

St. Stephen City Council Agenda – June 1, 2022



2 6th Avenue SE
St. Stephen, MN 56375
320-251-0964

CITY OFFICIALS

Lisa Marvin
Mayor

Gene Skaj
Council Member

Danita Traut
Council Member

Steve Trobec
Council Member

Tom Vouk
Council Member

Kurt Niemeyer
Treasurer

Julie Jacobs
City Clerk

Website:
cityofststephen.com

Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of May Meeting Minutes

Approval of May 9, 2022 Special Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management
Parish Hall Generator

Reports

Road & Bridge

Planning Commission

Park

Personnel

Sheriff's Report

Health Committee

Unfinished Business

Rodenwald Developer Agreement

National Night Out: August 2nd

12th Avenue Update

Air BNB or VRBO

New Business

Jim Honer Drainage Issue

Third Avenue SE Road Issue

Ordinance for City Road Restrictions/Weight Limit

August Budget Planning Meeting – Set date

Miscellaneous Announcements

St. Stephen Sportsmen's Club – Frank Vouk

Newsleaders Publication: *June 10 & 24, July 8 & 22, Aug. 5 & 19, Sept. 2, 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.*

Meeting Adjourned

This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.

MINUTES
ST. STEPHEN CITY COUNCIL
JUNE 1, 2022

CALL TO ORDER: 6:30 P.M.

PLEDGE OF ALLEGIANCE: Led by Lisa Marvin

MEMBERS PRESENT: Lisa Marvin – Mayor, Gene Skaj, Danita Traut, Steve Trobec, and Thomas Vouk

ALSO PRESENT: Kurt Niemeyer, Treasurer, and Julie Jacobs, City Clerk

GUESTS: Liz Halet, City Attorney, Dan Schultz, Frank Vouk, St. Stephen Sportsmen’s Club, and Lieutenant Shawn Widmer of Stearns County Sheriff’s Office

APPROVAL OF AGENDA: Lisa Marvin added City Clerk Minutes under New Business. Tom Vouk added 9th Avenue Right of Way under Unfinished Business. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the agenda with the additions. All in favor, motion carried.

MINUTES OF MAY MEETING: May City Council Meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve the amended May 4, 2022, minutes. All in favor, motion carried.

MINUTES OF MAY SPECIAL MEETING: May Special Meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the amended May 9, 2022, minutes. All in favor, motion carried.

READING OF THE CLAIMS: Lisa Marvin asked Kurt Niemeyer to check if a payment to Frontline Warning Systems for the sirens was made. Also, if a new contract needs to be signed. Danita Traut inquired if the Astech bill for the parking lot expense should be designated under General Maintenance instead of Road Maintenance. Discussion held. Consensus to leave as is this year, but next year Astech will be asked to itemize this bill. Steve Trobec requested that Kurt makes sure the City isn’t billed twice for a booster reel. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: April receipts were reviewed. A motion was made by Danita Traut, seconded by Gene Skaj, to accept the receipts. All in favor, motion carried.

TREASURER’S REPORT: For the period: 4/1/2022 to 4/30/2022

Beginning Balance	\$1,543,015.41
Total Receipts	\$63,579.12
Total Disbursed	\$47,477.75
Ending Balance	\$1,559,116.78
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$34,310.25
Total Per Bank Statement	\$1,593,427.67

Treasurer’s report was reviewed. Kurt Niemeyer shared no reports due this month. No response from the IRS. Network Manufacturing machined some parts for the Fire Department, approximately \$400 worth, is asking for a receipt showing this donation. Liz Halet stated this could be done by a resolution, same resolution template used previously. A motion was made by Danita Traut, seconded Gene Skaj, to approve the Resolution from Network Manufacturing for their donation for machined parts for a value of \$400 to the Fire Department. All in favor, motion carried. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the treasurer’s report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None

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ST. STEPHEN FIRE & RESCUE: Gene Skaj reported 14 calls in May, totaling 59 calls in 2022. Training this month is on fire tactics. Rob Lyon was interviewed for a firefighter position. Rob has three years of experience with the St. Joseph's Fire Department and is a police officer in Sartell. A motion was made by Danita Traut, seconded by Tom Vouk, to accept Rob Lyon as a firefighter with the understanding his background and physical are complete and acceptable. All in favor, motion carried. Stewart Koshiol has five years of service with the Fire Department.

RELIEF ASSOCIATION: Gene Skaj shared no report on the audit.

EMERGENCY MANAGEMENT: Parish Hall Generator. Paul Ritter shared the Parish Hall generator is leaking coolant. Kurt Niemeyer will check who the City has this contract with and the company will be contacted to look at the generator. Paul stated two of the four drivers for the 6th Avenue siren are not working. Two drivers may still be under warranty, if not cost will be \$2,500 with labor to replace these by the maximum. Paul stated Frontline has already been to the City this year, questioned if this has been paid. Paul will give information to Kurt and Julie, and this will be paid if it hasn't been.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan was not in attendance. Lisa Marvin shared a culvert collapsed on County Road 5. County was responsible for handling this. Noted County Road 2 and 5 will be seal coated. Discussion held.
- 2. Planning Commission:** Dan Schultz shared no meeting this month. Dan will be unavailable starting tomorrow, if something should arise, he will contact Tom Vouk or Lisa Marvin. Lisa inquired about the emails received from Ferche. Dan stated someone wants to purchase two lots in the East Crest Development and wants to place a bridge/culvert across the drainage area in order to access the other lot. Dan expressed his concern to Ferche stating if they connect the two lots, one lot is unbuildable. Explained the individual would need to attend the Planning Commission for a land consolidation. Lisa stated if they use a culvert, no need to attend Planning. Discussion held. Will update on this next month.
- 3. Park:** Julie Jacobs reported for Ken Lahr, after the last storm the Hlebain Park shelter roof had some shingles falling off. Permission received from Lisa Marvin to repair the roof. Josh Traut will be repairing the Smoley Fields driveway this weekend or early next week. At Ponds Edge Park large branches were cut and cleaned up. Ken inquired where these branches can be disposed of. After discussion, consensus is to take branches to Rice Compost and he can be reimbursed for the compost fee. Cornerstone Insurance sign at Smoley Fields fell off during one of the storms, and was found. All signs were more secured by Ken. Julie contacted Garrett Hansen regarding his sign. Danita Traut shared Garrett is going to fix it himself. Kurt Niemeyer shared the Smoley Fields concession stand has bricks that are loose and about to fall out. Julie will follow up with Ken and ask him to receive a bid to fix this.
- 4. Personnel:** No report.

SHERIFF'S REPORT: Lieutenant Shawn Widmer will be covering these meetings for now, unsure if he'll continue being there's a lot of administration changes in the Stearns County Sheriff's Office. Shawn gave a brief intro of himself. Lisa Marvin welcomed him. Lieutenant Shawn reported 37 hours of service this month, which was 23 calls. Calls were mentioned, there were 11 traffic stops with one citation for speed. Lieutenant Shawn reported on the City's request regarding the four-way stop sign on Main Street. Deputies patrolled here for a total of two hours and one car was stopped for rolling through the stop sign. Lisa Marvin requested to keep this area watched. Steve Trobec stated he received another complaint. Lisa thanked Stearns County Sheriff's Office for their service.

HEALTH COMMITTEE: No report.

UNFINISHED BUSINESS:

Rodenwald Developer Agreement. Liz Halet stated there's no update since the developer was made aware he could not sell lots. Liz shared the final plat expires, unsure when, but will look into this.

National Night Out: August 2nd. Danita Traut shared Janelle will be face painting again this year. Meeting on June 8th, 7 p.m., at the Lion's Shelter. Anyone involved in groups/organizations please attend, would like them to have booths again this year. Danita has been in contact with additional groups/organization too.

12th Avenue Update. Lisa Marvin shared Jason Ferche, Randy Sabart, and herself have been in discussions. With Randy Sabart unavailable this evening we'll receive an update from Randy next month to hear what was decided or agreed upon. Liz Halet hasn't heard anything since the special meeting on May 9th, hoping to hear regarding the amendment on completion dates. This will stay on the agenda for next month.

Air VNB or VRBO. Liz Halet shared the findings on Air VNB and VRBO. These are less common in cities the size of St. Stephen. Stearns County does allow this and has a licensure they use for townships and cities. This would be similar to the Right-A-Way ordinance. Inquired who would approve and enforce these. Liz recommended to review the public comments on other cities that have these, and stated some cities do have bans on these. Liz suggests the City starts with asking the community. There are established ordinances that are significant in Minneapolis, Rogers, etc. These ordinances would not be helpful to St. Stephen. Lisa asked what the council thought. Dan Schultz suggested for the City to consider this, the City needs to start with rental licensing. Lisa Marvin commented these are different; one is short term and one is long term. Lisa feels it's rare someone would rent their home for a week. Lisa agrees the City of St. Stephen doesn't have a rental license and will not due to limited staff to handle this. Enforcement is a concern. Commented if someone proposes this, then discuss it. Consensus of council members this isn't necessary at this time.

9th Avenue Right of Way. Tom Vouk wants the City to pursue the three or four Right-A-Ways not completed. Discussion held. There is one resident who will not sign off on the Right-A-Way. Liz Halet stated the City does maintained this road. Undetermined if all Right-A-Ways are completed. Liz will check and report next month.

NEW BUSINESS:

Jim Honer Drainage Issue. Lisa Marvin shared Jim Honer attended last month's meeting and shared a draining issue he is having. Jim was unable to attend tonight. A letter was sent to Jim in 2020, Julie Jacobs will find this letter. There are no City improvements planned to help with this drainage issue. Tom Vouk showed on the map where he is located. Dan Schultz stated this has been discussed and studied by the City Engineer, and presented to all the residents who live on this street. Per past discussions this is too costly for the City. Discussion held. Danita shared on August 23, 2016 there was a Half Street Neighborhood Meeting regarding this drainage issue. Jim has lived here for 27 years, and ten years ago built the pole shed. Jim is requesting a letter or a phone call. Inquired about the letter in September 2020. Liz will check for this letter, and this will be updated and sent to Jim.

Third Avenue SE Road Issue. Julie Jacobs shared a resident called that a garbage truck leaked hydraulic fluid on Third Avenue SE last fall that left markings on the road. The resident tried calling the garbage company and received no response, suggested calling OSHA. Road photos were shown to council members. Julie stated Astech does the sweeping of the City roads and stated leaking of hydraulic fluid will make the road weaker and start potholes. There is footage on the neighbor's camera. Suggested receiving the footage and Lisa Marvin will call the company. Julie will call the resident to receive the footage.

Ordinance for City Road Restrictions/Weight Limit. Lisa Marvin stated Liz Halet provided multiple ordinances from other cities last month. Discussion is twofold, 1) is the City going to have a weight limit on the City roads. Per State if

the roads are not marked, they are considered ten-ton roads. Randy Sabart provided a map example of another City with weight limits. 2) the City could create an ordinance. Ordinances are a lot of work and expensive. How does the council want to proceed. Lisa stated of these city ordinances provided some aren't accurate, and others are all over the board. Liz gave a perspective how other cities handle this. An option could be to have a short ordinance and follow up with a traffic schedule or map of the roads. This may be easier to manage going forward. Lisa stated the City has three options, a) do nothing, b) post if the City wants the roads lower than 10-ton, c) don't post and have an ordinance and place on website. Stated the City roads are in poor condition. Think about building of homes, garbage trucks, permit option would not work with limited staff. Ordinance for new developments already have a 7-ton limit. Suggested to post the roads how they are being used. Discussion held. Liz recommends a one or two paragraph ordinance. Council members think a 7-ton limit on roads. Suggested the alley (Half Street) be posted at 5-ton. Ordinance gives leeway to emergency vehicles, garbage trucks, school buses, etc. Include well drilling trucks in the ordinance as one of the exceptions. Recommended to use public or private utility vehicles. Discussion held regarding pounds per axle. Consensus of council members is a 7-ton limit year-round, with all the exceptions. Five signs posted at all entrances to St. Stephen. Liz will put together an ordinance, and add the City has the right to change the weight of the road. A challenge is we don't have a maintenance crew to handle this. Liz stated if there's going to be a final vote on this proposed ordinance it needs to be posted 10 days before the July meeting. Lisa stated plan to vote next month on this ordinance. Dan Schultz shared from 12th Avenue to County Road 2 there's excessive truck traffic on Second Street NE. When this road is opened up the City will see lots of cut off traffic. This might be a road the City may want to post, something to think about.

August Budget Planning Meeting. Lisa Marvin shared a budget planning meeting for August needs to be set. Lisa requested from Liz Halet more detail on costs of fees for special meetings when the City Attorney and City Engineer are in attendance. August Budget Planning Meeting was set for August 17th at 6 p.m. Lisa reminded Kurt to have the report ready she has requested.

City Clerk Minutes. Julie Jacobs inquired about her minute taking. Julie is concerned about missing important details, but feels she's spending a lot of time on the minutes and they are getting lengthy. Danita Traut shared things have been missed in the past that were relevant. Inquired if the minutes were summarized more and the recordings be kept on file. Julie explained the record retention guidelines, recordings are destroyed after six months. This couldn't be an option. Consensus of the council members is minutes are very detailed, and they recommend to summarize the minutes more.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club – Frank Vouk. Frank Vouk updated the City Council on the St. Stephen Sportsmen's Club activities. Ditch cleanup in April on County Road 5. Tree giveaway of 2,250 trees in May, not many attended. Potted nine trees in Smoley Fields Park, 42 red pine trees were planted outside the outfield fence, twelve red oak trees were planted outside of the fence of the third base line. Next May they will plant more in Parkway Park. The City is appreciated of this. Some trees around the City are dead and will be removed.

WJON. Lisa Marvin shared WJON wants to do an article on the City of St. Stephen. Lisa suggested three wonderful organizations do this interview, if they are willing. Lisa contacted the Sportsmen's Club and will also contact the Lions Club and American Legion. Suggested the Snowmobile Club. Someone will give Lisa a contact number.

Election Filing. Danita Traut inquired if anyone's terms are expired. Lisa Marvin explained St. Stephen's filing period is later July. Julie shared Danita and Gene Skaj's terms will expire this year. Terms can be looked at on the Stearns County website under Election Results.

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Newsleaders deadline dates for 2022: June 10 & 24, July 8 & 22, Aug. 5 & 19, Sept. 2, 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Danita Traut, to adjourn the meeting. Meeting adjourned at 8:35 p.m.

Respectfully submitted,



Julie Jacobs, City Clerk



Lisa Marvin, City Mayor

City of St. Stephen
Stearns County
State of Minnesota
Resolution No.06012022

A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of St. Stephen is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and/or entities have offered to contribute the cash or property set forth below to the city:

<u>Name of Donor</u>	<u>Item</u>	<u>Type of Donation</u>
Nett Work Manufacturing	Machined Parts valued at \$400	St. Stephen Fire Department

WHEREAS, the terms or conditions of the donation, if any, are as follows:

This donation is designated to the St. Stephen Fire Department and will be used for educational or charitable purposes.

WHEREAS, this donation has been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

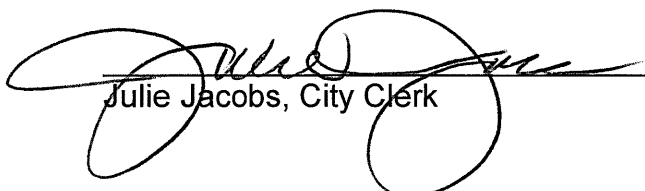
1. The donation described above is accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The City Clerk is hereby directed to issue a receipt to the donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of St. Stephen, Minnesota this 1st day of June, 2022.



Lisa Marvin, Mayor

ATTEST:



Julie Jacobs, City Clerk