

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
APRIL 13, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted by virtual software on April 13, 2020. 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 City Council meetings will be conducted remotely using GoToMeeting software until further notice.

A quorum present, Mayor Zieman called the meeting to order at 7:13 p.m. The following members were present through the virtual platform: Councilmembers Ed Johnson, Keri Johnson, Shanon Nowell, Brad DeVos, Stephan Grams, Emily Bruflat and Mayor Zieman. The following officials were present: City Administrator Todd Prafke, City Attorney James Brandt and City Engineer Jeff Domras.

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

Approval of Minutes – A motion was made by Nowell, seconded by Bruflat, to approve the minutes of the March 23, 2020 regular City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 23, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

A motion was made by Johnson (K), seconded by Johnson (E), to approve the minutes of the March 30, 2020 special City Council meeting. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the March 30, 2020 special City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Bruflat, seconded by Nowell, Resolution No. 2020-36 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Bruflat questioned how the Temporary Mechanic and Temporary Plumber positions had been advertised and how the wage was determined. City Administrator Prafke noted the individuals had previously been employed on a temporary basis and because they were allowed to flex their work hours to fit their personal schedules the wages were acceptable to them. Prafke also mentioned that next year the positions will be formally adopted and the recruitment process will follow usual procedures. Councilmember Johnson (K) questioned if COVID-19 was impacting the number of proposals submitted for City projects. Prafke indicated that the purchases included on the consent agenda were specialty products and/or retrofit jobs where limited numbers of vendors qualified to provide the service. Mayor Zieman questioned what a SAFL (baffles) was an acronym for. Prafke indicated SAFL stood for "St. Anthony Falls Laboratory", a research laboratory situated on the Mississippi River doing work in environmental, biological, and geophysical fluid mechanics and the Laboratory had developed the baffle system that was being purchased. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-36 is contained in the City Administrator's book entitled Council Resolutions 23.

St. Peter Veterans Memorial Park Playground Improvements Bid Award – Public Works Director Moulton recommended award of the bid for the St. Peter Veteran’s Memorial Park Playground Improvements Project to the lone bidder Nielsen Concrete LLC in the amount of \$71,426. Moulton indicated that combined with the playground equipment purchase, the project was approximately \$10,000 over budget, but staff would work with Nielsen Concrete to control costs with the City doing a portion of the work. City Administrator Prafke indicated that formal bid contracts are often modified by execution of a project change order and in this case one would be negotiated for a reduction in costs. In motion by Johnson (K), seconded by DeVos, Resolution No. 2020-37 entitled “Resolution Awarding Bid For Veterans Memorial Park Playground Improvements Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-37 is contained in the City Administrator’s book entitled Council Resolutions 23.

2020 North Third Street Improvements (Skaro to Livermore) Bid Award – Public Works Director Moulton recommended award of the bid for the 2020 North 3rd Street Improvements (Skaro to Livermore) Project to the lone bidder Nielsen Concrete LLC in the amount of \$211,143 for the base bid and \$64,759.75 for the storm sewer alternate (total \$275,902.75). Moulton indicated the project included bituminous milling, improvements to the storm sewer at the Livermore intersection and upsizing the storm sewer piping between the two intersections as well as sidewalk work on the 500 blocks of Locust and Elm Streets which had been rolled into the bigger project to save money by bidding everything together. Moulton stated the bids were 10% higher than the engineer’s estimate, due staff suspected, to the short timeline required for construction. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-38 entitled “Resolution Awarding Bid For The 2020 North Third Street Improvements (Skaro To Livermore) Project” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-38 is contained in the City Administrator’s book entitled Council Resolutions 23.

2020 Ag Land Lease – City Attorney Brandt recommended execution of a one growing season lease between the City and Brett R. Annexstad for the 11 acre parcel of City owned land adjacent to Gustavus Adolphus College. Brandt indicated lease of the land for agricultural purposes would eliminate the City’s need to provide weed control on the parcel and the tenant, who had leased the parcel since 2013 did a good job of farming the land. In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-39 entitled “Resolution Authorizing Execution Of A One-Year Lease Of Outlot A, Magner Farm Second Subdivision By And Between The City Of Saint Peter And Brett R. Annexstad” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-39 is contained in the City Administrator’s book entitled Council Resolutions 23.

Business License Application – City Administrator Prafke recommended approval of a Tree Worker License application submitted by Doug Peterson dba “On The Spot Cleaning”. Prafke noted nothing had been discovered in the background investigation that would prohibit issuance of the license. In motion by Johnson (K), seconded by Bruflat, Resolution No. 2020-40 entitled “Resolution Approving New Tree Worker License Application” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-40 is contained in the City Administrator’s book entitled Council Resolutions 23.

Reports

Mayor's Report – Mayor Zieman commented on all the COVID-19 related news and expressed his belief that by working together everyone will get through this emergency.

COVID-19 Impact – City Administrator Prafke reported he would be sending the Council a checklist that would be followed for all future COVID-19 reports. Prafke noted that Public Works crews were working split schedules to provide for appropriate social distancing and while City Hall had been closed to the public, the front doors would be opened April 13-15th strictly for utility customers to pay bills. Prafke noted the City's cleaning protocol had been modified to maintain stricter sanitization and reminded all that City meetings, including the upcoming City/County Committee meeting would continue to be done through the GoToMeeting virtual platform.

Micro Loan Program Update – City Administrator Prafke updated the Council on the previously approved COVID-19 Micro Loan Program. Prafke stated almost three dozen applications had been approved with approximately \$278,000 in loan funds distributed.

City Administrator Prafke reminded members of the public who might think the City was collecting appliances curbside that the program was not scheduled at this time and anyone who had put an appliance at the curb should remove it.

Mayor Zieman allowed a final chance for Councilmembers to ask questions. Councilmember Grams asked for a recap of the recent MnDOT meeting related to redesign of the Highways 169, 22 and 99 intersections on the south end of the community. Councilmember DeVos questioned when a decision would be made about summer programming and opening of the pool. Prafke indicated summer employee recruitment will continue and a decision would be made at a later date on whether regular programming would go on or not. Prafke noted the decision would be made based on a health safety perspective. Public Works Director Moulton indicated the pool could be ready to go with a two week notice for crews to prepare for opening.

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 8:05 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator