

CITY OF SAINT PETER, MINNESOTA

OFFICIAL PROCEEDINGS

**MINUTES OF THE CITY COUNCIL MEETING
OCTOBER 23, 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: Keri Johnson, Darrell Pettis, Ben Ranft, Brad DeVos, Emily Bruflat, Dustin Sharstrom and Mayor Shanon Nowell. 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 Johnson, seconded by Pettis, to approve the minutes of the October 9, 2023 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the October 9, 2023 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. 2023–167 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. 2023-167 is contained in the City Administrator's book entitled Council Resolutions 24.

USDA Fire Station Loan Final Authorization – Shannon Sweeney of David Drown Associates recommended adoption of a resolution accepting the USDA Rural Development financing in the amount of \$9,400,000 to finance the mortgage on the new Fire Station. Sweeney indicated the closing on the bond sale was expected on November 1, 2023 for the 40-year term of the financing and the draft resolution had been prepared by the City's bond counsel. In motion by Pettis, seconded by Johnson, Resolution No. 2023-168 entitled "Resolution Accepting The Offer Of The United States Of America To Purchase A \$9,400,000 Taxable General Obligation Sales Tax Revenue Bond Of 2023D, Pledging For The Security Thereof Sales And Use Tax Revenues And Providing For Its Issuance" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-168 is contained in the City Administrator's book entitled Council Resolutions 24.

Interfund Tax Increment Financing Loan – City Administrator Prafke recommended authorization be provided for an interfund loan in the amount of \$128,910 to Tax Increment Financing District No. 1-20. Prafke noted that due to an error by Nicollet County, the parcel was never set up as a tax increment parcel and therefore, no increments had been collected for the City to pay the developer as per the tax increment agreement.

Shannon Sweeney of David Drown Associates indicated that when the parcel was replatted, the County assigned a new Parcel Identification number that didn't get entered as a Tax Increment Financing parcel. Prafke noted that without action by the Council, the City would be unable to forward the increments generated to the developer which would be in default of the development agreement.

Councilmember DeVos questioned where the money went and Prafke responded that the taxes generated on the parcel had been distributed to the taxing entities as if there was no Tax Increment Financing in place. Prafke also noted that it was possible that enough increments would be generated in the 14-year term of the agreement to cover the interfund loan or an additional year could be used to recoup the funds.

In motion by Ranft, seconded by Sharstrom, Resolution No. 2023-169 entitled "Resolution Authorizing An Interfund Loan For TIF District 1-20" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-169 is contained in the City Administrator's book entitled Council Resolutions 24.

Handicap Parking Designation Request – Public Works Director Moulton recommended approval of a request made by Premier Tax And Accounting for designation of a handicap parking stall near their business entrance on the 200 block of West Park Row. Moulton, noting that City policy is to place handicap parking stalls at street intersections rather than the interior of a block, recommended that if the request was approved the petitioner be charged for all City costs. In

motion by Pettis, seconded by Bruflat, Resolution No. 2023-170 entitled “Resolution Approving Request For Designation Of Handicap Parking Stall” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-170 is contained in the City Administrator’s book entitled Council Resolutions 24.

Intersection Control Evaluation Study (Broadway/Washington) – Public Works Director Moulton recommended an Intersection Control Evaluation (ICE) study be prepared for the intersection of Broadway/Washington Avenues. Moulton noted that the study was necessary in order to qualify for possible grant funding for traffic movement and safety improvements at intersections and the study, to be completed by Bolton and Menk, Inc. at a not to exceed cost of \$27,650, would provide four alternatives to intersection design along with cost estimates for each alternative. If approved, the study would begin in the spring and be completed by August according to Moulton.

Councilmember Bruflat mentioned several emails she had received from residents regarding the study requesting consideration of walkability and biking in the area and prioritizing forward thinking which may include not everyone utilizing cars.

Councilmember Pettis questioned whether Municipal State Aid (MSA) funds could be used to fund the study. City Administrator Prafke noted that MSA funds could be used, however the City was already borrowing ahead on MSA funding.

In motion by Ranft, seconded by Johnson, Resolution No. 2023-171 entitled “Resolution Approving Preparation Of Intersection Control Evaluation (ICE) Study For The Broadway Avenue And Washington Avenue Intersection” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-172 is contained in the City Administrator’s book entitled Council Resolutions 24.

Request For City Assistance: Haunted Hayride – City Administrator Prafke recommended approval for City assistance for the Nicollet County Trails Association haunted hayride fundraiser in Riverside Park. Prafke noted previous concerns expressed by the City Council about holding the event in a nature area had been addressed with the Association. In motion by Johnson, seconded by Ranft, Resolution No. 2023-172 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. 2023-172 is contained in the City Administrator’s book entitled Council Resolutions 24. City Administrator Prafke noted that while there are many haunted hayrides in the area, the Trails Association hayride was one of few in the area that provide access for those in wheelchairs.

2024-2025 Legal Services Contract – City Administrator Prafke presented the City Council Finance Committee recommendation for execution of a renewal contract with the Brandt and Winkler law firm to serve as the City Attorney’s Office for the years 2024 and 2025. Prafke noted the proposed contract included a \$10 per hour rate increase for both the City Attorney, Assistant City Attorney and a student practitioner should one be hired. Councilmember Sharstrom, who serves on the Finance Committee, indicated the rate increase was similar to that provided to City employees. In motion by Pettis, seconded by Sharstrom, Resolution No. 2023-173 entitled “Resolution Approving Execution Of 2024-2025 Legal Services Contract “ was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2023-173 is contained in the City Administrator’s book entitled Council Resolutions 24.

Winter No Maintenance Trail Designations – Public Works Director Moulton recommended certain trails and sidewalks in the community be designated as “no winter maintenance” as has been done in previous years. Moulton noted that the designated trails/sidewalks list was the same as the last two winters, with the exception of the trail around Hallett’s Pond which was experiencing heavier usage and the addition of the east side of 361st Avenue from Traverse Road to Community Spirit Park. In motion by Bruflat, seconded by Johnson, Resolution No. 2023-174 entitled “Resolution Establishing ‘No Winter Maintenance’ Trails And Sidewalks For The Winters Of 2023-2024 And 2024-2025” was introduced with the addition of the 361st trail. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2023-174 is contained in the City Administrator’s book entitled Council Resolutions 24.

Reports

Mayor’s Report – Mayor Nowell commented on the recent grand opening for the new Fire Station which included visits by U.S. Senator Amy Klobuchar, Minnesota Senator Nick Frentz, Minnesota Representative Jeff Brand and USDA Rural Development State Director Colleen Landkamer.

Nowell also thanked Councilmember Pettis, who also serves on the Fire Department, for all the meetings he attended as part of the Fire Station development.

Councilmembers Reports – Councilmember Johnson reported on her attendance at the Regional Economic Development Alliance (REDA) annual meeting. Johnson noted the event had the biggest attendance ever which may have been due in part to the networking event held before the meeting. Johnson also stated event discussion included the addition of housing to the REDA work plan and celebrated the newly executed joint services agreement.

Councilmembers Sharstrom and Pettis reported on their testimony before the Minnesota House of Representatives Bonding Committee to present the City's request for \$1.1 million in funding for redevelopment of Gorman Park and the TREEmendous Playground. Sharstrom and Pettis indicated the City's request was well received by the Committee.

Councilmember DeVos reported on his attendance at the SMMPA annual meeting and reported that SMMPA would not be raising rates this year.

Goal Session Schedule – City Administrator Prafke reminded the Council of the goal session that would be held on October 30th beginning at 3:00 p.m.

Parks Master Plan Open House – Public Works Director Moulton encouraged the public to attend the Parks Master Plan open house scheduled for October 25th from 4-7 pm. Moulton noted that Parks Board members would also be in attendance and staff and the Board were interested in hearing public feedback on park designs, amenities and the like.

Curbie Changeouts Update – Finance Director Vogel reported that customers had requested changeout of 411 refuse and recycling curbies and provided the schedule for West Central Sanitation to do so. City Administrator Prafke cautioned those who have gone to smaller size curbies to save costs that if they have excess materials they may be required to purchase special bags to dispose of any amounts that don't fit in the curbies.

There being no further business, a motion was made by Sharstrom, seconded by Bruflat, to adjourn. With all in favor, the motion carried, and the meeting adjourned at 7:42 p.m.

Shanon A. Nowell
Mayor

ATTEST:

Todd Prafke
City Administrator