

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

Regular City Council Meeting of Monday, April 27, 2020 – 7:00 p.m.

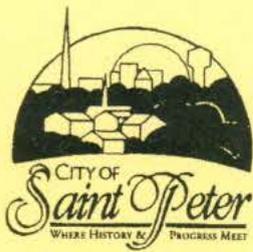
\*\*\*Virtual Meeting Only - See below for electronic access to meeting\*\*\*

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES**
- 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. Hospital Refunding Bond Prepayment
  - B. 2020 Seal Coating Project Bid Award
  - C. 2020 Crack Sealing Project Bid Award
  - D. 2020 Asphalt Purchase Bid Award
  - E. Library Supervisor Position Description
  - F. Kid's Corner Lease Renewal 2020-2024
  - G. COVID-19 MicroLoan Expansion
  
- IX. **REPORTS**
  - A. **MAYOR**
    - 1. "Arbor Month" Proclamation
    - 2. Others
  - B. **CITY ADMINISTRATOR**
    - 1. COVID-19 Impact
    - 2. Recycling Site Use
    - 3. City/County Meeting Discussion
    - 4. Minnesota River Valley Transit Fare Update
    - 5. 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, tablet or smartphone: <https://global.gotomeeting.com/join/591790045>  
From your phone: (Toll Free): 1 866 899 4679 - One-touch: tel:+18668994679,,591790045#  
Access Code: 591-790-045



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**

A copy of the minutes of the April 13, 2020 regular Council meeting is attached for approval. A MOTION is 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**

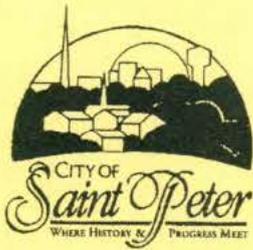
Members of the audience wishing to address the Council concerning items not on the agenda may do so at this time.

VII. **APPROVAL OF CONSENT AGENDA ITEMS**

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

VIII. **UNFINISHED BUSINESS**

None scheduled.



**IX. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION AUTHORIZING REDEMPTION AND PREPAYMENT OF GENERAL OBLIGATION HOSPITAL REFUNDING BONDS, SERIES 2010A**

Staff recommends authorization be provided for redemption of the Hospital Expansion Project construction bonds. Ongoing funding for the expansion project will now be provided by a USDA loan. Please see the attached staff report and RESOLUTION.

**B. ADOPTION OF A RESOLUTION AWARDDING 2020 SEAL COATING PROJECT BID**

Formal bids were received for the 2020 seal coating project. Staff recommends award of the bid to low bidder Pearson Bros. Inc. of Hanover, Minnesota in the amount of \$2.57 per gallon. Please see the attached staff report and RESOLUTION.

**C. ADOPTION OF A RESOLUTION AWARDDING 2020 CRACK SEALING PROJECT BID**

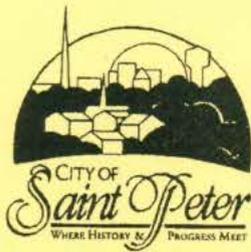
Formal bids were received for the 2020 crack sealing project. Staff recommends award of the bid to low bidder Northwest Asphalt & Materials of Thief River Falls, Minnesota in the amount of \$1.45 per pound. Please see the attached staff report and RESOLUTION.

**D. ADOPTION OF A RESOLUTION AWARDDING 2020 ASPHALT PURCHASE BID**

Formal bids were received for the 2020 asphalt purchase project. Staff recommends award of the bid to low bidder Minnesota Paving & Materials of Mankato, Minnesota in the amount of \$172,400. Please see the attached staff report and RESOLUTION.

**E. ADOPTION OF A RESOLUTION APPROVING UPDATED LIBRARY SUPERVISOR POSITION DESCRIPTION**

The position of Library Supervisor is now vacant and as is practice, the position description has been reviewed with recommendations for modifications to more accurately describe the responsibilities and necessary qualifications for the position. Adoption is recommended. Please see the attached staff report and RESOLUTION.



**G. ADOPTION OF A RESOLUTION APPROVING EXECUTION OF 2020-2024 LEASE RENEWAL FOR KID'S CORNER AT THE COMMUNITY CENTER**

Kid's Corner's lease at the Community Center expired at the end of 2020. Negotiations have been completed for a renewal of the lease for the period 2020-2024. Approval is recommended. Please see the attached staff report and RESOLUTION.

**H. ADOPTION OF RESOLUTION MODIFYING COVID-19 MICRO LOAN PROGRAM**

The Economic Development Authority has recommended the COVID-19 Micro Loan program be modified to add additional eligible business classifications (birthing centers and medical offices). Please see the attached staff report and RESOLUTIONS.

**X. REPORTS**

**A. MAYOR**

**1. REPORT ON MICRO LOAN PROGRAM**

Mayor Zieman will proclaim April as "Arbor Month" in the community.

**2. OTHERS**

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

**B. CITY ADMINISTRATOR**

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

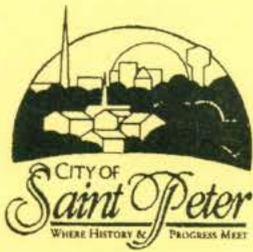
A report will be provided at this time on the City's response to the COVID-19 emergency.

**2. REPORT ON RECYCLING SITE USE**

An update will be provided at this time on use of the recycling site located at the City's yard waste drop-off-site.

**3. REPORT ON CITY/COUNTY MEETING DISCUSSION**

An update will be provided at this time on discussion at last week's City/County meeting.



4. **REPORT ON MINNESOTA RIVER VALLEY TRANSIT FARE CHANGES**

An update will be provided at this time on changes proposed to the Minnesota River Valley Transit Board regarding fares.

5. **OTHERS**

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

XI. **ADJOURNMENT**

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**APRIL 13, 2020**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted by virtual software on April 13, 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 7:13 p.m. The following members were present through the virtual platform: Councilmembers Ed Johnson, Keri Johnson, Shanon Nowell, Brad DeVos, Stephan Grams, Emily Bruflat and Mayor Zieman. The following officials were present: City Administrator Todd Prafke, City Attorney James Brandt and City Engineer Jeff Domras.

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

**Approval of Minutes** – A motion was made by Nowell, seconded by Bruflat, to approve the minutes of the March 23, 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 23, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Johnson (K), seconded by Johnson (E), to approve the minutes of the March 30, 2020 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 30, 2020 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Bruflat, seconded by Nowell, Resolution No. 2020-36 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Bruflat questioned how the Temporary Mechanic and Temporary Plumber positions had been advertised and how the wage was determined. City Administrator Prafke noted the individuals had previously been employed on a temporary basis and because they were allowed to flex their work hours to fit their personal schedules the wages were acceptable to them. Prafke also mentioned that next year the positions will be formally adopted and the recruitment process will follow usual procedures. Councilmember Johnson (K) questioned if COVID-19 was impacting the number of proposals submitted for City projects. Prafke indicated that the purchases included on the consent agenda were specialty products and/or retrofit jobs where limited numbers of vendors qualified to provide the service. Mayor Zieman questioned what a SAFL (baffles) was an acronym for. Prafke indicated SAFL stood for "St. Anthony Falls Laboratory", a research laboratory situated on the Mississippi River doing work in environmental, biological, and geophysical fluid mechanics and the Laboratory had developed the baffle system that was being purchased. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-36 is contained in the City Administrator's book entitled Council Resolutions 23.

**St. Peter Veterans Memorial Park Playground Improvements Bid Award** – Public Works Director Moulton recommended award of the bid for the St. Peter Veteran's Memorial Park

Playground Improvements Project to the lone bidder Nielsen Concrete LLC in the amount of \$71,426. Moulton indicated that combined with the playground equipment purchase, the project was approximately \$10,000 over budget, but staff would work with Nielsen Concrete to control costs with the City doing a portion of the work. City Administrator Prafke indicated that formal bid contracts are often modified by execution of a project change order and in this case one would be negotiated for a reduction in costs. In motion by Johnson (K), seconded by DeVos, Resolution No. 2020-37 entitled "Resolution Awarding Bid For Veterans Memorial Park Playground Improvements Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-37 is contained in the City Administrator's book entitled Council Resolutions 23.

**2020 North Third Street Improvements (Skaro to Livermore) Bid Award** – Public Works Director Moulton recommended award of the bid for the 2020 North 3<sup>rd</sup> Street Improvements (Skaro to Livermore) Project to the lone bidder Nielsen Concrete LLC in the amount of \$211,143 for the base bid and \$64,759.75 for the storm sewer alternate (total \$275,902.75). Moulton indicated the project included bituminous milling, improvements to the storm sewer at the Livermore intersection and upsizing the storm sewer piping between the two intersections as well as sidewalk work on the 500 blocks of Locust and Elm Streets which had been rolled into the bigger project to save money by bidding everything together. Moulton stated the bids were 10% higher than the engineer's estimate, due staff suspected, to the short timeline required for construction. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-38 entitled "Resolution Awarding Bid For The 2020 North Third Street Improvements (Skaro To Livermore) Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-38 is contained in the City Administrator's book entitled Council Resolutions 23.

**2020 Ag Land Lease** – City Attorney Brandt recommended execution of a one growing season lease between the City and Brett R. Annexstad for the 11 acre parcel of City owned land adjacent to Gustavus Adolphus College. Brandt indicated lease of the land for agricultural purposes would eliminate the City's need to provide weed control on the parcel and the tenant, who had leased the parcel since 2013 did a good job of farming the land. In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-39 entitled "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" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-39 is contained in the City Administrator's book entitled Council Resolutions 23.

**Business License Application** – City Administrator Prafke recommended approval of a Tree Worker License application submitted by Doug Peterson dba "On The Spot Cleaning". Prafke noted nothing had been discovered in the background investigation that would prohibit issuance of the license. In motion by Johnson (K), seconded by Bruflat, Resolution No. 2020-40 entitled "Resolution Approving New Tree Worker License Application" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-40 is contained in the City Administrator's book entitled Council Resolutions 23.

## **Reports**

**Mayor's Report** – Mayor Zieman commented on all the COVID-19 related news and expressed his belief that by working together everyone will get through this emergency.

**COVID-19 Impact** – City Administrator Prafke reported he would be sending the Council a checklist that would be followed for all future COVID-19 reports. Prafke noted that Public Works crews were working split schedules to provide for appropriate social distancing and while City Hall had been closed to the public, the front doors would be opened April 13-15<sup>th</sup> strictly for utility customers to pay bills. Prafke noted the City's cleaning protocol had been modified to maintain stricter sanitization and reminded all that City meetings, including the upcoming City/County Committee meeting would continue to be done through the GoToMeeting virtual platform.

**Micro Loan Program Update** – City Administrator Prafke updated the Council on the previously approved COVID-19 Micro Loan Program. Prafke stated almost three dozen applications had been approved with approximately \$278,000 in loan funds distributed.

City Administrator Prafke reminded members of the public who might think the City was collecting appliances curbside that the program was not scheduled at this time and anyone who had put an appliance at the curb should remove it.

Mayor Zieman allowed a final chance for Councilmembers to ask questions. Councilmember Grams asked for a recap of the recent MnDOT meeting related to redesign of the Highways 169, 22 and 99 intersections on the south end of the community. Councilmember DeVos questioned when a decision would be made about summer programming and opening of the pool. Prafke indicated summer employee recruitment will continue and a decision would be made at a later date on whether regular programming would go on or not. Prafke noted the decision would be made based on a health safety perspective. Public Works Director Moulton indicated the pool could be ready to go with a two week notice for crews to prepare for opening.

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 8:05 p.m.

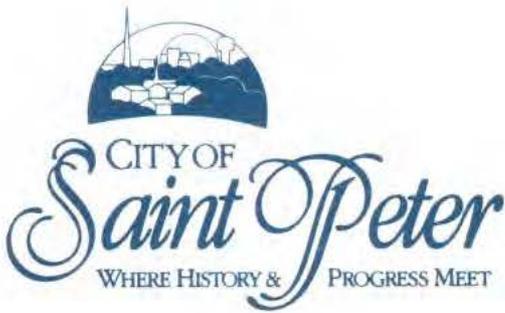
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 6, 2020

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

Jason Lee  
Electric Superintendent

**RE:** Pad-Mounted Switchgear Purchase - Electric

### ACTION/RECOMMENDATION

Authorize the purchase of three (3) Pad-Mounted Switchgear – Elbow Connected (PME) 15kV from Irby Utilities of Eagan, Minnesota in the amount of \$47,670.

### BACKGROUND

Pad-mounted switchgear is installed at various locations throughout the city. The switches are used to open or close an underground electrical line and contain protective fusing to isolate an individual line if an electrical outage occurs.

The City has a variety of pad-mounted switchgear brands installed in the electrical system. The Federal Pacific (FP) brand of switchgear is experiencing considerable blistering of the paint which leads to premature failure due to rust and corrosion. In addition, it has reached the end of its twenty-year life cycle and requires replacement.

The S&C brand switchgear has performed better and has an expected thirty-year life cycle before replacement. This is due to the paint used (mil thickness) and the painting process. The S&C switchgear is tested to resist a 4,000 hour salt spray test to resist corrosion. The FP brand is only designed to resist a 1,500 hour salt spray test. When comparing the total ownership costs, the S&C brand is the better value over a thirty-year life cycle.

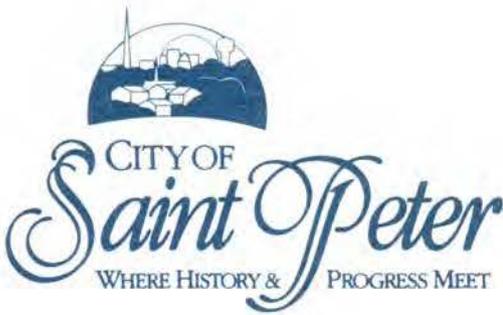
As provided for in the City's purchasing policy, specifications were posted on the City's website and formal written proposals were accepted. Three vendors submitted proposals as shown below:

Company	Initial Cost	Life Cycle	Annual Cost	30 Year Life Cycle Cost
Irby Utilities – S&C	\$47,670	30 Years	\$1,589	\$47,670
Resco – Federal Pacific	\$43,998	20 Years	\$2,199	\$65,997
Wesco – Federal Pacific	\$45,168	20 Years	\$2,258	\$67,752

We recommend purchase of the Pad-Mounted switchgear from Irby Utilities in the amount of \$47,670. The switchgear will be received in approximately 16 weeks.

Funds for the purchase are allocated in the Electric Fund budget.

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 21, 2020

**FROM:** Pete Moulton  
Public Works Director

Jason Lee  
Electric Superintendent

**RE:** Lineworker Intern

### **ACTION/RECOMMENDATION**

Appoint Matthew Warner as a Lineworker Intern for the Public Works Electric Utility at a wage of \$14.00 per hour for the period May 18-August 19, 2020.

### **BACKGROUND**

The Electric Utility is now moving into its busy season and the workload remains high. A number of years back, the City experimented with appointment of a Lineworker Intern to help with the workload. Based on that experience, we contacted Electric Lineworker schools to see if another intern was available and interested. Two resumes were received for this internship.

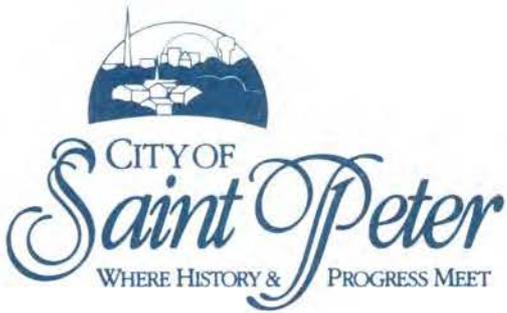
Mr. Warner has an Associate of Applied Science degree in Electrical Line Worker Technology and is currently attending Minnesota State Community Technical College in Wadena, Minnesota studying Electrical Technology with a graduation date in May, 2021. Matthew has the required certifications to fill this position.

We have interviewed Matthew and contacted his references and believe he would be a good fit for the position. The wage for this internship has been set at \$14.00 per hour and we expect he will put in approximately 520 hours this summer.

Funding for this position comes from the assigned area of work; in this case it would be from the Electric Utility budget.

We recommend Matthew Warner be appointed as a temporary Lineworker Intern.

PTM/JL



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/20

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** License Renewal Applications

### **ACTION/RECOMMENDATION**

Provide approval of renewal license applications.

### **BACKGROUND**

Four renewal Tree Worker license applications have been submitted. If approved, there would be a total of ten licenses issued so far this year. Last year the City had a total of thirteen licensed tree workers. Additional license renewals may also be submitted for the May 1, 2020 – April 30, 2021 licensing period.

The Nicollet County Ag Society is holding an event at the Nicollet County Fairgrounds (400 W. Union) on June 6, 2020 and has submitted an application for a Temporary On Sale Liquor license in order to sell alcoholic beverages during their event.

Please place these items on the April 27, 2020 City Council consent agenda.

CM

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ADVANCE AUTO PARTS	filter	GENERAL FUND	POLICE	11.02
	filters	GENERAL FUND	STREETS	116.45
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	93.23
	hyd fluid	WASTE WATER FUND	BIOSOLIDS	48.75
	jb quick	WASTE WATER FUND	SOURCE/TREATMENT	6.43
	filters	ELECTRIC FUND	POWER DISTRIBUTION	<u>70.88</u>
	TOTAL:			346.76
ADVANCED POWER SERVICES, INC.	generator fuel leak	WATER	DISTRIBUTION AND STORA	708.20
	gen #5 coolant leak	ELECTRIC FUND	POWER PRODUCTION	<u>4,985.00</u>
	TOTAL:			5,693.20
AFFORDABLE TOWING OF MANKATO, INC.	tow #45	GENERAL FUND	STREETS	<u>360.00</u>
	TOTAL:			360.00
AG PARTNERS COOP.	mar. fuel	GENERAL FUND	STREETS	2,449.47
	mar. fuel	GENERAL FUND	PARKS	53.24
	mar. fuel	GENERAL FUND	PARKS	406.55
	mar. fuel	WATER	SOURCE OF SUPPLY	5.29
	mar. fuel	WATER	PURIFICATION AND TREAT	7.92
	mar. fuel	WATER	DISTRIBUTION AND STORA	39.62
	mar. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	134.10
	mar. fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	261.28
	mar. fuel	ELECTRIC FUND	POWER DISTRIBUTION	<u>234.46</u>
	TOTAL:			3,591.93
AG SPRAY EQUIPMENT	snoflo pump	GENERAL FUND	STREETS	<u>44.98</u>
	TOTAL:			44.98
AQUATIC TECHNOLOGY INC.	funbrella for pool	GENERAL FUND	SWIMMING POOL	<u>2,636.25</u>
	TOTAL:			2,636.25
AUTOMATIC SYSTEMS CO.	well 13 sensor	WATER	SOURCE OF SUPPLY	<u>1,295.50</u>
	TOTAL:			1,295.50
BEARCOM	radio repair	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>195.00</u>
	TOTAL:			195.00
BGMN, INC	additives	GENERAL FUND	STREETS	91.74
	synthetic atf	GENERAL FUND	STREETS	80.51
	additives	GENERAL FUND	PARKS	91.74
	synthetic atf	GENERAL FUND	PARKS	80.51
	additives	WATER	DISTRIBUTION AND STORA	45.87
	synthetic atf	WATER	DISTRIBUTION AND STORA	40.26
	additives	WASTE WATER FUND	SOURCE/TREATMENT	45.87
	synthetic atf	WASTE WATER FUND	SOURCE/TREATMENT	40.26
	additives	ENVIRON SERVICES F	REFUSE DISPOSAL	45.87
	synthetic atf	ENVIRON SERVICES F	REFUSE DISPOSAL	40.26
	additives	ELECTRIC FUND	POWER DISTRIBUTION	91.74
	synthetic atf	ELECTRIC FUND	POWER DISTRIBUTION	80.51
	additives	STORMWATER FUND	TREATMENT	45.89
	synthetic atf	STORMWATER FUND	TREATMENT	<u>40.25</u>
		TOTAL:		
BLACKSTONE PUBLISHING	audio books	LIBRARY FUND	LIBRARY	<u>180.00</u>
	TOTAL:			180.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
BLUE EARTH COUNTY	1st qtr patrol mdt's	GENERAL FUND	POLICE	450.00
			TOTAL:	450.00
BOLTON & MENK INC	2020 fire hall	GENERAL FUND	FIRE	3,641.00
	duos property access	GENERAL FUND	ECONOMIC DEVMT	79.00
	10yr water treatment plan	WATER	CAPITAL-WATER TREATMEN	9,209.00
			TOTAL:	12,929.00
BRAUN INTERTEC CORPORATION	fire station	GENERAL FUND	FIRE	2,454.40
			TOTAL:	2,454.40
BSN SPORTS	3 sets bleachers for jeff.	GENERAL FUND	PARKS	9,711.45
			TOTAL:	9,711.45
CENTERPOINT ENERGY MINNEGASCO	2000 essler dr. mar. gas b	HOUSING DISTRICT #	ECONOMIC DEVMT	34.19
	2101 lunden st. mar. gas b	HOUSING DISTRICT #	ECONOMIC DEVMT	22.78
			TOTAL:	56.97
CERTIFIED LABORATORIES	gear oil grease	GENERAL FUND	STREETS	486.95
	gear oil pump	GENERAL FUND	STREETS	180.00
	gear oil grease	GENERAL FUND	PARKS	486.95
	gear oil pump	GENERAL FUND	PARKS	180.00
	gear oil grease	WATER	DISTRIBUTION AND STORA	243.48
	gear oil pump	WATER	DISTRIBUTION AND STORA	90.00
	gear oil grease	WASTE WATER FUND	SOURCE/TREATMENT	243.48
	gear oil pump	WASTE WATER FUND	SOURCE/TREATMENT	90.00
	gear oil grease	ENVIRON SERVICES F	REFUSE DISPOSAL	243.48
	gear oil pump	ENVIRON SERVICES F	REFUSE DISPOSAL	90.00
	gear oil grease	ELECTRIC FUND	POWER DISTRIBUTION	486.95
	gear oil pump	ELECTRIC FUND	POWER DISTRIBUTION	180.00
	gear oil grease	STORMWATER FUND	TREATMENT	243.46
	gear oil pump	STORMWATER FUND	TREATMENT	90.00
			TOTAL:	3,334.75
THE CMI GROUP	mar. collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	75.82
			TOTAL:	75.82
COLE PAPERS INC	glass cleaner	GENERAL FUND	STREETS	8.16
	parks supplies	GENERAL FUND	PARKS	360.42
	tissue	GENERAL FUND	PARKS	164.70
	glass cleaner	GENERAL FUND	PARKS	8.16
	tissue	GENERAL FUND	PARKS	457.38
	glass cleaner	WATER	DISTRIBUTION AND STORA	4.08
	glass cleaner	WASTE WATER FUND	SOURCE/TREATMENT	4.08
	glass cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	4.08
	glass cleaner	ELECTRIC FUND	POWER DISTRIBUTION	8.16
	glass cleaner	STORMWATER FUND	TREATMENT	4.08
			TOTAL:	1,023.30
TOM CONNOR	lic. renewal & mpca	WASTE WATER FUND	ADMIN AND GENERAL	43.00
			TOTAL:	43.00
CORE & MAIN LP	2 1/2 hydrant gate valve	WATER	DISTRIBUTION AND STORA	477.37
			TOTAL:	477.37
CRYSTAL VALLEY	gen. plant fuel	ELECTRIC FUND	POWER PRODUCTION	7,601.48

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>7,601.48</u>
CRYSTEEL TRUCK EQUIPMENT INC	#810 plow	GENERAL FUND	STREETS	656.56
	#810 plow	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	<u>1,718.36</u>
			TOTAL:	<u>2,374.92</u>
JASON DAHL	mdh water lic. renewal	WASTE WATER FUND	ADMIN AND GENERAL	<u>23.00</u>
			TOTAL:	<u>23.00</u>
DON'S APPLIANCE & TV	fridge break room filters	GENERAL FUND	STREETS	12.50
	fridge break room filters	GENERAL FUND	PARKS	10.00
	fridge break room filters	WATER	ADMIN AND GENERAL	5.00
	wntp drain pump	WASTE WATER FUND	SOURCE/TREATMENT	274.99
	fridge break room filters	WASTE WATER FUND	ADMIN AND GENERAL	5.00
	fridge break room filters	ENVIRON SERVICES F	ADMIN AND GENERAL	4.99
	fridge break room filters	ELECTRIC FUND	ADMIN AND GENERAL	<u>12.50</u>
			TOTAL:	<u>324.98</u>
EATON/CANNON TECHNOLOGIES, INC.	#864 3ph. meters	ELECTRIC FUND	NON-DEPARTMENTAL	<u>958.80</u>
			TOTAL:	<u>958.80</u>
ERA LABORATORIES, INC	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>621.81</u>
			TOTAL:	<u>621.81</u>
FAMILY FRESH MARKET	supplies	GENERAL FUND	POLICE	8.68
	cleaning supplies	GENERAL FUND	POLICE	17.98
	going away coffee for dave	GENERAL FUND	BUILDING INSPECTOR	9.38
	great stories club supplie	LIBRARY FUND	LIBRARY	46.58
	contractor's mtg supplies	STORMWATER FUND	ADMINISTRATION AND GEN	3.99
	contractor's mtg supplies	STORMWATER FUND	ADMINISTRATION AND GEN	<u>18.98</u>
			TOTAL:	<u>105.59</u>
FASTENAL COMPANY	marking paint	WATER	DISTRIBUTION AND STORA	168.44
	marking paint	ELECTRIC FUND	POWER DISTRIBUTION	168.44
	marking paint	STORMWATER FUND	TREATMENT	<u>168.44</u>
			TOTAL:	<u>505.32</u>
FERGUSON ENTERPRISES, LLC.	#76 & 75 dog park pvc sewe	WASTE WATER FUND	NON-DEPARTMENTAL	183.26
	#76 & 75 dog park pvc sewe	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>205.06</u>
			TOTAL:	<u>388.32</u>
FIRE PROTECTION SERVICES, INC.	review shop drawings hyvee	GENERAL FUND	BUILDING INSPECTOR	<u>510.00</u>
			TOTAL:	<u>510.00</u>
G.M.S. INDUSTRIAL SUPPLIES, INC.	hex screws	GENERAL FUND	STREETS	19.15
	hex screws	GENERAL FUND	PARKS	19.15
	hex screws	WATER	DISTRIBUTION AND STORA	9.57
	hex screws	WASTE WATER FUND	SOURCE/TREATMENT	9.57
	hex screws	ENVIRON SERVICES F	REFUSE DISPOSAL	9.57
	hex screws	ELECTRIC FUND	POWER DISTRIBUTION	19.15
	hex screws	STORMWATER FUND	TREATMENT	<u>9.58</u>
			TOTAL:	<u>95.74</u>
GALETKA, TYRELL	water test registration &	WASTE WATER FUND	ADMIN AND GENERAL	<u>55.00</u>
			TOTAL:	<u>55.00</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
GENERAL REPAIR SERVICE	diaphragm	WASTE WATER FUND	SOURCE/TREATMENT	<u>1,305.51</u>
			TOTAL:	1,305.51
GRAYMONT WESTERN LIME INC.	high calcium quicklime	WASTE WATER FUND	BIOSOLIDS	<u>5,066.88</u>
			TOTAL:	5,066.88
GUSTAVUS ADOLPHUS COLLEGE P.O.	mar. postage	GENERAL FUND	CITY ADMINISTRATION	5.28
	mar. postage	GENERAL FUND	CITY CLERK	19.17
	mar. postage	GENERAL FUND	FINANCE	123.18
	mar. postage	GENERAL FUND	FINANCE	7.14
	mar. postage	GENERAL FUND	POLICE	65.39
	mar. postage	GENERAL FUND	BUILDING INSPECTOR	12.53
	mar. postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.84
	mar. postage	GENERAL FUND	STREETS	35.97
	mar. postage	GENERAL FUND	SENIOR COORDINATOR	228.10
	mar. postage	GENERAL FUND	RECREATION/LEISURE SER	31.35
	mar. postage	GENERAL FUND	PARKS	0.57
	mar. postage	GENERAL FUND	ECONOMIC DEVTM	34.86
	mar. postage	LIBRARY FUND	LIBRARY	18.54
	mar. postage	COMMUNITY CENTER	COMMUNITY CENTER	3.99
	mar. postage	WATER	CUSTOMER ACCOUNTS	87.54
	mar. postage	WASTE WATER FUND	ADMIN AND GENERAL	0.57
	mar. postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	87.54
	mar. postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	87.54
	mar. postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	87.54
	mar. postage	STORMWATER FUND	ADMINISTRATION AND GEN	2.07
	mar. postage	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>0.57</u>
			TOTAL:	941.28
HACH COMPANY	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	<u>121.50</u>
			TOTAL:	121.50
HARRISON TRUCK CENTERS	#917 control hvac	GENERAL FUND	STREETS	219.19
	#207 rear diff	GENERAL FUND	STREETS	3,627.05
	#207 u joint kit	GENERAL FUND	STREETS	97.78
	#45 cam spring brake	GENERAL FUND	STREETS	130.58
	#207 rear diff.	GENERAL FUND	STREETS	<u>1,827.05-</u>
			TOTAL:	2,247.55
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	1,263.50
	azone 15 sodium hydroxide	WATER	PURIFICATION AND TREAT	<u>1,842.75</u>
			TOTAL:	3,106.25
HILLYARD/HUTCHINSON	cleaning products & suppli	LIBRARY FUND	LIBRARY	63.82
	cleaning products & suppli	COMMUNITY CENTER	COMMUNITY CENTER	<u>255.26</u>
			TOTAL:	319.08
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	503.95
	postage	WATER	CUSTOMER ACCOUNTS	425.97
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	503.95
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	425.97
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	503.95
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	425.96
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	503.94
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	425.97
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>647.78</u>

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	4,367.44
INGRAM BOOK COMPANY	returns	LIBRARY FUND	LIBRARY	179.96-
	adult books	LIBRARY FUND	LIBRARY	193.07
			TOTAL:	13.11
INSIGHT PUBLIC SECTOR	ink & toner	GENERAL FUND	CITY ADMINISTRATION	257.47
	ink & toner	GENERAL FUND	CITY ADMINISTRATION	5.57
	ink and toner	GENERAL FUND	CITY ADMINISTRATION	1.49
	ink and toner	GENERAL FUND	CITY ADMINISTRATION	5.98
	mouse	GENERAL FUND	CITY ADMINISTRATION	1.15
	ups's	GENERAL FUND	CITY ADMINISTRATION	21.15
	toners	GENERAL FUND	CITY ADMINISTRATION	71.15
	mouse	GENERAL FUND	CITY CLERK	1.15
	ups's	GENERAL FUND	CITY CLERK	21.15
	toners	GENERAL FUND	CITY CLERK	71.15
	ink & toner	GENERAL FUND	FINANCE	772.43
	ink & toner	GENERAL FUND	FINANCE	198.06
	ink & toner	GENERAL FUND	FINANCE	16.72
	ink & toner	GENERAL FUND	FINANCE	4.30
	ink and toner	GENERAL FUND	FINANCE	4.47
	ink and toner	GENERAL FUND	FINANCE	1.14
	ink and toner	GENERAL FUND	FINANCE	17.94
	ink and toner	GENERAL FUND	FINANCE	4.60
	mouse	GENERAL FUND	FINANCE	0.77
	ups's	GENERAL FUND	FINANCE	14.10
	toners	GENERAL FUND	FINANCE	47.44
	ink & toner	GENERAL FUND	POLICE	880.51
	ink & toner	GENERAL FUND	POLICE	19.05
	ink and toner	GENERAL FUND	POLICE	5.09
	ink and toner	GENERAL FUND	POLICE	20.45
	mouse	GENERAL FUND	POLICE	0.61
	ups's	GENERAL FUND	POLICE	11.28
	toners	GENERAL FUND	POLICE	37.95
	ink & toner	GENERAL FUND	FIRE	96.12
	ink & toner	GENERAL FUND	FIRE	2.08
	ink and toner	GENERAL FUND	FIRE	0.56
	ink and toner	GENERAL FUND	FIRE	2.23
	ink & toner	GENERAL FUND	BUILDING INSPECTOR	191.46
	ink & toner	GENERAL FUND	BUILDING INSPECTOR	4.14
	ink and toner	GENERAL FUND	BUILDING INSPECTOR	1.11
	ink and toner	GENERAL FUND	BUILDING INSPECTOR	4.45
	mouse	GENERAL FUND	BUILDING INSPECTOR	0.31
	ups's	GENERAL FUND	BUILDING INSPECTOR	5.64
	toners	GENERAL FUND	BUILDING INSPECTOR	18.97
	ink & toner	GENERAL FUND	PUBLIC WORKS ADMIN	425.01
	ink & toner	GENERAL FUND	PUBLIC WORKS ADMIN	9.20
	ink and toner	GENERAL FUND	PUBLIC WORKS ADMIN	2.46
	ink and toner	GENERAL FUND	PUBLIC WORKS ADMIN	9.87
	mouse	GENERAL FUND	PUBLIC WORKS ADMIN	0.15
	ups's	GENERAL FUND	PUBLIC WORKS ADMIN	2.82
	toners	GENERAL FUND	PUBLIC WORKS ADMIN	9.49
	ink & toner	GENERAL FUND	STREETS	59.82
	ink & toner	GENERAL FUND	STREETS	1.29
	ink and toner	GENERAL FUND	STREETS	0.35
	ink and toner	GENERAL FUND	STREETS	1.39

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	ink & toner	GENERAL FUND	RECREATION/LEISURE SER	586.74
	ink & toner	GENERAL FUND	RECREATION/LEISURE SER	12.70
	ink and toner	GENERAL FUND	RECREATION/LEISURE SER	3.39
	ink and toner	GENERAL FUND	RECREATION/LEISURE SER	13.63
	ink & toner	GENERAL FUND	PARKS	30.09
	ink & toner	GENERAL FUND	PARKS	0.65
	ink and toner	GENERAL FUND	PARKS	0.17
	ink and toner	GENERAL FUND	PARKS	0.70
	ink & toner	GENERAL FUND	ECONOMIC DEVMT	59.82
	ink & toner	GENERAL FUND	ECONOMIC DEVMT	1.29
	ink and toner	GENERAL FUND	ECONOMIC DEVMT	0.35
	ink and toner	GENERAL FUND	ECONOMIC DEVMT	1.39
	mouse	GENERAL FUND	ECONOMIC DEVMT	0.08
	ups's	GENERAL FUND	ECONOMIC DEVMT	1.41
	toners	GENERAL FUND	ECONOMIC DEVMT	4.74
	ink & toner	LIBRARY FUND	LIBRARY	1,012.90
	ink & toner	LIBRARY FUND	LIBRARY	21.92
	ink and toner	LIBRARY FUND	LIBRARY	5.86
	ink and toner	LIBRARY FUND	LIBRARY	23.53
	ink & toner	PUBLIC ACCESS	PUBLIC ACCESS	96.12
	ink & toner	PUBLIC ACCESS	PUBLIC ACCESS	2.08
	ink and toner	PUBLIC ACCESS	PUBLIC ACCESS	0.56
	ink and toner	PUBLIC ACCESS	PUBLIC ACCESS	2.23
	ink & toner	COMMUNITY CENTER	COMMUNITY CENTER	30.09
	ink & toner	COMMUNITY CENTER	COMMUNITY CENTER	0.65
	ink and toner	COMMUNITY CENTER	COMMUNITY CENTER	0.17
	ink and toner	COMMUNITY CENTER	COMMUNITY CENTER	0.70
	ink & toner	WATER	ADMIN AND GENERAL	455.10
	ink & toner	WATER	ADMIN AND GENERAL	9.85
	ink and toner	WATER	ADMIN AND GENERAL	2.63
	ink and toner	WATER	ADMIN AND GENERAL	10.57
	mouse	WATER	ADMIN AND GENERAL	0.69
	ups's	WATER	ADMIN AND GENERAL	12.69
	toners	WATER	ADMIN AND GENERAL	42.69
	ink & toner	WASTE WATER FUND	ADMIN AND GENERAL	257.46
	ink & toner	WASTE WATER FUND	ADMIN AND GENERAL	5.57
	ink and toner	WASTE WATER FUND	ADMIN AND GENERAL	1.49
	ink and toner	WASTE WATER FUND	ADMIN AND GENERAL	5.98
	mouse	WASTE WATER FUND	ADMIN AND GENERAL	0.70
	ups's	WASTE WATER FUND	ADMIN AND GENERAL	12.69
	toners	WASTE WATER FUND	ADMIN AND GENERAL	42.70
	ink & toner	ENVIRON SERVICES F	ADMIN AND GENERAL	30.09
	ink & toner	ENVIRON SERVICES F	ADMIN AND GENERAL	0.65
	ink and toner	ENVIRON SERVICES F	ADMIN AND GENERAL	0.17
	ink and toner	ENVIRON SERVICES F	ADMIN AND GENERAL	0.70
	ink & toner	ELECTRIC FUND	ADMIN AND GENERAL	425.01
	ink & toner	ELECTRIC FUND	ADMIN AND GENERAL	9.20
	ink and toner	ELECTRIC FUND	ADMIN AND GENERAL	2.46
	ink and toner	ELECTRIC FUND	ADMIN AND GENERAL	9.87
	mouse	ELECTRIC FUND	ADMIN AND GENERAL	2.07
	ups's	ELECTRIC FUND	ADMIN AND GENERAL	38.07
	toners	ELECTRIC FUND	ADMIN AND GENERAL	128.08
	ink & toner	STORMWATER FUND	ADMINISTRATION AND GEN	125.86
	ink & toner	STORMWATER FUND	ADMINISTRATION AND GEN	2.72
	ink and toner	STORMWATER FUND	ADMINISTRATION AND GEN	0.73
	ink and toner	STORMWATER FUND	ADMINISTRATION AND GEN	2.92

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	<u>6,916.61</u>
INTERNATIONAL CODE COUNCIL, INC	membership dues	GENERAL FUND	BUILDING INSPECTOR	<u>135.00</u>
			TOTAL:	<u>135.00</u>
JACKSON-HIRSH, INC.	laminating sheets	GENERAL FUND	STREETS	20.76
	laminating sheets	GENERAL FUND	PARKS	16.60
	laminating sheets	WATER	ADMIN AND GENERAL	8.30
	laminating sheets	WASTE WATER FUND	ADMIN AND GENERAL	8.30
	laminating sheets	ENVIRON SERVICES F	ADMIN AND GENERAL	8.30
	laminating sheets	ELECTRIC FUND	ADMIN AND GENERAL	<u>20.76</u>
			TOTAL:	<u>83.02</u>
JAGUAR COMMUNICATIONS	internet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>110.00</u>
			TOTAL:	<u>110.00</u>
JOHNSON CONTROLS FIRE PROTECTION LP	annual sprinkler inspectio	LIBRARY FUND	LIBRARY	634.79
	annual sprinkler inspectio	COMMUNITY CENTER	COMMUNITY CENTER	<u>3,349.48</u>
			TOTAL:	<u>3,984.27</u>
JT SERVICES	led s.l. repair parts	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,947.34</u>
			TOTAL:	<u>1,947.34</u>
KIND VETERINARY CLINIC PA	city animal care	GENERAL FUND	COMMUNITY SERVICE	11.43
	paws animal care	RESTRICTED CONTRIB	COMMUNITY SERVICE	<u>249.10</u>
			TOTAL:	<u>260.53</u>
KWIK TRIP INC	mar. fuel	GENERAL FUND	POLICE	1,682.53
	mar. fuel	GENERAL FUND	FIRE	45.36
	mar. fuel	GENERAL FUND	BUILDING INSPECTOR	66.40
	mar. fuel	GENERAL FUND	PUBLIC WORKS ADMIN	101.00
	mar. fuel	GENERAL FUND	STREETS	186.62
	mar. fuel	GENERAL FUND	PARKS	510.84
	mar. fuel	COMMUNITY CENTER	COMMUNITY CENTER	36.75
	mar. fuel	WATER	SOURCE OF SUPPLY	18.06
	mar. fuel	WATER	PURIFICATION AND TREAT	27.08
	mar. fuel	WATER	DISTRIBUTION AND STORA	135.42
	mar. fuel	WATER	CUSTOMER ACCOUNTS	9.12
	mar. fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	149.82
	mar. fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	9.12
	mar. fuel	ELECTRIC FUND	POWER DISTRIBUTION	284.44
	mar. fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	9.13
	mar. fuel	STORMWATER FUND	TREATMENT	176.02
	march fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>2,628.79</u>
			TOTAL:	<u>6,076.50</u>
LAGER'S INC	squad repairs	GENERAL FUND	POLICE	<u>1,214.43</u>
			TOTAL:	<u>1,214.43</u>
LEXIS NEXIS	mar. monthly subscription	GENERAL FUND	POLICE	<u>100.00</u>
			TOTAL:	<u>100.00</u>
LJP ENTERPRISES INC	mar. refuse & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	mar. refuse & recycle	WATER	PURIFICATION AND TREAT	99.43
	mar. refuse & recycle	WASTE WATER FUND	SOURCE/TREATMENT	221.97
	mar. refuse & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	692.57

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mar. refuse pickup & dispo	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>20,774.00</u>
			TOTAL:	22,232.43
LOCATORS & SUPPLIES, INC.	gloves	WASTE WATER FUND	ADMIN AND GENERAL	<u>75.37</u>
			TOTAL:	75.37
LOFFLER	finance main incoming ring	GENERAL FUND	CITY ADMINISTRATION	<u>41.25</u>
			TOTAL:	41.25
LUBE-TECH & PARTNERS, LLC	antifreeze & def	GENERAL FUND	STREETS	274.02
	antifreeze & def	GENERAL FUND	PARKS	274.02
	antifreeze & def	WATER	DISTRIBUTION AND STORA	137.01
	antifreeze & def	WASTE WATER FUND	SOURCE/TREATMENT	137.01
	antifreeze & def	ENVIRON SERVICES F	REFUSE DISPOSAL	137.01
	antifreeze & def	ELECTRIC FUND	POWER DISTRIBUTION	274.02
	antifreeze & def	STORMWATER FUND	TREATMENT	<u>137.02</u>
			TOTAL:	1,370.11
MACQUEEN EQUIPMENT INC	malexfmpole nozzle repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>805.06</u>
			TOTAL:	805.06
MATHESON TRI-GAS INC	shop supplies	GENERAL FUND	STREETS	62.53
	shop supplies	GENERAL FUND	PARKS	62.53
	shop supplies	WATER	DISTRIBUTION AND STORA	31.27
	shop supplies	WASTE WATER FUND	SOURCE/TREATMENT	31.27
	shop supplies	ENVIRON SERVICES F	REFUSE DISPOSAL	31.27
	shop supplies	ELECTRIC FUND	POWER DISTRIBUTION	62.53
	shop supplies	STORMWATER FUND	TREATMENT	<u>31.27</u>
			TOTAL:	312.67
MATSON HOLDINGS INC.	impact kit	GENERAL FUND	STREETS	85.00
	impact kit	GENERAL FUND	PARKS	85.00
	impact kit	WATER	DISTRIBUTION AND STORA	42.50
	impact kit	WASTE WATER FUND	SOURCE/TREATMENT	42.50
	impact kit	ENVIRON SERVICES F	REFUSE DISPOSAL	42.50
	impact kit	ELECTRIC FUND	POWER DISTRIBUTION	85.00
	impact kit	STORMWATER FUND	TREATMENT	<u>42.50</u>
			TOTAL:	425.00
MEDIACOM	internet	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>156.90</u>
			TOTAL:	156.90
MENARDS	concrete form-light pole-i	GENERAL FUND	STREETS	73.44
	gloves	GENERAL FUND	STREETS	25.88
	gloves	GENERAL FUND	STREETS	11.99
	gloves	GENERAL FUND	PARKS	20.70
	gloves	GENERAL FUND	PARKS	9.59
	paint supplies	GENERAL FUND	PARKS	93.43
	gloves	WATER	ADMIN AND GENERAL	10.35
	gloves	WATER	ADMIN AND GENERAL	4.80
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	10.35
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	4.80
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	10.34
	gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	4.79
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	25.88
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	11.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
			TOTAL:	<u>318.33</u>	
MIKE'S COUNTRYSIDE BODY SHOP INC	squad repair	GENERAL FUND	POLICE	<u>1,000.00</u>	
			TOTAL:	<u>1,000.00</u>	
MISC VENDOR	LANDWEHR, THEODORE	over paid rental	GENERAL FUND	NON-DEPARTMENTAL	8.00
	MILLER, TUFF	park shelter refund	GENERAL FUND	NON-DEPARTMENTAL	42.95
	PUGH, MIKE	PUGH, MIKE: program refund	GENERAL FUND	NON-DEPARTMENTAL	10.00
	WEBER, AMY	WEBER, AMY: program refund	GENERAL FUND	NON-DEPARTMENTAL	10.00
	ZALLEK, MARK	daddy daughter dance photo	GENERAL FUND	RECREATION/LEISURE SER	413.00
	SYSTEM TECHNOLOGY GROU	1yr subsription	LIBRARY FUND	LIBRARY	495.00
	CRITEX, LLC.	manhole casting lifter bra	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>679.20</u>
			TOTAL:	<u>1,658.15</u>	
MN BUREAU OF CRIMINAL APPREHENSION	cjdn access fee	GENERAL FUND	POLICE	<u>270.00</u>	
			TOTAL:	<u>270.00</u>	
MN MUNICIPAL UTILITIES ASSOCIATION	safety mgt. prog.	GENERAL FUND	FIRE	161.72	
	safety mgt. prog.	GENERAL FUND	PUBLIC WORKS ADMIN	969.06	
	safety mgt. prog.	GENERAL FUND	STREETS	969.71	
	safety mgt. prog.	GENERAL FUND	PARKS	970.34	
	safety mgt. prog.	COMMUNITY CENTER	COMMUNITY CENTER	485.19	
	safety mgt. prog.	WATER	ADMIN AND GENERAL	646.91	
	safety mgt. prog.	WASTE WATER FUND	ADMIN AND GENERAL	969.71	
	safety mgt. prog.	ENVIRON SERVICES F	ADMIN AND GENERAL	161.71	
	firstline supervision	ELECTRIC FUND	ADMIN AND GENERAL	695.00	
	2020 elec. member dues	ELECTRIC FUND	ADMIN AND GENERAL	4,601.25	
	safety mgt. prog.	ELECTRIC FUND	ADMIN AND GENERAL	808.62	
	safety mgt. prog.	ELECTRIC FUND	ADMIN AND GENERAL	750.00	
	safety mgt. prog.	STORMWATER FUND	ADMINISTRATION AND GEN	<u>485.19</u>	
			TOTAL:	<u>12,674.41</u>	
MN POLLUTION CONTROL AGENCY	wwtp air annual fee	WASTE WATER FUND	ADMIN AND GENERAL	382.86	
	broadway gen. plant	ELECTRIC FUND	ADMIN AND GENERAL	<u>704.60</u>	
			TOTAL:	<u>1,087.46</u>	
MN WASTE PROCESSING	march waste disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>18,741.22</u>	
			TOTAL:	<u>18,741.22</u>	
MTI DISTRIBUTING CO	#119 belts	GENERAL FUND	PARKS	<u>226.35</u>	
			TOTAL:	<u>226.35</u>	
MVTL LABORATORIES INC	wwtf biosolids	WASTE WATER FUND	BIOSOLIDS	600.00	
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	46.00	
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	<u>46.00</u>	
			TOTAL:	<u>692.00</u>	
NELSON PRINTING COMPANY	supplies	GENERAL FUND	FIRE	100.07	
	senior spring flyer, sprin	GENERAL FUND	SENIOR COORDINATOR	107.39	
	daddy daughter dance suppl	GENERAL FUND	RECREATION/LEISURE SER	23.40	
	ups	WATER	ADMIN AND GENERAL	15.84	
	printer cartridge, markers	WASTE WATER FUND	BIOSOLIDS	39.00	
	hangers & tags	ELECTRIC FUND	POWER DISTRIBUTION	<u>47.60</u>	
			TOTAL:	<u>333.30</u>	
NOWELL, SHANON	microphone & webcam	GENERAL FUND	MAYOR & COUNCIL	200.00	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	200.00
O'REILLY AUTO PARTS	#609 antenna	GENERAL FUND	STREETS	9.99
			TOTAL:	9.99
RAMY TURF PRODUCTS	seed	GENERAL FUND	STREETS	92.50
	seed	GENERAL FUND	PARKS	92.50
	seed	GENERAL FUND	PARKS	370.50
			TOTAL:	555.50
RECREATION SUPPLY COMPANY	pool rope, life guard seat	GENERAL FUND	SWIMMING POOL	390.09
	pool pentair lid	GENERAL FUND	SWIMMING POOL	312.19
			TOTAL:	702.28
RED WING SHOE STORE	john h. boots	WASTE WATER FUND	ADMIN AND GENERAL	170.99
			TOTAL:	170.99
RESCO	#405 elbow arrester	ELECTRIC FUND	NON-DEPARTMENTAL	829.00
	#384 1/0 elbow jacket seal	ELECTRIC FUND	NON-DEPARTMENTAL	984.00
	grounding set	ELECTRIC FUND	POWER DISTRIBUTION	1,760.70
			TOTAL:	3,573.70
RIVER'S EDGE HOSPITAL & CLINIC	employee testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	93.00
			TOTAL:	93.00
RYAN ELECTRIC OF ST PETER	insur hwy 22, gen plant li	GENERAL FUND	STREETS	270.00
	thermal blender auger	WASTE WATER FUND	BIOSOLIDS	180.00
	uv swipe motor install	WASTE WATER FUND	SOURCE/TREATMENT	90.00
	load mgt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	688.00
	load mgt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	1,376.00
	load mgt	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	596.00
			TOTAL:	3,200.00
SCOTT SCHROEDER	soil samples postage	GENERAL FUND	PARKS	10.20
	soil samples	GENERAL FUND	PARKS	85.00
			TOTAL:	95.20
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	601,009.87
			TOTAL:	601,009.87
ST PETER AREA CHAMBER OF COMMERCE	chmber bucks for adult rea	LIBRARY FUND	LIBRARY	100.00
			TOTAL:	100.00
ST PETER HERALD	ads for bldg inspector	GENERAL FUND	BUILDING INSPECTOR	543.60
	summer help ads	GENERAL FUND	PUBLIC WORKS ADMIN	36.97
	bids seal coat crack seal	GENERAL FUND	STREETS	460.80
	summer help ads	GENERAL FUND	RECREATION/LEISURE SER	36.96
	summer help ads	GENERAL FUND	SWIMMING POOL	36.97
	boa public hearing	GENERAL FUND	ECONOMIC DEVMT	72.00
	hydrant flushing	WATER	ADMIN AND GENERAL	210.80
	ads for bus driver	MN RIVER VALLEY TR	INTERGOVERNMENTAL	210.90
			TOTAL:	1,609.00
STAPLES ADVANTAGE	office supplies	GENERAL FUND	RECREATION/LEISURE SER	135.15
			TOTAL:	135.15

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
STATE INDUSTRIAL PRODUCTS	floor/ carpet cleaner	COMMUNITY CENTER	COMMUNITY CENTER	<u>566.01</u>
			TOTAL:	566.01
STUART C. IRBY CO.	#879,880,881 quick patch	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,602.00</u>
			TOTAL:	1,602.00
SUN UP CONSTRUCTION INC.	dog park fence	GENERAL FUND	PARKS	17,826.76
	dog park fence	RESTRICTED CONTRIB	PARKS	<u>25,538.00</u>
			TOTAL:	43,364.76
TIRE ASSOCIATES	front end alignment	MN RIVER VALLEY TR	INTERGOVERNMENTAL	73.95
	front end alignment	MN RIVER VALLEY TR	INTERGOVERNMENTAL	137.36
	alignment	MN RIVER VALLEY TR	INTERGOVERNMENTAL	78.39
	alignment	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>78.39</u>
			TOTAL:	368.09
TRAFFIC CONTROL CORP.	led ped hands	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,680.00</u>
			TOTAL:	1,680.00
VERIZON WIRELESS	mar. jet packs	GENERAL FUND	CITY ADMINISTRATION	35.02
	mar. jet packs	GENERAL FUND	POLICE	35.02
	phone bill	GENERAL FUND	POLICE	310.80
	mar. jet packs	GENERAL FUND	STREETS	8.75
	mar. jet packs	GENERAL FUND	PARKS	7.00
	mar. jet packs	WATER	ADMIN AND GENERAL	3.50
	mar. jet packs	WATER	ADMIN AND GENERAL	35.01
	mar. jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	mar. jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	mar. jet packs	ELECTRIC FUND	ADMIN AND GENERAL	<u>8.75</u>
			TOTAL:	450.86
VINE FAITH IN ACTION	route match	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>88.00</u>
			TOTAL:	88.00
SALLY VOGEL	barrier for front counter	WATER	CUSTOMER ACCOUNTS	10.46
	barrier for front counter	WASTE WATER FUND	CUSTOMER ACCOUNTS	10.46
	barrier for front counter	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	10.47
	barrier for front counter	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>10.46</u>
			TOTAL:	41.85
WENDEL COMPANIES	fire station project	GENERAL FUND	FIRE	<u>1,077.26</u>
			TOTAL:	1,077.26
WENZEL AUTO ELECTRIC CO	#911 brushes	GENERAL FUND	STREETS	<u>97.00</u>
			TOTAL:	97.00
WESCO DISTRIBUTION INC	#793 fault finder	ELECTRIC FUND	NON-DEPARTMENTAL	<u>2,251.13</u>
			TOTAL:	2,251.13
ZIEGLER INC	#207 actuator kit	GENERAL FUND	STREETS	365.00
	#207 seals	GENERAL FUND	STREETS	114.38
	#207 core credit	GENERAL FUND	STREETS	<u>83.12</u>
			TOTAL:	396.26

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	66,689.38		
201	PROPERTY INSURANCE	1,718.36		
211	LIBRARY FUND	2,616.05		
213	PUBLIC ACCESS	100.99		
217	COMMUNITY CENTER	5,265.98		
460	HOUSING DISTRICT #20	56.97		
601	WATER	18,453.39		
602	WASTE WATER FUND	14,585.46		
603	ENVIRON SERVICES FUND	42,366.28		
604	ELECTRIC FUND	640,377.95		
606	STORMWATER FUND	1,630.97		
820	RESTRICTED CONTRIBUTIONS	25,787.67		
830	MN RIVER VALLEY TRANSIT	3,850.68		
-----				
	GRAND TOTAL:	823,500.13		
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TOTAL PAGES: 12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
SHAWN & SHERRY DOLAN	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>7,778.00</u>
			TOTAL:	7,778.00
DON'S APPLIANCE & TV	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
EMBASSY BAR	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
GREAT WALL RESTAURANT	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
JAKE'S PIZZA	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
MISC VENDOR	3RD STREET TAVERN	3RD STREET TAVERN: covid-1	TORNADO DISASTER R ECONOMIC DEVMT	10,000.00
	ALTELIER	ALTELIER: covid-19 micro l	TORNADO DISASTER R ECONOMIC DEVMT	1,200.00
	HER HAPPY PLACE	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	9,560.00
	HEY DIDDLE DIDDLE	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	7,549.00
	IT'S ABOUT TIME	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	5,022.00
	KID'S CORNER CHILD CEN	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	10,000.00
	LOTUS MASSAGE	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	8,052.00
	POSHINATE KIDDOS	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	5,552.00
	RIVER ROCK BAKERY & KI	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	10,000.00
	SAM & ABE'S CHILDCARE	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	10,000.00
	STONES THROW GALLERY	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	5,095.00
	THE FREY SALON & SPA	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	10,000.00
	ZACHMAN, SHANNON	covid-19 micro loan	TORNADO DISASTER R ECONOMIC DEVMT	<u>3,331.00</u>
			TOTAL:	95,361.00
PATRICK'S ON THIRD	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
REDMEN	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>9,972.00</u>
			TOTAL:	9,972.00
RIVER ROCK COFFEE	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
ST PETER COMMUNITY CHILDCARE CENTER, I	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

Table with 4 columns: VENDOR, ITEMS, PRICE, FUNDING. Row 1: IRBY Utilities, 3 Padmount Switch Gear Elbow Cabinets, \$47,670.00, Electric

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

Tree Worker

Table with 2 columns: Vendor Name, Dates. Rows: Haack Tree Service (5/1/20 - 4/30/21), Brooks Stump Removal (5/1/20 - 4/30/21), Mankato Landshapes (5/1/20 - 4/30/21), Morshings Tree Service (5/1/20 - 4/30/21)

Temporary On Sale Liquor

Table with 3 columns: Vendor Name, Address, Date. Row: Nicollet County Ag Society, 400 W Union, 6/6/20

- 3. The following temporary intern appointment is hereby approved at the wage indicated:

Table with 3 columns: NAME, POSITION, WAGE RATE. Row: Matthew Warner, Lineworker Intern, \$14/hour\*. Note: For the period May 18-August 19, 2020

- 4. The schedule of disbursements for April 9, 2020 through April 22, 2020 is hereby approved.

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

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



**DDA**

**David Drown Associates, Inc.  
Public Finance Advisors**

Cologne Office:  
10555 Orchard Road  
Cologne, MN 55322  
Phone: (952) 356-2992  
shannon@daviddrown.com

April 20, 2020

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

**RE: River's Edge Hospital & Clinic Project Financing**

Honorable Mayor, Council members, Director Vogel, and Administrator Prafke:

For some time we have been working with staff and Council on the financing plan for the proposed remodel/expansion of the River's Edge Hospital & Clinic. A part of the plan includes the refinance of the 2010A General Obligation Hospital Revenue Refunding Bonds (2010A Bonds) that were issued originally to fund the construction of the hospital campus.

The 2010A Bonds have a principal balance of \$9,670,000 that will be refinanced as a part of the loan from the United States Department of Agriculture's Rural Development Program (USDA-RD). The USDA-RD loan of approximately \$33,320,000 will have a term of 35-years and an interest rate of 3.5% or less based on the rate available at the time of closing.

The prepayment and refinance of the 2010A Bonds will occur on or about the time of closing on the USDA-RD loan outlined above. In order to prepay the 2010A Bonds notice must be provided to the paying agent approximately 35-days in advance of closing. As the USDA-RD closing is expected to occur in July/August of this year, we are asking that Council authorize the Director of Finance to submit the call notice (prepayment notice) to the paying agent when a firm closing date on the USDA-RD loan is established.

Enclosed for consideration and adoption at the April 27, 2020 City Council meeting is a resolution providing for the redemption and prepayment of the 2010A Bonds. Please feel free to contact me with any questions regarding the information provided. Thank you for your time and consideration.

Sincerely,

Shannon Sweeney, Associate  
David Drown Associates, Inc.

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION PROVIDING FOR THE REDEMPTION AND PREPAYMENT OF THE  
GENERAL OBLIGATION HOSPITAL REFUNDING BONDS, SERIES 2010A**

WHEREAS, the City hereby determines and declares that it is necessary and expedient to call for redemption and prepayment all outstanding principal of the City's \$14,290,000 original principal amount General Obligation Hospital Refunding Bonds, Series 2010A, dated February 1, 2010, which mature on and after September 1, 2020; and

WHEREAS, Bonds which mature on September 1, 2020, and thereafter are callable on September 1, 2019, and any date thereafter at a price of par plus accrued interest, as provided in the resolution of the City Council duly adopted on February 8, 2010, authorizing the issuance of the Bonds; and

WHEREAS, the refunding of \$9,670,000 principal amount of Bonds maturing on and after September 1, 2020, is consistent with covenants made with the holders thereof; and is necessary and desirable for the reduction of debt service cost to the City; and

WHEREAS, the timing of the availability of funds for the redemption is contingent upon the closing of the ultimate USDA Rural Development Loan and is unknown at this time;

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

1. Redemption of Bonds. The Bonds shall be redeemed and prepaid in accordance with the terms and conditions set forth in the Notice of Call for Redemption attached hereto as Exhibit A, which terms and conditions are hereby approved and incorporated herein by reference.
2. Determination of Call Date: The Finance Director is hereby authorized to determine the Call Date, based on the closing of the related USDA Rural Development Loan, and to submit the Call Notice to the Registrar in accordance with all requirements.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**EXHIBIT A  
NOTICE OF CALL FOR REDEMPTION  
GENERAL OBLIGATION HOSPITAL REFUNDING BONDS, SERIES 2010A  
CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA**

NOTICE IS HEREBY GIVEN that by order of the City Council of the City of Saint Peter, Nicollet County, Minnesota, there have been called for redemption and prepayment on

[ *insert call date* ]

all outstanding bonds of the City designated as General Obligation Hospital Refunding Bonds, Series 2010A, dated as of February 1, 2010, having stated maturity dates in the years 2020 through 2032, inclusive, and totaling \$9,670,000 in principal amount, maturing in the years listed below:

<u>Year</u>	<u>CUSIP</u>
2020	793164 YS7
2021	793164 YT5
2022	793164 YU2
2023	793164 YV0
2024	793164 YW8
2025	793164 YX6
2026	793164 YY4
2028	793164 YZ1
2029	793164 ZA5
2030	793164 ZB3
2031	793164 ZC1
2032	793164 YT5

The bonds are being called at a price of par plus accrued interest to [ *insert call date* ], 2020, on which date all interest on the bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the office of Northland Trust Services, Inc., Attention: Paying Agent Services, 150 South Fifth Street, Suite 3300, Minneapolis, MN 55402, on or before the Redemption Date.

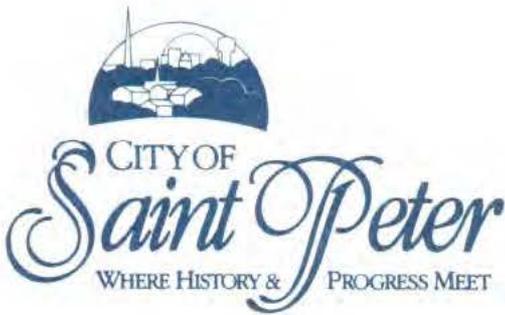
Dated: \_\_\_\_\_, 2020

BY ORDER OF THE CITY COUNCIL

/s/ Sally Vogel

\_\_\_\_\_  
Finance Director

\*The City shall not be responsible for the selection of or use of the CUSIP numbers, nor is any representation made as to their correctness indicated in the notice. They are included solely for the convenience of the holders.



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 13, 2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** 2020 Street Seal Coating Bid Award

### ACTION/RECOMMENDATION

Award the bid for the 2020 Street Seal Coating Project to Pearson Bros. Inc. of Hanover, Minnesota in the amount of \$2.57 per gallon.

### BACKGROUND

The Department of Public Works is responsible for maintaining City roadways. Maintenance work includes an annual project to seal coat streets using an emulsifying oil and chipped rock to "seal" the roadway.

The contract portion of the seal coating project includes the contractor supplying the asphalt emulsion (CRS2), equipment, oil distributor, rock distributor, rollers to set the stone into emulsion and trucks to deliver stone to application site.

As we have in past years, the City will supply the rock and be responsible for loading the contractor's trucks at Public Works. In addition, the City will furnish traffic control during the project. This approach makes the contractor responsible for the finished product, yet minimizes the City's cash outlay for the work. City staff will also sweep and collect the stone when compacted.

Formal bids were requested following the City's purchasing policy. Three bids were received:

Contractor	Seal Coat Amount CRS2 52,182 gallons	Base Bid Amount
Pearson Bros. Inc.	\$2.570	\$134,107.74
Allied Blacktop Company	\$2.665	\$139,065.03
Farhner Asphalt	\$3.190	\$166,460.58

We recommend award of the bid to Pearson Bros. of Hanover, Minnesota in the amount of \$134,107.74 with completion on or before August 21st.

**FISCAL IMPACT:**

Funding for the purchase will be from the General Fund through the Streets maintenance program budget.

**ALTERNATIVES AND VARIATIONS:**

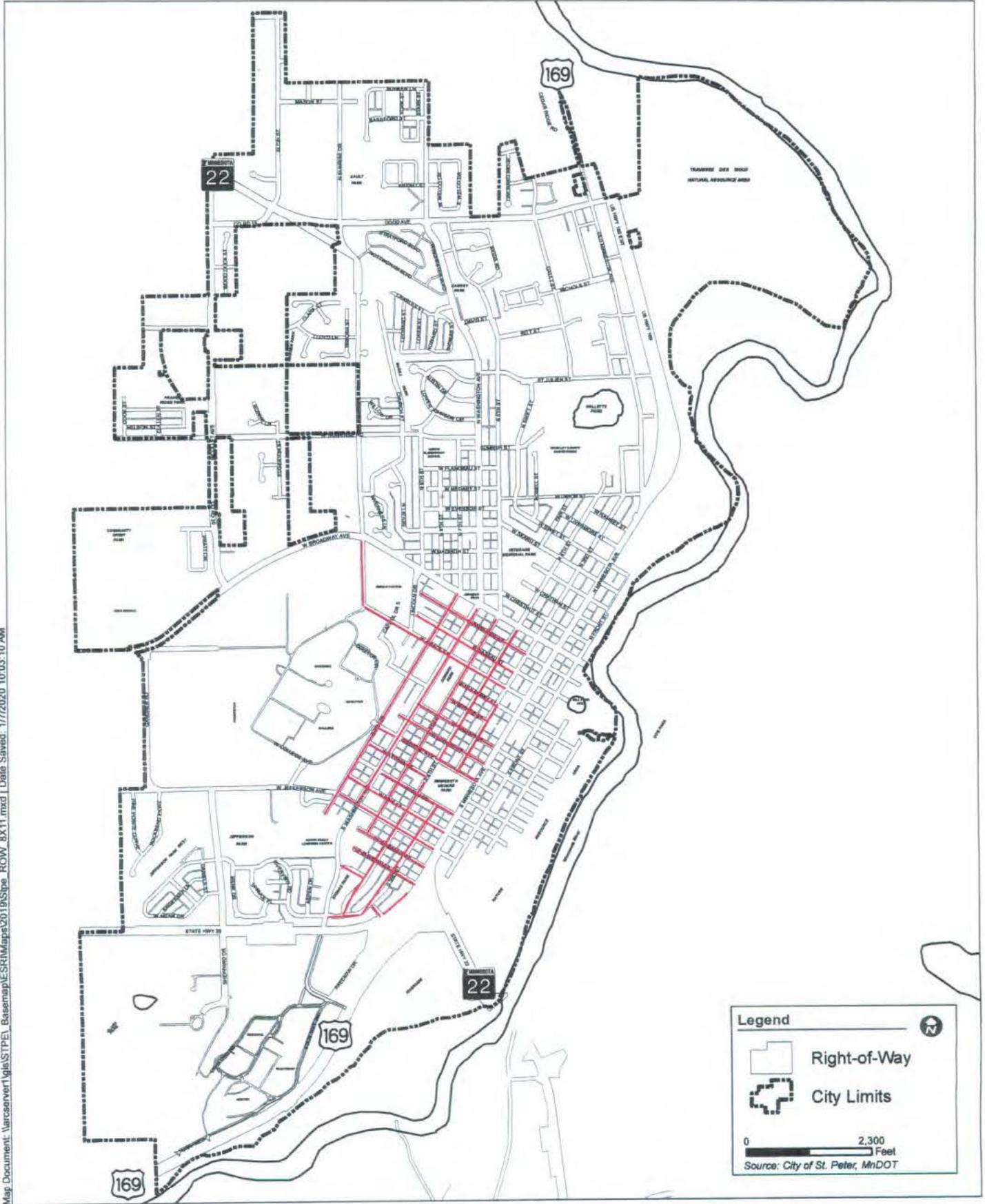
Do not act: No further action will be taken without additional direction from the City Council.

Negative Vote: No purchases will be made and the contractors will be notified. Should the Council choose not to award the bid, formal rejection of all bids will be recommended.

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 about this agenda item.

PM/SS/amg



Map Document: \arcserver\1\gis\STPE\Basemap\ESRI\Map2019\Stpe\_ROW\_8X11.mxd | Date Saved: 1/7/2020 10:03:10 AM

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AWARDING BID FOR 2020 STREET SEAL COATING PROJECT**

WHEREAS, seal coating work is part of the City's street maintenance program and occurs on a rotating basis throughout the community approximately every five years; and

WHEREAS, City staff work closely with the seal coat contractor to minimize costs for this work; and

WHEREAS, three formal bids were received for the 2020 Street Seal Coating Project as follows:

<b>Contractor</b>	<b>Seal Coat Amount CRS2 52,182 gallons</b>	<b>Total Bid Amount</b>
Pearson Bros. Inc.	\$2.570	\$134,107.74
Allied Blacktop Company	\$2.665	\$139,065.03
Fahrner Asphalt	\$3.190	\$166,460.58

; and

WHEREAS, the lowest responsible bid was submitted by Pearson Bros. Inc. at \$2.570 per gallon; and

WHEREAS, the City has successfully worked with Pearson Bros. Inc. in the past and recommend award of the bid to the contractor.

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

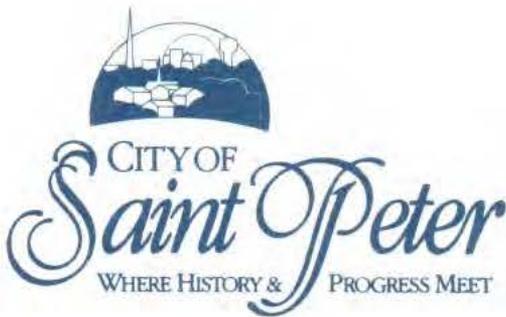
1. The bid for the 2020 Seal Coat Project is hereby awarded to Pearson Bros. Inc. of Hanover, Minnesota in the amount of \$2.570 gallon with a total cost not to exceed \$134,107.74.
2. Funding for the project shall be from the General Fund.

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

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 16, 2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** 2020 Street Crack Sealing Project Bid Award

### ACTION/RECOMMENDATION

Award the bid for the 2020 Street Crack Sealing Project to Northwest Asphalt & Materials of Thief River Falls, Minnesota in the amount of \$1.45 per pound.

### BACKGROUND

Crack sealing is an important part of our maintenance program as it helps to prevent water infiltration into the street sub-base. Preventing water penetration allows for longer lasting streets. As part of the crack sealing project, the contractor will be blowing out the cracks and removing debris before installing a poured crumb rubber-type sealant.

Formal bids were requested following the City's purchasing policy. Four bids were received as follows:

Contractor	Price – Per Pound	Pounds	Total
Northwest Asphalt & Materials	\$1.45	17,000	\$24,650
SealTech	\$1.98	17,000	\$33,660
Allied Blacktopping	\$2.05	17,000	\$34,850
Fahrner Asphalt	\$2.17	17,000	\$36,890

Northwest Asphalt and Materials was the lowest bidder. As we had never worked with this firm before, staff reviewed references and were impressed with the responses. Once work begins, we will monitor the contractor's progress to ensure compliance with contract standards. A detailed map of the crack sealing route is attached.

We recommend award of the bid to Northwest Asphalt & Materials of Thief River Falls, Minnesota in the amount of \$24,650 for completion on or before July 24th.

### FISCAL IMPACT:

Funding for this purchase will be from the General Fund through the Streets Maintenance program budget. This purchase is budgeted not to exceed \$24,600.

### ALTERNATIVES AND VARIATIONS:

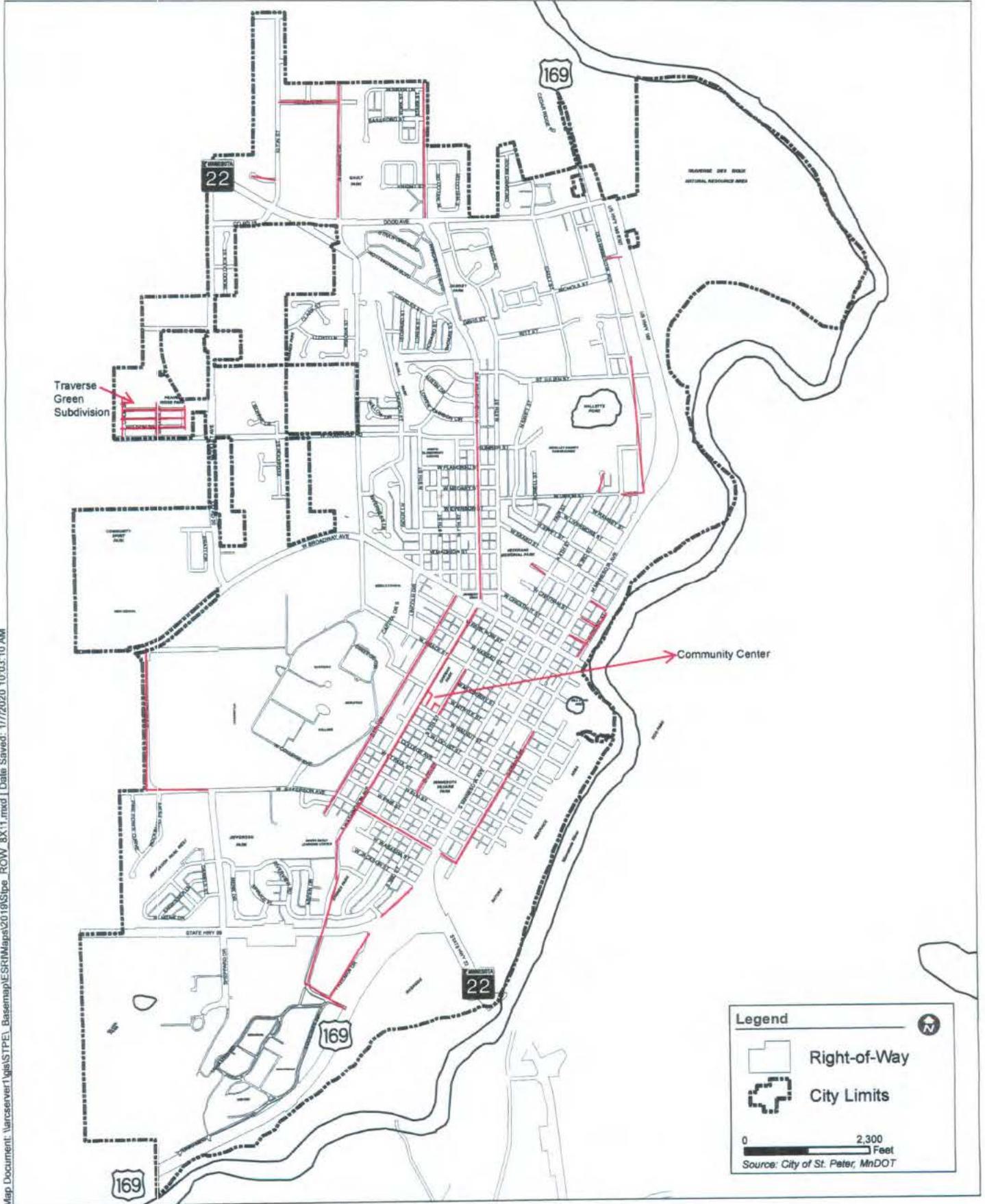
Do not act: No further action will be taken without additional direction from the City Council.

Negative Vote: No purchases will be made. Should the Council choose to not award the bid for this work, formal rejection of all bids is recommended.

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 about this agenda item.

PM/SS/amg



CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AWARDING BID FOR 2020 CRACK SEALING PROJECT**

WHEREAS, the City is continuing its program of crack sealing on City streets to help prevent water from infiltrating into the sub-base; and

WHEREAS, formal bids were solicited with four bids submitted as follows:

Contractor	Price – Per Pound	Pounds	Total
Northwest Asphalt & Materials	\$1.45	17,000	\$24,650
SealTech	\$1.98	17,000	\$33,660
Allied Blacktopping	\$2.05	17,000	\$34,850
Fahrner Asphalt	\$2.17	17,000	\$36,890

; and

WHEREAS, Northwest Asphalt and Materials submitted the lowest responsible bid; and

WHEREAS, staff recommends award of the bid to Northwest Asphalt and Materials at the price of \$1.45 per pound.

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

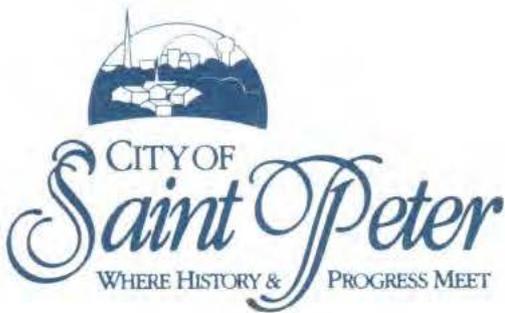
1. The bid for the 2020 Crack Sealing Project is hereby awarded to Northwest Asphalt & Materials of Thief River Falls, Minnesota in the amount of \$1.45 per pound for a not to exceed cost of \$24,650.
2. Funding for the project will be from the General Fund.

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

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 17, 2020

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

Scott Schroeder  
Streets Maintenance Superintendent

**RE:** 2020 Asphalt Materials Bid Award

### ACTION/RECOMMENDATION

Award the bid for the 2020 Asphalt Materials Project to Minnesota Paving & Materials of Mankato, Minnesota in the amount of \$172,400.

### BACKGROUND

The Streets budget includes funding for purchase of asphalt material to be used for full-block replacement and full-depth patching on roadways needing repair or reconstruction. This year, as in the past, staff will be using different asphalt material mixes depending on the street, such as 1/2" wear course and 3/4" wear course (top 3" mat).

The 3/4" wear course is used on the heavy traffic roadways and 1/2" wear course is used on lighter traffic roadways. Base binder is a product utilized to assure the roadway has an optimal base for application of the wear course.

As required by State Statute and the City's purchasing policy, formal bids were solicited. The cost per unit includes City staff hauling from the production site. Two bids were received:

Contractor	1/2" Wear 1,300-Tons	3/4" Wear 1,500-Tons	3/4" Base Binder 500-Tons
Minnesota Paving & Materials	\$53.00	\$52.00	\$51.00
W.W. Blacktopping	\$54.00	\$53.00	\$52.00

We recommend award of the bid to Minnesota Paving & Materials of Mankato, Minnesota in the amount of \$172,400.

### FISCAL IMPACT:

Funding for the purchase is included in the Streets maintenance program budget.

### ALTERNATIVES AND VARIATIONS:

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

Negative Vote: No purchase will be made and the bidders 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 about this agenda item.

PM/SS/amg

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

**RESOLUTION AWARDING THE BID FOR 2020 ASPHALT MATERIALS**

WHEREAS, the Streets budget includes funding for purchase of asphalt materials for full-block replacement and full-depth patching; and

WHEREAS, formal bids were solicited for three different asphalt mixes; and

WHEREAS, two bids were received as follows:

Contractor	½" Wear 1,300-Tons	¾" Wear 1,500-Tons	¾" Base Binder 500-Tons
Minnesota Paving & Materials	\$53.00	\$52.00	\$51.00
W.W. Blacktopping	\$54.00	\$53.00	\$52.00

; and

WHEREAS, Minnesota Paving & Materials has the capability to produce larger volume and the frequency of mixes needed; and

WHEREAS, staff recommends award of the bid to the lowest responsible bidder, Minnesota Paving & Materials.

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

1. The bid for the 2020 Asphalt Purchase project is hereby awarded to Minnesota Paving & Materials of Mankato, Minnesota in the amount of \$172,400.
2. Funding for the purchase shall be from the General Fund.

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

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/20

**FROM:** Joey Schugel  
Recreation and Leisure Services Director

**RE:** Library Supervisor Position Description

### ACTION/RECOMMENDATION

Approve modifications to the position description for Library Supervisor.

### BACKGROUND

As you know, it is our practice to review all position descriptions whenever a position becomes vacant. This is done to ensure the minimum and desired qualifications, the physical requirements and the information about the essential job functions all accurately describe the position. The Council last discussed and modified this description in 2017. In 2017 the discussion centered around a few duty items, but was driven by a review in organizational structure related to the recruitment of a new Recreation and Leisure Services Director.

We currently have a vacancy in the position of Library Supervisor. Upon review of the position description, only a couple changes are recommended. These changes are added to the essential functions for which this position is responsible and include the following:

- Provide professional development training for library staff
- Plan direct and supervise Library acquisitions and collection development

Modifications were also made to the Minimum and Desired qualifications. These changes are recommended to provide for a broader base of both experiential and educational background to be considered for this leadership position.

I believe this modified description best meets the current duties of the position. If adopted the recruitment process to fill this vacant position would be implemented.

### FISCAL IMPACT:

There is no fiscal impact to this change.

### ALTERNATIVES/VARIATIONS:

Do not act: Should the Council fail to act on the proposed changes, recruitment for the position would be initiated using the existing description.

Negative Vote: Recruitment for this position will be initiated using the existing description.

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

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

**CITY OF SAINT PETER, MINNESOTA  
POSITION DESCRIPTION**

**PAY EQUITY POINTS: 173**

**POSITION TITLE:** LIBRARY SUPERVISOR

**DEPARTMENT:** RECREATION AND LEISURE SERVICES

**SUPERVISOR:** RECREATION AND LEISURE SERVICES DIRECTOR

**OVERVIEW OF POSITION:**

Under the direction and general supervision of the Recreation and Leisure Services Director, the Library Supervisor supervises the operation of the library and is responsible for assisting in the development, implementation, monitoring and evaluation of all Library programs and activities.

**ESSENTIAL JOB FUNCTIONS:**

- Ensure high quality customer service.
- Plan, direct and supervise Library programs, activities, and events in a positive and safe environment to meet the needs of a diverse community and promote library usage.
- Analyze community needs; research and develop new strategies to meet those needs.
- Recruit, interview, train and supervise library staff.
- Provide professional development training for library staff.
- Promote and market Library services and programs as part of the Recreation and Leisure Services Department using a variety of communication tools.
- Evaluate Library programs.
- Research and recommend new programs, activities and events.
- Communicate with City and community boards and committees as directed.
- Assist in the preparation of the Library operational and program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines. Oversee use of petty cash funds.
- Act as the City's liaison to Friends of the Library and other literacy and library focused organizations. Coordinate with groups to best address the literacy and library needs of the community.
- Coordinate scheduling of various facilities, equipment and personnel.
- Inspect and assess program equipment and technology application needs as needed.
- Make recommendations on purchase and replacement of Library materials and equipment.
- Plan, direct, and supervise Library acquisitions and collection development.

**CITY OF SAINT PETER, MINNESOTA  
POSITION DESCRIPTION**

- Assist in the preparation of written communications relative to library programs, including preparing news releases, informational bulletins, and other written communications designed to interest and inform the public.
- Maintain organized files and provide reports.
- Perform related duties as assigned or apparent.

**REQUIRED INTERPERSONAL SKILLS:**

Ability to: communicate effectively both orally and in writing; provide leadership; accept responsibility; secure the confidence of recreation participants; maintain confidentiality as needed; demonstrate tact; deal with the public; interact appropriately with other staff; interact positively with the public, staff, and diverse groups and individuals; apply effective conflict resolution techniques; and work independently with minimal supervision.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Library Supervisor is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40 in one usable eye or both eyes together
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Library Media Science, Education or related field.
- Two years demonstrated programming experience in libraries, recreation, educational or related areas, or equivalent.
- Demonstrated personal computer experience.
- Valid driver's license.
- Experience working with the public.

**DESIRED QUALIFICATIONS:**

- Demonstrated experience of two or more years provision of library operations.
- Two or more years of demonstrated employee supervisory experience.
- Demonstrated experience in preparation and implementation of budgets.
- Two or more years' demonstrated experience in provision of literacy enhancing programming, library program management, or delivery.
- Previous demonstrated experience with inventory or library materials circulation software.
- Demonstrated experience in the purchase of Library materials including books, periodicals, and digital materials.

Adopted: \_\_\_\_\_

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION ADOPTING UPDATED LIBRARY SUPERVISOR POSITION DESCRIPTION**

WHEREAS, the City has adopted position descriptions for each employee classification; and

WHEREAS, it is standard practice to review each of these descriptions whenever a vacancy occurs to ensure the description accurately outlines the essential functions of the position as well as the minimum and desired qualification for candidates; and

WHEREAS, review of the Library Supervisor position description was initiated due to a vacancy in the position; and

WHEREAS, minor modifications are recommended based on that review.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the updated position description for Library Supervisor is hereby adopted.

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

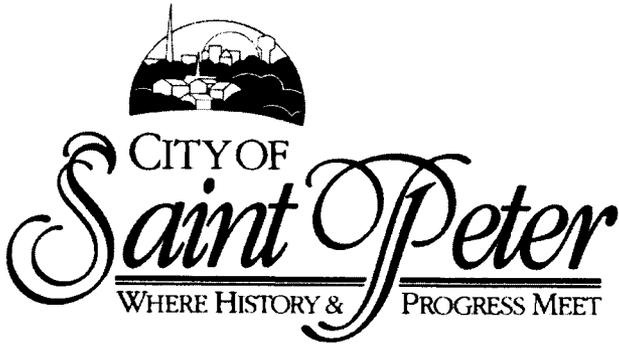
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

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

**DATE:** 4/24/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Kid's Corner Child Center Lease Renewal

### ACTION/RECOMMENDATION

Authorize execution of a lease renewal agreement with Kid's Corner Child Center for space at the Community Center.

### BACKGROUND

Kid's Corner has had a series of leases in your Community Center since we opened about 20 years ago. The current lease expired at the end of December, 2019. We have been in the process of negotiating a lease since later last fall.

The lease extension provides for a three percent (3%) rent increase in each year of the contract and will extend the lease term through the end of December of 2024. This increase is consistent with other leases you have signed for space in the Community Center.

One unusual change to the lease is the one year lease of Room 110. Kids Corner has utilized this space for the last two lease cycles. This space is indicated on the floor plan in your packet. Due to changes in their programming their want for this space has diminished and therefore the lease only included a one year lease of this room. We will work to lease this space to other groups or it will be utilized by your programming.

I recommend approval be provided for execution of the lease renewal. Kid's Corner has provided a signed copy of this lease representing their approval.

### FISCAL IMPACT:

The lease amount is based on the same methodology we have used in the past and will generate \$72,884.52 plus an additional \$3,999.72 for Room 110 which is only included in the first year of the lease for a total of \$76,884.24 in year one and \$84,493.20 in the final year of this agreement. Room 110 is highlighted on the enclosed floor plan.

### ALTERNATIVES/VARIATIONS:

Do not act: Kid's Corner will continue on a month to month rental without further action by the City Council.

Negative Vote: Should the Council choose not to approve the lease execution, staff would ask for additional direction related to Kid's Corner's tenancy in the building.

**Modification of the Resolution:** This is always an option of the City Council, however if the terms of the lease are to be changed it would require additional negotiation with the tenant.

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

TP/bal

**SUBLEASE BY AND BETWEEN CITY OF SAINT PETER AND KIDS CORNER CHILD CENTER**

This Sublease is made and entered into this 17<sup>th</sup> day of April, 2020, by and between the City of Saint Peter, a Minnesota municipal corporation (**CITY**), and Kids Corner Child Center, a Minnesota non-profit corporation (**TENANT**).

WHEREAS, the **CITY** is the lessee in that certain Lease With Option To Purchase Agreement between the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor, and the City of Saint Peter, Minnesota, as Lessee, dated the 21st day of March, 2001; and

WHEREAS, the **CITY** has the right to sublease the premises upon the written consent of the Economic Development Authority of the City of Saint Peter, Minnesota, as Lessor;

WHEREAS, the **CITY** has space within the Community Center to lease to various non-profit organizations;

WHEREAS, **TENANT** is engaged in the business of Community Education for all ages and is a Minnesota non-profit corporation;

WHEREAS, **TENANT** wishes to lease space from the **CITY** under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements, the parties make the following:

1. Description of Premises.

A. Rented premises include Rooms #s 105, 107, 109, 110, 111, 113 and 115 of the Community Center located at 600 South Fifth Street, Saint Peter, Minnesota.

C. Common areas include rest rooms, hallways, kitchen facilities and storage cubicle.

D. **TENANT** shall have the right of ingress and egress through the halls and corridors of the building.

E. **TENANT** acquires no other right in any other part of the building than the parts herein specified.

F. **TENANT** shall have the right to use one, 4 hour block of meeting room time each month of the lease. This use must be scheduled through the designated party at the City of Saint Peter.

G. Tenant shall have the right to scheduled use of the gymnasium and Governor's Room at no charge.

2. Restrictions on Use. **TENANT** shall not use or permit the premises, or any part of the premises, to be used for any purposes other than those set forth in this lease. **TENANT** shall neither permit on the premises any act, sale, or storage that may be prohibited under standard forms of fire insurance policies, nor use the premises for any such purpose. In addition, no use shall be made or permitted to be made that result in:

- A. Waste on the premises;
- B. A public or private nuisance that may disturb the quiet enjoyment of other tenants in the building;
- C. Improper, unlawful or objectionable use, including sale, storage or preparation of food, alcoholic beverages, or materials generating an odor on the premises; or
- D. Noises or vibrations that may disturb other tenants.
- E. Installation of signage within the facility without the express written approval of **CITY**.

**TENANT** shall comply with all governmental regulations and statutes affecting the premises either now or in the future.

3. Responsibility of CITY.

- A. General maintenance of the building.
- B. General maintenance of the grounds for all seasons.
- C. General maintenance of rest rooms and hallways.
- D. Provide utility services of heat, electricity, garbage, water and sewer.
- E. Provide generation supervision of the building.
- F. Provide locks for building entrance and office entrance, and keys to tenants for the tenant's space.
- G. Provide phone lines to the building.
- H. Provide initial floor covering, wall construction, ceiling and overhead lighting.

4. Responsibility of TENANT.

- A. General maintenance of area leased by **TENANT**.
- B. **TENANT** agrees that **CITY** has no liability for property lost, stolen or damaged on the common or leased premises.
- C. General supervision and responsibility for securing the rented space.
- D. General supervision and responsibility for securing the building at all times other than 7:00 a.m. to 11:00 p.m., Monday through Friday -- or other such times as subsequently indicated by **CITY** upon written notice -- unless otherwise arranged with the Building Supervisor.
- E. Phone lines from the point of entry into the building to the leased premises and phone service.

5. Term and Rent.

A. Term. This lease for Rooms 105, 107, 109, 111, 113 and 115 shall run for a period of five (5) years commencing on January 1, 2020 until December 31, 2024. The lease for Room 100 shall be for the period January 1, 2020 until December 31, 2020 only.

B. Rental For Rooms 105, 107, 109, 111, 113 and 115:

i. For a period of time from January 1, 2020 until December 31, 2020, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$6,073.71

ii. For a period of time from January 1, 2021 until December 31, 2021, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$6,255.93.

iii. For a period of time from January 1, 2022 until December 31, 2022, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$6,443.60.

iv. For a period of time from January 1, 2023 until December 31, 2023, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$6,636.91.

v. For a period of time from January 1, 2024 until December 31, 2024, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$7,041.10.

C. Rental for Room 110:

i. For a period of time from January 1, 2020 until December 31, 2020, **TENANT** shall pay, in advance, on the first day of each and every month, the sum of \$333.31.

D. Payments. Payments shall be made to the **CITY** at 227 South Front Street, Saint Peter, Minnesota.

E. Late Payments. A payment shall be delinquent if not paid by the 15th day of each month. A late charge of \$5.00 per day thereafter will be added to the amount due until paid. Failure to declare default on any particular payment that becomes delinquent shall not constitute a waiver of the rights to exercise the same at any subsequent time. If expenses are incurred or suit is commenced on this lease because of delinquent payments, **TENANT** agrees to pay all costs of collection, including reasonable attorney fees.

6. Default.

A. Events of Default. If **TENANT** does not pay the full amount of each monthly rental payment on the date it is due or violates any agreement contained in this lease, **TENANT** will be in default.

B. Right to Cancel. Upon evidence of default, **CITY** shall have the right to cancel and terminate this lease, as well as all of the right, title and interest of **TENANT** under this lease.

C. Notice of Default. If **TENANT** is in default, **CITY** may give **TENANT** 30 days' notice of the cancellation and termination.

D. Remedies on Default. On expiration of the time fixed in the notice and **TENANT's** failure to cure the default within the time allowed in the notice, this lease and the right, title and interest of **TENANT** shall terminate.

**CITY** shall have the right to obtain reimbursement from **TENANT** of all expenses incurred in regaining possession of the premises and the right to recover all additional rental required under the lease term if **CITY** re-enters and re-lets the premises for the benefit of **TENANT**.

On expiration of the time fixed in the notice and **TENANT's** failure to cure the default within the time allowed in the notice, **CITY** may enter immediately and remove the property and personnel of **TENANT**, and store the property in a public warehouse or at a place selected by **CITY**, at the expense of **TENANT**. **CITY** may resort to any legal proceedings to obtain the possession of the premises and disposal of **TENANT's** property.

**CITY** may elect, but shall not be obligated to make any payment required of **TENANT** or comply with any agreement, term or condition required to be performed by **TENANT**, for the purpose of correcting or remedying any such default at the expense of **TENANT**. Any expenditure for the correction by **CITY** shall not be deemed to waive or release **TENANT's** default or **CITY's** right to take any action as may be otherwise permissible hereunder in the case of any default.

7. Modifications. There shall be no modifications or materials affixed to the interior or exterior walls, doors, windows, floors or other inner structure of the leased premises without the express written approval of the **CITY**.

8. Damage. If the premises or any portion of the building or any equipment contained therein during the term of this lease shall be damaged by the act, default or negligence of **TENANT**, or of **TENANT's** agents, employees, patrons, guests or any person admitted to the premises by **TENANT**, **TENANT** will pay to the **CITY** upon demand such sum as shall be necessary to restore the premises or equipment contained therein to their present condition.

**TENANT** hereby assumes full responsibility for the character, acts, and conduct of all person admitted to the premises or any portion of said building by the consent of Kids Corner Child Care or by or with the consent of any person acting for or on behalf of **TENANT**.

9. Insurance. It shall be the responsibility of **TENANT** to assure that its leased premises and personal property are covered by hazard and public liability insurance policies. The public liability insurance policy shall provide coverage at least in the amount of the **CITY's** maximum liability limits as set by statute. **TENANT** shall at the request of the **CITY** provide proof of insurance coverage required by this section.

10. Indemnification. **TENANT** covenants and agrees to save **CITY** harmless and to indemnify **CITY** against any claims or liabilities for compensation which may arise or accrue by reason of the use of **TENANT**, **TENANT's** agents, employees, patrons, guests or any person admitted to the premises by **TENANT**.

11. Casualty. In case said building or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence renders the fulfillment of this lease by **CITY** impossible, the **CITY** may terminate the lease, and **TENANT** shall pay rent for said premises only up to the time of such termination, at the rate set in this lease. **CITY** waives any claims or damages or compensation from **TENANT** should this lease be so terminated.

**TENANT** may, with approval of **CITY**, lease equipment, as set forth on Exhibit A attached, in the premises, but **TENANT** assumes full responsibility in the event of a casualty and in accordance with the above.

12. **Option to Renew.** **TENANT** shall have the option to renew this lease before **CITY** offers the premises to any other party. Written notice of intention to renew must be furnished to the **CITY** 120 days prior to the expiration of the lease or any renewal hereunder. The terms of the lease shall be subject to renegotiation at the time of any renewal with the proposed rental price furnished to **TENANT** 90 days prior to the expiration of the lease.

13. **Mail Distribution.** All tenant mail shall be distributed from the central mail facility. Each tenant will be assigned a Post Office Box. No tenant mail will be delivered directly to the tenant's leased space. There shall be a nominal Post Office box key rental fee.

14. **Election Regulation Compliance.** **TENANT** shall be required to comply with all State election regulations including removal of any and all campaign materials from the leased property and/or parking lot when the building is being used as a polling place and/or as directed by City officials.

15. **Termination Prior To End Of Lease Term.** In the event the **TENANT** completes or reasonably anticipates completion of construction of its own building, then **TENANT** may terminate this lease without penalty by giving **CITY** one hundred and twenty (120) days written notice; however, **TENANT** shall have the option to vacate Room 100 and /or Room 115 with sixty (60) days' notice without penalty.

**TENANT** understands that this lease is subject to the terms of that certain Lease by and between the Saint Peter Economic Development Authority, a body politic, and the City of Saint Peter, as Lessee, dated March 21, 2001. **TENANT** understands and agrees that this sub-lease may be terminated pursuant to the terms of said Lease Agreement.

16. **Waivers.** The failure of the **CITY** to insist on a strict performance of any of the terms and conditions of this Lease shall not be deemed a waiver of any subsequent breach or default of any terms or conditions of this Lease.

17. **Notice.** All notices to be given with respect to this Lease shall be in writing. Each notice shall be sent by registered or certified mail, postage pre-paid and return receipt requested to the parties as follows:

**CITY OF SAINT PETER**  
227 South Front Street  
Saint Peter, Minnesota 56082

**TENANT – KIDS CORNER**  
600 South Fifth Street Suite 106A  
Saint Peter, Minnesota 56082

18. **Surrender of Possession.** **TENANT** shall, on the last day of the term or renewal, or on earlier termination or forfeiture of the lease, peaceably and quietly surrender and deliver the lease premises to the **CITY** free of any encumbrance placed on it by **TENANT**, except movable trade fixtures, all in good condition and repair. In the event **TENANT** does not remove its personal property at the termination or default of the Lease, the **CITY** may elect to consider the property abandoned and the property of the **CITY** without any further payment or offset.

19. **Assignment.** This Lease may not be assigned by either party without the written consent of the other party. The written consent shall not be unreasonably withheld.

20. Total Agreement. This Lease contains the entire agreement between the parties and cannot be changed or terminated except by a written instrument executed by all parties. This Lease and terms and conditions of the Lease apply to and are binding on the legal representatives, successors and assigns of both parties.

21. APPLICABLE LAW. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF MINNESOTA.

22. TIME OF THE ESSENCE. TIME IS OF THE ESSENCE AND ALL TERMS OF THIS LICENSE.

23. Further Assurances. Each of the parties agree to execute all documents and instruments and to take or to cause to be taken all action which are necessary or appropriate to comply with the terms of this Agreement.

24. Amendments, Supplements, etc. This Agreement may be amended or supplemented at any time by additional written agreements as may mutually be determined by the parties to be necessary, desirable, or expedient to further the purpose of this Agreement or to clarify the intention of the parties.

25. Rights Cumulative. All rights and remedies of each of the parties under this Agreement will be cumulative, and the exercise of one or more rights or remedies will not preclude the exercise of any other right or remedy available under this Agreement or applicable law.

26. Severability. Any term or provision of this Agreement that is invalid or unenforceable will not be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable but remaining rights of the party benefiting from the provision or any other provisions of this Agreement.

27. Execution of Counter-Parts. This Agreement may be executed by one or more counterparts, each of which will be deemed an original, but all of which together shall constitute one and the same agreement.

28. No Reliance. CITY and TENANT represent to one another that each has read this Agreement and has obtained such advice from counsel as deemed appropriate under the circumstances. Except as clearly indicated, CITY and TENANT have not relieve any promises or representations of the other.

29. Interpretation. This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any party because that party or its legal representatives drafted the provision.

30. Titles and Headings. Titles and headings to sections are inserted for convenience of reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF the parties have executed this Lease at Saint Peter, Minnesota, on the day and year first written above.

CITY OF SAINT PETER

TENANT – KID’S CORNER CHILD CENTER

By: \_\_\_\_\_  
Charles Zieman, Mayor

Keith Stenzel  
\_\_\_\_\_, Board Chairperson

By: \_\_\_\_\_  
Todd Prafke, City Administrator

\_\_\_\_\_, \_\_\_\_\_

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

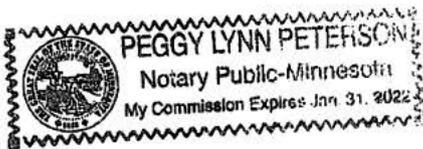
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Charles Zieman and Todd Prafke, the Mayor and City Administrator of the City of Saint Peter, Minnesota.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA)  
  ) SS  
COUNTY OF NICOLLET)

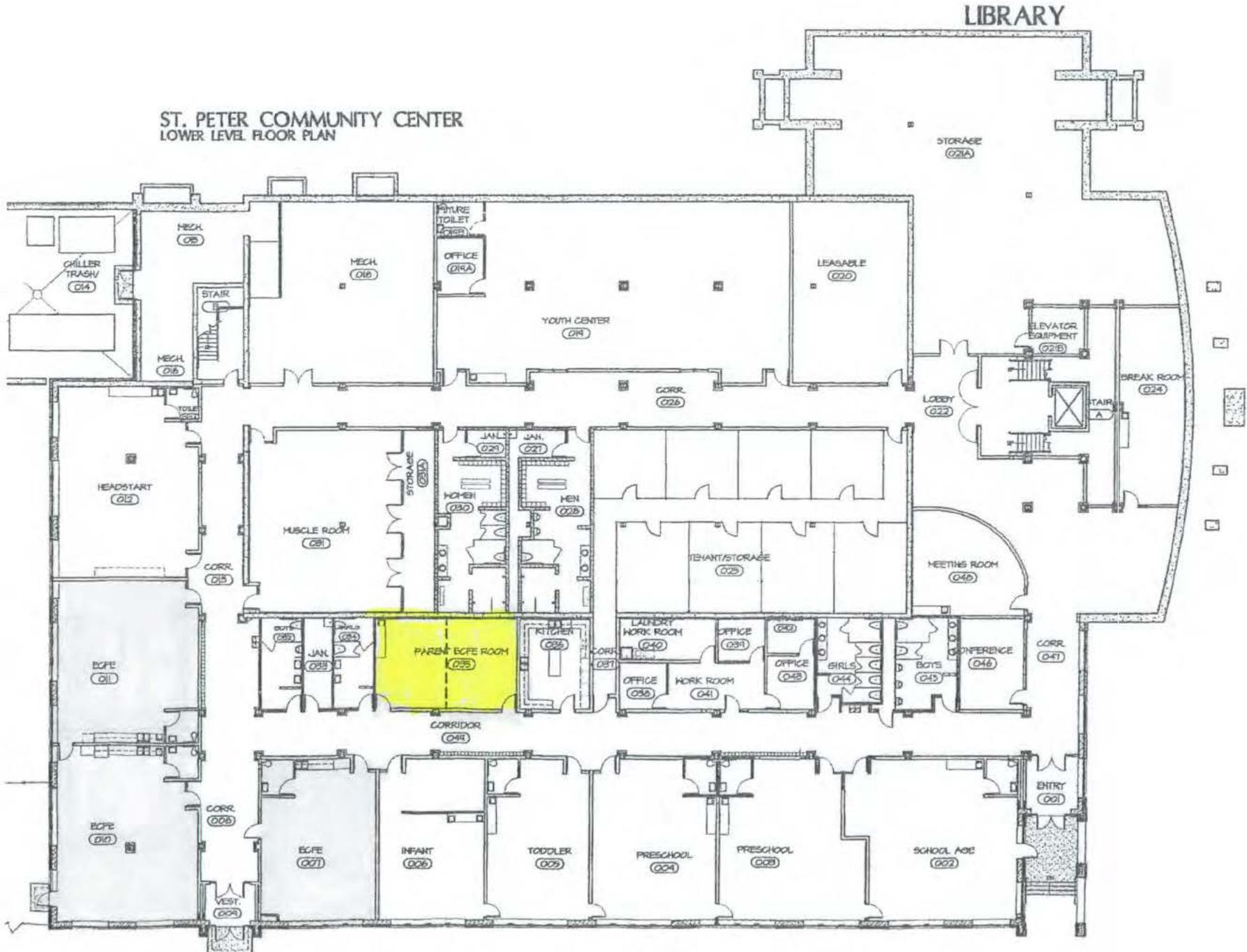
The foregoing instrument was acknowledged before me this 17<sup>th</sup> day of April, 2020, by Keith Stenzel and \_\_\_\_\_, the Board Chairperson and \_\_\_\_\_ of Kid’s Corner Child Center.

Peggy Lynn Peterson  
\_\_\_\_\_  
Notary Public



53

# ST. PETER COMMUNITY CENTER LOWER LEVEL FLOOR PLAN



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION APPROVING EXECUTION OF LEASE WITH KID'S CORNER CHILD CENTER  
FOR SPACE IN THE COMMUNITY CENTER**

WHEREAS, the City has previously entered into a lease with Kid's Corner Child Center for space in the Community Center; and

WHEREAS, the last lease expired December 31, 2019; and

WHEREAS, staff has negotiated a new lease providing for a three percent (3%) rent increase each year of the lease; and

WHEREAS, the contemplates a reduction I the amount of space lease in years 2 through 4 of the agreement, and

WHEREAS, staff recommends approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Mayor and City Administrator are hereby authorized to execute a renewal lease with Kid's Corner Child Center through December 31, 2024 for space at the Community Center.

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

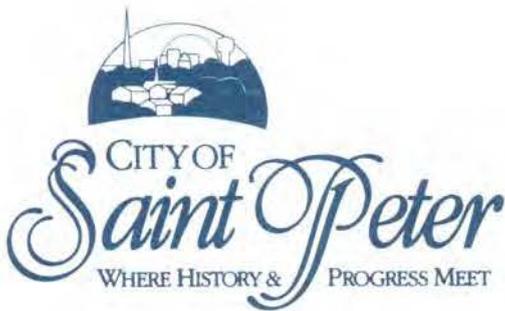
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 04/24/20

**FROM:** Russ Wille  
Community Development Director

**RE:** Covid-19 Micro Loan Program Guidelines Modification

### **ACTION/RECOMMENDATION**

Approve modification to the Covid-19 Micro Loan Program guidelines to add birthing centers and medical offices to the roster of business sectors eligible to participate.

### **BACKGROUND**

Numerous Saint Peter businesses are experiencing significant loss of business revenue due to the spread of the Covid-19 virus. A number of businesses have been ordered to close while those remaining open report large drops in revenue due to lower customer traffic. As a result of the unprecedented situation, many businesses expect significant reductions in cash flow to threaten their ability to meet their immediate business financial needs.

In an attempt to be of assistance to local businesses, the City Council adopted the COVID-19 Micro Loan Program. The program was designed very similar to the Construction Mitigation Micro Loan Program that was implemented in 2009 while Highway 169 was closed for reconstruction.

To date, a total of 40 businesses have applied for loans through the program with \$351,484 in loans distributed in the last three weeks. A few more applications are in the review process or are awaiting the appropriate submittals. You may recall our original estimate of loan pool use under the originally approved program was approximately \$800,000. This change increases that potential to about \$900,000.

Subsequent to the adoption of the guidelines, the owners of certain businesses deemed ineligible to participate in the COVID-19 Micro Loan Program have requested expansion of the roster of eligible businesses. These business owners represent birthing centers and allied medical professionals such as dentists and chiropractors.

The EDA considered the proposed expansion to the Covid-19 Micro Loan Program guidelines at their April 23, 2020 meeting and recommended modification of the loan guidelines to include birthing centers and medical offices defined as dentists, chiropractors, podiatrists, phycologists and other similar professions. The zoning code defines certain uses and we are recommending

this language to more clearly define those businesses that may be eligible. That language in part is *“consultation, diagnosis, therapeutic, preventative or corrective personal treatment services by doctors, dentists, medical and dental laboratories, and similar practitioners of medical and healing arts for human, licensed for such practice by the State.”*

**FISCAL IMPACT:**

If approved, approximately ten additional businesses would be eligible. So far, approximately one-third of the identified original businesses have chosen to participate and \$351,484 has been distributed. Sufficient dollars remain in the revolving loan fund to adequately fund the expansion of all business sectors which are eligible.

**ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken.

Negative Votes: No further action will be taken.

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

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

RJW

**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION MODIFYING COVID-19 MICRO LOAN PROGRAM**

WHEREAS, the Economic Development Authority (EDA) administers the Revolving Loan Fund; and

WHEREAS, the EDA was granted power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

WHEREAS, guidelines have been established which govern and determine the criteria of the revolving loan program; and

WHEREAS, many local Saint Peter businesses have been negatively impacted by the Covid-19 virus outbreak and resulting loss of business revenues; and

WHEREAS, the ordered closing and other loss of customer traffic created unforeseen and immediate financial difficulties for many of the businesses; and

WHEREAS, the EDA developed and the City Council subsequently adopted a micro loan program to assist existing businesses with their immediate cash flow needs resulting from the loss of traffic and revenues due to the virus outbreak; and

WHEREAS, the adopted loan guidelines limit participation in the loan program to certain business sectors considered to be the most immediately impacted by the closure mandated by the Governor's Executive Orders; and

WHEREAS, the owners of certain businesses deemed ineligible to participate have requested inclusion in the roster of eligible business sectors, specifically to add birthing centers and medical offices to the list of eligible business sectors; and

WHEREAS, the EDA considered the requested expansion at their April 23, 2020 meeting and have recommended the addition of birthing centers and medical offices to the roster of eligible business sectors.

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

1. The COVID-19 Micro Loan program is hereby modified by the addition of "birthing centers" and "medical offices" to the list of eligible business sectors.
2. "Medical Offices" are further defined as consultation, diagnosis, therapeutic, preventative or corrective personal treatment services by doctors, dentists, medical and dental laboratories, and similar practitioners of medical and healing arts for human, licensed for such practice by the State.

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

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

PROCLAMATION

“ARBOR MONTH”

WHEREAS, Minnesota's forest treasures were a significant attraction to early settlers because of their usefulness and the beautiful environment they protected; and

WHEREAS, trees are an increasingly vital resource in Minnesota today, enriching our lives by purifying air and water, helping conserve soil and energy, serving as recreational settings, providing habitat for wildlife of all kinds, and making our cities more livable; and

WHEREAS, Arbor Day was founded on April 10, 1872 by J. Sterling Morton at Nebraska City, Nebraska; and

WHEREAS, in 1876 Minnesota became the fourth state to adopt Arbor Day; and

WHEREAS, the citizens of Saint Peter have proudly participated in the celebration of Arbor Day and Arbor Month for many years.

NOW, THEREFORE, I, Charles Zieman, Mayor the City of Saint Peter, Minnesota, do hereby proclaim April, 2020 as “ARBOR MONTH” in the City and encourage citizens to participate in tree planting activities at their homes and businesses as the City plants trees in the new dog park. In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 27th day of April, 2020.

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

ATTEST:

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

