

CITY OF SAINT PETER, MINNESOTA

**OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
MARCH 22, 2021**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governor's Room of the Community Center and by virtual software on March 22, 2021. Under M.S. 13D.021, the City is able to conduct meetings by electronic means in the event of a state-wide emergency. Governor Walz has declared a state-wide peacetime emergency and as such the City Council meeting was conducted both in-person and remotely using GoToMeeting software.

A quorum present, Mayor Zieman called the meeting to order at 7:09 p.m. The following members were present through the virtual platform: Councilmembers Shanon Nowell, Brad DeVos, Stephan Grams, and Emily Bruflat. The following members were present in the meeting room: Councilmembers Ed Johnson and Keri Johnson and Mayor Zieman. The following officials were also present: City Administrator Todd Prafke (in person), City Attorney James Brandt (in person) and City Engineer Jeff Domras (in person).

Approval of Agenda - A motion was made by Johnson (E), seconded by Johnson (K), to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – A motion was made by Nowell, seconded by Bruflat, to approve the minutes of the March 22, 2021 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the March 22, 2021 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – City Administrator Prafke asked for an addition to the consent agenda to include the appointment of Police Officer William Gerhart as Detective at the wage rate of \$37.81. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2021-47 entitled "Resolution Approving Consent Agenda" was introduced with the requested addition. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2021-47 is contained in the City Administrator's book entitled Council Resolutions 23.

North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project Assessments – City Administrator Prafke reported the incorrect resolution had been included in the packet for the March 8, 2021 regular meeting and while the assessments adopted through that resolution would meet the City's policy, he recommended rescinding the original resolution and adopting a new assessment roll for the North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project. Prafke noted the new assessments would have interest rates that were slightly lower or the same as the original resolution and terms of payment that were the same or longer which would benefit most of the property owners.

Councilmember Johnson (K) asked if repayment terms could still be extended or if the City could still negotiate with property owners. Prafke noted that the Council could do whatever it wished, but only one property owner had objected to the assessments and staff had reached out to the owner to continue discussion, but had received no reply. Prafke noted the proposed assessments meet the City's assessment policy and State Statute.

In motion by Zieman, seconded by Nowell, Resolution No. 2021-48 entitled "Resolution Rescinding Resolution No. 2021-41 And Adopting Assessments For North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-48 is contained in the City Administrator's book entitled Council Resolutions 23.

2021A Bond Sale (North Third Street Project Financing) – Shannon Sweeney, from the City's financial consultant firm of David Drown Associates, presented the three bids received for sale of \$720,000 in general obligation bonds to finance the North Third Street, Center and McLeod Streets From West St. Julien To 1,000 Feet North Project. Sweeney indicated the lowest bid from Northland Securities in the amount of 1.7583% was slightly higher than the estimated interest rate of 1.46% but was still a good competitive bid at historically low interest rates. Sweeney also noted Standard and Poor's had affirmed the City's "very good" credit rating at AA-stable. Sweeney recommended sale of the bonds be authorized. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2021-49 entitled "Resolution Providing For The

Issuance And Sale Of \$720,000 General Obligation Improvement Bonds, Series 2021A, Pledging For The Security Thereof Special Assessments And Levying A Tax For The Payment Thereof" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-49 is contained in the City Administrator's book entitled Council Resolutions 23.

2021B Refunding Bond Sale (Traverse Green Subdivision Refunding) – Shannon Sweeney, from the City's financial consultant firm of David Drown Associates, presented the four bids received for refunding of \$2,120,000 in general obligation bonds originally sold to finance public improvements in Traverse Green Subdivision. Sweeney reminded the Council the original bonds were callable in 2021 and awarding sale of the new issuance to Northland Securities at an interest rate of 1.6982% would have a net present value savings of \$118,000. Sweeney noted that as with the 2021A bond sale, the interest rate was slightly higher than expected, but interest rates were expected to continue to climb and approval of the bond sale was recommended. In motion by DeVos, seconded by Nowell, Resolution No. 2021-50 entitled "Resolution Providing For The Issuance And Sale Of \$2,120,000 General Obligation Tax Increment Refunding Bonds, Series 2021B And Pledging For The Security Thereof Tax Increments For The Payment Thereof" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-50 is contained in the City Administrator's book entitled Council Resolutions 23.

Community Spirit Park Concession and Restroom Building Project Bid Award – Public Works Director Moulton reviewed the seven bids received for construction of two concession/restroom buildings in Community Spirit Park (one owned by the City and one by the School District #508), and recommended award of bid to Salonek Construction in the amount of \$450,890 (\$165,256 City cost and \$285,634 School District #508 cost). Moulton noted the two alternate bids on the School District #508 building may be awarded at a later date. Moulton also pointed out the project was being awarded by the City with the consensus of the School District and as payment estimates are due, the City will invoice the District for all costs related to their building. Finally, Moulton reported the City's share of costs would be \$155,000 from the 2021 Equipment Certificate and the remainder from the General Fund (Parks). In motion by Grams, seconded by Bruflat, Resolution No. 2021-51 entitled "Resolution Awarding Bid For Community Spirit Park Concessions And Restrooms Buildings Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-51 is contained in the City Administrator's book entitled Council Resolutions 23.

Updated AWAIR Program Adoption – Public Works Director Moulton recommended adoption of an updated "A Workplace Accident and Injury Reduction" (AWAIR) safety program for City employees. Moulton reported the program is administered for the City through a contract with the Minnesota Municipal Utilities Association. In motion by Johnson (K), seconded by Nowell, Resolution No. 2021-52 entitled "Resolution Adopting Updated Workplace Accident And Injury Reduction (AWAIR) Safety Program" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-52 is contained in the City Administrator's book entitled Council Resolutions 23.

Job Description Update: Building Official – City Administrator Prafke recommended adoption of an updated position description for the Building Official. Prafke noted the suggestions made by the Council at the last workshop had been incorporated into the description as had the desired qualification of candidates having the ability to receive Minnesota delegation agreement. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2021-53 entitled "Resolution Adopting Updated Building Official Position Description" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-53 is contained in the City Administrator's book entitled Council Resolutions 23.

Job Description Update: Chief of Police – City Administrator Prafke recommended adoption of an updated position description for Chief of Police and, following Council discussion at the last workshop, included a few changes related to the desired qualification of candidates being able to speak conversational Spanish or Somali. Prafke reported he had met with the Civil Service Commission at their last meeting in an effort to keep them in the loop on the process and they were supportive of the proposed changes.

Mayor Zieman asked what would happen with the Chief position in the interim between appointment of a new Chief and the retirement of Chief Peters. Prafke noted that Patrol Sergeant Hagen would serve as Interim Chief beginning May 4, 2021.

In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2021-54 entitled "Resolution Adopting Updated Chief Of Police Position Description" was introduced. Upon roll

call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-54 is contained in the City Administrator's book entitled Council Resolutions 23.

2017 Or Newer Four Wheel Drive Telehandler Project Bid Award – Public Works Director Moulton recommended award of the bid for a 2017 four-wheel drive telehandler to RDO Equipment in the amount of \$62,550 and trade-in of the City's 1998 Traverse unit. Moulton indicated funding for the purchase would be from the 2021 Equipment Certificate in the amount of \$60,000 and \$2,550 as a Public Works split. In motion by DeVos, seconded by Bruflat, Resolution No. 2021-55 entitled "Resolution Awarding Bid For 2017 Or Newer Four Wheel Drive Telehandler Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-55 is contained in the City Administrator's book entitled Council Resolutions 23.

Closed Session: Parks, Streets, Police Officer Union Negotiations – City Administrator Prafke requested a closed session to discuss union contract negotiations between the City and International Union Of Operating Engineers Local 70, (Parks and Streets) and Law Enforcement Labor Services Local #241 (Police Officers). In motion by Johnson (K) , seconded by Johnson (E), Resolution No. 2021-56 entitled "Resolution Calling For Closed Session" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-56 is contained in the City Administrator's book entitled Council Resolutions 23. As the meeting was being held in a hybrid model with some members in the meeting room and some participating online, Prafke asked those not participating in the closed session to log-off and return at 8:06 p.m.

The Council adjourned to closed session at 7:52 p.m. to discuss the 2021 Streets Union contract. The Council returned to open session at 7:56 p.m.

The Council adjourned to closed session at 7:56 p.m. to discuss the 2021 Parks Union contract. The Council returned to open session at 8:04 p.m.

The Council adjourned to closed session at 8:04 p.m. to discuss the Police Officers Union contract. The closed session ended at 8:10 p.m. and the Council returned to open session at 8:12 p.m.

2021 Parks Union Contract – City Administrator Prafke reviewed the proposed modifications to the 2021 Parks Union contract which included a one year term retroactive to January 1, 2021; two percent (2%) across the board wage increase; modification to the vacation accrual amount to reflect 18 hours per month accrual after thirty-five years of service; modification to health insurance to allow for "employee plus one" coverage; and corrections to dates. Prafke noted the Union representatives had already executed the contract. In motion by Johnson (K), seconded by Grams, Resolution No. 2021-57 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And International Union Of Operating Engineers Local 70, (Parks) For Calendar Year 2021" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-57 is contained in the City Administrator's book entitled Council Resolutions 23.

2021 Streets Union Contract – City Administrator Prafke reviewed the proposed modifications to the 2021 Streets Union contract which included a one year term retroactive to January 1, 2021; two percent (2%) across the board wage increase with the exception of the Mechanic position which would receive two percent (2%) plus \$1.50 per hour to keep the position at market place rates; modification to the vacation accrual amount to reflect 18 hours per month accrual after thirty-five years of service; modification to health insurance to allow for "employee plus one" coverage; and corrections to dates. Prafke noted the Union representatives had already executed the contract. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2021-58 entitled "Resolution Approving Contract By And Between The City of Saint Peter And International Union Of Operating Engineers Local 70 (Streets) For Calendar Year 2021" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-58 is contained in the City Administrator's book entitled Council Resolutions 23.

2021 Police Officers Union Contract – City Administrator Prafke reviewed the proposed 2021 Police Officers Union contract which was for a single year, retroactive to January 1, 2021 and which included a two percent (2%) wage increase across the board; modification to the vacation accrual amount to reflect 18 hours per month accrual after thirty-five years of service; modification to health insurance to allow for "employee plus one" coverage; modification to the language related to education reimbursement which would provide for ease of interpretation by both parties; and corrections to dates. Prafke noted the Union representatives had already

executed the contract. In motion by Grams, seconded by Grams, Resolution No. 2021-59 entitled "Resolution Approving Contract By And Between The City Of Saint Peter And Law Enforcement Labor Services Local No. 241 (Police Officers) For Calendar Year 2021" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-59 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman thanked Councilmember Johnson (E) who served as Mayor pro tem during the Mayor's recent absence.

Yard Waste Drop-Off Site Policies – Public Works Director Moulton reported a new policy was being instituted to control illegal dumping by non-residents and contractors at the City's yard-waste drop off site on North Swift Street. Moulton reported each residential utility customer would receive an orange sticker in their April utility bills and the sticker, when attached to the vehicle would authorize use of the brush and garden waste site by residential property owners. Moulton also reported landscapers and tree workers could purchase an annual permit that would allow them to drop off materials at the site and that while the location is under video surveillance, the new position of Park Ranger would occasionally be assigned at the site to prevent those without the permit/sticker from dropping materials.

Goal Session – City Administrator Prafke reminded Councilmembers of the March 29th goal session which would begin at 3:00 p.m. Prafke also noted that the goal session would be a hybrid meeting using the same format as regular meetings and workshop meetings.

Councilmember Grams asked for more information on when the City Council will go back to in-person only meetings. Prafke noted that the current regulations provide Councilmembers who have provided documentation from a licensed physician indicating the Councilmember can't attend in person would be allowed to continue virtual attendance for up to sixty days after the state-wide emergency ends. Prafke also reported the Legislature is currently considering several bills that may modify rules to public meetings based on changes that were put in place during the COVID-19 emergency.

Prafke also indicated that the goal session may also include discussion as to whether the City's advisory boards and commissions continue with virtual meetings and whether once the boards are back to in-person those meetings continue to be recorded.

There being no further business, a motion was made by Johnson (E), seconded by Grams, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:23 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator