

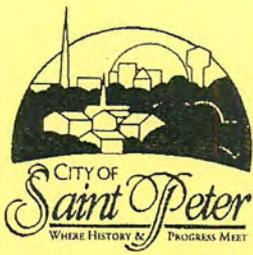
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, October 13, 2014
Community Center Governors' Room - 7:00 p.m.
600 South Fifth Street

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

None scheduled.
- VII. **NEW BUSINESS**
 - A. Preliminary Plat: Washington Terrace Subdivision No. 2
 - B. Final Plat: Washington Terrace Subdivision No. 2
 - C. Registered Land Survey #67
 - D. Library Policies Update
 - E. Child Care Fee Waiver
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Joint City Council/School Board Committee Discussion
 - 2. Advisory Board Vacancies
 - 3. Others
- IX. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



I. **CALL TO ORDER**

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

II. **APPROVAL OF AGENDA**

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

III. **APPROVAL OF MINUTES**

A copy of the minutes of the September 22, 2014 regular meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for September 18, 2014 through October 8, 2014 are attached. Please see the attached staff reports and RESOLUTION.

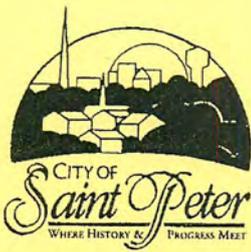
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING PRELIMINARY PLAT OF WASHINGTON TERRACE NO. 2 SUBDIVISION**

The Planning and Zoning Commission recommends approval of the preliminary plat of Washington Terrace Subdivision No. 2. Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION APPROVING FINAL PLAT OF WASHINGTON TERRACE NO. 2 SUBDIVISION

The Planning and Zoning Commission recommends approval of the final plat of Washington Terrace Subdivision No. 2. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING REGISTERED LAND SURVEY #67

The Planning and Zoning Commission recommends approval of Registered Land Survey #67 which would split Lot 7, Block 1 of Martinson's Subdivision into three separate tracts and allow the property owner to sell one half of the twin home and correct an encroachment by a neighboring property owner. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING UPDATED LIBRARY POLICIES

The Council has review the proposed updates to the Library policies. Staff has incorporated the changes proposed by the Council during their workshop session and approval is recommended. Please see the attached staff report and RESOLUTION.

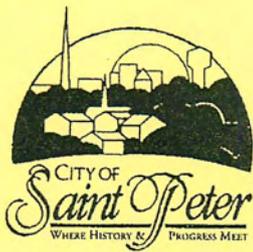
E. ADOPTION OF A RESOLUTION APPROVING WAIVER OF DAYCARE FIRE INSPECTION FEE AND REBATE OF COUNTY FEES

Staff recommends the City's daycare inspection fee be waived for new home based day care providers and the City rebate \$150 in Nicollet County daycare licensing fees for new home based day care businesses locating in Saint Peter for the period October 14, 2014 through December 31, 2015. Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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



B. CITY ADMINISTRATOR

1. REPORT ON JOINT CITY COUNCIL/SCHOOL BOARD COMMITTEE OF THE WHOLE MEETING DISCUSSION

A report will be provided at this time on discussion at the joint committee of the whole meeting of the City Council and School Board.

2. REPORT ON ADVISORY BOARD VACANCIES

A report will be provided at this time on vacancies on the various City Council advisory boards and commissions.

3. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING
SEPTEMBER 22, 2014

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center on September 22, 2014.

A quorum present, Mayor Strand called the meeting to order at 7:06 p.m. The following members were present: Councilmembers Zieman, Kvamme, Brand, Parras, Grams, Carlin, and Mayor Strand. The following officials were present: City Attorney Brandt, City Engineer Domras and Community Development Director Wille who was filling in for City Administrator Prafke.

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 September 8, 2014 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the September 8, 2014 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 18.

Consent Agenda – In motion by Kvamme, seconded by Parras, Resolution No. 2014-131 entitled "Resolution Approving Consent Agenda" was introduced. A complete copy of Resolution No. 2014-131 is contained in the City Administrator's book entitled Council Resolutions 20.

Broadway Generation Plant Equipment Upgrades Project Change Order #2 – Water Utilities Superintendent Moulton, appearing on behalf of Public Works Director Giesking, recommended approval be provided for Change Order #2 in the amount of \$1,828.82 for the Broadway electric generation plant project. Moulton reported the change order was necessary to relocate lights in the plant that interfered with the new equipment. In motion by Grams, seconded by Brand, Resolution No. 2014-132 entitled "Resolution Authorizing Change Order #2 For Broadway Generation Plant Equipment Upgrades Project", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-132 is contained in the City Administrator's book entitled Council Resolutions 20.

MnDOT Detour Agreement – Bolton and Menk, Inc. Engineer Jeff Domras presented an agreement with the Minnesota Department of Transportation (MnDOT) that would allow MnDOT to reimburse the City \$1,976.49 for road life lost along West Broadway Avenue during the Highway 169 detour. Domras indicated the dollar amount was determined by MnDOT using a State formula that takes into consideration the length of the detour; number of cars, trucks and other vehicles traveling on the roadway; and several other factors. In motion by Grams, seconded by Parras, Resolution No. 2014-133 entitled "Resolution Authorizing Execution Of Minnesota Department Of Transportation Agreement", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-133 is contained in the City Administrator's book entitled Council Resolutions 20.

Hospital Equipment Certificate – Hospital CEO George Rohrich and CFO Ann Lauer appeared before the Council seeking authorization to receive bids on \$664,947 in equipment certificates that would be used to pay for Hospital equipment, the purchase of which was previously authorized by the City Council including operating room sterilization equipment and a pharmacy dispensing system. Rohrich indicated the Hospital could fund the purchases outright, but stated, “Keeping the cash on hand in case of a rainy day would be a good cash management decision”. Councilmember Carlin reported the Hospital Commission recommended approval be provided. In motion by Zieman, seconded by Carlin, Resolution No. 2014-134 entitled “Resolution Authorizing Solicitation Of Bids For \$664,947 Equipment Certificate For River’s Edge Hospital And Clinic”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-134 is contained in the City Administrator’s book entitled Council Resolutions 20.

Hospital Equipment Purchase Requests – Hospital CEO Rohrich requested approval of the purchase of Mindray software (\$48,178.81) that would allow patient monitoring results like blood pressure, oxygen levels, temperature and other vital statistics to be entered automatically in a patients’ electronic medical record. Rohrich indicated that with the Hospital full much of the time, automating the process would reduce staff time and errors. In motion by Grams, seconded by Brand, Resolution No. 2014-135 entitled “Resolution Approving Purchase Of Patient Monitoring Software For River’s Edge Hospital And Clinic”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-135 is contained in the City Administrator’s book entitled Council Resolutions 20.

Rohrich also requested approval for purchase of a system from Loffler Companies (\$74,663) that would allow dictation from a doctor to be directly entered into electronic medical records. Rohrich indicated the system would replace the contracted service which was previously used. In motion by Zieman, seconded by Carlin, Resolution No. 2014-136 entitled “Resolution Approving Purchase Of Dictation/Transcription System For River’s Edge Hospital And Clinic”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-136 is contained in the City Administrator’s book entitled Council Resolutions 20.

Rohrich reported that the plans and promotion work being done in efforts to increase use of Hospital services were beginning to come to fruition and the Hospital was often full. Rohrich indicated his belief that use of the Hospitalist program and the surgical enhancements that had been completed (which allowed more orthopedic surgeries to be performed), were resulting in increased and even record setting Hospital revenues. Mayor Strand congratulated Mr. Rohrich and his staff on their efforts.

Washington Terrace Lot Sale – Community Development Director Wille recommended approval be provided for execution of a development agreement providing for the sale of Outlot C in Washington Terrace Subdivision to Jay and Holly Tapper. Wille reminded the Council the proposed development included three buildings which would contain 24 market rate units. Wille also noted that the contactor, Kurt Matson, had revised the plans at the Council’s request to include a single story, ADA compliant accessible unit with attached garage that was also ADA compliant. Mayor Strand thanked Mr. Matson for working with the Council to make the changes related to the accessible unit. In motion by Brand, seconded by Grams, Resolution No. 2014-137 entitled “Resolution Authorizing Execution Of Development Agreement With Jay A. And Holly A. Tapper For Purchase And Development Of Outlot C, Washington Terrace Subdivision”,

was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-137 is contained in the City Administrator's book entitled Council Resolutions 20.

Kids' Corner Lease Extension – Community Development Director Wille presented City Administrator Prafke's recommendation to approve execution of a lease renewal with Kids' Corner Child Care Center for space at the Community Center. Wille indicated the extended lease would be in place until 2021 and would include provisions for a 3.5% annual rent increase and authorization for Kids' Corner to remove the security system they installed in their space should they vacate the building. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-138 entitled "Resolution Authorizing Execution Of Lease Renewal With Kids' Corner Child Care Center", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-138 is contained in the City Administrator's book entitled Council Resolutions 20.

MMUA Safety Contract Renewal – Water Utilities Superintendent Moulton presented Public Works Director Giesking's recommendation for renewal of the safety contract with Minnesota Municipal Utilities Association (MMUA) for October 1, 2014 through September 30, 2015 at a cost of \$21,864.03. Moulton indicated the City's work related injuries and incidents continue to decline as the safety program is expanded and employees are made aware of ways to correct unsafe conditions and practices. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-139 entitled "Resolution Authorizing Execution Of Renewal Safety Contract With Minnesota Municipal Utilities Association", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-139 is contained in the City Administrator's book entitled Council Resolutions 20.

Sewer Repair Project – Water Utilities Superintendent Moulton requested approval for work done by Chard Tiling to correct a recently discovered deficiency (sag) in the sanitary sewer under Highway 169. Moulton also requested payment be made to Chard Tiling and Excavating in the amount of \$34,407.60 and reminded Councilmembers that a request to open cut the Highway had been denied by MnDOT on previous occasions, but indicated MnDOT had allowed the work at this time because of the Highway 169 work being done. Moulton also indicated the original plan had been to do direct bore under the Highway to make the repairs at an estimated to cost of over \$500,000, but the actual project cost for this portion of the sewer was greatly reduced by using the open cut process with City crews assisting by hauling sand, backfilling and bypass pumping. In motion by Carlin, seconded by Zieman, Resolution No. 2014-140 entitled "Resolution Authorizing Corrections To Sanitary Sewer In Highway 169 Median North Of Union Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-140 is contained in the City Administrator's book entitled Council Resolutions 20.

Business License Applications – Community Development Director Wille recommended approval be provided for business licenses for the new owners of the bowling alley and for the new owner of St. Peter Cab Company. Staff indicated the expiration dates on the proposed resolution were incorrect and asked for approval of the resolution with dates to be corrected by staff. In motion by Grams, seconded by Brand, Resolution No. 2014-141 entitled "Resolution Approving Business License Applications", was introduced with staff being allowed to correct the inaccurate dates. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-141 is contained in the City Administrator's book entitled Council Resolutions 20.

Accounting Clerk Position Description – Water Utilities Superintendent Moulton presented Public Works Director Giesking’s recommendations for modifications to the position description for the Public Works’ Accounting Clerk position. Moulton indicated descriptions are reviewed each time a position becomes vacant to ensure compliance with State regulations and to make sure the responsibilities of and qualifications needed for the position are accurate. In motion by Kvamme, seconded by Carlin, Resolution No. 2014-142 entitled “Resolution Approving Modification To Public Works Accounting Clerk Job Description”, was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014-142 is contained in the City Administrator’s book entitled Council Resolutions 20.

Reports

Mayor’s Report – Mayor Strand reported on his recent activities which included a Region Nine Development Commission meeting discussing oversight of the Minnesota River Area Agency on Aging; the Council goal session; and the Boomers and Beyond expo.

City/County Meeting Discussion – Councilmembers Zieman and Parras reported discussion at the last City/County meeting included safety concerns related to parking in the area of the community gardens on West Broadway Avenue and ways to assist home day care businesses by waiving City and County fees.

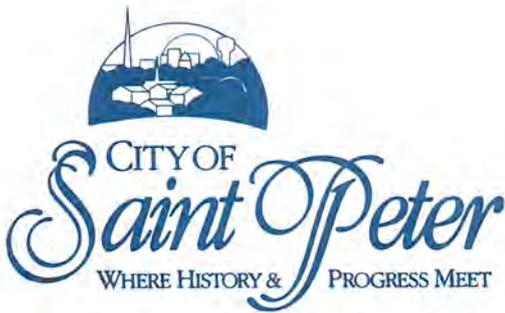
Joint City Council/School Board Meeting – Councilmembers were reminded of the joint City Council and School Board meeting scheduled for 6:30 p.m. on Monday, September 29, 2014 in the Governors’ Room.

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

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 9/26/2014

FROM: Lewis Giesking
Director of Public Works

RE: 2014-2015 Street Salt Seasonal Purchase

ACTION/RECOMMENDATION

Approve a bulk salt purchase with the Minnesota Department of Transportation (MnDOT) Materials Management Division in the amount not to exceed \$25,000.

BACKGROUND

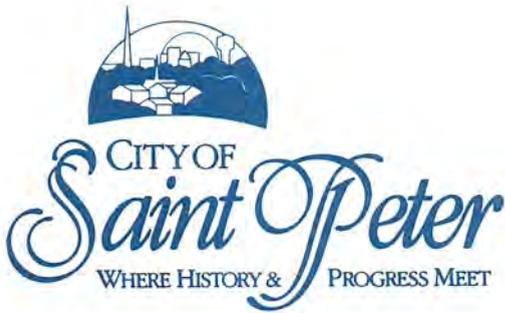
In the past, the City has used the State contract to purchase road salt with MnDOT.

The purchase of winter road salt in an amount up to \$25,000 has been allowed for in the Streets budget for 2015. City staff is recommending purchasing this year's winter season road salt from the State contract. This year the low bid for salt in our area through MnDOT was North American Salt Co. at \$76.79 per ton compared to last years price of \$68.55 per ton. The quantities the City purchases varies due to winter conditions throughout the year. Right now we have on order 325 tons, but this may change due to weather conditions. With the State contract there is no need for two bids.

The purchase is funded from the 2015 streets maintenance budget.

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

LGG/PM/TM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/09/14

FROM: Lewis Giesking
Director of Public Works

RE: Water Meter Inventory Purchase

ACTION/RECOMMENDATION

Approve the purchase of 100 water meters for inventory from Dakota Supply Group of Burnsville Minnesota in the amount of \$17,000.

BACKGROUND

Staff is in the process of restocking some water meter inventory that has been used. The Water Utility budget contains allocations for the purpose of these items.

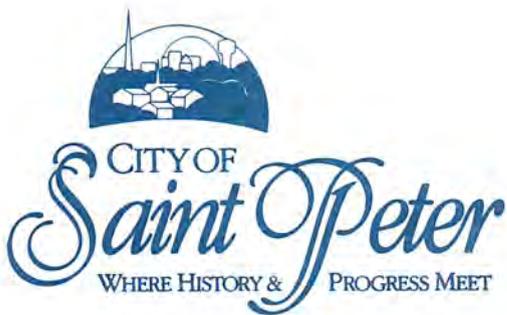
Staff prepared a "request for proposals" specification that would allow three water meter vendors to provide competitive proposals for delivery of 100 water meters. Only two of the vendors submitted proposals as follows:

<u>Company</u>	<u>Cost per meter</u>	<u>Total cost</u>	<u>Delivery</u>
Dakota Supply Group – Burnsville	\$170	\$17,000	3 days
Metering & Technology Solutions - Burnsville	\$172	\$17,200	3 days
Henry's Waterworks – Sauk Rapids	No proposal	No proposal	NA

Funding is allocated in the Water fund budget.

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

LG/amg



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis Giesking
Director of Public Works

RE: 15 KV Wire Purchase

DATE: 9/26/2014

ACTION/RECOMMENDATION

Authorize WESCO Distribution to supply 8,250' of 15 KV wire for \$2.385 per foot for a total cost of \$21,028.99.

BACKGROUND

The Electric Utility crew is planning to complete new primary wiring to feed the 24-unit apartment complex in Washington Terrace Subdivision. Recently there has been activity that has required much of the inventory on hand to be diminished. The wire will be needed to complete the looping of primary in this area.

Written proposals were received from:

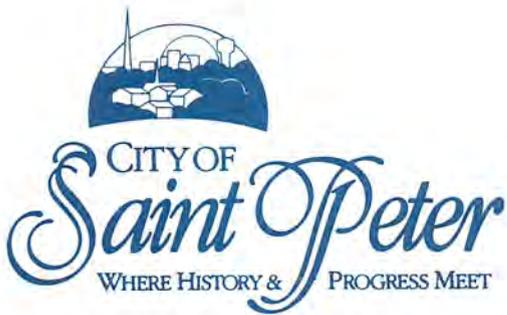
<u>Distributor:</u>	<u>Unit Price:</u>	<u>Quantity:</u>	<u>Tax / Delivery:</u>	<u>Total Cost</u>
WESCO	\$2.385	8,250	\$1,352.74	\$21,028.99
Border States	\$2.582	8,250	\$1,464.48	\$22,765.98
Graybar	\$3.00	8,250	\$1,701.56	\$26,451.56

Base on the lowest "unit price" it is recommended that WESCO be authorized to furnish the 15KV wire as identified in the written proposal. The materials are in stock and can be delivered within 10 calendar days.

Funding will come from the Electric fund budget.

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

LGG/amg



Memorandum

TO: Todd Prafke
City Administrator

FROM: Lewis Giesking
Director of Public Works

RE: 15 KV Wire Purchase

DATE: 9/26/2014

ACTION/RECOMMENDATION

Authorize WESCO Distribution to supply 8,250' of 15 KV wire for \$2.385 per foot for a total cost of \$21,028.99.

BACKGROUND

Three written proposals were received for the purchase of 15 KV wire to be placed into stock. Previous stock material was used for Water and Wastewater projects. Staff is ordering 8,250 feet of wire. The wire will be placed in inventory and used as needed.

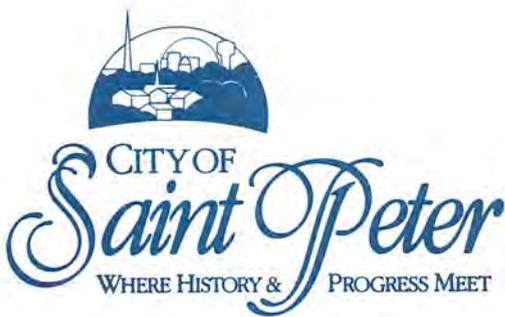
Written proposals were received as follows:

<u>Distributor</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Tax</u>	<u>Total Cost</u>
WESCO	\$2.385	8,250	\$1,352.74	\$21,028.99
Border States	\$2.595	8,250	\$1,471.85	\$22,880.75
Graybar	\$2.997	8,250	\$1,699.86	\$26,425.11

There is no charge for delivery of the wire. Funding for the wire is included in the Electric Fund budget.

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

LGG/



Memorandum

TO: Mr. Todd Prafke
City Administrator

DATE: 09/29/14

FROM: Matt Peters 
Chief of Police

RE: Consent Agenda—Police Officer Selection

ACTION/RECOMMENDATION

The Saint Peter Police Department Civil Service Commission invited 15 potential candidates out of a total of 55 applicants for interviews. The Civil Service Commission then authorized full-field background investigations for the top scoring candidates.

The candidates selected by the Saint Peter Police Department Civil Service Commission to fill the current police officer vacancies caused by one retirement and another resignation, have successfully completed selection process. The Civil Service Commission believes they will be excellent police officers for the City of Saint Peter. Therefore, the Saint Peter Police Civil Service Commission recommends the appointment of Dustin Struckman and Joshua Klaseus to Police Officer positions. The candidates have successfully passed all selection requirements, including; psychological and physical examinations. The starting base salary for a probationary Police Officer is currently \$24.08 per hour.

BACKGROUND

BELOW IS A SYNOPSIS OF THE POLICE OFFICER SELECTION PROCESS:

ADVERTISE FOR POSITION

The first step in the hiring process is the recruitment of qualified police officer candidates. The openings are advertised in various venues; newspapers, professional journals, and web sites.

REVIEW AND SCORING OF APPLICATIONS

Raters review and score application materials based on education, prior police experience, specialized police training, personal skills, and quality of application materials. (Maximum score 100 points.)

VETERANS PREFERANCE

Applications will then be scored for veteran's preference. A candidate with an Honorable Discharge will receive 10 points, a candidate whom is disabled or the spouse of a disabled veteran will receive 15 points.

VIOLATIONS OF LAW

A candidate with a violation of law will receive a deduction of 5 points for each violation or 10 points for each violation involving alcohol.

POINT TOTALS/RATING DEADLINE

A grand total of points will then be listed for each application.

REVIEW OF APPLICATIONS/DETERMINATION OF NUMBER INVITED TO ORAL EXAMINATION

The Civil Service Commission will then review the highest rated applications. The Civil Service Commission determines the number of applications invited for an Oral Board Examination.

ORAL BOARD EXAMINATION

An interview is conducted with the top candidates selected by Civil Service Commission. The oral examination board will consist of one or more Civil Service Commissioners, a police officer, a supervisor and the Chief of Police.

BACKGROUND INVESTIGATION

An extensive full field background investigation is conducted by the Detective Division of the top candidates.

SELECTION AND TENTATIVE OFFER OF EMPLOYMENT

The Chief of Police will recommend to the Civil Service Commission the candidate(s) for a tentative offer of employment.

PHYSIOLOGICAL EVALUATION/PHYSICAL EXAMINATION

With Civil Service approval of a tentative job offer the candidate will be scheduled for a complete psychological evaluation with the firm, Martin-McAllister Consulting Psychologist.

CIVIL SERVICE COMMISSION RECOMMENDATION TO CITY COUNCIL

The Civil Service Commission recommends a candidate(s) to the City Council, without regard to ranking for ratification and a formal offer of employment.

FISCAL IMPACT:

Police Officer probationary salary: \$24.08/hr.

ALTERNATIVES/VARIATIONS:

Approval:

Denial:

Modification of the Resolution:



TO: Todd Prafke
City Administrator

DATE: October 1, 2014

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

RE: Part-time Payroll Clerk

ACTION/RECOMMENDATION

It is recommended the City Council authorize the appointment of Elaine Deschaine to the position of Payroll Clerk at a starting wage of \$12.00 per hour.

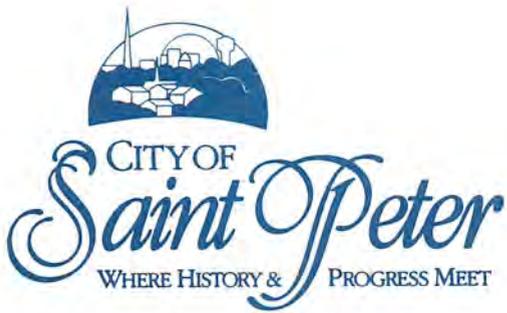
BACKGROUND

The Finance Department has reviewed applications for the newly created part time payroll clerk position. After interviews and reference checks, we have selected Elaine Deschaine.

We would ask that the City Council approve Ms. Deschaine to the position of Part-time Payroll Clerk at a salary of \$12.00 per hour.

Following the successful completion of her probation period, there will be a probationary raise equal to the 2015 non probationary employee.

If you have any further questions or need any additional information please contact us.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/09/2014

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary License Application

ACTION/RECOMMENDATION

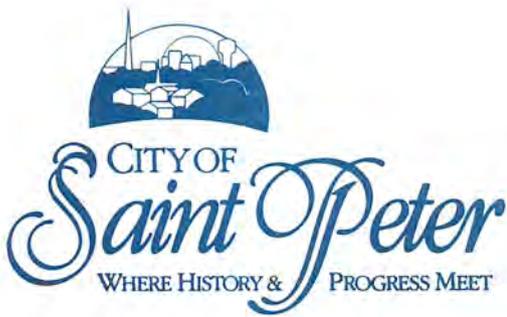
Provide approval of a Temporary On-Sale Liquor license application.

BACKGROUND

The Arts Center of Saint Peter has applied for a Temporary On-Sale Liquor license in order to hold a wine and beer tasting event at the Community Center located at 600 South Fifth Street. The event will take place on November 8, 2014 and the liquor will be provided by businesses with caterers licenses.

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

CKM



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/7/2014

FROM: Todd Prafke
City Administrator

RE: Tourism Board Liaison Appointment

ACTION/RECOMMENDATION

Provide for appointment of Councilmember Kvamme in place of Councilmember Grams on the Tourism and Visitors Bureau.

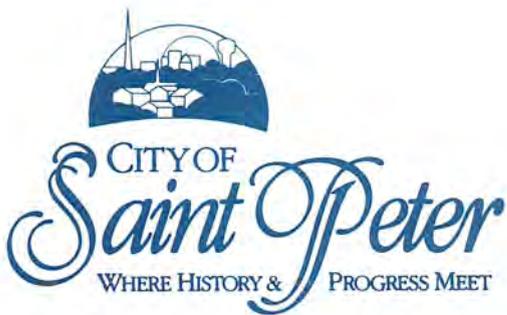
BACKGROUND

Mayor Strand has recommended Councilmember Kvamme be appointed to replace Councilmember Grams on the Tourism and Visitors Bureau through the end of 2014.

Should the replacement appointment be made, the staff of the Chamber of Commerce will be notified of the change and asked to begin sending meeting notices to Councilmember Kvamme.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: October 8, 2014

FROM: Lewis Giesking
Public Works Director

RE: Declaration of Surplus Item

ACTION/RECOMMENDATION

Declare unit #30 a 1960 Tampo Rubber Tired Roller surplus as per the City Code.

BACKGROUND

Unit #30 is a 1960 Tampo Rubber Tired Roller with engine hours of 3,843. This older unit has not been used since 2004. This type of roller has 11 rubber wheels and is filled with water for weight. Due to this unit being over 50 years old it is not safe for travel on our streets and hills. This type of Tampo Rubber Tired Roller does not fit into our current reconstruction of street work conditions that our public works staff encounters.

It is planned to be sold on the MINN BID online auction site as we now do with most vehicles.

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

LGG/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADS CONCRETE LIFTING	raise & level transformer	ELECTRIC FUND	POWER DISTRIBUTION	300.00
			TOTAL:	300.00
ALPHA WIRELESS COMMUNICATIONS CO	maintenance radio equip ag	GENERAL FUND	MUNICIPAL BUILDING	59.32
	maintenance radio equip ag	GENERAL FUND	PUBLIC WORKS ADMIN	83.04
	maintenance radio equip ag	WATER	ADMIN AND GENERAL	56.83
	maintenance radio equip ag	WASTE WATER FUND	ADMIN AND GENERAL	51.40
	maintenance radio equip ag	ELECTRIC FUND	ADMIN AND GENERAL	51.41
			TOTAL:	302.00
AMAZON	stopwatches for rec	GENERAL FUND	RECREATION/LEISURE SER	34.64
	materials for library	LIBRARY FUND	LIBRARY	320.80
			TOTAL:	355.44
AMERICAN EXPRESS TRAVEL	used points for parras hot	GENERAL FUND	NON-DEPARTMENTAL	9.03-
	used points for parras hot	WATER	NON-DEPARTMENTAL	34.23-
	used points for parras hot	WASTE WATER FUND	NON-DEPARTMENTAL	33.05-
	used points for parras hot	ENVIRON SERVICES F	NON-DEPARTMENTAL	69.51-
	SHERATON: parras hotel sm	ELECTRIC FUND	ADMIN AND GENERAL	145.82
			TOTAL:	0.00
APT MACHINING & FABRICATING, INC	weld ss blade	WASTE WATER FUND	SOURCE/TREATMENT	90.00
			TOTAL:	90.00
ARROW ACE HARDWARE INC	batteries, wd-40, spreader	GENERAL FUND	POLICE	24.76
	oil, paint & supplies	GENERAL FUND	FIRE	71.52
	duster, faucet, calking,	LIBRARY FUND	LIBRARY	19.57
	duster, faucet, calking,	COMMUNITY CENTER	COMMUNITY CENTER	37.99
	duster, faucet, calking,	COMMUNITY CENTER	COMMUNITY CENTER	75.12
	key, waste bskt, clean sup	TRANSIT	TRANSIT/TRANSPORTATION	3.49
	key, waste bskt, clean sup	TRANSIT	TRANSIT/TRANSPORTATION	3.49
	key, waste bskt, clean sup	TRANSIT	TRANSIT/TRANSPORTATION	13.57
			TOTAL:	249.51
AUDIO EDITIONS	new adult audio	LIBRARY FUND	LIBRARY	199.18
			TOTAL:	199.18
BGMN, INC	oil additive fuel sys clea	GENERAL FUND	STREETS	48.97
	oil additive fuel sys clea	GENERAL FUND	PARKS	48.97
	oil additive fuel sys clea	WATER	DISTRIBUTION AND STORA	24.49
	oil additive fuel sys clea	WASTE WATER FUND	SOURCE/TREATMENT	24.49
	oil additive fuel sys clea	ENVIRON SERVICES F	REFUSE DISPOSAL	24.49
	oil additive fuel sys clea	ELECTRIC FUND	POWER DISTRIBUTION	48.97
	oil additive fuel sys clea	STORMWATER FUND	TREATMENT	24.47
			TOTAL:	244.85
BLUE EARTH COUNTY LIBRARY	finer due to blue earth li	LIBRARY FUND	NON-DEPARTMENTAL	99.93
			TOTAL:	99.93
BOLTON & MENK INC	trav rd trail	GENERAL FUND	STREETS	600.00
	sidewalk lagers, motel	GENERAL FUND	STREETS	795.00
	mtg lager sidewalk	GENERAL FUND	STREETS	325.00
	riverside prk - dnr proper	GENERAL FUND	STREETS	914.00
	staff meetings	GENERAL FUND	STREETS	75.00
	reg 9 mtg road function cl	GENERAL FUND	STREETS	120.00
	mved school, playground	GENERAL FUND	PARKS	80.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ramsey park ball field	GENERAL FUND	PARKS	325.00
	mtg - school district site	GENERAL FUND	PARKS	1,380.00
	staff meetings	GENERAL FUND	PARKS	60.00
	mom & pops ice cream mtg	GENERAL FUND	ECONOMIC DEVMT	130.00
	prof services thru 8/15/14	PERM IMPROVMENT RE	STREETS	12,398.00
	prof services thru 8/15/14	PERM IMPROVMENT RE	STREETS	2,757.00
	prof services thru 8/15/14	PERM IMPROVMENT RE	STREETS	6,367.50
	prof services thru 8/15	2013B TIF #1-18 N	ECONOMIC DEVELOPMENT	227.00
	rtc campus improvmt mtg	WATER	ADMIN AND GENERAL	175.00
	staff meetings	WATER	ADMIN AND GENERAL	30.00
	future school & subd w of	WASTE WATER FUND	COLLECTOR/LIFT STAT	457.50
	rtc campus improvmt mtg	WASTE WATER FUND	ADMIN AND GENERAL	175.00
	staff meetings	WASTE WATER FUND	ADMIN AND GENERAL	30.00
	staff meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	30.00
	csah 20, n of th22 for ele	ELECTRIC FUND	ADMIN AND GENERAL	1,792.40
	csah 20 n of 22 - electric	ELECTRIC FUND	ADMIN AND GENERAL	160.00
	staff meetings	ELECTRIC FUND	ADMIN AND GENERAL	75.00
	future school & subd w of	STORMWATER FUND	COLLECTIONS/LIFT STATI	457.50
	7/19-8/15 swppp applicatio	STORMWATER FUND	TREATMENT	4,107.50
	rtc campus improvmt mtg	STORMWATER FUND	ADMINISTRATION AND GEN	175.00
			TOTAL:	34,218.40
BOOKPAGE	subscription to bookpage	LIBRARY FUND	LIBRARY	480.00
			TOTAL:	480.00
BORDER STATES ELECTRIC SUPPLY	heat shrink wrap sleeve	ELECTRIC FUND	NON-DEPARTMENTAL	754.73
	compression lug 1/0	ELECTRIC FUND	NON-DEPARTMENTAL	85.31
			TOTAL:	840.04
BRANDT LAW OFFICE	legal services	GENERAL FUND	LEGAL SERVICES	1,896.25
	legal services	GENERAL FUND	LEGAL SERVICES	11,766.00
			TOTAL:	13,662.25
BRETT RAYMOND ANNEXSTAD	crop loss due to soil bori	PARK LAND DEDICATI	PARKS	398.97
			TOTAL:	398.97
BRY-AIR, INC	dehumidifier @ stju	WATER	DISTRIBUTION AND STORA	1,433.61
			TOTAL:	1,433.61
BRYAN ROCK PRODUCTS INC	red ball dia aglime	GENERAL FUND	PARKS	294.45
			TOTAL:	294.45
BUREAU OF CRIMINAL APPREHENSION	cjdn connect	GENERAL FUND	POLICE	270.00
	cjte training-penning	GENERAL FUND	POLICE	285.00
	cjte training gerhart	GENERAL FUND	POLICE	285.00
	cjte training hughes	GENERAL FUND	POLICE	285.00
			TOTAL:	1,125.00
C & S SUPPLY CO INC	clothing allowance	WASTE WATER FUND	ADMIN AND GENERAL	59.98
	clothing allowance	ENVIRON SERVICES F	ADMIN AND GENERAL	50.98
	clothing allowance	ENVIRON SERVICES F	ADMIN AND GENERAL	226.02
			TOTAL:	336.98
CHARD TILING & EXCAVATING	Est #6 part 2 wash ave lin	PERM IMPROVMENT RE	STREETS	80,403.30
	169 north of union sewer r	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	32,637.60
			TOTAL:	113,040.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
CHEMSEARCH	lube	GENERAL FUND	STREETS	112.92	
	lube	GENERAL FUND	PARKS	112.92	
	lube	WATER	DISTRIBUTION AND STORA	56.46	
	lube	WASTE WATER FUND	SOURCE/TREATMENT	56.46	
	lube	ENVIRON SERVICES F	REFUSE DISPOSAL	56.46	
	lube	ELECTRIC FUND	POWER DISTRIBUTION	112.92	
	lube	STORMWATER FUND	TREATMENT	56.48	
			TOTAL:	564.62	
CINTAS FIRST AID & SAFETY	waterproof clear strips, c	GENERAL FUND	STREETS	3.98	
	first aid supplies-disinfe	GENERAL FUND	RECREATION/LEISURE SER	5.95	
	waterproof clear strips, c	GENERAL FUND	PARKS	3.18	
	first aid supplies-disinfe	LIBRARY FUND	LIBRARY	9.95	
	waterproof clear strips, c	WATER	ADMIN AND GENERAL	1.59	
	waterproof clear strips, c	WASTE WATER FUND	ADMIN AND GENERAL	1.59	
	waterproof clear strips, c	ENVIRON SERVICES F	ADMIN AND GENERAL	1.58	
	waterproof clear strips, c	ELECTRIC FUND	ADMIN AND GENERAL	3.98	
		TOTAL:	31.80		
COALITION OF GREATER MN CITIES	conference registration	GENERAL FUND	MAYOR & COUNCIL	150.00	
	conference registration	GENERAL FUND	MAYOR & COUNCIL	30.00	
			TOTAL:	180.00	
COLE PAPERS INC	tissue, foam, kleenex, gla	GENERAL FUND	CITY ADMINISTRATION	58.65	
	tissue, foam, kleenex, gla	GENERAL FUND	CITY CLERK	58.65	
	tissue, foam, kleenex, gla	GENERAL FUND	FINANCE	39.10	
	tissue, foam, kleenex, gla	GENERAL FUND	POLICE	31.28	
	tissue, foam, kleenex, gla	GENERAL FUND	BUILDING INSPECTOR	15.64	
	tissue, foam, kleenex, gla	GENERAL FUND	PUBLIC WORKS ADMIN	7.82	
	center pull rolled towels	GENERAL FUND	STREETS	35.61	
	rolled & boxed towels	GENERAL FUND	STREETS	37.91	
	center pull rolled towels	GENERAL FUND	PARKS	35.61	
	rolled & boxed towels	GENERAL FUND	PARKS	37.91	
	tissue, foam, kleenex, gla	GENERAL FUND	ECONOMIC DEVMT	3.91	
	COLE PAPERS INC	LIBRARY FUND	LIBRARY	114.61	
	paper towels & klenex	LIBRARY FUND	LIBRARY	61.23	
	copy paper, clean supplies	COMMUNITY CENTER	COMMUNITY CENTER	458.43	
	paper towels & klenex	COMMUNITY CENTER	COMMUNITY CENTER	244.92	
	center pull rolled towels	WATER	DISTRIBUTION AND STORA	17.81	
	rolled & boxed towels	WATER	DISTRIBUTION AND STORA	18.96	
	tissue, foam, kleenex, gla	WATER	ADMIN AND GENERAL	35.19	
	center pull rolled towels	WASTE WATER FUND	SOURCE/TREATMENT	17.81	
	rolled & boxed towels	WASTE WATER FUND	SOURCE/TREATMENT	18.96	
	tissue, foam, kleenex, gla	WASTE WATER FUND	ADMIN AND GENERAL	35.21	
	center pull rolled towels	ENVIRON SERVICES F	REFUSE DISPOSAL	17.81	
	rolled & boxed towels	ENVIRON SERVICES F	REFUSE DISPOSAL	18.96	
	center pull rolled towels	ELECTRIC FUND	POWER DISTRIBUTION	35.61	
	rolled & boxed towels	ELECTRIC FUND	POWER DISTRIBUTION	37.91	
	tissue, foam, kleenex, gla	ELECTRIC FUND	ADMIN AND GENERAL	105.58	
	center pull rolled towels	STORMWATER FUND	TREATMENT	17.80	
	rolled & boxed towels	STORMWATER FUND	TREATMENT	18.96	
			TOTAL:	1,637.85	
	COMPUTER TECHNOLOGY SOLUTIONS, INC.	server, hd, power sup, op	GENERAL FUND	CITY ADMINISTRATION	151.27
		incode server update	GENERAL FUND	CITY ADMINISTRATION	501.22
		server, hd, power sup, op	GENERAL FUND	FINANCE	544.63

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	incode server update	GENERAL FUND	FINANCE	1,804.63
	server, hd, power sup, op	GENERAL FUND	POLICE	695.92
	incode server update	GENERAL FUND	POLICE	2,305.92
	server, hd, power sup, op	GENERAL FUND	FIRE	90.77
	incode server update	GENERAL FUND	FIRE	300.77
	server, hd, power sup, op	GENERAL FUND	BUILDING INSPECTOR	90.77
	incode server update	GENERAL FUND	BUILDING INSPECTOR	300.77
	server, hd, power sup, op	GENERAL FUND	PUBLIC WORKS ADMIN	211.80
	incode server update	GENERAL FUND	PUBLIC WORKS ADMIN	701.80
	server, hd, power sup, op	GENERAL FUND	STREETS	60.51
	incode server update	GENERAL FUND	STREETS	200.51
	server, hd, power sup, op	GENERAL FUND	RECREATION/LEISURE SER	393.35
	incode server update	GENERAL FUND	RECREATION/LEISURE SER	1,303.35
	server, hd, power sup, op	GENERAL FUND	PARKS	30.26
	incode server update	GENERAL FUND	PARKS	100.26
	server, hd, power sup, op	GENERAL FUND	ECONOMIC DEVMT	60.51
	incode server update	GENERAL FUND	ECONOMIC DEVMT	200.51
	server, hd, power sup, op	LIBRARY FUND	LIBRARY	968.24
	incode server update	LIBRARY FUND	LIBRARY	3,208.24
	server, hd, power sup, op	PUBLIC ACCESS	PUBLIC ACCESS	30.26
	incode server update	PUBLIC ACCESS	PUBLIC ACCESS	100.26
	server, hd, power sup, op	COMMUNITY CENTER	COMMUNITY CENTER	30.26
	incode server update	COMMUNITY CENTER	COMMUNITY CENTER	100.26
	server, hd, power sup, op	WATER	ADMIN AND GENERAL	151.29
	incode server update	WATER	ADMIN AND GENERAL	501.29
	server, hd, power sup, op	WASTE WATER FUND	ADMIN AND GENERAL	90.77
	incode server update	WASTE WATER FUND	ADMIN AND GENERAL	300.77
	server, hd, power sup, op	ENVIRON SERVICES F	REFUSE DISPOSAL	30.26
	incode server update	ENVIRON SERVICES F	REFUSE DISPOSAL	100.26
	server, hd, power sup, op	ELECTRIC FUND	ADMIN AND GENERAL	395.04
	incode server update	ELECTRIC FUND	ADMIN AND GENERAL	1,308.96
	server, hd, power sup, op	STORMWATER FUND	ADMINISTRATION AND GEN	60.51
	incode server update	STORMWATER FUND	ADMINISTRATION AND GEN	200.51
	server, hd, power sup, op	TRANSIT	TRANSIT/TRANSPORTATION	28.58
	incode server update	TRANSIT	TRANSIT/TRANSPORTATION	94.71
			TOTAL:	17,750.00
COPIER BUSINESS SOLUTIONS	copier 9/22-12/21	GENERAL FUND	STREETS	30.25
	copier 9/22-12/21	GENERAL FUND	PARKS	24.20
	copier 9/22-12/21	WATER	ADMIN AND GENERAL	12.10
	copier 9/22-12/21	WASTE WATER FUND	ADMIN AND GENERAL	12.10
	copier 9/22-12/21	ENVIRON SERVICES F	ADMIN AND GENERAL	12.10
	copier 9/22-12/21	ELECTRIC FUND	ADMIN AND GENERAL	30.25
			TOTAL:	121.00
CREATIVE AD SOLUTIONS	clock for retirement	GENERAL FUND	STREETS	170.23
	clock for retirement	GENERAL FUND	PARKS	170.23
	clock for retirement	WATER	DISTRIBUTION AND STORA	85.12
	clock for retirement	WASTE WATER FUND	SOURCE/TREATMENT	85.12
	clock for retirement	ENVIRON SERVICES F	REFUSE DISPOSAL	85.12
	clock for retirement	ELECTRIC FUND	POWER DISTRIBUTION	170.23
	clock for retirement	STORMWATER FUND	TREATMENT	85.12
			TOTAL:	851.17
CROP PRODUCTION SERVICES	stop stump sprouting chemi	ENVIRON SERVICES F	REFUSE DISPOSAL	161.54
			TOTAL:	161.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CULLIGAN	water softner	COMMUNITY CENTER	COMMUNITY CENTER	20.05
			TOTAL:	20.05
JASON DAHL	biosolids class 4 meals	WASTE WATER FUND	ADMIN AND GENERAL	52.49
			TOTAL:	52.49
DAYS INN	conference	STORMWATER FUND	ADMINISTRATION AND GEN	269.48
			TOTAL:	269.48
DGR ENGINEERING	substation improvement	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,134.00
	broadway generation plant	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,696.50
	hosp generator; distrib de	ELECTRIC FUND	POWER DISTRIBUTION	332.00
			TOTAL:	3,162.50
DIVERSIFIED INSPECTIONS INC	snorkel yearly inspection	GENERAL FUND	FIRE	832.00
	inspects 28, 306 &21	ENVIRON SERVICES F	ADMIN AND GENERAL	442.00
	inspects 28, 306 &21	ELECTRIC FUND	ADMIN AND GENERAL	884.00
			TOTAL:	2,158.00
LANCE DLOUHY	fun run cash & gift cards	RESTRICTED CONTRIB	RECREATION/LEISURE SER	450.00
			TOTAL:	450.00
DUECO INC	#306 rubber tube	ELECTRIC FUND	POWER DISTRIBUTION	139.87
			TOTAL:	139.87
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	strobe & lights	2014 EQUIPMENT CER	POLICE	2,338.39
			TOTAL:	2,338.39
EMERGENCY RESPONSE SOLUTIONS	rear fitting #505 swivel r	GENERAL FUND	FIRE	145.92
			TOTAL:	145.92
BETHANN EMLEY	3rd fl youth center suppli	YOUTH CENTER GRANT	YOUTH CENTER	88.04
			TOTAL:	88.04
ENVENTIS	monthly phone charge	GENERAL FUND	CITY ADMINISTRATION	70.13
	monthly phone charge	GENERAL FUND	CITY CLERK	13.87
	monthly phone charge	GENERAL FUND	FINANCE	109.17
	monthly phone charge	GENERAL FUND	MUNICIPAL BUILDING	6.48
	monthly phone charge	GENERAL FUND	POLICE	340.91
	monthly phone charge	GENERAL FUND	FIRE	151.48
	monthly phone charge	GENERAL FUND	BUILDING INSPECTOR	40.70
	monthly phone charge	GENERAL FUND	PUBLIC WORKS ADMIN	83.14
	monthly phone charge	GENERAL FUND	STREETS	47.17
	monthly phone charge	GENERAL FUND	SENIOR COORDINATOR	5.63
	monthly phone charge	GENERAL FUND	RECREATION/LEISURE SER	123.74
	monthly phone charge	GENERAL FUND	SWIMMING POOL	31.32
	monthly phone charge	GENERAL FUND	PARKS	90.40
	monthly phone charge	GENERAL FUND	ECONOMIC DEVMT	26.83
	monthly phone charge	LIBRARY FUND	LIBRARY	82.70
	monthly phone charge	PUBLIC ACCESS	PUBLIC ACCESS	13.88
	monthly phone charge	COMMUNITY CENTER	COMMUNITY CENTER	47.98
	monthly phone charge	WATER	ADMIN AND GENERAL	167.28
	monthly phone charge	WASTE WATER FUND	ADMIN AND GENERAL	191.58
	monthly phone charge	ENVIRON SERVICES F	ADMIN AND GENERAL	29.97
	monthly phone charge	ELECTRIC FUND	ADMIN AND GENERAL	138.70
	monthly phone charge	TRANSIT	TRANSIT/TRANSPORTATION	48.74

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,861.80
FASTENAL COMPANY	blade knife	GENERAL FUND	STREETS	1.35
	batteries & elec tape	GENERAL FUND	STREETS	108.02
	blade knife	GENERAL FUND	PARKS	1.35
	batteries & elec tape	GENERAL FUND	PARKS	108.02
	caulk	COMMUNITY CENTER	COMMUNITY CENTER	4.94
	blade knife	WATER	DISTRIBUTION AND STORA	0.68
	batteries & elec tape	WATER	DISTRIBUTION AND STORA	54.01
	blade knife	WASTE WATER FUND	SOURCE/TREATMENT	0.68
	batteries & elec tape	WASTE WATER FUND	SOURCE/TREATMENT	54.01
	blade knife	ENVIRON SERVICES F	REFUSE DISPOSAL	0.68
	batteries & elec tape	ENVIRON SERVICES F	REFUSE DISPOSAL	54.01
	bolts, nuts, washers	ELECTRIC FUND	POWER DISTRIBUTION	181.81
	blade knife	ELECTRIC FUND	POWER DISTRIBUTION	1.35
	new washers	ELECTRIC FUND	POWER DISTRIBUTION	5.67
	batteries & elec tape	ELECTRIC FUND	POWER DISTRIBUTION	108.02
	street light bolts	ELECTRIC FUND	POWER DISTRIBUTION	15.62
	blade knife	STORMWATER FUND	TREATMENT	0.68
	batteries & elec tape	STORMWATER FUND	TREATMENT	53.99
			TOTAL:	754.89
TIM FISCHER	jeans	COMMUNITY CENTER	COMMUNITY CENTER	258.90
			TOTAL:	258.90
FLEETPRIDE	wiper, u seal, piston, bac	GENERAL FUND	FIRE	215.30
			TOTAL:	215.30
FORESTRY SUPPLIERS INC	helmet & visor	ENVIRON SERVICES F	REFUSE DISPOSAL	160.22
			TOTAL:	160.22
FREEDOM VALUE CENTERS, INC.	fuel	GENERAL FUND	POLICE	24.57
			TOTAL:	24.57
G AND H READY MIX, LLC	traverse trail	GENERAL FUND	STREETS	645.00
			TOTAL:	645.00
G C DISTRIBUTING COMPANY, INC.	adopt-a-park bags	GENERAL FUND	PARKS	93.00
			TOTAL:	93.00
GALLS INC	uniform gear	GENERAL FUND	POLICE	118.29
	mens pant	GENERAL FUND	POLICE	54.17
			TOTAL:	172.46
GELDNER UNDERGROUND, INC.	dirrectional bore state hw	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,808.00
	cr20 hwy22 base boxes	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,075.00
	cr20 hwy22 bore and pull &	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	9,850.00
	3p trans bases, 1p thans b	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,125.00
	church & sioux ln bore 2"	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,052.00
	jefferson & scholarship bo	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,071.00
			TOTAL:	24,981.00
GENERAL REPAIR SERVICE	1 1/4 valve	WASTE WATER FUND	SOURCE/TREATMENT	606.22
	mac valve	WASTE WATER FUND	SOURCE/TREATMENT	130.00
			TOTAL:	736.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENERATIONS PHOTOGRAPHY & VINYL CREATI	hosp signs	GENERAL FUND	STREETS	15.00
	ramsey pk sign	GENERAL FUND	PARKS	<u>45.00</u>
			TOTAL:	60.00
GENESIS	fuels	GENERAL FUND	FIRE	65.68
	fuels	GENERAL FUND	STREETS	736.16
	fuels	GENERAL FUND	PARKS	461.87
	fuels	WATER	SOURCE OF SUPPLY	277.11
	fuels	WATER	DISTRIBUTION AND STORA	381.03
	fuels	WATER	DISTRIBUTION AND STORA	354.68
	fuels	WASTE WATER FUND	COLLECTOR/LIFT STAT	994.14
	fuels	WASTE WATER FUND	COLLECTOR/LIFT STAT	1,378.78
	fuels	ENVIRON SERVICES F	REFUSE DISPOSAL	980.75
	fuels	ELECTRIC FUND	POWER DISTRIBUTION	1,719.36
	fuels	ELECTRIC FUND	POWER DISTRIBUTION	466.08
	fuels	STORMWATER FUND	TREATMENT	277.70
	fuels	TRANSIT	TRANSIT/TRANSPORTATION	<u>544.37</u>
			TOTAL:	8,637.71
	GLOWING HEARTH & HOME	annual service gas firepla	LIBRARY FUND	LIBRARY
			TOTAL:	125.00
GOPHER STATE ONE-CALL INC	one call tickets	WATER	DISTRIBUTION AND STORA	125.28
	one call tickets	WASTE WATER FUND	COLLECTOR/LIFT STAT	125.28
	one call tickets	ELECTRIC FUND	POWER DISTRIBUTION	<u>125.29</u>
			TOTAL:	375.85
STEPHEN C GRAMS	league of cities conf mile	GENERAL FUND	MAYOR & COUNCIL	61.04
	league of cities conf mile	GENERAL FUND	MAYOR & COUNCIL	61.04
	league of cities conf hote	GENERAL FUND	MAYOR & COUNCIL	<u>286.48</u>
			TOTAL:	408.56
GUSTAVUS ADOLPHUS COLLEGE P.O.	september postage	GENERAL FUND	CITY ADMINISTRATION	28.97
	september postage	GENERAL FUND	CITY CLERK	25.97
	september postage	GENERAL FUND	ELECTIONS	0.53
	september postage	GENERAL FUND	FINANCE	138.89
	september postage	GENERAL FUND	POLICE	38.11
	september postage	GENERAL FUND	FIRE	3.18
	september postage	GENERAL FUND	BUILDING INSPECTOR	4.34
	september postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.59
	september postage	GENERAL FUND	STREETS	3.44
	september postage	GENERAL FUND	SENIOR COORDINATOR	0.00
	september postage	GENERAL FUND	RECREATION/LEISURE SER	27.84
	september postage	GENERAL FUND	SWIMMING POOL	24.91
	september postage	GENERAL FUND	PARKS	22.62
	september postage	GENERAL FUND	ECONOMIC DEVMT	0.00
	september postage	GENERAL FUND	ECONOMIC DEVMT	43.15
	september postage	LIBRARY FUND	LIBRARY	5.30
	september postage	COMMUNITY CENTER	COMMUNITY CENTER	5.83
	september postage	WATER	ADMIN AND GENERAL	0.00
	september postage	WATER	CUSTOMER ACCOUNTS	89.60
	september postage	WASTE WATER FUND	ADMIN AND GENERAL	0.00
	september postage	WASTE WATER FUND	ADMIN AND GENERAL	6.78
	september postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	89.60
	september postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	89.60
	september postage	ELECTRIC FUND	ADMIN AND GENERAL	1.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	september postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	89.60
	september postage	STORMWATER FUND	ADMINISTRATION AND GEN	7.42
	september postage	TRANSIT	TRANSIT/TRANSPORTATION	4.45
			TOTAL:	753.31
H & L MESABI	two poly blades	GENERAL FUND	STREETS	999.50
			TOTAL:	999.50
HANCOCK CONCRETE PRODUCTS, INC.	1" mastic	WASTE WATER FUND	COLLECTOR/LIFT STAT	146.16
	1" mastic	WASTE WATER FUND	COLLECTOR/LIFT STAT	146.16
	1" mastic	WASTE WATER FUND	COLLECTOR/LIFT STAT	146.16
			TOTAL:	438.48
HAWKINS, INC.	sodium hydro	WATER	PURIFICATION AND TREAT	1,072.50
	ozone 15 sodium hydro & ac	WATER	PURIFICATION AND TREAT	1,804.00
	pot perm chemical oxidizer	WATER	PURIFICATION AND TREAT	2,149.88
	sulfuric acid	WASTE WATER FUND	BIOSOLIDS	98.58
	aqua hawk	WASTE WATER FUND	BIOSOLIDS	5,060.00
	sulfuric acid	WASTE WATER FUND	SOURCE/TREATMENT	229.82
			TOTAL:	10,414.78
HOLIDAY COMMERCIAL	fuel	GENERAL FUND	POLICE	254.27
	fuel for september	GENERAL FUND	BUILDING INSPECTOR	98.21
	fuel	GENERAL FUND	STREETS	593.11
	fuel	GENERAL FUND	STREETS	41.25
	fuel	GENERAL FUND	PARKS	199.87
	fuel	COMMUNITY CENTER	COMMUNITY CENTER	39.34
	fuel	WATER	SOURCE OF SUPPLY	14.83
	fuel	WATER	PURIFICATION AND TREAT	22.24
	fuel	WATER	DISTRIBUTION AND STORA	111.20
	fuel	WATER	CUSTOMER ACCOUNTS	26.48
	fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	352.50
	CUSTOMER ACCT 211	WASTE WATER FUND	CUSTOMER ACCOUNTS	26.48
	fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	230.19
	fuel	ELECTRIC FUND	POWER DISTRIBUTION	526.86
	CUSTOMER ACCT 211	ELECTRIC FUND	CUSTOMER ACCOUNTS	27.29
	fuel	STORMWATER FUND	TREATMENT	282.13
			TOTAL:	2,846.25
IMPACT	postage august bills & fly	WATER	CUSTOMER ACCOUNTS	365.88
	printing statements	WATER	CUSTOMER ACCOUNTS	159.10
	postage august bills & fly	WASTE WATER FUND	CUSTOMER ACCOUNTS	365.88
	printing statements	WASTE WATER FUND	CUSTOMER ACCOUNTS	159.10
	postage august bills & fly	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	365.89
	printing statements	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	159.10
	postage august bills & fly	ELECTRIC FUND	CUSTOMER ACCOUNTS	365.88
	printing statements	ELECTRIC FUND	CUSTOMER ACCOUNTS	159.09
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	277.59
			TOTAL:	2,377.51
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	319.69
	new library materials	LIBRARY FUND	LIBRARY	466.40
			TOTAL:	786.09
JAVENS MECHANICAL CONTRACTING CO.	ac adjust temp & replace 1	WASTE WATER FUND	SOURCE/TREATMENT	176.12
			TOTAL:	176.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JOHNSON AGGREGATES	washed rock ramsey park	GENERAL FUND	PARKS	6,482.58
			TOTAL:	6,482.58
KEELEY FARM DRAINAGE	4" tile & golden mulch	GENERAL FUND	STREETS	13.13
	4" tile & golden mulch	GENERAL FUND	PARKS	10.50
	4" tile & golden mulch	WATER	ADMIN AND GENERAL	5.25
	4" tile & golden mulch	WASTE WATER FUND	SOURCE/TREATMENT	13.75
	4" tile & golden mulch	WASTE WATER FUND	ADMIN AND GENERAL	5.25
	4" tile & golden mulch	ENVIRON SERVICES F	ADMIN AND GENERAL	5.24
	4" tile & golden mulch	ELECTRIC FUND	ADMIN AND GENERAL	13.13
			TOTAL:	66.25
KIND VETERINARY CLINIC PA	pound services	GENERAL FUND	COMMUNITY SERVICE	3.56
			TOTAL:	3.56
KRIS ENGINEERING, INC.	#112 Mack cutting edges	GENERAL FUND	STREETS	1,739.38
			TOTAL:	1,739.38
KWIK TRIP INC	fuel	GENERAL FUND	POLICE	1,527.24
	fuel	WATER	CUSTOMER ACCOUNTS	15.83
	fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	15.83
	fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	15.84
	fuel	TRANSIT	TRANSIT/TRANSPORTATION	2,742.62
			TOTAL:	4,317.36
THE LAFAYETTE-NICOLLET LEDGER	1 yr renewal	LIBRARY FUND	LIBRARY	35.00
			TOTAL:	35.00
LAGER'S INC	charger strut-ten	GENERAL FUND	POLICE	136.50
			TOTAL:	136.50
LJP ENTERPRISES INC	sept garbage/recycling	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	sept garbage/recycling	WATER	PURIFICATION AND TREAT	99.43
	sept garbage/recycling	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	sept garbage/recycling	ENVIRON SERVICES F	REFUSE DISPOSAL	857.31
			TOTAL:	1,529.51
LOCATORS & SUPPLIES, INC.	safety vests	GENERAL FUND	STREETS	22.47
	safety vests	GENERAL FUND	PARKS	17.97
	safety vests	WATER	ADMIN AND GENERAL	8.99
	safety vests	WASTE WATER FUND	ADMIN AND GENERAL	8.99
	safety vests	ENVIRON SERVICES F	ADMIN AND GENERAL	8.97
	safety vests	ELECTRIC FUND	ADMIN AND GENERAL	22.47
			TOTAL:	89.86
LOWE'S	treemendous playground sup	RESTRICTED CONTRIB	PARKS	683.58
			TOTAL:	683.58
MACQUEEN EQUIPMENT INC	debris hose	WASTE WATER FUND	COLLECTOR/LIFT STAT	404.07
			TOTAL:	404.07
MARCO, INC.	8/23-9/22/14 contract	GENERAL FUND	CITY ADMINISTRATION	32.01
	8/23-9/22/14 contract	GENERAL FUND	CITY CLERK	32.01
	8/23-9/22/14 contract	GENERAL FUND	FINANCE	21.34
	8/23-9/22/14 contract	GENERAL FUND	POLICE	17.07
	8/23-9/22/14 contract	GENERAL FUND	BUILDING INSPECTOR	8.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	8/23-9/22/14 contract	GENERAL FUND	PUBLIC WORKS ADMIN	4.27	
	8/23-9/22/14 contract	GENERAL FUND	ECONOMIC DEVT	2.13	
	8/23-9/22/14 contract	WATER	ADMIN AND GENERAL	19.21	
	8/23-9/22/14 contract	WASTE WATER FUND	ADMIN AND GENERAL	19.21	
	8/23-9/22/14 contract	ELECTRIC FUND	ADMIN AND GENERAL	57.62	
			TOTAL:	213.41	
MENARDS	wing nut & test plug	GENERAL FUND	SWIMMING POOL	20.16	
	summit bldg alum door bott	WATER	DISTRIBUTION AND STORA	20.94	
	drive gear	WASTE WATER FUND	SOURCE/TREATMENT	137.64	
			TOTAL:	178.74	
METRO SALES INC	copier contract thru 12/23	GENERAL FUND	POLICE	50.76	
			TOTAL:	50.76	
MIDWEST SPECIALTY SALES	trade in 2009 dew-eze	STORMWATER FUND	NON-DEPARTMENTAL	9,000.00-	
	'14 harper mower all terra	STORMWATER FUND	CAPITAL-GENERAL PLANT	41,534.00	
			TOTAL:	32,534.00	
MISC VENDOR	ADVANCED CHIRO	dot physical	TRANSIT	TRANSIT/TRANSPORTATION	75.00
	BAREFOOT WINO'S	BAREFOOT WINO'S: band fun	RESTRICTED CONTRIB	RECREATION/LEISURE SER	500.00
	BIEHN, JON	JON BIEHN: winter boots	WATER	CUSTOMER ACCOUNTS	33.33
	BIEHN, JON	JON BIEHN: winter boots	WASTE WATER FUND	CUSTOMER ACCOUNTS	33.33
	BIEHN, JON	JON BIEHN: winter boots	ELECTRIC FUND	CUSTOMER ACCOUNTS	33.34
	JAKE POWERS	49ers phase II training	GENERAL FUND	STREETS	25.83
	LONE STAR BBQ & GRILL	LONE STAR BBQ:c & i rebate	ELECTRIC FUND	NON-DEPARTMENTAL	480.29
	PARK ROW CROSSING	TOM JOHNSON: lighting reba	ELECTRIC FUND	NON-DEPARTMENTAL	7,460.00
	UNITED PLASTIC FABRICA	UNITED PLASTIC: foam tower	GENERAL FUND	FIRE	79.59
			TOTAL:	8,720.71	
MN BOARD OF PEACE OFFICER	post license	GENERAL FUND	POLICE	90.00	
			TOTAL:	90.00	
MN DEPT OF HUMAN SERVICES	mowing@1203 washington	GENERAL FUND	NON-DEPARTMENTAL	50.00	
	aug watering downtown flow	ENVIRON SERVICES F	REFUSE DISPOSAL	602.50	
			TOTAL:	652.50	
MN DEPT OF LABOR & INDUSTRY	3rd qtr state surcharge	GENERAL FUND	BUILDING INSPECTOR	1,564.45	
			TOTAL:	1,564.45	
MN DEPT OF TRANSPORTATION	sampling material testing	PERM IMPROVMENT RE	STREETS	499.82	
			TOTAL:	499.82	
MN MUNICIPAL UTILITIES ASSOCIATION	4th qrter safety training	GENERAL FUND	FIRE	133.37	
	4th qrter safety training	GENERAL FUND	PUBLIC WORKS ADMIN	799.14	
	4th qrter safety training	GENERAL FUND	STREETS	799.68	
	4th qrter safety training	GENERAL FUND	PARKS	666.85	
	4th qrter safety training	COMMUNITY CENTER	COMMUNITY CENTER	400.11	
	4th qrter safety training	WATER	ADMIN AND GENERAL	533.48	
	4th qrter safety training	WASTE WATER FUND	ADMIN AND GENERAL	799.68	
	4th qrter safety training	ENVIRON SERVICES F	ADMIN AND GENERAL	266.74	
	4th qtr member dues	ELECTRIC FUND	ADMIN AND GENERAL	3,647.00	
	4th qrter safety training	ELECTRIC FUND	ADMIN AND GENERAL	666.85	
	4th qrter safety training	ELECTRIC FUND	ADMIN AND GENERAL	687.50	
	4th qrter safety training	STORMWATER FUND	ADMINISTRATION AND GEN	400.11	
			TOTAL:	9,800.51	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MN PIPE & EQUIPMENT	10" pvc gasket	WASTE WATER FUND	COLLECTOR/LIFT STAT	119.92	
	2" mh barrier	WASTE WATER FUND	COLLECTOR/LIFT STAT	335.68	
	27" mh barrier	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>633.36</u>	
			TOTAL:	1,088.96	
MN RURAL WATER ASSOCIATION	cross connection control t	WATER	ADMIN AND GENERAL	<u>125.00</u>	
			TOTAL:	125.00	
MN STATE FIRE DEPT ASSOC.	2015 msfda mem dues	GENERAL FUND	FIRE	<u>315.00</u>	
			TOTAL:	315.00	
MN VALLEY ACTION COUNCIL INC.	cip rebate	ELECTRIC FUND	ADMIN AND GENERAL	745.79	
	cip rebate	ELECTRIC FUND	ADMIN AND GENERAL	1,392.60	
	cip rebate	ELECTRIC FUND	ADMIN AND GENERAL	833.80	
	cip rebate	ELECTRIC FUND	ADMIN AND GENERAL	<u>745.80</u>	
			TOTAL:	3,717.99	
MN WASTE PROCESSING	sept disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>15,817.60</u>	
			TOTAL:	15,817.60	
PETE MOULTON	pw mileage operations	WATER	ADMIN AND GENERAL	10.08	
	pw mileage operations	WASTE WATER FUND	ADMIN AND GENERAL	11.76	
	pw mileage operations	ELECTRIC FUND	ADMIN AND GENERAL	14.56	
	pw mileage operations	ELECTRIC FUND	ADMIN AND GENERAL	8.40	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	10.64	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	13.44	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	12.32	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	12.32	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	9.52	
	pw mileage operations	STORMWATER FUND	ADMINISTRATION AND GEN	<u>8.96</u>	
			TOTAL:	112.00	
	MVTI LABORATORIES INC	chem series	WASTE WATER FUND	SOURCE/TREATMENT	118.40
		fecal coliform	WASTE WATER FUND	SOURCE/TREATMENT	12.00
mei chem series		WASTE WATER FUND	SOURCE/TREATMENT	43.20	
chem series		WASTE WATER FUND	SOURCE/TREATMENT	118.40	
fecal coliform		WASTE WATER FUND	SOURCE/TREATMENT	32.00	
hwe chem series		WASTE WATER FUND	SOURCE/TREATMENT	59.20	
hwe chem series		WASTE WATER FUND	SOURCE/TREATMENT	59.20	
chem series		WASTE WATER FUND	SOURCE/TREATMENT	106.40	
chem series mei		WASTE WATER FUND	SOURCE/TREATMENT	43.20	
chem series		WASTE WATER FUND	SOURCE/TREATMENT	118.40	
chem series		WASTE WATER FUND	SOURCE/TREATMENT	86.40	
chem series		WASTE WATER FUND	SOURCE/TREATMENT	<u>118.40</u>	
			TOTAL:	915.20	
JAMES NEARY	meals equip op school hinc	GENERAL FUND	STREETS	8.04	
	meals equip op school hinc	GENERAL FUND	STREETS	9.53	
	meals equip op school hinc	GENERAL FUND	STREETS	<u>9.75</u>	
			TOTAL:	27.32	
NELSON PRINTING COMPANY	business card	GENERAL FUND	POLICE	53.00	
	ups postage return HDD & g	TRANSIT	TRANSIT/TRANSPORTATION	<u>13.11</u>	
			TOTAL:	66.11	
NICOLLET COUNTY RECORDER/ABSTRACTER	stelter bsn doc#307313	GENERAL FUND	ECONOMIC DEVMT	1.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>1.00</u>
NICOLLET COUNTY TREASURER	2010 plates & title transf	GENERAL FUND	BUILDING INSPECTOR	<u>51.75</u>
			TOTAL:	51.75
NIELSEN BLACKTOPPING, LLC	est 4 wash ave link	PERM IMPROVMENT RE	STREETS	<u>14,513.97</u>
			TOTAL:	14,513.97
NORTH CENTRAL INTERNATIONAL	#44 blew out fuel line & s	GENERAL FUND	STREETS	<u>610.21</u>
			TOTAL:	610.21
NORTH CENTRAL LABORATORIES	lab reagents	WASTE WATER FUND	SOURCE/TREATMENT	<u>779.43</u>
			TOTAL:	779.43
NUSS TRUCK & EQUIPMENT	repair peep window	GENERAL FUND	STREETS	<u>238.31</u>
			TOTAL:	238.31
OFFICEMAX	replacement dvd's for poli	GENERAL FUND	POLICE	<u>24.99</u>
			TOTAL:	24.99
PAAPE COMPANIES, INC.	vav damper actuator	COMMUNITY CENTER	COMMUNITY CENTER	<u>335.00</u>
			TOTAL:	335.00
PEPSI-COLA OF MANKATO INC	soda vending machine	COMMUNITY CENTER	COMMUNITY CENTER	<u>446.75</u>
			TOTAL:	446.75
PET EXPO DIST.	routine aquarium maint & f	LIBRARY FUND	LIBRARY	<u>90.58</u>
			TOTAL:	90.58
PETER'S SODDING SERVICE	sod installed	GENERAL FUND	PARKS	<u>270.00</u>
			TOTAL:	270.00
PLOOG ELECTRIC INC.	load mgmt w/ grace st	ELECTRIC FUND	POWER DISTRIBUTION	<u>70.00</u>
			TOTAL:	70.00
PONGRATZ FENCE&FAB	break in repair, dome caps	GENERAL FUND	STREETS	29.48
	break in repair, dome caps	GENERAL FUND	PARKS	23.58
	break in repair, dome caps	WATER	ADMIN AND GENERAL	11.79
	break in repair, dome caps	WASTE WATER FUND	ADMIN AND GENERAL	11.79
	break in repair, dome caps	ENVIRON SERVICES F	ADMIN AND GENERAL	11.78
	break in repair, dome caps	ELECTRIC FUND	ADMIN AND GENERAL	<u>29.48</u>
			TOTAL:	117.90
FRED POWERS	biosolids conference meals	WASTE WATER FUND	ADMIN AND GENERAL	<u>54.11</u>
			TOTAL:	54.11
RONALD D. QUADE	mileage	GENERAL FUND	FIRE	13.44
	seminar fees	GENERAL FUND	FIRE	60.00
	12 mtg per diem \$10 pp	GENERAL FUND	FIRE	<u>120.00</u>
			TOTAL:	193.44
QUILL	ink cartridges	GENERAL FUND	POLICE	<u>126.15</u>
			TOTAL:	126.15
RADIO MANKATO	promo for halloween fun ru	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>50.00</u>
			TOTAL:	50.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
RAMY TURF PRODUCTS	mulch & seed ramsey park	GENERAL FUND	PARKS	427.00	
	seed wash ave link	PERM IMPROVMENT RE	STREETS	330.00	
			TOTAL:	757.00	
RED WING SHOE STORE	return shoe, replacement c	COMMUNITY CENTER	COMMUNITY CENTER	27.00	
			TOTAL:	27.00	
THE RETROFIT COMPANIES, INC.	electronics for recycling	GENERAL FUND	CITY ADMINISTRATION	12.53	
	electronics for recycling	GENERAL FUND	FINANCE	45.13	
	electronics for recycling	GENERAL FUND	POLICE	57.66	
	electronics for recycling	GENERAL FUND	FIRE	7.52	
	electronics for recycling	GENERAL FUND	BUILDING INSPECTOR	7.52	
	electronics for recycling	GENERAL FUND	PUBLIC WORKS ADMIN	17.55	
	electronics for recycling	GENERAL FUND	STREETS	5.01	
	electronics for recycling	GENERAL FUND	RECREATION/LEISURE SER	32.59	
	electronics for recycling	GENERAL FUND	PARKS	2.51	
	electronics for recycling	GENERAL FUND	ECONOMIC DEVMT	5.01	
	light bulbs	LIBRARY FUND	LIBRARY	38.06	
	electronics for recycling	LIBRARY FUND	LIBRARY	80.22	
	electronics for recycling	PUBLIC ACCESS	PUBLIC ACCESS	2.51	
	light bulbs	COMMUNITY CENTER	COMMUNITY CENTER	152.25	
	electronics for recycling	COMMUNITY CENTER	COMMUNITY CENTER	2.51	
	electronics for recycling	WATER	ADMIN AND GENERAL	12.53	
	electronics for recycling	WASTE WATER FUND	ADMIN AND GENERAL	7.52	
	electronics for recycling	ENVIRON SERVICES F	REFUSE DISPOSAL	2.51	
	fall bulbs recycling barre	ELECTRIC FUND	POWER DISTRIBUTION	80.57	
	electronics for recycling	ELECTRIC FUND	ADMIN AND GENERAL	32.73	
	electronics for recycling	STORMWATER FUND	ADMINISTRATION AND GEN	5.01	
	electronics for recycling	TRANSIT	TRANSIT/TRANSPORTATION	2.38	
			TOTAL:	611.83	
	NICOLE RUHLAND	mileage reinbursement	GENERAL FUND	SWIMMING POOL	125.61
				TOTAL:	125.61
	RYAN ELECTRIC OF ST PETER	tennis ct light switch	GENERAL FUND	PARKS	187.90
gfi light pole recep		GENERAL FUND	PARKS	99.24	
service dehumidifier		WATER	PURIFICATION AND TREAT	75.00	
rehook air scrubber motor		WASTE WATER FUND	SOURCE/TREATMENT	75.00	
rehook pretreatment motor		WASTE WATER FUND	SOURCE/TREATMENT	187.50	
			TOTAL:	624.64	
SAINTS BUS SERVICE	mcgowan farm, target field	GENERAL FUND	RECREATION/LEISURE SER	400.00	
	mcgowan farm, target field	GENERAL FUND	RECREATION/LEISURE SER	396.75	
			TOTAL:	796.75	
SEBCO BOOKS	new children's materials	LIBRARY FUND	LIBRARY	44.93	
			TOTAL:	44.93	
SELECT ACCOUNT	Oct. employee admin fees	GENERAL FUND	CITY ADMINISTRATION	3.44	
	Oct. employee admin fees	GENERAL FUND	CITY CLERK	2.14	
	Oct. employee admin fees	GENERAL FUND	FINANCE	5.70	
	Oct. employee admin fees	GENERAL FUND	MUNICIPAL BUILDING	1.50	
	Oct. employee admin fees	GENERAL FUND	POLICE	27.90	
	Oct. employee admin fees	GENERAL FUND	BUILDING INSPECTOR	5.48	
	Oct. employee admin fees	GENERAL FUND	COMMUNITY SERVICE	2.14	
	Oct. employee admin fees	GENERAL FUND	PUBLIC WORKS ADMIN	1.58	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	Oct. employee admin fees	GENERAL FUND	STREETS	2.91
	Oct. employee admin fees	GENERAL FUND	RECREATION/LEISURE SER	6.18
	Oct. employee admin fees	GENERAL FUND	PARKS	11.01
	Oct. employee admin fees	GENERAL FUND	ECONOMIC DEVT	2.14
	Oct. employee admin fees	LIBRARY FUND	LIBRARY	2.69
	Oct. employee admin fees	COMMUNITY CENTER	COMMUNITY CENTER	3.22
	Oct. employee admin fees	WATER	DISTRIBUTION AND STORA	5.26
	Oct. employee admin fees	WATER	ADMIN AND GENERAL	1.94
	Oct. employee admin fees	WATER	CUSTOMER ACCOUNTS	0.43
	Oct. employee admin fees	WASTE WATER FUND	SOURCE/TREATMENT	3.12
	Oct. employee admin fees	WASTE WATER FUND	ADMIN AND GENERAL	2.18
	Oct. employee admin fees	WASTE WATER FUND	CUSTOMER ACCOUNTS	0.44
	Oct. employee admin fees	ENVIRON SERVICES F	REFUSE DISPOSAL	4.29
	Oct. employee admin fees	ENVIRON SERVICES F	ADMIN AND GENERAL	0.86
	Oct. employee admin fees	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	0.44
	Oct. employee admin fees	ELECTRIC FUND	POWER DISTRIBUTION	6.43
	Oct. employee admin fees	ELECTRIC FUND	ADMIN AND GENERAL	7.77
	Oct. employee admin fees	ELECTRIC FUND	CUSTOMER ACCOUNTS	2.59
	Oct. employee admin fees	STORMWATER FUND	COLLECTIONS/LIFT STATI	1.60
	Oct. employee admin fees	STORMWATER FUND	ADMINISTRATION AND GEN	4.44
	Oct. employee admin fees	STORMWATER FUND	CUSTOMER ACCOUNTS	0.44
	Oct. employee admin fees	TRANSIT	TRANSIT/TRANSPORTATION	4.23
			TOTAL:	124.49
SHOP4TECH	cd/dvd storage units	LIBRARY FUND	LIBRARY	179.96
			TOTAL:	179.96
SHOPKO STORES OPERATING CO., LLC	supplies youth center	YOUTH CENTER GRANT	YOUTH CENTER	20.44
			TOTAL:	20.44
SHORELAND COUNTRY CLUB	golf instructor, reimburse	GENERAL FUND	RECREATION/LEISURE SER	525.00
			TOTAL:	525.00
SOUTHERN MN CONSTRUCTION CO INC	traverse rd trail	GENERAL FUND	STREETS	12,932.80
	gravel traverse trail & st	GENERAL FUND	STREETS	881.24
	gravel traverse trail & st	WATER	ADMIN AND GENERAL	179.95
	1 1/2" hwy 169	WASTE WATER FUND	COLLECTOR/LIFT STAT	325.72
	gravel traverse trail & st	WASTE WATER FUND	ADMIN AND GENERAL	179.95
	gravel traverse trail & st	ENVIRON SERVICES F	ADMIN AND GENERAL	89.98
	gravel traverse trail & st	ELECTRIC FUND	ADMIN AND GENERAL	449.89
			TOTAL:	15,039.53
SOUTHERN MN MUNICIPAL POWER AGENCY	SMMPA purchased power	ELECTRIC FUND	POWER SUPPLY	631,949.44
			TOTAL:	631,949.44
SPRINT SOLUTIONS, INC.	cell fire & water connect	GENERAL FUND	FIRE	16.45
	cell waste, water, elec, c	COMMUNITY CENTER	COMMUNITY CENTER	24.28
	cell fire & water connect	WATER	ADMIN AND GENERAL	39.99
	cell waste, water, elec, c	WATER	ADMIN AND GENERAL	24.28
	cell waste, water, elec, c	WASTE WATER FUND	ADMIN AND GENERAL	25.48
	cell waste, water, elec, c	ELECTRIC FUND	ADMIN AND GENERAL	24.28
			TOTAL:	154.76
ST PETER AREA CHAMBER OF COMMERCE	aniversary recog chamber b	GENERAL FUND	FINANCE	100.00
	aniversary recog chamber b	GENERAL FUND	PUBLIC WORKS ADMIN	25.00
	aniversary recog chamber b	WATER	ADMIN AND GENERAL	225.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	aniversary recog chamber b	ENVIRON SERVICES F	ADMIN AND GENERAL	100.00
			TOTAL:	450.00
ST PETER RENTAL CENTER	sod cutter kick 12"	2013B TIF #1-18 N	ECONOMIC DEVELOPMENT	8.50
			TOTAL:	8.50
STATE INDUSTRIAL PRODUCTS	deoderizer for bathroom	LIBRARY FUND	LIBRARY	56.41
	deoderizer for bathroom	COMMUNITY CENTER	COMMUNITY CENTER	225.65
			TOTAL:	282.06
TIMOTHY STRAND	CGMC summer conference	GENERAL FUND	MAYOR & COUNCIL	370.74
			TOTAL:	370.74
STREICHER'S	baton holder	GENERAL FUND	POLICE	42.98
	badges	RESTRICTED CONTRIB	FIRE	142.00
			TOTAL:	184.98
TIGERDIRECT.COM	hard drives	GENERAL FUND	FINANCE	129.18
	2 computer ups	GENERAL FUND	RECREATION/LEISURE SER	151.33
	ups replacement	WATER	PURIFICATION AND TREAT	181.32
	ups replacement	WATER	PURIFICATION AND TREAT	169.99
	2 computer ups	WATER	ADMIN AND GENERAL	151.32
	replacement monitor	ELECTRIC FUND	ADMIN AND GENERAL	160.96
			TOTAL:	944.10
JANE TIMMERMAN-PETTY CASH	office supplies, lib story	GENERAL FUND	SWIMMING POOL	13.96
	lib storytime supplies	LIBRARY FUND	LIBRARY	10.00
			TOTAL:	23.96
TRANE	chiller add refriger, leak	COMMUNITY CENTER	COMMUNITY CENTER	313.05
			TOTAL:	313.05
TRAVERSE DES SIOUX LIBRARY SYSTEM	2014 contracted serv 2nd h	LIBRARY FUND	LIBRARY	11,024.23
			TOTAL:	11,024.23
UNITED RENTALS AERIAL EQUIPMENT	speedpatch	WASTE WATER FUND	COLLECTOR/LIFT STAT	326.25
			TOTAL:	326.25
UNITED STATES PLASTIC CORP.	chem feed pump grab & o ri	WATER	PURIFICATION AND TREAT	39.74
			TOTAL:	39.74
US AUTO FORCE	tires	GENERAL FUND	STREETS	332.16
			TOTAL:	332.16
UTILITY CONSULTANTS, INC.	monthly coliform charge se	WATER	PURIFICATION AND TREAT	121.00
			TOTAL:	121.00
VISA	disputed amt amazon	GENERAL FUND	NON-DEPARTMENTAL	7.99-
	commisioner / staff lunche	GENERAL FUND	CITY ADMINISTRATION	160.19
	mcfoa academy mileage, hot	GENERAL FUND	CITY ADMINISTRATION	197.16
	mileage, hotel for trainin	GENERAL FUND	POLICE	192.40
	cce registration fee	GENERAL FUND	POLICE	95.00
	brake booster car part kin	GENERAL FUND	FIRE	144.79
	car chargers for pw/bld la	GENERAL FUND	BUILDING INSPECTOR	65.34
	conference fee	GENERAL FUND	PUBLIC WORKS ADMIN	150.00
	annual finance fee	GENERAL FUND	RECREATION/LEISURE SER	15.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	annual finance charge	GENERAL FUND	RECREATION/LEISURE SER	15.00
	mtg w comm edu staff	GENERAL FUND	RECREATION/LEISURE SER	6.95
	youth football supplies	GENERAL FUND	RECREATION/LEISURE SER	83.12
	youth football	GENERAL FUND	RECREATION/LEISURE SER	172.19
	pizza - season end mtg	GENERAL FUND	RECREATION/LEISURE SER	38.44
	return footballs	GENERAL FUND	RECREATION/LEISURE SER	147.17-
	s tax credit	GENERAL FUND	RECREATION/LEISURE SER	2.63-
	annual finance charge	GENERAL FUND	RECREATION/LEISURE SER	15.00
	1 bb path, cpr aed trainin	GENERAL FUND	SWIMMING POOL	35.00
	2 bb path, lg, cpr aed 1st	GENERAL FUND	SWIMMING POOL	70.00
	2 cpr, aed, ped cpr, 1st a	GENERAL FUND	SWIMMING POOL	54.00
	3 bloodborne path, lifequa	GENERAL FUND	SWIMMING POOL	621.00
	late fee	GENERAL FUND	PARKS	5.00
	spdc agenda lunch	GENERAL FUND	ECONOMIC DEVMT	13.45
	dehumidifier part water pl	WATER	PURIFICATION AND TREAT	230.35
	mn society ag fall confere	ENVIRON SERVICES F	ADMIN AND GENERAL	125.00
	car chargers for pw/bld la	ELECTRIC FUND	ADMIN AND GENERAL	65.34
	hotel 2 nights	ELECTRIC FUND	ADMIN AND GENERAL	368.18
	mn public transit assn con	TRANSIT	TRANSIT/TRANSPORTATION	43.43
	mn public transit assoc co	TRANSIT	TRANSIT/TRANSPORTATION	639.18
	halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	44.13
	halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	115.84
	mouthguards	RESTRICTED CONTRIB	RECREATION/LEISURE SER	70.09
	halloween fun run spiders	RESTRICTED CONTRIB	RECREATION/LEISURE SER	43.90
	halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	192.12
	halloween fun run	RESTRICTED CONTRIB	RECREATION/LEISURE SER	127.84
	s tax credit	RESTRICTED CONTRIB	RECREATION/LEISURE SER	2.81-
			TOTAL:	4,053.83
CHRIS VOELTZ	uniform reimbursement	WATER	ADMIN AND GENERAL	59.98
			TOTAL:	59.98
VON ESSEN TOWING	towing	GENERAL FUND	POLICE	200.00
	tire repair	GENERAL FUND	POLICE	40.00
	mount tires	GENERAL FUND	PARKS	74.00
	mount tires	GENERAL FUND	PARKS	54.00
			TOTAL:	368.00
VOSS LIGHTING	city hall maintenance supp	GENERAL FUND	MUNICIPAL BUILDING	163.20
			TOTAL:	163.20
WESCO DISTRIBUTION INC	100 w hps bulb	ELECTRIC FUND	NON-DEPARTMENTAL	95.29
	connector parrallels #493	ELECTRIC FUND	NON-DEPARTMENTAL	489.00
			TOTAL:	584.29
WRITE ON	anniversary recog finance	GENERAL FUND	FINANCE	50.63
			TOTAL:	50.63
XCEL ENERGY	hwy 22 brdg 9/22	GENERAL FUND	STREETS	52.83
			TOTAL:	52.83
ZACK'S INC	hand tool for asphalt	GENERAL FUND	STREETS	295.63
			TOTAL:	295.63
ZEP SALES & SERVICE	detergent hand soap	GENERAL FUND	STREETS	55.12
	detergent hand soap	GENERAL FUND	PARKS	55.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	detergent hand soap	WATER	DISTRIBUTION AND STORA	27.56
	detergent hand soap	WASTE WATER FUND	SOURCE/TREATMENT	27.56
	detergent hand soap	ENVIRON SERVICES F	REFUSE DISPOSAL	27.56
	detergent hand soap	ELECTRIC FUND	POWER DISTRIBUTION	55.12
	detergent hand soap	STORMWATER FUND	TREATMENT	27.54
			TOTAL:	275.58

ZIEGLER INC	#16 cat 950 seals	GENERAL FUND	STREETS	38.28
	seal bearing actuator shoe	GENERAL FUND	STREETS	1,003.78
	yoke & fitting cat 950	GENERAL FUND	STREETS	630.94
	seal	GENERAL FUND	STREETS	4.78
	#16 seal	GENERAL FUND	STREETS	18.72
	seal	GENERAL FUND	STREETS	60.46
			TOTAL:	1,636.04

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

101	GENERAL FUND	77,648.41
211	LIBRARY FUND	18,042.92
213	PUBLIC ACCESS	146.91
217	COMMUNITY CENTER	3,698.30
401	PERM IMPROVMENT REVOLVING	117,269.59
404	PARK LAND DEDICATION	398.97
432	2013B TIF #1-18 N THIRD	235.50
474	2014 EQUIPMENT CERTIFICAT	2,338.39
601	WATER	12,170.26
602	WASTE WATER FUND	50,236.26
603	ENVIRON SERVICES FUND	21,179.26
604	ELECTRIC FUND	689,703.35
606	STORMWATER FUND	39,135.59
610	TRANSIT	4,261.35
820	RESTRICTED CONTRIBUTIONS	2,416.69
824	YOUTH CENTER GRANT	108.48

 GRAND TOTAL: 1,038,990.23

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 –

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 purchase in excess of \$7,500 is hereby approved:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>	<u>FUNDING</u>
North American Salt	Road salt	\$24,956.75	General
Dakota Supply Group	100 water meters	\$17,000.00	Water
Wesco Distribution	15KV wire for inventory	\$21,028.99	Electric
	15KV wire for inventory	\$21,028.99	Electric

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

<u>NAME</u>	<u>POSITION</u>	<u>WAGE</u>
Dustin Struckman	Police Officer	\$24.08/hour
Joshua Klaseus	Police Officer	\$24.08/hour
Elaine Deschaine	PT Payroll Clerk	\$12.00/hour

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

<u>Temporary On Sale Liquor</u>		
Arts Center of Saint Peter	600 South Fifth Street	11/8/14

- 4. Councilmember Kvamme shall be appointed to the Tourism and Visitors Bureau in place of Councilmember Grams until January 1, 2015.

- 5. The following equipment for which the City no longer has a need, is hereby declared as surplus property and staff is directed to provide for sale of the equipment through public sale on the Minnesota Department of Administration online auction:

Unit #30 1960 Tampo Rubber Tired Roller

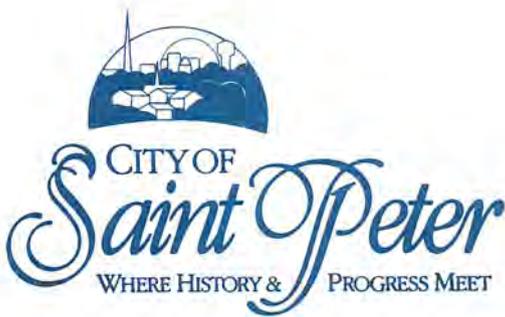
- 6. The schedule of disbursements for September 18, 2014 through October 8, 2014 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/09/14

FROM: Russ Wille
Community Development Director

RE: Washington Terrace No. 2 – Plat Approval

ACTION/RECOMMENDATION

Adopt the attached resolutions accepting the Preliminary Plat and Final Plat of Washington Terrace No. 2 as recommended by the Planning and Zoning Commission.

BACKGROUND

After the successful development of Nicollet Meadows Subdivision, the City of Saint Peter purchased 40 acres of land to locate Washington Terrace Subdivision on the far north side of town. The site was designed, platted and improved by the City of Saint Peter in conjunction with the Saint Peter Economic Development Authority.

Like Nicollet Meadows, Washington Terrace was designed based upon the principles of the Building Better Neighborhoods Program (BBN) which was created by the Greater Minnesota Housing Funds. The BBN program is intended to provide for the design of a subdivision undertaken in a manner which maximizes efficiencies in land use and utility infrastructure. The result is a subdivision which provides maximum affordability of lots and increased sociability between residents.

The BBN program also encourages mixed use neighborhoods. The Nicollet Meadows subdivision for example, includes 78 single family lots, a 44 unit market-rate apartment complex and a 20 unit tax credit apartment complex within 40 acres.

The Washington Terrace neighborhood includes 76 single family homes as well as a 9 acre storm water basin. A 74,705 square foot parcel (Outlot C) was set aside in Washington Terrace for future multi-family residential development. The City has not aggressively marketed the property so as not to negatively impact private residential developments planned, undertaken or occupied.

At this time the City has worked with Kurt Matson of Matson Concrete, Inc. to design a multi-family development which meets the criteria of the BBN program and the intent of the City of Saint Peter. Mr. Matson is proposing the construction of twenty-four (24) multi-family apartments within three (3) structures. The project would be privately financed and apartments would be offered for rent at what would be considered to be market rate.

The City Council has negotiated the sale and future development of the subject property. To that end, the City has entered into an agreement regulating the design and construction of the 24 multi-family apartment units.

To accommodate the planned construction, it is necessary to provide for the platting of the 74,705 square foot parcel. The City of Saint Peter has submitted a Preliminary and Final Plat of Washington Terrace No. 2 Subdivision for City Council consideration. The proposed plats include the creation of a single lot within a single block. The property will retain the current (R-3) Multi-Family Residential zoning classification.

Following public notice as prescribed by Statute, the Planning and Zoning Commission held a public hearing regarding the proposed plat. Several residents of the Washington Terrace neighborhood spoke in opposition to the proposed plat. Many residents expressed concerns regarding traffic, parking congestion and declining property values. Others opposed the development in hopes that the open space could be reserved for the use of neighborhood children as a playground.

Following the consideration of neighborhood concerns, the Planning and Zoning Commission voted unanimously to recommend that the City Council accept the Preliminary and Final Plats of Washington Terrace No. 2.

FISCAL IMPACT:

If adopted by the City Council, the plat would need to be recorded with Nicollet County. The developer will pay the costs of recording.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken. However, the Council is reminded that the multi-family housing unit proposed for development on the parcel could not be constructed without the re-platting.

Negative Votes: No further action will be taken. However, the Council is reminded that the multi-family housing unit proposed for development on the parcel could not be constructed without the re-platting.

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

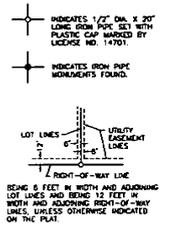
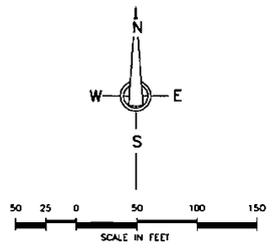
Please feel free to contact me should you have any questions or concerns about this agenda item.

RJW

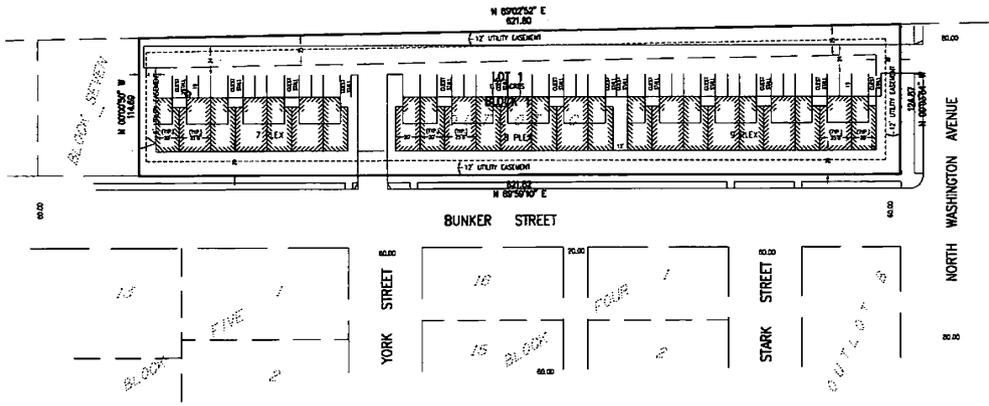
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WASHINGTON TERRACE NO. 2

CITY OF ST. PETER
NICOLLET COUNTY, MINNESOTA



SECTION 1 & 2
S. W. 1/4 S. W. 1/4
SECTION 1 & 2

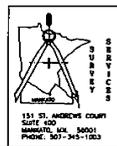


PROPERTY ZONED R-3

MULTI-FAMILY RESIDENTIAL DISTRICT
SETBACK REQUIREMENTS - CITY OF ST. PETER
MINIMUM LOT SIZE - 10,000 SQ FT (MULTI-FAMILY LIMITED)
MINIMUM STREET FRONTAGE - 60 FEET (MULTI-FAMILY LIMITED)
MINIMUM GROUND COVERAGE - 70% COVERAGE BY ALL STRUCTURES

I hereby certify that the survey, plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

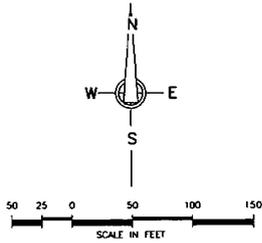
Signature: WARREN P. SMITH
Print Name: WARREN P. SMITH
Date: 10/14/2014 License No. 14701



PRELIMINARY PLAT
ST. PETER, MINNESOTA
OUTLOT C, WASHINGTON TERRACE
FOR: TAPPER, JAY & MATSON, KURT
SCALE: 1"=50' DATE: SEPT., 2014 F.S. FILE 14823

WASHINGTON TERRACE NO. 2

CITY OF ST. PETER NICOLLET COUNTY, MINNESOTA



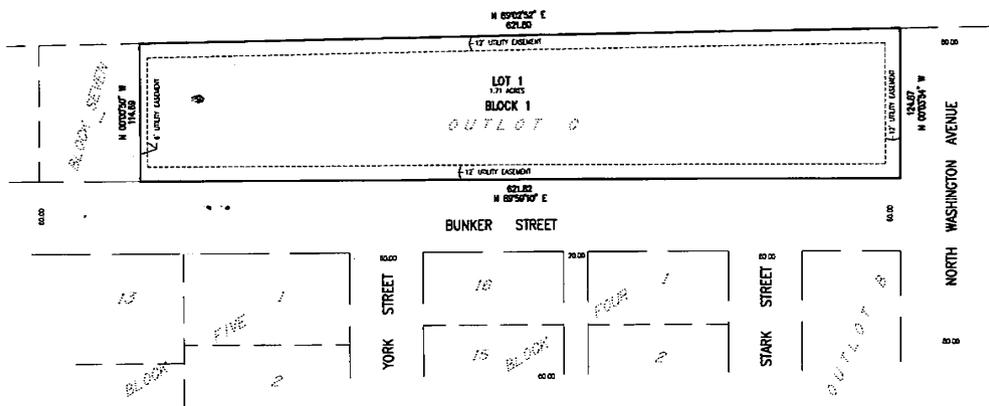
INDICATES 1/2" DIA. X 20' LONG IRON PIPE SET WITH PLASTIC CAP MARKED BY LICENSE NO. 14701.

INDICATES IRON PIPE MONUMENTS FOUND.



RIGHT-OF-WAY LINE BEING 6 FEET IN WIDTH AND ADJOINING LOT LINES AND BEING 12 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY LINES, UNLESS OTHERWISE INDICATED ON THE PLAN.

S. W. 1/4 - S. W. 1/4 SECTION 10 - T12N - R20W



INSTRUMENT OF DEDICATION

Know all men by these presents that we, Jay A. Topper and Holly A. Topper, husband and wife, fee owners of the following described property to wit:

Outlot C, Washington Terrace, according to the plat thereof on file and of record with the Nicollet County Recorder. Containing 1.71 acres.

do hereby declare that we have caused the above described property to be surveyed and plotted and monuments to be set, that we have named said plotted area WASHINGTON TERRACE NO. 2 and that we dedicate to the public use the easements shown hereon.

Dated this _____ day of _____, 2014 by Jay A. Topper and Holly A. Topper.

NOTARY CERTIFICATE

State of Minnesota
County of Blue Earth

On this the ____ day of _____, 2014, before me a Notary Public within and for said County, personally Jay A. Topper and Holly A. Topper, husband and wife, known by me to be the persons named in the foregoing instrument and who did acknowledge said instrument to be their free act and deed.

Notary Public

SURVEYOR'S CERTIFICATE

I, Warren P. Smith, Licensed Land Surveyor, do hereby certify that I have surveyed or directly supervised the survey of the property described on this plat; prepared this plat or directly supervised the preparation of this plat of WASHINGTON TERRACE NO. 2; 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 indicated 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 the surveyor's certification are shown and labeled on this plat; and all public ways are

properly labeled on this plat.

Warren P. Smith, Licensed Land Surveyor
Minnesota License No. 14701

State of Minnesota
County of Blue Earth

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 2014, by Warren P. Smith, a Licensed Land Surveyor.

Notary Public, Blue Earth County, MN.

APPROVALS

Be it known that on this the ____ day of _____, 2014, the Planning Commission of the City of St. Peter did duly review this plat of WASHINGTON TERRACE NO. 2.

Chairman _____ Secretary _____

Be it known that on this the ____ day of _____, 2014, the City Council of the City of St. Peter did duly approve this plat of WASHINGTON TERRACE NO. 2.

Mayor _____ Clerk _____

TITLE OPINION

I, Stacey Edwards Jones, a licensed attorney in the State of Minnesota, do hereby certify that the owners as indicated hereon, represent all ownership interest in the land encompassed by this plat.

Stacey Edwards Jones, Licensed Attorney

COUNTY AUDITOR/TREASURER

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 _____, 2014.

County Auditor/Treasurer

COUNTY RECORDER

I hereby certify that this instrument was filed in my office for record on this, the ____ day of _____, 2014, at ____ o'clock, ____ M., and that it is recorded as _____ Plots, Number _____.

FINAL PEA
PENDING FINAL REVIEW
(08-19-2014)

THIS IS THE OFFICIAL COPY OF THE SURVEY SERVICES, INC.

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Petition to Prevent Washington Terrace Development

We, the residents of Washington Terrace Subdivision in the city of Saint Peter, petition the city Planning & Zoning Commission and the City Council in efforts to prevent the construction of a multi-family apartment complex within the housing subdivision.

The undersigned are concerned residents of Saint Peter who disapprove of building to meet an unmet demand that places the city at risk of vacant properties. Neighborhood residents have purchased homes in this particular neighborhood in order to attain a desirable level of well-being for our families. We believe that construction of the proposed apartment complex will result in thousands of dollars in lost property value for each individual homeowner. Washington Terrace currently consists of 87 single-family homes located on the outskirts of Saint Peter. While zoning code may allow for a multi-family apartment project, it is no longer a sensible fit within this subdivision.

We request that the Planning & Zoning Commission and the City Council prevent the development of a multi-family apartment complex within the Washington Terrace Subdivision.

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE PLANNING AND ZONING COMMISSION
OCTOBER 1, 2014

Pursuant to due call and notice thereof, a regular meeting of the Planning and Zoning Commission of the City of Saint Peter was conducted in the Governors' Room of the Community Center on October 1, 2014.

A quorum present, Chairperson Jerry Harty called the meeting to order at 5:30 p.m. The following members were present: Commissioners Zieman, Kvamme, Hoehn, and Hulsebus. Absent was Commissioner Algiers. The following official was present: Community Development Director Wille.

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

Approval of Minutes – A motion was made by Kvamme, seconded by Hulsebus, to approve the minutes of the September 3, 2014 regular Planning and Zoning Commission meeting with corrections to attendance, titles and other grammatical errors to be made by staff. With all in favor, the motion carried and the minutes were approved with the corrections to be made by staff. A complete copy of the minutes of the September 3, 2014 regular Planning and Zoning Commission meeting is contained in the Community Development book entitled Planning and Zoning Commission Minutes.

Public Hearing: Washington Terrace Subdivision No. 2 Preliminary Plat – Community Development Director Wille provided background on the development of the Washington Terrace Subdivision and the City Council's intent to develop Outlot C as multi-family housing. Wille noted the subdivision had been developed under the "Building Better Neighborhoods" (BBN) concept and the City had received financing from both the Minnesota Housing Finance Agency and the Greater Minnesota Housing Fund for development of the subdivision. Wille stated that one of the funding requirements was that the BBN concept be followed and that required a mix of uses including multi-family development in the subdivision. Wille noted the public hearing was only to receive comment on the proposed plat for the property and the Council had already agreed to the sale and development of a 24 unit, market rate housing complex to be constructed on the lot in stages.

Chairperson Harty opened the public hearing at 5:42 p.m.

Wille read a letter into the record from Tara Schroeder, 2110 Turpin Street, expressing opposition to the development and the unwanted traffic it would bring to the area and her concerns over the decreased property values a multi-family complex would bring to the "upper middle class homes" in the neighborhood. Schroeder also encouraged development of the Outlot as single family or twin homes.

Jack Burch, 2123 Bunker Lane, questioned whether it was true that building permits had already been issued for the development. Wille indicated no permit had been issued.

Mark Freeman, 2112 York Street, expressed concern that development of the property would lead to more vehicle lights shining in his windows and that "it doesn't make sense to locate it at the farthest corner of Saint Peter". Freeman stated neighborhood children use the property for playing, sledding, snowmobiling, and walking dogs. Freeman expressed concerns about increased parking on Bunker Lane and asked if Bunker Lane would be designated as "no parking".

Eileen Watson, 2113 Stark Street, expressed concerns for the safety of area children running across the street to the bus stop and indicated that she would have to provide more supervision when her children play outside.

Kristie Miller, 2117 Bunker Lane, expressed her appreciation that the new development would have a high level of landscaping and attached garages. Miller also questioned if the new development would utilize rain gardens like those established in the Park Row Crossing development.

Brianna Freeman, 2112 York Street, stated she feels penalized for building in Washington Terrace Subdivision and expressed concern that her property values would decrease if the multi-family complex was built. She also expressed concerns for wildlife in the area and that the new development would cause her home to no longer be a good investment.

Mike Bus, 2113 Stark Street, questioned how the garages would be attached. Staff indicated the garages would be in the back of the property. Bus then expressed concerns that the rest of the neighborhood would not be able to see what the new residents might be doing in the back and suggested they could be illegally hunting, or "tearing it up". Bus also questioned where neighborhood children would be able to play when the lot was taken away from them.

Chris Glassel, 2101 York Street, questioned what would happen with the market rate units if all the units were not rented and questioned if the complex could become subsidized. Glassel also expressed concerns that he would no longer be able to leave items outside his home and everything would have to be locked up.

Scott Lusk, 2121 Bunker Lane, questioned if the units could be sold as single condominiums.

Angie Moreau, 605 Bassford Street, stated her belief that the subdivision is "overpopulated" and adding more residents would cause chaos with the school bus system that is already overloaded to the point where children have to sit on the floor of the bus. Moreau stated he won't feel safe letting her kids play outside anymore and that the Police Department doesn't provide a lot of support for the residents of Washington Terrace Subdivision because they are on the edge of the community. Moreau claimed the Police Department had failed to respond in a timely manner to her reports of a drunk driver and a vicious dog.

Mr. Bus again addressed the Commission to complain about employees from a group home near his property parking in front of his home in his property's parking spaces.

Gloria Lager, 2109 Stark Street, questioned whether a different exit/entrance can be developed for the subdivision. Lager indicated that the North Washington Avenue intersection with Dodd Avenue/Highway 22 becomes very congested in the morning. Lager requested a stop light or four way stop be constructed.

There being no further speakers, the hearing was declared closed at 6:03 p.m.

Washington Terrace Subdivision No. 2 Preliminary Plat – Community Development Director Wille addressed the comments made at the public hearing as follows:

- The location of the multi-family lot had been platted by the Council to eliminate the tenants of the complex from driving by the single family homes multiple times.
- There are no plans at this time to restrict parking in the subdivision and all residents are allowed to park on the street in compliance with City parking regulations.
- The development agreement approved by the City Council requires the complex owner to participate in the Police Department's Crime-Free Multi-housing program which requires all tenants to undergo background investigations
- Wille and Commissioner Zieman indicated there is no evidence that construction of a multi-family facility near single family homes causes property values to decrease. Zieman further stated that recent evidence for properties near the Park Row Crossing development showed the property values might actually increase.
- Any behavior by tenants of the multi-family complex which is not allowed under the law would be addressed by the Police Department.
- The complex would be built in stages with each subsequent stage not being constructed until the first complex was filled which would alleviate concerns about the units becoming something other than market rate. Zieman also noted that the rent (expected to be \$1,100-\$1,200 per month for the larger units), are established so that the developer can pay the costs of the business.
- To turn the complex into condos, the developer would have to petition for subdivision of each one of the units separately and would have to invest substantial funds into separating utilities for each unit.
- The Minnesota Department of Transportation will not allow a stop light or four-way stop at the intersection with Dodd Avenue.

Commissioner Hoehn questioned if there were park facilities in proximity to the Washington Terrace Subdivision. Wille reported Gault Park, located just to the west of Washington Terrace Subdivision, is considered the neighborhood park for the area.

Chairperson Harty asked if crosswalks could be installed on Bunker Lane. Wille reported City staff would continue to monitor traffic control needs in the area. Harty also asked if there was adequate off-street parking for visitors of the complex. Wille indicated the developer would be required to comply with City Code requirements for two off-street parking spaces for each unit.

Commissioner Zieman suggested those that have concerns about the lack of bus space contact the School District directly and offered the assistance of the City Administrator.

Marlys Burch, 2123 Bunker Lane, questioned whether the complex would have an onsite rental agent. Wille indicated there was no plan for that when the units first opened, but it might occur at a later time. Burch indicated it was very important to her that an on-site person be available to contact when there are problems.

Commissioner Kvamme suggested that if the parking problems persist with the employees of the group homes, that residents contact the City Administrator who will negotiate with the group home owner to solve the issue.

Community Development Director Wille recommended approval of the preliminary plat of Washington Terrace Subdivision No. 2.

In motion by Kvamme, seconded by Hoehn, Resolution No. 2014- entitled "Resolution Recommending Approval Of The Preliminary Plat Of Washington Terrace Subdivision No. 2" was introduced.

Commissioner Kvamme reminded those in attendance that the limited availability of multi-family housing in Saint Peter impacts people who want to live in the community and that units are rented as quickly as they are completed. Kvamme also noted it was very unusual to have a market rate complex constructed and indicated he was very much in favor of the plat and the development.

Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2014- is contained in the Community Development book entitled _____.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING PRELIMINARY PLAT OF WASHINGTON TERRACE NO. 2
SUBDIVISION**

WHEREAS, the City of Saint Peter has submitted the required forms and plans for a Preliminary Plat review of Washington Terrace No. 2 Subdivision; and

WHEREAS, the Preliminary Plat of Washington Terrace No. 2 Subdivision is located north of Bunker Lane and west of North Washington Avenue; and

WHEREAS, the Preliminary Plat of Washington Terrace No. 2 Subdivision illustrates the creation of a single parcel for multi-family residential development; and

WHEREAS, the entire development is located on property zoned as R-3 Multiple Family Residential; and

WHEREAS, the Planning and Zoning Commission has reviewed the Preliminary Plat of the Washington Terrace No. 2 Subdivision pursuant to the requirements of Chapter 44 of the City Code; and

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

WHEREAS, following public notice as prescribed by Statute, the Planning and Zoning Commission conducted a public hearing to solicit citizen input regarding the preliminary plat of Washington Terrace No 2 Subdivision; and

WHEREAS, following the hearing, the Commission voted unanimously to recommend that the City Council accept the Preliminary Plat of Washington Terrace No. 2 as submitted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Preliminary Plat of Washington Terrace No. 2 is adopted and accepted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING FINAL PLAT OF WASHINGTON TERRACE NO. 2
SUBDIVISION**

WHEREAS, the City of Saint Peter has submitted the required forms and plans for a Final Plat review of Washington Terrace No. 2 Subdivision; and

WHEREAS, Washington Terrace No. 2 subdivision is located on a tract of land located north of Bunker Lane and west of North Washington Avenue; and

WHEREAS, the property in question had previously been platted as Outlot C when the original Washington Terrace plat was accepted by the City of Saint Peter; and

WHEREAS, in 2004, the parcel in question was created for future multi-family development to provide for a mixed use neighborhood consistent with the policies of the Building Better Neighborhoods program; and

WHEREAS, at this time, given the findings of the 2012 Saint Peter Housing Study, it has been determined that it would be appropriate to sell the property to a private entity for future multi-family development; and

WHEREAS, the owner of the property is seeking to re-plat the property to accommodate the proposed multi-family development; and

WHEREAS, the Final Plat of Washington Terrace No. 2 Subdivision depicts the creation of a single 74,705 square foot lot; and

WHEREAS, all of the property within the proposed plat is zoned (R-3) Multi-Family Residential; and

WHEREAS, the Planning and Zoning Commission has reviewed the Final Plat of the Washington Terrace No. 2 subdivision pursuant to the requirements of Chapter 44 of the City Code; and

WHEREAS, the Planning and Zoning Commission has found that the Final Plat of Washington Terrace No. 2 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 unanimously recommended that the City Council accept the Final Plat of Washington Terrace No. 2.

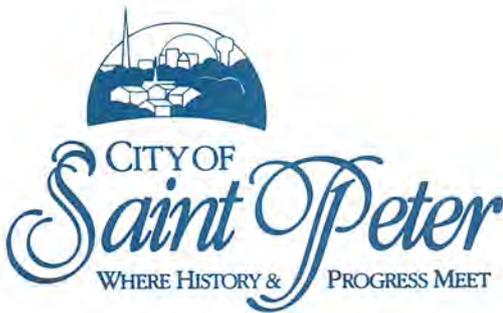
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Final Plat of Washington Terrace No. 2 is hereby adopted as submitted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 10/09/14

FROM: Russ Wille
Community Development Director

RE: Registered Land Survey #67

ACTION/RECOMMENDATION

Adopt the attached resolution accepting Registered Land Survey #67 as recommended by the Planning and Zoning Commission.

BACKGROUND

Greg and Denise Engels are the owners of Lot 7, Block 1, Martinson's Subdivision, City of Saint Peter, Nicollet County, Minnesota. They have submitted Registered Land Survey (RLS) #67 to provide for an administrative splitting of their property.

The Engels are seeking to split Lot 7 into three separate parcels as shown on the engineering diagram submitted on their behalf by Survey Services. If approved, RLS #67 would create Tract A, RLS #67; Tract B, RLS #67 and Tract C, RLS #67.

Tracts A and B would serve to split the existing residential structure to create two individual parcels of land. The property would establish a zero lot line along the common wall of the residential structure.

Upon surveying the property, it was determined that the adjoining neighbor has constructed a deck which encroaches upon the Engels' property. Upon approval of the RLS, Parcel C would be sold to the neighbor so that his deck would be located upon property that he owns.

In 2000, the City Council approved the rezoning of the Engels property as a Planned Unit Development. From a review of the meeting minutes, it appears that the PUD designation was approved to allow for the property split. However, no action was ever considered approving an engineered survey of the property establishing the lot split.

At this time, the RLS before the Council would serve to correct and complete the 2000 work and appropriately serve to split the lot into three parcels.

The Planning Commission considered the proposed RLS at their October 1, 2014 meeting. The Commission has unanimously recommended City Council approval.

FISCAL IMPACT:

Upon approval, the RLS would need to be recorded at the courthouse. The Engels will pay the costs of recording.

ALTERNATIVES/VARIATIONS:

Do not act: The applicant will be notified of the Council's denial.

Negative Votes: The applicant will be notified of the Council's denial.

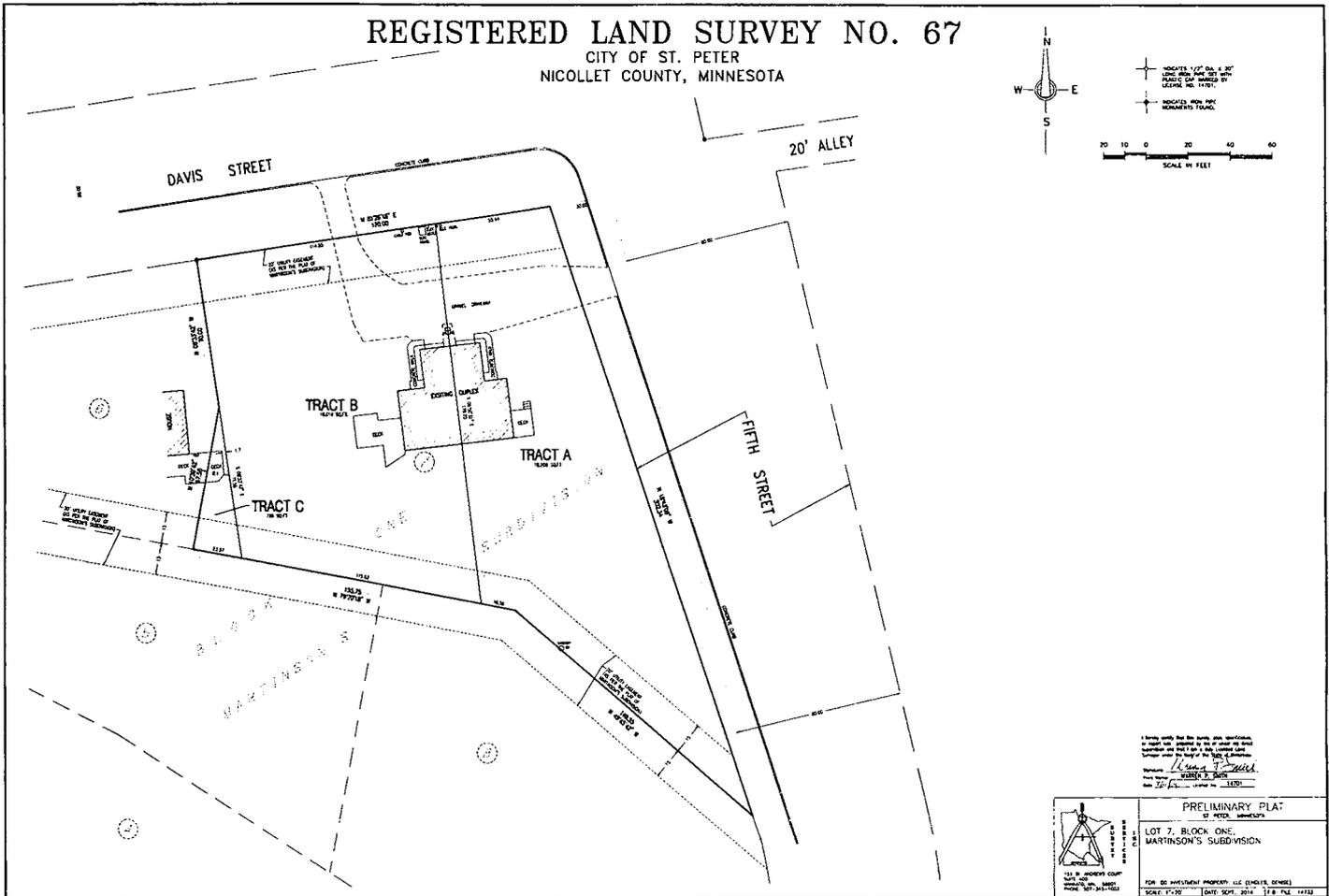
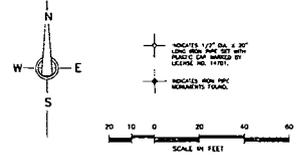
Modification of the Resolution: This is not an option at this time.

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

RJW

REGISTERED LAND SURVEY NO. 67

CITY OF ST. PETER
NICOLLET COUNTY, MINNESOTA



I hereby certify that the above plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer and the holder of the State License No. 11972.

	PRELIMINARY PLAN OF THIS SUBDIVISION
	LOT 7, BLOCK ONE, MARTINSON'S SUBDIVISION FOR DR. INVESTMENT PROPERTY, LLC (HOLTER OWNER) 2024-2025 [DATE] [DATE] [DATE] [DATE] [DATE] [DATE]

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION ACCEPTING REGISTERED LAND SURVEY #67, CREATING THREE
PARCELS UPON THE SPLIT OF LOT 7, BLOCK 1, MARTINSONS SUBDIVISION**

WHEREAS, a request has been made by the Greg and Denise Engels to further subdivide one parcel of land legally described as Lot 7, Block 1, Martinson's Subdivision, City of Saint Peter, Nicollet County, Minnesota; and

WHEREAS, the City Code allows for the acceptance of a registered land survey to subdivide property; and

WHEREAS, accepting the registered land survey will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, accepting the registered land survey is not contrary to the provisions of the comprehensive plan for the development of the city.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Registered Land Survey submitted to the City of Saint Peter for Lot 7, Block 1, Martinson's Subdivision, City of Saint Peter, Nicollet County, Minnesota is approved and that the resulting three lots shall be legally described as:

Tract A, Registered Land Survey #67, City of Saint Peter, Nicollet County, Minnesota;

And

Tract B, Registered Land Survey #67, City of Saint Peter, Nicollet County, Minnesota.

And

Tract C, Registered Land Survey #67, City of Saint Peter, Nicollet County, Minnesota.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 09/22/14

FROM: Jane Timmerman 
Recreation & Leisure Services Director

RE: Library Policies and Procedures

ACTION/RECOMMENDATION

Approve modifications and revisions to the Library Policies and Procedures document.

BACKGROUND

Policies and procedures for the Saint Peter Public Library were first adopted by the Saint Peter City Council in September 2001 and then were reviewed and revised in May 2005. The Library Advisory Board has once again reviewed and submitted recommended policy modifications and revisions for approval by the City Council.

Policies and procedures needed to be updated to match our current operations and technology. Clearer explanations and direction in a number of areas have been reworked based on experience and research by staff and board members. The board recommends a new policy on electronic devices, quorum change for advisory board meetings from five (5) members present to four (4) members, circulation policy revisions, a new Internet policy, and alterations to the meeting room policy. Language has also been cleaned up and made more consistent throughout the document.

Upon Council approval the new version of the Library Policies and Procedures will be distributed to library staff and board members and guide the daily operations of the library.

FISCAL IMPACT:

There is no fiscal impact.

ALTERNATIVES/VARIATIONS:

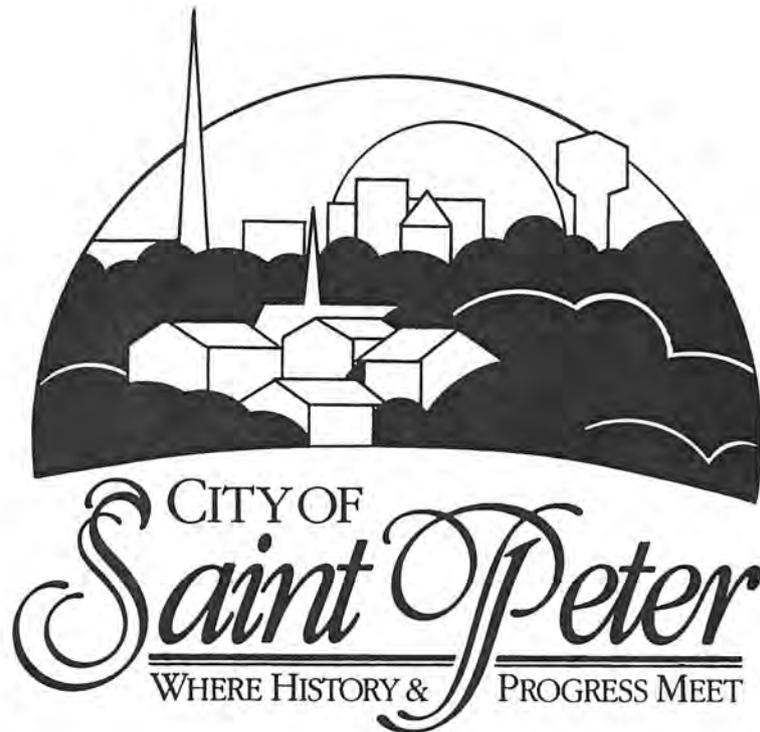
Do not act: Staff will wait for further direction from the Council.

Negative Votes: Staff will maintain the policies and procedures approved in May 2005 and wait for further direction from the Council.

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

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

JT/



Saint Peter Public Library Policy and Procedure Manual

Adopted: September 2001
Revised: June 2005
Revised: October 2014

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I. Mission and Goal Statements

- A. The mission of the Saint Peter Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, businesslike and professional.
- B. The general goals of the Saint Peter Public Library shall be:
1. To serve all residents of the community and public library service area.
 2. To acquire and make available to all residents such books, periodicals, pamphlets, and media as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services f) to encourage lifelong library patronage.
 3. To acquire the means to provide the most frequently requested materials through a variety of resources.
 4. To maintain services in order to locate information, guide reading, organize and interpret material for people of various backgrounds, promote literacy and to stimulates thinking and intellectual development in individuals of all ages.
 5. To research and implement new methods and make improvements to existing services for better service for the library's patrons.

To regularly review the goals of the Saint Peter Public Library and review and revise as necessary.

II. Library Usage

- A. The Library will serve all residents of the community and the public library service area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause shall include but may not be limited to failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
- C. Expectations of Behavior. It is each patron's responsibility to maintain appropriate behavior so as to protect his/her individual rights and the rights and privileges of other patrons. If a patron's behavior creates a disturbance, that patron may be restricted from the library and from the use of the library facilities. Anyone who is unwilling to leave or does not leave promptly, after being instructed to do so by the staff, may be subject to legal action.

The Saint Peter Public Library welcomes library use by children. Staff members are available to assist children with library materials or services. The Library desires to provide a safe and appropriate environment for visitors of all ages. The Library, however, is a public building with staff trained to provide public library

services. The Library is not equipped-and it is not the Library's role-to provide long- or short-term child care.

However, for the safety and comfort of children, the Saint Peter Public Library encourages adults or caregivers to accompany children when they use the Library. While in the Library, parents and caregivers are responsible for monitoring and regulating the behavior of their children.

In certain situations (see examples below) Library staff members will attempt to contact the parent or guardian of a child. In the event that the parent or guardian cannot be reached, the child will be placed in the care of the Saint Peter Police Department.

- A child is found frightened or crying in the library
- A-child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the child
- A-child exhibits specific inappropriate behavior e.g. disruptive/loud behavior, argumentative, use of foul language, rude/disrespectful behavior to staff and/or others, disobeying library/community center rules and policies, vandalism, damaging property.
- A child has not been met by a responsible caregiver at closing time

III. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people in the community. The library endeavors to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc.
4. Cooperate and partner with other community agencies and organizations.
5. Secure information beyond its own resources when requested, using interlibrary loan and other resource-sharing methods provided through the regional library system and state.
6. Lend to other libraries upon requesting
7. Develop and provide services to patrons with special needs.
8. Maintain a balance of services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services.
12. Use media and other public relations mechanisms to promote the full range of available library services.

IV. Responsibilities and Authorities of the Library Board

See Appendix A: Policies of the Saint Peter Library Board.

V. Volunteers and Friends

Volunteers: The library encourages individuals and groups to volunteer their time and efforts in service to the Saint Peter Public Library. See the attached procedure for recruitment, training, and supervision of volunteers. See Appendix B.

Friends: The library recognizes there is a Saint Peter Friends of the Library group that operates independently of SPPL. A Memo of Understanding outlines the relationship between the Saint Peter Public Library and the Saint Peter Friends of Library.

VI. Collection Development Policy

General Statement

The Public Library, Library Advisory Board, and City Council uphold the democratic right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals the Saint Peter Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Minnesota State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights and all interpretations pertinent to the selection and use of library materials.

A. First Amendment and Intellectual Freedom Policies

The Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement adopted by the American Library Association are endorsed by the Saint Peter Public Library and are integral parts of these policies. (See Appendices C, D, and E)

B. Responsibility for Selection

The lead librarian is responsible for the selection of library materials. This responsibility may be shared with other members of the library staff, however the lead librarian has the authority to reject or select any item.

C. Materials Selection Criteria

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Sites selected from the World Wide Web and linked from the Library's homepage are subject to the same selection criteria as other materials.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of its patrons, the Saint Peter Public Library agrees to lend materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a database that is accessible by other libraries throughout the state.

E. Gifts and Donations

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The Library reserves the right to decide the disposition of all gifts received. Gifts accepted for addition to the Library's collection become the property of the Saint Peter Public Library and will be placed where most appropriate. Materials not utilized in the Library's collection will either be discarded or transferred to another organization.

The library will not appraise the value of donated materials. However it may provide an acknowledgment of receipt of the items if requested by the donor.

Honorary gifts in memory or recognition of a person or event are also accepted with suitable bookplates placed in the book. Specific memorial books may be ordered for the library on request of a patron if the request meets the criteria established by the Board.

F. Withdrawal of Materials

The Library Advisory Board and the Saint Peter City Council recognizes that withdrawing materials from the collection is an important part of maintaining the library collection and is a continual process. Withdrawal of library materials is vested in the Lead Librarian who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Saint Peter Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in the attached policies. (See Appendices C, D, and E)

Library staff will not monitor a child's book selections. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, differences of opinion regarding suitable materials may arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "*Statement of Concern About Library Resources*" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Saint Peter Public Library Advisory Board with a recommendation forwarded to the City Council at their next regular meeting. The material in question will stay on the shelf and in circulation until a decision is made by the City Council. (See Appendix F)

The collection development policy, like all other policies, will be reviewed and/or revised periodically by the Saint Peter Public Library Advisory Board.

VII. Circulation Policy

See Appendix G.

VIII. Reference Service Policy

The Saint Peter Public Library Staff will provide information in the form of short answers to specific questions and guidance in locating material for patrons.

IX. Library Programs

The Library supports its mission by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Lead Librarian who may delegate the authority for program management to designated staff.

Staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space

- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the library.

The Library welcomes expressions of opinion from customers concerning programming (Appendix F). If a customer questions a library program, he/she should first address the concern with a Library staff member. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Collection Development Policy.

X. Internet/Computer Policy

See Appendix H.

XI. Electronic Devices Policy

The Saint Peter Public Library is an active facility with an open space plan.

Out of respect for all library patrons, cell phones, pagers, and other electronic devices should be set to silent or vibrate mode.

Patrons who wish to engage in extended cell phone conversations should move into the hallway directly outside the side library entrance (in the Community Center space).

Patrons wishing to report inappropriate electronic device use should contact a library staff member at the Circulation Desk.

XII. Display Case Policy

See Appendix I.

XIII. Meeting Room Policy

See Appendix J.

XIV. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Limited space generally allows only short-term notices. Library staff must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Posted items will not be returned.

XV. Emergency Operations Policy

Saint Peter Public Library will adhere to the plan as adopted by the City of Saint Peter.

XVI. Revision of Library Policies

The preceding statements of the Saint Peter Public Library's policies shall be subject to review and revision at least every five years by the Saint Peter Library Advisory Board. Individual policies will be reviewed or added as needed.

Adopted: September, 2001. Revised: May 23, 2005, October 2014

Adopted: _____

Date: _____

ADDITIONS:

•

APPENDIX A

POLICIES OF THE SAINT PETER LIBRARY BOARD

CITY OF SAINT PETER, MINNESOTA

Article I

The name of this body shall be the "Saint Peter Public Library Board" and the City of Saint Peter and the library shall be known as the "Public Library of the City of Saint Peter, Minnesota". The Mayor of the City of Saint Peter, with approval of the City Council, shall appoint seven (7) members of the board to serve a three-year term.

**Article II
Meetings**

Section 1. Structure. The scheduled meetings of the library board shall be held at a time designated by the Saint Peter Library Board at a location to be determined by that body. Meeting time and place may be changed with prior notice under the regulations established in the Minnesota State Open Meeting Law. All meetings shall be open to the public and subject to the Open Meeting Law. The organizational meeting shall be held at the time of the first regular meeting of each calendar year. Notices shall be made in accordance with the Minnesota State Open Meeting Law.

Special meetings may be called by the Library Board Chair, City Council, or Mayor or upon written request of two board members, for the transaction of business stated in the call for the meeting.

Board members shall attend regular and special meetings as required. A member may be dismissed if three or more consecutive meetings are missed.

Board members must notify the Chair of the Board and Mayor in a timely manner of a desire to resign.

All issues must be decided by a voting quorum of four (4).

Section 2. Order of Business. The order of business at regular meetings shall follow parliamentary authority with an outline as follows:

1. Call To Order.
2. Approval of Agenda.
3. Approval of Minutes.
4. Report of the Librarian.
5. Old Business
6. New Business
7. Adjournment

**Article III
Membership and Officers**

Section 1. Officers.

- a. The officers shall be as follows: Chair, Vice Chair, and Secretary. The officers shall hold office for one year or until their successors shall be elected and qualified. Officers shall be elected at the designated organizational meeting.
- b. An officer may serve consecutive terms, provided, however, that no officer shall serve more than two consecutive years in the same office.
- c. The Chair of the Library Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
- d. The Vice Chair shall preside in the absence of the Chair. In case of a vacancy in the office of Chair, the Vice Chair shall perform the duties of that office until a new Chair shall have been elected and qualified.
- e. The Secretary shall provide for a true and accurate account of all proceedings of the Library Board meetings. Staff assigned to assist the Secretary shall be the Director of Recreation and Leisure Services or her/his designee. The Secretary, with the assistance of the Director of Recreation and Leisure Services, shall provide any correspondence necessary for the functioning of the Library Board including notification of board vacancies and preparation of meeting materials.

Section 2. Members. The Mayor shall appoint members with approval by the City Council. There shall be seven (7) members, one of whom shall be a City Council member and one which shall be a School District representative. The Library Board members representing the City Council and School District shall be appointed annually by their governing bodies and have a term of one (1) year. All other Board members shall be appointed to a three (3) year term and may not serve more than two (2) complete, consecutive terms.

Section 3. Ex-Officio Members. The Lead Librarian and Director of Recreation and Leisure Services shall serve as ex-officio members, without voting privileges.

Article IV Committees

As committees are needed, they shall be appointed by the Chair of the library board.

Article V Duties

The duties of the library board members are to review proposals and suggestions, and to make recommendations to the City Council regarding:

- a. Policy
- b. Programs and operation
- c. Legislation that is appropriate to public libraries
- d. Cooperation with other public officials and boards
- e. Maintenance of positive community relations

- f. Performance of other duties as assigned by Ordinance or Resolution of the City Council.

**Article VI
Director of Recreation and Leisure Services**

The Director of Recreation and Leisure Services shall be considered the executive officer of the Library Board and shall have charge of the administration of the Saint Peter Public Library under the direction and review of the board, City Administrator, and City Council.

**Article VII
Lead Librarian**

The Lead Librarian shall be responsible for the care of the building and equipment, for the direction of the staff, for the ordering of all books and other library materials, for the efficiency of the library's service to users, and for the operation of the library under the financial conditions set forth in the library budget.

**Article VIII
Limitations**

Members of the Library Board or any administrative member of the library shall not use financial resources, equipment, or contracts of the library for personal purposes.

All members of the board must live within the corporate limits of the City of Saint Peter.

Article IX

The Library Board shall be subject to all city ordinances and state statutes that apply to public library operations.

**Article X
Contracting For Service From The City of Saint Peter**

The Library Board shall contract with the City to provide services as follows:

1. Hiring of Personnel. The City is responsible for the hiring of all personnel and administration of policy relating to pay, conduct, hiring and dismissing of personnel.
2. Providing and calculating budgets. The City shall provide professional service to develop the budget with input from library staff.
3. Purchasing of goods and services. The City shall provide the process and personnel to provide for purchasing goods and services in accordance with City standards and rules.

The Library Board will use current city staff to provide information and to implement personnel, budgetary, and purchase activities.

**Article XI
Amendments**

These policies may be amended at any regular meeting of the Library Board with a quorum present, by a two-thirds vote of the members present, provided the amendment was stated as an agenda item prior to the call of the meeting. Amendments to these policies are in effect only after approval of the City Council.

The policies shall yield only, in point of conflict, to Minnesota State Statutes specifically directed at Minnesota Libraries and Library Boards and incorporated into the Minnesota State Statutes and the City Code of the City of Saint Peter.

These policies shall be in force upon adoption by the City of Saint Peter.

Amended by the Saint Peter Library Advisory Board this 11th day of January, 2005.

Amended by the Saint Peter Library Advisory Board this 13th day of May, 2014.

Chair

ATTEST:

Secretary

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of June 2005.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of October 2014.

Mayor

ATTEST:

City Administrator

APPENDIX B

Saint Peter Public Library

VOLUNTEER POLICY

The Saint Peter Public Library appreciates the contributions made by volunteers. Volunteers aid the library in making the best use of its resources and contribute to a sound relationship with the community. The library and its volunteers work together to meet the goals and mission of the organization.

We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the Library by the public

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers may not perform activities that could reveal confidential patron information

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Lead Library.

Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide staff to administer and supervise the volunteer program
- Provide written position descriptions and procedures for all volunteer tasks
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties

DEFINITION OF A VOLUNTEER

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents directly or on behalf of the Saint Peter Public Library and is not paid with library funds. (Exception: If an individual is at least 10 years old and enrolled in the City of Saint Peter Recreation Department's Volunteer in the Park Program they may volunteer at the library.)

HOW TO BECOME A VOLUNTEER

All volunteers are required to fill out a Volunteer Application form. Applicants will be approved to become volunteers at the discretion of the Lead Librarian or their designee based on an applicant's qualifications in relation to the needs of the library at any given time.

The Saint Peter Public Library has absolute authority to deny a volunteer application; however the library shall not approve or deny the application of a volunteer on the basis of sex, national origin, religion, race, color or disability pursuant to State or Federal statute. Volunteers under consideration may be subject to a criminal records search and background check.

If the Library does not have projects that match a volunteer's interests at the time of application, the applicant will be notified and the application will be kept on file for one (1) year.

VOLUNTEERS UNDER THE AGE OF 18

Young people ages 14–17 may apply to volunteer for the Library in positions for which they are qualified. They must have written permission from a parent or guardian. Volunteers under 14 that are enrolled in the City of Saint Peter Recreation Department's Volunteer in the Park Program may volunteer at the library in approved positions.

APPENDIX C

Saint Peter Public Library

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX D

Saint Peter Public Library

THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals

must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

APPENDIX E

Saint Peter Public Library

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

APPENDIX F

Saint Peter Public Library

FEEDBACK REGARDING LIBRARY RESOURCES

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Resource on which you are commenting:

_____ Book

_____ Media (e.g., cd, DVD)

_____ Magazine

_____ Content of Library Program

_____ Newspaper

_____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource/program to your attention?
2. What is your opinion of this resource/program? Please be as specific as possible.
3. Have you reviewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Any additional comments:

APPENDIX G

Saint Peter Public Library

CIRCULATION POLICY

1. Loan Periods
 - A. Media Items: 7 days
DVDs, music CDs
 - B. Books/Print Items: 3 weeks
Books, magazines, picture books with CD, audio books on CD
2. Borrowed materials shall be returned on or before the due date.
3. Patrons will reimburse the library for replacement costs and processing fees of lost, stolen, or damaged materials.
4. Users shall notify the library of lost library cards and any change in account information. Replacement cost for a library card is \$1.00.
5. Overdue notices will be sent via email to those patrons who have provided an email address.
6. If library materials are not returned 30 days after the due date, they will be considered lost and a fee for the entire replacement cost of the materials will be applied to the patron's account.
7. Each patron may check out a total of 15 DVDs and a total of 15 children's DVDs at one time. There are no number limits to any other item types e.g. books, audio books on CD, periodicals, etc.
8. Each patron may check out a maximum of 30 outstanding reserves/holds for items from the Saint Peter Public Library's collection at one time.

APPENDIX H

Saint Peter Public Library

INTERNET/COMPUTER POLICY

The Saint Peter Public Library provides access to a broad range of information resources, including those available through the Internet. The Library makes this service available as part of its mission to provide free and open access to information of all types in a wide range of formats for Library patrons of all ages and backgrounds.

The Internet is a global electronic network of ideas, images and commentary that may enhance resources already available in the Library. However, the Library cannot control the information available over the Internet and is not responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some sources may be offensive, disturbing, and/or illegal.

RULES GOVERNING USE

In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with signup and time limitations.

In order to access the library's Internet workstations, a patron must use their valid Saint Peter Public Library card. Patrons visiting from other areas can be issued a visitor's card to access the internet workstations. Computer time is available in one hour increments on a first-come, first-served basis. If there is no patron waiting for the computer at the end of a session, the patron may have another session; during that second session, if another patron requests use of the computer, the current patron shall abandon its' use.

All patrons need to respect the privacy of other patrons and not attempt to censor or comment upon what others are viewing.

Users should safely share personal information (name, address, password, telephone number, school or work credit card number, etc.) in the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for security of personal information shared on or with non-library sites.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software.
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing.
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, or any other illegal utility on any computer.
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Patrons engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities as necessary.

ACCESS BY CHILDREN

Children age ten and under may use the Internet with an accompanying adult. Use of library computers and library wireless network is a joint responsibility of the child and the parent or guardian. The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of Library materials and resources.

According to state and federal law, when using library Internet workstations, minors are prohibited from accessing materials which are considered to be "harmful to minors". The law also prohibits minors from disclosing, using, or disseminating personal information about themselves without written authorization of their parent or legal guardian.

To assist parents and legal guardians in guiding and supervising their children's Internet use, the library offers the following:

- Information is available on the Internet: [Netsmartz website](#)
- Users of filtered workstations should be aware that no device or software will block every inappropriate site, and sites may be blocked that should not be. The library does not accept responsibility for these incidents.

All Internet patrons should avoid disclosing personal information over the Internet to preserve their own personal safety. Library Internet patrons are prohibited by law from disclosing, using, or disseminating personal information regarding minors without written authorization of the parent or legal guardian of the minors involved.

Use of the Internet workstations is for LEGAL purposes only. Internet patrons may not use the library's computers to display obscene materials or child pornography as determined by State and Federal Law.

WARNING TO THE INTERNET USER: Please be aware that the Saint Peter Public Library is a public place. Displaying sexually suggestive objects or pictures may be a violation of State and Federal Obscenity laws (Minnesota Statutes, Sections 617.241, 617.243, 617.25; Title 18, United States Code, Section 2252).

Violation of the library's Internet Policy and/or the Library Usage Policy may result in the suspension of Internet and/or library privileges.

APPENDIX I

Saint Peter Public Library

DISPLAY CASE POLICY

1. All displays must be suitable for viewing by people of all ages and must be approved by the Lead Librarian in accordance with library policies and procedures.
2. Displays may remain in place for six to eight weeks.
3. The loss or damage of display items provided personally or by an organization or business may be covered by the City of Saint Peter as secondary coverage. It is the expectation of the City of Saint Peter that displayers are insured through their own insurance company.

People who bring items to display typically have coverage under their home owner's policy. Commercial operations should also carry their own coverage. The City does have a clause of "personal effects of others" which indicates that the City has coverage to insure items, but the City would be secondary coverage. If there is a big display that the city is responsible to cover, then staff needs to contact the City.

APPENDIX J

Saint Peter Public Library

MEETING ROOM POLICY

1. Library meeting and conference rooms are available "...on an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use." (*American Library Association, Library Bill of Rights, 1980*) Therefore, permission to use the meeting room does not constitute an endorsement by the library of a group's policies, programs, or beliefs.
2. Reservations and policies for use of the library meeting room are handled by the Recreation & Leisure Services Department office located in the community center.
3. Meeting rooms may be used only during hours when the Library is open.
4. Meetings must not disrupt the use of the library by others. Persons attending meetings are subject to all library rules.
5. Each group is responsible for setting up the room and for leaving it in an orderly condition.
6. Each group is responsible for any damage to the room or its contents.
7. Light refreshments may be served

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING MODIFICATIONS AND REVISIONS TO LIBRARY POLICIES
AND PROCEDURES**

WHEREAS, policies and procedures for the Saint Peter Public Library were established in 2001;
and

WHEREAS, library policies and procedures are reviewed on a regular basis; and

WHEREAS, policies and procedures need to be modified to match current operations and
technology; and

WHEREAS, the Library Advisory Board completed a comprehensive review; and

WHEREAS, the Library Advisory Board recommends approval of the revised policies and
procedures.

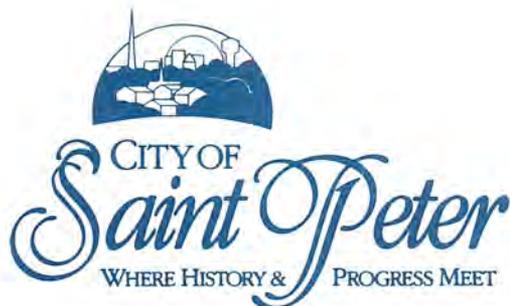
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT
PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby approves and
adopts the revised Saint Peter Public Library policies and procedures.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day
of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Strand
Members of the City Council

DATE: 10/10/2014

FROM: Todd Prafke
City Administrator

RE: Child Care Inspection and License Fee Modification

ACTION/RECOMMENDATION

Approve the attached resolution providing for the temporary elimination of the \$45 City fee for fire inspection of home based daycares and the payment of County fee of \$150 within specific criteria.

BACKGROUND

Members may recall the appointment of a Childcare Study Group and previous discussion of a report generated by the Study Group.

The report provided insight and information related to the need for additional daycare slots within Saint Peter. The Study Group members reviewed demographics, current use numbers, waiting list numbers and anecdotal information strongly suggesting that more slots are needed particularly in the infant and toddler age groups.

Part of the report focused on both long term and short term solutions. In the short term solution category a suggestion was made to make it less costly to evaluate a house for use as a home based daycare. There are two primary components to that evaluation. First is an application and inspection done by Nicollet County under State rules with a fee \$150. The second is a \$45 fire inspection done by the City under State rules. The City took up this inspection about 5 or 6 years ago to help reduce the substantial backlog that was in place by the State Fire Marshal. We send our inspectors to training so they can perform the inspection, usually within a day or two.

The experiences of the Study Group members suggests that those interested in going into the business of "home daycare" are female and their consideration of getting into the business is looked at as a second income and often based on their personal need for daycare or an employment status change.

To evaluate whether a house can work for home based day care costs about \$195, and in some instances the home owner may find out the home is not suited and/or modifications are needed to meet health and safety criteria.

The Study Group hoped that providing a very inexpensive way to evaluate options may lead to more interest in getting into this type of business. Additionally, the Study Group encouraged a training opportunity that could give interested parties a chance to know what it takes to get into the business. Members should also note that the Economic Development Authority has expressed some interest in helping new daycares with financing for some types of improvements that would increase daycare slots within the community and help homeowners meet the licensing, health and safety standards.

Since the proposed process includes paying the County fee as well, I would hope continue to work with Nicollet County towards how we might identify applicants from Saint Peter and how we might pay the County fee. As you may recall, the County has decided not to participate in the temporary fee elimination, but County staff has indicated their willingness to work out a system for fee payment through the City.

Again, this would mean that interested applicants would not have to pay for these evaluations and licenses and it would be paid by the City from General Fund reserves.

The criteria for this program would be:

- Proposed license location in the City of Saint Peter.
- Ability to enroll a minimum of two infants.
- Filling out all application paperwork for both County and City based inspections.
- Respond to data requests related to enrollment, rates and other data requested from time to time by the City or County.
- First come-first serve maximum of 10 applicants paid by the City

It may be worthwhile to note that the Council has listed "Available early childhood care and educational opportunities" as one of your five items of importance as a part of your Goal Sessions.

The Child Care Study Group would likely tell you that this is not the sole solution to meeting daycare needs within the community, but it is certainly an opportunity that may help meet the needs and one that can be developed rather quickly as compared to "center based" daycare which likely has a much longer implementation time frame.

FISCAL IMPACT:

While it is impossible to know exactly how many may wish to use this opportunity, the resolution provides for a maximum of ten applications from now until the end of 2015 which limits the cost of exposure to the City to \$1,950. While the exposure is capped as a part of the recommendation, that cap could be changed based on Council action dependent on use or other data that becomes available.

ALTERNATIVES/VARIATIONS:

Do Not Act: Staff will take no additional action on this proposed program.

Denial: Staff will take no additional action on this proposed program.

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

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2014 -

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

**RESOLUTION APPROVING TEMPORARY WAIVER OF CITY INSPECTION FEE AND
REIMBURSEMENT FOR COUNTY LICENSE FEE FOR NEW HOME BASED DAY CARE
BUSINESSES**

WHEREAS, the City Council has identified "Available early childhood care and educational opportunities" as one the five items of importance; and

WHEREAS, the Council established a Child Care Study Group to review issues and opportunities related to Child Care in our Community; and

WHEREAS, the lack of available child care in the community has been identified by the Child Care Study Group as a real need through demographic and anecdotal data; and

WHEREAS, that Study Group has provided ideas that they believe may help in the establishment of additional day care slots in both the long and short term; and

WHEREAS, the Council has reviewed a report from the Child Care Study Group.

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

1. Staff is directed to establish a program that provides for the elimination of the City's Daycare Facility Inspection fee through December 31, 2015 and pay the Nicollet County application and license fee (\$150) for up to 10 applicants on a first come-first served basis.
2. Criteria for eligibility to participate will be as follows:
 - Proposed license location must be in the City of Saint Peter.
 - The applicant must have the ability to enroll a minimum of two infants.
 - The applicant must complete all application paperwork for both County and City based inspections.
 - The applicant must respond to data requests related to enrollment, rates and other data which may be requested from time to time by the City.
3. Funding is provided from General Fund Reserves

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13th day of October, 2014.

Timothy Strand
Mayor

ATTEST:

Todd Prafke
City Administrator