

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**SEPTEMBER 28, 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 September 14, 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 Ed Johnson and Keri 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** – Mayor Zieman noted the agenda item entitled “Reserve Fund Balance Modification” was removed from the agenda. A motion was made by Johnson (E), seconded by Nowell, to approve the agenda as modified. With all in favor, the modified agenda was approved.

**Approval of Minutes** – Councilmember Johnson (K) asked for a correction to the minutes to show she was in person at the September 14<sup>th</sup> meeting. A motion was made by Grams, seconded by Johnson (K), to approve the minutes of the September 14, 2020 regular City Council meeting as corrected. With all in favor, the motion carried and the minutes were approved. A complete copy of the minutes of the September 14, 2020 regular City Council meeting is contained in the City Administrator’s book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-106 entitled “Resolution Approving Consent Agenda” was introduced. City Administrator Prafke noted that under City Code regulations, the permit request for keeping of chickens did not have to come to the Council, but when the ordinance allowing chickens was adopted the Council had asked for updates. Prafke noted that without further direction from the Council, future chicken permits would be treated the same as dog and cat licenses and handled by staff. The Council expressed no objection. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-106 is contained in the City Administrator’s book entitled Council Resolutions 23.

**Broadway Generation Plant Equipment Certificate Bid Award** – Finance Director Vogel recommended acceptance of the proposal from Pioneer Bank for issuance of \$345,000 in equipment certificates to fund two improvement projects at the Broadway Generation Plant. Vogel indicated Pioneer Bank’s proposal of 1.5% for each of the five years was the lowest of the three proposals received and would be a total interest cost of \$15,525. Councilmember Johnson (K) questioned if sending the request for proposals directly to banks was different than the normal process used to solicit proposals. City Administrator Prafke noted that not everyone the City does business with watches the website postings and staff regularly sends proposal requests to local vendors. In motion by Johnson (K), seconded by Nowell, Resolution No. 2020-107 entitled “Resolution Awarding The Sale Of \$345,000 Broadway Generation Plant Upgrade Equipment Certificates Of Indebtedness Of 2020; Fixing The Form And Specifications Thereof; And Providing For Their Payment” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-107 is contained in the City Administrator’s book entitled Council Resolutions 23.

**Utility Bill Assistance Program** – Finance Director Vogel recommended establishing a temporary utility payment assistance program for residential utility customers who have been negatively impacted by COVID-19 and are struggling to pay their bills. Vogel noted that other assistance programs only allow for payment of electric charges and the proposed program, to be administered through the Minnesota Valley Action Council, would allow for payment of all of the City’s utility charges for eligible customers as outlined in the program requirements. Vogel recommended \$50,000 from the City’s CARES Act funding be designated for this program that would help pay bills incurred from March 1, 2020 – December 31, 2020. City Administrator Prafke indicated that staff was not anticipating all of the \$50,000 would be used but having a program that dovetailed with existing programs would benefit customers who are in crisis due to

COVID-19. In motion by Bruflat, seconded by Johnson (K), Resolution No. 2020-108 entitled "Resolution Establishing Temporary COVID-19 Utility Payment Assistance Program For Residential Utility Customers Experiencing Negative Economic Impact Due To COVID-19" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-108 is contained in the City Administrator's book entitled Council Resolutions 23.

**City Assistance Request: Haunted Hayride** – City Administrator Prafke recommended approval of a request by the Nicollet County Trails Association for their annual haunted hayride fundraising event in Riverside Park around the Mill Pond. Prafke noted due to COVID-19, the Association had developed a detailed COVID-19 preparedness plan to keep their volunteers safe and was changing things up this year to be a drive through event where participants would stay in their personal vehicles. Prafke also pointed out that like last year, the request was to operate until midnight each night. Councilmember Nowell complimented the group on their event and their attention to safety protocols. In motion by Grams, seconded by Nowell, Resolution No. 2020-109 entitled "Resolution Approving Request For City Assistance For Nicollet County Trails Association Haunted Hayrides" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-109 is contained in the City Administrator's book entitled Council Resolutions 23.

**North Traverse Green Subdivision Preliminary and Final Plats** – Community Development Director Wille presented the Planning and Zoning Commission recommendation for approval of preliminary and final plats for North Traverse Green Subdivision which was previously Outlot D of Traverse Green Subdivision. Wille noted the preliminary plat identified six (6) twin home sites, twelve (12) single home lots, and two multi-family lots with future Outlots that would be used for the future Cullen Street right-of-way. Wille indicated the preliminary plat would be valid for a period of twelve (12) months unless the City Council granted an extension. In motion by Johnson (E), seconded by Johnson (K), Resolution No. 2020-110 entitled "Resolution Approving Preliminary Plat Of North Traverse Green Subdivision" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-110 is contained in the City Administrator's book entitled Council Resolutions 23.

Wille reported the proposed development of North Traverse Green Subdivision would be done in two phases with the final plat being an abbreviated version of the preliminary plat showing lots for three twin homes and one multi-family and the remaining property designated as outlots for future development and the Cullen Street right-of-way. Wille noted that both the preliminary and final plats would be zoned R-3 (multi-family residential) and the plats met both the subdivision requirements and utility standards. In motion by Bruflat, seconded by Johnson (E), Resolution No. 2020-111 entitled "Resolution Approving Final Plat Of North Traverse Green Subdivision" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2020-111 is contained in the City Administrator's book entitled Council Resolutions 23.

**North Third, McLeod, Center Street Project Feasibility Report Acceptance** – Public Works Director Moulton and City Engineer Domras provided a detailed review of the feasibility report completed for a proposed project to improve North Third Street to a point 1,000 feet north of West St. Julien Street and Center and McLeod Streets which are currently gravel roads subject to flooding, erosion, and extreme drainage problems. Domras indicated the areas would be improved by among other things expanding the road widths to existing standards, replacing the gravel road surface with bituminous pavement, adding curb and gutter, and utility improvements. Domras also pointed out that the detention pond planned along Center Street would receive runoff from a thirteen acre watershed, fifty percent (50%) of which comes directly from the Alumacraft property to the west. Domras reported staff continued working with Alumacraft about the possibility of building a pond on their site and if that were to happen, the plans for the pond on Center Street would change.

Domras reviewed the funding split for the project which would include assessments to benefitting property owners under Minnesota Statutes 429 and City funds based on the City's assessment policy. Wrapping up his presentation, Domras presented a proposed timeline for the project which would include a hearing on October 26, 2020 and bid receipt in February of 2021.

Councilmember Bruflat questioned if lining the sanitary sewer on North Third Street now would be wise instead of having to line it later. Moulton indicated that the pipe looked good now and regular maintenance would reduce any future costs.

Councilmember Nowell questioned why there was no cul-de-sac planned at the west end of McLeod Street. Moulton indicated the City did not own enough right-of-way to install one and if

the Council chose to do so, negotiations for purchase of privately owned property would have to take place.

Councilmember Johnson (E) asked what percentage of property owners had committed to the project. Moulton indicated five property owners like the idea, but don't want to pay anything but the majority of the property owners abutting all three roadways had already signed waivers of assessment on the project.

In motion by Grams, seconded by Nowell, Resolution No. 2020-112 entitled "Resolution Accepting Feasibility Report And Calling For Public Hearing On Improvements To North Third Street, 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. 2020-112 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 open gym at the Community Center has seen massive numbers of participants which at times have exceeded the COVID-19 capacity levels and a decision was made that St. Peter residents will have first priority for being in the gym.

**Night To Unite Event** – City Administrator Prafke reminded Councilmembers of the October 6<sup>th</sup> Night To Unite event which for the second year will consist of neighborhood gatherings. Prafke also noted that one group had requested temporary closure of the roadway and staff would provide for that closure.

**Hospital Financing Update** – City Administrator Prafke reported the good news that closing on the USDA financing for the River's Edge Hospital Expansion Project had been delayed to take advantage of another drop in interest rates that would save the Hospital an additional \$900,000 in interest over the life of the issuance. Prafke reminded the Council the project interest rate had originally been projected to be substantially higher at 7.7%-7.75% but the Hospital had agreed to 2.25% before the most recent drop to 2.125%.

City Administrator Prafke also reported hydrant flushing would begin on October 5<sup>th</sup> and be done overnight (8:00 p.m. – 6:00 a.m.) to minimize disruption to the public.

City Administrator Prafke reported on collections being held on October 10<sup>th</sup> and 17<sup>th</sup> for tires, appliances, electronics, hazardous materials, and even fluorescent bulbs. Prafke noted more information on the collections is available in the Hot Sheet and from the Tri-County Solid Waste office.

**Closed Session: Sale of City Owned Land** – City Administrator Prafke requested a closed session to discuss an offer submitted for purchase of City owned property at 216 South Washington Avenue. Prafke noted that such discussion was authorized in closed session under Minnesota Statute. In motion by Johnson (E), seconded by Bruflat, Resolution No. 2020-113 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. 2020-113 is contained in the City Administrator's book entitled Council Resolutions 23.

The Council adjourned to closed session at 8:05 p.m.

The Council returned to open session at 8:23 p.m.

There being no further business, a motion was made by DeVos, seconded by Johnson (E), to adjourn. With all in favor, the motion carried and the meeting adjourned at 8:24 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator