

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**AUGUST 10, 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 August 10, 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 7:00 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), City Attorney James Brandt (in person) and City Engineer Jeff Domras (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 Nowell, seconded by Johnson (E), to approve the minutes of the July 27, 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 July 27, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Grams, seconded by Johnson (K), Resolution No. 2020-87 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. 2020-87 is contained in the City Administrator's book entitled Council Resolutions 23.

**Kottke Holdings Revolving Loan Modification Request** – Community Development Director Wille presented the EDA recommendation for approval of a five (5) year extension of the balloon payment due on the revolving loan provided to Kottke Holdings, LLC, (Spring Touch Lawn Care). Wille noted the applicant continued to make all payments as required and the EDA had voted unanimously to approve the request to extend the balloon payment date to August, 2025 with no change to the interest rate of the loan. Mayor Zieman questioned if Mr. Kottke had been required to go to a private bank prior to the request. Wille responded the EDA did not require a denial letter from a private bank in this instance. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-88 entitled "Resolution Modifying Terms Of Revolving Loan Previously Provided To Kottke Real Estate Holdings (Spring Touch Lawn Care And Pest Control)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-88 is contained in the City Administrator's book entitled Council Resolutions 23.

**Assistant Library Supervisor Job Description** – Recreation and Leisure Services Director Schugel requested approval of an updated position description for Assistant Library Supervisor which had been reviewed by the City Council at the last workshop. Councilmember Johnson (K) pointed out a small correction required in the job description ("inactivity" vs. "in activity"). In motion by Bruflat, seconded by Nowell, Resolution No. 2020-89 entitled "Resolution Adopting Updated Assistant 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. 2020-89 is contained in the City Administrator's book entitled Council Resolutions 23.

**2020 North Third Street Improvements (Skaro to Livermore) Project Acceptance** – Public Works Director Moulton recommended formal acceptance of the 2020 North Third Street project which encompassed the area from Skaro to Livermore Streets and some additional areas of sidewalk, at a final project cost of \$272,063.88. Moulton noted the final cost was \$3,838.87 lower than the original bid due to City crews assisting with various parts of the project. Moulton also recommended authorization be made to make the final payment to the contractor in the amount of \$163,170.65. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-90 entitled "Resolution Accepting The 2020 North Third Street Improvements (Skaro to Livermore) Project And Authorizing Final Payment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-90 is contained in the City Administrator's book entitled Council Resolutions 23.

**Veteran's Memorial Park Playground Improvements Project Acceptance** – Public Works Director Moulton reported Nielsen Concrete had completed the Veteran's Memorial Park Playground Improvements Project as per the plans and specifications. Moulton reported the original project cost (\$71,426) had been reduced to \$57,479 after City staff completed some of the work including removal of the original playground equipment, delivery of base materials, backfilling, landscaping and seed. In motion by Johnson (K), seconded by Grams, Resolution No. 2020-91 entitled "Resolution Accepting Veteran's Memorial Park Playground Improvements Project And Authorizing Final Payment" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-91 is contained in the City Administrator's book entitled Council Resolutions 23.

**Wheel Loader Purchase** – Public Works Director Moulton requested authorization for purchase of a 2020 John Deere 524L Wheel Loader from RDO Equipment in Mankato that would be funded by a combination of Wastewater Fund budgeted money, wastewater reserves and trade-in of the 2002 John Deere wheel loader. Moulton noted the trade-in value of the 2002 loader was less than expected due to the negative impact the ammonia in the wastewater treatment plant had on the unit's electronics. In motion by Nowell, seconded by Johnson (E), Resolution No. 2020-92 entitled "Resolution Authorizing The Purchase Of A New John Deere Wheel Loader And Trade-In Of Current Unit #68" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-92 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 and Recreation and Leisure Services Director Schugel provided an update related to COVID-19 issues. Schugel reported the outdoor pool had been closed after an employee tested positive for the virus. Schugel indicated other employees who had been in close proximity to the infected staff member during a specialized training session had been notified to take appropriate precautions, but after review of the employee's work schedule it was believed the public was not in close proximity and would have no exposure. Schugel also praised the public's response to the strict regulations implemented at the pool to comply with COVID-19 restrictions and reported second session swimming lessons, which were half-way completed at the time the pool was closed, would receive a 50% refund. City Administrator Prafke reported most individuals coming into City Hall had been very respectful of the need to wear a mask and were complying with the mandate.

**Electric Charging Stations Update** – Public Works Director Moulton provided an update on the installation of the two electric vehicle charging stations in the downtown area.

**Census 2020 Reminder** – City Administrator Prafke reported the City's Census participation is currently at 76.2% and reminded those who have not yet participated in the 2020 Census to do so. Prafke noted Census enumerators are currently knocking on doors of households who have not participated and Census work will end at the end of September, 2020.

**Executive Session: Land Purchase Negotiations** – As provided for in State Statutes, City Administrator Prafke recommended a closed session be conducted to discuss land purchase negotiations. In motion by Johnson (E), seconded by Nowell, Resolution No. 2020-93 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. 2020-93 is contained in the City Administrator's book entitled Council Resolutions 23. The Council adjourned to closed session at 7:44 p.m.

The Council returned to open session at 8:18 p.m.

There being no further business, a motion was made by Johnson (E), seconded by Johnson (K), to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:19 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke

City Administrator