

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**JUNE 26, 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, Emily Bruflat, and Dustin Sharstrom. 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 Johnson, seconded by Ranft, to approve the agenda. With all in favor, the agenda was approved.

**Approval of Minutes** – A motion was made by Ranft, seconded by Bruflat, to approve the minutes of the June 12, 2023 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the June 12, 2023 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

**Public Hearing: Request For Alley Vacation** – Mayor Nowell reviewed the process for conducting a public hearing and then opened the public hearing at 7:02 p.m. on a petition to vacate the alley in Block 104 of Traverse des Sioux Plat at 7:02 p.m. Community Development Director Baker presented the request to vacate the alley which was originally platted in 1856 and which City and County maps showed as already vacated. Baker then noted there was no proof the Council had taken action to authorize the vacation and property owners David and Judy Kerr had petitioned for the vacation to ensure clear title to the property. Baker reported the hearing notice had been duly published in the St. Peter Herald and abutting property owners had been notified as required by Statute.

There being no further speakers, the hearing was declared closed at 7:05 p.m.

**Consent Agenda** – In motion by Sharstrom, seconded by Ranft, Resolution No. 2023–100 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. 2023-100 is contained in the City Administrator's book entitled Council Resolutions 24.

**Lease Of City Owned Property At 107 West Nassau** – City Administrator Prafke recommended execution of a lease for the City owned property at 107 West Nassau Street (former library lot) by Amanda Malkin. Prafke also noted a technical change to the lease as suggested by City Attorney Brandt that would clarify on the first page of the lease the updated legal description. Prafke noted the change could be initialed by Ms. Malkin who had already signed the lease. Councilmember Ranft questioned whether there was a termination clause that would allow the lease to end if someone wished to purchase the property. Prafke noted Section 39 provided for a ninety (90) day termination clause.

In motion by Johnson, seconded by Bruflat, Resolution No. 2023-101 entitled "Resolution Authorizing Execution Of Lease For City Owned Property At 107 West Nassau Street By Amanda Malkin" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and

adopted. A complete copy of Resolution No. 2023-101 is contained in the City Administrator's book entitled Council Resolutions 24.

**Alley Vacation Request: Block 104 Traverse Des Sioux Plat** – Community Development Director Baker recommended approval of the request to vacate Block 104 in the Traverse des Sioux Plat as petitioned by the property owners and recommended by the Planning and Zoning Commission. In motion by Sharstrom, seconded by Baker, Resolution No. 2023-102 entitled "Resolution Vacating A 20 Foot Alley In Block 104 Traverse Des Sioux Plat" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-102 is contained in the City Administrator's book entitled Council Resolutions 24.

**Kerr Addition Preliminary/Final Plats** – Community Development Director Baker presented the Planning and Zoning Commission recommendations for approval of preliminary and final plats for the Kerr Addition. Baker noted that the plats would subdivide Parcel #19.705.0290 (the former Kentucky Fried Chicken and Mediacom building properties) into two separate parcels, each of which would be in compliance with the C-4 zoning regulations. Baker also noted that approval of the final plat would require the applicants to record a separate easement with the County Recorder for the interior (private) storm sewer liens/easements that run under the parking lots of both parcels.

In motion by DeVos, seconded by Bruflat, Resolution No. 2023-103 entitled "Resolution Approving Kerr Addition Preliminary Plat" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-103 is contained in the City Administrator's book entitled Council Resolutions 24.

In motion by Johnson, seconded by DeVos, Resolution No. 2023-104 entitled "Resolution Approving Kerr Addition Final Plat" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-104 is contained in the City Administrator's book entitled Council Resolutions 24.

**2023 Accessibility Grant Awards** – Community Development Director Baker reported the Council had re-authorized the accessibility grant program for 2023 with a budget of \$55,000 and eighteen (18) applications totaling \$227,000 had been received. Baker indicated a committee had been appointed to review the applications using a number of pre-determined criteria and the committee had recommended, and the full Economic Development Authority had further recommended, award of six grants totaling \$53,228.

Councilmembers expressed strong support for the program and the cited the improved accessibility in commercial buildings which was due to the grant funds.

Councilmember Sharstrom suggested that the EDA/staff investigate other grant funding that may be available to match what the City is able to offer.

In motion by DeVos, seconded by Sharstrom, Resolution No. 2023-105 entitled "Resolution Awarding Applications For 2023 Accessibility Improvement Grant" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-105 is contained in the City Administrator's book entitled Council Resolutions 24.

**Request For City Assistance: Fourth of July** – City Administrator Prafke recommended approval of the assistance request submitted by the Chamber of Commerce for the annual

community Fourth of July activities. Prafke also indicated that the company that will be operating the community fireworks display had submitted a late application for the required fireworks permit and asked the Council to approve the permit as part of the overall assistance resolution. In motion by Ranft, seconded by Johnson, Resolution No. 2023-106 entitled “Resolution Authorizing City Assistance For Fourth Of July Event” was introduced with the addition of approving the fireworks permit. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2023-106 is contained in the City Administrator’s book entitled Council Resolutions 24.

**School Resource Officer Agreement** – City Administrator Prafke recommended execution of an updated agreement with School District #508 for the City to provide one School Resource Officer (SRO) for the period July 1, 2023 – June 30, 2025 with the District paying seventy percent (70%) of the Officer’s wages and benefits. Prafke noted that ongoing discussions with the District had resulted in an agreement that all parties agree provided for better continuity and communication which has lessened the SRO’s load. In motion by Sharstrom, seconded by Ranft, Resolution No. 2023-107 entitled “Resolution Approving Execution Of Agreement With School District #508 For City Provision Of One School Resource Officer” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-107 is contained in the City Administrator’s book entitled Council Resolutions 24.

Mayor Nowell commended Officer Jon Hughes, who serves as the SRO, for his service in the role.

**Memorandum Of Understanding School District #508** – City Administrator Prafke recommended execution of a renewal agreement with School District #508 for the City to provide certain youth programming with funding from the District’s Community Education department. Prafke reminded the Council that this agreement had been in place since 2004 when State funding cuts forced the District to find a less expensive alternative to provide the programs. As always, Prafke cautioned the City Council that should the District no longer be able to fund the programming through the City, it would put the City in the position of having to cancel the programs. In motion by Bruflat, seconded by Johnson, Resolution No. 2023-108 entitled “Resolution Authorizing Execution Of Youth Development Memorandum Of Understanding” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-108 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Tax Increment Financing District No. 1-18 Boundary** – City Administrator Prafke recommended approval of a resolution that would amend the boundaries of Tax Increment Financing District No. 1-18 by removal of three parcels which were also included in Tax Increment Financing District No. 1-25 (housing district). In motion by DeVos, seconded by Sharstrom, Resolution No. 2023-109 entitled “Resolution Amending The Boundaries Of Tax Increment Financing District No. 1-18” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-109 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Write-In Vote Counting Policy** – City Administrator Prafke reported State law regarding counting/tallying write-in votes had been modified to require voters to fill in the oval next to a write-in name and also to allow cities the option of having to only count write-ins for registered write-in candidates, or write-in candidates only having their individual votes tallied if the number of write-in votes for the contest is greater than or equal to the fewest number of votes cast for a

non-write-in candidate. Prafke reported staff's recommendation was to adopt the second option effective July 1, 2023 as authorized by Statute.

Councilmember DeVos expressed his belief that it is a good idea and should result in election results being available earlier. In motion by Johnson, seconded by Ranft, Resolution No. 2023-110 entitled "Resolution Establishing City Regulations Related To Counting Of Write-In Votes" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-110 is contained in the City Administrator's book entitled Council Resolutions 24.

**MnDOT Advance Construction Agreement** – Public Works Director Moulton requested execution of an Advance Construction Agreement with MnDOT which would appoint MnDOT as the City's fiscal agent for receiving federal funds (\$1.533 million) awarded for the upcoming roundabout project at Old Minnesota Avenue/West St. Julien Street. Moulton noted that most of the funding is scheduled for award in 2025 and having the agreement in place would allow the City to begin construction prior to that construction year. In motion by Johnson, seconded by Ranft, Resolution No. 2023-111 entitled "Resolution Authorizing Execution Of Minnesota Department Of Transportation (MnDOT) Advance Construction Agreement For Old Minnesota Avenue/St. Julien Street Roundabout Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-111 is contained in the City Administrator's book entitled Council Resolutions 24.

**Business License Applications** – City Administrator Prafke recommended approval of new business license applications submitted by Family Dollar and River Rock Coffee and Tea. Prafke noted nothing had been found in the background investigations that would prohibit issuance of the licenses. In motion by Johnson, seconded by Bruflat, Resolution No. 2023-112 entitled "Resolution Approving New Business License Applications" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-112 is contained in the City Administrator's book entitled Council Resolutions 24.

## **Reports**

**Mayor's Report** – Mayor Nowell thanked all of those involved in planning and preparing for the Fourth of July activities and encouraged those interested in donating to the fireworks show to do so at the Chamber of Commerce.

Nowell also reported on a Region Nine bus tour she and Councilmember DeVos had recently participated in which included touring the region to see businesses funded and/or supported by Region Nine.

Nowell also mentioned the passing of Keith Keogh and thanked him for his years of service on the Tourism Board and to the community.

**League of Minnesota Cities Conference** – Councilmembers Sharstrom and Ranft reported on their attendance at the League of Minnesota Cities annual conference held in Duluth the week prior. Sharstrom noted the recent increase in funds provided through the Local Government Aid (LGA) program and encouraged everyone to contact their legislators to request the law be changed to provide for an automatic inflation calculator in LGA each year. Councilmember Ranft mentioned different sessions he attended including one discussing licensing of adult use cannabis retail businesses which are expected to be in place by January 1, 2025 and sessions on housing, broadband provision and general networking. City Administrator Prafke noted that the State is

considering 4-5 areas related to licensing of adult use cannabis and all parties are giving measured consideration to the issues.

**Closed Session Discussion** – City Administrator Prafke reported the closed sessions held at the June 10, 2023 meeting were related to lease of the old library lot and a potential land transfer that is still under discussion.

Finance Director Vogel provided a report on the transfer of refuse haulers and reminded the public that the LJP curbies that were being collected the week of June 26th should be left at curbside when emptied so that they could be picked up and then customers should begin using the West Central Sanitation curbies. Vogel also noted that those customers wishing to change curbie sizes should notify the Finance Department beginning September 5th and a different size would be provided with no fee for making the change.

There being no further business, a motion was made by Bruflat, seconded by Ranft, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:59 p.m.

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Bradley DeVos  
Mayor pro tem

ATTEST:

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Todd Prafke  
City Administrator