

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

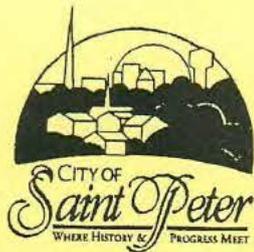
Regular City Council Meeting of Monday, July 27, 2020 – 7:00 p.m.

This meeting will be conducted in-person and electronically - See below for electronic access.  
Community Center – Senior Center (600 South Fifth Street)

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
- IV. PUBLIC HEARING**
  - A. Wellhead Protection Plan Amendment #2
  
- V. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
  
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
  
- VII. UNFINISHED BUSINESS**
  - A. Revolving Loan Request: Guentzel Holdings LLC
  
- VIII. NEW BUSINESS**
  - A. Mandatory Face Covering Policy
  - B. Wellhead Protection Plan Update
  - C. Clark Street Sanitary Sewer Improvement Project Engineering
  - D. Anytime Fitness Development Agreement (Guentzel Holdings LLC)
  - E. Land Exchange – 925 Austin Drive
  - F. YCDHT, LLC Revolving Loan Request
  
- IX. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. COVID-19 Update
    - 2. Goal Session June 29, 2020 Report
    - 3. Polling Place Change
    - 4. Others
  
- X. ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means. In addition to being open to the public in the meeting room, 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 July 13, 2020 regular Council meeting is attached for approval. A MOTION is in order.

V. PUBLIC HEARINGS

A. **PUBLIC HEARING: WELLHEAD PROTECTION PLAN UPDATE**

As required by State Statutes, a public hearing has been scheduled to accept public comment on the proposed adoption of an updated Wellhead Protection Plan as required by the Minnesota Department of Health. Notice of the hearing has been duly published in the St. Peter Herald, posted on the legal notices bulletin board and included on the City's website public notices page. It is appropriate at this time to accept public comment. Action on this agenda item is scheduled under NEW BUSINESS.

VI. VISITORS

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

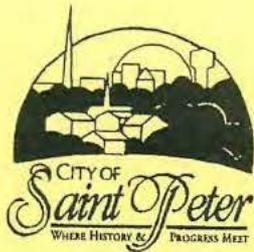
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

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 July 9, 2020 through July 22, 2020, is attached. Please see the attached staff reports and RESOLUTION.



**VIII. UNFINISHED BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING REVOLVING LOAN FOR GUENTZEL HOLDINGS LLC (ANYTIME FITNESS)**

The EDA recommends approval of a request for a revolving loan to Guentzel Holdings LLC to assist with construction costs of a new Anytime Fitness facility at 1903 North Third Street. Please see the attached staff report and RESOLUTION.

**IX. NEW BUSINESS**

**A. ADOPTION OF RESOLUTION ESTABLISHING MANDATORY FACE COVERING REQUIREMENTS**

Should the Council choose to proceed with ordering mandatory face coverings, a draft resolution has been prepared for your consideration. The action is being considered as authorized under City Code Section 14-24 "Emergency Regulations". Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF RESOLUTION ADOPTING UPDATED WELLHEAD PROTECTION PLAN**

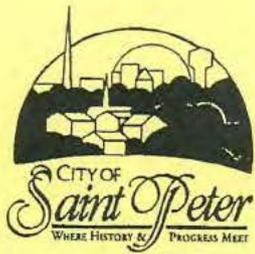
Following the public hearing it is appropriate to consider adoption of the updated Wellhead Protection Plan as required by the Minnesota Department of Health. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF RESOLUTION AUTHORIZING PRELIMINARY ENGINEERING WORK FOR CLARK STREET SANITARY SEWER IMPROVEMENT PROJECT**

Staff recommends Bolton and Menk, Inc. be retained to provide preliminary engineering work for the Clark Street Sanitary Sewer Improvement Project. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT AGREEMENT WITH GUENTZEL HOLDINGS LLC FOR NEW ANYTIME FITNESS FACILITY**

Execution of a development agreement with Guentzel Holdings LLC for construction of a new Anytime Fitness facility at 1903 North Third Street is recommended. Please see the attached staff report and RESOLUTION.



**E. ADOPTION OF RESOLUTION APPROVING LAND EXCHANGE WITH OWNERS OF PROPERTY AT 925 AUSTIN DRIVE**

The City Council has already approved a Registered Land Survey to redraw lot lines on City property (McGill Park) and the private property at 925 Austin Drive. The final step in the process that was undertaken to allow the property owner to construct a garage and meet setback regulations, is for the Council to formally approve the exchange of land between the two parties. Each parcel is identical in size and all costs for the legal work necessary to facilitate the exchange are being paid by the owner of the private property. Please see the attached staff report and RESOLUTION.

**F. ADOPTION OF RESOLUTION APPROVING REVOLVING LOAN TO YCDHT, LLC FOR PURCHASE OF PROPERTY AT 217/219 WEST PARK ROW**

The EDA has recommended approval of a \$21,500 revolving loan application submitted by YCDHT, LLC (River Rock Bakery and Kitchen) for purchase of the property at 217/219 West Park Row. 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**

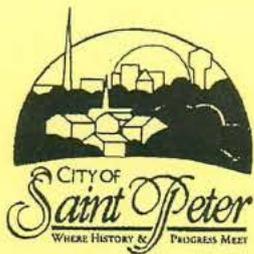
A report will be provided at this time on the City's response to the COVID-19 emergency.

**2. REPORT ON JUNE 29, 2020 GOAL SESSION DISCUSSION**

The City Administrator's report on discussion at the June 29<sup>th</sup> goal session is enclosed for Council review. A report will be provided at this time.

**3. REPORT ON POLLING PLACE CHANGE**

A report will be provided at this time on the polling place change to Johnson Hall for Ward 1 voters for the August 11<sup>th</sup> primary election.



4. 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**  
**JULY 13, 2020**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Senior Center of the Community Center and by virtual software on July 13, 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 this City Council meeting was conducted both in-person and remotely using GoToMeeting software.

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 Shanon Nowell, Brad DeVos, Stephan Grams, and Emily Bruflat. The following members were present in the meeting room: Mayor Charles Zieman and Councilmembers Keri Johnson and Ed Johnson. The following officials were present: City Administrator Todd Prafke (in person) and Assistant City Attorney Christopher Grean and City Engineer Jeff Domras (virtual).

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

**Approval of Minutes** – A motion was made by Johnson (E), seconded by Johnson (K), to approve the minutes of the June 22, 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 June 22, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Bruflat, seconded by Johnson (K), to approve the minutes of the June 30, 2020 emergency City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the June 30, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-73 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. 2020-73 is contained in the City Administrator's book entitled Council Resolutions 23.

**2019 Audit Presentation/Formal Acceptance** – Malloy, Montague, Karnoswki & Radosevich Co., P.A. Managing Partner James Eichten presented his findings of the City's 2019 audit. Eichten reviewed the management report including property tax rates, government funds and trends, changes in government fund balances, financial position, and revenues and expenditures as well as the various enterprise funds and per capita debt amounts with comparisons to state-wide averages. Eichten gave a clean opinion on the City's financial status and expressed his belief that the City was in compliance with all financial matters and was continuing to compensate for the lack of segregation of duties in the Finance Department which was similar to most entities with small staffs. Eichten indicated the City's administration continued to provide regular assessment to ensure adherence to budget, proper debt management and administration of the various funds.

Finance Director Vogel reported copies of the 2019 audit documents would be provided to the library and included on the City's website for public review.

In motion by Johnson (E) , seconded by Nowell, Resolution No. 2020-74 entitled "Resolution Accepting 2019 Financial Statements Together With Independent Auditor's Report" was

introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-74 is contained in the City Administrator's book entitled Council Resolutions 23.

**2020 Equipment Certificate Proposal Acceptance** – Finance Director Vogel recommended acceptance of the proposal from Pioneer Bank (1.5% interest rate each of the five years) which was the lowest cost proposal with an interest cost of \$16,571.25 for the \$368,250 issuance. Councilmember DeVos asked what the threshold is for purchase of equipment on an equipment certificate. City Administrator Prafke noted various criteria are used including the cost of the equipment, whether the equipment life will meet or exceed the life of the issuance and balancing the use of reserves or tax levy for equipment purchases. Prafke noted that if the Council did not approve the issuance, the equipment already purchased would be funded by cash reserves.

In motion by Grams, seconded by Johnson (K), Resolution No. 2020-75 entitled "Resolution Accepting Proposal For Sale Of \$368,250 General Obligation Equipment Certificates Of Indebtedness Of 2020; Fixing The Form And Specifications Thereof; And Providing For Their Payment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-75 is contained in the City Administrator's book entitled Council Resolutions 23.

**COVID-19 Micro Loan Repayment: 4 The Team** – Community Development Director Wille reported the owner of 4 The Team, which had received a \$10,000 COVID-19 Micro loan from the City, had announced he would be closing his business. The terms of the loan program call for immediate repayment of the loan funds should a business cease to operate in St. Peter, and Mr. Doyscher, noting his obligation to repay the City but his inability to pay the entire amount with the closure of his St. Peter business, had asked if he could repay the loan at \$100 per month beginning in August, 2020. Wille reported the Economic Development Authority (EDA) had unanimously recommended acceptance of Mr. Doyscher's repayment plan. Councilmember Johnson (K) questioned whether the EDA would consider revising the policy for repayment for other businesses in similar situations. Wille indicated he would ask the EDA to consider the matter at their next meeting. Councilmember DeVos, who is also a member of the EDA, indicated the business owner approached the City with the solution and requiring full payment at this time may jeopardize Mr. Doyscher's other business also.

In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-76 entitled "Resolution Establishing Plan For Repayment Of COVID-19 Microloan Made To Jay Doyscher (DBA 4 The Team)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-76 is contained in the City Administrator's book entitled Council Resolutions 23.

**Business Re-Opening Promotion Plan Funding Request** – Community Development Director Wille presented the Economic Development Authority recommendation to approve a Chamber of Commerce request for \$10,000 to be used for a marketing promotion to entice shoppers back to St. Peter businesses. Ed Lee, Director of the St. Peter Chamber of Commerce, thanked the Council for their support of the St. Peter business community and indicated the marketing campaign is being done in conjunction with a State Chamber campaign and will be called "St. Peter Ready" with a focus on promoting measures taken by local businesses to keep shoppers safe. Lee said the marketing would be done in two waves with half the money spent in each wave.

Councilmember Bruflat stated she is more comfortable shopping if masks are mandatory and asked what St. Peter businesses are doing to require masks. Lee reported that businesses are doing what they can to keep employees and customers safe, but that the Chamber felt it was the State or City's responsibility to regulate mask wearing and not that of individual businesses.

Councilmember Johnson (K) expressed her belief that customers would cast their vote on mask wearing by whether they chose to go into a store or not and her hope that the Governor would take action.

Mayor Zieman questioned whether the \$10,000 could come from the \$901,000 in CARES Act funding the City was to receive. City Administrator Prafke indicated he would check into whether it was an eligible expense or not. Zieman also asked what accountably the Chamber would have for use of the funds or return of any excess monies at the end of the campaign. Wille noted the expectation was the Chamber would have to provide the same expenditure reports provided by recipients of Tourism grants.

In motion by Nowell, seconded by Grams, Resolution No. 2020-77 entitled "Resolution Establishing \$10,000 St. Peter Business Reopening Promotion Fund" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-77 is contained in the City Administrator's book entitled Council Resolutions 23.

**Revolving Loan Request: Guentzel Holdings LLC** – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a \$77,500 revolving loan for Guentzel Holdings, LLC for partial financing of a new building for Anytime Fitness at 1903 North Third Street. Wille noted the Anytime Fitness operation was being forced out of their leased space and a new building would be constructed at a total price of \$775,000. Wille reported the proposed construction had been appraised at \$750,000 upon completion but since the project was appraised, Corporate Anytime Fitness had required the building to be expanded by an additional four feet (4') which should put the finished value at \$775,000. Finally, Wille noted the City loan would be in third position behind Hometown Bank and SBA 504 loans.

Councilmembers questioned why Mr. Guentzel's spouse wasn't identified by name in the requirement for personal guarantees by Mr. and Mrs. Guentzel.

Mayor Zieman questioned whether the applicant was meeting the EDA loan requirement of personally financing ten percent (10%) of the project cost. Wille noted Guentzel had funded some of the predevelopment costs, but he was unsure whether he met the 10% contribution level.

A motion was made by Johnson (K), seconded by Grams, to table action on the loan until June 27<sup>th</sup> to allow the EDA to review whether the financing package met all requirements established for revolving loans. With all in favor, the motion carried.

**Sale of Traverse Green Outlot D** – Community Development Director Wille presented a request by Community Asset Development Group for purchase of 12.8 acres of the 15.43 acre Outlot D in Traverse Green Subdivision at a total cost of \$128,000. Wille reported the company wished to construct a 122 unit apartment building on the site. Wille reviewed the escrow requirements outlined in the purchase agreement and the next steps of securing a development agreement, sanitary sewer easements and Tax Increment Financing agreements requested by the developer. Wille also noted that the sanitary sewer extension would come from the Standard Subdivision and cross two privately owned parcels which may require eminent domain proceedings. Councilmember DeVos asked what would trigger eminent domain proceedings being used. Staff indicated the process is only used if easement negotiations were not successful. In motion by Johnson (K), seconded by Johnson (E), Resolution No. 2020-78 entitled "Resolution Authorizing Execution Of Purchase Agreement For Sale Of Eastern 12.8 Acres Of Land In Outlot D, Traverse Green Subdivision To Community Asset Development Group (CADG)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-78 is contained in the City Administrator's book entitled Council Resolutions 23.

**Business License Applications** – City Administrator Prafke recommended approval of a Soft Drink license application by the new owners of Taco John’s and a Tree Worker license by a company previously not licensed in St. Peter. In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-79 entitled “Resolution Approving Business License Applications” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-79 is contained in the City Administrator’s book entitled Council Resolutions 23.

**Reports**

**Mayor’s Report** – Mayor Zieman had no reports.

**COVID-19 Update** – City Administrator Prafke reported the track was once again open at the Community Center; the pool was busy and under the current circumstances the numbers were good; and the City was set to receive \$901,000 in CARES Act funding which could only be spent on COVID-19 related issues. Prafke noted he was doing more research on what the funds could be used for.

**Goal Session Discussion** – City Administrator Prafke reported the Council had an abbreviated goal session lasting just over three hours.

**Polling Place Change** – City Administrator Prafke reminded the public of the Ward I polling place change. Prafke reported the National Guard Armory was no longer available for the August 11<sup>th</sup> primary and Ward I voters would cast ballots at Johnson Hall at the Fairgrounds.

**Items of Vital Importance Update** – City Administrator Prafke directed Council attention to the updated list of “Items of Vital Importance” included in the packet.

Councilmember Johnson (K) reported she had been contacted by parents who were concerned pool employees were not complying with social distancing standards.

Councilmember Bruflat asked the Council to have a discussion on establishing a mandatory mask policy. Councilmembers Johnson (K) and Nowell again expressed their desire to see such a policy put in place on a state-wide basis rather than just locally.

There being no further business, a motion was made by Johnson (E), seconded by Johnson (K), to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:19 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

## CITY OF SAINT PETER, MINNESOTA

### PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.



# Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/23/20

**FROM:** Joey Schugel  
Recreation and Leisure Services Director

**RE:** Library Supervisor Appointment

## ACTION/RECOMMENDATION

Approve the appointment of Brenda McHugh as full time Library Supervisor at the starting wage of \$23.80 per hour.

## BACKGROUND

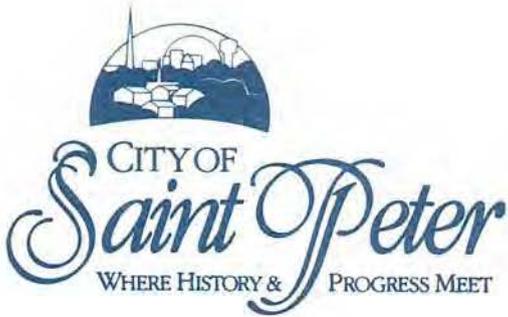
The position of Library Supervisor was vacated in April 2020. It is City practice to review position descriptions prior to recruitment to fill vacancies and after review of the Library Supervisor position description, staff recommended and the City Council approved modifications at the April 27, 2020 City Council meeting

Recruitment for the position has now been completed. Six (6) candidates were interviewed and following the interview process, I recommend the appointment of Brenda McHugh to the full-time position of Library Supervisor at an hourly wage of \$23.80. Her anticipated start date is July 28, 2020.

Ms. McHugh has a Bachelor of Arts degree in Education and Developmental Psychology from Gustavus Adolphus College. She has worked as our Assistant Library Supervisor for the past five years focusing primarily on youth programming and development. She has been a leader for the Saint Peter Public Library and has all the tools and qualities needed to be very successful in transitioning to the Library Supervisor position. Brenda is a self-starter with a passion for library programming and providing opportunities for her community.

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

JS/



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** July 23, 2020

**FROM:** Sally Vogel  
Finance Director

**RE:** Meter Reader Appointment

### **ACTION/RECOMMENDATION**

Approve the hiring of Dean Heimerman as a part-time Meter Reader.

### **BACKGROUND**

One of the City's long time Meter Readers has submitted his retirement notice and a recruitment process was initiated to fill the soon to be vacant part-time position. Six (6) applications were received and three (3) of the candidates were interviewed.

Subject to successful completion of a background investigation and a pre-employment drug screen, I recommend the appointment of Dean Heimerman for the position of part-time Meter Reader at a starting rate of \$15.02 per hour.

Dean has previously been employed in various positions at Alumacraft Boat Company and most recently as a Sales and Leasing Consultant at Jeff Belzer's in New Prague.

If you have further questions or need additional information about this agenda item, please feel free to contact me.

SV

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM	uniform allow. for jim n.	GENERAL FUND	FIRE	26.80
	uniform allow. for jim n.	GENERAL FUND	STREETS	40.20
			TOTAL:	67.00
ADVANCED POWER SERVICES, INC.	gen. plant temp sensor rep	ELECTRIC FUND	POWER PRODUCTION	1,425.00
			TOTAL:	1,425.00
AFFORDABLE TOWING OF MANKATO, INC.	#556 tow	GENERAL FUND	STREETS	290.00
			TOTAL:	290.00
AG PARTNERS COOP.	june fuel	GENERAL FUND	FIRE	138.19
	june fuel	GENERAL FUND	STREETS	1,855.51
	june fuel	GENERAL FUND	PARKS	238.36
	june fuel	GENERAL FUND	PARKS	17.50
	june fuel	GENERAL FUND	PARKS	695.39
	june fuel	WATER	SOURCE OF SUPPLY	4.72
	june fuel	WATER	PURIFICATION AND TREAT	7.08
	june fuel	WATER	DISTRIBUTION AND STORA	35.42
	june fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	136.79
	june fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	278.72
	june fuel	ELECTRIC FUND	POWER DISTRIBUTION	268.45
	june fuel	STORMWATER FUND	TREATMENT	192.54
	june fuel	STORMWATER FUND	TREATMENT	206.54
			TOTAL:	4,075.21
AG SPRAY EQUIPMENT	brass handgun for sprayer	GENERAL FUND	PARKS	26.83
			TOTAL:	26.83
ALEX AIR APPARATUS, INC	rescue auger-Pioneer donat	GENERAL FUND	FIRE	870.00
			TOTAL:	870.00
ALL AMERICA PRESSURE WASHER MFG., INC.	plugs for pressure washer	COMMUNITY CENTER	COMMUNITY CENTER	15.00
			TOTAL:	15.00
ALPHA WIRELESS COMMUNICATIONS CO	monthly maint. on radio eq	GENERAL FUND	MUNICIPAL BUILDING	66.98
	pager chargers & cases	GENERAL FUND	FIRE	260.75
	monthly maint. on radio eq	GENERAL FUND	PUBLIC WORKS ADMIN	93.76
	radio equipment, programmi	GENERAL FUND	STREETS	225.00
	monthly maint. on radio eq	WATER	ADMIN AND GENERAL	64.17
	monthly maint. on radio eq	WASTE WATER FUND	ADMIN AND GENERAL	58.04
	antenna, battery, shop sup	ELECTRIC FUND	POWER PRODUCTION	92.05
	monthly maint. on radio eq	ELECTRIC FUND	ADMIN AND GENERAL	58.05
		TOTAL:	918.80	
AMAZON	pool supplies	GENERAL FUND	SWIMMING POOL	59.97
	pool supplies	GENERAL FUND	SWIMMING POOL	18.87
	pool supplies	GENERAL FUND	SWIMMING POOL	29.99
		TOTAL:	108.83	
AMERICAN CASTING & MANUFACTURING CORP	electric motor seals	ELECTRIC FUND	POWER DISTRIBUTION	646.54
			TOTAL:	646.54
ANNETTE VP PROPERTIES LLC	1st half & final tif payme	JEFFERSON AVE TIF	ECONOMIC DEVELOPMENT	862.33
			TOTAL:	862.33
ARROW ACE HARDWARE INC	pliers	GENERAL FUND	POLICE	14.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	batteries	GENERAL FUND	FIRE	47.97
	#502 rear light	GENERAL FUND	FIRE	13.99
	ceiling hooks	GENERAL FUND	BUILDING INSPECTOR	14.93
	hose & bolts	GENERAL FUND	STREETS	4.47
	gardening supplies	GENERAL FUND	RECREATION/LEISURE SER	21.31
	nipples, tape, valve, link	GENERAL FUND	SWIMMING POOL	444.93
	potting mix, tape, grease,	GENERAL FUND	PARKS	980.91
	weed preventer	GENERAL FUND	PARKS	384.99
	hose & bolts	GENERAL FUND	PARKS	4.47
	parts	COMMUNITY CENTER	COMMUNITY CENTER	29.55
	connector	COMMUNITY CENTER	COMMUNITY CENTER	8.59
	connector	COMMUNITY CENTER	COMMUNITY CENTER	5.99
	caulk	COMMUNITY CENTER	COMMUNITY CENTER	5.98
	coupling	WATER	SOURCE OF SUPPLY	3.16
	paint & weed killer	WATER	PURIFICATION AND TREAT	91.21
	hose & bolts	WATER	DISTRIBUTION AND STORA	2.24
	nipples	WATER	DISTRIBUTION AND STORA	119.35
	hose & bolts	WASTE WATER FUND	SOURCE/TREATMENT	2.24
	bushings	WASTE WATER FUND	SOURCE/TREATMENT	18.12
	downtown medians gloves, b	ENVIRON SERVICES F	REFUSE DISPOSAL	85.53
	hose & bolts	ENVIRON SERVICES F	REFUSE DISPOSAL	2.24
	#320 transponder key	ENVIRON SERVICES F	REFUSE DISPOSAL	6.98
	screw box & hose	ENVIRON SERVICES F	REFUSE DISPOSAL	117.37
	nipples & oil	ELECTRIC FUND	POWER DISTRIBUTION	11.17
	hose & bolts	ELECTRIC FUND	POWER DISTRIBUTION	4.47
	elbow #21	ELECTRIC FUND	POWER DISTRIBUTION	2.99
	hose & bolts	STORMWATER FUND	TREATMENT	2.22
	blade & orange line	STORMWATER FUND	TREATMENT	41.90
			TOTAL:	2,494.26
BALLMAN ROOFING & COATINGS, LLC	crane service	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	540.00
			TOTAL:	540.00
BASHLIN INDUSTRIES INC.	lanyard	ELECTRIC FUND	ADMIN AND GENERAL	181.58
			TOTAL:	181.58
BATTERIES PLUS	flashlights batteries	GENERAL FUND	FIRE	57.90
			TOTAL:	57.90
BERGERSON-CASWELL, INC.	repair wells 8,12,13	WATER	SOURCE OF SUPPLY	5,911.00
			TOTAL:	5,911.00
JANET L. BJORLING, dba SWEDISH KONTUR	cbd accessibility enhancem	REVOLVING LOAN FUN	ECONOMIC DEVMT	2,985.00
			TOTAL:	2,985.00
BLUE EARTH COUNTY	patrol mdt's 2nd qtr 2020	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOBCAT OF MANKATO	rammer fuel clock	ELECTRIC FUND	POWER DISTRIBUTION	26.80
			TOTAL:	26.80
BOLTON & MENK INC	pell/fredlunch parcels & g	GENERAL FUND	STREETS	59.25
	dept. head meetings	GENERAL FUND	STREETS	135.00
	contact and respond to ds	GENERAL FUND	STREETS	360.00
	2020 n. 3rd st.	GENERAL FUND	STREETS	819.58
	pell/fredlunch parcels & g	GENERAL FUND	PARKS	47.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	dept. head meetings	GENERAL FUND	PARKS	108.00
	annexation info request, a	GENERAL FUND	ECONOMIC DEVT	237.00
	2020 n. 3rd st.	PERM IMPROVMENT RE	STREETS	203.22
	pell/fredlunch parcels & g	WATER	ADMIN AND GENERAL	23.70
	dept. head meetings	WATER	ADMIN AND GENERAL	54.00
	pell/fredlunch parcels & g	WASTE WATER FUND	ADMIN AND GENERAL	23.70
	dept. head meetings	WASTE WATER FUND	ADMIN AND GENERAL	54.00
	pell/fredlunch parcels & g	ENVIRON SERVICES F	ADMIN AND GENERAL	23.70
	dept. head meetings	ENVIRON SERVICES F	ADMIN AND GENERAL	54.00
	pell/fredlunch parcels & g	ELECTRIC FUND	ADMIN AND GENERAL	59.25
	dept. head meetings	ELECTRIC FUND	ADMIN AND GENERAL	135.00
	2020 n. 3rd st.	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	314.20
	n. 3rd st. pond	STORMWATER FUND	TREATMENT	3,138.00
			TOTAL:	5,849.00
BORDER STATES ELECTRIC SUPPLY	#709 2" 45 pvc	ELECTRIC FUND	NON-DEPARTMENTAL	24.21
	#449 9" heat shrink tubing	ELECTRIC FUND	NON-DEPARTMENTAL	355.10
	parallel connect	ELECTRIC FUND	POWER DISTRIBUTION	75.84
			TOTAL:	455.15
BRANDT LAW OFFICE	criminal	GENERAL FUND	LEGAL SERVICES	9,043.25
	covid	GENERAL FUND	LEGAL SERVICES	437.50
	p & z	GENERAL FUND	LEGAL SERVICES	1,277.50
	civil	GENERAL FUND	LEGAL SERVICES	4,521.50
	eda	GENERAL FUND	ECONOMIC DEVT	166.25
			TOTAL:	15,446.00
CARQUEST-ST. PETER	breather	GENERAL FUND	STREETS	23.78
	belts	WASTE WATER FUND	SOURCE/TREATMENT	30.34
	couplings & belts	WASTE WATER FUND	SOURCE/TREATMENT	73.56
	air filter	STORMWATER FUND	TREATMENT	7.83
			TOTAL:	135.51
CENTERPOINT ENERGY MINNEGASCO	june gas bill	GENERAL FUND	FIRE	62.81
	june gas bill	GENERAL FUND	STREETS	61.72
	june gas bill	GENERAL FUND	SWIMMING POOL	23.88
	june gas bill	GENERAL FUND	PARKS	49.38
	june gas bill	LIBRARY FUND	LIBRARY	213.32
	june gas bill	COMMUNITY CENTER	COMMUNITY CENTER	1,161.91
	june gas bill for 2000 ess	HOUSING DISTRICT #	ECONOMIC DEVT	38.23
	june gas bill	WATER	PURIFICATION AND TREAT	91.27
	june gas bill	WATER	PURIFICATION AND TREAT	25.93
	june gas bill	WATER	ADMIN AND GENERAL	24.69
	june gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	17.06
	june gas bill	WASTE WATER FUND	SOURCE/TREATMENT	1,016.79
	june gas bill	WASTE WATER FUND	ADMIN AND GENERAL	24.69
	june gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	24.68
	june gas bill	ELECTRIC FUND	ADMIN AND GENERAL	61.72
			TOTAL:	2,898.08
CENTRAL SQUARE APARTMENTS, LIMITED PAR	1sst half of 2020 tif paym	NICOLLET MEADOWS #	ECONOMIC DEVT	22,811.66
			TOTAL:	22,811.66
CHEMISOLV CORP	sulfuric acid pumps	WASTE WATER FUND	CAPITAL-TREATMENT SYST	6,300.00
	phosphorous removal	WASTE WATER FUND	SOURCE/TREATMENT	5,112.11
			TOTAL:	11,412.11

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CITY LAUNDERING CO.	uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	331.05
			TOTAL:	331.05
CITY OF LE SUEUR	monthly rent mrvt le sueur	MN RIVER VALLEY TR	INTERGOVERNMENTAL	136.27
	monthly rent mrvt le sueur	MN RIVER VALLEY TR	INTERGOVERNMENTAL	1,577.30
			TOTAL:	1,713.57
CIVICPLUS	website annual contract	GENERAL FUND	CITY ADMINISTRATION	483.97
	website annual contract	GENERAL FUND	CITY CLERK	439.97
	website annual contract	GENERAL FUND	FINANCE	263.98
	website annual contract	GENERAL FUND	POLICE	263.98
	website annual contract	GENERAL FUND	BUILDING INSPECTOR	263.98
	website annual contract	GENERAL FUND	STREETS	131.99
	website annual contract	GENERAL FUND	RECREATION/LEISURE SER	483.97
	website annual contract	GENERAL FUND	PARKS	131.99
	website annual contract	GENERAL FUND	ECONOMIC DEVMT	131.99
	website annual contract	LIBRARY FUND	LIBRARY	307.98
	website annual contract	PUBLIC ACCESS	PUBLIC ACCESS	88.02
	website annual contract	WATER	ADMIN AND GENERAL	263.98
	website annual contract	WASTE WATER FUND	ADMIN AND GENERAL	175.99
	website annual contract	ENVIRON SERVICES F	ADMIN AND GENERAL	131.99
	website annual contract	ELECTRIC FUND	ADMIN AND GENERAL	483.97
	website annual contract	STORMWATER FUND	ADMINISTRATION AND GEN	351.98
			TOTAL:	4,399.73
CLARK EQUIPMENT CO	stump grinder	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	7,061.92
			TOTAL:	7,061.92
COLE PAPERS INC	paper towels, air freshene	GENERAL FUND	MUNICIPAL BUILDING	109.57
	vac bags	GENERAL FUND	MUNICIPAL BUILDING	71.70
	floor scrub	GENERAL FUND	STREETS	44.54
	clorox wipes	GENERAL FUND	STREETS	9.30
	soap, towels, kitchen clea	GENERAL FUND	STREETS	170.02
	copy paper	GENERAL FUND	RECREATION/LEISURE SER	210.76
	floor scrub	GENERAL FUND	PARKS	44.54
	clorox wipes	GENERAL FUND	PARKS	9.30
	soap, towels, kitchen clea	GENERAL FUND	PARKS	170.02
	cleaning supplies, paper t	LIBRARY FUND	LIBRARY	213.93
	cleaning supplies	LIBRARY FUND	LIBRARY	33.40
	cleaning supplies, paper t	COMMUNITY CENTER	COMMUNITY CENTER	855.71
	hand sanitizer pump	COMMUNITY CENTER	COMMUNITY CENTER	35.55
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	77.95
	floor scrub	WATER	DISTRIBUTION AND STORA	22.27
	clorox wipes	WATER	DISTRIBUTION AND STORA	4.65
	soap, towels, kitchen clea	WATER	DISTRIBUTION AND STORA	85.01
	floor scrub	WASTE WATER FUND	SOURCE/TREATMENT	22.27
	clorox wipes	WASTE WATER FUND	SOURCE/TREATMENT	4.65
	soap, towels, kitchen clea	WASTE WATER FUND	SOURCE/TREATMENT	85.01
	floor scrub	ENVIRON SERVICES F	REFUSE DISPOSAL	22.27
	clorox wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	4.65
	soap, towels, kitchen clea	ENVIRON SERVICES F	REFUSE DISPOSAL	85.01
	floor scrub	ELECTRIC FUND	POWER DISTRIBUTION	44.54
	clorox wipes	ELECTRIC FUND	POWER DISTRIBUTION	9.30
	soap, towels, kitchen clea	ELECTRIC FUND	POWER DISTRIBUTION	170.02
	floor scrub	STORMWATER FUND	TREATMENT	22.27
	clorox wipes	STORMWATER FUND	TREATMENT	4.64

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	soap, towels, kitchen clea	STORMWATER FUND	TREATMENT	<u>85.00</u>
			TOTAL:	2,727.85
CORE & MAIN LP	#163 1.25" curb box	WATER	NON-DEPARTMENTAL	385.80
	rod & pipe ext.	WATER	DISTRIBUTION AND STORA	1,113.15
	24" rods wrong side	WATER	DISTRIBUTION AND STORA	<u>1,261.00-</u>
			TOTAL:	237.95
CREATIVE AD SOLUTIONS	bench donation plaque	RESTRICTED CONTRIB	PARKS	<u>150.99</u>
			TOTAL:	150.99
CRYSTAL LAWN, INC	csp irrigation system serv	GENERAL FUND	STREETS	190.95
	sunrise dr. water tower sp	WATER	DISTRIBUTION AND STORA	<u>112.50</u>
			TOTAL:	303.45
CRYSTAL VALLEY	gen. plant fuel	ELECTRIC FUND	POWER PRODUCTION	<u>10,341.12</u>
			TOTAL:	10,341.12
CULLIGAN	water for pool	GENERAL FUND	SWIMMING POOL	<u>75.70</u>
			TOTAL:	75.70
CYBER MARKETING INC.	boots jim g.	WATER	DISTRIBUTION AND STORA	<u>114.74</u>
			TOTAL:	114.74
DAVID DROWN ASSOCIATES, INC.	annual tif reporting	GENERAL FUND	ECONOMIC DEVMT	<u>4,500.00</u>
			TOTAL:	4,500.00
DEMCO, INC.	library office supplies	LIBRARY FUND	LIBRARY	202.12
	library office supplies	LIBRARY FUND	LIBRARY	<u>95.60</u>
			TOTAL:	297.72
DIAMOND VOGEL PAINTS	paint gun cable	GENERAL FUND	STREETS	68.42
	field stripe	GENERAL FUND	PARKS	<u>108.00</u>
			TOTAL:	176.42
DON'S APPLIANCE & TV	3 dehumidifiers & 3 hoses	GENERAL FUND	MUNICIPAL BUILDING	713.94
	fridge repair c.c.	COMMUNITY CENTER	COMMUNITY CENTER	165.00
	service call e speculative	TRAV GREEN SPEC HO	ECONOMIC DEVMT	85.00
	dryer repair	WASTE WATER FUND	SOURCE/TREATMENT	<u>105.00</u>
			TOTAL:	1,068.94
DRUMMERS GARDEN CENTER	shrubs	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>139.93</u>
			TOTAL:	139.93
EARL F ANDERSEN INC	#17 stop signs	GENERAL FUND	STREETS	<u>986.75</u>
			TOTAL:	986.75
EATON/CANNON TECHNOLOGIES, INC.	#838 12 s ami w/ demand me	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,205.64</u>
			TOTAL:	1,205.64
ELECTRICAL & COMMUNICATION SPECIALISTS	wire new pool heater	GENERAL FUND	SWIMMING POOL	<u>532.10</u>
			TOTAL:	532.10
ESS BROTHERS & SONS, INC.	downstream defenders baffl	STORMWATER FUND	CAPITAL-TREATMENT SYST	<u>19,750.00</u>
			TOTAL:	19,750.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EVERBRIDGE, INC	nixle engage	GENERAL FUND	POLICE	<u>2,554.25</u>
			TOTAL:	2,554.25
FAMILY FRESH MARKET	ice for fire relief	GENERAL FUND	POLICE	9.98
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	7.67
	distilled water for lab ma	WASTE WATER FUND	SOURCE/TREATMENT	10.68
	downtown flower	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>44.90</u>
			TOTAL:	73.23
FARMERS ELEVATOR CO OF TRAVERSE	seed	GENERAL FUND	PARKS	<u>240.00</u>
			TOTAL:	240.00
FERGUSON ENTERPRISES, LLC.	pvc	WASTE WATER FUND	SOURCE/TREATMENT	127.95
	hangers for pump	WASTE WATER FUND	SOURCE/TREATMENT	<u>25.35</u>
			TOTAL:	153.30
FLOW MEASUREMENT AND CONTROL	flow meter	WASTE WATER FUND	SOURCE/TREATMENT	<u>645.00</u>
			TOTAL:	645.00
FOUR SEASONS OVERHEAD DOOR, LLC	pool overhead door repair	GENERAL FUND	SWIMMING POOL	<u>112.50</u>
			TOTAL:	112.50
GELDNER UNDERGROUND, INC.	summit park/dodd ave. bori	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	7,440.00
	french hill directional bo	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>2,720.00</u>
			TOTAL:	10,160.00
GOODTIMES MANUFACTURING	virtual run t-shirts parti	GENERAL FUND	RECREATION/LEISURE SER	<u>237.50</u>
			TOTAL:	237.50
GOPHER STATE ONE-CALL INC	june gopher state one call	WATER	DISTRIBUTION AND STORA	121.93
	june gopher state one call	WASTE WATER FUND	COLLECTOR/LIFT STAT	121.93
	june gopher state one call	ELECTRIC FUND	POWER DISTRIBUTION	<u>122.09</u>
			TOTAL:	365.95
GRAYMONT WESTERN LIME INC.	high calcium quicklime	WASTE WATER FUND	BIOSOLIDS	<u>4,711.28</u>
			TOTAL:	4,711.28
GUSTAVUS ADOLPHUS COLLEGE P.O.	june postage	GENERAL FUND	CITY ADMINISTRATION	3.55
	june postage	GENERAL FUND	CITY CLERK	22.29
	june postage	GENERAL FUND	ELECTIONS	122.90
	june postage	GENERAL FUND	FINANCE	76.33
	june postage	GENERAL FUND	FINANCE	0.57
	june postage	GENERAL FUND	POLICE	28.08
	june postage	GENERAL FUND	BUILDING INSPECTOR	4.04
	june postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.14
	june postage	GENERAL FUND	STREETS	1.14
	june postage	GENERAL FUND	RECREATION/LEISURE SER	0.57
	june postage	GENERAL FUND	PARKS	4.14
	june postage	GENERAL FUND	ECONOMIC DEVMT	21.24
	june postage	LIBRARY FUND	LIBRARY	3.57
	june postage	COMMUNITY CENTER	COMMUNITY CENTER	1.71
	june postage	WATER	ADMIN AND GENERAL	3.42
	june postage	WATER	ADMIN AND GENERAL	87.56
	june postage	WASTE WATER FUND	ADMIN AND GENERAL	1.28
	june postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	87.56
	june postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	87.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	june postage	ELECTRIC FUND	ADMIN AND GENERAL	0.57
	june postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.56
	june postage	STORMWATER FUND	ADMINISTRATION AND GEN	9.19
			TOTAL:	655.97
HAWKINS, INC.	pool chemicals	GENERAL FUND	SWIMMING POOL	72.86
	azone 15 & sodium hydroxid	WATER	PURIFICATION AND TREAT	2,017.80
	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,624.50
			TOTAL:	3,715.16
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	177.53
	postage	WATER	CUSTOMER ACCOUNTS	424.99
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	177.53
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	424.99
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	177.53
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	424.97
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	177.54
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	424.99
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	356.51
			TOTAL:	2,766.58
INTERNATIONAL INSTITUTE OF MUNICIPAL C	ii mc membership renewal lu	GENERAL FUND	CITY ADMINISTRATION	170.00
			TOTAL:	170.00
INTERNET CONNECTIONS, INC.	website hosting monthly fe	GENERAL FUND	CITY ADMINISTRATION	35.00
	website hosting monthly fe	GENERAL FUND	CITY ADMINISTRATION	35.00
			TOTAL:	70.00
JAGUAR COMMUNICATIONS	internet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	110.00
			TOTAL:	110.00
JOHN HENRY FOSTER	drain assembly	WATER	PURIFICATION AND TREAT	350.15
			TOTAL:	350.15
KENDELL DOORS & HARDWARE, INC.	cores	GENERAL FUND	STREETS	286.00
	cores	GENERAL FUND	PARKS	228.80
	cores	WATER	ADMIN AND GENERAL	114.40
	cores	WASTE WATER FUND	ADMIN AND GENERAL	114.40
	cores	ENVIRON SERVICES F	ADMIN AND GENERAL	114.40
	cores	ELECTRIC FUND	ADMIN AND GENERAL	286.00
			TOTAL:	1,144.00
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	488.70
	apt fire boarding	RESTRICTED CONTRIB	COMMUNITY SERVICE	14.30
	animal care	RESTRICTED CONTRIB	COMMUNITY SERVICE	347.85
			TOTAL:	850.85
KIRVIDA FIRE	#512 pump test	GENERAL FUND	FIRE	510.20
	#506 pump test	GENERAL FUND	FIRE	414.04
	#511 pump test	GENERAL FUND	FIRE	547.40
	#505 pump test	GENERAL FUND	FIRE	325.00
			TOTAL:	1,796.64
KWIK TRIP INC	june fuel	GENERAL FUND	POLICE	1,723.30
	june fuel	GENERAL FUND	FIRE	43.67
	june fuel	GENERAL FUND	BUILDING INSPECTOR	113.46

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	june fuel	GENERAL FUND	PUBLIC WORKS ADMIN	139.31
	june fuel	GENERAL FUND	STREETS	124.21
	june fuel	GENERAL FUND	PARKS	662.28
	june fuel	COMMUNITY CENTER	COMMUNITY CENTER	82.10
	june fuel	WATER	SOURCE OF SUPPLY	22.22
	june fuel	WATER	PURIFICATION AND TREAT	33.33
	june fuel	WATER	DISTRIBUTION AND STORA	166.64
	june fuel	WATER	CUSTOMER ACCOUNTS	46.78
	june fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	313.29
	june fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	46.78
	june fuel	ELECTRIC FUND	POWER DISTRIBUTION	366.87
	june fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	46.79
	june fuel	STORMWATER FUND	TREATMENT	503.42
	june fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>2,037.84</u>
			TOTAL:	6,472.29
LEXIS NEXIS	june subscription	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	100.00
LJP ENTERPRISES INC	june refuse & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	june refuse & recycle	WATER	PURIFICATION AND TREAT	99.43
	june refuse & recycle	WASTE WATER FUND	SOURCE/TREATMENT	355.40
	june refuse & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,366.44
	june 2020 refuse pickup &	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>21,039.20</u>
			TOTAL:	23,304.93
LOCATORS & SUPPLIES, INC.	gloves	GENERAL FUND	STREETS	38.92
	gloves	GENERAL FUND	STREETS	99.72
	gloves	GENERAL FUND	PARKS	31.13
	scott s. t-shirts	GENERAL FUND	PARKS	38.97
	gloves	GENERAL FUND	PARKS	79.77
	gloves	WATER	ADMIN AND GENERAL	15.57
	gloves	WATER	ADMIN AND GENERAL	39.89
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	15.57
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	39.89
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	15.56
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	39.88
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	38.92
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	<u>99.72</u>
			TOTAL:	593.51
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	final 2019 audit	GENERAL FUND	FINANCE	6,375.00
	final 2019 audit	WATER	ADMIN AND GENERAL	1,593.75
	final 2019 audit	WASTE WATER FUND	ADMIN AND GENERAL	1,593.75
	final 2019 audit	ENVIRON SERVICES F	ADMIN AND GENERAL	1,593.75
	final 2019 audit	ELECTRIC FUND	ADMIN AND GENERAL	<u>1,593.75</u>
			TOTAL:	12,750.00
MANKATO INDUSTRIAL COATINGS, LLC	#620 spray in bed liner	WASTE WATER FUND	SOURCE/TREATMENT	<u>450.00</u>
			TOTAL:	450.00
MATHESON TRI-GAS INC	gas	GENERAL FUND	STREETS	5.35
	gas	GENERAL FUND	PARKS	5.35
	gas	WATER	DISTRIBUTION AND STORA	2.68
	gas	WASTE WATER FUND	SOURCE/TREATMENT	2.68
	gas	ENVIRON SERVICES F	REFUSE DISPOSAL	2.68

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	gas	ELECTRIC FUND	POWER DISTRIBUTION	5.35	
	gas	STORMWATER FUND	TREATMENT	2.66	
			TOTAL:	26.75	
MAYO CLINIC HEALTH SYSTEM - MANKATO	1st half tax abatement	MEDICAL CAMPUS	ADMIN & GENERAL	7,949.03	
			TOTAL:	7,949.03	
MEDIACOM	internet for transit	MN RIVER VALLEY TR	INTERGOVERNMENTAL	156.90	
			TOTAL:	156.90	
MENARDS	roofing materials	GENERAL FUND	STREETS	155.35	
	pool plumbing	GENERAL FUND	SWIMMING POOL	62.17	
	pool repair parts	GENERAL FUND	SWIMMING POOL	131.64	
	pool repair parts	GENERAL FUND	SWIMMING POOL	69.94	
	roofing materials	GENERAL FUND	PARKS	124.28	
	jefferson shingling	GENERAL FUND	PARKS	182.45	
	mil pond hydrant	GENERAL FUND	PARKS	19.04	
	pier decking	GENERAL FUND	PARKS	81.01	
	jefferson fields roof	GENERAL FUND	PARKS	116.83	
	nipples & curb box	WATER	DISTRIBUTION AND STORA	155.65	
	roofing materials	WATER	ADMIN AND GENERAL	62.14	
	adapters & couplings	WASTE WATER FUND	SOURCE/TREATMENT	342.35	
	roofing materials	WASTE WATER FUND	ADMIN AND GENERAL	62.14	
	roofing materials	ENVIRON SERVICES F	ADMIN AND GENERAL	62.15	
	roofing materials	ELECTRIC FUND	ADMIN AND GENERAL	155.35	
			TOTAL:	1,782.49	
MIDWAY FORD COMPANY	#620 2020 f-250 replace #9	WASTE WATER FUND	CAPITAL-GENERAL PLANT	32,218.51	
			TOTAL:	32,218.51	
MIDWEST SPECIALTY SALES	#914 switch	STORMWATER FUND	TREATMENT	40.30	
			TOTAL:	40.30	
MIDWEST TAPE	media	LIBRARY FUND	LIBRARY	26.24	
			TOTAL:	26.24	
MISC VENDOR	WILLS, KEITH	park shelter refund	GENERAL FUND	NON-DEPARTMENTAL	77.31
	ALLIED MEDICAL TRAININ	first responder training	GENERAL FUND	POLICE	195.00
	CPR SAVERS & FIRST AID	cpr/ first aid supplies	GENERAL FUND	SWIMMING POOL	87.25
	HEIER, DUANE	shelter refund	COMMUNITY CENTER	NON-DEPARTMENTAL	166.00
	HEIER, DUANE	shelter refund	COMMUNITY CENTER	NON-DEPARTMENTAL	11.41
	HEIER, DUANE	shelter refund	COMMUNITY CENTER	NON-DEPARTMENTAL	0.84
	DANBY BUILDING, LLC.	cbd accessibility grant pr	REVOLVING LOAN FUN	ECONOMIC DEVMT	4,488.86
	KVC BUILDING PARTNERSH	cbd accessibility enhancem	REVOLVING LOAN FUN	ECONOMIC DEVMT	4,388.65
	DARLENE KOPISCHKE DAYC	covid-19 micro loans	TORNADO DISASTER R	ECONOMIC DEVMT	4,340.00
	DIANE REINHART DAYCARE	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	1,536.00
	EL AGAVE	covid micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	HAYES, CAROL	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	7,502.00
			TOTAL:	32,793.32	
MN IRON & METAL COMPANY	4x8 alum/steel	GENERAL FUND	STREETS	35.20	
	4x8 alum/steel	GENERAL FUND	PARKS	35.20	
	4x8 alum/steel	WATER	DISTRIBUTION AND STORA	17.60	
	4x8 alum/steel	WASTE WATER FUND	SOURCE/TREATMENT	17.60	
	#620 steel rod	WASTE WATER FUND	SOURCE/TREATMENT	31.00	
	4x8 alum/steel	ENVIRON SERVICES F	REFUSE DISPOSAL	17.60	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	4x8 alum/steel	ELECTRIC FUND	POWER DISTRIBUTION	35.20
	4x8 alum/steel	STORMWATER FUND	TREATMENT	<u>17.60</u>
			TOTAL:	207.00
MN MUNICIPAL UTILITIES ASSOCIATION	safety mgt. prog.	GENERAL FUND	FIRE	161.72
	safety mgt. prog.	GENERAL FUND	PUBLIC WORKS ADMIN	969.06
	safety mgt. prog.	GENERAL FUND	STREETS	969.71
	safety mgt. prog.	GENERAL FUND	PARKS	970.34
	safety mgt. prog.	COMMUNITY CENTER	COMMUNITY CENTER	485.19
	safety mgt. prog.	WATER	ADMIN AND GENERAL	646.91
	safety mgt. prog.	WASTE WATER FUND	ADMIN AND GENERAL	969.71
	safety mgt. prog.	ENVIRON SERVICES F	ADMIN AND GENERAL	161.71
	2020 elec. member dues 1st	ELECTRIC FUND	ADMIN AND GENERAL	4,601.25
	safety mgt. prog.	ELECTRIC FUND	ADMIN AND GENERAL	808.62
	safety mgt. prog.	ELECTRIC FUND	ADMIN AND GENERAL	750.00
	jason lee 2020 summer conf	ELECTRIC FUND	ADMIN AND GENERAL	195.00
	safety mgt. prog.	STORMWATER FUND	ADMINISTRATION AND GEN	<u>485.19</u>
			TOTAL:	12,174.41
MINNESOTA PAVING & MATERIALS	#9 asphalt n. 3rd. st.	GENERAL FUND	STREETS	20,744.20
	dump fee	GENERAL FUND	PARKS	30.00
	old mn, mullberry, grace,	WATER	DISTRIBUTION AND STORA	78.79
	stock gravel	WATER	ADMIN AND GENERAL	79.50
	old mn, mullberry, grace,	WASTE WATER FUND	COLLECTOR/LIFT STAT	78.79
	stock gravel	WASTE WATER FUND	ADMIN AND GENERAL	79.50
	stock gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	39.74
	stock gravel	ELECTRIC FUND	ADMIN AND GENERAL	198.75
	old mn, mullberry, grace,	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>78.80</u>
			TOTAL:	21,408.07
MN PLAYGROUND, INC.	vet's park install	GENERAL FUND	PARKS	<u>31,761.00</u>
			TOTAL:	31,761.00
MN WASTE PROCESSING	june disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>21,153.50</u>
			TOTAL:	21,153.50
PETE MOULTON	06/29/20-07/10/20 mileage	GENERAL FUND	PARKS	10.93
	06/15/20-06/24/20 mileage	GENERAL FUND	PARKS	42.55
	06/15/20-06/24/20 mileage	ENVIRON SERVICES F	ADMIN AND GENERAL	12.65
	06/29/20-07/10/20 mileage	ELECTRIC FUND	ADMIN AND GENERAL	9.20
	06/15/20-06/24/20 mileage	ELECTRIC FUND	ADMIN AND GENERAL	<u>20.13</u>
			TOTAL:	95.46
MVTL LABORATORIES INC	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	21.20
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	78.90
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	104.90
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	45.70
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	78.90
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	78.90
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	104.90
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>78.90</u>
			TOTAL:	677.10
NAPA AUTO PARTS OF ST PETER	battery	GENERAL FUND	FIRE	31.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	air filter, belt, oil	GENERAL FUND	FIRE	38.43
	nozzle, brushes, bra, caps	GENERAL FUND	STREETS	141.07
	idle valve	GENERAL FUND	RECREATION/LEISURE SER	38.98
	nozzle, brushes, bra, caps	GENERAL FUND	PARKS	141.07
	tube	GENERAL FUND	PARKS	10.44
	nozzle, brushes, bra, caps	WATER	DISTRIBUTION AND STORA	70.53
	battery & core deposits	WATER	DISTRIBUTION AND STORA	116.82
	nozzle, brushes, bra, caps	WASTE WATER FUND	SOURCE/TREATMENT	70.53
	nozzle, brushes, bra, caps	ENVIRON SERVICES F	REFUSE DISPOSAL	70.53
	nozzle, brushes, bra, caps	ELECTRIC FUND	POWER DISTRIBUTION	141.07
	sensor, filter kit	ELECTRIC FUND	POWER DISTRIBUTION	52.06
	nozzle, brushes, bra, caps	STORMWATER FUND	TREATMENT	70.54
	oil, air filte5r, seal, br	STORMWATER FUND	TREATMENT	256.06
			TOTAL:	1,249.85
NELSON PRINTING COMPANY	cat. lic. applications	GENERAL FUND	CITY CLERK	37.00
	business cards for kevin	GENERAL FUND	BUILDING INSPECTOR	43.64
	ups	WASTE WATER FUND	ADMIN AND GENERAL	130.76
	ups	ELECTRIC FUND	ADMIN AND GENERAL	74.48
	lamination	MN RIVER VALLEY TR	INTERGOVERNMENTAL	27.00
			TOTAL:	312.88
NICKLASSON ATHLETIC COMPANY	softball for adult leagues	GENERAL FUND	RECREATION/LEISURE SER	659.75
			TOTAL:	659.75
NICOLLET COUNTY FINANCE	recording fees- accessibil	REVOLVING LOAN FUN	ECONOMIC DEVMT	184.00
			TOTAL:	184.00
NIELSEN CONCRETE	2019 additional city concr	WATER	DISTRIBUTION AND STORA	462.00
	2019 additional city concr	ELECTRIC FUND	POWER DISTRIBUTION	173.25
			TOTAL:	635.25
NILFISK INC.	floor scrubber pads	GENERAL FUND	PUBLIC WORKS ADMIN	65.00
	floor scrubber	GENERAL FUND	PUBLIC WORKS ADMIN	5,145.61
			TOTAL:	5,210.61
NORTH CENTRAL INTERNATIONAL	#45 altnator	GENERAL FUND	STREETS	404.29
			TOTAL:	404.29
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	324.24
			TOTAL:	324.24
NORTHERN SAFETY TECHNOLOGY, INC.	#620 beacon	WASTE WATER FUND	SOURCE/TREATMENT	230.84
			TOTAL:	230.84
NORTHERN STATES SUPPLY INC	grain auger drill	GENERAL FUND	FIRE	356.02
			TOTAL:	356.02
NUSS TRUCK & EQUIPMENT	#112 switch	GENERAL FUND	STREETS	34.47
	#918 switch pan	GENERAL FUND	STREETS	161.09
			TOTAL:	195.56
O'REILLY AUTO PARTS	cooling fan	GENERAL FUND	PUBLIC WORKS ADMIN	2,065.00
	actuator	STORMWATER FUND	TREATMENT	22.06
			TOTAL:	2,087.06

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
OWEN, SANDI	01/02/20-06/29/20 mileage	MN RIVER VALLEY TR	INTERGOVERNMENTAL	276.00
			TOTAL:	276.00
PARK ROW CROSSING	1st half 2020 tif	PARK ROW CROSSINGS	ECONOMIC DEVMT	22,069.92
			TOTAL:	22,069.92
PEREGRIN, ANTHONY	june monthly contract	PUBLIC ACCESS	PUBLIC ACCESS	374.00
			TOTAL:	374.00
POWERS, JAKE	pants	GENERAL FUND	STREETS	145.00
			TOTAL:	145.00
PRO HYDRO TESTING	cascade tanks for air comp	GENERAL FUND	FIRE	208.00
			TOTAL:	208.00
QUALITY FLOW SYSTEMS, INC	sensor transducer	WASTE WATER FUND	COLLECTOR/LIFT STAT	900.00
			TOTAL:	900.00
RAMY TURF PRODUCTS	sidewalk locust & elm	GENERAL FUND	STREETS	285.00
	locust & elm sidewalk seed	GENERAL FUND	STREETS	1,285.00
	organ factory, brdwy, fron	STORMWATER FUND	TREATMENT	290.00
			TOTAL:	1,860.00
RECREONICS INC	blower for wibit	GENERAL FUND	SWIMMING POOL	109.96
			TOTAL:	109.96
RENT-N-SAVE	june restroom rental	GENERAL FUND	PARKS	510.00
			TOTAL:	510.00
RIVER BEND BUSINESS PRODUCTS	chairmats	GENERAL FUND	CITY ADMINISTRATION	15.00
	chairmats	GENERAL FUND	CITY CLERK	15.00
	chairmats	GENERAL FUND	FINANCE	10.00
	chairmats	GENERAL FUND	POLICE	8.00
	chairmats	GENERAL FUND	BUILDING INSPECTOR	4.00
	chairmats	GENERAL FUND	PUBLIC WORKS ADMIN	2.00
	pens	GENERAL FUND	STREETS	1.95
	disinfecting wipes	GENERAL FUND	STREETS	9.48
	pens	GENERAL FUND	PARKS	1.56
	disinfecting wipes	GENERAL FUND	PARKS	9.48
	chairmats	GENERAL FUND	ECONOMIC DEVMT	1.00
	disinfecting wipes	WATER	DISTRIBUTION AND STORA	4.74
	chairmats	WATER	ADMIN AND GENERAL	9.00
	pens	WATER	ADMIN AND GENERAL	0.78
	disinfecting wipes	WASTE WATER FUND	SOURCE/TREATMENT	4.74
	chairmats	WASTE WATER FUND	ADMIN AND GENERAL	8.99
	pens	WASTE WATER FUND	ADMIN AND GENERAL	0.78
	disinfecting wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	4.74
	pens	ENVIRON SERVICES F	ADMIN AND GENERAL	0.78
	disinfecting wipes	ELECTRIC FUND	POWER DISTRIBUTION	9.48
	chairmats	ELECTRIC FUND	ADMIN AND GENERAL	26.99
	pens	ELECTRIC FUND	ADMIN AND GENERAL	1.95
	disinfecting wipes	STORMWATER FUND	TREATMENT	4.74
			TOTAL:	155.18
RIVER'S EDGE HOSPITAL & CLINIC	employee testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	64.00
			TOTAL:	64.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ROYAL TIRE, INC	#408 tire disposal	GENERAL FUND	STREETS	32.00
	#408 tires	GENERAL FUND	STREETS	487.34
	#918 tires	GENERAL FUND	STREETS	878.92
	#717 tire service call	WATER	DISTRIBUTION AND STORA	817.70
	#717 tires	WATER	DISTRIBUTION AND STORA	633.34
	transit stock tires	MN RIVER VALLEY TR	NON-DEPARTMENTAL	416.04
	TOTAL:			3,265.34
RYAN ELECTRIC OF ST PETER	wtuf thermal blender	WASTE WATER FUND	BIOSOLIDS	120.00
	disconnect pumps	WASTE WATER FUND	SOURCE/TREATMENT	90.00
	load mgt.	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	419.00
	TOTAL:			629.00
SAFETY AND SECURITY CONSULTATION SPECI	ropes and rigging class	GENERAL FUND	FIRE	300.00
	missing person search clas	GENERAL FUND	FIRE	500.00
	TOTAL:			800.00
SAFETY SIGNS LLC	#17 signs 301-317 w. swift	GENERAL FUND	STREETS	1,679.50
	TOTAL:			1,679.50
SCHWICKERT'S, INC.	roofing inspection	GENERAL FUND	MUNICIPAL BUILDING	500.00
	TOTAL:			500.00
SITEONE LANDSCAPE SUPPLY	moisture manager	GENERAL FUND	STREETS	16.33
	moisture manager	GENERAL FUND	PARKS	16.33
	moisture manager	WATER	DISTRIBUTION AND STORA	8.17
	moisture manager	WASTE WATER FUND	SOURCE/TREATMENT	8.17
	moisture manager	ENVIRON SERVICES F	REFUSE DISPOSAL	8.17
	moisture manager	ELECTRIC FUND	POWER DISTRIBUTION	16.33
	moisture manager	STORMWATER FUND	TREATMENT	8.17
	TOTAL:			81.67
SNAP-ON INDUSTRIAL	spray nozzle	GENERAL FUND	PARKS	47.53
	TOTAL:			47.53
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	754,739.71
	TOTAL:			754,739.71
SOUTHWEST MN HOUSING PARTNERSHIP	planning development servi	TRAV GREEN SPEC HO	ECONOMIC DEVMT	1,000.00
	TOTAL:			1,000.00
SPS COMPANIES, INC. MANKATO	condenser coil cleaner	GENERAL FUND	STREETS	4.91
	pool supplies	GENERAL FUND	SWIMMING POOL	63.47
	pool bushing	GENERAL FUND	SWIMMING POOL	0.91
	condenser coil cleaner	GENERAL FUND	PARKS	4.91
	condenser coil cleaner	WATER	DISTRIBUTION AND STORA	2.46
	air scrubber	WASTE WATER FUND	SOURCE/TREATMENT	14.61
	condenser coil cleaner	WASTE WATER FUND	SOURCE/TREATMENT	2.46
	condenser coil cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	2.46
	condenser coil cleaner	ELECTRIC FUND	POWER DISTRIBUTION	4.91
	condenser coil cleaner	STORMWATER FUND	TREATMENT	2.46
	TOTAL:			103.56
ST PETER AREA CHAMBER OF COMMERCE	covid-19 marketing fund	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	TOTAL:			10,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
ST PETER HERALD	rfp health insurance	GENERAL FUND	FINANCE	43.20	
	annual subscription for pw	GENERAL FUND	PUBLIC WORKS ADMIN	60.95	
	registered land survey	GENERAL FUND	ECONOMIC DEVMT	115.20	
	public hearing	GENERAL FUND	ECONOMIC DEVMT	115.20	
	TOTAL:			334.55	
ST PETER LUMBER CO	cleaning supplies	GENERAL FUND	POLICE	7.45	
	roofing tools	GENERAL FUND	STREETS	13.21	
	sneeze guardsfor pool	GENERAL FUND	SWIMMING POOL	76.98	
	roofing tools	GENERAL FUND	PARKS	13.21	
	vet's park roofing	GENERAL FUND	PARKS	70.43	
	towel vinyl patch	GENERAL FUND	PARKS	28.07	
	rubber mallet	GENERAL FUND	PARKS	7.89	
	concrete mix & garden hoe	GENERAL FUND	PARKS	51.79	
	concrete mix	GENERAL FUND	PARKS	19.40	
	sand for patio pavers	COMMUNITY CENTER	COMMUNITY CENTER	9.90	
	roofing tools	WATER	DISTRIBUTION AND STORA	6.60	
	vinyl tube	WATER	DISTRIBUTION AND STORA	13.04	
	roofing tools	WASTE WATER FUND	SOURCE/TREATMENT	6.60	
	roofing tools	ENVIRON SERVICES F	REFUSE DISPOSAL	6.60	
	downtown flower boxes	ENVIRON SERVICES F	REFUSE DISPOSAL	6.94	
	roofing tools	ELECTRIC FUND	POWER DISTRIBUTION	13.21	
	concrete mix	ELECTRIC FUND	POWER DISTRIBUTION	9.70	
	roofing tools	STORMWATER FUND	TREATMENT	6.60	
	seed	STORMWATER FUND	TREATMENT	67.80	
	TOTAL:			435.42	
	ST PETER NICOLLET MEADOWS LLC	1st half 2020 tif	NICOLLET MEADOWS #	ECONOMIC DEVMT	11,516.00
		TOTAL:			11,516.00
	STAPLES ADVANTAGE	electronics wipes	GENERAL FUND	CITY ADMINISTRATION	10.78
electronics wipes		GENERAL FUND	CITY CLERK	10.78	
electronics wipes		GENERAL FUND	FINANCE	7.19	
electronics wipes		GENERAL FUND	POLICE	5.75	
electronics wipes		GENERAL FUND	BUILDING INSPECTOR	2.88	
electronics wipes		GENERAL FUND	PUBLIC WORKS ADMIN	1.44	
boxes tote for tot		GENERAL FUND	RECREATION/LEISURE SER	206.93	
boxes for camp		GENERAL FUND	RECREATION/LEISURE SER	137.95	
craft supplies for tote fo		GENERAL FUND	RECREATION/LEISURE SER	27.99	
camp boxer return		GENERAL FUND	RECREATION/LEISURE SER	135.98	
office supplies		GENERAL FUND	RECREATION/LEISURE SER	18.64	
hand sanitizer		GENERAL FUND	SWIMMING POOL	40.39	
electronics wipes		GENERAL FUND	ECONOMIC DEVMT	0.72	
planner		LIBRARY FUND	LIBRARY	26.99	
electronics wipes		WATER	ADMIN AND GENERAL	6.47	
electronics wipes		WASTE WATER FUND	ADMIN AND GENERAL	6.46	
electronics wipes		ELECTRIC FUND	ADMIN AND GENERAL	19.41	
TOTAL:				394.79	
STATE INDUSTRIAL PRODUCTS		cleaning disinfectant pool	GENERAL FUND	SWIMMING POOL	307.14
		cleaning disinfectant pool	COMMUNITY CENTER	COMMUNITY CENTER	307.14
	TOTAL:			614.28	
STREICHER'S	uniform allow.	GENERAL FUND	POLICE	179.96	
	STREICHER'S	GENERAL FUND	POLICE	149.98	
	TOTAL:			329.94	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STUART C. IRBY CO.	shield bag	ELECTRIC FUND	ADMIN AND GENERAL	42.84
			TOTAL:	42.84
TITAN MACHINERY	#717 wiper seal & ring	WATER	DISTRIBUTION AND STORA	129.80
			TOTAL:	129.80
TRANE	chiller service agreement	COMMUNITY CENTER	COMMUNITY CENTER	1,244.50
			TOTAL:	1,244.50
TRAVERSE DES SIOUX GARDEN CENTER	plants & seeds	GENERAL FUND	PARKS	57.58
			TOTAL:	57.58
TRUGREEN CHEMLAWN	jefferson park weed contro	GENERAL FUND	PARKS	184.00
	jefferson ave. weed contro	GENERAL FUND	PARKS	231.00
			TOTAL:	415.00
TYLER TECHNOLOGIES	annual incode software mai	GENERAL FUND	FINANCE	4,970.34
	annual incode software mai	WATER	ADMIN AND GENERAL	1,242.59
	annual incode software mai	WATER	CUSTOMER ACCOUNTS	2,263.12
	annual incode software mai	WASTE WATER FUND	ADMIN AND GENERAL	1,242.59
	annual incode software mai	WASTE WATER FUND	CUSTOMER ACCOUNTS	2,263.12
	annual incode software mai	ENVIRON SERVICES F	ADMIN AND GENERAL	1,242.59
	annual incode software mai	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	2,263.11
	annual incode software mai	ELECTRIC FUND	ADMIN AND GENERAL	1,242.59
	annual incode software mai	ELECTRIC FUND	CUSTOMER ACCOUNTS	2,263.12
			TOTAL:	18,993.17
UTILITY CONSULTANTS, INC.	june coliform	WATER	DISTRIBUTION AND STORA	121.00
			TOTAL:	121.00
VAN IWAARDEN ASSOCIATES	opeb gasb 75 valuation	GENERAL FUND	FINANCE	1,500.00
			TOTAL:	1,500.00
VERIZON WIRELESS	june jet packs	GENERAL FUND	CITY ADMINISTRATION	35.01
	june cell phone bill	GENERAL FUND	POLICE	325.10
	june jet packs	GENERAL FUND	BUILDING INSPECTOR	35.01
	june jet packs	GENERAL FUND	STREETS	8.75
	june jet packs	GENERAL FUND	PARKS	7.00
	june jet packs	WATER	ADMIN AND GENERAL	3.50
	june jet packs	WATER	ADMIN AND GENERAL	35.01
	june jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	june jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	june jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
			TOTAL:	465.14
VINE FAITH IN ACTION	routematch annual fees	MN RIVER VALLEY TR	INTERGOVERNMENTAL	680.63
			TOTAL:	680.63
THE WATSON CO	pool concessions	GENERAL FUND	SWIMMING POOL	1,017.49
	pool concessions	GENERAL FUND	SWIMMING POOL	262.25
			TOTAL:	1,279.74
WERNER ELECTRIC SUPPLY	freight	WASTE WATER FUND	SOURCE/TREATMENT	18.62
			TOTAL:	18.62
WESCO DISTRIBUTION INC	jason lee rain coat	ELECTRIC FUND	ADMIN AND GENERAL	232.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	232.93
WOLF MOTOR COMPANY, INC.	#554 engine repairs	GENERAL FUND	STREETS	2,652.82
			TOTAL:	2,652.82
XCEL ENERGY	hwy 22 street lights	GENERAL FUND	STREETS	9.73
			TOTAL:	9.73
ZIEGLER INC	roller rental	GENERAL FUND	STREETS	3,450.00
			TOTAL:	3,450.00

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

101	GENERAL FUND	141,481.46
211	LIBRARY FUND	1,123.15
213	PUBLIC ACCESS	462.02
217	COMMUNITY CENTER	5,114.48
230	REVOLVING LOAN FUND	12,046.51
240	TORNADO DISASTER REV LOAN	33,378.00
246	NICOLLET MEADOWS #10	34,327.66
262	TRAV GREEN SPEC HOME CONS	1,085.00
266	JEFFERSON AVE TIF #17	862.33
267	PARK ROW CROSSINGS TIF#19	22,069.92
401	PERM IMPROVMENT REVOLVING	203.22
460	HOUSING DISTRICT #20	38.23
601	WATER	21,228.87
602	WASTE WATER FUND	62,449.38
603	ENVIRON SERVICES FUND	58,002.64
604	ELECTRIC FUND	796,045.80
606	STORMWATER FUND	26,522.71
627	MEDICAL CAMPUS	7,949.03
820	RESTRICTED CONTRIBUTIONS	513.14
830	MN RIVER VALLEY TRANSIT	5,481.98
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	GRAND TOTAL:	1,230,385.53
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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 employee appointment is hereby approved at the wage indicated:

<u>NAME</u>	<u>POSITION</u>	<u>WAGE RATE</u>
Brenda McHugh	Library Supervisor	\$23.80
Dean Heimerman	Part-time Meter Reader	\$15.02

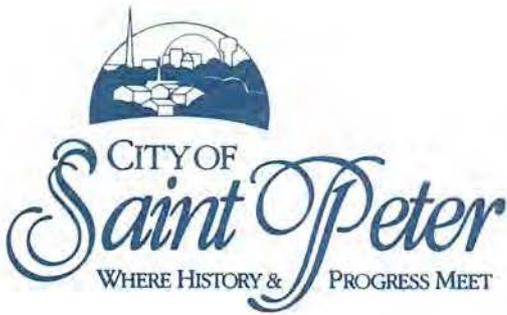
2. The schedule of disbursements for July 9, 2020 through July 22, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 13th day of July, 2020.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/24/20

**FROM:** Russ Wille  
Community Development Director

**RE:** Guentzel Holdings, LLC ( Chad Guentzel d.b.a. Anytime Fitness)  
Revolving Loan Request

### **ACTION/RECOMMENDATION**

Approve \$75,000 revolving loan to Guentzel Holdings, LLC (Chad Guentzel dba Anytime Fitness) to partially finance the construction of a new Anytime Fitness franchise at the intersection of North Third Street and Dodd Avenue.

### **BACKGROUND**

The City Council originally considered this revolving loan request on July 13, 2020. At that time Councilmembers raised concerns that the source and use table presented indicated that the applicant would have no financial contribution to the project financing. Staff indicated Mr. Guentzel had prepaid for some of the project costs, but a firm dollar amount was not quantified.

Mr. Guentzel has paid \$1,500 to the corporate Anytime Fitness entity as a relocation fee for them to review his plans and specification of the new structure and is expected to pay up to \$6,000 in fees to the City as per the terms of the development agreement for the site improvements.

Mr. Guentzel's total contribution has been determined to be approximately \$10,750 or 1.4% of the total project costs. Recognizing that the loan guidelines suggest a minimum 10% contribution, the EDA has recommended the Council accept the lower amount.

If the EDA loan were to be approved, the adopted guidelines would suggest that the note be amortized on a twenty (20) year schedule with a balloon payment due at the end of the fifth year. As the loan was structured by Hometown Bank and SBA 504, the City's note would need to be on a straight 20 year amortization.

The note can be amended from time-to-time as interest rates would change, but the 20 year amortization is necessary to close the loan as required by the SBA. The EDA noted this variance from the adopted loan guidelines as they considered their recommendation to approve the loan request.

The guidelines would suggest an interest rate of 3.25% which is the U.S. Prime Rate as published in this week's Wall Street Journal.

To successfully retire the note at those terms, monthly payments of \$440.00 would be required.

A subcommittee of the EDA consisting of Mr. Favre and Mr. Abels undertook a review of the pertinent business and personal financial statements provided by Mr. Guentzel. The subcommittee noted that their review caused not concern regarding the creditworthiness of the Guentzel household, Guentzel Holdings, LLC or Anytime Fitness St. Peter.

If approved, the note would be secured by a mortgage that would be subordinate to the mortgages to be filed by Hometown Bank and the SBA. It should be noted that the \$783,250 in identified project costs exceeds the original May 12<sup>th</sup> post development appraisal by \$33,250. However, it is suggested that the building addition required by Anytime Fitness corporate would increase the post development appraisal to sufficiently collateralize the EDA's note. Hometown Bank and SBA 504 have not required that the appraisal be amended to reflect the additional 352 square feet of finished building.

The Economic Development Authority reconsidered Mr. Guentzel's loan application at their regular July, 2020 meeting. The EDA has recommended that the City Council approve the \$75,000 revolving loan to Guentzel Holdings, LLC with the noted variance regarding the 20 year amortization of the note and the applicant's financial contribution being below the suggested 10%.

The total cost to acquire the site, design the building and construct the new facility is calculated to be \$783,250. The proposed sources and uses would be as follows:

	GUENTZEL HOLDINGS, LLC		HOMETOWN BANK		SAINT PETER EDA		TOTAL
Land Purchase	\$ 2,500	\$ 22,400	\$ -	\$ 75,000	\$ 99,900		
Construction	\$ -	\$ 365,100	\$ 267,144	\$ -	\$ 632,244		
Contingency	\$ -	\$ -	\$ 42,856	\$ -	\$ 42,856		
Franchise Relocation Fee	\$ 1,500	\$ -	\$ -	\$ -	\$ 1,500		
Development Fees	\$ 6,000				\$ 6,000		
Loan Origination Fee (1%)	\$ 750	\$ -	\$ -	\$ -	\$ 750		
<b>TOTAL:</b>	<b>\$ 10,750</b>	<b>\$ 387,500</b>	<b>\$ 310,000</b>	<b>\$ 75,000</b>	<b>\$ 783,250</b>		
	1.40%	49.50%	39.60%	9.50%	100.00%		

Hometown Bank would serve as the primary project lender and has approved a \$387,500 loan. The secondary lender would be the SBA 504 program. Under the guidelines of the SBA, Hometown Bank would finance the total construction of the proposed building. Once it is completed and a Certificate of Occupancy issued by the Building Official, the SBA will provide their \$310,000 contribution to Hometown Bank.

To complete the project financing, a revolving loan in the amount of \$75,000 or 10% of the total project costs is requested and has been recommended for approval by the EDA.

**FISCAL IMPACT:**

Sufficient funds remain within the established Revolving Loan account to finance the loan recommended by the EDA.

**ALTERNATIVES/VARIATIONS:**

Do not act: Mr. Guentzel will be notified of the delay.

Negative Votes: Mr. Guentzel 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 APPROVING \$75,000 REVOLVING LOAN TO GUENTZEL HOLDINGS, LLC  
TO PARTIALLY FINANCE CONSTRUCTION OF A NEW COMMERCIAL STRUCTURE FOR  
ANYTIME FITNESS**

WHEREAS, the Economic Development Authority (EDA) administers the City's revolving loan funds; and

WHEREAS, the EDA was granted power to administer the loan programs 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 program; and

WHEREAS, Guentzel Holdings LLC has submitted an application to partially finance the construction of a new Anytime Fitness facility at 1903 North Third Street; and

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

WHEREAS, the EDA has acknowledged that the 20 year amortization required by the SBA 504 program would be a deviation from the adopted loan guidelines; and

WHEREAS, the EDA has acknowledged that the applicant is not financing 10% of the project as required by the adopted loan guidelines; and

WHEREAS, the EDA has reviewed the loan application and recommended approval of the loan.

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

1. The application for a \$75,000 revolving loan submitted by Guentzel Holdings, LLC to partially finance the construction of a new Anytime Fitness franchise facility at 1903 North Third Street is hereby approved subject to the following terms:
  - a. The annual interest on the loan shall be fixed at 3.25% and the loan shall be amortized on a straight twenty (20) year schedule.
  - b. The note shall be reviewed after each five year period of the amortization at which time the interest rate could be adjusted to reflect the U.S. Prime rate posted at the time of review.
  - c. The note made to Guentzel Holdings, LLC shall be personally guaranteed by Chad and Kirsten Guentzel (husband and wife).

- d. The loan shall be secured by a subordinate mortgage recorded against the Lot 1, Block 5, Orchard Ridge property following construction of the new commercial building. The mortgage shall be subordinate to those filed by Hometown Bank and SBA 504 program.
- e. The loan shall become immediately due and payable should Anytime Fitness St. Peter close or be partially or wholly relocated outside of the City of Saint Peter.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of July, 2020.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 7/24/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Mandatory Face Covering Policy

### ACTION/RECOMMENDATION

No action is recommended.

### BACKGROUND

The Council requested that this item be on your workshop and on this Council agenda for review and discussion. Based on your request I have attached a draft resolution mandating masks. It is important to note Minnesota Governor Tim Walz executed an Executive Order on July 22<sup>nd</sup> which after careful review seems to address the issues that were contained in the resolution draft reviewed by the Council. I believe that meeting the Council stated goals is done through the Executive Order and no other action is needed on the part of the Council. However, should you wish to take action the draft resolution is included as is a copy of the Governor's Executive order for your reference.

Some members indicated their hope that a state-wide requirement might be put in place, but in the absence of that one might be considered by the City. At the time of this memo about a half a dozen cities have taken action in a number of different forms to require masks.

The authority to undertake an action of this type is granted in your City Code under Emergency Management in Chapter 14 Article II Section 14-24 which states:

Sec. 14-24. - Emergency regulations.

Subd. 1.

Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the City Council, the City Council may by resolution promulgate regulations, consistent with applicable Federal or State law or regulation, respecting:

- (1) The conduct of persons and the use of property during emergencies;
- (2) The repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training;
- (3) All other matters that are required to protect public safety, health, and welfare in declared emergencies.

Chapter 14 Article II Section 14.24 specifies the way any emergency resolution must be provided. Those subdivisions are spelled out below.

Sec. 14-24. - Emergency regulations.

Subd. 2. Every resolution of emergency regulations shall:

- (1) Be in writing;
- (2) Be dated;
- (3) Refer to the particular emergency to which it pertains, if so limited; and
- (4) Be filed in the office of the City Clerk-Administrator, which copy shall be kept posted and available for public inspection during business hours.

Subd. 3. The City Council may rescind any such regulation by resolution at any time. If not sooner rescinded, every such regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it related, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the City Council shall be suspended during the period of time and to the extent such conflict exists.

Subd. 4. During a declared emergency, the City is, notwithstanding any statutory or charter provision to the contrary, empowered, through its governing body acting within or without the corporate limits of the City, to enter into contracts and incur obligations necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of such disaster. The City may exercise such powers in the light of the exigencies of the disaster without compliance with the time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirements for budgets.

The City Attorney and I believe the draft meets the legal requirements stated above.

There are a number of policy issues imbedded in this resolution. Let me list some of the items that I think you may wish to have specific discussion on.

- Timeline - as stated above. I think it is appropriate to give folks a few days' notice of the start even though notice is not required under your emergency powers.
- Including all places of "public accommodation".
- Exceptions. There are a number of exceptions included. Any of these may be changed or modifications to the definitions may be made.
- Statewide order. This draft presumes that both coexist if both are enacted. This can be a bit messy, but if that happens it would be my suggestion to review the State order and then make a determination if you will allow yours to continue.
- Enforcement. There are a number of issues surrounding this both from an operational stand point and a penalty standpoint.
- If enacted, do we provide businesses with any assistance with sign suggestions and the like?

**FISCAL IMPACT:**

There is no additional fiscal impact to this action.

**ALTERNATIVES AND VARIATIONS:**

Do not act. No action is the recommend course, but should you wish to act, your normal discussion of the draft resolution should take place.

Negative vote. If the Council brings this issue to a vote and the Council votes against passage, no action other than the Governor's Order will be taken.

Modification of the resolution. This is always an option of the Council.

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

TP/bal

# STATE OF MINNESOTA

## Executive Department



## Governor Tim Walz

### Emergency Executive Order 20-81

### Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

**I, Tim Walz, Governor of the State of Minnesota,** by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

The President declared a national emergency related to COVID-19 on March 13, 2020. Since then, and for the first time in history, the President has approved major disaster declarations for all fifty states and the District of Columbia. In concert with these federal actions and the actions of states across the nation, Minnesota has taken proactive steps to ensure that we remain ahead of the curve. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, endangers the lives of Minnesotans, and local resources were—and continue to be—inadequate to address the threat. After notifying the Legislature, on April 13, 2020, May 13, 2020, June 12, 2020, and July 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus while we ensured that Minnesota had the resources and capacity to address a large outbreak initially required the closure of certain non-critical businesses in our economy. In Executive Order 20-33, seeking to balance public health needs and economic considerations, we began planning to allow more Minnesota workers to safely return to work. We drafted and implemented guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions for outdoor recreational activities and facilities, and Executive Orders 20-40, 20-48,

20-56, 20-63, and 20-74 allowed for the gradual reopening of certain non-critical businesses that planned for and provided safe workplaces.

The experience of other states shows that a COVID-19 surge can occur with little warning and disastrous consequences. Indeed, several states have had to reinstate limitations on businesses, gatherings, and activities as they have faced summer surges in COVID-19 cases. Although Minnesota had experienced a brief period of stable or decreasing numbers in COVID-19 cases, in the past week we have seen our cases begin to increase, with the largest single-day increase in cases in seven weeks reported on July 20, 2020. As such, we must continue to approach our reopening carefully, as the number of cases throughout the United States has increased rapidly in recent weeks. To that end, we know that certain public settings and establishments continue to pose a public health risk. In particular, the opportunities for COVID-19 transmission are elevated in confined indoor spaces, health care and congregate care facilities, settings where people gather and linger or where movement is unpredictable, and places where social distancing measures are not always possible. As we carefully consider and provide opportunities for a variety of businesses and other venues to scale up their operations, safety in these settings is a key priority.

According to the Centers for Disease Control and Prevention (“CDC”), face coverings are effective in preventing the transmission of respiratory droplets that may spread COVID-19. Recognizing the utility of face coverings to prevent wearers who are asymptomatic or pre-symptomatic, the Federal Occupational Health and Safety Administration recommends that employers encourage workers to wear face coverings at work.

Ideally, face coverings should be worn in combination with other infection control measures, including social distancing, but face coverings are especially important in settings where social distancing is difficult to maintain. As the CDC has explained, face coverings are most effective when they are worn by all individuals in public settings when around others outside of their households because many people infected with COVID-19 do not show symptoms. Consistent with this guidance, Minnesota has strongly recommended widespread use of face coverings since April. An increasing number of states are now mandating face coverings in certain settings to control the spread of COVID-19. As of July 17, 2020, 28 states, Washington D.C., and Puerto Rico have implemented a face covering requirement. With this order, we do the same to protect Minnesota.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to “(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the

provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Paragraph 3 of Executive Order 20-74 is rescinded as of Friday, July 24, 2020 at 11:59 p.m. All other provisions of Executive Order 20-74 remain in effect.
2. Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.
3. **Definitions.** For purposes of this Executive Order, the following terms are defined as follows:
  - a. A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Minnesotans are encouraged to refer to CDC guidance on *How to Make Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (*e.g.*, certain construction occupations). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air.
  - b. “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
  - c. “Worker” and “workers” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
  - d. “Social distancing” means individuals keeping at least 6 feet of distance from other individuals who are not members of their household.
  - e. “Household” means a group of individuals who share the same living unit.

- f. “Living unit” or “living units” are broadly defined to include single family homes; mobile homes; shelters and similar facilities; family foster care homes; individual units of multi-unit dwellings; hotel or motel rooms; dormitory rooms; residential programs licensed under Minnesota Statutes 2019, Chapter 245D; and assigned units or rooms in a hospital, long-term care facility, residential treatment facility, or correctional facility. Additionally, a “living unit” or “living units” includes any other setting used as a residence and shared only with members of the same household.
  - g. “Higher education institution” means all post-secondary institutions, including but not limited to institutions licensed and registered with the Office of Higher Education, with a physical campus in the State.
- 4. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- 5. **Legislative proceedings.** This Executive Order does not apply to Legislative proceedings and meetings.
- 6. **Judicial Branch.** This Executive Order does not apply to the Minnesota Judicial Branch. Requirements for face coverings in judicial branch facilities and at proceedings held by the judicial branch are subject to policies or orders of the Chief Justice.
- 7. **Tribal activities and lands.**
  - a. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
  - b. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- 8. **Exempt individuals.** The following individuals are exempt from face covering requirements of this Executive Order:
  - a. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

- b. Children who are five years old and under. Those who are under two-years-old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance on *How to Wear Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (*i.e.*, without frequently touching or removing the covering).
  - c. Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.
9. **Situations where face coverings are mandatory.** Except for individuals who are exempt under paragraph 8 of this Executive Order, and except for the circumstances described in paragraphs 10 through 12, Minnesotans are required to wear a face covering:
- a. In an indoor business or public indoor space, including when waiting outdoors to enter an indoor business or public indoor space.
    - i. This requirement does not apply in living units except that (1) workers entering another person's living unit for a business purpose are required to wear a face covering when doing so; and (2) visitors, patients, residents, or inmates of hospitals, shelters or drop-in centers, long-term care facilities, residential treatment facilities, residential programs licensed under Minnesota Statutes 2019, Chapter 245D, or correctional facilities must wear a face covering even when in a living unit if required by the facility.
    - ii. This requirement also does not apply in a private vehicle that is being used for private purposes.
  - b. When riding on public transportation, in a taxi, in a ride-sharing vehicle, or in a vehicle that is being used for business purposes.
  - c. In any other business, venue, or public space which has opted to require a face covering when it would not otherwise be required by this Executive Order.
  - d. For workers only, when working outdoors in situations where social distancing cannot be maintained.
  - e. When applicable industry guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>) specifically requires face coverings. In some instances, face shields may be required in addition to or instead of face coverings or may be allowed as an alternative to face coverings.

**10. Circumstances where mandatory face coverings may be temporarily removed.**

Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

- a. When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.
- b. When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- c. When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- d. During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.
- e. During activities, such as swimming or showering, where the face covering will get wet.
- f. When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- g. When asked to remove a face covering to verify an identity for lawful purposes.
- h. While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- i. While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

- j. When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- k. When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

11. **Situations where face coverings are strongly encouraged.** I strongly encourage Minnesotans to wear face coverings in the following situations:

- a. During indoor or outdoor private social gatherings (e.g., when visiting at a private home with friends or relatives who do not reside in the same household), particularly in settings where it is difficult or impossible to maintain social distancing.
- b. When riding in a private vehicle with a person or persons who do not reside in the same household.
- c. Inside your home, if you are infected with COVID-19 or experiencing COVID-19 symptoms and reside with others who could be infected.
- d. When participating as an athlete in indoor or outdoor organized sporting events, to the extent possible, where social distancing is not being maintained.
- e. Except for workers required to wear face coverings under paragraph 9.d, in any outdoor business or public outdoor space when it is not possible to consistently maintain social distancing, such as when entering or exiting a business, being seated, moving around in a space with others present, using the restroom, ordering food, or waiting in line.

12. **Child care, preschool, kindergarten through grade 12 schools, and higher education institutions.** Child care settings and educational institutions have unique needs that do not always permit universal face coverings when indoors. Child care and schools also require additional flexibility surrounding the use of face shields, which increase visibility of facial expressions and lip movements to aid in speech perception and child development and learning. To provide for an effective developmental and educational environment, and to ensure safety for workers, students, and children, these businesses and institutions must comply with the following specific requirements on the use of face coverings and face shields. These specific requirements and recommendations apply only within the premises of the child care settings, preschool, kindergarten through grade 12 schools, and higher education institutions discussed in this paragraph 12. These specific requirements do not apply when school, child care, or higher education buildings are used for purposes

other than child care, preschool, kindergarten through grade 12 education, or higher education—in which case, they should be treated like any other indoor public space or indoor business for purposes of this Executive Order.

- a. **Child care, preschool, and pre-kindergarten.** Child care settings—defined as family and group day care homes (licensed under Minnesota Rules 2019, Chapter 9502); child care centers (licensed under Minnesota Rules 2019, Chapter 9503); certified centers (certified under Minnesota Statutes 2019, Chapter 245H); legal nonlicensed child care providers (defined under Minnesota Statutes 2019, section 119B.011, subdivision 16); certain license-exempt Head Start, public and private school programs (defined under Minnesota Statutes 2019, section 245A.03, subdivision 2(a)(5), (13), and (26)); and other Head Start, preschool and pre-kindergarten programs—serving children five-years-old and under are required to comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>. Basic requirements for these settings are detailed below, but child care providers must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions. These requirements, recommendations, and exceptions should be clearly documented in COVID-19 Preparedness Plans and made available to families and staff.
  - i. **Children five and under exempt.** Children five years old and under are not required to wear a face shield or face covering, and children under two should never wear a face covering due to the risk of suffocation. A child between the ages of two and five who can reliably wear a face covering or face shield in compliance with CDC guidance on *How to Wear Cloth Face Coverings* (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>) (*i.e.*, without frequently touching or removing the covering) may do so, except that children who are sleeping, unconscious, incapacitated, or otherwise unable to remove a face covering or face shield without assistance or who cannot tolerate a shield or covering due to a developmental, medical, or behavioral health condition should not wear a face covering or face shield.
  - ii. **Workers exempt.** Workers meeting exemption criteria described in paragraph 8 of this Executive Order should not wear a face covering and should wear a face shield only if able to do so safely.
  - iii. **Groupings.** To reduce the risk of exposure, child care settings should maintain consistent groups or cohorts of children and related workers and should take steps to avoid intermixing groups or cohorts of children and workers to the extent possible.

- iv. **Communal space.** Unless exempt, workers and children must wear a face covering or face shield in all indoor communal areas where groups intermix (*e.g.*, center or building hallways, lobbies, restrooms, breakrooms, etc.).
  - A. Non-exempt workers and children who are required to wear a face covering or shield may remove the covering or shield temporarily to engage in certain activities that make wearing a face shield difficult or impracticable (*e.g.*, when eating or drinking; when communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult; when participating in certain physical activities or playing certain instruments, or when performing or presenting; during activities, such as swimming, where the face covering will get wet; or when receiving a service, such as nursing or medical service, that would be difficult or impossible to perform with a face covering), provided that social distancing is maintained to the extent possible.
  - B. Face coverings or face shields are strongly recommended outdoors for non-exempt workers and children when it is difficult or not possible to maintain social distancing.
- v. **Classrooms and in-home care.** A child care setting may allow non-exempt staff and workers to remove face coverings or face shields when in an indoor classroom or care setting (including family child care and in-home care providers) that is confined to one group or cohort. Non-exempt workers and children are strongly encouraged to wear coverings or shields in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with child development.
- vi. **Optional exemption for children.** If a child care provider cares for children who are five and under, but also cares for children older than five, the business can exempt children older than five from face covering and face shield requirements only if the exemption is clearly communicated in writing with all enrolled families and included in the business's COVID-19 Preparedness Plan.
- vii. **More protective face covering policies permitted.** Nothing in this Executive Order should be construed as preventing a child care setting from developing a face covering policy that imposes more protective requirements, consistent with applicable law, than those in this Executive Order or applicable industry guidance.

- b. **Kindergarten through grade 12 schools.** Kindergarten through grade 12 schools must comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>. The basic requirements for these settings are detailed below, but these schools must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions.
- i. In general, unless the individual is exempt under paragraph 8.a or .c of this Executive Order or is under the age of two, all students, staff, and other persons present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. This paragraph 12.b does not apply to child care, pre-kindergarten or preschool programs on school premises, which are subject to the requirements of paragraph 12.a.
  - ii. Face shields may be used as an alternative to face coverings in the following situations:
    - A. For students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition.
    - B. For teachers of all grades when a face covering would impede the educational process.
    - C. For staff providing direct support student services when a face covering would interfere with the services provided.
    - D. For students in kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.
  - iii. Staff may remove face coverings when working alone, including when alone in an office, classroom, vehicle, cubicle with walls at least face level when social distancing is maintained, or other enclosed work area.
  - iv. In addition, staff, students, and other persons present indoors in a school building or district office may temporarily remove face coverings in the following situations, provided that social distancing is maintained to the extent possible:
    - A. When engaged in physical activity (*e.g.*, during recess or physical education) or sporting events where the level of exertion makes wearing a face covering difficult or impracticable.
    - B. When eating or drinking.

- C. During practices or performances involving singing, acting, public speaking, or playing musical instruments that make wearing a face covering difficult or impracticable.
  - D. In response to requests to verify an identity for lawful purposes.
  - E. When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult.
  - F. During activities, such as swimming or showering, where the face covering will get wet.
  - G. While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing a service for an individual who is allowed to temporarily remove their face covering under this provision must comply with the face covering requirements in the applicable Industry Guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- v. Except for staff, children, or other persons who are exempt under paragraph 8.a or .c of this Executive Order or are under the age of two, face coverings (or, where applicable, face shields) are strongly recommended outdoors when it is not possible to maintain social distancing or where it will likely not be possible to maintain social distancing.
- c. **Higher education institutions.** Students and staff in higher education institutions must comply with the requirements of this Executive Order, except that students and faculty are permitted to wear face shields as an alternative to face coverings in the following situations:
- i. When faculty are teaching a class or giving a lecture, or when students are participating in classroom activities, where it is important for the face to be seen (for example, certain activities in language or communications classes).
  - ii. Where a face covering may pose a hazard due to the nature of the class or activity (for example, in a laboratory component of a class).
  - iii. When staff or faculty are providing direct support student services and a face covering impedes the service being provided.

13. **Inclusion of face covering requirements in businesses' COVID-19 Preparedness Plans.** All businesses must update their COVID-19 Preparedness Plans to include the face covering requirements of this Executive Order, including those that have been incorporated into the Industry Guidance applicable to their business available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), inform their workers how their plan has been updated, and make the revised plan available to their workers. The Industry Guidance applicable to the business may include face covering requirements that are more protective than those of this Executive Order, consistent with applicable law.
14. **Notice of face covering requirements.** Businesses must post one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order.
15. **Implementation of face covering requirements by businesses.**
  - a. Businesses must require that all persons, including their workers, customers, and visitors, wear face coverings as required by this Executive Order.
  - b. When possible, businesses must provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering, such as permitting use of an alternate form of face covering (*e.g.*, face shield) or providing service options that do not require a customer to enter the business.
  - c. Businesses may not require customers to provide proof of a medical condition, mental health condition, or disability, or require customers to explain the nature of their conditions or disability.
  - d. Businesses must follow the requirements of other applicable laws with respect to whether a business may require a worker to provide documentation of a medical condition, mental health condition, or disability related to their inability to wear a face covering and what the business may ask regarding the condition or disability.
  - e. Nothing in this Executive Order requires businesses or their workers to enforce this requirement when it is unsafe to do so, or authorizes them to restrain, assault or physically remove workers or customers who refuse to comply with this Executive Order.
  - f. Nothing in this Executive Order authorizes businesses or their workers to violate other laws, including anti-discrimination laws.
16. **More protective policies permitted.** Nothing in this Executive Order should be construed to prevent a business from developing a policy that imposes more protective requirements with respect to face coverings, consistent with applicable law, than those in this Executive Order or applicable industry guidance. This Executive

Order does not authorize landlords or property managers to require tenants and others to wear face coverings in tenants' living units. Landlords and property managers must provide a clear means for tenants and others to request a reasonable accommodation to face covering requirements in common areas.

17. **Safe work.** The protections noted in Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation) remain in full force and effect. Businesses are responsible for the safety and health of their workplaces and must adhere to the requirements set out in the Industry Guidance applicable to the business, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), Minnesota OSHA Standards, and MDH and CDC Guidelines, including the face covering requirements of this Executive Order. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.
18. **Enhanced local measures permitted.** Nothing in this Executive Order or previous Executive Orders should be construed to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, requirements beyond those contained in this Executive Order, as long as the additional requirements have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2019, section 12.32, political subdivisions may not relax or reduce this Executive Order's requirements. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health, consistent with applicable law, but may not take actions that are less protective of the public health.
19. **Relationship with other law.** Wearing a face covering in compliance with this Executive Order or local ordinances, rules, or orders is not a violation of Minnesota Statutes 2019, section 609.735.
20. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order.
  - a. **Individual violations.** Any individual who willfully violates this Executive Order is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school or higher education institution identified in Paragraph 12 of this Executive Order, and who are on the premises of the school or institution for educational purposes.
  - b. **Business violations.**
    - i. **Business compliance with this Executive Order.** As provided in paragraphs 13 through 15 of this Executive Order, a business is

compliant with this Executive Order if (1) their workers are wearing face coverings as required by this Executive Order; (2) the business has updated their COVID-19 Preparedness Plan to address the face covering requirements of this Executive Order; (3) the business has posted one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order; and (4) the business makes reasonable efforts to enforce this order with respect to customers and visitors. For additional information about the steps businesses can take to ensure compliance with this order, refer to the face covering guidance and FAQs available at the Facemasks and Personal Protective Equipment webpage (<https://www.health.state.mn.us/diseases/coronavirus.html#masks>). The guidance and FAQs may also be accessed at the following webpages: <https://www.health.state.mn.us/diseases/coronavirus/facecover.html> (guidance document) and <https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html> (FAQ document).

- ii. **Penalties for non-compliance.** Any business owner, manager, or supervisor who fails to comply with this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000, or by imprisonment for not more than 90 days. In addition to these criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief.
- c. **Regulatory enforcement.** State and local licensing and regulatory entities that regulate businesses for compliance with statutes, rules, and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance.
- d. **Individual rights.** Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on July 22, 2020.



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**Tim Walz**  
Governor

Filed According to Law:



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**Steve Simon**  
Secretary of State

Approved by the Executive Council on July 22, 2020:



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**Alice Roberts-Davis**  
Secretary, Executive Council

RESOLUTION

RESOLVED, by the Executive Council of the State of Minnesota, at its emergency meeting on July 22, 2020, that it approves Emergency Executive Order 20-81 pursuant to Minnesota Statutes 12.31 and 12.32.

Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

Approved by Executive Council

DATE: July 22, 2020

BY: *ARobertsDavis*

Filed on July 22, 2020  
Office of the Minnesota  
Secretary of State,  
Steve Simon

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

**RESOLUTION AUTHORIZED UNDER CHAPTER 14-24 ARTICLE II OF THE SAINT PETER  
CITY CODE “EMERGENCY REGULATIONS” RELATING TO COVID-19 AND FACE  
COVERING REQUIREMENTS IN ACCORDANCE WITH CENTERS FOR DISEASE CONTROL  
AND PREVENTION (CDC) GUIDANCE WHEN IN INDOOR SPACES OF PUBLIC  
ACCOMODATION (#2020-4)**

WHEREAS, on March 13, 2020, Governor Walz issued Emergency Executive Order 20-01, declaring a Peacetime Emergency and coordinating Minnesota’s strategy to protect residents and visitors from COVID-19; and

WHEREAS, Governor Walz signed Executive Order 20-56 to rescind the Stay at Home order put in place by Executive Order 20-48, and included in the order that all Minnesotans are strongly encouraged, "to wear a manufactured or homemade cloth face covering when they leave their homes and travel to any public setting where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) and to follow face covering guidelines issued by the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) until this Executive Order is rescinded. Such face shields, face masks and coverings are for source control (to help limit the person wearing the covering from infecting others)"; and

WHEREAS, COVID-19 is a disease which has serious consequences including death; and

WHEREAS, it is a priority that equity and citizen safety be of paramount consideration in enacting and carrying out emergency regulations during the COVID-19 pandemic; and

WHEREAS, the City's employees and other essential workers continue to provide essential services during this emergency; and

WHEREAS, some of these critical workers face an enhanced risk of exposure making it critical to protect these essential workers and all citizens from infection; and

WHEREAS, data has demonstrated that face coverings will help curb the spread of COVID-19 by preventing the transmission of respiratory droplets containing the virus; and

WHEREAS, data has also shown it is possible to transmit COVID-19 before a person shows symptoms; and

WHEREAS, data has further shown use of a face shield or cloth face covering reduces the risk of transmission by an infected person as a force multiplier for physical distancing, hand washing, and other prevention measures, understanding that face coverings are not recommended as a replacement for these activities; and

WHEREAS, the use of face shields, face masks or coverings will protect public safety, health and the welfare of the public during this declared emergency; and

WHEREAS, as State leaders continue to dial back restrictions in spaces of public accommodation, the City has redoubled its efforts to maintain good hand hygiene, respiratory etiquette, and physical distancing while proceeding cautiously and with a focus on slowing community spread and avoiding unnecessary strain on our medical system; and

WHEREAS, Saint Peter City Code Chapter 30, Article IX, Sec. 30-234. – Health identifies public exposure of persons having a contagious disease as a nuisance affecting health.

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

1. A face shield, face covering or mask shall be required for:
  - A. Any individual who is over age twelve and able to medically tolerate a face covering shall be required to cover their nose and mouth with a face covering in accordance with the Centers For Disease Control And Prevention (CDC) guidance when in indoor spaces of public accommodation.
  - B. All businesses that are spaces of public accommodation as defined by this Resolution shall require their employees to wear a face covering whenever such employees have face to-face contact with the public.
2. Definitions:
  - A. A space of public accommodation means a business, refreshment, entertainment, or recreation facility, or an institution of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public. Examples include but are not limited to retail stores, rental establishments, City of Saint Peter government buildings, service establishments recreational facilities, service centers, establishments and facilities that offer food and beverage for on premise consumption, grocery stores, markets, convenience stores, pharmacies, drug stores, and food pantries.
  - B. Spaces not considered places of public accommodation are health care facilities, child care facilities, schools, residential care facilities, congregate care facilities, juvenile justice facilities, crisis shelters, soup kitchens, and/or similar institutions. This would also include indoor spaces within the campus of Gustavus Adolphus College and the Saint Peter Regional Treatment Center.
3. A face covering shall NOT be required for:
  - A. Children twelve (12) years of age and under.
  - B. Eating or Drinking. Persons may remove face shield, face covering or mask while eating or drinking, while seated at a table with at least six (6) feet of social distance from other patrons. They must re-cover their faces when interacting with persons not at their tables or when not seated.
  - C. Indoor Athletic Facilities (i.e. fitness centers, commercial gyms, etc.). Indoor athletic facilities shall follow the Centers for Disease Control and Prevention (CDC)

guidelines. Patrons are not required to wear face coverings or masks while actively participating in permitted athletic activities, but are encouraged to wear face coverings when not actively training or playing.

4. Enforcement and Penalties - A violation of this Emergency Regulation shall be enforced as an offense under City Code Chapter 30 Article IX Public Nuisance.
5. Effective Term.
  - A. This resolution shall be effective beginning August 2, 2020 at 6 a.m.
  - B. This Resolution shall stand repealed on September 1, 2020, unless it is extended, rescinded, superseded, or amended by action of the City Council.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27th day of July, 2020.

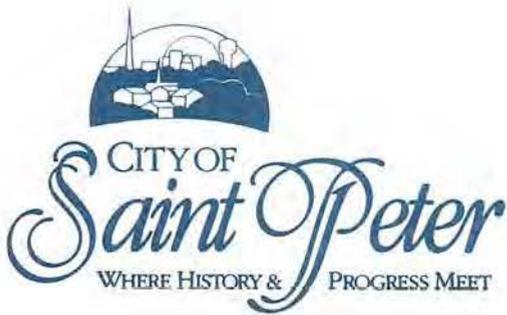
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 7-17-2020

**FROM:** Pete Moulton  
Director of Public Works

Jeff Knutson  
Water Resource Superintendent

**RE:** Adoption of the Updated Wellhead Protection Plan

### **ACTION/RECOMMENDATION**

Adopt the updated 2020 Wellhead Protection Plan (WHP).

### **BACKGROUND**

The 1986 amendments to the Safe Drinking Water Act requires states to protect underground sources of drinking water from contaminants that may adversely affect human health. The City adopted a Wellhead Protection Plan as part of that Act. An update has been prepared to the original plan in conjunction with the Minnesota Department of Health and with the aid of Bonestroo Engineering Parts I and II are as follows:

Part I – Approved on November, 2018 - Staff sent a letter to interested local government units showing the approved wellhead protection area delineations. Also included in this letter was the drinking water supply management area (DWSMA) delineation. The DWSMA will serve as the area the City will manage during Part II of the wellhead protection planning process.

Part II – Delivered on April 27, 2020 - Staff identified management strategies and participants who will have an interest in how the City protects the public water supply. A draft copy of Part II was sent out to local government units on April 27, 2020 with a provision for a sixty day comment period. Also required as part of this process is a formal public hearing before finalizing the plan for City Council approval. That public hearing will take place at the start of this meeting.

With these steps completed and formal Council action as proposed, the City will be in compliance with Minnesota Department of Health regulations for the development of a WHP.

There are no major changes from the previous plan but an updated plan is required to meet the State Rules. We have updated the inventory due to growth in the City and have checked the time of flow and other water calculations but no significant changes were needed.

As of the date of this memo we have received no comments. Approval of the updated plan is recommended.

**FISCAL IMPACT:**

There is no fiscal impact to adoption of the updated plan. Plan update costs were planned as a part of your Water Fund Budget. Any expenditures to ensure compliance with the plan would come to the City Council as a normal course of business at a later date. Staff will continue the process of monitoring the Wellhead Protection area to protect the city's water supply.

**ALTERNATIVES AND VARIATIONS:**

Do not act: Failure to adopt the plan update would put the City out of compliance with Department of Health regulations.

Negative Vote: Again, the City will be out of compliance with Department of Health regulations.

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

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

PM/JK

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 –**

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

**RESOLUTION ADOPTING UPDATED WELLHEAD PROTECTION PLAN**

WHEREAS, the Minnesota Department of Health requires regular updates of the City's Wellhead Protection Plan; and

WHEREAS, Bonestroo Engineering was retained in 2019 to prepare an update to the City's Wellhead Protection Plan; and

WHEREAS, the plan has been prepared and a public hearing, as required by the Department of Health prior to adoption of the updated plan, has been conducted.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council hereby adopts the updated City of Saint Peter Wellhead Protection Plan.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of July 2020.

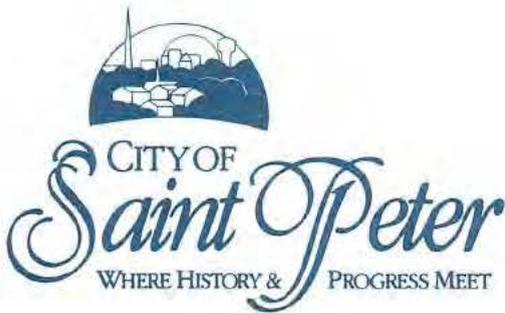
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

July 1, 2020

**FROM:** Pete Moulton  
Director of Public Works

**RE:** Clark Street Sanitary Sewer Engineering

### ACTION/RECOMMENDATION

Authorize Bolton and Menk Engineering to provide preliminary engineering (design, bidding, and construction services) for the Clark Street Sanitary Sewer Extension improvements project in an amount not to exceed \$29,400.

### BACKGROUND

The City Council has approved execution of a purchase agreement for development of a multi-family housing project on 12.8 acres of City owned land identified as Outlot D within Traverse Green Subdivision.

In order to provide utilities to the area west of Nicollet Avenue, the utility lines would cross private property where a future extension of Clark Street would be located. Plans include developing a right-of-way plat and both permanent and temporary easements.

Bolton and Menk, Inc. has submitted a proposal for the preliminary engineering work for an extension of the Clark Street sanitary sewer as follows:

Property Title Research	\$ 300
Topographical Survey and Drafting	\$ 3,500
Easement and ROW Plat Preparation	\$ 4,700
Sanitary Sewer Design	\$ 2,500
Prepare Stormwater Pollution Prevention Plan	\$ 2,000
Apply for MPCA Sanitary and NPDES Permits, County Road Crossing	\$ 3,500
Prepare Plans and Specifications, Assemble Bid Quantities	\$10,500
Advertise for Bids, Open and Tabulate Bids Prepare Recommendation	\$ 1,400
Prepare Contracts and Route for Signatures	\$ 1,000
<b>Total Engineering Cost</b>	<b>\$29,400</b>

Due to the shorted timeline for the proposed housing project, a compressed schedule to complete the work has been developed as shown below:

- July 13 – Council approves sale of property
- July 14 – Negotiations begin with the intent of gaining an easement
- July 27 – Bolton and Menk engineering proposal goes to Council

- August 18 – First review of plans and specification
- August 30 – Plans complete and out to contractors
- September 10 – *Bids received and opened* at City Hall
- September 25 – *Deadline* for easement agreement to be in place to cross private property
- September 28 – City Council takes action on bids received and authorizes a project
- October 13 – Construction begins with the goal of finishing installation before winter
- November 24 – Project Completion

I recommend acceptance of the Bolton and Menk, Inc. proposal for design and preparation of plans and specifications. Negotiations with the private property owners will continue.

**FISCAL IMPACT:**

This is an unbudgeted expenditure; however, the Wastewater Utility Funds have an adequate balance to cover the costs identified. These costs will eventually be recovered when development occurs in that area.

**ALTERNATIVES/VARIATIONS:**

Do not act: Project will not move forward and staff will ask the Council for further direction.

Negative vote: The developer will be notified of the City Council's denial which may put the housing project in jeopardy.

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/



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

## MEMORANDUM

**Date:** July 10, 2020  
**To:** Mr. Pete Moulton  
Director of Public Works  
**From:** Jeffrey A. Domras, PE  
**Subject:** Clark St Sanitary Sewer Extension - Approximately 200-feet west of Lloyd Ln to Nicollet Ave

In 2004, streets and utilities for Standard Lumber Subdivision No. 5 were constructed. As part of the improvements, the roadway, sanitary sewer and watermain utilities were extended to the west end of Clark Street for serving future development. The sanitary sewer is approximately 20-feet deep and able to serve future development west of Nicollet Avenue.

When necessary, Clark Street is proposed to be extended west and tie into Nicollet Avenue north of the Clark Stormwater Basin. Nicollet Avenue already contains the curb radii and pavement for the future Clark Street connections to the east and west. The future segment of Clark Street from Nicollet Avenue to approximately 1,200-feet west, and a 15.3-acre lot along the north side of the roadway, were previously platted during the Traverse Green Subdivision.

The City has solicited proposals for residential development on the 15.3-acre lot. Roadway access to the lot would be available from already platted Clark Street. Drinking water would come from the existing 12-inch watermain along the west side of Nicollet Avenue. Stormwater runoff would drain to the Clark Stormwater Basin, and sanitary sewer service would be feasible by extending sanitary sewer pipe west from the Standard Lumber No. 5 Subdivision. Two private agricultural properties are located between the Standard Lumber No. 5 Subdivision and Nicollet Avenue. Until Clark Street is platted and dedicated across these properties, it would be necessary to obtain easements from the property owners to allow for sanitary sewer installation. At any time, a right-of-way (ROW) plat could be developed to provide a description of the parcels needed from each property owner. The ROW Plat would be recorded but does not transfer property ownership, it only designates and provides a description of the future Clark Street ROW.

Sanitary sewer design is not proposed to consider how private property between Standard Lumber No. 5 and Nicollet Avenue will develop. If a future layout were available, sanitary sewer manholes could be located at future street intersections. However, until the locations of future roadways are known, it is proposed to construct temporary cleanouts instead of manholes for access to the sanitary sewer pipe. In the future, a manhole can then be installed at the location of the future intersection and the temporary cleanout removed. To get under Nicollet Avenue (CSAH 20), sanitary sewer pipe will need to be trenchless constructed, and a permit required from Nicollet County. A map of the project area is included on the next page.

To assist the City with preparing easement, ROW Plat, survey topography, a design plan and specification, and bidding the proposed improvements, the following services are proposed:

• Property Title Research .....	\$300
• Perform Topographical Survey and Drafting.....	\$3,500
• Easement and ROW Plat Preparation .....	\$4,700
• Sanitary Sewer Design.....	\$2,500
• Prepare Stormwater Pollution Prevention Plan.....	\$2,000
• Apply for MPCA Sanitary & NPDES Permit, County Road Crossing Permit.....	\$3,500
• Prepare Plans and Specifications, Assemble Bid Quantities.....	\$10,500
• Advertise for Bids, Open and Tabulate Bids, Prepare Recommendation .....	\$ 1,400
• Prepare Contracts and Route for Signatures.....	<u>\$1,000</u>
	Total    \$29,400

The above work will be performed at our normal hourly rates for a fee not to exceed \$29,400. If the City decides to proceed with the improvements, a proposal for construction staking and administration will be provided. Upon authorization to proceed, we can begin work immediately so bids can be received in two to three months.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

**RESOLUTION AUTHORIZING PRELIMINARY ENGINEERING SERVICES FOR CLARK STREET SANITARY SEWER EXTENSION IMPROVEMENT PROJECT**

WHEREAS, the City has authorized sale of 12.8 acres of Outlot D in Traverse Green Subdivision west of County Road 20 for future development of a multi-family housing project; and

WHEREAS, extension of sanitary sewer from Clark Street is required for the housing project; and

WHEREAS, the sewer extension will cross private property; and

WHEREAS, development of a right-of-way plat and both permanent and temporary easements will also be required; and

WHEREAS, City Engineer Bolton and Menk, Inc. has submitted a proposal to complete the preliminary engineering work necessary for the project at a cost of \$29,400

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

1. The City Council hereby authorizes Bolton and Menk Inc. of Mankato, Minnesota to provide design, bidding, construction and engineering services for the Clark Street sanitary sewer extension improvements in amount not to exceed \$29,400.
2. Funding for the work shall be from the Wastewater Fund.
3. Staff is directed to continue negotiations with the private property owners to secure temporary and permanent easements for the sewer line.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of July, 2020.

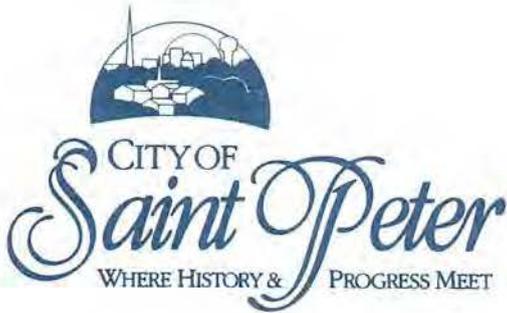
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/23/20

**FROM:** Russ Wille  
Community Development Director

**RE:** Chad Guentzel (Anytime Fitness) – Development Agreement

### **ACTION/RECOMMENDATION**

Authorize execution of a development agreement by and between the City and Guentzel Holdings, LLC for the construction of a new Anytime Fitness franchise on Lot 1, Block 5, Orchard Ridge Subdivision.

### **BACKGROUND**

As the Council is aware, Chad Guentzel is being forced to relocate his Anytime Fitness franchise due to the pending sale of his leased space. Mr. Guentzel has made plans to construct a new Anytime Fitness facility at the northwest corner of the Old Minnesota Avenue and Dodd Avenue intersection.

Given the current physical condition of the undeveloped property and the absence of certain public improvements and infrastructure, it is appropriate to enter into an agreement to identify the construction and improvements necessary to provide for the appropriate development upon the site.

The development agreement presented for City Council consideration has been reviewed and amended by Public Works Director Moulton, Engineer Jeff Domras and myself. The agreement obligates the developer to undertake the construction of the improvements as per the submitted and approved plans and specifications.

The agreement is significantly similar to those adopted for other private construction projects requiring the installation of public improvements and infrastructure. There are however, certain developer obligations that are specific to the proposed Anytime Fitness construction. Highlights of the development agreement include the following:

- The agreement acknowledges the developer would have a future obligation to pay a proportionate share of the cost to construct a regional stormwater basin that would serve the larger drainage area. Until a regional stormwater basin is sited and constructed, a small retention pond will need to be constructed and maintained on the Anytime Fitness site to control the rate and volume of stormwater run-off.
- The developer would be required to install curb and gutter within the Old Minnesota Avenue right-of-way. The curb and gutter would be constructed to the standards adopted

by the City and will be at the appropriate grade of the planned private driveway off of Old Minnesota Avenue.

- Installation of sidewalks along both the Dodd Avenue and Old Minnesota Avenue rights-of-way will be required. The Old Minnesota Avenue sidewalk would be constructed with the current planned construction. The sidewalk along Dodd Avenue would be constructed at a later date.
- To finance installation of the sidewalk within the Dodd Avenue right-of-way, the City would apply to MnDOT for grant funding from the Local Partnership Program (LPP). If successful, the grant will pay 100% of the cost of sidewalk installation.
- If the grant application is not funded, the Minnesota Department of Transportation (MnDOT) would be asked to include the sidewalk installation in their project when the Highway #22 North improvements are undertaken in 2024. If constructed at that time, the developer would assume 40% of the sidewalk construction costs.
- If the installation is not included in MnDOT's 2024 project, the City would provide for the sidewalk installation and Mr. Guentzel would be assessed the cost of construction as per the City's assessment policy.
- The developer will reimburse the City for certain costs incurred. The developer will pay the full costs of the City's inspection of the construction of public improvements and up to \$3,000 of the City's engineering and legal expenses related to the development project.
- Finally, the agreement would require that the construction project and installation of public improvements (excepting the Dodd Avenue sidewalk) be concluded by November 15, 2020. Upon completion of the construction required by the agreement and following the City's acceptance of the project, the improvements lying within the public rights-of-way and all municipal utilities within easements would then become City property without further notice or action.

#### **FISCAL IMPACT:**

The developer will pay the cost of the building permit as per the adopted fee schedule, pay the City up to \$3,000 to reimburse the City for legal and engineering costs of the project and will pay the City's costs to inspect the construction and installation of public improvements. The developer shall assume all other costs to construct the Exhibit B improvements.

#### **ALTERNATIVES/VARIATIONS:**

Do not act: Failure to act on the proposed agreement may further delay construction of the facility within the suggested timeline.

Negative vote: No further action will be taken without additional direction from the City Council.

Modification of the Resolution: This is always an option of the City Council, but any changes the Council may wish to make should also be agreed to by Mr. Guentzel.

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

RJW

**CITY OF SAINT PETER**  
**DEVELOPMENT AGREEMENT**  
**LOT 1, BLOCK 5, ORCHARD RIDGE SUBDIVISION**

**THIS AGREEMENT**, Made and entered into this 27<sup>th</sup> day of July 2020, by and between the City of Saint Peter, a municipal corporation organized under the laws of the State of Minnesota, hereinafter called "City" and Guentzel Holdings, LLC, hereafter called "Developer".

**WITNESSETH** that:

**WHEREAS**, the Developer has made application to the City for approval of a permit for the development of Lot 1, Block 5, Orchard Ridge Subdivision depicted as Exhibit A; and

**WHEREAS**, the Developer is proposing to construct a 5,280 square foot Anytime Fitness franchise upon the site; and

**WHEREAS**, given the current physical condition of the development property and the absence of certain public improvements, it is appropriate to enter into an agreement to identify the construction and improvements necessary to provide for a developable parcel of land.

**NOW, THEREFORE**, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

- I. **Improvements**: In accordance with the policies and ordinances of the City, the public improvements (hereinafter collectively called the "Improvements") shall be constructed and installed on the terms and conditions set forth in the construction plans included as Exhibit "B".
- II. **Warranty of Developer**: The Developer hereby warrants and represents to the City as inducements to the City's entering into this Agreement, that Developer's interest in the Project is that of Fee Owner of the property subject to development. The Developer warrants that it will obtain executed consents to this Agreement from any and all lien holders.
- III. **Conditions of Final Building Permit Approval**: The City hereby approves the issuance of a building permit contingent upon the addition of easements to provide satisfactory access for the maintenance, repair, and replacement of utilities and on the condition that the Developer enters into this Agreement and furnishes the security and other documentation of performance required herein.
- IV. **Designation of Improvements**: Improvements to be installed at Developer's expense as provided herein are hereinafter referred to as the "Exhibit 'B' Improvements."

V. **Exhibit "B" Improvements:**

- (A) **Construction Plan and Approval Thereof:** The Developer will engage, at Developer's expense an Engineer to prepare detailed plans and specifications for complete installation of all Exhibit "B" Improvements, in accordance with City standards. Developer agrees to submit said plans and specifications to the City accompanied by lists of the quantities of construction items, and estimates of their costs for approval by the Public Works Director and City Engineer prior to the start of construction of any improvements.
- (B) **Developer Expenses:** The Developer will construct and install at Developer's expense the improvements as approved by the city and identified in Exhibit "B". The Developer agrees that all costs for all Exhibit "B" Improvements and final improvements shall be the sole responsibility of the Developer.
- (C) **Contractor:** The Developer shall engage a licensed contractor to construct the Exhibit "B" Improvements. The Director of Public Works shall approve said contractor prior to the commencement of the proposed construction. Developer may appeal the determination of the Director of Public Works to the City Administrator.
- (D) **Paved Driveways:** If building permits are issued based on the above conditions, no permanent paved driveway will be permitted until the Exhibit "B" improvements have been installed as per the submitted plans and to the satisfaction of the Public Works Director.
- (E) **Sidewalk Installation:** The Developer shall cause the installation of a public sidewalk within the Dodd Avenue (Highway 22 North) and Old Minnesota Avenue rights-of-way as depicted on the submitted plans and the City's adopted sidewalk plan.

To finance the installation of the sidewalk within the Highway #22 North right-of-way, the City would intend to make an application to the Minnesota Department of Transportation (MnDOT) via the Local Partnership Program (LPP) grant program. If successful, the installation of the required sidewalk along Highway #22 North would be funded by the grant dollars at no expense to the developer.

In the absence of a successful grant application, the City would request that MnDOT add the sidewalk installation to their Highway #22 North improvements tentatively scheduled to occur in 2024. Installation as a portion of the Highway #22 North improvement project would require that 40% of the installation cost would be incurred by the City. If the sidewalk is installed in such fashion, the Developer would assume the municipal share of the construction costs. If the Developer desires, an assessment against the property can be obtained by signing a waiver of assessment.

In the absence of both a successful grant application or in the inclusion of the sidewalk improvements in MnDOT's Highway #22 North project, the City would provide for financing the installation of the sidewalk as per the terms and conditions of the Assessment Policy adopted by the City Council.

The installation shall be accomplished as per the standards adopted by the City and shall be completed within 90 days from the date of notice provided by the City.

**(F) Future Improvements:**

- 1) The Developer, at the Developer's sole expense, shall design and install curb and gutter within the Old Minnesota Avenue right-of-way. Such installation shall conform to the standards adopted by the City and shall incorporate the final elevation of the private drive accessing Old Minnesota Avenue. All such improvements shall be completed by the Developer prior to the issuance of a Certificate of Occupancy.

**(G) Inspection Costs:** The City will inspect all public utility construction associated with the development of the lot. The Developer agrees to pay the City the actual inspection cost of the project. The City shall bill the Developer on a monthly basis for these costs

**(H) Services to be performed by City and Payment Therefore:**

- 1) The City and City Engineer will review and approve the construction plans and specifications prepared by Developer's engineer, at Developers expense.
- 2) The Developer shall reimburse the City for the services rendered by the City Engineer, City Inspector and City Attorney to successfully complete the development project. A maximum of \$3,000 will be charged for expenses incurred in connection with the approval, review, construction and development of the property.

**(I) Construction of Improvements:**

- 1) **Completion Date:** All Exhibit "B" Improvements shall be completed no later than November 15, 2020. No Certificate of Occupancy shall be issued for any structure upon the development property until such time as the City has accepted the improvements to the satisfaction of the Public Works Director and City Administrator.
- 2) **Approval of Contractors:** Any contractor selected by the Developer to construct and install any Exhibit "B" Improvement shall be subject to approval by the Director of Public Works. The City reserves the right to require evidence of competency and adequate financial status of any such contractor, together with such other requirements as may be imposed by law or ordinance.
- 3) **Construction:** The construction, installation, materials, and equipment shall be in accordance with the approved plans, specifications and current utility policy.
- 4) **Easements:** The Developer shall dedicate to the City, at no cost to the City, all permanent or temporary easements necessary for the installation and perpetual maintenance of said Exhibit "B" Improvements.

- 5) **Insurance:** The Developer shall cause each person with whom Developer contracts for the construction and installation of any Exhibit "B" Improvements to furnish the City with evidence of complete insurance coverage, including but not limited to worker's compensation insurance, liability and property damage insurance in amounts acceptable to the City.
  - 6) **Faithful Performance of Construction Contracts and Bond:** The Developer will fully and faithfully comply with all terms of any and all contracts entered into by the Developer for the installation and construction of all Exhibit "B" Improvements and hereby guarantees the workmanship and materials for a period of one (1) year following the City Council's final acceptance of the Exhibit "B" Improvements.
  - 7) **As-Built:** Within 90 days after completion of said Exhibit "B" Improvements, the Developer shall supply the City with a complete set of "As-Built" plans.
- VI. **Sanitary Sewer Service Lines:** Developer acknowledges that all occupied structures shall be required to connect to City sanitary sewer prior to occupancy. Developer and City acknowledge that the sanitary sewer service line for any structure shall be installed by a licensed installer, and that the owner of said structure is financially responsible for such installations. Developer agrees that all sanitary sewer service lines shall be installed in such a manner that each occupied structure shall have a separate sewer service line connected to the City sanitary sewer main, and that individual sanitary sewer service lines shall not cross lot lines.
- VII. **Water Service Lines:** All occupied structures shall be required to connect to City water prior to occupancy. Developer and City acknowledge that the water service line shall be installed by a licensed installer, and that the owner is responsible for the cost of the installation. Developer agrees that water service lines shall be installed in such a manner that each structure shall have a separate water service line connected to the City water main, and that individual water service lines shall not cross lot lines.
- VIII. **Future Regional Stormwater Basin:** Developer acknowledges that the City is in the process of planning, designing and locating a Regional Stormwater Basin which would serve the development property. The Developer agrees that upon construction of the Regional Stormwater Basin, the Developer shall be assessed a proportionate share of 2.26% of the total costs of acquisition and construction of the basin.
- IX. **Erosion Control:** Developer agrees to take erosion control measures during grading of the site and construction of the improvements, as indicated on the grading and erosion control plan submitted to and approved by the City. Developer agrees to follow the erosion control methods established by the Minnesota Pollution control Agency and City's MS4 program, or as may be deemed necessary by the Developer and the City as work in progress and upon completion of street and site grading.
- X. **Driveway Access:** Upon development of the property, the Developer shall be entitled to install and maintain a single (24) twenty-four foot wide drive to provide access to Old Minnesota Avenue from the development property. Said drive shall be constructed upon the most northerly portion of the property within the identified utility easement. The Developer acknowledges that should the City be required to disturb the pavement to maintain, repair or install additional utility systems, the City will return the area to grade



reimburse the city for any expense incurred by the city, provided the developer is first given notice of the work in default and has not cured said default within a reasonable amount of time which shall not exceed 30 days. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part to the Development property.

**XV. Miscellaneous:**

- A) Third parties shall have no recourse against the City under this Agreement.
- B) Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits, including lots sold to and owned by third parties.
- C) If any portion, section, subsection, sentence, clause, paragraph or phrase of this agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- D) If building permits are issued prior to completion and acceptance of public improvements, the Developer assumes all liability and costs resulting from delays in completion of public improvements and damage to public improvements caused by the Developer, its contractors, subcontractors, material persons, employees, agents or third parties.
- E) The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- F) This Agreement shall run with the land and may be recorded against the title to the property. After the Developer has completed the work required of it under this agreement, at the Developer's request the City will execute and deliver to the Developer a release.
- G) Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to the City. Any such right, power or remedy may be exercised from time to time as often and in such order as may be deemed expedient at any time thereafter any other right, power or remedy.
- H) The Developer may not assign this Agreement without the written permission of the City Council.

**IN WITNESSES WHEREOF**, the City and Developer has caused this agreement to be duly executed on the day and year first above written.

CITY OF SAINT PETER:

GUENTZEL HOLDINGS, LLC

\_\_\_\_\_  
Charles Zieman  
Mayor

\_\_\_\_\_  
Chad Guentzel

\_\_\_\_\_  
Todd Prafke  
City Administrator

STATE OF MINNESOTA    )  
                                  )SS  
COUNTY OF NICOLLET    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020, by Charles Zieman and Todd Prafke, the Mayor and City Administrator, respectively, of the City of Saint Peter, on behalf of the City.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA    )  
                                  )SS  
COUNTY OF NICOLLET    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020, by Chad Guentzel, to me known to be the person who executed the foregoing instrument and acknowledge that he executed the same as his free act and deed.

\_\_\_\_\_  
Notary Public

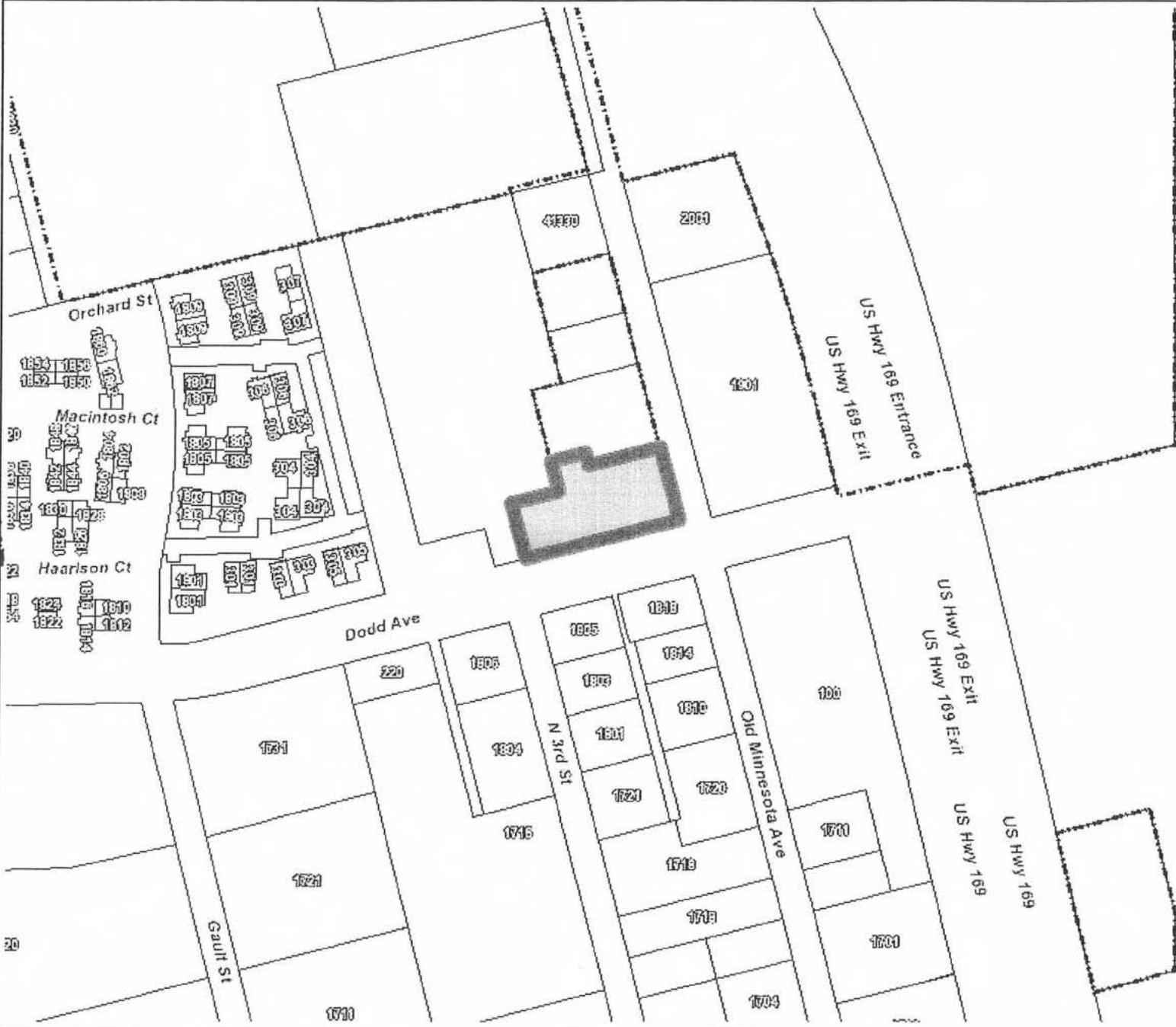
This instrument drafted by:  
Community Development Director  
City of Saint Peter  
227 South Front Street  
Saint Peter, MN 56082

**EXHIBIT A**

LOT 1, BLOCK 5, ORCHARD RIDGE SUBDIVISION, CITY OF SAINT PETER, NICOLLET  
COUNTY, MINNESOTA

**Legend**

- Street Names - Medium
-  County Boundary
-  City Limits
-  Railroad
-  Parcels (1-24-2019)



**Map Name**



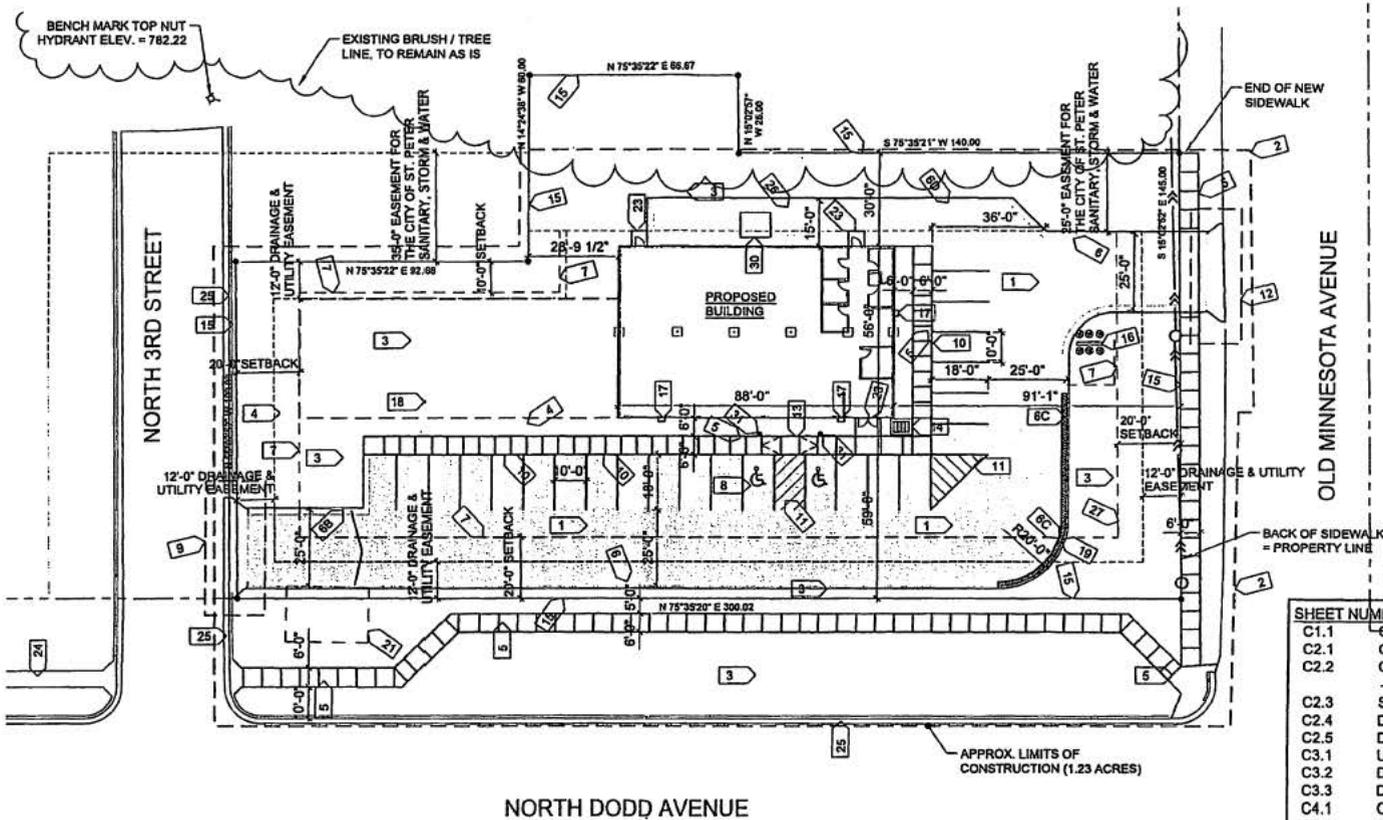
**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.

0 263 Feet

**EXHIBIT B**  
**IMPROVEMENTS**

77



**LTN ENGINEERING**  
 CIVIL AND STRUCTURAL, MINNAPOLIS, MINNESOTA  
 40 HANCOCK AVENUE, SUITE 200, MINNAPOLIS, MN 55412  
 612.338.1111

PROJECT TITLE:  
**ANYTIME FITNESS**  
 ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: Mark J. Lawton  
 Print Name: MARK J. LAWTON  
 Date: 06/23/2020, License No. 17051

**C1 DWG. NOTES:**  
 1. TOTAL PROPERTY AREA = 0.89 ACRE  
 2. PROPERTY IS ZONED C-4.  
 3. FOR LANDSCAPING SEE ARCH. DRAWINGS.  
 4. PROVIDE CONC. SPLASH BLOCKS UNDER DOWN SPOUTS. SPLASH BLOCKS ARE NOT SHOWN ON THIS PLAN.

**SHEET INDEX**

SHEET NUMBER:	SHEET TITLE:
C1.1	CIVIL-SITE-PLAN
C2.1	GRADING, PAVING & DRAINAGE PLAN
C2.2	GRADING, PAVING & DRAINAGE PLAN - EAST SIDE
C2.3	STORMWATER NOTES
C2.4	DETAILS
C2.5	DETAILS
C3.1	UTILITIES & PIPING PLAN
C3.2	DETAILS
C3.3	DETAILS
C4.1	CIVIL NOTES & DETAILS
C5.1	SWPPP
C5.2	DETAILS
C5.3	SWPPP NOTES
C5.4	SWPPP NOTES
C6.1	DETAILS

**1 CIVIL SITE PLAN**



- KEYED NOTES:**
- |  |  |   |   |  |
|--|--|---|---|--|
| 1 NEW BITUMINOUS PARKING LOT PAVEMENT                            | 6C NEW VALLEY GUTTER - SEE 3/C4  | 12 BUILD NEW ENTRANCE APRON & PVMT. PATCH AS NEEDED                 | 20 MECHANICAL EQUIPMENT AREA                  | 29 NOT USED                              |
| 2 EDGE OF EXISTING PAVING  | 6D ROLL-OVER CURB AND GUTTER. SEE 3/C4.1   | 13 ADA SIDEWALK EMBED AND RAISED PAVING FOR RAMP. SEE 4/C4          | 21 EXISTING ELECTRICAL EQUIPMENT AREA         | 30 DUMPSTER                              |
| 3 NEW TOPSOIL AND SEEDED TURF - SEE LANDSCAPE PLANS              | 7 TYPICAL SETBACK LINE   | 14 BIKE RACK- MIN. 4 BIKES/RACK, 1 EACH ON 4' x 10' x 5' CONC. SLAB | 22 NOT USED                                   | 31 HANDICAP PARKING SIGN, 1 EA. SEE 5/C5 |
| 4 NEW LANDSCAPING - SEE LANDSCAPE PLANS                          | 8 NEW HANDICAP SYMBOL - PAINT WHITE STRIPE TYPICAL FOR 2 EACH                    | 15 PROPERTY LINE  | 23 DOOR STOOP                                 |  |
| 5 NEW 6' WIDE, 4" SIDEWALK OVER 4" MNDOT CLS BASE                | 9 DEMO EXIST. C. & G., BUILD NEW ENTRANCE C. & G., APRON & STREET PAVEMENT PATCH | 16 NEW MONUMENT SIGN. SEE ARCH. DWGS.                               | 24 EXISTING SIDEWALK TO REMAIN                |  |
| 6 NEW CURB AND GUTTER STANDARD MNDOT B818 - FLOWING IN. SEE 3/C4 | 10 TURNED DOWN CURB EDGE ALONG SIDEWALK SEE 1/C4                                 | 17 LIGHT FIXTURE ON BUILDING  | 25 EXISTING CURB & GUTTER TO REMAIN           |  |
| 6B NEW CURB & GUTTER MNDOT B818 - FLOWING OUT. SEE 3/C4          | 11 WHITE PAINT STRIPING AREA- NO PARKING CURB. SEE 3/C4                          | 18 FUTURE BUILDING  | 26 15' WIDE BIT. PVMT. ALONG N. SIDE OF BLDG. |  |
|  |  | 19 NOT USED   | 27 RETENTION POND AREA                        |  |
|  |  |   | 28 NOT USED                                   |  |

BEFORE DIGGING, CONTACT GOPHER STATE ONE CALL AT 811 / 800-252-1168 FOR THE MARKING OF UNDERGROUND UTILITIES. CONTACT AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE BEFORE EXCAVATION OR GRADING.

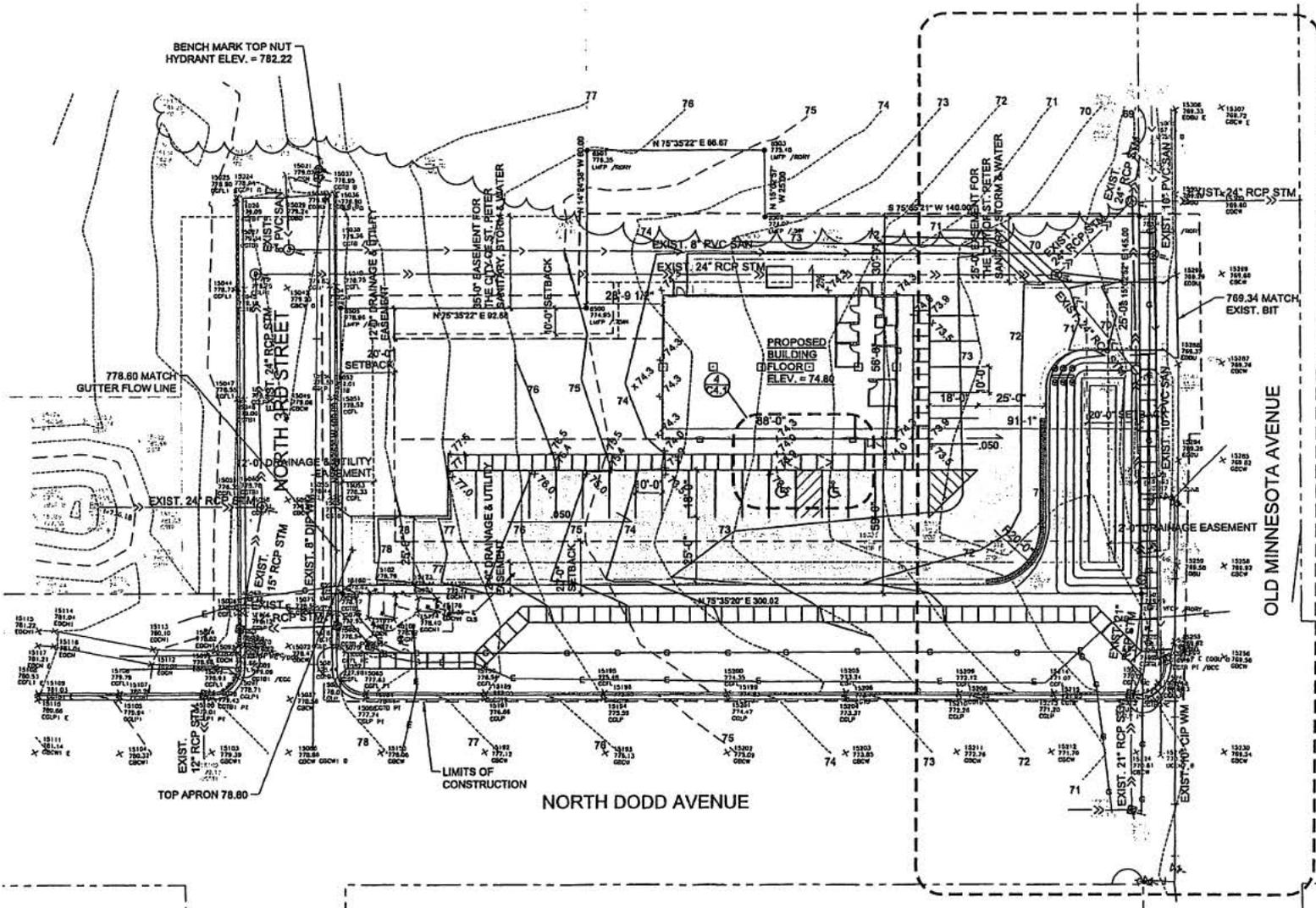
No.	SUBMISSIONS & REVISIONS	Date

PROJECT:  
**SITE PLAN**

DATE: 06/23/2020  
 DRAWN BY: JLS  
 CHECKED BY: NL

**C1.1**

DL



**LTN ENGINEERING**  
 CIVIL AND STRUCTURAL, MINNAPOLIS, MINNESOTA  
 400 W. WASHINGTON STREET, SUITE 2000, MINNAPOLIS, MN 55401

PROJECT TITLE:  
**ANYTIME FITNESS**  
 ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: Mark J. Lawton  
 Print Name: **MARK J. LAWTON**  
 Date: 06/29/2020 License No: 17051

SEE DWG. C2.2

BEFORE DIGGING, CONTACT GOPHER STATE ONE CALL AT 811 / 800-252-1166 FOR THE MARKING OF UNDERGROUND UTILITIES. CONTACT AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE BEFORE EXCAVATION OR GRADING.

1 GRADING / PAVING & DRAINAGE PLAN  
 C2.1  
 SCALE: 1"=20'-0"



No. SUBMISSIONS & REVISIONS Date

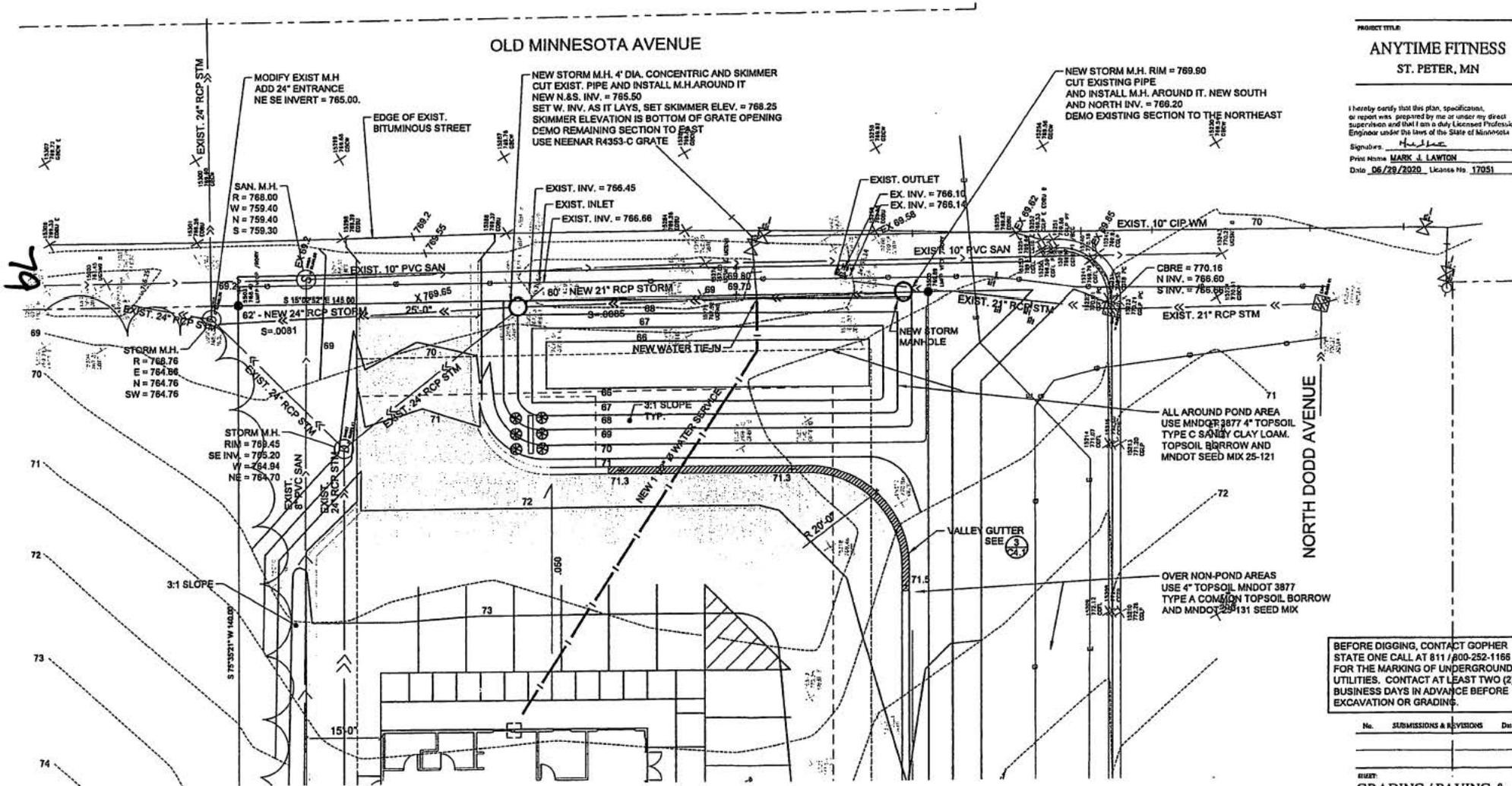
SHEET:  
**GRADING / PAVING & DRAINAGE PLAN**

DATE: 06/29/2020  
 DRAWN BY: JLS  
 CHECKED BY: ML

C2.1

PROJECT TITLE:  
**ANYTIME FITNESS**  
 ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: *Mark J. Lawton*  
 Print Name: **MARK J. LAWTON**  
 Date: **06/29/2020** License No. **17091**



OLD MINNESOTA AVENUE

NORTH DODD AVENUE

**1 GRADING / PAVING & DRAINAGE PLAN - EAST SIDE**

**C2.2** SCALE: 1"=10'-0"



BEFORE DIGGING, CONTACT GOPHER STATE ONE CALL AT 811 / 800-252-1166 FOR THE MARKING OF UNDERGROUND UTILITIES. CONTACT AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE BEFORE EXCAVATION OR GRADING.

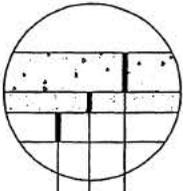
No.	SUBMISSIONS & REVISIONS	Date

REVISION:  
**GRADING / PAVING & DRAINAGE PLAN - EAST SIDE**

DATE: **06/29/2020**  
 DRAWN BY: **DL**  
 CHECKED BY: **ML**

**C2.2**

AS



4" CONC. SIDEWALK (2521)  
 3" AGGREGATE BASE, CL. 5 (2211) (100% CRUSHED LIMESTONE)  
 OR CL. 5 (B) OR CL. 5 (C) RECYCLED  
 (INCIDENTAL TO WALK)  
 SUBGRADE PREPARATION (2112) (INCIDENTAL)

**NOTES:**

- MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
- SIDEWALKS: REFERENCE SECTION 2521, AGGREGATE BASE: REFERENCE SECTION 2211
- 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
- PLACE 1/2" EXPANSION JOINT AT 100 FT. INTERVALS FOR SIDEWALK.
- CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.
- SIDEWALK EDGES SHALL BE ROUNDED WITH 1/4" RADIUS TOOL.

**CONCRETE WALK**  
 NOT TO SCALE  
 SAINT PETER STANDARD  
 PLATE 1003

<b>CONCRETE WALK TYPICAL SECTION</b>	STANDARD DETAIL PLATE NO: <b>1003</b>
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	
REVISED: REVISION ADOPTED BY CITY COUNCIL ON FEBRUARY 27, 2017	
REMARKS: <b>SAINT PETER UTILITY STANDARD DETAIL</b>	

**Stormwater Management Notes**

**Design Criteria**

- Design guides are 1) MNDOT Drainage Manual 2) MN PCA Stormwater Manual 3) St Peter MN Stormwater Master Plan 2008 4) NRCS MSE 3 MN rainfall distribution data from NOAA 14 Volume 8.
- Stormwater collection and conveyance (piping) use 10 year storm and 2 year 24 hour storm with frozen ground. Use rational method.
- Stormwater treatment pond/retention facilities design per MSE 3 (SCS) method. Design event shall be the greater of the 100 year 24 hour frequency rainfall event, or the 100 year 10 day snowmelt event.
- Any emergency overflow shall be analyzed using a 10 Inch, 24 hour rain event in order to determine the emergency overflow functions as intended. Final basin design must consider snowmelt conditions when sizing outlet structures.
- Rainfall data is based on the NOAA Atlas 14, Volume 8, current version.
- The allowable pond design discharge rate shall be less than the runoff rate from the undeveloped site.
- TSS and TP shall not exceed pre-project conditions.
- Type A sandy soils are assumed, with a very conservative infiltration rate of 0.3 in/hr. Local knowledge indicates the infiltration rate is significantly higher than this value. Pond drain down design time max. is 48 hours.
- The Minnesota River is designated as an impaired water with a Total Maximum Daily Load (TMDL) restriction on phosphorous. A new BMP should remove a minimum of 30% phosphorous.
- Ensure 10 day snowmelt event does not exceed the 100 year HWL.
- There is no Geotechnical Report for this project. Soil assumptions are based on local knowledge and NRCS soil data. For Geotechnical (soils) questions encountered during construction contact a Geotechnical Engineering Company. LTN Engineering is not a geotechnical engineering company and shall not be held responsible for any extra soil correction costs, extra site work costs, or any extra foundation or site work engineering or construction cost, for any project that does not have a certified Geotechnical Engineers Soil Report for that project.

**Special Project Notes**

- From the LTN Engineering reading of the St Peter Stormwater Master Plan some form of filtration for sediment and phosphates is desired in a pond of the dry-infiltration type we are to build. At the time of this writing, the Contractor and Owner propose planting standard MNDOT grass and mulch mix in the pond. A recommendation of a different surface or plantings in the pond by the City of St. Peter are welcome.
- The Contractor shall verify whether or not the City of St Peter requires the issuance of a city stormwater permit for this work.

**Data and Results**

- Areas: Drainage Area 1.33 acres; Developed Impervious Area .79 acres including half width of Old Minnesota Ave.; Developed Grass Area: .54 acres
- Tc: Developed area 15 minutes
- Q: Undeveloped 100 yr Q = 1.0 cfs; Fully developed 100 yr Q = 6.3 cfs
- Pond Storage: Fully Developed 100 yr Vol = 3900 cf; WQv = 2900 cf
- Emergency Overflow per City of St Peter document (rainfall amount of P=10" is a 500 yr storm) Q = 9 cfs. Emergency 500 yr storm water will rise above the centerline of Old Minnesota Ave and sheet flow across the road from west to east and onto its east slope. 500 yr emergency flow levels shall remain well below the new building floor elevation of 774.8 by almost 5'.
- The new 21" storm sewer pipe is sized to match flow capacity of the 21" RCP coming from the east. Therefore all water retained in the new pond is from the newly developed site. The new 24" stormwater pipe is sized for the 21" pipe flow plus the 100 year flow rate from the new pond.

**LTN ENGINEERING**  
 CIVIL AND STRUCTURAL MANITO MINNESOTA  
 www.ltn-engineering.com 612 214-9444

PROJECT TITLE:  
**ANYTIME FITNESS**  
 ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: Mark J. Lawton  
 Print Name: MARK J. LAWTON  
 Date: 06/29/2020 License No. 17051

BEFORE DIGGING, CONTACT GOPHER STATE ONE CALL AT 811 / 800-252-1166 FOR THE MARKING OF UNDERGROUND UTILITIES. CONTACT AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE BEFORE EXCAVATION OR GRADING.

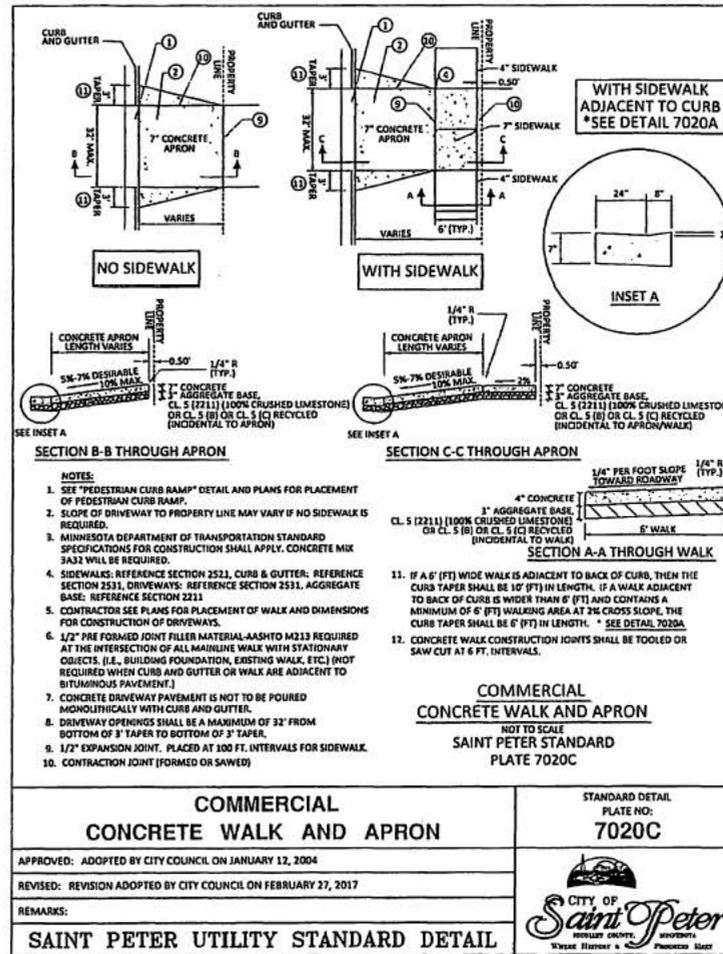
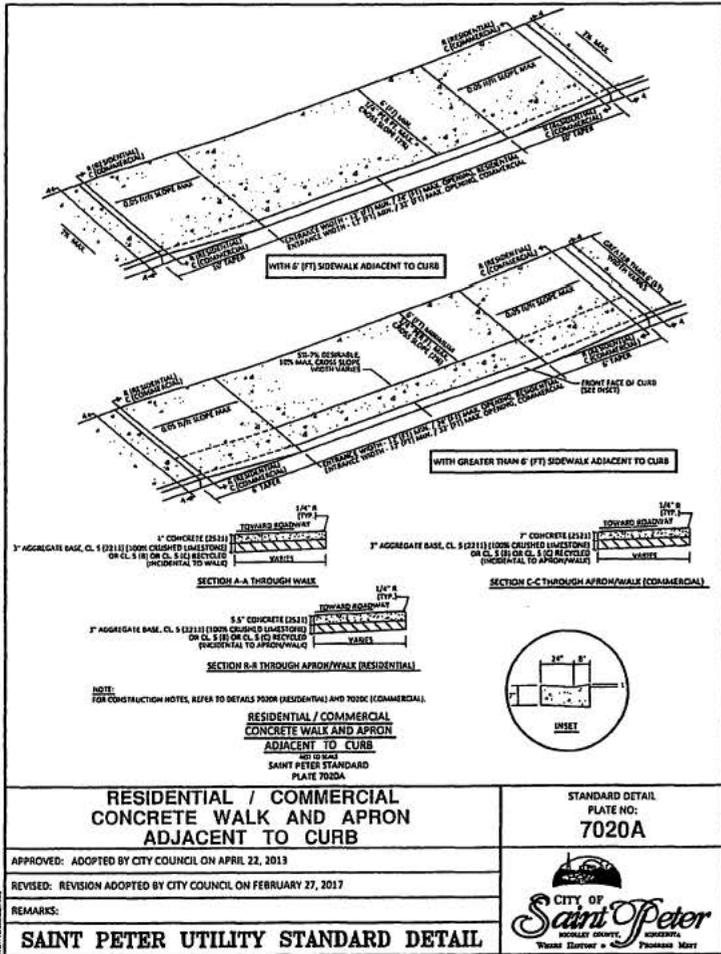
No. SUBMISSIONS & REVISIONS Date

SHEET:  
**STORMWATER NOTES**

DATE: 06/29/2020  
 DRAWN BY: JLS  
 CHECKED BY: NL

**C2.3**





**LTN ENGINEERING**  
CIVIL AND STRUCTURAL, HANNAH, MINNESOTA  
40 WEST LINDEN AVENUE, HANNAH, MN 55030

PROJECT TITLE:  
**ANYTIME FITNESS**  
ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
Signature: Mark J. Lawton  
Print Name: MARK J. LAWTON  
Date: 06/29/2020 License No. 17051

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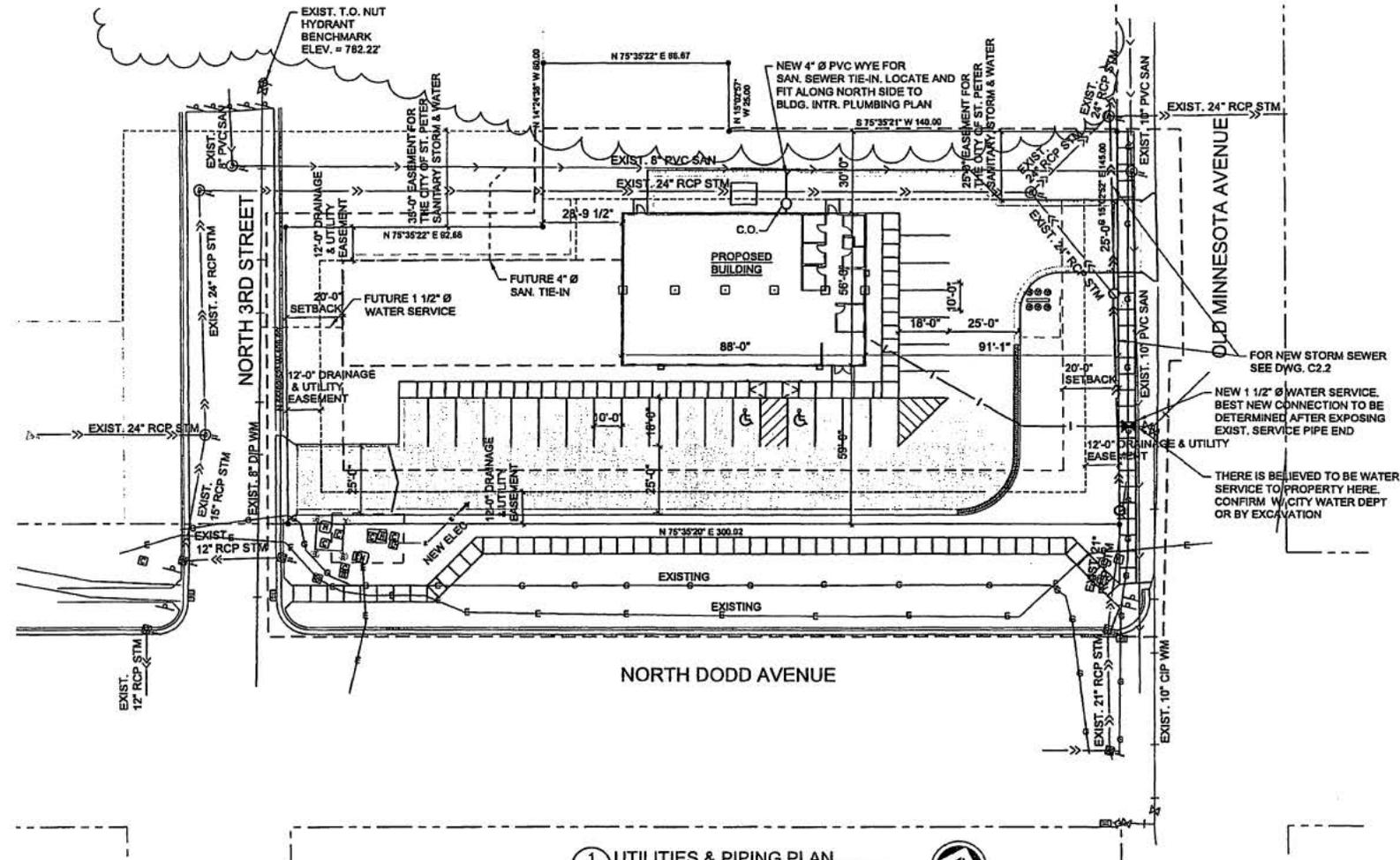
No. SUBMISSIONS & REVISIONS Date

DETAILS

DATE: 06/29/2020  
DRAWN BY: J.S.  
CHECKED BY: M.L.

**C2.5**

88



**LTN ENGINEERING**  
 CIVIL AND STRUCTURAL, HANNAH, MINNESOTA  
 651.261.2222 FAX 651.261.2222

PROJECT TITLE  
**ANYTIME FITNESS**  
 ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Signature: *Mark J. Lanton*  
 Print Name: **MARK J. LANTON**  
 Date: **08/28/2020** License No. **17091**

**1 UTILITIES & PIPING PLAN**  
 C3.1  
 SCALE: 1"=20'-0"



- C3.1 DRAWING NOTES:**
- SUBMIT PROPOSED ELEC. TRANSFORMER LOCATIONS TO ARCHITECT AND OWNER FOR APPROVAL BEFORE CONSTRUCTION.
  - ELECTRICAL SERVICE ROUTING BY ELECTRICAL ENGINEER.
  - NEW GAS SERVICE ROUTE & BUILDING CONNECTION TO BE PLANNED AND INSTALLED BY CONTROLLING GAS COMPANY.
  - TOTAL LOT AREA = 0.98 ACRES
  - SANITARY SEWER OR WATER SERVICE INSTALLED WITHIN 2 FEET OF A BUILDING MUST BE OF MATERIALS APPROVED FOR USE INSIDE OF THE BUILDING.
  - THIS BUILDING IS NOT TO BE SPRINKLERED.

**LEGEND:**

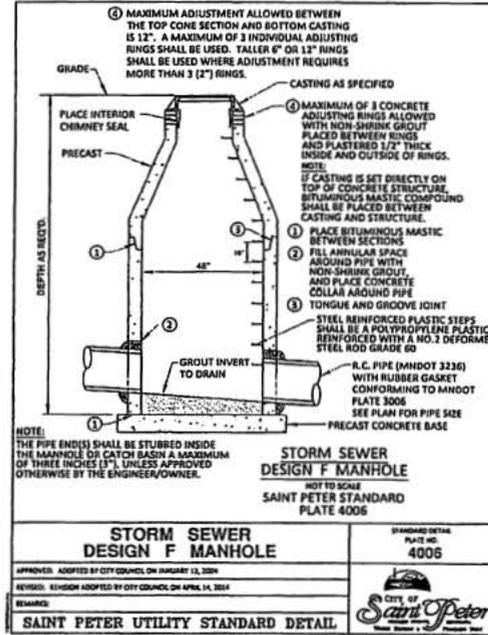
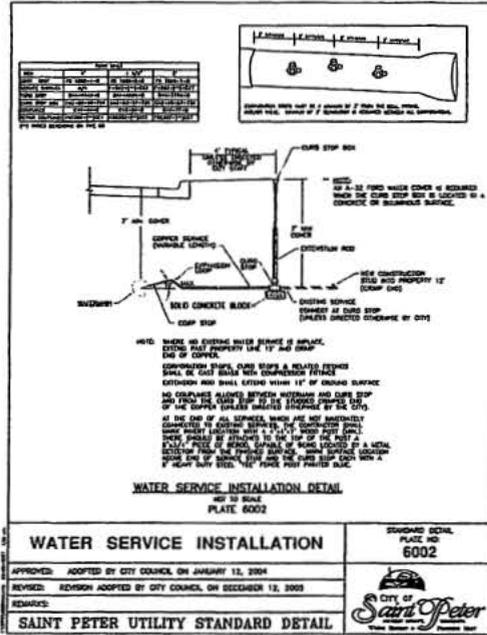
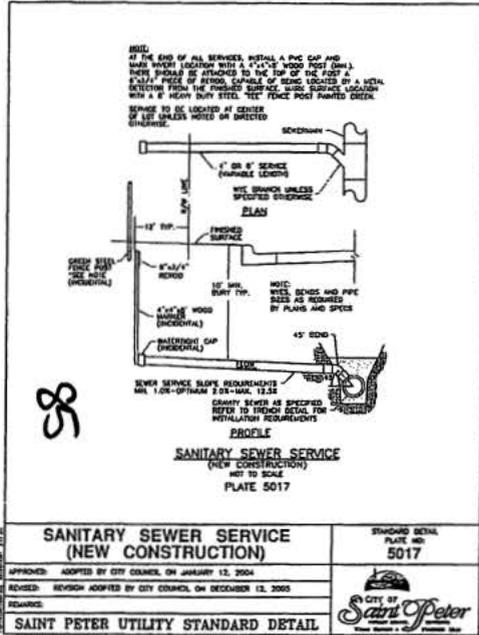
→ →	STORM SEWER
— S —	SANITARY SEWER
— W —	WATER MAIN
— G —	GAS LINE
— E —	UNDERGROUND ELECTRIC
→	SURFACE DRAINAGE DIRECTION

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No. SUBMISSIONS & REVISIONS Date  
 \_\_\_\_\_  
 \_\_\_\_\_  
 SHEET:  
**UTILITIES & PIPING PLAN**  
 \_\_\_\_\_  
 DATE: 08/28/20  
 DRAWN BY: J.J.  
 CHECKED BY: M.J.

**C3.1**





**LTN ENGINEERING**  
CIVIL AND STRUCTURAL MANKATO MINNESOTA  
300 W. WASHINGTON ST. SUITE 200  
MANKATO, MN 56001

PROJECT TITLE:  
**ANYTIME FITNESS**  
ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: *Mark J. Lawton*  
Print Name: **MARK J. LAWTON**  
Date: **06/29/2020** License No. **17051**

BEFORE DIGGING, CONTACT GOPHER STATE ONE CALL AT 811 / 800-252-1158 FOR THE MARKING OF UNDERGROUND UTILITIES. CONTACT AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE BEFORE EXCAVATION OR GRADING.

No. SUBMISSIONS & REVISIONS Date

DATE: 06/29/2020  
DRAWN BY: J.L.  
CHECKED BY: M.L.

**C3.3**

CIVIL NOTES

GENERAL

- There is no Geotechnical Report for this project. Soil assumptions are based on local knowledge and NRCS soil data. For Geotechnical (soils) questions encountered during construction contact a Geotechnical Engineering Company. LTN Engineering is not a geotechnical engineering company and shall not be held responsible for any extra soil correction costs, extra site work costs, or any extra foundation or site work engineering or construction costs, for any project that does not have a certified Geotechnical Engineers Soil Report for that project.
- Locations of utilities are based on the survey furnished and the best information available. Utility locations should be verified in the field prior to any construction. The Contractor is responsible for field location of all utilities, whether shown or not shown on the drawings. It shall be the responsibility of the Contractor to relocate all existing utilities which conflict with the proposed improvements shown on the plans.
- Refer to Architectural, Mechanical and Electrical plans for exact locations and dimensions of exit porches, ramps, precise building dimensions and exact building utility entrance locations.
- Gas, electric, underground tel and cable service, or fiber optic, specifications, sizes, construction details and tie-in locations are to be determined by the appropriate Contractors and their Engineers. Consultations regarding these services shall be with the Owner/Builder/CM. All such work will conform to the latest editions of applicable standards and building codes.
- The site work Contractor is to provide services to 4'-0" of building exterior.
- The Contractor shall coordinate and cooperate with all utility companies involved with regard to relocations or adjustments of existing utilities during construction. This to assure that the work is accomplished in a timely fashion and with a minimum disruption of service.
- Advance coordination by the Contractor with the City of St. Peter Public Works Department shall be required for any service interruptions.
- The Contractor shall obtain all permits for street cuts, utility interferences, and traffic control.

SPECIFICATIONS

- CEAM Specifications 2018 shall be used. A pdf set of CEAM specs is available at [www.ceam.org](http://www.ceam.org) on the internet.
- For areas not within the City R.O.W., the MNDOT 2018 Standard Specifications for Construction shall be used for this project for earthwork, parking, and street and road building operations. MNDOT 2018 Std. Specifications for Construction are available for free download via the internet.
- MNDOT Std. Spec. General Requirement section items including Bidding Requirements; Scope and Control of Work; Control of Material; Legal Relations & Responsibility to the Public; Prosecution and Progress; and Measurement and Payment, are to be managed by the Owner/Builder/CM. Estimates, bidding and contracts are to be managed by the Owner/Builder/CM.

SOIL

- Soil information as of the date of drawing publication is based on NRCS Soil data and local knowledge, and is topsoil over sandy soils. Soil classification for paving: AASHTO A-2 or A-3 Sandy Soil.
- Contact a Geotechnical Engineering company for appropriate soil compaction testing for paved areas.

GRADING

- Contours or spot elevations shown are for finished, paving, sidewalk, slab or ground. Adjustment to subgrade is the contractor's responsibility.
- Cleaning & Grubbing and proper disposal of related waste materials shall be according to MNDOT spec. 2101.
- General site fill should be "Common Borrow" or "Granular Borrow". When not under structures and roads and curb and gutter, Topsoil Borrow is acceptable. Refer to MNDOT Section 2105.
- Subgrade preparation per MNDOT spec. 2112. Scarify, mix and compact top 6" in. of subgrade.

TOPSOIL / SEED / SOD / MULCH

- Materials: Seed MNDOT spec 3876; Topsoil MNDOT 2105 and 3877 Type A Common Topsoil Borrow; Mulch MNDOT 3882 Type 1. Execution specification for Seed, Sod and Mulch per MNDOT 2575. Execution spec. for Topsoil placement per MNDOT 2574.

SIDEWALK

- 4", 4000 psi concrete w/ light broom finish. Use 4" minimum granular base. Tool joints in squares or in a rectangle w/ the long side not to exceed 1.5x the short side dimension. Construct expansion joints at 40' or less. Refer to MNDOT 2521.

WATER MAIN

- Provide thrust blocks at all thrust points such as plugs, caps, tees, and bends. These points shall have thrust restraint according to CEAM 2611.3 A4.

RCP

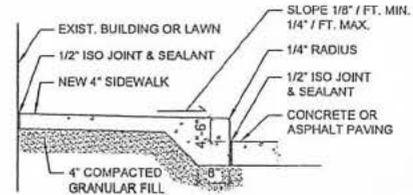
- Use Class V RCP for this project.

MANHOLE AND CATCH BASIN

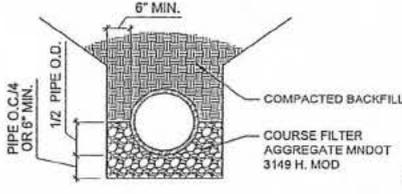
- For Manholes, use as these apply if not covered by St. Peter Plates, MNDOT Standard Plates 4005 M Type B, and/or 4007C. For Catch Basins use MNDOT Standard Plate 4006L G or H. For three pipe or more, catch basins, use a 4' diameter catch basin. For Manhole or Catch Basin cover slabs use MNDOT Standard Plates 4020J or 4022A.
- Rectangular concrete 2'x3' catch basin structures may be used and shall comply with MNDOT Standards.
- Manhole or catch basin base slabs shall be designed for HS 25 w/ impact, loads.
- Manhole and catch basin frames and grates:
  - For circular catch basin inlets in middle of parking areas, use Neenah R2668 or R2535.
  - For manhole, solid top, sanitary or storm, frame and lid to be Neenah R-1642
  - For in-line curb catch basin, use Neenah R3067 Type R
  - For in-the-grass catch basin, circular, beehive, Neenah R2560

PAVING AND CURB AND GUTTER

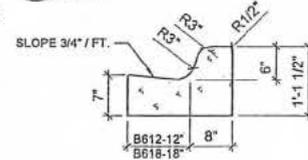
- The following notes are for new paving and curb and gutter and also for patches or replacement due to construction.
- Except for street patching, all project paving is classified as Light Use.
- Fill to subgrade to be furnished by Contractor.
- Prepare subgrade and base per MNDOT 2112, 2211, 2105
- Bituminous base and wear course: MNDOT 2360. Aggregate base – MNDOT 2211
- Paving Sections
  - For building area paving - Light Use Bituminous Areas – Typical section (from bottom up)
    - Sub-base material, if needed, granular fill per MNDOT 3149.2B
    - Base Material – MNDOT 3138 CL 5
    - 2" Bituminous Base Course MNDOT 2360
    - Tack coat MNDOT 2357
    - 2" Bituminous Wear Course MNDOT 2360
  - For street patching see patching notes on C2 and C3.
- New Curb – MNDOT B612, or B618, see drawings. Base of 6" Class 5 aggregate per MNDOT 3138. Concrete to be 4000 psi.
- Replacement Curb – if needed, replace existing curb removed, with curb to match original dimensions and build on a 6" CL 5 aggregate base.



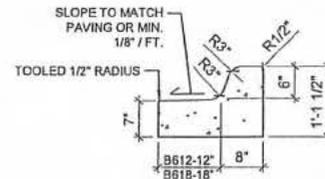
1 TURN DOWN CURB  
C4.1 N.T.S.



2 CLASS B BEDDING DETAIL  
C4.1 N.T.S.

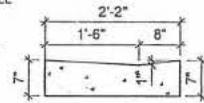


B612 & B618 CURB & GUTTER - STANDARD

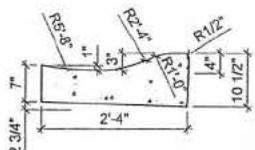


B612 & B618 CURB & GUTTER - FLOWING OUT

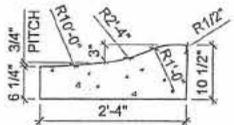
3 CURB & GUTTER- STD. & FLOWING OUT  
C4.1 N.T.S.



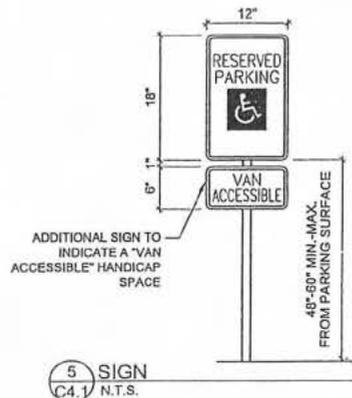
VALLEY GUTTER



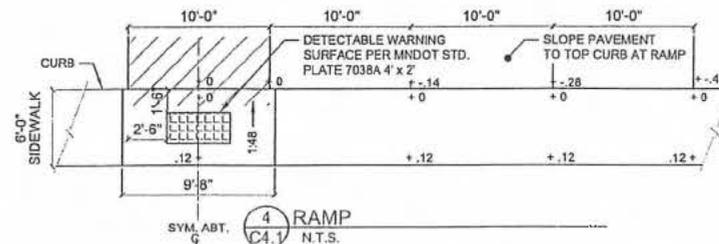
ROLL-OVER CURB & GUTTER STANDARD



ROLL-OVER CURB & GUTTER - FLOWING OUT



5 SIGN  
C4.1 N.T.S.



4 RAMP  
C4.1 N.T.S.

**LTN ENGINEERING**  
CIVIL AND STRUCTURAL, MANKATO MINNESOTA  
PH: 507.625.0000 FAX: 507.625.0004

PROJECT TITLE  
**ANYTIME FITNESS**  
ST. PETER, MN

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Print Name: **MARK J. LAWTON**  
Date: **06/29/2020** License No: **17051**

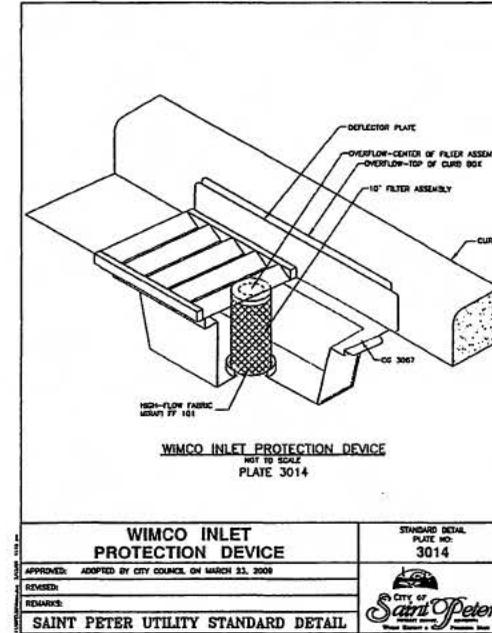
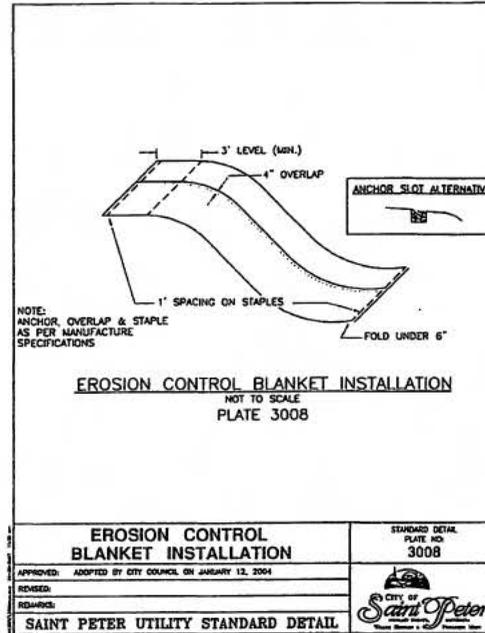
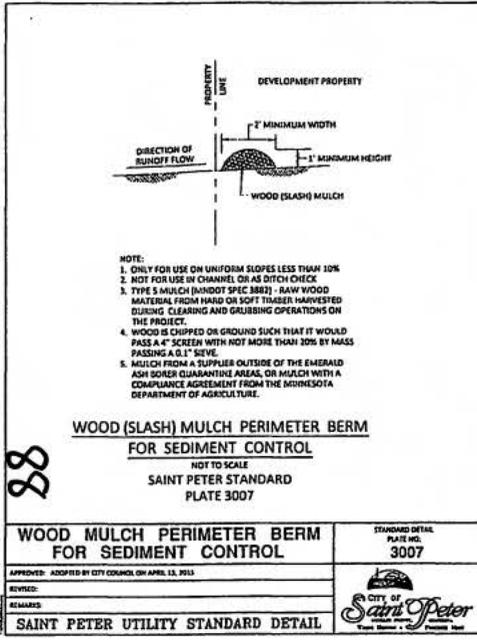
No. SUBMISSIONS & REVISIONS Date

DATE: 06/09/2020  
DRAWN BY: J.S.  
CHECKED BY: NL

DATE: 06/09/2020  
DRAWN BY: J.S.  
CHECKED BY: NL

C4.1



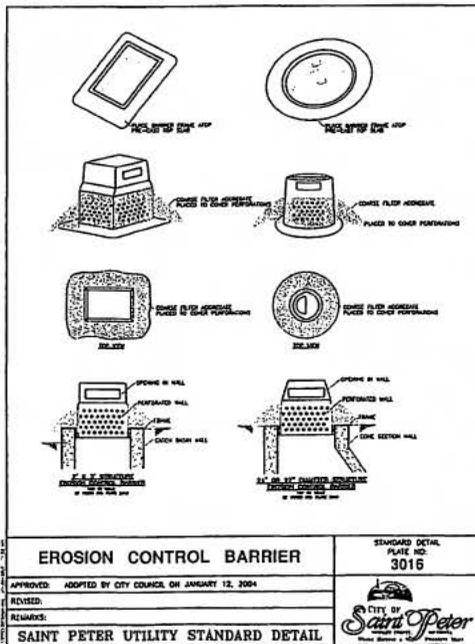


**LTN ENGINEERING**  
CIVIL AND STRUCTURAL ENGINEERS  
100 W. WASHINGTON ST. ST. PETER, MN 56157  
612-317-9444

PROJECT TITLE:  
**ANYTIME FITNESS**  
ST. PETER, MN

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Print Name: **MARK J. LAWTON**  
Date: **06/29/2020** License No: **17051**



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No. SUBMISSIONS & REVISIONS Date

ISSUE:  
**SWPPP DETAILS**

DATE: **06/29/2020**  
DRAWN BY: **JLS**  
CHECKED BY: **JGL**

**C5.2**

**SWPPP NOTES**

**GENERAL CONSTRUCTION ACTIVITY INFORMATION**

Project Name: Anytime Fitness Building Site  
Project Location: Block 5 Lot 1, 0.96 acre lot between North Dadd Avenue, Old Minnesota Avenue and North 3rd Street. The project is in St. Peter Minnesota, Nicollet County.  
Project Size: 1.25 +/-, disturbed acres  
Project Type: Commercial building, Site Grading, Utility, and Parking construction

Major Soil Type: Topsoil over Sand  
Cumulative Impervious Surface Areas: Existing - 0 acres; post construction Phase 1 & 2 0.7 acres  
Direct Discharge from Impervious Surface: 0 acres  
Receiving Waters: Minnesota River about 1 mile away to north east of site.  
Dates of Construction: Summer - Fall 2020

Owner: Chad Guentzel  
Underground Utility Contractor: unknown at the time of this writing

**STORM WATER DESIGN / SEDIMENTATION POND / BIOSWALE DESIGN DATA**

Storm water retention is required per St. Peter MN requirements. The neighborhood has been previously designed for storm water management and construction was completed.  
Pond Data: Minimum size 3600 cf per MN PCA Stormwater Manual. This pond shall be a sandy soil natural infiltration pond at a minimum infiltration of 0.3 in./hr. Covering shall be simple MNDOT seed mix over topsoil.

Refer to Storm Water Management Notes on the C2 drawings for project hydraulic data.

**SWPPP GENERAL NOTES**

This plan is meant and provided as a guide in the provision of erosion and sediment control (ESC) BMP's as required by the NPDES Permit.  
Additional erosion and sediment control measures, although not shown here, may be required to comply with the provisions of the permit.  
Provision and maintenance of erosion and sediment control BMP's in accordance with the NPDES Permit is the responsibility of the Contractor, regardless of what is shown on this plan.  
Maintenance of ESC BMP's is incidental to the work.

No additional payment will be made for additional erosion control BMP's as required by the NPDES Permit.

The Contractor shall obtain the NPDES Permit from the MPCA and pay any applicable fees as work incidental to the contract.

The Contractor shall be responsible for all fines imposed by regulating authorities due to non-compliance with the terms of the NPDES Permit.

**SWPPP QUANTITIES**

**ANTICIPATED QUANTITIES**

Silt Fence or Berm	820 +/- lf
Inlet Protection	6 ea.
Ditch Checks / Biorolls	approx. 120 lf
Seeding and Mulching	0.6 +/- acres
Sodding	0 +/- acres
Construction Entrance	1 ea. (2nd is optional)
Type 4 Rapid Stabilization	0 sy

**Disclaimer**

These estimates are not binding, and not for bidding purposes. Bidders will perform their own takeoffs for bidding.

**GENERAL SITE INFORMATION**

Immediately following grading of slopes of 3:1 or greater, slopes either for temporary earth moving or for permanent site work, which drain to waters of the state, these slopes shall be stabilized with wood fiber blanket (or other method approved by the Engineer) over approved seed mixture and a minimum of 4" of topsoil.

Temporary or permanent stormwater pond(s) shall be constructed as part of the Initial mass grading activities, such that all surface water that drains from the site during construction shall be directed through sedimentation basins or filters, before leaving the site.

All erosion control measures shall remain in place and be maintained in good condition until the site has been re-vegetated. The Contractor may remove necessary silt fencing to construct roadways while maintaining adequate erosion control in adjacent areas.

Sufficient topsoil shall be stockpiled to allow for the replacement of a minimum of 4" of topsoil for disturbed areas to be re-vegetated.

The Contractor shall schedule site grading, utility installation, and roadway construction so that the general site can be mulched and re-seeded soon after disturbance. Disturbed areas shall be seeded and mulched within 14 days typical and 7 days for slopes 3:1 and steeper or when identified as impaired waters by the state.

Inspect silt fences, and bale checks or biorolls, after each rain event and daily during a prolonged rainfall. Immediately repair failed or falling measures and report in log book.

Remove sediment deposits from silt fence, and bale checks or biorolls, when sediment reaches approximately 1/3 the height of the barrier.

Barriers will be replaced when they decompose or become ineffective before the barriers are no longer necessary. Any sediment remaining in-place after the barriers are no longer necessary will be dressed to conform to existing grade, and prepared and seeded with the appropriate seed mix, as directed by the Engineer.

In those areas where wood fiber blanket or other slope stabilization methods have failed, the slope shall be reestablished, seed and topsoil replaced, and additional slope treatment installed as directed by the Engineer.

Barriers will be removed when final stabilization of the slopes has been completed as determined by the Engineer.

At the time of this drawing publication, no storm water mitigation measures were required as a part of environmental, archaeological or other required local, state, or federal review of this project.

**EROSION PREVENTION PRACTICES**

Appropriate construction practices will be used to minimize erosion. Areas of non-disturbance will be delineated (flagged, etc.) on the site before work begins.

Contractor shall phase construction, maintain vegetative buffer strips and provide horizontal slope staking in order to minimize erosion.

Downstream silt fence and inlet protection devices shall be installed prior to earth moving activities. Slopes shall be "cat-tracked" when complete such that the track depressions are perpendicular to drainage flow.

Silt fence shall be installed before work begins. Silt fence limits shall coincide with downgrade grading limits unless otherwise noted.

Silt fence used on slopes shall be placed such that 100 lineal feet of silt fence stabilizes approximately 0.25 acres of drainage.

The wetted perimeter of drainage swales will be stabilized with rapid stabilization measures within 200' of the site boundary line.

Pipe outlets shall be provided with energy dissipation (rip rap) within 24 hours of connection to waters of the State.

All exposed soil areas within 200' of surface water or a storm water conveyance which have continuous positive slopes will have temporary erosion protection or permanent cover for the exposed soils year-round, according to the following table of slopes and time frames:

Grade of Slope	Time (max)	BMP
Steeper than 3:1	7 days	Rapid Stabilization Method 4
4:1 to 3:1	14 days	Rapid Stabilization Method 2
Flatter than 4:1	14 days	Type 1 Disc Anchored Mulch

The Contractor shall construct check dams on the street surface (subgrade, aggregate base) during construction in order to control the erosion on the street as work incidental to construction.

Cut areas where no grading has occurred within 7 days shall be stabilized using bio-rolls a minimum of every 20 lineal feet in order to prevent erosion.

Fill slopes which drain to waters of the State or offsite, shall be stabilized immediately upon cessation of grading activities. Thus, if slopes are brought to subgrade elevation and will ceased being worked on until topsoil re-spreading, they will be stabilized in the interim. Stabilize slopes with interim lines of silt fence or bio-rolls every 20 lineal feet.

Soil stockpiles which remain unworked for more than 7 days shall be stabilized with seed and mulch or tarps.

Pond side slopes will be stabilized immediately upon completion of grading or when the outlet is connected to the pond. Stabilize with Category 3 Erosion Blanket or Type 1 disc anchored mulch and temporary seed mix 150 (u.n.o.).

The Contractor shall backfill the area behind the curb and gutter as soon as curb curing allows, with a maximum delay of 7 days, in order to minimize erosion in the boulevard and prevent undermining of the curb and gutter. Stabilize areas draining to the curb and gutter within 14 days or per the stabilizations schedule above.

**SEDIMENT CONTROL PRACTICES**

**THE CONTRACTOR SHALL FURNISH, INSTALL, AND MAINTAIN:**

Sediment controls for temporary and permanent drainage basins and drainage ditches that are a part of this design.

Check dams and/or wood fiber blankets to ensure sheet flow and prevent rills for slope lengths greater than 75' with a slope of 3:1 or greater (see notes on bio-rolls spaced every 20' above)

Silt fence at all down gradient perimeters installed prior to all land disturbing activities.

Inlet protection at all drain inlets including newly constructed catch basins, including catch basin structures prior to casting installation, and sanitary sewer structures.

Silt fencing around temporary soil stockpiles.

Rock or wood chip construction site entrances.

Street sweeping of tracked sediment onto paved surfaces.

If used, temporary sedimentation basins.

As payment for installation of erosion and sediment control BMP's is made at time of installation, maintenance of these BMP's is incidental to installation. (see special provisions for penalties for non-compliance)

Concrete trucks shall perform washout activities at a site designated by the Contractor which does not drain to a water of the State. It is recommended that a separate area within the site be excavated for these activities. Concrete waste generated by washout activities shall be removed and disposed of by the Contractor at a disposal facility off-site.

**DEWATERING AND BASIN DRAINING**

Should dewatering be required for utility construction, the Contractor shall provide permits for all dewatering activities (incidental to construction). All dewatering activities shall discharge to a temporary sedimentation basin or dewatering basin.

The dewatering or temporary sediment basins will be pumped through a filtration system constructed by the Contractor prior to discharge offsite.

Dewatering channels which are over land shall be protected from erosion. Place end of hose on fabric or plastic to prevent erosion.

Clean out temporary sediment basins to design volume after each 1" cumulative rainfall event(s). Design volume is typically 3600 cubic-feet, u.n.o..

Construct dewatering activities such that they will not cause nuisance conditions, erosion in receiving channels or on down slope properties or adversely affect wetlands.

**LTN ENGINEERING**  
CIVIL AND STRUCTURAL ENGINEERS  
MANKATO MINNESOTA  
877 313 6944

PROJECT TITLE  
**ANYTIME FITNESS**  
ST. PETER, MN

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
Signature: Mark J. Lawton  
Print Name: MARK J. LAWTON  
Date: 06/29/2020, License No. 172931

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No.            SUBMISSIONS & REVISIONS Date             
            
            
DATE: 06/29/2020  
DRAWN BY: EL  
CHECKED BY: ML

**C5.3**





CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING EXECUTION OF DEVELOPMENT AGREEMENT WITH  
GUENTZEL HOLDINGS LLC FOR CONSTRUCTION OF NEW ANYTIME FITNESS FACILITY  
ON LOT 1, BLOCK 5, ORCHARD RIDGE SUBDIVISION**

WHEREAS, Guentzel Holdings, LLC has purchased Lot 1, Block 5, Orchard Ridge Subdivision, City of Saint Peter, Nicollet County, Minnesota for construction of a new Anytime Fitness facility due to the sale of their current leased space; and

WHEREAS, a development agreement by and between the City and Guentzel Holdings, LLC has been prepared which identifies the obligations, duties and responsibilities of the two parties related to the development of the property.

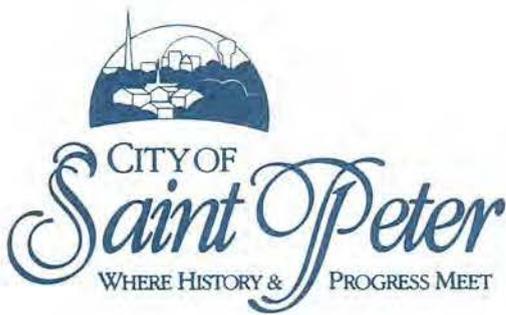
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, that: The Mayor and City Administrator are authorized to enter into a development agreement with Guentzel Holdings, LLC for the financing and improvements necessitated by the new construction contingent upon the items in Exhibit B being approved by the City Administrator Public Works Director.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 27<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Charles Zieman  
Mayor

ATTEST:

\_\_\_\_\_  
Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/23/20

**FROM:** Russ Wille  
Community Development Director

**RE:** 925 Austin Drive (Craig & Julie Bitter) Quit Claim

### **ACTION/RECOMMENDATION**

Authorize execution of quit claim deeds to facilitate a transfer of lands between the City and Craig and Julie Bitter.

### **BACKGROUND**

Craig and Julie Bitter would like to construct an addition to their existing, attached garage. It was determined that the addition could not be accommodated given that the required seven foot side yard setback could not be maintained (see overhead photo).

It was also determined that a variance from the setback requirements would not be appropriate given that the property is currently accommodating a single family structure and accessory attached garage which establishes a reasonable use of the property

To accommodate the Bitters, a request was made for an exchange of identical size parcels of land between the City (a portion of McGill Park) and the private property owners. The Bitters would receive a small parcel of land currently located within McGill Park and deed back to the City a small parcel of their property which would be assembled with the remaining property within McGill Park.

The Parks and Recreation Advisory Board has reviewed the request.

At the July 13, 2020 meeting, the City Council accepted Registered Land Survey #76 (RLS#76)) which created the two parcels subject to the land swap. The Survey has been delivered to the Courthouse for recording.

While RLS#76 identified the lots, it did not provide for the transfer of properties. To complete the transaction, the City Attorney has prepared the appropriate quit claim deed documents that will accomplish the desired trading of parcels.

### **FISCAL IMPACT:**

The Bitters have assumed all costs of the transaction including survey preparation, legal fees, deed tax and recording fees.

**ALTERNATIVES/VARIATIONS:**

Do not act: The Bitters will be informed of the delay.

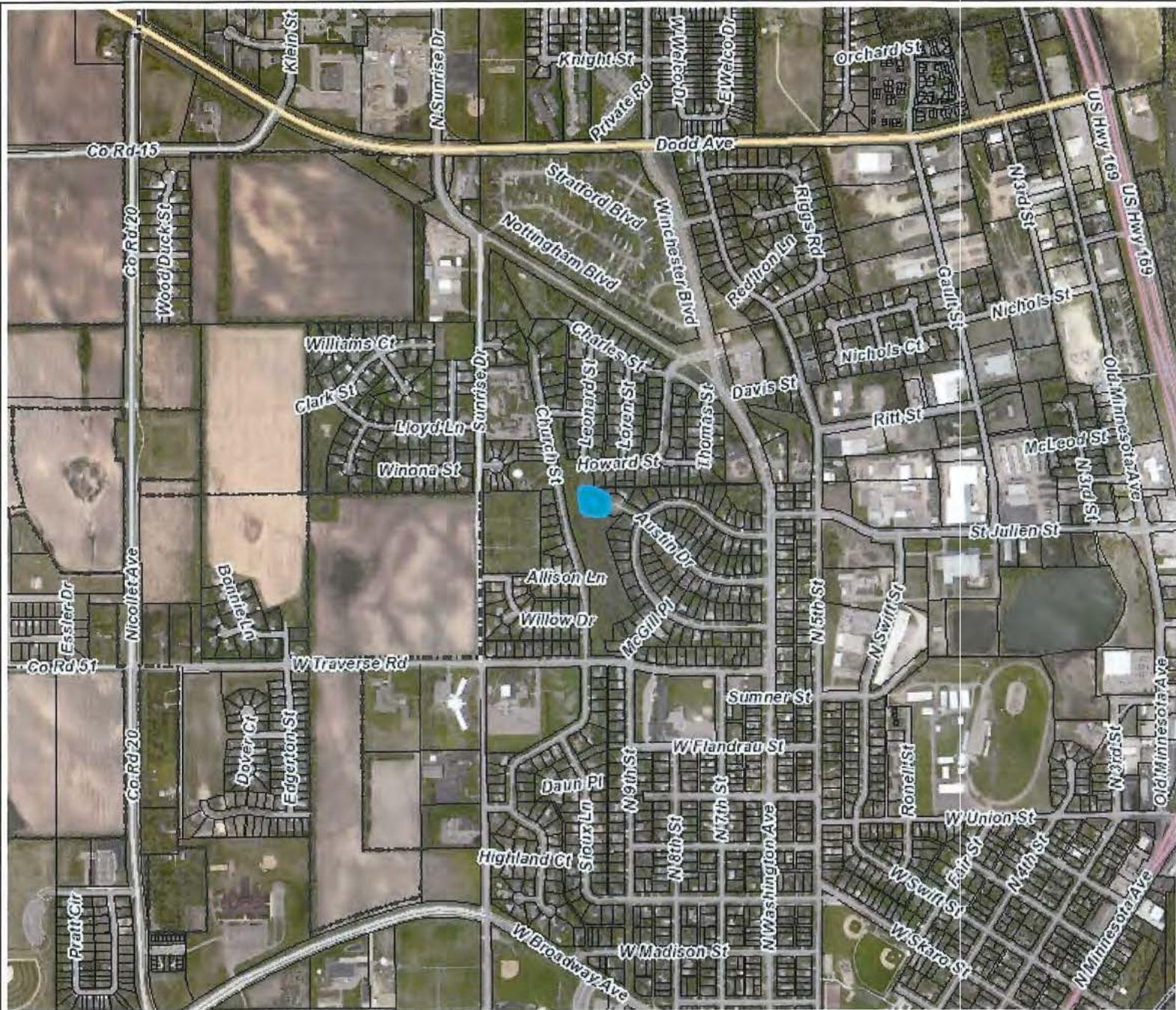
Negative Votes: The Bitters will be informed of the Council's denial.

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

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**Legend**

- Street Names - Medium
- County Boundary
- City Limits
- Roads
  - US Highway
  - State Highway
  - County Road
  - Local Road
- Railroad
- Parcels (1-24-2019)
- STPE.sid
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

**Bitter Property  
(925 Austin  
Drive)**



**Disclaimer:**  
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.

0 1,053 Feet



916



**Legend**

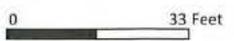
- Street Names - Small
-  County Boundary
-  City Limits
-  Railroad
-  Parcels (1-24-2019)

**Bitter Residence**



**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Saint Peter is not responsible for any inaccuracies herein contained.



97

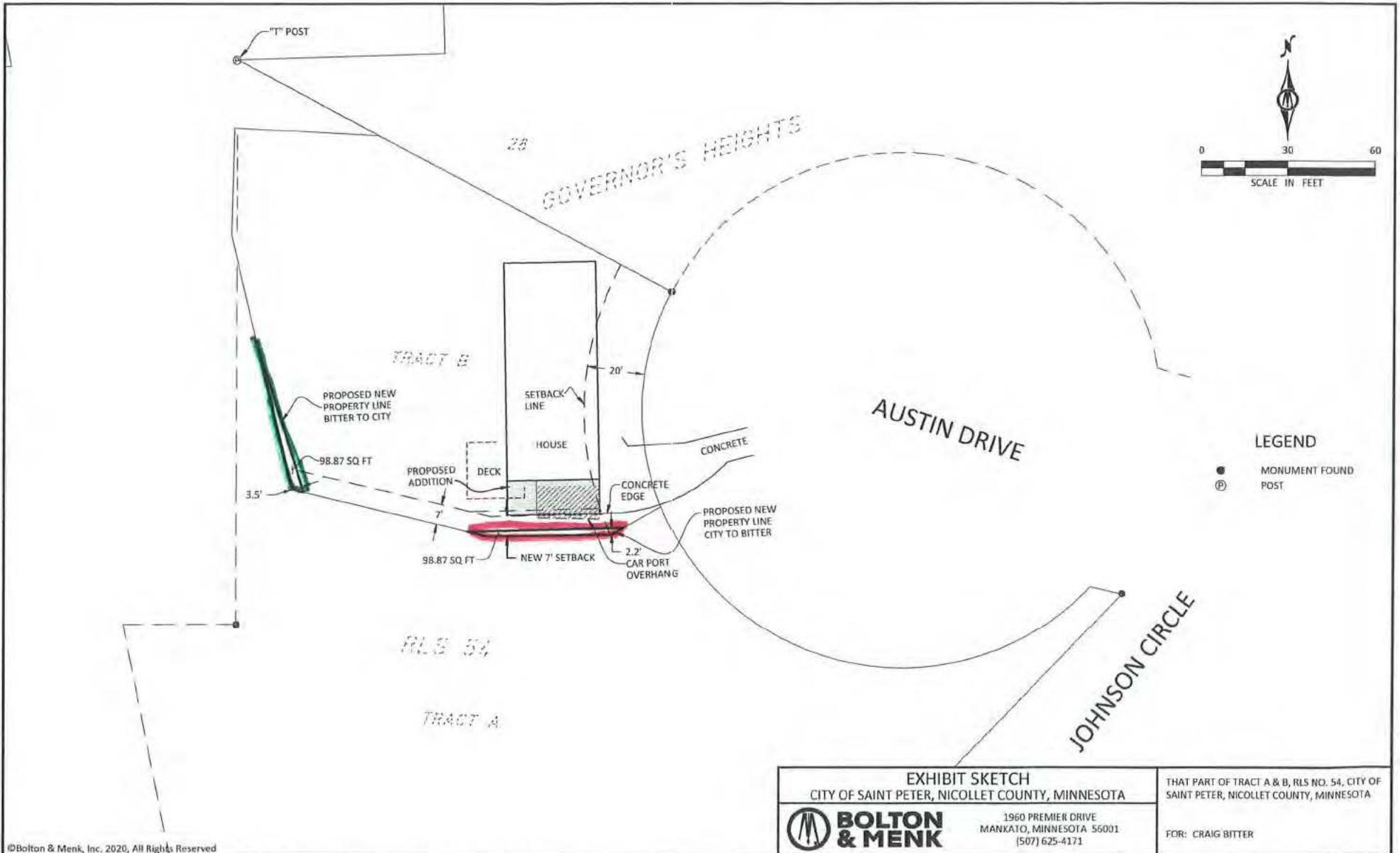


EXHIBIT SKETCH  
CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA

**BOLTON & MENK**  
1960 PREMIER DRIVE  
MANKATO, MINNESOTA 56001  
(507) 625-4171

THAT PART OF TRACT A & B, RLS NO. 54, CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA

FOR: CRAIG BITTER

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING EXECUTION OF QUIT CLAIM DEEDS TO FACILITATE  
TRANSFER OF LAND BETWEEN CITY AND CRAIG AND JULIE BITTER (925 AUSTIN  
DRIVE)**

WHEREAS, Craig and Julie Bitter own the real estate at 925 Austin Drive; and

WHEREAS, the Bitters wish to construct an addition to their attached garage was not approved due to their inability to maintain a seven foot side yard setback as required in the adopted Zoning Code; and

WHEREAS, the Bitters have suggested a land exchange with the City that would provide the additional land needed to achieve the side yard setback; and

WHEREAS, the Parks and Recreation Advisory Board reviewed the request to exchange a portion of McGill Park with a parcel of equal size with the private property owners; and

WHEREAS, the City Council has approved Registered Land Survey #76 which created the two parcels of land subject to the proposed trade and transfer; and

WHEREAS, the final step in the process in the property transfer is for the Council to approve execution of quit claim deeds as prepared by the City Attorney.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute quit claim deeds as prepared by the City Attorney to facilitate the transfer of certain lands between the City of Saint Peter and Craig and Julie Bitter owners of property at 925 Austin Drive.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of July, 2020.

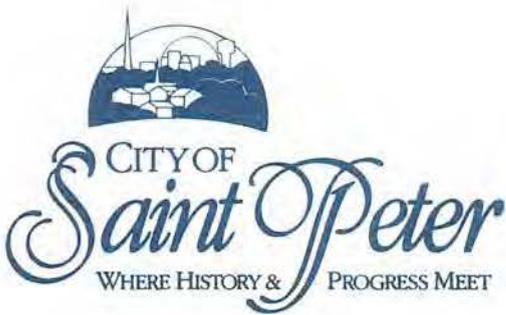
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 07/23/20

**FROM:** Russ Wille  
Community Development Director

**RE:** YCDHT, LLC (Christine "Montana" Rasmussen) – Revolving Loan Request

### ACTION/RECOMMENDATION

Approve a \$21,500 revolving loan to YCDHT, LLC to partially finance the purchase of the mixed use commercial properties at 217/219 Park Row.

### BACKGROUND

Christine "Montana" Rasmussen purchased the kitchen bakery assets and operations from River Rock Coffee shop in 2016 and opened River Rock Bakery & Kitchen, LLC in leased space at 219 Park Row.

At that time, the EDA provided a \$40,000 loan to partially finance the purchase. All loan payments have been made as due, when due and in the amount due without exception. The balance of that note is \$25,498.59. The last four monthly payments have been deferred by the City Council due to the COVID-19 virus situation. Payments will resume on August 1, 2020.

The 2016 note is secured by a promissory note, security agreement, mortgage and personal guarantee. Given that the operations are conducted in leased space, the mortgage has been recorded against Ms. Rasmussen's private residence. Recognizing that Ms. Rasmussen is considered to be critical to the success of the business, the City is also listed as an "assignee" on a life insurance policy maintained by Ms. Rasmussen.

In April, 2020, Ms. Rasmussen obtained a \$10,000 Covid-19 Micro Loan. The repayment of this 0% interest note is scheduled to begin June 1, 2021 at \$100 per month.

At this time, Ms. Rasmussen would seek to purchase the 217/219 Park Row property from the St. Peter Community Development Corp. (SPDC). The two structures share a common basement wall and have been assembled as if they were a single parcel. The SPDC has recently undertaken a significant renovation of the properties which were in a state of considerable disrepair.

The purchase price of the real estate is \$420,000. SBA 504 loan fees would be up to \$10,000 for a total project cost of \$430,000.

To finance the purchase, Ms. Rasmussen has worked with both First National Bank and the Small Business Administration 504 (SBA 504) program to structure the suggested loan package. As per SBA 504 lending regulations, between the two lenders, up to 90% of the project costs would be financed.

Additionally, as per the Federal rules that govern SBA 504 operations, all project lenders would need to match the 25 year amortization of the SBA 504 loan. The City's note would typically be amortized on a 20 year schedule with a balloon payment due at the completion of the fifth year. If the City is to participate in partially financing the project, the City's note would need to be amortized on the 25 year schedule. The note can be reviewed each five years for an adjustment to the interest rate to reflect the U.S. Prime rate.

It would be proposed that the remaining \$43,000 or 10% of the project would be financed by the EDA and applicant. The request would be that the EDA and Ms. Rasmussen each contribute \$21,500 or 5% of the remaining costs.

Given the short-term impact of the COVID-19 situation, Ms. Rasmussen would like to maintain sufficient funds on deposit to cover expenses as her business fully recovers from the loss of sales resulting from the virus situation.

Please note that the adopted loan guidelines would suggest that Ms. Rasmussen finance 10% of the project. The EDA has acknowledged this deviation from policy.

The loan is structured and proposed as follows:

	<u>APPLICANT</u>	<u>SBA 504</u>	<u>FIRST NATIONAL BANK</u>	<u>SAINT PETER EDA</u>	<u>TOTAL</u>
<b>REAL ESTATE:</b>	\$ 21,000	\$ 168,000	\$ 210,000	\$ 21,000	\$ 420,000
<b>FEES:</b>	\$ 500	\$ 4,000	\$ 5,000	\$ 500	\$ 10,000
	\$ 21,500	\$ 172,000	\$ 215,000	\$ 21,500	\$ 430,000
	5.0%	40.0%	50.0%	5.0%	100.0%

If approved, the note would be secured by a promissory note, personal guarantee and a mortgage recorded against the 219/217 Park Row properties. The City's mortgage would be subordinate to the mortgages of both First National Bank and the SBA 504 program.

A March, 2020 appraisal of the property completed by Appraisal Services of Mankato established a market value of \$435,000. The three mortgages would total \$408,500 or 94% of the appraised value.

Ms. Rasmussen's River Rock Bakery & Kitchen operations occupy the ground floor commercial space of the 219 Park Row property. The ground floor commercial space at 217 Park Row is occupied by Park Row nutrition. There are two second floor apartments in the 219 Park Row building. There is a single apartment unit on the second floor of the 217 Park Row building. All spaces are currently leased and occupied.

EDA member Abels and I had undertaken a review of the pertinent finances of River Rock Bakery & Kitchen as well as those of Ms. Rasmussen and her spouse. We reported to the EDA that our review identified no items of concern and it was our recommendation that the borrower is creditworthy and it is highly likely that any note would be honored.

In summary, the proposed terms of the EDA financing would be as follows:

- City of Saint Peter approves a \$21,500 revolving loan to YCDHT, LLC at 3.25% interest.
- Applicant (Ms. Rasmussen) would contribute \$21,500 or 5% of the project costs. [Note that this is an exception to the loan policies which would suggest a minimum applicant contribution of 10%].
- 25 year amortization with the note reviewed after each five years to allow for an adjustment to the interest rate to reflect the U.S. Prime rate. [Note that this is exception to the loan policies which would suggest a 20 year amortization and a balloon payment due after 5 years].
- The note would be secured by a promissory note and mortgage which will be subordinate to those of First National Bank and SBA 504.
- The note shall be further secured by a personal guarantee executed by Ms. Rasmussen and her spouse Samantha Haseltine.

The EDA recommends approval of the loan request under the terms outlined in the resolution.

#### **FISCAL IMPACT:**

Sufficient funds would remain on deposit following the \$21,500 loan to YCDHT, LLC.

#### **ALTERNATIVES/VARIATIONS:**

Do not act: Ms. Rasmussen will be notified of the delay.

Negative Votes: Ms. Rasmussen 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 APPROVING \$21,500 REVOLVING LOAN TO YCDHT, LLC (RIVER ROCK BAKERY AND KITCHEN) TO PARTIALLY FINANCE THE PURCHASE OF THE 217/219 WEST PARK ROW PROPERTIES**

WHEREAS, the Economic Development Authority (EDA) administers the City's revolving loan funds; and

WHEREAS, the EDA was granted power to administer the loan programs 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 program; and

WHEREAS, YCDHT, LLC has submitted an application for loan funds to partially finance the purchase of the mixed use commercial structures at 217/219 West Park Row; and

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

WHEREAS, the EDA has acknowledged that the twenty-five (25) year amortization required by the SBA 504 program would be a deviation from the adopted loan guidelines; and

WHEREAS, the EDA has acknowledged that the applicant is not financing ten percent (10%) of the project as suggested by the adopted loan guidelines; and

WHEREAS, the EDA has reviewed the loan application and recommended approval of the loan.

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

1. The application for a \$21,500 revolving loan submitted by YCDHT, LLC to partially finance the purchase of the mixed use commercial structures at 217/219 West Park Row is hereby approved subject to the following terms:
  - a. The annual interest on the loan shall be fixed at 3.25% and the loan shall be amortized on a straight twenty-five (25) year schedule.
  - b. The note shall be reviewed after each five (5) year period of the amortization at which time the interest rate could be adjusted to reflect the U.S. Prime rate posted at the time of review.
  - c. The note made to YCDHT, LLC shall be personally guaranteed by Christine "Montana" Rasmussen and her spouse Samantha Haseltine.

- d. The loan shall be secured by a subordinate mortgage recorded against the 217/219 West Park Row properties following the purchase. The mortgage shall be subordinate to those filed by First National Bank and SBA 504 program.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 27<sup>th</sup> day of July, 2020.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Honorable Mayor Zieman  
Members of the City Council

**DATE:** 07/15/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Goal Session Report and Takeaways

### ACTION/RECOMMENDATION

None needed. For your information and review.

### BACKGROUND

The goal of this memo is to provide a basic outline of the principal discussion points and priorities as the Council provided direction as a part of its' Goal Session on June 29<sup>th</sup>. In writing this memo it is not my objective to provide a complete or full review of the discussion held by the Council, but rather to list, with some explanatory information, the priorities for efforts and big thoughts of the meeting. The listing is done based on topics within the body of the meeting. These are not in prioritized order.

**Items of Vital Importance** – Changes were discussed and subsequently taken up at a Workshop in April, but most discussion revolved around the issue of helping the language “flow” better and reviewing the meaning of the phrase “Community that treats all people like neighbors” from an action perspective through the lens of today including examination of data, barriers, engagement and training to eliminate systemic racism and provide access to all City services to those who wish to use them. There was also time spent on the “sustainability portion of the list.

The revised list looks like:

Saint Peter sees Vital Importance as striving to be...

- a community that treats all people like neighbors
- proactive in housing solutions
- committed to providing quality health care
- supportive of a thriving and sustainable business community
- acting on the changes in our demographics
- promoting an aesthetically distinctive community
- always improving on environmental sustainability
- a community that prioritizes available early childhood care, educational opportunities, and exceptional schools

**Housing** – The Council discussed challenges on this topic and current efforts in Traverse Green Subdivision. Most of the discussion time was focused on multi-family and opportunities related to development and possible locations for that development in our community. Market place challenges, economic development impacts, equity and history of housing impact by the City were also reviewed. Tools such as Tax Increment Financing and development agreements were also discussed. Washington Terrace/Traverse Green-Multi Family agenda item was discussed as a part of this interaction and included an update of staff work with a developer.

**MN DOT Presentation-** MnDOT engineers were online to discuss decisions made relative to the Highways 169/22/99 intersections and the process that will follow. Members discussed concerns about impact of the choice and in what areas municipal consent would be required. More information on this is available at <http://www.dot.state.mn.us/d7/projects/hwy169-22-99/index.html>

**Sustainability Goals/Solar Project/Green Steps-** A review of the Green Steps program and input from community groups on solar energy and policy were discussed. Opportunity for establishment of a new advisory board or commission was discussed, but members felt the need and value of such a group under the current circumstances was not warranted and noted the limited staff time and resources available to staff such a group. No new goals were set, but a review of many of the current initiatives the City is pursuing related to energy, land, water and air were discussed.

**Organizational Health-** was briefly discussed with members indicating they felt that all members were given chances to participate and no rule changes were needed. Most agreed that the challenge of meeting format in the time of COVID-19 has been frustrating at times but that in general, the technology has worked at a level needed to convene.

**Support Resolution Request Process-** The current process was reviewed and members seemed to indicate that no new rules or processes were needed and now having a better understanding of how to handle these types of requests made sense for our operation and policy development.

**Fund Balance/EDA Loan Balances/Budget Time line-** Members discussed the data provided and budget process and timelines for the General Fund budget. Members asked a couple of questions related to when and how information will be provided and what internal process takes place at the staff level and who participates in that process.

Any other agenda items were not discussed and the meeting was ended at 6:17 p.m.

Please feel free to contact me if you have any questions or concerns about this report.

TP/bal