CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular City Council Meeting of Monday, August 10, 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. **APPROVAL OF AGENDA**
III. **APPROVAL OF MINUTES**
IV. **VISITORS**
- A. Scheduling of Visitor Comments on Agenda Items
- B. General Visitor Comments

V. **APPROVAL OF CONSENT AGENDA ITEMS**

VI. **UNFINISHED BUSINESS**
None scheduled

VII. **NEW BUSINESS**
- A. Kottke Holdings Revolving Loan Modification Request
- B. Assistant Library Supervisor Job Description
- C. 2020 North Third Street Improvements (Skaro to Livermore) Project Acceptance
- D. Veteran's Memorial Park Playground Improvements Project Acceptance
- E. Wheel Loader Purchase

VIII. **REPORTS**
- A. **MAYOR**
- B. **CITY ADMINISTRATOR**
  1. COVID-19 Update
  2. Electric Charging Stations Update
  3. Census 2020 Reminder
  4. Others

IX. **EXECUTIVE SESSION**
- A. Resolution Calling For Closed Session – Adjourn to Closed Session
- B. Land Purchase Negotiations – Return to open session

X. **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. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

A copy of the minutes of the July 27, 2020 regular Council meeting is attached for approval. A MOTION is in order.

IV. VISITORS

A. Scheduling of Visitor Comments On Agenda Items

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

B. General Visitor Comments

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

V. APPROVAL OF CONSENT AGENDA ITEMS

The consent agenda, including approval of the schedule of disbursements for July 23, 2020 through August 4, 2020, is attached. Please see the attached staff reports and RESOLUTION.

VI. UNFINISHED BUSINESS

None scheduled.

VII. NEW BUSINESS

A. ADOPTION OF A RESOLUTION APPROVING KOTTKE HOLDINGS REQUEST FOR MODIFICATION TO REVOLVING LOAN TERMS

The EDA has recommended approval of a request to extend the balloon payment date another five years for a revolving loan previously provided to Kottke Holdings (Spring Touch). Please see the attached staff report and RESOLUTION.

B. **ADOPTION OF A RESOLUTION APPROVING MODIFICATIONS TO ASSISTANT LIBRARY SUPERVISOR POSITION DESCRIPTION**

Staff recommends modifications to the position description for Assistant Library Supervisor. Please see the attached staff report and RESOLUTION.

C. **ADOPTION OF A RESOLUTION FORMALLY ACCEPTING 2020 NORTH THIRD STREET IMPROVEMENTS (SKARO TO LIVERMORE) PROJECT**

The project has been completed as per the plans and specifications. Staff recommends formal acceptance and that authorization be provided to make the final payment to the contractor. Please see the attached staff report and RESOLUTION.

D. **ADOPTION OF A RESOLUTION FORMALLY ACCEPTING VETERAN'S MEMORIAL PARK PLAYGROUND IMPROVEMENTS PROJECT**

The project has been completed as per the plans and specifications. Staff recommends formal acceptance and that authorization be provided to make the final payment to the contractor. Please see the attached staff report and RESOLUTION.

E. **ADOPTION OF A RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT WHEEL LOADER**

Funds were budgeted in the Wastewater Fund for replacement of a 2002 wheel loader which will include trade-in of the existing unit. Staff recommends purchase of a new wheel loader through the State bid process. Please see the attached staff report and RESOLUTION.

VIII. 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 ELECTRIC VEHICLE CHARGING STATIONS**

A report will be provided at this time on the installation of the two electric vehicle charging stations.

3. REPORT ON 2020 CENSUS

A report will be provided at this time on St. Peter's participation in the 2020 Census.

4. OTHERS

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

IX. EXECUTIVE SESSION

A. ADOPTION OF A RESOLUTION CALLING FOR EXECUTIVE SESSION REGARDING PURCHASE OF PROPERTY

As authorized in State Statutes, staff recommends a closed session be called to discuss negotiations related to purchase of property located at the intersection of County Roads 15 and 20. Please see the attached staff report and RESOLUTION.

ADJOURN TO CLOSED SESSION

RETURN TO OPEN SESSION

X. ADJOURNMENT

Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
JULY 27, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Senior Center of the Community Center and by virtual software on July 27, 2020. Under M.S. 13D.021, the City is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such this City Council meeting was conducted both in-person and remotely using GoToMeeting software.

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 Shanon Nowell, Brad DeVos, Stephan Grams, and Emily Bruflat. The following members were present in the meeting room: Mayor Charles Zieman and Councilmembers Keri Johnson and Ed Johnson. The following officials were present: City Administrator Todd Prafke (in person), City Attorney James Brandt (in person) and City Engineer Jeff Domras (virtual).

Approval of Agenda – Mayor Zieman asked for the removal of Item "A" under New Business (Mandatory Face Covering Policy) to be removed from the agenda. A motion was made by Johnson (E), seconded by Johnson (K), to approve the agenda with the deletion. With all in favor, the agenda was approved as modified.

Approval of Minutes – A motion was made by Nowell, seconded by Bruflat, to approve the minutes of the July 13, 2020 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the July 13, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Public Hearing: Wellhead Protection Plan Update – Mayor Zieman opened the public hearing on the City's updated wellhead protection plan at 7:04 p.m. City Administrator Prafke reviewed the rules and procedures for conducting a public hearing as adopted by the City Council. Water Resources Superintendent Jeff Knutson provided information on the plan which the Minnesota Department of Health required the City to review and update every ten (10) years. Knutson reported the two-part plan included identifying wells and surface contaminants and implementing educational components for the public and land owners within the wellhead plan area. Knutson also noted that upon adoption of the updated plan the City would be eligible for grant funds through the Minnesota Department of Health that would pay for a large part of the update cost. There being no further comment, the hearing was declared closed at 7:09 p.m.

Consent Agenda – In motion by Grams, seconded by Bruflat, Resolution No. 2020-80 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. 2020-80 is contained in the City Administrator's book entitled Council Resolutions 23.

Revolving Loan Request: Guentzel Holdings LLC – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a $75,000 revolving loan to Guentzel Holdings LLC to partially finance a new Anytime Fitness facility at 1903 North Third Street. Wille indicated the Council had previously considered the loan application and it had been sent back to the EDA based on questions of whether the applicant was meeting

and it had been sent back to the EDA based on questions of whether the applicant was meeting the requirement to personally contribute 10% of the $475,000 project costs. Wille noted the applicant was funding only 1.4% of the costs, but the EDA agreed to the exception to the rule because Mr. Guentzel's need for a new building was through no fault of his own, (his current lease having been terminated when the building was sold to a new owner), and his need to maintain sufficient cash reserves to remain operational during the COVID-19 pandemic. Wille also noted the remaining ninety percent (90%) of the project financing would be through an SBA504 program loan and a private loan through First National Bank. Wille reported the City's loan would be amortized over twenty (20) years at 3.25% interest with review of the interest rate every five years and would be guaranteed by a third position mortgage on the new building and personal guarantees by the applicant and his spouse.

Councilmember Johnson (K) asked what criteria had been used by the EDA to recommend approval of the loan even though the applicant had not met the 10% equity requirement and the impact that exception from the rules would have on future loan applications. Wille acknowledged previous Council's had provided the EDA with flexibility to consider exceptions from the rules.

In motion by Johnson (E), seconded by DeVos, Resolution No. 2020-81 entitled "Resolution Approving $75,000 Revolving Loan To Guentzel Holdings, LLC, To Partially Finance Construction Of A New Commercial Structure For Anytime Fitness" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-81 is contained in the City Administrator's book entitled Council Resolutions 23.

Wellhead Protection Plan Update – Following the public hearing, staff recommended adoption of an updated wellhead protection plan as required by the Minnesota Department of Health. Engineer Mark Janovec of Stantec Consulting Services, the firm retained by the City to prepare the update, provided additional information on the updated plan and reviewed contaminants identified as part of the update including wells, storage tanks, septic systems, feed lots and spill/leak sites and the goals outlined in the plan. Scott Hanson of Minnesota Rural Water was also in (virtual) attendance and, in response to a Council question about identifying wells on private property, indicated that whenever a property changes hands the owner is required to report any wells that exist on a property. Hanson also reported grant funds that can pay for closing a well can also be used to entice property owners into compliance with regulations.

Councilmember Nowell asked if the update identified any agricultural pesticide containment systems in the wellhead protection area. Janovec reported he was not aware of any, but if one were identified it would be added to the wellhead plan along with a spill prevention plan.

In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-82 entitled "Resolution Adopting Updated Wellhead Protection Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-82 is contained in the City Administrator's book entitled Council Resolutions 23.

Clark Street Sanitary Sewer Improvement Project Engineering – Public Works Director Moulton recommended Bolton and Menk, Inc. be retained to prepare preliminary engineering work for a project to extend the Clark Street sanitary sewer to Outlot D in Traverse Green Subdivision in preparation for the new multi-family housing unit being planned on the lot.

Councilmember Johnson (K) questioned the timing of the sewer project as the two private properties to be crossed were be farmland. Moulton indicated one was currently being farmed and the other was CRP land and both property owners had already given permission for survey

work to take place and negotiations for easements necessary for construction of the sewer were continuing. In motion by Grams, seconded by Johnson (K), Resolution No. 2020-83 entitled "Resolution Authorizing Preliminary Engineering Services For Clark Street Sanitary Sewer Extension Improvement Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-83 is contained in the City Administrator's book entitled Council Resolutions 23.

Anytime Fitness Development Agreement (Guentzel Holdings LLC) – Community Development Director Wille requested execution of a development agreement with Guentzel Holdings LLC for the new Anytime Fitness facility to be located at 1903 North Third Street. Wille indicated the agreement outlined responsibilities for public improvements associated with the project including utilities, curb and gutter and sidewalk on Old Minnesota Avenue (at the developer's expense) and sidewalk along Dodd Avenue for which funding may be provided by a MnDOT grant, inclusion in MnDOT's 2024 Highway 22 plans, or if both of those fail, paid by the developer. Wille also noted there may be some engineering amendments that would be included in Exhibit B and the resolution was structured to approve those amendments upon approval of the City Administrator and Public Works Director. Mayor Zieman questioned when the project would be completed. Developer Chad Guentzel noted he is ready to begin construction as soon as the last permit is issued by the City as he has to be out of his leased space by November 1st. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-84 entitled "Resolution Authorizing Execution Of Development Agreement With Guentzel Holdings LLC For Construction Of New Anytime Fitness Facility On Lot 1, Block 5, Orchard Ridge Subdivision" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-84 is contained in the City Administrator's book entitled Council Resolutions 23.

Land Exchange – 925 Austin Drive – Community Development Director Wille requested the Council approve execution of quit claim deeds providing for exchange of identical size parcels of land between the City (a portion of McGill Park) and owners of private property at 925 Austin Drive (Craig and Julie Bitter). Wille noted the land exchange was the last of the steps necessary to provide enough room for construction of a garage meeting setback regulations on the Bitter property. Wille also noted the private property owners had paid all costs related to their request. In motion by Johnson (K), seconded by Nowell, Resolution No. 2020-85 entitled "Resolution Authorizing Execution Of Quit Claim Deeds To Facilitate Transfer Of Land Between City And Craig And Julie Bitter (925 Austin Drive)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-85 is contained in the City Administrator's book entitled Council Resolutions 23.

YCDHT, LLC Revolving Loan Request – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation for approval of a $21,500 revolving loan to YCDHT, LLC (River Rock Bakery and Kitchen) to partially finance purchase of the properties at 217 and 2019 West Park Row. Wille indicated ninety percent (90%) of the cost would be funded by the Small Business Administration 504 loan program and a private loan through First National Bank. To comply with the SBA program requirements, the term of the revolving loan would be twenty-five years and the interest rate would be reviewed every five years. Wille noted the total financing package was 94% of the appraised value of the property and the applicant and her spouse would also provide personal guarantees along with the third mortgage position on the property. In motion by Bruflat, seconded by Nowell, Resolution No. 2020-86 entitled "Resolution Approving $21,500 Revolving Loan To YCDHT, LLC (River Rock Bakery And Kitchen) To Partially Finance The Purchase Of The 217-219 West Park Row Properties" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2020-86 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman expressed appreciation to Nicollet County for construction of a parking lot along South Front Street that helped remove cars generated by business at the Government Center which made the roadway safer.

COVID-19 Update – City Administrator Prafke provided an update on the COVID-19 emergency and the state-wide face covering mandate issued by Governor Walz. Prafke also noted he had discussed with the City's Auditor the regulations concerning use of the $901,000 in CARES ACT funds the City had received and would provide a report to the Council in the near future on what the funds can be used for.

Goal Session June 29, 2020 Report – City Administrator Prafke directed Councilmember attention to the written report on the June 29, 2020 goal session which was contained in the Council packet.

Polling Place Change - City Administrator Prafke reminded voters once again that Ward 1 voters would be casting their August 11th primary ballot at Johnson Hall at the Fairgrounds.

There being no further business, a motion was made by Johnson (E), seconded by Johnson (K), to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:10 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: July 31, 2020

FROM: Pete Moulton
Director of Public Works

Scott Schroeder
Maintenance Superintendent

RE: 2020 Mastic Asphalt Crack Sealing – Streets Maintenance Program

ACTION/RECOMMENDATION

Accept a proposal for mastic asphalt crack sealing proposal submitted by Allied Blacktop of Hanover, Minnesota in the amount of $1.44 per pound; with a total not to exceed price of $12,240.

BACKGROUND

The City currently completes roadway crack sealing for cracks 1.5" in width or less. Larger cracks require mastic sealant which tends to stay in the crack better providing a barrier from water penetration into the sub-base. Mastic sealant is similar to our annual crack sealing program.

Although this year's street maintenance program did not include mastic sealant, several areas have been discovered where the use of this process would be beneficial. Approximately 5,000 feet of mastic sealant will be placed. Allied Blacktop will be using air pressure and blowing out the cracks and removing debris followed by installation of a heated and poured mastic sealant. City staff will follow up behind to sweep up residue material.

Formal written proposals were solicited via the City's website with five proposals received:

Contractor	Price/Pound	Pounds	Total
Allied Blacktop	$1.44	8,500	$12,240
MP Asphalt	$2.18	8,500	$18,105
Nielsen Blacktopping	$2.90	8,500	$24,650
Bargen	$2.95	8,500	$25,075
ASTECH	$8.49	8,500	$72,160

The lowest cost proposal was submitted by Allied Blacktop. Staff will monitor the work to assure the contractor is completing the work according to City standards. A detailed map of the proposed streets is attached. Work will begin September 1 contingent upon execution of a contract and the City receiving the appropriate certificate of insurance.

Funding for the work will be provided as a part of the 2020 Streets Maintenance budget.

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

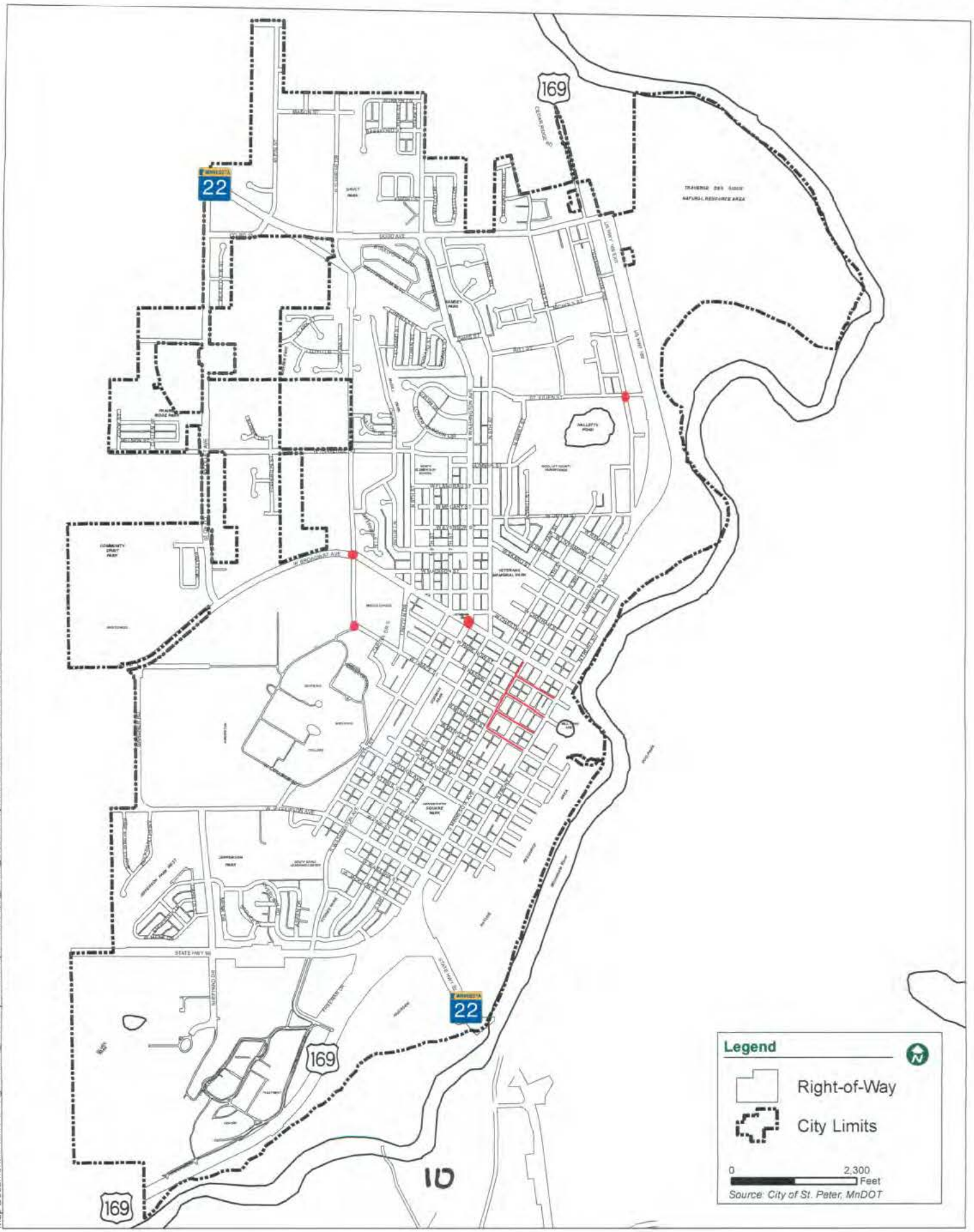
PTM/SS

City of Saint Peter
Mastic Crack Sealing Map

Street & Right-of-Way

January 2020

BOLTON & MENK
Real People. Real Solutions.



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CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: July 30, 2020

FROM: Pete Moulton
Director of Public Works

Scott Schroeder
Maintenance Superintendent

RE: Authorize Additional Crack Sealing

ACTION/RECOMMENDATION

Authorize an additional 10,000 pounds of crack sealing to Northwest Asphalt of Thief River Falls, Minnesota in the amount of $14,500.

BACKGROUND

In April the City received bids for the 2020 Crack Sealing Project. Northwest Asphalt was the lowest bidder at $1.45 per pound. Due to the low cost we asked the contractor to provide an additional 10,000 pounds of crack sealing on South Washington Avenue from Broadway Avenue to West Jefferson Avenue and on Sunrise Drive from West Broadway Avenue to West Grace Street.

Park View Manor, a City facility, has also requested assistance with their parking lot and the contractor will apply approximately 303 pounds of sealing to their parking lot. The approximately $440 cost will be reimbursed to the City by Park View Manor.

Funding for crack sealing is included in the 2020 Streets Maintenance budget.

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

PTM/SS

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
A PLUS SECURITY, INC.	vet's memorial camera repa	GENERAL FUND	PARKS	190.00
	over pmt	COMMUNITY CENTER	COMMUNITY CENTER	46.00-
	software update 08/1-10/31	COMMUNITY CENTER	COMMUNITY CENTER	96.00-
	software update 08/1-10/31	COMMUNITY CENTER	COMMUNITY CENTER	96.00
			TOTAL:	144.00
ADS CONCRETE LIFTING	#13 pw bldg curb & gutters	GENERAL FUND	STREETS	500.00
			TOTAL:	500.00
ADVANCED OVERHEAD DOOR INC	repair garage door	ELECTRIC FUND	ADMIN AND GENERAL	160.00
			TOTAL:	160.00
AMAZON	face shields	GENERAL FUND	FINANCE	37.99
			TOTAL:	37.99
TROY ANDERSON	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	404.59
			TOTAL:	404.59
B & B COMMERCIAL COATING, LLC.	sandblast & recoat ip tran	ELECTRIC FUND	POWER DISTRIBUTION	900.00
			TOTAL:	900.00
BARRETT-KRZMARZICK, DAVID	masks	GENERAL FUND	POLICE	32.99
			TOTAL:	32.99
BGMN, INC	oil conditioner	GENERAL FUND	STREETS	161.08
	oil conditioner	GENERAL FUND	PARKS	161.08
	oil conditioner	WATER	DISTRIBUTION AND STORA	80.54
	oil conditioner	WASTE WATER FUND	SOURCE/TREATMENT	80.54
	oil conditioner	ENVIRON SERVICES F	REFUSE DISPOSAL	80.54
	oil conditioner	ELECTRIC FUND	POWER DISTRIBUTION	161.08
	oil conditioner	STORMWATER FUND	TREATMENT	80.52
			TOTAL:	805.38
BLACKSTONE PUBLISHING	audio books	LIBRARY FUND	LIBRARY	269.99
	audio book	LIBRARY FUND	LIBRARY	41.24
			TOTAL:	311.23
BOBCAT OF MANKATO	stump grinder parts	ENVIRON SERVICES F	REFUSE DISPOSAL	357.06
	returned stump grinder par	ENVIRON SERVICES F	REFUSE DISPOSAL	357.06-
	#916 tires	STORMWATER FUND	TREATMENT	958.84
			TOTAL:	958.84
BOLTON & MENK INC	2020 n. 3rd improv.	GENERAL FUND	STREETS	259.30
	2020 n. 3rd improv.	PERM IMPROVMENT RE	STREETS	64.30
	2020 n. 3rd improv.	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	99.40
			TOTAL:	423.00
BORDER STATES ELECTRIC SUPPLY	#592 1 1/4 bushing	ELECTRIC FUND	NON-DEPARTMENTAL	6.07
			TOTAL:	6.07
BRANDT LAW OFFICE	finance	GENERAL FUND	FINANCE	560.00
	ciminal	GENERAL FUND	LEGAL SERVICES	12,652.25
	covid	GENERAL FUND	LEGAL SERVICES	929.50
	p&z	GENERAL FUND	LEGAL SERVICES	525.00
	civil	GENERAL FUND	LEGAL SERVICES	2,574.00
	eda	GENERAL FUND	ECONOMIC DEVMT	87.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	traverse green	HOUSING DISTRICT #	ECONOMIC DEVMT	603.75
			TOTAL:	17,932.00
BROWN/NICOLLET COMMUNITY HEALTH SERVIC	pool reinspection	GENERAL FUND	SWIMMING POOL	175.00
			TOTAL:	175.00
C & S SUPPLY CO INC	mike w. uniform allow.	GENERAL FUND	MUNICIPAL BUILDING	27.59
	boots - rausch	GENERAL FUND	PUBLIC WORKS ADMIN	60.26
	teeth & key rings	GENERAL FUND	STREETS	8.23
	valve	GENERAL FUND	STREETS	26.99
	uniform alow.	GENERAL FUND	STREETS	160.96
	boots - thorson	GENERAL FUND	STREETS	150.95
	teeth & key rings	GENERAL FUND	PARKS	8.23
	knight boots	GENERAL FUND	PARKS	135.86
	tube, caster pipe	GENERAL FUND	PARKS	230.55
	nelson boots	GENERAL FUND	PARKS	85.46
	teeth & key rings	WATER	DISTRIBUTION AND STORA	4.11
	mike w. uniform allow.	WATER	ADMIN AND GENERAL	9.20
	teeth & key rings	WASTE WATER FUND	SOURCE/TREATMENT	4.11
	eyelet	WASTE WATER FUND	SOURCE/TREATMENT	10.60
	f. powers boots	WASTE WATER FUND	ADMIN AND GENERAL	148.46
	mike w. uniform allow.	WASTE WATER FUND	ADMIN AND GENERAL	9.20
	teeth & key rings	ENVIRON SERVICES F	REFUSE DISPOSAL	4.11
	pic	ENVIRON SERVICES F	REFUSE DISPOSAL	39.95
	teeth & key rings	ELECTRIC FUND	POWER DISTRIBUTION	8.23
	teeth & key rings	STORMWATER FUND	TREATMENT	4.11
			TOTAL:	1,137.16
CANNON TECHNOLOGIES INC	gateway modem	WATER	CAPITAL-WATER DISTRIBU	336.60
	gateway modem	WASTE WATER FUND	CAPITAL-GENERAL PLANT	336.60
	gateway modem	ELECTRIC FUND	CAPITAL-GENERAL PLANT	1,366.80
			TOTAL:	2,040.00
CHEMPURE PRODUCTS CORPORATION	root rat thruster	WASTE WATER FUND	COLLECTOR/LIFT STAT	890.00
			TOTAL:	890.00
CITY OF NEW ULM	portable pool chair	GENERAL FUND	SWIMMING POOL	100.00
			TOTAL:	100.00
THE CMI GROUP	june collections	ELECTRIC FUND	CUSTOMER ACCOUNTS	119.68
			TOTAL:	119.68
COLE PAPERS INC	tissue, cleaner, tape	GENERAL FUND	CITY ADMINISTRATION	51.69
	glass cleaner	GENERAL FUND	CITY ADMINISTRATION	6.12
	tissue, cleaner, tape	GENERAL FUND	CITY CLERK	51.69
	glass cleaner	GENERAL FUND	CITY CLERK	6.12
	tissue, cleaner, tape	GENERAL FUND	FINANCE	34.46
	glass cleaner	GENERAL FUND	FINANCE	4.08
	tissue, cleaner, tape	GENERAL FUND	POLICE	27.57
	glass cleaner	GENERAL FUND	POLICE	3.26
	tissue, cleaner, tape	GENERAL FUND	BUILDING INSPECTOR	13.78
	glass cleaner	GENERAL FUND	BUILDING INSPECTOR	1.63
	tissue, cleaner, tape	GENERAL FUND	PUBLIC WORKS ADMIN	6.90
	glass cleaner	GENERAL FUND	PUBLIC WORKS ADMIN	0.82
	hand sanitizer	GENERAL FUND	PARKS	169.62
	tissue, cleaner, tape	GENERAL FUND	ECONOMIC DEVMT	3.45

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	glass cleaner	GENERAL FUND	ECONOMIC DEVMT	0.41
	clorox liquid bleach	LIBRARY FUND	LIBRARY	4.66
	all purpose cleaner	LIBRARY FUND	LIBRARY	16.58
	bathroom cleaning products	LIBRARY FUND	LIBRARY	163.69
	clorox liquid bleach	COMMUNITY CENTER	COMMUNITY CENTER	18.65
	all purpose cleaner	COMMUNITY CENTER	COMMUNITY CENTER	66.33
	bathroom cleaning products	COMMUNITY CENTER	COMMUNITY CENTER	654.77
	tissue, cleaner, tape	WATER	ADMIN AND GENERAL	31.01
	glass cleaner	WATER	ADMIN AND GENERAL	3.67
	tissue, cleaner, tape	WASTE WATER FUND	ADMIN AND GENERAL	30.99
	glass cleaner	WASTE WATER FUND	ADMIN AND GENERAL	3.67
	tissue, cleaner, tape	ELECTRIC FUND	ADMIN AND GENERAL	93.03
	glass cleaner	ELECTRIC FUND	ADMIN AND GENERAL	11.02
			TOTAL:	1,479.67
CONSOLIDATED COMMUNICATIONS	monthly phone/internet/tv	GENERAL FUND	CITY ADMINISTRATION	79.84
	monthly phone/internet/tv	GENERAL FUND	CITY CLERK	15.78
	monthly phone/internet/tv	GENERAL FUND	FINANCE	135.66
	monthly phone/internet/tv	GENERAL FUND	MUNICIPAL BUILDING	7.30
	monthly phone/internet/tv	GENERAL FUND	POLICE	389.77
	monthly phone/internet/tv	GENERAL FUND	FIRE	156.38
	monthly phone/internet/tv	GENERAL FUND	BUILDING INSPECTOR	46.40
	monthly phone/internet/tv	GENERAL FUND	PUBLIC WORKS ADMIN	95.38
	monthly phone/internet/tv	GENERAL FUND	STREETS	53.70
	monthly phone/internet/tv	GENERAL FUND	SENIOR COORDINATOR	6.36
	monthly phone/internet/tv	GENERAL FUND	RECREATION/LEISURE SER	250.59
	monthly phone/internet/tv	GENERAL FUND	SWIMMING POOL	46.40
	monthly phone/internet/tv	GENERAL FUND	PARKS	98.21
	monthly phone/internet/tv	GENERAL FUND	ECONOMIC DEVMT	34.38
	monthly phone/internet/tv	LIBRARY FUND	LIBRARY	96.32
	monthly phone/internet/tv	PUBLIC ACCESS	PUBLIC ACCESS	15.78
	monthly phone/internet/tv	COMMUNITY CENTER	COMMUNITY CENTER	168.39
	monthly phone/internet/tv	WATER	ADMIN AND GENERAL	216.91
	monthly phone/internet/tv	WASTE WATER FUND	ADMIN AND GENERAL	219.73
	monthly phone/internet/tv	ENVIRON SERVICES F	ADMIN AND GENERAL	34.15
	monthly phone/internet/tv	ELECTRIC FUND	POWER PRODUCTION	37.21
	monthly phone/internet/tv	ELECTRIC FUND	ADMIN AND GENERAL	150.49
			TOTAL:	2,355.13
CORE & MAIN LP	#243 copper tube	WATER	NON-DEPARTMENTAL	1,420.80
	#674, #238, 665 & cadweld	WATER	NON-DEPARTMENTAL	2,386.74
	#192, #193, #163 repair cl	WATER	NON-DEPARTMENTAL	570.01
	#674, #238, 665 & cadweld	WATER	PURIFICATION AND TREAT	81.20
	conductivity strap	WATER	DISTRIBUTION AND STORA	91.33
			TOTAL:	4,550.08
DGR ENGINEERING	master plan update	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	2,624.80
	gen plant controls update	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	5,681.50
	main sub alarm & map updat	ELECTRIC FUND	POWER DISTRIBUTION	931.00
			TOTAL:	9,237.30
DIESEL SYSTEMS	#32 return hose	ELECTRIC FUND	POWER DISTRIBUTION	8.84
			TOTAL:	8.84
DRANTTEL SALES & SERVICE	chainsaw repair	ELECTRIC FUND	POWER DISTRIBUTION	75.00
			TOTAL:	75.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
DRUMMERS GARDEN CENTER	mud gauntlet	GENERAL FUND	PARKS	29.99
			TOTAL:	29.99
ELECTRICAL & COMMUNICATION SPECIALISTS	pool prv fans	GENERAL FUND	SWIMMING POOL	195.00
			TOTAL:	195.00
FASTENAL COMPANY	ear plugs	GENERAL FUND	STREETS	10.00
	rubber straps, batteries	GENERAL FUND	STREETS	19.08
	ear plugs	GENERAL FUND	STREETS	24.03
	ear plugs	GENERAL FUND	PARKS	8.00
	rubber straps, batteries	GENERAL FUND	PARKS	19.08
	ear plugs	GENERAL FUND	PARKS	19.22
	rubber straps, batteries	WATER	DISTRIBUTION AND STORA	9.54
	ear plugs	WATER	ADMIN AND GENERAL	4.00
	ear plugs	WATER	ADMIN AND GENERAL	9.61
	rubber straps, batteries	WASTE WATER FUND	SOURCE/TREATMENT	9.54
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	4.00
	ear plugs	WASTE WATER FUND	ADMIN AND GENERAL	9.61
	rubber straps, batteries	ENVIRON SERVICES F	REFUSE DISPOSAL	9.54
	ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	4.00
	ear plugs	ENVIRON SERVICES F	ADMIN AND GENERAL	9.62
	rubber straps, batteries	ELECTRIC FUND	POWER DISTRIBUTION	19.08
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	10.00
	ear plugs	ELECTRIC FUND	ADMIN AND GENERAL	24.03
	rubber straps, batteries	STORMWATER FUND	TREATMENT	9.53
			TOTAL:	231.51
FEDEX	uniform allow.	GENERAL FUND	POLICE	21.78
			TOTAL:	21.78
G AND H READY MIX, LLC	vets park light, soccer, r	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	244.00
			TOTAL:	244.00
GELDNER UNDERGROUND, INC.	broadway ave. electric pro	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	6,501.00
	directional bore (1744 rig	ELECTRIC FUND	POWER DISTRIBUTION	1,080.00
			TOTAL:	7,581.00
GISH ELECTRIC, LLC	mill pond breaker box	GENERAL FUND	PARKS	210.13
			TOTAL:	210.13
GROWTH HOLDING	1st half tif payment	MARY'S FLOWERS TIF	ECONOMIC DEVELOPMENT	7,073.90
			TOTAL:	7,073.90
GUSTAVUS ADOLPHUS COLLEGE	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	17,640.00
			TOTAL:	17,640.00
HANSEN RECYCLE & TRANSFER	pool & downtown mulch	GENERAL FUND	PARKS	250.00
	mulch	GENERAL FUND	PARKS	75.00
	downtown median mulch	ENVIRON SERVICES F	REFUSE DISPOSAL	100.00
	downtown mulch	ENVIRON SERVICES F	REFUSE DISPOSAL	100.00
			TOTAL:	525.00
HAWKINS, INC.	sodium hydroxide	WATER	PURIFICATION AND TREAT	2,129.90
	azone 15	WATER	PURIFICATION AND TREAT	1,515.25
	chlorine sodium hydroxide	WATER	PURIFICATION AND TREAT	3,809.99
	azone 15	WATER	PURIFICATION AND TREAT	1,626.90

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	hydrochloric acid, sodium	WATER	PURIFICATION AND TREAT	1,518.74
			TOTAL:	10,600.78
HILLYARD/HUTCHINSON	vacuum parts & supplies	GENERAL FUND	MUNICIPAL BUILDING	378.42
			TOTAL:	378.42
HOLIDAY COMMERCIAL	july fuel	MN RIVER VALLEY TR	INTERGOVERNMENTAL	516.19
			TOTAL:	516.19
HORIZON COMMERCIAL POOL SUPPLY	new heater start-up & owne	GENERAL FUND	SWIMMING POOL	750.00
	pool repair	GENERAL FUND	SWIMMING POOL	850.90
			TOTAL:	1,600.90
INGRAM BOOK COMPANY	books	LIBRARY FUND	LIBRARY	653.32
			TOTAL:	653.32
INSIGHT PUBLIC SECTOR	ink & toner	GENERAL FUND	CITY ADMINISTRATION	58.06
	ink & toner	GENERAL FUND	FINANCE	174.19
	ink & toner	GENERAL FUND	FINANCE	44.63
	ink & toner	GENERAL FUND	POLICE	198.57
	ink & toner	GENERAL FUND	FIRE	21.68
	ink & toner	GENERAL FUND	BUILDING INSPECTOR	43.18
	ink & toner	GENERAL FUND	PUBLIC WORKS ADMIN	95.85
	ink & toner	GENERAL FUND	STREETS	13.49
	ink & toner	GENERAL FUND	RECREATION/LEISURE SER	132.32
	ink & toner	GENERAL FUND	PARKS	6.79
	ink & toner	GENERAL FUND	ECONOMIC DEVMT	13.49
	ink & toner	LIBRARY FUND	LIBRARY	228.42
	ink & toner	PUBLIC ACCESS	PUBLIC ACCESS	21.68
	ink & toner	COMMUNITY CENTER	COMMUNITY CENTER	6.79
	ink & toner	WATER	ADMIN AND GENERAL	102.63
	ink & toner	WASTE WATER FUND	ADMIN AND GENERAL	58.06
	ink & toner	ENVIRON SERVICES F	ADMIN AND GENERAL	6.79
	ink & toner	ELECTRIC FUND	ADMIN AND GENERAL	95.85
	ink & toner	STORMWATER FUND	ADMINISTRATION AND GEN	28.38
			TOTAL:	1,350.85
INTERNATIONAL CODE COUNCIL, INC	code books	GENERAL FUND	BUILDING INSPECTOR	234.00
			TOTAL:	234.00
JAVENS MECHANICAL CONTRACTING CO.	rpz testing & repair	GENERAL FUND	SWIMMING POOL	70.00
	rpz testing & repair	LIBRARY FUND	LIBRARY	140.00
	rpz testing & repair	COMMUNITY CENTER	COMMUNITY CENTER	344.68
	rpz testing & repair	WATER	PURIFICATION AND TREAT	1,260.00
	rpz testing & repair	WATER	DISTRIBUTION AND STORA	270.61
	rpz testing & repair	WASTE WATER FUND	COLLECTOR/LIFT STAT	140.00
	mua #7 faults	WASTE WATER FUND	SOURCE/TREATMENT	160.00
	rpz testing & repair	WASTE WATER FUND	SOURCE/TREATMENT	244.50
			TOTAL:	2,629.79
JT SERVICES	#929 1 1/4" sch 40 reel in	ELECTRIC FUND	NON-DEPARTMENTAL	1,566.00
	#623 16' light poles	ELECTRIC FUND	NON-DEPARTMENTAL	2,274.30
			TOTAL:	3,840.30
KASSULKE MASONRY	sidewalk repair	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	216.00
			TOTAL:	216.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
KB CLEANING & SERVICES, LLC.	july janitorial serv.	GENERAL FUND	PARKS	2,550.00
			TOTAL:	2,550.00
KIEFER SWIM PRODUCT	rescue tube, umbrella, hoo	GENERAL FUND	SWIMMING POOL	388.00
	hose hanger on fence	GENERAL FUND	SWIMMING POOL	80.50
			TOTAL:	468.50
LAGER'S INC	#114 fuel pump fuse	GENERAL FUND	STREETS	19.61
	#114 fuel pump fuse	GENERAL FUND	PARKS	15.69
	#114 fuel pump fuse	WATER	ADMIN AND GENERAL	7.84
	#114 fuel pump fuse	WASTE WATER FUND	ADMIN AND GENERAL	7.84
	#114 fuel pump fuse	ENVIRON SERVICES F	ADMIN AND GENERAL	7.84
	#114 fuel pump fuse	ELECTRIC FUND	ADMIN AND GENERAL	19.61
			TOTAL:	78.43
LLOYD LUMBER COMPANY	concrete mix-csp goal post	GENERAL FUND	PARKS	159.00
			TOTAL:	159.00
LOCATORS & SUPPLIES, INC.	wasp spray	GENERAL FUND	STREETS	15.92
	wasp spray	GENERAL FUND	PARKS	15.92
	wasp spray	WATER	DISTRIBUTION AND STORA	7.96
	wasp spray	WASTE WATER FUND	SOURCE/TREATMENT	7.96
	wasp spray	ENVIRON SERVICES F	REFUSE DISPOSAL	7.96
	wasp spray	ELECTRIC FUND	POWER DISTRIBUTION	15.92
	wasp spray	STORMWATER FUND	TREATMENT	7.94
			TOTAL:	79.58
MARCO, INC.	contract usage 06/23-07/2	GENERAL FUND	CITY ADMINISTRATION	41.18
	contract usage 06/23-07/2	GENERAL FUND	CITY CLERK	41.18
	contract usage 06/23-07/2	GENERAL FUND	FINANCE	27.46
	contract usage 06/23-07/2	GENERAL FUND	POLICE	21.96
	contract usage 06/23-07/2	GENERAL FUND	BUILDING INSPECTOR	10.98
	contract usage 06/23-07/2	GENERAL FUND	PUBLIC WORKS ADMIN	5.49
	contract usage 06/23-07/2	GENERAL FUND	ECONOMIC DEVMT	2.75
	contract usage 06/23-07/2	WATER	ADMIN AND GENERAL	24.71
	contract usage 06/23-07/2	WASTE WATER FUND	ADMIN AND GENERAL	24.71
	contract usage 06/23-07/2	ELECTRIC FUND	ADMIN AND GENERAL	74.13
			TOTAL:	274.55
MENARDS	box fan for servers	GENERAL FUND	MUNICIPAL BUILDING	18.97
	welder cord	GENERAL FUND	STREETS	16.00
	welder cord	GENERAL FUND	PARKS	16.00
	mn square bathroom re-roof	GENERAL FUND	PARKS	2,444.19
	mn. sq. shingle delivery	GENERAL FUND	PARKS	89.00
	welder cord	WATER	DISTRIBUTION AND STORA	8.00
	welder cord	WASTE WATER FUND	SOURCE/TREATMENT	8.00
	welder cord	ENVIRON SERVICES F	REFUSE DISPOSAL	8.00
	welder cord	ELECTRIC FUND	POWER DISTRIBUTION	16.00
	welder cord	STORMWATER FUND	TREATMENT	7.99
			TOTAL:	2,632.15
MENK ELECTRIC	replace load mgt.	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	86.00
			TOTAL:	86.00
METERING & TECHNOLOGY SOLUTIONS	#828/#810 meters & bodies	WATER	NON-DEPARTMENTAL	13,800.00
	#828/#810 water ami meters	WATER	NON-DEPARTMENTAL	13,800.00

VENDOR SORT KEY		DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	27,600.00
MEYER SIGNWORKS		hallet's pond qr sign	GENERAL FUND	PARKS	125.00
				TOTAL:	125.00
MID-AMERICAN RESEARCH CHEMICAL		handsoap & dispenser	GENERAL FUND	STREETS	33.60
		handsoap & dispenser	GENERAL FUND	PARKS	33.60
		handsoap & dispenser	WATER	DISTRIBUTION AND STORA	16.80
		handsoap & dispenser	WASTE WATER FUND	SOURCE/TREATMENT	16.80
		handsoap & dispenser	ENVIRON SERVICES F	REFUSE DISPOSAL	16.80
		handsoap & dispenser	ELECTRIC FUND	POWER DISTRIBUTION	33.60
		handsoap & dispenser	STORMWATER FUND	TREATMENT	16.81
				TOTAL:	168.01
MIDWEST TAPE		media dvd	LIBRARY FUND	LIBRARY	14.99
		media dvd	LIBRARY FUND	LIBRARY	10.49
		media dvd	LIBRARY FUND	LIBRARY	143.90
		media dvd	LIBRARY FUND	LIBRARY	81.70
		media dvd	LIBRARY FUND	LIBRARY	14.24
				TOTAL:	265.32
MISC VENDOR	WEGNER, DEANNA	program refund	GENERAL FUND	NON-DEPARTMENTAL	60.00
	WEST, JACQUELINE	virtual author	LIBRARY FUND	LIBRARY	175.00
	PAUL, STACY	PAUL, STACY: covid micro 1	TORNADO DISASTER R	ECONOMIC DEVMT	2,773.00
	NICOLLET COUNTY FAIRGR	ci rebate	ELECTRIC FUND	NON-DEPARTMENTAL	421.60
	LADUKE, AMANDA	transit refund-reissued ch	MN RIVER VALLEY TR	NON-DEPARTMENTAL	11.25
				TOTAL:	3,440.85
MN DEPT OF LABOR & INDUSTRY		1st qtr state surcharge	GENERAL FUND	BUILDING INSPECTOR	1,804.68
		2nd qtr state surcharge	GENERAL FUND	BUILDING INSPECTOR	1,397.95
				TOTAL:	3,202.63
MN MUNICIPAL UTILITIES ASSOCIATION		employee testing	MN RIVER VALLEY TR	INTERGOVERNMENTAL	37.50
				TOTAL:	37.50
MINNESOTA PAVING & MATERIALS		#8 tac oil	GENERAL FUND	STREETS	386.75
		#8 tac oil	GENERAL FUND	STREETS	515.70
		mn sq. shingle dump fee	GENERAL FUND	PARKS	30.00
		mn sq. shingle dump fee	GENERAL FUND	PARKS	30.00
		mn sq. shingle dump fee	GENERAL FUND	PARKS	40.00
		manholes & valve patching	WATER	DISTRIBUTION AND STORA	199.68
		stock gravel	WATER	ADMIN AND GENERAL	116.34
		#3 stock gravel	WATER	ADMIN AND GENERAL	168.83
		manholes & valve patching	WASTE WATER FUND	COLLECTOR/LIFT STAT	199.68
		stock gravel	WASTE WATER FUND	ADMIN AND GENERAL	116.34
		#3 stock gravel	WASTE WATER FUND	ADMIN AND GENERAL	168.83
		stock gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	58.17
		#3 stock gravel	ENVIRON SERVICES F	ADMIN AND GENERAL	84.42
		stock gravel	ELECTRIC FUND	ADMIN AND GENERAL	290.86
		#3 stock gravel	ELECTRIC FUND	ADMIN AND GENERAL	422.09
		manholes & valve patching	STORMWATER FUND	COLLECTIONS/LIFT STATI	199.68
				TOTAL:	3,027.37
PETE MOULTON		mileage 07/13/20-07/24/20	GENERAL FUND	PARKS	37.37
		mileage 07/13/20-07/24/20	WATER	ADMIN AND GENERAL	10.93
		mileage 07/13/20-07/24/20	WASTE WATER FUND	ADMIN AND GENERAL	13.80

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	mileage 07/13/20-07/24/20	ENVIRON SERVICES F	ADMIN AND GENERAL	10.35
	mileage 07/13/20-07/24/20	ELECTRIC FUND	ADMIN AND GENERAL	20.13
			TOTAL:	92.58
MVTL LABORATORIES INC	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	45.70
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	wwtf nitrogen study	WASTE WATER FUND	SOURCE/TREATMENT	76.60
	lab testing	WASTE WATER FUND	SOURCE/TREATMENT	54.75
	wwtf salty discharge testi	WASTE WATER FUND	SOURCE/TREATMENT	122.60
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40
	wwtf mercury testing	WASTE WATER FUND	SOURCE/TREATMENT	326.50
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40
	mei testing	WASTE WATER FUND	SOURCE/TREATMENT	21.20
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	42.40
	wwtf testing	WASTE WATER FUND	SOURCE/TREATMENT	78.90
	sw testing	STORMWATER FUND	TREATMENT	72.00
			TOTAL:	1,002.05
NIELSEN CONCRETE	#13 curb & gutter	GENERAL FUND	STREETS	4,582.50
	#13 bunker apts curb & gut	GENERAL FUND	STREETS	3,317.25
	#13 curb, gutter & sidewal	GENERAL FUND	STREETS	648.00
	2020 n. 3rd st. (skaro & l	GENERAL FUND	STREETS	100,023.61
	vet's park concrete & curb	GENERAL FUND	PARKS	57,479.00
	2020 n. 3rd st. (skaro & l	PERM IMPROVMENT RE	STREETS	24,801.94
	#13 curb, gutter & sidewal	WASTE WATER FUND	SOURCE/TREATMENT	486.00
	2020 n. 3rd st. (skaro & l	STORMWATER FUND	CAPITAL-COLL SYS/LIFT	38,345.10
			TOTAL:	229,683.40
NORTHERN STATES SUPPLY INC	multisetting tool & anchor	WASTE WATER FUND	SOURCE/TREATMENT	18.75
			TOTAL:	18.75
NORTHWEST ASPHALT & MAINTENANCE	#10 crack seal	GENERAL FUND	STREETS	24,650.00
	#10 crack seal	GENERAL FUND	STREETS	14,500.00
			TOTAL:	39,150.00
PENWORTHY	children books	LIBRARY FUND	LIBRARY	289.90
			TOTAL:	289.90
PET EXPO DIST.	aquarium maint.	LIBRARY FUND	LIBRARY	75.00
			TOTAL:	75.00
RESCO	#384 elbow jacket seal	ELECTRIC FUND	NON-DEPARTMENTAL	267.20
			TOTAL:	267.20
RIVER BEND BUSINESS PRODUCTS	cleaning supplies	GENERAL FUND	CITY ADMINISTRATION	7.32
	cleaning supplies	GENERAL FUND	CITY CLERK	7.32
	cleaning supplies	GENERAL FUND	FINANCE	4.88
	disinfecting wipes	GENERAL FUND	MUNICIPAL BUILDING	47.40
	cleaning supplies	GENERAL FUND	POLICE	3.90
	cleaning supplies	GENERAL FUND	BUILDING INSPECTOR	1.95
	cleaning supplies	GENERAL FUND	PUBLIC WORKS ADMIN	0.98
	sharpies & paper	GENERAL FUND	STREETS	3.22
	copy paper	GENERAL FUND	STREETS	12.02
	sharpies & paper	GENERAL FUND	PARKS	2.58
	copy paper	GENERAL FUND	PARKS	9.62
	cleaning supplies	GENERAL FUND	ECONOMIC DEVMT	0.49

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	sharpies & paper	WATER	ADMIN AND GENERAL	1.29
	copy paper	WATER	ADMIN AND GENERAL	4.81
	cleaning supplies	WATER	ADMIN AND GENERAL	4.39
	sharpies & paper	WASTE WATER FUND	ADMIN AND GENERAL	1.29
	copy paper	WASTE WATER FUND	ADMIN AND GENERAL	4.81
	cleaning supplies	WASTE WATER FUND	ADMIN AND GENERAL	4.39
	sharpies & paper	ENVIRON SERVICES F	ADMIN AND GENERAL	1.29
	copy paper	ENVIRON SERVICES F	ADMIN AND GENERAL	4.81
	sharpies & paper	ELECTRIC FUND	ADMIN AND GENERAL	3.22
	copy paper	ELECTRIC FUND	ADMIN AND GENERAL	12.02
	cleaning supplies	ELECTRIC FUND	ADMIN AND GENERAL	13.18
			TOTAL:	157.18
RIVER'S EDGE HOSPITAL & CLINIC	lab testing	GENERAL FUND	PARKS	58.00
			TOTAL:	58.00
RYAN ELECTRIC OF ST PETER	wwtp electrical	WASTE WATER FUND	SOURCE/TREATMENT	240.00
	load mgt replace 1/m	ELECTRIC FUND	CAPITAL-DISTRIBUTION S	86.00
			TOTAL:	326.00
JOEY SCHUGEL-PETTY CASH	laptop sleeve, postage, ho	LIBRARY FUND	LIBRARY	37.28
			TOTAL:	37.28
SHERRILL INC.	logger system helmet,	GENERAL FUND	PARKS	74.16
	chainsan saw pants	ENVIRON SERVICES F	REFUSE DISPOSAL	369.95
	eab plugs & eab drill bits	ENVIRON SERVICES F	REFUSE DISPOSAL	119.09
			TOTAL:	563.20
SHERWIN-WILLIAMS	#7 street paint	GENERAL FUND	STREETS	1,078.40
			TOTAL:	1,078.40
SNAP-ON INDUSTRIAL	creeper	GENERAL FUND	PARKS	148.52
			TOTAL:	148.52
SOUTHERN MN INSPECTION CO.	slings & latches	STORMWATER FUND	TREATMENT	751.65
			TOTAL:	751.65
SPEEDWAY	july fuel	GENERAL FUND	STREETS	17.37
			TOTAL:	17.37
SPRINT SOLUTIONS, INC.	july phone bill	GENERAL FUND	FIRE	17.26
	july phone bill	WATER	ADMIN AND GENERAL	39.99
			TOTAL:	57.25
SPS COMPANIES, INC. MANKATO	nipples	WATER	ADMIN AND GENERAL	96.40
			TOTAL:	96.40
ST PETER LUMBER CO	shop shelves	GENERAL FUND	STREETS	10.30
	pine for pool	GENERAL FUND	SWIMMING POOL	43.74
	bolts, basketball goal	GENERAL FUND	PARKS	48.03
	treated decking for tables	GENERAL FUND	PARKS	133.48
	shop shelves	GENERAL FUND	PARKS	8.24
	coupling, nipples	WATER	DISTRIBUTION AND STORA	43.57
	shop shelves	WATER	ADMIN AND GENERAL	4.12
	socket adapters	WASTE WATER FUND	COLLECTOR/LIFT STAT	3.19
	shop shelves	WASTE WATER FUND	ADMIN AND GENERAL	4.12

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	shop shelves	ENVIRON SERVICES F	ADMIN AND GENERAL	4.11
	metal wheel	ELECTRIC FUND	POWER DISTRIBUTION	8.99
	shop shelves	ELECTRIC FUND	ADMIN AND GENERAL	10.30
			TOTAL:	322.19
STANTEC CONSULTING SERVICES INC.	wellhead protection plan	WATER	CAPITAL-SOURCE OF SUPP	2,790.58
			TOTAL:	2,790.58
STREICHER'S	uniform allows	GENERAL FUND	POLICE	49.99
			TOTAL:	49.99
STUART C. IRBY CO.	#514 pad-mt transformer	ELECTRIC FUND	NON-DEPARTMENTAL	15,082.00
	glove & testing	ELECTRIC FUND	ADMIN AND GENERAL	154.37
	arc flash hood	ELECTRIC FUND	ADMIN AND GENERAL	42.90
			TOTAL:	15,279.27
TRAVERSE DES SIOUX GARDEN CENTER	downtown hanging baskets	ENVIRON SERVICES F	REFUSE DISPOSAL	1,672.00
			TOTAL:	1,672.00
US BANK	2015a bond admin fee	ELECTRIC FUND	ADMIN AND GENERAL	450.00
			TOTAL:	450.00
VERIZON WIRELESS	july phone & jet packs	GENERAL FUND	CITY ADMINISTRATION	35.01
	VERIZON WIRELESS	GENERAL FUND	FIRE	70.04
	july phone & jet packs	GENERAL FUND	BUILDING INSPECTOR	40.01
	july phone & jet packs	COMMUNITY CENTER	COMMUNITY CENTER	15.57
	july phone & jet packs	WATER	ADMIN AND GENERAL	15.57
	july phone & jet packs	WASTE WATER FUND	ADMIN AND GENERAL	15.57
	july phone & jet packs	ELECTRIC FUND	ADMIN AND GENERAL	15.58
			TOTAL:	207.35
VESSCO, INC	inspect & service lo/pro o	WASTE WATER FUND	BIOSOLIDS	2,861.00
	inspect & service lo/pro o	WASTE WATER FUND	SOURCE/TREATMENT	2,861.00
			TOTAL:	5,722.00
VISA	microphone/ cables for cou	GENERAL FUND	MAYOR & COUNCIL	69.89
	council mtg supplies	GENERAL FUND	MAYOR & COUNCIL	4.59
	go to webinar-2 mths fee	GENERAL FUND	CITY ADMINISTRATION	156.78
	computer supplies	GENERAL FUND	CITY ADMINISTRATION	1,936.44
	disinfecting wipes	GENERAL FUND	ELECTIONS	429.40
	mtg supplies	GENERAL FUND	FINANCE	24.71
	uniform allow.	GENERAL FUND	POLICE	193.97
	uniform allow.	GENERAL FUND	POLICE	174.00
	bca training	GENERAL FUND	POLICE	75.00
	jetpack battery	GENERAL FUND	FIRE	28.97
	go to meeting	GENERAL FUND	PUBLIC WORKS ADMIN	25.78
	sunscreen & bug spray	GENERAL FUND	STREETS	36.00
	eyewash dust cover	GENERAL FUND	STREETS	37.54
	inflatable life jacket	GENERAL FUND	STREETS	138.72
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	32.08
	program supplies	GENERAL FUND	RECREATION/LEISURE SER	1.94
	go to meeting	GENERAL FUND	RECREATION/LEISURE SER	19.00
	pool stencil	GENERAL FUND	SWIMMING POOL	33.58
	pool fence hinges	GENERAL FUND	SWIMMING POOL	25.28
	water heater	GENERAL FUND	SWIMMING POOL	871.94
	concessions	GENERAL FUND	SWIMMING POOL	184.72

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	pool concessions	GENERAL FUND	SWIMMING POOL	20.04
	telescope poles	GENERAL FUND	SWIMMING POOL	58.00
	first aid supplies	GENERAL FUND	SWIMMING POOL	87.25
	batteries	GENERAL FUND	SWIMMING POOL	229.66
	sunscreen & bug spray	GENERAL FUND	PARKS	28.80
	sings for hallett's pond	GENERAL FUND	PARKS	52.50
	water pump	GENERAL FUND	PARKS	507.49
	sprinkler part, check valv	GENERAL FUND	PARKS	302.41
	canceled card annual fee c	GENERAL FUND	ECONOMIC DEVMT	15.00-
	vista print, ebook	LIBRARY FUND	LIBRARY	28.99
	youth program supplies	LIBRARY FUND	LIBRARY	50.00
	hotspots	LIBRARY FUND	LIBRARY	955.00
	boiler lic.	LIBRARY FUND	LIBRARY	10.00
	june dropbox fee	PUBLIC ACCESS	PUBLIC ACCESS	60.00
	spec home gift card-new fr	TRAV GREEN SPEC HO	ECONOMIC DEVMT	850.00
	ami meter plug & receptacl	WATER	PURIFICATION AND TREAT	258.66
	sunscreen & bug spray	WATER	ADMIN AND GENERAL	14.40
	sunscreen & bug spray	WASTE WATER FUND	ADMIN AND GENERAL	14.40
	rope, carabiner, chainsaw	ENVIRON SERVICES F	REFUSE DISPOSAL	338.68
	sunscreen & bug spray	ENVIRON SERVICES F	ADMIN AND GENERAL	14.40
	sunscreen & bug spray	ELECTRIC FUND	ADMIN AND GENERAL	36.00
	hotel refund	ELECTRIC FUND	ADMIN AND GENERAL	467.18-
			TOTAL:	7,934.83
VON ESSEN TOWING	mount/balance tire	GENERAL FUND	POLICE	170.00
	towing	GENERAL FUND	POLICE	80.00
			TOTAL:	250.00
W.W. BLACKTOPPING, INC.	#8 pan patch	GENERAL FUND	STREETS	848.64
	#8 pan patching	GENERAL FUND	STREETS	945.36
	#8 pan patch	GENERAL FUND	STREETS	499.98
	asphalt college & invernes	WATER	DISTRIBUTION AND STORA	868.02
			TOTAL:	3,162.00
WATER CONSERVATION SERVICE, INC.	leak locate 7th & jeff	WATER	DISTRIBUTION AND STORA	516.20
			TOTAL:	516.20
THE WATSON CO	pool concessions	GENERAL FUND	SWIMMING POOL	463.07
			TOTAL:	463.07
WESCO DISTRIBUTION INC	marking flags	ELECTRIC FUND	POWER DISTRIBUTION	500.04
			TOTAL:	500.04
TOM WINSELL	masks	GENERAL FUND	POLICE	8.55
			TOTAL:	8.55
XCEL ENERGY	hwy 22 bridge lights	GENERAL FUND	STREETS	5.47
			TOTAL:	5.47

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

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

101	GENERAL FUND	252,006.99
211	LIBRARY FUND	3,500.71
213	PUBLIC ACCESS	97.46
217	COMMUNITY CENTER	1,229.18
240	TORNADO DISASTER REV LOAN	2,773.00
262	TRAV GREEN SPEC HOME CONS	850.00
268	MARY'S FLOWERS TIF #22	7,073.90
401	PERM IMPROVMENT REVOLVING	24,866.24
460	HOUSING DISTRICT #20	603.75
601	WATER	50,308.38
602	WASTE WATER FUND	10,368.14
603	ENVIRON SERVICES FUND	3,106.57
604	ELECTRIC FUND	60,024.16
606	STORMWATER FUND	40,581.95
830	MN RIVER VALLEY TRANSIT	564.94
	GRAND TOTAL:	457,955.37

TOTAL PAGES: 12

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
Allied Blacktop	Mastic Asphalt Sealing	$12,240.00	General
Pearson Brothers	Additional crack sealing	$24,859.61	General

2. The schedule of disbursements for July 23, 2020 through August 5, 2020 is hereby approved.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of August, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: 08/06/20

FROM: Russ Wille
Community Development Director

RE: Kottke Real Estate Holdings, LLC (Spring Touch) – Balloon Extension Request

ACTION/RECOMMENDATION

Approve a request for a five year extension to the balloon payment date for the revolving loan made to Kottke Real Estate Holdings, LLC.

BACKGROUND

In 2015, Kottke Real Estate Holdings, LLC purchased the former Taytronics building at 430 Ritt Street from the EDA and now operates Spring Touch Lawn and Pest Control out of the building.

To partially finance the $1,280,000 project, the EDA provided a $500,000 loan at an interest rate of 3.0% amortized on a twenty year schedule but due and payable when the note balloons after five years. The initial five year period expires in August, 2020 and Mr. Kottke has asked that the balloon payment date be reset for an additional five year period. A balloon payment extension is allowed as per the adopted loan guidelines. The balance of the note is calculated to be $403,308.42. Without a single exception, every payment has been made as scheduled.

As part of the five year review, it is appropriate to undertake a review of the applicable business finances as well as the personal finances of the borrower and guarantor of the loan. A subcommittee of the EDA reviewed the submitted financials and found no irregularities or other issues which would question the creditworthiness.

The five year review also allows for review and alteration of the interest rate charged. The note was made with interest at a rate of 3.0%. As of this week, the U.S. Prime rate published in the Wall Street Journal is 3.25%.

The EDA recommends approval of the five year balloon extension with no change in the interest rate.

FISCAL IMPACT:

The balance of the current note is $403,308.41. Repayment of the note will continue for another five years at which time the note will balloon and be subject to further EDA and City Council review.

ALTERNATIVES/VARIATIONS:
Do not act: Mr. Kottke will be notified.
Negative Votes: Mr. Kottke will be notified and asked to make arrangements to honor the balloon payment.
Modification of the Resolution: This is always an option of the City Council.

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

RJW

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION MODIFYING TERMS OF REVOLVING LOAN PREVIOUSLY PROVIDED TO KOTTKE REAL ESTATE HOLDINGS (SPRING TOUCH LAWN CARE AND PEST CONTROL)

WHEREAS, the Economic Development Authority (EDA) administers the City's revolving loan funds with power to administer the loan program and to make recommendations to the City Council for disbursement of new loans; and

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

WHEREAS, in 2015 a $500,000 revolving loan was provided to Kottke Real Estate Holdings, LLC. to partially finance the purchase of and renovations to the building located at 430 Ritt Street; and

WHEREAS, following the July 2020 payment the balance of the 2015 loan is $403,308.42; and

WHEREAS, Kottke Real Estate Holdings, LLC has made every loan payment as due and in the amount due; and

WHEREAS, the 2015 note is scheduled to be repaid via balloon payment in August, 2020; and

WHEREAS, Marv Kottke has requested the balloon payment date be extended for another five years to August, 2025; and

WHEREAS, the Economic Development Authority considered Mr. Kottke's request and recommended the City Council provide for a five year extension of the balloon payment.

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

1. The balloon payment date for the loan previously awarded to Kottke Real Estate Holdings is hereby extended to August 1, 2025.

2. All other terms, conditions and loan security shall remain unchanged.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

DATE: 8/6/2020

FROM: Todd Prafke
City Administrator

RE: Assistant Library Supervisor Position Description

ACTION/RECOMMENDATION

Approve an updated position description for Assistant Library Supervisor.

BACKGROUND

As you know, it is our practice to review all position descriptions whenever a position becomes vacant. This is done to ensure the minimum and desired qualifications, the physical requirements and the information about the essential job functions all accurately describe the position.

With the promotion of the Assistant Library Supervisor to the Library Supervisor position, we now have a vacancy. The Recreation and Leisure Services Director and I have reviewed the current position description and are recommending minor changes that more closely reflect the actual duties and qualifications of the position.

FISCAL IMPACT:

There is no fiscal impact to adoption of the updated description.

ALTERNATIVES/VARIATIONS:
Do not act: Should the Council choose to take no action on this agenda item, no further action will be taken without additional direction from the City Council.
Negative vote: No further action will be taken.
Modification of the Resolution: This is always an option of the City Council.

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

TP/bal

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 146

POSITION TITLE: ASSISTANT LIBRARY SUPERVISOR

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: LIBRARY SUPERVISOR

OVERVIEW OF POSITION:

Under the direction and general supervision of the Library Supervisor, the Assistant Library Supervisor provides assistance to library patrons and assists in carrying out the work of the Library including developing programming and services for youth and young adults and working on other Recreation Department programs and projects as needed.

ESSENTIAL JOB FUNCTIONS:

- Plan, implement and direct Library programs, activities, and events in a positive and safe environment to meet the needs of the community.
- Maintain youth and young adult materials in the collection of the library.
- Administer the Summer Reading Program.
- Assist in interviewing, training and supervising library staff.
- Provide assistance to library patrons; help patrons locate needed materials; register borrowers; assist library users in filling out application cards; check out materials.
- Develop partnerships with other community organizations, libraries, and businesses to build relationships and provide creative, quality programming.
- Work with Recreation/Library team to effectively market and promote programs.
- Conduct program evaluations and respond as appropriate.
- Research needs and interests of patrons; follow trends in library use; and develop new and innovative programs, activities and events.
- Assist in the preparation of the Library program budgets. Monitor revenues and expenditures to keep within the approved budget guidelines.
- Provide high quality customer service.
- Prepare written communications relative to programs, including news releases, informational bulletins, and other written or oral communications designed to interest and inform the public.
- Prepare, research, and complete appropriate grant applications for library programming.

- Maintain organized files and provide reports.
- Maintain catalog of digital materials
- Perform related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate effectively; accept responsibility; secure the confidence of library patrons; maintain confidentiality as needed; demonstrate tact; deal with the public; interact positively and appropriately with the public, staff and diverse groups and individuals; apply effective conflict resolution techniques work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

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

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

MINIMUM QUALIFICATIONS:

- Two or more years post-secondary education in areas of child care, youth development, marketing, education, library sciences, media or similar fields.
- Two years demonstrated experience inactivity programing, activity or event planning or a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Personal computer knowledge and experience
- Valid driver's license.
- Experience working with the public.

DESIRED QUALIFICATIONS:

- Bachelor's degree in Education, Media, Library Sciences or equivalent.
- Two or more years demonstrated public library experience in a patron service related or youth related position.
- Demonstrated experience in library operations, media resources or related field.
- Demonstrated ability to provide youth programming and services.
- Demonstrated grant writing and grant administration experience.

Adopted: _____

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION ADOPTING UPDATED ASSISTANT LIBRARY SUPERVISOR POSITION DESCRIPTION

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

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

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

WHEREAS, minor modifications are recommended based on that review.

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

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: July 22, 2020

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resource Superintendent

RE: Final Acceptance of 2020 North Third Street Improvements (Skaro to Livermore)

ACTION/RECOMMENDATION

Accept the 2020 North 3rd Street Improvements (Skaro to Livermore Street) project as completed and authorize final payment to Nielsen Concrete, LLC of Kasota, Minnesota in the amount of $163,170.65.

BACKGROUND

In April, the City Council awarded a bid for construction of storm sewer, removal and replacement of curb and gutter, driveway aprons, pedestrian ramps and various sidewalk segments on both sides of North Third Street between Skaro and Livermore Streets. The project also included upgrading pedestrian ramps and the construction of missing sidewalk segments on the north and south sides of Locust Street and the north side of Elm Street between South Fifth Street and Washington Avenue.

The project bid amount was $275,902.75 and the final project cost was $272,063.88, ($3,838.87 under bid) due to City crews assistance in removing the existing North Third Street pavement and placement of the new bituminous surfacing once Nielsen Concrete completed their concrete work. City crews also backfilled the new concrete curb and gutter and sidewalk sections with topsoil, graded and then seeded the disturbed areas on North Third, Locust and Elm Streets.

The project was completed on time and as per the contract specifications. We recommend formal acceptance of the project as completed and authorization to make the final payment to the contractor.

FISCAL IMPACT:

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

ALTERNATIVES AND VARIATIONS:

Do not act: No further action will be taken without additional direction from the City Council.
Negative Vote: Failure to accept the contract as completed and make final payment to the contractor may be a violation of the contract.
Modification of the Resolution: This is always an option of the City Council.

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

PTM/JK

BOLTON & MENK
Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

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

July 22, 2020

Mr. Pete Moulton
Director of Public Works
City of Saint Peter
405 W. St. Julien Street
Saint Peter, MN 56082

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

Dear Mr. Moulton:

Enclosed are signed copies of Contractor's Estimate No. 2R-Final in the amount of $163,170.65, along with the Consent of Surety to Final Payment and IC-134 certifying the withholding of income tax. The project included construction of storm sewer, removal and replacement of curb & gutter, driveway aprons, ped ramps and various sidewalk segments on both sides of N 3rd Street between Skaro and Livermore Streets. The project also included upgrading pedestrian ramps and the construction of missing sidewalk segments on the north and south sides of Locust Street, and the north side of Elm Street, between S 5th Street and Washington Avenue.

The project bid amount was $275,902.75 and the final project cost was $272,063.88, approximately $4,000 less. City crews removed the existing N 3rd Street pavement and then placed the new bituminous surfacing once Nielsen Concrete completed their concrete work. City crews also backfilled the new concrete curb & gutter and walk sections with topsoil, graded and then seeded the disturbed areas on N 3rd, Locust, and Elm Streets.

We believe the project has been constructed according to the plans and specifications and therefore, can recommend acceptance and final payment to Nielsen Concrete, LLC.

Sincerely,

Bolton & Menk, Inc.

Jeffrey A. Domras

Jeffrey A. Domras, P.E.
Project Engineer

Enclosures

Bolton & Menk is an equal opportunity employer.

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION ACCEPTING THE 2020 NORTH 3RD STREET IMPROVEMENTS (SKARO TO LIVERMORE) PROJECT AND AUTHORIZING FINAL PAYMENT

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

WHEREAS, the area of North Third Street from Skaro Street to Livermore Street was in need of maintenance and the project was awarded to Nielsen Concrete, LLC; and

WHEREAS, the project bid amount was $275,902.75 and final project cost was $272,063.88, (approximately $3,838.87 under planned expenditures); and

WHEREAS, the project has been completed as per the plans and specifications and staff recommends formal acceptance of the project and authorization to make final payment to the contractor.

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

1. The 2020 North 3rd Street Improvements (Skaro to Livermore Street) Project is hereby accepted as completed.

2. Staff is directed to make final payment to Nielsen Concrete, LLC of Kasota, Minnesota in the amount of $163,170.65.

3. Funding for the improvements will come from assessments to abutting property owners and from the City's 2020 Streets and Stormwater budgets.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2020.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: July 27, 2020

FROM: Pete Moulton
Director of Public Works

Scott Schroeder
Maintenance Superintendent

RE: St. Peter Veterans Memorial Park Playground Improvements Project Acceptance

ACTION/RECOMMENDATION

Accept the Veteran's Memorial Park Playground Improvements Project as completed and authorize the final payment to Nielsen Concrete, LLC of Kasota, Minnesota in the amount of $57,479.

BACKGROUND

In April, the City Council awarded the bid for the Veterans Memorial Park Playground Improvements to Nielsen Concrete, LLC of Kasota in the amount of $71,426. The final project cost was $57,479.

City crews worked with the contractor to remove the existing playground and excavate the new playground area. The City also delivered base materials to Nielsen's for the concrete work and then backfilled, landscaped and seeded around the playground. This work reduced the final cost of the project by $13,947 or 20%.

The project has been completed as per the plans and specifications. We recommend formal acceptance of the project and authorization to make final payment to the contractor.

FISCAL IMPACT:

Funding of $57,479 will come from the General Fund (Parks).

ALTERNATIVES AND VARIATIONS:
Do not act: No further action will be taken without additional direction from the City Council.
Negative Vote: Staff will seek further direction. But failure to pay now or in the near future may be a violation of the contract.
Modification of the Resolution: This is always an option of the City Council.

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

PTM/SS

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 -

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

RESOLUTION ACCEPTING VETERAN'S MEMORIAL PARK PLAYGROUND IMPROVEMENTS PROJECT AND AUTHORIZING FINAL PAYMENT

WHEREAS, Nielsen Concrete, LLC has completed the Veterans' Memorial Park Playground Improvements Project as per the plans and specifications; and

WHEREAS, it is appropriate for the Council to formally accept the project as completed; and

WHEREAS, the original contract cost of $71,426 was reduced to $57,479; and

WHEREAS, staff recommends acceptance of the project as completed and authorization to make final payment to the contractor.

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

1. The Veteran's Memorial Park Playground Improvements Project is hereby accepted as completed.

2. Staff is directed to make final payment to Nielsen Concrete, LLC of Kasota, Minnesota in the amount of $57,479.

3. Funding for the project shall be from the General Fund (Parks budget).

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2020.

_____
Charles Zieman
Mayor

ATTEST:

_____
Todd Prafke
City Administrator

CITY OF Saint Peter
WHERE HISTORY & PROGRESS MEET

Memorandum

TO: Todd Prafke
City Administrator

DATE: July 30, 2020

FROM: Pete Moulton
Director of Public Works

Jeff Knutson
Water Resources Superintendent

RE: Wheel Loader Replacement - Wastewater

ACTION/RECOMMENDATION

Authorize the purchase of a new 2020 444H John Deere wheel loader from RDO Equipment, Mankato Minnesota and trade-in of the current 2002 John Deere 444H wheel loader for a total purchase amount of $117,503.

BACKGROUND

The 2020 Wastewater budget includes $70,000 for replacement of a John Deere 444H wheel loader originally purchased in 2002 and which now has over 4,272 hours or operation.

We researched new loaders using the Cooperative Purchasing Program (State Bid) to identify potential wheel loader suppliers who can furnish and deliver a wheel loader similar to the current unit. Four vendors under the Cooperative Purchase Program were able to furnish and deliver a wheel loader meeting City specifications. The options include:

Dealer	***New Unit***	***Trade-In***	***Total Cost***
RDO Equipment (John Deere)	$150,503	$33,000	$117,503
Titan Machinery (Case)	$145,700	$17,000	$128,700
Zeigler Cat (Caterpillar)	$173,120	$16,000	$157,120
Nuss Truck & Equipment (Volvo)	$174,895	$15,000	$159,895

The proposed purchase includes trade-in of the 2002 unit which was inspected by the four dealerships for inclusion in their proposals.

We are recommending purchase of a John Deere wheel loader from RDO Equipment of Mankato, Minnesota. The proposed new John Deere wheel loader would include a 7-year, 4,000 hour warranty with delivery in approximately sixty (60) days. Please note the purchase authorization would include trade-in of the existing unit.

FISCAL IMPACT:

Budgeted funding is only $70,000. The remaining cost is proposed to be funded using Wastewater Fund reserves which has sufficient resources to cover this expenditure.

ALTERNATIVES/VARIATIONS:
Do not act: No purchase will be made until Council action.
Negative Vote: No purchase will be made.
Modification of the Resolution: This is always an option of the City Council.

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

PTM/JK

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020 –

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

RESOLUTION AUTHORIZING THE PURCHASE OF A NEW JOHN DEERE WHEEL LOADER AND TRADE-IN OF CURRENT UNIT #68

WHEREAS, the Wastewater Utility utilizes a wheel-loader for operation and maintenance during the wastewater treatment process; and

WHEREAS, the current wheel loader was purchased in 2002 and has experienced mechanical issues indicating it is at the end life; and

WHEREAS, the State bid process was utilized to find a replacement wheel-loader with four units identified meeting the City's specifications for a replacement unit; and

WHEREAS, the lowest cost proposal, which includes trade-in of the existing 2002 unit, is available from RDO Equipment in North Mankato, Minnesota.

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

1. The City Council hereby authorizes purchase of a 2020 John Deere wheel loader from RDO Equipment, Mankato MN in the amount of $117,503 including trade-in of the existing 2002 unit through the State bid process.

2. Funding for the purchase shall be from the Wastewater Fund in the amount of $70,000 and Wastewater Fund reserves in the amount of $47,503.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota this 10th day of August 2020.

_____
Charles Zieman
Mayor

ATTEST:

_____
Todd Prafke
City Administrator

CITY OF SAINT PETER, MINNESOTA

RESOLUTION NO. 2020-

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

RESOLUTION CALLING FOR CLOSED SESSION

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

WHEREAS, the City Council wishes to negotiate the purchase of property at the intersection of County Roads 20 and 15 identified in the Comprehensive Plan as being industrial zone classification.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAINT PETER, NICOLLET COUNTY, MINNESOTA, THAT: the City Council will meet in closed session as provided for under Minnesota Statutes 13D.05 (Subd. 3)(c)(3) to consider negotiations for the potential purchase and sale of future industrially zoned property.

Adopted by the City Council of the City of Saint Peter, Nicollet County, Minnesota, this 10th day of August, 2020.

_____
Charles Zieman
Mayor

ATTEST:

_____
Todd Prafke
City Administrator