

**CITY OF SAINT PETER, MINNESOTA**  
**OFFICIAL PROCEEDINGS**  
**MINUTES OF THE CITY COUNCIL MEETING**  
**JULY 26, 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 7:05 p.m. The following members were present: Councilmembers Ed Johnson, Shanon Nowell, Keri Johnson, Brad DeVos, Emily Bruflat and Mayor Chuck Zieman. Absent was Councilmember Stephan Grams. The following officials were also present: City Administrator Todd Prafke and Assistant City Attorney Chris Grean.

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

**Approval of Minutes** – A motion was made by Johnson (E), seconded by Johnson (K), to approve the minutes of the July 12, 2021 regular City Council meeting. With all in favor, the minutes were approved. A complete copy of the minutes of the July 12, 2021 regular City Council meeting is contained in the City Administrator's book entitled Council Proceedings 19.

**Consent Agenda** – In motion by Johnson (K), seconded by Johnson (E), Resolution No. 2021-108 entitled "Resolution Approving Consent Agenda" was introduced. Councilmember Nowell questioned if fire hydrant flow deficiencies discovered during the semi-annual flushing. Public Works Director Moulton indicated that flow levels are monitored continually throughout the year. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-108 is contained in the City Administrator's book entitled Council Resolutions 23.

**Police Department Position Descriptions** – Chief of Police Grochow requested modifications to the position descriptions for Patrol Officer and Detective. Grochow, noting the descriptions had last been officially updated in 1999, indicated extensive modifications were recommended to ensure the physical requirements were consistent with other Police positions, the essential responsibilities of the jobs were current, and the minimum and desired qualifications accurately reflect the qualifications needed for candidates to succeed in the jobs. Councilmember Johnson (K) asked about internal vs. external candidates for the Detective position and Grochow indicated the recruitment would begin with an internal only process and if a suitable candidate was not available, the process would be opened to outside candidates. City Administrator Prafke indicated that the position description for Detective was designed around the belief that suitable internal candidates were available which would allow for advancement of existing employees. In motion by Nowell, seconded by Bruflat, Resolution No. 2021-109 entitled "Resolution Adopting Updated Police Department Position Descriptions (Patrol Officer And Detective)" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A complete copy of Resolution No. 2021-109 is contained in the City Administrator's book entitled Council Resolutions 23.

**Wellhead Protection Plan – Part Two** – Public Works Director Moulton requested approval for Part Two of the City's ten year wellhead protection plan which had been funded in part by a \$10,000 grant. Moulton noted Stantec Consulting Services had been retained to provide the update for Part Two which had been sent to the Minnesota Department of Health for their approval following the required public comment period. Moulton also stated the plan had been distributed to other local units of government which may be impacted by the City's plan and if approved by the City Council, staff would continue work on meeting the project milestones identified in the plan.

Councilmember Johnson (K), questioned how the Minnesota Department of Health evaluates the City's progress and Moulton noted MDH really looks at whether the City is being proactive enough in working towards wellhead protection.

Councilmember DeVos asked for additional information on how the City works with farm owners. Moulton indicated City staff work with the County Soil and Water Conservation staff to reach out to farmers and others outside of the City limits and that partnership had been very effective. In motion by Johnson (E), seconded by Nowell, Resolution No. 2021-109 entitled "Resolution Approving The Amended Part Two Of The Wellhead Protection Plan" was introduced. Upon roll call, with all in favor, the Resolution was declared passed and adopted. A

complete copy of Resolution No. 2021-109 is contained in the City Administrator's book entitled Council Resolutions 23.

**Reports**

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

**City/School Committee Meeting** – City Administrator Prafke reported the City/School committee would be meeting on July 28<sup>th</sup> to discuss possible agenda items for an upcoming joint meeting of the full City Council and School Board.

**Minnesota River Valley Transit Board Meeting Re-Schedule** – City Administrator Prafke reminded the public of the August 3<sup>rd</sup> rescheduled date for the Minnesota River Valley Transit board meeting which had been unable to achieve a quorum on their regularly scheduled date. Prafke noted it was an important meeting as the Board was to adopt a resolution allowing for submission of a funding grant application.

**Water Use** – Public Works Director Moulton reported the Department of Natural Resources had notified the City the State had entered the “drought warning phase” and all public water suppliers were instructed to promote water conservation in an effort to reduce the gallons of water pumped to 150% of the January levels. Moulton indicated that in Saint Peter, that would mean reducing water usage to 1,500,000 gallons pumped per day. Moulton also reported that staff would begin promoting water conservation suggestions through the City's website and social media sources, but the City was fortunate to have three different aquifers to draw from.

City Administrator Prafke reminded the public the Council filing period begins on July 27<sup>th</sup> and will continue until August 10<sup>th</sup>.

Councilmember Johnson (K) reported the Regional Economic Development Alliance (REDA) would hold their annual meeting on September 14<sup>th</sup> at Gustavus.

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 7:42 p.m.

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Charles Zieman  
Mayor

ATTEST:

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Todd Prafke  
City Administrator