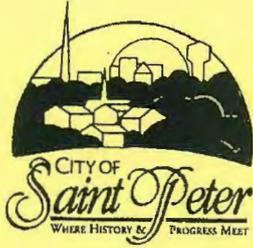


**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, November 9, 2015
Community Center Governors' Room - 7:00 p.m.

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
 - A. October 26, 2015 Regular City Council Meeting
 - B. November 2, 2015 Special City Council Meeting
- IV. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
 - 1. MN Section of AWWA Award Presentation
 - 2. Others
- V. APPROVAL OF CONSENT AGENDA ITEMS**
- VI. UNFINISHED BUSINESS**
 - A. Washington Avenue Link Project Part 2
- VII. NEW BUSINESS**
 - A. Donation Acceptance for Jefferson Fields
 - B. Magner Farm Second Subdivision Final Plat
 - C. Canvass of November 3, 2015 General Election
 - D. Production Assistant Position Description Modification
 - E. Hospital Project: Modification Of On-Call Room
 - F. Vista View/Podawiltz Development Conduit Loan Approval
 - G. Windsor Pond Easement Vacation Request
- VIII. REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
- IX. EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
ADJOURN TO CLOSED SESSION in Traverse des Sioux Room
 - B. Closed Session to Discuss Threatened Litigation/Attorney-Client Privilege
RETURN TO OPEN SESSION
- X. ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

Copies of the minutes of the October 26, 2015 regular City Council meeting and the November 2, 2015 special City Council meeting are provided. MOTIONS are 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**

1. **AMERICAN WATER WORKS ASSOCIATION AWARD**

Representatives of the Minnesota Section of the American Water Works Association will be in attendance to report on Public Works Director Moulton's receipt of the Leonard N. Thompson Award. A brief recess may be called at this point to allow pictures to be taken.

2. **OTHERS**

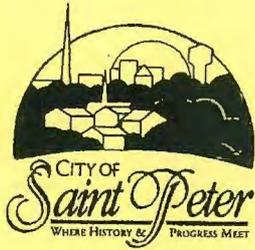
Any members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for October 22, 2015 through November 4, 2015 is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

A. **ADOPTION OF RESOLUTIONS APPROVING SUPPLEMENTAL AGREEMENT #1; ACCEPTING PROJECT AS COMPLETE; AND**



APPROVING FINAL PAYMENT FOR WASHINGTON AVENUE LINK PROJECT PART TWO

Staff recommends approval of a supplemental agreement for the Washington Avenue Link Project Part 2; acceptance of the project as completed; and authorization for final payment to the contractor. Please see the attached staff report and RESOLUTIONS.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION ACCEPTING DONATIONS FOR JEFFERSON FIELD #3 IRRIGATION SYSTEM

Staff recommends acceptance of donations from two associations for installation of an irrigation system on Field #3 of Jefferson Park. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF RESOLUTION APPROVING MAGNER FARM SECOND SUBDIVISION

The Planning and Zoning Commission recommends approval of the final plat of Magner Farm Second Subdivision. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF RESOLUTION CANVASSING RESULTS OF NOVEMBER 4, 2015 GENERAL ELECTION

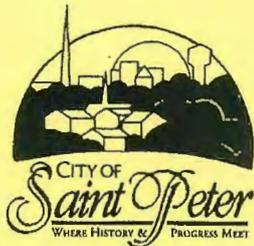
As provided for in State Statutes, staff recommends the City Council formally accept the results of the November 4, 2015 general election. This action by the Council is required to take place within seven days of the election. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO PRODUCTION ASSISTANT POSITION DESCRIPTION

Staff recommends modifications to the position description for Production Assistants to more accurately reflect the actual equipment used in the position. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING PROJECT TO MODIFY HOSPITAL SPACE TO SERVE AS AN "ON-CALL" ROOM

The Hospitalist at River's Edge Hospital and Clinic currently sleeps in a room that had previously been a patient room which eliminates the possibility of using the room for revenue producing purposes. The Hospital Commission recommends the former nursery space be converted into an on-call room for the Hospitalist which will allow the



patient room to be put back into service for Hospital patients. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF RESOLUTION SCHEDULING PUBLIC HEARING RELATED TO REQUEST FROM VISTA VIEW/PODAWILTZ DEVELOPMENT FOR THE CITY TO SERVE AS A CONDUIT FOR ISSUANCE OF BONDS

Staff recommends approval be provided to schedule a public hearing on a request from the owners of Vista View apartments for the City to serve as a conduit for issuance of bonds as authorized under State Statute. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF RESOLUTION APPROVING VACATION OF AN INTERIOR EASEMENT IN WINDSOR POND SUBDIVISION BETWEEN 701 AND 703 DOVER COURT

The Planning and Zoning Commission recommends approval of a request to remove an interior utility easement between the properties at 701 and 703 Dover Court in Windsor Pond Subdivision. The property owner wishes to combine these residential lots. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

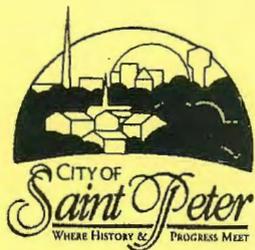
City Administrator Prafke will be absent from the meeting and no reports will be provided.

IX. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR A CLOSED SESSION TO DISCUSS THREATENED LITIGATION COVERED UNDER ATTORNEY/CLIENT PRIVILEGE

State law allows for public meetings to be closed to discuss threatened litigation which is covered under the attorney/client privilege regulations. Staff recommends the meeting be closed at this time to discuss the threatened litigation. Please see the attached RESOLUTION.

ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM



CITY COUNCIL
AGENDA MEMORANDUM 15-21
REGULAR MEETING OF NOVEMBER 9, 2015
7:00 P.M.

B. DISCUSSION OF THREATENED LITIGATION

Discussion will take place at this time with City Attorney Brandt regarding the threatened litigation.

RETURN TO OPEN SESSION

X. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 26, 2015**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on October 26, 2015.

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

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

Approval of Minutes – A motion was made by Carlin, seconded by Kvamme, to approve the minutes of the October 12, 2015 Finance Committee meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the October 12, 2015 Finance Committee meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Parras, seconded by Carlin, to approve the minutes of the October 12, 2015 regular City Council meeting. Councilmember Zieman requested modification to language on the Schettler loan modification to indicate his EDA vote was based on a realization that not approving the request "could" force the Schettler's to declare bankruptcy rather than "would" force the bankruptcy. Councilmember Kvamme corrected the attendance to indicate he was absent from the meeting. With all in favor, the motion carried and the minutes were approved as corrected. A complete copy of the minutes of the October 12, 2015 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Grams, seconded by Carlin, Resolution No. 2015-134 entitled, "Resolution Approving Consent Agenda" was introduced. With all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-134 is contained in the City Administrator's book entitled Council Resolutions 20.

Distributed Generation Engineering Study – Public Works Director Moulton recommended DeWild Grant and Reckert be retained to prepare a study on distributed generation that would provide information on the impact connection of distributed generation systems have on the City's infrastructure. Moulton noted the information would then be used by staff and the Council to make decisions about policies and possible changes to rates and fees. Moulton noted that those who install distributed generation systems "behind the meter" (four customers currently) would not be impacted by any changes, but those who transmit excess generation across the City owned distribution system (one customer currently) may be impacted by any changes. Moulton also stated that changes to legislation which previously required SMMPA and others to purchase the excess generation at retail rates now allow the sales to be made at wholesale rates.

Councilmember Parras questioned why more information was needed about the impact to the City's infrastructure and connections. Moulton stated it is important to ensure the generation system being connected to the City's infrastructure is conducive to the system the City has in place to protect the City's system.

Councilmember Grams questioned the impact distributed generation systems have on the City's SMMPA power sales contract. Moulton and City Administrator Prafke indicated the contract is structured so that the City must buy power from SMMPA, but distributed generation excess power is allowed to "pass through" to SMMPA.

Alex Naddo, 1007 Sioux Lane, addressed the Council to express concern about Councilmembers referring to local solar energy producers as "freeloaders" and encouraged the City to provide incentives for use of solar power and for the City to eventually become a "solar City". Naddo indicated he did not support penalties or charges for those who produce solar power.

Anna Richey of Conservation Minnesota in Rochester, Minnesota distributed the results of a survey her organization had done in Saint Peter in March of 2015 showing 70% support for use of renewable energy sources by the City electric utility. Richey encouraged the City Council to make decisions based on what the Saint Peter community wants.

Jim Helgerson, 609 Inverness Lane, addressed the Council to indicate he doesn't want to be penalized excessively for using less energy if he installs a distributed generation system at his home. Helgerson indicated he was currently considering installation of a solar system at a cost of \$25,000-\$30,000 and hoped to have a decision on any future charges as quickly as possible so he could make his decision. Helgerson also pointed out the City does not offer rebates for installation of renewable energy systems.

Gary Swedberg, 826 West Grace Street, questioned whether there are any large consumers in Saint Peter using distributed generation and, if that were to occur in the future would there be an impact on the SMMPA contract. City Administrator Prafke indicated it was difficult to determine any possible impact at this time as the City is in a "cash and carry" type contract with SMMPA. Prafke also noted that the goal of the study is to provide more and better information on which the City Council can make future decisions related to distributed generation.

Councilmember Carlin stated she is a "big fan" of solar and wind power and the City becoming a solar City either through SMMPA developing renewal generation sources or through individuals doing so, and reminded everyone that the impact of less electric revenue would be felt in many areas of the City as funds are transferred from the Electric Fund to the General Fund to finance street repairs and other improvements that most cities fund through property taxes. Carlin indicated she wasn't interested in establishing penalties or fines for distributed generation users, but would consider those users paying costs to transport any excess generation across the City's distribution system.

Councilmember Brand read a lengthy letter from Gustavus Adolphus College professor Jim Dontje indicating that because all utility customers pay a monthly customer charge and a transmission charge that those with distributed generation systems are not "freeloaders" and pointing out solar generation could reduce the City's demand charges under the SMMPA contract and resulting in those generating renewal energy be subsidizing all other rate payers.

Councilmember Brand then questioned why the City Council would consider authorizing the study when no one on the Council had been provided with actual copies of either the old or new laws regarding distributed generation. Brand also questioned why the City was paying for the study and not SMMPA and why changes needed to be made in the City rate structure. Brand expressed his belief that the idea of making people pay for use of distributed generation is disingenuous. Brand stated the Council owed it to the community to have a "community discussion" about the topic and questioned who was involved in getting the law changed and their reasons for doing so. Brand indicated he felt it was a "two dimensional conversation" only being about distributed generation or net metering and suggested the Council look at other options. Brand suggested the issue was "micro-management" and stated the Council needed better decisions. Brand then asked the Council to back away from the topic now, have more community conversation and then re-evaluate the need.

Several Councilmembers objected to the claim by previous speakers that Councilmembers had referred to those using distributed generation as "free loaders" when no one could clearly state who had made that claim.

City Administrator Prafke reminded Councilmembers the goals of the study included review of the City's infrastructure and data regarding installation of distributed generation systems in the future and a financial analysis of where the City currently stands. Prafke reminded the Council that no policy decisions would be made by DeWild Grant and Reckert or staff.

A motion was made by Brand, seconded by Parras to table action on the proposed resolution until the Council could have more discussion on the issue.

Councilmember Kvamme expressed his belief that the study was needed to be "ahead of the game". Councilmember Grams indicated he believed in solar power but felt the City was operating in the dark without the study and stated that if he were using solar power he would want to pay his fair share. Councilmember Carlin indicated her belief that it was important to get more information for future calculations.

Councilmember Brand once again stated his belief that to vote without having copies of the old and new laws, and after listening to the individuals in the audience speak, and without the voice of the community, was disingenuous.

On a voice vote, Councilmembers Brand and Parras voting aye, Councilmembers Grams, Kvamme, Zieman and Carlin voting nay, the motion failed.

In motion by Kvamme, seconded by Grams, Resolution No. 2015-135 entitled "Resolution Authorizing Engineering Study By DeWild Grant And Reckert For Distributed Generation", was introduced. Upon roll call, Councilmembers Grams, Kvamme, Zieman, Carlin, and Parras voting aye, Councilmember Brand voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-135 is contained in the City Administrator's book entitled Council Resolutions 20.

2016-2017 Legal Services Contract – City Administrator Prafke presented the Finance Committee's recommendation for approval of the 2016-2017 legal services contract with Brandt Law Office. Finance Committee member Kvamme indicated the Committee wholeheartedly supported approval of the contract. In motion by Kvamme, seconded by Carlin, Resolution No. 2015-136 entitled "Resolution Approving Execution Of 2016-2017 Legal Services Contract", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2015-136 is contained in the City Administrator's book entitled Council Resolutions 20.

Assessment of Unpaid Municipal Charges – Finance Director O'Connell recommended the process for assessment of unpaid utility charges be initiated with adoption of a resolution calling for preparation of the assessment roll and a resolution scheduling a public hearing on November 23, 2015. In motion by Grams, seconded by Brand, Resolution No. 2015-137 entitled "Resolution Declaring Unpaid Charges For Municipal Utilities to Be Assessed And Ordering Preparation Of Proposed Assessment", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-137 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Kvamme, seconded by Carlin, Resolution No. 2015-138 entitled "Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-138 is contained in the City Administrator's book entitled Council Resolutions 20.

Assessment of Unpaid Miscellaneous Charges – Finance Director O'Connell recommended the process for assessment of unpaid miscellaneous (lawn mowing and frozen water meter) charges be initiated with adoption of a resolution calling for preparation of the assessment roll and a resolution scheduling a public hearing on November 23, 2015. In motion by Carlin, seconded by Parras, Resolution No. 2015-139 entitled "Resolution Declaring Unpaid Charges To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-139 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Kvamme, seconded by Parras, Resolution No. 2015-140 entitled "Resolution Calling For Public Hearing On Assessment of Miscellaneous Charges", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-140 is contained in the City Administrator's book entitled Council Resolutions 20.

Assessment of Unpaid Improvement Charges – Finance Director O'Connell recommended initiation of the process for assessment of costs related to improvement projects for which the property owners had signed waivers of assessment. O'Connell noted a public hearing would be scheduled for November 23, 2015. In motion by Kvamme, seconded by Parras, Resolution No. 2015-141 entitled "Resolution Declaring The Cost To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-141 is contained in the City Administrator's book entitled Council Resolutions 20.

In motion by Brand, seconded by Carlin, Resolution No. 2015-142 entitled "Resolution Calling For A Public Hearing On Proposed Assessments Of Miscellaneous Improvements", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-142 is contained in the City Administrator's book entitled Council Resolutions 20.

Reports

Mayor pro tem's Report – Mayor pro tem Zieman reminded everyone of the general election on November 3, 2015.

High School Groundbreaking Ceremony – City Administrator Prafke commented that although it was very windy and dusty at the groundbreaking ceremony for the new high school, it was a very nice event. Prafke thanked all those who attended the event.

Curbside Leaf Collection – City Administrator Prafke reminded the public that curbside leaf collection for properties north of Broadway Avenue started on October 26th and the area south of Broadway would begin on November 9th.

Firefighter Recruitment – City Administrator Prafke reported the City was currently hiring for the position of Volunteer Firefighter and encouraged anyone interested in applying to attend the open house for candidates which will be held at the Fire Station on November 5th.

General Election – City Administrator Prafke also reminded voters of the upcoming general election.

Halloween Fun Run – City Administrator Prafke reported the annual Halloween Fun Run would take place on October 31st and over 1,100 participants were registered this year.

Closed Session: Land Purchase/Sale/Easement Negotiations – City Administrator Prafke requested closed sessions as allowed under State law to discuss land sale negotiations and land purchase negotiations. In motion by Kvamme, seconded by Parras, Resolution No. 2015-143 entitled "Resolution Calling For Closed Session", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-143 is contained in the City Administrator's book entitled Council Resolutions 20.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:30 p.m. for discussion of land sale negotiations. The Council returned to open session at 8:47 p.m.

The City Council adjourned to closed session in the Traverse des Sioux Room at 8:48 p.m. for discussion of land purchase negotiations. The Council returned to open session at 8:58 p.m.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:59 p.m.

Charles Zieman
Mayor pro tem

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING
NOVEMBER 2, 2015**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted in the Library Meeting Room on November 2, 2015

A quorum present, Mayor pro tem Zieman called the meeting to order at 5:30 p.m. The following members were present: Councilmembers Grams, Zieman, Kvamme, Brand, Parras and Carlin. The following officials were present: City Administrator Prafke, City Attorney Brandt, and City Engineer Domras.

Land Purchase From School District #508 – City Administrator Prafke recommended approval be provided for purchase of approximately 54 acres of land owned by School District #508 located along Traverse Road at the price of \$450,000. Prafke noted the land would be used for development of a “workforce housing” subdivision to meet the housing needs identified by the City Council and funding for the purchase would be from Nicollet Meadows Tax Increment Financing District capital funds in the amount of \$225,000 and the remainder paid at no interest as lots are sold. Prafke noted that the favorable bids received for water and sewer main installation to the site were driving the timeline for the purchase, but cautioned that should the Council decide to stop the project in the future, it would be difficult for the City to not have a financial loss on the project albeit with the purchased land continuing to be an asset. Prafke also pointed out that the draft “design” included in the purchase agreement was a very rough draft and the Council would continue to have input into the subdivision design which would be based on the Building Better Neighborhood concept and include sidewalks. Councilmember Parras asked if the financial numbers for development of a subdivision were getting closer to what the Council hoped for. Prafke indicated that with incomes not keeping pace with infrastructure and construction costs, development of the subdivision is financially more difficult and noted very few communities were undertaking similar projects.

Councilmember Kvamme questioned how much the City would have invested in the project before the first lot was sold. Prafke estimated \$500,000 in addition to the land cost and noted the project would be bid in two phases and involve the sale of Tax Increment Financing bonds to cover the infrastructure costs. Prafke also noted that the School District #508 Board would be acting on sale of the land to the City at their meeting following the City’s meeting.

In motion by Kvamme, seconded by Parras, Resolution No. 2015-144 entitled “Resolution Approving Purchase Of Land To Be Used For Residential Housing Development From School District #508”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-144 is contained in the City Administrator’s book entitled Council Resolutions 20.

Traverse Road Sanitary Sewer and Watermain Improvements Bid Award – City Administrator Prafke and Public Works Director Moulton recommended award of the bid for installation of sewer and watermain along Traverse Road to Chard Tiling and Excavating in the amount of \$218,814.05. Moulton noted four of the ten bids received were below the Engineer’s estimate of \$246,550 and if approved, construction would start immediately and, weather permitting, be done in 10 days or so. Prafke also noted that while the project would initially be

funded from water and wastewater reserve funds, the funds would be reimbursed with debt service from a future Tax Increment Financing bond issuance. In motion by Brand, seconded by Grams, Resolution No. 2015-145 entitled "Resolution Awarding Bid For 2015 Traverse Road Sanitary Sewer And Watermain Improvement Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2015-145 is contained in the City Administrator's book entitled Council Resolutions 20.

There being no further business, a motion was made by Carlin, seconded by Parras, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:48 p.m.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



October 27, 2015



EXECUTIVE BOARD

CHAIR
JIM SADLER
City of Maple Grove

CHAIR-ELECT
TONY BELDEN
Engineering America

PAST CHAIR
JEFF LARSON
City of Marshall

DIRECTOR
JON EATON
City of Eagan

DIRECTOR AT-LARGE
UMA VEMPATI
I&S Group

SECRETARY-TREASURER
BEN FELDMAN
St. Paul Regional Water Svs.

ASSISTANT SECRETARY
LUCAS MARTIN
Minnesota Dept. of Health

DISTRICT TRUSTEES

KRIS KNUTSON
Moorhead Public Services

JEANETTE BOOTHE
Minnesota Dept. of Health

BOB STARK
City of Red Wing

MARK PROULX
City of Duluth

STEW THORNLEY
Minnesota Dept. of Health

ERIC ROOS
Worthington Public Utilities

BILL SCHLUENZ
City of Waite Park

COUNCILS

ADMINISTRATIVE/POLICY
NANCY ZEIGLER
AE2S

CONFERENCE
BRIAN LEMON
Barr Engineering

MINNESOTA ASSOCIATES
BRAD FORESTER
American Ductile Iron Pipe

PUBLIC AFFAIRS
MICHELLE STOCKNESS
Barr Engineering

TRAINING AND EDUCATION
BO JOHNSTON
Black & Veatch

WATER UTILITY
SCOTT FRONEK
Black & Veatch

Honorable Mayor and City Council
City of St. Peter
227 South Front Street
Saint Peter, MN 56082

Dear Mayor and Council Members,

We are pleased to inform you that Peter Moulton, Director of Public Works, City of Saint Peter, is the 2015 recipient of the prestigious American Water Works Association (AWWA) - Minnesota Section's Leonard N. Thompson Award. The Award is presented at the Section's Annual Conference to one member for their distinguished service to the water supply field in commemoration of Leonard Thompson, a past General Manager of the St. Paul Water Utility for nearly 34 years.

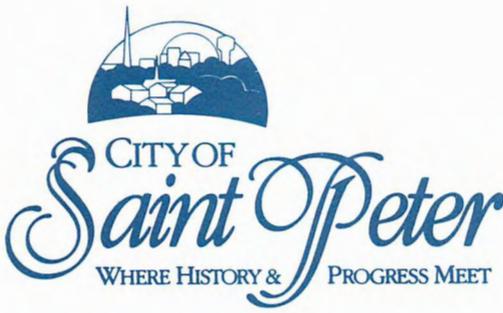
Each year the Thompson Award Committee of the Minnesota Section determines if a Minnesota Section member typifies the standards that were characteristic of Mr. Thompson's contributions to the Section and the water supply industry, including longevity, service to his community, and service to the water industry.

Pete has provided over 33 years of excellent service to the water industry and over 28 years to the City of Saint Peter. His service to AWWA has been exceptional and extraordinary. He has served on the Minnesota Section AWWA board as a district trustee and as chair of the section and served on the Water Utility Council. He is also one of the primary people who coordinated the startup and continued operation of the Minnesota Water/Wastewater Agency Response Network or MnWARN. In addition, Pete was appointed by the Governor of Minnesota to the State Plumbing Board in 2012. In his personal life, Pete continues to make a positive difference through his activities as a coach, mentor and volunteer.

Please join us in congratulating Pete on his exceptional dedication and service to AWWA.

Sincerely,

Jim Sadler
Minnesota Section Chair



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/05/15

FROM: Pete Moulton
Director of Public Works

RE: Purchase 2016 Dodge Grand Caravan SE

ACTION/RECOMMENDATION

Authorize purchase of a 2016 Dodge Grand Caravan AVP/SE from Lager's, Inc. of Saint Peter, Minnesota in the amount of \$23,608.91.

BACKGROUND

The current 2001 Dodge Caravan has 104,371 miles on the odometer. All City Departments including the Fire Department use this vehicle for travel to various training events when three or more employees attend. A number of Public Works employees travel outside a 120 mile radius for education, conferences, and safety training. In addition, the Recreation and Leisure Department uses it for summer programs.

In June, staff started the process for replacement of the 2001 Dodge Caravan by researching available vehicles using the State bid process (now called the "Cooperative Purchasing Venture") per the purchasing policy. Staff used the CPV to identify cost of a specific unit in lieu of soliciting competitive quotes. Staff used existing features of the 2001 Dodge Caravan as guideline for these quotes.

In our original comparison we compared Dodge, Ford and Chrysler vehicles. The feature price was added to compare van features that were not part of the manufacturer's options. A combination of the base price with the feature price allow the City's specifications to be comparable. The following three vehicles were evaluated using the 2015 CPV contracts:

CPV – Purchase Price 2015

<u>Make/Model</u>	<u>Base Price</u>	<u>Feature Price</u>	<u>Tax, Fees</u>	<u>Total Price</u>
Dodge Grand Caravan AVP/SE	\$20,266	\$2,796	\$1,822	\$24,884
Ford Transit Connect	\$22,995	\$800	\$1,822	\$25,617
Chrysler Town and Country	\$25,312	\$281	\$1,822	\$27,415

Staff contacted the local Dodge dealership, (Lager's Inc.) for comparison pricing with the State of Minnesota CPV Program. The dealership was able to supply the requested specification vehicle in a 2016 model. The cost difference is \$1,275 below the 2015 CPV Program listed above for the Dodge Grand Caravan AVP/SE.

The cost break down from Lager's Inc. is as follows:

Lager's – Purchase Price 2016

<u>Make/Model</u>	<u>Base Price</u>	<u>Feature Price</u>	<u>Tax, Fees</u>	<u>Total Price</u>
<i>Dodge Grand Caravan AVP/SE</i>	\$21,198	\$589	\$1,822	\$23,609

Staff recommends authorization be provided for purchase of a new vehicle as specified from Lager's Inc. of Saint Peter, Minnesota and that the cost be divided between water, wastewater, and stormwater funds.

The Recreation and Leisure Department will be assigned the 2001 Dodge Caravan.. The Recreation and Leisure Department will use the vehicle during the summer months for transferring kids enrolled in their various summer programs, hauling recreation equipment, and at times moving maintenance equipment between buildings, and for shorter, regional trips.

FISCAL IMPACT:

Funds are allocated in the 2015 water, wastewater, and stormwater budgets for this purchase.

ALTERNATIVES/VARIATIONS:

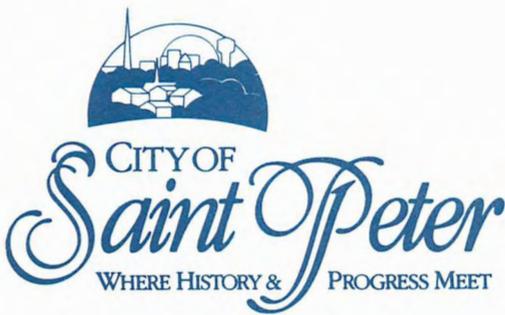
Do not act: Staff will await City Council direction.

Negative Votes: Staff will await City Council direction.

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

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

PM/JSK/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2015

FROM: Pete Moulton
Public Works Director

RE: Accept Sanitary Sewer Improvements to Saint Julien Street Phase I

ACTION/RECOMMENDATION

Authorize final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$925 and accept the project as complete.

BACKGROUND

In July of 2014, the Council authorized Chard Tiling and Excavating to install sanitary sewer on Saint Julien Street adjacent to the Highway 169 construction project. The scope of work included removal of the asphalt surface, installation of 116' of 15" sanitary sewer in deep trench conditions plus one manhole and casting.

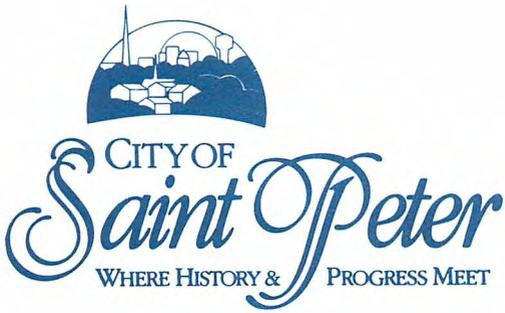
You may recall this was an opportunity to replace mains while a major portion of the roadway was going to be excavated as a part of a MnDOT project. Therefore, much of the excavation and resurfacing was already being paid for, saving substantial utility dollars.

The final project cost was \$25,484.00; which was \$2,453.45 under the original quote amount of \$27,937.45. The reduction in price was achieved because staff identified another way to complete bypass pumping during the project.

Staff is recommending approval of the project and requesting final payment be made in the amount of \$925. Funding for the project will be from the wastewater utility budget.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2015

FROM: Pete Moulton
Public Works Director

RE: Sanitary Sewer Improvements to Highway 169 Median North of Union Street

ACTION/RECOMMENDATION

Authorize final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$3,540.

BACKGROUND

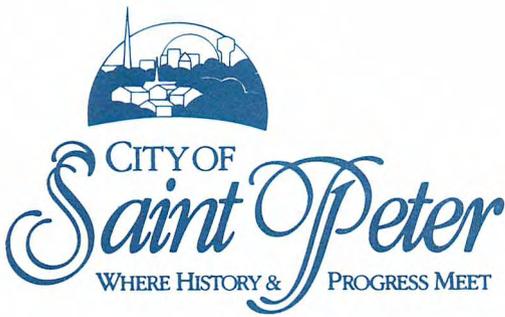
In August of 2014, the Council authorized Chard Tiling and Excavating to complete sewer repairs in the median of Highway 169. The scope included installation of 364' of 15" sanitary sewer plus two manholes and castings. The bid amount was \$31,551.40. The final project cost was \$31,602.65, which included one additional foot of 15" sewer at a cost of \$51.25 per foot.

You may recall this was an opportunity to replace mains while a major portion of the roadway was going to be excavated as a part of a MnDOT project. Therefore, much of the excavation and resurfacing was already being paid for, saving substantial utility dollars.

Staff is recommending approval of the project and final payment be made in the amount of \$3,540. Funding for the project will be paid by the wastewater utility budget.

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

PM/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: November 9, 2015

FROM: Pete Moulton
Public Works Director

RE: Sanitary Sewer Improvements to Highway 169 Sanitary Sewer Phase I

ACTION/RECOMMENDATION

Authorize final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$1,770 and accept the project as complete.

BACKGROUND

In the spring of 2014, the Council authorized Chard Tiling and Excavation to complete Installation of the sanitary sewer on Saint Julien Street during the MnDOT Highway 169 project. This project was split into two phases.

You may recall this was an opportunity to replace a main while a major portion of the roadway was going to be excavated has a part of a MnDOT project. MnDOT allowed us to open cut through the Highway 169 roadbed saving money in two ways with the first being that much of the excavation and resurfacing was already being paid for, saving substantial utility dollars. The second was allowing us to open cut rather than bore and case which would cost exponentially more. MnDOT was very accommodating in this project.

The final project cost was \$34,407.60. Staff is recommending approval of phase I of the project and final payment be made in the amount of \$1,770. Funding for the project will be paid by the wastewater utility budget.

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

PM/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
A PLUS SECURITY, INC.	2 cameras for video survei	COMMUNITY CENTER	COMMUNITY CENTER	3,960.00	
	repairs needed to surveila	COMMUNITY CENTER	COMMUNITY CENTER	475.00	
	new operating system drive	COMMUNITY CENTER	COMMUNITY CENTER	195.00	
	TOTAL:			4,630.00	
ABEL'S ELECTRIC MOTOR SHOP	bearings	WASTE WATER FUND	SOURCE/TREATMENT	396.91	
	TOTAL:			396.91	
ALPHA WIRELESS COMMUNICATIONS CO	replacement radio	GENERAL FUND	MUNICIPAL BUILDING	177.69	
	maintenance on ltr radio e	GENERAL FUND	MUNICIPAL BUILDING	59.51	
	pager charger replacement	GENERAL FUND	FIRE	112.75	
	replacement radio	GENERAL FUND	PUBLIC WORKS ADMIN	248.75	
	maintenance on ltr radio e	GENERAL FUND	PUBLIC WORKS ADMIN	83.31	
	replacement radio	WATER	ADMIN AND GENERAL	170.25	
	maintenance on ltr radio e	WATER	ADMIN AND GENERAL	57.02	
	repair kit	WASTE WATER FUND	ADMIN AND GENERAL	316.00	
	replacement radio	WASTE WATER FUND	ADMIN AND GENERAL	153.98	
	maintenance on ltr radio e	WASTE WATER FUND	ADMIN AND GENERAL	51.57	
	replacement radio	ELECTRIC FUND	ADMIN AND GENERAL	154.00	
	maintenance on ltr radio e	ELECTRIC FUND	ADMIN AND GENERAL	51.59	
	TOTAL:			1,636.42	
	AMAZON	jump starter	GENERAL FUND	POLICE	129.94
ink cartridges		GENERAL FUND	BUILDING INSPECTOR	97.95	
materials for library		LIBRARY FUND	LIBRARY	524.15	
materials for library		LIBRARY FUND	LIBRARY	0.03-	
tapes		PUBLIC ACCESS	PUBLIC ACCESS	16.60	
dvd's		PUBLIC ACCESS	PUBLIC ACCESS	25.99	
sony tapes		PUBLIC ACCESS	PUBLIC ACCESS	33.20	
ink cartridges,		WATER	CUSTOMER ACCOUNTS	31.97	
ink cartridges		WASTE WATER FUND	ADMIN AND GENERAL	97.95	
ink cartridges,		WASTE WATER FUND	CUSTOMER ACCOUNTS	31.97	
ink cartridges,		ENVIRON SERVICES F	CUSTOMER ACCOUNTS	31.98	
ink cartridges,		ELECTRIC FUND	CUSTOMER ACCOUNTS	31.97	
paws walk supp-laminating		RESTRICTED CONTRIB	COMMUNITY SERVICE	43.28	
TOTAL:				1,096.92	
AMERICAN WATER WORKS ASSOCIATION		2016 annual org. membershi	WATER	ADMIN AND GENERAL	315.00
		TOTAL:			315.00
ARROW ACE HARDWARE INC	cable ties, duct tape, bat	GENERAL FUND	POLICE	31.97	
	velcro	GENERAL FUND	POLICE	20.99	
	bolts, battery, bags, snap	GENERAL FUND	FIRE	30.97	
	calculator	GENERAL FUND	BUILDING INSPECTOR	25.57	
	air filters, gate openers,	GENERAL FUND	STREETS	16.73	
	broom	GENERAL FUND	STREETS	3.00	
	paint	GENERAL FUND	STREETS	51.54	
	anti freeze	GENERAL FUND	SWIMMING POOL	15.94	
	paint, bolts, chalk, spir	GENERAL FUND	PARKS	173.59	
	furn. filter	GENERAL FUND	PARKS	3.18	
	air filters, gate openers,	GENERAL FUND	PARKS	13.39	
	broom	GENERAL FUND	PARKS	3.00	
	door hold	LIBRARY FUND	LIBRARY	8.59	
	supplies for community cen	COMMUNITY CENTER	COMMUNITY CENTER	25.56	
	screwdrivers	WATER	PURIFICATION AND TREAT	24.95	
	broom	WATER	DISTRIBUTION AND STORA	1.50	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	air filters, gate openers,	WATER	ADMIN AND GENERAL	6.69
	broom	WASTE WATER FUND	SOURCE/TREATMENT	1.50
	cleaner, fliters, coupling	WASTE WATER FUND	SOURCE/TREATMENT	173.91
	coupling , hose	WASTE WATER FUND	SOURCE/TREATMENT	17.35
	air filters, gate openers,	WASTE WATER FUND	ADMIN AND GENERAL	6.69
	broom	ENVIRON SERVICES F	REFUSE DISPOSAL	1.50
	velcro & bags	ENVIRON SERVICES F	REFUSE DISPOSAL	33.97
	air filters, gate openers,	ENVIRON SERVICES F	ADMIN AND GENERAL	6.70
	seed & bolts	ELECTRIC FUND	POWER DISTRIBUTION	26.78
	broom	ELECTRIC FUND	POWER DISTRIBUTION	3.00
	air filters, gate openers,	ELECTRIC FUND	ADMIN AND GENERAL	16.73
	broom	STORMWATER FUND	TREATMENT	1.49
	clock, velcro	TRANSIT	TRANSIT/TRANSPORTATION	22.47
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	9.04
	halloween fun run coolers	RESTRICTED CONTRIB	RECREATION/LEISURE SER	63.98
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	58.84
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	4.59
			TOTAL:	905.70
AUDIO EDITIONS	new adult audio books	LIBRARY FUND	LIBRARY	344.86
			TOTAL:	344.86
BASHLIN INDUSTRIES INC.	body harness	ELECTRIC FUND	ADMIN AND GENERAL	122.41
			TOTAL:	122.41
BGMN, INC	oil conditioner/ grease/ m	GENERAL FUND	STREETS	37.56
	oil conditioner/ grease/ m	GENERAL FUND	PARKS	37.56
	oil conditioner/ grease/ m	WATER	DISTRIBUTION AND STORA	18.78
	oil conditioner/ grease/ m	WASTE WATER FUND	SOURCE/TREATMENT	18.78
	oil conditioner/ grease/ m	ENVIRON SERVICES F	REFUSE DISPOSAL	18.78
	oil conditioner/ grease/ m	ELECTRIC FUND	POWER DISTRIBUTION	37.56
	oil conditioner/ grease/ m	STORMWATER FUND	TREATMENT	18.78
			TOTAL:	187.80
BNR IRRIGATION SERVICES, INC.	wwtp irrigation winterizat	WASTE WATER FUND	SOURCE/TREATMENT	255.54
			TOTAL:	255.54
BOLTON & MENK INC	row, jeff ave.	GENERAL FUND	STREETS	955.00
	watermain & dwrf	WATER	CAPITAL-WATER DISTRIBU	5,652.50
			TOTAL:	6,607.50
BORDER STATES ELECTRIC SUPPLY	red paint	ELECTRIC FUND	POWER DISTRIBUTION	114.12
			TOTAL:	114.12
CDW GOVERNMENT, INC.	replacement adaptor for la	WATER	ADMIN AND GENERAL	68.36
			TOTAL:	68.36
CENTERPOINT ENERGY MINNEGASCO	city gas bill	GENERAL FUND	FIRE	48.72
	city gas bill	GENERAL FUND	STREETS	47.87
	city gas bill	GENERAL FUND	SWIMMING POOL	45.43
	city gas bill	GENERAL FUND	PARKS	38.30
	city gas bill	LIBRARY FUND	LIBRARY	614.30
	city gas bill	COMMUNITY CENTER	COMMUNITY CENTER	1,251.78
	city gas bill	WATER	PURIFICATION AND TREAT	79.96
	city gas bill	WATER	PURIFICATION AND TREAT	19.47
	city gas bill	WATER	ADMIN AND GENERAL	19.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	city gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.85
	city gas bill	WASTE WATER FUND	SOURCE/TREATMENT	59.36
	city gas bill	WASTE WATER FUND	ADMIN AND GENERAL	19.15
	city gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	19.14
	city gas bill	ELECTRIC FUND	ADMIN AND GENERAL	47.87
			TOTAL:	2,326.35
CHARD TILING & EXCAVATING	wash ave link 2 final pmt	PERM IMPROVMENT RE	STREETS	161,904.66
	314 s. 3rd st final pmt	WATER	DISTRIBUTION AND STORA	188.00
	'14 old mn/st julien sewer	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	925.00
	'14 169 median n of union	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	3,540.00
	2014 169 emergency median	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	1,770.00
	314 s. 3rd st final pmt	WASTE WATER FUND	COLLECTOR/LIFT STAT	47.00
			TOTAL:	168,374.66
CINTAS FIRST AID & SAFETY	first aid cabinets	GENERAL FUND	STREETS	11.38
	first aid supplies	GENERAL FUND	RECREATION/LEISURE SER	11.85
	first aid cabinets	GENERAL FUND	PARKS	9.10
	first aid supplies	LIBRARY FUND	LIBRARY	5.54
	first aid supplies	COMMUNITY CENTER	COMMUNITY CENTER	8.35
	first aid cabinets	WATER	ADMIN AND GENERAL	4.55
	first aid cabinets	WASTE WATER FUND	ADMIN AND GENERAL	4.55
	first aid cabinets	ENVIRON SERVICES F	ADMIN AND GENERAL	4.55
	first aid cabinets	ELECTRIC FUND	ADMIN AND GENERAL	11.38
			TOTAL:	71.25
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	251.64
	cleaning & other supplies	LIBRARY FUND	LIBRARY	164.10
	supplies	LIBRARY FUND	LIBRARY	75.00
	cleaning & other supplies	COMMUNITY CENTER	COMMUNITY CENTER	656.41
			TOTAL:	1,147.15
COMPUTER TECHNOLOGY SOLUTIONS, INC.	new switch for the library	LIBRARY FUND	LIBRARY	560.00
			TOTAL:	560.00
CREDIT RIVER TOOLS	18v grinder tool	GENERAL FUND	STREETS	73.99
	24volt test light	GENERAL FUND	STREETS	24.00
	brake caliper spreader	GENERAL FUND	STREETS	11.90
	18v grinder tool	GENERAL FUND	PARKS	73.99
	24volt test light	GENERAL FUND	PARKS	24.00
	brake caliper spreader	GENERAL FUND	PARKS	11.90
	18v grinder tool	WATER	DISTRIBUTION AND STORA	37.00
	24volt test light	WATER	DISTRIBUTION AND STORA	12.00
	brake caliper spreader	WATER	DISTRIBUTION AND STORA	5.95
	18v grinder tool	WASTE WATER FUND	SOURCE/TREATMENT	37.00
	24volt test light	WASTE WATER FUND	SOURCE/TREATMENT	12.00
	brake caliper spreader	WASTE WATER FUND	SOURCE/TREATMENT	5.95
	18v grinder tool	ENVIRON SERVICES F	REFUSE DISPOSAL	37.00
	24volt test light	ENVIRON SERVICES F	REFUSE DISPOSAL	12.00
	brake caliper spreader	ENVIRON SERVICES F	REFUSE DISPOSAL	5.95
	18v grinder tool	ELECTRIC FUND	POWER DISTRIBUTION	73.99
	24volt test light	ELECTRIC FUND	POWER DISTRIBUTION	24.00
	brake caliper spreader	ELECTRIC FUND	POWER DISTRIBUTION	11.90
	18v grinder tool	STORMWATER FUND	TREATMENT	36.98
	24volt test light	STORMWATER FUND	TREATMENT	11.99
	brake caliper spreader	STORMWATER FUND	TREATMENT	5.95

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	549.44
CRYSTAL LAWN, INC	fall shutdown jeff park	GENERAL FUND	PARKS	244.00
	fall shutdown hwy 169	ENVIRON SERVICES F	REFUSE DISPOSAL	300.00
			TOTAL:	544.00
CULLIGAN	solar salt	COMMUNITY CENTER	COMMUNITY CENTER	34.25
	water- fun run (\$220 donat	RESTRICTED CONTRIB	RECREATION/LEISURE SER	110.00
			TOTAL:	144.25
CUMMINS NPOWER, LLC	st.julien generator repair	WATER	PURIFICATION AND TREAT	157.35
			TOTAL:	157.35
DAVID DROWN ASSOCIATES, INC.	debt disclosure reporting	GENERAL FUND	FINANCE	1,500.00
	debt disclosure reporting	ELECTRIC FUND	ADMIN AND GENERAL	1,200.00
			TOTAL:	2,700.00
DAVIS EQUIPMENT CORPORATION	#808 belt set	GENERAL FUND	PARKS	61.73
	#808 belt	GENERAL FUND	PARKS	61.73
			TOTAL:	123.46
DEMCO, INC.	processing supplies	LIBRARY FUND	LIBRARY	492.57
	sandwich board sign & acry	LIBRARY FUND	LIBRARY	436.09
			TOTAL:	928.66
DGR ENGINEERING	2015 distribution design	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	375.00
	nic ctly generation interco	ELECTRIC FUND	POWER DISTRIBUTION	3,905.83
			TOTAL:	4,280.83
DM STAMPS & SPECIALTIES INC	new material property stic	LIBRARY FUND	LIBRARY	532.89
			TOTAL:	532.89
ENDRES WINDOW CLEANING INC	annual fall window washing	LIBRARY FUND	LIBRARY	487.50
	annual fall window washing	COMMUNITY CENTER	COMMUNITY CENTER	487.50
			TOTAL:	975.00
ENVIRONMENTAL TOXICITY CONTROL, INC.	acute toxicity test	WASTE WATER FUND	SOURCE/TREATMENT	775.00
			TOTAL:	775.00
FASTENAL COMPANY	headlamps	GENERAL FUND	STREETS	25.43
	batteries	GENERAL FUND	STREETS	6.40
	bulbs, nuts, washers	GENERAL FUND	STREETS	5.99
	safety glasses	GENERAL FUND	STREETS	7.72
	headlamps	GENERAL FUND	PARKS	20.34
	batteries	GENERAL FUND	PARKS	6.40
	bolts ramsey park benches	GENERAL FUND	PARKS	8.12
	truck drill battery	GENERAL FUND	PARKS	189.99
	bulbs, nuts, washers	GENERAL FUND	PARKS	5.99
	safety glasses	GENERAL FUND	PARKS	6.18
	zip ties, carpet knife	COMMUNITY CENTER	COMMUNITY CENTER	29.21
	batteries	WATER	DISTRIBUTION AND STORA	3.20
	bulbs, nuts, washers	WATER	DISTRIBUTION AND STORA	2.99
	headlamps	WATER	ADMIN AND GENERAL	10.17
	safety glasses	WATER	ADMIN AND GENERAL	3.09
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	3.20
	bulbs, nuts, washers	WASTE WATER FUND	SOURCE/TREATMENT	2.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	headlamps	WASTE WATER FUND	ADMIN AND GENERAL	10.17
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	3.09
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	3.20
	bulbs, nuts, washers	ENVIRON SERVICES F	REFUSE DISPOSAL	2.99
	headlamps	ENVIRON SERVICES F	ADMIN AND GENERAL	10.18
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	3.08
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	6.40
	bulbs, nuts, washers	ELECTRIC FUND	POWER DISTRIBUTION	5.99
	headlamps	ELECTRIC FUND	ADMIN AND GENERAL	25.43
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	7.72
	batteries	STORMWATER FUND	TREATMENT	3.18
	bulbs, nuts, washers	STORMWATER FUND	TREATMENT	2.99
			TOTAL:	421.83
FERGUSON ENTERPRISES, INC.	plumbing parts	GENERAL FUND	PARKS	34.24
			TOTAL:	34.24
FIRE PROTECTION SERVICES, INC.	review bunker drawings	GENERAL FUND	BUILDING INSPECTOR	172.00
			TOTAL:	172.00
GILLUND ENTERPRISES INC	PW NON-ADMIN SPLIT 210	GENERAL FUND	STREETS	114.46
	PW NON-ADMIN SPLIT 210	GENERAL FUND	PARKS	91.57
	PW NON-ADMIN SPLIT 210	WATER	DISTRIBUTION AND STORA	45.78
	PW NON-ADMIN SPLIT 210	WASTE WATER FUND	SOURCE/TREATMENT	45.78
	PW NON-ADMIN SPLIT 210	ENVIRON SERVICES F	REFUSE DISPOSAL	45.79
	PW NON-ADMIN SPLIT 210	ELECTRIC FUND	POWER DISTRIBUTION	114.46
			TOTAL:	457.84
GREAT NORTHERN ENVIRONMENTAL LLC	lamp assy	WASTE WATER FUND	SOURCE/TREATMENT	652.00
			TOTAL:	652.00
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	684.31
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	82.02
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	513.72
			TOTAL:	1,280.05
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	2,005.85
	bleach	WATER	PURIFICATION AND TREAT	178.50
	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,267.50
	potassium permanganate tec	WATER	PURIFICATION AND TREAT	537.47
	biosolids poly	WASTE WATER FUND	BIOSOLIDS	5,060.00
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	428.33
	ferric chloride	WASTE WATER FUND	SOURCE/TREATMENT	4,430.40
	biosolids poly	WASTE WATER FUND	SOURCE/TREATMENT	3,680.85
			TOTAL:	17,588.90
HERMEL WHOLESALE	vending-concessions #718	COMMUNITY CENTER	COMMUNITY CENTER	383.36
			TOTAL:	383.36
HOLIDAY COMMERCIAL	oct fuel	GENERAL FUND	POLICE	232.93
	oct fuel	GENERAL FUND	BUILDING INSPECTOR	65.84
	oct fuel & propane tank	GENERAL FUND	STREETS	250.22
	oct fuel	GENERAL FUND	PARKS	315.61
	oct fuel	WATER	SOURCE OF SUPPLY	23.29
	oct fuel	WATER	PURIFICATION AND TREAT	34.94
	oct fuel	WATER	DISTRIBUTION AND STORA	174.69

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	oct fuel	WATER	CUSTOMER ACCOUNTS	26.81
	Car washes	WATER	CUSTOMER ACCOUNTS	8.01
	oct fuel	WASTE WATER FUND	SOURCE/TREATMENT	326.46
	oct fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	26.81
	Car washes	WASTE WATER FUND	CUSTOMER ACCOUNTS	8.01
	oct fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	88.20
	Car washes	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	8.00
	oct fuel	ELECTRIC FUND	POWER DISTRIBUTION	205.83
	oct fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	26.82
	Car washes	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.01
	oct fuel	STORMWATER FUND	TREATMENT	291.94
			TOTAL:	2,122.42
INGRAM BOOK COMPANY	new children/ adult materi	LIBRARY FUND	LIBRARY	579.70
	new library materials	LIBRARY FUND	LIBRARY	1,183.76
			TOTAL:	1,763.46
KASSULKE MASONRY	replace glass block gorman	GENERAL FUND	PARKS	140.00
			TOTAL:	140.00
LARKSTUR ENGINEERING & SUPPLY, INC.	#69 body assembly nose pie	WATER	DISTRIBUTION AND STORA	261.85
			TOTAL:	261.85
LE SUEUR NEWS-HERALD	1yr renewal	LIBRARY FUND	LIBRARY	59.80
			TOTAL:	59.80
LOWE'S	umbrellas, two way radio,c	GENERAL FUND	SWIMMING POOL	301.32
			TOTAL:	301.32
MANKATO NORTH MANKATO YOUTH FOOTBALL	mankato youth football lea	GENERAL FUND	RECREATION/LEISURE SER	3,655.00
			TOTAL:	3,655.00
MARCO, INC.	copier repair	WASTE WATER FUND	SOURCE/TREATMENT	206.34
	ww toner	WASTE WATER FUND	ADMIN AND GENERAL	111.14
			TOTAL:	317.48
MATHESON TRI-GAS INC	helmet/ shades	GENERAL FUND	STREETS	107.64
	alloy & disc	GENERAL FUND	STREETS	27.04
	helmet/ shades	GENERAL FUND	PARKS	86.11
	alloy & disc	GENERAL FUND	PARKS	27.04
	alloy & disc	WATER	DISTRIBUTION AND STORA	13.52
	helmet/ shades	WATER	ADMIN AND GENERAL	43.05
	alloy & disc	WASTE WATER FUND	SOURCE/TREATMENT	13.52
	helmet/ shades	WASTE WATER FUND	ADMIN AND GENERAL	43.05
	alloy & disc	ENVIRON SERVICES F	REFUSE DISPOSAL	13.52
	helmet/ shades	ENVIRON SERVICES F	ADMIN AND GENERAL	43.05
	alloy & disc	ELECTRIC FUND	POWER DISTRIBUTION	27.04
	helmet/ shades	ELECTRIC FUND	ADMIN AND GENERAL	107.64
	alloy & disc	STORMWATER FUND	TREATMENT	13.54
			TOTAL:	565.76
MENARDS	rugs, heat tape, front rai	GENERAL FUND	FIRE	79.52
	hose cart supplies, bulbs,	GENERAL FUND	FIRE	100.39
	gloves	GENERAL FUND	STREETS	59.36
	lights, clamps, gloves	GENERAL FUND	STREETS	41.03
	gloves	GENERAL FUND	PARKS	47.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	lights, clamps, gloves	GENERAL FUND	PARKS	41.03	
	lights, clamps, gloves	WATER	DISTRIBUTION AND STORA	20.52	
	gloves	WATER	ADMIN AND GENERAL	23.74	
	lights, clamps, gloves	WASTE WATER FUND	SOURCE/TREATMENT	20.52	
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	23.74	
	lights, clamps, gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	20.52	
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	23.75	
	lights, clamps, gloves	ELECTRIC FUND	POWER DISTRIBUTION	41.03	
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	59.36	
	lights, clamps, gloves	STORMWATER FUND	TREATMENT	20.52	
	supplies for halloween fun	RESTRICTED CONTRIB	RECREATION/LEISURE SER	20.91	
			TOTAL:	643.43	
MIKE'S COUNTRYSIDE BODY SHOP INC	#611 remove paint	GENERAL FUND	STREETS	187.00	
			TOTAL:	187.00	
MILLER'S REFRIGERATION	pw water fountain repair	GENERAL FUND	STREETS	18.74	
	pw water fountain repair	GENERAL FUND	PARKS	14.99	
	pw water fountain repair	WATER	ADMIN AND GENERAL	7.50	
	pw water fountain repair	WASTE WATER FUND	ADMIN AND GENERAL	7.50	
	pw water fountain repair	ENVIRON SERVICES F	ADMIN AND GENERAL	7.48	
	pw water fountain repair	ELECTRIC FUND	ADMIN AND GENERAL	18.74	
			TOTAL:	74.95	
MISC VENDOR	A1 JANITORIAL SUPPLY	dissolve lift station clea	WASTE WATER FUND	SOURCE/TREATMENT	131.26
	BERHOW, BUD	entertainment for senior d	GENERAL FUND	SENIOR COORDINATOR	150.00
	DEERE & COMPANY	#715 jd 297or 2 trak mower	WATER	CAPITAL-GENERAL PLANT	5,875.48
	DEERE & COMPANY	#715 jd 297or 2 trak mower	STORMWATER FUND	CAPITAL-GENERAL PLANT	5,875.49
	DEVENS, JESSICA	reimburse conditional use	GENERAL FUND	ECONOMIC DEVMT	300.00
	EATON CORPORATION	pm & relay breaker testing	WASTE WATER FUND	SOURCE/TREATMENT	6,100.00
	LE SUEUR COMMUNITY CEN	entry fee for valleyball p	GENERAL FUND	RECREATION/LEISURE SER	30.00
	LILIENTHAL, CHRISTIAN	speaker-sr brkfst at the r	GENERAL FUND	SENIOR COORDINATOR	75.00
	LOBERG, LINNEA	refund for rental registra	GENERAL FUND	NON-DEPARTMENTAL	44.00
	MEYER SIGNWORKS	signs	GENERAL FUND	PARKS	20.00
	MEYER SIGNWORKS	signs	GENERAL FUND	PARKS	100.00
	MEYER SIGNWORKS	signs #412 meter reader ve	ELECTRIC FUND	CUSTOMER ACCOUNTS	25.00
	MEYER SIGNWORKS	signs	STORMWATER FUND	TREATMENT	10.00
	PANKRATZ, JOE	fire engine restoration	RESTRICTED CONTRIB	FIRE	659.59
	USA INFLATABLES	halloween fun run spooky a	RESTRICTED CONTRIB	RECREATION/LEISURE SER	435.00
			TOTAL:	19,830.82	
MN BUREAU OF CRIMINAL APPREHENSION	registration fee	GENERAL FUND	POLICE	285.00	
			TOTAL:	285.00	
MN DEPT OF HUMAN SERVICES	sept mowing	GENERAL FUND	NON-DEPARTMENTAL	50.00	
	lawn mowing	GENERAL FUND	NON-DEPARTMENTAL	50.00	
			TOTAL:	100.00	
MN PIPE & EQUIPMENT	4.5 hydrant diffuser	WATER	DISTRIBUTION AND STORA	350.00	
			TOTAL:	350.00	
MN STATE FIRE DEPT ASSOC.	2016 msfda membership dues	GENERAL FUND	FIRE	315.00	
			TOTAL:	315.00	
PETE MOULTON	lions dues	GENERAL FUND	PUBLIC WORKS ADMIN	80.00	
	mileage 10-12 to 10-23	GENERAL FUND	PUBLIC WORKS ADMIN	8.05	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mileage 10-12 to 10-23	GENERAL FUND	PARKS	33.35
	mileage 10-12 to 10-23	WATER	ADMIN AND GENERAL	99.48
	state plumbing board meal	WASTE WATER FUND	ADMIN AND GENERAL	7.81
	mileage 10-12 to 10-23	ELECTRIC FUND	ADMIN AND GENERAL	68.43
	mileage 10-12 to 10-23	STORMWATER FUND	ADMINISTRATION AND GEN	25.87
			TOTAL:	322.99
MVTL LABORATORIES INC	wwtf bio solids testing	WASTE WATER FUND	BIOSOLIDS	400.00
	wwtf bio solids testing	WASTE WATER FUND	BIOSOLIDS	823.00
	wwtf salty discharge hwe	WASTE WATER FUND	SOURCE/TREATMENT	120.00
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	120.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	334.75
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	hwe testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	65.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	98.40
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	41.00
	hwe salty discharge tsting	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	150.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	26.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	53.00
			TOTAL:	3,017.65
NAPA AUTO PARTS OF ST PETER	headlight bulb	GENERAL FUND	POLICE	23.99
	battery	GENERAL FUND	FIRE	148.58
	tire shine- mack	GENERAL FUND	FIRE	10.44
	hinge pin busing kit	GENERAL FUND	BUILDING INSPECTOR	13.42
	bearing & oil seal	GENERAL FUND	PUBLIC WORKS ADMIN	60.30
	air fresheners, sockets, o	GENERAL FUND	STREETS	26.68
	oil filter	GENERAL FUND	STREETS	7.88
	air fresheners, sockets, o	GENERAL FUND	PARKS	26.68
	air fresheners, sockets, o	WATER	DISTRIBUTION AND STORA	13.34
	gasket set, pvc elbow, gro	WATER	DISTRIBUTION AND STORA	40.11
	water pump, heater hose, &	WASTE WATER FUND	COLLECTOR/LIFT STAT	194.57
	air fresheners, sockets, o	WASTE WATER FUND	SOURCE/TREATMENT	13.34
	air fresheners, sockets, o	ENVIRON SERVICES F	REFUSE DISPOSAL	13.34
	reman starters, air filter	ENVIRON SERVICES F	REFUSE DISPOSAL	202.58
	air fresheners, sockets, o	ELECTRIC FUND	POWER DISTRIBUTION	26.68
	air fresheners, sockets, o	STORMWATER FUND	TREATMENT	13.32
			TOTAL:	835.25
NELSON PRINTING COMPANY	impound forms	GENERAL FUND	COMMUNITY SERVICE	96.30
	ups	WATER	ADMIN AND GENERAL	16.56
	ups	WASTE WATER FUND	SOURCE/TREATMENT	3.49
	ups	WASTE WATER FUND	ADMIN AND GENERAL	12.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ups	ENVIRON SERVICES F	ADMIN AND GENERAL	19.48
	white out, clip boards	TRANSIT	TRANSIT/TRANSPORTATION	10.76
	ticket book printing	TRANSIT	TRANSIT/TRANSPORTATION	486.00
			TOTAL:	644.79
NICOLLET CTY PUBLIC HEALTH	senior center coordinator	GENERAL FUND	SENIOR COORDINATOR	2,441.40
			TOTAL:	2,441.40
NICOLLET COUNTY RECORDER/ABSTRACTER	gardener rd abstract row	GENERAL FUND	STREETS	46.00
	satisfaction of mortgage	TORNADO DISASTER R	ECONOMIC DEVMT	46.00
			TOTAL:	92.00
NORTH CENTRAL INTERNATIONAL	#44 safety belt	GENERAL FUND	STREETS	299.13
	#21 valve	ELECTRIC FUND	POWER DISTRIBUTION	27.40
			TOTAL:	326.53
NORTH CENTRAL LABORATORIES	super poly foil	WASTE WATER FUND	SOURCE/TREATMENT	42.98
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	359.04
	lab chemicals	WASTE WATER FUND	SOURCE/TREATMENT	179.97
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	258.32
			TOTAL:	840.31
NORTHERN STATES SUPPLY INC	battery for saw & bench vi	GENERAL FUND	FIRE	296.02
			TOTAL:	296.02
PAULA O'CONNELL	mileage for smmpa annual m	ELECTRIC FUND	ADMIN AND GENERAL	69.58
			TOTAL:	69.58
OVERHEAD DOOR COMPANY OF MANKATO INC	door #4 hinges	WASTE WATER FUND	SOURCE/TREATMENT	326.90
			TOTAL:	326.90
PETER'S SODDING SERVICE	sod install	ENVIRON SERVICES F	REFUSE DISPOSAL	35.00
			TOTAL:	35.00
SUE POPE	uniform allow shoes	GENERAL FUND	POLICE	72.08
			TOTAL:	72.08
RONALD D. QUADE	fire conv. mileage hotel p	GENERAL FUND	FIRE	717.41
	s. cntrl regn mtg fee, per	GENERAL FUND	FIRE	255.00
			TOTAL:	972.41
QUILL	ink cartridges	GENERAL FUND	POLICE	89.93
	laser toner	GENERAL FUND	STREETS	71.00
	ink cartridges	GENERAL FUND	STREETS	60.49
	laser toner	GENERAL FUND	PARKS	56.80
	ink cartridges	GENERAL FUND	PARKS	48.39
	ink cartridges	LIBRARY FUND	LIBRARY	100.00
	children's supplies	LIBRARY FUND	LIBRARY	10.99
	laser toner	WATER	ADMIN AND GENERAL	28.40
	ink cartridges	WATER	ADMIN AND GENERAL	24.20
	laser toner	WASTE WATER FUND	ADMIN AND GENERAL	28.40
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	24.20
	laser toner	ENVIRON SERVICES F	ADMIN AND GENERAL	28.39
	ink cartridges	ENVIRON SERVICES F	ADMIN AND GENERAL	24.19
	laser toner	ELECTRIC FUND	ADMIN AND GENERAL	71.00
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	60.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>726.87</u>
RAMY TURF PRODUCTS	grounds crew mix 50#	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>82.50</u>
			TOTAL:	<u>82.50</u>
RDO EQUIPMENT CO.	#615 towmaster trailer	WATER	CAPITAL-GENERAL PLANT	2,383.31
	#615 towmaster trailer	STORMWATER FUND	CAPITAL-GENERAL PLANT	<u>2,383.32</u>
			TOTAL:	<u>4,766.63</u>
RED WING SHOE STORE	steel toe boots m. weicher	GENERAL FUND	MUNICIPAL BUILDING	247.49
	mike weicherding steel toe	GENERAL FUND	MUNICIPAL BUILDING	186.99
	safety boots w. passon	COMMUNITY CENTER	COMMUNITY CENTER	<u>161.49</u>
			TOTAL:	<u>595.97</u>
THE RETROFIT COMPANIES, INC.	cip lamps fall 2015	ELECTRIC FUND	POWER DISTRIBUTION	<u>351.41</u>
			TOTAL:	<u>351.41</u>
RIVER'S EDGE HOSPITAL & CLINIC	rent	MEDICAL CAMPUS	NON-DEPARTMENTAL	72,621.00-
	monthly exp	MEDICAL CAMPUS	ADMIN & GENERAL	<u>85,710.94</u>
			TOTAL:	<u>13,089.94</u>
ROCHESTER MIDLAND CORPORATION	restroom supplies	LIBRARY FUND	LIBRARY	15.20
	restroom supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>60.81</u>
			TOTAL:	<u>76.01</u>
ROYAL TIRE, INC	#112 tires	GENERAL FUND	STREETS	1,774.16
	#112 tires	GENERAL FUND	STREETS	1,779.16
	#21 tires	ELECTRIC FUND	POWER DISTRIBUTION	392.20
	tires	TRANSIT	TRANSIT/TRANSPORTATION	<u>669.18</u>
			TOTAL:	<u>4,614.70</u>
RYAN ELECTRIC OF ST PETER	vets field tennis court se	GENERAL FUND	PARKS	654.58
	repair lights in spcc	LIBRARY FUND	LIBRARY	51.49
	repair lights in spcc	COMMUNITY CENTER	COMMUNITY CENTER	463.32
	pump motor repair	WATER	SOURCE OF SUPPLY	652.13
	thermoblender	WASTE WATER FUND	BIOSOLIDS	75.00
	ballasts wirenuts	WASTE WATER FUND	SOURCE/TREATMENT	676.75
	load management meters	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	837.06
	load mgt meter	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>474.42</u>
			TOTAL:	<u>3,884.75</u>
SHOPKO STORES OPERATING CO., LLC	halloween fun run costume	RESTRICTED CONTRIB	RECREATION/LEISURE SER	749.40
	halloween fun run costume	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>149.88</u>
			TOTAL:	<u>899.28</u>
ARTHUR E SIDNER	pictures to display & for	GENERAL FUND	RECREATION/LEISURE SER	40.00
	pictures to display & for	GENERAL FUND	SWIMMING POOL	<u>40.00</u>
			TOTAL:	<u>80.00</u>
SIMPLEX GRINNELL	repair sprinkler system	LIBRARY FUND	LIBRARY	<u>5,838.00</u>
			TOTAL:	<u>5,838.00</u>
SOUTHERN MN CONSTRUCTION CO INC	stock gravel	GENERAL FUND	STREETS	218.62
	ch potholes & patching	GENERAL FUND	STREETS	160.43
	stock gravel	GENERAL FUND	PARKS	174.90
	stock gravel	WATER	ADMIN AND GENERAL	<u>87.45</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	stock gravel	WASTE WATER FUND	ADMIN AND GENERAL	87.45
	stock gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	87.45
	stock gravel	ELECTRIC FUND	ADMIN AND GENERAL	<u>218.62</u>
			TOTAL:	1,034.92
SPRINT SOLUTIONS, INC.	phone bill	GENERAL FUND	FIRE	17.63
	phone bill	COMMUNITY CENTER	COMMUNITY CENTER	24.09
	phone bill	WATER	ADMIN AND GENERAL	39.99
	phone bill	WATER	ADMIN AND GENERAL	24.09
	phone bill	WASTE WATER FUND	ADMIN AND GENERAL	24.09
	phone bill	ELECTRIC FUND	ADMIN AND GENERAL	<u>24.08</u>
			TOTAL:	153.97
ST PETER AREA CHAMBER OF COMMERCE	anniversary recognition gi	GENERAL FUND	POLICE	150.00
	anniversary recognition gi	ELECTRIC FUND	ADMIN AND GENERAL	<u>225.00</u>
			TOTAL:	375.00
ST PETER HERALD	annual subscription	GENERAL FUND	RECREATION/LEISURE SER	<u>49.40</u>
			TOTAL:	49.40
STAPLES ADVANTAGE	bindera & desk pads	GENERAL FUND	STREETS	31.58
	desk pad	GENERAL FUND	STREETS	1.00
	bindera & desk pads	GENERAL FUND	PARKS	25.27
	desk pad	GENERAL FUND	PARKS	0.80
	bindera & desk pads	WATER	ADMIN AND GENERAL	12.63
	desk pad	WATER	ADMIN AND GENERAL	0.40
	bindera & desk pads	WASTE WATER FUND	ADMIN AND GENERAL	12.63
	desk pad	WASTE WATER FUND	ADMIN AND GENERAL	0.40
	bindera & desk pads	ENVIRON SERVICES F	ADMIN AND GENERAL	12.64
	desk pad	ENVIRON SERVICES F	ADMIN AND GENERAL	0.39
	bindera & desk pads	ELECTRIC FUND	ADMIN AND GENERAL	31.58
	desk pad	ELECTRIC FUND	ADMIN AND GENERAL	<u>1.00</u>
			TOTAL:	130.32
STREICHER'S	uniform expense	GENERAL FUND	POLICE	146.98
	uniform expense	GENERAL FUND	POLICE	99.99
	uniform expense	GENERAL FUND	POLICE	<u>152.98</u>
			TOTAL:	399.95
STRUCKMAN, DUSTIN	tzd conference meals	GENERAL FUND	POLICE	<u>55.56</u>
			TOTAL:	55.56
TACTICAL SOLUTIONS	tactical armor vests	GENERAL FUND	POLICE	<u>3,345.36</u>
			TOTAL:	3,345.36
TEREX UTILITIES, INC.	#21 sheaves	ELECTRIC FUND	POWER DISTRIBUTION	<u>233.39</u>
			TOTAL:	233.39
TIGERDIRECT.COM	replacement monitor	GENERAL FUND	FIRE	141.29
	bldg cyberpower standby up	GENERAL FUND	BUILDING INSPECTOR	43.96
	pw cyberpower standby ups	GENERAL FUND	PUBLIC WORKS ADMIN	43.97
	libr cyberpower standby up	LIBRARY FUND	LIBRARY	43.96
	testing laptop	LIBRARY FUND	LIBRARY	<u>410.20</u>
			TOTAL:	683.38
JANE TIMMERMAN	mileage for mn rec & park	GENERAL FUND	RECREATION/LEISURE SER	58.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	58.88
JANE TIMMERMAN-PETTY CASH	senior center supplies	GENERAL FUND	SENIOR COORDINATOR	16.77
	pumpkins for library craft	LIBRARY FUND	LIBRARY	10.00
			TOTAL:	26.77
TRAVERSE DES SIOUX LIBRARY SYSTEM	reimbursement to tds achf	LIBRARY FUND	NON-DEPARTMENTAL	154.53
	wowbrary sponsorship for t	LIBRARY FUND	LIBRARY	399.76
	2015 2nd half contracted s	LIBRARY FUND	LIBRARY	12,114.38
			TOTAL:	12,668.67
TRUGREEN CHEMLAWN	hwy 169 median weed contro	ENVIRON SERVICES F	REFUSE DISPOSAL	250.00
			TOTAL:	250.00
UNITED RENTALS AERIAL EQUIPMENT	rent lift-gym light repair	COMMUNITY CENTER	COMMUNITY CENTER	391.24
			TOTAL:	391.24
VISA	lunch with council member	GENERAL FUND	MAYOR & COUNCIL	11.81
	lunch meetings for school,	GENERAL FUND	CITY ADMINISTRATION	13.09
	league of mn cities conf.	GENERAL FUND	CITY ADMINISTRATION	248.24
	meeting with dave about lm	GENERAL FUND	CITY ADMINISTRATION	31.15
	mouse repellent	GENERAL FUND	MUNICIPAL BUILDING	75.09
	3 digital cameras for poli	GENERAL FUND	POLICE	352.65
	uniform expense	GENERAL FUND	POLICE	385.45
	reciept printer	GENERAL FUND	POLICE	163.80
	riverbend meeting	GENERAL FUND	BUILDING INSPECTOR	17.21
	carseat installation tech	GENERAL FUND	COMMUNITY SERVICE	50.00
	apwa mn chapter fall confe	GENERAL FUND	PUBLIC WORKS ADMIN	245.00
	ups package pickup	GENERAL FUND	STREETS	5.92
	fall expo registration	GENERAL FUND	STREETS	75.00
	fuel	GENERAL FUND	STREETS	73.16
	abe books and appa 2015 sa	GENERAL FUND	STREETS	14.70
	amazon book return	GENERAL FUND	STREETS	65.01
	scc welding j. powers	GENERAL FUND	STREETS	161.05
	candy canes for the great	GENERAL FUND	RECREATION/LEISURE SER	348.12
	mouth guards- flag footbal	GENERAL FUND	RECREATION/LEISURE SER	99.00
	keep off grass sign and ho	GENERAL FUND	PARKS	69.49
	abe books and appa 2015 sa	GENERAL FUND	PARKS	11.76
	spdc lunch meeting	GENERAL FUND	ECONOMIC DEVMT	13.77
	mn library association ind	LIBRARY FUND	LIBRARY	25.00
	felt story board set for s	LIBRARY FUND	LIBRARY	15.00
	candy canes for the great	LIBRARY FUND	LIBRARY	175.00
	bwtp lab ph storage soluti	WATER	PURIFICATION AND TREAT	99.87
	fuel and credits for the h	WATER	ADMIN AND GENERAL	18.69
	work boots	WATER	ADMIN AND GENERAL	150.00
	abe books and appa 2015 sa	WATER	ADMIN AND GENERAL	5.88
	awwa conference hotel	WATER	ADMIN AND GENERAL	228.72
	parts for water line for l	WASTE WATER FUND	SOURCE/TREATMENT	31.95
	parts for deionized water	WASTE WATER FUND	SOURCE/TREATMENT	90.31
	freight credit-water line	WASTE WATER FUND	SOURCE/TREATMENT	17.24
	abe books and appa 2015 sa	WASTE WATER FUND	ADMIN AND GENERAL	5.88
	steel toe boots	ENVIRON SERVICES F	ADMIN AND GENERAL	149.99
	scrub brush	ENVIRON SERVICES F	ADMIN AND GENERAL	2.67
	abe books and appa 2015 sa	ENVIRON SERVICES F	ADMIN AND GENERAL	5.86
	abe books and appa 2015 sa	ELECTRIC FUND	ADMIN AND GENERAL	14.70
	smpa annual meeting hotel	ELECTRIC FUND	ADMIN AND GENERAL	193.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	appa rp3 application	ELECTRIC FUND	ADMIN AND GENERAL	600.00
	appa smart grid plans book	ELECTRIC FUND	ADMIN AND GENERAL	65.00
	smmpa annual meeting lunch	ELECTRIC FUND	ADMIN AND GENERAL	35.50
	construction installer rec	STORMWATER FUND	NON-DEPARTMENTAL	115.00
	construction site manageme	STORMWATER FUND	NON-DEPARTMENTAL	120.00
	shoes for jacob yushta	STORMWATER FUND	ADMINISTRATION AND GEN	114.99
	design of swppp recertific	STORMWATER FUND	ADMINISTRATION AND GEN	155.00
	meal	TRANSIT	TRANSIT/TRANSPORTATION	11.36
	dot training hotel	TRANSIT	TRANSIT/TRANSPORTATION	186.56
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	407.10
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	353.38
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	367.63
	halloween fun run supplies	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>36.59</u>
			TOTAL:	5,667.48
VON ESSEN TOWING	#85 tire repair	GENERAL FUND	STREETS	15.00
	#910 tires mount & balance	GENERAL FUND	PARKS	78.00
	#614 tires & tubes	GENERAL FUND	PARKS	<u>489.30</u>
			TOTAL:	582.30
VWR INTERNATIONAL	lab pipette	WASTE WATER FUND	SOURCE/TREATMENT	<u>195.72</u>
			TOTAL:	195.72
WENZEL AUTO ELECTRIC CO	#509 alternator repair	GENERAL FUND	FIRE	<u>98.54</u>
			TOTAL:	98.54
WESCO DISTRIBUTION INC	#610 fuse holders	ELECTRIC FUND	NON-DEPARTMENTAL	475.00
	#613 lamps	ELECTRIC FUND	NON-DEPARTMENTAL	219.60
	#615 lights	ELECTRIC FUND	NON-DEPARTMENTAL	270.96
	tags	ELECTRIC FUND	POWER DISTRIBUTION	345.00
	meter seals	ELECTRIC FUND	POWER DISTRIBUTION	775.16
	red paint	ELECTRIC FUND	POWER DISTRIBUTION	<u>690.00</u>
			TOTAL:	2,775.72
WESTMAN FREIGHTLINER	#506 rear brake drums	GENERAL FUND	FIRE	<u>176.26</u>
			TOTAL:	176.26
WOLF MOTOR COMPANY, INC.	t11 bolt & parking brake k	TRANSIT	TRANSIT/TRANSPORTATION	<u>72.48</u>
			TOTAL:	72.48
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	<u>51.03</u>
			TOTAL:	51.03
ZIEGLER INC	#376 cord	GENERAL FUND	PUBLIC WORKS ADMIN	<u>71.29</u>
			TOTAL:	71.29

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

101	GENERAL FUND	30,324.01
211	LIBRARY FUND	25,432.33
213	PUBLIC ACCESS	75.79
217	COMMUNITY CENTER	8,607.37
240	TORNADO DISASTER REV LOAN	46.00
401	PERM IMPROVMENT REVOLVING	161,904.66
601	WATER	21,713.65
602	WASTE WATER FUND	37,000.03
603	ENVIRON SERVICES FUND	1,655.81
604	ELECTRIC FUND	13,683.98
606	STORMWATER FUND	9,220.35
610	TRANSIT	1,458.81
627	MEDICAL CAMPUS	13,089.94
820	RESTRICTED CONTRIBUTIONS	3,469.21

 GRAND TOTAL: 327,681.94

TOTAL PAGES: 14

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 –

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

RESOLUTION APPROVING CONSENT AGENDA

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

1. The following budgeted purchases in excess of \$7,500 are hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
Lager's Inc	2016 Dodge Caravan	\$23,608.91	Water Wastewater Stormwater
Chard Tiling	Phase 1 Sanitary Sewer improvements to St. Julien Street	\$925.00	Wastewater
	Sanitary Sewer Improvements to Highway 169 median north of Union St	\$3,540	Wastewater
	Emergency sewer improvements to Highway 169 median north of Union	\$1,770	Wastewater

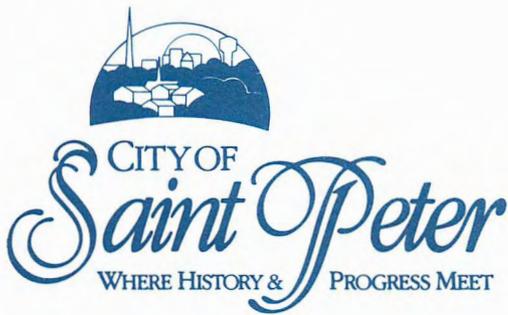
2. The schedule of disbursements for October 22, 2015 through November 5, 2015 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/05/15

FROM: Pete Moulton
Director of Public Works

RE: Washington Avenue Link Project Part 2 - Supplemental Agreement No. 1 and
Final Project Acceptance

ACTION/RECOMMENDATION

Accept the Supplemental Agreement No. 1 in the amount of \$4,136.00; accept the project as complete; and authorize final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$161,904.66.

BACKGROUND

In September 2013, the City Council awarded Chard Tiling and Excavating the bid for the Washington Avenue Link Project Part Two which included construction of curb and gutter, bituminous roadway surfacing, sidewalk, trail, sanitary sewer, watermain, storm sewer, fencing along the new North Washington Avenue north of Saint Julien Street. Major improvements included two new storm water detention basins and piping was added to the ravine just south of Davis Street. The ravine was then graded to allow access to City sanitary and storm sewer for maintenance purposes. The new roadway alignment allowed for the expansion of Ramsey Park and made it more accessible to the public.

The supplemental agreement is required for a project like this where issues are identified during the project that need approval from all the funding sources. Minnesota Department of Transportation, the City Engineer and the City Administrator are all required to sign off on the supplemental agreement prior to Council approval. The changes included abandonment procedures for deep pipe where the pipe was filled and allowed to stay in place; changes in aggregate under the sidewalk; changing the course aggregate design in the concrete to allow for a finer rock to be used. A change in the seed mix was also requested to assist with soil stabilization in seeded areas. The total cost for the supplemental changes was \$4,136.

The final project cost of \$2,594,866.11 was approximately \$35,000 less than the original bid amount of \$2,630,199.97. There was one change order approved on this project for \$32,008.00 and with this memo one Supplemental Agreement for \$4,136.00, respectively.

Construction was funded through a number of sources and the project summary is shown below.

PROJECT SUMMARY:

Federal Grant Funds	\$1,405,000.00
Municipal State Aid Funds	\$ 861,274.75
City Sanitary Sewer Utility Funds	\$ 165,932.86
City Water Utility Funds	\$ 157,428.50
City Electric Utility Funds	\$ 650.00
City Park Funds	\$ 4,600.00
Total	\$2,594,886.11

Staff is recommending approval of Supplemental Agreement No. 1; acceptance of the Washington Avenue Link Project Part 2 project as completed; and authorization to make final payment in the amount of \$161,904.66.

FISCAL IMPACT:

The work will be funded using the funding sources as identified above.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek City Council direction.

Negative Vote: Staff will seek City Council direction.

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

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

PM/amg



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

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Phone (507) 625-4171 • Fax (507) 625-4177
www.bolton-menk.com

October 30, 2015

Mr. Pete Moulton
Director of Public Works
City of Saint Peter
405 W. St. Julien Street
Saint Peter, MN 56082

RE: Supplemental Agreement No. 1
Part 2 North Washington Avenue Link Improvements
300-Foot North of St. Julien Street to TH 22 (Dodd Ave)
SAP 165-126-005
BMI No. M14.036312

Dear Pete:

During the Washington Avenue Link Part 2 project, a few items came up during construction that were not addressed in the original contract documents. To address these items, a supplemental agreement was prepared to explain and document changes to the contract. The Owner (City of Saint Peter), Engineer, MnDOT, and the Contractor are required to approve the supplemental agreement. The supplemental agreement has been previously approved by the Contractor, MnDOT and Engineer. Enclosed are three signed copies of Supplemental Agreement No. 1 in the amount of \$4,136.00 for consideration by the City Council. A summary of each item in the supplemental is noted below.

Excavating to Remove Old Pipe under Washington Avenue

The Contract required complete removal of abandoned pipe that were located under Washington Avenue. Some of the pipe to be abandoned were approximately 30-feet below the roadway. To prevent possible roadway settlement from excavation and removal of the deep pipe, it was determined to expose the pipe ends, fill the pipe with sand and then plug it, leaving the abandoned pipe in place. Only pipe that were deep and not susceptible to deterioration were filled and plugged. Filling and plugging the pipe was paid at the same unit price as removal of the pipe so there is no net change in project cost.

Aggregate for Concrete Curb & Gutter and Sidewalk

The Contract required the use of Class B aggregate for concrete curb and sidewalk. Class B aggregate was specified to minimize the concrete pop-outs that are sometimes associated with Class C aggregate's containing shale. After reviewing the performance and shale content of Class C aggregate from Minnesota Pit 70008, it was determined that it would be desirable because of its low shale content. There is no net increase or decrease to the project cost due to this substitution.

Coarse Aggregate for Concrete

The Contract required the use of a MnDOT CA-35 coarse aggregate gradation for concrete to be used for curb & gutter and sidewalk. A CA-35 gradation allows aggregates up to 1 ¼" in size to be used. This is much too coarse for concrete curb & gutter and sidewalk which require a smooth finished surface. Therefore, a finer CA-50 gradation, allowing aggregates up to ¾", was utilized.



Mr. Pete Moulton
October 30, 2015
Page 2

Planned Quantity of Aggregate Base, Class 5

Aggregate Base, Class 5 is the gravel below the bituminous roadway pavement. Based on the area of new roadway being constructed, a "Planned" quantity of Aggregate Base, Class 5 is determined. The Contractor is paid the planned quantity regardless of how much Class 5 Aggregate is actually installed. By using a "Planned" quantity it protects the City from aggregate overruns caused by improperly shaping the roadway subgrade.

The "Planned" quantity of Aggregate Base, Class 5 only included construction of the roadways in the original contract. This "Planned" quantity included the north half of Thomas Street, east of Howard Street, which was required to be reconstructed because of sanitary sewer, concrete curb & gutter and sidewalk work along the north side of the roadway. Upon removal of the north half of the roadway, it was determined to remove and reconstruct the south half because of its poor condition. An additional 94 cubic yards of Aggregate Base, Class 5 was needed for the south half of Thomas Street. The Contractor agreed to install the aggregate base at the same unit price as the "Planned" quantity therefore, the "Planned" quantity of Aggregate Base, Class 5 was increased 94 cubic yards resulting in an additional cost of \$4,136.00.

Seed Mixture Modification

The contract required the use of MnDOT Seed Mix 280 along the east side of new Washington Avenue between Delaney Street and Ramsey Park. Seed Mix 280 is a rural roadside mix that grows anywhere from one to three feet high. Seed Mix 260 is a low maintenance turf, similar to a lawn seed. It was determined that a Seed Mix 260 would be preferred in this area rather than a Seed Mix 280. There is no net increase or decrease in contract price for this item as Seed Mix 260 was measured and paid at the same unit price as Seed Mix 280.

Prior to accepting the project and making final payment to the Contractor, I recommend the City Council consider and accept Supplemental Agreement No. 1 in the amount of \$4,136.00. If you have any questions, please let me know.

Sincerely,

BOLTON & MENK, INC.

Jeffrey A. Domras, P.E.
Project Engineer

Enclosures



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014
Page 1 of 3

SAP / SP 165-126-005	MN Proj. No. STPM 5213 (117)	SA No. 1
Project Location: City of Saint Peter		
Local Agency: City of Saint Peter	Local Project No.:M14.036312	
Contractor: Chard Tiling & Excavating, Inc.	Contract No.:	
Address/City/State/Zip: 26239 Minnesota 25, Belle Plaine, MN 56011		
Total Supplemental Agreement Amount \$ 4,136.00		

This contract is between City of Saint Peter and the Contractor as follows:

WHEREAS: This Contract provides for, among other things, Grading, Base, Storm Sewer, Bituminous Surfacing, Walk, Trail and Curb & Gutter; and

WHEREAS: This Contract further provides for excavating to remove old pipe under the roadway; and

WHEREAS: Some pipe were located over 20-feet below the roadway surface thus increasing the chance of roadway settlement if excavated to remove; and

WHEREAS: The Engineer has determined that filling the pipe with sand rather than excavating and removing will reduce the chance of settlement occurring; and

WHEREAS: The Engineer has further determined that this constitutes a changed design.

WHEREAS: The Engineer has determined that filling the pipe with sand will be performed in lieu of pipe removal, and that no additional expense for this revision to the plan will be allowed.

WHEREAS: This Contract requires the use of 100% Class B coarse aggregate in concrete sidewalk and curb & gutter; and

WHEREAS: Class B aggregate was required to minimize concrete pop-outs sometimes associated with Class C aggregates containing shale; and

WHEREAS: The Engineer has determined that Class C coarse aggregate from pit 70008 is desired because of its low shale content; and

WHEREAS: The Engineer has further determined that this constitutes a changed specification.

WHEREAS: The Engineer has determined that changing aggregate from Class B to Class C will not result in additional expense, and no additional payment will be made therefor.

WHEREAS: This Contract further provides for the use of a CA-35 coarse aggregate gradation for concrete sidewalk and curb & gutter; and

WHEREAS: The Engineer has determined that this gradation is too coarse for the concrete and therefore requests the use of a finer CA-50 gradation; and

WHEREAS: The Engineer has further determined that this constitutes a changed specification.



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014
Page 2 of 3

WHEREAS: The Engineer has determined that changing the aggregate gradation from CA-50 to CA-35 will not result in additional expense, and no additional payment will be made therefor.

WHEREAS: A planned (P) quantity of 4193 CY of Aggregate Base, Class 5 (100% Crushed) is called for on the plans for roadway construction; and

WHEREAS: During the reconstruction of the north half of Thomas Street between stations 400+08 and 403+90, it was determined by the Engineer that the south half of Thomas Street should also be reconstructed due to the existing pavement condition; and

WHEREAS: An additional 94 CY of Aggregate Base, Class 5 (100% Crushed) was needed to reconstruct the south half of Thomas Street.

WHEREAS: The Engineer has determined that the additional quantity of Aggregate Base, Class 5 will be measured and paid at the same unit price as the Planned quantity of Aggregate Base, Class 5.

WHEREAS: The plan called for MnDOT Seed Mix 280 along the east side of Washington Avenue between Stations 30+00 and 39+60; and

WHEREAS: MnDOT Seed Mix 280 is an agricultural roadside mix with tall grass better suited for rural ditches; and

WHEREAS: The Engineer requests the Contractor use a MnDOT Seed Mix 260 which is a commercial turf grass and better suited for the Ramsey Park area.

WHEREAS: The Engineer has determined this constitutes a plan change.

WHEREAS: The Engineer has determined that changing the Seed Mix from 280 to 260 will not result in additional expense, and no additional payment will be made therefor.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

The Contractor shall fill deep abandoned pipe with sand and bulkhead the ends rather than completely removing the pipe within the roadway.

The Contractor shall use a Class C aggregate from pit 70008 for concrete sidewalk and curb & gutter.

The Contractor shall use a CA-50 coarse aggregate gradation for concrete used to construct sidewalks and curb & gutter.

The plan quantity of 4193 CY of 2211.503 Aggregate Base, Class 5 (100% Crushed) shall be increased by 94 CY to 4287 CY.



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014
Page 3 of 3

The Contractor shall install MnDOT Seed Mix 260 rather than Mix 280 on the right side of Washington Avenue between Stations 30+00 and 39+60. Seed Mix 260 shall be measured and paid as Seed Mix 280 at the same unit price.

Contract time will not be modified.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Participating Roadway	2211.503	Aggregate Base, Class 5 (100% Crushed) (CV) (P)	CY	\$44.00	94	\$4,136.00
Net Change this Agreement						\$4,136.00

Approved by Project Engineer: Jeffrey A. Domras Date: 11/2/2015
 Print Name: Jeffrey A. Domras Phone: 507-625-4171

Approved by Contractor: Tim Culp Date: 11-2-15
 Print Name: Tim Culp Phone: 952-873-652

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

District State Aid Engineer: Debra Lyndell Date: 11/2/2015



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October 30, 2015

Mr. Pete Moulton
Director of Public Works
City of Saint Peter
405 W. St. Julien Street
Saint Peter, MN 56082

RE: Acceptance and Final Payment Recommendation
Part 2 North Washington Avenue Link Improvements
300-Foot North of St. Julien Street to TH 22 (Dodd Ave)
SAP 165-126-005

Dear Pete:

Enclosed are signed copies of Contractor's Estimate No. 10RR-Final in the amount of \$161,904.66, along with the Consent of Surety to Final Payment and IC-134's certifying the withholding of state income tax for Contractors working on the project.

The project included the demolition of old Washington Avenue between Davis Street and Sunrise Drive, and the extension of a new segment of Washington Avenue from Davis Street to Dodd Avenue. The new alignment has been a goal of the City's for nearly 20 years.

Prior to roadway construction, it was necessary to purchase and relocate about 20 manufactured homes in the Summit Park Community. It was also necessary to purchase property and secure easements for construction of the new roadway alignment and its associated work.

The new roadway included the construction of curb & gutter, bituminous roadway surfacing, sidewalk, trail, sanitary sewer, watermain, storm sewer, fencing and a variety of other items. Two new storm water detention basins were also constructed to treat and detain storm water. As part of the storm sewer improvements, piping was added to the ravine just south of Davis Street. The ravine was then graded to allow access to City sanitary and storm sewer in the ravine. The new roadway alignment also allowed the expansion of Ramsey Park and made it more accessible to the public.

The final project cost of \$2,594,886.11 was approximately \$35,000 less than the original bid amount of \$2,630,199.97. With the addition of Change Order No. 1 and Supplemental Agreement No. 1 for \$32,008 and \$4,136, respectively, the final project cost was estimated to be \$2,666,343.97.

Construction was funded through a number of sources including Federal Funds, City Municipal State Aid Funds, and City Utility Funds. The amount from each funding source is as follows:

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer



Mr. Pete Moulton
October 30, 2015
Page 2

Federal Grant Funds	\$1,405,000.00
Municipal State Aid Funds	\$861,274.75
City Sanitary Sewer Utility Funds	\$165,932.86
City Water Utility Funds	\$157,428.50
City Electric Utility Funds	\$650.00
City Park Funds	\$4,600.00
Total	<u>\$2,594,886.11</u>

Being a portion of the project was funded with federal money, final contractor payment cannot be made until prior approval is received from the Minnesota Office of Civil Rights. The Office of Civil Rights is responsible for overseeing the Contractors use of Disadvantage Business Enterprises (DBE) and making sure the Contractor meets an established goal for use of the DBE's during work on the project. We have received approval from the Office of Civil Rights to make final payment to the Contractor.

We believe the project has been constructed according to the plans and specifications and therefore, can recommend acceptance and final payment to Chard Tiling and Excavating.

Sincerely,

BOLTON & MENK, INC.

A handwritten signature in black ink that reads "Jeffrey A. Domras".

Jeffrey A. Domras, P.E.
Project Engineer

Enclosures

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION RECOMMENDING APPROVAL OF SUPPLEMENTAL AGREEMENT
NUMBER ONE FOR THE WASHINGTON AVENUE LINK PART 2**

WHEREAS, Part 2 of the Washington Avenue Link Project included for grading, base, watermain, sanitary sewer, storm sewer, bituminous surfacing, walk, trail and curb and gutter; and

WHEREAS, the Minnesota Department of Transportation which provided a portion of the funding for the project requires a Supplemental Agreement to approve changes within the scope of work originally generated; and

WHEREAS, the Supplemental Agreement covers filling of vacated storm piping, using 100% Class B coarse aggregate in concrete sidewalk and curb and gutter, use of a CA-35 coarse aggregate gradation under concrete sidewalks and curb and gutter, adding additional payment rebuild on Thomas Street and changing the seed mixture through ravines; and

WHEREAS, the City Engineer has determined this constitutes a plan change; and

WHEREAS, the supplemental agreement must be submitted to the Minnesota Department of Transportation for approval; and

WHEREAS, staff recommends approval of the Supplemental Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council authorizes Supplemental Agreement No. 1 in the amount of \$4,136.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015-

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

**RESOLUTION RECOMMENDING ACCEPTANCE OF WASHINGTON AVENUE LINK
PROJECT PART 2 AND AUTHORIZATION FOR FINAL PAYMENT TO THE CONTRACTOR**

WHEREAS, Part 2 of the Washington Avenue Link Project included for grading, base, watermain, sanitary sewer, storm sewer, bituminous surfacing, walk, trail and curb and gutter; and

WHEREAS, Chard Tiling has completed the work on North Washington Avenue Roadway Part 2 according to City of Saint Peter plans and specifications and completed testing requirements for installation of utilities and public infrastructure; and

WHEREAS, the project was completed within the time allowed and the improvements included a realignment of roadways, new street surface, curb and gutter, drainage improvements and sidewalk; and

WHEREAS, staff recommends the project be accepted as completed and authorization be provided to make final payment to the contractor.

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

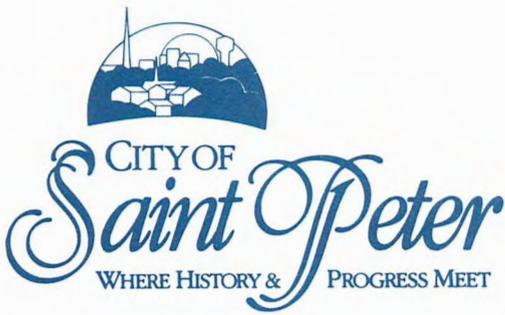
1. The Washington Avenue Link Project Part 2 is hereby accepted as completed.
2. Staff is directed to make final payment to Chard Tiling and Excavating of Belle Plaine, Minnesota in the amount of \$161,904.66.
3. Funding for the project shall be from federal, state and local utility funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/09/2015

FROM: Pete Moulton
Public Works Director

RE: Donation Acceptance for Improvements at Jefferson Park #3 Ballfield

ACTION/RECOMMENDATION

Accept donations from the Saint Peter Men's Adult Softball League in the amount of \$4,500 and Saint Peter Girls Fastpitch Softball Association in the amount of \$2,900 for the installation of an irrigation system on field #3 at Jefferson Park.

BACKGROUND

The City donation policy stipulates that donations with an estimated value of \$5,000 or higher must be accepted by the City Council.

Staff recommends the Council formally accept the donations made by the Saint Peter Men's Adult Softball League in the amount of \$4,500 and from the Saint Peter Girls Fastpitch Softball Association in the amount of \$2,900 for the installation of an irrigation system on field #3 at Jefferson Park. The 2005 Parks Master Plan priority "A" list includes completing irrigation on all fields at Jefferson Park. Field #3 is the remaining field without irrigation.

The Associations have retained GreenCare of Mankato to complete the installation at which time they would turn it over to the City. Staff recommends acceptance of the donation.

FISCAL IMPACT:

There will be no infrastructure cost to the City during this installation. Future expenses to the City related to this donation will include system start-up and shut-down costs plus the value cost of water used for irrigation.

ALTERNATIVES/VARIATIONS:

Do not act: Staff will seek further instruction.

Negative Votes: Staff will inform the Associations of the decision.

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

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION ACCEPTING DONATIONS FROM ST. PETER MEN'S ADULT SOFTBALL
AND ST. PETER GIRLS FASTPITCH SOFTBALL ASSOCIATIONS**

WHEREAS, the City has adopted a donation policy that requires formal acceptance by the City Council of all donations exceeding \$5,000; and

WHEREAS, the Associations wish to donate a total of \$7,400 to the City for installation of an irrigation system on Field #3 at Jefferson Park; and

WHEREAS, staff recommends acceptance of the donation.

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

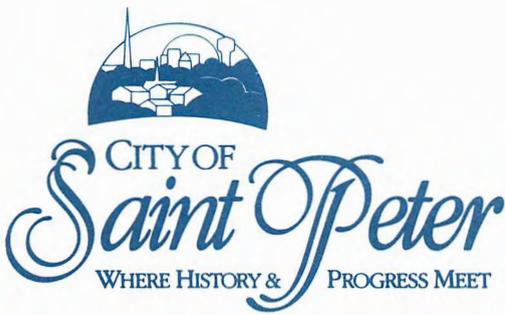
1. The donation of the St. Peter Men's Adult Softball Association in the amount of \$4,500 and the donation from the St. Peter Girls Fastpitch Softball Association in the amount of \$2,900 is hereby accepted.
2. The donation shall be restricted to fund installation of an irrigation system on Field #3 at Jefferson Park.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/05/15

FROM: Russ Wille
Community Development Director

RE: Magner Farm Second Addition (Final Plat)

ACTION/RECOMMENDATION

Adopt the attached resolution accepting the Final Plat of Magner Farm Second Subdivision as submitted by Independent School District #508 and the City of Saint Peter.

BACKGROUND

The City of Saint Peter and Independent School District #508 have jointly planned a site which would accommodate the new high school. Upon development, it is expected that the site will include a new high school building, school athletic facilities as well as recreational facilities owned by the City of Saint Peter.

To begin the development process, it was necessary to annex the property into the corporate limits of the City of Saint Peter. On June 22, 2015, the City Council passed ordinances providing for the annexation of the City and ISD #508 properties. The annexation has been accepted and ratified by the State of Minnesota.

Following annexation, steps were taken to establish a plat for the parcels. To that end, the City Council accepted the Final Plat of Magner Farm Subdivision. The subdividing of the property was necessary to allow for consideration of a Conditional Use Permit allowing the development of the Saint Peter High School site and associated athletic fields.

The Conditional Use Permit was provided subject to certain conditions.

To keep the process moving forward, the land north of County Road #5 (Broadway Avenue) was platted as a single lot and block. The 11 acres south of County Road #5 was designated as an "Outlot". This parcel could not be developed until it would be platted as a lot.

The Final Plat of the subdivision identifies Lot 1, Block 1, Magner Farm Subdivision north of County Road #5 and "Outlot A" lying south of County Road #5. Other than the drainage easements noted on the Preliminary Plat, the Final Plat is devoid of easements or other encumbrances.

The City and ISD #508 have prepared a final site plan of the development. The existing plat provides the flexibility to accommodate the site design process.

Now that the final site approvals have been provided by the Board of Zoning Appeals, the City and ISD #508 have submitted a Final Plat of Magner Farm Second Subdivision. This plat would divide the site into two separate parcels.

The proposed lot split would create Lots 1 and 2, Block 1, Magner Farm Second Subdivision. The City will maintain ownership of Lot 1. Independent School District #508 would retain ownership of Lot 2. The proposed split is depicted upon the submitted plat.

The plat also incorporates the land donated to the City by Mike and Julie Drummer. This donation was formally accepted by the City Council in September, 2015.

The Final Plat also identifies the easements necessary for underground utility installation and site drainage.

The prepared plat has been reviewed by Public Works Director Moulton, City Engineer Domras, and myself. We recommend the plat be approved as submitted.

On November 5, 2015 the Planning Commission held a public hearing regarding the proposed re-platting of the property. Subsequent to the hearing, the Commission voted to recommend that the City Council provide for approval of the plat as per the submitted application.

FISCAL IMPACT:

The appropriate fee has been paid for consideration of the plat. No other municipal cost of plat approval have been identified.

ALTERNATIVES/VARIATIONS:

Do not act: The applicant(s) will be notified of the delay.

Negative Votes: An alternative Plat would need to be considered to appropriately split the parcel.

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.

RJW

MAGNER FARM SECOND SUBDIVISION

CITY OF SAINT PETER
NICOLLET COUNTY, MINNESOTA

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That Independent School District No. 508, a School District under the laws of the State of Minnesota, and the City of Saint Peter, a municipal corporation under the laws of the State of Minnesota, owners of the following described property:

Lot 1, Block 1, Magner Farm Subdivision, according to the recorded plat thereof, City of St. Peter, Nicollet County, Minnesota.

AND

Outlot A, Magner Farm Subdivision, according to the recorded plat thereof, City of St. Peter, Nicollet County, Minnesota.

AND

Outlot A, Welco West, according to the recorded plat thereof, City of St. Peter, Nicollet County, Minnesota.

Has caused the same to be surveyed and plotted as MAGNER FARM SECOND SUBDIVISION and does hereby dedicate to the public, for public use, the drainage and utility easements as created by this plat.

In witness whereof said Independent School District No. 508, a School District under the laws of the State of Minnesota, has caused these presents to be signed by its proper officer this ____ day of _____, 2015.

Signed: Independent School District No. 508

Paul Peterson, Superintendent

State of _____
County of _____

This instrument was acknowledged before me on _____, 2015 by Paul Peterson, Superintendent, of Independent School District No. 508.

_____(sign)
_____(print)
Notary Public
My Commission Expires _____

In witness whereof said City of Saint Peter, a Minnesota municipal corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 2015.

Signed: City of Saint Peter

Timothy Strand, Mayor

State of _____
County of _____

This instrument was acknowledged before me on _____, 2015 by Timothy Strand, Mayor, of the City of Saint Peter, a Minnesota municipal corporation, on behalf of the corporation.

_____(sign)
_____(print)
Notary Public
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, Daniel L. Stueber, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 2015.

Daniel L. Stueber, Land Surveyor
Minnesota License No. 43110

State of Minnesota
County of Blue Earth

This instrument was acknowledged before me on _____, 2015 by Daniel L. Stueber, Licensed Land Surveyor.

Karl A. Nays
Notary Public, Minnesota
My Commission Expires Jan. 31, 2020

SAINT PETER PLANNING COMMISSION

Be it known that on this ____ day of _____, 2015, the Planning Commission of the City of Saint Peter did duly review this plat of MAGNER FARM SECOND SUBDIVISION.

Chair Person _____ Secretary _____

CITY COUNCIL, CITY OF SAINT PETER, MINNESOTA

This plat of MAGNER FARM SECOND SUBDIVISION, was approved and accepted by the City Council of the City of Saint Peter, Minnesota at a regular meeting thereof held this ____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

Mayor _____ Clerk _____

TITLE OPINION

I, _____, Licensed Attorney, State of Minnesota, do hereby certify that the owners as indicated hereon represent all ownership interest in the land encompassed by this plat.

Licensed Attorney

COUNTY PROPERTY AND PUBLIC SERVICES, NICOLLET COUNTY, MINNESOTA

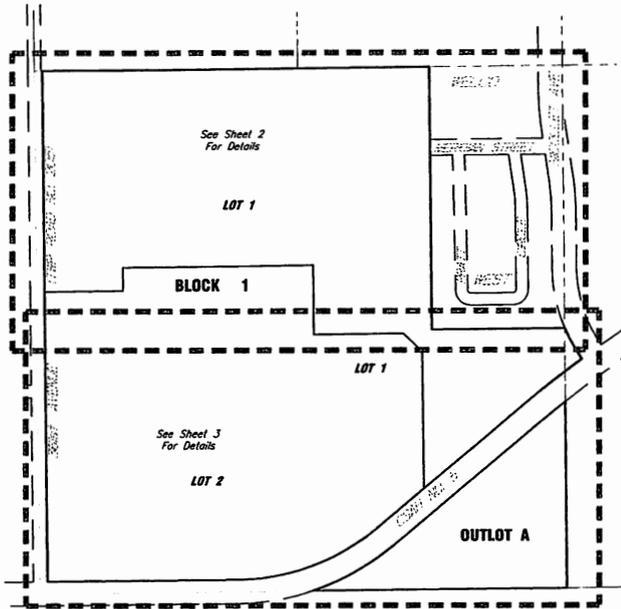
I hereby certify that there are no delinquent taxes and/or delinquent special assessments, that the current taxes have been paid and that the transfer has been entered on the land described herein on the ____ day of _____, 2015.

Nicollet County Property and Public Services Director

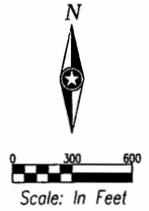
COUNTY RECORDER, NICOLLET COUNTY, MINNESOTA

I hereby certify that this plat of MAGNER FARM SECOND SUBDIVISION was filed in the office of the County Recorder for public record on this ____ day of _____, 2015, at ____ o'clock ____ M., and was duly recorded on _____ Plots, Number _____.

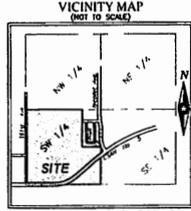
Nicollet County Recorder



8h



BASIS OF BEARING
Orientation of this bearing system is based upon the east line of the Southeast Quarter of Section 17-110-26. Said line bears North 00 degrees 27 minutes 59 seconds West.

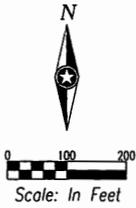


SEC. 17, TWP. 110, RGE. 26
Nicollet County, Minnesota



MAGNER FARM SECOND SUBDIVISION

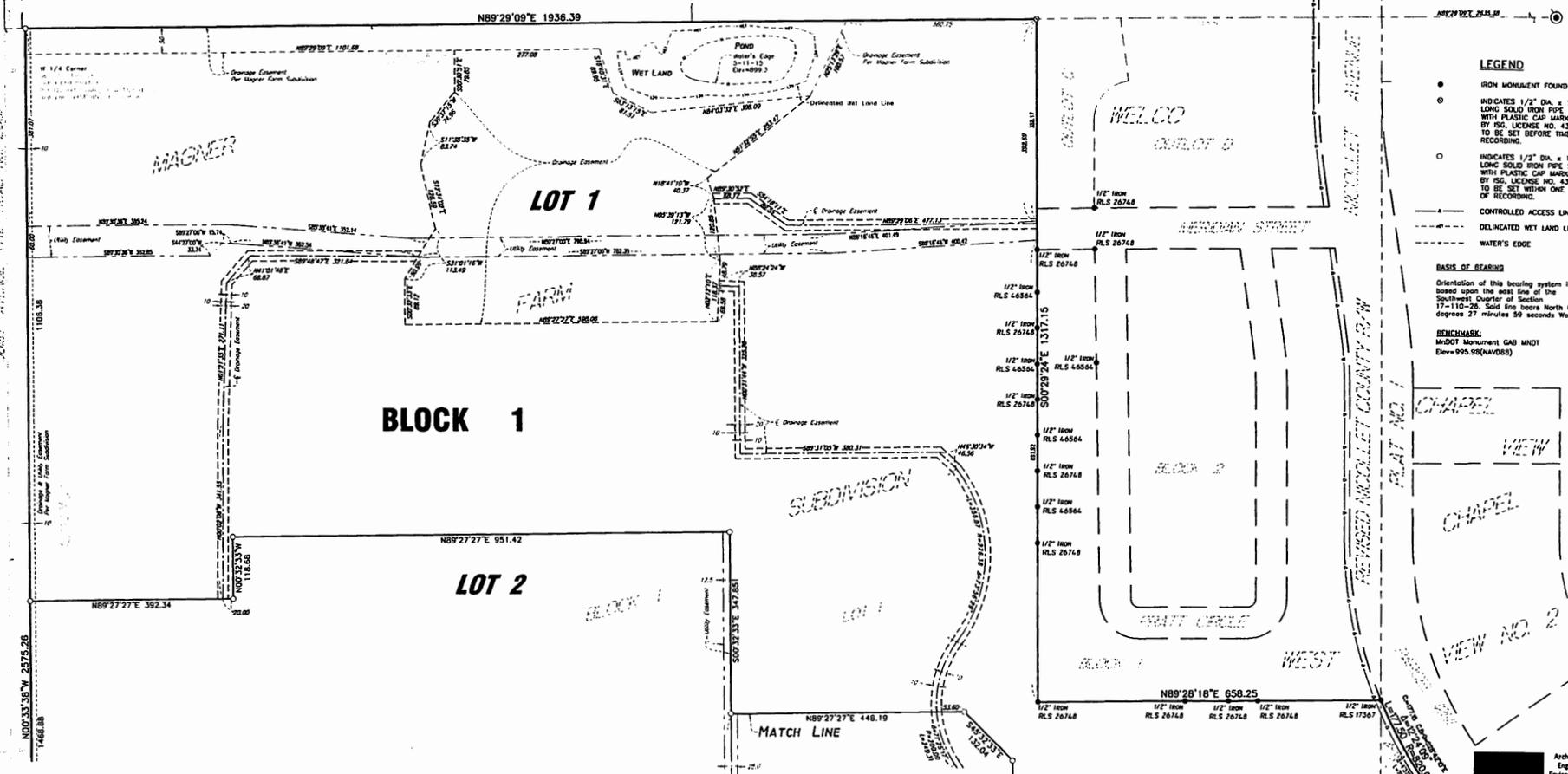
CITY OF SAINT PETER
NICOLLET COUNTY, MINNESOTA



SW 1/4 - NW 1/4
SEC. 18-87-26

SE 1/4 - NW 1/4
SEC. 18-87-26

6h



- LEGEND**
- IRON MONUMENT FOUND
 - INDICATES 1/2" DIA. x 18" LONG SOLID IRON PIPE SET WITH PLASTIC CAP MARKED BY ISG, LICENSE NO. 43110 TO BE SET WITHIN ONE YEAR OF RECORDING.
 - INDICATES 1/2" DIA. x 18" LONG SOLID IRON PIPE SET WITH PLASTIC CAP MARKED BY ISG, LICENSE NO. 43110 TO BE SET WITHIN ONE YEAR OF RECORDING.
 - CONTROLLED ACCESS LINE
 - - - DELICATED WET LAND LINE
 - WATER'S EDGE

BASIS OF BEARING
Orientation of this bearing system is based upon the east line of the Southwest Quarter of Section 17-110-26. Said line bears North 00 degrees 27 minutes 59 seconds West.

BENCHMARK:
MnDOT Monument GAB MNDT
Elev=995.95(ft+0000)

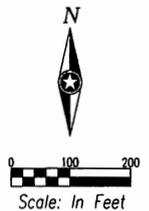
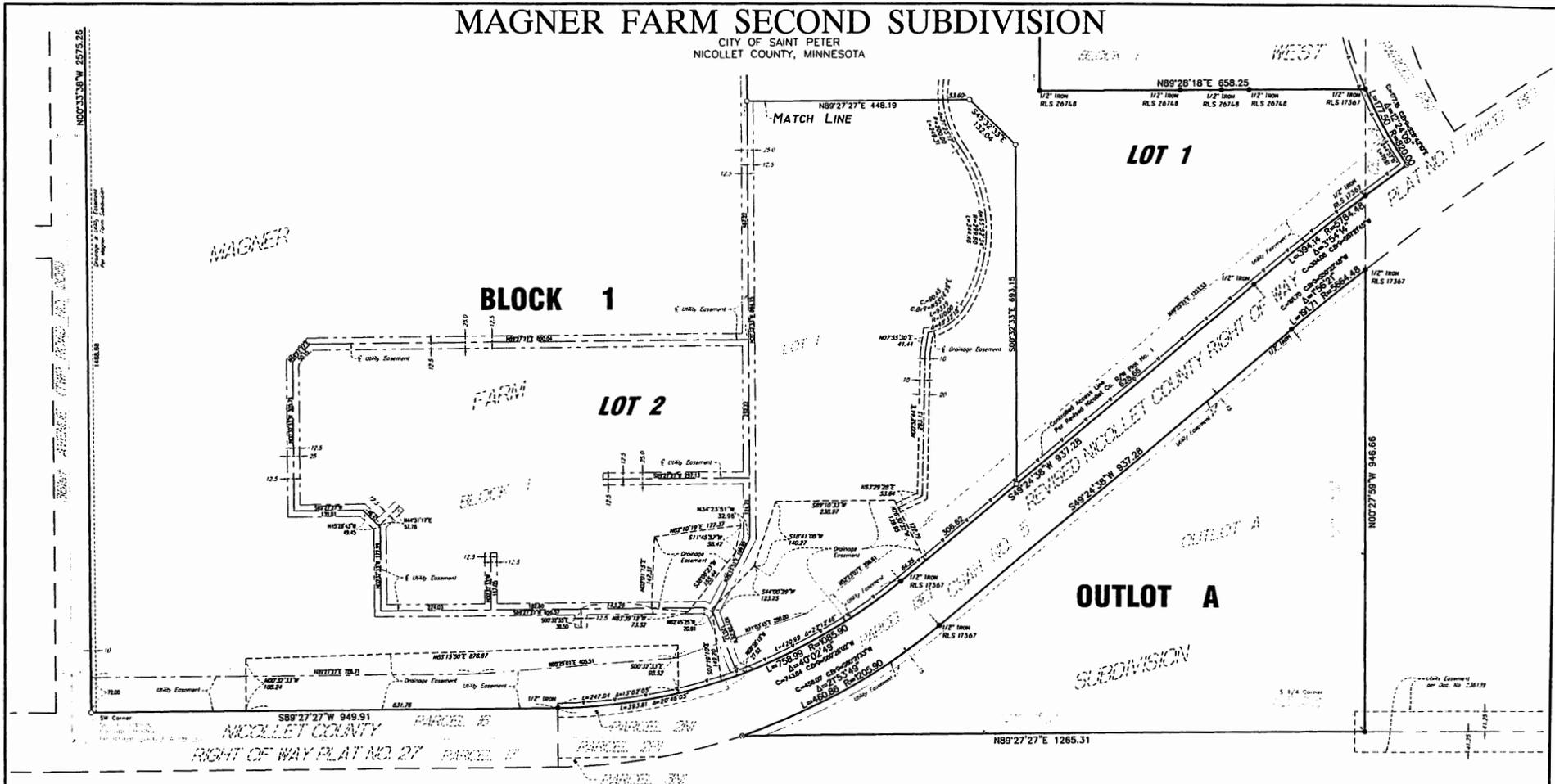
ISG
Architecture
Engineering
Environmental
Planning

IS GROUP

MAGNER FARM SECOND SUBDIVISION

CITY OF SAINT PETER
NICOLLET COUNTY, MINNESOTA

520



BASE OF BEARING
Orientation of this bearing system is based upon the east line of the Southwest Quarter of Section 17-110-28. Said line bears North 00 degrees 27 minutes 50 seconds West.

LEGEND

- IRON MONUMENT FOUND
- ⊙ INDICATES 1/2" DIA. x 18" LONG SOLID IRON PIPE SET WITH PLASTIC CAP MARKED BY ISG LICENSE NO. 43110 TO BE SET BEFORE TIME OF RECORDING.
- INDICATES 1/2" DIA. x 18" LONG SOLID IRON PIPE SET WITH PLASTIC CAP MARKED BY ISG LICENSE NO. 43110 TO BE SET WITHIN ONE YEAR OF RECORDING.
- CONTROLLED ACCESS LINE
- - - DELINEATED WET LAND LINE



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION APPROVING FINAL PLAT OF MAGNER FARM SECOND SUBDIVISION

WHEREAS, the City of Saint Peter and Independent School District #508 have submitted the required forms and plans for a Final Plat review of Magner Farm Second Subdivision; and

WHEREAS, Magner Farm Second Subdivision is located on tracts of land located to the west of Welco West #2 Subdivision and the majority of the site lies north and adjacent to County Road #5 (Broadway Avenue); and

WHEREAS, the owners of the property are seeking to plat the land to allow for the development of a new high school and associated accessory athletic fields and park space; and

WHEREAS, the City of Saint Peter has previously provided for annexation of the properties by ordinance and has designated that the property be zoned (R-3) Multi-family Residential; and

WHEREAS, the Planning and Zoning Commission conducted a public hearing on November 5, 2015 to receive citizen input regarding the proposed final plat of Manger Farm Second Subdivision; and

WHEREAS, the Planning and Zoning Commission has considered and reviewed the Final Plat of the Magner Farm Second Subdivision pursuant to the requirements of City Code; and

WHEREAS, the Planning and Zoning Commission has found that the Final Plat of Magner Farm Second Subdivision conforms to the Comprehensive Plan of the City and the Planning and Zoning Commission has considered the requirements of the community so that the Plat will provide a consistent and unified scheme for the development of the community; and

WHEREAS, the Planning and Zoning Commission has recommended that the City Council approve and accept the Final Plat of Magner Farm Second Subdivision as per the application submitted by the City of Saint Peter and ISD #508.

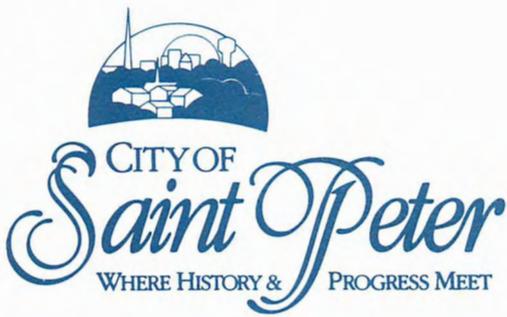
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Final Plat of Magner Farm Second Subdivision is hereby approved and accepted as per the application submitted by the City of Saint Peter and ISD #508.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/5/2015

FROM: Todd Prafke
City Administrator

RE: 2015 General Election Canvass

ACTION/RECOMMENDATION

Provide for adoption of a resolution canvassing the results of the 2015 general election.

BACKGROUND

As you know the City conducted a general election on November 3, 2015 to elect a Mayor, one Councilmember in Ward I, and two Councilmembers in Ward II. Also on the ballot were races to elect four members of the School District #508 board. M.S. 205.185, Subd. 3 requires the City Council to canvass the results of the election within seven days of a municipal election. A sample resolution has been included for your consideration.

The City had 5,912 registered voters at 7:00 a.m. on election day. Overall turnout was 22% which is slightly lower than the normal 24-28% turnout for odd-year elections.

Staff recommends the election results be accepted.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

Approval: Staff will proceed with the process for certification of the election results to Nicollet County.

Denial: No further action will be taken without additional direction from the Council. It is important to remember that action must be taken by the Council to accept the results within seven days of the actual election.

Modification of the Resolution: Without the election being contested, the Council does not have the option to change the results.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION CANVASSING 2015 MUNICIPAL ELECTION RETURNS

WHEREAS, the City Administrator has presented the ballots and official election tally records for the 2013 municipal election which was conducted on November 3, 2015; and

WHEREAS, the members of the City Council have canvassed the returns of said election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following summary of the votes cast in the November 3, 2015 election is hereby accepted:

<u>MAYOR</u>	<u>W1P1</u>	<u>W1P2</u>	<u>W2P1</u>	<u>W2P2</u>	<u>TOTAL</u>
TIMOTHY STRAND	118	170	51	105	444
CHUCK ZIEMAN	280	352	79	223	934
TOTALS	398	522	130	328	1378

<u>COUNCILMEMBER – WARD 1</u>	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>TOTAL</u>
JEFF BRAND	176	237	413
JILL NIEBUHR	34	52	86
BRETT CHRISTENSEN	12	12	24
THOMAS M. GEISLER	10	9	19
ED JOHNSON	162	205	367
TOTALS	394	515	909

<u>COUNCILMEMBER – WARD II</u>	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>TOTAL</u>
DAVID B. MCGUIR	41	127	168
JOHN KVAMME	89	213	302
JERRY PFEIFER	73	211	284
TOTALS	203	551	754

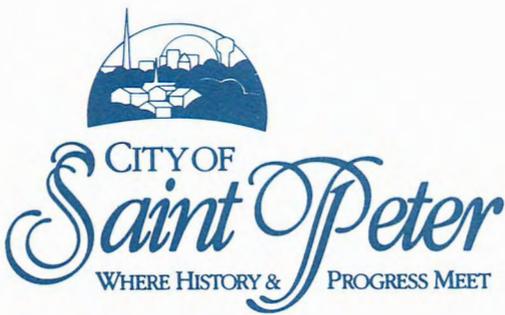
<u>SCHOOL BOARD</u>	<u>W1P1</u>	<u>W1P2</u>	<u>W2P1</u>	<u>W2P2</u>	<u>OLD DISTRICT OFFICE</u>	<u>KASOTA</u>	<u>TOTAL</u>
JOHN T. SYLVESTER	174	262	63	152	45	27	723
MARK KARLSRUD	189	235	71	174	45	33	747
MARTY DUNCAN	102	146	37	96	21	15	417
ROBERT "BOB" MEEKS	197	304	73	186	53	31	844
TIM LOKENSGARD	183	281	54	176	70	25	789
BEN LEONARD	229	335	85	203	59	28	939
CHRISTOPHER HARMES	116	152	39	108	29	29	473
TOTALS	1190	1715	422	1095	322	188	4932

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 11/5/15

FROM: Todd Prafke
City Administrator

RE: Production Assistant Job Description Modification

ACTION/RECOMMENDATION

Approve the attached modified job description for Production Assistant.

BACKGROUND

The practice of the City Council has been to review job descriptions when openings occur and other times as needed based on changes in laws or best practices. Due to a resignation we plan to start a recruiting process for people to fill this position.

The modifications to the job description are minor in nature with the most significant being the removal of references to technology that we no longer use and replacing it with language related to the technology we do use.

The description also more accurately reflects the work expectations that we have in place today. I view any other changes as being clean-up and not significant to the position, but rather technical in nature relating to the hire process and how we use this description in that process.

No changes in wages or costs are anticipated as a part of this change and our goal is to have new Production Assistants in place prior to the end of the year.

FISCAL IMPACT:

There is no fiscal impact to this change nor does it require a modification in pay.

ALTERNATIVES AND VARIATIONS:

Do not act. Staff will wait for your additional direction.

Negative vote. Staff will advertise the position under the current job description.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points - 98

POSITION TITLE: PRODUCTION ASSISTANT

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: DIRECTOR OF RECREATION AND LEISURE SERVICES

OVERVIEW OF POSITION:

Under the general supervision of the Director of Recreation and Leisure Services the Production Assistant produces video programs as assigned including City Council and School Board meetings using a two camera operation and video tapes other events as required.

ESSENTIAL JOB FUNCTIONS:

- Operation of some or all of the following equipment: TV monitors, portable VCR with power supply, audio/video digital mixer, audio mixer, camcorder and tripod, remote control camera, Amiga computer, Mini-T programmer, VHS VCR's and a VHS editing system.
- Records public meetings and public events as assigned.
- Performs pre-production activities and technical set-up of site; post-production take down and moving portable equipment to proper, safe storage area.
- Monitors and maintains equipment and notifies supervisor of any needed repairs.
- Makes purchase recommendations to Department Director.
- Perform related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Production Assistant is required to be capable of performing the following physical functions or a combination thereof for any given work day.

- Speak and understand English and read and write English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to normal with normal color vision.
- Stand for up to two hours, sit for up to two hours.
- Frequently bend/stoop, squat, crouch, kneel, balance, reach, push, pull and twist.
- Use hands for simple grasping and fine finger manipulations.
- Lift up to 50 pounds and transport up to 80 pounds.

INTERPERSONAL SKILLS:

Ability to: communicate effectively, understand and carry out directions, and interact appropriately with elected officials, City staff and members of the public.

MINIMUM QUALIFICATIONS:

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- At least sixteen (16) years of age or older.

DESIRED QUALIFICATIONS:

- Knowledge of and experience using video recording equipment.
- Experience using computer editing equipment.
- Knowledge of and experience using the following equipment: TV monitors, portable VCR with power supply, audio/video digital mixer, audio mixer, camcorder and tripod, remote control camera, personal computer.
- Experience using production equipment including camera, audio, switchers.
- Experience using audio mixing and proper microphone placement.
- Experience using video switching hardware.

Adopted: 11/09/2015

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING MODIFICATIONS TO POSITION DESCRIPTION FOR
PRODUCTION ASSISTANT**

WHEREAS, it is the policy of the City to review all position descriptions whenever a vacancy occurs; and

WHEREAS, a resignation has occurred in the position of Production Assistant; and

WHEREAS, the position description has been reviewed by the City Administrator to determine the description continues to provide accurate information concerning the minimum and required qualifications for the position and that the description adequate conveys the essential functions and physical requirements of the position; and

WHEREAS, the position description was also reviewed to ensure compliance with State and Federal regulations; and

WHEREAS, minor modifications are recommended to the description.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated position description for Production Assistant is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

RIVER'S EDGE

Hospital & Clinic

Merging Streams of Health Care



TO: Todd Prafke
City Administrator

DATE: 11/5/2015

FROM: George Rohrich
REHC CEO

RE: River's Edge Hospital and Clinic On-Call Room Project

ACTION/RECOMMENDATION

Approve a renovation project converting the unused Nursery space into an On-Call room and Pharmacy Compounding space at a cost of \$80,300.

BACKGROUND

This request is for the River's Edge Hospital and Clinic (REHC) to renovate existing nursery space into an On-Call room. The new On-Call room would be used as living quarters for our Hospitalist. This would make available a patient care room which is currently used as the Hospitalist living quarters. This patient care room is needed as increasing patient services and volumes have resulted in all available patient rooms being occupied. This additional capacity will allow REHC to provide services to more people from our community and will generate additional revenue for REHC.

This project requires MN Department of Health approval of plans and approval of project completion. Architectural drawings, licensed electricians and plumbers with experience in hospital construction and renovation is required. All of these approvals have been secured.

The low bids for the proposed project are as follows from various vendors:

Item Description	Bid Price
General and Temp Conditions	\$ 8,659.00
Building Permit	\$ 1,278.00
Demolition	\$ 5,198.00
Concrete Patching	\$ 442.00
Rough Carpentry	\$ 344.00
Woodwork/Casework/Ctops	\$ 5,495.00
Roofing	\$ 1,750.00
Joint Sealers	\$ 109.00
Door/Frame/Hardware	\$ 351.00
Gyp. Board Assemblies	\$ 2,839.00
Tiling	\$ 2,900.00
ACT	\$ 2,960.00
Flooring	\$ 6,240.00

Painting	\$ 1,500.00
Specialties	\$ 749.00
Appliances	\$ 3,619.00
Fire Sprinkler	\$ 2,495.00
Plumbing	\$13,800.00
HVAC	\$ 4,100.00
Electrical	\$11,265.00
Overhead Profit 5%	\$ 4,209.00
Total	\$80,300.00

This equipment will result in a significant increase of revenue for REHC. REHC estimates the Return On Investment (ROI) of this project is approximately 2 months. This project was recommended by the Hospital Commission at their last regular meeting, October 28, 2015.

FISCAL IMPACT:

The project cost of \$80,300 will be paid from Hospital Funds. This project will result in a significant increase of revenue for REHC.

ALTERNATIVES/VARIATIONS:

- Do Not Act: Delay will inhibit increases in services and loss of revenue.
- Denial: Increase of services would not be available or preformed at the Hospital.
- Modification of the Resolution: This is always an option of the City Council.

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

GR/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION APPROVING ON-CALL ROOM PROJECT FOR RIVER'S EDGE HOSPITAL
AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital alterations, repairs or improvements exceeding \$35,000; and

WHEREAS, River's Edge Hospital and Clinic wishes to renovate existing Hospital space; and

WHEREAS, funds are available in the Hospital's depreciation fund.

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

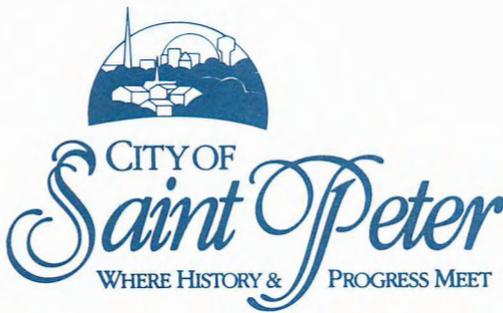
1. River's Edge Hospital and Clinic is authorized to proceed with a project for renovation of an on-call room in the amount of \$80,300.
2. Funding for the project shall be from Hospital funds.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/06/15

FROM: Paula O'Connell
Director of Finance/Treasurer

RE: Calling for Public Hearing: Vista View Townhomes

ACTION/RECOMMENDATION

Adoption a resolution calling for a public hearing regarding the issuance of bonds up to the amount of \$2,000,000 to finance the purchase and rehabilitation of a multi-family affordable housing property by Vista View Townhomes II of St. Peter Limited Partnership.

BACKGROUND

The City has been asked by the owner to assist Vista View Townhomes II of St. Peter Limited Partnership with financing the purchase and rehabilitation of the existing multi-family affordable housing property located off North Washington Avenue on the north end of the City. Our assistance would be provided by issuing a bond of up to \$2,000,000.

Vista View was permitted for construction in 1999 and is about 16 years old. It is comprised of 32 units in four buildings. Additional information on the project is attached to this memo.

Minnesota Statutes, Chapter 462C, confers upon cities the power to issue revenue obligations to finance multi-family housing developments within the boundaries of the City. Should the Council choose to proceed with the issuance of these bonds, it is first necessary to conduct a public hearing regarding the issuance. A public hearing would be scheduled for December 14, 2015 to consider the issuance of revenue housing bonds and the proposal of a limited partnership to be formed and to be named Vista View Townhomes II, LLC.

FISCAL IMPACT:

The legal work and resolution for this action was drafted by the City's bond counsel at Briggs and Morgan. They have indicated as follows: *"The Bonds, if issued, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property or funds of the City except the revenue and proceeds pledged to the payment thereof, nor shall the City be subject to any liability thereon. The holder of the Bonds shall never have the right to compel any exercise of the taxing power of the City to pay the outstanding principal on the Bonds or the interest thereon, or to enforce payment thereon against any property of the City, except such property as may be expressly pledged for the security of the Bonds. The Bonds shall recite in substance that the Bonds, including the interest thereon, are payable solely from the revenue and*

proceeds pledged to the payment thereof. The Bonds shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation.”

There will be no fiscal impact to the City for scheduling this hearing. All costs associated with this action will be paid by Vista View Townhomes II of St. Peter Limited Partnership.

ALTERNATIVES/VARIATIONS:

Do not act. Staff will wait for further direction but a substantial delay will push the effort into the new year which the ownership hopes to avoid.

Denial: No further action will be taken without additional direction from the Council. If the hearing is not held, the bond issuance would not move forward.

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

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

PO

69



HIGHWAY 22/DODD AVENUE

NORTH WASHINGTON AVE

Vista View Dr

Google earth

Imagery Date: 4/22/2015 44°21'00.12" N 93°57'43.91" W elev 841 ft eye alt 2680 ft

**Vista View Townhomes
Tax-Exempt Multifamily Housing Revenue Bond Request**

Vista View Townhomes is a 32-unit affordable housing property located in Saint Peter, Minnesota (the "Project"). The Project was built in 1999 and consists of twelve 2-bedroom units and twenty 3-bedroom units. Vista View Townhomes of St. Peter Limited Partnership, a Minnesota limited partnership (the "Current Partnership"), which is owned by an investor limited partner and a general partner, Vista View Townhomes, LLC, constructed and currently owns the Project.

The Project provides a quality, affordable and independent housing alternative to families in the Saint Peter area that may not be able to afford a market rate rental unit. The property has an onsite caretaker that provides for any day-to-day needs the tenants may have, and has an onsite laundry facility, off-street parking and a play area for children. The Project is well maintained and is professionally managed by Essence Property Management, Inc.

The existing investor limited partner would like to exit the Current Partnership and sell the Project. The Current Partnership's general partner would like to acquire and rehabilitate the Project to extend its economic life and habitability, and they have found a new investor to assist in providing the necessary equity. The rehabilitation work will include, but not be limited to, new roofs, windows, gutters, drainage, asphalt, boilers, water heaters, water softeners, cabinets and air conditioners at an approximate cost of over \$375,000. The Project's acquisition and rehabilitation will assure continued affordability for at least another 15-year period for households earning 60% of the area median income, and in doing so will continue to serve the community of Saint Peter.

The owners of the current general partner and the new investor limited partner have or will form a new limited partnership called Vista View Townhomes II of St. Peter Limited Partnership (the "New Partnership") to acquire, rehabilitate, own and operate the Project. The owners of the current general partner will continue to manage and control the new ownership entity. In order to help finance the purchase and rehabilitation of the Project, the New Partnership respectfully requests that the City of Saint Peter issue tax-exempt multifamily revenue bonds in an amount of up to \$2,000,000 to be purchased by Minnwest Bank with funds loaned to the New Partnership. The bonds will be payable solely from the revenues of the Project, and the City will not have any liability or responsibility for payment of the bonds.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSAL FOR A HOUSING
FINANCE PROGRAM AND GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF
HOUSING FACILITY REVENUE BONDS TO FINANCE A MULTIFAMILY HOUSING
PROJECT PURSUANT TO MINNESOTA LAW, AND AUTHORIZING THE PUBLICATION OF
A NOTICE OF THE HEARING**

WHEREAS, Minnesota Statutes, Chapter 462C (the "Act"), confers upon cities, the power to issue revenue obligations to finance multifamily housing developments within the boundaries of the city; and

WHEREAS, the City Council of the City of Saint Peter, Minnesota (the "City") has received a proposal from a limited partnership to be formed and to be named Vista View Townhomes II of St. Peter Limited Partnership, with Vista View Townhomes II, LLC, a Minnesota limited liability company, as general partner (the "Borrower"), that the City assist in financing a Project hereinafter described, through the issuance of revenue bonds or obligations (in one or more series) (the "Bonds") pursuant to the Act; and

WHEREAS, the City desires to facilitate the maintenance and development of multifamily rental housing within the community; encourage the development of affordable housing opportunities for residents of the City; encourage the development and maintenance of housing facilities designed for occupancy by persons or families of low and moderate incomes; and encourage the development of blighted or underutilized land and structures within the boundaries of the City; and the Project will assist the City in achieving these objectives; and

WHEREAS, the Project to be financed by the Bonds consists of acquisition and renovation of an approximately 32-unit multifamily housing facility located at even numbers 1800 through 1816, odd numbers 1801 through 1817, even numbers 1850 through 1866, and odd numbers 1851 through 1867, all on Vista View Drive in the City (the "Project"). The Borrower will be the owner and operator of the Project; and

WHEREAS, no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project; and

WHEREAS, before proceeding with final consideration of the request of the Borrower it is necessary for the City to hold a public hearing on the housing finance program and proposal pursuant to the Act:

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

1. A public hearing on the housing finance program and proposal of the Borrower will be held at the time and place set forth in the Notice of Public Hearing hereto attached as Exhibit A.
2. The general nature of the proposal and an estimate of the principal amount of Bonds to be issued to finance the proposal are described in the attached form of Notice of Public Hearing.
3. A draft copy of the housing finance program with proposed forms of all attachments and exhibits shall be on file in the office of the City Administrator on the date the Notice of Public Hearing is published.
4. The City Administrator is hereby authorized and directed to cause notice of the hearing to be given one publication in the official newspaper of the City and a newspaper of general circulation available in the City, not less than 15 days nor more than 30 days prior to the date fixed for the hearing, substantially in the form of the attached Notice of Public Hearing with such changes as required or approved by Bond Counsel.
5. The City hereby gives preliminary approval to the proposal of the Borrower that the Borrower undertake the Project, and the City undertake the program of financing therefor, pursuant to the Act, consisting of financing the acquisition and renovation of the Project pursuant to the Borrower's specifications and to a loan agreement between the City and the Borrower on such terms and conditions with provisions for revision from time to time as necessary, so as to produce income and revenues sufficient to pay, when due, the principal and interest on the Bonds in a total principal amount not to exceed \$2,000,000 to be issued pursuant to the Act to finance the Project; and said agreement may also provide for the entire interest of the Borrower therein to be mortgaged to the purchasers of the Bonds, or a trustee for the holder(s) of the Bonds; and the City, acting by and through the City, hereby undertakes preliminarily to issue its Bonds in accordance with such terms and conditions.
6. At the option of the City, the financing may be structured so as to take advantage of whatever means are available and are permitted by law to enhance the security for, or marketability of, the Bonds; provided that any such financing structure must be consented to by the Borrower.
7. On the basis of information available to the City it appears, and the City hereby finds, that the Project constitutes a multifamily housing development within the meaning of subdivision 5 of Section 462C.02 of the Housing Program Act; that the availability of the financing under the Housing Program Act and the willingness of the City to furnish such financing will be a substantial inducement to the Borrower to undertake the Project, and that the effect of the Project, if undertaken, will be to encourage the maintenance of existing multifamily rental housing opportunities to residents of the community, and to promote more intensive development and use of land within the community.
8. The Project and the program to finance the Project by the issuance of revenue notes, are hereby given preliminary approval by the City subject to holding a public hearing thereon and final approval by the City, the Borrower and the purchasers of the Bonds as to ultimate details of the financing of the Project.

9. Briggs and Morgan, Professional Association, acting as bond counsel, is hereby directed to prepare a housing program for financing the Project in accordance with the provisions of Minnesota Statutes, Section 462C.03.
10. The Borrower has agreed and it is hereby determined that any and all costs incurred by the City in connection with the financing of the Project whether or not the Project is carried to completion will be paid by the Borrower.
11. Briggs and Morgan, Professional Association, acting as bond counsel, is authorized to assist in the preparation and review of necessary documents relating to the Project, to consult with Borrower and the purchaser of the Bonds as to the maturities, interest rates and other terms and provisions of the Bonds and as to the covenants and other provisions of the necessary documents and submit such documents to the City for final approval.
12. Nothing in this Resolution or the documents prepared pursuant hereto shall authorize the expenditure of any municipal funds on the Project other than the revenues derived from the Project or otherwise granted to the City for this purpose. The Bonds shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property or funds of the City except the revenue and proceeds pledged to the payment thereof, nor shall the City be subject to any liability thereon. The holder of the Bonds shall never have the right to compel any exercise of the taxing power of the City to pay the outstanding principal on the Bonds or the interest thereon, or to enforce payment thereon against any property of the City, except such property as may be expressly pledged for the security of the Bonds. The Bonds shall recite in substance that the Bonds, including the interest thereon, are payable solely from the revenue and proceeds pledged to the payment thereof. The Bonds shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation.
13. Subject to final approval of the Project by the City and in anticipation of the approval by all necessary entities of the housing program and the issuance of the Bonds to finance all or a portion of the Project, and in order that completion of the Project will not be unduly delayed when approved, the Borrower is hereby authorized to make such expenditures and advances toward payment of that portion of the costs of the Project to be financed from the proceeds of the Bonds, as the Borrower considers necessary, including the use of interim, short term financing, subject to reimbursement from the proceeds of the Bonds, if any, when delivered but otherwise without liability on the part of the City.

Adopted by the City Council of the City of Saint Peter, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

EXHIBIT A

**NOTICE OF PUBLIC HEARING ON A PROPOSAL FOR A HOUSING FINANCE PROGRAM
AND THE ISSUANCE OF HOUSING FACILITY REVENUE BONDS TO FINANCE A
MULTIFAMILY HOUSING DEVELOPMENT**

TO WHOM IT MAY CONCERN:

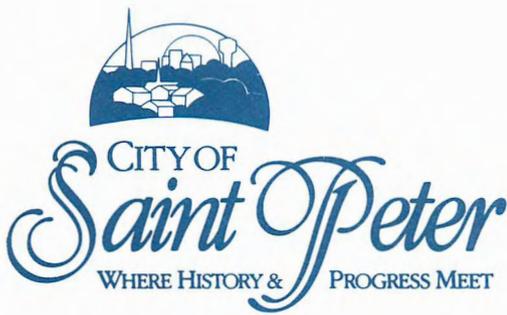
- Notice is hereby given that the City Council of the City of Saint Peter, Minnesota (the "City"), will meet in the Governors' Room of the Community Center, 600 South Fifth Street, in the City of Saint Peter at 7:00 p.m. on Monday, December 14, 2015, to consider a housing finance program of the City and the proposal of a limited partnership to be formed and to be named Vista View Townhomes II of St. Peter Limited Partnership, with Vista View Townhomes II, LLC as general partner (the "Borrower"), that the project described below be assisted by the issuance of revenue housing bonds under Minnesota Statutes, Chapter 462C.
- The "Project" consists of the acquisition and renovation of an approximately 32-unit townhome complex known as Vista View Townhomes located at even numbers 1800 through 1816, odd numbers 1801 through 1817, even numbers 1850 through 1866, and odd numbers 1851 through 1867, Vista View Drive in the City. The Project will be owned and operated by the Borrower. The Project consists of the following units:

<u>Units</u>	<u>Square Footage</u>	<u>Estimated Initial Rents</u>
12 – 2-bedroom	1,127	\$699
20 – 3-bedroom	1,125	\$899

- The maximum aggregate estimated principal amount of the Bonds or other obligations to be issued in one or more series to finance the Project pursuant to the housing finance program will be approximately \$2,000,000.
- Subsequent to approval of a housing finance program, the City may issue revenue obligations to finance the housing finance program. The Bonds or other obligations, as and when issued, will not constitute a charge, lien, or encumbrance upon any property of the City, or its housing and redevelopment authority, except the Project and the revenues to be derived from the Project. Such Bonds or obligations will not be a charge against the City's general credit or taxing powers but are payable from sums to be paid by the Borrower pursuant to a revenue agreement.
- Further information concerning the housing finance program and the Project may be obtained from the City Administrator during normal business hours.
- At the time and place fixed for the public hearing, the City Council of the City will give all persons who appear at the hearing an opportunity to express their views with respect to the housing finance program and proposal. Written comments will be considered if submitted at the above City office on or before the date of the hearing.

BY ORDER OF THE CITY COUNCIL OF THE
CITY OF SAINT PETER, MINNESOTA

By Todd Prafke
Its Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 11/05/15

FROM: Russ Wille
Community Development Director

RE: 701/703 Dover Court (Interior Easement Vacation)

ACTION/RECOMMENDATION

Adopt the attached resolution vacating the easement between 701 Dover Court and 703 Dover Court as recommended by the Planning and Zoning Commission.

BACKGROUND

Matt Brostrom, on behalf of Windsor Pond, LLC, has petitioned the City of Saint Peter to provide for the vacation of the interior easement between 701 and 703 Dover Court.

Mr. Brostrom has negotiated the sale of the two parcels. The prospective buyer would seek to construct a home upon the two combined residential lots. As such, it would be necessary to vacate the easement given that the new home would straddle the lot line between 701 and 703 Dover Court.

Interior easements are established to provide space for installation of utilities and to provide drainage where necessary and appropriate. If the two parcels are to be used as a single development, the interior easement would be unnecessary.

When constructed, water and sanitary sewer services were installed to the right-of-way line of each individual parcel. When the two lots are combined as a single development parcel, one water service line and one sanitary service line will need to be removed at the appropriate water/sewer main. The cost of such removal will be the responsibility of the private party.

The petitioned vacation has been reviewed by Public Works Director Moulton and his staff. Public Works does not object to the petitioned vacation subject to the removal of the redundant water/sewer services.

Notice of the petition had been mailed to each of the private utility companies serving the community. None have provided communication suggesting their opposition to the requested vacation.

The Planning Commission held a public hearing regarding the proposed easement vacation. Subsequent to the hearing, the Commission voted to recommend that the City Council provide for the vacation as petitioned.

FISCAL IMPACT:

Brostrom has paid the fee established by the City Council. No other municipal costs have been identified.

ALTERNATIVES/VARIATIONS:

Do not act: The Council would need to take final action regarding the petition prior to December 14, 2015. If the Council does not act by that time the vacation will be granted by default as per Statute.

Negative Votes: Mr. Brostrom will be notified of the denial.

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

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

RJW

APPLICATION FORM
CITY OF SAINT PETER, MINNESOTA

Street Location of Property (address) 701/703 Dover

PIN #s: 19.881.0120 & 19.881.0110

Owner:
Name Windsor Pond, LLC

Address 221 W. Nassau

Applicant: (If different from owner)
Name Math Brostrom

Address same

Type of Request:

(Please check one) Rezoning Annexation Variance
 Conditional Use Vacate Public Ways
 Application for Subdivision _____ Number of Lots
 Other

Description of Request: Eliminate interior easement to allow
development of combined residential lots.
(Easement Vacation)

Math Brostrom

Applicant Signature

09/14/2015

Date

(To be filled in by City Officials)

Petition received with fee \$ 80⁰⁰ on 09/14/2015 by QW

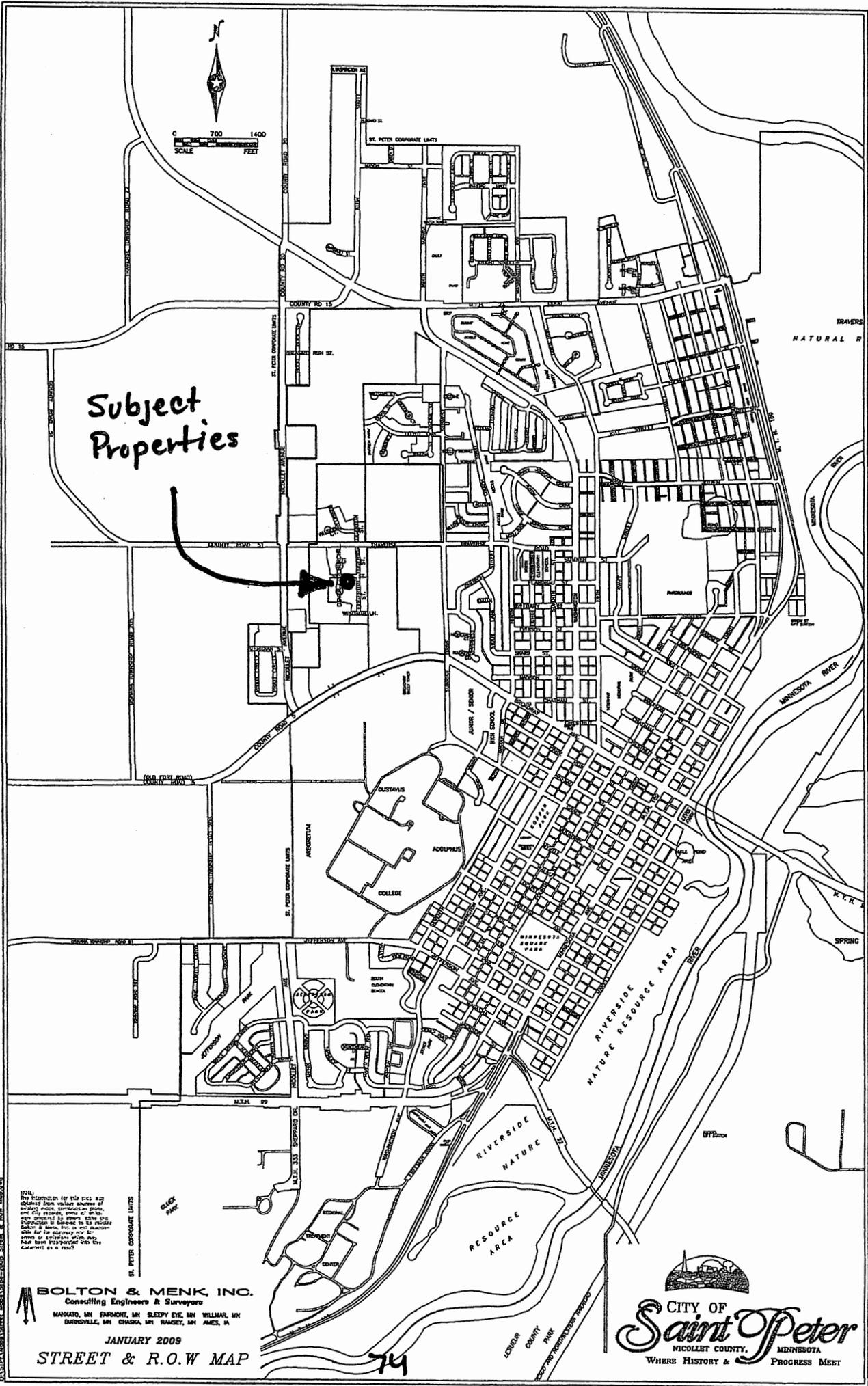
Action of Variance Board (if request is for Variance) N/A

Action of Planning Commission _____ Date 10/01/2015

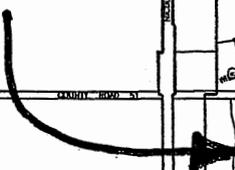
Action of City Council _____ Date 10/12/2015

_____ Date _____

Fee \$ 80⁰⁰ Receipt Number 00313268 Date 09/14/2015



Subject Properties



10/27/09 10:00 AM 10/27/09 10:00 AM 10/27/09 10:00 AM 10/27/09 10:00 AM 10/27/09 10:00 AM

NOTE:
 This information is for your use only and should not be used as a substitute for a professional survey. The City of Saint Peter, Minnesota, is not responsible for any errors or omissions in this map. The City of Saint Peter, Minnesota, is not responsible for any errors or omissions in this map.

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 MARSHALL, MN FARMINGTON, MN SLEEPY EYE, MN WILLMAR, MN
 BURNSVILLE, MN CHASKA, MN PARKER, MN AMES, IA
 JANUARY 2009
STREET & R.O.W. MAP

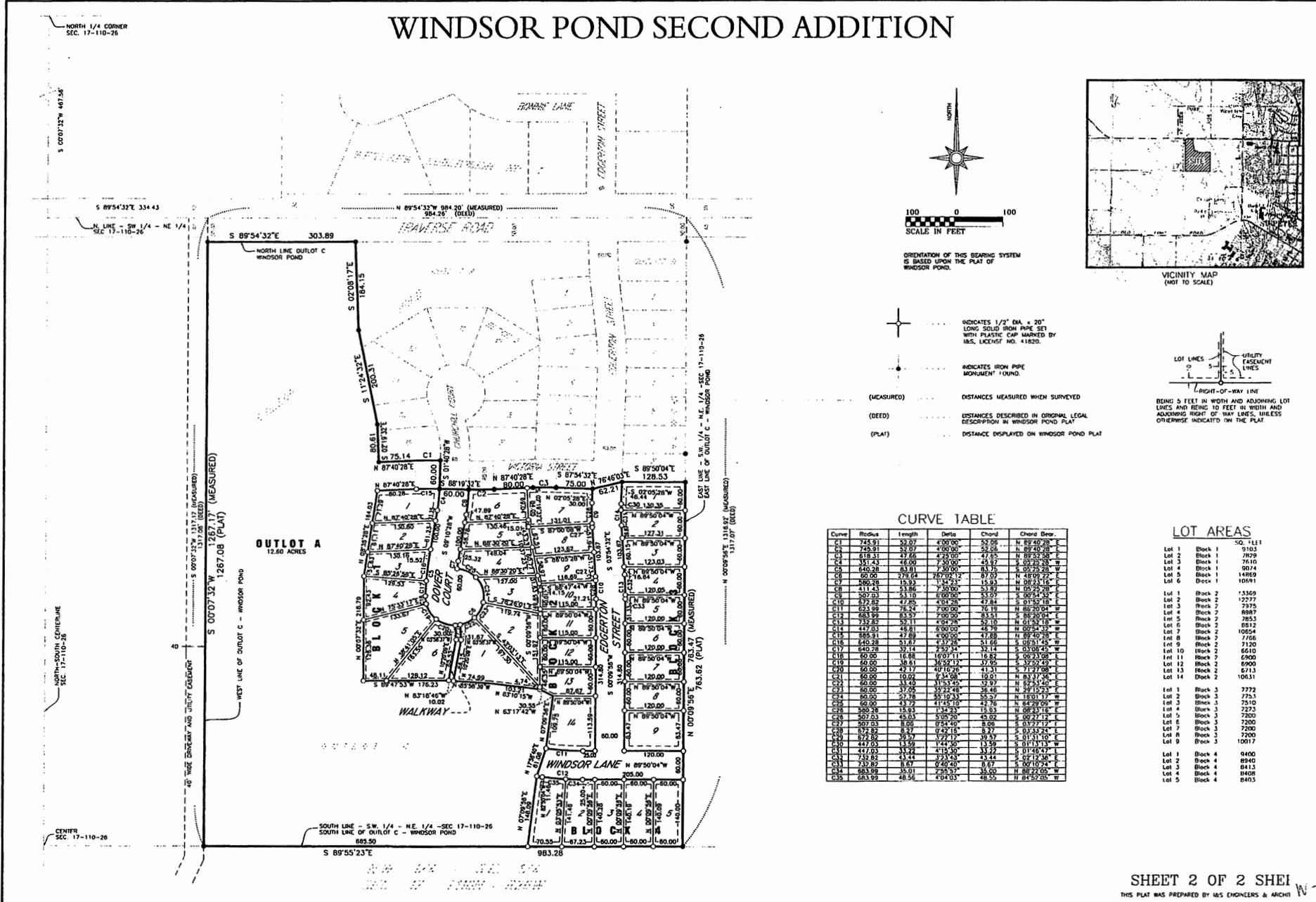
74



COPY

WINDSOR POND SECOND ADDITION

SL



ORIENTATION OF THIS BEARING SYSTEM IS BASED UPON THE PLAT OF WINDSOR POND.

- (MEASURED) DISTANCES MEASURED WHEN SURVEYED
- (DEED) DISTANCES DESCRIBED IN ORIGINAL LEGAL DESCRIPTION IN WINDSOR POND PLAT
- (PLAT) DISTANCE DISPLAYED ON WINDSOR POND PLAT

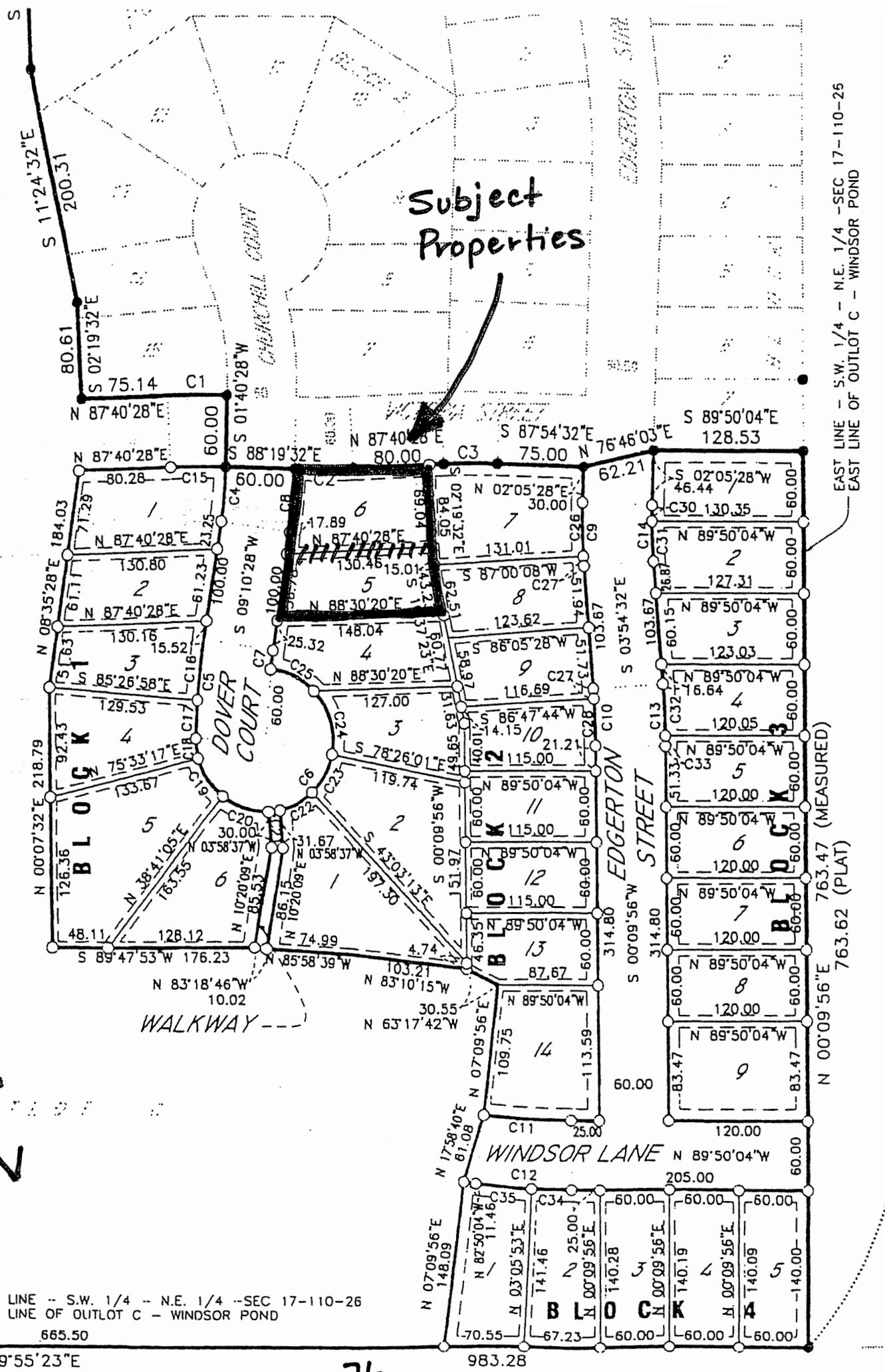
CURVE TABLE

Curve	Radius	Length	Delta	Chord	Chord Bear.
C-1	745.91	52.07	200.00	52.08	N 89°40'28" E
C-2	745.91	52.07	200.00	52.08	N 89°40'28" E
C-3	618.33	27.66	230.00	47.85	N 89°52'58" E
C-4	351.43	48.00	730.00	49.97	S 02°25'28" W
C-5	640.28	83.81	730.00	83.75	S 02°25'28" W
C-6	80.00	278.04	76702.12	87.02	N 48°01'22" E
C-7	280.28	15.53	154.24	15.83	N 88°44'10" E
C-8	411.43	23.86	730.00	23.82	N 02°25'28" W
C-9	382.03	53.10	690.00	53.02	S 02°44'32" E
C-10	672.82	47.82	401.28	47.84	S 01°52'18" E
C-11	683.99	25.57	700.00	25.51	N 89°50'04" W
C-12	232.82	52.11	404.28	52.10	N 01°52'18" W
C-13	442.03	49.81	690.00	49.79	N 02°44'32" E
C-14	885.91	27.69	490.00	27.88	N 89°40'28" E
C-15	445.28	53.47	412.24	53.56	S 03°14'5" W
C-16	845.28	29.14	255.24	29.14	S 03°03'45" W
C-17	60.00	16.88	1607.11	16.82	S 08°23'08" E
C-18	60.00	38.61	4042.00	37.95	S 12°42'18" E
C-19	60.00	42.17	4016.76	41.31	S 71°27'08" E
C-20	60.00	10.02	674.08	10.01	N 83°17'38" E
C-21	60.00	33.49	1154.28	32.92	N 82°54'28" E
C-22	60.00	37.05	1532.48	36.48	N 81°15'23" E
C-23	60.00	27.18	1042.00	26.57	N 83°01'13" W
C-24	60.00	43.72	1145.10	42.76	N 84°29'09" W
C-25	280.28	15.53	154.24	15.83	N 88°44'10" E
C-26	302.03	25.05	379.28	25.02	S 02°44'32" E
C-27	302.03	25.05	379.40	25.06	S 03°27'12" E
C-28	672.82	47.82	404.28	47.82	S 03°32'24" E
C-29	672.82	49.57	1727.12	49.57	S 01°31'10" E
C-30	442.03	15.59	144.30	15.59	S 01°40'47" E
C-31	442.03	17.74	214.30	17.72	S 01°40'47" E
C-32	719.82	13.44	373.43	13.44	S 02°12'36" E
C-33	719.82	18.61	474.00	18.61	S 01°07'24" E
C-34	683.99	35.01	735.57	35.00	N 88°22'02" W
C-35	683.99	48.56	494.03	48.55	N 81°52'05" W

LOT AREAS

Lot	Block	Area
Lot 1	Block 1	50.1411
Lot 1	Block 1	7879
Lot 3	Block 1	7640
Lot 4	Block 1	5074
Lot 5	Block 1	14869
Lot 6	Block 1	10691
Lot 1	Block 2	15369
Lot 2	Block 2	12277
Lot 3	Block 2	7375
Lot 4	Block 2	8887
Lot 5	Block 2	2853
Lot 6	Block 2	8812
Lot 7	Block 2	10654
Lot 8	Block 2	7766
Lot 9	Block 2	7120
Lot 10	Block 2	6610
Lot 11	Block 2	6900
Lot 12	Block 2	6900
Lot 13	Block 2	6713
Lot 14	Block 2	10631
Lot 1	Block 3	7272
Lot 2	Block 3	7261
Lot 3	Block 3	7510
Lot 4	Block 3	7273
Lot 5	Block 3	7200
Lot 6	Block 3	7200
Lot 7	Block 3	7200
Lot 8	Block 3	7200
Lot 9	Block 3	10017
Lot 1	Block 4	8400
Lot 2	Block 4	8940
Lot 3	Block 4	8413
Lot 4	Block 4	8408
Lot 5	Block 4	8403

W-10



Subject Properties

IT A
RES

SOUTH LINE -- S.W. 1/4 -- N.E. 1/4 -- SEC 17-110-26
 SOUTH LINE OF OUTLOT C -- WINDSOR POND
 665.50
 S 89°55'23"E

EAST LINE -- S.W. 1/4 -- N.E. 1/4 -- SEC 17-110-26
 EAST LINE OF OUTLOT C -- WINDSOR POND

..... N 00°09'56"E 1316.92' (MEASURED)
 1317.07' (DEED)



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

**RESOLUTION PROVIDING FOR THE VACATION OF THE INTERIOR EASEMENT
BETWEEN LOTS FIVE AND SIX, BLOCK TWO, WINDSOR POND SECOND ADDITION**

WHEREAS, the City Council has previously provided approval of the final plat of Windsor Pond Second Addition; and

WHEREAS, the recorded plat indicates the presence of interior easements between the individual lots within the subdivision; and

WHEREAS, Windsor Pond, LLC has negotiated the sale of Lots 5 and 6, Block 2, Windsor Pond Second Addition; and

WHEREAS, the prospective buyer intends to construct a single family home that would straddle the property line between Lots 5 and 6; and

WHEREAS, the adopted City Code allows for such construction so long as the lots are under common ownership and assembled as a single tax parcel; and

WHEREAS, to provide for the intended construction, Windsor Pond, LLC has petitioned that the interior drainage easement between Lots 5 and 6 be vacated; and

WHEREAS, on November 5, 2015 the Planning Commission conducted a public hearing to receive citizen comment on the proposed easement vacation as required by Statute; and

WHEREAS, subsequent to the hearing, the Commission voted to recommend that the City Council provide for the easement vacation as petitioned by Windsor Pond, LLC.

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

1. The recorded drainage easement between Lots 5 and 6, Block 2, Windsor Pond Second Addition is hereby vacated to allow for the construction of a single family home.
2. Such vacation shall be effective at such time as a building permit is issued by the City of Saint Peter and shall be recorded with Nicollet County at that time.
3. The unutilized water and sanitary sewer services to the parcels must be removed at the appropriate main at the expense of the builder or a certificate of occupancy will not be provided.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2015 -

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

RESOLUTION CALLING FOR CLOSED SESSION

WHEREAS, Minnesota Statutes allows for closed session of the City Council for discussion covered under the Attorney-Client relationship; and

WHEREAS, the City Administrator recommends a closed session be called for the City Council to discuss with the City Attorney threatened litigation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session in the Traverse des Sioux Room of the Community Center as provided for under Minnesota Statutes for discussion of threatened litigation covered under Attorney-Client privilege.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of November, 2015.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator