



LE SUEUR CITY COUNCIL AGENDA
Monday, June 27, 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 June 13, 2016
 - B. Resolution Approving Disbursements for Period Ending June 27, 2016
 - C. Housing and Redevelopment Authority Minutes of May 18, 2016
 - D. Personnel Actions
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 – City Charter Amendment – Ward Elimination
10. Regular Agenda
 - A. Presentation of the 2015 Financial Audit
 - B. Consider Approving Updated Fund Balance Policy
 - C. 1st Quarter Financial Report
 - D. Consider the Second Reading of an Ordinance Amending the City Charter

- E. Consider Approving 60-Day Notice to Terminate Electric Distribution System Services Agreement with the City of Kasota
- F. Consider Approving Award of 2016 Sidewalk Project
- G. Consider Approving Expenditure to Replace Boom Truck
- H. Consider Approving Expenditure to Replace 3rd St. Garage
- I. Consider Approving Expenditure to Complete Street Light Replacement Project
- J. Consider Approving Expenditure for Building Assessment
- K. Consider Approving the 2016 Municipal Maintenance Agreement
- L. Comprehensive Plan Update
- M. Miscellaneous
- N. Adjourn

A Regular Meeting of the City Council was held on Monday, June 13, 2016 at 6:30pm in the Council Chambers with Mayor Broeder presiding. Council Members present: Huntington, Kerkow, Rohloff and Wilke. Council Members absent: Johnson and Wicks. City Administrator Jenelle Teppen, City Attorney Todd Coryell and Public Services Director, Greg Drent were also present.

A motion by Council Member Kerkow, seconded by Mayor Broeder adding Le Sueur County Sheriff David Tietz to the agenda and approving the agenda as written. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Mayor Broeder to adopt Resolution #16-037 approving the following consent agenda items:

- Regular meeting minutes of May 23, 2016;
- Approving the disbursement for period ending May 23, 2016 in the amount of \$1,098,627.86;
- Approving annual non-enclosed premises licenses;
- Approving public dance permits;
- Approving an on-sale 3.2 malt liquor license;
- Approving the Housing and Redevelopment Authority minutes of March 16, 2016, April 6, 2016 and April 20, 2016;
- Approving the following personnel action items: hiring of Nathan Weyl and Andrey Merwin as Seasonal Parks Laborers; resignation of Greg Drent, Public Services Director.

Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Council Member Wilke to adopt Resolution #16-038 approving the first reading of an ordinance amending the City Charter. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Mayor Broeder to adopt Resolution #16-039 approving a lot combination at 625 Riedsorph. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Wilke, seconded by Mayor Broeder to adopt Resolution #16-040 approving the purchase of a Ford 350 pickup. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Mayor Broeder to adopt Resolution #16-041 approving the termination of the Le Sueur-Henderson Cable Commission. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Mayor Broeder to adopt Resolution #16-042 approving the second reading of an ordinance amending City Code Chapter 33, Section 33.020 – Airport Journal to Be Kept by City Clerk. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Mayor Broeder to adopt Resolution #16-043 approving the second reading of an ordinance repealing City Code Chapter 36 – City Policies. Voting

in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Mayor Broeder to adopt Resolution #16-044 approving the appointment of Mark Krenik as the Water/Wastewater Superintendent and Stacy Lawrence as the Communications Director/City Clerk. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Sheriff David Tietz addressed the Council about the desire to establish a Joint Task Force.

A motion by Council Member Huntington, seconded by Mayor Broeder to adjourn at 7:05pm. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

Robert Broeder, Mayor

ATTEST:

Stacy Lawrence, Interim City Clerk



Council Approval Report for June 27, 2016

By Fund

Post Dates 06/14/2016 - 06/27/2016

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	63667	101-14101	1,207.80
101-14101	GENESIS	BULK FUEL	63668	101-14101	2,367.20
101-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	101-20702	21,684.69
101-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	101-21701	4,331.83
101-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	101-21702	1,723.13
101-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	101-21703	3,305.02
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	101-21704	3,316.45
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003441	101-21704	4,737.03
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003443	101-21704	22.00
101-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	101-21712	1,260.06
101-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	101-21713	191.20
101-21714	SELECT ACCOUNT	FLEX/HSA	INV0003439	101-21714	1,058.33
101-21714	PAYROLL FUND	JULY PREMIUM	INV0003451	101-21714	18,080.50
101-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003433	101-21718	518.97
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003437	101-21719	1,058.33
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	101-21719	532.62
101-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0003436	101-21721	515.76
101-4-32210	MN DEPT OF LABOR &	QUARTERLY BUILDING PERMIT	24943079070	101-4-32210	17.75
					65,928.67
Department: 41110 - CITY COUNCIL					
101-41110-207	CARDMEMBER SERVICE	SUMMER CONFENECE	INV0003474	101-41110-207	400.00
101-41110-207	CGMC	2016 CGMC LEGISLATIVE DAY	INV0003496	101-41110-207	65.00
101-41110-331	CARDMEMBER SERVICE	BUSINESS CARDS	INV0003477	101-41110-331	20.27
					Department 41110 - CITY COUNCIL Total: 485.27
Department: 41320 - CITY ADMINISTRATOR					
101-41320-131	PAYROLL FUND	JULY PREMIUM	INV0003451	101-41320-131	1,354.00
101-41320-437	CGMC	2016 CGMC LEGISLATIVE DAY	INV0003496	101-41320-437	65.00
					Department 41320 - CITY ADMINISTRATOR Total: 1,419.00
Department: 41430 - CITY CLERK					
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	101-41430-321	4.07
101-41430-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	101-41430-321	146.23
101-41430-321	CONSOLIDATED	Phone Service	INV0003498	101-41430-321	137.27
101-41430-321	CONSOLIDATED	Monthly Billing	INV0003500	101-41430-321	68.14
101-41430-321	MARCO	MANAGE SERVICES	INV3365877	101-41430-321	225.00
101-41430-433	MCFOA	CLERK MEMBERSHIP	INV0003426	101-41430-433	35.00
					Department 41430 - CITY CLERK Total: 615.71
Department: 41530 - ACCOUNTING					
101-41530-314	BERGAN KDV	INTERIM BILLING FOR AUDIT	923377	101-41530-314	17,000.00
					Department 41530 - ACCOUNTING Total: 17,000.00
Department: 41610 - LEGAL					
101-41610-304	ANDERSON, SKUBITZ, &	LEGAL FEES- MAY 2016	15208	101-41610-304	2,119.75
					Department 41610 - LEGAL Total: 2,119.75
Department: 41910 - PLANNING AND ZONING					
101-41910-314	NORTHWEST ASSOCIATED	MAY 2016 TECHNICAL	22367	101-41910-314	42.50
101-41910-314	NORTHWEST ASSOCIATED	MAY 2016 TECHNICAL	22368	101-41910-314	243.75
					Department 41910 - PLANNING AND ZONING Total: 286.25
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0003488	101-41940-383	38.64
101-41940-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	101-41940-401	16.25
101-41940-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	101-41940-401	25.75
					Department 41940 - GOVERNMENT BUILDINGS Total: 80.64

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Department: 42120 - POLICE DEPARTMENT					
101-42120-201	RADERMACHER'S	COFFEE, PAPER TOWELS, TP,	INV0003466	101-42120-201	69.95
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	101-42120-321	4.06
101-42120-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	101-42120-321	73.12
101-42120-321	CONSOLIDATED	Phone Service	INV0003498	101-42120-321	112.07
101-42120-321	CONSOLIDATED	Line Charges	INV0003502	101-42120-321	56.95
101-42120-321	MARCO	MANAGE SERVICES	INV3365877	101-42120-321	150.00
101-42120-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0003488	101-42120-383	19.03
101-42120-401	TRUSTWORTHY HARDWARE	FURNACE FILTER-POLICE	213284	101-42120-401	11.98
101-42120-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	101-42120-401	59.00
101-42120-407	HENDERSON LAWN CARE	MOW AT NUISANCE PROPERTY	202	101-42120-407	53.00
Department 42120 - POLICE DEPARTMENT Total:					609.16
Department: 42140 - POLICE TRAINING					
101-42140-207	MN HWY SAFETY & RESEARCH	EVOC TRAINING FOR JASON	629430-5095	101-42140-207	396.00
101-42140-207	STREICHER'S INC	TRAINING GUN	L1213956	101-42140-207	49.99
Department 42140 - POLICE TRAINING Total:					445.99
Department: 42152 - POLICE AUTOMOTIVE SERVICES					
101-42152-428	MINNESOTA DEPT OF	SQUAD LEASES	2016110018	101-42152-428	1,316.26
101-42152-431	HOLIDAY CREDIT OFFICE	WASH FLUID & OIL	21449103233	101-42152-431	10.68
101-42152-431	EVAN SMITH	REPLACEMENT PARTS	INV0003468	101-42152-431	50.00
Department 42152 - POLICE AUTOMOTIVE SERVICES Total:					1,376.94
Department: 42401 - BUILDING CODE ENFORCEMENT					
101-42401-408	CITY BLDG INSPECTION	INSPECTION SERVICES	361	101-42401-408	4,142.54
101-42401-408	CITY BLDG INSPECTION	INSPECTION SERVICES	362	101-42401-408	1,064.21
Department 42401 - BUILDING CODE ENFORCEMENT Total:					5,206.75
Department: 42500 - POLICE RESERVES					
101-42500-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003491	101-42500-383	13.25
101-42500-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	101-42500-401	11.50
Department 42500 - POLICE RESERVES Total:					24.75
Department: 42800 - EMERGENCY MANAGEMENT/EOC					
101-42800-321	NETWORK INNOVATIONS US	SATELLITE SERVICE	INV0003469	101-42800-321	108.58
Department 42800 - EMERGENCY MANAGEMENT/EOC Total:					108.58
Department: 43121 - STREET DEPARTMENT					
101-43121-215	G & K SERVICES INC	TOWEL & RUG SERVICE	1002678515	101-43121-215	37.41
101-43121-215	G & K SERVICES INC	TOWEL & RUG SERVICE	1002701335	101-43121-215	37.41
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754601980	101-43121-217	75.96
101-43121-217	CINTAS CORPORATION LOC.	UNIFORMS	754604560	101-43121-217	75.96
101-43121-224	JOHNSON AGGREGATES	6 TON CLASS 5	00015718	101-43121-224	347.90
101-43121-321	VERIZON WIRELESS	CELLULAR SERVICE	9766313221	101-43121-321	234.17
101-43121-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	101-43121-321	51.18
101-43121-321	MARCO	MANAGE SERVICES	INV3365877	101-43121-321	175.00
101-43121-383	CENTER POINT ENERGY	GAS UTILITIES-5961974-2	INV0003471	101-43121-383	68.69
Department 43121 - STREET DEPARTMENT Total:					1,103.68
Department: 45201 - PARK DEPARTMENT					
101-45201-212	AG POWER ENTERPRISES, INC.	MOWER OIL	773317	101-45201-212	47.27
101-45201-212	AG POWER ENTERPRISES, INC.	MOWER OIL	774740	101-45201-212	96.23
101-45201-215	TRUSTWORTHY HARDWARE	COUPLINGS	213101	101-45201-215	41.39
101-45201-225	DRUMMERS GARDEN CENTER	SUMMER FLOWER ORDER	074001	101-45201-225	6,329.62
101-45201-225	AERO TRANSPORT INC	PLAYGROUND MULCH	2516	101-45201-225	2,400.00
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-7728138-4	INV0003464	101-45201-383	16.94
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-5961978-3	INV0003492	101-45201-383	27.22
101-45201-404	AG POWER ENTERPRISES, INC.	TRIMMER PARTS	772609	101-45201-404	279.95
101-45201-404	AG POWER ENTERPRISES, INC.	BALL BEARINGS/ GASKETS	773059	101-45201-404	40.29
101-45201-427	TRUSTWORTHY HARDWARE	CAULK, BATTERY POSTS, COMM	212729	101-45201-427	83.85
101-45201-427	UNITED FARMERS	LIME	6-649182	101-45201-427	5.50
Department 45201 - PARK DEPARTMENT Total:					9,368.26
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-321	CONSOLIDATED	Line Charges	INV0003502	101-45500-321	81.05

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-45500-383	CENTER POINT ENERGY	GAS UTILITIES-5992410-0	INV0003465	101-45500-383	31.07
101-45500-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	101-45500-401	49.75
101-45500-401	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	101-45500-401	509.25
Department 45500 - LIBRARY MAINTENANCE Total:					671.12

Department: 49200 - UNALLOCATED EXPENDITURES

101-49200-355	3CMA	MARKETING MEMBERSHIP	INV0003490	101-49200-355	390.00
101-49200-441	TRUSTWORTHY HARDWARE	BATHROOM PROJECT-CH	212876	101-49200-441	49.63
101-49200-441	TRUSTWORTHY HARDWARE	BATHROOM PROJECT-CH	212884	101-49200-441	56.25
101-49200-441	TRUSTWORTHY HARDWARE	BATHROOM PROJECT-CH	212921	101-49200-441	34.53
101-49200-441	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	316021	101-49200-441	908.78
101-49200-441	INNOVATIVE OFFICE SOLUTIONS	BATHROOM DISPENSER, PENS	IN1217658	101-49200-441	25.66
101-49200-441	CARDMEMBER SERVICE	SHELF NEW BATHROOM	INV0003476	101-49200-441	37.57
Department 49200 - UNALLOCATED EXPENDITURES Total:					1,502.42

Department: 49240 - GENERAL LIABILITY INSURANCE

101-49240-361	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	101-49240-361	6,540.42
Department 49240 - GENERAL LIABILITY INSURANCE Total:					6,540.42

Fund 101 - GENERAL FUND Total: 114,893.36

Fund: 225 - FIRE SERVICE FUND

225-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	225-20702	2,424.04
225-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	225-21701	9.05
225-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	225-21702	4.84
225-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	225-21703	333.94
225-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	225-21712	78.20
Department 42200 - FIRE SERVICE Total:					2,850.07

Department: 42200 - FIRE SERVICE

225-42200-207	RIVERLAND COMMUNITY	TRAINING	146983	225-42200-207	700.00
225-42200-212	UNITED FARMERS	FUEL	1-497779	225-42200-212	57.86
225-42200-221	HEIMAN FIRE EQUIPMENT	ADAPTER	0846838-IN	225-42200-221	181.85
225-42200-221	TRUSTWORTHY HARDWARE	FILTER-FIRE	213344	225-42200-221	11.80
225-42200-221	BTR OF MINNESOTA LLC	COVER AIR CONDITIONER	SO#19181	225-42200-221	287.84
225-42200-321	CONSOLIDATED	Line Charges	INV0003502	225-42200-321	78.18
225-42200-361	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	225-42200-361	752.83
225-42200-363	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	225-42200-363	958.00
225-42200-383	CENTER POINT ENERGY	GAS UTILITIES-5992392-0	INV0003497	225-42200-383	51.20
225-42200-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	225-42200-401	99.50
Department 42200 - FIRE SERVICE Total:					3,179.06

Fund 225 - FIRE SERVICE FUND Total: 6,029.13

Fund: 226 - AMBULANCE SERVICE FUND

226-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	226-20702	4,607.00
226-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	226-21701	171.30
226-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	226-21702	77.29
226-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	226-21703	108.34
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	226-21704	7.01
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003442	226-21704	1,069.37
226-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	226-21712	160.52
226-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003438	226-21719	0.52
Department 42153 - AMBULANCE SERVICES Total:					6,201.35

Department: 42153 - AMBULANCE SERVICES

226-42153-212	HOLIDAY CREDIT OFFICE	FUEL	INV0003467	226-42153-212	183.45
226-42153-217	MUNICIPAL EMERGENCY	HIGH VISIBILITY JACKET FOR	IN1037427	226-42153-217	4,424.50
226-42153-264	PRAXAIR DISTRIBUTION, INC	OXYGEN	73357304	226-42153-264	439.45
226-42153-318	ADVANTAGE BILLING CONCEPTS	BILLING SERVICE	12773	226-42153-318	540.00
226-42153-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	226-42153-321	43.87
226-42153-321	MARCO	MANAGE SERVICES	INV3365877	226-42153-321	150.00
226-42153-363	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	226-42153-363	274.50
226-42153-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003491	226-42153-383	15.08
226-42153-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	226-42153-401	26.75

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
226-42153-437	RADERMACHER'S	MOVIE IN THE PARK-9110	INV0003470	226-42153-437	195.30
Department 42153 - AMBULANCE SERVICES Total:					6,292.90
Fund 226 - AMBULANCE SERVICE FUND Total:					12,494.25

Fund: 227 - PARA-TRANSIT FUND

227-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	227-20702	3,455.63
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	227-21701	272.91
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	227-21702	123.96
227-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	227-21703	442.16
227-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	227-21704	542.63
227-21711	MN CHILD SUPPORT PAYMENT	REMITTANCE IDENTIFIER:	INV0003434	227-21711	75.55
227-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	227-21712	103.42
227-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	227-21713	50.00
227-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	227-21719	50.46
					5,116.72

Department: 49800 - EQUIPMENT, MAINT, GARAGE

227-49800-363	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	227-49800-363	1,405.25
Department 49800 - EQUIPMENT, MAINT, GARAGE Total:					1,405.25

Department: 49804 - ADMINISTRATION

227-49804-321	VERIZON WIRELESS	CELLULAR SERVICE	9766261626	227-49804-321	85.31
227-49804-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	227-49804-321	51.18
227-49804-321	CONSOLIDATED	Phone Service	INV0003498	227-49804-321	63.91
227-49804-321	MARCO	MANAGE SERVICES	INV3365877	227-49804-321	175.00
227-49804-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003491	227-49804-383	17.36
227-49804-401	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	227-49804-401	21.00
Department 49804 - ADMINISTRATION Total:					413.76
Fund 227 - PARA-TRANSIT FUND Total:					6,935.73

Fund: 229 - CABLE TV FUND

229-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	229-20702	1,037.58
229-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	229-21701	179.18
229-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	229-21702	76.14
229-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	229-21703	173.60
229-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	229-21712	40.60
					1,507.10
Fund 229 - CABLE TV FUND Total:					1,507.10

Fund: 235 - AIRPORT FUND

Department: 49810 - AIRPORT ADMINISTRATION

235-49810-265	ARROW ENERGY INC	AVIATION FUEL	71972	235-49810-265	14,658.59
235-49810-321	CONSOLIDATED	Line Charges	INV0003502	235-49810-321	39.09
235-49810-361	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	235-49810-361	1,377.43
235-49810-383	CENTER POINT ENERGY	GAS UTILITIES-8747362-5	INV0003489	235-49810-383	17.93
235-49810-409	CONSOLIDATED	Line Charges	INV0003502	235-49810-409	39.09
Department 49810 - AIRPORT ADMINISTRATION Total:					16,132.13
Fund 235 - AIRPORT FUND Total:					16,132.13

Fund: 240 - HRA FUND

240-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	240-20702	3,947.91
240-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	240-21701	546.82
240-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	240-21702	210.18
240-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	240-21703	587.92
240-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	240-21704	710.47
240-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	240-21712	137.50
240-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	240-21719	112.47
					6,253.27
Fund 240 - HRA FUND Total:					6,253.27

Fund: 250 - YOUTH OPPORTUNITIES FUND

250-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	250-20702	969.67
250-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	250-21703	130.20

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
250-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	250-21712	30.46
					1,130.33
Fund 250 - YOUTH OPPORTUNITIES FUND Total:					1,130.33
Fund: 381 - KNOLLVEIW EAST SUBDIVISION					
Department: 46500 - ECONOMIC DEVELOPMENT ASSIST					
381-46500-437	LAWN & SNOW SERVICES	LAWN CARE	1179	381-46500-437	160.31
					160.31
Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:					160.31
Fund 381 - KNOLLVEIW EAST SUBDIVISION Total:					160.31
Fund: 393 - TIF DISTRICT #13					
Department: 47000 - DEBT SERVICE					
393-47000-430	GREENFIELD ESTATES	TIF PAYMENTS	INV0003503	393-47000-430	18,567.65
					18,567.65
Department 47000 - DEBT SERVICE Total:					18,567.65
Fund 393 - TIF DISTRICT #13 Total:					18,567.65
Fund: 394 - TIF DISTRICT #14					
Department: 47000 - DEBT SERVICE					
394-47000-430	LE SUEUR MEADOWS	TIF PAYMENT	INV0003504	394-47000-430	10,930.49
					10,930.49
Department 47000 - DEBT SERVICE Total:					10,930.49
Fund 394 - TIF DISTRICT #14 Total:					10,930.49
Fund: 398 - TIF DISTRICT #18					
Department: 47000 - DEBT SERVICE					
398-47000-430	BIMEDA	TIF PAYMENTS	INV0003505	398-47000-430	1,681.22
					1,681.22
Department 47000 - DEBT SERVICE Total:					1,681.22
Fund 398 - TIF DISTRICT #18 Total:					1,681.22
Fund: 420 - CAPITAL IMPROVEMENT FUND					
Department: 49250 - GENERAL CAPITAL IMPROVEMENTS					
420-49250-303	BOLTON & MENK	2014 AIRPORT LAND	0191014	420-49250-303	1,250.00
					1,250.00
Department 49250 - GENERAL CAPITAL IMPROVEMENTS Total:					1,250.00
Fund 420 - CAPITAL IMPROVEMENT FUND Total:					1,250.00
Fund: 601 - WATER UTILITY FUND					
601-14100	TRUSTWORTHY HARDWARE	BALL VALAVE-WATER	213039	601-14100	26.99
601-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	601-20702	6,681.39
601-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	601-21701	716.45
601-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	601-21702	299.14
601-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	601-21703	995.76
601-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	601-21704	1,130.79
601-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	601-21712	232.88
601-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	601-21713	20.00
601-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003433	601-21718	179.25
601-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	601-21719	108.55
					10,391.20
Department: 49400 - SOURCE OF SUPPLY					
601-49400-404	TRUSTWORTHY HARDWARE	GFI-WATER	212942	601-49400-404	18.99
					18.99
Department 49400 - SOURCE OF SUPPLY Total:					18.99
Department: 49410 - POWER AND PUMPING					
601-49410-381	MINNESOTA VALLEY ELECTRIC	UTILITIES HWY 169	INV0003431	601-49410-381	218.58
601-49410-387	CENTER POINT ENERGY	GAS UTILITIES-5981090-3	INV0003472	601-49410-387	221.62
601-49410-388	CENTER POINT ENERGY	GAS UTILITIES-5981106-7	INV0003473	601-49410-388	49.69
601-49410-404	MATHESON TRI-GAS INC	CARBON DIOXIDE	13558307	601-49410-404	31.66
601-49410-404	ADVANCED ENGINEERING &	SCADA SERVICES	48563	601-49410-404	456.00
					977.55
Department 49410 - POWER AND PUMPING Total:					977.55
Department: 49420 - PURIFICATION					
601-49420-216	HAWKINS, INC.	CHEMICALS	3889694	601-49420-216	736.21
601-49420-312	UTILITY CONSULTANTS INC	LAB TESTING	91915	601-49420-312	70.00
					806.21
Department 49420 - PURIFICATION Total:					806.21

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Department: 49430 - DISTRIBUTION					
601-49430-240	DISTEL GRAIN SYSTEMS	COUPLER	09143	601-49430-240	6.00
601-49430-244	PARROTT CONTRACTING, INC.	RE ROUTE WATER MAIN	16297	601-49430-244	6,256.60
601-49430-245	TRAXLER CONSTRUCTION	FIRE HYDRANT REPAIR	51125	601-49430-245	120.05
Department 49430 - DISTRIBUTION Total:					6,382.65

Department: 49435 - WATER METERING					
601-49435-246	SPS COMPANIES, INC.	BACKFLOW PARTS	53267140.001	601-49435-246	71.39
Department 49435 - WATER METERING Total:					71.39

Department: 49440 - ADMINISTRATION & GENERAL					
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	BINDERS, MOUSE	IN1219607	601-49440-201	20.70
601-49440-210	BOUND TREE MEDICAL LLC	HAND SANITIZER	82180654	601-49440-210	35.13
601-49440-304	ANDERSON, SKUBITZ, &	LEGAL FEES- MAY 2016	15208	601-49440-304	423.95
601-49440-309	NEON LINK	ENERGY EFFICIENCY MONTHLY	1218	601-49440-309	112.40
601-49440-309	NEON LINK	BILL PROCESSING	1224	601-49440-309	332.17
601-49440-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	316021	601-49440-314	908.78
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	601-49440-321	2.03
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9766268677	601-49440-321	265.97
601-49440-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	601-49440-321	73.12
601-49440-321	SCOTT ZIEBARTH	PHONE CHARGER	INV0003427	601-49440-321	16.18
601-49440-321	CONSOLIDATED	Phone Service	INV0003498	601-49440-321	27.45
601-49440-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003500	601-49440-321	59.06
601-49440-321	CONSOLIDATED	Line Charges	INV0003502	601-49440-321	113.89
601-49440-321	MARCO	MANAGE SERVICES	INV3365877	601-49440-321	325.00
601-49440-362	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	53311	601-49440-362	2,753.27
601-49440-401	PROFESSIONAL CLEANING	JANITORIAL SERVICES	81	601-49440-401	203.13
601-49440-436	ULINE	FLAGGING TAPE	77715462	601-49440-436	33.55
601-49440-437	FRIENDLY CONFINES CHEESE	SUPERINTENDENT INTERVIEW	822204-01	601-49440-437	51.12
601-49440-437	MN VALLEY HEALTH CENTER	DRUG COLLECTION	INV0003428	601-49440-437	50.00
Department 49440 - ADMINISTRATION & GENERAL Total:					5,806.90
Fund 601 - WATER UTILITY FUND Total:					24,454.89

Fund: 602 - SEWER UTILITY FUND					
602-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	602-20702	4,176.72
602-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	602-21701	486.56
602-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	602-21702	198.15
602-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	602-21703	618.60
602-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	602-21704	767.10
602-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	602-21712	144.70
602-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	602-21713	20.00
602-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003433	602-21718	160.26
602-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	602-21719	62.14
					6,634.23

Department: 49470 - SEWER LIFT STATIONS					
602-49470-242	MINNESOTA PUMP WORKS	LIFT STATION SERVICE	9121	602-49470-242	2,411.12
Department 49470 - SEWER LIFT STATIONS Total:					2,411.12

Department: 49490 - ADMINISTRATION & GENERAL					
602-49490-201	INNOVATIVE OFFICE SOLUTIONS	BINDERS, MOUSE	IN1219607	602-49490-201	20.70
602-49490-207	CARDMEMBER SERVICE	BIOSOLID TRAINING	INV0003432	602-49490-207	149.17
602-49490-210	BOUND TREE MEDICAL LLC	HAND SANITIZER	82180654	602-49490-210	35.13
602-49490-304	ANDERSON, SKUBITZ, &	LEGAL FEES- MAY 2016	15208	602-49490-304	423.95
602-49490-309	NEON LINK	ENERGY EFFICIENCY MONTHLY	1218	602-49490-309	112.40
602-49490-309	NEON LINK	BILL PROCESSING	1224	602-49490-309	332.16
602-49490-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	316021	602-49490-314	908.78
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	602-49490-321	2.03
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9766268677	602-49490-321	265.97
602-49490-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	602-49490-321	73.11
602-49490-321	SCOTT ZIEBARTH	PHONE CHARGER	INV0003427	602-49490-321	16.17
602-49490-321	CONSOLIDATED	Phone Service	INV0003498	602-49490-321	27.45
602-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003500	602-49490-321	59.06

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
602-49490-321	CONSOLIDATED	Line Charges	INV0003502	602-49490-321	113.89
602-49490-321	MARCO	MANAGE SERVICES	INV3365877	602-49490-321	325.00
602-49490-362	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	602-49490-362	1,768.78
602-49490-386	MINNESOTA RIVER VALLEY PUC	TREATMENT COST FOR MAY	325	602-49490-386	63,337.14
602-49490-401	PROFESSIONAL CLEANING	JANITORIAL SERVICES	81	602-49490-401	203.12
602-49490-437	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	602-49490-437	30.50
602-49490-437	CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINT	35429	602-49490-437	111.50
602-49490-437	FRIENDLY CONFINES CHEESE	SUPERINTENDENT INTERVIEW	822204-01	602-49490-437	51.11
Department 49490 - ADMINISTRATION & GENERAL Total:					68,367.12
Fund 602 - SEWER UTILITY FUND Total:					77,412.47

Fund: 604 - ELECTRIC UTILITY FUND

604-14100	BORDER STATES ELEC SUPPLY	WIRE	911352580	604-14100	694.92
604-16514	DAKOTA SUPPLY GROUP	METERS	C235306	604-16514	1,325.25
604-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	604-20702	18,398.22
604-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	604-21701	2,400.75
604-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	604-21702	988.97
604-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	604-21703	2,805.96
604-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	604-21704	3,311.43
604-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	604-21712	656.22
604-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	604-21713	59.99
604-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003433	604-21718	672.52
604-21719	FIRST FARMERS & MERCHANTS	HSCP	INV0003438	604-21719	379.65
					31,693.88

Department: 49570 - TRANSMISSION & DISTRIBUTION

604-49570-221	CARDMEMBER SERVICE	LICENSE & TABS	INV0003475	604-49570-221	2,039.48
604-49570-221	DITCH WITCH OF MINNESOTA	TRAIL BULLETTS FOR PLOW	P17363	604-49570-221	163.25
604-49570-221	MADISON NATIONAL LIFE INS	BORING MACHINE PARTS	P17538	604-49570-221	300.20
604-49570-227	UNITED FARMERS	SUBSTATION CHEMICALS WEED	6-648644	604-49570-227	46.67
604-49570-231	CARDMEMBER SERVICE	OVERHEAD CONDUCTOR	INV0003478	604-49570-231	119.00
604-49570-234	PMWD INC	READY MIX FOR LIGHT POLES	35	604-49570-234	448.88
604-49570-235	OMNI-PRO SOFTWARE, INC.	METERING ANNUAL FEE	2092	604-49570-235	4,416.00
604-49570-235	TRUSTWORTHY HARDWARE	CABLE, COUPLER-ELEC	212844	604-49570-235	12.80
604-49570-240	LOCATORS & SUPPLIES, INC.	GLOVES	0246481-IN	604-49570-240	130.73
604-49570-240	TRUSTWORTHY HARDWARE	SHOVELS, TARP-ELEC	212779	604-49570-240	85.07
604-49570-240	TRUSTWORTHY HARDWARE	SHOVELS-ELEC	212787	604-49570-240	17.08
604-49570-240	TRUSTWORTHY HARDWARE	SHOVEL-ELEC	212789	604-49570-240	16.02
604-49570-240	TRUSTWORTHY HARDWARE	PLIERS-ELEC	213002	604-49570-240	32.05
604-49570-240	WESCO RECEIVABLES CORP.	SUNSCREEN TOWELS	394391	604-49570-240	210.23
604-49570-240	CARDMEMBER SERVICE	PHONE CASE FOR ANDY	INV0003479	604-49570-240	26.00
604-49570-383	CENTER POINT ENERGY	GAS UTILITIES-5974324-5	INV0003462	604-49570-383	25.70
Department 49570 - TRANSMISSION & DISTRIBUTION Total:					8,089.16

Department: 49590 - ADMINISTRATION & GENERAL

604-49590-202	METRO SALES, INC.	COPIER MAINTENANCE	INV549759	604-49590-202	37.18
604-49590-301	BERGAN KDV	INTERIM BILLING FOR AUDIT	923377	604-49590-301	8,000.00
604-49590-304	ANDERSON, SKUBITZ, &	LEGAL FEES- MAY 2016	15208	604-49590-304	1,271.85
604-49590-307	MN DEPT OF COMMERCE	CIP	1000035077	604-49590-307	1,220.95
604-49590-309	NEON LINK	ENERGY EFFICIENCY MONTHLY	1218	604-49590-309	337.20
604-49590-309	NEON LINK	BILL PROCESSING	1224	604-49590-309	996.50
604-49590-313	JOSH BURGESS	QI CENTRAL AC REBATE	INV0003493	604-49590-313	300.00
604-49590-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	316021	604-49590-314	908.78
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	604-49590-321	4.06
604-49590-321	VERIZON WIRELESS	CELLULAR SERVICE	9766365111	604-49590-321	497.82
604-49590-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	604-49590-321	146.23
604-49590-321	CONSOLIDATED	Phone Service	INV0003498	604-49590-321	82.36
604-49590-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003500	604-49590-321	181.31
604-49590-321	CONSOLIDATED	Line Charges	INV0003502	604-49590-321	284.73
604-49590-321	MARCO	MANAGE SERVICES	INV3365877	604-49590-321	675.00
604-49590-362	LEAGUE OF MINNESOTA CITIES	LIABLITY & AUTO INSURANCE	53311	604-49590-362	6,773.20
604-49590-401	TRUSTWORTHY HARDWARE	SCREWS-ELEC	212934	604-49590-401	1.56

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
604-49590-401	TRUSTWORTHY HARDWARE	FURNACE FILTER-ELEC	213166	604-49590-401	12.80
604-49590-401	BOUND TREE MEDICAL LLC	GLOVES	82176286	604-49590-401	15.90
604-49590-401	RADERMACHER'S	TP, COFFEE, PLATES, PAPER	INV0003430	604-49590-401	180.71
604-49590-401	RADERMACHER'S	TP, CLEANER, DISH SOAP,	INV0003461	604-49590-401	22.55
604-49590-433	MN DEPT OF COMMERCE	CIP	1000035077	604-49590-433	269.03
604-49590-722	TRUSTWORTHY HARDWARE	SWITCH, COVER BOX-ELEC	213040	604-49590-722	10.87

Department 49590 - ADMINISTRATION & GENERAL Total: 22,230.59

Fund 604 - ELECTRIC UTILITY FUND Total: 62,013.63

Fund: 605 - STORM WATER UTILITY FUND

605-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	605-20702	328.92
605-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	605-21701	41.70
605-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	605-21702	17.42
605-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	605-21703	56.04
605-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	605-21704	63.28
605-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	605-21712	13.10

520.46

Fund 605 - STORM WATER UTILITY FUND Total: 520.46

Fund: 606 - MN RIVER VALLEY UTILITY COMM

606-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	606-20702	2,377.81
606-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	606-21701	323.12
606-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	606-21702	124.01
606-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	606-21703	351.76
606-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	606-21704	425.34
606-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	606-21712	82.28
606-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	606-21719	30.17

3,714.49

Department: 49490 - ADMINISTRATION & GENERAL

606-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003500	606-49490-321	45.43
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Department 49490 - ADMINISTRATION & GENERAL Total: 45.43

Fund 606 - MN RIVER VALLEY UTILITY COMM Total: 3,759.92

Fund: 615 - RECREATION FUND

615-20702	FIRST FARMERS & MERCHANTS	06/24/2016 PAYROLL	INV0003450	615-20702	13,217.25
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003447	615-21701	1,142.44
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003449	615-21702	532.10
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003448	615-21703	1,878.70
615-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003440	615-21704	893.65
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003446	615-21712	439.36
615-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003435	615-21713	304.97
615-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003438	615-21719	62.94

18,471.41

Department: 45120 - RECREATION ADMINISTRATION

615-45120-117	JENNIFER HOVICK	LIFEGAURD INSTRUCTOR	INV0003460	615-45120-117	520.00
615-45120-201	INNOVATIVE OFFICE SOLUTIONS	LABELS, PAPER, CARD STOCK	IN1215164	615-45120-201	60.28
615-45120-201	CARDMEMBER SERVICE	WHITE TAG BOARD	INV0003481	615-45120-201	5.16
615-45120-201	CARDMEMBER SERVICE	OFFICE CHANGE COUNTER	INV0003487	615-45120-201	156.00
615-45120-202	MARCO INC	COPIER LEASE	306441304	615-45120-202	177.31
615-45120-207	AMERICAN RED CROSS	LIFEGAURD RECERTIFICATION	10457942	615-45120-207	245.00
615-45120-207	DOROTHY DINWIDDIE	WATER SAFETY INSTRUCTOR	INV0003457	615-45120-207	1,475.00
615-45120-218	RADERMACHER'S	SILVER SNEAKERS EVENT-3325	INV0003453	615-45120-218	11.11
615-45120-218	RADERMACHER'S	SILVER SNEAKERS EVENT-3325	INV0003454	615-45120-218	85.98
615-45120-218	SWANK MOTION PICTURES INC	MOVIE IN THE PARK	RG 1351840	615-45120-218	430.71
615-45120-262	MINNESOTA YOUTH SOCCER	PLAYER REGISTRATION	37716	615-45120-262	7.00
615-45120-262	JESSICA DIRKS	SOCCER REFEREE	INV0003452	615-45120-262	203.00
615-45120-262	CARDMEMBER SERVICE	REFEREE SHORTS	INV0003484	615-45120-262	44.56
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	582164	615-45120-271	1,059.07
615-45120-271	A.H. HERMEL COMPANY	POOL CONCESSIONS	583656	615-45120-271	1,420.49
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	585206	615-45120-271	808.95
615-45120-271	A.H. HERMEL COMPANY	SOFTBALL CONCESSION STAND	585215	615-45120-271	42.30

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	585415	615-45120-271	75.96
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9404642	615-45120-271	156.32
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13593201	615-45120-321	4.06
615-45120-321	VERIZON WIRELESS	CELLULAR SERVICES	9766278870	615-45120-321	229.84
615-45120-321	CW TECHNOLOGY	PHONE SUPPORT	CW33830	615-45120-321	73.12
615-45120-321	CONSOLIDATED	Phone Service	INV0003498	615-45120-321	112.07
615-45120-321	MARCO	MANAGE SERVICES	INV3365877	615-45120-321	300.00
615-45120-322	CARDMEMBER SERVICE	MAILING	INV0003480	615-45120-322	34.00
615-45120-322	CARDMEMBER SERVICE	STAMPS	INV0003482	615-45120-322	162.00
615-45120-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	53311	615-45120-361	4,248.01
615-45120-383	CENTER POINT ENERGY	GAS UTILITIES-6080892-0	INV0003463	615-45120-383	515.06
615-45120-437	RADERMACHER'S	COFFEE-3325	INV0003455	615-45120-437	7.77
615-45120-493	EVOLUTION MEDIA & DESIGN,	SAFETY CAMP SHIRTS	6634	615-45120-493	532.50
615-45120-493	RADERMACHER'S	SAFETY CAMP-3325	INV0003456	615-45120-493	173.91
615-45120-493	CARDMEMBER SERVICE	SAFETY CAMP PRIZES	INV0003486	615-45120-493	276.73
615-45120-495	ISD #2397	MAY 2016 COMMUNITY ED	INV0003495	615-45120-495	1,881.38
				Department 45120 - RECREATION ADMINISTRATION Total:	15,534.65
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-401	SPS COMPANIES, INC.	CABINET FOR MIXING VALVES	S3220993.005	615-45122-401	913.25
615-45122-404	RECREATION SUPPLY CO, INC.	POOL VACUMN POLES	301841	615-45122-404	618.25
				Department 45122 - COMM CTR BUILDING MAINT Total:	1,531.50
Department: 45124 - OUTDOOR POOL EXPENDITURES					
615-45124-218	CARDMEMBER SERVICE	FRISBEEES	INV0003483	615-45124-218	376.70
615-45124-361	LEAGUE OF MINNESOTA CITIES	LIABILITY & AUTO INSURANCE	53311	615-45124-361	2,738.31
615-45124-383	CENTER POINT ENERGY	GAS UTILITIES-5981253-7	INV0003458	615-45124-383	691.31
615-45124-401	MINNESOTA IRON & METAL	OUTDOOR POOL REPAIRS	150275	615-45124-401	127.46
615-45124-401	HORIZON COMMERCIAL POOL	WADING POOL REPAIRS	SV160510018	615-45124-401	7,820.00
615-45124-404	SPS COMPANIES, INC.	OUTDOOR POOL WATER	S32719737.001	615-45124-404	331.95
				Department 45124 - OUTDOOR POOL EXPENDITURES Total:	12,085.73
				Fund 615 - RECREATION FUND Total:	47,623.29
				Grand Total:	413,749.63

Report Summary

Fund Summary

Fund	Payment Amount
101 - GENERAL FUND	114,893.36
225 - FIRE SERVICE FUND	6,029.13
226 - AMBULANCE SERVICE FUND	12,494.25
227 - PARA-TRANSIT FUND	6,935.73
229 - CABLE TV FUND	1,507.10
235 - AIRPORT FUND	16,132.13
240 - HRA FUND	6,253.27
250 - YOUTH OPPORTUNITIES FUND	1,130.33
381 - KNOLLVEIW EAST SUBDIVISION	160.31
393 - TIF DISTRICT #13	18,567.65
394 - TIF DISTRICT #14	10,930.49
398 - TIF DISTRICT #18	1,681.22
420 - CAPITAL IMPROVEMENT FUND	1,250.00
601 - WATER UTILITY FUND	24,454.89
602 - SEWER UTILITY FUND	77,412.47
604 - ELECTRIC UTILITY FUND	62,013.63
605 - STORM WATER UTILITY FUND	520.46
606 - MN RIVER VALLEY UTILITY COMM	3,759.92
615 - RECREATION FUND	47,623.29
Grand Total:	413,749.63

THE PRECEDING LIST OF BILLS WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE: June 27, 2016

APPROVED BY: _____

Jenelle Teppen

MINUTES OF THE REGULAR MEETING OF THE
LE SUEUR HOUSING AUTHORITY

May 18, 2016

The Regular Meeting of the Le Sueur Housing & Redevelopment Authority was called to order by Chairman Jeff Kerkow at 5:00 PM on Wednesday, May 18, 2016.

Commissioners Present: Jeff Kerkow, Jack King, Pam Williams and Karen Fuller. Commissioners Absent: Bill Mediger. Others present: Lil Gilson.

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

A motion by Commissioner Fuller, seconded by Commissioner King approving the April bills paying with check #4941 thru check #4960 totaling \$32,341.60; the General Fund Report; 2 Capital Improvement Fund Reports; Investment Fund Report; and the Dining Fund Report. All voting in favor. Motion carried.

A motion by Commissioner King, seconded by Commissioner Fuller to adopt Resolution #789 awarding the bid for refuse and recycling to LJP Enterprises in the amount of \$212.00/month for a 2-yard container and \$40/month for 3 – 96 gallon recycling containers for a three year period. All voting in favor. Motion carried.

Johannsen and Muchow presented the following reports:

- ◆ Resident Repair Request Worksheet.
- ◆ Vacant Apartment Update –all apartments are filled.
- ◆ April Monthly Report.
- ◆ Dining Site
- ◆ Discussion on Lawn Services – the board authorized Executive Director Muchow to pursue a contract for weed control and fertilization services.
- ◆ Workshop for Monica – the board authorized Executive Director Muchow to attend the Nan McKay Public Housing Specialist seminar being held in July in Minneapolis.
- ◆ Parking lot project update provided.

Commissioner Williams arrived at the meeting.

Discussion was held on Johannsen's sick time conversion request. A motion by Commissioner King, seconded by Commissioner Fuller to adopt Resolution #790 authorizing the contribution of 140 hours of sick leave to Executive Director Johannsen's post-retirement health care savings plan upon her retirement. All voting in favor. Motion carried.

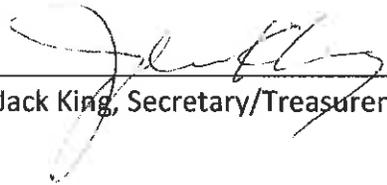
Page 2 – Regular Board Meeting of May 18, 2016

Discussion was held regarding the costs associated with providing the Executive Director a mobile phone for business purposes. The consensus of the board is to proceed with providing Executive Director Muchow a mobile phone. The board requested further research be conducted regarding a mobile phone policy. Muchow will contact the City of Le Sueur for a copy of their policy.

There being no further business to come before the Board, a motion by Commissioner Fuller, seconded by Commissioner King 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: Jenelle Teppen, City Administrator

SUBJECT: Personnel Actions

DATE: For the City Council meeting of June 27, 2016

PURPOSE/ACTION REQUESTED

Approve the Personnel Actions listed below.

Please confirm the employment of Thomas Balder, Kelsey Berndt, Kindra Spinler, Kylie Dunning, Mia Preuhs as seasonal/temporary Lifeguards and Hannah Allen as Office Assistant.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Hold the Required Public Hearing and Consider the First Reading of an Ordinance Amending the City Charter that Eliminates the Ward System within the City

DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Hold the required Public Hearing and consider the first reading of an ordinance amending the City Charter that eliminates the ward system within the City.

SUMMARY

Subsequent to the appointment of the City's Charter Commission, the Commission members met five times in order to review the Charter and make a recommendation to the City Council for amendments.

The process to adopt these changes is set forth by state statute, and the first step is publication of a public hearing notice. That notice was published on June 8.

Within one month of the public hearing, the Council must vote on the proposed charter amendment ordinance. The ordinance must be approved by a 4/5ths vote of its members. If it receives that 4/5ths support, it is submitted to the voters.

RECOMMENDATION

Staff recommends the City Council open the public hearing, take comments from members of the public related to the Charter amendments, close the public hearing and consider the first reading of the ordinance eliminating the ward system.

ORDINANCE NO. _____

BEING AN ORDINANCE SETTING FORTH AMENDMENTS TO THE CITY CHARTER

THE CITY COUNCIL OF LE SUEUR DOES ORDAIN:

The City's Charter is amended.

Section 1. The City Council of the City of Le Sueur does hereby ordain as follows:

SEC. 2.03 ELECTIVE OFFICERS.

The council shall be composed of six council members and a mayor, all of whom shall be qualified electors. The council members and mayor shall be elected at large. The council may by ordinance increase the number of council members. Each council member and the mayor shall serve for a period of four years and until their successor is elected and qualifies.

SEC. 2.05 VACANCIES IN THE COUNCIL.

A vacancy in the council shall be deemed to exist for any reason stated in State Statutes, and for continuous absence from the city for more than three months, or by reason of the failure of any council member without good cause to perform any of the duties of membership in the council for a period of three months. These provisions do not pertain to the provisions for recall as outlined in chapter 5 of this Charter. In each such case the council shall by resolution declare such vacancy to exist and shall forthwith appoint an eligible person to fill the same until the next regular municipal election, when the office shall be filled for the unexpired term.

SEC. 2.09 AT-LARGE ELECTIONS.

All Council Members and the Mayor shall be elected at-large. Candidates shall be elected by plurality-at-large vote. An individual casting a vote may only vote for a candidate once, and shall vote for as many candidates as there are council member seats up for election. The candidate receiving the most votes shall be elected to the first open seat. In the event there are more than one open seat, the candidates receiving the next most votes shall be elected to office and so on until all the seats are filled.

SEC. 5.15 FILING OF PETITION.

Within thirty (30) days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The number of signers required shall be thirty per cent (30%) of the total number of electors qualified to vote for the office designated in the petition who cast their vote in the last preceding presidential year general election. The city clerk shall examine the petition within the next five (5) days and if the clerk finds it insufficient or irregular in any way, they shall so notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular, the clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon.

SECTION 2. This Ordinance becomes effective from and after its passage and ninety (90) days after its publication.

This Ordinance was passed by the City Council on the 11th day of July, 2016.

ATTEST: Robert Broeder, Mayor

Stacy Lawrence, Interim City Clerk



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Zach Doud, Contracted Finance Director
SUBJECT: Consider Approving an Updated Fund Balance Policy
DATE: For the City Council Meeting of Monday, June 27, 2016

PURPOSE/ACTION REQUESTED

Consider approving an updated fund balance policy.

SUMMARY

The City's fund balance policy was last updated in late 2011 and states that the City will maintain an unrestricted fund balance in the general fund of not less than 20% of the next year's budgeted expenditures of the general fund.

The State Auditor recommends that cities maintain a fund balance of unrestricted funds of 30 to 50% of operating revenues or no less than five months of operating expenditures.

In August of 2013 the City Council approved a Credit Rating Enhancement Plan in an effort to improve the City's bond rating. One of the goals of that plan was to increase the fund balance to 37.5% of planned expenditures by January 2015. As was reported to you in the 2015 Audit presentation, the City has achieved that goal.

This updated policy states that a 40% fund balance will be maintained.

The other change in this updated policy reflect that should excess unassigned fund balances above 40% be realized those will be transferred to funds that are designated for specific activities; Pavement Management, Sidewalk Replacement, etc.

RECOMMENDATION

Staff and AEM recommend the Council approve the updated Fund Balance Policy.

CITY OF LE SUEUR, MN

FUND BALANCE POLICY

Adopted December 12, 2011, amended June 27, 2016

I. PURPOSE

The purpose of this policy is to establish specific guidelines the City of Le Sueur will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids that are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Le Sueur will use to classify fund balances into a categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. Nonspendable

- This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.

2. Restricted

- Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.

3. Committed

- Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
- The City's highest level of decision making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES – CONTINUED

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution

4. Assigned

- Amounts that are constrained by the government's intent to use for specified purposes, but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the Finance Director or City Administrator.

5. Unassigned

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.
 - i. The City will maintain an **unassigned** fund balance in the General fund of **40%** of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
 - a) **Any excess unassigned fund balance above 40% of the next year's budgeted expenditures shall be allocated to the following funds as determined by the Finance Director:**
 - **Fund 416 – Pavement Management Fund**
 - **Fund 415 – Sidewalk Reconstruction Fund**
 - **Fund 420- Capital Improvement Fund**
 - **Fund 410 - Equipment Acquisition Fund**
 - b) **Any shortage in unassigned fund balance below 40% of the next year's budgeted expenditures shall be allocated from the following funds as determined by the Finance Director:**
 - **Fund 416 – Pavement Management Fund**
 - **Fund 415 – Sidewalk Reconstruction Fund**
 - **Fund 420- Capital Improvement Fund**
 - **Fund 410 - Equipment Acquisition Fund**

III. STABILIZATION ARRANGEMENTS

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

IV. MONITORING AND REPORTING

The City Administrator and Finance Director shall annually prepare the status of fund balance in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

1st Quarter Report

City of Le Sueur
Le Sueur, Minnesota

As of March 31, 2016



AEM Financial Solutions™

**People
+ Process®**
*Going
Beyond the
Numbers*



June 15, 2016

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Le Sueur
Le Sueur, Minnesota

Management is responsible for accompanying financial statements of the City of Le Sueur, which comprise the budget to actual statement of revenues and expenditures for the General and enterprise funds as of March 31, 2016 in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

AEM FINANCIAL SOLUTIONS, LLC



AEM Financial Solutions™

June 15, 2016

Honorable Mayor and City Council
 City of Le Sueur
 Le Sueur, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through March 31, 2016 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

The City's cash and investment balances are as follows:

	<u>03/31/2016</u>	<u>12/31/2015</u>	<u>Increase/ (Decrease)</u>
Checking	\$ 1,156,357	\$ 1,797,776	\$ (641,419)
Investments (at market value)	<u>2,247,681</u>	<u>2,238,863</u>	<u>8,818</u>
 Total cash and investments	 <u>\$ 3,404,038</u>	 <u>\$ 4,036,639</u>	 <u>\$ (632,601)</u>
 <u>Investment Type</u>	 <u>03/31/2016</u>	 <u>12/31/2015</u>	 <u>Increase/ (Decrease)</u>
Checking	\$ 1,156,357	\$ 1,797,776	\$ (641,419)
Money Market	1,283,281	1,275,293	7,988
Negotiable CDs	211,862	211,275	587
Municipal bond	752,538	752,295	243
Government agency securities	<u>-</u>	<u>-</u>	<u>-</u>
 Total investments	 <u>\$ 3,404,038</u>	 <u>\$ 4,036,639</u>	 <u>\$ (632,601)</u>

General Fund Cash Balances 2013-2016



General Fund									
Receipts	YTD Budget	YTD Actual	Percent of YTD Budget		Disbursements	YTD Budget	YTD Actual	Percent of YTD Budget	
Taxes	\$ 192,445	\$ 22,142	11.5 %	↓	City Council	\$ 8,000	\$ 10,211	127.6 %	↓
Licenses and permits	23,925	6,773	28.3	↓	City Administrator	30,595	18,709	61.2	↑
Franchise fees	-	8,790	-	↑	Elections	1,613	-	-	↓
Intergovernmental	257,094	31,373	12.2	↓	City Clerk	24,075	25,062	104.1	↑
Charges for services	5,888	2,955	50.2	↓	Accounting	17,925	2,447	13.7	↑
Fines and forfeits	6,025	5,689	94.4	↔	Law/legal services	3,250	1,769	54.4	↑
Investment earnings	625	1,003	160.5	↑	Assessing	-	-	-	↑
Other revenues	22,754	33,442	147.0	↑	Planning and zoning	2,000	78	3.9	↑
					General government	6,475	5,585	86.3	↑
	<u>\$ 508,755</u>	<u>\$ 112,167</u>	<u>22.0 %</u>	↓	Police	221,350	164,489	74.3	↑
					Building code	12,513	6,632	53.0	↑
					Civil defense	2,063	1,801	87.3	↑
					Animal disposal	3,600	2,270	63.1	↑
					Other protection	938	394	42.0	↑
					Public Works	152,775	110,315	72.2	↑
					Ice and snow	5,650	1,012	17.9	↑
					Sanitation	-	4,013	-	↓
					Health	3,463	4,145	119.7	↓
					Parks	50,888	35,166	69.1	↑
					Forestry	5,513	4,380	79.5	↑
					Library	7,750	5,944	76.7	↑
					Unallocated expenditures	38,235	64,530	168.8	↓
						<u>\$ 598,668</u>	<u>\$ 468,952</u>	<u>78.3 %</u>	↑

Key
 ↑ Varies more than 10% than budget positively
 ↓ Varies more than 10% than budget negatively
 ↔ Within 10% of budget

Current short-term rates being offered by financial institutions are very low as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Date	Treasury yields								
	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2010	0.07	0.12	0.19	0.29	0.61	1.02	2.01	2.71	3.30
12/30/2011	0.01	0.02	0.06	0.12	0.25	0.36	0.83	1.35	1.89
12/31/2012	0.02	0.05	0.11	0.16	0.25	0.36	0.72	1.18	1.78
03/31/2013	0.04	0.07	0.11	0.14	0.25	0.36	0.77	1.24	1.87
06/30/2013	0.02	0.04	0.10	0.15	0.36	0.66	1.41	1.96	2.52
09/30/2013	0.03	0.02	0.04	0.10	0.33	0.63	1.39	2.02	2.64
12/31/2013	0.01	0.07	0.10	0.13	0.38	0.78	1.75	2.45	3.04
03/31/2014	0.03	0.05	0.07	0.13	0.44	0.90	1.73	2.30	2.73
06/30/2014	0.02	0.04	0.07	0.11	0.47	0.88	1.62	2.13	2.53
09/30/2014	0.02	0.02	0.03	0.13	0.58	1.07	1.78	2.22	2.52
12/31/2014	0.03	0.03	0.12	0.23	0.69	1.11	1.68	2.00	2.20
03/31/2015	0.05	0.03	0.14	0.26	0.56	0.89	1.37	1.71	1.94
06/30/2015	0.02	0.01	0.11	0.28	0.64	1.01	1.63	2.07	2.35
09/30/2015	-	-	0.08	0.33	0.64	0.92	1.37	1.75	2.06
12/31/2015	0.14	0.16	0.49	0.65	1.06	1.31	1.76	2.09	2.27
03/31/2016	0.18	0.21	0.39	0.59	0.73	0.87	1.21	1.54	1.78

Budget Summary

A more detailed analysis of funds is included as Attachment A.

