

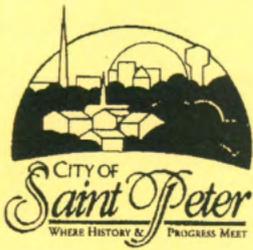
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular City Council Meeting of Monday, March 9, 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. 2020 Equipment Certificate Purchase: Police Radios
  - B. Highway 22 Trail Support Request
  - C. Public Works Seasonal Laborer Wage Scale Modification
  - D. New Business License Applications
- VIII. **REPORTS**
  - A. **MAYOR**
    - 1. "Vietnam Veterans Day" Proclamation
    - 2. Others
  - B. **CITY ADMINISTRATOR**
    - 1. APPA Legislative Rally
    - 2. Superintendent Recruitment
    - 3. St. Patrick's Day Parade
    - 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**

A copy of the minutes of the February 24, 2020 regular Council meeting is attached for approval. A MOTION is in order.

IV. **VISITORS**

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

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

B. **General Visitor Comments**

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

V. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for February 20, 2020 through March 4, 2020, is attached. Please see the attached staff reports and RESOLUTION.

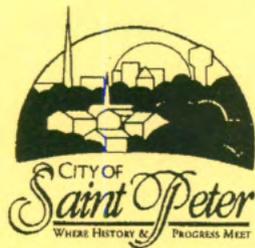
VI. **UNFINISHED BUSINESS**

None scheduled.

VII. **NEW BUSINESS**

A. **ADOPTION OF A RESOLUTION APPROVING 2020 EQUIPMENT CERTIFICATE PURCHASE: POLICE RADIOS**

The 2020 equipment certificate contains an appropriation for purchase of new radios for the Police Department. Radios are available through Alpha Wireless Communications on the state bid program. Staff recommends purchase from Alpha Wireless. Please see the attached staff report and RESOLUTION.



**B. ADOPTION OF A RESOLUTION OF SUPPORT FOR THE MINNESOTA DEPARTMENTS OF TRANSPORTATION AND NATURAL RESOURCES HIGHWAY 22 TRAIL**

MnDOT and the Department of Natural Resources have requested a resolution of support from the City for the scoping project. Staff recommends approval. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION MODIFYING THE WAGE SCALE FOR THE PUBLIC WORKS SEASONAL LABORER POSITION**

The previously adopted wage scale for Public Works Seasonal labor only provides wage increases for the first four years of employment. These employees often wish to remain in the position for many more years and the City wishes to not lose the years of experience these employees possess. As such a recommendation is being made to increase the wage scale for Seasonal Laborers with increases provided in each of the first ten years of employment. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING NEW BUSINESS LICENSE APPLICATIONS SUBMITTED BY HYVEE**

Hy-Vee has submitted applications for Soft Drink and Tobacco licenses. A background investigation has been completed and nothing has been found that would prohibit issuance of the licenses. Approval is recommended. Please see the attached staff report and RESOLUTION.

**VIII. REPORTS**

**A. MAYOR**

**1. REPORT ON 'VIETNAM VETERANS DAY' PROCLAMATION**

Mayor Zieman will proclaim March 29, 2020 as "Vietnam Veteran's Day".

**2. OTHERS**

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



**B. CITY ADMINISTRATOR**

**1. REPORT ON APPA LEGISLATIVE RALLY**

A report will be provided at this time by Councilmember Bruflat and City Administrator Prafke on their participation in the American Public Power Association Legislative Rally in Washington D.C.

**2. REPORT ON SCHOOL SUPERINTENDENT RECRUITMENT**

A report will be provided at this time on the search for a new Superintendent for School District #508.

**3. REPORT ON ST. PATRICK'S DAY PARADE**

A report will be provided at this time on the upcoming St. Patrick's Day parade.

**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 24, 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 24, 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, Brad DeVos, and Mayor Chuck Zieman. Absent was Councilmember Emily Bruflat. The following officials were present: City Attorney James Brandt and City Engineer Jeff Domras. Police Chief Matt Peters appeared in place of City Administrator Prafke.

**Approval of Agenda** – Mayor Zieman asked to have item VII-A (Designating Name of New Dog Park), removed from the agenda for further discussion on the topic as part of the March goal session. A motion was made by Johnson (E), seconded by Grams to approve the agenda with the deletion. With all in favor, the motion carried and the agenda was approved as modified.

**Approval of Minutes** – A motion was made by Grams, seconded by Johnson (K), to approve the minutes of the February 10, 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 February 10, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Johnson (K), seconded by Johnson (E), to approve the minutes of the February 18, 2020 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the February 18, 2020 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** –In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-20 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-20 is contained in the City Administrator's book entitled Council Resolutions 23.

**Unbudgeted Purchase: Fencing for Dog Park** – Public Works Director Moulton requested authorization to purchase 1,136' of black vinyl fencing, guards and gates from Sun-Up Construction in the amount of \$50,800. Moulton indicated the proposal from Sun-Up was the lowest cost proposal received and the unbudgeted purchase would be funded with the \$32,000 dog park donation accepted by the Council on February 10<sup>th</sup> and the remainder funded by capital funds in the Parks budget. Moulton indicated that while the purchase was unbudgeted and would require some modifications to the approved Parks budget, purchase of the fencing at this time would allow the dog park association to adhere to timing restrictions as part of grants they had applied for. Councilmember DeVos questioned why City staff wasn't installing the fencing. Moulton replied that the design and type of fencing is more complicated than City staff are used to dealing with and in order to maintain the warranty the decision had been made for the vendor to install the fence.

In motion by DeVos, seconded by Johnson (E), Resolution No. 2020-21 entitled "Resolution Authorizing Purchase Of Vinyl Fencing, Guards, And Gates For The Dog Park At 1125 North Swift Street", was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-21 is contained in the City Administrator's book entitled Council Resolutions 23.

**ADA Transition Plan Adoption** – Public Works Director Moulton and City Engineer Jeff Domras of Bolton and Menk, Inc. presented the City's ADA Transition Plan as required by the American's With Disabilities Act of 1990. Moulton noted the plan was required in order to continue to qualify for Federal funding and the corrections identified in the plan would be incorporated into future budget planning. Moulton also stated a public meeting had been held to receive input on the plan with four individuals in attendance and the plan had been posted on the City's website for a comment period during which no comments were received.

Engineer Domras reviewed the plan which provided an inventory of public right-of-way facilities related to accessibility by the public and a thirty (30) year timeline to achieve ADA compliance. Domras indicated the \$4.8 million price tag for the corrections were planning level cost estimates. Domras reported on the compliance levels of City facilities including 56% of the City's pedestrian ramps, 77% of the mainline sidewalks and trails, and 62% of the crosswalks.

Moulton reported that some of the repairs can be included with other work that is occurring in an affected area and City staff may be able to complete some of the repairs during the regular course of their day.

Councilmembers discussed how Minnesota's freeze-thaw cycles impact sidewalk compliance and complimented staff on efforts to reach out to different community groups for comments and participation in development of the plan.

In motion by Johnson (K), seconded by Johnson (E), Resolution No. 2020-22 entitled "Resolution Adopting American's With Disabilities Act (ADA) Transition Plan And Inventory For Public Rights-Of-Way" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-22 is contained in the City Administrator's book entitled Council Resolutions 23.

**Property Casualty Insurance Coverage Modification** – Finance Director Vogel presented a recommendation to modify the City's property casualty insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT) by raising the deductible to \$75,000 per occurrence (\$100,000 aggregate) in order to save money on the premium. Vogel's recommendation was based on a review of past claims. Vogel also recommended the City decline the Federal employment claims coverage which would have been an additional cost of \$20,975. Vogel noted the Insurance Trust is a pool of member cities and dividends ranging in amounts from \$20,000 - \$50,000 have been returned to members in each of the last twenty years. In motion by Grams, seconded by Nowell, Resolution No. 2020-23 entitled "Resolution Approving Modification To The City's Property Casualty Insurance From The League Of Minnesota Cities Insurance Trust" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-23 is contained in the City Administrator's book entitled Council Resolutions 23.

**Business License Application** – Police Chief Peters recommended approval of a Tree Worker license application submitted by Bryant Straub dba Pumpkin Hill Tree Service. Peters noted that as a new applicant, the Police Department had completed a background investigation and nothing

had been found that would prohibit issuance of the one year license. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-24 entitled "Resolution Approving Business License" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-24 is contained in the City Administrator's book entitled Council Resolutions 23.

**Reports**

**Mayor's Report** – Mayor Zieman and Councilmember Johnson (E) provided brief reports on the House of Representatives hearing they had attended regarding the City's request for a one-half percent sales tax to fund the Fire Station project.

**Closed Session of February 10, 2020** – City Attorney Brandt reported on the closed session held on February 10, 2020 at which discussion on the method of sale for the former wastewater treatment ponds property took place.

**Presidential Nominating Primary (PNP) Election** – Executive Secretary to the City Administrator Luker, in her capacity as the City's Election Official, reported on the March 3<sup>rd</sup> Presidential Nominating Primary which was authorized by the Legislature in 2016. Luker announced Ward I voters would once again cast ballots at the National Guard Armory and reminded all voters of the PNP requirement that voters must select one major political party when they sign the roster and that is the only ballot they may receive. Luker cautioned that voters who refuse to select a political party will not be allowed to vote in the election.

There being no further business, a motion was made by Johnson (E), seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:45 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 3/6/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Building Security Plan Study

### ACTION/RECOMMENDATION

Authorize preparation of a City building security plan study encompassing Public Works, City Hall, and the Community Center from BWBR in the amount of \$12,500.

### BACKGROUND

Members may recall that your budget includes funds for work at the Municipal Building. That line item is intended to do two things. One was a bit of a place holder for potential larger expenditures. That larger potential expenditure is the replacement of the south HVAC unit. As you may remember we replaced the north unit a few year back at a cost of about \$50,000. The south unit is original to the building from the mid-1960s. I also mentioned work on facilities planning.

I have solicited a proposal for development of a Facility (Building) Security review and plan. The company I selected is one that we are familiar with from their work at the Saint Peter Regional Treatment Center. They have expertise in this field. While is it true we do not need that same type of security that say the Regional Treatment Center needs, the company also specializes in public facility security and has the capacity to help us develop a plan that we can use as we move into the future.

The scope of the services would include a review of issues, concerns and needs for City Hall, Public Works, and the Community Center.

My hope is that this review and plan development would help us look to the future as we make repairs, improvements and enhancements to any of these facilities.

It is not my goal to raise a red flag but rather for us to think about current and future needs. Since it is clear we will be in these facilities for a number years to come, it seems smart to understand the limitations of the current facility relative to safety, security and priorities. As we have opportunity to make changes, those changes then are reviewed either as standalone projects or in conjunction with other activities that we may undertake in these buildings.

The rationale for this request is based on four primary thoughts. First, when these building were built, in the standard of that time, they were appropriate for the security needs of the time. However, if any of these buildings were replaced today their layout and security, whether through design or technology uses, would not meet the standards for the societal changes we see in our

world today. As an example, in both City Hall and Public Works a person can enter through a main door and walk to other parts of the building without escort or the design of the building stopping them. Most new facilities would have a single point of entry with a control point. That control point would provide opportunity to direct customers to the right location or the right person to help them.

Second, I see a change in the level of work place security that is expected by a new generation of employees. This is part of a generational change we will see happen over the next two to seven years in the City. We are not alone in seeing this issue and how generational change will impact many things.

Third, you have many core services that are provided out of these facilities and the need to protect them from tampering or abuse, whether intentional or not, is different than it was 50 or even 10 years ago when these buildings were built.

Lastly, technology continues to evolve that can help us in maintaining security in ways that are new that were not readily available even 5 years ago. I don't think we need to "keep up with the Joneses", but I do see that some of these can be used to enhance security in areas where major structural changes were previously thought to be the only solution at a very high cost.

The proposal is for a fee of \$12,500 and provides for integrative work with staff and an ability to sort our needs, priorities and develop a plan that can be used. I do not anticipate doing all things at once or even doing all the things that may be listed, but I do see that it provides a good basis for review of those needs and prioritization. It will allow us room to make improvements either as standalone projects or with other repairs or facilities changes that come up from time to time.

There are grants available through the State of Minnesota for workplace safety and your MMUA Safety Coordinator has some pretty impressive success with grant applications. I do not want to guarantee that you will receive funding, but I do know that having a plan that identifies needs and exactly how any improvements will meet those needs is important in the process. It is also important to note that those funds can pay for "stuff" and not usually development of a plan.

I do not see a day when we are like buying tickets at a Twins game from the other side of a bullet proof window. I do believe it is important to have contact with those we serve. I do see the need to review and make prioritized improvements that can be a benefit to your customers, your employees and the facilities you own.

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

TP/bal



380 St. Peter Street, Ste. 600  
Saint Paul, MN 55102



**Transmittal**

DATE 12/5/2019

PROJECT City of Saint Peter Security Study

SUBJECT Proposal of Services

BWBR COMMISSION # 3.2019296.00

**TO**

barbaral@saintpetermn.gov,

**FROM**

Angelica Sommerfelt, BWBR  
380 St Peter St Ste 600  
Saint Paul MN 55102  
United States

asommerfelt@bwbr.com

651.925.1029

**COPY TO**

Mark Ludgatis, BWBR  
Jessica Berg, BWBR

**TRANSFER METHOD**

Email

**REMARKS**

Please find attached a Proposal of Services. If this Agreement is acceptable, please return a signed copy to [contracts@bwbr.com](mailto:contracts@bwbr.com).

Should you have any questions, please contact Jessica Berg or Mark Ludgatis.

Thank you,  
Angelica Sommerfelt  
P 651.925.1029 bwbr.com

**BWBR**  
Architecture | Interiors | Planning

**PURPOSE**

For your approval

**DESCRIPTION OF CONTENTS**

QUANTITY	DATED	TITLE	NOTES
1	12/2/2019	2019296.00 City of Saint Peter Security Study 12-02-2019.pdf	



380 St. Peter Street, Ste. 600  
Saint Paul, MN 55102

651.222.3701  
bwbr.com

December 2, 2019

Mr. Todd Prafke  
City Administrator  
City of Saint Peter  
227 South Front Street  
Saint Peter, MN 56082

RE: City of Saint Peter Security Study  
BWBR Commission No. 3.2019296.00

Dear Mr. Prafke:

BWBR is pleased to provide this proposal of services for a Security Study to assist the City of Saint Peter in determining necessary security improvements for City Hall, Public Works and the Community Center. We understand that the City would like to explore ways in which security improvements can be incorporated to keep visitors and staff of these public facilities safe and secure.

City Hall is located at 227 South Front Street. It contains the Police Department, City Administrator's Office, Finance Department, Building Department, Minnesota River Valley Transit (MRVT), and Public Access Television. There are two public building entries facing Front Street, as well as staff entries on the rear of the building. All departments currently share a common corridor and restrooms, and there is minimal separation between departments that operate at different times of day. The Police Department operates 24/7. MRVT and Public Access Television operate daily including weekends, and the office functions are closed after hours and on weekends. Staff who enter the building after hours are asked to enter through the Police Department entrance so that they do not startle officers in the building, but that request is not always followed. There is currently no central reception or easy wayfinding to help visitors find their way through the building. Of the approximately 4,000 utility customers, about 50% of them pay their utility bills in person, which generates a lot of traffic at certain times of the month.

Public Works is located on the outskirts of the city at 405 West Saint Julien Street. Access to the building should be evaluated, and the possibility of providing gates to control access may be considered as part of this Study.

The Community Center, located at 601 South Washington Avenue, is home to many functions including the public library, gymnasium, recreation and meeting rooms, and a daycare center. The building has multiple levels with five (5) separate entrances dispersed on several sides of the building. The Community Center is operated daily including evenings and weekends.

#### SCOPE OF SERVICES

The goal of this Study is to develop a prioritized list of necessary security improvements for each building and define a preliminary cost for each item. This information will allow the City of Saint Peter to make an informed decision on how best to move forward with addressing the City's safety and security needs.

To begin the process, we will obtain floor plans and necessary building data. Then we will tour each facility and meet with stakeholders to discuss security concerns. Once we have preliminary information, we will develop a suggested list of security improvements and provide a preliminary cost for each. This list will be reviewed in detail with the City of Saint Peter, and adjusted as required to reflect the City's vision and goals.

Conceptual floor plan sketches may be provided if necessary to accurately describe the scope of work being proposed in the Security Study.

## SCHEDULE

We propose to begin work within one (1) week of receiving authorization to proceed and anticipate the study to be completed within approximately nine (9) weeks.

Our preliminary Work Plan includes, but is not limited to, the following activities:

### Week 1– Research and Information Gathering

- Schedule kick-off meetings with City of Saint Peter stakeholders
- Obtain preliminary information needed to begin the study
- Collect floor plans and necessary building data

### Week 2 – Kick-Off Meetings in Saint Peter, MN

- Meet with individuals from City Hall, Public Works, and the Community Center to talk about security concerns for each building
- Tour all facilities

### Weeks 3 and 4 –Development

- Develop a list of potential security upgrades
- Develop preliminary costs

### Week 5 – Review Meeting in Saint Peter, MN

- Review the list of security upgrades and associated costs
- Assign a priority to each item and make adjustments as needed

### Weeks 6 and 7 – Refinement

- Refine the list of security upgrades and costs
- Produce a draft report for review

### Week 8 – Final Review

- City of Saint Peter to review the draft report
- Make final adjustments to the report as needed

### Week 9 – Final Submission

- Issue final report

The Work Plan is preliminary and intended to lay out the significant course of events for the Study and allows time for adjustment if necessary. It is based on an inclusive, transparent, and highly interactive design process that involves all project stakeholders in order to arrive at the appropriate security needs for the City of Saint Peter. We welcome any input on how the Work Plan could be adjusted to meet the best interest of the City.

## DELIVERABLES

The proposed Study will include the following:

- Final Report – Electronic Format
  - Project Summary
  - Prioritized list of security upgrades and associated costs (separated by building)
  - Conceptual floor plans as needed

## ASSUMPTIONS

The Scope of Services assumes two (2) meetings in Saint Peter, MN. Additional meetings can be provided as an additional service if needed.

The Scope of Services does not include an assessment of the existing building conditions, building systems, or building code compliance. Existing systems and code compliance will be evaluated only to the extent that they are impacted by proposed solutions.

The Scope of Services does not include planning for any spaces within the existing buildings.

Based on the conceptual nature of this study, engineering services are not included in the scope of services. If specific engineering issues arise during the study, engineering services can be included as an additional service.

Cost estimating is included in this proposal and will be developed on an average cost per item based on the scope and quality as defined in the study. Contingencies and allowances based on historical models will also be used.

## COMPENSATION

Our goals for compensation are simple – to ensure that the City of Saint Peter receives value for every dollar spent, and that we are fairly compensated for the services we provide. We would neither want to be selected based on a low fee, nor lose an opportunity based on a high fee. We look forward to discussing our approach with you so that we both meet our expectations and goals for this important study.

We have developed a detailed work effort to estimate the time we believe will be required to provide you with a high-level evaluation of potential solutions that will allow you to make an informed decision on moving forward with necessary security upgrades for the City Hall, Public Works and Community Center.

Based on our understanding of the goals of this project, we propose to provide design services described in this proposal for a lump sum fee of Twelve Thousand Five Hundred Dollars (\$12,500).

All expenses related to this study are included in the fee and no additional reimbursable expenses are anticipated.

## OTHER TERMS

Payments for professional services rendered and for reimbursable expenses will be due upon receipt of BWBR's invoice. A service charge of one percent (1%) per month will be assessed on outstanding invoices past thirty (30) days from date of billing.

This Agreement may be terminated by either party upon seven (7) days written notice. In the event of termination, BWBR shall be compensated for all services performed prior to the termination date, together with reimbursable expenses.

This letter is the entire Agreement between the Owner and BWBR Architects. Changes or additions to this Agreement must be in writing and must be signed by both the Owner and BWBR Architects. If this Agreement is acceptable, please return a signed copy to [contracts@bwbr.com](mailto:contracts@bwbr.com) as authorization to proceed.

Respectfully submitted,  
  
BWBR ARCHITECTS, INC.

Accepted:  
  
CITY OF SAINT PETER

Mark S. Ludgatis, AIA  
Principal



\_\_\_\_\_

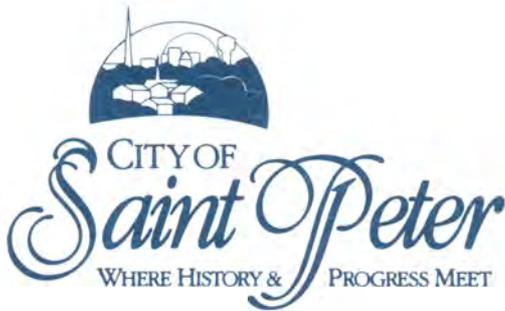
\_\_\_\_\_  
(Typed/Printed Name and Title)

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

MSL/ams

*For professional licensure, visit [bwbr.com/licenses-registrations](http://bwbr.com/licenses-registrations)*

CC: Jessica Berg, BWBR



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 03/06/20

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Temporary License Applications

### **ACTION/RECOMMENDATION**

Provide approval for temporary licenses.

### **BACKGROUND**

The Gustavus Adolphus College Ducks Unlimited Chapter will be holding their annual fundraiser on March 13, 2020 at Gustavus Adolphus College, 800 College Avenue. Bailey Wacker, on behalf of the Ducks Unlimited Chapter, has submitted a Temporary Gambling License application in order to allow them to hold raffles. Upon approval the license application will be forwarded to the Minnesota State Gambling Board for their approval.

The St. Peter Softball Association has submitted applications for a Short Term 3.2 On-Sale Beer and a Temporary Soft Drink license. The Short Term Beer license will be valid for up to 90 days and the Soft Drink license for up to 180 days. Upon approval, the Beer license will be valid from May 1, 2020 – July 29, 2020 and the Soft Drink 10/27/20.

Please place this request on the March 9, 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
AMAZON	shoe polish	GENERAL FUND	POLICE	11.59
	3 ring binders	GENERAL FUND	POLICE	25.60
	teen program supplies	LIBRARY FUND	LIBRARY	40.97
	program supplies	LIBRARY FUND	LIBRARY	39.98
	c.c. supplies 3 coffee urn	COMMUNITY CENTER	COMMUNITY CENTER	166.45
	tools - socket organizer	WATER	DISTRIBUTION AND STORA	<u>20.43</u>
			TOTAL:	305.02
ANJEE MAI CREATIONS	90 min. clay workshop	LIBRARY FUND	LIBRARY	<u>880.00</u>
			TOTAL:	880.00
APPLIED AIR SYSTEMS INC.	compressor replacement	LIBRARY FUND	LIBRARY	<u>2,581.00</u>
			TOTAL:	2,581.00
BAKER & TAYLOR INC	book lease prog 2/20-1/21	LIBRARY FUND	LIBRARY	<u>5,287.88</u>
			TOTAL:	5,287.88
BGMN, INC	diesel conditioner	GENERAL FUND	STREETS	98.89
	diesel conditioner	GENERAL FUND	PARKS	98.89
	diesel conditioner	WATER	DISTRIBUTION AND STORA	49.45
	diesel conditioner	WASTE WATER FUND	SOURCE/TREATMENT	49.45
	diesel conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	49.45
	diesel conditioner	ELECTRIC FUND	POWER DISTRIBUTION	98.89
	diesel conditioner	STORMWATER FUND	TREATMENT	<u>49.45</u>
			TOTAL:	494.47
BLACKSTONE PUBLISHING	audio	LIBRARY FUND	LIBRARY	<u>134.98</u>
			TOTAL:	134.98
BOBCAT OF MANKATO	cutting edges	GENERAL FUND	STREETS	322.60
	cutting edge	GENERAL FUND	PARKS	<u>161.30</u>
			TOTAL:	483.90
CHEMISOLV CORP	dewatering polymer	WASTE WATER FUND	BIOSOLIDS	3,266.00
	phosphorous removal	WASTE WATER FUND	SOURCE/TREATMENT	5,091.79
	wrong price	WASTE WATER FUND	SOURCE/TREATMENT	<u>4,920.41-</u>
			TOTAL:	3,437.38
CINTAS FIRST AID & SAFETY	AED pads	GENERAL FUND	FIRE	263.49
	cabinet safety supplies	GENERAL FUND	STREETS	35.57
	first aid & aed services	GENERAL FUND	RECREATION/LEISURE SER	81.92
	first aid & aed services	GENERAL FUND	SWIMMING POOL	31.20
	cabinet safety supplies	GENERAL FUND	PARKS	28.46
	first aid & aed services	LIBRARY FUND	LIBRARY	34.02
	first aid & aed services	COMMUNITY CENTER	COMMUNITY CENTER	98.28
	cabinet safety supplies	WATER	ADMIN AND GENERAL	14.23
	cabinet safety supplies	WASTE WATER FUND	ADMIN AND GENERAL	14.23
	cabinet safety supplies	ENVIRON SERVICES F	ADMIN AND GENERAL	14.23
	cabinet safety supplies	ELECTRIC FUND	ADMIN AND GENERAL	<u>35.57</u>
			TOTAL:	651.20
CITY LAUNDERING CO.	jan. uniform. cleaning	ELECTRIC FUND	ADMIN AND GENERAL	<u>424.02</u>
			TOTAL:	424.02
COLE PAPERS INC	cleaners	GENERAL FUND	STREETS	120.51
	cleaners	GENERAL FUND	PARKS	120.51

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	cleaning products & toilet	LIBRARY FUND	LIBRARY	317.51
	cleaning products & toilet	COMMUNITY CENTER	COMMUNITY CENTER	1,270.02
	cleaners	WATER	DISTRIBUTION AND STORA	60.26
	cleaners	WASTE WATER FUND	SOURCE/TREATMENT	60.26
	cleaners	ENVIRON SERVICES F	REFUSE DISPOSAL	60.26
	cleaners	ELECTRIC FUND	POWER DISTRIBUTION	120.51
	cleaners	STORMWATER FUND	TREATMENT	60.24
			TOTAL:	2,190.08
CORE & MAIN LP	#351 meter horns	WATER	NON-DEPARTMENTAL	1,626.49
	#351 meter horns	WATER	NON-DEPARTMENTAL	1,626.49
	sch 80 20' pvc	WATER	PURIFICATION AND TREAT	27.20
			TOTAL:	3,280.18
CREATIVE AD SOLUTIONS	labels for scba #508	GENERAL FUND	FIRE	43.05
			TOTAL:	43.05
DGR ENGINEERING	emission inv. air permit m	ELECTRIC FUND	POWER DISTRIBUTION	3,739.80
			TOTAL:	3,739.80
DRANTTEL SALES & SERVICE	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	3,190.40
			TOTAL:	3,190.40
EATON/CANNON TECHNOLOGIES, INC.	#823 meters	ELECTRIC FUND	NON-DEPARTMENTAL	50,490.00
			TOTAL:	50,490.00
EMERGENCY RESPONSE SOLUTIONS	scba mask bags	GENERAL FUND	FIRE	139.70
	3 gas monitors	GENERAL FUND	FIRE	2,422.20
	#511 gas monitor-charging	GENERAL FUND	FIRE	115.38
			TOTAL:	2,677.28
ENERSYS	gen. plant battery replace	ELECTRIC FUND	CAPITAL-GENERAL PLANT	17,864.30
			TOTAL:	17,864.30
FASTENAL COMPANY	clean wipes	GENERAL FUND	FIRE	7.22
	batteries	GENERAL FUND	STREETS	4.27
	batteries	GENERAL FUND	PARKS	4.27
	air compressor parts	LIBRARY FUND	LIBRARY	41.30
	batteries	WATER	DISTRIBUTION AND STORA	2.13
	blades	WASTE WATER FUND	COLLECTOR/LIFT STAT	21.30
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	2.13
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	2.13
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	4.27
	batteries	STORMWATER FUND	TREATMENT	2.13
			TOTAL:	91.15
FERGUSON ENTERPRISES, LLC.	elbows pvc	WASTE WATER FUND	COLLECTOR/LIFT STAT	26.50
			TOTAL:	26.50
FISHER SCIENTIFIC	cartridges	WASTE WATER FUND	SOURCE/TREATMENT	233.06
			TOTAL:	233.06
FOUR SEASONS OVERHEAD DOOR, LLC	street shop door repair	GENERAL FUND	STREETS	112.50
			TOTAL:	112.50
GLOBAL EQUIPMENT COMPANY INC.	kickboards	GENERAL FUND	STREETS	24.42

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fifty 1st aid kits	GENERAL FUND	STREETS	237.50
	kickboards	GENERAL FUND	PARKS	24.42
	fifty 1st aid kits	GENERAL FUND	PARKS	190.00
	kickboards	WATER	DISTRIBUTION AND STORA	12.21
	fifty 1st aid kits	WATER	ADMIN AND GENERAL	95.00
	kickboards	WASTE WATER FUND	SOURCE/TREATMENT	12.21
	fifty 1st aid kits	WASTE WATER FUND	ADMIN AND GENERAL	95.00
	kickboards	ENVIRON SERVICES F	REFUSE DISPOSAL	12.21
	fifty 1st aid kits	ENVIRON SERVICES F	ADMIN AND GENERAL	95.00
	kickboards	ELECTRIC FUND	POWER DISTRIBUTION	24.42
	fifty 1st aid kits	ELECTRIC FUND	ADMIN AND GENERAL	237.50
	kickboards	STORMWATER FUND	TREATMENT	12.23
			TOTAL:	1,072.12
GUSTAVUS ADOLPHUS COLLEGE-DINING	staff mtg rolls	GENERAL FUND	STREETS	8.70
	staff mtg rolls	GENERAL FUND	PARKS	6.96
	staff mtg rolls	WATER	ADMIN AND GENERAL	3.48
	staff mtg rolls	WASTE WATER FUND	ADMIN AND GENERAL	3.48
	staff mtg rolls	ENVIRON SERVICES F	ADMIN AND GENERAL	3.47
	staff mtg rolls	ELECTRIC FUND	ADMIN AND GENERAL	8.70
			TOTAL:	34.79
HACH COMPANY	reactor	WASTE WATER FUND	SOURCE/TREATMENT	390.65
			TOTAL:	390.65
HARRISON TRUCK CENTERS	#112 dif lockers	GENERAL FUND	STREETS	3,415.93
	#112 diff locker core	GENERAL FUND	STREETS	1,499.49
	#45 universal joint kit	GENERAL FUND	STREETS	84.59
			TOTAL:	2,001.03
HAWKINS, INC.	bleach, alkali & sodium hy	WATER	PURIFICATION AND TREAT	1,417.65
			TOTAL:	1,417.65
HILLYARD/HUTCHINSON	c.c. carpet cleaner repair	COMMUNITY CENTER	COMMUNITY CENTER	414.00
			TOTAL:	414.00
INGRAM BOOK COMPANY	new library materials	LIBRARY FUND	LIBRARY	116.37
	new adult fic.	LIBRARY FUND	LIBRARY	591.14
	books & materials	LIBRARY FUND	LIBRARY	798.16
	library materials	LIBRARY FUND	LIBRARY	15.32
			TOTAL:	1,520.99
INSIGHT PUBLIC SECTOR	replacement hard drive-for	ELECTRIC FUND	ADMIN AND GENERAL	58.97
			TOTAL:	58.97
INTERNATIONAL ASSOCIATION OF CHIEFS OF	officers dues for 2020	GENERAL FUND	POLICE	75.00
			TOTAL:	75.00
THE J.P. COOKE CO.	cat lic. tags	GENERAL FUND	CITY CLERK	114.60
			TOTAL:	114.60
JAVENS MECHANICAL CONTRACTING CO.	gas pressure check	WATER	PURIFICATION AND TREAT	150.00
			TOTAL:	150.00
ED JOHNSON	fire pp&e safety glasses	GENERAL FUND	FIRE	239.23
			TOTAL:	239.23

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
JT SERVICES	#852 12 poles black	ELECTRIC FUND	NON-DEPARTMENTAL	22,740.00
			TOTAL:	22,740.00
RICHARD KERN	daddy daughter dance d.j.	GENERAL FUND	RECREATION/LEISURE SER	300.00
			TOTAL:	300.00
LAGER'S INC	#616 seat repair	ELECTRIC FUND	POWER DISTRIBUTION	467.50
			TOTAL:	467.50
LARKSTUR ENGINEERING & SUPPLY, INC.	swivel assy	WATER	DISTRIBUTION AND STORA	147.65
			TOTAL:	147.65
LEAGUE OF MINNESOTA CITIES	2020 storm water coalition	STORMWATER FUND	ADMINISTRATION AND GEN	780.00
			TOTAL:	780.00
LEXIS NEXIS	jan. subscription	GENERAL FUND	POLICE	100.00
			TOTAL:	100.00
LJP ENTERPRISES INC	jan. refuse & recycle	COMMUNITY CENTER	COMMUNITY CENTER	440.29
	jan. refuse & recycle	WATER	PURIFICATION AND TREAT	99.43
	jan. refuse & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	jan. refuse & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,374.06
			TOTAL:	2,042.09
MADDEN, GALANTER, HANSEN, LLP	services rendered	GENERAL FUND	CITY ADMINISTRATION	1,088.00
			TOTAL:	1,088.00
MALLOY MONTAGUE KARNOWSKI RADOSEVICH	2019 progress audit charge	GENERAL FUND	FINANCE	2,750.00
	2019 progress audit charge	WATER	ADMIN AND GENERAL	687.50
	2019 progress audit charge	WASTE WATER FUND	ADMIN AND GENERAL	687.50
	2019 progress audit charge	ENVIRON SERVICES F	ADMIN AND GENERAL	687.50
	2019 progress audit charge	ELECTRIC FUND	ADMIN AND GENERAL	687.50
			TOTAL:	5,500.00
MANKATO CLINIC LTD	employee testing	GENERAL FUND	PARKS	71.37
	employee testing	WASTE WATER FUND	ADMIN AND GENERAL	71.37
			TOTAL:	142.74
MARCO, INC.	contract usage 1/23/20-2/2	GENERAL FUND	CITY ADMINISTRATION	34.74
	contract usage 1/23/20-2/2	GENERAL FUND	CITY CLERK	34.74
	contract usage 1/23/20-2/2	GENERAL FUND	FINANCE	23.16
	contract usage 1/23/20-2/2	GENERAL FUND	POLICE	18.53
	contract usage 1/23/20-2/2	GENERAL FUND	BUILDING INSPECTOR	9.26
	contract usage 1/23/20-2/2	GENERAL FUND	PUBLIC WORKS ADMIN	4.63
	contract usage 1/23/20-2/2	GENERAL FUND	ECONOMIC DEVMT	2.32
	contract usage 1/23/20-2/2	WATER	ADMIN AND GENERAL	20.84
	contract usage 1/23/20-2/2	WASTE WATER FUND	ADMIN AND GENERAL	20.83
	contract usage 1/23/20-2/2	ELECTRIC FUND	ADMIN AND GENERAL	62.53
			TOTAL:	231.58
MATHESON TRI-GAS INC	welder trade in	GENERAL FUND	NON-DEPARTMENTAL	340.00-
	power max torch welder	GENERAL FUND	PUBLIC WORKS ADMIN	2,901.15
			TOTAL:	2,561.15
MATSON HOLDINGS INC.	yoke bar, battery pack	GENERAL FUND	STREETS	72.11
	yoke bar, battery pack	GENERAL FUND	PARKS	72.11

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	yoke bar, battery pack	WATER	DISTRIBUTION AND STORA	36.06	
	yoke bar, battery pack	WASTE WATER FUND	SOURCE/TREATMENT	36.06	
	yoke bar, battery pack	ENVIRON SERVICES F	REFUSE DISPOSAL	36.06	
	yoke bar, battery pack	ELECTRIC FUND	POWER DISTRIBUTION	72.11	
	yoke bar, battery pack	STORMWATER FUND	TREATMENT	36.04	
			TOTAL:	360.55	
MENARDS	gloves	GENERAL FUND	STREETS	19.47	
	gloves	GENERAL FUND	PARKS	15.58	
	caustic tank parts	WATER	PURIFICATION AND TREAT	130.58	
	gloves	WATER	ADMIN AND GENERAL	7.79	
	paint supplies	WASTE WATER FUND	SOURCE/TREATMENT	47.58	
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	7.79	
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	7.79	
	steel rack	ELECTRIC FUND	POWER PRODUCTION	418.20	
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	19.47	
			TOTAL:	674.25	
METERING & TECHNOLOGY SOLUTIONS	#828 & 810 meter bodies	WATER	NON-DEPARTMENTAL	27,600.00	
			TOTAL:	27,600.00	
MIDWEST HOME	annual renewal	LIBRARY FUND	LIBRARY	9.95	
			TOTAL:	9.95	
MIDWEST TAPE	media	LIBRARY FUND	LIBRARY	55.99	
			TOTAL:	55.99	
MISC VENDOR	THE CARY COMPANY	drum pump	GENERAL FUND	STREETS	1,262.00
	DAVID JONES	1936 olympics games presen	LIBRARY FUND	LIBRARY	231.20
	STANLEY ACCESS TECHNOL	handicap button replacemen	LIBRARY FUND	LIBRARY	676.22
			TOTAL:	2,169.42	
MN DEPT OF AGRICULTURE	scott s. pesticide lic.	ENVIRON SERVICES F	ADMIN AND GENERAL	10.00	
			TOTAL:	10.00	
MN IRON & METAL COMPANY	steel floor drains	GENERAL FUND	STREETS	578.45	
			TOTAL:	578.45	
MN MUNICIPAL UTILITIES ASSOCIATION	jerry h. 2020 underground	ELECTRIC FUND	ADMIN AND GENERAL	465.00	
			TOTAL:	465.00	
MN RURAL WATER ASSOCIATION	2020 membership	WATER	ADMIN AND GENERAL	300.00	
			TOTAL:	300.00	
PETE MOULTON	mileage 02/10/20-02/21/20	GENERAL FUND	PUBLIC WORKS ADMIN	9.20	
	mileage 02/10/20-02/21/20	GENERAL FUND	PARKS	101.78	
	mileage 02/10/20-02/21/20	ELECTRIC FUND	ADMIN AND GENERAL	8.05	
			TOTAL:	119.03	
MVTL LABORATORIES INC	wtwf testing	WASTE WATER FUND	SOURCE/TREATMENT	26.00	
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	33.00	
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	54.75	
	wtwf testing	WASTE WATER FUND	SOURCE/TREATMENT	88.40	
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	13.00	
	wtwf testing	WASTE WATER FUND	SOURCE/TREATMENT	46.00	
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	33.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>294.15</u>
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>357.37</u>
			TOTAL:	<u>357.37</u>
OFFICE DEPOT	replacement hard drive-for	ELECTRIC FUND	ADMIN AND GENERAL	<u>79.99</u>
			TOTAL:	<u>79.99</u>
PAAPE COMPANIES, INC.	boiler maint.	COMMUNITY CENTER	COMMUNITY CENTER	220.00
	boiler maint.	COMMUNITY CENTER	COMMUNITY CENTER	765.00
	boiler maint.	COMMUNITY CENTER	COMMUNITY CENTER	619.92
	boiler maintenance	COMMUNITY CENTER	COMMUNITY CENTER	242.50
	new hard drive for heating	COMMUNITY CENTER	COMMUNITY CENTER	<u>533.50</u>
			TOTAL:	<u>2,380.92</u>
PEREGRIN, ANTHONY	feb. recording	PUBLIC ACCESS	PUBLIC ACCESS	<u>306.00</u>
			TOTAL:	<u>306.00</u>
PET EXPO DIST.	routine aquarum maint.	LIBRARY FUND	LIBRARY	<u>75.00</u>
			TOTAL:	<u>75.00</u>
BROCK PETERSEN	uniform allow.	STORMWATER FUND	ADMINISTRATION AND GEN	<u>154.80</u>
			TOTAL:	<u>154.80</u>
RED WING SHOE STORE	dave g. boots	GENERAL FUND	PUBLIC WORKS ADMIN	<u>208.48</u>
			TOTAL:	<u>208.48</u>
RIVER BEND BUSINESS PRODUCTS	self ink stamp	GENERAL FUND	CITY ADMINISTRATION	18.97
	copy paper & pens	GENERAL FUND	STREETS	85.87
	copy paper & pens	GENERAL FUND	PARKS	68.69
	signs	GENERAL FUND	ECONOMIC DEVT	20.10
	copy paper & pens	WATER	ADMIN AND GENERAL	34.35
	copy paper & pens	WASTE WATER FUND	ADMIN AND GENERAL	34.35
	copy paper & pens	ENVIRON SERVICES F	ADMIN AND GENERAL	34.33
	copy paper & pens	ELECTRIC FUND	ADMIN AND GENERAL	<u>85.87</u>
			TOTAL:	<u>382.53</u>
RIVER'S EDGE HOSPITAL & CLINIC	employee testing	GENERAL FUND	STREETS	29.00
	employee testing	GENERAL FUND	PARKS	58.00
	employee testing	WATER	ADMIN AND GENERAL	29.00
	employee testing	WASTE WATER FUND	ADMIN AND GENERAL	<u>29.00</u>
			TOTAL:	<u>145.00</u>
ROBERT W CARLSTROM CO INC	#8 mn sq pavillion	MN SQUARE PAVILION	PARKS	<u>57,266.00</u>
			TOTAL:	<u>57,266.00</u>
ROOF SAVERS, INC.	roof repair	WASTE WATER FUND	SOURCE/TREATMENT	<u>637.00</u>
			TOTAL:	<u>637.00</u>
ROYAL TIRE, INC	transit tires	MN RIVER VALLEY TR	NON-DEPARTMENTAL	<u>629.06</u>
			TOTAL:	<u>629.06</u>
RYAN ELECTRIC OF ST PETER	entry light repairs	LIBRARY FUND	LIBRARY	340.00
	handicap door repair	LIBRARY FUND	LIBRARY	93.00
	air compressor repair	LIBRARY FUND	LIBRARY	243.27
	biosolids speed sensor	WASTE WATER FUND	BIOSOLIDS	<u>180.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	thermoblender fuses	WASTE WATER FUND	BIOSOLIDS	<u>346.00</u>
			TOTAL:	1,202.27
RYAN PLUMBING & HEATING	permit reimbursement	GENERAL FUND	NON-DEPARTMENTAL	45.00
	permit reimbursement	GENERAL FUND	NON-DEPARTMENTAL	<u>1.00</u>
			TOTAL:	46.00
SCHWICKERT'S, INC.	crane to set pump	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>560.00</u>
			TOTAL:	560.00
SHERWIN-WILLIAMS	paint	COMMUNITY CENTER	COMMUNITY CENTER	<u>177.34</u>
			TOTAL:	177.34
SHOP4TECH	cd	LIBRARY FUND	LIBRARY	<u>479.60</u>
			TOTAL:	479.60
SPEEDWAY	feb fuel	GENERAL FUND	BUILDING INSPECTOR	<u>27.42</u>
			TOTAL:	27.42
SPRINT SOLUTIONS, INC.	feb. phone bill	GENERAL FUND	FIRE	17.39
	feb. phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
			TOTAL:	57.38
SPS COMPANIES, INC. MANKATO	plumbing parts	LIBRARY FUND	LIBRARY	79.22
	plumbing parts	COMMUNITY CENTER	COMMUNITY CENTER	<u>316.87</u>
			TOTAL:	396.09
ST PETER GLASS	plexi glass for maps	ELECTRIC FUND	ADMIN AND GENERAL	<u>32.00</u>
			TOTAL:	32.00
STANTEC CONSULTING SERVICES INC.	wellhead protection plan	WATER	CAPITAL-SOURCE OF SUPP	<u>404.25</u>
			TOTAL:	404.25
STAPLES ADVANTAGE	letter opener, pens, copy	GENERAL FUND	CITY ADMINISTRATION	86.07
	letter opener, pens, copy	GENERAL FUND	CITY CLERK	86.07
	election supplies	GENERAL FUND	ELECTIONS	82.56
	supplies	GENERAL FUND	ELECTIONS	80.61
	letter opener, pens, copy	GENERAL FUND	FINANCE	57.38
	letter opener, pens, copy	GENERAL FUND	POLICE	45.90
	letter opener, pens, copy	GENERAL FUND	BUILDING INSPECTOR	22.95
	letter opener, pens, copy	GENERAL FUND	PUBLIC WORKS ADMIN	11.48
	letter opener, pens, copy	GENERAL FUND	ECONOMIC DEVMT	5.74
	letter opener, pens, copy	WATER	ADMIN AND GENERAL	51.64
	letter opener, pens, copy	WASTE WATER FUND	ADMIN AND GENERAL	51.65
	letter opener, pens, copy	ELECTRIC FUND	ADMIN AND GENERAL	<u>154.93</u>
			TOTAL:	736.98
STREICHER'S	uniform allow.	GENERAL FUND	POLICE	<u>44.99</u>
			TOTAL:	44.99
TEREX SERVICES	flatbed replacement on f20	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>17,998.75</u>
			TOTAL:	17,998.75
TOPPERS PLUS INC	#411 cutting edges	GENERAL FUND	PARKS	410.00
	#411 cutting edge bolts	GENERAL FUND	PARKS	<u>24.00</u>
			TOTAL:	434.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TRANE	chiller service agreement	COMMUNITY CENTER	COMMUNITY CENTER	1,196.75
	chiller service 2020	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,244.50</u>
			TOTAL:	2,441.25
USA BLUE BOOK	pvc & valves	WATER	PURIFICATION AND TREAT	366.11
	y-strainer	WATER	PURIFICATION AND TREAT	158.40
	ball valve	WATER	PURIFICATION AND TREAT	<u>118.20</u>
		TOTAL:	642.71	
VERIZON WIRELESS	feb. phone bill	GENERAL FUND	FINANCE	35.01
	feb. phone bill	GENERAL FUND	FIRE	70.04
	feb. phone bill	COMMUNITY CENTER	COMMUNITY CENTER	15.74
	feb. phone bill	WATER	ADMIN AND GENERAL	15.74
	feb. phone bill	WASTE WATER FUND	ADMIN AND GENERAL	15.73
	feb. phone bill	ELECTRIC FUND	ADMIN AND GENERAL	<u>15.74</u>
		TOTAL:	168.00	
VESSCO, INC	flexijoint	WATER	PURIFICATION AND TREAT	1,555.63
	elbow & ring	WATER	PURIFICATION AND TREAT	158.02
	flag mate assembly	WATER	PURIFICATION AND TREAT	<u>708.84</u>
		TOTAL:	2,422.49	
VISA	name tags	GENERAL FUND	MAYOR & COUNCIL	66.13
	name tags	GENERAL FUND	CITY ADMINISTRATION	9.45
	ram, office 2013, .gov dom	GENERAL FUND	CITY ADMINISTRATION	30.47
	ram, office 2013 office le	GENERAL FUND	FINANCE	91.41
	ram, office 2013, .gov dom	GENERAL FUND	FINANCE	23.44
	mngfoa annual dues	GENERAL FUND	FINANCE	70.00
	meal, fuel, tolls, & sota	GENERAL FUND	POLICE	1,670.33
	sota team membership	GENERAL FUND	POLICE	250.00
	uniform allowance	GENERAL FUND	POLICE	80.00
	reimbursement	GENERAL FUND	POLICE	115.83
	uniform allows.	GENERAL FUND	POLICE	84.26
	annual fee	GENERAL FUND	POLICE	15.00
	ram, office 2013, .gov dom	GENERAL FUND	POLICE	104.20
	class meal - video exam	GENERAL FUND	POLICE	30.00
	ram, office 2013, .gov dom	GENERAL FUND	FIRE	11.38
	hotel msfda conf deposit	GENERAL FUND	FIRE	138.51
	fed tax id for fire hall	GENERAL FUND	FIRE	148.00
	ram, office 2013, .gov dom	GENERAL FUND	BUILDING INSPECTOR	22.66
	ram, office 2013, .gov dom	GENERAL FUND	PUBLIC WORKS ADMIN	50.30
	annual public works poster	GENERAL FUND	PUBLIC WORKS ADMIN	21.49
	baggies,baggies, air fresh	GENERAL FUND	STREETS	11.22
	ram, office 2013, .gov dom	GENERAL FUND	STREETS	7.08
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	17.62
	ram, office 2013, .gov dom	GENERAL FUND	RECREATION/LEISURE SER	69.44
	hdmi cable	GENERAL FUND	RECREATION/LEISURE SER	30.01
	parents night program supp	GENERAL FUND	RECREATION/LEISURE SER	12.00
	smrpa meeting supplies	GENERAL FUND	RECREATION/LEISURE SER	11.86
	baggies, air fresheners	GENERAL FUND	PARKS	11.22
	ram, office 2013, .gov dom	GENERAL FUND	PARKS	3.56
	shade tree course	GENERAL FUND	PARKS	225.00
	hotel, meals mmua supervis	GENERAL FUND	PARKS	383.30
	ram, office 2013, .gov dom	GENERAL FUND	ECONOMIC DEVMT	7.08
spdc agenda lunch mtg	GENERAL FUND	ECONOMIC DEVMT	15.21	
ram, office 2013, .gov dom	LIBRARY FUND	LIBRARY	119.87	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	lunch mtg	LIBRARY FUND	LIBRARY	102.00
	books	LIBRARY FUND	LIBRARY	121.85
	teen svc class registratio	LIBRARY FUND	LIBRARY	200.00
	stories club supplies	LIBRARY FUND	LIBRARY	44.30
	books for storytime event	LIBRARY FUND	LIBRARY	17.95
	e signs	LIBRARY FUND	LIBRARY	57.99
	program supplies	LIBRARY FUND	LIBRARY	149.70
	ram, office 2013, .gov dom	PUBLIC ACCESS	PUBLIC ACCESS	11.38
	ram, office 2013, .gov dom	COMMUNITY CENTER	COMMUNITY CENTER	3.56
	baggies, air fresheners	WATER	DISTRIBUTION AND STORA	5.61
	ram, office 2013, .gov dom	WATER	ADMIN AND GENERAL	53.86
	replace scada computers	WATER	ADMIN AND GENERAL	438.44
	mrwa annual conf registrat	WATER	ADMIN AND GENERAL	1,000.00
	baggies, air fresheners	WASTE WATER FUND	SOURCE/TREATMENT	5.61
	ram, office 2013, .gov dom	WASTE WATER FUND	ADMIN AND GENERAL	30.47
	uniform allow,	ENVIRON SERVICES F	REFUSE DISPOSAL	307.00
	baggies, air fresheners	ENVIRON SERVICES F	REFUSE DISPOSAL	5.61
	ram, office 2013, .gov dom	ENVIRON SERVICES F	REFUSE DISPOSAL	3.56
	baggies, air fresheners	ELECTRIC FUND	POWER DISTRIBUTION	11.22
	hotel shellum mmua class	ELECTRIC FUND	ADMIN AND GENERAL	200.04
	ram, office 2013, .gov dom	ELECTRIC FUND	ADMIN AND GENERAL	50.30
	hotel	ELECTRIC FUND	ADMIN AND GENERAL	118.12-
	appa flight & LTA Todd & E	ELECTRIC FUND	ADMIN AND GENERAL	1,493.76
	baggies, air fresheners	STORMWATER FUND	TREATMENT	5.61
	ram, office 2013, .gov dom	STORMWATER FUND	ADMINISTRATION AND GEN	14.89
	hotel and meals for class	DARE PROGRAM FUND	POLICE	465.69
	airline route match conf A	MN RIVER VALLEY TR	INTERGOVERNMENTAL	913.60
			TOTAL:	9,553.21
ZARNOTH BRUSH WORKS INC	brooms	GENERAL FUND	PARKS	1,276.00
			TOTAL:	1,276.00

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

101	GENERAL FUND	23,055.76
211	LIBRARY FUND	13,975.74
213	PUBLIC ACCESS	317.38
217	COMMUNITY CENTER	7,724.72
410	MN SQUARE PAVILION	57,266.00
601	WATER	39,272.95
602	WASTE WATER FUND	7,886.42
603	ENVIRON SERVICES FUND	2,702.66
604	ELECTRIC FUND	121,242.19
606	STORMWATER FUND	1,115.39
821	DARE PROGRAM FUND	465.69
830	MN RIVER VALLEY TRANSIT	1,542.66
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	GRAND TOTAL:	276,567.56
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CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION APPROVING CONSENT AGENDA**

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

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

<b><u>VENDOR</u></b>	<b><u>ITEMS</u></b>	<b><u>PRICE</u></b>	<b><u>FUNDING</u></b>
BWBR	Facility Building Study	\$12,500	General, Utilities, Comm. Ctr

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

**Temporary Gambling**

Gustavus Adolphus College                      800 College Ave.                      3/13/20  
Ducks Unlimited Chapter

**Short Term 3.2 On Sale Beer**

St. Peter Softball Association                      1401 Nicollet Avenue                      5/1/20 – 7/29/20

**Temporary Soft Drink**

St. Peter Softball Association                      1401 Nicollet Avenue                      5/1/2- - 10/27/20

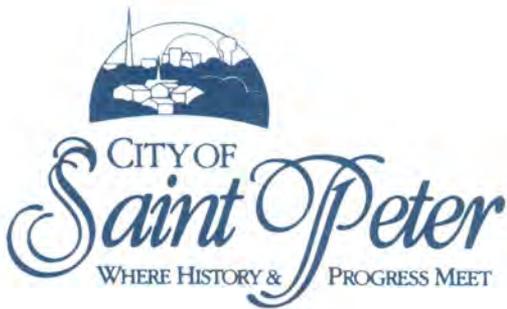
3. The schedule of disbursements for February 20, 2020 through March 4, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 9th day of March, 2020.

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

ATTEST:

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



## Memorandum

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

**DATE:** 03/06/20

**FROM:** Todd Prafke  
City Administrator

**RE:** 2020 Equipment Certificate Purchase: Mobile Radios

### **ACTION/RECOMMENDATION**

Approve the purchase of 800mHz trunked portable radio equipment including batteries, chargers and extended warranty for \$67,937.45 from Alpha Wireless of Mankato.

### **BACKGROUND**

The inability of law enforcement agencies, ambulance and fire departments to communicate with other nearby agencies and other public safety personnel has plagued police officers since the day that radios were first implemented by police.

One of the primary causes of this lack of communication is that in many jurisdictions different agencies were not only on different frequencies but also on different broadcast bands. Eventually, equipment became available that allowed officers to "scan" many frequencies with their radio, allowing simpler communication. Still, even today, differences in frequencies and technology often make it difficult to communicate.

When it became common public knowledge that the inability to communicate via radio was one likely cause of do many deaths among emergency responders on 9/11, calls to provide solutions to the problem finally became irresistible.

So, there has been a national process in place until present day. Agencies have been incorporating interoperability solutions and planning.

In 2004, The U.S. Council of Mayors completed a study of 192 cities. At that time it was reported that 77 percent of cities actually did have interoperability between their police and fire department, with 66 percent extended to EMS agencies. That sounded great, but as the size of the city grew the less likely it was for the agencies to have interoperable systems.

When the survey went beyond "emergency" city services communications became dicey. More than 86 percent reported that they did not have interoperability with their state highway departments, and fully 94 percent did not have interoperability between for example their emergency services and local school district personnel. They reported that 60 percent did no

have communications with state emergency operations centers. Finally, 49 percent reported that they did not have interoperable communications with their state police agencies.

Having outlined the basic problem, several agencies including the National Institute of Justice (NIJ) and the Association of Public Safety Communications Officials (APCO) took the lead in developing a set of standards that organizations and manufacturers could follow in order to facilitate long-term solutions.

The Federal Communications Commission (FCC) eventually adopted new regulations. The FCC authorizes frequency licensing. Licenses have been important since the days police began using radios. But with the advent of technological innovations such as cell phones the competition for available bandwidth led the FCC to make changes including the reallocation of spectrum.

New regulations required that we switch to the narrowband frequencies in 2013 and completely overhaul our radio system. We did this successfully with the aid of federal, state and city funding.

It took a lot of time to get where we did in 2013—southern Minnesota was the last area of the state to be built out. In Minnesota legislation was passed to develop a statewide 800mHz “backbone”, as well as operational standards. With that the Allied Radio Matrix for Emergency Response (ARMER) was born.

ARMER legislation laid out the ground rules to be followed in MN. It also laid out specific timetables for the backbone construction across the state, with our part of the state being the last build. This reality also meant that there would be little funding left for agencies in our area. Most Homeland Security grant funding was exhausted long ago.

Today, the most convincing real concern for your Department *is* officer safety. A reliable portable radio has become ubiquitous with quality police work. It is an essential piece of safety equipment for a police officer. A portable radio must function properly without fail.

For some time SPPD has been working with Alpha Wireless Communications. Alpha Wireless Communications was chosen to assist in the development of the trunked radio system county wide—a state mandate.

Our current portable radios must be replaced. Last year, we began to see failures of our portable radios—a true officer safety problem. Specifically the on/off/volume knob was failing. Two radios were sent in in the first half of the year with a repair cost of approximately \$500 per radio. Later in the year, we had a third radio with another hardware related failure. Instead of repairing this radio, we pulled it from service and have used a spare. As you know in 2019, we added an additional position to the department and issued a Police Reserve Unit radio to the new hire. I expect that as these radios age, there will continue to be additional failures like we have experienced.

For the past 8 years, we have been using the Motorola XTS2500 model of portable radio. In 2013/2014 Motorola ceased production of this radio model. On December 31, 2019, Motorola ceased support/repair of this radio model.

SPPD staff have received quotes from the vendor, Alpha Wireless Communications. *The costs they have quoted* are from the State of Minnesota Dept. of Administration contract with Motorola *what we commonly call* “State Bid”. The radios are the APX line, specifically model 6000.

SPPD Officer Keith Ruffing is the SPPD Communications Unit Leader (COML) for our part of the state. He has spoken with people having knowledge of these radios and the ARMER system. The Statewide Interoperability Coordinator, James Stromberg, recommended we purchase of the APX 6000 model because it does support multiple types of hardware encryption, DES-OFB which is the current state standard as well as AES, which is the federal standard. Stromberg said that any future equipment grants with federal money would require AES encryption capability. There is a push within the state to begin the process of transitioning state encryption to the AES standard, as DES-OFB encryption is now able to be broken by a brute force attack in about 24 hours.

Officer Ruffing also spoken with Deputy Nate Timm from the Washington County Sheriff's Office. Timm is heavily involved in testing of equipment for use on ARMER. Timm has experience with the APX 6000 model portable radio. He stated that they are a very durable radio that tend not to shed the battery when dropped from a waist high distance. He also said that he also would recommend the APX 6000 because it can handle multiple types of hardware encryption.

There are a few other items that stand out as relevant for this particular model. The 6000 has built in Bluetooth, GPS, and a top view display. The Bluetooth is useful to be able to pair accessories and a Bluetooth headset or Bluetooth speaker mic. As for the GPS there is realistically a time, within the lifecycle of this radio, that the GPS could be used through the ARMER system to plot the location of the radio. The top view display allows the user to look down at the radio on their belt and see the zone and talkgroup information, thus not requiring the user to have use both hands to change talkgroups on the radio.

Additionally, Nate Timm advised that we should consider the purchase of one (1) APX 8000 All Band radio for use as a COML radio. This radio is able to be programmed for use on VHF, UHF, and 700/800. For Saint Peter, it would allow Officer Ruffing as a COML to coordinate communications with users on different radio band—Public Works on UHF, Transit on VHF, Paging on VHF, and Public Safety on 700/800. This radio would also be capable of sending out paging tones to activate the outdoor warning sirens and fire pagers in the event of a problem with the emergency dispatch console.

Staff recommends the purchase of 14 APX 6000 radios and one APX 8000 radio due to their service life as well as versatility, durability and reliability. We also recommend the purchase of one APX 8000 radio for use by a communications unit leader.

Our current portable radios have no value for a "trade-in". They also have no value for re-sale. They will be removed from service.

## **FISCAL IMPACT**

Per radio costs by radio model:

- APX 6000 = \$4,337.28/radio  
3 year warranty add-on = \$110.00/radio
- APX 8000 = \$7,215.53/radio  
3 year warranty add-on = \$110.00/radio

Purchase fourteen (14) APX 6000 radios and one (1) APX 8000 radio. Each radio will come with full encryption, lithium ion batteries, and a charger. The estimated cost is \$67,937.45, to be funded from the 2020 Equipment Certificate. We budgeted \$72,000 in your Equipment Certificate plan for these purchases.

**ALTERNATIVES AND VARIATIONS**

Do not act—staff will wait for further direction.

Negative vote—staff will attempt to seek options.

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

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

MP/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

**RESOLUTION AUTHORIZING 2020 EQUIPMENT CERTIFICATE PURCHASE: TRUNKED  
PORTABLE RADIOS FOR POLICE DEPARTMENT**

WHEREAS, the Saint Peter Police Department relies on portable radios for communication with officers and various public safety jurisdictions; and

WHEREAS, the City Council has established a budget and provided funding for purchases to be financed by a 2020 equipment certificate; and

WHEREAS, the Police Department is in need of 15 new portable radios; and

WHEREAS, the portable radios are available through the State bid process; and

WHEREAS, staff recommends the purchase of 15 portable radios at the state contract price from Alpha Wireless Communications.

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

1. The Police Department is authorized to proceed with the purchase of the following portable radios from Alpha Wireless Communications:

Fourteen (14) APX 6000 radios and one (1) APX 8000 radio. Each radio will come with full encryption, lithium ion batteries, and a charger.

2. The estimated cost of \$67,937.45 including a 3-year warranty add-on shall be funded by the 2020 Equipment Certificate.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2020.

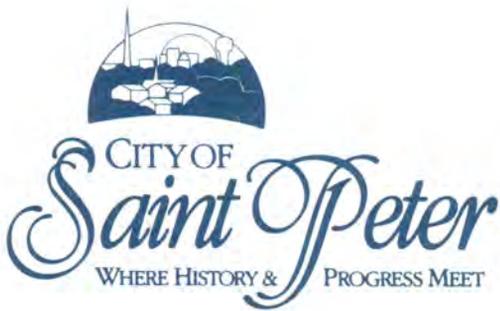
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 3/6/20

**FROM:** Russ Wille  
Community Development Director

**RE:** Highway 22 Bike Trail

### **ACTION/RECOMMENDATION**

Adopt a resolution of support for exploration, planning and scoping by the Minnesota Department of Transportation and Minnesota Department of Natural Resources for a segment of the legislatively mandated Minnesota River state trail between Saint Peter and Mankato along Highway 22.

### **BACKGROUND**

Members have received information at previous meetings from Craig Beckman of the Minnesota Department of Natural Resources (DNR) and Forest Hasty of the Minnesota Department of Transportation (MnDOT), and I will provide an update on the proposed Minnesota River Trail between Saint Peter and Mankato which would provide linkages to the DNR's Sakatah Trail, Red Jacket Trail, Rapidan Dam Park and Minneopa State Park.

Since 2012, I have represented the City of Saint Peter on an ad hoc committee established to plan a portion of the Minnesota River Trail. The Minnesota River Trail was statutorily established by the Minnesota Legislature to locate a trail system between Big Stone Lake State Park in far western Minnesota and the City of Le Sueur.

Other committee members include representatives from both the DNR and MnDOT as well as the City of Mankato, Blue Earth County, Le Sueur County, Lime Valley Township, Mankato Walk/Bike Advocates, area snowmobile clubs and others.

We have been working with the DNR as the trail would be constructed as a DNR state trail under their development rules and standards. As per the DNR requirements, the trail must be multi-modal to accommodate pedestrians, bicyclist, snowmobiles and equestrian interests.

The Committee's original desire was to locate the trail in proximity to the Minnesota River to take advantage of the natural environment. To that end, representatives of the Committee and DNR made initial inquiries to owners along the river who are potentially impacted to ask whether they would be willing to negotiate a sale of land for the trail.

It soon became apparent to the Committee that the preferred route near the river would never materialize due to the fact that a number of property owners would not consider a sale under any circumstances. Some indicated they bought their property for the seclusion and solitude which

would be disrupted by a recreation trail. Others purchased land for hunting which would present obvious conflicts.

It is very important to note that a DNR trail cannot utilize eminent domain (condemnation) to acquire private lands. All land acquisitions must be successfully negotiated to the satisfaction of the buyer and seller. This limitation severely restricts the ability to site a trail. Based on previous trail siting experience, the DNR is of the opinion that further negotiations with the reluctant land owners would be unproductive.

The Committee then explored a trail option that would utilize Township or County right-of-way to construct a trail. It was determined these rights-of-way are sufficient to accommodate a functional multi-modal DNR trail; however, the rights-of-way also cross railroad tracks at grade which would be undesirable.

As such, the working Committee reluctantly came to the conclusion that a DNR trail between Saint Peter and Mankato would need to be restricted to the existing Highway #22 right-of-way. The implementation would be very similar to the trail installed along the north right-of-way of Blue Earth County Road #90 south of Mankato. This trail runs from Highway #22 to Minneopa State Park.

The proposed alignment is admittedly less scenic and doesn't provide a setting that utilizes a more natural environment along the riverside. With that said, nothing would preclude the construction of a local or regional trail extending from the Highway #22 right-of-way via a spur trail towards the river, perhaps providing connectivity to assets such as the Kasota Prairie.

At this stage in the planning process, it is hoped that the DNR and MnDOT would work cooperatively so the trail could be considered as part of the Highway #22 improvements planned for 2024.

The DNR has requested that the City of Saint Peter and other participating communities pass a resolution supporting the Highway #22 alignment and asking the DNR and MnDOT to work cooperatively to provide planning for possible construction of the trail during the 2024 improvement project.

I am recommending the adoption to the attached resolution that provides support of "scoping" work as a part of the improvement planned for State Hwy #22.

**FISCAL IMPACT:**

There is no fiscal impact to the adoption of a resolution of support.

**ALTERNATIVES/VARIATIONS:**

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

Negative Vote: The State will be notified of the Council's decision.

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

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION SUPPORTING EXPLORATION, PLANNING AND SCOPING BY THE  
MINNESOTA DEPARTMENT OF TRANSPORTATION AND MINNESOTA DEPARTMENT OF  
NATURAL RESOURCES FOR A SEGMENT OF THE LEGISLATIVELY MANDATED  
MINNESOTA RIVER STATE TRAIL BETWEEN SAINT PETER AND MANKATO**

WHEREAS, the Minnesota River State Trail is a legislatively authorized State trail which, when completed, will connect Big Stone Lake State Park north of Ortonville to the City of Le Sueur for a distance of more than 175 miles; and

WHEREAS, as a State trail, it is mandated that the trail be multi-use with the ability to accommodate a wide variety of different activities and users; and

WHEREAS, when completed the trail will provide the desired connectivity between Saint Peter and the Sakata State Trail in Mankato; and

WHEREAS, an ad hoc planning committee, consisting of representatives from the Minnesota Department of Transportation, Minnesota Department of Natural Resources, City of Saint Peter, City of Mankato, Blue Earth County, area snowmobile clubs, the Mankato Bike/Walk Advocates and others have contemplated the construction of the State trail as certain improvements are made to the Highway #22 corridor between Saint Peter and Mankato; and

WHEREAS, after considering multiple potential trail routes, the committee has come to the conclusion that the most practical route would be alignment with the Highway #22 right-of-way; and

WHEREAS, to continue making progress towards construction of a State trail segment it would be appropriate for the Minnesota Department of Transportation to begin the planning and scoping of the trail as the engineering and design of the Highway #22 improvements are undertaken.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City of Saint Peter supports the exploration, planning and scoping of a segment of the Minnesota River State Trail between Saint Peter and Mankato by the Minnesota Department of Transportation and the Minnesota Department of Natural Resources within the State Hwy #22 corridor.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9<sup>th</sup> day of March, 2020.

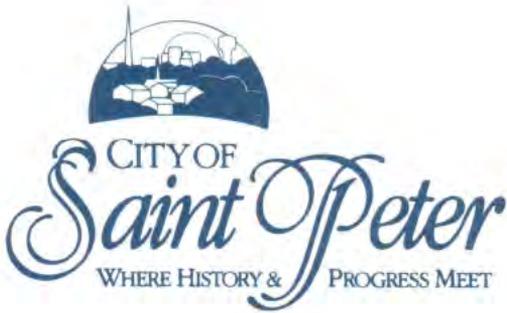
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 3/6/20

**FROM:** Todd Prafke  
City Administrator

**RE:** Public Works Seasonal Laborer Wage

### ACTION/RECOMMENDATION

Approve the attached resolution modifying Public Works Seasonal Laborer wages.

### BACKGROUND

As you may remember, changes to wage scales for seasonal employees were not included in the Council wage resolution adopted in December, 2019 with a plan to reconsider those wages in early 2020 after a more complete review of comparative data could be done.

Further changes to Public Works seasonal Laborer wage scales are recommended as shown. The recommendation is largely driven by our want to keep our well-seasoned employees with us. In some cases we have employees in the category that have been with us up to 8 years. We frankly didn't think we would keep those workers more than a few years and their value is very high in the work that is needed during the spring through fall of the year. The proposed scale changes the cap on years of service pay from 4+ years to ten years, but still provides a \$0.25 increase for each year of service now allowing up to ten years.

The old scale looked like:

#### Public Works Seasonal Laborer

# of Years	PW Summer Workers
1	\$10.25
2	\$10.50
3	\$10.75
4 + years	An additional \$0.25

The recommended new scale is:

#### **Public Works Seasonal Laborer**

First year \$10.25  
Each year after first year up to 10 years An additional \$0.25

**FISCAL IMPACT:**

We have budgeted for the change and your current budgets are able to support these proposed changes. The full impact will depend on who is hired back and their years of service.

**ALTERNATIVES/VARIATIONS:**

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

Negative vote. Staff will use the wage scale that you currently have in place as shown above.

Modification of the Resolution. This is always an option of the Council. If you plan to make significant modification please allow time for staff to review the budget impact and the relative value of that change to other similar positions

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION MODIFYING WAGE SCALES FOR PUBLIC WORKS SEASONAL  
EMPLOYEES**

WHEREAS, the City Council provides for employee wage amounts; and

WHEREAS, changes in the marketplace for seasonal employees and the impact of changes in minimum wage rules and amounts impact the City's ability to attract and retain seasonal employees; and

WHEREAS, the Council continues to work to contain costs but recognizes that the quality of City services are dependent on the quality of City employees; and

WHEREAS, the Public Works Department seasonal wage scales are capped at a level that does not provide for retention of experienced staff; and

WHEREAS, modification to the wage scale is recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the following modified seasonal wage scale for Public Works Laborer is hereby approved:

**Public Works Seasonal Laborer**

First year	\$10.25
Each year after first year up to 10 years	An additional \$0.25

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9<sup>th</sup> day of March, 2020.

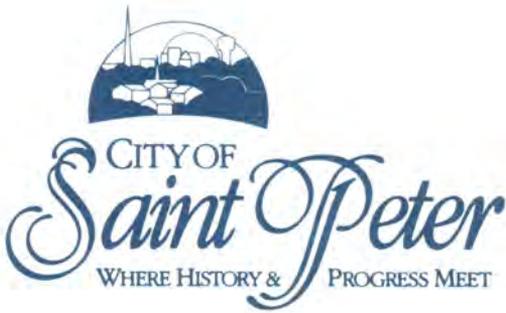
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 3/3/20

**FROM:** Todd Prafke  
City Administrator

**RE:** Business License Applications

### **ACTION/RECOMMENDATION**

Provide approval of new business license applications.

### **BACKGROUND**

Hy-Vee will be opening a new grocery store at the former Shopko building, 1002 Old Minnesota Avenue. Andrew Schroeder, on behalf of Hy-Vee, Inc., has submitted licenses for Soft Drink and Tobacco.

A background check was performed by the Police Department and nothing was found that would prohibit the business from obtaining a license.

I recommend approval of these business licenses.

### **FISCAL IMPACT:**

None other than receipt of the permit fees.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: The applicants will be informed of the Council decision.

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

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

TP/bal

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION APPROVING NEW LICENSE LICENSES**

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

**Soft Drink**

Hy-Vee, Inc.

1002 Old Minnesota Avenue 3/9/20 – 12/31/20

**Tobacco**

Hy-Vee, Inc.

1002 Old Minnesota Avenue 3/9/20 – 12/31/20

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 9th day of March, 2020.

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

ATTEST:

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