



LE SUEUR CITY COUNCIL AGENDA
Monday, July 25, 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 July 11, 2016
 - B. Resolution Approving Disbursements for Period Ending July 25, 2016
 - C. Approve Dance Permit
 - D. Approve Parade Permit
 - E. Waiver of Tort Liability Limits
 - F. Set Public Hearing
 - G. Set Work Session Dates
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 - None
10. Regular Agenda
 - A. Approve Project Specifications for the Proposed 2016 Pavement Management Project

- B. Approve Resolution to Continue Discussions Forming a Joint Transit System with St. Peter
- C. Consider Approval of Second Reading of an Ordinance Opting Out of the Requirement of Minnesota State Statutes 462.3593
- D. Mid-Year Long Term Goals Report
- E. Consider Appointing Public Services Director
- F. Council Request to Discuss Lowest Possible Bidder Requirements
- G. Councilmember Request to Discuss Open Meeting Law
- H. Councilmember Request to Provide Update on the League of Minnesota Cities Summer Conference
- I. Comprehensive Plan Update
- J. Miscellaneous
- K. Adjourn

A Regular Meeting of the City Council was held on Monday, July 11, 2016 at 6:30pm in the Council Chambers with Mayor Broeder presiding. Council Members present: Huntington, Johnson, Kerkow, Rohloff and Wilke. Council Members absent: Wicks. City Administrator Jenelle Teppen, City Attorney Todd Coryell, SEH representative Todd Potas and Southwest Minnesota Housing Partnership Grant Administrator Michele Clark were also present.

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

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-059 approving the following consent agenda items:

- Regular meeting minutes of June 27, 2016;
- Approving the disbursement for period ending July 11, 2016 in the amount of \$952,395.05;

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

A motion by Council Member Rohloff, seconded by Council Member Huntington to adopt Resolution #16-060 approving the 2017-2019 Regional Economic Development Alliance (REDA) Joint Services Agreement. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-061 approving the renewal of the 2017-2019 Animal Control Services Agreement. Voting in favor: Council Members Huntington, Johnson, Kerkow, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Johnson, seconded by Council Member Rohloff to adopt Resolution #16-062, approving the Public Hearing in regard to Le Sueur County's Request to Vacate the alley in block 69. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-063, tabling the consideration and discussion of the Odor Monitoring Report. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-064, approving Small cities Development Program (SCDP) Implementation. The City of Le Sueur through the SCDP project will to the greatest extent feasible, market to low and very low income persons or businesses, and female or minority-owned contractors. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-065, approving the increase of the electric on demand rate to \$11.75/kW hour. Voting in favor: Council Members Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: Council Members Huntington and Johnson. Motion carried.

A motion by Council Member Kerkow, seconded by Council Member Rohloff to adopt Resolution #16-066, approving the first reading of an ordinance opting out of the requirement of Minnesota State Statutes 462.3593. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Johnson to adopt Resolution #16-067, approving the second reading of an ordinance amending City Charter – Elimination of the Wart System. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-068, approving the award of the 2016 Seal Coat project to Allied Blacktop, Co. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Huntington, seconded by Council Member Rohloff to adopt Resolution #16-069, approving the temporary appointment of City Administrator Jenelle Teppen to the Minnesota Municipal Power Association (MMPA) board. Voting in favor: Council Members Huntington, Johnson, Kerkow, Rohloff Wilke and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Rohloff, seconded by Council Member Huntington to adjourn at 8:21pm. Voting in favor: Council Members Huntington, Kerkow, Rohloff, Wilke and Mayor Broeder. Voting no: None. Motion carried.

ATTEST:

Robert Broeder, Mayor

Stacy Lawrence, City Clerk



Council Approval Report for July 25, 2016

By Fund

Post Dates 07/12/2016 - 07/25/2016

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	63774	101-14101	992.00
101-14101	GENESIS	BULK FUEL	63775	101-14101	1,831.80
101-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	101-20702	24,419.72
101-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	101-21701	4,785.91
101-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	101-21702	1,924.06
101-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	101-21703	3,492.84
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	101-21704	3,465.30
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003574	101-21704	5,115.66
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003576	101-21704	22.00
101-21707	L.E.L.S.	UNION DUES	INV0003578	101-21707	196.00
101-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	101-21712	1,344.24
101-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	101-21713	191.18
101-21714	SELECT ACCOUNT	FLEX/HSA	INV0003572	101-21714	933.66
101-21714	PAYROLL FUND	AUGUST PREMIUM	INV0003588	101-21714	19,434.50
101-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003566	101-21718	500.00
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003570	101-21719	1,017.55
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	101-21719	556.30
101-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0003569	101-21721	515.76
					70,738.48
Department: 41110 - CITY COUNCIL					
101-41110-331	ROBERT BROEDER	TRAVEL EXPENSE	INV0003560	101-41110-331	414.20
					Department 41110 - CITY COUNCIL Total: 414.20
Department: 41320 - CITY ADMINISTRATOR					
101-41320-331	JENELLE TEPPEN	PEER GROUP	INV0003614	101-41320-331	71.28
101-41320-437	JENELLE TEPPEN	EASEL, SHARPIE	INV0003613	101-41320-437	50.52
101-41320-437	CARDMEMBER SERVICE	FACEBOOK AD	INV0003630	101-41320-437	10.00
					Department 41320 - CITY ADMINISTRATOR Total: 131.80
Department: 41430 - CITY CLERK					
101-41430-201	INNOVATIVE OFFICE SOLUTIONS	PAPER, BATTERIES, PAPER	IN1245047	101-41430-201	61.66
101-41430-309	APG MEDIA OF SOUTHERN	LEGAL NOTICES	55204378	101-41430-309	439.20
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	101-41430-321	4.07
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	101-41430-321	4.07
101-41430-321	CONSOLIDATED	Phone Service	INV0003624	101-41430-321	137.29
101-41430-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003628	101-41430-321	68.14
101-41430-433	LESUEUR NEWS HERALD	NEWSPAPER SUBSCRIPTION	INV0003623	101-41430-433	59.80
101-41430-437	STACY LAWRENCE	TABLECOTH	INV0003565	101-41430-437	18.23
					Department 41430 - CITY CLERK Total: 792.46
Department: 41610 - LEGAL					
101-41610-304	AMERICAN LEGAL PUBLISHING	ORDINANCE UPDATES	0111252	101-41610-304	33.15
101-41610-304	ANDERSON, SKUBITZ, &	LEGAL FEES-JUNE 2016	15354	101-41610-304	2,332.50
					Department 41610 - LEGAL Total: 2,365.65
Department: 41910 - PLANNING AND ZONING					
101-41910-314	NORTHWEST ASSOCIATED	JUNE 2016 TECHNICAL	22436	101-41910-314	146.78
					Department 41910 - PLANNING AND ZONING Total: 146.78
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-41940-381	626.86
101-41940-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0003621	101-41940-383	41.27
101-41940-401	FERGUSON ENTERPRISES, INC	WATER HEATER REPAIR	3952083	101-41940-401	79.50
					Department 41940 - GOVERNMENT BUILDINGS Total: 747.63
Department: 42120 - POLICE DEPARTMENT					
101-42120-201	TRUSTWORTHY HARDWARE	BATTERY-POLICE	213821	101-42120-201	6.98

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-42120-201	QUILL CORPORATION	LAMINATING POUCHES	7243227	101-42120-201	106.85
101-42120-304	BOLTON & MENK	JSB	0192322	101-42120-304	135.67
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	101-42120-321	4.06
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	101-42120-321	4.06
101-42120-321	CONSOLIDATED	Phone Service	INV0003624	101-42120-321	112.09
101-42120-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-42120-381	313.42
101-42120-383	CENTER POINT ENERGY	GAS UTILITIES-6067088-2	INV0003621	101-42120-383	20.32
101-42120-400	PROFESSIONAL CLEANING	JANITORIAL SERVICES	102	101-42120-400	289.90
101-42120-400	CINTAS CORPORATION LOC.	RUG SERVICE	754600696	101-42120-400	88.03
101-42120-400	CINTAS CORPORATION LOC.	RUG SERVICE	754605780	101-42120-400	88.03
101-42120-407	HENDERSON LAWN CARE	MOW LAWNS @ NUISANCE	203	101-42120-407	395.00
101-42120-407	INTERSTATE BUILDING SUPPLY	MATERIALS TO SECURE 411 S	215873	101-42120-407	229.68
101-42120-407	NICOLLET COUNTY	PAPER SERVICE ON BLANCH	807	101-42120-407	65.00
101-42120-452	CORNER DRUG OF LESUEUR	EVIDENCE COLLECTION SWABS	110408513	101-42120-452	1.50
101-42120-452	CORNER DRUG OF LESUEUR	EVIDENCE PROCESSING	210574642	101-42120-452	4.00

Department 42120 - POLICE DEPARTMENT Total: 1,864.59

Department: 42152 - POLICE AUTOMOTIVE SERVICES

101-42152-221	GRAFIX SHOPPE	GRAPHICS FOR NEW SQUAD	108770	101-42152-221	900.00
101-42152-428	MINNESOTA DEPT OF	SQUAD LEASES	2016120018	101-42152-428	1,273.80
101-42152-431	HOLIDAY CREDIT OFFICE	WASHER FLUID & OIL	200815069233	101-42152-431	13.87
101-42152-431	EVAN SMITH	REIMBURSE FOR SQUAD SEAT	INV0003562	101-42152-431	33.93
101-42152-431	AQUA SHINE CAR WASH, INC.	CAR WSH TOKEN FOR SQUADS	INV0003563	101-42152-431	100.00
101-42152-438	VON ESSEN TOWING & REPAIR	TOW VEHICLE	5412	101-42152-438	150.00

Department 42152 - POLICE AUTOMOTIVE SERVICES Total: 2,471.60

Department: 42401 - BUILDING CODE ENFORCEMENT

101-42401-408	CITY BLDG INSPECTION	INSPECTION SERVICES	365	101-42401-408	4,342.88
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Department 42401 - BUILDING CODE ENFORCEMENT Total: 4,342.88

Department: 42500 - POLICE RESERVES

101-42500-321	MEDIACOM LLC	INTERNET SERVICE-	INV0003590	101-42500-321	36.65
101-42500-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-42500-381	98.00
101-42500-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003619	101-42500-383	7.62

Department 42500 - POLICE RESERVES Total: 142.27

Department: 43121 - STREET DEPARTMENT

101-43121-213	GILLUND ENTERPRISES	FUEL SYSTEM CLEANER	822443	101-43121-213	92.79
101-43121-215	THE STATE CHEMICAL MFG. CO.	BATHROOM CLEANER	0097771910	101-43121-215	251.73
101-43121-215	DISTEL GRAIN SYSTEMS	LP TANK FILL	09344	101-43121-215	14.97
101-43121-215	G & K SERVICES INC	TOWEL SERVICE	1002746799	101-43121-215	37.41
101-43121-215	G & K SERVICES INC	TOWEL SERVICE	1002769536	101-43121-215	37.41
101-43121-216	CERTIFIED LABORATORIES	DIESEL TREATMENT	2358861	101-43121-216	538.20
101-43121-217	VERIZON WIRELESS	UNIFORMS	754601980	101-43121-217	75.96
101-43121-217	VERIZON WIRELESS	UNIFORMS	754604560	101-43121-217	75.96
101-43121-217	VERIZON WIRELESS	UNIFORMS	754607058	101-43121-217	75.96
101-43121-217	VERIZON WIRELESS	UNIFORMS	754609610	101-43121-217	75.96
101-43121-221	ZARNOTH BRUSH WORKS, INC.	BROOMS FOR SWEEPER	0160780-IN	101-43121-221	691.00
101-43121-222	LABELLE'S ALIGNMENT	TIRES	19413	101-43121-222	953.51
101-43121-224	SOUTHERN MN CONSTRUCTION	BLACK TOP	1335965	101-43121-224	739.70
101-43121-224	BRYAN ROCK PRODUCTS	GRAVEL	15729	101-43121-224	242.33
101-43121-224	INTERSTATE BUILDING SUPPLY	CEMENT	215313	101-43121-224	9.98
101-43121-224	INTERSTATE BUILDING SUPPLY	CEMENT	215330	101-43121-224	9.98
101-43121-224	INTERSTATE BUILDING SUPPLY	CEMENT	215566	101-43121-224	9.98
101-43121-224	TRAXLER CONSTRUCTION	ROCK	51256	101-43121-224	171.86
101-43121-224	VALLEY ASPHALT PRODUCTS	BLACK TOP	8424	101-43121-224	212.27
101-43121-303	BOLTON & MENK	WOODS DRIVE STABILIZATION	0192324	101-43121-303	1,028.00
101-43121-321	VERIZON WIRELESS	CELLULAR SERVICE	9767951729	101-43121-321	434.26
101-43121-321	CONSOLIDATED	PHONE SERVICE	INV0003625	101-43121-321	56.95
101-43121-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-43121-381	69.19
101-43121-383	CENTER POINT ENERGY	GAS UTILITIES-5961974-2	INV0003618	101-43121-383	49.58
101-43121-404	DENZER'S VALLEY AG	CATCH BASIN COVER REPAIR	5246	101-43121-404	89.00

Department 43121 - STREET DEPARTMENT Total: 6,043.94

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Department: 45201 - PARK DEPARTMENT					
101-45201-211	TRUSTWORTHY HARDWARE	CLEANING SUPPLIES	213591	101-45201-211	47.58
101-45201-215	TRUSTWORTHY HARDWARE	KEYS & STRAIN	213792	101-45201-215	118.09
101-45201-221	TRUSTWORTHY HARDWARE	FILTERS, SUPPLIES	213377	101-45201-221	47.79
101-45201-225	BRUSHWORK OF FARIBAULT,	PARK SIGNS	00012414	101-45201-225	5,940.00
101-45201-225	HERMAN'S LANDSCAPE	PARK MULCH	18232/1	101-45201-225	400.00
101-45201-225	HERMAN'S LANDSCAPE	PARK MULCH	18704/1	101-45201-225	400.00
101-45201-237	INTERSTATE BUILDING SUPPLY	TREATED LUMBER	215293	101-45201-237	6.79
101-45201-256	ALL FLAGS, LLC	PARK FLAGS	265154	101-45201-256	413.00
101-45201-380	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-45201-380	811.90
101-45201-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-45201-381	1,291.20
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-7728138-4	INV0003598	101-45201-383	24.28
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-5961978-3	INV0003599	101-45201-383	55.55
101-45201-404	DENZER'S VALLEY AG	REPLACEMENT BATTERY	0033684	101-45201-404	144.37
101-45201-404	DENZER'S VALLEY AG	BATTERY & OIL	0033703	101-45201-404	119.48
101-45201-404	MTI DISTRIBUTING, INC.	MOWER ROTOR	1076345	101-45201-404	453.60
101-45201-404	MTI DISTRIBUTING, INC.	MOWER ALTERNATOR	1077151-00	101-45201-404	340.54
101-45201-404	TRUSTWORTHY HARDWARE	V BELT	213929	101-45201-404	14.57
Department 45201 - PARK DEPARTMENT Total:					10,628.74
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-321	CONSOLIDATED	Line Charges	INV0003626	101-45500-321	81.34
101-45500-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	101-45500-381	806.86
101-45500-383	CENTER POINT ENERGY	GAS UTILITIES-599241-0	INV0003596	101-45500-383	26.03
Department 45500 - LIBRARY MAINTENANCE Total:					914.23
Department: 49200 - UNALLOCATED EXPENDITURES					
101-49200-441	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	016-027-1	101-49200-441	2,893.78
101-49200-441	BOLTON & MENK	RECONSTRUCTION CIP	0192319	101-49200-441	2,567.50
101-49200-441	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	317736	101-49200-441	143.75
Department 49200 - UNALLOCATED EXPENDITURES Total:					5,605.03
Fund 101 - GENERAL FUND Total:					107,350.28
Fund: 225 - FIRE SERVICE FUND					
225-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	225-20702	1,840.14
225-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	225-21701	17.43
225-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	225-21702	9.32
225-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	225-21703	257.08
225-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	225-21712	60.26
					2,184.23
Department: 42200 - FIRE SERVICE					
225-42200-212	HOLIDAY CREDIT OFFICE	MOTOR FUEL	150319249233	225-42200-212	12.07
225-42200-321	CONSOLIDATED	Line Charges	INV0003626	225-42200-321	78.24
225-42200-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	225-42200-381	809.21
225-42200-383	CENTER POINT ENERGY	GAS UTILITIES-5992392-0	INV0003620	225-42200-383	40.72
Department 42200 - FIRE SERVICE Total:					940.24
Fund 225 - FIRE SERVICE FUND Total:					3,124.47
Fund: 226 - AMBULANCE SERVICE FUND					
226-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	226-20702	5,257.27
226-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	226-21701	217.24
226-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	226-21702	97.80
226-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	226-21703	169.56
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	226-21704	6.56
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003575	226-21704	1,236.76
226-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	226-21712	185.26
226-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	226-21719	0.48
					7,170.93
Department: 42153 - AMBULANCE SERVICES					
226-42153-107	SOUTH CENTRAL MN EMS	RESP CONTRACT WAGES FOR	13-214	226-42153-107	68.00
226-42153-107	MCMT	PARAMEDIC INTERCEPT FEE	16-53654	226-42153-107	186.13
226-42153-206	G & K SERVICES INC	LINEN SERVICE	1002735435	226-42153-206	175.28

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
226-42153-206	G & K SERVICES INC	LINEN SERVICE	1002758205	226-42153-206	171.81
226-42153-219	BOUND TREE MEDICAL LLC	ELETRUDE PADS, MASKS,	82201389	226-42153-219	212.39
226-42153-221	UNIVERSAL HOSPITAL SERVICES	CALIBRATION & MAITENANCE	006211	226-42153-221	406.14
226-42153-264	PRAXAIR DISTRIBUTION, INC	OXYGEN	73636049	226-42153-264	624.29
226-42153-266	CORNER DRUG OF LESUEUR	ALBUTERAL	210574878	226-42153-266	15.00
226-42153-304	BOLTON & MENK	JSB	0192322	226-42153-304	135.66
226-42153-318	ADVANTAGE BILLING CONCEPTS	BILLING SERVICES	57	226-42153-318	1,188.00
226-42153-321	MEDIACOM LLC	INTERNET SERVICE-	INV0003590	226-42153-321	36.65
226-42153-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	226-42153-381	103.87
226-42153-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003619	226-42153-383	8.68

Department 42153 - AMBULANCE SERVICES Total: 3,331.90

Fund 226 - AMBULANCE SERVICE FUND Total: 10,502.83

Fund: 227 - PARA-TRANSIT FUND

227-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	227-20702	3,097.62
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	227-21701	232.05
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	227-21702	105.21
227-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	227-21703	373.88
227-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	227-21704	474.98
227-21711	MN CHILD SUPPORT PAYMENT	REMITTANCE IDENTIFIER:	INV0003567	227-21711	15.91
227-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	227-21712	87.44
227-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	227-21713	50.00
227-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0003571	227-21719	48.01

4,485.10

Department: 49800 - EQUIPMENT, MAINT, GARAGE

227-49800-221	TRUSTWORTHY HARDWARE	SCREWS-TRANSIT	214097	227-49800-221	2.95
227-49800-221	WOLF MOTOR CO., INC.	OIL CHANGE, FILTER,	9032068/1	227-49800-221	756.23

Department 49800 - EQUIPMENT, MAINT, GARAGE Total: 759.18

Department: 49804 - ADMINISTRATION

227-49804-304	BOLTON & MENK	JSB	0192322	227-49804-304	135.67
227-49804-321	VERIZON WIRELESS	CELLULAR SERVICE	9767899514	227-49804-321	88.03
227-49804-321	MEDIACOM LLC	INTERNET SERVICE-	INV0003590	227-49804-321	36.65
227-49804-321	CONSOLIDATED	Phone Service	INV0003624	227-49804-321	63.92
227-49804-331	CARDMEMBER SERVICE	SPRING WORKSHOP	INV0003635	227-49804-331	249.11
227-49804-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	227-49804-381	109.75
227-49804-383	CENTER POINT ENERGY	GAS UTILITIES-5981086-1	INV0003619	227-49804-383	9.99

Department 49804 - ADMINISTRATION Total: 693.12

Fund 227 - PARA-TRANSIT FUND Total: 5,937.40

Fund: 229 - CABLE TV FUND

229-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	229-20702	1,179.68
229-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	229-21701	84.68
229-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	229-21702	36.57
229-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	229-21703	95.48
229-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	229-21712	22.34

1,418.75

Fund 229 - CABLE TV FUND Total: 1,418.75

Fund: 235 - AIRPORT FUND

Department: 49810 - AIRPORT ADMINISTRATION

235-49810-321	CONSOLIDATED	Line Charges	INV0003626	235-49810-321	39.11
235-49810-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	235-49810-381	46.34
235-49810-383	CENTER POINT ENERGY	GAS UTILITIES-8747362-5	INV0003622	235-49810-383	16.94
235-49810-409	CONSOLIDATED	Line Charges	INV0003626	235-49810-409	39.11

Department 49810 - AIRPORT ADMINISTRATION Total: 141.50

Fund 235 - AIRPORT FUND Total: 141.50

Fund: 240 - HRA FUND

240-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	240-20702	2,168.55
240-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	240-21701	262.13
240-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	240-21702	100.50

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
240-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	240-21703	318.88
240-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	240-21704	386.61
240-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	240-21712	74.58
240-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	240-21719	42.23
					3,353.48
Fund 240 - HRA FUND Total:					3,353.48

Fund: 250 - YOUTH OPPORTUNITIES FUND

250-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	250-20702	969.67
250-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	250-21703	130.20
250-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	250-21712	30.46
					1,130.33
Fund 250 - YOUTH OPPORTUNITIES FUND Total:					1,130.33

Fund: 380 - EDA GENERAL FUND

Department: 46500 - ECONOMIC DEVELOPMENT ASSIST

380-46500-100	BOLTON & MENK	NORTH 2NS ST	0192320	380-46500-100	560.00
					560.00
Department 46500 - ECONOMIC DEVELOPMENT ASSIST Total:					560.00
Fund 380 - EDA GENERAL FUND Total:					560.00

Fund: 416 - PAVEMENT MANAGEMENT

Department: 43121 - STREET DEPARTMENT

416-43121-303	BOLTON & MENK	SOUTH 4TH PAVEMENT	0192323	416-43121-303	14,475.00
					14,475.00
Department 43121 - STREET DEPARTMENT Total:					14,475.00
Fund 416 - PAVEMENT MANAGEMENT Total:					14,475.00

Fund: 420 - CAPITAL IMPROVEMENT FUND

Department: 49250 - GENERAL CAPITAL IMPROVEMENTS

420-49250-303	BOLTON & MENK	2014 AIRPORT LAND	0192128	420-49250-303	1,000.00
					1,000.00
Department 49250 - GENERAL CAPITAL IMPROVEMENTS Total:					1,000.00
Fund 420 - CAPITAL IMPROVEMENT FUND Total:					1,000.00

Fund: 601 - WATER UTILITY FUND

601-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	601-20702	5,960.09
601-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	601-21701	609.82
601-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	601-21702	261.00
601-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	601-21703	890.28
601-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	601-21704	995.95
601-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	601-21712	208.26
601-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	601-21713	20.00
601-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003566	601-21718	160.25
601-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	601-21719	91.68
					9,197.33

Department: 49400 - SOURCE OF SUPPLY

601-49400-402	TRUSTWORTHY HARDWARE	BATTERY, SMALL TOOLS-WATER	213777	601-49400-402	61.15
601-49400-404	NUESSMEIER ELECTRIC	FUSES	42239	601-49400-404	18.59
					79.74
Department 49400 - SOURCE OF SUPPLY Total:					79.74

Department: 49410 - POWER AND PUMPING

601-49410-381	MINNESOTA VALLEY ELECTRIC	UTILITIES HWY 169	INV0003589	601-49410-381	203.13
601-49410-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	601-49410-381	8,846.35
601-49410-387	CENTER POINT ENERGY	GAS UTILITIES-5981090-3	INV0003591	601-49410-387	267.48
601-49410-388	CENTER POINT ENERGY	GAS UTILITIES-5981106-7	INV0003592	601-49410-388	35.03
					9,351.99
Department 49410 - POWER AND PUMPING Total:					9,351.99

Department: 49430 - DISTRIBUTION

601-49430-240	MINNESOTA PIPE & EQUIPMENTADAPTER		0359748	601-49430-240	70.30
					70.30
Department 49430 - DISTRIBUTION Total:					70.30

Department: 49440 - ADMINISTRATION & GENERAL

601-49440-201	INNOVATIVE OFFICE SOLUTIONS	SCOTCH TAPE	IN1243938	601-49440-201	6.20
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	PAGE DIVIDERS	IN1243940	601-49440-201	4.21
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754609609	601-49440-217	127.16
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754612109	601-49440-217	97.03

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754614660	601-49440-217	50.35
601-49440-240	SEARS COMMERCIAL ONE	WRENCHES	T503058	601-49440-240	99.15
601-49440-304	ANDERSON, SKUBITZ, &	LEGAL FEES-JUNE 2016	15354	601-49440-304	466.50
601-49440-314	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	016-027-1	601-49440-314	1,446.89
601-49440-314	BOLTON & MENK	TH 112 UTILITIES	0192321	601-49440-314	1,904.00
601-49440-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	317736	601-49440-314	143.75
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	601-49440-321	2.03
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	601-49440-321	2.03
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9767906563	601-49440-321	198.57
601-49440-321	CONSOLIDATED	Phone Service	INV0003624	601-49440-321	27.46
601-49440-321	CONSOLIDATED	PHONE SERVICE	INV0003625	601-49440-321	113.91
601-49440-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003628	601-49440-321	59.06
601-49440-433	MINNESOTA RURAL WATER	MRWA 2016 MEMBERSHIP	INV0003561	601-49440-433	250.00

Department 49440 - ADMINISTRATION & GENERAL Total: 4,998.30

Fund 601 - WATER UTILITY FUND Total: 23,697.66

Fund: 602 - SEWER UTILITY FUND

602-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	602-20702	3,971.99
602-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	602-21701	424.25
602-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	602-21702	180.11
602-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	602-21703	577.40
602-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	602-21704	720.25
602-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	602-21712	135.04
602-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	602-21713	20.00
602-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003566	602-21718	160.25
602-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	602-21719	59.11

6,248.40

Department: 49470 - SEWER LIFT STATIONS

602-49470-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	602-49470-381	166.62
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Department 49470 - SEWER LIFT STATIONS Total: 166.62

Department: 49490 - ADMINISTRATION & GENERAL

602-49490-201	INNOVATIVE OFFICE SOLUTIONS	SCOTCH TAPE	IN1243938	602-49490-201	6.20
602-49490-201	INNOVATIVE OFFICE SOLUTIONS	PAGE DIVIDERS	IN1243940	602-49490-201	4.21
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754609609	602-49490-217	127.16
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754612109	602-49490-217	97.03
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754614660	602-49490-217	50.35
602-49490-220	DENZER'S VALLEY AG	CRANE REPAIR	5244	602-49490-220	171.98
602-49490-240	SEARS COMMERCIAL ONE	WRENCHES	T503058	602-49490-240	99.15
602-49490-304	ANDERSON, SKUBITZ, &	LEGAL FEES-JUNE 2016	15354	602-49490-304	466.50
602-49490-314	BOLTON & MENK	TH 112 UTILITIES	0192321	602-49490-314	1,904.00
602-49490-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	317736	602-49490-314	143.75
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	602-49490-321	2.03
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	602-49490-321	2.03
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9767906563	602-49490-321	198.57
602-49490-321	CONSOLIDATED	Phone Service	INV0003624	602-49490-321	27.46
602-49490-321	CONSOLIDATED	PHONE SERVICE	INV0003625	602-49490-321	113.91
602-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003628	602-49490-321	59.06
602-49490-386	MINNESOTA RIVER VALLEY PUC	JUNE TREATMENT COSTS	329	602-49490-386	68,349.10
602-49490-433	MESERB	2016-2017 MEMBERSHIP	INV0003616	602-49490-433	1,262.37

Department 49490 - ADMINISTRATION & GENERAL Total: 73,084.86

Fund 602 - SEWER UTILITY FUND Total: 79,499.88

Fund: 604 - ELECTRIC UTILITY FUND

604-14100	BORDER STATES ELEC SUPPLY	ANCHORS & RODS	911529853	604-14100	805.32
604-16440	CRYTEEL TRUCK EQUIPMENT	NEW TRUCK EQUIPMENT &	L26412	604-16440	7,624.88
604-16574	INTERSTATE BUILDING SUPPLY	SONA TUBES	213632	604-16574	494.04
604-16574	INTERSTATE BUILDING SUPPLY	SCREWS	214147	604-16574	14.55
604-16574	BORDER STATES ELEC SUPPLY	WIRE & STRAPS	911515234	604-16574	300.76
604-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	604-20702	16,962.54
604-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	604-21701	2,459.94

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
604-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	604-21702	1,001.20
604-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	604-21703	2,681.18
604-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	604-21704	3,229.82
604-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	604-21712	627.04
604-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	604-21713	59.99
604-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0003566	604-21718	610.50
604-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	604-21719	355.18
604-22802	WASTE MANAGEMENT OF WI-	JUNE REFUSE	INV0003564	604-22802	19,707.92
					56,934.86

Department: 49570 - TRANSMISSION & DISTRIBUTION

604-49570-221	CRYSTEEL TRUCK EQUIPMENT	HINGE	LP173981	604-49570-221	25.00
604-49570-221	TOYOTA-LIFT OF MINNESOTA	FORK LIFT REPAIRS	W148347	604-49570-221	1,566.50
604-49570-227	UNITED FARMERS	CHEMICALS	6-626186	604-49570-227	271.73
604-49570-230	TRUSTWORTHY HARDWARE	BRUSHES, PAINT, TAPE,	213412	604-49570-230	106.52
604-49570-230	WESCO RECEIVABLES CORP.	REPAIR COUPLING	422720	604-49570-230	213.75
604-49570-230	UNITED FARMERS	TWINE	6-625909	604-49570-230	27.95
604-49570-230	BORDER STATES ELEC SUPPLY	WIRE & STRAPS	911515234	604-49570-230	18.70
604-49570-231	BORDER STATES ELEC SUPPLY	ANCHORS & RODS	911529853	604-49570-231	144.04
604-49570-233	TRUSTWORTHY HARDWARE	PAINT	213680	604-49570-233	10.68
604-49570-233	TRUSTWORTHY HARDWARE	PAINT	213692	604-49570-233	42.71
604-49570-233	TRUSTWORTHY HARDWARE	SAND PAPER	213762	604-49570-233	4.32
604-49570-234	INTERSTATE BUILDING SUPPLY	EXPANSION JOINT	215586	604-49570-234	3.09
604-49570-240	TRUSTWORTHY HARDWARE	QUICK LINK	213516	604-49570-240	5.53
604-49570-240	TRUSTWORTHY HARDWARE	TAPE MEASURE	213536	604-49570-240	32.05
604-49570-240	TRUSTWORTHY HARDWARE	TUBING, CLAMPS, FITTINGS	213834	604-49570-240	5.94
604-49570-240	TRUSTWORTHY HARDWARE	PAINT THINNER AND BRUSHES	213930	604-49570-240	36.52
604-49570-240	BOUND TREE MEDICAL LLC	GLOVES	82197689	604-49570-240	31.80
604-49570-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	604-49570-381	958.45
604-49570-383	CENTER POINT ENERGY	GAS UTILITIES-5974324-5	INV0003593	604-49570-383	24.73
Department 49570 - TRANSMISSION & DISTRIBUTION Total:					3,530.01

Department: 49590 - ADMINISTRATION & GENERAL

604-49590-202	METRO SALES, INC.	COPIER MAINTENACE	INV571068	604-49590-202	36.42
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS/RUGS	754599467	604-49590-217	162.53
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS/RUGS	754601981	604-49590-217	208.77
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS/RUGS	754604561	604-49590-217	199.72
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS/RUGS	754607059	604-49590-217	202.75
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS/RUGS	754609612	604-49590-217	163.49
604-49590-304	ANDERSON, SKUBITZ, &	LEGAL FEES-JUNE 2016	15354	604-49590-304	1,399.50
604-49590-313	TOM BAULEKE	QI CENTRAL AC REBATE	INV0003594	604-49590-313	300.00
604-49590-313	MERVIN HENTGES	QI CENTRAL AC REBATE	INV0003595	604-49590-313	300.00
604-49590-313	RICHARD DHAENE	QI CENTRAL AC REBATE	INV0003617	604-49590-313	300.00
604-49590-314	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	016-027-1	604-49590-314	1,446.89
604-49590-314	SHORT ELLIOTT HENDRICKSON	ODOR MONITORING	317736	604-49590-314	143.75
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	604-49590-321	4.06
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	604-49590-321	4.06
604-49590-321	CONSOLIDATED	Phone Service	INV0003624	604-49590-321	82.38
604-49590-321	CONSOLIDATED	PHONE SERVICE	INV0003625	604-49590-321	284.78
604-49590-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003628	604-49590-321	181.31
604-49590-401	TRUSTWORTHY HARDWARE	ANT KILLER	213530	604-49590-401	3.73
604-49590-401	TRUSTWORTHY HARDWARE	COFFEE POT-ELEC	213795	604-49590-401	18.16
604-49590-401	DENZER'S VALLEY AG	BACK UP GENERATOR	5247	604-49590-401	2,685.45
604-49590-401	CINTAS CORPORATION LOC.	TOWELS	754599466	604-49590-401	163.49
604-49590-437	ASSET DISCOVERY	COLLECTION FEES	3751000023	604-49590-437	52.50
604-49590-719	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	604-49590-719	7,696.20
604-49590-722	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	604-49590-722	102.34
Department 49590 - ADMINISTRATION & GENERAL Total:					16,142.28

Fund 604 - ELECTRIC UTILITY FUND Total: 76,607.15

Fund: 605 - STORM WATER UTILITY FUND

605-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	605-20702	296.81
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Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
605-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	605-21701	34.99
605-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	605-21702	15.02
605-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	605-21703	50.08
605-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	605-21704	56.56
605-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	605-21712	11.74
					465.20

Fund 605 - STORM WATER UTILITY FUND Total: 465.20

Fund: 606 - MN RIVER VALLEY UTILITY COMM

606-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	606-20702	2,004.88
606-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	606-21701	219.75
606-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	606-21702	94.90
606-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	606-21703	278.96
606-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	606-21704	341.96
606-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	606-21712	65.24
606-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	606-21719	24.82
					3,030.51

Department: 42850 - SEWER TREATMENT PLANT

606-42850-240	SEARS COMMERCIAL ONE	WRENCHES	T503058	606-42850-240	99.15
					Department 42850 - SEWER TREATMENT PLANT Total: 99.15

Department: 49490 - ADMINISTRATION & GENERAL

606-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0003628	606-49490-321	45.43
					Department 49490 - ADMINISTRATION & GENERAL Total: 45.43
					Fund 606 - MN RIVER VALLEY UTILITY COMM Total: 3,175.09

Fund: 615 - RECREATION FUND

615-20702	FIRST FARMERS & MERCHANTS	07/22/2016 PAYROLL	INV0003587	615-20702	13,001.95
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0003580	615-21701	1,067.48
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0003582	615-21702	504.03
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0003581	615-21703	1,852.46
615-21704	FIRST FARMERS & MERCHANTS	PERA	INV0003573	615-21704	868.33
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0003579	615-21712	433.20
615-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0003568	615-21713	304.99
615-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0003571	615-21719	62.06
					18,094.50

Department: 45120 - RECREATION ADMINISTRATION

615-45120-117	ALLISON SPINLER	PRIVATE LESSONS	INV0003610	615-45120-117	50.00
615-45120-117	ALLISON SPINLER	PRIVATE SWIM LESSONS	INV0003611	615-45120-117	50.00
615-45120-201	INNOVATIVE OFFICE SOLUTIONS	BINDER, STAPLER	IN1241147	615-45120-201	45.65
615-45120-202	MARCO INC	COPIER LEASE	308647130	615-45120-202	177.31
615-45120-207	AMERICAN RED CROSS	WSI CLASS	10461819	615-45120-207	798.00
615-45120-218	FRIENDLY CONFINES CHEESE	T BALL ICE CREAM	260506	615-45120-218	122.61
615-45120-218	CARDMEMBER SERVICE	RACE SUPPLIES	INV0003633	615-45120-218	36.92
615-45120-262	KHALED SHEHATA	REIMBURSEMENT FOR	INV0003609	615-45120-262	107.00
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9424149	615-45120-271	101.00
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9426551	615-45120-271	244.75
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	9427909	615-45120-271	135.80
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13694063	615-45120-321	4.06
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENANCE	13723052	615-45120-321	4.06
615-45120-321	VERIZON WIRELESS	CELLULAR SERVICE	9767916964	615-45120-321	230.29
615-45120-321	CONSOLIDATED	Phone Service	INV0003624	615-45120-321	112.09
615-45120-322	CARDMEMBER SERVICE	STAMPS	INV0003634	615-45120-322	94.00
615-45120-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	615-45120-381	4,530.23
615-45120-383	CENTER POINT ENERGY	GAS UTILITIES-6080892-0	INV0003597	615-45120-383	319.56
615-45120-437	ABBY MICHAELIS	SWIM LESSON REFUND	INV0003602	615-45120-437	26.25
615-45120-437	JOYCE TRAXLER	SWIM LESSON REFUND	INV0003608	615-45120-437	26.25
615-45120-493	NICOLLET SOUTH BIKE SHOP	SAFETY CAMP EXPRESS	INV0003601	615-45120-493	1,154.26
615-45120-493	CARDMEMBER SERVICE	SAFETY CAMP	INV0003631	615-45120-493	94.52
615-45120-495	DARLENE KRUEGER	COMMUNITY ED REFUND	INV0003600	615-45120-495	20.00
615-45120-495	PAULETTE SCHMIRLER	COMM ED CLASS REFUND	INV0003603	615-45120-495	33.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
615-45120-495	TRACI DEPREE	REFUND COMMUNITY ED	INV0003604	615-45120-495	33.00
615-45120-495	LINDSEY BROGGER	COMMUNITY ED REFUND	INV0003605	615-45120-495	33.00
615-45120-495	LAURA BROVOLD	COMMUNITY ED REFUND	INV0003606	615-45120-495	33.00
615-45120-495	BRENDAN MOORE	COMMUNITY ED CLASS REFUND	INV0003607	615-45120-495	33.00
Department 45120 - RECREATION ADMINISTRATION Total:					8,649.61
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-404	MN DEPT OF LABOR &	CEMENSKI LICENSE RENEAL	63248	615-45122-404	20.00
615-45122-404	SPS COMPANIES, INC.	HVAC FILTERS	S3288485.001	615-45122-404	149.78
Department 45122 - COMM CTR BUILDING MAINT Total:					169.78
Department: 45124 - OUTDOOR POOL EXPENDITURES					
615-45124-381	LESUEUR MUNICIPAL UTILITIES	JUNE UTILITIES	INV0003629	615-45124-381	5,279.22
615-45124-383	CENTER POINT ENERGY	GAS UTILITIES-5981253-7	INV0003612	615-45124-383	694.69
615-45124-404	CARDMEMBER SERVICE	POWER UNIT	INV0003632	615-45124-404	407.64
Department 45124 - OUTDOOR POOL EXPENDITURES Total:					6,381.55
Fund 615 - RECREATION FUND Total:					33,295.44
Grand Total:					365,734.46

Report Summary

Fund Summary

Fund	Payment Amount
101 - GENERAL FUND	107,350.28
225 - FIRE SERVICE FUND	3,124.47
226 - AMBULANCE SERVICE FUND	10,502.83
227 - PARA-TRANSIT FUND	5,937.40
229 - CABLE TV FUND	1,418.75
235 - AIRPORT FUND	141.50
240 - HRA FUND	3,353.48
250 - YOUTH OPPORTUNITIES FUND	1,130.33
380 - EDA GENERAL FUND	560.00
416 - PAVEMENT MANAGEMENT	14,475.00
420 - CAPITAL IMPROVEMENT FUND	1,000.00
601 - WATER UTILITY FUND	23,697.66
602 - SEWER UTILITY FUND	79,499.88
604 - ELECTRIC UTILITY FUND	76,607.15
605 - STORM WATER UTILITY FUND	465.20
606 - MN RIVER VALLEY UTILITY COMM	3,175.09
615 - RECREATION FUND	33,295.44
Grand Total:	365,734.46

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

DATE: July 25, 2016

APPROVED BY: _____
Jenelle Teppen



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, Communications Director/City Clerk

SUBJECT: Public Dance Permit Request

DATE: For the City Council Meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Consider approval of public dance permits for the Giant Celebration.

SUMMARY

Consider approval of public dance permits for the Giant Celebration on Friday, August 5, 2016 and Saturday, August 6, 2016 from 8:00pm – 12:00am. Dances will be held at Legion Park. Applications and a \$25 fee (per dance) has been paid and approval has been given by the Chief of Police.

RECOMMENDATION

Approve public dance permits for the Giant Celebration as outlined above.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Stacy Lawrence, Communications Director/City Clerk
SUBJECT: Parade Permit Request
DATE: For the City Council Meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Consider approval of a parade permit the Giant Celebration.

SUMMARY

Consider approval of a parade permit for the Giant Celebration on Sunday, August 7, 2016 from 1:00pm – 2:30pm. The parade will start at 4th & Turril streets and end at 901 East Ferry Street. Proper application and insurance information has been submitted to City Hall.

RECOMMENDATION

Approve parade permit for the Giant Celebration as outlined above.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Waiver of Tort Liability Limits

DATE: For the City Council Meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

SUMMARY

Minnesota State Statutes, Section 466.04 places monetary limits on municipal tort liability. Those limits are \$500,000 for any individual claimant and \$1.5 million for any one occurrence. Cities have the option to waive the monetary limits on municipal tort liability established by Minnesota Statutes.

If a member waives the statutory tort limits a single claimant could potentially recover up to \$2 mill for a single occurrence. The City has the option to waive or not waive the monetary limits of tort liability.

The League of Minnesota Cities Insurance Trust (the City's insurance provider) requires annually that cities decide whether to waive or not waive these limits.

RECOMMENDATION

Staff recommends that the Council NOT waive the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Set Date for Public Hearing
DATE: For the City Council meeting of Monday July 25, 2015

PURPOSE/ACTION REQUESTED

Set a date for a public hearing.

SUMMARY

As part of the procedure to certify delinquent utility bills to property taxes, the City Council must hold a public hearing to hear any disputes. The public hearing must be held during the month of September.

Property Owners with delinquent utility accounts will be notified of the following no later than August 5:

- That the account is delinquent and what the balance owed is
- That the owner must make full payment on the account in cash or cash equivalent
- That if the balance is not paid in full by 4:00 pm on September 30 the amount due on that date will be certified to the County for collection with the 2017 property taxes
- That the owner has the right to dispute the account only at the public hearing.

RECOMMENDATION

Staff recommends the City Council set the public hearing date for September 12, 2016.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Set Work Session Dates
DATE: For the City Council meeting of Monday July 25, 2015

PURPOSE/ACTION REQUESTED

Set dates for upcoming City Council Work Sessions.

SUMMARY

August 15 - Budget Work Session

August 29 – Presentation from Minnesota Valley Health Center

RECOMMENDATION

Staff recommends the City Council set those two dates for Work Sessions.



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Approve Plans and Specifications for 2016 Proposed Pavement Management Project

DATE: For the City Council Meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Approve the plans and specifications for the 2016 proposed pavement management project.

SUMMARY

Staff and the City Engineer have been working on development of a pavement management project for 2016.

The proposed project and area are a patch, mill and overlay of S 4th Street from Maag to the south, and S 4th from Davis to S 5th, and the City Hall parking lot. The watermain from Maag to Ferry is also proposed to be replaced. Please see the attached map.

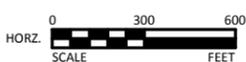
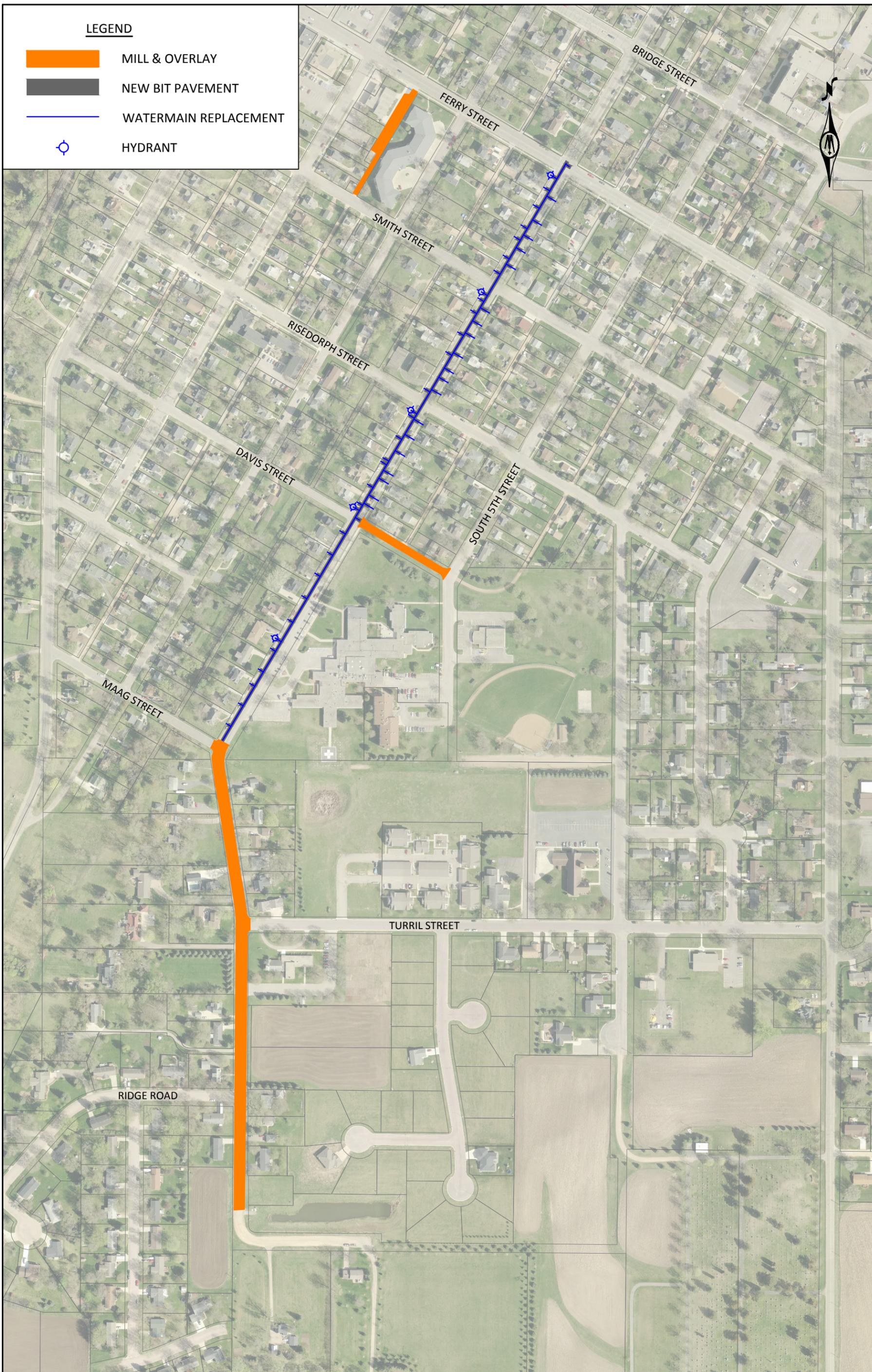
The City Engineer will be in attendance at Monday's meeting to review the plans and specification with the City Council.

RECOMMENDATION

Staff recommends the City Council approve the plans and specifications for the 2016 project.

LEGEND

-  MILL & OVERLAY
-  NEW BIT PAVEMENT
-  WATERMAIN REPLACEMENT
-  HYDRANT



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
1960 PREMIER DRIVE - MANKATO, MINNESOTA 56001
Phone: (507) 625-4171 Email: Mankato@bolton-menk.com
www.bolton-menk.com

CITY OF LE SUEUR, MINNESOTA
SOUTH 4TH STREET
MILL & OVERLAY AND WATERMAIN REPLACEMENT

APRIL 2016

FIGURE NO. 1



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jenelle Teppen, City Administrator

SUBJECT: Approve Resolution Transit cooperation with the City of Saint Peter

DATE: For the City Council Meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Approve and direct continuing discussions toward forming a Transit Joint Powers Board with the City of Saint Peter.

SUMMARY

In January of 2014 the cities of Saint Peter and Le Sueur began discussions to provide joint transit service with hopes that this new service would also include rural service into Nicollet, Le Sueur and Blue Earth counties. As you are already aware, the rural aspect of this service has been taken on by the counties with intent to provide the service themselves.

Staff from the cities of Le Sueur and Saint Peter have continued to discuss providing service to our respective residents while complying with MN/DOT expectations. It has been a goal of MN/DOT to reduce the number of grants awarded by consolidating existing services. This consolidation also has the benefit of providing the new services and efficiencies in management realized from the ability to specialize into specific areas. This also increases the compliance of the services during a time when state and federal requirements are increasing rapidly.

The full fiscal impact of the joint operations is not known at this time, but it appears that the cost to both cities will likely rise (as will regulatory compliance). The additional cost is expected to be covered by fare box revenues. As the discussions progress, it is expected that the fiscal impact will become more apparent.

While the discussions continue with the cities, the joint application to MnDOT is due in early September. In order to meet the application deadline before all the details of the joint system are worked through, MnDOT has requested the two cities approve a resolution indicating that the discussions continue.

RECOMMENDATION

Staff recommends the Council approve the attached Resolution.

RESOLUTION NO. 2016 -

At a meeting of the City Council in and for the City of Le Sueur, Minnesota, which meeting was duly called and held on the 25th day of July, 2016 at 6:30 o'clock pm. All Councilpersons were present. Mayor Broeder presided at the meeting and the following Resolution was offered by Councilperson _____ who duly moved for its adoption:

WHEREAS, Le Sueur Transit and the Le Sueur City Council want to assure that the residents of the City of Le Sueur have access to a robust transportation system; and

WHEREAS, the growing complexity of public transit requirements, and the direction from the state legislature, all contribute to the need for greater compliance; and

WHEREAS, the State wishes to expand service access, create more efficient management, and a higher level of compliance with existing and proposed federal and state regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LE SUEUR, LE SUEUR COUNTY, MINNESOTA, THAT:

the Le Sueur City Council wishes to join with the City of Saint Peter and Saint Peter Transit in the formation of a Joint Powers Board with the goal of joint operation of a single transit system serving the residents of both Le Sueur and Saint Peter. The council directs city staff to vigorously pursue the formation of a Joint Powers Board with a goal of providing service beginning on January 1, 2017.

Said Resolution was duly seconded by Councilperson _____ and put to a vote. Voting in favor were Councilpersons _____. Voting no: _____. Motion _____.

Adopted by the City Council of the City of Le Sueur, Le Sueur County, Minnesota, this 25th day of July, 2016.

Robert Broeder
Mayor

ATTEST:

Stacy Lawrence, City Clerk



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider the Second Reading of an Ordinance Opting Out of the Requirements of Minnesota Statutes, Section 462.3593
DATE: For the City Council meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Consider the second reading of an ordinance opting out of the requirements of Minnesota Statutes, Section 462.3593.

SUMMARY

New requirements signed into law this past May provide for transitional housing for seniors. For example, if a family wanted to keep a close eye on their grandmother while she recuperates from surgery, they could have grandma stay in a temporary family health care dwelling unit in the yard or driveway.

The law has a broader effect than that, however, with anyone who needs assistance with two or more "instrumental activities of daily life" for mental or physical reason eligible to be housed in this manner.

Local governments may opt out of this program if they determine that this type of expedited land use permitting for temporary dwellings is not well-suited to their community, or there is adequate access to health care facilities that offer rehabilitative services.

RECOMMENDATION

Staff recommends the Council approve the second and final reading of the ordinance opting out of the requirements of Minnesota Statutes 462.3593.

ORDINANCE NO. _____
CITY OF LE SUEUR, LE SUEUR COUNTY, MINNESOTA
AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF
MINNESOTA STATUES, SECTION 462.3593

WHEREAS, on May 12, 2016, Governor Mark Dayton signed into law regulations pertaining to the creation and regulation of temporary family care dwellings, codified at Minn.Stat.§462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minn.Stat.§462.3953 allows cities to “opt out” of those regulations; and

THE CITY COUNCIL OF THE CITY OF LE SUEUR, LE SUEUR COUNTY, MINNESOTA, does hereby and herein ordain as follows:

That it is in the best interest of the City of Le Sueur that the City of Le Sueur opt out of Minn.Stat.§462.3593; and

SECTION 1: Pursuant to the authority granted by Minn.Stat.§462.3593, Subd.9, the City of Le Sueur herein opts out of the requirements of Minn.Stat.§462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION 2: This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2016, by the City Council of the City of Le Sueur.

CITY OF LE SUEUR

By: _____

Mayor Robert Broeder

ATTEST:

Stacy Lawrence, City Clerk



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Consider Mid-Year Update of City Council Long Term Goals
DATE: For the City Council meeting of Monday, July 25, 2016

PURPOSE/ACTION REQUESTED

Consider the mid-year update of the City Council's Long Term Goals.

SUMMARY

In January of this year the City Council again set short and long-term priorities. One of the short-term priorities is to receive a report at mid-year of the on-going status of the Long Term Goals.

Housing *In order to ensure safe, livable and attractive housing which in turn increases long-term neighborhood stability, the City's economic vitality and tax base, the City will encourage compliance with property maintenance codes and the rental licensing program and it will regulate the state building code. By 2020 the City, in partnership with the EDA, will have implemented the 2015 Housing Plan.*

- The City was awarded a Small Cities Development Grant (SCDP) through DEED in the amount of \$636,840 for rehabilitation of owner-occupied and rental properties in a specific target area. Council approved the required policies of that grant and staff with the assistance of the SWMHP will administer the program.
- One of the short-term (2016/2017) priorities of the City Council is to have a discussion regarding the property maintenance code and if it will be enforced or encouraged.
- The Rental Licensing Program went into effect on January 1, 2016. Three of the larger rental properties were inspected earlier this year, deficiencies were noted to those property owners. Re-inspection of the properties has concluded with all of the required repairs completed with one exception. In that case new windows are needed so the property owner was given an extension of time in which to have those installed.

Economic Development *In order to retain, expand and attract businesses that create high quality jobs, the City, in partnership with the EDA, will by 2020 have developed and begun to implement strategic initiatives to enhance the City's business climate.*

- At their recent Council Work Session the City Council directed staff to prepare the 2017 budget to include a Community Development Director position which would have primary responsibility for economic development activities.

Planning *Follow-through on 2016 Comprehensive Plan Update by developing and implementing an action plan based on the recommended Comp Plan strategies.*

- The Comprehensive Plan Update process continues. Final review and adoption is anticipated later this year.

Infrastructure *Update the City's Capital Improvement Program (CIP) in order to preserve the City's infrastructure while ensuring efficient use of tax dollars. The CIP will (1) identify capital projects and equipment purchases, and (2) provide a planning schedule with options for financing.*

- Development of an all-encompassing Capital Improvement Plan (CIP) continues.

Financial Management *Develop a long-term financial plan that incorporates best practices for accountability, operations, reporting, and financial sustainability of the City.*

- A long-term financial plan will be developed when the CIP is completed.

RECOMMENDATION

Staff asks that the Council review this mid-year update and provide thoughts and feedback.



Agenda Item 10 E – Consider Appointing Public Services Director will be sent on Friday by email to Council members, and paper copies will be available Monday evening.



Anderson, Skubitz & Corpell, PLLC

A PROFESSIONAL LIMITED LIABILITY COMPANY

ATTORNEYS AT LAW

ARTHUR E. ANDERSON
(1915 - 2007)

JAMES E. ANDERSON
(of Counsel)

JOHN M. SKUBITZ

TODD M. CORYELL

ALAN M. ALBRECHT

To: City Council
From: Todd Coryell, City Attorney
Date: July 20, 2016
Re: Lowest Responsible Bidder.

The following question was posed for analysis:

1. In determining the lowest responsible bid for a City project for which bids were received and pursuant to the State's Uniform Municipal Contracting Law, may the City Council give special consideration to a "local"¹ bidder?

MAILING ADDRESS

108 South Main St.
Le Sueur, MN 56058

OFFICE LOCATIONS

108 South Main St.
Le Sueur, MN 56058
(p) 507-665-3349
(f) 507-665-6180

100 East Main St.
Belle Plaine, MN 56011
(p) 952-873-3343
(f) 507-665-6180

The purposes of competitive bidding requirements are to prevent "fraud, favoritism², extravagance, and improvidence by eliminating opportunities for committing them". The process must be fair and unbiased. Under the statute, the City Council (and public officials) have a duty to award contracts to the lowest responsible bidder. Subject to very limited exceptions related to specialized services, the public welfare is "ordinarily best served, in the absence of emergencies, by letting construction contracts to the lowest qualified bidder whereby all competitive contractors are given an equal opportunity and the taxpayers are assured of the best bargain for the least money."³ All things being equal in analyzing the bids submitted, the Council should elect the lowest bid provided. There is no factor or exception in Minnesota law that allows preference to be given to a local bidder.

The Courts will narrowly construe the competitive bidding statute if a challenge to a bid award should arise. For example, regarding the award of bids for the purchase of equipment or a specific product, our court has said that where more than one bid is received from a responsible bidder on the same piece of equipment or equipment of the same kind, there is no discretion to accept a bidder other than the low bid. However, the Counsel does have the ability to exercise some reasonable discretion in determining the lowest responsible bidders for projects or items that are not exact or precise equipment. The factors it may consider is the quality, suitability, and adaptability of the article to the use for which it is intended. The award of a contract must be based on some substantial difference in quality or adaptability if these other factors are considered.

¹ I've elected not to attempt to define what a "local" bidder would be considered. There could be varying degrees of whether a person or entity is considered local for the purposes contemplated in this memo.

² Otter Tail Power Co v. MacKichan, 270 Minn. 262, 133 N.W.2d 511 (1965).

³ Griswold v. Ramsey County, 242 Minn. 529 (Minn. 1954).

LEGAL CONSIDERATIONS FOR CITY OFFICIALS

City of Le Sueur

December 16, 2014

By: Todd M. Coryell

coryell@andersonskubitz.com

THE OPEN MEETING LAW

I. Purposes of the Open Meeting Law

Minnesota Statutes section 13D.01, also known as the Open Meeting Law, was passed in the 1950s. It has been amended several times over the years, but its general aim – to allow for transparency in the making of government decisions – has remained the same.

The Minnesota Supreme Court has discussed the purposes of the Open Meeting Law as follows:

- A. To prohibit actions from being taken at secret meetings where it is impossible for the public to be fully informed and/or detect improper influences. Lyndale v. Independent Sch. Dist. No. 306, 133 N.W.2d 23 (1965).
- B. To protect the public's right to be informed. Channel 10 v. Independent Sch. Dist. No. 709, 215 N.W.2d 814 (1974).
- C. To guarantee the public a forum to present its views to the public body. Sullivan v. Prairie River Township, 270 N.W.2d 502 (1974).

II. Meetings Subject to the Open Meeting Law

The law applies to all meetings of the City Council, and in general, meetings of City commissions and boards. Although the Open Meeting Law does not include a definition of a “meeting,” the Minnesota Supreme Court has defined a meeting under the Open Meeting Law as a “gathering of a quorum, or more members of the governing body . . . at which members discuss, decide, or

Note: These laws are always subject to change by the legislature or interpretation by the Courts.

receive information as a group on issues relating to the official business of that governing body.” Moberg v. Independent Sch. Dist. No. 281, 336 N.W.2d 510 (Minn. 1983). A few points to be aware of:

- A. A majority of the Board constitutes a quorum.
- B. Even if a quorum of the public body is present, “chance or social gatherings” are not covered by the law. The social gathering, however, cannot be used to conduct official business unless the notice requirements discussed below have been met. St. Cloud Newspapers v. District 742 Cmty. Schs., 332 N.W.2d 1 (Minn. 1983); Moberg.
- C. The law does not apply to telephone conversations or letters between less than a quorum of members. See, e.g., MEA v. Bennett, 321 N.W.2d 395 (Minn. 1982).
- D. Courts have cautioned that serial meetings of less than a quorum may be found to violate the law if the facts and circumstances indicate the purpose was to avoid the requirements of the law or to reach an agreement on an issue before the public meeting. Moberg.
- E. The Minnesota Supreme Court has rejected the argument that a discussion between two board members, outside of an open meeting, about a matter pending before the board is an absolute or automatic violation of the law. Moberg. The Court noted that public officials have a duty to persuade each other in an attempt to resolve issues, and the public benefits from this, so long as the discussion is not “designed to avoid public discussion altogether, to forge a majority in advance of public hearings on an issue, or to hide improper influences such as the personal or pecuniary interest of a public official.” Moberg, 336 N.W.2d at 518.
- F. Email communication between board members may constitute a meeting, requiring Open Meeting Law compliance. This situation would arise if 1) a Councilmember sent an email to the entire council or the entire Council received information from City Staff and 2) a Councilmember responds to the entire chain creating a discussion about City business. One-way communications from the City Staff or a Councilmember to provide information would not be classified as a “meeting”.
- G. The Minnesota Court of Appeals has limited the law’s application to those committees possessing decision-making authority on behalf of the

governing body. Minnesota Daily v. Univ. of Minnesota, 432 N.W.2d 189 (1988).

1. Decision-making authority will be presumed where members of the committee constitute a quorum of the governing body. Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993).

III. Notice Requirements

The notice requirements of the Open Meeting Law vary depending on the type of meeting: regular, special, emergency, and recessed/continued.

A. Regular Meetings

A public body must keep a schedule of its regular meetings on file at its primary office. Minn. Stat. § 13D.04, subd. 1. If a regular meeting is going to be held at a time or place different than listed on its schedule, the public body must provide notice of the meeting in the same manner as for a special meeting. Id.

B. Special Meetings

Notice of a special meeting must be posted three days in advance of the meeting. Minn. Stat. § 13D.04, subd. 2(a). Three days means 72 hours. The notice must state the date, time, place and purpose of the meeting, and it must be posted on the City's principal bulletin board. Id. The principal bulletin board has to be located in a place that is "reasonably accessible to the public." Rupp v. Mayasich, 533 N.W.2d 893 (Minn. App. 1995). If there is no principal bulletin board, it must be posted on the door of the regular meeting room. Minn. Stat. § 13D.04, subd. 2(a).

Notice of the special meeting must also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. Id., subd. 2(b). In the alternative, the public body can publish notice in the official newspaper three days before the special meeting. Id., subd. 2(c).

C. Emergency Meetings

An emergency meeting is defined as a meeting called because of circumstances that, in the judgment of the public body, require

immediate consideration by the public body. Minn. Stat. § 13D.04, subd. 3(e).

Notice of the emergency meeting shall be given by telephone or by any other reasonable method to members of the public body. Id., subd. 3(b).

The public body must also make a good faith effort to provide notice to news media that have filed a request for notice of emergency meetings if the request includes the news medium's telephone number. Id., subd. 3(a).

D. Recessed or Continued Meetings

Published or mailed notice is unnecessary for a recessed or continued meeting as long as the time and place of the meeting were established during the previous meeting and recorded in the previous meeting's minutes. Minn. Stat. § 13D.04, subd. 4(a).

E. Closed Meetings

The same notice requirements apply to a regular, special or emergency meeting that is closed. Minn. Stat. § 13D.04, subd. 5.

IV. Materials for the Meeting

At least one copy of the agenda and any other written materials that are: 1) distributed to all members at the meeting; 2) distributed to all members before the meeting; or 3) available to all members in the meeting room must also be available in the meeting room for public inspection while the public body considers the subject matter. Minn. Stat. § 13D.04, subd. 6(a).

There are two general exceptions: 1) data classified as non-public under the Government Data Practices Act; and 2) data relating to matters discussed at a closed meeting. See Minn. Stat. § 13D.05, subd. 1(c).

V. Closing a Meeting

A meeting cannot be closed simply because private or confidential data will be discussed, unless one of the exceptions discussed below is met. So long as the meeting is not required to be closed, private data can be discussed in public without liability or penalty if the disclosure relates to a matter within the scope

of the public body's authority and is reasonably necessary to conduct the public body's business. Minn. Stat. § 13D.05, subd. 1(a) and (b).

A. Valid Reasons to Close a Meeting

1. Labor Negotiations

A meeting may be closed to discuss strategy for labor negotiations, but the closed meeting must be tape recorded and the tape retained for two years after the contract is signed. Minn. Stat. § 13D.03. The recording must be available to the public after all contracts are settled for the current budget period. Id., subd. 2(b).

A majority vote is required to close the meeting, and a written roll must be taken of the members and other persons present at the closed meeting. Id., subds. 1(b) and 1(d).

2. Preliminary Consideration of Charges Against an Employee

A meeting must be closed for preliminary consideration of allegations or charges against an employee. Minn. Stat. § 13D.05, subd. 2(b). The meeting must be open if the employee requests that it be open. Id. If the meeting is closed, it must be tape recorded.

If the public body concludes that discipline may be warranted as a result of the allegations or charges, future meetings related to the allegations or charges must be open. Id.

3. Performance Evaluations

A meeting may be closed to evaluate an employee's performance. Minn. Stat. § 13D.05, subd. 3(a). The meeting must be open if the employee requests that it be open. Id. Before the meeting is closed, the employee must be identified. Id. If the meeting is closed, it must be tape recorded, and at the next open meeting, the public body must summarize its conclusions regarding the evaluation. Id.

4. Attorney-Client Privilege

A meeting may be closed if permitted by the attorney-client privilege. Minn. Stat. § 13D.05, subd. 3(b). The extent of the privilege for closing an open meeting, however, is not as broad as the privilege itself.

Generally, a meeting may be closed to discuss matters pertaining to pending or threatened litigation. A meeting cannot be closed to seek general legal advice that is basic to the deliberative process of any public body.

The Minnesota Court of Appeals has seemingly limited the ability to close meetings under the attorney-client privilege to only those circumstances where the public body can demonstrate that there is an absolute need to discuss the matter outside the public arena. See Prior Lake American v. City of Prior Lake, 642 N.W.2d 729 (Minn. App. 2002).

5. Acquisition/Sale of Land

A meeting may be closed in conjunction with discussions surrounding the acquisition or sale of land, but detailed procedures must be followed. Minn. Stat. § 13D.05, subd. 3(c).

6. Security Briefing

A meeting may also be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of that information would pose a danger to public safety or compromise security procedures or responses. Minn. Stat. § 13D.05, subd. 3(d). However, financial issues related to security matters must be discussed and all related financial decisions must be made during open session. Id.

Before closing the meeting, the public body must describe the subject to be discussed and refer to the facilities, systems, procedures, services or infrastructure to be considered during the closed meeting. Id. The closed meeting must be tape recorded, and the tape preserved for at least four years. Id.

7. Discussion of Certain Types of Data

Any portion of a meeting may be closed where the following types of data are discussed:

- a. Data identifying victims or reporters of criminal sexual conduct, domestic abuse, maltreatment of minors or maltreatment of vulnerable adults.
- b. Active investigation data relating to child abuse or neglect. See definition in Minn. Stat. § 13.82.
- c. Internal affairs data relating to allegations of misconduct of law enforcement personnel.
- d. Educational data, health data, medical data, welfare data and/or mental health data defined as not public data under the Government Data Practices Act. Minn. Stat. § 13D.05, subd. 2(a).

B. Procedures for Closed Meetings

During the open portion of the meeting, the public body must state the specific basis for closing the meeting and describe the subject matter that will be discussed in the closed portion of the meeting. Minn. Stat. § 13D.01, subd. 3. The specific basis should not include any non-public data.

Materials reviewed in a closed meeting should not be distributed to the public. The meeting minutes should simply state that a closed meeting was held and the basis for closing the meeting.

No business can be conducted during a closed meeting – all business must be conducted when the public body reconvenes in open session.

VI. Good Collective Decision-making

A. The Role of the Council

- 1. The Council is the legislative body – it sets the mission and vision.
- 2. The Council adopts policy – ordinances, new programs, the budget and levy.
- 3. Staff administers and implements policy.
- 4. Staff manages the day to day activities of the City.

B. Preserving the Distinction Between Your Position as an Individual Resident and Council Member

1. Individual Council members do not check their private opinions at the gates of City Hall.
2. The public can be easily confused by statements of opinion and belief expressed by a Council member – is the statement a personal position, or that of the City or Council?
3. Disclaimers and qualifiers should be considered.

VII. Penalties for Violations

A. Civil Penalty

Each person who intentionally violates the Open Meeting Law can be fined up to \$300 for each violation, and the penalty cannot be paid by the municipality. Minn. Stat. § 13D.06, subd. 1.

B. Removal

If a member of a public body is involved in three separate violations of the Open Meeting Law, the member could be removed. Minn. Stat. § 13D.06, subd. 3(a).

C. Costs and Attorneys' Fees

A court may award up to \$13,000 for the plaintiff's costs and attorneys' fees. Minn. Stat. § 13D.06, subd. 4(a). The municipality may, but is not required to, pay the award. Id., subd. 4(c).

D. Defense Costs

A municipality is not required to reimburse members for the cost of defending an Open Meeting Law claim under the Municipal Tort Liability Act because it is not an action for damages. Minn. Stat. § 466.07; Kroschel v. City of Afton, 512 N.W.2d 351 (Minn. App. 1994) rev'd, 524 N.W.2d 721 (Minn. 1994).

CONFLICTS OF INTEREST

I. Statutory Conflict of Interest

Minnesota Statutes section 471.87 specifies that a public officer who is authorized to take part in any manner in making any sale, lease or contract in that officer's official capacity shall not voluntarily have a personal financial interest in that sale, lease or contract or personally benefit financially therefrom. This section applies to city officials, and would include contracts involving the purchase or sale of any property by or to the city (a direct conflict of interest).

The statute does not specify that abstention from voting would remedy what would otherwise be a conflict of interest. Instead, the language is "who is authorized to take part in any manner in making . . ." Minn. Stat. § 471.87.

Violation of the statute is a gross misdemeanor, but all elements must be present: 1) the interest must be voluntary; 2) the interest must be financial; and 3) there must be a sale, lease or contract.

Examples of transactions that have been prohibited include:

- A. A public body's contract with a newspaper in which one member was an interested party.
- B. Compensating a member of a county welfare board for services as an appraiser.
- C. County's contract for testing cattle with a commissioner who was a veterinarian.

There is a list of exceptions in section 471.88. Refer to the list when questions arise. The following are some of the exceptions:

- A. The designation of an official newspaper in which a member is an interested party, when it is the only newspaper complying with the statutory requirements relating to the designation.
- B. A contract with a cooperative association of which a member is a share/stockholder but not an officer or manager.

- C. A contract for which competitive bids are not required by law.¹
- D. The public body may apply for and accept a state or federal grant for housing, community or economic development in which a member may benefit, if the member abstains from voting on measures related to the grant.
- E. Loans or grants to a member from a local development organization.

II. Common Law Conflict of Interest

Conflicts of interest under the common law are broader than the statutory conflicts of interest and may exist where a statutory conflict of interest does not. The purpose of the common law rule is to ensure that a decision will not simply be an arbitrary reflection of a member's own selfish interests.

A conflict of interest exists under the common law when a public official has any "direct interest" in the outcome of a matter before the public body. See, e.g., Lenz v. Coon Creed Watershed Dist., 153 N.W.2d 209, 219 (Minn. 1967); E.T.O. v. Town of Marion, 375 N.W.2d 815 (Minn. 1985). Courts have generally interpreted a "direct interest" as a financial interest.

The following factors are considered by courts to determine whether a conflict of interest exists:

- A. The nature of the decision to be made;
- B. The nature of the pecuniary interest;
- C. The number of interested officials participating in making the decision;
- D. The need, if any, to have interested officials make the decision; and
- E. The other means available, if any, to ensure that the interested officials will not act arbitrarily to further their own interests (e.g., the opportunity for review).

If a common law conflict of interest exists, the member is prohibited from voting on the matter. However, unlike statutory conflicts of interest, a common law conflict of interest is cured by abstaining from a vote on the matter. See Op. Atty. Gen. Dec. 5, 2002.

¹ The procedures in Minnesota Statutes section 471.89 must still be followed, or the contract may be void.

III. How to Avoid Conflicts of Interest

Public officials should expect to be the subject of regular public scrutiny. As such, public officials must accept restrictions on their conduct that might be viewed as burdensome to the ordinary citizen. For example, public officials must avoid impropriety and the appearance of impropriety. While there is no test for what constitutes the appearance of impropriety, ask whether a person aware of the facts might reasonably entertain a doubt that the public official would be able to act with integrity, impartiality and competence.

There are many statutes dealing with ethics in government, and all of them seek to ensure that public confidence in public officials is not eroded by irresponsible or improper conduct by public officials. The Minnesota Campaign Finance and Public Disclosure Board provides advisory opinions on matters dealing with ethics. See Minn. Stat. § 10A.02, subd. 12(a). Selected advisory opinions may be found online at www.cfboard.state.mn.us/ao.

ACCEPTANCE OF GIFTS

I. General Prohibition

A public official may not accept gifts from a person or a representative of a person or association that has a direct financial interest in decisions that the official is authorized to make. Minn. Stat. §§ 471.895, 10A.071. A gift is defined as money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return. Minn. Stat. § 10A.071, subd. 1(b).

II. Exceptions

A public official may accept the following:

- A. “Contributions” – defined as anything of monetary value given or loaned to a candidate or committee for a political purpose. See Minn. Stat. § 211A.01, subd. 5.
- B. Services to assist in the performance of official duties, including but not limited to providing advice, consultation, information and communication in connection with legislation and services to constituents.

- C. Services of insignificant monetary value.
- D. A plaque or similar memento recognizing individual services.
- E. A trinket or memento costing \$5 or less.
- F. Information material of unexceptional value.
- G. Food or a beverage given at a reception, meal or meeting away from the official's place of work by an organization before whom the official appears to make a speech or answer questions as part of a program.
- H. Gifts given by a family member.

“Future Ready Communities” League of Minnesota Cities (LMC) Conference
in Partnership with Alliance for Innovation, St. Paul, MN, June 14-17, 2016
Main “Takeaways” by Dave Johnson from 3 “General” and 5 “Breakout” Sessions”

Nine “Takeaways” Related to City Planning for the Future

>>General Session: “Creating a Pervasive Culture of Innovation,” Stephen Shapiro

1. Innovation = Staying Relevant

>survival of the “adaptable,” not the “fittest.”

2. Importance of defining the problem... Einstein: “If I have one hour to save the world, I would use 59 minutes to define the problem and 1 minute getting the solution.”

>>General Session: “Finding the Future—Tomorrow’s Emerging Trends, and How to Anticipate and Act on Them for Success,” Garry Golden, garrygolden@gmail.com

3. Explosion of data info; “Data Analytics” will drive government services

>>Breakout Session: “The Multi-Generational City—Building a Lovable City for Every Age,” Peter Kageyama

4. Building a Great City – “Functional” + “Safe “ + “Comfortable” + “Convivial” + “Interesting/FUN”

5. How citizens relate to where they live is important – how they feel about “place(s)”

>>Breakout Session: “Beyond the Logo—Bringing Your City Brand to Life,” Avondale, AZ

6. “Branding” Basics: (a) Visioning; (b) Tell a Story; (c) Differentiation; (d) “Sell” the City

7. Defining ourselves; don’t let others do it!

>>Breakout Session: “From ‘Drab’ to ‘Dreamy’: How to Design a Program that Inspires Homeowners to Reinvest,” City of Coon Rapids -- “Home for Generations” Program

8. Why should Cities invest in housing stock?

- a. Housing ages without reinvestment
- b. Need to offer “home improvement” incentives

>>Breakout Session: “#SASpeakUp: All TLG 2015 Public Engagement Ideas Assembled into One Monstrous Campaign,” City of San Antonio, TX.

9. Campaign was designed to utilize multiple and varied communications strategies to enable San Antonio residents to be more involved in learning about City Government in order to give input on priorities for budgeting.