Cash Balance Summary

A detailed view of department totals compared with budget is included as Attachment B.

Enterprise Fund Summary

A detailed summary of enterprise fund financial results is included as Attachment C.

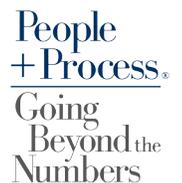
* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC



CITY OF LE SUEUR, MINNESOTA
STATEMENT OF REVENUES AND EXPENDITURES -
BUDGET AND ACTUAL -
GENERAL FUND (UNAUDITED)
FOR THE THREE MONTHS ENDED MARCH 31, 2016

Attachment A

	Annual Budget	Budget thru 03/31/2016	Actual Thru 03/31/2016	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget thru 03/31/2016
REVENUES					
Taxes	\$ 769,778	\$ 192,445	\$ 22,142	\$ (170,303)	11.5 %
Licenses and permits	95,700	23,925	6,773	(17,152) (1)	28.3
Franchise fees	-	-	8,790	8,790	N/A
Intergovernmental	* 1,028,376	257,094	31,373	(225,721)	12.2
Charges for services	23,550	5,888	2,955	(2,933)	50.2
Fines and forfeits	24,100	6,025	5,689	(336)	94.4
Investment earnings	2,500	625	1,003	378	160.5
Other revenues	91,016	22,754	33,442	10,688	147.0
TOTAL REVENUES	2,035,020	508,755	112,167	(396,588)	22.0
EXPENDITURES					
City Council	32,000	8,000	10,211	(2,211)	127.6
City Administrator	122,380	30,595	18,709	11,886	61.2
Elections	6,450	1,613	-	1,613	N/A
City Clerk	96,300	24,075	25,062	(987)	104.1
Accounting	71,700	17,925	2,447	15,478 (2)	13.7
Law/legal services	13,000	3,250	1,769	1,481	54.4
Assessing	-	-	-	-	N/A
Planning and zoning	8,000	2,000	78	1,922	3.9
General government	25,900	6,475	5,585	890	86.3
Police	885,400	221,350	164,489	56,861 (3)	74.3
Building code	50,050	12,513	6,632	5,881	53.0
Civil defense	8,250	2,063	1,801	262	87.3
Animal disposal	14,400	3,600	2,270	1,330	63.1
Other protection	3,750	938	394	544	42.0
Public Works	611,100	152,775	110,315	42,460 (4)	72.2
Ice and snow	22,600	5,650	1,012	4,638	17.9
Sanitation	-	-	4,013	(4,013)	N/A
Health	13,850	3,463	4,145	(683)	119.7
Parks	203,550	50,888	35,166	15,722 (5)	69.1
Forestry	22,050	5,513	4,380	1,133	79.5
Library	31,000	7,750	5,944	1,806	76.7
Unallocated expenditures	152,940	38,235	64,530	(26,295) (6)	168.8
TOTAL EXPENDITURES	2,394,670	598,668	468,952	129,716	78.3
EXCESS REVENUES (EXPENDITURES)	(359,650)	(89,913)	(356,785)	(266,873)	74.8
OTHER FINANCING USES					
Transfers in	350,000	87,500	87,500	-	100.0
Operating transfers out	-	-	6,522	6,522	N/A
TOTAL OTHER FINANCING SOURCES (USES)	350,000	87,500	80,978	(6,522)	
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES					
	\$ (9,650)	\$ (2,413)	\$ (275,807)	\$ (273,395)	N/A %

* Property taxes, assessments, and local government aids are only paid twice a year

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$15,000.

- (1) Majority of permits are pulled during the summer/fall months.
- (2) Consulting contract expenditures have not yet been recorded.
- (3) No legal fees used as of yet, also way under budget in full-time employees salaries.
- (4) Maintenance less than budgeted due to warm winter.
- (5) PT wages will be used in second/third quarter.
- (6) Very little expenditures to coded to projects.

CITY OF LE SUEUR, MINNESOTA
 UNAUDITED CASH BALANCES BY FUND
 MARCH 31 2015, DECEMBER 31, 2015 AND MARCH 31, 2016

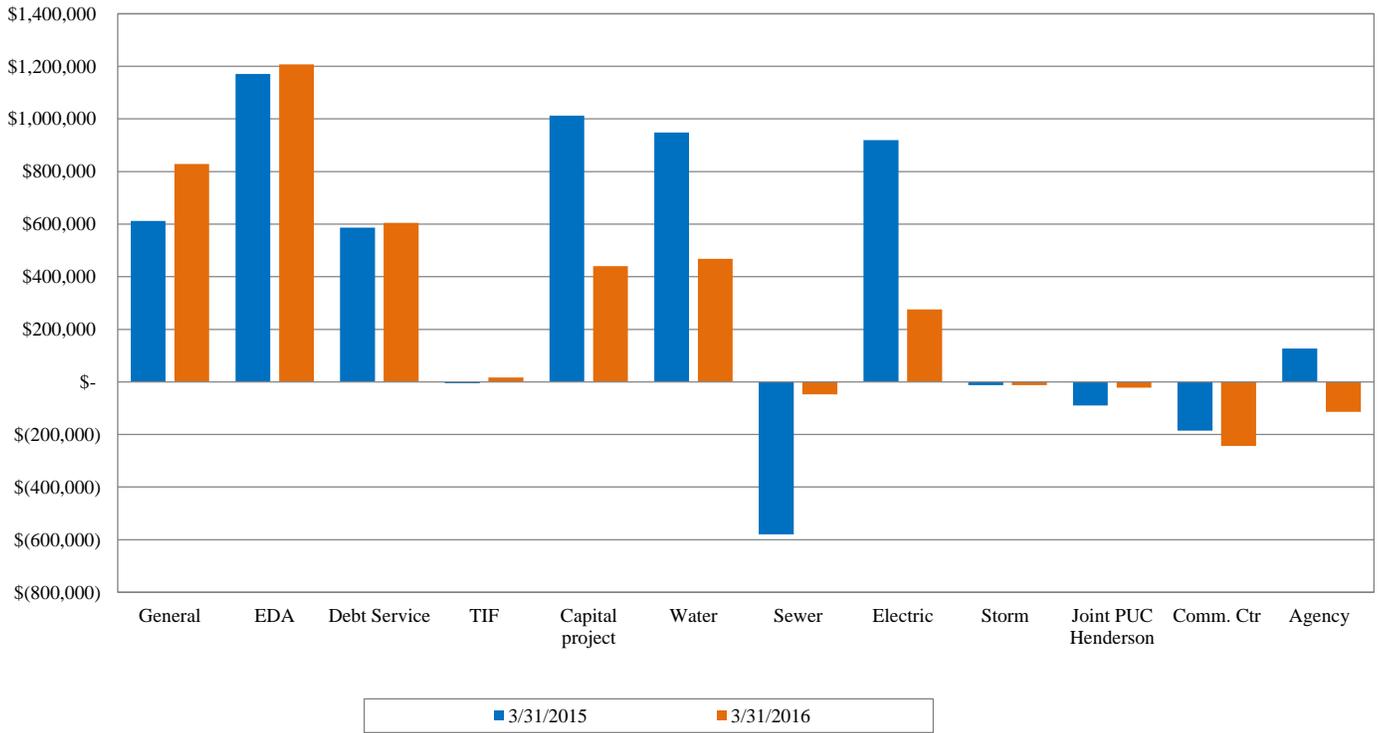
Attachment B

Fund	Balance 03/31/2015	Balance 12/31/2015	Balance 03/31/2016	YTD Change From 12/31/2015	Change From 03/31/2015	
101	General fund	\$ 612,277	\$ 1,181,933	\$ 828,147	\$ (353,786) (1)	\$ 215,870
225	Fire service fund	(49,166)	(22,937)	(52,538)	(29,601)	(3,372)
226	Ambulance service fund	107,743	152,655	147,307	(5,348)	39,564
227	Para-transit fund	(10,192)	(10,208)	(54,289)	(44,081)	(44,097)
228	Revolving loan fund	605,237	647,881	647,881	-	42,644
229	Cable TV fund	(2,314)	(14,136)	(16,623)	(2,487)	(14,309)
231	Revolving loan fund - State	627,412	627,412	627,412	-	-
235	Airport fund	(90,960)	(82,119)	(83,665)	(1,546)	7,295
240	HRA fund	(9,938)	(5,719)	(5,448)	271	4,490
250	LSH Healthy Communities fund	(6,121)	(3,708)	(2,104)	1,604	4,017
301	GO oblig cert of indebt-2000	222,512	157,401	199,882	42,481	(22,630)
303	1995 Medical Revenue Bond	1	1	1	-	-
305	1993 EDA installment contrac	-	-	-	-	-
306	1995 lease purchase agreem	77,507	64,626	73,965	9,339	(3,542)
307	1999 recreational rev bond	2,277	2,277	2,277	-	-
309	GO oblig library bonds 2002	15,022	20,722	20,547	(175)	5,525
310	GO fire station bonds/2002	87,186	65,331	88,522	23,191	1,336
312	2004 equipment lease purchase	63,296	51,540	63,296	11,756	-
316	Johnson control facility imp	(85,224)	10,671	(56,718)	(67,389) (2)	28,506
318	G.O. Tax Abatement Bonds Of 2008	-	-	(3,100)	(3,100)	(3,100)
319	G.O. equipment cert of indebt 2010	25,595	22,732	27,697	4,965	2,102
320	Police cip bond 2010	3,956	6,771	3,671	(3,100)	(285)
321	Medical facility bond 2010	117,339	224,510	81,615	(142,895) (3)	(35,724)
322	EDA lease revenue bond 2010	16,270	48,810	97,620	48,810	81,350
323	LS powerhouse abatement	(6,705)	(4,413)	(4,413)	-	2,292
376	EDA lease revenue bond 2010	56,034	41,134	(55,116)	(96,250) (4)	(111,150)
380	EDA general fund	135,449	139,867	114,276	(25,591)	(21,173)
381	Knollveiw East subdivision	(46,114)	(47,512)	(48,197)	(685)	(2,083)
382	Hwy 169 Industrial Park	(98,184)	8,020	(520)	(8,540)	97,664
393	TIF District #13	(402)	18,166	(402)	(18,568)	-
394	TIF District #14	184	10,540	(391)	(10,931)	(575)
396	2004 TIF Fund	555	22,189	22,916	727	22,361
397	2005 TIF Fund	-	-	-	-	-
398	TIF District #18	(5,500)	(1,961)	(5,323)	(3,362)	177
410	Equipment acquisition	262,235	281,589	282,839	1,250	20,604
415	Sidewalk reconstruction	160,000	253,579	253,760	181	93,760
420	Capital improvement fund	(208,385)	(717,493)	(727,543)	(10,050)	(519,158)
435	Comm ctr roof project 2011	193,149	1,549	1,549	-	(191,600)
477	No Hwy 169 Frontage Rd	113,929	261,048	260,048	(1,000)	146,119
478	Lesueur Hill improvement fund	61,393	75,481	75,481	-	14,088
479	2008 N 2Nd St reconstruct	117,587	117,572	117,572	-	(15)
501	Special assess/imp fund	86,754	89,939	89,939	-	3,185
502	GO improvement bond of 2001	6,395	(33,905)	(34,080)	(175)	(40,475)
505	GO imp Bonds/2002-Second St	75,975	65,536	62,436	(3,100)	(13,539)
507	2005C G.O. improvement bonds	129,147	71,932	71,232	(700)	(57,915)
508	2006C G.O improvement bonds	2,047	(38,040)	(29,436)	8,604	(31,483)
510	2011 bond, 2nd St reconstruction	12,583	17,453	16,753	(700)	4,170
601	Water utility fund	948,435	498,053	468,195	(29,858)	(480,240)
602	Sewer utility fund	(612,977)	(200,077)	(80,326)	119,751 (5)	532,651
603	Sewer pretreatment fund	32,970	32,971	32,971	-	1
604	Electric utility fund	919,794	277,133	276,239	(894)	(643,555)
605	Storm water	(12,172)	(12,172)	(12,172)	-	-
606	Joint PUC-Henderson	(89,290)	(111,639)	(21,568)	90,071 (6)	67,722
615	Community center fund	(185,123)	(174,979)	(243,790)	(68,811) (7)	(58,667)
999	Pooled Cash Fund	126,687	(51,367)	(114,246)	(62,879) (8)	(240,933)
	Total	<u>\$ 4,506,165</u>	<u>\$ 4,036,639</u>	<u>\$ 3,404,038</u>	<u>\$ (632,601)</u>	<u>\$ (1,102,127)</u>

Item Explanation of changes greater than \$50,000.

- (1) Normal operating expenditures, however no revenue received from taxes or state grant dollars received through March 2016 causing a decrease in cash.
- (2) Bond payment of \$128,360.10 in March 2016. Offset by payments received from Johnson Controls.
- (3) Bond payment of \$214,342.21 in March 2016. Offset by payments received from medical facility.
- (4) Bond payment of \$96,250 occurred in March 2016.
- (5) Positive cash flow from increase in rates again in 2016.
- (6) Payment received from Henderson for Grant Revenue of \$92,256.
- (7) Repair and maintenance costs increased in 2016 and did not receive payment for Community Education services from school district until April.
- (8) Decrease in overall cash, see explanations above.

Cash Balance by Fund Compared to Prior Year



Fund		Key
↑ General	↓ Electric	↑↑ Varies more than 10% than prior year positively
→ EDA	→ Storm	↓↓ Balance decreased more than 10% over prior year
→ Debt Service	↑ Joint PUC Henderson	→ Balance within 10% of prior year
↑ TIF	↓ Comm. Ctr	
↓ Capital project	↓ Agency	
↓ Water		
↑ Sewer		

CITY OF LE SUEUR, MINNESOTA
 STATEMENT OF REVENUES AND EXPENSES -
 BUDGET AND ACTUAL -
 WATER FUND (UNAUDITED)
 FOR THE THREE MONTHS ENDED MARCH 31, 2016

Attachment C

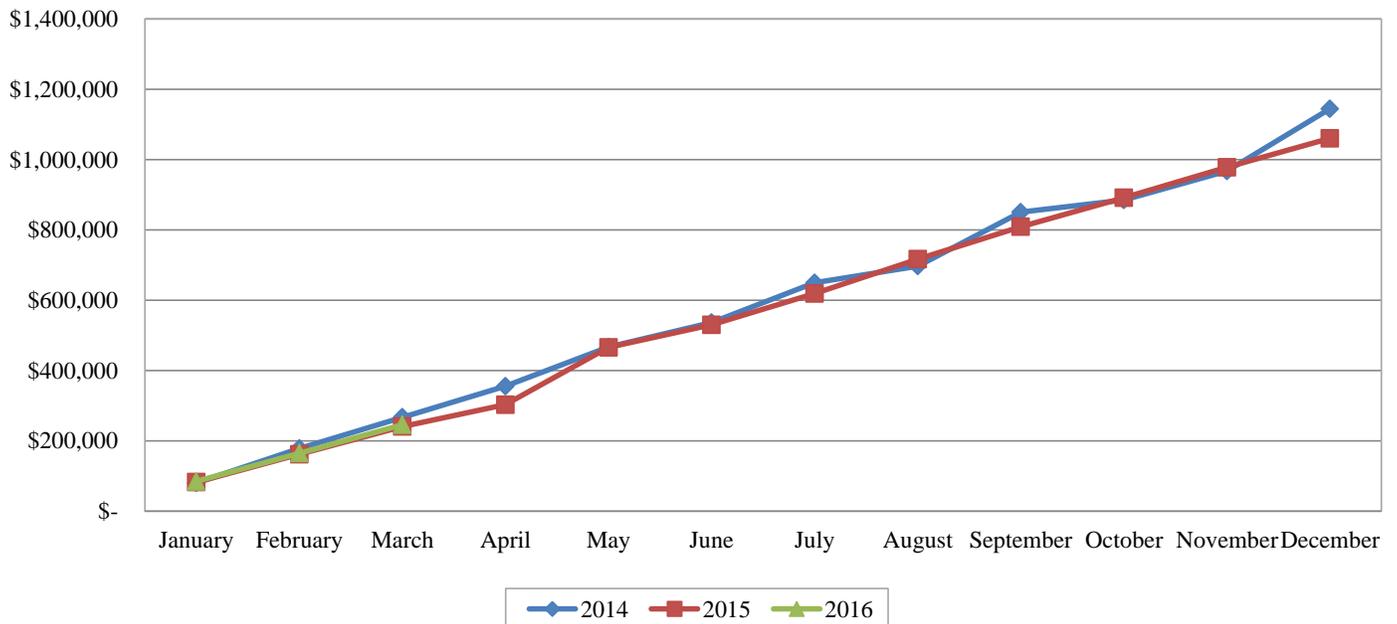
WATER FUND

	Actual Thru 3/31/2015	Actual Thru 03/31/2016	Variance - Favorable (Unfavorable)	Budget Thru 03/31/2016	Percent Received or Expended Based on Budget Thru 03/31/2016
REVENUES					
Charges for services	\$ 240,537	\$ 246,067	\$ 5,530	\$ 262,125	93.87 %
Miscellaneous	3,505	1,652	(1,853)	4,250	38.87
TOTAL REVENUES	244,042	247,719	3,677	266,375	93.00
EXPENSES					
Salaries and benefits	41,122	41,831	(709)	62,875	66.53
Supplies	5,057	6,275	(1,218)	14,388	43.61
Other services and charges	49,947	96,684	(46,737) (1)	70,706	136.74
Interest	-	875	(875)	1,646	53.17
Bond Principal	-	-	-	17,500	-
Depreciation	70,000	70,000	-	59,000	118.64
TOTAL EXPENSES	166,126	215,665	(49,539)	226,115	95.38
Transfers Out	-	-	-	20,113	-
EXCESS REVENUES OVER EXPENSES	\$ 77,916	\$ 32,054	\$ 53,216	\$ 20,148	159.09 %

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

(1) \$38,700 Pump repair.

Water Sales Comparison 2014-2016



CITY OF LE SUEUR, MINNESOTA
 STATEMENT OF REVENUES AND EXPENSES -
 BUDGET AND ACTUAL -
 SEWER FUND (UNAUDITED)
 FOR THE THREE MONTHS ENDED MARCH 31, 2016

Attachment C

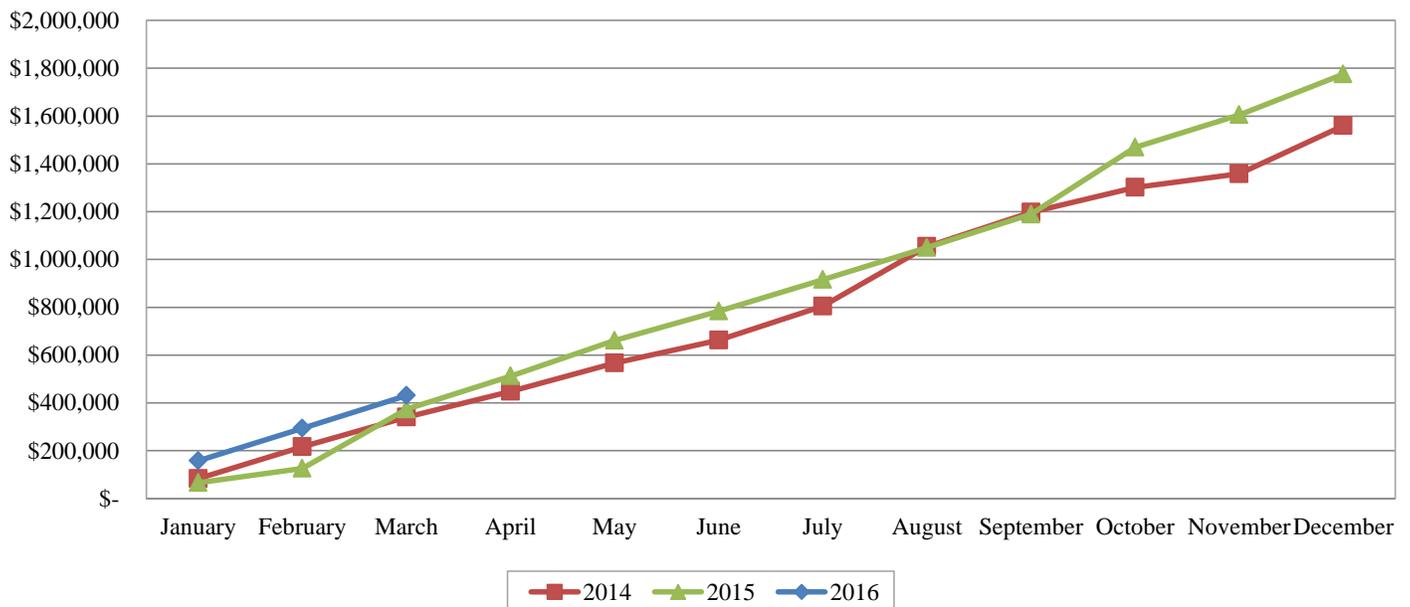
SEWER FUND

	Actual Thru 3/31/2015	Actual Thru 03/31/2016	Variance - Favorable (Unfavorable)	Budget Thru 03/31/2016	Percent Received or Expended Based on Budget Thru 03/31/2016
REVENUES					
Charges for services	\$ 372,842	\$ 431,247	\$ 58,405	\$ 495,075	87.11 %
Miscellaneous	4,172	4,711	539	21,175	22.25
TOTAL REVENUES	377,014	435,958	58,944	516,250	84.45
EXPENSES					
Salaries and benefits	16,785	35,267	(18,482) (1)	51,600	68.35
Supplies	4,777	2,743	2,034	8,125	33.76
Other services and charges	178,906	133,934	44,972	161,694	82.83
Interest	58,905	55,460	3,445	37,237	148.94
Bond Principal	-	-	-	263,250	-
Depreciation	142,625	142,625	-	142,625	100.00
TOTAL EXPENSES	401,998	370,029	31,969	664,531	55.68
<i>Transfers Out</i>	-	-	-	27,844	-
EXCESS REVENUES OVER EXPENSES	\$ (24,984)	\$ 65,929	\$ 26,975	\$ (176,125)	(37.43) %

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

(1) Wage allocation changes from 2015.

Sewer Sales Comparison 2014-2016



CITY OF LE SUEUR, MINNESOTA
 STATEMENT OF REVENUES AND EXPENSES -
 BUDGET AND ACTUAL -
 COMMUNITY CENTER FUND (UNAUDITED)
 FOR THE THREE MONTHS ENDED MARCH 31, 2016

Attachment C

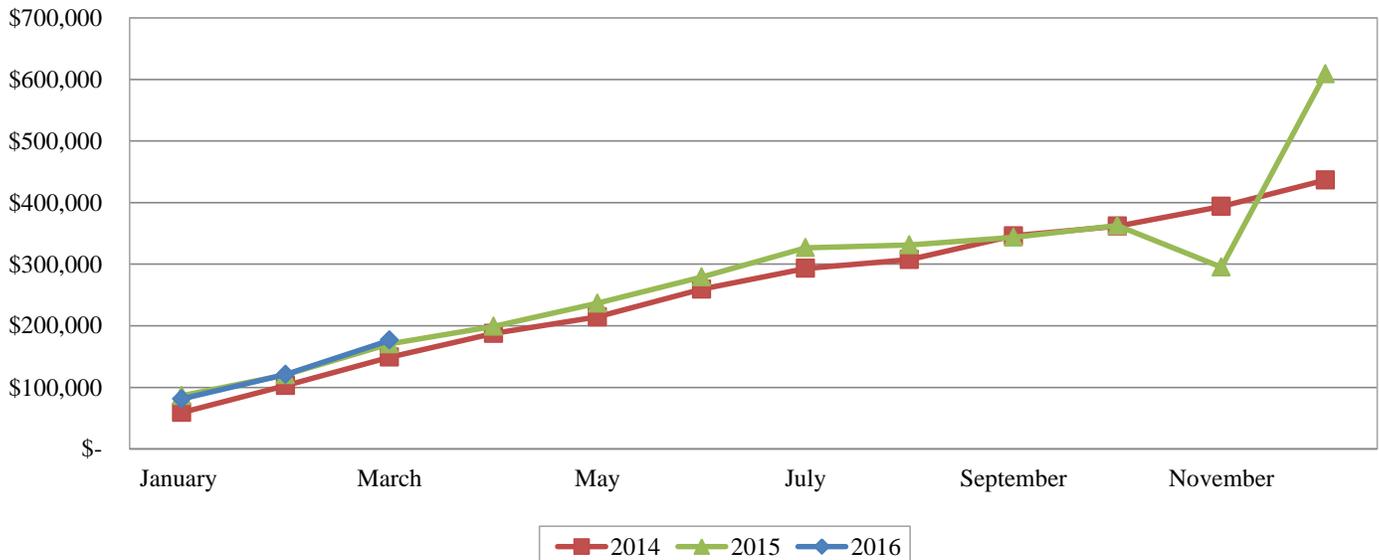
COMMUNITY CENTER FUND

	Actual Thru 3/31/2015	Actual Thru 03/31/2016	Variance - Favorable (Unfavorable)	Budget Thru 03/31/2016	Percent Received or Expended Based on Budget Thru 03/31/2016
REVENUES					
Property Taxes	\$ -	\$ -	\$ -	\$ 101,565	- %
Charges for services	170,612	176,583	5,971	116,800	151.18
Miscellaneous	132	4,224	4,092	5,750	73.46
TOTAL REVENUES	170,744	180,807	10,063	224,115	80.68
EXPENSES					
Salaries and benefits	92,607	71,152	21,455	83,800	84.91
Supplies	12,494	14,692	(2,198)	20,400	72.02
Other services and charges	56,531	73,463	(16,932)	73,696	99.68
Repair and maintenance	-	-	-	-	N/A
Capital Outlay	0	19	(19)	2,000	0.95
Interest	-	-	-	-	N/A
Depreciation	-	-	-	-	N/A
TOTAL EXPENSES	161,632	159,326	2,306	179,896	88.57
<i>Transfers Out</i>	53,181	53,181	-	44,218	120.27
EXCESS REVENUES OVER EXPENSES	\$ (44,069)	\$ (31,700)	\$ 7,757	\$ -	N/A %

Item Explanation of items percentage received/expended less than 80% or greater than 120% and \$ variance greater than \$10,000.

(1) NONE

Community Center Sales Comparison 2014-2016





CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider the Second and Final Reading of an Ordinance Amending the City Charter

DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Consider the second and final reading of an ordinance amending the City Charter.

SUMMARY

Subsequent to the appointment of the City's Charter Commission, the Commission members met five times in order to review the Charter and make a recommendation to the City Council for amendments.

The process to consider those amendments set forth by state statutes includes as a first step, holding a public hearing following publication of notice at least two weeks prior. Within one month of the public hearing, the Council must vote on the proposed charter amendment ordinance. The ordinance is enacted if it receives an affirmative vote of all the members of the city council.

The City Council held the Public Hearing and approved the first reading of the ordinance amendment at their meeting on June 13, 2016.

The attached ordinance amends various sections of the Charter, bringing them into conformance with state law, simplifying other sections, and general editing notes including assigning gender neutral language.

RECOMMENDATION

Staff recommends the City Council consider the second and final reading of the ordinance amending the City Charter.

ORDINANCE NO. _____

BEING AN ORDINANCE SETTING FORTH AMENDMENTS TO THE CITY CHARTER

THE CITY COUNCIL OF LE SUEUR DOES ORDAIN:

The City's Charter is amended.

Section 1. The City Council of the City of Le Sueur does hereby ordain as follows:

SEC. 1.02 CITY BOUNDARIES; JURISDICTION BEYOND CITY FOR CERTAIN PURPOSES.

The City of Le Sueur, is a municipal corporation in Le Sueur County, Minnesota. It has the boundaries existing now or as may be changed in the future.

SEC. 1.04 POWERS OF THE CITY.

The city has all powers that may be possible now or in the future for a Minnesota municipal corporation to exercise. The section grants to the city every power that the citizens could lawfully give to themselves as a municipal corporation, including the power to preserve, protect and promote the health, safety, and general welfare of the city. The specific mention of particular powers in this charter does not limit the general powers conferred by this section. The city may exercise a power given to statutory cities unless that power is specifically prohibited by this charter or the State of Minnesota.

SEC. 2.01 FORM OF GOVERNMENT.

The form of government established by this Charter is the "Weak Mayor-Council Plan." The council shall exercise the legislative power of the city and determine all matters of policy.

SEC. 2.03 ELECTIVE OFFICERS.

The council shall be composed of six council members and a mayor, all of whom shall be qualified electors. The council members and mayor shall be elected by ward and the mayor at large. The council may by ordinance increase the number of council members and in the event there is more than one ward, each ward shall have equal representation. Each council member and the mayor shall serve for a period of four years and until their successor is elected and qualifies.

SEC. 2.04 INCOMPATIBLE OFFICES.

Except, as otherwise permitted by law, no member of the council shall be appointed to any paid administrative position, nor shall any member hold any paid municipal office or employment under the city; and until one year after the expiration of the term as mayor or council member, no former member shall be appointed to any paid appointive office or employment under the city which office or employment was created during a term as council member.

SEC. 2.05 VACANCIES IN THE COUNCIL.

A vacancy in the council shall be deemed to exist for any reason stated in State Statutes, and for continuous absence from the city for more than three months, or by reason of the failure of any council member without good cause to perform any of the duties of membership in the council for a period of three months. These provisions do not pertain to the provisions for recall as outlined in chapter 5 of this Charter. In each such case the council shall by resolution declare such vacancy to exist and shall forthwith appoint an eligible person to fill the same until the next regular municipal election, when the office shall be filled for the unexpired term. In the event a councilmember moves their residence from the ward from which they were elected to another ward within the city, no vacancy shall be

deemed to exist during the unexpired portion of the current term, but they shall serve to the end of the term to which they were elected. Nor shall the change in any ward boundaries as herein provided in any way affect the current term of any councilmember. However, a candidate for election to the office of councilmember must be a bona fide resident of the ward from which election is sought.

SEC. 2.06 THE MAYOR; PRESIDENT PRO TEM.

The mayor shall be the presiding officer of the council, except that the council shall choose from its members a president pro tem who shall hold office at the pleasure of the council and shall serve as president in the mayor's absence and a mayor in case of the mayor's disability or absence from the city. The mayor shall have a vote as a member of the council. The Mayor shall exercise all powers and perform all duties conferred and imposed upon him by this Charter, the ordinances of the city, and the laws of the state. The Mayor shall be recognized as the official head of the city for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the governor for the purposes of martial law. They Mayor shall study the operations of the city government and shall report to the council any neglect, dereliction of duty, or waste on the part of any officer or department of the city. In time of public danger or emergency the Mayor may, with the consent of the council, take command of the police, maintain order and enforce the law.

SEC. 3.01 COUNCIL MEETINGS; WHEN NEWLY ELECTED MEMBERS ASSUME DUTIES OF OFFICE.

On the first Monday of January following a regular municipal election, the council shall meet at the usual place and time for the holding of council meetings. At this time the newly elected members of the council shall assume their duties. Thereafter the council shall meet at such time, each month as may be prescribed by ordinance or resolution. The mayor or any three members of the council may call special meetings of the council upon notice to each member of the council as required by State law. All meetings of the council shall be public, and any citizen shall have access to the minutes and records thereof at all reasonable times.

SEC. 3.02 CITY CLERK.

The city clerk shall be appointed by the council for an indefinite period and may be removed by the council at any time. The city clerk shall act as secretary of the council. The City Clerk shall keep a journal of council proceedings and such other records and perform such other duties as may be required by this Charter or by the council.

SEC. 3.04 ORDINANCES, RESOLUTIONS AND MOTIONS.

Except as in this Charter otherwise provided, all legislation shall be by ordinance. The yes and no vote on ordinances, resolutions, and motions shall be recorded. An affirmative vote of a majority of all the members of the council shall be required for the passage of all ordinances and resolutions, except as otherwise provided in this Charter or as required by State law.

SEC. 3.07 PROCEDURE ON RESOLUTIONS.

Every resolution shall be approved by a majority vote of all the members of the council, unless a larger percentage is required by State law, before it shall take effect.

SEC. 3.08 SIGNING AND PUBLICATION OF ORDINANCES AND RESOLUTIONS; ADOPTION OF CODES, ETC., BY REFERENCE.

Every ordinance or resolution passed by the council shall be signed by the mayor or in their absence by the president pro tem of the council, attested to, filed, and preserved by the city. Every ordinance shall be published once in the official newspaper. To the extent and in the manner provided by law an ordinance may incorporate by reference a statute of Minnesota, a state

administrative rule or a regulation, a code, or ordinance or part thereof without publishing the material referred to in full.

SEC. 4.03 NOMINATIONS BY PETITION.

All elective officers provided for by this Charter shall be nominated by petition. The name of any elector of the city shall be printed on the ballot as a candidate for an office whenever a petition signed by at least twenty-five (25) eligible voters of the city has been filed with the city clerk on the elector's behalf during the candidate filing period as determined by law. The city clerk shall immediately check this petition and if found to be insufficient it shall be returned to the circulator within two business days of receipt. No elector shall sign petitions for more candidates for any office than the number of persons to be chosen for that office at the election; should that occur, the signature shall be void as to the petition or petitions last filed.

SEC. 4.04 NOMINATION PETITIONS.

The signatures to the nomination petition need not all be appended to one paper, but to each separate paper there shall be attached an affidavit of the circulator thereof stating the number of signers of such paper and that each signature appended thereto was made in their presence and is the genuine signature of the person whose name it purports to be. With each signature shall be stated the place of residence of the signer, giving the street and number or other description sufficient to identify the same. The form of the nomination petition shall be determined by the council substantially as follows:

“NOMINATION PETITION“ We, the undersigned electors of the city of Doe, whose residence is , hereby nominate John , for the office of , to be voted for at the election to be held on day of , 20 ; and we individually certify that we are qualified electors and that we have no signed more nomination petitions of candidates for this office than there are persons to be elected thereto.
Name Street and Number

, being duly sworn, deposes and says that they are the circulator of the foregoing petition paper containing signatures, and of the signatures appended thereto were made in their presence and are the signatures of the persons whose names they purport to be.

“Signed

“Subscribed and sworn to before me this , day of 20

This petition, if found insufficient by the city clerk, shall be returned to , at No. , Street.

“I hereby indicate my willingness to accept the office of if duly elected thereto.”

SEC. 5.02 EXPENDITURES BY PETITIONERS.

No member of any initiative, referendum, or recall committee, no circulator of a signature paper, and no signer of any such paper, or any other person, shall accept or offer any reward, pecuniary or otherwise, for services rendered in connection with the circulation thereof, but this shall not prevent the committee from paying for legal advice or from incurring expenses for stationery, copying, printing and notaries' fees. Any violation of the provisions of this section is a misdemeanor.

SEC. 5.06 FILING OF PETITIONS AND ACTION THEREON.

All the signature papers shall be filed in the office of the city clerk as one instrument on or before thirty days after the verified copy of the ordinance is filed as required by section 5.04 above. Within fifteen (15) days after the filing of the petition the city clerk shall ascertain by examination the

number of electors whose signatures are appended thereto and whether this number is at least fifteen per cent of the total number of electors who cast their votes in the municipality at the last preceding presidential year general election. If the clerk finds the petition insufficient or irregular, the clerk shall at once notify one or more of the committee of sponsors of that fact, certifying the reasons for the finding. The committee shall then be given fifteen (15) days in which to file additional signature papers and to correct the petition in all other particulars. If at the end of that period the petition is found to be still insufficient or irregular, the clerk shall file it in their office and shall notify each member of the committee of that fact. The final finding of the insufficiency or irregularity of a petition shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the ordinance to the electors at the next regular election at its option.

SEC. 5.13 THE RECALL.

Any five electors qualified to vote for the office in question may form themselves into a committee for the purpose of bringing about the recall of any elected officer of the city. The committee shall file a certificate with the city clerk setting forth the name of the officer whose removal sought, a statement of the grounds for removal in not more than two hundred fifty (250) words, and their intention to bring about the elected official's recall. A copy of this certificate shall be attached to each signature paper and no signature paper shall be put into circulation previous to such certification.

SEC. 5.14 RECALL PETITIONS.

The petition for the recall of any official shall consist of a certificate identical with that filed with the city clerk together with all the signature papers and affidavits thereto attached. All the signatures need not be on one signature paper, but the circulator of every paper shall make an affidavit, that each signature appended to the paper is the genuine signature of the person whose name it purports to be.

Each signature paper shall be in substantially the following form:

"RECALL PETITION" proposing the recall of from their office as recall is sought for the reasons set forth in the attached certificate. This recall is sponsored by the following committee of qualified electors.

Name Address

1. _____
2. _____
3. _____

"The undersigned electors qualified to vote for the office designated, understanding the officer herein sought to be recalled, desire the holding of a recall election for that purpose.

Name Address

1. _____
2. _____
3. _____

At the end of the list, of signatures shall be appended to the affidavit of the circulator.

SEC. 5.15 FILING OF PETITION.

Within thirty (30) days after the filing of the original certificate, the committee shall file the completed petition in the office of the city clerk. The number of signers required shall be thirty per cent (30%) of the total number of electors qualified to vote for the office designated in the petition who cast their vote in the voting ward or wards involved in the last preceding presidential year general election. The city clerk shall examine the petition within the next five (5) days and if the

clerk finds it insufficient or irregular in any way, they shall so notify one or more members of the committee. The committee shall then be given ten days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk finds the petition still insufficient or irregular, the clerk shall notify all the members of the committee to that effect and shall file the petition in the clerk's office. No further action shall be taken thereon.

SEC. 5.17 PROCEDURE AT RECALL ELECTION.

The city clerk shall include with the published notice of the election the statement of the grounds for the recall and also, in not more than five hundred words, the answer of the officer concerned in justification of their course in action. Candidates to succeed the officer to be recalled shall be nominated in the usual way, and the election shall be conducted as far as possible, in accordance with the usual procedure in municipal elections.

SEC. 5.18 FORM OF RECALL BALLOT.

Unless the officer whose removal is sought resigns within ten days after the receipt by the council of the completed recall petition, the form of the ballot at such election shall be as near as may be: "Shall

be recalled?", the name of the officer whose recall is sought being inserted in the blank, and the electors shall be permitted to vote separately "Yes" or "No" upon this question. The ballot shall also contain the names of the candidates to be voted upon to fill the vacancy in case the recall is successful under the caption "Candidates to fill the place of , if recalled"; but the officer whose recall is sought shall not themselves be a candidate upon such ballot. If a majority of those voting on the question of recall vote in favor of recall, the official shall be thereby removed from office, and the candidate who receives the highest number of votes for their place shall be elected thereto for the remainder of the unexpired term. If the officer sought to be recalled resigns within ten days after the receipt by the council of the completed recall petition, the form of ballot at the election shall be the same, as nearly as possible, as the form in use at a regular municipal election.

SEC. 7.05 PREPARATION OF THE ANNUAL BUDGET.

The council shall be responsible for the annual budget. The classification of accounts used in the budget must conform to the classification of accounts used in reporting the actual results. There shall be sufficient copies for each member of the council, for the city clerk, and at least one copy to be available for inspection by the public, at the city hall and the public library.

SEC. 7.06 PASSAGE OF THE BUDGET.

The council must consider the budget in compliance with state law and must provide a reasonable opportunity for interested citizens to be heard. The adopted budget must show in detail the city's financial plan for the next fiscal year. It must show the amounts and sources of revenue and the amounts and purposes of expenditures. The total expenditures cannot exceed the total estimated revenues and allocated surplus. The budget must be adopted in compliance with state law. A majority of the council must adopt the budget by resolution and must by resolution levy taxes needed to fund budgeted expenditures. The city clerk will file the tax levy resolution with the county auditor within the required time period.

Statutory reference:

See M.S.A. § 275.07

SEC. 7.07 ENFORCEMENT OF THE BUDGET.

It shall be the duty of the city council to enforce strictly the provisions of the budget. They shall not approve any order upon the city for any expenditure unless an appropriation has been made in the budget resolution, nor for any expenditure covered by the budget resolution unless there is

a sufficient unexpended balance left after deducting the total past expenditures and the sum of all outstanding orders and encumbrances. No officer or employee of the city shall place any order or make any purchase except for a purpose and to the amount authorized in the budget resolution.

SEC. 7.08 ALTERATIONS IN THE BUDGET.

After the budget resolutions have been adopted, the council shall have no power to increase the amounts fixed in the budget resolution, by the insertion of new items or otherwise, beyond the estimated revenues, unless the actual receipts exceed the estimates and then not beyond the actual receipts. The council may at any time, by resolution approved by a majority of the full council, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

SEC. 7.10 HOW DISBURSEMENTS MADE.

No disbursement of city funds shall be made except by check signed by authorized persons and specifying the purposes for which the disbursement is made and the fund from which it is drawn. No such check shall be issued until there is money to the credit of the fund from which it is to be paid sufficient to pay it together with all outstanding encumbrances upon the fund. No such check shall be

issued until the claim to which it relates has been supported by an itemized bill, payroll, or time-sheet approved and signed by the responsible city officer who vouches for its correctness and reasonableness. The particular fund out of which payment is to be paid shall be noted on each contract requiring the payment of money by the city. The council may by ordinance make further regulations for the safekeeping and disbursement of the funds of the city.

SEC. 7.14 TAX ANTICIPATION CERTIFICATE.

At any time after January 1 following the making of an annual tax levy, the council may issue certificates of indebtedness in anticipation of the collection of taxes levied for any fund and not yet collected. The total amount of certificates issued against any fund for any year with interest thereon until maturity shall not exceed seventy percent (70%) of the total current taxes for the fund uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, and shall become due and payable not later than April 1st of the year following issuance. The proceeds of the tax levied for the fund against which tax anticipation certificates are issued and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates in the order of their issuance against the fund.

SEC. 7.15 EMERGENCY DEBT CERTIFICATES.

If in any year the receipts from taxes or other sources should from some unforeseen cause become insufficient for the ordinary expenses of the city or if any calamity or other public emergency should subject the city to the necessity of making extraordinary expenditures, by provisions of section 7.07 or 7.08, the council may by ordinance authorize such expenditures and issue emergency debt certificates to run not to exceed two years. A tax sufficient, to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing an issue of such emergency debt certificates shall state the nature of the emergency and be approved by a majority of the full council. It may be passed as an emergency ordinance.

SEC. 9.02 PROCEEDINGS IN ACQUIRING PROPERTY.

The necessity for the taking of any property by the city shall be determined by the council and shall be declared by a resolution which shall describe such property as nearly as may be and state the use to

which it is to be devoted. In acquiring property by exercising the power of eminent domain, the city shall proceed according to the laws of this state.

SEC. 12.08 PRESENT OFFICERS TO HOLD OFFICE UNTIL TIME HEREIN STATED; ELECTION AND TERMS OF FUTURE MAYORS AND COUNCIL MEMBERS.

To provide for transition to calendar year terms as provided for in this Charter, council and mayor offices standing for election in the 2016 election shall serve for a term ending the first business day of January 2020, at which time these offices shall be filled for four (4) year terms by election in November of 2019 as provided for under this Charter.

All present elected council offices with terms expiring in January of 2019 shall stand for election in November of 2018 for four (4) year terms commencing first business day of 2019 as provided for under this Charter.

The Mayor's term expires the first business day of January 2017 and as such the Mayor shall stand for election in November 2016 for a term of four (4) years commencing the first business day of 2017.

Editor's note:

This Charter was adopted by the voters on March 9, 1971 and pursuant to § 1.05, became effective 30 days thereafter. Amendments to this Charter were adopted _____, 2016 by the City Council after recommendation by the Charter Commission and pursuant to M.S.A. § 410.012, subdivision 7, became effective 90 days after its passage and publication.

SECTION 2. This Ordinance becomes effective from and after its passage and ninety (90) days after its publication.

This Ordinance was passed by the City Council on the 27th day of June, 2016.

ATTEST: Robert Broeder, Mayor

Stacy Lawrence, Interim City Clerk



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving 60-Day Notice to Terminate Contract with the City of Kasota

DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Consider approving a 60-day notice to terminate contract with the City of Kasota.

SUMMARY

In June of 2014 the City Council approved a contract with the City of Kasota to provide engineering, construction, operation and maintenance of Kasota's electrical distribution system. The term of that contract with one year, with a monthly continuation after June 30, 2015 unless one party gives written notice of intent to cancel at least sixty (60) days prior to the effective cancellation date.

From August through December 2014 the City of Le Sueur Electric Department staff provided 43 hours of service. In 2015 City staff provided 126.5 hours of service, and through May 2016, 52 hours.

In mid-2015 an electric lineman retired and that position was eliminated from the budget. Workloads remain steady with City of Le Sueur related work, therefore staff is recommending providing the City of Kasota written notice of intent to cancel effective September 1, 2016.

RECOMMENDATION

Staff recommends Council approve a 60-day Notice to Terminate to the City of Kasota, effective September 1, 2016.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Greg Drent, Public Services Director

SUBJECT: Consider Authorizing 2016 Sidewalk Reconstruction Project

DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Consider approving Chard Tiling and Excavating to replace sidewalk in Legion Park, behind Community Center and remove sidewalk on North 3rd street as discussed in previous meetings.

SUMMARY

The 2016 Sidewalk Reconstruction project was advertised and while several packets were sent out, only two quotes were received.

Chard Tiling quoted \$28,081.10 and Neilson Concrete quoted \$57,739.75. Chard Tiling satisfactorily completed the 2015 sidewalk project. The two bids are attached.

RECOMMENDATION

Authorized staff to execute a contract with Chard Tiling in the amount of \$28,081.10 to complete the 2016 Sidewalk project.

SCHEDULE OF UNIT PRICES

2016 SIDEWALK PROJECT
 CITY OF LE SUEUR, MN
 BMI PROJECT NO. M17.111660

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

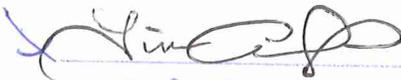
CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
RECREATION CENTER					
1	MOBILIZATION	1	LS	385.00	385.00
2	REMOVE CONCRETE WALK	3,225	SF	0.40	1,290.00
3	INSTALL 4" CONCRETE WALK	3,225	SF	3.65	11,771.25
4	COMMON BORROW	45	CY	13.00	585.00
5	TOPSOIL BORROW	30	CY	27.75	832.50
6	TURF RESTORATION	1	LS	1,250.00	1,250.00
				SUBTOTAL:	16,113.75
LEGION PARK					
1	MOBILIZATION	1	SY	385.00	385.00
2	REMOVE CONCRETE WALK	620	SF	0.60	372.00
3	FULL DEPTH SAW CUTTING	1	LS	175.00	175.00
4	INSTALL 4" CONCRETE WALK	600	SF	4.70	2,820.00
5	TOPSOIL BORROW	15	CY	30.00	450.00
6	TURF RESTORATION	1	LS	800.00	800.00
				SUBTOTAL:	5,002.00
NORTH 3RD STREET					
1	MOBILIZATION	1	LS	385.00	385.00
2	TRAFFIC CONTROL	1	LS	300.00	300.00
3	REMOVE CONCRETE WALK	2,113	SF	0.55	1,162.15
4	REMOVE CONCRETE STAIRS	2	EA	50.00	100.00
5	REMOVE STONE LANDSCAPING	1	LS	25.00	25.00
6	REMOVE HANDRAIL	1	EA	25.00	25.00
7	EROSION CONTROL BLANKET	25	SY	8.00	200.00
8	INSTALL 4" CONCRETE WALK	60	SF	14.25	855.00
9	INSTALL 6" CONCRETE WALK	113	SF	7.65	864.45
10	TRUNCATED DOMES	20	SF	40.00	800.00
11	TOPSOIL BORROW	45	CY	27.75	1,248.75
12	TURF RESTORATION	1	LS	1,000.00	1,000.00
				SUBTOTAL:	6,965.35

Chard Tiling & Excavating, Inc.
 26239 State Hwy 25
 Belle Plaine, MN 56011

TOTAL AMOUNT BID: 28,081.10


 VP of operations

6-13-16
 Date

SCHEDULE OF UNIT PRICES

2016 SIDEWALK PROJECT
 CITY OF LE SUEUR, MN
 BMI PROJECT NO. M17.111660

BIDDER agrees to perform all of the work described in the CONTRACT DOCUMENTS for the following unit prices:

NOTE: BIDS shall include sales tax and all applicable taxes and fees.

BIDDER must fill in unit prices in numerals, make extension for each item, and total.

CY (LV) = Cubic Yards, Loose Volume

CY (CV) = Cubic Yards, Compacted Volume (Measured in Place)

(P)=Planned Quantity Basis of Measurement

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
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RECREATION CENTER

1	MOBILIZATION	1	LS	2,500.00	7,500
2	REMOVE CONCRETE WALK	3,225	SF	2.00	6,450
3	INSTALL 4" CONCRETE WALK	3,225	SF	4.00	12,900
4	COMMON BORROW	45	CY	15.00	675
5	TOPSOIL BORROW	30	CY	30.00	900
6	TURF RESTORATION	1	LS	5,000	5,000
SUBTOTAL:					23,425

LEGION PARK

1	MOBILIZATION	1	SY	2,500	2,500
2	REMOVE CONCRETE WALK	620	SF	2.00	1,240
3	FULL DEPTH SAW CUTTING	1	LS	2.50	2.50
4	INSTALL 4" CONCRETE WALK	600	SF	6.00	3,600
5	TOPSOIL BORROW	15	CY	30.00	450
6	TURF RESTORATION	1	LS	1,500.00	1,500
SUBTOTAL:					9,540

NORTH 3RD STREET

1	MOBILIZATION	1	LS	7,500 ⁰²	7,500 ⁰²
2	TRAFFIC CONTROL	1	LS	1.00	1.00
3	REMOVE CONCRETE WALK	2,113	SF	2.25	4,726
4	REMOVE CONCRETE STAIRS	2	EA	350 ⁰²	700
5	REMOVE STONE LANDSCAPING	1	LS	350 ⁰²	350
6	REMOVE HANDRAIL	1	EA	350 ⁰²	350
7	EROSION CONTROL BLANKET	25	SY	10.00	250
8	INSTALL 4" CONCRETE WALK	60	SF	6.00	360
9	INSTALL 6" CONCRETE WALK	113	SF	8.75	988.75
10	TRUNCATED DOMES	20	SF	60.00	1,200
11	TOPSOIL BORROW	45	CY	30.00	1,350
12	TURF RESTORATION	1	LS	1,500	1,500
SUBTOTAL:					19,774.25

TOTAL AMOUNT BID: 57,1739.25



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Greg Drent, Public Services Director

SUBJECT: Approve Purchase 2017 Freightliner Cab and Chassis and Altec Boom and Fiberglass Body

DATE: For the Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Approve purchase of 2017 Freightliner Cab and Chassis and Altec boom and Fiberglass truck body.

SUMMARY

Included in the 2016 Electric Department budget is \$200,000 for the purchase of a new bucket truck and boom to replace a 1992 Ford F700 bucket truck and boom. The annual inspection of the 1992 truck revealed \$7,500 in needed repairs. We held off on making those repairs and use the truck very sparingly in light of this anticipated purchase.

A proposal from I-State Trucking for the 2017 Freightliner cab and chassis through the state contract for \$77,534 is attached.

The boom and fiberglass body is added to the truck when it's built. The bid, also through the State contract is from Altec for \$152,166 (copy attached). The boom on the 1992 truck is an Altec and we've been pleased with its performance.

The total is more than budgeted, but the street light replacement is \$21,341 less than anticipated which makes up the difference.

The 1992 Ford will be sold at auction when the new truck arrives.

RECOMMENDATION

Approve the expenditure of \$229,700 for the purchase of the 2017 Freightliner (cab and chassis) and boom and body from Altec.

Single Axle Cab & Chassis

REBID

VENDOR NAME **Istate Truck Center**

MAKE AND MODEL **2017 Freightliner M2 106 Single Axle**

This section for use when ordering		Grand Total
WB	177"	\$ 77,534.00
CA	111' (108" clear)	
AF	63"	
Rear Ratio	5.63 (73 mph)	
Cab Color	WHITE	
Wheel Color	WHITE	
Notes	STATE OF MINNESOTA TRUCK CONTRACT #77936	

Code	Spec #	Description	Qty	Price	Subtotal
	1.0	Price for base unit:	1	\$ 53,025.00	\$ 53,025.00
	2.0	FRAME OPTIONS			
549-090	2.1	Front frame extension	1	\$ 954.00	\$ 954.00
546-102	2.22	2,592,000 rbm, 15.07 sm, 120,000 psi to 200" WB	1	\$ 510.00	\$ 510.00
551-002	2.35	Huck-spin round collar chassis fasteners	1	\$ 114.00	\$ 114.00
556-1AP	2.45	Three-piece 14" steel painted bumper with collapsible ends	1	\$ 43.00	\$ 43.00
559-003	2.53	Light weight heavy duty aluminum engine crossmember for axle 16,000# and above	1	\$ 49.00	\$ 49.00
	3.0	FRONT AXLE/SUSPENSION/BRAKE/OPTION			
400-1A9	3.11	16,000 lb.Detroit front axle	1	\$ 1,054.00	\$ 1,054.00
402-030	3.30	Meritor 16.5x6 Q+ cast spider front brakes,double anchor, fabricated shoes	1	NC	
40T-002	3.46	Synthetic 75W-90 front axle lube	1	\$ 4.00	\$ 4.00
427-001	3.65	Front brake dust shields	1	\$ 27.00	\$ 27.00
620-026	3.80	16,000# taper leaf front suspension	1	\$ 608.00	\$ 608.00
	4.0	4.0 SINGLE REAR AXLE/SUSPENSION/BRAKE/OPTIONS			
425-002	4.22	Rear brake dust shield	1	\$ 32.00	\$ 32.00
420-051	4.36	Meritor RS-23-160 23,000# R-Series rear axle	1	\$ 568.00	\$ 568.00
622-1G5	4.68	Airliner 23,000# air rear suspension with chain clearance	1	\$ 1,206.00	\$ 1,206.00
452-001	4.79	Driver controled differential lock for rear axle	1	\$ 392.00	\$ 392.00
386-074	4.86	Meritor 176T main driveline with half round yokes 186" to 225" WB	1	\$ 238.00	\$ 238.00
41T-002	4.122	Synthetic 75W -90 lube in rear axle	1	\$ 40.00	\$ 40.00
431-004	4.123	Axle clamping group with welded axle seats	1	\$ 138.00	\$ 138.00
450-056	4.132	ConMet Preset Plus aluminum rear hubs	1	NC	
	5.0	INTENTIONALLY LEFT BLANK:			
	6.0	TIRES/RIMS OPTIONS:			
093-ORW	6.10	Michelin XZA2 315/80R22.5 20 ply front tires	1	\$ 335.00	\$ 335.00
094-0DH	6.43	Michelin XDE M/S 11R22.5 14 ply radial rear tires	1	\$ 379.00	\$ 379.00
498-011	6.63	Nylon wafers or wheel guards on all wheels (6 ea)	1	\$ 18.00	\$ 18.00
502-579	6.73	9.00x22.5 steel front wheels	1	\$ 144.00	\$ 144.00

Code	Spec #	Description	Qty	Price	Subtotal
962-972	6.105	Powder coated front wheels white	1	STD	
966-972	6.110	Powder coated rear wheels white	1	STD	
	7.0	BRAKE SYSTEM OPTIONS:			
405-031	7.4	Haldex automatic front slack adjusters with stainless steel clevis pins	1	\$ 38.00	\$ 38.00
428-031	7.13	Haldex rear slack adjusters with stainless steel clevis pins	1	\$ 26.00	\$ 26.00
460-090	7.26	Steel air brake reservoirs, no triple or torpedo tanks	1	\$ 208.00	\$ 208.00
479-003	7.35	Air Dryer mounted inboard on LH rail	1	NC	
480-083	7.43	Wabco SS-1200 Plus air dryer with integral air governor and heater	1	NC	
607-001	7.54	Clear frame rails from back of cab to front rear suspension bracket, both rails outboard	1	\$ 33.00	\$ 33.00
	8.0	ENGINE/EXHAUST AND FUEL TANKS OPTIONS:			
101-2XE	8.12	Cummins ISL 300 hp / 860 lbs/ft. torque	1	\$ 6,303.00	\$ 6,303.00
016-1C2	8.17	Right hand outboard under step mounted horizontal aftertreatment system assembly with RH B-Pillar mounted vertical tailpipe	1	\$ 453.00	\$ 453.00
204-215	8.35	50 gallon/189 liter short rectangular aluminum fuel tank	1	\$ 71.00	\$ 71.00
212-007	8.47	Fuel tank(s) mounted forward	1	NC	
233-018	8.56	Bright upper stack with 30 degree curve	1	\$ 140.00	\$ 140.00
23U-001	8.58	6 gallon diesel exhaust fluid tank	1	NC	
	9.0	ENGINE RELATED OPTIONS:			
103-004	9.4	Extended life anti-freeze	1	STD	
122-077	9.10	Alliance fuel filter/water separator with heated bowl and primer pump	1	\$ 16.00	\$ 16.00
124-1DJ	9.21	Delco 160 amp 36-SI brushless with battery volt sense	1	\$ 90.00	\$ 90.00
128-076	9.28	Cummins exhaust brake	1	NC	
276-002	9.51	Automatic fan control with dash switch and indicator light	1	\$ 10.00	\$ 10.00
	10.0	TRANSMISSION OPTIONS:			
342-584	10.38	Allison 3500 RDS automatic transmission with pto	1	\$ 5,183.00	\$ 5,183.00
34C-002	10.43	Electronic transmission customer access end of frame	1	\$ 56.00	\$ 56.00
353-022	10.45	Vehicle interface wiring with body builder connector mounted back of cab	1	\$ 23.00	\$ 23.00
35T-001	10.50	Synthetic (TranSynd) lubrication for Automatic Transmission	1	NC	
	11.0	ELECTRICAL OPTIONS:			
148-070	11.1	Engine remote interface with preset fast idle	1	\$ 151.00	\$ 151.00
163-003	11.10	Engine remote interface at end of frame with 6' added harness length	1	\$ 36.00	\$ 36.00
284-045	11.24	(2)12 volt lighter style dash power plug	1	\$ 17.00	\$ 17.00
285-013	11.25	Solid state circuit protection	1	NC	
292-098	11.33	(2) Alliance model 1231 group 31 12 volt 2250 CCA batteries	1	\$ 22.00	\$ 22.00
293-058	11.35	Battery Positive load disconnect with cab mounted control switch mounted outboard drive seat	1	\$ 128.00	\$ 128.00
302-047	11.42	LED marker lights	1	\$ 21.00	\$ 21.00
311-001	11.44	OEM daytime running lights	1	\$ 11.00	\$ 11.00
372-051	11.76	Customer furnished and installed PTO controls	1	NC	
721-001	11.103	Back up alarm 97 db	1	\$ 32.00	\$ 32.00
87L-003	11.108	Engine remote interface with park brake & neutral interlock	1	\$ 19.00	\$ 19.00
	12.0	CAB EXTERIOR OPTIONS:			
170-019	12.2	Heater shutoff valves, ball style	1	\$ 24.00	\$ 24.00

Code	Spec #	Description	Qty	Price	Subtotal
327-012	12.13	Switch , indicator light and wiring for (2) customer furnished beacons	1	\$ 31.00	\$ 31.00
558-001	12.17	Front tow hooks	1	\$ 51.00	\$ 51.00
646-011	12.20	Tilting hood per Spec 12.8	1	\$ 183.00	\$ 183.00
647-001	12.22	Engine winter front	1	\$ 16.00	\$ 16.00
650-008	12.25	Cab Air Ride Suspension	1	\$ 63.00	\$ 63.00
661-004	12.31	Door wing windows-operating-swing out	1	\$ 83.00	\$ 83.00
678-018	12.36	Left and right hand extended exterior grab handles with single rubber insert	1	\$ 39.00	\$ 39.00
690-017	12.41	Hood liner, added firewall and floor heat insulation	1	\$ 131.00	\$ 131.00
705-012	12.43	Reinforced roof for cab mounted equipment	1	\$ 38.00	\$ 38.00
727-1AM	12.50	Dual 24 inch round polished aluminum air horns roof mounted	1	\$ 104.00	\$ 104.00
744-1BC	12.53	Remote control for dual heated mirrors	1	\$ 175.00	\$ 175.00
744-1BM	12.54	Heated mirrors per Spec 12.5	1	\$ 85.00	\$ 85.00
744-1BN	12.55	Bright finished Westcoast mirrors with convex mirrors mounted below	1	NC	
74A-001	12.56	Down view mirror mounted over right hand door	1	\$ 12.00	\$ 12.00
754-008	12.59	Front fender extensions	1	\$ 134.00	\$ 134.00
769-002	12.61	RH observation prism window in door	1	\$ 142.00	\$ 142.00
	13.0	CAB INTERIOR OPTIONS:			
MC	13.2	Premium grade interior trim package	1	\$ 175.00	\$ 175.00
324-011	13.4	Dome door activated LH and RH, dual reading lights, forward cab roof	1	\$ 86.00	\$ 86.00
654-011	13.5	Power window/both passenger and driver windows	1	\$ 116.00	\$ 116.00
746-1A9	13.6	O.E.M factory installed, AM/FM	1	\$ 146.00	\$ 146.00
700-002	13.7	O.E.M factory installed, air conditioning	1	NC	
170-019	13.15	Heater plumbing with ball shutoff valves	1	\$ 24.00	\$ 24.00
299-013	13.21	Self canceling turn signals	1	NC	
346-003	13.22	Transmission oil sensor (check & fill)	1	NC	
532-002	13.27	Tilt & telescope steering wheel	1	\$ 254.00	\$ 254.00
655-005	13.30	Power door locks regular cab (required with power windows)	1	\$ 53.00	\$ 53.00
679-001	13.32	Overhead instrument panel	1	\$ 40.00	\$ 40.00
732-003	13.34	Woodgrain driver instrument panel	1	\$ 30.00	\$ 30.00
734-003	13.35	Woodgrain center instrument panel	1	\$ 25.00	\$ 25.00
693-023	13.39	Left hand door map pocket	1	\$ 68.00	\$ 68.00
706-026	13.45	Aluminum kickplates on lower left hand door(s)	1	\$ 13.00	\$ 13.00
708-026	13.46	Aluminum kickplates on lower passenger door (s)	1	\$ 13.00	\$ 13.00
739-034	13.51	Premium Insulation	1	\$ 112.00	\$ 112.00
756-1D9	13.70	Premium high back air suspension driver seat with 3 chamber air lumbar, integrated cushion extension, forward and rear cushion tilt, adjustment	1	\$ 229.00	\$ 229.00
758-014	13.82	Black Cordura Plus cloth driver seat cover	1	\$ 1.00	\$ 1.00
760-235	13.106	2-man too box mid back non suspension passenger seat	1	\$ 133.00	\$ 133.00
761-014	13.108	Black Cordura Plus cloth passenger seat cover	1	\$ 1.00	\$ 1.00
860-004	13.132	Smart switch expansion moduel	1	\$ 100.00	\$ 100.00
864-001	13.133	Transmission temp gauges	1	\$ 6.00	\$ 6.00
882-021	13.137	Two valve park brake system w/shifter controlled autoneutral & warning indicator	1	\$ 6.00	\$ 6.00
	14.0	MN/DOT OPTIONS:			

Code	Spec #	Description	Qty	Price	Subtotal
WAG-052	14.4	Towing extended/ roadside service warranty, 1 year/ unlimited miles \$550 cap	1	\$ 200.00	\$ 200.00
	15.0	TRAILER TOW OPTIONS:			
019-001	15.1	Trailer tow package extended to rear of frame	1	\$ 595.00	\$ 595.00
296-027	15.7	Primary connector/receptacle wired for combination stop/turn, center pin powered through ignition with stop signal prewire package	1	\$ 117.00	\$ 117.00
331-001	15.12	Supplemental ISO 3731 7-way receptacle located with primary receptacle	1	\$ 69.00	\$ 69.00
		OPTION NOT PRICED ON STATE CONTACT			
33U-001	20	Prewire package for Altec control module and chassis interface w/BW cutout	1	\$ 646.00	\$ 646.00

Quoted for: LE SUEUR Municipal Utilities
 Customer Contact:
 Phone: /Fax: /Email:
 Quoted by: John Onders
 Phone: 502-889-5635 /Fax: /Email: John.Onders@altec.com
 Altec Account Manager: Clint Bitting

REFERENCE ALTEC MODEL

AN55E-OC	Overcenter Articulating Aerial Device with Material Handling (Insulated)	\$168,486
----------	--	-----------

Per NJPA Specifications plus Options below

(A.) NJPA OPTIONS ON CONTRACT (Unit)

1	AN50E-OC-US50	50' Boom Height (AN50E-OC)	\$719
2			
3			
4			

(A1.) NJPA OPTIONS ON CONTRACT (General)

1	CH	Cone Holder, Fold Over Post Style	\$236
2	PSWI2	PURE SINE WAVE INVERTER.2400 Watts Continuous. GFCI Outlet at Rear.	\$2,525
3	SPOT3	FOUR (4) POINT STROBE SYSTEM (Recessed, LED)	\$477
4	RL	COMPARTMENT LIGHTS in Body Compartments (Rope Style) (Per Compartment)	\$581
5	SPOT2	TWO (2) DECK-MOUNTED SPOTLIGHTS. Mounted on Boom Support to illuminate the Cargo Area. Ea	\$449
6			
7			
8			

NJPA OPTIONS TOTAL: \$173,472

(B.) OPEN MARKET ITEMS (Customer Requested)

1	UNIT	Custom unit options	\$4,281
2	UNIT & HYDRAULIC ACC	Winch package	\$8,817
3	BODY	Custom body ILO stock body	\$23,253
4	BODY & CHASSIS ACC	Custom body and chassis accessories	\$5,422
5	ELECTRICAL	Custom electrical accessories	\$4,385
6	FINISHING		
7	CHASSIS	Customer supplied chassis	-\$69,839
8	OTHER	Inbound freight	\$1,875

OPEN MARKET OPTIONS TOTAL: -\$21,806

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$151,666

Delivery to Customer: \$500

TOTAL FOR UNIT/BODY/CHASSIS: \$152,166

(C.) ADDITIONAL ITEMS (items are not included in total above)

1			
2			
3			
4			

****Pricing valid for 45 days****

NOTES

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer. (Parts only warranty on mounted equipment for overseas customers)

TO ORDER: To order, please contact the Altec Inside Sales Representative listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: No later than 270-300 days ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

BUILD LOCATION: Altec Hi Line



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Greg Drent, Public Services Director
SUBJECT: Consider Approving Bid to Replace 3rd Street Garage
DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Consider approving bid to replace the 3rd Street Garage.

SUMMARY

The City has a garage that is used for storage located at 319 N. 3rd Street. The building is believed to be the City's original Street Department building, although it has fallen into serious dis-repair (see attached photos).

Electric Department equipment is currently stored there, as are bicycles and other found items from the Police Department. The Police also have some kennels at the location in which they keep animals until the animal control contractors are able to retrieve them. Those will be moved as well.

Included in the 2016 budget are \$60,000 to replace the storage building. Staff proposes to have a storage building built inside the fenced area at the Electric Line Shop. Bids from three local contractors were requested, though only two chose to respond.

Those bids are:

Berndt Builders	\$59,474
Quality Home Improvement	\$65,270

Copies of the bids are attached.

Not included in the bids is demolition of the 3rd Street structure, though staff anticipates those costs to be minimal and can be absorbed into budgets.

Following the demolition of the current structure staff will return to the Council with a plan to dispose of the property.

RECOMMENDATION

Staff recommends the Council approve the bid from Berndt Builders in the amount of \$59,474.00







Berndt Builders Inc
 37819 306th Street
 Henderson, MN 56044
 507-248-3777
 Lic. 140704

Estimate

Date	Estimate #
4/14/2016	2016-8

Name / Address
City of Le Sueur Electric Garage

Project

Description	Qty	Rate	Total
Materials and labor to build a 42'x40' with 14' side walls. Garage is for the electric department		0.00	0.00
Concrete includes -- 6" concrete slab with thickened edge		12,810.00	12,810.00
Re-bar 2' on center both directions			
2 courses of 6" block with re-bar tied to the slab			
Wall Framing Materials includes -- 2x6 -14'		7,261.00	7,261.00
7/16 wall sheathing			
Roof framing includes -- engineered set of roof trusses 4' on center with 2x4 perlines			
Roofing Materials includes -- metal roofing ridge cap gutter apron		2,526.00	2,526.00
Siding Materials includes -- house wrap to cover the OSB with taped seams metal soffit and fascia steel siding with the accessory package		6,883.00	6,883.00
Doors include -- 3' service door		5,623.00	5,623.00
2 - 12x10 3" thick garage doors			
2 Liftmaster openers			
Interior Walls and Ceiling Materials include blown cellulose R-38 fiberglass for the walls R-19 plastic to cover the walls and ceiling white liner steel for the walls and ceiling		5,771.00	5,771.00
Labor to install the garage doors and openers. Price does not include hookup of the power source		700.00	700.00
		Total	

Berndt Builders Inc
 37819 306th Street
 Henderson, MN 56044
 507-248-3777
 Lic. 140704

Estimate

Date	Estimate #
4/14/2016	2016-8

Name / Address
City of Le Sueur Electric Garage

Project

Description	Qty	Rate	Total
Labor to frame the garage includes -- framing the walls and openings for the doors installing the OSB installing the roof trusses and perlins install the metal roofing and accessories		9,100.00	9,100.00
Siding labor includes -- installing the house wrap installing the siding accessories installing the siding		3,000.00	3,000.00
Interior Walls and Ceiling Labor includes -- install the blown cellulose to the attic install the fiberglass to the walls install plastic to the walls and ceiling install the liner steel to the ceiling install liner steel to the walls		5,800.00	5,800.00
		Total	\$59,474.00

QUALITY HOME IMPROVEMENT
 PO BOX 85
 LE SUEUR MN 56058-0085

Estimate

Date	Estimate #
4/29/2016	01-82

Name / Address

CITY OF LE SUEUR-MN
 203 South 2nd Street
 LE SUEUR, MN 56058

P.O. No.	Terms
gdrent	TO BE ARRANGED

Item	Description	Total
FOUNDATION MATERIALS LABOR O&P	40x42 Utility Storage shed	
	Owner to provide permit, level site grading, in floor heat and floor insulation and electric service as discussed.	12,450.00
	Concrete footings, floor and block work per plan [excavation and fill additional if required]	28,550.00
	Building materials to complete as per plan.	20,000.00
	Labor to erect and complete shed per plan	4,270.00
	7% Operating	
THANK YOU FOR GIVING US THE OPPORTUNITY TO QUOTE YOU ON THIS HOME IMPROVEMENT PROJECT. THANKS, DEAN		Total \$65,270.00

Phone #
507-665-6742

Estimate valid for 30 days from date of receipt.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Greg Drent, Public Services Director

SUBJECT: Approve Quote for Completion of Street Light Replacement Project

DATE: For the City Council Meeting of Monday June 27, 2016

PURPOSE/ACTION REQUESTED

Approve quote for completion of Street Light Replacement Project.

SUMMARY

As Council will recall a project to replace all the old decorative street lights was initiated two years ago. The final leg of the project is to replace the decorative street lights on Highway 93 from River Park to Main Street, and in Mother Louise Park.

There is \$50,000 allocated in the 2016 budget for the equipment (poles, arms and fixtures) to replace those lights.

The following quote was received:

JT Service \$28,659

Note: The bid incorrectly identifies the park location – it should be Mother Louise Park, not Mayo Park.

JT Service is the vendor who has supplied the previous street lighting equipment.

RECOMMENDATION

Staff recommends Council approve the expenditure in the amount of \$28,659 for the final phase of decorative street light replacement.

JT Services

North Mankato, MN 56003

507-387-5962

FAX 507-387-5702

Quotation

Date	Quote #
4/26/2016	Q16-117-01

Customer:
City of LeSueur 203 2nd Street LeSueur, MN 56058

Terms
Net 30

Qty	Description	Price	Total
2	CHA22L5J16P08BKRXXXY-MOD BP, FGIUS_S BK RFD170571 *** NOTES: - POLE CI CODE *228G2W - POLE BASE WILL ACCEPT 1" AB'S Charleston Aluminum Pole (CHA): Charleston, Aluminum Pole, 22 feet, L5J SiteLink 5.25 inch Fluted, .25 wall, 16 inch Round Base WITH THE BASPLATE ROTATED 45°, 3 X 5 Tenon, Less anchor bolts, Powder Coat Paint Finish, Black Weatherproof Receptacle (FG): Small, In-Use Wet Location Cover, Black *** MODIFIED BASEPLATE MAYO PARK ASSEMBLY	0.00	0.00
4	MVA 12 F4J 12 P07 LAB BK GVD 80 4K AS M B 5 N S B H PCS Mount Vernon Aluminum Pole (MVA): Mount Vernon, Aluminum Pole, 12 feet, F4J 4 inch diameter Fluted, .25 wall, 12 inch Round Base, 3 X 3 Tenon, Less anchor bolts, Powder Coat Paint Finish, Black GranVille II LED (GVD): GranVille II LED (GVD), 80W 400mA Driver, 4000 Series CCT, Auto-Sensing Voltage (120-277), Modern Style - Swing Open Design, Black, Symmetric Type V, No Trim, Painted Cast Aluminum Standard, Black, NEMA Twistlock Photocontrol Receptacle, DTL Twistlock Photocontrol For Solid-State	2,400.00	9,600.00
Please Note: This quote is confidential and its contents should not be shared with anyone other than representatives of the quoted company or an authorized JT Services employee. This quote does not constitute an agreement to sell the above items, as all sales are subject to prior credit approval.		Subtotal	\$43,517.00
		Sales Tax (0.0%)	\$0.00
		Total	\$43,517.00

14,855.00
28,659.00

JT Services

North Mankato, MN 56003

507-387-5962

FAX 507-387-5702

Quotation

Date	Quote #
4/26/2016	Q16-117-01

Customer:
City of LeSueur 203 2nd Street LeSueur, MN 56058

Terms
Net 30

Qty	Description	Price	Total
3	<p>BRIDGE ASSEMBLY</p> <p>BP22L5JXXP08BKR258A BHC72/1CABKH MSPL1154KASSB4 BHDF13200 SPECIAL USING A 22' L5J SHAFT ON SPECIAL 4 BOLT RECTANGULAR BASE PLATE.</p> <p>Aluminum Pole, 22 feet, L5J SiteLink 5.25 inch Fluted, .25 wall, Special Rectangular Base Plate 3 X 5 Tenon, Less anchor bolts, Powder Coat Paint Finish, Black Boston Harbour Aluminum Decorative Roadway Arm (BHC): BHC, 72" Roadway One Way Arm, Cast Aluminum, Black Memphis LED Pedestrian Series (MSPL): MSPL, 115 Nominal System Watts (3 COB, 1050mA), 4000 Series CCT, Auto-Sensing (120-277V) 50/60 HZ, Quick Lock Stem Mount, Black, Teardrop Asymmetric, Boston Harbor Decorative Arm Fitter, 2.00 Nominal (2.38" OD), Black Weatherproof Receptacle (FG): Small, In-Use Wet Location Cover, Black Height:258in. Orientation:0 deg.</p>	4,695.00	14,085.00
<p>Please Note: This quote is confidential and its contents should not be shared with anyone other than representatives of the quoted company or an authorized JT Services employee. This quote does not constitute an agreement to sell the above items, as all sales are subject to prior credit approval.</p>		Subtotal	
		Sales Tax (0.0%)	
		Total	

JT Services

North Mankato, MN 56003

507-387-5962

FAX 507-387-5702

Quotation

Date	Quote #
4/26/2016	Q16-117-01

Customer:
City of LeSueur 203 2nd Street LeSueur, MN 56058

Terms
Net 30

Qty	Description	Price	Total
1	<p>SINGLE ASSEMBLY</p> <p>CHA22L5J16P08BKR258A BHC72/1CA BKH MSPL1154KASSB4 BHDF13200B RFD187557</p> <p>*** NOTES: - BOM USE AS A GUIDE ONLY POLE CI CODE *228G2W BUT BASE NEEDS TO WORK WITH 1" AB. WITH THE BASPLATE ROTATED 45°</p> <p>Charleston Aluminum Pole (CHA): Charleston, Aluminum Pole, 22 feet, L5J SiteLink 5.25 inch Fluted, .25 wall, 16 inch Round Base WITH THE BASPLATE ROTATED 45°, 3 X 5 Tenon, 1" Anchor bolts, galvanized steel, Powder Coat Paint Finish, Black Boston Harbour Aluminum Decorative Roadway Arm (BHC): BHC, 72" Roadway One Way Arm, Cast Aluminum, Black Memphis LED Pedestrian Series (MSPL): MSPL, 115 Nominal System Watts (3 COB, 1050mA), 4000 Series CCT, Auto-Sensing (120-277V) 50/60 HZ, Quick Lock Stem Mount, Black, Teardrop Asymmetric, Boston Harbor Decorative Arm Fitter, 2.00 Nominal (2.38" OD), Black Weatherproof Receptacle (FG): Small, In-Use Wet Location Cover, Black Height:258in. Orientation:0 deg.</p>	4,974.00	4,974.00

<p>Please Note: This quote is confidential and its contents should not be shared with anyone other than representatives of the quoted company or an authorized JT Services employee. This quote does not constitute an agreement to sell the above items, as all sales are subject to prior credit approval.</p>	Subtotal
	Sales Tax (0.0%)
	Total

JT Services

North Mankato, MN 56003

507-387-5962

FAX 507-387-5702

Quotation

Date	Quote #
4/26/2016	Q16-117-01

Customer:
City of LeSueur 203 2nd Street LeSueur, MN 56058

Terms
Net 30

Qty	Description	Price	Total
	TWIN ASSEMBLY (PARKING LOT)		
2	TWIN ASSEMBLY COST (INCLUDES GOOF PLATE, POLE, FIXTURE, AND ARM)	7,429.00	14,858.00
2	GOOF-PLT-ASSY-HDG-XX RFD187560 GOOF PLATE ASSEMBLY CONSISTING OF 2 STEEL PLATES WITH A ROUND PIPE BETWEEN THE TWO. PAINT OVER HOT DIPPED GALVANIZED AFTER FABRICATION. REP TO VERIFY FINISH. **SIMILAR TO CI CODE: *227XMR EXCEPT THE HOLES NEED TO BE ON TOP OF EACH OTHER NOT 45 DEGRESS APART. POLE ENG PLEASE SEE PICTURES OF WHAT IS NEEDED.	0.00	0.00
4	MSPL 115 4K AS S B 4 BHDF13 200 BK Memphis LED Pedestrian Series (MSPL): MSPL, 115 Nominal System Watts (3 COB, 1050mA), 4000 Series CCT, Auto-Sensing (120-277V) 50/60 HZ, Quick Lock Stem Mount, Black, Teardrop Asymmetric, Boston Harbor Decorative Arm Fitter, 2.00 Nominal (2.38" OD), Black	0.00	0.00
2	SLBHC144/2CABKH TENON MOUNT W/TRAC NUT RFD172562 NOTE: THIS ARM WILL SLIP-FIT A 3' X 5" TALL TENON. A TRACNUT WILL BE SUPPLIED TO MOUNT ARM STRAP TO POLE. Boston Harbour Aluminum Decorative Roadway Arm (BHC): BHC, 144" Roadway Arm For 2 Units at 180, Cast Aluminum, Black with Trac nuts to mount support straps to the shaft.	0.00	0.00

Please Note: This quote is confidential and its contents should not be shared with anyone other than representatives of the quoted company or an authorized JT Services employee. This quote does not constitute an agreement to sell the above items, as all sales are subject to prior credit approval.	Subtotal
	Sales Tax (0.0%)
	Total



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Consider Approving Expenditure for Building Assessment

DATE: For the City Council Meeting of Monday, June 27, 2016

PURPOSE/ACTION REQUESTED

Consider approving an expenditure to complete a building assessment.

SUMMARY

In August of 2013 the City Council adopted a Credit Rating Enhancement Plan in an effort to improve the City's bond rating.

One of the goals in that plan was to expand the scope of the annual Capital Improvement Plan (CIP) to include information associated with needed capital improvements of city facilities, with a focus on structural, HVAC, energy and weatherization and ADA requirements.

Staff has identified all City structures, including hangars and park shelters. We then prioritized the list and have initially identified three buildings for an assessment this year; City Hall, the Public Works Maintenance building and the Parks Maintenance building.

These buildings were selected due to two factors; City Hall - because of the increasingly unreliability of the HVAC system and lack of energy and weatherization features, and the Public Works and Parks buildings because the County is building a new maintenance facility to replace their existing building and they have inquired about a City/County partnership in that new building and I can't adequately respond to them until we have an understanding of the condition of our two buildings.

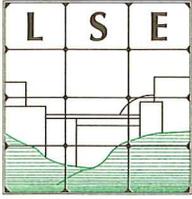
Quotes were sought for and we received the following (copies attached):

LS Engineers	\$12,500
Brunton Architects and Engineers	\$18,980

It is the intention to over the course of the next few years to continue assessing City structures in order to add them to the CIP. The 2016 budget was prepared to account for this expenditure.

RECOMMENDATION

Staff recommends the Council approve the expenditure to LS Engineers for the building assessment.



June 22, 2016

LSEngineers, Inc

Jenelle Teppen, City Administrator
City of Le Sueur
203 S 2nd Street
Le Sueur, MN 56058

**Re: Condition Assessment of Public Works Shop, Maintenance Building
and City Hall, Le Sueur, MN**

Dear Jenelle:

Thank you for the proposal request for a condition assessment of the three city buildings referenced above (see photos enclosed).

We propose to provide structural engineering, architectural and mechanical engineering services to assess the existing building conditions, and provide rough budget assistance as discussed below. Our team will include LS Engineers (structural), Wendell Architects (architectural) and Dolejs Associates (mechanical).

We propose to:

- Visit each building to walk through and observe the existing conditions to the extent accessible and observable without damaging existing systems and/or finishes.
- Identify apparent concerns structurally, architecturally and/or mechanically.
- Take rough measurements as required to evaluate the buildings in light of current code requirements where necessary.
- Provide a summary of repair and/or upgrade items for each building along with an estimate of probable cost of each to assist you in budgeting.
- Assemble our findings in a report for your use.
- Be available for questions and provide clarifications where requested by you.

We propose to provide the services described for a lump sum fee of \$12,500.00.

If acceptable, an authorized signature of the enclosed service agreement will enable us to schedule the visit and walk through.

Please call with any questions.

Sincerely,

Eugene M. Dwyer, P.E.

234 North Main Street
Le Sueur, MN 56058
(507) 665-6255

lseng@lsengineers.com

May 25, 2016

City of Le Sueur
203 South 2nd Street
Le Sueur, MN 56058

Re: City of Le Sueur
CIP facility Study

To the City of Le Sueur,

Thank you for the opportunity to submit this revised proposal to you to provide the first phase of the capital improvement program (CIP) recommendation assessment. Based on the discussions held during our meeting of April 25th, we have broken down the project to only address the three (3) buildings you requested to be included in this year's study. The other buildings will be completed in phases over the next several years.

The three buildings that are included in this year's study were:

1. Parks Building
2. Public Works Department
3. City Hall/Police Department

It is our understanding that the document to be created out of these studies is to be considered a "living" document that can be continually updated as repairs/upgrades are completed on the structure and the "life" expectancy of each item of the CIP list reflect these changes.

The requested scope of work as we understand it remains as follows:

1. To assess the existing buildings relative condition and expected future repairs and estimated usable life left.
2. Establish a list of recommended improvements to each facility with a recommended implementation time line for each item
3. Assess the building for compliance with current ADA accessibility requirements.
4. Prepare a report based on the above findings and submit to the City
5. Meet with the City Facility groups and City Council and review the report with them.

We have analyzed the cost to complete the study for the buildings listed above, along with the cost associated with creating the "template" document to be used on all of the city buildings for this study and all future studies. Based on this analysis, we propose to complete the study for the three (3) buildings listed above for a total fee of **Eighteen Thousand, Nine Hundred and Eighty Dollars and no cents (\$18,980.00)**.

We know that the costs associated with this first phase appear higher than desired. The cost of developing the template document for the CIP program is a significant upfront cost to this phase, but once created, the remaining phases of the CIP study will benefit from this effort.

Please feel free to notify us immediately if the scope of work that we have outlined above is in need of revision. We will then develop the necessary formal contract documents for signatures, which provides us with the authorization to proceed with the study. Because of the short timeline to get the first phase completed, if you would return this document to us **with the retainer fee (\$2500)**, and an authorized signature on the line below, we will consider this a Letter of Intent and begin work on the project before the formal contract is executed.

If you have any questions concerning this proposal, please don't hesitate to contact us.

Yours Truly,
Brunton Architects & Engineers



Corey Alan Brunton, AIA
CEO / Principal

City of LeSueur

Title _____



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, City Clerk

SUBJECT: 2016 Municipal Maintenance Agreement

DATE: For the City Council Meeting of June 27, 2016

PURPOSE/ACTION REQUESTED

Consider entering into the 2016 municipal maintenance agreement with Le Sueur County for the maintenance of the County State-Aid Highways within City limits.

SUMMARY

Annually the City Council is asked to consider entering into an agreement with Le Sueur County to provide the maintenance of the County State-Aid highways within City limits. In 2015, Le Sueur County paid the City a rate of \$7,746.41 per mile for a total \$31,372.96 (4.05 miles maintained). The proposed rate for 2016 for the same contract is \$6,978.14 per mile for a total of \$28,261.47.

RECOMMENDATION

Approve the 2016 municipal maintenance agreement with Le Sueur County for the maintenance of the County State-Aid Highways within City limits.

**Municipal Maintenance Agreement
Between
Le Sueur County
and
City of Le Sueur**

THIS AGREEMENT made and entered into by and between the City of Le Sueur hereinafter referred to as the MUNICIPALITY and the County of Le Sueur hereinafter referred to as the COUNTY WITNESSETH:

WHEREAS, pursuant to Minnesota Session Laws, 1959, Chapter 500, Article 3, Section 17, the parties do desire to enter into an agreement relating to the maintenance of County State Aid Highways within the corporate limits of the MUNICIPALITY upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, THE PARTIES DO AGREE as follows:

The MUNICIPALITY will during the calendar year of 2016 maintain those portions of County State Aid Highways within the corporate limits of the MUNICIPALITY particularly described as follows:

C.S.A.H. No 26	From T.H. 112 to Park Lane	0.10 MI
	From Park Lane to 0.4 MI E. T.H. 112	0.30 MI
	From 0.4 MI E. T.H. 112 to Kingsway Drive	0.10 MI
	From Kingsway Drive to E. City Limits	0.30 MI
C.S.A.H. No 35	From T.H. 112 to 4th St.	0.14 MI
	From 4th St. to 0.1 MI S. of Peck St.	0.44 MI
	From 0.1 MI S. of Peck St. to Barony Road	0.66 MI
	From Barony Road to CSAH 26	0.13 MI
C.S.A.H. No 36	From S. City Limits to Davis St.	0.30 MI
	From Davis St. to 0.05 MI S. of Ferry St.	0.20 MI
	From 0.05 MI S. of Ferry St. to Ferry St.	0.05 MI
	From Main St. to 2nd St.	0.07 MI
	From 2nd St. to T.H. 112	0.14 MI
	From Ferry St. to Bridge St.	0.08 MI
C.S.A.H. No 37	From T.H. 112 to 5th St. on Bridge St.	0.07 MI
	From Bridge St. to Dexter on Fifth	0.12 MI
	From on 5th Dexter to Peck St.	0.77 MI
	From Peck St. to Dakota St. on Fourth	0.08 MI

Total Mileage: 4.05 Miles

The MUNICIPALITY will perform maintenance and snow removal on the aforesaid County State Aid Highways. The maintenance and snow removal will be according to Minnesota State Statutes.

The COUNTY will pay to the MUNICIPALITY the rate of \$ 6,978.14 per mile per year, this equals the sum of Twenty Eight Thousand Two Hundred Sixty One Dollars and 47/100 (\$28,261.47) per year for the performance of the work and labor and the furnishing of materials, as hereinbefore set forth, on the County State Aid Highways hereinbefore set forth. Fractional miles and fractional months, if any, will be used in computing the amounts payable under this agreement.

Payments under this AGREEMENT shall be made on an annual basis as near as possible after the date of December 31st.

This AGREEMENT shall not be construed as a relinquishment by the COUNTY BOARD of any powers or control it may have over the herein before described streets or highways.

Upon the failure of the MUNICIPALITY to perform any of the work named herein under the terms of the AGREEMENT, the County Engineer may do and perform such work, or cause it to be done and performed, and may retain from any monies then due to the MUNICIPALITY under this AGREEMENT, or thereafter becoming due, any such amount as is required for the completion of such work.

The MUNICIPALITY agrees to save and hold harmless the County Highway Engineer, the COUNTY and all of its agents and employees from any and all claims, demands, actions or causes of action of any nature whatsoever arising out of or by reason of the execution of performance of the work provided for herein to be performed by the MUNICIPALITY and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of any nature whatsoever arising out of the work to be performed by the MUNICIPALITY herein.

IN WITNESS WHEREOF, the COUNTY and MUNICIPALITY have caused these presents to be executed by their respective officers as of the date first above written.

ADOPTED: _____, 2016.

Mayor

ATTEST: _____
Clerk

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution duly passed, adopted, and approved by the City Council of said City on _____, 2016.

APPROVED AND ACCEPTED:

COUNTY OF LE SUEUR

ATTEST:

Chairman of County Board

County Administrator