

CITY OF SAINT PETER, MINNESOTA

**OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
APRIL 27, 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 27, 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 7:01 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 Nowell, 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 Johnson (K), seconded by Johnson (E), to approve the minutes of the April 13, 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 April 13, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – In motion by Bruflat, seconded by Johnson (E), Resolution No. 2020-41 entitled "Resolution Approving Consent Agenda" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-41 is contained in the City Administrator's book entitled Council Resolutions 23.

Hospital Refunding Bond Prepayment – Finance Director Vogel recommended approval of a resolution that would provide for redemption and prepayment of the Hospital bonds with a principal balance of \$9,670,000. Vogel noted the action was planned as the funding for the Hospital expansion project was rolled into a USDA loan in the amount of \$33,320,000 which would be repaid over a thirty-five year period. Vogel and Hospital CFO Lori Zook reported the USDA loan had been locked in at 3.5%, but current rates, which the Hospital would be eligible for as long as the rate is lower than the locked in amount, are at 2.38%. Councilmembers questioned if the rates were expected to continue to decrease and Zook indicated there hadn't been much change over the last year and she expected there was a greater chance of the rates increasing rather than declining.

Councilmember DeVos left the meeting at 7:13 p.m.

In motion by Grams, seconded by Nowell, Resolution No. 2020-42 entitled "Resolution Providing For The Redemption And Prepayment Of The General Obligation Hospital Refunding Bonds, Series 2010A" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-42 is contained in the City Administrator's book entitled Council Resolutions 23.

2020 Seal Coating Project Bid Award – Public Works Director Moulton recommended award of the bid for the 2020 Seal Coating Project to low bidder Pearson Bros. in the amount of \$2.570 per gallon or a not to exceed price of \$134,107.74. Moulton indicated the project was 22-25% of the annual street maintenance budget and to save money, City staff would provide the rock, pre-clean the areas to be coated, provide for traffic control and sweep up the stone.

Councilmember DeVos returned at 7:19 p.m.

In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-43 entitled "Resolution Awarding Bid For 2020 Street Seal Coating Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-43 is contained in the City Administrator's book entitled Council Resolutions 23.

2020 Crack Sealing Project Bid Award – Public Works Director Moulton recommended award of the bid for the 2020 Crack Sealing Project to low bidder Northwest Asphalt and Materials in the amount of \$1.45 per pound or a not to exceed price of \$24,650. Moulton indicated this

project was approximately 4% of the street maintenance budget and the work would start in July with completion expected before seal coating begins (approximately July 24th). Moulton indicated the map provided an approximation of the work to be done and sealing would continue until the 17,000 pounds of sealant was exhausted. Councilmember Johnson (K) questioned why roads in Traverse Green Subdivision were being sealed. Moulton noted that new asphalt is allowed to go through two winters before cracks are sealed which seems to provide for better wear of the roadway into the future. In motion by Grams, seconded by Nowell, Resolution No. 2020-44 entitled "Resolution Awarding Bid For 2020 Crack Sealing Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-44 is contained in the City Administrator's book entitled Council Resolutions 23.

2020 Asphalt Purchase Bid Award – Public Works Director Moulton recommended award of the bid for the 2020 asphalt purchase to low bidder Minnesota Paving and Materials in the amount of \$172,400 which was 28-30% of the street maintenance budget. Moulton indicated two types of asphalt would be used and the bids for both types were extremely competitive. Moulton also noted that the low bid from MN Paving and Materials (formerly known as Southern Minnesota Construction) was even more economical as staff would travel less distance to obtain the asphalt. City Administrator Prafke noted that if the MN Paving plant ran out of mix or was closed, staff would go to W.W. Blacktopping for the materials, but that would be rare if it happened. In motion by Johnson (E), seconded by Grams, Resolution No. 2020-45 entitled "Resolution Awarding Bid For 2020 Asphalt Purchase Bid Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-45 is contained in the City Administrator's book entitled Council Resolutions 23.

Library Supervisor Position Description – Recreation and Leisure Services Director Schugel recommended slight modifications to the position description for Library Supervisor. Schugel indicated the changes would more accurately reflect the essential responsibilities and the minimum and desired qualifications for the position and most likely result in candidates with a broader base of education and experience making the process more competitive. Councilmember Johnson (K) requested an explanation of the pay equity system. City Administrator Prafke explained it was a state system that was designed to address gender inequality and the City was required to report on compliance every three years. Councilmember Grams asked why job descriptions don't identify the positions a supervisor supervises. Prafke indicated none of the City's position descriptions identified positions supervised. Johnson (K), who serves as Human Resources director for the St. Peter Food Coop reported their descriptions removed references to the positions supervised a number of years prior. In motion by Bruflat, seconded by Nowell, Resolution No. 2020-46 entitled "Resolution Adopting Updated Library Supervisor Position Description" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-46 is contained in the City Administrator's book entitled Council Resolutions 23.

Kid's Corner Lease Renewal 2020-2024 – City Administrator Prafke recommended approval be provided for execution of a renewal lease with Kid's Corner Child Center for the term 2020-2024 with a three percent (3%) increase each year of the contract. Prafke noted the lease was for several different rooms in the Community Center, but Room 110 was only included in the first year of the lease and would be vacated by Kid's Corner after 2020. Councilmember DeVos asked if a request for proposal for lease of Room 110 would be issued. Prafke noted that while the space could be used for public meeting space, its proximity to the two day cares in the building was problematic and staff had instead discussed using the space for Recreation and Leisure Services Department purposes. In motion by Nowell, seconded by Grams, Resolution No. 2020-47 entitled "Resolution Approving Execution Of Lease With Kid's Corner Child Center For Space In The Community Center" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-47 is contained in the City Administrator's book entitled Council Resolutions 23.

COVID-19 Micro Loan Expansion – Community Development Director Wille presented the Economic Development Authority (EDA) recommendation to increase the list of business services eligible for the COVID-19 Micro Loan program. Wille reported the EDA recommended "birthing centers" and "medical offices" be included in the roster of eligible businesses and noted that if approved, the amount of loans that could be issued under the program would increase from \$800,000 to \$900,000 and there was funding available to cover the increase. In motion by Johnson (K), seconded by Nowell, Resolution No. 2020-48 entitled "Resolution Modifying COVID-19 Micro Loan Program" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-48 is contained in the City Administrator's book entitled Council Resolutions 23.

Reports

“Arbor Month” Proclamation – Mayor Zieman proclaimed April, 2020 as “Arbor Month” in the community and encouraged residents to plant trees.

COVID-19 Impact – City Administrator Prafke reviewed the COVID-19 planning checklist and provided updates.

Recycling Site Use – City Administrator Prafke reported that once again, the County recycling dumpsters located at the City’s yard waste drop-off site on North Swift Street were overflowing and lots of non-recyclable items (mattresses, tires, appliances, etc....) were being illegally dumped at the site. Prafke noted both the City and the County will move forward with prosecution for those illegally dumping.

City/County Meeting Discussion – Councilmember Grams indicated his belief that discussion at the recent meeting had been one-sided (City only).

Minnesota River Valley Transit Fare Update – City Administrator Prafke reported the Minnesota River Valley Transit board had taken action to waive fares for dial-a-ride service through August, 2020 based on the additional funding provided through the Federal CARES Act. Prafke noted that while the funding is supposed to be through the end of the year and the Board could take additional action to extend the fare waiver, other programs funded by the Act had already dried up and the August date was chosen out of an abundance of caution.

Mayor Zieman provided each Councilmember with an additional chance to ask questions or make a comment:

- Councilmember Nowell urged utility customers to sign up for automatic bill pay.
- Councilmember Johnson (K) questioned how job interviews were being conducted to comply with social distancing recommendations. Prafke noted pre-interviews were being done by phone with final interviews done through GoToMeeting.
- Councilmember Grams asked for more explanation as to the last Executive Order issued by the Governor.
- Councilmember Bruflat expressed a desire that River's Edge Hospital not try to silence employees who might speak out about concerns for the current conditions or lack of personal protective equipment like other Hospitals around the country had done. Bruflat also requested the City website be modified to include links to Nicollet County’s resources for COVID-19 issues. City Administrator Prafke indicated he would make the change and also include links to the Minnesota Department of Health site.
- Councilmember DeVos asked if the credit card use fee, which is currently being absorbed by the City due to COVID-19, would be paid by users in the future. DeVos expressed his belief that any decision about the City paying the fee in the future should be made by the City Council.
- Councilmember Johnson (E) indicated he was going to ask a question about the recycling collection site, but it had already been answered.
- Mayor Zieman asked how social distancing was being enforced on the transit bus. Prafke indicated a barrier was being installed between driver and passengers and the buses were being sanitized between every shift (3-4 times per day). Prafke also noted ridership was down during the stay at home order because the public has no place to go, but when that changes additional steps may be needed to address social distancing.

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 8:36 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator