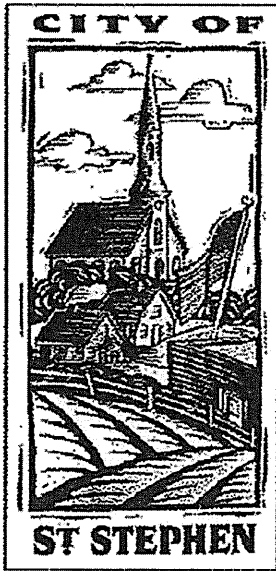


St. Stephen City Council Agenda – May 1, 2024



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the April Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Randy Klasen – Albany Mutual Telephone

Liquor License - St Stephen Catholic Church – Fall Festival

St. Stephen Fire & Rescue

Relief Association

Emergency Management

Reports

Road & Bridge

11th St. Crack Seal

Plow Truck

Planning Commission

Park – Lions Shelter- No Water

Personnel

Health Committee

Clerks Report

Sheriff's Report

Unfinished Business

East Crest Development

White Oaks Country Estates

National Night Out

Attorney Letter Response

Fire Department - 75 Anniversary Event

New Business

Resolution Accepting Donation

League of MN Workshop

Miscellaneous Announcements

Sportsman's Club

2024 publication dates are as follows: May 3 & 17, June 7 & 21, July 5 & 19, Aug. 2 & 16, Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15, and Dec. 6 & 20.

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.

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

Dayna D. Then
City Clerk

Website:
cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
April 3, 2024

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, Council.

ALSO PRESENT: Dayna Then, City Clerk, Ken Lahr and Kurt Niemeyer, Treasurer.

GUESTS: Susan Douge, City attorney, Deputy Kline, Stearns Co. Sherriff’s Dept., Tony Bruemmer, Frank Vouk, Ken Lahr, Bob Hleiban, Bryce Johnson, SEH, Jan Traver, Sartell/St. Stephen Community Ed., Randy Klasen, Albany Mutual Telephone, Roger Bellinger and Amanda Hawkins.

APPROVAL OF AGENDA: Motion was made by Danita Traut, seconded by Gene Skaj to approve the agenda with the additions of Public Complaint under New Business and Randy Klasen with Albany Mutual Telephone under Petitions, Requests and Communications. All in favor, motion carried.

MEETING MINUTES: The minutes were reviewed. A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the March meeting minutes. All in favor, motion carried.

READING OF THE CLAIMS: Claims were reviewed. A motion was made by Gene Skaj, seconded by Steve Trobec to approve the claims. All in favor, motion carried.

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

TREASURER’S REPORT: For the period: 2/1/2024 to 2/29/2024

Beginning Balance	\$1,817,357.50
Total Receipts	\$11,095.59
Total Disbursed	\$36,308.02
Ending Balance	\$1,792,145.07
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$1,637.38
Total Per Bank Statement	\$1,793,782.45

Kurt reported that he and Ken continue to work on the COVID funding and eligible reimbursements. 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:

Donation: Jan Travers, Director of the Sartell- St. Stephen Summer Recreation Program presented to the board the upcoming programs that will be held at the St. Stephen Smoley park from June – July. Programs will include soccer, flag football and sport sampler program. A motion was made by Danita Traut, seconded by Gene Skaj to donate \$2000.00 to the Community Ed Departments for summer Programs. All in favor, motion carried.

Gambling Permit -St. Stephen Catholic Church Fall Festival. A motion was made by Gene Skaj, seconded by Tom Vouk to approve the gambling permit for the September Fell Festival. All in favor, motion carried.

St. Stephen City Council Minutes

April 3, 2024

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PETITIONS, REQUESTS AND COMMUNICATIONS CONTINUED:

Randy Klasen from Albany Mutual Telephone presented to the board a projected possible plan route of internet services through St. Stephen that would connect service from St. Joe to Avon. This request will be tabled and discussed at the next council meeting.

ST. STEPHEN FIRE & RESCUE: Gene reported that there were 11 calls in March for a total of 31 calls in 2024. This month's training will consist of NFPA Driving. Dave Trobec is celebrating 25 years with the Fire Department. Skywarn Training will be in St Stephen at City Hall on Thursday, April 25th.

RELIEF ASSOCIATION: Gene Skaj informed the board that there was a \$5,000.00 donation from the relief association to the Fire Departments Equipment Fund.

EMERGENCY MANAGEMENT: None

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Bob reported that potholes repairs cannot be done now but will be addressed when weather temps permit for filling and after city tour. Bob will check with Bryce to get further quotes on 11th St. crack sealing through Astech. The board reviewed the Street Sweeping bid from Astech. A motion was made by Steve Trobec, seconded by Danita Traut to approve the bid from Astech. All in favor, motion carried.

Planning Commission: Amanda reported that there is a planning meeting next week with an agenda item is to review a proposed Special Event Permit. No Planning Meeting was held last month. Amanda also reported that the Dullinger land split variance that was approved in 2021 is now due to take action on making the property in compliance.

Park: Ken Lahr reported that he received a bid from DEI Design Electric for the additional lighting in the storage shed bid. A motion was made by Steve Trobec, Seconded by Gene Skaj to approve the bid as submitted. All in favor, motion carried.

Personnel: None

Health Committee: Lisa reported that she recently attended the annual noxious weed training.

SHERIFF'S REPORT: Deputy Kline reported that there was 34.25 contracted hours worked last month and that 2 establishments in the city has failed their compliance check with the sheriff's Department. Recent incidents consisted of a house fire, stalled vehicle, suspicious vehicle and disturbance, a theft and 13 traffic stops.

UNFINISHED BUSINESS:

White Oak County Estates: Bryce reported that the road barricades had been moved, Doug has been contacted and made aware. Paving may be starting in May.

East Crest Development: Bryce reported that an inspection was done to check on the punch list and not much progress has been done. Four more items on the punch list to be completed.

Easter Egg Hunt: Danita reported that the event was very well attended and the Lions Club donated bicycles and over 30 Easter baskets were given out.

St. Stephen City Council Minutes

April 3, 2024

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UNFINISHED BUSINESS CONTINUED:

National Night Out: Danita reported that clothing can be ordered for the event and this year there are new sponsors such as Starbucks to the event.

Attorney Letter: Susan reported to the council the current findings. The council further discussed the possible violation issues verses the current ordinance. Further action will be delayed until responses are received from the property owners.

Lawn Care Bids: The council has reviewed 3 bids or the 2024 year. A motion was made by Danita Traut, seconded by Tom Vouk to accept J & A Lawncare bid. Danita, Tom and Steve in favor, Gene, opposed. Motion carried.

NEW BUSINESS:

Fire Department – 75 Year Anniversary: To be discussed further to determine date.

Resolution Accepting Donations: A motion was made by, seconded by Steve Trobec, seconded by Danita Traut to approve the resolution #04032024 to accept the \$250.00 donation to the St. Stephen Fire Department. All in favor, motion carried.

A motion was made by Danita Traut, seconded by Tom Vouk to approve the resolution #04032024-1 to accept the \$500.00 donation to the Easter Hunt Event. All in favor, motion carried.

Nelsons Sanitation: Dayna will contact Nelson Brothers to let them know that we will hold off on pumping services this year and revisit next year. Service is just not needed every year but more like every three years.

Audio Video Equipment: Equipment service will be scheduled.

Garage Complaint: Dayna will reach out to the owner to discuss the complaint and concerns.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club: Frank reported that the Firearm Safety class is set for April 20th with the class being hybrid. Sportmans Club Members will be planting 12 trees in the city parks.

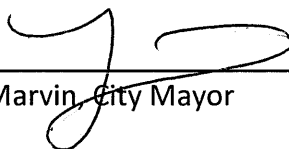
Newsleader deadline dates: April 5 & 19, May 3 & 17, June 7 & 21, July 5 & 19, Aug. 2 & 16, Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15, and Dec. 6 & 20.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Danita Traut, to adjourn the meeting. Meeting adjourned at 8:48 p.m.

Respectfully submitted,



Dayna D. Then, City Clerk



Lisa Marvin, City Mayor

RESOLUTION NO. 05012024
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of St. Stephen is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and/or entities have offered to contribute the cash or property set forth below to the city:

<u>Name of Donor</u>	<u>Item</u>	<u>Type of Donation</u>
St.Stephen Fire Fighter's Relief Assn	\$5,000.00	Fire Department Equipment

WHEREAS, the terms or conditions of the donation, if any, are as follows: Fire Equipment.

WHEREAS, this donation has been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

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

1. The donation described above is accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The City Clerk is hereby directed to issue a receipt to the donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of St. Stephen, Minnesota this 1st day of May, 2024.



Mayor

Attested:



City Clerk