

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

Regular City Council Meeting of Monday, June 8, 2020 – 7:00 p.m.

Virtual Meeting Only - See below for electronic access to meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES**

- V. VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments

- VI. APPROVAL OF CONSENT AGENDA ITEMS**

- VII. UNFINISHED BUSINESS**

None scheduled

- VIII. NEW BUSINESS**
 - A. Park Naming Policy
 - B. Revolving Loan Request: Mary L. Brandt
 - C. COVID-19 Micro Loan Program Modification

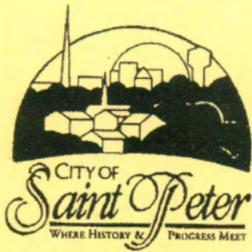
- IX. REPORTS**
 - A. MAYOR**

 - B. CITY ADMINISTRATOR**
 - 1. COVID-19 Update
 - 2. Outdoor Pool Update
 - 3. Hallett's Pond
 - 4. Future Council Meeting Format
 - 5. Others

- X. ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means. The City Council meeting will be accessible electronically by GoToMeeting software available at no charge (link below) or by calling as indicated below. Here is the information necessary to access the meeting electronically:

From your computer, tablet or smartphone: <https://global.gotomeeting.com/join/591790045>
From your phone: (Toll Free): 1 866 899 4679 - One-touch: tel:+18668994679,,591790045#
Access Code: 591-790-045



I. **CALL TO ORDER**

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

II. **ROLL CALL**

Under Minnesota Statute 13D.021, this meeting is also being held electronically. As such, roll call of members in attendance will be taken.

III. **APPROVAL OF AGENDA**

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

IV. **APPROVAL OF MINUTES**

A copy of the minutes of the May 26, 2020 regular Council meeting is attached for approval. A MOTION is in order.

V. **VISITORS**

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

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

B. **General Visitor Comments**

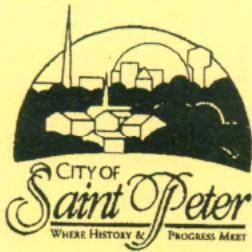
Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

VII. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for May 21, 2020 through June 3, 2020, is attached. Please see the attached staff reports and RESOLUTION.

VIII. **UNFINISHED BUSINESS**

None scheduled.



IX. NEW BUSINESS

A. ADOPTION OF A RESOLUTION ADOPTING POLICY FOR NAMING OF CITY PARK FACILITIES

The Parks and Recreation Advisory Board has submitted a recommended policy to be used for naming of City park facilities. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN REQUEST SUBMITTED BY MARY L. BRANDT

The EDA has recommended approval of a revolving loan request submitted by Mary L. Brandt. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO LIST OF ELIGIBLE BUSINESSES FOR COVID-19 MICRO LOAN PROGRAM

The EDA has recommended modification to the COVID-19 Micro Loan program to allow program eligibility for businesses providing business to business booking services. Please see the attached staff report and RESOLUTION.

X. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON COVID-19 RESPONSE

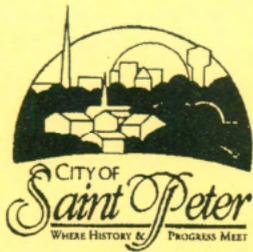
A report will be provided at this time on the City's response to the COVID-19 emergency.

2. REPORT ON OUTDOOR POOL

An update will be provided at this time on the possibility of reopening the pool with COVID-19 restrictions.

3. REPORT ON HALLETT'S POND

A report will be provided at this time on the new accessible fishing pier at Hallett's Pond and proper use of the pier.



4. **REPORT ON FORMAT OF FUTURE COUNCIL MEETINGS**

A report will be provided at this time on options for conducting future Council meetings at the end of the emergency declarations (both State and City).

5. **OTHERS**

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

XI. **ADJOURNMENT**

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
MAY 26, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted by virtual software on May 26, 2020. Under M.S. 13D.021, the City is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such City Council meetings will be conducted remotely using GoToMeeting software until further notice.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present through the virtual platform: Councilmembers Ed Johnson, Keri Johnson, Shanon Nowell, Brad DeVos, Stephan Grams, Emily Bruflat and Mayor Zieman. The following officials were present: City Administrator Todd Prafke, City Attorney James Brandt and City Engineer Jeff Domras.

Approval of Agenda – A motion was made by Johnson (E), seconded by Nowell, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – A motion was made by Johnson (K), seconded by Bruflat, to approve the minutes of the May 11, 2020 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the May 11, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

With all in favor, the minutes of the May 19, 2020 Board of Appeal and Equalization meeting were approved with a correction to the date of the meeting that had already been corrected by staff. A complete copy of the minutes of the May 19, 2020 Board of Appeal and Equalization meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Visitors – Scott Lager, 560 North Welco Drive, addressed the Council to request Council action similar to that adopted by the City of Ham Lake to decline enforcing Governor Walz's Executive Orders related to business closings and reopening restrictions which he felt was in opposition to the fourteenth amendment to the Constitution. Lager asked for the City Council to allow all local businesses to reopen without restrictions. Mayor Zieman thanked Mr. Lager for his comment's and indicated the Council would discuss the issue at a workshop.

Consent Agenda – In motion by Grams, seconded by Johnson (E), Resolution No. 2020-55 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-55 is contained in the City Administrator's book entitled Council Resolutions 23.

Class of 2020 Parade Request – City Administrator Prafke recommended approval of a request submitted by a St. Peter High School Class of 2020 parent who wished to conduct a "reverse" parade to celebrate the seniors on their graduation on May 29th. Prafke noted the parade route would be on Nicollet Avenue (County Road 20) from Traverse Road north to County Road 15; the seniors would be in parked vehicles along with a parent and those wishing to congratulate them would drive past the parked vehicles to honk and wave. No one would be allowed to get out of the vehicles or to pass gifts or other items between vehicles and all student participants along the

parade route would have to have checked in with the organizers and display an identifying sign in their vehicle window. Prafke stated that like every parade, the organizers were required to have a Certificate of Insurance naming the City of Saint Peter as an additional insured in an amount of not less than \$1,500,000 per occurrence and Police Officers would be at the beginning and end of the parade route with barricades provided by the City.

Councilmembers had extensive discussion on the request including why the request was submitted so late; the low number of students registered for the event (50 out of a graduating class of over 180); whether the event was really necessary; the problems caused by the parade route blocking the only access to the Pheasant Ridge Subdivision; who will be responsible for enforcing social distancing regulations; and who will be responsible for cleaning the roadway after the parade.

In motion by Johnson (K), seconded by Grams, Resolution No. 2020-56 entitled "Resolution Authorizing Class Of 2020 Parade" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-56 is contained in the City Administrator's book entitled Council Resolutions 23.

Snow/Ice Removal Policy/Fee Establishment – Public Works Director Moulton presented an updated snow/ice removal policy which included a new provision that would allow owners of private parking lots in the Central Business District to contract with the City to haul snow away from their plowed lots. Moulton indicated some of the property owners were plowing lots and illegally storing the snow on the City's boulevard. Councilmember Bruflat asked for an explanation of why the City rarely calls snow emergencies. City Administrator Prafke reviewed the reasoning behind why snow emergencies are rarely declared.

In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-57 entitled "Resolution Approving Updated Snow Removal And Ice Control Policy" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-57 is contained in the City Administrator's book entitled Council Resolutions 23.

City Administrator Prafke and Public Works Director Moulton also recommended the municipal fee schedule be modified by the addition of a fee for City hauling of snow from private parking lots in the Central Business District. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-58 entitled "Resolution Modifying 2020 Municipal Fee Schedule By The Inclusion Of A Fee For Hauling Snow Removed From Private Lots In The Central Business District" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-58 is contained in the City Administrator's book entitled Council Resolutions 23.

Used Bucket Truck Purchase– Public Works Director Moulton requested authorization to purchase a used bucket truck with a 60' boom to replace a truck with a 50' boom that was experiencing frequent and expensive mechanical problems. Moulton noted \$74,000 was budgeted in Environmental Services for two pieces of equipment that would be better served by purchasing the truck at a cost of \$59,500. Moulton also noted the old truck, with a value of \$8,000-\$10,000, would be offered for public sale. In motion by Grams, seconded by Nowell, Resolution No. 2020-59 entitled "Resolution Authorizing The Purchase Of A Used 2010 Ford F750 Bucket Truck" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-59 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman talked about sacrifices made during graduation time during the period of World War II when many graduates had already received draft notices.

COVID-19 Update – City Administrator Prafke reported on plans to allow local businesses to apply to use a portion of the City-owned right-of-way that is contiguous to their property to serve customers and that those serving liquor would also be required to delineate the outdoor use space leaving at least four feet of the sidewalk open for the public. Prafke noted the City already had a process in place for such applications and under the authority granted to him with the City's emergency declaration he would waive the fees for the permits that would be valid through August. Prafke also noted that should a business wish to continue use of the City owned property after that time, they could apply for the regular five year permit at a cost of \$100.

2020 Elections – Vote by Mail – City Administrator Prafke encouraged St. Peter residents to utilize absentee voting for the upcoming August primary and November general elections. Prafke noted longer lines are expected at polling places due to COVID-19 safety measures and stated the absentee ballot process is secure as voters must submit an application for a ballot, provide identifying information as to the voter's identify and residence and that information is verified by County election staff before any ballot is mailed to the voter.

Veteran's Memorial Requests – City Administrator Prafke announced that those wishing to have a name included on the Veteran's Memorial may now complete and submit a request through the City's website.

In response to Mayor Zieman's request for any further comments or questions by Councilmembers, the following topics were discussed:

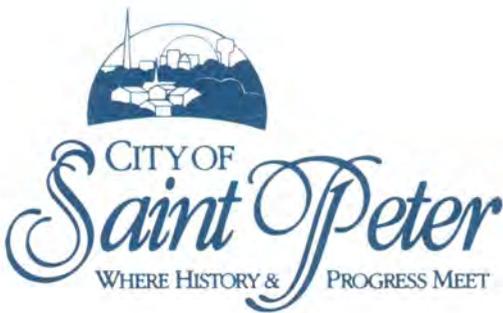
- Councilmember Johnson (K) commented on the curbside barbeque event held by the American Legion to raise funds. Johnson expressed her belief that the process was handled well and the Legion did a good job.
- Councilmember Grams questioned whether the President has the authority to override a decision by the Minnesota Secretary of State regarding mail voting. City Attorney Brandt opined that certain election activities are at the discretion of the individual state.
- Councilmember Bruflat indicated she has voted by absentee in the past and it was a very easy process.

There being no further business, a motion was made by Johnson (E), seconded by Nowell, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:41 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/04/20

FROM: Cindy Moulton
Administrative Secretary

RE: Renewal License Applications

ACTION/RECOMMENDATION

Provide approval of license renewals and temporary licenses.

BACKGROUND

The City has received Liquor License renewal applications for On Sale, Sunday, and Off Sale. Upon approval, the licenses will be in effect July 1, 2020 – June 30, 2021 subject to compliance with all requirements of the City Code and payment of the licensing fee.

There are currently ten licensed Tree Workers in Saint Peter. The City has received one additional application from Priority Tree Experts who has been licensed in the city in the past. Upon approval, the license will be valid from June 9, 2020 – April 30, 2021.

For the last several years, the Red Men Club (412 South Third) has hosted a dance in their parking lot on July 3rd. They have submitted license applications for a Temporary On Sale Liquor and Temporary Dance with the understanding that COVID-19 guidelines may hinder or prevent the event from happening. Should the licenses be approved, a fence will be erected on the perimeter of the parking lot to prevent people from leaving the premise with alcohol.

Please place these items on the June 8, 2020 City Council consent agenda.

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A PLUS SECURITY, INC.	video camera serveillance	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,585.00</u>
			TOTAL:	1,585.00
ADVANCED POWER SERVICES, INC.	generator inspections	GENERAL FUND	MUNICIPAL BUILDING	2,355.00
	generator inspections	COMMUNITY CENTER	COMMUNITY CENTER	4,265.00
	generator inspections	WATER	PURIFICATION AND TREAT	1,100.00
	generator inspections	WATER	PURIFICATION AND TREAT	2,355.00
	generator inspections	WATER	PURIFICATION AND TREAT	1,490.00
	generator inspections	WATER	DISTRIBUTION AND STORA	2,355.00
	generator inspections	WASTE WATER FUND	COLLECTOR/LIFT STAT	300.00
	generator inspections	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,355.00
	generator inspections	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,355.00
	generator inspections	WASTE WATER FUND	SOURCE/TREATMENT	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	425.00
	generator inspections	ELECTRIC FUND	POWER PRODUCTION	<u>425.00</u>
			TOTAL:	21,905.00
ALEX AIR APPARATUS, INC	annual testing	GENERAL FUND	FIRE	190.00
	scba supplies	GENERAL FUND	FIRE	<u>355.27</u>
			TOTAL:	545.27
BACHMAN'S, INC.	trees	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>2,490.33</u>
			TOTAL:	2,490.33
BGMN, INC	additives	GENERAL FUND	STREETS	228.87
	additives	GENERAL FUND	PARKS	228.87
	additives	WATER	DISTRIBUTION AND STORA	114.43
	additives	WASTE WATER FUND	SOURCE/TREATMENT	114.43
	additives	ENVIRON SERVICES F	REFUSE DISPOSAL	114.43
	additives	ELECTRIC FUND	POWER DISTRIBUTION	228.87
	additives	STORMWATER FUND	TREATMENT	<u>114.44</u>
			TOTAL:	1,144.34
BLACKSTONE PUBLISHING	audio books	LIBRARY FUND	LIBRARY	<u>262.48</u>
			TOTAL:	262.48
BOBCAT OF MANKATO	trade in	GENERAL FUND	NON-DEPARTMENTAL	7,000.00-
	#220 z. master deck	GENERAL FUND	PARKS	<u>11,504.35</u>
			TOTAL:	4,504.35
BOLTON & MENK INC	2020 water dist. cip	WATER	CAPITAL-WATER DISTRIBU	<u>4,676.00</u>
			TOTAL:	4,676.00
BRAUN INTERTEC CORPORATION	aggregate sieve testing	GENERAL FUND	STREETS	<u>205.00</u>
			TOTAL:	205.00
CDW GOVERNMENT, INC.	monitor	GENERAL FUND	RECREATION/LEISURE SER	<u>96.25</u>
			TOTAL:	96.25
CEM CORPORATION	glass balance pan	WASTE WATER FUND	SOURCE/TREATMENT	<u>122.89</u>
			TOTAL:	122.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CERTIFIED LABORATORIES	oil tote	GENERAL FUND	STREETS	1,059.30
	sting-x	GENERAL FUND	PARKS	176.48
	oil tote	GENERAL FUND	PARKS	1,059.30
	oil tote	WATER	DISTRIBUTION AND STORA	529.65
	oil tote	WASTE WATER FUND	SOURCE/TREATMENT	529.65
	oil tote	ENVIRON SERVICES F	REFUSE DISPOSAL	529.65
	oil tote	ELECTRIC FUND	POWER DISTRIBUTION	1,059.30
	oil tote	STORMWATER FUND	TREATMENT	529.65
			TOTAL:	5,472.98
CHEMISOLV CORP	ferric pump roller	WASTE WATER FUND	SOURCE/TREATMENT	544.00
	phosphorous removal	WASTE WATER FUND	SOURCE/TREATMENT	5,048.89
			TOTAL:	5,592.89
CHIROPRACTIC HOLISTIC HEALTH CARE CENT	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
			TOTAL:	10,000.00
CITY OF LE SUEUR	june rent for mrvt	MN RIVER VALLEY TR	INTERGOVERNMENTAL	136.27
	june rent for mrvt	MN RIVER VALLEY TR	INTERGOVERNMENTAL	1,577.30
			TOTAL:	1,713.57
COLE PAPERS INC	wipes & soap	GENERAL FUND	STREETS	241.11
	wipes & soap	GENERAL FUND	PARKS	241.11
	wipes & soap	WATER	DISTRIBUTION AND STORA	120.55
	wipes & soap	WASTE WATER FUND	SOURCE/TREATMENT	120.55
	wipes & soap	ENVIRON SERVICES F	REFUSE DISPOSAL	120.55
	wipes & soap	ELECTRIC FUND	POWER DISTRIBUTION	241.11
	wipes & soap	STORMWATER FUND	TREATMENT	120.55
			TOTAL:	1,205.53
COMPUTER TECHNOLOGY SOLUTIONS, INC.	phone headset	MN RIVER VALLEY TR	INTERGOVERNMENTAL	260.00
			TOTAL:	260.00
CORE & MAIN LP	#247, #163 hydrant flags	WATER	NON-DEPARTMENTAL	812.00
	#247, #163 hydrant flags	WATER	NON-DEPARTMENTAL	385.80
	#250 hydrant	WATER	NON-DEPARTMENTAL	3,450.00
	water inventory	WATER	NON-DEPARTMENTAL	2,334.92
	#247 & 164 hydrants/ water	WATER	NON-DEPARTMENTAL	406.00
	#247 & 164 hydrants/ water	WATER	NON-DEPARTMENTAL	205.90
	hydrant ext.	WATER	DISTRIBUTION AND STORA	2,526.00
	#247 & 164 hydrants/ water	WATER	DISTRIBUTION AND STORA	19.53
	#74 al lid sewer covers	WASTE WATER FUND	NON-DEPARTMENTAL	489.30
	gate valve	WASTE WATER FUND	SOURCE/TREATMENT	515.26
			TOTAL:	10,114.19
COURT SPORTS AND MORE	uniform allow.	WASTE WATER FUND	ADMIN AND GENERAL	124.00
			TOTAL:	124.00
DGR ENGINEERING	bdwy gen. plant control up	ELECTRIC FUND	POWER PRODUCTION	567.50
			TOTAL:	567.50
FASTENAL COMPANY	safety glasses	GENERAL FUND	STREETS	20.49
	ptfe tape	GENERAL FUND	STREETS	2.75
	gloves	GENERAL FUND	STREETS	3.76
	caution tape glasses	GENERAL FUND	STREETS	150.60
	safety glasses	GENERAL FUND	PARKS	16.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ptfe tape	GENERAL FUND	PARKS	2.75
	gloves	GENERAL FUND	PARKS	3.76
	caution tape glasses	GENERAL FUND	PARKS	120.48
	ptfe tape	WATER	DISTRIBUTION AND STORA	1.38
	gloves	WATER	DISTRIBUTION AND STORA	1.88
	safety glasses	WATER	ADMIN AND GENERAL	8.20
	caution tape glasses	WATER	ADMIN AND GENERAL	60.24
	ptfe tape	WASTE WATER FUND	SOURCE/TREATMENT	1.38
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	1.88
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	8.20
	caution tape glasses	WASTE WATER FUND	ADMIN AND GENERAL	60.24
	ptfe tape	ENVIRON SERVICES F	REFUSE DISPOSAL	1.38
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	1.88
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	8.19
	caution tape glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	60.24
	ptfe tape	ELECTRIC FUND	POWER DISTRIBUTION	2.75
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	3.76
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	20.49
	elec. tape	ELECTRIC FUND	ADMIN AND GENERAL	326.10
	caution tape glasses	ELECTRIC FUND	ADMIN AND GENERAL	150.60
	ptfe tape	STORMWATER FUND	TREATMENT	1.38
	gloves	STORMWATER FUND	TREATMENT	1.90
			TOTAL:	1,043.05
FERGUSON WATERWORKS #2516	#354, #346 mip & fip	WATER	NON-DEPARTMENTAL	2,413.08
			TOTAL:	2,413.08
FIRST SECURITY BANK - SLEEPY EYE	bond payment	COMMUNITY CENTER B	DEBT SERVICE PAYMENTS	813.75
			TOTAL:	813.75
THE FREE PRESS	subscription	LIBRARY FUND	LIBRARY	317.88
			TOTAL:	317.88
G.M.S. INDUSTRIAL SUPPLIES, INC.	mini fuse & head cap screw	GENERAL FUND	STREETS	19.55
	mini fuse	GENERAL FUND	STREETS	3.27
	neoprene clamp	GENERAL FUND	STREETS	6.73
	fuses	GENERAL FUND	STREETS	2.54
	mini fuse & head cap screw	GENERAL FUND	PARKS	19.55
	mini fuse	GENERAL FUND	PARKS	3.27
	neoprene clamp	GENERAL FUND	PARKS	5.38
	fuses	GENERAL FUND	PARKS	2.54
	mini fuse & head cap screw	WATER	DISTRIBUTION AND STORA	9.78
	mini fuse	WATER	DISTRIBUTION AND STORA	1.63
	fuses	WATER	DISTRIBUTION AND STORA	1.27
	neoprene clamp	WATER	ADMIN AND GENERAL	2.69
	mini fuse & head cap screw	WASTE WATER FUND	SOURCE/TREATMENT	9.78
	mini fuse	WASTE WATER FUND	SOURCE/TREATMENT	1.63
	fuses	WASTE WATER FUND	SOURCE/TREATMENT	1.27
	neoprene clamp	WASTE WATER FUND	ADMIN AND GENERAL	2.69
	mini fuse & head cap screw	ENVIRON SERVICES F	REFUSE DISPOSAL	9.78
	mini fuse	ENVIRON SERVICES F	REFUSE DISPOSAL	1.63
	fuses	ENVIRON SERVICES F	REFUSE DISPOSAL	1.27
	neoprene clamp	ENVIRON SERVICES F	ADMIN AND GENERAL	2.69
	mini fuse & head cap screw	ELECTRIC FUND	POWER DISTRIBUTION	19.55
	mini fuse	ELECTRIC FUND	POWER DISTRIBUTION	3.27
	fuses	ELECTRIC FUND	POWER DISTRIBUTION	2.54

