



LE SUEUR CITY COUNCIL AGENDA
Monday, March 28, 2016
203 South Second Street
6:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Norms of Behavior
4. Approval of the Agenda
5. Presentations – None
6. **Consent Agenda** – All items on the Consent Agenda are considered routine and have been made available to the City Council at least two days in advance of the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
 - A. Approval of Minutes
 1. Regular Meeting of March 14, 2016
 - B. Resolution Approving Disbursements for Period Ending March 28, 2016
 - C. Acknowledge receipt of the February 17, 2016 Housing and Redevelopment Authority Meeting Minutes
 - D. Accept donation from The United Fund of Le Sueur
7. Items of Appreciation
8. **Public Comment** – Public Comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to three (3) minutes per person. Persons wishing to make a comment must contact the Mayor prior to being allowed to speak.
9. Public Hearings
10. Regular Agenda
 - A. Consider Approving the Purchase of a Lifepak 15 V4 12 Lead EKG/Monitor
 - A. Consider Approving Purchasing Policy
 - B. Sidewalk Project Timing
 - C. Economic Development

- D. Consider Approving 2016 Goals for City Administrator
- E. Charter Commission Meeting Dates and Attendance
- F. Cable Commission Update
- B. Comprehensive Plan Update
- G. Miscellaneous
- H. Adjourn

A Regular Meeting of the City Council was held on Monday, March 14, 2016 at 6:30 p.m. in the Council Chambers with Mayor Broeder presiding. Council Members present: Johnson, Wilke, Kerkow, Wicks, Huntington and Rohloff. Council Members absent: None. City Administrator Jenelle Teppen, City Attorney Todd Coryell, Greg Drent, Tom Obele, Pam Williams, and Randy Baum were also present.

A motion by Council Member Huntington, seconded by Council Member Rohloff approving the agenda as written. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wicks, seconded by Council Member Huntington to adopt Resolution #16-018 approving the following consent agenda items:

- Regular meeting minutes of February 22, 2016;
- Approving the disbursements for period ending March 14, 2016 in the amount of \$1,072,365.41;
- Accepting a donation from the Treasures in Town in the amount of \$4,000 to go toward park signage;
- Approving the following personnel actions: hiring of Gabriel Webster and Tanya Depuydt as season temporary Lifeguard and Edward Wilson IV as Police Reservist;

and more clearly stated in said Resolution #16-018. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wicks, seconded by Council Member Rohloff to adopt Resolution #16-019 approving a donation from Le Sueur Inc. in the amount of \$80,000 to go toward the purchase of a 1993 Ladder Fire Truck and more clearly stated in said Resolution #16-019. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wicks, seconded by Council Member Rohloff to adopt Resolution #16-020 approving the expenditure of the donated funds in order to complete the purchase of the 1993 Ladder Fire Truck and more clearly stated in said Resolution #16-020. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-021 authorizing a transfer of \$12,500 for the Community Visioning Study from the general fund balance to the capital improvement fund and more clearly stated in said Resolution #16-021. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-020 waiving the second reading and adopting **Ordinance #553** amending City Code, Section 97 as it relates to Nuisances. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wicks, seconded by Council Member Kerkow to adjourn. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, Rohloff, and Mayor Broeder. Voting no: None. Motion carried.

Robert Broeder, Mayor

ATTEST:

Monica Muchow, City Clerk



Council Approval Report for March 28, 2016

By Fund

Post Dates 03/15/2016 - 03/28/2016

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	63101	101-14101	1,750.00
101-14101	GENESIS	BULK FUEL	63102	101-14101	687.77
101-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	101-20702	21,989.90
101-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	101-21701	4,433.25
101-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	101-21702	1,727.36
101-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	101-21703	3,072.56
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	101-21704	3,346.67
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002884	101-21704	4,835.43
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002886	101-21704	22.00
101-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002887	101-21707	402.00
101-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	101-21712	1,216.26
101-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	101-21713	166.17
101-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	101-21714	444.64
101-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002876	101-21718	533.99
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002880	101-21719	1,058.33
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	101-21719	548.21
101-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002879	101-21721	515.76
					46,750.30
Department: 41110 - CITY COUNCIL					
101-41110-331	ROBERT BROEDER	TRAVEL EXPENSE	INV0002938	101-41110-331	227.63
101-41110-331	ROBERT BROEDER	TRAVEL EXPENSE	INV0002939	101-41110-331	36.18
					Department 41110 - CITY COUNCIL Total: 263.81
Department: 41320 - CITY ADMINISTRATOR					
101-41320-331	JENELLE TEPPEN	MILEAGE	INV0002935	101-41320-331	98.92
101-41320-437	CARDMEMBER SERVICE	HDMI CABLE	INV0002920	101-41320-437	21.41
101-41320-437	CARDMEMBER SERVICE	BOTTLES OF WATER	INV0002921	101-41320-437	16.00
101-41320-437	CARDMEMBER SERVICE	FACEBOOK AD	INV0002922	101-41320-437	1.02
					Department 41320 - CITY ADMINISTRATOR Total: 137.35
Department: 41430 - CITY CLERK					
101-41430-201	JOHNSON/ ANDERSON	ENVELOPES	264753	101-41430-201	10.36
101-41430-201	JOHNSON/ ANDERSON	ENVELOPES	264754	101-41430-201	11.06
101-41430-201	INNOVATIVE OFFICE SOLUTIONS	OFFICE SUPPLIES	IN1117087	101-41430-201	44.22
101-41430-201	LESUEUR COUNTY RECORDER	NOTARY	INV0002964	101-41430-201	46.00
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	101-41430-321	4.07
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	101-41430-321	4.07
101-41430-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002950	101-41430-321	68.14
101-41430-321	CONSOLIDATED	Phone Service	INV0002952	101-41430-321	154.61
101-41430-331	MONICA MUCHOW	TRAVEL EXPENSE	INV0002958	101-41430-331	180.11
101-41430-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	101-41430-437	689.92
					Department 41430 - CITY CLERK Total: 1,212.56
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0002933	101-41940-383	391.94
101-41940-401	MN DEPT OF LABOR &	ELEVATOR ANNUAL OP	ALR00595501	101-41940-401	100.00
					Department 41940 - GOVERNMENT BUILDINGS Total: 491.94
Department: 42120 - POLICE DEPARTMENT					
101-42120-201	JOHNSON/ ANDERSON	ENVELOPES	264753	101-42120-201	10.36
101-42120-201	JOHNSON/ ANDERSON	ENVELOPES	264754	101-42120-201	11.06
101-42120-217	STREICHER'S INC	NAME PLATES	L1198444	101-42120-217	15.98
101-42120-305	ADDICTIONS AND STRESS CLINIC	PSYCH EVAL FOR NEW PT	4290	101-42120-305	200.00
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137196	101-42120-309	131.25
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137372	101-42120-309	112.50
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137425	101-42120-309	75.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137444	101-42120-309	75.00
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137523	101-42120-309	75.00
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137526	101-42120-309	93.10
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137565	101-42120-309	75.00
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137589	101-42120-309	278.08
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137595	101-42120-309	75.00
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	101-42120-321	4.06
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	101-42120-321	4.06
101-42120-321	CONSOLIDATED	Line Charges	INV0002949	101-42120-321	5.78
101-42120-321	CONSOLIDATED	Phone Service	INV0002952	101-42120-321	126.22
101-42120-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0002933	101-42120-383	193.05
101-42120-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	101-42120-437	689.92
101-42120-437	RADERMACHER'S	COFFEE, CREAMER,TP & PAPER	INV0002966	101-42120-437	70.86
Department 42120 - POLICE DEPARTMENT Total:					2,321.30
Department: 42140 - POLICE TRAINING					
101-42140-207	LE SUEUR COUNTY HUMAN	CORNERHOUSE TRAINING FOR	INV0002905	101-42140-207	75.00
Department 42140 - POLICE TRAINING Total:					75.00
Department: 42152 - POLICE AUTOMOTIVE SERVICES					
101-42152-428	FLEET SERVICES	SQUAD LEASES	2016080018	101-42152-428	1,231.34
Department 42152 - POLICE AUTOMOTIVE SERVICES Total:					1,231.34
Department: 42401 - BUILDING CODE ENFORCEMENT					
101-42401-425	CITY BLDG INSPECTION	RENTAL INSPECTIONS	355	101-42401-425	2,325.00
Department 42401 - BUILDING CODE ENFORCEMENT Total:					2,325.00
Department: 42500 - POLICE RESERVES					
101-42500-321	MEDIACOM LLC	INTERNET SERVICE	INV0002945	101-42500-321	36.44
101-42500-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0002944	101-42500-383	75.54
Department 42500 - POLICE RESERVES Total:					111.98
Department: 42800 - EMERGENCY MANAGEMENT/EOC					
101-42800-321	NETWORK INNOVATIONS US	SUBSCRIPTION FEES	6021060104	101-42800-321	54.29
Department 42800 - EMERGENCY MANAGEMENT/EOC Total:					54.29
Department: 43121 - STREET DEPARTMENT					
101-43121-201	JOHNSON/ ANDERSON	ENVELOPES	264753	101-43121-201	10.38
101-43121-201	JOHNSON/ ANDERSON	ENVELOPES	264754	101-43121-201	11.06
101-43121-221	DISTEL GRAIN SYSTEMS	SWEEPER & WATER TANK	6440	101-43121-221	14.85
101-43121-222	LABELLE'S ALIGNMENT	TIRES	18370	101-43121-222	1,971.15
101-43121-224	BRYAN ROCK PRODUCTS	3/4 GRAVEL DOPPY LANE	13124	101-43121-224	786.94
101-43121-303	BOLTON & MENK	ENGINEERING SERVICE	0188109	101-43121-303	972.50
101-43121-321	VERIZON WIRELESS	CELLULAR SERVICE	9761377424	101-43121-321	234.22
101-43121-321	CONSOLIDATED	INTERNET SERVICE	INV0002948	101-43121-321	137.32
101-43121-321	MEDIACOM LLC	INTERNET SERVICE	INV0002955	101-43121-321	105.90
101-43121-383	CENTER POINT ENERGY	GAS UTILITIES-5961974-2	INV0002956	101-43121-383	613.21
101-43121-401	SPS COMPANIES, INC.	FAUCET BREAKROOM	53221296.001	101-43121-401	142.41
101-43121-404	GAS TANK RENU MN &	FUEL TANK REPAIR	68117	101-43121-404	380.00
101-43121-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	101-43121-437	689.92
Department 43121 - STREET DEPARTMENT Total:					6,069.86
Department: 45201 - PARK DEPARTMENT					
101-45201-225	BRUSHWORK OF FARIBAULT,	PARK SIGNAGE DESIGN	00012318	101-45201-225	300.00
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-5961978-3	INV0002915	101-45201-383	312.52
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-7728138-4	INV0002917	101-45201-383	19.26
Department 45201 - PARK DEPARTMENT Total:					631.78
Department: 45204 - FORESTRY & NURSERY					
101-45204-207	CARDMEMBER SERVICE	FORESTRY TRAINING	INV0002929	101-45204-207	245.00
Department 45204 - FORESTRY & NURSERY Total:					245.00
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-321	CONSOLIDATED	Line Charges	INV0002949	101-45500-321	82.74
101-45500-383	CENTER POINT ENERGY	GAS UTILITIES-5992410-0	INV0002916	101-45500-383	241.57
101-45500-401	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	101-45500-401	495.28

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-45500-401	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	101-45500-401	495.28
Department 45500 - LIBRARY MAINTENANCE Total:					1,314.87
Department: 49200 - UNALLOCATED EXPENDITURES					
101-49200-441	BOLTON & MENK	RECONSTRUCTION CIP	0188108	101-49200-441	2,986.00
101-49200-441	GOLDEN TONGUE	INTERPRETER	107293	101-49200-441	157.50
101-49200-441	LEAGUE OF MN CITIES	CHARTER REVIEW	233554	101-49200-441	828.62
Department 49200 - UNALLOCATED EXPENDITURES Total:					3,972.12
Department: 49240 - GENERAL LIABILITY INSURANCE					
101-49240-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	101-49240-361	6,725.36
101-49240-361	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	101-49240-361	6,725.36
Department 49240 - GENERAL LIABILITY INSURANCE Total:					13,450.72
Fund 101 - GENERAL FUND Total:					80,659.22
Fund: 225 - FIRE SERVICE FUND					
225-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	225-20702	1,161.68
225-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	225-21703	162.48
225-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	225-21712	38.16
Department 42200 - FIRE SERVICE					1,362.32
225-42200-201	JOHNSON/ ANDERSON	ENVELOPES	264753	225-42200-201	5.19
225-42200-201	JOHNSON/ ANDERSON	ENVELOPES	264754	225-42200-201	5.53
225-42200-212	UNITED FARMERS	MOTOR FUEL	INV0002957	225-42200-212	39.35
225-42200-221	DENZER'S VALLEY AG	BATTERY	33444	225-42200-221	132.42
225-42200-221	MUNICIPAL EMERGENCY	PLATES	IN1007427	225-42200-221	63.03
225-42200-321	CONSOLIDATED	Line Charges	INV0002949	225-42200-321	78.22
225-42200-331	THOMAS F. OBELE	PICK UP TRUCK	INV0002900	225-42200-331	1,554.86
225-42200-331	CARDMEMBER SERVICE	TRAVEL EXPENSE	INV0002931	225-42200-331	263.01
225-42200-331	SHANE MEYER	TRAVEL EXPENSE	INV0002936	225-42200-331	206.81
225-42200-331	CHAD STRAUB	TRAVEL EXPENSE	INV0002937	225-42200-331	100.00
225-42200-331	THOMAS F. OBELE	TRAVEL EXPENSE	INV0002940	225-42200-331	363.12
225-42200-331	SHANE MEYER	TRAVEL EXPENSE	INV0002953	225-42200-331	313.39
225-42200-331	CHAD STRAUB	TRAVEL EXPENSE	INV0002954	225-42200-331	275.87
225-42200-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	225-42200-361	761.92
225-42200-361	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	225-42200-361	761.92
225-42200-363	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	225-42200-363	818.25
225-42200-363	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	225-42200-363	818.25
225-42200-383	CENTER POINT ENERGY	GAS UTILITIES-5992392-0	INV0002934	225-42200-383	441.24
225-42200-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	225-42200-437	344.96
225-42200-437	LESUEUR COUNTY TREASURER	TITLE TRANSFER/REGISTRATION	INV0002965	225-42200-437	20.75
225-42200-580	SOMERSET FIRE DEPARTMENT	FIRE TRUCK	INV0002894	225-42200-580	75,000.00
Department 42200 - FIRE SERVICE Total:					82,368.09
Fund 225 - FIRE SERVICE FUND Total:					83,730.41
Fund: 226 - AMBULANCE SERVICE FUND					
226-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	226-20702	4,922.53
226-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	226-21701	167.87
226-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	226-21702	80.53
226-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	226-21703	155.30
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	226-21704	7.50
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002885	226-21704	1,127.64
226-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	226-21712	171.22
226-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	226-21714	0.93
226-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	226-21719	0.56
Department 42153 - AMBULANCE SERVICES					6,634.08
226-42153-201	JOHNSON/ ANDERSON	ENVELOPES	264753	226-42153-201	5.19
226-42153-201	JOHNSON/ ANDERSON	ENVELOPES	264754	226-42153-201	5.53
226-42153-201	INNOVATIVE OFFICE SOLUTIONS	FILES, 3 HOLE PUNCH	IN1123055	226-42153-201	15.84
226-42153-217	EVOLUTION MEDIA & DESIGN,	AMBULANCE SWEATSHIRTS &	6303	226-42153-217	1,779.03
226-42153-217	CARDMEMBER SERVICE	HI-VIZ VESTS	INV0002928	226-42153-217	238.32

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
226-42153-219	MNSCU-MULTI REGIONAL TRAIN	FIRST AID BOOKS	3192	226-42153-219	85.00
226-42153-219	BOUND TREE MEDICAL LLC	AED & PADS FOR NEW	82086095	226-42153-219	1,087.03
226-42153-219	BOUND TREE MEDICAL LLC	AED CABINET FOR NEW	82090799	226-42153-219	117.99
226-42153-219	BOUND TREE MEDICAL LLC	AED TRAINING PADS FOR CPR &	82092297	226-42153-219	53.58
226-42153-264	PRAXAIR DISTRIBUTION, INC	OXYGEN	72494876	226-42153-264	553.12
226-42153-318	ADVANTAGE BILLING CONCEPTS	BILLING SERVICES	12560	226-42153-318	540.00
226-42153-321	MEDIACOM LLC	INTERNET SERVICE	INV0002945	226-42153-321	36.44
226-42153-323	ALPHA-WIRELESS	REPAIR PAGER	200401	226-42153-323	40.00
226-42153-363	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	226-42153-363	235.50
226-42153-363	LEAGUE OF MINNESOTA CITIES	LIABILITY AND AUTO INSURANCE	52089	226-42153-363	235.50
226-42153-363	LEAGUE OF MINNESOTA CITIES	CLAIM	LMC CA 000000014270	226-42153-363	2,014.34
226-42153-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0002944	226-42153-383	85.95
226-42153-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	226-42153-437	344.96

Department 42153 - AMBULANCE SERVICES Total: 7,473.32

Fund 226 - AMBULANCE SERVICE FUND Total: 14,107.40

Fund: 227 - PARA-TRANSIT FUND

227-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	227-20702	3,729.39
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002874	227-21701	2.78
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	227-21701	378.28
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002875	227-21702	1.48
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	227-21702	172.55
227-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	227-21703	577.78
227-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	227-21704	659.52
227-21711	MN CHILD SUPPORT PAYMENT	REMITTANCE IDENTIFIER:	INV0002877	227-21711	416.56
227-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	227-21712	135.16
227-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	227-21713	50.00
227-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	227-21714	200.93
227-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	227-21719	50.67

6,375.10

Department: 49800 - EQUIPMENT, MAINT, GARAGE

227-49800-363	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	227-49800-363	1,333.50
227-49800-363	LEAGUE OF MINNESOTA CITIES	LIABILITY AND AUTO INSURANCE	52089	227-49800-363	1,333.50

Department 49800 - EQUIPMENT, MAINT, GARAGE Total: 2,667.00

Department: 49804 - ADMINISTRATION

227-49804-201	JOHNSON/ ANDERSON	ENVELOPES	264753	227-49804-201	5.19
227-49804-201	JOHNSON/ ANDERSON	ENVELOPES	264754	227-49804-201	5.53
227-49804-321	MEDIACOM LLC	INTERNET SERVICE	INV0002945	227-49804-321	36.45
227-49804-321	CONSOLIDATED	Phone Service	INV0002952	227-49804-321	71.98
227-49804-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0002944	227-49804-383	98.98
227-49804-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	227-49804-437	344.96

Department 49804 - ADMINISTRATION Total: 563.09

Fund 227 - PARA-TRANSIT FUND Total: 9,605.19

Fund: 235 - AIRPORT FUND

Department: 49810 - AIRPORT ADMINISTRATION

235-49810-321	CONSOLIDATED	Line Charges	INV0002949	235-49810-321	39.11
235-49810-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	235-49810-361	1,399.50
235-49810-361	LEAGUE OF MINNESOTA CITIES	LIABILITY AND AUTO INSURANCE	52089	235-49810-361	1,399.50
235-49810-383	CENTER POINT ENERGY	GAS UTILITIES-8747362-5	INV0002941	235-49810-383	155.14
235-49810-409	CONSOLIDATED	Line Charges	INV0002949	235-49810-409	39.11

Department 49810 - AIRPORT ADMINISTRATION Total: 3,032.36

Fund 235 - AIRPORT FUND Total: 3,032.36

Fund: 240 - HRA FUND

240-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	240-20702	1,845.18
240-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	240-21701	306.02
240-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	240-21702	115.70
240-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	240-21703	283.60
240-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	240-21704	340.70
240-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	240-21712	66.32

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
240-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	240-21719	73.07
					3,030.59
Fund 240 - HRA FUND Total:					3,030.59
Fund: 316 - JOHNSON CONTROL FACILITY IMP					
Department: 47000 - DEBT SERVICE					
316-47000-601	PNC EQUIPMENT FINANCE	LEASEHOLD IMPROVEMENTS	5521476	316-47000-601	101,853.81
316-47000-611	PNC EQUIPMENT FINANCE	LEASEHOLD IMPROVEMENTS	5521476	316-47000-611	26,506.29
Department 47000 - DEBT SERVICE Total:					128,360.10
Fund 316 - JOHNSON CONTROL FACILITY IMP Total:					128,360.10
Fund: 321 - 2010 MEDICAL FACILITY BOND					
Department: 47000 - DEBT SERVICE					
321-47000-601	FIRST FARMERS & MERCHANTS	BONDS	INV0002895	321-47000-601	87,927.65
321-47000-611	FIRST FARMERS & MERCHANTS	BONDS	INV0002895	321-47000-611	126,414.56
Department 47000 - DEBT SERVICE Total:					214,342.21
Fund 321 - 2010 MEDICAL FACILITY BOND Total:					214,342.21
Fund: 380 - EDA GENERAL FUND					
Department: 46500 - ECONOMIC DEVELOPMENT ASSIST					
380-46500-100	BOLTON & MENK	ENGINEERING SERVICES	0188110	380-46500-100	927.50
Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:					927.50
Fund 380 - EDA GENERAL FUND Total:					927.50
Fund: 382 - HWY 169 INDUSTRIAL PARK					
Department: 46500 - ECONOMIC DEVELOPMENT ASSIST					
382-46500-523	LESUEUR COUNTY AUDITOR	TAXES	INV0002963	382-46500-523	8,540.00
Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:					8,540.00
Fund 382 - HWY 169 INDUSTRIAL PARK Total:					8,540.00
Fund: 505 - GO IMP BONDS/2002-SECOND ST					
Department: 47000 - DEBT SERVICE					
505-47000-621	SPRINGSTED INCORPORATED	BONDS	000495.999-5	505-47000-621	3,100.00
Department 47000 - DEBT SERVICE Total:					3,100.00
Fund 505 - GO IMP BONDS/2002-SECOND ST Total:					3,100.00
Fund: 601 - WATER UTILITY FUND					
601-14100	MATHESON TRI-GAS INC	CARBON DIOXIDE	13041281	601-14100	31.66
601-14100	METERING & TECHNOLOGY	METERS	5833	601-14100	60,800.00
601-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	601-20702	4,567.49
601-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	601-21701	495.14
601-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	601-21702	205.25
601-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	601-21703	641.38
601-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	601-21704	797.75
601-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	601-21712	150.02
601-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	601-21713	15.00
601-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	601-21714	188.24
601-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002876	601-21718	180.76
601-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	601-21719	75.47
					68,148.16
Department: 49400 - SOURCE OF SUPPLY					
601-49400-404	CINTAS CORPORATION LOC.	UNIFORMS	754568338	601-49400-404	138.82
Department 49400 - SOURCE OF SUPPLY Total:					138.82
Department: 49410 - POWER AND PUMPING					
601-49410-381	MINNESOTA VALLEY ELECTRIC	UTILITIES HWY 169	INV0002908	601-49410-381	260.97
601-49410-387	CENTER POINT ENERGY	GAS UTILITIES-5981090-3	INV0002909	601-49410-387	216.42
601-49410-388	CENTER POINT ENERGY	GAS UTILITIES-5981106-7	INV0002910	601-49410-388	243.30
Department 49410 - POWER AND PUMPING Total:					720.69
Department: 49440 - ADMINISTRATION & GENERAL					
601-49440-201	JOHNSON/ ANDERSON	ENVELOPES	264753	601-49440-201	15.56
601-49440-201	JOHNSON/ ANDERSON	ENVELOPES	264754	601-49440-201	16.59

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	CALCULATOR	IN1047900	601-49440-201	3.03
601-49440-207	SCOTT ZIEBARTH	CLASS D WATER CERTIFICATE	INV0002906	601-49440-207	23.00
601-49440-207	SCOTT ZIEBARTH	CLASS D OPERATOR EXAM	INV0002907	601-49440-207	32.00
601-49440-207	CARDMEMBER SERVICE	TRAINING EXPENSE	INV0002919	601-49440-207	613.56
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754568338	601-49440-217	49.56
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754570940	601-49440-217	49.29
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	601-49440-321	2.03
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	601-49440-321	2.03
601-49440-321	CONSOLIDATED	INTERNET SERVICE	INV0002948	601-49440-321	68.66
601-49440-321	CONSOLIDATED	Line Charges	INV0002949	601-49440-321	40.61
601-49440-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002950	601-49440-321	59.06
601-49440-321	CONSOLIDATED	Phone Service	INV0002952	601-49440-321	30.92
601-49440-362	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	601-49440-362	2,735.30
601-49440-362	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	601-49440-362	2,735.30
601-49440-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	601-49440-437	1,034.88
Department 49440 - ADMINISTRATION & GENERAL Total:					7,511.38
Fund 601 - WATER UTILITY FUND Total:					76,519.05

Fund: 602 - SEWER UTILITY FUND

602-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	602-20702	3,990.45
602-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	602-21701	447.16
602-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	602-21702	184.08
602-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	602-21703	565.14
602-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	602-21704	706.38
602-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	602-21712	132.18
602-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	602-21713	15.00
602-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	602-21714	165.43
602-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002876	602-21718	161.76
602-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	602-21719	61.71
Department: 49490 - ADMINISTRATION & GENERAL					6,429.29

602-49490-201	JOHNSON/ ANDERSON	ENVELOPES	264753	602-49490-201	15.56
602-49490-201	JOHNSON/ ANDERSON	ENVELOPES	264754	602-49490-201	16.59
602-49490-201	INNOVATIVE OFFICE SOLUTIONS	CALCULATOR	IN1047900	602-49490-201	3.03
602-49490-207	LA QUINTA INN & SUITES	TRAINING	307.864.948	602-49490-207	244.87
602-49490-207	CARDMEMBER SERVICE	TRAINING EXPENSE	INV0002919	602-49490-207	300.00
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754568338	602-49490-217	49.56
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754570940	602-49490-217	49.29
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	602-49490-321	2.03
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	602-49490-321	2.03
602-49490-321	CONSOLIDATED	INTERNET SERVICE	INV0002948	602-49490-321	68.66
602-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002950	602-49490-321	59.06
602-49490-321	CONSOLIDATED	Phone Service	INV0002952	602-49490-321	30.92
602-49490-362	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	602-49490-362	1,775.87
602-49490-362	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	602-49490-362	1,775.87
602-49490-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	602-49490-437	1,034.88
Department 49490 - ADMINISTRATION & GENERAL Total:					5,428.22
Fund 602 - SEWER UTILITY FUND Total:					11,857.51

Fund: 604 - ELECTRIC UTILITY FUND

604-11500	SPS COMPANIES, INC.	HILLSIDE COURT TOILETS	S3224653.003	604-11500	542.28
604-11500	SPS COMPANIES, INC.	HILLSIDE COURT TOILETS	S3232125.001	604-11500	396.89
604-16420	EQUITY BUSINESS SOLUTIONS	COMPUTER SUPPORT	11122	604-16420	146.25
604-16514	NUESSMEIER ELECTRIC	METER CHANGE OUT	41719	604-16514	450.28
604-16514	NUESSMEIER ELECTRIC	METER CHANGE OUT	41720	604-16514	1,107.14
604-16514	NUESSMEIER ELECTRIC	METER CHANGEOUT	41721	604-16514	311.20
604-16574	BORDER STATES ELEC SUPPLY	SUPPLIES	910908051	604-16574	810.11
604-16574	STUART C. IRBY COMPANY	WIRE	S009428686.003	604-16574	5,870.11
604-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	604-20702	17,129.48
604-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	604-21701	2,208.01
604-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	604-21702	917.87

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
604-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	604-21703	2,643.72
604-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	604-21704	3,178.90
604-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	604-21712	618.20
604-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	604-21713	44.99
604-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	604-21714	463.16
604-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002876	604-21718	684.49
604-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	604-21719	383.53
604-22802	WASTE MANAGEMENT OF WI-	FEBRUARY 2016 REFUSE	INV0002962	604-22802	19,707.53
					57,614.14

Department: 49570 - TRANSMISSION & DISTRIBUTION

604-49570-221	DENZER'S VALLEY AG	BATTERY	33454	604-49570-221	103.81
604-49570-221	ALTEC INDUSTRIES, INC.	DIGGER TRUCK REPAIRS	5274673	604-49570-221	560.00
604-49570-230	BORDER STATES ELEC SUPPLY	DECALS/MARKERS	910953737	604-49570-230	300.45
604-49570-240	CARDMEMBER SERVICE	PHONE CASE	INV0002930	604-49570-240	30.42
604-49570-240	FASTENAL COMPANY	SAW BLADES	MNSTP64606	604-49570-240	233.81
604-49570-383	CENTER POINT ENERGY	GAS UTILITIES-5974324-5	INV0002943	604-49570-383	178.70
Department 49570 - TRANSMISSION & DISTRIBUTION Total:					1,407.19

Department: 49590 - ADMINISTRATION & GENERAL

604-49590-201	JOHNSON/ ANDERSON	ENVELOPES	264753	604-49590-201	15.56
604-49590-201	JOHNSON/ ANDERSON	ENVELOPES	264754	604-49590-201	16.62
604-49590-201	TWIST OFFICE PRODUCTS	SUPPLIES	754573-1	604-49590-201	2.69
604-49590-201	INNOVATIVE OFFICE SOLUTIONS	FILES, 3 HOLE PUNCH	IN1123055	604-49590-201	31.68
604-49590-202	METRO SALES, INC.	COPIER MAINTENACE	INV483992	604-49590-202	38.68
604-49590-217	BORDER STATES ELEC SUPPLY	JACKET-ANDERSON	910942953	604-49590-217	150.45
604-49590-308	DANIEL MORGAN	RESIDENTIAL LED REABATE	INV0002904	604-49590-308	59.86
604-49590-315	THE BAR	LIGHTING RETROFIT REBATE	INV0002898	604-49590-315	660.00
604-49590-315	1ST LUTHERAN CHURCH	LIGHTING RETROFIT REBATE	INV0002902	604-49590-315	150.00
604-49590-315	1ST LUTHERAN CHURCH	LIGHTING NEW CONSTRUCTION	INV0002903	604-49590-315	100.00
604-49590-315	ADAM ST PIERRE	RESIDENTIAL LED REBATE	INV0002942	604-49590-315	39.84
604-49590-319	LESUEUR CHEESE CO	2016 CUSTOM VFD PROCESS	INV0002946	604-49590-319	43,612.00
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	604-49590-321	4.06
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	604-49590-321	4.06
604-49590-321	CONSOLIDATED	INTERNET SERVICE	INV0002948	604-49590-321	411.95
604-49590-321	CONSOLIDATED	Line Charges	INV0002949	604-49590-321	3.64
604-49590-321	CONSOLIDATED	Line Charges	INV0002949	604-49590-321	5.89
604-49590-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002950	604-49590-321	181.31
604-49590-321	CONSOLIDATED	Phone Service	INV0002952	604-49590-321	92.77
604-49590-331	GREG DRENT	MEETING	INV0002899	604-49590-331	20.00
604-49590-362	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	604-49590-362	6,865.73
604-49590-362	LEAGUE OF MINNESOTA CITIES	LIABILTY AND AUTO INSURANCE	52089	604-49590-362	6,865.73
604-49590-401	CHRISTINA BAUMAN	JANITORIAL SERVICES	INV0002897	604-49590-401	180.00
604-49590-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	604-49590-437	1,034.88
Department 49590 - ADMINISTRATION & GENERAL Total:					60,547.40
Fund 604 - ELECTRIC UTILITY FUND Total:					119,568.73

Fund: 606 - MN RIVER VALLEY UTILITY COMM

606-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	606-20702	3,658.48
606-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	606-21701	413.07
606-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	606-21702	177.53
606-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	606-21703	521.14
606-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	606-21704	631.55
606-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	606-21712	121.88
606-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	606-21714	69.99
606-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	606-21719	55.70
					5,649.34

Department: 49490 - ADMINISTRATION & GENERAL

606-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002950	606-49490-321	45.43
Department 49490 - ADMINISTRATION & GENERAL Total:					45.43
Fund 606 - MN RIVER VALLEY UTILITY COMM Total:					5,694.77

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 615 - RECREATION FUND					
615-20702	FIRST FARMERS & MERCHANTS	03-18-2016 PAYROLL	INV0002893	615-20702	8,668.64
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002890	615-21701	607.77
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002892	615-21702	284.30
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002891	615-21703	1,182.78
615-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002883	615-21704	959.41
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002889	615-21712	276.58
615-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002878	615-21713	305.00
615-21714	SELECT ACCOUNT	FLEX/HSA	INV0002882	615-21714	58.49
615-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002881	615-21719	63.58
615-6-34758	JAMES ROSENTHAL	REFUND CLASS CANCELED	INV0002959	615-6-34758	25.00
615-6-34758	ARLENE BUSSE	REFUND CLASS CANCELLED	INV0002960	615-6-34758	24.00
615-6-34758	KEITH JOHNSTON	REFUND CLASS CANCELLED	INV0002961	615-6-34758	24.00
					12,479.55
Department: 45120 - RECREATION ADMINISTRATION					
615-45120-117	KRIS ANN KRAUSE	EQUIPMENT ORIENTATION	INV0002912	615-45120-117	25.00
615-45120-201	JOHNSON/ ANDERSON	ENVELOPES	264753	615-45120-201	10.38
615-45120-201	JOHNSON/ ANDERSON	ENVELOPES	264754	615-45120-201	11.06
615-45120-202	MARCO INC	COPIER LEASE	300055696	615-45120-202	177.31
615-45120-207	CARDMEMBER SERVICE	TRAINING	INV0002927	615-45120-207	99.00
615-45120-218	CARDMEMBER SERVICE	WALLEYBALL NET	INV0002924	615-45120-218	94.64
615-45120-218	CARDMEMBER SERVICE	WALLEYBALL	INV0002925	615-45120-218	44.77
615-45120-218	CARDMEMBER SERVICE	T SHIRT	INV0002926	615-45120-218	15.99
615-45120-262	LORI PLIESEIS	TRAINING REIMBURSEMENT	INV0002913	615-45120-262	75.00
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	303107	615-45120-271	175.07
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	315133	615-45120-271	148.30
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13247954	615-45120-321	4.06
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13265809	615-45120-321	4.06
615-45120-321	CONSOLIDATED	Line Charges	INV0002949	615-45120-321	156.91
615-45120-321	CONSOLIDATED	Phone Service	INV0002952	615-45120-321	126.22
615-45120-322	CARDMEMBER SERVICE	POSTAGE	INV0002923	615-45120-322	133.00
615-45120-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	615-45120-361	4,226.83
615-45120-361	LEAGUE OF MINNESOTA CITIES	LIABILITY AND AUTO INSURANCE	52089	615-45120-361	4,226.83
615-45120-383	CENTER POINT ENERGY	GAS UTILITIES-6080892-0	INV0002914	615-45120-383	1,876.58
615-45120-433	LESUEUR NEWS HERALD	NEWSPAPER RENEWAL	INV0002932	615-45120-433	62.40
615-45120-437	TYLER TECHNOLOGIES, INC.	ESS IMPLEMENTATION	025-139414/025-142377	615-45120-437	689.92
Department 45120 - RECREATION ADMINISTRATION Total:					12,383.33
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-211	COLE PAPERS INC.	SUPPLIES	9184140	615-45122-211	213.16
615-45122-211	COLE PAPERS INC.	SUPPLIES	9186287	615-45122-211	697.52
615-45122-404	RECREATION SUPPLY CO, INC.	UNDERWATER POOL LIGHTS	295615	615-45122-404	438.00
615-45122-404	AIM ELECTRONICS, INC	ICE ARENA SCOREBOARD	39219-31	615-45122-404	1,046.12
Department 45122 - COMM CTR BUILDING MAINT Total:					2,394.80
Department: 45124 - OUTDOOR POOL EXPENDITURES					
615-45124-321	CONSOLIDATED	Line Charges	INV0002949	615-45124-321	40.61
615-45124-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	52065	615-45124-361	2,726.21
615-45124-361	LEAGUE OF MINNESOTA CITIES	LIABILITY AND AUTO INSURANCE	52089	615-45124-361	2,726.21
615-45124-383	CENTER POINT ENERGY	GAS UTILITIES-5981253-7	INV0002918	615-45124-383	23.72
Department 45124 - OUTDOOR POOL EXPENDITURES Total:					5,516.75
Fund 615 - RECREATION FUND Total:					32,774.43
Grand Total:					795,849.47

MINUTES OF THE REGULAR MEETING OF THE
LE SUEUR HOUSING AUTHORITY

February 17, 2016

The Regular Meeting of the Le Sueur Housing & Redevelopment Authority was called to order by Chairman Jeff Kerkow at 5:30 PM on Wednesday, February 17, 2016.

Commissioners Present: Jeff Kerkow, Jack King, Bill Mediger, Pam Williams, and Karen Fuller. Commissioners Absent: None. Others present: Lil Gilson.

A motion by Commissioner King, seconded by Commissioner Williams approving the minutes of the January 20, 2016 meeting as presented. All voting in favor. Motion carried.

A motion by Commissioner Mediger, seconded by Commissioner Fuller approving the January bills paying with check #4877 thru check #4896 totaling \$17,407.02; the General Fund Report; Capital Improvement Fund Report; Investment Fund Report; and the Dining Fund Report. All voting in favor. Motion carried.

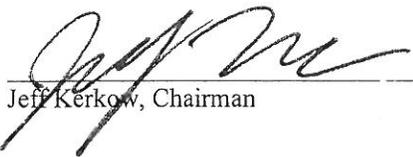
A motion by Commissioner Williams, seconded by Commissioner King to adopt Resolution #783 approving the 2016 Capital Improvement Fund Budget as presented. All voting in favor. Motion carried.

Johannsen presented the following reports:

- ◆ Resident Repair Request Worksheet – Found several work orders that have not been completed. Larry Lyng, the Maintenance Man has been let go because of performance issues. Nikki Grass has been hired to replace him. She has been working extra time to help get caught up.
- ◆ Vacant Apartment Update – We have one vacancy. Met with an individual to fill that vacancy.
- ◆ January Monthly Report.
- ◆ Dining Site
- ◆ PHAS Score Report
- ◆ Simplex-Grinnell has been here and done our fire alarm inspection, water sprinkler inspection, fire extinguisher inspection, and emergency lighting inspection

Discussion was held on how the Board is going to fill the Executive Director Position. They reviewed the Job Description and the Ad for the newspapers. The Executive Director will place those ads this week yet.

There being no further business to come before the Board, a motion by Commissioner Williams, seconded by Commissioner Fuller and duly carried to adjourn.



Jeff Kerkow, Chairman



Jack King, Secretary/Treasurer



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Monica Muchow, City Clerk

SUBJECT: Acknowledge Receipt of Grant Funding from the United Fund of Le Sueur

DATE: For the City Council Meeting of March 28, 2016

PURPOSE/ACTION REQUESTED

Acknowledge receipt of a \$375 special community projects grant from the United Fund of Le Sueur in support of the annual Emergency Medical Services (EMS) Week Movie in the Park.

SUMMARY

The United Fund of Le Sueur has been a great partner in supporting the Le Sueur Volunteer Ambulance Association in their efforts to continue doing the annual EMS Week Movie in the Park. The \$375 grant paid the motion picture licensing fee.

RECOMMENDATION

Acknowledge receipt of the special community projects grant funding and thank the United Fund of Le Sueur for their continued support of this event. This is the third year that the Le Sueur Ambulance Association has been the recipient of this grant funding.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Monica Muchow, Ambulance President

SUBJECT: Purchase of a Lifepak 15 V4 12 Lead Monitor

DATE: For the City Council Meeting of Monday, March 28, 2016

PURPOSE/ACTION REQUESTED

Consider approval of the purchase of a Lifepak 15 V4 12 Lead Monitor

SUMMARY

For your consideration – the ambulance department wishes to purchase a Lifepak 15 V4 12 Lead Monitor for our back up truck. In 2015 our main truck was outfitted with this same monitor through the Mission Lifeline grant program. The device was paid for in full with grant funds.

We propose this equipment would be purchased with funds received in 2015 from the June Curme Memorial (\$26,250.00).

If we enter into a purchase agreement before April 29, 2016 we will be eligible for the Mission Lifeline discounted pricing. The total cost (including a \$12,058.31 discount) is \$25,250.09.

RECOMMENDATION

Approve the purchase of a Lifepak 15 V4 12 Lead Monitor.



Physio-Control, Inc
 11811 Willows Road NE
 P.O. Box 97006
 Redmond, WA 98073-9706 U.S.A.
 www.physio-control.com
 tel 800.442.1142
 fax 800.732.0956

To Ambulance Coordinator Jenny Cummins
 LE SUEUR AMBULANCE SERVICE
 203 S SECOND ST
 LE SUEUR, MN 56058
 5076652041
jcummins@cityoflesueur.com

Quote Number 00032721
 Revision # 1
 Created Date 3/17/2016
 Sales Consultant Jon Dilley
 FOB Redmond, WA
 Terms All quotes subject to credit approval and the following terms and conditions
 NET Terms NET 30
 Expiration Date 4/29/2016

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11140-000015	AC power cord	1.00	77.70	-25.90	51.80	51.80
11140-000072	LP15 AC Power Adapter (power cord not included)	1.00	1,630.70	-543.60	1,087.10	1,087.10
11140-000080	Extension Cable (5ft 3 in)	1.00	293.00	-97.70	195.30	195.30
11160-000013	NIBP CUFF BAYONET-REUSEABLE,CHILD	1.00	24.00	-3.12	20.88	20.88
11160-000017	NIBP CUFF BAYONET-REUSEABLE,LARGE ADULT	1.00	33.00	-4.29	28.71	28.71
11171-000046	M-LNCS DCI, Adult Reusable Sensor, 1/box	1.00	301.00	-90.30	210.70	210.70
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	1.00	54.60	-18.90	35.70	35.70
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches INCLUDED AT NO CHARGE: 11577-000001 Shoulder Strap	1.00	309.20	-106.90	202.30	202.30
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	2.00	453.60	-151.20	302.40	604.80
21996-000085	3G Modem (Verizon, customer has own data plan)	1.00	1,101.00	-366.70	734.30	734.30
99428-000304-3	Data plan for 3G Modem (AT&T) - 3 year	1.00	897.00	0.00	897.00	897.00
99577-001955	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Bluetooth INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, IN-SERVICE DVD - 21330-001486, SERVICE MANUAL CD- 26500-003612 (one per order) and ShipKit- (RC Cable) 41577-000284. HARD PADDLES, BATTERIES AND CARRYING CASE NOT INCLUDED.	1.00	31,495.00	-10,498.50	20,996.50	20,996.50

Subtotal USD 25,065.09
 Estimated Tax USD 0.00
 Estimated Shipping & Handling USD 185.00

Grand Total	USD 25,250.09
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Pricing Summary Totals

List Price Total	USD 37,123.40
Total Contract Discounts Amount	USD 0.00
Total Discount	USD -12,058.31
Trade In Discounts	USD 0.00
Tax + S&H	USD 185.00

GRAND TOTAL FOR THIS QUOTE

USD 25,250.09

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$5,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

Reference Number JY/01753201/93507

General Terms for all Products, Services and Subscriptions.

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

Pricing. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

Payment. Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

Minimum Order Quantity. Physio reserves the right to charge a service fee for any order less than \$200.00.

Patent Indemnity. Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. Physio's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

Limitation of Interest. Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

Delays. Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio inability to obtain goods from its usual sources.

Limited Warranty. Physio warrants its products and services in accordance with the terms of the limited warranties located at <http://www.physio-control.com/Documents/>. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES**

Compliance with Confidentiality Laws. Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

Compliance with Law. The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

Regulatory Requirement for Access to Information. In the event 42 USC § 1395x(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

No Debarment. Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

Choice of Law. The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

Additional Terms for Purchase and Sale of Products.

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

Delivery. Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

Inspections and Returns. Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at <http://www.physio-control.com/Documents/>. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

No Resale. Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Approving an Updated Purchasing Policy
DATE: For the City Council Meeting of Monday, March 24, 2016

PURPOSE/ACTION REQUESTED

Consider approving an updated purchasing policy.

SUMMARY

City staff has operated according to the attached purchasing policy since 2008. Staff has prepared the attached draft policy that sets thresholds for purchases and also conforms to state law.

The Personnel and Budget Committee has reviewed the proposed policy. One change has been made to the draft since their review and that is found on page 2 and describes purchasing under the state contract.

RECOMMENDATION

Staff recommends the Council approve the updated Purchasing Policy.

To: All Department Managers

From: Richard Almich, City Administrator

Subject: Department Managers Maximum Purchasing Authority

Date: February 25, 2008

DEPARTMENT MANAGER	MAXIMUM PURCHASING AUTHORITY
Electric Utility Director, Water and Wastewater Utility Director	\$10,000
Ambulance Director, City Clerk, Finance Director, Fire Chief, Parks and Recreation Director, Police Chief, Public Works Director, Transit Manager	\$5,000
Building Official, Emergency Management Coordinator, Planning and Zoning Director	\$1,000

Comments:

- 1. PURCHASES IN EXCESS OF THE MAXIMUM PURCHASING AUTHORITY LISTED.** Every effort must be made by the Department Manager to obtain approval from the Finance Director and the City Administrator prior to the purchase.
- 2. PURCHASES NOT INCLUDED WITHIN THE DEPARTMENT'S APPROVED BUDGET.** Every effort must be made by the Department Manager to obtain approval from the Finance Director and the City Administrator prior to the purchase.
- 3. EFFECTIVE DATE OF THIS POLICY – February 25, 2008**

RFA

CC: Linda Endres, Accounting Clerk

CITY OF LE SUEUR
PURCHASING POLICY

General Provisions

The purchasing policies of the City are established by the City Council through the City Administrator.

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Le Sueur, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

This policy applies to the procurement of materials, supplies, services, and construction. It shall apply to every expenditure of municipal funds, irrespective of their source. When the procurement involves the expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory Federal or State laws and regulations which are not reflected in this policy. Nothing in this policy shall prevent the City of Le Sueur from complying with the terms and conditions of any grant, gift, or bequest which are otherwise consistent with law.

To facilitate a sound and cost-effective purchasing operation, all purchases shall be of a quality to suit the intended purpose at the lowest possible cost.

The City Administrator shall be the designated purchasing agent of the City of Le Sueur. Purchases for the requirements of the City are made for each department through the City Administrator's office or his/her designee. The success of the purchasing function and the mutual benefits derived are contingent upon the cooperation of all City departments.

Purchase authorization should be sought far enough in advance to allow for delivery prior to actual need. Ideally, similar purchases by various departments should be aggregated in one order to allow for better unit prices and lower delivery costs. Purchases shall not be split in order to circumvent any provision of this policy or applicable Minnesota State Statutes.

DISCRETIONARY AUTHORITY

Competitive purchases shall not be made on the sole basis of low quotation. Said purchases shall be based upon factors such as life-cycle costs, quality, delivery period, and availability of goods and maintenance service, as determined by discretion herein given.

GENERAL INFORMATION

Whenever possible and as outlined below, competitive prices shall be obtained for the purchase of materials, equipment or services. Generally, the greater the value of the purchase, the more formal the method used.

The following procurement methods shall be used and in all cases, a written record shall be made and preserved by the City Administrator's Office.

Level of Purchase	Procurement Method
\$1 to \$10,000	Direct purchase
\$10,001 to \$50,000	Three Written Quotations (requested verbally)
\$50,001 to \$100,000	Formal Written Proposals (requested in writing)
Exceeding \$100,000	Formal Bids

For purchases up to and including \$50,000 the City Administrator shall have discretion as to whether a Performance Bond is required and/or the amount of that Bond.

Whenever a purchase is made through the State of Minnesota's Cooperative Purchasing Venture that falls under the \$100,000 limit, the quotation/proposal method above shall not apply.

In the event local and non-local proposals for goods and services of like amount, quality and availability exist at the same price, the local proposal shall be accepted. Local vendors are hereby defined as those business establishments that have a significant portion of their physical plant located within the corporate boundaries of the City of Le Sueur.

PURCHASES OVER \$100,000 FORMAL BIDS M.S. 471.345 SUBD. 4 PROCEDURE

Notice to Bidders - Notice inviting sealed competitive bids shall be published in the official newspaper of the City at least ten (10) days before the final date for submitting bids thereon. Such notice shall cite the specifications on the supplies, materials, equipment or construction project or other matter to be contracted for and shall state the amount of bond or other security, if any is to be required, to be given with the bid and the amount of bond or security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any consideration or award of the contract shall also be stated in general terms.

Solicitation and Posting - The purchasing agent shall also solicit bids from such qualified prospective vendors that are reasonably known to the purchasing agent.

Bid Security Deposit - This deposit shall be in the form of a certified or cashier's check or a bond written by a surety company authorized to do business in the State of Minnesota. The amount of such security shall be expressed in terms of percentage of the bid submitted. Unless fixed by the City Council, the City Administrator shall prescribe the amount of any security to be deposited with any bid. The City Administrator shall be authorized to waive the bid security requirement for purchase of materials under \$100,000.

Bid Opening - Bids shall be opened in public at the time and place designated in the notice requesting bids. Original bid documents shall be referred to the Office of the City Administrator to be examined and tabulated and shall be reported to the City Council with a recommendation.

After opening, all bids shall be available for inspection and kept on file by the City Administrator's office.

Award of Bid - Provided that the City Council shall find any of the bids satisfactory, the Council shall award the contract to the lowest responsible bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid. The Council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements. Upon satisfying itself that the conditions have been met, the Council may award the contract by resolution.

Written Contract - All formal bid awards shall be made the subject of written contract. A purchase order alone shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the City's affairs. In no case shall a purchase order be sufficient for the construction of Public Works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

Bidder's Security - All bid bonds or certified or cashier's checks may be retained by the City Administrator's Office until the contract is awarded and executed. If any successful bidder fails or refuses to enter into the contract awarded to him/her in the time specified after the same has been awarded, or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the City, and the City Council at its discretion may award the contract to the next lowest competent bidder unless the Council shall determine that the public interest will be better served by accepting a higher bid, or said contract may be re-advertised.

Performance Bond - At the time a contract is executed the contractor shall file a bond executed by a surety company authorized to do business in the State of Minnesota, to the City, conditioned upon the performance of said contract and saving the City harmless from all losses or damages caused to any person or property by reason of any carelessness or negligence by the contractor and from all expense of inspection, engineering, and otherwise, caused by the delay in the completion of any improvement. The bond shall further be conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts and demands incurred in the performance of such work. Unless fixed by the City Council, the City Administrator shall prescribe the amount of the performance bond and in the case of construction contracts, the amount of the labor and materials bond to be required of the successful bidders. For purchases up to and including \$100,000 the City Administrator shall have the discretion as to whether a Performance Bond is required and the amount of that Bond. For purchases or contracts over \$100,000, the regulations contained in Minnesota Statutes shall apply as those regulations relate to publication, bonding, and bid security.

RECEIPT/RETURN OF MATERIALS

All vendor issued packing slips or other pertinent documentation shall be held by the Department Manager and attached to the vendor billing for future reference.

Returned materials are items returned to a vendor due to damage or other valid reason of non-acceptance. The return of materials should be acknowledged by the vendor by a credit memorandum.

INVOICES

An invoice is the means by which a vendor informs the City of its financial obligation. Invoices should contain an itemization of quantities and charges for supplies, materials, or services furnished to the City as well as special conditions such as discounts and due dates.

Upon receipt of an invoice, the Department Manager shall reconcile the purchase order, packing slips, and returned materials credit memorandums to the invoice. Any and all discrepancies in quantities and costs must be reconciled by the Department Director before an invoice is forwarded to the Finance Department for payment.

At appropriate intervals, the Finance Department shall prepare a schedule of invoices payable for Council review and approval. Payment shall be made following Council approval except that the Finance Department is hereby granted authority to make prior payment to take advantage of allowable discounts or for other necessary reasons as determined by the City Administrator.

PETTY CASH

It is the City's policy to hold petty cash purchases to a minimum. No employee may make such a purchase without prior authorization of his/her Department Supervisor or Department Director. Such purchases are generally paid for by the employee who then secures reimbursement from the petty cash fund. The number and size of petty cash funds shall be designated by the Finance Director.

The petty cash fund shall be maintained on an "imprest" system which requires that each disbursement must be supported by proper documentation. Replenishment of petty cash funds will be made by submitting a report of disbursements along with supporting documentation for payment processing.

Petty cash purchases are to be held under forty dollars (\$40) whenever practical. Expenses for travel, schools, luncheons, etc. should not normally be reimbursed by the petty cash fund, but rather submitted on an Expense Reimbursement Form.

EMERGENCY PURCHASES

Emergency purchases are to be made only when normal operations of a department would be hampered significantly by delays resulting from the submission of a purchase order or when property, equipment, or lives are endangered through unexpected circumstances.

In the case of an emergency, a Department Director may purchase directly any budgeted supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the City Administrator or Finance Director if emergency expenditures exceed

the budget or are unbudgeted, whether the emergency occurs during normal working hours or not. The emergency, following its abatement, shall be explained on a purchase order and submitted to the City Administrator.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

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

www.bolton-menk.com

MEMORANDUM

Date: March 21, 2016

To: Honorable Mayor and City Council
Jenelle Teppen, City Administrator

From: Owen J. Todd, P.E. *OJT*

Subject: Sidewalk Financing Summary
BMI Project No. M16.36336

Staff has met to discuss various capital improvement needs for all city infrastructure and facilities. A major part of planning improvements is funding and timing of when appropriate funds are available. The intent of this memo is to discuss potential sidewalk improvements and the impact of project timing on the sidewalk fund balance.

The next programmed sidewalk project is the 2019 TAP Grant Project. See the attached figure that shows the scope of that project. This single project on its own addresses a significant amount of the sidewalks that have been identified as being problematic and have been included on previous 5-year reconstruction plans (attached is a copy of the sidewalk improvement plan as drafted in August of 2013).

The construction of the 2019 Tap Grant project can be advanced and initial discussions among staff have been to schedule construction in 2017. Advancement means that the City will need to cover all administration, engineering, and construction costs, including the County portion of the grant, until the grant monies are paid to the City through the County in 2019. It is currently estimated that the City will need to cover approximately \$630,000 and will be reimbursed \$380,000 in 2019 (not including any easement acquisition costs).

If no sidewalk projects are completed in 2016, the sidewalk fund will have a balance of approximately \$425,000 at the end of the year. If the Tap Grant project is completed in 2017, that means the City will need to cover the additional \$205,000 (\$630,000 - \$425,000) in some fashion.

Currently the city budgets approximately \$160,000 to the sidewalk fund on an annual basis.

The following table represents the sidewalk fund balance and the end of the calendar year for the upcoming years with no other projects shown outside of the Tap Grant project.

Year	Credit	Debit	Ending balance
2016			\$425,000
2017	\$160,000	\$630,000	\$(45,000)
2018	\$160,000		\$115,000
2019	\$160,000 and \$380,000		\$655,000
2020	160,000		\$815,000

Sidewalk Financing Summary

March 21, 2016

Page 2 of 2

As the Chart shows, if the City continues to contribute to the sidewalk fund at \$160,000 per year, the fund will have a negative balance of \$(45,000) at the end of 2017, even if no other sidewalk projects are completed in 2016.

With continued funding, the sidewalk fund will be positive at the end of 2018 allowing for on-going sidewalk projects, particularly with the TAP grant reimbursement in 2019.

If the TAP Grant project is constructed in 2017 the sidewalk fund will have a negative balance at the end of 2017. If there is a sidewalk project in 2016, the negative balance is extended. As a matter of comparison, The 2015 Sidewalk project on 3rd Avenue had a total project cost of approximately \$65,000 and included 4 blocks of sidewalk on just one side of the street.

The TAP Grant project could be moved back to 2018 or 2019 which would allow for smaller sized projects similar to the 2015 project to be completed. The following chart shows the impact of that and completing projects of \$65,000 in 2016 and 2017. It should be noted however, that the sidewalks included in the TAP Grant project must remain in that project for the City to continue to qualify for those funds.

Year	Credit	Debit	Ending balance
2016		\$65,000	\$360,000
2017	\$160,000	\$65,000	\$455,000
2018	\$160,000	\$630,000	\$(15,000)
2019	\$160,000 and \$380,000		\$525,000
2020	160,000		\$685,000

This scenario reduces the estimated amount of negative balance in the future but delays the completion of the large TAP Grant project. The risk of this scenario is that it doesn't account for any increase in construction prices and assumes that the 2016 and 2017 projects will be similar in scope and cost as the 2015 project.

Once the TAP Grant project is bid and constructed and true dollar amounts known, programming of projects for 2018 and beyond can occur with more accuracy.

If Council does wish to complete a sidewalk project outside of the TAP Grant project and other projects listed in the table above, the cost of that project would just be a debit and subtracted from the total for the year it is completed.

While there are multiple options outside of the two addressed in the charts above, the intent of this memo was to provide examples of different scenarios to provide council options and the impact of delaying large projects or moving ahead with smaller projects.

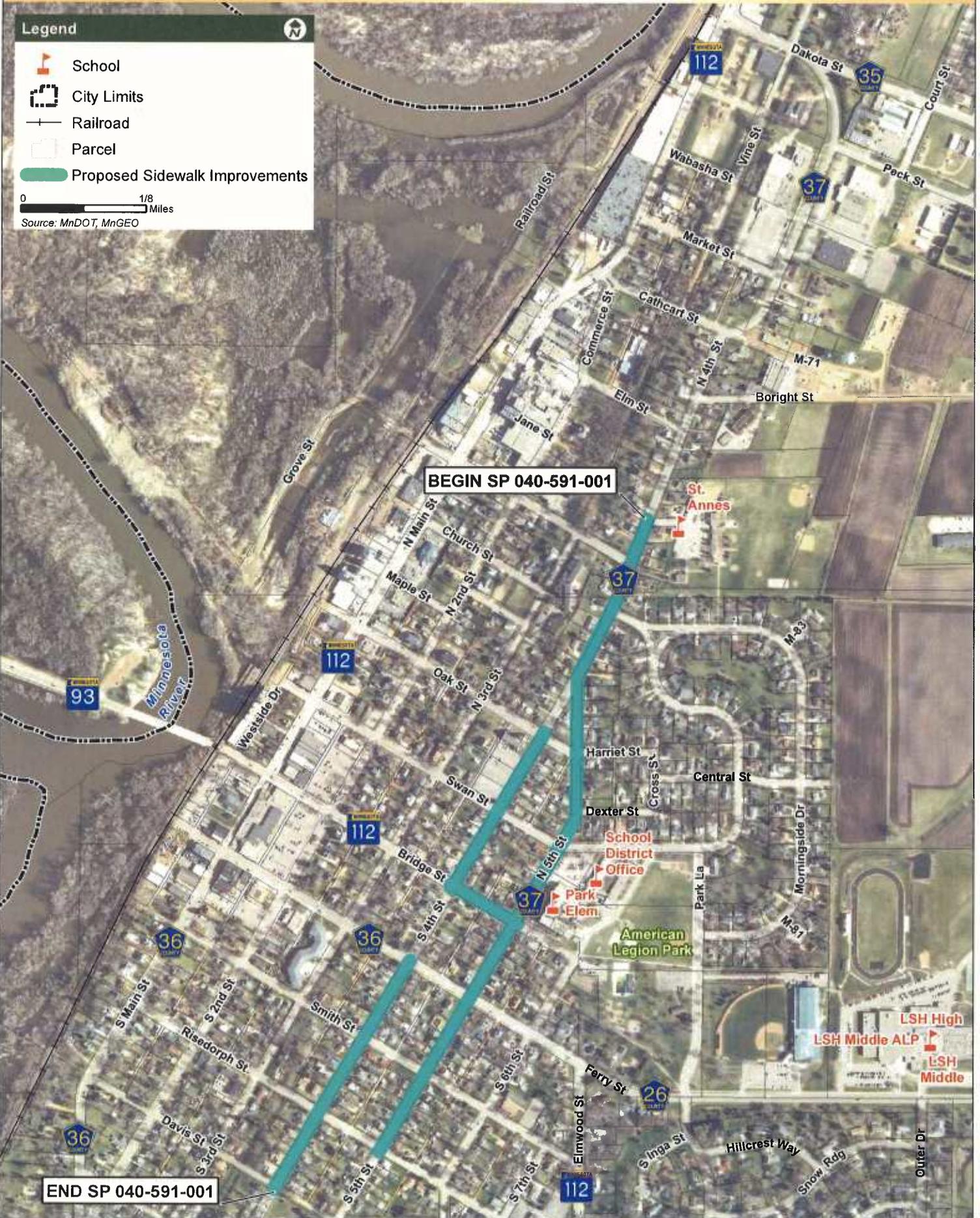
I will be in attendance at your council meeting of March 28, 2016 to discuss further. Feel free to contact me with any questions.

Legend

-  School
-  City Limits
-  Railroad
-  Parcel
-  Proposed Sidewalk Improvements

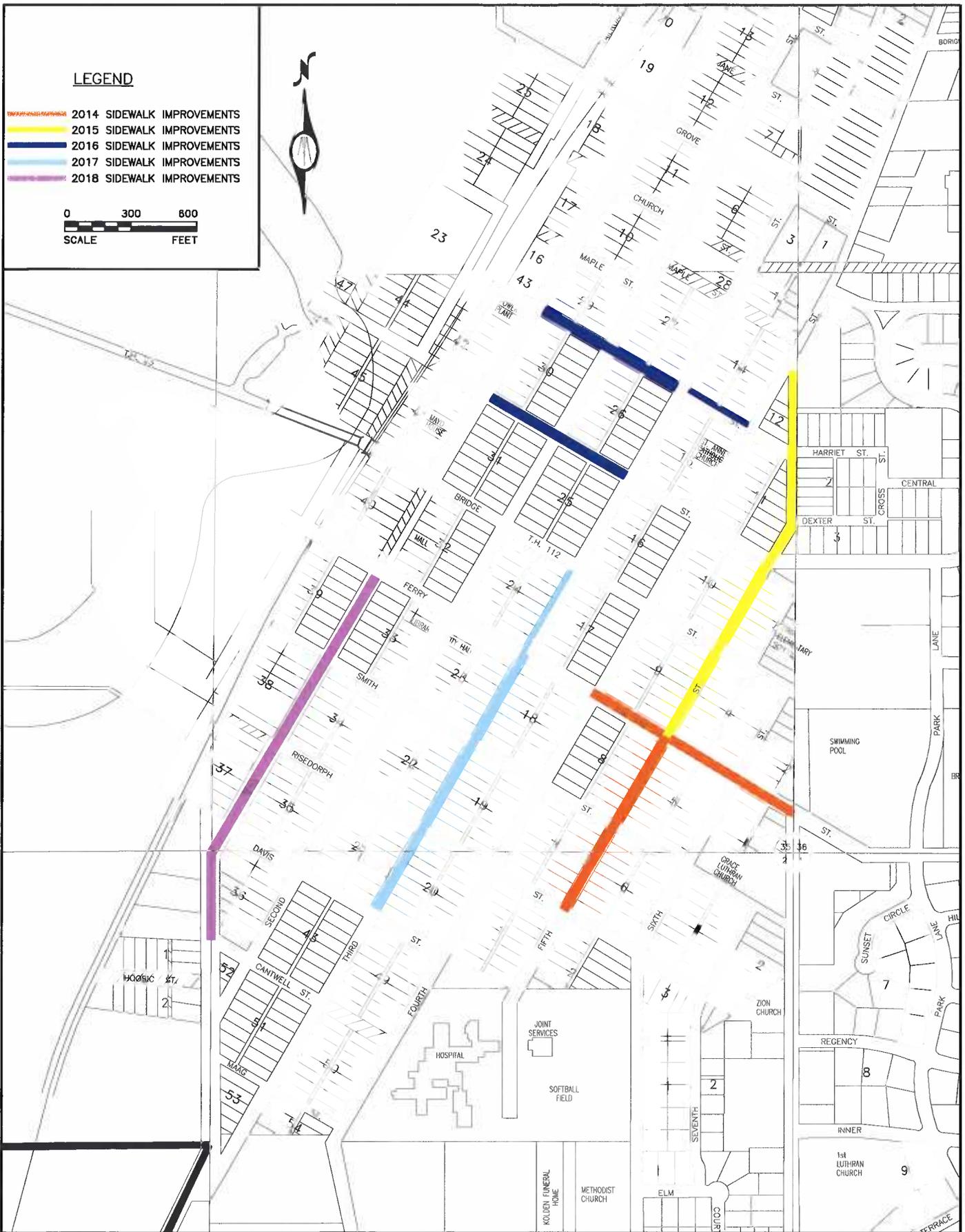
0 1/8 Miles
 Source: MnDOT, MnGEO

Map Document: \\metrosouth1\ms\LESUM17109920\ESR\Map\sl\Project Location 8X11.mxd | Data Saved 3/21/2016 3:39:38 PM



LEGEND

-  2014 SIDEWALK IMPROVEMENTS
-  2015 SIDEWALK IMPROVEMENTS
-  2016 SIDEWALK IMPROVEMENTS
-  2017 SIDEWALK IMPROVEMENTS
-  2018 SIDEWALK IMPROVEMENTS



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CITY OF LE SUEUR, MINNESOTA
 SIDEWALK IMPROVEMENT PLAN



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving City Administrator Goals for 2016

DATE: For the City Council Meeting of Monday, March 24, 2016

PURPOSE/ACTION REQUESTED

Approve goals for the City Administrator for 2016.

SUMMARY

Working off the City Councils long term goals and short-term priorities the members of the Personnel and Budget Committee and the City Administrator have drafted the attached goals for 2016.

RECOMMENDATION

Staff recommends the Council approve the goals for the City Administrator for 2016.



This list of expectations for the City Administrator provides the following features:

1. Eight categories of job performance expectations.
2. Specific expectations in several of the categories that integrate the 2016/2017 Priorities into evaluation expectations.
3. This evaluation form shall be completed by each Councilmember prior to the annual evaluation of the City Administrator. The completed evaluations shall be provided to the Mayor who will direct the proceedings of the Closed Session of the City Council for the purposes of reviewing the City Administrator's performance for the previous review period.
4. The City Administrator will be given the opportunity to review their performance with this evaluation form and supply a copy to the Mayor.

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Overall Leadership and Management of the City		
Administers all affairs of the City	Comments:	
Oversees and directs the operation of all departments and offices of the City		
Keeps the Council and departments focused on short and long-term priorities, achievable goals, clear objectives, and results-oriented improvement plans		
Oversees and directs the operation of all departments and offices of the City. Conscious of the need to operate efficiently and effectively		

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Professionalism		
Attendance during regularly scheduled work hours and outside regular hours as necessary.	Comments:	
Effective and respectful communication and interactions with other employees. Supervisors, individuals from other organizations, and citizen customers.		
Performs physical demands and work environment requirements for this position.		
Maintain confidentiality as needed.		
Plan and participate in professional development activities.		
Exhibits composure, appearance and attitude appropriate for executive position.		
Displays enthusiasm, cooperation, and willingness to adapt.		
Exercises good judgment.		
Maintains knowledge of current developments affecting the practice of local government management.		
Sets a professional example by handling affairs of the public office in a fair and impartial manner.		
Creates an atmosphere that inspires others to achieve at a higher level.		

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Focus on Effective Planning		
Supervises the preparation and implementation of the annual operating and capital budgets.	Comments:	
Keeps Council and department heads focused on "Priorities 2016/2017".		
Recommends refinements and action plans for "Long-term Goals 2020".		

2016 Priorities

- a. Complete Capital Improvement Plan Update and corresponding Long-Term Financial Plan
- b. Ensure the Comprehensive Plan Update is completed
- c. Coordinate a discussion with the assigned task force or sub-committee about economic development in order to provide education and background to the Council so a plan for going forward can be developed.
- d. Provide Sidewalk Plan Update to the City Council.
- e. Provide City Council with long-term goal check in at six months.
- f. Assure implementation of pavement management plan.
- g. Assure completion of city Charter review.

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Recruitment, Training and Supervision of Personnel		
Supervises all department directors and administrative staff, municipal functions and services under the control of the City Council.	Comments:	
Administers all personnel matters as provided by the Personnel Policies.		
Makes recommendations to the City Council relative to the recruitment, retention, transferring, disciplining, and termination of all employees.		
Directs the negotiation of employee labor contracts.		
Delegates responsibly.		
Deals with employees fairly and consistently.		
Promotes training and development opportunities for employees at all levels of the organization.		
Sustains or improves staff performance by providing for 1) evaluating the performance of department directors and other direct reports at least annually, 2) setting goals and objectives with them, 3) periodically assessing their progress, and 4) providing appropriate feedback.		
Encourages teamwork, innovation, and effective problem-solving among the staff members.		

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Development and Implementation of Policies		
Develops and issues administrative polices, rules, regulations, and procedures necessary to ensure the proper management of all departments and offices.	Comments:	
Enforces all laws, ordinances, and resolutions of the City, and makes recommendations for revisions or additions as necessary.		
Recommends the adoption of measures necessary or expedient for the health, safety and welfare of the community or for the improvement of the organization and/or operation of municipal government.		
Reviews ordinance and policy procedures periodically to suggest improvements.		

2016 Priorities

- a. **Coordinate discussion in order to resolve Franchise Fee issue.**
- b. **Coordinate discussion regarding Property Maintenance enforcement.**
- c. **Assure continued discussion of ordinances that will address odor issues.**

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Development and Monitoring of Budget		
Supervises the preparation and implementation of the annual operating and capital budgets.	Comments:	
Advises the City Council concerning the financial condition of the City.		
Supervises the city's purchasing and procurement function		

2016 Priorities

- a. **Propose a 2016 Budget that is balanced and conforms to all laws, city ordinances and city policies in draft form no later than August 15, 2016.**

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Facilitation of Council Relations		
Attends and participates in discussions at all meetings of the City Council.	Comments:	
Collaborates with Mayor to develop and distribute the City Council agendas and materials in a timely manner.		
Prepares reports that are accurate, comprehensive, and concise relating to municipal services, projects and issues for submittal to the City Council.		
Provides information and recommendations to the City Council.		
Together with the Mayor, monitor Le Sueur City Council "Norms of Behavior"		
Responds well to requests, advice and constructive criticism.		
Carries out directives of the council as a whole as opposed to those of any one member or minority group.		

	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
Public Engagement and Inter-Agency Cooperation		
Attends meetings of City Boards and Commissions as required	Comments:	
Represents the City at meetings and official functions as appropriate.		
Cooperates with other regional, state and federal government agencies.		
Seeks opportunities to interact with and get to know community members and business owners.		
Effectively communicates and cooperates with citizens and citizen groups.		
Maintains a nonpartisan approach in dealing with the news media.		

2016 Priorities

- a. **Engage with the School District on inter-dependencies.**
- b. **Provide City Council with a report that demonstrates how the City communicates and markets the City.**
- c. **Facilitate a discussion with the City Council that clarifies the City's relationship with MVHC.**



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Discuss Charter Commission Meeting Dates and Attendance

DATE: For the City Council Meeting of Monday, March 24, 2016

PURPOSE/ACTION REQUESTED

Discuss Charter Commission meeting dates and attendance.

SUMMARY

Council member Kerkow has requested that this item be placed on the agenda for discussion. This past Monday evening, there was not a quorum of Charter Commission members present for any regular business and action to be discussed.

RECOMMENDATION

Staff recommends the Council discuss meeting dates and attendance at Charter Commission meetings.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Receive Update on Cable Commission

DATE: For the City Council Meeting of Monday, March 24, 2016

PURPOSE/ACTION REQUESTED

Receive an update on the status of the Cable Commission.

SUMMARY

This item has been discussed previously, and is again on the agenda for an update.

RECOMMENDATION

Staff recommends the Council receive an update on the status of the Cable Commission.