

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
JANUARY 10, 2022

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

Oath of Office – City Administrator Prafke administered the Oath of Office to newly elected Mayor Shanon A. Nowell and Councilmembers Darrell Pettis, Ben Ranft, and Dustin Sharstrom.

The City Council recessed at 7:05 p.m. to allow the new members to take photographs with their guests.

The Council returned resumed the meeting at 7:13 p.m.

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

Approval of Minutes – A motion was made by DeVos, seconded by Johnson, to approve the minutes of the December 13, 2021 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the December 13, 2021 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

Consent Agenda – In motion by Ranft, seconded by Bruflat, Resolution No. 2022–01 entitled "Resolution Approving Consent Agenda" was introduced with a correction to the resolution to identify the correct Assistant City Attorney (Steven Winkler). Councilmember DeVos questioned if the cost of the proposed sidewalk work at Minnesota Square would utilize all of the DNR grant funds received for the project. Public Works Director Moulton indicated the project would utilize most of the funds. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022–01 is contained in the City Administrator's book entitled Council Resolutions 23.

2021 North Third Street Improvement (Livermore to Union) Project Acceptance – Public Works Director Moulton recommended formal acceptance of the 2021 North Third Street Improvement (Livermore to Union) Project in the total amount of \$170,520.87. Moulton noted the project included a staff-approved change order in the amount of \$3,475 and additional work to separate a multiple water service for which the cost of \$17,238.67 would be assessed to the property owners. Moulton also requested authorization to make final payment to W.W. Blacktopping. Councilmember Pettis questioned whether the portion of costs to be assessed would require an assessment hearing, but Moulton reported the hearing had been conducted in 2021. In motion by Johnson, seconded by DeVos, Resolution No. 2022-02 entitled "Resolution Accepting 2021 North Third Street Improvement (Livermore To Union) Project And Authorizing Final Payment To Contractor" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-02 is contained in the City Administrator's book entitled Council Resolutions 23.

Hospital Equipment Purchase Request – River's Edge Hospital CEO Paula Meskan addressed the Council with the Hospital Commissions request for purchase of two large joint surgical saws from Stryker in the amount of \$50,177.40. Meskan noted having the additional saws would help with scheduling of large joint surgeries and save wear and tear on the existing equipment. Councilmember Bruflat questioned the one year warranty on the equipment and Meskan noted the Hospital gets additional warranty protection through a service agreement with Pro Care which also provides loaner equipment if needed. In motion by Johnson, seconded by Pettis, Resolution No. 2022-03 entitled "Resolution Approving Purchase Of Surgical Saws For River's Edge Hospital And Clinic" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-03 is contained in the City Administrator's book entitled Council Resolutions 23.

Fire Station USDA Incurrence Of Indebtedness – City Administrator Prafke presented a resolution providing for incurrence of indebtedness related to the USDA loans to be provided for the new Fire Station. Prafke noted the resolution is required by USDA, but does not provide for

transfer of any funds and while there are amounts included in the resolution, the final amount can go slightly higher or lower at closing. Prafke indicated the USDA funds were not the construction loan, but rather the final “mortgage” for the project. In motion by Ranft, seconded by DeVos, Resolution No. 2022-04 entitled “Resolution Authorizing And Providing For The Incurrence Of Indebtedness For The Purpose Of Providing A Portion Of The Cost Of Acquiring, Constructing, Enlarging, Improvement, And/Or Extending Its Fire Station Facility To Serve An Area Lawfully Within Its Jurisdiction To Serve” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-04 is contained in the City Administrator’s book entitled Council Resolutions 23.

Opioid Settlement – City Administrator Prafke recommended adoption of a resolution that would authorize the City to enter into an agreement with the State Attorney General regarding the national opioid settlement. Prafke noted the resolution ratified the already completed registration into the settlement and directed staff to execute the State agreement. Prafke cautioned that funds from the Settlement would not be allocated directly to the City, but would go to Nicollet County and every jurisdiction that signed on to the agreement would increase the amount of settlement money that would be provided to the State of Minnesota. In motion by Johnson, seconded by Sharstrom, Resolution No. 2022-05 entitled “Resolution Authorizing Execution Of Minnesota Opioids State-Subdivision Memorandum Of Agreement With The Minnesota State Attorney General” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-05 is contained in the City Administrator’s book entitled Council Resolutions 23.

Spill Prevention Study Formal Acceptance – Public Works Director Moulton requested adoption of the City’s updated spill prevention plan. Moulton indicated the EPA required plan was updated annually and covered seven City facilities - main Substation, Broadway Water Plant; Electric Generation Plant; Broadway Substation; Sunrise Substation; Public Works shop and yard; and the Wastewater Treatment Plant. City Administrator Prafke clarified that the plan was an internal plan and only impacted City owned facilities. In response to a question from Councilmember Johnson related to whether the plan is submitted to the EPA or just kept on file, Moulton noted the City’s plan and staff’s response to it is checked by the Minnesota Municipal Utilities Association (MMUA). In motion by Bruflat, seconded by Johnson, Resolution No. 2022-06 entitled “Resolution Adopting Updated Spill Prevention Control And Countermeasures Plan (SPCC)” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-06 is contained in the City Administrator’s book entitled Council Resolutions 23.

Apprentice Lineman Position Description Update – Public Works Director Moulton requested updates to the Apprentice Lineman Electrician position description and authorization to increase the staffing level in the Electric Utility to include an Apprentice Lineman. Moulton expressed his belief that it would be beneficial to the City to hire an Apprentice who could train with the Journeyman Linemen and move up through the ranks as current staff transition away from the City. Moulton also pointed out that the part-time (900 hours) student worker would be eliminated if a full-time Apprentice was hired. In motion by Johnson, seconded by Sharstrom, Resolution No. 2022-07 entitled “Resolution Adopting Updated Position Description For Apprentice Lineman Electrician And Modifying Electric Utility Staffing Levels” was introduced with a change to the resolution to reflect a staffing level of one (1) Superintendent; and five (5) Licensed Lineman Electricians and/or Apprentice Lineman Electricians. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-07 is contained in the City Administrator’s book entitled Council Resolutions 23.

Facilities Maintenance Lead Position Description Update – Recreation and Leisure Services Director Schugel requested updates to the Facilities Maintenance Lead (formerly Facilities Maintenance Lead Worker) position description. Schugel reported the proposed changes included a slightly changed title, moving some minimum qualifications to desired and a few minor language changes. In motion by Johnson, seconded by Bruflat, Resolution No. 2022-08 entitled “Resolution Adopting Updated Position Description For Facilities Maintenance Lead” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-08 is contained in the City Administrator’s book entitled Council Resolutions 24.

Pay Equity Report Submission – Finance Director Vogel requested authorization for submission of the pay equity report which is required by the State of Minnesota every three years. Vogel noted the City was well within the compliance standards. In motion by Ranft, seconded by Johnson, Resolution No. 2022-09 entitled “Resolution Adopting Pay Equity Report” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-09 is contained in the City Administrator’s book entitled Council Resolutions 24.

Request For City Assistance: Special Olympics Polar Bear Plunge Event – City Administrator Prafke recommended approval be provided for City assistance (use of Hallett’s Pond, cutting a hole in the ice and use of City portable bleachers), for the Special Olympics Polar Bear Plunge event on February 5, 2022. In motion by Ranft, seconded by DeVos, Resolution No. 2022-10 entitled “Resolution Authorizing Use Of Hallett’s Pond For 2022 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. 2022-10 is contained in the City Administrator’s book entitled Council Resolutions 24.

Reports

Mayor’s Report – Mayor Nowell had no reports.

Martin Luther King, Jr. Day Holiday Closures – City Administrator Prafke reported on closures of City offices for the Martin Luther King, Jr. Day holiday and reminded everyone the Council workshop would take place the day after (January 18, 2022).

Sales Tax Ordinance Public Notice – City Administrator Prafke reported the sales tax implementation is moving forward with publication of a proposed ordinance change for Council consideration on January 24, 2022.

Minnesota River Valley Transit Fares - City Administrator Prafke noted that the proposed implementation of fares for Minnesota River Valley Transit services has been delayed until at least February due to the continued inability to utilize the RouteMatch software.

Executive Session – Union Contract Negotiations – City Administrator Prafke requested a closed session as authorized by State Statute, to discuss union contract negotiations with the Police Officer and Streets unions. In motion by DeVos, seconded by Ranft, Resolution No. 2022-11 entitled “Resolution Calling For Closed Sessions“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-11 is contained in the City Administrator’s book entitled Council Resolutions 24.

The Council recessed at 7:55 p.m. to clear the meeting room.

The City Council adjourned to closed session at 8:00 p.m. to discuss Police Officer union negotiations. The Council returned to open session at 8:47 p.m.

The Council adjourned to closed session at 8:49 p.m. to discuss Street union negotiations. The City Council returned to open session at 9:01 p.m.

There being no further business, a motion was made by Johnson, seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 9:07 p.m.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator