CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

Regular Workshop Session of Monday, July 17, 2017
Governors' Room – Community Center – 5:30 p.m.
600 South Fifth Street

III. CALL TO ORDER

II. DISCUSSION
A. Coalition of Greater Minnesota Cities Presentation
B. Building Code Update
C. Loading/Unloading Zone – Parking Hours Request (Capital Room)
D. Council Wage Review
E. Future Goal Session Schedule

III. ADJOURNMENT

***PLEASE NOTE MEETING LOCATION***

Office of the City Administrator
Todd Prafke
TO: Honorable Mayor Zieman  
   Members of the City Council  
FROM: Todd Prafae  
   City Administrator  
RE: COGMC Presentation  

ACTION/RECOMMENDATION  

None needed. For your information only.  

BACKGROUND  

Coalition of Greater Minnesota Cities (COGMC) Senior Attorney/Lobbyist Bradley Peterson will be at the workshop on Monday evening to provide an update on activities of the Coalition. This is an annual presentation provided by the Coalition.  

You have been a member of the Coalition for more than a decade. COGMC is a nonpartisan advocacy organization representing 85 cities outside of the Twin Cities metropolitan area. The Coalition also educates legislators about issues important to Greater Minnesota.  

CGMC cities are dedicated to a strong Greater Minnesota. Their mission is to develop viable, progressive communities for businesses and families through strong economic growth and good local government. They support fair property taxes, good land use planning, sensible environmental regulation, a balanced transportation system, and effective economic development tools to meet that goal.  

Please feel free to contact me if you have any questions or concerns on this agenda item.  

TP/bal
TO: Todd Prafke  
City Administrator  
FROM: Dean Busse  
Building Official  
RE: Building Code Ordinance Modification  

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

The City Council has previously approved an ordinance related to the Building Code to be used in Saint Peter. As that time it was last adopted we may have been too specific in the declaration of which Code is to be used. As a Building Code community we are obliged to use the State’s adopted code; however, due to how our Ordinance is worded, one could argue we are still using one from a few years back. My goal for the City Council’s discussion is to provide opportunity for discussion to understand of a proposed ordinance modification that simply changes the wording to allow the current State adopted code to clearly be the Code used in Saint Peter.

The current City code is as follows:


The following, including penalty provisions, are hereby adopted by reference as though set forth verbatim herein:

(1) The Minnesota State Building Code, M.S. § 16B.59 et seq., including the following chapters of Minnesota Rules:

a. 1300 Minnesota Building Code.

b. 1301 Building Official Certification.

c. 1302 State Building construction approvals.

d. 1303 Minnesota Provision of the State Building Code.

e. 1305 Adoption of the 2006 International Building Code, including Appendix chapters:

1. 3, division I, Detention and Correctional Facilities.

2. 12, division II, Sound Transmission Control.

3. 15, Reroofing.

4. 16, division I, Snowload design.

5. 29, Minimum Plumbing Fixtures.
6. 31, division II, Membrane Structures.

f. 1307 Elevators and Related Devices.
g. 1309 Adoption of the 2006 International Residential Code.
h. 1311 Adoption of the Guidelines for Rehabilitation Of Existing Buildings.
i. 1315 Adoption of the 2005 National Electric Code.
j. 1325 Solar Energy Systems.
k. 1330 Fallout Shelters.
l. 1335 Floodproofing Regulations.
m. 1341 Minnesota Accessibility Code.
n. 1346 Adoption of the 2000 International Mechanical/Fuel Gas Code.
o. 1350 Manufactured Homes.
p. 1360 Prefabricated Buildings.
q. 1361 Industrialized/Modular Buildings.
r. 1370 Storm Shelters (Manufactured Home Parks).
s. 4715 Minnesota Plumbing Code.
t. 7670 Minnesota Energy Code.

The revised Code should read:


The following, including penalty provisions, are hereby adopted by reference as though set forth verbatim herein:

(1) The Minnesota State Building Code, M.S. § 16B.59 et seq., as adopted and revised by the Department of Labor and Industry from time to time.

It may be important to note that based on the State rules we have been using the latest code version; it is just that our Ordinance does not say that. Again my goal is to clarify this in our Ordinance.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Russ Wille  
Community Development Director

DATE: 7/13/17

RE: Loading/Unloading Zone and Parking Lot Hours Change Request Municipal Parking Lot #5

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

Daniel Dinsmore is repurposing the former downtown Armory at 419 South Minnesota Avenue into "the Capitol Room" event center. Mr. Dinsmore intends to lease the venue for public/private events such as wedding dances, reunions or conventions.

On June 15, 2017, the Board of Appeals and Adjustments granted a Conditional Use Permit to allow for the establishment of the “Public Assembly” at 419 South Minnesota Avenue. The permit was approved with conditions.

One condition placed on the Conditional Use Permit was that Mr. Dinsmore request that a loading/unloading zone be established in front of the venue along South Minnesota Avenue. The Board thought it would be appropriate to provide a dedicated space for the loading or unloading of event furnishings. The Board also expects that the loading and unloading space would serve those who are handicapped or otherwise mobility impaired as they arrive to participate in events.

In addition, to accommodate the parking needs of 360 individuals which is the building load occupancy, Mr. Dinsmore has requested that the parking restrictions in Municipal Parking Lot #5 at the southwest corner of the West Grace Street/South Minnesota Avenue intersection, be removed to allow for 24 hour parking. At this time, Lot #5 is signed "No Parking 2:00 a.m. – 6:00 a.m."

Several of the other municipal parking lots, including Lots #2 (behind Ace Hardware), #3 (behind the 4 Seasons Mall) and #4 (behind River Rock) are posted for 24 hour parking. If the request to alter the hours of Lot #5 were to be approved, the remaining restricted parking lot ("No Parking 2:00 a.m. – 6:00 a.m.") would be the City Hall Lot (Municipal Parking Lot #1)
Public Works Director Moulton, City Administrator Prafke and I all support the requested alteration to the posted hours of Municipal Parking Lot #5.

Please feel free to contact me should you have any questions or concerns on this agenda item.

RJW
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown and is to be used for reference purposes only. The City of St. Peter is not responsible for any inaccuracy herein contained.
TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

RE: City Council Wage Discussion

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

The City Council has previously directed staff to include discussion of Council wages on a workshop agenda prior to the general election. As outlined in State Statute 415.11, Subdivision 2, no change in salary shall take effect until after the next succeeding municipal election.

The current salary for the City Council is established as follows:

Sec. 2-32. - Salaries of Mayor and Councilmembers.

Subd. 1. Effective January 1, 2016, the salary of the Mayor is fixed at $8,000.00 per year, and the salary of each Councilmember is hereby fixed at seventy-five percent (75%) of the Mayor's salary. ($6,000)

It is my goal for to allow for discussion as directed by the Council and provide a sample of wages from other neighboring or maybe similarly situated communities. The workshop agenda for July 17th includes opportunity for this discussion.

Please feel free to contact me if you have any questions or concerns on this agenda item.

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   Members of the City Council

FROM: Todd Prafke
      City Administrator

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TP/bal
TO: Honorable Mayor Zieman
    Members of the City Council
FROM: Todd Prafke
      City Administrator
RE: Goal Session Schedule

ACTION/RECOMMENDATION

None needed. For Council discussion only.

BACKGROUND

As per your normal process, the next goal session is scheduled for Monday, July 31st at 3:00 p.m. I hoped to have some additional discussion on the timing of goal sessions for later this fall.

If you follow your normal pattern, the fall goal session would take place on October 30th. However, you also have previously indicated that it is beneficial to have a goal session that includes any newly elected Councilmembers to allow them time to get up to speed before taking office in January. Some of you have commented about the value of the goal session opportunity right after your election. The meeting served as an orientation and aided in your understanding of the new role of Councilmember.

I had previously suggested scheduling a goal session the week of December 11th. Although this is also the week of a Council meeting, it might be the best opportunity to have a goal session and still allow for the free time around the holidays for Councilmembers that is gained by cancelling the last workshop and meeting of the year. If you wished to wait, our next goal session would be January 29th, assuming you continue to follow the fifth Monday pattern.

There are any number of combination of scheduling options, but it is my goal to get a plan in place so as filing for offices start, we can inform candidates of the schedule and encourage their attendance.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal