

CITY OF SAINT PETER, MINNESOTA

**OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
JANUARY 9, 2023**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center.

A quorum present, Mayor Nowell called the meeting to order at 7:00 p.m. The following members were present: Shanon Nowell, Brad DeVos, Keri Johnson, Ben Ranft, Dustin Sharstrom, and Emily Bruflat. Absent was Darrell Pettis. The following officials were also present: City Administrator Todd Prafke, City Attorney James Brandt, and City Engineer Jeff Domras.

Approval of Agenda – A motion was made by Ranft, seconded by Bruflat, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – A motion was made by Johnson, seconded by DeVos, to approve the minutes of the December 12, 2022 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the December 12, 2022 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

Consent Agenda – In motion by Johnson, seconded by Ranft, Resolution No. 2023-01 entitled "Resolution Approving Consent Agenda" was introduced with a change to modify the term of the Housing and Redevelopment Authority appointee to 2020-2024. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2023-01 is contained in the City Administrator's book entitled Council Resolutions 24.

2023 Library Services Contract – City Administrator Prafke recommended authorization be provided for execution of a renewal contract with Nicollet County for the City to provide library services for rural County residents in exchange for payment of \$55,044 from the County. Prafke noted the payment had been increased \$5,000 for the first time in many years. Councilmember Johnson stated she was pleased to see the increase even if it didn't match the inflation rate and encouraged staff to continue to work with the County to provide for additional funding. Councilmember Bruflat, who serves as the Council representative on the Library Board, mentioned the extensive programming offered by the library and the high level of expertise among library staff that makes the Saint Peter Library such an asset in the community and beyond.

In motion by Bruflat, seconded by Sharstrom, Resolution No. 2023-02 entitled "Resolution Authorizing Execution Of Library Services Contract" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-02 is contained in the City Administrator's book entitled Council Resolutions 24.

Nicollet County Fair Board Cooperative Maintenance Agreement – City Administrator Prafke recommended execution of a formal cooperative maintenance agreement with the Nicollet County Fair Board that would clearly delineate the services exchanged between the two entities and also outline charges. Prafke noted that there is a long institutional history between the City and Fair Board and suggested those maintenance efforts may evolve in the future. In motion by Johnson, seconded by Ranft, Resolution No. 2023-03 entitled "Resolution Authorizing Execution Of A City Cooperative Maintenance Agreement With The Nicollet County Fair Board" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-03 is contained in the City Administrator's book entitled Council Resolutions 24.

Personnel Policy Update – City Administrator Prafke recommended adoption of an updated Personnel Policy Manual which included modifications to ensure compliance with State and Federal regulations. Prafke noted it was the first comprehensive overhaul of the document in many years and, following two reviews by the City Council, the proposed document met the needs of the City and the wants of the Council. In motion by Ranft, seconded by Bruflat, Resolution No. 2023-04 entitled "Resolution Adopting Updated Personnel Policy Manual" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-04 is contained in the City Administrator's book entitled Council Resolutions 24. Councilmember Johnson suggested that legal review of the document every 3-5 years would be a good idea.

Mechanic Job Description – City Administrator Prafke recommended adoption of an updated position description for the Mechanic position that would include changes to the minimum and desired qualifications. Prafke noted the proposed changes match “where we want to be with this position.” In motion by Sharstrom, seconded by Johnson, Resolution No. 2023-05 entitled “Resolution Adopting Updated Mechanic Position Description” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-05 is contained in the City Administrator’s book entitled Council Resolutions 24.

Mechanic Assistant Job Description – City Administrator Prafke recommended modifications to the Mechanic Assistant job description and reported that the initial recruitment period for the position that was created in 2022 had failed to provide qualified candidates. Prafke indicated staff believed that lowering the minimum qualifications for the position would result in a higher number of candidates who would still be capable of doing the job. In motion by Bruflat, seconded by DeVos, Resolution No. 2023-06 entitled “Resolution Adopting Updated Mechanic Assistant Position Description” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-06 is contained in the City Administrator’s book entitled Council Resolutions 24.

Union Memorandums Of Agreement – City Administrator Prafke recommended execution of five Memorandums of Agreement between the City and each of the five collective bargaining units (Parks, Streets, Utilities, Police Officers, Communications Technicians). Prafke indicated that the Agreements, which would provide for an additional 1.5% wage increase to all members of the units, was recommended based on the tight marketplace and, while slightly outside of the 2023 budgets, the City had sufficient revenues to approve the increase. Prafke also reminded the Council that a few years back each of the unions, had forgone a negotiated contract wage increase when the City was faced with a large Local Government Aid deficit.

Councilmember DeVos stated that reopening of previously negotiated contracts was not unique to Saint Peter and his wife worked for another government agency where the same action had been taken.

In motion by Sharstrom, seconded by Johnson, Resolution No. 2023-07 entitled “Resolution Approving Memorandum Of Agreement By And Between The City Of Saint Peter And International Union Of Operating Engineers Local 70, AFL-CIO (Parks) For Calendar Year 2023” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-07 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by Ranft, seconded by Bruflat, Resolution No. 2023-08 entitled “Resolution Approving Memorandum Of Agreement By And Between The City Of Saint Peter And International Union Of Operating Engineers Local 70, AFL-CIO (Streets) For Calendar Year 2023 “ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-08 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by Johnson, seconded by DeVos, Resolution No. 2023-09 entitled “Resolution Approving Memorandum Of Agreement By And Between The City Of Saint Peter And International Union Of Operating Engineers Local 70, AFL-CIO (Utilities) For Calendar Year 2023” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-09 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by DeVos, seconded by Ranft, Resolution No. 2023-10 entitled “Resolution Approving Memorandum Of Agreement By And Between The City Of Saint Peter And Law Enforcement Labor Services Local #241 (Police Officers) For Calendar Year 2023” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-10 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by Bruflat, seconded by Sharstrom, Resolution No. 2023-11 entitled “Resolution Approving Memorandum Of Agreement By And Between The City Of Saint Peter And Law Enforcement Labor Services Local #242 (Communication Technicians) For Calendar Year 2023” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-11 is contained in the City Administrator’s book entitled Council Resolutions 24.

Request for City Assistant: 2023 Polar Bear Plunge – City Administrator Prafke recommended approval of a request submitted by Sheriff Dave Lange to hold the Special Olympics Polar Bear Plunge at Hallett’s Pond on February 4, 2023. Prafke noted the cost to the City would be between \$1,000-\$2,000 and reported he had discussed with the organizers the 2022 concerns regarding dumping the hot tub on the ground and causing erosion into the Pond. In motion by Johnson, seconded by Ranft, Resolution No. 2023-12 entitled “Resolution Authorizing Use Of Hallett’s Pond For 2023 Polar Bear Plunge“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-12 is contained in the City Administrator’s book entitled Council Resolutions 24.

City Administrator Contract – City Attorney Brandt presented a proposed modification to City Administrator Prafke’s employment contract that would provide for a salary increase to \$164,143.38 which is the same 4.5% increase provided to both union and non-union/non-contract employees. Brandt reviewed Prafke’s accomplishments during year 2022 and recommended adoption of the modified contract. In motion by Ranft, seconded by Bruflat, Resolution No. 2023-13 entitled “Resolution Modifying City Administrator’s Employment Contract“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-13 is contained in the City Administrator’s book entitled Council Resolutions 24.

Reports

Mayor’s Report – Mayor Nowell had no reports.

Councilmember Reports – Councilmember Johnson reminded members of the January 25th Legislative Action Day sponsored by the Coalition of Greater Minnesota Cities and encouraged Councilmembers to consider participating.

City Administrator Prafke reminded Councilmembers that Senator Nick Frenz and Representative Jeff Brand had been invited to visit with the Council during a workshop session to discuss issues of importance to Saint Peter. Prafke also stated that the next workshop agenda would include an agenda item related to legislative issues.

Martin Luther King, Jr. Day Closures – City Administrator Prafke reminded the public that all non-emergency City offices would be closed on Monday, January 16th for the legal holiday and the City Council workshop would take place on Tuesday, January 17th.

Advisory Board Vacancies – City Administrator Prafke encouraged residents interested in volunteering to consider submitting an application for appointment to a City Council advisory board or commission. Prafke noted vacancies currently exist on the Civil Service Commission, Economic Development Authority, Tourism and Visitors Bureau and the Parks and Recreation Advisory Board.

There being no further business, a motion was made by Ranft, seconded by Sharstrom, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:38 p.m.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator