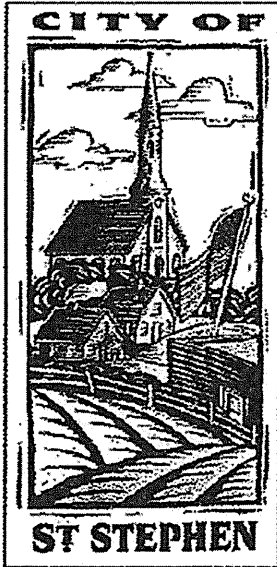


St. Stephen City Council Agenda – December 7, 2022



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of November Meeting Minute

Approval of November 16th, 2022 Canvassing Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

7:00 PM ~ Public Hearing: Truth in Taxation, 2023 Budget

Reports

Road & Bridge

Planning Commission

Park

Personnel

Sheriff's Report

Health Committee

Unfinished Business

White Oak Country Estates – Final Agreement

New Business

Approval of Check Signer- Dayna Then

Responsible Authority & Data Practices Compliance Official- Dayna Then

St. Stephen School Board Meeting use at City Hall

Ordinance Violation Complaint

6th Ave SE Improvement Project- Application for Payment No. 8

Resolution Designating Polling Place for 2023

Miscellaneous Announcements

City Flags

Newsleaders Publication: *Dec. 9 & 23.*

Meeting Adjourned

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

Dayna Then

City Clerk

Julie Jacobs

City Clerk

Website:

cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
NOVEMBER 2, 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, Dayna Then, Incoming City Clerk and Julie Jacobs, Outgoing City Clerk

GUESTS: Liz Halet, City Attorney, Randy Sabart, City Engineer, Ken Lahr, and Vic Weiss, Stearns County Sheriff's Office

APPROVAL OF AGENDA: Steve Trobec requested to add gas pump card, floor in the Fire Bay and sediment tank to be placed under St. Stephen Fire and Rescue. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve the amended agenda. All in favor, motion carried.

MINUTES OF OCTOBER MEETING: October City Council Meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Danita Traut, to approve the October 7, 2022. All in favor, motion carried.

READING OF THE CLAIMS: Lisa Marvin inquired on the claim in the amount of \$4,179. The expense in question was for Gene Skaj and Jeff Blenkush to attend a conference. Claims were reviewed. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: September 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: 9/1/2022 to 9/30/2022

Beginning Balance	\$1,747,652.81
Total Receipts	\$1,133.04
Total Disbursed	\$24,869.65
Ending Balance	\$1,723,916.20
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$7,026.46
Total Per Bank Statement	\$1,730,942.66

Treasurer's report reviewed. Kurt Niemeyer shared 3rd quarter checking account interest earned was in the amount of \$64.64 with a rate .1% from Falcon Bank. The CD is up for renewal with a current balance of \$56,272.72 and earned \$252.44 in interest. Lisa Marvin inquired if there was a better interest rate for the CD. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported 12 calls in October totaling 103 calls in 2022. This month training is on vehicle extraction.

Gene Skaj suggested that the Fire Department check into a pre-paid gas card for after hour purchases. Sediment tank in the garage needs to be pumped. Nelson's usually has done this in the past. Gene Skaj will contact a Fire Department member to look into the gas card. Maintenance to be scheduled at the same time the City has their septic tanks pumped. Clerk will call Nelson's to schedule this in April or May. Resurfacing of the floor in the bay area and continuing this into the Fire Department room. Two bids will be received.

RELIEF ASSOCIATION: Gene Skaj stated the audit is complete, but have five corrections to be made.

EMERGENCY MANAGEMENT: Paul Ritter reported the sirens were repaired and worked well. Paul will contact and double check with Frontline being the insurance claim didn't report anything about lightning damage to the siren.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge**: Lisa Marvin shared she has talked with Bobby Hlebain and he is willing to be the new Road Overseer. Bobby was unable to attend tonight, but will attend next month's meeting.

Lisa reported that 12th Avenue NE mail was unable to be delivered due to poor road condition. Clerk will call Burski to have this road bladed. Clerk will follow up with the postmaster. Jenny Posch shared her concern about mail not being delivered.

2. **Planning Commission**: Perry Nistler was unable to attend tonight's meeting. Lisa shared that someone applied for the open position on the Planning Commission. Clerk will contact Perry about the new member application.

3. **Park: Upper Smoley Field Concession Stand**. Ken Lahr shared updated information on the Upper Smoley Field Concession Building floor and walls. A video was supplied and will be shared with the council members. New bid received from Minnesota Concrete Lifting. If there were a stronger little league presence, but the concession stand doesn't get used much. Discussed whether or not the City fix the stands or wait. Council discussed to fix the dugouts and to bring back Adam's bid and try to find the original business that did the original work.

4. **Personnel**: None.

SHERIFF'S REPORT: Vic Weiss, lieutenant with Stearns County Sherriff's Office, stated there was 32 service hours this month. Average things, traffic stops, etc. Calls for service were minimal. Some medical emergencies. Lisa Marvin inquired if a citation was given to homeowners regarding the noise issue last month. Lieutenant Weiss shared that it would not be given but officers are aware of the problem and will address it if called again.

HEALTH COMMITTEE: None

UNFINISHED BUSINESS:

White Oak County Estates Development. Liz Halet stated the road certificate was reviewed. No official council action was needed. City attorney and City engineer are fine with this certificate.

A Resolution Amending Resolution No. 11032021 due to Transfer of Ownership. A motion was made by Danita Traut, seconded by Steve Trobec, to approve Resolution No. 1122022, A Resolution Amending Resolution No. 11032021 due to Transfer of Ownership. All in favor, motion carried.

Developer Agreement. Kelly Springer is requesting permission to clear brush and trees on the property. Principal construction starting June 2023, substantial completion August 31, 2023, and final completion June 30, 2024. Liz stated the conditional approval for the plat needs to be finalized to move things along. Discussed the need for a developer bond and not a letter of credit. Randy asked for a construction schedule, estimate for the bond, changes in the developer's agreement needs date changes, insurance certificate, and a title commitment. Kelly plans to attend the December meeting, this will be added for the final approval of the developer's agreement.

Randy understands Mark Rodenwald's original platting and design costs were covered by Mark. There will be additional professional fee's that are not included in the developer's agreement. Lisa Marvin inquired about the roads. Randy stated all roads are in the developer's plan, minimum of seven-ton roads. Similar to Maple Crest Development.

Danita Traut stated in the developer's agreement if no homes are in place the first winter, public works will plow the streets in the development, but all costs of plowing before the streets contained therein are approved and accepted by the City shall be billed to Developer.

12th Avenue Update. Liz Halet and Randy Sabart had a chance to discuss the history of the project. Randy shared there are still clear differences in opinions. Lisa Marvin inquired what can be done before spring and how to handle site permits. Randy suggested two courses, either deny site permits due to the commitment in the developer's agreement is incomplete. Second option is to allow site permits to work in good faith to work out the developer's agreement. Liz confirmed that the developer's agreement does allow to withhold permits but the council could decide to review each permit at a meeting as they come in. Danita reviewed past minutes and confirmed that the property owner agreed to develop it, but did not agree to bring it up to specs. Liz will research where the City stands and request them to come with a proposal. Randy stated this type of situations either goes into litigation or mediation. A motion was made by Gene Skaj, seconded by Tom Vouk, that the City Attorney engage with the developer to make them aware that in December this item will be on the agenda to have a discussion withholding site permit approvals until resolved. All in favor, motion carried.

NEW BUSINESS:

Winter Extravaganza. An inquiry was submitted regarding the Winter Extravaganza. Danita Traut explained what has happened in the past. Danita will reach out to the Lions Club, Sportsmen's, American Legion to do a partnership with them to resume the Winter Extravaganza in 2023.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club – Frank Vouk. Frank watered all the trees that were planted in the parks and will be planting more this spring. Inquired about having a sign stating that trees have been donated by St. Stephen Sportsmen's Club. There is currently no place at Smoley Fields to hang a sign and suggested bolting to a wooden board to the concession stand. No decision was finalized. Frank reported that the protective tubes were cut off around the trees. Frank will send an email to the clerk and she will put this in the Newsleaders insert. Tree giveaway will be in spring, they ordered 1,100 trees through the DNR. Firearm safety class in February, planning to change this to April. Frank will follow up with actual dates. Annual Sportsmen Club meeting on February 5th at Trobec's bar, come check it out, become a member, there's a free meal.

Liz Halet confirmed after some research Premises Permit fee are \$100.00 and is required to be paid each year.

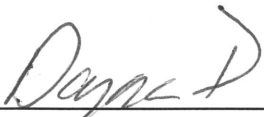
Elections Canvassing Votes. November 10th at 5:30 p.m. and clerk will check with Stearns County.

Christmas Lights will be hung the Friday after Thanksgiving.


Road Limit Signs. Changed to have the signs hung on the City of St. Stephen population signs. Gene and Steve will hang these. Randy Sabart will order the signs.

Newsleader deadline dates for 2022: Nov. 11 & 25, and Dec. 9 & 23.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Steve Trobec, to adjourn the meeting. Meeting adjourned at 8:10 p.m.



Dayna Then, City Clerk



Lisa Marvin, City Mayor

City of St. Stephen
Stearns County
State of Minnesota
Resolution No. 12072022

**A RESOLUTION DESIGNATING POLLING PLACES FOR ELECTIONS
CONDUCTED IN THE CITY OF ST. STEPHEN IN 2023**

WHEREAS, Minnesota Statutes 2048.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting,

THEREFORE, BE IT RESOLVED:

That the City of St. Stephen City Council hereby designates the following polling places for all state, federal and municipal elections conducted in the City of St. Stephen in 2023:

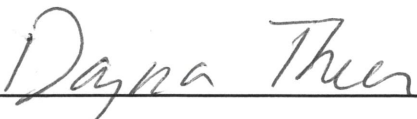
Precinct 13B City of St. Stephen, St. Stephen City Hall, 2 6th Avenue SE, St. Stephen MN 56375

Adopted by the City Council of the City of St. Stephen this 7th day of December, 2022.



Lisa Marvin, Mayor

ATTEST:



Dayna Then, City Clerk