

## St. Stephen City Council Agenda – August 3, 2022



2 6<sup>th</sup> 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](http://cityofststephen.com)

Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of July 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

- Smoley Field Water Fountain

Personnel

Sheriff's Report

Health Committee

Unfinished Business

White Oaks Development

National Night Out: August 2<sup>nd</sup>

12<sup>th</sup> Avenue Update

New Business

Noise Complaint

Church of St. Stephen – Liquor License Labor Day Festival

Resolution Approving State of Minnesota Joint Powers Agreements

Canvassing of August 9<sup>th</sup> Election Results

Snowplow Bids

Landscape around City Hall

Miscellaneous Announcements

St. Stephen Sportsmen's Club – Frank Vouk

Newsleaders Publication: Aug. 5 & 19, Sept. 2, 16 & 30, Oct. 14 & 28, Nov. 11 & 25, and Dec. 9 & 23.

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**  
**AUGUST 3, 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: Paul Ritter, Dan Schultz, Jerome and Dolores Supan

APPROVAL OF AGENDA: Steve Trobec added under New Business Hydrant Generator and Fire Bay South Door Combination Lock. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the agenda with the additions. All in favor, motion carried.

MINUTES OF JULY MEETING: July City Council Meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Gene Skaj, to approve the July 6, 2022, minutes. All in favor, motion carried.

READING OF THE CLAIMS: Claims were reviewed. A fund number was changed for one item. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: June receipts were reviewed. Inquiry of liquor license totals. Explained that bars have different types of licenses and number of games. A motion was made by Tom Vouk, seconded by Steve Trobec, to accept the receipts. All in favor, motion carried.

TREASURER’S REPORT: For the period: 6/1/2022 to 6/31/2022

Beginning Balance	\$1,525,633.28
Total Receipts	\$116,412.29
Total Disbursed	\$19,885.60
Ending Balance	\$1,622,159.97
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$7,999.28
<b>Total Per Bank Statement</b>	<b>\$1,690,159.25</b>

Treasurer’s report reviewed. Kurt Niemeyer stated Falcon Bank checking interest of \$63.93 received. Certified Tax Levy for 2022 of \$91,152.92 and \$39,065.54 received, approximate half of tax levy. Additional funds of \$12,155.18 will be received. Kurt shared still no response from IRS. 2023 budget numbers given to council members. Council members were encouraged to review and send questions ahead of meeting to Kurt. 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 nine calls in July, totaling 78 calls in 2022. This month training on pumping. Gene shared fire hoses were tested, and 525 feet of hose failed. New hoses have been ordered.

RELIEF ASSOCIATION: Gene Skaj shared gamble audit was received. Donation of \$10,000 received from the Relief Association for Equipment Fund. Lisa Marvin inquired about the receipt for Nett Work Manufacturing. Julie Jacobs stated this was signed today and will be mailed.

EMERGENCY MANAGEMENT: Paul Ritter shared drivers for sirens on 6<sup>th</sup> Avenue were replaced cost \$2,500. This was due to lightning. Discussed whether this should be turned into insurance. Danita Traut will check on the insurance deductible. Siren pole was also replaced. A woodpecker made a hole in pole, no fixed needed at this time. Someone has been shooting a bb-gun or pellet gun at the control panel. This will be placed in the Newsleader.

## St. Stephen City Council Minutes

August 3, 2022

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Steve Trobec inquired if Total Energy has been contacted regarding the generator by the hydrant. Julie Jacobs will call Total Energy to check on the low coolant alarms going off. Tom Vouk inquired if the lightning claim could be claimed with a previous claim. This was doubtful.

### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan reported 12<sup>th</sup> and 9<sup>th</sup> Avenues have been bladed. Jerome stated with two school buses driving on 12<sup>th</sup> Avenue, this road will need more maintenance. Jerome reminded that himself, Lisa Marvin and Randy Sabart are due to drive around the City to check the road conditions.

Jerome inquired about the key for the Snowplow garage. There are two padlocks on the gate, one is Knife River's. Julie Jacobs will get Jerome a key. Jerome expressed concern about trees growing around the Snowplow Building.

2. **Planning Commission:** Dan Schultz shared there was a meeting last month. A representative of Ben Supan's land was there to discuss splitting off the communication tower from the main property. Planning Commission recommended that the owner pursue legal ways to make the property work for their estate.

Dan shared he has been in public service for 48 years and it's time for him to do something different. Dan presented his resignation letter to council members. Council members thanked Dan for his service.

3. **Park:** Julie Jacobs shared the individual who test the water for the City of St. Stephen has contacted her to test the water at Smoley Field. Per Ken Lahr the water fountain at Smoley Field has been turned off since COVID. Also, some individual put gravel down the water fountain. Julie shared the City would contact her when and if they plan to turn on the water fountain. Consensus of council members not to fix the fountain at this time.

Lisa Marvin shared per Jeff Jefferson the big gate is broken at the ball field and he will take care of fixing this.

4. **Personnel:** No report.

SHERIFF'S REPORT: No deputy in attendance, report was received and reviewed.

HEALTH COMMITTEE: No report.

### UNFINISHED BUSINESS:

**White Oaks Development.** Lisa Marvin read Liz Halet's report: There are no updates regarding this development beyond the new owner asking if it is OK for them to order the Mylars for the plat. The new owner indicated there will be no design changes. Randy Sabart does not have any objection to this request given there will not be any changes from the previous proposal. The ultimate approval of the final plat is conditional upon the submittal of an executed developer agreement and corresponding documents/letter of security/insurance.

**12<sup>th</sup> Avenue Update.** Lisa Marvin read Liz Halet's report: Liz had a phone conversation with Ferche's counsel. Counsel repeated Mr. Ferche's disagreement with both the length of the road he was building and the "type" of road he was expected to build. Counsel semi-conceded the language in the signed developer agreement is clear regarding the length of the road, but maintains Mr. Ferche never agreed to build the road using the specifications /materials provided by the City Engineer. Liz is in the process of reviewing previous meeting minutes to gain additional context on this and will be touching base with Randy as to his recollection once he returns to his office. Liz anticipates by next meeting she can present to the Council a few potential steps moving forward for this.

**National Night Out: August 2<sup>nd</sup>.** Danita Traut shared attendance was down due to the heat, but event was still well attended. Groups involved: City of St. Stephen-organizing and give aways, St. Stephen Fire Department- firetruck, St. Stephen Lions Club-shelter, hot dogs, root beer floats, and water, St. Stephen Sportsmen's Club-birdhouse building, St. Stephen American Legion-flag folding and flag retiring demonstration, St. Stephen Legion Ladies Auxiliary-booth, St. Stephen Parks- face painting by Janelle Fleischacker, St. Stephen Parish Vibrancy Committee- booth and raffle tickets, St. Stephen's Parish Youth Group-games and freeze pops, Life Link-helicopter, Stearns County Sheriff's Department-sheriff and deputies, and St. Joseph Women of Today-booth. Lisa Marvin expressed appreciation to Danita for all her work with this event.

**NEW BUSINESS:**

**Noise Complaint.** Dan Schultz shared every Friday night there's neighbors making a lot of noise in his neighborhood. Sheriff's Office is aware of this, and will look into the calls made regarding this property. Lisa Marvin reported that Stearns County Sheriff's Office cannot label them a nuisance property due to having only four complaints on file, so no ticket or fine can be given. Lisa recommends to keep calling on this issue, and the Sheriff's Office will build their case. When the time comes a letter will be issued to these property owners. Discussion held. Dan inquired how hours are labeled on the report. Lisa stated hours are documented, what, where and when, etc. Dan feels the City of St. Stephen isn't getting quality hours from Stearns County Sheriff's Office.

**Church of St. Stephen – Liquor License Labor Day Festival.** Julie Jacobs received a request from St. Stephen Parish for a liquor license on Labor Day for the Church Festival. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the liquor license for St. Stephen Parish on Labor Day for their festival. All in favor, motion carried.

**Resolution Approving State of Minnesota Joint Powers Agreements...** Lisa Marvin shared there's information in the packets regarding this resolution, which is renewed every five years. This is an agreement with the State of Minnesota, Bureau of Criminal Apprehension and the City of St. Stephen. A motion was made by Danita Traut, seconded by Steve Trobec, to approve the Resolution Approving State of Minnesota Joint Powers Agreements with the City of St. Stephen on Behalf of its City Attorney. All in favor, motion carried.

**Canvassing of August 9<sup>th</sup> Election Results.** Julie Jacobs explained the City Council members meet to canvass the votes after the August 9<sup>th</sup> Election results. Discussion held. Julie will check if this needs to be published. Shared the meeting needs to take place two or three days after the elections. Meeting set for Thursday, August 11<sup>th</sup> at 6 p.m.

**Snowplow Bids.** Gene Skaj stated the City should start working on snowplow bids for winter. Jerome Supan will call for snowplow bids. Bids need to be submitted by September 7<sup>th</sup>, if possible. Gene shared the truck has been cleaned and will be taken to the DOT.

**Landscape around City Hall.** Julie Jacobs shared the landscaping around City Hall has been neglected and there have been some resident comments. Julie shared Rosewood Nursery did the landscaping in 2009, some plants are no longer living. Lisa Marvin shared this was in the Newsleader asking for a volunteer, no response received. Ralph Barhorst asked Lisa if he should do this work. Also shared that the fabric lining needs to be replaced. Commented the edging needs to be replaced too. A motion was made Steve Trobec, seconded by Danita Traut, to approve the improving of the landscape around the City Hall. All in favor, motion carried.

**Fire Bay South Door Combination Lock.** Steve Trobec shared the combination lock on the south door of the Fire Bay is not working. Julie Jacobs will contact Central Lock to look at all three locks for the Fire Department Bay doors.

MISCELLANEOUS ANNOUNCEMENTS:

**St. Stephen Sportsmen's Club – Frank Vouk.** Lisa Marvin shared new trees are planted with plastic tubing around to protect them. These have ben cut down by someone in the Parkway Park. Suggested placing something in the Newsleader to educate residents. Julie will also check with the lawnmowing individual.

**Newsleaders deadline dates for 2022:** 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 Danita Traut, to adjourn the meeting. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

  
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Julie Jacobs, City Clerk

  
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Lisa Marvin, City Mayor

City of St. Stephen  
Stearns County  
State of Minnesota  
RESOLUTION NO. 08032022

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS  
WITH THE CITY OF ST. STEPHEN ON BEHALF OF ITS CITY ATTORNEY**

**WHEREAS**, the City of St. Stephen on behalf of its Prosecuting Attorney desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.


**NOW, THEREFORE, BE IT RESOLVED** by the City Council of St. Stephen, Minnesota as follows:

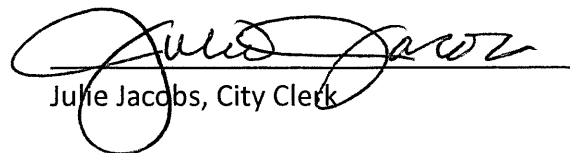
1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of St. Stephen on behalf of its Prosecuting Attorney, are hereby approved.
2. That the Attorney, Kristi D. Stanislowski, or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Lisa Marvin, the Mayor for the City of St. Stephen, and Julie Jacobs, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

**Passed and Adopted by the Council on this 3<sup>rd</sup> day of August, 2022.**

CITY OF ST. STEPHEN.

ATTEST:

  
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Lisa Marvin, Mayor

  
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Julie Jacobs, City Clerk