

St. Stephen City Council Agenda – September 7, 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 August Meeting Minutes

Approval of August Budget Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Planning Commission

Park

Personnel

Sheriff's Report

Health Committee

Unfinished Business

White Oak Country Estates

12th Avenue Update

Snowplow Bids

New Business

Knight of Columbus, October 30th Bingo & Raffle

St. Stephen River Runners, Gambling

Road Limits

Addresses of new homes

610 Central Avenue N (Tom Vouk)

Miscellaneous Announcements

St. Stephen Sportsmen's Club – Frank Vouk

Newsleaders Publication: *Sept. 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.*

Meeting Adjourned

**MINUTES
ST. STEPHEN CITY COUNCIL
SEPTEMBER 7, 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, Dan Neid, St. Stephen River Runners, Tom Offerdahl, Knights of Columbus, Jerome and Dolores Supan, and Vic Weiss, Stearns County Sheriff's Office

APPROVAL OF AGENDA: Lisa Marvin moved Knights of Columbus, October 30th Bingo & Raffle and St. Stephen River Runners, Gambling to Petitions, Requests, and Communications. Steve Trobec added 6th Avenue and generator under Unfinished Business. Tom Vouk removed 610 Central Avenue N under New Business. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve the agenda with the changes. All in favor, motion carried.

MINUTES OF AUGUST MEETING: August City Council Meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the August 3, 2022, amended minutes. All in favor, motion carried.

MINUTES OF AUGUST BUDGET MEETING: August Budget City Council Meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the August 17, 2022, amended minutes. All in favor, motion carried.

READING OF THE CLAIMS: Claims were reviewed. Inquiries about Riverside Hardware, Nelson Sanitation and SEH. A motion was made by Gene Skaj, seconded by Tom Vouk, to approve the amended claims. All in favor, motion carried.

READING OF RECEIPTS: July receipts were reviewed. Inquiry about White Oak Country Estates funds received. This will be recorded in August receipts. A motion was made by Danita Traut, seconded by Steve Trobec, to accept the receipts. All in favor, motion carried.

TREASURER'S REPORT: For the period: 7/1/2022 to 7/31/2022

Beginning Balance	\$1,622,159.97
Total Receipts	\$198,372.79
Total Disbursed	\$49,631.16
Ending Balance	\$1,770,901.60
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$24,702.22
Total Per Bank Statement	\$1,795,603.82

Treasurer's report reviewed. Kurt Niemeyer shared \$26,800 was received from TLC Enterprises in Pierz for the White Oak Country Estates escrow and park dedication. League of MN Cities membership dues increased from \$1.29 to \$1.39 per resident, totaling \$802. City of St. Stephen was the first to return tax levy, but the State is requesting more information. Received IRS letter stating the \$842.69 from 2012 was waived. Frontline inquiry, Kurt will check with Paul Ritter. 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:

Knights of Columbus, October 30th Bingo & Raffle. Tom Offerdahl, from the Knights of Columbus Council #5276, is requesting a gambling permit for their annual Turkey Raffle and Bingo on October 30th, 2022, at St. Stephen Parish Hall. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the Knights of Columbus Council #5276 gambling permit for October 30, 2022. All in favor, motion carried.

St. Stephen River Runners, Gambling. Dan Neid, from the St. Stephen River Runners, is requesting a gambling permit for their 50/50 Raffle on February 4, 2023. Second, Dan is requesting a premises permit. A motion was made by Steve Trobec, seconded by Danita Traut, to approve the gambling permit for the St. Stephen River Runners 50/50 raffle on February 4, 2023. All in favor, motion carried.

Dan Neid explained the St. Stephen River Runners has a 501.c3, the premises permit would allow them to have pull tabs, e-tabs, bingo, meat raffle, etc. regularly held at Trobec's Bar. Dan shared a lease would be signed with Mr. Trobec to run pull tabs at his establishment. Council is unfamiliar with this request and requested more time to check on this and the fee. This will be placed on next month's agenda. Julie Jacobs will email a copy of the premises permit application to Liz Halet and check on the fee for this.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported 10 calls in August, totaling 88 calls in 2022. This month training on traffic incident management. St. Stephen Fire & Rescue is requesting the Council's approval of Brad Binsfeld as a new firefighter on the condition after receiving his background check this is acceptable. There are approximately 25 firefighters. A motion was made by Steve Trobec, seconded by Danita Traut, to approve Brad Binsfeld as a new fire fighter pending his background check is acceptable. All in favor, motion carried. Commented that Brad has no prior fire training, but training is reimbursed by the State of Minnesota.

RELIEF ASSOCIATION: No report.

EMERGENCY MANAGEMENT: No report. Danita Traut will check with Paul regarding the sirens bill.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan shared Lisa Marvin, Randy Sabart, and himself checked if 12th Avenue will need maintenance due to more traffic on this road. Jerome stated Burski did maintenance on this road. Randy plans to look at this road.

Smoley Addition on 3rd Avenue and 4th Street regarding the sod issue. Jerome spoke with property owners explained this will be taken care of. Sod has been removed, dirt added and has been seeded. Randy explained property owners took care of their own yards, but Burski took care of the boulevard areas that needed to be restored.

Jerome talked with Burski and they stated they could not give a bid this year, but the City did receive a bid from Burski.

Jerome inquired if the trees, branches and mowing around the garage shed was completed. Ralph Barhorst took care of the branches and trees. As for the mowing, council members are unsure. Issue finding the key for the gate. Jerome inquired if the road needs to be bladed, can this be done. Council stated decision is Jerome's.

2. **Planning Commission:** Perry Nistler shared there was no meeting in August and no meeting this month. Inquired Perry's timeline if there was business for Planning when he wants to know by. Perry stated by the City Council meeting. Julie Jacobs will update the City's website to the City office phone number.

3. **Park:** No report.

4. **Personnel:** Lisa Marvin shared the Clerk position is being advertised for, received 18 candidates. Many solid applicants, interviewing on September 19th and 20th. Plan to bring one to three applicants to October's City Council meeting. Lisa gave a brief training timeline for this position. Inquired if the council will be hiring this person. This will be voted on at the October meeting.

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Lisa Marvin shared there's been a couple individuals interested in the site inspector position. If no applications are received this week, this position will be posted.

SHERIFF'S REPORT: Vic Weiss, lieutenant with Stearns County Sheriff's Office, will be attending these meetings. Vic gave a brief overview of his experience with Stearns County, he's been there for 27 years, currently oversees the patrol division. If concerns or issues, be sure to contact him. Vic shared the Stearns County Sheriff's Office has been through a lot of changes, a lot of new deputies and faces, jail division has 16 to 18 fulltime open positions. With the 34 hours contract mainly routine patrol last month. There were some low-level traffic tickets. A few calls for service. Most notable, same individuals on harassment calls, this was turned over for prosecution. Suspicious activity was a prank phone call. Suspicious vehicle was a drug arrest. Overall, quiet. Lisa Marvin shared two concerns the City has, the fireworks and party issues. Steve Trobec received more complaints of individuals driving through the stop sign. Vic shared they are aware of these concerns and he will remind staff. Appreciation given to Vic for all they do.

HEALTH COMMITTEE: No report.

UNFINISHED BUSINESS:

White Oak County Estates Development. Liz Halet shared the primary item is to have a discussion or motion to extend the deadline for the developer to record the final plat. No changes to the plat that Liz is aware of. Liz has no concern with extending the deadline. Randy Sabart stated concern that the construction window is starting to close. With this being September and still needing to record the plat and approve the developer's agreement, this brings us to October. If they are wanting to build a road this year, there's a short timeline to do this. Liz submitted the checklist to the realtor, was unable to connect with the realtor, but it's the same checklist that has been in place. Developer's agreement is complete. Needing a new letter for securities. Discussion held. Randy hasn't received anything at this point. Liz will give Randy's contact information to them. Check was received for the park dedication fee and additional \$5,000 for escrow. Inquired if the City was extending the same agreement with having a letter of credit instead of a bond. Liz shared they have indicated a bond or acceptable security. Inquired how far the City should extend this. Discussion held. A motion was made by Gene Skaj, seconded by Danita Traut, to extend the deadline to record the final plat for one year. All in favor, motion carried.

12th Avenue Update. Liz Halet inquired with council members how in-depth would they like her to spend on the minutes, discussion, specifications of the developer's agreement, etc. Lisa Marvin asked Liz if she believed the agreement the City agreed to, if it specifically covers that the City would not be paying for the improvements of 12th Avenue (Second Street to County Road 5). Liz stated looking closer at the ordinance and the developer's agreement, she believes there is language in these with the road specifications. An update was given to Perry Nistler, Planning Commission Chair, regarding this street. In case this should come up in Planning Commission. Randy Sabart and Liz will meet to review information and see what the City has to show for what the City's intent was. Lisa stated Liz will share this information with Ferche's attorney, but Liz feels they won't change their minds much. Randy would like the previous minutes that were shared with council members regarding this issue. Discussed how far this issue may go. Commented in the future to be sure the Developer's Agreement is clear. This will be on next month's agenda.

Snowplowing Quotes. Lisa Marvin suggested the council members consider moving the snowplowing quotes to next month's agenda. One quote has been received. Asked if this is a quote or bid. Discussion held. Consensus was quote. Inquired if this could be placed in the Newsleaders looking for a snowplow driver. Discussion held. Consensus was to place in the Newsleaders. This will be on next month's agenda.

NEW BUSINESS:

Road Limits. Lisa Marvin inquired what the City should do for road limits. Currently the road limit is 10-ton. Suggested to post all roads 7-ton within the City, unless otherwise posted. Inquired what engineers think. Perry Nistler shared most developments are designed 5-ton. Randy Sabart stated the City will hear complaints from the

haulers if they post 5-ton. Randy recommends to post something, and feels 7-ton is a compromise. Discussion held. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the axle weight of 7-ton on all streets of the City of St. Stephen unless otherwise posted. Signs will be posted at all entrances to the City. All in favor, motion carried.

Addresses for New Homes. Julie Jacobs explained a new home is being built on County Road 2. Through Stearns County she found when there are more than three homes on a road, they want a named private drive for emergency reasons. Julie stated there is an ordinance, but is no longer up to date. Randy Sabart explained this process to council members. Randy shared when a request comes in for addressing, the city engineer will look at a street naming address grid and make a recommendation to city staff. The County's process is for within city limits. The City decides on the address using a portal. Randy shared with the naming of a street within the City, residents tend to think this is a public street and the City maintains this street. Finding a balance between insuring emergency services knows where to go when there is a call, and finding the right place, and not creating more challenges for the City. In this case, the lot was sub divided and in between existing addresses and requested to keep this referenced to County Road 2. Randy stated the City doesn't want developer's addressing streets or addresses. Discussion held. The process with a new development the engineer recommends to council what the addresses will be. If a new build, the clerk will contact the city engineer for a recommendation and the clerk will assign. Julie inquired why the Stearns County wouldn't do the assigning of addresses, when there is no cost. Per Randy the County wants cities to assign their own addresses.

UNFINISHED BUSINESS (continued):

6th Avenue. Steve Trobec inquired if the 6th Avenue project is complete or are there still details to be completed. Randy Sabart shared there is one detail, trying to grow grass on some shoulders. Work is complete. Valley Green is taking care of this. Steve has received some comments. Randy stated the challenge is there are areas where the grass is growing and others where it's not. The engineers look if the grass is staying put or eroding. There's no sign of eroding. Discussion held.

Generator. Steve Trobec shared the generator was fixed. Inquired how to dispose of the old battery. Tom Vouk will take this.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club – Frank Vouk. Not in attendance.

Danita Traut shared the St. Stephen's Lions is holding a Slovenian Sausage Cook-Off on December 10th from 6 – 8:30 p.m. at Trobec's Bar. Suggested this event along with Knights of Columbus Bingo be placed in the Newsleaders.

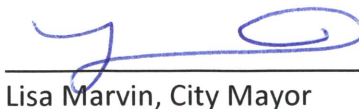
The St. Stephen's Fire Department invited the City Council members and staff to the Firefighter's picnic on Sunday, September 18th at the Lion's Park, starting at noon.

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

Respectfully submitted,


Julie Jacobs, City Clerk


Lisa Marvin, City Mayor