



St. Stephen City Council Agenda – September 6, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of August Council, Special Meeting & Budget Planning Special Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Bryant & Michelle Justin: Driveway Culvert on 5th Ave SE (E side of pond)

7:30 PM Public Hearing: A request by Polar Land Company to consider the approval of a preliminary plat named Maple Ridge Plat.

7:40 PM Public Hearing: A request by Polar Land Company to rezone the current preliminary plat named Maple Ridge Plat from farm residence (actually R-1, single family residence) to RR-1 (rural single family residence).

St. Stephen Fire & Rescue

Emergency Management

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

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Gene Skaj
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk
cris@drais.com

Website:
cityofststephen.com

Continued on Back

Reports

Road & Bridge

Soil Borings Report

Planning Commission

Sheriff's Report

Health Committee

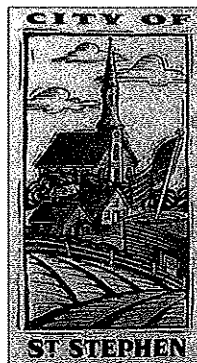
Unfinished Business

New Business

Miscellaneous Announcements

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
SEPTEMBER 6, 2017

CALL TO ORDER: 6:30 P.M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst-Mayor, Jeff Blenkush, Gene Skaj, Danita Traut and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the September meeting was reviewed. Emergency Management: Add Generator. Unfinished Business: Add Plow Truck, Plowing Bid and Townline Road. Gene Skaj made a motion to approve the agenda with the additions. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE MEETINGS: The minutes of the August Council Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Danita Traut seconded the motion. Jeff Blenkush abstained. Motion carried. The minutes of the August 8th Special Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried. The minutes of the Budget Planning Special Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date, the total is: \$83,071.13 including 3rd Qtr Payroll. Danita Traut asked for clarification of Claim #15220 to Jeff Drais for a Fisher Space Pen. It is a pen for the Fire Department that will write on a wet surface. The last one was lost on a FD call. Jeff Blenkush made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$33,996.44.

TREASURER'S REPORT:

Beginning Balance	\$1,170,983.87
ADD: August Deposits	\$33,996.44
LESS: August Checks	\$96,195.51
New Checkbook Balance	\$1,108,784.80

Danita Traut made a motion to approve the Treasurer's Report. Gene Skaj seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Bryant & Michelle Justin, Driveway Culvert at 5th Ave SE (E side of pond): Bryant & Michelle Justin are asking the Council for assistance with the culvert at the end of their driveway. Their driveway needs to be reconstructed, but due to the shallowness of the culvert they are hesitant to have work done. The driveway can be built above the culvert but if a public improvement project is pending, it wouldn't make sense to rebuild it. Randy Sabart, City Engineer, was in attendance and shared that it would be premature to relay the culvert without addressing the street improvement needed. Randy did state that if reconstruction took place, the culvert would not be installed in a curved fashion but a straight alignment and joint. Discussion took place regarding the life of the road in the neighborhood, road and drainage improvement and cost share: local and City. Jeff Blenkush made a motion to order a feasibility study of 5th Ave SE and the neighborhood on the condition of the road. Gene Skaj seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Fire Chief Draais reported that there were 10 calls in August and 1 to date for September. To date that makes 73 calls in 2017. The training in September will be driving training. 3 new fire fighters will need to practice at the Driving Center along Hwy 10. Fire Chief Draais reported that Adam Seifermann resigned. St. Stephen Fire & Rescue received a DNR Grant for water packs to use during grass fires. Chief Draais reported that water has been used from the City well for hydro seeding along Co Rd 2. Hose testing will take place on September 14th.

Relief Association: Breakfast with the Fire Fighters will be on Sunday, October 8th from 8:30 AM – 12:00 PM. The FD Open House will be on Saturday, October 14th and the Gun Raffle will be on Friday, October 27th.

EMERGENCY MANAGEMENT: Jeff Blenkush updated the Council that the generator at the Elementary School will have a Level 1 inspection done on it. The inspection will determine what service is needed. Paul Ritter reported that the FEMA Floodplain Map for the City has been passed on to the Clerk for filing. The siren didn't work downtown for the 1st of the month check due to a coding error, but has been fixed. The next Emergency Management County level meeting is in October.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan reported that the roads have been bladed and will be done once more before winter. Randy Sabart reported that the soil boring report was received in the afternoon prior to the Council meeting but has not been reviewed. It will be forwarded for review and explanation by Randy. An email from the Townline Road Coordinating Committee was shared with the Council. It was from Brian Gibson. Jodi Teich & Jon Halter completed their survey of Townline Road & provided the assessment/recommendations per entity. An Estimated Project Costs (Based on Site Drive Thru only) table was included.
- 2. Planning Commission:** Dan Schultz reported that at the August Planning Commission Meeting, the preliminary plat for Country Estates was reviewed with the City Engineer and Attorney. The Planning Commission recommended the Council approve the preliminary plat contingent on changes recommended. Discussion took place regarding the rezoning of the property. One lot is less than 2 acres and would need to be rezoned from Farm Residence to R1. All other lots would be rezoned from Farm Residence to RR1. Mark Rodenwald and Attorney Donahue were in attendance of the September Council Meeting and requested a Special Meeting for approval of the preliminary plat before the October Council Meeting. The earliest a meeting could take place is September 25th due to publication deadlines. Jeff Blenkush made a motion to schedule a Public Hearing on Monday, September 25th to rezone the current preliminary plat named Country Estates from Farm Residence to R1 (1 lot) and RR1 and to consider the approval of a preliminary plat named Country Estates at 6:00 PM and 6:10 PM respectively. Danita Traut seconded the motion. Motion carried.

SHERIFF'S REPORT: Nothing at this time.

7:30 PM Public Hearing: A request by Polar Land Company to consider the approval of a preliminary plat named Maple Ridge Plat.

7:40 PM Public Hearing: A request by Polar Land Company to rezone the current preliminary plat named Maple Ridge Plat from farm residence (actually R-1, single family residence) to RR-1 (rural single family residence).

The regular meeting was closed at 7:30 PM for the public hearings. The preliminary plat was shared with residents in attendance. Discussion began regarding the water runoff and maintaining existing drainage. The preliminary

plat was prepared to maintain the same rate of control in regards to drainage. The preliminary plat was reviewed by residents for storm water ponds. The ponds have been designed for a 100 year rain event. Jason Ferche stated that the project would most likely be done in two phases. Discussion took place regarding the previous submission for a development that contained a higher density of homes. Individual septic systems were discussed and soil types found in the development would determine the type of septic system to be installed for each residence. Discussion took place regarding improvements to 12th Ave NE, how the road isn't centered and how a gravel road wouldn't be able to withstand additional traffic. 12th Ave NE would be improved to 2nd St NE. The Council was asked who would pay for the cost of the connection between 2nd St NE and the new part of 2nd St NE.

Comments regarding the development were shared. Opposition to the development was based on the area being more of a rural area within the City. It is difficult to enforce the noise ordinance and additional homes could potentially bring in more noise or nuisances. Concerns regarding light pollution with additional building were shared. Another addition in the City could bring: dogs on private property, wildlife being driven out of the area because of noise and dogs, residential safety, more pollution, flooding, and yard pollution.

The Council was asked if the Sheriff's contract for hours on duty in the City would be increased if the City grows with a new development being added.

The Mayor asked if there were any further comments or questions: once, twice and a third time.

It was asked what type of improvements would be made to 12th Ave NE. At this time that can't be determined.

Gene Skaj made a motion to close the public hearing at 7:59 PM. Danita Traut seconded the motion. Motion carried.

Randy Sabart, City Engineer, began by sharing that outstanding issues have been addressed by Polar Land Company on the preliminary plat. Ponds have been moved to out lots vs easements. Discussion took place regarding access to the ponds after they are built. Regarding the comment about police patrol within the community, that would be a discussion at another time by the Council. Discussion took place regarding the density of the development and how originally it would've been made up of ½ acre lots, which the City is saturated with. There are land owners who have a large amount of land that they own and those living on ½ acre lots and as such there is no middle ground for residents. This new preliminary plat decreases the density of homes by offering 2 acre lots to homeowners.

Gene Skaj made a motion to rezone the current preliminary plat named Maple Ridge Plat from R-1, single family residence to RR-1, rural single family residence. Jeff Blenkush seconded the motion. Motion carried.

Discussion took place regarding Out lot D and a 15 foot dedication to its access. Discussion took place regarding the loop in the development and when naming is to take place, Loop should be part of the name. Randy Sabart shared that there were no other contingencies to address. The 100 year rain scenario was discussed again. Erosion control, state regulations, and the City's ordinance are in place to help manage this type of event. City Attorney Tom Jovanovich shared the steps required of the developer and the City if the preliminary plat were approved.

Jeff Blenkush made a motion to approve a request by Polar Land Company of a preliminary plat named Maple Ridge Plat. Gene Skaj seconded the motion. Motion carried.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Plowing Bid: Discussion took place regarding the bid from Burski Excavating, Inc. for plow services. Doug Legatt would continue to work for the City in the capacity he has before. The City's plow truck would be used for clean up services after Burski had been through town or for sand/salt assistance in the City. Tom Vouk made a motion to contract with Burski Excavating, Inc. for the 2017-2018 snow season at the quote prices received by the City. Gene Skaj seconded the motion. Motion carried.

Plow Truck: Tom Vouk shared details on the plow truck for sale by Nuss Truck & Equipment of Sauk Rapids. It has 46,000 miles on it and is an automatic transmission. The City could trade its truck in on the purchase. Discussion took place regarding taking the sander off of the old truck. Jerome Supan asked if you can see out the door like on the current truck but that was unknown. Discussion took place regarding having Friedrich's inspect the truck prior to making an offer or purchase. The truck for sale at Nuss Truck & Equipment is listed at \$22,500. The City could get \$6,000 for its truck. Tom Vouk made a motion to spend up to \$20,000 to purchase a plow truck from Nuss Truck & Equipment pending an inspection by Friedrich's Garage. Jeff Blenkush seconded the motion. Motion carried.

Compliance Checks: Cindy VanderWeyst shared compliance check information she found from neighboring communities. Copies will be shared with bar owners. Papers should be reviewed for the November Council Meeting.

Christmas Lights: Gene Skaj asked if Stearns Electric has been in contact with the City regarding putting the Christmas light brackets back up. To date, nothing has been discussed.


NEW BUSINESS: Nothing at this time.

MISCELLANEOUS ANNOUNCEMENTS: Nothing at this time.

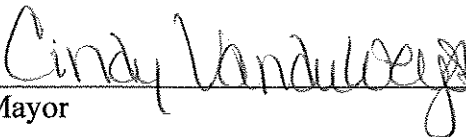
ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Gene Skaj seconded the motion. Motion carried.

TIME: 8:48 PM

Respectfully submitted,



City Clerk



Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – PUBLIC HEARING: COUNTRY ESTATES

(White Oaks Country Estates as of October 10, 2017 Planning Commission Meeting)

September 25, 2017

CALL TO ORDER: 6:03 PM PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Gene Skaj, Danita Traut, Thomas J. Vouk – Council, Dan Schultz – Planning Commission Chairperson, Tom Jovanovich – City Attorney, Randy Sabart – City Engineer, and Cris Drais – City Clerk

ABSENT: None

The first item of request is to rezone Country Estates Preliminary Plat from Farm Residence (FR) to R-1 (Single Family Residence) and RR-1 (Rural Single Family Residence). Mayor VanderWeyst asked 3 times if anyone from the audience had questions or comments regarding the rezoning of the Country Estates Preliminary Plat. No questions or comments. Jeff Blenkush made a motion to close the public hearing portion of the meeting regarding rezoning. Gene Skaj seconded the motion. Motion carried.

Council discussion regarding the request to rezone Country Estates Preliminary Plat began. To clarify the reason for two zoning types within one plat, 2 lots would be rezoned to R-1 (Single Family Residence) because of their size. Lot 1, Block 1 and Lot 1, Block 5 would be rezoned to R-1. The remainder of the development would be rezoned to RR-1 as the lots are larger. Gene Skaj made a motion to rezone the Country Estates Preliminary Plat from FR (Farm Residence) to RR-1 (Rural Single Family Residence) and rezone 2 lots (Lot 1, Block 1 and Lot 1, Block 5) to R-1 (Single Family Residence). Danita Traut seconded the motion. Motion carried.

The second item of request is to consider the approval of the Country Estates Preliminary Plat. City Engineer Randy Sabart shared the preliminary plat pointing out its traffic flow, water flow and the design of larger lots.

At 6:13 PM the meeting was open to the public. Mayor VanderWeyst asked if anyone had any questions or comments regarding the preliminary plat. Gary Koshiol asked for details regarding the water flow created by the development. Randy Sabart shared the grading plan and discussed the drainage plan that was submitted. Water will continue to drain south under CSAH 5. The City does require the water leaving the site to have volume control. Todd Orth asked if the water will be directed to the east on 2nd Street. It was stated that no water will flow down 2nd Street. Water from the Smoley Addition will run to the south. Todd Orth asked if there was any consideration to putting a cul de sac at the end of 2nd St NE vs the road continuing through the new development and eventually connecting to the Maple Ridge Development. The connection of the road is in line with the City's comprehensive plan from approximately 2006. Dan Schultz shared that the goal of the Planning Commission is to end dead end streets in the City. Through streets make plowing easier and make access for emergency vehicles easier. Eric Heiden stated that no plans were mailed out to residents regarding the plat. He asked how the ponds in the development would be maintained. Randy Sabart stated that the ponds are designed as an infiltration system and as such the water will soak into the ground. There should be no long term pooling of water. Randy Sabart was asked if the ponds will affect a personal well or septic system. No. Todd Orth asked if there will be mosquito control of the ponds. Randy Sabart said there will not be a continuous pool of water in the ponds. He stated that each city makes the decision on spraying a pond or not. Mayor VanderWeyst asked 3 times if anyone from the audience had any further questions or

comments regarding the request to consider the approval of the Country Estates Preliminary Plat. Gene Skaj made a motion to close the public hearing portion of the meeting regarding the preliminary plat. Danita Traut seconded the motion. Motion carried.


Council discussion regarding the request to consider the approval of the Country Estates Preliminary Plat began. Jeff Blenkush asked if the requirements for the development were met. Requirements for the preliminary plat have been met. There will be more detail required in the next stage. Gene Skaj stated that he didn't have any questions or comments at this time. Tom Vouk asked for details regarding the ponds. Randy Sabart shared the Runoff Volume Comparison with numbers showing the rate of flow in a 2 yr, 10 yr and 100 yr storm. Danita Traut asked if the restriction of construction vehicles on 2nd St NE has been put in as a detail due to the road's recent reconstruction. A limit on traffic would need to be put into the Developer's Agreement. Mayor VanderWeyst asked Tom Jovanovich and Randy Sabart if they had any further questions or comments regarding the preliminary plat and they did not. Dan Schultz stated that concerns and questions brought forward by the public have been looked at prior to the Public Hearing by both the Planning Commission and City Council with serious consideration. Tom Vouk stated that a development such as Country Estates makes available lots in a size the City is currently lacking. Tom Vouk made a motion to approve the preliminary plat of Country Estates of St. Stephen. Jeff Blenkush seconded the motion. Motion carried.

Attorney Tom Jovanovich stated that a draft of the Developer's Agreement has been sent out already. Details were given regarding the development process and timeline. Discussion took place regarding the public land dedication and paying it as lots are sold vs. a lump sum. A letter of credit was discussed and that it'd be better to have a letter of credit vs. a payment bond. The city needs to be protected in the event that if the project was not completed and the city would have to finish it, monies would be accessible. It was emphasized that lots can be sold but no building can take place until improvements are in.

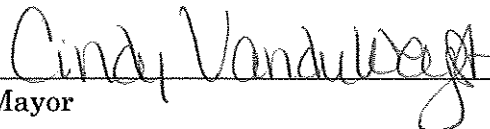
ADJOURNMENT: There being no further business, Jeff Blenkush made motion to adjourn. Gene Skaj seconded the motion. Motion carried.

Meeting adjourned at 6:54 PM

Respectfully submitted,



City Clerk



Mayor