

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 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, Mayor Nowell called the meeting to order at 7:00 p.m. The following members were present: Shanon Nowell, Brad DeVos, Emily Bruflat, Ben Ranft, Dustin Sharstrom, and Darrell Pettis. Absent was Councilmember Keri Johnson. 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 Ranft, seconded by Sharstrom, to approve the minutes of the September 26, 2022 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the September 26, 2022 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 20.

Consent Agenda – In motion by Sharstrom, seconded by Ranft, Resolution No. 2022-145 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. 2022-145 is contained in the City Administrator's book entitled Council Resolutions 24.

Final Acceptance 2022 N. 4th Street Improvements (Broadway-Chatham St.) Project – Public Works Director Moulton requested final acceptance of the 2022 N. 4th Street Improvements (Broadway-Chatham St.) Project which included a change order for concrete and sidewalk in the amount of \$8,800 (reimbursed by CenterPoint Energy) and an additional \$5,304 in costs related to needed pipe changes. Moulton indicated the final project cost was \$164,434 and recommended payment of the remaining \$110,619.55 to the contractor (Nielsen Concrete). In motion by Pettis, seconded by Ranft, Resolution No. 2022-146 entitled "Resolution Accepting 2022 N. 4th Street Improvements (Broadway-Chatham) Project And Authorizing Final Payment To Contractor" was introduced with changes to indicate the change order and additional pipe charges. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2022-146 is contained in the City Administrator's book entitled Council Resolutions 24.

Flood Plain Regulations/Summary Publication Authorization – City Administrator Prafke recommended adoption of an updated flood plain regulation ordinance and a resolution authorizing summary publication of the lengthy ordinance. Prafke noted that the Federal Emergency Management Agency (FEMA) and the Minnesota Department of Natural Resources (DNR) had made changes to the FIRM (flood plain) maps impacting the entire State of Minnesota and unless the revised regulations were adopted, St. Peter residents would not be eligible to purchase flood insurance. Prafke also noted that while the regulations were being taken out of Chapter 24 (Land Use Zoning) of the City Code, and would now be part of Chapter 25, no substantial policy changes were being made. In motion by DeVos, seconded by Bruflat, Ordinance No. 53, Third Series entitled "An Ordinance Amending Saint Peter City Code Chapter 24 'Land Use Regulations And Zoning' Division 17 'Floodplain District' And Adopting By Reference Saint Peter City Code Chapter 1 Section 1-6, Which, Among Other Things, Contain Penalty Provisions" was introduced. Upon roll call, with all in favor, the Ordinance was declared passed and adopted. A complete copy of Ordinance No. 53, Third Series is contained in the City Administrator's book entitled Council Ordinances 2.

In motion by Ranft, seconded by Pettis, Resolution No. 2022-147 entitled "Resolution Authorizing Publication Of The Title And Summary Of Ordinance No. 53, Third Series" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-147 is contained in the City Administrator's book entitled Council Resolutions 24.

Call For Hearing: Assessment Of Unpaid Utility Bills – Finance Director Vogel requested initiation of the annual process for assessment of unpaid utility bills. Vogel noted that of the unpaid utility charges due May 31, 2022, all but \$5,649.37 was able to be assessed under State law. Vogel recommended the Council adopt resolutions declaring the unpaid charges to be assessed and calling for a public hearing on November 14th. City Administrator Prafke noted

the unpaid charges equaled just 0.027% of the total utility sales for the last year ending on May 31st. In motion by Pettis, seconded by Bruflat, Resolution No. 2022-148 entitled “Resolution Declaring Unpaid Charges For Municipal Utilities To Be Assessed And Ordering Preparation Of Proposed Assessment” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-148 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by Ranft, seconded by Bruflat, Resolution No. 2022-149 entitled “Resolution Calling For A Public Hearing Declaring Unpaid Charges For Municipal Utilities To Be Assessed” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-149 is contained in the City Administrator’s book entitled Council Resolutions 24.

Call for Hearing: Assessment Of Unpaid Miscellaneous Charges – Finance Director Vogel recommended initiation of the process for assessment of unpaid miscellaneous charges such as weed mowing, snow removal, and project charges for which property owners signed waivers of assessment agreements (\$78,384.02). Councilmember DeVos pointed out that the financial information contained in the packet memo did not match the chart showing unpaid costs to be assessed. Vogel noted the chart was correct. Vogel recommended adoption of resolutions declaring the unpaid miscellaneous charges to be assessed and calling for a public hearing on November 14, 2022. In motion by Sharstrom, seconded by Pettis, Resolution No. 2022-150 entitled “Resolution Declaring Unpaid Charges To Be Assessed And Ordering Preparation Of Proposed Assessment Of Miscellaneous Charges” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-150 is contained in the City Administrator’s book entitled Council Resolutions 24.

In motion by Bruflat, seconded by Ranft, Resolution No. 2022-151 entitled “Resolution Calling For Public Hearing On Assessment Of Miscellaneous Charges” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-151 is contained in the City Administrator’s book entitled Council Resolutions 24.

Request For City Assistance: Haunted Hayride Event – City Administrator Prafke recommended approval of a request submitted by the Nicollet County Trails Association to hold their annual Haunted Hayride fundraiser along the minimum maintenance trail/snowmobile trails in Riverside Park. Prafke indicated he had met personally with the organizers to address Council concerns about the impact of the organizations event on park and in addition to the normal requirements for community events, approval was recommended contingent upon the group receiving approval from the Public Works Director for location of scenes and the group providing porta-potties (including a handicap accessible unit). Councilmember Bruflat urged City staff to ensure the organizers maintained the original trail and not “forge new paths” and to be “good stewards of the park”.

In motion by Pettis, seconded by Ranft, Resolution No. 2022-152 entitled “Resolution Approving Request For City Assistance For Nicollet County Trails Association Haunted Hayrides” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-152 is contained in the City Administrator’s book entitled Council Resolutions 24.

Request for City Assistance: Halloween Fun Run – City Administrator Prafke recommended approval of a request by the St. Peter Area Chamber of Commerce for the return of the annual Halloween Fun Run that would begin and end at the St. Peter High School with runners using City streets and trails in the Pine Pointe Subdivision, along the portion of Jefferson Avenue formerly called Gardner Road, in Welco West Subdivision, and through Community Spirit Park. Prafke noted the approval was recommended contingent upon the Chamber meeting all of the normal requirements for community events and also working with the Nicollet County Engineer and Sheriff’s Office regarding crossings at County roads. In motion by Sharstrom, seconded by Bruflat, Resolution No. 2022-153 entitled “Resolution Approving Request For City Assistance For St. Peter Area Chamber Of Commerce Halloween Fun Run And Lil Monster Dash” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-153 is contained in the City Administrator’s book entitled Council Resolutions 24.

MnDOT Coop and Detour Agreements (Highways 169, 99 and 22) – City Administrator Prafke recommended approval of two different agreements (cooperative and detour) with the Minnesota Department of Transportation (MnDOT) for the project to improve Highway 169 at the intersections of Highways 22 and 99 on the south end of Saint Peter. Prafke noted the cooperative agreement specified costs related to City utility improvements that will be put in

place as part of the MnDOT project. Public Works Director Moulton noted the City improvements would include new sanitary sewer and replacement of watermain from Jefferson Avenue to Martin Street in an area that has experienced numerous breaks of the existing cast iron water main at a cost of \$25,000 each time. Moulton noted that with the improvements, the water and sanitary sewer mains would be good for another fifty years. In motion by Ranft, seconded by Bruflat, Resolution No. 2022-154 entitled "Resolution Approving Execution Of Cooperative Agreement Between City Of Saint Peter And Minnesota Department Of Transportation For Highway 169, 22 And 99 Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-154 is contained in the City Administrator's book entitled Council Resolutions 24.

In motion by Ranft, seconded by Sharstrom, Resolution No. 2022-155 entitled "Resolution Approving Execution Of Detour Agreement Between City Of Saint Peter And Minnesota Department Of Transportation For Highway 169, 22 And 99 Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-155 is contained in the City Administrator's book entitled Council Resolutions 24.

Hospital Equipment Purchase: Telemetry Monitors/Software – River's Edge Hospital CEO Paula Meskan addressed the Council to request authorization for purchase of eight (8) Mindray telemetry monitors and the necessary software/gateway upgrades in the total amount of \$82,227.05 funded by Hospital funds. Meskan said the Hospital currently has ten monitors which are attached to surgical patients for 24 hours after their procedure, but more are needed. Meskan pointed out that the proposed purchase matches the equipment currently in use and provides data to a central monitoring system. In motion by Pettis, seconded by DeVos, Resolution No. 2022-156 entitled "Resolution Approving Purchase Of Telemetry Equipment/Software 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. 2022-156 is contained in the City Administrator's book entitled Council Resolutions 24.

Groundskeeper Position Description – Public Works Director Moulton reported that the Groundskeeper position had been modified by the City Council in August, but the most recent recruitment process had failed to recruit candidates who met the minimum standards for the position. Moulton requested further modification to remove the minimum qualification that requires "one year experience in the maintenance of parks and recreational facilities". In motion by Ranft, seconded by Sharstrom, Resolution No. 2022-157 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. 2022-157 is contained in the City Administrator's book entitled Council Resolutions 24.

Tree Worker License Application – City Administrator Prafke reported nothing had been found in a background investigation that would prohibit issuance of a Tree Worker license to Down To Earth Landscaping. In motion by Bruflat, seconded by Sharstrom, Resolution No. 2022-158 entitled "Resolution Approving Tree Worker License Application" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-158 is contained in the City Administrator's book entitled Council Resolutions 24.

Reports

Mayor's Report – Mayor Nowell reported it was a great weekend in St. Peter with lots of events going on. Nowell also encouraged everyone to support small businesses.

SMMPA Annual Meeting – Public Works Director Moulton reported the City had been a member of Southern Minnesota Municipal Power Agency (SMMPA) since 1977-1978 and that SMMPA would be holding their annual meeting to discuss the state of the Agency, portfolio, investments, and proposed rate changes later in the week. City Administrator Prafke encouraged Councilmembers interested in attending the annual meeting to consider doing so in the future.

Joint Council/School Board Committee of the Whole Discussion – Councilmember DeVos and Sharstrom reported on the joint City Council/School Board committee of the whole meeting which included Community Spirit Park, School Resource Officers, diversity/equity/inclusion, collaborative efforts and housing needs. Councilmember Pettis expressed his desire to have the joint meetings at least biannually going forward.

Fire Station Project Update - City Administrator Prafke reported that with the delivery of steel for the Fire Station project, the public would begin to see structure above ground in the very

near future. Prafke also reported on offers for donations from 2-3 possible donors and stated staff was working with the groups.

Coalition of Greater Minnesota Cities Environmental Committee Report – Councilmember Bruflat, who sits on the Coalition of Greater Minnesota Cities (CGMC) Environmental Committee, reported on discussion at a recent meeting which include an overview of legislative actions, and work to ensure safe water supplies. Bruflat stated the group addresses environmental issues from both a practical and legislative standpoint.

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 7:54 p.m.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator