

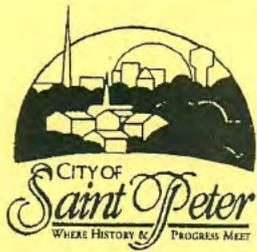
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 10, 2020
Community Center Governors' Room - 7:00 p.m.

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **APPROVAL OF MINUTES**
- IV. **PUBLIC HEARING**
 - A. Request for Zoning Code Modification: Dirks Property
- V. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VI. **APPROVAL OF CONSENT AGENDA ITEMS**
- VII. **UNFINISHED BUSINESS**

None scheduled.
- VIII. **NEW BUSINESS**
 - A. Request for City Code Zoning Modification: Dirks Property
 - B. Donation Acceptance: Dog Park
 - C. Request for City Assistance: St. Patrick's Day Parade
 - D. Request for City Assistance: Relay For Life
 - E. Building Inspector Position Description
 - F. Business License Application
- IX. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Closed Session 01/27/2020 Report
 - 2. Others
- X. **EXECUTIVE SESSION**
 - A. Resolution Calling For Closed Session
Adjourn To Closed Session
 - B. Land Sale – Former Wastewater Treatment Ponds
Return To Open Session
- XI. **ADJOURNMENT**

Office of the City Administrator
Todd Prafke



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 27, 2020 regular Council meeting is attached for approval. A MOTION is in order.

IV. PUBLIC HEARING

A. **PUBLIC HEARING ON REQUEST TO MODIFY THE CITY CODE TO ALLOW AUTOMOTIVE SALES IN I-2 GENERAL INDUSTRIAL ZONES AS CONDITIONAL USES**

A petition has been received to modify the City Code to allow "automotive sales" within an I-2 General Industrial Zone as a conditional use. As required by State Statute, a public hearing has been scheduled at this time to receive comment on the proposed modification. Notice of the hearing has been included in the St. Peter Herald and posted on the City's website for a period of at least 30 days as required by Statute. Action to consider the proposed modification is scheduled under "NEW BUSINESS".

V. VISITORS

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

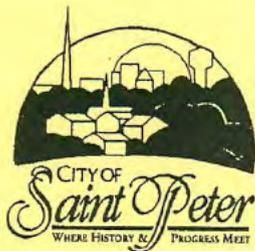
Members of the audience wishing to address the Council with regard to an agenda item later in the meeting should be noted at this time.

B. **General Visitor Comments**

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

VI. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for January 23, 2020 through February 5, 22, 2020, is attached. Please see the attached staff reports and RESOLUTION.



VII. UNFINISHED BUSINESS

None scheduled.

VIII. NEW BUSINESS

A. ADOPTION OF AN ORDINANCE MODIFYING THE CITY CODE TO ALLOW "AUTOMOTIVE SALES" AS A CONDITIONAL USE IN AN I-2 GENERAL INDUSTRIAL ZONE

Following the public hearing it is appropriate to consider a petition requesting modification to the City Code to allow "automotive sales" as a conditional use in an I-2 (General Industrial) zone. The petitioner owns the former Onan Manufacturing property on North Swift Street. If approved, the change to the zoning code would allow automotive sales in all I-2 zones. Please see the attached staff report and ORDINANCE.

B. ADOPTION OF A RESOLUTION ACCEPTING DONATION FOR DOG PARK

As provided for in the City's donation policy, staff recommends formal acceptance of a \$32,000 donation from the River Valley Dog Park Association to be used for development of the new dog park at 1125 North Swift Street. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE: ST. PATRICK'S DAY PARADE

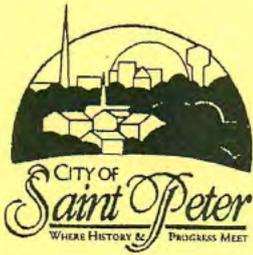
The St. Peter Ambassadors have requested City assistance for the March 17, 2020 St. Patrick's Day parade. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING REQUEST FOR CITY ASSISTANCE: RELAY FOR LIFE

Organizers of the American Cancer Society Relay for Life event have requested City assistance. Staff recommends approval. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO BUILDING INSPECTOR JOB DESCRIPTION

With the receipt of the Building Inspector's resignation due to his retirement, staff has reviewed the job description for the position and modifications are recommended. Please see the attached staff report and RESOLUTION.



F. ADOPTION OF A RESOLUTION APPROVING SOFT DRINK LICENSE FOR RIVER'S EDGE HOSPITAL

As part of the expansion project at River's Edge Hospital, a café has been constructed. Hospital officials have submitted an application for a Soft Drink license for operation of the café. Staff recommends approval. Please see the attached staff report and RESOLUTION.

IX. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON JANUARY 27, 2020 CLOSED SESSION REGARDING SALE OF FORMER WASTEWATER TREATMENT PONDS

A report will be provided at this time on the closed session held at the last Council meeting regarding the sale of the City's former wastewater treatment ponds property.

2. OTHERS

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

X. 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

XI. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

MINUTES OF THE CITY COUNCIL MEETING

JANUARY 27, 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 27, 2020.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Keri Johnson, Shanon Nowell, Emily Bruflat, Bradley DeVos, and Mayor Chuck Zieman. Absent were Councilmembers Ed Johnson and Stephan Grams. The following officials were present: City Administrator Todd Prafke, Assistant City Attorney Christopher Grean and City Engineer Jeff Domras.

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

Approval of Minutes – Mayor Zieman noted a correction to the minutes to reflect the correct meeting date of January 13, 2020. A motion was made by Nowell, seconded by DeVos, to approve the minutes of the January 13, 2020 regular City Council meeting as corrected. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 13, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Bruflat, seconded by Johnson, Resolution No. 2020-05 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. 2020-05 is contained in the City Administrator's book entitled Council Resolutions 23.

Fire Hall Project Local Option Sales Tax – City Administrator Prafke presented a resolution in support of a local option sales tax in the amount of one-half of one percent to be used to fund construction of a new Fire Station. Prafke asked the Council to determine if use of a sales tax was an appropriate revenue stream to finance the project and, if so, what amount (one-half of one percent or three-quarters of one percent) should be requested of the Minnesota Legislature. Prafke stated that in addition to the draft resolution in the packet calling for one-half of one percent, staff had prepared an additional resolution at the three-quarters of one-percent amount should the Council wish to consider the higher amount. Prafke noted staff had already identified the various regional impacts of the project, which was required for approval and that if approved by the Legislature, the question would be put to the voters as part of the November general election. Prafke asked the Council to analyze the risk of what amount of tax would be acceptable to both the Legislature and the voters and indicated if the sales tax was not approved, the project would be funded entirely by property tax increases.

Shannon Sweeney of David Drown Associates addressed the Council in his role as the City's financial advisor and indicated the \$9.1 million project (maximum expected cost), would be funded initially by a loan through USDA – Rural Development and generate an annual debt service of \$378,000 for forty (40) years at the current interest rate of 2.75%. Sweeney reported that a one-half cent sales tax is expected to generate \$260,000 towards the debt service with the remainder funded by property taxes. Sweeney also reported that if the sales tax was in place, the property tax increase for the remaining debt service would raise the annual tax on a \$100,000 home by \$14.27. Councilmembers thoroughly discussed the matter asking questions about whether the sales tax revenue would increase over time to pay a larger percentage of the debt service;

whether the project cost could be less; the implications of having a higher rate than other jurisdictions in and around St. Peter; the Legislature's tolerance for requests of higher sales tax amounts; the public's willingness to tolerate property tax increases; and whether the request for a higher sales tax could be lowered should the Legislature deny the higher amount.

Mayor Zieman suggested a sales tax of .625% which would make the overall tax in St. Peter 8%.

In motion by DeVos, seconded by Johnson, Resolution No. 2020-06 entitled "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" was introduced. Upon roll call, Councilmembers Bruflat, DeVos, Nowell and Johnson voting aye, Mayor Zieman voting nay, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-06 is contained in the City Administrator's book entitled Council Resolutions 23.

Purchase Of Library Services Agreement With Nicollet County – City Administrator Prafke recommended authorization be provided for execution of a contract with Nicollet County that would provide funds from the County for the City's provision of library services to rural county residents. Prafke noted the \$50,044 in funds offered as part of the contract was the same as in 2019 which did not keep pace with increasing library costs and/or inflation. Prafke reported the City and North Mankato had jointly requested additional funding from the County and were turned down. In motion by Nowell, seconded by Bruflat, Resolution No. 2020-06 entitled "Resolution Authorizing Execution Of Library Services Contract" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-07 is contained in the City Administrator's book entitled Council Resolutions 23.

2020 Equipment Certificate Purchase: Pool Heater – Public Works Director Moulton requested authorization to purchase a replacement pool heater for the outdoor pool from Horizon Commercial Pool Supply in the amount of \$21,837.95. Moulton indicated funding for the purchase had been budgeted in the 2020 Equipment Certificate. In motion by Bruflat, seconded by Johnson, Resolution No. 2020-08 entitled "Resolution Authorizing 2020 Equipment Certificate Purchase: Pentair Powermax Pool Heater" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-08 is contained in the City Administrator's book entitled Council Resolutions 23.

River's Edge Hospital Equipment Purchase Requests – River's Edge Hospital CFO (Acting CEO) Lori Zook, addressed the Council to present two purchases recommended by the Hospital Commission, the first being Cisco Identify security software that would restrict vendor access to the Hospital's system to their own data. Zook indicated the purchase in the amount of \$54,202 would be funded by Hospital funds. Councilmember Bruflat questioned whether purchase of software from other vendors had been explored. Zook reported only Cisco software would work with the existing software platform used by the Hospital. In motion by Bruflat, seconded by Nowell, Resolution No. 2020-09 entitled "Resolution Approving Purchase Of Software To Be Used For Securing Access To Hospital Users And Devices 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. 2020-09 is contained in the City Administrator's book entitled Council Resolutions 23.

Zook also provided information on the proposed purchase of two anesthesia workstations to be used in the two new operating rooms. The "carts" would allow staff to better document pharmaceutical waste, use, discrepancies and allow easier access to anesthesia drugs during surgeries. Zook recommended purchase of the carts from Omnicell in the amount of \$65,776.97. In motion by Johnson, seconded by Nowell, Resolution No. 2020-10 entitled "Resolution

Approving Purchase Of Anesthesia Workstations 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. 2020-10 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman thanked the members of the Fire Department for their work organizing the youth fishing contest at Hallett's Pond. Zieman reported 130-140 children participated.

Advisory Board Vacancies – City Administrator Prafke noted advisory board vacancies remain on the Planning and Zoning Commission and Economic Development Authority and urged residents interested in appointment to either board to contact his office.

Medallion Hunt Reminders – City Administrator Prafke provided the annual words of caution for anyone participating in the Winterfest medallion hunt. Prafke noted the medallion would be on public property, but it would be on top of the ground and not in any restricted area.

Minnesota Housing Meeting - City Administrator Prafke reported the Minnesota Housing Finance Agency was hosting a regional meeting on housing issues in St. Peter on January 30th and more than 70 people would be in attendance.

Newly Elected Officials Conference – Councilmembers Johnson, Bruflat, Nowell and DeVos reported on their attendance at the League of Minnesota conference for newly elected officials. Each indicated the sessions were valuable and provided information that would be beneficial as they began their term of service on the City Council.

Executive Session: Land Sale – Former Wastewater Treatment Ponds – Mayor Zieman presented a resolution calling for a closed session, as allowed under State Statute, to discuss sale of the City's former wastewater treatment ponds property. In motion by Nowell, seconded by DeVos, Resolution No. 2020-11 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-11 is contained in the City Administrator's book entitled Council Resolutions 23.

The Council adjourned to closed session in the Traverse des Sioux Room at 8:08 p.m.
The Council returned to open session at 8:28 p.m.

There being no further business, a motion was made by Nowell, seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:29 p.m.

Charles Zieman
Mayor

ATTEST:

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.

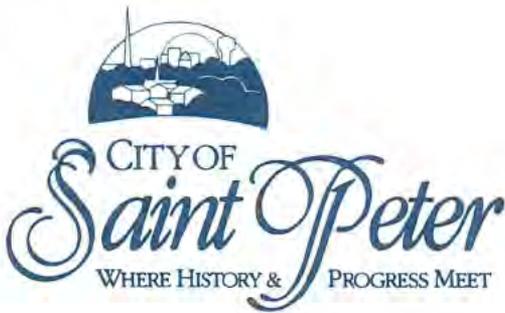
The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity 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: January 27, 2020

FROM: Pete Moulton
Public Works Director

Jeff Knutson
Water Resources Superintendent

RE: Water Meter Purchase

ACTION/RECOMMENDATION

Authorize purchase of 200 water meters in the amount of \$27,600 from Metering & Technology Solutions of Burnsville, Minnesota

BACKGROUND

Each year water meter bodies and regulators are purchased for use throughout the year and for 2020 requests for proposals, as required by the City's purchasing policy, were sought for "Badger" water meters that are compatible and interchangeable with over 90% (4,100 of 4,500 water meters) of the City's water metering distribution system.

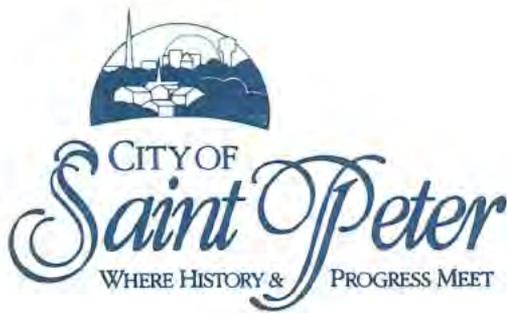
Only one proposal was received from Metering & Technology Solutions. They are the proprietary vendor for this model of Badger water meters.

| <u>Company</u> | <u>Cost per meter</u> |
|--|-----------------------|
| Metering & Technology Solutions - Burnsville | \$138.00 |

We recommend accepting the proposal in the total amount of \$27,600 for 200 water meters. Funding for the purchase is from the Water Fund budget.

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

PM/CV/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 5, 2020

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resource Superintendent

RE: Sanitary Wastewater Lining of City Wastewater Mains

ACTION/RECOMMENDATION

Authorize Veit and Company, Inc. of Rogers, Minnesota to install a 15" cured in place liner on the City's North Interceptor sanitary sewer main in the amount of \$49,661.

BACKGROUND

The 2020 Wastewater budget identifies a continuation of lining (Phase5) on the existing 15" North Interceptor sewer line which collects sewage from the northern one-third of Saint Peter and delivers it to our main pumping station. The collection piping lays parallel to Highway 169 in the west ditch. This is Phase Four of a multi-phase project.

Stretches of the sanitary section between Dranttel Street and the main pumping station have pipe deficiencies vulnerable to inflow and infiltration (I&I). Groundwater and high river levels account for an increase in the influent volume at the wastewater treatment plant. Additional volume of wastewater leads to additional chemicals needed to treat the water and additional costs.

City staff has identified Phase 5 as our next project that will benefit from installation of 955' of sanitary lining. This is a multiphase project that began 6 years ago with the intent of reducing inflow and infiltration.

Lining a sanitary sewer pipe includes application of a resin coating to the liner prior to its insertion of the existing pipe. The resin is heat and time sensitive and solidifies while in place creating a new PVC pipe within the existing infrastructure. Using this "No-Dig" technology to line sanitary sewers provides minimal interruption of existing service within the City's infrastructure. Conceptually, a soft liner fills the interior of an existing pipe and is expanded to the inside diameter of the pipe. After installation, existing private lateral taps are cut-in, restoring a sanitary service to service.

Two formal written proposals were received from the following qualified companies.

| <u>Proposal Items:</u> | <u>Veit Company</u> | <u>Insituform</u> |
|---------------------------|---------------------|--------------------|
| Mobilization | \$1.00 | \$4,841.80 |
| 15 inch lining | \$49,660.00 | \$57,109.00 |
| Three Tap Cut-ins | \$0 | \$150.00 |
| <i>Total Project Cost</i> | <i>\$49,661.00</i> | <i>\$62,373.80</i> |

Funding for this project is allocated in the 2020 Wastewater budget.

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



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/5/2020

FROM: Todd Prafke
City Administrator

RE: HPC/ADA Accessibility Grant Application Review Committee
Appointments

ACTION/RECOMMENDATION

Appoint individuals to the HPC/ADA Accessibility Grant Application Review Committee.

BACKGROUND

In 2019 the City Council created a committee that will meet once a year to review applications for ADA compliance grants. Mayor Zieman recommends the appointment of the following individuals to serve for calendar year 2020:

- Bob Sandeen – He will serve as a representative of the Chamber of Commerce. In addition, he has considerable experience working with the Nicollet County Historical Society (NCHS)
- Jessica Becker - NCHS Executive Director has volunteered to represent her organization.
- Joe Metzen – Representing the City's Heritage Preservation Commission
- John Mayer – A local business owner and past recipient of EDA loan for accessibility.
- Councilmember Stephan Grams – representing the City Council.

In addition to these individuals, the Committee will be staffed by the Community Development Director.

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

TP/bal



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/05/20

FROM: Cindy Moulton
Administrative Secretary

RE: Renewal License Applications

ACTION/RECOMMENDATION

Provide approval for various renewal license applications.

BACKGROUND

Taco Johns has submitted a renewal application for their Soft Drink license. Their previous license expired December 31, 2019 and the renewal was submitted after the deadline as the business was sold and miscommunication occurred between the seller and the buyer. You approved the license contingent upon City Council approval. The licensing period will be January 1, 2020 through December 31, 2020.

The Knights of Columbus will be holding their annual fish boil at the Church of St. Peter, 1801 West Broadway Avenue on March 27, 2020. They have applied for a Temporary On-Sale 3.2 Beer license in order to sell beer at the event.

The St. Peter Ambassadors has submitted a Temporary Gambling License application for their annual fundraiser at the Red Men Club, 412 South Third Street on March 17, 2020.

The Knights of Columbus will be conducting bingo at the Nicollet County Fair from August 5, 2020 – August 9, 2020. They have submitted a Temporary Gambling License application in order to allow them to conduct bingo.

Approval of these renewal licenses is recommended.

Please feel free to contact me should you have any questions or concerns on these consent agenda items.

/cm



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/05/2020

FROM: Joey Schugel
Recreation and Leisure Services Director

RE: Part-time Employee Appointments

ACTION/RECOMMENDATION

Appoint three part-time Recreation Leaders.

BACKGROUND

In 2019 both the Recreation Leader and Recreation Coordinator positions through the Recreation and Leisure Services Department were approved as part-time year-round positions. This helped fill a need to more effectively staff year-round programming from the Recreation Department.

We initiated a recruitment process in November for both positions and received three applicants. All three applicants met the minimum qualifications and were interviewed and subsequently recommended for appointment. As that recommendation came after the last regular Council meeting of 2019, they were temporarily appointed by you under the authority provided to you in the City Code.

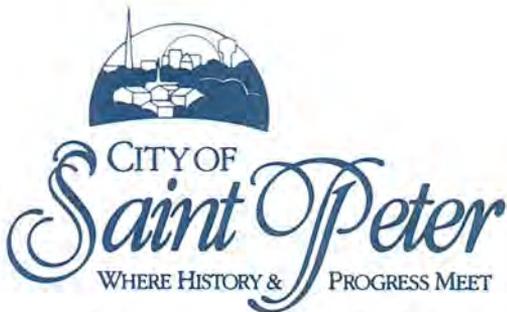
Each has done a very nice job working a variety of programs and events this winter season thus far and I request their appointment by the City Council as follows:

| | | |
|----------------|----------------------|----------|
| Scott Lee | PT Recreation Leader | \$10.00 |
| Kayla Smith | PT Recreation Leader | \$10.00 |
| Michael Connor | PT Recreation Leader | \$10.25* |

*Appoint at a second year rate, Michael Connor has been a seasonal Recreation Leader during the summer of 2018 and 2019.

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: January 22, 2020

FROM: Pete Moulton
Director of Public Works

RE: Maintenance Superintendent Appointment

ACTION/RECOMMENDATION

Appoint Scott Schroeder as Maintenance Superintendent in the Public Works Department.

BACKGROUND

The recruitment process for the position of Maintenance Superintendent resulted in interviews of six qualified candidates. Second interviews were conducted with the top two candidates and Scott Schroeder emerged as the top candidate. A contingent offer of employment has been made based on the following terms:

- Probationary salary of \$73,206.00 (advertised wage).
- Probation period of six (6) months. After completion of the probationary period, a wage increase of 3% will be provided based on preset performance standards.
- Sick leave and vacation at accrual levels outlined in the City's personnel policy.
- Provision of either a car allowance or a mileage payment as provided for under current administrative policies.
- Cell phone stipend as provided for under current administrative policies.
- Passing all background checks and other required testing.

Scott Schroeder is currently employed with the City of Shorewood and has experience as a "Streets Lead" worker. He also worked six years as an Operations Manager for Allserv where he maintained over 1,500 acres of property in several states.

I recommend Mr. Schroeder be appointed as Maintenance Superintendent.

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

PM



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/05/2020

FROM: Joey Schugel
Recreation and Leisure Services Director

RE: Pool Cashier Wage Scale

ACTION/RECOMMENDATION

Approve a wage scale increase for the Pool Cashier position within the Recreation and Leisure Services Department based on the table below.

BACKGROUND

The Recreation and Leisure Services Department manages the Roy T. Lindenberg Memorial Pool at Veteran's Park during the summer outdoor pool season. Pool Cashiers are staffed to take daily admission fees, sell season passes and concessions, and to be the first point of contact for customers. This involves answering questions about the pool, pool programs, and hours, but also work to make sure that access in and out of the pool as well as the surrounding area is safe and accessible to all.

The current Pool Cashier wage scale is the lowest paying position within our Aquatics Pay Scale as well as the Recreation and Leisure Services Department. This is the case for a few reasons; this is the only position city-wide that we accept applicants starting at age 15, pool cashiers have either the Pool Manager or a Head Guard on-site to assist at all times, and the job responsibilities, although important, do not have as many requirements as other aquatic and recreation positions.

With that said the current wage scale is substantially lower than our other positions making it hard to attract enough applicants for this position. The hope is that the proposed increase below will make this position more attractive to new applicants as well as retaining experienced employees.

Pool Cashier (current)

| # of years | Hourly Wage |
|------------|-------------|
| 1 | \$7.65 |
| 2 | \$7.90 |
| 3 | \$8.15 |
| 4+ | \$8.40 |

Pool Cashier (proposed)

| # of years | Hourly Wage |
|------------|-------------|
| 1 | \$8.25 |
| 2 | \$8.50 |
| 3 | \$8.75 |
| 4+ | \$9.00 |

The approximate fiscal impact on the 2020 Pool Budget with this proposed increase will be less than \$500. Funding for this position is budgeted for and paid out of Recreation Seasonal/Temporary Swimming Pool Wages.

Please let me know if you have any questions or concerns about this agenda item.

JS/

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------|----------------------------|--------------------|------------------------|-----------------|
| BLACKSTONE PUBLISHING | audio | LIBRARY FUND | LIBRARY | <u>311.99</u> |
| | | | TOTAL: | 311.99 |
| BOLTON & MENK INC | new fire hall engineering | GENERAL FUND | FIRE | 454.00 |
| | staff mtgs less retreat | GENERAL FUND | STREETS | 7.50- |
| | srts funding app | GENERAL FUND | STREETS | 540.00 |
| | msa mileage cert | GENERAL FUND | STREETS | 30.00 |
| | th99 dcp and sa pay reques | GENERAL FUND | STREETS | 360.00 |
| | 2018 ada transition plan | GENERAL FUND | STREETS | 2,527.00 |
| | staff mtgs less retreat | GENERAL FUND | PARKS | 6.00- |
| | gac & weelborg annex, row | GENERAL FUND | ECONOMIC DEVMT | 2,033.50 |
| | staff mtgs less retreat | WATER | ADMIN AND GENERAL | 3.00- |
| | gis points collect to gis | WATER | ADMIN AND GENERAL | 220.00 |
| | staff mtgs less retreat | WASTE WATER FUND | ADMIN AND GENERAL | 3.00- |
| | gis points collect to gis | WASTE WATER FUND | ADMIN AND GENERAL | 165.00 |
| | staff mtgs less retreat | ENVIRON SERVICES F | ADMIN AND GENERAL | 3.00- |
| | staff mtgs less retreat | ELECTRIC FUND | ADMIN AND GENERAL | 7.50- |
| | gis points collect to gis | STORMWATER FUND | ADMINISTRATION AND GEN | <u>167.50</u> |
| | | | TOTAL: | 6,467.00 |
| C & S SUPPLY CO INC | uniform allow. dave g. | GENERAL FUND | PUBLIC WORKS ADMIN | 143.94 |
| | uniform allow. dave o. boo | GENERAL FUND | STREETS | 118.76 |
| | #45 jack, adapter, coupler | GENERAL FUND | STREETS | 71.55 |
| | uniform allow. tim | WASTE WATER FUND | ADMIN AND GENERAL | 296.91 |
| | uniform allow. raoul boots | ENVIRON SERVICES F | REFUSE DISPOSAL | <u>159.26</u> |
| | | | TOTAL: | 790.42 |
| CIVICPLUS | new website | GENERAL FUND | CITY ADMINISTRATION | 2,441.23 |
| | new website | GENERAL FUND | CITY CLERK | 2,441.23 |
| | new website | GENERAL FUND | FINANCE | 1,627.49 |
| | new website | GENERAL FUND | POLICE | 1,301.99 |
| | new website | GENERAL FUND | BUILDING INSPECTOR | 651.00 |
| | new website | GENERAL FUND | PUBLIC WORKS ADMIN | 325.50 |
| | new website | GENERAL FUND | ECONOMIC DEVMT | 162.75 |
| | new website | WATER | ADMIN AND GENERAL | 1,464.74 |
| | new website | WASTE WATER FUND | ADMIN AND GENERAL | 1,464.73 |
| | new website | ELECTRIC FUND | ADMIN AND GENERAL | <u>4,394.22</u> |
| | | | TOTAL: | 16,274.88 |
| CYBER MARKETING INC. | boots chris v | WATER | ADMIN AND GENERAL | <u>114.74</u> |
| | | | TOTAL: | 114.74 |
| DEMCO, INC. | office supp markers tape | LIBRARY FUND | LIBRARY | <u>98.45</u> |
| | | | TOTAL: | 98.45 |
| INGRAM BOOK COMPANY | books | LIBRARY FUND | LIBRARY | <u>1,606.19</u> |
| | | | TOTAL: | 1,606.19 |
| LEXIS NEXIS | dec subscription fee | GENERAL FUND | POLICE | <u>100.00</u> |
| | | | TOTAL: | 100.00 |
| MADDEN, GALANTER, HANSEN, LLP | dec labor relations svc | GENERAL FUND | CITY ADMINISTRATION | <u>211.03</u> |
| | | | TOTAL: | 211.03 |
| MIDWEST TAPE | media | LIBRARY FUND | LIBRARY | <u>23.24</u> |
| | | | TOTAL: | 23.24 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--|---------------------------|------------------|------------------------|-----------------|
| PETE MOULTON | mileage 12/30/19 | ELECTRIC FUND | ADMIN AND GENERAL | <u>5.80</u> |
| | | | TOTAL: | 5.80 |
| PENWORTHY | children's materials | LIBRARY FUND | LIBRARY | 411.84 |
| | children's materials | LIBRARY FUND | LIBRARY | <u>21.97</u> |
| | | | TOTAL: | 433.81 |
| PLUNKETT'S PEST CONTROL INC | gen. pest control program | GENERAL FUND | MUNICIPAL BUILDING | <u>87.50</u> |
| | | | TOTAL: | 87.50 |
| JOEY SCHUGEL-PETTY CASH | sr programming mtg lunch | GENERAL FUND | SENIOR COORDINATOR | 8.58 |
| | Cmas lights lib | LIBRARY FUND | LIBRARY | 12.00 |
| | clock for room 310b | COMMUNITY CENTER | COMMUNITY CENTER | <u>9.99</u> |
| | | | TOTAL: | 30.57 |
| ST PETER AREA TOURISM & VISITORS BUREA | NOV 2019 LODGING TAX | GENERAL FUND | NON-DEPARTMENTAL | <u>4,698.41</u> |
| | | | TOTAL: | 4,698.41 |
| STANTEC CONSULTING SERVICES INC. | wellhead protection plan | WATER | CAPITAL-SOURCE OF SUPP | <u>3,826.50</u> |
| | | | TOTAL: | 3,826.50 |
| TACTICAL SOLUTIONS | ballistic vest | GENERAL FUND | POLICE | <u>1,196.00</u> |
| | | | TOTAL: | 1,196.00 |

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

| | | |
|-------|-----------------------|-----------|
| 101 | GENERAL FUND | 21,517.96 |
| 211 | LIBRARY FUND | 2,485.68 |
| 217 | COMMUNITY CENTER | 9.99 |
| 601 | WATER | 5,622.98 |
| 602 | WASTE WATER FUND | 1,923.64 |
| 603 | ENVIRON SERVICES FUND | 156.26 |
| 604 | ELECTRIC FUND | 4,392.52 |
| 606 | STORMWATER FUND | 167.50 |
| ----- | | |
| | GRAND TOTAL: | 36,276.53 |
| ----- | | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--|----------------------------|--------------------|------------------------|-----------------|
| 4 THE TEAM | ua jason m. | GENERAL FUND | PARKS | <u>67.00</u> |
| | | | TOTAL: | 67.00 |
| A PLUS SECURITY, INC. | feb-apr software security | COMMUNITY CENTER | COMMUNITY CENTER | <u>96.00</u> |
| | | | TOTAL: | 96.00 |
| ALL AMERICA PRESSURE WASHER MFG., INC. | pressure washer repair | GENERAL FUND | FIRE | <u>159.00</u> |
| | | | TOTAL: | 159.00 |
| AMERICAN EXPRESS | annual membership renewal | WATER | ADMIN AND GENERAL | <u>55.00</u> |
| | | | TOTAL: | 55.00 |
| AMERICAN RED CROSS | adult & pediatric first ai | GENERAL FUND | SWIMMING POOL | <u>150.00</u> |
| | | | TOTAL: | 150.00 |
| BEEHIVE INDUSTRIES | beehive software 1/3 payme | GENERAL FUND | STREETS | 1,558.93 |
| | beehive software 1/3 payme | GENERAL FUND | PARKS | 710.40 |
| | beehive software 1/3 payme | WATER | DISTRIBUTION AND STORA | 2,220.00 |
| | beehive software 1/3 payme | WASTE WATER FUND | ADMIN AND GENERAL | 1,677.34 |
| | beehive software 1/3 payme | ENVIRON SERVICES F | ADMIN AND GENERAL | 690.67 |
| | beehive software 1/3 payme | ELECTRIC FUND | ADMIN AND GENERAL | 2,318.66 |
| | beehive software 1/3 payme | STORMWATER FUND | ADMINISTRATION AND GEN | <u>690.66</u> |
| | | | TOTAL: | 9,866.66 |
| BLACKSTONE PUBLISHING | audio | LIBRARY FUND | LIBRARY | 172.49 |
| | audio for library | LIBRARY FUND | LIBRARY | <u>135.00</u> |
| | | | TOTAL: | 307.49 |
| BLUE EARTH COUNTY SHERIFF | mdc's maint. & lic. | GENERAL FUND | POLICE | 2,160.00 |
| | cis shared records | GENERAL FUND | POLICE | <u>8,427.00</u> |
| | | | TOTAL: | 10,587.00 |
| BOLTON & MENK INC | n. 3rd | GENERAL FUND | STREETS | 3,332.50 |
| | development by hallett's p | GENERAL FUND | ECONOMIC DEVMT | 125.50 |
| | water distribution cip | WATER | CAPITAL-WATER DISTRIBU | 450.00 |
| | n. 3rd | STORMWATER FUND | CAPITAL-COLL SYS/LIFT | <u>3,332.50</u> |
| | | | TOTAL: | 7,240.50 |
| CHIROPRACTIC HEALTH CENTER OF LESUEUR | dot physical | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>90.00</u> |
| | | | TOTAL: | 90.00 |
| CINTAS FIRST AID & SAFETY | safety cabnets | GENERAL FUND | STREETS | 130.50 |
| | first aid & aed checks | GENERAL FUND | RECREATION/LEISURE SER | 147.74 |
| | first aid & aed checks | GENERAL FUND | SWIMMING POOL | 31.20 |
| | safety cabnets | GENERAL FUND | PARKS | 104.40 |
| | first aid & aed checks | LIBRARY FUND | LIBRARY | 17.62 |
| | first aid & aed checks | COMMUNITY CENTER | COMMUNITY CENTER | 19.27 |
| | safety cabnets | WATER | ADMIN AND GENERAL | 52.20 |
| | safety cabnets | WASTE WATER FUND | ADMIN AND GENERAL | 52.20 |
| | safety cabnets | ENVIRON SERVICES F | ADMIN AND GENERAL | 52.18 |
| | safety cabnets | ELECTRIC FUND | ADMIN AND GENERAL | <u>130.50</u> |
| | | | TOTAL: | 737.81 |
| CITY OF NORTH MANKATO | trt fees | GENERAL FUND | POLICE | <u>4,000.00</u> |
| | | | TOTAL: | 4,000.00 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT | |
|----------------------------|-----------------------------|--------------------|------------------------|------------------------|---------|
| COLE PAPERS INC | cleaner, gloves, & tissue | GENERAL FUND | CITY ADMINISTRATION | 65.89 | |
| | cleaner, gloves, & tissue | GENERAL FUND | CITY CLERK | 65.89 | |
| | cleaner, gloves, & tissue | GENERAL FUND | FINANCE | 43.93 | |
| | cleaner, gloves, & tissue | GENERAL FUND | POLICE | 35.14 | |
| | cleaner, gloves, & tissue | GENERAL FUND | BUILDING INSPECTOR | 17.56 | |
| | cleaner, gloves, & tissue | GENERAL FUND | PUBLIC WORKS ADMIN | 8.79 | |
| | bath tissue wipes | GENERAL FUND | STREETS | 21.66 | |
| | bath tissue wipes | GENERAL FUND | PARKS | 21.66 | |
| | cleaner, gloves, & tissue | GENERAL FUND | ECONOMIC DEVMT | 4.39 | |
| | supplies | LIBRARY FUND | LIBRARY | 142.81 | |
| | supplies | LIBRARY FUND | LIBRARY | 126.31 | |
| | supplies | COMMUNITY CENTER | COMMUNITY CENTER | 571.26 | |
| | supplies | COMMUNITY CENTER | COMMUNITY CENTER | 505.26 | |
| | bath tissue wipes | WATER | DISTRIBUTION AND STORA | 10.83 | |
| | cleaner, gloves, & tissue | WATER | ADMIN AND GENERAL | 39.54 | |
| | bath tissue wipes | WASTE WATER FUND | SOURCE/TREATMENT | 10.83 | |
| | cleaner, gloves, & tissue | WASTE WATER FUND | ADMIN AND GENERAL | 39.54 | |
| | bath tissue wipes | ENVIRON SERVICES F | REFUSE DISPOSAL | 10.83 | |
| | bath tissue wipes | ELECTRIC FUND | POWER DISTRIBUTION | 21.66 | |
| | cleaner, gloves, & tissue | ELECTRIC FUND | ADMIN AND GENERAL | 118.60 | |
| | bath tissue wipes | STORMWATER FUND | TREATMENT | 10.82 | |
| | | | TOTAL: | 1,893.20 | |
| | CONSOLIDATED COMMUNICATIONS | jan. phone bill | GENERAL FUND | CITY ADMINISTRATION | 11.56- |
| | | jan. phone bill | GENERAL FUND | CITY CLERK | 2.28- |
| | | jan. phone bill | GENERAL FUND | FINANCE | 17.96- |
| | | jan. phone bill | GENERAL FUND | MUNICIPAL BUILDING | 1.07- |
| | | jan. phone bill | GENERAL FUND | POLICE | 72.02 |
| jan. phone bill | | GENERAL FUND | FIRE | 136.58 | |
| jan. phone bill | | GENERAL FUND | BUILDING INSPECTOR | 6.72- | |
| jan. phone bill | | GENERAL FUND | PUBLIC WORKS ADMIN | 54.40 | |
| jan. phone bill | | GENERAL FUND | STREETS | 7.78- | |
| jan. phone bill | | GENERAL FUND | SENIOR COORDINATOR | 0.02- | |
| jan. phone bill | | GENERAL FUND | RECREATION/LEISURE SER | 141.82 | |
| jan. phone bill | | GENERAL FUND | SWIMMING POOL | 35.22 | |
| jan. phone bill | | GENERAL FUND | PARKS | 45.86 | |
| jan. phone bill | | GENERAL FUND | ECONOMIC DEVMT | 4.41- | |
| jan. phone bill | | LIBRARY FUND | LIBRARY | 14.76- | |
| jan. phone bill | | PUBLIC ACCESS | PUBLIC ACCESS | 2.25- | |
| jan. phone bill | | COMMUNITY CENTER | COMMUNITY CENTER | 130.18 | |
| jan. phone bill | | WATER | ADMIN AND GENERAL | 143.36 | |
| jan. phone bill | | WASTE WATER FUND | ADMIN AND GENERAL | 138.68 | |
| jan. phone bill | | ENVIRON SERVICES F | ADMIN AND GENERAL | 4.94- | |
| jan. phone bill | | ELECTRIC FUND | POWER PRODUCTION | 28.72 | |
| jan. phone bill | | ELECTRIC FUND | ADMIN AND GENERAL | 17.53- | |
| | | | TOTAL: | 835.56 | |
| CONSUMER REPORTS ON HEALTH | | annual renewal | LIBRARY FUND | LIBRARY | 24.00 |
| | | | | TOTAL: | 24.00 |
| CORE & MAIN LP | | starflange & grip | WATER | PURIFICATION AND TREAT | 296.77 |
| | | megaflange | WATER | PURIFICATION AND TREAT | 284.48- |
| | meter washers | WATER | DISTRIBUTION AND STORA | 122.78 | |
| | | | TOTAL: | 135.07 | |
| CRYSTAL VALLEY | 2020 gen. plant fuel | ELECTRIC FUND | POWER PRODUCTION | 16,207.61 | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-----------------------------------|----------------------------|--------------------|------------------------|------------------|
| | | | TOTAL: | <u>16,207.61</u> |
| CUSTOM FIRE APPARATUS, INC. | #506 valve, air, 4 way, to | GENERAL FUND | FIRE | <u>54.29</u> |
| | | | TOTAL: | <u>54.29</u> |
| DAMON FARBER LANDSCAPE ARCHITECTS | vet's park creative playgr | GENERAL FUND | PARKS | <u>4,983.20</u> |
| | | | TOTAL: | <u>4,983.20</u> |
| DEVOS, BRADLEY | mileage lmc training | GENERAL FUND | MAYOR & COUNCIL | <u>110.42</u> |
| | | | TOTAL: | <u>110.42</u> |
| EATON/CANNON TECHNOLOGIES, INC. | load mgt.devices | ELECTRIC FUND | NON-DEPARTMENTAL | <u>9,613.50</u> |
| | | | TOTAL: | <u>9,613.50</u> |
| FASTENAL COMPANY | screwdriver bit | COMMUNITY CENTER | COMMUNITY CENTER | 6.18 |
| | toggle boh | COMMUNITY CENTER | COMMUNITY CENTER | 11.88 |
| | sling lifting strap | WATER | ADMIN AND GENERAL | <u>17.90</u> |
| | | | TOTAL: | <u>35.96</u> |
| GENERAL REPAIR SERVICE | diaphragm | WASTE WATER FUND | SOURCE/TREATMENT | <u>666.40</u> |
| | | | TOTAL: | <u>666.40</u> |
| GILLUND ENTERPRISES INC | diesel fuel supplement | GENERAL FUND | STREETS | 71.95 |
| | diesel fuel supplement | GENERAL FUND | PARKS | 71.95 |
| | diesel fuel supplement | WATER | DISTRIBUTION AND STORA | 35.98 |
| | diesel fuel supplement | WASTE WATER FUND | SOURCE/TREATMENT | 35.98 |
| | diesel fuel supplement | ENVIRON SERVICES F | REFUSE DISPOSAL | 35.98 |
| | diesel fuel supplement | ELECTRIC FUND | POWER DISTRIBUTION | 71.95 |
| | diesel fuel supplement | STORMWATER FUND | TREATMENT | <u>35.97</u> |
| | | | TOTAL: | <u>359.76</u> |
| GOPHER STATE ONE-CALL INC | gopher state one call | WATER | DISTRIBUTION AND STORA | 16.66 |
| | gopher state one call | WASTE WATER FUND | COLLECTOR/LIFT STAT | 16.66 |
| | gopher state one call | ELECTRIC FUND | POWER DISTRIBUTION | <u>16.68</u> |
| | | | TOTAL: | <u>50.00</u> |
| GUSTAVUS ADOLPHUS COLLEGE | ci rebate for tennis dome | ELECTRIC FUND | NON-DEPARTMENTAL | <u>14,940.00</u> |
| | | | TOTAL: | <u>14,940.00</u> |
| HACH COMPANY | lab supplies | WASTE WATER FUND | SOURCE/TREATMENT | <u>975.12</u> |
| | | | TOTAL: | <u>975.12</u> |
| HARRISON TRUCK CENTERS | #917 fender qtr | GENERAL FUND | STREETS | <u>180.39</u> |
| | | | TOTAL: | <u>180.39</u> |
| HAWKINS, INC. | hydrochloric acid | WATER | PURIFICATION AND TREAT | 804.37 |
| | azone 15, lpc-4, sodium hy | WATER | PURIFICATION AND TREAT | <u>3,083.77</u> |
| | | | TOTAL: | <u>3,888.14</u> |
| HERMEL WHOLESale | vending machine supplies | COMMUNITY CENTER | COMMUNITY CENTER | <u>524.77</u> |
| | | | TOTAL: | <u>524.77</u> |
| INGRAM BOOK COMPANY | new adult fic. books | LIBRARY FUND | LIBRARY | <u>746.37</u> |
| | | | TOTAL: | <u>746.37</u> |
| JOHNSON, KERI | hotel & mileage lmc traini | GENERAL FUND | MAYOR & COUNCIL | 155.15 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|------------------------|-----------------|
| | computer stipend | GENERAL FUND | MAYOR & COUNCIL | <u>200.00</u> |
| | | | TOTAL: | 355.15 |
| THE JOURNAL | 1 year renewal | LIBRARY FUND | LIBRARY | <u>228.80</u> |
| | | | TOTAL: | 228.80 |
| KATO GLASS INC | new windshield 2019 charge | GENERAL FUND | POLICE | <u>281.60</u> |
| | | | TOTAL: | 281.60 |
| KENDELL DOORS & HARDWARE, INC. | new door closer for librar | LIBRARY FUND | LIBRARY | <u>268.00</u> |
| | | | TOTAL: | 268.00 |
| LAGER'S INC | 2018 dodge repairs | GENERAL FUND | POLICE | <u>280.00</u> |
| | | | TOTAL: | 280.00 |
| LARKSTUR ENGINEERING & SUPPLY, INC. | belts | GENERAL FUND | STREETS | 38.68 |
| | #112 coupler | GENERAL FUND | STREETS | 116.16 |
| | #112 nipple | GENERAL FUND | STREETS | 58.82 |
| | discharge hose | WASTE WATER FUND | SOURCE/TREATMENT | <u>571.40</u> |
| | | | TOTAL: | 785.06 |
| LEAGUE OF MINNESOTA CITIES | patrol subscription | GENERAL FUND | POLICE | <u>1,440.00</u> |
| | | | TOTAL: | 1,440.00 |
| LEE, JASON | hotel, meal mmua line desi | ELECTRIC FUND | ADMIN AND GENERAL | <u>126.64</u> |
| | | | TOTAL: | 126.64 |
| LJP ENTERPRISES INC | jan waste & refuse | COMMUNITY CENTER | COMMUNITY CENTER | 448.63 |
| | jan waste & refuse | WATER | PURIFICATION AND TREAT | 99.43 |
| | jan waste & refuse | WASTE WATER FUND | SOURCE/TREATMENT | 128.31 |
| | jan waste & refuse | ENVIRON SERVICES F | REFUSE DISPOSAL | <u>660.46</u> |
| | | | TOTAL: | 1,336.83 |
| M PETERS ENTERPRISES INC | flag pole sections | GENERAL FUND | PARKS | <u>450.00</u> |
| | | | TOTAL: | 450.00 |
| MACQUEEN EQUIPMENT INC | tiger tail & gauge | WASTE WATER FUND | COLLECTOR/LIFT STAT | <u>121.92</u> |
| | | | TOTAL: | 121.92 |
| MANKATO CLINIC LTD | ci rebate daniel's clinic | ELECTRIC FUND | NON-DEPARTMENTAL | <u>198.00</u> |
| | | | TOTAL: | 198.00 |
| MARCO, INC. | contract usage charge | GENERAL FUND | CITY ADMINISTRATION | 15.06 |
| | contract usage charge | GENERAL FUND | CITY CLERK | 15.06 |
| | contract usage charge | GENERAL FUND | FINANCE | 10.04 |
| | contract usage charge | GENERAL FUND | POLICE | 8.03 |
| | contract usage charge | GENERAL FUND | BUILDING INSPECTOR | 4.02 |
| | contract usage charge | GENERAL FUND | PUBLIC WORKS ADMIN | 2.01 |
| | contract usage charge | GENERAL FUND | ECONOMIC DEVMT | 1.00 |
| | contract usage charge | WATER | ADMIN AND GENERAL | 9.04 |
| | contract usage charge | WASTE WATER FUND | ADMIN AND GENERAL | 9.02 |
| | contract usage charge | ELECTRIC FUND | ADMIN AND GENERAL | <u>27.11</u> |
| | | | TOTAL: | 100.39 |
| MENARDS | casters plasma cutters | GENERAL FUND | STREETS | 6.43 |
| | casters plasma cutters | GENERAL FUND | PARKS | 6.43 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT | |
|--|----------------------------|----------------------------|------------------------|------------------------|--------|
| | casters plasma cutters | WATER | DISTRIBUTION AND STORA | 3.22 | |
| | casters plasma cutters | WASTE WATER FUND | SOURCE/TREATMENT | 3.22 | |
| | casters plasma cutters | ENVIRON SERVICES F | REFUSE DISPOSAL | 3.22 | |
| | gen. plant shelves | ELECTRIC FUND | POWER PRODUCTION | 52.89 | |
| | casters plasma cutters | ELECTRIC FUND | POWER DISTRIBUTION | 6.43 | |
| | casters plasma cutters | STORMWATER FUND | TREATMENT | 3.21 | |
| | | | TOTAL: | 85.05 | |
| MID-AMERICAN RESEARCH CHEMICAL | orange degreaser | GENERAL FUND | STREETS | 133.10 | |
| | orange degreaser | GENERAL FUND | PARKS | 133.10 | |
| | orange degreaser | WATER | DISTRIBUTION AND STORA | 66.55 | |
| | orange degreaser | WASTE WATER FUND | SOURCE/TREATMENT | 66.55 | |
| | orange degreaser | ENVIRON SERVICES F | REFUSE DISPOSAL | 66.55 | |
| | orange degreaser | ELECTRIC FUND | POWER DISTRIBUTION | 133.10 | |
| | orange degreaser | STORMWATER FUND | TREATMENT | 66.56 | |
| | | | TOTAL: | 665.51 | |
| MIDWEST TAPE | media | LIBRARY FUND | LIBRARY | 13.99 | |
| | media | LIBRARY FUND | LIBRARY | 12.99 | |
| | media | LIBRARY FUND | LIBRARY | 97.45 | |
| | media | LIBRARY FUND | LIBRARY | 110.95 | |
| | media | LIBRARY FUND | LIBRARY | 10.49 | |
| | media | LIBRARY FUND | LIBRARY | 71.21 | |
| | media | LIBRARY FUND | LIBRARY | 11.99 | |
| | media | LIBRARY FUND | LIBRARY | 105.70 | |
| | | | TOTAL: | 434.77 | |
| MISC VENDOR | SALFER, BRIAN | over paid chicken permit | GENERAL FUND | NON-DEPARTMENTAL | 5.00 |
| | SCHAEFFEL, CHRIS | park shelter rental refund | GENERAL FUND | NON-DEPARTMENTAL | 102.02 |
| | PETERSON, COURTNEY | PETERSON, COURTNEY: volley | GENERAL FUND | RECREATION/LEISURE SER | 77.00 |
| | PENNER, BENJAMIN | pre-school transit refund | MN RIVER VALLEY TR | NON-DEPARTMENTAL | 32.00 |
| | | | | TOTAL: | 216.02 |
| MN DEPT OF LABOR & INDUSTRY | boiler license | COMMUNITY CENTER | COMMUNITY CENTER | 10.00 | |
| | | | TOTAL: | 10.00 | |
| MN MUNICIPAL UTILITIES ASSOCIATION | 2020 elec utility 1st qtr | ELECTRIC FUND | ADMIN AND GENERAL | 4,601.25 | |
| | | | TOTAL: | 4,601.25 | |
| MN PARK & SPORTS TURF MANAGERS ASSOCIA | 2020 dues | GENERAL FUND | PARKS | 245.00 | |
| | | | TOTAL: | 245.00 | |
| MN POLLUTION CONTROL AGENCY | 1 regis. ww operators conf | WATER | ADMIN AND GENERAL | 390.00 | |
| | 3 regis. ww operators conf | WASTE WATER FUND | ADMIN AND GENERAL | 1,170.00 | |
| | | | TOTAL: | 1,560.00 | |
| MN STATE FIRE CHIEFS ASSOCIATION | membership renewal | GENERAL FUND | FIRE | 460.00 | |
| | | | TOTAL: | 460.00 | |
| MN VALLEY REGIONAL FIRE FIGHTERS ASSOC | membership dues for 2020 | GENERAL FUND | FIRE | 100.00 | |
| | | | TOTAL: | 100.00 | |
| PETE MOULTON | mile 01/02/20-01/10/20 | GENERAL FUND | PUBLIC WORKS ADMIN | 8.04 | |
| | mile 01/02/20-01/10/20 | GENERAL FUND | PARKS | 17.83 | |
| | mile 01/02/20-01/10/20 | WATER | ADMIN AND GENERAL | 6.33 | |
| | lions dues | WASTE WATER FUND | ADMIN AND GENERAL | 80.00 | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--------------------------------------|----------------------------|--------------------|------------------------|---------------|
| | mile 01/02/20-01/10/20 | ELECTRIC FUND | ADMIN AND GENERAL | <u>131.68</u> |
| | | | TOTAL: | 243.88 |
| MVTL LABORATORIES INC | wtf testing | WASTE WATER FUND | SOURCE/TREATMENT | 26.00 |
| | mei testing | WASTE WATER FUND | SOURCE/TREATMENT | 13.00 |
| | wtf testing | WASTE WATER FUND | SOURCE/TREATMENT | 88.40 |
| | mei testing | WASTE WATER FUND | SOURCE/TREATMENT | 13.00 |
| | lab testing | WASTE WATER FUND | SOURCE/TREATMENT | 54.75 |
| | lab testing | WASTE WATER FUND | SOURCE/TREATMENT | 33.00 |
| | lab testing | WASTE WATER FUND | SOURCE/TREATMENT | <u>26.00</u> |
| | | | TOTAL: | 254.15 |
| NICKLASSON ATHLETIC COMPANY | basketball nets | COMMUNITY CENTER | COMMUNITY CENTER | <u>62.85</u> |
| | | | TOTAL: | 62.85 |
| NICOLLET CTY PUBLIC HEALTH | pals assesment | GENERAL FUND | SENIOR COORDINATOR | <u>400.00</u> |
| | | | TOTAL: | 400.00 |
| NICOLLET COUNTY PUBLIC SERVICES | transit tabs | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>38.50</u> |
| | | | TOTAL: | 38.50 |
| NICOLLET SOIL & WATER CONSERV. DIST. | 2020 trees nursery | ENVIRON SERVICES F | REFUSE DISPOSAL | <u>335.00</u> |
| | | | TOTAL: | 335.00 |
| NORTHLAND BUSINESS SYSTEMS, INC. | recorder contract | GENERAL FUND | POLICE | <u>883.36</u> |
| | | | TOTAL: | 883.36 |
| NOWELL, SHANON | hotel - elected leaders in | GENERAL FUND | MAYOR & COUNCIL | <u>117.20</u> |
| | | | TOTAL: | 117.20 |
| NUTTER CLOTHING CO | uniform allow. | GENERAL FUND | POLICE | <u>180.00</u> |
| | | | TOTAL: | 180.00 |
| OFFICE DEPOT | spare usb drives | GENERAL FUND | CITY ADMINISTRATION | <u>59.94</u> |
| | | | TOTAL: | 59.94 |
| PEREGRIN, ANTHONY | jan. monthly recording | PUBLIC ACCESS | PUBLIC ACCESS | <u>323.00</u> |
| | | | TOTAL: | 323.00 |
| PET EXPO DIST. | routine aquarium maint. | LIBRARY FUND | LIBRARY | <u>98.96</u> |
| | | | TOTAL: | 98.96 |
| RDO EQUIPMENT CO. | #120 brackets | GENERAL FUND | STREETS | <u>84.48</u> |
| | | | TOTAL: | 84.48 |
| RYAN ELECTRIC OF ST PETER | air compressor fuses | WATER | DISTRIBUTION AND STORA | <u>90.00</u> |
| | | | TOTAL: | 90.00 |
| RYAN PLUMBING & HEATING | replace water heater | COMMUNITY CENTER | COMMUNITY CENTER | 836.00 |
| | fix toilet leaks | COMMUNITY CENTER | COMMUNITY CENTER | <u>593.02</u> |
| | | | TOTAL: | 1,429.02 |
| JOEY SCHUGEL-PETTY CASH | library staff mtg supplies | LIBRARY FUND | LIBRARY | <u>10.38</u> |
| | | | TOTAL: | 10.38 |
| SCHWICKERT'S, INC. | hvac system upgrade to win | GENERAL FUND | MUNICIPAL BUILDING | 130.00 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------------|-----------------------------|--------------------|------------------------|--------|
| | | | TOTAL: | 130.00 |
| SHERWIN-WILLIAMS | paint supplies | LIBRARY FUND | LIBRARY | 217.03 |
| | paint supplies | COMMUNITY CENTER | COMMUNITY CENTER | 217.03 |
| | | | TOTAL: | 434.06 |
| SIRCHIE FINGER PRINT LAB | fingerprinting supplies | GENERAL FUND | POLICE | 168.98 |
| | | | TOTAL: | 168.98 |
| SNAP-ON INDUSTRIAL | angular light-orange lights | GENERAL FUND | STREETS | 26.40 |
| | lights | GENERAL FUND | STREETS | 34.59 |
| | angular light-orange lights | GENERAL FUND | PARKS | 26.40 |
| | lights | GENERAL FUND | PARKS | 34.59 |
| | angular light-orange lights | WATER | DISTRIBUTION AND STORA | 13.20 |
| | lights | WATER | DISTRIBUTION AND STORA | 17.29 |
| | angular light-orange lights | WASTE WATER FUND | SOURCE/TREATMENT | 13.20 |
| | lights | WASTE WATER FUND | SOURCE/TREATMENT | 17.29 |
| | angular light-orange lights | ENVIRON SERVICES F | REFUSE DISPOSAL | 13.20 |
| | lights | ENVIRON SERVICES F | REFUSE DISPOSAL | 17.29 |
| | angular light-orange lights | ELECTRIC FUND | POWER DISTRIBUTION | 26.40 |
| | lights | ELECTRIC FUND | POWER DISTRIBUTION | 34.59 |
| | angular light-orange lights | STORMWATER FUND | TREATMENT | 13.20 |
| | lights | STORMWATER FUND | TREATMENT | 17.30 |
| | | | TOTAL: | 304.94 |
| SOUTHERN MN REC & PARK ASSOC | smrpa 2020 dues | GENERAL FUND | RECREATION/LEISURE SER | 30.00 |
| | | | TOTAL: | 30.00 |
| SPRINT SOLUTIONS, INC. | jan. phone bill | GENERAL FUND | FIRE | 79.61 |
| | jan. phone bill | WATER | ADMIN AND GENERAL | 39.99 |
| | | | TOTAL: | 119.60 |
| ST PETER COMMUNITY & FAMILY EDUCATION | brochure printing | GENERAL FUND | RECREATION/LEISURE SER | 181.80 |
| | | | TOTAL: | 181.80 |
| ST PETER LUMBER CO | bench board | GENERAL FUND | PARKS | 3.19 |
| | plastic | WATER | PURIFICATION AND TREAT | 89.49 |
| | bwtp ball valve | WATER | PURIFICATION AND TREAT | 16.29 |
| | | | TOTAL: | 108.97 |
| STAPLES ADVANTAGE | office supplies | GENERAL FUND | CITY ADMINISTRATION | 14.95 |
| | office supplies | GENERAL FUND | CITY CLERK | 14.95 |
| | office supplies | GENERAL FUND | FINANCE | 9.97 |
| | office supplies | GENERAL FUND | POLICE | 7.97 |
| | office supplies | GENERAL FUND | BUILDING INSPECTOR | 3.99 |
| | office supplies | GENERAL FUND | PUBLIC WORKS ADMIN | 1.99 |
| | office supplies | GENERAL FUND | ECONOMIC DEVMT | 1.00 |
| | office supplies | WATER | ADMIN AND GENERAL | 8.97 |
| | office supplies | WASTE WATER FUND | ADMIN AND GENERAL | 8.95 |
| | office supplies | ELECTRIC FUND | ADMIN AND GENERAL | 26.91 |
| | | | TOTAL: | 99.65 |
| STATE INDUSTRIAL PRODUCTS | floor cleaner | LIBRARY FUND | LIBRARY | 63.44 |
| | floor cleaner | COMMUNITY CENTER | COMMUNITY CENTER | 253.74 |
| | | | TOTAL: | 317.18 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------------------|----------------------------|--------------------|------------------------|---------------|
| STREICHER'S | uniform | GENERAL FUND | POLICE | 60.00 |
| | uniform allow. | GENERAL FUND | POLICE | 273.98 |
| | uniform allow. | GENERAL FUND | POLICE | 85.00 |
| | uniform | GENERAL FUND | POLICE | <u>9.99</u> |
| | | | TOTAL: | 428.97 |
| SUNSHINE FILTERS OF PINELLAS, INC. | filter elements | WASTE WATER FUND | SOURCE/TREATMENT | <u>812.00</u> |
| | | | TOTAL: | 812.00 |
| TITAN MACHINERY | #717 screen | WATER | DISTRIBUTION AND STORA | <u>236.17</u> |
| | | | TOTAL: | 236.17 |
| TOWMASTER, INC. | #112 valve solenoid | GENERAL FUND | STREETS | <u>174.55</u> |
| | | | TOTAL: | 174.55 |
| TRAVERSE DES SIOUX LIBRARY SYSTEM | computer materials | LIBRARY FUND | LIBRARY | <u>308.19</u> |
| | | | TOTAL: | 308.19 |
| UNIVERSITY OF MINNESOTA | 2020 mn shade tree short c | GENERAL FUND | PARKS | 225.00 |
| | 2020 mn shade tree short c | ENVIRON SERVICES F | ADMIN AND GENERAL | <u>225.00</u> |
| | | | TOTAL: | 450.00 |
| UTILITY CONSULTANTS, INC. | jan. coliform | WATER | DISTRIBUTION AND STORA | <u>121.00</u> |
| | | | TOTAL: | 121.00 |
| VERIZON WIRELESS | jan. phones & jet packs | GENERAL FUND | FINANCE | 35.01 |
| | jan. phones & jet packs | GENERAL FUND | FIRE | 70.04 |
| | jan. phones & jet packs | COMMUNITY CENTER | COMMUNITY CENTER | 15.34 |
| | jan. phones & jet packs | WATER | ADMIN AND GENERAL | 15.34 |
| | jan. phones & jet packs | WASTE WATER FUND | ADMIN AND GENERAL | 15.34 |
| | jan. phones & jet packs | ELECTRIC FUND | ADMIN AND GENERAL | <u>15.35</u> |
| | | | TOTAL: | 166.42 |
| VISA | mcfoa conf registration | GENERAL FUND | CITY ADMINISTRATION | 275.00 |
| | office 2013 lic. | GENERAL FUND | CITY ADMINISTRATION | 13.51 |
| | dot mtg., hospital mtg | GENERAL FUND | CITY ADMINISTRATION | 88.82 |
| | office 2013 lic. | GENERAL FUND | CITY CLERK | 13.51 |
| | elections tabletop booths | GENERAL FUND | ELECTIONS | 1,326.32 |
| | office 2013 lic. | GENERAL FUND | FINANCE | 9.01 |
| | labels for ap files | GENERAL FUND | FINANCE | 12.25 |
| | laptop cord replacement | GENERAL FUND | FINANCE | 13.95 |
| | training meals | GENERAL FUND | POLICE | 125.78 |
| | supplies | GENERAL FUND | POLICE | 22.99 |
| | uniform allow. | GENERAL FUND | POLICE | 303.49 |
| | uniform allow. | GENERAL FUND | POLICE | 444.95 |
| | uniform allow. | GENERAL FUND | POLICE | 396.74 |
| | office 2013 lic. | GENERAL FUND | POLICE | 7.21 |
| | meals for mscic training | GENERAL FUND | POLICE | 115.08 |
| | uniform allow. | GENERAL FUND | POLICE | 616.85 |
| | annual institute hotel, me | GENERAL FUND | BUILDING INSPECTOR | 303.00 |
| | office 2013 lic. | GENERAL FUND | BUILDING INSPECTOR | 3.60 |
| | registration for region cl | GENERAL FUND | BUILDING INSPECTOR | 640.00 |
| | annual fee | GENERAL FUND | PUBLIC WORKS ADMIN | 15.00 |
| | office 2013 lic. | GENERAL FUND | PUBLIC WORKS ADMIN | 1.80 |
| | replacement large ups for | GENERAL FUND | PUBLIC WORKS ADMIN | 1,001.73 |
| | vac. filters | GENERAL FUND | STREETS | 98.24 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------|----------------------------|--------------------|------------------------|----------|
| | city key rings & hubs (gre | GENERAL FUND | STREETS | 44.00 |
| | lunch for conference | GENERAL FUND | STREETS | 5.64 |
| | senior center supplies | GENERAL FUND | SENIOR COORDINATOR | 50.74 |
| | mrpa annual mtg. | GENERAL FUND | RECREATION/LEISURE SER | 39.00 |
| | pickleball supplies | GENERAL FUND | RECREATION/LEISURE SER | 265.99 |
| | vac. filters | GENERAL FUND | PARKS | 78.59 |
| | city key rings & hubs (gre | GENERAL FUND | PARKS | 44.00 |
| | lunch for conference | GENERAL FUND | PARKS | 4.51 |
| | lifting straps | GENERAL FUND | PARKS | 107.83 |
| | office 2013 lic. | GENERAL FUND | ECONOMIC DEVMT | 0.90 |
| | spdc monthly agenda mtg. | GENERAL FUND | ECONOMIC DEVMT | 15.21 |
| | team book club supplies | LIBRARY FUND | LIBRARY | 53.96 |
| | passon boots | COMMUNITY CENTER | COMMUNITY CENTER | 119.99 |
| | c.c. supplies | COMMUNITY CENTER | COMMUNITY CENTER | 17.56 |
| | filter for scrubber | WATER | PURIFICATION AND TREAT | 28.67 |
| | city key rings & hubs (gre | WATER | DISTRIBUTION AND STORA | 22.00 |
| | vac. filters | WATER | ADMIN AND GENERAL | 39.30 |
| | office 2013 lic. | WATER | ADMIN AND GENERAL | 8.11 |
| | lunch for conference | WATER | ADMIN AND GENERAL | 2.26 |
| | mwoa innovatives conferenc | WATER | ADMIN AND GENERAL | 85.00 |
| | labels for ap files | WATER | ADMIN AND GENERAL | 3.06 |
| | city key rings & hubs (gre | WASTE WATER FUND | SOURCE/TREATMENT | 22.00 |
| | vac. filters | WASTE WATER FUND | ADMIN AND GENERAL | 39.30 |
| | office 2013 lic. | WASTE WATER FUND | ADMIN AND GENERAL | 8.11 |
| | lunch for conference | WASTE WATER FUND | ADMIN AND GENERAL | 2.26 |
| | labels for ap files | WASTE WATER FUND | ADMIN AND GENERAL | 3.06 |
| | city key rings & hubs (gre | ENVIRON SERVICES F | REFUSE DISPOSAL | 22.00 |
| | mn compost council members | ENVIRON SERVICES F | ADMIN AND GENERAL | 175.00 |
| | vac. filters | ENVIRON SERVICES F | ADMIN AND GENERAL | 39.28 |
| | lunch for conference | ENVIRON SERVICES F | ADMIN AND GENERAL | 2.24 |
| | labels for ap files | ENVIRON SERVICES F | ADMIN AND GENERAL | 3.07 |
| | city key rings & hubs (gre | ELECTRIC FUND | POWER DISTRIBUTION | 44.00 |
| | vac. filters | ELECTRIC FUND | ADMIN AND GENERAL | 98.24 |
| | office 2013 lic. | ELECTRIC FUND | ADMIN AND GENERAL | 24.32 |
| | lunch for conference | ELECTRIC FUND | ADMIN AND GENERAL | 5.64 |
| | hotel for conference | ELECTRIC FUND | ADMIN AND GENERAL | 118.12 |
| | labels for ap files | ELECTRIC FUND | ADMIN AND GENERAL | 3.06 |
| | city key rings & hubs (gre | STORMWATER FUND | TREATMENT | 22.00 |
| | alice training | DARE PROGRAM FUND | POLICE | 10.00 |
| | | | TOTAL: | 7,526.85 |
| CHRIS VOELTZ | cell phone reimbursement | WATER | ADMIN AND GENERAL | 100.00 |
| | | | TOTAL: | 100.00 |
| WENZEL AUTO ELECTRIC CO | #276 carb. instal kit | GENERAL FUND | FIRE | 134.50 |
| | | | TOTAL: | 134.50 |
| XCEL ENERGY | hwy 22 bridge lights | GENERAL FUND | STREETS | 11.96 |
| | | | TOTAL: | 11.96 |
| ZARNOTH BRUSH WORKS INC | tool cat brushes | GENERAL FUND | PARKS | 869.70 |
| | | | TOTAL: | 869.70 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------|-------------------------|------------|------------|--------|
| ===== FUND TOTALS ===== | | | | |
| 101 | GENERAL FUND | 42,615.29 | | |
| 211 | LIBRARY FUND | 3,033.37 | | |
| 213 | PUBLIC ACCESS | 320.75 | | |
| 217 | COMMUNITY CENTER | 4,438.96 | | |
| 601 | WATER | 8,575.39 | | |
| 602 | WASTE WATER FUND | 6,958.83 | | |
| 603 | ENVIRON SERVICES FUND | 2,347.03 | | |
| 604 | ELECTRIC FUND | 49,124.08 | | |
| 606 | STORMWATER FUND | 4,192.22 | | |
| 821 | DARE PROGRAM FUND | 10.00 | | |
| 830 | MN RIVER VALLEY TRANSIT | 160.50 | | |
| ----- | | | | |
| | GRAND TOTAL: | 121,776.42 | | |
| ----- | | | | |

TOTAL PAGES: 10

COUNCIL BILL LIST TOTAL
FOR 12/26/19 & 02/10/20

0

FUND TOTALS

| | | |
|-----|------------------------------|-----------|
| 101 | GENERAL FUND | 59,434.84 |
| 201 | PROPERTY INSURANCE | - |
| 211 | LIBRARY FUND | 5,519.05 |
| 213 | Public Access | 320.75 |
| 217 | COMMUNITY CENTER | 4,448.95 |
| 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 | - |
| 419 | 2019 EQUIPMENT CERTIFICATION | - |
| 420 | 2020 EQUIPMENT CERT. | - |
| 460 | HOUSING DISTRICT #20 | - |
| 476 | 2016 EQUIPMENT CERTIFICAT | - |
| 478 | 2018 EQUIPMENT CERTIFICAT | - |
| 601 | WATER | 14,198.37 |
| 602 | WASTE WATER FUND | 8,882.47 |
| 603 | ENVIRON SERVICES FUND | 2,503.29 |
| 604 | ELECTRIC FUND | 53,516.60 |
| 606 | STORMWATER FUND | 4,359.72 |
| 610 | HEARTLAND TRANSIT | - |
| 627 | MEDICAL CAMPUS | - |
| 820 | RESTRICTED CONTRIBUTIONS | - |
| 821 | D.A.R.E | 10.00 |
| 824 | YOUTH CENTER GRANT | - |
| 827 | PARKS EQUIP. | - |
| 830 | MN RIVER VALLEY TRANSIT | 122.00 |

GRAND TOTAL: \$ 153,316.04

Scott Schroeder

Maintenance Superintendent

5. The wage scale for the following Pool Cashier position through the Recreation and Leisure Services Department is hereby approved effective immediately:

| # of years | Hourly Wage |
|-------------------|--------------------|
| 1 | \$8.25 |
| 2 | \$8.50 |
| 3 | \$8.75 |
| 4 or more | \$9.00 |

6. The schedule of disbursements for January 24, 2020 through February 5, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of January, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/05/20

FROM: Russ Wille
Community Development Director

RE: Automotive Sales in (I-2) General Industrial Zoning
Districts

ACTION/RECOMMENDATION

Following the conclusion of a public hearing, adopt the attached ordinance providing for an amendment to the text of the Zoning Code to add Automotive Sales to the roster of potential Conditional Uses in the (I-2) General Industrial zoning districts.

BACKGROUND

For the last few years, Lake Washington Marine and Powersports has operated at 1005 Old Minnesota Avenue. The operation provides for the repair, storage and sales of boats and other recreational equipment. The use would be considered to be Automotive Sales as per the Zoning Code.

The definition of Automotive Sales is as follows:

"Automotive Sales: Sale or rental of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles and boats, including incidental storage, maintenance, and servicing. Typical uses include new or used car dealerships, motorcycle dealerships and boat, trailer and recreational vehicle dealerships."

Due to the pending sale of the 1005 Old Minnesota Avenue property, the boat dealership has been forced to relocate.

With a desire to remain in Saint Peter, the operations relocated to the former Onan Manufacturing facility at 922 North Swift Street. This site is zoned as (I-2) General Industrial by the adopted Zoning Code.

The current Zoning Code allows for the repair and storage of boats and recreational equipment in an I-2 zoning district. The Code does not allow Automotive Sales as a Principal Permitted or Conditional Use of land within the (I-2) General Industrial zoning districts.

To allow for the planned uses and occupancy by Lake Washington Marine and Powersports, the owner of the property, Dr. Blake Dirks, has paid the appropriate fee and has petitioned for an amendment to the text of the Zoning Code to add Automotive Sales to the roster of potential Conditional Uses that may be allowed within the I-2 zoning districts.

Given that boat repair and storage are permitted uses of land within the I-2 zoning districts, it is the Planning Commission's suggestion that the actual sales transaction, which is currently prohibited, would be compatible with other uses allowed within I-2 zoning districts and should be considered to be incidental to the storage and repair.

After discussion and consideration of the petitioned amendment, the Planning Commission has recommended the City Council accept the Dirks petition and adopt the attached Ordinance providing for the requested text amendment adding Automotive Sales as a Conditional Use of land within the (I-2) General Industrial zoning districts.

FISCAL IMPACT:

Dr. Dirks has paid the appropriate \$300 fee for consideration of the petitioned amendment. If the ordinance is adopted, expenses will be incurred to publish the ordinance in the official newspaper as per Statute. No further fiscal impact is anticipated.

ALTERNATIVES/VARIATIONS:

Do not act: To abide by the "Sixty Day" rule in State Statute, a decision would need to be rendered by February 21, 2020. If no action is taken before the sixty days are up, the petition is automatically approved.

Negative Vote: The applicant will be notified of the City Council's denial.

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

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

RJW

Legend

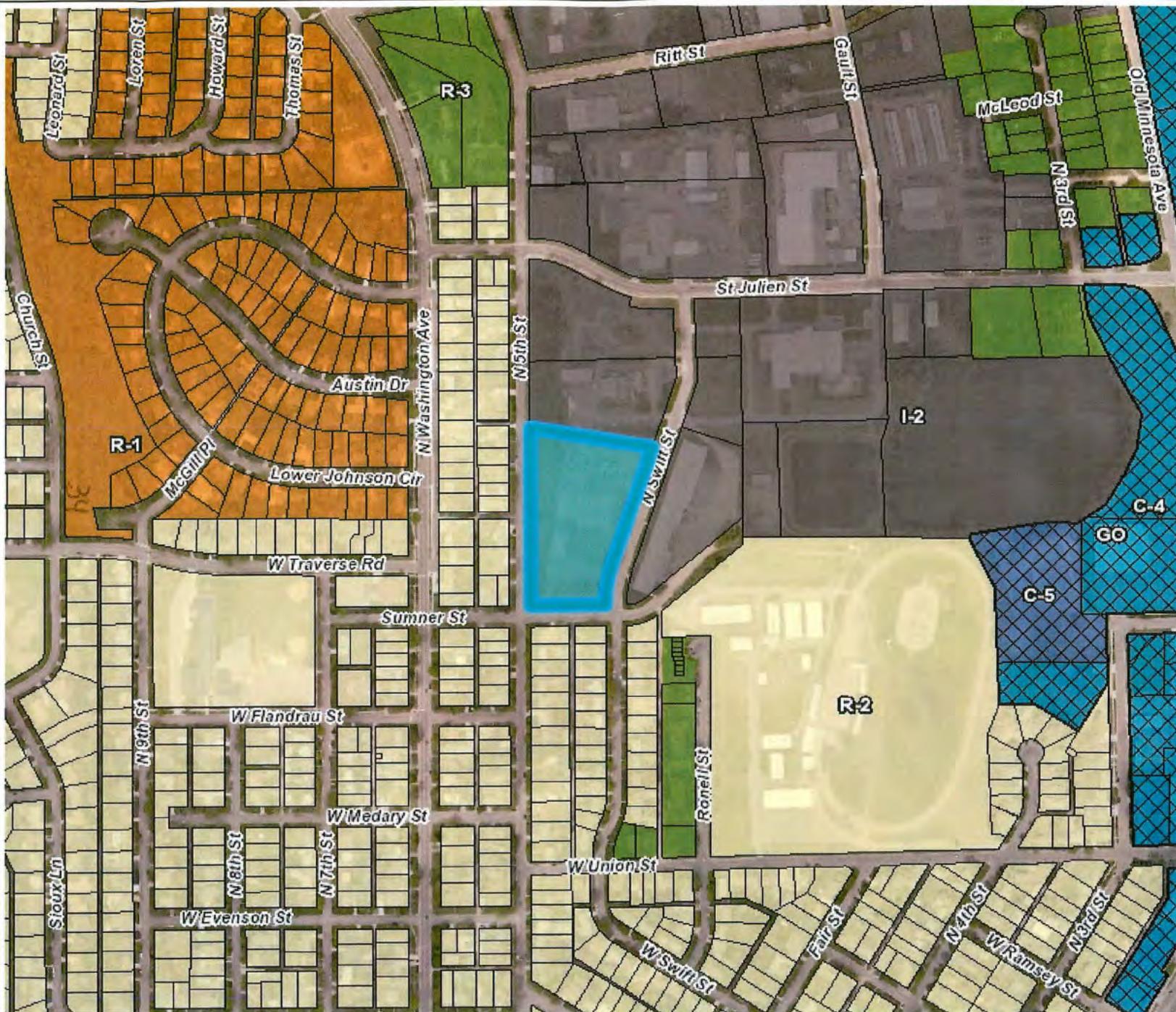
- Street Names - Medium
- County Boundary
- City Limits
- Railroad
- Parcels (1-24-2019)
- Zoning Overlay
 - HPO
 - PUDO
 - GO
 - RPO
- Zoning
 - R-1
 - R-2
 - R-3
 - R-4
 - RP-1
 - MHP
 - CBD
 - C-3
 - C-4
 - C-5
 - EID
 - I-1
 - I-2
 - FP
- STPE.sid
 - Red: Band_1
 - Green: Band_2

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.



Legend

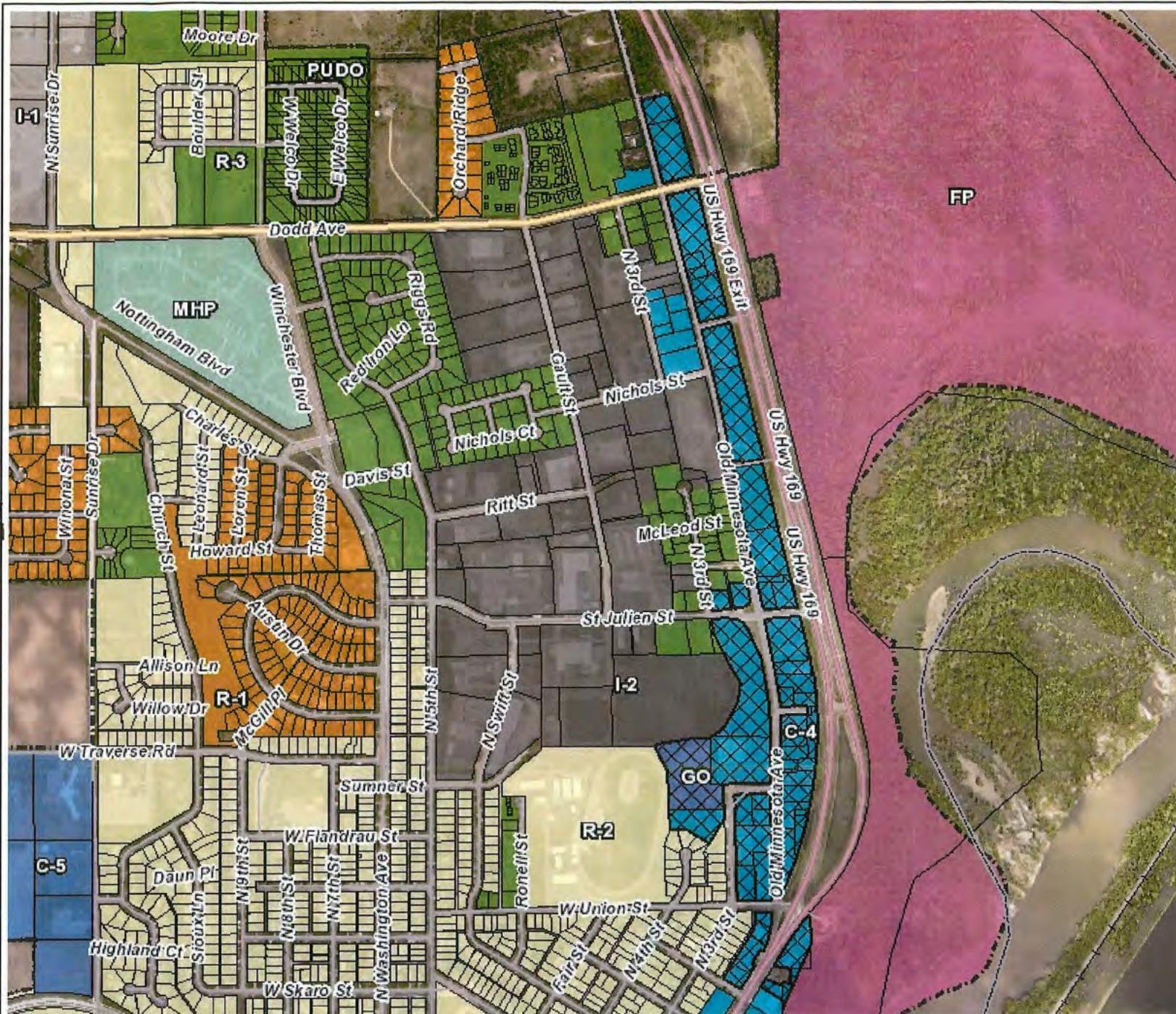
- Street Names - Medium
- County Boundary
- City Limits
- Roads
 - US Highway
 - State Highway
 - County Road
 - Local Road
- Railroad
- Parcels (1-24-2019)
- Zoning Overlay
 - HPO
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 - C-4
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Map Name



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0 1,053 Feet



ORDINANCE NO. _____, THIRD SERIES

AN ORDINANCE AMENDING SAINT PETER CITY CODE, CHAPTER 24, LAND USE REGULATIONS AND ZONING, SECTION 24-410 BY THE ADDITION OF AUTOMOTIVE SALES TO THE ROSTER OF CONDITIONAL USES WITHIN THE (I-2) GENERAL INDUSTRIAL DISTRICT AND ADOPTING BY REFERENCE SAINT PETER CITY CODE CHAPTER 1 SECTION 1-6, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

WHEREAS, Blake and JoEllen Dirks have proposed an amendment to Saint Peter City Code, Chapter 24, Land Use Regulations and Zoning to add "Automotive Sales" to the roster of conditional uses within the (I-2) General Industrial zoning district; and

WHEREAS, following public notice as required by State Statute, a public hearing was held by the Saint Peter City Council on February 10, 2020 for the purpose of soliciting citizen input regarding the subject amendment to the Saint Peter City Code; and

WHEREAS, the City Council finds that the requested amendment to the Saint Peter City Code is consistent with the provisions of the comprehensive plan for the development of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA DOES HEREBY ORDAIN:

Section 1. The following changes to City Code Chapter 24, "Land Use Regulations and Zoning": are hereby adopted:

Sec.24-410. Conditional Uses.

The following uses of land and structures may be allowed within the I-2 General Industrial District subject to the review and approval of the Board of Appeals and Adjustments provided in this chapter.

(1) Civic Uses

- a. Aviation facilities.
- b. Detention facilities.
- c. Major Utility services.
- d. Military installation.
- e. Railroad facilities.
- f. Transportation terminals.

(2) Commercial Uses

- a. Scrap and salvage services.
- b. Automotive sales

(3) Industrial Uses

- a. Basic industry.
- b. Materials recycling services.

Section 2. All provisions of Chapter 1 of the Saint Peter City Code are made a part hereof and applicable to this Ordinance.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of February, 2020.

ATTEST:

Todd Prafke
City Administrator

Charles Zieman
Mayor

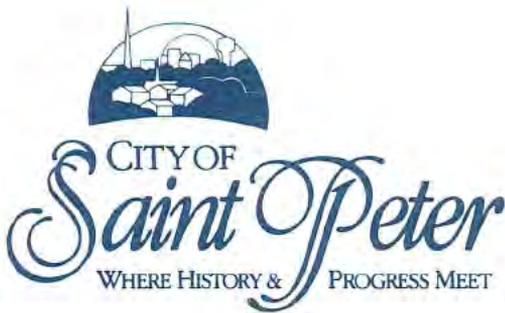
The foregoing Ordinance was adopted by the following votes:

Ayes:

Nays:

Absent

Published in the Saint Peter Herald on _____, 2020.



Memorandum

TO: Todd Prafke
City Administrator

DATE: January 27, 2020

FROM: Pete Moulton
Director of Public Works

RE: Acceptance of Donation for Dog Park

ACTION/RECOMMENDATION

Accept a cash donation of \$32,000 from the River Valley Dog Park Association (RVDPA) and authorize construction of a new dog park at 1125 North Swift Street.

BACKGROUND

The City currently has a dog park facility located in Le Sueur County which is frequently inundated by flooding of the Minnesota River. In 2018, a group of community members identifying themselves as the River Valley Dog Park Association (RVDPA), requested development of an additional dog park.

Staff worked with representatives of the RVDPA and the Parks Board, to identify possible locations for a new park. Out of seven possible locations, the City owned property directly west of the wastewater treatment plant, (1125 North Swift Street) was recommending by the Parks and Recreation Advisory Board and ultimately approved (designated) by the Council.

Development of a dog park at the site is planned to be completed in phases. Phase 1 of the project, shown in the detail chart below, would cost approximately \$64,000. With the Association's donation of \$32,000, the City would fund the remaining \$32,000.

| <u>Item:</u> | <u>Costs:</u> |
|----------------------|------------------|
| Fencing | \$ 50,800 |
| Benches | \$ 5,000 |
| Concrete Pads | \$ 750 |
| Water Stations | \$ 4,950 |
| Water Line Install | \$ 2,500 |
| Phase 1 Total | \$ 64,000 |

Staff worked with Bolton and Menk on the design layout and fence specifications and then requested formal written proposals for materials (fencing) necessary for the first phase of development.

As required by the City's donation policy, "Donations with an estimated value of \$7,500 or higher must be accepted by the City Council during a regular Council meeting." I recommend the RVDPA

donation in the amount of \$32,000 be accepted. It is my hope the Association will stay involved as an active association and participate with future capital donations to complete future phases of the development of the new dog park.

Construction on the new park could begin when frost is out of the ground and the fencing project has been authorized.

FISCAL IMPACT:

Acceptance of the donation on its' own does not create a fiscal impact for the City. However, action by the City Council to approve construction of the initial phase of the project would commit an additional \$32,000 of City funds to the work. Funding for the City's portion of costs, much of which is "in-kind" in nature, would be from the Parks budget.

ALTERNATIVES/VARIATIONS:

Do Not Act: The donation would not be accepted.

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.

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

PM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION ACCEPTING DONATION FROM RIVER VALLEY DOG PARK ASSOCIATION
(RVDPA) AND AUTHORIZING INITIATION OF CONSTRUCTION OF AN ADDITIONAL DOG
PARK**

WHEREAS, the City's donation policy requires formal acceptance by the City Council of all donations exceeding \$7,500; and

WHEREAS, the River Valley Dog Park Association (RVDPA) has offered a donation of \$32,000 to be used for construction of a new dog park located at 1125 North Swift Street; and

WHEREAS, the City Council took action in October of 2019 to designate the location on Swift Street as a new dog park; and

WHEREAS, the proposed park location is owned entirely by the City; and

WHEREAS, the Parks and Recreation Advisory Board has recommended construction of an additional dog park at this site.

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

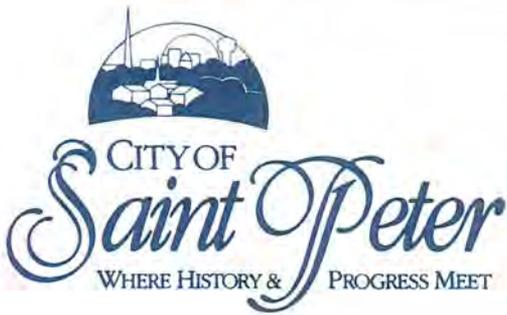
1. The donation in the amount of \$32,000 from River Valley Dog Park Association, to be used for construction of a new dog park at 1125 North Swift Street, is hereby accepted.
2. Staff is directed to proceed with construction of Phase I of a dog park at this site utilizing the donated funds, park budget funding and "in kind" labor from the City.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Ziemann
Members of the City Council

DATE: 2/5/2020

FROM: Todd Prafke
City Administrator

RE: Request For City Assistance

ACTION/RECOMMENDATION

Provide authorization for City assistance associated with the St. Patrick's Day parade.

BACKGROUND

The Saint Peter Ambassadors have requested City assistance for the annual St. Patrick's Day parade on Tuesday, March 17, 2020. The requested assistance includes:

- Traffic control along the parade route from approximately 5:00 p.m. until the parade has ended.
- Use of South Third Street from one block north of Broadway Avenue for parade line-up and then south to Mulberry Street for the parade itself.
- City staff putting up "No Parking" signs on South Third Street from Broadway Avenue to Mulberry Street prior to the parade.

As is our practice for community events such as this, staff has requested from the Ambassador's, a certificate of insurance naming the City as an additional insured in the amount of \$1,500,000 per occurrence. This is the amount of the City's statutory tort liability.

FISCAL IMPACT:

The fiscal impact for approval of this request would be minimal. Police Reserves will be used to supplement licensed Officers providing traffic control. Staff estimates the cost of assistance to be about \$750.00.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council.

Denial: No further action will be taken without additional direction from the Council. The Ambassadors will be notified of the Council's decision.

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 on this agenda item.

TP/bal

**ST. PETER AMBASSADORS
P.O. BOX 301
ST. PETER, MN 56082**

January 22, 2020

Todd Prafke
City Administrator
227 South Front Street
St. Peter, MN 56082



Re: St. Patrick's Day Parade

Dear Todd:

The St. Peter Ambassadors would again request the assistance of and permission of the city of St Peter to hold the annual St. Patrick's Day Parade on Tuesday, March 17, 2020 at 5:30 p.m. The lineup is scheduled to start at 5:00 p.m. at the corner of Third and Broadway, with the parade proceeding down Third Street to Mulberry Street at that time. If the City would be willing to assist us again in providing "no parking" signs on Third Street from Third and Broadway to Mulberry that afternoon, we would be greatly appreciative.

Should you need anything further, please feel free to contact me. I wish to thank your office and that of the Police Department and the City Council for their past cooperation in making this an appropriate family event that brings in tens of thousands of dollars in economic development to St. Peter.

ST. PETER AMBASSADORS PARADE COMMITTEE

Aaron Peterson Cory Abels
John Mayer
Joe Kienlen
Dan Welp
Greg Borchert
Chad DeBlieck
Mike Volk
Arlo Lehtinen
Matt Brostrom
Mike Bresnahan
Brian Mayo

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR ST. PATRICK'S DAY PARADE

WHEREAS, a request has been submitted by the St. Peter Ambassadors, Inc., requesting City assistance for the St. Patrick's Day parade on Tuesday, March 17, 2020; and

WHEREAS, the St. Patrick's Day parade is an event that provides entertainment for community members and brings others the community; and

WHEREAS, the City has assisted the St. Patrick's Day parade organizers in past years; and

WHEREAS, the St. Patrick's Day parade continues to be a successful event in the community.

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

1. The City will provide assistance to the Saint Peter Ambassadors, Inc. for the St. Patrick's Day parade contingent upon receipt of a certificate of insurance naming the City as an additional insured in the amount of not less than \$1,500,000 per occurrence.
2. The authorized assistance shall include the following:
 - Police Officers and Police Reserves will assist with traffic control.
 - Traffic control will be provided from approximately 2:30 p.m., on Sunday March 17th until the parade has ended.
 - "NO PARKING" designations shall be provided for the following areas on March 17th:
 - Along the parade staging area along North Third Street from Broadway Avenue to West Madison Street.
 - Along the parade route from West Broadway Avenue to West Mulberry Street from 12:00 noon until the conclusion of the parade.
 - The Public Works Department will provide traffic direction cones and "No Parking" signs as needed.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/5/2020

FROM: Todd Prafke
City Administrator

RE: City Assistance Request: Relay For Life

ACTION/RECOMMENDATION

Provide approval for City assistance for the American Cancer Society Relay For Life event.

BACKGROUND

The American Cancer Society sponsors a "Relay For Life" event each year. The event is open to the entire community and hundreds of people participate. As in past years, the organizers have requested City assistance to provide for this event. Changes from previous years is that the event will end at 1:00 a.m. which eliminates the need for closure of area roadways and makes the issue of campers in the park moot. The event will no longer include erection of tents in the park which eliminates the requirement for contacting Gopher State One Call. Portions of the Community Center to be used include the lobby, gym and the concession stand.

I recommend approval as follows:

- Use Gorman Park and certain portions of the Community Center for the "Relay For Life" event June 19, 2020 through the morning of June 20, 2020 as follows:
 - Approval for erection of two tents for the event provided appropriate Gopher State One Call procedures are completed.
 - Use of a restroom key for restocking restroom paper products.
 - Use of City electricity in the park.
 - Use of City picnic tables and a small bleacher to be placed near the Community Center upper patio.
 - Use of the Community Center lobby, gym, concession stand and restrooms on June 19-20, 2020. In the event of inclement weather the entire event will be held indoors at the Community Center.

Relay For Life organizers must be responsible for the following:

- Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
- Removal of all refuse from the park and Community Center.
- Ensuring that no pets or glass containers are in the park or Community Center.
- Ensuring there is no smoking and no alcohol use in the park or Community Center.
- Ensuring that no vehicles are allowed in the park with the exception of the ATV that will be used for distribution of the luminaria on the walk around and in the park.

- Ensuring that any and all vendors at the event are properly licensed by the City and/or Nicollet County by no later than June 11, 2019.
- Providing to the City Administrator's Office prior to the event a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
- That the Organizers will pay for staffing of the Community Center during the time of the event.

FISCAL IMPACT:

Estimated cost of the assistance provided is \$1,500.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council.

Denial: No assistance will be provided by the City.

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



January 28, 2020

Dear City Administration,

The Relay For Life of Nicollet County committee is in the planning stage of their annual fundraiser to help fight cancer. Once again, we would like to submit a proposal for the schedule and location of our event which will be held on Friday, June 19, 2020. The event will start with set-up at 8:30 a.m. on Friday, June 19 and will end with clean-up at 12:00 a.m. early Saturday morning (plus maybe 1 hour of clean-up after). We would like to hold this event at Gorman Park, as well as in the St. Peter Community Center.

We are happy to pay a fee for the building. Just let me know.

We do not require any overnight camping in the park or road closings. Could Tim Mayo move one of the bleachers up on the patio area by the flag poles like he has done in the past?

Thank you again for the wonderful Community Center and parks that we have in St. Peter.

Sincerely,

Ann Wenner Volk
Relay For Life of Nicollet County, Co-Chair

Relay For Life of Nicollet County Timeline and Schedule of Events St. Peter Community Center Venue

Friday, June 19:

- 8:30 a.m. – Ann and committee begin set-up of registration (outside OR lobby by library, depending on weather), auction (in gymnasium after lunch basketball) and food stand (kitchen).
- 9:30 a.m. – Volunteers assist with arranging picnic tables in centralized areas.
- 12:00 p.m. – Volunteers begin filling and distributing luminaria from the trailer of sand. This includes an adult driving the six-wheeler and wagon around to set-up the luminaria.
- 5:00-10:00 p.m. – Food stand (license obtained), activities and musical entertainment (Quiet time begins at 10 p.m.)
- 6:00 p.m. – Survivor's Ceremony (with honor guard and 21-gun salute)
- 9:00 p.m. – Luminaria Lighting followed by Luminaria Ceremony
- Electricity Needs: PA, keyboard, and lights at North entrance patio area
- A dumpster provided by LJP Enterprises will be placed in a parking spot on the East side of Gorman park for dumping all waste from the event (sand, luminaria, ...).

Saturday, June 20:

- 12:00 a.m. – Closing Relay Ceremony (by building door at the stage)
- 12:00-1:00 a.m. – Clean up ends
- Dumpster will be removed from the East side of Gorman Park in a parking spot.

In case of inclement weather early on, the Relay will be relocated completely indoors at the St. Peter Community Center. Please contact Ann of any weather or other public announcements that we should be aware of for our guest's safety (call 507-327-6534).

Rental Fee: Will settle a rental fee with Joey Schugel, per invoice received from the Rec Dept.

Contact Person: **Ann Wenner Volk**
Cell: 327-6534 / Work: 933-7577 / Home: 931-5816
42565 387th Avenue, St. Peter, MN 56082

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020-

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

RESOLUTION AUTHORIZING CITY ASSISTANCE FOR RELAY FOR LIFE EVENT

WHEREAS, the American Cancer Society "Relay For Life" event is a community event; and

WHEREAS, the organizers have requested City assistance for this event; and

WHEREAS, staff recommends approval with certain contingencies.

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

1. The American Cancer Society is authorized to use Gorman Park and the Community Center for the "Relay For Life" event June 19, 2020 through the morning of June 21, 2020 as follows:
 - Use of a restroom key for restocking restroom paper products.
 - Use of City electricity in the park.
 - Use of City picnic tables and a small bleachers to be placed near the upper patio of the Community Center.
 - Use of Community Center gym, lobby area and former concession stand.

2. Relay For Life organizers shall be responsible for the following:
 - Contacting Gopher State One Call 48 hours prior to placing stakes for tents as required by State law.
 - Removal of all refuse from the park and Community Center.
 - Ensuring that no pets or glass containers are in the park or Community Center.
 - Ensuring there is no smoking and no alcohol use in the park or Community Center.
 - Ensuring that no vehicles are allowed in the park with the exception of the ATV that will be used for distribution of the luminaire on the walk around and in the park.
 - Ensuring that any and all vendors at the event are properly licensed by the City and/or Nicollet County by no later than June 8, 2020.
 - Providing to the City Administrator's Office prior to the event a certificate of insurance in an amount not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured.
 - The Organizers will pay for staffing of the Community Center during the time of the event.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/5/2020

FROM: Todd Prafke
City Administrator

RE: Building Inspector Job Description Changes

ACTION/RECOMMENDATION

Approve the resolution approving the modified job description for Building Inspector.

BACKGROUND

The City's Building Inspector has submitted notice of his upcoming retirement. As such and as we usually do, the job description for this position has been reviewed to ensure legal compliance and to verify the description accurately describes the duties and responsibilities of the position as well as the minimum and desired qualifications for the position.

Councilmembers reviewed a redlined copy of the job description with suggested changes at the last workshop. The changes are relatively minor in nature.

Any changes to the job description should be approved by the Council prior to recruitment to fill the position. After approval we will start the recruitment process.

FISCAL IMPACT:

There is no fiscal impact to this action.

ALTERNATIVES AND VARIATIONS

Do not act. Staff will wait for further direction from the Council.

Negative vote. Staff will use the current job description to initiate the recruitment process..

Modification of the resolution. This is always an option of the Council. Should members wish to provide for additional modifications we would ask for time to review the implications of any changes.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 217

POSITION TITLE: BUILDING INSPECTOR

DEPARTMENT: BUILDING

SUPERVISOR: DIRECTOR OF BUILDING

OVERVIEW OF POSITION:

Under the direction and general supervision of the Director of Building, the Building Inspector inspects buildings, mobile homes, and other structures to ensure conformance with the Minnesota State Building Code, current International Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, Energy Code, Handicap Code, Uniform Mechanical Code, and the Minnesota Uniform Fire Code, City Codes including, but not limited to the rental code; and other laws regulating building construction, applicable state Codes and approved plans and specifications.

ESSENTIAL JOB FUNCTIONS:

- Conducts building inspection activities;
- Reviews and approves blueprints and site plans to ensure compliance with the Minnesota State Building Code, current International Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, related provisions of the Minnesota Uniform Fire Code, City codes including but not limited to the rental code; and other laws regulating building construction;
- Calculates construction valuation and permit fees as stated in the International Building Code;
- Issues building permits;
- Inspects buildings during construction, alteration, or repair to ensure conformance with all adopted building related regulations, and approved plans and specifications;
- Ensures compliance with laws regulating building construction;
- Inspects plumbing and heating installations for proper construction, workmanship, and conformance to code requirements;
- Inspects rental property for compliance with life safety and the City's rental code.
- Assists the Director of Building as needed.
- Performs related duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Building Inspector is required to be capable of performing the following physical functions or

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

a combination thereof for any given work day.

Actions:

- Speak and understand English, read and write English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40 with normal color vision and normal stereo vision.
- In an 8 hour day, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours.
- Frequently bend/stoop, squat, crouch, kneel, balance.
- Occasionally crawl, climb height of one hundred forty feet (140'), reach above shoulder level, push/pull.
- Use both feet for repetitive movements as in operating foot controls.
- Use hands for simple grasping and fine manipulating.
- Strength: Occasionally carry up to thirty-four (34) pounds and lift up to thirty-four (34) pounds.
- Stamina: Endure exposure to changes in temperature from less than seventh degrees centigrade (17° C) to in excess of thirty-seven degrees centigrade (37°C). Endure exposure to dust, fumes, and gases.
- Safety: Wear safety equipment including hard hat, steel-toed shoes, safety goggles.
- Vaccinations: Receive vaccinations for tetanus.

INTERPERSONAL SKILLS:

Ability to: communicate effectively, both orally and in writing; understand and carry out directions; accept responsibility; cooperate with a wide range of individuals; maintain confidentiality as needed; be tactful in dealings with the public.

MINIMUM QUALIFICATIONS:

- Any combination of education and experience equivalent to a high school degree.
- Possession of State of Minnesota Building Inspector Limited Certification or ability to obtain within one year of date of employment.
- Demonstrated ability to perform plan review for residential, commercial, and industrial building construction and alterations.
- Possession of a valid drivers' license.

DESIRED QUALIFICATIONS:

- Two years of post-high school course work in building inspection or construction oriented, architectural, or engineering courses, and experience in any of the skilled construction trades, architectural design, or engineering, and experience as a municipal building inspector.
- Demonstrated knowledge of Minnesota State Building Code, current International Building Code, current Minnesota Plumbing Code, current Uniform Housing Code, and the Minnesota Uniform Fire Code, and other laws regulating building construction;

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Demonstrated knowledge of building construction methods and materials; knowledge of the principles and practices of plumbing and heating code enforcement;
- Demonstrated knowledge of the principles and procedures of rental code enforcement;
- Demonstrated ability to read and interpret building and plumbing plans and specifications.
- Demonstrated knowledge of OSHA regulations.

Adopted: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION ADOPTING MODIFIED JOB DESCRIPTION FOR BUILDING INSPECTOR

WHEREAS, the City of Saint Peter establishes job description for regular positions; and

WHEREAS, the job descriptions are reviewed on a regular basis to ensure compliance with State and Federal regulations; and

WHEREAS, the City Administrator recommends modifications to the Building Inspector description.

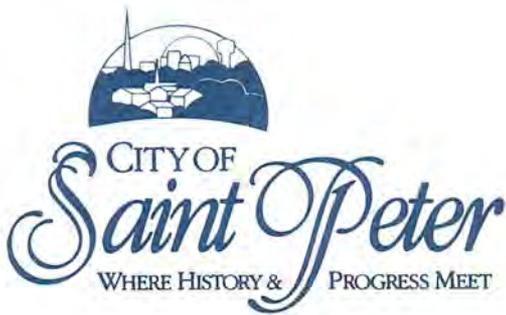
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the modified job description for the position of Building Inspector is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/3/20

FROM: Todd Prafke
City Administrator

RE: Business License Application

ACTION/RECOMMENDATION

Provide approval of a new business license for River's Edge Hospital.

BACKGROUND

The expansion project at River's Edge Hospital (1900 North Sunrise Drive) includes construction of a café which is scheduled to open February 5, 2020.

Stephanie Holden, on behalf of River's Edge Hospital, has submitted an application for a Soft Drink license to allow for sale of soft drinks in the new café. Due to the timing of the café opening, I have provided approval of the license contingent upon subsequent action by the City Council.

If approved the licensing period will be February 5, 2020 – December 31, 2020.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without Council direction.

Denial: The applicant's will be informed of the Council decision and the temporary approval will be withdrawn.

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.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING NEW BUSINESS LICENSE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following license application be approved subject to compliance with all requirements of the City Code and payment of the licensing fee:

Soft Drink

River's Edge Hospital

1900 N Sunrise Drive

2/5/20 – 12/31/20

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

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 10th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator