

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
SEPTEMBER 12, 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, Emily Bruflat, Ben Ranft, Dustin Sharstrom, and Darrell Pettis. The following officials were also present: City Administrator Todd Prafke, Assistant City Attorney Steven Winkler, and City Engineer Jeff Domras.

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 Pettis, seconded by DeVos, to approve the minutes of the August 22, 2022 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the August 22, 2022 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

Consent Agenda – In motion by Ranft, seconded by Pettis, Resolution No. 2022–128 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember DeVos asked that Rock Bend Folk Festival, which has for the past two years or so submitted their license applications too late for Council approval prior to the event, be instructed to be more timely in applying for licenses. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022–128 is contained in the City Administrator's book entitled Council Resolutions 24.

St. Julien Street/Old Minnesota Avenue Project Preliminary Engineering – Public Works Director Moulton requested Bolton and Menk, Inc. be retained to provide preliminary engineering for a proposed roundabout installation at the intersection of West St. Julien Street and Old Minnesota Avenue for a fee of \$128,000. Moulton reminded the Council that planning for improvements at the intersection began about a decade prior in an attempt to coordinate with MnDOT's Highway 169 improvements and property needed for right-of-way was purchased from the owners of abutting parcels before the design work was stopped. Moulton reported that recent development in the area prompted the project to move ahead once again with \$1,240,094 in Federal grant funds helping pay for the improvement. In motion by Pettis, seconded by DeVos, Resolution No. 2022-129 entitled "Resolution Authorizing Bolton and Menk, Inc. To Provide Engineering For An Improvement Project At The Intersection Of St. Julien Street And Old Minnesota Avenue" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-129 is contained in the City Administrator's book entitled Council Resolutions 24.

West Park Row Improvement Project Feasibility Study – Public Works Director Moulton recommended Bolton and Menk, Inc. be retained to prepare a feasibility study for a project to improve West Park Row from South Third Street to South Washington Avenue for a fee of \$13,500. Moulton indicated the project was proposed to be funded by a combination of Utility funds and assessment to benefiting property owners and, as required by Minnesota Statutes 429, the assessment process requires a feasibility study be prepared before moving forward. Councilmember Johnson questioned how roadway improvement projects are prioritized and Moulton indicated sanitary sewer and watermain improvements usually drive priority projects such as the Park Row improvements. In motion by Johnson, seconded by Bruflat, Resolution No. 2022-130 entitled "Resolution Authorizing Bolton And Menk, Inc. To Prepare Feasibility Study For Improvements To Park Row From South Third Street To South Washington Avenue" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-130 is contained in the City Administrator's book entitled Council Resolutions 24.

Façade Renovation Revolving Loan: Nicollet Hotel LLC (Tanis) – City Administrator Prafke provided a recommendation by the Economic Development Authority (EDA) for approval of a \$10,000 Façade Renovation loan to Nicollet Hotel, LLC (Peter Tanis) for replacement of windows at the Nicollet Hotel property. As stipulated in the loan program guidelines, Prafke reported the EDA was recommending the loan be amortized over five (5) years, at zero percent (0%) interest and be secured by a mortgage on the Hotel property (122 South Minnesota

Avenue) and a personal guarantee by Peter Tanis. In motion by Sharstrom, seconded by Ranft, Resolution No. 2022-131 entitled "Resolution Approving A \$10,000 Façade Renovation/Historical Enhancement Revolving Laon To Peter Tanis, Nicollet Hotel, LLC, To Partially Finance Replacement Of Seven Exterior Windows" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-131 is contained in the City Administrator's book entitled Council Resolutions 24.

Fire Station Project – Culinary Purchases – City Administrator Prafke, after reminding the City Council they had previously rejected Fire Station project bids for kitchen equipment, recommended accepting the proposal from Culinex for purchase of stainless-steel tables and sinks, disposer, and range hood in the total amount of \$31,757 which was comparable to the bids that had been rejected. Prafke reminded the Council that as other bids that had originally been rejected are either re-bid or proposals or quotes received for purchase, the expenditure would come back before the Council. In motion by Pettis, seconded by Bruflat, Resolution No. 2022-132 entitled "Resolution Approving Purchase Of Culinary Equipment For Fire Station Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-132 is contained in the City Administrator's book entitled Council Resolutions 24.

City Assistance Request: St. Peter Ambassadors Oktoberfest – City Administrator Prafke recommended approval of a request by the St. Peter Ambassadors for use of City picnic tables and portable light standards and to have a parade along Fair Street from Veteran's Field to the Fairgrounds as part of the Oktoberfest event. Prafke noted that if the Oktoberfest event had been held solely on the private property of the Fairgrounds, the action would not have required City Council approval, but having a parade required Council action and submission of a \$1.5 million certificate of insurance. In motion by Johnson, seconded by Sharstrom, Resolution No. 2022-133 entitled "Resolution Approving City Assistance For St. Peter Ambassador's Oktoberfest Event" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-133 is contained in the City Administrator's book entitled Council Resolutions 24.

City Assistance Request: High School Homecoming Parade – City Administrator Prafke recommended approval of a request submitted by the High School (School District #508) to hold a homecoming parade on City streets on September 30th. Prafke indicated the parade would begin at the middle school on Lincoln Drive, travel easterly down Broadway Avenue, southerly on South Third Street, and then westerly along Grace Street back to Lincoln Drive. Prafke noted that as with all community events held on City owned property, School District #508 would be required to submit a certificate of insurance in an amount of not less than \$1,500,000 per occurrence naming the City of Saint Peter as an additional insured. In motion by Bruflat, seconded by Ranft, Resolution No. 2022-134 entitled "Resolution Approving Request By School District #508 To Conduct A Homecoming Parade On City Streets" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-134 is contained in the City Administrator's book entitled Council Resolutions 24.

Closed Session: Real Estate Transaction (107 West Nassau Street) – City Administrator Prafke requested closed sessions as authorized by State Statute to discuss possible real estate transactions related to the City-owned properties at 107 West Nassau Street and 1225 South Washington Avenue and a closed session to discuss a Memorandum of Agreement related to the International Union Of Operating Engineers Local 70, (Utilities) contract.

In motion by Pettis, seconded by Bruflat, Resolution No. 2022-135 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. 2022-135 is contained in the City Administrator's book entitled Council Resolutions 24.

The Council recessed at 7:29 p.m.

The Council convened in closed session 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 at 7:32 p.m. The closed session ended at 7:54 p.m.

The Council convened in closed session to discuss a proposed real estate transaction with the City Attorney as authorized under State Statute for the City-owned property at 1225 South Washington Avenue at 7:54 p.m. The closed session ended at 8:10 p.m.

The Council convened in closed session to discuss a “Memorandum of Agreement Electric” with International Union Of Operating Engineers Local 70, (Utilities) at 8:10 p.m. The closed session ended at 8:15 p.m.

The Council returned to open session at 8:18 p.m.

Utilities Union Contract Memorandum Of Agreement – City Administrator Prafke recommended execution of a Memorandum of Agreement Electric with International Union Of Operating Engineers Local 70, (Utilities) that would modify the lower end of the existing Linemen pay scale to reflect movement through the Minnesota Municipal Utilities Association Apprenticeship program for the recently hired Apprentice Lineman. Prafke noted that there was no change to the high end of the scale, but the proposed Agreement would provide additional wages to the Apprentice as he moved through the various training levels. In motion by Ranft, seconded by Johnson, Resolution No. 2022-136 entitled “Resolution Approving Execution Of Updated Memorandum Of Agreement Electric With The International Union Of Operating Engineers International Union Of Operating Engineers Local 70 (Utilities)” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-136 is contained in the City Administrator’s book entitled Council Resolutions 24.

Reports

Mayor’s Report – Mayor Nowell reported the City has several positions open and encouraged anyone looking for a job to check out the City’s website.

Nowell also congratulated the organizers of Rock Bend Folk Festival for their 31st event.

Goal Session Discussion – City Administrator Prafke reported the agenda items discussed at the August goal session were available on the City’s website.

Roundabout Project Update – Public Works Director Moulton reported that utility work is done in one leg of the roundabout and sewer and water work will be completed in the remaining legs within two weeks. Moulton also reported that concrete work will be done at the end of September and the project is on schedule if the weather continues to cooperate and staff was working with the contractor to address concerns raised by the public about the project detours. City Administrator Prafke asked the public to be patient as the work continues.

Councilmember Johnson expressed her belief that the changes in Minnesota Square Park, which helped improved accessibility for those with mobility challenges, were well received and this year’s event had the highest attendance.

Councilmember Bruflat expressed her appreciation for the community members who serve on the City’s advisory boards and encouraged anyone interested to consider applying for the current vacancies.

Mayor Nowell also thanked the Mason’s for their shelter donation and stated it was a “wonderful addition” to the park.

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 8:28 p.m.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator