

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

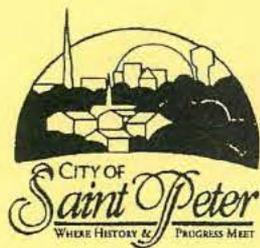
Regular City Council Meeting of Monday, May 11, 2020 – 7:00 p.m.

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

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES**
  - 1. April 27, 2020 Regular Meeting
  - 2. May 4, 2020 Special Meeting
- V. VISITORS**
  - A. Scheduling of Visitor Comments on Agenda Items
  - B. General Visitor Comments
- VI. APPROVAL OF CONSENT AGENDA ITEMS**
- VII. UNFINISHED BUSINESS**
  - A. COVID-19 Micro Loan Program Modification: Eligible Businesses
- VIII. NEW BUSINESS**
  - A. ADA Grant Program Approvals
- IX. REPORTS**
  - A. MAYOR**
    - 1. "Police Officer Memorial Week" Proclamation
    - 2. Others
  - B. CITY ADMINISTRATOR**
    - 1. COVID-19 Impact
    - 2. Others
- X. EXECUTIVE SESSION**
  - A. Resolution Calling For Closed Session  
Adjourn To Closed Session
  - B. Land Sale – Former Wastewater Treatment Ponds  
Return To Open Session
- XI. ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means. The City Council meeting will be 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 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 27, 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.

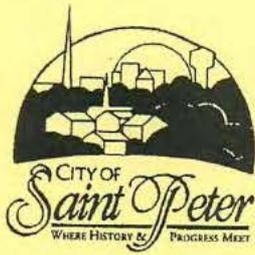
VII. **APPROVAL OF CONSENT AGENDA ITEMS**

The consent agenda, including approval of the schedule of disbursements for April 23, 2020 through May 6, 2020, is attached. Please see the attached staff reports and RESOLUTION.

VIII. **UNFINISHED BUSINESS**

A. **ADOPTION OF A RESOLUTION MODIFYING COVID-19 MICRO LOAN PROGRAM TO INCLUDE AUTOMATIVE REPAIR SERVICES**

The EDA has recommended modification to the COVID-19 Micro Loan Program to also include "Automotive Repair Services" as an eligible



business for the loan fund. Please see the attached staff report and RESOLUTION.

**IX. NEW BUSINESS**

**A. ADOPTION OF A RESOLUTION APPROVING AWARD OF CENTRAL BUSINESS DISTRICT ADA GRANT PROGRAM APPLICATIONS**

The EDA has recommended approval of grant applications submitted by Riley-Tanis, Kind Vet Clinic, and Swedish Kontour. Please see the attached staff report and RESOLUTION.

**X. REPORTS**

**A. MAYOR**

**1. REPORT ON "POLICE OFFICER MEMORIAL DAY/WEEK"**

Mayor Zieman will proclaim May 15, 2020 as "Police Officer Memorial Day" and May 10-16, 2020 as "Police Officer Memorial Week" 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.

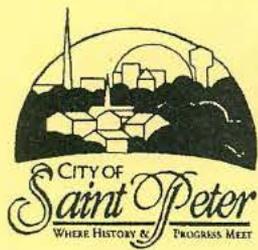
**2. OTHERS**

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

**XI. EXECUTIVE SESSION**

**A. ADOPTION OF A RESOLUTION CALLING FOR EXECUTIVE SESSION REGARDING SALE OF FORMER WASTEWATER TREATMENT PONDS**

As authorized in State Statutes, staff recommends a closed session be called to discuss negotiations related to offer to purchase the former



wastewater treatment ponds. Please see the attached staff report and RESOLUTION.

ADJOURN TO CLOSED SESSION

RETURN TO OPEN SESSION

X. ADJOURNMENT

Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**APRIL 27, 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 27, 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 7:01 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 Nowell, seconded by Johnson (E), to approve the agenda. With all in favor, the motion carried and the agenda was approved.

**Approval of Minutes** – A motion was made by Johnson (K), seconded by Johnson (E), to approve the minutes of the April 13, 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 April 13, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Bruflat, seconded by Johnson (E), Resolution No. 2020-41 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-41 is contained in the City Administrator's book entitled Council Resolutions 23.

**Hospital Refunding Bond Prepayment** – Finance Director Vogel recommended approval of a resolution that would provide for redemption and prepayment of the Hospital bonds with a principal balance of \$9,670,000. Vogel noted the action was planned as the funding for the Hospital expansion project was rolled into a USDA loan in the amount of \$33,320,000 which would be repaid over a thirty-five year period. Vogel and Hospital CFO Lori Zook reported the USDA loan had been locked in at 3.5%, but current rates, which the Hospital would be eligible for as long as the rate is lower than the locked in amount, are at 2.38%. Councilmembers questioned if the rates were expected to continue to decrease and Zook indicated there hadn't been much change over the last year and she expected there was a greater chance of the rates increasing rather than declining.

Councilmember DeVos left the meeting at 7:13 p.m.

In motion by Grams, seconded by Nowell, Resolution No. 2020-42 entitled "Resolution Providing For The Redemption And Prepayment Of The General Obligation Hospital Refunding Bonds, Series 2010A" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-42 is contained in the City Administrator's book entitled Council Resolutions 23.

**2020 Seal Coating Project Bid Award** – Public Works Director Moulton recommended award of the bid for the 2020 Seal Coating Project to low bidder Pearson Bros. in the amount of \$2.570 per gallon or a not to exceed price of \$134,107.74. Moulton indicated the project was 22-25% of the annual street maintenance budget and to save money, City staff would provide the rock, pre-clean the areas to be coated, provide for traffic control and sweep up the stone.

Councilmember DeVos returned at 7:19 p.m.

In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-43 entitled “Resolution Awarding Bid For 2020 Street Seal Coating Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-43 is contained in the City Administrator’s book entitled Council Resolutions 23.

**2020 Crack Sealing Project Bid Award** – Public Works Director Moulton recommended award of the bid for the 2020 Crack Sealing Project to low bidder Northwest Asphalt and Materials in the amount of \$1.45 per pound or a not to exceed price of \$24,650. Moulton indicated this project was approximately 4% of the street maintenance budget and the work would start in July with completion expected before seal coating begins (approximately July 24<sup>th</sup>). Moulton indicated the map provided an approximation of the work to be done and sealing would continue until the 17,000 pounds of sealant was exhausted. Councilmember Johnson (K) questioned why roads in Traverse Green Subdivision were being sealed. Moulton noted that new asphalt is allowed to go through two winters before cracks are sealed which seems to provide for better wear of the roadway into the future. In motion by Grams, seconded by Nowell, Resolution No. 2020-44 entitled “Resolution Awarding Bid For 2020 Crack Sealing Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-44 is contained in the City Administrator’s book entitled Council Resolutions 23.

**2020 Asphalt Purchase Bid Award** – Public Works Director Moulton recommended award of the bid for the 2020 asphalt purchase to low bidder Minnesota Paving and Materials in the amount of \$172,400 which was 28-30% of the street maintenance budget. Moulton indicated two types of asphalt would be used and the bids for both types were extremely competitive. Moulton also noted that the low bid from MN Paving and Materials (formerly known as Southern Minnesota Construction) was even more economical as staff would travel less distance to obtain the asphalt. City Administrator Prafke noted that if the MN Paving plant ran out of mix or was closed, staff would go to W.W. Blacktopping for the materials, but that would be rare if it happened. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-45 entitled “Resolution Awarding Bid For 2020 Asphalt Purchase Bid Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-45 is contained in the City Administrator’s book entitled Council Resolutions 23.

**Library Supervisor Position Description** – Recreation and Leisure Services Director Schugel recommended slight modifications to the position description for Library Supervisor. Schugel indicated the changes would more accurately reflect the essential responsibilities and the minimum and desired qualifications for the position and most likely result in candidates with a broader base of education and experience making the process more competitive. Councilmember Johnson (K) requested an explanation of the pay equity system. City Administrator Prafke explained it was a state system that was designed to address gender inequality and the City was required to report on compliance every three years. Councilmember Grams asked why job descriptions don’t identify the positions a supervisor supervises. Prafke indicated none of the City’s position descriptions identified positions supervised. Johnson (K), who serves as Human Resources director for the St. Peter Food Coop reported their descriptions

removed references to the positions supervised a number of years prior. In motion by Bruflat, seconded by Nowell, Resolution No. 2020-46 entitled "Resolution Adopting Updated Library Supervisor Position Description" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-46 is contained in the City Administrator's book entitled Council Resolutions 23.

**Kid's Corner Lease Renewal 2020-2024** – City Administrator Prafke recommended approval be provided for execution of a renewal lease with Kid's Corner Child Center for the term 2020-2024 with a three percent (3%) increase each year of the contract. Prafke noted the lease was for several different rooms in the Community Center, but Room 110 was only included in the first year of the lease and would be vacated by Kid's Corner after 2020. Councilmember DeVos asked if a request for proposal for lease of Room 110 would be issued. Prafke noted that while the space could be used for public meeting space, its proximity to the two day cares in the building was problematic and staff had instead discussed using the space for Recreation and Leisure Services Department purposes. In motion by Nowell, seconded by Grams, Resolution No. 2020-47 entitled "Resolution Approving Execution Of Lease With Kid's Corner Child Center For Space In The Community Center" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-47 is contained in the City Administrator's book entitled Council Resolutions 23.

**COVID-19 Micro Loan Expansion** – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to increase the list of business services eligible for the COVID-19 Micro Loan program. Wille reported the EDA recommended "birthing centers" and "medical offices" be included in the roster of eligible businesses and noted that if approved, the amount of loans that could be issued under the program would increase from \$800,000 to \$900,000 and there was funding available to cover the increase. In motion by Johnson (K), seconded by Nowell, Resolution No. 2020-48 entitled "Resolution Modifying COVID-19 Micro Loan Program" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-48 is contained in the City Administrator's book entitled Council Resolutions 23.

## **Reports**

**"Arbor Month" Proclamation** – Mayor Zieman proclaimed April, 2020 as "Arbor Month" in the community and encouraged residents to plant trees.

**COVID-19 Impact** – City Administrator Prafke reviewed the COVID-19 planning checklist and provided updates.

**Recycling Site Use** – City Administrator Prafke reported that once again, the County recycling dumpsters located at the City's yard waste drop-off site on North Swift Street were overflowing and lots of non-recyclable items (mattresses, tires, appliances, etc....) were being illegally dumped at the site. Prafke noted both the City and the County will move forward with prosecution for those illegally dumping.

**City/County Meeting Discussion** – Councilmember Grams indicated his belief that discussion at the recent meeting had been one-sided (City only).

**Minnesota River Valley Transit Fare Update** – City Administrator Prafke reported the Minnesota River Valley Transit board had taken action to waive fares for dial-a-ride service through August, 2020 based on the additional funding provided through the Federal CARES Act. Prafke noted

that while the funding is supposed to be through the end of the year and the Board could take additional action to extend the fare waiver, other programs funded by the Act had already dried up and the August date was chosen out of an abundance of caution.

Mayor Zieman provided each Councilmember with an additional chance to ask questions or make a comment:

- Councilmember Nowell urged utility customers to sign up for automatic bill pay.
- Councilmember Johnson (K) questioned how job interviews were being conducted to comply with social distancing recommendations. Prafke noted pre-interviews were being done by phone with final interviews done through GoToMeeting.
- Councilmember Grams asked for more explanation as to the last Executive Order issued by the Governor.
- Councilmember Bruflat expressed a desire that River's Edge Hospital not try to silence employees who might speak out about concerns for the current conditions or lack of personal protective equipment like other Hospitals around the country had done. Bruflat also requested the City website be modified to include links to Nicollet County's resources for COVID-19 issues. City Administrator Prafke indicated he would make the change and also include links to the Minnesota Department of Health site.
- Councilmember DeVos asked if the credit card use fee, which is currently being absorbed by the City due to COVID-19, would be paid by users in the future. DeVos expressed his belief that any decision about the City paying the fee in the future should be made by the City Council.
- Councilmember Johnson (E) indicated he was going to ask a question about the recycling collection site, but it had already been answered.
- Mayor Zieman asked how social distancing was being enforced on the transit bus. Prafke indicated a barrier was being installed between driver and passengers and the buses were being sanitized between every shift (3-4 times per day). Prafke also noted ridership was down during the stay at home order because the public has no place to go, but when that changes additional steps may be needed to address social distancing.

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 8:36 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**CITY OF SAINT PETER, MINNESOTA**

**OFFICIAL PROCEEDINGS**

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING  
MAY 4, 2020**

Pursuant to due call and notice thereof, a special meeting of the City Council of the City of Saint Peter was conducted by virtual software on May 4, 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 5:31 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 and City Attorney James Brandt.

**Issuance Of River's Edge Hospital Debt Under Paycheck Protection Program (PPP)** – Shannon Sweeney from the City's financial advisors at David Drown Associates addressed the Council in support of the bond issuance for River's Edge Hospital through the CARES Act Paycheck Protection Program as an incentive for employers to retain their employees during the emergency. Sweeney reported the money would be a loan with a term of up to two years that would be forgiven if the funds were used to directly finance Paycheck over an eight week period and while the Hospital's submission of an application had already happened, the loan must be closed by May 7<sup>th</sup>. Sweeney also noted that one of the requirements of the loan program was that covenants against issuance of additional debt must be waived and People's Bank Midwest had provided a letter waiving their covenant. Sweeney also reported that while a similar release wasn't deemed necessary from Bremer Bank, they had been contacted and had given verbal assurance they would provide a waiver even though the letter hadn't been received yet.

River's Edge Hospital CFO Lori Zook addressed the Council to indicate the Hospital had worked hard to avoid furloughing any staff even though the prohibition against performing any elective surgeries had left many staff with limited duties. Zook stated staff was being kept busy by doing continuing education, cross training and other duties and assured the Council the PPP money would be used directly for Paycheck, pension costs, and health insurance within the next eight weeks and as such, it was expected that every dollar would be forgiven much earlier than the two year deadline.

City Administrator Prafke noted the Hospital Commission would also be convening a special meeting regarding the debt issuance.

Daniel Burns, the City's bond counsel from Taft Law (formerly Briggs and Morgan), addressed the Council and reported the bond issuance would be taxable to avoid certain IRS regulations and as it was expected to be totally forgiven, the issuance would not be a general obligation bond backed by the full faith and credit of the City. Burns indicated that if something went wrong and the bonds were not forgiven, the debt would be repaid by River's Edge Hospital revenues.

Nate Newhouse, President of Pioneer Bank in St. Peter which would issue the debt through the Paycheck Protection Program stated that in light of how quickly the first round of PPP funds was exhausted, he congratulated the Hospital and City for immediately registering the loan application

which encumbered the funds for the Hospital in the second round of program funding. Newhouse reminded the Council the loan must be closed within ten (10) days of the application being registered.

Councilmember Johnson (K) asked what employees are covered by the program. Zook reported that all employees were impacted.

In motion by Nowell, seconded by Bruflat, Resolution No. 2020-49 entitled "Resolution Providing For The Issuance And Sale Of A Taxable Hospital Revenue Note Of 2020 (River's Edge Hospital), And Authorizing Execution Of Related Documents" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-49 is contained in the City Administrator's book entitled Council Resolutions 23.

There being no further business, a motion was made by Johnson (K), seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 5:49 p.m.

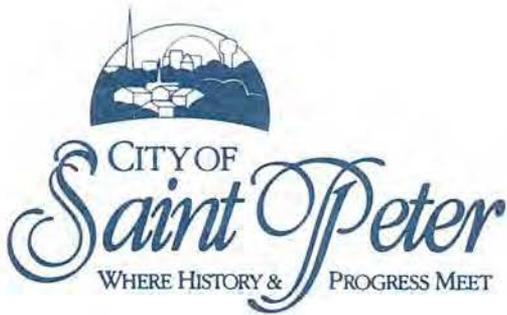
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** May 4, 2020

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

Jason Lee  
Electric Superintendent

**RE:** Electric Vehicle Fast Charger Purchase

### **ACTION/RECOMMENDATION**

Authorize the purchase of one (1) DC Fast Charging Station from ZEF Energy Inc. of Edina, Minnesota in the amount of \$29,212.50.

### **BACKGROUND**

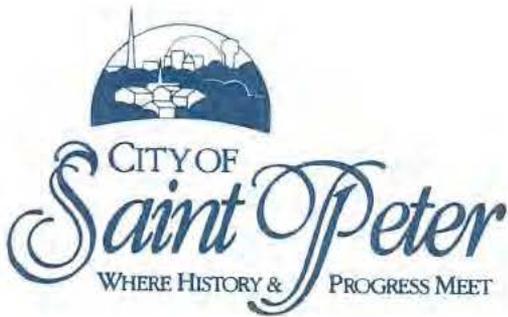
In September, 2019, the Board of Directors of Southern Minnesota Municipal Association (SMMPA) approved providing electric vehicle charges for every member community. These chargers included one fast charger (DCFC) and two slow chargers (DCSC). During the past few months, we have worked with the downtown business owners to identify locations for installation of one DCFC and one DCSC at each location.

Since we will need one more DCFC in order to complete two electric vehicle sites, we worked with SMMPA to see if we could piggyback off of their purchase of charging stations to get a better price through their manufacturer. SMMPA has entered into an agreement with ZEF Energy Inc. to purchase additional chargers required for a project at the same price as the one supplied to the Saint Peter.

Funding for the purchase is included in the Electric budget.

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

PM/SS



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/04/2020

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

Scott Schroeder  
Maintenance Superintendent

**RE:** Purchase: Parks Mower

### ACTION/RECOMMENDATION

Authorize the purchase of a new 2018 Toro 6000 Series Z Master 60" mower from Sanco Equipment of Mankato, Minnesota in the amount of \$4,425.33 plus trade-in of the 2014 Hustler 3700 Series 72" mower as trade-in.

### BACKGROUND

The Parks Section has a 2014 Hustler 3700 series 72" mower with 1,554 hours. The past couple of years have been problematic with durability and being unable to maintain operations. Over the past four years repairs totaling over \$12,300 have been incurred including repair of broken shifting forks and a major hydraulic system rebuild.

Purchase of a new Toro mower will change our operational strategy slightly in that the proposed mower does not have a cab and could not be used for winter operations. Staff will be looking to make changes to other purchases in the near future to assist us with winter maintenance needs.

Due to the amount of past repair expenses, we feel it is best to trade-in the existing mower for a more dependable unit. Area vendors were contacted for quotes on new mowers including trade-in of the existing mower. Four quotes were received:

Manufacturer	Model	Vendor	Cost	Trade-In Value	Total Cost
Toro	6000 Series 60"	Sanco, Mankato, MN	\$11,425.23	\$7,000.00	\$4,425.33
Kubota	ZG 300 60"	Arnolds Imp. Mankato, MN	\$10,000.00	\$4,250.00	\$5,750.00
Hustler	Super Z 60"	Michels, St. Peter, MN	\$16,437.37	\$6,000.00	\$10,437.37
Emark	Lazer Z 60"	Outdoor Power Burnsville, MN	\$11,519.00	No Offer	\$11,519.00

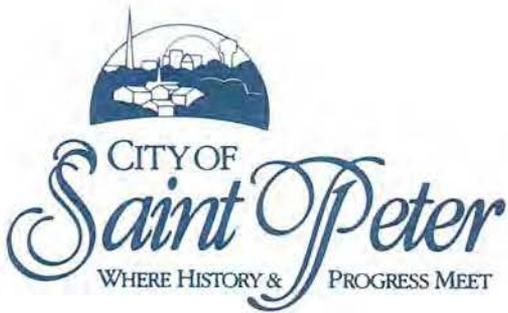
The Toro 6000 Series Z Master 60" has the best value including this trade. We recommend the purchase of the Toro 6000 Series Z Master 60" from Sanco Equipment of Mankato, Minnesota.

Funding for the purchase of this mower will come from the capital line item allocation in your Parks Budget. A mower was not planned for purchase but our plan is to forgo other planned purchases as the continuing failures of the mower have pushed us to reprioritize its replacement.

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

PM/SS





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

**FROM:** Cindy Moulton  
Administrative Secretary

**RE:** Business License Renewal Application

### **ACTION/RECOMMENDATION**

Provide approval for renewal of a Tree Worker license.

### **BACKGROUND**

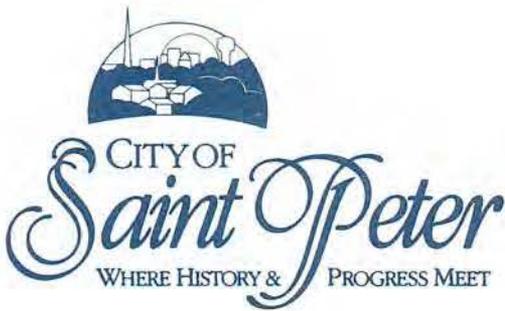
Morsching's Tree Service has held a Tree Worker license in St. Peter for several years. They have submitted a renewal application for the licensing period May 12, 2020 – April 30, 2021.

Please include consideration of this license application on the May 11, 2020 City Council consent agenda.

Should you have any questions or concerns on this agenda item, please don't hesitate to contact me.

CM/





## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** April 30, 2020

**FROM:** Pete Moulton  
Public Works Director

Jeff Knutson  
Water Resources Superintendent

**RE:** Public Works Seasonal Employee

### **ACTION/RECOMMENDATION**

Appoint Grant Nelson as a seasonal employee for the Public Works Department at a wage of \$10.25 per hour.

### **BACKGROUND**

Public Works staffing levels are supplemented each year by the appointment of seasonal Laborers to assist with summer workloads. Interviews were conducted and the Water Utility was still in need of one more seasonal employee. Grant Nelson fits that need.

City staff recommends the appointment of Grant Nelson as a seasonal Water Laborer for Public Works beginning in June through the summer of this year.

Funding for this position comes from the water utility budget.

PTM/JK



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

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

**RE:** Seasonal Pool Manager Appointment

### ACTION/RECOMMENDATION

Appoint Nicole Ruhland to the position of Seasonal Outdoor Pool Manager for the Roy T. Lindenberg Memorial Outdoor swimming pool for the 2020 summer season.

### BACKGROUND

The Recreation Department provides outdoor swim lessons, family swim time, rentals, and open swim opportunities to the community each summer. We continue to be very satisfied with the performance of Nicole Ruhland as our seasonal Pool Manager. Cleanliness and safety issues are of primary importance and staff is held accountable for their actions on a daily basis. Nicole also maintains the certifications necessary for her to train and certify our pool staff. Additional programs and activities continue to be included

Due to the uncertainty of the 2020 pool season I am recommending Ms. Ruhland is paid in three phases, with each phase approximately 200 hours. The phases would include the following:

- Phase 1 – Interviewing, pre-employment communications, scheduling, season opening prep, staff training and onboarding.
- Phase 2 - Review and update policies and procedures. Work on continuing to find ways to be more efficient with staff and pool operations. Recommend updates to pool positions to better utilize staff to their fullest potential. Work on plans for keeping staff certified.
- Phase 3 – Opening the pool and handling all day to day operations of the pool through season closure. Other duties as assigned.

Each phase would equate to \$3,800 with a total cost for completion of all phases \$11,400. If any phase is not able to be completed due to a shortened or cancelled pool season, that particular phase would not be paid or a partial payment would be calculated. Payment is to be spread over eight pay periods with the first pay date being May 22, 2020 and the last pay date being August 28, 2020.

Funding for this employee is included in the swimming pool budget.

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

JS



# Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

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

**RE:** Seasonal Pool Appointments

## ACTION/RECOMMENDATION

Approve recommendations for seasonal pool employees for 2020 in the Recreation and Leisure Services Department.

## BACKGROUND

Applications have been received and reviewed for seasonal employee pool positions in the Saint Peter Recreation and Leisure Services Department. Following the interview process, staff recommends the appointment of the attached candidate list to fill 35 seasonal positions. Please note that all seasonal appointments are contingent upon the passing of a background check. All wages are provided according to the resolutions previously adopted by the City Council.

Recommendations for 2020 summer pool seasonal employee appointments are listed in the attached resolution. These positions are planned for in the 2020 Recreation and Leisure Services budget.

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

JS/



# Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

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

**RE:** Seasonal Recreation Staff Appointments

## ACTION/RECOMMENDATION

Approve recommendations for seasonal employees for 2020 summer programs in the Recreation and Leisure Services Department.

## BACKGROUND

Applications have been received and reviewed for seasonal employee positions in the Saint Peter Recreation and Leisure Services Department. Following the interview process, staff recommends the appointment of the attached candidate list to fill 9 seasonal positions. Please note that all seasonal appointments are contingent upon the passing of a background check. All wages are provided according to the resolutions previously adopted by the City Council.

Recommendations for 2020 summer seasonal employee appointments are listed in the attached resolution. These positions are planned for in the 2020 Recreation and Leisure Services budget.

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

JS/



## Memorandum

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

**DATE:** 5/8/2020

**FROM:** Todd Prafke  
City Administrator

**RE:** Advisory Board Appointment

### ACTION/RECOMMENDATION

Provide for appointment of a member to the advisory board shown below.

### BACKGROUND

Mayor Zieman has recommended the following advisory board reappointment:

**PLANNING AND ZONING COMMISSION (2020-2022)**  
Kelly Henry

Please include consideration of this advisory board appointment as part of the consent agenda and feel free to contact me if you have any questions or concerns.

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A PLUS SECURITY, INC.	security system maint. may	COMMUNITY CENTER	COMMUNITY CENTER	243.50
			TOTAL:	243.50
AIM ELECTRONICS INC	scoreboard system wireless	COMMUNITY CENTER	COMMUNITY CENTER	4,037.86
			TOTAL:	4,037.86
ALL AMERICA PRESSURE WASHER MFG., INC.	pressure hose coupler set	GENERAL FUND	STREETS	21.90
	pressure hose coupler set	GENERAL FUND	PARKS	21.90
	coupler & pressure nozzle	WATER	PURIFICATION AND TREAT	15.00
	pressure hose coupler set	WATER	DISTRIBUTION AND STORA	10.95
	pressure hose coupler set	WASTE WATER FUND	SOURCE/TREATMENT	10.95
	pressure hose coupler set	ENVIRON SERVICES F	REFUSE DISPOSAL	10.95
	pressure hose coupler set	ELECTRIC FUND	POWER DISTRIBUTION	21.90
	pressure hose coupler set	STORMWATER FUND	TREATMENT	10.95
			TOTAL:	124.50
AMAZON	shoe covers	GENERAL FUND	BUILDING INSPECTOR	42.95
	mouse & cleaner	PUBLIC ACCESS	PUBLIC ACCESS	34.62
	emergency dog food	RESTRICTED CONTRIB	COMMUNITY SERVICE	25.14
			TOTAL:	102.71
AUTOMATIC SYSTEMS CO.	200w heater sunrise water	WATER	DISTRIBUTION AND STORA	59.75
			TOTAL:	59.75
BLACKBURN	flags	ENVIRON SERVICES F	REFUSE DISPOSAL	434.20
			TOTAL:	434.20
BOBCAT OF MANKATO	#210 bearing	GENERAL FUND	PARKS	846.88
			TOTAL:	846.88
BOLTON & MENK INC	staff mtgs	GENERAL FUND	STREETS	270.00
	d7, msa, th99 safe routes	GENERAL FUND	STREETS	1,020.00
	2020 n. 3rd	GENERAL FUND	STREETS	5,094.00
	staff mtgs	GENERAL FUND	PARKS	216.00
	2020 water dist. cip	WATER	CAPITAL-WATER DISTRIBU	6,645.00
	staff mtgs	WATER	ADMIN AND GENERAL	108.00
	staff mtgs	WASTE WATER FUND	ADMIN AND GENERAL	108.00
	staff mtgs	ENVIRON SERVICES F	ADMIN AND GENERAL	108.00
	staff mtgs	ELECTRIC FUND	ADMIN AND GENERAL	270.00
	2020 n. 3rd	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	5,094.00
			TOTAL:	18,933.00
BRANDT LAW OFFICE	criminal	GENERAL FUND	LEGAL SERVICES	8,648.75
	covid	GENERAL FUND	LEGAL SERVICES	997.50
	civil	GENERAL FUND	LEGAL SERVICES	2,728.75
	eda	GENERAL FUND	ECONOMIC DEVMT	1,373.75
			TOTAL:	13,748.75
BSN SPORTS	ground sleeves	GENERAL FUND	PARKS	228.14
			TOTAL:	228.14
C & S SUPPLY CO INC	brooms	GENERAL FUND	STREETS	128.97
	swivel	GENERAL FUND	STREETS	97.95
	brooms	GENERAL FUND	PARKS	103.18
	housing	COMMUNITY CENTER	COMMUNITY CENTER	28.63
	brooms	WATER	ADMIN AND GENERAL	51.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	brooms	WASTE WATER FUND	ADMIN AND GENERAL	51.59
	uniform allow	WASTE WATER FUND	ADMIN AND GENERAL	257.94
	brooms	ENVIRON SERVICES F	ADMIN AND GENERAL	51.58
	brooms	ELECTRIC FUND	ADMIN AND GENERAL	128.97
			TOTAL:	900.40
CCF BANK	2016 equip. cert.	2016 EQUIPMENT CER	DEBT SERVICES PAYMENTS	73,000.00
	2016 equip. cert.	2016 EQUIPMENT CER	DEBT SERVICES PAYMENTS	2,591.50
			TOTAL:	75,591.50
CCP INDUSTRIES	wipes	GENERAL FUND	STREETS	20.39
	wipes	GENERAL FUND	PARKS	20.39
	wipes	WATER	DISTRIBUTION AND STORA	10.19
	wipes	WASTE WATER FUND	SOURCE/TREATMENT	10.19
	wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	10.19
	wipes	ELECTRIC FUND	POWER DISTRIBUTION	20.39
	wipes	STORMWATER FUND	TREATMENT	10.19
			TOTAL:	101.93
CHEMISOLV CORP	solid separation polymer	WASTE WATER FUND	SOURCE/TREATMENT	2,645.00
			TOTAL:	2,645.00
COLE PAPERS INC	toilet paper	GENERAL FUND	FIRE	68.35
	glass cleaner	GENERAL FUND	STREETS	10.20
	kleenex	GENERAL FUND	STREETS	19.47
	lemon wipes	GENERAL FUND	STREETS	10.44
	glass cleaner	GENERAL FUND	PARKS	8.16
	kleenex	GENERAL FUND	PARKS	19.47
	trash bags	GENERAL FUND	PARKS	208.89
	lemon wipes	GENERAL FUND	PARKS	10.44
	carpet & bathroom cleaning	LIBRARY FUND	LIBRARY	222.97
	carpet & bathroom cleaning	COMMUNITY CENTER	COMMUNITY CENTER	222.97
	cleaning spray products	COMMUNITY CENTER	COMMUNITY CENTER	165.64
	kleenex	WATER	DISTRIBUTION AND STORA	9.74
	lemon wipes	WATER	DISTRIBUTION AND STORA	5.22
	glass cleaner	WATER	ADMIN AND GENERAL	4.08
	kleenex	WASTE WATER FUND	SOURCE/TREATMENT	9.74
	lemon wipes	WASTE WATER FUND	SOURCE/TREATMENT	5.22
	glass cleaner	WASTE WATER FUND	ADMIN AND GENERAL	4.08
	kleenex	ENVIRON SERVICES F	REFUSE DISPOSAL	9.74
	lemon wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	5.22
	glass cleaner	ENVIRON SERVICES F	ADMIN AND GENERAL	4.08
	kleenex	ELECTRIC FUND	POWER DISTRIBUTION	19.47
	lemon wipes	ELECTRIC FUND	POWER DISTRIBUTION	10.44
	glass cleaner	ELECTRIC FUND	ADMIN AND GENERAL	10.20
	kleenex	STORMWATER FUND	TREATMENT	9.73
	lemon wipes	STORMWATER FUND	TREATMENT	5.23
			TOTAL:	1,079.19
CONSOLIDATED COMMUNICATIONS	april phone bill	GENERAL FUND	CITY ADMINISTRATION	82.55
	april phone bill	GENERAL FUND	CITY CLERK	16.30
	april phone bill	GENERAL FUND	FINANCE	128.45
	april phone bill	GENERAL FUND	MUNICIPAL BUILDING	7.61
	april phone bill	GENERAL FUND	POLICE	346.15
	april phone bill	GENERAL FUND	FIRE	136.58
	april phone bill	GENERAL FUND	BUILDING INSPECTOR	47.91

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	april phone bill	GENERAL FUND	PUBLIC WORKS ADMIN	79.21
	april phone bill	GENERAL FUND	STREETS	55.53
	april phone bill	GENERAL FUND	SENIOR COORDINATOR	6.22
	april phone bill	GENERAL FUND	RECREATION/LEISURE SER	208.80
	april phone bill	GENERAL FUND	SWIMMING POOL	35.22
	april phone bill	GENERAL FUND	PARKS	83.13
	april phone bill	GENERAL FUND	ECONOMIC DEVMT	31.52
	april phone bill	LIBRARY FUND	LIBRARY	94.38
	april phone bill	PUBLIC ACCESS	PUBLIC ACCESS	16.30
	april phone bill	COMMUNITY CENTER	COMMUNITY CENTER	130.18
	april phone bill	WATER	ADMIN AND GENERAL	183.57
	april phone bill	WASTE WATER FUND	ADMIN AND GENERAL	178.89
	april phone bill	ENVIRON SERVICES F	ADMIN AND GENERAL	35.27
	april phone bill	ELECTRIC FUND	POWER PRODUCTION	28.72
	april phone bill	ELECTRIC FUND	ADMIN AND GENERAL	125.22
			TOTAL:	2,057.71
CORE & MAIN LP	#742 valve box gasket	WATER	NON-DEPARTMENTAL	127.75
	vet's mem. playground	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	718.79
			TOTAL:	846.54
CRYSTAL DIGITAL COMMUNICATIONS, INC.	pd supplies	GENERAL FUND	POLICE	18,285.70
	pd supplies	GENERAL FUND	POLICE	3,981.00
			TOTAL:	22,266.70
CRYTEEL TRUCK EQUIPMENT INC	mud flaps	GENERAL FUND	STREETS	1,126.80
			TOTAL:	1,126.80
DGR ENGINEERING	brdwy gen. plant controls	ELECTRIC FUND	POWER PRODUCTION	1,048.48
	gac solar inter connection	ELECTRIC FUND	POWER DISTRIBUTION	1,686.00
	master plan update	ELECTRIC FUND	POWER DISTRIBUTION	4,786.40
			TOTAL:	7,520.88
DPC INDUSTRIES, INC.	potassium perm.	WATER	PURIFICATION AND TREAT	1,994.50
			TOTAL:	1,994.50
EARL F ANDERSEN INC	traffic cones	GENERAL FUND	STREETS	1,290.00
			TOTAL:	1,290.00
ELECTRICAL & COMMUNICATION SPECIALISTS	mill pound gfi	GENERAL FUND	PARKS	48.75
			TOTAL:	48.75
EMERGENCY RESPONSE SOLUTIONS	scba decan solution	GENERAL FUND	FIRE	222.39
			TOTAL:	222.39
ENDRES WINDOW CLEANING INC	outside window washing	LIBRARY FUND	LIBRARY	997.46
	outside window washing	COMMUNITY CENTER	COMMUNITY CENTER	780.16
			TOTAL:	1,777.62
ESS BROTHERS & SONS, INC.	stormwater collection syst	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,567.00
			TOTAL:	1,567.00
FASTENAL COMPANY	safety glasses	GENERAL FUND	STREETS	2.18
	cable ties & safety glasse	GENERAL FUND	STREETS	13.57
	cable ties	GENERAL FUND	STREETS	6.89
	cable ties, safety glasses	GENERAL FUND	STREETS	13.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	safety glasses	GENERAL FUND	PARKS	1.74
	cable ties & safety glasse	GENERAL FUND	PARKS	13.57
	cable ties	GENERAL FUND	PARKS	6.89
	cable ties, safety glasses	GENERAL FUND	PARKS	13.93
	cable ties & safety glasse	WATER	DISTRIBUTION AND STORA	6.79
	cable ties	WATER	DISTRIBUTION AND STORA	3.44
	cable ties, safety glasses	WATER	DISTRIBUTION AND STORA	6.97
	safety glasses	WATER	ADMIN AND GENERAL	0.87
	cable ties & safety glasse	WASTE WATER FUND	SOURCE/TREATMENT	6.79
	cable ties	WASTE WATER FUND	SOURCE/TREATMENT	3.44
	cable ties, safety glasses	WASTE WATER FUND	SOURCE/TREATMENT	6.97
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	0.87
	cable ties & safety glasse	ENVIRON SERVICES F	REFUSE DISPOSAL	6.79
	cable ties	ENVIRON SERVICES F	REFUSE DISPOSAL	3.44
	cable ties, safety glasses	ENVIRON SERVICES F	REFUSE DISPOSAL	6.97
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	0.86
	cable ties & safety glasse	ELECTRIC FUND	POWER DISTRIBUTION	13.57
	cable ties	ELECTRIC FUND	POWER DISTRIBUTION	6.89
	cable ties, safety glasses	ELECTRIC FUND	POWER DISTRIBUTION	13.93
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	2.18
	cable ties & safety glasse	STORMWATER FUND	TREATMENT	6.79
	cable ties	STORMWATER FUND	TREATMENT	3.45
	cable ties, safety glasses	STORMWATER FUND	TREATMENT	6.95
			TOTAL:	180.66
G AND H READY MIX, LLC	treaty site concrete	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	134.00
			TOTAL:	134.00
G.M.S. INDUSTRIAL SUPPLIES, INC.	pins & hex nuts	GENERAL FUND	STREETS	30.58
	3/4" washers	GENERAL FUND	STREETS	3.59
	pins & hex nuts	GENERAL FUND	PARKS	30.58
	3/4" washers	GENERAL FUND	PARKS	3.59
	pins & hex nuts	WATER	DISTRIBUTION AND STORA	15.29
	3/4" washers	WATER	DISTRIBUTION AND STORA	1.79
	pins & hex nuts	WASTE WATER FUND	SOURCE/TREATMENT	15.29
	3/4" washers	WASTE WATER FUND	SOURCE/TREATMENT	1.79
	pins & hex nuts	ENVIRON SERVICES F	REFUSE DISPOSAL	15.29
	3/4" washers	ENVIRON SERVICES F	REFUSE DISPOSAL	1.79
	pins & hex nuts	ELECTRIC FUND	POWER DISTRIBUTION	30.58
	3/4" washers	ELECTRIC FUND	POWER DISTRIBUTION	3.59
	pins & hex nuts	STORMWATER FUND	TREATMENT	15.29
	3/4" washers	STORMWATER FUND	TREATMENT	1.79
			TOTAL:	170.83
HACH COMPANY	phosphorus	WASTE WATER FUND	SOURCE/TREATMENT	294.58
			TOTAL:	294.58
HAGEN, ROMAN	uniform allow.	GENERAL FUND	POLICE	396.86
			TOTAL:	396.86
HAWKINS, INC.	pool ball valve	GENERAL FUND	SWIMMING POOL	54.00
			TOTAL:	54.00
HOMETOWN BANK	2017 equip. cert	2017 EQUIPMENT CER DEBT SERVICE PAYMENTS		64,400.00
	2017 equip. cert	2017 EQUIPMENT CER DEBT SERVICE PAYMENTS		3,767.40
			TOTAL:	68,167.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
INGRAM BOOK COMPANY	books & materials	LIBRARY FUND	LIBRARY	1,572.94
			TOTAL:	1,572.94
INSIGHT PUBLIC SECTOR	mouse pads	GENERAL FUND	CITY ADMINISTRATION	0.46
	mouse pads	GENERAL FUND	FINANCE	1.38
	mouse pads	GENERAL FUND	FINANCE	0.35
	mouse pads	GENERAL FUND	POLICE	1.57
	mouse pads	GENERAL FUND	FIRE	0.17
	mouse pads	GENERAL FUND	BUILDING INSPECTOR	0.34
	mouse pads	GENERAL FUND	PUBLIC WORKS ADMIN	0.76
	mouse pads	GENERAL FUND	STREETS	0.11
	mouse pads	GENERAL FUND	RECREATION/LEISURE SER	1.05
	mouse pads	GENERAL FUND	PARKS	0.05
	mouse pads	GENERAL FUND	ECONOMIC DEVTM	0.11
	mouse pads	LIBRARY FUND	LIBRARY	1.80
	mouse pads	PUBLIC ACCESS	PUBLIC ACCESS	0.17
	mouse pads	COMMUNITY CENTER	COMMUNITY CENTER	0.05
	mouse pads	WATER	ADMIN AND GENERAL	0.81
	mouse pads	WASTE WATER FUND	ADMIN AND GENERAL	0.46
	mouse pads	ENVIRON SERVICES F	REFUSE DISPOSAL	0.05
	mouse pads	ELECTRIC FUND	ADMIN AND GENERAL	0.76
	mouse pads	STORMWATER FUND	ADMINISTRATION AND GEN	0.22
			TOTAL:	10.67
JAVENS MECHANICAL CONTRACTING CO.	actuator chlorine room	WATER	PURIFICATION AND TREAT	482.98
	heater #2 control board	WATER	PURIFICATION AND TREAT	645.87
	wtp rpz repair	WATER	DISTRIBUTION AND STORA	207.50
			TOTAL:	1,336.35
JOHNSON CONTROLS FIRE PROTECTION LP	gen. plant fire alarm repa	ELECTRIC FUND	POWER PRODUCTION	425.70
			TOTAL:	425.70
JON-DON	parts for floor carpet scr	LIBRARY FUND	LIBRARY	89.95
	parts for floor carpet scr	COMMUNITY CENTER	COMMUNITY CENTER	359.81
			TOTAL:	449.76
LEAGUE OF MN CITIES INSURANCE TRUST	deductible	MN RIVER VALLEY TR	INTERGOVERNMENTAL	1,000.00
			TOTAL:	1,000.00
LUBE-TECH & PARTNERS, LLC	oil filter drum pick-up	GENERAL FUND	STREETS	11.00
	oil filter drum pick-up	GENERAL FUND	PARKS	11.00
	oil filter drum pick-up	WATER	DISTRIBUTION AND STORA	5.50
	oil filter drum pick-up	WASTE WATER FUND	SOURCE/TREATMENT	5.50
	oil filter drum pick-up	ENVIRON SERVICES F	REFUSE DISPOSAL	5.50
	oil filter drum pick-up	ELECTRIC FUND	POWER DISTRIBUTION	11.00
	oil filter drum pick-up	STORMWATER FUND	TREATMENT	5.50
			TOTAL:	55.00
MACQUEEN EQUIPMENT INC	#214 scraper & belt	GENERAL FUND	STREETS	333.26
			TOTAL:	333.26
MARCO, INC.	contract 03/23/20-04/22/20	GENERAL FUND	CITY ADMINISTRATION	12.80
	contract 03/23/20-04/22/20	GENERAL FUND	CITY CLERK	12.80
	contract 03/23/20-04/22/20	GENERAL FUND	FINANCE	8.54
	printer repair	GENERAL FUND	FINANCE	687.88
	contract 03/23/20-04/22/20	GENERAL FUND	POLICE	6.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	contract 03/23/20-04/22/20	GENERAL FUND	BUILDING INSPECTOR	3.41	
	contract 03/23/20-04/22/20	GENERAL FUND	PUBLIC WORKS ADMIN	1.71	
	contract 03/23/20-04/22/20	GENERAL FUND	ECONOMIC DEVMT	0.85	
	contract 03/23/20-04/22/20	WATER	ADMIN AND GENERAL	7.68	
	contract 03/23/20-04/22/20	WASTE WATER FUND	ADMIN AND GENERAL	7.69	
	contract 03/23/20-04/22/20	ELECTRIC FUND	ADMIN AND GENERAL	23.04	
			TOTAL:	773.23	
METERING & TECHNOLOGY SOLUTIONS	#848 1" am 1 meter head no WATER		NON-DEPARTMENTAL	882.02	
			TOTAL:	882.02	
MICHELS TRAILER SALES	lawn mower repair	LIBRARY FUND	LIBRARY	232.52	
	lawn mower repair	COMMUNITY CENTER	COMMUNITY CENTER	232.52	
			TOTAL:	465.04	
MID-AMERICA SPORTS ADVANTAGE	custom tunnel	GENERAL FUND	PARKS	1,084.00	
			TOTAL:	1,084.00	
MID-AMERICAN RESEARCH CHEMICAL	degreaser/ grease	GENERAL FUND	STREETS	90.11	
	degreaser/ grease	GENERAL FUND	PARKS	90.11	
	degreaser/ grease	WATER	DISTRIBUTION AND STORA	45.06	
	degreaser/ grease	WASTE WATER FUND	SOURCE/TREATMENT	45.06	
	degreaser/ grease	ENVIRON SERVICES F	REFUSE DISPOSAL	45.06	
	degreaser/ grease	ELECTRIC FUND	POWER DISTRIBUTION	90.11	
	degreaser/ grease	STORMWATER FUND	TREATMENT	45.04	
			TOTAL:	450.55	
MISC VENDOR	MCCLINTOCK, NIKKI	refund for room rental	GENERAL FUND	NON-DEPARTMENTAL	135.30
	WEBER, AMY	WEBER, AMY: cancelled clas	GENERAL FUND	NON-DEPARTMENTAL	30.00
	CRYSTEEL MANUFACTURING	#44 floor wing panel	GENERAL FUND	STREETS	290.00
	PRECAST SYSTEMS	fishing pier landing	GENERAL FUND	PARKS	345.00
	PORTUGUE, KRISTI	refund room for grad party	COMMUNITY CENTER	NON-DEPARTMENTAL	191.00
	PORTUGUE, KRISTI	refund room for grad party	COMMUNITY CENTER	NON-DEPARTMENTAL	13.13
	PORTUGUE, KRISTI	refund room for grad party	COMMUNITY CENTER	NON-DEPARTMENTAL	0.96
	CONTENTS	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	JILL HASS & CRAIG TOLZ	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	5,330.00
	NICOLLET CTY FAIRBOARD	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	SARA NETT-TORGRIMSON	covid-19 micro loan progra	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	TREESTUFF.COM	arborjet tree I.V. kit	ENVIRON SERVICES F	REFUSE DISPOSAL	2,199.00
	INFINITY SCAFFOLD	used scaffold	ELECTRIC FUND	CAPITAL-GENERAL PLANT	1,511.41
	Lori Chiabotti	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	162.50
	Kellie Clancy	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	36.00
	Elizabeth Hanson	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Kristine Harman	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Gabbi Haugen .	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Heidi Hulke	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	162.50
	Joey Hulsebus	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	60.00
	Brianna Kerling	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	24.00
	Maria Korir	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	39.00
	Michelle Kuderer	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	162.50
	Lindsey Owens	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Benjamin Penner	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	60.00
	Tarah Petersen	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Jen Prunty	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50
	Tim Schroeder	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	60.00
	Kayla Siewert	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	97.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
Brianna Sinclair	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	60.00
Nick Strand	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	130.00
Emily Thompson	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	20.00
VANDER LINDED, ANDY	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	40.00
Maggie Weideman	transit refund	MN RIVER VALLEY TR	NON-DEPARTMENTAL	40.00
			TOTAL:	41,784.80
MN PARK & SPORTS TURF MANAGERS ASSOCIA	schroeder dues	GENERAL FUND	PARKS	35.00
			TOTAL:	35.00
MINNESOTA PAVING & MATERIALS	gravel	WATER	ADMIN AND GENERAL	185.71
	gravel stock	WATER	ADMIN AND GENERAL	187.62
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	185.71
	gravel stock	WASTE WATER FUND	ADMIN AND GENERAL	187.62
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	92.85
	gravel stock	ENVIRON SERVICES F	ADMIN AND GENERAL	93.81
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	464.28
	gravel stock	ELECTRIC FUND	ADMIN AND GENERAL	469.05
			TOTAL:	1,866.65
MOTOROLA SOLUTIONS, INC	uniform allow.	GENERAL FUND	POLICE	393.75
			TOTAL:	393.75
PETE MOULTON	mileage 04/06/20-04/17/20	GENERAL FUND	PARKS	39.67
	mileage 04/06/20-04/17/20	WATER	ADMIN AND GENERAL	16.10
	lions dues	WASTE WATER FUND	ADMIN AND GENERAL	80.00
	mileage 04/06/20-04/17/20	ELECTRIC FUND	ADMIN AND GENERAL	8.62
	mileage 04/06/20-04/17/20	STORMWATER FUND	ADMINISTRATION AND GEN	6.34
			TOTAL:	150.73
MTI DISTRIBUTING CO	angled blade	GENERAL FUND	PARKS	130.50
			TOTAL:	130.50
MUNICIPAL BOUNDARY ADJUSTMENT	annexation recording bound	GENERAL FUND	ECONOMIC DEVMT	100.00
			TOTAL:	100.00
MVTL LABORATORIES INC	wtwf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wtwf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wtwf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	142.60
	wtwf testing	WASTE WATER FUND	SOURCE/TREATMENT	26.00
	#253 testing	WASTE WATER FUND	SOURCE/TREATMENT	54.75
	wtwf testing	WASTE WATER FUND	SOURCE/TREATMENT	46.00
			TOTAL:	422.55
NICOLLET CTY PUBLIC HEALTH	pals assessment	GENERAL FUND	SENIOR COORDINATOR	100.00
			TOTAL:	100.00
NORTH CENTRAL BUS SALES	#915 window assembly	MN RIVER VALLEY TR	NON-DEPARTMENTAL	224.59
			TOTAL:	224.59
NUSS TRUCK & EQUIPMENT	#112 switch	GENERAL FUND	STREETS	34.48
			TOTAL:	34.48
OVERHEAD DOOR COMPANY OF MANKATO INC	police garage door transmi	GENERAL FUND	MUNICIPAL BUILDING	400.50
	city hall garage door repa	GENERAL FUND	MUNICIPAL BUILDING	596.12
			TOTAL:	996.62

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
MATTHEW PETERS	digital thermometer	GENERAL FUND	POLICE	168.95
	uniform allow.	GENERAL FUND	POLICE	249.98
	radio case	GENERAL FUND	POLICE	<u>59.59</u>
			TOTAL:	478.52
PIONEER BANK	2015 equip. cert	2015 EQUIPMENT CER	DEBT SERVICE PAYMENTS	49,000.00
	2015 equip. cert	2015 EQUIPMENT CER	DEBT SERVICE PAYMENTS	<u>980.00</u>
			TOTAL:	49,980.00
QUALITY FLOW SYSTEMS, INC	wtp pumps service check	WATER	PURIFICATION AND TREAT	400.00
	lift station service check	WASTE WATER FUND	COLLECTOR/LIFT STAT	<u>1,100.00</u>
			TOTAL:	1,500.00
RAMY TURF PRODUCTS	seed - csp	GENERAL FUND	PARKS	2,400.00
	seed - mn sq	GENERAL FUND	PARKS	330.00
	seed	GENERAL FUND	PARKS	1,560.00
	seed	GENERAL FUND	PARKS	516.00
	seed	STORMWATER FUND	TREATMENT	<u>564.00</u>
			TOTAL:	5,370.00
RESCO	#445 sec. ped.	ELECTRIC FUND	NON-DEPARTMENTAL	<u>1,198.50</u>
			TOTAL:	1,198.50
RIVER BEND BUSINESS PRODUCTS	stamp	GENERAL FUND	STREETS	11.76
	stamp	GENERAL FUND	PARKS	9.41
	stamp	WATER	ADMIN AND GENERAL	4.71
	stamp	WASTE WATER FUND	ADMIN AND GENERAL	4.71
	stamp	ENVIRON SERVICES F	ADMIN AND GENERAL	4.70
	stamp	ELECTRIC FUND	ADMIN AND GENERAL	<u>11.76</u>
			TOTAL:	47.05
RYAN ELECTRIC OF ST PETER	garage door	GENERAL FUND	STREETS	167.79
	garage door	GENERAL FUND	PARKS	134.23
	treaty center light	PROPERTY INSURANCE	INSURANCE-UNALLOCATED	240.00
	garage door	WATER	ADMIN AND GENERAL	67.12
	lime auger	WASTE WATER FUND	SOURCE/TREATMENT	90.00
	garage door	WASTE WATER FUND	ADMIN AND GENERAL	67.12
	garage door	ENVIRON SERVICES F	ADMIN AND GENERAL	67.12
	garage door	ELECTRIC FUND	ADMIN AND GENERAL	<u>167.79</u>
		TOTAL:	1,001.17	
RYAN PLUMBING & HEATING	fixed upstairs toilet in w	GENERAL FUND	MUNICIPAL BUILDING	<u>115.58</u>
			TOTAL:	115.58
SCHAEFER, RYAN	uniform allow.	GENERAL FUND	POLICE	<u>59.95</u>
			TOTAL:	59.95
SCOTT SCHROEDER	fertilizer	GENERAL FUND	PARKS	<u>53.89</u>
			TOTAL:	53.89
SCHWICKERT'S, INC.	roof inspection	LIBRARY FUND	LIBRARY	550.00
	roof inspection	COMMUNITY CENTER	COMMUNITY CENTER	<u>1,550.00</u>
			TOTAL:	2,100.00
THE SIGN DEPT	brush site signs	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>178.00</u>
			TOTAL:	178.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
SIRCHIE FINGER PRINT LAB	drug test kits	GENERAL FUND	POLICE	<u>21.95</u>
			TOTAL:	21.95
SITEONE LANDSCAPE SUPPLY	vet's mound batter boxes	GENERAL FUND	PARKS	<u>445.08</u>
			TOTAL:	445.08
SPRINT SOLUTIONS, INC.	april phone bill	GENERAL FUND	FIRE	17.04
	april phone bill	WATER	ADMIN AND GENERAL	<u>39.99</u>
			TOTAL:	57.03
SPS COMPANIES, INC. MANKATO	cleaning supplies & parts	LIBRARY FUND	LIBRARY	42.43
	cleaning supplies & parts	COMMUNITY CENTER	COMMUNITY CENTER	<u>169.70</u>
			TOTAL:	212.13
ST PETER COMMUNITY & FAMILY EDUCATION	summer brochure work	GENERAL FUND	RECREATION/LEISURE SER	<u>149.48</u>
			TOTAL:	149.48
ST PETER GLASS	transit glass	MN RIVER VALLEY TR	NON-DEPARTMENTAL	<u>768.00</u>
			TOTAL:	768.00
SUBWAY	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	<u>10,000.00</u>
			TOTAL:	10,000.00
US AUTO FORCE	#131 tires meter reader	WATER	CUSTOMER ACCOUNTS	37.66
	#131 tires meter reader	WASTE WATER FUND	CUSTOMER ACCOUNTS	37.66
	#131 tires meter reader	ELECTRIC FUND	CUSTOMER ACCOUNTS	<u>37.66</u>
			TOTAL:	112.98
USA BLUE BOOK	lab supplies	WATER	PURIFICATION AND TREAT	<u>539.84</u>
			TOTAL:	539.84
UTILITY CONSULTANTS, INC.	april coliform	WATER	DISTRIBUTION AND STORA	<u>121.00</u>
			TOTAL:	121.00
VERIZON WIRELESS	cell phone & data	MN RIVER VALLEY TR	INTERGOVERNMENTAL	<u>113.00</u>
			TOTAL:	113.00
VESSCO, INC	griffco repair kit	WATER	PURIFICATION AND TREAT	<u>391.19</u>
			TOTAL:	391.19
VISA	batteries for server	GENERAL FUND	CITY ADMINISTRATION	32.67
	batteries for server	GENERAL FUND	CITY CLERK	32.67
	batteries for server	GENERAL FUND	FINANCE	21.78
	wellness walking challenge	GENERAL FUND	FINANCE	97.37
	ids	GENERAL FUND	POLICE	117.00
	uniform allows.	GENERAL FUND	POLICE	410.00
	canceled training	GENERAL FUND	POLICE	325.00-
	annual fee	GENERAL FUND	POLICE	15.00
	batteries for server	GENERAL FUND	POLICE	17.43
	uniform allow.	GENERAL FUND	POLICE	162.09
	post board lic. fee	GENERAL FUND	POLICE	270.00
	return	GENERAL FUND	POLICE	30.00-
	hotel state fire conferenc	GENERAL FUND	FIRE	554.04
	kit valve cup	GENERAL FUND	FIRE	194.54
	tax id number for fire hal	GENERAL FUND	FIRE	148.00
	reimbursement for hotel	GENERAL FUND	FIRE	138.51-

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	batteries for server	GENERAL FUND	BUILDING INSPECTOR	8.71
	batteries for server	GENERAL FUND	PUBLIC WORKS ADMIN	4.36
	go to meeting	GENERAL FUND	PUBLIC WORKS ADMIN	15.03
	air freshners	GENERAL FUND	STREETS	12.60
	go to meeting	GENERAL FUND	RECREATION/LEISURE SER	15.03
	pool waders	GENERAL FUND	SWIMMING POOL	89.99
	air freshners	GENERAL FUND	PARKS	12.60
	soil sampler	GENERAL FUND	PARKS	82.24
	dog waste depot for the mi	GENERAL FUND	PARKS	152.44
	maint. supplies	GENERAL FUND	PARKS	39.00
	batteries for server	GENERAL FUND	ECONOMIC DEVMT	2.18
	lego storage bins	LIBRARY FUND	LIBRARY	44.11
	repair part	COMMUNITY CENTER	COMMUNITY CENTER	40.46
	batteries	WATER	PURIFICATION AND TREAT	7.60
	yellow driveway markers	WATER	PURIFICATION AND TREAT	395.50
	air freshners	WATER	DISTRIBUTION AND STORA	6.30
	replacement battery	WATER	DISTRIBUTION AND STORA	22.95
	batteries for server	WATER	ADMIN AND GENERAL	19.60
	1500 ua ups	WATER	ADMIN AND GENERAL	139.00
	air freshners	WASTE WATER FUND	SOURCE/TREATMENT	6.30
	batteries for server	WASTE WATER FUND	ADMIN AND GENERAL	19.60
	air freshners	ENVIRON SERVICES F	REFUSE DISPOSAL	6.30
	plant growth	ENVIRON SERVICES F	REFUSE DISPOSAL	322.11
	chain saw mount scabbard &	ENVIRON SERVICES F	ADMIN AND GENERAL	269.90
	air freshners	ELECTRIC FUND	POWER DISTRIBUTION	12.60
	uniform allow.	ELECTRIC FUND	ADMIN AND GENERAL	230.90
	batteries for server	ELECTRIC FUND	ADMIN AND GENERAL	58.80
	mmua conferenece	ELECTRIC FUND	ADMIN AND GENERAL	467.18
	air freshners	STORMWATER FUND	TREATMENT	6.30
			TOTAL:	4,088.77
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	10.13
			TOTAL:	10.13
ZACK'S INC	shovel, broom, squeegee	GENERAL FUND	STREETS	240.20
	tie-downs, hooks, funnel s	GENERAL FUND	STREETS	22.78
	tie-downs, rake, shovel	GENERAL FUND	PARKS	442.85
	tie-downs, hooks, funnel s	GENERAL FUND	PARKS	22.78
	tie-downs, hooks, funnel s	WATER	DISTRIBUTION AND STORA	11.39
	shovel, spade, pry bar	WATER	ADMIN AND GENERAL	117.97
	tie-downs, hooks, funnel s	WASTE WATER FUND	SOURCE/TREATMENT	11.39
	tie-downs, pry bar, tape	WASTE WATER FUND	ADMIN AND GENERAL	86.97
	rakes, broom	ENVIRON SERVICES F	REFUSE DISPOSAL	121.96
	tie-downs, hooks, funnel s	ENVIRON SERVICES F	REFUSE DISPOSAL	11.39
	shovels	ELECTRIC FUND	POWER DISTRIBUTION	80.97
	tie-downs, hooks, funnel s	ELECTRIC FUND	POWER DISTRIBUTION	22.78
	tie-downs, hooks, funnel s	STORMWATER FUND	TREATMENT	11.40
			TOTAL:	1,204.83

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====				
101	GENERAL FUND	63,262.19		
201	PROPERTY INSURANCE	374.00		
211	LIBRARY FUND	3,848.56		
213	PUBLIC ACCESS	51.09		
217	COMMUNITY CENTER	8,166.57		
240	TORNADO DISASTER REV LOAN	45,330.00		
375	2015 EQUIPMENT CERTIFICAT	49,980.00		
376	2016 EQUIPMENT CERTIFICAT	75,591.50		
377	2017 EQUIPMENT CERTIFICAT	68,167.40		
601	WATER	14,249.16		
602	WASTE WATER FUND	5,969.67		
603	ENVIRON SERVICES FUND	4,122.12		
604	ELECTRIC FUND	13,519.84		
606	STORMWATER FUND	8,088.96		
820	RESTRICTED CONTRIBUTIONS	25.14		
830	MN RIVER VALLEY TRANSIT	3,844.59		
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	GRAND TOTAL:	364,590.79		
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TOTAL PAGES: 11

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION APPROVING CONSENT AGENDA

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

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

Table with 4 columns: VENDOR, ITEMS, PRICE, FUNDING. Rows include ZEF Energy Inc. (Electric Vehicle Fast Charger) and Sanco Equipment (2018 Toro 6000 Series Z Master 60' mower).

\*Includes trade-in of the 2014 Hustler 3700 Series 72" mower

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

Tree Worker

Morschings Tree Service Inc.

5/12/20 – 4/30/21

- 3. The following employee appointments are hereby approved at the wages indicated:

Table with 3 columns: NAME, POSITION, WAGE RATE. Row: Kevin Murphy, Building Inspector, \$24.00/hour

- 4. The following seasonal employee appoints are hereby approved at the wages indicated:

Table with 3 columns: NAME, POSITION, WAGE RATE. Lists seasonal employees like Grant Nelson, Nicole Ruhland, Brandon Carlson, etc., with their positions and wage rates.

Martha Stelter	Head Guard	\$12.00
Signe Alger	WSI/Lifeguard	\$11.40
Harrison Dean	WSI/Lifeguard	\$10.90
Emma Doell	WSI/Lifeguard	\$11.15
Shelby Graft	WSI/Lifeguard	\$10.90
Seth Hardesty	WSI/Lifeguard	\$10.65
Amber O'Donnell	WSI/Lifeguard	\$11.15
Mikinley Prafke	WSI/Lifeguard	\$11.40
Bennett Olson	WSI/Lifeguard	\$10.65
Rae Ann Smit	WSI/Lifeguard	\$10.65
Brooke Sonnek	WSI/Lifeguard	\$10.65
Olivia Denzer	Lifeguard	\$10.50
Ella Gilbertson	Lifeguard	\$10.50
Kia Maas	Lifeguard	\$10.50
Hunter McCann	Lifeguard	\$10.50
Noelle Nuebauer	Lifeguard	\$11.00
Lauren Odland	Lifeguard	\$10.50
Morgan Petersen	Lifeguard	\$10.50
Joey Rule	Lifeguard	\$10.50
Cadence Selzler-Campion	Lifeguard	\$10.50
Madelyn Tollefson	Lifeguard	\$10.50
Eleanor Winterfeldt	Lifeguard	\$10.50
Cooper Dean	Lifeguard (Sub)	\$10.25
Anna Klatt	Lifeguard (Sub)	\$10.25
Aubrey Landsom	Lifeguard (Sub)	\$10.25
Jaiden Landsom	Lifeguard (Sub)	\$10.25
Connor Snow	Lifeguard (Sub)	\$10.25
Will Nelsen	Cashier	\$8.50
Aurora Severson	Cashier	\$9.00
Shale Young	Cashier	\$8.75
Sara Busse	Cashier (sub)	\$8.25

\*\*Paid in three phases of \$3,800 per phase. Any phase shortened or doesn't take place, the wage will be recalculated based on hours worked.

5. The following advisory board appointment is hereby approved for the term indicated:

**PLANNING AND ZONING COMMISSION**

Kelly Henry (2020-2022)

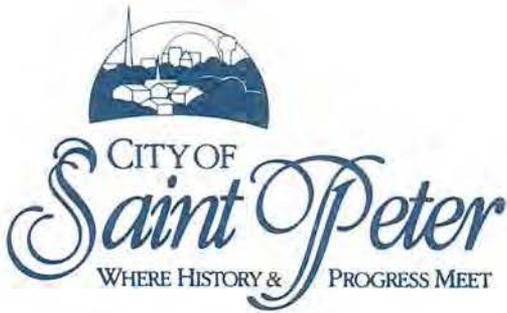
6. The schedule of disbursements for April 23, 2020 through May 6, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 11th day of May, 2020.

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

ATTEST:

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



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

**FROM:** Russ Wille  
Community Development Director

**RE:** Covid-19 Micro Loan Program – Roster of Eligible Business Sectors

### **ACTION/RECOMMENDATION**

Add "Automotive Repair Services" to the roster of business sectors eligible to participate and receive loan funds from the Covid-19 Micro Loan Program.

### **BACKGROUND**

The City Council previously established a COVID-19 Micro Loan Program to provide assistance in an amount of up to \$10,000 to eligible St. Peter businesses. The program was subsequently modified to add birthing centers and medical offices to the list of eligible businesses.

As request was made by Ty Saiki, the owner of Ty's Automotive, to include "Automotive Repair Services" to the list of eligible business.

Although Automotive Repair Services have not been closed due to Governor Walz's Executive Orders, they have experienced a significant loss of business revenue due to less wear and tear on vehicles.

Automotive Repair Services is defined in the adopted Zoning Code as: *"Repair of automobiles and noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts."*

The request was considered by the EDA in a special meeting held May 6, 2020 and they have recommended approval of the modification to eligible business sectors.

### **FISCAL IMPACT:**

Sufficient dollars remain in the revolving loan fund to adequately fund the expansion to include Automotive Repair Services.

### **ALTERNATIVES/VARIATIONS:**

Do not act: No further action will be taken.

Negative Votes: Mr. Saiki and the EDA will be informed of the Council's decision.

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

Please feel free to contact me should you have any questions or concerns 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 GUIDELINES BY ADDING  
AUTOMOTIVE REPAIR SERVICES TO THE ROSTER OF ELIGIBLE BUSINESS SECTORS**

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

WHEREAS, the City Council previously adopted a COVID-19 Microloan program; and

WHEREAS, the adopted loan guidelines limited 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 owner of an Automotive Repair Service deemed ineligible to participate has requested Automotive Repair Services be included in the list of eligible business sectors; and

WHEREAS, the EDA considered the requested expansion at a special meeting on May 6, 2020 and recommended Automotive Repair Services be included.

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

1. The guidelines adopted for the Covid-19 Micro Loan Program are amended to add Automotive Repair Services to the roster of business sectors eligible to participate in the loan program.
2. Automotive Repair Services shall be defined as, the "Repair of automobiles and noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts."

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of May, 2020.

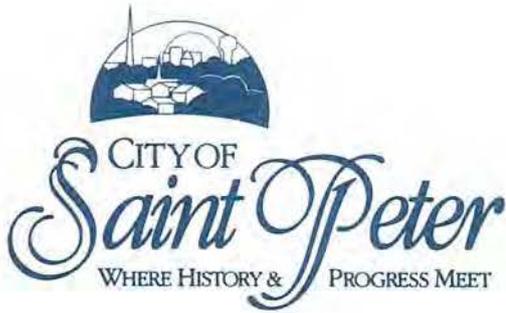
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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** 05/08/20

**FROM:** Russ Wille  
Community Development Director

**RE:** CBD/ADA Accessibility Enhancement Grants Program Awards

### **ACTION/RECOMMENDATION**

Approve award of Central Business District/Americans with Disabilities Act Accessibility Enhancement grants to Kind Vet Clinic, Swedish Kontur and Riley – Tanis and Associates.

### **BACKGROUND**

In 2019, the City Council established the CBD/ADA Accessibility Enhancement Grant Program as an incentive to encourage Central Business District (CBD) owners to make renovations or alterations to their properties in a manner that enhances the accessibility to those with mobility impairments.

Under the terms of the loan program, the City will finance improvements in the form of a forgivable loan available at zero percent (0%) interest. The loan agreement would obligate the building owner to maintain and repair the improvements to maintain accessibility. The loan proceeds would be "forgiven" at a rate of 1/15<sup>th</sup> per year.

Applications for the program are due once a year (February 28<sup>th</sup>) and three applications were submitted for consideration from Kind Vet Clinic, Swedish Kontur and Riley-Tanis and Associates. Each were deemed to be eligible to participate and submitted quotes from at least two vendors. All of the applicants wish to install an automatic door system.

The City Attorney has drafted forgivable loan (grant) agreements by and between the City of Saint Peter and the three applicants.

The Economic Development Authority considered the applications at their regular April meeting and has recommended approval.

### **FISCAL IMPACT:**

The loans total \$12,225. The funds would be accessed from the interest income generated by the revolving loan funds. Interest income for 2019 totaled \$35,936. Sufficient funding is available to incur the recommended obligations.

**ALTERNATIVES/VARIATIONS:**

Do not act: The applicants will be notified.

Negative Votes: The applicants will be notified that their applications have been rejected.

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 AWARDING CENTRAL BUSINESS DISTRICT/ACCESSIBILITY  
IMPROVEMENT GRANTS TO KIND VET CLINIC, SWEDISH KONTUR AND RILEY-TANIS &  
ASSOCIATES**

WHEREAS, the Economic Development Authority (EDA) administers the City's Revolving Loan Funds; and

WHEREAS, the City established the Central Business District/Americans with Disabilities Act Accessibility Improvement Grant Program to make interest free, forgivable loans to improve the accessibility of properties within the Central Business District; and

WHEREAS, applications were received from Kind Vet Clinic (109 West Grace St.), Swedish Kontur (310 South Minnesota Avenue) and Riley-Tanis and Associates (324 South Minnesota Avenue); and

WHEREAS, each of the applicants propose the installation of an automatic door opening system to enhance the accessibility of their properties; and

WHEREAS, the EDA recommends approval of the grant applications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: CBD/ADA Accessibility Improvement Grant Program funds shall be awarded to the following applicants in the dollar amount indicated.

- |   |            |
|---|------------|
| • KVC Building Partnership, LLP (Kind Vet Clinic) | \$4,500.00 |
| • Bjorling Family Trust (Swedish Kontur)          | \$3,175.00 |
| • Danby Building, LLC (Riley-Tanis & Assoc.)      | \$4,550.00 |

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of May, 2020.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator

**PROCLAMATION**

**“POLICE OFFICER MEMORIAL DAY and POLICE OFFICER MEMORIAL WEEK”**

- WHEREAS, our Nation's public safety officers are heroes who risk their lives to keep our families and communities safe; and
- WHEREAS, law enforcement personnel are dedicated to the communities they serve; and
- WHEREAS, Police Officers must continually remain vigilant and take courageous action; and
- WHEREAS, Police Officer's put their lives on the line to protect ours, sometimes making the ultimate sacrifice; and
- WHEREAS, May 15<sup>th</sup> has been designated as "Police Officers Memorial Day"; and
- WHEREAS, the Saint Peter community honors and respects the sacrifices made by our Police Officers and wishes to extend gratitude to each and every member of the law enforcement community.

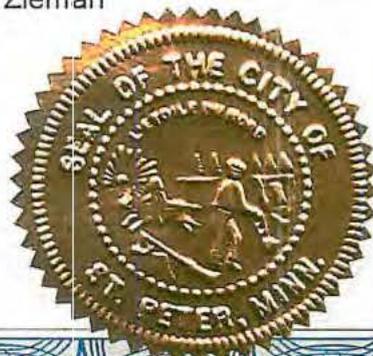
NOW, THEREFORE, I, Charles Zieman, Mayor of the City of Saint Peter, Minnesota, do hereby proclaim May 15, 2020 as "POLICE OFFICER MEMORIAL DAY" and May 10-16, 2020 as "POLICE OFFICER MEMORIAL WEEK" in the City of Saint Peter and hereby extend the gratitude of the Saint Peter community to all Saint Peter Police Officers for their service to our community and their commitment to protecting those they serve.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Saint Peter to be affixed this 11<sup>th</sup> day of May, 2020.

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

ATTEST:

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



**CITY OF SAINT PETER, MINNESOTA**

**RESOLUTION NO. 2020 -**

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

**RESOLUTION CALLING FOR CLOSED SESSION**

WHEREAS, Minnesota Statutes 13D.05 (Subd. 3)(c)(3) allows for closed session of the Council for discussion "to develop or consider offers or counteroffers for the purchase or sale of real or personal property"; and

WHEREAS, the City Council has offered for sale the former wastewater treatment ponds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed sessions as provided for under Minnesota Statutes 13D.05 (Subd. 3)(c)(3) to consider negotiations related to the possible sale of the former wastewater treatment ponds located in Le Sueur County.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 11<sup>th</sup> day of May, 2020.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator