

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**AUGUST 22, 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, Mayor Nowell called the meeting to order at 7:00 p.m. The following members were present: Shanon Nowell, Keri Johnson, Brad DeVos, and Darrell Pettis. Absent were Councilmembers Emily Bruflat, Ben Ranft and Dustin Sharstrom. 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 Pettis, seconded by Johnson, to approve the agenda. With all in favor, the agenda was approved.

**Approval of Minutes** – A motion was made by Johnson, seconded by Pettis, to approve the minutes of the August 8, 2022 regular City Council meeting with a correction to the acronym used for the Coalition of Greater Minnesota Cities (CGMC). With all in favor, the minutes were approved as modified. A complete copy of the minutes of the August 8, 2022 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

**Consent Agenda** – In motion by DeVos, seconded by Pettis, Resolution No. 2022–120 entitled "Resolution Approving Consent Agenda" was introduced. City Administrator Prafke noted an error in the memo requesting authorization to purchase new fire hydrants and reported the actual number being purchased was three. Councilmember DeVos questioned why an electric vehicle was being replaced by a gas model. Maintenance Superintendent Joel Schmidt reported electric models are not expected to be available in the foreseeable future and after waiting a year for new equipment, the recommendation was to purchase a gas model.

Councilmember Johnson questioned what the ribbons around boulevard trees signified. Schmidt reported the ribbons indicate Ash trees that will be removed as part of the Emerald Ash Borer Mitigation Plan and the color of the ribbon indicates which of the three removal contracts each particular tree was assigned to. Johnson also asked if owners of property abutting a tree that is being removed would be able to request a specific type of tree as a replacement. Schmidt responded that requests would be considered on a first-come, first-served basis because replacement tree varieties are limited.

Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022–120 is contained in the City Administrator's book entitled Council Resolutions 24.

**County Cooperative Construction Agreement (Broadway Avenue/Sunrise Drive)** – City Administrator Prafke recommended authorization be provided for execution of an agreement with Nicollet County related to the construction of a roundabout at the intersection of West Broadway Avenue and Sunrise Drive. Prafke reminded Councilmembers that the County owns one "leg" of the intersection and as such, will fund approximately \$266,000 of the remaining project cost after the \$1,250,000 in Local Road Improvement Grant funds are applied to the cost. Councilmember Johnson questioned which entity would be responsible for maintenance of the middle of the roundabout and Prafke noted that negotiations are still underway with Nicollet County related to those costs and lighting costs.

Prafke noted that some concerns are being expressed by the community related to the timeline for the project and reported that while it had been hoped the project would start sooner, it was important to provide for the work before the fire station project was completed so as not to impede any emergency response and to ensure the grant funds remain available for the project.

In motion by Johnson, seconded by Pettis, Resolution No. 2022-121 entitled "Resolution Authorizing Execution Of Cooperative Construction Agreement With Nicollet County For Improvements To The Intersection At Broadway Avenue And Sunrise Drive" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-121 is contained in the City Administrator's book entitled Council Resolutions 24.

**Groundskeeper Position Description Modifications** – City Administrator Prafke recommended modifications to the position description for Groundskeeper and noted that the

additional change recommended by the City Council during workshop discussion had been incorporated. In motion by Pettis, seconded by DeVos, Resolution No. 2022-122 entitled “Resolution Adopting Updated Groundskeeper Position Description” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-122 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Unbudgeted Purchase: Encrypted Police Radios** – City Administrator Prafke recommended authorization be provided for the unbudgeted purchase of encrypted mobile radios for the Police Department in the amount of \$28,497.60 from Alpha Wireless of North Mankato to comply with the State Bureau of Criminal Apprehension (BCA) mandate requiring encrypted radios. Prafke reported the BCA had accepted the City’s plan to replace twelve radios through a phased-in plan over three years. Prafke noted that while the radios were unbudgeted, funding would be available if the budgeted purchase of body cameras for the Police Department, which were budgeted in the event a mandate was issued requiring use of body cameras, was postponed. In motion by DeVos, seconded by Johnson, Resolution No. 2022-123 entitled “Resolution Approving Unbudgeted Purchase Of Encrypted Radios For Police Department” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-123 is contained in the City Administrator’s book entitled Council Resolutions 24.

**School District #508 Community Center Lease Renewal** – City Administrator Prafke recommended approval for execution of a renewal lease with School District #508 (Community Education) for space in the Community Center. Prafke noted the lease amount would increase by three percent (3%) each year of the agreement which would go through September 30, 2025 and includes gym use in addition to the office space. In motion by Pettis, seconded by DeVos, Resolution No. 2022-124 entitled “Resolution Approving Execution Of Lease With School District #508 (Community Education) For Space In The Community Center” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-124 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Purchasing Policy Modification** – City Administrator Prafke recommended modification to the City’s purchasing policy that would increase staff authority for purchases in light of the substantial changes in inflation since the last modification to the policy in 2018. Mayor Nowell noted the extensive discussion on the proposed changes by the City Council during the last workshop. In motion by Johnson, seconded by DeVos, Resolution No. 2022-125 entitled “Resolution Adopting Updated Purchasing Policy” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-125 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Assignment Of Tax Increment Financing Note (Central Square)** – City Administrator Prafke recommended approval of a request by Southwest Minnesota Housing Partnership (SWMHP) to assign the Development Agreement and Tax Increment Financing note executed in 2004 to a new non-profit entity created by SWMHP. Prafke noted the action was not unusual for not-for profits and was being created to allow for refinancing of Central Square Apartments in St. Peter along with two other entities owned by SWMHP. Prafke reported the requested action had been reviewed by the City’s bond counsel and approval was recommended. In motion by DeVos, seconded by Johnson, Resolution No. 2022-126 entitled “Resolution Approving The Assignment And Assumption Of Development Agreement And TIF Note” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-126 is contained in the City Administrator’s book entitled Council Resolutions 24.

## **Reports**

**Mayor’s Report** – Mayor Nowell thanked all those involved with organizing the Nicollet County Fair which she stated was a “wonderful, family-friendly event.”

**Gorman Park Improvement Project Open House** – City Administrator Prafke invited the City Council and community members to an open house event on August 25th where information on proposed updates to Gorman Park will be presented.

**Broadway Avenue/Sunrise Drive Detour** – City Administrator Prafke indicated that ongoing complaints about the detour for the Broadway Avenue/Sunrise Drive project had led to discussions related to installing additional signage. Prafke asked the public to be patient and noted the contractor was trying to move quickly.

**Goal Session Schedule** - City Administrator Prafke reminded the Council of the goal session scheduled for 3:00 p.m. on August 29th in the Governors' Room.

**Advisory Board Vacancies** – City Administrator Prafke encouraged residents interested in appointment to the Heritage Preservation Commission, Planning Commission, Library Board and Housing and Redevelopment Authority to submit an application which was available on the City’s website or from the City Administrator’s office.

City Administrator Prafke also reminded the Council of the community appreciation picnic being hosted by River’s Edge Hospital on August 25th at Gault Park.

Councilmember Pettis reported he had attended the first construction meeting for the new Fire Station.

**Closed Session: Real Estate Transaction (107 West Nassau Street)** – City Administrator Prafke requested a closed session as authorized by State Statute to discuss a possible real estate transaction related to the City-owned property at 107 West Nassau Street. In motion by DeVos, seconded by Pettis, Resolution No. 2022-127 entitled “Resolution Calling For Closed Session“ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted.

A complete copy of Resolution No. 2022-127 is contained in the City Administrator’s book entitled Council Resolutions 24.

The Council recessed at 7:36 p.m.

The Council convened in closed session in the Traverse des Sioux Room at 7:43 p.m. to discuss a proposed real estate transaction with the City Attorney as authorized under State Statute for the City-owned property at 107 West Nassau Street.

The closed session adjourned at 8:04 p.m.

There being no further business, a motion was made by Johnson, seconded by DeVos, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:05 p.m.

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Shanon A. Nowell  
Mayor

ATTEST:

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Todd Prafke  
City Administrator