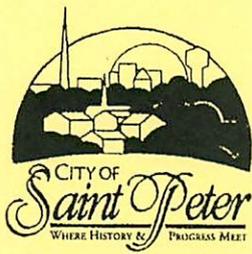


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 14, 2013  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **PUBLIC HEARING**
  - A. Washington Avenue Link Project Summit Park Closure Hearing
- IV. **APPROVAL OF MINUTES**
- V. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**

None
- VIII. **NEW BUSINESS**
  - A. Washington Avenue Link Project Summit Park Closure Notices
  - B. Nicollet County All Hazard Mitigation Plan Adoption
  - C. Revolving Loan Request: Rachel More
  - D. 2013 Equipment Certificate Purchase
  - E. Washington Avenue Link Project Property Purchase
  - F. City Administrator Contract Extension
  - G. Township Fire Service Contracts
  - H. Council Out Of State Travel Request
  - I. Business License Applications
- IX. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. Special Election – House District 19A Vacancy
    - 2. City/School/Gustavus Meeting Schedule
    - 3. City/School Meeting Schedule
    - 4. City Office Closure
    - 5. Others
- X. **ADJOURNMENT**



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. PUBLIC HEARING

A. **PUBLIC HEARING ON MANUFACTURED HOME PARK CLOSURE NOTICE**

A public hearing has been scheduled at this time to comply with provisions of M.S. 327C.095, concerning the closure of 24 lots in the Summit Park Manufactured Home Park for purposes of the Washington Avenue Link road improvement project. The City Council will review the closure statement and any impact the closure of the 24 lots may have on the displaced residents. Affected property owners have received notice of the public hearing and notice has been duly published in the Saint Peter Herald. Action on the proposed park closure will be considered under NEW BUSINESS.

IV. APPROVAL OF MINUTES

A copy of the minutes of the December 10, 2012 regular Council meeting is attached for approval. A MOTION is in order.

V. VISITORS

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

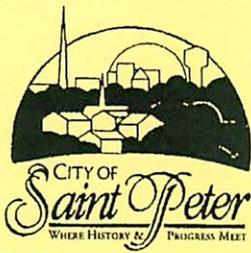
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for December 6, 2012 through December 27, 2012 and December 28, 2012 through January 9, 2013 are attached. Please see the attached staff reports and RESOLUTION.



**VII. UNFINISHED BUSINESS**

None scheduled.

**VIII. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION AUTHORIZING NOTICES OF CLOSURE FOR LOTS IN SUMMIT PARK MOBILE HOME COMMUNITY**

Following the public hearing it is appropriate to consider action to authorize notices for closure of certain lots in Summit Park. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION ADOPTING THE NICOLLET COUNTY ALL HAZARD MITIGATION PLAN**

As required under State Statutes, staff recommends the City adopt the Nicollet County All Hazard Mitigation Plan which covers Nicollet County and which was developed with input from local law enforcement. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN REQUEST FOR RACHEL MORE (DBA THE PULSE)**

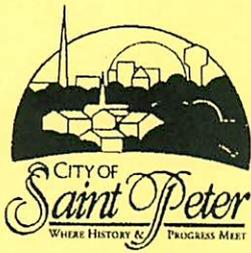
Rachel More, dba The Pulse Fitness Studio, has requested an additional revolving loan in the amount of \$7,350 partially finance an expansion of the health/fitness club and associated leasehold improvements. The EDA has reviewed the request and is recommending approval. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING 2013 EQUIPMENT CERTIFICATE PURCHASE**

Public Works has been renting a tack trailer which is used to perform miscellaneous maintenance on City streets. Staff proposed purchase of a trailer as part of the 2013 equipment certificate budget. At this time staff recommends purchase of a new trailer through the State bid process from Stepp Manufacturing in the amount of \$24,613.31. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF MOBILE HOME PROPERTY IN SUMMIT PARK**

City Administrator Prafke has authorized purchase of Lot #58 in Summit Park at the request of the executor of the property owner's estate. As the property is one that is included in the Washington Avenue Link Project,



and the appraised purchase price was within the authority of the City Administrator's expenditure limits, the purchase was approved. Staff recommends approval by the Council. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO CITY ADMINISTRATOR CONTRACT**

City Attorney Brandt has met with City Administrator Prafke and members of the Council regarding the City Administrator's contract and has recommended approval of a modification to the contract. Please see the attached staff report and RESOLUTION.

**G. ADOPTION OF A RESOLUTION APPROVING TOWNSHIP FIRE SERVICE CONTRACTS**

Traverse, Lake Prairie, and Oshawa Townships have all approved the fire service contracts for the years 2013 – 2015. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF A RESOLUTION APPROVING COUNCIL OUT OF STATE TRAVEL REQUEST**

Councilmembers Kvamme, Eichmann and Carlin wish to travel to Washington D.C. as part of the American Public Power Association legislative rally. Such travel requires Council approval by resolution. Please see the attached staff report and RESOLUTION.

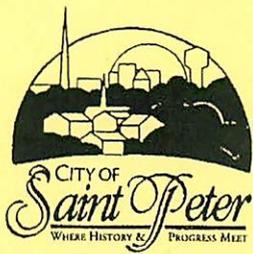
**I. ADOPTION OF A RESOLUTION APPROVING NEW BUSINESS LICENSE APPLICATIONS**

The owners of two new businesses in Saint Peter have submitted applications for various business licenses. A background investigation on the business owners have found nothing that would prohibit issuance of the licenses. Please see the attached staff report and RESOLUTION.

**IX. REPORTS**

**A. MAYOR**

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



**B. CITY ADMINISTRATOR**

**1. REPORT ON SPECIAL ELECTION FOR VACANCY IN HOUSE DISTRICT 19A**

A report will be provided at this time on the special election that will be held in House District 19A to fill the vacancy created by the resignation of Representative Terry Morrow.

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

A report will be provided at this time on the next meeting of the City/School/Gustavus committee which is scheduled for January 23<sup>rd</sup>.

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

A report will be provided at this time on the next meeting of the City/School committee which is scheduled for January 23 at 12:00 noon.

**4. REPORT ON CITY OFFICE CLOSURE**

All non-emergency City offices will be closed on Monday, January 21<sup>st</sup> for the Martin Luther King, Jr. legal holiday.

**5. OTHERS**

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

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke



CITY OF  
*Saint Peter*  
WHERE HISTORY & PROGRESS MEET

Office of  
City Administrator

TO: All Interested/Affected Persons

DATE: 1/2/2013

FROM: Todd Prafke  
City Administrator

RE: Park Closure Statement

The Washington Avenue Link Road Improvement Project will result in twenty-four (24) lots in the Summit Park, a manufactured housing park, being purchased for the road right-of-way. Approximately 22 of the lots are occupied by residents who will be permanently displaced by the project. The City will work with the current occupants to either purchase the occupant's respective unit or to move those units to another location. In either alternative, displaced persons will be eligible to receive relocation benefits under the Federal and State Uniform Relocation Act provisions.

The requirement for a Closure Statement, public hearing requirement, and a nine (9) month notice for the closure is the result of manufactured home parks being closed for private redevelopment. Under private redevelopment projects, manufactured home park residents were being displaced with as little as 30 day notices to vacate and no relocation assistance.

The park closure notice is primarily aimed at private developers and not public agencies who are required to provide relocation assistance and benefits under Federal and State law. The Uniform Relocation Act provides financial benefits far in excess of the State closure law.

The State closure does exempt Public Agencies with the power of eminent domain to be exempt from all substantive provisions of the manufactured closure park statute except the notification, public hearing and nine (9) month closure notice sections.

Dan Wilson with Wilson Development Services, LLC is the City's relocation consultant responsible for implementation of the resident relocation program. He may be reached at 1.800.448.4630 or [danwilson@wilsondevelopmentservices.com](mailto:danwilson@wilsondevelopmentservices.com) for your questions

TP/bal

**NINE MONTH CLOSURE NOTICE  
PORTION OF SUMMIT PARK MANUFACTURED HOME PARK**

In compliance with MS 327C.095, Subdivision 1:

THE CITY OF ST. PETER, HEREBY GIVES NOTICE TO:

Commissioner of Health  
Housing Finance Agency  
The City of St. Peter Planning Commission  
Owner of Summit Park  
Each Resident of Summit Park

**Impacted Lots:**

The following (24) lots within Summit Park may cease to be used for the purpose of a Residential Manufactured Home Park:

Lots 18, 19, 21, 22, 23, 24, 25, 26, 36, 38, 40, 42, 44, 46, 50, 52, 54, 58, 59, 62, 65, 67,  
68, & 69

The land within the impacted lots are proposed to be used for a road improvement project, known as the Washington Ave Link Project, proposed by the City of Saint Peter in conjunction with the Minnesota Department of Transportation.

**Impact on Displaced Residents:**

The occupants of these twenty-four (24) lots may be permanently displaced by the pending road project and would be eligible for all residential relocation benefits afforded by 49CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for federal and federally-assisted programs, referred to as the "Uniform Relocation Act" and Minnesota Statutes 117.52, referred to as the "Minnesota Uniform Relocation Act".

The availability of relocation assistance under the above Federal and State statutes means that provisions for relocation assistance under Minnesota Manufactured Home Relocation Trust fund, MS Statutes 462A.40 is not applicable.

**Project Timing:**

The 24 lots would need to be vacated no later than September 10, 2013 in order for the Washington Avenue Link road improvement project to proceed. Residents will become eligible for relocation assistance upon the City of Saint Peter's receipt of approval from the Federal Highway Administration's approval of the "Finding of No Significant Impact" environmental notice.

The residents may choose to relocate prior to the closure date.

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
DECEMBER 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 December 10, 2012.

A quorum present, Mayor Strand called the meeting to order at 7:04 p.m. The following members were present: Councilmembers Eichmann, Pfeifer, Kvamme, Carlin, Zieman, and Brand and Mayor Strand. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineers Domras and Loose.

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

**Approval of Minutes** – A motion was made by Kvamme, seconded by Eichmann, to approve the minutes of the November 26, 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 November 26, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

**Consent Agenda** – In motion by Eichmann, seconded by Carlin, Resolution No. 2012-168 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. 2012-168 is contained in the City Administrator's book entitled Council Resolutions 19.

**Highway 295 Project Change Order/Final Acceptance** – Public Works Director Giesking requested approval of Change Order #2 for the Highway 295 Project in the amount of \$16,386.75 and final approval of the project. Giesking noted that MNDOT would be funding the project, however project development cost (engineering) was capped at 25% of the construction cost and the City's engineering costs had exceeded the cap by \$40,700. Giesking reported staff would be submitting a variance request to MNDOT to have the additional costs funded by the turnback fund and if the variance was not approved, municipal state aid funds would fund the additional cost. Giesking also noted the total project cost was \$2,229,153.76 and \$10,000 would be withheld from the contractor, with the contractor's approval, to cover sod that was installed very late in the year. In motion by Zieman, seconded by Carlin, Resolution No. 2012-169 entitled "Resolution Approving Change Order Number Two, Accepting The Trunk Highway 295 Turnback 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. 2012-169 is contained in the City Administrator's book entitled Council Resolutions 19.

**2012 Tax Levy Payable 2013** – Finance Director O'Connell presented the proposed 2013 general fund and special revenue and agency fund budgets based on a levy increase of 1.84%. O'Connell recommended approval of the levy in the total amount of \$2,078,506. O'Connell also reviewed highlights of the budget including prepayment of the 2009A Community Center bonds and anticipated fund balances. O'Connell noted that the budget did not provide funding for any work on the Minnesota Square Park Pavilion replacement or development of public infrastructure on Old Minnesota Avenue north of Union Street. In motion by Kvamme, seconded

by Eichmann, Resolution No. 2012-170 entitled "Resolution Adopting The Final 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. 2012-170 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 General Fund Budget** – In motion by Carlin, seconded by Brand, Resolution No. 2012-171 entitled "Resolution Approving The General Fund, Special Revenue Funds, Debt Service Funds, Capital Funds, And Agency Funds For The 2013 Fiscal Year", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-171 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Environmental Services Fund Budget** – Finance Director O'Connell outlined a proposal to change the rate structure for the Environmental Services Fund so that the rates were broken out into recycling costs, refuse costs, and environmental services costs including curbside brush collection, the compost site, Christmas tree collection and costs for maintenance of the downtown median plantings and the City's urban forest. O'Connell reviewed the proposed costs and indicated that residential customers in detached dwellings would see no increase in their rates, however, other properties that had previously not contributed to the environmental services costs, but who benefited from or used the services, would now be required to pay a portion of the costs starting with service beginning February 1<sup>st</sup>. O'Connell recommended adoption of a resolution establishing the rate structure and another resolution adopting the budget in the amount of \$801,319.

In motion by Eichmann, seconded by Carlin, Resolution No. 2012-172 entitled "Resolution Adopting 2013 Environmental Services Rate Schedule", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-172 is contained in the City Administrator's book entitled Council Resolutions 19.

In motion by Zieman, seconded by Carlin, Resolution No. 2012-173 entitled "Resolution Adopting 2013 Environmental Services Enterprise Budget", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-173 is contained in the City Administrator's book entitled Council Resolutions 19.

**Modification of Revolving Loan Terms: REST LLC** – Community Development Director Wille presented the Economic Development Authority's recommendation to approve a request from Heather Frantum Mathes to be released from the personal guarantee she executed as a part of REST LLC on a revolving loan provided by the City. Wille indicated the remaining principals of REST LLC had expressed their willingness to assume Mathes' share of debt and the loan would continue to be adequately collateralized. In motion by Carlin, seconded by Zieman, Resolution No. 2012-174 entitled "Resolution Releasing Heather Frantum Mathes From The Terms Of The Personal Guarantee Executed To Partially Secure The Revolving Loan Provided To Rest, LLC", was introduced. Councilmember Brand excused himself from the meeting at 7:52 p.m. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-174 is contained in the City Administrator's book entitled Council Resolutions 19.

Councilmember Brand returned to the meeting at 7:55 p.m.

**Modification of Revolving Loan Terms: Chippewa Packaging** – Community Development Director Wille presented the Economic Development Authority recommendation to approve a

request by Chippewa Packaging to extend the balloon date on two revolving loans provided to the company to December 31, 2014. Wille indicated the EDA had reviewed Chippewa's financial statements and had improved their payment history with payments being made on time and as due. Wille also reported the company had 54 full-time equivalent employees as of December, 2011 which was almost twice what they had indicated would be created when the loans were approved. In motion by Kvamme, seconded by Zieman, Resolution No. 2012-175 entitled "Resolution Modifying Terms Of Two Revolving Loans Previously Provided To Chippewa Packaging, Inc.", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-175 is contained in the City Administrator's book entitled Council Resolutions 19.

**Part-Time Employee Introductory Period** – City Administrator Prafke recommended the personnel policy be modified to extend the introductory (probationary) period for part-time employees be equal to "1,040 hours or one calendar year". In motion by Kvamme, seconded by Brand, Resolution No. 2012-176 entitled "Resolution Providing Modification To The City's Personnel Policy Related To Definition of 'Introductory Period' For Part-Time Employees", was introduced with a modification to the language to indicate "...1,040 hours or one full calendar year whichever occurs first...". Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2012-176 is contained in the City Administrator's book entitled Council Resolutions 19.

**Washington Avenue Link Project Closure Notification** – City Administrator Prafke recommended a public hearing be scheduled for January 14, 2103 to comply with M.S. 327C.095 regarding closure of a mobile home community. Prafke noted that although Summit Park is not being closed as a part of the Washington Avenue Link Project, a portion of the park will be used for roadway and therefore, the City must comply with the hearing requirement. In motion by Pfeifer, seconded by Zieman, Resolution No. 2012-177 entitled "Resolution Calling For A Public Hearing For The Closure Of Manufactured Home Park", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-177 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Building Inspection Contract With City of Nicollet** – Director of Building Busse addressed the Council to recommend execution of a one year contract with the City of Nicollet for the City of Saint Peter to provide building inspection services in Nicollet. Busse reported the agreement has worked well in the past few years. In motion by Brand, seconded by Eichmann, Resolution No. 2012-178 entitled "Resolution Approving Execution Of Contract To Provide Building Inspection Services To The City Of Nicollet", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-178 is contained in the City Administrator's book entitled Council Resolutions 19.

**Non-Union/Non-Contract Employee Wage Increases** – City Administrator Prafke recommended a two percent (2%) wage increase be provided to all non-union, non-contract employees effective January 1, 2013. Prafke also recommended an extra twenty cents (\$0.20) per hour increase for the employees in the positions of Library Circulation Clerk and Library Associate and that seasonal employees be allowed to move within their wage scales, but not receive the percentage wage increase. In motion by Eichmann, seconded by Carlin, Resolution No. 2012-179 entitled "Resolution Establishing 2013 Wage For Non-Union/Non-Contract Employees", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-179 is contained in the City Administrator's book entitled Council Resolutions 19.

**Funding Exchange Authorization** – Public Works Director Giesking reviewed the request from the Minnesota Department of Transportation (MNDOT) to “exchange” the Municipal State Aid (MSA) funding that is being utilized on the Washington Avenue Link Project for federal funds. Giesking explained that receipt of federal funds for a project includes additional and sometimes cumbersome rules to follow and as the City of Saint Peter is already following the federal rules because there is federal funding involved in the project, exchanging the MSA funds for federal funds would be no additional burden on Saint Peter. Giesking also noted that the City of Chisholm has a small project that is utilizing federal funding and exchanging Saint Peter’s MSA funds for Chisholm’s federal funds would free Chisholm from the federal regulations and allow Chisholm to use MSA funding for the whole project. Finally, Giesking noted that there would be no adverse impact to the City of Saint Peter if the Council approved the MNDOT request and MNDOT would complete all of the necessary paperwork. In motion by Pfeifer, seconded by Brand, Resolution No. 2012-180 entitled “Resolution Approving Execution Of An Agreement For An Exchange Of Municipal State Aid Funds For Federal Funds For The Washington Avenue Link Project”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-180 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Washington Avenue Link Project FONSI** – Public Works Director Giesking and Bolton and Menk, Inc. Engineer Domras recommended approval of a resolution requesting a “finding of no significant impact” for the Washington Avenue Link Project. Giesking and Domras reported that adoption of the resolution was the final step in gaining Federal approval and funding for the project. Giesking noted that staff held fourteen (14) different meetings with the public and affected property owners about the project and the comments received during the public hearing and on the Environmental Assessment study had been forwarded to the Federal Highway Administration. Domras reported the comments received included two comments on the design, one request for turning lanes on the new roadway, and one property owner who had asked about a shared fence with the home to be demolished and wanting the fence restored and snow removal on the sidewalk. Domras also reported the Minnesota Pollution Control Agency had asked for construction noise to be kept under the limits outlined in State Statute. Councilmember Brand questioned whether the speed limit will be changed on the new section of roadway. Giesking indicated MNDOT establishes speed limits and staff expected the limit to be the same as the rest of Washington Avenue. In motion by Carlin, seconded by Eichmann, Resolution No. 2012-181 entitled “Resolution Requesting A Finding Of No Significant Impact For The North Washington Avenue Realignment Project SP 165-126-005”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-181 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Approval of New Business License Applications** – City Administrator Prafke recommended approval of a request by Diamonds in the Rust to utilize a portion of City sidewalk for sale of items. In motion by Zieman, seconded by Carlin, Resolution No. 2012-182 entitled “Resolution Approving Use Of Public Property Permit”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-182 is contained in the City Administrator’s book entitled Council Resolutions 19.

**Closed Session: Union Contract Negotiations** – City Administrator Prafke requested a closed session be conducted to discuss union contract negotiations with the Utilities, Parks, Streets, Police Officers, and Communications Technicians unions. In motion by Brand, seconded by Kvamme, Resolution No. 2012-183 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. 2012-183 is contained in the City Administrator's book entitled Council Resolutions 19.

The Council adjourned to closed session at 8:26 p.m.

The Council returned to open session at 8:53 p.m.

**2013 Utilities Union Contract** – City Administrator Prafke recommended approval of the 2013 contract between the City and International Union of Operating Engineers Local No. 70 (Utilities). In motion by Pfeifer, seconded by Brand, Resolution No. 2012-184 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local No. 70 (Utilities) For Calendar Year 2013", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-184 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Parks Union Contract** – City Administrator Prafke recommended approval of the 2013 contract between the City and International Union of Operating Engineers Local No. 70 (Parks). In motion by Eichmann, seconded by Carlin, Resolution No. 2012-185 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local No. 70 (Parks) For Calendar Year 2013 ", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-185 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Streets Union Contract** – City Administrator Prafke recommended approval of the 2013 contract between the City and International Union of Operating Engineers Local No. 70 (Streets). In motion by Zieman, seconded by Eichmann, Resolution No. 2012-186 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union of Operating Engineers Local No. 70 (Streets) For Calendar Year 2013 ", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-186 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Police Officers Union Contract** – City Administrator Prafke recommended approval of the 2013 contract between the City and Law Enforcement Labor Services Local No. 241 (Police Officers). In motion by Carlin, seconded by Eichmann, Resolution No. 2012-187 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 242 (Police Officers) For Calendar Year 2013 ", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-187 is contained in the City Administrator's book entitled Council Resolutions 19.

**2013 Communications Technicians Union Contract** – City Administrator Prafke recommended approval of the 2013 contract between the City and Law Enforcement Labor Services Local No. 242 (Communication Technicians). In motion by Brand, seconded by Zieman, Resolution No. 2012-188 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 242 (Communications Technicians) For Calendar Year 2013", was introduced. Upon roll call, with all in favor, the

Resolution was declared passed and adopted. A complete copy of Resolution No. 2012-188 is contained in the City Administrator's book entitled Council Resolutions 19.

**Reports**

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

**Council Goal Session** – City Administrator Prafke reminded Councilmembers of the goal session scheduled for Monday, December 17<sup>th</sup>. Prafke also noted that the workshop session for the same evening had been cancelled.

**City/County Meeting** – City Administrator Prafke reminded Councilmembers of the City/County meeting scheduled for December 12<sup>th</sup> at the Nicollet County Government Center.

There being no further business, a motion was made by Pfeifer, seconded by Eichmann, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:47 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: 11/20/12

FROM: Jane Timmerman  
Recreation & Leisure Services Director

A handwritten signature in cursive script, appearing to read "JT", is written over the name Jane Timmerman.

RE: Purchase of Halloween Fun Run Shirts

### ACTION/RECOMMENDATION

Approve purchase 2012 Halloween Fun Run Shirts from Goodtimes Manufacturing LLC in the amount of \$18,881.25.

### BACKGROUND

This was the ninth year for the City of Saint Peter Recreation Department's annual Halloween Fun Run. Included in the registration fee for participants is a long sleeve t-shirt with the year's logo and sponsors. Volunteers that worked on the event also received a t-shirt in exchange for their service. These expenditures were included in the Halloween Fun Run budget. Sponsorships support the fun run along with participant's fees. The cost of the shirts is planned for in the 2012 Recreation Department restricted account for the HFR.

Typically we would request quotes from various local vendors. This year, due to the intricate design of the shirt, the only vendor in the area capable of producing the desired results was Goodtimes Manufacturing. We were confident in their ability since Goodtimes has proven their ability to respond to our needs with high quality shirts delivered on time with accurate sizes and numbers.

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

JT/



**To:** Lewis Giesking <sup>OK 12/18</sup>  
 Director of Public Works

**Date:** December 18, 2012

**From:** Pete Moulton <sup>Pete</sup>  
 Water Utilities Superintendent

Steve Bushman  
 Wastewater Foreman

**Re:** Lime Purchase Order

### Action

Authorize Graymont (WI) LLC, of Superior, Wisconsin to furnish and deliver pebble lime to be used in the biosolids treatment process in the amount of \$24,000.

### Background

The Wastewater Utility uses lime in the biosolids treatment process to mix with aerobically dewatered sludge to cause a chemical reaction raising the pH of the mixed material. Lime adds heat in the mixing chamber which pasteurizes the material. The final product is a "Class 'A' Exceptional Quality" biosolids. The lime product currently used is a high quality "pebble lime" which breaks down slowly generating heat in moist conditions. The lime mixes in the vessel for approximately 30 minutes and is delivered to dry storage by a conveyer belt. The product is then stored on-site for up to 180 days.

Three vendors were contacted to supply bids pertaining to Calcium Oxide Pebble Quick Lime ¾ inch, for 2013. The vendors are Graymont (WI) LLC, Mississippi Lime and Carmeuse Lime.

<b>Chemical/Freight</b>	<b>Graymont</b>	<b>Mississippi Lime</b>	<b>Carmeuse Lime</b>
Lime	\$113.30/Ton	\$140.00/Ton	No Bid
Freight	\$ 35.70/Ton	\$ 62.00/Ton	
Fuel Surcharges	\$ 11.00/Ton	\$ 11.00/Ton	
<i>Total Cost / Ton</i>	<i>\$160.00/Ton</i>	<i>\$213.00/Ton</i>	

- Fuel surcharges are added based on current fuel prices and 268 delivery miles.

Based on 2012 records, staff estimates chemical usage and cost for 2013 to be:

<b>Chemical</b>	<b>Est. 2013 Usage</b>	<b>2013 Price</b>	<b>Estimate Cost</b>
Lime	150 Ton	\$160.00/Ton	\$24,000

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



## Memorandum

To: Lewis Giesking  
Director of Public Works

*OK LSS*

Date: December 17, 2012

From: Pete Moulton  
Water Utilities Superintendent

*Pete*

Steve Bushman  
Wastewater Foreman

Re: 2013 Ferric Chloride Purchase Order

### Action

Authorize Hawkins Chemical of Minneapolis Minnesota to furnish and deliver Ferric Chloride to be used in the waste water treatment process in the amount of \$44,000 for the calendar year 2013.

### Background

Hawkins has provided several chemicals used in the wastewater treatment process since its inception in 2004, with ferric chloride being one of them. Staff requested written proposals from two other vendors; Chemisolv and Freemont Industries.

<u>Chemical</u>	<u>Hawkins</u>	<u>Chemisolv</u>	<u>Freemont Industries</u>
Ferric Chloride	\$.1015/lbs.	.1018/lbs.	No Bid

Based on 2012 records, staff estimates chemical usage and cost for 2013 to be:

<u>Chemical</u>	<u>Est. 2013 Usage</u>	<u>2013 Price</u>	<u>Estimate Cost</u>
Ferric Chloride	400,000 lbs	\$.1015 /lbs.	\$40,600

The price for 2013 is \$.1015/pound which is less than 2012. Staff estimates 2013 usage to be 400,000 lbs. plus staff has added an 8% contingency if unusually high flows are encountered for a total request of 432,000 lbs at a total cost of \$44,000. Ferric Chloride is used for Primary Treatment in removing solids and phosphorus. Staff recommends purchasing ferric chloride from Hawkins Inc. attached is purchase order #3880 for your approval.

Funds are allocated in the 2013 Wastewater Budget.



To: Todd Prafke  
City Administrator

Date: January 9, 2013

Fr: Cindy Moulton *Cindy*  
Administrative Secretary

Re: License Renewals

**ACTION/RECOMMENDATION**

Provide approval of licenses.

**BACKGROUND**

The City has received several license applications for City Council approval. Applications include renewals for Soft Drink, Show, Amusement Device, Juke Box, Tobacco, Peddler, and Taxi Cab. Also included are temporary license applications for On Sale Wine, Beer, Soft Drink, Liquor and LG220 Application for Exempt Permits (gambling).

Arbys, Cinemagic St. Peter Cinema 5, Patricks On Third, Taco Johns, and Sneaky Productions LLC has submitted an application in order to renew one or a combination of the following licenses: Soft Drink, Show, Amusement Device, Juke Box and/or Tobacco licenses. The licensing period will be January 1, 2013 – December 31, 2013.

Fabian Seafood Co. has submitted a Peddler License application in order to renew their license for the period April 29, 2013 – April 28, 2014. Fabians will be selling seafood from their truck at 624 South Minnesota (parking lot).

Ecumen Sand Prairie has submitted an application in order to renew their Taxi Cab License. The licensing period will be December 1, 2012 – November 30, 2013.

The Church of St. Peter will be holding their annual fundraiser on March 2, 2013 at the Nicollet County Fairgrounds, 400 Union Street. They have applied for the following temporary licenses in order to hold the event; On Sale Wine, On Sale Beer, Soft Drink and an LG220 Application for Exempt Permit.

Second Century Housing dba Ecumen Prairie Hill has submitted a Temporary On Sale Liquor License in order to hold a wine tasting during the Winter Fest. The tasting will take place at 1305 Marshall Street on February 1, 2013.

The St. Peter Ambassadors have submitted two LG220 Application for Exempt Permit's in order to hold two raffles. The raffles will be held on February 2, 2013 at 400 Union Street and March 17, 2013 at 229 Nassau.

Please place these items on the January 14, 2012 City Council consent agenda.

**FISCAL IMPACT:**

None other than receipt of the permit fees.

**ALTERNATIVES/VARIATIONS:**

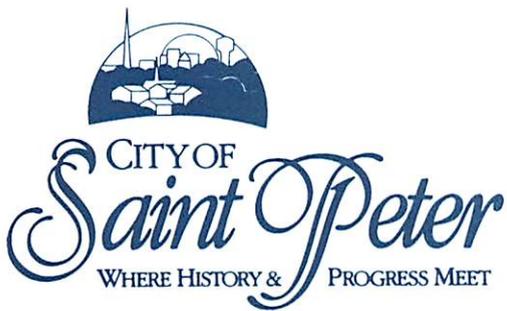
Do Not Act: No further action will be taken without Council direction.

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:** 1/11/2013

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

**RE:** Meter Reader Appointment

### **ACTION/RECOMMENDATION**

Provide approval for the hiring of two replacement Meter Readers.

### **BACKGROUND**

Last year during the hiring process to replace one of our Meter Readers who had resigned, we learned another Meter Reader would be off work for an extended period of time. Once the recruitment process was finished, and due to the uncertainty about whether the second Meter Reader would be able to return to work, the decision was made to temporarily appoint two of the four candidates that applied for and were interviewed for the Meter Reader position. Those appointments (James Tackett and Joseph Peterson) were made in September.

In December the second Meter Reader submitted his resignation. At this time I would recommend hiring James Tackett and Joseph Peterson to the position of Part-time Meter Readers at the wage rate of \$12.41 per hour and ask that this appointment be included on the January 14, 2013 regular Council meeting agenda.

### **FISCAL IMPACT:**

Sufficient funding is budgeted for these wages. Following successful completion of the probationary period outlined in the Personnel Policy, it would be my recommendation to provide a 1.8% wage increase to each of these individuals.

### **ALTERNATIVES/VARIATIONS:**

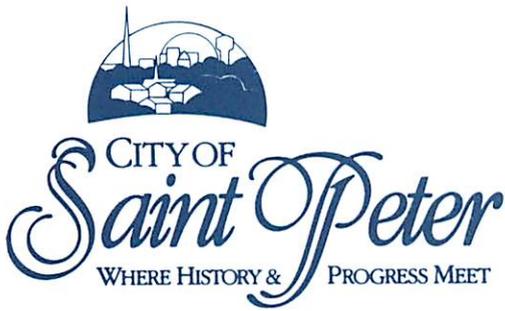
Do not act: No further action will be taken by staff. Following the expiration of the temporary appointment these individuals would be released from employment.

Negative vote: Following the expiration of the temporary appointment these individuals would be released from employment and staff would initiate the recruitment period to replace the Meter Readers.

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

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

PO



## Memorandum

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

**DATE:** 1/8/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointment

### **ACTION/RECOMMENDATION**

Provide for the appointment of advisory board members as a part of the consent agenda.

### **BACKGROUND**

Mayor Strand has recommended the appointment of the following City Council advisory board members for the terms indicated:

#### **HUMAN RIGHTS COMMISSION**

Annabel Landaverde (2013-2015)  
Michael Hettig (2012-2014)  
Patrick Tanis (2011-2013)

#### **LIBRARY BOARD**

Diana Good (2013-2015)

#### **PARKS AND RECREATION ADVISORY BOARD**

Bob Meeks (2012-2014)  
L. Lee Alger (2013-2015)

#### **PLANNING AND ZONING COMMISSION**

Cole Turritin (2013-2015)

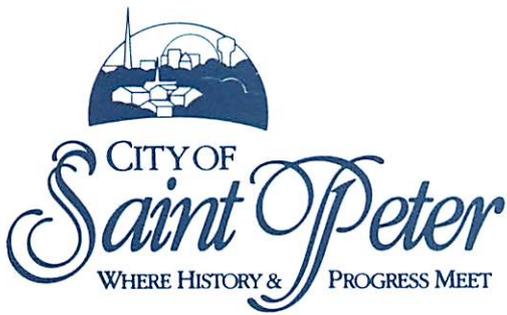
#### **TOURISM AND VISITORS BUREAU**

Harry Youngvorst (2011-2013)  
Arlo Lehtinen (2013-2015)

The candidates have indicated their willingness to be appointed and have committed to making the regular meetings of the boards.

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

TP/bal



## Memorandum

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

**DATE:** 1/9/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Council Annual Business

### ACTION/RECOMMENDATION

Approve the consent agenda which includes license renewals, Mayor pro tem appointment, designation of official newspapers and depositories, City Council rules of operation, Council liaison appointments, Council committee appointments and approval of the disbursements.

### BACKGROUND

At the first regular Council meeting each January, the Council is asked to consider several annual designations, appointments and rules. All of these items have been included on the consent agenda for your consideration. Included in the consent agenda are the following actions:

- The appointment of Councilmember Pfeifer as Mayor pro tem
- Designation of the *Saint Peter Herald* as the official newspaper of the City. The Herald is the only option available to the City as State Statute requires it to be a newspaper of general circulation that is published in Nicollet County.
- Designation of Nicollet County Bank, First National Bank, Hometown Bank, and Wells Federal Savings and Loan as official depositories of the City.
- Appointment of Councilmembers to liaison and committee positions.
- Renewal of annual license renewal applications.
- Adoption of the rules of operation for the City Council. The only change to these rules is the inclusion of the regulations adopted by the Council in the fall of 2012 regarding public participation in workshop sessions.
- Approval of the disbursement lists for end of the year 2012 and the beginning of 2013.

Also included on the consent agenda is appointment of two Councilmembers to the Hospital CEO Recruitment subcommittee. Mayor Strand recommends the appointment of Councilmembers Pfeifer and Carlin to this subcommittee.

**FISCAL IMPACT:**

None.

**ALTERNATIVES AND VARIATIONS:**

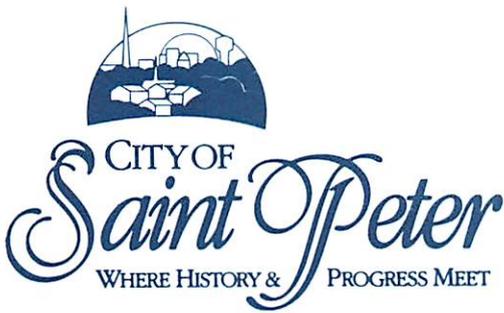
Do not act: No changes will be made by staff. However, the Council should note that an annual designation of the official depositories and newspaper for the City is required by State law.

Negative vote: No further action will be taken without additional direction from the Council. Please note that the designation of the official newspaper and the official depositories for the City is State mandated.

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

Should you have any questions about the consent agenda, please don't hesitate to contact me

TP/bal



## Memorandum

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

**DATE:** 1/9/2013

**FROM:** Todd Prafke  
City Administrator

**RE:** Election Judge Appointments – Special Election

### **ACTION/RECOMMENDATION**

Provide for appointment of Election Judges for the special election and primary election (if necessary).

### **BACKGROUND**

A primary election (January 29<sup>th</sup>) and special election (February 12<sup>th</sup>) will be held to fill the vacancy created by the resignation of Representative Terry Morrow in House District 19A.

Staff is moving ahead with election planning at this time and appointment of Election Judges is necessary. Staff is in the process of contacting some of the individuals who served as Election Judge's for the November general election to determine their interest in working for the special elections. These individuals were only appointed by the Council for the 2012 election and would need to be reappointed. Due to the short timeframe for holding the special elections, staff recommends the Council take action at this time to approve appointment of Election Judge's for the special election "at the discretion of the City Administrator". This would allow the judges to be appointed and begin work without waiting for additional Council action and allow staff to proceed with the absentee voting activities and other actions that need to take place before election day.

Because turnout for a special election is expected to be much lighter than a general election, only the number of election judges mandated under State law and alternates in each precinct will be hired for this election.

### **FISCAL IMPACT:**

The estimated cost to the City for the special elections with the minimal number of election judges is \$7,000. This cost does not include Election Judge training as all of the individuals who will be hired have received training within the State mandated period. Funding has not been included in the 2013 election budget for these special elections, but funding would be available through General Fund reserves.

**ALTERNATIVES/VARIATIONS:**

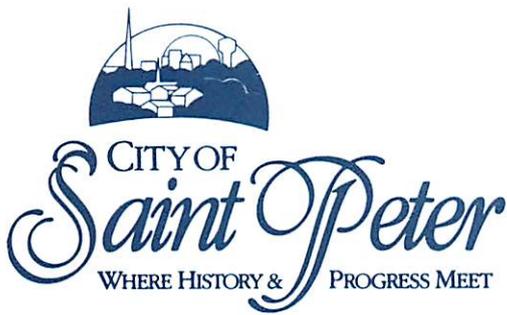
Do Not Act: Staff will follow the process utilized in past elections for appointment of Election Judges.

Denial: Staff will follow the process utilized in past elections for appointment of Election Judges.

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:** January 8, 2013

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

**RE:** Surplus Property Declaration

### **ACTION/RECOMMENDATION**

It is recommended the five 69 KV fuses, currently in inventory, be declared as surplus and authorization be provided for sale of the items.

### **BACKGROUND**

The Electric Utility is in the process of completing a major upgrade to the transmission/substation system throughout the city. The new transmission system relies on breakers located at each of the substations, in lieu of fuses that were the safety system of the past. The City currently has five 69 KV fuses in inventory that were purchased in 2008 at a cost of \$797.00 each. These fuses were spares to be used in the case of failure of fuses that were online; however, they are no longer needed.

There is another municipal utility that may have a need for these fuses and staff is checking to see whether the fuses would fit their system. It is proposed to declare these five 69 KV fuses for which the City no longer has a need as surplus property and authorize staff to arrange for direct sale of the fuses.

### **FISCAL IMPACT:**

Any proceeds from sale of the fuses will be returned to the Electric Fund.

### **ALTERNATIVES AND VARIATIONS:**

No vote: No further action will be taken without additional direction.

Negative Vote: The items will not be declared as surplus.

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/vwt

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	clothing allowance curtis	WATER	ADMIN AND GENERAL	325.00
			TOTAL:	325.00
A. H. HERMEL WHOLESale	vending candy, snacks	COMMUNITY CENTER	COMMUNITY CENTER	340.66
			TOTAL:	340.66
ABM EQUIPMENT & SUPPLY, INC.	cues repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,041.89
	cues repair price correcti	WASTE WATER FUND	COLLECTOR/LIFT STAT	133.59-
			TOTAL:	908.30
ALPHA WIRELESS COMMUNICATIONS CO	tech svcs	GENERAL FUND	FIRE	38.50
	replc battery 2 way radio	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	76.82
			TOTAL:	115.32
AMERICAN RED CROSS	water safety instructor	GENERAL FUND	SWIMMING POOL	105.00
	annual fee w/pool offer gu	GENERAL FUND	SWIMMING POOL	300.00
			TOTAL:	405.00
ARROW ACE HARDWARE INC	filter, windowshrink, tape	GENERAL FUND	STREETS	11.94
	worklights	GENERAL FUND	STREETS	8.54
	antifreeze, spray paint	GENERAL FUND	STREETS	53.28
	bolts, bulb, tap cube	GENERAL FUND	PARKS	19.35
	filter, windowshrink, tape	GENERAL FUND	PARKS	11.94
	worklights	GENERAL FUND	PARKS	8.54
	bleach	WATER	SOURCE OF SUPPLY	54.37
	mousetrap, pvc	WATER	PURIFICATION AND TREAT	24.61
	filter, windowshrink, tape	WATER	DISTRIBUTION AND STORA	5.97
	worklights	WATER	DISTRIBUTION AND STORA	4.27
	filter, windowshrink, tape	WASTE WATER FUND	SOURCE/TREATMENT	5.98
	worklights	WASTE WATER FUND	SOURCE/TREATMENT	4.28
	coupling	WASTE WATER FUND	SOURCE/TREATMENT	4.26
	filter, windowshrink, tape	ENVIRON SERVICES F	REFUSE DISPOSAL	5.97
	worklights	ENVIRON SERVICES F	REFUSE DISPOSAL	4.27
	wire connectors	ELECTRIC FUND	POWER DISTRIBUTION	18.16
	filter, windowshrink, tape	ELECTRIC FUND	POWER DISTRIBUTION	11.94
	worklights	ELECTRIC FUND	POWER DISTRIBUTION	8.54
	filter, windowshrink, tape	STORMWATER FUND	TREATMENT	5.99
	worklights	STORMWATER FUND	TREATMENT	4.29
			TOTAL:	276.49
AUDIO EDITIONS	new adult audio books	LIBRARY FUND	LIBRARY	818.10
			TOTAL:	818.10
BATTERIES PLUS	ups batteries	GENERAL FUND	CITY ADMINISTRATION	16.02
	ups batteries	GENERAL FUND	CITY CLERK	16.02
	ups batteries	GENERAL FUND	FINANCE	10.68
	ups batteries	GENERAL FUND	POLICE	8.55
	ups batteries	GENERAL FUND	BUILDING INSPECTOR	4.27
	ups batteries	GENERAL FUND	PUBLIC WORKS ADMIN	2.14
	ups batteries	GENERAL FUND	ECONOMIC DEVMT	1.07
	ups batteries	WATER	ADMIN AND GENERAL	9.61
	ups batteries	WASTE WATER FUND	ADMIN AND GENERAL	9.63
	ups batteries	ELECTRIC FUND	ADMIN AND GENERAL	28.84
			TOTAL:	106.83
ROBERT A. BERG	3 polygraph tests	GENERAL FUND	POLICE	900.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	900.00
BOLTON & MENK INC	sidewalk & curb, final fem	GENERAL FUND	STREETS	250.00
	staff meetings10/13-11//9	GENERAL FUND	STREETS	124.69
	general engineering10/13-1	GENERAL FUND	STREETS	26.25
	pool painting proposal	GENERAL FUND	SWIMMING POOL	492.50
	staff meetings10/13-11//9	GENERAL FUND	PARKS	99.75
	washington ave link10/13-1	PERM IMPROVMENT RE	STREETS	9,662.50
	th295 turnback10/13-11/9	PERM IMPROVMENT RE	STREETS	3,460.40
	no end th169 options10/13-	PERM IMPROVMENT RE	STREETS	4,294.50
	2014 o mn./st.julien10/13-	PERM IMPROVMENT RE	STREETS	5,125.00
	n third st. improv. 10/13-	WATER	CAPITAL-WATER DISTRIBU	2,548.13
	staff meetings10/13-11//9	WATER	ADMIN AND GENERAL	49.88
	intercept rehab ph1 10/13-	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,444.50
	n third st. improv. 10/13-	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	2,548.13
	tuck pointing pay est	WASTE WATER FUND	CAPITAL-TREATMENT SYST	250.00
	staff meetings10/13-11//9	WASTE WATER FUND	ADMIN AND GENERAL	49.88
	atp funding solic	ENVIRON SERVICES F	ADMIN AND GENERAL	49.86
	staff meetings10/13-11//9	ELECTRIC FUND	ADMIN AND GENERAL	124.69
	n third st. improv. 10/13-	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	2,548.14
			TOTAL:	34,148.80
BORDER STATES ELECTRIC SUPPLY	pedestal conn 4 cond	ELECTRIC FUND	NON-DEPARTMENTAL	133.40
			TOTAL:	133.40
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	2,330.50
	criminal	GENERAL FUND	LEGAL SERVICES	10,968.50
	pulse	TORNADO DISASTER R	ECONOMIC DEVMT	27.50
	rest llc	TORNADO DISASTER R	ECONOMIC DEVMT	13.75
	volk	TORNADO DISASTER R	ECONOMIC DEVMT	13.75
	bighted housing	HOUSING PROJECT200	ECONOMIC DEVMT	316.25
	habitat	WASH TERRACE HOUSI	ECONOMIC DEVMT	13.75
	bankruptcy	WATER	ADMIN AND GENERAL	27.50
	green valley	WATER	ADMIN AND GENERAL	27.50
			TOTAL:	13,739.00
CARD SOURCE	st. peter library cards	LIBRARY FUND	LIBRARY	559.73
			TOTAL:	559.73
CARQUEST AUTO PARTS STORES	beams	GENERAL FUND	FIRE	21.55
	gloves, brad seatter, lamp	GENERAL FUND	STREETS	206.38
	bosch wipe	GENERAL FUND	STREETS	33.17
	air hose, ball stop, prep	GENERAL FUND	STREETS	16.27
	strap, seals, beams	GENERAL FUND	STREETS	113.62
	gloves, brad seatter, lamp	GENERAL FUND	PARKS	206.38
	air hose, ball stop, prep	GENERAL FUND	PARKS	16.27
	loaded ball mount	COMMUNITY CENTER	COMMUNITY CENTER	26.84
	gloves, brad seatter, lamp	WATER	DISTRIBUTION AND STORA	103.18
	ball joints	WATER	DISTRIBUTION AND STORA	108.37
	air hose, ball stop, prep	WATER	DISTRIBUTION AND STORA	8.14
	wipes, thermostat, wiper b	WATER	ADMIN AND GENERAL	18.58
	bosch wipes & radiator flu	WATER	CUSTOMER ACCOUNTS	9.14
	gasket fin ford vic.	WATER	CUSTOMER ACCOUNTS	0.20
	gloves, brad seatter, lamp	WASTE WATER FUND	SOURCE/TREATMENT	103.31
	hose repair, epoxy	WASTE WATER FUND	SOURCE/TREATMENT	17.20
	air hose, ball stop, prep	WASTE WATER FUND	SOURCE/TREATMENT	8.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wipes, thermostat, wiper b	WASTE WATER FUND	ADMIN AND GENERAL	18.58
	bosch wipes & radiator flu	WASTE WATER FUND	CUSTOMER ACCOUNTS	9.14
	gasket fin ford vic.	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.20
	gloves, brad seatter, lamp	ENVIRON SERVICES F	REFUSE DISPOSAL	103.18
	air hose, ball stop, prep	ENVIRON SERVICES F	REFUSE DISPOSAL	8.14
	wipes, thermostat, wiper b	ENVIRON SERVICES F	ADMIN AND GENERAL	9.29
	bosch wipes & radiator flu	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	9.13
	gasket fin ford vic.	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.21
	gloves, brad seatter, lamp	ELECTRIC FUND	POWER DISTRIBUTION	206.38
	hand gun filler	ELECTRIC FUND	POWER DISTRIBUTION	75.22
	air hose, ball stop, prep	ELECTRIC FUND	POWER DISTRIBUTION	16.27
	wipes, thermostat, wiper b	ELECTRIC FUND	ADMIN AND GENERAL	46.46
	bosch wipes & radiator flu	ELECTRIC FUND	CUSTOMER ACCOUNTS	9.14
	gasket fin ford vic.	ELECTRIC FUND	CUSTOMER ACCOUNTS	0.20
	gloves, brad seatter, lamp	STORMWATER FUND	TREATMENT	103.27
	air hose, ball stop, prep	STORMWATER FUND	TREATMENT	8.15
			TOTAL:	1,639.71
CINTAS CORPORATION #754	nov uniform svc	ELECTRIC FUND	ADMIN AND GENERAL	410.37
			TOTAL:	410.37
CINTAS FIRST AID & SAFETY	first aid supplies	GENERAL FUND	POLICE	0.96
			TOTAL:	0.96
COLE PAPERS INC	pw breakroom mat	GENERAL FUND	STREETS	65.04
	cleaner, screens,plates, t	GENERAL FUND	STREETS	48.62
	pw breakroom mat	GENERAL FUND	PARKS	65.04
	cleaner, screens,plates, t	GENERAL FUND	PARKS	48.62
	cleaning supplies	LIBRARY FUND	LIBRARY	121.43
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	485.71
	doodledustr cloth roll	COMMUNITY CENTER	COMMUNITY CENTER	76.95
	pw breakroom mat	WATER	DISTRIBUTION AND STORA	32.52
	cleaner, screens,plates, t	WATER	DISTRIBUTION AND STORA	24.31
	pw breakroom mat	WASTE WATER FUND	SOURCE/TREATMENT	32.56
	cleaner, screens,plates, t	WASTE WATER FUND	SOURCE/TREATMENT	24.34
	pw breakroom mat	ENVIRON SERVICES F	REFUSE DISPOSAL	32.52
	cleaner, screens,plates, t	ENVIRON SERVICES F	REFUSE DISPOSAL	24.31
	pw breakroom mat	ELECTRIC FUND	POWER DISTRIBUTION	65.04
	cleaner, screens,plates, t	ELECTRIC FUND	POWER DISTRIBUTION	48.62
	pw breakroom mat	STORMWATER FUND	TREATMENT	32.53
	cleaner, screens,plates, t	STORMWATER FUND	TREATMENT	24.35
			TOTAL:	1,252.51
COMPUTER TECHNOLOGY SOLUTIONS, INC.	view stn computer: video p	COMMUNITY CENTER	COMMUNITY CENTER	611.33
	generation plant comp scv	ELECTRIC FUND	POWER PRODUCTION	53.44
			TOTAL:	664.77
COPIER BUSINESS SOLUTIONS	contract overage	GENERAL FUND	RECREATION/LEISURE SER	45.37
	contract overage	COMMUNITY CENTER	COMMUNITY CENTER	45.38
			TOTAL:	90.75
CREATIVE SYNERGY	overhaul & maint hfr site	RESTRICTED CONTRIB	RECREATION/LEISURE SER	500.00
			TOTAL:	500.00
CULLIGAN	muni bldg softener rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
			TOTAL:	28.05

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CUSTOM FIRE APPARATUS, INC.	valve check foam inject #5	GENERAL FUND	FIRE	29.97
	seal kit 2.5" #511	GENERAL FUND	FIRE	118.03
			TOTAL:	148.00
DAVID DROWN ASSOCIATES, INC.	greenhill refurbish	WATER	ADMIN AND GENERAL	10,750.00
			TOTAL:	10,750.00
LANCE DLOUHY	banners for hfr	RESTRICTED CONTRIB	RECREATION/LEISURE SER	246.35
			TOTAL:	246.35
DRANTTEL SALES & SERVICE	winter bar oil	ENVIRON SERVICES F	REFUSE DISPOSAL	51.09
			TOTAL:	51.09
ECONO FOODS	cleaning supplies	GENERAL FUND	FIRE	34.37
	sr dance supp	GENERAL FUND	SENIOR COORDINATOR	41.07
	pinterest prog supp	LIBRARY FUND	LIBRARY	9.98
	cookies for public mtg	PERM IMPROVMENT RE	STREETS	98.60
	energy bars, water	ELECTRIC FUND	ADMIN AND GENERAL	64.44
	bryant prog supp	RESTRICTED CONTRIB	LIBRARY	30.55
			TOTAL:	279.01
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	microdash power supply	GENERAL FUND	POLICE	526.56
			TOTAL:	526.56
ENVIRONMENTAL WOOD SUPPLY LLC	wood grinding mobilization	ENVIRON SERVICES F	REFUSE DISPOSAL	1,000.00
			TOTAL:	1,000.00
ERICKSON OIL PRODUCTS INC	november fuel	GENERAL FUND	POLICE	97.23
	november fuel	WATER	SOURCE OF SUPPLY	16.54
	november fuel	WATER	PURIFICATION AND TREAT	24.81
	november fuel	WATER	DISTRIBUTION AND STORA	124.04
	november fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	172.42
	november fuel	STORMWATER FUND	TREATMENT	121.00
			TOTAL:	556.04
FASTENAL COMPANY	extension drill & threaded	GENERAL FUND	STREETS	17.23
	woodruff keys (cutting too	GENERAL FUND	STREETS	2.93
	safety hat liners	GENERAL FUND	STREETS	11.09
	hard hat liners	GENERAL FUND	STREETS	27.58
	wire connectors	GENERAL FUND	STREETS	8.89
	extension drill & threaded	GENERAL FUND	PARKS	17.23
	safety hat liners	GENERAL FUND	PARKS	8.87
	hard hat liners	GENERAL FUND	PARKS	22.06
	wire connectors	GENERAL FUND	PARKS	8.89
	extension drill & threaded	WATER	DISTRIBUTION AND STORA	8.62
	wire connectors	WATER	DISTRIBUTION AND STORA	4.44
	safety hat liners	WATER	ADMIN AND GENERAL	4.44
	hard hat liners	WATER	ADMIN AND GENERAL	11.03
	socket shoulder bolts	WASTE WATER FUND	COLLECTOR/LIFT STAT	53.67
	extension drill & threaded	WASTE WATER FUND	SOURCE/TREATMENT	8.63
	wire connectors	WASTE WATER FUND	SOURCE/TREATMENT	4.45
	18v batteries, cap screws	WASTE WATER FUND	SOURCE/TREATMENT	484.35
	jobber drills	WASTE WATER FUND	SOURCE/TREATMENT	18.33
	machine screws, socket sre	WASTE WATER FUND	SOURCE/TREATMENT	1.33
	safety hat liners	WASTE WATER FUND	ADMIN AND GENERAL	4.44
hard hat liners	WASTE WATER FUND	ADMIN AND GENERAL	11.03	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	extension drill & threaded	ENVIRON SERVICES F	REFUSE DISPOSAL	8.62
	wire connectors	ENVIRON SERVICES F	REFUSE DISPOSAL	4.44
	safety hat liners	ENVIRON SERVICES F	ADMIN AND GENERAL	4.44
	hard hat liners	ENVIRON SERVICES F	ADMIN AND GENERAL	11.02
	extension drill & threaded	ELECTRIC FUND	POWER DISTRIBUTION	17.23
	wire connectors	ELECTRIC FUND	POWER DISTRIBUTION	8.89
	safety hat liners	ELECTRIC FUND	ADMIN AND GENERAL	11.09
	hard hat liners	ELECTRIC FUND	ADMIN AND GENERAL	27.58
	extension drill & threaded	STORMWATER FUND	TREATMENT	8.63
	wire connectors	STORMWATER FUND	TREATMENT	4.46
			TOTAL:	845.93
GALLS INC	gloves, taclite	GENERAL FUND	POLICE	204.98
	rain jacket, coldgear heat	GENERAL FUND	POLICE	234.95
			TOTAL:	439.93
GENESIS	november diesel	GENERAL FUND	FIRE	295.34
	november diesel	GENERAL FUND	STREETS	1,440.86
	november diesel	GENERAL FUND	PARKS	132.31
	november diesel	WATER	SOURCE OF SUPPLY	145.04
	november diesel	WATER	PURIFICATION AND TREAT	502.07
	november diesel	WATER	DISTRIBUTION AND STORA	489.05
	november diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	461.16
	november diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	181.14
	november diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	1,741.71
	november diesel	ELECTRIC FUND	POWER DISTRIBUTION	1,439.25
	november diesel	ELECTRIC FUND	POWER DISTRIBUTION	606.04
	november diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	779.70
			TOTAL:	8,213.67
LEWIS GIESKING	mileage smmpa board mtg ow	ELECTRIC FUND	ADMIN AND GENERAL	61.61
			TOTAL:	61.61
GOPHER STATE ONE-CALL INC	november 2012 locates	WATER	DISTRIBUTION AND STORA	40.54
	november 2012 locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	40.53
	november 2012 locates	ELECTRIC FUND	POWER DISTRIBUTION	40.53
			TOTAL:	121.60
GRAINGER	draft inducer blower	WATER	PURIFICATION AND TREAT	285.88
			TOTAL:	285.88
GREEN TOUCH SYSTEMS LLC	deicer road guard	GENERAL FUND	STREETS	579.00
			TOTAL:	579.00
JAMES GRUHOT	license	WATER	ADMIN AND GENERAL	42.25
	clothing allowance	WATER	ADMIN AND GENERAL	65.67
			TOTAL:	107.92
GUSTAVUS ADOLPHUS COLLEGE P.O.	nov postage	GENERAL FUND	CITY ADMINISTRATION	26.15
	nov postage	GENERAL FUND	CITY CLERK	3.00
	nov postage	GENERAL FUND	ELECTIONS	32.00
	nov postage	GENERAL FUND	FINANCE	144.90
	nov postage	GENERAL FUND	POLICE	38.30
	nov postage	GENERAL FUND	FIRE	9.70
	nov postage	GENERAL FUND	BUILDING INSPECTOR	9.35
	nov postage	GENERAL FUND	PUBLIC WORKS ADMIN	14.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	nov postage	GENERAL FUND	RECREATION/LEISURE SER	32.00
	nov postage	GENERAL FUND	ECONOMIC DEVMT	27.55
	nov postage	LIBRARY FUND	LIBRARY	11.65
	nov postage	COMMUNITY CENTER	COMMUNITY CENTER	0.50
	nov postage	WATER	ADMIN AND GENERAL	11.90
	nov postage	WATER	CUSTOMER ACCOUNTS	90.48
	nov postage	WASTE WATER FUND	ADMIN AND GENERAL	2.70
	nov postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	90.47
	nov postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	90.47
	nov postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	90.48
	nov postage	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	6.60
			TOTAL:	732.74
JENNIFER HARLOW	mileage	GENERAL FUND	RECREATION/LEISURE SER	8.32
			TOTAL:	8.32
HAWKINS CHEMICAL	chlorine caustic soda sodi	WATER	PURIFICATION AND TREAT	3,237.50
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	387.85
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	5,395.15
			TOTAL:	9,020.50
HICKORY TECH	phone svc 12/08-01/07	GENERAL FUND	CITY ADMINISTRATION	77.85
	phone svc 12/08-01/07	GENERAL FUND	CITY CLERK	15.40
	phone svc 12/08-01/07	GENERAL FUND	FINANCE	121.20
	phone svc 12/08-01/07	GENERAL FUND	MUNICIPAL BUILDING	7.20
	phone svc 12/08-01/07	GENERAL FUND	POLICE	366.54
	phone svc 12/08-01/07	GENERAL FUND	FIRE	150.25
	phone svc 12/08-01/07	GENERAL FUND	BUILDING INSPECTOR	45.18
	phone svc 12/08-01/07	GENERAL FUND	PUBLIC WORKS ADMIN	84.64
	phone svc 12/08-01/07	GENERAL FUND	STREETS	52.38
	phone svc 12/08-01/07	GENERAL FUND	SENIOR COORDINATOR	5.14
	phone svc 12/08-01/07	GENERAL FUND	RECREATION/LEISURE SER	128.42
	phone svc 12/08-01/07	GENERAL FUND	SWIMMING POOL	31.37
	phone svc 12/08-01/07	GENERAL FUND	PARKS	93.56
	phone svc 12/08-01/07	GENERAL FUND	ECONOMIC DEVMT	29.78
	phone svc 12/08-01/07	LIBRARY FUND	LIBRARY	91.59
	phone svc 12/08-01/07	PUBLIC ACCESS	PUBLIC ACCESS	15.37
	phone svc 12/08-01/07	COMMUNITY CENTER	COMMUNITY CENTER	47.60
	phone svc 12/08-01/07	WATER	ADMIN AND GENERAL	234.87
	phone svc 12/08-01/07	WASTE WATER FUND	ADMIN AND GENERAL	192.84
	phone svc 12/08-01/07	ENVIRON SERVICES F	ADMIN AND GENERAL	33.28
	phone svc 12/08-01/07	ELECTRIC FUND	ADMIN AND GENERAL	150.43
	phone svc 12/08-01/07	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	49.86
			TOTAL:	2,024.75
HORVICK INC	#207 snow equipment	GENERAL FUND	STREETS	203.21
			TOTAL:	203.21
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	134.50
	postage	WATER	CUSTOMER ACCOUNTS	340.21
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	134.50
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	340.21
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	134.50
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	340.21
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	134.48
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	340.21

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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	flyer/calendar insert	ELECTRIC FUND	CUSTOMER ACCOUNTS	288.14
			TOTAL:	2,186.96
INFRATECH	lel sensor	GENERAL FUND	FIRE	150.81
			TOTAL:	150.81
INGRAM BOOK COMPANY	ingram library books	LIBRARY FUND	LIBRARY	2,388.23
			TOTAL:	2,388.23
KIND VETERINARY CLINIC PA	nov vet svc	GENERAL FUND	COMMUNITY SERVICE	717.73
	nov paws vet svc	RESTRICTED CONTRIB	COMMUNITY SERVICE	105.30
			TOTAL:	823.03
KWIK TRIP INC	november fuel	GENERAL FUND	MUNICIPAL BUILDING	30.86
	november fuel	GENERAL FUND	POLICE	2,026.72
	november fuel	GENERAL FUND	STREETS	56.98
	november fuel	GENERAL FUND	PARKS	139.85
	november fuel	WATER	SOURCE OF SUPPLY	16.92
	november fuel	WATER	PURIFICATION AND TREAT	25.38
	november fuel	WATER	DISTRIBUTION AND STORA	126.87
	november fuel	WATER	ADMIN AND GENERAL	10.28
	november fuel	WATER	CUSTOMER ACCOUNTS	13.05
	car wash	WATER	CUSTOMER ACCOUNTS	1.13
	november fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	47.29
	november fuel	WASTE WATER FUND	ADMIN AND GENERAL	10.28
	november fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	13.05
	car wash	WASTE WATER FUND	CUSTOMER ACCOUNTS	1.13
	car wash	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	1.11
	november fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	13.05
	car wash	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.13
	november fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	2,798.19
			TOTAL:	5,333.27
LEAGUE OF MN CITIES INSURANCE TRUST	sunrise sub-stat annual pr	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	5,724.00
			TOTAL:	5,724.00
LJP ENTERPRISES INC	november svc	COMMUNITY CENTER	COMMUNITY CENTER	431.51
	november svc	WATER	PURIFICATION AND TREAT	94.69
	november svc	WASTE WATER FUND	SOURCE/TREATMENT	211.93
	november svc	ENVIRON SERVICES F	REFUSE DISPOSAL	706.95
			TOTAL:	1,445.08
LLOYD LUMBER COMPANY	purchase job box	ELECTRIC FUND	POWER DISTRIBUTION	259.69
			TOTAL:	259.69
LOCATORS & SUPPLIES, INC.	waterproof winter gloves	GENERAL FUND	STREETS	16.42
	waterproof winter gloves	GENERAL FUND	PARKS	16.42
	waterproof winter gloves	WATER	DISTRIBUTION AND STORA	8.21
	waterproof winter gloves	WASTE WATER FUND	SOURCE/TREATMENT	8.22
	waterproof winter gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	8.21
	waterproof winter gloves	ELECTRIC FUND	POWER DISTRIBUTION	16.42
	waterproof winter gloves	STORMWATER FUND	TREATMENT	8.20
			TOTAL:	82.10
MANKATO FORD, INC.	2003 ford repair	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	822.79
	2003 ford repair	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	554.96

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1,377.75</u>
MARCO, INC.	10-23 to 11-22 contract	GENERAL FUND	CITY ADMINISTRATION	19.24
	10-23 to 11-22 contract	GENERAL FUND	CITY CLERK	19.24
	10-23 to 11-22 contract	GENERAL FUND	FINANCE	12.83
	10-23 to 11-22 contract	GENERAL FUND	POLICE	10.26
	10-23 to 11-22 contract	GENERAL FUND	BUILDING INSPECTOR	5.13
	10-23 to 11-22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	2.57
	10-23 to 11-22 contract	GENERAL FUND	ECONOMIC DEVMT	1.28
	10-23 to 11-22 contract	WATER	ADMIN AND GENERAL	11.55
	10-23 to 11-22 contract	WASTE WATER FUND	ADMIN AND GENERAL	11.54
	10-23 to 11-22 contract	ELECTRIC FUND	ADMIN AND GENERAL	<u>34.64</u>
			TOTAL:	<u>128.28</u>
TIM MAYO	11/14/12 apwa con brooklyn	GENERAL FUND	STREETS	<u>168.72</u>
			TOTAL:	<u>168.72</u>
MENARDS	door bottoms	GENERAL FUND	PARKS	<u>37.53</u>
			TOTAL:	<u>37.53</u>
METRO JANITORIAL SUPPLY INC.	cleaners	COMMUNITY CENTER	COMMUNITY CENTER	<u>575.47</u>
			TOTAL:	<u>575.47</u>
MISC VENDOR	BRIGHT PIXEL DESIGN	hfr rendering	RESTRICTED CONTRIB RECREATION/LEISURE SER	240.00
	JACOBSEN, DONALD	mobil home buy out #58 sum	PERM IMPROVMENT RE STREETS	4,000.00
	LESUEUR COMMUNITY CTR	youth vb tourney fee	GENERAL FUND RECREATION/LEISURE SER	30.00
	PETERSON, LYNDON	senior dance 9/11/12 enter	GENERAL FUND SENIOR COORDINATOR	125.00
	RAMIREZ, CARISSA	refund swim lessons	GENERAL FUND NON-DEPARTMENTAL	49.34
	STEWART, MORRIS	REFUND BOOK	LIBRARY FUND LIBRARY	17.99
	WINTER EQUIP CO	CURBRUNNER, UNIVERSAL	GENERAL FUND STREETS	<u>268.78</u>
			TOTAL:	<u>4,731.11</u>
MN DEPT OF COMMERCE	3rd qtr fy 2013 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	2,012.60
	3rd qtr fy 2013 indirect a	ELECTRIC FUND	ADMIN AND GENERAL	<u>0.00</u>
			TOTAL:	<u>2,012.60</u>
MN IRON & METAL COMPANY	plow shoes	GENERAL FUND	STREETS	<u>336.66</u>
			TOTAL:	<u>336.66</u>
MN PIPE & EQUIPMENT	#348 1 lo ball valve	WATER	NON-DEPARTMENTAL	41.52
	4" rubber saddle w/straps	WASTE WATER FUND	NON-DEPARTMENTAL	504.28
	12" rubber coupling	WASTE WATER FUND	NON-DEPARTMENTAL	<u>41.52</u>
			TOTAL:	<u>587.32</u>
MN SOUTH CENTRAL INVESTIGATORS COALITI	conf reg - hagen & penning	GENERAL FUND	NON-DEPARTMENTAL	<u>120.00</u>
			TOTAL:	<u>120.00</u>
MN WASTE PROCESSING	november disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>12,943.57</u>
			TOTAL:	<u>12,943.57</u>
PETE MOULTON	awwa water util coun twin	WATER	ADMIN AND GENERAL	75.48
	12/6/12 st. cloud	WASTE WATER FUND	ADMIN AND GENERAL	<u>122.10</u>
			TOTAL:	<u>197.58</u>
NAPA AUTO PARTS OF ST PETER	headlight	GENERAL FUND	POLICE	13.39
	brake rotor kit	GENERAL FUND	POLICE	<u>389.66</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	t-wax floor dry	GENERAL FUND	FIRE	25.66
	tune up, filters	GENERAL FUND	FIRE	46.82
	filter, spark plug, thermo	GENERAL FUND	BUILDING INSPECTOR	103.41
	filters, oil, washer fluid	GENERAL FUND	STREETS	49.57
	serp blet, filter, spark p	GENERAL FUND	STREETS	19.92
	clampr, battery, bearing c	GENERAL FUND	STREETS	430.20
	filters, oil, washer fluid	GENERAL FUND	PARKS	49.57
	serp blet, filter, spark p	GENERAL FUND	PARKS	15.94
	filters, oil, washer fluid	WATER	DISTRIBUTION AND STORA	24.78
	disc brake rotor	WATER	DISTRIBUTION AND STORA	161.82
	serp blet, filter, spark p	WATER	ADMIN AND GENERAL	7.97
	filters, oil, washer fluid	WASTE WATER FUND	SOURCE/TREATMENT	24.81
	serp blet, filter, spark p	WASTE WATER FUND	ADMIN AND GENERAL	7.97
	filters, oil, washer fluid	ENVIRON SERVICES F	REFUSE DISPOSAL	24.78
	serp blet, filter, spark p	ENVIRON SERVICES F	ADMIN AND GENERAL	7.96
	filters, oil, washer fluid	ELECTRIC FUND	POWER DISTRIBUTION	49.57
	serp blet, filter, spark p	ELECTRIC FUND	ADMIN AND GENERAL	19.92
	filters, oil, washer fluid	STORMWATER FUND	TREATMENT	24.80
	brake pads-	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	129.08
			TOTAL:	1,627.60
NELSON PRINTING COMPANY	calendar	GENERAL FUND	FINANCE	11.00
	ups	GENERAL FUND	POLICE	14.31
	brother tn 460	GENERAL FUND	FIRE	52.37
	3 ring binders	GENERAL FUND	FIRE	18.81
	ups blade	GENERAL FUND	STREETS	3.36
	ups blade	GENERAL FUND	PARKS	3.36
	ups blade	WATER	DISTRIBUTION AND STORA	1.68
	contract for serv	WATER	CUSTOMER ACCOUNTS	34.17
	ups camera	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.54
	ups blade	WASTE WATER FUND	SOURCE/TREATMENT	1.68
	ww ink	WASTE WATER FUND	ADMIN AND GENERAL	4.32
	contract for serv	WASTE WATER FUND	CUSTOMER ACCOUNTS	34.17
	ups blade	ENVIRON SERVICES F	REFUSE DISPOSAL	1.68
	contract for serv	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	34.18
	ups blade	ELECTRIC FUND	POWER DISTRIBUTION	3.36
	contract for serv	ELECTRIC FUND	CUSTOMER ACCOUNTS	34.17
	ups blade	STORMWATER FUND	TREATMENT	1.67
			TOTAL:	277.83
NICOLLET COUNTY BANK	a/p-p/r	GENERAL FUND	FINANCE	8.79
	a/p-p/r	WATER	ADMIN AND GENERAL	2.19
	util bill	WATER	CUSTOMER ACCOUNTS	11.51
	a/p-p/r	WASTE WATER FUND	ADMIN AND GENERAL	2.19
	util bill	WASTE WATER FUND	CUSTOMER ACCOUNTS	11.51
	a/p-p/r	ENVIRON SERVICES F	ADMIN AND GENERAL	2.19
	util bill	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	11.51
	a/p-p/r	ELECTRIC FUND	ADMIN AND GENERAL	2.19
	util bill	ELECTRIC FUND	CUSTOMER ACCOUNTS	11.52
			TOTAL:	63.60
NICOLLET COUNTY PUBLIC HEALTH	november contract	GENERAL FUND	SENIOR COORDINATOR	2,161.00
			TOTAL:	2,161.00
NORTH CENTRAL INTERNATIONAL	air filters	GENERAL FUND	NON-DEPARTMENTAL	14.28
	air filters	GENERAL FUND	NON-DEPARTMENTAL	13.03

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cab filters & seat	GENERAL FUND	STREETS	545.14
	support	GENERAL FUND	STREETS	62.64
	elbow	GENERAL FUND	STREETS	42.70-
			TOTAL:	592.39
NORTHERN GREEN EXPO	reg. wilde kennedy zuhlsdo	GENERAL FUND	NON-DEPARTMENTAL	125.00
	reg. simondet ulman mccart	GENERAL FUND	NON-DEPARTMENTAL	125.00
	reg. simondet ulman mccart	ENVIRON SERVICES F	NON-DEPARTMENTAL	25.00
			TOTAL:	275.00
OFFICEMAX	dvds	GENERAL FUND	CITY ADMINISTRATION	2.56
	dvd's, cd-r's	GENERAL FUND	CITY ADMINISTRATION	7.53
	dvds	GENERAL FUND	CITY CLERK	2.56
	dvd's, cd-r's	GENERAL FUND	CITY CLERK	7.53
	dvds	GENERAL FUND	FINANCE	1.71
	dvd's, cd-r's	GENERAL FUND	FINANCE	5.02
	dvds	GENERAL FUND	POLICE	1.37
	dvd's, cd-r's	GENERAL FUND	POLICE	4.02
	dvds	GENERAL FUND	BUILDING INSPECTOR	0.68
	dvd's, cd-r's	GENERAL FUND	BUILDING INSPECTOR	2.01
	dvds	GENERAL FUND	PUBLIC WORKS ADMIN	0.34
	dvd's, cd-r's	GENERAL FUND	PUBLIC WORKS ADMIN	1.00
	ink	GENERAL FUND	PUBLIC WORKS ADMIN	33.65
	dvds	GENERAL FUND	ECONOMIC DEVMT	0.17
	dvd's, cd-r's	GENERAL FUND	ECONOMIC DEVMT	0.50
	dvds	WATER	ADMIN AND GENERAL	1.54
	dvd's, cd-r's	WATER	ADMIN AND GENERAL	4.52
	dvds	WASTE WATER FUND	ADMIN AND GENERAL	1.55
	dvd's, cd-r's	WASTE WATER FUND	ADMIN AND GENERAL	4.52
	dvds	ELECTRIC FUND	ADMIN AND GENERAL	4.61
	dvd's, cd-r's	ELECTRIC FUND	ADMIN AND GENERAL	13.56
			TOTAL:	100.95
OVERHEAD DOOR COMPANY OF MANKATO INC	springs & service call	WASTE WATER FUND	SOURCE/TREATMENT	470.60
			TOTAL:	470.60
PAAPE COMPANIES, INC.	belimo valve, labor	COMMUNITY CENTER	COMMUNITY CENTER	437.50
			TOTAL:	437.50
PET EXPO DIST.	aquarium maint, fish	LIBRARY FUND	LIBRARY	118.53
			TOTAL:	118.53
TODD PRAFKE-PETTY CASH	mileage, meals	GENERAL FUND	ECONOMIC DEVMT	78.74
	postage	PUBLIC ACCESS	PUBLIC ACCESS	10.99
	blighted housing lunch	HOUSING PROJECT200	ECONOMIC DEVMT	25.63
	postage	WATER	ADMIN AND GENERAL	2.46
	toaster oven	WATER	ADMIN AND GENERAL	19.29
	mileage	WASTE WATER FUND	ADMIN AND GENERAL	16.65
	meals	STORMWATER FUND	ADMINISTRATION AND GEN	19.52
	map light	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	5.37
			TOTAL:	178.65
QUICK MART ST PETER	november fuel	GENERAL FUND	POLICE	284.58
	november fuel	GENERAL FUND	FIRE	16.75
			TOTAL:	301.33

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
QUILL	ink cartridges	GENERAL FUND	FINANCE	36.00
	ink cartridges	GENERAL FUND	STREETS	16.83
	ink cartridges	GENERAL FUND	STREETS	53.24
	ink cartridges	GENERAL FUND	PARKS	13.46
	ink cartridges	GENERAL FUND	PARKS	53.24
	ink cartridges	WATER	DISTRIBUTION AND STORA	26.62
	ink cartridges	WATER	ADMIN AND GENERAL	6.73
	ink cartridges	WATER	ADMIN AND GENERAL	9.00
	ink cartridges	WATER	ADMIN AND GENERAL	110.29
	ink cartridges	WASTE WATER FUND	SOURCE/TREATMENT	26.65
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	6.73
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	9.00
	ink cartridges	ENVIRON SERVICES F	REFUSE DISPOSAL	26.62
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	6.74
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	8.99
	ink cartridges	ELECTRIC FUND	POWER DISTRIBUTION	53.24
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	16.83
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	9.00
	ink cartridges	STORMWATER FUND	TREATMENT	26.63
			TOTAL:	515.84
RADISSON HOTEL	hotel room 1/14 to 1/17/13	GENERAL FUND	NON-DEPARTMENTAL	270.90
			TOTAL:	270.90
RED WING SHOE STORE	safety shoes scott simonde	GENERAL FUND	STREETS	412.98
	safety shoes tom connor	WASTE WATER FUND	ADMIN AND GENERAL	208.24
			TOTAL:	621.22
RETROFIT RECYCLING	cip fall recycle fees	ELECTRIC FUND	POWER DISTRIBUTION	176.88
	streetlights	ELECTRIC FUND	POWER DISTRIBUTION	145.01
			TOTAL:	321.89
RIVER'S EDGE HOSPITAL & CLINIC	july-oct rent	MEDICAL CAMPUS	NON-DEPARTMENTAL	32,276.00-
	june-october mob	MEDICAL CAMPUS	ADMIN & GENERAL	47,271.51
			TOTAL:	14,995.51
RYAN PLUMBING & HEATING	install reznor heater gara	WASTE WATER FUND	CAPITAL-TREATMENT SYST	1,210.00
			TOTAL:	1,210.00
SCHRADER'S LAW ENFORCEMENT SUPPLY	code 3 as assem lf	GENERAL FUND	FIRE	59.00
			TOTAL:	59.00
SELECT ACCOUNT	admin fee	GENERAL FUND	CITY ADMINISTRATION	3.03
	admin fee	GENERAL FUND	CITY CLERK	1.89
	admin fee	GENERAL FUND	FINANCE	5.03
	admin fee	GENERAL FUND	MUNICIPAL BUILDING	1.32
	admin fee	GENERAL FUND	POLICE	24.61
	admin fee	GENERAL FUND	BUILDING INSPECTOR	4.83
	admin fee	GENERAL FUND	COMMUNITY SERVICE	1.89
	admin fee	GENERAL FUND	PUBLIC WORKS ADMIN	1.39
	admin fee	GENERAL FUND	STREETS	2.57
	admin fee	GENERAL FUND	RECREATION/LEISURE SER	5.45
	admin fee	GENERAL FUND	PARKS	9.71
	admin fee	GENERAL FUND	ECONOMIC DEVMT	1.89
	admin fee	LIBRARY FUND	LIBRARY	2.37
	admin fee	COMMUNITY CENTER	COMMUNITY CENTER	2.84

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	admin fee	WATER	DISTRIBUTION AND STORA	4.64
	admin fee	WATER	ADMIN AND GENERAL	1.71
	admin fee	WATER	CUSTOMER ACCOUNTS	0.38
	admin fee	WASTE WATER FUND	SOURCE/TREATMENT	2.75
	admin fee	WASTE WATER FUND	ADMIN AND GENERAL	1.92
	admin fee	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.39
	admin fee	ENVIRON SERVICES F	REFUSE DISPOSAL	3.78
	admin fee	ENVIRON SERVICES F	ADMIN AND GENERAL	0.76
	admin fee	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.39
	admin fee	ELECTRIC FUND	POWER DISTRIBUTION	5.67
	admin fee	ELECTRIC FUND	ADMIN AND GENERAL	6.85
	admin fee	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.28
	admin fee	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.41
	admin fee	STORMWATER FUND	ADMINISTRATION AND GEN	3.92
	admin fee	STORMWATER FUND	CUSTOMER ACCOUNTS	0.39
	admin fee	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	3.74
			TOTAL:	109.80
SELZLER-BAHR, HIEDI	mileage 2012	GENERAL FUND	RECREATION/LEISURE SER	67.15
			TOTAL:	67.15
SERVOCAL INSTRUMENTS INC.	semi ann calib flow meters	WASTE WATER FUND	SOURCE/TREATMENT	400.00
			TOTAL:	400.00
SHORTY'S TIRE ONE	install tires bus #12	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	90.00
	front end work bus #9 labo	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	245.00
	ball joints-front end #9 p	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	393.09
			TOTAL:	728.09
SOLOMON CORPORATION	25 kv 1 ph pad 120/240 #52	ELECTRIC FUND	NON-DEPARTMENTAL	1,694.30
	recycl transformers not in	ELECTRIC FUND	POWER DISTRIBUTION	1,181.27
			TOTAL:	513.03
SOUTHERN MN CONSTRUCTION CO INC	blighted dump marway #24	HOUSING PROJECT200	ECONOMIC DEVMT	450.00
			TOTAL:	450.00
SOUTHERN MN MUNICIPAL POWER AGENCY	november smmpa purchased p	ELECTRIC FUND	POWER SUPPLY	539,229.38
			TOTAL:	539,229.38
ST PETER HERALD	paws thank you	RESTRICTED CONTRIB	COMMUNITY SERVICE	252.45
			TOTAL:	252.45
ST PETER HIGH SCHOOL	2012 peterian yearbook	LIBRARY FUND	LIBRARY	75.00
			TOTAL:	75.00
ST PETER LUMBER CO	pvc tee	GENERAL FUND	STREETS	2.66
	wood	GENERAL FUND	STREETS	15.28
	wood	GENERAL FUND	STREETS	29.69
	pvc tee	GENERAL FUND	PARKS	8.00
	wood	GENERAL FUND	PARKS	15.28
	driveway markers	WATER	PURIFICATION AND TREAT	112.43
	wood	WATER	DISTRIBUTION AND STORA	7.64
	wood	WASTE WATER FUND	SOURCE/TREATMENT	7.65
	wood	ENVIRON SERVICES F	REFUSE DISPOSAL	7.64
	wood	ELECTRIC FUND	POWER DISTRIBUTION	15.28
	wood	STORMWATER FUND	TREATMENT	7.66

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	229.21
ST PETER RENTAL CENTER	air filter	ENVIRON SERVICES F	REFUSE DISPOSAL	2.14
	slide rail	ENVIRON SERVICES F	REFUSE DISPOSAL	4.13
			TOTAL:	6.27
STANLEY SECURITY SOLUTIONS, INC.	lever sets	GENERAL FUND	STREETS	107.10
	lever sets	GENERAL FUND	PARKS	107.10
	lever sets	WATER	DISTRIBUTION AND STORA	53.54
	lever sets	WASTE WATER FUND	SOURCE/TREATMENT	53.61
	lever sets	ENVIRON SERVICES F	REFUSE DISPOSAL	53.54
	lever sets	ELECTRIC FUND	POWER DISTRIBUTION	107.10
	lever sets	STORMWATER FUND	TREATMENT	53.61
			TOTAL:	535.60
STAPLES ADVANTAGE	pens	GENERAL FUND	CITY ADMINISTRATION	122.62
	chair-todd	GENERAL FUND	CITY ADMINISTRATION	272.69
	pens	GENERAL FUND	CITY CLERK	122.62
	chair-cindy	GENERAL FUND	CITY CLERK	272.69
	pens	GENERAL FUND	FINANCE	81.75
	pens	GENERAL FUND	POLICE	65.40
	pens	GENERAL FUND	BUILDING INSPECTOR	32.70
	pens	GENERAL FUND	PUBLIC WORKS ADMIN	16.35
	lg desk calendar	GENERAL FUND	RECREATION/LEISURE SER	29.27
	pens	GENERAL FUND	ECONOMIC DEVMT	8.17
	calendar date flips	LIBRARY FUND	LIBRARY	17.84
	clock	COMMUNITY CENTER	COMMUNITY CENTER	22.63
	pens	WATER	ADMIN AND GENERAL	73.57
	pens	WASTE WATER FUND	ADMIN AND GENERAL	73.59
	pens	ELECTRIC FUND	ADMIN AND GENERAL	220.72
			TOTAL:	1,432.61
STAR TRIBUNE	2013 renewal	LIBRARY FUND	LIBRARY	317.20
			TOTAL:	317.20
TIGERDIRECT.COM	testing equip	GENERAL FUND	FINANCE	28.37
	network card-2nd video sur	COMMUNITY CENTER	COMMUNITY CENTER	43.52
	testing equip	WATER	ADMIN AND GENERAL	7.09
	1000 ups for rtc bldg	WATER	ADMIN AND GENERAL	109.95
	testing equip	WASTE WATER FUND	ADMIN AND GENERAL	7.09
	testing equip	ENVIRON SERVICES F	ADMIN AND GENERAL	7.09
	350 ups elec gen plant	ELECTRIC FUND	POWER PRODUCTION	59.94
	testing equip	ELECTRIC FUND	ADMIN AND GENERAL	7.09
			TOTAL:	270.14
TRANE	service agreement	COMMUNITY CENTER	COMMUNITY CENTER	964.50
			TOTAL:	964.50
TRAVERSE DES SIOUX GARDEN CENTER	grass seed	ELECTRIC FUND	POWER DISTRIBUTION	21.36
			TOTAL:	21.36
TRAVERSE DES SIOUX LIBRARY SYSTEM	add'l opendns license	LIBRARY FUND	LIBRARY	24.07
			TOTAL:	24.07
UHL COMPANY	boiler service	LIBRARY FUND	LIBRARY	743.00
			TOTAL:	743.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
UNIVERSITY OF MINNESOTA	cce conf reg 1/14/13	GENERAL FUND	NON-DEPARTMENTAL	200.00
	cce conf reg 1/14/13 dean	GENERAL FUND	NON-DEPARTMENTAL	<u>400.00</u>
			TOTAL:	600.00
US AUTO FORCE	snow tires	GENERAL FUND	POLICE	<u>751.52</u>
			TOTAL:	751.52
US BANK	bond agent fee	ELECTRIC FUND	ADMIN AND GENERAL	<u>425.00</u>
			TOTAL:	425.00
US POSTMASTER	mail 2013 winter rec/ce br	GENERAL FUND	RECREATION/LEISURE SER	<u>475.27</u>
			TOTAL:	475.27
USA TODAY	2013 renewal	LIBRARY FUND	NON-DEPARTMENTAL	<u>195.00</u>
			TOTAL:	195.00
VALLEY ASPHALT PRODUCTS INC	asphalt cold mix	GENERAL FUND	STREETS	<u>1,082.11</u>
			TOTAL:	1,082.11
VESSCO, INC	flow monitor dosing kit	WATER	PURIFICATION AND TREAT	<u>483.08</u>
			TOTAL:	483.08
VIKING AWNINGS & MORE	service gear	GENERAL FUND	FIRE	<u>125.00</u>
			TOTAL:	125.00
VON ESSEN TOWING	#22 tires	WATER	DISTRIBUTION AND STORA	72.00
	towing f93	WATER	CUSTOMER ACCOUNTS	12.50
	towing f93	WASTE WATER FUND	CUSTOMER ACCOUNTS	12.50
	towing f93	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.50
	towing f93	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>12.50</u>
			TOTAL:	122.00
VOSS LIGHTING	lite bulbs	GENERAL FUND	MUNICIPAL BUILDING	348.84
	light bulbs	GENERAL FUND	MUNICIPAL BUILDING	87.21
	light bulbs	LIBRARY FUND	LIBRARY	<u>444.07</u>
			TOTAL:	880.12
WESCO DISTRIBUTION INC	meters	ELECTRIC FUND	NON-DEPARTMENTAL	566.44
	meters	ELECTRIC FUND	NON-DEPARTMENTAL	566.44
	meters	ELECTRIC FUND	NON-DEPARTMENTAL	983.25
	#727 4" coupling pvc to fl	ELECTRIC FUND	NON-DEPARTMENTAL	504.45
	#727 4" coupling pvc to fl	ELECTRIC FUND	NON-DEPARTMENTAL	504.45
	# 726 4" conduit x250 duct	ELECTRIC FUND	NON-DEPARTMENTAL	897.97
	#609 fuse 30a midget	ELECTRIC FUND	NON-DEPARTMENTAL	336.66
	o rings	ELECTRIC FUND	POWER DISTRIBUTION	<u>290.70</u>
			TOTAL:	4,650.36
	TOM WINSELL	tuition reimbursement fall	GENERAL FUND	POLICE
			TOTAL:	1,882.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	39,150.24		
201	PROPERTY INSURANCE	5,724.00		
211	LIBRARY FUND	5,955.78		
213	PUBLIC ACCESS	26.36		
217	COMMUNITY CENTER	4,112.94		
240	TORNADO DISASTER REV LOAN	55.00		
401	PERM IMPROVMENT REVOLVING	26,641.00		
450	HOUSING PROJECT2000 #10	791.88		
459	WASH TERRACE HOUSING #15	13.75		
601	WATER	21,733.34		
602	WASTE WATER FUND	18,018.61		
603	ENVIRON SERVICES FUND	17,568.12		
604	ELECTRIC FUND	552,691.06		
606	STORMWATER FUND	3,008.62		
610	HEARTLAND TRANSIT	5,955.20		
627	MEDICAL CAMPUS	14,995.51		
820	RESTRICTED CONTRIBUTIONS	1,374.65		
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	GRAND TOTAL:	717,816.06		
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TOTAL PAGES: 15

*Paula O'Connell*  
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*[Signature]*

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	gruhot clothing	WATER	ADMIN AND GENERAL	154.00
			TOTAL:	154.00
ABM EQUIPMENT & SUPPLY, INC.	camera trailer cable	WASTE WATER FUND	COLLECTOR/LIFT STAT	348.03
			TOTAL:	348.03
ALPHA WIRELESS COMMUNICATIONS CO	radio antennas	GENERAL FUND	MUNICIPAL BUILDING	40.51
	dec ltr radio maintenance	GENERAL FUND	MUNICIPAL BUILDING	58.53
	remove vhf & install 2 way	GENERAL FUND	POLICE	228.77
	remove vhf, install 2 way	GENERAL FUND	POLICE	168.77
	radio antennas	GENERAL FUND	PUBLIC WORKS ADMIN	56.72
	dec ltr radio maintenance	GENERAL FUND	PUBLIC WORKS ADMIN	81.94
	radio antennas	WATER	ADMIN AND GENERAL	38.82
	dec ltr radio maintenance	WATER	ADMIN AND GENERAL	56.08
	radio antennas	WASTE WATER FUND	ADMIN AND GENERAL	35.11
	dec ltr radio maintenance	WASTE WATER FUND	ADMIN AND GENERAL	50.72
	radio antennas	ELECTRIC FUND	ADMIN AND GENERAL	35.11
	dec ltr radio maintenance	ELECTRIC FUND	ADMIN AND GENERAL	50.73
			TOTAL:	901.81
AMAZON	ink cartridge	GENERAL FUND	POLICE	129.48
	books	LIBRARY FUND	LIBRARY	266.82
	2 children's computer mous	LIBRARY FUND	LIBRARY	33.18
			TOTAL:	429.48
AMERICAN EXPRESS	2013 annual fee	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00
	12/10/12 bill list	POOLED CASH FUND	NON-DEPARTMENTAL	8,563.85
			TOTAL:	8,578.85
AMERICAN PAYMENT CENTERS	drop box rent	WATER	CUSTOMER ACCOUNTS	19.50
	drop box rent	WASTE WATER FUND	CUSTOMER ACCOUNTS	19.50
	drop box rent	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	19.50
	drop box rent	ELECTRIC FUND	CUSTOMER ACCOUNTS	19.50
			TOTAL:	78.00
ARROW ACE HARDWARE INC	batteries, cleaner, armor	GENERAL FUND	POLICE	25.09
	drill bit, bolts	GENERAL FUND	FIRE	16.72
	timer, watch battery, anch	GENERAL FUND	STREETS	8.32
	spray paint	GENERAL FUND	STREETS	14.93
	rope tester filters paint	GENERAL FUND	PARKS	105.79
	timer, watch battery, anch	GENERAL FUND	PARKS	8.32
	white l.e.d.	GENERAL FUND	PARKS	25.61
	rid ice	LIBRARY FUND	LIBRARY	34.47
	rid ice	COMMUNITY CENTER	COMMUNITY CENTER	137.87
	receptacle, wall plate	COMMUNITY CENTER	COMMUNITY CENTER	3.16
	mending brace	COMMUNITY CENTER	COMMUNITY CENTER	4.26
	pvc, bits, bolts, caulk, d	WATER	PURIFICATION AND TREAT	144.96
	timer, watch battery, anch	WATER	DISTRIBUTION AND STORA	4.16
	bushing, adapter	WASTE WATER FUND	BIOSOLIDS	6.49
	coil chain	WASTE WATER FUND	COLLECTOR/LIFT STAT	47.93
	timer, watch battery, anch	WASTE WATER FUND	SOURCE/TREATMENT	4.17
	couplings	WASTE WATER FUND	SOURCE/TREATMENT	9.61
	plumbing & filters	WASTE WATER FUND	SOURCE/TREATMENT	429.18
	pvc	WASTE WATER FUND	SOURCE/TREATMENT	7.94
	timer, watch battery, anch	ENVIRON SERVICES F	REFUSE DISPOSAL	4.16
	driveway marker & snow sho	ELECTRIC FUND	POWER DISTRIBUTION	36.29

*internal transaction* \*

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	timer, watch battery, anch	ELECTRIC FUND	POWER DISTRIBUTION	8.32
	timer, watch battery, anch	STORMWATER FUND	TREATMENT	4.18
			TOTAL:	1,091.93
AUDIO EDITIONS	adulr audio books	LIBRARY FUND	LIBRARY	125.96
			TOTAL:	125.96
BEAR GRAPHICS INC	council minute book	GENERAL FUND	MAYOR & COUNCIL	252.09
	comm dev minute book	GENERAL FUND	ECONOMIC DEVMT	225.20
			TOTAL:	477.29
BLUE EARTH COUNTY FIRE CHIEFS ASSOC.	2012 reg air truck maint d	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
BORDER STATES ELECTRIC SUPPLY	flex connector couplings	ELECTRIC FUND	POWER DISTRIBUTION	24.69
			TOTAL:	24.69
BRAUNS MANUFACTURING & WELDING	mn^2 electric panel	GENERAL FUND	PARKS	138.82
			TOTAL:	138.82
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	riverside camping lic 2013	GENERAL FUND	PARKS	100.02
			TOTAL:	100.02
BUREAU OF CRIMINAL APPREHENSION	cjdn 4th qtr conn & oper	GENERAL FUND	POLICE	270.00
			TOTAL:	270.00
C & S SUPPLY CO INC	diesel nozzle	GENERAL FUND	STREETS	84.41
	clothing josh k, matt u	GENERAL FUND	STREETS	193.74
	clothing mike k, scott z	GENERAL FUND	PARKS	193.98
	shoes john h	WASTE WATER FUND	ADMIN AND GENERAL	99.95
	fuel caps, air filters	ENVIRON SERVICES F	REFUSE DISPOSAL	98.26
	clothing dan k	ENVIRON SERVICES F	ADMIN AND GENERAL	121.99
			TOTAL:	792.33
CANNON TECHNOLOGIES INC	2013 yukon support renewal	ELECTRIC FUND	POWER DISTRIBUTION	7,299.00
			TOTAL:	7,299.00
CARQUEST AUTO PARTS STORES	bosch wipes	GENERAL FUND	STREETS	5.56
	wax, silicone	GENERAL FUND	STREETS	7.28
	radiator hose	GENERAL FUND	STREETS	11.49
	bit	GENERAL FUND	STREETS	1.20
	headlights	GENERAL FUND	STREETS	42.79
	brakes	GENERAL FUND	STREETS	95.42
	bosch wipes	GENERAL FUND	PARKS	5.56
	wax, silicone	GENERAL FUND	PARKS	7.28
	wiper blades	GENERAL FUND	PARKS	98.97
	bit	GENERAL FUND	PARKS	1.20
	bosch wipes	WATER	DISTRIBUTION AND STORA	2.78
	wax, silicone	WATER	DISTRIBUTION AND STORA	3.64
	bit	WATER	DISTRIBUTION AND STORA	0.60
	pigtail	WATER	ADMIN AND GENERAL	20.07
	bosch wipes	WASTE WATER FUND	SOURCE/TREATMENT	2.78
	coupler belt hose gauges p	WASTE WATER FUND	SOURCE/TREATMENT	105.97
	wax, silicone	WASTE WATER FUND	SOURCE/TREATMENT	3.65
	bit	WASTE WATER FUND	SOURCE/TREATMENT	0.60
	pigtail	WASTE WATER FUND	ADMIN AND GENERAL	20.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	bosch wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	2.78
	wax, silicone	ENVIRON SERVICES F	REFUSE DISPOSAL	3.64
	bit	ENVIRON SERVICES F	REFUSE DISPOSAL	0.60
	pigtail	ENVIRON SERVICES F	ADMIN AND GENERAL	10.04
	bosch wipes	ELECTRIC FUND	POWER DISTRIBUTION	5.56
	antifreeze	ELECTRIC FUND	POWER DISTRIBUTION	20.65
	wax, silicone	ELECTRIC FUND	POWER DISTRIBUTION	7.28
	bit	ELECTRIC FUND	POWER DISTRIBUTION	1.20
	pigtail	ELECTRIC FUND	ADMIN AND GENERAL	50.18
	bosch wipes	STORMWATER FUND	TREATMENT	2.77
	wax, silicone	STORMWATER FUND	TREATMENT	3.66
	bit	STORMWATER FUND	TREATMENT	0.62
	auto lighting	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	42.41
			TOTAL:	588.30
CENTERPOINT ENERGY MINNEGASCO	gas for nov '12	GENERAL FUND	FIRE	376.44
	gas for nov '12	GENERAL FUND	STREETS	295.49
	gas for nov '12	GENERAL FUND	SWIMMING POOL	19.24
	gas for nov '12	GENERAL FUND	PARKS	236.39
	gas for nov '12	LIBRARY FUND	LIBRARY	1,019.18
	gas for nov '12	COMMUNITY CENTER	COMMUNITY CENTER	2,568.29
	gas for nov '12	WATER	PURIFICATION AND TREAT	1,516.74
	gas for nov '12	WATER	PURIFICATION AND TREAT	241.28
	gas for nov '12	WATER	ADMIN AND GENERAL	118.19
	gas for nov '12	WASTE WATER FUND	COLLECTOR/LIFT STAT	12.82
	gas for nov '12	WASTE WATER FUND	SOURCE/TREATMENT	4,602.05
	gas for nov '12	WASTE WATER FUND	ADMIN AND GENERAL	118.19
	gas for nov '12	ENVIRON SERVICES F	ADMIN AND GENERAL	118.19
	gas for nov '12	ELECTRIC FUND	ADMIN AND GENERAL	295.49
			TOTAL:	11,537.98
CINTAS CORPORATION #754	first aid	GENERAL FUND	SKATING RINKS	57.97
	first aid	LIBRARY FUND	LIBRARY	14.25
			TOTAL:	72.22
CINTAS FIRST AID & SAFETY	muffs first aid supplies	GENERAL FUND	STREETS	27.89
	muffs first aid supplies	GENERAL FUND	PARKS	22.31
	muffs first aid supplies	WATER	ADMIN AND GENERAL	11.16
	muffs first aid supplies	WASTE WATER FUND	ADMIN AND GENERAL	11.16
	muffs first aid supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	11.15
	muffs first aid supplies	ELECTRIC FUND	ADMIN AND GENERAL	27.89
			TOTAL:	111.56
COALITION OF GREATER MN CITIES	2013 member dues	GENERAL FUND	MEMBERSHIPS-UNALLOCATE	15,891.00
			TOTAL:	15,891.00
COPIER BUSINESS SOLUTIONS	copier contract 12/22/12-3	GENERAL FUND	STREETS	25.59
	toner freight	GENERAL FUND	RECREATION/LEISURE SER	4.30
	copier contract 12/22/12-3	GENERAL FUND	PARKS	20.47
	toner freight	COMMUNITY CENTER	COMMUNITY CENTER	4.30
	copier contract 12/22/12-3	WATER	ADMIN AND GENERAL	10.23
	copier contract 12/22/12-3	WASTE WATER FUND	ADMIN AND GENERAL	10.23
	copier contract 12/22/12-3	ENVIRON SERVICES F	ADMIN AND GENERAL	10.23
	copier contract 12/22/12-3	ELECTRIC FUND	ADMIN AND GENERAL	25.59
			TOTAL:	110.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CREATIVE PLAY PLACE	lil monster dash reg. part	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>1,382.00</u>
			TOTAL:	1,382.00
CRYSTAL LAWN, INC	2013 prepay fall shutdown	LIBRARY FUND	LIBRARY	32.76
	2013 prepay fall shutdown	COMMUNITY CENTER	COMMUNITY CENTER	49.14
	irrig fall shutdown	WATER	PURIFICATION AND TREAT	<u>84.00</u>
			TOTAL:	165.90
CULLIGAN	muni bldg softner rental	GENERAL FUND	MUNICIPAL BUILDING	28.05
	soalr salt delivered	COMMUNITY CENTER	COMMUNITY CENTER	<u>20.52</u>
			TOTAL:	48.57
CYBER MARKETING INC.	curtis t safety boots	WATER	ADMIN AND GENERAL	<u>149.99</u>
			TOTAL:	149.99
DAVY LABORATORIES	plate count & water sustai	WASTE WATER FUND	SOURCE/TREATMENT	<u>361.42</u>
			TOTAL:	361.42
DEWILD GRANT RECKERT & ASSOCIATES CO	broadway generation plant	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>837.20</u>
			TOTAL:	837.20
DH ATHLETICS LLC	ice rink	GENERAL FUND	SKATING RINKS	<u>243.95</u>
			TOTAL:	243.95
LANCE DLOUHY	fb fun run prizes & cash	GENERAL FUND	RECREATION/LEISURE SER	<u>270.00</u>
			TOTAL:	270.00
DPC INDUSTRIES, INC.	potassium permanganate	WATER	PURIFICATION AND TREAT	<u>817.50</u>
			TOTAL:	817.50
EARL F ANDERSEN INC	channnel posts w/ ext rods	GENERAL FUND	STREETS	<u>876.27</u>
			TOTAL:	876.27
ECONO FOODS	coffee, ham, egg salad, pi	GENERAL FUND	SENIOR COORDINATOR	70.27
	coffee, cider, life savers	LIBRARY FUND	LIBRARY	<u>17.65</u>
			TOTAL:	87.92
ERICKSON OIL PRODUCTS INC	december fuel	GENERAL FUND	POLICE	75.92
	december fuel	WATER	SOURCE OF SUPPLY	14.84
	december fuel	WATER	PURIFICATION AND TREAT	22.26
	december fuel	WATER	DISTRIBUTION AND STORA	111.29
	december fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	64.24
	december fuel	STORMWATER FUND	TREATMENT	2.67
	december fuel	STORMWATER FUND	TREATMENT	<u>82.08</u>
			TOTAL:	373.30
FASTENAL COMPANY	pw/welding/wood	GENERAL FUND	STREETS	56.67
	mech bay cotter pins	GENERAL FUND	STREETS	1.00
	pw/welding/wood	GENERAL FUND	PARKS	56.67
	mech bay cotter pins	GENERAL FUND	PARKS	1.00
	pw/welding/wood	WATER	DISTRIBUTION AND STORA	28.33
	ball valve	WATER	DISTRIBUTION AND STORA	58.31
	mech bay cotter pins	WATER	DISTRIBUTION AND STORA	0.50
	pw/welding/wood	WASTE WATER FUND	SOURCE/TREATMENT	28.37
	mech bay cotter pins	WASTE WATER FUND	SOURCE/TREATMENT	0.50
	safety cold pack boot j fr	WASTE WATER FUND	ADMIN AND GENERAL	<u>199.29</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pw/welding/wood	ENVIRON SERVICES F	REFUSE DISPOSAL	28.33
	mech bay cotter pins	ENVIRON SERVICES F	REFUSE DISPOSAL	0.50
	main sub pipe clamps	ELECTRIC FUND	POWER DISTRIBUTION	2.23
	pw/welding/wood	ELECTRIC FUND	POWER DISTRIBUTION	56.67
	mech bay cotter pins	ELECTRIC FUND	POWER DISTRIBUTION	1.00
	ajax	ELECTRIC FUND	POWER DISTRIBUTION	80.08
	pw/welding/wood	STORMWATER FUND	TREATMENT	28.38
	mech bay cotter pins	STORMWATER FUND	TREATMENT	0.52
			TOTAL:	628.35
FERGUSON ENTERPRISES, INC.	angle valve & gate valve	WASTE WATER FUND	SOURCE/TREATMENT	219.05
			TOTAL:	219.05
TIM FISCHER	jacket	COMMUNITY CENTER	COMMUNITY CENTER	350.00
			TOTAL:	350.00
GENESIS	december diesel	GENERAL FUND	FIRE	21.49
	december diesel	GENERAL FUND	STREETS	4,361.70
	december diesel	GENERAL FUND	PARKS	775.36
	december diesel	WATER	DISTRIBUTION AND STORA	107.08
	december diesel	WASTE WATER FUND	COLLECTOR/LIFT STAT	208.07
	december diesel	ENVIRON SERVICES F	REFUSE DISPOSAL	576.59
	december diesel	ELECTRIC FUND	POWER DISTRIBUTION	290.09
	december diesel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	681.88
			TOTAL:	7,022.26
LEWIS GIESKING	certified mail letter (nes	ELECTRIC FUND	ADMIN AND GENERAL	5.75
			TOTAL:	5.75
GILLUND ENTERPRISES INC	trans conditioner antigel	GENERAL FUND	STREETS	133.20
	injector cleaner	GENERAL FUND	STREETS	16.24
	trans conditioner antigel	GENERAL FUND	PARKS	133.20
	injector cleaner	GENERAL FUND	PARKS	16.24
	trans conditioner antigel	WATER	DISTRIBUTION AND STORA	66.59
	injector cleaner	WATER	DISTRIBUTION AND STORA	8.12
	trans conditioner antigel	WASTE WATER FUND	SOURCE/TREATMENT	66.68
	injector cleaner	WASTE WATER FUND	SOURCE/TREATMENT	8.13
	trans conditioner antigel	ENVIRON SERVICES F	REFUSE DISPOSAL	66.59
	injector cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	8.12
	trans conditioner antigel	ELECTRIC FUND	POWER DISTRIBUTION	133.20
	injector cleaner	ELECTRIC FUND	POWER DISTRIBUTION	16.24
	trans conditioner antigel	STORMWATER FUND	TREATMENT	66.67
	injector cleaner	STORMWATER FUND	TREATMENT	8.11
			TOTAL:	747.33
GLOWING HEARTH & HOME	fireplace repair	LIBRARY FUND	LIBRARY	36.34
			TOTAL:	36.34
GOPHER STATE ONE-CALL INC	december locates	WATER	DISTRIBUTION AND STORA	7.73
	december locates	WASTE WATER FUND	COLLECTOR/LIFT STAT	7.73
	december locates	ELECTRIC FUND	POWER DISTRIBUTION	7.74
			TOTAL:	23.20
GRAINGER	sand blaster media	GENERAL FUND	STREETS	46.86
	sand blaster media	GENERAL FUND	PARKS	46.86
	sand blaster media	WATER	DISTRIBUTION AND STORA	23.43

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety cabinet	WATER	ADMIN AND GENERAL	915.27
	sand blaster media	WASTE WATER FUND	SOURCE/TREATMENT	23.46
	sand blaster media	ENVIRON SERVICES F	REFUSE DISPOSAL	23.43
	sand blaster media	ELECTRIC FUND	POWER DISTRIBUTION	46.86
	sand blaster media	STORMWATER FUND	TREATMENT	23.44
			TOTAL:	1,149.61
GRAYMONT WESTERN LIME INC.	high calcuim quicklime	WASTE WATER FUND	BIOSOLIDS	3,167.94
			TOTAL:	3,167.94
GREEN TOUCH SYSTEMS LLC	deicer road guard (calc.ch	GENERAL FUND	STREETS	579.00
	broadway pressure washer s	WATER	PURIFICATION AND TREAT	958.67
			TOTAL:	1,537.67
GUSTAVUS ADOLPHUS COLLEGE	4th qtr work study	GENERAL FUND	RECREATION/LEISURE SER	655.83
	4th qtr work study	LIBRARY FUND	LIBRARY	293.85
			TOTAL:	949.68
GUSTAVUS ADOLPHUS COLLEGE P.O.	december 2012 postage	GENERAL FUND	CITY ADMINISTRATION	55.92
	december 2012 postage	GENERAL FUND	CITY CLERK	24.95
	december 2012 postage	GENERAL FUND	ELECTIONS	21.00
	december 2012 postage	GENERAL FUND	FINANCE	110.80
	december 2012 postage	GENERAL FUND	POLICE	22.90
	december 2012 postage	GENERAL FUND	FIRE	2.50
	december 2012 postage	GENERAL FUND	BUILDING INSPECTOR	34.15
	december 2012 postage	GENERAL FUND	PUBLIC WORKS ADMIN	23.25
	december 2012 postage	GENERAL FUND	RECREATION/LEISURE SER	16.20
	december 2012 postage	GENERAL FUND	ECONOMIC DEVMT	6.35
	december 2012 postage	COMMUNITY CENTER	COMMUNITY CENTER	1.50
	december 2012 postage	WATER	CUSTOMER ACCOUNTS	103.27
	december 2012 postage	WASTE WATER FUND	ADMIN AND GENERAL	2.50
	december 2012 postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	103.27
	december 2012 postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	103.27
	december 2012 postage	ELECTRIC FUND	ADMIN AND GENERAL	2.65
	december 2012 postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	103.27
			TOTAL:	737.75
GUSTAVUS ADOLPHUS COLLEGE-DINING	public lib holiday open ho	LIBRARY FUND	LIBRARY	45.96
			TOTAL:	45.96
HACH COMPANY	salt sol. disp wiper test	WATER	PURIFICATION AND TREAT	245.81
	ascorbic acid & flouride s	WATER	PURIFICATION AND TREAT	118.44
			TOTAL:	364.25
PAUL HAGEN	cold weather bibbs	GENERAL FUND	POLICE	159.99
	duty pants, boot socks, ha	GENERAL FUND	POLICE	76.57
			TOTAL:	236.56
HAWKINS CHEMICAL	aqua hawk & hydro acid	WASTE WATER FUND	BIOSOLIDS	6,179.60
			TOTAL:	6,179.60
HD SUPPLY FACILITIES MAINTENANCE	kitchen, bath faucet	COMMUNITY CENTER	COMMUNITY CENTER	294.40
			TOTAL:	294.40
HILLTOP FLORIST AND GREENHOUSE	hughes funeral	GENERAL FUND	POLICE	63.06
			TOTAL:	63.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HILLYARD/HUTCHINSON	vacuum bags, roller & filt	GENERAL FUND	STREETS	21.22
	vacuum bags, roller & filt	GENERAL FUND	PARKS	21.22
	vacuum bags, roller & filt	WATER	DISTRIBUTION AND STORA	10.61
	vacuum bags, roller & filt	WASTE WATER FUND	SOURCE/TREATMENT	10.62
	vacuum bags, roller & filt	ENVIRON SERVICES F	REFUSE DISPOSAL	10.61
	vacuum bags, roller & filt	ELECTRIC FUND	POWER DISTRIBUTION	21.22
	vacuum bags, roller & filt	STORMWATER FUND	TREATMENT	10.61
			TOTAL:	106.11
HOLIDAY COMMERCIAL	dec fuel	GENERAL FUND	POLICE	265.00
	dec fuel	GENERAL FUND	BUILDING INSPECTOR	59.54
	dec fuel	GENERAL FUND	PUBLIC WORKS ADMIN	45.82
	december fuel	GENERAL FUND	STREETS	339.90
	december fuel	GENERAL FUND	PARKS	287.97
	dec fuel	COMMUNITY CENTER	COMMUNITY CENTER	71.27
	december fuel	WATER	SOURCE OF SUPPLY	16.43
	december fuel	WATER	PURIFICATION AND TREAT	24.65
	december fuel	WATER	DISTRIBUTION AND STORA	123.24
	dec fuel	WATER	CUSTOMER ACCOUNTS	37.52
	december fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	157.42
	dec fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	37.52
	december fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	33.21
	december fuel	ELECTRIC FUND	POWER DISTRIBUTION	325.66
	dec fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	37.52
december fuel	STORMWATER FUND	TREATMENT	196.58	
		TOTAL:	2,059.25	
JON HUGHES	camera case memory	GENERAL FUND	POLICE	150.06
			TOTAL:	150.06
INFRATECH	cherene plug	WASTE WATER FUND	COLLECTOR/LIFT STAT	869.98
			TOTAL:	869.98
INGRAM BOOK COMPANY	new adult nfic	LIBRARY FUND	LIBRARY	79.84
	books	LIBRARY FUND	LIBRARY	54.80
	new adult fic	LIBRARY FUND	LIBRARY	284.89
			TOTAL:	419.53
INTERNATIONAL CODE COUNCIL, INC	region 3 classes-dave	GENERAL FUND	BUILDING INSPECTOR	266.00
			TOTAL:	266.00
JAVENS MECHANICAL CONTRACTING CO.	fall pm maintenance	WATER	PURIFICATION AND TREAT	1,410.00
	fall pm maintenance	WASTE WATER FUND	SOURCE/TREATMENT	810.00
	boiler #3relay mug #5temp	WASTE WATER FUND	SOURCE/TREATMENT	749.37
			TOTAL:	2,969.37
KENDELL DOORS & HARDWARE, INC.	panic dev w/ pull (hardwar	GENERAL FUND	STREETS	239.88
	panic dev w/ pull (hardwar	GENERAL FUND	PARKS	191.90
	panic dev w/ pull (hardwar	WATER	ADMIN AND GENERAL	95.95
	panic dev w/ pull (hardwar	WASTE WATER FUND	ADMIN AND GENERAL	95.95
	panic dev w/ pull (hardwar	ENVIRON SERVICES F	ADMIN AND GENERAL	95.95
	panic dev w/ pull (hardwar	ELECTRIC FUND	ADMIN AND GENERAL	239.88
			TOTAL:	959.51
KWIK TRIP INC	december fuel	GENERAL FUND	MUNICIPAL BUILDING	22.34
	december fuel	GENERAL FUND	POLICE	1,777.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	december fuel	GENERAL FUND	PARKS	133.51
	december fuel	WATER	SOURCE OF SUPPLY	14.39
	december fuel	WATER	PURIFICATION AND TREAT	21.58
	december fuel	WATER	DISTRIBUTION AND STORA	107.88
	december fuel	WATER	ADMIN AND GENERAL	7.44
	december fuel	WASTE WATER FUND	ADMIN AND GENERAL	7.44
			TOTAL:	2,091.66
LE SUEUR NEWS-HERALD	1 year subscription - 2013	LIBRARY FUND	LIBRARY	40.00
			TOTAL:	40.00
LEAGUE OF MINNESOTA CITIES	'13 ldrship conf-jeff bran	GENERAL FUND	MAYOR & COUNCIL	225.00
			TOTAL:	225.00
LEAGUE OF MN HUMAN RIGHTS COMMISSIONS	membership dues for 2013	GENERAL FUND	MAYOR & COUNCIL	100.00
			TOTAL:	100.00
LEXIS NEXIS	december '12 subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
LIGHTHOUSE UNIFORM CO.	uniform joneswallerkeykesr	GENERAL FUND	FIRE	1,178.10
	uniform joneswallerkeykesr	RESTRICTED CONTRIB	FIRE	1,178.10
			TOTAL:	2,356.20
MADDEN, GALANTER, HANSEN, LLP	services thru 11/30/12	GENERAL FUND	CITY ADMINISTRATION	71.05
			TOTAL:	71.05
MANKATO CLINIC LTD	pre-employment physical &t	GENERAL FUND	POLICE	3,020.46
			TOTAL:	3,020.46
MARCO, INC.	11/23 to 12/22 contract	GENERAL FUND	CITY ADMINISTRATION	24.97
	11/23 to 12/22 contract	GENERAL FUND	CITY CLERK	24.97
	11/23 to 12/22 contract	GENERAL FUND	FINANCE	16.65
	11/23 to 12/22 contract	GENERAL FUND	POLICE	13.32
	11/23 to 12/22 contract	GENERAL FUND	BUILDING INSPECTOR	6.66
	11/23 to 12/22 contract	GENERAL FUND	PUBLIC WORKS ADMIN	3.33
	11/23 to 12/22 contract	GENERAL FUND	ECONOMIC DEVMT	1.66
	11/23 to 12/22 contract	WATER	ADMIN AND GENERAL	14.98
	11/23 to 12/22 contract	WASTE WATER FUND	ADMIN AND GENERAL	14.99
	11/23 to 12/22 contract	ELECTRIC FUND	ADMIN AND GENERAL	44.95
			TOTAL:	166.48
MATHESON TRI-GAS INC	cylinder rental welding sh	GENERAL FUND	STREETS	23.79
	cylinder rental welding sh	GENERAL FUND	PARKS	19.03
	cylinder rental welding sh	WATER	ADMIN AND GENERAL	9.52
	cylinder rental welding sh	WASTE WATER FUND	ADMIN AND GENERAL	9.52
	cylinder rental welding sh	ENVIRON SERVICES F	ADMIN AND GENERAL	9.51
	cylinder rental welding sh	ELECTRIC FUND	ADMIN AND GENERAL	23.79
			TOTAL:	95.16
MENARDS	bit & bead	GENERAL FUND	STREETS	7.00
	bit & bead	GENERAL FUND	PARKS	7.00
	broadway door stop	WATER	PURIFICATION AND TREAT	17.06
	bit & bead	WATER	DISTRIBUTION AND STORA	3.50
	bit & bead	WASTE WATER FUND	SOURCE/TREATMENT	3.50
	bit & bead	ENVIRON SERVICES F	REFUSE DISPOSAL	3.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	conduit couplers elbow bre	ELECTRIC FUND	POWER DISTRIBUTION	156.20	
	baseboard & thermostat	ELECTRIC FUND	POWER DISTRIBUTION	65.47	
	bit & bead	ELECTRIC FUND	POWER DISTRIBUTION	7.00	
	bit & bead	STORMWATER FUND	TREATMENT	3.51	
			TOTAL:	273.74	
METRO JANITORIAL SUPPLY INC.	bathroom cleaner	COMMUNITY CENTER	COMMUNITY CENTER	79.33	
			TOTAL:	79.33	
METRO SALES INC	printer fees	LIBRARY FUND	LIBRARY	304.23	
			TOTAL:	304.23	
MALINDA MEYER	gloves	GENERAL FUND	COMMUNITY SERVICE	47.00	
			TOTAL:	47.00	
MID-STATES ORGANIZED CRIME INFO. CENTE	2013 annual membership fee	GENERAL FUND	POLICE	150.00	
			TOTAL:	150.00	
MIDWEST FIRE EQUIPMENT & REPAIR COMPAN	halogen lamps, gaskets	GENERAL FUND	FIRE	71.92	
			TOTAL:	71.92	
MISC VENDOR	PREMIER ASSET	OVERPD RENTAL 217988	GENERAL FUND	NON-DEPARTMENTAL	40.00
	REST INC.	c&i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	1,854.08
	YOUTH ENRICHMENT LEAGU	grandmasters of chess	GENERAL FUND	RECREATION/LEISURE SER	640.00
	YOUTH ENRICHMENT LEAGU	grandmasters of chess	RESTRICTED CONTRIB	RECREATION/LEISURE SER	304.00
			TOTAL:	2,838.08	
MN CHIEFS OF POLICE	membership dues 2013	GENERAL FUND	POLICE	230.00	
			TOTAL:	230.00	
MN CRIME PREVENTION ASSOCIATION	2013 membership-dave arpin	GENERAL FUND	POLICE	45.00	
			TOTAL:	45.00	
MN DEPT OF AGRICULTURE	2013 pesticide license r w	GENERAL FUND	PARKS	15.00	
	2013pesticide license d kn	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
	2013 pesticide license rao	ENVIRON SERVICES F	ADMIN AND GENERAL	15.00	
			TOTAL:	45.00	
MN DEPT OF LABOR & INDUSTRY	4th qtr 2013 state surchar	GENERAL FUND	BUILDING INSPECTOR	2,269.85	
	boiler inspect	COMMUNITY CENTER	COMMUNITY CENTER	20.00	
			TOTAL:	2,289.85	
MN DEPT OF PUBLIC SAFETY	2013 decals	GENERAL FUND	STREETS	14.00	
	2013 decals	GENERAL FUND	PARKS	14.00	
	2013 decals	WATER	DISTRIBUTION AND STORA	7.00	
	2013 decals	WASTE WATER FUND	SOURCE/TREATMENT	7.01	
	2013 decals	ENVIRON SERVICES F	REFUSE DISPOSAL	7.00	
	2013 decals	ELECTRIC FUND	POWER DISTRIBUTION	14.00	
	2013 decals	STORMWATER FUND	TREATMENT	6.99	
			TOTAL:	70.00	
MN MUNICIPAL UTILITIES ASSOCIATION	safety mgmt 1st qtr/safety	GENERAL FUND	FIRE	130.22	
	safety mgmt 1st qtr/safety	GENERAL FUND	PUBLIC WORKS ADMIN	780.24	
	safety mgmt 1st qtr/safety	GENERAL FUND	STREETS	780.79	
	safety mgmt 1st qtr/safety	GENERAL FUND	PARKS	651.10	
	safety mgmt 1st qtr/safety	COMMUNITY CENTER	COMMUNITY CENTER	390.66	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety mgmt 1st qtr/safety	WATER	ADMIN AND GENERAL	520.88
	safety mgmt 1st qtr/safety	WASTE WATER FUND	ADMIN AND GENERAL	780.79
	safety mgmt 1st qtr/safety	ENVIRON SERVICES F	ADMIN AND GENERAL	260.44
	1st qtr 2013 dues	ELECTRIC FUND	ADMIN AND GENERAL	3,466.75
	safety mgmt 1st qtr/safety	ELECTRIC FUND	ADMIN AND GENERAL	651.10
	safety mgmt 1st qtr/safety	ELECTRIC FUND	ADMIN AND GENERAL	687.50
	underground school pat m	ELECTRIC FUND	ADMIN AND GENERAL	490.00
	safety mgmt 1st qtr/safety	STORMWATER FUND	ADMINISTRATION AND GEN	390.66
			TOTAL:	9,981.13
MN PIPE & EQUIPMENT	1" lo ball valve	WATER	NON-DEPARTMENTAL	836.62
	3" full face seal-tite gas	WATER	DISTRIBUTION AND STORA	41.90
			TOTAL:	878.52
MN RECREATION & PARK ASSOCIATION	2013 mrpa membership dir,	GENERAL FUND	RECREATION/LEISURE SER	499.00
			TOTAL:	499.00
MN SOUTH CENTRAL INVESTIGATORS COALITI	conf reg t sandland	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
MN STATE FIRE CHIEFS ASSOCIATION	2013 membership	GENERAL FUND	FIRE	222.00
			TOTAL:	222.00
MN STATE FIRE DEPT ASSOC.	2013 membership dues	GENERAL FUND	FIRE	288.00
			TOTAL:	288.00
MN STATE UNIVERSITY	2013 msu job fair	GENERAL FUND	RECREATION/LEISURE SER	36.00
			TOTAL:	36.00
MN VALLEY REGIONAL FIRE FIGHTERS ASSOC	2013 dues	GENERAL FUND	FIRE	100.00
			TOTAL:	100.00
MN WASTEWATER OPERATORS ASSOCIATION	2013 mwoa dues	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	2013 mwoa dues p moulton	WASTE WATER FUND	ADMIN AND GENERAL	25.00
			TOTAL:	50.00
MORTON SALT, INC.	2012&2013 road salt season	GENERAL FUND	STREETS	5,531.99
	2012&2013 road salt season	GENERAL FUND	STREETS	3,764.30
			TOTAL:	9,296.29
MVTL LABORATORIES INC	nit & ammonia hwe	WASTE WATER FUND	SOURCE/TREATMENT	14.40
	nit & ammonia npdes	WASTE WATER FUND	SOURCE/TREATMENT	14.40
	nit & ammonia hwe	WASTE WATER FUND	SOURCE/TREATMENT	28.80
	salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	333.00
	nit & ammonia hwe	WASTE WATER FUND	SOURCE/TREATMENT	43.20
	hwe bod	WASTE WATER FUND	SOURCE/TREATMENT	50.00
	bod carb	WASTE WATER FUND	SOURCE/TREATMENT	65.00
	bod carb	WASTE WATER FUND	SOURCE/TREATMENT	65.00
	mei bod	WASTE WATER FUND	SOURCE/TREATMENT	25.00
	bod carb	WASTE WATER FUND	SOURCE/TREATMENT	65.00
			TOTAL:	703.80
NAPA AUTO PARTS OF ST PETER	permatex, filter	GENERAL FUND	FIRE	24.15
			TOTAL:	24.15
NELSON PRINTING COMPANY	#90 index	GENERAL FUND	CITY CLERK	6.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	return defective cartridge	GENERAL FUND	POLICE	16.25
	2 calendars	GENERAL FUND	FIRE	21.99
	#90 index	GENERAL FUND	ECONOMIC DEVMT	6.01
			TOTAL:	50.26
NICOLLET COUNTY BANK	december ach	GENERAL FUND	FINANCE	10.01
	december ach	WATER	ADMIN AND GENERAL	2.51
	december ach	WATER	CUSTOMER ACCOUNTS	10.20
	december ach	WASTE WATER FUND	ADMIN AND GENERAL	2.51
	december ach	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.20
	december ach	ENVIRON SERVICES F	ADMIN AND GENERAL	2.51
	december ach	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	10.20
	december ach	ELECTRIC FUND	ADMIN AND GENERAL	2.51
	december ach	ELECTRIC FUND	CUSTOMER ACCOUNTS	10.20
			TOTAL:	60.85
NICOLLET COUNTY PUBLIC HEALTH	december 2012	GENERAL FUND	SENIOR COORDINATOR	2,161.00
	jan/feb 2013 newsletters	GENERAL FUND	SENIOR COORDINATOR	122.23
			TOTAL:	2,283.23
NIELSEN BLACKTOPPING, LLC	sidewalk & curb cut	WATER	DISTRIBUTION AND STORA	742.00
	inspections	WATER	DISTRIBUTION AND STORA	37.10
	sidewalk & curb cut	ELECTRIC FUND	POWER DISTRIBUTION	3,726.00
	inspections	ELECTRIC FUND	POWER DISTRIBUTION	186.30
	inspections	STORMWATER FUND	NON-DEPARTMENTAL	223.40
			TOTAL:	4,468.00
NORTH CENTRAL INTERNATIONAL	air filter	GENERAL FUND	NON-DEPARTMENTAL	11.51
	#45 streets sterling 2012	GENERAL FUND	STREETS	486.39
			TOTAL:	497.90
OFFICEMAX	replacement black & color	ELECTRIC FUND	ADMIN AND GENERAL	145.86
			TOTAL:	145.86
OVERHEAD DOOR COMPANY OF MANKATO INC	door # 2 chain	WASTE WATER FUND	SOURCE/TREATMENT	12.83
			TOTAL:	12.83
PEPSI-COLA OF MANKATO INC	vending machine	COMMUNITY CENTER	COMMUNITY CENTER	591.70
			TOTAL:	591.70
PET EXPO DIST.	routine aquarium mainten	LIBRARY FUND	LIBRARY	76.19
			TOTAL:	76.19
MATTHEW PETERS	uniform allowance	GENERAL FUND	POLICE	167.65
			TOTAL:	167.65
MATTHEW PETERS-PETTY CASH	fuel	GENERAL FUND	POLICE	20.00
	meal during training	GENERAL FUND	POLICE	8.50
	vehicle title	GENERAL FUND	POLICE	20.75
	postage	GENERAL FUND	POLICE	59.24
			TOTAL:	108.49
PHOTO SHOP STUDIO	camera chg	GENERAL FUND	POLICE	26.72
			TOTAL:	26.72
SUE POPE	uniform pants	GENERAL FUND	POLICE	30.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	30.00
QUALITY FLOW SYSTEMS, INC	repair ksb #1 pump & insta	WASTE WATER FUND	COLLECTOR/LIFT STAT	3,512.25
			TOTAL:	3,512.25
QUICK MART ST PETER	december fuel	GENERAL FUND	POLICE	339.75
			TOTAL:	339.75
QUILL	ink cartridges	GENERAL FUND	STREETS	51.69
	ink cartridges	GENERAL FUND	PARKS	41.35
	ink cartridges	WATER	ADMIN AND GENERAL	20.67
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	20.67
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	20.67
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	51.69
			TOTAL:	206.74
RETROFIT RECYCLING	electronics & bulb recycle	LIBRARY FUND	LIBRARY	104.50
	electronics & bulb recycle	COMMUNITY CENTER	COMMUNITY CENTER	418.02
			TOTAL:	522.52
ROYAL TIRE, INC	#447 refurb & recon wheels	GENERAL FUND	STREETS	961.01
	#908 bobcat tires	GENERAL FUND	PARKS	1,180.50
			TOTAL:	2,141.51
RYAN ELECTRIC OF ST PETER	handicap button conduit sv	GENERAL FUND	MUNICIPAL BUILDING	88.38
	repairs, replace ballasts	GENERAL FUND	MUNICIPAL BUILDING	159.05
	diesel station lights	GENERAL FUND	STREETS	209.08
	ballasts pw bldg	GENERAL FUND	STREETS	24.86
	weld shop door repair conn	GENERAL FUND	STREETS	17.50
	east side bldg receptacles	GENERAL FUND	STREETS	88.52
	lobby heater replaced	GENERAL FUND	STREETS	88.09
	ballasts doors & sensors	GENERAL FUND	STREETS	79.89
	shop heaters & outside lig	GENERAL FUND	STREETS	80.48
	diesel station lights	GENERAL FUND	PARKS	167.26
	ballasts pw bldg	GENERAL FUND	PARKS	19.89
	millpond bath lite, photoe	GENERAL FUND	PARKS	142.00
	weld shop door repair conn	GENERAL FUND	PARKS	14.00
	east side bldg receptacles	GENERAL FUND	PARKS	70.81
	lobby heater replaced	GENERAL FUND	PARKS	70.47
	ballasts doors & sensors	GENERAL FUND	PARKS	63.91
	shop heaters & outside lig	GENERAL FUND	PARKS	64.38
	repair	COMMUNITY CENTER	COMMUNITY CENTER	270.75
	unhook lite, move sensor &	COMMUNITY CENTER	COMMUNITY CENTER	261.37
	change ballasts	COMMUNITY CENTER	COMMUNITY CENTER	286.72
	ballast repair	COMMUNITY CENTER	COMMUNITY CENTER	342.50
	repair senior ctr door lit	COMMUNITY CENTER	COMMUNITY CENTER	111.51
	diesel station lights	WATER	ADMIN AND GENERAL	83.63
	ballasts pw bldg	WATER	ADMIN AND GENERAL	9.94
	weld shop door repair conn	WATER	ADMIN AND GENERAL	7.00
	east side bldg receptacles	WATER	ADMIN AND GENERAL	35.41
	lobby heater replaced	WATER	ADMIN AND GENERAL	35.23
	ballasts doors & sensors	WATER	ADMIN AND GENERAL	31.96
	shop heaters & outside lig	WATER	ADMIN AND GENERAL	32.19
	semi conductor fuses therm	WASTE WATER FUND	BIOSOLIDS	368.93
	timemark alternating relay	WASTE WATER FUND	BIOSOLIDS	692.51
	nls ac	WASTE WATER FUND	COLLECTOR/LIFT STAT	72.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mls pump #3 reset	WASTE WATER FUND	COLLECTOR/LIFT STAT	70.00
	traverse bad monitor	WASTE WATER FUND	COLLECTOR/LIFT STAT	87.50
	traverse lift alt relay cl	WASTE WATER FUND	COLLECTOR/LIFT STAT	70.00
	sls exterior lighting	WASTE WATER FUND	COLLECTOR/LIFT STAT	99.30
	ballast replacements	WASTE WATER FUND	COLLECTOR/LIFT STAT	192.97
	nls pump repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	318.00
	thermoblender fuses	WASTE WATER FUND	COLLECTOR/LIFT STAT	332.50
	fan motor for heater	WASTE WATER FUND	COLLECTOR/LIFT STAT	333.55
	labor reset button arc fla	WASTE WATER FUND	SOURCE/TREATMENT	1,840.14
	uv breaker installed	WASTE WATER FUND	SOURCE/TREATMENT	297.50
	boiler rm lights& chem rm	WASTE WATER FUND	SOURCE/TREATMENT	808.26
	uv control panel shunt rel	WASTE WATER FUND	SOURCE/TREATMENT	761.01
	baf surge suppressor diode	WASTE WATER FUND	SOURCE/TREATMENT	177.40
	reset electric power	WASTE WATER FUND	SOURCE/TREATMENT	105.00
	dryer timer control	WASTE WATER FUND	SOURCE/TREATMENT	285.00
	east uv panel remove/inst	WASTE WATER FUND	SOURCE/TREATMENT	282.00
	gfi recept. on level zero	WASTE WATER FUND	SOURCE/TREATMENT	87.26
	uv ballasts	WASTE WATER FUND	SOURCE/TREATMENT	332.50
	lamps outside bldg	WASTE WATER FUND	SOURCE/TREATMENT	211.00
	rehook baf motor & wire he	WASTE WATER FUND	SOURCE/TREATMENT	223.87
	blgd ballasts	WASTE WATER FUND	SOURCE/TREATMENT	126.86
	chem rm pump motor	WASTE WATER FUND	SOURCE/TREATMENT	70.00
	diesel station lights	WASTE WATER FUND	ADMIN AND GENERAL	83.63
	ballasts pw bldg	WASTE WATER FUND	ADMIN AND GENERAL	9.94
	weld shop door repair conn	WASTE WATER FUND	ADMIN AND GENERAL	7.00
	east side bldg receptacles	WASTE WATER FUND	ADMIN AND GENERAL	35.41
	lobby heater replaced	WASTE WATER FUND	ADMIN AND GENERAL	35.23
	ballasts doors & sensors	WASTE WATER FUND	ADMIN AND GENERAL	31.96
	shop heaters & outside lig	WASTE WATER FUND	ADMIN AND GENERAL	32.19
	diesel station lights	ENVIRON SERVICES F	ADMIN AND GENERAL	83.64
	ballasts pw bldg	ENVIRON SERVICES F	ADMIN AND GENERAL	9.94
	weld shop door repair conn	ENVIRON SERVICES F	ADMIN AND GENERAL	7.00
	east side bldg receptacles	ENVIRON SERVICES F	ADMIN AND GENERAL	35.39
	lobby heater replaced	ENVIRON SERVICES F	ADMIN AND GENERAL	35.23
	ballasts doors & sensors	ENVIRON SERVICES F	ADMIN AND GENERAL	31.94
	shop heaters & outside lig	ENVIRON SERVICES F	ADMIN AND GENERAL	32.18
	diesel station lights	ELECTRIC FUND	ADMIN AND GENERAL	209.08
	ballasts pw bldg	ELECTRIC FUND	ADMIN AND GENERAL	24.86
	weld shop door repair conn	ELECTRIC FUND	ADMIN AND GENERAL	17.50
	east side bldg receptacles	ELECTRIC FUND	ADMIN AND GENERAL	88.52
	lobby heater replaced	ELECTRIC FUND	ADMIN AND GENERAL	88.09
	ballasts doors & sensors	ELECTRIC FUND	ADMIN AND GENERAL	79.89
	shop heaters & outside lig	ELECTRIC FUND	ADMIN AND GENERAL	80.48
			TOTAL:	12,260.94
RYAN PLUMBING & HEATING	repair toilet,clean drain	GENERAL FUND	MUNICIPAL BUILDING	78.75
			TOTAL:	78.75
SAM'S CLUB	annual business membership	GENERAL FUND	RECREATION/LEISURE SER	35.00
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	28.16
			TOTAL:	63.16
AMBER SCHOTT	boots	GENERAL FUND	POLICE	95.99
			TOTAL:	95.99
SCHWICKERT'S, INC.	roof repair	LIBRARY FUND	LIBRARY	422.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	roof repair	COMMUNITY CENTER	COMMUNITY CENTER	456.00
			TOTAL:	878.00
BRIAN SHELLUM	lineman license	ELECTRIC FUND	ADMIN AND GENERAL	53.00
			TOTAL:	53.00
SOUTH CENTRAL COLLEGE	osha refresher 24 particip	GENERAL FUND	FIRE	550.00
			TOTAL:	550.00
SOUTHERN MN INITIATIVE FOUNDATION	smif annual contribution	GENERAL FUND	ECONOMIC DEVMT	1,000.00
			TOTAL:	1,000.00
SOUTHERN MN REC & PARK ASSOC	2013 membership	GENERAL FUND	RECREATION/LEISURE SER	30.00
			TOTAL:	30.00
SPRING TOUCH	2013 prepay weed control	LIBRARY FUND	LIBRARY	392.19
	2013 prepay weed control	COMMUNITY CENTER	COMMUNITY CENTER	588.28
			TOTAL:	980.47
SPRINT SOLUTIONS, INC.	cell phone svc 11/15-12/14	GENERAL FUND	POLICE	279.93
	cell phone svc 11/15-12/14	GENERAL FUND	POLICE	500.43
	cell phone svc 11/15-12/14	GENERAL FUND	FIRE	17.32
	on call phones 11/15-12/14	WATER	ADMIN AND GENERAL	25.93
	on call phones 11/15-12/14	WASTE WATER FUND	ADMIN AND GENERAL	40.42
	on call phones 11/15-12/14	ELECTRIC FUND	ADMIN AND GENERAL	25.93
			TOTAL:	889.96
ST PETER AREA CHAMBER OF COMMERCE	legislative prev lunch bra	GENERAL FUND	MAYOR & COUNCIL	14.00
	legislative prev lunch pra	GENERAL FUND	CITY ADMINISTRATION	14.00
	legislative prev lunch wil	GENERAL FUND	ECONOMIC DEVMT	14.00
			TOTAL:	42.00
ST PETER HERALD	holiday greetings	GENERAL FUND	CITY ADMINISTRATION	147.00
	2013 renewal 2 copies	LIBRARY FUND	LIBRARY	98.80
			TOTAL:	245.80
ST PETER LUMBER CO	staple gun, staples	GENERAL FUND	POLICE	24.35
	in swing hinge	GENERAL FUND	PARKS	20.30
	pistol nozzle	WATER	PURIFICATION AND TREAT	6.40
			TOTAL:	51.05
ST PETER WELL DRILLING, INC.	well #6 submersible motor	WATER	CAPITAL-SOURCE OF SUPP	4,181.75
	weel #6 rebuild pump end	WATER	CAPITAL-SOURCE OF SUPP	438.30
	well #9 submersible pump/m	WATER	CAPITAL-SOURCE OF SUPP	7,893.45
	#9 pulling well labor	WATER	CAPITAL-SOURCE OF SUPP	917.50
	#9 labor cleaned well	WATER	CAPITAL-SOURCE OF SUPP	940.00
			TOTAL:	14,371.00
STREICHER'S	trousers, handcuffs, socks	GENERAL FUND	POLICE	234.80
	jackets, shirts, trousers,	GENERAL FUND	POLICE	444.92
	jacket	GENERAL FUND	POLICE	99.99
	holster	GENERAL FUND	POLICE	63.03
			TOTAL:	842.74
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	POWER DISTRIBUTION	86.08
			TOTAL:	86.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JENNIFER THORESON	class a driver license ren	WASTE WATER FUND	ADMIN AND GENERAL	<u>42.25</u>
			TOTAL:	42.25
UNIFORMS UNLIMITED	pants miriam a	GENERAL FUND	POLICE	<u>149.00</u>
			TOTAL:	149.00
US HWY 169 CORRIDOR COALITION	2013 membership dues	GENERAL FUND	STREETS	<u>1,000.00</u>
			TOTAL:	1,000.00
VESSCO, INC	mechanical seal	WASTE WATER FUND	BIOSOLIDS	179.78
	tote of poly	WASTE WATER FUND	SOURCE/TREATMENT	<u>4,537.06</u>
			TOTAL:	4,716.84
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	70.00
	mount/balance 2 tires	GENERAL FUND	POLICE	<u>30.00</u>
			TOTAL:	100.00
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	change in service	ENVIRON SERVICES F	NON-DEPARTMENTAL	15.00
	nov refuse disposal & pick	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,608.25</u>
			TOTAL:	18,623.25
WESCO DISTRIBUTION INC	#615 250 whps bulbs	ELECTRIC FUND	NON-DEPARTMENTAL	144.92
	power monitor recorder	ELECTRIC FUND	POWER DISTRIBUTION	7,573.70
	meter battery	ELECTRIC FUND	POWER DISTRIBUTION	<u>122.91</u>
			TOTAL:	7,841.53
WIGEN COMPANIES, INC.	filter cost	WATER	PURIFICATION AND TREAT	324.00
	micron cartridges	WATER	PURIFICATION AND TREAT	<u>4,469.25</u>
			TOTAL:	4,793.25
RICK WILDE	phone	GENERAL FUND	PARKS	<u>100.00</u>
			TOTAL:	100.00
TOM WINSELL	shoes shirts pants	GENERAL FUND	POLICE	<u>249.40</u>
			TOTAL:	249.40
DOUG WOLFE	tds	LIBRARY FUND	LIBRARY	<u>149.85</u>
			TOTAL:	149.85
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	<u>57.21</u>
			TOTAL:	57.21
ZARNOTH BRUSH WORKS INC	wafer broom refills 19a to	GENERAL FUND	PARKS	<u>794.46</u>
			TOTAL:	794.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
----- FUND TOTALS -----				
101	GENERAL FUND			67,285.02
211	LIBRARY FUND			3,927.71
217	COMMUNITY CENTER			7,349.71
601	WATER			29,749.21
602	WASTE WATER FUND			37,732.70
603	ENVIRON SERVICES FUND			20,564.54
604	ELECTRIC FUND			30,293.10
606	STORMWATER FUND			608.05
610	HEARTLAND TRANSIT			724.29
820	RESTRICTED CONTRIBUTIONS			2,864.10
999	POOLED CASH FUND			8,563.85
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	GRAND TOTAL:			209,662.28
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TOTAL PAGES: 16

$$\frac{8563.85}{201,098.43}$$
*internal transactions*

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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>
Good Times Manufacturing	Fun Run T-Shirts	\$18,881.25	Restricted
Graymont LLC	Pebble lime	\$24,000.00	Wastewater
Hawkins Inc	Ferric Chloride	\$44,000.00	Wastewater

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

Soft Drink

Arbys	1211 S MN	1/1/13 – 12/31/13
Cinemagic St. Peter Cinema 5	621 S MN	1/1/13 - 12/31/13
Patricks On Third	125 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
Taco Johns	103 N MN	1/1/13 – 12/31/13

Show

Cinemagic St. Peter Cinema 5	621 S MN	1/1/13 - 12/31/13
Patricks On Third	125 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
Sneaky Productions LLC	112 Grace St.	1/1/13 – 12/31/13

Amusement Device

Patricks On Third	125 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
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Juke Box

Patricks On Third	125 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
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Tobacco

Patricks On Third	125 S 3 <sup>rd</sup>	1/1/13 – 12/31/13
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Peddler

Fabian Seafood Co.	624 S MN parking lot	4/29/13 – 4/28/14
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Taxi Cab

Ecumen Sand Prairie	700 Knight St	12/1/12 – 11/30/13
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<b><u>Temporary Wine</u></b>		
Church of St. Peter	400 Union St	3/2/13
<b><u>Temporary On Sale Beer</u></b>		
Church of St. Peter	400 Union St.	3/2/13
<b><u>Temporary Soft Drink</u></b>		
Church of St. Peter	400 Union St.	3/2/13
<b><u>LG220 Application for Exempt Permit</u></b>		
Church of St. Peter	400 Union St.	3/2/13
St. Peter Ambassadors	400 Union St.	2/2/13
St. Peter Ambassadors	229 W Nassau	3/17/13
<b><u>Temporary On Sale Liquor</u></b>		
Second Century Housing dba Ecumen Prairie Hill	1305 Marshall St.	2/1/13

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

**HUMAN RIGHTS COMMISSION**

Annabel Landaverde (2013-2015)  
Michael Hettig (2012-2014)  
Patrick Tanis (2011-2013)

**LIBRARY BOARD**

Diana Good (2013-2015)

**PARKS AND RECREATION ADVISORY BOARD**

Bob Meeks (2012-2014)  
L. Lee Alger (2013-2015)

**PLANNING AND ZONING COMMISSION**

Cole Turritin (2013-2015)

**TOURISM AND VISITORS BUREAU**

Harry Youngvorst (2011-2013)  
Arlo Lehtinen (2013-2015)

4. Councilmember Pfeifer is hereby appointed to serve as Mayor pro tem (Acting Mayor) in the absence of Mayor Strand.
5. The *Saint Peter Herald* is hereby designated as the official newspaper for the City of Saint Peter during the year 2013.
6. The following institutions are designated as the official depositories of the City of Saint Peter with limits for deposit established at the levels indicated for the year 2013:

First National Bank	to a limit of \$5,000,000
Nicollet County Bank	to a limit of \$5,000,000
Wells Federal Savings and Loan	to a limit of \$3,000,000

Hometown Bank

to a limit of \$3,000,000

7. The following rules and procedures shall govern the operation of the Saint Peter City Council:

**CITY COUNCIL OPERATIONAL RULES**

1. *The Saint Peter City Council shall conduct regular meetings of the Council on the second and fourth Mondays of each month.*
2. *In the event a regular meeting of the Saint Peter City Council falls on a City holiday, the Council will meet the following day.*
3. *Special meetings of the Saint Peter City Council may be called by the Mayor, or in his absence, the Mayor pro tem, or by petition of three members of the Council.*
4. *City Council workshops shall be held on non-meeting Mondays.*
5. *A quorum necessary to conduct business shall consist of four members of the Council, including the Mayor.*
6. *The Saint Peter City Council shall maintain the following standing committees of the Council:*
  - ◆ *Public Works and Utilities Committee*
  - ◆ *Finance Committee*
  - ◆ *Personnel and Code Review Committee*
7. *City Council Standing Committees shall convene meetings only on matters referred to them by the City Council.*
8. *The function of City Council Standing Committees shall be to study, discuss, and make recommendations on issues to be presented for consideration by the City Council.*
9. *Meetings of the Saint Peter City Council Standing Committees shall be called by the Mayor, Committee Chairperson, or by the City Administrator.*
10. *Members of the Saint Peter City Council Standing Committees shall consist of two members approved by the Council, one from each ward. The Mayor shall serve as an ex-officio member on all Committees.*
11. *Notices of the Saint Peter City Council Standing Committee meetings shall be distributed to all Councilmembers and the news media as soon as conveniently possible, normally not less than seventy-two (72) hours before the meeting.*
12. *The agenda for the Standing Committee or Special Committee meetings shall be prepared by the Chair of that Committee. Agendas for City Council meetings shall be prepared by the City Administrator. Any Councilmember may have an item placed on the agenda by informing the City Administrator of the topic.*

13. *Agendas for Saint Peter City Council meetings shall be available to members of the Council and the news media not later than 5:00 p.m. on the Thursday preceding the date of the Council meeting. Information pertaining to agenda items shall be delivered to Councilmembers as soon as possible after that time, normally on Thursday evening.*
14. *In the case of special meetings of the City Council, the members of the Council and the news media shall be notified seventy-two (72) hours prior to the meeting as to date, time and place in conformance with the Open Meetings Law.*
15. *Items arising during meetings of the City Council which are not on the official agenda with appropriate background material, will not normally be acted upon until future meetings of the Council unless deemed to be an emergency by the Council.*
16. *Explanation of the City Council agenda items will be done by the City Administrator. However, the Administrator may call on Department Directors, advisors, or consultants for further explanation.*
17. *The procedural conduct for the meetings of the City Council shall be Robert's Rules of Order, Newly Revised.*
18. *Minutes of the regular or special meetings of the City Council shall be available as soon as possible to the Councilmembers and shall be included in Councilmembers' packets for action at the next regular meeting of the Council.*
19. *A majority passage of an ordinance shall consist of the affirmative vote of four members of the Council no matter how many are present and constituting a quorum, except that during a state of emergency the procedures provided for in Saint Peter City Code Section 2.74 shall apply.*
20. *All regular meetings of the City Council shall include on the agenda a time for scheduling visitor comments, either relating to agenda items or bringing up new topics. A visitor who wishes to speak about an item which appears later on the agenda should so indicate when the Mayor asks; that visitor will be called upon when the item comes up for discussion. A visitor who wishes to speak about something which is not on the agenda will be called on to speak before the meeting continues. All visitors are asked to limit remarks to no more than five (5) minutes. Members of the City Council or staff may respond to the questions or comments when presented. If additional information is needed, the Council will indicate when the visitor may expect a response and from whom.*
21. *"Visitors must indicate their wish to address the Council on a workshop agenda item prior to the start of the workshop. Visitors who wish to speak will be required to provide their name, home address and to identify the agenda topic they wish to speak to. The Mayor will call on the visitor when that agenda item comes up and will allow five (5) minutes to comment. The Council reserves the right to ask questions and to respond to any question at a later time. The Council may also ask staff to contact the visitor about his/her comments at another time. When commenting, visitors must be courteous to all and limit comments to an expression of concern or constructive suggestions on the agenda topic. If a*

*visitor's remarks appear to have strayed beyond the scope of a constructive presentation, they may be interrupted and asked to conclude their comments."*

22. *The City Attorney shall be designated as the parliamentarian to advise the Mayor on matters of procedure at all meetings of the City Council.*

8. The following Council liaison and commission appointments are approved:

**Council Committees**

Finance Committee	Kvamme*, Carlin
Personnel and Code Review Committee	Eichmann*, Brand
Public Works and Utilities Committee	Pfeifer*, Zieman

\*Indicates Chairperson

\*\*Mayor serves as ex-officio on all Committees as per Council Rules.

**Council Liaisons**

Economic Development Authority	Kvamme, Eichmann
Heritage Preservation Commission	Carlin
Hospital and Nursing Home Commission	Pfeifer
Housing and Redevelopment Authority	Zieman
Human Rights Commission	Brand
Library Board	Carlin
Parks and Recreation Advisory Board	Brand
Planning and Zoning Commission	Kvamme, Zieman
Region Nine Development Commission	Strand
SPRTC Security Committee	Strand, Peters
Tourism and Visitors Bureau	Pfeifer, Brand
Fire Pension Board	Strand, Finance Director
SPRTC Commission	Strand, Mayor pro tem
SPRTC Executive Board	Strand, Mayor's Representative
School District #508 Cooperation Committee	Kvamme, Brand
Nicollet County Cooperation Committee	Pfeifer, Eichmann
Le Sueur County Cooperation Committee	Pfeifer, Zieman
Town Gown Committee	Strand, Carlin
Appeals and Adjustments	Kvamme, Eichmann, Zieman
Greater Mankato Growth	Kvamme
Sister City Committee	Strand, Carlin

9. The following Councilmembers shall be appointed to the Hospital CEO Recruitment subcommittee:

Councilmember Pfeifer	Councilmember Carlin
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10. Approval for the appointment of individuals to serve as Election Judges for the January 29, 2013 primary election and the February 12, 2013 special election at the discretion of the City Administrator.

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>WAGE RATE</u></b>
James Tackett	Part-time Meter Reader	\$12.41/hour

Joseph Peterson      Part-time Meter Reader      \$12.41/hour

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

Five – 69 KV fuses

13. The schedules of disbursements for December 6, 2012 through December 27, 2012 and December 28, 2012 through January 9, 2013 are hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 14th day of January, 2013.

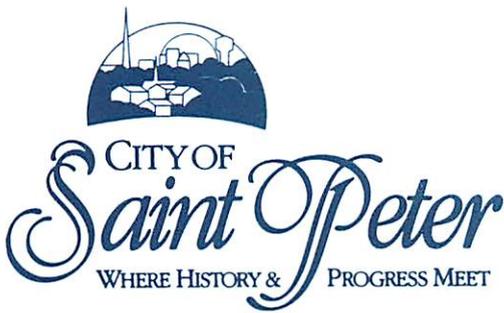
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/11/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Link/Summit Closure

### **ACTION/RECOMMENDATION**

Approve the attached resolution ordering closure of a portion of Summit Manufactured Housing Community.

### **BACKGROUND**

In December, the Council called for a hearing on this issue under the rules provide for in Sate Statue and that hearing was scheduled for earlier in your meeting. While we are not closing Summit Park, this hearing requirement still applies if any portion of a manufactured housing park will be closed. As a part of the Washington Avenue Link project, as members know, a portion of the Park will be impacted; therefore, the notice and hearing requirements must be met. Copies of the proposed notices are attached for your review.

The State law has three (3) relevant provisions to the lots being acquired in Summit Park:

- 1) The residents must receive a nine month notice of the possible closures.
- 2) The residents must be informed that there is a Minnesota Trust Fund that finances relocation. The trust fund provides significantly less benefits than the Federal Uniform Relocation Act, which is also applicable to this project. The State Manufactured Closure Trust Fund is not applicable to public agencies with the power of eminent domain, due to the greater federal relocation requirements.
- 3) The City must hold a public hearing to consider the nine (9) month closure notice.

These requirements have been met and the recommendation for staff is to take action to close a portion of the Community with a deadline October 12, 2013.

As you know this resolution along with others the Council have passed, put into motion a number of actions related to acquisition of both real and personal property. The appraisals and discussions with owners have started and will continue unless other direction is provided.

The real estate proposed to be closed as a part of this resolution corresponds with the property needed for right-of-way for the road project.

Dan Wilson, our development specialist/consultant for this project, provided information for this memo.

This is good for our community as it meets the rules for continued development of the Washington Avenue Link Project and the 1995 Transportation plan, and meets the following goals:

- Improve City-wide traffic operations and continuity by improving Washington Avenue into a north-south collector road through the city.
- Improve citizen safety by reducing through traffic on the local residential streets.
- Reduce the amount of traffic on North Fifth Street to low-volume supported by the narrower right-of-way width and existing road design.
- Provide a crosstown traffic connection for traffic as an alternative to Trunk Highway 169.
- Reduce the number of access points to Trunk Highway 22 (Dodd Avenue) for traffic safety.
- Improve the quality of stormwater entering the Minnesota River by providing treatment.
- Improve pedestrian access to Ramsey Park.
- Improve student access to schools and between schools via sidewalks.
- Reduce the number of vehicular conflicts at intersections on Washington Avenue.

**FISCAL IMPACT:**

The cost of the notification, hearing and associated expenses are part of the overall project costs which are funded through a combination of sources including Federal Highway Administration, Minnesota Municipal State Aid Street Funds and City utility funds for portions of water, wastewater and stormwater modifications.

**ALTERNATIVES AND VARIATIONS:**

Do not act. Staff will wait for your direction, but we do believe this is the appropriate timeline for this activity and provides reasonable time frames of other activities to take place including trailer and real property owners to investigate, understand and make decisions relative to the options that are provided.

Negative vote. If no closure is provided for, staff will re-evaluate the City position and further investigate if the project can move forward without this action.

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION ACCEPTING CLOSURE STATEMENT FOR A PORTION OF A  
MANUFACTURED HOME PARK**

WHEREAS, the proposed Washington Avenue Link project will realign Washington Avenue between Davis Street and Dodd Avenue; and

WHEREAS, the new alignment will require the relocation of 24 manufactured homes within the Summit Park Community (Lots 18, 19, 21, 22, 23, 24, 25, 26, 36, 38, 40, 42, 44, 46, 50, 52, 54, 58, 59, 62, 65, 67, 68, & 69); and

WHEREAS, the City Council of Saint Peter, held a public hearing 1-14-13 after appropriate notice in compliance with Minnesota Statute 327C.095, to review the Manufactured Home Park Closure Statement and acquisition impact that the partial park closing may have on the displaced residents and the park owner.

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

1. The City Council has reviewed the Closure Statement and has determined October 12, 2013 to be the effective closure date for the following units located in Summit Park Manufactured Home Park (Lots 18, 19, 21, 22, 23, 24, 25, 26, 36, 38, 40, 42, 44, 46, 50, 52, 54, 58, 59, 62, 65, 67, 68, & 69); and
2. The City Council has determined that the partial park closing impact on displaced residents will be reasonably mitigated by the displaced persons receiving relocation benefits afforded by 49 CFR Part 24, Uniform Relocation Assistance & Real Property Acquisition Act, subpart F - Mobile Homes, Section 24.501-24.503

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of January, 2013.

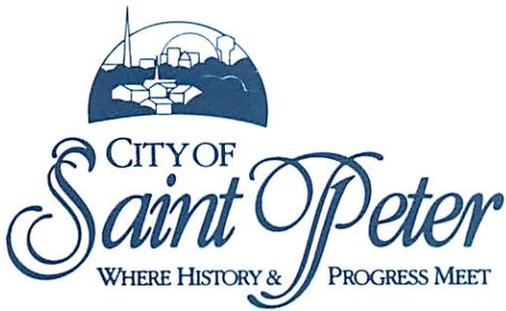
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/7/2013

**FROM:** Matt Peters  
Chief of Police

**RE:** Nicollet County All Hazard Mitigation Plan

### **ACTION/RECOMMENDATION**

Approve the proposed resolution adopting the Nicollet County All Hazard Mitigation Plan.

### **BACKGROUND**

The Nicollet County Emergency Management and Environment Services Departments, in conjunction with local law enforcement and community leaders, have developed this plan with the understanding of the need for protection and mitigation from hazards that have and will continue to impact the county.

Hazard mitigation is any sustained action taken to reduce or eliminate the long-term risk to people and property from natural or human caused hazards. Hazard mitigation activities may be implemented prior to, during, or after an event.

It is the mission of the Minnesota Homeland Security and Emergency Management (HSEM) mitigation team to reduce the risk to people and property from natural and human-caused hazards by developing and implementing long term mitigation measures that will reduce or eliminate the severe effects of future disasters.

The All Hazard Mitigation Plan (AHMP) is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000). Adoption of the plan is required to maintain eligibility for specific federal disaster assistance and hazard mitigation funding programs. As you know, the Federal Emergency Management Agency (FEMA) administers several types of mitigation grants that allow federal funding for eligible projects.

A copy of the Nicollet County All Hazard Mitigation Plan is available for review at the Saint Peter Police Department and Nicollet County Emergency Management.

### **FISCAL IMPACT:**

None

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: Staff will wait for further direction from the Council.

Denial: Staff will attempt to identify options.

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

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

MP

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 –**

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

**RESOLUTION APPROVING NICOLLET COUNTY ALL HAZARD MITIGATION PLAN**

WHEREAS, the City of Saint Peter has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act, as part of the planning process, requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Nicollet County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Nicollet County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Nicollet County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Nicollet County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Nicollet County All Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City of Saint Peter supports the hazard mitigation planning effort and wishes to adopt the Nicollet County All Hazard Mitigation Plan.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of January, 2013.

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

ATTEST:

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

62

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION APPROVING A \$7,350.00 REVOLVING LOAN TO RACHEL MORE TO  
PARTIALLY FINANCE EXPANSION OF THE PULSE FITNESS STUDIO AND ASSOCIATED  
LEASEHOLD EXPENSES**

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

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

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

WHEREAS, in 2007 a \$24,900 revolving loan was provided to Rachel More to partially finance  
the start-up of The Pulse Fitness Studio; and

WHEREAS, without exception, all payments on the 2007 loan have been made promptly on the  
date due and in the amount due as per the terms of the executed promissory note; and

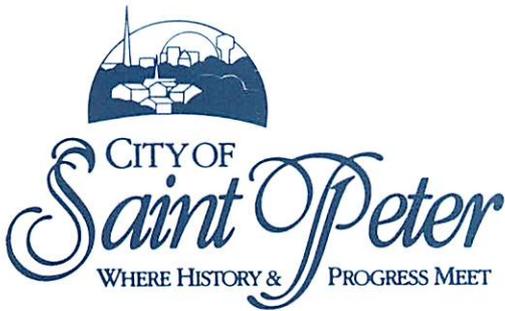
WHEREAS, Rachel More has submitted a loan application seeking an additional \$7,350.00  
revolving loan to partially finance the expansion of the health / fitness club; and

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

WHEREAS, the EDA has reviewed the application and has made a recommendation to approve  
the terms of the loan as included in this resolution.

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

1. A revolving loan of \$7,350.00 shall be made to Rachel More (d.b.a. The Pulse Fitness Studio) to partially finance an expansion and associated leasehold improvements.
2. The new \$7,350.00 loan shall be combined with the current balance of the 2007 loan (\$13,214.61) for a new total loan balance of \$20,564.61.
3. The annual interest rate on the loan shall remain at 3%.
4. The loan shall be amortized on a new eight (8) year schedule and repaid in full via a balloon payment due on February 1, 2018.
5. The loan shall be secured by a personal guarantee executed by Rachel and Charles More.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 01/10/13

**FROM:** Russ Wille  
Community Development Director

**RE:** Revolving Loan Request: Rachel More

### **ACTION/RECOMMENDATION**

Adopt the attached resolution approving a \$7,350.00 revolving loan to Rachel Moore (d.b.a. The Pulse Fitness Studio) to partially finance an expansion of the health/fitness club and associated leasehold improvements.

### **BACKGROUND**

In 2007, the City Council approved a \$24,900 loan to Rachel More. The revolving loan provided partial financing for the start up of "The Pulse Fitness Studio". The Pulse Fitness Studio is a health club offering exercise equipment, fitness/strength training, aerobics classes and Pilates training.

Since opening, the club has been expanded on two occasions. The first expansion added an additional 1,600 square feet to provide space to add to the array of physical fitness apparatus. The second expansion provided additional space for changing rooms and a coat room. The Pulse Fitness Studio has also opened a retail outlet selling various lines of workout apparel.

To expand the menu of services offered at The Pulse Fitness Studio, space is being leased to a private trainer offering Sports Performance Training to local youth. At this time, a total of approximately 20 athletes are receiving a high level of specialized sports training. An additional lease is to commence in January, 2013 to further expand services and enhance operational income.

Ms. More has come to the conclusion that if her business is to continue to grow, she will need to expand the hours of operation to provide 24 hour access. In lieu of staffing the business around the clock, Ms. More would use a security system and keyless (card) entry system. This would position The Pulse Fitness Studio to compete with other area health and fitness clubs.

A move to 24 hour access would necessitate additional leasehold improvements. Ms. More would need to add lockable doors to the aerobics room and business office to secure them in her absence. Electrical outlets would be relocated to allow for a rearrangement of the interior use of space.

In addition to the leasehold improvements, Ms. More is seeking to add an elliptical machine, paddle boards and various workout paraphernalia.

The total cost of the desired project has been determined to be \$14,785. When available, construction quotes or product literature has been provided to document the identified project costs.

Nicollet County Bank has provided a loan commitment letter to finance 50% of the expansion project. Ms. More is seeking an additional Economic Development Authority revolving loan in the amount of \$7,350 to successfully finance the planned expansion.

The balance of the 24,900 revolving loan provided to Rachel More in 2007 is calculated to be \$13,214.61 following the anticipated receipt of a January 1, 2013 payment. Without a single exception, Ms. More has provided for the timely payment of all monthly loan installments as per the terms of the executed promissory note. The 2007 loan bears interest at a rate of 3%. The note was amortized on a 10 year scheduled and due and payable at this time via balloon payment. The note is secured by a second lien position and personal guarantee executed by Rachel and Charles More.

Ms. More has provided a balance sheet and profit and loss statement for 2012. A review of the submittals indicates that the business remains profitable. Additionally, memberships and income from monthly membership fees have exceeded the levels anticipated in the 2007 business plan.

Rachel More and her husband Charles have also submitted an updated personal financial statement. A review of the submittals suggests that a personal guarantee, along with the second lien position on fixtures, furnishings and equipment would adequately collateralize the loan if approved.

The EDA has recommended approval of the new \$7,350.00 revolving loan to partially finance the expansion. It is further recommended that the new loan of \$7,350.00 be added to the current balance of the existing loan (\$13,214.64) for a combined balance of \$20,564.61.

To keep the monthly payments at a consistent rate, it is suggested that the new note be amortized on a 8 year schedule. It is also recommended that the balloon payment date be set at five years with the loan to be paid in full upon receipt of a February 1, 2018 payment.

The bank would require that they maintain a first lien position on fixtures, furnishings and equipment. The City of Saint Peter would remain in a subordinate lien position. Rachel and Charles More would be required to execute a new personal guarantee of the new loan.

**FISCAL IMPACT:**

The requested \$7,350.00 revolving loan would be provided from the established loan account. The new balance of \$20,564.61 would be repaid via balloon payment on February 1, 2018.

**ALTERNATIVES/VARIATIONS:**

Do not act: The matter could be tabled at the discretion of the City Council.

Negative Votes: Ms. More will be notified of the City Council's denial of the new loan.

Modification of the Resolution: This is always an option of the Council. However, changes to the proposed terms would need to be acceptable to the applicant.

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

6. The loan shall be secured by a second lien (subordinate to Nicollet County Bank) recorded against all assets of The Pulse Fitness Studio.
7. The loan shall be immediately due and payable should The Pulse Fitness Studio wholly or partially move operations to a location outside of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 7<sup>th</sup> day of January, 2013.

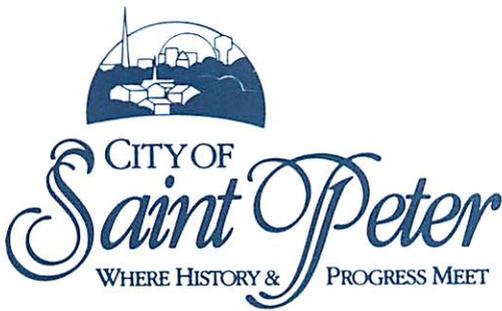
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 1/10/2013

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

**RE:** 2013 Equipment Certificate Purchase: Tack Trailer

### **ACTION/RECOMMENDATION**

Provide approval for purchase of a new tack trailer from Stepp Manufacturing in the amount of \$24,613.31 through the Minnesota state bid process.

### **BACKGROUND**

This equipment is used as a major component of the City's annual street maintenance program.

The tack trailer heats and allows for application of hot tack oil which is sprayed into holes or cracks in the road surface. The hole or crack is then covered with a hot asphalt mix and rolled smooth. The oil tack provides for better adhesion of the new asphalt mix to the current road surface.

Use of this process seals holes and cracks reducing water penetration under the roadway which in turn prevents heaving, separating and breakup of the road surface.

This purchase is a benefit to the community in that based on the expected life cycle of the equipment, it will be more cost effective than our current rental of the equipment. In addition it will give us more flexibility relative to timing of the work.

Staff recommends purchase of the new trailer from Stepp Manufacturing.

### **FISCAL IMPACT:**

Funding is included in the 2013 Equipment Certificate budget for this purchase.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: No purchase will be made.

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

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

LG/

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION AUTHORIZING THE PURCHASE OF A TACK TRAILER UNDER THE  
2013 EQUIPMENT CERTIFICATE**

WHEREAS, a major portion of the streets maintenance program each year involves filling potholes and installing small areas of asphalt overlay; and

WHEREAS, the goal of the street maintenance program is to maintain a watertight surface on all of the city streets; and

WHEREAS, city crews have been renting a tack trailer for a two-week period each summer to accomplish minor repairs; and

WHEREAS, the street maintenance program would be more effective if a tack trailer were available the entire maintenance season; and

WHEREAS, the state has received bids for a tack trailer which are available for the city to use; and

WHEREAS, Stepp Manufacturing has a tack trailer which will meet the city's needs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council authorize the purchase of a new Tack Trailer from Stepp Manufacturing in North Branch, Minnesota in the amount of \$24,613.31, tax included.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14<sup>th</sup> day of January, 2013.

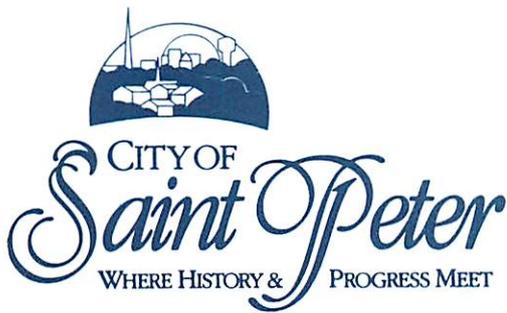
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/10/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Washington Link Property Acquisition

### **ACTION/RECOMMENDATION**

Approve the attached resolution providing for the purchase of a manufactured home from Donald Jacobson at Lot #58 Summit Park Mobile Home Community for the sum of \$4,000.

### **BACKGROUND**

The City Council has taken action to initiate the Washington Avenue Link project. Property acquisition is a part of that project and in very specific and unusual circumstances, the City has taken action to appraise and acquire property prior to receipt of the Finding Of No Significant Impact (FONSI) statement. The practical implication of taking action to acquire this trailer is that without the FONSI, there is no surety of project and reimbursement cannot be guaranteed for this property acquisition.

The Council previously had provided staff with latitude to purchase a home where the ownership issues were additionally complicated by health issues. In this instance, the owner was in hospice and it seemed appropriate to take action to avoid probate or any other issues that might have come up. The owner has since passed away and this recommendation to the Council ratifies the action that staff has already taken.

This manufactured home was purchased after your last Council meeting in December and prior to receipt of the FONSI as a part of the Washington Avenue Link project.

This purchase was slightly outside of your established process. I took action based on the following reasons:

- There is a budget as a part of this project and while the overall project was not fully approved at time of purchase, I believed the likelihood of approval to be very high.
- Due to the nature of the seller's health and care plan, it seemed appropriate that action be taken and any risk was outweighed by benefit not only for the City and the project, but also for ease of transfer for the property owner's family.
- The risk in terms of dollars was relatively low and generally under the sum the City Administrator is allowed to spend.

Going forward we are working on a more streamlined process for Council knowledge and approval of the multiple property acquisitions that will take place and are budgeted for as a part of this project. As the Council knows, there are many specific rules related to property acquisition under State law and as a part of the Federal funding that is provided for in this project. Any process we put in place will meet those standards.

**FISCAL IMPACT:**

The purchase of \$4,000 is reimbursable through project funds related to the Washington Avenue Link Project.

As the Council is aware, later in December the FONSI was received and this acquisition is now reimbursable.

**ALTERNATIVE AND VARIATIONS:**

Do not act. Staff will wait for additional direction, but frankly, the money has been paid and I am unsure of an alternative course at this time.

Negative vote. Staff will request additional action for future acquisitions, but frankly, the money has been paid and I am unsure of an alternative course at this time.

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

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

TP/bal



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING PURCHASE OF MOBILE HOME AS PART OF WASHINGTON  
AVENUE LINK PROJECT**

WHEREAS, the City Council is involved in preliminary work related to the Washington Avenue Link Project; and

WHEREAS, the project will include acquisition of property for road right-of-way; and

WHEREAS, one of the properties in question (Lot #58 Summit Park) was owned by an individual who was in hospice care; and

WHEREAS, the executor of that individual's estate requested the City proceed with purchase of the mobile home and shed located at Lot #58; and

WHEREAS, the appraised price of the mobile home (\$4,000) was within the City Administrator's purchase authority; and

WHEREAS, the City Administrator authorized purchase of the property as part of the Washington Avenue Link Project; and

WHEREAS, a Finding Of No Significant Impact on the Washington Avenue Link Project has been received and the project is expected to move forward.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves purchase of the mobile home and shed on Lot #58 Summit Park in the amount of \$4,000.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of January, 2013.

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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



**City of  
Saint  
Peter**

**MEMORANDUM**

TO: Mayor Strand and Council Members  
FROM: James W. Brandt  
City Attorney   
DATE: January 10, 2013  
RE: City Administrator Contract

**ACTION/RECOMMENDATION**

Approve the attached resolution and contract modifying the City Administrator's Contract.

Home of Gustavus  
Adolphus College

County Seat of  
Historic Nicollet County

**BACKGROUND**

Again in 2012 the City has accomplished many positive things under Mr. Prafke's direction:

City Attorney  
James W. Brandt

Assistant City Attorney  
Stefanie L. Menning

1. The continued development of the hospital site, including the completion of two psychological clinics;
2. Completion of construction of the Highway 295 project, creating a new and improved entrance to the Regional Treatment Center;
3. The continued progress on the Washington Avenue Link;
4. The progress in developing the Northern Con Agg property for a new Shopko development;
5. Continued work in developing relationships with Gustavus Adolphus College, St. Peter School District, Regional Treatment Center and Nicollet County.

219 West Nassau  
P.O. Box 57  
Saint Peter, Minnesota  
56082  
(507) 931-6940  
FAX (507) 931-6909

Further each member of the Council did a performance evaluation on Mr. Prafke. On a five point scale, with five being the highest, out of a total of 252 grades, Mr. Prafke had zero-1's; zero-2's; 2-3's; 94-4's; and 156-5's. As demonstrated by the evaluation, Mr. Prafke exceeded Council expectations in 2013.

Based on the above accomplishments, clearly Mr. Prafke has earned and is deserving of a substantial salary increase.



While he is clearly entitled to a larger raise and continues to be paid at below market rates for either City or County Administrators with similar qualifications, experience and accomplishments, Mr. Prafke will only accept a raise consistent with raises given to other City employees which is 2%.

### **FISCAL IMPACT**

This recommendation will increase Mr. Prafke's benefits by 2% of his salary and is within the budgeted amount set aside for Mr. Prafke.

### **ALTERNATIVES AND VARIATIONS**

Vote in favor: A vote in favor will set Mr. Prafke's salary at \$94,402.16 for the upcoming year.

Negative vote: The contract would need to be renegotiated with Mr. Prafke or the City could commence termination procedures and attempt to find a less expensive City Administrator.

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

**FIFTEENTH  
EXTENSION AND MODIFICATION OF  
EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF SAINT PETER, MINNESOTA  
AND  
TODD PRAFKE**

THIS AGREEMENT made and entered into this \_\_\_\_ day of January, 2013, by and between the City of Saint Peter, State of Minnesota, a municipal corporation, hereinafter referred to as "CITY" and Todd Prafke of Saint Peter, Minnesota, hereinafter referred to as "PRAFKE".

**WHEREAS, CITY and PRAFKE** entered into an employment contract on November 14, 1997;

**WHEREAS, PRAFKE** has done an exemplarily job as the City Administrator;

**WHEREAS, the PRAFKE** wishes to pursue a Master's Degree program and has requested an increased tuition reimbursement in lieu of a salary increase;

**WHEREAS, the CITY** will benefit from **PRAFKE'S** additional education;

**WHEREAS, the CITY** wishes to extend **PRAFKE'S** contract for an additional two years;

**WHEREAS, PRAFKE** is willing to accept the modifications.

**NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND COVENANTS CONTAINED, THE PARTIES AGREE AS FOLLOWS:**

1. Paragraph 3.C. - Term of the Employment Agreement dated November 14, 1997, is hereinafter modified to read as follows:

**PRAFKE** agrees to remain in the exclusive employ of **CITY** until December 31, 2016, and neither to accept other employment nor to become employed by any other employer until said termination date, unless said termination date is affected as hereinafter provided.

2. Paragraph 4. - Salary of the Employment Agreement dated November 14, 1997, is hereinafter modified to read as follows:

Commencing on January 1, 2013, **CITY** agrees to pay **PRAFKE** for his services rendered pursuant hereto an annual base salary of \$94,402.16 of which \$4,547.02 shall be placed in the tuition fund established at paragraph H and \$89,855.14 payable in installments at the same time as other employees of **CITY** are paid. In addition, **CITY** agrees to review said base salary and/or other benefits of **PRAFKE** on an annual basis and may increase **PRAFKE'S** salary in any amount of not less than \$500.00.

3. Paragraph 5. - Benefits of the Employment Agreement dated November 14, 1997, is hereinafter modified by the addition of paragraph H to read as follows:

- H. In addition to the tuition reimbursement program set out in the **CITY'S** personnel policy, the **CITY** shall either reimburse **PRAFKE** or directly pay **PRAFKE'S** tuition the sum of \$4,547.02 for tuition incurred in pursuit of a Master's Degree in Public Administration to be held by the **CITY** until requested by **PRAFKE** to be paid to a college of his choice. Any unused balance in **PRAFKE'S** education account at the time of his ending his employment with the **CITY** shall be paid directly to **PRAFKE**.

4. Except as modified by this Modification, the Employment Agreement between the City of Saint Peter, Minnesota, and Todd Prafke dated the 14<sup>th</sup> day of November, 1997, and Extended and Modified on January, 1999, and second Extension and Modification dated January 24, 2000, third Modification dated February 13, 2001, the fourth Extension and Modification dated January 28<sup>th</sup>, 2002, the fifth Extension and Modification dated January 13<sup>th</sup>, 2003, the sixth Extension and Modification dated January 26, 2004, the seventh Extension, Modification dated January 24, 2005, the eighth Extension and Modification dated January 10<sup>th</sup>, 2006, the ninth Extension and Modification dated January 9<sup>th</sup>, 2007, the tenth Extension and Modification dated January 15, 2008, and the eleventh Extension and Modification dated January 13, 2009, the Twelfth Extension and Modification dated January 1, 2010, the Thirteenth Extension and Modification dated October 26, 2010, the Fourteenth Extension and Modification dated December 13, 2011, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the City of Saint Peter has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by the City Attorney, and **PRAFKE** has signed and executed this agreement, the day and year first written above.

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

\_\_\_\_\_  
Todd Prafke

ATTEST:

\_\_\_\_\_  
James W. Brandt  
City Attorney

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013-**

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

**RESOLUTION MODIFYING CITY ADMINISTRATOR'S EMPLOYMENT CONTRACT**

WHEREAS, the City and Todd Prafke entered into an Employment Contract on November 14, 1997, which Contract was extended and modified January, 1999, January 24, 2000, February 13, 2001, January 28<sup>th</sup>, 2002, January 13, 2003, January 26, 2004, January 25, 2005, January 10<sup>th</sup>, 2006, January 9<sup>th</sup>, 2007, January 15, 2008, January 13, 2009, January 1, 2010, October 26, 2010 and December 13, 2011; and

WHEREAS, Mr. Prafke has done an exemplarily job as the City Administrator; and

WHEREAS, the City wishes to fairly and appropriately compensate Mr. Prafke for his services.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Attorney are hereby authorized to execute the Fourteenth Extension and Modification of the Employment Agreement between the City of Saint Peter, Minnesota, and Todd Prafke, a copy of which is on file and available for public review in the Office of City Administrator.

Adopted by the City Council of the City of Saint Peter, Minnesota, this 15th day of January, 2013.

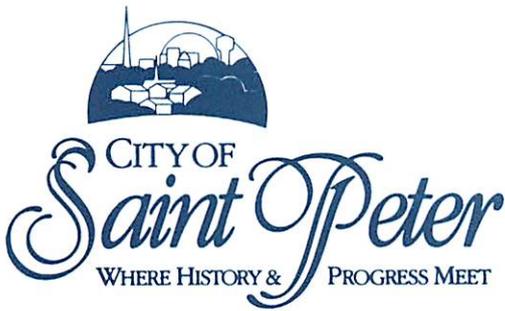
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/10/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Township Fire Contracts

### **ACTION/RECOMMENDATION**

Approve the attached resolution directing the Mayor and City Administrator to enter into separate Fire Service Agreements with the Townships of Oshawa, Lake Prairie and Traverse for the 2013, 2014 and 2015 years.

### **BACKGROUND**

Members may recall that back at the end of October 2010, December 2010, and March 2011 we discussed Township fire contracts for the 2010, 2011 and 2012 years. At that time, you asked me to contact the Townships and discuss other options that might produce more revenue than what was proposed under the draft contract. After an extended time contracts were entered into.

The basic formula is very similar to a formula that is recommended by the League of Minnesota Cities and the State Fire Office but has a few tweaks which include provisions for valuation of cropland. Generally, the contract uses valuation of structures, cropland, fire calls, and population to establish the percentage of the Fire Department and Relief Association budgets, which are paid by the City and the respective Townships.

As a reminder, these are the primary points of the draft contract you saw in the first three-year cycle of this agreement:

- The contract is proposed for three (2013-2015) years.
- The formula would be recalculated every year based on the changing data (population, fire call numbers, etc....)
- The latest contract also includes a provision dictating the budget that the Townships pay towards including Fire Relief Association costs. New mobile equipment is not included just as in the previous three-year cycle. It specifically excludes any new buildings or development of new buildings. The pre-2010 contract did not include equipment or Fire Relief costs as a part of the reimbursable budget.
- Grant funds are considered revenue and are calculated as a part of the next year's formula.

Again, there are no substantive changes from the 2010 through 2012 agreement.

This action is good for the City and the surrounding Townships because we receive funds that help pay for costs associated with the Fire Department operations. It provides for continuity of service and is a cooperative way that we provide service to our friends and neighbors.

**FISCAL IMPACT:**

This will generate about \$35,000 toward the Fire Department budgets in each of the three years. The formula is included as a part of the contract.

**ALTERNATIVES/VARIATIONS:**

Do not act. Staff will wait for further direction.

Negative vote. Staff will inform the Townships of your action and will wait to get 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.

TP/bal

## CITY/TOWN FIRE CONTRACT

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between the City of Saint Peter in Nicollet County, Minnesota, 227 South Front Street, Saint Peter, MN 56082, a public corporation ("City"), and Oshawa Township, Nicollet County, Minnesota, a public corporation ("Town").

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Fire Service.** Town agrees to purchase from City, and City agrees to provide Town, the following fire-related services:
  - Structural Firefighting
  - External Structural Firefighting
  - Interior Structural Firefighting
  - Grass/Forest/Crop Firefighting
  - General Firefighting
  - Vehicles & Equipment
  - Carbon Monoxide Calls
  - Other Non-Structural Firefighting
  - Rescue
  - Hazardous Materials Response

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the Fire Department Officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the Fire Department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract. If two or more fires are occurring at the same time, the Fire Department in its' sole discretion shall determine the Department's response.
  - b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteers shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.
2. **Payment.** Town agrees to pay City annually on June 1<sup>st</sup> or semi-annually on June 1st and November 1st. The following percentages relate specifically to Town in relation to the entire territory to which City provides fire services as the primary service provider (e.g., the entire City, Town's Service Territory, and all or any portions of other cities, towns, or unorganized territories included in the City's primary service area). During the term of this contract the Payment Amount shall be determined annually according to the following formula:

Number of fire service calls to Town averaged over last three years (not including recalled calls): \_\_\_\_\_%

Market value of all taxable and non-taxable structures plus an amount equal to \$850 per tillable acre of land multiplied by the percentage of the township served: \_\_\_\_\_%

Population: \_\_\_\_\_%

Total: \_\_\_\_\_% ÷ 3 = \_\_\_\_\_% of Town Cost Allocation

Total Fire Department Annual Operational Budget for the upcoming year: \$\_\_\_\_\_

\$\_\_\_\_\_ x \_\_\_\_\_% = \$\_\_\_\_\_

Operational Budget Town Cost Allocation Payment Amount

For the purposes of this formula, population shall be determined by the most current State Demographer's estimate available at the time the Payment Amount is determined.

Operational Budget will be calculated based on the previous years actual to budget deviation. That deviation shall be applied to the next year's calculation.

Operational Budget shall include all costs of operating the Department including payment to Fire Relief Association. Excluded from the formula shall be vehicular capital purchases and purchases funded in their entirety by grant funds.

Town agrees to pay City based on Attachment A entitled "Contract Pricing Formula".

City shall provide Town a written claim for the Payment Amount.

3. **Annual Meeting of Parties.** Town and City shall hold meetings as requested by either party with a minimum of thirty (30) days notice to the other party. The meeting shall be held separately from any regular Town or City meeting and shall be attended by at least one representative of each party's governing body.
4. **Emergency Service Charge.** The Town, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Town. City shall have no right to, or interest in, any service fees collected by Town. If Town imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Town with the information it collected. This will not prohibit the City from charging for calls to service in the same manner it does for locations in the City of Saint Peter
5. **Service Territory.** City shall provide fire services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract.

*41.00% of Oshawa Township as indicated on the attached map*

6. **Term.** This contract shall commence on the effective date of January 1, 2013 and continue through December 31, 2015 unless terminated earlier as provided herein.

7. **Ownership.** City owns the buildings and equipment associated with the Fire Department and the amounts paid by Town do not give rise to any ownership interest in, nor responsibility toward, those items unless a specific ownership interest is indicated.

8. **City's Responsibilities.** In addition to any other obligations described herein, City shall:

a. Authorize and direct the City Fire Department to provide the fire services described herein to Town's Service Territory; and

b. Develop a detailed annual Contract Budget for the Fire Department for each year during the term of this contract by the Anniversary Date and provide it to Town along with sufficient information to explain the items included in the budget figures.

The Contract Budget shall be defined as operational costs including: personnel services, wages, PERA contributions, FICA contributions, Medicare Contributions, Health Insurance, Dental Insurance, Life Insurance, Workers Compensation, office supplies, operating supplies, motor fuel, repair and maintenance supplies, professional services, telephone, postage, travel and training, advertising, legal notices and publications, printing and binding, insurance, utilities, building repair and maintenance, equipment repair and maintenance, dues and subscriptions, fire non-vehicular capital, and Fire Relief Association contribution. The Contract Budget does not include any costs associated with a new building or development of a new building for the length of this contract. Any grant funds received for costs contained in the Contract Budget shall be deducted from the next years Contract Budget; and

c. Upon Town's request, provide Town access to financial and cost data related to the Fire Department for five (5) years prior to the current service year; and

d. Disclose to Town any proposed action City or the Fire Department intends to take that can reasonably be expected to affect the Insurance Services Office Fire Protection Grade in the Service Territory or the City's ability to provide the fire services indicated above; and

e. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

9. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:

a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early; and

b. Present a budget and levy proposal to the Town electors at each annual Town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and

c. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the Firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA,

ERISA, RLSA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

10. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverage. City shall provide Town proof of such insurance coverage and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
11. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
12. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
13. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
14. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has or may enter into with another entity do not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing fire services to Town's Service Territory.
15. **Termination.** This contract may be terminated at any time during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City Administrator and notice to Town shall be served on the Town Clerk.
16. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating a joint powers agreement, joint venture, or joint enterprise between the parties.
17. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be

venued in the State of Minnesota.

18. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

**CITY OF SAINT PETER**

By its Mayor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

**OSHAWA TOWNSHIP**

By its Chairperson:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Clerk

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION APPROVING LAKE PRAIRIE, OSHAWA AND TRAVERSE TOWNSHIP FIRE  
SERVICE CONTRACTS FOR YEARS 2013-2015**

WHEREAS, the City provides fire service protection to portions of Lake Prairie, Oshawa and Traverse Townships; and

WHEREAS, a new formula for fire service protection was developed after negotiations with each of the Townships; and

WHEREAS, the Townships have agreed to and executed their respective fire service agreements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute Fire Service Agreements with the Townships of Lake Prairie, Oshawa and Traverse for the years 2013, 2014 and 2015.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of January, 2013.

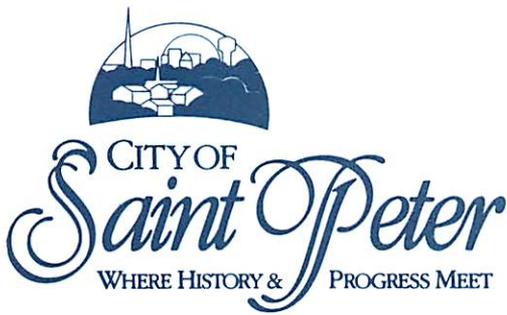
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/9/13

**FROM:** Todd Prafke  
City Administrator

**RE:** Council Out Of State Travel Request

### **ACTION/RECOMMENDATION**

Approve out of state travel requests for Councilmembers Eichmann, Carlin and Kvamme as required by the elected official travel policy.

### **BACKGROUND**

The City Council has adopted an elected officials travel policy which requires Council approval for out of state travel by any elected official. Councilmembers Eichmann, Carlin and Kvamme wish to travel to Washington D.C. as part of the APPA rally in March. Total anticipated cost for participate in the event is approximately \$8,600.

Should the Council approve the travel request, a resolution has been prepared for your consideration.

### **FISCAL IMPACT:**

Sufficient funding will be included in the Electric Fund budget for this expenditure. We will be using accumulated air miles to fund purchase of the airfare for the Council if we have sufficient miles available.

### **ALTERNATIVES/VARIATIONS:**

No action: No further action will take place without additional direction from the Council.

Negative vote: No travel will take place.

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2013 -**

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

**RESOLUTION AUTHORIZING ELECTED OFFICIAL TRAVEL**

WHEREAS, the City Council has adopted an "elected official travel policy" as required by State Statutes; and

WHEREAS, Councilmembers Eichmann, Carlin and Kvamme have expressed interest in attending the American Public Power Association legislative rally in Washington, D.C. in March, 2013.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: authorization is hereby provided for Councilmembers Eichmann, Carlin and Kvamme to travel to Washington, D.C. as part of the APPA rally in March, 2013 at a cost of approximately \$8,600.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 14th day of January, 2013.

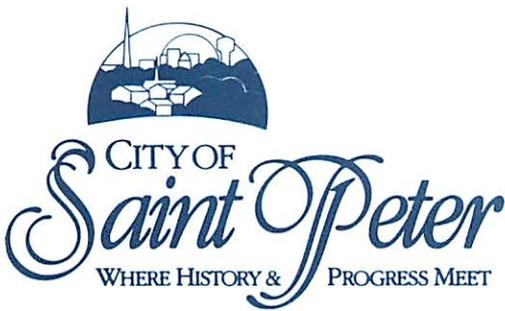
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Timothy Strand  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/9/13

**FROM:** Todd Prafke  
City Administrator

**RE:** New Business License Applications

### **ACTION/RECOMMENDATION**

Provide approval of several new business license applications.

### **BACKGROUND**

The City has received business license applications from two new businesses opening in the community.

Tom and Mary Svendsen have purchased the former Cedars Grill and are planning to open Lone Star BBQ and Grill. They have applied for the following licenses in order to open the restaurant: On Sale Liquor, Sunday Liquor, and Soft Drink. The Police Department has conducted a background investigation on Tom Svendsen and Mary Svendsen and has found nothing that would prohibit issuance of the licenses.

Barbara Lynn dba Sweet Shoppe Express, LLC has submitted a Peddler License application in order to sell snow cones, ice cream novelties, candy, and Italian Ice from an ice cream truck. Ms. Lynn has also stated she has been asked to stop at a particular business one morning twice a month and participate in the Farmer's Market. The Police Department has conducted a background investigation on Ms. Lynn and found nothing that would prohibit issuance of the license. Ms. Lynn will be required to follow the regulations contained in the City Code that are specific to this type of peddler.

### **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 this agenda item.

TP

