

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**JULY 11, 2022**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Saint Peter was conducted in the Governors' Room of the Community Center.

A quorum present, Mayor pro tem Johnson called the meeting to order at 7:00 p.m. The following members were present: Keri Johnson, Darrell Pettis, Emily Bruflat, and Dustin Sharstrom. The following members were absent: Shanon Nowell, Brad DeVos and Ben Ranft. The following officials were also present: City Administrator Todd Prafke, City Attorney James Brandt and City Engineer Jeff Domras.

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

**Approval of Minutes** – Mayor pro tem Johnson requested the word “die” be replaced with “drive” under the Visitor comments section. A motion was made by Pettis, seconded by Sharstrom, to approve the minutes of the July 11, 2022 regular City Council meeting with the requested modification. With all in favor, the minutes were approved as modified. A complete copy of the minutes of the July 11, 2022 regular City Council meeting is contained in the City Administrator’s book entitled Council Proceedings 20.

**Visitors** – Alyssa Frahm of the Minnesota Recreation and Parks Association, presented Recreation and Leisure Services Director Schugel with an Award of Excellence in the Partnership and Sponsorship category for the City’s cooperative partnership with the St. Peter Pickleball Association for development of pickleball courts at Veteran’s Memorial Park. Frahm stated the project was “exemplary” of the category requirements and congratulated the City, Recreation and Leisure Services Director Joey Schugel and members of the Association on their work. Mayor pro tem Johnson recessed the meeting at 7:06 p.m. to allow the Association members to take photos.

The Council came back into session at 7:15 p.m.

**Consent Agenda** – In motion by Sharstrom, seconded by Bruflat, Resolution No. 2022–104 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. 2022–104 is contained in the City Administrator’s book entitled Council Resolutions 24.

**Minnesota Square North Plaza Project Final Acceptance** – Public Works Director Moulton requested final acceptance of the Minnesota Square North Plaza Project and requested authorization to make final payment to Pember Construction in the amount of \$7,510.63. Moulton noted the Phase 1 project for installation of a plaza and planters and some associated work on the north side of the Park had been completed as per the plans and specifications at a total cost of \$127,839.30 which was close to the original budget and timeline. In motion by Pettis, seconded by Sharstrom, Resolution No. 2022-105 entitled “Resolution Accepting Minnesota Square Park North Plaza Project And Authorizing Final Payment To Contractor” was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2022-105 is contained in the City Administrator's book entitled Council Resolutions 24.

**2021 Audit Acceptance** – Jim Eichten of the City's audit firm MMKR, presented his findings of the 2021 financials ending December 31, 2021. Eichten stated he had issued an unmodified (clean) opinion and reviewed findings including three invoices that had not been paid within the statutory timeline and a purchase that required quotes under State regulations for which quotes were not received and use of the State bid process could not be documented. Eichten noted that staff would now be required to mitigate/prevent these issues in the future. Eichten reviewed the General Fund and Enterprise Fund revenues, reserves and debt service levels and ended his presentation with the opinion that the audit results were very positive, everything is in good shape in Saint Peter, and City staff does an excellent job of managing the City's finances.

City Administrator Prafke noted that copies of the audit and management report will be on the City's website and in the public library within the week.

In motion by Sharstrom, seconded by Brufalt, Resolution No. 2022-106 entitled "Resolution Accepting 2021 Financial Statements Together With Independent Auditor's Report" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-106 is contained in the City Administrator's book entitled Council Resolutions 24.

**2022 Broadway Avenue & Sunrise Drive Intersection Improvements Project Bid Award** – Public Works Director Moulton requested award of the bid for the roundabout at Broadway Avenue/Sunrise Drive to low bidder Dirt Merchant, Inc. in the amount of \$2,163,433.76 which was approximately fifteen percent (15%) higher than the one-year old engineer's estimate. Moulton reminded the Council that funding for the project would be from a combination of LRIP grant funds in the amount of \$1,250,000, City utility funds, County funds (for one-fourth of the roundabout leg), and assessments. In motion by Brufalt, seconded by Sharstrom, Resolution No. 2022-107 entitled "Resolution Awarding Bid For The 2022 Broadway Avenue & Sunrise Drive Intersection Improvements Project" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-107 is contained in the City Administrator's book entitled Council Resolutions 24.

**2022 Clark Street Extension Project Bid Award** – Public Works Director Moulton requested award of the bid for the 2022 Clark Street Extension Project to low bidder G.M. Contracting in the amount of \$591,284.32, which was approximately six percent (6%) lower than the engineer's estimate. Councilmember Pettis questioned if assessment hearings would be required for the portion of the project funded by assessments. City Administrator Prafke noted that the abutting property owner had executed a development agreement that included a waiver of assessment which negated the need for an assessment hearing. In motion by Pettis, seconded by Sharstrom, Resolution No. 2022-108 entitled "Resolution Awarding Bid For The 2022 Clark Street Extension Project " was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2022-108 is contained in the City Administrator's book entitled Council Resolutions 24.

## **Reports**

**Mayor pro tem's Report** – Mayor pro tem Johnson reported on her participation, along with Mayor Nowell, in the Fourth of July parade. Johnson extended her congratulations to the St.

Peter Area Chamber of Commerce and the sponsors of all the Fourth of July events including the “spectacular” fireworks display.

**Minnesota River Valley Transit Board Meeting Schedule** – City Administrator Prafke reminded Councilmembers of the July 12<sup>th</sup> regular board meeting of Minnesota River Valley Transit which will begin at 2:30 p.m. in the Traverse des Sioux Room of the Community Center.

**Fire Station Groundbreaking** – City Administrator Prafke reported the official groundbreaking ceremony for the new fire station will be held on Monday, July 18<sup>th</sup> beginning at 4:30 p.m. at the construction site.

**Fourth of July Weekend Activities** – City Administrator Prafke commented on the number of community events held over the Fourth of July weekend. Councilmembers also commented on how quickly the parade route opened up and was cleaned up, how well attended the Fireman’s Dance had been, and commended the Police and Public Works Department staff for their efforts.

There being no further business, a motion was made by Bruflat, seconded by Sharstrom, to adjourn. With all in favor, the motion carried and the meeting adjourned at 7:52 p.m.

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Shanon A. Nowell  
Mayor

ATTEST:

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Todd Prafke  
City Administrator