



LE SUEUR CITY COUNCIL AGENDA
Monday, February 22, 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 – Mark Bartusek – Candidate for Senate District 20 Seeking Republican Endorsement
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 February 8, 2016.
 - B. Resolution Approving Disbursements for Period Ending February 22, 2016.
 - C. Acknowledge receipt of the January 20, 2016 Housing and Redevelopment Authority Meeting Minutes
 - D. Consider approval of the annual airport maintenance and operations agreement with the Minnesota Department of Transportation – Office of Aeronautics.
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. Consider Approval Truck Purchase
 - B. Consider First Reading of an Ordinance Amending City Code, Section 97 - Nuisances

- C. Consider Accepting 2016 City Council/Staff Retreat Report – Including Goals and Priorities
- D. Receive Report from the City Attorney Regarding Relationship to Housing and Redevelopment Authority
- E. Council member's Request to Discuss Public Purpose Expenditure Regulations
- F. Comprehensive Plan Update
- G. Miscellaneous
- H. Adjourn

A Regular Meeting of the City Council was held on Monday, February 8, 2016 at 6:30 p.m. in the Council Chambers with Mayor Broeder presiding. Council Members present: Johnson, Wilke, Kerkow, Wicks, Huntington, and Rohloff. Council Members absent: None. City Administrator Jenelle Teppen was also present.

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

A motion by Council Member Wicks, seconded by Council Member Rohloff to adopt Resolution #16-011 approving the following consent agenda items:

- Regular Meeting Minutes of January 25, 2016;
- Approving the disbursements for period ending February 25, 2016 in the amount of \$330,401.38;
- Personnel Actions – hiring of Doug Erickson as a seasonal/temporary Bus Driver the termination of lifeguard Jessica Vogel;
- Acknowledge receipt of the Housing and Redevelopment Authority meeting minutes of December 16, 2016;

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

A motion by Council Member Wicks, seconded by Council Member to adopt Resolution #16-012 becoming a signatory to a rule-making petition to amend the Minnesota Pollution Control Agency's (MPCA) Riverine Standards and more clearly stated in said Resolution #16-006. Voting in favor: Council Members Johnson, Wilke, Kerkow, Wicks, Huntington, and Mayor Broeder. Voting no: None. Motion carried.

A motion by Council Member Johnson, seconded by Council Member Rohloff to adopt Resolution #16-013 approving a proposal and entering into a contract with Short Elliott Hendrickson, Inc (SEH) for the purpose of monitoring orders emitted from five different locations within the city and more clearly stated in said Resolution #16-013. Voting in favor: Council Members Johnson, Wilke, Kerkow, Huntington, Rohloff, and Mayor Broeder. Voting no: Council Member Wicks. Motion carried.

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

Robert Broeder, Mayor

ATTEST:

Monica Muchow, City Clerk



Council Approval Report for February 22, 2016

By Fund

Post Dates 02/09/2016 - 02/22/2016

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 101 - GENERAL FUND					
101-14101	GENESIS	BULK FUEL	13636	101-14101	1,335.00
101-14101	GENESIS	BULK FUEL	62999	101-14101	1,180.44
101-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	101-20702	28,700.63
101-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	101-21701	4,237.26
101-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	101-21702	1,666.06
101-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	101-21703	3,078.16
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	101-21704	3,352.11
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002745	101-21704	4,783.74
101-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002747	101-21704	25.50
101-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002748	101-21707	154.64
101-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	101-21712	1,212.08
101-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	101-21713	216.18
101-21714	SELECT ACCOUNT	HSA EE 2/19/2016	INV0002761	101-21714	1,053.66
101-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002738	101-21718	533.98
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002742	101-21719	1,058.33
101-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	101-21719	547.48
101-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	101-21721	257.60
101-4-32190	FERNANDO GARCIA	REFUND OF DANCE LICENSE	INV0002727	101-4-32190	190.00
					53,582.85
Department: 41430 - CITY CLERK					
101-41430-314	AEM FINANCIAL SOLUTIONS, LLC	FEBRUARY 2016 FINANCIAL	358487	101-41430-314	3,798.00
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	101-41430-321	4.06
101-41430-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	101-41430-321	4.06
101-41430-321	VERIZON WIRELESS	CELLULAR SERVICE	9759731896	101-41430-321	74.89
101-41430-321	CONSOLIDATED	Phone Service	INV0002768	101-41430-321	155.31
101-41430-321	CONSOLIDATED	Monthly Billing	INV0002770	101-41430-321	68.14
101-41430-433	INNOVATIVE OFFICE SOLUTIONS	NOTARY STAMP	IN1072666	101-41430-433	31.45
Department 41430 - CITY CLERK Total:					4,135.91
Department: 41610 - LEGAL					
101-41610-304	ANDERSON, SKUBITZ, &	LEGAL FEE- DECEMBER 2015	14370	101-41610-304	2,446.00
Department 41610 - LEGAL Total:					2,446.00
Department: 41940 - GOVERNMENT BUILDINGS					
101-41940-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-41940-381	527.72
Department 41940 - GOVERNMENT BUILDINGS Total:					527.72
Department: 42120 - POLICE DEPARTMENT					
101-42120-101	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	101-42120-101	17.57
101-42120-201	TRUSTWORTHY HARDWARE	OFFICESUPPLIES-POLICE	146159	101-42120-201	10.68
101-42120-217	STREICHER'S INC	UNIFORMS	11194066	101-42120-217	103.98
101-42120-217	STREICHER'S INC	UNIFORMS	L1194897	101-42120-217	93.98
101-42120-217	STREICHER'S INC	UNIFORMS	L1195046	101-42120-217	126.25
101-42120-217	STREICHER'S INC	UNIFORMS	L1195105	101-42120-217	83.98
101-42120-217	STREICHER'S INC	UNIFORMS	L1195355	101-42120-217	219.99
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20136828	101-42120-309	70.01
101-42120-309	MORRIS ELECTRONICS INC	IT WORK	20137054	101-42120-309	192.50
101-42120-309	METRO SALES, INC.	QUARTERLY MAINTENANCE	INV460210	101-42120-309	114.38
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	101-42120-321	4.06
101-42120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	101-42120-321	4.06
101-42120-321	VERIZON WIRELESS	CELLULAR SERVICE	9759747296	101-42120-321	401.63
101-42120-321	CONSOLIDATED	Phone Service	INV0002768	101-42120-321	126.79
101-42120-321	CONSOLIDATED	Line Charges	INV0002771	101-42120-321	6.97
101-42120-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-42120-381	263.85
101-42120-400	CINTAS CORPORATION LOC.	56.47	754543215	101-42120-400	56.47

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-42120-400	CINTAS CORPORATION LOC.	RUG SERVICE	754545814	101-42120-400	56.47
101-42120-400	CINTAS CORPORATION LOC.	RUG SERVICE	754548432	101-42120-400	56.47
101-42120-400	CINTAS CORPORATION LOC.	RUG SERVICE	754551046	101-42120-400	56.47
101-42120-407	CTS CONSTRUCTION & TREE	SNOW REMOVAL FROM	73	101-42120-407	480.00
101-42120-407	CTS CONSTRUCTION & TREE	SIDEWALK CLEANING	75	101-42120-407	210.00
Department 42120 - POLICE DEPARTMENT Total:					2,756.56
Department: 42140 - POLICE TRAINING					
101-42140-207	KFD TRAINING &	TRAINING FOR 365	1637	101-42140-207	709.00
Department 42140 - POLICE TRAINING Total:					709.00
Department: 42152 - POLICE AUTOMOTIVE SERVICES					
101-42152-428	FLEET SERVICES	SQUAD LEASES	2016070018	101-42152-428	1,316.26
101-42152-431	AQUA SHINE CAR WASH, INC.	CAR WASH COUPONS	INV0002730	101-42152-431	100.00
Department 42152 - POLICE AUTOMOTIVE SERVICES Total:					1,416.26
Department: 42401 - BUILDING CODE ENFORCEMENT					
101-42401-408	CITY BLDG INSPECTION	BUILDING INSPECTION SERVICES 353		101-42401-408	186.71
Department 42401 - BUILDING CODE ENFORCEMENT Total:					186.71
Department: 42500 - POLICE RESERVES					
101-42500-321	MEDIACOM LLC	INTERNET SERVICE	INV0002772	101-42500-321	76.00
101-42500-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-42500-381	120.00
Department 42500 - POLICE RESERVES Total:					196.00
Department: 42800 - EMERGENCY MANAGEMENT/EOC					
101-42800-321	NETWORK INNOVATIONS US	SATELLITE PHONE	5121048730	101-42800-321	54.29
101-42800-321	NETWORK INNOVATIONS US	SATELLITE PHONE	6011054403	101-42800-321	54.29
101-42800-321	VERIZON WIRELESS	CELLULAR SERVICE	9759731896	101-42800-321	83.30
Department 42800 - EMERGENCY MANAGEMENT/EOC Total:					191.88
Department: 43121 - STREET DEPARTMENT					
101-43121-213	DENZER'S VALLEY AG	OIL	33312	101-43121-213	86.55
101-43121-213	DENZER'S VALLEY AG	PLOW	33337	101-43121-213	43.00
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	145983	101-43121-215	39.56
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146226	101-43121-215	3.99
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146247	101-43121-215	5.92
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146250	101-43121-215	5.99
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146256	101-43121-215	8.43
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146279	101-43121-215	16.81
101-43121-215	TRUSTWORTHY HARDWARE	SHOP SUPPLIES-STREET DEPT	146341	101-43121-215	14.95
101-43121-216	MARC	RELEASE AGENT	0571239-IN	101-43121-216	528.29
101-43121-221	ZARNOTH BRUSH WORKS, INC.	SWEEPER PARTS	0158371-IN	101-43121-221	2,280.75
101-43121-221	WESTMAN FREIGHTLINER	VALVE	02P245518	101-43121-221	103.42
101-43121-221	LARKSTUR ENG & SUPPLY	HOSE	312825-001	101-43121-221	303.16
101-43121-221	DENZER'S VALLEY AG	PARTS	33302	101-43121-221	32.57
101-43121-221	DENZER'S VALLEY AG	PARTS	33311	101-43121-221	90.60
101-43121-221	DENZER'S VALLEY AG	PARTS	33343	101-43121-221	59.61
101-43121-221	DENZER'S VALLEY AG	SANDER REPAIRS	33346	101-43121-221	151.50
101-43121-221	DENZER'S VALLEY AG	HOSE & FITTINGS	33362	101-43121-221	68.61
101-43121-221	DENZER'S VALLEY AG	PARTS	33382	101-43121-221	354.09
101-43121-224	UNITED FARMERS	LP TANK REFILL	INV0002736	101-43121-224	15.99
101-43121-321	CONSOLIDATED	PHONE SERVICE	INV0002769	101-43121-321	135.75
101-43121-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-43121-381	302.96
101-43121-404	DENZER'S VALLEY AG	REPAIR ALTERNATOR	5103	101-43121-404	226.42
Department 43121 - STREET DEPARTMENT Total:					4,878.92
Department: 43125 - ICE & SNOW REMOVAL					
101-43125-252	JOHNSON AGGREGATES	SAND	15627	101-43125-252	713.37
Department 43125 - ICE & SNOW REMOVAL Total:					713.37
Department: 45201 - PARK DEPARTMENT					
101-45201-380	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-45201-380	58.50
101-45201-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-45201-381	992.76

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
101-45201-383	CENTER POINT ENERGY	GAS UTILITIES-5961978-3	INV0002723	101-45201-383	466.81
Department 45201 - PARK DEPARTMENT Total:					1,518.07
Department: 45500 - LIBRARY MAINTENANCE					
101-45500-321	CONSOLIDATED	Line Charges	INV0002771	101-45500-321	82.32
101-45500-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	101-45500-381	606.39
101-45500-383	CENTER POINT ENERGY	GAS UTILITIES-5992410-0	INV0002724	101-45500-383	350.60
Department 45500 - LIBRARY MAINTENANCE Total:					1,039.31
Department: 49200 - UNALLOCATED EXPENDITURES					
101-49200-453	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	015-050-3	101-49200-453	6,045.80
Department 49200 - UNALLOCATED EXPENDITURES Total:					6,045.80
Fund 101 - GENERAL FUND Total:					80,344.36
Fund: 225 - FIRE SERVICE FUND					
225-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	225-20702	1,093.25
225-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	225-21703	153.52
225-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	225-21712	35.98
Department 42200 - FIRE SERVICE					1,282.75
225-42200-221	NAPA AUTO PARTS	SERVICE CHARGE	012516	225-42200-221	5.00
225-42200-221	NAPA AUTO PARTS	PARTS	417271	225-42200-221	102.47
225-42200-221	NAPA AUTO PARTS	PARTS	417448	225-42200-221	7.89
225-42200-221	DENZER'S VALLEY AG	STAND BY GENERATOR	5099	225-42200-221	651.84
225-42200-229	CENTRAL FIRE PROTECTION INC	ANNUAL MAINTENANCE	34775	225-42200-229	81.50
225-42200-321	CONSOLIDATED	Line Charges	INV0002771	225-42200-321	78.54
225-42200-323	ALPHA-WIRELESS	SERVICE ON PAGERS	200169	225-42200-323	13.50
225-42200-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	225-42200-381	756.40
225-42200-437	THE TROPHY HOUSE, INC.	PLAQUES	62236	225-42200-437	100.75
Department 42200 - FIRE SERVICE Total:					1,797.89
Fund 225 - FIRE SERVICE FUND Total:					3,080.64
Fund: 226 - AMBULANCE SERVICE FUND					
226-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	226-20702	5,210.19
226-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	226-21701	238.82
226-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	226-21702	109.32
226-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	226-21703	150.94
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	226-21704	7.31
226-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002746	226-21704	1,216.02
226-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	226-21712	183.58
226-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	226-21719	0.54
226-6-34204	NORTH MEMORIAL	PARAMEDIC ASSIST	RUN#WS6198	226-6-34204	275.00
Department 42153 - AMBULANCE SERVICES					7,391.72
226-42153-207	SOUTH CENTRAL COLLEGE	EMT REFRESHER FOR MARTIN	00144232	226-42153-207	394.36
226-42153-207	SOUTH CENTRAL COLLEGE	EMT REFRESHER	00144340	226-42153-207	5,296.30
226-42153-219	MNSCU-MULTI REGIONAL TRAIN	CPR CARDS	3136	226-42153-219	447.00
226-42153-264	PRAXAIR DISTRIBUTION, INC	OXYGEN	54779945	226-42153-264	198.97
226-42153-318	ADVANTAGE BILLING CONCEPTS	BILLING SERVICE	12477	226-42153-318	864.00
226-42153-321	VERIZON WIRELESS	CELLULAR SERVICE	9759781758	226-42153-321	42.42
226-42153-321	MEDIACOM LLC	INTERNET SERVICE	INV0002772	226-42153-321	76.01
226-42153-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	226-42153-381	128.96
226-42153-437	TRUSTWORTHY HARDWARE	MISC SUPPLIES-POLICE	146354	226-42153-437	12.82
226-42153-437	TRUSTWORTHY HARDWARE	MISC SUPPLIES-POLICE	146355	226-42153-437	10.00
Department 42153 - AMBULANCE SERVICES Total:					7,470.84
Fund 226 - AMBULANCE SERVICE FUND Total:					14,862.56
Fund: 227 - PARA-TRANSIT FUND					
227-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	227-20702	2,865.66
227-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	227-21701	382.29
227-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	227-21702	169.38
227-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	227-21703	561.28

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
227-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	227-21704	686.94
227-21711	MN CHILD SUPPORT PAYMENT	REMITTANCE IDENTIFIER:	INV0002739	227-21711	455.25
227-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	227-21712	131.30
227-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	227-21713	50.00
227-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	227-21719	50.48
					5,352.58

Department: 49804 - ADMINISTRATION

227-49804-321	VERIZON WIRELESS	CELLULAR SERVICE	9759695952	227-49804-321	100.49
227-49804-321	CONSOLIDATED	Phone Service	INV0002768	227-49804-321	72.31
227-49804-321	MEDIACOM LLC	INTERNET SERVICE	INV0002772	227-49804-321	76.01
227-49804-331	JOANNE BRACKEY	TRAINING	INV0002735	227-49804-331	175.32
227-49804-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	227-49804-381	137.93

Department 49804 - ADMINISTRATION Total: 562.06

Fund 227 - PARA-TRANSIT FUND Total: 5,914.64

Fund: 235 - AIRPORT FUND

Department: 49810 - AIRPORT ADMINISTRATION

235-49810-321	CONSOLIDATED	Line Charges	INV0002771	235-49810-321	39.11
235-49810-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	235-49810-381	284.90
235-49810-409	CONSOLIDATED	Line Charges	INV0002771	235-49810-409	39.11
235-49810-425	MCOA	2016 DUES	INV0002729	235-49810-425	150.00

Department 49810 - AIRPORT ADMINISTRATION Total: 513.12

Fund 235 - AIRPORT FUND Total: 513.12

Fund: 240 - HRA FUND

240-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	240-20702	1,576.05
240-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	240-21701	306.02
240-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	240-21702	115.70
240-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	240-21703	283.60
240-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	240-21704	340.70
240-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	240-21712	66.32
240-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	240-21719	73.07
240-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	240-21721	24.00

2,785.46

Fund 240 - HRA FUND Total: 2,785.46

Fund: 250 - YOUTH OPPORTUNITIES FUND

250-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	250-20702	692.62
250-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	250-21703	93.00
250-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	250-21712	21.76

807.38

Fund 250 - YOUTH OPPORTUNITIES FUND Total: 807.38

Fund: 301 - 2014 GROSS REVENUE RECREATIONAL FACILITIES BOND

Department: 47000 - DEBT SERVICE

301-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	301-47000-620	700.00
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Department 47000 - DEBT SERVICE Total: 700.00

Fund 301 - 2014 GROSS REVENUE RECREATIONAL FACILITIES BOND Total: 700.00

Fund: 309 - GO OBLIG LIBRARY BONDS 2002

Department: 47000 - DEBT SERVICE

309-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	309-47000-620	175.00
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Department 47000 - DEBT SERVICE Total: 175.00

Fund 309 - GO OBLIG LIBRARY BONDS 2002 Total: 175.00

Fund: 310 - GO FIRE STATION BONDS/2002

Department: 47000 - DEBT SERVICE

310-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	310-47000-620	175.00
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Department 47000 - DEBT SERVICE Total: 175.00

Fund 310 - GO FIRE STATION BONDS/2002 Total: 175.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 502 - GO IMPROVEMENT BOND OF 2001					
Department: 47000 - DEBT SERVICE					
502-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	502-47000-620	175.00
Department 47000 - DEBT SERVICE Total:					175.00
Fund 502 - GO IMPROVEMENT BOND OF 2001 Total:					175.00
Fund: 507 - 2011B G.O. REFUNDING BONDS					
Department: 47000 - DEBT SERVICE					
507-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	507-47000-620	700.00
Department 47000 - DEBT SERVICE Total:					700.00
Fund 507 - 2011B G.O. REFUNDING BONDS Total:					700.00
Fund: 508 - GO IMPROVEMENT BOND OF 2006C					
Department: 47000 - DEBT SERVICE					
508-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	508-47000-620	350.00
Department 47000 - DEBT SERVICE Total:					350.00
Fund 508 - GO IMPROVEMENT BOND OF 2006C Total:					350.00
Fund: 510 - GO N 2ND ST RECONST OF 2011					
Department: 47000 - DEBT SERVICE					
510-47000-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	510-47000-620	700.00
Department 47000 - DEBT SERVICE Total:					700.00
Fund 510 - GO N 2ND ST RECONST OF 2011 Total:					700.00
Fund: 601 - WATER UTILITY FUND					
601-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	601-20702	4,105.45
601-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	601-21701	532.96
601-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	601-21702	216.55
601-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	601-21703	726.96
601-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	601-21704	831.04
601-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002748	601-21707	30.97
601-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	601-21712	170.06
601-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	601-21713	25.00
601-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002738	601-21718	180.75
601-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	601-21719	77.80
601-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	601-21721	42.97
					6,940.51
Department: 49400 - SOURCE OF SUPPLY					
601-49400-404	CINTAS CORPORATION LOC.	UNIFORMS	754557679	601-49400-404	138.82
Department 49400 - SOURCE OF SUPPLY Total:					138.82
Department: 49410 - POWER AND PUMPING					
601-49410-221	ALL AMERICA PRESSURE	COUPLER, PLUGS	11027	601-49410-221	11.00
601-49410-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	601-49410-381	10,664.19
Department 49410 - POWER AND PUMPING Total:					10,675.19
Department: 49420 - PURIFICATION					
601-49420-216	DPC INDUSTRIES, INC.	CHEMICALS	827000136-16	601-49420-216	332.55
601-49420-216	DPC INDUSTRIES, INC.	CHEMICALS	827000137-16	601-49420-216	70.13
Department 49420 - PURIFICATION Total:					402.68
Department: 49430 - DISTRIBUTION					
601-49430-244	JAVENS MECHANICAL	TECHNIPAC WATER SERVICE	36667	601-49430-244	6,283.00
Department 49430 - DISTRIBUTION Total:					6,283.00
Department: 49435 - WATER METERING					
601-49435-246	TRUSTWORTHY HARDWARE	SUPPLIES-WTR & SEWER	145944	601-49435-246	15.48
Department 49435 - WATER METERING Total:					15.48
Department: 49440 - ADMINISTRATION & GENERAL					
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	LABELS	IN1073062	601-49440-201	7.83
601-49440-201	INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	IN1082650	601-49440-201	8.99
601-49440-201	METRO SALES, INC.	COPIER SERVICE	INV458050	601-49440-201	100.73
601-49440-207	MINNESOTA RURAL WATER	TRAINING	INV0002766	601-49440-207	225.00
601-49440-207	MINNESOTA RURAL WATER	TRAINING	INV0002767	601-49440-207	225.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754555034	601-49440-217	42.59
601-49440-217	CINTAS CORPORATION LOC.	UNIFORMS	754557679	601-49440-217	62.84
601-49440-304	ANDERSON, SKUBITZ, &	LEGAL FEE- DECEMBER 2015	14370	601-49440-304	489.20
601-49440-314	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	015-050-3	601-49440-314	895.93
601-49440-314	AEM FINANCIAL SOLUTIONS, LLC	FEBRUARY 2016 FINANCIAL	358487	601-49440-314	759.60
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	601-49440-321	2.03
601-49440-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	601-49440-321	2.03
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9759703291	601-49440-321	158.42
601-49440-321	VERIZON WIRELESS	CELLULAR SERVICE	9759731896	601-49440-321	14.98
601-49440-321	CONSOLIDATED	Phone Service	INV0002768	601-49440-321	31.06
601-49440-321	CONSOLIDATED	PHONE SERVICE	INV0002769	601-49440-321	67.87
601-49440-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002770	601-49440-321	59.06
601-49440-321	CONSOLIDATED	Line Charges	INV0002771	601-49440-321	40.61
601-49440-393	MN DEPT OF HEALTH	WATER CONNECTION FEE	INV0002760	601-49440-393	2,300.00
601-49440-436	GOPHER STATE ONE CALL	LOCATES	6010506	601-49440-436	7.25
601-49440-437	TRUSTWORTHY HARDWARE	SUPPLIES-WTR & SEWER	145867	601-49440-437	10.99
601-49440-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	601-49440-620	875.00
Department 49440 - ADMINISTRATION & GENERAL Total:					6,387.01
				Fund 601 - WATER UTILITY FUND Total:	30,842.69

Fund: 602 - SEWER UTILITY FUND

602-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	602-20702	3,241.52
602-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	602-21701	484.96
602-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	602-21702	195.37
602-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	602-21703	594.20
602-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	602-21704	739.64
602-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002748	602-21707	30.93
602-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	602-21712	138.96
602-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	602-21713	25.00
602-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002738	602-21718	161.74
602-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	602-21719	64.05
602-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	602-21721	28.33
				5,704.70	

Department: 49470 - SEWER LIFT STATIONS

602-49470-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	602-49470-381	10,064.18
Department 49470 - SEWER LIFT STATIONS Total:					10,064.18

Department: 49490 - ADMINISTRATION & GENERAL

602-49490-201	INNOVATIVE OFFICE SOLUTIONS	LABELS	IN1073062	602-49490-201	7.83
602-49490-201	INNOVATIVE OFFICE SOLUTIONS	SUPPLIES	IN1082650	602-49490-201	8.98
602-49490-201	METRO SALES, INC.	COPIER SERVICE	INV458050	602-49490-201	100.73
602-49490-207	MPCA-FISCAL SERVICES 6TH	CONFERENCE	INV0002765	602-49490-207	300.00
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754555034	602-49490-217	42.58
602-49490-217	CINTAS CORPORATION LOC.	UNIFORMS	754557679	602-49490-217	62.83
602-49490-304	ANDERSON, SKUBITZ, &	LEGAL FEE- DECEMBER 2015	14370	602-49490-304	489.20
602-49490-314	AEM FINANCIAL SOLUTIONS, LLC	FEBRUARY 2016 FINANCIAL	358487	602-49490-314	759.60
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	602-49490-321	2.03
602-49490-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	602-49490-321	2.03
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9759703291	602-49490-321	158.42
602-49490-321	VERIZON WIRELESS	CELLULAR SERVICE	9759731896	602-49490-321	14.98
602-49490-321	CONSOLIDATED	Phone Service	INV0002768	602-49490-321	31.06
602-49490-321	CONSOLIDATED	PHONE SERVICE	INV0002769	602-49490-321	67.87
602-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002770	602-49490-321	59.06
602-49490-386	MINNESOTA RIVER VALLEY PUC	TREATMENT COST JANUARY	305	602-49490-386	56,742.98
602-49490-436	GOPHER STATE ONE CALL	LOCATES	6010506	602-49490-436	7.25
602-49490-611	MN PUBLIC FACILITIES	DEBT SERVICE	INV0002728	602-49490-611	54,410.00
602-49490-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	602-49490-620	1,050.00
Department 49490 - ADMINISTRATION & GENERAL Total:					114,317.43
				Fund 602 - SEWER UTILITY FUND Total:	130,086.31

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
Fund: 604 - ELECTRIC UTILITY FUND					
604-16420	METRO SALES, INC.	COPIER SERVICE	INV462480	604-16420	12.65
604-16480	DITCH WITCH OF MINNESOTA	PLOW PURCHASE	021572	604-16480	23,488.98
604-16514	BORDER STATES ELEC SUPPLY	ITRON METER CHANGE OUT	910715664	604-16514	5,071.92
604-16514	DAKOTA SUPPLY GROUP	ITRON METER PROJECT	8715299	604-16514	24,848.44
604-16574	BORDER STATES ELEC SUPPLY	GFCI DPLX 5-20R	910762378	604-16574	473.88
604-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	604-20702	14,194.88
604-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	604-21701	2,099.48
604-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	604-21702	884.40
604-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	604-21703	2,577.92
604-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	604-21704	3,152.38
604-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002748	604-21707	139.12
604-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	604-21712	602.82
604-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	604-21713	74.99
604-21718	FIRST FARMERS & MERCHANTS	BRINKER DEFERRED COMP	INV0002738	604-21718	684.53
604-21719	FIRST FARMERS & MERCHANTS	HCSF	INV0002743	604-21719	377.76
604-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	604-21721	59.98
604-22802	WASTE MANAGEMENT OF WI-	JANUARY 2016 REFUSE	INV0002732	604-22802	19,633.87
					98,378.00
Department: 49560 - POWER SUPPLY					
604-49560-258	MMPA C/O AVANT ENERGY	JANUARY 2016 ENERGY	2460	604-49560-258	87,596.03
604-49560-259	MMPA C/O AVANT ENERGY	JANUARY 2016 ENERGY	2460	604-49560-259	108,824.10
604-49560-260	MMPA C/O AVANT ENERGY	JANUARY 2016 ENERGY	2460	604-49560-260	372,154.59
				Department 49560 - POWER SUPPLY Total:	568,574.72
Department: 49570 - TRANSMISSION & DISTRIBUTION					
604-49570-221	DIVERSIFIED INSPECTIONS, INC.	VEHICLE MAINTENANCE	259886	604-49570-221	1,555.40
604-49570-221	DENZER'S VALLEY AG	POWERWASH COUPLING	33371	604-49570-221	12.46
604-49570-221	DENZER'S VALLEY AG	GENERATOR FUEL SUPP	33410	604-49570-221	9.15
604-49570-221	DENZER'S VALLEY AG	DITCH WITCH	5057	604-49570-221	495.13
604-49570-221	WOLF MOTOR CO., INC.	TRUCK REPAIRS	9030889/1	604-49570-221	928.09
604-49570-230	WESCO RECEIVABLES CORP.	SINGLE PHASE BASES	278441	604-49570-230	1,262.94
604-49570-230	BORDER STATES ELEC SUPPLY	RED FLAGS	9170748911	604-49570-230	300.49
604-49570-231	STUART C. IRBY COMPANY	TESTING	S009368888.001	604-49570-231	274.50
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	145820	604-49570-240	76.55
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	146145	604-49570-240	16.32
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	146270	604-49570-240	115.41
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	146301	604-49570-240	8.53
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	146311	604-49570-240	13.88
604-49570-240	TRUSTWORTHY HARDWARE	SUPPLIES-ELEC	146322	604-49570-240	11.06
604-49570-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	604-49570-381	2,500.23
				Department 49570 - TRANSMISSION & DISTRIBUTION Total:	7,580.14
Department: 49590 - ADMINISTRATION & GENERAL					
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS	754544515	604-49590-217	172.04
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS	754547147	604-49590-217	134.26
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS	754549726	604-49590-217	149.90
604-49590-217	CINTAS CORPORATION LOC.	UNIFORMS	754552411	604-49590-217	149.90
604-49590-304	ANDERSON, SKUBITZ, &	LEGAL FEE- DECEMBER 2015	14370	604-49590-304	1,467.60
604-49590-314	HOISINGTON KOEGLER GROUP	COMPREHENSIVE PLAN	015-050-3	604-49590-314	3,022.90
604-49590-314	AEM FINANCIAL SOLUTIONS, LLC	FEBRUARY 2016 FINANCIAL	358487	604-49590-314	2,278.80
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	604-49590-321	4.07
604-49590-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	604-49590-321	4.07
604-49590-321	VERIZON WIRELESS	CELLULAR SERVICE	9759731896	604-49590-321	44.93
604-49590-321	CONSOLIDATED	Phone Service	INV0002768	604-49590-321	93.19
604-49590-321	CONSOLIDATED	PHONE SERVICE	INV0002769	604-49590-321	407.24
604-49590-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002770	604-49590-321	181.31
604-49590-321	CONSOLIDATED	Line Charges	INV0002771	604-49590-321	7.19
604-49590-401	WASTE MANAGEMENT OF WI-	LANDFILL LOAD	0657496-1779-4	604-49590-401	150.79
604-49590-401	CHRISTINA BAUMAN	JANITORIAL SERVICE	INV0002764	604-49590-401	180.00
604-49590-490	LSH YOUTH OPPORTUNITIES	2016 DONATION	INV0002737	604-49590-490	10,000.00

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
604-49590-490	LESUEUR LITTLE LEAGUE	2016 DONATION	INV0002754	604-49590-490	750.00
604-49590-490	CHAMBER OF COMMERCE	2016 DONATION	INV0002755	604-49590-490	6,250.00
604-49590-490	SO MN INITIATIVE FOUNDATION	2016 DONATION	INV0002756	604-49590-490	1,000.00
604-49590-490	LESUEUR HRA	2016 DONATION	INV0002757	604-49590-490	2,000.00
604-49590-490	HABITAT FOR HUMANITY	2016 DONATION	INV0002759	604-49590-490	5,000.00
604-49590-620	SPRINGSTED INCORPORATED	DISCLOSURE SERVICES	16-085	604-49590-620	700.00
604-49590-719	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	604-49590-719	709.90
604-49590-722	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	604-49590-722	104.05

Department 49590 - ADMINISTRATION & GENERAL Total: 34,962.14

Fund 604 - ELECTRIC UTILITY FUND Total: 709,495.00

Fund: 606 - MN RIVER VALLEY UTILITY COMM

606-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	606-20702	3,367.51
606-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	606-21701	557.93
606-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	606-21702	218.36
606-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	606-21703	598.02
606-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	606-21704	719.28
606-21707	I.U.O.E.-LOCAL 49	UNION DUES	INV0002748	606-21707	46.34
606-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	606-21712	139.82
606-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	606-21719	61.99
606-21721	DELTA DENTAL OF MINNESOTA	DENTAL INSURANCE	INV0002741	606-21721	25.72

5,734.97

Department: 49490 - ADMINISTRATION & GENERAL

606-49490-321	CONSOLIDATED	April 2014 Monthly Billing	INV0002770	606-49490-321	45.43
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Department 49490 - ADMINISTRATION & GENERAL Total: 45.43

Fund 606 - MN RIVER VALLEY UTILITY COMM Total: 5,780.40

Fund: 615 - RECREATION FUND

615-20702	FIRST FARMERS & MERCHANTS	02-19-2016 PAYROLL	INV0002758	615-20702	6,517.10
615-21701	FIRST FARMERS & MERCHANTS	FIT 941 TAXES	INV0002751	615-21701	645.75
615-21702	FIRST FARMERS & MERCHANTS	STATE TAX	INV0002753	615-21702	304.20
615-21703	FIRST FARMERS & MERCHANTS	SS 941 TAXES	INV0002752	615-21703	1,099.06
615-21704	FIRST FARMERS & MERCHANTS	PERA	INV0002744	615-21704	946.22
615-21712	FIRST FARMERS & MERCHANTS	MED 941 TAXES	INV0002750	615-21712	257.02
615-21713	AXA EQUITABLE	AXA EQUITABLE DEFERRED	INV0002740	615-21713	304.99
615-21719	FIRST FARMERS & MERCHANTS	HCSP	INV0002743	615-21719	63.03
615-6-34761	LAUREL POFF	REFUND	INV0002733	615-6-34761	24.00
615-6-34761	JENNIFER KOLTER	REFUND	INV0002734	615-6-34761	28.00

10,189.37

Department: 45120 - RECREATION ADMINISTRATION

615-45120-117	KRIS ANN KRAUSE	GYM ORIENTATION	INV0002731	615-45120-117	50.00
615-45120-201	STANLEY SECURITY SOLUTIONS	ACCESS CARDS	13186773	615-45120-201	411.47
615-45120-202	MARCO INC	COPIER LEASE	297963530	615-45120-202	177.31
615-45120-207	AMERICAN RED CROSS	TRAINING	10427129	615-45120-207	70.00
615-45120-218	EVOLUTION MEDIA & DESIGN,	EXTRA HATS	#6217	615-45120-218	66.00
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	269862	615-45120-271	122.05
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	277131	615-45120-271	124.35
615-45120-271	PEPSI COLA OF MANKATO	VENDING MACHINE EXPENSE	282662	615-45120-271	151.72
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	553496	615-45120-271	198.84
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	554854	615-45120-271	187.11
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	556163	615-45120-271	266.10
615-45120-271	A.H. HERMEL COMPANY	VENDING MACHINE EXPENSE	557440	615-45120-271	154.53
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	13155983	615-45120-321	4.06
615-45120-321	STANLEY SECURITY SOLUTIONS	MONTHLY MAINTENACE	2234583116	615-45120-321	4.06
615-45120-321	VERIZON WIRELESS	CELLULAR SERVICE	9759713183	615-45120-321	276.99
615-45120-321	CONSOLIDATED	Phone Service	INV0002768	615-45120-321	126.79
615-45120-321	CONSOLIDATED	Line Charges	INV0002771	615-45120-321	156.25
615-45120-343	APG MEDIA OF SOUTHERN	ADVERTISING	55196758	615-45120-343	229.00
615-45120-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	615-45120-381	11,604.21
615-45120-383	CENTER POINT ENERGY	GAS UTILITIES-6080892-0	INV0002725	615-45120-383	2,558.37

Account Number	Vendor Name	Description (Item)	Payable Number	Account Number	Amount
615-45120-392	DISTEL GRAIN SYSTEMS	LP REFILL	08137	615-45120-392	72.69
615-45120-392	DISTEL GRAIN SYSTEMS	LP REFILL	08148	615-45120-392	96.92
Department 45120 - RECREATION ADMINISTRATION Total:					17,108.82
Department: 45122 - COMM CTR BUILDING MAINT					
615-45122-211	COLE PAPERS INC.	SUPPLIES	9175539	615-45122-211	480.18
615-45122-211	COLE PAPERS INC.	SUPPLIES	9177641	615-45122-211	89.00
615-45122-223	TRUSTWORTHY HARDWARE	PARTS-CC	145788	615-45122-223	34.00
615-45122-223	TRUSTWORTHY HARDWARE	PARTS-CC	145929	615-45122-223	26.99
615-45122-404	DISTEL GRAIN SYSTEMS	PARTS	08140	615-45122-404	27.00
615-45122-404	STANLEY SECURITY SOLUTIONS	CARD ACCESS READER UPDATE	13136783	615-45122-404	12,221.79
Department 45122 - COMM CTR BUILDING MAINT Total:					12,878.96
Department: 45124 - OUTDOOR POOL EXPENDITURES					
615-45124-321	CONSOLIDATED	Line Charges	INV0002771	615-45124-321	40.61
615-45124-381	LESUEUR MUNICIPAL UTILITIES	UTILITIES	INV0002726	615-45124-381	134.32
615-45124-383	CENTER POINT ENERGY	GAS UTILITIES-5981253-7	INV0002722	615-45124-383	23.72
Department 45124 - OUTDOOR POOL EXPENDITURES Total:					198.65
Fund 615 - RECREATION FUND Total:					40,375.80
Grand Total:					1,027,863.36

Report Summary

Fund Summary

Fund	Payment Amount
101 - GENERAL FUND	80,344.36
225 - FIRE SERVICE FUND	3,080.64
226 - AMBULANCE SERVICE FUND	14,862.56
227 - PARA-TRANSIT FUND	5,914.64
235 - AIRPORT FUND	513.12
240 - HRA FUND	2,785.46
250 - YOUTH OPPORTUNITIES FUND	807.38
301 - 2014 GROSS REVENUE RECREATIONAL FACILITIES	700.00
309 - GO OBLIG LIBRARY BONDS 2002	175.00
310 - GO FIRE STATION BONDS/2002	175.00
502 - GO IMPROVEMENT BOND OF 2001	175.00
507 - 2011B G.O. REFUNDING BONDS	700.00
508 - GO IMPROVEMENT BOND OF 2006C	350.00
510 - GO N 2ND ST RECONST OF 2011	700.00
601 - WATER UTILITY FUND	30,842.69
602 - SEWER UTILITY FUND	130,086.31
604 - ELECTRIC UTILITY FUND	709,495.00
606 - MN RIVER VALLEY UTILITY COMM	5,780.40
615 - RECREATION FUND	40,375.80
Grand Total:	1,027,863.36

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

DATE: February 22, 2016 APPROVED BY: _____

Jenelle Teppen
City Administrator

MINUTES OF THE REGULAR MEETING OF THE
LE SUEUR HOUSING AUTHORITY

January 20, 2016

The Regular Meeting of the Le Sueur Housing & Redevelopment Authority was called to order by Chairman Jeff Kerkow at 5:30 PM on Wednesday, January 20, 2016.

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

A motion by Commissioner King, seconded by Commissioner Mediger approving the minutes of the December 16, 2015 meeting as presented. All voting in favor. Motion carried.

A motion by Commissioner Fuller, seconded by Commissioner Williams approving the January bills paying with check #4851 thru check #4876 totaling \$22,720.30; the General Fund Report paying bills with check #1200 thru check #1204 totaling \$650.00; Capital Improvement Fund Report; Investment Fund Report; and the Dining Fund Report. All voting in favor. Motion carried.

Johannsen presented the following reports:

- ◆ Resident Repair Request Worksheet – all work orders are up to date.
- ◆ Vacant Apartment Update – We have two vacancies. One will be filled on February 1st. Working from our waiting list to fill the other apartment.
- ◆ December Monthly Report.
- ◆ Dining Site

Johannsen handed out her retirement notice to the Board, effective June 30, 2016. A motion by Commissioner Williams, seconded by Commissioner Mediger accepting Johannsen's retirement effective June 30, 2016.

Auditor Mark Babcock presented the FYE 9/30/15 audit. After some discussion, a motion by Commissioner Williams, seconded by Commissioner Mediger to adopt Resolution #782 approving the FYE 9/30/15 audit as presented. All voting in favor. Motion carried.

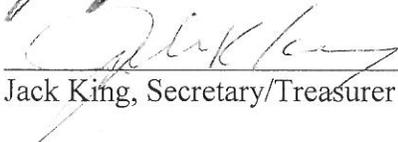
Discussion was held on the water heater installation and the relationship between the City of Le Sueur and the HRA. The consensus of the Board is that the HRA is part of the City organization in that the City formed the HRA, appoints the Board members, and approves the minutes of the HRA Board. A motion by Commissioner Williams, seconded by Commissioner King approving using City resources to do the water heater project. All voting in favor. Motion carried.

The Board held Election of Officers for the upcoming year. A motion by Commissioner Williams, seconded by Commissioner Fuller to keep the existing Officers for the upcoming year, those being Jeff Kerkow as Chairman; Bill Mediger as Vice-Chairman; and Jack King as Secretary/Treasurer. All voting in favor. Motion carried.

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



Jeff Kerkow, Chairman



Jack King, Secretary/Treasurer



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Monica Muchow, City Clerk

SUBJECT: Airport Maintenance and Operation (M&O) Contract – 2016

DATE: For the City Council Meeting of Monday, February 22, 2016

PURPOSE/ACTION REQUESTED

Consider approval of a resolution authorizing the execution of the annual airport maintenance and operation contract with the Minnesota Department of Transportation.

SUMMARY

Annually the City Council authorizes the execution of the annual airport maintenance and operation contract with the Minnesota Department of Transportation.

The city of Le Sueur is eligible for reimbursement of 75% of maintenance and operation costs incurred locally at our airport, not to exceed \$18,545.00. This contract expires on June 30, 2017 at which time we would renew.

RECOMMENDATION

Approve a resolution authorizing the City Clerk and Mayor to execute the annual airport maintenance and operation contract with the Minnesota Department of Transportation.



**STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

State Project Number (S.P.): A4005-MO16

State Project Number (S.P.): A4005-MO17

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and **City of LeSueur** acting through its **City Council** (“Recipient”).

RECITALS

1. Minnesota Statutes §§360.015 and 360.305 authorize State to provide financial assistance to airports for maintenance and operation activities.
2. Recipient owns, operates, or controls an airport (“Airport”) in the state system, and Recipient desires financial assistance from the State for maintenance and operation activities for State Fiscal Year 2016 and State Fiscal Year 2017.
3. Recipient assures the State that Recipient will operate and maintain the airport according to the duties and obligations set forth in this Contract.

CONTRACT TERMS

1. Term of Contract and Survival of Terms

- 1.1 **Effective Date:** This contract will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.
- 1.2 **Expiration Date:** This contract will expire on June 30, 2017 or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 9. Indemnification; 10. State Audits; 11. Government Data Practices; 13. Governing Law, Jurisdiction and Venue; and 14. Data Disclosure.

2. Recipient’s Duties

- 2.1 Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 2.2 The Recipient will keep the runway and the area around the lights mowed at the Airport. The grass must be mowed at least 7 feet beyond the lights, and the grass must not exceed 6 inches in height on the landing area.
- 2.3 If the Airport remains operational during the winter months, the Recipient will keep at least one runway, associated taxiway, and apron area cleared of snow and ice to the same priority as arterial roads. Snow banks must be limited in height so that aircraft wings, engines, and propellers will clear them. Landing strip markers and/or lights must remain visible.
- 2.4 If the State contracts for the periodic paint striping of the Airport’s runways and taxiways during the term of this Contract, the Recipient will cooperate with the marking operation. The Recipient must coordinate seal coat pavement maintenance projects with the State to maximize the pavement marking life.
- 2.5 The Recipient will allow a representative of the State’s Office of Aeronautics access to any area of the Airport necessary for the purpose of periodic inspections.

3. Recipient's Assurances

- 3.1 In accordance with Minnesota Statutes § 360.305, subdivision 4, Recipient assures the State that Recipient will operate and maintain the Airport in a safe, serviceable manner for aeronautical purposes only for the use and benefit of the public.
- 3.2 Recipient represents and warrants that Recipient has established a zoning authority for the Airport, and such authority has completed, or is in the process of and will complete, with due diligence, an airport zoning ordinance in accordance with Minnesota Statutes §§ 360.061 to 360.074.

4. Third-Party Contracting

- 4.1 Recipient will comply with all applicable local, state, or federal laws, regulations, policies and procedures in the procurement of goods and services funded in whole or in part under this Contract.

5. Consideration and Payment

- 5.1 **Consideration.** State will pay for all eligible maintenance and operation costs incurred by Recipient under this Contract as follows:
- 5.1.1 **Basis.** Recipient will be paid for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed **\$18,545.00** ("Base Amount") of state aid for each state fiscal year.
- 5.1.2 **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed **\$37,090.00** [Total for both fiscal years] (**\$18,545.00** for FY2016 and **\$18,545.00** for FY2017).

5.2 Payment

- 5.2.1 The Recipient must submit a reimbursement request of its eligible costs to the Director of the Office of Aeronautics on a quarterly basis. The State's Office of Aeronautics will supply the reimbursement request forms which Recipient must submit. Reimbursement requests must be submitted according to the following schedule:

- In October, **No later than November 15**, for the period July 1 through September 30.
- In January, **No later than February 15**, for the period October 1 through December 31.
- In April, **No later than May 15**, for the period January 1 through March 31.
- In July, **No later than August 15**, for the period April 1 through June 30.

The State reserves the right to reject items that may not be eligible for reimbursement.

6. Conditions of Payment

- 6.1 All services provided by Recipient under this contract must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, including business registration requirements of the Office of the Secretary of State. Recipient will not receive payment for work found by State to be unsatisfactory or performed in violation of federal, state or local law. In addition to the foregoing, Recipient will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

7. Authorized Representatives

- 7.1 **State's Authorized Representative.** State's Authorized Representative will be:
 Jenny Bahneman, Grants Specialist
 222 East Plato Boulevard
 Saint Paul, Minnesota 55107-1618
 651-234-7240

State's Authorized Representative or his /her successor, will monitor Recipient's performance and has the authority to accept or reject the services provided under this contract. If the Recipient's duties are performed in a satisfactory manner, the State's Authorized Representative will certify acceptance on each reimbursement request submitted for payment.

7.2 Recipient's Authorized Representative. Recipient's Authorized Representative will be:

Mayor Robert Broeder
203 South Second Street, LeSueur, MN 56058
(507) 665-6401
rbroeder@cityoflesueur.com

If Recipient's Authorized Representative changes at any time during this contract, Recipient must immediately notify State.

8. Assignment, Amendments, Waiver and Contract Complete

- 8.1 Assignment.** Recipient may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 8.2 Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 8.3 Waiver.** If State fails to enforce any provision of this contract that failure does not waive the provision or State's right to subsequently enforce it.
- 8.4 Contract Complete.** This contract contains all prior negotiations and agreements between State and Recipient. No other understanding regarding this contract, whether written or oral, may be used to bind either party.

9. Indemnification

- 9.1 In the performance of this contract by Recipient, or Recipient's agents or employees, Recipient must indemnify, save and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by Recipient's: 1) intentional, willful or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies Recipient may have for State's failure to fulfill its obligation pursuant to this contract.

10. State Audits

- 10.1 Under Minnesota Statutes §16C.05, subdivision 5, Recipient's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by State, State's Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the expiration date of this contract.

11. Government Data Practices

- 11.1 Government Data Practices. Recipient and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Recipient under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either Recipient or State. If Recipient receives a request to release the data referred to in this Clause, Recipient must immediately notify State and consult with State as to how Recipient should respond to the request. Recipient's response to the request must comply with applicable law.

12. Workers' Compensation

- 12.1 Recipient certifies that it is in compliance with Minnesota Statutes §176.181, subdivision 2, pertaining to workers' compensation insurance coverage. Recipient's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Governing Law, Jurisdiction and Venue

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this contract. Venue for all legal proceedings arising out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Data Disclosure

14.1 Under Minnesota Statutes §270C.65, and other applicable law, Recipient consents to disclosure of its social security number, federal employer tax identification number and Minnesota tax identification number, already provided to State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring Recipient to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15. Termination and Suspension

15.1 **Termination by State.** State may cancel this contract at any time, with or without cause, upon 30 days' written notice to Recipient. Upon termination, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15.2 **Termination for Insufficient Funding.** State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to Recipient. Written notice may be transmitted by electronic means. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, Recipient will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide Recipient notice of the lack of funding within a reasonable time of State's receiving that notice.

16. Discrimination Prohibited by Minnesota Statutes §181.59

16.1 Recipient will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: _____

Date: _____

SWIFT Contract (SC) ID No. _____

Purchase Order (PO) ID No. _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

RECIPIENT

Recipient certifies that the appropriate person(s) have executed Contracts on behalf of Recipient as required by applicable articles, bylaws or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____

RESOLUTION

**AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

It is resolved by the City of LeSueur as follows:

1. That the state of Minnesota Contract Number 1001006,

"Airport Maintenance and Operation Grant Contract," at the

LeSueur Municipal Airport is accepted.

2. That the _____ and _____ are
(Mayor, Chairperson, President, etc.) (Clerk, Auditor, Secretary, etc.)

authorized to execute this Contract and any amendments on behalf of the

City of LeSueur.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Greg Drent, Public Services Director

SUBJECT: Approve Purchase Ford F250 Pickup Truck

DATE: For the City Council meeting of February 22, 2016

PURPOSE/ACTION REQUESTED

Consider approving the purchase of a Ford F250 from Wolf Motors at state bid pricing

SUMMARY

Included in the 2016 budget is \$35,000 for the purchase of a pickup truck in the electric department.

Staff secured state bid pricing from Wolf Motors on a 2016 Ford F250 which is \$7,200.00 off the retail price. The cost of the truck at the state bid price is \$29,907.54. We will add a couple of bins above the box but the total amount expended will not exceed the budgeted amount. Attached is the bid from Wolf Motors.

This truck is intended to replace a 2000 Ford pickup that truck will get moved to the maintenance division and the 1996 truck used by maintenance staff will move to the parks department. The parks department will be using that truck for daily operations.

RECOMMENDATION

Staff recommends the Council approve the purchase of the Ford F250 pickup from Wolf Motors at a cost of \$29,907.54.

2016 F-SERIES SD

Order No: 1000 Priority: C4 Ord FIN: QH498 Order Type: 5B Price Level: 640
Ord PEP: 600A Cust/Flt Name: LESUEUR CITY PO Number:

RETAIL DLR INV

X2B	F250 4X4 S/C	\$37380	\$34670.00
	142" WHEELBASE		
Z1	OXFORD WHITE		
1	CLTH 40/20/40	100	90.00
3	STEEL		
00A	PREF EQUIP PKG		
	.XL TRIM		
	.TRAILER TOW PKG		
572	.AIR CONDITIONER	NC	NC
996	.6.2L EFI V8 ENG	NC	NC
14P	6-SPD AUTOMATIC	NC	NC
TBM	LT245 BSW AT 17	165	149.00
X3E	3.73 ELOCKING	390	353.00
90L	PWR EQUIP GROUP	895	808.00
7F	XL DECOR PKG	NC	NC
9B	MOLDED BLK STEP	370	335.00
	10000# GVWR PKG		
13	ELECTRONIC SOF	185	167.00
1H	ENG BLK HEATER	NC	NC
12	SPARE TIRE/WHL2	NC	NC
2B	BRAKE CONTRLLR	270	244.00

INV
Prof
CONN

36707.54
400.00

37107.54
- 7200.00

29,907.54

592	TELE TT MIR-PWR		
	ROOF CLEAR LGTS	55	51.00
	JACK		
56S	UPFITTER SWTCH	125	113.00
57H	HD SUSPENSION	125	113.00
794	PRICE CONCESSN		
	REMARKS TRAILER		
	AUX AUDIO INPUT		
96V	XL VALUE PKG	595	537.00
	.CRUISE CONTROL		
	.AMFM/CD/CLK		
	SP DLR ACCT ADJ		(1629.00)
	SP FLT ACCT CR		(508.00)
	FUEL CHARGE		12.54
94A	NET TNV FLT OPT	NC	7.00
	DEST AND DELIV	\$1195	\$1195.00

TOTAL BASE AND OPTIONS 41850 36707.54
TOTAL 41850 36707.54

THIS IS NOT AN INVOICE

CNGP870

TRAILER INFORMATION DISPLAY

02/11/16 10:03:57

Dealer: F58595

Model Year: 16 Body Series: X2B Order No: 1000 Spec Ord No:

PRICE CONCESSION TRAILER:

Account Code ID: 10

Bid Date: 04/03/15

Concession Amt: 7200

Contract/Ref #: 04-637G

State: MN

Wolf Motors
North Hwy 169 • P.O. Box 126 • LeSueur, MN 56058
www.wolfmotors.com

(507) 665-6476
Fax (507) 665-2577
Cell (507) 381-1101
stickerprice@hotmail.com

DICK (STICKER) UECKER
Sales & Leasing

Blue Oval Certified

Ford
THE EDGE



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council
FROM: Jenelle Teppen, City Administrator
SUBJECT: Accept City Council/Staff Planning Retreat
DATE: For the City Council Meeting of Monday, February 22, 2016

PURPOSE/ACTION REQUESTED

Accept Planning Retreat report

SUMMARY

The City Council and Staff held their annual planning retreat on January 23, 2016. The attached report is intended to be reflective of the discussion that took place and includes goals and priorities.

RECOMMENDATION

Staff recommends the City Council accept the report.

City of Le Sueur, Minnesota

City Council/Staff Planning Retreat

9:00 AM - 3:30PM
January 23, 2016

The retreat was held at the Fire Station in Le Sueur. Attendees included Mayor Bob Broeder, Councilmembers: Darv Wicks, Mark Huntington, Dave Johnson, Kevin Wilke and Jeff Kerkow. Benjamin Rohloff was unable to attend.

Staff present were: Greg Drent, Public Services Director; Bruce Kelly, Police Chief; Layne Wilbright, Parks and Recreation Director; and Jenelle Teppen, City Administrator. Barbara Strandell was the facilitator.

Purpose of Retreat:

- A. City Council to validate Long-Term Goals for the City
- B. Establish Priorities for 2016.
- C. Strengthen Council/Staff relations

Long Term Goals (Goal Areas) - 2020

The City Council affirmed the following broad, long term Goals that were established in 2015. The group decided to remove the ranking of goals, and to re-write them in measureable vernacular.

Going forward, the Council and Staff will further refine these areas and develop supportive strategic initiatives and policies toward their achievement(s). The identified Priorities (below) will form the basis of the action plan for 2016.

- A. **Housing:** In order to ensure safe, livable and attractive housing which in turn increases long-term neighborhood stability, the City's economic viability 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 will implement the Housing Plan.
- B. **Economic Development:** In order to retain, expand and attract businesses that create high-quality jobs, the City will by 2020 develop strategic initiatives to enhance the City's business climate.
- C. **Planning:** Complete Comprehensive Plan Update and from the strategies and subsequent action plans, begin implementation of the steps necessary to reach completion of those strategies.
- D. **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 identify capital projects and equipment purchases and provide a planning schedule **and options for financing the plan.**
- E. **Financial Management:** Develop a long-term financial plan that incorporates best practices for accountability, operations, reporting, and financial sustainability of the city.

Priorities 2016 - 2017

The following priorities were adopted by the City Council.

- A. Create Task Force or sub-committee of the City Council to study **Economic Development** in Le Sueur including future staffing options for both the EDA and Economic Development in general.
- B. Provide the City Council with a report that demonstrates how the City currently **communicates and markets** the City.
- C. Resolve **franchise fee** issue/policy
- D. Clarify City's relationship with MN Valley Health Center (**MVHC**)
- E. Complete **Capital Improvement Plan** update for effective infrastructure reinvestment
- F. Provide **Sidewalk Plan Update** to the City Council
- G. City Council to provide staff with direction on **Property Maintenance** enforcement
- H. Provide City Council with "**Long-term Goal Check-in**" at six-months
- I. Begin dialogue with the **School District** on inter-dependencies.
- J. Continue to discuss ordinances that will address **odor nuisances**
- K. Complete review of **City Charter**
- L. Implement **Pavement Management** Plan
- M. Complete **Comprehensive Plan Update** process

AGENDA

- Part I - 9:00 AM – 11:00 AM Council and City Administrator*
 - A. "Items of Appreciation" - Mayor Broeder
 - B. City Council Review
 - C. EDA – Future Options
 - D. Preview: Pre-Retreat Survey – Council and Staff input
- Part II – 11:00 – 12 Noon Council and Staff Leadership*
 - A. Warm Up Exercise
 - B. Vision – Brainstorming Exercise
 - C. Mission - Review
 - D. Values – Review
- Part III: 12:45 PM – 3:30 PM Council and Staff Leadership*
 - A. Accomplishments in 2015
 - B. Goals
 - C. Priorities
 - D. Obstacles
 - E. Other Topics

Items of Appreciation

To kick off the meeting, the Mayor asked the group to express what they appreciate about having the retreat and being together in this setting. Everyone present offered suggestions and comments.

⇒ **Dave Johnson:** The opportunity to ask and get answers to questions.

- ⇒ **Darv Wicks:** The process itself and discussions.
- ⇒ **Bob Broeder:** Having a chance to validate and discuss the Norms of Behavior that were established at the 2015 retreat.
- ⇒ **Jeff Kerkow:** The opportunity to have informal discussions with other city council members and staff.
- ⇒ **Kevin Wilke:** Having communication between Council and staff.
- ⇒ **Mark Huntington:** To be able to participate and be more engaged as a Council – both with staff and each other.
- ⇒ **Jenelle Teppen:** More in-depth discussion about direction from Council to staff.

The Pre-retreat Survey

Prior to the workshop retreat, the City Council and the management team were surveyed about their views on the current status of the city and future goals and priorities. Below is the list of the questions asked. Answers were compiled and presented by the facilitator for discussion throughout the day.

Survey Question for the Le Sueur City Council/Staff Retreat 2016

- Q #1 Long Term Goals** - Below are the ranked Long Term Goals established in 2015. Please review and write down any modifications you would like to make to the existing goals and/or add additional goals you would like to discuss.
- Q#2 Priorities** - In your opinion, what specific objectives or short-term priorities should the Staff be working on over the next one-two years? In general, these objectives or priorities may support or be related to your goals.
- Q #3 Obstacles** - Identify the biggest obstacles or barriers the City will face in our efforts to meet established goals and priorities.
- Q #4 Economic Development** – What are your thoughts on future staffing options for EDA and Economic Development?
- Q #5 Accomplishments** - What do you see as the City's top accomplishments in the last year?
- Q #6 Other Topics** - What other specific issues, ideas or topics you would like to discuss at the Council/Staff retreat on January 23.

Accomplishments of 2015

Survey responses are summarized below. Improvements made in the Finance Management area, and addressing Housing issues were the most often cited accomplishments.

- ✚ **Comprehensive Plan process:**
 - Changes made and Approving the Comprehensive Plan process
- ✚ Positive change in **financial management** area of City operations:
 - Contracting financial management services with AEM,
 - Getting the financial reporting system on track
 - Establishing a Financial Management process
- ✚ Completion of the Le Sueur **Community Center Roof Project**
- ✚ Improving the **cohesiveness of Council: Norms of Behavior** were adopted and followed

- ✚ **Housing:**
 - Completing the housing study and moving forward
 - Cleaned up some of the long standing nuisance properties
 - Council passes a licensing of rental housing ordinance
 - Authorizing the EDA to begin following thru on the Housing Report
- ✚ Completion of the **Pavement Management** plan,
 - Began implementation on the sidewalk project
- ✚ Establishing and following thru on a **short and long-term goal planning** process for staff and council.
- ✚ **Improving the city overall**
- ✚ **Vehicle Maintenance** Program started
- ✚ **Code of Conduct** for the Community Center was developed and adopted
- ✚ Members were appointed to the **Le Sueur City Charter Commission**
- ✚ Phase II for **Downtown Lighting** was approved

City Council Review

The Council devoted some time in the morning to evaluate how they have performed as a City Council.

A. Norms

First they reviewed the Norms they adopted in 2015. These Norms of Behavior are read before each Council meeting

Le Sueur City Council "Norms of Behavior"

Norms adopted by Le Sueur City Council February 2015.

To be read before each Council Meeting.

- A. *"The members of the Le Sueur City Council agree that the following behaviors will guide the City Council's discussions with each other, with members of the public and with staff.*
- B. *We agree to practice professionalism by being positive and assuming positive intentions, by being respectful to all, and by being prepared for meetings.*
- C. *We agree to follow the approved agenda, that we won't be distracted by sidebar discussions and that we will take time for recognition and appreciation.*
- D. *We will be active listeners, we encourage everyone's participation and will collaborate whenever possible.*
- E. *We agree to support decisions made by the group that expectations will be clearly stated including who is responsible for follow up.*
- F. *We agree to follow through on commitments made."*

Conclusion: Councilmembers liked having the Norms and being reminded of them at every meeting. The Mayor shared feedback from other Mayors in the state who expressed an interest in following Le Sueur's lead in adopting such Norms.

B. Self-Evaluation

Secondly, the Council used a self-assessment tool to guide a discussion of how they performed as a whole and as individuals. The tool outlined several question within the following categories:

1. Decision-making
2. Communications
3. Councilmembers' Relations
4. Staff Relations
5. Individual Self-Evaluation

Summary: In general, the Councilmembers and Mayor expressed satisfaction in most areas except the lack of participation by some members – especially either not speaking up at all or not expressing their point of view even when they might be in the minority. One councilmember expressed frustration that all he ever hears from constituents (which isn't often) are complaints.

The use of digital packets was discussed: the group asked the City Administrator to investigate implementation in 2017.

Action Item: *Explore transition to digital packets using a tablet for distribution.*

Mission, Values, and Vision

The City Administrator developed a process for creating Values and a Mission statement for the City. Working with her management team she presented the following to the City Council for feedback and comment. The final step of this process will be to have the City Council develop a Vision Statement.

Mission

Each department has its own Mission Statement that speaks specifically to the functions of that department, but if there is an overall Mission Statement of the City it couldn't be readily found. So, the City's Management team drafted a new one for Council consideration:

The City of Le Sueur provides excellent service to our community while preserving the past and planning for the future.

Values

- Accountable
- Responsive
- Reliable

Jenelle Teppen reported that she has asked each department head to meet with their staff and talk about what the values (words) mean to them and how they live those values in their daily work lives. For example, what does it mean to be accountable? It means that we take personal responsibility for our actions and for doing what we say we are going to do. How do we live this value? We consistently strive to meet or exceed the expectations of our customers through our responsiveness, helpfulness, and follow-through.

Vision

Since a Vision statement has not yet been created for the city, time was spent brainstorming ideas and assets to be considered in a future Visioning process. Here are some of the ideas discussed:

Appealing aspects of Le Sueur:

- Recreational activities - all seasons
- Live/work same place
- Great place to live (realization)
- Community - volunteer (not Mankato mentality)
- Thriving school district - high achieving, STAR
- Strong businesses
- Community Center
- Mayo House; RR
- River
- Location

Challenges and considerations:

- Create more retail that draws people to our town.
- Make it a destination - e.g. Lanesboro.
- Look how other cities - like Henderson, created community pride and engaged residents.
- Re-identification of downtown so it's cohesive and provides for easy access for businesses and patrons alike.

Planning: Comprehensive versus Strategic Planning

Discussion led by Jenelle Teppen

The City Administrator responded to a question regarding the differences between the two types of plans. The full presentation was made at the 2015 retreat. Below are the highlights' Ms. Teppen explained to the group.

- ✚ State law defines a Comprehensive Plan: A compilation of policies, goals, standards and maps for guiding the physical, social and economic development, both public and private, of the municipality and its environment.
- ✚ Strategic Planning: An organization's process of defining its strategy or direction and making decisions on allocating its resources to pursue this strategy.
 - Elements of a Typical Strategic Plan
 - Vision, Mission, Values
 - Strategic Issues to be resolved
 - Analysis of Trends and Demographics
 - SWOT Analysis
 - Goals, Objectives, Priorities
 - Strategies & Initiatives
 - Management Action Plan

Q #1 Long Term Goals: Survey Comments on 2015 Goals

Survey respondents made the following comments relevant to each goal established in 2015.

It is expected that these top five goal areas will be further refined over the next couple of years and the city will see policies, programs and initiatives from the Council and staff that support their achievement.

#1 Housing: property maintenance, build community pride

1. Following thru on the "Housing Report" with action plans should be an ongoing Long Term Goal. (Housing study is in the action plan)

2. Progress made – more needed
- #2 **Development: Industrial Park and Downtown Re-development** (job creation)
 1. Improve image coming into town (strategy – initiative, priority)
- #3 **Planning: Update Comprehensive Plan (including Parks); develop Strategic Plan**
 1. Progress made – more needed
- #4 **Infrastructure: Water, Sewer, Electric, and Streets**
 1. Making sure that our investments are cost effective and efficient
 2. 20 year plan
 3. Sidewalk plan
 4. Capital Improvement Plan
 5. Pavement Management Plan
- #5 **Financial Management** (*rephrase it as a goal*)
 1. Long Term Capital Improvement Program.
 2. Long-Term Financial Plan
 3. Progress has been made – *more needed*
 4. Electric Franchise Fee – priority (*short term*)

Summary:

We've made some significant progress towards achieving the goals set in 2015 but we still have a few of the building blocks to put into place.

- ⇒ "Goals," then they should be written in "SMART" language.
- ⇒ Show CC difference between Comprehensive Plan and Strategic Plan

Q#2 Priorities 2016

After reviewing the findings from the pre-retreat survey (Q2), the Council identified the key areas/priorities they and staff would be focusing on in the two years. These priorities will be further refined. Supporting initiatives and specific programs will be identified and ideally aligned with the budget, and departmental goals.

- A. Create Task Force or sub-committee of the City Council to study **Economic Development** in Le Sueur including staffing options for both the EDA and Economic Development in general.
- B. Provide the City Council with a report that demonstrates how the City currently communicates and markets the City.
- C. Resolve **franchise fee** issue/policy
- D. Clarify City's relationship with MN Valley Health Center, **MVHC**
- E. Complete **long-term financial plan**
- F. Provide **Sidewalk Plan Update** to the City Council
- G. City Council to provide staff with direction on **Property Maintenance** enforcement
- H. Provide City Council with "**Long-term Goal Check-in**" at six-months
- I. Begin dialogue with the **School District** on inter-dependencies-
- J. Continue to discuss ordinances that will address **odor nuisances**
- K. Complete review of **City Charter**

- L. Implement **Pavement Management** Plan
- M. Complete **Comprehensive Plan Update** process

Q#3: Obstacles to Implementing Goals and Priorities

The following feedback from the pre-pretreat survey (Q3) lists the biggest obstacles or barriers the City face in efforts to meet identified goals and priorities. These were responses from both the Council and staff.

- a) **Internal:**
 - a. Not capitalizing on all council member strengths and assessing our effectiveness as a council.
 - b. Not following thru with short and long-term goal action plans.
 - c. Not partnering with other agencies.
 - d. Not spending enough time in council meetings and committee meetings discussing our short and long-term goals.
 - e. Not being open to new ways of "doing business."
- b) **External:**
 - a. Political incompetence in St. Paul
 - b. Loss of Le Sueur businesses
- c) **Economic Development** and related development issues
- d) **Funding is always an obstacle, but not a barrier.**
 - a. Funding: Sticking with the street improvement plan; continually funding of street reconstruction and utility projects, any Comp Plan projects.
 - b. Ability to stay on task getting the funding to achieve those goals
 - c. All of the long-term goals will require substantial time and money. Staff time may be redirected to work on goal items taking away from regular duties. Also funds used to support the goals could take money away from another area of the city budget.
- e) **Finding ways to market Le Sueur to attract new business and residents.**
- f) **Financial implications (*on residents*) of doing projects**
- g) **Opposition to change**

Q#4: EDA and Economic Development

Below is a summary of answers to EDA survey question:

"Recognizing that Ed Tschida will not likely continue in the role of executive director of EDA within another 12-24 months, we will need to determine how to fulfill that role and responsibility. Possible options include contracting with an outside consultant, designating or hiring a staff person. Or, you might have additional suggestions. Please share your thoughts on this topic."

- Looking to fill this position by having candidates apply that meet the criteria set forth.
- We should do everything we can to see if it can be contracted like it is now e. g Ed Tschida's current role. Unfortunately, we'll lose so much institutional knowledge when Ed leaves that it will take sometime for another person to be as knowledgeable.
- No one internal has the skills needed to successfully perform economic development activities. Hiring a staff person to perform economic development isn't realistic.
- Potential partnership with the Chamber of Commerce?
- Determine the course of action for Economic Development before making decisions about future staffing for EDA staffing/consulting.

- Researching what neighboring communities do, particularly our competitors for businesses/residents (Jordan, Belle Plaine, St. Peter)
- Determine a true job description 2. Define what Economic development is 3. Then goals can be defined this has never been a clearly defined group or process.
- Have a dedicated person specify working on this issue. I think consultants are great in many cases but this issue needs the full attention of a dedicated staff person.
- We need to continue to promote the city to businesses and develop projects on a regular basis; someone on staff would be the best fit.

Discussion of this topic ensued: Questions arose regarding how important ED and EDA were to the community, and what value it has produced in the past. Several direct results were mentioned:

- TIF districts (14)
- Industrial Park
- Housing development
- The rest stop
- Cambria expansion
- Downtown: Radermacher's relocation and expansion

The group agreed that the Council should identify needs for Economic Development and the EDA, and create a job description that corresponds to those needs.

Action Item: *Assign a Task Force or Sub-Committee of the City Council to study Economic Development including staffing options for both the ESA and ED in general.*

Q#6: Other Topics Discussed at Retreat

Suggestions made on survey.

- a) Council members should be encouraged/expected to participate in council-development workshops at the region and/or state level. Hospital trustees have begun to do this. School board members have done this for years.
 - Discussion ensued regarding councilmember's being encouraged to attend regional and statewide meeting to stay abreast of the current ideas and thinking about local governance.

- b) Township - Fire District Discussion

Action Item: *Councilmember Kerkow will follow up on Fire District/ Township concerns, and report back to the Council.*

- c) Lack of or losing city retail
 - Discussion covered in EDA/ED reference and subsequent action item
- d) Reviewing Progress towards our long-term goals

Action Item: *The Council suggested that staff prepare a six-month status update on goals and priorities set at the retreat.*

Best of the Day

Each participant was asked by the facilitator to comment on what topic or area of discussion was the most valuable for him or her during the planning retreat.

 Layne Wilbright:	Openness (by members) of the discussions
 Dave Johnson:	The amount of discussion and Jenelle's input
 Darv Wicks:	The wide range of topics discussed
 Bruce Kelly	Whole process
 Jeff Kerkow:	Taking time to discuss items
 Kevin Wilke:	The township discussion
 Mark Huntington:	Common good; orientation
 Greg Drent:	Goal-setting discussion
 Jenelle Teppen:	Free flow of discussion; Powerball
 Bob Broeder:	Wide range of discussion; participation

End of Report



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Monica Muchow, City Clerk

SUBJECT: City Attorney's Report-Relationship to the Housing and Redevelopment Authority

DATE: For the City Council Meeting of Monday, February 22, 2016

City Attorney Coryell's correspondence relative to Regular Agenda Item 10. D – Receive report from the City Attorney regarding the relationship to the Housing and Redevelopment Authority, will be distributed at a later time.