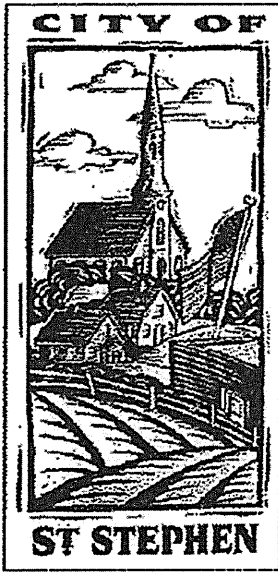


St. Stephen City Council Agenda – February 2, 2022



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 December Meeting Minutes

Finances

Reading of Claims
Reading of Receipts
Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

7 PM ~ Public Hearing: Conditional Use Permit Application of Scott & Karen Rudolph

Reports

Road & Bridge
Planning Commission
Park (Operation Roundup Application)
Personnel

Sheriff's Report

Health Committee

Unfinished Business

Permit Application/Form work performed in the Public Street Right of Way
Rodenwald Developer Agreement

New Business

Habitat Enhancement Landscape Pilot (HELP) Program
Egg Hunt, Smoley Fields: April 16th @ 10 a.m.
LMCIT – Property Appraisal
ARPA (American Rescue Plan Act) Resolution
Liability Coverage – Waiver Form

Miscellaneous Announcements

Newsleaders Publication: *Feb. 4 & 18, March 4 & 18, April 1, 15 & 29, May 13 & 27, June 10 & 24, July 8 & 22, Aug. 5 & 19, Sept. 2, 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.*

Meeting Adjourned

**MINUTES
ST. STEPHEN CITY COUNCIL
FEBRUARY 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, and Julie Jacobs, City Clerk

GUESTS: Liz Halet, City Attorney, Amanda Hawkins, Tony and Josh Bruemmer, Frank Vouk, Scott & Karen Rudolph

APPROVAL OF AGENDA: Danita Traut added National Night Out and March’s Meeting Date under New Business. Tom Vouk added Vacuum Cleaner under New Business. A motion was made by Gene Skaj, seconded by Steve Trobec, to approve the amended agenda. All in favor, motion carried.

MINUTES OF JANUARY MEETING: January City Council Meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the amended January 5, 2022, minutes. All in favor, motion carried.

READING OF THE CLAIMS: January claims were reviewed. Kurt Niemeyer explained the pump at St. Stephen Church needed to be replaced and inquired where this expense should be coded. Discussion held. Consensus was Emergency Management. A motion was made by Steve Trobec, seconded by Danita Traut, to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: December 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: 12/1/2021 to 12/31/2021

Beginning Balance	\$1,485,063.39
Total Receipts	\$228,561.05
Total Disbursed	\$107,484.09
Ending Balance	\$1,606,140.35
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$3,503.03
Total Per Bank Statement	\$1,609,643.38

Treasurer’s report was reviewed. Kurt Niemeyer stated 1099 form was received from Falcon Bank, a total of \$276.86, CD total of \$335.22. Interest rate for business savings was .1%, for CD interest rate was .4%. Plat approval being billed. White Oak was bill \$115 per preapproval plats. Liz Halet shared when escrow accounts need funds to let her know. Kurt explained Payment #7 for Sixth Avenue was approved for \$53,140.95 at last month’s meeting, the City was only billed for \$30,756.65. Kurt clarified with SEH this was the correct amount. Tom Vouk inquired about the \$914,115.25 for the 2020A fund. Kurt will investigate this. Kurt presented the Coronavirus State & Local Fiscal Recovery Funds booklet for council members to review. Gene Skaj inquired if the Elite bill was received for the furnace repair, this was paid. Tom inquired in receipts this month if it included the 2% monies. No, the report for these monies was filed late so funds will be coming in March. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the treasurer’s report. All in favor, motion carried.

St. Stephen City Council Minutes

February 2, 2022

Page Two

PETITIONS, REQUESTS AND COMMUNICATIONS: None

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported 17 calls in January, includes one death, totaling 17 calls in 2022. Training undecided for this month, will be held on February 21. Joe Gordon has applied for the captain position. A motion was made by Danita Traut, seconded by Tom Vouk, to approve Joe Gordon as a captain for the Fire Department. All in favor, motion carried. Noted that Jeff Draais has 25 years of service to the Fire Department.

RELIEF ASSOCIATION: Gene Skaj stated the Relief Association needs the City Council's approval for 5% for the deferred members. A motion was made by Danita Traut, seconded by Tom Vouk, to approve a 5% deferred interest payment for the Relief Association pension for deferred members for 2022. All in favor, motion carried. As of January 24, 2022, investments made a 14.89% increase.

EMERGENCY MANAGEMENT: Sirens went off late this month.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Lisa Marvin shared Jerome Supan is recovering well. Dolores Supan drove Jerome around the City to check the roads, all roads looked good. Tom Vouk inquired about the snow around Howie's. Julie Jacobs spoke with Burski's this week. It looks a little better.
- 2. Park: Operation Roundup Application.** Julie Jacobs shared Ken Lahr is applying for the Operation Roundup grant through Stearns Electric again. Council members received ideas for what the funds could be used for if received. Gene Skaj recommends receiving another bid for the Smoley Field Driveway.
- 3. Personnel:** Lisa Marvin shared the Personnel Committee met with Ken Lahr for his three-month evaluation. Shared Ken is doing a good job.

SHERIFF'S REPORT: Sheriff Deputy Kellan Hemmesch shared 37 hours of service for this month. Noted there was a missing person who had medical issues and was found in another city, 12 traffic stops, 4 citations for speeding and using cell phones. Relatively quiet. In 2021 there was 500 fatalities, this is out of control. Hopefully fatalities will reduce in 2022. Kellan shared there will be a new lieutenant starting next month. Kellan is retiring this July. This Saturday there's an antique snowmobile run, busy weekend in St. Stephen.

7 PM ~ Public Hearing: Conditional Use Permit Application of Scott & Karen Rudolph

Lisa Marvin closed the council meeting and opened the public meeting. Scott Rudolph shared he purchased the old Index 53 building from his mother. They would like to make this into a living quarter with a family daycare and storage business. His daughter will be living there, and his wife and daughter will operate the daycare. Scott presented a map where areas are located to council members. Inquired what the difference was between a daycare center and the family daycare. A center has multiple individuals working there, a family daycare has fewer individuals. There will only be two people working here in St. Stephen. They can have up to fourteen children for two adults. Lisa Marvin asked if there were any questions. Lisa a second time for questions. Frank Vouk inquired about a fence. Yes, a fence will be built around the daycare. Lisa asked a third time if there were any questions. The public meeting was closed at 7:06 p.m. Amanda Hawkins, shared per Planning Commission, this is currently zoned I1 (light industrial), a daycare and storage business would not be allowed. With the Rudolph's applying for the Conditional Use Permit, Amanda explained this would be acceptable. Danita Traut inquired about the storage business. Scott explained the storage would be inside the building. In the back open storage 30 by 70, and in front small self-contained storage units of 10 by 10.

St. Stephen City Council Minutes

February 2, 2022

Page Three

Steve Trobec left the meeting for a fire call.

Finding of the Facts were completed:

- a) That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity, and is compatible with the existing neighborhood. *Tom Vouk – yes, fits in with the neighborhood, Danita Traut – yes, will enhance the neighborhood, Lisa Marvin – yes, will improve the neighborhood and Gene Skaj – yes.*
- b) That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. *Tom Vouk – yes, won't be a detriment to the surrounding properties, Danita Traut – yes, don't believe it will impede, will have a fenced in area, and the property is large enough, Lisa Marvin – yes, agrees with Danita, Gene Skaj – yes, plenty of property.*
- c) That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. *Gene Skaj – yes, plenty of area, Lisa Marvin agrees, Danita Traut – yes, no footprint changes, everything seems adequate, Tom Vouk – yes, septic is in good shape.*
- d) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use. *Danita Traut – yes, existing building used for loading and unloading, adequate parking, Lisa Marvin, Gene Skaj and Tom Vouk agree.*
- e) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. *Gene Skaj – yes, Lisa Marvin and Danita Traut – yes, no flashing signs will happen, Tom Vouk – yes.*
- f) That soil conditions are adequate to accommodate the proposed use. *Danita Traut, Lisa Marvin, Gene Skaj, and Tom Vouk – all yes, no concerns.*
- g) That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use. *Gene Skaj, Lisa Marvin, and Danita Traut – all yes, no issue, Tom Vouk – yes, County Road in better shape.*
- h) That a demonstrated need exists for the proposed area. *Lisa Marvin – yes, there's desperate need for daycares all over, feels this would be wonderful, Gene Skaj – yes, it's needed, Danita Traut – yes, daycare is very needed, Tom Vouk – yes.*
- i) That the proposed use is in compliance with the Land Use Plan adopted by the City. *Gene Skaj – yes, Tom Vouk – yes, per the comprehensive plan a business corridor was planned for this area, Danita Traut & Lisa Marvin – yes, land use is good.*

Recommend the following two items be added to this resolution. 1) A fence be added. 2) Daycare needs to be licensed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the Conditional Use Permit for Scott and Karen Rudolph. All in favor, motion carried.

Liz Halet will draft the resolution, and this will need to be filed with the County. Suggested the Scott and Karen read the fence ordinance.

4. Planning Commission: Amanda Hawkins shared there is no meeting this month. Amanda stated they are assigning plat numbers for the developments being added to the city zoning map.

HEALTH COMMITTEE: Nothing

UNFINISHED BUSINESS:

Permit Application/Form work performed in the Public Street Right of Way. Liz Halet updated the changes to this document that were suggested last time. Discussed which committee will oversee, possibly Planning Commission or Road and Bridge. This request will need to be seen by the City Engineer. More discussion held as to which committee. Inquired if there would be a fee. Liz shared if a new ordinance is made, there needs to be a public meeting. As for fees, she looked at other cities and they vary. Like the Liquor License fees, fee should cover City Engineer costs. Lisa Marvin suggested Randy reviews this document and remove what he feels is appropriate. Liz will resubmit this to Dan Schultz and Randy Sabart and bring back final draft to March's meeting. Application will be developed from the final ordinance. Process will be application to clerk and the City Engineer and come to City Council for permit approval.

Rodenwald Developer Agreement. Liz Halet shared the Consent to Assignment from the bank, and an 8-page agreement is not ready for review and will need to be placed on the March agenda. Liz stated as for the Developer's Agreement still waiting on competition deadlines and park dedication fee to be received. Lots cannot be sold at this time for this development. No site permits will be approved until the road is complete.

NEW BUSINESS:

Habitat Enhancement Landscape Pilot (HELP) Program. Lisa Marvin gave an overview of this program. Gene Skaj inquired if this program could be used with the holding ponds. Discussion held. Consensus of council there's not enough time for this year. Will watch for this next year.

Egg Hunt, Smoley Fields: April 16th @ 10 a.m. This is the date for this year's egg hunt. Julie Jacobs recommended to reuse the plastic eggs that were return last year. Lions will help fill the eggs. Tony Bruemmer donated \$500 towards prizes for the Egg Hunt. Noted a four-wheeler may be donated by other organizations. Tony shared two local business may possibly match his donation. If these donations are received, consensus is to buy more bikes for prizes. Danita Traut and Julie Jacobs will head the egg hunt again this year.

LMCIT – Property Appraisal. Julie Jacobs shared someone from League of Minnesota Cities is coming next week to look at all the City's properties. Inquired with council members is they knew of any renovations, or additions to any of the properties. None known. Julie commented she's unsure if she's knowledge enough about the properties. Suggested to ask Garrett Hansen with Cornerstone Insurance Agency to join with this meeting.

ARPA (American Rescue Plan Act) Resolution. Kurt Niemeyer shared League of Minnesota Cities recommends using this resolution. Council reviewed the form. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the ARPA (American Rescue Plan Act) Resolution. All in favor, motion carried.

Liability Coverage – Waiver Form. Inquired how this form has been complete in the past. Some council members are familiar with this form, but don't remember how this form was completed in the past. Danita Traut will check with the insurance agent and Julie Jacobs will check with League of Minnesota Cities. With too much unknown, this will be placed on March's agenda.

National Night Out. Danita Traut received notice regarding the National Night Out scheduled for Tuesday, August 2, 2022. Danita is willing to ask the committees to participate like last year. Consensus of members is to hold this event again this year.

Changing March Meeting Date. Danita Traut is requesting the City Council Meeting scheduled for March 2, 2022, which is Ash Wednesday, be moved to March 1st or March 9th. Liz Halet stated changing of date the City needs to

St. Stephen City Council Minutes

February 2, 2022

Page Five

give a special meeting posting, three days before the meeting. A motion was made by Danita Traut, seconded by Gene Skaj, to move March meeting to Tuesday, March 1, 2022, in lieu of Wednesday, March 2, 2022. All in favor, motion carried.

Vacuum. Tom Vouk shared per Nancy Vouk the vacuum cleaner is broken. To fix, parts cost \$600, to buy new either \$800 or \$1,100. The vacuum cleaner is 16 or 17 years old. A motion was made by Danita Traut, seconded by Gene Skaj, to approve purchasing a new vacuum cleaner for approximately \$800. All in favor, motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

Tony Bruemmer requested that lawn mowing bids be placed on the April agenda. Discussion held. Liz Halet will confirm the lawn mowing bids procedure and share with Julie Jacobs. Tony stated the past summer went well. Shared the Plow Garage was mowed one time, but possibly needs to be cut twice. Consensus is to use his judgement with mowing at the Plow Garage.

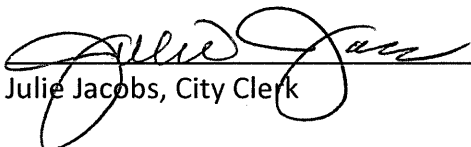
Tom Vouk inquired if the annual agreements were received by the two organizations using the Chamber Room. Yes, they've been signed and received.

Frank Vouk shared St. Stephen Sportsmen Club held Gun Safety training in January for five nights and had 21 students participate. Frank gave an overview of the training. They're Annual Meeting will be held this Sunday, February 6, 2022, and they will be discussing the Bird Houses. The tree giveaway may be held in April, Sportsmen Club plans to donate trees again this year.

Newsleaders deadline dates for 2022: Feb. 4 & 18, March 4 & 18, April 1, 15 & 29, May 13 & 27, June 10 & 24, July 8 & 22, Aug. 5 & 19, Sept. 2, 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Tom Vouk, to adjourn the meeting. Meeting adjourned at 8:30 p.m.

Respectfully submitted,


Julie Jacobs, City Clerk


Lisa Marvin, City Mayor

**CITY OF ST STEPHEN
RESOLUTION NO. 02022022**

**A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE
REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for \$19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, \$94,529.14 been allocated to the City of St Stephen pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury (“Treasury”) published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.


WHEREAS, the final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST STEPHEN, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACT IN THE AMOUNT OF \$94,529.14 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted by the City Council of St Stephen, Minnesota this 2nd day of February, 2022.

Mayor 

Attested:


City Clerk