

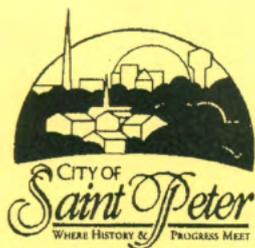
**CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, February 24, 2020
Community Center Governors' Room - 7:00 p.m.

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

None scheduled.
- VII. **NEW BUSINESS**
 - A. Designating Name Of New Dog Park
 - B. Unbudgeted Purchase: Fencing for Dog Park
 - C. ADA Transition Plan Acceptance
 - D. Property Casualty Insurance Coverage Modification
 - E. Business License Application
- VIII. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. Closed Session 02/10/2020 Report
 - 2. City/County Meeting Discussion
 - 3. Presidential Nominating Primary
 - 4. Others
- IX. **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**

Copies of the minutes of the February 10, 2020 regular Council meeting and February 18, 2020 special meeting are attached for approval. MOTIONS are in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

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

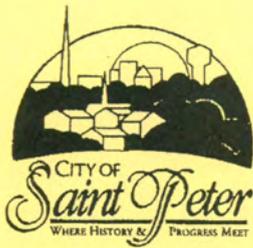
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION DESIGNATING NAME OF NEW DOG PARK**

Following the City Council's action to designate City owned property at 1125 North Swift Street as an official dog park, the Parks Board recommends naming the park "Thompson Park". Please see the attached staff report and RESOLUTION.



B. ADOPTION OF A RESOLUTION AUTHORIZING UNBUDGETED PURCHASE OF FENCING FOR NEW DOG PARK

Staff recommends the purchase of fencing for the new dog park. Although this is an unbudgeted purchase, funding for the fence will be from the recently accepted cash donation from the River Valley Dog Park Association. Please see the attached staff report and RESOLUTION.

C. ADOPTION OF A RESOLUTION ACCEPTING ADA TRANSITION PLAN

Federal law requires local governments with more than 50 employees to develop an American with Disabilities Act Transition Plan to identify any physical obstacles that limit the public's ability to use pedestrian facilities within the City-owned right-of-way. Bolton and Menk, Inc. was retained to develop the plan. Now that it is completed, staff recommends formal adoption of the plan. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION APPROVING PURCHASE OF MODIFIED PROPERTY CASUALTY INSURANCE THROUGH LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

Staff recommends a modification to the City's property casualty insurance policy to increase the per incident deductible from \$50,000 to \$75,000. Staff also recommends the City not purchase the Federal employment claims excess liability coverage. Please see the attached staff report and RESOLUTION.

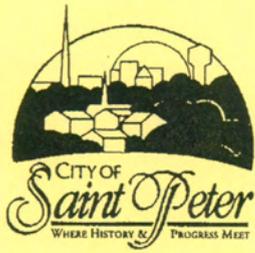
E. ADOPTION OF A RESOLUTION APPROVING BUSINESS LICENSE APPLICATION

Following a background investigation approval is recommended for a Please see the attached staff report and RESOLUTION.

VIII. REPORTS

A. MAYOR

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



B. CITY ADMINISTRATOR

1. REPORT ON FEBRUARY 10, 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. REPORT ON CITY/COUNTY MEETING DISCUSSION

A report will be provided at this time on discussion at the February 19th City/County meeting.

3. REPORT ON PRESIDENTIAL NOMINATING PRIMARY

A report will be provided at this time on the March 3rd Presidential Nominating Primary including a reminder to Ward I voters of the polling place change back to the National Guard Armory.

4. OTHERS

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

IX. ADJOURNMENT

Office of the City Administrator
Todd Prafke

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
FEBRUARY 10, 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 February 10, 2020.

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

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

Approval of Minutes – A motion was made by Bruflat, seconded by Johnson (K), to approve the minutes of the January 27, 2020 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the January 27, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Public Hearing: Request for Zoning Code Modification: Dirks Property – City Administrator Prafke reviewed the process to be followed for public hearings. Mayor Zieman opened the public hearing at 7:04 p.m. on a request submitted by Dr. Blake Dirks to modify the City Code by adding "automotive sales" as a conditional use in an I-2 (General Industrial) zone. City Administrator Prafke indicated that if approved, the change would be applied to each I-2 zone in the City and anyone wishing to operate an "automotive sales" business in the zone would need to apply for a Conditional Use Permit. Prafke stressed that the action being considered did not automatically allow automotive sales and any applicant would need to go through the conditional use permitting process first. Attorney Paul Tanis, 324 South Minnesota Avenue, spoke on behalf of the applicant and stated allowing automotive sales as a conditional use had been suggested by the City's Community Development Director. Tanis also indicated his client had purchased I-2 zoned property with the expectation of automotive sales being an allowed use. Tanis indicated his client would apply for a Conditional Use Permit if the change was approved. There being no further speakers the hearing was declared closed at 7:09 p.m.

Consent Agenda – Mayor Zieman pointed out the Maintenance Superintendent salary, which had been inadvertently omitted from the consent resolution, would be \$73,206 per year. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-12 entitled "Resolution Approving Consent Agenda" was introduced with the salary included. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-12 is contained in the City Administrator's book entitled Council Resolutions 23.

Request for City Code Zoning Modifications: Dirks Property – City Administrator Prafke provided the Planning and Zoning Commission recommendation to modify the City Code, as petitioned by Dr. Blake and JoEllen Dirks, to allow automotive sales as a conditional use in an I-2 (General Industrial) zone. Prafke again reminded the Council that if approved, the change would apply to all I-2 zones in the City and not just the zone where the applicant's property was. Councilmember DeVos stated he had concerns about making a change in an area so close to a residential district, but the applicant had assured the Planning Commission he was open to conditions that might be imposed as part of a conditional use permitting process to lessen any

negative impact on the surrounding residential properties. In motion by Johnson (K), seconded by Nowell, Ordinance No. 46, Third Series entitled "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" was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 46, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

Donation Acceptance: Dog Park – Public Works Director Moulton recommended acceptance of a \$32,000 donation from the River Valley Dog Park Association to be used for a portion of Phase 1 (fencing, benches, concrete pads, water stations, and water line installation) costs for development of a second dog park at 1125 North Swift Street. Moulton noted the group has indicated their willingness to continue to work to raise funds for other improvements at the site. In motion by Bruflat, seconded by Johnson (E), Resolution No. 2020-13 entitled "Resolution Accepting Donation From River Valley Dog Park Association (RVDPA) And Authorizing Initiation Of Construction Of An Additional Dog Park" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-13 is contained in the City Administrator's book entitled Council Resolutions 23.

Request for City Assistance: St. Patrick's Day Parade – City Administrator Prafke recommended approval of a request by the St. Peter Ambassadors for City assistance for the annual St. Patrick's Day parade. Prafke indicated the assistance would be in the form of "no parking" restrictions and traffic control. Mayor Zieman expressed concerns with parade participants continuing to throw treats from moving vehicles. Prafke noted staff would contact the organizers to once again ask them to warn parade entrants to only dispense treats from those walking alongside the moving vehicles. In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-14 entitled "Resolution Authorizing City Assistance For St. Patrick's Day Parade" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-14 is contained in the City Administrator's book entitled Council Resolutions 23.

Request for City Assistance; Relay for Life – City Administrator Prafke recommended approval of a request by the American Cancer Society for use of both Gorman Park and the Community Center for the June 19th "Relay For Life" event. Prafke noted that like all similar requests, the organizers would be required to provide a certificate of insurance naming the City as an additional insured in an amount of not less than \$1.5 million per occurrence. In motion by Johnson (K), seconded by Johnson (E), Resolution No. 2020-15 entitled "Resolution Authorizing City Assistance For Relay For Life Event" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-15 is contained in the City Administrator's book entitled Council Resolutions 23.

Building Inspector Position Description – City Administrator Prafke recommended slight modifications to the Building Inspector job description which had been reviewed after the current Inspector announced his upcoming retirement. Prafke noted such reviews were standard practice and the proposed modifications were not significant. In motion by Grams, seconded by Bruflat, Resolution No. 2020-16 entitled "Resolution Adopting Modified Job Description For Building Inspector" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-16 is contained in the City Administrator's book entitled Council Resolutions 23.

Business License Application – City Administrator Prafke recommended approval of a Soft Drink license application submitted by River's Edge Hospital for the new café that was part of the Hospital expansion project. In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-

17 entitled "Resolution Approving New Business License" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-17 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman expressed his appreciation to the staff members in the audience for being available to answer questions at Council meetings.

Closed Session of January 27, 2020 – City Administrator Prafke reported on the closed session held on January 27, 2020 which included discussion on the method of sale for the former wastewater treatment ponds property. Prafke noted the closed session scheduled for February 10, 2020 would be on the same topic.

President's Day Closures – City Administrator Prafke provided information on City office closures for the President's Day legal holiday.

Councilmember Johnson (E) encouraged residents to move vehicles off the roadway during snowfalls so City crews can clear the streets.

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 Johnson (E), seconded by Bruflat, Resolution No. 2020-18 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. 2020-18 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 7:56 p.m.
The Council returned to open session at 8:29 p.m.

There being no further business, a motion was made by Johnson (E), seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:30 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING
FEBRUARY 18, 2020**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted in the St. Peter Room of the Community Center on February 18, 2020.

A quorum present, Mayor Zieman called the meeting to order at 5:30 p.m. The following members were present: Councilmembers Keri Johnson, Ed Johnson, Stephan Grams, Shanon Nowell, Emily Bruflat, Bradley DeVos, and Mayor Chuck Zieman. The following official was present: City Administrator Todd Prafke.

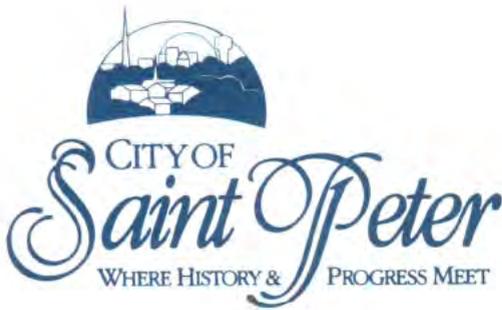
Council Out-Of-State Travel Request – City Administrator Prafke recommended authorization be provided for Councilmember Bruflat to participate in the American Public Power Association (APPA) Legislative Rally in Washington D.C. Prafke noted that while in the past two Councilmembers have attended along with the Public Works Director, only one Councilmember was available this year and Prafke would be attending in place of the Public Works Director. Prafke indicated the expected cost for the Councilmember travel in the amount of \$2,500, had been budgeted in the Electric Fund. Prafke noted the Public Works Director normally attends because as the City’s representative on the SMMPA board and with his position dealing with electric utility provision, it was more beneficial to the City. In motion by Grams, seconded by DeVos, Resolution No. 2020-19 entitled “Resolution Authorizing Elected Official Travel” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-19 is contained in the City Administrator’s book entitled Council Resolutions 23.

There being no further business, a motion was made by Johnson (E), seconded by Nowell, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:32 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/13/20

FROM: Matthew A. Peters, Officer Keith Ruffing
Chief of Police *MP*

RE: Mobile Data Computer (MDC) purchase

ACTION/RECOMMENDATION

Approve the budgeted purchase of squad car laptop computers in accordance with the City of Saint Peter purchasing policy.

BACKGROUND

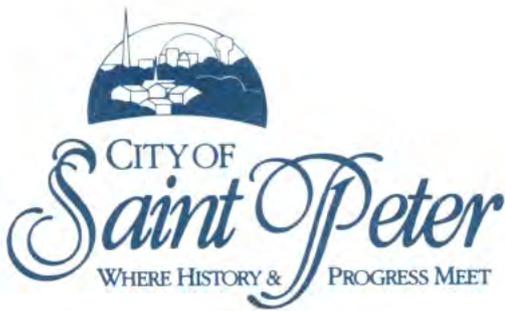
The current police department laptops have outlived their lifecycle. We have replaced screens and provided various repairs. Our current mobile data computers cannot be upgraded and do not support software updates.

We anticipated this change was coming and budgeted for new laptops in the 2020 budget.

Staff received the following quotes for 5 rugged laptop mobile data computers, including backlit keyboards and sunlight readable screens:

| VENDOR | QUOTE |
|---------------------------|-------------------|
| Panasonic Toughbook CF-20 | \$29,048.80 |
| GETAC V110 | \$22,015.25 |
| Dell Computers | failed to respond |

Staff recommends the purchase of 5 GETAC V110 computers, docking stations and assorted adaptors in the amount of \$22,015.25



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 19, 2020

FROM: Pete Moulton
Director of Public Works

Jason Lee
Electric Superintendent

RE: Purchase of (2) 112.5 kVA and (1) 225 kVA transformers

ACTION/RECOMMENDATION

Authorize the purchase of (2) 112.5 kVA three-phase pad mounted transformers and (1) 225 kVA three-phase pad mounted transformer from Irby Utilities of Eagan, Minnesota in the amount of \$24,497 which includes freight and delivery.

BACKGROUND

This summer Utility staff plans to install two electric vehicle charging stations. One station will be at the Food Coop and the other will likely be in a City owned parking lot on the east side of Highway 169 near the intersection of Nassau Street. In order to provide service, newly sized transformers will need to be set and energized. The larger 225 kVA transformer is needed to provide redundancy for the downtown businesses and will be placed in inventory until needed.

Formal written proposals were requested of vendors as per the City's purchasing policy. Three vendors submitted proposals although one did not meet the specifications and will not be considered. The remaining proposals are shown below:

| Company/Transformer | Written Proposal | Freight/Delivery | Total |
|--------------------------|------------------|------------------|-----------------------------|
| Irby Utilities/Silicon | \$24,497 | Included | \$24,497 |
| Irby Utilities/Amorphous | \$25,193 | Included | \$25,193 |
| RESCO | - | - | Did not meet specifications |

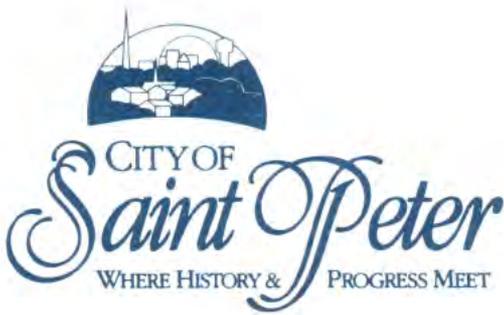
Based on a 30-year life cycle cost analysis, which includes line and load losses, reliability factors and levelized and capital costs, the following total life cycle cost can be anticipated.

| <u>Company</u> | <u>Initial Cost</u> | <u>Life Cycle Cost</u> |
|--------------------------|---------------------|----------------------------|
| Irby Utilities/Silicon | \$24,497.00 | \$52,535.00 (**best value) |
| Irby Utilities/Amorphous | \$25,193.00 | \$55,851.00 |

We recommend purchase of the Silicon transformers from Irby Utilities with funding for this budgeted purchase from the Electric Fund.

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

PM/JL/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 7, 2020

FROM: Pete Moulton
Director of Public Works

Jason Lee
Electric Superintendent

RE: 1/0 15kV Primary Electrical Wire for Inventory

ACTION

Approve the purchase of 1/0 15kV primary electric wire from Resco Electric Utility Supply of Moorhead, Minnesota in the amount of \$23,575.

BACKGROUND

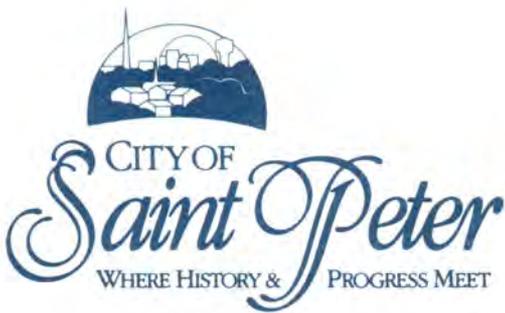
Formal written proposals were received for the purchase and delivery of 12,500' 1/0 15 kV power cable (wire) for use by the Electric Utility. The primary underground wire will be used to replenish inventory and expansion of the City's electrical distribution system in 2020. The written proposals were evaluated on a per foot basis. Wire will be received on spools in variable lengths from 2,500' to 2,750'. The following proposals are identified below.

| <u>Vendor:</u> | <u>Price/Foot:</u> | <u>Length/Feet:</u> | <u>Total Cost:</u> |
|-------------------------------|--------------------|---------------------|--------------------|
| Resco Electric Utility Supply | \$1.886 | 12,500 | \$23,575 |
| Wesco | \$1.980 | 12,500 | \$24,750 |
| Irby | \$1.989 | 12,500 | \$24,863 |

We recommend purchase from Resco Electric Utility Supply of Moorhead, Minnesota.

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

PM/JL/amg



Memorandum

TO: Todd Prafke
City Administrator

DATE: 02/21/20

FROM: Cindy Moulton
Administrative Secretary

RE: Temporary License Applications

ACTION/RECOMMENDATION

Provide approval of temporary licenses.

BACKGROUND

The St. Peter Booster Club has submitted a Temporary On-Sale Liquor license application in order to allow the sale of alcoholic beverages at their annual fundraiser. The event will take place at Johnson Hall, 401 Union Street, on March 28, 2020.

TNT Fireworks has sold fireworks in St. Peter, on a temporary basis, for several years. They have once again submitted a Temporary Peddler license application in order to permit them to sell their product in the parking lot at 612 South Minnesota from June 19, 2020 through July 6, 2020.

Please place these requests on the February 24, 2020 City Council Agenda.

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

/cm

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--|----------------------------|--------------------|------------------------|----------|
| ADVANCE AUTO PARTS | oil filters | GENERAL FUND | NON-DEPARTMENTAL | 37.68 |
| | air freshners & thread sea | GENERAL FUND | STREETS | 15.38 |
| | steel wool, blades, headli | GENERAL FUND | STREETS | 31.95 |
| | air filter | GENERAL FUND | RECREATION/LEISURE SER | 16.96 |
| | air freshners & thread sea | GENERAL FUND | PARKS | 15.38 |
| | air filter | GENERAL FUND | PARKS | 9.88 |
| | air freshners & thread sea | WATER | DISTRIBUTION AND STORA | 7.69 |
| | oil filter, tpms valve, he | WATER | DISTRIBUTION AND STORA | 25.45 |
| | oil, hyd oil, oil filter | WASTE WATER FUND | COLLECTOR/LIFT STAT | 107.53 |
| | air freshners & thread sea | WASTE WATER FUND | SOURCE/TREATMENT | 7.69 |
| | utility roll, anti seize c | WASTE WATER FUND | SOURCE/TREATMENT | 52.93 |
| | fuel line, vac connector, | WASTE WATER FUND | SOURCE/TREATMENT | 21.79 |
| | air freshners & thread sea | ENVIRON SERVICES F | REFUSE DISPOSAL | 7.69 |
| | oil absorb | ELECTRIC FUND | POWER PRODUCTION | 17.98 |
| | air freshners & thread sea | ELECTRIC FUND | POWER DISTRIBUTION | 15.38 |
| | cab air element | ELECTRIC FUND | POWER DISTRIBUTION | 45.66 |
| | air freshners & thread sea | STORMWATER FUND | TREATMENT | 7.69 |
| | | | TOTAL: | 444.71 |
| AG PARTNERS COOP. | jan. fuel | GENERAL FUND | FIRE | 232.42 |
| | jan. fuel | GENERAL FUND | STREETS | 4,622.88 |
| | jan. fuel | GENERAL FUND | PARKS | 1,122.34 |
| | jan. fuel | WATER | SOURCE OF SUPPLY | 4.44 |
| | jan. fuel | WATER | PURIFICATION AND TREAT | 6.66 |
| | jan. fuel | WATER | DISTRIBUTION AND STORA | 33.32 |
| | jan. fuel | WASTE WATER FUND | COLLECTOR/LIFT STAT | 80.06 |
| | jan. fuel | ELECTRIC FUND | POWER DISTRIBUTION | 212.80 |
| | jan. fuel | STORMWATER FUND | TREATMENT | 29.44 |
| | | | TOTAL: | 6,344.36 |
| ALL AMERICA PRESSURE WASHER MFG., INC. | nozzle | GENERAL FUND | STREETS | 17.20 |
| | nozzle | GENERAL FUND | PARKS | 17.20 |
| | nozzle | WATER | DISTRIBUTION AND STORA | 8.60 |
| | nozzle | WASTE WATER FUND | SOURCE/TREATMENT | 8.60 |
| | nozzle | ENVIRON SERVICES F | REFUSE DISPOSAL | 8.60 |
| | nozzle | ELECTRIC FUND | POWER DISTRIBUTION | 17.20 |
| | nozzle | STORMWATER FUND | TREATMENT | 8.60 |
| | | | TOTAL: | 86.00 |
| ALPHA WIRELESS COMMUNICATIONS CO | maint. on ltr radio equipm | GENERAL FUND | MUNICIPAL BUILDING | 66.98 |
| | maint. on ltr radio equipm | GENERAL FUND | PUBLIC WORKS ADMIN | 93.76 |
| | maint. on ltr radio equipm | WATER | ADMIN AND GENERAL | 64.17 |
| | maint. on ltr radio equipm | WASTE WATER FUND | ADMIN AND GENERAL | 58.04 |
| | maint. on ltr radio equipm | ELECTRIC FUND | ADMIN AND GENERAL | 58.05 |
| | | | TOTAL: | 341.00 |
| AMARIL UNIFORM COMPANY | holsapple fr bib | ELECTRIC FUND | ADMIN AND GENERAL | 241.41 |
| | | | TOTAL: | 241.41 |
| AMERICINN | hotel mmua class may 12-14 | ELECTRIC FUND | ADMIN AND GENERAL | 202.06 |
| | | | TOTAL: | 202.06 |
| APPLIED AIR SYSTEMS INC. | shop air compressor unload | GENERAL FUND | STREETS | 32.17 |
| | shop air compressor unload | GENERAL FUND | PARKS | 25.74 |
| | shop air compressor unload | WATER | ADMIN AND GENERAL | 12.87 |
| | shop air compressor unload | WASTE WATER FUND | ADMIN AND GENERAL | 12.87 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------|-----------------------------|--------------------|------------------------|----------|
| | shop air compressor unload | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.87 |
| | shop air compressor unload | ELECTRIC FUND | ADMIN AND GENERAL | 32.17 |
| | | | TOTAL: | 128.69 |
| AQUA SOLUTIONS, INC | micron carbon filter | WASTE WATER FUND | SOURCE/TREATMENT | 189.60 |
| | | | TOTAL: | 189.60 |
| ARROW ACE HARDWARE INC | vinyl letters & numbers, c | GENERAL FUND | FIRE | 9.57 |
| | saw parts | GENERAL FUND | FIRE | 200.54 |
| | super glue, saw parts, bar | GENERAL FUND | FIRE | 117.80 |
| | rescue saw | GENERAL FUND | FIRE | 1,074.36 |
| | vac clips, cords, archors | GENERAL FUND | STREETS | 6.25 |
| | plugs, ball valve, sprayer | GENERAL FUND | STREETS | 66.96 |
| | paint for creative play pl | GENERAL FUND | RECREATION/LEISURE SER | 19.48 |
| | adapter, paint, bits | GENERAL FUND | PARKS | 36.14 |
| | vac clips, cords, archors | GENERAL FUND | PARKS | 5.00 |
| | salt, organizer, paint, cl | LIBRARY FUND | LIBRARY | 66.44 |
| | salt, organizer, paint, cl | COMMUNITY CENTER | COMMUNITY CENTER | 109.40 |
| | cord, handles, oil, scoop, | WATER | PURIFICATION AND TREAT | 132.86 |
| | vac clips, cords, archors | WATER | ADMIN AND GENERAL | 2.50 |
| | ferric pump bushings | WASTE WATER FUND | SOURCE/TREATMENT | 39.50 |
| | vac clips, cords, archors | WASTE WATER FUND | ADMIN AND GENERAL | 2.50 |
| | chain & pole saw | ENVIRON SERVICES F | REFUSE DISPOSAL | 567.86 |
| | vac clips, cords, archors | ENVIRON SERVICES F | ADMIN AND GENERAL | 2.48 |
| | hooks, tarp, air filters | ELECTRIC FUND | POWER PRODUCTION | 72.91 |
| | vac clips, cords, archors | ELECTRIC FUND | ADMIN AND GENERAL | 6.25 |
| | | | TOTAL: | 2,538.80 |
| BLACKSTONE PUBLISHING | audio books | LIBRARY FUND | LIBRARY | 134.98 |
| | audio books | LIBRARY FUND | LIBRARY | 127.48 |
| | | | TOTAL: | 262.46 |
| BOBCAT OF MANKATO | bobcat brooms | GENERAL FUND | PARKS | 861.88 |
| | | | TOTAL: | 861.88 |
| BOLTON & MENK INC | staff mtg. | GENERAL FUND | STREETS | 75.00 |
| | srts | GENERAL FUND | STREETS | 720.00 |
| | mn dot | GENERAL FUND | STREETS | 150.00 |
| | lrrb | GENERAL FUND | STREETS | 60.00 |
| | staff mtg. | GENERAL FUND | PARKS | 60.00 |
| | hallets development | GENERAL FUND | PARKS | 120.00 |
| | vet's park playground | GENERAL FUND | PARKS | 350.00 |
| | hallett's developement | GENERAL FUND | PARKS | 158.00 |
| | mn sq. plaza | GENERAL FUND | PARKS | 121.50 |
| | staff mtg. | WATER | ADMIN AND GENERAL | 30.00 |
| | staff mtg. | WASTE WATER FUND | ADMIN AND GENERAL | 30.00 |
| | staff mtg. | ENVIRON SERVICES F | ADMIN AND GENERAL | 30.00 |
| | staff mtg. | ELECTRIC FUND | ADMIN AND GENERAL | 75.00 |
| | brown st. detention | STORMWATER FUND | TREATMENT | 711.00 |
| | | | TOTAL: | 2,690.50 |
| BRANDT LAW OFFICE | civil | GENERAL FUND | LEGAL SERVICES | 1,868.00 |
| | criminal | GENERAL FUND | LEGAL SERVICES | 9,134.50 |
| | fire | GENERAL FUND | FIRE | 245.00 |
| | econ. dev., PPlanning & zon | GENERAL FUND | ECONOMIC DEVMT | 262.50 |
| | trav. green | TRAV GREEN SPEC HO | ECONOMIC DEVMT | 58.25 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|------------------------|-----------------|
| | co-op electcharging statio | ELECTRIC FUND | ADMIN AND GENERAL | <u>857.50</u> |
| | | | TOTAL: | 12,425.75 |
| BRUFLAT, EMILY | mileage, hotel-league mn c | GENERAL FUND | MAYOR & COUNCIL | <u>218.46</u> |
| | | | TOTAL: | 218.46 |
| C. EMERY NELSON, INC. | cleaner | WATER | PURIFICATION AND TREAT | <u>2,666.20</u> |
| | | | TOTAL: | 2,666.20 |
| CARGILL | road salt | GENERAL FUND | STREETS | <u>1,804.00</u> |
| | | | TOTAL: | 1,804.00 |
| CENTERPOINT ENERGY MINNEGASCO | jan. gas | GENERAL FUND | FIRE | 521.14 |
| | jan. gas | GENERAL FUND | STREETS | 481.40 |
| | jan. gas | GENERAL FUND | SWIMMING POOL | 23.88 |
| | jan. gas | GENERAL FUND | PARKS | 385.12 |
| | jan. gas | LIBRARY FUND | LIBRARY | 818.92 |
| | jan. gas | COMMUNITY CENTER | COMMUNITY CENTER | 2,951.95 |
| | gas bill 2000 essler dr. | HOUSING DISTRICT # | ECONOMIC DEVMT | 55.60 |
| | gas bill 2101 lunden st. | HOUSING DISTRICT # | ECONOMIC DEVMT | 43.16 |
| | jan. gas | WATER | PURIFICATION AND TREAT | 1,284.26 |
| | jan. gas | WATER | PURIFICATION AND TREAT | 194.02 |
| | jan. gas | WATER | ADMIN AND GENERAL | 192.56 |
| | jan. gas | WASTE WATER FUND | COLLECTOR/LIFT STAT | 17.06 |
| | jan. gas | WASTE WATER FUND | SOURCE/TREATMENT | 7,730.83 |
| | jan. gas | WASTE WATER FUND | ADMIN AND GENERAL | 192.56 |
| | jan. gas | ENVIRON SERVICES F | ADMIN AND GENERAL | 192.55 |
| | jan. gas | ELECTRIC FUND | ADMIN AND GENERAL | <u>481.40</u> |
| | | | TOTAL: | 15,566.41 |
| CHEMISOLV CORP | return connectors, bushing | WASTE WATER FUND | SOURCE/TREATMENT | 36.74- |
| | phosphorus removal | WASTE WATER FUND | SOURCE/TREATMENT | <u>4,920.41</u> |
| | | | TOTAL: | 4,883.67 |
| THE CMI GROUP | jan. collections | ELECTRIC FUND | CUSTOMER ACCOUNTS | <u>155.78</u> |
| | | | TOTAL: | 155.78 |
| CNA SURETY DIRECT BILL | surety bond mn utility per | GENERAL FUND | STREETS | <u>200.00</u> |
| | | | TOTAL: | 200.00 |
| COLE PAPERS INC | wipes, glass cleaner | GENERAL FUND | STREETS | 99.14 |
| | wipes, glass cleaner | GENERAL FUND | PARKS | 99.14 |
| | wipes, glass cleaner | WATER | DISTRIBUTION AND STORA | 49.57 |
| | wipes, glass cleaner | WASTE WATER FUND | SOURCE/TREATMENT | 49.57 |
| | wipes, glass cleaner | ENVIRON SERVICES F | REFUSE DISPOSAL | 49.57 |
| | wipes, glass cleaner | ELECTRIC FUND | POWER DISTRIBUTION | 99.14 |
| | wipes, glass cleaner | STORMWATER FUND | TREATMENT | <u>49.58</u> |
| | | | TOTAL: | 495.71 |
| COMPUTER TECHNOLOGY SOLUTIONS, INC. | fix domain name issues | GENERAL FUND | CITY ADMINISTRATION | 3.98 |
| | fix domain name issues | GENERAL FUND | FINANCE | 11.93 |
| | fix domain name issues | GENERAL FUND | FINANCE | 3.08 |
| | fix domain name issues | GENERAL FUND | POLICE | 13.60 |
| | fix domain name issues | GENERAL FUND | FIRE | 1.48 |
| | fix domain name issues | GENERAL FUND | BUILDING INSPECTOR | 2.96 |
| | fix domain name issues | GENERAL FUND | PUBLIC WORKS ADMIN | 6.56 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|--------------------------------|----------------------------|--------------------|------------------------|----------|
| | fix domain name issues | GENERAL FUND | STREETS | 0.92 |
| | fix domain name issues | GENERAL FUND | RECREATION/LEISURE SER | 9.06 |
| | fix domain name issues | GENERAL FUND | PARKS | 0.46 |
| | fix domain name issues | GENERAL FUND | ECONOMIC DEVMT | 0.92 |
| | fix domain name issues | LIBRARY FUND | LIBRARY | 15.64 |
| | fix domain name issues | PUBLIC ACCESS | PUBLIC ACCESS | 1.48 |
| | fix domain name issues | COMMUNITY CENTER | COMMUNITY CENTER | 0.46 |
| | fix domain name issues | WATER | ADMIN AND GENERAL | 7.03 |
| | fix domain name issues | WASTE WATER FUND | ADMIN AND GENERAL | 3.98 |
| | fix domain name issues | ENVIRON SERVICES F | REFUSE DISPOSAL | 0.46 |
| | fix domain name issues | ELECTRIC FUND | ADMIN AND GENERAL | 6.56 |
| | fix domain name issues | STORMWATER FUND | ADMINISTRATION AND GEN | 1.94 |
| | | | TOTAL: | 92.50 |
| CORE & MAIN LP | #915 hydrant breakable fla | WATER | NON-DEPARTMENTAL | 595.72 |
| | returned bolts | WATER | PURIFICATION AND TREAT | 118.48 |
| | | | TOTAL: | 477.24 |
| COVIA CORPORATION | 2019-2021 lease compost si | ENVIRON SERVICES F | REFUSE DISPOSAL | 1,500.00 |
| | | | TOTAL: | 1,500.00 |
| CRYSTEEL TRUCK EQUIPMENT INC | #917 blade guide | GENERAL FUND | STREETS | 63.50 |
| | #917 breather cap | GENERAL FUND | STREETS | 16.50 |
| | | | TOTAL: | 80.00 |
| EARL F ANDERSEN INC | parking by permit signs | GENERAL FUND | STREETS | 563.40 |
| | | | TOTAL: | 563.40 |
| FAMILY FRESH MARKET | monthly staff mtg. | GENERAL FUND | STREETS | 20.21 |
| | snow day in the park suppl | GENERAL FUND | RECREATION/LEISURE SER | 17.36 |
| | parent's night out | GENERAL FUND | RECREATION/LEISURE SER | 7.18 |
| | monthly staff mtg. | GENERAL FUND | PARKS | 16.16 |
| | program supplies | LIBRARY FUND | LIBRARY | 13.73 |
| | monthly staff mtg. | WATER | ADMIN AND GENERAL | 8.08 |
| | monthly staff mtg. | WASTE WATER FUND | ADMIN AND GENERAL | 8.08 |
| | monthly staff mtg. | ENVIRON SERVICES F | ADMIN AND GENERAL | 8.08 |
| | monthly staff mtg. | ELECTRIC FUND | ADMIN AND GENERAL | 20.21 |
| | | | TOTAL: | 119.09 |
| FASTENAL COMPANY | batteries | GENERAL FUND | STREETS | 13.98 |
| | batteries | GENERAL FUND | PARKS | 13.98 |
| | batteries | WATER | DISTRIBUTION AND STORA | 6.99 |
| | batteries | WASTE WATER FUND | SOURCE/TREATMENT | 6.99 |
| | batteries | ENVIRON SERVICES F | REFUSE DISPOSAL | 6.99 |
| | batteries | ELECTRIC FUND | POWER DISTRIBUTION | 13.98 |
| | batteries | STORMWATER FUND | TREATMENT | 6.97 |
| | | | TOTAL: | 69.88 |
| GOPHER STATE ONE-CALL INC | jan gopher state one calls | WATER | DISTRIBUTION AND STORA | 2.25 |
| | jan gopher state one calls | WASTE WATER FUND | COLLECTOR/LIFT STAT | 2.25 |
| | jan gopher state one calls | ELECTRIC FUND | POWER DISTRIBUTION | 2.25 |
| | | | TOTAL: | 6.75 |
| GUSTAVUS ADOLPHUS COLLEGE P.O. | jan. postage | GENERAL FUND | CITY ADMINISTRATION | 19.41 |
| | jan. postage | GENERAL FUND | CITY CLERK | 0.57 |
| | jan. postage | GENERAL FUND | ELECTIONS | 29.23 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------|----------------------------|--------------------|------------------------|----------|
| | jan. postage | GENERAL FUND | FINANCE | 306.77 |
| | jan. postage | GENERAL FUND | FINANCE | 12.54 |
| | jan. postage | GENERAL FUND | POLICE | 41.19 |
| | jan. postage | GENERAL FUND | BUILDING INSPECTOR | 35.91 |
| | jan. postage | GENERAL FUND | PUBLIC WORKS ADMIN | 1.71 |
| | jan. postage | GENERAL FUND | STREETS | 2.28 |
| | jan. postage | GENERAL FUND | SENIOR COORDINATOR | 215.86 |
| | jan. postage | GENERAL FUND | RECREATION/LEISURE SER | 30.69 |
| | jan. postage | GENERAL FUND | SWIMMING POOL | 19.95 |
| | jan. postage | GENERAL FUND | PARKS | 11.97 |
| | jan. postage | GENERAL FUND | ECONOMIC DEVMT | 45.03 |
| | jan. postage | LIBRARY FUND | LIBRARY | 19.38 |
| | jan. postage | COMMUNITY CENTER | COMMUNITY CENTER | 14.82 |
| | jan. postage | WATER | ADMIN AND GENERAL | 0.57 |
| | jan. postage | WATER | CUSTOMER ACCOUNTS | 86.14 |
| | jan. postage | WASTE WATER FUND | ADMIN AND GENERAL | 2.27 |
| | jan. postage | WASTE WATER FUND | CUSTOMER ACCOUNTS | 86.14 |
| | jan. postage | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 86.14 |
| | jan. postage | ELECTRIC FUND | ADMIN AND GENERAL | 2.33 |
| | jan. postage | ELECTRIC FUND | CUSTOMER ACCOUNTS | 86.14 |
| | jan. postage | STORMWATER FUND | ADMINISTRATION AND GEN | 4.56 |
| | | | TOTAL: | 1,161.60 |
| HACH COMPANY | lab supplies | WASTE WATER FUND | SOURCE/TREATMENT | 140.56 |
| | | | TOTAL: | 140.56 |
| HAWKINS, INC. | azone 15 & sodium hydroxid | WATER | PURIFICATION AND TREAT | 1,550.60 |
| | | | TOTAL: | 1,550.60 |
| HOLIDAY COMMERCIAL | jan. fuel | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 1,215.45 |
| | | | TOTAL: | 1,215.45 |
| IDEXX DISTRIBUTION, INC | fecal coliform | WASTE WATER FUND | SOURCE/TREATMENT | 165.27 |
| | comparator | WASTE WATER FUND | SOURCE/TREATMENT | 31.53 |
| | colilert combo pack | WASTE WATER FUND | SOURCE/TREATMENT | 1,034.24 |
| | | | TOTAL: | 1,231.04 |
| IMPACT | printing | WATER | CUSTOMER ACCOUNTS | 182.14 |
| | postage | WATER | CUSTOMER ACCOUNTS | 428.56 |
| | printing | WASTE WATER FUND | CUSTOMER ACCOUNTS | 182.14 |
| | postage | WASTE WATER FUND | CUSTOMER ACCOUNTS | 428.56 |
| | printing | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 182.14 |
| | postage | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 428.56 |
| | printing | ELECTRIC FUND | CUSTOMER ACCOUNTS | 182.12 |
| | postage | ELECTRIC FUND | CUSTOMER ACCOUNTS | 428.56 |
| | flyers | ELECTRIC FUND | CUSTOMER ACCOUNTS | 330.03 |
| | | | TOTAL: | 2,772.81 |
| INGRAM BOOK COMPANY | books (non-fic., fic, chil | LIBRARY FUND | LIBRARY | 951.87 |
| | | | TOTAL: | 951.87 |
| INSIGHT PUBLIC SECTOR | spare ram | GENERAL FUND | CITY ADMINISTRATION | 38.27 |
| | laser toner | GENERAL FUND | CITY ADMINISTRATION | 216.24 |
| | laser toner | GENERAL FUND | CITY CLERK | 216.24 |
| | laser toner | GENERAL FUND | FINANCE | 144.16 |
| | laser toner | GENERAL FUND | POLICE | 115.33 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|------------------------|-----------------|
| | laser toner | GENERAL FUND | BUILDING INSPECTOR | 57.67 |
| | laser toner | GENERAL FUND | PUBLIC WORKS ADMIN | 28.83 |
| | laser toner | GENERAL FUND | ECONOMIC DEVMT | 14.42 |
| | laser toner | WATER | ADMIN AND GENERAL | 129.75 |
| | laser toner | WASTE WATER FUND | ADMIN AND GENERAL | 129.75 |
| | laser toner | ELECTRIC FUND | ADMIN AND GENERAL | 389.24 |
| | second monitor for transit | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>231.36</u> |
| | | | TOTAL: | 1,711.26 |
| JAGUAR COMMUNICATIONS | internet | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>110.00</u> |
| | | | TOTAL: | 110.00 |
| JAVENS MECHANICAL CONTRACTING CO. | wtp thermostat service cal | WATER | PURIFICATION AND TREAT | <u>218.95</u> |
| | | | TOTAL: | 218.95 |
| JOHNSON AGGREGATES | sand | GENERAL FUND | STREETS | <u>2,002.35</u> |
| | | | TOTAL: | 2,002.35 |
| KIND VETERINARY CLINIC PA | animal care & comm. servic | GENERAL FUND | COMMUNITY SERVICE | 494.70 |
| | animal care paws | RESTRICTED CONTRIB | COMMUNITY SERVICE | <u>666.80</u> |
| | | | TOTAL: | 1,161.50 |
| KWIK TRIP INC | jan. fuel | GENERAL FUND | POLICE | 1,843.74 |
| | jan. fuel | GENERAL FUND | FIRE | 31.60 |
| | jan. fuel | GENERAL FUND | BUILDING INSPECTOR | 186.35 |
| | jan. fuel | GENERAL FUND | STREETS | 183.37 |
| | jan. fuel | GENERAL FUND | PARKS | 489.20 |
| | jan. fuel | COMMUNITY CENTER | COMMUNITY CENTER | 29.26 |
| | jan. fuel | WATER | SOURCE OF SUPPLY | 31.44 |
| | jan. fuel | WATER | PURIFICATION AND TREAT | 47.16 |
| | jan. fuel | WATER | DISTRIBUTION AND STORA | 235.81 |
| | jan. fuel | WATER | CUSTOMER ACCOUNTS | 33.04 |
| | jan. fuel | WASTE WATER FUND | COLLECTOR/LIFT STAT | 106.11 |
| | jan. fuel | WASTE WATER FUND | CUSTOMER ACCOUNTS | 33.04 |
| | jan. fuel | ELECTRIC FUND | POWER DISTRIBUTION | 244.84 |
| | jan. fuel | ELECTRIC FUND | CUSTOMER ACCOUNTS | 33.05 |
