performs data entry tasks for building inspections and produces reports as directed by the Director of Building.
- Assists in the issuance of building permits.
- Performs receipting of fees for building permits and other licenses administered through the Department of Building and Community Development Office.
- Maintains departmental cash drawer.
- Assists in the processing of rental license program documentation.
- Performs clerical duties as assigned.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate clearly and effectively, both orally and in writing; ability to understand and carry out directions; ability to accept responsibility; ability to cooperate with a wide range of individuals; ability to maintain confidentiality as needed; tact.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Receptionist/Accounts Payable Clerk is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

- Continuously is over 2/3 of a work day
- Frequently is 1/3 to 2/3 of a work day
- Occasionally is less than 1/3 of a work day
- Work day - a normal work day is eight (8) hours with a break for a meal. A normal work week is five (5) days with two consecutive days off. During emergencies, work days may extend to 16 hours or more and a work week to seven days.

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; Continuously sit, stand, or walk; Frequently bend/stoop; Occasionally squat, reach above shoulder level, kneel, push/pull; Continuously use hands for simple grasping and fine manipulating

Strength: Occasionally carry up to fifty pounds and lift up to fifty pounds.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Knowledge of office procedures and practices
- Knowledge of use of office machines exemplified by personal computer
- Experience with MS Word or Excel
- One year experience in any position that provides direct contact with and service to customers.

DESIRED QUALIFICATIONS

- Two plus years of experience working in an office setting with similar duties.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Advanced training in office skills exemplified by a certificate or AAS degree in office procedures or Administrative Assistant through an accredited post secondary educational institution.
- Advanced use and knowledge of MS Word and Excel software exemplified by certification through an accredited post-secondary educational institution.
- Experience with a municipal accounting system.
- Knowledge of Use tax laws.
- Two or more years experience working directly with municipal accounting, principles, practices and terminology.
- Post-secondary education in Accounting or related field

Adopted: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING MODIFICATIONS TO THE RECEPTIONIST/ACCOUNTS
PAYABLE CLERK POSITION DESCRIPTION**

WHEREAS, the City has adopted job descriptions for each position; and

WHEREAS, job descriptions are reviewed whenever vacancies occur to ensure the description continues to state the minimum and desired qualifications for the position as well as the essential job functions and physical requirements; and

WHEREAS, staff has reviewed the job description for the Receptionist/Accounts Payable Clerk position and is recommending modifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the modified job description for the position of Receptionist/Accounts Payable Clerk is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of October, 2012.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator