

St. Stephen City Council Agenda – March 1, 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 February 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

Permit Application/Form work performed in the Public Street Right of Way
Rodenwald Developer Agreement
Egg Hunt, Smoley Fields: April 16th @ 10 a.m.
LMCIT – Property Appraisal
Liability Coverage – Waiver Form
National Night Out
Vacuum Cleaner

New Business

Public Protection Classification (PPC) Survey
Lawn Mowing Bid Process

Miscellaneous Announcements

Newsleaders Publication: *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
MARCH 1, 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: Jerome and Dolores Supan

APPROVAL OF AGENDA: Lisa Marvin added Hazard Mitigation and Resolution to Redistricting Precincts and Polling Places under New Business. Gene Skaj added Snow Plowing 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 FEBRUARY MEETING: February City Council Meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the amended February 2, 2022, minutes. All in favor, motion carried.

READING OF THE CLAIMS: Kurt Niemeyer shared under the Cash Control there is no beginning balance due to the yearend process still being worked on. Receipts and Disbursements are shown, and a copy of the January bank statement is included to show the ending balance as of January 31, 2022, of \$1,631,056.99. March claims were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: January receipts were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to accept the receipts. All in favor, motion carried.

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

| | |
|---------------------------------|--------------------|
| Beginning Balance | \$0.00 |
| Total Receipts | \$43,981.84 |
| Total Disbursed | \$72,015.80 |
| Ending Balance | \$-28,033.96 |
| Less Deposits in Transit | \$0.00 |
| Plus Outstanding Checks | \$64,171.00 |
| Total Per Bank Statement | \$36,137.04 |

Treasurer’s report was reviewed. Kurt Niemeyer stated the forms needed to be submitted to the State Auditor the end of this month. The American Rescue Funds report needs to be submitted by the end of April, still waiting on the Federal Government for a S.A.M.’s number. 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: None

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported there were five calls in February, 17 calls in January, totaling 22 calls in 2022. Training this month will be on Hybrid and Electric cars training. Al Vouk is approaching 50 years of service. ISO report was presented to council members. Gene shared that St. Stephen scored 7 out of 10.

RELIEF ASSOCIATION: Gene Skaj stated that Kurt Niemeyer should watch for the Relief Association funds, check should be cut by March 15.

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REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan stated one of the snow operators was putting the snow in the wrong place. Jerome received approval from the parish trustees to move the snow, due to water running into residents' homes. Jerome shared there's runoff in some of the cul-de-sacs that will need to be addressed and gave an example in Eastview Estates a few years past. The snowplowing equipment that was parked in the firefighter's parking spots has been moved next to the garage. Jerome shared on 2nd Street NE nothing has been done with the snow here. Every spring there's a problem here.
2. **Planning Commission:** Perry Nistler, Deputy Chairperson, stated there will be no Planning Commission meeting this month. Will notify members by email.
3. **Park:** Julie Jacobs shared Ken Lahr will be closing the ice-skating rink shortly. Danita Traut will have this removed from the Lion's Club electronic sign.
4. **Personnel:** Nothing

SHERIFF'S REPORT: John Niemi, Sargent, reported there was 35 hours of service provided. There was one panic alarm, which was a false alarm, one DWI, an identity theft with no monetary loss, suspicious vehicle, unfounded civil issues, Facebook threat, and 11 traffic stops.

HEALTH COMMITTEE: Nothing

UNFINISHED BUSINESS:

Permit Application/Form work performed in the Public Street Right of Way. Julie Jacobs shared per Liz Halet she hasn't received a response from Randy Sabart or Dan Schultz of this form, so there's no update this month.

Rodenwald Developer Agreement. Julie Jacobs shared per Liz Halet that she hasn't received no news on this agreement from the bank, so no update this month. No park dedication fee has been received or future dates.

Egg Hunt, Smoley Fields: April 16th @ 10 a.m. Lisa Marvin suggested this be shared on Facebook. Julie Jacobs will order more plastic eggs. Danita Traut shared the Lion's Club members and Confirmation students will fill the eggs. Steve Trobec is unable to help for the Egg Hunt because he's attending a leadership conference. Gene Skaj shared that there's four bikes purchased for the prizes.

LMCIT – Property Appraisal. Julie Jacobs shared the consultant, along with Garret Hansen, insurance agent for the City, went around to every property, through all the parks. This was a two-hour process, and a report was supposed to be sent. As of today, no report received. Asked questions as to how old the parks were, if they were renovated, about the shed at Smoley Fields, which was unknown. Consultant stated in the Snowplow garage the heater is not working. Once report is received, this will come back to the council.

Julie Jacobs shared she had a zoom meeting this same day with a Loss Control Consultant from League of MN Cities. Many things were mentioned the city should have in place. Inquired if a committee should follow through with this. Lisa Marvin inquired what kind of things. Safety notifications, a Health and Safety Committee, sprains, slips, and trips and falls, new employee check list required by OSHA, facility inspections, etc. Perry Nistler recommended CBT (computer-based training) for these things. Discussion held. Lisa suggested this be added to Health Committee and will be looked at annually. Lisa inquired how to change a committee name. Going forward the agenda will state Health and Safety Committee. Information will be shared with Lisa. Discussion held.

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Liability Coverage – Waiver Form. Julie Jacobs shared the following email message from Liz Halet: *I talked with Sue, the partner in my office who acts as city attorney for 5 other cities, and she indicated that she has not seen any of the cities she works with pass the waiver form.*

I know the City was going to reach out to its insurance person for his/her input and we were going to look at what the City has done in the past, but I wanted to pass this information along for consideration.

Looking at the language of the waiver, I would definitely not advise the second option (waiving the statutory limit and not purchasing excess liability coverage) and would think maintaining the current limits would be best (option one), unless the purchase of excess liability coverage is minimal.

After discussion the consensus of council members is that the City chooses option one. A motion was made by Gene Skaj, seconded by Danita Traut, the City does not waive the monetary limits on municipal tort liability established by Minn. Stat. § 466.04. All in favor, motion carried.

National Night Out. Danita Traut shared she registered City of St. Stephen for National Night Out, and they will send her a packet. The packet will have items the city can purchase for this night. Danita will check what the city has left from last year. Danita contacted the Lion's Club, and they have given approval for the use of their shelter and will help this night. Danita will contact other organizations too.

Vacuum Cleaner. Tom Vouk shared Nancy Vouk ordered a new vacuum cleaner. Unsure when this will arrive. A tax form was completed by Julie Jacobs for the business where the vacuum cleaner was ordered from.

NEW BUSINESS:

Public Protection Classification (PPC) Survey – This was discussed under St. Stephen Fire and Rescue report.

Lawn Mowing Bid Process. Julie Jacobs presented the email from Liz Halet, city attorney, with the council members, and stated the council needs to decide the process to use this year for bids. Lisa Marvin asked council to review this. Lisa explained what the process was last year. These bids are needed by the April meeting, due to lawn mowing starting mid to end of May. Discussion held. A motion was made by Tom Vouk, seconded by Steve Trobec, to try to obtain three lawn mowing quotes. All in favor, motion carried.

Julie inquired what process will be used this year, compared to last year's. Lisa reiterated the city will contact past year lawn mower and quotes, and asked council members to email Julie if there were other businesses she should contact. Two or three quotes. Tom Vouk recommended contacting Huls and J A Lawn Care. Suggested to share what was listed in the last Newsleaders, and they should be due by April 1st. Discussion held.

EMERGENCY MANAGEMENT: Lisa Marvin shared Paul Ritter and herself attended the zoom call to review the Hazard Mitigation Documents. These documents were presented to the council members. Lisa explained these documents and the zoom call. This is required by FEMA every five years. Last time completed was 2017. Improvements were discussed. Due to timeframe, it wouldn't be able to come back to City Council in April. Any items to place in report for the next five years when Lisa meets with Paul. Items suggested were having the St. Stephen Parish be used as a disaster shelter; generator being hooked into the parish hall, questioned whether there is infrastructure in the parish hall. Discussed whether another siren be useful. Lisa Marvin will meet with Paul Ritter.

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NEW BUSINESS CONTINUED:

Resolution Establishing Precincts and Polling Places. Lisa Marvin stated the Resolution Establishing Precincts and Polling Places information was presented in the packets. This was received today, and due March 29. Explained even if there are no changes to your precinct boundaries, a resolution needs to be passed. Discussion held. A motion was made by Steve Trobec, seconded by Danita Traut, to approve the Resolution Establishing Precincts and Polling Places. All in favor, motion carried.

Snow Plowing. Gene Skaj inquired why the road by the Snowplow Garage has not been plowed for a long time. Jerome Supan will remind Burski's to plow when it snows again. Discussion held. Gene shared the furnace is running but needs to be regularly checked.

MISCELLANEOUS ANNOUNCEMENTS:

Spraying of boxelder bugs. Julie Jacobs inquired when the building should be sprayed for bugs, and what business has done this in the past. Recommended that this been done twice a year. Lisa Marvin will contact the business to do this.

Adoption of Fees and Charges. Tom Vouk commented regarding the Adoption of Fees and Charges if the fee for nonprofit organization should be added to the form. Discussion held. The fee for nonprofit organizations is \$20, this will be added to the form. Form will be updated and resigned.

12th Avenue. Tom Vouk inquired about 12th Avenue. Lisa Marvin shared the last update on 12th Avenue from Randy Sabart. Lisa explained there was question about the paving of the street. Liz Halet shared an Executed Developer Agreement on Monday, and the developer agrees to construct a 32-foot roadway. Inquired who plows this addition, the City will only plow once the City takes the development over. This will be on April's agenda.

Newsleaders deadline dates for 2022: 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 7:50 p.m.

Respectfully submitted,



Julie Jacobs, City Clerk



Lisa Marvin, City Mayor