| | jan. fuel | STORMWATER FUND | TREATMENT | 102.87 |
| | jan. fuel | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>3,884.77</u> |
| | | | TOTAL: | 7,515.65 |
| LEAGUE OF MN CITIES INSURANCE TRUST | 1st & 2nd qtr 2020 workers | GENERAL FUND | MAYOR & COUNCIL | 635.81 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | CITY ADMINISTRATION | 249.58 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | CITY CLERK | 137.65 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | FINANCE | 418.98 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | MUNICIPAL BUILDING | 550.95 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | POLICE | 19,280.87 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | FIRE | 9,336.06 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | BUILDING INSPECTOR | 287.00 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | COMMUNITY SERVICE | 106.58 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | PUBLIC WORKS ADMIN | 502.50 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | STREETS | 10,954.50 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | SENIOR COORDINATOR | 67.49 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | RECREATION/LEISURE SER | 1,947.87 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | SWIMMING POOL | 1,658.19 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | PARKS | 7,066.45 |
| | 1st & 2nd qtr 2020 workers | GENERAL FUND | ECONOMIC DEVMT | 210.49 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|----------------------------|----------------------------|--------------------|------------------------|-----------|
| | 1st & 2nd qtr 2020 workers | LIBRARY FUND | LIBRARY | 771.80 |
| | 1st & 2nd qtr 2020 workers | PUBLIC ACCESS | PUBLIC ACCESS | 41.43 |
| | 1st & 2nd qtr 2020 workers | COMMUNITY CENTER | COMMUNITY CENTER | 1,677.59 |
| | 1st & 2nd qtr 2020 workers | WATER | SOURCE OF SUPPLY | 395.25 |
| | 1st & 2nd qtr 2020 workers | WATER | PURIFICATION AND TREAT | 2,368.85 |
| | 1st & 2nd qtr 2020 workers | WATER | DISTRIBUTION AND STORA | 2,736.03 |
| | 1st & 2nd qtr 2020 workers | WATER | ADMIN AND GENERAL | 357.50 |
| | 1st & 2nd qtr 2020 workers | WATER | CUSTOMER ACCOUNTS | 45.77 |
| | 1st & 2nd qtr 2020 workers | WASTE WATER FUND | BIOSOLIDS | 828.26 |
| | 1st & 2nd qtr 2020 workers | WASTE WATER FUND | COLLECTOR/LIFT STAT | 1,842.62 |
| | 1st & 2nd qtr 2020 workers | WASTE WATER FUND | SOURCE/TREATMENT | 4,084.17 |
| | 1st & 2nd qtr 2020 workers | WASTE WATER FUND | ADMIN AND GENERAL | 369.53 |
| | 1st & 2nd qtr 2020 workers | WASTE WATER FUND | CUSTOMER ACCOUNTS | 45.77 |
| | 1st & 2nd qtr 2020 workers | ENVIRON SERVICES F | REFUSE DISPOSAL | 1,386.89 |
| | 1st & 2nd qtr 2020 workers | ENVIRON SERVICES F | ADMIN AND GENERAL | 184.10 |
| | 1st & 2nd qtr 2020 workers | ENVIRON SERVICES F | CUSTOMER ACCOUNTS | 24.72 |
| | 1st & 2nd qtr 2020 workers | ELECTRIC FUND | POWER PRODUCTION | 6,007.65 |
| | 1st & 2nd qtr 2020 workers | ELECTRIC FUND | POWER DISTRIBUTION | 748.74 |
| | 1st & 2nd qtr 2020 workers | ELECTRIC FUND | ADMIN AND GENERAL | 190.44 |
| | 1st & 2nd qtr 2020 workers | ELECTRIC FUND | CUSTOMER ACCOUNTS | 257.93 |
| | 1st & 2nd qtr 2020 workers | STORMWATER FUND | COLLECTIONS/LIFT STATI | 2,365.51 |
| | 1st & 2nd qtr 2020 workers | STORMWATER FUND | TREATMENT | 822.58 |
| | 1st & 2nd qtr 2020 workers | STORMWATER FUND | ADMINISTRATION AND GEN | 214.50 |
| | 1st & 2nd qtr 2020 workers | STORMWATER FUND | CUSTOMER ACCOUNTS | 24.72 |
| | 1st & 2nd qtr 2020 workers | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 6,448.68 |
| | | | TOTAL: | 87,652.00 |
| LITTLE FALLS MACHINE, INC. | #120 locking pin | 2020 EQUIPMENT CER | STREETS | 1,858.38 |
| | | | TOTAL: | 1,858.38 |
| LJP ENTERPRISES INC | jan. 2020 refuse pickup & | ENVIRON SERVICES F | REFUSE DISPOSAL | 20,320.56 |
| | | | TOTAL: | 20,320.56 |
| MATHESON TRI-GAS INC | protective sleeve on plasm | GENERAL FUND | STREETS | 30.98 |
| | protective sleeve on plasm | GENERAL FUND | PARKS | 24.78 |
| | protective sleeve on plasm | WATER | ADMIN AND GENERAL | 12.39 |
| | protective sleeve on plasm | WASTE WATER FUND | ADMIN AND GENERAL | 12.39 |
| | protective sleeve on plasm | ENVIRON SERVICES F | ADMIN AND GENERAL | 12.38 |
| | protective sleeve on plasm | ELECTRIC FUND | ADMIN AND GENERAL | 30.98 |
| | | | TOTAL: | 123.90 |
| MEDIACOM | transit internet | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 136.90 |
| | | | TOTAL: | 136.90 |
| MENARDS | desk chair caster wheels | GENERAL FUND | PUBLIC WORKS ADMIN | 12.97 |
| | hammers & key sets | GENERAL FUND | STREETS | 55.64 |
| | cat 5 connectors & plugs | GENERAL FUND | STREETS | 12.49 |
| | pool well house primer | GENERAL FUND | SWIMMING POOL | 16.88 |
| | hammers & key sets | GENERAL FUND | PARKS | 55.64 |
| | cat 5 connectors & plugs | GENERAL FUND | PARKS | 9.99 |
| | hammers & key sets | WATER | DISTRIBUTION AND STORA | 27.82 |
| | cat 5 connectors & plugs | WATER | ADMIN AND GENERAL | 5.00 |
| | hammers & key sets | WASTE WATER FUND | SOURCE/TREATMENT | 27.82 |
| | cat 5 connectors & plugs | WASTE WATER FUND | ADMIN AND GENERAL | 5.00 |
| | hammers & key sets | ENVIRON SERVICES F | REFUSE DISPOSAL | 27.82 |
| | cat 5 connectors & plugs | ENVIRON SERVICES F | ADMIN AND GENERAL | 4.98 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT | |
|------------------------------|----------------------------|----------------------------|------------------------|-----------------------|----------|
| | hammers & key sets | ELECTRIC FUND | POWER DISTRIBUTION | 55.64 | |
| | cat 5 connectors & plugs | ELECTRIC FUND | ADMIN AND GENERAL | 12.49 | |
| | hammers & key sets | STORMWATER FUND | TREATMENT | 27.82 | |
| | | | TOTAL: | 358.00 | |
| METRO JANITORIAL SUPPLY INC. | cleaning supplies | LIBRARY FUND | LIBRARY | 40.96 | |
| | cleaning supplies | COMMUNITY CENTER | COMMUNITY CENTER | 163.83 | |
| | | | TOTAL: | 204.79 | |
| METRO SALES INC | copier maint. | GENERAL FUND | RECREATION/LEISURE SER | 139.51 | |
| | copier maint. | COMMUNITY CENTER | COMMUNITY CENTER | 139.52 | |
| | | | TOTAL: | 279.03 | |
| MIDWEST TAPE | library media | LIBRARY FUND | LIBRARY | 13.99 | |
| | jan. hoopla digital media | LIBRARY FUND | LIBRARY | 886.36 | |
| | | | TOTAL: | 900.35 | |
| MISC VENDOR | GROSS , LYNN | GROSS , LYNN: sign permit | GENERAL FUND | NON-DEPARTMENTAL | 50.00 |
| | JENNINGS, CARRIE | life learning program | GENERAL FUND | SENIOR COORDINATOR | 250.00 |
| | ENERSYS | ENERSYS: replacement batte | ELECTRIC FUND | CAPITAL-GENERAL PLANT | 716.20 |
| | | | | TOTAL: | 1,016.20 |
| MN DEPT OF NATURAL RESOURCES | 2020 mn dnr water permit | WATER | SOURCE OF SUPPLY | 4,322.82 | |
| | | | TOTAL: | 4,322.82 | |
| MINNESOTA PAVING & MATERIALS | seal coat chips | GENERAL FUND | STREETS | 3,567.17 | |
| | | | TOTAL: | 3,567.17 | |
| MN WASTE PROCESSING | jan. 2020 disposal | ENVIRON SERVICES F | REFUSE DISPOSAL | 15,677.19 | |
| | | | TOTAL: | 15,677.19 | |
| PETE MOULTON | mileage 01/13/20-01/24/20 | GENERAL FUND | PUBLIC WORKS ADMIN | 16.68 | |
| | milage 01/27/20-02/07/20 | GENERAL FUND | PUBLIC WORKS ADMIN | 38.53 | |
| | mileage 01/13/20-01/24/20 | GENERAL FUND | PARKS | 8.62 | |
| | milage 01/27/20-02/07/20 | GENERAL FUND | PARKS | 63.25 | |
| | mileage 01/13/20-01/24/20 | WATER | ADMIN AND GENERAL | 74.75 | |
| | mileage 01/13/20-01/24/20 | WASTE WATER FUND | ADMIN AND GENERAL | 10.35 | |
| | milage 01/27/20-02/07/20 | WASTE WATER FUND | ADMIN AND GENERAL | 197.80 | |
| | mileage 01/13/20-01/24/20 | ELECTRIC FUND | ADMIN AND GENERAL | 69.58 | |
| | milage 01/27/20-02/07/20 | ELECTRIC FUND | ADMIN AND GENERAL | 10.35 | |
| | | | TOTAL: | 489.91 | |
| MVTL LABORATORIES INC | wwtf mercury | WASTE WATER FUND | SOURCE/TREATMENT | 326.50 | |
| | mei testing | WASTE WATER FUND | SOURCE/TREATMENT | 13.00 | |
| | wwtf testing | WASTE WATER FUND | SOURCE/TREATMENT | 46.00 | |
| | wwtf testing | WASTE WATER FUND | SOURCE/TREATMENT | 46.00 | |
| | wwtf ammonia | WASTE WATER FUND | SOURCE/TREATMENT | 35.20 | |
| | wwtf salty discharge | WASTE WATER FUND | SOURCE/TREATMENT | 152.60 | |
| | wwtf nitrogen study | WASTE WATER FUND | SOURCE/TREATMENT | 76.60 | |
| | wwtf nitrogen study | WASTE WATER FUND | SOURCE/TREATMENT | 76.60 | |
| | | | TOTAL: | 772.50 | |
| NAPA AUTO PARTS OF ST PETER | 16" joint piler, outl, mar | GENERAL FUND | FIRE | 181.16 | |
| | impact wrench, sensor valv | GENERAL FUND | STREETS | 148.27 | |
| | coupler, air filters, wren | GENERAL FUND | STREETS | 144.04 | |
| | oil filter, battery | GENERAL FUND | RECREATION/LEISURE SER | 104.88 | |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------------|----------------------------|--------------------|------------------------|-----------|
| | impact wrench, sensor valv | GENERAL FUND | PARKS | 148.27 |
| | impact wrench, sensor valv | WATER | DISTRIBUTION AND STORA | 74.14 |
| | impact wrench, sensor valv | WASTE WATER FUND | SOURCE/TREATMENT | 74.14 |
| | impact wrench, sensor valv | ENVIRON SERVICES F | REFUSE DISPOSAL | 74.14 |
| | impact wrench, sensor valv | ELECTRIC FUND | POWER DISTRIBUTION | 148.27 |
| | wiper blade | ELECTRIC FUND | POWER DISTRIBUTION | 33.14 |
| | impact wrench, sensor valv | STORMWATER FUND | TREATMENT | 74.13 |
| | battery, v-ribbed belt, mp | MN RIVER VALLEY TR | NON-DEPARTMENTAL | 1,078.72 |
| | bulk oil | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 87.55 |
| | | | TOTAL: | 2,370.85 |
| NELSON PRINTING COMPANY | envelopes | GENERAL FUND | CITY ADMINISTRATION | 132.60 |
| | office supplies | GENERAL FUND | POLICE | 131.34 |
| | postage | GENERAL FUND | POLICE | 73.75 |
| | ups | GENERAL FUND | RECREATION/LEISURE SER | 18.22 |
| | brochures | GENERAL FUND | RECREATION/LEISURE SER | 62.30 |
| | office supplies | GENERAL FUND | ECONOMIC DEVMT | 7.59 |
| | envelopes | WATER | ADMIN AND GENERAL | 116.44 |
| | ups | WATER | ADMIN AND GENERAL | 16.18 |
| | envelopes | WASTE WATER FUND | ADMIN AND GENERAL | 116.44 |
| | ups | WASTE WATER FUND | ADMIN AND GENERAL | 114.26 |
| | envelopes | ENVIRON SERVICES F | ADMIN AND GENERAL | 58.22 |
| | envelopes | ELECTRIC FUND | ADMIN AND GENERAL | 291.10 |
| | ups | ELECTRIC FUND | ADMIN AND GENERAL | 22.58 |
| | | | TOTAL: | 1,161.02 |
| NORTH CENTRAL LABORATORIES | lab supplies | WASTE WATER FUND | SOURCE/TREATMENT | 575.41 |
| | | | TOTAL: | 575.41 |
| O'REILLY AUTO PARTS | parts | GENERAL FUND | PARKS | 14.99 |
| | alternator | MN RIVER VALLEY TR | NON-DEPARTMENTAL | 171.89 |
| | | | TOTAL: | 186.88 |
| PAAPE COMPANIES, INC. | boiler prevent. maint. | COMMUNITY CENTER | COMMUNITY CENTER | 278.10 |
| | | | TOTAL: | 278.10 |
| PERMITWORKS, LLC | 2020 permits & inspect sup | GENERAL FUND | BUILDING INSPECTOR | 1,495.00 |
| | | | TOTAL: | 1,495.00 |
| QUALITY FLOW SYSTEMS, INC | rebuild pump #3 | WASTE WATER FUND | COLLECTOR/LIFT STAT | 25,534.00 |
| | | | TOTAL: | 25,534.00 |
| RDO EQUIPMENT CO. | mirrors #419 | GENERAL FUND | STREETS | 358.20 |
| | | | TOTAL: | 358.20 |
| RECREATION SUPPLY COMPANY | tube adopter & assembly | GENERAL FUND | SWIMMING POOL | 224.23 |
| | | | TOTAL: | 224.23 |
| RIVER BEND BUSINESS PRODUCTS | mousepad, mouse, wristrest | STORMWATER FUND | TREATMENT | 68.67 |
| | | | TOTAL: | 68.67 |
| ROEMHILDT, GABRIELA | mileage&shuttle-Holocaust, | LIBRARY FUND | LIBRARY | 89.88 |
| | | | TOTAL: | 89.88 |
| RYAN ELECTRIC OF ST PETER | sjwp sump pump hook up | WATER | PURIFICATION AND TREAT | 112.50 |
| | reinstall pump at main lif | WASTE WATER FUND | COLLECTOR/LIFT STAT | 292.50 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------------------|----------------------------|--------------------|------------------------|------------|
| | | | TOTAL: | 405.00 |
| SCHUGEL, JOEY | milage 01/08/20-01/10/20 | GENERAL FUND | RECREATION/LEISURE SER | 150.54 |
| | | | TOTAL: | 150.54 |
| SHAWN C. ANDREWS | dot physical | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 70.00 |
| | | | TOTAL: | 70.00 |
| BRIAN SHELLUM | meter school meals | ELECTRIC FUND | ADMIN AND GENERAL | 38.04 |
| | | | TOTAL: | 38.04 |
| SCOTT SIMONDET | mileage 02/05/20-02/07/20 | GENERAL FUND | PARKS | 221.95 |
| | | | TOTAL: | 221.95 |
| SOUTHERN MN MUNICIPAL POWER AGENCY | smpa purchased power | ELECTRIC FUND | POWER SUPPLY | 642,671.70 |
| | | | TOTAL: | 642,671.70 |
| SOUTHWEST MN HOUSING PARTNERSHIP | snow removal | HOUSING DISTRICT # | ECONOMIC DEVMT | 460.00 |
| | | | TOTAL: | 460.00 |
| ST PETER HERALD | public hearing to change z | GENERAL FUND | ECONOMIC DEVMT | 57.60 |
| | stormwater pollution | STORMWATER FUND | ADMINISTRATION AND GEN | 160.85 |
| | | | TOTAL: | 218.45 |
| ST PETER RENTAL CENTER | stihl 16" cut quick | WATER | DISTRIBUTION AND STORA | 418.66 |
| | stihl 16" cut quick | WASTE WATER FUND | ADMIN AND GENERAL | 418.65 |
| | stihl 16" cut quick | STORMWATER FUND | TREATMENT | 418.65 |
| | | | TOTAL: | 1,255.96 |
| STAPLES ADVANTAGE | tapes | GENERAL FUND | CITY ADMINISTRATION | 17.28 |
| | manila envelopes | GENERAL FUND | CITY ADMINISTRATION | 14.83 |
| | tapes | GENERAL FUND | CITY CLERK | 17.28 |
| | manila envelopes | GENERAL FUND | CITY CLERK | 14.83 |
| | tapes | GENERAL FUND | FINANCE | 11.52 |
| | manila envelopes | GENERAL FUND | FINANCE | 9.89 |
| | tapes | GENERAL FUND | POLICE | 9.22 |
| | manila envelopes | GENERAL FUND | POLICE | 7.91 |
| | tapes | GENERAL FUND | BUILDING INSPECTOR | 4.61 |
| | manila envelopes | GENERAL FUND | BUILDING INSPECTOR | 3.96 |
| | tapes | GENERAL FUND | PUBLIC WORKS ADMIN | 2.30 |
| | manila envelopes | GENERAL FUND | PUBLIC WORKS ADMIN | 1.98 |
| | office supplies | GENERAL FUND | SENIOR COORDINATOR | 22.38 |
| | office supplies | GENERAL FUND | RECREATION/LEISURE SER | 28.97 |
| | tapes | GENERAL FUND | ECONOMIC DEVMT | 1.15 |
| | manila envelopes | GENERAL FUND | ECONOMIC DEVMT | 0.99 |
| | office supplies | LIBRARY FUND | LIBRARY | 17.65 |
| | tapes | WATER | ADMIN AND GENERAL | 10.37 |
| | manila envelopes | WATER | ADMIN AND GENERAL | 8.90 |
| | tapes | WASTE WATER FUND | ADMIN AND GENERAL | 10.38 |
| | manila envelopes | WASTE WATER FUND | ADMIN AND GENERAL | 8.89 |
| | tapes | ELECTRIC FUND | ADMIN AND GENERAL | 31.11 |
| | manila envelopes | ELECTRIC FUND | ADMIN AND GENERAL | 26.70 |
| | | | TOTAL: | 283.10 |
| STUART C. IRBY CO. | clamp-on bushing insert to | ELECTRIC FUND | POWER DISTRIBUTION | 373.70 |
| | bushing insert tool | ELECTRIC FUND | POWER DISTRIBUTION | 290.13 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|---------------------------------------|----------------------------|--------------------|------------------------|----------|
| | | | TOTAL: | 663.83 |
| SUMMIT SUPPLY CORPORATION OF COLORADO | mcgill bench | GENERAL FUND | PARKS | 2,195.76 |
| | | | TOTAL: | 2,195.76 |
| TIGERDIRECT.COM | displayport to hdmi video | GENERAL FUND | CITY ADMINISTRATION | 15.41 |
| | spare ssd's for hard drive | GENERAL FUND | CITY ADMINISTRATION | 101.31 |
| | laptop for it dept. | GENERAL FUND | CITY ADMINISTRATION | 601.42 |
| | envelope feeder for rec. | GENERAL FUND | RECREATION/LEISURE SER | 141.79 |
| | replacement laser printer | GENERAL FUND | RECREATION/LEISURE SER | 531.41 |
| | envelope feeder for rec. | COMMUNITY CENTER | COMMUNITY CENTER | 141.80 |
| | replacement laser printer | COMMUNITY CENTER | COMMUNITY CENTER | 531.41 |
| | | | TOTAL: | 2,064.55 |
| TOWN & COUNTRY FENCE | gault alum ties | GENERAL FUND | PARKS | 57.22 |
| | | | TOTAL: | 57.22 |
| UNIVAR USA INC. | sodium metabisulfite | WATER | PURIFICATION AND TREAT | 3,148.65 |
| | metabisulfite | WATER | PURIFICATION AND TREAT | 279.88 |
| | | | TOTAL: | 3,428.53 |
| UNIVERSITY OF MINNESOTA | registration for seal-coat | GENERAL FUND | STREETS | 140.00 |
| | | | TOTAL: | 140.00 |
| USA BLUE BOOK | manhole lid ext. | GENERAL FUND | STREETS | 49.19 |
| | manhole lid extractor | GENERAL FUND | STREETS | 49.99- |
| | manhole lid ext. | GENERAL FUND | PARKS | 49.19 |
| | manhole lid extractor | GENERAL FUND | PARKS | 49.99- |
| | manhole lid ext. | WATER | DISTRIBUTION AND STORA | 24.60 |
| | broadway lab supplies | WATER | DISTRIBUTION AND STORA | 1,071.35 |
| | broadway lab supplies | WATER | DISTRIBUTION AND STORA | 76.75 |
| | manhole lid extractor | WATER | DISTRIBUTION AND STORA | 25.00- |
| | manhole lid ext. | WASTE WATER FUND | SOURCE/TREATMENT | 24.60 |
| | sewage pump | WASTE WATER FUND | SOURCE/TREATMENT | 931.22 |
| | manhole lid extractor | WASTE WATER FUND | SOURCE/TREATMENT | 25.00- |
| | manhole lid ext. | ENVIRON SERVICES F | REFUSE DISPOSAL | 24.60 |
| | manhole lid extractor | ENVIRON SERVICES F | REFUSE DISPOSAL | 25.00- |
| | warranty repair | ELECTRIC FUND | POWER DISTRIBUTION | 1.00 |
| | manhole lid ext. | ELECTRIC FUND | POWER DISTRIBUTION | 49.19 |
| | manhole lid extractor | ELECTRIC FUND | POWER DISTRIBUTION | 49.99- |
| | manhole lid ext. | STORMWATER FUND | TREATMENT | 24.58 |
| | manhole lid extractor | STORMWATER FUND | TREATMENT | 24.98- |
| | | | TOTAL: | 2,076.32 |
| VERIZON WIRELESS | jan. jet packs | GENERAL FUND | CITY ADMINISTRATION | 35.03 |
| | jan. jet packs | GENERAL FUND | POLICE | 35.03 |
| | cell phone charges | GENERAL FUND | POLICE | 310.98 |
| | jan. jet packs | GENERAL FUND | STREETS | 8.75 |
| | jan. jet packs | GENERAL FUND | PARKS | 7.00 |
| | jan. jet packs | WATER | ADMIN AND GENERAL | 3.50 |
| | jan. jet packs | WATER | ADMIN AND GENERAL | 35.01 |
| | jan. jet packs | WASTE WATER FUND | ADMIN AND GENERAL | 3.50 |
| | jan. jet packs | ENVIRON SERVICES F | ADMIN AND GENERAL | 3.51 |
| | jan. jet packs | ELECTRIC FUND | ADMIN AND GENERAL | 8.75 |
| | jan. cell & data charges | MN RIVER VALLEY TR | INTERGOVERNMENTAL | 123.06 |
| | | | TOTAL: | 574.12 |

