CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Monday, August 16, 2021
5:30 p.m. – St. Peter Room of the Community Center - 600 South Fifth Street, Saint Peter

I. CALL TO ORDER

II. DISCUSSION
   A. Housing Rehab Loan Program Recap
   B. Community Development Department Presentation
   C. Eagle Scout Flag Drop Off Project

III. ADJOURNMENT

Todd Prafke
City Administrator
TO: Honorable Mayor Zieman  
Members of the City Council  
FROM: Todd Prafke  
City Administrator  
RE: Housing Rehab Grant Program Update

ACTION/RECOMMENDATION
None needed. For Council review and information only.

BACKGROUND
The City Council has long held a goal of maintaining quality housing stock within the community. With that goal in mind, in November, 2018 the Council authorized participation in a process that included submission of a pre-application and a formal application for Small Cities Development Program (SCDP) grant funds to provide low cost loans for life safety and weatherization improvements for residential properties in specific areas of the community.

The formal application, which was ultimately approved for funding, was in the amount of $600,000 with an additional $100,000 funded by the City.

It was the goal to assist about 25 households within identified income limits to improve their houses and to mainline and promote higher quality housing stock within the community. COVID has had an impact on the timeline for securing scopes of work, contractors and getting work accomplished, but the program is in good shape and continues to more forward with a modified timeline.

Judd Schultz from Minnesota Valley Action Council, the organization retained by the City to prepare the pre- and final applications and to administer the loan program on behalf of the City, will be at the workshop on Monday evening to provide an update on the program.

I have also attached a copy of the memo that outlines the program rules including use of the City funds.

My goal for this agenda item was to update the City Council on this program and outline some of the program accomplishments. I also hope to provide a few moments of discussion about how this program fits into the bigger strategy the City Council has pursued relative to housing within Saint Peter.

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

TP/bal
TO: Todd Prafke
City Administrator
FROM: Russ Wille
Community Development Director
RE: Small Cities Development Program - Grant Policies and Procedures

ACTION/RECOMMENDATION

Approve the attached resolution adopting the required policies and procedures for the 2019 Saint Peter Housing Rehabilitation Loan Program.

BACKGROUND

In November, 2018, the City Council authorized the Minnesota Valley Action Council (MVAC) to apply for Small Cities Development Program (SCDP) grant funds to finance the rehabilitation of owner occupied homes in St. Peter. The City was awarded $598,500 in SCDP funds.

Given that the SCDP funds originate from the Federal Department of Housing and Urban Development (HUD), the City must adopt certain policies and procedures dictated by Federal rules. The awarded funds cannot be accessed until the policies and procedures are adopted.

Enclosed for your review are the various documents constituting the mandated policies and procedures. The contents were explained to the Council by Judd Schultz from MVAC at a workshop session.

A Notice of Intent to Request Release of Funds was published in the St. Peter Herald and copies of the notice were also mailed to various Federal and State agencies such as the Minnesota Department of Natural Resources, State Historic Preservation Agency and the Region Nine Development Commission. The notice requests that written comments regarding the City’s proposed SCDP project be submitted to MVAC. After the required waiting period (10 days from publication of notice) and after responding to the written objections, MVAC will process the request to release the funds.

FISCAL IMPACT:

The City must match the $598,500 in SCDP funds with $100,000 contributed from the deposited funds restricted for housing purposes. The City funds will be loaned to eligible and participating households at zero percent (0%) interest. The City funds will be repaid to the City via monthly installment payments. The SCDP funds will not need to be repaid by the borrower.
ALTERNATIVES/VARIATIONS:
Do not act: Staff will wait for further direction from the City Council.
Negative Vote: Without further action by the Council, MVAC will notify the State the City is forgoing the grant opportunity.
Modification of the Resolution: This is always an option of the City Council.

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

RJW
Memorandum

TO: Honorable Mayor Zieman
Members of the City Council

FROM: Todd Prafke
City Administrator

DATE: 8/12/21

RE: Department Presentation: Community Development Department

ACTION/RECOMMENDATION

None needed. For Council information and discussion only.

BACKGROUND

The workshop on Monday evening will feature a presentation from Community Development Director Wille on activities in his Department.

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

TP/bal
COMMUNITY DEVELOPMENT PRESENTATION
(August 16, 2021)

Department Functions

• Economic Development
• Planning & Zoning
• Heritage Preservation
• Housing Development
• Other Duties as Assigned

Economic Development

Components of Successful Economic Development

• Community Assets
• Capital $
• Development Team
• Marketing / Publicity
• Fostering Relationships
• Focus
• Lead Development

Revolving Loan Fund(s)

• On Deposit: $1,912,485
• Loans Made: 996,357
• Covid-19 Micro Loans: 545,168
$3,454,010

Business Retention / Expansion Visits

Negotiate:
Tax Increment Financing
Development Agreements
Land Acquisition
Planning & Zoning


- “Snap Shot”
- Goals & Policies
- Blue Print for Land Use Decisions
- Future Land Use Map

Zoning Administration

- Zoning Ordinance
- Zoning Districts
- Use Classifications
- Permitting
  - Permitted vs Conditional Use Permits
  - Development Regulations
- 60 Day Rule – Approval by Default
- Board of Zoning Appeals & Adjustments
  - Conditional Use Permits
  - Variances
  - Administrative Appeals / Interpretation
- Enforcement
- Subdivision Ordinance
  - Platting
  - Registered Land Survey
  - Administrative Lot Split

Heritage Preservation

National Historic Preservation Act (1966)

- National Register of Historic Places
- Federal Designation – Secretary of Interior
  - Saint Peter Commercial Historic District
• Individual Designations
• Supplemental Guidelines
  • National Park Service – Preservation Briefings
  • National Trust for Historic Preservation
  • Historic Resource Inventory
• Federal Tax Credits

**Minnesota Statutes §471.193. Subd. 3.2**

• State Historic Preservation Office (SHPO)
• "...enactment of rules governing construction, alteration, demolition, and use, including the review of building permits, and the adoption of other measures appropriate for the preservation, protection, and perpetuation of designated properties and areas."

**City of Saint Peter**

• Heritage Preservation Ordinance (1988)
• Heritage Preservation Commission
• Heritage Preservation District
• Commission Review
  • Renovation / Alterations
  • New Construction in the Central Business District
• Signage
• 60 Day Rule - Approval by Default
• Annual Report to SHPO (2019)

**Outside Representation**

Regional Economic Development Alliance – REDA
U.S. Highway 169 Corridor Coalition
Nicollet County Comprehensive Planning Committee
Region 9 Economic Development Committee
Region 9 Climate Change Adaptation Committee
St. Peter Development Commission – Ex Officio
MN/DoT Highway 22 Planning Committee
Southcentral Minnesota Business Development Network
1 Million Cups
Economic Development Initiative

ASSETS:
• North Industrial Park
• WWTP
• Water Plant
• Electric (Underground)
• Fiber / Telecom
• Transportation System
• St. Peter Public Schools
• Gustavus Adolphus College
• Municipal Park System
• Nicollet County Fairgrounds

CAPITAL:
• Revolving Loan Funds
• DEED (MIF)
• Region Nine RLF
• Southern Minnesota Initiative Foundation RLF
• Federal EDA
• Tax Increment Financing
• Tax Abatement
• Angel Investors
• Banks
• SMMPA (Electrical Incentive Rate)

DEVELOPMENT TEAM:
• Community Development
• Administration / Public Works / Finance
• Regional Economic Development Alliance (REDA)
• Economic Development Authority
• David Drown & Assoc. (Shannon Sweeney)
• St. Peter Development Corp.
• Briggs & Morgan (Mary Ippel)
• St. Peter Schools
• Chamber of Commerce
• Bolton & Menk
• Utility Partners
• SMMPA
• St. Peter Ambassadors
• Region Nine
• Southern Minnesota Initiative Foundation
• Local Realtors
• Site Selection Professionals
MARKETING / PUBLICITY:
- Regional Economic Development Alliance (REDA)
- City Website
- Facebook Page
- Trade Shows
- Networking
- Newspaper Articles
- Hot Sheet
- Radio Segments (KNUJ / KTOE)

FOSTERING:
- Grow Minnesota Visits
- Financial Assistance
- Connection to Resources
- Communications
- Supply Chain Analysis
- Advocacy

FOCUS:
- Strength / Weakness / Opportunities / Threats
- Commitment
- Concentrated
- GreenSeam (Ag)
- Talent Retention

LEAD DEVELOPMENT:
- Regional Economic Development Alliance
- DEED
- Real Estate Brokers
- Private Developers
- Site Selection Firms
- Business to Business
Memorandum

TO: Todd Prafke  
City Administrator

FROM: Russ Wille  
Community Development Director

DATE: 8/13/21

RE: Eagle Scout Project – U.S. Flag Disposal Box

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Lucas Hickey is a local Boy Scout seeking the Eagle Scout designation. As part of the Eagle Scout designation process, the Scout must plan and implement a community service project.

Working in coordination with the American Legion, Mr. Hickey is intending to create and install a disposal box where local residents can discard soiled flags or those that have come to the end of their useful life. Once a flag is dropped off, the American Legion will provide for the appropriate disposal as per the established flag code.

Discussion has been included as part of the workshop agenda to allow the City Council to consider allowing a drop box within the established right-of-way. Past practice for these types of requests is to execute a licensing agreement for use of the right-of-way which will provide protection to the City for any issues relating to encumbrance of the sidewalk.

If the City Council has no strenuous objections, the City Attorney would be asked to develop the appropriate licensing agreement with the American Legion. The Council would then be asked to take formal action to approve execution of the agreement at a future meeting.

Councilmembers may also note that the Legion has a flag pole located within the right-of-way which should be included in the licensing agreement for the drop box.

The goal for this discussion is to allow Scout Hickey to make the presentation and for the Council to provide input and provide staff direction relative to a future licensing agreement with the American Legion.

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

RJW
H = 36 in
W = 14 1/2 in
D = 23 1/2 in