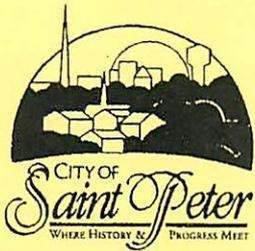


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 28, 2013
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
 - A. 2012 Miscellaneous Sidewalk Project Closeout
- VII. NEW BUSINESS**
 - A. Hallett Pond Addition Final Plat Approval
 - B. Northern Con-Agg Development Agreement
 - C. Tax Increment Financing District Plan Approval
 - D. Safe Routes To School Program Grant Application
 - E. Washington Avenue Link Project Design Engineering
 - F. Fire Truck Surplus Property Declaration
 - G. Washington Avenue Link Project Property Acquisition Process
 - H. Employee Life Insurance Modification
 - I. Pay Equity Report Approval
- VIII. REPORTS**
 - A. MAYOR**
 - 1. "Congenital Heart Defect Week" Proclamation
 - 2. Others
 - B. CITY ADMINISTRATOR**
 - 1. Fire Department Four-Wheeler Purchase
 - 2. Others
- IX. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the January 28, 2013 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

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

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

B. **General Visitor Comments**

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

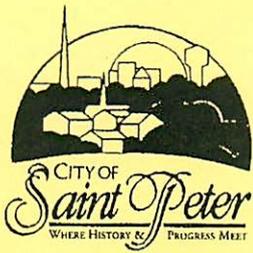
V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 10, 2013 through January 23, 2013, is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. **ADOPTION OF A RESOLUTION ACCEPTING 2012 MISCELLANEOUS SIDEWALK PROJECT**

The City Council in August 2012 authorized repair and/or reconstruction of deficient sidewalks that were the city's responsibility. Nielsen Blacktopping completed the work last fall and it is proposed to make substantial payment on the project. There are some repairs and corrections that need to be done next spring to complete the project. Please see the attached staff report and RESOLUTION.



VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING FINAL PLAT OF HALLETT POND ADDITION

The Planning and Zoning Commission recommend approval of the final plat for the Hallett Pond Addition contingent upon execution of a development agreement. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF DEVELOPMENT AGREEMENT WITH NORTHERN CON-AGG LLC

Should the final plat be approved, staff recommends approval of the development agreement with Northern Con-Agg, LLC. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING TAX INCREMENT FINANCING DISTRICT PLAN

Should the final plat and development agreement be approved, staff further recommends adoption of a Tax Increment Financing District plan that would provide financing for public infrastructure within the development area. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING SUBMISSION OF SAFE ROUTES TO SCHOOL GRANT APPLICATION

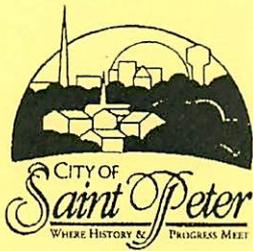
Staff is proposing to be the lead agency on a joint City–School District #508 project to construct sidewalks in and around the area of the MVED building which houses the Alternative School at 101 Davis Street. It is proposed to apply for a grant to fund 100% of the project. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING DESIGN ENGINEERING FOR WASHINGTON AVENUE LINK PROJECT

It is recommended to retain Bolton & Menk Engineers to provide design services for the Washington Avenue Link Project. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION DECLARING FIRE TRUCK AS SURPLUS DISPOSAL AND AUTHORIZATION DONATION OF TRUCK

Staff recommends the #501 Pumper Truck be declared as surplus property upon receipt and final acceptance of the new truck. As directed



by the Council, the proposed resolution authorizes donation of the #501 to the City of Petatlan, Mexico which is Saint Peter's "sister city". Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION ESTABLISHING PROPERTY ACQUISITION PROCESS FOR WASHINGTON AVENUE LINK PROJECT

Staff recommends approval of the process to be followed for acquisition of properties associated with the Washington Avenue Link Project. Please see the attached staff report and RESOLUTION.

H. ADOPTION OF A RESOLUTION APPROVING MODIFICATION TO EMPLOYEE LIFE INSURANCE BENEFIT

A resolution has been prepared providing for an increase in the life insurance benefit provided to regular full-time employees to \$12,500. Please see the attached staff report and RESOLUTION.

I. ADOPTION OF A RESOLUTION APPROVING PAY EQUITY REPORT

Every three years the City is required to complete and submit a pay equity report to the Department of Employee Relations. The report has been completed as of December 31, 2012 and staff recommends approval and authorization for submission to the State. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

1. REPORT ON "CONGENITAL HEART DEFECT AWARENESS WEEK"

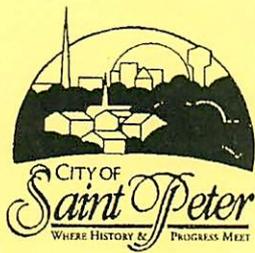
Mayor Strand will proclaim February 7-14, 2013 as "Congenital heart Defect Awareness Week".

2. OTHERS

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

B. CITY ADMINISTRATOR

1. REPORT ON FIRE DEPARTMENT FOUR-WHEELER PURCHASE



A report will be provided at this time on the previously authorized purchase of a four-wheeler by the Fire Department.

2. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JANUARY 14, 2013

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 January, 14, 2013.

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

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

Public Hearing: Washington Avenue Link Project Summit Park Closure – Mayor Strand opened the public hearing on the closure of a portion of Summit Mobile Home Park at 7:01 p.m. City Administrator Prafke reviewed the process to be followed for the public hearing and indicated the hearing was being held only to discuss the relocation or closure of a portion of the park and impact of that relocation on property owners and whether the negative impact is mitigated by the displaced persons receiving relocation benefits under the Uniform Relocation Assistance & Real Property Acquisition Act. Dan Wilson of Wilson Development Services, the City's acquisition and relocation specialist for the Washington Avenue Link Project, addressed the Council to report the public hearing was being called pursuant to Minnesota Statutes related to closure of mobile home parks. Wilson indicated the Environmental Assessment Statement had been approved by the EPA and the next step in the project was to provide a nine month notice to residents of the closure of a portion of the park. Mr. Wilson explained that the residents were aware of the City's plans and seemed happy to have the process move forward since discussion with the property owners had begun 18 months prior. Mr. Wilson also noted that appraisals of the properties had begun and offers were expected to be made to property owners in the next few weeks.

Mayor Strand asked if any of the audience members wished to comment on the proposed park closure. No audience members indicated a desire to address the Council. There being no further speakers, the hearing was declared closed at 7:09 p.m.

Approval of Minutes – A motion was made by Carlin, seconded by Eichmann, to approve the minutes of the December 10, 2012 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 10, 2012 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Brand, seconded by Kvamme, Resolution No. 2013-01 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. 2013-01 is contained in the City Administrator's book entitled Council Resolutions 19.

Washington Avenue Link Project Summit Park Closure Notice – Following the public hearing, City Administrator Prafke recommended adoption of a resolution accepting the closure statement for a portion of Summit Park with the finding that the negative impact on the displaced residents is reasonably mitigated by the relocation benefits those residents will receive under

the Uniform Relocation Assistance and Real Property Acquisition Act. Prafke noted the resolution called for the effective date for closure of that portion of Summit Park to be October 12, 2013. Councilmember Kvamme questioned why the date was the 12th versus the 14th which he believed was nine months from the date of the January 14, 2013 Council meeting. Prafke indicated the nine month period was based on days not actual months. In motion by Pfeifer, seconded by Zieman, Resolution No. 2013-02 entitled "Resolution Accepting Closure Statement For A Portion Of A 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. 2013-02 is contained in the City Administrator's book entitled Council Resolutions 19.

Nicollet County All Hazard Mitigation Plan Adoption – Police Chief Peters recommended approval of the Nicollet County All Hazard Mitigation Plan which had been developed by Nicollet County, with input from area emergency management officials, to mitigate natural and manmade disasters before they occur. Peters indicated adoption of the 150 page plan was a pre-requisite for the County and other jurisdictions within the County to receive federal funding in the event of a disaster. Councilmember Kvamme objected to being asked to adopt a plan that the Council had not reviewed and did not have an opportunity to provide input on and expressed his desire to have the process changed in the future. Councilmember Carlin questioned what plan the City used for emergencies before this plan was developed. Peters indicated the City has plans for emergency preparedness for events like floods that are reactive in nature, but not for mitigation of events as the All Hazard Plan was designed to do. In motion by Zieman, seconded by Eichmann, Resolution No. 2013-03 entitled "Resolution Approving Nicollet County All Hazard Mitigation Plan", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-03 is contained in the City Administrator's book entitled Council Resolutions 19.

Revolving Loan Request: Rachel More – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a request by Rachel More (dba The Pulse Fitness Studio) for an additional \$7,350 in revolving loans for expansion and leasehold improvements of her business. Wille indicated the EDA recommendation was to roll the additional funds into the balance of the existing loan (\$13,214.61) at three percent (3%) interest amortized over eight (8) years with a balloon payment due February 1, 2018. Wille indicated the additional loan would be collateralized by a second lien on the furniture, fixtures and equipment of the business as well as a personal guarantee by Ms. More and her spouse. Councilmember Zieman questioned whether the EDA had reviewed new projections for the business as part of the second loan application. Wille indicated in the negative and stated that with the prompt and on-time payments of the initial loan and the business being very close to the original three year projections, the EDA and staff did not feel the need for additional projections. In motion by Kvamme, seconded by Brand, Resolution No. 2013-04 entitled "Resolution Approving \$7,350 Revolving Loan To Rachel More To Partially Finance Expansion Of The Pulse Fitness Studio And Related Leasehold Improvements", was introduced. Upon roll call, Councilmembers Zieman, Kvamme, Eichmann, Carlin, Brand and Mayor Strand voting aye, Councilmember Pfeifer voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-04 is contained in the City Administrator's book entitled Council Resolutions 19.

2013 Equipment Certificate Purchase – Public Works Director Giesking recommended purchase of a new tack trailer in the amount of \$24,613.31 from Stepp Manufacturing. Giesking indicated the equipment was included in the 2013 equipment certificate budget and purchase of the trailer would eliminate the need for the City to rent a trailer every summer for work that City crews are now doing versus hiring contractors. Councilmember Kvamme objected to the Council being asked to consider a purchase of something that was discussed during early budget discussions with the promise at that time of the Council being able to have additional discussion on each purchase before a final recommendation was made to the Council.

Kvamme requested that all equipment certificate purchases be discussed at workshop first and also requested an overall discussion related to the plan for when City staff does work and when contractors are hired to perform the work. In motion by Pfeifer, seconded by Eichmann, Resolution No. 2013-05 entitled "Resolution Authorizing Purchase Of A Tack Trailer Under The 2013 Equipment Certificate", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-05 is contained in the City Administrator's book entitled Council Resolutions 19.

Washington Avenue Link Project Property Purchase – City Administrator Prafke asked the City Council to ratify his approval of the purchase of a mobile home (Lot #58) in Summit Park for \$4,000. Prafke indicated the home would have been purchased as part of the Washington Avenue Link Project, however the homeowner had passed away and the executor of his estate had made the request for purchase to the City so the estate could be settled. Prafke also noted that the purchase was within his expenditure authorization and a formal policy or rules for purchase of the Washington Avenue Link Project homes would be discussed at the next Council workshop. In motion by Brand, seconded by Zieman, Resolution No. 2013-06 entitled "Resolution Approving Purchase Of Mobile Home As Part Of 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. 2013-06 is contained in the City Administrator's book entitled Council Resolutions 19.

City Administrator Contract Extension – City Attorney Brandt recommended approval of a resolution extending City Administrator Prafke's employment through 2016 and providing for a two percent (2%) wage increase. Councilmember Eichmann stated the City Council believed the wage increase should be higher, but Mr. Prafke would only accept the same increase given to other City employees. In motion by Pfeifer, seconded by Brand, Resolution No. 2013-07 entitled "Resolution Modifying City Administrator's Employment Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-07 is contained in the City Administrator's book entitled Council Resolutions 19.

Township Fire Service Contracts – City Administrator Prafke recommended approval of the 2013-2015 fire service contracts with the Townships of Lake Prairie, Oshawa and Traverse. Prafke noted that the formula is based on data that will change each year such as the number of fire calls and value of crop land. In motion by Kvamme, seconded by Carlin, Resolution No. 2013-08 entitled "Resolution Approving Lake Prairie, Oshawa, And Traverse Township Fire Service Contracts For Years 2013-2015", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-08 is contained in the City Administrator's book entitled Council Resolutions 19.

Council Out of State Travel Request – City Administrator Prafke recommended approval of a resolution authorizing travel to Washington D.C. in March, 2013 for Councilmembers Kvamme, Eichmann and Carlin as part of the American Public Power Association Legislative Rally. Prafke noted the anticipated cost for the travel is \$8,600. In motion by Brand, seconded by Zieman, Resolution No. 2013-09 entitled "Resolution Authorizing Elected Official Travel", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-09 is contained in the City Administrator's book entitled Council Resolutions 19.

Business License Applications – City Administrator Prafke recommended approval of the business license applications submitted by Lone Star BBQ and Grill and Sweet Shoppe Express LLC. In motion by Carlin, seconded by Eichmann, Resolution No. 2013-10 entitled "Resolution Approving New Business License Applications", was introduced. Upon roll call, with all in favor,

the Resolution was declared passed and adopted. A complete copy of Resolution No. 2013-10 is contained in the City Administrator's book entitled Council Resolutions 19.

Reports

Mayor's Reports - Mayor Strand reported on his recent activities which included touring Alumacraft Boat Company with Senator Amy Klobuchar on January 8th and attending a meeting of the Region Nine Development Commission on January 9th.

Mayor Strand encouraged Saint Peter residents to consider applying for service on City Council advisory boards and commissions and noted several boards currently have vacancies.

Special Election – House District 19A Vacancy – City Administrator Prafke reported Governor Dayton had called for a special primary election on January 29th and a special election on February 12th to replace House Representative Terry Morrow who had submitted his resignation. Prafke noted that all aspects of the election including polling places and voting hours would be the same as previous elections.

City/School/Gustavus Meeting Schedule – City Administrator Prafke reminded Councilmembers of the January 23rd meeting of the City/School/Gustavus committee. Prafke also noted that the meeting may be cancelled or rescheduled and he would notify affected Councilmembers as soon as possible.

City/School Meeting Schedule – City Administrator Prafke reminded Councilmembers of the January 23rd meeting of the City/School committee which was scheduled for 12:00 noon at City Hall and would include discussion on retaining a facilitator for discussion involving future joint facilities.

City Office Closure – City Administrator Prafke reported all non-emergency City offices, including the Library, would be closed on January 21st for the Martin Luther King Jr Day holiday and the Council workshop would be held on Tuesday, January 22nd.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

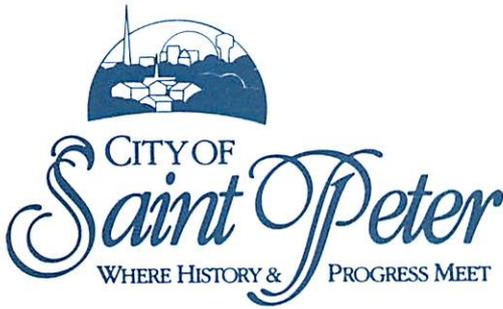
Historic Extension Tendon:

<u>Vendor</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>	<u>Total with Sales Tax</u>
JT Services	Four	\$1900.00	\$3,600.00	\$3,847.49

FISCAL IMPACT:

This purchase will be funded from the electric utility fund.

LGG/vwt



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/04/13

FROM: Lewis Giesking *Lew*
Director of Public Works

RE: Purchase of Transformers for the Park Row Crossing Project

ACTION/RECOMMENDATION

It is recommended the City Council authorize the purchase of two transformers in the amount of \$13,199.06 from Wesco Distribution of Fridley Minnesota.

BACKGROUND

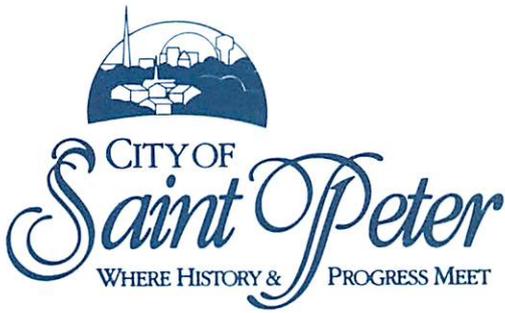
City staff met with personnel from Southwest Housing to discuss the design of the Park Row Crossing Housing Project on December 18, 2012. Two buildings will be constructed on the site requiring two transformers. Two quotes were received for purchasing the new transformers as there are only two companies in Minnesota that provide the transformers:

Company	Quantity	Each	Total	Total w/taxes
WESCO	2	\$6,175.00.	\$12,350. 00	\$13,199.06
Border States	2	\$8,550.00	\$17,100.00	\$18,275.63

A 30 year life cycle cost comparison was completed for the two brands of transformers. The present worth lifecycle cost of the Border States transformer is \$52,100. The present worth lifecycle cost of the Wesco transformer is \$43,176. The WESCO transformers are the better value; therefore, it is recommended to purchase the WESCO transformers. The delivery schedule will be 10 to 12 weeks. It is proposed to order the transformers now to have them available when construction starts later this year.

Fiscal impact:

This purchase will be funded by the electric utility.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/24/13

FROM: Lewis Giesking
Director of Public Works

RE: Purchase of demand load control units to be placed in the electric utility inventory

ACTION/RECOMMENDATION

It is recommended 150 demand load control units be purchased from Cannon/Cooper Power Systems in the amount of \$21,257.44.

BACKGROUND

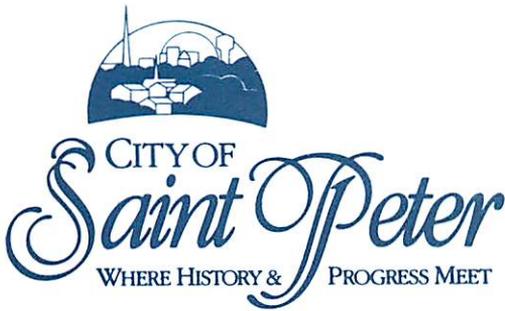
The City has a requirement of installing demand load control units on all new residential structures constructed. There is a backlog of new units that need to have demand load control units installed. There are an additional 40 residential units planned for construction in 2013. This number of units includes new construction and new installation of air conditioning units on existing homes. Over a decade ago, the City committed to a brand of demand load control units that would be compatible with the power line carrier monitoring system. Cannon/Cooper Power Systems is the exclusive supplier of these demand load control units.

One hundred and fifty units at \$130.00 per unit for a total cost of \$19,500. The total cost with freight and sales tax is \$21,257.44.

FISCAL IMPACT:

This purchase will be funded from the electric utility.

LGG/wwt



Memorandum

TO: Lewis Giesking *OK LG*
Public Works Director

DATE: December 21, 2012

FROM: Pete Moulton *Pete*
Water Utilities Superintendent

Chris Voeltz
Water Foreman

RE: Antiscalant Purchase

ACTION:

It is recommended the City Council authorize Professional Water Technologies of Vista, California to furnish and deliver antiscalant to be used in the water treatment process in the amount of \$21,000.

BACKGROUND:

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

The quote tabulation is as follows.

Chemical	Prof. Water Tech.	C. Emery Nelson	GE Water & Proc. Tech.
Antiscalant	\$1.05 per pound	\$1.99 per pound	\$2.27 per pound

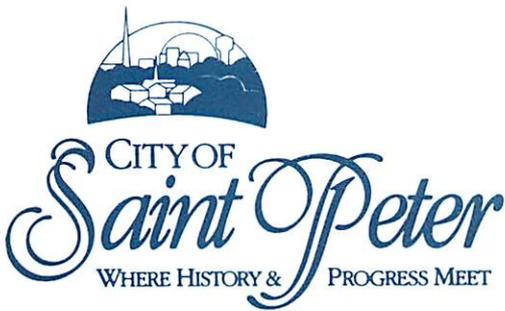
Based on the 2012 water pumping records, staff estimates the chemical usage for 2013 to be:

Chemical	2012 Usage	2013 Price	Estimate Cost
Antiscalant	20,000 pounds	\$1.05 per pound	\$21,000

The 2013 quoted price of \$1.05 per pound matches the price per pound from 2012.

Included in the price quotation from Professional Water Technologies is four service visits, assistance with a clean in place (CIP) procedure, review of operator log sheets, water sampling, and troubleshooting.

Chemical Cost	\$21,000
Freight	\$ 0
Tax	Exempt
Total Cost	\$21,000



Memorandum

To: Lewis Giesking
Director of Public Works

*ok
LGG*

Date: December 17, 2012

From: Pete Moulton
Water Utilities Superintendent

Pete

Steve Bushman
Wastewater Foreman

Re: 2013 Biosolids Polymer

Action

Authorize Hawkins Chemical of Minneapolis Minnesota, to furnish and deliver polymer used for treating biosolids in the wastewater treatment facility in the amount of \$43,267.

Background

The Wastewater Utility uses polymer (Aqua Hawk 85032) in the biosolids treatment process. Hawkins has supplied this polymer for several years. It is an excellent product and has never been an issue in meeting our requirements of attaining a "Class A" biosolids.

Two additional vendors were asked this summer to test their polymer on our biosolids and supply a quote for 2013. They were Chemisolv and Freemont Industries. Both companies completed testing but were unable to meet the testing requirements we have established.

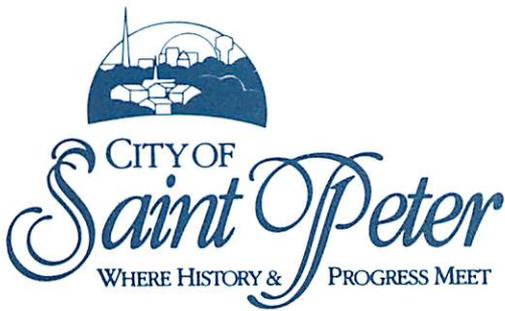
Our product not only has to be dewatered but must also meet a fecal requirement for a "Class A" biosolids. Two of the three vendors have elected not to supply a quote for Biosolids Polymer. The quote for 2013 is the same as 2012 and there are funds allocated in the 2013 Wastewater Budget.

<u>Chemical</u>	<u>Hawkins</u>	<u>Chemisolv</u>	<u>Freemont Industries</u>
Biosolids Polymer	\$2.20/pound	No Bid	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>
Biosolids Polymer	18,400 lbs (2,300 lbs/tote)	\$2.20/pound	\$40,480

<i>Chemical Cost</i>	\$40,480
<i>Tax</i>	\$2,747
<i>Delivery Charges</i>	\$40
<i>Total Cost</i>	\$43,267



Memorandum

To: Lewis Giesking ^{OK LGS}
 Director of Public Works

Date: December 19, 2012

From: Pete Moulton ^{Pete}
 Water Utilities Superintendent

Steve Bushman
 Wastewater Foreman

Re: Primary Polymer Purchase

Action

Authorize Hawkins Chemical of Minneapolis, Minnesota, to furnish and deliver polymer used for primary treatment in the wastewater treatment facility in the amount of \$16,231.

Background

The Wastewater Utility currently uses polymer (VS6007) in the primary treatment process which is currently supplied by VESSCO Inc. During the past year VESSCO has experienced elevated cost in freight and delivery charges. This summer three vendors were asked to come into our treatment facility and test their polymer on our primary influent flow to determine if the product can be considered for use. These vendors were Hawkins Inc, Freemont Industries and Chemisolv. The product supplied by VESSCO has already been approved.

After testing each of the polymers, staff came to the conclusion that Hawkins and VESSCO supplied a superior product and that the polymer supplied by Fremont Industries provided a chemical reaction that produced a non-uniformed floc (pin floc) which is known to not settle adequately and may add to the expense of operations in the biosolids polymer application.

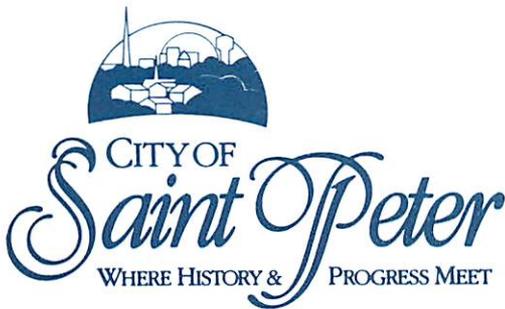
2012 Primary Polymer Usage – VESSCO Inc.

<u>Chemical</u>	<u>Total Lbs.</u>	<u>Price/lbs</u>	<u>Freight</u>	<u>Tax</u>	<u>Total</u>	<u>Price per/lbs</u>
Primary Polymer	11,500	\$1.67	\$2,147	\$1,468	\$22,800	\$1.98

2013 Primary Polymer bids include cost per pound, freight and sales tax.

<u>Vendor</u>	<u>Pounds</u>	<u>Price/lb</u>	<u>Freight</u>	<u>Tax</u>	<u>Total</u>	<u>Price per/lb</u>
VESSCO	9,200	\$1.67	\$1,616.80	\$1,167.43	\$18,148.23	\$1.972
Hawkins	9,200	\$1.65	\$20.00	\$1,031.00	\$16,231.32	\$1.764
Freemont	9,200	\$1.60	\$ 0	\$ 998.75	\$15,718.75	\$1.708
Chemisolv	9,200	No Bid				

Staff recommends using the polymer product from Hawkins Chemical at a cost of \$1.764 per pound of chemical delivered.



Memorandum

To: Lewis Giesking *OK LGJ*
Public works Director

Date: December 20, 2012

From: Pete Moulton *Pete*
Water Utilities Superintendent

Chris Voeltz
Water Foreman

RE: Caustic Soda Purchase

Action:

Authorize Hawkins Inc. of Minneapolis, Minnesota to furnish and deliver caustic soda to be used in the water treatment process in the amount of \$41,000.

Background:

Staff solicited written proposals for purchase and delivery of caustic soda for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. Caustic Soda is used to raise the pH of the water to decrease corrosiveness.

The quote tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Caustic Soda	\$3.90 per gallon	\$3.91 per gallon

Based on the 2012 water pumping records, staff estimates caustic soda usage for 2013 to be:

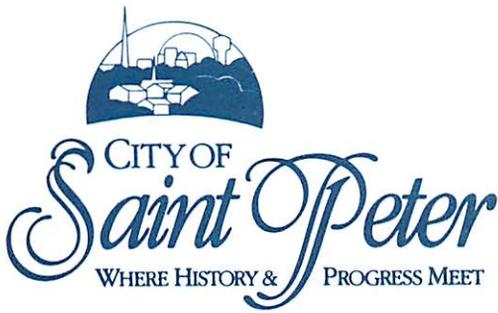
<u>Chemical</u>	<u>2012 Usage</u>	<u>2013 price</u>	<u>Estimated Cost</u>
Caustic Soda	10,300 gallons	X \$3.90 per gallon	= \$40,170

The 2013 quote price of \$3.90 per gallon is a reduction of \$.05 per gallon. There is a \$5.00 delivery charge from Hawkins, Inc. per trip to the water treatment facility, not per chemical that doesn't affect this price quote.

Staff was unable to solicit a third quote as these are the only two companies in our area that produce the chemical products needed in our water treatment process. Any other quotes would be from delivery companies that purchase product from these companies, and they would add their markup after purchasing and delivering the product from these suppliers.

Chemical Cost:	\$40,170
Freight:	\$ 830
Tax:	Exempt
Total Cost:	\$41,000

16



Memorandum

To: Lewis Giesking
Public Works Director

*o/c
LGG*

Date: December 21, 2012

From: Pete Moulton
Water Utilities Superintendent

Pete

Chris Voeltz
Water Foreman

RE: Sodium Metabisulfite Purchase

Action:

Authorize Hawkins Inc. of Minneapolis, Minnesota to furnish and deliver sodium metabisulfite to be used in the water treatment process in the amount of \$31,000.

Background:

Staff solicited formal written proposals for purchase and delivery of sodium metabisulfite for its water treatment process from Hawkins, Inc. of Minneapolis and DPC Industries, Inc. of Rosemount. Sodium metabisulfite is a chemical used to clean the reverse osmosis membranes.

The quote tabulation is as follows:

<u>Chemical</u>	<u>Hawkins, Inc.</u>	<u>DPC Industries, Inc.</u>
Sodium Metabisulfite	\$1.45 per lbs.	Did Not Bid

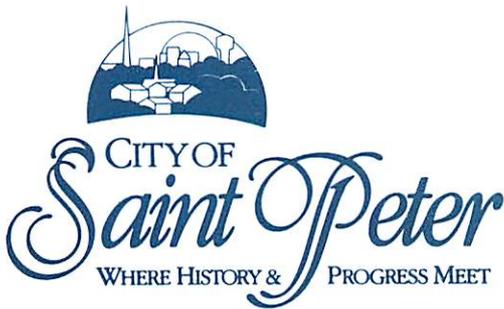
Based on the 2012 water pumping records, staff estimates for chemical usage for 2013 to be:

<u>Chemical</u>	<u>2012 Usage</u>	<u>2013 price</u>	<u>Estimate cost</u>
Sodium Metabisulfite	20,800 lbs.	\$1.45 per pound	\$30,160.00

The 2013 quoted price of \$1.45 per pound is the same price that the utility paid per pound in 2012. There is a \$5.00 delivery charge from Hawkins, Inc. per trip to the water treatment facility.

Staff was unable to solicit a second and third quote due to the infrequent demand of this chemical and its use in Minnesota. Any other quotes would be from delivery companies that purchase product from Hawkins Inc. and they would add their markup after purchasing and delivering the product from these suppliers.

Chemical Cost	\$30,160
Freight	\$ 840
Tax	Exempt
Total Cost	\$31,000



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/26/2012

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

RE: 2013 Blanket Maintenance Fluid Purchase

ACTION/RECOMMENDATION

It is recommended the City Council approve a blanket purchase order for maintenance fluids from Lubrication Technologies Inc. in an amount not to exceed \$10,500.00

BACKGROUND

Maintenance fluids are a large expense for the successful operation of the city's fleet of vehicles and equipment. With the increasing amount of emission equipment on vehicles and more finicky fluid specifications a wider variety of fluids are needed to maintain our fleet. Through the use of multi-use and extended change interval fluids (synthetic), a savings can be realized through minimum downtime and inventory. Public Works staff has acquired quotes for the various fluids needed to maintain the city's fleet from the two supplies that service our area. The quoted prices are as follow (Lubetech State Bid):

Oil	UFC	Lubetech	Anticipated Amount (Gallons)
5W20	\$10.98/gallon	\$8.55/gallon	165
15W40	\$11.68/gallon	\$9.55/gallon	320
Universal Hydraulic	\$10.96/gallon	\$8.88/gallon	165
Ultra Clean Hydraulic	\$10.30/gallon	Same product	110
30wt Transmission	\$12.56/gallon	\$11.28/gallon	55
Multi-vehicle ATF	\$15.25/gallon*	\$14.96/gallon*	55
Coolant	Not available	\$10.26/gallon	110

* Synthetic Blend

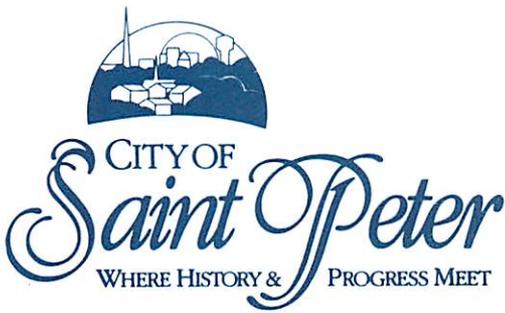
When the anticipated dollar amount is calculated the result is UFC: \$10,020.25, Lubetech: \$8,351.95; showing a difference of \$1,668.30. With the addition of the price of coolant (\$1053.00), diesel exhaust fluid (\$311.10), and some small quantity specialty oils, the anticipated total is expected to not exceed \$10,500.00.

FISCAL IMPACT:

The 2013 Budget includes funding for this purchase under a Public Works split.

Maintenance Superintendent Tim Mayo assisted with the preparation of this memo.

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



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/24/13

FROM: Russ Wille
Community Development Director

RE: 430 Ritt Street – Emergency Repair

ACTION/RECOMMENDATION

Authorize and ratify the emergency repair of the dock leveling system at the 430 Ritt Street building leased to Jari, USA.

BACKGROUND

Jari, USA leases the 430 Ritt Street building from the City of Saint Peter. The executed lease agreement identifies the responsibilities of both the tenant and owner of the property.

My office received notice that the dock leveling systems at 430 Ritt Street was not operating correctly. As a short term remedy, the tenant has been bypassing the mechanical system and operating the leveler by hand. This practice is considered to be a hazard and is only to be used in a very short term (emergency) type solution, not as a regular use of the leveler.

The lease obligates the City to repair or replace the mechanical systems of the building when they malfunction or are inoperable. Given that the dock leveling system is vital to the successful shipping of product an expedited repair would allow the tenant to maintain operations. As such, City Administrator Prafke, under the authority provided to him in the City Code, has already approved the repairs and staff is seeking the Council's approval of that action.

Pugleasa, Inc. submitted a quote of \$2,344.09 to replace the leveler ramp control ratchet assembly with a new repair kit. Given that Pugleasa, Inc. had installed, maintained and repaired the original leveling system, no additional quotes were solicited.

FISCAL IMPACT:

\$2,344.09 would be paid to Pugleasa, Inc. after the successful repair of the leveling system. The expense would be paid from the lease revenues paid by the tenant.

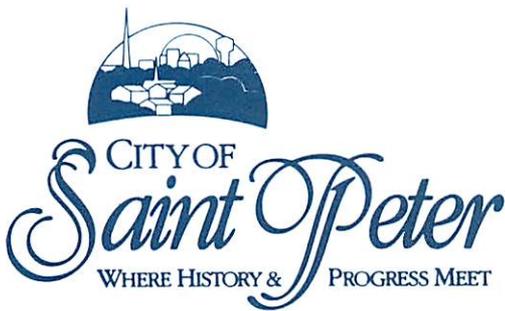
ALTERNATIVES/VARIATIONS:

Do not act: Action to deny the repair the leveling system would be a violation of the lease between the City and Jari, USA.

Negative Votes: A vote to deny the repair would result in a violation of the lease between the City and Jari, USA.

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

RW



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/26/2012

FROM: Lewis Giesking
Director of Public Works

RE: 2013 Blanket Maintenance Fluid Purchase

ACTION/RECOMMENDATION

It is recommended the City Council approve a blanket purchase order for maintenance fluids from Lubrication Technologies Inc. in an amount not to exceed \$10,500.00

BACKGROUND

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FISCAL IMPACT:

The 2013 Budget includes funding for this purchase under a Public Works split.

Maintenance Superintendent Tim Mayo assisted with the preparation of this memo.

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

LGG/vwt



To: Todd Prafke
City Administrator

Date: January 23, 2013

Fr: Cindy Moulton *Cindy*
Administrative Secretary

Re: License Renewals

ACTION/RECOMMENDATION

Provide approval of licenses.

BACKGROUND

The City has received two temporary license applications in order for a non-profit organization to hold a fundraiser.

Pheasants Forever, Inc. will be holding their annual fundraiser at Johnson Hall located at the Nicollet County Fairgrounds, 400 Union Street. The event is scheduled for April 13, 2013. Scott Rausch, on behalf of Pheasants Forever, has submitted a Temporary On Sale Liquor License and a LG220 Application for Exempt Permit (raffles and paddlewheels) in order to hold the event.

Please place these items on the January 28, 2013 City Council consent agenda.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

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

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

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

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

CKM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ALPHA WIRELESS COMMUNICATIONS CO	leather case	GENERAL FUND	FIRE	53.44
			TOTAL:	53.44
AMERICAN EXPRESS TRAVEL	points used dc flight eich	GENERAL FUND	NON-DEPARTMENTAL	23.19-
	flight to dc eichmann appa	GENERAL FUND	MAYOR & COUNCIL	342.59
	points used dc flight eich	WATER	NON-DEPARTMENTAL	68.75-
	points used dc flight eich	WASTE WATER FUND	NON-DEPARTMENTAL	73.47-
	points used dc flight eich	ENVIRON SERVICES F	NON-DEPARTMENTAL	177.18-
			TOTAL:	0.00
BEST WESTERN	2 rooms, 2 nights mrwa con	WATER	ADMIN AND GENERAL	200.02
	2 rooms, 2 nights mrwa con	WASTE WATER FUND	ADMIN AND GENERAL	100.01
	2 rooms, 2 nights mrwa con	STORMWATER FUND	ADMINISTRATION AND GEN	100.01
			TOTAL:	400.04
BLUE EARTH COUNTY	patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BORDER STATES ELECTRIC SUPPLY	#637 photo cell	ELECTRIC FUND	NON-DEPARTMENTAL	1,110.75
			TOTAL:	1,110.75
BOYER TRUCKS	strap assy, insulator bott	GENERAL FUND	STREETS	166.73
	strap assy, insulators top	GENERAL FUND	STREETS	180.08
			TOTAL:	346.81
STEVE BUSHMAN	boiler license	WASTE WATER FUND	ADMIN AND GENERAL	45.00
			TOTAL:	45.00
COLE PAPERS INC	roll/box towel,coverall,kl	GENERAL FUND	STREETS	115.24
	roll/box towel,coverall,kl	GENERAL FUND	PARKS	115.24
	roll/box towel,coverall,kl	WATER	DISTRIBUTION AND STORA	57.62
	roll/box towel,coverall,kl	WASTE WATER FUND	SOURCE/TREATMENT	57.69
	roll/box towel,coverall,kl	ENVIRON SERVICES F	REFUSE DISPOSAL	57.62
	roll/box towel,coverall,kl	ELECTRIC FUND	POWER DISTRIBUTION	115.24
	roll/box towel,coverall,kl	STORMWATER FUND	TREATMENT	57.68
			TOTAL:	576.33
CREDIT RIVER TOOLS	trouble lite chgr, probe t	GENERAL FUND	STREETS	40.73
	trouble lite chgr, probe t	GENERAL FUND	PARKS	40.73
	trouble lite chgr, probe t	WATER	DISTRIBUTION AND STORA	20.36
	trouble lite chgr, probe t	WASTE WATER FUND	SOURCE/TREATMENT	20.39
	trouble lite chgr, probe t	ENVIRON SERVICES F	REFUSE DISPOSAL	20.36
	trouble lite chgr, probe t	ELECTRIC FUND	POWER DISTRIBUTION	40.73
	trouble lite chgr, probe t	STORMWATER FUND	TREATMENT	20.40
			TOTAL:	203.70
DON'S APPLIANCE & TV	ge water filter	WATER	PURIFICATION AND TREAT	38.42
			TOTAL:	38.42
DRANTTEL SALES & SERVICE	needle, bowl gasket	GENERAL FUND	FIRE	28.00
			TOTAL:	28.00
FASTENAL COMPANY	batteries	GENERAL FUND	FIRE	29.44
	plow bolts, lock nuts, hex	GENERAL FUND	STREETS	26.17
	plow bolts, lock nuts, hex	GENERAL FUND	PARKS	26.17
	plow bolts, lock nuts, hex	WATER	DISTRIBUTION AND STORA	13.08

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	plow bolts, lock nuts, hex	WASTE WATER FUND	SOURCE/TREATMENT	13.10
	plow bolts, lock nuts, hex	ENVIRON SERVICES F	REFUSE DISPOSAL	13.08
	plow bolts, lock nuts, hex	ELECTRIC FUND	POWER DISTRIBUTION	26.17
	plow bolts, lock nuts, hex	STORMWATER FUND	TREATMENT	13.10
			TOTAL:	160.31
FIRST NATIONAL BANK	\$365,000 60 equip cert 200	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	35,000.00
	\$365,000 60 equip cert 200	2008B BHS EQUIP CE	DEBT SERVICE PAYMENTS	4,812.75
			TOTAL:	39,812.75
FORCE AMERICA DISTRIBUTING LLC	rebuild motor #911	GENERAL FUND	STREETS	303.53
	hyd main motor pump & auge	GENERAL FUND	STREETS	2,449.64
			TOTAL:	2,753.17
GAS TANK RENU MN & RADIATOR	#38 truck fuel tank	GENERAL FUND	STREETS	376.00
			TOTAL:	376.00
WILLIAM GERHART	meals mscic training	GENERAL FUND	POLICE	30.83
			TOTAL:	30.83
LEWIS GIESKING	mileage	ELECTRIC FUND	ADMIN AND GENERAL	162.83
			TOTAL:	162.83
GOPHER STATE ONE-CALL INC	2013 annual fee	WATER	DISTRIBUTION AND STORA	33.33
	2013 annual fee	WASTE WATER FUND	COLLECTOR/LIFT STAT	33.33
	2013 annual fee	ELECTRIC FUND	POWER DISTRIBUTION	33.34
			TOTAL:	100.00
GRAINGER	nitrile disposable gloves	GENERAL FUND	STREETS	46.72
	nitrile disposable gloves	GENERAL FUND	PARKS	46.72
	nitrile disposable gloves	WATER	DISTRIBUTION AND STORA	23.36
	nitrile disposable gloves	WASTE WATER FUND	SOURCE/TREATMENT	23.39
	nitrile disposable gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	23.36
	nitrile disposable gloves	ELECTRIC FUND	POWER DISTRIBUTION	46.72
	nitrile disposable gloves	STORMWATER FUND	TREATMENT	23.36
			TOTAL:	233.63
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	372.99
			TOTAL:	372.99
HAWKINS CHEMICAL	chlorine caustic soda hydr	WATER	PURIFICATION AND TREAT	5,053.74
			TOTAL:	5,053.74
HICKORY TECH	phone svc 1/8-2/7/13	GENERAL FUND	CITY ADMINISTRATION	77.66
	phone svc 1/8-2/7/13	GENERAL FUND	CITY CLERK	15.36
	phone svc 1/8-2/7/13	GENERAL FUND	FINANCE	120.89
	phone svc 1/8-2/7/13	GENERAL FUND	MUNICIPAL BUILDING	7.18
	phone svc 1/8-2/7/13	GENERAL FUND	POLICE	361.62
	phone svc 1/8-2/7/13	GENERAL FUND	FIRE	150.25
	phone svc 1/8-2/7/13	GENERAL FUND	BUILDING INSPECTOR	45.07
	phone svc 1/8-2/7/13	GENERAL FUND	PUBLIC WORKS ADMIN	84.30
	phone svc 1/8-2/7/13	GENERAL FUND	STREETS	52.24
	phone svc 1/8-2/7/13	GENERAL FUND	SENIOR COORDINATOR	5.13
	phone svc 1/8-2/7/13	GENERAL FUND	RECREATION/LEISURE SER	128.28
	phone svc 1/8-2/7/13	GENERAL FUND	SWIMMING POOL	31.37
	phone svc 1/8-2/7/13	GENERAL FUND	PARKS	93.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone svc 1/8-2/7/13	GENERAL FUND	ECONOMIC DEVT	29.71
	phone svc 1/8-2/7/13	LIBRARY FUND	LIBRARY	92.21
	phone svc 1/8-2/7/13	PUBLIC ACCESS	PUBLIC ACCESS	15.36
	phone svc 1/8-2/7/13	COMMUNITY CENTER	COMMUNITY CENTER	48.34
	phone svc 1/8-2/7/13	WATER	ADMIN AND GENERAL	234.78
	phone svc 1/8-2/7/13	WASTE WATER FUND	ADMIN AND GENERAL	192.75
	phone svc 1/8-2/7/13	ENVIRON SERVICES F	ADMIN AND GENERAL	33.19
	phone svc 1/8-2/7/13	ELECTRIC FUND	ADMIN AND GENERAL	150.12
	phone svc 1/8-2/7/13	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	49.82
			TOTAL:	2,019.10
JON HUGHES	meal	GENERAL FUND	POLICE	8.00
			TOTAL:	8.00
IDEXX DISTRIBUTION, INC	vessels & comparator	WASTE WATER FUND	SOURCE/TREATMENT	281.57
			TOTAL:	281.57
INVENTORY TRADING COMPANY	clothing	GENERAL FUND	POLICE	577.50
			TOTAL:	577.50
BRENDA ISLEY	envelope moisteners	GENERAL FUND	FINANCE	17.99
	envelope moisteners	WATER	ADMIN AND GENERAL	4.50
	envelope moisteners	WASTE WATER FUND	ADMIN AND GENERAL	4.50
	envelope moisteners	ENVIRON SERVICES F	ADMIN AND GENERAL	4.48
	envelope moisteners	ELECTRIC FUND	ADMIN AND GENERAL	4.50
			TOTAL:	35.97
LOREN JANSEN	2 ammo clips	GENERAL FUND	POLICE	86.73
			TOTAL:	86.73
JRK SEED & TURF SUPPLY	2013 conference	GENERAL FUND	PARKS	90.00
			TOTAL:	90.00
KEN KOCHICK	driver lic. ken k	ELECTRIC FUND	ADMIN AND GENERAL	42.25
			TOTAL:	42.25
LARKSTUR ENGINEERING & SUPPLY, INC.	#607 jd loader repair part	GENERAL FUND	STREETS	346.58
	shop repair parts o rings	GENERAL FUND	STREETS	16.87
	#38 repair parts	GENERAL FUND	STREETS	217.98
	shop repair parts o rings	GENERAL FUND	PARKS	16.87
	shop repair parts o rings	WATER	DISTRIBUTION AND STORA	8.44
	shop repair parts o rings	WASTE WATER FUND	SOURCE/TREATMENT	8.45
	shop repair parts o rings	ENVIRON SERVICES F	REFUSE DISPOSAL	8.44
	shop repair parts o rings	ELECTRIC FUND	POWER DISTRIBUTION	16.87
	shop repair parts o rings	STORMWATER FUND	TREATMENT	8.45
			TOTAL:	648.95
LUBRICATION TECHNOLOGIES, INC.	mech bay maint fluids	GENERAL FUND	POLICE	120.00
	mech bay maint fluids	GENERAL FUND	STREETS	790.03
	mech bay maint fluids	GENERAL FUND	PARKS	790.03
	mech bay maint fluids	WATER	DISTRIBUTION AND STORA	394.97
	mech bay maint fluids	WASTE WATER FUND	SOURCE/TREATMENT	395.47
	mech bay maint fluids	ENVIRON SERVICES F	REFUSE DISPOSAL	394.97
	mech bay maint fluids	ELECTRIC FUND	POWER DISTRIBUTION	790.02
	mech bay maint fluids	STORMWATER FUND	TREATMENT	395.40
	mech bay maint fluids	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	80.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	4,150.89	
MACQUEEN EQUIPMENT INC	cutt edge wear plate blade	GENERAL FUND	STREETS	2,406.02	
			TOTAL:	2,406.02	
MENARDS	shelving bdwy water plant	WATER	PURIFICATION AND TREAT	60.78	
			TOTAL:	60.78	
MIDAS AUTO SERVICE EXPERTS-2270	tubing #509	GENERAL FUND	FIRE	74.21	
			TOTAL:	74.21	
MISC VENDOR	FLEETPRIDE	superduty amber strobe	GENERAL FUND	STREETS	164.26
	MARRIOT NORTHWEST	ww conf hotel	WATER	ADMIN AND GENERAL	158.80
	MARRIOT NORTHWEST	ww conf hotel	WASTE WATER FUND	ADMIN AND GENERAL	476.38
	MARRIOT NORTHWEST	ww conf hotel	STORMWATER FUND	ADMINISTRATION AND GEN	158.80
	PETERSON, CHIMENE	refund rentl overpd 713 s	GENERAL FUND	NON-DEPARTMENTAL	30.00
			TOTAL:	988.24	
MN DEPT OF PUBLIC SAFETY	hazardous materials fee	ELECTRIC FUND	POWER PRODUCTION	25.00	
			TOTAL:	25.00	
MN DNR WATERS	2012 water use report app	WATER	SOURCE OF SUPPLY	5,815.75	
			TOTAL:	5,815.75	
MN MUNICIPAL UTILITIES ASSOCIATION	lew/pete winter conf2/13-	GENERAL FUND	STREETS	117.50	
	lew/pete winter conf2/13-	GENERAL FUND	PARKS	94.00	
	lew/pete winter conf2/13-	WATER	ADMIN AND GENERAL	47.00	
	lew/pete winter conf2/13-	WASTE WATER FUND	ADMIN AND GENERAL	47.00	
	lew/pete winter conf2/13-	ENVIRON SERVICES F	ADMIN AND GENERAL	47.00	
	lew/pete winter conf2/13-	ELECTRIC FUND	ADMIN AND GENERAL	117.50	
			TOTAL:	470.00	
MN POLLUTION CONTROL AGENCY	ww conf brooklyn prk	WATER	ADMIN AND GENERAL	300.00	
	ww conf brooklyn prk	WASTE WATER FUND	ADMIN AND GENERAL	900.00	
	ww conf brooklyn prk	STORMWATER FUND	ADMINISTRATION AND GEN	300.00	
			TOTAL:	1,500.00	
MN RURAL WATER ASSOCIATION	feb 2013 terry jim jeff sc	WATER	ADMIN AND GENERAL	390.00	
	feb 2013 terry jim jeff sc	WASTE WATER FUND	ADMIN AND GENERAL	195.00	
	feb 2013 terry jim jeff sc	STORMWATER FUND	ADMINISTRATION AND GEN	195.00	
			TOTAL:	780.00	
MN WASTEWATER OPERATORS ASSOCIATION	2/13 mtg shakopee - chris	WATER	ADMIN AND GENERAL	15.00	
			TOTAL:	15.00	
MVTL LABORATORIES INC	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	28.80	
	salty dis	WASTE WATER FUND	SOURCE/TREATMENT	303.00	
			TOTAL:	331.80	
NORTH CENTRAL INTERNATIONAL	filters	GENERAL FUND	NON-DEPARTMENTAL	155.48	
	filters	GENERAL FUND	NON-DEPARTMENTAL	12.62	
	filters	GENERAL FUND	NON-DEPARTMENTAL	45.40	
	mirror	GENERAL FUND	STREETS	33.18	
			TOTAL:	155.88	
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	220.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	565.99
			TOTAL:	785.99
PAULA O'CONNELL	title reclass/reg 2005 for WATER		CUSTOMER ACCOUNTS	12.69
	title reclass/reg 2005 for WASTE WATER FUND		CUSTOMER ACCOUNTS	12.69
	title reclass/reg 2005 for ENVIRON SERVICES F		CUSTOMER ACCOUNTS	12.68
	title reclass/reg 2005 for ELECTRIC FUND		CUSTOMER ACCOUNTS	12.69
			TOTAL:	50.75
OFFICEMAX	replacement ups's	GENERAL FUND	FINANCE	42.84
	replacement ups's	WATER	ADMIN AND GENERAL	10.71
	replacement ups's	WASTE WATER FUND	ADMIN AND GENERAL	10.71
	replacement ups's	ENVIRON SERVICES F	ADMIN AND GENERAL	10.70
	replacement ups's	ELECTRIC FUND	ADMIN AND GENERAL	10.71
			TOTAL:	85.67
JOHN A PERRA	1999a 245,000 tif bond pri	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	18,500.00
	1999a 245,000 tif bond int	VOLMARY TWNHOMES T	DEBT SERVICE PAYMENTS	3,447.12
			TOTAL:	21,947.12
PHILIPS HEALTHCARE	aed pads	GENERAL FUND	FIRE	34.73
	aed pads	GENERAL FUND	FIRE	42.79
	aed pads	GENERAL FUND	STREETS	10.70
	aed pads	GENERAL FUND	SWIMMING POOL	42.79
	aed pads	GENERAL FUND	PARKS	8.56
	aed pads	COMMUNITY CENTER	COMMUNITY CENTER	42.79
	aed pads	WATER	ADMIN AND GENERAL	4.28
	aed pads	WASTE WATER FUND	ADMIN AND GENERAL	4.28
	aed pads	ENVIRON SERVICES F	ADMIN AND GENERAL	4.28
	aed pads	ELECTRIC FUND	ADMIN AND GENERAL	10.70
	aed pads	ELECTRIC FUND	ADMIN AND GENERAL	42.79
			TOTAL:	248.69
TODD PRAFKE-PETTY CASH	dish soap	GENERAL FUND	MUNICIPAL BUILDING	2.14
	meals, mileage	GENERAL FUND	ECONOMIC DEVMT	30.21
	card	ELECTRIC FUND	CUSTOMER ACCOUNTS	3.00
			TOTAL:	35.35
RAINBOW TREECARE	eab conf reg. raoul b	ENVIRON SERVICES F	ADMIN AND GENERAL	25.00
			TOTAL:	25.00
RDO EQUIPMENT CO.	12' snowplow nuts bolts #6	WASTE WATER FUND	SOURCE/TREATMENT	433.12
			TOTAL:	433.12
MARY SPEAR	refund overpd rental permi	GENERAL FUND	NON-DEPARTMENTAL	50.00
			TOTAL:	50.00
SPRINT SOLUTIONS, INC.	cell phone svc 12/15-1/14	GENERAL FUND	POLICE	279.93
	cell phone svc 12/15-1/14	GENERAL FUND	FIRE	17.28
	on call phones 12/15-1/14	WATER	ADMIN AND GENERAL	25.85
	on call phones 12/15-1/14	WASTE WATER FUND	ADMIN AND GENERAL	27.18
	on call phones 12/15-1/14	ELECTRIC FUND	ADMIN AND GENERAL	25.85
			TOTAL:	376.09
ST PETER RENTAL CENTER	cap primer	GENERAL FUND	PARKS	12.38
			TOTAL:	12.38

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STREICHER'S	clothing	GENERAL FUND	POLICE	13.35
	clothing	GENERAL FUND	POLICE	11.75
	watch	GENERAL FUND	POLICE	74.80
	boots flashlight battery c	GENERAL FUND	POLICE	414.92
	flashlight holder	GENERAL FUND	POLICE	14.95
	clothing	GENERAL FUND	POLICE	99.99
			TOTAL:	629.76
SUMMIT PARK MHC LLC	#58 lot rent feb 2013	PERM IMPROVMENT RE	STREETS	275.00
	#58 lot ren jan 2013	PERM IMPROVMENT RE	STREETS	275.00
	#11 lot rent jan 2013	HOUSING PROJECT200	ECONOMIC DEVMT	275.00
			TOTAL:	825.00
TIGERDIRECT.COM	anti static mat	WATER	CUSTOMER ACCOUNTS	4.87
	anti static mat	WASTE WATER FUND	CUSTOMER ACCOUNTS	4.87
	anti static mat	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	4.88
	anti static mat	ELECTRIC FUND	CUSTOMER ACCOUNTS	4.87
			TOTAL:	19.49
TOWMASTER, INC.	sand guard #112 mach	GENERAL FUND	STREETS	45.68
			TOTAL:	45.68
WALTER F STEPHENS JR INC	badges	GENERAL FUND	POLICE	7.00
			TOTAL:	7.00
WATER ENVIRONMENT FEDERATION	membership 2013 moulton 4/	WATER	ADMIN AND GENERAL	113.00
			TOTAL:	113.00
WESCO DISTRIBUTION INC	4/0 primary wire 3 reels	ELECTRIC FUND	NON-DEPARTMENTAL	24,208.52
	#554 vt pack #555 vt pak h	ELECTRIC FUND	NON-DEPARTMENTAL	959.74
	unicom probe	ELECTRIC FUND	POWER DISTRIBUTION	534.38
			TOTAL:	25,702.64
ZIEGLER INC	generator contracts	GENERAL FUND	MUNICIPAL BUILDING	1,560.00
	lamps, sockets, plug kit #	GENERAL FUND	STREETS	81.29
	air element #16	GENERAL FUND	STREETS	52.26
	generator contracts	COMMUNITY CENTER	COMMUNITY CENTER	2,160.00
	generator contracts	WATER	PURIFICATION AND TREAT	3,120.00
	generator contracts	WATER	DISTRIBUTION AND STORA	1,560.00
	generator contracts	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,820.00
	generator contracts	WASTE WATER FUND	COLLECTOR/LIFT STAT	7,296.00
	generator contracts	WASTE WATER FUND	SOURCE/TREATMENT	11,140.00
	generator contracts	ELECTRIC FUND	POWER PRODUCTION	46,800.00
			TOTAL:	76,589.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====

101	GENERAL FUND	15,118.13
211	LIBRARY FUND	92.21
213	PUBLIC ACCESS	15.36
217	COMMUNITY CENTER	2,251.13
368	2008B BHS EQUIP CERTIFICA	39,812.75
381	VOLMARY TWNHOMES TIF#9	21,947.12
401	PERM IMPROVMENT REVOLVING	550.00
450	HOUSING PROJECT2000 #10	275.00
601	WATER	17,652.60
602	WASTE WATER FUND	25,960.19
603	ENVIRON SERVICES FUND	482.86
604	ELECTRIC FUND	75,295.29
606	STORMWATER FUND	1,272.20
610	HEARTLAND TRANSIT	129.82

 GRAND TOTAL: 200,854.66

TOTAL PAGES: 7

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM, LLC	uniform allowance josh k	GENERAL FUND	STREETS	81.00
			TOTAL:	81.00
ABM EQUIPMENT & SUPPLY, INC.	soil surgeon & hydro evac	WATER	DISTRIBUTION AND STORA	2,832.19
			TOTAL:	2,832.19
AMERICAN EXPRESS TRAVEL	points used adobe software	GENERAL FUND	NON-DEPARTMENTAL	25.38-
	points used appa conf hote	GENERAL FUND	NON-DEPARTMENTAL	104.84-
	points used hotel jen bloo	GENERAL FUND	NON-DEPARTMENTAL	9.12-
	points used hotel marshall	GENERAL FUND	NON-DEPARTMENTAL	17.74-
	software adobe acrobat pro	GENERAL FUND	POLICE	375.00
	points used adobe software	WATER	NON-DEPARTMENTAL	75.25-
	points used appa conf hote	WATER	NON-DEPARTMENTAL	310.87-
	points used hotel jen bloo	WATER	NON-DEPARTMENTAL	27.03-
	points used hotel marshall	WATER	NON-DEPARTMENTAL	52.59-
	points used adobe software	WASTE WATER FUND	NON-DEPARTMENTAL	80.42-
	points used appa conf hote	WASTE WATER FUND	NON-DEPARTMENTAL	332.21-
	points used hotel jen bloo	WASTE WATER FUND	NON-DEPARTMENTAL	28.89-
	points used hotel marshall	WASTE WATER FUND	NON-DEPARTMENTAL	56.20-
	hotel ww trtmt wkshop bloo	WASTE WATER FUND	ADMIN AND GENERAL	134.70
	points used adobe software	ENVIRON SERVICES F	NON-DEPARTMENTAL	193.95-
	points used appa conf hote	ENVIRON SERVICES F	NON-DEPARTMENTAL	801.23-
	points used hotel jen bloo	ENVIRON SERVICES F	NON-DEPARTMENTAL	69.66-
	points used hotel marshall	ENVIRON SERVICES F	NON-DEPARTMENTAL	135.55-
	hotel appa natl conf seatt	ELECTRIC FUND	ADMIN AND GENERAL	1,549.15
	hotel marshall ovrhd line	ELECTRIC FUND	ADMIN AND GENERAL	262.08
			TOTAL:	0.00
ARBYS	meals	GENERAL FUND	CITY ADMINISTRATION	13.75
	meals	STORMWATER FUND	ADMINISTRATION AND GEN	6.29
			TOTAL:	20.04
BOLTON & MENK INC	staff msa funding 11/10-12	GENERAL FUND	STREETS	78.75
	sidewalk, fema	GENERAL FUND	STREETS	1,130.00
	staff msa funding 11/10-12	GENERAL FUND	PARKS	63.00
	pool painting	GENERAL FUND	PARKS	277.50
	wash link 11/10-12/7/12	PERM IMPROVMENT RE	STREETS	17,581.50
	295/333 turnbacks11/10-12/	PERM IMPROVMENT RE	STREETS	1,627.25
	north 169 opt11/10-12/7/12	PERM IMPROVMENT RE	STREETS	937.00
	old mn/st julien 11/10-12/	PERM IMPROVMENT RE	STREETS	1,342.50
	staff msa funding 11/10-12	WATER	ADMIN AND GENERAL	31.50
	wtp insurance	WATER	ADMIN AND GENERAL	248.78
	staff msa funding 11/10-12	WASTE WATER FUND	ADMIN AND GENERAL	31.50
	staff msa funding 11/10-12	ENVIRON SERVICES F	ADMIN AND GENERAL	31.50
	new compost site 12/7/12	ENVIRON SERVICES F	ADMIN AND GENERAL	5,998.00
	staff msa funding 11/10-12	ELECTRIC FUND	ADMIN AND GENERAL	78.75
			TOTAL:	29,457.53
BORDER STATES ELECTRIC SUPPLY	4 hole safety sub returned	ELECTRIC FUND	NON-DEPARTMENTAL	121.41-
			TOTAL:	121.41-
BRANDT LAW OFFICE	civil	GENERAL FUND	LEGAL SERVICES	1,341.25
	criminal	GENERAL FUND	LEGAL SERVICES	9,085.50
	volk electric	TORNADO DISASTER R	ECONOMIC DEVMT	677.25
	washington link	PERM IMPROVMENT RE	STREETS	27.50
	green valley	WATER	ADMIN AND GENERAL	480.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	vehicle buy back #2011-503	RESTRICTED CONTRIB	NON-DEPARTMENTAL	<u>330.00</u>
			TOTAL:	11,941.75
CARQUEST AUTO PARTS STORES	bulb	GENERAL FUND	PARKS	<u>3.20</u>
			TOTAL:	3.20
CINTAS CORPORATION #754	dec uniform svc	ELECTRIC FUND	ADMIN AND GENERAL	<u>535.68</u>
			TOTAL:	535.68
CITY GRILLE	meals	GENERAL FUND	CITY ADMINISTRATION	<u>37.50</u>
			TOTAL:	37.50
EARL F ANDERSEN INC	9" name plates	GENERAL FUND	STREETS	<u>362.48</u>
			TOTAL:	362.48
FAMILY DOLLAR	ornaments - FOL grant	RESTRICTED CONTRIB	LIBRARY	<u>45.42</u>
			TOTAL:	45.42
FASTENAL COMPANY	rotary hammer & drill bits	ELECTRIC FUND	POWER DISTRIBUTION	343.77
	capscrews hex nuts flat wa	STORMWATER FUND	TREATMENT	<u>8.62-</u>
			TOTAL:	335.15
HOLIDAY INN	meals mmua tech op conf	ELECTRIC FUND	ADMIN AND GENERAL	<u>12.00</u>
			TOTAL:	12.00
HORVICK INC	hose shank micro clamp hos	GENERAL FUND	STREETS	<u>26.23</u>
			TOTAL:	26.23
HYVEE FOOD STORE	refreshments-goal session	GENERAL FUND	MAYOR & COUNCIL	<u>16.99</u>
			TOTAL:	16.99
IMPACT	printing dec billing	WATER	CUSTOMER ACCOUNTS	134.91
	postage dec billing	WATER	CUSTOMER ACCOUNTS	341.32
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	134.91
	postage dec billing	WASTE WATER FUND	CUSTOMER ACCOUNTS	341.32
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	134.91
	postage dec billing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	341.32
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	134.90
	postage dec billing	ELECTRIC FUND	CUSTOMER ACCOUNTS	341.32
	flyer dec billing	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>280.92</u>
			TOTAL:	2,185.83
INFRATECH	cut gaskets mh #9-27 to #9	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>1,600.99</u>
			TOTAL:	1,600.99
JAVENS MECHANICAL CONTRACTING CO.	filters & belts	WATER	PURIFICATION AND TREAT	185.81
	discharge air sens 5mua te	WASTE WATER FUND	SOURCE/TREATMENT	295.26
	check humidifiers	WASTE WATER FUND	SOURCE/TREATMENT	<u>150.00</u>
			TOTAL:	631.07
JOHNSON AGGREGATES	coarse washed sand	GENERAL FUND	STREETS	<u>757.34</u>
			TOTAL:	757.34
JT SERVICES	fixt. door & ballast, glas	ELECTRIC FUND	POWER DISTRIBUTION	<u>486.28</u>
			TOTAL:	486.28

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
KIND VETERINARY CLINIC PA	dec vet svc	GENERAL FUND	COMMUNITY SERVICE	873.64	
	dec paws vet svc	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>1,150.91</u>	
			TOTAL:	2,024.55	
KWIK TRIP INC	december fuel	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>2,724.79</u>	
			TOTAL:	2,724.79	
LJP ENTERPRISES INC	dec waste svc	COMMUNITY CENTER	COMMUNITY CENTER	431.51	
	dec waste svc	WATER	PURIFICATION AND TREAT	94.69	
	dec waste svc	WASTE WATER FUND	SOURCE/TREATMENT	124.57	
	dec waste svc	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>581.52</u>	
			TOTAL:	1,232.29	
METRO SALES INC	toner	GENERAL FUND	POLICE	<u>110.82</u>	
			TOTAL:	110.82	
MIKE'S COUNTRYSIDE BODY SHOP INC	bus 11 front bumper	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>587.81</u>	
			TOTAL:	587.81	
MISC VENDOR	CHIPOTLE	CHIPOTLE: meals	STORMWATER FUND	ADMINISTRATION AND GEN	10.71
	FIREHOUSE	FIREHOUSE: meals	STORMWATER FUND	ADMINISTRATION AND GEN	8.66
	GRANITE CITY	meals mmua tech conf	ELECTRIC FUND	ADMIN AND GENERAL	16.00
	GRIZZLY'S	mmua post long island deb	ELECTRIC FUND	ADMIN AND GENERAL	44.91
	MILLER MOTOR	bus 9 tire	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	25.00
	PUGLEASA	ritt st bldg dock repair	TORNADO DISASTER R	ECONOMIC DEVMT	741.00
	VERIZON	VERIZON: on call phone co	ELECTRIC FUND	ADMIN AND GENERAL	<u>32.05</u>
				TOTAL:	878.33
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	4th qtr unemployment	GENERAL FUND	RECREATION/LEISURE SER	115.38	
	4th qtr unemployment	COMMUNITY CENTER	COMMUNITY CENTER	<u>172.86</u>	
			TOTAL:	288.24	
MN WASTE PROCESSING	december disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>11,908.39</u>	
			TOTAL:	11,908.39	
NAPA AUTO PARTS OF ST PETER	rotor kits for #312	GENERAL FUND	POLICE	564.51	
	battery#64	GENERAL FUND	PUBLIC WORKS ADMIN	99.46	
	maifold, seal kit, pigtail	GENERAL FUND	STREETS	74.35	
	tire sealant	GENERAL FUND	STREETS	31.61	
	air dryr, cartridge, batte	GENERAL FUND	STREETS	459.62	
	maifold, seal kit, pigtail	GENERAL FUND	PARKS	59.48	
	battery, flasher	GENERAL FUND	PARKS	90.43	
	maifold, seal kit, pigtail	WATER	ADMIN AND GENERAL	29.74	
	maifold, seal kit, pigtail	WASTE WATER FUND	ADMIN AND GENERAL	29.74	
	maifold, seal kit, pigtail	ENVIRON SERVICES F	ADMIN AND GENERAL	29.73	
	air filter, antifreeze	ELECTRIC FUND	POWER DISTRIBUTION	40.69	
	maifold, seal kit, pigtail	ELECTRIC FUND	ADMIN AND GENERAL	74.35	
	light	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	1.82	
	headlight	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	15.83	
	cord	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	19.37	
	battery	HEARTLAND TRANSIT	TRANSIT/TRANSPORTATION	<u>98.06</u>	
			TOTAL:	1,718.79	
NEW GEAR DEALS	power supply scada server	WASTE WATER FUND	ADMIN AND GENERAL	<u>84.09</u>	
			TOTAL:	84.09	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
NIELSEN BLACKTOPPING, LLC	sidewalk smaller projects	GENERAL FUND	STREETS	2,585.00
	sidewalk smaller projects	GENERAL FUND	STREETS	129.25
	sidewalk 109 grace st	GENERAL FUND	STREETS	5,568.00
	sidewalk 109 grace st	GENERAL FUND	STREETS	278.40
	sidewalk 125 s 3rd	GENERAL FUND	STREETS	3,092.00
	sidewalk 125 s 3rd	GENERAL FUND	STREETS	154.60
	sidewalk 201 s 3rd st	GENERAL FUND	STREETS	10,138.50
	sidewalk 201 s 3rd st	GENERAL FUND	STREETS	506.92
	sidewalk 213 nassau st	GENERAL FUND	STREETS	2,798.50
	sidewalk 213 nassau st	GENERAL FUND	STREETS	139.92
	sidewalk 220 grace st	GENERAL FUND	STREETS	4,624.50
	sidewalk 220 grace st	GENERAL FUND	STREETS	231.23
	sidewalk 105 s 3rd st	PERM IMPROVMENT RE	STREETS	6,449.00
	sidewalk 105 s 3rd st	PERM IMPROVMENT RE	STREETS	322.45
	sidewalk 109 grace st	PERM IMPROVMENT RE	STREETS	1,237.00
	sidewalk 109 grace st	PERM IMPROVMENT RE	STREETS	61.85
	sidewalk 117 s 3rd	PERM IMPROVMENT RE	STREETS	10,469.00
	sidewalk 117 s 3rd	PERM IMPROVMENT RE	STREETS	523.45
	sidewalk 125 s 3rd	PERM IMPROVMENT RE	STREETS	25,414.00
	sidewalk 125 s 3rd	PERM IMPROVMENT RE	STREETS	1,270.70
	sidewalk 200 s mn ave	PERM IMPROVMENT RE	STREETS	1,823.00
	sidewalk 200 s mn ave	PERM IMPROVMENT RE	STREETS	91.15
	sidewalk 201 s 3rd st	PERM IMPROVMENT RE	STREETS	11,095.50
	sidewalk 201 s 3rd st	PERM IMPROVMENT RE	STREETS	554.78
	sidewalk 201 w park row	PERM IMPROVMENT RE	STREETS	4,660.00
	sidewalk 201 w park row	PERM IMPROVMENT RE	STREETS	233.00
	sidewalk 209 nassau st	PERM IMPROVMENT RE	STREETS	507.50
	sidewalk 209 nassau st	PERM IMPROVMENT RE	STREETS	25.38
	sidewalk 213 nassau st	PERM IMPROVMENT RE	STREETS	1,448.50
	sidewalk 213 nassau st	PERM IMPROVMENT RE	STREETS	72.43
	sidewalk 325 s mn	PERM IMPROVMENT RE	STREETS	6,377.25
	sidewalk 325 s mn	PERM IMPROVMENT RE	STREETS	318.86
	sidewalk 400 s 3rd	PERM IMPROVMENT RE	STREETS	524.00
	sidewalk 400 s 3rd	PERM IMPROVMENT RE	STREETS	26.20
	sidewalk -- water	WATER	DISTRIBUTION AND STORA	1,143.00
	sidewalk -- water	WATER	DISTRIBUTION AND STORA	57.15
	sidewalk 117 s 3rd	WATER	DISTRIBUTION AND STORA	602.00
	sidewalk 117 s 3rd	WATER	DISTRIBUTION AND STORA	30.10
	sidewalk 109 grace st	ELECTRIC FUND	POWER DISTRIBUTION	1,980.00
	sidewalk 109 grace st	ELECTRIC FUND	POWER DISTRIBUTION	99.00
	sidewalk 117 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	240.00
	sidewalk 117 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	12.00
	sidewalk 125 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	330.00
	sidewalk 125 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	16.50
	sidewalk 201 s 3rd st	ELECTRIC FUND	POWER DISTRIBUTION	478.00
	sidewalk 201 s 3rd st	ELECTRIC FUND	POWER DISTRIBUTION	23.90
	sidewalk 201 w park row	ELECTRIC FUND	POWER DISTRIBUTION	354.00
	sidewalk 201 w park row	ELECTRIC FUND	POWER DISTRIBUTION	17.70
	sidewalk 209 nassau st	ELECTRIC FUND	POWER DISTRIBUTION	147.50
	sidewalk 209 nassau st	ELECTRIC FUND	POWER DISTRIBUTION	7.37
	sidewalk 213 nassau st	ELECTRIC FUND	POWER DISTRIBUTION	480.00
	sidewalk 213 nassau st	ELECTRIC FUND	POWER DISTRIBUTION	24.00
	sidewalk 220 grace st	ELECTRIC FUND	POWER DISTRIBUTION	562.50
	sidewalk 220 grace st	ELECTRIC FUND	POWER DISTRIBUTION	28.13
	sidewalk 325 s mn	ELECTRIC FUND	POWER DISTRIBUTION	517.00
	sidewalk 325 s mn	ELECTRIC FUND	POWER DISTRIBUTION	25.85

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sidewalk 400 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	252.00
	sidewalk 400 s 3rd	ELECTRIC FUND	POWER DISTRIBUTION	12.60
	sidewalk smaller projects	STORMWATER FUND	NON-DEPARTMENTAL	129.25-
	sidewalk -- water	STORMWATER FUND	NON-DEPARTMENTAL	57.15-
	sidewalk 105 s 3rd st	STORMWATER FUND	NON-DEPARTMENTAL	322.45-
	sidewalk 109 grace st	STORMWATER FUND	NON-DEPARTMENTAL	439.25-
	sidewalk 117 s 3rd	STORMWATER FUND	NON-DEPARTMENTAL	565.55-
	sidewalk 125 s 3rd	STORMWATER FUND	NON-DEPARTMENTAL	1,441.80-
	sidewalk 200 s mn ave	STORMWATER FUND	NON-DEPARTMENTAL	91.15-
	sidewalk 201 s 3rd st	STORMWATER FUND	NON-DEPARTMENTAL	1,085.60-
	sidewalk 201 w park row	STORMWATER FUND	NON-DEPARTMENTAL	250.70-
	sidewalk 209 nassau st	STORMWATER FUND	NON-DEPARTMENTAL	32.75-
	sidewalk 213 nassau st	STORMWATER FUND	NON-DEPARTMENTAL	236.35-
	sidewalk 220 grace st	STORMWATER FUND	NON-DEPARTMENTAL	259.36-
	sidewalk 325 s mn	STORMWATER FUND	NON-DEPARTMENTAL	344.71-
	sidewalk 400 s 3rd	STORMWATER FUND	NON-DEPARTMENTAL	38.80-
			TOTAL:	105,897.25
NORTHLAND PCC, INC.	2 hazards & remove grafiti	GENERAL FUND	FIRE	56.00
			TOTAL:	56.00
NUTTER CLOTHING CO	j neary jacket repair	RESTRICTED CONTRIB	FIRE	6.00
			TOTAL:	6.00
ORIENTAL TRADING CO.	costumes	GENERAL FUND	RECREATION/LEISURE SER	114.99
			TOTAL:	114.99
PARTY CITY	costumes	GENERAL FUND	RECREATION/LEISURE SER	212.78
	napkins for open house	LIBRARY FUND	LIBRARY	14.32
			TOTAL:	227.10
PAULSEN ARCHITECTURAL DESIGN	city hall bldg space	GENERAL FUND	CITY ADMINISTRATION	630.00
			TOTAL:	630.00
TODD PRAFKE-PETTY CASH	meals	GENERAL FUND	ECONOMIC DEVMT	8.00
			TOTAL:	8.00
QUARTERMASTER	clothing	GENERAL FUND	POLICE	127.48
			TOTAL:	127.48
RED WING SHOE STORE	boots john mike josh jim	GENERAL FUND	FIRE	135.99
	boots john mike josh jim	GENERAL FUND	STREETS	356.98
	boots john mike josh jim	GENERAL FUND	PARKS	34.00
	boots john mike josh jim	WASTE WATER FUND	ADMIN AND GENERAL	148.74
			TOTAL:	675.71
RETROFIT RECYCLING	electronics recycling	GENERAL FUND	FINANCE	63.30
	electronics recycling	WATER	ADMIN AND GENERAL	15.82
	electronics recycling	WASTE WATER FUND	ADMIN AND GENERAL	15.82
	electronics recycling	ENVIRON SERVICES F	ADMIN AND GENERAL	15.82
	electronics recycling	ELECTRIC FUND	ADMIN AND GENERAL	15.82
			TOTAL:	126.58
RIVER'S EDGE HOSPITAL & CLINIC	drug testing	GENERAL FUND	POLICE	83.00
			TOTAL:	83.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RYAN ELECTRIC OF ST PETER	mn^2 pedestals & power	GENERAL FUND	PARKS	242.04
	lift, labor, ballast, lamp	LIBRARY FUND	LIBRARY	278.06
	lift, labor, ballast, lamp	COMMUNITY CENTER	COMMUNITY CENTER	1,112.22
	well 6 pump moter chk	WATER	SOURCE OF SUPPLY	297.50
	install recept for vent fa	WATER	PURIFICATION AND TREAT	244.07
	nite to unite	RESTRICTED CONTRIB	POLICE	105.00
			TOTAL:	2,278.89
RYAN PLUMBING & HEATING	boiler #2 relief valve	WASTE WATER FUND	SOURCE/TREATMENT	80.00
			TOTAL:	80.00
SOUTHERN MN MUNICIPAL POWER AGENCY	december smmpa purchased p	ELECTRIC FUND	POWER SUPPLY	565,686.28
			TOTAL:	565,686.28
ST PETER RENTAL CENTER	chain saw spur sprockets	ENVIRON SERVICES F	REFUSE DISPOSAL	48.20
			TOTAL:	48.20
STAPLES ADVANTAGE	index, leather	GENERAL FUND	CITY ADMINISTRATION	7.92
	3 ring binders	GENERAL FUND	CITY ADMINISTRATION	35.21
	index, leather	GENERAL FUND	CITY CLERK	7.92
	index, leather	GENERAL FUND	FINANCE	5.28
	index, leather	GENERAL FUND	POLICE	4.22
	index, leather	GENERAL FUND	BUILDING INSPECTOR	2.11
	index, leather	GENERAL FUND	PUBLIC WORKS ADMIN	1.06
	form hldr paper clip corre	GENERAL FUND	STREETS	51.92
	paper	GENERAL FUND	SWIMMING POOL	142.98
	form hldr paper clip corre	GENERAL FUND	PARKS	41.53
	index, leather	GENERAL FUND	ECONOMIC DEVMT	0.53
	3 ring binders	GENERAL FUND	ECONOMIC DEVMT	17.60
	paper	LIBRARY FUND	LIBRARY	214.46
	markers	COMMUNITY CENTER	COMMUNITY CENTER	15.47
	clock returned	COMMUNITY CENTER	COMMUNITY CENTER	22.63-
	index, leather	WATER	ADMIN AND GENERAL	4.75
	form hldr paper clip corre	WATER	ADMIN AND GENERAL	20.77
	cork msg bar	WATER	ADMIN AND GENERAL	14.95
	index, leather	WASTE WATER FUND	ADMIN AND GENERAL	4.75
	form hldr paper clip corre	WASTE WATER FUND	ADMIN AND GENERAL	20.77
form hldr paper clip corre	ENVIRON SERVICES F	ADMIN AND GENERAL	20.76	
index, leather	ELECTRIC FUND	ADMIN AND GENERAL	14.25	
form hldr paper clip corre	ELECTRIC FUND	ADMIN AND GENERAL	51.92	
			TOTAL:	678.50
SUBWAY	platters for edi mtg	GENERAL FUND	ECONOMIC DEVMT	74.81
			TOTAL:	74.81
TRUGREEN CHEMLAWN	ice melt	GENERAL FUND	STREETS	83.46
	ice melt	GENERAL FUND	PARKS	83.46
	ice melt	WATER	DISTRIBUTION AND STORA	41.73
	ice melt	WASTE WATER FUND	SOURCE/TREATMENT	41.78
	ice melt	ENVIRON SERVICES F	REFUSE DISPOSAL	41.73
	ice melt	ELECTRIC FUND	POWER DISTRIBUTION	83.46
	ice melt	STORMWATER FUND	TREATMENT	41.76
			TOTAL:	417.38
VON ESSEN TOWING	mount/ balance 2 tires	GENERAL FUND	POLICE	36.00
			TOTAL:	36.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WASTE MANAGEMENT OF SOUTHERN MINNESOTA	refuse change in svc	ENVIRON SERVICES F	NON-DEPARTMENTAL	15.00
	dec refuse pickup	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,582.45</u>
			TOTAL:	18,597.45
WHISKEY RIVER	goal sessin meals	GENERAL FUND	MAYOR & COUNCIL	<u>109.08</u>
			TOTAL:	109.08

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

101	GENERAL FUND	48,988.18
211	LIBRARY FUND	506.84
217	COMMUNITY CENTER	1,709.43
240	TORNADO DISASTER REV LOAN	1,418.25
401	PERM IMPROVMENT REVOLVING	95,020.75
601	WATER	6,385.29
602	WASTE WATER FUND	2,741.22
603	ENVIRON SERVICES FUND	36,548.94
604	ELECTRIC FUND	575,571.22
606	STORMWATER FUND	5,236.07CR
610	HEARTLAND TRANSIT	3,472.68
820	RESTRICTED CONTRIBUTIONS	1,637.33

 GRAND TOTAL: 768,764.06

COUNCIL BILL LIST TOTAL
FOR 12/28/12 & 1/28/13

FUND TOTALS

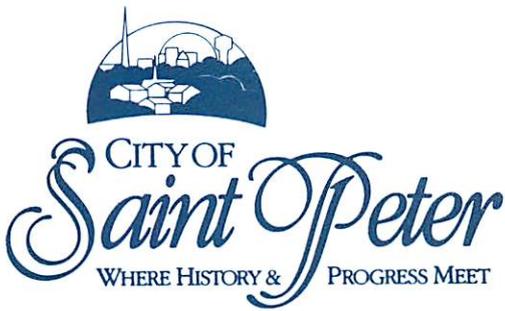
101	GENERAL FUND	64,106.31
211	LIBRARY FUND	599.05
213	PUBLIC ACCESS	15.36
217	COMMUNITY CENTER	3,960.56
240	TORNADO DISATER REV LOAN	1,418.25
368	2008B BHS EQUIP CERTIFICA	39,812.75
381	VOLLMARY TWNHOMES TIF#9	21,947.12
401	PERM IMPROVEMENT REVOLVING	95,570.75
450	HOUSING PROJECT 2000	275.00
601	WATER	24,037.89
602	WASTE WATER FUND	28,701.41
603	ENVIRON SERVICES FUND	37,031.80
604	ELECTRIC FUND	650,866.51
606	STORMWATER FUND	(3,963.87)
610	HEARTLAND TRANSIT	3,602.50
820	RESTRICTED CONTRIBUTIONS	1,637.33

GRAND TOTAL: \$ 969,618.72

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: January 10, 2013

FROM: Todd Prafke
City Administrator

Lewis Giesking
Director of Public Works

RE: 2012 Sidewalk and Right of Way Improvements

ACTION/RECOMMENDATION

Authorize payment to Nielsen Blacktopping in the amount of \$105,897.25 for sidewalk and right-of-way improvements for the 2012 calendar year. The City will pay \$35,892.50 from General, Electric, and Water Funds. Property owners will pay \$70,004.75 through assessment or direct invoice.

BACKGROUND

The City Code specifies that property owners are to maintain the sidewalk adjacent to their property. As part of the 2012 sidewalk inspection program, City staff coordinated repairs to City and individual properties using a common provider (Nielsen Concrete and Blacktopping). The work discussed in this memo was piggybacked on an original contract that was called the 2012 Miscellaneous Sidewalk Project. That project included major repair to City owned areas near the Fire Hall and City Hall and is 90+% completed with only spring time planned punch list items to be finished. That project will be closed out in the spring.

Construction work was not started until late October and was completed in November 2012. The City portion of the project included:

- Repair of tripping hazards in the sidewalks created by electric handhole boxes that provided access to spliced streetlight wires.
- Repair of sidewalks driven by street light wire bonding to damaged sidewalk that was to be replaced. The crews used conduit and handholes for the repair in addition to the sidewalk fix.
- Additional City repairs on handicap ramps and alleys driven by property owner deficiencies adjacent to City sidewalks, intersections and alleys.

Our goal had been to piggyback our inspection program with the 2012 Miscellaneous Sidewalk project to provide property owners, who may be required to make repairs, a lower cost option due to the volume of work the City was undertaking.

Property owners with deficiencies could hire their own contractor or piggyback on the City contract to repair their deficiencies. This work was to be determined on a block-by-block basis and completed in that way up to the budget amount approved by the City Council.

As a part of the inspection and repair process, property owners were provided payment options. Those options included:

- Assessment of the repair
- Cash payment to City
- Hiring a vendor other than the one contracted by the City

City staff coordinated the work with the contractor and assured payment by having the property owner sign a waiver of assessment. City staff coordinated work between properties to ensure driveways, ramps, alleys and entrances all complied with handicapped standards. The project can be broken down into five distinct categories.

FISCAL IMPACT:

Funding for this work is broken down into five categories:

- 1) Work to be assessed to the property owners but funded by the City Permanent Improvement Revolving (PIR) fund is \$40,196.25.
- 2) Work that has been invoiced to the property owners and paid directly is \$29,808.50.
- 3) Work to be funded by the Electric Fund is \$5,341.00.
- 4) Work to be funded by the General Fund is \$28,806.50.
- 5) Work to be funded by the Water Fund is \$1,745.00.

To summarize, the City will pay \$35,892.50 from General, Electric, and Water Funds. Property owners will pay \$70,004.75 through assessment or direct invoice.

Assessment will occur as a part of the normal cycle for assessment near the end of this year.

This project was completed and made great strides relative to the repair of private sidewalks in the South Third Street area downtown. The assessment and direct pay portions of the project all worked, however; the City costs related to the project ran over the budget amounts. Some of that is attributable to additional private sidewalk repair impacting the project scope and some to a challenging project and not knowing exactly where to stop effectively while providing for cost efficiency. Changes will be instituted so that this does not happen again.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek further direction.

Negative Vote: Staff will seek further direction

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

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

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

TP/LGG/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

**RESOLUTION AUTHORIZING PAYMENT TO NIELSEN BLACKTOPPING FOR MULTIPLE
SIDEWALK AND RIGHT-OF-WAY IMPROVEMENT PROJECTS**

WHEREAS, the City Code requires maintenance of sidewalks and stipulates funding for the repairs to be made by abutting property owners; and

WHEREAS, the City has an assessment policy that requires the City to participate in the public improvements; and

WHEREAS, City staff coordinated work with property owners and the contractor to complete improvements to ramps, alleys and curb/gutters to meet handicapped standards; and

WHEREAS, work was coordinated within multiple sections of Public Works in order to obtain the lowest cost; and

WHEREAS, Nielsen Blacktopping was able to provide the lowest cost to complete the work within the specified timeline; and

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

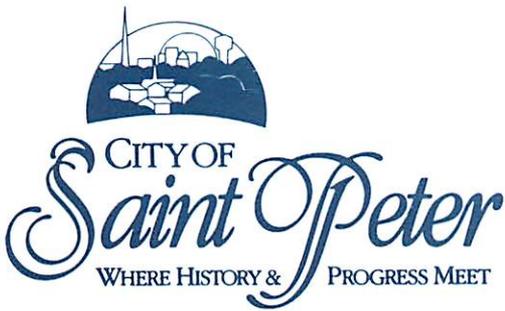
1. Staff is directed to make payment to Nielsen Blacktopping in the amount of \$105,897.25.
2. The work shall be funded as follows:
 - Work to be assessed to the property owners but funded by the City Permanent Improvement Revolving (PIR) fund is \$40,196.25
 - Work that has been invoiced to the property owners and paid directly is \$29,808.50
 - Work to be funded by the Electric Fund is \$5,341.00
 - Work to be funded by the General Fund is \$28,806.50
 - Work to be funded by the Water Fund is \$1,745.00

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/23/13

FROM: Russ Wille
Community Development Director

RE: Hallett Pond Addition – Final Plat Approval

ACTION/RECOMMENDATION

Adopt the attached resolution providing for conditional approval of the Final Plat of Hallett Pond Addition as petitioned by Northern Con-Agg, LLP.

BACKGROUND

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

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

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

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

The submitted plat has been vetted by the Community Development and Public Works Departments. Public Works Director Giesking and I are of the opinion that the submitted plat is adequate and we recommended Planning and Zoning Commission approval.

On September 5, 2012, the Planning and Zoning Commission unanimously recommended acceptance of the Final Plat of Hallett Pond Addition subject to the execution of a development agreement by and between the City of Saint Peter and Northern Con-Agg, LLP.

FISCAL IMPACT

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

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

ALTERNATIVES/VARIATIONS:

Do not act: Northern Con-Agg, LLP will be notified of the City Council's action.

Negative Vote: Northern Con-Agg, LLP will be notified of the City Council's denial of the plat. The Council should make a finding of fact which supports its decision to disallow the plat as submitted.

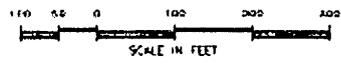
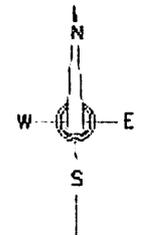
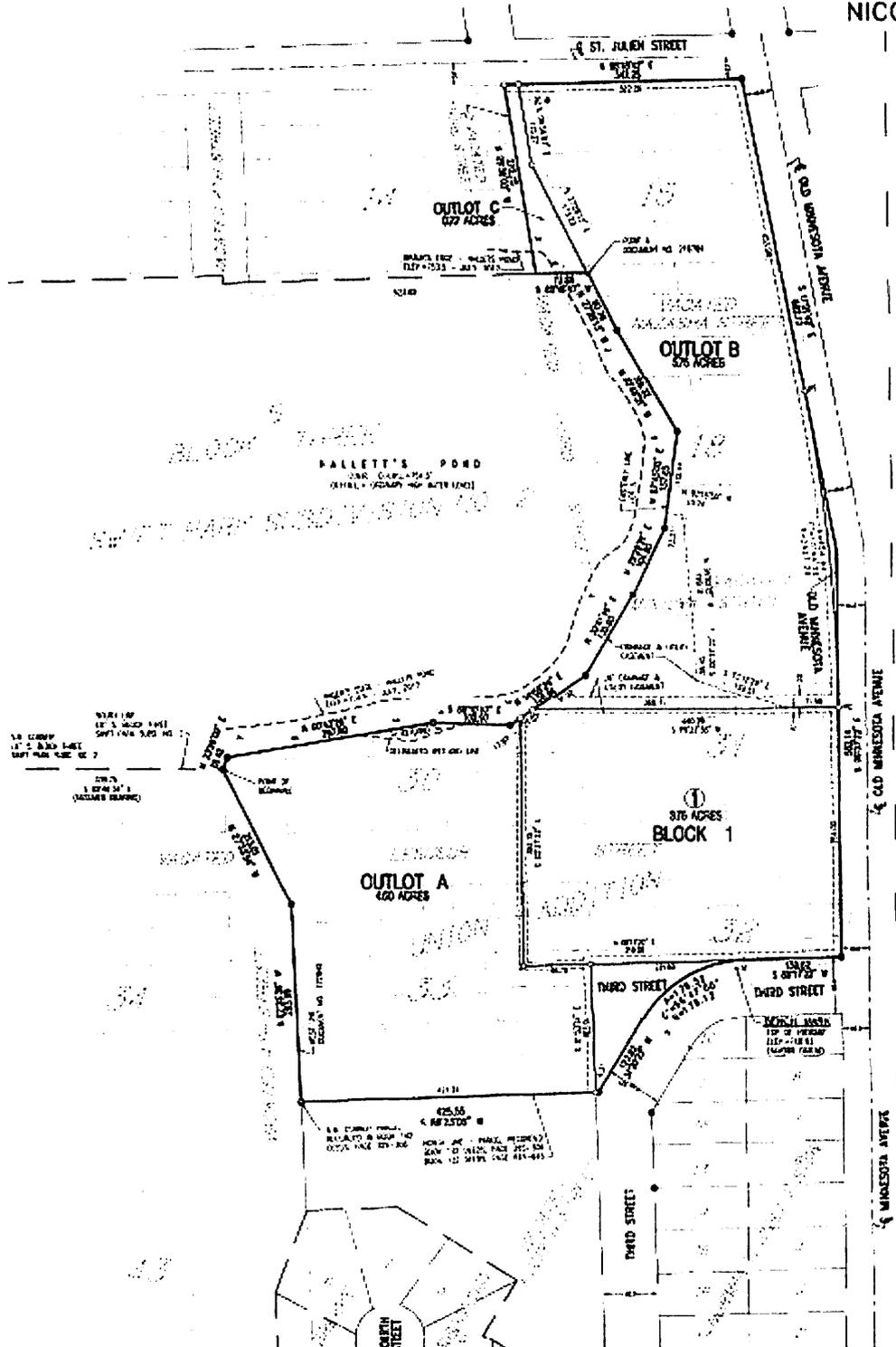
Modification of the Resolution: This is always an option of the Council.

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

RW/

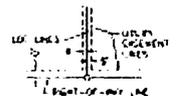
HALLETT POND ADDITION

CITY OF ST. PETER
NICOLLET COUNTY, MINNESOTA



INDICATES LOT OR A 20' CORNER WITH 1/4" SET WITH PLASTIC OR WOODEN BY LICENSE NO. 14117

INDICATES WITH PIPE WORKING HERE



BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AND BEING TO THE IN WITH ARE ADJOINING PART OF LINES, UNLESS OTHERWISE INDICATED ON THIS PLAN

LEGEND

—	INDICATES	AND OCCASION
—	INDICATES	BEING LENGTH
—	INDICATES	LINE OR TABLE
—	INDICATES	POINT OF OUTLINE
—	INDICATES	POINT OF INTERSECTION

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION PROVIDING CONDITIONAL APPROVAL FOR HALLETT POND ADDITION
FINAL PLAT**

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

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

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

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

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

WHEREAS, the Planning and Zoning Commission reviewed the Final Plat of the Hallett Pond Addition and has recommended that the City Council accept the Final Plat as submitted by Northern Con-Agg, LLP;

WHEREAS, the City Council has determined that the Final Plat conforms to the Comprehensive Plan of the City of Saint Peter.

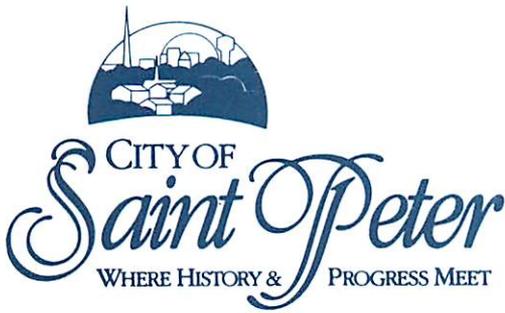
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Final Plat of Hallett Pond Addition, submitted by Northern Con-Agg, LLP is approved subject to the execution of a Development Agreement by and between the City of Saint Peter and Northern Con-Agg, LLP.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 01/23/13

FROM: Russ Wille
Community Development Director

RE: Northern Con-Agg, LLP (Development Agreement)

ACTION/RECOMMENDATION

Adopt the attached resolution authorizing the Mayor and City Administrator to execute the proposed Development Agreement by and between the City of Saint Peter and Northern Con-Agg, LLP.

BACKGROUND

Northern Con-Agg, LLP has created the plat of Hallett Addition west of Old Minnesota Avenue, east of the Nicollet County Fairgrounds and south of West St. Julien Street. The plat of the approximately 15 acres site creates a single lot for commercial development. The balance of the property is reserved as outlots.

Northern Con-Agg has negotiated the sale of the single lot. It is anticipated that the lot will develop as a 30,000+ square foot retail store.

To address the stormwater drainage of the site, Northern Con-Agg, LLP would be obligated to construct a temporary stormwater basin upon the outlot lying north of Lot 1, Block 1. Once the City is successfully able to construct a regional stormwater basin serving this area, Northern Con-Agg may abandon their pond and alter the site for future development.

The Development Agreement would require that Northern Con-Agg, LLP construct the pond before any building permits would be issued for construction of the anticipated commercial use. No certificate of occupancy would be issued by the Building Official until the Public Works Director accepts the final completion of the temporary pond.

The project would necessitate the realignment of North Third Street and associated underground utility systems. The Development Agreement serves as Northern Con-Agg, LLP's petition for the vacation of that portion of North Third Street abutting the plat of Hallett Pond Addition. Northern Con-Agg is dedicating land for the new right-of-way of the realigned North Third Street.

FISCAL IMPACT:

Northern Con-Agg, LLP would bear all of the cost of the utility improvements lying within the plat of Hallett Pond Addition. The City would have no costs directly related to the acceptance of the Development Agreement.

ALTERNATIVES/VARIATIONS:

Do not act: Northern Con-Agg, LLP will be notified of the City Council's inaction.

Negative Votes: Northern Con-Agg, LLP will be notified of the City Council's rejection. An alternative agreement will be sought which would garner Council approval.

Modification of the Resolution: This would require that we reopen negotiations with Northern Con-Agg, LLP. Tabling the matter may be a more appropriate response.

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

RW

CITY OF SAINT PETER

NICOLLET COUNTY, MINNESOTA

**DEVELOPMENT AGREEMENT FOR LOT 1, BLOCK 1,
HALLETT POND ADDITION**

THIS AGREEMENT, Made and entered into this 28th day of January, 2013, by and between the City of Saint Peter, a municipal corporation organized under the laws of the State of Minnesota, hereinafter called "City" and Northern Con-Agg, LLP hereafter called "Property Owner".

WITNESSETH that:

WHEREAS, the Property Owner has made application to the City Council for approval of a plat of land within the corporate limits of the City described as follows: Hallett Pond Addition hereafter called the "Subdivision" and attached as Exhibit A; and

WHEREAS, the Property Owner is proposing to construct a single lot development that will accommodate the construction of a retail store within the Subdivision; and

WHEREAS, on the 28th day of January, 2013 the City Council granted approval to the Subdivision on the condition that the Property Owner enter into this Agreement to provide for the installation of public improvements as described herein.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

- I. **Improvements**: In accordance with the policies and ordinances of the City, the public improvements (hereinafter collectively called the "Improvements") shall be constructed and installed on the terms and conditions set forth.
- II. **Warranty of Property Owner**: The Property Owner hereby warrants and represents to the City as inducements to the City's entering into this Agreement, that the Property Owner's interest in the Project is that of Fee Owner of the property being platted in the final plat of the Subdivision.

The Property Owner warrants that it will obtain executed consents to this Agreement from any and all lien holders.

III. **Conditions of Final Plat Approval:** The City hereby approves the final plat contingent upon the addition of easements to provide satisfactory access for the maintenance, repair, and replacement of utilities and on the condition that the Property Owner enters into this Agreement and furnishes the security and other documentation of performance required herein.

IV. **Designation of Improvements:** Improvements to be installed at Property Owner's expense as provided herein are hereinafter referred to as the Exhibit "B" Improvements.

V. **Exhibit "B" Improvements:**

A. **Construction Plan and Approval Thereof:** The Property Owner will engage, at the Property Owner's expense an Engineer to prepare detailed plans and specifications for complete installation of all Exhibit "B" Improvements, in accordance with City standards. The Property Owner agrees to submit said plans and specifications to the City accompanied by lists of the quantities of construction items, and estimates of their costs for approval by the Public Works Director and City Engineer prior to the start of construction of any improvements.

B. **Property Owner Expenses:** The Property Owner will construct and install at the Property Owner's expense the improvements as approved by the city and identified in Exhibit "B". The Property Owner agrees that all costs for all Exhibit "B" Improvements shall be the sole responsibility of the Property Owner.

C. **Contractor:** The Property Owner shall engage a licensed contractor to construct the Exhibit "B" Improvements. The Director of Public Works shall approve said contractor prior to the commencement of the proposed construction. The Property Owner may appeal the determination of the Director of Public Works to the City Administrator.

The City reserves the right to require evidence of competency and adequate financial status of any such contractor, together with such other requirements as may be imposed by law or ordinance. The contractor shall have experience in the installation of municipal stormwater infrastructure systems. The contractor shall demonstrate the successful completion of at least three such installations of similar size and scope and municipal acceptance thereof.

D. **Construction of Improvements:**

1. **Completion Date:** All Exhibit "B" Improvements shall be completed not later than November 30, 2013. No Certificate of Occupancy shall be issued by the Building Official until the completion of the installation of the Exhibit "B" improvements.

2. **Construction:** The construction, installation, materials, and equipment shall be in accordance with the approved plans, specifications and current utility policy.

3. **Easements:** The Property Owner shall dedicate to the City, at no cost to the City, all permanent or temporary easements necessary for the installation and perpetual maintenance of said Exhibit "B" Improvements.

The Property Owner shall authorize the construction and public use of a pedestrian sidewalk over the twenty-six (26) foot drainage easement abutting Lot 1, Block 1, Hallett Pond Addition.

4. **Insurance:** The Property Owner shall cause each person with whom the Property Owner contracts for the construction and installation of any Exhibit "B" Improvements to furnish the City with evidence of complete insurance coverage, including but not limited to worker's compensation insurance, liability and property damage insurance in amounts acceptable to the City.
5. **Faithful Performance of Construction Contracts and Bond:** The Property Owner will fully and faithfully comply with all terms of any and all contracts entered into by the Property Owner for the installation and construction of all Exhibit "B" Improvements and hereby guarantees the workmanship and materials for a period of one (1) year following the City Council's final acceptance of the Exhibit "B" Improvements.
6. **As-Built:** Within 90 days after completion of said Exhibit "B" Improvements, the Property Owner shall supply the City with a complete set of "As-Built" plans.
7. **Permits Required:** The Property Owner is responsible for obtaining all permits required for the project, including, but not limited to storm water system (NPDES Phase II) and City of Saint Peter excavation permit.

VI. Stormwater Management: The Property Owner shall construct the stormwater detention basin north of Lot 1, Block 1, Hallett Pond Addition as shown in Exhibit B. The Property Owner and City acknowledge that use of the proposed temporary detention basin shall be discontinued at such time as the City is able to construct a regional stormwater detention basin serving the area. The City shall vacate the temporary easement upon which the temporary stormwater basin is located at that time.

The construction of the temporary stormwater detention basin shall commence prior to the issuance of any building permits for development upon Lot 1, Block 1, Hallett Pond Addition. No certificates of occupancy for Lot 1, Block 1, Hallett Pond Addition shall be issued by the Building Official until such time as the temporary detention basin is completed as determined by the Director of Public Works.

The Property Owner agrees that the property within Hallett Pond Addition shall be subject to an assessment upon the construction of the regional stormwater basin. Such assessment shall be undertaken in accordance with Minnesota Statute Chapter 429 and the City of Saint Peter Assessment Policy as adopted by the City Council. Upon construction of the regional stormwater basin,, the development will be assessed a proportionate share of the anticipated construction costs of the basin. The proportionate shall be determined by dividing the Hallett Pond Addition lot areas by the total area served. The lots within Hallett Pond Addition shall be individually assessed.

VII. Ownership of Improvements: Upon completion of the work and construction required by this Agreement, and following the City Council's acceptance of the project, the improvements lying within the public right-of-way and all municipal utilities within easements shall become City property without further notice or action.

XI. Indemnification: The Property Owner shall hold the City and its officers, agents and employees harmless from claims made by the Property Owner and third parties for damage sustained or alleged to be sustained, or costs incurred resulting from plat approval and development. The Property Owner shall indemnify the City and its officers, agents and employees for all costs, damages or claims, including attorney's fees.

XII. Default: The Property Owner shall reimburse the City for costs paid or incurred in the enforcement of this agreement, including engineering and attorney's fees.

In the event of default by the Property Owner as to any of the work to be performed by it hereunder, the City may at its option, perform the work and the Property Owner shall promptly reimburse the city for any expense incurred by the city, provided the Property Owner is first given notice of the work in default and has not cured said default within a reasonable amount of time which shall not exceed 30 days. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part to the Development property.

XIII. Miscellaneous:

- A. Third parties shall have no recourse against the City under this Agreement.
- B. Breach of the terms of this Agreement by the Property Owner shall be grounds for denial of building permits, including lots sold to and owned by third parties.
- C. If any portion, section, subsection, sentence, clause, paragraph or phrase of this agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- D. If building permits are issued prior to completion and acceptance of public improvements, the Property Owner assumes all liability and costs resulting from delays in completion of public improvements and damage to public improvements caused by the Property Owner, its contractors, subcontractors, material persons, employees, agents or third parties.
- E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- F. This Agreement shall run with the land and may be recorded against the title to the property. After the Property Owner has completed the work required of it under this agreement, at the Property Owner's request the City will execute and deliver to the Property Owner a release.
- G. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to the City. Any such right, power or remedy may be exercised from time to time as often and in such order as may be deemed expedient at any time thereafter any other right, power or remedy.

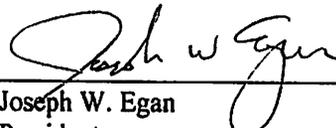
H. The Property Owner may not assign this Agreement without the written permission of the City Council.

IN WITNESSES WHEREOF, the City and Property Owner have caused this agreement to be duly executed on the day and year first above written.

CITY OF SAINT PETER:

NORTHERN CON-AGG, LLP.

Timothy Strand
Mayor



Joseph W. Egan
President

Todd Prafke
City Administrator

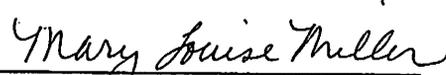
STATE OF MINNESOTA)
)SS
COUNTY OF NICOLLET)

The foregoing instrument was acknowledged before me this ____ day of January, 2013 by Timothy Strand and Todd Prafke, the Mayor and City Administrator, respectively, of the City of Saint Peter, on behalf of the City.

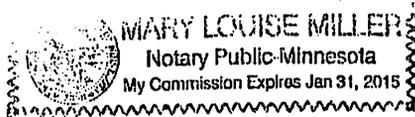
Notary Public

STATE OF MINNESOTA)
)SS
COUNTY OF Hennepin)

The foregoing instrument was acknowledged before me this 23rd day of January, 2013 by Joseph W. Egan to me known to be the person(s) who executed the foregoing instrument and acknowledge that he executed the same as his free act and deed.



Notary Public



EXHIBIT

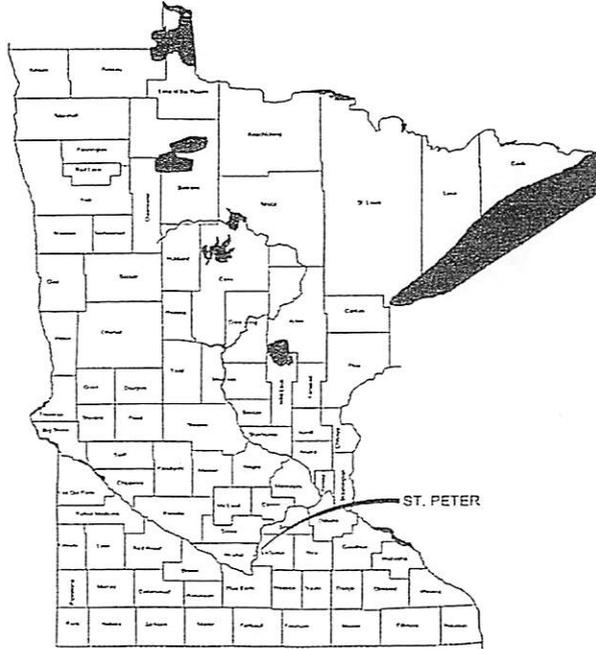
A

EXHIBIT

B

- EXHIBIT B :-

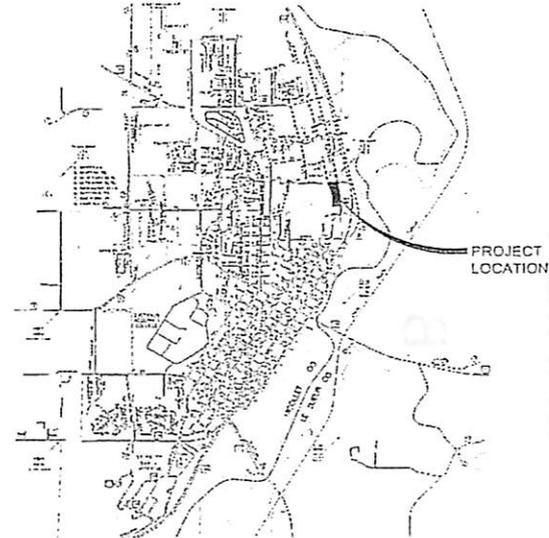
PRELIMINARY CIVIL SITE PLANS FOR HALLETT POND ADDITION



North
PROJECT VICINITY MAP

SHEET INDEX

SHEET No.	DESCRIPTION
1.1	TITLE AND SHEET INDEX
1.2	GENERAL NOTES
1.3	EXISTING SITE PLAN
1.4	STORM WATER POLLUTION PREVENTION PLAN (SWPPP)
1.5	PROPOSED SITE PLAN
1.6	GRADING AND SITE UTILITIES
1.7	ST. PETER STANDARD PLATES
1.8	ST. PETER STANDARD PLATES
1.9	ST. PETER STANDARD PLATES



North
PROJECT LOCATION MAP

BANNER
Engineers | Architects | Surveyors

424 E. Minnesota Ave., Suite 10
St. Peter, Minnesota 56002
507-334-2233
www.bannerassociates.com

Professional Engineer, License No. 1704

ST. PETER, MINNESOTA
PROJECT NO. 12-001
DATE: AUGUST 2012

PROJECT TITLE
HALLETT POND ADDITION

PROJECT LOCATION
ST. PETER, MINNESOTA

REV.	DATE	DESCRIPTION

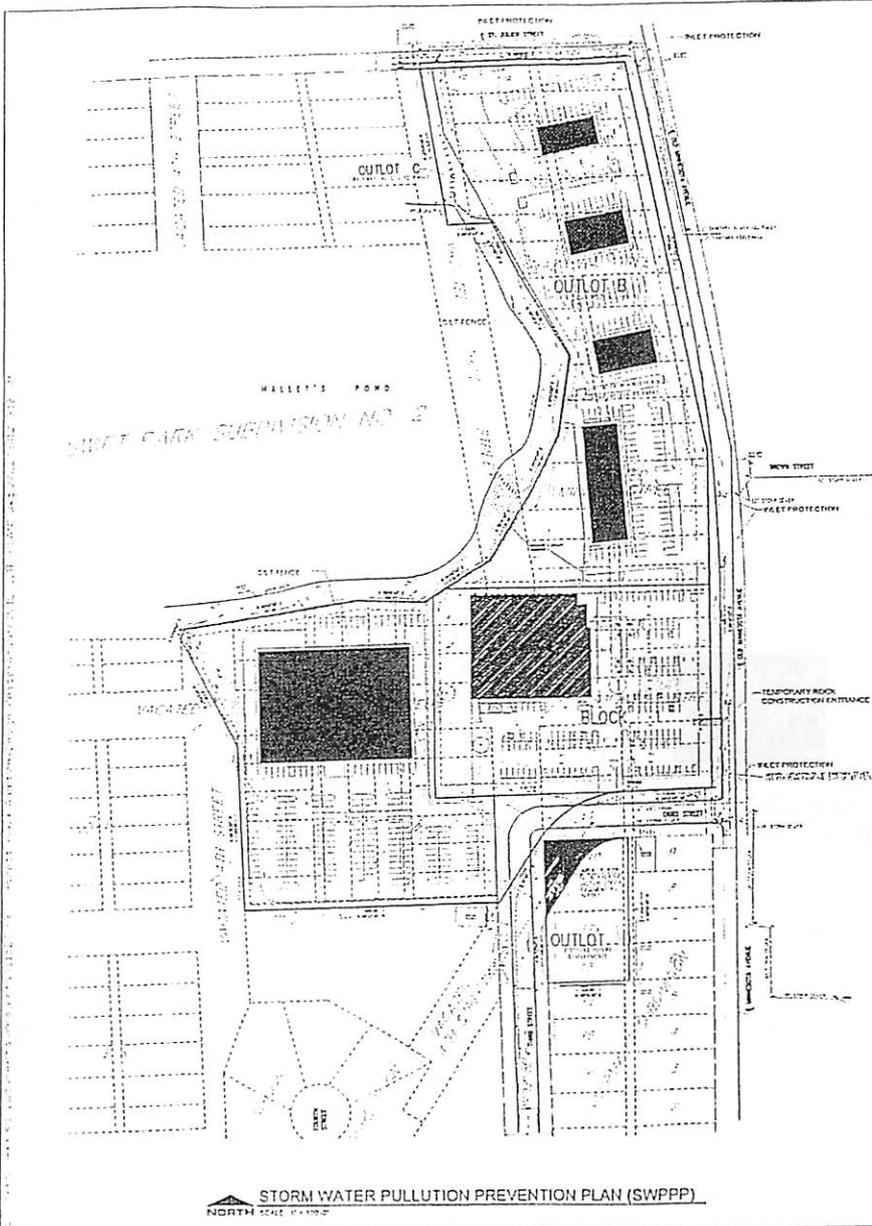
DESIGNED BY: ESK
CHECKED BY: ESK
DATE: AUGUST 2012

SHEET TITLE
TITLE AND INDEX SHEET

SHEET NO.
1.1

ST. PETER, MINNESOTA
AUGUST, 2012

C:\Users\A\Documents\Projects\12-001\12-001-01 - Hallett Pond Addition\Design\Preparation\DWG\12-001-01.dwg



STORM WATER POLLUTION PREVENTION PLAN NOTES:

GENERAL PROJECT INFORMATION:
 1. THE PROJECT IS THE CONSTRUCTION OF A NEW BUILDING AND PRELIMINARY SITE GRADING AND STORM WATER MANAGEMENT PLAN.
 2. THE PROJECT IS SCHEDULED TO BEGIN CONSTRUCTION ON [DATE].
 3. THE PROJECT IS SCHEDULED TO BE COMPLETED BY [DATE].

PROJECT INFORMATION:
 1. THE PROJECT IS SCHEDULED TO BEGIN CONSTRUCTION ON [DATE].
 2. THE PROJECT IS SCHEDULED TO BE COMPLETED BY [DATE].

BY ORDER OF THE CITY OF ST. PETER:
 1. THE PROJECT IS SCHEDULED TO BEGIN CONSTRUCTION ON [DATE].
 2. THE PROJECT IS SCHEDULED TO BE COMPLETED BY [DATE].

CONTRACTOR AND OWNER SHALL IDENTIFY A PERSON RESPONSIBLE AND SIGNIFICANT CONTROL EMPLOYEE WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP.

COMPANY	CONTACT PERSON	PHONE

EXISTING AREA OF IMPERVIOUS SURFACE: 100 ACRES
 NEW CONSTRUCTION AREA OF IMPERVIOUS SURFACE: 100 ACRES

TOTAL NEW IMPERVIOUS SURFACE AREA: 200 ACRES
 MEDIAN AREA OF NEW IMPERVIOUS SURFACE CREATED: 100 ACRES

STORM WATER MANAGEMENT:
 1. TYPE OF PERMANENT STORM WATER MANAGEMENT THAT WILL BE USED: [TYPE]
 2. TYPE OF TEMPORARY STORM WATER MANAGEMENT THAT WILL BE USED: [TYPE]

DESIGN STORAGE REQUIRED:
 1. TO BE DETERMINED BY THE CONTRACTOR.
 2. TO BE DETERMINED BY THE CONTRACTOR.

WATER QUALITY VOLUME:
 1. TO BE DETERMINED BY THE CONTRACTOR.
 2. TO BE DETERMINED BY THE CONTRACTOR.

DISPERSED WATERS:
 1. TO BE DETERMINED BY THE CONTRACTOR.
 2. TO BE DETERMINED BY THE CONTRACTOR.

WATER FROM SITE WILL BE COLLECTED BY THE EXISTING CITY STORM WATER SYSTEM. THE CITY STORM WATER SYSTEM WILL DISCHARGE INTO THE MISSISSIPPI RIVER.

CONTRACTOR SHALL IDENTIFY A PERSON RESPONSIBLE AND SIGNIFICANT CONTROL EMPLOYEE WHO WILL OVERSEE THE IMPLEMENTATION OF THE SWPPP.

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CONSTRUCTION ACTIVITY NOTES:

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STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

BANNER
 Consulting | Architecture | Engineering

424 E. D. Minnesota Ave., Suite 200
 St. Peter, Minnesota 56202
 507-931-0030
 www.bannerconsultants.com

PROJECT NO. 111
 SHEET NO. 1.1

HALLET POND ADDITION

DATE: 10/1/2011
 BY: [NAME]
 CHECKED BY: [NAME]

REVISIONS:

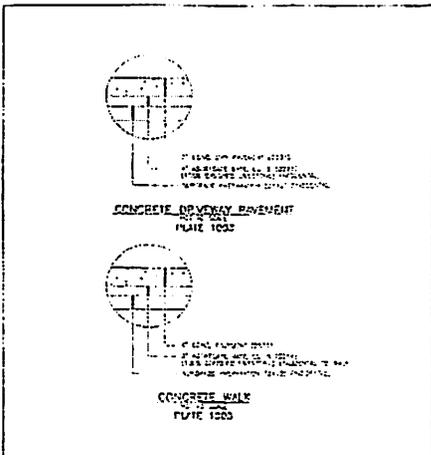
NO.	DATE	DESCRIPTION

SCALE: AS SHOWN

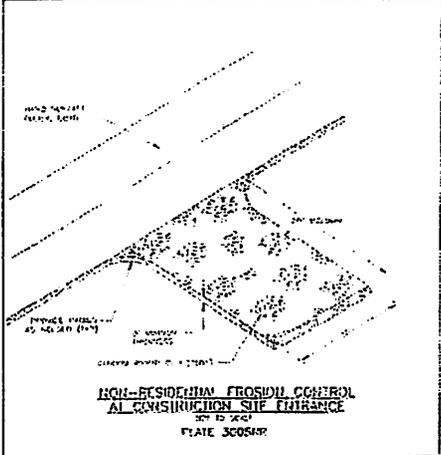
ST. PETER, MINNESOTA

STORM WATER POLLUTION PREVENTION PLANS (SWPPP)

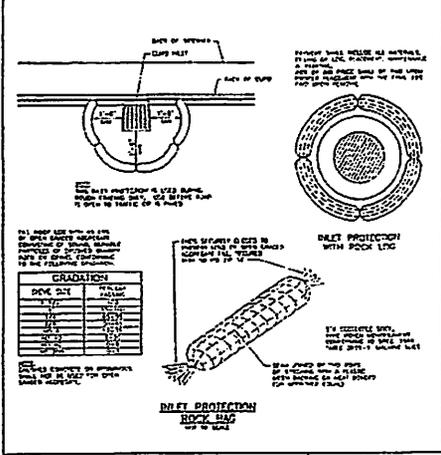
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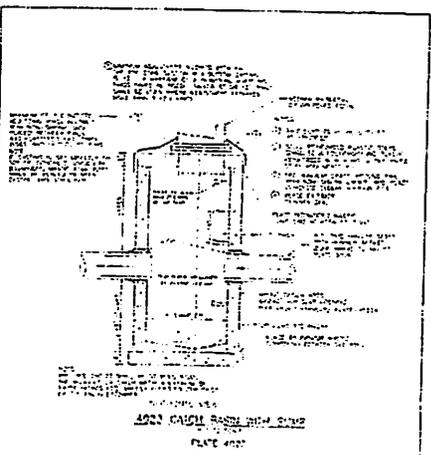
CONCRETE TYPICAL SECTION	STANDARD DETAIL PLATE NO. 1003
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 14, 2004	
REVISED:	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



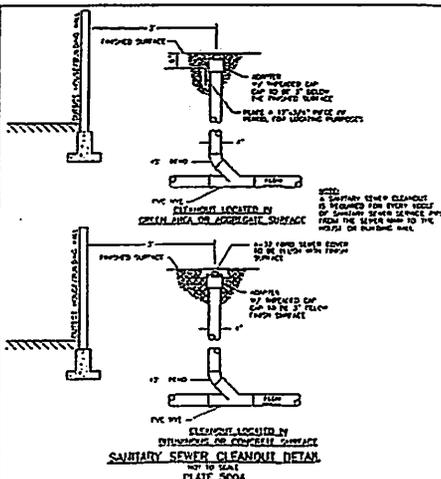
NON-RESIDENTIAL EROSION CONTROL AT CONSTRUCTION SITE ENTRANCE	STANDARD DETAIL PLATE NO. 3003HR
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 14, 2004	
REVISED: REVISION ADOPTED BY CITY COUNCIL ON FEBRUARY 24, 2007	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



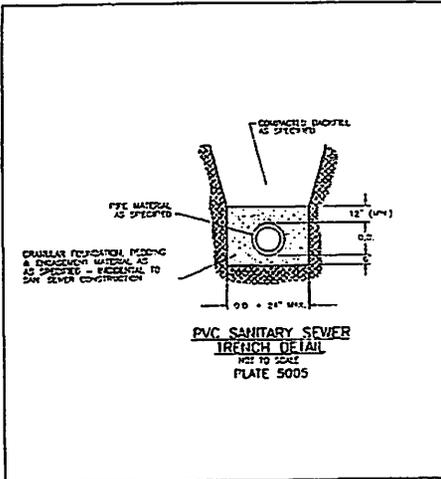
INLET PROTECTION ROCK BAG	STANDARD DETAIL PLATE NO. 3015
APPROVED: ADOPTED BY CITY COUNCIL ON MARCH 23, 2004	
REVISED:	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



4023 CATCH BASIN WITH SUMP	STANDARD DETAIL PLATE NO. 4023
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 14, 2004	
REVISED:	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



SANITARY SEWER CLEANOUT	STANDARD DETAIL PLATE NO. 5004
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 14, 2004	
REVISED: REVISION ADOPTED BY CITY COUNCIL ON FEBRUARY 24, 2007	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



PVC SANITARY SEWER TRENCH DETAIL	STANDARD DETAIL PLATE NO. 5005
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 14, 2004	
REVISED:	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	

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424 1/2 S. Minnesota Ave., Suite D
St. Peter, Minnesota 56032
507-931-0930
www.bannerstdetail.com

REGISTERED PROFESSIONAL ENGINEER

314 SOUTH PINE STREET
PO BOX 348
MINNEAPOLIS, MN 55402-0348
PHONE: 612-345-1103

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

[Signature]
DATE: 3/17/04 ENG. NO. 21742

PROJECT TITLE

HALLET POND ADDITION

PROJECT LOCATION:
ST. PETER, MINNESOTA

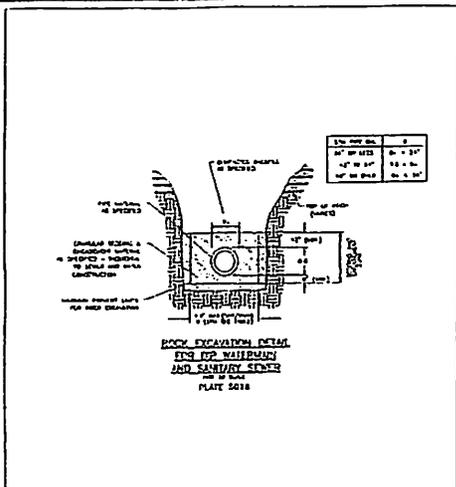
REV. NO.	DATE	DESCRIPTION

DESIGNED BY: SAH
DRAWN BY: BOB
CHECKED BY: BOB
DATE: AUGUST 2012

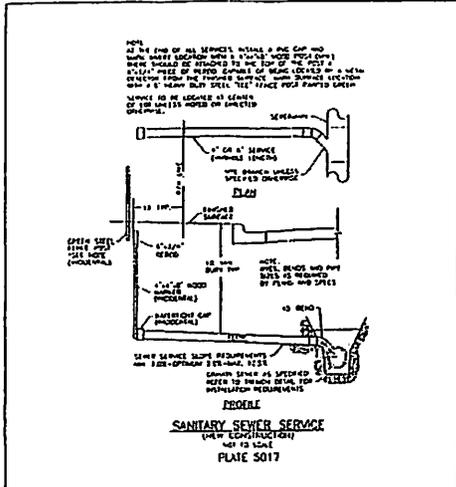
SHEET TITLE

ST. PETER STANDARD PLATES

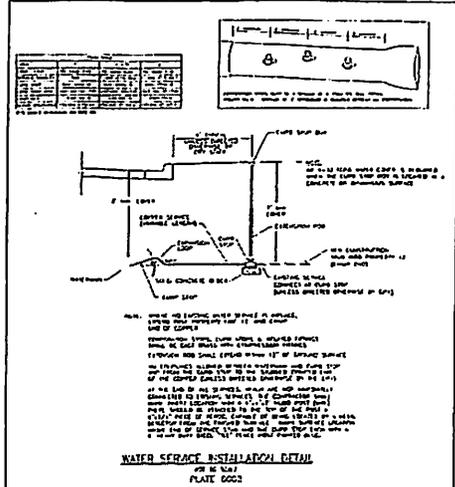
SHEET NO. 1.7



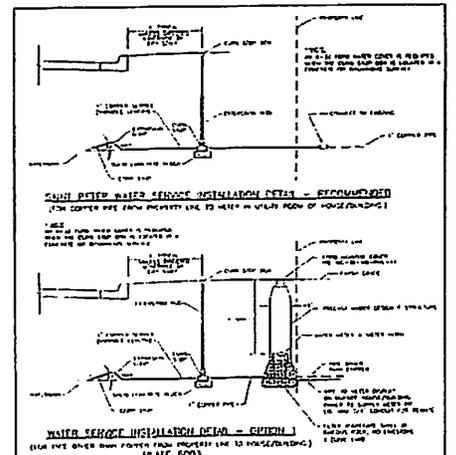
ROCK EXCAVATION DETAIL FOR DIP WATERMAIN & SANITARY SEWER	STANDARD DETAIL PLATE NO. 5016
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	



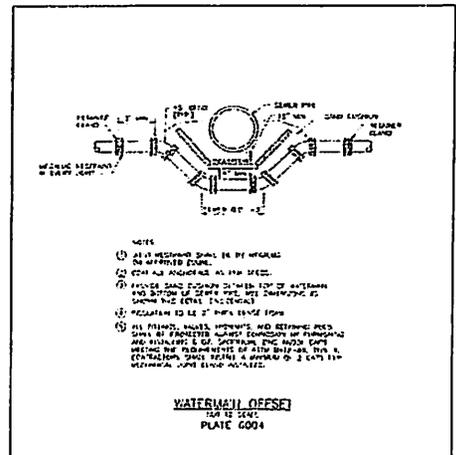
SANITARY SEWER SERVICE (NEW CONSTRUCTION)	STANDARD DETAIL PLATE NO. 5017
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	



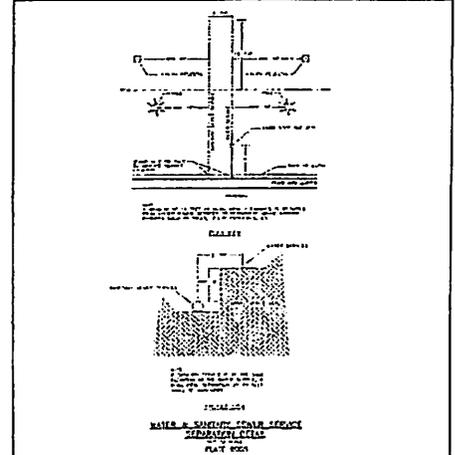
WATER SERVICE INSTALLATION	STANDARD DETAIL PLATE NO. 6002
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	



WATER SERVICE INSTALLATION (FROM PROPERTY LINE TO HOUSE)	STANDARD DETAIL PLATE NO. 6003
APPROVED: ADOPTED BY CITY COUNCIL ON DECEMBER 12, 2003	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	



WATERMAIN OFFSET	STANDARD DETAIL PLATE NO. 6004
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	



WATER & SANITARY SEWER SERVICE SEPARATION DETAIL	STANDARD DETAIL PLATE NO. 6005
APPROVED: ADOPTED BY CITY COUNCIL ON DECEMBER 12, 2003	 CITY OF Saint Peter
REVISED:	
REVISIONS:	
SAINT PETER UTILITY STANDARD DETAIL	

BANNER
Engineering Architecture Surveying

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St. Peter, Minnesota 56082
507-931-0930
www.bannerusa.com



310 SOUTH MAIN STREET
P.O. BOX 230
SAINT PETER, MN 56082
PHONE: 507-931-0930

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

[Signature]
DATE: 12/12/03

PROJECT TITLE
HALLET POND ADDITION

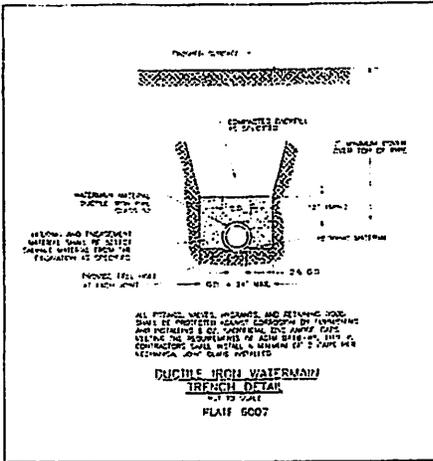
PROJECT LOCATION
ST. PETER, MINNESOTA

NO.	DATE	DESCRIPTION

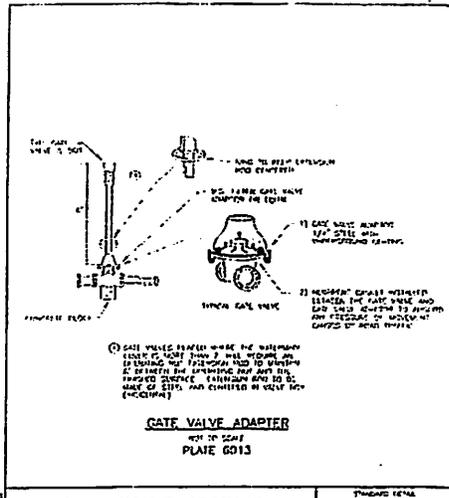
OWNER: **SAN**
DESIGNED BY: **STP**
ENGINEER: **STP**
DATE: **AUGUST 2012**

PROJECT TITLE
ST. PETER STANDARD PLATES

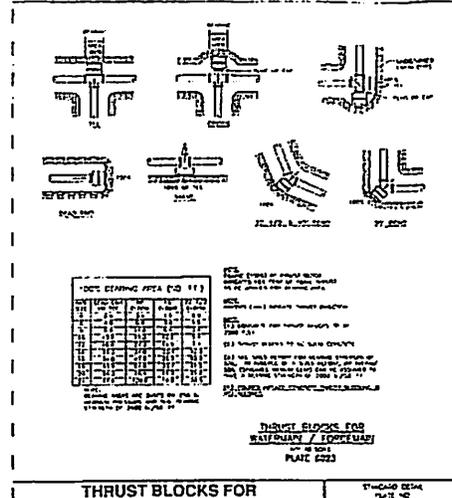
SCALE: **1/8"**



DUCTILE IRON WATERMAIN TRENCH DETAIL	STANDARD DETAIL PLATE NO. 6007
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	
REVISED: DESIGN APPROVED BY CITY ENGINEER ON MARCH 18, 2006	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	

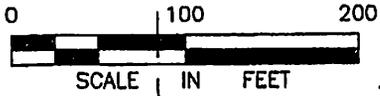


GATE VALVE ADAPTER	STANDARD DETAIL PLATE NO. 6013
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	
REVISED: DESIGN APPROVED BY CITY ENGINEER ON DECEMBER 12, 2005	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	



EXHIBIT

C

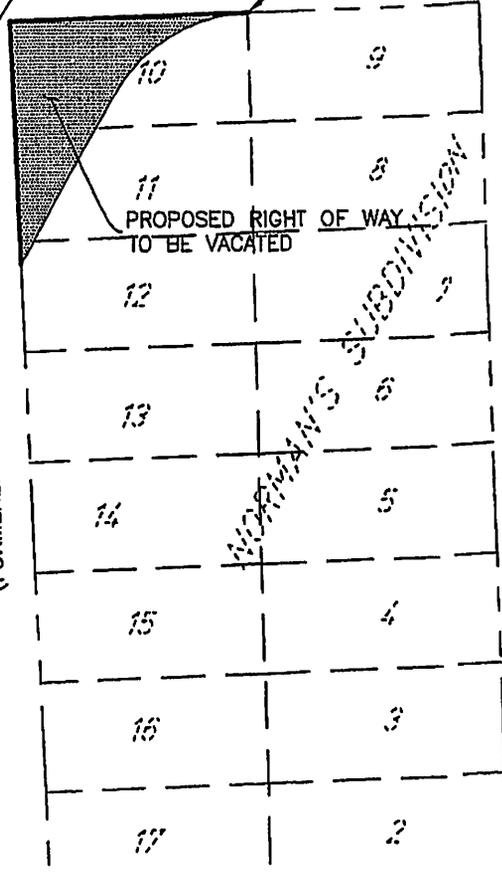


PROPOSED PLAT OF
HALLETT POND ADDITION
BLOCK 1

PROPOSED DEDICATED
THIRD STREET
RIGHT OF WAY PER THE
PENDING PLAT OF
HALLETT POND ADDITION
OUTLOT 4

THIRD STREET
(FORMERLY FOURTH STREET)

POINT OF BEGINNING



OLD MINNESOTA AVENUE

THIRD STREET
(FORMERLY NORTH THIRD STREET)

VACATED
4TH STREET

SHEET 1 OF 2

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VACATION EXHIBIT
SAINT PETER, MN

NORMAN'S SUBDIVISION
STREETS
LOTS 10, 11 & 12



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, FAIRMONT, SLEEPY EYE, BURNSVILLE, WILLMAR, CHASKA, RAMSEY,
MAPLEWOOD, BAXTER, ROCHESTER, MINNESOTA & AMES, SPENCER, IOWA

FOR: SAINT PETER, CITY OF

JOB NUMBER: M14.105396 FIELD BOOK:

DRAWN BY: JJF

STREET VACATION DESCRIPTION

All that part of NORTH THIRD STREET and FOURTH STREET as dedicated per the recorded plat of NORMAN'S SUBDIVISION lying to the left of the following described line:

Beginning at the Northwest corner of Lot 9, said NORMAN'S SUBDIVISION, thence westerly along the westerly extension of the north line of said Lot 9 to a point that intersects the northerly extension of the west line of Lot 13 of said NORMAN'S SUBDIVISION; thence southerly along said northerly extension to the intersection with the most westerly line of Lot 12, said NORMAN'S SUBDIVISION and there terminating.

SHEET 2 OF 2

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VACATION EXHIBIT
SAINT PETER, MN

NORMAN'S SUBDIVISION
STREETS
LOTS 10, 11 & 12



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 PREMIER DRIVE, MANKATO, MN 56001 (507) 625-4171
MANKATO, FAIRMONT, SLEEPY EYE, BURNSVILLE, WILLMAR, CHASKA, RAMSEY,
MAPLEWOOD, BAXTER, ROCHESTER, MINNESOTA & AMES, SPENCER, IOWA

FOR: SAINT PETER, CITY OF

JOB NUMBER: M14.105396 FIELD BOOK:

DRAWN BY: JJF

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY AND NORTHERN CON-AGG, LLP FOR THE CONSTRUCTION OF PRIVATE UTILITIES AND STORMWATER DETENTION

WHEREAS, Northern Con-Agg, LLP has created the Hallett Pond Addition plat on approximately fifteen (15) acres of land lying west of Old Minnesota Avenue; and

WHEREAS, the plat has created a single lot for development while the balance of the land has been maintained as outlots; and

WHEREAS, to facilitate the creation of the plat and future commercial development, Northern Con-Agg, LLP would need to construct a stormwater detention pond; and

WHEREAS, the proposed Development Agreement obligates Northern Con-Agg, LLP to construct the pond and establishes the criteria for its later abandonment; and

WHEREAS, the development agreement establishes project timelines and obligates the construction of the pond and other private improvements to be completed by November 30, 2013; and

WHEREAS, the Development Agreement acknowledges that further development of parcels within Hallett Pond Addition would necessitate the approval of preliminary and final plats.

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 authorized to enter into a development agreement between Northern Con-Agg, LLP and the City of Saint Peter for the construction of private utility improvements.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



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

January 23, 2013

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

Honorable Mayor, Council Members, and Mr. Prafke:

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

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

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

As a part of the process of creating a tax increment financing district, we are required to analyze the public improvement costs, establish a budget, estimate the potential tax increment that will be generated by a tax increment financing district, and provide an analysis of the impact to other taxing jurisdictions that are affected by the creation of a tax increment financing district. This information has been incorporated into the attached tax increment plan that that has been distributed to the City, County, and School district in advance of the public hearing which was held on October 8, 2012.

As the redevelopment project is presently moving forward, it is our recommendation that a resolution for the adoption of the proposed redevelopment tax increment financing be adopted. A draft resolution is provided for Council consideration. I will be available at the January 28, 2013 meeting to discuss this material in detail and answer questions.

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

Sincerely,

A handwritten signature in black ink that reads "Shannon Sweeney". The signature is written in a cursive style with a large initial 'S' and a long, sweeping underline.

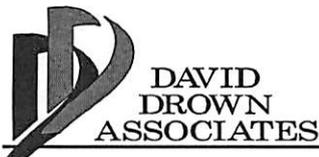
Shannon Sweeney
David Drown Associates, Inc.

City of Saint Peter, Minnesota

Tax Increment Financing Plan for Tax Increment Financing District No. 1-18 (Northern Con-Agg Redevelopment Project)

Proposed to be Adopted: January 28, 2013

DRAFT



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Tax Increment Financing Plan for Tax Increment Financing District No. 1-18

Introductory Statement:

The primary purpose of this TIF District and Plan is to promote private development and redevelopment within the boundaries of the TIF District. This includes the proposed redevelopment of the former Northern Con-Agg property located in the vicinity of Old Minnesota Avenue and U.S. Hwy 169.

Section 1 Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"Authority" means the City Council of the City of Saint Peter, Minnesota.

"City" means the City of Saint Peter, Minnesota.

"City Council" means the City Council of the City of Saint Peter, Minnesota.

"County" means Nicollet County, Minnesota.

"County Board" means the County Board of Nicollet County.

"Developer" means any person undertaking construction or renovation in the Project Area, including the developers of the former creamery facility.

"Development District" means Municipal Development District No. 1 in the City.

"Development Program" means the Development Program for the Development District.

"Project Area" means the geographic area of the Development District.

"School District" means the Saint Peter School District No. 508.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1799, both inclusive.

"TIF District" means Tax Increment Financing District No. 1-18.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

Section 2 Statement of Need and Public Purpose

See Section C of the Development Program for Municipal Development District No. 1.

Section 3 Statutory Authorization

The Authority is empowered under the provisions of the TIF Act to establish a tax increment financing district.

Section 4 Statement of Objectives

The objectives of this tax increment financing plan are consistent with the objectives outlined in the Development Program.

Section 5 Specific Development Expected to Occur in the TIF District

Developers are proposing to acquire and redevelop the property that contains the former Northern Con-Agg gravel operation located in the northern portion of the Saint Peter community. The new development would consist of commercial facilities that would take advantage of the properties location adjacent to other commercial activities within the community, and is located within close proximity to U.S. Highway 169. In order

to serve the new commercial uses with adequate transportation and utility access which will support this and other redevelopment activity within the area, the City is intending to utilize tax increments generated by the proposed redevelopment to assist in paying the public costs associated with necessary infrastructure upgrades. As other redevelopment projects present themselves, the City may enter into agreements with developers to provide tax increment assistance to assist in financing some of the proposed improvements.

Section 6 Property to be Included in the TIF District

The TIF District includes a number of parcels located in the northern portion of the community in close proximity to Old Minnesota Avenue. The predominant use of the parcels is for commercial activities. A map showing the location of the TIF District is provided in Exhibit 1. A complete listing of parcels, together with valuation and other statistics, is included in Exhibit 2. The area encompassed by the TIF District also includes all street rights-of-way and utility or drainage easements located upon or adjacent to the property described above.

Section 7 Estimated Sources and Uses of Funds (Public Costs)

The estimated costs of the proposed development in the TIF District which are eligible for reimbursement with tax increments of the TIF District and the projected sources of revenue available to fund these costs are summarized below.

Uses of Funds (Public Costs)

<u>Capital Costs:</u>	
Land Acquisition	750,000
Streets & Sidewalks	2,000,000
Utilities	2,000,000
Site Improvements	<u>800,000</u>
	\$5,550,000
 <u>Finance Costs:</u>	
Bond & Note Interest Payments	<u>2,388,760</u>
Subtotal Finance Costs	\$2,388,760
 <u>Administrative Costs</u>	
Administration funded with TIF	450,000
Administration funded with other	<u>0</u>
	\$450,000
Total Uses of Funds	\$8,388,760

Sources of Funds

Tax Increments	\$7,938,760
Interest Earnings	<u>450,000</u>
Total Sources of Funds	\$8,388,760

The Authority reserves the right to adjust the amount of any of the line items listed above or to incorporate additional eligible items, so long as the combined total of capital and administrative costs is not increased.

Section 8 Estimated Impact on Other Taxing Jurisdictions

Exhibit 4 shows the estimated impact on other taxing jurisdictions if the projected Retained Captured Net Tax Capacity of the TIF District were hypothetically available to the other jurisdictions. The Authority believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the use of tax

increments for the purpose of funding public costs associated with the redevelopment projects. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

Section 9 Fiscal and economic implications

M.S. Section 469.175 Subdivision 2(b) requires a specific description of the fiscal and economic implications of the proposed TIF District on city operations, plus an estimate of the total TIF to be generated over the life of the TIF District attributable to each taxing jurisdiction.

City Service Costs: The City is intending to capture tax increments from the project to assist in the construction of more appropriate streets/infrastructure to serve the proposed commercial projects. Demands on other City services are expected to be handled without significant increases to public costs. City utilities are operated on a fee for service basis so usage revenues will cover increased costs. Impacts on police, fire and administrative costs are expected to be negligible.

While the City may issue debt in connection with this project, it is not expected to be in an amount that would impact the City's ability to borrow money for other projects.

TIF Attribution. The City projects TIF collections will total \$7,938,760 over the 26-year life of the TIF District. Of this total, \$3,243,012 is attributable to the City's share of the tax levy; \$3,552,090 from the County's share of tax levy, and \$1,106,595 from the School Districts share of tax levy.

Section 10 Property to be acquired in the TIF District

The Authority reserves the right to acquire, or reimburse developers for the acquisition costs of property in the TIF District, as itemized on Exhibit 2.

Section 11 Estimated Amount of Bonded Indebtedness

The Authority reserves the right to fund all Project costs using internal funding, general obligation bonds, pay-as-you-go financing or any other financing mechanism authorized by law. The maximum amount of bonds to be funded with tax increment revenues is \$5,550,000.

Section 12 Designation of TIF District as a Redevelopment District

The Tax Increment District qualifies as a redevelopment district. M.S. 469.174, Subd. 10 defines a redevelopment district as an area where the following conditions are reasonably distributed throughout the district:

- a. Parcels consisting of 70 percent of the area of the district are occupied by buildings, streets, utilities, or other improvements and more than 50 percent of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance; or
- b. The property consists of vacant, unused, underused, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way.

For purposes of this section, "structurally substandard" means containing defects in structural elements, essential utilities, light and ventilation, fire protection, interior layout and condition or similar factors of significant total significance to justify substantial renovation or clearance. A building is not substandard if it could be modified to satisfy the building code at a cost of less than 15 percent of the cost of constructing a new structure of the same square footage and type on the site. A parcel cannot be considered "occupied by buildings, streets, utilities or other improvements" unless 15 percent of the area of the parcel contains improvements.

As summarized on Exhibit 2, improved parcels constitute eighty-two percent (82%) of the area of the TIF District, more than 50% of existing buildings been found to be structurally substandard. Accordingly, it is our finding that the proposed parcels satisfy the standards for a redevelopment district.

Section 13 Original Net Tax Capacity

The County Auditor will certify the Original Net Tax Capacity of the TIF District. The Estimated Market Value of the property in the TIF District as of January 1, 2011, for taxes payable in 2012 is estimated to be \$6,217,700. The original net tax capacity of the TIF District is approximately **\$104,801**.

Each year the County Auditor will certify the amount that the Original Net Tax Capacity has increased or decreased as a result of:

- changes in the tax-exempt status of property;
- reductions or enlargements of the geographic area of the TIF District;
- changes due to stipulation agreements or abatements; or
- changes in classification rates.

Section 14 Original Local Tax Rate

The County Auditor shall also certify the Original Local Tax Rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the Original Net Tax Capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the Original Local Tax Rate of the TIF District.

The sum of all local tax rates that apply to property in the TIF District for taxes levied in 2011 and payable in 2012 is **119.950%**. The final Original Local Tax Rate may be higher or lower than this value, depending upon the final local tax rates for payable 2012.

<u>Taxing Jurisdiction</u>	<u>2011/2012 Local Tax Rate</u>
City of Saint Peter	49.00%
Nicollet County	53.67%
School District 508	16.72%
Other	<u>.56%</u>
Total	119.95%

The projected original local tax rate does not include the State of Minnesota property tax rate on commercial, industrial and seasonal recreation property of approximately 51%, which is *not* captured as tax increment.

Section 15 Projected Retained Captured Net Tax Capacity and Tax Increment

Each year the County Auditor will determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the Original Net Tax Capacity, the difference shall be known as the Captured Net Tax Capacity of the TIF District. It is the Authority's intention to retain 100% of the Captured Net Tax Capacity of the TIF District.

Exhibit 3 estimates the total amount of retained net captured tax capacity, gross tax increments, adjustments, and the net tax increment revenues which will be available annually and cumulatively over the life of the TIF District.

Section 16 Statutory Duration of the TIF District

Redevelopment districts may remain in existence for 25-years from receipt of the first tax increment. This results in 26 collections of tax increments. The City is requesting that the first tax increment be collected in 2015, which would result in the District terminating at year-end 2040. Modifications of this plan (see Section 28) may not extend these duration limits.

Section 17 Use of Tax Increments – Redevelopment Districts

Ninety percent (90%) of the tax increments generated from the TIF District must be used to finance the cost of correcting conditions that allow designation as a redevelopment district. These costs include acquiring properties containing substandard buildings or improvements, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition of structures, clearing of the land, and installation of utilities, roads, sidewalks and parking facilities for the site. The allocated administrative expenses of the City may be included in the qualifying costs.

Section 18 Use of Tax Increments – General

Each year County Treasurer shall deduct an estimated 0.36% of the annual tax increment generated by the TIF District and pay such amount to the state general fund. Such amounts will be appropriated to the state auditor for the cost of financial reporting and auditing of tax increment financing information throughout the state. Exhibit 3 shows the projected deduction for this purpose over the anticipated life of the TIF District.

The Authority has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

1. Pay for the estimated public costs of the TIF District (including administrative expenses, see Section 7) and City administrative costs associated with the TIF District (see Section 29);
2. Pay principal and interest on tax increment bonds, notes or other financial obligations issued to finance the public costs of the TIF District;
3. Accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the public costs of the TIF District;
4. Pay all or a portion of the County road costs as may be required by the County Board under M.S. Section 469.175, Subdivision 1a; or
5. Return excess tax increments to the County Auditor for redistribution to the City, County and School District in proportion to their local tax capacity rates.

Tax increments from property located in one County must be expended for the direct and primary benefit of a project located within that County, unless both County boards involved waive this requirement. Tax increments shall not be used to circumvent levy limitations.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, County, school district, or any other local unit of government or the State or federal government, including social, recreational or conference facilities or a public park used as a commons area. Tax increments may be used to finance public parking facilities.

Tax increment may not be spent outside the TIF District on improvements, equipment, or other items whose primary purpose is decorative or aesthetic or if the materials used or design cost twice that of more commonly used equipment or improvements. This prohibition does not apply to improvements related to rehabilitating historic structures on national register or in a historic district listed on the national register.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of

assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sales of property at less than the cost of acquisition or fair market value, grants, ground or other leases at less than fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

Section 19 “Green Acres”

The TIF District may not include parcels that qualified as “green acres” in any of the five (5) years preceding the request for certification, unless 85% of development in the district is restricted to qualified manufacturing or distribution facilities directly related to production of tangible personal property and paying at least 90% of its employees wages equal to or greater than 160% of the federal minimum wage; or the development in the district is a qualified housing project.

Section 20 4-Year Knock-Down Rule

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the Original Net Tax Capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The Authority must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the Authority or owner of the parcel subsequently commences any of the above activities, the Authority shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the Original Net Tax Capacity of the TIF District.

Section 21 Tax Increment Pooling – 5-year Rule

At least 80% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District. No more than 25% of the tax increments may be spent on costs outside of the TIF District, but within the boundaries of the Project Area. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

1. actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
2. used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
3. used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund-

Beginning with the sixth year following certification of the TIF District, at least 80% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

Section 22 Excess Tax Increment

On December 31st of each year, the Authority must determine the amount of excess increments for the TIF

District. Excess increments may only be used to:

1. prepay any outstanding tax increment Bonds;
2. discharge the pledge of tax increments on any outstanding Bonds;
3. pay amounts into an escrow account dedicated to the payment of any outstanding Bonds; or
4. return excess tax increments to the County Auditor for redistribution to the City, County and School District in proportion to their local tax capacity rates. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

Section 23 Limitation on Administrative Expenses

Administrative expenses are defined as all costs of the Authority other than:

1. amounts paid for the purchase of land;
2. amounts paid for materials and services, including architectural and engineering services directly connected with the proposed development within the TIF District;
3. relocation benefits paid to, or services provided for, persons or businesses located within the TIF District; or
4. amounts used to pay interest on, fund a reserve for, or sell at a discount, tax increment bonds.

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the City in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total estimated public costs authorized by the TIF Plan or (b) 10% of the total tax increment expenditures of the project.

Section 24 Prior Planned Improvements

The City shall accompany its request for certification to the County Auditor with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the Original Net Tax Capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

The City will include a complete listing of all building permits issued in the last 18 months in conjunction with all properties within the TIF District.

Section 25 Development Agreements

If more than 25% of the acreage of a project (which contains a redevelopment district) is to be acquired by the City with proceeds from tax increment bonds then, prior to such acquisition, the City must enter into an agreement for the development of the property. Such agreement must provide recourse for the City should the development not be completed.

Section 26 Business Subsidy Laws

Minnesota Statutes 116J.994 requires a City or Authority providing a business with a subsidy worth \$150,000 or more to complete a subsidy approval process as described below. Housing projects and many redevelopment projects are exempt from the requirements.

Before granting a business subsidy, the Authority must complete the following:

1. Adopt criteria for awarding business subsidies following a public hearing.
2. Conduct a public hearing on the subsidy, after providing at least 10 days published notice in the local newspaper.
3. Enter into a subsidy agreement which must include the following information and requirements:
 - a. A description of the subsidy.
 - b. A statement of the public purpose and goals of the subsidy.
 - c. Wage and job creation goals (or job retention goals, if job loss is imminent and demonstrable) to be achieved within 2 years of receiving the subsidy;
 - d. A description of the recipient's financial obligation if the goals are not met. The recipient must pay back the assistance with interest if goals are not met, although pro-rata to reflect partial fulfillment of goals is permitted.
 - e. A statement of why the subsidy is needed.
 - f. A commitment from the recipient to continue operations at the site for at least 5 years;
 - g. The name and address of the parent company of the recipient;
 - h. A list of all other financial assistance to the project; and
 - i. A requirement for the recipient to provide the Authority and the Department of Employment and Economic Development with annual information regarding goals for two years after receiving the subsidy or until the goals are achieved. The reports must be filed by March 1 for the prior year.

Section 27 Assessment Agreements

The City may, upon entering into a development agreement, also enter into an assessment agreement with the developer, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land, and so long as the minimum market value contained in the assessment agreement appears to be a reasonable estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, and if the project is valued below the minimum market value, also approved by the County and School District.

Section 28 Modifications of the Tax Increment Financing Plan

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; increase in the amount of capitalized interest; increase in that portion of the Captured Net Tax Capacity to be retained by the Authority; increase in the total estimated public costs; or designation of additional property to be acquired by the Authority shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

1. the only modification is elimination of parcels from the Project Area or the TIF District; and

2. the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's Original Net Tax Capacity, or the Authority agrees that the TIF District's Original Net Tax Capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The Authority must notify the County Auditor of any modification that reduces or enlarges the geographic area of the Project Area or the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

Section 29 Administration of the Tax Increment Financing Plan

Upon adoption of the TIF Plan, the Authority must submit a copy of such plan to the State Auditor's Office and the Department of Revenue. The Authority must also request that the County Auditor certify the Original Net Tax Capacity and Net Tax Capacity Rate of the TIF District. To assist the County Auditor in this process, the Authority must submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The Authority must also send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

The County will distribute to the Authority the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the Retained Captured Net Tax Capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

1. Prior to July 1, the Authority shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to insure that the new value will be recorded in a timely manner.
2. If the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.
3. Each year the County Auditor shall certify the amount of the Original Net Tax Capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:
 - a) the value of property that changes from tax-exempt to taxable shall be added to the Original Net Tax Capacity of the TIF District. The reverse shall also apply;
 - b) the Original Net Tax Capacity may be modified by any approved enlargement or reduction of the TIF District;
 - c) if laws governing the classification of real property cause changes to the percentage of Estimated Market Value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the Original Net Tax Capacity and the Retained Captured Net Tax Capacity of the TIF District.

The County Auditor shall notify the Authority of all changes made to the Original Net Tax Capacity of the TIF District.

Section 30 Financial Reporting and Disclosure Requirements

The Authority is responsible for information and financial reporting on the activities of the TIF District. These responsibilities include:

1. Prepare and Publish an Annual Statement. No later than August 1 of each year, the Authority must prepare and publish an annual statement which includes at least the following information:
 - (a) tax increment received and expended in that year
 - (b) Original Net Tax Capacity
 - (c) captured Net Tax Capacity
 - (d) amount of outstanding bonded indebtedness
 - (e) increments paid to other government bodies
 - (f) administrative costs
 - (g) increments paid directly or indirectly outside of the district
 - (h) if a fiscal disparities contribution is computed under section 469.177, Subd. 3(a), the increase in property tax imposed on other properties in the municipality as a result of the fiscal disparities contribution in the manner prescribed by the commissioner of revenue.

A copy of the annual statement must also be provided to the State Auditor, county board and county auditor, school board, and the municipality.

2. Prepare an Annual Report. (469.175 Subds. 5 and 6) The State Auditor enforces the provisions of the TIF Act and has full responsibility for financial and compliance auditing of the Authority's use of tax increment financing. The State Auditor's office provides detailed tax increment reporting forms for use in complying with annual reporting requirements. On or before August 1 of each year, the Authority and/or the City must prepare a status and financial report for the TIF District and submit it to the state auditor, the county board, the county auditor, the school board, and the governing body of the municipality, if the municipality is not also the authority.
3. Prepare a Minnesota Business Assistance Form. (116J.994) By April 1, the Authority must submit a report to the Department of Employment and Economic Development on wage and job goals and progress made in achieving them. A reporting form is provided by the Department, and must be submitted for each business which has received TIF assistance.

Section 31 Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

1. The TIF District qualifies as an redevelopment district;

See Section 12 of this document for the reasons and facts supporting this finding.

2. The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future, and the increased market value of the site that could reasonably be expected to occur without the use of tax increment would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan;

The reasons and facts supporting this finding are that the City does not have sufficient funding to pay for the public costs associated with the redevelopment activity proposed within the project area. Additional transportation and infrastructure improvements will be required to support redevelopment

activity, and many of these costs cannot be specially assessed as they will not result in a significant increase in property values.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis is included as Exhibit 5, indicates that:

- a) the increase in estimated market value of the proposed development is \$12,000,000;
 - b) the present value of expected tax increments collected over the maximum duration of the TIF District is \$3,981,202; and
 - c) the expected increased estimated market value of the site without the use of tax increment is \$1,000,000.
3. The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole.

The reasons and facts supporting this finding are that the project area within the TIF plan is guided through zoning for projects that are consistent with those proposed.

4. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment and development of the Project Area by private enterprise.

The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District.

Exhibits

Map of Municipal Development District No. 1 and Tax Increment Financing District No. 1-18..... Exhibit 1
Parcels and Valuations..... Exhibit 2
Tax Increment Projections Exhibit 3
Statement of Fiscal and Economic Impacts..... Exhibit 4
Market Value Analysis..... Exhibit 5

**City of St. Peter, Minnesota
TIF District No. 1-18
Parcel Summary – Areas, Values & Conditions**

PROPERTY	Property Address	Mailing Address	PID	Parcel Size	Substandard	Improved	Market Value		Total Market	Estimated Tax
				(Square Feet)	(Y or N)	(Y or N)	Market Value Land	Building	Value	Capacity
T Stevens Corporation	850 North Minnesota Ave.	850 North Minnesota Ave.	19 703 0120	13500	no	yes	\$67,500	\$181,000	\$248,500	\$4,220.00
Bernard McGuire	838 North Minnesota Ave.	1685 S 3rd	19 703 0110	13750	yes	yes	\$58,100	\$65,500	\$123,600	\$1,854.00
Webers Family Rest.	814 North Minnesota Ave.	814 North Minnesota Ave.	19 703 0095	31740	no	yes	\$124,200	\$321,400	\$445,600	\$8,162.00
Nebuti Trade & Travel Inc.	804 North Minnesota Ave.	7505 Kallan Dr	19 503 1020	20480	yes	yes	\$66,000	\$124,800	\$190,800	\$3,066.00
Robert & Carol Volk	946 North 4th St.	1830 East Welco	19 841 0360	68500	yes	yes	\$82,200	\$105,200	\$187,400	\$2,998.00
McDonald's Real Est. Co.	129 West Saint Julien St.	54 Roslyn Road	19 015 0300	99000	yes	yes	\$383,600	\$390,000	\$773,600	\$14,722.00
Oak Lawn Realty LLC	1109 North Minnesota Ave.	5555 N Port Washington Rd Ste 4	19 452 0010	20200	no	yes	\$61,700	\$421,700	\$483,400	\$8,918.00
Thomas Frey	1105 North Minnesota Ave.	1105 North Minnesota Ave.	19 841 0300	25200	no	yes	\$46,400	\$137,000	\$183,400	\$2,918.00
Kenneth Dahlgren	1041 North Minnesota Ave.	PO Box 162	19 452 0060	46600	yes	yes	\$107,200	\$19,700	\$126,900	\$1,903.50
Windy Block	1017 North Minnesota Ave.	1019 Old MN	19 452 0080	20000	no	yes	\$45,200	\$114,200	\$159,400	\$1,594.00
Daniel Christensen	221 Union Street	28612 Hub Drive	19 841 0400	38080	yes	yes	\$57,300	\$153,200	\$210,500	\$3,460.00
Joan Bachenko	1007 North Minnesota Ave.	57 Mitchell Rd	19 452 0110	9920	yes	yes	\$31,400	\$33,000	\$64,400	\$644.00
Mary M Lager Revocable Trust	910 North Minnesota Ave.	44350 Canyon Man Lane	19 015 1005	35000	yes	yes	\$252,300	\$199,500	\$451,800	\$8,286.00
Mary M Lager Revocable Trust	952 North Minnesota Ave.	44350 Canyon Man Lane	19 662 0040	16800	yes	yes	\$46,300	\$63,000	\$109,300	\$1,639.50
Mary M Lager Revocable Trust	966 North Minnesota Ave.	44350 Canyon Man Lane	19 662 0050	16800	no	yes	\$46,300	\$11,100	\$57,400	\$861.00
Brian Grey	969 North Minnesota Ave.	969 North Minnesota Ave.	19 015 0600	35000	no	yes	\$69,100	\$219,900	\$289,000	\$5,030.00
Davis Family MN, LLC	948 North Minnesota Ave.	704 North Main	19 662 0030	57000	no	yes	\$82,400	\$238,700	\$321,100	\$5,672.00
Keith Tow & Robert L. Geldner	971 North Minnesota Ave.	PO Box 179	19 015 0700	21900	no	yes	\$61,500	\$0	\$61,500	\$922.50
Robert Geldner & Keith Tow Trust	1005 North Minnesota Ave.	PO Box 179	19 452 0095	24300	yes	yes	\$62,500	\$105,200	\$167,700	\$2,604.00
Robert Geldner & Keith Tow Trust	NONE	PO Box 179	19 452 0100	25500	no	yes	\$40,000	\$0	\$40,000	\$600.00
Ervin Ohotto	105 East Brown St	105 E Brown St	19 452 0050	17003	yes	yes	\$44,100	\$102,200	\$146,300	\$1,463.00
Steve Weber	101 East Brown St.	101 Brown St	19 452 0030	17250	yes	yes	\$45,800	\$6,600	\$52,400	\$524.00
Northern Con-Agg LLP (TOTAL)	1000 North 3rd St.	3231 Fembrook Ln N	19 841 0207	614632	yes	yes	\$327,700	\$2,300	\$330,000	\$5,850.00
Northern Con-Agg LLP	1001 North 3rd St.	3232 Fembrook Ln N	Outlot A	200376	yes	yes				
Northern Con-Agg LLP	1002 North 3rd St.	3233 Fembrook Ln N	Lot 1, Block 1	163786	no	yes				
Northern Con-Agg LLP	1003 North 3rd St.	3234 Fembrook Ln N	Outlot B	250470	no	no				
Michael Skrove	171 West Saint Julien St.	1302 Rockbend Parkway	19 841 0060	22246	no	yes	\$51,400	\$110,300	\$161,700	\$2,484.00
National Retail Properties LP	151 West Saint Julien St.	2635 E Mullbrook Rd	19 841 0050	27744	yes	yes	\$69,300	\$161,000	\$230,300	\$3,856.00
Lyndale Terminal Co.	221 West Saint Julien St.	4567 American W Blvd	19 841 0030	17458	no	yes	\$54,700	\$92,300	\$147,000	\$2,205.00
Lyndale Terminal Co. #251	123 West Saint Julien St.	PO Box 1224	19 015 0100	43800	yes	yes	\$226,300	\$226,400	\$454,700	\$6,344.00

\$2,612,500 \$3,605,200 \$6,217,700 \$104,800.50

Summary Statistics:

Number of Parcels:	29	# of Parcels with Buildings:	25
Area Included (not included roads):	1,399,383.20	# of Substandard Buildings:	15
Area of Unimproved Parcels:	250,470.00	% of Substandard Buildings:	60%
Percent of Area Improved:	82%		

**City of St. Peter, Minnesota
TIF District No. 1-18**

Tax Increment Projections

Valuations & Projected Increases

	Market	Tax Capacity
Original Values	6,217,700	104,801
Increased Value: (New Development)	18,217,700	359,354

Tax Rate Assumptions:

	2012 Tax Rate
City of St. Peter	49.000%
Nicollet County	53.670%
School District 508	16.720%
Other	0.560%
	<u>119.950%</u>

Projected Tax Increment

Adjustments

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate*	Gross Tax Increment	10.00% Admin. Retainage	0.36% State Auditor's Deduction	TOTAL NET REVENUES
2013	104,801	104,801	-	-	-	119.95%	-	-	-	-
2014	104,801	104,801	-	-	-	119.95%	-	-	-	-
2015	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2016	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2017	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2018	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2019	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2020	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2021	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2022	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2023	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2024	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2025	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2026	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2027	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2028	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2029	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2030	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2031	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2032	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2033	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2034	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2035	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2036	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2037	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2038	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2039	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
2040	104,801	359,354	254,554	-	254,554	119.95%	305,337	30,534	1,099	273,704
							<u>7,938,760</u>	<u>793,876</u>	<u>28,580</u>	<u>7,116,304</u>

EXHIBIT 3

**City of St. Peter, Minnesota
TIF District No. 1-18**

STATEMENT OF FISCAL AND ECONOMIC IMPACTS OF PROPOSED TIF DISTRICT

Taxing Jurisdiction	Without TIF District		With TIF District					
	2012 Taxable Net Tax Capacity ⁽¹⁾	2012 Local Tax Rate	2012 Taxable Net Tax Capacity ⁽¹⁾	Projected Captured Net Tax Capacity	Hypothetical Tax Generated By TIF	New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate	Hypothetical Decrease in Tax Rate
City of St. Peter, Minnesota	4,162,565	49.00%	4,162,565	254,554	124,731	4,417,119	46.176%	2.824%
Nicollet County	28,877,350	53.67%	28,877,350	254,554	136,619	29,131,904	53.201%	0.469%
School District 508	6,841,181	16.72%	6,841,181	254,554	42,561	7,095,735	16.120%	0.600%
Other ⁽²⁾	-	0.56%	-	-	-	-	0.56%	-
Totals		119.95%			303,911		116.057%	3.893%

Statement #1: If all of the projected captured net tax capacity of the project were hypothetically available to each taxing jurisdiction if TIF were not used, the tax capacities of each jurisdiction would be increased by the amounts shown above, and the local tax rates of each jurisdiction would be decreased by the amounts shown.

Statement #2: As the projected captured tax capacity of the project would not be available without the use of TIF, the tax capacities and tax rates of each jurisdiction will not be affected.

Statement #3: The estimated amount of tax increment generated over the life of the TIF District is estimated to be \$7,938,760.

Statement #4: A description of the probable impact of the TIF District on City services as a result of the creation of this TIF District would include the following: The City will be collecting an estimated \$3,243,012 in city property tax revenue from the proposed project area and applying it to project related expenses rather than general services such as police, fire, and other services not paid by user fees.

Statement #5: The estimated amount of increment attributed to the school districts' tax levies and captured as a result of the creation of this TIF District is \$1,106,595 for School District 508.

Statement #6: The estimated amount of increment attributed to the county tax levy and captured as a result of the creation of this TIF district is \$3,552,090.

⁽¹⁾ Taxable net tax capacity = total net tax capacity less value captured in TIF Districts and powerline value.

⁽²⁾ The impacts upon other taxing jurisdictions not included since they represent a small percentage of the total tax rate.

City of St. Peter, Minnesota

TIF District No. 1-18

Market Value Analysis

Increased Market Value of Site	\$	12,000,000
Less Present Value of TIF Revenues	\$	3,981,202
	\$	8,018,798
Estimated Increased Site Value w/out TIF	\$	1,000,000
Net Value Increase	\$	7,018,798

Present Value of Tax Increments

Calculation Date: 8/29/2012
 Present Value Factor: 5.00%

#	Year	Gross Tax Increment	Present Value
1	2013	-	-
2	2014	-	-
3	2015	305,337	263,762
4	2016	305,337	251,201
5	2017	305,337	239,239
6	2018	305,337	227,847
7	2019	305,337	216,997
8	2020	305,337	206,664
9	2021	305,337	196,823
10	2022	305,337	187,450
11	2023	305,337	178,524
12	2024	305,337	170,023
13	2025	305,337	161,927
14	2026	305,337	154,216
15	2027	305,337	146,872
16	2028	305,337	139,878
17	2029	305,337	133,217
18	2030	305,337	126,874
19	2031	305,337	120,832
20	2032	305,337	115,078
21	2033	305,337	109,598
22	2034	305,337	104,379
23	2035	305,337	99,409
24	2036	305,337	94,675
25	2037	305,337	90,167
26	2038	305,337	85,873
27	2039	305,337	81,784
28	2040	305,337	77,890
		<u>7,938,760</u>	<u>3,981,202</u>

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION APPROVING CREATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-18
AND ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING THERETO**

WHEREAS, it has been proposed that the City of Saint Peter, Minnesota (the "City"), create Tax Increment Financing District No. 1-18 and adopt a tax increment financing plan with respect thereto, under the provisions of Minnesota Statutes, Sections 469.174 to 469.1799 (inclusive, the "Act"); and

WHEREAS, the City of Saint Peter has investigated the facts and has caused to be prepared the tax increment financing plan for Tax Increment Financing District No. 1-18; and

WHEREAS, the City has performed all actions required by law to be performed prior to the creation of Tax Increment Financing District No. 1-18 and the adoption of the tax increment financing plan relating thereto, including, but not limited to, notification of Nicollet County and Saint Peter School District No. 508 having taxing jurisdiction over the property to be included in Tax Increment Financing District No. 1-18, and the holding of a public hearing upon published and required notice as required by law.

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

1. Tax Increment Financing District No. 1-18. The City hereby approves the creation of Tax Increment Financing District No. 1-18, the boundaries of which are fixed and determined as described in the Tax Increment Financing Plan.
2. Tax Increment Financing Plan. The Tax Increment Financing Plan is adopted as the tax increment financing plan for Tax Increment Financing District No. 1-18, and the City Council makes the following findings:
 - (a) Tax Increment Financing District No. 1-18 is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 12.

The reasons and facts supporting this finding are that over 70% of the parcels included in the TIF District are improved parcels, and over 50% of the buildings in the TIF District have been inspected and found to be substandard.

- (b) The proposed development in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1-18 permitted by the Tax Increment Financing Plan.

The reasons and facts supporting this finding are that the City does not have sufficient funding to pay for the public costs associated with the redevelopment activity proposed within the project area. Additional transportation and infrastructure improvements will be required to support redevelopment activity, and many of these costs cannot be specially assessed as they will not result in a significant increase in property values.

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis indicates that:

1. the increase in estimated market value of the proposed development is \$12,000,000;
2. the present value of expected tax increments collected over the maximum duration of the TIF District is \$3,981,202; and
3. the expected increased estimated market value of the site without the use of tax increment is \$1,000,000.

- (c) The Tax Increment Financing Plan for Tax Increment Financing District No. 1-18 conforms to the general plan for development or redevelopment of the City of Saint Peter as a whole.

The reasons and facts supporting this finding are that the project area within the TIF plan is guided through zoning for projects that are consistent with those proposed.

- (d) The Tax Increment Financing Plan will afford maximum opportunity, consistent with the sound needs of the City of Saint Peter as a whole, for the development or redevelopment of Tax Increment Financing District No. 1-18 by private enterprise.

The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District.

3. Public Purpose. The adoption of the Tax Increment Financing Plan conform in all respects to the requirements of the Act and will help fulfill a need to develop an area of the City which is already built up to provide employment opportunities to improve the tax base, and to improve the general economy of the State and thereby serves a public purpose.
4. Authorization of Interfund Loan. The City hereby authorizes internal funding in a principal amount equal to all Project costs listed in the TIF Budget. Funds will be provided from the General Fund, repaid over the term of the TIF District, and include interest at a fixed rate of 4.0%. (This interest rate is the greater of the rates specified under Minnesota Statutes 270C.40 and 549.09.)
5. Certification. The Auditor of Nicollet County is requested to certify the original net tax capacity of Tax Increment Financing District No. 1-18 as described in the Tax Increment Financing Plan, and to certify in each year thereafter the amount by which the original net tax capacity

has increased or decreased in accordance with the Act; and the City Administrator is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within Tax Increment District No. 1-18 for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

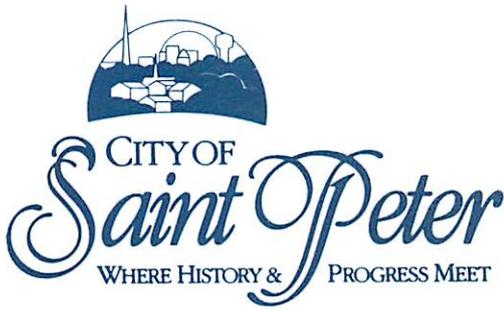
6. Filing. The City Administrator is further authorized and directed to file a copy of the Tax Increment Financing Plan with the Commissioner of Revenue and Office of the State Auditor.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/24/13

FROM: Lewis Giesking
Director of Public

RE: Safe Routes to School Grant Application

ACTION/RECOMMENDATION

Authorize submission of an application for a Safe Routes to School Grant for a project to be constructed around the Minnesota Valley Education District (MVED) Building which houses the Alternative School located at intersection of Davis Street and Washington Avenue.

BACKGROUND

In 2006 the City coordinated with the School District to obtain a Safe Routes to School Grant, and as a result, sidewalks were added around South Elementary and school crossings to all of the schools were upgraded. The School and the City again have an opportunity to apply for a Safe Routes to School Grant with a February 15, 2013 deadline for the application. City staff has coordinated with the staff at the School District to determine priorities of a potential grant application.

The School District is interested in installing sidewalks around the MVED Building (101 Davis Street) which houses the Alternative School and also installing sidewalks on the perimeter of that property. A sidewalk would be installed across Ramsey Park connecting to the existing access sidewalk off North Fifth Street to provide a connection to the Dawn Addition. The proposed project would also include a crossing on North Washington Avenue at the intersection with Howard Street. As a part of the project, the cedar tree screen, currently located on North Fifth Street north of Davis Street between the school property and Ramsey Park, would be removed.

The goal of the project would be to improve pedestrian access and student access by walking to the MVED Building which houses the Alternative School. Safety for students would be improved and the interconnection would be made with North Intermediate School and the High School. The estimated cost for the project is \$200,000 which if awarded could be funded 100% by a Safe Routes to School Grant.

It is proposed that the City again act as the lead agency for the project which means the City would make application for the Safe Routes to School Grant, act as the fiscal agent, and coordinate the construction of the project. Application for the grant will require that the City Council and the School Board each pass a resolution of support for the project. This City will be

investing staff time and some of the City Engineer's time to develop the grant application. Out of pocket cost will be reimbursed if the City and School are awarded the Safe Routes to School Grant.

There is approximately \$3,000,000 to be awarded for infrastructure grants with a minimum grant amount of \$100,000 and maximum grant amount of \$300,000 for this cycle. There is also more interest by cities and schools in obtaining these grant funds than when the City first applied for grant funds in 2005, meaning more competition to obtain a grant.

This is good for the community in that it allows for enhanced pedestrian access to a school and park area. In addition, it enhances safety in this area and for the school facility.

FISCAL IMPACT:

If awarded a grant, the City and School would be able to make substantial improvements for the Alternative School which would be funded one-hundred percent (100%) by grant money. There is risk in that development of the grant will cost time and some funding (\$1,500) which would be repaid should we be awarded grant funds.

ALTERNATIVES/VARIATIONS:

Do not act: No grant application will be submitted.

Negative Votes: No grant application will be submitted.

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

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

LGG/vwt

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

**RESOLUTION AUTHORIZING AND SUPPORTING GRANT APPLICATION FOR
“SAFE ROUTES TO SCHOOL” GRANT**

WHEREAS, the City installed sidewalks through the center of the City in 1991 to interconnect schools for pedestrian and bicycle traffic, to collect pedestrian traffic from the entire community, and to provide a safe route to school; and

WHEREAS, School District #508 has been promoting an education program for student safety and pedestrian access to schools; and

WHEREAS, there is currently no pedestrian access to the MVED building at 101 Davis Street, which houses the Alternative School; and

WHEREAS, new reflective signs and paint patterns for a crosswalk will enhance safety for school children and flashing lights will add to the safety of the crosswalks on Washington Avenue; and

WHEREAS, the proposed project will be constructed on property owned by School District #508 and on City owned street right-of-ways; and

WHEREAS, the City Council is committed to maintain sidewalks, crosswalks, and signage for safety of students and other pedestrians.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby authorizes the following:

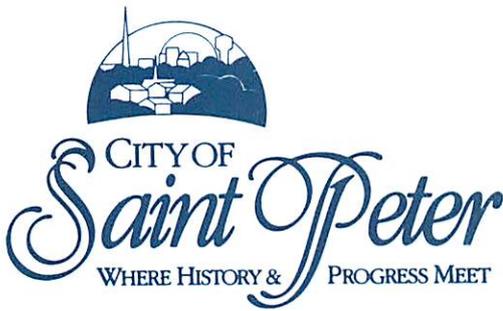
1. Submission of an application for a “Safe Routes to School” grant in conjunction with School District #508 to include the following projects:
 - a. Construct sidewalk adjacent to 101 Davis Street the MVED school building on three sides.
 - b. Construct sidewalk around the perimeter of the school property to interconnect with City sidewalks to the surrounding subdivisions.
 - c. Establish a new school crossing on Washington Avenue with flashing warning lights.
 - d. Construct sidewalk across Ramsey Park to connect to the Daun Subdivision.
2. Upon construction, the City shall provide for routine maintenance of the above mentioned sidewalks as per City policy.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 1/24/13

FROM: Lewis Giesking
Director of Public

RE: Washington Avenue Link Project Design Engineering

ACTION/RECOMMENDATION

Approve hiring of Bolton and Menk, Inc. to provide design services through bidding and contract preparation for the Washington Avenue Link Project for a fee not to exceed \$168,000.

BACKGROUND

In April 2010, the City Council retained Bolton Menk, Inc. to prepare and obtain approval of an Environmental Assessment Study for the Washington Avenue Link Project. It was then anticipated that the actual construction of the project would occur late in 2012 and in early 2013. However, the time required to obtain the Federal Highway Administration approval of the Environmental Assessment Study took a longer than anticipated. Study approval was granted in January 2013 and the City Council has taken action to initiate the process for the purchase of the right-of-way for the new Washington Avenue collector street. Purchase of the right-of-way may take several months up to mid-October of 2013; however, it is anticipated right-of-way purchases will be complete much earlier than that date.

Now that the funding is in place for the project, including a combination of federal grant funds, municipal state aid funds and local utility funds, it is appropriate to move to the next step from an engineering standpoint. The next step is design of the project and receipt of bids. It is recommended to continue to work with Bolton and Menk, Inc. to complete those tasks. Bolton and Menk, Inc. proposed a fee for this next phase of work not to exceed \$168,000. The plan is to continue to work closely with the neighboring subdivisions and neighboring property owners as we work through the details of the project design. There will be some neighborhood meetings and some meetings with individual property owners when there is direct or indirect impact on a given property.

FISCAL IMPACT:

The engineering design work would be funded from the combination of funds - federal, municipal state aid and local utility funds as they apply. The total engineering costs for the project is approximately 15%. If approved, one last phase would potentially be provided. That last phase would be inspection and management of construction.

	Estimated Cost	% of Estimated Construction Cost	Budget	Note
Environmental Assessment (EA), Hearings, Neighborhood Meetings, Noise Study, Topographical Survey, ROW Plat, Preliminary Design, etc.	\$371,000*	12.8%	\$300,000	Diff due to added noise study and Ritt St ravine & Frontage Rd topo
Final Design Plans, Specifications and Bidding	\$168,000**	5.8%	\$161,000	Diff due to added Ritt St ravine & Frontage Rd work
Construction Staking (est)	\$70,000	2.4%	\$62,000	" "
Construction Admin (est)	\$72,500	2.5%	\$70,000	" "
Const Observation & Testing by City (Inspection)	\$45,000	1.6%	\$40,000	" "
Total	\$633,000		\$633,000	

*Completed

**For approval at Monday's meeting.

ALTERNATIVES/VARIATIONS:

Do not act: City staff will seek City Council direction and no further action will be taken.

Negative Votes: City staff will seek City Council direction.

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

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

LGG/vwt



BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

MEMORANDUM

Date: January 22, 2013
To: Mr. Lewis Giesking
Director of Public Works
From: Timothy O. Loose, P.E. *AD*
Jeffrey A. Domras, P.E.
Subject: Washington Avenue Link Design Services

The first stage of the proposed Washington Avenue Link included the preparation of an environmental assessment (EA) that reviewed the social, economic and environmental impacts of the project. The EA began in the spring of 2010 with multiple project advisory committee (PAC) meetings, property owner meetings, environmental investigation, noise study, homeowner surveys, traffic studies, etc. The EA was submitted to the Federal Highway Administration and a Finding of No Significant Impact (FONSI) was received in December of 2012. Receipt of the FONSI means the City can move ahead with the project including design and relocation of affected homes.

The proposed project will include sidewalk improvements and modification of the frontage road between Sumner and St. Julien Streets, over 3,000 feet of new roadway with sidewalk on both sides between St. Julien Street and Dodd Avenue (TH 22), storm sewer and detention pond improvements, closure of the Oxford Lane and N 5th Street accesses to Dodd Avenue and realignment of Sunrise Drive at the intersection with existing Washington Avenue. City sanitary sewer and watermain improvements are also proposed along the north and east sides of the Summit Park Community along with the ravine south of Davis Street between N 5th Street and Washington Avenue. Storm sewer piping is also being considered to replace the existing ditch within the ravine.

A combination of federal, municipal state aid and local funds will be utilized for design and construction. Federal funds will be utilized through a Delegated Contract Process (DCP) which allows MnDOT to administer the funds and review the construction plans for federal compliance. The project specification will require that bidding contractors use small or minority owned businesses known as Disadvantaged Business Enterprises (DBE) for a minimum percentage of work. A number of other requirements specific to federal and state funded projects are also required. Plans and specifications must be submitted to MnDOT by April 15, 2013.

To assist you with preparation of plans and specifications and bidding of the Washington Avenue Link project for construction beginning in the summer of 2013, we are happy to provide the following proposal for design engineering services.

Design plans and specification for the construction of street, curb & gutter, sidewalk, storm sewer, sanitary sewer, watermain, stormwater detention ponds, access closures, frontage road sidewalk improvements (including meetings with impacted property owners), signage, traffic control, striping bidding and contract preparation all in accordance with federal and state aid requirements. We propose to provide the above services at our normal hourly rates for a fee not to exceed \$168,000.

We look forward to working with you on the next step of this significant improvement. If you have any questions, please let me know.

H:\STPE\SENG\FEE\PROPOSAL\North Washington Avenue Link Design Proposal.doc

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer

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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 –

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

**ADOPTION OF A RESOLUTION RETAINING ENGINEERS FOR THE DESIGN SERVICES
FOR THE WASHINGTON AVENUE LINK PROJECT**

WHEREAS, in April 2010, Engineers were retained to develop and obtain approval of an Environmental Assessment Study of the Washington Avenue Link Project; and

WHEREAS, the City worked closely with the adjoining neighborhoods and adjoining properties to develop the Washington Avenue Link Project route and concept and obtain the necessary agency reviews; and

WHEREAS, the Federal Highway Administration approved the Environmental Assessment Study in January 2013; and

WHEREAS, the funding sources, federal grants, municipal state funds, and utility funds are in place for the project; and

WHEREAS, the City Council took action at the January 14, 2013 meeting to initiate the process for purchase of property to establish right-of-way for the new Washington Avenue Roadway; and

WHEREAS, Bolton and Menk, Inc has successfully provided the services to develop preliminary project concepts and complete and obtain approval of the Environmental Assessment Study.

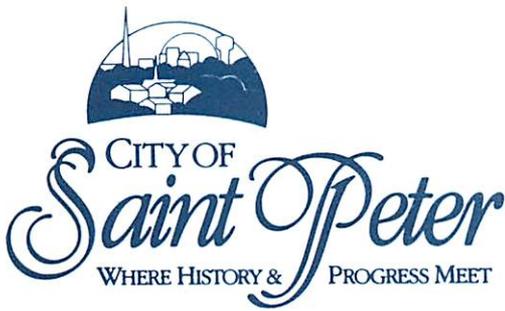
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby retains Bolton and Menk, Inc. to provide design services through bidding and contract preparation for the Washington Avenue Link Project for a time and expenses be not to exceed \$168,000.00.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January 2013.

Timothy Strand, Mayor

ATTEST:

Todd Prafke, City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/24/13

FROM: Todd Prafke
City Administrator

RE: Disposition of Fire Truck 501

ACTION/RECOMMENDATION

Approve that attached resolution declaring Fire Pumper #501 surplus and donating to your Sister City, Petatlan Mexico.

BACKGROUND

Members may recall that back in August of 2012 you authorized the purchase of a new Pumper Truck. That truck will be delivered in the first quarter of 2013 and although a number of different ideas were discussed about what to do with the existing Truck #501, that discussion was deferred until a future date.

Below are of a few of the ideas you discussed back in November.

- Sell it through the normal process. This means advertising it for sale through a bid process locally or on the State Department of Administration surplus property website or both. This provides opportunity to get your best price for this truck.
- Give it away or some version of that. This was discussed by the Council in relation to your Sister City affiliation with Petatlan, Mexico. It was also discussed that maybe there is a process you could follow much like a sale with right of first refusal to Petatlan.
- Work towards some type of re-use other than the Fire Department. We have discussed this internally. Generally when we have a piece of equipment and it looks like it will be for sale and someone has an idea for a re-use in another Department, word gets to me or the Department Directors pretty fast. There has been no word.

The truck is likely of little value relatively speaking. There is no real "Blue Book" for this type of vehicle and I would be surprised if the value we would receive exceeded \$10,000. If I recall correctly, the last pumper we sold with local bids garnered about \$4,500. The last tanker, which had many more uses and users, sold for over \$20,000. A pumper truck is a pretty single use vehicle and since this one no longer meets all the American standards, it is of little value to other departments.

Based on the Council discussion in November the resolution has been drafted so that the pumper is declared surplus and donated to Petatlan.

This is good for the community in that we need to dispose of this pumper and it is a very kind and generous gift to your Sister City, the residents of which I know will appreciate it and use it to save property and, potentially, lives.

FISCAL IMPACT:

There is no direct fiscal impact other than arguably you are giving away some value that might be received if the pumper was sold in a more conventional way. You are not obligated to pay for any transportation to Petatlan. In fact, based on a recent discussion with the new Mayor's office in Petatlan, they will pay for the shipping of the truck to their community.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for additional direction. Although this is a reasonable time to make this decision, your new pumper has not arrived nor have we received information about the exact arrival date (likely in March), so you have some time to think about this if you wish.

Negative vote. Staff will assume that you want to dispose of the pumper under your normal process and will look to have you declare the pumper surplus and will sell on the State auction site that we have use for other vehicles.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION DECLARING FIRE TRUCK AS SURPLUS PROPERTY AND AUTHORIZING
DONATION OF THE VEHICLE TO SISTER CITY PETATLAN MEXICO**

WHEREAS, the City has equipped the volunteer Fire Department with vehicles necessary for firefighting suppression within the community; and

WHEREAS, the equipment is replaced when it becomes outdated or no longer meets specifications outlined by the State and Federal government; and

WHEREAS, the City has ordered a new pumper truck to replace a truck (#501) that no longer meets specifications; and

WHEREAS, the new truck will be delivered in March, 2013; and

WHEREAS, upon delivery of the new truck, the Department and City will no longer have a need for Truck #501; and

WHEREAS, the City Council wishes to donate Truck #501 to Saint Peter's sister city in Petatlan, Mexico; and

WHEREAS, donation of the truck, which is outside of the normal disposition of surplus property process, will need formal action by the City Council.

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

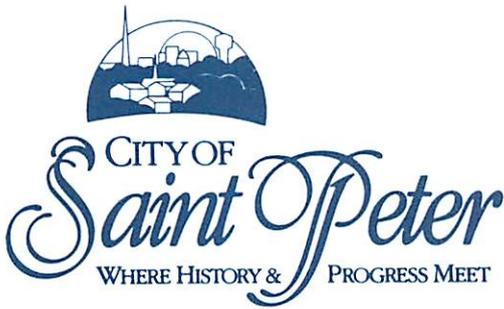
1. Upon receipt and final acceptance of the City's new pumper truck, Truck #501 shall be declared as surplus property for which the City no longer has a need.
2. Following the surplus property declaration of Truck #501, the City Council authorizes the truck to be donated to the City of Petatlan, Mexico with all transportation costs to Petatlan being paid by the City of Petatlan.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/24/13

FROM: Todd Prafke
City Administrator

RE: Washington Avenue Link Project Acquisition Process

ACTION/RECOMMENDATION

Approve the attached process for purchases of trailers located in the Summit Community as a part of the Washington Avenue Link Project and the placement of \$10,000 into a trust account to pay for eligible moving expenses.

BACKGROUND

Members are familiar with the Washington Avenue Link Project and its potential impact on properties in the area. Part of the process is the acquisition of manufactured homes in the Summit Community. We have about twenty-three (23) trailers or manufactured homes that will be appraised and are proposed to be purchased. As you know, one of the original twenty-four (24) trailers has already been purchased.

My goal is to establish a process which provides Council sufficient information about ongoing activities in relation to purchases; meets accounting standards for future audits; makes purchases in an efficient manner once agreement on purchase prices are in place; and streamlines the negotiation process for sellers and the City.

As you know, a closure date has been set and appraisals will be done on each of these properties. This provides a qualified basis for a purchase number to be established. In addition, as the Council knows, based on the rules we will not be able to purchase properties significantly under their appraised value.

My goal is to reduce the potential of extended timelines for purchases and the involvement of lots of folks, including the City Council, in any negotiation process. That is to say, when Councils try to negotiate these types of things at a meeting it's messy at best and at worst leads to many other problems including lack of continuity in payment, hurt feelings because of perceptions that are derived from the conversation about value and use, influence in what could be perceived a negative political process, and generally, an inability to get them completed in an efficient manner.

To meet those goals I would propose the following process:

- Your consultant, Wilson Development, will do all direct negotiation with property owners based on the appraisal that is completed by a MnDOT Certified Appraiser and a MnDOT certified Review Appraiser. These appraisals will be the basis for each offer.

- Once completed, those offers will be signed off on and approved by the City Administrator. If the offer is accepted, a purchase will be made without additional approval by the Council.
- A project summary will be provided throughout the project including address and sale amounts. This data will be provided to the Council on an every other month basis and will include the property address, appraised value and agreed to sale price for the Council to view. This data will not be public until all properties are acquired.

This means that you are providing authority to the City Administrator to complete the purchases including providing for closing as long as those purchases fall within the overall project budget and rules for funding.

The Council has a long-standing policy of not negotiating purchases or offers at a meeting, which is wise, and it would be my hope to continue that as a part of this process.

The second but equally important part of this process is the moving and relocation expenses that will be incurred. As you may know, there are rules and formulas that guide the establishment of those amounts. The concern here relates to the need to complete the transaction quickly, after appropriate documentation is provided, and when needed by the seller.

The attached resolution includes the placement \$10,000 into the Wilson Trust Account to pay these costs as they occur. This reduces time and effort for your Finance Department and provides for a full accounting, while giving the Consultant the ability to complete these relocation transactions, which are very important to the folks that we are dislocating.

It is important to note that continuity of payment will be more difficult because the situations that we have to address will be less uniform. To explain that a different way, we may be responsible for costs to move only across the park and with others we could be responsible for costs related to a move of 50 miles. These two would have very different costs, but are both provided for as a part of the process.

This is good for the community because it provides for a more consistent and uniform way to handle the purchases with defined responsibilities and accountability. It is good for the trailer owners in that long delays, in an already stressful process, can be mitigated. Ultimately this process helps move the overall project along; a project which has been contemplated since the mid-1990's.

FISCAL IMPACT

The exact cost of purchases and relocations cost of these trailers, land and conventionally built houses are not yet fully determined but a budget has been set at \$1,600,000. All of these costs are funded and reimbursable through the Municipal State Aid and Federal Funds that are allocated.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for your direction, but some process seems appropriate to manage the work that will take place as a part of the overall project and the timing is appropriate relative to the overall work and funding that has been planned to date.

Negative vote. Staff will seek additional direction on this matter from the Council.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

**RESOLUTION ESTABLISHING PROCESS FOR PURCHASE OF SUMMIT PARK
PROPERTIES ASSOCIATED WITH THE WASHINGTON AVENUE LINK PROJECT**

WHEREAS, the City Council has taken action to construct an extension of North Washington Avenue; and

WHEREAS, the roadway extension includes property that is not owned by the City; and

WHEREAS, the extension also includes the removal of certain manufactured homes; and

WHEREAS the Council believes a defined process is needed to provide for acquisition of the manufactured homes that are located in the proposed right-of-way; and

WHEREAS, the acquisition of personal and real property is regulated in large part by State law, Federal Rules and the entities providing funding for the Washington Avenue Link Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following process is hereby established for the purchase of personal and real property related to the Washington Avenue Link Project:

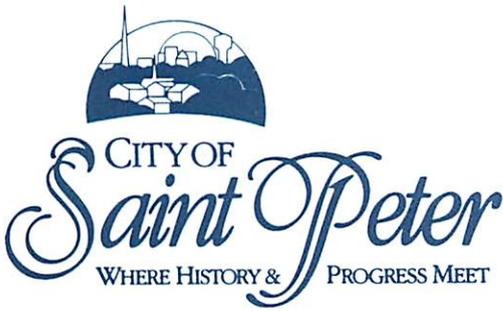
1. Wilson Development is authorized conduct direct negotiation with property owners based on the appraisal that is completed by a Minnesota Department of Transportation (MnDOT) Certified Appraiser and a MnDOT certified Review Appraiser.
2. Offers are to be approved by the City Administrator prior to being made to property owners. Upon acceptance, a closing will be set and the transaction completed with a summary report provided to the Council every other month.
3. The summary will include address, appraised value and sale amounts.
4. Staff is directed to provide for placement of \$10,000 into the Wilson Development Trust Account to be used for relocation expenses with a full accounting to be provided at the end of project. Should that fund need to be replenished, a request will be made to the City Council.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 1/24/13

FROM: Todd Prafke
City Administrator

RE: City Employee Life Insurance

ACTION/RECOMMENDATION

Provide for adoption of a resolution modifying the amount of the life insurance benefit provided to City employees to \$12,500.

BACKGROUND

Members may recall that the City provides a very small term life insurance policy (\$10,000) for employees for over twenty-five years. This benefit is a part of the Personnel Policy and is included in union contracts.

As you also may recall, the Council discussed this issue at a goal session about two years ago and although the discussion was very short in length, members deliberated as to the appropriate amount of insurance to provide. That discussion ranged from maintaining the same level of benefit, to an annualized salary equivalent, to discontinuing the policy altogether. At the end of the discussion, there seemed to be some consensus around a benefit that was large enough to pay for basic funeral services. If that is still the direction you wish move, a change in our personal policy and union contracts should be implemented. Modification to union contracts has now been completed to put us in a position to make universal changes such as this across all your union and non-union employee groups. These actions were taken to help ensure that all employee groups were treated equally should a change be contemplated.

I have suggested that the amount be set at a level that would provide for a modest funeral and burial and the members have seemed to gravitate to that idea. In addition, employee groups have been receptive to a change of this type.

The Council has further discussed the issue at workshop and directed staff to provide for a change in the benefit level to \$12,500. The discussion also included review of options to "self-insure" this benefit, but it appears that there are some regulatory and reporting issues that likely would need to be addressed. Without a bigger commitment to researching this issue and fully evaluating the cost of meeting those rules, coupled with the annualized cost of about \$2,100, it seems that buying this coverage as compared to self-insuring continues to be very cost efficient.

FISCAL IMPACT:

The total cost to provide this increase in benefit across all funds for all employees is \$432 per year.

ALTERNATIVES/VARIATIONS:

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

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

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013 -

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

RESOLUTION MODIFYING LIFE INSURANCE BENEFIT PROVIDED TO CITY EMPLOYEES

WHEREAS, the City provides a small life insurance benefit to full-time employees; and

WHEREAS, the policy is set at a level that would provide for a modest funeral and burial; and

WHEREAS, for over twenty-five (25) years the Personnel Policy and union contracts have identified the amount of the policy as \$10,000; and

WHEREAS, the City Council feels it is appropriate to provide for a small increase in this benefit for covered employees; and

WHEREAS, changing the Personnel Policy language to increase the benefit level would automatically trigger changes for union members as well.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Personnel Policy be changed to reflect the following change to the life insurance benefit:

XII. INSURANCE.

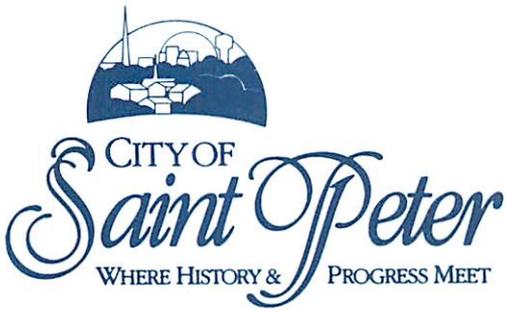
Life Insurance. The City of Saint Peter will provide premium payments for a \$12,500 term life insurance policy for all full-time non-union employees. If an employee desires to purchase additional term life insurance on the same policy, the employee will pay the premium differential cost through a payroll deduction.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of January, 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

Date: January 23, 2013

FROM: Paula O'Connell
Director of Finance

RE: Pay Equity Report Submission

ACTION/RECOMMENDATION

Approve the attached resolution authorizing submission of the City's pay equity report to the Department of Employee Relations.

BACKGROUND

The City is required to submit a pay equity implementation report to the Department of Employee Relations (DOER) on a three year cycle. The report has been completed and indicates compliance with all three areas required by DOER. The report is due January 31st.

Each of the compliance tests results must be 80% or greater to reach compliance. Since the statistical test is below 80%, the t-test is used to show compliance. The City of Saint Peter passes this t-test along with the salary and exceptional service test requirements. The information submitted reflect wages that were in place as of December 31, 2012.

Upon submission to DOER, the report will be posted at City Hall, and a copy sent to the exclusive representative of each of the five union groups. A resolution has been prepared for Council consideration.

It may be important to note, as you read the attached report, that the definition of male class or female class is based on how many employees of each gender are in each position title. "Balanced Class" refers to equal number of males and females in that title position.

FISCAL IMPACT:

None.

ALTERNATIVES AND VARIATIONS:

Vote in favor: Staff will forward the approval to DOER and respond when they review the report.

Negative vote: Failure to submit the report automatically will put the City out of compliance.

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

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

PO

Compliance Report

Jurisdiction: St. Peter
227 South Front Street

Report Year: 2013
Case: 1 - 2013 DATA (Private (Jur Only))

St. Peter MN 56082

Contact: Paula O'Connell

Phone: (507) 934-0664

E-Mail: paulao@saintpetermn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	33	18	3	54
# Employees	76	30	12	118
Avg. Max Monthly Pay per employee	3,822.11	3,104.77		3,498.03

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 64.46 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	20	7
b. # Below Predicted Pay	13	11
c. TOTAL	33	18
d. % Below Predicted Pay (b divided by c = d)	39.39	61.11

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 104

Value of T = 1.451

- a. Avg. diff. in pay from predicted pay for male jobs = \$8
- b. Avg. diff. in pay from predicted pay for female jobs = (\$94)

III. SALARY RANGE TEST = 86.11 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.17
- B. Avg. # of years to max salary for female jobs = 6.00

IV. EXCEPTIONAL SERVICE PAY TEST = 80.67 (Result is B divided by A)

- A. % of male classes receiving ESP 75.76 *
- B. % of female classes receiving ESP 61.11

*(If 20% or less, test result will be 0.00)

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2013-

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

RESOLUTION ADOPTING PAY EQUITY REPORT

WHEREAS, a report has been compiled as required by State law for submission to the Department of Employee Relations (DOER); and

WHEREAS, the report shows the City to be in compliance with pay equity regulations in all three required compliance areas; and

WHEREAS, the City Council needs to approve the current pay equity report for submission to DOER.

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

1. The 2013 Pay Equity Report is adopted.
2. Staff is directed to submit the report to the Department of Employee Relations to demonstrate the City's compliance with pay equity regulations.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 28th day of January 2013.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

PROCLAMATION

**“CONGENITAL HEART DEFECT AWARENESS
WEEK”**

WHEREAS, the health and well-being of our children is of paramount importance; and

WHEREAS, more than 40,000 babies with a congenital heart defect are born in the United States each year; and

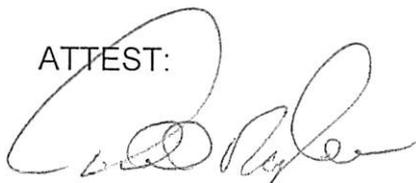
WHEREAS, it is crucial that parents, pediatricians, and all those in the health profession have greater awareness of the potential for congenital heart defects among newborns and children; and

WHEREAS, Congenital Heart Defect Awareness Week provides the opportunity for families and patients affected by these conditions to share their experiences and knowledge with the public, so that we all may be made more aware of how this defect affects all our lives.

NOW, THEREFORE, I, Timothy Strand, Mayor the City of Saint Peter, Minnesota, do hereby proclaim February 7-14, 2013, as “CONGENITAL HEART DEFECT AWARENESS WEEK” and encourage all Saint Peter residents to join me in this special observance. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 28th day of January, 2013.

Timothy Strand
Mayor

ATTEST:



Todd Prafke
City Administrator

