

CITY OF SAINT PETER, MINNESOTA
OFFICIAL PROCEEDINGS
MINUTES OF THE CITY COUNCIL MEETING
AUGUST 24, 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 24, 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, Keri Johnson and Emily Bruflat. The following members were present in the meeting room: Mayor Charles Zieman and Councilmember 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 Nowell, to approve the agenda. With all in favor, the agenda was approved.

Approval of Minutes – A motion was made by Bruflat, seconded by Johnson (E), to approve the minutes of the August 10, 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 August 10, 2020 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

Consent Agenda – Councilmembers discussed why only one meter testing company was considered (only one in Minnesota still doing the work); why gloves had been purchased from Menards and not locally (Menards will sell the gloves by the case at a significant savings) and whether the temporary gambling licensees were complying with Minnesota Department of Health COVID related guidelines for their events (the licensee is responsible for compliance with State regulations concerning COVID-19 as any other business would be). In motion by Grams, seconded by Johnson (E), Resolution No. 2020-94 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. 2020-94 is contained in the City Administrator's book entitled Council Resolutions 23.

Generation Plant EMCP/Generator Monitoring Upgrades Bid Award – Public Works Director Moulton requested award of the bid for the EMCP and Generator Monitoring System Upgrades at the Broadway Generation Plant Project to Ziegler Power Systems in the amount of \$284,580. Moulton noted that Ziegler was the original manufacturer of the equipment and as their system was proprietary, no other bids had been received as other vendors would have had to purchase the equipment from Ziegler making their bids higher in every instance. Moulton also pointed out that the bid exceeded the budgeted amount (\$170,000) and staff's recommendation was to fund the project with issuance of a special equipment certificate for the total bid amount with repayment from the Electric Fund over five years. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-95 entitled "Resolution Awarding Bid For The EMCP And Generator Monitoring System Upgrades At The Broadway Generation Plant Project" was

introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-95 is contained in the City Administrator's book entitled Council Resolutions 23.

Generation Plant Building Automation System Upgrades Bid Award – Public Works Director Moulton requested award of the bid for the Building Automation System Upgrades At The Broadway Generation Plant Project to NAC Mechanical & Electrical Services in the amount of \$60,390. Moulton indicated the project, which had been budgeted, was now recommended to be financed by issuance of a special equipment certificate that would fund both generation plant projects. In motion by Nowell, seconded by Johnson (K), Resolution No. 2020-96 entitled "Resolution Awarding Bid For The Building Automation System Upgrades At The Broadway Generation Plant Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-96 is contained in the City Administrator's book entitled Council Resolutions 23.

Councilmember Johnson (K) thanked Public Works staff for the tour of the electric generation plant which she indicated helped her understand the projects.

River's Edge Hospital Expansion Project Change Orders – River's Edge Hospital CFO Lori Zook addressed the Council to request approval of Change Orders #1-359 totaling \$1,857,607 for the Hospital Expansion Project which was now completed. Zook reminded the Council the process for change orders, which had been decided upon at the beginning of the two year construction project, included approval of change orders by the Project Building Committee and the Hospital Commission (each of which included two Councilmembers) with final approval by the City Council at the end of the project. Zook said the change orders amounted to approximately five percent (5%) of the total project budget and the project had been finished on time and on budget with formal acceptance of the project scheduled for September. Mayor Zieman pointed out the \$33,800,000 project had not only been completed on time, but was actually \$6,001 under budget.

In motion by Bruflat, seconded by Johnson (E), Resolution No. 2020-97 entitled "Resolution Authorizing Change Orders For River's Edge Hospital Expansion Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-97 is contained in the City Administrator's book entitled Council Resolutions 23.

Hazardous Building Removal Order (1671 South Third Street) – City Attorney Brandt reviewed the legal process that must be followed for the City to order removal of the hazardous building that remained after a fire destroyed the bowling alley at 1671 South Third Street. Brandt reported Building Official Busse was of the opinion the structure had been substantially destroyed and could not be appropriately repaired or rebuilt making the structure and property "hazardous" as defined in M.S. 463.15, Subdivision 3. Brandt recommended adoption of a resolution ordering the razing and removal of the property under the process outlined in Statute.

Councilmembers expressed a desire to move forward with the removal order as quickly as possible. Councilmember Nowell asked if bidding for the demolition could take place before the order is heard by the Court. City Administrator Prafke indicated the demolition bid process is already underway and bids are already being accepted.

Brandt also noted the owner of the property could turn the lot over to the City and any costs the City has related to removal of the building and cleanup of the property would be specially assessed against the lot.

In motion by Nowell, seconded by Johnson (K), Resolution No. 2020-98 entitled "Resolution Ordering The Razing And Removal Of The Hazardous Building At 1671 South Third Street" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-98 is contained in the City Administrator's book entitled Council Resolutions 23.

North Third Street Project Feasibility Study – Public Works Director Moulton recommended Bolton and Menk, Inc. be retained to prepare a feasibility study for a project that would make drainage, water main, sewer main, curb and gutter and asphalt roadway improvements on McLeod and Center Streets and on North Third Street from the intersection with St. Julien Street to a point 1,000' to the north at a cost of \$9,300. Moulton noted that the study was the first step in a project that would be assessed to benefiting property owners under M.S. 429 and the study would define the expected costs to each parcel within the project area. Mayor Zieman asked if the study had already been done and Moulton clarified that the information previously provided to the Council consisted of preliminary design work only. In motion by Grams, seconded by Bruflat, Resolution No. 2020-99 entitled "Resolution Authorizing Bolton and Menk, Inc. To Prepare Feasibility Report For Improvements to North Third, Center And McLeod Streets From West St. Julien Street To 1,000-Feet North" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-99 is contained in the City Administrator's book entitled Council Resolutions 23.

Vacation Accumulation Modification – City Administrator Prafke recommended the vacation accumulation rate for employees be modified to provide a slightly higher rate for employees with thirty-five (35) or more years of service. Prafke recommended the current rate of 16.5 hours per month be increased to 18 hours per month effective January 2020 and noted the expected costs to the City would be \$500-\$800 per year. Prafke also pointed out that the increase was only to the accumulation rate and did not impact the maximum accumulation levels. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-100 entitled "Resolution Modifying Employee Personnel Policy Section XI 'Employee Leaves'" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-100 is contained in the City Administrator's book entitled Council Resolutions 23.

Tree Worker License Application – City Administrator Prafke reported nothing had been found in a background investigation that would prohibit issuance of a Tree Worker license to Steven Erickson dba Live Tree Nursery. Prafke recommended approval of the application which would bring the total number of licensed tree workers in the City to fifteen (15). In motion by Nowell, seconded by Johnson (K), Resolution No. 2020-101 entitled "Resolution Approving Tree Worker License" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-101 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 reported the public seemed to be complying with the State's indoor mask regulations with little difficulty and for those who refused to wear a mask

in City buildings, staff was still finding ways to help them conduct business including payment of utility bills.

City/County Meeting Discussion (8/19/2020) – City Administrator Prafke and Councilmembers Johnson (K) and Grams reported on discussion at the August 19th City/County meeting which included cemeteries, absentee voting and the possibility of the County providing a manned curbside drop off for absentee ballots the week before the general election, solid waste, transit, library funding, equity, watershed, CSAH 310, public hearing, and CARES Act funds and the County’s program for providing some of those funds to businesses in the County.

Special EDA Meeting Discussion (8/19/2020) - City Administrator Prafke reported a special meeting of the Economic Development Authority (EDA) had been convened to discuss fire station project funding and the overall financing plan for the project, and the conclusion of the COVID-19 Micro Loan program which would stop accepting applications at the end of business on August 31st.

Mayor Zieman expressed his appreciation to the City Council for their willingness to serve on the various advisory boards and commissions. Zieman indicated having two Councilmembers on a board allowed differing perspectives on board discussions.

Councilmember DeVos asked what the cemetery discussion had been at the City/County meeting and Prafke noted discussion centered on concerns that one of the privately owned cemeteries would be abandoned when the elderly owner died.

There being no further business, a motion was made by Johnson (E), seconded by Brufat, to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:02 p.m.

Charles Zieman
Mayor

ATTEST:

Todd Prafke
City Administrator