

## St. Stephen City Council Agenda – October 5, 2022



2 6<sup>th</sup> 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](http://cityofststephen.com)

Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of September Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen River Runners, Premises Permit

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Planning Commission

Park

Upper Smoley Field Concession Stand

Porta Potties

Snow Removal of Smoley Field Driveway/Ice Rink

Personnel

Clerk Position

Sheriff's Report

2022 Contract for Police Services

Health Committee

Unfinished Business

White Oak Country Estates

12<sup>th</sup> Avenue Update

Snowplow Quotes

New Business

Grate Covers on County Road 2

Miscellaneous Announcements

St. Stephen Sportsmen's Club – Frank Vouk

Newsleaders Publication: *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**  
**OCTOBER 5, 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, Randy Sabart, City Engineer, Ken Lahr, Dan Neid, St. Stephen River Runners, Dayna Then, and Vic Weiss, Stearns County Sheriff's Office

APPROVAL OF AGENDA: Lisa Marvin added Road Limit Signs under Unfinished Business and Site Inspector under New Business. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the amended agenda. All in favor, motion carried.

MINUTES OF SEPTEMBER MEETING: September City Council Meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the September 7, 2022, minutes. All in favor, motion carried.

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

TREASURER'S REPORT: For the period: 8/1/2022 to 8/31/2022

Beginning Balance	\$1,770,901.60
Total Receipts	\$37,886.81
Total Disbursed	\$44,827.28
Ending Balance	\$1,763,961.13
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$3,273.27
<b>Total Per Bank Statement</b>	<b>\$1,767,234.40</b>

Treasurer's report reviewed. Kurt Niemeyer shared Vikki Dullinger of Stearns County notified Kurt of changes needed for the Truth and Taxation report. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

**St. Stephen River Runners, Premises Permit.** Dan Neid, from the St. Stephen River Runners, is requesting a premises permit approved through their 501c3 for Trobec's Bar. Liz Halet confirmed the City Council has received all required documents. A motion was made by Steve Trobec, seconded by Tom Vouk, to approve the Resolution Approving a Lawful Gambling Premises Permit for the St. Stephen River Runners at Trobec's Bar. All in favor, motion carried.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported three calls in September, totaling 91 calls in 2022. This month training is on live burn using a trailer. Fire Chief Conference will be in Duluth, October 20 – 22. Jeff Drajs, Gene Skaj, and Jeff Blenkush will attend this conference. Lake Region Meeting in Morris on October 17. Mutual Aid meeting in Foley on October 27. Gene shared Jim Schumer has 45 years of service on the Fire Department. Fire Department Open House is October 15, from 10 a.m. to noon.

RELIEF ASSOCIATION: Gene Skaj stated the audit is almost complete. Gene shared the picnic was held and thanked all who attended.

## St. Stephen City Council Minutes

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**EMERGENCY MANAGEMENT:** Lisa Marvin reported Paul Ritter was unable to attend meeting. Sirens worked. Lisa shared Paul plans to attend the Government's Conference in February. Gene Skaj inquired about the status on the insurance claim for the sirens. Danita shared the deductible was sent to council members and understood someone was checking on the invoice for a storm date.

### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Lisa Marvin shared Jerome Supan has resigned as Road Overseer due to his health. Jerome will give Lisa some recommendations for a new Road Overseer. Randy Sabart, Lisa and Jerome did their annual review of roads and found that seal coating and crack filling will be completed on 2<sup>nd</sup> Street next year. For 12<sup>th</sup> Avenue Jerome requested Burski to add gravel, which was done. Randy shared in Smoley Addition there was one area the contractor cut the boulevard, with being late in the season no restoration work was completed. Burski seeded an area on Third Avenue, but the grass is not growing but this isn't the City's concern. Randy reported on Third Avenue and Fourth Street south side the drainage doesn't have a well-defined ditch or culvert, so in the winter if not plowed this gets icy. Randy shared Jerome wanted to cut more of the boulevard, but it was decided to leave as is, and acknowledged it's not ideal and only could be improved with a street improvement project. Also, a cul-de-sac on the end of Third Avenue and Third Street South there's no well-defined ditch, water accumulates and doesn't drain off the pavement. Randy shared the City doesn't have grounds to cut a ditch in this area. This is a winter maintenance trouble spot the City needs to contend with. Discussed the alley, which has been a past issue, and decided the City will not resolve this draining issue without a road improvement project.
2. **Planning Commission:** Perry Nistler was unable to attend tonight's meeting. No Planning Commission meeting this month.
3. **Park: Upper Smoley Field Concession Stand.** Ken Lahr shared the Upper Smoley Field Concession Building floor has several cracks. Northeast corner of the floor drops at least two feet. Walls on all four corners have numerous cracks or open joints. Walls were not plumbed. Ken went through opinions and recommendations with different businesses. Original of these attached to the original minutes. Suggested this be done next year. Ken will go forward with the DBS quote and report back in November.

**Porta Potties.** Ken stated the porta potties will be removed after MEA weekend, sometime after October 23<sup>rd</sup>.

**Snow Removal of Smoley Field Driveway/Ice Rink.** Ken requested when snowplowing the Smoley Field driveway to be careful not to remove the gravel or class two on the driveway, due to this was just applied in spring of 2022. Ken proposed snow removal for the ice rink that there's a resident willing to donate his time again this winter, if he's unavailable Ken would have Josh Traut or Joe Thomalla remove the snow. Ken requested if Burski receives the snowplowing bid due to Burkski's heavy equipment, that they be asked not to plow the ice rink.

4. **Personnel: Clerk Position.** Lisa Marvin shared there were 35 applicants for the clerk position. The personnel committee plus Liz Halet interviewed eight individuals. They are bringing a candidate to council members. Her name is Dayna Then, who is in attendance at tonight's meeting. Dayna works for Blatter Company who supports four attorneys as a legal administrative assistant, she has eight years of township clerk experience, has been a township treasurer for four years. Lisa shared Dayna's attention to detail is incredible. If she's accepted by City Council, a background check with Stearns County will be performed, and hopefully Dayna can begin in the next seven to ten days. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve Dayna Then for the new city clerk position, pending her background check results. All in favor, motion carried. Welcome to Dayna!

**SHERIFF'S REPORT:** Vic Weiss, lieutenant with Stearns County Sherriff's Office, stated there was 33.5 service hours this month. A patrol commented "the pleasant town of St. Stephen". A speed trailer was placed in a couple of areas a couple of times last month. Vic shared some security lights are out at the Lion's Club Park. Julie Jacobs will notify

them. Vic stated nothing out of the ordinary. Highlighted were personal assists, dog complaints, a domestic which resulted in an arrest, fireworks complaint, hazard complaint (cattle on the road), and noise complaint. Lisa Marvin shared the City is having issues with this house and a video was shared with Stearns County Sheriff's Office. There was no citation given when officer responded. Stated there needs to be a citation given to this home owner. Vic will review this and follow up with the City. There has been a raise in theft, tips will be shared with City Clerk to put in the Newsleaders insert. Vic inquired about the background check. Lisa will connect with him regarding this.

2022 Contract for Police Services. Reviewing of the 2023 Contract for Police Services it was noted there was a \$2,000 difference this year compared to last year. Vic will check on this. This will be placed on next month's agenda to sign.

HEALTH COMMITTEE: Lisa Marvin shared the noxious weed control report was completed.

UNFINISHED BUSINESS:

**White Oak County Estates Development.** Liz Halet shared not much of an update. Soil boring studies were completed. Randy Sabart received final construction drawings, stated they are in order. Liz stated there's a request to order the mylars. Confirmed the developer's agreement are being reviewed, and an outstanding checklist has been requested. An insurance certificate has been received, doesn't match line by line, but the total umbrella covers everything. Liz checked with another attorney who stated if total umbrella covers everything, this is fine.

Lisa Marvin shared the City has received gopher complaints and wanted to confirm this isn't anything the City would handle. Discussion held. Randy Sabart stated there is no City ordinance that covers this.

Randy stated executing the developer's agreement, receiving a schedule from them is important, and the observation of the work is something the City should consider. Randy reminded council to have a presence with road grading, and the City had a contract with Braun Intertec to testing (i.e., compaction, materials, etc.). Similar details the City did with Maple Ridge. Discussion held.

Mylars are ordered through the County and sent to the City. This document is kept permanently.

**12<sup>th</sup> Avenue Update.** Liz Halet shared no update, and there's been no communication from the developer or attorney. Liz will review minutes from 2016 and will figure how the City got to the final developer's agreement. Inquired if the City can do anything to get this road completed. Liz stated there is enforcement in the developer's agreement, which would be filing a court action. Inquired what happens if lots all sell and the City is ready to take possession of this road. Randy Sabart stated the City hasn't accepted the subdivision and plain interpretations of the developer's agreement varies. Discussion held. Raised the question whether the City allows the site permits. This will be discussed when Randy and Liz meet this week and will report next month.

**Snowplowing Quotes.** Lisa Marvin shared two snowplow quotes were received from Burski Excavating and Traut Grading and Excavating. Gene Skaj explained Traut would only do the cul-de-sacs, and willing to drive the City plow for the salt/sand. Lisa inquired about motions the City needs. The City needs two motions. Quotes were reviewed. Inquired about the salt/sand. Josh Traut explained he only has salt, no salt/sand mixture. The salt/sand could be received from the County. Discussion held. A motion was made by Steve Trobec, seconded by Tom Vouk, for Traut Grading and Excavating to plow downtown, the cul-de-sacs, the City parking lot, Smoley Field ice rink and driveway, and City backup plow truck driver for salt/sand. When City plow truck used it's \$27/hour salary. Salt/sand quote was removed from quote. All in favor, motion carried. A motion was made by Danita Traut, seconded by Gene Skaj, to approve Burski Excavating quote but to remove City parking lot, Smoley ice rink and driveway, downtown, and cul-de-sacs. All in favor, motion carried. Inquired who will be the chain of command with no Road Overseer. This is undecided at this time.

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**Road Limit Signs.** Randy Sabart provided council members costs for road limit signs. Signs are expensive with this size of order, and is unsure if the City has posts for these signs. First bid is to supply sign, sign post, and posting of signs. Randy inquired if these signs can be posted on the current City signs. The size is 24 x 30. Suggested these be placed at the City limits on their own posts. Discussion held. A motion was made by Danita Traut, seconded by Gene Skaj, to order five signs and to include the hardware where it is needed. All in favor, motion carried.

NEW BUSINESS:

**Grate Covers on County Road 2.** Lisa Marvin shared the grate covers are covered with hay and straw on County Road 2. Randy Sabart suggested the City could ask Stearns County Public Works to send a maintenance crew to clean the grate covers. This may take some time. Suggested Julie Jacobs ask Ralph Barhorst to take care of the grates on County Road 2 from Trobec's Bus Garage to the Church on both sides of the streets.

**Site Inspector.** Lisa Marvin shared Ken Lahr has agreed to be the new site inspector. A new site permit process has been set up, the process will start with the City Clerk. Ken did his first site visit and Dan Schultz attended with him.

MISCELLANEOUS ANNOUNCEMENTS:

**St. Stephen Sportsmen's Club – Frank Vouk.** Frank Vouk not in attendance. Lisa Marvin shared four wheeler training was well attended and went well.

**Department of Highways News Release.** Lisa Marvin shared there was a Stearns County New Release regarding CSAH 1, CSAH 2, and CSAH 17 for the council members awareness.

Tom Vouk shared the flag across from the Church is in bad shape. Gene Skaj will take care of this. Flags are removed after Veterans Day.


Vic Weiss reported there was an adding error in the contract numbers, the total is the same for both years. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the 2023 Contract for Police Services. All in favor, motion carried.

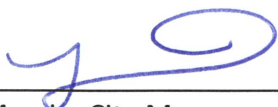
Randy Sabart introduced Bryce Johnson, who attended tonight's meeting with him. Bryce is a new colleague who is working for SEH.

**Newsleaders deadline dates for 2022:** 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 8:20 p.m.

Respectfully submitted,

  
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Julie Jacobs, City Clerk

  
\_\_\_\_\_  
Lisa Marvin, City Mayor

City of St. Stephen  
Stearns County  
State of Minnesota  
RESOLUTION NO. 10052022

**A RESOLUTION APPROVING A LAWFUL GAMBLING PREMISES PERMIT**

**WHEREAS**, the City Council of the City of St. Stephen allows gambling licenses to be issued within the city;

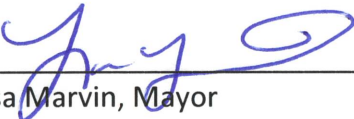
**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

That River Runners Inc.'s request for a premises permit at Trobec's Bar and Grill, 1 County Road 2 South, St. Stephen, Minnesota, hereby be approved.

**Passed by the City Council of St. Stephen, Minnesota this 5th day of October, 2022.**

CITY OF ST. STEPHEN.

ATTEST:

  
\_\_\_\_\_  
Lisa Marvin, Mayor

  
\_\_\_\_\_  
Julie Jacobs, City Clerk