

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

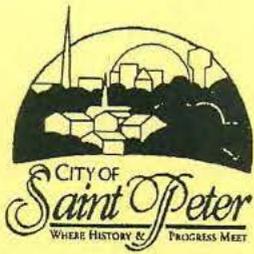
Regular City Council Meeting of Monday, June 22, 2020 – 7:00 p.m.

This meeting will be conducted in-person and electronically - See below for electronic access.
Community Center – Senior Center (600 South Fifth Street)

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES**
- V. **PUBLIC HEARINGS**
 - A. Registered Land Survey #76 Request
 - B. Waiver of Subdivision/Administrative Lot Split Request
- VI. **VISITORS**
 - A. Scheduling of Visitor Comments on Agenda Items
 - B. General Visitor Comments
- VII. **APPROVAL OF CONSENT AGENDA ITEMS**
- VIII. **UNFINISHED BUSINESS**
 - A. Dog Park Name
- IX. **NEW BUSINESS**
 - A. Registered Land Survey #76 925 Austin Drive
 - B. Waiver of Subdivision Request: 507 West Elm Street
 - C. Seasonal Lineman Assistant Job Description
 - D. Pool Closure
 - E. Hazardous Building Removal/Repair Order
 - F. COVID-19 Preparedness Plan
 - G. School District #508 Memorandum of Understanding
- X. **REPORTS**
 - A. **MAYOR**
 - B. **CITY ADMINISTRATOR**
 - 1. COVID-19 Update
 - 2. City/County Meeting Discussion
 - 3. Others
- XI. **ADJOURNMENT**

As provided for in M.S. 13D.021, City Council meetings may be conducted by telephone or other electronic means. In addition to being open to the public in the meeting room, 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 June 8, 2020 regular Council meeting is attached for approval. A MOTION is in order.

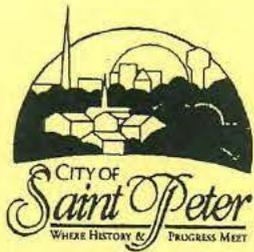
V. PUBLIC HEARINGS

A. **PUBLIC HEARING: REGISTERED LAND SURVEY #76**

As required by State Statutes, a public hearing at this time has been scheduled to accept public comment on the proposed adoption of Registered Land Survey No. 76 that would divide property legally described as Tract B, Registered Land Survey No. 54. Affective property owners have been of the hearing and notice has been duly published in the St. Peter Herald, posted on the legal notices bulletin board and included on the City's public notices page. It is appropriate at this time to accept public comment. Action on this agenda item is scheduled under NEW BUSINESS.

B. **PUBLIC HEARING: WAIVER OF SUBDIVISION REQUEST**

As required by State Statutes, a public hearing at this time has been scheduled to accept public comment on a request to approve a waiver of subdivision that would relocate the lot line between Lots 2 and 3, Block 116 in the Amended Plat of the City of Saint Peter. Abutting property owners have been notified of the public hearing and notice has been duly published in the St. Peter Herald, posted on the legal notices bulletin board and included on the City's public notices page. It is appropriate at this time to accept public comment. Action on this agenda item is scheduled under NEW BUSINESS.



VI. 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 June 4, 2020 through June 17, 2020, is attached. Please see the attached staff reports and RESOLUTION.

VIII. UNFINISHED BUSINESS

A. ADOPTION OF A RESOLUTION NAMING NEW DOG PARK

The Parks and Recreation Advisory Board has submitted a recommended name for the new dog park located on North Swift Street. The name recommendation was considered using the park naming policy adopted by the City Council on June 8, 2020. Please see the attached staff report and RESOLUTION.

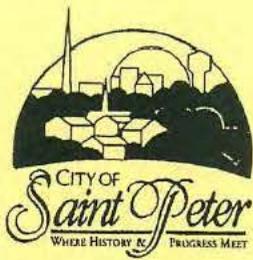
IX. NEW BUSINESS

A. ADOPTION OF A RESOLUTION ADOPTING REGISTERED LAND SURVEY #76 (925 AUSTIN DRIVE)

Following the public hearing, it is appropriate to consider adoption of Registered Land Survey #76 as recommended by the Planning and Zoning Commission. Please see the attached staff report and RESOLUTION.

B. ADOPTION OF A RESOLUTION APPROVING WAIVER OF SUBDIVISION REGULATIONS (507 WEST ELM STREET)

Following the public hearing, it is appropriate to consider approval of a request for waiver of subdivision regulations as recommended by the Planning and Zoning Commission. Please see the attached staff report and RESOLUTION.



C. ADOPTION OF A RESOLUTION APPROVING SEASONAL LINEMAN ASSISTANT POSITION

Additional help is needed during the summer in the Electric Utility. The Department has experimented with hiring a seasonal employee to provide assistance to the Linemen. This offers valuable hands on experience to someone who is in training to be an Electric Lineman. Establishing the position and adopting the proposed job description is recommended. Please see the attached staff report and RESOLUTION.

D. ADOPTION OF A RESOLUTION DIRECTING CLOSURE OF THE OUTDOOR POOL

With the COVID-19 emergency, the Minnesota Department of Health and Centers for Disease Control have outlined restrictions that must be put in place to ensure safety of the public at venues such as the City's outdoor pool. A plan has been developed for compliance with these regulations. Should the City Council decide against opening the pool this year under the regulations outlined, formal action to close the pool should be considered. Please see the attached staff report and RESOLUTION.

E. ADOPTION OF A RESOLUTION ORDERING REMOVAL/REPAIR OF HAZARDOUS BUILDING AT 1671 SOUTH THIRD STREET

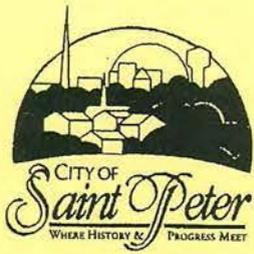
As authorized in State Statute, staff recommends the City Council order the removal/repair of the hazardous building at 1671 South Third Street. The property was destroyed by fire in February, 2020. Please see the attached staff report and RESOLUTION.

F. ADOPTION OF A RESOLUTION ADOPTING COVID-19 PREPAREDNESS PLAN

As required by the State of Minnesota, the City is required to adopt a COVID-19 preparedness plan by June 29th in order to provide for the safe and orderly reopening of City buildings. The plan has been developed and is recommended for adoption. Please see the attached staff report and RESOLUTION.

G. ADOPTION OF A RESOLUTION AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CTY AND SCHOOL DISTRICT #508

Since 2004 the City has entered into an agreement with School District #508 for provision of programming that Community Education previously provided. The District has requested renewal of the agreement and



approval is recommended. Please see the attached staff report and RESOLUTION.

X. REPORTS

A. MAYOR

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

B. CITY ADMINISTRATOR

1. REPORT ON COVID-19 RESPONSE

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

2. REPORT ON CITY/COUNTY MEETING DISCUSSION

An update will be provided at this time on discussion at the June 17th City/County liaison committee meeting.

3. 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
JUNE 8, 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 June 8, 2020. Under M.S. 13D.021, the City is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such City Council meetings will be conducted remotely using GoToMeeting software until further notice.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present 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 Johnson (E), seconded by Nowell, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – A motion was made by Johnson (K), seconded by Grams, to approve the minutes of the May 26, 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 May 26, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-60 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. 2020-60 is contained in the City Administrator's book entitled Council Resolutions 23.

Park Naming Policy – Public Works Director Moulton presented the Parks and Recreation Advisory Board recommendation for a policy that would be used for naming all City owned parks and parks facilities. Moulton notified the Council that the draft policy was based on what is already being done for park naming. Mayor Zieman asked when the Parks Board would consider a name for the new dog park on North Swift Street. Moulton reported it would be on June 15th and the Board would most likely consider three names with a recommendation of one of those names to the City Council at a future meeting. Councilmember Johnson (K) asked for the removal of "contraceptives" and "adjudicated felons" from the list of exclusions citing her belief that felons can be rehabilitated and the Council would weed out unacceptable name suggestions prior to adoption. In motion by Johnson (K), seconded by DeVos, Resolution No. 2020-61 entitled "Resolution Adopting Park And Park Facility Naming Policy" was introduced with modifications to remove "contraceptives" and "adjudicated felons" from the list of categories that would be excluded from consideration for naming a park. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2020-61 is contained in the City Administrator's book entitled Council Resolutions 23.

Revolving Loan Request: Mary L. Brandt – Community Development Director Wille presented the Economic Development Authority recommendation for approval of a revolving loan application in the amount of \$20,593 submitted by Mary L. Brandt for repairs to the property at 219 West

Nassau Street. Wille noted the applicant will fund 10% of the project cost and the loan would be amortized over ten (10) years at zero percent (0%) interest and secured by a first mortgage on the property. In addition, Wille noted the property insurance must be maintained and include the City of Saint Peter as an additional insured for the length of the note. Wille also noted that since the applicant is the spouse of the City Attorney, the City Administrator's office was having the loan documents reviewed by outside counsel. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-62 entitled "Resolution Approving A \$20,593 Central Business District/Accessibility Enhancement Revolving Loan To Mary L. Brandt To Partially Finance The Repair Of The Roofing And Partial Tuck Pointing Of The Facade Of The Brandt Law Offices (219 West Nassau Street)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-62 is contained in the City Administrator's book entitled Council Resolutions 23.

COVID-19 Micro Loan Program Modification – Community Development Director Wille presented the Economic Development Authority recommendation to approve a request to add "business to business bookkeeping services" to the roster of business sectors eligible for the COVID-19 Micro Loan program. In motion by Johnson (K), seconded by Bruflat, Resolution No. 2020-63 entitled "Resolution Modifying COVID-19 Micro Loan Program To Add Business-To-Business Bookkeeping Services" was introduced. Upon roll call, Councilmembers Grams, Bruflat, Johnson (E), Nowell, Johnson (K), and Mayor Zieman voting aye, Councilmember DeVos abstaining, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-63 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman had no reports.

COVID-19 Update – City Administrator Prafke reported City offices, which had been operational but closed to the public since the state-wide emergency had been declared, would reopen on June 15th with City employees practicing social distancing and proper hygiene procedures. Prafke noted the gym and track at the Community Center would not yet be opened. Councilmember Johnson (K) asked if curbside service would still be provided at the library. Schugel indicated it would still be offered for the foreseeable future.

Outdoor Pool Update – Recreation and Leisure Services Director Schugel provided a report on plans being developed for the safe reopening of the outdoor pool under State and CDC guidelines. Schugel indicated some of the regulations that must be met are still unclear and that he was prepared to provide for a deeper discussion on what must be done to open the pool as part of the next Council workshop.

Hallett's Pond - City Administrator Prafke reported the accessible fishing pier at Hallett's Pond had been installed, but cautioned that the area of the pier is not a swimming area and youth should not be jumping into the Pond from the pier. Prafke noted the bottom of the Pond is varying depths in the area of the pier making it dangerous to swim there. Prafke also reminded the public that no vehicle access is provided to the pond and those using the gravel road on the southwest side of Hallett's Pond are driving on privately owned property. Prafke noted the only access is the official trail for pedestrians and/or bikes.

Future Council Meeting Format – City Administrator Prafke reminded the Council they will be moving to a "hybrid" meeting format beginning June 15th with Councilmembers who wish to attend meetings in person doing so while those who choose to continue virtually will have access that

way. Prafke noted that changes in Statute will be reviewed to ensure compliance with the Open Meeting Law.

City Attorney Brandt thanked the City Council and taxpayers in Saint Peter for making the revolving loan funds available to enhance and improve downtown businesses.

There being no further business, a motion was made by Johnson (E), seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:49 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

PUBLIC HEARING PROCESS AND PROCEDURES

Public hearings conducted at City Council meetings will include an opportunity for the general public and interested parties to hear and see all information and to ask questions, provide additional information, express support or opposition, and/or suggest modifications to the proposal.

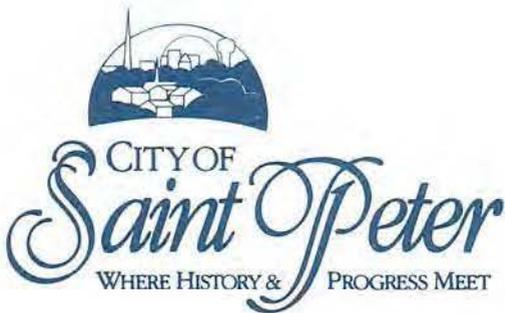
The Mayor will conduct the public hearing. He/she will explain the procedure to be followed before the hearing begins. The public will be allowed to participate and must follow the rules of conduct. Hearings are formal proceedings and will be conducted as such. While everyone will be given an opportunity to participate, comments should be germane to the topic at hand and concise. If many people share the same viewpoint, the City Council encourages the appointment of a spokesperson to avoid repetitive testimony.

The public hearing will be conducted in the following manner:

1. Staff Presentation - City staff, or consultants employed by the City, will identify the issue of the hearing, explain any pertinent laws or regulations associated with the issue; and the steps being taken by the City.
2. Applicant's Presentation - In this portion of the hearing, the applicant (if applicable) has the opportunity to present his or her case. However, no statement either for or against the proposal should be accepted at this point.
3. Public Comment – Once staff and the applicant have completed their background information, the public will be allowed to speak.

All speakers in the public comment portion of the hearing will be limited to five (5) minutes. The Mayor may allow extended time at his/her discretion. All speakers will be encouraged to present factual evidence for public consideration and to refrain from broad statements without any basis of fact. Speakers may provide written materials to the Council. The Council will listen to testimony, but will refrain from engaging in discussion with the speakers.

After all evidence and testimony has been received and everyone has been given an opportunity to be heard, the public hearing will be closed by the Mayor. Action on the hearing issue may or may not be scheduled for later in the meeting. If action is to be taken, the City Council will discuss the issue in open session. During the Council discussion portion of the meeting, citizens will no longer be allowed to participate.



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 15, 2020

FROM: Pete Moulton
Director of Public Works

Jason Lee
Electric Superintendent

RE: Electric Vehicle (EV) Charging Station installation

ACTION/RECOMMENDATION

Authorize the installation of Electric Vehicle (EV) Charging Stations at the Food Coop in the amount of \$15,875; and at Municipal Lot #2 in the amount of \$15,950 by AID Electric Cooperation of Blaine, Minnesota.

BACKGROUND

The Electric Utility has secured the necessary equipment from Southern Minnesota Municipal Association (SMMPA) and AID Electric to install EV chargers at two downtown sites. In addition SMMPA has worked to develop a scope of work for installation and have solicited quotes for the members to use for installation.

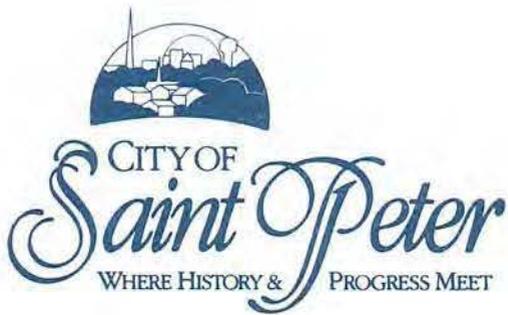
SMMPA has selected AID Electric as the provider that supplied the most cost efficient installation cost. The City wishes to use a contractor that is familiar with the installation requirements and has joined SMMPA in using the selected contractor. AID Electric will be responsible to provide and install the mini-sub unit and install the ZEF Charging Stations, they will also complete secondary electrical wiring and provide associated materials at each site.

Since the project is coordinated through SMMPA and they have completed the competitive pricing for installation with multiple contractors; the Electric Utility has not solicited individual quotes for this work. We feel we are meeting the intent of the purchasing policy by working in cooperation with SMMPA in meeting our purchasing policy guidelines.

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/JL



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/18/20

FROM: Cindy Moulton
Administrative Secretary

RE: Renewal License Applications

ACTION/RECOMMENDATION

Provide approval of renewal license applications subject to compliance with all requirements of the City Code and payment of the licensing fee.

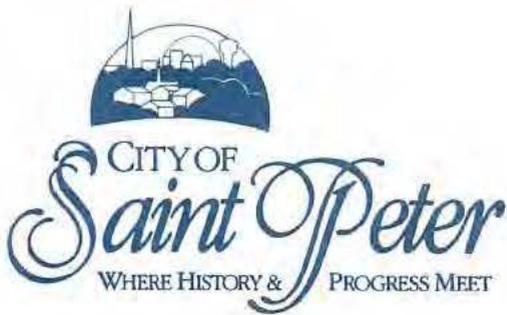
BACKGROUND

The City has received a Tree Worker license renewal application from Tooltime's Handy Man. Upon approval, the license will be in effect from May 23, 2020 – April 30, 2020.

The St. Peter Baseball Association will once again be operating the concession stand at Veterans Field. They have applied for a Temporary 3.2 On Sale Beer license as well as a Temporary Soft Drink. The Beer and Soft Drink licenses will be in effect from May 23, 2020 – September 20, 2020.

Please place these items on the June 22, 2020 City Council consent agenda.

CM/



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/18/20

FROM: Matthew Peters
Chief of Police

RE: Communications Technician Hiring

ACTION/RECOMMENDATION

Approve the appointment of two new Communications Technicians (Dispatchers) for the Police Department.

BACKGROUND

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of full-time and part-time Communications Technician positions for the City of Saint Peter. A background investigation was performed on the top candidates and the Civil Service Commission certifies Taran Schulze for the full-time position and Lindzey Hanson for the part-time position.

BELOW IS A SYNOPSIS OF THE SELECTION PROCESS:

POST THE POSITION

The first step in the hiring process is the recruitment of qualified candidates.

REVIEW AND SCORING OF APPLICATIONS

Raters review and score application materials based on education, prior experience, specialized training, personal skills, and quality of application materials. (Maximum score 100 points.)

VETERANS PREFERANCE

As proved for on internal candidates.

VIOLATIONS OF LAW

A candidate with a violation of law will receive a deduction of 5 points for each violation or 10 points for each violation involving alcohol.

POINT TOTALS/RATING

A grand total of points will then be listed for each application.

REVIEW OF APPLICATIONS/DETERMINATION OF NUMBER INVITED TO ORAL EXAMINATION

The Civil Service Commission will then review the highest rated applications. The Civil Service Commission determines the number of applications invited for an Oral Board Examination.

ORAL BOARD EXAMINATION

An interview is conducted with the top candidates selected by the Civil Service Commission. The oral examination board may consist of one or more Civil Service Commissioners, a police officer, a supervisor and anyone else designated by the Civil Service Commission.

BACKGROUND INVESTIGATION

An extensive full field background investigation is conducted by the Detective Division of the top candidate(s).

CIVIL SERVICE COMMISSION RECOMMENDATION TO CITY COUNCIL

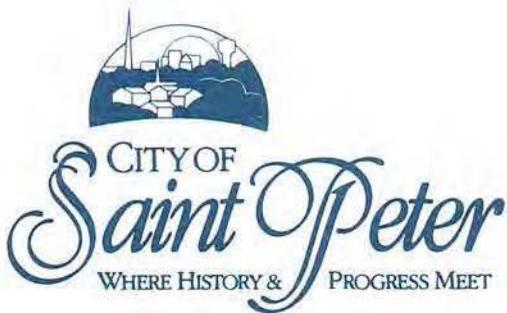
The Civil Service Commission recommends a candidate(s) to the City Council, without regard to ranking for ratification and a formal offer of employment.

FISCAL IMPACT:

Starting Salary: \$22.44 per hour as per the union contract.

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

MP



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 5, 2020

FROM: Sandi Owen
Transit Operations Manager

Wayne Albers
Compliance Manager

RE: Bus Driver Appointment

ACTION/RECOMMENDATION

Approve the hiring of Kevin Hartmann as a part-time Bus Driver.

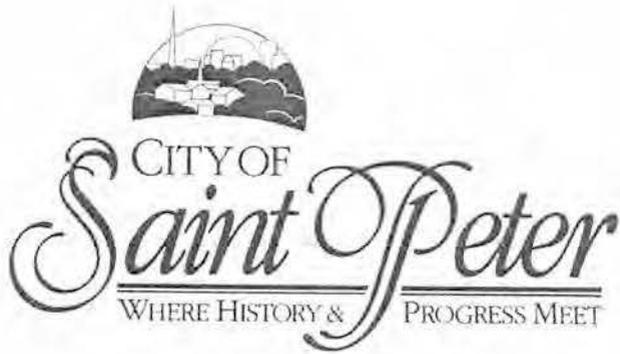
BACKGROUND

After advertising in the Saint Peter Herald and on Minnesota Works website, one application was received for the position of part-time Bus Driver.

We recommend the appointment of Kevin Hartmann for the position of part-time Bus Driver at a starting rate of \$16.72 per hour. Kevin has previously been employed as a bus driver for area companies, is appropriately licensed and is familiar with both Le Sueur and Saint Peter.

If you have any further questions or need any additional information please contact us.

SOWA



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 6/18/2020

FROM: Todd Prafke
City Administrator

RE: Election Judge Appointment Memo

ACTION/RECOMMENDATION

Provide for appointment of Election Judges for the 2020 election cycle.

BACKGROUND

Every year the City appoints individuals to serve as Election Judges. These Judges must undergo a State mandated training every two years in order to serve as a Judge.

Numerous individuals are recommended for appointment as 2020 Election Judges. The list includes the Election Official (who is also appointed as a Judge in order to fill in on Election Day if needed); and election officials from Nicollet County (Jaci Kopet and RaNaye Grunzke) and the City of North Mankato City Clerk (April Van Genderen) who are being appointed should the City's Election Official be unavailable on Election Day or the days leading up to the election.

Please include appointment of the following individuals as Election Judges for the 2020 City elections:

Barbara A. Luker (Election Official)
April Van Genderen
John Sylvester
Tom Thorkelson
Amy Kamm
Rita Scheff
Barb Luker
Ed Rundell
Lelia Leonhardt
Steve Baxa
Patrick Duenwald
(H) represents a Head Judge

Jaci Kopet
Mike Torkelson (H)
Sharon Litynski
MaryAnn Harty
Paula Van Zee (H)
Ray Jacobson
Meredith Wills
Margaret Nelsen
Tom Leonhardt
Janet Boese
Patricia Duenwald

RaNaye Grunzke
Ashley Prax
Angela Glassel
Warren Michels
Susan Prax (H)
Colleen Jacks
Theresa Johnson
Linda Witte
Robert Genelin
Deborah Nelson
Gayle Derner

The consent agenda also includes a provision for City Administrator Prafke to appoint Election Judges should additional be needed before the election.

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

TP/bal

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
4 THE TEAM	chris v. uniform allow.	WATER	ADMIN AND GENERAL	117.00
			TOTAL:	117.00
ACTIVE911, INC.	traditional subscription f	GENERAL FUND	FIRE	494.00
			TOTAL:	494.00
AG PARTNERS COOP.	may fuel	GENERAL FUND	FIRE	100.96
	may fuel	GENERAL FUND	STREETS	1,776.54
	may fuel	GENERAL FUND	PARKS	369.80
	may fuel	GENERAL FUND	PARKS	159.52
	may fuel	GENERAL FUND	PARKS	686.82
	may fuel	WATER	SOURCE OF SUPPLY	8.46
	may fuel	WATER	PURIFICATION AND TREAT	12.69
	may fuel	WATER	DISTRIBUTION AND STORA	63.44
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	161.54
	may fuel	ENVIRON SERVICES F	REFUSE DISPOSAL	326.47
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	82.61
	may fuel	STORMWATER FUND	TREATMENT	214.49
	may fuel	STORMWATER FUND	TREATMENT	369.79
			TOTAL:	4,333.13
ALPHA WIRELESS COMMUNICATIONS CO	radio equipt. maint.	GENERAL FUND	MUNICIPAL BUILDING	66.98
	radio equipt. maint.	GENERAL FUND	PUBLIC WORKS ADMIN	93.76
	radio equipt. maint.	WATER	ADMIN AND GENERAL	64.17
	radio equipt. maint.	WASTE WATER FUND	ADMIN AND GENERAL	58.04
	radio equipt. maint.	ELECTRIC FUND	ADMIN AND GENERAL	58.05
			TOTAL:	341.00
AMAZON	take & make kits	LIBRARY FUND	LIBRARY	176.25
	take & make kits	LIBRARY FUND	LIBRARY	36.01
	program supplies	LIBRARY FUND	LIBRARY	42.59
	dvd drive	PUBLIC ACCESS	PUBLIC ACCESS	48.47
	hand sanitizer	PUBLIC ACCESS	PUBLIC ACCESS	57.60
	receipt paper	WATER	CUSTOMER ACCOUNTS	6.50
	receipt paper	WASTE WATER FUND	CUSTOMER ACCOUNTS	6.50
	receipt paper	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	6.50
	receipt paper	ELECTRIC FUND	CUSTOMER ACCOUNTS	6.50
			TOTAL:	386.92
ANDERSON & SKUBITZ, PLLC	may legal	GENERAL FUND	LEGAL SERVICES	480.00
			TOTAL:	480.00
ARROW ACE HARDWARE INC	bulbs	GENERAL FUND	MUNICIPAL BUILDING	2.59
	key	GENERAL FUND	MUNICIPAL BUILDING	2.79
	cable ties, bolts	GENERAL FUND	POLICE	3.52
	office supplies	GENERAL FUND	POLICE	31.43
	engraver/ dial, tank spray	GENERAL FUND	FIRE	58.98
	tubing	GENERAL FUND	STREETS	0.47
	tank sprayer	GENERAL FUND	STREETS	31.98
	muriatric acid	GENERAL FUND	SWIMMING POOL	4.99
	scratch brushes	GENERAL FUND	SWIMMING POOL	20.76
	keys, screwdriver, battery	GENERAL FUND	PARKS	102.79
	tubing	GENERAL FUND	PARKS	0.47
	tools	LIBRARY FUND	LIBRARY	2.79
	tools	COMMUNITY CENTER	COMMUNITY CENTER	2.79
	screen fiber	TRAV GREEN SPEC HO	ECONOMIC DEVMT	19.77

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	batteries	TRAV GREEN SPEC HO	ECONOMIC DEVMT	10.99
	bolts	WATER	PURIFICATION AND TREAT	14.34
	tubing	WATER	DISTRIBUTION AND STORA	0.24
	tubing	WASTE WATER FUND	SOURCE/TREATMENT	0.24
	mulch, fert, tote, flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	256.70
	tubing	ENVIRON SERVICES F	REFUSE DISPOSAL	0.24
	shovel	ELECTRIC FUND	POWER DISTRIBUTION	19.99
	tubing	ELECTRIC FUND	POWER DISTRIBUTION	0.47
	tubing	STORMWATER FUND	TREATMENT	0.24
	cable tie, screws, power s	MN RIVER VALLEY TR	INTERGOVERNMENTAL	16.58
			TOTAL:	606.15
AUTOMATIC SYSTEMS CO.	isolators	WATER	SOURCE OF SUPPLY	1,423.30
	wwtp emergency repair of c	WASTE WATER FUND	SOURCE/TREATMENT	4,810.05
			TOTAL:	6,233.35
BOBCAT OF MANKATO	#916 idler, clamp	STORMWATER FUND	TREATMENT	393.09
			TOTAL:	393.09
BOLTON & MENK INC	staff meeting	GENERAL FUND	STREETS	157.50
	msa pre screening board mt	GENERAL FUND	STREETS	630.00
	gps data collector repair	GENERAL FUND	STREETS	62.50
	gis ada layer update	GENERAL FUND	STREETS	115.00
	2020 n. 3rd improv. c&g, s	GENERAL FUND	STREETS	1,126.39
	staff meeting	GENERAL FUND	PARKS	126.00
	gps data collector repair	GENERAL FUND	PARKS	50.00
	2020 n. 3rd improv. c&g, s	PERM IMPROVMENT RE	STREETS	279.30
	staff meeting	WATER	ADMIN AND GENERAL	63.00
	gps data collector repair	WATER	ADMIN AND GENERAL	25.00
	gis water utility updates	WATER	ADMIN AND GENERAL	172.50
	staff meeting	WASTE WATER FUND	ADMIN AND GENERAL	63.00
	gps data collector repair	WASTE WATER FUND	ADMIN AND GENERAL	25.00
	gis sanitary sewer utility	WASTE WATER FUND	ADMIN AND GENERAL	172.50
	gis tree inventory update	ENVIRON SERVICES F	REFUSE DISPOSAL	230.00
	staff meeting	ENVIRON SERVICES F	ADMIN AND GENERAL	63.00
	gps data collector repair	ENVIRON SERVICES F	ADMIN AND GENERAL	25.00
	staff meeting	ELECTRIC FUND	ADMIN AND GENERAL	157.50
	gps data collector repair	ELECTRIC FUND	ADMIN AND GENERAL	62.50
	elec. system gps data proc	ELECTRIC FUND	ADMIN AND GENERAL	2,931.00
	2020 n. 3rd improv. c&g, s	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	431.81
	mpca estimator spreadsheet	STORMWATER FUND	TREATMENT	1,983.00
			TOTAL:	8,951.50
BORDER STATES ELECTRIC SUPPLY	surge protection	WASTE WATER FUND	SOURCE/TREATMENT	273.78
			TOTAL:	273.78
BRANDT LAW OFFICE	shopko	GENERAL FUND	FINANCE	43.75
	criminal	GENERAL FUND	LEGAL SERVICES	4,926.25
	covid	GENERAL FUND	LEGAL SERVICES	2,063.50
	civil	GENERAL FUND	LEGAL SERVICES	1,987.50
	p & z	GENERAL FUND	ECONOMIC DEVMT	778.75
	eda	GENERAL FUND	ECONOMIC DEVMT	157.50
	traverse green	HOUSING DISTRICT #	ECONOMIC DEVMT	323.75
			TOTAL:	10,281.00
BROCK WHITE CO LLC	manholes cement/ grout	WASTE WATER FUND	COLLECTOR/LIFT STAT	186.78

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	manholes concret/grout	WASTE WATER FUND	COLLECTOR/LIFT STAT	93.39
	manholes cement/ grout	STORMWATER FUND	TREATMENT	186.78
	manholes concret/grout	STORMWATER FUND	TREATMENT	93.39
			TOTAL:	560.34
C & S SUPPLY CO INC	saw	GENERAL FUND	STREETS	53.17
	uniform allow.	GENERAL FUND	PARKS	312.30
	uniform allow.	COMMUNITY CENTER	COMMUNITY CENTER	44.99
	uniform allow.	WATER	DISTRIBUTION AND STORA	139.12
	filter	WASTE WATER FUND	SOURCE/TREATMENT	16.35
			TOTAL:	565.93
C. EMERY NELSON, INC.	mun-i-z filter	WATER	PURIFICATION AND TREAT	5,767.20
			TOTAL:	5,767.20
CENTERPOINT ENERGY MINNEGASCO	may gas bill	GENERAL FUND	FIRE	146.14
	may gas bill	GENERAL FUND	STREETS	112.99
	may gas bill	GENERAL FUND	SWIMMING POOL	23.88
	may gas bill	GENERAL FUND	PARKS	90.39
	may gas bill	LIBRARY FUND	LIBRARY	289.16
	may gas bill	COMMUNITY CENTER	COMMUNITY CENTER	1,387.67
	may gas bill 2101 lunden s	HOUSING DISTRICT #	ECONOMIC DEVMT	11.78
	may gas bill 2000 essler d	HOUSING DISTRICT #	ECONOMIC DEVMT	21.04
	may gas bill	WATER	PURIFICATION AND TREAT	388.84
	may gas bill	WATER	PURIFICATION AND TREAT	173.58
	may gas bill	WATER	ADMIN AND GENERAL	45.20
	may gas bill	WASTE WATER FUND	COLLECTOR/LIFT STAT	17.06
	may gas bill	WASTE WATER FUND	SOURCE/TREATMENT	2,558.66
	may gas bill	WASTE WATER FUND	ADMIN AND GENERAL	45.20
	may gas bill	ENVIRON SERVICES F	ADMIN AND GENERAL	45.19
	may gas bill	ELECTRIC FUND	ADMIN AND GENERAL	112.99
			TOTAL:	5,469.77
CINTAS FIRST AID & SAFETY	fd aed pad	GENERAL FUND	FIRE	45.41
	safety cabinets	GENERAL FUND	STREETS	44.29
	safety cabinets	GENERAL FUND	PARKS	35.43
	safety cabinets	WATER	ADMIN AND GENERAL	17.72
	safety cabinets	WASTE WATER FUND	ADMIN AND GENERAL	17.72
	safety cabinets	ENVIRON SERVICES F	ADMIN AND GENERAL	17.70
	safety cabinets	ELECTRIC FUND	ADMIN AND GENERAL	44.29
			TOTAL:	222.56
CITY LAUNDERING CO.	may uniform cleaning	ELECTRIC FUND	ADMIN AND GENERAL	270.52
			TOTAL:	270.52
COLE PAPERS INC	gloves	GENERAL FUND	CITY ADMINISTRATION	42.33
	tissue, soap, cleaner, dra	GENERAL FUND	CITY ADMINISTRATION	87.96
	supplies	GENERAL FUND	CITY ADMINISTRATION	12.83
	air fresh, paper towels, t	GENERAL FUND	CITY ADMINISTRATION	32.03
	gloves	GENERAL FUND	CITY ADMINISTRATION	21.17
	gloves, tissue, cleaning s	GENERAL FUND	CITY ADMINISTRATION	51.82
	gloves	GENERAL FUND	CITY ADMINISTRATION	42.33
	gloves	GENERAL FUND	CITY CLERK	42.33
	tissue, soap, cleaner, dra	GENERAL FUND	CITY CLERK	87.96
	supplies	GENERAL FUND	CITY CLERK	12.83
	air fresh, paper towels, t	GENERAL FUND	CITY CLERK	32.03

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gloves	GENERAL FUND	CITY CLERK	21.17
	gloves, tissue, cleaning s	GENERAL FUND	CITY CLERK	51.82
	gloves	GENERAL FUND	CITY CLERK	42.33
	gloves	GENERAL FUND	FINANCE	28.22
	tissue, soap, cleaner, dra	GENERAL FUND	FINANCE	58.64
	supplies	GENERAL FUND	FINANCE	8.55
	air fresh, paper towels, t	GENERAL FUND	FINANCE	21.35
	gloves	GENERAL FUND	FINANCE	14.11
	gloves, tissue, cleaning s	GENERAL FUND	FINANCE	34.55
	gloves	GENERAL FUND	FINANCE	28.22
	hands free papertowels	GENERAL FUND	MUNICIPAL BUILDING	397.30
	gloves	GENERAL FUND	POLICE	22.58
	tissue, soap, cleaner, dra	GENERAL FUND	POLICE	46.91
	supplies	GENERAL FUND	POLICE	6.84
	air fresh, paper towels, t	GENERAL FUND	POLICE	17.08
	gloves	GENERAL FUND	POLICE	11.29
	gloves, tissue, cleaning s	GENERAL FUND	POLICE	27.64
	gloves	GENERAL FUND	POLICE	22.58
	gloves	GENERAL FUND	BUILDING INSPECTOR	11.28
	tissue, soap, cleaner, dra	GENERAL FUND	BUILDING INSPECTOR	23.44
	supplies	GENERAL FUND	BUILDING INSPECTOR	3.42
	air fresh, paper towels, t	GENERAL FUND	BUILDING INSPECTOR	8.54
	gloves	GENERAL FUND	BUILDING INSPECTOR	5.64
	gloves, tissue, cleaning s	GENERAL FUND	BUILDING INSPECTOR	13.81
	gloves	GENERAL FUND	BUILDING INSPECTOR	11.28
	gloves	GENERAL FUND	PUBLIC WORKS ADMIN	5.65
	tissue, soap, cleaner, dra	GENERAL FUND	PUBLIC WORKS ADMIN	11.73
	supplies	GENERAL FUND	PUBLIC WORKS ADMIN	1.71
	air fresh, paper towels, t	GENERAL FUND	PUBLIC WORKS ADMIN	4.27
	gloves	GENERAL FUND	PUBLIC WORKS ADMIN	2.82
	gloves, tissue, cleaning s	GENERAL FUND	PUBLIC WORKS ADMIN	6.91
	gloves	GENERAL FUND	PUBLIC WORKS ADMIN	5.65
	kleenex	GENERAL FUND	STREETS	19.47
	gloves	GENERAL FUND	STREETS	28.22
	hornet & wasp killer	GENERAL FUND	STREETS	35.75
	wipes	GENERAL FUND	STREETS	36.43
	glass cleaner	GENERAL FUND	STREETS	14.67
	kleenex	GENERAL FUND	PARKS	19.47
	gloves	GENERAL FUND	PARKS	28.22
	hornet & wasp killer	GENERAL FUND	PARKS	35.75
	wipes	GENERAL FUND	PARKS	36.43
	glass cleaner	GENERAL FUND	PARKS	14.67
	gloves	GENERAL FUND	ECONOMIC DEVMT	2.82
	tissue, soap, cleaner, dra	GENERAL FUND	ECONOMIC DEVMT	5.87
	supplies	GENERAL FUND	ECONOMIC DEVMT	0.86
	air fresh, paper towels, t	GENERAL FUND	ECONOMIC DEVMT	2.14
	gloves	GENERAL FUND	ECONOMIC DEVMT	1.41
	gloves, tissue, cleaning s	GENERAL FUND	ECONOMIC DEVMT	3.46
	gloves	GENERAL FUND	ECONOMIC DEVMT	2.82
	gloves	LIBRARY FUND	LIBRARY	11.32
	cleaning products for c.c.	LIBRARY FUND	LIBRARY	36.95
	gloves	COMMUNITY CENTER	COMMUNITY CENTER	45.30
	cleaning products for c.c.	COMMUNITY CENTER	COMMUNITY CENTER	147.82
	kleenex	WATER	DISTRIBUTION AND STORA	9.74
	gloves	WATER	DISTRIBUTION AND STORA	14.11
	hornet & wasp killer	WATER	DISTRIBUTION AND STORA	17.87

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	wipes	WATER	DISTRIBUTION AND STORA	18.22
	glass cleaner	WATER	DISTRIBUTION AND STORA	7.33
	gloves	WATER	ADMIN AND GENERAL	25.40
	tissue, soap, cleaner, dra	WATER	ADMIN AND GENERAL	52.78
	supplies	WATER	ADMIN AND GENERAL	7.70
	air fresh, paper towels, t	WATER	ADMIN AND GENERAL	19.22
	gloves	WATER	ADMIN AND GENERAL	12.70
	gloves, tissue, cleaning s	WATER	ADMIN AND GENERAL	31.09
	gloves	WATER	ADMIN AND GENERAL	25.40
	kleenex	WASTE WATER FUND	SOURCE/TREATMENT	9.74
	gloves	WASTE WATER FUND	SOURCE/TREATMENT	14.11
	hornet & wasp killer	WASTE WATER FUND	SOURCE/TREATMENT	17.87
	lab wipes	WASTE WATER FUND	SOURCE/TREATMENT	307.92
	wipes	WASTE WATER FUND	SOURCE/TREATMENT	18.22
	glass cleaner	WASTE WATER FUND	SOURCE/TREATMENT	7.33
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	25.40
	tissue, soap, cleaner, dra	WASTE WATER FUND	ADMIN AND GENERAL	52.76
	supplies	WASTE WATER FUND	ADMIN AND GENERAL	7.70
	air fresh, paper towels, t	WASTE WATER FUND	ADMIN AND GENERAL	19.20
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	12.69
	gloves, tissue, cleaning s	WASTE WATER FUND	ADMIN AND GENERAL	31.09
	gloves	WASTE WATER FUND	ADMIN AND GENERAL	25.40
	kleenex	ENVIRON SERVICES F	REFUSE DISPOSAL	9.74
	gloves	ENVIRON SERVICES F	REFUSE DISPOSAL	14.11
	hornet & wasp killer	ENVIRON SERVICES F	REFUSE DISPOSAL	17.87
	wipes	ENVIRON SERVICES F	REFUSE DISPOSAL	18.22
	glass cleaner	ENVIRON SERVICES F	REFUSE DISPOSAL	7.33
	kleenex	ELECTRIC FUND	POWER DISTRIBUTION	19.47
	gloves	ELECTRIC FUND	POWER DISTRIBUTION	28.22
	hornet & wasp killer	ELECTRIC FUND	POWER DISTRIBUTION	35.75
	wipes	ELECTRIC FUND	POWER DISTRIBUTION	36.43
	glass cleaner	ELECTRIC FUND	POWER DISTRIBUTION	14.67
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	76.19
	tissue, soap, cleaner, dra	ELECTRIC FUND	ADMIN AND GENERAL	158.31
	supplies	ELECTRIC FUND	ADMIN AND GENERAL	23.09
	air fresh, paper towels, t	ELECTRIC FUND	ADMIN AND GENERAL	57.65
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	38.10
	gloves, tissue, cleaning s	ELECTRIC FUND	ADMIN AND GENERAL	93.27
	gloves	ELECTRIC FUND	ADMIN AND GENERAL	76.19
	kleenex	STORMWATER FUND	TREATMENT	9.73
	gloves	STORMWATER FUND	TREATMENT	14.11
	hornet & wasp killer	STORMWATER FUND	TREATMENT	17.88
	wipes	STORMWATER FUND	TREATMENT	18.21
	glass cleaner	STORMWATER FUND	TREATMENT	7.33
			TOTAL:	3,555.66
CONSOLIDATED COMMUNICATIONS	monthly phone/internet/tv	GENERAL FUND	CITY ADMINISTRATION	69.76
	monthly phone/internet/tv	GENERAL FUND	CITY CLERK	13.79
	monthly phone/internet/tv	GENERAL FUND	FINANCE	118.52
	monthly phone/internet/tv	GENERAL FUND	MUNICIPAL BUILDING	6.38
	monthly phone/internet/tv	GENERAL FUND	POLICE	340.55
	monthly phone/internet/tv	GENERAL FUND	FIRE	136.63
	monthly phone/internet/tv	GENERAL FUND	BUILDING INSPECTOR	40.54
	monthly phone/internet/tv	GENERAL FUND	PUBLIC WORKS ADMIN	83.34
	monthly phone/internet/tv	GENERAL FUND	STREETS	46.92
	monthly phone/internet/tv	GENERAL FUND	SENIOR COORDINATOR	5.56

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	monthly phone/internet/tv	GENERAL FUND	RECREATION/LEISURE SER	218.94
	monthly phone/internet/tv	GENERAL FUND	SWIMMING POOL	40.54
	monthly phone/internet/tv	GENERAL FUND	PARKS	85.81
	monthly phone/internet/tv	GENERAL FUND	ECONOMIC DEVMT	30.04
	monthly phone/internet/tv	LIBRARY FUND	LIBRARY	84.16
	monthly phone/internet/tv	PUBLIC ACCESS	PUBLIC ACCESS	13.79
	monthly phone/internet/tv	COMMUNITY CENTER	COMMUNITY CENTER	147.13
	monthly phone/internet/tv	WATER	ADMIN AND GENERAL	189.52
	monthly phone/internet/tv	WASTE WATER FUND	ADMIN AND GENERAL	191.98
	monthly phone/internet/tv	ENVIRON SERVICES F	ADMIN AND GENERAL	29.84
	monthly phone/internet/tv	ELECTRIC FUND	POWER PRODUCTION	32.51
	monthly phone/internet/tv	ELECTRIC FUND	ADMIN AND GENERAL	<u>131.46</u>
			TOTAL:	2,057.71
CORE & MAIN LP	#243 copper tube	WATER	NON-DEPARTMENTAL	<u>888.80</u>
			TOTAL:	888.80
CRYSTAL LAWN, INC	2020 irrigation spring sta	GENERAL FUND	STREETS	28.87
	2020 irrigatio spring star	GENERAL FUND	PARKS	594.50
	2020 irrigatio spring star	GENERAL FUND	PARKS	241.52
	2020 irrigatio spring star	GENERAL FUND	PARKS	638.82
	2020 irrigatio spring star	GENERAL FUND	PARKS	923.85
	2020 irrigatio spring star	GENERAL FUND	PARKS	443.55
	2020 irrigation spring sta	GENERAL FUND	PARKS	23.09
	2020 irrigatio spring star	WATER	PURIFICATION AND TREAT	74.97
	2020 irrigatio spring star	WATER	DISTRIBUTION AND STORA	207.72
	2020 irrigation spring sta	WATER	ADMIN AND GENERAL	11.55
	2020 irrigatio spring star	WASTE WATER FUND	SOURCE/TREATMENT	148.50
	2020 irrigation spring sta	WASTE WATER FUND	ADMIN AND GENERAL	11.55
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	237.15
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	157.29
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	79.13
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	166.63
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	74.97
	2020 irrigatio spring star	ENVIRON SERVICES F	REFUSE DISPOSAL	74.97
	2020 irrigation spring sta	ENVIRON SERVICES F	ADMIN AND GENERAL	11.54
	2020 irrigation spring sta	ELECTRIC FUND	ADMIN AND GENERAL	<u>28.87</u>
			TOTAL:	4,179.04
CUSTOM FIRE APPARATUS, INC.	door check & valve	GENERAL FUND	FIRE	<u>81.11</u>
			TOTAL:	81.11
CYBER MARKETING INC.	boots for kelly	GENERAL FUND	PARKS	131.74
	returned boots for mayo	GENERAL FUND	PARKS	<u>114.74</u>
			TOTAL:	17.00
DONAHUES CLEMATIS SPECIALISTS	downtown flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	<u>2,543.46</u>
			TOTAL:	2,543.46
ELECTRICAL & COMMUNICATION SPECIALISTS	roof mount a/c	GENERAL FUND	STREETS	178.55
	roof mount a/c	GENERAL FUND	PARKS	142.84
	roof mount a/c	WATER	ADMIN AND GENERAL	71.42
	roof mount a/c	WASTE WATER FUND	ADMIN AND GENERAL	71.42
	roof mount a/c	ENVIRON SERVICES F	ADMIN AND GENERAL	71.42
	roof mount a/c	ELECTRIC FUND	ADMIN AND GENERAL	<u>178.55</u>
			TOTAL:	714.20

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
EMERALD COAST MANUFACTURING	wave all season refrigerat	WASTE WATER FUND	CAPITAL-TREATMENT SYST	6,355.00
			TOTAL:	6,355.00
EMERGENCY AUTOMOTIVE TECHNOLOGY, INC.	squad repairs	GENERAL FUND	POLICE	225.00
			TOTAL:	225.00
EMERGENCY RESPONSE SOLUTIONS	fire hose	GENERAL FUND	FIRE	2,480.60
			TOTAL:	2,480.60
FAMILY FRESH MARKET	measuring cups	GENERAL FUND	FIRE	4.99
	supplies	LIBRARY FUND	LIBRARY	34.76
			TOTAL:	39.75
FASTENAL COMPANY	safety glasses	GENERAL FUND	STREETS	68.13
	safety glasses	GENERAL FUND	PARKS	54.50
	marking paint	WATER	ADMIN AND GENERAL	31.92
	safety glasses	WATER	ADMIN AND GENERAL	27.25
	marking paint	WASTE WATER FUND	ADMIN AND GENERAL	31.92
	safety glasses	WASTE WATER FUND	ADMIN AND GENERAL	27.25
	safety glasses	ENVIRON SERVICES F	ADMIN AND GENERAL	27.26
	safety glasses	ELECTRIC FUND	ADMIN AND GENERAL	68.13
	marking paint	STORMWATER FUND	TREATMENT	31.92
			TOTAL:	368.28
FISHER SCIENTIFIC	modupure dual holder w/met	WASTE WATER FUND	SOURCE/TREATMENT	2,043.11
			TOTAL:	2,043.11
FOUR SEASONS OVERHEAD DOOR, LLC	hermel & mech. door repair	GENERAL FUND	STREETS	71.25
	hermel & mech. door repair	GENERAL FUND	PARKS	57.00
	hermel & mech. door repair	WATER	ADMIN AND GENERAL	28.50
	hermel & mech. door repair	WASTE WATER FUND	ADMIN AND GENERAL	28.50
	hermel & mech. door repair	ENVIRON SERVICES F	ADMIN AND GENERAL	28.50
	hermel & mech. door repair	ELECTRIC FUND	ADMIN AND GENERAL	71.25
	hermel & mech. door repair	STORMWATER FUND	TREATMENT	285.00
	hermel lift master	STORMWATER FUND	TREATMENT	1,200.00
			TOTAL:	1,770.00
GELDNER UNDERGROUND, INC.	levee park directional bor	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,940.00
	mn sq. pk. directional bor	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	3,488.00
	32974 marie ln. emergency	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	960.00
	hendrickson organ boring	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	960.00
			TOTAL:	9,348.00
GOPHER STATE ONE-CALL INC	may gopher one calls	WATER	DISTRIBUTION AND STORA	150.91
	may gopher one calls	WASTE WATER FUND	COLLECTOR/LIFT STAT	150.91
	may gopher one calls	ELECTRIC FUND	POWER DISTRIBUTION	151.08
			TOTAL:	452.90
GUSTAVUS ADOLPHUS COLLEGE P.O.	april postage	GENERAL FUND	CITY ADMINISTRATION	16.15
	may postage	GENERAL FUND	CITY ADMINISTRATION	0.57
	april postage	GENERAL FUND	CITY CLERK	42.30
	may postage	GENERAL FUND	CITY CLERK	67.63
	april postage	GENERAL FUND	ELECTIONS	26.40
	may postage	GENERAL FUND	ELECTIONS	33.06
	april postage	GENERAL FUND	FINANCE	201.10
	april postage	GENERAL FUND	FINANCE	10.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	may postage	GENERAL FUND	FINANCE	191.19
	may postage	GENERAL FUND	FINANCE	2.28
	april postage	GENERAL FUND	POLICE	29.45
	may postage	GENERAL FUND	POLICE	20.52
	april postage	GENERAL FUND	BUILDING INSPECTOR	4.45
	may postage	GENERAL FUND	BUILDING INSPECTOR	6.35
	april postage	GENERAL FUND	PUBLIC WORKS ADMIN	15.10
	may postage	GENERAL FUND	PUBLIC WORKS ADMIN	1.14
	april postage	GENERAL FUND	STREETS	14.05
	may postage	GENERAL FUND	STREETS	5.34
	april postage	GENERAL FUND	SENIOR COORDINATOR	2.50
	may postage	GENERAL FUND	SENIOR COORDINATOR	30.08
	april postage	GENERAL FUND	RECREATION/LEISURE SER	11.60
	may postage	GENERAL FUND	RECREATION/LEISURE SER	31.35
	may postage	GENERAL FUND	SWIMMING POOL	24.51
	april postage	GENERAL FUND	PARKS	2.75
	may postage	GENERAL FUND	PARKS	1.14
	april postage	GENERAL FUND	ECONOMIC DEVMT	45.85
	may postage	GENERAL FUND	ECONOMIC DEVMT	12.69
	april postage	LIBRARY FUND	LIBRARY	3.85
	may postage	LIBRARY FUND	LIBRARY	9.99
	april postage	COMMUNITY CENTER	COMMUNITY CENTER	2.20
	may postage	COMMUNITY CENTER	COMMUNITY CENTER	0.57
	april postage	WATER	ADMIN AND GENERAL	14.25
	may postage	WATER	ADMIN AND GENERAL	1.84
	april postage	WATER	CUSTOMER ACCOUNTS	22.60
	may postage	WATER	CUSTOMER ACCOUNTS	90.56
	april postage	WASTE WATER FUND	ADMIN AND GENERAL	0.55
	may postage	WASTE WATER FUND	ADMIN AND GENERAL	0.56
	april postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	22.60
	may postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	90.56
	april postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	22.60
	may postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	90.56
	april postage	ELECTRIC FUND	ADMIN AND GENERAL	3.85
	may postage	ELECTRIC FUND	ADMIN AND GENERAL	1.14
	april postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	22.60
	may postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	90.56
	april postage	STORMWATER FUND	ADMINISTRATION AND GEN	52.25
	may postage	STORMWATER FUND	ADMINISTRATION AND GEN	4.56
			TOTAL:	1,398.25
HARRISON TRUCK CENTERS	#911 transmission repair	GENERAL FUND	STREETS	3,827.16
			TOTAL:	3,827.16
HAWKINS, INC.	chloride & sodium hydroxid	WATER	PURIFICATION AND TREAT	3,181.80
			TOTAL:	3,181.80
JON HUGHES	over payment on city visa	GENERAL FUND	POLICE	187.90
			TOTAL:	187.90
IMPACT	printing	WATER	CUSTOMER ACCOUNTS	182.32
	postage	WATER	CUSTOMER ACCOUNTS	425.76
	printing	WASTE WATER FUND	CUSTOMER ACCOUNTS	182.32
	postage	WASTE WATER FUND	CUSTOMER ACCOUNTS	425.76
	printing	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	182.32
	postage	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	425.76

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	printing	ELECTRIC FUND	CUSTOMER ACCOUNTS	182.31
	flyer	ELECTRIC FUND	CUSTOMER ACCOUNTS	804.46
	postage	ELECTRIC FUND	CUSTOMER ACCOUNTS	425.76
			TOTAL:	3,236.77
INTERNATIONAL CODE COUNCIL, INC	2020 updated bldg code boo	GENERAL FUND	BUILDING INSPECTOR	1,043.12
			TOTAL:	1,043.12
JAGUAR COMMUNICATIONS	monthly internet bill	MN RIVER VALLEY TR	INTERGOVERNMENTAL	110.00
			TOTAL:	110.00
JOHN DEERE	#113 return bag	STORMWATER FUND	TREATMENT	132.33-
	#715, #113 blade & bag	STORMWATER FUND	TREATMENT	336.18
			TOTAL:	203.85
JOHNSON CONTROLS FIRE PROTECTION LP	fire sprinkler maint. repa	COMMUNITY CENTER	COMMUNITY CENTER	1,140.33
	gen. plant fire alarm batt	ELECTRIC FUND	POWER PRODUCTION	97.24
			TOTAL:	1,237.57
KAREN'S FLOWERS	downtown flowers	ENVIRON SERVICES F	REFUSE DISPOSAL	28.44
			TOTAL:	28.44
KEELEY FARM DRAINAGE	fire hydrant 5th & jeff ri	WATER	DISTRIBUTION AND STORA	34.00
			TOTAL:	34.00
KENDELL DOORS & HARDWARE, INC.	city wide door latches	GENERAL FUND	CITY ADMINISTRATION	171.60
	city wide door latches	GENERAL FUND	CITY CLERK	171.60
	city wide door latches	GENERAL FUND	FINANCE	114.42
	city wide door latches	GENERAL FUND	POLICE	91.53
	city wide door latches	GENERAL FUND	BUILDING INSPECTOR	45.74
	city wide door latches	GENERAL FUND	PUBLIC WORKS ADMIN	22.89
	city wide door latches	GENERAL FUND	ECONOMIC DEVMT	11.45
	city wide door latches	WATER	ADMIN AND GENERAL	102.97
	city wide door latches	WASTE WATER FUND	ADMIN AND GENERAL	102.93
	city wide door latches	ELECTRIC FUND	ADMIN AND GENERAL	308.87
			TOTAL:	1,144.00
KWIK TRIP INC	may fuel	GENERAL FUND	POLICE	1,369.74
	may fuel	GENERAL FUND	FIRE	31.09
	may fuel	GENERAL FUND	BUILDING INSPECTOR	98.24
	may fuel	GENERAL FUND	STREETS	106.68
	may fuel	GENERAL FUND	PARKS	485.67
	may fuel	LIBRARY FUND	LIBRARY	26.11
	may fuel	COMMUNITY CENTER	COMMUNITY CENTER	26.12
	may fuel	WATER	SOURCE OF SUPPLY	23.65
	may fuel	WATER	PURIFICATION AND TREAT	35.48
	may fuel	WATER	DISTRIBUTION AND STORA	177.41
	may fuel	WATER	CUSTOMER ACCOUNTS	21.63
	may fuel	WASTE WATER FUND	COLLECTOR/LIFT STAT	135.09
	may fuel	WASTE WATER FUND	CUSTOMER ACCOUNTS	21.63
	may fuel	ELECTRIC FUND	POWER DISTRIBUTION	157.97
	may fuel	ELECTRIC FUND	CUSTOMER ACCOUNTS	21.64
	may fuel	STORMWATER FUND	TREATMENT	418.00
	may fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	1,142.78
			TOTAL:	4,298.93

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
LEAGUE OF MN CITIES INSURANCE TRUST	3rd qtr work comp. 2020	GENERAL FUND	MAYOR & COUNCIL	317.91
	2 half property & liabilit	GENERAL FUND	MAYOR & COUNCIL	98.71
	3rd qtr work comp. 2020	GENERAL FUND	CITY ADMINISTRATION	124.79
	2 half property & liabilit	GENERAL FUND	CITY ADMINISTRATION	356.94
	3rd qtr work comp. 2020	GENERAL FUND	CITY CLERK	68.83
	3rd qtr work comp. 2020	GENERAL FUND	FINANCE	209.49
	2 half property & liabilit	GENERAL FUND	FINANCE	624.10
	3rd qtr work comp. 2020	GENERAL FUND	MUNICIPAL BUILDING	275.47
	2 half property & liabilit	GENERAL FUND	MUNICIPAL BUILDING	222.82
	2 half property & liabilit	GENERAL FUND	MUNICIPAL BUILDING	15.00
	3rd qtr work comp. 2020	GENERAL FUND	POLICE	9,640.44
	2 half property & liabilit	GENERAL FUND	POLICE	4,818.97
	2 half property & liabilit	GENERAL FUND	POLICE	3,505.00
	3rd qtr work comp. 2020	GENERAL FUND	FIRE	4,668.03
	2 half property & liabilit	GENERAL FUND	FIRE	1,672.21
	2 half property & liabilit	GENERAL FUND	FIRE	678.00
	3rd qtr work comp. 2020	GENERAL FUND	BUILDING INSPECTOR	143.50
	2 half property & liabilit	GENERAL FUND	BUILDING INSPECTOR	475.76
	2 half property & liabilit	GENERAL FUND	BUILDING INSPECTOR	114.00
	2 half property & liabilit	GENERAL FUND	EMERGENCY MGMT	1.46
	3rd qtr work comp. 2020	GENERAL FUND	COMMUNITY SERVICE	53.29
	2 half property & liabilit	GENERAL FUND	COMMUNITY SERVICE	181.92
	3rd qtr work comp. 2020	GENERAL FUND	PUBLIC WORKS ADMIN	251.25
	2 half property & liabilit	GENERAL FUND	PUBLIC WORKS ADMIN	265.60
	2 half property & liabilit	GENERAL FUND	PUBLIC WORKS ADMIN	126.00
	3rd qtr work comp. 2020	GENERAL FUND	STREETS	5,477.25
	2 half property & liabilit	GENERAL FUND	STREETS	2,624.68
	2 half property & liabilit	GENERAL FUND	STREETS	853.00
	2 half property & liabilit	GENERAL FUND	STREETS	126.00
	3rd qtr work comp. 2020	GENERAL FUND	SENIOR COORDINATOR	33.75
	2 half property & liabilit	GENERAL FUND	SENIOR COORDINATOR	72.59
	3rd qtr work comp. 2020	GENERAL FUND	RECREATION/LEISURE SER	973.93
	2 half property & liabilit	GENERAL FUND	RECREATION/LEISURE SER	804.25
	3rd qtr work comp. 2020	GENERAL FUND	SWIMMING POOL	829.10
	2 half property & liabilit	GENERAL FUND	SWIMMING POOL	1,584.74
	3rd qtr work comp. 2020	GENERAL FUND	PARKS	3,533.22
	2 half property & liabilit	GENERAL FUND	PARKS	13,767.25
	2 half property & liabilit	GENERAL FUND	PARKS	265.00
	2 half property & liabilit	GENERAL FUND	PARKS	126.00
	3rd qtr work comp. 2020	GENERAL FUND	ECONOMIC DEVMT	105.24
	2 half property & liabilit	GENERAL FUND	ECONOMIC DEVMT	359.23
	2 half property & liabilit	GENERAL FUND	INSURANCE-UNALLOCATED	6,445.37
	3rd qtr work comp. 2020	LIBRARY FUND	LIBRARY	385.90
	2 half property & liabilit	LIBRARY FUND	LIBRARY	2,592.05
	3rd qtr work comp. 2020	PUBLIC ACCESS	PUBLIC ACCESS	20.71
	2 half property & liabilit	PUBLIC ACCESS	PUBLIC ACCESS	31.42
	3rd qtr work comp. 2020	COMMUNITY CENTER	COMMUNITY CENTER	838.78
	2 half property & liabilit	COMMUNITY CENTER	COMMUNITY CENTER	3,979.48
	2 half property & liabilit	TORNADO DISASTER R	ECONOMIC DEVMT	48.81
	3rd qtr work comp. 2020	WATER	SOURCE OF SUPPLY	197.63
	2 half property & liabilit	WATER	SOURCE OF SUPPLY	3,666.40
	3rd qtr work comp. 2020	WATER	PURIFICATION AND TREAT	1,184.42
	2 half property & liabilit	WATER	PURIFICATION AND TREAT	1,732.44
	3rd qtr work comp. 2020	WATER	DISTRIBUTION AND STORA	1,368.02
	2 half property & liabilit	WATER	DISTRIBUTION AND STORA	949.55
	3rd qtr work comp. 2020	WATER	ADMIN AND GENERAL	178.75

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	2 half property & liabilit	WATER	ADMIN AND GENERAL	2,028.82
	2 half property & liabilit	WATER	ADMIN AND GENERAL	287.00
	3rd qtr work comp. 2020	WATER	CUSTOMER ACCOUNTS	22.89
	2 half property & liabilit	WATER	CUSTOMER ACCOUNTS	77.02
	2 half property & liabilit	WATER	CUSTOMER ACCOUNTS	38.00
	3rd qtr work comp. 2020	WASTE WATER FUND	BIOSOLIDS	414.13
	2 half property & liabilit	WASTE WATER FUND	BIOSOLIDS	340.81
	3rd qtr work comp. 2020	WASTE WATER FUND	COLLECTOR/LIFT STAT	921.31
	2 half property & liabilit	WASTE WATER FUND	COLLECTOR/LIFT STAT	515.68
	3rd qtr work comp. 2020	WASTE WATER FUND	SOURCE/TREATMENT	2,042.09
	2 half property & liabilit	WASTE WATER FUND	SOURCE/TREATMENT	9,272.77
	3rd qtr work comp. 2020	WASTE WATER FUND	ADMIN AND GENERAL	184.76
	2 half property & liabilit	WASTE WATER FUND	ADMIN AND GENERAL	364.49
	2 half property & liabilit	WASTE WATER FUND	ADMIN AND GENERAL	286.50
	3rd qtr work comp. 2020	WASTE WATER FUND	CUSTOMER ACCOUNTS	22.89
	2 half property & liabilit	WASTE WATER FUND	CUSTOMER ACCOUNTS	77.43
	2 half property & liabilit	WASTE WATER FUND	CUSTOMER ACCOUNTS	38.00
	3rd qtr work comp. 2020	ENVIRON SERVICES F	REFUSE DISPOSAL	693.45
	2 half property & liabilit	ENVIRON SERVICES F	REFUSE DISPOSAL	1,351.53
	3rd qtr work comp. 2020	ENVIRON SERVICES F	ADMIN AND GENERAL	92.05
	2 half property & liabilit	ENVIRON SERVICES F	ADMIN AND GENERAL	258.52
	2 half property & liabilit	ENVIRON SERVICES F	ADMIN AND GENERAL	194.00
	3rd qtr work comp. 2020	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	12.36
	2 half property & liabilit	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	55.38
	3rd qtr work comp. 2020	ELECTRIC FUND	POWER PRODUCTION	3,003.82
	2 half property & liabilit	ELECTRIC FUND	POWER PRODUCTION	13,866.47
	3rd qtr work comp. 2020	ELECTRIC FUND	POWER DISTRIBUTION	374.37
	2 half property & liabilit	ELECTRIC FUND	POWER DISTRIBUTION	5,901.20
	3rd qtr work comp. 2020	ELECTRIC FUND	ADMIN AND GENERAL	95.22
	2 half property & liabilit	ELECTRIC FUND	ADMIN AND GENERAL	1,004.49
	2 half property & liabilit	ELECTRIC FUND	ADMIN AND GENERAL	380.00
	2 half property & liabilit	ELECTRIC FUND	ADMIN AND GENERAL	126.00
	3rd qtr work comp. 2020	ELECTRIC FUND	CUSTOMER ACCOUNTS	128.97
	2 half property & liabilit	ELECTRIC FUND	CUSTOMER ACCOUNTS	310.89
	2 half property & liabilit	ELECTRIC FUND	CUSTOMER ACCOUNTS	38.00
	3rd qtr work comp. 2020	STORMWATER FUND	COLLECTIONS/LIFT STATI	1,182.75
	2 half property & liabilit	STORMWATER FUND	COLLECTIONS/LIFT STATI	320.59
	3rd qtr work comp. 2020	STORMWATER FUND	TREATMENT	411.29
	2 half property & liabilit	STORMWATER FUND	TREATMENT	182.47
	2 half property & liabilit	STORMWATER FUND	TREATMENT	183.00
	3rd qtr work comp. 2020	STORMWATER FUND	ADMINISTRATION AND GEN	107.25
	2 half property & liabilit	STORMWATER FUND	ADMINISTRATION AND GEN	262.00
	3rd qtr work comp. 2020	STORMWATER FUND	CUSTOMER ACCOUNTS	12.36
	2 half property & liabilit	STORMWATER FUND	CUSTOMER ACCOUNTS	33.67
	2 half property & liabilit	MEDICAL CAMPUS	ADMIN & GENERAL	1,535.52
	3rd qtr work comp. 2020	MN RIVER VALLEY TR	INTERGOVERNMENTAL	3,224.34
			TOTAL:	136,341.00
LJP ENTERPRISES INC	may refuse & recycle	COMMUNITY CENTER	COMMUNITY CENTER	444.46
	may refuse & recycle	WATER	PURIFICATION AND TREAT	99.43
	may refuse & recycle	WASTE WATER FUND	SOURCE/TREATMENT	128.31
	may refuse & recycle	ENVIRON SERVICES F	REFUSE DISPOSAL	1,911.00
	may refuse pickup & dispos	ENVIRON SERVICES F	REFUSE DISPOSAL	20,978.00
			TOTAL:	23,561.20
LOCATORS & SUPPLIES, INC.	vest & gloves	GENERAL FUND	STREETS	158.94

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT	
	vest & gloves	GENERAL FUND	PARKS	127.15	
	vest & gloves	WATER	ADMIN AND GENERAL	63.58	
	nitrile rough gloves	WASTE WATER FUND	ADMIN AND GENERAL	44.84	
	vest & gloves	WASTE WATER FUND	ADMIN AND GENERAL	63.58	
	vest & gloves	ENVIRON SERVICES F	ADMIN AND GENERAL	63.57	
	vest & gloves	ELECTRIC FUND	ADMIN AND GENERAL	158.94	
			TOTAL:	680.60	
LOFFLER	console	GENERAL FUND	CITY ADMINISTRATION	135.60	
			TOTAL:	135.60	
MATHESON TRI-GAS INC	torch	GENERAL FUND	PARKS	700.13	
			TOTAL:	700.13	
MENARDS	caulk, screws, steel	GENERAL FUND	STREETS	43.73	
	pool supplies for repair	GENERAL FUND	SWIMMING POOL	903.06	
	jefferson s.h. roofing	GENERAL FUND	PARKS	1,045.68	
	wash terrace fencing	GENERAL FUND	PARKS	964.45	
	concrete forming	GENERAL FUND	PARKS	14.99	
	sewer coupling	WASTE WATER FUND	COLLECTOR/LIFT STAT	8.70	
			TOTAL:	2,980.61	
MEYER SIGNWORKS	dog park signs	GENERAL FUND	PARKS	80.00	
			TOTAL:	80.00	
MICHELS TRAILER SALES	#318 blade	STORMWATER FUND	TREATMENT	72.46	
			TOTAL:	72.46	
MIDWEST TAPE	may hoopla	LIBRARY FUND	LIBRARY	1,178.08	
			TOTAL:	1,178.08	
MISC VENDOR	HARPESTAD, PAM	refund for park shelter	GENERAL FUND	NON-DEPARTMENTAL	46.18
	STREET COP TRAINING	tactics training	GENERAL FUND	POLICE	249.00
	CENTRAL TRAILER SALES,	#420 trailer	GENERAL FUND	PARKS	2,388.21
	YUST, MASON	boots	GENERAL FUND	PARKS	159.99
	LORENTZ BUSINESS	covid-19 micro loan	TORNADO DISASTER R	ECONOMIC DEVMT	10,000.00
	RAMBOW	4 uniform shirts	MN RIVER VALLEY TR	INTERGOVERNMENTAL	188.43
			TOTAL:	13,031.81	
MN DEPT OF COMMERCE	1st qtr fiscal yr. 2021 in	ELECTRIC FUND	ADMIN AND GENERAL	1,713.10	
	1st qtr fiscal yr. 2021 in	ELECTRIC FUND	ADMIN AND GENERAL	372.15	
			TOTAL:	2,085.25	
MINNESOTA PAVING & MATERIALS	asphalt full depth patch	GENERAL FUND	STREETS	16,829.22	
	asphalt patching seal coat	GENERAL FUND	STREETS	10,044.84	
	asphalt full depth patch -	GENERAL FUND	STREETS	12,787.84	
	asphalt seal coat patch	GENERAL FUND	STREETS	4,037.28	
	hallet's trail	GENERAL FUND	PARKS	9,422.92	
	asphalt patch	WATER	DISTRIBUTION AND STORA	679.28	
	gravel	WATER	ADMIN AND GENERAL	294.15	
	gravel	WATER	ADMIN AND GENERAL	33.37	
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	294.15	
	gravel	WASTE WATER FUND	ADMIN AND GENERAL	33.37	
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	147.08	
	gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	16.68	
	asphalt patch	ELECTRIC FUND	POWER DISTRIBUTION	686.68	

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	735.39
	gravel	ELECTRIC FUND	ADMIN AND GENERAL	83.42
			TOTAL:	56,125.67
MN PLAYGROUND, INC.	vet's park wood fiber	GENERAL FUND	PARKS	3,974.00
			TOTAL:	3,974.00
MN WASTE PROCESSING	may waste disposal	ENVIRON SERVICES F	REFUSE DISPOSAL	19,455.56
			TOTAL:	19,455.56
PETE MOULTON	5/18/20-5/29/20 mileage	GENERAL FUND	PARKS	44.28
	5/18/20-5/29/20 mileage	ENVIRON SERVICES F	ADMIN AND GENERAL	12.07
	5/18/20-5/29/20 mileage	ELECTRIC FUND	ADMIN AND GENERAL	20.13
			TOTAL:	76.48
MUNICIPAL CLERKS & FINANCE OFFICERS AS	mcfoa membership renewal/1	GENERAL FUND	CITY ADMINISTRATION	45.00
			TOTAL:	45.00
MUNICIPAL CODE CORPORATION	city code updates	GENERAL FUND	CITY ADMINISTRATION	693.27
			TOTAL:	693.27
MUSCO SPORTS LIGHTING, LLC	vet's memorial soccer ligh	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	17,500.00
			TOTAL:	17,500.00
MVTL LABORATORIES INC	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wwtf salty discharge	WASTE WATER FUND	SOURCE/TREATMENT	122.60
			TOTAL:	199.20
NAPA AUTO PARTS OF ST PETER	grease, flag	GENERAL FUND	FIRE	42.30
	brake line, battery, core,	GENERAL FUND	BUILDING INSPECTOR	289.69
	blades, battery charger, c	GENERAL FUND	STREETS	34.43
	air, oil, fuel filters	GENERAL FUND	STREETS	27.28
	blades, battery charger, c	GENERAL FUND	PARKS	34.43
	filters, radiator hose, fu	GENERAL FUND	PARKS	209.53
	blades, battery charger, c	WATER	DISTRIBUTION AND STORA	17.22
	air filter & connector	WATER	DISTRIBUTION AND STORA	17.45
	air, oil, fuel, hyd filter	WASTE WATER FUND	COLLECTOR/LIFT STAT	31.47
	blades, battery charger, c	WASTE WATER FUND	SOURCE/TREATMENT	17.22
	blades, battery charger, c	ENVIRON SERVICES F	REFUSE DISPOSAL	17.22
	blades, battery charger, c	ELECTRIC FUND	POWER DISTRIBUTION	34.43
	blade, beam blades, haloge	ELECTRIC FUND	POWER DISTRIBUTION	284.01
	blades, battery charger, c	STORMWATER FUND	TREATMENT	17.20
	battery	STORMWATER FUND	TREATMENT	49.85
	cleaning towels	MN RIVER VALLEY TR	INTERGOVERNMENTAL	19.74
			TOTAL:	1,143.47
RON NEARY JR.	mileage, per diem, fire mt	GENERAL FUND	FIRE	64.05
			TOTAL:	64.05
NELSON PRINTING COMPANY	acct. stamp	GENERAL FUND	FIRE	26.90
	senior program supplies	GENERAL FUND	SENIOR COORDINATOR	102.96
	summer camp	GENERAL FUND	RECREATION/LEISURE SER	128.75
	marketing for exploration	GENERAL FUND	RECREATION/LEISURE SER	389.88
	ups	WATER	ADMIN AND GENERAL	17.36
	disconnect slips	WATER	CUSTOMER ACCOUNTS	8.25
	disconnect slips	WASTE WATER FUND	CUSTOMER ACCOUNTS	8.25

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	disconnect slips	ENVIRON SERVICES F	CUSTOMER ACCOUNTS	8.25
	plaques	ELECTRIC FUND	ADMIN AND GENERAL	114.66
	disconnect slips	ELECTRIC FUND	CUSTOMER ACCOUNTS	8.25
			TOTAL:	813.51
NICOLLET COUNTY FINANCE	tabs	GENERAL FUND	PUBLIC WORKS ADMIN	21.00
	life time plates	GENERAL FUND	STREETS	68.50
	tabs	WATER	DISTRIBUTION AND STORA	21.00
	title transfer, lic. plate	ENVIRON SERVICES F	REFUSE DISPOSAL	3,920.50
	tabs	ELECTRIC FUND	POWER DISTRIBUTION	21.00
			TOTAL:	4,052.00
NICOLLET FIRE DEPARTMENT	radio maint.	GENERAL FUND	FIRE	960.00
			TOTAL:	960.00
NORTH CENTRAL LABORATORIES	lab supplies	WASTE WATER FUND	SOURCE/TREATMENT	75.84
			TOTAL:	75.84
NORTHERN STATES SUPPLY INC	impact driver & bits	GENERAL FUND	PARKS	271.69
			TOTAL:	271.69
NUTRIEN AG SOLUTIONS	round-up	GENERAL FUND	STREETS	924.61
	substation weed spray	ELECTRIC FUND	POWER DISTRIBUTION	856.12
			TOTAL:	1,780.73
O'REILLY AUTO PARTS	tires & lights	GENERAL FUND	POLICE	51.93
	antenna	GENERAL FUND	STREETS	9.99
	#554 battery	GENERAL FUND	PARKS	221.50
			TOTAL:	263.44
OVERHEAD DOOR COMPANY OF MANKATO INC	bdg repair	GENERAL FUND	POLICE	2,925.00
			TOTAL:	2,925.00
PLUNKETT'S PEST CONTROL INC	gen. pest control program	GENERAL FUND	MUNICIPAL BUILDING	87.50
			TOTAL:	87.50
QUICK MART ST PETER	may fuel	GENERAL FUND	FIRE	8.70
			TOTAL:	8.70
R & E ENTERPRISES OF MANKATO	mill bit	GENERAL FUND	STREETS	2,975.00
			TOTAL:	2,975.00
RAMY TURF PRODUCTS	3rd seed & blanket	GENERAL FUND	STREETS	856.97
	3rd seed & blanket	PERM IMPROVMENT RE	STREETS	212.50
	3rd seed & blanket	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	328.53
			TOTAL:	1,398.00
RED WING SHOE STORE	hoopers boots	ELECTRIC FUND	ADMIN AND GENERAL	208.24
			TOTAL:	208.24
THE RETROFIT COMPANIES, INC.	repairs	GENERAL FUND	MUNICIPAL BUILDING	273.50
	repairs	GENERAL FUND	PARKS	97.50
			TOTAL:	371.00
RIVER BEND BUSINESS PRODUCTS	new desk, file cab. & chai	GENERAL FUND	FINANCE	1,795.00
	envelopes, calculator, cli	GENERAL FUND	STREETS	10.40

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	correction tape & deskpads	GENERAL FUND	STREETS	12.28
	dividers	GENERAL FUND	STREETS	10.56
	envelopes, calculator, cli	GENERAL FUND	PARKS	8.32
	correction tape & deskpads	GENERAL FUND	PARKS	9.82
	dividers	GENERAL FUND	PARKS	8.45
	envelopes, calculator, cli	WATER	ADMIN AND GENERAL	4.16
	correction tape & deskpads	WATER	ADMIN AND GENERAL	4.91
	dividers	WATER	ADMIN AND GENERAL	4.22
	envelopes, calculator, cli	WASTE WATER FUND	ADMIN AND GENERAL	4.16
	correction tape & deskpads	WASTE WATER FUND	ADMIN AND GENERAL	4.91
	dividers	WASTE WATER FUND	ADMIN AND GENERAL	4.22
	envelopes, calculator, cli	ENVIRON SERVICES F	ADMIN AND GENERAL	4.15
	correction tape & deskpads	ENVIRON SERVICES F	ADMIN AND GENERAL	4.90
	dividers	ENVIRON SERVICES F	ADMIN AND GENERAL	4.23
	envelopes, calculator, cli	ELECTRIC FUND	ADMIN AND GENERAL	10.40
	correction tape & deskpads	ELECTRIC FUND	ADMIN AND GENERAL	12.28
	dividers	ELECTRIC FUND	ADMIN AND GENERAL	10.56
			TOTAL:	1,927.93
RIVER'S EDGE HOSPITAL & CLINIC	lab testing	GENERAL FUND	STREETS	7.25
	lab testing	GENERAL FUND	STREETS	29.00
	lab testing	GENERAL FUND	PARKS	5.80
	lab testing	GENERAL FUND	PARKS	116.00
	lab testing	GENERAL FUND	PARKS	116.00
	lab testing	WATER	ADMIN AND GENERAL	2.90
	lab testing	WATER	ADMIN AND GENERAL	87.00
	lab testing	WASTE WATER FUND	ADMIN AND GENERAL	2.90
	lab testing	WASTE WATER FUND	ADMIN AND GENERAL	29.00
	lab testing	WASTE WATER FUND	ADMIN AND GENERAL	87.00
	lab testing	ENVIRON SERVICES F	REFUSE DISPOSAL	29.00
	lab testing	ENVIRON SERVICES F	ADMIN AND GENERAL	2.90
	lab testing	ELECTRIC FUND	ADMIN AND GENERAL	7.25
	lab testing	ELECTRIC FUND	ADMIN AND GENERAL	29.00
	lab testing	STORMWATER FUND	TREATMENT	145.00
	lab testing	STORMWATER FUND	TREATMENT	58.00
	lab testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	29.00
			TOTAL:	783.00
RYAN ELECTRIC OF ST PETER	electrical work c.c.	COMMUNITY CENTER	COMMUNITY CENTER	95.00
	wwtf valve repair	WASTE WATER FUND	SOURCE/TREATMENT	90.00
			TOTAL:	185.00
RYAN PLUMBING & HEATING	plumbing repairs 2101 lund	TRAV GREEN SPEC HO	ECONOMIC DEVMT	103.60
			TOTAL:	103.60
SCHWICKERT'S, INC.	hvac repair	GENERAL FUND	MUNICIPAL BUILDING	860.00
	roofing 2020 inspection re	GENERAL FUND	MUNICIPAL BUILDING	3,037.00
			TOTAL:	3,897.00
SOLOMON CORPORATION	transformer paint	ELECTRIC FUND	POWER DISTRIBUTION	273.64
			TOTAL:	273.64
SOUTH CEDAR GREENHOUSES	csp nw parking lot flower	GENERAL FUND	PARKS	655.80
			TOTAL:	655.80
SOUTHERN MN MUNICIPAL POWER AGENCY	smmpa purchased power	ELECTRIC FUND	POWER SUPPLY	572,845.10

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	572,845.10
SOUTHWEST MN HOUSING PARTNERSHIP	planning development servi	TRAV GREEN SPEC HO	ECONOMIC DEVMT	1,000.00
			TOTAL:	1,000.00
SPEEDWAY	may fuel	GENERAL FUND	STREETS	33.59
	may fuel	WASTE WATER FUND	ADMIN AND GENERAL	37.14
			TOTAL:	70.73
SPS COMPANIES, INC. MANKATO	pool supplies	GENERAL FUND	SWIMMING POOL	217.22
			TOTAL:	217.22
ST PETER GLASS	cough shield	GENERAL FUND	BUILDING INSPECTOR	204.07
			TOTAL:	204.07
ST PETER HERALD	add for seasonal positions	GENERAL FUND	BUILDING INSPECTOR	191.34
	add for seasonal positions	GENERAL FUND	PUBLIC WORKS ADMIN	191.33
	add for seasonal positions	GENERAL FUND	RECREATION/LEISURE SER	191.33
	visitor guide, public hear	GENERAL FUND	ECONOMIC DEVMT	1,069.80
	ad for library supervisor	LIBRARY FUND	LIBRARY	355.10
	add for bus drivers	MN RIVER VALLEY TR	INTERGOVERNMENTAL	221.80
			TOTAL:	2,220.70
ST PETER LUMBER CO	spray bottle	GENERAL FUND	POLICE	7.47
	concrete	GENERAL FUND	SWIMMING POOL	11.30
	2x10 treated deck for tabl	GENERAL FUND	PARKS	11.04
	stud & wedge for benches	GENERAL FUND	PARKS	10.71
	14" blade	WATER	DISTRIBUTION AND STORA	86.90
	concrete	ELECTRIC FUND	POWER DISTRIBUTION	9.70-
	concrete	ELECTRIC FUND	POWER DISTRIBUTION	38.80
	seed	STORMWATER FUND	TREATMENT	67.80
	cough shield	MN RIVER VALLEY TR	INTERGOVERNMENTAL	114.99
			TOTAL:	339.31
ST PETER PUBLIC SCHOOLS	csp bleachers	GENERAL FUND	PARKS	1,500.00
			TOTAL:	1,500.00
ST PETER RENTAL CENTER	dolly rental	COMMUNITY CENTER	COMMUNITY CENTER	7.00
			TOTAL:	7.00
STAPLES ADVANTAGE	stapler, pencils, pens, pa	GENERAL FUND	CITY ADMINISTRATION	76.32
	stapler, pencils, pens, pa	GENERAL FUND	CITY CLERK	76.32
	pens	GENERAL FUND	ELECTIONS	352.72
	stapler, pencils, pens, pa	GENERAL FUND	FINANCE	50.88
	stapler, pencils, pens, pa	GENERAL FUND	POLICE	40.70
	stapler, pencils, pens, pa	GENERAL FUND	BUILDING INSPECTOR	20.35
	stapler, pencils, pens, pa	GENERAL FUND	PUBLIC WORKS ADMIN	10.18
	stapler, pencils, pens, pa	GENERAL FUND	ECONOMIC DEVMT	5.09
	stapler, pencils, pens, pa	WATER	ADMIN AND GENERAL	45.79
	stapler, pencils, pens, pa	WASTE WATER FUND	ADMIN AND GENERAL	45.78
	stapler, pencils, pens, pa	ELECTRIC FUND	ADMIN AND GENERAL	137.37
			TOTAL:	861.50
TELIN TRANSPORTATION GROUP	#47&48 mirror & switch	MN RIVER VALLEY TR	NON-DEPARTMENTAL	300.44
	#48 mirror glass	MN RIVER VALLEY TR	NON-DEPARTMENTAL	32.06
			TOTAL:	332.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
TIMBER LAKE SOD	sod vet's 1	GENERAL FUND	PARKS	45.00
			TOTAL:	45.00
TRANE	quarterly maint.	COMMUNITY CENTER	COMMUNITY CENTER	1,244.50
			TOTAL:	1,244.50
TRAVERSE DES SIOUX GARDEN CENTER	mn sq. flowers	GENERAL FUND	PARKS	252.81
			TOTAL:	252.81
TREESTUFF	eab tree-age r10	ENVIRON SERVICES F	REFUSE DISPOSAL	1,587.51
			TOTAL:	1,587.51
TRUGREEN CHEMLAWN	mn sq. park lawn service	GENERAL FUND	PARKS	1,064.00
	vet's memorial weed contro	GENERAL FUND	PARKS	181.00
			TOTAL:	1,245.00
UNIVAR USA INC.	sodium metabisulfite	WATER	PURIFICATION AND TREAT	3,428.53
			TOTAL:	3,428.53
US AUTO FORCE	tires	GENERAL FUND	POLICE	984.00
			TOTAL:	984.00
VERIZON WIRELESS	jet packs	GENERAL FUND	CITY ADMINISTRATION	35.07
	may jet packs and phone	GENERAL FUND	CITY ADMINISTRATION	35.01
	may cell phone bill	GENERAL FUND	POLICE	310.74
	may jet packs and phone	GENERAL FUND	FIRE	70.02
	jet packs	GENERAL FUND	BUILDING INSPECTOR	35.01
	may jet packs	GENERAL FUND	STREETS	8.75
	may jet packs	GENERAL FUND	PARKS	7.00
	may jet packs and phone	COMMUNITY CENTER	COMMUNITY CENTER	14.68
	may jet packs and phone	WATER	ADMIN AND GENERAL	14.67
	may jet packs	WATER	ADMIN AND GENERAL	3.50
	may jet packs	WATER	ADMIN AND GENERAL	35.01
	may jet packs and phone	WASTE WATER FUND	ADMIN AND GENERAL	14.68
	may jet packs	WASTE WATER FUND	ADMIN AND GENERAL	3.50
	may jet packs	ENVIRON SERVICES F	ADMIN AND GENERAL	3.51
	may jet packs and phone	ELECTRIC FUND	ADMIN AND GENERAL	14.67
	may jet packs	ELECTRIC FUND	ADMIN AND GENERAL	8.75
	may data & cell bill	MN RIVER VALLEY TR	INTERGOVERNMENTAL	113.00
			TOTAL:	727.57
SALLY VOGEL	memorial wind chimes	GENERAL FUND	FINANCE	75.00
			TOTAL:	75.00
VWR INTERNATIONAL	pig hazmat	WASTE WATER FUND	SOURCE/TREATMENT	110.75
	mat pads	WASTE WATER FUND	SOURCE/TREATMENT	59.68
			TOTAL:	170.43
WESCO DISTRIBUTION INC	duct & coupler	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	587.20
			TOTAL:	587.20
WIGEN COMPANIES, INC.	graphic terminal	WATER	PURIFICATION AND TREAT	4,500.45
	sensor pack	WATER	PURIFICATION AND TREAT	426.15
			TOTAL:	4,926.60
WILSON BROTHERS LAWN CARE & SNOW REMOV	mowing traverse green	HOUSING DISTRICT #	ECONOMIC DEVMT	70.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	70.00
ZIEGLER INC	#4 gen. plant repair	ELECTRIC FUND	POWER PRODUCTION	446.26
			TOTAL:	446.26

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

101	GENERAL FUND	192,376.83
211	LIBRARY FUND	5,265.07
213	PUBLIC ACCESS	171.99
217	COMMUNITY CENTER	9,568.82
240	TORNADO DISASTER REV LOAN	10,048.81
262	TRAV GREEN SPEC HOME CONS	1,134.36
401	PERM IMPROVMENT REVOLVING	491.80
460	HOUSING DISTRICT #20	426.57
601	WATER	36,366.91
602	WASTE WATER FUND	34,976.89
603	ENVIRON SERVICES FUND	56,113.33
604	ELECTRIC FUND	638,967.54
606	STORMWATER FUND	9,369.65
627	MEDICAL CAMPUS	1,535.52
830	MN RIVER VALLEY TRANSIT	5,513.16

 GRAND TOTAL: 1,002,327.25

TOTAL PAGES: 18

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:

VENDOR	ITEMS	PRICE	FUNDING
AID Electric	Installation of EV charging stations	\$31,825	Electric

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

Tree Worker

Tool Time Handy Man 6/23/20 – 4/30/21

Temporary 3.2 On Sale Beer

St. Peter Baseball Assn 500 Skaro 6/23/20 – 9/20/20

Temporary Soft Drink

St. Peter Baseball Assn 500 Skaro 6/23/20 – 9/20/20

3. The following individuals are hereby appointed for the positions indicated at the wages shown:

NAME	POSITION	WAGE
Taran Schulze	FT Communications Technician	\$22.44/hour
Lindzey Hanson	PT Communications Technician	\$22.44/hour
Kevin Hartmann	PT Bus Driver	\$16.72/hour

4. The following individuals are hereby appointed as Election Judges for the 2020 elections:

Barbara A. Luker (Election Official)	Jaci Kopet	RaNaye Grunzke
April Van Genderen	Mike Torkelson (H)	Ashley Prax
John Sylvester	Sharon Litynski	Angela Glassel
Tom Thorkelson	MaryAnn Harty	Warren Michels
Amy Kamm	Paula Van Zee (H)	Susan Prax (H)
Rita Scheff	Ray Jacobson	Colleen Jacks
Barb Luker	Meredith Wills	Theresa Johnson
Ed Rundell	Margaret Nelsen	Linda Witte
Lelia Leonhardt	Tom Leonhardt	Robert Genelin
Steve Baxa	Janet Boese	Deborah Nelson
Patrick Duenwald	Patricia Duenwald	Gayle Derner

(H) represents a Head Judge

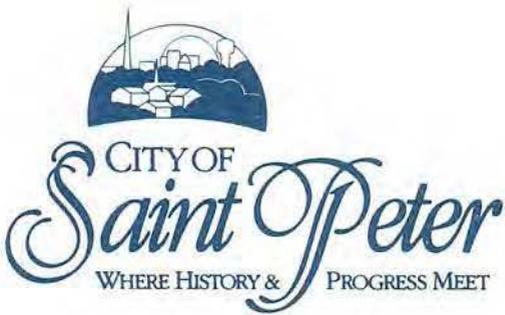
5. The schedule of disbursements for June 4, 2020 through June 17, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: June 16, 2020

FROM: Pete Moulton
Director of Public Works

Scott Schroeder
Maintenance Superintendent

RE: Naming New Dog Park

ACTION/RECOMMENDATION

Name the dog park at 1125 North Swift Street "Thompson Dog Park".

BACKGROUND

The Parks and Recreation Advisory Board met on June 15, 2020 to consider the name of the new dog park. Utilizing the recently adopted Policy and Procedures for Naming Saint Peter Parks, Facilities and Recreation Areas, the Board believes "Thompson Dog Park" is very fitting for the history of the park.

The River Valley Dog Park Association has been instrumental in raising funds for the construction of improvements at the new facility to be located at 1125 Swift Street. Several individuals have coordinated donations, discussed these improvements with the community and have worked diligently to solicit funds from foundations and other organizations.

Betty Thompson has shown a dedication to the development of this park that certainly deserves recognition. She has been a person who has worked hard for the common goal of helping and serving others.

Two other names considered by the Parks and Recreation Advisory Board included "Thompson-Kind Dog Park" and "Swift Street Dog Park". After thoroughly discussing the options, the Parks Board recommended "Thompson Dog Park".

FISCAL IMPACT

There is no fiscal impact to any action to name the park other than the signage that will be erected.

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council.
Negative Vote: No further action will be taken. Should the Council vote against adoption, no further action would be taken without additional direction.
Modification of the Resolution: This is always an option of the City Council.

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

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION NAMING DOG PARK AT 1125 NORTH SWIFT STREET AS "THOMPSON
DOG PARK"

WHEREAS, the City Council recently adopted a policy for naming parks and park facilities; and

WHEREAS, the City also recently opened a second dog park at 1125 North Swift Street; and

WHEREAS, utilizing the park naming policy, the Parks and Recreation Advisory Board evaluated a suggested list of park names; and

WHEREAS, the Parks Board evaluated the background and history of the creation of the new dog park; and

WHEREAS, the Parks Board has recommended the new dog park be named "Thompson Dog Park"; and

WHEREAS, Betty Thompson has shown a dedication to the development of this park that deserves recognition.

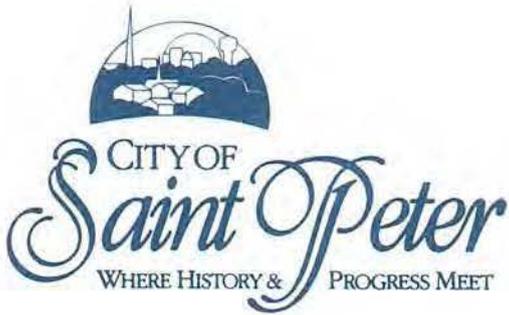
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the dog park located at 1125 North Swift Street is hereby named "Thompson Dog Park".

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/18/20

FROM: Russ Wille
Community Development Director

RE: Registered Land Survey #76

ACTION/RECOMMENDATION

Following the conclusion of a public hearing, adopt the attached resolution approving Registered Land Survey #76 (RLS#76) as petitioned by Craig and Julie Bitter and recommended by the Planning and Zoning Commission.

BACKGROUND

Craig and Julie Bitter would like to construct an addition to their existing attached garage. The addition would violate the required seven foot side yard setback could not be maintained (see overhead photo). It was also determined that a variance from the setback requirements would not be appropriate given that the property already has a single family structure and accessory attached garage which establishes a reasonable use of the property

As a potential remedy, the Bitters approached Public Works Director Moulton to inquire as to the possibility of "swapping" some property with the City of Saint Peter. The Bitters have proposed trading some of their property abutting McGill Park to the rear of their residence to acquire a sufficiently sized parcel to add to the south of their property.

If Registered Land Survey (RLS) #76 is accepted, the Bitters would be able to build the desired garage addition while establishing and maintaining the required seven foot side yard setback.

Public Works Director Moulton asked that the Parks and Recreation Advisory Board review and comment on the proposed land swap that included a portion of McGill Park. The Board has recommended approval.

A copy of RLS #76 is enclosed for City Council review. I have outlined the two very small parcels to be exchanged in order to allow the Bitters to construct the desired garage addition.

The Planning and Zoning Commission considered the RLS at their regular June, 2020 meeting and recommended that the City Council accept RLS#76 as petitioned by the Bitters.

FISCAL IMPACT:

The Bitters have assumed all of the costs of preparing the RLS for consideration and have paid the fee established by the Council for consideration of the Registered Land Survey.

ALTERNATIVES/VARIATIONS:

Do not act: As per the 60 day rule in Statute, the Council would need to render a final decision prior to July 19, 2020. After that date the RLS would be approved by default.

Negative Votes: The Bitters will be notified of the City Council's denial.

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

ah



Legend

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

Map Name

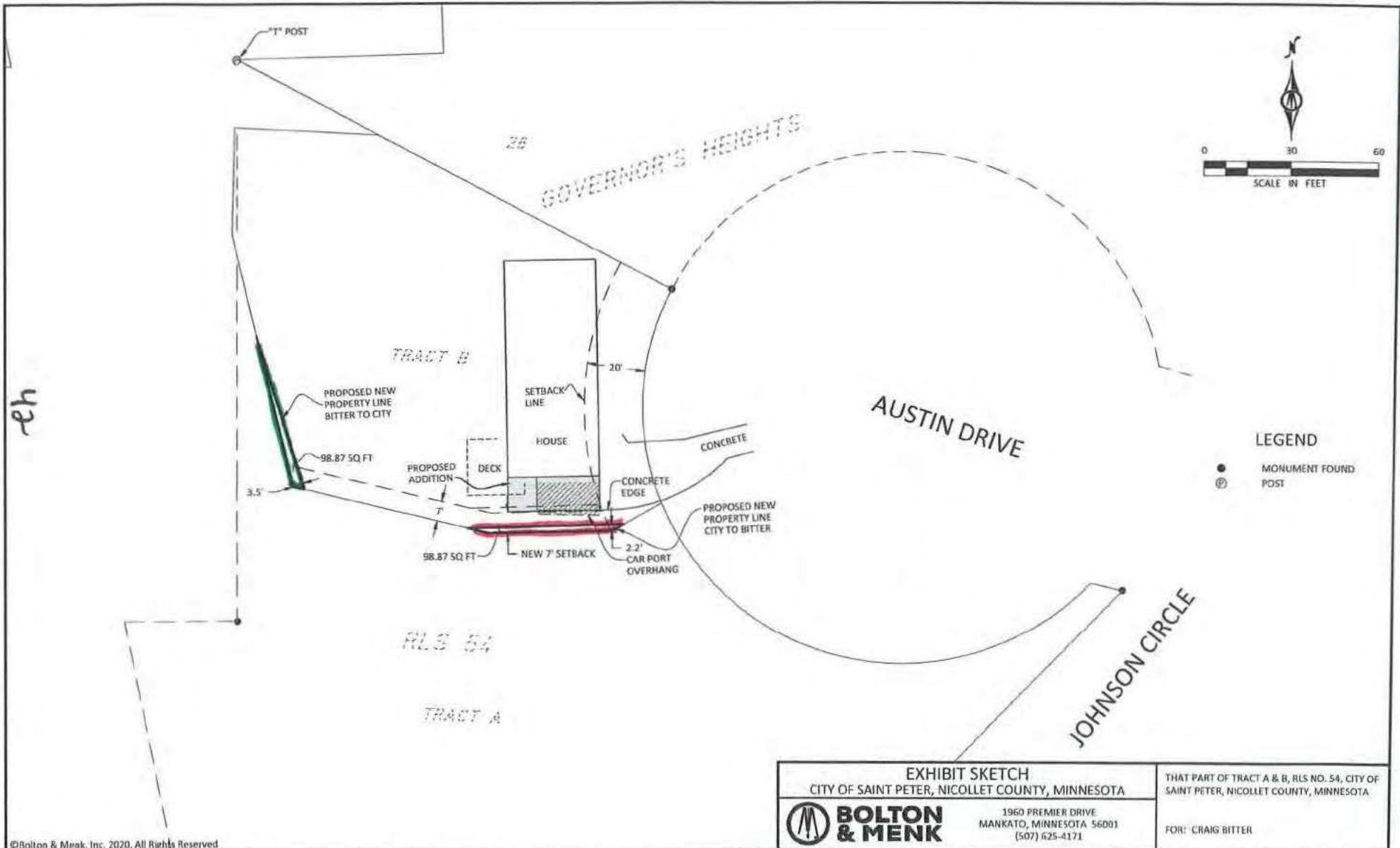


Disclaimer:

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

0 33 Feet





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SDR120794H

JOB NUMBER: M36.120794

FIELD BOOK: SEE FILE

DRAWN BY: JLA

2.0 516-T110N-R26W

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION APPROVING WAIVER OF SUBDIVISION FOR REGISTERED LAND SURVEY
#54 CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA AND ACCEPTING
REGISTERED LAND SURVEY #76 AS PETITIONED BY CRAIG AND JULIE BITTER**

WHEREAS, a request has been made by Craig and Julie Bitter (925 W. Austin Drive) to waive the subdivision regulations in order to further subdivide the land legally described as Tracts A and B, Registered Land Survey #54, City of Saint Peter, Nicollet County, Minnesota; and

WHEREAS, a Registered Land Survey (RLS) is necessary to accommodate a swapping of lands between the Bitters and the City of Saint Peter; and

WHEREAS, upon the acceptance of the RLS, the Bitters would acquire a small parcel of land currently within McGill Park and the City of Saint Peter would obtain a similarly sized parcel from the Bitter property to add to the acreage of McGill Park; and

WHEREAS, the proposed trading of parcels has been considered and reviewed by the Parks and Recreation Advisory Board who have recommended approval of the request for exchange of park land; and

WHEREAS, the City Code allows for a waiver of the subdivision regulations if three or fewer parcels will be created and a hardship will result if the property owner is forced to comply with the provisions of the Subdivision Code; and

WHEREAS, granting the requested waiver will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, granting the requested waiver is not contrary to the provisions of the comprehensive plan for the development of the City; and

WHEREAS, the Planning and Zoning Commission considered the RLS at their regular June, 2020 meeting and have recommended acceptance of the RLS as petitioned by the Bitters.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: The requested waiver of subdivision regulations submitted by Craig and Julie Bitter for Registered Land Survey #76, City of Saint Peter, Nicollet County, Minnesota is approved and the resulting two lots shall be legally described as:

Tract A, Registered Land Survey #76, City of Saint Peter, Nicollet County, Minnesota.

AND

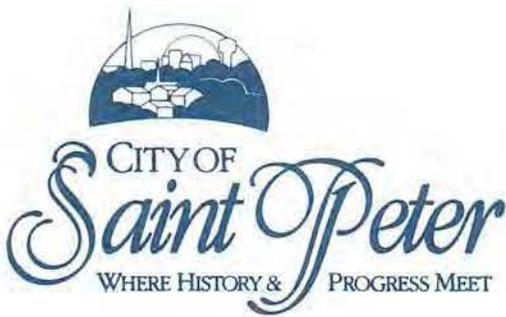
Tract B, Registered Land Survey #76, City of Saint Peter, Nicollet County, Minnesota.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/18/20

FROM: Russ Wille
Community Development Director

RE: Waiver of Subdivision Request - 507 West Elm Street

ACTION/RECOMMENDATION

Adopt the attached resolution approving a Waiver of Subdivision regulations and accepting a Certificate of Survey for administrative lot split of Lots 2 and 3, Block 166 of the Amended Plat of Saint Peter.

BACKGROUND

Lori and Kurt Zins have acquired ownership of the former Donald Duoos residence at 507 West Elm Street. The new owners have had the dilapidated, substandard residential structure demolished and removed from the site.

The property consists of Lots 2 and 3, Block 116 of the Amended Plat. The two lots had been assembled as one property for taxation purposes and the former structure straddled the interior lot line (see overhead photo).

At this time, to accommodate the proposed redevelopment of the site, the Mr. and Mrs. Zins would seek to relocate the location and orientation of the interior lot line to provide an alternative splitting of the two parcels. Rather than a split with two lots fronting West Elm Street and the property line oriented in a north/south fashion, the two new parcels would be split with the dividing property line oriented in an east/west direction (see survey).

The northerly lot would have vehicular access utilizing the platted alley. Although perhaps unconventional, the split could be undertaken while maintaining compliance with the established ordinance(s). As to lot frontage and access, the Zoning Code reads:

"Except as otherwise provided in this chapter, no lot shall contain any structure unless such lot abuts for a minimum of 20 feet on at least one public street, or unless it has an unobstructed and recorded access easement of at least 20 feet upon a public street."

The platted alley within the block would constitute an unobstructed and recorded access easement of at least 20 feet upon a public street.

Upon acceptance of the Administrative Lot Split the two parcels would be identified as Parcel A and Parcel B. The full legal description is depicted upon the Certificate of Survey. Please note

that the two parcels resulting from the Administrative Lot Split will meet all of the regulations of the City Code as to minimum width and minimum area. Upon their development, the structures built upon the lots would be required to meet all of the development regulations as to minimum setbacks, maximum lot coverage and maximum building height.

Prior to the issuance of a building permit upon application, the Zins' would be required to provide the appropriate utility easement as the utility infrastructure serving the northerly lot would be expected to traverse the lot abutting West Elm Street as utilities are extended.

The Planning and Zoning Commission considered the matter at their regular June, 2020 meeting and have recommended the City Council accept the Certificate of Survey as petitioned by Mr. and Mrs. Zins.

FISCAL IMPACT:

Any costs associated with this action such as recording of the documents with Nicollet County, will be paid by the applicant.

ALTERNATIVES/VARIATIONS:

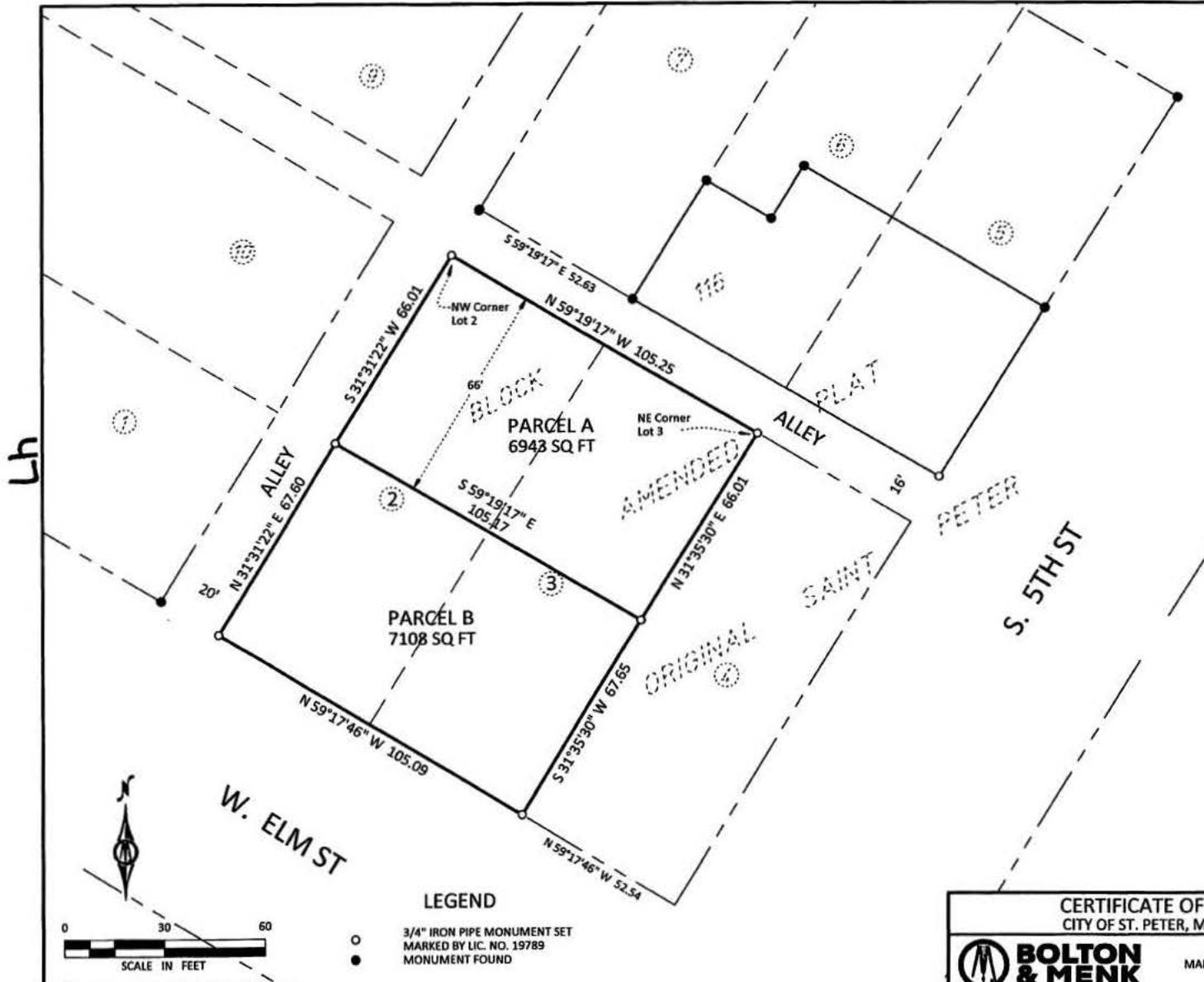
Do not act: As per the 60 day rule in Statute, the City Council would need to make a final decision regarding the matter prior to July 27, 2020. After that date the Waiver of Subdivision and the administrative lot split would be approved by default.

Negative Votes: The Zins' will be notified of the City Council's denial

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



PROPOSED DESCRIPTIONS

Parcel A

The North 66 feet of Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, more particularly described as follows: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

Parcel B

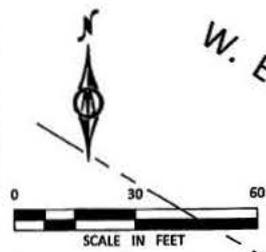
Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, EXCEPTING THEREFROM the following described parcel: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Rory Jensen
 Rory Jensen
 License Number 19789

6/02/2020
 Date



LEGEND

○ 3/4" IRON PIPE MONUMENT SET MARKED BY LIC. NO. 19789

● MONUMENT FOUND

CERTIFICATE OF SURVEY CITY OF ST. PETER, MINNESOTA		SPLIT OF LOTS 2 & 3, BLOCK 116, AMENDED PLAT ORIGINAL SAINT PETER, AND LOT CORNERS OF 1008 5TH STREET, CITY OF ST. PETER, NICOLLET COUNTY, MINNESOTA FOR: KURT ZINS
BOLTON & MENK	1960 PREMIER DRIVE MANKATO, MINNESOTA 56001 (507) 625-4171	



PROPOSED DESCRIPTIONS

Parcel A

The North 66 feet of Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, more particularly described as follows: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

Parcel B

Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, EXCEPTING THEREFROM the following described parcel: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Rory Jensen
Rory Jensen
License Number 19789

6/02/2020
Date

CERTIFICATE OF SURVEY
CITY OF ST. PETER, MINNESOTA



1960 PREMIER DRIVE
MANKATO, MINNESOTA 56001
(507) 625-4171

SPLIT OF LOTS 2 & 3, BLOCK 116, AMENDED PLAT ORIGINAL SAINT PETER, AND LOT CORNERS OF 1008 S 5TH STREET, CITY OF ST. PETER, NICOLLET COUNTY, MINNESOTA
FOR: KURT ZINS

Gustavus Adolphus College

W College Ave

bh



Legend

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

Subject Property

Minnesota Square Park

Map Name



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



0 263 Feet

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION APPROVING WAIVER OF SUBDIVISION FOR LOTS 2 & 3, BLOCK 116,
AMENDED PLAT, CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA AND
ACCEPTING THE ADMINISTRATIVE LOT SPLIT (CERTIFICATE OF SURVEY)
REALIGNING AND RELOCATING THE INTERIOR LOT LINE BETWEEN THE TWO
PARCELS**

WHEREAS, a request has been made by Lori and Kurt Zins to waive subdivision regulations in order to realign and relocate the interior lot line between Lots 2 and 3, Block 116 of the Amended Plat; and

WHEREAS, it has been determined by the Planning and Zoning Commission that a hardship may result from strict compliance of City Code regulations and a Certificate of Survey which constitutes an Administrative Lot Split (ALS) will satisfy all other subdivision regulations imposed by the City Code; and

WHEREAS, the City Code allows for a waiver of the subdivision regulations if three or fewer parcels will be created as a result of the splitting of the lot(s); and

WHEREAS, granting the requested waiver will not be detrimental to the public welfare or injurious to other properties in the locale in which the property is located; and

WHEREAS, granting the requested waiver is not contrary to the provisions of the comprehensive plan for the development of the City; and

WHEREAS, the two lots resulting from acceptance of the Certificate of Survey will meet all of the regulations of the adopted Zoning Code as to minimum width, minimum lot area and minimum frontage; and

WHEREAS, the Planning and Zoning Commission has considered the Waiver of Subdivision request and have recommended that the City Council accept the Certificate of Survey as petitioned by Mr. and Mrs. Zins..

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

1. The requested waiver of subdivision regulations submitted by the Lori and Kurt Zins for Lots 2 and 3, Block 116, Amended Plat, City of Saint Peter, Nicollet County, Minnesota is hereby approved and along with the Administrative Lot Split (Certificate of Survey) shall cause the relocation of the interior lot line which separates the two parcels.
2. The two parcels created upon acceptance of the waiver and Certificate of Survey would be legally identified as:

Parcel A - The North 66 feet of Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, more particularly described as follows: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

AND

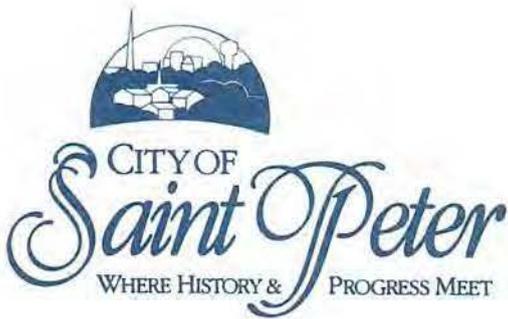
Parcel B - Lots 2 and 3, Block 116, in the Town (now City) of St. Peter, according to the Amended Plat thereof on file and of record in the Office of the Recorder, Nicollet County, Minnesota, EXCEPTING THEREFROM the following described parcel: Commencing at the northwest corner of said Lot 2; thence South 31 degrees 31 minutes 22 seconds West (bearings based on Nicollet County Coordinates System NAD83, 2011 Adjustment) on the westerly line of said Lot 2, a distance of 66.01 feet; thence South 59 degrees 19 minutes 17 seconds East, a distance of 105.17 feet to the easterly line of said Lot 3; thence North 31 degrees 35 minutes 30 seconds East on said east line, a distance of 66.01 feet to the northeast corner of said Lot 3; thence North 59 degrees 19 minutes 17 seconds West along the northerly line of said Lots 2 and 3, a distance of 105.25 feet to the point of beginning.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

FROM: Pete Moulton
Director of Public Works

RE: Seasonal Lineman Assistant Position

DATE: June 16, 2020

ACTION/RECOMMENDATION

Approve the creation of a seasonal Lineman Assistant position.

BACKGROUND

During the summer months, the Electric Utility has a need to complement staff in order to increase productivity. Adding qualified seasonal helps enhances the existing expertise we have on staff and the addition of an entry level person would not only help the City, but provide experience to that entry level person through work with a seasoned veteran.

Our ideal candidate is someone who has completed their first year of school and may be going back to school in the fall to finish their certificate in Lineman training. We are also open to students who have an electrical interest.

It is desirable to add a "Seasonal Lineworker Assistant" to meet some of the workload demands and maintain the high expectations in customer service and satisfaction. The attached job description, which the Council has reviewed at a workshop, provides for an employee who will gain valuable hands on experience while working in a customer service organization. The description also allows us flexibility in hiring, while establishing minimum qualifications that would protect the worker and the Utility.

FISCAL IMPACT:

There is no fiscal impact to creation of this position.

ALTERNATIVES AND VARIATIONS:

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

Negative Vote: Should the Council vote against adoption

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 = 121

POSITION TITLE: LINEMAN ASSISTANT (seasonal)

DEPARTMENT: PUBLIC WORKS

DIVISION: UTILITIES

SECTION: ELECTRIC

SUPERVISOR: ELECTRIC SUPERINTENDENT

OVERVIEW OF POSITION:

Under direct supervision, the Lineman Assistant trains for the position of Lineman Electrician and learns the tasks associated with the construction, operation, and maintenance of the electrical distribution system by assisting the Linemen Electricians. The Lineman Assistant performs essential job functions as listed herein and related duties as assigned or apparent.

ESSENTIAL JOB FUNCTIONS:

- Learns and trains for the position of Lineman Electrician; learns the tasks associated with the construction, operation, and maintenance of the electrical distribution system by assisting Linemen Electrician; Learns how to install underground electrical cable; install street lights; install transformers; locate underground conductors; uses fault finding equipment for primary and secondary underground repairs; Learns to operate Supervisory Control And Data Acquisition (SCADA) system; participates in training programs; works overtime hours as necessary to perform emergency clean up, learns of maintenance repairs and performs monitoring of the utility system; operates equipment under direct supervision, ensures tools are kept clean, properly tested, properly utilized, and properly stored.
- Learns to monitor safety conditions; learns to recognize unsafe conditions; complies with safety policy; plants, trims, and removes trees and shrubs for line clearance as needed.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Lineman Assistant is required to be capable of performing the following physical functions or a combination thereof for any given work day:

Legend:

Continuously is over 2/3 of a workday

Frequently is 1/3 to 2/3 of a workday

Occasionally is less than 1/3 of a workday

Workday - a normal workday is ten (10) hours. A normal workweek is four (4) days with three consecutive days off. During emergencies, workdays may extend to 16 hours or more and a work week to seven days.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Actions: Continuously speak comprehensible English and understand English, read and write English; hearing -continuously normal or corrected to normal; eyesight - continuously - far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision; continuously sit, stand, walk; continuously bend/stoop, squat, crawl, reach above shoulder level, crouch, kneel, balance, push/pull; occasionally climb height of fifty feet; continuously use both feet for repetitive movements as in operating foot controls; continuously use hands for firm grasping and fine manipulating; continuously use bucket truck to height of fifty feet.

Strength: Continuously - carry up to thirty-four pounds and lift up to thirty-four pounds; frequently - carry thirty-five to seventy-four pounds and lift thirty-five to seventy-four pounds; occasionally - carry seventy-five to one-hundred pounds and lift seventy-five to one-hundred pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; occasionally exposed to moving mechanical parts hazard; occasionally exposed to high noise levels.

Safety: Become certified in and perform cardiopulmonary resuscitation; perform bucket rescue; perform confined space (manhole) rescue; wear safety equipment including hard hat, steel-toed shoes, safety goggles, safety vests, and fire retardant clothing; wear self-contained breathing apparatus.

Vaccinations: Receive vaccinations for tetanus. The vaccinations for hepatitis B are made available to the Lineman Assistant by the City but are not required.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

The Lineman Assistant is required to be capable of performing the following psychological, situational, and functional functions:

Ability to communicate effectively, both orally and in writing; accept and delegate responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals; possess interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in a work environment; perform a variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively under stress in situations dangerous to self or others; be tactful; maintain confidentiality as needed; deal with the public.

MINIMUM QUALIFICATIONS:

- High school diploma.
- Demonstrated knowledge of electric distribution systems.
- Has begun or has completed training for Electric Lineman Certification.
- Possession of a valid State of Minnesota driver's license.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

DESIRABLE QUALIFICATIONS:

- Demonstrated knowledge of the principles of electrical theory applicable to electrical circuits and wiring systems.
- Demonstrated knowledge of OSHA regulations and safety precautions of the trade.
- Demonstrated experience in operation of bucket trucks, line trucks, trencher, backhoe, and locating equipment.
- Demonstrated knowledge of materials and tools used in the construction, operation, and maintenance of electrical distribution systems.
- Demonstrated knowledge of the work hazards involved in the operation of an electrical system.
- Demonstrated knowledge of computers operation

Adopted by the City Council _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

RESOLUTION ESTABLISHING SEASONAL LINEMAN ASSISTANT POSITION

WHEREAS, in the past couple of years the City Administrator, under the authority provided in the City Code, has approved temporary appointment of a seasonal intern to assist the Electric Utility staff; and

WHEREAS, supplementing staff with seasonal employees provides the proper level of labor required to complete work in a satisfactory manner; and

WHEREAS, the seasonal position works well and is recommended to become a regular seasonal position; and

WHEREAS, a position description has been developed outlining the minimum and desired qualifications for the position as well as identifying the essential functions and physical requirements of the position.

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

1. The seasonal position of Lineman Assistant is hereby created.
2. The proposed position description is approved as presented.
3. The pay equity level for the position shall be 121.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/19/20

FROM: Joey Schugel
Recreation and Leisure Services Director

RE: Outdoor Pool Update

ACTION/RECOMMENDATION

Adopt a resolution directing closure of the outdoor pool for summer season 2020.

BACKGROUND

The Roy T. Lindenberg Memorial Pool is a huge part of the summer in Saint Peter. It is a great place for kids and family to have fun, teach swim lessons, and train lifeguards. It is also a great chance for our community to gather and meet their neighbors.

We continue to navigate through COVID-19, the Minnesota Department of Health guidelines, and Executive Orders that have ordered public pools closed until just recently. According to Executive Order 20-74 and beginning June 10, 2020, public pools in Minnesota can now open to the public as long as regulations from the Minnesota Department of Health are followed.

At the City Council workshop on June 15th, a plan was presented for reopening of the pool in conformance with Minnesota Department of Health guidelines. The plan encompassed safety in all areas of the pool including:

- Capacity and Distancing
- Locker Rooms
- Staffing and Hours of Operation
- Cleaning and Disinfecting
- Emergency Protocols

As outlined in the plan presented to the City Council, I believe we can open the pool and meet the safety guidelines that have been established by the Minnesota Department of Health. Patrons would be informed of changes to operational hours, limitations on the number of bathers and the need for reservations along with other impacts to pool use.

Opening the pool for the summer is a regular course of City business and as such, should the Council choose not to open the pool due to COVID-19 concerns, it would be appropriate for formal action to be taken to "close" the pool during the summer season.

The proposed resolution takes that step and also directs staff to continue regular and needed maintenance on the pool complex.

If the Council wishes to open the pool under the State guidelines, no further action is needed and staff will proceed with the normal process for opening the pool for the summer as outlined in the plan presented at the workshop.

FISCAL IMPACT:

Closing the pool would save approximately \$55,000. This is estimated based on the cost that will be incurred related to about one month of operations of the systems to avoid additional cost next year at start up and costs already incurred for the Pool Manager's time and previously authorized improvements to the complex.

ALTERNATIVES AND VARIATIONS

Do not act. The pool will open under the plan presented and the guidelines established by the Minnesota Department of Health.

Negative vote. The pool will open under the plan presented and the guidelines established by the Minnesota Department of Health.

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 with this agenda item.

JS/

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING CLOSURE OF THE CITY'S OUTDOOR MUNICIPAL POOL
FOR THE 2020 SEASON**

WHEREAS, the City owns and operates the Roy T. Lindenberg municipal pool; and

WHEREAS, the COVID-19 emergency continues in Minnesota; and

WHEREAS, the City Council believes it is in the best interest of the health of the community and its residents to not open the pool during the health emergency.

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

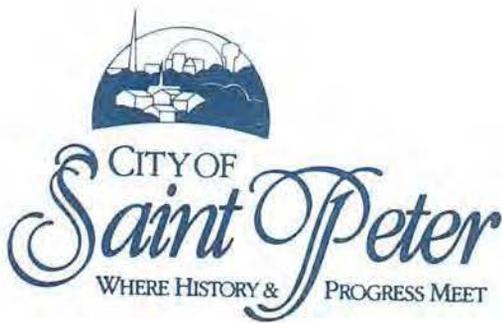
1. The City's outdoor municipal pool shall be closed to the public for the 2020 season.
2. City staff is directed to continue to provide routine and necessary maintenance on the pool complex.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Todd Prafke
City Administrator

DATE: 06/18/20

FROM: Russ Wille
Community Development Director

RE: King Pins Bowling Alley – Hazardous Building Declaration – Order to Repair or Remove Structure.

ACTION/RECOMMENDATION

Adopt the attached resolution ordering Eyebowl, LLC to undertake repair of the fire damaged structure at 1671 South Third Street or to remove the remaining building remnants and fire debris from the site.

BACKGROUND

On the morning of February 16, 2020 a fire was reported at the King Pins Bowling Alley located at 1671 South Third Street. The fire was successfully extinguished by the Saint Peter Fire Department. Subsequent to the fire event, the building ruins have been enclosed by a snow fence to secure the site.

The property is owned by Eyebowl, LLC. Mr. Dwight Selders is the manager of Eyebowl, LLC.

Building Official Dean Busse has conducted an investigation as to the condition of the property and concluded the property can not be repaired or reconstructed. The most appropriate course of action would be to demolish the remnants of the building and to clear the site of the fire debris.

Community Bank in Mankato holds the mortgage on the Eyebowl, LLC real estate and I have spoken to Mr. Steve Carlson, Vice President of Commercial Lending at the bank. Mr. Carlson indicated that the bank would not intend to obtain ownership of the site

Auto Owners Insurance insured the property and their Adjuster Kraig Boyle, while admitting it is not his decision to make, suggested it is highly unlikely Auto Owners would obtain ownership of the site.

To initiate the clean-up process, Building Official Busse recommends the City Council take action to declare the remaining structure as a hazardous property. After the Council declaration, the City would order Eyebowl, LLC to provide for the removal and proper disposal of the remaining structure and fire debris.

According to statute, a Hazardous Building or Hazardous Property is defined as:

60

“...any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition, or abandonment, constitutes a fire hazard or a hazard to public safety or health.”

Notice of the Council declaration would need to be served on Mr. Selders of Eyebowl, LLC and the lien holders of record. When the owner is served with the declaration, a copy of the order and proof of service would be filed with the Nicollet County Court Administrator's office. Eyebowl, LLC or the lien holder, would have a twenty (20) day period to dispute the Building Official's finding that the property constitutes a Hazardous Property.

The owner would be provided with a ninety (90) day timeframe to schedule a licensed demolition contractor to undertake the ordered removal and clearing of the site. If the owner does not provide for the demolition and removal by that time, the City could undertake the ordered demolition and place an assessment or lien against the property to recoup the costs incurred as per Statute.

The assessment would be recorded with Nicollet County and the property could not change hands for redevelopment until such time as the recorded assessment was paid in full or waived by the City as negotiated in a development agreement.

The resolution prepared for City Council consideration declares the property to be a hazardous structure given that the building remnants are subject to further collapse. Given the age of the structure at the time of fire the presence of asbestos and lead paint would be typical and expected but the building and its contents have not been tested for hazardous materials.

FISCAL IMPACT:

A small fee will be incurred to serve the owner with the declaration and order to abate the hazardous materials

ALTERNATIVES/VARIATIONS:

Do not act: No further action will be taken by staff without additional direction from the Council. You should not however that failure to act on the Building Official's declaration could pose a liability to the City.

Negative vote: Without additional direction from the City Council, no further action would be taken, but again, failure to take some action to limit or remove the hazard would open the City to liability.

Modification of the Resolution: While modification to the resolution is always an option of the City Council, the resolution has been reviewed by the City Attorney's Office and any changes to the verbiage should be similarly reviewed.

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION ORDERING REPAIR OR REMOVAL OF HAZARDOUS CONDITIONS
LOCATED AT 1671 SOUTH THIRD STREET, SAINT PETER, MINNESOTA**

WHEREAS, the structure at 1671 South Third Street was destroyed by a February 16, 2020 fire; and

WHEREAS, at the request of the City Administrator, Building Official Busse inspected the property on June 9, 2020 and has determined that the building could not be repaired subsequent to the fire and that the most appropriate course of action would be the removal of the remaining structure and fire debris; and

WHEREAS, the conditions documenting the hazardous condition are more fully documented in the Inspection Report prepared by Saint Peter Building Official Dean Busse on June 10, 2020, a copy of which is available for public inspection in the office of the Building Official at 227 South Front Street; and

WHEREAS, pursuant to Minnesota Statute Chapter 463, the City Council of Saint Peter, Minnesota, finds the building located at 1671 South Third Street which is legally described as "Lots 3 & 4, Block 4, Gardner Court Subdivision, City of St. Peter, Nicollet County, Minnesota, according to the plat thereof on file and of record in the Office of the Register of Deeds, Nicollet County, Minnesota, Nicollet County, Minnesota" to be a hazardous building for the following reasons:

- a. The building has been predominately destroyed by fire and the portions of the building partially intact are subject to further collapse.
- b. The fire debris has not been tested for hazardous materials such as asbestos or lead paint which would be exposed to the elements.
- c. That building remnants and fire debris on the site are not secure from the elements.

; and

WHEREAS, pursuant to the foregoing findings and in accordance with Minnesota Statute Chapter 463, the City Council hereby orders the record owners, Eyebowl, LLC, of the above hazardous building and its mortgagee, Community Bank Mankato or its representatives to raze and remove the structure, fill the foundation and leave the property free of debris on the property at 1671 South Third Street, Saint Peter, Minnesota, or alternatively repair the structure upon plans executed by a structural engineer and approved by the City of Saint Peter Building Official; and

WHEREAS, the razing and removal or the engineered plan for repairs must be made within ninety (90) days after the Order is served upon the property owners. The repairs must be completed in compliance with all applicable codes and regulations and done pursuant to proper permits from

the City; and

WHEREAS, a motion for summary enforcement of the Order will be made to the District Court of Nicollet County in which the hazardous building is situated unless corrective action is taken, or unless an Answer is filed within the time specified in Minnesota Statute Chapter §463.18, which is twenty (20) days from the date of service; and

WHEREAS, in accordance with Minnesota Statute §463.24, the owner or occupant must remove all personal property and fixtures which will reasonably interfere with the work within twenty (20) days. If the property and fixtures are not removed and the City enforces this Order, the City may sell the personal property, fixtures and salvage materials at public auction after three (3) days posted notice; and

WHEREAS, if the City must take action to enforce this Order, all enforcement costs will be specially assessed against the property and collected in accordance with Minnesota Statutes §§463.21, 463.22 and 463.161.

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

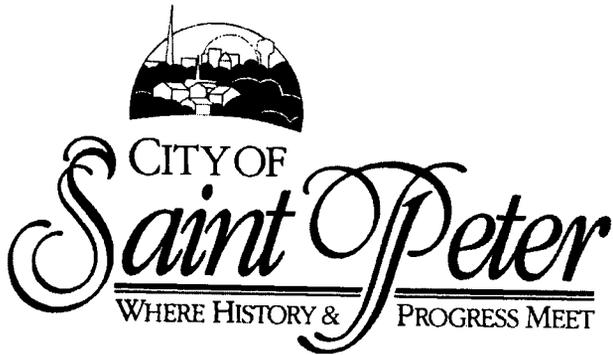
1. If the City must take action to enforce this Order, the City shall raze and remove the building.
2. City Staff is authorized to serve this Order upon the owners of the premises and all lien holders of record.
3. City Staff is authorized to proceed with the enforcement of this Order as provided in Minnesota Statute Chapter 463.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

ATTEST:

Charles Zieman
Mayor

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 6/19/2020

FROM: Todd Prafke
City Administrator

RE: COVID-19 Preparedness Plan

ACTION/RECOMMENDATION

Adopt the COVID-19 Preparedness Plan as required by the State of Minnesota.

BACKGROUND

Under Executive Order 20-74 released by Governor Tim Walz on June 5th, critical sector businesses, including government entities like the City of Saint Peter, are now required to adopt a COVID-19 Preparedness Plan.

The Commissioners of the Minnesota Departments of Health, Employment and Economic Development (DEED), and Labor and Industry have been directed to provide additional industry guidance for critical businesses, as necessary, no later than June 15th, but it is unclear if there will be additional or separate guidance for local units of government such as us.

The plan is required for adoption by no later than June 29th.

FISCAL IMPACT:

There will be small costs involved in the provision of hand sanitizer for the public and staff. In reality this has already been provided throughout the state-wide emergency period.

ALTERNATIVES/VARIATIONS:

Do not act: Failure to act before the deadline will mean the City is in violation of the State order.

Negative vote: No further action will be taken without additional direction from the City Council.

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

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

TP/bal



CITY OF SAINT PETER

COVID-19 Preparedness Plan

The City of Saint Peter is committed to providing a safe and healthy workplace for all our employees and customers. To ensure a safe and healthy workplace, the following COVID-19 Preparedness Plan has been developed in response to the COVID-19 pandemic. Department Directors and employees are all responsible for implementation of this plan.

The goal of mitigating the potential for transmission of COVID-19 in City workplaces and communities, requires full cooperation among City employees, Elected Officials and the community. Only through this cooperative effort can the City establish and maintain the safety and health of its employees and workplaces.

City Staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The City Administrator, Department Director and Supervisors have the full support of the City Council in enforcing the provisions of this policy.

The City's employees are its most important assets. The City is serious about safety and health and keeping employees healthy and on the job. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan and as such, the City has involved employees in its response to the health emergency in a number of ways including enhanced communication, start of day testing and utilizing a COVID response Committee made up of employees from different divisions of the City. The COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, Federal OSHA standards related to COVID-19 and Executive Order 20-48. The Plan addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employee health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees are screened at the start of work by measuring temperature and assessing other symptoms (a copy of the screening form used is attached). Any worker that is ill must follow the City's normal procedure for informing their supervisor. If symptoms occur while at work,

employees will be sent home and must remain home at least 72 hours past the time that their symptoms subside without the use of any prescribed or over the counter medication.

The City has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The City has long standing sick leave policies that are described in the Personnel Policy Handbook.

In addition, the Federal Government has provided for two additional types of sick leave for those specifically impacted by COVID-19. Those sick leave additions include augmentation of the FMLAS and a special COVID-19 related provision for eighty (80) hours of sick leave. The City also has in place a policy that allows employees to accrue an up to forty (40) hour negative balance on sick leave with approval from the City Administrator if other leave (sick, vacation, comp, and/or personal) has been exhausted.

Accommodations for employees with underlying medical conditions or those with household members with underlying health conditions have been implemented. Those with underlying health condition can ask for utilization of work from home policies. Employees with underlying medical conditions or household members with the same are allowed to wear masks and have opportunity to utilize the sick leave benefits listed above if they meet the criteria.

The City has also implemented a policy for informing employees if they have been exposed to a co-worker with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Should an employee be tested for COVID-19, the City will inform any employee who may have had contact with that employee. That information will be provided via email or in person, but will not include the name of the individual being tested.

If an employee has been exposed to a person with a confirmed case of COVID-19, meaning that an employee has been in "close contact" with someone who tested positive, the employee will be directed to stay home, contact their supervisor and remain at home for fourteen (14) days while practicing social distancing and proper hygiene. Employees will be encouraged to contact a medical professional and review additional screening and testing procedures.

Employees are instructed to regularly assess themselves for symptoms and to go home right away if ill. Each employee is asked to practice careful and frequent hand hygiene, not touch faces with unwashed hands, and use proper respiratory etiquette. Additional signage has been placed throughout City facilities as a reminder to employees.

In addition, a policy has been implemented to protect the privacy of employee health status and health information. While HIPAA rules prohibit both the City and individual employees from sharing names of anyone infected, the City will work hard to inform employees as to the timeline of any possible exposure employees may have had.

Handwashing

Basic infection prevention measures are being implemented at City workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.

City facilities open to the public already offer public restrooms that may be used for hand washing. Those restrooms will be maintained on an enhanced cleaning schedule of once per day with additional cleaning of commonly touched surfaces such as public use counters, doors, handles and push bars at mid-day throughout our facilities. Hand sanitizer will be available at locations where public transaction of business occurs. Public use restrooms in parks and outdoor facilities will be cleaned each day with signage indicating the approximate time of cleaning so users can self-evaluate their use of the restroom and take additional precautions they may feel are necessary.

Respiratory etiquette: Employees, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching any part of their face with their hands. Used tissues should be disposed of in official trash receptacles and hands should be washed or sanitized immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles to deposit used tissues in available to all employees, customers and visitors. Signage has been added to breakrooms and to areas of heavy traffic including restroom entry points. This is discussed as a part of employee communication and at "tailgates" and other meetings of employees.

Social distancing

Social distancing of at least six feet (6') will be implemented and maintained between employees, customers and visitors in City facilities through the following engineering and administrative controls:

- The City has provided for additional signage to remind and encourage both employees and the public to follow social distancing guidelines. Sneeze guards have been installed in workspaces that have opportunity to transact business with the public and cloth masks have been made available to employees who wish to use them.
- At least a once per day cleaning of frequently touched surfaces like door handles, light switches, railings, faucets, copiers and fax machines is being completed.
- Employees are asked to wash hands frequently and use hand sanitizer before and after using shared equipment.
- Gloves are made available for those who touch cash, papers or other items that might be handed to employees by the public.
- Additional signage has been erected to help keep the public in the "public only" spaces and in some cases additional physical barriers may be or have been installed.
- If employees are out in the field and citizens approach them, employees have been instructed to alert them that, "City employees are practicing social distancing rules and I am happy to talk while we maintain our six feet separation."
- Some City work crews are using modified shifts, (commonly referred to as "platooning") to avoid contact with each other and breaks, including meals times, have been staggered.
- Employees are responsible to clean their own work areas and appropriate cleaning materials have been provided for their use.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being augmented including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in work environments, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted for high-touch surfaces such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc... All employees share in the responsibility to perform these tasks.

Worksite cleaning, including the cleaning of commonly touched surfaces with MDH and CDC approved products, is being done at a minimum of once per day with other commonly touched surface such as door handles, light switches, railings, faucets, copiers and fax machines being cleaned again by City staff at mid-day. Additional cleaning materials have been made available for employees in areas where public business is transacted so that intermittent cleaning can occur based on employee comfort levels and frequency of use by the public.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, material safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. All cleaning supplies meet the guidelines suggested by the CDC or MDH and will be applied as per product directions. Protective equipment is available and encouraged for use by employees including gloves and masks with appropriate disposal facilities.

The maximum amount of fresh air is being brought into the workplace. Air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Air flow in public contact spaces is being minimized through the use of sneeze guards and by maintaining floor marking indication for six feet of separation. In addition, augmented signage has been installed as reminders for both employees and the public of the need for social distancing.

Communications and training

This COVID-19 Preparedness Plan has been distributed to all employees via email on or before June 30, 2020 and necessary training has been provided. Additional communication and training will be ongoing and provided to all employees who did not receive the initial training.

Instructions will be communicated to customers and visitors about how drop-off, pick-up, delivery and meetings will be conducted to ensure social distancing between the customers and employees; required hygiene practices; and recommendations that customers and visitors use face masks when entering City facilities and/or interacting with City employees. Customers and visitors will also be advised not to enter City facilities if they are experiencing symptoms or have contracted COVID-19. This will be done through signage in entryways and use of the City's community weekly newsletter.

Department Directors and Supervisors will monitor the effectiveness of this program by reviewing questions, concerns and inquiries expressed by employees and the public at leadership meetings and individual Department meetings. The City Administrator will also solicit feedback via email on this plan and any subsequent updates. Management and employees will work through this new

program together and update the training as necessary. This COVID-19 Preparedness Plan, which will be updated as needed, has been certified by the City of Saint Peter and was posted in City facilities by no later than June 29, 2020.

Employees and the public using City facilities can access additional information in the appendix.

Certified by City Administrator Todd Prafke

City Administrator

Date approved _____

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION APPROVING THE CITY OF SAINT PETER COVID-19 PREPAREDNESS
PLAN**

WHEREAS, the State of Minnesota, as a part of the COVID-19 response, has required a COVID-19 Response plan from local units of government; and

WHEREAS, the City Council has reviewed a plan that meets the Minnesota Department of Health guidelines for business.

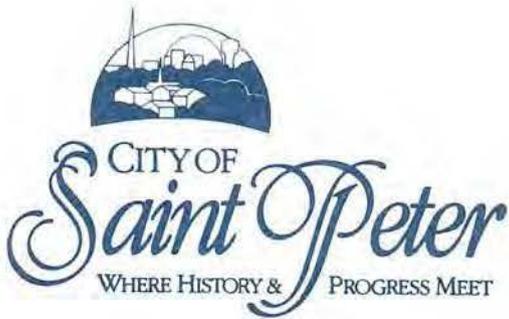
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the Saint Peter COVID-19 Preparedness Plan is approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator



Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 6/18/20

FROM: Todd Prafke
City Administrator

RE: School District Memorandum Of Understanding

ACTION/RECOMMENDATION

Provide authorization for execution of a Memorandum Of Understanding (MOU) with School District #508 for provision of services to the Community Education program.

BACKGROUND

This exchange of service started in about 2004 with severe state budget cuts to Community Education. At that time, as today, we meet cooperatively to discuss issues that affect our local governments. The School District was faced with cuts and with rules that hindered them from making the most of their dollars in the area of Community Education. In addition, we were discussing a re-focus on efforts to accurately articulate to each other what our respective mission was and avoid duplication of efforts.

A contract signed by School District #508 is attached which delineates programs that both Community Education and the City's Recreation and Leisure Services Department will undertake while respecting each other's articulated missions. The contract provides for a payment from the District to the City to support some of their programs that we are able to complete efficiently because of the program connection to other programs that we run.

Again, this contract is similar to what you have approved in previous years. Contract dollars have been reduced over the years with the last reduction occurring in 2010. There is no reduction in this year's contract. Staff still believes that we are in a position to provide the services outlined.

In the bigger picture I am concerned about potential decreases in those dollars. Additional funding erosion may lead us to the point of ending or subsidizing those services, which was not our intent nor is that the intent of the District. Because we currently provide those services, if the funding does stop the Council may be put into the position of ending a program that was or isn't really ours. We are not to that point, but this is an issue to be aware of. We would still have the opportunity to provide those programs anyway, but the fee - tax cost basis model may need to change. With levy limits and other factors pressing on our budget, it may put us in a hard spot.

Now to the good. This is a very positive example of local units of government working together to provide a service, or continue services in the most efficient way possible by letting go of traditional territorial boundaries. This contract has served us and our joint customers well over the last number of years and I expect that will continue through this year as well.

FISCAL IMPACT:

The cost of service and the funding received are anticipated to be in balance for the 2020 year so this has no direct tax or general fund impact. School District #508 will pay \$10,200 to the City for provision of these services. This is the same as was paid in 2019.

ALTERNATIVES/VARIATIONS:

Do Not Act: No further action will be taken without additional direction from the Council and the City would discontinue the services outlined in the MOU.

Denial: Again, the City would discontinue the services and programs provided as part of the MOU and staff would take no further action.

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

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

TP/bal



MEMORANDUM OF UNDERSTANDING
July 1, 2020 – June 30, 2021



Saint Peter Public Schools - Community and Family Education
and
City of Saint Peter - Department of Recreation and Leisure Services Department

This memorandum identifies key components to maximize opportunities to the community.

- I. **BEST PRACTICES AND GUIDING PRINCIPLES** – School District #508, through the Community and Family Education Department (C&FE) and the City of Saint Peter through the Department of Recreation and Leisure Services (R&LS) recognize a shared commitment to best practices that maximize opportunities for the community.
 - A. Prioritize community needs and allocation of funding
 - B. Delineate responsibilities to minimize program duplication
 - C. When appropriate, combine resources including staff and facilities to strengthen and/or develop signature community wide events
 - D. Routinely examine and address community program and service needs
 - E. Collaborate with other area organizations to strengthen the involvement and support of underserved families
 - F. Co-publish seasonal brochures
 - G. Offer common registration dates

II. YOUTH DEVELOPMENT/SERVICE FUNDING ASSURANCES

STATEMENT OF ASSURANCES:

Community and Family Education will provide funding to Recreation and Leisure Services to enhance Youth Development opportunities, meeting the intent of State Statutes, which govern Youth Development expenditures. (\$7,500)

Minnesota Statute (2003) 124D.19, Subd. 9. and 10.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth development/service funds, Recreation and Leisure Services Department will, offer youth programs that provide youth with:

- *An understanding and appreciation of service in their community through hands-on experiences*
- *Knowledge needed to make safe and healthy lifestyle choices*
- *An understanding of and appreciation and respect for diversity in race, culture, gender, age, social status, ability, etc.*

- *an opportunity to have a voice in decisions that affect them*
- *positive recreational, social and learning activities*
- *opportunities to develop a safe, equitable, accepting, cooperative, friendly and inclusive school and community environment*

III. AFTER-SCHOOL FUNDING ASSURANCES

STATEMENT OF ASSURANCES: Community and Family Education (C&FE) will provide funding to Recreation and Leisure Services (R&LS) to enhance after-school opportunities, meeting the intent of State statutes, which govern after-school expenditures. (\$2,700)

(Minnesota Statute (2003) 124D.19, Subd. 13.)

(Age priority: 8 through 14 years)

All programs assigned to these funds will not be subject to non-resident fees (City of Saint Peter); non-resident fees may be charged for non-residents of the Saint Peter School District.

With additional youth funds, Recreation and Leisure Services Department will offer after-school programs that:

- *collaborate with and leverage existing community resources that have demonstrated effectiveness*
- *reach out to youth, including underserved and at-risk youth in the community*
- *serve children participating in adult-supervised programs during non-school hours*
- *support academic achievement*
- *increase skills in sports and other activities*

IV. GUIDELINES FOR SPONSORING YOUTH PROGRAMS

SCHOOL YEAR 2020-21 YOUTH PROGRAMS

(August 31, 2020–May 27, 2021)

R&LS will offer the following:

- After school activities (e.g. Legos Program, Kids Club, Exploration Recreation, Fencing, Early Rec Out Days, and Open Gym)
- Leadership and/or certification programs for youth ages 14 and under (e.g. Babysitter Training, Be Prepared...NOT Scared, and Home Alone Class)

C&FE will offer the following:

- Theatre & Fine Arts experiences (e.g. Arts Center, Music Lessons)
- Educational enrichment experiences (e.g. foreign languages, nutrition, STEM, and STEAM)
- American Red Cross Swim Lessons at the high school pool
- Certification programs for young adults 15 yrs+ (e.g. First Aid, CPR, Lifeguard Training, Water Safety Instruction)

SUMMER YOUTH PROGRAMS

(July 1–August 31, 2020 and June 1-30, 2021)

R&LS will offer the following:

- E-12 Youth activities, teams, and camps (e.g. Exploration Recreation, Fencing, youth sports, and camps)
- American Red Cross Swim Lessons at the City outdoor pool
- Leadership and/or certification programs for youth ages 14 and under (e.g. Volunteer In the Park, Babysitter Training, Guard Start, Water Safety Instructor Aide)

C&FE will offer the following:

- Theatre and Fine Arts experiences (e.g. Prairie Fire Theatre, Music Lessons, and Arts Center Classes)
- Educational enrichment experiences (e.g. foreign languages, nutrition, and STEM, STEAM reading)
- Parent/Child classes/events
- Certification programs young adults 15 yrs+ (e.g. First Aid, CPR, lifeguard training, and water safety instruction)

V. FUNDING

School District #508 shall provide the following funding to the City of Saint Peter for provision of services:

Youth Development Funding	\$7,500
After School Funding	\$2,700

Distribution of funds shall be made twice a year and funds may be requested and distributed in two equal payments (e.g. July 1, 2020 and January 2, 2021).

This agreement by and between School District #508 and the City of Saint Peter is hereby approved.

CITY OF SAINT PETER

SCHOOL DISTRICT #508

 Todd Prafke
 City Administrator

Jeffrey J. Olsen

 Jeff Olsen
 Interim Superintendent

Date

6-16-20

 Date

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

**RESOLUTION AUTHORIZING EXECUTION OF YOUTH DEVELOPMENT MEMORANDUM
OF UNDERSTANDING**

WHEREAS, the City Council has established partnerships with many other local units of government including School District #508; and

WHEREAS, the City and School have previously partnered on the programs provided for in the Memorandum of Understanding for Youth Development and Youth Service Programs; and

WHEREAS, use of the services provided continues to grow or be stable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Administrator is hereby authorized to execute a Memorandum of Understanding for Youth Development and Youth Service Programs with School District #508 for the period July 1, 2020 through June 30, 2021.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 22nd day of June, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator