

# St. Stephen City Council Agenda – January 5, 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

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

Scott Rudolph, Index 53 Optical Building  
Dave Rahn, owner of Rahn's Oil & Propane,  
Spring Remodeling/ Off-Sale Liquor License  
Kristi Hawker/residents living next to the Plow Garage  
Kevin Lange plowing issues/questions

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge  
Planning Commission  
Park  
Ice Rink Cleaning  
Personnel

Sheriff's Report

Health Committee

2021 Annual City Report (Noxious Weed Control)

Unfinished Business

Permit Application/Form work performed in the Public Street Right of Way  
A Place Called Home - City Signs

New Business

Gifts/Donations to Cities  
2022 Schedule of Assignments for Council  
2022 Salary Schedule  
Resolution Adopting Fees, Charges & Compensations

Miscellaneous Announcements

Newsleaders Publication: *Jan. 7 & 21, 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  
JANUARY 5, 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: Randy Sabart, City Engineer, Dan Schultz, Kevin Lange, Dave Rahn, Scott Rudolph

APPROVAL OF AGENDA: Lisa Marvin added Application for Payment No. 7, and Change Order 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 DECEMBER MEETING: December City Council Meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut, to approve the amended December 1, 2021, minutes. All in favor, motion carried.

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

READING OF RECEIPTS: November receipts were reviewed. A motion was made by Steve Trobec, seconded by Tom Vouk, to accept the receipts. All in favor, motion carried.

TREASURER’S REPORT: For the period: 11/1/2021 to 11/30/2021

Beginning Balance	\$1,504,228.54
Total Receipts	\$20,568.95
Total Disbursed	\$39,669.50
Ending Balance	\$1,485,127.99
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$9,339.81
<b>Total Per Bank Statement</b>	<b>\$1,494,467.80</b>

Treasurer’s report was reviewed. Kurt Niemeyer stated he’s working on W-2s and other yearend financial reports. 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:

**Scott Rudolph, Index 53 Optical Building.** Scott Rudolph lives at 2418 Dove Road, Bowlus, has purchased the Index 53 Optical Building from his mother. Scott wants to make this building into a living quarter with a home daycare. Scott checked with the Fire Warden if this is kept to a single residence, the warden doesn’t have a problem with what Scott does with the building. Lisa Marvin inquired if this needs to go to Planning Commission first. Dan Schultz explained with this type of building this request should go to the Planning Commission. Scott will attend the Planning Commission next week. His daughter will be living here. Questioned whether this would need to be rezoned. Inquired if a business and a home can be in the same residence. Yes. Dan explained this would be more discussed at the meeting. Commented that daycare is much needed in the City of St. Stephen.

**Dave Rahn, owner of Rahn’s Oil & Propane, Spring Remodeling/Off-Sale Liquor License.** Dave Rahn shared he bought the Gas Station from Schmidty's. Dave is wanting to put in new pumps and a new parking lot. When purchased the owner did the work and plans to receive an off-sale liquor license along with the convenience

## St. Stephen City Council Minutes

January 5, 2022

Page Two

store. He wants to make sure he is on track to start this spring. Inquired if wine is sold here, no it is not. Tom Vouk thought approval possibly two years ago. Consensus of the council is the liquor license permits were approved by the City Council. Steve Trobec commented the holdup was with the State regarding the floor plan layout needing to be separate from the liquor sales. Dave explained that he has the plan and needs to go back to the State, being he's a new owner. Lisa Marvin asked Dave to submit the request to State and when he receives a new letter send to the City. Dan Schultz inquired if the building footprints are changing, no they are not. Dave inquired if there were any permits needed from the City for the new pumps and parking lot. Randy Sabart to the extent if you're not triggering a State permit by disturbing more than an acre of land. No, they are only repaving what they have now. Changing the direction or converting grass to gravel he would need permission from the State but tarring over gravel no permit is needed. When Dave receives a new letter from the State come to the City and apply for a new liquor license. Randy inquired how building permits are tracked, these are tracked by the City Clerk. Randy shared Mechanical and Plumbing permits State issued need to be filed at the City.

**Kristi Hawker not in attendance.**

**Kevin Lange plowing issues/questions.** Lisa Marvin clarified about the article in the Newsreaders. Kevin Lange runs and operates Howie's Bar, and to know if the snowplow drivers are given direction as to where to put the snow and when snowplowing is done. Jerome Supan, the road overseer, meets with the snowplowing business and gives directions. Kevin's concern is the cleaning of the County Road snow and placing this in front of all the businesses. The plows only arrive between 10:30 – 11 a.m. What are the owner's and the snowplow driver's responsibilities? Lisa explained snowplowing starts when the snow stops falling, this is good business sense otherwise snowplowing expenses would be very high for the City. Kevin's concern is that his business front gets plowed, and the snow is not stacked in front of the rental home. Two feet of snow was left on the road, from curb to the county road has been cleaned. Danita Traut stated the County takes care of the County Road snow. Another concern of Kevin's is the west side of the building the snow is piling up, and none of this snow has been removed, and there's a lot of winter left. Lisa Marvin shared she will follow up with Jerome. Kevin asked who handles the cul-de-sacs, the City handles the snow there. In some cul-de-sacs the snow isn't being removed. Lisa will find out from Jerome how to handle these concerns and will have Julie Jacobs follow up with Kevin.

Kevin inquired with the snowmobile season coming with snowmobiles being on County Roads two and five, what are the guidelines. Concern is a lot of people are from out of town that don't know the guidelines, and where they're driving is illegal. Discussion held. Lisa Marvin read the Ordinance of Recreational Vehicles, Ordinance Chapter 7. City Ordinance is followed. Suggested to type up information and post at the bars for visitors.

Gene Skaj inquired why Burski is parking the loader in the parking lot and not pushing up the snow further. When there is a fire call, firefighters can't even get into the parking lot. Lisa Marvin stated she gave permission after contacting another council member but stated this can't impact the firefighters. Gene suggested parking the loader on the north side of the shed, and they can plug into the garage outlet. Gene will give them access to the garage. Julie will contact Ron at Burski's.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported five calls in December, totaling 111 calls in 2021. Training on EMR this month. Jeff Blenkush has 25 years of service. Gene gave the firefighters' years of service to the City Clerk. The pump at the Church went out. Inquired who pays for this, the City is responsible. The motor, pump and valve were replaced by Traut Wells.

Current salaries and pay:

Pay per hour – from \$11 to \$12

Chief. \$1,500 per year – Jeff Draiss term 1/1/2024

## St. Stephen City Council Minutes

January 5, 2022

Page Three

Assistant Chiefs, \$500 per year – Jeff Blenkush reapplied, term 1/1/2025 and Gene Skaj term 1/1/2023  
Captains, \$250 per year – Steve Trobec term 1/1/2024, Jeff Jefferson term 1/1/2023, and Chris Hoeschen term 1/1/2023. Brian Quaal's term ended 1/3/2022, he did not reapply. There are two applicants applying for this position. This will be scheduled with Personnel Committee.

Secretary, \$750 per year, \$62.50 per month – Joe Gordon term 1/1/2024

Training Officers, \$500 per year – Steve Trobec and Jeff Drais

Per Diem – from \$35 to \$60

Mileage – IRS business rate

Gene Skaj stated appointments for Co-Training Officer: Steve Trobec and Jeff Drais; Safety Officer: Brad Kostreba; Public Information Officer: Jeff Jefferson; and Chaplain: Al Vouk. Jim Schumer continues to communicate with the retired firefighters about news and events.

A motion was made by Steve Trobec, seconded by Danita Traut, to approve Jeff Blenkush as Assistant Chief Two position. All in favor, motion carried.

A motion was made by Tom Vouk, seconded by Danita Traut, to approve per diem of \$60, pay per hour of \$12, and all current salaries. All in favor, Gene Skaj and Steve Trobec abstained. Motion carried.

RELIEF ASSOCIATION: Gene Skaj shared audit is complete. Check will be received in March, due to St. Stephen's Relief Association is in round three. A donation of \$11,000 for the Equipment Fund was received. Annual meeting is being held on January 24<sup>th</sup> at 7:30 p.m. Mayor and City Clerk need to attend this meeting.

EMERGENCY MANAGEMENT: Sirens went off this month.

### REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge:** Lisa Marvin shared with Jerome Supan unable to attend, Dolores reported all is fine.
- Planning Commission:** Dan Schultz shared there was a meeting last month. The Planning Commission elected Dan Schultz as Chair and Perry Nistler as Deputy Chair. A motion was made by Danita Traut, seconded by Gene Skaj, to accept the elections of Dan Schultz as Chair and Perry Nistler as Deputy Chair. All in favor, motion carried. Dan shared they discussed the nominating a deputy site inspector. Amanda Hawkins and Mike Gillen have expressed interest to a ride along visit to familiarize themselves with this procedure, and they will be trained this way. The Planning Commission will be having a meeting this month. New Ordinance 41 was received but was missing some items, Julie Jacobs discovered after reviewing the new one. This will be corrected before copying for Commission members. Lisa Marvin voiced a concern about attendance. Discussion held.
- Park: Ice Rink Cleaning.** Julie Jacobs reported for Ken Lahr that Burski is unable to clean the ice rink due to their size of equipment. They still clear the driveway. There's a resident with a skid loader who voluntarily cleans the rink. Ken is requesting if resident is unavailable, he has two individuals willing to clean the rink for \$100 or \$105 per hour. This is a 15-minute job, unsure how this will be billed. Consensus this is approved for Ken to do. Lisa Marvin stated if individuals are hired certificate of insurance needs to be on file. Discussed whether a volunteer needs insurance. Lisa inquired with Kurt Niemeyer. Kurt has not seen these. Julie Jacobs will follow through with snowplow individuals have insurance and insurance records are on file.
- Personnel:** They will be meeting to interview a captain for the Fire Department.

## St. Stephen City Council Minutes

January 5, 2022

Page Four

SHERIFF'S REPORT: Sergeant Tim Meland reported this month that there was 40 hours of service. A few calls, one false alarm, a dog picked up, a fireworks complaint, trespass complaint in the snowplow area, medical emergency, six traffic stops no citations issued. Other cities seeing a lot of theft in storage sheds and vehicles. Sergeant Tim recommends locking vehicles and sheds. Also motion lights are a good idea. Reported there's been a lot of crashes, vehicles in the ditch, and staff shortages. Fatalities report is at 497 in the State of MN for 2021.

Lisa Marvin shared about the land by the Snowplow Garage. Julie Jacobs shared the conversation with a resident living next to the Snowplow Garage. Lisa stated the officer commented to the resident there's no trespass signs posted. Signs have been ordered. City owns approximately six acres by the Snowplow Garage, Knife River owns the other property. Inquired where the road ends and the City's property begins. Randy Sabart shared SEH did find a boundary survey, but stakes are not in place. The City can reconstruct the boundaries. It's harder in the winter but can be done. Consensus is to wait until spring. Questioned whether Knife River is giving permission. Sergeant Tim reiterated they want them to call every time someone is on the property.

### HEALTH COMMITTEE:

2021 Annual City Report (Noxious Weed Control). Lisa Marvin shared they didn't know about this form but did complete this form.

### UNFINISHED BUSINESS:

**Permit Application/Form work performed in the Public Street Right of Way.** Liz Halet was unable to attend tonight's meeting. Dan Schultz commented legal needs to be in attendance. This will be on next month's agenda.

**A Place Called Home.** Copies of old and new sign designs were provided. Suggested to have more space between St. and Stephen and clean up the outside edge of the photo. Consensus of members to make these changes.

### NEW BUSINESS:

**Gifts/Donations of Cities.** Liz Halet provided a draft of the resolution accepting a donation to the City of St. Stephen. Lisa Marvin inquired if this is accepted does this need to be added to the ordinance book. Randy Sabart stated a resolution does not need to be added to the ordinance book. Discussed whereas explanations. This would need to be completed with every donation received. Randy shared this is very common in other cities and explained situations these are used. Discussion held. Stated this form will be completed with every Fire Relief Association donation received. As for funeral donations toward a certain fund/cause, it can be completed monthly. Consensus of council members to accept the resolution. A motion was made by Tom Vouk, seconded by Danita Traut, to start using a resolution for accepting donations. All in favor, motion carried.

### **2022 Schedule for Assignments for Council.**

Acting Mayor: Tom Vouk

Police Commission: Lisa Marvin, Danita Traut, and Tom Vouk

Health Commission: Lisa Marvin and Steve Trobec

Planning Commission: Lisa Marvin and Tom Vouk

Road & Bridge: Lisa Marvin and Gene Skaj

Personnel Committee: Lisa Marvin and Danita Traut

Emergency Management Coordinator: Paul Ritter

Road Overseer: Jerome Supan

Park Overseer: Janelle Fleishhacker and Ken Lahr

Site Inspector: Dan Schultz

A motion was made by Steve Trobec, seconded by Gene Skaj, to accept the assignments for council members. All in favor, motion carried.

Past Schedule of Assignments for City Services were reviewed. A motion was made by Gene Skaj, seconded by Steve Trobec, for S.E.H., Inc. as City of St. Stephen's City Engineer. All in favor, motion carried. A motion was made by Gene Skaj, seconded by Danita Traut, for Sartell-St. Stephen Newsletters as the City of St. Stephen's

# St. Stephen City Council Agenda – January 5, 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

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

Scott Rudolph, Index 53 Optical Building  
Dave Rahn, owner of Rahn's Oil & Propane,  
Spring Remodeling/ Off-Sale Liquor License  
Kristi Hawker/residents living next to the Plow Garage  
Kevin Lange plowing issues/questions

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge  
Planning Commission  
Park  
Ice Rink Cleaning  
Personnel

Sheriff's Report

Health Committee

2021 Annual City Report (Noxious Weed Control)

Unfinished Business

Permit Application/Form work performed in the Public Street Right of Way  
A Place Called Home - City Signs

New Business

Gifts/Donations to Cities  
2022 Schedule of Assignments for Council  
2022 Salary Schedule  
Resolution Adopting Fees, Charges & Compensations

Miscellaneous Announcements

Newsleaders Publication: *Jan. 7 & 21, 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

**St. Stephen City Council Minutes**

**January 5, 2022**

**Page Five**

City Newspaper. All in favor, motion carried. A motion was made by Steve Trobec, seconded by Gene Skaj, for Sentry Bank as City of St. Stephen's Bank. All in favor, motion carried. A motion was made by Gene Skaj, seconded by Danita Traut, for Jovanich, Dege & Athmann, PA as City of St. Stephen's City Attorney. All in favor, motion carried.

**Salary Schedule.** Office Assistant position discussed. A motion was made by Gene Skaj, seconded by Danita Traut, to keep the salary schedule as is, except for the addition of the Office Assistant position. All in favor, motion carried. Gene inquired about a claim amount for maintenance hours. This was a typo and will be corrected.

**Resolution Adopting Fees, Charges & Compensations.** The current fees, charges, and compensation were reviewed. The site permit fees were increased as \$125 for under \$10,000, \$175 for under \$25,000, \$350 over \$25,000. The second/renewal permit (if incomplete within a year) is 50% of original cost. Discussed when this would be assessed. When the City is made aware. Failure to require a site permit before building starts. Fees are \$250 for under \$10,000, \$325 for under \$25,000, \$700 over \$25,000. Much discussion held.

Preliminary Plat Approval Fee. Inquired when this fee is collected. Randy Sabart shared this is usually billed through the escrow account. Stated preliminary plats that have been approved: Ferche Development had one pre-liminary plat; and Rodenwald Development had one preliminary-plat. These are billed as to how many lots are on the plat. These plats are kept and will be reviewed by the City Clerk and Treasurer.

Cigarette license. There's been no applications received within the last two years. Only Rahn's would pay this fee, and it would be an annual fee. A motion was made by Steve Trobec, seconded by Tom Vouk, to approve Resolution Adopting Fees, Charges and Compensation. All in favor, motion carried.

**Change Order for Sixth Avenue.** Randy Sabart acknowledged the completion date, and stated what the contractor has not completed, which are turf carry over items. The change order extends the contract time. Second part is to perform compaction of bituminous base mixture. The State requires this document. A motion was made by Steve Trobec, seconded by Tom Vouk, to accept the Change Order. All in favor, motion carried.

**Application for Payment #7 for Sixth Avenue.** Randy Sabart shared this is usually the final payment. Randy explained how the amounts are adjusted throughout the project according to the law. Danita Traut inquired about a pile of trees on the north corner. Randy will relay this to SEH to be added to Ferche's punch list. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the application for payment #7. All in favor, motion carried

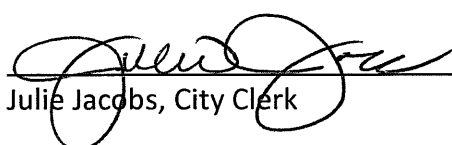
MISCELLANEOUS ANNOUNCEMENTS:

Christmas lights will be taken down on Saturday, January 8<sup>th</sup>, 2022.

**Newsleaders deadline dates for 2022:** Jan. 7 & 21, 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 Steve Trobec, to adjourn. Meeting adjourned at 9:05 p.m.

Respectfully submitted,

  
Julie Jacobs, City Clerk

  
Lisa Marvin, City Mayor