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	neoprene clamp	ELECTRIC FUND	ADMIN AND GENERAL	6.73
	mini fuse & head cap screw	STORMWATER FUND	TREATMENT	9.76
	mini fuse	STORMWATER FUND	TREATMENT	1.63
	fuses	STORMWATER FUND	TREATMENT	1.29
			TOTAL:	153.71
JOHN HANK	lic. renewal for water & w	WASTE WATER FUND	ADMIN AND GENERAL	46.00
			TOTAL:	46.00
HAWKINS, INC.	lpc-4 sodium hydroxide	WATER	PURIFICATION AND TREAT	3,449.82
			TOTAL:	3,449.82
HOLIDAY COMMERCIAL	fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	291.19
			TOTAL:	291.19
HOMETOWN BANK	2017 equip. cert	2017 EQUIPMENT CER	DEBT SERVICE PAYMENTS	186.27
			TOTAL:	186.27
INGRAM BOOK COMPANY	books/ materials	LIBRARY FUND	LIBRARY	1,576.12
			TOTAL:	1,576.12
INSIGHT PUBLIC SECTOR	go to meeting hookups	GENERAL FUND	CITY ADMINISTRATION	33.24
	carrying cases	GENERAL FUND	CITY ADMINISTRATION	5.63
	go to meeting hookups	GENERAL FUND	CITY CLERK	33.24
	carrying cases	GENERAL FUND	CITY CLERK	5.63
	go to meeting hookups	GENERAL FUND	FINANCE	22.16
	carrying cases	GENERAL FUND	FINANCE	3.76
	go to meeting hookups	GENERAL FUND	POLICE	17.73
	carrying cases	GENERAL FUND	POLICE	3.00
	go to meeting hookups	GENERAL FUND	BUILDING INSPECTOR	8.86
	carrying cases	GENERAL FUND	BUILDING INSPECTOR	1.50
	go to meeting hookups	GENERAL FUND	PUBLIC WORKS ADMIN	4.43
	carrying cases	GENERAL FUND	PUBLIC WORKS ADMIN	0.75
	go to meeting hookups	GENERAL FUND	ECONOMIC DEVMT	2.22
	carrying cases	GENERAL FUND	ECONOMIC DEVMT	0.38
	go to meeting hookups	WATER	ADMIN AND GENERAL	19.94
	carrying cases	WATER	ADMIN AND GENERAL	3.38
	go to meeting hookups	WASTE WATER FUND	ADMIN AND GENERAL	19.93
	carrying cases	WASTE WATER FUND	ADMIN AND GENERAL	3.38
	go to meeting hookups	ELECTRIC FUND	ADMIN AND GENERAL	59.82
	new computers for generati	ELECTRIC FUND	ADMIN AND GENERAL	883.38
	carrying cases	ELECTRIC FUND	ADMIN AND GENERAL	10.14
			TOTAL:	1,142.50
JOHN DEERE	#715 wheel, #84 gasket & p	STORMWATER FUND	TREATMENT	1,615.43
			TOTAL:	1,615.43
JT SERVICES	4' hdpg #721 wire	ELECTRIC FUND	NON-DEPARTMENTAL	2,437.50
			TOTAL:	2,437.50
KAREN'S FLOWERS	flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	25.19
			TOTAL:	25.19
KASSULKE MASONRY	pool sidewalk	GENERAL FUND	STREETS	384.00
	302 s. washington sidewalk	GENERAL FUND	STREETS	324.00
	314 s. washington sidewalk	GENERAL FUND	STREETS	2,170.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	concrete bball ct jeff fld	GENERAL FUND	PARKS	8,486.00
			TOTAL:	11,364.00
KENNEDY & GRAVEN	reviewing information	GENERAL FUND	CITY ADMINISTRATION	219.25
			TOTAL:	219.25
LARKSTUR ENGINEERING & SUPPLY, INC.	cam & groove	WASTE WATER FUND	ADMIN AND GENERAL	63.40
			TOTAL:	63.40
LAWSON PRODUCTS, INC.	nitrile gloves	GENERAL FUND	STREETS	49.69
	nitrile gloves	GENERAL FUND	PARKS	39.75
	nitrile gloves	WATER	ADMIN AND GENERAL	19.87
	nitrile gloves	WASTE WATER FUND	ADMIN AND GENERAL	19.87
	nitrile gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	19.87
	nitrile gloves	ELECTRIC FUND	ADMIN AND GENERAL	49.69
			TOTAL:	198.74
LEXIS NEXIS	april monthly subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
M&N CONSTRUCTION	re-roof pool house	GENERAL FUND	PARKS	12,890.00
			TOTAL:	12,890.00
MACQUEEN EQUIPMENT INC	#144 swivel jnt	WASTE WATER FUND	SOURCE/TREATMENT	471.58
			TOTAL:	471.58
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2019 progress bill	GENERAL FUND	FINANCE	8,250.00
	2019 progress bill	WATER	ADMIN AND GENERAL	2,062.50
	2019 progress bill	WASTE WATER FUND	ADMIN AND GENERAL	2,062.50
	2019 progress bill	ENVIRON SERVICES F	ADMIN AND GENERAL	2,062.50
	2019 progress bill	ELECTRIC FUND	ADMIN AND GENERAL	2,062.50
			TOTAL:	16,500.00
MARCO, INC.	contract usage charge	GENERAL FUND	CITY ADMINISTRATION	12.39
	contract usage charge	GENERAL FUND	CITY CLERK	12.39
	contract usage charge	GENERAL FUND	FINANCE	8.26
	contract usage charge	GENERAL FUND	POLICE	6.61
	contract usage charge	GENERAL FUND	BUILDING INSPECTOR	3.30
	contract usage charge	GENERAL FUND	PUBLIC WORKS ADMIN	1.65
	contract usage charge	GENERAL FUND	ECONOMIC DEVMT	0.83
	contract usage charge	WATER	ADMIN AND GENERAL	7.43
	contract usage charge	WASTE WATER FUND	ADMIN AND GENERAL	7.45
	contract usage charge	ELECTRIC FUND	ADMIN AND GENERAL	22.30
			TOTAL:	82.61
MATHESON TRI-GAS INC	acetylene ind	GENERAL FUND	STREETS	11.40
	acetylene ind	GENERAL FUND	PARKS	11.40
	acetylene ind	WATER	DISTRIBUTION AND STORA	5.70
	acetylene ind	WASTE WATER FUND	SOURCE/TREATMENT	5.70
	acetylene ind	ENVIRON SERVICES F	REFUSE DISPOSAL	5.70
	acetylene ind	ELECTRIC FUND	POWER DISTRIBUTION	11.40
	acetylene ind	STORMWATER FUND	TREATMENT	5.70
			TOTAL:	57.00
MATSON HOLDINGS INC.	led & lock	GENERAL FUND	STREETS	23.55
	led & lock	GENERAL FUND	PARKS	23.55

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	led & lock	WATER	DISTRIBUTION AND STORA	11.78	
	led & lock	WASTE WATER FUND	SOURCE/TREATMENT	11.78	
	led & lock	ENVIRON SERVICES F	REFUSE DISPOSAL	11.78	
	led & lock	ELECTRIC FUND	POWER DISTRIBUTION	23.55	
	led & lock	STORMWATER FUND	TREATMENT	11.76	
			TOTAL:	117.75	
MED-COMPASS INC	medical exams	GENERAL FUND	FIRE	2,620.00	
			TOTAL:	2,620.00	
MENARDS	nuts & washers	ENVIRON SERVICES F	REFUSE DISPOSAL	23.45	
			TOTAL:	23.45	
MEYER SIGNWORKS	dog park signs	GENERAL FUND	PARKS	80.00	
			TOTAL:	80.00	
MISC VENDOR	HEYN BROTHERS	over paid permit	GENERAL FUND	NON-DEPARTMENTAL	10.00
	HOME IMPROVEMENT	over paid bldg permit	GENERAL FUND	NON-DEPARTMENTAL	10.00
	PETROGUS GRP. U.S. INC	over paid	GENERAL FUND	NON-DEPARTMENTAL	5.00
	CASSANDRA NELSON	wedding transportation	MN RIVER VALLEY TR	NON-DEPARTMENTAL	250.00
			TOTAL:	275.00	
MINNESOTA PAVING & MATERIALS	gravel stock	WATER	ADMIN AND GENERAL	54.09	
	stock gravel	WATER	ADMIN AND GENERAL	253.13	
	gravel stock	WASTE WATER FUND	ADMIN AND GENERAL	54.09	
	stock gravel	WASTE WATER FUND	ADMIN AND GENERAL	253.13	
	gravel stock	ENVIRON SERVICES F	ADMIN AND GENERAL	27.05	
	stock gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	126.57	
	gravel stock	ELECTRIC FUND	ADMIN AND GENERAL	135.24	
	stock gravel	ELECTRIC FUND	ADMIN AND GENERAL	632.83	
			TOTAL:	1,536.13	
MN STATE UNIVERSITY	2019 monitor mount simon w	WATER	SOURCE OF SUPPLY	465.97	
			TOTAL:	465.97	
PETE MOULTON	mileage 05/04-05/15	GENERAL FUND	PARKS	37.37	
	mileage 05/04-05/15	WATER	ADMIN AND GENERAL	8.05	
	mileage 05/04-05/15	ENVIRON SERVICES F	ADMIN AND GENERAL	24.73	
	mileage 05/04-05/15	ELECTRIC FUND	ADMIN AND GENERAL	39.68	
			TOTAL:	109.83	
MTI DISTRIBUTING CO	#554 fuel filter	GENERAL FUND	PARKS	211.70	
			TOTAL:	211.70	
MVTL LABORATORIES INC	wtf mercury	WASTE WATER FUND	SOURCE/TREATMENT	326.50	
	wtf testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40	
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	21.20	
	sw. testing	STORMWATER FUND	TREATMENT	72.00	
			TOTAL:	462.10	
NIELSEN CONCRETE	2020 n. 3rd st., skaro to	GENERAL FUND	STREETS	66,751.54	
	2020 n. 3rd st., skaro to	PERM IMPROVMENT RE	STREETS	16,551.77	
	2020 n. 3rd st., skaro to	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	25,589.92	
			TOTAL:	108,893.23	
NORTHERN STATES SUPPLY INC	sleeve anchor	GENERAL FUND	PARKS	38.30	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	38.30
NUSS TRUCK & EQUIPMENT	#216 mirror	GENERAL FUND	STREETS	71.26
	#112 combination	GENERAL FUND	STREETS	113.99
			TOTAL:	185.25
PARK WAREHOUSE LLC	benches for pool	GENERAL FUND	SWIMMING POOL	5,500.00
			TOTAL:	5,500.00
PRESIDIO NETWORKED SOLUTIONS GROUP, LL	upgraded backup software	GENERAL FUND	CITY ADMINISTRATION	200.63
	upgraded backup software	GENERAL FUND	FINANCE	601.88
	upgraded backup software	GENERAL FUND	FINANCE	154.29
	upgraded backup software	GENERAL FUND	POLICE	686.10
	upgraded backup software	GENERAL FUND	FIRE	74.90
	upgraded backup software	GENERAL FUND	BUILDING INSPECTOR	149.19
	upgraded backup software	GENERAL FUND	PUBLIC WORKS ADMIN	331.17
	upgraded backup software	GENERAL FUND	STREETS	46.62
	upgraded backup software	GENERAL FUND	RECREATION/LEISURE SER	457.20
	upgraded backup software	GENERAL FUND	PARKS	23.46
	upgraded backup software	GENERAL FUND	ECONOMIC DEVMT	46.62
	upgraded backup software	LIBRARY FUND	LIBRARY	789.27
	upgraded backup software	PUBLIC ACCESS	PUBLIC ACCESS	74.90
	upgraded backup software	COMMUNITY CENTER	COMMUNITY CENTER	23.46
	upgraded backup software	WATER	ADMIN AND GENERAL	354.63
	upgraded backup software	WASTE WATER FUND	ADMIN AND GENERAL	200.62
	upgraded backup software	ENVIRON SERVICES F	REFUSE DISPOSAL	23.46
	upgraded backup software	ELECTRIC FUND	ADMIN AND GENERAL	331.17
	upgraded backup software	STORMWATER FUND	ADMINISTRATION AND GEN	98.06
			TOTAL:	4,667.63
R & E ENTERPRISES OF MANKATO	milling	GENERAL FUND	STREETS	3,250.00
			TOTAL:	3,250.00
RAMY TURF PRODUCTS	seed & cover blanket	WATER	DISTRIBUTION AND STORA	250.50
			TOTAL:	250.50
RED WING SHOE STORE	ty boots	WASTE WATER FUND	ADMIN AND GENERAL	262.48
	boots - intern	ELECTRIC FUND	ADMIN AND GENERAL	195.49
			TOTAL:	457.97
REINDERS	mound clay	GENERAL FUND	PARKS	424.80
	pitch mound	GENERAL FUND	PARKS	531.20
			TOTAL:	956.00
RIVER BEND BUSINESS PRODUCTS	post it flags & paper	GENERAL FUND	STREETS	133.68
	post it flags & paper	GENERAL FUND	PARKS	106.94
	post it flags & paper	WATER	ADMIN AND GENERAL	53.47
	post it flags & paper	WASTE WATER FUND	ADMIN AND GENERAL	53.47
	post it flags & paper	ENVIRON SERVICES F	ADMIN AND GENERAL	53.46
	post it flags & paper	ELECTRIC FUND	ADMIN AND GENERAL	133.68
			TOTAL:	534.70
ROYAL TIRE, INC	#408 tires	GENERAL FUND	STREETS	814.00
	#708 tires	ELECTRIC FUND	POWER DISTRIBUTION	208.02
			TOTAL:	1,022.02

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AMBER SCHOTT	uniform allow.	GENERAL FUND	POLICE	<u>63.98</u>
			TOTAL:	63.98
ANDY SEITZER	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>6,229.00</u>
			TOTAL:	6,229.00
SOUTH CENTRAL COLLEGE	2020 fire school mini conf	GENERAL FUND	FIRE	<u>260.00</u>
			TOTAL:	260.00
SOUTH CENTRAL REGIONAL FIRE DEPT. ASSN	fire dept assoc dues	GENERAL FUND	FIRE	<u>50.00</u>
			TOTAL:	50.00
SOUTHWEST MN HOUSING PARTNERSHIP	cleaning service 2101 lund	HOUSING DISTRICT #	ECONOMIC DEVMT	<u>100.00</u>
			TOTAL:	100.00
SPECIALTY TRUCKS & EQUIPMENT, INC.	used 2010 ford f750 truck	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	<u>59,500.00</u>
			TOTAL:	59,500.00
SPRINT SOLUTIONS, INC.	may phone bill	GENERAL FUND	FIRE	17.04
	may phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
			TOTAL:	57.03
SPS COMPANIES, INC. MANKATO	parts, tools, equipment cl	LIBRARY FUND	LIBRARY	42.43
	parts, tools, equipment cl	COMMUNITY CENTER	COMMUNITY CENTER	<u>169.70</u>
			TOTAL:	212.13
STAPLES ADVANTAGE	summer camp supplies	GENERAL FUND	RECREATION/LEISURE SER	<u>21.26</u>
			TOTAL:	21.26
STATE INDUSTRIAL PRODUCTS	chemical cleaner	LIBRARY FUND	LIBRARY	198.08
	chemical cleaner	COMMUNITY CENTER	COMMUNITY CENTER	<u>198.09</u>
			TOTAL:	396.17
STREICHER'S	uniform allow.	GENERAL FUND	POLICE	<u>245.98</u>
			TOTAL:	245.98
STUART C. IRBY CO.	switchgear box	ELECTRIC FUND	NON-DEPARTMENTAL	<u>2,390.00</u>
			TOTAL:	2,390.00
TRAFFIC MARKING SERVICE, INC.	crosswalk thermo	GENERAL FUND	STREETS	<u>9,072.00</u>
			TOTAL:	9,072.00
TRAVERSE DES SIOUX GARDEN CENTER	mn sq flowers, shrubs	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>252.81</u>
			TOTAL:	252.81
TRUGREEN CHEMLAWN	gorman park	GENERAL FUND	PARKS	<u>625.00</u>
			TOTAL:	625.00
US BANK	pavilion 2019b bond agent	MN SQUARE PAVILION	FISCAL AGENT FEES	<u>500.00</u>
			TOTAL:	500.00
UTILITY CONSULTANTS, INC.	may coliform	WATER	DISTRIBUTION AND STORA	<u>121.00</u>
			TOTAL:	121.00
VEIT & COMPANY, INC.	cipp lining charles st.	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	67,900.00
	cipp lining charles st.	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>12,690.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	80,590.00
VISA	goto webinar	GENERAL FUND	CITY ADMINISTRATION	23.63
	office supplies	GENERAL FUND	CITY ADMINISTRATION	43.70
	ram & office lic	GENERAL FUND	CITY ADMINISTRATION	16.10
	laptop, box fan	GENERAL FUND	CITY ADMINISTRATION	802.82
	laptop	GENERAL FUND	CITY ADMINISTRATION	684.22
	goto webinar	GENERAL FUND	CITY CLERK	23.63
	covid supplies	GENERAL FUND	ELECTIONS	19.73
	mask/covid supplies	GENERAL FUND	ELECTIONS	214.87
	goto webinar	GENERAL FUND	FINANCE	15.75
	ram & office lic	GENERAL FUND	FINANCE	48.30
	ram & office lic	GENERAL FUND	FINANCE	12.41
	wireless keyboard	GENERAL FUND	FINANCE	42.92
	annual fee	GENERAL FUND	FINANCE	15.00
	goto webinar	GENERAL FUND	POLICE	12.60
	hand sanitizer	GENERAL FUND	POLICE	10.96
	annual fee	GENERAL FUND	POLICE	15.00
	ram & office lic	GENERAL FUND	POLICE	55.06
	uniform allow.	GENERAL FUND	POLICE	64.95
	annual fee	GENERAL FUND	POLICE	15.00
	uniform allow.	GENERAL FUND	POLICE	7.63
	ram & office lic	GENERAL FUND	FIRE	6.01
	goto webinar	GENERAL FUND	BUILDING INSPECTOR	6.30
	ram & office lic	GENERAL FUND	BUILDING INSPECTOR	11.97
	goto webinar	GENERAL FUND	PUBLIC WORKS ADMIN	3.15
	fuel	GENERAL FUND	PUBLIC WORKS ADMIN	25.50
	ram & office lic	GENERAL FUND	PUBLIC WORKS ADMIN	26.58
	camera	GENERAL FUND	PUBLIC WORKS ADMIN	107.36
	go to meeting	GENERAL FUND	PUBLIC WORKS ADMIN	15.76
	ram & office lic	GENERAL FUND	STREETS	3.74
	marking paint	GENERAL FUND	STREETS	293.08
	annual fee	GENERAL FUND	STREETS	15.00
	ram & office lic	GENERAL FUND	RECREATION/LEISURE SER	36.69
	go to meeting, mission con	GENERAL FUND	RECREATION/LEISURE SER	612.97
	pre-employment drug & alco	GENERAL FUND	PARKS	2.50
	ram & office lic	GENERAL FUND	PARKS	1.88
	cancelled shade tree cours	GENERAL FUND	PARKS	225.00-
	dog waste dispenser	GENERAL FUND	PARKS	152.44
	seed, week killer	GENERAL FUND	PARKS	549.10
	pipe tap-flag pole inserts	GENERAL FUND	PARKS	64.95
	goto webinar	GENERAL FUND	ECONOMIC DEVMT	1.58
	ram & office lic	GENERAL FUND	ECONOMIC DEVMT	3.74
	ram & office lic	LIBRARY FUND	LIBRARY	63.34
	library program supplies	LIBRARY FUND	LIBRARY	113.32
	book club program supplies	LIBRARY FUND	LIBRARY	21.45
	summer program supplies	LIBRARY FUND	LIBRARY	72.95
	dropbox monthly fee for ap	PUBLIC ACCESS	PUBLIC ACCESS	45.00
	ram & office lic	PUBLIC ACCESS	PUBLIC ACCESS	6.01
	ram & office lic	COMMUNITY CENTER	COMMUNITY CENTER	1.88
	goto webinar	WATER	ADMIN AND GENERAL	14.18
	ram & office lic	WATER	ADMIN AND GENERAL	28.46
	goto webinar	WASTE WATER FUND	ADMIN AND GENERAL	14.17
	ram & office lic	WASTE WATER FUND	ADMIN AND GENERAL	16.10
	annual fee	WASTE WATER FUND	ADMIN AND GENERAL	15.00
	ram & office lic	ENVIRON SERVICES F	REFUSE DISPOSAL	1.88

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	goto webinar	ELECTRIC FUND	ADMIN AND GENERAL	42.53
	ram & office lic	ELECTRIC FUND	ADMIN AND GENERAL	26.58
	appa SEP application reg.	ELECTRIC FUND	ADMIN AND GENERAL	250.00
	ram & office lic	STORMWATER FUND	ADMINISTRATION AND GEN	7.87
	cleaner	MN RIVER VALLEY TR	INTERGOVERNMENTAL	6.44
	annual fee	MN RIVER VALLEY TR	INTERGOVERNMENTAL	15.00
	annual fee	MN RIVER VALLEY TR	INTERGOVERNMENTAL	15.00
			TOTAL:	4,636.74
WATER CONSERVATION SERVICE, INC.	2020 leak survey	WATER	DISTRIBUTION AND STORA	2,475.00
			TOTAL:	2,475.00
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	9.99
			TOTAL:	9.99
ZIEGLER INC	#408 pin, bearing, coupler	GENERAL FUND	STREETS	1,859.40
			TOTAL:	1,859.40

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

101	GENERAL FUND	144,061.34
211	LIBRARY FUND	3,457.32
213	PUBLIC ACCESS	125.91
217	COMMUNITY CENTER	6,243.13
240	TORNADO DISASTER REV LOAN	16,229.00
310	MN SQUARE PAVILION	500.00
317	COMMUNITY CENTER BOND	813.75
377	2017 EQUIPMENT CERTIFICAT	186.27
401	PERM IMPROVMENT REVOLVING	16,551.77
460	HOUSING DISTRICT #20	100.00
601	WATER	35,079.82
602	WASTE WATER FUND	96,661.27
603	ENVIRON SERVICES FUND	65,500.47
604	ELECTRIC FUND	15,128.07
606	STORMWATER FUND	28,181.34
830	MN RIVER VALLEY TRANSIT	2,551.20

	GRAND TOTAL:	431,370.66

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING CONSENT AGENDA

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

- 1. The following license applications are hereby approved subject to payment of the licensing fee and compliance with the City Code:

On Sale

Embassy Bar	325 S MN	7/1/20 – 6/30/21
Flame Bar	225 Nassau	7/1/20 – 6/30/21
Nicollet Café	402 S Third	7/1/20 – 6/31/21
Patrick’s On Third	125 S Third	7/1/20 – 6/30/21

Off Sale

Embassy Bar	325 S MN	7/1/20 – 6/30/21
Flame Bar	225 Nassau	7/1/20 – 6/30/21
Patrick’s On Third	125 S Third	7/1/20 – 6/30/21

Sunday

Embassy Bar	325 S MN	7/1/20 – 6/30/21
Flame Bar	225 Nassau	7/1/20 – 6/30/21
Nicollet Café	402 S Third	7/1/20 – 6/31/21
Patrick’s On Third	125 S Third	7/1/20 – 6/30/21

Tree Worker

Priority Tree Experts		6/9/20 – 4/30/21
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Temporary On Sale Liquor

Red Men Club	412 South Third	7/3/20
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Temporary Dance

Red Men Club	412 South Third	7/3/20
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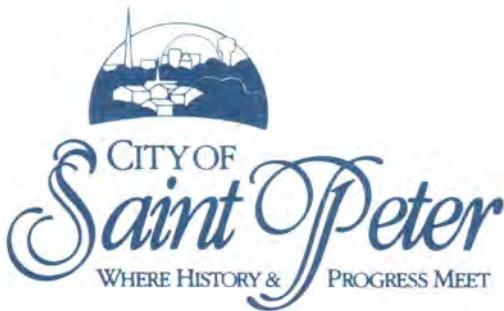
- 2. The schedule of disbursements for May 21, 2020 through June 3, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 8th day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Park Naming Policy

DATE: June 2, 2020

ACTION/RECOMMENDATION

Adopt the "Policy and Procedures for Naming Saint Peter Parks and Recreation Facilities" as recommended by the Parks and Recreation Advisory Board.

BACKGROUND

At the request of the Saint Peter City Council the Parks and Recreation Advisory Board developed a parks naming policy to establish consistent standards, procedures and guidelines for the naming of public park lands and facilities owned and operated by the City of Saint Peter.

As identified in the proposed policy, the process would begin with Public Works staff notifying the Parks Board about proposed naming opportunities. Taking into consideration input by interested parties, the public, donors and sponsors, the Parks Board would discuss the name options at a regular meeting and, once a recommendation is arrived at by the Board, provide that recommendation to the City Council for final action.

While any request to rename an existing facility would be strongly discouraged, the issue may arise in certain situations so that too is addressed in the policy.

It is the Parks Board's hope that this policy would provide a standard for all newly created parks and facilities moving forward. We are reviewing the need for a small Code modification that helps the policy and Code align and will provide additional information in the future on that issue. To clarify, this policy is not outside of the current regulations contained in the City Code; rather it addressed a need that is not in the Code and that is the basis for review.

FISCAL IMPACT

There is no fiscal impact to adoption of the policy. Should a City Code amendment be required, there would be costs associated with that action that are undetermined at this time.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council.

Negative Vote: Should the Council vote against adoption, no further action would be taken without additional direction.

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

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

PM

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION ADOPTING PARK AND PARK FACILITY NAMING POLICY

WHEREAS, the Parks and Recreation Advisory Board was tasked by the City Council with developing a policy for naming new City parks and/or recreation facilities; and

WHEREAS, the Parks and Recreation Advisory Board has carefully considered the Council request and recommends adoption of a set of standards to determine the names of new parks and recreational facilities; and

WHEREAS, if adopted by the City Council, the policy would serve as a guide for naming these amenities in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City of Saint Peter Policy and Procedures for Naming Parks and Recreation Facilities, as shown in Exhibit A, is hereby adopted.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

EXHIBIT A

**CITY OF SAINT PETER POLICY AND PROCEDURE FOR NAMING PARKS, FACILITIES
AND RECREATIONAL AREAS**

Purpose: The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, facilities and recreational areas owned and/or operated by the City of Saint Peter. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming City parks, facilities and recreational areas lies with the City Council. The City Council, in turn, will rely on the Parks and Recreation Advisory Board for input and recommendation for naming City parks, facilities and recreational areas.

Objectives:

1. Naming of City parks, facilities and recreational areas enhances a sense of community within the City.
2. Ensure that parks and recreational areas are easily identified and located.
3. Ensure that names given are consistent with the values and characteristics of the City of Saint Peter.
4. Assure the quality of the title/name, so that it will serve the purpose of the City of Saint Peter in a permanent manner.
5. Encourage public participation and input in order to fully represent the best interest of the area affected.
6. Encourage and recognize the dedication of lands, or donations by individuals or groups.

Qualifying Names and/or Criteria:

1. Geographical location of the facility including descriptive names.
2. An outstanding feature of the area. (example: hill, river, vegetation)
3. Commonly recognized subjects of historical significance such as; event, person (non-living), group, culture, or place.
4. A person (non-living) or group who significantly contributed to the acquisition or development of the park/facility.
5. An individual (non-living) who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.
6. A person (living) whose contribution or significant gift is of a most extra ordinary nature.
7. Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of City property. Financial underwriting shall be broadly defined as substantial monetary or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
8. Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land subject to approval by the City Council.
9. Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Exclusions:

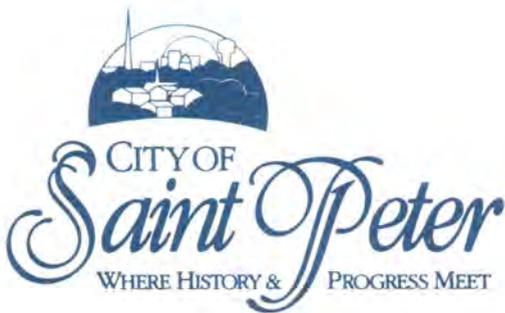
1. Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
2. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

Renaming: The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or

discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

Procedure:

1. Staff, City residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc. for presentation to the Public Works Director for consideration by the Parks and Recreation Board. Recommendations need describe in detail why the candidate merits such recognition.
2. When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
3. The Public Works Director with budgetary responsibility for a park and/or facility shall forward naming recommendations to the Parks and Recreation Board Chairperson.
4. The Parks and Recreation Advisory Board shall consider all requests and submit a formal recommendation for names deemed worthy of consideration to the Mayor and City Council.
5. The City Council will allow for public input and comment.
6. The City Council will confirm park, recreation areas and facility names by resolution.
7. The City Council has final approval and may reject any naming or renaming request.



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/04/20

FROM: Russ Wille
Community Development Director

RE: Mary L. Brandt (219 W. Nassau St.) CBD Renovation/Accessibility Enhancement Loan

ACTION/RECOMMENDATION

Adopt the attached resolution approving a \$20,593 revolving loan to Mary L. Brandt to partially finance a repair to the roof and a partial tuck pointing of the brick facade at 219 West Nassau Street.

BACKGROUND

Mary L. Brandt owns the real estate located at 219 West Nassau Street. Mary and her husband Jim operate Brandt Law Office at this location. Jim Brandt is the City Attorney.

To address the identified maintenance issues, the applicant has received bids for the roof repairs from both Ballman Roofing and Schwickerts Roofing. Ballman Roofing submitted the low bid of \$21,500 and Ms. Brandt would like to engage Ballman Roofing to complete the repair

To undertake the tuck pointing, the applicant received bids from both Johnson Building Restoration and Kassulke Masonry. Kassulke Masonry provided the lower bid of \$1,381. Ms. Brandt would like to engage Kassulke Masonry to do the tuck pointing.

To partially finance the project, Ms. Brandt has made an application for a City Central Business District Renovation/Accessibility Enhancement Loan. The property is located within the Central Business District which makes it eligible to participate in the loan program. Ms. Brandt has requested a loan in the amount of \$20,593 to finance 90% of the identified costs. The applicant would intend to finance the balance of the construction project cost (\$2,288) with funds currently on deposit.

The adopted loan guidelines call for the loan to be amortized in the amount of \$20,593 over ten (10) years. Monthly payments of \$172 would be required to pay the loan in full over the amortization period. However, if the loan payments are made as due, when due and in the amount due per the terms of the promissory note, the balance of the loan will be forgiven once the balance is reduced to \$5,000.

A loan review subcommittee of the EDA had the opportunity to review the appropriate financial statements and reports provided by the applicant. The committee reported there was nothing disclosed in the financial review to cause any concern regarding the repayment of the note.

If approved, the adopted policy indicates the loan would need to be secured by a mortgage recorded against the 219 West Nassau Street property. For taxes payable in 2020, the Nicollet County Assessor's office has established an Estimated Market Value of \$173,700. Given that there are no mortgages currently recorded against the property, the City's \$20,593 loan would be secured via a first mortgage.

To avoid any appearance of a conflict of interest, the regular promissory note and mortgage documents will be reviewed by outside legal counsel arranged by City Administrator Prafke's office.

FISCAL IMPACT:

If approved, a \$20,593 loan would be made from the established loan fund. Sufficient funds would remain to finance future loan applications.

ALTERNATIVES/VARIATIONS:

Do not act: The applicant will be notified of the delay.

Negative Votes: The applicant and EDA will be informed of the City Council's denial.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING A \$20,593 CENTRAL BUSINESS DISTRICT/ACCESSIBILITY ENHANCEMENT REVOLVING LOAN TO MARY L. BRANDT TO PARTIALLY FINANCE THE REPAIR OF THE ROOFING AND PARTIAL TUCK POINTING OF THE FAÇADE OF THE BRANDT LAW OFFICES (219 WEST NASSAU STREET)

WHEREAS, the Economic Development Authority (EDA) administers the City Revolving Loan Funds; and

WHEREAS, the City established the Central Business District/Accessibility Enhancement Revolving Loan Program to make interest free loans to renovate properties within the Heritage Preservation District; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan programs; and

WHEREAS, Mary L. Brandt has submitted an application requesting funds to partially finance roofing repairs and tuck pointing of the Brandt Law Offices (219 West Nassau Street) property; and

WHEREAS, the project is an eligible activity of the revolving loan program; and

WHEREAS, given that the roof work and tuck pointing are considered to be repairs rather than alterations, review and approval of the Heritage Preservation Commission is not required as per the terms of the Heritage Preservation ordinance; and

WHEREAS, the EDA has reviewed the loan request submitted by Ms. Brandt and has recommended that the City Council approve the \$20,593 loan requested.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The application submitted by Mary L. Brandt for a \$20,593 Central Business District/Accessibility Enhancement Revolving Loan to partially finance the roofing repairs and tuck pointing of the facade at the Brandt Law Office located at 219 West Nassau Street is hereby approved as per the following terms and conditions:

1. The loan shall be amortized on a straight ten (10) year repayment schedule.
2. The interest rate of the loan shall be fixed at 0%.
3. The loan shall be secured by a mortgage recorded against the 219 West Nassau Street real estate owned by Mary L. Brandt.

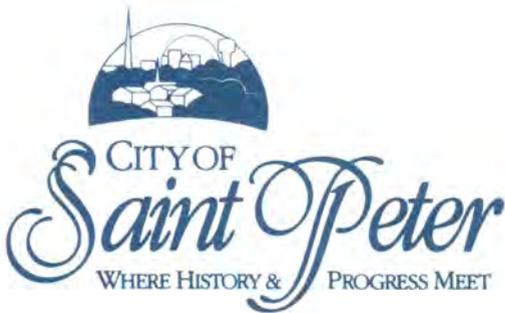
4. The subject property shall be insured by a policy listing the City of Saint Peter as an additional "loss payee" on the policy and a copy of the Certificate of Insurance must be provided to the City prior to each renewal date

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/04/20

FROM: Russ Wille
Community Development Director

RE: COVID-19 Micro Loan Program Modification

ACTION/RECOMMENDATION

Add "Business-to-Business Bookkeeping Services" to the roster of business sectors eligible to participate and receive funds from the COVID-19 Micro Loan Program.

BACKGROUND

The City Council previously established a COVID-19 Micro Loan Program to provide assistance in an amount of up to \$10,000 to eligible Saint Peter businesses. The program was subsequently modified to add birthing centers, medical offices and automotive repair services to the list of eligible businesses.

A request has been made by Marcy Lorenz, the owner of Lorenz Business and Accounting, a business providing bookkeeping and accounting services to a wide range of area businesses, to add these types of businesses to the list of eligible business sectors for the loan program

Even though her business has not been shuttered by the Governor's Executive Order, Ms. Lorenz reports that her business has been significantly curtailed as her clients have not required her services given that many of them have been ordered to close or are operating at a fraction of their capacity. As businesses slowly begin to reopen, Ms. Lorenz would expect her business to slowly return.

Ms. Lorenz's business would be classified as "Professional Office" by the adopted Zoning Code. The definition of Professional Services is:

"A use providing professional or consulting services in the fields of law, architecture, design, engineering, accounting and similar professions."

Rather than using the Zoning Code definition which would open the loan program to law offices, engineering firms and other such uses, the Economic Development Authority (EDA) has recommended that the eligibility be limited specifically to those firms providing professional bookkeeping services to other businesses and organizations.

The requested expansion was considered at the last meeting of the EDA and action was taken to make recommendation to the City Council for modification to the program as per Ms. Lorenz's request.

FISCAL IMPACT:

Sufficient funds remain in the revolving loan fund to adequately fund the expansion of eligible business sectors to include "Business-to-Business Bookkeeping services.

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken.

Negative Votes: Ms. Lorenz and the EDA will be notified of the Council's denial.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION MODIFYING COVID-19 MICRO LOAN PROGRAM TO ADD BUSINESS-TO-BUSINESS BOOKKEEPING SERVICES

WHEREAS, the Economic Development Authority (EDA) administers the City's Revolving Loan Fund; and

WHEREAS, the City Council previously adopted a COVID-19 Micro Loan Program; and

WHEREAS, the adopted loan guidelines limited program participation to certain business sectors considered to be the most immediately impacted by the closures mandated by the Governor's Executive Orders; and

WHEREAS, the owner of a bookkeeping and accounting service business deemed ineligible to participate has requested that business-to-business bookkeeping services be added to the roster of eligible business sectors invited to participate in the COVID-19 Micro Loan Program; and

WHEREAS, the EDA considered the requested expansion at their regular May meeting and have recommended that the City Council expand the roster of eligible businesses as requested.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The guidelines adopted for the Covid-19 Micro Loan Program are amended to add Business-to-Business Bookkeeping Services, defined as "the provision of professional bookkeeping services to other businesses and organizations", to the roster of business sectors eligible to participate in the loan program.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 8th day of June, 2020.

ATTEST:

Charles Zieman
Mayor

Todd Prafke
City Administrator

HALLETT'S POND ACCESSIBLE FISHING PIER