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|------------------------------|----------------------------|--------------------|------------------------|--------|
| VWR INTERNATIONAL | pretreatment cartridge | WASTE WATER FUND | SOURCE/TREATMENT | 139.36 |
| | phophorus standard | WASTE WATER FUND | SOURCE/TREATMENT | 39.81 |
| | phosphorus standard | WASTE WATER FUND | SOURCE/TREATMENT | 39.81 |
| | | | TOTAL: | 218.98 |
| WATER ENVIRONMENT FEDERATION | 2020 memebership renewal | WASTE WATER FUND | ADMIN AND GENERAL | 170.00 |
| | | | TOTAL: | 170.00 |
| CHRIS WESTRUP | volleyball referee sub | GENERAL FUND | RECREATION/LEISURE SER | 66.00 |
| | | | TOTAL: | 66.00 |
| JENNIFER WILKING | volleyball sub for a night | GENERAL FUND | RECREATION/LEISURE SER | 55.00 |
| | | | TOTAL: | 55.00 |
| ZEP SALES & SERVICE | floor dry & hand soap | GENERAL FUND | STREETS | 128.11 |
| | floor dry & hand soap | GENERAL FUND | PARKS | 128.11 |
| | floor dry & hand soap | WATER | DISTRIBUTION AND STORA | 64.05 |
| | floor dry & hand soap | WASTE WATER FUND | SOURCE/TREATMENT | 64.05 |
| | floor dry & hand soap | ENVIRON SERVICES F | REFUSE DISPOSAL | 64.05 |
| | floor dry & hand soap | ELECTRIC FUND | POWER DISTRIBUTION | 128.11 |
| | floor dry & hand soap | STORMWATER FUND | TREATMENT | 64.06 |
| | | | TOTAL: | 640.54 |

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

| | | |
|-----|---------------------------|------------|
| 101 | GENERAL FUND | 99,700.34 |
| 211 | LIBRARY FUND | 3,969.08 |
| 213 | PUBLIC ACCESS | 42.91 |
| 217 | COMMUNITY CENTER | 6,038.14 |
| 262 | TRAV GREEN SPEC HOME CONS | 58.25 |
| 420 | 2020 EQUIPMENT CERTIFICAT | 1,858.38 |
| 460 | HOUSING DISTRICT #20 | 558.76 |
| 601 | WATER | 23,943.08 |
| 602 | WASTE WATER FUND | 52,573.94 |
| 603 | ENVIRON SERVICES FUND | 40,922.15 |
| 604 | ELECTRIC FUND | 656,493.53 |
| 606 | STORMWATER FUND | 5,163.74 |
| 820 | RESTRICTED CONTRIBUTIONS | 666.80 |
| 830 | MN RIVER VALLEY TRANSIT | 13,558.38 |

 GRAND TOTAL: 905,547.48

| VENDOR SORT KEY | DESCRIPTION | FUND | DEPARTMENT | AMOUNT |
|-------------------------------------|----------------------------|--------------------|---------------------|------------------|
| BARCODES INC. LLC | receipt paper rolls | LIBRARY FUND | LIBRARY | <u>181.90</u> |
| | | | TOTAL: | 181.90 |
| MAYO CLINIC HEALTH SYSTEM - MANKATO | dot physical | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>193.00</u> |
| | | | TOTAL: | 193.00 |
| SHAWN C. ANDREWS | dot physical | MN RIVER VALLEY TR | INTERGOVERNMENTAL | <u>70.00</u> |
| | | | TOTAL: | 70.00 |
| TELIN TRANSPORTATION GROUP | cylinder flap kit | MN RIVER VALLEY TR | NON-DEPARTMENTAL | <u>358.37</u> |
| | | | TOTAL: | 358.37 |
| TIGERDIRECT.COM | laser toner cartridges | GENERAL FUND | CITY ADMINISTRATION | 70.62 |
| | laser toner cartridges | GENERAL FUND | CITY ADMINISTRATION | 35.29 |
| | laser toner cartridges | GENERAL FUND | CITY CLERK | 70.62 |
| | laser toner cartridges | GENERAL FUND | CITY CLERK | 35.29 |
| | laser toner cartridges | GENERAL FUND | FINANCE | 47.08 |
| | laser toner cartridges | GENERAL FUND | FINANCE | 23.53 |
| | laser toner cartridges | GENERAL FUND | POLICE | 37.66 |
| | laser toner cartridges | GENERAL FUND | POLICE | 18.82 |
| | laser toner cartridges | GENERAL FUND | BUILDING INSPECTOR | 18.83 |
| | laser toner cartridges | GENERAL FUND | BUILDING INSPECTOR | 9.41 |
| | laser toner cartridges | GENERAL FUND | PUBLIC WORKS ADMIN | 9.42 |
| | laser toner cartridges | GENERAL FUND | PUBLIC WORKS ADMIN | 4.71 |
| | laser toner cartridges | GENERAL FUND | ECONOMIC DEVMT | 4.71 |
| | laser toner cartridges | GENERAL FUND | ECONOMIC DEVMT | 2.35 |
| | ssd drives to upgrade libr | LIBRARY FUND | LIBRARY | 515.47 |
| | laser toner cartridges | WATER | ADMIN AND GENERAL | 42.37 |
| | laser toner cartridges | WATER | ADMIN AND GENERAL | 21.18 |
| | laser toner cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 42.35 |
| | laser toner cartridges | WASTE WATER FUND | ADMIN AND GENERAL | 21.18 |
| | laser toner cartridges | ELECTRIC FUND | ADMIN AND GENERAL | 127.11 |
| | laser toner cartridges | ELECTRIC FUND | ADMIN AND GENERAL | <u>63.53</u> |
| | | | TOTAL: | 1,221.53 |
| WENDEL COMPANIES | fire hall project developm | GENERAL FUND | FIRE | <u>20,846.62</u> |
| | | | TOTAL: | 20,846.62 |

COUNCIL BILL LIST TOTAL
FOR 12/27/19 & 02/24/20

0

FUND TOTALS

| | | |
|-----|------------------------------|------------|
| 101 | GENERAL FUND | 120,935.30 |
| 201 | PROPERTY INSURANCE | - |
| 211 | LIBRARY FUND | 4,666.45 |
| 213 | Public Access | 42.91 |
| 217 | COMMUNITY CENTER | 6,038.14 |
| 230 | REVOLVING LOAN FUND | - |
| 262 | TRAV. GREEN SPEC HOME CONS | 58.25 |
| 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. | 1,858.38 |
| 460 | HOUSING DISTRICT #20 | 558.76 |
| 476 | 2016 EQUIPMENT CERTIFICAT | |
| 478 | 2018 EQUIPMENT CERTIFICAT | |
| 601 | WATER | 24,006.63 |
| 602 | WASTE WATER FUND | 52,637.47 |
| 603 | ENVIRON SERVICES FUND | 40,922.15 |
| 604 | ELECTRIC FUND | 656,684.17 |
| 606 | STORMWATER FUND | 5,163.74 |
| 610 | HEARTLAND TRANSIT | |
| 627 | MEDICAL CAMPUS | - |
| 820 | RESTRICTED CONTRIBUTIONS | 666.80 |
| 821 | D.A.R.E | - |
| 824 | YOUTH CENTER GRANT | - |
| 827 | PARKS EQUIP. | - |
| 830 | MN RIVER VALLEY TRANSIT | 14,179.75 |

GRAND TOTAL: \$ 928,418.90

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING CONSENT AGENDA

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

- 1. The following budgeted purchases in excess of \$10,000 are hereby approved:

Table with 4 columns: VENDOR, ITEMS, PRICE, FUNDING. Rows include Preferred Communications (laptop mobile data computers), Irby Utilities (transformers), and RESCO (primary wire).

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

Temporary On Sale Liquor

St. Peter Booster Club 401 Union Street 3/28/20

Peddler Permit

TNT Fireworks 612 South Minnesota 6/19/20 - 7/6/20

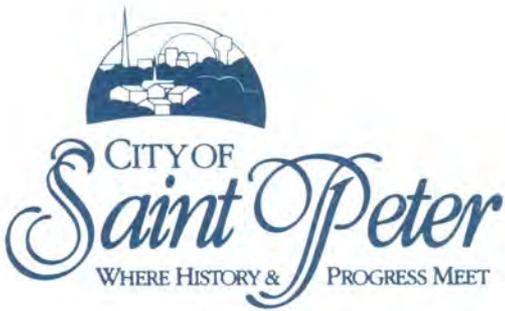
- 3. The schedule of disbursements for February 6, 2020 through February 19, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 24th day of January, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 13, 2020

FROM: Pete Moulton
Director of Public Works

RE: Dog Park Name

ACTION/RECOMMENDATION

Take action to officially name the new dog park at 1125 North Swift Street as "Thompson Dog Park".

BACKGROUND

The Parks and Recreation Advisory Board met on Tuesday, February 18, 2020 and accepted a recommendation from the River Valley Dog Park Association to name the new dog park "Thompson Dog Park".

Betty Thompson is a long time resident of St. Peter and has been an instrumental volunteer in helping raise the funding for this new dog park.

The Park and Recreation Advisory Board reviews and recommend names for parks within the City of Saint Peter but final approval is reserved for action of the Council. There is not a list of names to work from like we use with Streets. We have used contests, and "giver" or "donator" names in the past but there has been no one process for how names are selected for review by the Advisory Board.

FISCAL IMPACT:

None.

ALTERNATIVES/VARIATIONS:

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

Negative Vote: No further action will be taken without additional direction from the 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 DESIGNATING NAME OF NEW DOG PARK AT 1125 NORTH SWIFT STREET

WHEREAS, the City Council has taken action to designate a location for a dog park at 1125 North Swift Street; and

WHEREAS, the River Valley Dog Park Association has suggested naming the park "Thompson Dog Park" in recognition of Betty Thompson, a St. Peter resident who was instrumental in raising funds for development of the park; and

WHEREAS, the Parks Board considered the recommendation and has voted to recommend the dog park name to the City Council.

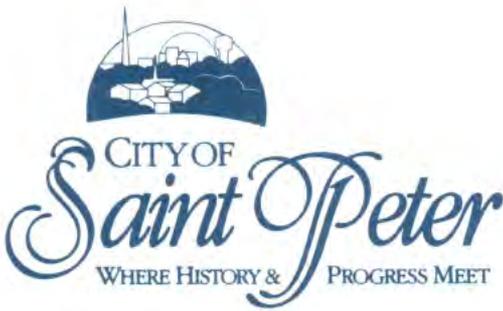
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the dog park located at 1125 North Swift Street shall be named "Thompson Dog Park".

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of February 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 18, 2020

FROM: Pete Moulton
Director of Public Works

Jacob Yushta
Interim Maintenance Superintendent

RE: Dog Park Fencing Purchase

ACTION/RECOMMENDATION

Authorize purchase of 1,136' of black vinyl coated fence with fence guard and six gates for the new dog park in the amount of \$50,800 from Sun-Up Construction of Madison Lake, Minnesota.

BACKGROUND

The City Council has authorized initial construction of a dog park at 1125 North Swift Street. Phase 1 of the project includes improvements estimated at \$64,000 which includes fencing, water lines and fountains. City staff has worked with Bolton and Menk on the design and fence specifications, and then requested formal written proposals and advertised on the City's website for the dog park fencing.

Two written proposals were received.

| Vendor | 1,136' Black Vinyl Fence | 1,136' Fence Guard | 12' Gates (2) | 36' Gates (4) | Total |
|--------------------------|--------------------------|--------------------|---------------|---------------|-------------|
| Sun-Up Construction | \$32.92 | \$4.13 | \$1,750.00 | \$1,300.00 | \$50,800.00 |
| Mankato Landscapes, Inc. | \$36.00 | \$3.66 | \$1,650.00 | \$1,150.00 | \$52,953.76 |

FISCAL IMPACT:

Funding for the fence purchase will be from the \$32,000 River Valley Dog Park Association (RVDPA) donation and the 2020 Parks budget. Although funding was not specifically called out in the budget, capital improvements were allotted dollars and we plan to exercise the flexibility of those dollars in paying for the fence. This is based on our practice of providing assistance to associations who work within our capital planning process with the Parks and Recreation Advisory Board.

ALTERNATIVES/VARIATIONS

Do not act: The purchase will not be made without additional direction from the Council.

Vote in favor: Staff will proceed with ordering the fence from Sun-Up Construction.

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

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

PTM/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING PURCHASE OF VINYL FENCING, GUARDS AND GATES
FOR THE DOG PARK AT 1125 NORTH SWIFT STREET**

WHEREAS, Phase 1 construction of the new dog park includes installation of black vinyl fencing, guards and gates; and

WHEREAS, as per the City's purchasing policy, formal written proposals were solicited for purchase of these materials; and

WHEREAS, two proposals were received:

| Vendor | 1,136' Black Vinyl Fence | 1,136' Fence Guard | 12' Gates (2) | 36' Gates (4) | Total |
|--------------------------|--------------------------|--------------------|---------------|---------------|-------------|
| Sun-Up Construction | \$32.92 | \$4.13 | \$1,750.00 | \$1,300.00 | \$50,800.00 |
| Mankato Landscapes, Inc. | \$36.00 | \$3.66 | \$1,650.00 | \$1,150.00 | \$52,953.76 |

WHEREAS, funding for this unbudgeted purchase is available from a \$32,000 donation received for development of the dog park and the capital planning portion of the Parks budget.

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

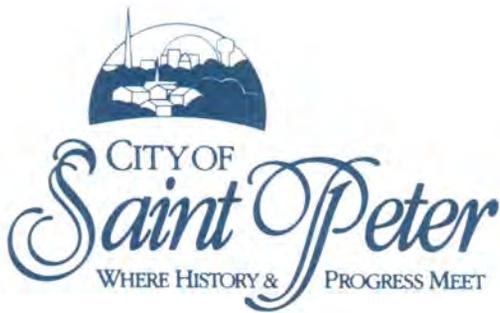
1. The City Council hereby authorizes the purchase of black vinyl fencing, guards and gates from Sun-Up Construction of Madison Lake, Minnesota in the amount of \$50,800.
2. Funding for the purchase will be the \$32,000 donation from the River Valley Dog Park Association and capital funds from the 2020 Parks budget (General Fund).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of February 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: February 18, 2020

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resources Superintendent

RE: Americans with Disabilities Act (ADA) Transition Plan

ACTION/RECOMMENDATION

Accept the American with Disabilities Act (ADA) Transition Plan prepared by Bolton and Menk Inc.

BACKGROUND

The American with Disabilities Act (ADA) of 1990 requires public agencies with 50 employees or more to develop a Transition Plan by September 30, 2020. The plan must identify the physical obstacles that limit the public's ability to use pedestrian facilities within the City's right-of-ways. If a plan is not in place by the deadline, the City would not qualify for Federal funding.

Bolton and Menk, Inc. was retained to prepare the plan. Working with City staff they identified the pedestrian facilities within the public right-of-ways throughout the community. These facilities include sidewalks and pedestrian ramps entering crosswalks through street crossings. As part of the plan, the current City sidewalk infrastructure was numerically rated and photographed to identify current conditions and analysis for repairs.

The accumulated infrastructure data collected from the summer of 2018 and 2019 was summarized and the collected information was posted on the City's website to give the public opportunity to submit feedback which helped us identify deficiencies. During the website posting (December 13, 2019 to January 15, 2020) no public comments were received. In addition, a public open house was held on October 16, 2019 where four (4) community members were present and provided valuable insight and feedback.

With the public infrastructure deficiencies identified and the opportunity for community input ended, approval is recommended. Once it has been adopted, the City of Saint Peter will have an ADA Transition Plan on file and the City will be eligible for Federal grant funding for the maintenance and construction of City roads, trail, and other transportation type projects.

The identified deficiencies will be included in future utility and street surface repair projects. In addition, staff will prioritize repairs identified in the report and make corrections accordingly. A number of the repairs are minor to the extent that staff will complete the correction in-house. A summary of the identified issues is as follows:

ADA COMPLIANCE ISSUES

| Compliance Issues | # Identified | Cost to Repair in \$Millions | % Of Total |
|--|---------------------|---|-------------------|
| Mainline Sidewalk and Trail | 12 miles (23%) | \$ 2.46 | 51% |
| Pedestrian Ramps | 480 Ramps (44%) | \$ 1.89 | 39% |
| Sidewalk/Trail Barriers Remediation | 69 Barriers | \$ 0.347 | 7% |
| Crosswalk Remediation | 222 Crosswalk (38%) | \$ 0.111 | 2% |
| TOTALS | | \$ 4.8 | 100% |

A plan will be developed to make some corrections each year and provide updates to keep the transition plan in compliance.

FISCAL IMPACT:

There is no fiscal impact to adoption of the plan and future funding for the compliance corrections will become part of the annual budgeting process.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken at this time, but it is important to note the plan must be adopted by September 30, 2020 to ensure continued eligibility for Federal funding.

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 us should you have any questions or concerns on this agenda item.

PTM/JK/amg



Real People. Real Solutions.



Saint Peter, MN

Americans with Disabilities Act Self-Evaluation and Transition Plan

February 2020



Prepared by:
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001
P: 507-625-4171
F: 507-625-4177

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I. INTRODUCTION

A. Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the City of Saint Peter must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of Saint Peter has conducted a self-evaluation of its facilities within public rights-of-way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals.

B. ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

C. Agency Requirements

Under Title II, the City of Saint Peter must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 C.F.R. Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 C.F.R. Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications to policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 C.F.R. Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 C.F.R. Sec. 35.130\(b\)\(1\)\(iv\) & \(d\)](#)].

- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 C.F.R. Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 C.F.R. Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 C.F.R. Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 C.F.R. Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 C.F.R. Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 C.F.R. Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights-of-way and does not include information on City programs, practices, or building facilities not related to public rights-of-way.

II. SELF-EVALUATION

A. Overview

The City of Saint Peter is required, under Title II of the Americans with Disabilities Act (ADA) and 28 C.F.R. Sec. 35.105, to perform a Self-Evaluation of current transportation infrastructure policies, practices, and programs. A Self-Evaluation identifies what policies and practices impact accessibility and examine how the City implements these policies. The goal of the Self-Evaluation is to verify that, in implementing the City's policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The Self-Evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals, and transit facilities that are located within the City public rights-of-way. Any barriers to accessibility identified in the Self-Evaluation and actions to remedy identified barriers are identified in this document. Pedestrian facilities were evaluated for ADA deficiencies throughout the City. Pedestrian facilities located within MN Department of Transportation (MnDOT) or Nicollet County right-of-way were not included in this evaluation unless a cost-share agreement exists between the City and those agencies for the maintenance/reconstruction of facilities.

B. Methodology

The Self-Evaluation field data inventory began in mid-May 2019 and concluded in mid-November 2019. During this time, City staff inventoried components of the PCR/PAR environment using the latest GPS technology to collect field data for pedestrian infrastructure features. Data was imported into Esri ArcGIS for analysis, reporting, and mapping as part of the Transition Plan. ADA accessibility evaluation included the following:

- Pedestrian Ramps – All pedestrian ramps were inventoried and evaluated for compliance. Data collected for each pedestrian ramp includes condition, dome type, landing size, ramp type, slope, detectable warning system, and other required compliance information. Maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others as shown in **Appendix A** of this document.

Ramps received one of the following condition ratings based on the above criteria:

| Rating | Criteria |
|--------|--|
| 1 | Uniform slopes, no noticeable cracks, no vertical discontinuities, no spalling, joints intact |
| 2 | Uniform slopes, some cracks, vertical discontinuities less than 1/4", no spalling, joints intact |
| 3 | Gutter slope beyond flare flows back towards curb ramp at < 1.5%, some large cracks and minor spalling, noticeable vertical discontinuities, joints beginning to deteriorate, no detectable warnings |
| 4 | Gutter slope beyond flare flows back towards curb ramp at > 1.5%, many cracks, multi-directional, excessive spalling, excessive vertical discontinuities, joints badly deteriorated, > 1/2" vertical discontinuities, no detectable warnings |

To achieve ADA-compliance, a pedestrian ramp must achieve a condition rating of 1 or 2 and also must exhibit the following:

- Slope is less than 8.34%
- Cross slope is less than or equal to 2%
- Presence of a landing area greater than or equal to 4-feet by 4-feet and less than or equal to 2% cross slopes in all directions.
- An ADA-compliant detectable warning* is present (i.e. truncated domes, brushed concrete, etc.)

Pedestrian ramps receiving a condition rating of 3 or 4 and not exhibiting the above criteria are not compliant with ADA and are candidates for future reconstruction projects. The timeline for modification of each of these pedestrian ramps will depend on its priority ranking, correlation to planned projects, reasonable accommodation requests, and available funding.

*A note on detectable warnings: Current guidance from the US Access Board and ADA standards require the use of truncated domes as the only acceptable detectable warning for new ramp construction. However, MnDOT does not require agencies to retrofit truncated domes into ramps where brushed concrete, exposed aggregate, or another detectable warning that was previously acceptable under standards at that time were employed. Ramps were identified as compliant if one of these types of detectable warnings were present and all other ramp elements were compliant.

Compliant and non-compliant pedestrian ramp locations are identified in **Appendix B**.

- Sidewalks and Trails – Sidewalk and trail maintenance issues include vertical discontinuity, gaps, steep cross slope, cracking, standing water, vegetation, spalling, and others. Barriers to accessibility include items obstructing the PAR which could include hydrants, lighting/traffic signal poles, power poles, manhole/handhole, valve boxes, and locations with a narrowed PCR/PAR among others (**Appendix A**).

Sidewalks and trails received one of the following condition ratings based on the above criteria:

| Rating | Condition |
|--------|---|
| 1 | Sidewalk is smooth with no vertical discontinuities |
| 2 | Sidewalk has vertical discontinuities less than 1/2 inch, and the surface is still passable |
| 3 | Sidewalk has vertical discontinuities more than 1/2 inch |
| 4 | Sidewalk is crumbling, has many cracks, and is unpassable for wheelchairs in many spots |

To achieve ADA-compliance, a sidewalk or trail must achieve a condition rating of 1 or 2 and also must exhibit the following:

- Sidewalk width is greater than 5-feet
- Cross slope is less than or equal to 2%

Sidewalk and trail segments exhibiting condition ratings of 3 or 4 and not exhibiting the above criteria are not compliant with ADA and are candidates for future reconstruction projects.

- Crosswalks – Crosswalks were evaluated for their general condition. Marked crosswalk locations were assessed for marking visibility issues and pavement condition.

C. Summary

The City of Saint Peter conducted the Self-Evaluation review of programs from May-November 2019. This included an inventory of pedestrian facilities within public rights-of-way. **Figure 1** shown below provides a summary of ADA compliance among pedestrian facilities in Saint Peter.

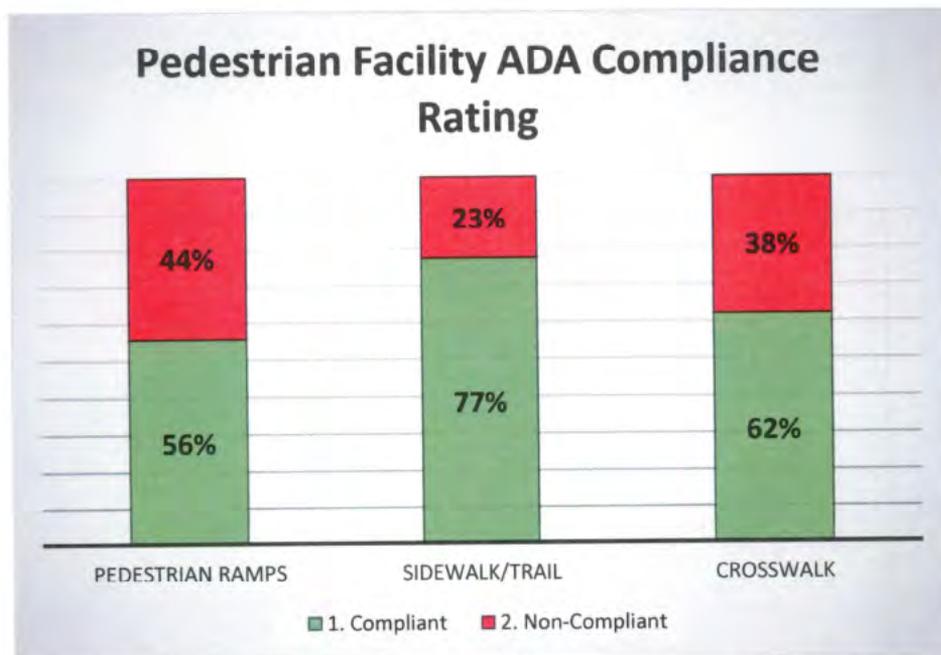


Figure 1. Pedestrian facility ADA compliance in Saint Peter resulting from the Self-Evaluation.

III. POLICIES AND PRACTICES

The City of Saint Peter is required, under Title II of the ADA and 28 CFR 35.105, to perform a self-evaluation of its policies, practices, and programs. The goal of this self-evaluation is to verify that, in implementing the policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities. The self-evaluation identifies policies and practices that affect accessibility and examine City implementation of these policies. The self-evaluation examines the condition of the City's PCR/PARs and identifies any existing infrastructure needs. **Appendix B** illustrates City pedestrian infrastructure.

A. Previous Practices

Since the adoption of the ADA, the City of Saint Peter has striven to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated its procedures to accommodate these methods. The City also applied for and received grants to expand and improve existing pedestrian facilities in compliance with ADA.

B. Policy

The City of Saint Peter's goal is to continue to provide accessible pedestrian design features as part of the City's capital improvement projects. The City has established ADA design standards and procedures as listed in **Appendix G**. These standards and procedures will be kept up to date with nationwide and local best management practices.

The City will consider and respond to all accessibility improvement requests. All accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City's jurisdiction are ADA compliant to the maximum extent feasible.

Requests for accessibility improvements can be submitted to the City of Saint Peter's ADA Coordinator. Contact information for ADA Coordinator is located in **Appendix F**.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the city. A breakdown of relevant policies can be seen in **Appendix B** which includes the following:

- City of Saint Peter Comprehensive Plan (2016)
- City of Saint Peter City Code
- City of Saint Peter Parks Master Plan (2016)
- City of Saint Peter Streets Policy - <http://www.saintpetermn.gov/streets>

New Construction

All new street construction projects with pedestrian accommodations will be designed and constructed to conform with the most current ADA guidance and design practices to the maximum extent feasible.

Reconstruction Projects

All city street reconstruction projects with pedestrian accommodations will be designed and constructed in accordance with the most current ADA guidance and design practices to the maximum extent feasible.

Rehabilitation/Resurfacing projects

All city rehabilitation and resurfacing projects will include accessible pedestrian curb ramps as needed to provide access to existing pedestrian facilities (i.e. walks/trails) at locations where they do not currently exist. Improvements to existing pedestrian ramps will be

addressed on a case by case basis. High priority areas such as those in close proximity to specific land uses (i.e. schools, government offices, and medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the City Public Works Director.

Stand Alone Projects

As grant funding opportunities are available, independent ADA projects may be undertaken by the City. Candidate sites will be evaluated on facility condition, pedestrian volumes, public safety, public benefit and improvement costs as well as the ability to provide alternative barrier removal options.

Development Projects

As private development continues to grow, both new and reconstruction, the City of Saint Peter will require new and adjacent infrastructure to comply with ADA standards.

IV. IMPLEMENTATION PLAN

A. Priority Areas

All intersections and roadway segments in the City of Saint Peter were classified based on the following criteria:

Priority Level 1 – High Priority

- Locations exhibiting accessibility barriers identified through the public process by stakeholders and the general public.
- Locations and roadway segments serving Level 1 facilities including:
 - Government facilities (city, county, state);
 - Public libraries;
 - Public and private primary and secondary schools (within a one-quarter mile radius from the school property);
 - Hospitals, health clinics and health centers (public and private);
 - Public housing and homeless shelters, including senior facilities and rehabilitation facilities;
 - Colleges, universities, and technical schools;
 - Transportation hubs (includes bus lines and transit stations);
 - Parks

For these high priority locations and roadway segments, field collection staff measured a variety of detailed accessibility and pedestrian data, as described in **Section III**.

Priority Level 2 – Medium Priority

- Locations and roadway segments serving Level 2 facilities including:
 - Central business districts, shopping malls, supermarkets and strip retail centers;
 - Churches and Places of Worship
 - Major employment sites;
 - Housing complexes, including apartments

For these medium priority locations and roadway segments, field collection staff measured a detailed variety of accessibility and pedestrian data.

Priority Level 3 – Lower Priority

- Single-family residential areas;
- Industrial areas;
- Other areas not classified as Priority Level 1 and 2

The City of Saint Peter used the priority ranking outlined above to create the plan and schedule for integrating ADA compliance projects in future street projects. Reporting on the results of the Self-Evaluation is included in **Appendix B**.

B. External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City of Saint Peter. The city will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

C. Cost Estimates

Planning level cost estimates were prepared for non-compliant ADA infrastructure.

Mainline Sidewalk and Trail Remediation

The condition of mainline sidewalk and trail were classified by City staff during data collection. For cost estimating purposes, an entire segment of sidewalk or trail was classified as non-compliant if it contained multiple smaller sections that were considered non-compliant and it would be more cost effective to replace the entire segment. This is common for sidewalk and trail located in the older parts of town. A planning-level cost estimate of \$8/square foot was estimated for removal and replacement of non-compliant mainline sidewalk and trail segments.

Sidewalk and trail segments that were generally ADA compliant but contained small sections that were non-compliant do not require the entire segment to be replaced. Instead, only the areas classified as non-compliant were noted. This was common with sidewalk and trail segments constructed within the last 5-15 years and generally were in good condition and ADA compliant, except for a few isolated areas. A planning level cost of \$10/square foot was estimated for repair of these isolated areas of mainline sidewalk and trail.

The area of mainline sidewalk and trail that contained barriers such as poles, hydrants, utility boxes that were too close to the PAR, or a PAR that was too narrow, were measured by the width of the walkway multiplied by the length of the barrier to the nearest 5 linear feet. The repair area was then multiplied by a unit price of \$10/square foot.

Pedestrian Ramp Remediation

Pedestrian ramps that are ADA compliant but missing some form of detectable warning (such as truncated domes, tined surface, etc.) are estimated to cost \$2,000 per ramp to install a detectable warning system while maintaining the existing concrete pedestrian ramp and landing. On the other hand, ramps that are non-compliant because of slope, vertical discontinuities, etc. require that the entire ramp be replaced. Replacing non-compliant ramps was estimated to cost \$4,000 each.

Crosswalk Remediation

Each crosswalk that was classified as non-compliant was estimated to cost \$500 each to bring into compliance.

D. Implementation Schedule

Overall, this Plan estimates \$4.8M in ADA improvements are necessary for pedestrian facilities throughout the City. This includes \$2.46M for Mainline Sidewalk and Trail Remediation, \$1.89M for Pedestrian Ramp Remediation, \$111,000 for Crosswalk

Remediation and \$347,000 for Mainline Sidewalk and Trail Barrier Remediation. The City aims to achieve ADA compliance among these facilities responsibly, and as expeditiously as possible, recognizing that \$4.8M is a significant cost.

The City will utilize three methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the three methods are scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case by case basis as determined by City staff. Lastly, the City will use site redevelopment, new development, and cooperative agreement projects to bring all adjacent pedestrian facilities into compliance.

New instances of non-compliance will surface each year as normal wear-and-tear and extreme weather take their toll on pedestrian facilities. These conditions will likely prevent any Minnesota City from achieving 100% ADA compliance among facilities. However, deficiencies have been carefully prioritized in this plan to ensure steps are taken where they matter most, and in the shortest timeframe possible. With this in mind, the City aims to improve deficiencies identified in this plan over a 30-year period, allocating on average \$160,000 annually through the project types identified above.

The City has set the following implementation goals for improving the accessibility of its pedestrian facilities within its jurisdiction:

- After 10 years, 34% of accessibility features identified in this Plan would be improved.
- After 20 years, 67% of accessibility features identified in this Plan would be improved.
- After 30 years, 100% of accessibility features identified in this Plan would be improved.

The City anticipates updating this plan every five years to capture new instances of non-compliance found and to document progress achieved since the previous plan was adopted. This plan serves as a framework for the City to follow and implementation goals will likely change as the City pursues ADA compliance.

V. ADA COORDINATOR

In accordance with 28 CFR 35.107(a), the City of Saint Peter has identified an ADA Title II Coordinator to oversee the City's policies and procedures. Contact information for this individual is in **Appendix F**.

VI. PUBLIC OUTREACH

The City of Saint Peter recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the public rights-of-way of the City of Saint Peter.

Public outreach for the creation of this document consisted of the following activities:

- Grievance Procedure:
In compliance with 28 CFR 35.107, the City has established the grievance procedure to take future comments and concerns for the City. This can be seen in **Appendix E** and is further detailed in Section VIII below.

- City Website:

A City website was established early in the process that provided the public an opportunity to submit comments on areas in the community they find problematic. The website also provided a project schedule and other project related information including plan drafts and meeting notices among other items.

This document was available for public comment online between the dates of December 13, 2019 to January 15, 2020. Information regarding the public outreach activities is in **Appendix D**.

- Public Open House:

A public open house event was held Wednesday, October 16, 2019 to solicit feedback from the public on the draft ADA Transition Plan and projects in the City that pose barriers to accessibility that weren't identified in the plan. A meeting summary can be seen in **Appendix D**.

VII. GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regard to the ADA. A draft of this public notice is provided in **Appendix E**. If users of the City of Saint Peter facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. This grievance procedure is outlined in **Appendix E**.

VIII. MONITOR THE PROGRESS

This document will be updated as needed to reflect the City of Saint Peter's approach to complying with ADA and providing accessible pedestrian infrastructure. The appendices in this document will be updated periodically to account for improvements, while the main body of the document will be updated within five to ten years with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue public outreach.

Appendix A: Deficiencies

I. Appendix A: Self-Evaluation – Examples of Commonly Identified Deficiencies and Obstructions

Figure A.1 – Commonly Identified Deficiencies



Vertical Discontinuity



Horizontal Discontinuity



Cross Slope



Cracking



Ponding



Vegetation



Spalling



Vertical Slope

Figure A.2 – Sidewalk Obstruction Examples



Fire Hydrant



Lighting Pole



Traffic Signal Handhole



Traffic Signal Pole



Utility Pole



Water Gate Valve

Appendix B: Self Evaluation

I. Appendix B: City of Saint Peter, MN Self-Evaluation

A. Review of Policies and Practices

Policy Recommendations

The City's policies and practices include any City, department, or division policies and practices that direct staff in its daily work activities. Policies and practices that relate to accessibility and ADA conformance include:

1. *Saint Peter Comprehensive Plan (2016)*

a) Transportation Chapter – Sidewalk Master Plan

This chapter describes the City's efforts to provide safe and effective pedestrian circulation throughout the community and between schools, parks, medical facilities and developments. The City has worked to install sidewalks throughout the community on both sides of collector streets while installing handicapped ramps on each sidewalk corner. The plan also states the construction of all new sidewalk will continue this trend by being fully handicapped accessible upon their construction to allow for the safe movement of persons with mobility impairments.

Policy Understanding and Recommended Revision:

This plan specifically addresses the City's efforts to ensure existing and newly constructed sidewalk infrastructure in the City is handicapped accessible. No barriers to accessibility were identified in this plan.

2. *Parks Master Plan (2016)*

This plan outlines the City's commitment to maintenance, renovation and enhancement of the park system. This plan specifically states that *"Safety and ADA accessibility are set as a City standard to follow when creating a successful park system. New safety issues surface annually with new solutions based on experience and new materials. Safety and ADA access have also affected park design requiring larger areas to provide ramps, added space for activities for the disabled, and added space for safety between equipment and between sports fields."*

Study Understanding and Recommended Actions

This plan specifically addresses the City's efforts to ensure ADA accessibility throughout the park system. No barriers to accessibility were identified in this plan.

3. *City of Saint Peter City Code*

This plan addresses construction guidelines and design requirements for sidewalks in the city. Article II, Division 1, Sec. 42-60 provides the requirements for repair and construction requirements. This section states that plans are required to be submitted for any sidewalk work and work will be completed under the direct supervision and inspection of the Director of Public Works in accordance with plans and specifications approved by the City.

Policy Understanding and Recommended Revision:

The Saint Peter City Code outlines the City will supervise and inspect sidewalk construction per plans and specifications approved by the City which can be viewed in Appendix G of this ADA Transition

Plan. Appendix G identifies ADA standards followed by the City. No revisions are recommended to the City Code.

4. *The City of Saint Peter Streets Policy* - <http://www.saintpetermn.gov/streets>

The City of Saint Peter City Streets page identifies residents' responsibilities for sidewalk clearance providing the following language:

"City regulations require property owners to remove snow and ice from the entire width of the sidewalk within 24 hours after the snowfall ends. If property owners don't follow the regulations, the City will provide for the sidewalk to be cleared and the property owner will be billed.

If you have a concern about a sidewalk in your area that hasn't been cleared properly, please let us know. While we will make every attempt to work with property owners on this and other issues, it is important to remove the snow and ice to ensure the safety of pedestrians."

Policy Understanding and Recommended Revision:

These requirements require the removal of barriers to accessibility to allow sidewalks to remain safe for pedestrians. No barriers to accessibility were identified in this policy.

B. Review of Programs

The City of Saint Peter inventoried pedestrian ramps and sidewalks within the public rights-of-way beginning in mid-May of 2019 and ending in November 2019. The following provides the results of that inventory:

1. Pedestrian Ramps

The City of Saint Peter has 1083 locations where pedestrian ramps exist or should exist within its public rights-of-way. These locations were inventoried for ADA accessibility based on (1) whether a pedestrian ramp was present and (2) if accessibility criteria outlined in **Part 1 Sec. III** were met. 603 (56%) of the locations were reported to be compliant and 480 (44%) were reported to be non-compliant.

2. Sidewalks/Trails

The sidewalks and trails within the City of Saint Peter public rights-of-way were inventoried and evaluated to determine existing accessibility with ADA and to identify existing obstructions based on accessibility criteria outlined in **Section II** of this transition plan. Of the nearly 52 miles of sidewalk evaluated, roughly 12 miles (23%) had a condition rating of three or four meaning they exhibited instances of non-accessibility along their length and require further evaluation and remedial action.

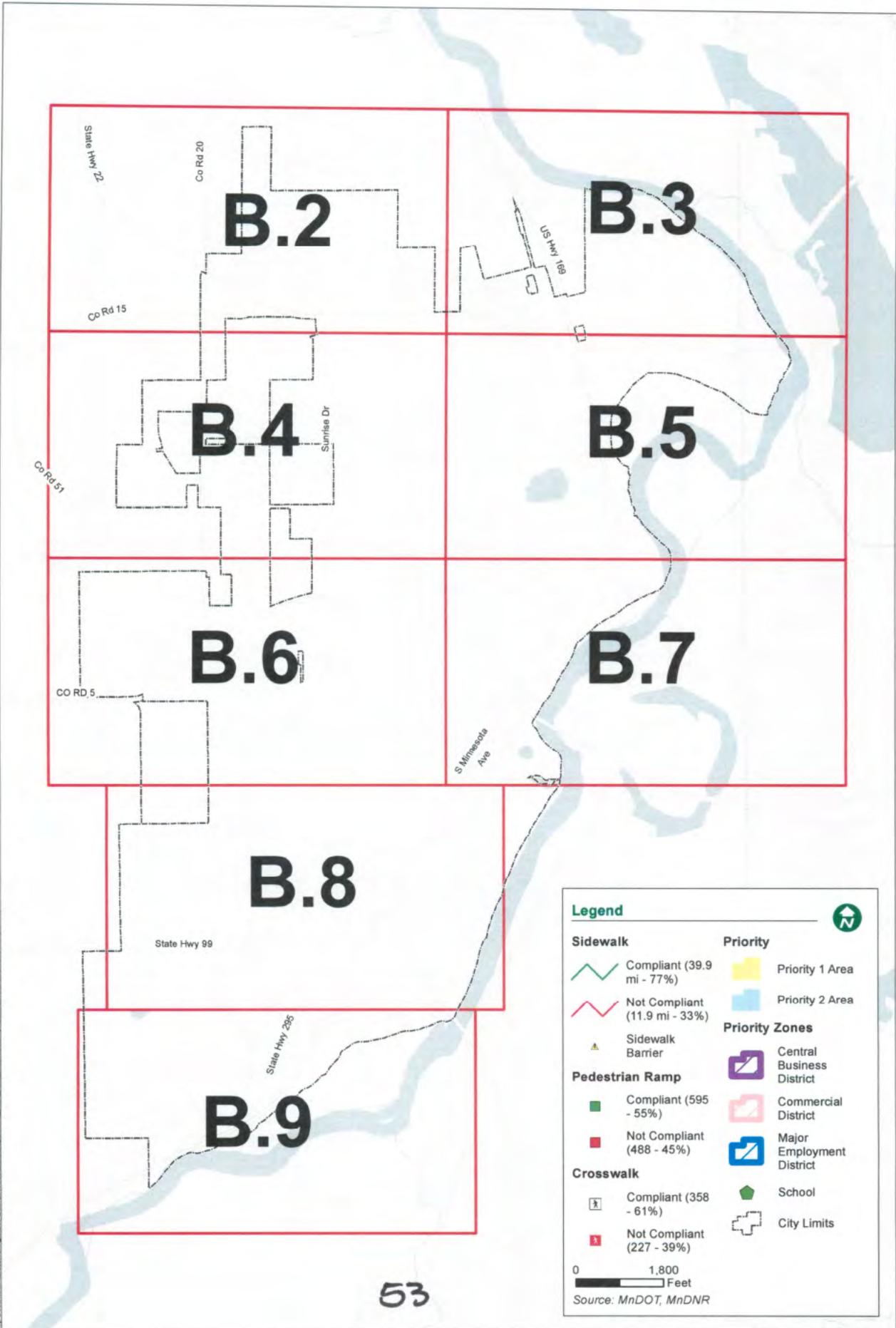
3. Crosswalks

Crosswalks were inventoried and evaluated for the quality of markings. Of 585 crosswalks evaluated, 222 (38%) were identified as non-compliant due to markings that were faded or partially removed or because pavement within the crossing exhibited deficiencies.

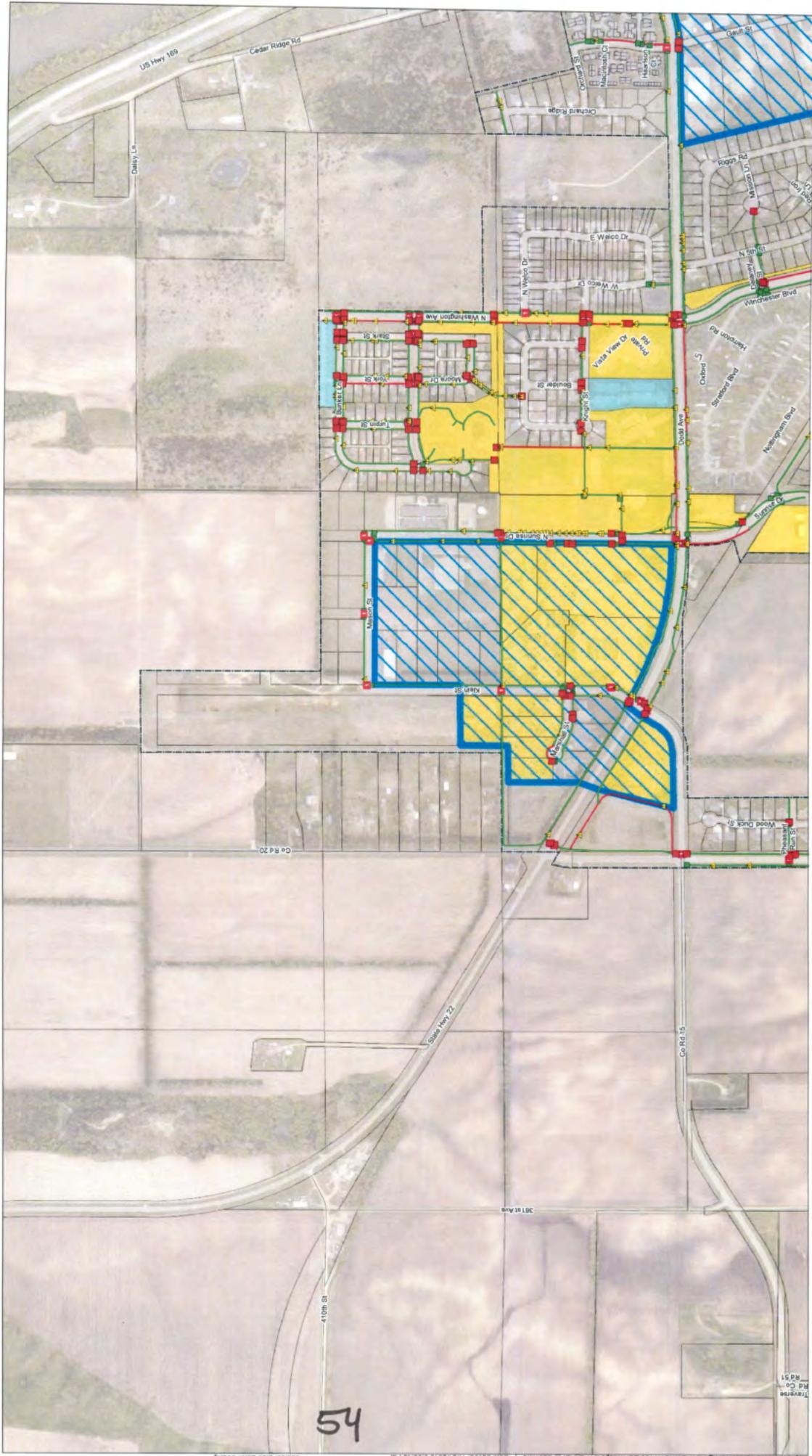
Compliant and non-compliant pedestrian infrastructure is illustrated in **Figures B.1** through **B.9**. The timeline for replacement of these sidewalks and trails will depend on priority ranking, correlation to planned projects, reasonable accommodation requests, and available funding. A

detailed list of these instances may be obtained upon request to the City of Saint Peter ADA Coordinator (**Appendix F**).

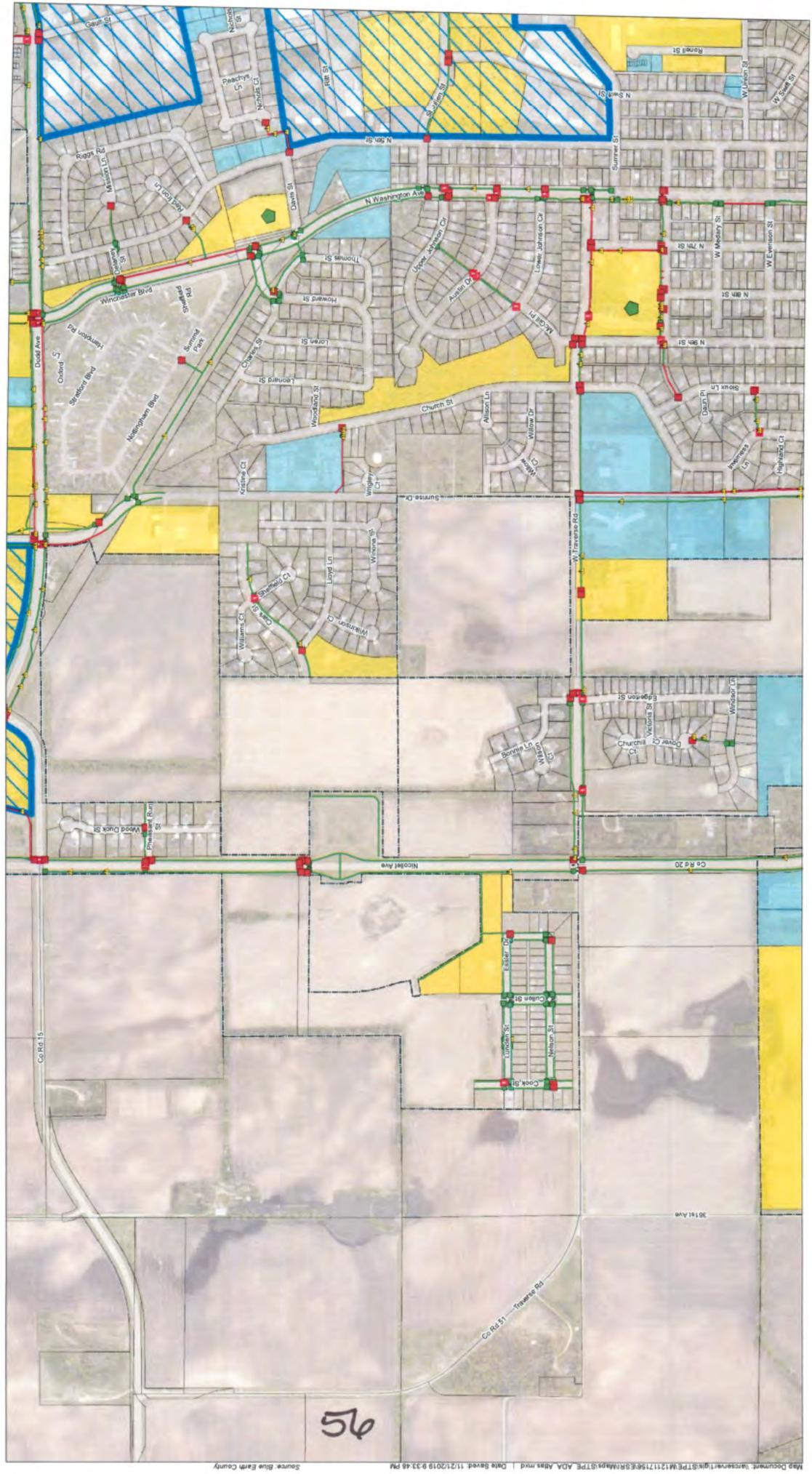
Table B.1 provides an implementation plan for the prioritized removal of barriers to accessibility throughout the City as identified in this plan.



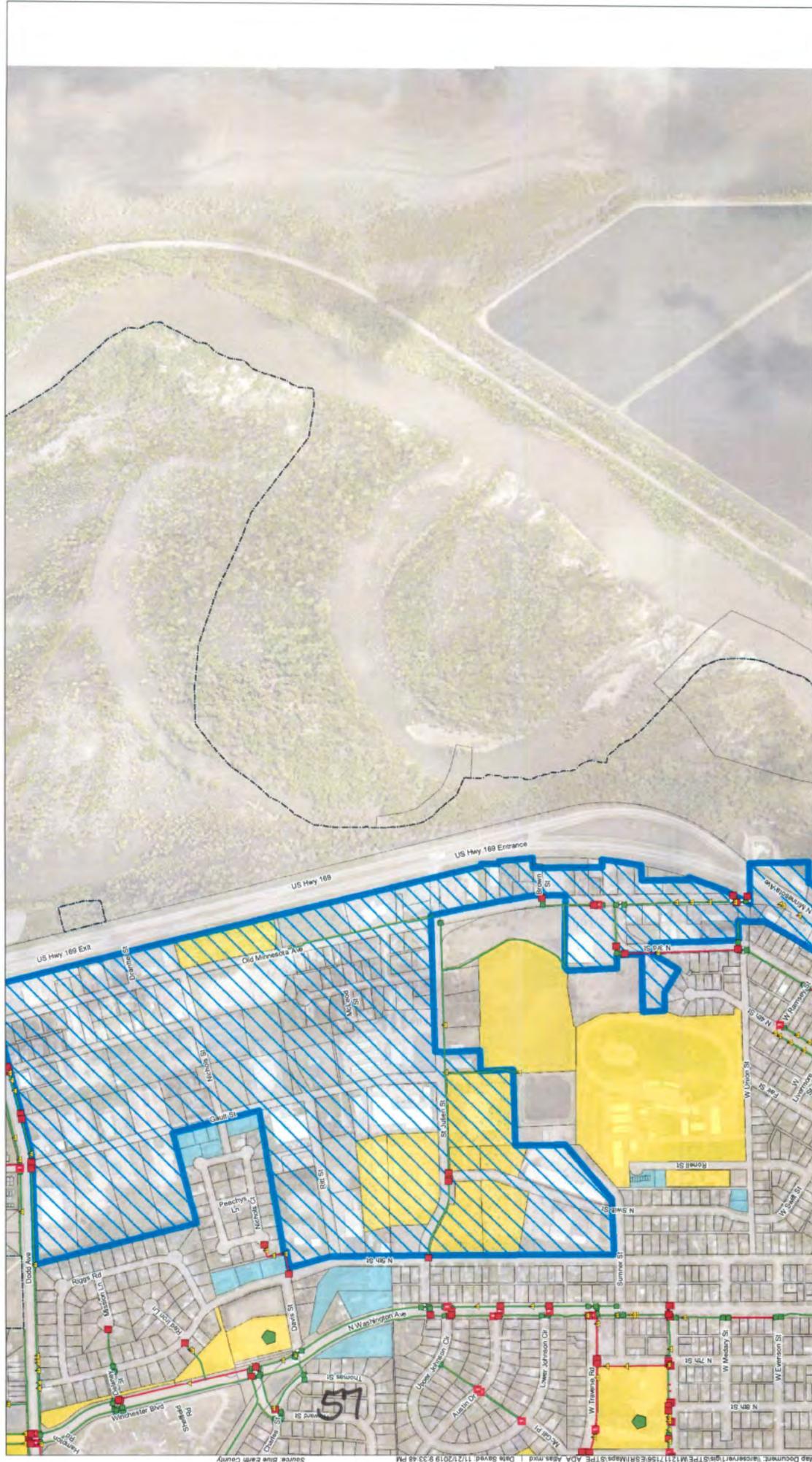
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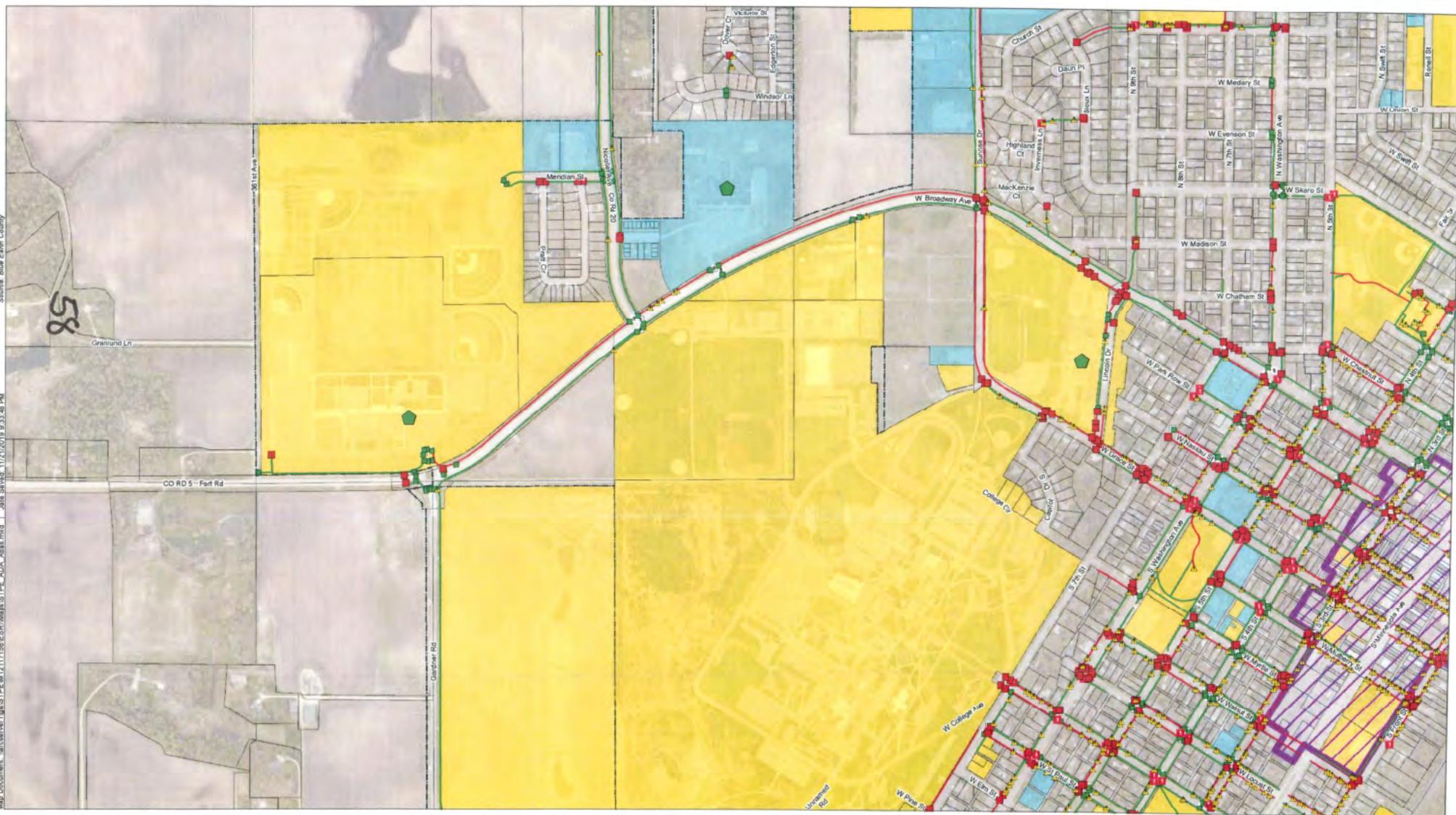
- Figure B.2 -



- Figure B.4 -



- Figure B.5 -



- Figure B.6 -

0 500 Feet

Source: Blue Earth County

Map Document: I:\projects\117119\GIS\Map\STPE_ADA_Alias.mxd | Job Shared: 11/21/2019 9:33:46 PM



- Figure B.9 -

Table B.1. City of Saint Peter Program Review - Implementation Plan

| Location | Land Use | Sidewalk/Trail Remediation Cost | Pedestrian Ramp Remediation Cost | Crosswalk Remediation Cost | Sidewalk/Trail Barriers Remediation Cost | Total Cost | Priority Level | Term |
|--|---|---------------------------------|----------------------------------|----------------------------|--|--------------------|----------------|------------------|
| W Elm St | Housing complexes, including apartments; Parks; Public Housing and Homeless Shelters | 51816 | 0 | 0 | 1500 | 53316 | 1 | Long-Term |
| GAULT PARK | Parks; Public Housing and Homeless Shelters | 25432 | 8000 | 0 | 5500 | 38932 | 1 | Long-Term |
| W St Paul St | Colleges; Housing complexes, including apartments; Public Housing and Homeless Shelters | 14521 | 0 | 0 | 7500 | 22021 | 1 | Long-Term |
| Freeman Dr | Public Housing and Homeless Shelters | 0 | 12000 | 0 | 750 | 12750 | 1 | Long-Term |
| Sunrise Dr & Church St Trail | Public Housing and Homeless Shelters | 19924 | 0 | 0 | 0 | 19924 | 1 | Long-Term |
| W Skaro St | Parks | 0 | 4000 | 0 | 2250 | 6250 | 1 | Long-Term |
| Minnesota Square Park | Parks | 0 | 0 | 0 | 750 | 750 | 1 | Long-Term |
| Knight St | Parks | 0 | 24000 | 500 | 1750 | 26250 | 1 | Long-Term |
| W College Ave | Parks | 43213 | 0 | 500 | 4750 | 48463 | 1 | Long-Term |
| N 4th St | Parks | 66392 | 18000 | 2500 | 25750 | 112642 | 1 | Long-Term |
| Moore Dr & Rock Ridge Ln Trail | Parks | 0 | 0 | 0 | 3250 | 3250 | 1 | Long-Term |
| Bunker Ln | Housing complexes, including apartments; Parks | 0 | 64000 | 500 | 8750 | 73250 | 1 | Long-Term |
| Clark St | Parks | 0 | 4000 | 500 | 1000 | 5500 | 1 | Long-Term |
| Moore Dr | Parks | 0 | 56000 | 5000 | 3250 | 64250 | 1 | Long-Term |
| Mill Pond Park | Parks | 30666 | 0 | 0 | 0 | 30666 | 1 | Long-Term |
| Bassford St | Parks | 0 | 0 | 0 | 3750 | 3750 | 1 | Long-Term |
| W Menk Dr | Housing complexes, including apartments; Parks | 0 | 48000 | 1500 | 2000 | 51500 | 1 | Long-Term |
| Essler Dr | Parks | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| VETERANS MEMORIAL PARK | Parks | 40531 | 4000 | 0 | 1250 | 45781 | 1 | Long-Term |
| W Chestnut St | Churches and Places of Worship; Parks | 46455 | 0 | 0 | 2750 | 49205 | 1 | Long-Term |
| W Locust St | Churches and Places of Worship | 59176 | 0 | 0 | 7750 | 66926 | 2 | Long-Term |
| N 3rd St | Major Employment District | 46035 | 20000 | 1000 | 6750 | 73785 | 2 | Long-Term |
| W Union St | Major Employment District | 0 | 12000 | 0 | 0 | 12000 | 2 | Long-Term |
| Wettergren St | Housing Complexes, including apartments | 0 | 12000 | 1000 | 0 | 13000 | 2 | Long-Term |
| Mason St | Major Employment District | 0 | 0 | 500 | 1000 | 1500 | 2 | Long-Term |
| Gault St | Major Employment District | 21740 | 0 | 0 | 0 | 21740 | 2 | Long-Term |
| Daniels St | Housing Complexes, including apartments | 0 | 4000 | 0 | 1000 | 5000 | 2 | Long-Term |
| York St | Housing Complexes, including apartments | 19781 | 0 | 0 | 3500 | 23281 | 2 | Long-Term |
| Old Minnesota Ave | Major Employment District | 0 | 8000 | 500 | 1750 | 10250 | 2 | Long-Term |
| Church St | Housing Complexes, including apartments | 0 | 4000 | 0 | 0 | 4000 | 2 | Long-Term |
| N Welco Dr | Other | 0 | 0 | 0 | 500 | 500 | 3 | Long-Term |
| S 5th St & W Locust St | Other | 0 | 0 | 0 | 750 | 750 | 3 | Long-Term |
| Pheasant Run St | Other | 0 | 2000 | 0 | 0 | 2000 | 3 | Long-Term |
| State Hwy 295 | Other | 31912 | 10000 | 1000 | 1000 | 43912 | 3 | Long-Term |
| W Swift St | Other | 0 | 0 | 0 | 5500 | 5500 | 3 | Long-Term |
| Engesser Ln | Other | 16507 | 0 | 0 | 1500 | 18007 | 3 | Long-Term |
| Rock Ridge Ln | Other | 0 | 4000 | 0 | 0 | 4000 | 3 | Long-Term |
| Long-Term (2040-2049) Totals | | \$884,074 | \$510,000 | \$31,500 | \$181,500 | \$1,607,074 | - | Long-Term |
| Saint Peter ADA Facilities Totals | | \$2,462,096 | \$1,892,000 | \$111,000 | \$346,500 | \$4,811,596 | - | - |

* Each pedestrian crossing signal push button was inventoried as an individual location to be evaluated for APS technology.

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Table B.1. City of Saint Peter Program Review - Implementation Plan

| Location | Land Use | Sidewalk/Trail Remediation Cost | Pedestrian Ramp Remediation Cost | Crosswalk Remediation Cost | Sidewalk/Trail Barriers Remediation Cost | Total Cost | Priority Level | Term |
|--------------------------------------|--|---------------------------------|----------------------------------|----------------------------|--|--------------------|----------------|-------------------|
| Co Rd 20 | Schools; Government Facilities; Housing complexes, including apartments; Parks | 50853 | 16000 | 2000 | 3500 | 72353 | 1 | Short Term |
| W Walnut St | Schools; Government Facilities | 59880 | 28000 | 3000 | 9000 | 99880 | 1 | Short Term |
| St Julien St | Schools; Government Facilities | 0 | 20000 | 0 | 1000 | 21000 | 1 | Short Term |
| W Mulberry St | Schools; Churches and Places of Worship; Government Facilities; Public Housing and Homeless Shelters | 42544 | 48000 | 1000 | 4000 | 95544 | 1 | Short Term |
| Sunrise Dr | Schools; Central business districts, shopping malls, supermarkets and strip retail centers; Churches and Places of Worship; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Parks; Public Housing and Homeless Shelters | 214104 | 52000 | 1500 | 1500 | 269104 | 1 | Short Term |
| W Broadway Ave | Schools; Colleges; Government Facilities; Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing complexes, including apartments; Parks | 220279 | 48000 | 1500 | 14750 | 284529 | 1 | Short Term |
| W Nassau St | Schools; Government Facilities; Housing complexes, including apartments | 102867 | 52000 | 5000 | 5750 | 165617 | 1 | Short Term |
| N Washington Ave | Schools; Churches and Places of Worship; Housing complexes, including apartments; Parks; Public Housing and Homeless Shelters | 83036 | 166000 | 8000 | 16000 | 273036 | 1 | Short Term |
| S 4th St | Schools; Churches and Places of Worship; Parks; Public Housing and Homeless Shelters | 65436 | 100000 | 11500 | 12750 | 189686 | 1 | Short Term |
| W Myrtle St | Schools; Churches and Places of Worship; Public Housing and Homeless Shelters | 36845 | 42000 | 2000 | 2750 | 83595 | 1 | Short Term |
| W Traverse Rd | Schools; Churches and Places of Worship; Public Housing and Homeless Shelters | 39010 | 34000 | 3000 | 8750 | 84760 | 1 | Short Term |
| Short-Term (2020-2029) Totals | | \$914,854 | \$606,000 | \$38,500 | \$79,750 | \$1,639,104 | - | Short-Term |
| W Jefferson Ave | Schools; Churches and Places of Worship; Colleges; Housing complexes, including apartments; Parks | 30459 | 42000 | 3000 | 15250 | 90709 | 1 | Mid-Term |
| S 7th St | Schools; Colleges; Housing complexes, including apartments | 44726 | 116000 | 5500 | 8500 | 174726 | 1 | Mid-Term |
| W Grace St | Schools; Colleges; Housing complexes, including apartments; Parks | 116629 | 60000 | 5000 | 8500 | 190129 | 1 | Mid-Term |
| Jefferson Park | Schools; Parks | 20673 | 0 | 0 | 0 | 20673 | 1 | Mid-Term |
| Ramsey Park | Schools; Parks | 0 | 0 | 0 | 1250 | 1250 | 1 | Mid-Term |
| Jefferson Field | Schools; Housing complexes, including apartments; Parks | 0 | 2000 | 0 | 500 | 2500 | 1 | Mid-Term |
| N 5th St | Schools; Housing complexes, including apartments; Parks | 15258 | 16000 | 2000 | 2750 | 36008 | 1 | Mid-Term |
| Gorman Park | Schools; Parks | 16321 | 0 | 0 | 0 | 16321 | 1 | Mid-Term |
| W Madison St | Schools; Parks | 0 | 20000 | 500 | 4250 | 24750 | 1 | Mid-Term |
| Meridian St | Schools; Housing complexes, including apartments; Parks | 0 | 10000 | 0 | 0 | 10000 | 1 | Mid-Term |
| Stones Way | Schools; Parks | 0 | 4000 | 500 | 0 | 4500 | 1 | Mid-Term |
| S 5th St | Schools; Churches and Places of Worship; Housing complexes, including apartments; Parks | 90153 | 176000 | 11000 | 13500 | 290653 | 1 | Mid-Term |
| Nicollet Ave | Schools; Housing complexes, including apartments; Parks | 33994 | 60000 | 3500 | 3750 | 101244 | 1 | Mid-Term |

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Table B.1. City of Saint Peter Program Review - Implementation Plan

| Location | Land Use | Sidewalk/Trail Remediation Cost | Pedestrian Ramp Remediation Cost | Crosswalk Remediation Cost | Sidewalk/Trail Barriers Remediation Cost | Total Cost | Priority Level | Term |
|---|--|---------------------------------|----------------------------------|----------------------------|--|--------------------|----------------|-----------------|
| S Washington Ave | Schools; Housing complexes, including apartments; Parks | 130292 | 108000 | 4500 | 14500 | 257292 | 1 | Mid-Term |
| W Park Row St | Schools; Housing complexes, including apartments | 102908 | 52000 | 1000 | 5750 | 161658 | 1 | Mid-Term |
| Inverness Ln & Sioux Ln Trail | Schools | 0 | 0 | 0 | 1500 | 1500 | 1 | Mid-Term |
| Thomas St | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Mid-Term |
| N 7th St | Schools | 21002 | 20000 | 1500 | 0 | 42502 | 1 | Mid-Term |
| CO RD 5 & Gardner Rd | Schools | 0 | 0 | 0 | 250 | 250 | 1 | Mid-Term |
| Lincoln Dr & W Broadway Ave | Schools | 1445 | 0 | 0 | 0 | 1445 | 1 | Mid-Term |
| Lincoln Dr | Schools | 27150 | 52000 | 1000 | 500 | 80650 | 1 | Mid-Term |
| Howard St | Schools | 0 | 0 | 0 | 250 | 250 | 1 | Mid-Term |
| CO RD 5 | Schools | 0 | 8000 | 0 | 0 | 8000 | 1 | Mid-Term |
| Dover Ct | Schools | 0 | 2000 | 0 | 0 | 2000 | 1 | Mid-Term |
| Sioux Ln & N 9th St Trail | Schools | 10825 | 0 | 0 | 250 | 11075 | 1 | Mid-Term |
| W Flandrau St | Schools | 1333 | 24000 | 2000 | 4000 | 31333 | 1 | Mid-Term |
| Mid-Term (2300-2039) Totals | | \$663,168 | \$776,000 | \$41,000 | \$85,250 | \$1,565,418 | - | Mid-Term |
| W Pine St | Schools | 93292 | 0 | 1000 | 2750 | 97042 | 1 | Long-Term |
| Sunrise Dr & N Washignton Ave Trail | Schools | 0 | 0 | 0 | 750 | 750 | 1 | Long-Term |
| Egerton St & W Traverse Rd | Schools | 2231 | 0 | 0 | 0 | 2231 | 1 | Long-Term |
| Nichols Ct | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| Inverness Ln | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| Mission Ln | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| High School | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| Summit Park & Nottingham Blvd & Cambrid | Schools | 0 | 4000 | 0 | 0 | 4000 | 1 | Long-Term |
| Sioux Ln | Schools | 0 | 8000 | 0 | 0 | 8000 | 1 | Long-Term |
| Stark St | Schools | 0 | 0 | 0 | 1750 | 1750 | 1 | Long-Term |
| Austin Dr | Schools | 0 | 0 | 1000 | 0 | 1000 | 1 | Long-Term |
| McGill Pl & Lower Johnson Cir | Schools | 0 | 0 | 500 | 0 | 500 | 1 | Long-Term |
| Inverness Ln | Schools | 0 | 0 | 500 | 0 | 500 | 1 | Long-Term |
| Sioux Ln | Schools | 0 | 0 | 500 | 0 | 500 | 1 | Long-Term |
| Nelson St | Schools | 0 | 4000 | 500 | 500 | 5000 | 1 | Long-Term |
| Turpin St | Schools | 0 | 24000 | 0 | 1750 | 25750 | 1 | Long-Term |
| W Chatham St | Schools | 0 | 0 | 0 | 3250 | 3250 | 1 | Long-Term |
| Lunden St | Schools | 0 | 0 | 500 | 0 | 500 | 1 | Long-Term |
| Hallett's Pond | Government Facilities | 0 | 0 | 0 | 250 | 250 | 1 | Long-Term |
| S Front St | Government Facilities; Parks | 99056 | 4000 | 1000 | 2000 | 106056 | 1 | Long-Term |
| S 3rd St | Churches and Places of Worship; Government Facilities | 91795 | 10000 | 2500 | 25750 | 130045 | 1 | Long-Term |
| Klein St | Hospitals, Health Clinics, and Medical Facilities (Public and Private); Public Housing and Homeless Shelters | 0 | 16000 | 2000 | 1250 | 19250 | 1 | Long-Term |
| Dodd Ave | Hospitals, Health Clinics, and Medical Facilities (Public and Private); Housing complexes, including apartments; Parks; Public Housing and Homeless Shelters | 57329 | 54000 | 4500 | 26750 | 142579 | 1 | Long-Term |
| N Sunrise Dr | Hospitals, Health Clinics, and Medical Facilities (Public and Private); Parks; Public Housing and Homeless Shelters | 0 | 36000 | 2000 | 6750 | 44750 | 1 | Long-Term |
| Marshall St | Public Housing and Homeless Shelters | 6270 | 12000 | 0 | 500 | 18770 | 1 | Long-Term |

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Appendix C: ADA Transition Plan Projects
referenced from the City of Saint Peter Capital
Improvements Plan

I. Appendix C: City of Saint Peter Capital Improvements Projects that Include (Consider) Accessible Pedestrian Infrastructure

1. Potential Capital Improvements Projects

The City of Saint Peter’s completes various capital improvement projects annually. Potential future projects are listed below.

2. State Transportation Improvement Program

There are two projects for MnDOT in the City of Saint Peter scheduled in the State Transportation Improvement Program (STIP) which are listed below.

| CIP Area | Proposed Improvements | Year |
|--------------------------|--|--------|
| Reconstruction | N 3 rd Street between Skaro and Livermore Street | 2020 |
| Reconstruction | N 3 rd Street from Julien Street to the north about 900 feet | 2020 |
| Mill & Overlay | Annual Mill & Overlay – 2-5 blocks of City roadway | Annual |
| STIP Project (SP) | | |
| STIP Project (SP) | Proposed Improvements | Year |
| 5206-31 | MN 99, FROM BIRCH ST IN NICOLLET TO THE S JCT US 169 IN ST PETER, MILL AND OVERLAY, REPLACE BR 4596 WITH NEW BR, LIGHTING AND ADA & ON TH 169 FROM JEFFERSON AVE TO S JCT TH 22 MILL & OVERLAY | 2021 |
| 5209-81 | US169, FROM S JCT TH 99 TO UNION STREET IN ST PETER, MILL & OVERLAY NB LANES AND CONSTRUCT DUAL LEFT TURN LANES AT S JCT TH 22 | 2022 |

The City will continue to implement infrastructure and maintenance improvements as part of its CIP planning and pavement management plan. With these efforts, the City will incorporate ADA-compliant pedestrian facilities and complete accessible infrastructure improvements as needed to ensure access for all users.

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Appendix D: Public Outreach Results

I. Appendix D: Public Outreach Results

Input from the community has been gathered and used to help define priority areas for improvements within the City of Saint Peter public rights-of-way. Public outreach for the creation of this document consisted of the following activities:

- City Website:

A City website was established early in the process that provided the public an opportunity to submit comments on areas in the community they find problematic. The website also provided a project schedule and other project related information including plan drafts and meeting notices among other items.

This document was available for public comment online between the dates of December 13, 2019 to January 15, 2020.

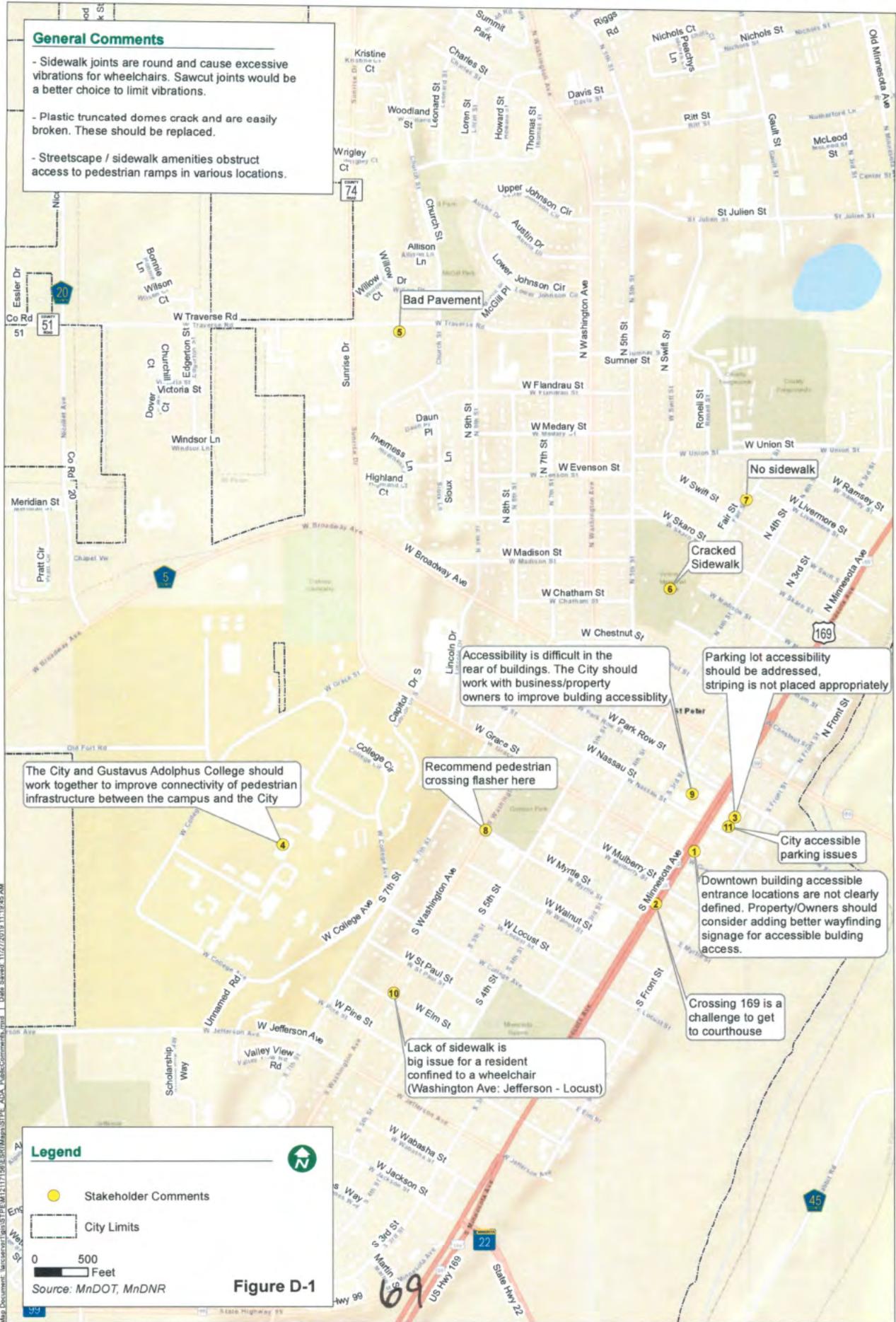
- Public Open House:

A public open house event was held Wednesday, October 16, 2019 to solicit feedback from the public on the draft ADA Transition Plan and projects in the City that pose barriers to accessibility that weren't identified in the plan. A meeting summary can be seen in **Figure D.1** below.

- Outreach to Local Stakeholder Groups:

Various community groups were contacted early in the process that include or represent those with disabilities in the Saint Peter community. The following is a full list of stakeholders contacted as part of this planning effort.

- Assisted Living Facilities
 - Benedictine Living Community (Benedictine Health Services)
 - Prairie Hill & Sand Hill (Ecumen)
 - Pheasants Ridge
 - Heritage Meadows
 - Sunrise Meadows Homes
- Gustavus Adolphus College - Accessibility Resources
- Saint Peter Senior Center – LIFE
- Shiloh's Hope
- Statewide Health Improvement Partnership
- Nicollet County Human Services
- Saint Peter Residents with Disabilities



Appendix E: Grievance Procedure

I. Appendix E: City of Saint Peter ADA Grievance Procedure

In accordance with 28 CFR 35.107(b), the City of Saint Peter has developed the following ADA grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances.

The City understands that members of the public may desire to contact staff to discuss ADA issues without filing a formal grievance. Members of the public wishing to contact the ADA Coordinator should reference the contact information in **Appendix F**. Contacting staff to informally discuss ADA issues is welcome and does not limit a person's ability or right to file a formal grievance later.

Those wishing to file a formal written grievance with the City of Saint Peter may do so by one of the following methods:

A. Internet

Visit the City's website to access an interactive pdf form or download a paper copy of the grievance form.

The City of Saint Peter Website: <http://www.saintpetermn.gov/>

B. Telephone

Contact the City of Saint Peter's ADA Coordinator listed in the Contact Information section of **Appendix F** to submit an oral grievance. The staff person will use the internet to electronically submit the grievance on behalf of the person filing it.

C. Paper Submission

A paper copy of the City's grievance form is available by request from the City of Saint Peter ADA Coordinator (contact information in **Appendix F**). Complete the form and submit it to the City ADA Coordinator at the address listed.

The City will acknowledge receipt of the grievance to the citizen within 10 working days of the submission. City staff will then provide a response or resolution to the grievance or will provide information on when the citizen can expect a response. If the grievance filed does not fall within the City of Saint Peter's jurisdiction, staff will work with the citizen to contact the agency with jurisdiction.

When possible (typically within 60 calendar days or less of the grievance submission) City staff will conduct an investigation to determine the validity of the alleged violation. As a part of the investigation, internal staff will be consulted to fully understand the complaint and possible solutions. City staff will contact the citizen to discuss the investigation and proposed resolution.

The City of Saint Peter will consider all grievances within its particular context or setting. Furthermore, the department will consider many varying circumstances including: access to

applicable services, programs, or facilities; the nature of the disability; essential eligibility requirements for participation; health and safety of others; and degree to which a potential solution would constitute a fundamental alteration to the program, service, or facility, or cause undue hardship to the City of Saint Peter.

Accordingly, the resolution by the City of Saint Peter of any one grievance does not constitute a precedent upon which the City is bound or upon which other complaining parties may rely.

Complaints of Title II violations may be filed with the Department of Justice (DOJ) within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the DOJ. The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section – NYAV

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

File Retention

The City of Saint Peter shall maintain ADA grievance files on behalf of the City for a period of seven years.

The City of Saint Peter, MN ADA Grievance Form

Instructions: Please fill out this form completely and submit to:

Pete Moulton
The City of Saint Peter Public Works – ADA Coordinator
405 W. St. Julien St.
Saint Peter, MN 56082

Or it can be e-mailed to: angieg@saintpetermn.gov

Complainant – person filing grievance:

Name: _____ Date _____

Address: _____ City, State, Zip Code: _____

Home: _____ Cell: _____

Work: _____ Email: _____

Representing – person claiming an accessibility issue or alleging and ADA violation (if not the complainant):

Name: _____

Address: _____ City, State, Zip Code: _____

Home: _____ Cell: _____

Work: _____ Email: _____

Description and location of the alleged violation and the nature of a remedy sought.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date.**

Agency or Court: _____ Contact Person: _____

Address: _____ City, State, Zip Code: _____

Phone Number: _____ Date Filed: _____

Appendix F: Contact Information

I. Appendix F: Responsible Officials and Key Staff

A. Responsible Officials Contact Information

1. City of Saint Peter ADA Coordinator:

Pete Moulton, City of Saint Peter Public Works Director

405 W. St. Julien St.

Saint Peter, MN 56082

P: (507) 934-0670

E: angieg@saintpetermn.gov

2. City of Saint Peter Key ADA Staff:

Jeff Knutson, City of Saint Peter Water Resources Superintendent

405 W. St. Julien St.

Saint Peter, MN 56082

P: (507) 934-0670

E: jeffk@saintpetermn.gov

Appendix G: ADA Design Standards and Procedures

I. Appendix G: ADA Design Standards and Procedures

A. Design Standards

1. Public Rights-of-Way Accessibility Guidelines

Public Rights-of-Way Accessibility Guidelines (PROWAG), developed by the Access Board, are draft guidelines that address accessibility in the public rights-of-way. Sidewalks, street crossings, and other elements of the public rights-of-way present unique challenges to accessibility for which specific guidance is considered essential. The Access Board is developing these guidelines that will address various issues, including access for visually impaired pedestrians at street crossings, wheelchair access to on-street parking, and various constraints posed by space limitations, roadway design practices, slope, and terrain. PROWAG can be found at <http://www.access-board.gov/attachments/article/743/nprm.pdf>.

In 2010 and 2015, as a part of the development of MnDOT's Transition Plan, MnDOT Issued Technical Memorandum 10-02-TR-01 Adoption of Public Rights of way Accessibility Guidance and Technical Memorandum No. 15--02-TR-01 Adoption of Public Rights-of -Way Accessibility Guidance (PROWAG), respectively to their staff, cities, and counties. These memorandums, which have both expired, make the PROWAG the primary guidance for accessible facility design on MnDOT projects. In addition, these technical memorandums can be found on MnDOT's website. See (<http://techmemos.dot.state.mn.us/>).

2. Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

The Access Board is proposing these accessibility guidelines for the design, construction, and alteration of pedestrian facilities in the public right-of-way. The guidelines ensure that sidewalks, pedestrian street crossings, pedestrian signals, and other facilities for pedestrian circulation and use constructed or altered in the public right-of-way by state and local governments are readily accessible for pedestrians with disabilities. When the guidelines are adopted, with or without additions and modifications, as accessibility standards in regulations issued by other federal agencies implementing the ADA, Section 504 of the Rehabilitation Act, and the Architectural Barriers Act, compliance with these accessibility standards is mandatory. These proposed accessibility guidelines can be found on the Access Board website (<http://www.access-board.gov>) under Public Rights-of-Way or at <http://www.access-board.gov/attachments/article/743/nprm.pdf>.

3. Accessible Public Rights-of-Way Planning and Design for Alterations (August 2007)

This report and its recommendations are the work of the Public Rights-of-Way Access Advisory Committee (PROWAAC) – Subcommittee on Technical Assistance and are intended to provide technical assistance only. The report is not a rule and has no legal effect. It has not been endorsed by the U.S. Access Board, the Department of Justice, or the Federal Highway Administration of the Department of Transportation. Still it can be a technical advisory source

for engineers and technicians who are planning and designing for alterations to pedestrian elements. This document is on the Access Board website (<http://www.access-board.gov>) or at <http://www.access-board.gov/attachments/article/756/guide.pdf>.

4. Minnesota Department of Transportation

Building on the adoption of PROWAG as planning and design guidance for accessible pedestrian facilities, MnDOT has developed additional planning, design, and construction guidance that is available to local agencies. Listed below is information on additional design guidance available. This is not intended to be an exclusive or comprehensive list of ADA guidance, but rather an acknowledgement of guidance staff should consider and a starting point for information on providing accessible pedestrian facilities.

The MnDOT Accessibility webpage, which has good information in a variety of subject areas related to ADA and accessibility, can be found at <http://www.dot.state.mn.us/ada/index.html>. The webpage also provides the ability to sign up for ADA policy and design training classes when available and to review material from previous trainings.

Curb Ramp Guidelines: <http://www.dot.state.mn.us/ada/pdf/curbramp.pdf>

ADA Project Design Guide Memo:

<http://www.dot.state.mn.us/ada/pdf/adaprojectdesignguidememo.pdf> ADA Project Design Guide: <http://www.dot.state.mn.us/ada/pdf/adaprojectdesignguide.pdf>

Pedestrian Curb Ramp Details Standard Plans 5-297.250 can be found on MnDOT's website at <http://standardplans.dot.state.mn.us/>

Driveway and Sidewalk Details Standard Plans 5-297.254 can be found on MnDOT's website at <http://standardplans.dot.state.mn.us/>

MnDOT's 7000 series Standard Plates, which are approved standards drawings, provide information on standard details of construction and materials related to curbs, gutters, and sidewalks are on MnDOT's website at <http://standardplates.dot.state.mn.us/stdplate.aspx>

The MnDOT Road Design Manual serves as a uniform design guide for engineers and technicians working on MnDOT projects. The document is available to others as a technical resource. Chapter 11 – Special Designs, includes information on the design of pedestrian facilities. The Road Design Manual can be found at (<http://roaddesign.dot.state.mn.us/roaddesign.aspx>)

MnDOT's Pedestrian Accommodations Through Work Zones webpage, <http://www.dot.state.mn.us/trafficeng/workzone/apr.html> contains information on providing accessibility during impacts due to maintenance or construction activities.

B. Design Procedures

1. Intersection Corners

The City of Saint Peter will attempt to construct or upgrade pedestrian curb ramps to be consistent with Access Board recommended designs parameters and MnDOT ADA design guidance and procedures to the extent feasible within all capital reconstruction projects. There may be limitations which make it technically infeasible for the City to achieve these goals at an intersection corner within the scope of any project. Those limitations will be noted and the intersection corners will be constructed to maximize accessibility to the extent feasible within the project scope. As future projects or opportunities arise, additional improvements at these locations may be incorporated into future projects. The City will strive to ensure that each intersection corner is constructed to be as accessible as possible.

2. Sidewalks / Trails

The City of Saint Peter will attempt to construct or upgrade sidewalks and trails to be consistent with Access Board recommended designs parameters, MnDOT ADA design guidance and procedures to the extent feasible within all capital improvement projects. There may be limitations which make it technically infeasible for the City to achieve these goals within all segments of sidewalks or trails within the scope of any project. Those limitations will be noted and those segments will be constructed to maximize accessibility to the extent feasible within the project scope. As future projects or opportunities arise, additional improvements at these locations may be incorporated into future projects. The City will strive to ensure that every sidewalk or trail is constructed to be as accessible as possible.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION ADOPTING AMERICAN'S WITH DISABILITIES ACT (ADA) TRANSITION
PLAN AND INVENTORY FOR PUBLIC RIGHTS-OF-WAY**

WHEREAS, the Americans with Disabilities Act (ADA) was enacted in 1990 to prevent discrimination of individuals with disabilities relating to employment and access to public programs, services and facilities; and

WHEREAS, the ADA requires cities with more than fifty employees to develop and adopt a Transition Plan which reports the findings of a self-evaluation process, describes a plan and schedule for the removal of accessibility barriers, and defines a procedure for the public to submit grievances; and

WHEREAS, the City of Saint Peter, under directive from the Federal Highway Administration (FHWA) and the Minnesota Department of Transportation (MnDOT) has developed an ADA Transition Plans; and

WHEREAS, the City is committed to constructing pedestrian facilities designed in accordance with ADA Design Standards and Procedures and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Rights-of-Way developed by the MNDOT; and

WHEREAS, a self-evaluation of current services, policies, and practices, and the effects thereof, to identify and document barriers to ADA accessibility and needed modifications has been completed; and

WHEREAS, the City has completed an ADA Transition Plan and Inventory for Public Rights-of-Way; and

WHEREAS, the City provided an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process and development of the ADA Transition Plan by submitting comments.

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

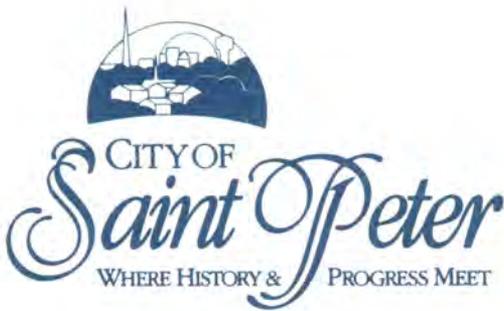
1. The City of Saint Peter hereby adopts the ADA Transition Plan and Inventory for Public Rights-of-Way.
2. The City will pursue the removal of barriers; including mainline sidewalk issues, pedestrian ramps, sidewalk remediation and crosswalk remediation identified in the self-evaluation during reconstructions and as part of the annual budgeting process.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 2/20/20

FROM: Sally Vogel
Director of Finance

RE: Property and Casualty Insurance 2020

ACTION/RECOMMENDATION

Approve modifications to the City's Property and Casualty Insurance coverage through the League of Minnesota Cities.

BACKGROUND

The 2020 Property and Casualty insurance renewal for the period January 1, 2020 – January 1, 2021, provides coverage for City property including parks, City buildings and contents (a rider for breakdown of Power Generation plant and substations), City vehicles and trailers, and any incidents involving the City vehicles and open meeting laws.

The 2019 coverage was:

\$50,000 deductible per incident
\$100,000 aggregate deductible
\$181,692 premium cost

The 2020 insurance premium for the same coverage increased to \$199,582.00 or 9.5%. The cost increase is driven by the following:

1. Liability premium increased by about 4%. The experience modification decreased from 0.948 last year to 0.855 this year, but there were a few exposure increases as well as rate increases.
2. Auto premium decreased by about 9%. We now have a standalone auto experience modification at 0.90 for this year.
3. Property premium costs increased by about 15%. In addition to rate increases and inflation factors, the aggregate deductible modifier increased from 1.026 last year to 1.039 this year. The new Veteran's Memorial also contributed to the increase because of its high value (\$900,000).

I asked the League of Minnesota Insurance Trust (LMCIT), to provide premium quotes for the following deductibles for 2020:

\$75,000 deductible per incident
 \$100,000 aggregate deductible
 \$184,997 premium cost

\$100,000 deductible per incident
 \$100,000 aggregate deductible
 \$181,316 premium cost

The annual premium for a deductible of \$75,000 per incident would decrease to \$184,997 (a savings of \$14,585 from the quoted 2020 cost). The \$100,000 deductible quote saves an additional \$3,681 or a total of \$18,270 from the \$50,000 per occurrence original quote. To determine the risk/value of such a change, I looked at the last five years' worth of claims as shown below:

| YEAR | # CLAIMS | TOTAL AMOUNT PAID | HIGHEST CLAIM |
|------|----------|-------------------|---------------|
| 2014 | 7 | \$36,488 | \$23,923 |
| 2015 | 11 | \$46,369 | \$78,880* |
| 2016 | 10 | \$37,068 | \$16,162 |
| 2017 | 13 | \$ 4,370 | \$ 2,500 |
| 2018 | 18 | \$36,695 | \$25,300 |
| 2019 | 31 | \$101,076 | \$25,601** |

*included equipment breakdown so aggregate deductible of \$100,000 was met

**included equipment breakdown \$13,055 separate rider, so aggregate deductible not met

As you can see, there have been no individual claims over \$50,000 and based on that fact, I believe the risk of increasing the City's deductible by \$25,000 for an individual occurrence is low compared to the savings of \$14,585, on the annual premium. If there was a \$75,000 claim, the net additional cost to the City would be \$10,415. I believe, the additional savings of \$3,681 to increase the deductible to \$100,000 per incident is not worth the additional exposure of \$21,319, for the City. The insurance fund has a current cash balance of \$125,030.

I also asked LMCIT for the cost of additional excess liability for Federal employment claims and learned \$1,000,000 in coverage would be \$20,975. My recommendation would be to forgo this additional coverage which we have not purchased in the past.

LMCIT provides coverage specific to local governments that is not offered through other insurers and as such they insure over 1,000 local units of government. Their coverage is complete and seamless. Past attempts to find better pricing, coverage or service elsewhere (as recently as two years ago) have provided no results that could come close to providing the coverage needed by the City.

It may be important to note that LMCIT is part of the League of Minnesota Cities and is a "pool" of member cities. Any revenues that are not needed at the end of the year are provided back to members as dividends. While there is no guarantee of a dividend each year, the City has received dividends in the range of \$20,000-\$50,000 in each of the last 20+ years.

I am asking for approval of the resolution to approve a modified annual Property and Causality Insurance policy through the League of Minnesota Cities, at the cost of \$184,997, for the following coverage:

\$75,000 deductible per incident
\$100,000 aggregate deductible
\$184,997 premium cost

I further recommend declining the additional excess liability for Federal employment claims.

FISCAL IMPACT:

An increase in the City's deductible of \$25,000 (from \$50,000 to \$75,000) results in an annual premium savings is \$14,585. If the City did experience a \$75,000 claim, the net additional cost to the City would be \$10,415.

ALTERNATIVES/VARIATIONS:

Do not act: The 2020 Property and Causality annual insurance will remain at the current coverages and premium cost.

Negative Vote: No further action will be taken without additional direction from the Council. The current policy will be renewed.

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

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

SV

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION APPROVING MODIFICATION TO THE CITY'S PROPERTY CASUALTY
INSURANCE FROM THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST**

WHEREAS, the City of Saint Peter purchases Property Casualty and specialized insurance from the League of Minnesota Cities Insurance Trust; and

WHEREAS, quotes for the 2020 year have been received and staff is recommending a change of coverage to increase deductible levels to \$75,000 per incident with a \$100,000 aggregate deductible at a cost of \$184,997; and

WHEREAS, the option to purchase coverage for Federal Employment claims, which has been declined each of the prior years, is recommended to once again be declined.

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

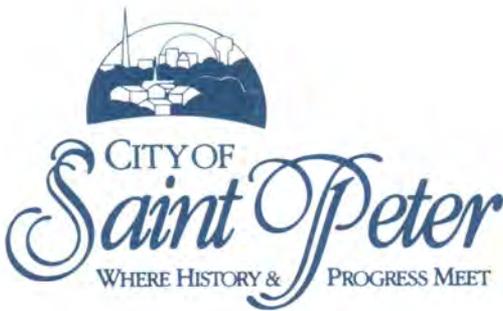
1. Staff is directed to purchase Property Casualty coverage with deductible levels of \$75,000 per incident with a \$100,000 aggregate deductible at a cost of \$184,997 from the League of Minnesota Cities Insurance Trust for the 2020 year.
2. Additional coverage for federal employment claims is hereby denied.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 2/19/20

FROM: Todd Prafke
City Administrator

RE: New License Application

ACTION/RECOMMENDATION

Provide approval of a new business license application..

BACKGROUND

In order to cut, trim, prune, remove, spray or treat trees, shrubs or vines in St. Peter, a Tree Worker license must be obtained. Bryant Straub, dba Pumpkin Hill Tree Service, has submitted a Tree Workers License application, which upon approval, would allow him to perform tree services. The licensing period will be May 1, 2020 – April 30, 2021.

Mr. Straub has not been licensed by the City in the past. Because he is a new applicant, the Police Department conducted a background investigation. Nothing was found that would prohibit Mr. Straub from obtaining a license.

As such, I recommend approval of the license application.

FISCAL IMPACT:

None other than receipt of the permit fees.

ALTERNATIVES/VARIATIONS:

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

Denial: The applicant will be informed of the City Council's decision.

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 these agenda items.

TP/cm

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:

Tree Worker

Bryant Straub

5/1/20 – 4/30/21

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 24th day of February, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator