

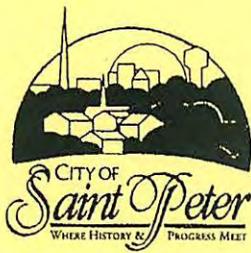


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 24, 2012  
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
  
- IV. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
  
- V. APPROVAL OF CONSENT AGENDA ITEMS**
  
- VI. UNFINISHED BUSINESS**
  - A. Front Street Substation Driveway Project Final Acceptance
  - B. Seal Coating Project Acceptance
  
- VII. NEW BUSINESS**
  - A. Lunderberg Revolving Loan Deferral
  - B. St. Julien/Old Minnesota Intersection Project Engineering
  - C. Public Hearing Process Adoption
  - D. Business License Applications
  - E. MMUA Safety Contract Renewal
  
- VIII. REPORTS**
  - A. **MAYOR**
  
  - B. **CITY ADMINISTRATOR**
    - 1. Staff Training Closure
    - 2. King and Queen of Sweden Visit
    - 3. Curbside Brush Collection Schedule
    - 4. Information Opportunities
    - 5. Others
  
- IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem Carlin 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 10, 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 September 6, 2012 through September 19, 2012, is attached. Please see the attached staff reports and RESOLUTION.

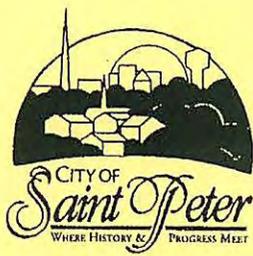
VI. **UNFINISHED BUSINESS**

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

The Council previously accepted the quote from Kassulke Masonry to install a concrete driveway at the south end of the main substation. The work has been completed and staff recommends the project be accepted. Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION ACCEPTING 2012 SEAL COAT PROJECT**

The Council previously accepted a quote for the 2012 seal coating project. The work has been completed and staff recommends the project be accepted. Please see the attached staff report and RESOLUTION.



VII.

NEW BUSINESS

**A. ADOPTION OF A RESOLUTION APPROVING DEFERRAL OF REVOLVING LOAN PAYMENTS FOR ST. PETER GREENHOUSE AND FLORAL**

The EDA recommends deferral of payments be approved for a revolving loan previously made to St. Peter Greenhouse and Floral. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY PROJECT ENGINEERING FOR ST. JULIEN STREET/OLD MINNESOTA AVENUE INTERSECTION PROJECT**

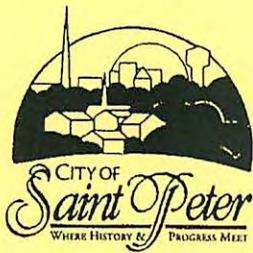
The Minnesota Department of Transportation is planning improvements to Highway 169 during the year 2014. Staff recommends Bolton and Menk, Inc. be retained to evaluate and design improvements to St. Julien Street to improve access to the Highway. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION ADOPTING PROCESS FOR CITY PUBLIC HEARINGS**

The Council has had workshop discussion about establishing a process for conducting public hearings. Staff has developed a policy based on a League of Minnesota Cities model policy and the existing regulations about public participation at Council meetings and workshops. The proposed policy would be effective for City Council hearings and those conducted at any of the Council's advisory boards and commissions. Approval is recommended. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATIONS**

Applications have been submitted for business licenses by the new owners of Willy's Hometown Tavern. The new business, to be called Bahama Mama's Pub & Grub, wishes to open as soon as possible. Staff has conducted a background investigation and has found nothing that would prohibit issuance of the licenses. Please note that although the license effective date would be September 25th, the liquor licenses will not be valid until the State of Minnesota issues the business owner a "buyer's card". Please see the attached staff report and RESOLUTION.



**E. ADOPTION OF A RESOLUTION APPROVING RENEWAL OF MINNESOTA MUNICIPAL UTILITIES ASSOCIATION SAFETY CONTRACT**

Staff recommends renewal of the MMUA safety contract. MMUA has successfully operated the City's safety program for 15 years and the 2013 fee is 21,347.52. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON STAFF TRAINING CLOSURE**

All non-emergency City offices will be closed on Wednesday, September 26th to allow staff to attending a training session. A report will be provided at this time the closures.

**2. REPORT ON VISIT BY SWEDISH KING AND QUEEN**

A report will be provided at this time on the visit to Gustavus by King Carl XVI Gustav and Queen Silvia of Sweden. The royals will arrive at Gustavus on October 5th.

**3. REPORT ON CURBSIDE BRUSH COLLECTION**

A report will be provided at this time on the City's fall curbside brush collection scheduled to begin on October 8th.

**4. REPORT ON INFORMATION OPPORTUNITIES**

A report will be provided at this time on information opportunities such as Facebook and the Hot Sheet.

**5. OTHERS**

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

**IX. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
SEPTEMBER 10, 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 10, 2012.

A quorum present, Mayor pro tem Carlin called the meeting to order at 7:02 p.m. The following members were present: Councilmembers Pfeifer, Kvamme, Eichmann, Carlin, Zieman, and Brand. Absent was 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 August 27, 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 August 27, 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. 2012-128 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. 2012-128 is contained in the City Administrator's book entitled Council Resolutions 19.

**Preliminary Levy Approval** – Finance Director O'Connell presented the proposed preliminary levy for 2013. O'Connell outlined the different taxing entities that make up tax statements for Saint Peter residents; reviewed outside influences on the proposed levy; and reported on projected revenues, expenditures, reserve funds, and capital purchases included in the 2013 budget. O'Connell indicated the total levy was \$52,095 over the 2012 levy, an increase of 2.55%, and indicated the total levy amount would be \$2,093,106 unless changed by the Council when the final levy is adopted in December. Councilmember Kvamme pointed out that the City's levy had only increased by a total of 3.6% over five years and expressed his belief that the change was a "remarkably small increase in that amount of time." O'Connell also pointed out that the services and programs funded by the levy were not proposed to change in 2013. In motion by Brand, seconded by Eichmann, Resolution No. 2012-129 entitled "Resolution Adopting Preliminary 2012 Tax Levy Collectible In 2013", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-129 is contained in the City Administrator's book entitled Council Resolutions 19.

**Preliminary Plat Approval: Hallett Pond Addition** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of the preliminary plat of Hallett Pond Addition which encompassed approximately 15 acres of C-4 (Highway Commercial) zoned land along Old Minnesota Avenue south and east of Hallett's Pond. Wille indicated the plat created one lot and block with three separate outlots that could be developed in the future. Wille also noted inclusion of a temporary stormwater retention pond on the north side of the proposed retail development site and indicated the temporary pond would be eliminated if the City were to construct a regional pond. Councilmember Zieman questioned the zoning designation of the east side of Old Minnesota Avenue. Wille reported the

east side of the roadway is also zoned C-4 (Highway Commercial) which makes the current residential uses non-conforming. Mayor pro tem Carlin questioned whether stormwater from the developed area would drain into Hallett's Pond. Wille indicated it would not, but pointed out that two other sections in the area already drain to the Pond which is why the pond continues to have water. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2012-130 entitled "Resolution Approving The Preliminary Plat Of Hallett Pond Addition", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-130 is contained in the City Administrator's book entitled Council Resolutions 19.

**North Third Street Project Bid Authorization** – Public Works Director Giesking requested approval of the design for the 2012 North Third Street Project. Giesking also requested authorization to solicit bids for the project which was estimated to cost \$650,000-\$700,000. Giesking indicated the project for development of public improvements was being fast tracked to allow for retail development on the Hallett Pond Addition property. Giesking indicated the plan included a 36' street on the north-south section of North Third Street and a 41' wide roadway on the east-west section which would receive more truck traffic. Giesking reported the improvements would include new curb and gutter, upgrade of the water main to a 10" main; new sanitary sewer from Old Minnesota Avenue to the curve of North Third Street; new sidewalks on Old Minnesota Avenue from the intersection with North Third Street north to St. Julien Street and south on Old Minnesota Avenue to Union street; and construction of a sidewalk from Old Minnesota Avenue west along the north property line of the retail development. Bolton and Menk Engineer Domras provided information on stormwater drainage and a stormwater outlet that is planned to be constructed from Hallett's Pond to provide for overflow from 500 year or back-to-back 100 year storms.

Councilmember Kvamme objected to approval of the project design without having an opportunity to discuss the proposal at a Council workshop. Kvamme questioned the proposed sidewalk on Old Minnesota Avenue and objected to having the sidewalk installed on the west side for the area north of Third Street and then switched to the east side south of the Third Street intersection which required pedestrians to cross the road. Giesking pointed out that having a portion of the sidewalk on the east side would allow connection with the existing sidewalk south of Union Street. Kvamme also noted that the sidewalk master plan included sidewalks on Union Street and questioned why those sidewalks were not included in the plan and also why sidewalks weren't included on the north-south portion of North Third Street. City Administrator Prafke responded that the right-of-way in the area was very narrow and would mean installation of sidewalks at the curb line which could be a safety concern.

Councilmember Zieman pointed out that it might be premature to construct sidewalks in the area of Union Street until after the Department of Transportation intersection project is planned.

Councilmember Kvamme requested the agenda item be delayed until the Council could have more detailed discussion in a workshop setting. Councilmembers suggested that the plan be approved with alternates for the sidewalks so it could continue to move forward and that the next workshop session include design discussion.

In motion by Eichmann, seconded by Kvamme, Resolution No. 2012-131 entitled "Resolution Approving Design And Solicitation Of Bids For The 2012 North Third Street Project", was introduced with an amendment to modify the resolution to include language allowing for approval of the project design subject to sidewalk construction being an alternate to the project and for staff to schedule further discussion of the design at the next workshop session. Upon roll call, with all in favor, the Resolution was declared passed and adopted as amended. A complete copy of Resolution No. 2012-131 is contained in the City Administrator's book entitled Council Resolutions 19.

**Water Operator Position Description** – City Administrator Prafke recommended adoption of a modified position description for Water Operator. Prafke indicated the description had been reviewed after a current employee resigned and staff recommended the requirements for pool water quality certifications be removed from the qualifications because the Parks staff is now responsible for those duties. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-132 entitled “Resolution Approving Modified Job Description For Water Operator”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-132 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Business License Application** – City Administrator Prafke recommended approval of a Temporary Soft Drink license for Fried Foods Fantasy. In motion by Pfeifer, seconded by Kvamme, Resolution No. 2012-133 entitled “Resolution Approving Temporary Soft Drink License Application”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-133 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Space Needs Study Authorization** – City Administrator Prafke recommended acceptance of the proposal from Paulsen Architects in the amount of \$2,100 to prepare a space needs study for City Hall. Prafke noted that the Paulsen proposal was the second lowest cost, but he was not recommending the lowest cost proposal because the firm did not have the necessary licensure. Prafke reported the study should be completed by the end of November and could be reviewed by the Council as part of their December goal session. In motion by Brand, seconded by Kvamme, Resolution No. 2012-134 entitled “Resolution Authorizing Architectural Services For City Hall Space Needs Study”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-134 is contained in the City Administrator’s book entitled Council Resolutions 19.

## **Reports**

Mayor pro tem Carlin reported a good turnout for the Rock Bend Folk Festival. Councilmember Zieman reported festival attendees had parked in the private parking lot of Parkview Manor and steps would be taken in the future to sign the lot as “resident parking only”.

**City/County Meeting Discussion** – Councilmember Pfeifer reported discussion at the August 29th City/County meeting included shared facilities, street work, Library budget, preliminary budgets, compost site, stormwater regulations; environmental services and building within the growth boundary.

**Mayor’s Task Force Meeting Discussion** – City Administrator reported there continued to be good discussion at the Mayor’s Task Force meetings and the final meeting would be September 26th at the Minnesota Square Park pavilion when the architects would provide an additional option to the group.

**Goal Session Discussion** – City Administrator Prafke reported the September 4th goal session had included discussion on a number of topics including future planning.

City Administrator Prafke noted the Four Seasons Mall property, which had been cited for numerous rental regulation violations, had passed all inspections and was now operating within the regulations.

City Administrator Prafke reminded everyone of the October 6th annual Providing Animals With Shelter (P.A.W.S.) walk which would be immediately followed by the grand opening of the dog park at 12:30 p.m.

**Closed Session: Union Contract Negotiations** – City Administrator Prafke requested a closed session be convened for discussion of Police Officer and Communication Technician union negotiations as allowed for under State law. In motion by Eichmann, seconded by Brand, Resolution No. 2012-135 entitled “Resolution Calling For Closed Session”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-135 is contained in the City Administrator’s book entitled Council Resolutions 19.

The Council adjourned to closed session in the Nicollet Room of the Community Center at 8:26 p.m. to discuss Communication Technician contract negotiations. The Council returned to open session at 8:31 p.m.

The Council adjourned to closed session in the Nicollet Room of the Community Center at 8:32 p.m. to discuss Police Officer contract negotiations. The Council returned to open session at 8:36 p.m.

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 8:37 p.m.

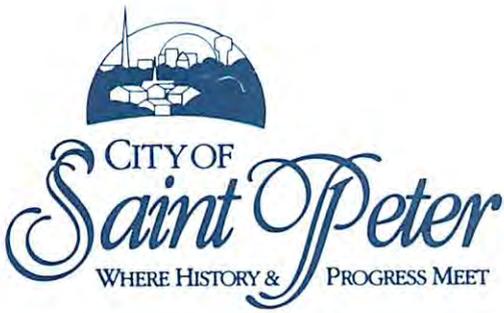
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 14, 2012

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

**RE:** Purchase Of Streetlight Bases

### ACTION/RECOMMENDATION

It is recommended streetlight bases be purchased from Border States Electric in the amount of \$6,075.84.

### BACKGROUND

The City is replacing damaged and old streetlights and needs screw in bases to complete the work. These will be used at the Mill Pond, Jefferson Avenue and for inventory. Quotes were received from two vendors:

	<u>Unit Price</u>	<u>Quantity</u>	<u>Total</u>	<u>Total with Sales Tax</u>
Border States	\$379.00	15	\$5,685.00	\$6,075.84
Wesco	\$461.00	15	\$6,915.00	\$7,390.41

LGG:bl



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 12, 2012

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

Tim Mayo  
Maintenance Superintendent

**RE:** Snow Removal Equipment Replacement Cutting Edges

### ACTION/RECOMMENDATION

It is recommended that the quote for replacement cutting edges from H&L Mesabi of Blaine, Minnesota be accepted in an amount not to exceed \$5,954.64. Funding would be from the 2012 Street Maintenance Budget.

### BACKGROUND

In preparation of equipment for another winter of snow plowing duties; there needs to be a purchase of replacement cutting edges for the City's snow removal equipment. Quotes were solicited from vendors for the necessary cutting edges with the low quote coming from H&L Mesabi of Blaine, Minnesota. Below are listed the quotes received, including tax and freight charges. Purchase order #3785 in an amount not to exceed \$5,954.64 is also included with this memo.

VENDOR	QUOTE
H&L Mesabi	\$5,954.64
Kris Engineering Inc.	\$6,018.56

#### **Fiscal Impact:**

This purchase is included in the 2012 Street Maintenance Budget.

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

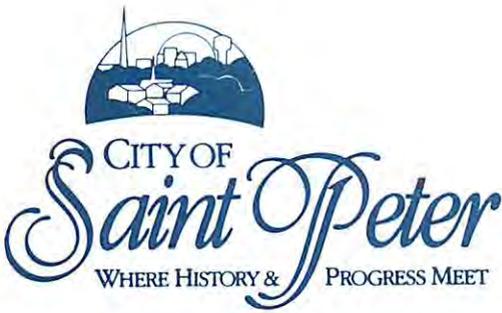
Vote in favor: Staff will proceed with the cutting edge purchase from H&L Mesabi.

Negative Vote: Staff will await further direction regarding the purchase of cutting edges.

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

TM

CC: PO # 3785



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9-13-12

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

Pete Moulton   
Water Utilities Superintendent

**RE:** Reverse Osmosis Membrane Purchase

### ACTION/RECOMMENDATION

Authorize Wigen Water Technologies Inc. of Hamel, Minnesota to supply and deliver reverse osmosis membrane filters in the amount of \$5,850.00.

### BACKGROUND

The Saint Peter water treatment process of reverse osmosis (RO) includes membrane filters that remove the salts and other dissolved solids producing high grade finished RO water (permeate). Over time the salts and dissolved solids consolidate on and in the membranes, a majority of the particulates can be removed by the clean in place (CIP) process which is the addition of chemicals to the filters to dissolve the minerals. Some of the particulates remain in the filter and cannot be removed by cleaning, which leads up to the membrane slowly plugging and restricting the flow of permeate water through the membrane. Staff has identified approximately 12 membranes (2 banks of 6 membranes) that have been cleaned multiple times and are continuing to lose their efficiency. They soon will need to be replaced.

Staff solicited quotes to purchase 12 membrane filters that meet the current specifications; it is our desire to replace the existing membranes as needed and to keep any additional membranes in stock for use when the change out of filters become necessary.

Quotes were received from:

	<u>Price per filter</u>	<u>Total Cost plus delivery</u>
• Wigen Water Technologies – Chaska MN	\$475.00	\$5,850.00
• C. Emery Nelson, Inc. – Hamel MN	\$592.00	\$7,404.00
• H2O Innovation – Brooklyn Ctr. MN	\$687.00	\$8,940.09

**ATT:** Purchase Order #3686  
Quote submittals

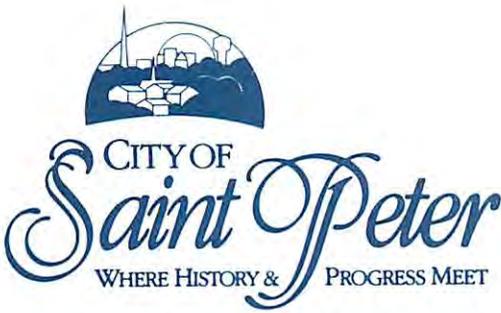
**Fiscal Impact:** Money is allocated in water budget line item 601.49420.520.

### Alternatives and Variations:

Vote in favor: Staff will order the membranes from Wigen Water Technologies.

Negative vote: Staff will wait for further instructions.

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9-13-12

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

*Pete*  
Pete Moulton  
Water Utilities Superintendent

**RE:**

### ACTION/RECOMMENDATION

Authorize First Systems of Delano, Minnesota to purchase, deliver and install two (2) Biosolids magnetic flow meters and controllers for an amount not to exceed \$13,143.49.

### BACKGROUND

Staff has identified a failure of both Danfoss magnetic flow meters which are used to regulate sludge flow to the press in Biosolids drying operation. The first Danfoss meter and flow tube became inoperative late last year and staff has been operating the press using only one working meter, last month that meter failed. These meters are used in our Biosolids program to regulate the sludge flow which enables the staff to regulate the proper amount of polymer dosage. The proper flows and chemical dosages are crucial to maintain a Class A Biosolids Program.

The existing Danfoss 5000 meters are no longer being produced so an alternative/comparative meter was researched. Rosemount meters are considered a quality meter and the cost of calibration reasonable. Quotes were received from three different vendors they include Automatic Systems, First Systems and Servocal. Each was requested to supply a quote for purchase of two (2) Rosemount Model 8732 transmitters, two (2) Rosemount 8705 flow tubes and two (2) Red Lion controllers. The quote includes acquiring the meters, materials for install, installation, testing and calibration of the meters.

Summary:		Meters	Tax	Total
Servocal	Shakopee, MN	\$14,278.00	\$981.61	\$15,259.61
Automatic Systems	St. Paul, MN	\$12,650.00	\$869.69	\$13,519.69
First Systems	Delano, MN	\$12,298.00	\$845.49	\$13,143.49

### FISCAL IMPACT:

There are funds allocated in line item 602.49460.404 for this purchase.

### ALTERNATIVES/VARIATIONS:

Do not act: Staff will wait for further direction.

Negative Vote: Will continue to run pump without chemical control.

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



## Memorandum

TO: Todd Prafke  
City Administrator

DATE: 9/19/2012

FROM: Cindy Moulton *Cindy*  
Administrative Secretary

RE: Licenses

### ACTION/RECOMMENDATION

Provide approval of a temporary license.

### BACKGROUND

The City has received a temporary Soft Drink License application from the St. Peter Jaycees.

The Jaycees would like to sell soda at the Oktoberfest on September 28 & 29, 2012. The event is taking place in parking lot #5.

Please place this item on the September 24, 2012 City Council consent agenda.

### FISCAL IMPACT:

None other than receipt of the permit fees.

### ALTERNATIVES/VARIATIONS:

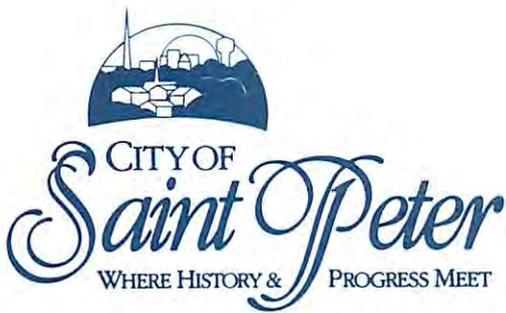
Do Not Act: No further action will be taken without Council direction.

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

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

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

CKM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** September 18, 2012

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

**RE:** Billing Clerk

### **ACTION/RECOMMENDATION**

Provide for appointment of Lelia Leonhardt as Billing Clerk.

### **BACKGROUND**

The Finance Department has had an opening in the Billing Clerk position since the retirement of long-time employee Mary Volk. Over 100 applications were received for the position and we interviewed 25 candidates and asked five individuals back for a second interview. At the conclusion of this process, I would like to recommend the appointment of Lelia Leonhardt to the Billing Clerk position.

Ms. Leonhardt is currently employed by the City as an Accounts Payable Clerk/Receptionist in the Building Department. I recommend her appointment at the wage of \$18.97 per hour. She will be available to start immediately.

Please consider inclusion of this employee appointment on the consent agenda for the September 24, 2012 regular meeting.

### **FISCAL IMPACT:**

The proposed salary is within the budgetary guidelines for this position.

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: No further action will be taken without additional direction from the Council.  
Denial: Should the Council deny this appointment, staff would ask for additional direction.  
Modification of the Resolution: This is always an option of the Council.

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

PO

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A. H. HERMEL WHOLESALE	concessions	COMMUNITY CENTER	COMMUNITY CENTER	81.90
			TOTAL:	81.90
AFFILIATED CREDIT SERVICES	july and aug debt collecti	ELECTRIC FUND	CUSTOMER ACCOUNTS	200.38
			TOTAL:	200.38
ALPHA WIRELESS COMMUNICATIONS CO	wastewater radio repairs	WASTE WATER FUND	ADMIN AND GENERAL	44.09
	bus headset	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	122.91
			TOTAL:	167.00
AMAZON	ink	GENERAL FUND	CITY ADMINISTRATION	12.74
	ink	GENERAL FUND	CITY CLERK	12.74
	ink	GENERAL FUND	FINANCE	8.49
	printer maint kit	GENERAL FUND	FINANCE	134.00
	ink	GENERAL FUND	POLICE	6.79
	ink	GENERAL FUND	BUILDING INSPECTOR	3.40
	ink	GENERAL FUND	PUBLIC WORKS ADMIN	1.70
	ink	GENERAL FUND	STREETS	71.85
	ink	GENERAL FUND	PARKS	57.48
	ink	GENERAL FUND	ECONOMIC DEVMT	0.85
	books, dvds	LIBRARY FUND	LIBRARY	399.69
	ink	WATER	ADMIN AND GENERAL	28.74
	ink	WATER	ADMIN AND GENERAL	7.64
	printer maint kit	WATER	ADMIN AND GENERAL	33.50
	ink	WASTE WATER FUND	ADMIN AND GENERAL	28.74
	ink	WASTE WATER FUND	ADMIN AND GENERAL	7.63
	printer maint kit	WASTE WATER FUND	ADMIN AND GENERAL	33.50
	ink	ENVIRON SERVICES F	ADMIN AND GENERAL	28.73
	printer maint kit	ENVIRON SERVICES F	ADMIN AND GENERAL	33.50
	ink	ELECTRIC FUND	ADMIN AND GENERAL	71.85
	ink	ELECTRIC FUND	ADMIN AND GENERAL	22.92
	printer maint kit	ELECTRIC FUND	ADMIN AND GENERAL	33.50
			TOTAL:	1,039.98
APPLIED CONCEPTS, INC.	safe & sober tzd grant	RESTRICTED CONTRIB	POLICE	4,625.00
			TOTAL:	4,625.00
ARROW ACE HARDWARE INC	phone cords	GENERAL FUND	CITY ADMINISTRATION	4.80
	phone cords	GENERAL FUND	CITY CLERK	4.80
	phone cords	GENERAL FUND	FINANCE	3.20
	light bulbs	GENERAL FUND	MUNICIPAL BUILDING	68.29
	phone cords	GENERAL FUND	POLICE	2.56
	phone cords	GENERAL FUND	BUILDING INSPECTOR	1.28
	phone cords	GENERAL FUND	PUBLIC WORKS ADMIN	0.64
	weed-n-feed hose end	GENERAL FUND	STREETS	9.82
	2way radio cable	GENERAL FUND	STREETS	15.38
	bugstrip,glade,batteries,c	GENERAL FUND	SWIMMING POOL	43.72
	tinger,mender,bottom,blade	GENERAL FUND	PARKS	122.78
	weed-n-feed hose end	GENERAL FUND	PARKS	9.82
	phone cords	GENERAL FUND	ECONOMIC DEVMT	0.32
	round up, sprklr	LIBRARY FUND	LIBRARY	12.82
	rdup, bolts, patch,sprklr,	COMMUNITY CENTER	COMMUNITY CENTER	117.33
	bushing,bolts,poly tube	WATER	PURIFICATION AND TREAT	13.30
	weed-n-feed hose end	WATER	DISTRIBUTION AND STORA	4.91
	bleach,funnel,valveball,cl	WATER	DISTRIBUTION AND STORA	48.04
	phone cords	WATER	ADMIN AND GENERAL	2.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	motor oil	WASTE WATER FUND	BIOSOLIDS	52.79
	weed-n-feed hose end	WASTE WATER FUND	SOURCE/TREATMENT	4.92
	utility blade,tube,gasket	WASTE WATER FUND	SOURCE/TREATMENT	10.67
	phone cords	WASTE WATER FUND	ADMIN AND GENERAL	2.90
	weed-n-feed hose end	ENVIRON SERVICES F	REFUSE DISPOSAL	4.91
	main sub connect,screws,bo	ELECTRIC FUND	POWER DISTRIBUTION	31.46
	weed-n-feed hose end	ELECTRIC FUND	POWER DISTRIBUTION	9.82
	phone cords	ELECTRIC FUND	ADMIN AND GENERAL	8.65
	weed-n-feed hose end	STORMWATER FUND	TREATMENT	4.92
			TOTAL:	617.73
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	22.80
	new adult audio	LIBRARY FUND	LIBRARY	539.10
			TOTAL:	561.90
B & L UTILITY MAINTENANCE, LLC	steel light poles	ELECTRIC FUND	POWER DISTRIBUTION	945.00
			TOTAL:	945.00
BATTERIES PLUS	6v lead batteries	WASTE WATER FUND	SOURCE/TREATMENT	132.10
			TOTAL:	132.10
BOLTON & MENK INC	transport master 7/21-8/17	GENERAL FUND	STREETS	294.00
	staff meetings	GENERAL FUND	STREETS	59.06
	apple orchard redevelop	GENERAL FUND	STREETS	168.00
	final fema tornado project	GENERAL FUND	STREETS	728.00
	misc sidewalk&curb improve	GENERAL FUND	STREETS	2,398.00
	staff meetings	GENERAL FUND	PARKS	47.25
	wash ave link 7/21-8/17	PERM IMPROVMENT RE	STREETS	16,129.93
	turnbacks 7/21-8/17	PERM IMPROVMENT RE	STREETS	6,591.00
	north end 169 intersection	PERM IMPROVMENT RE	STREETS	18,586.50
	gh reservoir repaint 7/21-	WATER	CAPITAL-WATER DISTRIBU	1,300.00
	web gis migration 7/21-8/1	WATER	CAPITAL-WATER DISTRIBU	723.00
	n 3rd st improve through 8	WATER	CAPITAL-WATER DISTRIBU	661.50
	staff meetings	WATER	ADMIN AND GENERAL	23.63
	web gis migration 7/21-8/1	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	723.00
	interceptor rehab ph 1	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,693.50
	n 3rd st improve through 8	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	661.50
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	23.63
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	23.62
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	59.06
	web gis migration 7/21-8/1	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	723.00
	n 3rd st improve through 8	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	661.50
	shopko site drainage	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,506.00
			TOTAL:	54,784.68
BOOKPAGE	oct12-sept13 renewal	LIBRARY FUND	LIBRARY	456.00
			TOTAL:	456.00
BRANDT LAW OFFICE	civil matters for aug '12	GENERAL FUND	LEGAL SERVICES	1,463.75
	criminal matters for aug '	GENERAL FUND	LEGAL SERVICES	8,490.50
	shopko	GENERAL FUND	LEGAL SERVICES	261.25
	chippewa	REVOLVING LOAN FUN	ECONOMIC DEVMT	68.75
	inspire bridal	REVOLVING LOAN FUN	ECONOMIC DEVMT	96.25
	green valley	WATER	ADMIN AND GENERAL	673.75
			TOTAL:	11,054.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BRIGGS AND MORGAN	2012c bond counsel	WATER	ADMIN AND GENERAL	5,000.00
			TOTAL:	5,000.00
CARQUEST AUTO PARTS STORES	gloves,oil,refrigerent,gas	GENERAL FUND	STREETS	130.14
	liquid weld & carb cleaner	GENERAL FUND	STREETS	43.74
	gloves,oil,refrigerent,gas	GENERAL FUND	PARKS	130.14
	gloves,oil,refrigerent,gas	WATER	DISTRIBUTION AND STORA	65.07
	gloves,oil,refrigerent,gas	WASTE WATER FUND	SOURCE/TREATMENT	65.15
	gloves,oil,refrigerent,gas	ENVIRON SERVICES F	REFUSE DISPOSAL	65.07
	gloves,oil,refrigerent,gas	ELECTRIC FUND	POWER DISTRIBUTION	130.14
	gloves,oil,refrigerent,gas	STORMWATER FUND	TREATMENT	65.13
	bearing	STORMWATER FUND	TREATMENT	18.69
			TOTAL:	713.27
CENTERPOINT ENERGY MINNEGASCO	gas for aug '12	GENERAL FUND	FIRE	52.03
	gas for aug '12	GENERAL FUND	STREETS	45.39
	gas for aug '12	GENERAL FUND	SWIMMING POOL	320.23
	gas for aug '12	GENERAL FUND	PARKS	36.31
	gas for aug '12	LIBRARY FUND	LIBRARY	51.62
	gas for aug '12	COMMUNITY CENTER	COMMUNITY CENTER	296.34
	gas for aug '12	WATER	PURIFICATION AND TREAT	69.81
	gas for aug '12	WATER	PURIFICATION AND TREAT	22.39
	gas for aug '12	WATER	ADMIN AND GENERAL	18.16
	gas for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for aug '12	WASTE WATER FUND	SOURCE/TREATMENT	51.39
	gas for aug '12	WASTE WATER FUND	ADMIN AND GENERAL	18.16
	gas for aug '12	ENVIRON SERVICES F	ADMIN AND GENERAL	18.15
	gas for aug '12	ELECTRIC FUND	ADMIN AND GENERAL	45.39
			TOTAL:	1,058.19
CENTRAL FIRE PROTECTION INC	hydro test on 4 fire extg	GENERAL FUND	FIRE	152.00
			TOTAL:	152.00
CINTAS CORPORATION #754	uniform cleaning aug '12	ELECTRIC FUND	ADMIN AND GENERAL	395.52
			TOTAL:	395.52
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	58.64
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	58.63
			TOTAL:	117.27
CLASSIC PROTECTIVE COATINGS	pay est 2-greenhill res pa	WATER	CAPITAL-WATER DISTRIBU	360,591.50
			TOTAL:	360,591.50
COLE PAPERS INC	disp coveralls	GENERAL FUND	STREETS	33.77
	pull roll towels	GENERAL FUND	STREETS	65.84
	glass clnr, towels	GENERAL FUND	STREETS	52.32
	towels,clnr,bags,plates	GENERAL FUND	STREETS	115.22
	disp coveralls	GENERAL FUND	PARKS	33.77
	pull roll towels	GENERAL FUND	PARKS	65.84
	glass clnr, towels	GENERAL FUND	PARKS	52.32
	towels,clnr,bags,plates	GENERAL FUND	PARKS	115.22
	disp coveralls	WATER	DISTRIBUTION AND STORA	16.88
	pull roll towels	WATER	DISTRIBUTION AND STORA	32.92
	glass clnr, towels	WATER	DISTRIBUTION AND STORA	26.16
	towels,clnr,bags,plates	WATER	DISTRIBUTION AND STORA	57.60
	disp coveralls	WASTE WATER FUND	SOURCE/TREATMENT	16.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pull roll towels	WASTE WATER FUND	SOURCE/TREATMENT	32.96
	glass clnr, towels	WASTE WATER FUND	SOURCE/TREATMENT	26.19
	towels,clnr,bags,plates	WASTE WATER FUND	SOURCE/TREATMENT	57.67
	disp coveralls	ENVIRON SERVICES F	REFUSE DISPOSAL	16.88
	pull roll towels	ENVIRON SERVICES F	REFUSE DISPOSAL	32.92
	glass clnr, towels	ENVIRON SERVICES F	REFUSE DISPOSAL	26.16
	towels,clnr,bags,plates	ENVIRON SERVICES F	REFUSE DISPOSAL	57.60
	disp coveralls	ELECTRIC FUND	POWER DISTRIBUTION	33.77
	pull roll towels	ELECTRIC FUND	POWER DISTRIBUTION	65.84
	glass clnr, towels	ELECTRIC FUND	POWER DISTRIBUTION	52.32
	towels,clnr,bags,plates	ELECTRIC FUND	POWER DISTRIBUTION	115.22
	disp coveralls	STORMWATER FUND	TREATMENT	16.90
	pull roll towels	STORMWATER FUND	TREATMENT	32.94
	glass clnr, towels	STORMWATER FUND	TREATMENT	26.19
	towels,clnr,bags,plates	STORMWATER FUND	TREATMENT	57.66
			TOTAL:	1,335.98
COMMUNITY PARTNERS RESEARCH, INC	second 1/2 of housing stud	GENERAL FUND	ECONOMIC DEVMT	5,950.00
			TOTAL:	5,950.00
COPIER BUSINESS SOLUTIONS	copier maint 1717	GENERAL FUND	RECREATION/LEISURE SER	79.27
	copier maint 1717	COMMUNITY CENTER	COMMUNITY CENTER	79.27
			TOTAL:	158.54
CRYSTAL LAWN, INC	169-mgm irrig rpz	ENVIRON SERVICES F	REFUSE DISPOSAL	147.02
	169-nic plaza irrig rpz	ENVIRON SERVICES F	REFUSE DISPOSAL	45.00
	169-city lot irrig rpz	ENVIRON SERVICES F	REFUSE DISPOSAL	45.00
	16-econo irrig rpz test	ENVIRON SERVICES F	REFUSE DISPOSAL	45.00
	169-mn2 irrig rpz test	ENVIRON SERVICES F	REFUSE DISPOSAL	71.00
			TOTAL:	353.02
CUES	cleat assembly&rivets	WASTE WATER FUND	COLLECTOR/LIFT STAT	479.10
			TOTAL:	479.10
CULLIGAN	drinking water for pool	GENERAL FUND	SWIMMING POOL	59.40
			TOTAL:	59.40
LANCE DLOUHY	gray stones, paint	GENERAL FUND	RECREATION/LEISURE SER	38.97
	hfr project supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	24.18
	hfr supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	59.26
			TOTAL:	122.41
DRANTTEL SALES & SERVICE	oil	ENVIRON SERVICES F	REFUSE DISPOSAL	62.79
			TOTAL:	62.79
ECONO FOODS	ice, leomnade,bakery for m	GENERAL FUND	MAYOR & COUNCIL	21.95
	food for senior dance	GENERAL FUND	SENIOR COORDINATOR	46.82
	choc milk,frozen	GENERAL FUND	RECREATION/LEISURE SER	20.24
	batteries,dry erase mrks	LIBRARY FUND	LIBRARY	15.27
	supplies for 10 yr anniv c	COMMUNITY CENTER	COMMUNITY CENTER	220.70
	dist water,downy,tide	WASTE WATER FUND	SOURCE/TREATMENT	59.47
	eggs, ice	RESTRICTED CONTRIB	RECREATION/LEISURE SER	2.80
			TOTAL:	387.25
ED'S PLUMBING	pw hot water heater	GENERAL FUND	STREETS	19.58
	pw hot water heater	GENERAL FUND	PARKS	15.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw hot water heater	WATER	ADMIN AND GENERAL	7.83
	pw hot water heater	WASTE WATER FUND	ADMIN AND GENERAL	7.83
	pw hot water heater	ENVIRON SERVICES F	ADMIN AND GENERAL	7.84
	pw hot water heater	ELECTRIC FUND	ADMIN AND GENERAL	19.58
			TOTAL:	78.32
GARY R. ENG	snap on sockets & nut driv	GENERAL FUND	STREETS	66.22
	snap on sockets & nut driv	GENERAL FUND	PARKS	66.22
	snap on sockets & nut driv	WATER	DISTRIBUTION AND STORA	33.11
	snap on sockets & nut driv	WASTE WATER FUND	SOURCE/TREATMENT	33.15
	snap on sockets & nut driv	ENVIRON SERVICES F	REFUSE DISPOSAL	33.11
	snap on sockets & nut driv	ELECTRIC FUND	POWER DISTRIBUTION	66.22
	snap on sockets & nut driv	STORMWATER FUND	TREATMENT	33.13
			TOTAL:	331.16
BRIAN ENTER	softball ump 8/28-9/11	GENERAL FUND	RECREATION/LEISURE SER	168.00
			TOTAL:	168.00
ENVIROMATIC CORPORATION OF AMERICA, IN	balanced fans at ww plant	WASTE WATER FUND	BIOSOLIDS	356.00
			TOTAL:	356.00
ERICKSON OIL PRODUCTS INC	fuel for aug '12	GENERAL FUND	POLICE	55.54
	fuel for aug '12	GENERAL FUND	STREETS	257.11
	fuel for aug '12	WATER	SOURCE OF SUPPLY	29.97
	fuel for aug '12	WATER	PURIFICATION AND TREAT	44.96
	fuel for aug '12	WATER	DISTRIBUTION AND STORA	224.81
	fuel for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	170.67
	fuel for aug '12	STORMWATER FUND	TREATMENT	206.56
			TOTAL:	989.62
FASTENAL COMPANY	flat socket cap screws	GENERAL FUND	STREETS	0.23
	flat socket cap screws	GENERAL FUND	PARKS	0.23
	flat socket cap screws	WATER	DISTRIBUTION AND STORA	0.11
	drill bits	WASTE WATER FUND	SOURCE/TREATMENT	9.49
	flat socket cap screws	WASTE WATER FUND	SOURCE/TREATMENT	0.11
	4" ph rigid med/hvy	WASTE WATER FUND	SOURCE/TREATMENT	19.47
	flat socket cap screws	ENVIRON SERVICES F	REFUSE DISPOSAL	0.11
	tool bag, saw blades	ELECTRIC FUND	POWER DISTRIBUTION	73.19
	flat socket cap screws	ELECTRIC FUND	POWER DISTRIBUTION	0.23
	caps screws,nutes,washers	STORMWATER FUND	COLLECTIONS/LIFT STATI	11.69
	nuts,screws,anchors,strapp	STORMWATER FUND	COLLECTIONS/LIFT STATI	13.33
	jobber drill	STORMWATER FUND	COLLECTIONS/LIFT STATI	7.96
	flat socket cap screws	STORMWATER FUND	TREATMENT	0.11
			TOTAL:	136.26
FIRE PROTECTION SERVICES, INC.	plan review for gac olin s	GENERAL FUND	BUILDING INSPECTOR	14.47
			TOTAL:	14.47
G & K RENTAL	bbounce house for 10 yr an	COMMUNITY CENTER	COMMUNITY CENTER	250.00
			TOTAL:	250.00
GENESIS	diesel for aug '12	GENERAL FUND	FIRE	535.01
	diesel for aug '12	GENERAL FUND	STREETS	3,491.81
	diesel for aug '12	GENERAL FUND	PARKS	1,717.73
	diesel for aug '12	WATER	SOURCE OF SUPPLY	284.23
	diesel for aug '12	WATER	DISTRIBUTION AND STORA	642.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	diesel for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	912.34
	diesel for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	633.68
	diesel for aug '12	ENVIRON SERVICES F	REFUSE DISPOSAL	1,152.40
	diesel for aug '12	ELECTRIC FUND	POWER DISTRIBUTION	3,312.50
	diesel for aug '12	ELECTRIC FUND	POWER DISTRIBUTION	720.14
	diesel for aug '12	STORMWATER FUND	TREATMENT	1,009.37
	diesel for aug '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	166.57
			TOTAL:	14,578.52
LEWIS GIESKING	mmua summer mtg to baxter	GENERAL FUND	STREETS	55.22
	mmua summer mtg to baxter	GENERAL FUND	PARKS	44.18
	mmua summer mtg to baxter	WATER	ADMIN AND GENERAL	22.09
	mmua summer mtg to baxter	WASTE WATER FUND	ADMIN AND GENERAL	22.09
	mmua summer mtg to baxter	ENVIRON SERVICES F	ADMIN AND GENERAL	22.09
	mmua summer mtg to baxter	ELECTRIC FUND	ADMIN AND GENERAL	55.22
	mileage to smmpa mtg grand	ELECTRIC FUND	ADMIN AND GENERAL	390.28
			TOTAL:	611.17
GILLUND ENTERPRISES INC	fuel supp	GENERAL FUND	STREETS	64.06
	fuel supp	GENERAL FUND	PARKS	64.06
	fuel supp	WATER	DISTRIBUTION AND STORA	32.03
	fuel supp	WASTE WATER FUND	SOURCE/TREATMENT	32.07
	fuel supp	ENVIRON SERVICES F	REFUSE DISPOSAL	32.03
	fuel supp	ELECTRIC FUND	POWER DISTRIBUTION	64.06
	fuel supp	STORMWATER FUND	TREATMENT	32.06
			TOTAL:	320.37
GOPHER STATE ONE-CALL INC	locates for aug '12	WATER	DISTRIBUTION AND STORA	88.54
	locates for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	88.53
	locates for aug '12	ELECTRIC FUND	POWER DISTRIBUTION	88.53
			TOTAL:	265.60
GRAINGER	chemical gloves	GENERAL FUND	STREETS	58.47
	chemical gloves	GENERAL FUND	PARKS	46.78
	chemical gloves	WATER	ADMIN AND GENERAL	23.39
	chemical gloves	WASTE WATER FUND	ADMIN AND GENERAL	23.39
	chemical gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	23.38
	chemical gloves	ELECTRIC FUND	ADMIN AND GENERAL	58.47
			TOTAL:	233.88
GRAND VIEW LODGE	deposit hotelmscia conf-tr	GENERAL FUND	POLICE	100.00
	remainder hotel cost-mscia	GENERAL FUND	POLICE	109.99
			TOTAL:	209.99
GREATER MANKATO GROWTH	4th qtr econ dvlp agreemen	GENERAL FUND	ECONOMIC DEVMT	6,287.50
			TOTAL:	6,287.50
GUSTAVUS ADOLPHUS COLLEGE P.O.	postage for aug '12	GENERAL FUND	CITY ADMINISTRATION	16.40
	postage for aug '12	GENERAL FUND	CITY CLERK	42.15
	postage for aug '12	GENERAL FUND	FINANCE	184.15
	postage for aug '12	GENERAL FUND	POLICE	89.35
	postage for aug '12	GENERAL FUND	FIRE	6.50
	postage for aug '12	GENERAL FUND	BUILDING INSPECTOR	3.95
	postage for aug '12	GENERAL FUND	PUBLIC WORKS ADMIN	37.45
	postage for aug '12	GENERAL FUND	RECREATION/LEISURE SER	89.95
	postage for aug '12	GENERAL FUND	SWIMMING POOL	18.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	postage for aug '12	GENERAL FUND	ECONOMIC DEVMT	85.41
	postage for aug '12	LIBRARY FUND	LIBRARY	3.50
	postage for aug '12	COMMUNITY CENTER	COMMUNITY CENTER	8.50
	postage for aug '12	WATER	ADMIN AND GENERAL	0.65
	postage for aug '12	WATER	CUSTOMER ACCOUNTS	87.59
	postage for aug '12	WASTE WATER FUND	ADMIN AND GENERAL	4.85
	postage for aug '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	87.60
	postage for aug '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	87.60
	postage for aug '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.60
	postage for aug '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.00
			TOTAL:	944.70
HAWKINS CHEMICAL	caustic soda	WATER	PURIFICATION AND TREAT	1,415.00
	chlorine,caustic soda,cyli	WATER	PURIFICATION AND TREAT	1,766.25
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	356.32
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,404.28
			TOTAL:	8,941.85
MIKE HERMANSON	mileage,per diem, reg fee	GENERAL FUND	FIRE	68.87
			TOTAL:	68.87
HICKORY TECH	phone bill for july '12	GENERAL FUND	CITY ADMINISTRATION	199.86
	phone bill for aug '12	GENERAL FUND	CITY ADMINISTRATION	32.69-
	phone bill for july '12	GENERAL FUND	CITY CLERK	39.54
	phone bill for aug '12	GENERAL FUND	CITY CLERK	6.48-
	phone bill for july '12	GENERAL FUND	FINANCE	311.13
	phone bill for aug '12	GENERAL FUND	FINANCE	50.89-
	phone bill for july '12	GENERAL FUND	MUNICIPAL BUILDING	18.46
	phone bill for aug '12	GENERAL FUND	MUNICIPAL BUILDING	3.02-
	phone bill for july '12	GENERAL FUND	POLICE	716.88
	phone bill for aug '12	GENERAL FUND	POLICE	38.85
	phone bill for july '12	GENERAL FUND	FIRE	160.24
	phone bill for aug '12	GENERAL FUND	FIRE	160.24
	phone bill for july '12	GENERAL FUND	BUILDING INSPECTOR	116.00
	phone bill for aug '12	GENERAL FUND	BUILDING INSPECTOR	18.99-
	phone bill for july '12	GENERAL FUND	PUBLIC WORKS ADMIN	116.05
	phone bill for aug '12	GENERAL FUND	PUBLIC WORKS ADMIN	54.69
	phone bill for july '12	GENERAL FUND	STREETS	134.46
	phone bill for aug '12	GENERAL FUND	STREETS	22.01-
	phone bill for july '12	GENERAL FUND	SENIOR COORDINATOR	13.18
	phone bill for aug '12	GENERAL FUND	SENIOR COORDINATOR	2.16-
	phone bill for july '12	GENERAL FUND	RECREATION/LEISURE SER	214.73
	phone bill for aug '12	GENERAL FUND	RECREATION/LEISURE SER	49.06
	phone bill for july '12	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for aug '12	GENERAL FUND	SWIMMING POOL	31.12
	phone bill for july '12	GENERAL FUND	PARKS	141.34
	phone bill for aug '12	GENERAL FUND	PARKS	49.30
	phone bill for july '12	GENERAL FUND	ECONOMIC DEVMT	76.47
	phone bill for aug '12	GENERAL FUND	ECONOMIC DEVMT	12.51-
	phone bill for july '12	LIBRARY FUND	LIBRARY	228.78
	phone bill for aug '12	LIBRARY FUND	LIBRARY	41.20-
	phone bill for july '12	PUBLIC ACCESS	PUBLIC ACCESS	39.58
	phone bill for aug '12	PUBLIC ACCESS	PUBLIC ACCESS	6.45-
	phone bill for july '12	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone bill for aug '12	COMMUNITY CENTER	COMMUNITY CENTER	47.22
	phone bill for july '12	WATER	ADMIN AND GENERAL	226.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone bill for aug '12	WATER	ADMIN AND GENERAL	208.15
	phone bill for july '12	WASTE WATER FUND	ADMIN AND GENERAL	243.74
	phone bill for aug '12	WASTE WATER FUND	ADMIN AND GENERAL	144.34
	phone bill for july '12	ENVIRON SERVICES F	ADMIN AND GENERAL	85.42
	phone bill for aug '12	ENVIRON SERVICES F	ADMIN AND GENERAL	13.98-
	phone bill for july '12	ELECTRIC FUND	ADMIN AND GENERAL	335.86
	phone bill for aug '12	ELECTRIC FUND	ADMIN AND GENERAL	17.66-
	phone bill for july '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	73.72
	phone bill for aug '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	27.70
			TOTAL:	4,153.19
DERRICK HOFFMAN	softball ump	GENERAL FUND	RECREATION/LEISURE SER	84.00
			TOTAL:	84.00
IMPACT	printing utility bill july	WATER	CUSTOMER ACCOUNTS	133.01
	postage july '12 utility b	WATER	CUSTOMER ACCOUNTS	335.81
	printing utility bill july	WASTE WATER FUND	CUSTOMER ACCOUNTS	133.01
	postage july '12 utility b	WASTE WATER FUND	CUSTOMER ACCOUNTS	335.81
	printing utility bill july	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	133.01
	postage july '12 utility b	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	335.82
	printing utility bill july	ELECTRIC FUND	CUSTOMER ACCOUNTS	132.99
	utility flyer for july '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	170.31
	postage july '12 utility b	ELECTRIC FUND	CUSTOMER ACCOUNTS	335.81
			TOTAL:	2,045.58
INFRATECH	battery & rechargeable pac	WASTE WATER FUND	COLLECTOR/LIFT STAT	575.05
			TOTAL:	575.05
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	1,305.55
			TOTAL:	1,305.55
JAKE'S PIZZA	pizza for track meet	GENERAL FUND	RECREATION/LEISURE SER	140.00
			TOTAL:	140.00
JEFFERSON FIRE & SAFETY INC	helmet for christensen	GENERAL FUND	FIRE	106.21
			TOTAL:	106.21
JERRY'S ELECTRIC INC	pcb oil tests	ELECTRIC FUND	POWER DISTRIBUTION	75.00
			TOTAL:	75.00
AMY KAMM	clothing allowance	STORMWATER FUND	ADMINISTRATION AND GEN	111.97
	phone	STORMWATER FUND	ADMINISTRATION AND GEN	100.00
			TOTAL:	211.97
KASSULKE MASONRY	motor joints, front st&bro	ELECTRIC FUND	POWER DISTRIBUTION	1,360.00
			TOTAL:	1,360.00
KEELEY FARM DRAINAGE	mulch	COMMUNITY CENTER	COMMUNITY CENTER	72.68
	stepping stones, poly, lim	COMMUNITY CENTER	COMMUNITY CENTER	252.49
	mulch	ENVIRON SERVICES F	REFUSE DISPOSAL	218.03
	mulch	RESTRICTED CONTRIB	PARKS	39.54
			TOTAL:	582.74
KENDELL DOORS & HARDWARE, INC.	rim panic w/lever trim	COMMUNITY CENTER	COMMUNITY CENTER	1,858.00
			TOTAL:	1,858.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KIND VETERINARY CLINIC PA	pound cats&dogs aug '12	GENERAL FUND	COMMUNITY SERVICE	185.40
	paws bill for aug '12	RESTRICTED CONTRIB	COMMUNITY SERVICE	14.58
			TOTAL:	199.98
MARK KREYKES	livestock rollover class&p	GENERAL FUND	FIRE	50.00
			TOTAL:	50.00
KUSSMAUL ELECTRONICS CO., INC.	solenoid super	GENERAL FUND	FIRE	41.89
	weatherproof cover	GENERAL FUND	FIRE	40.89
	weatherproof, connector	GENERAL FUND	FIRE	265.94
			TOTAL:	348.72
KWIK TRIP INC	fuel for aug '12	GENERAL FUND	POLICE	1,957.76
	car washes	GENERAL FUND	POLICE	71.00
	fuel for aug '12	GENERAL FUND	FIRE	26.00
	fuel for aug '12	GENERAL FUND	BUILDING INSPECTOR	52.32
	fuel for aug '12	GENERAL FUND	PARKS	230.73
	fuel for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	56.20
	fuel for aug '12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3,458.13
			TOTAL:	5,852.14
LAGER'S INC	replace radiator	GENERAL FUND	POLICE	694.21
	adapter, gasket, seal	GENERAL FUND	FIRE	282.55
			TOTAL:	976.76
LEAGUE OF MN CITIES INSURANCE TRUST	4th qtr workers comp	GENERAL FUND	MAYOR & COUNCIL	13.63
	4th qtr workers comp	GENERAL FUND	CITY ADMINISTRATION	161.06
	4th qtr workers comp	GENERAL FUND	CITY CLERK	68.15
	4th qtr workers comp	GENERAL FUND	FINANCE	187.36
	4th qtr workers comp	GENERAL FUND	MUNICIPAL BUILDING	208.87
	4th qtr workers comp	GENERAL FUND	POLICE	6,380.94
	4th qtr workers comp	GENERAL FUND	FIRE	3,378.25
	4th qtr workers comp	GENERAL FUND	FIRE	167.21
	4th qtr workers comp	GENERAL FUND	BUILDING INSPECTOR	116.91
	4th qtr workers comp	GENERAL FUND	COMMUNITY SERVICE	301.40
	4th qtr workers comp	GENERAL FUND	PUBLIC WORKS ADMIN	167.98
	4th qtr workers comp	GENERAL FUND	STREETS	4,354.68
	4th qtr workers comp	GENERAL FUND	RECREATION/LEISURE SER	968.88
	4th qtr workers comp	GENERAL FUND	SWIMMING POOL	695.51
	4th qtr workers comp	GENERAL FUND	SKATING RINKS	17.28
	4th qtr workers comp	GENERAL FUND	PARKS	2,292.91
	4th qtr workers comp	GENERAL FUND	ECONOMIC DEVMT	71.22
	4th qtr workers comp	LIBRARY FUND	LIBRARY	303.12
	4th qtr workers comp	PUBLIC ACCESS	PUBLIC ACCESS	8.25
	4th qtr workers comp	COMMUNITY CENTER	COMMUNITY CENTER	576.87
	4th qtr workers comp	WATER	SOURCE OF SUPPLY	180.65
	4th qtr workers comp	WATER	PURIFICATION AND TREAT	509.11
4th qtr workers comp	WATER	DISTRIBUTION AND STORA	1,280.26	
4th qtr workers comp	WATER	ADMIN AND GENERAL	138.80	
4th qtr workers comp	WATER	CUSTOMER ACCOUNTS	21.31	
4th qtr workers comp	WASTE WATER FUND	BIOSOLIDS	310.99	
4th qtr workers comp	WASTE WATER FUND	COLLECTOR/LIFT STAT	760.40	
4th qtr workers comp	WASTE WATER FUND	SOURCE/TREATMENT	1,750.40	
4th qtr workers comp	WASTE WATER FUND	ADMIN AND GENERAL	177.77	
4th qtr workers comp	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.31	
4th qtr workers comp	ENVIRON SERVICES F	REFUSE DISPOSAL	929.72	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4th qtr workers comp	ENVIRON SERVICES F	ADMIN AND GENERAL	178.53
	4th qtr workers comp	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	14.21
	4th qtr workers comp	ELECTRIC FUND	POWER PRODUCTION	81.20
	4th qtr workers comp	ELECTRIC FUND	POWER DISTRIBUTION	1,956.38
	4th qtr workers comp	ELECTRIC FUND	ADMIN AND GENERAL	479.93
	4th qtr workers comp	ELECTRIC FUND	CUSTOMER ACCOUNTS	99.44
	4th qtr workers comp	STORMWATER FUND	COLLECTIONS/LIFT STATI	287.00
	4th qtr workers comp	STORMWATER FUND	TREATMENT	82.93
	4th qtr workers comp	STORMWATER FUND	ADMINISTRATION AND GEN	976.75
	4th qtr workers comp	STORMWATER FUND	CUSTOMER ACCOUNTS	14.21
	4th qtr workers comp	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1,377.97
			TOTAL:	32,069.75
LJP ENTERPRISES INC	refuse pickup&disposal aug	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	refuse pickup&disposal aug	WATER	PURIFICATION AND TREAT	94.69
	refuse pickup&disposal aug	WASTE WATER FUND	SOURCE/TREATMENT	124.57
	refuse pickup&disposal aug	ENVIRON SERVICES F	REFUSE DISPOSAL	1,310.92
			TOTAL:	1,961.69
LLOYD LUMBER COMPANY	mill pond shelter roof shi	GENERAL FUND	PARKS	192.31
			TOTAL:	192.31
LOCATORS & SUPPLIES, INC.	saftey vest	ELECTRIC FUND	ADMIN AND GENERAL	67.65
			TOTAL:	67.65
MACQUEEN EQUIPMENT INC	main pickup head assembly	GENERAL FUND	STREETS	3,763.42
	hand spotlight	GENERAL FUND	STREETS	152.30
	welded transition connecto	GENERAL FUND	STREETS	393.50
			TOTAL:	4,309.22
MANKATO IMPLEMENT, INC	84d 6ft core aerator	STORMWATER FUND	CAPITAL-GENERAL PLANT	2,832.19
			TOTAL:	2,832.19
MARY'S FLOWERS	flower arrangement-baby	GENERAL FUND	POLICE	44.89
			TOTAL:	44.89
MEDIACOM	139 summit feeder repair	ELECTRIC FUND	POWER DISTRIBUTION	317.68
			TOTAL:	317.68
MENARDS	flip top clr tote	GENERAL FUND	STREETS	7.23
	sumppump, antifreeze,plug,	GENERAL FUND	SWIMMING POOL	112.62
	clear multisurface waterpr	GENERAL FUND	PARKS	113.24
	flip top clr tote	GENERAL FUND	PARKS	7.23
	mltisurf waterprf, antifre	GENERAL FUND	PARKS	208.08
	flip top clr tote	WATER	DISTRIBUTION AND STORA	3.62
	flip top clr tote	WASTE WATER FUND	SOURCE/TREATMENT	3.62
	flip top clr tote	ENVIRON SERVICES F	REFUSE DISPOSAL	3.62
	flip top clr tote	ELECTRIC FUND	POWER DISTRIBUTION	7.23
	flip top clr tote	STORMWATER FUND	TREATMENT	3.62
	sand mix, concrete	RESTRICTED CONTRIB	COMMUNITY SERVICE	40.00
	varnish/stain	RESTRICTED CONTRIB	PARKS	176.02
	return post caps for fence	RESTRICTED CONTRIB	PARKS	30.78
			TOTAL:	655.35
METHODWORKS	quartz sleeve	WASTE WATER FUND	SOURCE/TREATMENT	520.00
			TOTAL:	520.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
METRO JANITORIAL SUPPLY INC.	cleaner	COMMUNITY CENTER	COMMUNITY CENTER	502.32
			TOTAL:	502.32
MIDWEST SPECIALTY SALES	bearclaw tire & swinging b	STORMWATER FUND	TREATMENT	432.42
			TOTAL:	432.42
MISC VENDOR	BLANCH, FREDERICK	oct 10 speaker & mileage	RESTRICTED CONTRIB LIBRARY	150.00
	GERHARDSON, KAREN	refund due to pool closure	GENERAL FUND NON-DEPARTMENTAL	48.09
	GOBLIRSCH, CLETUS	senior dance entertainment	GENERAL FUND SENIOR COORDINATOR	100.00
	GPRS	payroll seminar-brenda 10/	GENERAL FUND FINANCE	25.00
	SCANLON, JULIE	refund bday party pool clo	GENERAL FUND NON-DEPARTMENTAL	106.88
	SELLY, DIANE	flowers for 10 yr anniv ce	COMMUNITY CENTER COMMUNITY CENTER	69.46
	TEAM EXPRESS	body shields, dummies	GENERAL FUND RECREATION/LEISURE SER	865.00
			TOTAL:	1,364.43
MN AMERICAN WATER WORKS ASSOC.	seminar jen t, scot p 10/1	WASTE WATER FUND	ADMIN AND GENERAL	60.00
	seminar amy k, jacob y10/1	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
			TOTAL:	120.00
MN DEPT OF COMMERCE	2nd qtr fy 2013 indirectas	ELECTRIC FUND	ADMIN AND GENERAL	1,607.48
	2nd qtr fy 2013 indirectas	ELECTRIC FUND	ADMIN AND GENERAL	448.04
			TOTAL:	2,055.52
MN ELEVATOR, INC.	annual service 2012	COMMUNITY CENTER	COMMUNITY CENTER	2,030.14
			TOTAL:	2,030.14
MN PIPE & EQUIPMENT	1" copper tubing	WATER	NON-DEPARTMENTAL	961.38
	1" copper tubing	WATER	NON-DEPARTMENTAL	480.69
			TOTAL:	1,442.07
MN SEX CRIMES INVESTIGATORS ASSOCIATIO	2012 fall conf - travis s	GENERAL FUND	POLICE	180.00
			TOTAL:	180.00
MN SOCIETY OF ARBORICULTURE	2012 msa fall conf - raoul	ENVIRON SERVICES F	ADMIN AND GENERAL	125.00
			TOTAL:	125.00
MN WASTE PROCESSING	waste processing for aug '	ENVIRON SERVICES F	REFUSE DISPOSAL	13,669.43
			TOTAL:	13,669.43
PETE MOULTON	mileag to st louis,minneap	WATER	ADMIN AND GENERAL	77.70
	meals while at mnwarn mtgs	WATER	ADMIN AND GENERAL	52.00
	parking/taxi	WATER	ADMIN AND GENERAL	44.95
	mnwarn mtg mileage	WATER	ADMIN AND GENERAL	122.10
			TOTAL:	296.75
MVTL LABORATORIES INC	aerobic plate count test	WASTE WATER FUND	SOURCE/TREATMENT	11.00
			TOTAL:	11.00
NAPA AUTO PARTS OF ST PETER	headlight,bulbs,wipers	GENERAL FUND	POLICE	51.08
	brake rotors, brake pads	GENERAL FUND	POLICE	160.48
	transfer cases,clamp,repai	GENERAL FUND	FIRE	242.60
	brake clnr, washer fluid	GENERAL FUND	STREETS	22.33
	brake clnr, washer fluid	GENERAL FUND	PARKS	22.33
	handle	GENERAL FUND	PARKS	14.92
	brake clnr, washer fluid	WATER	DISTRIBUTION AND STORA	11.16
	handle, battery	WASTE WATER FUND	COLLECTOR/LIFT STAT	119.24

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	brake clnr, washer fluid	WASTE WATER FUND	SOURCE/TREATMENT	11.18
	brake clnr, washer fluid	ENVIRON SERVICES F	REFUSE DISPOSAL	11.16
	brake clnr, washer fluid	ELECTRIC FUND	POWER DISTRIBUTION	22.33
	steering gear warranty	ELECTRIC FUND	POWER DISTRIBUTION	3.66-
	brake clnr, washer fluid	STORMWATER FUND	TREATMENT	11.16
	switch	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	14.79
			TOTAL:	711.10
NELSON PRINTING COMPANY	cards - prafke	GENERAL FUND	CITY ADMINISTRATION	60.33
	ups	GENERAL FUND	FINANCE	12.17
	brother label tape	GENERAL FUND	FIRE	42.74
	envelopes for baseball	GENERAL FUND	RECREATION/LEISURE SER	1.67
	cards - russ wille	GENERAL FUND	ECONOMIC DEVMT	54.45
	name badges, coin evn, label	LIBRARY FUND	LIBRARY	37.96
	ups camera for repair	PUBLIC ACCESS	PUBLIC ACCESS	32.46
	transformer oil samples up	ELECTRIC FUND	POWER DISTRIBUTION	44.14
			TOTAL:	285.92
NICOLLET COUNTY BANK	ach payroll & a/p aug '12	GENERAL FUND	FINANCE	8.39
	ach payroll & a/p aug '12	WATER	ADMIN AND GENERAL	2.09
	ach for util bills aug '12	WATER	CUSTOMER ACCOUNTS	11.65
	ach payroll & a/p aug '12	WASTE WATER FUND	ADMIN AND GENERAL	2.09
	ach for util bills aug '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.65
	ach payroll & a/p aug '12	ENVIRON SERVICES F	ADMIN AND GENERAL	2.09
	ach for util bills aug '12	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.65
	ach payroll & a/p aug '12	ELECTRIC FUND	ADMIN AND GENERAL	2.09
	ach for util bills aug '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.65
			TOTAL:	63.35
NICOLLET COUNTY SENIOR SERVICES	contract for sylvia perron	GENERAL FUND	SENIOR COORDINATOR	2,161.00
	sept/oct newsletters	GENERAL FUND	SENIOR COORDINATOR	120.02
			TOTAL:	2,281.02
NORTH CENTRAL INTERNATIONAL	filter	GENERAL FUND	NON-DEPARTMENTAL	4.76
	filters	GENERAL FUND	NON-DEPARTMENTAL	77.51
			TOTAL:	82.27
NORTHERN SAFETY TECHNOLOGY, INC.	super led clas 1 mag mt	GENERAL FUND	STREETS	304.57
	amber optic dome beacon	GENERAL FUND	STREETS	72.58
			TOTAL:	377.15
NUTTER CLOTHING CO	yth football coaches shirt	GENERAL FUND	RECREATION/LEISURE SER	247.50
	yth football coaches shirt	RESTRICTED CONTRIB	RECREATION/LEISURE SER	247.50
			TOTAL:	495.00
OFFICEMAX	ups back up	GENERAL FUND	POLICE	52.89
	replace black ink	GENERAL FUND	PUBLIC WORKS ADMIN	39.32
	ups back up	LIBRARY FUND	LIBRARY	52.89
			TOTAL:	145.10
OMG MIDWEST, INC	pay est 11 for turnbacks	PERM IMPROVMENT RE	STREETS	106,892.71
			TOTAL:	106,892.71
OVERHEAD DOOR COMPANY OF MANKATO INC	transit garage repair	GENERAL FUND	MUNICIPAL BUILDING	122.50
			TOTAL:	122.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
PAULSEN ARCHITECTURAL DESIGN	sub wall opening	ELECTRIC FUND	POWER DISTRIBUTION	635.00
			TOTAL:	635.00
PEPSI-COLA OF MANKATO INC	return pop for pool - clos	GENERAL FUND	SWIMMING POOL	137.25-
	soda for concessions	COMMUNITY CENTER	COMMUNITY CENTER	311.15
			TOTAL:	173.90
SUE POPE	hotel,meals for cjis conf	GENERAL FUND	POLICE	209.07
			TOTAL:	209.07
RONALD D. QUADE	miles,perdiem,reg mn valle	GENERAL FUND	FIRE	68.85
			TOTAL:	68.85
QUICK MART ST PETER	fuel for aug '12	GENERAL FUND	POLICE	638.14
	fuel for aug '12	GENERAL FUND	FIRE	141.85
			TOTAL:	779.99
RITA RASSBACH	kazoos 10 yranniv singalon	COMMUNITY CENTER	COMMUNITY CENTER	51.11
			TOTAL:	51.11
KELLY RAYMOND	softball ump	GENERAL FUND	RECREATION/LEISURE SER	168.00
			TOTAL:	168.00
ROCHESTER MIDLAND	annual restroom service	GENERAL FUND	STREETS	194.67
	annual restroom service	GENERAL FUND	PARKS	155.74
	annual restroom service	WATER	ADMIN AND GENERAL	77.87
	annual restroom service	WASTE WATER FUND	ADMIN AND GENERAL	77.87
	annual restroom service	ENVIRON SERVICES F	ADMIN AND GENERAL	77.86
	annual restroom service	ELECTRIC FUND	ADMIN AND GENERAL	194.67
			TOTAL:	778.68
ROYAL TIRE, INC	tires for bus 12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	701.14
			TOTAL:	701.14
RYAN ELECTRIC OF ST PETER	materials to fix ballasts	COMMUNITY CENTER	COMMUNITY CENTER	641.50
	supplies to fix switches	COMMUNITY CENTER	COMMUNITY CENTER	147.50
	reroute solenoid wiring	WATER	DISTRIBUTION AND STORA	75.00
			TOTAL:	864.00
RYAN PLUMBING & HEATING	water heater leak	GENERAL FUND	MUNICIPAL BUILDING	75.00
	replace water heater	GENERAL FUND	MUNICIPAL BUILDING	832.95
	flush water lines @ austin	WATER	DISTRIBUTION AND STORA	691.95
	715 austin dr, kitchen&fau	WATER	DISTRIBUTION AND STORA	112.50
	715 austin clean kitchen f	WATER	DISTRIBUTION AND STORA	75.00
	715 austin clogged cartrid	WATER	DISTRIBUTION AND STORA	75.00
	715 austin kitchen faucet	WATER	DISTRIBUTION AND STORA	77.39
			TOTAL:	1,939.79
S&S THERMO DYNAMICS	hvac service	GENERAL FUND	MUNICIPAL BUILDING	631.07
			TOTAL:	631.07
SAINTS BUS SERVICE	summer trips creat a camp	GENERAL FUND	RECREATION/LEISURE SER	621.20
			TOTAL:	621.20
SANDLAND, JEAN	shoes	GENERAL FUND	POLICE	27.99
			TOTAL:	27.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SHOP4TECH	cd drawer w/sleeves	LIBRARY FUND	LIBRARY	204.00
			TOTAL:	204.00
ST PETER COMMUNITY & FAMILY EDUCATION	1/2 of fall brochure	GENERAL FUND	RECREATION/LEISURE SER	1,196.39
			TOTAL:	1,196.39
ST PETER FIREFIGHTERS RELIEF	2012 tax levy - annual	FIREMANS RELIEF	FIRE	9,347.00
			TOTAL:	9,347.00
ST PETER HERALD	ft billing clerk ad	GENERAL FUND	FINANCE	80.73
	tif districts annual discl	GENERAL FUND	FINANCE	664.80
	2012 renewal	GENERAL FUND	POLICE	49.40
	replat connag property not	GENERAL FUND	ECONOMIC DEVMT	278.00
	pt meter reader ad	WATER	CUSTOMER ACCOUNTS	21.46
	pt meter reader ad	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.46
	pt meter reader ad	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	21.46
	pt meter reader ad	ELECTRIC FUND	CUSTOMER ACCOUNTS	21.45
	ticket books	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	185.69
			TOTAL:	1,344.45
ST PETER LUMBER CO	wood,screws,bits	GENERAL FUND	ELECTIONS	61.25
	treated wood	GENERAL FUND	STREETS	23.06
	wood & screws	GENERAL FUND	SWIMMING POOL	144.25
	step ladder	WATER	PURIFICATION AND TREAT	165.65
	hook, cord, bracket, funnel, i	WATER	PURIFICATION AND TREAT	62.19
	bolts, brackets, poly film	WATER	DISTRIBUTION AND STORA	199.53
	ext pole, frame, hook	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.80
	washers	WASTE WATER FUND	SOURCE/TREATMENT	2.13
	plywood, mini blinds, strap	ELECTRIC FUND	POWER DISTRIBUTION	140.37
			TOTAL:	822.23
ST PETER POLICE RESERVES	rockbend security	GENERAL FUND	POLICE	186.84
			TOTAL:	186.84
ST PETER RENTAL CENTER	lawn aerator	GENERAL FUND	STREETS	6.67
	oil	GENERAL FUND	PARKS	32.04
	roofing nailer rental	GENERAL FUND	PARKS	21.38
	magnet on wheels	GENERAL FUND	PARKS	4.81
	lawn aerator	GENERAL FUND	PARKS	6.67
	5# line	WATER	DISTRIBUTION AND STORA	23.16
	lawn aerator	WATER	DISTRIBUTION AND STORA	3.33
	5# line	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.16
	lawn aerator	WASTE WATER FUND	SOURCE/TREATMENT	3.34
	lawn aerator	ENVIRON SERVICES F	REFUSE DISPOSAL	3.33
	lawn aerator	ELECTRIC FUND	POWER DISTRIBUTION	6.67
	5# line	STORMWATER FUND	COLLECTIONS/LIFT STATI	23.15
	lawn aerator	STORMWATER FUND	TREATMENT	3.34
			TOTAL:	161.05
ST PETER SENIOR CENTER	sohmer karaoke 10 year ann	COMMUNITY CENTER	COMMUNITY CENTER	100.00
			TOTAL:	100.00
STAPLES ADVANTAGE	tape, plates, pasticware, pen	GENERAL FUND	CITY ADMINISTRATION	38.21
	tape, plates, pasticware, pen	GENERAL FUND	CITY CLERK	38.21
	pens for elections	GENERAL FUND	ELECTIONS	30.44
	calculator	GENERAL FUND	FINANCE	134.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	tape, plates, pasticware, pen	GENERAL FUND	FINANCE	25.47
	tape, plates, pasticware, pen	GENERAL FUND	POLICE	20.38
	tape, plates, pasticware, pen	GENERAL FUND	BUILDING INSPECTOR	10.19
	tape, plates, pasticware, pen	GENERAL FUND	PUBLIC WORKS ADMIN	5.09
	binders, paper, mrks, folders	GENERAL FUND	STREETS	95.79
	binders, flipchart, paper, gl	GENERAL FUND	RECREATION/LEISURE SER	175.37
	binders, paper, mrks, folders	GENERAL FUND	PARKS	76.63
	tape, plates, pasticware, pen	GENERAL FUND	ECONOMIC DEVMT	2.55
	paper, glue	LIBRARY FUND	LIBRARY	96.69
	binders, paper, mrks, folders	WATER	ADMIN AND GENERAL	38.32
	tape, plates, pasticware, pen	WATER	ADMIN AND GENERAL	22.92
	binders, paper, mrks, folders	WASTE WATER FUND	ADMIN AND GENERAL	38.32
	tape, plates, pasticware, pen	WASTE WATER FUND	ADMIN AND GENERAL	22.92
	binders, paper, mrks, folders	ENVIRON SERVICES F	ADMIN AND GENERAL	38.30
	binders, paper, mrks, folders	ELECTRIC FUND	ADMIN AND GENERAL	95.79
	tape, plates, pasticware, pen	ELECTRIC FUND	ADMIN AND GENERAL	68.77
			TOTAL:	1,075.01
TELREPCO	replaced touch screen	GENERAL FUND	POLICE	320.00
			TOTAL:	320.00
TIGERDIRECT.COM	replace ups	GENERAL FUND	CITY ADMINISTRATION	18.32
	replace ups	GENERAL FUND	CITY CLERK	18.32
	replace ups	GENERAL FUND	FINANCE	12.21
	replace ups	GENERAL FUND	POLICE	9.77
	replace ups	GENERAL FUND	BUILDING INSPECTOR	4.88
	replace ups	GENERAL FUND	PUBLIC WORKS ADMIN	2.44
	replace ups	GENERAL FUND	ECONOMIC DEVMT	1.22
	replacement monitor/speake	LIBRARY FUND	LIBRARY	150.49
	replace ups	WATER	ADMIN AND GENERAL	10.99
	replace ups	WASTE WATER FUND	ADMIN AND GENERAL	11.00
	replace ups	WASTE WATER FUND	ADMIN AND GENERAL	122.12
	replace ups	ELECTRIC FUND	ADMIN AND GENERAL	32.97
			TOTAL:	394.73
JANE TIMMERMAN	riblets for spcc 10 yr ann	COMMUNITY CENTER	COMMUNITY CENTER	160.00
			TOTAL:	160.00
JANE TIMMERMAN-PETTY CASH	photos for thank you notes	GENERAL FUND	RECREATION/LEISURE SER	3.76
	mileage to sams club for 1	COMMUNITY CENTER	COMMUNITY CENTER	13.32
	styrofoam coolers for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	9.21
			TOTAL:	26.29
TOPPERS PLUS INC	warn winch-works #211	GENERAL FUND	STREETS	376.20
			TOTAL:	376.20
TRAVERSE DES SIOUX GARDEN CENTER	junipers	WATER	PURIFICATION AND TREAT	106.85
			TOTAL:	106.85
US ENGRAVERS, INC	human rights award engravi	GENERAL FUND	CITY ADMINISTRATION	21.38
			TOTAL:	21.38
VESSCO, INC	screw, cap, case, oring	WASTE WATER FUND	BIOSOLIDS	716.68
	impeller	WASTE WATER FUND	BIOSOLIDS	584.61
			TOTAL:	1,301.29

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CHRIS VOELTZ	clothing allowance	WATER	ADMIN AND GENERAL	<u>84.00</u>
			TOTAL:	84.00
WESCO DISTRIBUTION INC	battery replacement kit	ELECTRIC FUND	POWER DISTRIBUTION	<u>240.47</u>
			TOTAL:	240.47
BRIAN WIEDERICH	softball ump	GENERAL FUND	RECREATION/LEISURE SER	<u>84.00</u>
			TOTAL:	84.00
RICK WILDE	drivers license renewal	GENERAL FUND	PARKS	<u>42.25</u>
			TOTAL:	42.25
WOLF MOTOR COMPANY, INC.	core - unreturnable	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>53.44</u>
			TOTAL:	53.44

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

101	GENERAL FUND	80,579.92
211	LIBRARY FUND	3,839.08
213	PUBLIC ACCESS	73.84
217	COMMUNITY CENTER	8,425.16
230	REVOLVING LOAN FUND	165.00
234	FIREMANS RELIEF	9,347.00
401	PERM IMPROVMENT REVOLVING	148,200.14
601	WATER	380,943.70
602	WASTE WATER FUND	20,420.43
603	ENVIRON SERVICES FUND	19,237.49
604	ELECTRIC FUND	16,126.91
606	STORMWATER FUND	9,365.88
610	HEARTLAND TRANSIT	6,185.06
820	RESTRICTED CONTRIBUTIONS	5,357.31

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 GRAND TOTAL: 708,266.92  
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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>
Border States	15 Streetlight bases	\$6,075.84	Electric
H & L Mesabi	Replacement cutting edges	\$5,954.64	General
Wigen Water Tech.	12 RO membrane filters	\$5,580.00	Water
First Systems	2 flow meters/controllers	\$13,143.49	Wastewater

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

Temporary Soft Drink

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

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Lelia Leonhardt	Billing Clerk	\$18.97/hour

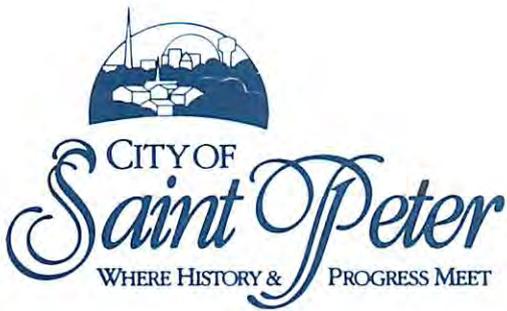
4. The schedule of disbursements for September 6, 2012 through September 19, 2012 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of September, 2012.

\_\_\_\_\_  
Susan Carlin  
Mayor pro tem

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/21/12

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

**RE:** Accept and Close Out the Front Street Substation Project

### **ACTION/RECOMMENDATION**

It is recommended the City Council accept the 2012 City Hall Substation Access Driveway Project and authorize the final payment of \$24,546.09 to the Kassulke Masonry.

### **BACKGROUND**

The Southern Minnesota Municipal Power Agency is acting on the City's behalf to coordinate a project to install underground transmission line at the new substation and upgrade two existing substations within the City. Access to the Front Street substation needed to be upgraded in order to provide access for semi trucks to deliver and install replacement transformers. The City coordinated a project to install new concrete driveway to the Front Street substation. That project has been completed as per the plans and specifications and is operational. The final cost was about \$2,400 less than the quoted amount of \$26,997.

### **FISCAL IMPACT:**

The funding for this work is being provided from electric revenue bonds that were issued for the substation and transmission projects.

### **ALTERNATIVES/VARIATIONS:**

Do not act: Staff will seek City Council direction  
Negative Vote: Staff will seek City Council direction  
Modification of the Resolution: This is always an option of the Council.

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

LGG/vwt

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ACCEPTING AND CLOSING OUT THE FRONT STREET SUBSTATION  
PROJECT**

WHEREAS, it was necessary to provide a hard surface access to the Front Street Substation transformer area;

WHEREAS, it was advantageous for the City to work with local contractors to have that project installed; and

WHEREAS, the Council accepted the quote from Kassulke Masonry to complete the work which has been completed as per the plans and specifications and

WHEREAS, the final construction cost was less than the quote provided.

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

1. The City Council hereby accepts the 2012 Front Street Substation Access Project and authorizes final payment of \$24,546.09 to the Kassulke Masonry of Saint Peter, Minnesota.
2. Funding for the project shall be from Electric Revenue bond proceeds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of September, 2012.

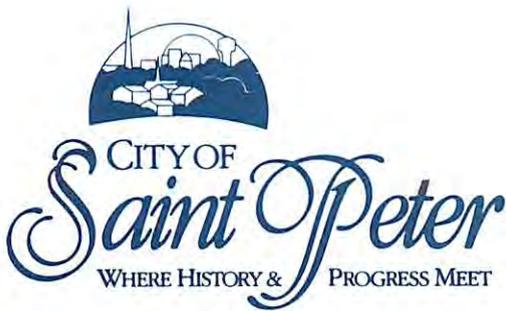
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/21/12

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

**RE:** Accept the Seal Coat Project

### **ACTION/RECOMMENDATION**

It is recommended the City Council accept the 2012 Seal Coat Project.

### **BACKGROUND**

The seal coat program for 2012 was focused on maintaining streets in the north end of Saint Peter. The work was awarded to Caldwell Asphalt Company in the amount of \$2.91 per gallon of asphalt emulsion used in the seal coat program, not to exceed a total cost of \$147,000, anticipating 115 blocks of streets would receive a seal coat. Seal coating is done to enhance the ability of the street to shed water, which helps maintain the integrity of the subsurface. It also provides a hard surface which helps reduce petroleum evaporation and improves wearability. Both help our streets last longer.

Additional costs were incurred for asphalt patching and for sidewalk repair and replacement over and above what was proposed in the original street maintenance program; therefore, staff cut back on the seal coating project with a focus on maintaining a balanced street budget for the year 2012. Six blocks on Orchard Ridge Drive were not done as a part of the 2012 seal coat project, reducing the total blocks of streets seal coated in 2012 to 109. Orchard Ridge Drive will be added to the seal coat program for 2013.

The City crew worked closely with the contractor, doing street preparation and traffic control for the contractor during the actual seal coating process. The weather cooperated, and the contractor was able to quickly install the seal coating. The project was completed in a timely manner, and the stone anchored securely in the oil. The final project cost for the 109 blocks of seal coat was \$137,934.

### **FISCAL IMPACT:**

The seal coat project was funded from the Streets section of the General Fund.

### **ALTERNATIVES/VARIATIONS:**

Do not act: The project will not be accepted.

Negative Votes: City staff will seek City Council direction.

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

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

LGG/vwt

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ACCEPTING THE 2012 SEAL COAT PROJECT**

WHEREAS, the 2012 Seal Coat Project was awarded to Caldwell Asphalt; and

WHEREAS, the scope of the work was reduced due to extra costs in other street maintenance areas; and

WHEREAS, City staff worked closely with Caldwell Asphalt to complete the project more quickly; and

WHEREAS, the project has been successfully completed in a timely manner.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby accepts the 2012 seal coat project and authorizes payment to Caldwell Asphalt Company in the amount of \$137,934.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of September, 2012.

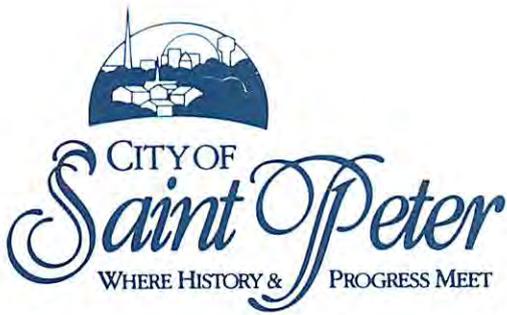
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/21/12

**FROM:** Russ Wille  
Community Development Director

**RE:** St. Peter Greenhouse – Loan Repayment Deferral

### **ACTION/RECOMMENDATION**

Adopt the attached resolution establishing a twelve (12) month deferral of payments for the St. Peter Greenhouse revolving loans (RLF Loan of \$3,558.29 and CMMLP Loan of \$1,725) as recommended by the Economic Development Authority.

### **BACKGROUND**

In 2002, Gerald and Diane Lunderberg, d.b.a. St. Peter Greenhouse and Floral, received a \$25,000 loan from the City of Saint Peter through the Economic Development Authority. The loan partially financed the acquisition of the equipment necessary to expand into growing salad greens and herbs. The note is secured by a subordinate mortgage and personal guarantee.

The outstanding balance on the note after receipt of a September, 2011 payment was \$3,383.33. No payments have been received since that time. The current balance of the loan, including accrued interest and late fees is calculated to be \$3,558.29. The loan accrues interest at a rate of \$0.32 per day.

The Lunderberg's were also the recipient of a \$3,000 loan made through the Construction Mitigation Micro-Loan Program (CMMLP) established following the 2009 reconstruction of Highway 169. The balance of the CMMLP loan is calculated to be \$1,725.

In February, 2012, the City Council amended the repayment schedule of the Lunderberg loan(s) to accept a minimum payment of \$150.00 towards the retirement of the two loans.

My conversations with Mr. Lunderberg suggest that the business is severely distressed and that sales are not sufficient to provide for repayment of all monthly obligations of the business. At this time, the business is not able to make the reduced monthly payment.

The EDA considered the status of the Lunderberg loan at their last meeting. The EDA has recommended that the City Council provide for a twelve (12) month deferral of loan payments while the property is marketed for sale.

**FISCAL IMPACT:**

The loan payments would be deferred for a twelve month period. The RLF loan would accrue interest at a rate of 3%. The CMMLP is a no interest loan.

**ALTERNATIVES/VARIATIONS**

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

Negative Vote: Mr. Lunderberg will be notified of the City Council's denial of the deferral. The City Attorney will be requested to proceed with collection of the note. You may note that the EDA discussed a potential collection action but was concerned that any collection action may cost more than the yet to be collected amount of the loan. That does not mean collection is out of the question, just that exhausting other avenues first may be more cost effective in the long run.

Modification of the Resolution: This is always an option of the Council. As an alternative, the Council could consider an alternative length of deferral or determine a more appropriate remedy.

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 AUTHORIZING DEFERRAL OF PAYMENTS FOR REVOLVING LOANS  
PREVIOUSLY PROVIDED TO GERALD AND DIANE LUNDERBERG D.B.A. ST PETER  
GREENHOUSE AND FLORAL**

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

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

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

WHEREAS, in 2002 the City of Saint Peter provided a \$25,000 loan to Gerald and Diane Lunderberg to partially finance the expansion of their commercial greenhouse and floral business; and

WHEREAS, the outstanding balance of the loan is \$3,558.29; and

WHEREAS, the borrower is currently delinquent in repayment as per the terms of the executed promissory note; and

WHEREAS, repayment of the note at this time will cause significant financial hardship; and

WHEREAS, in February, 2012 the City Council amended the terms of the loan to lower the repayment to \$150.00 per month; and

WHEREAS, the borrower has indicated that they are currently unable to pay the reduced amount and have requested a deferral of payments while they attempt to arrange for the sale of the business and secured real estate; and

WHEREAS, Mr. and Mrs. Lunderberg were also recipients of a Construction Mitigation Micro-Loan following the reconstruction of Highway 169 which has a balance of \$1,725.00; and

WHEREAS, the borrower is also requesting deferral of the repayment of the Construction Mitigation Micro-Loan; and

WHEREAS, the EDA has reviewed the requested modification and has recommended approval of the twelve (12) month deferral of payments.

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

1. Re-payment on the 2002 revolving loan previously provided to Gerald and Diane Lunderberg shall be deferred for a period of twelve (12) months.
2. Re-payment of the Construction Mitigation Micro-loan provided to Gerald and Diane Lunderberg shall also be deferred to a period of twelve (12) months.
3. Interest on both loans shall continue to accrue at the original interest rate until such time as the loans are paid in full.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of September, 2012.

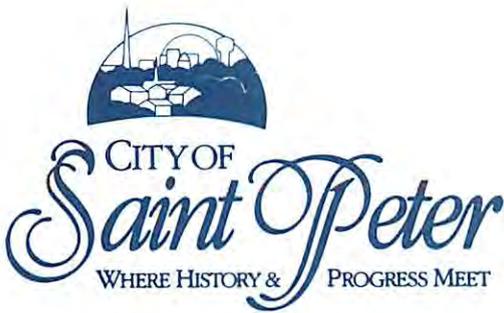
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/21/12

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

**RE:** 2013 Saint Julien Street Improvement Project

### **ACTION/RECOMMENDATION**

Retain Bolton and Menk, Inc. to provide design of a project to make improvements to Saint Julien Street from Trunk Highway 169 to Old Minnesota Avenue, for a fee not to exceed \$95,000.

### **BACKGROUND**

City staff has been working with the Minnesota Department of Transportation (MnDOT) to determine improvements to be made to Trunk Highway 169. MnDOT is planning a project for flood mitigation on Trunk Highway 169 on the north side of Saint Peter for the year 2014. In addition, MnDOT is also considering installation of safety improvements at the intersections with Union Street, Dodd Avenue, and the intersection with Saint Julien Street. These safety improvements are proposed to channelize traffic, add acceleration and deceleration lanes, and adjust left turning traffic to minimize the vehicle conflicts on Highway 169. MnDOT staff has suggested the City should consider improvements to Saint Julien Street to address driveways that are intersecting close to Highway 169, back-ups in traffic, and stacking traffic at the intersection of Old Minnesota Avenue and Saint Julien Street. Adverse impacts on adjacent businesses in the area would be reduced if improvements on Saint Julien Street were constructed during the same year that improvements are being completed on Trunk Highway 169.

Bolton and Menk has been retained by the City to do a traffic study in the area of the Union Street intersection and the Saint Julien Street intersection. This traffic study has been evaluated by MnDOT staff. City staff and Bolton and Menk engineers are working with MnDOT to arrive at an agreement on projected traffic growth on Trunk Highway 169. The City has also retained Bolton and Menk to study and design intersection improvements at the intersection of Union Street, Old Minnesota Avenue and Trunk Highway 169. Traffic growth will increase the conflicts for left turns, cause stacking of vehicles, and reducing safety unless improvements are made. The evaluation of alternatives and solutions for the Union Street and Saint Julien Street intersections with Highway 169 are continuing.

It is proposed to retain Bolton and Menk, Inc. to design improvements on Saint Julien Street from Trunk Highway 169 to Old Minnesota Avenue and to design a solution, potentially a

roundabout, for the intersection of Old Minnesota Avenue and Saint Julien Street. The goals are to control traffic for improved access to businesses in the area and to coordinate construction on Saint Julien Street with the construction on Trunk Highway 169 during the year 2014. Bolton and Menk is proposing to do the work for a time and expenses fee not to exceed in phases as shown below.

Survey and Preliminary Design	\$25,000
Coordination with Property Owners, MnDOT and Utility Companies	\$20,000
Preparation of plans and specifications	\$45,000
Bidding services	\$ 5,000

Coordination with the business owners and property owners in the area of Saint Julien Street will be crucial to the success of developing the street improvements on Saint Julien Street in the area of Minnesota Avenue. The engineering fees have been broken into phases to allow this project to develop in stages as we coordinate the work with the property owners. Coordination of the work with MnDOT will also be important, as it is anticipated in the engineering proposal that the work on Trunk Highway 169 and Saint Julien Street will be combined into one bid package.

The preliminary phases of engineering will develop the scope of the project and a cost estimate to provide a basis for the City to reevaluate funding sources. The project may be adjusted (reduced) in scope based on the funding available.

**FISCAL IMPACT:**

The design work for this project would be funded from Municipal State Aid funds.

**ALTERNATIVES/VARIATIONS:**

Do not act: City staff will seek further direction from the City Council.

Negative Vote: City staff will not proceed with any further work on this section of Saint Julien Street.

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

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

LGG/vwt



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900  
Phone (507) 625-4171 • Fax (507) 625-4177  
www.bolton-menk.com

### MEMORANDUM

**DATE:** September 19, 2012

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

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

**SUBJECT:** Proposal for Old Minnesota Avenue and St. Julien Street Roundabout Design

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The owner of the Con Agg Property between Hallett's Pond and Old Minnesota Avenue is proceeding with subdividing the parcel for a retail store with construction proposed to begin within the next 6 months. Due to its proximity to TH 169, the Old Minnesota Avenue corridor is expected to continue attracting new businesses.

With the additional new business, an increase in traffic will be noticeable. A recent traffic study of the Old Minnesota Avenue and St. Julien Street intersection showed that under current conditions, operation of the intersection is acceptable with minimal delays. However, future development estimates show that additional traffic will cause unacceptable delays at the intersection. The study suggests that unacceptable delays can be minimized by the construction of traffic signals or a roundabout. The City has considered both options and is proposing to proceed with the construction of a roundabout. Construction of the roundabout will also include approach improvements on St. Julien Street between Old Minnesota Avenue and TH 169. Approach improvements consist of the relocation of business access and the construction of lane delineation devices such as striping or medians.

As part of a 2014 flood mitigation project, MnDOT will be raising the southbound lane of TH 169 between Union Street and TH 22 (Dodd Avenue). Work will also include construction of a northbound acceleration lane at TH 22 and a southbound right turn lane at St. Julien Street. Construction will impact access to TH 169 and traffic using the highway. Therefore, it is proposed to combine the St. Julien and Old Minnesota Avenue roundabout construction with MnDOT's 2014 flood mitigation project. By combining the projects, impacts to business and traffic will be minimized. Project costs are also reduced as traffic control and coordination with one contractor is more cost effective than two.

To assist the City with the design and bidding of the Old Minnesota Avenue and St. Julien Street Roundabout, we proposed the following services:

Topographic Survey and Preliminary Design/Layout Approval .....\$25,000  
This includes surveying the project site, determining right of way limits of abutting property, preparing figures and descriptions for right of way acquisition, combining survey data with MnDOT's. This task will also include the geometric design and layout approval process. Roundabout design will result in many right-of-way configurations that may be

possible and it is common for various revisions to be made until approved by the City. Layouts will be prepared for City and MnDOT review, comments are typically received, and revisions made per City needs until the geometric process is final and all ROW needs are established in full.

Coordination with Business Owners, MnDOT and Utility Companies.....\$20,000

This includes assisting the City in meetings with adjoining business and property owners. Plan and specification coordination with MnDOT will also be provided as it is assumed MnDOT will assemble the bid package including the City's plans and specifications, open and then tabulate the bids. MnDOT coordination will include assembling the bid package to clearly define where the City's project ends and MnDOT's project begins.

A pre-design utility meet will be held with utility provides to coordinate impacts to utilities.

Prepare Design Plans and Specifications for City plans.....\$45,000

Bidding Services .....\$5,000

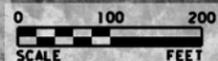
Although MnDOT will be leading the bid process, it will still be necessary to answer contractor questions regarding the City's portion of the project. If plan or specification interpretation is required through an addendum, the addendum will be prepared and submitted to MnDOT for distribution.

We propose to perform the above work at our normal hourly rates for a fee not to exceed **\$95,000**. Upon your authorization to proceed, we can begin work immediately.

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**DRAFT**



<b>LEGEND</b> ROADWAY / DRIVEWAY (BITUMINOUS) SHOULDERS (PAVED) CONCRETE (MEDIAN / WALK)	<b>FIGURE 1: ST JULIEN ST. ROADWAY IMPROVEMENTS CONCEPT 1</b>
	<b>TH 169 ACCESS STUDY ST. PETER, MN</b>

**CITY OF**  
*Saint Peter*

**NEW ACCESS**

**X**

Maintain full access  
to Union St.

**3/4 Access**



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

RESOLUTION RETAINING ENGINEERS FOR DESIGN OF IMPROVEMENTS FOR THE 2013  
SAINT JULIEN STREET PROJECT

WHEREAS, the Minnesota Department of Transportation is planning to make improvements on trunk Highway 169 in the north area of Saint Peter during the year 2014; and

WHEREAS, the flood mitigation improvements will include raising the grade of southbound lanes of trunk Highway 169 and improving the safety at the intersections with Union Street, with Saint Julien Street and with Dodd Avenue; and

WHEREAS, the improvements to trunk Highway 169 will be designed to enhance safe access and egress from Highway 169; and

WHEREAS, the City will be responsible for designing and funding improvements on the intersecting streets at Union Street, Old Minnesota Avenue and Saint Julien Street; and

WHEREAS, the City is currently working with Bolton and Menk Engineers for improvements to the Union Street and Old Minnesota Avenue intersection with trunk Highway 169; and

WHEREAS, Bolton and Menk Engineers have successfully designed and coordinated street and highway projects for the City of Saint Peter on several occasions; and

WHEREAS, this project is important to improve access to City businesses in the area of Old Minnesota Avenue.

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

1. The City Council hereby retains Bolton and Menk, Inc. to design improvements for the 2013 Saint Julien Street Improvement Project for a time and expenses fee not to exceed \$95,000 including the following work:

Survey and Preliminary Design	\$25,000
Coordination with Property Owners, MnDOT and Utility Companies	\$20,000
Preparation of plans and specifications	\$45,000
Bidding services	\$ 5,000

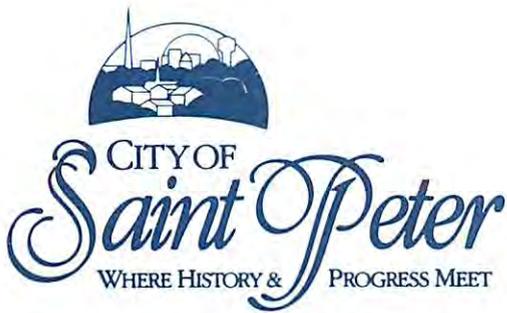
2. Funding for the work shall be from Municipal State Aid funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
Susan Carlin  
Mayor pro tem

ATTEST:

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



## Memorandum

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

**DATE:** 9/21/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Public Hearing Policy

### **ACTION/RECOMMENDATION**

Adopt a policy regulating procedures at public hearings of the Council and Council advisory boards and commissions.

### **BACKGROUND**

Approximately two months ago, the Council had discussion at a workshop session on policies and procedures for conducting public hearings. Staff was directed to develop a policy that would outline a procedure for the general public and interested parties to participate in a public hearing and hear and see all information, ask questions, provide additional information, express support or opposition, and/or suggest modifications to the whatever proposal is under consideration. It also provides guidance to members about their participation during the hearing.

Using a model policy developed by the League of Minnesota Cities, staff has prepared a public hearing policy for Council consideration. In addition to using the League policy, staff incorporated some of the provisions already adopted by the Council for visitors to speak at Council meetings (i.e. limited to five minutes).

Adoption of a written policy that provides each side of an issue an opportunity to express themselves under the same conditions assures a fair and equitable process for public hearings. It would also allow the Council a solid foundation in which to maintain order during hearings that both sides to an issue feel strongly about and which sometimes become heated.

If adopted by the Council, the policy would be put in place immediately and staff would disseminate the policy to the Council's advisory boards and commissions for their use as well.

### **FISCAL IMPACT:**

There is no fiscal impact to adoption of this policy.

### **ALTERNATIVES/VARIATIONS:**

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

Negative Vote: No further action will be taken.

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION ADOPTING PUBLIC HEARING POLICY FOR CITY COUNCIL AND CITY  
COUNCIL ADVISORY BOARDS AND COMMISSIONS**

WHEREAS, the City Council wishes to provide a fair and equitable process for participation in public hearings at Council meetings and at meetings of the Council's advisory boards and commissions; and

WHEREAS, staff has developed a public hearing policy based on a model policy distributed by the League of Minnesota Cities; and

WHEREAS, the proposed policy establishes a process for conducting a public hearing and identifies the order in which speakers will be heard at a public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following public hearing policy is hereby adopted for use by the City Council and City Council advisory boards and commissions:

**CITY OF SAINT PETER, MINNESOTA  
PUBLIC HEARING PROCESS AND PROCEDURES**

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

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

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.

3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak in the following order:
- a. Citizens supporting the hearing issue.
  - b. Citizens opposed to the hearing issue.
  - c. General citizen comments or questions.

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

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of September, 2012.

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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

TO: Todd Prafke  
City Administrator

DATE: 9/19/12

FROM: Cindy Moulton *Cindy*  
Administrative Secretary

RE: Licenses

### ACTION/RECOMMENDATION

Provide approval of licenses.

### BACKGROUND

The City has received new license application requests for City Council approval.

Richard Schultz will be taking over Willy's Hometown Tavern located at 220 South Minnesota Avenue. He has applied for the following licenses in order to open the bar under the new name Bahama Mama's Pub & Grub, Inc.; On Sale Liquor, Sunday Liquor, Soft Drink and Show. Schultz would like to open the bar as soon as he receives City Council approval and his Buyer's Card from the State of Minnesota.

The Police Department has conducted a background investigation on Mr. Schultz and has found nothing that would prohibit Mr. Schultz from obtaining the licenses. Please present the requests to the City Council for their approval.

Please place these items on the September 24, 2012 City Council agenda.

### FISCAL IMPACT:

None other than receipt of the permit fees.

### ALTERNATIVES/VARIATIONS:

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

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

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

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

CKM

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 -

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

**RESOLUTION APPROVING NEW BUSINESS LICENSE APPLICATIONS**

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

**On Sale Liquor**

Bahama Mama's Pub & Grub, Inc.                      220 S MN Avenue                      9/25/12 – 6/30/13

**Sunday Liquor**

Bahama Mama's Pub & Grub, Inc.                      220 S MN Avenue                      9/25/12 – 6/30/13

**Soft Drink**

Bahama Mama's Pub & Grub, Inc.                      220 S MN Avenue                      9/25/12 – 12/31/12

**Show**

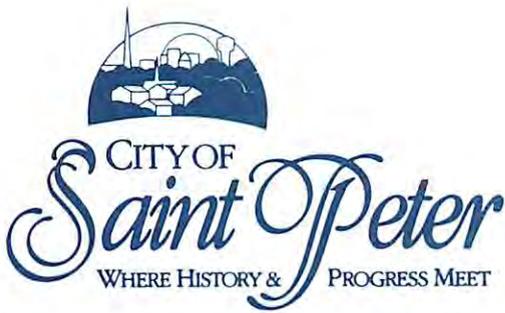
Bahama Mama's Pub & Grub, Inc.                      220 S MN Avenue                      9/25/12 – 12/31/12

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of September, 2012.

\_\_\_\_\_  
Susan Carlin  
Mayor pro tem

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/21/12

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

**RE:** Renew Safety Contract with MMUA

### **ACTION/RECOMMENDATION**

It is recommended the City Council renew the annual contact with Minnesota Municipal Utilities Association (MMUA) for safety services in the amount of \$21,347.52.

### **BACKGROUND**

The contract with MMUA for safety services has been in effect for fifteen years.

The program has been very effective in updating the safety manuals, providing safety training, and safety inspections for 42 full-time employees and all part-time employees. A working Safety Coordinator has provided the City access to more varied training materials and assured the City stays up-to-date with safety requirements. The Safety Coordinator's work with an in-house safety committee has been very effective in obtaining employee response to safety requirements and in addressing safety incidents. Employee safety awareness and observation of unsafe situations continues to improve. The Safety Coordinator is an important part of the safety program, providing an "outside" observer of the City practices, developing a trusted relationship with the crew where issues can be raised without retribution from fellow crew members, and inspecting City facilities and equipment to assure safety compliance.

The workload is heavy for the Public Works staff, therefore, the services of an outside Safety Coordinator, continues to be necessary to assure the City's responsibility and OSHA and State requirements for safety are met. The program is a good value for the City.

The employee safety committee is involved in the safety program to identify problems and corrections. More and more items require monthly inspections and documentation, which is done by multiple employees.

In addition, the MMUA Safety Coordinator's relationship with OSHA is extremely valuable to the City during an investigation should an accident occur.

The program has been cost effective for the City, and we believe a direct impact on reduction to Worker's Compensation costs, as well as assuring the City is current and in compliance with OSHA requirements. The Safety Coordinator's time will continue to be shared with eight other cities.

The MMUA coordinator also provides the specialized annual training for the electric utility line crew.

The safety services fee did not increase over the 2012 rate.

**FISCAL IMPACT:**

The remainder of the cost of the program is split between the various sections of the Department of Public Works and the Community Center based on the number of full-time employees.

**ALTERNATIVES AND VARIATIONS:**

Vote in favor: MMUA will continue to provide safety services for 2012-2013.

Negative vote: Staff will explore other options based on City Council direction.

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

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

LGG/wwt

Minnesota Municipal Utilities Association  
AMENDMENT TO SERVICES AGREEMENT

**Safety Management Program**

Contract Date: August 27, 2012

Contract Number: 49-2013

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and Saint Peter Municipal Electric Utility (Saint Peter), dated August 30, 2011, contract number 49-2012, is amended as follows:

**PART II, Section 1.**

1. DURATION: This Agreement shall remain in force from October 1, 2012 until September 30, 2013 (the "expiration date").

**PART III, Section 1.**

1. COMPENSATION: For the services covered by this Agreement, Saint Peter shall pay MMUA an annual fee of twenty-one thousand three hundred forty-seven dollars and 52 cents (\$ 21,347.52) for the 2012-13 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Annual Payment (\$21,347.52)
- Quarterly Payments (\$ 5,336.88 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

Saint Peter Municipal Electric Utility  
By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Purchase Order # \_\_\_\_\_

Minnesota Municipal Utilities Association  
By *Paul King*  
Title Executive Director  
Date August 27, 2012

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 –**

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

**RESOLUTION AUTHORIZING EXECUTION OF RENEWAL SAFETY CONTRACT WITH  
MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA)**

WHEREAS, the City entered into an agreement with the Minnesota Municipal Utilities Association (MMUA) fifteen years ago to administer and develop the safety program for the City and has renewed the program each year; and

WHEREAS, the program provides OSHA and State mandated safety training for the City; and

WHEREAS, this contract includes keeping City safety policies up-to-date; and

WHEREAS, the monthly training meetings are more effective with the MMUA Safety Coordinator leading the meetings, and providing insight into the experiences of other cities; and

WHEREAS, the employee safety committee with the leadership of the MMUA Safety Coordinator has been very effective in maintaining the high level of awareness of the employees concerning safety issues; and

WHEREAS, the MMUA Safety Coordinator provides a valuable resource for the city concerning OSHA's changing requirements and OSHA's inspections and investigations; and

WHEREAS, the MMUA Safety Coordinator has regular contact with OSHA, other cities and other MMUA Safety Coordinators, which has provided the City the experience and expertise of other cities and utilities in developing the safety committee, procedures, and practices that are effective and economical.

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

1. The City Council hereby authorizes the Mayor and City Administrator to enter into an extension of the agreement with the Minnesota Municipal Utilities Association (MMUA) to provide administrative services for the safety program for the year October 1, 2012 until September 30, 2013, for a fee of \$21,347.52.
2. Funding for the contract shall be from General Fund, Community Center and a split between the utility funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24<sup>th</sup> day of September 2012.

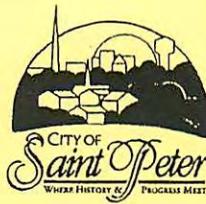
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



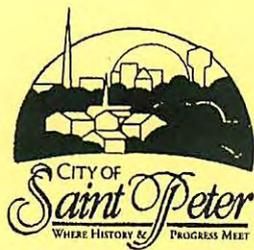
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, September 10, 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. Preliminary Levy/Budget Approval
  - B. Preliminary Plat Approval: Hallett Pond Addition
  - C. North Third Street Project Bid Authorization
  - D. Water Operator Position Description
  - E. Liquor License Applications
  - F. Space Needs Study Authorization
  
- VIII. **REPORTS**
  - A. **MAYOR**
  
  - B. **CITY ADMINISTRATOR**
    - 1. City/County Meeting Discussion
    - 2. Mayor's Task Force Meeting Discussion
    - 3. Goal Session Discussion
    - 4. Others
  
- IX. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session – Union Negotiations  
**ADJOURN TO CLOSED SESSION**
  - B. Discussion of Police Officer Union Negotiations
  - C. Discussion of Communication Technician Union Negotiations  
**RETURN TO OPEN SESSION**
  
- X. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



I. **CALL TO ORDER**

Mayor pro tem Carlin 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 August 27, 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 August 23, 2012 through September 5, 2012, is attached. Please see the attached staff reports and RESOLUTION.

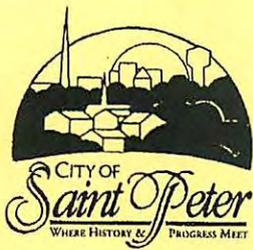
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING PRELIMINARY BUDGET**

Staff recommends approval of the preliminary budget/levy for 2013. The preliminary levy must be certified to Nicollet County by no later than September 15th. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION APPROVING PRELIMINARY PLAT FOR HALLETT POND ADDITION**

The Planning and Zoning Commission has conducted a public hearing regarding a proposed preliminary plat for the Hallett Pond Addition and the Commission recommends approval of the preliminary plat. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING PLANS AND AUTHORIZING SOLICITATION OF BIDS FOR A PROJECT TO IMPROVE NORTH THIRD STREET BETWEEN UNION STREET AND OLD MINNESOTA AVENUE**

Financing, platting and development agreements are proceeding for the Northern Con-Agg property west of Old Minnesota Avenue necessitating improvements to North Third Street between Old Minnesota Avenue and Union Street. Staff recommends the design for improvement of the roadway be approved and staff be authorized to solicit bids for the project. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO WATER OPERATOR JOB DESCRIPTION**

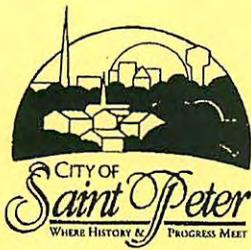
Staff recommends approval be provided for modifications to the Water Operator job description. The proposed changes more accurately reflect the minimum and desired qualifications for the position. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING TEMPORARY SOFT DRINK LICENSE APPLICATION**

An application has been submitted for a Temporary Soft Drink license from a new vendor. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION AUTHORIZING SPACE NEEDS STUDY FOR CITY HALL**

The Council has previously toured City Hall, followed by discussion about the space needs for operation of the building. Subsequent to that discussion, staff was directed to receive proposals for development of a space needs study. Staff recommends accepting the proposal from Paulsen Architects. Please see the attached staff report and RESOLUTION.



**VIII. REPORTS**

**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON CITY/COUNTY MEETING DISCUSSION**

A report will be provided at this time on discussion at the August 29th City/County meeting.

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

A report will be provided at this time on discussion at the August 29th Mayor's Task Force meeting.

**3. REPORT ON GOAL SESSION DISCUSSION**

A report will be provided at this time on discussion at the September 4th goal session.

**4. REPORT ON COMMUNITY CENTER OPEN HOUSE**

A report will be provided at this time on

**5. OTHERS**

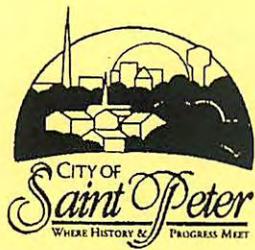
Any further reports by the City Administrator will be provided at this time.

**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 POLICE OFFICER UNION NEGOTIATIONS**

The City Council will now discuss union negotiations between the City and Law Enforcement Labor Services Union Local No. 241 (Police Officers). No action will be taken during this closed session.

**C. DISCUSSION OF COMMUNICATION TECHNICIAN UNION NEGOTIATIONS**

The City Council will now discuss union negotiations between the City and Law Enforcement Labor Services Union Local No. 242 (Communication Technicians). 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  
AUGUST 27, 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 August 27, 2012.

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

**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 August 13, 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 August 13, 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 Eichmann, Resolution No. 2012-121 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. 2012-121 is contained in the City Administrator's book entitled Council Resolutions 19.

**Swift/Sumner Street Project Acceptance** – Public Works Director Giesking recommended the Swift and Sumner Intersection Project be accepted and authorization be provided to make final payment to the contractor in the amount of \$2,889.86. Giesking noted the final cost of the project was \$61,297.20 which was \$2,201.20 over the bid price due to the need for additional bituminous patching. Giesking also reported the project was being funded by stormwater funds. In motion by Eichmann, seconded by Brand, Resolution No. 2012-122 entitled "Resolution Accepting The 2012 Swift And Sumner Intersection Improvement Project And Authorizing Final Payment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-122 is contained in the City Administrator's book entitled Council Resolutions 19.

**Fire Truck Bid Award** – City Administrator Prafke recommended award of the bid for a replacement pumper truck for the Fire Department to Custom Fire Apparatus in the amount of \$5348,946. Prafke noted that although only one bid was received for the truck, several vendors were provided bid documents and the bid specifications were developed to allow for exceptions or modifications to the specifications. Prafke indicated the truck would be funded by an equipment certificate which would be issued closer to the delivery date of the new truck to save interest costs. Fire Chief Quade indicated the Truck Committee had worked with Custom Fire Apparatus on development of the specifications because the Department already has several trucks from Custom Fire and they were hoping to develop specs that would match the other trucks, but all of the specifications were written to allow for exemptions from the specs and Quade had personally spoken with the salesman from Heiman Fire to express disappointment and question why Heiman had not submitted a bid. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-123 entitled "Resolution Awarding Bid For Fire Pumper Truck", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and

adopted. A complete copy of Resolution No. 2012-123 is contained in the City Administrator's book entitled Council Resolutions 19.

**Background Check Ordinance** – Police Chief Peters and City Administrator Prafke recommended adoption of an ordinance modifying the City Code in relation to background checks on applicants for City employment. Chief Peters indicated the Bureau of Criminal Apprehension (BCA) audits the Police Department on a regular basis, and the BCA had expressed a desire to see changes in the City's ordinance regarding background checks on City applicants so the City's process was in line with BCA regulations for access of private data. City Administrator Prafke stated the goal of the ordinance modification was to match the language in the ordinance to the process that has always been followed by the Police Department. In motion by Carlin, seconded by Brand, Ordinance No. 8, Third Series entitled "An Ordinance Amending City Code Chapter 30 Article XI 'Criminal Histories And Background Checks For Individuals Applying For Certain Positions' And Adopting By Reference Saint Peter City Code Chapter 1 And Section 1-6 Which, Among Other Things, Contain Penalty Provisions", was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 8, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

**Summary Ordinance Publication** – City Administrator Prafke recommended authorization be provided for summary publication of the background check ordinance to save costs. Prafke pointed out that summary publication was authorized in State Statute. In motion by Eichmann, seconded by Zieman, Resolution No. 2012-124 entitled "Resolution Authorizing Publication Of The Title And Summary Of Ordinance No. 8, Third Series", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-124 is contained in the City Administrator's book entitled Council Resolutions 19.

**Tax Increment Financing Public Hearing Schedule** – Shannon Sweeney of David Drown Associates recommended a public hearing be scheduled on October 8, 2012 regarding the development of Tax Increment Financing District No. 1-18. Sweeney indicated the district would encompass the proposed development along Old Minnesota Avenue from Union Street to St. Julien Street and the taxes generated by redevelopment within the district would be used to fund public costs for infrastructure and other costs related to the developments. Sweeney reported the district could be in place for up to twenty-six (26) years or until the expenses to be funded by the tax increment financing were paid. Councilmember Kvamme questioned how the geographic boundaries of the district were determined. Sweeney responded that increments can only be expended on property that is allowed in the development in the first place and that the properties must be deemed "substandard", which among other things, means the cost to bring the properties up to code must exceed 15% of the replacement cost. Sweeney noted that the City's Building Official was inspecting all of the properties within the boundaries of the proposed district.

In motion by Eichmann, seconded by Zieman, Resolution No. 2012-125 entitled "Resolution Calling A Public Hearing On The Creation Of Tax Increment Financing District No. 1-18 And The Adoption Of A Tax Increment Financing Plan Relating Thereto", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-125 is contained in the City Administrator's book entitled Council Resolutions 19.

**Transit Grant Application** – City Administrator Prafke recommended authorization be provided for submission of a grant application to the State of Minnesota Department of Transportation for operation of the City's transit system. Prafke indicated state funding, if approved, would be in the amount of \$259,188 which is 80% of the total operating budget of \$323,985 for 2013. Councilmember Brand questioned how much revenue is received from fares. Prafke indicated it

was in excess of \$50,000. In motion by Pfeifer, seconded by Carlin, Resolution No. 2012-126 entitled "Resolution Authorizing Submission Of Transit Grant Application", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-126 is contained in the City Administrator's book entitled Council Resolutions 19.

**City Assistance Request: Oktoberfest** – City Administrator Prafke recommended approval of the request from the St. Peter Ambassadors for City assistance with their Oktoberfest event. Prafke noted the request was similar to that made in 2011 with the exception of moving the event to September 27th-29th; including a request for a parade similar to the St. Patricks' Day parade; and the Ambassador's providing the fencing to secure Parking Lot #5 as opposed to the City providing the fencing as was done the first year of the event. In motion by Carlin, seconded by Brand, Resolution No. 2012-127 entitled "Resolution Approving Request For City Assistance For St. Peter Ambassadors' Oktoberfest Event", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-127 is contained in the City Administrator's book entitled Council Resolutions 19.

### **Reports**

**Mayor's Report** – Mayor Strand reported on his recent activities which included attending the Red Men Club State convention and Business After Hours at the Woolen Mill.

**City/County Meeting** – City Administrator Prafke reported the next City/County meeting was scheduled for August 29th at 3:30 p.m. at the Nicollet County Government Center.

**Mayor's Task Force Meeting Schedule** – City Administrator Prafke noted the August 29th meeting of the Mayor's Task Force would be held at the Minnesota Square Park pavilion.

**Goal Session Schedule** – City Administrator Prafke reminded Councilmembers of the goal session scheduled for 3:00 p.m. on September 4th.

**PAWS Walk/Dog Park Grand Opening** – City Administrator Prafke reported the grand opening of the dog park will be scheduled immediately following the annual Providing Animals With Shelter Walk on October 6th.

**Community Center Open House** – City Administrator Prafke reminded Councilmembers and the public of the 10th anniversary open house at the Community Center on August 29th from 4-7 p.m.

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 7:46 p.m.

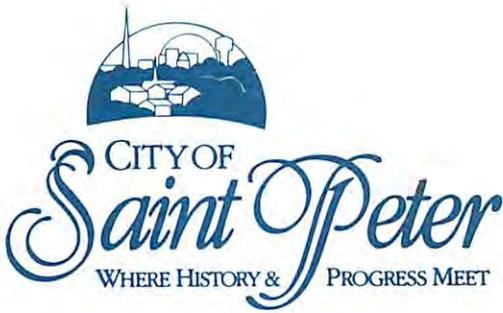
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/05/12

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

**RE:** Renting Screen to Process Compost and Pea Rock

### **ACTION/RECOMMENDATION**

It is recommended authorization be given to rent a screen from Titan Equipment in an amount not to exceed \$6,400.00, plus sales tax (\$6,840.00).

### **BACKGROUND**

The city has 4,000 cubic yards of compost with foreign materials in it (sticks, stone, plastic bags, etc.). There are only 30 cubic yards of black dirt in stock for project use and repairs or excavations. The city also has 1,000 cubic yards of contaminated pea rock collected from streets upon completion of the seal coat project. It is proposed to rent a screen to process both materials at \$3,200.00 per week, plus sales tax. It is estimated processing materials would take two weeks. City staff would pick up the screen and return it. City staff and equipment would be used to process materials. The materials should process through the screen well as everything is dry. The goal is to process the compost so the city will have a supply of black dirt for projects. (Black dirt is selling for \$10.00 to \$15.00 per cubic yard on the open market.) The company will reduce the charge on a daily basis if the screen is used less than two weeks.

### **FISCAL IMPACT:**

Screening of compost will be split amongst all Public Works departments as all use black dirt. Streets would pay for the screening of the pea rock.

### **ALTERNATIVES/VARIATIONS:**

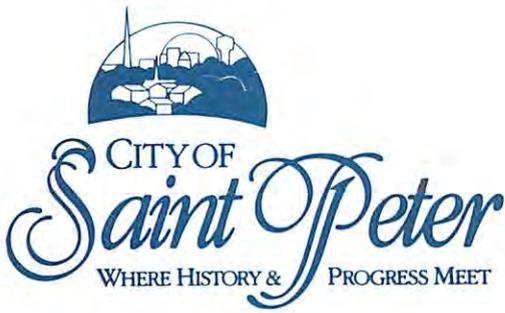
Do not act: Staff will await City Council direction.

Negative Votes: Staff will not do the work this year.

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

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

LGG/vwt



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 08/23/12

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

**RE:** Purchase of Distribution Wire

### ACTION/RECOMMENDATION

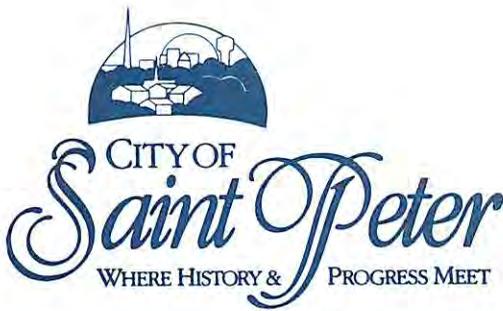
It is recommended distribution wire be purchased from Border States Electric in the amount of \$7,358.34.

### BACKGROUND

Staff budgeted to replace underground electric wire in the Summit Community. Additional secondary wire is needed to complete the project. Purchasing a reel, 3,000 linear feet of wire is most economical. Two quotes were received for 3,000 lineal feet of aluminum 250/30 250 UD S8000 Series:

Company	Unit Price	Total	Total with tax
Border States	\$2.295 per 1,000 feet	\$6,885.00	\$7,358.34
WESCO	\$3.190 per 1,000 feet	\$9,570.00	\$10,227.94

LGG/vwt



## Memorandum

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

**DATE:** 9/6/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** Election Judge Appointments

### ACTION/RECOMMENDATION

Provide for appointment of additional election judges for the November 6, 2012 general election.

### BACKGROUND

The City Council previously appointed election judges for the 2012 election season. Those judges worked at the primary election.

Additional judges are necessary to deal with the significantly larger number of voters that participate in the general election. As this is a Presidential election year, we will employ a much large contingent of judges than are normally used.

Please provide for appointment of the following individuals to work as election judges on November 6, 2012:

Nancy Braun	Lesley Holland	Shawn Sanford	Nina West
Rita Schiff	Joan Eppmeyer	Carol Solberg	Craig Drager
Tom Thorkelson	Corrinne Sprague	Nancy Hanson	Betty Birr
Katie Kidd	Will Waggoner	Lauren Sekelsky	Brynn Makela
Tucker Saude	Sarah Spande		

All of these individuals will be required to complete the mandatory election judge training required under State law before they are allowed to serve on election day.

### FISCAL IMPACT:

Sufficient funding has been included in the 2012 election budget for election judge wages.

### ALTERNATIVES/VARIATIONS:

**Do Not Act:** Should the Council choose not to appoint additional Election Judges, the election will proceed with the services of those already appointed. This may result in substantially longer lines on election day, however the statutory requirements for election judge staffing levels will still be met.

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

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

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

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/06/12

**FROM:** Jane Timmerman  
Recreation Director

**RE:** Part-time Circulation Clerk appointment

### ACTION/RECOMMENDATION

Approve the appointment of Kemmie Hebensperger to the part-time position of Circulation Clerk at the wage rate of \$7.64 per hour. After satisfactory completion of six months probation, provide a step increase.

### BACKGROUND

After just replacing two circulation clerk positions in July, we received another resignation from a part time circulation clerk on August 27, 2012. We went back to the pool of candidates that were just interviewed and contacted the next highest ranked candidates.

Staff recommends the appointment of Kemmie Hegensperger to the part-time position of Circulation Clerk. Ms Hegensperger has been volunteering at the St. Peter Public Library since July 2011. She has worked in customer service positions and is familiar with computer software programs and the internet.

### FISCAL IMPACT:

This is a replacement position and is included in the 2012 Library budget.

### ALTERNATIVES/VARIATIONS:

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

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

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

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

JT/

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AJ HENRY FENCE CO.	fencing materials	RESTRICTED CONTRIB	PARKS	1,518.29
			TOTAL:	1,518.29
ALL AMERICA PRESSURE WASHER MFG., INC.	washer repair	WASTE WATER FUND	BIOSOLIDS	60.00
			TOTAL:	60.00
ALPHA WIRELESS COMMUNICATIONS CO	maint on ltr radios	GENERAL FUND	MUNICIPAL BUILDING	58.53
	service pager	GENERAL FUND	FIRE	133.37
	maint on ltr radios	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	maint on ltr radios	WATER	ADMIN AND GENERAL	56.08
	maint on ltr radios	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	maint on ltr radios	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	431.37
AMERICAN PAYMENT CENTERS	qtrly drop box rent sep-no	WATER	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent sep-no	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent sep-no	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	qtrly drop box rent sep-no	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
AMERICAN RED CROSS	adult cpr/aed & first aid	GENERAL FUND	RECREATION/LEISURE SER	494.00
	swim certification	GENERAL FUND	SWIMMING POOL	21.00
	babysit training/cert	RESTRICTED CONTRIB	RECREATION/LEISURE SER	220.00
			TOTAL:	735.00
BARNUM GATE SERVICES, INC.	gate repair, edge receiver	WASTE WATER FUND	COLLECTOR/LIFT STAT	458.89
			TOTAL:	458.89
BORDER STATES ELECTRIC SUPPLY	basement w/bolted lid #767	ELECTRIC FUND	NON-DEPARTMENTAL	1,553.36
			TOTAL:	1,553.36
STEVE BUSHMAN	utility tubs	WASTE WATER FUND	SOURCE/TREATMENT	25.68
			TOTAL:	25.68
C & S SUPPLY CO INC	broom, cord reel	GENERAL FUND	STREETS	158.08
	clothing allowance - mike	COMMUNITY CENTER	COMMUNITY CENTER	79.98
	clothing allow - jeff fros	WASTE WATER FUND	ADMIN AND GENERAL	88.97
			TOTAL:	327.03
CALDWELL ASPHALT CO, INC	seal coat oil	GENERAL FUND	STREETS	137,934.00
			TOTAL:	137,934.00
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	CITY ADMINISTRATION	7.71
	first aid supplies	GENERAL FUND	CITY CLERK	7.71
	first aid supplies	GENERAL FUND	FINANCE	5.14
	first aid supplies	GENERAL FUND	POLICE	4.11
	first aid supplies	GENERAL FUND	BUILDING INSPECTOR	2.06
	first aid supplies	GENERAL FUND	PUBLIC WORKS ADMIN	1.03
	bandaids, ointment	GENERAL FUND	STREETS	12.35
	bandaids, ointment	GENERAL FUND	PARKS	9.88
	first aid supplies	GENERAL FUND	ECONOMIC DEVMT	0.51
	bandaids, ointment	WATER	ADMIN AND GENERAL	4.94
	first aid supplies	WATER	ADMIN AND GENERAL	4.63
	bandaids, ointment	WASTE WATER FUND	ADMIN AND GENERAL	4.94
	first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	4.63
	bandaids, ointment	ENVIRON SERVICES F	ADMIN AND GENERAL	4.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	bandaids, ointment	ELECTRIC FUND	ADMIN AND GENERAL	12.35
	first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	13.88
			TOTAL:	100.81
COLE PAPERS INC	toilet paper	GENERAL FUND	CITY ADMINISTRATION	17.49
	wrong toilet paper	GENERAL FUND	CITY ADMINISTRATION	9.64-
	toilet paper	GENERAL FUND	CITY CLERK	17.49
	wrong toilet paper	GENERAL FUND	CITY CLERK	9.64-
	toilet paper	GENERAL FUND	FINANCE	11.66
	wrong toilet paper	GENERAL FUND	FINANCE	6.43-
	toilet paper	GENERAL FUND	POLICE	9.33
	wrong toilet paper	GENERAL FUND	POLICE	5.14-
	toilet paper	GENERAL FUND	BUILDING INSPECTOR	4.66
	wrong toilet paper	GENERAL FUND	BUILDING INSPECTOR	2.57-
	toilet paper	GENERAL FUND	PUBLIC WORKS ADMIN	2.33
	wrong toilet paper	GENERAL FUND	PUBLIC WORKS ADMIN	1.29-
	foam soap & disp coveralls	GENERAL FUND	STREETS	73.35
	towels, tp, glass clnr, pl	GENERAL FUND	STREETS	98.42
	foam soap & disp coveralls	GENERAL FUND	PARKS	73.35
	towels, tp, glass clnr, pl	GENERAL FUND	PARKS	98.42
	toilet paper	GENERAL FUND	ECONOMIC DEVMT	1.17
	wrong toilet paper	GENERAL FUND	ECONOMIC DEVMT	0.64-
	cleaning supplies	LIBRARY FUND	LIBRARY	402.79
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	303.46
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1,611.20
	foam soap & disp coveralls	WATER	DISTRIBUTION AND STORA	36.67
	towels, tp, glass clnr, pl	WATER	DISTRIBUTION AND STORA	49.20
	toilet paper	WATER	ADMIN AND GENERAL	10.50
	wrong toilet paper	WATER	ADMIN AND GENERAL	5.78-
	foam soap & disp coveralls	WASTE WATER FUND	SOURCE/TREATMENT	36.72
	towels, tp, glass clnr, pl	WASTE WATER FUND	SOURCE/TREATMENT	49.27
	toilet paper	WASTE WATER FUND	ADMIN AND GENERAL	10.50
	wrong toilet paper	WASTE WATER FUND	ADMIN AND GENERAL	5.79-
	foam soap & disp coveralls	ENVIRON SERVICES F	REFUSE DISPOSAL	36.67
	towels, tp, glass clnr, pl	ENVIRON SERVICES F	REFUSE DISPOSAL	49.20
	foam soap & disp coveralls	ELECTRIC FUND	POWER DISTRIBUTION	73.35
	towels, tp, glass clnr, pl	ELECTRIC FUND	POWER DISTRIBUTION	98.42
	toilet paper	ELECTRIC FUND	ADMIN AND GENERAL	31.49
	wrong toilet paper	ELECTRIC FUND	ADMIN AND GENERAL	17.35-
	foam soap & disp coveralls	STORMWATER FUND	TREATMENT	36.70
	towels, tp, glass clnr, pl	STORMWATER FUND	TREATMENT	49.26
			TOTAL:	3,228.80
COMPUTER TECHNOLOGY SOLUTIONS, INC.	computer for gis system	WATER	CAPITAL-WATER DISTRIBU	195.94
	computer for gis system	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	195.94
	computer for gis system	STORMWATER FUND	CAPITAL-GENERAL PLANT	195.93
			TOTAL:	587.81
COPIER BUSINESS SOLUTIONS	copier maint 1717	GENERAL FUND	RECREATION/LEISURE SER	88.83
	freight for toner	LIBRARY FUND	LIBRARY	4.19
	copier maint 1717	COMMUNITY CENTER	COMMUNITY CENTER	88.82
	freight for toner	COMMUNITY CENTER	COMMUNITY CENTER	4.20
			TOTAL:	186.04
CRAGUN'S RESORT & HOTEL ON GULL LAKE	hotel, j. hank 10/16-10/17	WASTE WATER FUND	ADMIN AND GENERAL	285.36
			TOTAL:	285.36

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CRYSTAL LAWN, INC	INSTALLED SOD PLANT	ELECTRIC FUND	POWER PRODUCTION	460.35
	irrig repairs @ rivers edg	ELECTRIC FUND	POWER DISTRIBUTION	455.61
	irrig repairs @ rivers edg	ELECTRIC FUND	POWER DISTRIBUTION	118.38
	TOTAL:			1,034.34
CRYTEEL TRUCK EQUIPMENT INC	repair cracked welds #27	WASTE WATER FUND	COLLECTOR/LIFT STAT	442.44
	TOTAL:			442.44
CUES	TOW CABLE #98	WASTE WATER FUND	COLLECTOR/LIFT STAT	121.69
	track assembly	WASTE WATER FUND	COLLECTOR/LIFT STAT	811.94
	TOTAL:			933.63
CULLIGAN	muni bldg meter rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	TOTAL:			28.05
DEWILD GRANT RECKERT & ASSOCIATES CO	spcc plan update 7/31/12	ELECTRIC FUND	POWER DISTRIBUTION	1,734.50
	TOTAL:			1,734.50
DITCH WITCH OF MINNESOTA, INC.	locator repair	ELECTRIC FUND	POWER DISTRIBUTION	782.08
	TOTAL:			782.08
DIVERSIFIED INSPECTIONS INC	certification of snorkel	GENERAL FUND	FIRE	776.25
	certification inspections	ELECTRIC FUND	ADMIN AND GENERAL	745.20
	TOTAL:			1,521.45
DPC INDUSTRIES, INC.	polymer	WATER	PURIFICATION AND TREAT	2,181.57
	TOTAL:			2,181.57
ECONO FOODS	watermelon feed	GENERAL FUND	POLICE	83.88
	food for senior dance	GENERAL FUND	SENIOR COORDINATOR	30.46
	pop,balls,juice,ranch	GENERAL FUND	RECREATION/LEISURE SER	26.47
	cottonballs,nail polish	GENERAL FUND	RECREATION/LEISURE SER	16.91
	waterbomb-movieinpark	GENERAL FUND	RECREATION/LEISURE SER	6.41
	ice, sandwichbags,flour	GENERAL FUND	RECREATION/LEISURE SER	17.88
	water, plastic cups	GENERAL FUND	SWIMMING POOL	19.30
	lemonade,cups,food,bowls	LIBRARY FUND	LIBRARY	135.65
	cups,balloons,straws,marsh	RESTRICTED CONTRIB	RECREATION/LEISURE SER	33.26
	water, ice	RESTRICTED CONTRIB	RECREATION/LEISURE SER	5.57
	lemonade, cups, tree walk	RESTRICTED CONTRIB	LIBRARY	18.83
	TOTAL:			394.62
	ENGINEERING AMERICA, INC	module control board	WASTE WATER FUND	SOURCE/TREATMENT
TOTAL:				2,554.72
FASTENAL COMPANY	9V batteries	GENERAL FUND	STREETS	5.52
	batteries, barb cable tie	GENERAL FUND	STREETS	183.60
	eyewear, earmuff	GENERAL FUND	STREETS	48.98
	3 blade hi-vis knife	GENERAL FUND	STREETS	1.38
	9V batteries	GENERAL FUND	PARKS	5.52
	batteries, barb cable tie	GENERAL FUND	PARKS	183.60
	eyewear, earmuff	GENERAL FUND	PARKS	39.18
	3 blade hi-vis knife	GENERAL FUND	PARKS	1.38
	9V batteries	WATER	DISTRIBUTION AND STORA	2.76
	batteries, barb cable tie	WATER	DISTRIBUTION AND STORA	91.79
	3 blade hi-vis knife	WATER	DISTRIBUTION AND STORA	0.69
	eyewear, earmuff	WATER	ADMIN AND GENERAL	19.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	9V batteries	WASTE WATER FUND	SOURCE/TREATMENT	2.76
	batteries, barb cable tie	WASTE WATER FUND	SOURCE/TREATMENT	91.91
	3 blade hi-vis knife	WASTE WATER FUND	SOURCE/TREATMENT	0.69
	eyewear, earmuff	WASTE WATER FUND	ADMIN AND GENERAL	19.59
	9V batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	2.76
	batteries, barb cable tie	ENVIRON SERVICES F	REFUSE DISPOSAL	91.79
	3 blade hi-vis knife	ENVIRON SERVICES F	REFUSE DISPOSAL	0.69
	eyewear, earmuff	ENVIRON SERVICES F	ADMIN AND GENERAL	19.59
	9V batteries	ELECTRIC FUND	POWER DISTRIBUTION	5.52
	batteries, barb cable tie	ELECTRIC FUND	POWER DISTRIBUTION	183.60
	3 blade hi-vis knife	ELECTRIC FUND	POWER DISTRIBUTION	1.38
	eyewear, earmuff	ELECTRIC FUND	ADMIN AND GENERAL	48.98
	9V batteries	STORMWATER FUND	TREATMENT	2.76
	batteries, barb cable tie	STORMWATER FUND	TREATMENT	91.89
	3 blade hi-vis knife	STORMWATER FUND	TREATMENT	0.68
			TOTAL:	1,148.58
FERGUSON WATERWORKS	meter, read remote,gaskets	WATER	DISTRIBUTION AND STORA	2,919.09
	flange sets	WATER	DISTRIBUTION AND STORA	65.75
			TOTAL:	2,984.84
GENERAL REPAIR SERVICE	replaced guide rails&brack	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,214.38
			TOTAL:	2,214.38
GENERAL SPRINKLER CORPORATION	annual inspect,replace gau	TORNADO DISASTER R	ECONOMIC DEVMT	310.00
			TOTAL:	310.00
WILLIAM GERHART	clothing allowance	GENERAL FUND	POLICE	52.44
			TOTAL:	52.44
LEWIS GIESKING	mileage to mndot mankato	GENERAL FUND	STREETS	16.76
			TOTAL:	16.76
GRAYBAR ELECTRIC COMPANY INC	pvc conduit & fittings	ELECTRIC FUND	POWER DISTRIBUTION	95.65
			TOTAL:	95.65
HACH COMPANY	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	275.00
			TOTAL:	275.00
HAWKINS CHEMICAL	azone 15	GENERAL FUND	SWIMMING POOL	160.55
	caustic soda	WATER	PURIFICATION AND TREAT	1,375.50
	caustic soda&sodium metab	WATER	PURIFICATION AND TREAT	7,861.25
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	356.32
			TOTAL:	9,753.62
HOLIDAY COMMERCIAL	fuel for aug '12	GENERAL FUND	POLICE	272.04
	car washes	GENERAL FUND	POLICE	16.01
	fuel for aug '12	GENERAL FUND	BUILDING INSPECTOR	122.65
	fuel for aug '12	GENERAL FUND	PUBLIC WORKS ADMIN	79.97
	fuel for aug '12	GENERAL FUND	STREETS	547.18
	fuel for aug '12	GENERAL FUND	PARKS	726.11
	fuel for aug '12	COMMUNITY CENTER	COMMUNITY CENTER	94.55
	fuel for aug '12	WATER	SOURCE OF SUPPLY	50.49
	fuel for aug '12	WATER	PURIFICATION AND TREAT	75.74
	fuel for aug '12	WATER	DISTRIBUTION AND STORA	378.71
	fuel for aug '12	WATER	CUSTOMER ACCOUNTS	17.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fuel for aug '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	247.73
	fuel for aug '12	WASTE WATER FUND	CUSTOMER ACCOUNTS	17.89
	fuel for aug '12	ENVIRON SERVICES F	REFUSE DISPOSAL	247.07
	fuel for aug '12	ELECTRIC FUND	POWER DISTRIBUTION	677.90
	fuel for aug '12	ELECTRIC FUND	CUSTOMER ACCOUNTS	17.91
	fuel for aug '12	STORMWATER FUND	TREATMENT	350.27
			TOTAL:	3,940.11
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	812.12
			TOTAL:	812.12
JAVENS MECHANICAL CONTRACTING CO.	gorman rr repair	GENERAL FUND	PARKS	155.00
			TOTAL:	155.00
JLS DISTRIBUTING, INC	oil additive,grease,oil co	GENERAL FUND	STREETS	48.72
	oil additive,grease,oil co	GENERAL FUND	PARKS	48.72
	oil additive,grease,oil co	WATER	DISTRIBUTION AND STORA	24.36
	oil additive,grease,oil co	WASTE WATER FUND	SOURCE/TREATMENT	24.39
	oil additive,grease,oil co	ENVIRON SERVICES F	REFUSE DISPOSAL	24.36
	oil additive,grease,oil co	ELECTRIC FUND	POWER DISTRIBUTION	48.72
	oil additive,grease,oil co	STORMWATER FUND	TREATMENT	24.40
			TOTAL:	243.67
RON JOHNSON	tile adhesive base	GENERAL FUND	STREETS	155.69
	tile adhesive base	GENERAL FUND	PARKS	124.55
	tile adhesive base	WATER	ADMIN AND GENERAL	62.28
	tile adhesive base	WASTE WATER FUND	ADMIN AND GENERAL	62.28
	tile adhesive base	ENVIRON SERVICES F	ADMIN AND GENERAL	62.26
	tile adhesive base	ELECTRIC FUND	ADMIN AND GENERAL	155.69
			TOTAL:	622.75
JT SERVICES	4" coupling interduct	ELECTRIC FUND	NON-DEPARTMENTAL	186.93
	polyline string, pulling 1	ELECTRIC FUND	POWER DISTRIBUTION	601.19
			TOTAL:	788.12
KASSULKE MASONRY	pay est 1 final ch sub acc	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	24,546.09
			TOTAL:	24,546.09
KEELEY FARM DRAINAGE	mulch (green hill)	WATER	DISTRIBUTION AND STORA	290.70
			TOTAL:	290.70
KUSSMAUL ELECTRONICS CO., INC.	radio install #507 & #509	GENERAL FUND	FIRE	629.20
	battery saver radios 507&5	GENERAL FUND	FIRE	845.05
			TOTAL:	1,474.25
LAKE CRYSTAL COACHES	vip trip to twins game 8/1	RESTRICTED CONTRIB	RECREATION/LEISURE SER	585.00
			TOTAL:	585.00
LAKE CRYSTAL FIRE DEPT	lp gas refill	GENERAL FUND	FIRE	22.91
			TOTAL:	22.91
LEAGUE OF MINNESOTA CITIES	2012-2013 dues	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	9,325.00
			TOTAL:	9,325.00
LOCATORS & SUPPLIES, INC.	safety vests	GENERAL FUND	STREETS	35.88
	safety vests	GENERAL FUND	PARKS	28.71

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety vests	WATER	ADMIN AND GENERAL	14.35
	safety vests	WASTE WATER FUND	ADMIN AND GENERAL	14.35
	safety vests	ENVIRON SERVICES F	ADMIN AND GENERAL	14.36
	safety vests	ELECTRIC FUND	ADMIN AND GENERAL	35.88
	safety vests	ELECTRIC FUND	ADMIN AND GENERAL	60.22
			TOTAL:	203.75
MACQUEEN EQUIPMENT INC	weldment deflector	GENERAL FUND	STREETS	965.54
			TOTAL:	965.54
MANKATO MOBILE HOME SERVICE	inspect 23 homes in summit	PERM IMPROVMENT RE	STREETS	690.00
			TOTAL:	690.00
MARCO, INC.	copier maint 46018	GENERAL FUND	CITY ADMINISTRATION	25.86
	copier maint 46018	GENERAL FUND	CITY CLERK	25.86
	copier maint 46018	GENERAL FUND	FINANCE	17.24
	copier maint 46018	GENERAL FUND	POLICE	13.79
	copier maint 46018	GENERAL FUND	BUILDING INSPECTOR	6.90
	copier maint 46018	GENERAL FUND	PUBLIC WORKS ADMIN	3.45
	copier maint 46018	GENERAL FUND	ECONOMIC DEVMT	1.72
	copier maint 46018	WATER	ADMIN AND GENERAL	15.52
	copier maint 46018	WASTE WATER FUND	ADMIN AND GENERAL	15.50
	copier maint 46018	ELECTRIC FUND	ADMIN AND GENERAL	46.55
			TOTAL:	172.39
MATHESON TRI-GAS INC	cylinder rental for aug '1	GENERAL FUND	STREETS	23.79
	cylinder rental for aug '1	GENERAL FUND	PARKS	19.03
	cylinder rental for aug '1	WATER	ADMIN AND GENERAL	9.52
	cylinder rental for aug '1	WASTE WATER FUND	ADMIN AND GENERAL	9.52
	cylinder rental for aug '1	ENVIRON SERVICES F	ADMIN AND GENERAL	9.51
	cylinder rental for aug '1	ELECTRIC FUND	ADMIN AND GENERAL	23.79
			TOTAL:	95.16
MENARDS	mole trap	STORMWATER FUND	TREATMENT	57.62
			TOTAL:	57.62
METRO ATHLETIC SUPPLY	fix bb hoop-replace height	COMMUNITY CENTER	COMMUNITY CENTER	131.62
			TOTAL:	131.62
METRO FIRE	water truck repair	GENERAL FUND	STREETS	70.89
	hose w/ couplings	GENERAL FUND	STREETS	206.69
			TOTAL:	277.58
MID-AMERICA SPORTS ADVANTAGE	1roll poly-cap 250'	RESTRICTED CONTRIB	PARKS	265.60
			TOTAL:	265.60
MISC VENDOR	BODE, CAROLE	antique program	RESTRICTED CONTRIB LIBRARY	93.30
	LYLE, JOY	election judge	GENERAL FUND ELECTIONS	124.00
	PETTIS, BONNIE	refund bday party cancell	GENERAL FUND NON-DEPARTMENTAL	80.16
			TOTAL:	297.46
MN DEPT OF HEALTH	water connection fees	WATER	NON-DEPARTMENTAL	4,771.00
			TOTAL:	4,771.00
MN DEPT OF TRANSPORTATION	material testing & inspect	PERM IMPROVMENT RE	STREETS	1,322.52
			TOTAL:	1,322.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MN MAYOR'S ASSOCIATION	dues for 2012-2013	GENERAL FUND	MAYOR & COUNCIL	30.00
			TOTAL:	30.00
MN PIPE & EQUIPMENT	26" valve box tops	WATER	NON-DEPARTMENTAL	474.74
	nd valve box lid	WATER	DISTRIBUTION AND STORA	110.72
			TOTAL:	585.46
MN POLLUTION CONTROL AGENCY	biosolids basic 10/16-hank	WASTE WATER FUND	ADMIN AND GENERAL	300.00
			TOTAL:	300.00
MN STATE FIRE CHIEFS ASSOCIATION	2012 annual conf reg-mike	GENERAL FUND	FIRE	210.00
	2012 annual conf reg-ron	GENERAL FUND	FIRE	210.00
			TOTAL:	420.00
MOTION INDUSTRIES, INC.	cup & cone bearings	GENERAL FUND	STREETS	33.11
			TOTAL:	33.11
MVTL LABORATORIES INC	testing salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	318.00
	biosolids testing	WASTE WATER FUND	SOURCE/TREATMENT	341.00
			TOTAL:	659.00
NATIONAL FIRE SAFETY COUNCIL	books	GENERAL FUND	FIRE	300.00
			TOTAL:	300.00
NEWMAN TRAFFIC SIGNS	ped sym one way l/r crossw	GENERAL FUND	STREETS	810.45
			TOTAL:	810.45
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	17.37
	filters	GENERAL FUND	NON-DEPARTMENTAL	10.15
	filter	GENERAL FUND	NON-DEPARTMENTAL	4.00
			TOTAL:	31.52
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	869.08
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	353.90
			TOTAL:	1,222.98
NORTHERN SAFETY CO., INC	hearing protection signs	WATER	ADMIN AND GENERAL	33.19
			TOTAL:	33.19
OFFICEMAX	3 ring binders for manuale	GENERAL FUND	FINANCE	7.89
	battery backup	WATER	ADMIN AND GENERAL	52.89
			TOTAL:	60.78
PET EXPO DIST.	routine maint on aquarium	LIBRARY FUND	LIBRARY	80.76
			TOTAL:	80.76
PETER'S SODDING SERVICE	installed sod at community	LIBRARY FUND	LIBRARY	228.50
	installed sod at community	COMMUNITY CENTER	COMMUNITY CENTER	228.50
	sod installed austin drive	WATER	DISTRIBUTION AND STORA	25.00
	sod installed for tree stu	ENVIRON SERVICES F	REFUSE DISPOSAL	211.25
	so installed on wash ave	ELECTRIC FUND	POWER DISTRIBUTION	294.00
			TOTAL:	987.25
MATTHEW PETERS-PETTY CASH	meals & mileage	GENERAL FUND	POLICE	25.41
	title dwi vehicle w/state	GENERAL FUND	POLICE	20.75
	postage	GENERAL FUND	POLICE	51.68

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	night to unite ice & 5 mea	RESTRICTED CONTRIB	POLICE	21.41
			TOTAL:	119.25
PONGRATZ FENCE&FAB	outfield gate jefferson	GENERAL FUND	PARKS	400.00
			TOTAL:	400.00
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	BUILDING INSPECTOR	36.66
	meals, mileage	GENERAL FUND	ECONOMIC DEVMT	96.98
	postage	GENERAL FUND	ECONOMIC DEVMT	10.80
	meals	WATER	ADMIN AND GENERAL	10.56
	brackets	WASTE WATER FUND	SOURCE/TREATMENT	14.96
			TOTAL:	169.96
QUARTERMASTER	uniform allowance	GENERAL FUND	POLICE	206.96
			TOTAL:	206.96
RAMY TURF PRODUCTS	50# seed	ELECTRIC FUND	POWER DISTRIBUTION	91.38
			TOTAL:	91.38
ROYAL TIRE, INC	foam fill	WATER	DISTRIBUTION AND STORA	39.42
			TOTAL:	39.42
RYAN ELECTRIC OF ST PETER	burnt sockets senior ctr	COMMUNITY CENTER	COMMUNITY CENTER	122.50
			TOTAL:	122.50
SAINTS BUS SERVICE	trip to new sweden diary f	GENERAL FUND	STREETS	75.00
			TOTAL:	75.00
MAGGIE SCHROEDER	cpr/first aid training 7hr	GENERAL FUND	RECREATION/LEISURE SER	140.00
	babysitters training 16 hr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	320.00
			TOTAL:	460.00
SHERWIN-WILLIAMS	street marking tips & seal	GENERAL FUND	STREETS	116.17
			TOTAL:	116.17
SHORTY'S TIRE ONE	mount&balance,alignment	GENERAL FUND	POLICE	93.50
			TOTAL:	93.50
SPRINT SOLUTIONS, INC.	phone bill for aug '12	GENERAL FUND	POLICE	436.73
			TOTAL:	436.73
ST PETER AREA CHAMBER OF COMMERCE	resource guide ad	GENERAL FUND	CITY ADMINISTRATION	585.00
			TOTAL:	585.00
ST PETER POLICE RESERVES	nic cty id cks 8/10/12	GENERAL FUND	POLICE	124.56
	nic cty id cks 8/11/12	GENERAL FUND	POLICE	124.56
	redman dance security	GENERAL FUND	POLICE	83.04
			TOTAL:	332.16
ST PETER RENTAL CENTER	lawn seeder	GENERAL FUND	STREETS	9.62
	lawn seeder	GENERAL FUND	PARKS	9.62
	lawn seeder	WATER	SOURCE OF SUPPLY	4.81
	lawn seeder	WASTE WATER FUND	SOURCE/TREATMENT	4.81
	lawn seeder	ENVIRON SERVICES F	REFUSE DISPOSAL	4.81
	lawn seeder	ELECTRIC FUND	POWER DISTRIBUTION	9.62
	lawn seeder	STORMWATER FUND	TREATMENT	4.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	48.09
STANLEY SECURITY SOLUTIONS, INC.	pad locks	GENERAL FUND	STREETS	32.66
	pad locks	GENERAL FUND	PARKS	32.66
	pad locks	WATER	DISTRIBUTION AND STORA	16.33
	pad locks	WATER	DISTRIBUTION AND STORA	119.25
	pad locks	WASTE WATER FUND	SOURCE/TREATMENT	16.35
	pad locks	ENVIRON SERVICES F	REFUSE DISPOSAL	16.33
	pad locks	ELECTRIC FUND	POWER DISTRIBUTION	32.66
	pad locks	STORMWATER FUND	TREATMENT	16.36
			TOTAL:	282.60
JENNIFER THORESON	meal for mpca class	WASTE WATER FUND	ADMIN AND GENERAL	10.00
			TOTAL:	10.00
TIGERDIRECT.COM	gis system monitor	WATER	CAPITAL-WATER DISTRIBU	50.01
	gis system monitor	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	50.01
	gis system monitor	STORMWATER FUND	CAPITAL-GENERAL PLANT	50.00
			TOTAL:	150.02
JANE TIMMERMAN	mileage to kato	COMMUNITY CENTER	COMMUNITY CENTER	13.32
	face painting for 10 yr ce	COMMUNITY CENTER	COMMUNITY CENTER	22.31
			TOTAL:	35.63
UNITED TRUCK & EQUIPMENT	truck hydraulic pump coupl	GENERAL FUND	STREETS	254.75
			TOTAL:	254.75
UNIVERSITY OF MN	2012 forestry wkshp-josh k	GENERAL FUND	STREETS	50.00
			TOTAL:	50.00
VESSCO, INC	tote of poly	WASTE WATER FUND	SOURCE/TREATMENT	4,537.06
			TOTAL:	4,537.06
VISA	meals budget, icecream all	GENERAL FUND	CITY ADMINISTRATION	187.46
	election materials storage	GENERAL FUND	ELECTIONS	42.69
	coffee pot	GENERAL FUND	SENIOR COORDINATOR	32.39
	we bought a zoo-movieinpar	GENERAL FUND	RECREATION/LEISURE SER	350.00
	fieldtrip-lake crystal rec	GENERAL FUND	RECREATION/LEISURE SER	160.00
	dunk tank-end of summer ce	GENERAL FUND	RECREATION/LEISURE SER	101.53
	footballs	GENERAL FUND	RECREATION/LEISURE SER	111.45
	whistle	GENERAL FUND	RECREATION/LEISURE SER	8.66
	candy-end of summer celeb	GENERAL FUND	RECREATION/LEISURE SER	27.39
	candy-end of summer celeb	GENERAL FUND	RECREATION/LEISURE SER	13.80
	registration for mrpa - ja	GENERAL FUND	RECREATION/LEISURE SER	340.00
	registration for mrpa - la	GENERAL FUND	RECREATION/LEISURE SER	340.00
	footballs	GENERAL FUND	RECREATION/LEISURE SER	49.72
	flags, lanyards	GENERAL FUND	RECREATION/LEISURE SER	51.30
	meal discuss lease/purchas	GENERAL FUND	ECONOMIC DEVMT	31.96
	head phones for childrens	LIBRARY FUND	LIBRARY	39.75
	garden supplies for fol	LIBRARY FUND	LIBRARY	11.90
	coffee pot	COMMUNITY CENTER	COMMUNITY CENTER	32.39
	backpack sprayer w/nozzle	COMMUNITY CENTER	COMMUNITY CENTER	296.43
	finance charge	WATER	ADMIN AND GENERAL	3.02
	on call cell phone case	ELECTRIC FUND	ADMIN AND GENERAL	19.32
	night to unite supplies	RESTRICTED CONTRIB	POLICE	65.00
	hfr battery	RESTRICTED CONTRIB	RECREATION/LEISURE SER	50.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	whistle	RESTRICTED CONTRIB	RECREATION/LEISURE SER	8.65
	whistle, stopwatch	RESTRICTED CONTRIB	RECREATION/LEISURE SER	23.77
	twins game 8/15/12	RESTRICTED CONTRIB	RECREATION/LEISURE SER	190.00
	twins game 8/15/12	RESTRICTED CONTRIB	RECREATION/LEISURE SER	580.00
	footballs, flags,lanyards	RESTRICTED CONTRIB	RECREATION/LEISURE SER	101.02
			TOTAL:	3,242.91
VOICE OF YOUTH ADVOCATES	2013 renewal	LIBRARY FUND	LIBRARY	57.00
			TOTAL:	57.00
W.W. BLACKTOPPING	final pay est 2 summer & s	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	2,889.86
			TOTAL:	2,889.86
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	july chg in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	5.00
	july refuse pickup '12	ENVIRON SERVICES F	REFUSE DISPOSAL	18,285.75
			TOTAL:	18,290.75
WESCO DISTRIBUTION INC	2S meters #556	ELECTRIC FUND	NON-DEPARTMENTAL	256.50
	elbow parking stand arrest	ELECTRIC FUND	NON-DEPARTMENTAL	1,442.81
	fuse holders	ELECTRIC FUND	NON-DEPARTMENTAL	203.06
	pvc elbows	ELECTRIC FUND	NON-DEPARTMENTAL	96.19
	meter seals	ELECTRIC FUND	POWER DISTRIBUTION	830.60
			TOTAL:	2,829.16
WILSON DEVELOPMENT SERVICES, LLC	acq&relocate wash ave link	PERM IMPROVMENT RE	STREETS	807.70
			TOTAL:	807.70
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	42.85
			TOTAL:	42.85
ZACK'S INC	brooms, handles, braces	GENERAL FUND	STREETS	38.43
	brooms, handles, braces	GENERAL FUND	PARKS	38.43
	brooms, handles, braces	WATER	DISTRIBUTION AND STORA	19.21
	brooms, handles, braces	WASTE WATER FUND	SOURCE/TREATMENT	19.24
	brooms, handles, braces	ENVIRON SERVICES F	REFUSE DISPOSAL	19.21
	brooms, handles, braces	ELECTRIC FUND	POWER DISTRIBUTION	38.43
	brooms, handles, braces	STORMWATER FUND	TREATMENT	19.23
			TOTAL:	192.18
ZEP SALES & SERVICE	floor dry & cleaners	GENERAL FUND	STREETS	146.25
	floor dry & cleaners	GENERAL FUND	PARKS	146.25
	floor dry & cleaners	WATER	DISTRIBUTION AND STORA	73.12
	floor dry & cleaners	WASTE WATER FUND	SOURCE/TREATMENT	73.21
	floor dry & cleaners	ENVIRON SERVICES F	REFUSE DISPOSAL	73.12
	floor dry & cleaners	ELECTRIC FUND	POWER DISTRIBUTION	146.25
	floor dry & cleaners	STORMWATER FUND	TREATMENT	73.17
			TOTAL:	731.37
ZIEGLER INC	replaced bracket	ELECTRIC FUND	POWER PRODUCTION	811.10
			TOTAL:	811.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND			162,748.44
211	LIBRARY FUND			1,772.66
217	COMMUNITY CENTER			3,029.28
240	TORNADO DISASTER REV LOAN			310.00
401	PERM IMPROVMENT REVOLVING			2,820.22
601	WATER			21,632.50
602	WASTE WATER FUND			15,476.05
603	ENVIRON SERVICES FUND			19,198.17
604	ELECTRIC FUND			37,139.77
606	STORMWATER FUND			3,862.93
820	RESTRICTED CONTRIBUTIONS			4,100.61
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	GRAND TOTAL:			272,090.63
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TOTAL PAGES: 11

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2012 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Border States Electric	Distribution Wire	\$7,358.34	Electric
Titan Equipment	Screener Rental	\$6,840.00	Public Works split

2. The following election judge appointments are approved for the November 6, 2012 general election:

Nancy Braun	Lesley Holland	Shawn Sanford	Nina West
Rita Schiff	Joan Eppmeyer	Carol Solberg	Craig Drager
Tom Thorkelson	Corrinne Sprague	Nancy Hanson	Betty Birr
Katie Kidd	Will Waggoner	Lauren Sekelsky	Brynn Makela
Tucker Saude	Sarah Spande		

3. The following employee appointed is hereby approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Kemmie Hebensperger	PT Circulation Clerk	\$7.64/hour

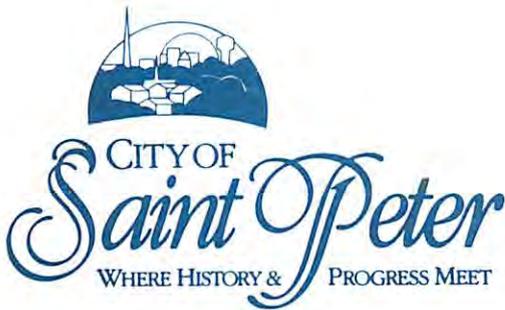
4. The schedule of disbursements for August 23, 2012 through September 5, 2012 is hereby approved.

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

\_\_\_\_\_  
Susan Carlin  
Mayor pro tem

ATTEST:

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



## Memorandum

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

**DATE:** 9/5/12

**FROM:** Todd Prafke  
City Administrator

Paula O'Connell  
Finance Director

**RE:** 2013 Preliminary Levy

### ACTION/RECOMMENDATION

Approve the attached resolution adopting the preliminary levy for the 2013 year and identifying the regularly scheduled Council meeting at which the budget and levy will be discussed and the final levy determined.

### BACKGROUND

We are recommending an increase in the levy for the 2013 budget year of \$52,095. As you may recall, the levy for the 2011-year and the 2012-year stayed the same. This recommendation is based on a number of factors that we will outline in the memo below. The 2013 levy includes a number of assumptions and has no significant changes in our budget from the 2011 and 2012 years.

Councilmembers should note that even with no change to net tax capacity, we estimate a change from the current Tax Rate of 49.0 to a tax rate of 50.25. Tax Rates for previous years are listed below:

2012	49.00
2011	43.52
2010	43.39
2009	37.93
2008	43.72
2007	42.59
2006	40.72

The total amount of general fund expenditures is proposed to go up \$121,085, which is a 2% increase over the 2012 budget. In addition there is a \$250,000 transfer to the 2009A Community Center Bond fund to partially prepay the debt. The 2013 Local Government Aid Notice has been received and we are certified to receive \$2,616,126. This is the same amount we received for 2012. We believe this is an amount we can use without anticipation of further unallocation for the 2013 year.

#### Goals for this discussion are:

- Discuss process
- Provide an update on the 2012 projections and budget modifications

- Provide an update on the 2013 budget progress
- Provide information that allows you to work towards a reasoned decision relative to the levy
- This budget and levy, the means by which you provide for the policies you have in place, is a substantial opportunity for you to provide input in making this the Council budget and not the Staff budget.

This discussion will include a summary explanation of the budgets that we hope will enhance your understanding of the big picture of the budget. We hope to not get into the minutia of the budget exemplified by how many stamps we use or the number of handcuff keys we purchase, but rather focus on the way this budget supports your wants and policies.

We continue to look at the General Fund and Special Revenue Fund budgets as a portion of a larger business and believe we are very cognizant of the impact that modification in any of these areas has on other portions of the City business. The 2013 budget is based on the ideas expressed below.

The 2013 Budget will see a temporary end of a trend where we see many changes (i.e. tax capacity, levy limits and LGA allocations). LGA continues to make up a large portion of our General Fund budget. We are not looking for approval of the budget (that will come in December), but we are looking for some feedback about the direction we are headed. Obviously the budget does lead to a Levy need.

Let us outline the general process and we will visit a bit about how things might change from that point forward. Below are just a couple of the most important rules to keep in mind:

- You must certify the preliminary levy to the County by September 15<sup>th</sup>.
- Once that preliminary levy is certified, you may lower the amount, but it may not be increased.

The changes within the budget, as compared to 2012, are very small with a few specific exceptions:

- Street maintenance where we have planned for a \$90,000 increase over your 2012 budget. To be clear, you may remember making a change and adding \$40,000 in March, so this increase would be \$50,000 over what we planned to spend for 2012 after the additional dollars were provided by the Council. This is a response to what we believe are increasing material costs and continuing to provide maintenance on one of your biggest investments that is very expensive to replace.
- There is also \$50,000 allocated for all the pools to be painted in 2013 and potentially \$12,000 for pool blankets.
- Municipal Building maintenance of \$10,000 for carpet and major repair to an HVAC system.
- Parks will see \$18,500 in miscellaneous improvements.
- General Fund reserves will be lowered to a projected 50% of expenditures and used to partially pre-pay the 2009A Community Center Bond. Along with reduced revenue in the future from our HickoryTech agreement (by 2016 we will receive approximately 50%, \$75,000 of what we receive today), we will pre-pay and reduce our debt on the Community Center. By prepaying on our bond that matures in 2020, we will see the greatest savings of the 4.65% interest.

For 2013, we will use the same philosophy we have over the past years. We do not look at the total levy and then make cuts or additions. We look at the divisional budgets line by line and think about needs and priorities set by you, make changes, and then look at how that would influence the total.

The philosophy in the past was to bring you budgets based on the programs and service standards we have had in place without puffing it up needlessly, simply to be cut later in October or November to show how great a job we can do budget cutting. That is to say, we bring a budget that will provide for the operation you have told us you want. In this case, the service levels are still based on the 2010 and 2011 budget modifications. Reserves are used for emergencies or efforts that are unknown to us at this time. In some past years we have used reserves for a deal that is too good to pass up. We do not believe that additional information about costs projected in a month or two will substantially impact our thoughts on needs and/or priorities so we don't plan to come back to you multiple times between now and December and modify the budget. It may be important to note that once the legislative session starts in 2013 there is always the potential for a change in the ground rules. Election results and budget surpluses or deficiencies at the State level all influence those issues and right now, we do not have any supernatural ability to predict future outcomes.

We also believe the results from past budgets speak for themselves and that our budgeting philosophy has shown very positive results both from a financial and a service perspective. The positive results are that deviation from budget at the end of each year has been very small, as reported by the City's auditors. Further, the Council does not see a flurry of purchases at the end of each year based on the theory of, "if we don't spend it we won't get it next year." We just don't do that.

Lastly, based on State funding changes over the past nine years, local property taxes are more heavily depended upon to make your operations go.

**Our Financial Position Today** - The City, as reported by our auditors, is in very good financial shape. The General Fund ended the 2011 year with revenues over expenditures by \$143,069 and reserves increasing to \$3,061,943

**Working Plan Thus far** - The 2013 budget is not balanced. Revenues will be lower than expenditures. This is not a good or bad thing it is just the plan and we are happy that our understanding of these issues has evolved over the last number of years. Based on your Fund Balance Policy for the General Fund which says the reserve should be "35% to 50% for the following years budgeted expenditures", has lead us to an unbalanced budget which includes the partial prepayment of the 2009A Bonds.

Based on the proposed budget we will have a projected fund balance of \$2,997,543 at the end of budget year 2013. Based on our current projections, the reserve percentage for the end of 2012 will likely be approximately 54.5%, and 2013 at 50.3%.

General fund expenditures are planned for an increase of \$121,085 driven by personnel costs and capital purchases. Alternatives to this increase are discussed later in the memo. Major changes have been made in the past due to the LGA reductions and trying to maintain reasonableness in our tax levy, but this year we are relatively confident that the State will provide the levy of LGA promised for the 2013 year. Again, this budget is premised on your service level decisions for 2010 and 2011 and the budget modifications that resulted.

Some of the tools used to provide the 2013 budget year include:

- Enterprise funds have been estimated based on projected sales for the 2013 year, assuming no rate increases and no use change from 2012 to 2013. This is a very conservative approach. As you know, a rate increase is likely needed in the Water Fund, which contributes to the General Fund as a transfer. Transfers will remain at 6.5% of sales for the Electric, Water, Wastewater, and Stormwater budgets. Please know that the transfers are based on percentage of gross revenue, so even though they are likely to change, we believe this assumption is appropriate as a starting point.
- Health insurance costs are budgeted with a 7% increase.
- Wage modifications for all union and non-union are about 2%. It may be important to remember the actions you took in 2011 and 2012 from 2011, the changes that were made to union contracts, and pushing increases to 2012 for the zero change in 2011.
- No significant changes in personnel levels with no position additions and no eliminations compared to the 2010 modification list and actual FTE in 2011 and 2012 budget. In other words - no changes. The Streets Division still operates with an Equipment Operator position going unfilled.
- We will continue to make operational changes that we hope will reduce overtime and may mean changes when and how some activities are undertaken. We budgeted hours of overtime at the levels we have seen for 2011 and 2012.
- Budget modifications, and in particular cuts articulated for the 2010 year, are also cut as a part of the 2013 budget.
- Fire Relief Association levy of \$24,600 for the 2013 year. This is likely a high estimate.
- Self-funding a higher deductible for Property/Casualty Insurance coverage across all funds. This is the same as for 2010, 2011 and 2012. The 2012 fund balance here is approximately \$284,000.
- 2013 Local Government Aid is not planned to be reduced from the certified amount.
- Additional debt related to the purchase of a fire truck. We have a seven year budget, with \$87,780 in 2013 for debt service.
- Partial pre-payment of the Community Center's bond that has an interest rate of 4.65%. This pre-payment amount will bring our general fund reserve in line with our Fund Balance Policy.

**Projects in 2013 that are being planned include:**

- Equipment Certificate for \$250,000 plus the use of \$150,000 for one-time purchases using cash budgeted in the General Fund (paid by this year's levy). These potential purchases will be discussed closer to the final budget approval and are (not prioritized):
  - Four wheel drive Police replacement vehicle.
  - Squad video replacement
  - Tasers
  - Firing range repairs
  - 2 squad car computer replacements
  - Asphalt trailer
  - Mechanic vehicle
  - Pool blankets
  - One additional gator type vehicle
  - One replacement gator type vehicle

Below are items that we discussed earlier and some items we just think you should have an opportunity to understand and discuss.

- Seal coating and patching work increase by \$90,000.
- A large expense for maintenance or replacement of an air handler at City Hall and some hallway carpet replacement totaling \$10,000.
- Pool painting that was put off for a couple years at \$50,000.
- Additional parks repairs of \$18,500 for enhancements to portable bleachers and dugouts.
- We have planned no funding in the budget for Pavilion work as an amount is not known and our planning, thus far, has been to work to solicit other people's money (OPM) once a scope is determined.
- There will be other modifications to fees, which are insignificant to the budget, but more reflective of actual costs.
- There is no funding for issues related to the development north of Union Street. These will be funded elsewhere.
- There is \$5,000 included in the budget for a community facility cooperation consultant to jointly plan with GAC and the School District.
- The budget includes Coalition of Greater Minnesota Cities membership fees (\$15,600) and funding for The Third Floor (funding by restricted funds).

**Miscellaneous things to consider -**

- As always, our goal is to construct a budget that meets your goals and priorities. We have provided additional information so that the Council might be able to determine if this budget does that.
- There are many, many requests that go unfilled; a large number of those are removed at the Department or the Administrative level. We continue to under-fund depreciation on assets and road maintenance. That is not only the case in Saint Peter, but in just about every community in the state.
- Our dependence on Local Government Aid remains significant.
- This budget delays some capital equipment wishes that in past years we may have funded. Some of these reductions are made because our needs have changed and others because we continue to work to be good stewards of the resources. Some are done with the hope that we can limp to another year based on cost of money or serviceability. Others are done because we believe strongly in the idea of budget responding to our customers and the services you wish to see provided.
- We will be prioritizing things like weed control and repairs throughout our various facilities and our efforts will be focused on areas with customer needs as the driving force behind the prioritization.
- You can change how you look at resource balance between tax driven and Enterprise Funds. In the past we have maintained a very specific percentage of gross revenues of Enterprise Fund transfers to the General Fund. This budget anticipates no change in that balance. The Council could change that area if you wished. We will have the ability to discuss the general impact of changes in that balance if you wish. A slight twist to that may be the additional use of enterprise funds in a more targeted way. We can discuss this now, but it may be more valuable during your enterprise funds discussion that will come up in the near future.
- We have also assembled a list of some of the outside the box ideas that may assist us in our budget balancing. All of these need more discussion prior to any implementation because most represent a policy change and, frankly, a large shift in what our operations model has been in the past. Some of those are:
  - Additional modification to fees. (Yearly adjustments are always done)
  - Payment in lieu of taxes from other entities that are not taxed now.

- Modification to assessment policies that put more burden on individual taxpayers rather than the general fund. The last changes you made put additional cost on General Fund by transferring alley skirting from assessable to be paid by the City.
  - Additional enterprise funds contributing to the general fund.
  - Targeted utility increases.
  - Franchise fees
  - Any others you may have or we may come up with.
  - Administrative fines and fees exemplified by speeding tickets are not being pursued based on discussions with the City Council.
  - Franchise fees as exemplified by a Natural Gas fee.
- It is important to understand that our reserves have increased due to cost savings, but there are still areas of volatility that could substantially influence the final 2013 outcome. Those items that are our highest concerns include:
    - State aids; LGA in particular. A bigger picture discussion and plan may be needed in this area. That discussion could focus on alternative sources of revenue and what should or could be done to limit our dependence on LGA.
    - Budget modification from 2010 still influences us today. There is a long list of items that the Council has reviewed and Staff has moved forward with. These changes have led to modifications in the way we provide services including eliminating positions and reducing expenditures in many ways. We continue to be on target to maintain those savings, but if we don't meet the targets, the reserve outlook for ending 2013 would be reduced. Again, we are on track in this area, but it is important to be vigilant.
    - Natural or manmade events. A great example might be a relatively small natural disaster or a major crime against persons. These have the potential to tip the budget off plan with overtime and other costs. Our plan continues to contemplate that reserve funds will have to meet those needs should a disaster occur. We will continue to worry about people first and money second.
    - Supply costs and, in particular, fuel. This is just a very difficult area to project as are all energy costs. Energy and fuel affects all aspects of our operations.

**FISCAL IMPACT:**

Market value numbers and tax capacities for the payable 2013 year are not fully available, but we are using a projection based on our knowledge of the tax capacity values.

Another important consideration is reserves. Our General Fund reserves have increased from 37.4% to 54.5% since the end of 2008 to the projected 2012 year, or in real dollars by about \$1,196,891. This has been planned so that we can meet some of the financial challenges we are likely to be confronted with in 2013 and beyond. This was done through cost savings and the budget modifications that you have reviewed and implemented. In addition, approximately \$210,000 in Enterprise Fund savings were realized and was planned to be transferred to the General Fund in 2011. We did not make that transfer, nor are we anticipating making that Enterprise Fund transfer because it is better to have those dollars stay with Enterprise Funds, but to be available should we sustain additional cuts in 2013.

A plan for 2014 might look something like this: Utilize a similar budget process. Review the use of or any growth in General Fund reserves and watch for a need with the \$210,000 that is being

kept in Enterprise Funds. Additionally, the discussion relative to Fund Balance should take place.

Generally speaking, an increase in your levy of \$10,000 means an increase in your tax rate of .24. A decrease in your levy of \$10,000 means a decrease in your tax rate of .24.

## **ALTERNATIVES AND VARIATIONS**

There are so many variations that we could review and frankly, we would not know where to start. Here are a few that may help you think in different ways.

- Lower the gross levy to meet any Tax Rate or other goals you may wish to put in place. This provides opportunity to say we are reducing the levy. There may be value to that symbolism, but that value is a Council decision.
- Additional cuts. This would mean changes in service levels compared to the 2012 year. That is something we can review, but again our mission here has been to tell you the cost to provide services as directed after the 2010 and 2011 budget modifications were put in place.
- Spend down the increase in reserves which lowers the gross levy but then it may make future years more difficult. We like the 2013 plan we have illustrated knowing that the likelihood of things changing, especially as it relates to State funding beyond 2013, is high. Again, this is part of that Fund Balance and policy discussion.
- Put more capital purchases on the equipment certificate, which would lower this year's levy but increase future year levies. The converse of that is to spend reserve rather than issuance of Equipment Certificate. There are some interesting things we could do here but all certainly fall within the realm of Council sense of what is best.
- Transfer the budget modified enterprise fund dollars (\$210,000) from 2011 to the general fund and use those dollars to lower the levy. Again, this means fewer dollars looking to 2013 and 2014, but it is part of the plan we originally implemented. This was a very good fall back plan in 2011 and 2012, but may be something we no longer consider due to General Fund Reserve increases.
- Add new or reinstate previously cut services into the budget with additional levy or with the use of reserves. Again, this is a call for the Council to make. One caution here...if we believe that the loss of LGA and other funding sources is not just a one or two or three year blip, then changes to service levels or larger increases in taxes seem inevitable. If that is true, we are unsure of the value of providing services on a year-by-year basis. By that, we mean it seems strange to provide a service in 2013 then in 2014 we discontinue it and then in 2015 we provide that service again. It is confusing to our citizens. Again, we are not sure that helps the quality of life for the members of our community. It is also costly in both money (start and stop costs) and morale to be on again/off again. Those too are real costs.
- Restrict or assign reserves within the fund balance policy to a building fund or further lower existing debt with higher interest rates.

There are many, many more.

Please let us know if we can provide any additional information or clarify anything before your meeting on Monday. We will have the usual graphs, charts and other visuals that you have seen in previous years.

The attached resolution adopts the preliminary levy and identifies the regularly scheduled Council meeting at which the budget and levy will be discussed and the final levy determined. Due to legislation passed in the 2009 session the formal Truth-in-taxation hearings have been eliminated.

Please feel free to contact us if you have any additional questions or concerns.

TP/PO/bal

CITY OF SAINT PETER  
TAX THEORY  
TAX LEVY: CERTIFY IN 2012, COLLECTIBLE IN 2013

Levy Limit Years

					BUDGET	PROJECTED	PROJECTED	PROJECTED	PROJECTED	
	Certified: Payable:	2008 2009	2009 2010	2010 2011	2011 2012	2012 2013	2013 2014	2014 2015	2015 2016	2016 2017
General Fund		818,307	835,682	832,925	1,275,614	1,275,614	1,339,395	1,406,364	1,476,683	1,550,517
\$ increase (decrease) in General Fund		(270,655)	297,281	0	90,490	0	63,781	66,970	70,318	73,834
% increase (decrease) in General Fund		(23.36%)	33.48%	0.00%	7.64%	0.00%	5.00%	5.00%	5.00%	5.00%
Public Library		310,133	310,133	310,133	250,133	220,133	231,140	242,697	254,831	267,573
St. Peter Community Center		0	0	0	0	0	0	0	0	0
N Firefighter's Relief		3,865	16,690	24,600	10,000	24,600	24,600	24,600	24,600	24,600
Special Levies:										
A Bonded Indebtedness										
2002 Refunding Bond (CCC)		0	0	0	0	0	0	0	0	0
09 Public Project Revenue Bond(SPCC)		375,945	301,715	298,112	294,277	294,277	257,180	257,180	257,180	257,180
98 GO CO Refunding Bond (Pine Ridge)		0	0	0	0	0	0	0	0	0
B Certificates of Indebtedness										
Expired Equipment Certificates		0	0	0	0	0	0	0	0	0
'05 Equipment Certificate		47,700	0	0	0	0	0	0	0	0
'06 Equipment Certificate		40,200	40,000	0	0	0	0	0	0	0
'07 Equipment Certificate		34,300	34,200	34,200	0	0	0	0	0	0
'08 Equipment Certificate		67,900	63,180	63,180	51,372	0	0	0	0	0
'09 Equipment Certificate		0	69,300	67,462	65,720	63,977	62,053	0	0	0
'10 Equipment Certificate		0	0	35,200	34,300	33,400	32,400	31,425	0	0
'11 Equipment Certificate		0	0	0	21,995	21,425	20,840	20,235	19,605	19,605
'12 Equipment Certificate		0	0	0	14,600	48,900	48,900	48,900	48,900	48,900
'12 Equipment Certificate - Fire Truck		0	0	0	0	87,780	86,240	84,700	83,160	81,620
'13 Equipment Certificate		0	0	0	0	0	57,500	56,000	54,500	53,000
'14 Equipment Certificate		0	0	0	0	0	0	57,500	56,000	54,500
'15 Equipment Certificate		0	0	0	0	0	0	0	57,500	56,000
C Bonds of another local unit of Gov't										
Medical office Bldg (pking lot)		69,536	79,895	82,652	0	0	0	0	0	0
J Pera Employer rate inc. after 6/30/01		0	269,547	269,547	0	0	0	0	0	0
Unallotment --		0	269,547	269,547	0	0	0	0	0	0
Abatement for ISJ Clinic		0	0	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Special Levies:		69,536	349,442	873,353	505,264	572,759	588,113	578,940	599,845	593,805
Levy applicable to levy limits:		1,698,350	1,670,900	1,167,658	na	na	1,595,134	1,673,661	1,756,114	1,842,690
TOTAL GROSS LEVY:		1,767,886	2,020,342	2,041,011	2,041,011	2,093,106	2,183,247	2,252,601	2,355,959	2,436,495
% increase(decrease) over prior levy		(12.50%)	14.28%	1.02%	0.00%	2.55%	4.31%	3.18%	4.59%	3.42%
Tax Rate: City		37.93	43.39	43.52	49.00	50.25	51.89	53.01	54.89	56.21
Tax Rate: Total										
Taxable Market Value		492,632,100	492,259,900	484,053,400	430,696,300					
Exempt Market Value		231,922,800	231,922,800	277,106,400	277,106,400					
Net Tax Capacity		4,661,030	4,656,626	4,689,589	4,165,734	4,165,734	4,207,391	4,249,465	4,291,960	4,334,880

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**General Fund  
Revenue Summary**

	2009	2010	2011	2012	2012	2013
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Property Taxes	904,476	1,065,312	1,021,425	1,275,614	1,275,614	1,275,614
Other Taxes	68,621	74,590	76,865	71,500	71,500	71,500
Licenses & Permits	161,885	308,545	149,557	130,479	131,613	132,920
State Grants and Aids	2,854,397	2,739,305	2,776,464	2,737,826	2,749,600	2,737,826
Administrative Fees	61,666	124,808	37,270	24,650	24,650	25,150
Police & Fire	129,290	118,366	121,704	106,500	107,415	106,500
Streets /Refuse Sales	29,692	17,291	16,684	14,700	16,035	14,700
Recreation	149,741	134,835	158,885	140,800	149,475	145,000
Fines & Penalties	81,236	80,067	81,530	83,000	83,000	83,000
Interest & Misc Income	154,126	149,947	135,782	51,952	78,732	51,952
Transfer from other Funds	73,103	0	13,550	0	0	0
Utility Fund Transfers	1,092,502	1,174,151	1,271,264	1,198,573	1,227,573	1,312,517
<b>TOTAL REVENUES:</b>	<b>5,760,735</b>	<b>5,987,217</b>	<b>5,860,980</b>	<b>5,835,594</b>	<b>5,915,207</b>	<b>5,956,679</b>
% increase (decrease) over prior year:	3.76%	3.93%	1.74%	-2.53%	-1.20%	0.70%
% increase (decrease) over prior year budget:						2.07%

**General Fund  
Expenditure Summary**

	2009	2010	2011	2012	2012	2013
	Actual	Actual	Actual	Budget	Projected	Proposed Budget
Mayor and Council	38,453	35,957	36,500	39,600	39,552	44,570
City Administrator	156,101	155,800	155,714	167,896	163,825	167,831
City Clerk	61,261	61,649	61,739	64,492	62,803	65,117
Elections	9,762	12,661	10,815	10,441	10,499	10,916
Finance Department	225,592	226,043	225,500	238,088	230,362	241,358
Legal Services	145,421	125,418	135,489	136,500	136,500	136,500
Municipal Building	80,996	81,279	93,216	85,880	83,374	95,571
Police Department	1,751,408	1,790,778	1,876,778	2,037,824	1,992,250	1,961,928
Fire Department	260,915	235,090	233,857	267,263	245,831	296,487
Building Inspections	193,684	185,228	173,902	188,848	172,517	180,118
Emergency Management	4,568	7,836	1,092	7,808	7,808	7,808
Community Service	77,103	81,102	77,914	79,673	75,854	79,389
Public Works Administration	112,329	114,868	93,471	83,890	82,542	84,707
Streets	909,693	902,496	1,097,409	962,490	990,590	1,037,668
Street Lighting	88,414	91,968	98,653	101,000	130,000	130,000
Senior Coordinator	27,431	26,057	29,017	28,625	28,625	32,400
Recreation and Leisure Services	319,461	319,560	332,210	329,096	321,044	336,671
Swimming Pool	155,115	144,457	144,672	174,019	169,899	217,716
Skating Rinks	11,130	12,642	11,326	12,061	10,111	12,062
Parks	656,742	578,459	619,793	643,051	602,391	640,971
Community Development	123,614	97,341	118,042	128,449	124,630	128,291
Unallocated - Insurance	23,312	20,788	19,614	20,000	20,000	20,000
Unallocated - Memberships	33,187	26,863	24,433	28,600	28,600	28,600
Unallocated - Miscellaneous	20,000	0	0	0	0	0
<b>Total Expenditures</b>	<b>5,485,692</b>	<b>5,334,340</b>	<b>5,671,156</b>	<b>5,835,594</b>	<b>5,729,607</b>	<b>5,956,679</b>
Other Transfers Out (In)	0	59,697	46,756	0	0	250,000
<b>NET OPERATIONS:</b>	<b>275,043</b>	<b>593,180</b>	<b>143,068</b>	<b>0</b>	<b>185,600</b>	<b>(250,000)</b>
% increase (decrease) over prior year:	-1.07%	-2.76%	6.31%	2.90%	1.03%	3.96%
% increase (decrease) over prior year budget:						2.07%

Beginning Fund Balance	2,050,652	2,325,695	2,918,875	3,061,943	3,061,943	3,247,543
Ending Fund Balance	2,325,695	2,918,875	3,061,943	3,061,943	3,247,543	2,997,543
Percent of next year budget	43.6%	51.5%	52.5%	51.4%	54.5%	
Percent of same year budget						50.3%

CITY OF ST. PETER LIBRARY

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Current Budget	2012 Projected Year End	2013 Proposed Budget
Property Taxes	62,000	65,100	151,900	285,980	310,133	310,133	310,133	250,133	250,133	220,133
State Grants and Aids	94,737	60,344	47,135	60,344	60,344	45,909	49,448	45,047	45,047	45,047
Administrative Fees	30	30	0	0	0	0	0	0	0	0
Fines & Penalties	8,862	10,019	6,873	7,752	11,195	11,808	14,371	8,000	10,000	8,000
Interest & Misc Income	90,646	42,231	36,153	43,940	56,266	53,960	57,247	48,000	65,000	48,000
Transfer from other Funds	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>256,276</b>	<b>177,724</b>	<b>242,061</b>	<b>398,016</b>	<b>437,938</b>	<b>421,810</b>	<b>431,199</b>	<b>351,180</b>	<b>370,180</b>	<b>321,180</b>
Personnel Services	166,236	186,049	176,675	180,586	179,214	178,186	177,467	200,273	194,087	204,784
Office Expenses	14,882	17,245	17,303	15,607	17,990	14,614	17,228	13,500	16,500	16,500
Professional Services	117,753	88,477	65,285	78,807	75,516	65,528	65,405	72,980	84,490	75,030
Repair & Maintenance	36,735	36,615	32,473	34,528	19,086	20,263	20,015	24,500	21,620	20,900
Capital	19,697	28,968	28,728	41,688	48,098	37,148	42,392	36,593	36,593	34,000
<b>TOTAL EXPENDITURES</b>	<b>355,304</b>	<b>357,354</b>	<b>320,464</b>	<b>351,216</b>	<b>339,904</b>	<b>315,739</b>	<b>322,507</b>	<b>347,846</b>	<b>353,290</b>	<b>351,214</b>
<b>NET OPERATIONS</b>	<b>-99,028</b>	<b>-179,630</b>	<b>-78,403</b>	<b>46,800</b>	<b>98,034</b>	<b>106,071</b>	<b>108,692</b>	<b>3,334</b>	<b>16,890</b>	<b>-30,034</b>
<b>BEGINNING FUND BALANCE</b>	<b>371,886</b>	<b>272,858</b>	<b>93,228</b>	<b>14,825</b>	<b>61,625</b>	<b>159,659</b>	<b>265,730</b>	<b>374,422</b>	<b>374,422</b>	<b>391,312</b>
ENDING FUND BALANCE-Restricted	0	57,201	57,201	48,149	42,219	42,219	39,563	39,563	39,563	39,563
ENDING FUND BALANCE-Unrestricted	272,858	36,027	-42,376	13,476	117,440	223,511	334,859	338,193	351,749	321,715

91.6%

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CITY OF ST. PETER COMMUNITY CENTER

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Proposed Budget	2012 Projected Year End	2013 Proposed Budget
Property Taxes	0	42,460	42,460	0	0	0	0	0	0	0
State Grants and Aids	131	131	131	130	131	131	131	130	130	130
Interest & Misc Income	29,136	26,294	17,217	13,836	15,682	16,559	22,094	14,400	24,900	14,500
Daily/advertising/term Rents	130,361	127,999	143,772	154,429	152,268	163,174	192,561	198,000	197,600	198,000
Transfer from other Funds	0	148,832	156,863	98,570	141,500	146,881	147,183	152,000	152,000	152,000
Utility Fund Transfers	215,535	50,746	51,603	49,195	49,551	50,294	53,256	50,000	50,000	50,000
<b>TOTAL REVENUES</b>	<b>375,163</b>	<b>396,461</b>	<b>412,046</b>	<b>316,160</b>	<b>359,132</b>	<b>377,039</b>	<b>415,225</b>	<b>414,530</b>	<b>424,630</b>	<b>414,630</b>
Personnel Services	119,129	140,103	136,533	137,222	126,153	112,782	113,182	115,104	115,049	116,393
Office Expenses	31,544	36,519	29,929	42,487	31,819	36,607	40,495	34,200	40,225	42,200
Professional Services	141,962	139,243	152,258	154,055	137,374	123,138	126,705	144,250	143,850	143,950
Repair & Maintenance	17,850	23,162	40,549	18,864	46,260	15,176	24,657	24,000	27,000	31,000
Transfer to Other Funds	0	0	82,750	20,000	0	11,794	11,334	0	0	0
Capital	13,532	0	11,280	5,309	0	0	6,770	2,198	2,198	13,000
<b>TOTAL EXPENDITURES</b>	<b>324,017</b>	<b>339,027</b>	<b>453,299</b>	<b>377,937</b>	<b>341,606</b>	<b>299,497</b>	<b>323,143</b>	<b>319,752</b>	<b>328,322</b>	<b>346,543</b>
<b>NET OPERATIONS</b>	<b>51,146</b>	<b>57,434</b>	<b>-41,253</b>	<b>-61,777</b>	<b>17,526</b>	<b>77,542</b>	<b>92,082</b>	<b>94,778</b>	<b>96,308</b>	<b>68,087</b>
<b>BEGINNING FUND BALANCE</b>	<b>38,689</b>	<b>172,585</b>	<b>115,151</b>	<b>73,898</b>	<b>12,121</b>	<b>29,647</b>	<b>107,189</b>	<b>199,271</b>	<b>199,271</b>	<b>295,579</b>
<b>ENDING FUND BALANCE</b>	<b>89,835</b>	<b>115,151</b>	<b>73,898</b>	<b>12,121</b>	<b>29,647</b>	<b>107,189</b>	<b>199,271</b>	<b>294,049</b>	<b>295,579</b>	<b>363,666</b>
										104.9%

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**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 –**

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

**RESOLUTION ADOPTING PRELIMINARY 2012 TAX LEVY COLLECTIBLE IN 2013**

WHEREAS, the Legislature of the State of Minnesota previously enacted a Truth in Taxation law requiring cities with populations of more than 2,500 to certify a proposed tax levy for 2012, payable in 2013 to the County Auditor on or before September 15th; and

WHEREAS, in 2009 the Legislature of the State of Minnesota repealed the portion of the Truth in Taxation law which required cities to publish notices and hold public hearings on the levy and budgets proposed; and

WHEREAS, the final tax levy of 2012, payable in 2013, must be certified to the County Auditor on or before December 28, 2012, and cannot exceed the amounts herein proposed.

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

1. The following sums of money, totaling \$2,093,106, be certified to the County Auditor of Nicollet County, Minnesota, as the proposed tax levy for 2012, collectible in 2013, upon the taxable property in said City of Saint Peter, Nicollet County, Minnesota:
  - 1) for the purpose of paying the general expenses of the City of Saint Peter for the fiscal year commencing January 1, 2013, a tax of \$ 1,275,614 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
  - 2) for the purpose of defraying the cost of operating the Saint Peter Public Library for the year commencing January 1, 2013, a tax of \$ 220,133 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
  - 3) for the purpose of defraying the cost of operating the Saint Peter Fire Relief for the year commencing January 1, 2013, a tax of \$ 24,600 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
  - 4) for the purpose of defraying the cost of the 2009 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 63,977 be levied on all taxable property in the City of Saint Peter for the year 2013.
  - 5) for the purpose of defraying the cost of the 2010 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 33,400 be levied on all taxable property in the City of Saint Peter for the year 2013.
  - 6) for the purpose of defraying the cost of the 2011 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 21,425 be levied on all taxable property in the City of Saint Peter for the year 2013.

- 7) for the purpose of defraying the cost of the 2012 Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 48,900 be levied on all taxable property in the City of Saint Peter for the year 2013.
  - 8) for the purpose of defraying the cost of the 2012 Fire Truck Equipment Certificates of Indebtedness for the year commencing January 1, 2013, a tax of \$ 87,780 be levied on all taxable property in the City of Saint Peter for the year 2013.
  - 9) for the purpose of defraying the cost of the 2009A Public Project Revenue Bond (St. Peter Community Center) for the year commencing January 1, 2013, a tax of \$ 294,277 be levied on all taxable property in the City of Saint Peter for the year 2013.
  - 10) for the purpose of tax abatement for the fiscal year commencing January 1, 2013, a tax of \$ 23,000 be levied on all of the taxable property in the City of Saint Peter for the year 2013.
2. The budget and levy will be discussed and the final levy determined at the regularly scheduled City Council meeting, to be held in the Governor's Room of the Saint Peter Community Center, at 7:00 p.m. on Monday, December 10, 2012.

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

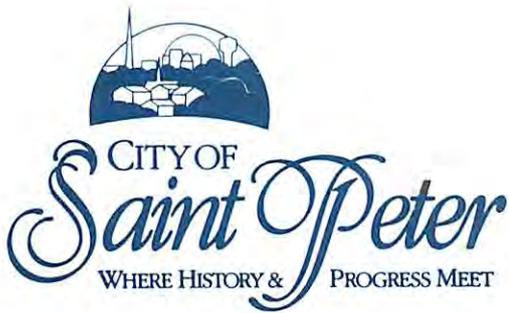
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/7/2012

**FROM:** Russ Wille  
Community Development Director

**RE:** Hallett Pond Addition Preliminary Plat

### **ACTION/RECOMMENDATION**

Adopt the attached resolution accepting the Preliminary Plat of Hallett Pond Addition as petitioned by Northern Con-Agg, LLP.

### **BACKGROUND**

Northern Con-Agg, LLP owns approximately 15 acres of land abutting Old Minnesota Avenue. The property is bound by the Nicollet County Fairgrounds to the west, St. Julien Street to the north and North Third Street to the south. Northern Con-Agg is seeking to re-plate the property to accommodate commercial development.

The property was originally platted as a portion of the town of Traverse des Sioux. While the property is zoned for commercial use, the underlying plat did not provide sufficiently sized parcels for such development. At this time, Northern Con-Agg has petitioned to re-plate the property to accommodate development and construction of a 30,000+ square foot retail store.

The submitted Preliminary Plat indicates that the existing lots would be re-platted as a single block and parcel. The submitted plat indicates that Lot 1, Block 1, Hallett Pond Addition would contain 3.76 acres of land.

The balance of the land would be platted as Outlots. Northern Con-Agg would intend to continue to market the sale of the outlots for future commercial development. Upon sale, these outlots would need to be platted prior to their development.

To drain the property of storm water, Northern Con-Agg would propose the construction of a retention pond which is identified on the submitted drawings. This pond is adequately sized to provide drainage of Lot 1, Block 1 upon its development. As the remaining outlots develop, the pond size would need to be increased to accommodate the additional storm water run-off.

At this time, the City of Saint Peter is attempting to design and locate a regional storm water detention pond which would serve the Northern Con-Agg property as part of an 80+ acre watershed. When the City of Saint Peter constructs a regional storm water basin, the retention

pond on the Northern Con-Agg site would be eliminated and filled to accommodate additional commercial development.

Two smaller ponding areas are identified on the preliminary plat. These low lying areas currently drain to the body of water defined on the plat at Hallett's Pond. The first ponding area is to the "rear" of the site, within the vacated North Fourth Street right-of-way abutting the Nicollet County Fairgrounds. The second area is to the north of the site abutting what is identified as "Outlot C". These two areas currently drain to Hallett's Pond. The applicable rules and regulations would require that the two areas continue to drain to the pond.

Hallett's Pond has no natural outlet. The only ways for water to leave the pond is through evaporation or infiltration. To ensure that the pond does not "overflow" following substantial rain events, a 26 foot wide drainage easement is provided along the north property line of Lot 1, Block 1. The City would propose the installation of piping within the easement to provide for an emergency overflow of Hallett's Pond. Such installation and operation would maintain the water level of Hallett's Pond and prevent overland flooding of the existing residential properties along St. Julien Street as well as the future commercial developments undertaken within the outlots. Following installation, the City proposes to construct a pedestrian access within the recorded easement.

For your information and review, two documents have been included in the agenda packet. The first document is the Hallett Pond Addition – Wetland Investigation Report. The second document is the Hallett Pond Addition – Storm Water Management Plan. The report and plan have been reviewed by the Department of Public Works and deemed to be adequate.

Questions have been raised regarding the setback required from the ordinary high water mark of the body of water identified as Hallett's Pond on the plat. Jeff Domras, P.E. of Bolton & Menk has consulted with the Minnesota Department of Natural Resources (DNR) and has determined that the applicable rules and regulations would require a minimum setback of fifty feet (50'). Mr. Domras' analysis of the "concept plan" submitted by Northern Con-Agg suggests that the site could be developed as planned while maintaining a fifty foot (50') setback from the ordinary high water mark of Hallett's Pond. The fifty foot (50') setback applies to structures and parking lots. The setback is not required for the construction of storm water ponds. Copies of Mr. Domras' correspondence have been included for your consideration and review.

The submitted plat has been vetted by the Community Development and Public Works Departments of the City of Saint Peter. Public Works Director Giesking and I are of the opinion that the submitted plat is adequate and recommend approval.

On September 5, 2012, the Planning and Zoning Commission held a public hearing regarding the Preliminary Plat of Hallett Pond Addition as required by Statute. Members of the public questioned the planned realignment of North Third Street. Neighbors have expressed concerns that the proposed development would significantly increase the traffic level on North Third Street. They also expressed concerns regarding the use of North Third Street by semi tractors or other large commercial delivery vehicles. I suggested that the roadway be developed with no weight restrictions or turning movement restrictions. It was further suggested that the City would monitor the traffic and would be responsive should the traffic level become problematic due to speeds or vehicle size.

Following the public hearing, the Planning and Zoning Commission unanimously adopted a resolution approving the preliminary plat.

Should the preliminary plat be approved by the Council, Northern Con-Agg would be expected to prepare a proposed Final Plat for City Council consideration on October 8, 2012.

**FISCAL IMPACT**

Northern Con-Agg, LLP. has paid the appropriate fee for consideration of the alternative plat.

The City of Saint Peter is proposing the reconstruction and realignment of North Third Street. The creation of Tax Increment Financing District No. 1-18 is also proposed to finance the cost of this project. The analysis by David Drown Associates suggests that tax increments would be sufficient to pay the municipal costs of the North Third Street reconstruction and realignment.

**ALTERNATIVES/VARIATIONS:**

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

Negative vote: The applicant will be notified of the City Council's denial and concerns regarding the plat. It is expected that Northern Con-Agg would submit an alternative re-platting of the site.

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

Please contact me should 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 APPROVING THE PRELIMINARY PLAT OF HALLETT POND ADDITION**

WHEREAS, Northern Con-Agg LLP has submitted the required forms and plans for a Preliminary Plat review of Hallett Pond Addition; and

WHEREAS, Hallett Pond Addition is located on a tract of land located west of Old Minnesota Avenue, south of St. Julien Street and north of North Third Street; and

WHEREAS, the property in question had previously been platted as a portion of the town of Traverse des Sioux; and

WHEREAS, Northern Con-Agg LLP is seeking to re-plate the property to accommodate future commercial development; and

WHEREAS, Northern Con-Agg LLP has submitted the Preliminary Plat of Hallett Pond Addition for review; and

WHEREAS, following notice as required by Statute, the Planning and Zoning Commission conducted a public hearing regarding the Preliminary Plat; and

WHEREAS, the Planning and Zoning Commission has determined that the Preliminary Plat conforms to the Comprehensive Plan of the City of Saint Peter.

WHEREAS, the Planning and Zoning Commission recommends that the City Council accept the Preliminary Plat as submitted by Northern Con-Agg, LLP.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Preliminary Plat of Hallett Pond Addition, submitted by Northern Con-Agg, LLP, is approved as submitted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10<sup>th</sup> day of September, 2012.

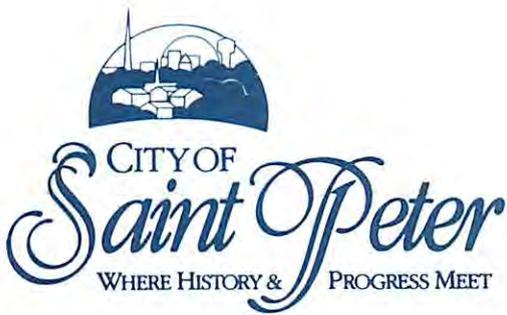
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 09/07/12

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

**RE:** 2012 North Third Street Project

### **ACTION/RECOMMENDATION**

It is recommended the City Council accept the design for the 2012 North Third Street Project and approve solicitation of bids for the project.

### **BACKGROUND**

On August 13, 2012 the City Council retained Bolton and Menk, Inc. to prepare plans, specifications and bid documents for the 2012 North Third Street Project. Three other processes were also occurring simultaneously: platting, developing a tax increment district and development agreements. All three will be provided to the Council on October 8, 2012 to set the project in motion. Upon approval of these three items, the City Council would be asked to consider awarding work on the public improvements at the same meeting to allow construction to proceed this fall and early winter. It is anticipated work would not be completed until late next spring.

Approximately 350' of North Third Street is paved to the north of Union Street and includes curb and gutter with a 36' opening. The remaining 750' toward Old Minnesota Avenue is aggregate of varying width. In 1951 a 6" cast iron watermain was constructed in North Third Street between Union Street and Old Minnesota Avenue. Later in 1964 a 10" vitrified sanitary sewer was extended 440' north of Union Street.

The developer is proposing to remove the curvilinear portion of North Third Street by extending the north-south and east-west segments of the roadway until they intersect. The resultant new roadway segments would be straight with a tight curve at their intersections. Once completed, it would look very similar to the corner of Jefferson Avenue and Front Street.

Proposed: The proposed public improvements include:

- Reconstruct Third Street from Union Street to Old Minnesota Avenue (curb and gutter, 9-ton rated street, east-west street 41' wide and north-south street 36' wide)
- Increase the size of watermain and extend to create a loop
- Extend the sanitary sewer main
- Replace or install new services lines as needed

- Install storm sewer to serve the area
- Install outfall storm sewer from Hallett's Pond to Highway 169
- Install sidewalk on the north side of the east-west of North Third Street
- Install sidewalk on west side of Old Minnesota from North Third Street to Saint Julien Street
- Install sidewalk on easement from Old Minnesota Avenue to Hallett's Pond
- Install sidewalk from Saint Julien Street to Hallett's Pond

The construction cost is estimated, at this time, to be \$650,000 to \$700,000. The City would separately install signage, electrical service and street lighting.

**FISCAL IMPACT:**

If approved, the project could be funded by a combination of tax increment funds, utility funds and/or assessment to developing properties.

**ALTERNATIVES/VARIATIONS:**

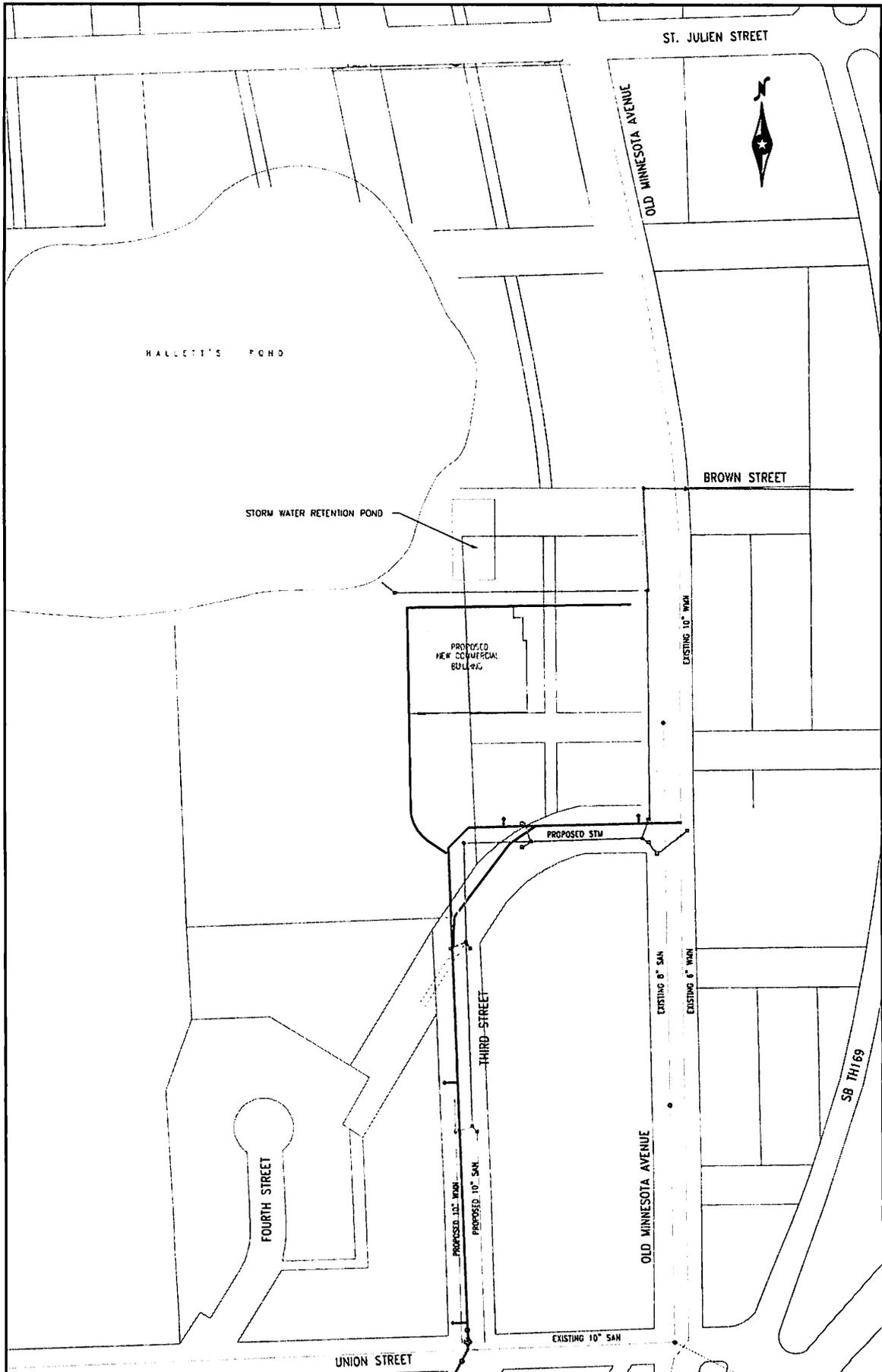
Do not act: Staff will await City Council direction.

Negative Votes: Staff will not seek bids at this time.

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

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

LGG/vwt



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MINNEAPOLIS, MN; FARGO, MN; SLEPPY CO., MN; BURNSVILLE, MN  
 WILMONT, MN; CHASSA, MN; THORNTON, MN; HANLONVILLE, MN  
 BRITTON, MN; ROCHESTER, MN; ANDER, IA; SPENCER, IA

**CITY OF SAINT PETER, MINNESOTA**  
**2012 NORTH THIRD STREET IMPROVEMENTS**  
 UTILITY LAYOUT  
 SEPTEMBER, 2012

FIGURE NO. 1

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING DESIGN AND SOLICITATION OF BIDS FOR THE 2012 NORTH  
THIRD STREET PROJECT**

WHEREAS, platting, financing and development agreements are proceeding for the development of the Northern Con-Agg property on Old Minnesota Avenue; and

WHEREAS, public infrastructure is necessary to serve the proposed development; and

WHEREAS, authorization to receive bids is required now if construction of the public infrastructure is to proceed this fall.

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

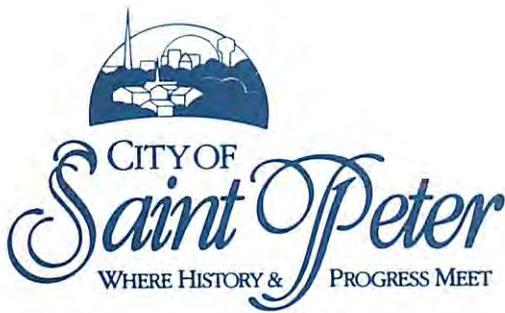
1. The City Council approves the proposed design for the improvement of North Third Street between Union Street and Old Minnesota Avenue.
2. Staff is directed to solicit for bids for the 2012 North Third Street Project.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10<sup>th</sup> day of September, 2012.

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

ATTEST:

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



## Memorandum

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

**DATE:** 9/6/12

**FROM:** Todd Prafke  
City Administrator

**RE:** Water Operator Job Description Modification

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for a change in the Water Operator job description.

### **BACKGROUND**

The practice of the Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. Due to a resignation in the Water section of Public Works, we have undertaken a review of the job description with the Council reviewed during our goal session discussion on September 4<sup>th</sup>.

The modifications to the job description are minor in nature with the most significant being the removal of responsibilities for maintenance of the water quality at the pool and the certifications that come with that operation. That change, from an operation standpoint, has been in place for about a half dozen years. It is appropriate that those references be removed. Pay equity points are to remain the same.

I view any other changes as being clean-up and not significant to the position but rather technical in nature that relate to hire processes and how we use this description in that process.

A copy of the job description is attached for your additional review.

### **FISCAL IMPACT:**

No changes in wages or costs are anticipated as a part of this change.

### **ALTERNATIVES AND VARIATIONS:**

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

Negative vote. Staff will use the current job description.

Modification to the resolution of job description. 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

## POSITION DESCRIPTION

Pay Equity Points = 225

**POSITION TITLE:** WATER OPERATOR

**DEPARTMENT:** PUBLIC WORKS

**DIVISION:** WATER UTILITIES

**SECTION:** WATER UTILITY

**SUPERVISOR:** WATER FOREMAN

### **OVERVIEW OF POSITION:**

Under general supervision, the Water Operator completes tasks associated with the construction, operation, maintenance and control of the water wells and the water treatment and water distribution system. The Water Operator performs essential job functions as listed herein and related duties as assigned or apparent. The Water Operator may assist the Wastewater Utility or Stormwater Utility as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

- Complete tasks and assignments associated with the construction, operation, maintenance, cleaning, and control of the water wells and the water treatment plants and water distribution system including but not limited to: operate and monitor equipment; adjust controls on equipment as needed; regulate pressure and flow rates; monitor and control process equipment; install and maintain water meters, perform maintenance work on equipment; install water taps.
- Organize tools, equipment, and materials used by personnel; ensure that all tools and equipment are kept clean, properly tested, properly serviced, properly utilized and properly stored.
- Operate heavy and light equipment and trucks as needed to complete work; maintain all tools, equipment, and supplies; serve in the "on-call" position if required and work overtime hours as necessary to perform emergency clean up, snow removal, and repair activities; work overtime as necessary for routine monitoring and repairs of the utility system operations; coordinate with contractors for service line connections.
- Perform supervised tests on raw water and treated water and wastewater; knowledge and operation of SCADA system; install, test, maintain, and repair water meters; ensure routine maintenance is performed on assigned vehicles and equipment; keep water facilities clean and orderly; perform locates for construction; assist other sections with work in emergencies or as assigned; plant, trim, and remove trees and shrubs.
- Oversee and direct Water Utility employees as assigned by the Water Foreman, including other Water System Operators, and seasonal and part-time personnel; assist with in-service training of personnel.
- Perform duties in the absence of the Water Foreman or as designated.
- Attend water system seminars, conferences, and training sessions on an annual basis to refresh knowledge of operation and maintenance and to learn of new developments.
- Monitor safety conditions; recognize unsafe conditions and take corrective action as needed; comply with safety policy.

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The Water Operator is required to be capable of performing the following physical functions or a combination thereof for any given work day:

#### **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, or stand, or walk

Continuously bend/stoop, squat, crawl, crouch, kneel, balance, push/pull

Frequently climb height of fifty feet, reach above shoulder level, crouch, kneel, balance, push/pull

Occasionally climb height of one hundred forty feet

Continuously use both feet for repetitive movements as in operating foot controls

Continuously use hands for firm grasping and fine manipulating

#### **Strength:**

Continuously - carry up to ten pounds and lift up to ten pounds

Frequently - carry eleven to seventy-four pounds and lift eleven to seventy-four pounds

Occasionally - carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds

#### **Stamina:**

Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two [32] degrees Fahrenheit to ninety-nine [99] degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower

Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid

Occasionally exposed to moving mechanical parts hazard

Occasionally exposed to high noise levels

#### **Safety:**

Perform cardiopulmonary resuscitation

Perform confined space (manhole) rescue

Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests

Wear self-contained breathing apparatus

#### **Vaccinations:**

Receive vaccinations for tetanus, polio, typhoid, hepatitis A and hepatitis B. The vaccinations for and hepatitis A and hepatitis B are made available to the Water Operator by the City but are not required.

#### **REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively, both orally and in writing; accept responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals; possess interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in work environment, performing a

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively; be tactful; maintain confidentiality as needed; and deal with the public.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- Possession of a State of Minnesota Water Supply System Operator certificate or the ability to obtain within one year of the date of employment with the City.
- Possession of a valid State of Minnesota Class A driver's license with Air Brake Endorsement and Tanker Endorsement or to obtain within six months of the date of employment with the City.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care or obtain within six months of the date of employment with the City.

#### **DESIRABLE QUALIFICATIONS:**

- One or more years of experience in the operation of a Class A, B, C, or D system or a two-year degree in water resources or related field.
- Experience with advance treatment systems including any reverse osmosis, ultrafiltration or ion exchange or related systems.
- Post-secondary courses related to chemical, civil, environmental, mechanical or sanitary engineering.
- Possession of a State of Minnesota Class D, C, or B Water Supply System Operator Certificate.
- Knowledge of the principles, practices, equipment, and chemicals used in water treatment, well operations, and distribution operations; ability to perform a wide variety of tests on water and treated water; knowledge of how to install water taps and performing utility locates; knowledge of the functions and servicing requirements of mechanical equipment and machinery; knowledge of the principles of plumbing and hydraulics; knowledge of and ability to operate Supervisory Control And Data Acquisition (SCADA) system; knowledge of the functions and service requirements of mechanical equipment and machinery.
- Knowledge of OSHA regulations and safety precautions of the trade.
- Demonstrated ability to operate a variety of water plant pumping, treatment, and control equipment; demonstrated ability to diagnose problems under emergency conditions and take corrective action; knowledge and experience in the operation of equipment including but not limited to backhoes, dump trucks, jet rodder machine, tanker trucks, main line TV. cameras, and line locators.

Adopted:

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING MODIFIED JOB DESCRIPTION FOR WATER OPERATOR**

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 Water Operator 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 Water Operator is hereby approved.

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

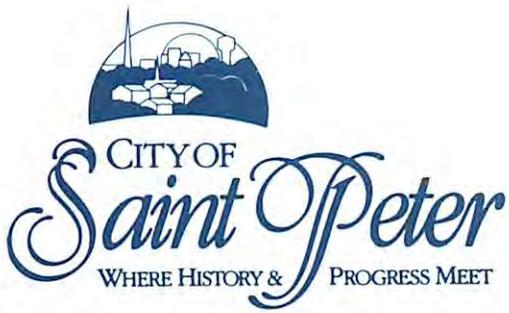
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 9/6/12

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary Soft Drink License Approval

### **ACTION/RECOMMENDATION**

Provide approval for a Temporary Soft Drink license.

### **BACKGROUND**

The City has received an application for a temporary license from Fried Food Fantasy. The applicant wishes to provide soft drinks as part of the Rock Bend Folk Festival on September 8 – 9, 2012 in Minnesota Square Park. You have already approved this license and have requested ratification by the City Council.

Please include consideration of this temporary license on the September 10, 2012 consent agenda.

CK/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION APPROVING TEMPORARY SOFT DRINK LICENSE APPLICATION**

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

**TEMPORARY SOFT DRINK**

Fried Food Fantasy

Minnesota Square Park

9/8/12 – 9/9/12

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

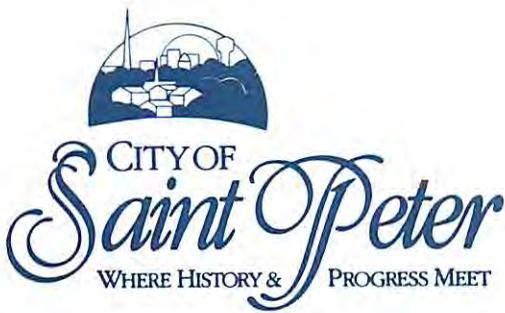
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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 9/6/2012

**FROM:** Todd Prafke  
City Administrator

**RE:** City Hall Space Needs Study Authorization

### **ACTION/RECOMMENDATION**

Provide approval to retain Paulsen Architects to conduct a space needs study at City Hall.

### **BACKGROUND**

Earlier this summer the Council toured City Hall, which led to discussion about space needs in the building. The Council directed staff to solicit proposals from area architects to prepare a space needs study. The study will review operation, compare standards for square footages, and provide suggestions or ideas that will help in space utilization. It will be done through a review of the building, meeting with staff and analysis of current space use. It will provide educated thoughts about "does the space we have match the space we need" and, if not, where are those differences.

The data that the study produces will likely be used by the Council to help provide direction on the future maintenance, use, and upgrades to the facility that may be needed in the future. This may also lead to discussion, depending on the data, about changes to where specific services are offered and major changes to the building or where City Hall functions take place.

Staff requested proposals from five area architects. Following on-site visits with each of the firms, five proposals were received as follows:

Bright Pixel Illustration	\$1,500 plus expenses
Paulsen Architects	\$2,100 including expenses
Olsen + Hobbie Architects	\$3,600 plus expenses not to exceed \$200
Brunton Architects	\$4,675 plus expenses
I & S Group	\$5,500

The recommendation is for the second lowest proposal as the group providing the lowest cost proposal has not maintained their AIA licensure. This issue was discussed with Bright Pixel and they understand that issue to be a concern.

**FISCAL IMPACT:**

Funding for the study would be from General Fund reserves.

**ALTERNATIVES/VARIATIONS:**

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

Negative vote: Each of the firms will be notified the Council has chosen not to proceed with the study.

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

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

TP/bal

July 10, 2012

Todd Prafke  
City of St. Peter  
227 South Front Street  
St. Peter, MN 56082

Re: St. Peter Public Building Space Programming

Dear Todd,

On behalf of *Paulsen Architects* I want to thank you for the opportunity to submit a proposal to *City of St. Peter* for the St. Peter public building space programming project in St. Peter, Minnesota.

**Fee Schedule**

*Paulsen Architects* proposes a fixed fee amount of \$2,100.00 including reimbursable expenses for architectural space programming services for the above referenced project.

**Scope of Services**

1. Meet with each department to interview and develop their space requirements for their current and 10 year needs
2. Prepare a preliminary space program of all departments to be presented for review and comment
3. Prepare a final space program identifying the departments' 10 year needs
4. Prepare a conceptual or block floor plan assessing the current public facility and/or a new facility
5. Prepare estimates of construction cost for each option

**Terms**

Payments are due and payable thirty (30) days from the date of the invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1-1/2% monthly, 18% annually.

Once again, thank you for this opportunity to submit this proposal. If you have any questions regarding this submittal, please do not hesitate to call. If this proposal is acceptable, your signature below will confirm our authorization to proceed. Retain one copy and return one copy to Paulsen Architects at the address on page 1 of this proposal. This authorization constitutes your commitment to pay the fee and represents that approval has been received by your firm from the client.

Sincerely,



Bryan Paulsen, AIA, LEED AP, CID  
BJP/tla

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2012 -**

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

**RESOLUTION AUTHORIZING ARCHITECTURAL SERVICES FOR CITY HALL SPACE  
NEEDS STUDY**

WHEREAS, the Council asked for architectural proposals for development of a space needs study at City Hall; and

WHEREAS, six proposals were received from area architectural firms; and

WHEREAS, the proposal from Paulsen Architects is the lowest responsible proposal received.

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

1. The proposal submitted by Paulsen Architects in the amount of \$2,100 including reimbursable expenses, is hereby accepted.
2. Funding for the study shall be from General Fund reserves.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of September, 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 Law Enforcement Labor Services Union Locals No. 241 (Police Officers) and No. 242 (Communications Technicians); 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 Law Enforcement Labor Services Union Locals No. 241 (Police Officers) and No. 242 (Communications Technicians).

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

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Susan Carlin  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator