

# St. Stephen City Council Agenda – September 4, 2024



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the August Meeting Minutes

Approval of the August Budget Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report - Set the Truth and Taxation Public Meeting

Petitions, Requests and Communication

Knights of Columbus – Gambling Permit for the October 27<sup>th</sup> Bingo Event

**Public Meeting 7:00 p.m. Variance Request- Josh and Cassie Markgraf**

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

Dayna D. Then  
City Clerk

Website:  
[cityofststephen.com](http://cityofststephen.com)

St. Stephen Fire & Rescue

Relief Association

Emergency Management

Reports

Road & Bridge

Parks

Fertilizing Bid

Planning Commission

Personnel

Clerk- New Hire

Add Clerk as Check Signer and Safe Deposit box

Health Committee

Sheriff's Report

Unfinished Business

Ed Peternell – Re- Zone Request

East Crest Development

White Oaks Country Estates

Attorney Letter Response

Fire Department - 75 Anniversary Event

Military Convoy and Winter Extravaganza

New Business

Donation Resolution #09042024

Miscellaneous Announcements

Sportsman's Club

2024 publication dates as follows: 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.*

**MINUTES**  
**ST. STEPHEN CITY COUNCIL**  
**August 7, 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, Ken Lahr and Kurt Niemeyer.

GUESTS: Seargent Adam Hoffman, Stearns Co. Sherriff's Dept., Susan Dege, City Attorney Frank Vouk, Bob Hlebian, Jared Johnson, Albany Communications, Amanda Hawkins, Ed Peternell, Rodger Bellinger, Josh and Cassie Markgraf.

APPROVAL OF AGENDA: Motion was made by Gene Skaj, seconded by Steve Trobec to approve the agenda with the additions of water heater at City Hall, road approach on Co. Rd. 5 and apron condition in front of the south side fire bay under new business. All in favor, motion carried.

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

READING OF THE CLAIMS: Claims were reviewed. A motion was made by Danita Traut, seconded by Steve Trobec to approve the claims with the correction of the claim paid to the Powerhouse to be coded 100 instead of 241. 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: 6/1/2024 to 6/31/2024

Beginning Balance	\$1,762,020.82
Total Receipts	\$123,631.62
Total Disbursed	\$20,608.62
Ending Balance	\$1,865,043.82
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$6,847.45
<b>Total Per Bank Statement</b>	<b>\$1,871,891.27</b>

Kurt reported that the CD with Falcon National Bank interest payment was \$713.57 and saving account interest was \$63.88 this period. A motion was made by Gene Skaj, seconded by Danita Traut to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jared Johnson from Albany Mutual Telephone was present to discuss the submitted permit for the location for the Precast Cellular Hut. After reviewing the two potential locations it was decided that it would be best suited to be located off of 5<sup>th</sup> Street. Ken will review the accessory building permit. Fee of \$350.00 was paid. A motion was made by Gene Skaj, seconded by Tom Vouk to approve the plan located off of 5<sup>th</sup> Street. All in favor, motion carried.

Edward Peternell was present for the purpose of having the portion of his farm that is in city limits to be transferred to be in the township due to his desire to have farm animals. Ed was informed that this item could be further discussed at the next council meeting.

**Land Split and Re-Zone Public Hearing 7:00 p.m.**

**At 7:00 pm the regular council meeting closed and the Land Split public hearing opened.**

The council reviewed and discussed the legal description for 2 separate tract parcels for a land split and re-zoning application submitted by John Dockendorf for his property located at 824 Main St. West Parcel No. (90.55911.0000). Lisa asked three times if there were any guests present with comments or concerns. No guests were present to respond. A motion was made by Steve Trobec, seconded by Gene Skaj to approve the land split of two tract parcels consisting of 5.01 acres and 34.99 acres. All in favor, motion carried. A motion was made by Tom Vouk, seconded by Steve Trobec to approve the parcels to rezone the 5.01 acres parcel from FR to RR-1 and the 34.99 acres parcel from FR to RR-1. All in favor, motion carried.

At 7:04p.m. the Public Hearing closed and the regular council meeting resumed.

RELIEF ASSOCIATION: Gene reported that the audit has been completed but is still needing to be filed with the State. Donation from the relief association in the amount of \$10,000.00 to the fire department equipment fund.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported that there were 7 calls in July and 2 calls in August for a total of 90 calls in 2024. Training will consist of pump operations. The apron in front of the fire bay on the north side is showing the start of breaking apart. Discussion determined that bids should be researched to have the repairs done.

EMERGENCY MANAGEMENT: Sirens were sounded.

REPORTS OF BOARDS AND COMMITTEES:

**Road and Bridge**: Bob reported that the trees have been trimmed at the end of 1<sup>st</sup> and 2<sup>nd</sup> Street. Road is still washing on Co Rd 5 and 1<sup>st</sup> St. Dayna will email Randy and let him know to address the issue with the County. A bid for resurfacing was discussed but the council and Bobby felt it high for the area surface that the bid consisted of. More bids will be researched. Bobby suggested that the old fencing equipment that is being stored in the city garage should be disposed of to make more room for equipment in the garage.

**Planning Commission**: Amanda reported that at the July planning meeting the minimum lot size topic was tabled, a variance application was reviewed as well as an LLC application in a residential area. No meeting will be held in August. Ken reported that a resident now wanted to complete construction of a gazebo but the application had expired therefore the resident will need to re-apply and go through the application process again.

The council discussed the variance request submitted by Josh and Cassie Markgraf to construct a 40x60 shed at their property located at 1206 6<sup>th</sup> St. Se. The planning board had previously reviewed the variance application but advised that the Markgraf's to reduce the proposed building to be under 1900 Sq. ft therefore the planning board could not recommend approval after the finding of facts were reviewed. The council advised the Markgraf's to make some adjustment to the size of the new shed to reduce the max accessory building size and to remove the existing 12x23 shed no later than 30 days of completion of the new pole shed. The Markgraf's will move forward with the variance application to be reviewed at a public hearing to be set on September 4<sup>th</sup> at 7:00 p.m. at the regular council meeting.

**Park**: Ken Lahr reported that there is a dead tree located at the Ponds End Park. Ken will research bids. He does have someone interested in the wood but will need to dispose of some brush possibly at the City of Rice compost site for a fee.

**Personnel:** Lisa reported that she received a letter of resignation from Dayna as Clerk. Dayna provided a two month notice and will resume to work until the end of September.

**Health Committee:** Lisa reported that she will be setting up an inspection of the noxious weeds.

**Clerks Report:** None

**SHERIFF'S REPORT:** Seargent Hoffman reported that there was 35 contracted hours worked last month. Activities and events consisted of traffic stops, parking violation and a medical.

**UNFINISHED BUSINESS:**

**White Oak County Estates:** Bryce with SHE reported that the site is 70% seeded, the stormwater infiltration basin bottoms will be finished when the vegetation on the banks is established. The remaining seeding will be completed after paving is complete, the remaining base course paving is currently scheduled for tomorrow morning. There is no schedule for wear course paving at this time.

**East Crest Development:** None

**National Night Out:** Danita reported that the night was a success with a great turn out and weather. Thank you to all that participated to make it a great night for all who attended.

**Fire Department 75<sup>th</sup> Anniversary Event:** Lisa reported the progress of the event planning. Sponsorship letters have come out and a band has been retained for the event.

**Follow Up Attorney Response:** It was discussed that some progress was made at the Vouk Garage parking lot has been cleaned up. Mr. Vouk did respond to Susan with multiple emails regarding the violation letter that he received. The council discussed with concerns the amount of emails Mr. Vouk has been emailing the city clerk and the city attorney requesting a meeting with the mayor to discuss the violations. It was also discussed that Mr. Vouk had called the city clerk and used foul language and mentioned that he was unsure if he would be able to control his behavior if he was to attend a meeting to discuss the issues further with the council. The council requested that Susan draft a letter to Cody Vouk addressing the proper procedure to meet with the council as a whole and to no longer call or email the city attorney and clerk but to rather address his concerns and communicate by mail and to attend a council meeting to resolve his ordinance violations.

**Plow Truck Bids:** Rodger reported that he had found a DOT ready 2004 Sterling L8500 Plow Truck for \$42,300.00 with that price including tax. The old plow truck could be used as a trade for \$10,000.00. A motion was made by Gene Skaj, seconded by Steve Trobec to approve the purchase of the plow truck with the trade in of the current plow. All in favor, motion carried.

**NEW BUSINESS:**

**Resolution #08072024-** A motion was made by Gene Skaj, seconded by Steve Trobec to approve the resolution permitting lawful gambling with the Huskers Booster Club to be held at the Rusty Nail. All in favor, motion carried.

**November Council Meeting** -The council rescheduled the November council meeting to November 12<sup>th</sup> with the addition of canvassing of the election results at the same meeting. The Planning Meeting to be set on the 13<sup>th</sup>.

**City Hall Water Heater** – Ken will follow up on the water heater that is needing to be replaced.

NEW BUSINESS CONTINUED:

**Road Approach off of Co. Rd. 5-** Steve brought it to attention that a road approach off of 5 was installed without a culvert near the intersection of 6<sup>th</sup> Ave. and Co. Rd. 5. Dayna will reach out to Randy regarding the concern of lack of a county permit for the approach installation.

MISCELLANEOUS ANNOUNCEMENTS:

**St. Stephen Sportsmen's Club:** Frank reported that the National Night Out event was a good turn out and roughly 50 bird houses were built that night. The group has not needed to water the trees in the parks with all the rain.

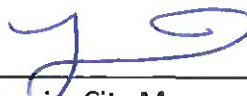
**Newsleader deadline dates:** Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15, and Dec. 6 & 20.

**ADJOURNMENT:** A motion was made by Gene Skaj, seconded by Danita Traut, to adjourn the meeting. Meeting adjourned at 8:54 p.m.

Respectfully submitted,



Dayna D. Then, City Clerk



Lisa Marvin, City Mayor

**MINUTES**  
**ST. STEPHEN CITY BUDGET MEETING**  
**August 21, 2024**

CALL TO ORDER: 6:04 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 and Kurt Niemeyer

APPROVAL OF AGENDA: Motion was made by Gene Skaj, seconded by Steve Trobec to approve the agenda. All in favor, motion carried.

2025 PROPOSED BUDGET WORK SESSION:

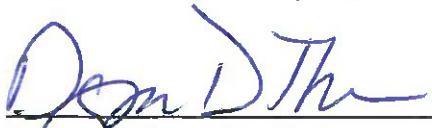
The council and staff reviewed the budget line items and adjusted as listed below for the proposed budget.

<u>GENERAL REVENUE EXPENSES</u>	<u>\$199,507.00</u>
<u>RECEIPTS</u>	<u>\$226,137.00</u>
<u>LEVY FOR GENERAL GOVERNMENT (GR-R)</u>	<u>\$0.00</u>
<u>PUBLIC SAFETY</u>	<u>\$147,635.00</u>
<u>LESS: TOWNSHIP FIRE CONTRACTS</u>	<u>-\$96,635.00</u>
<u>LEVY FOR PUBLIC SAFETY</u>	<u>\$51,000.00</u>
<u>LEVY FOR ROAD &amp; BRIDGE</u>	<u>\$139,270.00</u>
<u>LEVY FOR 2016 A GO IMPROVEMENT BOND</u>	<u>\$11,909.43</u>
<u>LEVY FOR 2020 A GO IMPROVEMENT BOND</u>	<u>\$76,697.25</u>
<u>LEVY FOR PARK</u>	<u>\$15,000.00</u>
<b>2025 PROPOSED LEVY</b>	<b>\$293,876.68</b>

A motion was made by Danita Traut, seconded by Tom Vouk to approve the proposed budget for 2025. All in favor, motion carried.

MEETING AJOURNED:

A motion was made by Danita Traut, seconded by Gene Skaj to adjourn the meeting at 7:55.

  
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Dayna D. Then, City Clerk

  
\_\_\_\_\_  
Lisa Marvin, City Mayor

**RESOLUTION NO. 09042024**  
**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:

Donated from: Cornerstone Ag Services    \$250.00 -    Mark Traut Fund    \$1,500.00  
                  Cornerstone Insurance    \$1,00.00 -    St. Stephen Gas and Grocery \$200.00  
                  Hyytinen- Trobec Family Dental - \$500.00 Jovanovich Dege & Athmann \$150.00

Fund to go to: The Fire Department 75<sup>th</sup> Anniversary Event

**WHEREAS**, the terms or conditions of the donation, if any, are as follows: Fire Departments 75<sup>th</sup> Anniversary Event Fund

**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 4th day of September, 2024.

  
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Mayor

  
\_\_\_\_\_

City Clerk