

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**JUNE 22, 2020**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Senior Center of the Community Center and by virtual software on June 22, 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 this City Council meeting was conducted both in-person and remotely using GoToMeeting software.

A quorum present, Mayor Zieman called the meeting to order at 7:08 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: Mayor Charles Zieman and Councilmembers Keri Johnson and Ed Johnson. The following officials were present: City Administrator Todd Prafke (in person) and Assistant City Attorney Christopher Grean (virtual).

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

**Approval of Minutes** – A motion was made by Johnson (K), seconded by Nowell, to approve the minutes of the June 8, 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 June 8, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

City Administrator Prafke reviewed the Council process for conducting a public hearing.

**Public Hearing: Registered Land Survey #76 Request** – Mayor Zieman opened the public hearing on a request for approval of Registered Land Survey #76 submitted by Craig and Julie Bitters at 7:12 p.m. Community Development Director Wille reported the applicants wished to construct a garage on their property at 925 Austin Drive, but were unable to meet the setback regulations and had requested a property exchange with the City of Saint Peter. If approved, the exchange would provide a portion of McGill Park to the Bitters in exchange for an identical size part of their property that would then be added back into the park. Wille noted the property exchange could be executed by adoption of a Registered Land Survey that would establish the new property lines and that the survey had been recommended for approval by the Planning and Zoning Commission. Wille pointed out that the applicant would pay all costs associated with the action, including the City's legal fees. There being no further speakers, the hearing was declared closed at 7:17 p.m.

**Public Hearing: Waiver of Subdivision Request: 507 West Elm Street** – Mayor Zieman opened the public hearing on a request to waive subdivision regulations for the property at 507 West Elm Street at 7:19 p.m. Community Development Director Wille reported the property had previously contained a substandard home that had been demolished by the new property owners with the intent of redeveloping the two lots. Wille pointed out that the old home had straddled the two 52.5' width lots and as separate lots, they would be considered "legal, non-conforming lots" and could be developed, but the property owner was seeking to reorient the lot

lines from north-south to east-west and if approved, both lots would meet the current minimum width. According to Wille, the inner lot would be required to have a permanent and unobstructed access of at least twenty-feet (20') to the public street. Finally, Wille noted the Planning and Zoning Commission, while acknowledging the action was "unconventional", had recommended approval of the request. There being no further speakers, the hearing was declared closed at 7:21 p.m.

**Consent Agenda** – In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-64 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. 2020-64 is contained in the City Administrator's book entitled Council Resolutions 23.

**Dog Park Name** – Public Works Director Moulton presented the Parks and Recreation Advisory Board recommendation to name the new dog park at 1125 North Swift Street as "Thompson Dog Park" after a woman the Board felt "has shown dedication to the development of the park". Moulton indicated the Board considered three names including "Swift Street" and "Thompson-Kind" before settling on their recommendation. In motion by Bruflat, seconded by Johnson (K), Resolution No. 2020-65 entitled "Resolution Naming Dog Park At 1125 North Swift Street As 'Thompson Dog Park'" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-65 is contained in the City Administrator's book entitled Council Resolutions 23.

**Registered Land Survey #76 (925 Austin Drive)** – Community Development Director Wille presented the Planning and Zoning Commission recommendation to approve Registered Land Survey #76 which would enable a future land exchange between the City (McGill Park land) and the private property owner. Wille noted the land exchange was two equal size parcels – one owned by the City that was part of McGill Park and the other owned by the private property owner. In motion by Grams, seconded by Nowell, Resolution No. 2020-66 entitled "Resolution Approving Waiver Of Subdivision For Registered Land Survey #54 City of Saint Peter, Nicollet County, Minnesota And Accepting Registered Land Survey #76 As Petitioned By Craig And Julie Bitter" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-66 is contained in the City Administrator's book entitled Council Resolutions 23.

**Waiver of Subdivision Request: 507 West Elm Street** – Community Development Director Wille presented the Planning and Zoning Commission recommendation to allow waiver of subdivision regulations that would allow the owner of property at 507 West Elm to reorient the lot lines between Lots 2 and 3, Block 116 of the Amended Plat from north-south to east-west. Wille noted the Planning Commission's admission that such an action was "unconventional", but with the dedicated access from the 20' alley, the two newly oriented lots would meet the minimum lot width of the current City Code regulations. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-67 entitled "Resolution Approving Waiver Of Subdivision For Lots 2 And 3, Block 116, Amended Plat, City of Saint Peter, Nicollet County, Minnesota And Accepting The Administrative Lot Split (Certificate Of Survey) Realigning And Relocating The Interior Lot Line Between The Two Parcels" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-67 is contained in the City Administrator's book entitled Council Resolutions 23.

**Seasonal Lineman Assistant Job Description** – Public Works Director Moulton requested a seasonal Lineman Assistant position be established to provide additional help during the summer months. Moulton indicated the ideal candidate for the position would be someone who

had started Lineman training. In motion by Nowell, seconded by Bruflat, Resolution No. 2020-68 entitled "Resolution Establishing Seasonal Lineman Assistant Position" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-68 is contained in the City Administrator's book entitled Council Resolutions 23.

**Pool Closure** – Recreation and Leisure Services Director Schugel presented his recommendation for the safe opening of the City's outdoor pool which encompassed COVID-19 safety measure affecting all areas of the pool complex operation. Schugel indicated the measures were in conformance with the Minnesota Department of Health guidelines and the plan would be promoted within the community. Schugel indicated that as the pool opening was a normal course of business for staff, should the Council wish to close the pool for the summer, it should be done by formal action through adoption of a resolution.

Councilmembers DeVos and Bruflat expressed opposition to opening the pool citing what DeVos felt was a large expenditure for a short period of time at one-third the normal capacity while Bruflat suggested the pool remain closed until data was available from area communities who had already opened their pools. Bruflat further suggested that once the data was received the pool only open for swim lessons and lap swims.

Councilmember Grams questioned when the pool could open. Schugel indicated it would be 9-14 days in order to provide adequate training in the new policies to all staff members.

Councilmember Johnson (K) indicated she had originally supporting closure of the pool, but with the safety plan as outlined by the Recreation Director and the ability to control capacity at any one time, she felt confident the safety issues had been mitigated as much as possible.

Councilmember Johnson (E) expressed his belief the safety plan was acceptable and the pool should open.

Matt Borowy, 802 Lower Johnson Circle, urged the Council to consider what other cities are doing and follow their plans. Borowy also indicated his children and others would swim at Hallett's Pond if the pool wasn't open and he felt the pool was a much safer option.

Councilmember Nowell, who had originally expressed concern the public wouldn't comply with the restrictions, stated she now felt staff would be able to enforce the safety measures and the pool could safely operate.

In motion by DeVos, seconded by Bruflat, a resolution entitled "Resolution Authorizing Closure Of The City's Outdoor Municipal Pool For The 2020 Season" was introduced. Upon roll call, Councilmembers Bruflat and DeVos voting aye, Councilmembers Grams, Nowell, Johnson (K), Johnson (E), and Mayor Zieman voting nay, the Resolution failed.

**Hazardous Building Removal/Repair Order** – Community Development Director Wille presented the Building Official's finding that the structure at 1671 South Third Street, which had been destroyed by fire in February, 2020, was unable to be rebuilt and now constituted a hazard as defined in State Statute. Wille indicated staff was recommending the Council adopt a resolution ordering repair or removal of the property which would be followed by several actions including serving the property owner with the Order; filing a copy of the order with the Nicollet County Court Administrator; providing a twenty (20) day period in which the property owner could contest the order; and ninety (90) days for compliance by the property owner. Wille

indicated the order would include removal of all burned materials to a site accepting hazardous materials; removal of the asphalt in the parking lot and disconnection of the water and sewer lines. Wille also pointed out that should the property owner not comply with the Order, the City would then do so with all costs assessed against the property.

Councilmember Nowell asked if, since the City will most likely be left with the cleanup, the process could be sped up to help the neighbors by going out for bids for the demolition before the ninety day period is up. City Administrator Prafke indicated that would be possible.

Councilmember Grams asked if the public was complaining about the property. Both City Administrator Prafke and Mayor Zieman indicated they had received calls from people asking when action would be taken to remove the debris.

In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-69 entitled "Resolution Ordering Repair Or Removal Of Hazardous Conditions Located At 1671 South Third Street, Saint Peter, Minnesota" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-69 is contained in the City Administrator's book entitled Council Resolutions 23.

**COVID-19 Preparedness Plan** – City Administrator Prafke recommended adoption of the City's COVID-19 Preparedness Plan prior to June 29<sup>th</sup> as required by the State of Minnesota. Councilmember DeVos questioned whether the City emergency declaration must remain in place in order for the plan to be approved. Prafke indicated the plan was required as per the Federal CARES Act and FMLA regulations. In motion by Grams, seconded by Johnson (K), Resolution No. 2020-70 entitled "Resolution Approving The City of Saint Peter COVID-19 Preparedness Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-70 is contained in the City Administrator's book entitled Council Resolutions 23.

**School District #508 Memorandum of Understanding** – City Administrator Prafke recommended execution of an agreement with School District #508 wherein the District would pay \$10,200 to the City for provision of recreation programming that was previously provided by Community Education. Prafke noted the agreement had been in place in 2004 when funding cuts jeopardized the School District's programs which could be provided by the City at a more economical price. Councilmember DeVos questioned whether the City made a profit or loss on the programming. Prafke indicated it depended on the number of participants, but the goal was to break even. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-71 entitled "Resolution Authorizing Execution Of Youth Development Memorandum of Understanding" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-71 is contained in the City Administrator's book entitled Council Resolutions 23.

## **Reports**

**Mayor's Report** – Mayor Zieman had no reports.

**COVID-19 Update** – City Administrator Prafke provided an update on the City's response to the COVID-19 emergency and stated the weekly meetings with business owners had been suspended due to a lack of new information; City buildings had been reopened to the public but the track and gym at the Community Center remained closed; some of the tenants in the Community Center were also still closed to the public; and public restrooms were being cleaned

on an enhanced schedule with signs at each park restroom indicating when the facility had last been cleaned.

**City/County Meeting Update** – Councilmembers Grams and Johnson (K) gave brief reports on the City/County meeting and City Administrator Prafke reported discussion included the solid waste/recycling site; wellhead protection; water drainage issues; Township 361; and joint diversity equity training.

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 8:21 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator