

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

Regular City Council Meeting of Monday, April 13, 2020 – 7:00 p.m.  
\*\*\*Virtual Meeting Only - See below for electronic access to meeting\*\*\*

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES**
  - 1. March 23, 2020 Regular Meeting
  - 2. March 30, 2020 Special Meeting
- V. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**

None scheduled.
- VIII. NEW BUSINESS**
  - A. St. Peter Veterans Memorial Park Playground Improvements Bid Award
  - B. 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore) Bid Award
  - C. 2020 Ag Land Lease
  - D. Business License Application
- IX. REPORTS**
  - A. MAYOR**
  - B. CITY ADMINISTRATOR**
    - 1. COVID-19 Impact
    - 2. Micro Loan Program Update
    - 3. Others
- X. ADJOURNMENT**

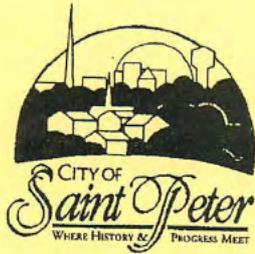
As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means. The Monday, March 23, 2020 meeting will be open to the public in the Governor's Room or accessible electronically by GoToMeeting software available at no charge (link below) or by calling as indicated below. Here is the information necessary to access the March 23<sup>rd</sup> regular meeting electronically:

From your computer: <https://global.gotomeeting.com/join/123253909>

From your phone: (Toll Free): 1 877 309 2073 or - One-touch: <tel:+18773092073,123253909#>

Access Code: 123-253-909

Meeting ID: 123 253 909



I. CALL TO ORDER

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

II. ROLL CALL

Under Minnesota Statute 13D.021, this meeting is also being held electronically. As such, roll call of members in attendance will be taken.

III. APPROVAL OF AGENDA

A motion to approve the agenda, as posted in accordance with the Open Meetings Law, will be entertained. A MOTION is in order.

IV. APPROVAL OF MINUTES

Copies of the minutes of the March 23, 2020 regular Council meeting and March 30, 2020 special Council meeting are attached for approval. MOTIONS are in order.

V. VISITORS

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

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

B. **General Visitor Comments**

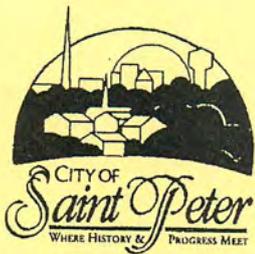
Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

VII. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for March 19, 2020 through April 8, 2020, is attached. Please see the attached staff reports and RESOLUTION.

VIII. UNFINISHED BUSINESS

None scheduled.



**IX. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION AWARDED BID FOR ST. PETER VETERANS MEMORIAL PARK PLAYGROUND IMPROVEMENTS**

Staff recommends award of the bid for the Veteran's Memorial Park Playground Improvements project. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AWARDED BID FOR 2020 NORTH THIRD STREET IMPROVEMENTS (SKARO TO LIVERMORE)**

Staff recommends award of the base and alternate bids for the 2020 North Third Street Improvements (Skaro to Livermore) Project. The project also includes sidewalk installation on the 500 blocks of Locust and Elm Street. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF AGRICULTURAL LAND LEASE WITH BRETT R ANNEXSTAD**

Since purchase of the property that has become Community Spirit Park, the City has leased a single parcel of land located directly south of the Park (across Broadway Avenue) to Brett R. Annexstad. Allowing Mr. Annexstad to farm the land eliminates the need for the City to provide weed control/mowing on the parcel. Execution of a one-year lease for the property is recommended. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION APPROVING TREE WORKER LICENSE APPLICATION**

Following a background investigation, approval of a Tree Worker License is recommended. Please see the attached staff report and RESOLUTION.

**X. REPORTS**

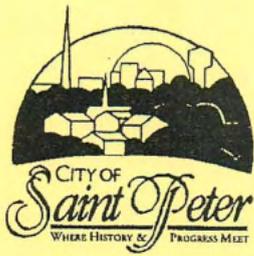
**A. MAYOR**

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

**B. CITY ADMINISTRATOR**

**1. REPORT ON COVID-19 RESPONSE**

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



**2. REPORT ON MICRO LOAN PROGRAM**

An update will be provided at this time on the COVID-19 Micro Loan Program.

**3. OTHERS**

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

**XI. ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE CITY COUNCIL MEETING  
MARCH 23, 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 March 23, 2020. Under M.S. 13D.021, the City is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such City Council meetings will be conducted remotely using GoToMeeting software until further notice.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present in the meeting room: Councilmember Ed Johnson and Mayor Zieman. The following members were present through the GoToMeeting platform: Councilmembers Keri Johnson, Shanon Nowell, Brad DeVos, and Emily Bruflat. Absent was Councilmember Grams. The following officials were present in the meeting room: City Administrator Prafke and City Attorney James Brandt.

**Approval of Agenda** – A motion was made by Nowell, seconded by Bruflat, to approve the agenda with the addition of a resolution continuing the emergency declaration previously signed by Mayor Zieman related to the COVID-19 situation. With all in favor, the motion carried and the agenda was approved as modified.

**Approval of Minutes** – A motion was made by Johnson (E), seconded by Bruflat, to approve the minutes of the March 9, 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 March 9, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Councilmember Grams arrived at 7:07 p.m. through the virtual meeting platform.

**Public Hearing: Petition for Annexation of Land** – City Administrator Prafke reviewed the procedure for conducting public hearings. Mayor Zieman opened the public hearing at 7:09 p.m. Community Development Director Wille reported two parcels of land, (one owned by Gustavus Adolphus College and one owned by Ruth Ann Weelborg Trustee), which the City's land maps showed were annexed into the City, were in fact not. Wille stated the Planning and Zoning Commission had petitioned for annexation of the two properties to correct what was assumed to be an error on the City's part and the two property owners had agreed to the annexation. Wille indicated that if approved, the Gustavus property would be zoned as EID (educational) and the Weelborg property would be C-3 (commercial). Wille also noted the City would fund the \$350 annexation petition fee and the \$5/acre (\$100 minimum) fee to the State of Minnesota for the 1.03 acre parcels. There being no further speakers, the hearing was declared closed at 7:12 p.m.

**Visitors** – There were no visitors in attendance in the meeting room and no visitors present on the virtual meeting.

**Consent Agenda** – In motion by Nowell, seconded by Grams, Resolution No. 2020-30 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Nowell thanked the

Election Judges who were being paid as part of the consent agenda. Councilmember Grams questioned how often the heat assembly tubes, which were included as a purchase on the consent agenda, were replaced. Public Works Director Moulton indicated it was the first time since the wastewater treatment plant opened. Councilmember Bruflat questioned what specific chemicals were being used by TruGreen for fertilizing and weed control at Community Spirit Park and whether organic options had been investigated. Public Works Director Moulton indicated his belief the public's tolerance for organic (manure) fertilizer would not be high even if the City did have the necessary equipment to apply the manure and he believed the product being used was a synthetic chemical. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-30 is contained in the City Administrator's book entitled Council Resolutions 23.

**Annexation Petition** – Following the public hearing, Community Development Director Wille recommended adoption of the annexation petition. Councilmember Bruflat asked about the cost of the action. Wille noted the application fee would be paid by the City but the cost of publication would be substantially higher than the fee due to the length of the ordinance. In motion by Johnson (E), seconded by Johnson (K), Ordinance No. 46, Third Series entitled “An Ordinance Of The City Of Saint Peter, Minnesota, Annexing Land Located Within Oshawa Township, Nicollet County, Minnesota Pursuant To Minn. Statute 414.033, Subdivision 2 (2), Permitting Annexation By Ordinance.” was introduced. Upon roll call, with all in favor, the Resolution 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.

**Cold Weather Rule Extension** – City Administrator Prafke explained the Minnesota Cold Weather Rule was set to expire on April 15<sup>th</sup> and recommended the Council extend the protections of the rule to May 22, 2020 in light of the COVID-19 situation. Prafke said that the 30-35 customers who are currently protected by the rule were expected to continue to struggle and with school being remote learning at this time, shutting off electricity would be even more of a struggle. Councilmembers discussed whether the deadline could/should be extended even further. Prafke noted that the recommendation was a conservative one to help out those few customers while protecting others that are paying. Councilmember Nowell questioned whether the same action should be taken relative to water accounts. Prafke noted the policy for shut-offs follows that of electric accounts and it is very rare to shut off water accounts. In motion by Johnson (K), seconded by Bruflat, Resolution No. 2020-31 entitled “Resolution Extending Minnesota Cold Weather Rule For City Of Saint Peter Residential Utility Customers” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-31 is contained in the City Administrator's book entitled Council Resolutions 23.

**DNR Outdoor Recreation Grant Program Application** – Public Works Director Moulton requested authorization to submit a \$408,343 grant application through the Minnesota Department of Natural Resources Outdoor Recreation grant program for a project to make improvements in Minnesota Square Park. Moulton noted the grant would require a 50% matching amount from the City which could be funded by \$100,000 from the Community Center, and \$40,000 from the Parks Capital Improvement fund along with in-kind labor and equipment use. Moulton noted most applications are not successful the first year and if the grant was not awarded, the City's share of \$140,000 would be reserved for park improvements in 2021. In motion by Nowell, seconded by Grams, Resolution No. 2020-32 entitled “Resolution Authorizing Submission Of DNR Outdoor Recreation Grant Program Application” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-32 is contained in the City Administrator's book entitled Council Resolutions 23.

**Emergency Declaration Continuation** – City Administrator Prafke and City Attorney Brandt recommended adoption of a resolution that would continue the emergency declaration signed by Mayor Zieman. Brandt pointed out that State Statute only allows for a three-day emergency unless officially continued by action of the City Council. Prafke noted that such continuation would allow for remote meetings and may qualify the City for aid packages which may be provided in the future. In motion by Bruflat, seconded by Nowell, Resolution No. 2020-33 entitled “Resolution Declaring Continuation Of Emergency Declaration Due To COVID-19 Emergency” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-33 is contained in the City Administrator’s book entitled Council Resolutions 23.

**Reports**

**Mayor’s Report** – Mayor Zieman thanked all residents for staying home when they can and practicing social distancing. The Mayor also encouraged everyone to fill out their Census 2020 forms.

**COVID-19 Impact** – City Administrator Prafke reported all City buildings are now closed to the public to protect staff, but offices remain open for business. Prafke encouraged the public to follow the most recent notices by liking the City’s Facebook, Twitter and webpages and to sign up for the weekly newsletter through his office.

**Board of Appeal and Equalization Meeting** – City Administrator Prafke stated the Board of Appeal and Equalization meeting which had been scheduled in April, had been rescheduled for May 19<sup>th</sup>.

**Goal Session Schedule** - City Administrator Prafke indicated the March 30<sup>th</sup> goal session was being changed to a workshop session with a limited agenda. Prafke also stated a special meeting would be held at 5:30 p.m. (before the workshop) to consider approval of a microloan program expected to be recommended by the EDA.

City Administrator Prafke reported staff had conducted a conference call with 39 business owners to provide information on options available through SBA, DEED, and REDA to assist local businesses with economic challenges due to COVID-19.

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 8:02 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
MARCH 30, 2020**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted electronically on March 30, 2020 as authorized under M.S. 13D.021 in the event of a state-wide emergency. Governor Walz declared a state-wide peacetime emergency on March 13, 2020.

A quorum present, Mayor Zieman called the meeting to order at 5:33 p.m. The following members were present: Councilmembers Ed Johnson, Keri Johnson, Shanon Nowell, Brad DeVos, Emily Bruflat, Stephan Grams and Mayor Charles Zieman. The following officials were present: City Administrator Prafke and City Attorney James Brandt.

**EDA COVID-19 Micro Loan Program** – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to create a COVID-19 Micro Loan Program that was based on the Construction Mitigation Micro Loan Program implemented in 2009 when Highway 169 median improvements disrupted local businesses. Wille indicated the program was recommended to help alleviate some of the negative impact on local commerce from the unprecedented COVID-19 emergency. As recommended by the EDA, Wille reported the program would provide for loans of up to \$10,000 for eligible St. Peter businesses (categories outlined in the proposed resolution), at zero percent (0%) interest and repayment deferred until June 1, 2021 at which time payments would be established at \$100 per month. Wille noted that “spas, salons and barbers” had been inadvertently left off the list of eligible businesses and while the EDA recommendation to the Council did not include those businesses, it would be at the Council’s discretion to add them to the list. Wille also suggested any business interested in a loan should consult first with their local bankers. Wille noted the amount would be based on the applicant’s rent/lease/mortgage amount plus utility costs multiplied by four months to determine the total loan eligibility not to exceed \$10,000 and if all eligible businesses (including spas, salons and barbers) qualified for the maximum amount, approximately \$1,000,000 would be encumbered by the program out of the \$2,025,000 total revolving loan fund.

Councilmembers had extensive discussion on how the list of eligible businesses was developed (staff reviewing all existing businesses), whether federal or state loans that may become available could be used to repay the City’s loan (yes); whether home daycares were eligible and how their mortgage would be calculated (would be eligible and the same percentage of the home designated for the daycare business as part of the owner’s tax return would be used to calculate the percentage of the mortgage payment); and whether any additional businesses could be added to the list. City Administrator Prafke and Community Development Director Wille assured the Council the EDA could make recommendations at a future meeting to amend the list of recommended businesses, but the current list was designed to assist businesses for whom the COVID-19 emergency is providing the greatest negative impact on cash flow.

In motion by DeVos, seconded by Nowell, Resolution No. 2020-34 entitled “Resolution Adopting Loan Guidelines For COVID-19 Micro Loan Program To Assist Eligible Saint Peter Businesses With Immediate Cash Flow Needs Resulting From The Loss Of Business Attributed To The COVID-19 Virus Outbreak” was introduced with the addition of “salons, spas and barbers” to the list of eligible businesses. Upon roll call, with all in favor, the Resolution was declared passed

and adopted as modified. A complete copy of Resolution No. 2020-34 is contained in the City Administrator's book entitled Council Resolutions 23.

**Revolving Loan Program Deferrals** – Community Development Director Wille also presented the Economic Development Authority recommendation to allow for a four month deferral of revolving loan payments by current loan recipients upon request of the business owner beginning May 1, 2020. Wille indicated he had contacted all seventeen (17) of the current loan recipients and five (5) had provided verbal request to defer payments.

Councilmember Johnson (K) questioned why the deferrals were specifically for four months. Wille reported the Council could certainly change the timeframe, but having a specific timeline would eliminate an open ended deferral.

Councilmembers discussed whether the interest would continue to accrue during the deferral period or, if interest should be suspended for the deferral period on all loans whether the applicant had asked for deferral or not. Wille and City Administrator Prafke noted the intent was for interest to continue to accrue and the term of the loans would be extended by each month of deferral with any balloon payment date pushed out by each month of deferral. Wille also noted that some revolving loans were already at 0% interest and the City has, in the past, provided for deferral of loan payments in some instances.

In motion by DeVos, seconded by Bruflat, Resolution No. 2020-34 entitled "Resolution Authorizing Four (4) Month Deferral Of Economic Development Authority Loan Repayments Upon The Request Of The Individual Borrower" was introduced with a modification to make the deferral requests effective April 1<sup>st</sup> rather than May 1<sup>st</sup>. Upon roll call, with all in favor, the Resolution was declared passed and adopted as amended. A complete copy of Resolution No. 2020-34 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 Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 6:19 p.m.

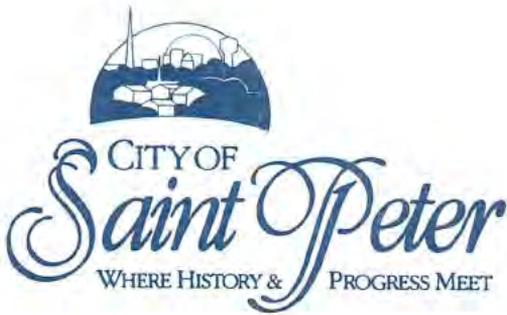
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 31, 2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** 2020 Street Milling

### ACTION/RECOMMENDATION

Accept the formal written proposal submitted by R & E Enterprises of Mankato, Minnesota for milling of the City streets at a cost not to exceed \$12,500.

### BACKGROUND

The 2020 Streets budget includes funding for milling of North Third Street from West Skaro Street to West Livermore Street and various streets throughout the city on the 2020 seal coat route.

To control costs, City staff will do all the sweeping, detail milling around manholes and valves, trucking and traffic control. This milling of longer distances has been part of the Streets full depth patching maintenance program for the past few years and it has been an economical and successful venture. Asphalt milling is used to remove an old and worn wearing course or the entire asphalt pavement.

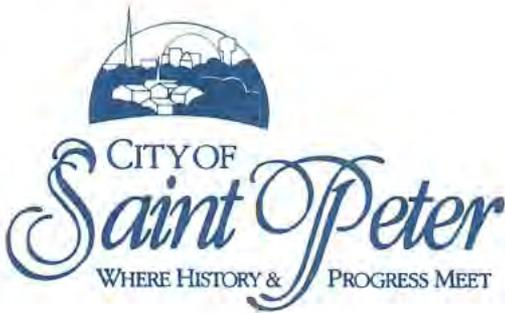
As provided for in the City's purchasing policy, requests for formal written proposals were solicited through the City's website. Three contractors submitted proposals for an 8' mill unit as indicated below:

<b><u>Contractor:</u></b>	<b><u>Mobilization:</u></b>	<b><u>Hourly Cost:</u></b>	<b><u>Est. Total Cost</u></b>
R&E Enterprises	\$ 500	\$550	\$12,500
Midstate Reclamation	\$1,000	\$650	\$15,000
All States Pavement	\$1,150	\$655	\$16,100

We recommend accepting the proposal from R&E Enterprises of Mankato, Minnesota in a not to exceed cost of \$12,500. The milling will be funded from the 2020 Streets budget.

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

PM/SS



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 1, 2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** 2020 Shingle Purchase - Parks

### **ACTION/RECOMMENDATION**

Accept the proposal of M&N Construction of Gibbon, Minnesota to provide materials, labor, removal and clean up for shingling of the Roy T. Lindenberg Memorial Outdoor Pool building and chemical room in the amount of \$12,690.

### **BACKGROUND**

The 2020 budget includes funding for reshingling of the Roy T. Lindenberg Memorial Outdoor Pool building and chemical room. Due to deterioration of the current shingles on the structures, it is necessary to replace the shingles to ensure the integrity of the overall structures. Work to be completed includes install ODE white metal drip edge; install 6 foot ice and water guards on eaves and valleys, with roofing felt on the remaining roof. The shingles are a weather wood color and M&N Construction will also be replacing six power vents and four pipe boots.

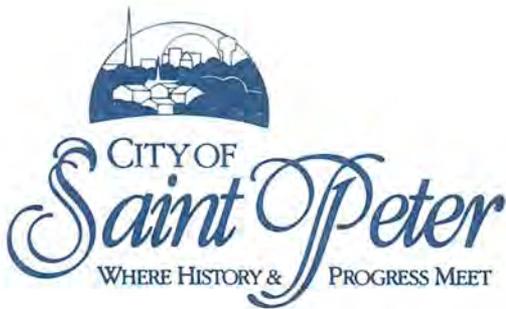
As provided in the City's purchasing policy, requests for proposals were solicited through the City's public notices page on the website. Three contractors submitted proposals as follows:

<b><u>Contractor</u></b>	<b><u>Total Cost</u></b>
M&N Construction	\$12,690
Mike Hansen Roofing	\$16,439
Heyn Brothers	\$17,480

We recommend accepting the proposal from M&N Construction of Gibbon, Minnesota for this year's shingling projects. The work will be funded from the 2020 parks budget and take place between May 1st - May 20th. The shingles will have a CertainTeed lifetime warranty.

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

PM/SS



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 3/25/2020

**FROM:** Pete Moulton                      Jeff Knutson  
Public Works Director              Water Resources Superintendent

**RE:** SAFL Baffle Purchase – Stormwater

### RECOMMENDATION/ACTION

Authorize Ess Brothers and Sons, Inc. of Loretto, Minnesota, to furnish and deliver three (3) SAFL Baffles for the Walnut Street dead-end in the amount of \$19,900.

### BACKGROUND

During the 2009 Minnesota Avenue project the City installed a stormwater treatment process called "Down Stream Defenders" (DSD). The purpose of the DSD was to remove floatables from the stormwater and assist with total suspended solids (TSS) removal. The DSD's fit in a manhole within the stormwater collection system and treat the water prior to the water reaching the Minnesota River. The DSD helped the City meet best management practices and stormwater treatment goals.

City staff has focused on making corrections at the Walnut Street intersection first where there are two manhole structures with disabled DSD's. The Walnut Street structures take stormwater from Minnesota Avenue south of Walnut Street ending near Jefferson Avenue. Areas along College Avenue, Elm Street and Pine Street also contribute to this structure. Staff investigated new treatment alternatives and have reviewed replacement options with Upstream Technologies. The distributor has recommended replacement of the DSD's with a plate screening product called the SAFL Baffle. The new product is designed to assist with properly retaining solids and trash such as floatables, therefore reducing the amount of sediment flowing into the Minnesota River. The SAFL Baffle fits into existing sump manholes and a retro fit helps reduce the cost by reusing the concrete structure. The sediment is then removed with our sewer vacuum truck and sediment capture is promoted to be 99% retention.

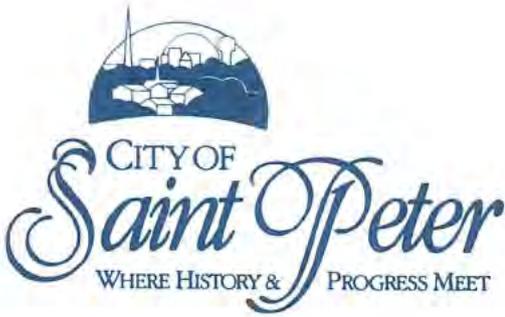
Public Works will provide in-house labor to install the components, with technical support from the vendor. The size and weight of the replacement components require the City hiring a crane contractor to lift the units into place when the structures are prepared.

Requests for formal written proposals for purchase of this equipment was included on the City's website as required by the purchasing policy. Only one vendor, Upstream Technologies local distributor Ess Brothers and Sons Inc. (\$19,000) submitted a proposal. Funding is identified for this purchase in the 2020 Stormwater budget. Members may recall a cash settlement related to DSD's and which was placed in the Stormwater Fund for use in repair and replacement when needed.

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

PM/JK

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## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 6, 2020

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

Jason Lee  
Electric Superintendent

**RE:** Light Structure System - Electric

### **ACTION/RECOMMENDATION**

Authorize purchase and delivery of a light structure system for Veterans Memorial Park Soccer Rink from Musco Lighting of Oskaloosa, Iowa in the amount of \$17,500.

### **BACKGROUND**

In the fall of 2017 a soccer rink was installed at Veterans Memorial Park. One of the enhancements that was planned for the soccer rink was for more lighting after the use was evaluated. We have completed research on what type of light system structure would fit best in the area and what is the most efficient.

As provided for in the City's purchasing policy, formal written proposals were solicited on the City's website. Only one vendor submitted a proposal as shown below:

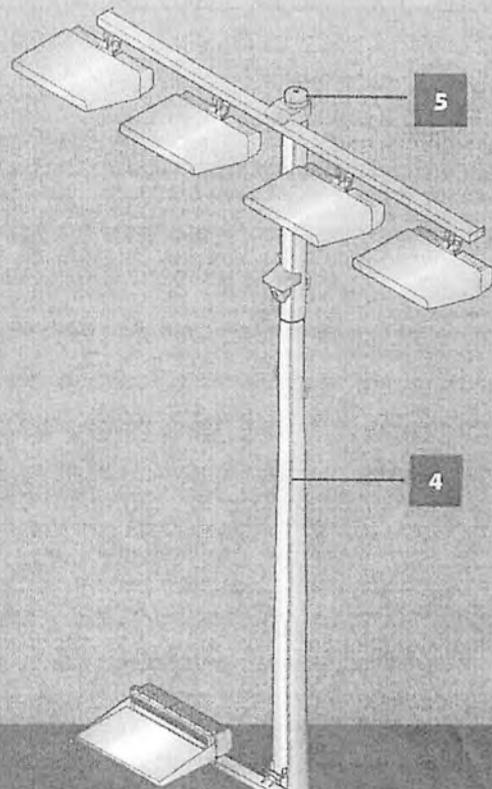
<u>Vendor</u>	<u>Total Cost including Delivery</u>
Musco Lighting	\$17,500

We recommend accepting the proposal from Musco Lighting of Oskaloosa, Iowa for the purchase of the light structure system. The light structure system will be funded from the 2020 Electric Fund budget.

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

PM/JL

## Diode Light Source—LED



### Installation Instructions: **Light-Structure System™**

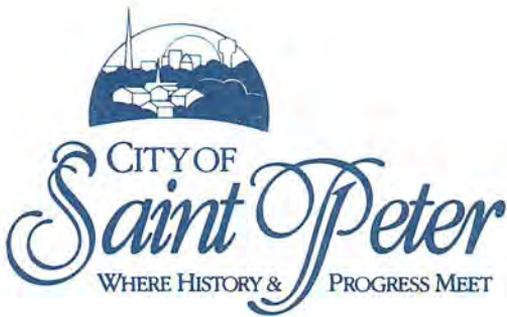
Fast, trouble-free installation with  
5 Easy Pieces™ approach to system design

- 5 Poletop Luminaire Assembly
- 4 Wire Harness
- 3 Electrical Components Enclosure
- 2 Galvanized Steel Pole
- 1 Precast Concrete Base



We Make It Happen.

©2015, 2010 Musco Sports Lighting, LLC LED ECE 9 M-1017-en04-6



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/08/20

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** License Renewal Applications.

### **ACTION/RECOMMENDATION**

Provide approval several license renewal applications..

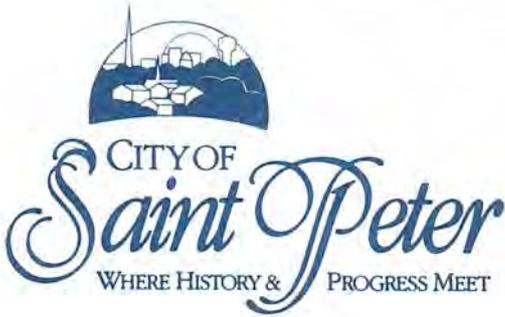
### **BACKGROUND**

A Temporary On Sale Liquor License was approved by the City Council on January 27, 2020 for the Nicollet County Pheasants Forever. Because of the COVID-19 virus, they have postponed their fundraiser which was originally scheduled for April 4, 2020 and rescheduled it for September 12, 2020. They are requesting City Council approval for the date change.

Last year the City had a total of thirteen licensed tree workers. Applications received to this point, for the period May 1, 2020 – April 20-2021 are recommended for approval.

Please place these items on the April 13, 2020 City Council consent agenda.

CKM/



## Memorandum

**TO:** Mr. Todd Prafke  
City Administrator

**DATE:** 04/08/20

**FROM:** Matthew Peters  
Chief of Police

**RE:** SPPD Office Services Supervisor Appointment

### **ACTION/RECOMMENDATION**

Appoint Malinda Meyer to the position of Office Services Supervisor at the wage of \$31.84 per hour.

### **BACKGROUND**

In anticipation of the retirement of Office Services Supervisor Sue Pope effective April 19, 2020, the Civil Service Commission initiated an internal process to seek individuals interested in filling the soon to be vacant position.

With the completion of the selection process the Civil Service Commission recommends the appointment of current Communications Technician Malinda Meyer to the position. Ms. Meyer has over 25 years of dedicated service to the Police Department, both as a Communications Technician and a Community Service Officer. We learned throughout the selection process that she has great leadership qualities that well suit her for this position. By approving the position now it will allow Ms. Meyer to train with Ms. Pope. Her appointment would be recommended under the following terms:

- Starting wage will be \$31.84 per hour
- Maintain current accrual levels of vacation and sick leave

I fully support the promotion decision by the Police Civil Service Commission of Ms. Meyer to the position.

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

MP/



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 30, 2020

**FROM:** Pete Moulton  
Public Works Director

**RE:** Temporary Mechanic Appointment

### **ACTION/RECOMMENDATION**

Appoint Steve Scholl as a temporary Mechanic for the period of May 1, 2020 to December 31, 2020.

### **BACKGROUND**

I have been evaluating the needs for vehicle mechanics within Public Works and with the additional duties added in transit and police vehicles, there is a need to add support staff to perform maintenance on these vehicles. Based on my analysis, I request appointment of a temporary Mechanic to perform routine and regular maintenance.

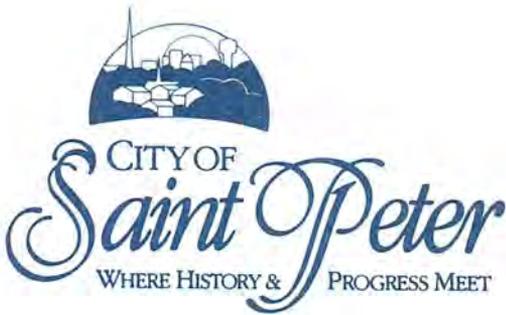
Steve Scholl is a retired Mechanic who previously worked for the local Ford dealer. He is available to work one to two days a week (more or less) and is willing to do routine maintenance and assist the City's Mechanic where ever he is needed.

There is plenty of work for Steve to do and from our working knowledge of his abilities, he is more than willing and able to perform these duties. I recommend his appointment as a temporary employee at the rate of \$14.85 per hour.

Funds for temporary employees come from the assigned area of work such as Water Fund, Wastewater Fund, Stormwater Fund, and General Fund budgets. Funding is provided for in these budgets.

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

PM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** March 30, 2020

**FROM:** Pete Moulton  
Public Works Director

**RE:** Temporary Plumber Appointment

### **ACTION/RECOMMENDATION**

Appoint Pat Rausch as a temporary Plumber for the period of May 1, 2020 to December 31, 2020.

### **BACKGROUND**

Throughout the year the City has many maintenance needs, including plumbing work. I have been evaluating the need to add a temporary employee within Public Works that can perform these duties. Licensed Master Plumber Pat Rausch previously worked as a Plumber for the State of Minnesota. He is now retired from his full-time position and would be willing to work two to three days a week (more or less) to perform plumbing work. Pat is knowledgeable in his field, has worked many years for the public and is willing to work for \$14.85 per hour.

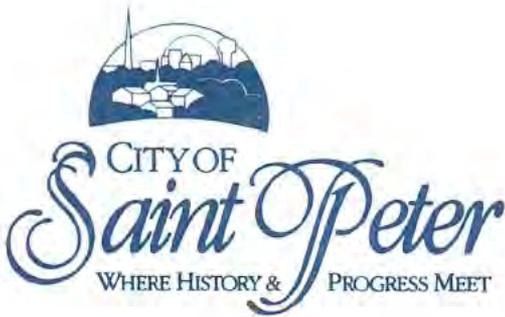
By putting Pat to work here the City will save cost on repairs to a variety of facilities. Parks, water and wastewater facilities all have needs where Pat can be of assistance. There is plenty of work for Pat to do and from our working knowledge he is capable.

Funds for temporary employees come from the assigned area of work such as Water Fund, Wastewater Fund, Stormwater Fund, and the General (Parks or Streets) Fund. Funding is provided for in these budgets.

Please include appointment of Mr. Rausch as a Temporary Plumber at the rate of \$14.85 per hour on the consent agenda.

If you have any questions or concerns about this agenda item, please don't hesitate to let me know.

PM



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 4/6/2020

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

**RE:** 2020 Seasonal Employees – Public Works

### ACTION/RECOMMENDATION

Approve the appointment of seasonal employees for the Public Works Department.

### BACKGROUND

Public Works staffing levels are supplemented each year by the appointment of seasonal Laborers to assist with summer workloads. Interviews have been concluded and it is recommend the seasonal appointment of the individuals shown below for positions in the Public Works Department.

<u>Name</u>	<u>Section</u>	<u>Wage</u>
Hunter Braun	Parks	\$10.50
Frank Dorzinsky	Parks	\$11.25
Elizabeth Enz	Parks	\$10.75
Noah Becker	Parks	\$10.75
Roger Skattum	Parks	\$10.75
Bennet Madden	Parks	\$10.50
Dan Knight	Parks	\$10.50
Kelli Henry	Parks	\$10.50
Mason Yushta	Parks	\$10.25
Sheldon Anderson	Parks/Streets	\$10.25
Neil Hanson	Streets	\$10.50
Dale Thorson	Streets	\$12.25 (Truck Driver with Class A)
Jim Siewert	Stormwater	\$11.00
Tom Tepley	Stormwater	\$11.25
Ken Krenik	Stormwater	\$11.25
Dylan Graft	Stormwater	\$10.50
Tyler Pengilly	Stormwater	\$10.50
James Vickery	Wastewater	\$11.25
Keith Bense	Wastewater/Water	\$10.75
Joshua Harris	Wastewater/Water	\$10.50
Michael Lister	Water/Wastewater	\$10.50

The wages indicated are based on the Council approved seasonal position wage . Please feel free to contact me should you have any questions or concerns on this agenda item.

PM/amg

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM	uniform allow.	GENERAL FUND	POLICE	126.00
			TOTAL:	126.00
A PLUS SECURITY, INC.	video surveillence maint.	COMMUNITY CENTER	COMMUNITY CENTER	142.50
	4/1-6/30 wifi security ca	MN SQUARE VETERANS	PARKS	59.85
			TOTAL:	202.35
AFFORDABLE JETTING LLC.	drain maint.	GENERAL FUND	MUNICIPAL BUILDING	175.00
			TOTAL:	175.00
WAYNE ALBERS	reimbursement for transit	MN RIVER VALLEY TR	INTERGOVERNMENTAL	25.20
			TOTAL:	25.20
ALPHA WIRELESS COMMUNICATIONS CO	ltr radio maint.	GENERAL FUND	MUNICIPAL BUILDING	66.98
	ltr radio maint.	GENERAL FUND	PUBLIC WORKS ADMIN	93.76
	ltr radio maint.	WATER	ADMIN AND GENERAL	64.17
	ltr radio maint.	WASTE WATER FUND	ADMIN AND GENERAL	58.04
	ltr radio maint.	ELECTRIC FUND	ADMIN AND GENERAL	58.05
			TOTAL:	341.00
AMAZON	batteries	GENERAL FUND	POLICE	25.07
	daddy daughter supplies	GENERAL FUND	RECREATION/LEISURE SER	30.97
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	7.99
	daddy daughter dance suppl	GENERAL FUND	RECREATION/LEISURE SER	40.99
	soccer supplies	GENERAL FUND	RECREATION/LEISURE SER	8.99
	staples	GENERAL FUND	PARKS	59.97
	books	LIBRARY FUND	LIBRARY	13.99
	program supplies	LIBRARY FUND	LIBRARY	17.59
	storytime supplies	LIBRARY FUND	LIBRARY	24.55
	teen program supplies	LIBRARY FUND	LIBRARY	5.99
	batteries	PUBLIC ACCESS	PUBLIC ACCESS	34.65
	flash drive & mouse pad	PUBLIC ACCESS	PUBLIC ACCESS	60.14
	supplies	COMMUNITY CENTER	COMMUNITY CENTER	37.99
	compost locks	ENVIRON SERVICES F	REFUSE DISPOSAL	59.40
			TOTAL:	428.28
AMERICAN PRESSURE INC.	metering valve	GENERAL FUND	STREETS	8.96
	metering valve	GENERAL FUND	PARKS	8.96
	metering valve	WATER	DISTRIBUTION AND STORA	4.48
	metering valve	WASTE WATER FUND	SOURCE/TREATMENT	4.48
	metering valve	ENVIRON SERVICES F	REFUSE DISPOSAL	4.48
	metering valve	ELECTRIC FUND	POWER DISTRIBUTION	8.96
	metering valve	STORMWATER FUND	TREATMENT	4.47
			TOTAL:	44.79
ANDERSON-CRANE RUBBER COMPANY INC.	#919 banded belt	GENERAL FUND	PARKS	122.80
			TOTAL:	122.80
ARROW ACE HARDWARE INC	screws, & keys	GENERAL FUND	MUNICIPAL BUILDING	14.73
	supplies & extension cord	GENERAL FUND	POLICE	42.91
	threadlocker, scba cleanin	GENERAL FUND	FIRE	81.58
	#502 connector	GENERAL FUND	FIRE	9.99
	mailboxes	GENERAL FUND	STREETS	11.88
	mini barcast spreader	GENERAL FUND	STREETS	37.99
	caulk, sqeege, nozzle gun,	GENERAL FUND	PARKS	156.29
	headphones	GENERAL FUND	ECONOMIC DEVMT	21.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	return	COMMUNITY CENTER	COMMUNITY CENTER	17.57-
	hanger with bolt, nipple	WATER	DISTRIBUTION AND STORA	6.75
	knife, blade	WASTE WATER FUND	COLLECTOR/LIFT STAT	14.98
	lime rust remover	WASTE WATER FUND	SOURCE/TREATMENT	42.95
	bolts, slider rail, guide	ENVIRON SERVICES F	REFUSE DISPOSAL	108.57
	scour pad, chainsaw oil, d	ELECTRIC FUND	POWER DISTRIBUTION	14.53
	key, hose nozzle	MN RIVER VALLEY TR	INTERGOVERNMENTAL	24.48
			TOTAL:	572.05
BLACKSTONE PUBLISHING	audio books	LIBRARY FUND	LIBRARY	135.00
			TOTAL:	135.00
BRANDT LAW OFFICE	finance	GENERAL FUND	FINANCE	218.75
	criminal	GENERAL FUND	LEGAL SERVICES	8,946.00
	civil	GENERAL FUND	LEGAL SERVICES	2,075.00
	covid-19	GENERAL FUND	LEGAL SERVICES	3,167.50
	eda	GENERAL FUND	ECONOMIC DEVMT	70.00
	covid-19	TORNADO DISASTER R	ECONOMIC DEVMT	1,207.50
			TOTAL:	15,684.75
BRAUN INTERTEC CORPORATION	firehall geotechnical eval	GENERAL FUND	FIRE	7,357.50
			TOTAL:	7,357.50
C & S SUPPLY CO INC	uniform allow. jim neary	GENERAL FUND	FIRE	92.69
	trash can, trailer jack	GENERAL FUND	STREETS	159.97
	uniform allow. jim neary	GENERAL FUND	STREETS	139.04
			TOTAL:	391.70
CARTEGRAPH SYSTEMS, INC.	flex lic. renewal & fleet	GENERAL FUND	POLICE	101.68
	flex lic. renewal & fleet	GENERAL FUND	FIRE	87.94
	flex lic. renewal & fleet	GENERAL FUND	STREETS	434.19
	flex lic. renewal & fleet	GENERAL FUND	PARKS	151.14
	flex lic. renewal & fleet	WATER	DISTRIBUTION AND STORA	618.30
	flex lic. renewal & fleet	WASTE WATER FUND	ADMIN AND GENERAL	467.16
	flex lic. renewal & fleet	ENVIRON SERVICES F	ADMIN AND GENERAL	120.91
	flex lic. renewal & fleet	ELECTRIC FUND	ADMIN AND GENERAL	645.78
	flex lic. renewal & fleet	STORMWATER FUND	ADMINISTRATION AND GEN	120.92
			TOTAL:	2,748.02
CENTERPOINT ENERGY MINNEGASCO	gas bill	GENERAL FUND	FIRE	490.48
	gas bill	GENERAL FUND	STREETS	419.99
	gas bill	GENERAL FUND	SWIMMING POOL	23.88
	gas bill	GENERAL FUND	PARKS	335.99
	gas bill	LIBRARY FUND	LIBRARY	688.27
	gas bill	COMMUNITY CENTER	COMMUNITY CENTER	2,510.30
	gas bill	WATER	PURIFICATION AND TREAT	1,169.38
	gas bill	WATER	PURIFICATION AND TREAT	159.92
	gas bill	WATER	ADMIN AND GENERAL	167.99
	gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	17.06
	gas bill	WASTE WATER FUND	SOURCE/TREATMENT	7,439.04
	gas bill	WASTE WATER FUND	ADMIN AND GENERAL	167.99
	gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	167.99
	gas bill	ELECTRIC FUND	ADMIN AND GENERAL	419.99
			TOTAL:	14,178.27
CERTIFIED LABORATORIES	pool acid wash	GENERAL FUND	SWIMMING POOL	1,171.07

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	1,171.07
CHEMISOLV CORP	dewatering polymer	WASTE WATER FUND	BIOSOLIDS	3,266.00
	phosphorous removal	WASTE WATER FUND	SOURCE/TREATMENT	5,078.24
			TOTAL:	8,344.24
CHEMPURE PRODUCTS CORPORATION	root rat combo	WASTE WATER FUND	COLLECTOR/LIFT STAT	2,023.00
			TOTAL:	2,023.00
CITY LAUNDERING CO.	uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	335.25
			TOTAL:	335.25
COLE PAPERS INC	supplies	GENERAL FUND	MUNICIPAL BUILDING	536.81
	paper towels, tissue, glove	GENERAL FUND	MUNICIPAL BUILDING	209.69
	hand soap, bleach, & tp	GENERAL FUND	STREETS	61.14
	tp & wipes	GENERAL FUND	STREETS	51.98
	gloves	GENERAL FUND	STREETS	56.44
	lysol bowl cleaner	GENERAL FUND	STREETS	23.29
	coveralls	GENERAL FUND	STREETS	30.52
	dawn soap	GENERAL FUND	STREETS	34.09
	purell	GENERAL FUND	STREETS	32.84
	towels	GENERAL FUND	STREETS	119.63
	hand soap, bleach, & tp	GENERAL FUND	PARKS	61.14
	tp & wipes	GENERAL FUND	PARKS	51.98
	gloves	GENERAL FUND	PARKS	56.44
	lysol bowl cleaner	GENERAL FUND	PARKS	23.29
	coveralls	GENERAL FUND	PARKS	24.42
	dawn soap	GENERAL FUND	PARKS	34.09
	purell	GENERAL FUND	PARKS	32.84
	towels	GENERAL FUND	PARKS	119.63
	cleaning supplies	LIBRARY FUND	LIBRARY	134.29
	cleaning supplies & tp	LIBRARY FUND	LIBRARY	202.90
	disinfectant cleaner	LIBRARY FUND	LIBRARY	97.91
	cleaning product	LIBRARY FUND	LIBRARY	76.51
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	537.17
	cleaning supplies & tp	COMMUNITY CENTER	COMMUNITY CENTER	811.61
	disinfectant cleaner	COMMUNITY CENTER	COMMUNITY CENTER	97.91
	cleaning product	COMMUNITY CENTER	COMMUNITY CENTER	76.51
	tide	WATER	PURIFICATION AND TREAT	82.38
	hand soap, bleach, & tp	WATER	DISTRIBUTION AND STORA	30.57
	tp & wipes	WATER	DISTRIBUTION AND STORA	25.99
	gloves	WATER	DISTRIBUTION AND STORA	28.22
	lysol bowl cleaner	WATER	DISTRIBUTION AND STORA	11.64
	dawn soap	WATER	DISTRIBUTION AND STORA	17.05
	purell	WATER	DISTRIBUTION AND STORA	16.42
	towels	WATER	DISTRIBUTION AND STORA	59.82
	coveralls	WATER	ADMIN AND GENERAL	12.21
	hand soap, bleach, & tp	WASTE WATER FUND	SOURCE/TREATMENT	30.57
	tp & wipes	WASTE WATER FUND	SOURCE/TREATMENT	25.99
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	28.22
	lysol bowl cleaner	WASTE WATER FUND	SOURCE/TREATMENT	11.64
	dawn soap	WASTE WATER FUND	SOURCE/TREATMENT	17.05
	purell	WASTE WATER FUND	SOURCE/TREATMENT	16.42
	tide	WASTE WATER FUND	SOURCE/TREATMENT	82.38
	towels	WASTE WATER FUND	SOURCE/TREATMENT	59.82
	coveralls	WASTE WATER FUND	ADMIN AND GENERAL	12.21

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hand soap, bleach, & tp	ENVIRON SERVICES	F REFUSE DISPOSAL	30.57
	tp & wipes	ENVIRON SERVICES	F REFUSE DISPOSAL	25.99
	gloves	ENVIRON SERVICES	F REFUSE DISPOSAL	28.22
	lysol bowl cleaner	ENVIRON SERVICES	F REFUSE DISPOSAL	11.64
	dawn soap	ENVIRON SERVICES	F REFUSE DISPOSAL	17.05
	purell	ENVIRON SERVICES	F REFUSE DISPOSAL	16.42
	towels	ENVIRON SERVICES	F REFUSE DISPOSAL	59.82
	coveralls	ENVIRON SERVICES	F ADMIN AND GENERAL	12.20
	hand soap, bleach, & tp	ELECTRIC FUND	POWER DISTRIBUTION	61.14
	tp & wipes	ELECTRIC FUND	POWER DISTRIBUTION	51.98
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	56.44
	lysol bowl cleaner	ELECTRIC FUND	POWER DISTRIBUTION	23.29
	dawn soap	ELECTRIC FUND	POWER DISTRIBUTION	34.09
	purell	ELECTRIC FUND	POWER DISTRIBUTION	32.84
	towels	ELECTRIC FUND	POWER DISTRIBUTION	119.63
	coveralls	ELECTRIC FUND	ADMIN AND GENERAL	30.52
	hand soap, bleach, & tp	STORMWATER FUND	TREATMENT	30.55
	tp & wipes	STORMWATER FUND	TREATMENT	26.01
	gloves	STORMWATER FUND	TREATMENT	28.22
	lysol bowl cleaner	STORMWATER FUND	TREATMENT	11.65
	dawn soap	STORMWATER FUND	TREATMENT	17.04
	purell	STORMWATER FUND	TREATMENT	16.44
	towels	STORMWATER FUND	TREATMENT	59.81
			TOTAL:	4,965.23
CONSOLIDATED COMMUNICATIONS	mar. phone bill	GENERAL FUND	CITY ADMINISTRATION	82.97
	mar. phone bill	GENERAL FUND	CITY CLERK	16.38
	mar. phone bill	GENERAL FUND	FINANCE	129.11
	mar. phone bill	GENERAL FUND	MUNICIPAL BUILDING	7.65
	mar. phone bill	GENERAL FUND	POLICE	347.39
	mar. phone bill	GENERAL FUND	FIRE	136.58
	mar. phone bill	GENERAL FUND	BUILDING INSPECTOR	48.16
	mar. phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	79.32
	mar. phone bill	GENERAL FUND	STREETS	55.81
	mar. phone bill	GENERAL FUND	SENIOR COORDINATOR	6.25
	mar. phone bill	GENERAL FUND	RECREATION/LEISURE SER	209.10
	mar. phone bill	GENERAL FUND	SWIMMING POOL	35.22
	mar. phone bill	GENERAL FUND	PARKS	83.30
	mar. phone bill	GENERAL FUND	ECONOMIC DEVMT	31.69
	mar. phone bill	LIBRARY FUND	LIBRARY	94.87
	mar. phone bill	PUBLIC ACCESS	PUBLIC ACCESS	16.40
	mar. phone bill	COMMUNITY CENTER	COMMUNITY CENTER	130.18
	mar. phone bill	WATER	ADMIN AND GENERAL	183.75
	mar. phone bill	WASTE WATER FUND	ADMIN AND GENERAL	179.07
	mar. phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	35.45
	mar. phone bill	ELECTRIC FUND	POWER PRODUCTION	28.72
	mar. phone bill	ELECTRIC FUND	ADMIN AND GENERAL	125.86
			TOTAL:	2,063.23
CORE & MAIN LP	dog park sewer/ water line	WATER	NON-DEPARTMENTAL	22.68
	dog park sewer line	WATER	NON-DEPARTMENTAL	186.94
	dog park sewer/ water line	WATER	CAPITAL-WATER DISTRIBU	355.77
	dog park sewer line	WATER	CAPITAL-WATER DISTRIBU	205.72
	return	WATER	CAPITAL-WATER DISTRIBU	213.46-
	dog park	WATER	CAPITAL-WATER DISTRIBU	190.64
	hydrant maint.	WATER	DISTRIBUTION AND STORA	1,258.18

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hydrant r & m	WATER	DISTRIBUTION AND STORA	<u>293.82</u>
			TOTAL:	2,300.29
CORNERSTONE WELLNESS CENTER	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
CREATIVE SAFETY SUPPLY, LLC	vinyl labels street signs	GENERAL FUND	STREETS	978.80
	sign label ribbon	GENERAL FUND	STREETS	<u>239.80</u>
			TOTAL:	1,218.60
DAMON FARBER LANDSCAPE ARCHITECTS	vet's park playground	GENERAL FUND	PARKS	<u>612.50</u>
			TOTAL:	612.50
DGR ENGINEERING	braodway gen plant control	ELECTRIC FUND	POWER PRODUCTION	1,691.50
	misc. map updates gac sola	ELECTRIC FUND	POWER DISTRIBUTION	<u>5,788.98</u>
			TOTAL:	7,480.48
DH ATHLETICS LLC	vet's tennis net	GENERAL FUND	PARKS	<u>490.00</u>
			TOTAL:	490.00
DIRKS, ZACHARY	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
DVS RENEWAL	2011 dodge registration	GENERAL FUND	POLICE	<u>17.00</u>
			TOTAL:	17.00
EARL F ANDERSEN INC	bike route signs	GENERAL FUND	STREETS	914.75
	arrow signs	GENERAL FUND	PARKS	<u>284.90</u>
			TOTAL:	1,199.65
EATON/CANNON TECHNOLOGIES, INC.	#829 1s c1100 120v	ELECTRIC FUND	NON-DEPARTMENTAL	3,084.48
	#859 4s c1200 240v	ELECTRIC FUND	NON-DEPARTMENTAL	<u>202.98</u>
			TOTAL:	3,287.46
FAMILY DOLLAR	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,525.22</u>
			TOTAL:	1,525.22
FASTENAL COMPANY	nylon tape	GENERAL FUND	STREETS	37.92
	impact wrench	GENERAL FUND	STREETS	65.95
	drum dolly	GENERAL FUND	STREETS	90.45
	cable ties	GENERAL FUND	STREETS	31.04
	batteries	GENERAL FUND	STREETS	79.53
	duct tape	GENERAL FUND	STREETS	7.30
	impact wrench	GENERAL FUND	PARKS	65.95
	drum dolly	GENERAL FUND	PARKS	75.13
	cable ties	GENERAL FUND	PARKS	31.04
	batteries	GENERAL FUND	PARKS	79.53
	duct tape	GENERAL FUND	PARKS	7.30
	plastic wrap & dispenser	GENERAL FUND	PARKS	101.63
	personal protective equipm	COMMUNITY CENTER	COMMUNITY CENTER	15.33
	impact wrench	WATER	DISTRIBUTION AND STORA	32.98
	cable ties	WATER	DISTRIBUTION AND STORA	15.52
	batteries	WATER	DISTRIBUTION AND STORA	39.76
	duct tape	WATER	DISTRIBUTION AND STORA	3.65
	impact wrench	WASTE WATER FUND	SOURCE/TREATMENT	32.98
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	15.52

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	batteries	WASTE WATER FUND	SOURCE/TREATMENT	39.76
	duct tape	WASTE WATER FUND	SOURCE/TREATMENT	3.65
	impact wrench	ENVIRON SERVICES F	REFUSE DISPOSAL	32.98
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	15.52
	batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	39.76
	duct tape	ENVIRON SERVICES F	REFUSE DISPOSAL	3.65
	impact wrench	ELECTRIC FUND	POWER DISTRIBUTION	65.95
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	31.04
	batteries	ELECTRIC FUND	POWER DISTRIBUTION	79.53
	duct tape	ELECTRIC FUND	POWER DISTRIBUTION	7.30
	impact wrench	STORMWATER FUND	TREATMENT	32.96
	cable ties	STORMWATER FUND	TREATMENT	15.52
	batteries	STORMWATER FUND	TREATMENT	39.76
	duct tape	STORMWATER FUND	TREATMENT	3.67
			TOTAL:	1,239.56
FORESTRY SUPPLIERS INC	pruner & sheath	GENERAL FUND	PARKS	169.09
			TOTAL:	169.09
G C DISTRIBUTING COMPANY, INC.	pink bags	ENVIRON SERVICES F	REFUSE DISPOSAL	1,283.75
			TOTAL:	1,283.75
WILLIAM GERHART	uniform allow.	GENERAL FUND	POLICE	120.59
			TOTAL:	120.59
GLOBAL EQUIPMENT COMPANY INC.	lumbar cushions	GENERAL FUND	STREETS	83.74
			TOTAL:	83.74
GOPHER STATE ONE-CALL INC	gopher state one call	WATER	DISTRIBUTION AND STORA	23.27
	gopher state one call	WASTE WATER FUND	COLLECTOR/LIFT STAT	23.27
	gopher state one call	ELECTRIC FUND	POWER DISTRIBUTION	23.31
			TOTAL:	69.85
GUSTAVUS ADOLPHUS COLLEGE	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	23,260.00
	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	57,250.00
			TOTAL:	80,510.00
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	441.46
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	78.43
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	55.85
			TOTAL:	575.74
HARRISON TRUCK CENTERS	#207 drum, gasket, fuel le	GENERAL FUND	STREETS	400.34
			TOTAL:	400.34
HAWKINS, INC.	azone 15 & sodium hydroxid	WATER	PURIFICATION AND TREAT	1,710.10
	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,480.10
			TOTAL:	3,190.20
HD SUPPLY FACILITIES MAINTENANCE	battery for tools	LIBRARY FUND	LIBRARY	99.27
	battery for tools	COMMUNITY CENTER	COMMUNITY CENTER	99.28
			TOTAL:	198.55
HOBDAY, MICHAEL & KRISTEN	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
			TOTAL:	10,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
HOLIDAY COMMERCIAL	mar. fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	887.90
			TOTAL:	887.90
INGRAM BOOK COMPANY	book/ materials	LIBRARY FUND	LIBRARY	1,924.78
			TOTAL:	1,924.78
INSIGHT PUBLIC SECTOR	toner	GENERAL FUND	CITY ADMINISTRATION	11.05
	usb thumb drives	GENERAL FUND	CITY ADMINISTRATION	242.40
	extra mice for loaners	GENERAL FUND	CITY ADMINISTRATION	7.41
	ink & toner	GENERAL FUND	CITY ADMINISTRATION	73.81
	spare battery backups	GENERAL FUND	CITY ADMINISTRATION	187.06
	laptop carry bags for loan	GENERAL FUND	CITY ADMINISTRATION	35.56
	6 mice for loaner computer	GENERAL FUND	CITY ADMINISTRATION	7.41
	extra mice for loaners	GENERAL FUND	CITY CLERK	7.41
	spare battery backups	GENERAL FUND	CITY CLERK	187.06
	laptop carry bags for loan	GENERAL FUND	CITY CLERK	35.56
	6 mice for loaner computer	GENERAL FUND	CITY CLERK	7.41
	toner	GENERAL FUND	FINANCE	33.16
	toner	GENERAL FUND	FINANCE	8.50
	extra mice for loaners	GENERAL FUND	FINANCE	4.94
	ink & toner	GENERAL FUND	FINANCE	221.42
	ink & toner	GENERAL FUND	FINANCE	56.78
	spare battery backups	GENERAL FUND	FINANCE	124.71
	laptop carry bags for loan	GENERAL FUND	FINANCE	23.71
	6 mice for loaner computer	GENERAL FUND	FINANCE	4.94
	toner	GENERAL FUND	POLICE	37.79
	extra mice for loaners	GENERAL FUND	POLICE	3.95
	ink & toner	GENERAL FUND	POLICE	252.40
	spare battery backups	GENERAL FUND	POLICE	99.77
	laptop carry bags for loan	GENERAL FUND	POLICE	18.97
	6 mice for loaner computer	GENERAL FUND	POLICE	3.95
	toner	GENERAL FUND	FIRE	4.13
	ink & toner	GENERAL FUND	FIRE	27.55
	toner	GENERAL FUND	BUILDING INSPECTOR	8.22
	extra mice for loaners	GENERAL FUND	BUILDING INSPECTOR	1.98
	ink & toner	GENERAL FUND	BUILDING INSPECTOR	54.88
	spare battery backups	GENERAL FUND	BUILDING INSPECTOR	49.88
	laptop carry bags for loan	GENERAL FUND	BUILDING INSPECTOR	9.48
	6 mice for loaner computer	GENERAL FUND	BUILDING INSPECTOR	1.98
	toner	GENERAL FUND	PUBLIC WORKS ADMIN	18.24
	extra mice for loaners	GENERAL FUND	PUBLIC WORKS ADMIN	0.99
	ink & toner	GENERAL FUND	PUBLIC WORKS ADMIN	121.83
	spare battery backups	GENERAL FUND	PUBLIC WORKS ADMIN	24.94
	laptop carry bags for loan	GENERAL FUND	PUBLIC WORKS ADMIN	4.74
	6 mice for loaner computer	GENERAL FUND	PUBLIC WORKS ADMIN	0.99
	toner	GENERAL FUND	STREETS	2.57
	ink & toner	GENERAL FUND	STREETS	17.15
	2 kid gaming computers for	GENERAL FUND	RECREATION/LEISURE SER	2,300.53
	kids gaming computer for r	GENERAL FUND	RECREATION/LEISURE SER	1,042.67
	toner	GENERAL FUND	RECREATION/LEISURE SER	25.19
	3 gaming laptops for rec	GENERAL FUND	RECREATION/LEISURE SER	3,128.02
	ink & toner	GENERAL FUND	RECREATION/LEISURE SER	168.19
	toner	GENERAL FUND	PARKS	1.29
	ink & toner	GENERAL FUND	PARKS	8.63
	toner	GENERAL FUND	ECONOMIC DEVMT	2.57
	extra mice for loaners	GENERAL FUND	ECONOMIC DEVMT	0.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink & toner	GENERAL FUND	ECONOMIC DEVMT	17.15
	spare battery backups	GENERAL FUND	ECONOMIC DEVMT	12.47
	laptop carry bags for loan	GENERAL FUND	ECONOMIC DEVMT	2.37
	6 mice for loaner computer	GENERAL FUND	ECONOMIC DEVMT	0.49
	toner	LIBRARY FUND	LIBRARY	43.48
	ink & toner	LIBRARY FUND	LIBRARY	290.35
	toner	PUBLIC ACCESS	PUBLIC ACCESS	4.13
	ink & toner	PUBLIC ACCESS	PUBLIC ACCESS	27.55
	toner	COMMUNITY CENTER	COMMUNITY CENTER	1.29
	ink & toner	COMMUNITY CENTER	COMMUNITY CENTER	8.63
	replacement ups	WATER	ADMIN AND GENERAL	233.33
	toner	WATER	ADMIN AND GENERAL	19.53
	extra mice for loaners	WATER	ADMIN AND GENERAL	4.45
	ink & toner	WATER	ADMIN AND GENERAL	130.46
	replacement color printer	WATER	ADMIN AND GENERAL	474.29
	spare battery backups	WATER	ADMIN AND GENERAL	112.24
	laptop carry bags for loan	WATER	ADMIN AND GENERAL	21.34
	6 mice for loaner computer	WATER	ADMIN AND GENERAL	4.45
	toner	WASTE WATER FUND	ADMIN AND GENERAL	11.05
	extra mice for loaners	WASTE WATER FUND	ADMIN AND GENERAL	4.46
	ink & toner	WASTE WATER FUND	ADMIN AND GENERAL	73.80
	spare battery backups	WASTE WATER FUND	ADMIN AND GENERAL	112.23
	laptop carry bags for loan	WASTE WATER FUND	ADMIN AND GENERAL	21.34
	6 mice for loaner computer	WASTE WATER FUND	ADMIN AND GENERAL	4.46
	toner	ENVIRON SERVICES F	ADMIN AND GENERAL	1.29
	ink & toner	ENVIRON SERVICES F	ADMIN AND GENERAL	8.63
	toner	ELECTRIC FUND	ADMIN AND GENERAL	18.24
	extra mice for loaners	ELECTRIC FUND	ADMIN AND GENERAL	13.35
	ink & toner	ELECTRIC FUND	ADMIN AND GENERAL	121.83
	spare battery backups	ELECTRIC FUND	ADMIN AND GENERAL	336.71
	laptop carry bags for loan	ELECTRIC FUND	ADMIN AND GENERAL	64.01
	6 mice for loaner computer	ELECTRIC FUND	ADMIN AND GENERAL	13.35
	toner	STORMWATER FUND	ADMINISTRATION AND GEN	5.40
	ink & toner	STORMWATER FUND	ADMINISTRATION AND GEN	36.08
			TOTAL:	10,978.49
JANNI, RUTH	park shelter cancellation	GENERAL FUND	NON-DEPARTMENTAL	42.95
			TOTAL:	42.95
JAVENS MECHANICAL CONTRACTING CO.	wctp belt, terminal block	WASTE WATER FUND	SOURCE/TREATMENT	308.36
	wctp mua #4 repair	WASTE WATER FUND	SOURCE/TREATMENT	2,988.86
			TOTAL:	3,297.22
JOHNSON CONTROLS FIRE PROTECTION LP	sprinkler system repair	LIBRARY FUND	LIBRARY	652.58
	annual fire alarm & sprink	WATER	PURIFICATION AND TREAT	1,042.00
	ww annual fire & alarm spr	WASTE WATER FUND	SOURCE/TREATMENT	2,447.00
			TOTAL:	4,141.58
JT SERVICES	#888 led cobra head fixtur	ELECTRIC FUND	NON-DEPARTMENTAL	670.00
	#888 full retro cobra head	ELECTRIC FUND	NON-DEPARTMENTAL	2,010.00
			TOTAL:	2,680.00
JULEES JEWELRY	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
			TOTAL:	10,000.00
AMY KAMM	phone reimbursement	STORMWATER FUND	ADMINISTRATION AND GEN	100.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	100.00
LAWSON PRODUCTS, INC.	drill bits & hose clamps	GENERAL FUND	STREETS	103.10
	yellow plugs	GENERAL FUND	STREETS	21.89
	drill bits & hose clamps	GENERAL FUND	PARKS	103.10
	yellow plugs	GENERAL FUND	PARKS	21.89
	drill bits & hose clamps	WATER	DISTRIBUTION AND STORA	51.55
	yellow plugs	WATER	DISTRIBUTION AND STORA	10.95
	drill bits & hose clamps	WASTE WATER FUND	SOURCE/TREATMENT	51.55
	yellow plugs	WASTE WATER FUND	SOURCE/TREATMENT	10.95
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	176.91
	drill bits & hose clamps	ENVIRON SERVICES F	REFUSE DISPOSAL	51.55
	yellow plugs	ENVIRON SERVICES F	REFUSE DISPOSAL	10.95
	drill bits & hose clamps	ELECTRIC FUND	POWER DISTRIBUTION	103.10
	yellow plugs	ELECTRIC FUND	POWER DISTRIBUTION	21.89
	drill bits & hose clamps	STORMWATER FUND	TREATMENT	51.53
	yellow plugs	STORMWATER FUND	TREATMENT	10.94
			TOTAL:	801.85
LE SUEUR COUNTY SOLID WASTE OFFICE	annual permit composting f	ENVIRON SERVICES F	ADMIN AND GENERAL	200.00
			TOTAL:	200.00
LEAGUE OF MN CITIES INSURANCE TRUST	1st half 2020 property & l	GENERAL FUND	MAYOR & COUNCIL	98.71
	1st half 2020 property & l	GENERAL FUND	CITY ADMINISTRATION	356.94
	1st half 2020 property & l	GENERAL FUND	FINANCE	624.10
	1st half 2020 property & l	GENERAL FUND	MUNICIPAL BUILDING	222.82
	1st half 2020 property & l	GENERAL FUND	MUNICIPAL BUILDING	15.00
	1st half 2020 property & l	GENERAL FUND	POLICE	4,818.97
	1st half 2020 property & l	GENERAL FUND	POLICE	3,505.00
	1st half 2020 property & l	GENERAL FUND	FIRE	1,672.21
	1st half 2020 property & l	GENERAL FUND	FIRE	678.00
	1st half 2020 property & l	GENERAL FUND	BUILDING INSPECTOR	475.76
	1st half 2020 property & l	GENERAL FUND	BUILDING INSPECTOR	114.00
	1st half 2020 property & l	GENERAL FUND	EMERGENCY MGMT	1.46
	1st half 2020 property & l	GENERAL FUND	COMMUNITY SERVICE	181.92
	1st half 2020 property & l	GENERAL FUND	PUBLIC WORKS ADMIN	265.60
	1st half 2020 property & l	GENERAL FUND	PUBLIC WORKS ADMIN	126.00
	1st half 2020 property & l	GENERAL FUND	STREETS	2,624.68
	1st half 2020 property & l	GENERAL FUND	STREETS	853.00
	1st half 2020 property & l	GENERAL FUND	STREETS	126.00
	1st half 2020 property & l	GENERAL FUND	SENIOR COORDINATOR	72.59
	1st half 2020 property & l	GENERAL FUND	RECREATION/LEISURE SER	804.25
	1st half 2020 property & l	GENERAL FUND	SWIMMING POOL	1,584.74
	1st half 2020 property & l	GENERAL FUND	PARKS	13,767.25
	1st half 2020 property & l	GENERAL FUND	PARKS	265.00
	1st half 2020 property & l	GENERAL FUND	PARKS	126.00
	1st half 2020 property & l	GENERAL FUND	ECONOMIC DEVMT	359.23
	1st half 2020 property & l	GENERAL FUND	INSURANCE-UNALLOCATED	6,445.37
	1st half 2020 property & l	LIBRARY FUND	LIBRARY	2,592.05
	1st half 2020 property & l	PUBLIC ACCESS	PUBLIC ACCESS	31.42
	1st half 2020 property & l	COMMUNITY CENTER	COMMUNITY CENTER	3,979.48
	1st half 2020 property & l	TORNADO DISASTER R	ECONOMIC DEVMT	48.81
	1st half 2020 property & l	WATER	SOURCE OF SUPPLY	3,666.40
	1st half 2020 property & l	WATER	PURIFICATION AND TREAT	1,732.44
	1st half 2020 property & l	WATER	DISTRIBUTION AND STORA	949.55
	1st half 2020 property & l	WATER	ADMIN AND GENERAL	2,028.82

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1st half 2020 property & l	WATER	ADMIN AND GENERAL	286.75
	1st half 2020 property & l	WATER	CUSTOMER ACCOUNTS	77.02
	1st half 2020 property & l	WATER	CUSTOMER ACCOUNTS	38.00
	1st half 2020 property & l	WASTE WATER FUND	BIOSOLIDS	340.81
	1st half 2020 property & l	WASTE WATER FUND	COLLECTOR/LIFT STAT	515.68
	1st half 2020 property & l	WASTE WATER FUND	SOURCE/TREATMENT	9,272.77
	1st half 2020 property & l	WASTE WATER FUND	ADMIN AND GENERAL	364.49
	1st half 2020 property & l	WASTE WATER FUND	ADMIN AND GENERAL	286.75
	1st half 2020 property & l	WASTE WATER FUND	CUSTOMER ACCOUNTS	77.43
	1st half 2020 property & l	WASTE WATER FUND	CUSTOMER ACCOUNTS	38.00
	1st half 2020 property & l	ENVIRON SERVICES F	REFUSE DISPOSAL	1,351.53
	1st half 2020 property & l	ENVIRON SERVICES F	ADMIN AND GENERAL	258.52
	1st half 2020 property & l	ENVIRON SERVICES F	ADMIN AND GENERAL	194.00
	1st half 2020 property & l	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	55.38
	1st half 2020 property & l	ELECTRIC FUND	POWER PRODUCTION	13,866.47
	1st half 2020 property & l	ELECTRIC FUND	POWER DISTRIBUTION	5,901.20
	1st half 2020 property & l	ELECTRIC FUND	ADMIN AND GENERAL	1,004.49
	1st half 2020 property & l	ELECTRIC FUND	ADMIN AND GENERAL	380.00
	1st half 2020 property & l	ELECTRIC FUND	ADMIN AND GENERAL	126.00
	1st half 2020 property & l	ELECTRIC FUND	CUSTOMER ACCOUNTS	310.89
	1st half 2020 property & l	ELECTRIC FUND	CUSTOMER ACCOUNTS	38.00
	1st half 2020 property & l	STORMWATER FUND	COLLECTIONS/LIFT STATI	320.59
	1st half 2020 property & l	STORMWATER FUND	TREATMENT	182.47
	1st half 2020 property & l	STORMWATER FUND	TREATMENT	183.00
	1st half 2020 property & l	STORMWATER FUND	ADMINISTRATION AND GEN	262.00
	1st half 2020 property & l	STORMWATER FUND	CUSTOMER ACCOUNTS	33.67
	1st half 2020 property & l	MEDICAL CAMPUS	ADMIN & GENERAL	1,535.52
			TOTAL:	92,515.00
ARLO LEHTINEN	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
			TOTAL:	10,000.00
LJP ENTERPRISES INC	feb. refuse & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	feb. refuse & recycle	WATER	PURIFICATION AND TREAT	99.43
	feb. refuse & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	feb. refuse & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,008.80
			TOTAL:	1,681.00
LOCATORS & SUPPLIES, INC.	gloves	GENERAL FUND	STREETS	95.82
	measuring wheel	GENERAL FUND	STREETS	176.94
	gloves	GENERAL FUND	PARKS	95.82
	gloves	WATER	DISTRIBUTION AND STORA	47.91
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	47.91
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	47.91
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	95.82
	fr safety vests	ELECTRIC FUND	ADMIN AND GENERAL	157.46
	gloves	STORMWATER FUND	TREATMENT	47.93
			TOTAL:	813.52
LOFFLER	phone syst. upgrade window	GENERAL FUND	CITY ADMINISTRATION	357.76
	phone syst. upgrade window	GENERAL FUND	CITY CLERK	357.76
	phone syst. upgrade window	GENERAL FUND	FINANCE	238.54
	phone syst. upgrade window	GENERAL FUND	POLICE	190.81
	phone syst. upgrade window	GENERAL FUND	BUILDING INSPECTOR	95.36
	phone syst. upgrade window	GENERAL FUND	PUBLIC WORKS ADMIN	47.73
	copy contract	GENERAL FUND	STREETS	53.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	phone system upgrade	GENERAL FUND	STREETS	437.25
	copy contract	GENERAL FUND	PARKS	42.90
	phone system upgrade	GENERAL FUND	PARKS	437.25
	phone syst. upgrade window	GENERAL FUND	ECONOMIC DEVMT	23.86
	phone system upgrade	WATER	DISTRIBUTION AND STORA	218.63
	copy contract	WATER	ADMIN AND GENERAL	21.45
	phone syst. upgrade window	WATER	ADMIN AND GENERAL	214.67
	phone system upgrade	WASTE WATER FUND	SOURCE/TREATMENT	218.63
	copy contract	WASTE WATER FUND	ADMIN AND GENERAL	21.45
	phone syst. upgrade window	WASTE WATER FUND	ADMIN AND GENERAL	214.58
	phone system upgrade	ENVIRON SERVICES F	REFUSE DISPOSAL	218.63
	copy contract	ENVIRON SERVICES F	ADMIN AND GENERAL	21.45
	phone system upgrade	ELECTRIC FUND	POWER DISTRIBUTION	437.25
	copy contract	ELECTRIC FUND	ADMIN AND GENERAL	53.62
	phone syst. upgrade window	ELECTRIC FUND	ADMIN AND GENERAL	643.93
	phone system upgrade	STORMWATER FUND	TREATMENT	<u>218.61</u>
			TOTAL:	4,785.74
LOU'S GLOVES, INC.	nitrile gloves	GENERAL FUND	STREETS	34.25
	nitrile gloves	GENERAL FUND	PARKS	27.40
	nitrile gloves	WATER	ADMIN AND GENERAL	13.70
	nitrile gloves	WASTE WATER FUND	ADMIN AND GENERAL	13.70
	nitrile gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	13.70
	nitrile gloves	ELECTRIC FUND	ADMIN AND GENERAL	<u>34.25</u>
			TOTAL:	137.00
MANKATO BEARING CO.	screw set	GENERAL FUND	STREETS	<u>61.72</u>
			TOTAL:	61.72
MANKATO CLINIC LTD	pre-employment exam	GENERAL FUND	PUBLIC WORKS ADMIN	203.00
	dot physical	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>150.00</u>
			TOTAL:	353.00
MARCO, INC.	02/23-03/22 contract usage	GENERAL FUND	CITY ADMINISTRATION	29.86
	02/23-03/22 contract usage	GENERAL FUND	CITY CLERK	29.86
	repaired copier in financ	GENERAL FUND	FINANCE	233.75
	02/23-03/22 contract usage	GENERAL FUND	FINANCE	19.91
	02/23-03/22 contract usage	GENERAL FUND	POLICE	15.93
	02/23-03/22 contract usage	GENERAL FUND	BUILDING INSPECTOR	7.96
	02/23-03/22 contract usage	GENERAL FUND	PUBLIC WORKS ADMIN	3.98
	02/23-03/22 contract usage	GENERAL FUND	ECONOMIC DEVMT	1.99
	02/23-03/22 contract usage	WATER	ADMIN AND GENERAL	17.92
	02/23-03/22 contract usage	WASTE WATER FUND	ADMIN AND GENERAL	17.91
	02/23-03/22 contract usage	ELECTRIC FUND	ADMIN AND GENERAL	<u>53.75</u>
			TOTAL:	432.82
MATHESON TRI-GAS INC	welder	GENERAL FUND	PUBLIC WORKS ADMIN	2,499.00
	weld shop oxygen	GENERAL FUND	STREETS	61.38
	weld shop oxygen	GENERAL FUND	PARKS	61.38
	weld shop oxygen	WATER	DISTRIBUTION AND STORA	30.69
	weld shop oxygen	WASTE WATER FUND	SOURCE/TREATMENT	30.69
	weld shop oxygen	ENVIRON SERVICES F	REFUSE DISPOSAL	30.69
	weld shop oxygen	ELECTRIC FUND	POWER DISTRIBUTION	61.38
	weld shop oxygen	STORMWATER FUND	TREATMENT	<u>30.69</u>
			TOTAL:	2,805.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
MATSON HOLDINGS INC.	impact & magnetic tools	GENERAL FUND	STREETS	56.35	
	torx set	GENERAL FUND	STREETS	125.99	
	impact & magnetic tools	GENERAL FUND	PARKS	56.35	
	torx set	GENERAL FUND	PARKS	125.99	
	impact & magnetic tools	WATER	DISTRIBUTION AND STORA	28.18	
	torx set	WATER	DISTRIBUTION AND STORA	63.00	
	impact & magnetic tools	WASTE WATER FUND	SOURCE/TREATMENT	28.18	
	torx set	WASTE WATER FUND	SOURCE/TREATMENT	63.00	
	impact & magnetic tools	ENVIRON SERVICES F	REFUSE DISPOSAL	28.18	
	torx set	ENVIRON SERVICES F	REFUSE DISPOSAL	63.00	
	impact & magnetic tools	ELECTRIC FUND	POWER DISTRIBUTION	56.35	
	torx set	ELECTRIC FUND	POWER DISTRIBUTION	125.99	
	impact & magnetic tools	STORMWATER FUND	TREATMENT	28.16	
	torx set	STORMWATER FUND	TREATMENT	62.98	
				TOTAL:	911.70
	MEDIACOM	internet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	156.90
			TOTAL:	156.90	
MENARDS	swivel casters	GENERAL FUND	STREETS	99.96	
	mailboxes	GENERAL FUND	STREETS	58.46	
	well house paint	GENERAL FUND	PARKS	8.45	
	#618 replacement tools	GENERAL FUND	PARKS	351.71	
	pvc caustic skid	WATER	PURIFICATION AND TREAT	15.41	
			TOTAL:	533.99	
METRO JANITORIAL SUPPLY INC.	cleaning disinfectant	LIBRARY FUND	LIBRARY	195.15	
	cleaning disinfectant	COMMUNITY CENTER	COMMUNITY CENTER	195.16	
			TOTAL:	390.31	
METRO SALES INC	copier contract	GENERAL FUND	POLICE	66.42	
			TOTAL:	66.42	
MICHELS TRAILER SALES	#217-#318 filter hyd.	GENERAL FUND	PARKS	90.22	
	#217-#318 filter hyd.	STORMWATER FUND	TREATMENT	90.22	
			TOTAL:	180.44	
MIDWEST TAPE	digital media	LIBRARY FUND	LIBRARY	177.88	
	hoopla	LIBRARY FUND	LIBRARY	1,219.69	
			TOTAL:	1,397.57	
MINITEX	barcode labels	LIBRARY FUND	LIBRARY	113.00	
			TOTAL:	113.00	
MISC VENDOR	ALBERS, CARY	community center rental r	GENERAL FUND	NON-DEPARTMENTAL	146.04
	BOHMBACH, PATRICIA	program cancel refund	GENERAL FUND	NON-DEPARTMENTAL	20.00
	BUR, AMY	BUR, AMY: youth soccer ref	GENERAL FUND	NON-DEPARTMENTAL	20.00
	DEGROOD, ARYN	comm. center room refund	GENERAL FUND	NON-DEPARTMENTAL	129.93
	KURTENBACH, CAMILLE	refund cancelled cpp	GENERAL FUND	NON-DEPARTMENTAL	59.06
	KUHLMAN, NORM	comm. center room refund	GENERAL FUND	NON-DEPARTMENTAL	162.15
	MARCIA SAINT VINCENT	comm. center room refund	GENERAL FUND	NON-DEPARTMENTAL	51.54
	OSBORNE, DEBRA	comm. center room refund	GENERAL FUND	NON-DEPARTMENTAL	45.75
	SOLO, LYNN	comm. center room refund	GENERAL FUND	NON-DEPARTMENTAL	167.51
	H&S SERVICES	gault pk. & hwy 22 blast t	GENERAL FUND	PARKS	375.00
	CMT ENTERPRISES,LLC	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	DIAMOND DUST BAKERY	DIAMOND DUST BAKERY: covid	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INSPIRE BRIDAL BOUTIQU	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	9,482.00
NICOLLET CAFE	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
ORIGINAL BLEND II, LLC	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
REFLECTIONS SALON	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	2,810.00
THE PULSE	THE PULSE: covid-19 micro	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
ANDERSON, JUSTIN	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	65.63
BROECKERT, ROB	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	131.25
ENZ, NATHAN	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	21.25
ERICKSON, ANDY	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	40.63
FAHEY, ANDREW	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	40.63
FREDRICKSON, JULIE	refund unused pre-school t	MN RIVER VALLEY TR	NON-DEPARTMENTAL	202.50
GRIEP, ANDREW	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	53.13
NEPPER, DUSTIN	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	48.75
ST.PIERRE, ADAM	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	131.25
THELEMANN, RYAN	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	78.75
			TOTAL:	64,282.75
MN MUNICIPAL UTILITIES ASSOCIATION	drug testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	37.50
	drug testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	112.50
			TOTAL:	150.00
MINNESOTA PAVING & MATERIALS	gravel	WATER	ADMIN AND GENERAL	383.39
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	383.39
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	191.69
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	958.48
			TOTAL:	1,916.95
MOST DEPENDABLE FOUNTAINS	dog park fountain	GENERAL FUND	PARKS	2,710.00
	dog park fountain	RESTRICTED CONTRIB	PARKS	2,710.00
			TOTAL:	5,420.00
MOTOROLA SOLUTIONS, INC	radios	2020 EQUIPMENT CER	POLICE	69,587.45
			TOTAL:	69,587.45
PETE MOULTON	mileage 03/09/20-03/20/20	GENERAL FUND	PARKS	29.90
	mileage 03/09/20-03/20/20	ELECTRIC FUND	ADMIN AND GENERAL	80.50
	mileage 03/23/20-04/03/20	ELECTRIC FUND	ADMIN AND GENERAL	34.50
	mileage 03/09/20-03/20/20	STORMWATER FUND	ADMINISTRATION AND GEN	4.60
			TOTAL:	149.50
MTI DISTRIBUTING CO	#311a shaft drive	GENERAL FUND	PARKS	242.00
	#119 rotary blade & pully	GENERAL FUND	PARKS	333.15
	drag net	GENERAL FUND	PARKS	518.47
			TOTAL:	1,093.62
MVTL LABORATORIES INC	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	81.20
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	13.00
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	54.75
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	46.00
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	33.00
	wwtf testing mercury	WASTE WATER FUND	SOURCE/TREATMENT	326.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	46.00
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	33.00
			TOTAL:	633.45
NAPA AUTO PARTS OF ST PETER	core	GENERAL FUND	POLICE	18.00-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	timing light, grease needl	GENERAL FUND	FIRE	161.12
	stop, turn tailing, air fi	GENERAL FUND	FIRE	25.07
	oil, electronic cleaner, b	GENERAL FUND	STREETS	223.01
	clevis pin, aerodynamic ca	GENERAL FUND	STREETS	245.69
	oil, eceltronic cleaner, b	GENERAL FUND	PARKS	223.01
	air filter	GENERAL FUND	PARKS	24.20
	oil, eceltronic cleaner, b	WATER	DISTRIBUTION AND STORA	111.51
	impact socket	WATER	DISTRIBUTION AND STORA	15.84
	oil, eceltronic cleaner, b	WASTE WATER FUND	SOURCE/TREATMENT	111.51
	oil, eceltronic cleaner, b	ENVIRON SERVICES F	REFUSE DISPOSAL	111.51
	core, battery, tail light	ENVIRON SERVICES F	REFUSE DISPOSAL	108.91
	oil, electronic cleaner, b	ELECTRIC FUND	POWER DISTRIBUTION	223.01
	seal, hd seal, brake pad,	ELECTRIC FUND	POWER DISTRIBUTION	685.67
	oil, eceltronic cleaner, b	STORMWATER FUND	TREATMENT	111.50
	spark plug, oil, air filte	STORMWATER FUND	TREATMENT	36.07
	outlet gasket, air filter,	MN RIVER VALLEY TR	NON-DEPARTMENTAL	558.24
	gloves	MN RIVER VALLEY TR	INTERGOVERNMENTAL	10.99
			TOTAL:	2,968.86
NICKLASSON ATHLETIC COMPANY	equipment for indoor socce	GENERAL FUND	RECREATION/LEISURE SER	247.60
			TOTAL:	247.60
NICOLLET COUNTY FINANCE	brown st. annual property	GENERAL FUND	MUNICIPAL BUILDING	78.00
	city hall annual property	GENERAL FUND	MUNICIPAL BUILDING	100.00
	lift station property tax	GENERAL FUND	MUNICIPAL BUILDING	64.00
	outlot annual property tax	GENERAL FUND	PARKS	1,814.00
	comm. center property tax	COMMUNITY CENTER	COMMUNITY CENTER	150.00
			TOTAL:	2,206.00
NORTH CENTRAL BUS SALES	new bus Ford 2019 Elkhart	MN RIVER VALLEY TR	INTERGOVERNMENTAL	81,633.00
			TOTAL:	81,633.00
NORTH CENTRAL INTERNATIONAL	#915 window assembly	MN RIVER VALLEY TR	NON-DEPARTMENTAL	224.59
			TOTAL:	224.59
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	889.48
	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	525.25
			TOTAL:	1,414.73
NUTTER CLOTHING CO	uniform allow.	GENERAL FUND	POLICE	25.00
	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	8,000.00
			TOTAL:	8,025.00
OFFICE DEPOT	usb thumb drive	GENERAL FUND	CITY ADMINISTRATION	7.19
	ink cartridges	GENERAL FUND	CITY ADMINISTRATION	8.77
	usb thumb drive	GENERAL FUND	CITY CLERK	7.19
	ink cartridges	GENERAL FUND	CITY CLERK	8.77
	usb thumb drive	GENERAL FUND	FINANCE	4.80
	ink cartridges	GENERAL FUND	FINANCE	5.85
	usb thumb drive	GENERAL FUND	POLICE	3.84
	ink cartridges	GENERAL FUND	POLICE	4.68
	usb thumb drive	GENERAL FUND	BUILDING INSPECTOR	1.92
	ink cartridges	GENERAL FUND	BUILDING INSPECTOR	2.34
	usb thumb drive	GENERAL FUND	PUBLIC WORKS ADMIN	0.96
	ink cartridges	GENERAL FUND	PUBLIC WORKS ADMIN	1.17
	usb thumb drive	GENERAL FUND	ECONOMIC DEVMT	0.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink cartridges	GENERAL FUND	ECONOMIC DEVMT	0.58
	usb thumb drive	WATER	ADMIN AND GENERAL	4.32
	ink cartridges	WATER	ADMIN AND GENERAL	5.26
	usb thumb drive	WASTE WATER FUND	ADMIN AND GENERAL	4.30
	ink cartridges	WASTE WATER FUND	ADMIN AND GENERAL	5.25
	usb thumb drive	ELECTRIC FUND	ADMIN AND GENERAL	12.95
	ink cartridges	ELECTRIC FUND	ADMIN AND GENERAL	<u>15.78</u>
			TOTAL:	106.40
OVERDRIVE, INC.	deposit for content purcha	LIBRARY FUND	LIBRARY	3,385.00
	covid content purchases	LIBRARY FUND	LIBRARY	1,000.00
	overdrive contract 2020	LIBRARY FUND	LIBRARY	<u>3,000.00</u>
			TOTAL:	7,385.00
OWEN, SANDI	postage	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>8.70</u>
			TOTAL:	8.70
PEREGRIN, ANTHONY	mar. monthly contract	PUBLIC ACCESS	PUBLIC ACCESS	<u>323.00</u>
			TOTAL:	323.00
PET EXPO DIST.	aquarium maint.	LIBRARY FUND	LIBRARY	<u>75.00</u>
			TOTAL:	75.00
PLUNKETT'S PEST CONTROL INC	general pest control progr	GENERAL FUND	MUNICIPAL BUILDING	87.50
	general pest control progr	GENERAL FUND	MUNICIPAL BUILDING	<u>87.50</u>
			TOTAL:	175.00
RAMY TURF PRODUCTS	straw erosion blanket	GENERAL FUND	PARKS	220.50
	straw erosion blanket	STORMWATER FUND	TREATMENT	<u>63.00</u>
			TOTAL:	283.50
THE RETROFIT COMPANIES, INC.	warranty materials & 1hr 1	GENERAL FUND	STREETS	36.25
	warranty materials & 1hr 1	GENERAL FUND	PARKS	29.00
	warranty materials & 1hr 1	WATER	ADMIN AND GENERAL	14.50
	warranty materials & 1hr 1	WASTE WATER FUND	ADMIN AND GENERAL	14.50
	warranty materials & 1hr 1	ENVIRON SERVICES F	ADMIN AND GENERAL	14.50
	warranty materials & 1hr 1	ELECTRIC FUND	ADMIN AND GENERAL	<u>36.25</u>
			TOTAL:	145.00
RIVER BEND BUSINESS PRODUCTS	office furniture	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>2,234.00</u>
			TOTAL:	2,234.00
RIVER'S EDGE HOSPITAL & CLINIC	drug testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>29.00</u>
			TOTAL:	29.00
ROYAL TIRE, INC	#917 tires	GENERAL FUND	STREETS	1,714.96
	#45 wheel refurb	GENERAL FUND	STREETS	600.71
	#917 tires	GENERAL FUND	STREETS	<u>1,294.38</u>
			TOTAL:	3,610.05
KEITH RUFFING	uniform allow.	GENERAL FUND	POLICE	<u>59.95</u>
			TOTAL:	59.95
RYAN ELECTRIC OF ST PETER	uv cleaning system	WASTE WATER FUND	SOURCE/TREATMENT	180.00
	load management 16 of 55	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	<u>1,376.00</u>
			TOTAL:	1,556.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
RYAN PLUMBING & HEATING	install water heater	COMMUNITY CENTER	COMMUNITY CENTER	<u>2,369.00</u>
			TOTAL:	2,369.00
SIRCHIE FINGER PRINT LAB	drug testing supplies	GENERAL FUND	POLICE	<u>100.30</u>
			TOTAL:	100.30
SITEONE LANDSCAPE SUPPLY	z-plug aerator	GENERAL FUND	PARKS	<u>416.46</u>
			TOTAL:	416.46
SPRING TOUCH	prepay lawn/ weed maint. c	LIBRARY FUND	LIBRARY	270.75
	prepay lawn/ weed maint. c	COMMUNITY CENTER	COMMUNITY CENTER	<u>270.75</u>
			TOTAL:	541.50
SPRINT SOLUTIONS, INC.	mar. phone bill	GENERAL FUND	FIRE	17.12
	mar. phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
			TOTAL:	57.11
SPS COMPANIES, INC. MANKATO	air handler filters	LIBRARY FUND	LIBRARY	121.58
	air handler filters	COMMUNITY CENTER	COMMUNITY CENTER	<u>486.34</u>
			TOTAL:	607.92
ST PETER AREA CHAMBER OF COMMERCE	chamber bucks for wellness	GENERAL FUND	FINANCE	<u>75.00</u>
			TOTAL:	75.00
ST PETER COMMUNITY & FAMILY EDUCATION	1/2 of printing cost for w	GENERAL FUND	RECREATION/LEISURE SER	<u>891.43</u>
			TOTAL:	891.43
ST PETER HERALD	annual subscription	LIBRARY FUND	LIBRARY	<u>114.00</u>
			TOTAL:	114.00
ST PETER LUMBER CO	posts for mailbox	GENERAL FUND	STREETS	45.97
	screws	GENERAL FUND	PARKS	8.99
	drill & hole saw	WATER	ADMIN AND GENERAL	19.48
	styrofoam	WASTE WATER FUND	COLLECTOR/LIFT STAT	208.60
	seed mix	STORMWATER FUND	TREATMENT	22.60
	cleaning buckets	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>39.32</u>
			TOTAL:	344.96
ST PETER RENTAL CENTER	lp cylinder exchange	GENERAL FUND	PARKS	<u>39.90</u>
			TOTAL:	39.90
ST PETER SOCCER ASSOCIATION	indoor soccer camp	GENERAL FUND	RECREATION/LEISURE SER	<u>555.00</u>
			TOTAL:	555.00
STATE INDUSTRIAL PRODUCTS	cleaning supplies	LIBRARY FUND	LIBRARY	122.72
	cleaning supplies	COMMUNITY CENTER	COMMUNITY CENTER	<u>490.89</u>
			TOTAL:	613.61
TECH SALES CO	evap fan	WASTE WATER FUND	SOURCE/TREATMENT	<u>443.30</u>
			TOTAL:	443.30
THE PIE AND CHEESE MONGERS	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>8,081.00</u>
			TOTAL:	8,081.00
JARED THELEMANN	pre-school transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	<u>50.00</u>
			TOTAL:	50.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TIRE ASSOCIATES	#217 tire	GENERAL FUND	PARKS	50.08
	alignment bus #47	MN RIVER VALLEY TR	INTERGOVERNMENTAL	137.86
	alignment bus #140	MN RIVER VALLEY TR	INTERGOVERNMENTAL	78.39
			TOTAL:	266.33
TRAVERSE DES SIOUX GARDEN CENTER	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
			TOTAL:	10,000.00
UNIVAR USA INC.	sulferic acid	WASTE WATER FUND	BIOSOLIDS	333.45
	sulferic acid	WASTE WATER FUND	SOURCE/TREATMENT	778.06
	fogger	ENVIRON SERVICES F	CAPITAL-GENERAL PLANT	8,750.00
	flushing solution	ENVIRON SERVICES F	REFUSE DISPOSAL	98.82
			TOTAL:	9,960.33
US AUTO FORCE	tires	GENERAL FUND	POLICE	492.00
			TOTAL:	492.00
US POSTMASTER	postage for delinquent noti	WATER	CUSTOMER ACCOUNTS	68.75
	postage for delinquent noti	WASTE WATER FUND	CUSTOMER ACCOUNTS	68.75
	postage for delinquent noti	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	68.75
	postage for delinquent noti	ELECTRIC FUND	CUSTOMER ACCOUNTS	68.75
			TOTAL:	275.00
UTILITY CONSULTANTS, INC.	coliform	WATER	DISTRIBUTION AND STORA	121.00
			TOTAL:	121.00
VERIPIC, INC.	contract lic.	GENERAL FUND	POLICE	2,900.00
			TOTAL:	2,900.00
VERIZON WIRELESS	mar. phone bill	GENERAL FUND	FINANCE	35.01
	mar. phone bill	GENERAL FUND	FIRE	70.04
	mar. phone bill	COMMUNITY CENTER	COMMUNITY CENTER	14.81
	mar. phone bill	WATER	ADMIN AND GENERAL	14.81
	mar. phone bill	WASTE WATER FUND	ADMIN AND GENERAL	14.81
	mar. phone bill	ELECTRIC FUND	ADMIN AND GENERAL	14.82
	cell phone & data	MN RIVER VALLEY TR	INTERGOVERNMENTAL	123.06
			TOTAL:	287.36
VISA	go to meeting subscription	GENERAL FUND	CITY ADMINISTRATION	78.39
	car adapters, software lic	GENERAL FUND	CITY ADMINISTRATION	23.54
	election supplies	GENERAL FUND	ELECTIONS	652.21
	election supplies	GENERAL FUND	ELECTIONS	5.81
	car adapters, software lic	GENERAL FUND	FINANCE	70.62
	car adapters, software lic	GENERAL FUND	FINANCE	18.10
	wellness gifts	GENERAL FUND	FINANCE	353.30
	uniform	GENERAL FUND	POLICE	133.75
	tolls	GENERAL FUND	POLICE	97.30
	fbi associates annual dues	GENERAL FUND	POLICE	110.00
	sro training	GENERAL FUND	POLICE	495.00
	car adapters, software lic	GENERAL FUND	POLICE	80.50
	thumb drives	GENERAL FUND	POLICE	129.39
	uniform allow.	GENERAL FUND	POLICE	116.97
	supplies	GENERAL FUND	POLICE	72.50
	car adapters, software lic	GENERAL FUND	FIRE	8.79
	fuel pump tester	GENERAL FUND	FIRE	11.21
	car adapters, software lic	GENERAL FUND	BUILDING INSPECTOR	17.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	car adapters, software lic	GENERAL FUND	PUBLIC WORKS ADMIN	38.86
	car adapters, software lic	GENERAL FUND	STREETS	5.47
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	135.21
	car adapters, software lic	GENERAL FUND	RECREATION/LEISURE SER	53.64
	smrpa meals	GENERAL FUND	RECREATION/LEISURE SER	17.60
	car adapters, software lic	GENERAL FUND	PARKS	2.75
	car adapters, software lic	GENERAL FUND	ECONOMIC DEVMT	5.47
	spdc business agenda	GENERAL FUND	ECONOMIC DEVMT	15.21
	car adapters, software lic	LIBRARY FUND	LIBRARY	92.61
	program suplies	LIBRARY FUND	LIBRARY	309.11
	car adapters, software lic	PUBLIC ACCESS	PUBLIC ACCESS	8.79
	car adapters, software lic	COMMUNITY CENTER	COMMUNITY CENTER	2.75
	plumbing fittings	WATER	PURIFICATION AND TREAT	90.62
	mmua firstline training	WATER	ADMIN AND GENERAL	36.77
	mn rural water conference	WATER	ADMIN AND GENERAL	369.06
	car adapters, software lic	WATER	ADMIN AND GENERAL	41.61
	car adapters, software lic	WASTE WATER FUND	ADMIN AND GENERAL	23.54
	car adapters, software lic	ENVIRON SERVICES F	ADMIN AND GENERAL	2.75
	lineman lic	ELECTRIC FUND	ADMIN AND GENERAL	38.00
	uniform allow.	ELECTRIC FUND	ADMIN AND GENERAL	289.25
	uniform alterations	ELECTRIC FUND	ADMIN AND GENERAL	37.78
	car adapters, software lic	ELECTRIC FUND	ADMIN AND GENERAL	38.86
	appa conference in dc	ELECTRIC FUND	ADMIN AND GENERAL	1,549.72
	mn rural water conference	ELECTRIC FUND	ADMIN AND GENERAL	464.89
	car adapters, software lic	STORMWATER FUND	ADMINISTRATION AND GEN	11.51
	dare supplies	DARE PROGRAM FUND	POLICE	172.85
	cleaning supplies, tablet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	130.15
	tablet mounts	MN RIVER VALLEY TR	INTERGOVERNMENTAL	507.93
			TOTAL:	6,967.64
SALLY VOGEL	phone reimbursement	GENERAL FUND	FINANCE	100.00
			TOTAL:	100.00
VON ESSEN TOWING	tire repair	GENERAL FUND	POLICE	20.00
			TOTAL:	20.00
WALTER F STEPHENS JR INC	postage	GENERAL FUND	POLICE	17.50
			TOTAL:	17.50
WESCO DISTRIBUTION INC	#610 fuseholder	ELECTRIC FUND	NON-DEPARTMENTAL	752.00
	#483 lph feed thru cabinet	ELECTRIC FUND	NON-DEPARTMENTAL	922.28
			TOTAL:	1,674.28
JO WESTPHAL	memorial (for family funer	ELECTRIC FUND	CUSTOMER ACCOUNTS	75.00
			TOTAL:	75.00
WOLF MOTOR COMPANY, INC.	#306 emergency oil leak	ELECTRIC FUND	POWER DISTRIBUTION	3,273.10
			TOTAL:	3,273.10
WRITE ON	magnetic signs	GENERAL FUND	MAYOR & COUNCIL	183.75
			TOTAL:	183.75
XCEL ENERGY	hwy 22 street lights	GENERAL FUND	STREETS	11.32
			TOTAL:	11.32
YOUTH ENRICHMENT LEAGUE	program reimbursement	GENERAL FUND	RECREATION/LEISURE SER	1,610.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	fencing program reimburse	GENERAL FUND	RECREATION/LEISURE SER	975.00
	program reimbursement	RESTRICTED CONTRIB	RECREATION/LEISURE SER	322.00
	fencing program reimburse	RESTRICTED CONTRIB	RECREATION/LEISURE SER	<u>285.00</u>
			TOTAL:	3,192.00

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

101	GENERAL FUND	114,403.49
211	LIBRARY FUND	17,290.87
213	PUBLIC ACCESS	506.08
217	COMMUNITY CENTER	12,854.77
240	TORNADO DISASTER REV LOAN	139,629.31
420	2020 EQUIPMENT CERTIFICAT	69,587.45
601	WATER	21,256.18
602	WASTE WATER FUND	42,242.13
603	ENVIRON SERVICES FUND	14,985.51
604	ELECTRIC FUND	132,724.28
606	STORMWATER FUND	2,320.57
627	MEDICAL CAMPUS	1,535.52
820	RESTRICTED CONTRIBUTIONS	3,317.00
821	DARE PROGRAM FUND	172.85
827	MN SQUARE VETERANS MEMORI	59.85
830	MN RIVER VALLEY TRANSIT	87,973.48
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	GRAND TOTAL:	660,859.34
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TOTAL PAGES: 19



Patrick Rausch	Temporary Plumber	\$14.85/hour
Hunter Braun	Parks	\$10.50
Frank Dorzinsky	Parks	\$11.25
Elizabeth Enz	Parks	\$10.75
Noah Becker	Parks	\$10.75
Roger Skattum	Parks	\$10.75
Bennet Madden	Parks	\$10.50
Dan Knight	Parks	\$10.50
Kelli Henry	Parks	\$10.50
Mason Yushta	Parks	\$10.25
Sheldon Anderson	Parks/Streets	\$10.25
Neil Hanson	Streets	\$10.50
Dale Thorson	Streets	\$12.25 *
Jim Siewert	Stormwater	\$11.00
Tom Tepley	Stormwater	\$11.25
Ken Krenik	Stormwater	\$11.25
Dylan Graft	Stormwater	\$10.50
Tyler Pengilly	Stormwater	\$10.50
James Vickery	Wastewater	\$11.25
Keith Bense	Wastewater/Water	\$10.75
Joshua Harris	Wastewater/Water	\$10.50
Michael Lister	Wastewater/Water	\$10.50

\*Truck Driver with Class A

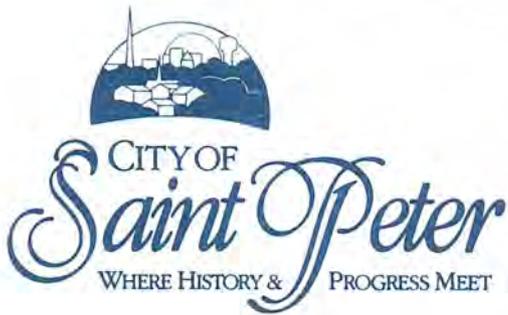
5. The schedule of disbursements for March 19, 2020 through April 8, 2020 is hereby approved.

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

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 1, 2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** Veterans Memorial Park - Playground Improvements Bid Award

### **ACTION/RECOMMENDATION**

Award bid for the Veterans Memorial Park – Playground Improvements Project to Nielsen Blacktopping of Kasota, Minnesota in the amount of \$71,426.

### **BACKGROUND**

In the winter of 2019, the City Council authorized Damon Farber to provide landscape architectural services for Veterans Memorial Park Playground Improvements. The improvement project includes an artificial turf mound, earthwork, concrete curbing and paving, steel edging, stone steppers, drain tile and limestone seat blocks.

To assist in minimizing costs, City staff will be doing the removal of the existing playground equipment and the existing pea rock in the playground area and a portion of the earthwork in preparation for Nielsen Blacktopping to begin. We have already removed the old playground equipment and will develop plans to reuse equipment that is in good condition and we have also begun removal of excess materials including pea rock and fill materials.

Formal written bids were solicited with only one bid received from Nielsen Blacktopping.

Should the City Council authorize the contract with Nielsen's, it is expected work will begin in April with Minnesota/Wisconsin Playgrounds here to set the new play equipment beginning in mid-May. The playground equipment and installation was previously approved by the Council.

### **FISCAL IMPACT:**

City staff is working with the contractor to reduce overall cost as funds are allocated in the Parks budget in the amount of \$140,000 including materials, installation and work to be done as outlined in the bid. Our hope is to modify the scope for the earthwork and other portions of this bid to reduce cost and meet the budget targets.

### **ALTERNATIVES/VARIATIONS:**

Do Not Act: The contract will not be executed.

Negative Vote: The contractor will be notified.

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

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

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 –**

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

**RESOLUTION AWARDING BID FOR VETERANS MEMORIAL PARK PLAYGROUND  
IMPROVEMENTS PROJECT**

WHEREAS, the City Council authorized replacement of playground equipment at Veteran's Memorial Park in 2019; and

WHEREAS, purchase of new equipment and installation has previously been approved in the amount of \$98,941.00; and

WHEREAS, bids were solicited for work to install an artificial turf mound, earthwork, concrete curbing and paving, steel edging, stone steppers, drain tile with limestone seat blocks; and

WHEREAS, only one bid was received from Nielsen Blacktopping; and

WHEREAS, City staff will continue working with the authorized contractor to reduce the overall cost of the project through modification to the scope of work and to assure the timeline for installation meets the advertised requirements.

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

1. The bid for the Veterans Memorial Park Playground Improvements Project is hereby awarded to Nielsen Blacktopping of Kasota, Minnesota in the amount of \$71,426.
2. Funding for the project will be from the Parks Fund budget.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of April 2020.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 7, 2020

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

Jeff Knutson  
Water Resource Superintendent

**RE:** 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore Street) Bid Award

### ACTION/RECOMMENDATION

Award the base bid plus the alternate bid for the 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore Street) project to Nielsen's Concrete, LLC of Kasota, Minnesota in the amount of \$275,093.

### BACKGROUND

With a continuation of our street improvements program, we have worked with Bolton and Menk Engineering to prepare plans and specifications for improvements on North Third Street area between Skaro and Livermore Streets. The scope of work includes milling of existing bituminous, improvements to the storm sewer at the Livermore intersection and upsizing the storm sewer collection piping between the two intersections from a 10" pipe to a 24" concrete pipe. This portion of the project was bid as an alternate to assure funding criteria could be met. Replacement of existing curb and gutter, plus spot repairs to the sidewalk with improvements to meet ADA standards were also included in the bid package.

In addition, we included the annual sidewalk project to this specification in the hope of receiving better bids. The sidewalk improvements are on the 500 blocks of Locust and Elm Streets. These areas currently have partial sidewalks that provide service to only half the block. It is our intent to connect this area from intersection to intersection. This area was part of the priority list the Council has previously reviewed.

Notice of this formal bid opening was included on the City's website as required by the City's purchasing policy. Only one bid was received from Nielsen's Concrete, LLC

Bidder	Base Bid	Alternate Bid	Total Cost
Nielsen Concrete, LLC	\$211,143.00	\$64,759.75	\$275,902.75

The engineer's estimate for the project was:

	Base Bid	Alternate Bid	Total Cost
Engineer's Estimate	\$202,890.00	\$50,799.00	\$253,689.00

Project Cost Breakdown :

North 3rd Street (Skaro Street - Livermore)	\$ 132,143
Locust and Elm Street sidewalk addition	<u>\$ 79,000</u>
<b>Base Bid</b>	<b>\$ 211,143</b>
Alternate Bid – North 3 <sup>rd</sup> Street Stormwater Improvements	<u>\$ 64,760</u>
Total Project Cost	<b>\$ 275,903</b>

**Project Funding sources:**

Base Bid

Homeowner assessments	\$ 41,970	Signed Waivers
Alley Entrance Replacement	\$ 28,275	Streets Budget
Sidewalk/Handicap Ramps	\$ 28,700	Streets Budget
Curb/Gutter	\$ 28,000	Streets Budget
Milling/Asphalt	\$ 34,198	Streets Budget
Council approved sidewalk fund	<u>\$ 50,000</u>	Streets Budget
Base Bid Total	\$ 211,143	

Alternate – North 3 <sup>rd</sup> Street Stormwater Improvements	<u>\$ 64,760</u>	Stormwater Budget
Total Project Funding	<u>\$ 275,903</u>	

We have worked with this contractor on previous projects and they provide a quality product. It is recommend that the City Council award the base bid and alternate bid to Nielsen Concrete, LLC of Kasota, Minnesota.

**FISCAL IMPACT:**

Signed waivers of assessments have been received from all abutting property owners and the remaining costs have been budgeted in Streets and Stormwater.

**ALTERNATIVES AND VARIATIONS:**

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

Negative Vote: The bid will not be awarded and the bidder will be notified.

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



**BOLTON  
& MENK**

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1960 Premier Drive  
Mankato, MN 56001-5900

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

March 18, 2020

Mr. Jeff Knutson  
Water Utilities Superintendent  
405 W. St. Julien Street  
Saint Peter, MN 56082

RE: 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore)  
City of Saint Peter, MN  
BMI Project No. M12.119897

Dear Mr. Knutson,

Bids were received and opened at City Hall on Tuesday, March 10<sup>th</sup> at 10:00am for the project referenced above. One (1) bid was received and the results of the bid and Engineer's Estimate are tabulated below:

Bidder	Base Bid Amount	Add Alternate	Total Base Bid Plus Add Alternate
Nielsen Concrete, LLC	\$211,143.00	\$64,759.75	\$275,902.75
Engineer's Estimate	\$202,890.00	\$50,799.00	\$253,689.00

The project's base bid was for removing and replacing existing curb & gutter, driveway aprons, and various sidewalk panels that were not ADA-compliant along N. 3<sup>rd</sup> Street, and the construction of new sidewalk and pedestrian ramps, including replacing those that were not ADA-compliant along the north sides of Locust and Elm Streets between Washington Avenue and 5<sup>th</sup> Street.

An Add Alternate for installation of storm sewer pipe and drainage structures on N. 3<sup>rd</sup> Street, between Swift and Livermore Streets, was also included with the project. In the past, City utility crews have performed this work using a tractor backhoe but the weight of the new 24-inch diameter concrete pipe would make it difficult to safely install. For this reason, a price to have the contractor furnish and install the storm sewer was obtained as an Add Alternate. The City can choose to award the Add Alternate or not.

The proposed N. 3<sup>rd</sup> Street improvements will improve drainage and add truncated dome panels to nine ped ramps, make seven locations of mainline walk ADA-compliant, and improve one non-compliant roadway crossing. Sidewalk improvements proposed for Locust and Elm Streets will make ten ped ramps and two locations of mainline walk ADA-compliant as they currently are not. The improvements for Locust and Elm will also fill existing gaps in the mainline sidewalk.

45



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Once concrete work is complete, City crews will schedule removal of existing roadway pavement. City crews will then install new bituminous pavement and restore boulevards disturbed during construction.

The low bidder for the project is Nielsen Concrete, LLC, from Kasota, Minnesota. The total low bid is approximately 9% above the Engineer's Estimate. We believe this is due to a compressed construction window and the difficulty finding an underground utility contractor to complete the storm sewer work. With last year's wet weather, many utility contractors are busy finishing projects that were delayed. A detailed bid abstract of the bid and the engineer's estimate is attached for your review. The Contractor is required to have all work complete by June 13, 2020. This will allow City crews enough time to restore boulevards and complete paving prior to July 4<sup>th</sup>, weather permitting.

Based on past performance on similar projects in previous years, it is our opinion that Nielsen Concrete, LLC is qualified to perform the work required under this contract. If deemed financially feasible, we hereby recommend that Nielsen Concrete, LLC be awarded the Base Bid and Add Alternate for the contract based on the contract bid amount of \$275,759.75.

Sincerely,

Bolton & Menk, Inc.

**Jeffrey A. Domras, P.E.**  
Project Engineer

Enclosure



**Legend**

- Street Names - Small
- County Boundary
- City Limits
- Storm Valve
- Storm Control Structure
- Storm Culvert
  - Other / Unknown
  - Inlet
  - Outlet
  - MS4 Outlet
- Storm Clean Out
- Storm Manhole
- Storm Catch Basin
  - Catch Basin
  - Sump Catch Basin
- Storm Treatment Device
- Storm Pipe
- Storm Drain Tile
- Storm Infiltration Trench
- Railroad
- Parcels (1-24-2019)

**500 block of North 3rd St**



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

0 66 Feet

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**Legend**

- Street Names - Small
-  County Boundary
-  City Limits
-  Storm Valve
-  Storm Control Structure
- Storm Culvert
  -  Other / Unknown
  -  Inlet
  -  Outlet
  -  MS4 Outlet
-  Storm Clean Out
-  Storm Manhole
- Storm Catch Basin
  -  Catch Basin
  -  Sump Catch Basin
-  Storm Treatment Device
-  Storm Pipe
-  Storm Drain Tile
-  Storm Infiltration Trench
-  Railroad
-  Parcels (1-24-2019)

600 block of  
North 3rd St



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**Legend**

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

**500 block of Elm Street**



**Disclaimer:**  
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**Legend**

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

**500 block of  
Locust Street**



**Disclaimer:**

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0 66 Feet

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AWARDING BID FOR THE 2020 NORTH 3<sup>RD</sup> STREET IMPROVEMENTS  
(SKARO TO LIVERMORE) PROJECT**

WHEREAS, the City has established a street maintenance program for street improvements and updates as needed; and

WHEREAS, the area North 3<sup>rd</sup> Street from Skaro to Livermore Street is in need of maintenance and specifications were development for this work; and

WHEREAS, improvements to include mill and overlay of existing bituminous roadway, curb and gutter updates, storm water collection improvements, and sidewalks improvements meeting ADA standards, with some spot repairs of existing sidewalks; and

WHEREAS, he City has established a sidewalk infrastructure program for sidewalk improvements and American's With Disabilities Act (ADA) updates as needed; and

WHEREAS, the area on the 500 blocks of Elm Street and Locust Street is also in need of sidewalk improvements to fully connect the partial sidewalks that currently exist and meet ADA standards; and

WHEREAS, formal bids were solicited with one bid being submitted; and

WHEREAS, the engineer's estimate for this project (base bid and alternate bid) was \$253,689.00.

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

1. The City Council hereby awards the bid for the 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore Street) to Nielsen Concrete, LLC of Kasota, Minnesota in the amount of \$275,902.75 (\$211,143 for the base bid and \$64,759.75 for the alternate bid).
2. Funding for the improvements will come from assessments to abutting property owners and from the City's 2020 Streets and Stormwater budgets.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 13<sup>th</sup> day of April, 2020.

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

ATTEST:

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



# City of Saint Peter

## MEMORANDUM

TO: Mayor Zieman and Council Members

FROM: James W. Brandt 

DATE: March 27, 2020

RE: Lease of Farmland

Action/Recommendation: Approve the attached Farm Lease to Brett R. Annexstad

### BACKGROUND

Home of Gustavus Adolphus College

County Seat of Historic Nicollet County

City Attorney  
James W. Brandt

Assistant City Attorney  
Christopher P. Grean

In fall, 2013, the City purchased approximately 75 acres west of the city limits for the purpose of developing future parkland. The following year, the School District was able to purchase the 60 acres lying adjacent and north of the City land. In spring of 2015, the School District passed a bond referendum to construct a new high school. Since that time, the City and School District have passed joint resolutions to develop the new high school and the City Park jointly.

Since the school has been built, city park continues to be developed on Block 1, Magner Farm Second Subdivision and there are no development plans for the triangle piece east of the Old Fort Road (Outlot A, Magner Farm Second Subdivision), it is appropriate to lease the City property for the current crop year.

In 2014 and 2015, Brett Annexstad leased the entire Lambert tract and accommodated the School and the City's goals to commence site development in fall of 2015. Since 2016, Mr. Annexstad has leased the eleven acre triangle tract and is very interested in leasing this land again this crop year.

Since the soil in the St. Peter river valley is sandy, the rentals are substantially less than the heavier clay soils above the ridgeline to the west of the City.

Since commodity prices have not improved, overall land rents have not gone up over the last year and, in many places, land rents have gone down. Also, this is a small triangular piece of ground which makes farming with

219 West Nassau  
P.O. Box 57  
Saint Peter, Minnesota  
56082  
(507) 931-6940  
FAX (507) 931-6909



today's large equipment more difficult. Given the other river valley rentals and the above factors, both Mr. Annexstad and I believe that the same \$150.00 per acre rate as paid last year is a very fair rental and I would suggest the Council approve the rental.

With that in mind, Brett has executed the attached Lease and submitted the full amount of rental payment prior to the Council Meeting.

### **FISCAL IMPACT**

The tenant has signed the Lease and paid the \$1,650.00 rental fee. Further the City will not be required to expend funds to maintain the property.

### **ALTERNATIVES/VARIATIONS**

Do not act; the tenant will be notified of the Council's decision not to act in the matter and the City will return the tenant's check.

### **NEGATIVE VOTES**

The tenant will be notified of the City Council's denial of the Lease

### **MODIFICATION/RESOLUTIONS**

Given that Brett Annexstad has executed the Lease and submitted payment, any alteration would need to be acceptable to Mr. Annexstad.

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

## FARM LEASE

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, it is agreed the City of Saint Peter, a Minnesota municipal corporation, as Lessor, hereby leases and rents to Brett R. Annexstad, as Lessee, the farm land lying in Nicollet County, Minnesota, described as follows, to-wit:

Outlot A, Magner Farm Second Subdivision, according to the Plat on file and of record in the Office of the County Recorder, Nicollet County, Minnesota;

for the term of one crop year beginning the first day of April, 2020, and ending upon the removal of the crop no later than November 30, 2020.

Said Lessee, in consideration of said lease, hereby covenants with said Lessor as follows, to-wit:

**RENT:** That Lessee will pay to said Lessor rent for said land the sum of \$1,650.00 in cash, the receipt of which is hereby acknowledged.

**OPERATION:** That Lessee will farm said land according to the best practices in the locality thereof and furnish all hired help, tools, implements and machinery necessary to that end.

**SEED:** That Lessee will use only the best seed at his own expense.

**HARVESTING:** That Lessee will promptly pay all cost of harvesting grain.

**WEEDS:** That Lessee will keep down all weeds each year and will not allow the same to mature seed at any time. Lessee must provide Lessor with a written list of all chemicals and fertilizers used on the leased property.

**STRAW AND MANURE:** That Lessee may remove or sell any straw.

**PLOWING:** That Lessee shall be required to plow back said land, unless waived in writing by the Lessor.

**REPAIRS:** That Lessee will at once, at his own expense, replace and repair all damages to improvements on said land caused by his want of care or negligence.

**ENTRY BY LESSOR:** That said Lessor may enter upon said land at any time to inspect the same and to make such soil tests, inspections, repairs and improvements as Lessor shall

deem necessary, provided Lessor shall not damage crops and other property of said Lessee. Lessor shall reimburse Lessee for any crop damage under the following formula: acres damaged times average yield for the farm land above described times cash bean price at Traverse Elevator on October 1, 2020.

**ASSIGNMENT AND SUBLETTING:** That no party will assign this lease nor sublet any part of said land.

**SURRENDER OF POSSESSION AND HOLDING OVER:** That at the termination of said term and upon re-entry by said Lessor as herein provided, he will peaceably surrender possession of all said land to said Lessor; and that in case he shall remain in possession thereof after expiration of said term or after re-entry as herein provided it shall not be construed as a renewal of this lease, and that, in such case, he will surrender such possession to said Lessor upon demand.

(The words "Lessor" and "Lessee" shall, where the context so permits, be interpreted to mean the heirs, executors, administrators, legal representatives, successors and assigns of the respective parties hereto and where applicable, words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and plural the singular.)

After the Lessee has harvested his crops at the end of this lease, Lessee hereby agrees to allow the Lessor, their assigns, or the Lessor's future tenants to enter upon the premises for the purpose of preparation for spring crops.

Lessee may not grow unusual crops such as sunflowers, etc., without the written consent of the Lessor.

(The words "Lessor" and "Lessee" shall, where the context so permits, be interpreted to mean the heirs, executors, administrators, legal representatives, successors and assigns of the respective parties hereto and where applicable, words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and plural the singular.)

In testimony whereof, both parties have hereunto set their hands and seals the day and year hereinbefore written.



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020-

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

**RESOLUTION AUTHORIZING EXECUTION OF A ONE-YEAR LEASE OF OUTLOT A,  
MAGNER FARM SECOND SUBDIVISION BY AND BETWEEN THE CITY OF SAINT PETER  
AND BRETT R. ANNEXSTAD**

WHEREAS, the City owns property west of the city limits and adjacent to Broadway Avenue; and

WHEREAS, the City continues to develop the property jointly with School District 508 as a combination park and school property on the north side of Nicollet County Road #5; and

WHEREAS, the City does not have development plans for the triangle tract on the south side of Nicollet County Road #5, referred to as Outlot A, Magner Farm Second Subdivision; and

WHEREAS, Brett Annexstad is willing to lease Outlot A, Magner Farm Second Subdivision for the 2020 crop year; and

WHEREAS, the Lease will eliminate City costs for maintaining the site and controlling weeds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The Mayor and City Administrator are authorized to execute a Lease by and between the City of Saint Peter and Brett R. Annexstad.

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

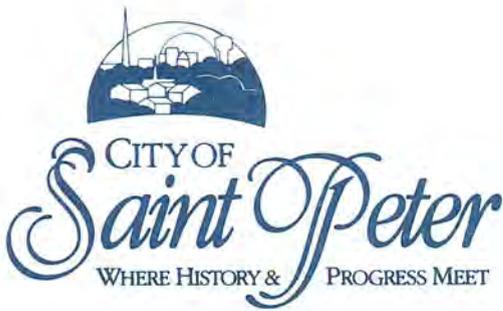
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 4/8/20

**FROM:** Todd Prafke  
City Administrator

**RE:** Tree Worker License Application

### **ACTION/RECOMMENDATION**

Provide approval of a new Tree Worker license.

### **BACKGROUND**

Doug Peterson dba The Spot Cleaning Service, has submitted a Tree Worker license application in order to cut, trim, prune, and remove trees, shrubs and/or vines. The licensing period will be May 1, 2020 – April 30, 2021.

A background check was completed by the St. Peter Police Department and nothing was found that would prohibit issuance of the license.

Approval is recommended.

### **FISCAL IMPACT:**

None other than receipt of the permit fee.

### **ALTERNATIVES/VARIATIONS:**

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

Denial: The applicant 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 these 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 TREE WORKER LICENSE APPLICATION**

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 Workers**

On The Spot LLC

5/1/20 – 4/30/21

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

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

ATTEST:

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