

MINUTES
ST. STEPHEN CITY COUNCIL
May 3, 2023

CALL TO ORDER: 6:33 P.M.

PLEDGE OF ALLEGIANCE: Led by Lisa Marvin

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

ALSO PRESENT: Kurt Niemeyer, Treasurer and Dayna Then, City Clerk.

GUESTS: Liz Halet, City Attorney, Randy Sabart, City Engineer, Lieutenant, Ann Klein, Stearns County Sheriff's Office, Amanda Hawkins, Frank Vouk, Jeff Drias, Jim Schumer, Jason Ferche, Peter Doely, Paul Ritter, and Bobby Hlebain.

APPROVAL OF AGENDA: Motion was made by Danita Traut, seconded by Gene Skaj to approve the agenda with the additions of the Easter Egg Hunt under Unfinished Business and ½ Street closure on June 2nd under New Business. All in favor, motion carried.

MINUTES OF APRIL MEETING: The April council meeting minutes were reviewed. A motion was made by Steve Trobec and seconded by Gene Skaj, to approve the April 5, 2023 meeting minutes. All in favor, motion carried.

READING OF THE CLAIMS: Claims were reviewed. A motion was made by Danita Traut, seconded by Steve Trobec, to approve the claims. All in favor, motion carried.

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

TREASURER'S REPORT: For the period: 3/1/2023 to 3/31/2023

Beginning Balance	\$1,740,574.14
Total Receipts	\$91,156.15
Total Disbursed	\$26,339.68
Ending Balance	\$1,805,390.61
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$1,128.80
Total Per Bank Statement	\$1,806,519.41

Treasurer's report reviewed. Kurt Niemeyer was previously questioned what the cost of snow removal expense was for 2022. Kurt reported that the snow removal expense was at \$65,215.00 and the budget was set at \$52,000.00 putting the city \$13,000 over budget for 2022. A motion was made by Danita Traut, seconded by Steve Trobec, to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: Motion was made by Gene Skaj, seconded by Danita Traut to approve the gambling permit submitted by the St. Stephen Church – Fall Festival on September 4th, 2023.

ST. STEPHEN FIRE & RESCUE: Jeff Drias reported that there were 9 calls in April totaling 42 calls in 2023. This month's training is on Cold Water Recue and Farm Fire Rescue at the Schumer Residence. The apparatus floors are scheduled to be worked on next Monday May 8th. Trucks will be move to Trobec's bus on Sunday. The St. Stephen Fire Department will be celebrating the 75th Anniversary of the Department in September of 2024. Al Vouk is celebrating 51 years with the department, Ralph Barhorst 50 years and Peter Schumer 5 years. Jim Schumer asked the council for support with volunteers and fund raising for the 75th Anniversary Celebration set for September of 2024. A motion was made by Danita Traut, seconded by Tom Vouk to approve the city support with the Anniversary Event.

RELIEF ASSOCIATION: Gene Skaj reported that a donation of \$7,500.00 was made to the Fire Equipment Fund.

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EMERGENCY MANAGEMENT: Paul Ritter reported that he able to attend the Governor's Conference and will be submitting his expenses to be paid to the City Council. Batteries were checked on the sirens and one needed replacement.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge**: Bobby Hlebain gave a report on the street conditions. Lisa Marvin, Randy Sabart and Bobby Hlebain will schedule a meeting to review streets conditions. Lisa Marvin asked Randy Sabart what is typically done when a property owner re-constructs their driveway that has an existing culvert that needs to be replaced in a driveway approach. Randy reported that culverts are the expense of the property owners to replace. Dayna will inform Ken Lahr that he can follow up with the property owner.
2. **Planning Commission**: Amanda Hawkins reported that there was no meeting held in April. A meeting will be set for June.
3. **Park**: The portable toilets have been delivered to the city parks.
4. **Personnel**: None.
5. **Health Committee**: Lisa Marvin and Steve Trobec will be scheduling a time to meet with a Stearns County Inspector to go over the city noxious weed inspection.

SHERIFF'S REPORT: Lieutenant, Klein stated there were 32.5 service hours this month. Average things, traffic stops, dog compliant, firearm discharged and four medical emergencies.

UNFINISHED BUSINESS:

White Oak County Estates Development: Liz Halet and Randy Sabart reported that all supporting documents have been submitted by the developer such as bonds, insurance and escrow payments and a pre-construction meeting has been set for mid to late May. No one was present representing the White Oaks Estate but could be available by phone if the council had a question. A motion was made by Danita Traut, seconded by Steve Trobec to adopt the final Developer's Agreement and approve the mylars.

Ferche Addition- Continued:

Randy Sabart read over the provisions provided and submitted by Peter Doely on behalf of Polar Land Co. regarding the Developers Agreement to the council as follows.

Regarding 12th Avenue Northeast (the "Roadway"), the City and Polar agree as follows, Polar will construct the Roadway as provided in the construction plans by SEH dated February 3, 2021 (the "2/3/21 Plans"), Disregard plan note "excavate to bottom of swamp deposits" as indicated on plan sheet 4 of 15 in the 2/3/21 Plans, and excavation limits will only be as reasonably determined by the City Engineer in the field. The Roadway will only be constructed from County Road 5 to 2nd Street NE, including the intersection. Polar may use the geogrid submitted with our April 13, 2023 letter. The City will pay Polar \$62,000 for the geogrid, The City will pay Polar up to \$12,000 for granular borrow in excess of 18 inches, Polar may salvage/use existing CL5, subject to reasonable approval by the City Engineer, Polar will complete construction of the Roadway by October 31, 2023. The parties agree that the Roadway is a city project, and the 2/3/21 Plans is the City's design. So, the City retains all other obligations related to the Roadway, other than the terms set forth here, Other than the terms set forth here, Polar has no other current or future obligations with regard to the Roadway.

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Ferche Addition- Continued:

The city accepts all other work and improvements required by the Agreement or related to the East Crest development (the "Development"), including the improvements designed and constructed as provided in the construction plans by Westwood dated February 9, 2018 (the "2/9/18 Plans"), except those items identified in the punchlist dated May 9, 2022 (the "Punchlist"). Polar will complete the items identified in the Punchlist by October 31, 2023, except the following: Polar is not required to complete Item # 10 on the Punchlist.1 Polar is not required to perform Item #13 on the Punchlist.2 Upon completion of construction of the Roadway and the items identified in the Punchlist, as set forth above, the City agrees that Polar has completed all work and improvements required by the Agreement or related to the Development, and the City will release any security held by the City related to the Agreement or the Development, including the Subdivision Bond.

Lisa Marvin asked Jason when the lighting going to be started. Jason stated that there was no lighting in the bid. Jason Agreed to place the 3 city lights at the intersections if the city takes care of the testing on 12th. The street signs have been ordered. Addresses for the lots will be set by the city.

Randy suggested that Liz Halet draft a new agreement per what was discussed and outlined and will send an updated draft to Mr. Doely for approval from Jason Ferche. Once all the items on the Developers Agreement have been met, a new agreement can be provided for approval per Liz Halet.

Amended Resolution – Correction: Resolution No: 0601202 correction of stated doner from Anonymous to Fire Relief Association. A motion was made by Steve Trobec and seconded by Tom Vouk to Approve the correction. All in favor, motion carried.

Easter Egg Hunt. Danita Traut reported that event went well, 148 children were registered for the event. The lions donated bicycles for 3 age groups including some prizes for a toddler age group. This years event had an addition of prize baskets for adults with 61 registrations.

National Night Out: A meeting has been scheduled for Friday, May 19th at 6:00 pm at the St. Stephen Lions Shelter. All organizations and businesses that are interested in participating are welcomed to attend the meeting.

NEW BUSINESS:

Street Sweep Bid: Motion was made by Gene Skaj, seconded by Tom Vouk to approve the bid from Asphalt Surface Technologies Corp for the city street sweeping. Dayna will call to schedule.

2023 Assessment BOA: The council reviewed and discussed the 2023 Property Assessments report that was submitted by Stearns County.

Liquor Renewal: The council discussed the process of the upcoming liquor license renewal for the establishments within city limits. Dayna will continue to work on requesting the violation check with the county, request liquor liability and payment of dues.

½ Street Closure Request- June 2nd. A motion was made by Danita Traut, seconded by Tom Vouk to close ½ Street on June 2nd for the Annual Chicken Fry Event that is held at Trobecs. All in favor, motion carried.

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MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club: Frank Vouk reported that April was a busy month and that the Gun Safety Training course went well with 21 youth participating in field day. Luke Miller from Quicky Tree's donated 7 trees with a total of 12 tree's planted in the city parks. County Road 5 to County Road 1 ditches have been cleaned.

Newsleader deadline dates: July 7 & 21, Aug. 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. Nov. 3 & 17, Dec. 1 & 15.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Tom Vouk, to adjourn the meeting. Meeting adjourned at 8:04 p.m.

Respectfully submitted,

Dayna D. Then, City Clerk

Lisa Marvin, City Mayor