

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**AUGUST 9, 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.

A quorum present, Mayor Zieman called the meeting to order at 7:00 p.m. The following members were present: Councilmembers Ed Johnson, Shanon Nowell, Keri Johnson, Emily Bruflat and Mayor Chuck Zieman. Absent were Councilmembers Stephan Grams and Brad DeVos. The following officials were also present: City Administrator Todd Prafke and City Attorney James Brandt.

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

**Approval of Minutes** – A motion was made by Johnson (E), seconded by Nowell, to approve the minutes of the July 26, 2021 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the July 26, 2021 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – City Administrator Prafke requested a change in the resolution to correct the annual salary for the Maintenance Superintendent appointment to reflect \$75,500 per year. In motion by Nowell, seconded by Bruflat, Resolution No. 2021-110 entitled "Resolution Approving Consent Agenda" was introduced with the corrected salary. Upon roll call, with all in favor, the Resolution was declared passed and adopted as modified. A complete copy of Resolution No. 2021-110 is contained in the City Administrator's book entitled Council Resolutions 23.

**Local Option Sales Tax Ballot Question** – City Administrator Prafke recapped the Legislature's approval for inclusion of a local option sales tax ballot question on the November 2, 2021 general election. Prafke noted that, based on the most recent figures provided by the Minnesota Department of Revenue, implementation of a one-half of one percent local option sales tax would cover all of the estimated annual debt service of \$358,000 on the \$9,400,000 project for construction of a new Fire Station. Mayor Zieman questioned if the \$600,000 that has already been expended on the project will be covered by sales tax revenue if approved. Prafke noted that those costs were included in the USDA financing for the project and would be reimbursed.

Councilmember Johnson (E) questioned what would happen if sales tax revenue was insufficient to pay the debt service in any given year. Prafke stated a fund would be established for receipt of the sales tax and the current sales tax figures, which are a snap shot in time, would likely increase over the years providing excess revenue that could be used to make up any deficit.

In motion by Bruflat, seconded by Nowell, Resolution No. 2021-111 entitled "Resolution Calling For An Election On A Sales And Use Tax For City New Fire Station Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete

copy of Resolution No. 2021-111 is contained in the City Administrator's book entitled Council Resolutions 23.

**Call For Public Hearing: Tax Increment Financing District No. 1-23** – Shannon Sweeney of David Drown Associates, the firm that assists the City with Tax Increment Financing districts, recommended calling for a public hearing on September 27<sup>th</sup> to consider creation of a Tax Increment Financing District to assist Creation Technologies with costs to expand their business. Sweeney indicated that if the district was established, one-half of all the new tax increments generated by the expansion would be provided to Creation Technologies during the nine year life of the district and the City would keep the remaining increments to assist with further development in the Tax Increment Financing District. Sweeney also pointed out that Nicollet County and School District #508, which would receive no additional taxes for the new portion of the Creation Technologies development if the district was created, would be invited to the hearing for comment on the proposal. Sweeney also noted that following the September 27<sup>th</sup> hearing, staff would provide a Tax Increment Financing plan, budget figures and a map outlining the physical boundaries of the district for adoption by the City Council.

Community Development Director Wille provided information on the job creation, utility consumption, payroll and property tax increases that have occurred since Creation Technologies moved to the new location in 2009 with the assistance of City revolving loan funds.

In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2021-112 entitled "Resolution Calling Public Hearing On The Creation Of Tax Increment Financing District No. 1-23 Within Municipal Development District No. 1 And The Adoption Of A Tax Increment Financing Plan Relating Thereto And The Proposed Business Subsidy To Traverse Des Sioux Enterprises LLC" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-112 is contained in the City Administrator's book entitled Council Resolutions 23.

**Request For City Assistance: Rock Bend Folk Festival** – City Administrator Prafke recommended approval be provided for City assistance for the Rock Bend Folk Festival which will take place in Minnesota Square Park on September 11-12, 2021. Prafke noted the request for assistance was substantially the same as in previous years. Councilmember Bruflat asked if the organizers had submitted any plans for minimizing risks related to COVID-19 and the Delta variant. Prafke indicated the organizers would comply with all State regulations related to public health, but he hadn't specifically addressed COVID-19 with them. Bruflat asked for further information from the organizers related to minimizing public health risks.

In motion by Nowell, seconded by Johnson (E), Resolution No. 2021-113 entitled "Resolution Authorizing City Assistance For Rock Bend Folk Festival" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-113 is contained in the City Administrator's book entitled Council Resolutions 23.

**Intersection Traffic Evaluation (Sunrise/Broadway)** – Public Works Director Moulton requested authorization for Bolton and Menk, Inc. to perform an intersection control evaluation at the intersection of Sunrise Drive and Broadway Avenue to study both vehicular and pedestrian traffic between September-December of 2021. Moulton reminded the Council that LRIP funding had been awarded to the City for a project to improve the intersection the study was necessary as part of the project. Moulton reported Bolton and Menk was willing to perform the study on an hourly basis for a fee not to exceed \$27,400 and, as one-fourth of the

intersection is controlled by Nicollet County, they would pay a portion of the study cost and any subsequent improvements. In response to Councilmember questions, Moulton indicated the soon to be constructed fire station at the northwest corner of the intersection would be taken into consideration during the evaluation and the City would work closely with County staff on both the evaluation and subsequent project. In motion by Bruflat, seconded by Johnson (K), Resolution No. 2021-114 entitled "Resolution Authorizing A Traffic Intersection Control Evaluation At Broadway Avenue And Sunrise Drive" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-114 is contained in the City Administrator's book entitled Council Resolutions 23.

**361<sup>st</sup> Avenue Right-Of-Way Plat Engineering** – Public Works Director Moulton requested Bolton and Menk, Inc. be retained at a not to exceed cost of \$56,000 to provide engineering for development of a right-of-way plat for 361<sup>st</sup> Avenue directly west of the high school in preparation for an improvement project to be funded by \$1,250,000 in LRIP grants. Moulton noted that while the engineering costs must initially be paid by the City, the cost would eventually be recouped through Municipal State Aid dollars. In motion by Johnson (K), seconded by Nowell, Resolution No. 2021-115 entitled "Resolution Authorizing Preliminary Engineering And Right-Of-Way Plat For the Improvement Of 361<sup>st</sup> Avenue From Broadway To Traverse Road (CR51)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-115 is contained in the City Administrator's book entitled Council Resolutions 23.

**Request For City Assistance** – City Administrator Prafke recommended City assistance be provided for a first-time community event ("A Day Of Hope") to be held in Minnesota Square Park on August 21<sup>st</sup>. Prafke reported staff had met with the organizers to address City concerns regarding crowd size which when initially approached by the organizers was estimated at 100 and which now may be as many as 1,000 people. Prafke noted City staff will work closely with the organizers and a certificate of insurance, as required from all community event organizers, had already been received. In motion by Nowell, seconded by Johnson (E), Resolution No. 2021-116 entitled "Resolution Authorizing City Assistance For A Day Of Hope Event" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-116 is contained in the City Administrator's book entitled Council Resolutions 23.

**ADA Grant Program Awards** – Community Development Director Wille presented the Economic Development Authority recommendation to award ADA accessibility improvement grants to five of the eight businesses that had submitted an application in 2021. Wille indicated the total amount of grants recommended for award (\$35,765) exceeded the \$28,750 budget and the excess funds would be paid from the revolving loan fund principal amounts. Wille also reported he had encouraged the three applicants that were not recommended for funding to apply in 2022 if the program was continued or to apply for the regular low interest revolving loans. In motion by Bruflat, seconded by Johnson (K), Resolution No. 2021-117 entitled "Resolution Approving Central Business District/Accessibility Improvement Grant Awards To Arrow Commercial Properties, Nicollet Hotel, Red Men Club, Nicollet Lodge #54 Masons (Nutters) And The Foot And Ankle Clinic" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-117 is contained in the City Administrator's book entitled Council Resolutions 23.

## **Reports**

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

**City/County Meeting Rescheduled 9/1/2021** – City Administrator Prafke reported the City County meeting had been rescheduled to September 1<sup>st</sup>.

**Night To Unite Report** – Mayor Zieman and Councilmember Johnson (K) reported the annual Night to Unite event had been great and they, along with first responders, had visited ten neighborhood events. Johnson expressed her appreciation to the first responders who participated and Police Officer Jon Hughes who organized the event. City Administrator Prafke noted the great community support extended to all of the first responders from the neighborhood groups.

**Seal Coating Project Update** - Public Works Director Moulton reported the annual seal coating project would begin on August 11<sup>th</sup> and approximately one hundred (100) blocks would be completed within three days. Moulton also reported that excess rock would be collected beginning Sunday evening.

**Team Building Opportunity** – City Administrator Prafke informed the Council that the August 30<sup>th</sup> goal session would include a team building exercise offered by the League of Minnesota Cities.

There being no further business, a motion was made by Johnson (E), seconded by Bruflat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:46 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator