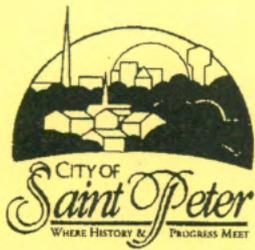


**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, January 27, 2020  
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- V. **APPROVAL OF CONSENT AGENDA ITEMS**
- VI. **UNFINISHED BUSINESS**

None scheduled.
- VII. **NEW BUSINESS**
  - A. Fire Hall Project Local Option Sales Tax
  - B. Purchase of Library Services Agreement with Nicollet County
  - C. 2020 Equipment Certificate Purchase: Pool Heater
  - D. River's Edge Hospital Equipment Purchase Requests
    - 1. Cisco Identity Services Software
    - 2. Anesthesia Workstations
- VIII. **REPORTS**
  - A. **MAYOR**
  - B. **CITY ADMINISTRATOR**
    - 1. Advisory Board Vacancies
    - 2. Medallion Hunt Reminders
    - 3. Minnesota Housing Meeting
    - 4. Others
- IX. **EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
Adjourn To Closed Session
  - B. Land Sale – Former Wastewater Treatment Ponds  
Return To Open Session
- X. **ADJOURNMENT**



I. CALL TO ORDER

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

II. 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.

III. APPROVAL OF MINUTES

A copy of the minutes of the January 12, 2020 regular Council meeting is attached for approval. A MOTION is in order.

IV. 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.

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 9, 2020 through January 22, 2020, is attached. Please see the attached staff reports and RESOLUTION.

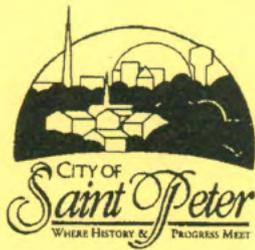
VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. **ADOPTION OF A RESOLUTION IN SUPPORT OF A LOCAL OPTION SALES TAX TO FUND, IN PART, A NEW FIRE HALL**

The Council has previously discussed making request to the Minnesota Legislature for implementation of a local option sales tax to fund, at least in part, a new Fire Hall. The first official step in that process is to adopt a resolution in support of the sales tax. If approved, a request will be



submitted to the Legislature for their consideration. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF CONTRACT TO PROVIDE LIBRARY SERVICES FOR RURAL NICOLLET COUNTY RESIDENTS**

For the past 19 years Nicollet County has contracted with the City for provision of library services to rural County residents. Approval of a renewal contract is recommended. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION APPROVING 2020 EQUIPMENT CERTIFICATE PURCHASE: POOL HEATER**

The 2020 Equipment Certificate included appropriation for replacement of one of the pool heaters at the outdoor pool complex. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF RESOLUTIONS APPROVING PURCHASES OF EQUIPMENT FOR RIVER'S EDGE HOSPITAL**

The Hospital Commission has requested City authorization for purchase of equipment costing in excess of \$50,000. Council approval is required for purchases exceeding that threshold. Please see the attached staff report and RESOLUTIONS.

**VIII. REPORTS**

**A. MAYOR**

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

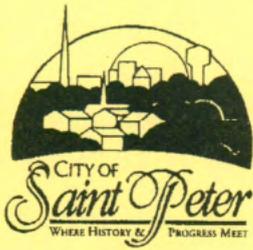
**B. CITY ADMINISTRATOR**

**1. REPORT ON ADVISORY BOARD VACANCIES**

A report will be provided at this time on the remaining vacancies on City Council advisory boards and commissions.

**2. REPORT ON WINTERFEST MEDALLION HUNT RESTRICTIONS**

A reminder will be provided at this time on restrictions put in place to ensure public property is not damaged during the hunt for the Winterfest medallion.



**3. REPORT ON MINNESOTA HOUSING MEETING**

A report will be provided at this time on a meeting the Minnesota Housing is hosting in Saint Peter on January 30<sup>th</sup>.

**4. OTHERS**

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

**IX. EXECUTIVE SESSION**

**A. ADOPTION OF A RESOLUTION CALLING FOR EXECUTIVE SESSION REGARDING OFFERS FOR SALE OF FORMER WASTEWATER TREATMENT PONDS**

As authorized in State Statutes, staff recommends a closed session be called to discuss negotiations related to offers for sale of the former wastewater treatment ponds. If approved, the closed session would take place in the Traverse des Sioux Room and the Council would only be expected to return to open meeting to adjourn. Please see the attached staff report and RESOLUTION.

**ADJOURN TO CLOSED SESSION IN THE TRAVERSE DES SIOUX ROOM**

**RETURN TO OPEN SESSION**

**X. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
JANUARY 12, 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 Governors' Room of the Community Center on January 12, 2020.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Johnson, Grams, Nowell, and Mayor Zieman. Also present were Councilmembers-elect Keri Johnson, Emily Bruflat, and Bradley DeVos. The following officials were present: City Administrator Prafke, City Attorney Brandt and City Engineer Domras.

**Oath of Office** – City Administrator Prafke administered the oath of office to Councilmembers-elect Emily Bruflat, Keri Johnson and Bradley DeVos.

Mayor Zieman announced a brief recess at 7:02 p.m. to allow the new Councilmembers to take photos with their families and for the official Council photo to be taken.

The meeting resumed at 7:08 p.m.

**Approval of Agenda** – A motion was made by Ed Johnson, seconded by Keri Johnson, to approve the agenda. With all in favor, the motion carried and the agenda was approved.

**Approval of Minutes** – A motion was made by Grams, seconded by Bruflat, to approve the minutes of the December 9, 2019 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the December 9, 2019 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Ed Johnson, seconded by Keri Johnson, Resolution No. 2020-01 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Keri Johnson asked if vacancies still remained on Council advisory boards. Mayor Zieman listed vacancies on the Economic Development Authority, Parks Board and Library Board. Councilmember Bruflat asked about storage methods for pool chemicals. City Administrator Prafke reported some of the material was stored at the pool and some at a nearby storage building. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-01 is contained in the City Administrator's book entitled Council Resolutions 23.

**Hospital Equipment Purchase Request** – Acting River's Edge Hospital CEO Lori Zook addressed the Council to request authorization for purchase of three component units for chemistry/hematology/pct analyzer equipment to be used in the lab at the Hospital. Zook indicated the proposed purchase in the amount of \$398,156.60 would be eligible for rebates during the next three years and if the maximum rebate was received each year, the final purchase price would be \$218,000. Zook also noted that two other systems were reviewed by staff with one unable to perform all the lab tests needed and the other unable to work with existing lab equipment. City Administrator Prafke noted the purchase would be funded by Hospital funds. In motion by DeVos, seconded by Bruflat, Resolution No. 2020-02 entitled "Resolution Approving Purchase Of Chemistry/Hematology/PCT Analyzer For River's Edge Hospital And Clinic", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2020-02 is contained in the City Administrator's book entitled Council Resolutions 23.

**Request for City Assistance: Polar Bear Plunge Event** – City Administrator Prafke recommended approval of a request submitted by Nicollet County Sheriff Lange for City assistance for the Special Olympics Polar Bear Plunge event to be held at Hallett's Pond on February 1<sup>st</sup>. Prafke noted the City assistance included use of portable bleachers and City staff cutting the hole in the ice. Prafke also pointed out that the organizers will be required to provide a certificate of insurance naming the City of Saint Peter as an additional insured in an amount not less than \$1,500,000. In motion by Bruflat, seconded by Keri Johnson, Resolution No. 2020-03 entitled "Resolution Authorizing Use Of Hallett's Pond For Polar Bear Plunge" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-03 is contained in the City Administrator's book entitled Council Resolutions 23.

**2019 Equipment Certificate Purchase: Fire Department SCBA Equipment** – City Administrator Prafke recommended approval for purchase of replacement self-contained breathing apparatus for the Fire Department in the total amount of \$175,301.86. Prafke noted that all but \$18,379.96 of the cost would be funded by a federal grant with the remainder funded by the 2019 equipment certificate. Prafke informed Councilmembers the equipment, which included masks, hoses, air tanks, and other pieces eventually wears out. In addition, Prafke noted, the equipment has an expiration date and once reached, it no longer meets federal safety standards. In motion by Keri Johnson, seconded by Grams, Resolution No. 2020-04 entitled "Resolution Authorizing Purchase Of Self-Contained Breathing Apparatus (SCBA) Equipment Funded By 2019 Equipment Certificate" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-04 is contained in the City Administrator's book entitled Council Resolutions 23.

## **Reports**

**Mayor's Report** – Mayor Zieman welcomed the newest members of the City Council.

**City Office Closure – Martin Luther King, Jr. Day** – City Administrator Prafke reviewed the City offices and services that will not be open on the Martin Luther King Jr. federal holiday.

**Census 2020 Update** – City Administrator Prafke updated the Council on the work of the Census 2020 Complete Count Committee which was working hard to promote census participation, especially among the historically undercounted segments of the City's population like snowbirds, new immigrants and young infants.

City Administrator Prafke noted the weather forecast was for a snowy week and encouraged residents to move vehicles off the street so crews could remove snow more efficiently.

There being no further business, a motion was made by Nowell, seconded by Ed Johnson, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:31 p.m.

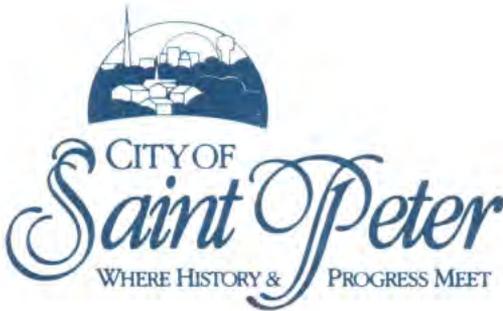
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

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

**RE:** 2020 Quartzite Stone Purchase

**DATE:** January 21, 2020

### ACTION/RECOMMENDATION

Authorize purchase of 1,200 tons of one-quarter inch quartzite stone in the amount of \$37,200 from Minnesota Paving and Materials of Rogers, Minnesota to supply

### BACKGROUND

The 2020 Streets budget provides for the purchase of additional quartzite stone to be added to the existing Streets inventory. This type of quartzite stone is one-quarter inch in diameter and has a higher grade of durability. This type of quartzite stone is only available from Minnesota Paving and Materials located at their New Ulm Quarry.

Notice of the request for formal written proposals was posted on the City's website as per the City's purchasing policy with only one received.

<u>Vendor</u>	<u>Per Ton Including Tax</u>	<u>Total</u>
Minnesota Paving Materials	\$31.00	\$37,200

Funding for the quartzite stone will be from the 2020 Streets budget.

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

PTM/amg



# Memorandum

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

**DATE:** 1/23/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointment

## ACTION/RECOMMENDATION

Provide for appointment of a member to the advisory board shown below.

## BACKGROUND

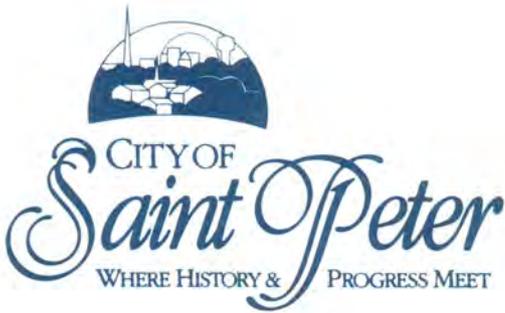
Mayor Zieman has recommended the following advisory board reappointment:

**LIBRARY (2020-2022)**

MaryAnn Hanson

Please include consideration of these advisory board appointments as part of the consent agenda and feel free to contact me if you have any questions or concerns.

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 01/23/20

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** License Renewal Application

### **ACTION/RECOMMENDATION**

Provide approval of a license renewal application submitted by Hansen Sanitation.

### **BACKGROUND**

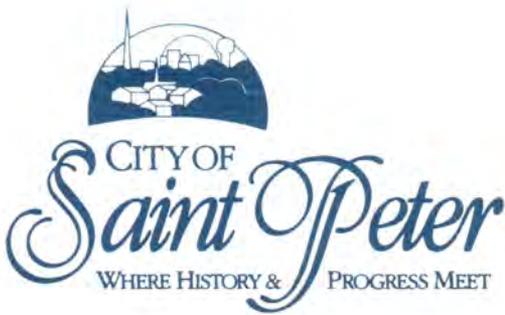
Hansen Sanitation has submitted an application for a renewal Solid Waste Hauler permit. The application was submitted late and was not able to be placed on the December 9, 2019 meeting.

The applicant has held a Solid Waste Hauler Permit in St. Peter for numerous years with no complaints or issues. I recommend approval of the license retroactive to January 1, 2020 through December 31, 2020.

Please included consideration of this application on the January 27, 2020 consent agenda.

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

/cm



## Memorandum

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

**DATE:** 1/23/20

**FROM:** Todd Prafke  
City Administrator

**RE:** Employee Anniversary Recognition Program Change

### **ACTION/RECOMMENDATION**

Provide for modifications to the employee anniversary recognition program.

### **BACKGROUND**

The Employee Anniversary Recognition Program recognizes full-time City employees on their first anniversary and at the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> anniversary dates with a gift of Chamber Bucks. The "bucks" are redeemable at almost all Chamber member businesses in Saint Peter which not only rewards employees as they reach employment milestones, but benefits local businesses as well.

As approved by the Council, the following dollar amounts in Chamber Bucks are awarded to employees at the anniversaries shown:

Year 1	\$25	Year 20	\$150
Year 5	\$50	Year 25	\$225
Year 10	\$75	Years 30+	\$300
Year 15	\$100		

The City is fortunate to have many long-term employees and we now have employees that are exceeding the 35+ anniversary level. Following discussion at the January 21<sup>st</sup> workshop session, the Council has indicated a desire to provide for additional levels of recognition at the 35 year (\$350) and 40+ (\$400) year level. This provision has been included on the consent agenda for Council consideration.

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

TP/bal



## Memorandum

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

**DATE:** 1/23/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Fee Schedule Modification – Electric Access Charge

### ACTION/RECOMMENDATION

Modify the municipal fee schedule to lower the fees for new electric access (connection) charges.

### BACKGROUND

In December 2019, the Council took action to adopt an updated municipal fee schedule. The action included an inadvertent increase to the electric connection charges. The fees, as adopted in December are now:

Electric Connection Charge (New connection application and inspection. Connection is defined as new to the Distribution System)

A.	Single Phase	\$750
B.	Three Phase	\$2,250

I recommend correcting the fee amount as follows:

A.	Single Phase	\$500
B.	Three Phase	\$1,500

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BARRETT-KRZMARZICK, DAVID	black earpiece	GENERAL FUND	POLICE	44.48
			TOTAL:	44.48
BGMN, INC	motor oil additive	GENERAL FUND	STREETS	38.23
	motor oil additive	GENERAL FUND	PARKS	38.23
	motor oil additive	WATER	DISTRIBUTION AND STORA	19.11
	motor oil additive	WASTE WATER FUND	SOURCE/TREATMENT	19.11
	motor oil additive	ENVIRON SERVICES F	REFUSE DISPOSAL	19.11
	motor oil additive	ELECTRIC FUND	POWER DISTRIBUTION	38.23
	motor oil additive	STORMWATER FUND	TREATMENT	19.11
			TOTAL:	191.13
BLUE EARTH COUNTY	drug task force approp	GENERAL FUND	POLICE	20,416.00
	mdt maint.	GENERAL FUND	POLICE	450.00
			TOTAL:	20,866.00
BOEHLKE, LISA	uniform shoes	GENERAL FUND	POLICE	64.99
			TOTAL:	64.99
TAMI CALDWELL	uniform shoes	GENERAL FUND	POLICE	54.99
	uniform pants	GENERAL FUND	POLICE	29.99
			TOTAL:	84.98
CHEMISOLV CORP	dewatering polymer	WASTE WATER FUND	BIOSOLIDS	3,266.00
			TOTAL:	3,266.00
COLE PAPERS INC	bleach	GENERAL FUND	STREETS	9.32
	soap, wipes, bags	GENERAL FUND	STREETS	155.43
	bleach	GENERAL FUND	PARKS	9.32
	soap, wipes, bags	GENERAL FUND	PARKS	155.43
	bleach	WATER	DISTRIBUTION AND STORA	4.66
	soap, wipes, bags	WATER	DISTRIBUTION AND STORA	77.72
	bleach	WASTE WATER FUND	SOURCE/TREATMENT	4.66
	soap, wipes, bags	WASTE WATER FUND	SOURCE/TREATMENT	77.72
	bleach	ENVIRON SERVICES F	REFUSE DISPOSAL	4.66
	soap, wipes, bags	ENVIRON SERVICES F	REFUSE DISPOSAL	77.72
	bleach	ELECTRIC FUND	POWER DISTRIBUTION	9.32
	soap, wipes, bags	ELECTRIC FUND	POWER DISTRIBUTION	155.43
	bleach	STORMWATER FUND	TREATMENT	4.68
	soap, wipes, bags	STORMWATER FUND	TREATMENT	77.71
	gloves	MN RIVER VALLEY TR	INTERGOVERNMENTAL	78.00
			TOTAL:	901.78
COMFORT SYSTEMS, INC.	water panel	GENERAL FUND	PUBLIC WORKS ADMIN	55.00
			TOTAL:	55.00
CREATIVE AD SOLUTIONS	voss retirement	GENERAL FUND	BUILDING INSPECTOR	16.92
			TOTAL:	16.92
CRYSTEEL TRUCK EQUIPMENT INC	cutting edge	GENERAL FUND	STREETS	848.00
			TOTAL:	848.00
CYBER MARKETING INC.	malmanger &vanzee boots	GENERAL FUND	PARKS	229.48
	mayo boots	GENERAL FUND	PARKS	114.74
			TOTAL:	344.22

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
D&K POWDER COATING, LLC.	#28 ladders, platform, bum	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	552.00
			TOTAL:	552.00
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	gun rack assembly	GENERAL FUND	POLICE	272.03
	squad repairs	GENERAL FUND	POLICE	225.00
			TOTAL:	497.03
ENVIRONMENTAL SYSTEMS RESEARCH INSTITU	gis maint contr 4/1/20-3/3	ENVIRON SERVICES F	ADMIN AND GENERAL	404.00
			TOTAL:	404.00
FASTENAL COMPANY	safety glasses	GENERAL FUND	STREETS	11.82
	eyewash solution	GENERAL FUND	STREETS	22.81
	safety glasses	GENERAL FUND	PARKS	9.46
	eyewash solution	GENERAL FUND	PARKS	18.24
	safety glasses	WATER	ADMIN AND GENERAL	4.73
	eyewash solution	WATER	ADMIN AND GENERAL	9.12
	nuts & bolts	WASTE WATER FUND	SOURCE/TREATMENT	80.70
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	4.73
	eyewash solution	WASTE WATER FUND	ADMIN AND GENERAL	9.12
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	4.72
	eyewash solution	ENVIRON SERVICES F	ADMIN AND GENERAL	9.12
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	11.82
	eyewash solution	ELECTRIC FUND	ADMIN AND GENERAL	22.81
			TOTAL:	219.20
WILLIAM GERHART	trijicon rmr sight w/ ship	GENERAL FUND	POLICE	429.90
			TOTAL:	429.90
GRAYMONT WESTERN LIME INC.	high calcium quickline	WASTE WATER FUND	BIOSOLIDS	4,965.28
			TOTAL:	4,965.28
HARRISON TRUCK CENTERS	#44 groved rubber mud flap	GENERAL FUND	STREETS	29.16
			TOTAL:	29.16
HAWKINS, INC.	azone 15, chlorine, causti	WATER	PURIFICATION AND TREAT	2,949.90
	wrong price	WATER	PURIFICATION AND TREAT	0.40-
			TOTAL:	2,949.50
LARKSTUR ENGINEERING & SUPPLY, INC.	#120 belting	GENERAL FUND	STREETS	25.00
			TOTAL:	25.00
LEAGUE OF MN CITIES INSURANCE TRUST	prop/casualty insurance mr	MN RIVER VALLEY TR	INTERGOVERNMENTAL	22,784.00
			TOTAL:	22,784.00
LOCATORS & SUPPLIES, INC.	gloves & safety vests	GENERAL FUND	STREETS	243.58
	gloves & safety vests	GENERAL FUND	PARKS	194.87
	gloves & safety vests	WATER	ADMIN AND GENERAL	97.43
	gloves & safety vests	WASTE WATER FUND	ADMIN AND GENERAL	97.43
	gloves & safety vests	ENVIRON SERVICES F	ADMIN AND GENERAL	97.44
	gloves & safety vests	ELECTRIC FUND	ADMIN AND GENERAL	243.58
			TOTAL:	974.33
LOFFLER	ip phones & ip licenses	GENERAL FUND	CITY ADMINISTRATION	357.76
	ip phones & ip licenses	GENERAL FUND	CITY CLERK	357.76
	ip phones & ip licenses	GENERAL FUND	FINANCE	238.54
	ip phones & ip licenses	GENERAL FUND	POLICE	190.81

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ip phones & ip licenses	GENERAL FUND	BUILDING INSPECTOR	95.36
	ip phones & ip licenses	GENERAL FUND	PUBLIC WORKS ADMIN	47.73
	ip phones & ip licenses	GENERAL FUND	ECONOMIC DEVMT	23.86
	ip phones & ip licenses	WATER	ADMIN AND GENERAL	214.67
	ip phones & ip licenses	WASTE WATER FUND	ADMIN AND GENERAL	214.58
	ip phones & ip licenses	ELECTRIC FUND	ADMIN AND GENERAL	<u>643.93</u>
			TOTAL:	2,385.00
MACQUEEN EQUIPMENT INC	weldment pipe	STORMWATER FUND	COLLECTIONS/LIFT STATI	<u>548.62</u>
			TOTAL:	548.62
MATHESON TRI-GAS INC	welding blanket	GENERAL FUND	STREETS	23.35
	welding blanket	GENERAL FUND	PARKS	18.68
	welding blanket	WATER	ADMIN AND GENERAL	9.34
	welding blanket	WASTE WATER FUND	ADMIN AND GENERAL	9.34
	welding blanket	ENVIRON SERVICES F	ADMIN AND GENERAL	9.33
	welding blanket	ELECTRIC FUND	ADMIN AND GENERAL	<u>23.35</u>
			TOTAL:	93.39
MATSON HOLDINGS INC.	tap/die set	GENERAL FUND	STREETS	92.80
	tap/die set	GENERAL FUND	PARKS	92.80
	tap/die set	WATER	DISTRIBUTION AND STORA	46.40
	tap/die set	WASTE WATER FUND	SOURCE/TREATMENT	46.40
	tap/die set	ENVIRON SERVICES F	REFUSE DISPOSAL	46.40
	tap/die set	ELECTRIC FUND	POWER DISTRIBUTION	92.80
	tap/die set	STORMWATER FUND	TREATMENT	<u>46.40</u>
			TOTAL:	464.00
MEDIACOM	internet data	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>136.90</u>
			TOTAL:	136.90
MENARDS	sealant, wire brush, screw	WATER	PURIFICATION AND TREAT	180.14
	wood, decking lobe, ramps	STORMWATER FUND	ADMINISTRATION AND GEN	<u>60.72</u>
			TOTAL:	240.86
MIKE'S COUNTRYSIDE BODY SHOP INC	squad repair	GENERAL FUND	POLICE	1,000.00
	squad repair	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	<u>1,235.15</u>
			TOTAL:	2,235.15
MISC VENDOR OCCAM VIDEO SOLUTIIONS	registration fees	GENERAL FUND	POLICE	<u>355.00</u>
			TOTAL:	355.00
MN DEPT OF PUBLIC SAFETY	facility #15756 gen plant	ELECTRIC FUND	ADMIN AND GENERAL	<u>25.00</u>
			TOTAL:	25.00
MN MUNICIPAL UTILITIES ASSOCIATION	safety mgt. program	GENERAL FUND	FIRE	161.72
	safety mgt. program	GENERAL FUND	PUBLIC WORKS ADMIN	969.06
	safety mgt. program	GENERAL FUND	STREETS	969.71
	safety mgt. program	GENERAL FUND	PARKS	970.34
	safety mgt. program	COMMUNITY CENTER	COMMUNITY CENTER	485.19
	safety mgt. program	WATER	ADMIN AND GENERAL	646.91
	safety mgt. program	WASTE WATER FUND	ADMIN AND GENERAL	969.71
	safety mgt. program	ENVIRON SERVICES F	ADMIN AND GENERAL	161.71
	safety mgt. program	ELECTRIC FUND	ADMIN AND GENERAL	808.62
	safety mgt. program	ELECTRIC FUND	ADMIN AND GENERAL	750.00
	j. yushta 1st line supervi	STORMWATER FUND	ADMINISTRATION AND GEN	695.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety mgt. program	STORMWATER FUND	ADMINISTRATION AND GEN	485.19
			TOTAL:	8,073.16
MN SOCIETY OF ARBORICULTURE	r. blackman arborist works	ENVIRON SERVICES F	ADMIN AND GENERAL	105.00
			TOTAL:	105.00
MN WASTEWATER OPERATORS ASSOC.	section mtg registration f	WASTE WATER FUND	ADMIN AND GENERAL	60.00
	section mtg registration f	STORMWATER FUND	ADMINISTRATION AND GEN	60.00
			TOTAL:	120.00
PETE MOULTON	cell phone cover, cable, c	GENERAL FUND	PUBLIC WORKS ADMIN	81.61
			TOTAL:	81.61
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	88.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	85.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	13.00
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	62.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	88.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	34.20
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	346.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	35.20
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	152.60
			TOTAL:	1,059.30
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	399.00
			TOTAL:	399.00
NORTHERN COMFORT, INC.	furnace pw drain line	GENERAL FUND	STREETS	31.25
	furnace pw drain line	GENERAL FUND	PARKS	25.00
	furnace pw drain line	WATER	ADMIN AND GENERAL	12.50
	furnace pw drain line	WASTE WATER FUND	ADMIN AND GENERAL	12.50
	furnace pw drain line	ENVIRON SERVICES F	ADMIN AND GENERAL	12.50
	furnace pw drain line	ELECTRIC FUND	ADMIN AND GENERAL	31.25
			TOTAL:	125.00
PIIONEER BANK	2017a water rev bd	WATER	NON-DEPARTMENTAL	45,000.00
	2017a water rev bd	WATER	INTEREST EXPENSE	5,568.75
			TOTAL:	50,568.75
POSTER COMPLIANCE CENTER	updated compliance posters	GENERAL FUND	CITY ADMINISTRATION	62.96
	updated compliance posters	GENERAL FUND	CITY CLERK	62.96
	updated compliance posters	GENERAL FUND	FINANCE	41.97
	updated compliance posters	GENERAL FUND	POLICE	33.58
	updated compliance posters	GENERAL FUND	BUILDING INSPECTOR	16.79
	updated compliance posters	GENERAL FUND	PUBLIC WORKS ADMIN	8.39
	updated compliance posters	GENERAL FUND	RECREATION/LEISURE SER	23.32
	updated compliance posters	GENERAL FUND	ECONOMIC DEVMT	4.20
	updated compliance posters	LIBRARY FUND	LIBRARY	23.31
	updated compliance posters	COMMUNITY CENTER	COMMUNITY CENTER	23.32
	updated compliance posters	WATER	ADMIN AND GENERAL	37.77
	updated compliance posters	WASTE WATER FUND	ADMIN AND GENERAL	37.76
	updated compliance posters	ELECTRIC FUND	ADMIN AND GENERAL	113.32
			TOTAL:	489.65

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RDO EQUIPMENT CO.	2001 cat trade in	2020 EQUIPMENT CER	NON-DEPARTMENTAL	78,000.00-
	2019 john deere 772 gp bla	2020 EQUIPMENT CER	STREETS	<u>324,496.30</u>
			TOTAL:	246,496.30
RIVER BEND BUSINESS PRODUCTS	correction tape	GENERAL FUND	STREETS	5.69
	folders, message book	GENERAL FUND	STREETS	16.09
	fasteners	GENERAL FUND	STREETS	3.82
	correction tape	GENERAL FUND	PARKS	4.55
	folders, message book	GENERAL FUND	PARKS	12.87
	fasteners	GENERAL FUND	PARKS	3.05
	correction tape	WATER	ADMIN AND GENERAL	2.28
	folders, message book	WATER	ADMIN AND GENERAL	6.44
	shredder	WATER	ADMIN AND GENERAL	85.00
	fasteners	WATER	ADMIN AND GENERAL	1.53
	correction tape	WASTE WATER FUND	ADMIN AND GENERAL	2.28
	dividers, desk pad	WASTE WATER FUND	ADMIN AND GENERAL	68.10
	folders, message book	WASTE WATER FUND	ADMIN AND GENERAL	6.44
	fasteners	WASTE WATER FUND	ADMIN AND GENERAL	1.53
	correction tape	ENVIRON SERVICES F	ADMIN AND GENERAL	2.27
	folders, message book	ENVIRON SERVICES F	ADMIN AND GENERAL	6.43
	fasteners	ENVIRON SERVICES F	ADMIN AND GENERAL	1.52
	correction tape	ELECTRIC FUND	ADMIN AND GENERAL	5.69
	folders, message book	ELECTRIC FUND	ADMIN AND GENERAL	16.09
	fasteners	ELECTRIC FUND	ADMIN AND GENERAL	<u>3.82</u>
			TOTAL:	255.49
ROBERT W CARLSTROM CO INC	#7 mn square pavillion	MN SQUARE PAVILION	PARKS	<u>42,690.15</u>
			TOTAL:	42,690.15
RYAN ELECTRIC OF ST PETER	pw smoke detector	GENERAL FUND	STREETS	132.88
	main shop light	GENERAL FUND	STREETS	28.13
	parks garage door	GENERAL FUND	PARKS	135.00
	pw smoke detector	GENERAL FUND	PARKS	106.31
	main shop light	GENERAL FUND	PARKS	22.50
	bwtp hsp vfd controllers	WATER	PURIFICATION AND TREAT	270.00
	2020 sump pump overloads	WATER	PURIFICATION AND TREAT	91.00
	pw smoke detector	WATER	ADMIN AND GENERAL	53.15
	main shop light	WATER	ADMIN AND GENERAL	11.25
	2020 zone 2 thermoblender	WASTE WATER FUND	BIOSOLIDS	607.50
	biosolids thermoblender	WASTE WATER FUND	SOURCE/TREATMENT	202.50
	pw smoke detector	WASTE WATER FUND	ADMIN AND GENERAL	53.15
	main shop light	WASTE WATER FUND	ADMIN AND GENERAL	11.25
	pw smoke detector	ENVIRON SERVICES F	ADMIN AND GENERAL	53.16
	main shop light	ENVIRON SERVICES F	ADMIN AND GENERAL	11.24
	pw smoke detector	ELECTRIC FUND	ADMIN AND GENERAL	132.88
	main shop light	ELECTRIC FUND	ADMIN AND GENERAL	<u>28.13</u>
			TOTAL:	1,950.03
SAINT PETER GLASS	polycarb filter box	WATER	PURIFICATION AND TREAT	<u>384.12</u>
			TOTAL:	384.12
SIRCHIE FINGER PRINT LAB	fingerprint supplies	GENERAL FUND	POLICE	<u>168.98</u>
			TOTAL:	168.98
ST PETER LUMBER CO	#918 hammer	GENERAL FUND	STREETS	21.99
	paint	ELECTRIC FUND	POWER DISTRIBUTION	17.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	39.47
STAPLES ADVANTAGE	labels, folders	GENERAL FUND	CITY ADMINISTRATION	112.14
	labels, folders	GENERAL FUND	CITY CLERK	112.14
	election supplies	GENERAL FUND	ELECTIONS	139.83
	labels, folders	GENERAL FUND	FINANCE	74.76
	labels, folders	GENERAL FUND	POLICE	59.81
	labels, folders	GENERAL FUND	BUILDING INSPECTOR	29.90
	labels, folders	GENERAL FUND	PUBLIC WORKS ADMIN	14.95
	labels, folders	GENERAL FUND	ECONOMIC DEVMT	7.48
	labels, folders	WATER	ADMIN AND GENERAL	67.28
	labels, folders	WASTE WATER FUND	ADMIN AND GENERAL	67.29
	labels, folders	ELECTRIC FUND	ADMIN AND GENERAL	201.85
			TOTAL:	887.43
STUART C. IRBY CO.	glove testing	ELECTRIC FUND	ADMIN AND GENERAL	381.16
			TOTAL:	381.16
TOWMASTER, INC.	#112 tailgate pins	GENERAL FUND	STREETS	167.54
			TOTAL:	167.54
US HWY 169 CORRIDOR COALITION	2020 membership dues	GENERAL FUND	STREETS	1,000.00
			TOTAL:	1,000.00
VWR INTERNATIONAL	analytical balance	WASTE WATER FUND	SOURCE/TREATMENT	254.77
			TOTAL:	254.77
WALTER F STEPHENS JR INC	badge refurbish	GENERAL FUND	POLICE	17.50
			TOTAL:	17.50
WOLF MOTOR COMPANY, INC.	#816 jet kit	ELECTRIC FUND	POWER DISTRIBUTION	9.70
			TOTAL:	9.70

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

101	GENERAL FUND	32,967.64
201	PROPERTY INSURANCE	1,787.15
211	LIBRARY FUND	23.31
217	COMMUNITY CENTER	508.51
410	MN SQUARE PAVILION	42,690.15
420	2020 EQUIPMENT CERTIFICAT	246,496.30
601	WATER	55,850.80
602	WASTE WATER FUND	12,608.15
603	ENVIRON SERVICES FUND	1,026.33
604	ELECTRIC FUND	3,766.26
606	STORMWATER FUND	1,997.43
830	MN RIVER VALLEY TRANSIT	22,998.90
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	GRAND TOTAL:	422,720.93
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VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCE AUTO PARTS	air filters	GENERAL FUND	POLICE	5.95
	air & fuel filters	GENERAL FUND	STREETS	83.12
	toggle switch	GENERAL FUND	STREETS	1.12
	oil & air filters	GENERAL FUND	PARKS	29.21
	toggle switch	GENERAL FUND	PARKS	1.12
	oil filter	GENERAL FUND	PARKS	7.28
	rubber gloves & razor blad	COMMUNITY CENTER	COMMUNITY CENTER	152.90
	toggle switch	WATER	DISTRIBUTION AND STORA	0.56
	air filter	WATER	CUSTOMER ACCOUNTS	1.49
	toggle switch	WASTE WATER FUND	SOURCE/TREATMENT	0.56
	belt	WASTE WATER FUND	SOURCE/TREATMENT	4.15
	ww belts	WASTE WATER FUND	SOURCE/TREATMENT	14.50-
	ww belts	WASTE WATER FUND	SOURCE/TREATMENT	87.28
	air filter	WASTE WATER FUND	CUSTOMER ACCOUNTS	1.49
	toggle switch	ENVIRON SERVICES F	REFUSE DISPOSAL	0.56
	air filter	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	1.48
	oil filters	ELECTRIC FUND	POWER DISTRIBUTION	79.27
	toggle switch	ELECTRIC FUND	POWER DISTRIBUTION	1.12
	lube	ELECTRIC FUND	POWER DISTRIBUTION	7.52
	air filter	ELECTRIC FUND	CUSTOMER ACCOUNTS	1.49
	toggle switch	STORMWATER FUND	TREATMENT	0.55
			TOTAL:	453.72
ALL AMERICA PRESSURE WASHER MFG., INC.	coupler & nozzle	GENERAL FUND	STREETS	10.80
	coupler & nozzle	GENERAL FUND	PARKS	10.80
	coupler & nozzle	WATER	DISTRIBUTION AND STORA	5.40
	coupler & nozzle	WASTE WATER FUND	SOURCE/TREATMENT	5.40
	coupler & nozzle	ENVIRON SERVICES F	REFUSE DISPOSAL	5.40
	coupler & nozzle	ELECTRIC FUND	POWER DISTRIBUTION	10.80
	coupler & nozzle	STORMWATER FUND	TREATMENT	5.40
			TOTAL:	54.00
AMAZON	wellness supplies	GENERAL FUND	FINANCE	131.88
	microphone -rec. program s	GENERAL FUND	RECREATION/LEISURE SER	49.95
	program supp-storytime-S.F	LIBRARY FUND	LIBRARY	40.98
	program supplies, stamp,	LIBRARY FUND	LIBRARY	191.90
	office supplies	LIBRARY FUND	LIBRARY	29.48
	valve rebuild kit	WATER	PURIFICATION AND TREAT	47.47
			TOTAL:	491.66
BENCO ELECTRIC COOPERATIVE	elec. territory purchase 2	ELECTRIC FUND	POWER DISTRIBUTION	17,631.25
			TOTAL:	17,631.25
BOLTON & MENK INC	add ada inventory data for	GENERAL FUND	STREETS	1,460.00
	2018 ada transition plan	GENERAL FUND	STREETS	2,270.00
	staff mtg.	GENERAL FUND	STREETS	255.00
	srts, msa bond, old mn, th	GENERAL FUND	STREETS	1,047.00
	2020 n. 3rd.	GENERAL FUND	STREETS	456.25
	wwtp dog park, , mn square	GENERAL FUND	PARKS	1,060.00
	staff mtg.	GENERAL FUND	PARKS	204.00
	2020 water distribution ci	WATER	CAPITAL-WATER DISTRIBU	570.00
	modify gis & gps point pro	WATER	ADMIN AND GENERAL	465.00
	staff mtg.	WATER	ADMIN AND GENERAL	102.00
	modify gis & gps point pro	WASTE WATER FUND	ADMIN AND GENERAL	245.00
	staff mtg.	WASTE WATER FUND	ADMIN AND GENERAL	102.00
	staff mtg.	ENVIRON SERVICES F	ADMIN AND GENERAL	102.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	elec. charging station	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,847.50
	setup on gis	ELECTRIC FUND	ADMIN AND GENERAL	525.00
	staff mtg.	ELECTRIC FUND	ADMIN AND GENERAL	255.00
	2020 n. 3rd.	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	456.25
	modify gis & gps point pro	STORMWATER FUND	ADMINISTRATION AND GEN	355.00
			TOTAL:	11,777.00
CENTERPOINT ENERGY MINNEGASCO	dec gas bill	GENERAL FUND	FIRE	372.49
	dec gas bill	GENERAL FUND	STREETS	311.62
	dec gas bill	GENERAL FUND	SWIMMING POOL	19.74
	dec gas bill	GENERAL FUND	PARKS	249.29
	dec gas bill	LIBRARY FUND	LIBRARY	566.71
	dec gas bill	COMMUNITY CENTER	COMMUNITY CENTER	2,155.80
	dec gas bill 2000 essler d	HOUSING DISTRICT #	ECONOMIC DEVMT	52.60
	dec. gas bill 2101 lunden	HOUSING DISTRICT #	ECONOMIC DEVMT	42.30
	dec gas bill	WATER	PURIFICATION AND TREAT	900.90
	dec gas bill	WATER	PURIFICATION AND TREAT	93.11
	dec gas bill	WATER	ADMIN AND GENERAL	124.65
	dec gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	15.00
	dec gas bill	WASTE WATER FUND	SOURCE/TREATMENT	4,960.85
	dec gas bill	WASTE WATER FUND	ADMIN AND GENERAL	124.65
	dec gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	124.63
	dec gas bill	ELECTRIC FUND	ADMIN AND GENERAL	311.62
			TOTAL:	10,425.96
THE CMI GROUP	dec. collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	207.14
			TOTAL:	207.14
COLE PAPERS INC	mechanic shop door mats	GENERAL FUND	PUBLIC WORKS ADMIN	510.99
			TOTAL:	510.99
FABULOUS FLOWER MARKET	dog park t-shirts	RESTRICTED CONTRIB	RECREATION/LEISURE SER	160.00
			TOTAL:	160.00
FAMILY FRESH MARKET	pals supplies	GENERAL FUND	SENIOR COORDINATOR	169.50
	candy cane hunt supplies	GENERAL FUND	RECREATION/LEISURE SER	10.98
	bookfair supplies	LIBRARY FUND	LIBRARY	15.78
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	1.19
	dog park fund raiser suppl	RESTRICTED CONTRIB	RECREATION/LEISURE SER	22.93
			TOTAL:	220.38
TIM FISCHER	uniform allow.	COMMUNITY CENTER	COMMUNITY CENTER	275.94
	uniform allow.	COMMUNITY CENTER	COMMUNITY CENTER	39.99
			TOTAL:	315.93
FLEETPRIDE	#216a hydrolic cylinder	GENERAL FUND	STREETS	784.90
			TOTAL:	784.90
GOPHER STATE ONE-CALL INC	gopher state one-calls	WATER	DISTRIBUTION AND STORA	13.04
	gopher state one-calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	13.04
	gopher state one-calls	ELECTRIC FUND	POWER DISTRIBUTION	13.07
			TOTAL:	39.15
STEPHEN C GRAMS	2019 city council business	GENERAL FUND	MAYOR & COUNCIL	145.00
			TOTAL:	145.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
GUSTAVUS ADOLPHUS COLLEGE P.O.	dec. postage	GENERAL FUND	CITY ADMINISTRATION	39.84	
	dec. postage	GENERAL FUND	CITY CLERK	31.96	
	dec. postage	GENERAL FUND	ELECTIONS	26.79	
	dec. postage	GENERAL FUND	FINANCE	170.02	
	dec. postage	GENERAL FUND	FINANCE	9.48	
	dec. postage	GENERAL FUND	POLICE	32.79	
	dec. postage	GENERAL FUND	BUILDING INSPECTOR	5.86	
	dec. postage	GENERAL FUND	PUBLIC WORKS ADMIN	19.26	
	dec. postage	GENERAL FUND	STREETS	0.55	
	dec. postage	GENERAL FUND	RECREATION/LEISURE SER	14.06	
	dec. postage	GENERAL FUND	ECONOMIC DEVMT	0.62	
	dec. postage	LIBRARY FUND	LIBRARY	8.43	
	dec. postage	COMMUNITY CENTER	COMMUNITY CENTER	1.71	
	dec. postage	WATER	CUSTOMER ACCOUNTS	92.03	
	dec. postage	WASTE WATER FUND	ADMIN AND GENERAL	1.13	
	dec. postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	92.03	
	dec. postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	92.03	
	dec. postage	ELECTRIC FUND	ADMIN AND GENERAL	0.62	
	dec. postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	92.03	
		TOTAL:			731.24
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	44.95	
			TOTAL:	44.95	
PAUL HAGEN	cell phone reimbursement	GENERAL FUND	POLICE	100.00	
			TOTAL:	100.00	
JENNIFER HARLOW	2019 mileage	GENERAL FUND	RECREATION/LEISURE SER	49.94	
			TOTAL:	49.94	
HOLIDAY COMMERCIAL	dec. fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	1,035.61	
			TOTAL:	1,035.61	
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	181.65	
	postage	WATER	CUSTOMER ACCOUNTS	427.72	
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	181.65	
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	427.72	
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	181.65	
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	427.70	
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	181.63	
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	427.72	
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	496.85	
	adv.	ELECTRIC FUND	CUSTOMER ACCOUNTS	147.60	
		TOTAL:			3,081.89
	JAGUAR COMMUNICATIONS	dec. internet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	110.00
			TOTAL:	110.00	
JAVENS MECHANICAL CONTRACTING CO.	wtp infloor actuator head	WATER	PURIFICATION AND TREAT	563.82	
	wtp repair mua #6	WASTE WATER FUND	SOURCE/TREATMENT	1,200.06	
			TOTAL:	1,763.88	
JOHNSON AGGREGATES	sand for streets	GENERAL FUND	STREETS	652.46	
			TOTAL:	652.46	
KIND VETERINARY CLINIC PA	animal care	GENERAL FUND	COMMUNITY SERVICE	676.70	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	animal care - paws	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>1,911.69</u>
			TOTAL:	2,588.39
KWIK TRIP INC	dec.fuel	GENERAL FUND	CITY ADMINISTRATION	29.48
	dec.fuel	GENERAL FUND	POLICE	1,847.45
	dec.fuel	GENERAL FUND	FIRE	45.47
	dec.fuel	GENERAL FUND	BUILDING INSPECTOR	97.82
	dec.fuel	GENERAL FUND	PUBLIC WORKS ADMIN	99.09
	dec.fuel	GENERAL FUND	STREETS	154.80
	dec.fuel	GENERAL FUND	PARKS	437.90
	dec.fuel	WATER	SOURCE OF SUPPLY	16.33
	dec.fuel	WATER	PURIFICATION AND TREAT	24.49
	dec.fuel	WATER	DISTRIBUTION AND STORA	122.45
	dec.fuel	WATER	CUSTOMER ACCOUNTS	31.29
	dec.fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	204.63
	dec.fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	31.29
	dec.fuel	ELECTRIC FUND	POWER DISTRIBUTION	336.09
	dec.fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	31.29
	dec.fuel	STORMWATER FUND	TREATMENT	148.53
	dec. fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>3,195.08</u>
			TOTAL:	6,853.48
LARKSTUR ENGINEERING & SUPPLY, INC.	trash pump	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	862.79
	trash pump	WASTE WATER FUND	CAPITAL-COLLECTOR SYST	<u>51.45</u>
			TOTAL:	914.24
MAYO CLINIC HEALTH SYSTEM - MANKATO	dot physical	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>193.00</u>
			TOTAL:	193.00
METERING & TECHNOLOGY SOLUTIONS	1" meter	WATER	NON-DEPARTMENTAL	<u>1,055.90</u>
			TOTAL:	1,055.90
MISC VENDOR      ERICSON, ERIN	2020 intern student	GENERAL FUND	FINANCE	<u>500.00</u>
			TOTAL:	500.00
MN BUREAU OF CRIMINAL APPREHENSION	cjdn access fees 2019	GENERAL FUND	POLICE	<u>270.00</u>
			TOTAL:	270.00
MN DEPT OF EMPLOYMENT & ECONOMIC DEVEL	2019 unemployment benefits	GENERAL FUND	RECREATION/LEISURE SER	42.90
	2019 unemployment benefits	GENERAL FUND	PARKS	914.72
	2019 unemployment benefits	ENVIRON SERVICES F	ADMIN AND GENERAL	<u>218.68</u>
			TOTAL:	1,176.30
MN DEPT OF LABOR & INDUSTRY	sept. state surcharge repo	GENERAL FUND	BUILDING INSPECTOR	1,277.18
	4th qrt state surcharge re	GENERAL FUND	BUILDING INSPECTOR	<u>570.26</u>
			TOTAL:	1,847.44
MN WASTE PROCESSING	dec. disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>16,867.71</u>
			TOTAL:	16,867.71
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>62.40</u>
			TOTAL:	62.40
NELSON PRINTING COMPANY	reference slips & cards	GENERAL FUND	CITY ADMINISTRATION	206.83
	notary stamp & office supp	GENERAL FUND	POLICE	81.54
	ups	WASTE WATER FUND	ADMIN AND GENERAL	104.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ups	ELECTRIC FUND	ADMIN AND GENERAL	57.13
			TOTAL:	450.01
NICOLLET COUNTY SHERIFF'S OFFICE	translation services	GENERAL FUND	POLICE	84.68
			TOTAL:	84.68
NICOLLET COUNTY PUBLIC SERVICES	class 5 gravel 2019 4th qt	WATER	ADMIN AND GENERAL	3.67
	class 5 gravel 2019 4th qt	WASTE WATER FUND	ADMIN AND GENERAL	3.67
	class 5 gravel 2019 4th qt	ENVIRON SERVICES F	ADMIN AND GENERAL	1.83
	class 5 gravel 2019 4th qt	ELECTRIC FUND	ADMIN AND GENERAL	9.18
			TOTAL:	18.35
NORTHERN COMFORT, INC.	replace furnace & a/c at p	GENERAL FUND	PUBLIC WORKS ADMIN	10,227.00
			TOTAL:	10,227.00
O'REILLY AUTO PARTS	wipers	GENERAL FUND	POLICE	23.94
			TOTAL:	23.94
RIVER BEND BUSINESS PRODUCTS	notary stamp & engraved si	GENERAL FUND	CITY ADMINISTRATION	60.34
			TOTAL:	60.34
RIVER'S EDGE HOSPITAL & CLINIC	employee testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	151.00
			TOTAL:	151.00
RYAN ELECTRIC OF ST PETER	pw furnace disconnect	GENERAL FUND	STREETS	45.00
	pw furnace disconnect	GENERAL FUND	PARKS	36.00
	pw furnace disconnect	WATER	ADMIN AND GENERAL	18.00
	lab polymer pump, thermobl	WASTE WATER FUND	SOURCE/TREATMENT	365.00
	pw furnace disconnect	WASTE WATER FUND	ADMIN AND GENERAL	18.00
	pw furnace disconnect	ENVIRON SERVICES F	ADMIN AND GENERAL	18.00
	pw furnace disconnect	ELECTRIC FUND	ADMIN AND GENERAL	45.00
			TOTAL:	545.00
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	623,028.61
			TOTAL:	623,028.61
SOUTHWEST MN HOUSING PARTNERSHIP	dec. snow removal	HOUSING DISTRICT #	ECONOMIC DEVMT	360.00
			TOTAL:	360.00
ST PETER HERALD	maint. superintendent	GENERAL FUND	STREETS	64.75
	maint. superintendent	GENERAL FUND	PARKS	64.75
	holiday greetings	GENERAL FUND	ECONOMIC DEVMT	239.00
	maint. superintendent	ENVIRON SERVICES F	ADMIN AND GENERAL	64.75
			TOTAL:	433.25
STUART C. IRBY CO.	#422 & 492 heat shrinks	ELECTRIC FUND	NON-DEPARTMENTAL	1,726.50
			TOTAL:	1,726.50
TELIN TRANSPORTATION GROUP	#48 antidrift & fold arms	MN RIVER VALLEY TR	NON-DEPARTMENTAL	470.87
			TOTAL:	470.87
VERIZON WIRELESS	dec. jet packs	GENERAL FUND	CITY ADMINISTRATION	35.02
	city phone & jet packs	GENERAL FUND	FINANCE	35.01
	dec. jet packs	GENERAL FUND	POLICE	35.02
	dec phone bill	GENERAL FUND	POLICE	310.98
	city phone & jet packs	GENERAL FUND	FIRE	70.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	dec. jet packs	GENERAL FUND	STREETS	8.75
	dec. jet packs	GENERAL FUND	PARKS	7.00
	city phone & jet packs	COMMUNITY CENTER	COMMUNITY CENTER	16.29
	city phone & jet packs	WATER	ADMIN AND GENERAL	16.29
	dec. jet packs	WATER	ADMIN AND GENERAL	3.50
	dec. jet packs	WATER	ADMIN AND GENERAL	35.01
	city phone & jet packs	WASTE WATER FUND	ADMIN AND GENERAL	16.28
	dec. jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	dec. jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	city phone & jet packs	ELECTRIC FUND	ADMIN AND GENERAL	16.29
	dec. jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
	dec. data & phone service	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>123.16</u>
			TOTAL:	744.48
VON ESSEN LOCKSMITH SERVICE	locker locks master keyed	GENERAL FUND	POLICE	<u>356.02</u>
			TOTAL:	356.02
VON ESSEN TOWING	towing services	GENERAL FUND	POLICE	<u>320.00</u>
			TOTAL:	320.00

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

101	GENERAL FUND	30,087.14
211	LIBRARY FUND	853.28
217	COMMUNITY CENTER	2,643.82
460	HOUSING DISTRICT #20	454.90
601	WATER	4,915.77
602	WASTE WATER FUND	9,215.98
603	ENVIRON SERVICES FUND	18,109.93
604	ELECTRIC FUND	647,496.07
606	STORMWATER FUND	965.73
820	RESTRICTED CONTRIBUTIONS	2,094.62
830	MN RIVER VALLEY TRANSIT	5,278.72
-----		
	GRAND TOTAL:	722,115.96
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COUNCIL BILL LIST TOTAL  
FOR 12/25/19 & 01/27/20

0

FUND TOTALS

101	GENERAL FUND	63,054.78
201	PROPERTY INSURANCE	1,787.15
211	LIBRARY FUND	876.59
213	Public Access	-
217	COMMUNITY CENTER	3,152.33
230	REVOLVING LOAN FUND	-
262	TRAV. GREEN SPEC HOME CONS	-
332	TIF BONDS	-
340	G.O. BONDS	-
401	PERM IMPROVEMENT REVOLVING	-
404	PARK LAND DEDICATION	-
410	MN SQUARE PAVILION	42,690.15
419	2019 EQUIPMENT CERTIFICATION	-
420	2020 EQUIPMENT CERT.	246,496.30
460	HOUSING DISTRICT #20	454.90
476	2016 EQUIPMENT CERTIFICAT	-
478	2018 EQUIPMENT CERTIFICAT	-
601	WATER	60,766.57
602	WASTE WATER FUND	21,824.13
603	ENVIRON SERVICES FUND	19,136.26
604	ELECTRIC FUND	651,262.33
606	STORMWATER FUND	2,963.16
610	HEARTLAND TRANSIT	-
627	MEDICAL CAMPUS	-
820	RESTRICTED CONTRIBUTIONS	2,094.62
824	YOUTH CENTER GRANT	-
827	PARKS EQUIP.	-
830	MN RIVER VALLEY TRANSIT	28,277.62

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GRAND TOTAL: \$ 1,144,836.89

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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 budgeted purchases in excess of \$10,000 are hereby approved:

<b>VENDOR</b>	<b>ITEMS</b>	<b>PRICE</b>	<b>FUNDING</b>
MN Paving and Materials	1,200 tons of ¼" quartzite stone	\$37,200	General

- 2. The following advisory board appointments are hereby approved for the terms indicated:

LIBRARY BOARD (1/1/20 – 12/31/2022)

MaryAnn Hanson

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

Solid Waste Hauler Permit

Hansen Sanitation Inc.

1/1/20- 12/31/20

- 4. The Employee Anniversary Recognition program is hereby modified effective January 1, 2020 as follows:

Year 1	\$25	Year 25	\$225
Year 5	\$50	Year 30	\$300
Year 10	\$75	Year 35	\$350
Year 15	\$100	Years 40+	\$400
Year 20	\$150		

- 5. The municipal fee schedule is hereby modified for Electric Access Connection charges as shown below:

XX. Electric Connection Charge (New connection application and inspection.

Connection is defined as new to the Distribution System)

- A. Single Phase \$500
- B. Three Phase \$1,500

- 6. The schedule of disbursements for January 9, 2020 through January 23, 2020 is hereby approved.

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

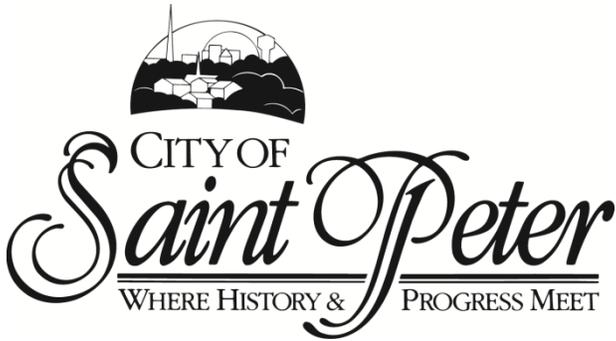
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 1/24/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Fire Hall Sales Tax Legislative Request  
Authorization

### ACTION/RECOMMENDATION

Approve the attached resolution supporting authorization to impose a half-cent sales tax and provide for debt issuance in the construction of a new Fire Hall.

### BACKGROUND

As members know, the Council has been working on a plan for and action items towards the construction of a new Fire Hall in the city of Saint Peter. Action that is being recommended tonight moves you forward in the process of finding a revenue stream(s) to pay for the construction. Sales tax has been discussed as being at least a portion of the revenue stream.

The stated position of the Council has been that a new Fire Hall will be built whether sales tax is approved or not. The need for a new Fire Hall is clear. Approval of and use of any sales tax shares the burden of the cost more appropriately. (It may be important to remember that more than 30% of the value of properties within Saint Peter do not pay property taxes but receive the benefit of service from the Fire Department including our top four employers and largest three property owners.)

A number of steps have been taken in moving this project forward including but not limited to the hire of an Architectural Firm (Five Bugles); the hire of a Construction Management firm (R.W. Carlstrom); and the purchase of a site located in the northwest quadrant of the Sunrise Drive and Broadway intersection. In addition, the Council has commissioned studies on location and space needs and appointed a Building Committee to do work related to design, material, and mechanical systems. That committee is made up of Mayor Zieman, Councilmember Jerry Pfeifer (now Councilmember Ed Johnson), Fire Chief Matt Ulman and Fire Captain Darrel Pettis, Mike Clark (your architect), Dan Thompson (Construction Manager) and me.

Your current Fire Hall, built in 1929, is about 8,400 square feet and is not sized appropriately for the amount of equipment needed nor for the specialized equipment that will be needed into the

future. It is also not sized to provide for decontamination of firefighters and equipment and it lacks adequate space for training. Based on our projected growth, the established City growth boundary, changes in building codes and the type of emergency response your Department provides, adding an additional Fire Hall is not the answer. The City will maintain only one Fire Hall into the future and that Fire Hall, like the last one, will need to be utilized for more than 75 years. So construction of a building that is low maintenance, has flexibility and systems that have longer life cycles all have been a driver in the discussion about size, structure and systems of the building.

The proposed size of a new Fire Hall is about 22,000 square feet based on a space study that has been reviewed by the Council and compared to the square footage of other Fire Departments with similar service levels. More importantly, it is based on the need of a Department looking at today's needs and needs for the next 50 plus years.

The Building Committee has met on numerous occasions to review choices on structure, materials, size, mechanical and roof systems, and even looking at opportunities to maintain aesthetics while reducing costs in garage doors. Updates have been provided to the Council at both workshops and goal sessions.

The total cost of project that we are looking to finance is slightly over \$9 million. This includes site, building, furniture fixtures and equipment (FFE), soft costs such as Architects, Engineers and Construction Managers, and financing costs. This amount to be financed (your debt service) is critical in the sales tax request and while your project cost could be less, if you do not request enough sales tax to cover your debt, it is a challenge to go back and modify or increase your request.

Authorization of this amount does not mean you will be required to spend this amount, but let me be clear - this amount is based on a solid review and estimates of project costs from your Construction Manager with inflation estimated for the 2021 year. So it is not realistic to think that you go in with this number anticipating we will be able to make substantial reductions in the future without major changes to building and use.

Your finance team consists of Shannon Sweeney from David Drown and Associates, Finance Director Vogel and me.

As discussed at previous workshops and at new Councilmember orientation, the timeline for construction of the Fire Hall since July had been to take action in late 2019 for legislative approval of a local option sales tax to be considered by the State legislature in its 2020 Session. If the State approves the request, then the question of local sales tax would be voted on by the citizens of Saint Peter in November of 2020. The sales tax would provide funding for payment of debt service for a new Fire Hall. Without the sales tax, the cost of the debt service would solely be on property taxes.

I would suggest the first decision point for the Council to discuss at your meeting is whether you believe that sales tax is an appropriate way to fund at least a significant portion of the Fire Hall debt. If the answer is "yes", then taking action at your meeting to request sales tax authority and the dollar amount needed based on a discussion on the relative amount of property tax and sales tax is logical. That amount is then part of the request to the State. If the State Legislature approves, you are allowed to take that question to the local voters.

If the answer to whether sales tax use is an appropriate way to fund a Fire Hall is “no”, then we will continue to pursue the financing plan using only local property taxes. Frankly, using local property tax only is easier as no public vote is needed.

At your workshop the idea of a “Hospitality Tax” was raised. This was a “top of head” suggestion that you asked me to review. A preliminary at this indicates a tax of this type is possible but it would require special legislation. This is different than what we are seeking with a sales tax which is approval using current legislation. Again, a tax of that type is possible, but meeting the timelines for this legislative session and an analysis of revenue it may generate are not likely to occur in the time frame. I think it is logical to assume that a “Hospitality Tax” would tax a subset of the goods and services that would be taxed under the current legislation. So I believe it is logical to assume that the revenue generation would be less and not likely meet the goals you have for a revenue stream which significantly reduces Levy impact. It would however, have the suggested effect of not impacting larger durable goods and auto sales tax. I have no real idea about the State Legislature’s willingness to provide approval of a “Hospitality” type sales tax. I don’t think there is any overwhelming information that suggests “Hospitality Tax” works better, makes more sense or is “balanced” better than any of the other options you have reviewed.

I think we have a couple of variables that are very challenging to measure. First the new sales tax language related to “regional Impact”. This is an untested provision and there is not guidance or precedence as to what it really means. We have what I think are excellent points about regional impact, but I cannot be sure how that will all work. Second, a half-cent is customary/usual and a change to another number may have an impact on decision makers both at the State and local voter level. I have no way to predict whether having the entire cost paid by sales tax is an advantage or whether asking for a half-cent provides the better selling point at the State level by saying “we have a substantial local commitment by local tax payers”. Lastly, as mentioned previously, I am not sure how to measure the resistance in the community to a half-cent or whether resistance grows if a three-quarters cent tax is requested.

While there are excellent reasons to support a three-quarter cent sales tax for this project, my recommendation is pursue a half-cent based on a conservative and more customary view. The amount is however, certainly at the pleasure and best judgment of the Council. I don’t know that there is a better answer to the question of how much. It is clearly a judgment call.

It is important to note that you are not limited to a half-cent sales tax, but a sales tax at that amount puts you on par with Mankato/North Mankato.

## **FISCAL IMPACT**

Shannon Sweeney, your financial advisor, has done some analysis related to what a half-cent sales tax will generate and the impact on property taxes. Based on an annual loan payment of about \$385,000 and a half-cent sales tax generation of \$260,000, local property taxes would need to provide about \$125,000 meaning a house valued at \$150,000 would be expected to see an increase of about \$30 per year. Shannon’s correspondence to you is attached.

As you can see from the numbers, a slightly greater sales tax percentage, say three-quarters of a cent, would generate an amount that is very nearly the entire debt service.

If you use no sales tax, a \$150,000 value house would expect to see an estimated \$95 per year increase.

The resolution attached provides for a half cent sales tax.

**ALTERNATIVES AND VARIATIONS**

Do not act. Staff will wait for your direction but it likely means that pursuit of a sales tax would not be able to take place until 2021 unless you call for a special meeting and take action prior to January 31<sup>st</sup> which as you may remember, is the statutory deadline for submission of a legislative request.

Negative vote. Staff will assume you no longer wish to pursue sales tax and we will continue to work with the data we have using Tax Levy as the revenue stream. This may allow you to move the project timeline up and we would evaluate our ability to make that happen and review if there are substantial money savings in that timeline change.

Modification of the resolution. This is always an option of the Council. We prepared a resolution and data for a three-quarter cent sales tax, but if you deviate from either of those options, you will need to give us a bit of time to do the calculation for the resolution.

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

TP/bal



January 22, 2020

City of Saint Peter  
 Todd Prafke, City Administrator  
 Sally Vogel, Director of Finance  
 227 South Front Street  
 Saint Peter, MN 56082

**RE: Fire Station Project Financing**

Honorable Mayor, Councilmembers, Administrator Prafke and Director Rheaume-Vogel:

The purpose of this letter is to update project financing information for the fire station project. Staff has explored an opportunity to secure a loan from the USDA-Rural Development which is a federal agency. The loan program is the same as that which was used to provide the long-term financing for the River's Edge expansion project. Rural Development can provide a loan with a term of up to 40-years depending on the life of the asset being financed. The interest rate is fixed for the life of the loan and the rate is set at the time funds are obligated. Program interest rates are currently at 2.75% and change quarterly.

A pre-application has been prepared to initiate the loan application process with USDA-Rural Development. The project costs included in the pre-application include the following:

Construction	\$7,058,856.00
Land Acquisition	309,000.00
Legal	25,000.00
FF&E	75,000.00
Architect & Engineer	1,162,500.00
Interim Interest	150,000.00
Contingency	340,694.00

Total Estimated: \$9,121,050.00

Based the estimated project costs outlined above, and a 40-year term for the loan at 2.75% interest, annual loan payments would total approximately \$378,811.02 per year.

**Sources of Repayment:**

For some time staff and council have discussed initiating a local sales tax for the purpose of funding the proposed fire station. Previous estimates from the Department of Revenue have indicated that approximately \$260,000 per year would be generated by a .5% (half-percent) sales tax collected within the City of Saint Peter which is consistent with the local sales tax collected by the City of Mankato. It is assumed that a .75% (three quarters-percent) sales tax would proportionately increase the revenue to approximately \$390,000 per year. At this level the sales tax is projected to be sufficient to make the entire debt service payment to Rural Development based on current project cost estimates and interest rates.

The process for implementing a local sales tax includes a council resolution that initiates the process by making a request for legislative approval from the State of Minnesota. A draft of the

proposed resolution requesting authorization for a half-percent sales tax is attached for consideration. If the sales tax request is made by the City, the intended result would be for legislative approval to occur in the 2020 legislative session which begins in February. If successful in obtaining legislative approval, the matter would then be on the ballot at the next general election (fall of 2020). If approved by the voters, the first collection could occur as soon as early 2021. The sales tax would be directly tied to the fire station debt and would expire when the USDA-Rural Development Loan is paid off.

As a half-percent sales tax would not fully fund the estimated debt payments for the fire station it is anticipated that a pledge of tax levy for the balance of payments would be made. An annual tax levy of \$118,811.02 is presently estimated based on the assumptions outlined above. This represents a 4% increase to the 2019 levy and would result in tax impacts outlined below based on the 2019 net tax capacity for the city.

Assessor's Market Value (Residential Property)	Current City Tax:	Projected City Tax:	Projected Increase:
\$75,000	\$225.67	\$234.64	\$8.97
\$100,000	\$358.86	\$373.13	\$14.27
\$150,000	\$632.17	\$657.30	\$25.13
\$200,000	\$905.48	\$941.48	\$36.00

Assessor's Market Value (Commercial Property)	Current City Tax:	Projected City Tax:	Projected Increase:
\$200,000.00	\$1,629.82	\$1,694.62	\$64.79
\$500,000.00	\$4,638.73	\$4,823.14	\$184.41
\$1,000,000.00	\$9,653.57	\$10,037.34	\$383.78

As the USDA-Rural Development Loan is still technically a bond issue, Minnesota Statutes govern the procedure through which cities can incur debt. USDA-Rural Development has indicated that it would be acceptable to structure the proposed loan as an Economic Development Authority Lease Revenue Bond through which the City would be leasing the new fire station from the Saint Peter Economic Development Authority. The Saint Peter Economic Development Authority would be making a pledge of lease proceeds received from the city to make loan payments. The City would be funding the lease payments from sales tax proceeds and a property tax levy that would be implemented to fund the lease payments.

Using EDA lease revenue authority will assist the city in avoiding additional complications to the process required by other bonding authorities, and it will enable the city to retain the capacities granted by other authorities for future projects.

Thank you for your time and consideration of this material. Please feel free to contact me if you would like to discuss this information in additional detail.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Sweeney". The signature is written in black ink and is positioned below the word "Sincerely,".

Shannon Sweeney, Associate  
David Drown Associates, Inc.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020-

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

**RESOLUTION SUPPORTING THE AUTHORITY TO IMPOSE A LOCAL SALES TAX TO  
FUND SPECIFIC CAPITAL IMPROVEMENTS PROVIDING REGIONAL BENEFIT, TO  
ESTABLISH THE DURATION OF THE TAX AND THE REVENUE TO BE RAISED BY  
THE TAX, AND TO AUTHORIZE THE CITY TO ISSUE BONDS SUPPORTED BY THE  
SALES TAX REVENUE**

WHEREAS, the City has engaged community residents and businesses and identified the need for a new fire station; and

WHEREAS, the project will result in benefits to both the residents and businesses of the City of Saint Peter and to non-resident visitors and businesses; and

WHEREAS, funding the fire station with a local sales tax will more closely distribute the cost of the project(s) to the users of the facilities due to the Minnesota Regional Treatment Center and Gustavus Adolphus College being located within the community; and

WHEREAS, the project is estimated to cost approximately \$9,121,050; and

WHEREAS, the City has applied for a USDA-Rural Development loan to finance the Project over a 40-year term at an estimated interest rate of 2.75%; and

WHEREAS, the USDA-Rural Development loan is estimated to have debt service payments totaling \$15,152,441 over the 40-year term; and

WHEREAS, the City estimates that a local sales tax of one-half of one percent would generate \$10,400,000 over 40 years; and

WHEREAS, the City will be implementing a local property tax levy to pay debt service costs not paid by sales tax revenues; and

WHEREAS, the City has provided documentation of the regional significance of the project, including the share of the economic benefit to or use of each project by persons residing, or businesses located, outside of the jurisdiction; and

WHEREAS, the estimated local sales tax revenue and estimated time needed to raise that amount of revenue for the fire station project is approximately \$10,400,000 in sales tax over 40-years; and

WHEREAS, Minn. Stat. § 297A.99 authorizes the imposition of a general sales tax if permitted by special law of the Minnesota Legislature; and

WHEREAS, Minn. Stat. § 297A.99 requires the City to pass a resolution authorizing such a local tax and to obtain Legislative approval prior to approval by the local voters to enact the local tax.

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

1. The City Council supports the authority to impose a general local sales tax of one-half of one percent for a period of 40-years to fund the fire station project;
2. Upon approval of this resolution, the City will submit the adopted resolution and documentation of regional significance to the chairs and ranking minority members of the House and Senate Taxes committees for approval and passage of a special law authorizing the tax.
3. Upon Legislative approval and passage of the special law authorizing the tax, the City will adopt a resolution accepting the new law, which will be filed with a local approval certificate to the Office of the Secretary of State before the following Legislative session.
4. The City will put a detailed ballot question for the project on a general election ballot for local voter approval. This will be done within two years of receiving legislative authority.
5. If the ballot question passes, the City will also pass an ordinance imposing the tax and notify the Commissioner of Revenue at least 90 days before the first day of the calendar quarter that the tax will be imposed.
6. Upon completion of the aforementioned requirements, the local sales tax will commence and run for 40-years or until a sum sufficient to fund the voter approved project, including related debt costs, is raised, whichever comes first.

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

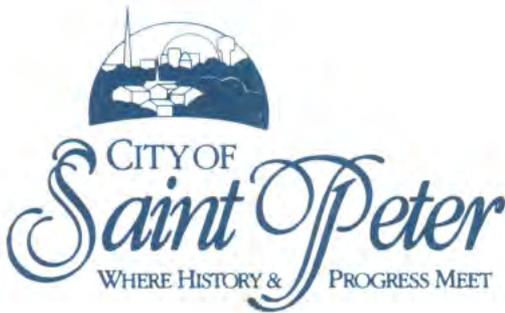
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 01/06/2015

**FROM:** Todd Prafke  
City Administrator

**RE:** Library Services Contract

### ACTION/RECOMMENDATION

Approved the attached resolution authorizing execution of a purchase of library services contract with Nicollet County.

### BACKGROUND

As you may recall, since the breakup of Minnesota Valley Library System, which was about 19 years ago, the City has been in a contractual relationship with Nicollet County for the provision of Library services. The contract has essentially allowed for the provision of regular library services to non-City residents.

This contract is for the 2020 year.

Nicollet County is required by State law to provide a "Minimum Maintenance of Effort". That rule requires them to spend a minimum number of dollars on library service provision. In the past the contract with us was less than their minimum under the rules and the County would hold that portion of the money for other potential library related projects. If money was left over at the end of the year, they would disperse that money to both North Mankato and the City of Saint Peter.

This is a very interesting issue in that Nicollet County is required to spend the money on library services, but State rule changes in 2009 allowed for the Minimum Maintenance of Effort to be reduced. There is no provision that says they must give those dollars to us. However, I don't know where else they would spend the money on Library services in Nicollet County unless they started their own library which seems redundant and would require them, most likely, to spend much more than they do now with us and North Mankato. Past amounts provided to the City are shown on the table below:

YEAR	AMOUNT
2019	\$50,044
2018	\$45,044
2017	\$45,044
2016	\$44,044

2015	\$44,594
2014	\$44,594
2013	\$44,594
2012	\$44,594
2011	\$49,104

I have reviewed the draft contract and believe that it provides for the same provision of services as past contracts. It should be noted that slight changes have been added to match State Statute language regarding non-discrimination.

For 2020 the County is proposing payment of \$50,044. This is the same amount as in 2019 which increased by \$5,000 after North Mankato and Saint Peter jointly requested an increase in funding in the 2019 year. We did also ask for additional funding in 2020, but that request was not approved.

The dollar amounts have not increased to keep pace with changes in cost which have either stayed steady or continued to go up slightly. Since we do not control the situation, I am unsure that there is much we can do except to express our concerns about the continuing stagnation in funding and be grateful for the funds that they do provide. Members may recall that your library reserve amount continues to decrease and funding of services will continue to be evaluated.

**FISCAL IMPACT:**

The contract provides \$50,044 in revenues to our library fund.

**ALTERNATIVE AND VARIATIONS:**

Approval: The contract will be executed and staff will proceed.

Denial: No further action will be taken without additional direction from the Council. Without agreeing to the contract our revenues would drop by about \$50,000. This would be a substantial revenue gap to fill or would require additional large cuts to library services or other changes which could include use of reserves from other funds.

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

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

TP/bal

# **2020 Library Purchase of Services Contract Between Nicollet County and the City of St. Peter**

In an effort to continue to provide library service for residents of Nicollet County and the City of Saint Peter (City), Nicollet County (County) and City hereby enter this contract promoting cooperation and coordination of efforts.

## **I. DEFINITIONS**

For purposes of this contract, the following words shall have the following meanings:

**Rural Resident - Rural Resident shall be those persons having a residence located outside the corporate limits of the City of Saint Peter.**

**Library Services: Library Services shall mean access to physical facilities and materials that provide reading, audio and computer access to information and as defined in Minnesota Statutes 134.001 Subd. 2 and 3.**

## **II. NICOLLET COUNTY WILL:**

Provide to the City of Saint Peter the total sum of \$50,044 to be paid quarterly for the provision of library services to the rural areas of Nicollet County.

## **III. THE CITY OF SAINT PETER WILL:**

- Provide for complete access to all services that are available to library patrons that reside within the City of Saint Peter including access to any programs that may be made available for the term of this contract.
- The City will agree to submit quarterly billings to the County and the County will reimburse the City.

## **IV. MONITORING AND REPORTING**

- A. The City agrees to maintain records relating to contractual library services provided.
- B. The City, as deemed necessary by the County shall allow the County or appropriate State Agency, including the Office of the State Auditor, access to the City's contractual library service records at reasonable hours.
- C. The City will furnish information regarding contractual library services as requested by the County.
- D. The City will maintain and make available records pertaining to contractual library services for six years for audit purposes.

**V. RECORDS AND INSPECTION**

The City shall maintain full and accurate records with respect to all matters covered under this Contract. Pursuant to Minn. Statute 16B.06, Subd. 4, the County, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of the City relevant to this Contract.

**VI. PERSONNEL**

The City shall secure, at its own expense, any and all personnel required in performing the services under this Contract. Any and all personnel engaged in the work shall be fully qualified to perform the services under the Contract.

**VII. INDEMNIFICATION / INSURANCE**

A. Indemnification. The City shall defend and save the County harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed by the City under the terms of this Contract.

B. Insurance. The City, further, that in order to protect itself, as well as the County under the indemnity contract set forth above, will, at all times during the term of this Contract, have and keep in force automobile insurance, general liability insurance, and workers' compensation insurance having liability limits which satisfy the requirements of Minn. Statute Chapter 466, entitled Tort Liability of Political Subdivisions, and other applicable statutes requiring insurance coverage.

**VIII. EQUAL EMPLOYMENT OPPORTUNITY**

In fulfilling this Contract, the City will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age, or status with regard to public assistance. The City will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

**IX. CONDITIONS OF THE PARTIES OBLIGATIONS**

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the contract, will be allowed by the County, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County. Such approval shall be considered to be a modification of the contract.

**X. MISCELLANEOUS**

Entire Contract - it is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**XI. TERM**

The term of this contract shall be from January 1, 2020 until December 31, 2020. Renewal of this contract subsequent to this time period will be at the sole discretion of the County.

**CITY OF SAINT PETER**

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

Date: \_\_\_\_\_

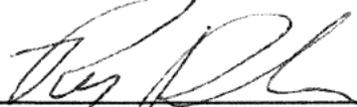
\_\_\_\_\_  
Todd Prafke, City Administrator

Date: \_\_\_\_\_

**NICOLLET COUNTY**

  
\_\_\_\_\_  
John Luepke, Nicollet County Board Chair

Date: Jan 7-2020

  
\_\_\_\_\_  
Ryan Krosch, County Administrator

Date: 1/7/2020

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020-**

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

**RESOLUTION AUTHORIZING EXECUTION OF LIBRARY SERVICES CONTRACT**

WHEREAS, the City of Saint Peter has previously entered into a contractual relationship with Nicollet County for provision of library services to non-City residents; and

WHEREAS, the contract has worked well for all parties involved; and

WHEREAS, Nicollet County has proposed a new contract that would continue the provision of library services to rural residents of Nicollet County and provide funding to the City of Saint Peter for the service.

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 enter into a "2020 Library Purchase Of Services Contract Between Nicollet County And The City Of Saint Peter".

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

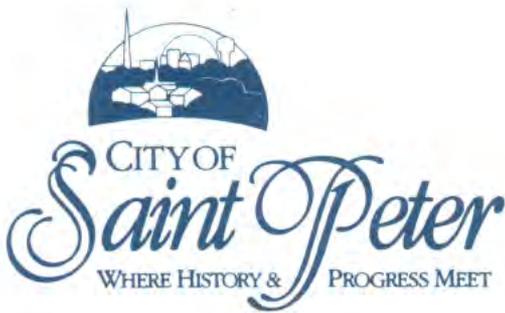
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** January 21, 2020

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

Jacob Yushta  
Interim Maintenance Superintendent

**RE:** 2020 Equipment Certificate Purchase: Pool Heater

### ACTION/RECOMMENDATION

Authorize purchase of a Pentair Powermax pool heater from Horizon Commercial Pool Supply of Arden Hills, Minnesota in the amount of \$21,837.95.

### BACKGROUND

The Roy T. Lindenberg pool complex has three pools: the main pool, a diving pool (the pit), and a wading pool. The main and diving pools each have heaters in them and the main pool heater, which was last replaced in 2000, needs replacement. Funding for the purchase was included in the 2020 Equipment Certificate budget.

As required by the City's purchasing policy, formal written proposals were solicited and two proposals were received as follows:

<u>Vendor</u>	<u>Heater Cost</u>	<u>Freight</u>	<u>Start Up</u>	<u>Total Cost</u>
Horizon Commercial Pool Supply	\$20,087.95	\$1,000	\$750	\$21,837.95
Aeromat Plastics	\$22,145.00	\$ 900	\$800	\$23,845.00

Staff recommends purchasing the Pentair Powermax pool heater from Horizon Commercial Pool Supply of Arden Hills, Minnesota in the amount of \$21,837.95. The new heater comes with a one year warranty. Staff will be installing the pool heater to save on cost.

Members may recall that we just purchased a pool slide. That funding was from the 2019 Equipment Certificate. Both the slide and the heater are planned to be in use for this swimming pool season.

### FISCAL IMPACT:

Funds have been allocated from the 2020 Equipment Certificate.

### ALTERNATIVES/VARIATIONS

Do not act: Should the Council choose not to act on the recommendation, staff will attempt to keep the existing heater operational.

Vote in favor: Staff will proceed with ordering the Pentair Powermax heater from Horizon Commercial Pool Supply.

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

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

PM/JY/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING 2020 EQUIPMENT CERTIFICATE PURCHASE: PENTAIR  
POWERMAX POOL HEATER**

WHEREAS, the City's pool complex includes the main pool, diving pit and wading pool; and

WHEREAS, the main pool heater was last replaced in 2000 and is in need of replacement; and

WHEREAS, the 2020 Equipment Certificate included an appropriation for replacement of the heater; and

WHEREAS, as required by the City's purchasing policy formal written proposals were received for replacement of this heater; and

WHEREAS, staff recommends accepting the lowest cost proposal from Horizon Commercial Pool Supplies.

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

1. The proposal from Horizon Commercial Pool Supplies of Arden Hills, Minnesota in the total amount of \$21,837.95 for a Pentair Powermax pool heater is hereby accepted.
2. Funding for this purchase will be from the 2020 Equipment Certificate.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

# RIVER'S EDGE

## HOSPITAL • ST. PETER



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

**DATE:** 01/27/2020

**FROM:** Lori Zook  
River's Edge Hospital CEO

**RE:** Cisco Identity Services Engine Software Purchase

### **ACTION/RECOMMENDATION**

Approve purchase of Cisco Identity Services Engine software for \$54,202.

### **BACKGROUND**

Cisco Identity Services Engine (ISE) is software that allows us to provide highly secure access to users and devices. With the hospital expansion project, we now have several vendors that need access to our network. ISE will allow us to secure our network and allow the vendors to see and access only their system. We'll be able to get fast answers about threats on our network and to mitigate them either manually or automatically.

Purchase of the software from Cisco Identity Services will be in the amount of \$54,202.

### **FISCAL IMPACT:**

Funding for the purchase is available from Hospital funds.

### **COMMUNITY IMPACT:**

This improves the security of our system and allows for better security of patient data.

### **ALTERNATIVES/VARIATIONS:**

**Do Not Act:** Failure to secure the information may result in HIPAA violations should vendors access data that is not theirs.

**Negative Vote:** Same as not acting.

**Modification:** 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.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020-02**

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

**RESOLUTION APPROVING PURCHASE OF SOFTWARE TO BE USED FOR SECURING  
ACCESS TO HOSPITAL USERS AND DEVICES FOR RIVER'S EDGE HOSPITAL AND  
CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$50,000; and

WHEREAS, the Hospital Commission recommends the purchase of software that would restrict access to data by vendors allowed access to the Hospital network; and

WHEREAS, the Commission recommends the purchase of Cisco Identity Services Engine software for \$54,202; and

WHEREAS, installation of the software will secure the Hospital network and allow vendors with access to the Hospital system to only see their particular data; and

WHEREAS, the software will also allow Hospital staff to identify threats to their network allowing for quicker mitigation efforts; and

WHEREAS, funding for the purchase is available from Hospital funds.

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

1. River's Edge Hospital and Clinic is authorized to proceed with purchase of Cisco Identity Services Engine software in the amount of \$54,202.
2. Funding for the purchase shall be from Hospital Funds.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

# RIVER'S EDGE

## HOSPITAL • ST. PETER



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

**DATE:** 01/27/2020

**FROM:** Lori Zook  
River's Edge Hospital CEO

**RE:** Anesthesia Workstation Purchase

### **ACTION/RECOMMENDATION**

Approve purchase of two Omnicell anesthesia workstations in the amount of \$65,776.97.

### **BACKGROUND**

The Hospital Commission requests authorization for purchase of two anesthesia workstations. This equipment will provide an increased level of drug security. The equipment is also anticipated to decrease the number of discrepancies of medications while increasing the ease with which staff record removal and waste of medications and improve the proximity of said medications to the operating rooms, allowing for quick retrieval as necessary.

Two units were purchased last year for the first two ORs. These purchases would complete the remaining two ORs. There is a 3 month wait from the order date.

The Commission recommends purchasing the workstations from Omnicell in the amount of \$65,776.97.

### **FISCAL IMPACT:**

Funding for the purchase is available from Hospital funds.

### **COMMUNITY IMPACT:**

Purchase of this equipment will allow for safe patient care.

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: We will provide substandard care.

Negative Vote: Same as not acting.

Modification: 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.

## XT Anesthesia Workstation

### On this page:

[Overview](#)

[Benefits](#)

[Details](#)

[Downloads](#)



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020-02**

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

**RESOLUTION APPROVING PURCHASE OF ANESTHESIA WORKSTATIONS FOR RIVER'S  
EDGE HOSPITAL AND CLINIC**

WHEREAS, the City Code requires City Council approval for all Hospital purchases exceeding \$50,000; and

WHEREAS, the Hospital Commission recommends the purchase of two anesthesia work stations that will provide for increased security for drug inventory; and

WHEREAS, Hospital staff believes the equipment will also decrease medication discrepancies, provide for better recording keeping regarding drug removal and medication waste, and provide easier access to medications during surgical procedures; and

WHEREAS, the Commission recommends the purchase of two anesthesia workstations from Omnicell in the amount of \$65,776.97; and

WHEREAS, funding for the purchase is available from Hospital funds.

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

1. River's Edge Hospital and Clinic is authorized to proceed with purchase of two Omnicell anesthesia workstations in the amount of \$65,776.97.
2. Funding for the purchase shall be from Hospital Funds.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes 13D.05 (Subd. 3)(c)(3) allows for closed session of the Council for discussion "to develop or consider offers or counteroffers for the purchase or sale of real or personal property"; and

WHEREAS, the City Council has offered for sale the former wastewater treatment ponds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed sessions as provided for under Minnesota Statutes 13D.05 (Subd. 3)(c)(3) to consider negotiations related to the possible sale of the former wastewater treatment ponds located in Le Sueur County.

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

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

ATTEST:

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