CITY OF SAINT PETER, MINNESOTA
AGENDA AND NOTICE OF MEETING

City Council Workshop Session of Tuesday, February 22, 2022
5:30 p.m. – Senior Center of the Community Center - 600 South Fifth Street, Saint Peter

I. CALL TO ORDER

II. DISCUSSION
A. Fire Station Project Review
B. Redistricting Proposals
C. Sandwich Board Signage Regulations

III. ADJOURNMENT

Todd Prafke
City Administrator
Memorandum

TO:       Honorable Mayor Nowell
          Members of the City Council

FROM:    Todd Prajke
         City Administrator

RE:      Fire Station Update

ACTION/RECOMMENDATION

None needed. For your information and discussion only.

BACKGROUND

As members know the Council has been working towards the construction of a new Fire Station for the last six plus years. That process included the hire of an Architect and Construction Manager, the appointment and work of a Building Committee and a staff and consultant committee, the purchase of a site located at the corner of Sunrise and Broadway Avenues and funding approval from the United States Department of Agriculture (USDA).

The Council has also undertaken a building space needs study and a location study and pursued a Local Option Sales Tax and funding analysis. If you would like a further review of the "running history" of the project I will be happy to provide that.

Members know there are a number of steps in this process. My goal for your meeting is to move forward one more step. The presentation and discussion at your meeting will focus on providing information you need to be in a position to direct the solicitation of bids at your February 28th meeting, contingent on USDA approval.

The meeting presentation and discussion will include of:

- Site plan review
- Review of the exterior of the building
- Review interior design, use of space
- Construction timelines, process and bid alternates
- Budget review
- Financing review

Your Architect (5 Bugles Design), Construction Manager (R.W. Carlstrom) and other staff will be at your meeting to discuss all the issues listed above.
The packet for your workshop includes a number of attachments including maps, layouts, footprints and a working cost and resource calculation.

To date the City has expended more than $600,000 on land acquisition and design work.

We have been awarded USDA loan dollars for this project. While we can talk about this for a long time, the most important aspect may be that your interest rate on the USDA loans cannot exceed 2.25% and should interest rates go down, the City's rate could be lower than 2.25% at the time of the loan closing. Loan closing happens at the completion of construction. This is a very good rate and is in place without re-application for the next three (3) years. Please remember that interim financing will be needed as the USDA loan is really best thought of as a "mortgage" and the interim financing should be conceptually thought of as the "construction loan".

So here is where you are at today based on the budgets set and the work of your teams and committees. Much of the design work is completed. There is room for small changes and certainly we need to address any larger concerns that Members may have, but in general the big picture decisions related to systems like heating and materials were made over two years ago by the Building Committee that included members of the Council.

The more detailed issues (i.e. what size the electric service will be, where plugins go, the configuration of the locker room, what kind of system will be used to control heating and cooling, the type of light fixture used, where the hoist is located) were made by the designers, Fire Department committee members and staff.

The team has gone through design, value engineering and cost estimating efforts for the last month or more focused on a couple of primary goals:

- Staying within the budget established without shorting the long term value needs.
- Meeting the space needs identified in your space needs study.
- Providing for a timeline that meets the use and funding requirements that are set by the Council.
- Planning for a building that supports a Fire Department of the future that will continue to be staffed by volunteers with changing training and health and safety needs and changing equipment sizes and uses in mind.
- Providing for a building that while being owned by the public, is not a place that will be used for public events like the "Senior Expo", as an example. It is not designed to be a public use building like the Community Center. We have great public use facilities but this is a more specialized use.
- Meeting LEED silver standards even though we do not plan to be certified.
- Having a well-built structure using materials that we hope will be in service as long as your current Fire Hall has been.
- Meeting the design or aesthetic standards that have been used for other City buildings.

Again, my goal for your meeting is to move one more step. The presentation and discussion at your meeting will focus on providing you the information you need to be in a position to direct the solicitation of bids at your February 28th meeting, contingent on USDA approval to solicit.

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

TP/bal
# FIRE STATION BUDGET RECAP

<table>
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<tr>
<th>Owner Budget Items</th>
<th>Costs</th>
<th>Revenues</th>
<th>Totals</th>
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<tr>
<td>Soil Borings</td>
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<td>Kitchen Appliances</td>
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<td>TOTAL</td>
<td>$829,000.00</td>
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| DD Budget 02012022                         | $7,852,977.00 |          |               |
| Arch 7.25% of DD Budget plus $25k expenses | $594,340.83   |          |               |
| Engineering                                | $45,000.00    |          |               |
| Additional Bay                             | $250,000.00   |          |               |

| Total Expense                              | $9,571,317.83 |          |               |

| Less: Sales Tax Rebate on purchases        | $340,000.00   |          |               |
| **Total Cost for Fire Station**            | $9,231,317.83 |          |               |

| Legislative approval to Collect Sales Tax for Fire Station | $9,121,000.00 |

| Estimated Sale of Current Fire Station Property | $250,000.00   |

| **Balance of identified funds (revenues greater than costs)** | $ (139,682.17) |
ST PETER FIRE STATION
622 Sunrise Drive
Saint Peter, MN 56082

MATERIALS SHOWN ARE FOR CONCEPTUAL PURPOSES ONLY AND DO NOT REFLECT FINAL COLORS OR FINISHES, WHICH WILL BE SELECTED IN THE FUTURE.
ST PETER FIRE STATION
522 Sunrise Drive
Saint Peter, MN 56082

MATERIALS SHOWN ARE FOR CONCEPTUAL PURPOSES ONLY AND DO NOT REFLECT FINAL COLORS OR FINISHES, WHICH WILL BE SELECTED IN THE FUTURE.
COLOR PACKAGE C: PAINT, WALL TILE & DOORS
COLOR PACKAGE C: CASEWORK & CEILING.
Memorandum

TO: Honorable Mayor Nowell
Members of the City Council

FROM: Todd Prafeke
City Administrator

RE: Redistricting

DATE: 2/17/2022

ACTION/RECOMMENDATION

None needed. For Council review and discussion only.

BACKGROUND

Every ten years the State of Minnesota provides a process for redistricting at both state and local levels. At the City level we are required by M.S. 205.84, subd. 1 to ensure that the total population (not eligible voters), is as equal as practical in each Ward, and if precincts are designated, as equal as practical in each Precinct. As the City Council has already provided direction to staff to move away from having separate precincts in each Ward, those numbers have not been calculated for this discussion.

The process begins with the State of Minnesota establishing congressional districts. That process was completed this year with results released on February 15th. Cities then go to work with a deadline for redistricting of wards and precincts by no later than March 29th. It's important to note that the City must complete the redistricting process even if no boundary changes in Wards and/or Precincts are recommended.

Once all the cities within a county have completed their process, the county beings work which must be completed by no later than April 26th. The county deadline is especially important as filing for the State general election will take place soon after (May 17th).

So how does the process work?

- Staff gathers Census block data as released from the U.S. Census Bureau to determine population in each existing Ward (and/or precinct). If the populations are unequal, lines must be re-drawn. If the populations are as “equal as practical”, then the existing lines must be reaffirmed.
  - Wards must be composed of compact, contiguous territory with boundary lines following generally accepted features (streets). When drawn, the boundaries will go down the middle of the street.
  - Case law has established that in some situations a city may consider post-census population changes or imminent development when redistricting wards. North Mankato is proposing this as several parcels of farm land have been recently annexed (or are planned to be annexed within 10 years) that will be developed as residential
property. In Saint Peter, we have no "imminent development" planned that would allow for utilization of this option.
- If we eliminate the separate precincts, the Wards will be known as Ward I Precinct 1 and Ward II Precinct 1 as we must have the precinct name even if there is only one.
- A formal public hearing is NOT required, but allowing the public to see the proposed changes is highly recommended. The proposals being reviewed during your workshop are included in the Council packet and are available for public review.
- If the Council agrees with the proposed changes and settles on one of the options presented or some other options the members see as the best, my office will work with Bolton and Menk, Inc. to prepare the legal description or a metes and bounds description to be included in a proposed ordinance establishing the new Ward boundaries. As a reminder, this is where we would remove the precinct boundaries as you discussed previously.
- Because the ward lines are adopted by Ordinance, a 10 day posted notice on our website is required.
- At the next regular meeting following the 10 day posted notice, the Council will be asked to consider adoption of the new Ward boundaries. If the Council takes no action or requests additional modifications, a special meeting may be necessary to meet the Statutory deadline for adoption of the redistricting plan.
- Following adoption of the redistricting ordinance, my office will provide notice of the new boundaries to the County Auditor and Secretary of State’s office.
- New ward and/or precinct boundaries take effect August 9, 2022 (the day of the primary).
- At least 46 days prior to the primary election, postcards indicating the voting location for each registered voter will be mailed.
- Following adoption of the redistricting ordinance, it is also recommended that the polling places which were designated by resolution last year be reconfirmed by adoption of a new resolution.

As we look to redistrict, the hope is to impact the smallest number of residents by changes that may be made. Based on the 2020 Census, the populations of Ward I (6,571) and Ward II (5,315) are not equal and leaving the boundaries as is would not be in keeping with the law. We know that residential growth in the community will occur mostly on the west (northwest) side of Saint Peter and since any redistricting will be in place for the next 10 years, it’s important to take action now to correct the existing inequality.

My office has developed three proposals for Council consideration. The first, (Option 1), would move the Ward boundary on the east side of the City to Broadway Avenue. This option would impact the lowest number of residents but still does not result in equal populations:

- Ward I 6,274
- Ward II 5,792

Option 2 moves the eastern portion of the Ward boundary further north to West Chestnut Street. This option does not provide much of a change.

- Ward I 6,174
- Ward II 5,892
A third option, one that impacts a greater number of residents, was also developed. In this scenario, the Ward boundary line would stay at the West Chestnut line before going west on Broadway Avenue, turning north on Sunrise Drive and then west on Traverse Road.

This option would result in the following population numbers:

- Ward I 5,929
- Ward II 6,127

Maps of each of these options are included for your review.

From my perspective, Option 3 is the best choice for a number of reasons.

1. The population swing is favorable for future growth on the west side of the community.
2. The sections of the community added to Ward II are clearly defined and easily described to those unfamiliar with the community.
3. The sections added to Ward II include a large Gustavus housing facility, the residents of which currently vote at the Armory. By moving these residents into Ward II, all Gustavus students living “on campus” will vote at the Community Center making it easier on the voters and Election staff.

Many other options could be considered including changing the east-west Ward boundary to a north-south boundary. While that would conceivably make the redistricting process much easier in future years, making such a change would impact most of the City’s residents in one way or another and have a dramatic impact on County Commissioner Districts. (The City is divided by our Ward boundary for County Commissioner representation.)

Should the Council wish to consider other options, we will do our best to accommodate those wishes, however, it is important to remember the Statutory deadlines and the impact any delay will have on Nicollet County. The County has additional hearing requirements and their process is more involved than what the City must follow. Any extra time we can provide will allow for them to complete their work by their deadline.

It’s important to also keep in mind that State Statute provides a process for the public to contest the City’s decision. If the City’s plan is approved before March 29th, residents who wish to contest the action have three weeks to contest but by no later than April 5th. If the plan is approved after March 29th, residents would have one week from adoption to contest.

One final note. If there are any changes in Precinct boundaries such as is proposed by the elimination of the extra precincts, the City must post a notice of the changes and provide the notice to the County Auditor for 56 days before changes take effect. The City must also file a corrected map of Precinct boundaries with the Secretary of State within 30 days of any changes.

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

TP/bal
Redistricting Option 1
City of Saint Peter
2020 Census Population Numbers

Map Legend
- US Highways
- State Highways
- County State Aid Hwys
- County Roads
- Township Roads
- City Streets
- Ward 1
- Ward 2
Redistricting Option 2
City of Saint Peter
2020 Census Population Numbers

Map Legend
- US Highways
- State Highways
- County State Aid Hwys
- County Roads
- Township Roads
- City Streets

Ward 1
2020 Population: 6,174

Ward 2
2020 Population: 5,892
Memorandum

DATE: 2/18/22

TO: Todd Prafeke  
City Administrator

FROM: Russ Wille  
Community Development Director

RE: Sandwich Board Regulation

ACTION/RECOMMENDATION

None needed. For City Council information and discussion only.

BACKGROUND

The Covid-19 virus situation has caused considerable disruption to the commercial enterprises in Saint Peter. To assist businesses with promotional efforts during this unprecedented period of history, the enforcement of the sandwich board regulations has been somewhat relaxed. For instance, the food service establishments that became reliant on curbside pick-up of meals were allowed to establish signage designating a parking space for that service. Now that the emergency declaration has ended, it would be once again appropriate to resume the normal enforcement of the sandwich board regulations.

During the Covid-19 emergency situation, the Heritage Preservation Commission engaged in a dialogue regarding the proper regulations of sandwich boards and the need for the HPC's design review. The question posed to the Commission is whether their review of individual sandwich board signs was still necessary.

Sandwich board signs are regulated by Chapter 38 (sign ordinance) of the City Code. The signs are also subjected to a review by the HPC prior to issuance of a sign permit. Over the years, the HPC has established additional standards applied to sandwich board signs which ensure that the signage does not detract or become unsympathetic to the historic nature of the central business district.

In total, there are eleven regulations that the HPC has established. The regulations include the four standards required in Chapter 38 as well as seven others that the HPC has determined to be appropriate. A copy of the standards is included with this memo.

If a sandwich board sign application is submitted which meets the eleven standards applied to sandwich boards, the Commission would provide their approval and the application would be approved.

Should you have questions or concerns on this agenda item, please don't hesitate to let me know.

RW/
PROPOSED

SANDWICH BOARD SIGNAGE REGULATIONS

1. Sandwich board signs shall be located within four (4) feet of the adjoining curb and not less than six (6) feet from the adjacent building entryway. (City Code, Chapter 38)

2. A sandwich board sign shall only be displayed and placed upon the public sidewalk at times that the business is open to the public. (City Code, Chapter 38)

3. Sandwich board signs shall not exceed sixty (60) inches in height or twenty-four (24) inches in width. (City Code, Chapter 38)

4. The internal or external illumination of the sandwich board sign shall be prohibited. (City Code, Chapter 38)

5. Sandwich board signs are self-supporting, typically A-shaped freestanding signs with two visible sides that are situated adjacent to a business, typically on a sidewalk, and containing commercial speech.

6. Only one sandwich board sign per business per street frontage shall be permitted.

7. To maintain the appropriate handicapped accessibility to the sidewalk, sandwich board signs shall not be located or situated upon the public sidewalk so as to cause the travelable portion of the sidewalk to be reduced to less than five (5) feet.

8. Sandwich board signs shall not be located or situated upon the public sidewalk in a manner that prevents the free ingress or egress from any door, window or fire escape nor shall they be attached to any standpipe or fire escape.

9. Sandwich boards shall be adequately weighted to remain immobile upon the public sidewalk.

10. Sandwich boards which conform and abide by the adopted rules and regulations within the Heritage Preservation District shall be administratively permitted by the Community Development Director upon payment of the fee established by the City Council.

11. The sign permit holder shall execute a "Hold Harmless Agreement and Indemnification Agreement" with the City of Saint Peter.
CURBSIDE PICK-UP ZONE
LET US KNOW YOU'RE HERE
(507) 931-9051
CURBSIDE PICK-UP

AVAILABLE DAILY
ORDER ONLINE

CALL 507.934.3314

WHEN YOU GET HERE TO PICK-UP YOUR ORDER