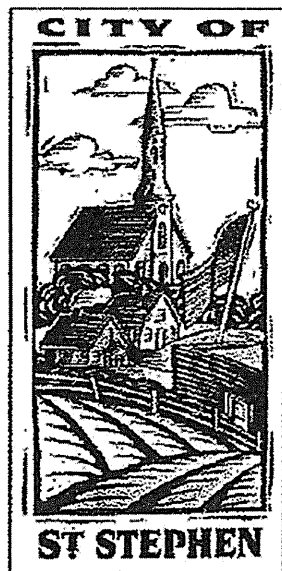


St. Stephen City Council Agenda – January 3, 2023



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the December 6, 2023 Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

KC Council 5276- Gambling Permit, Gun Raffle held Trobecs

River Runners - Sno Days Event February 3, 2024 at 8:00 AM

St. Stephen Fire & Rescue

Relief Association

State Auditor Letter – Reporting Form

Emergency Management

Reports

Road & Bridge

Planning Commission

Park – Tree Removal Bids

Personnel

Health Committee

Sheriff's Report

Unfinished Business

East Crest Development

White Oaks Country Estates

Winter Extravaganza

City Hall - Window Bids

New Business

2024 Schedule of Assignment of Council

2024 Salary Schedule

Resolution Adopting Fees, Charges and Compensations

Resolutions Accepting Donations

Miscellaneous Announcements

Sportsman's Club

2024 publication dates are as follows: Jan. 5 & 19, Feb. 2 & 16, March 1 & 15, 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.

Meeting Adjourned

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
December 6, 2023

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: Bobby Hlebain, Frank Vouk, Tony Bruemmer and Josh Traut.

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

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

READING OF THE CLAIMS: 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: Receipts were reviewed. A motion was made by Steve Trobec, seconded Danita Traut to approve the receipts. All in favor, motion carried.

TREASURER'S REPORT: For the period: 10/1/2023 to 10/31/2023

Beginning Balance	\$1,737,790.96
Total Receipts	\$42,750.96
Total Disbursed	\$55,292.10
Ending Balance	\$1,725,249.82
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$1,179.58
Total Per Bank Statement	\$1,726,429.40

The CD with Falcon Bank renewed for 13 months at 5.05 %. Workers comp audit has been completed, IRS reporting continued work in progress. The League of MN Cities liability will have a refund issued in December due to the City Property and Casualty decrease of .75% and workers Comp at 15%. A motion was made by Gene Skaj, seconded by Tom Vouk, to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported that there were 13 calls in November, and 1 so far in December for a total of 134 calls in 2023. This month's training will consist of Hazmat Ops. Years of service Anniversaries: Jeff Supan, 30 years. The DNR has offered a 2011 Ford F350 STD cab long bed with 72,000 miles for \$12,000.00. A motion was made by Danita Traut, seconded by Tom Vouk to approve the purchase with Fire Department Equipment funds. All in favor, motion carried.

RELIEF ASSOCIATION: Gene Skaj reported that the Relief Association final audit has been Reported. A donation has been made by the Fire Relief Association in the amount of \$12,000.00 to the equipment fund.

EMERGENCY MANAGEMENT: None

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Bobby Hlebain reported that the damaged sign on 2nd street has been replaced. Josh Traut was present and confirmed that he will be plowing again this season and stated his rates for 2024 have increased slightly from 2023. Two signs were put up at the East Crest Development that need to be moved back a couple feet in order for them not to be an obstruction for snow plowing. Dayna will reach out to Randy Sabart to have the signs moved. The city plow truck is currently at Fredrick's garage for repairs. Gene Skaj reported that there are two street lights out on pole #18 location and the second light at the intersection of County Road 5 and 6th Ave. Dayna will call in repairs to Stearns Electric.

Planning Commission: Lisa reported that the agenda items for the next Planning Meeting will be the potential sale of an existing car garage and the buyer is needing a signed agreement stating that the city ordinance zoning allows car sales at the current location. A motion was made by Gene Skaj, seconded by Danita Traut to approve signing off on the agreement stating used car sales are permitted on this property in city limits. All in favor, motion carried. Other topics for the Planning agenda are a vacant lot and storage shed and a potential newly constructed feedlot. The council discussed the concerns with the potential feedlot in city limits. After some discussion between the members it was decided that the city attorney will be contacted to review the ordinance and the property of discussion to review if this property and feedlot is compliant. A motion was made by Gene Skaj, seconded by Danita Traut. All in favor, motion carried.

Ken Lahr reported that the St. Stephen Ridge Runners were seeking a sign permit in the right of way south entrance of St. Stephen Gas and Grocery. The County has already approved the permit. After the council discussed further it was decided that the council would like a copy of the County approved permit, a time length the sign is to be up the sign would be in place to be submitted at the next Planning Meeting to be discussed further.

7:00 PM – Public Hearing: Truth & Taxation, 2024 Budget. The regular meeting was closed at 7:13 PM for the Truth & Taxation, 2024 Budget Public Hearing starting at 7:14 PM with Lisa Marvin stated that a copy of the 2024 proposed budget was given to council members and attendees. Lisa asked if anyone in attendance has any questions or comments the proposed budget three times. The public hearing closed at 7:16 PM. The regular meeting resumed at 7:17 PM opened for further discussion. A motion was made by Gene Skaj, seconded by Steve Trobec to approve the 2024 budget in the amount of \$280,979.25. All in favor, motion carried.

Park: Ken Lahr reported that the tree had not been removed on the property line at the Ponds Edge City Park. Ken will reach out to the approved contractor to set up removal time. Ken also asked that for future snow removal at the city ice rink be done by the city lawn care contractor due to his equipment being lighter and will make cleanup and flooding more efficient. Tony Bruemmer agreed that he would remove snow off of the rink as instructed for need at his same hourly rate.

Personnel: None

Health Committee: None

SHERIFF'S REPORT: Deputy Edheroft reported that there was 32.50 contracted hours last month. Average things such as 2 traffic stops, dog complaints, deer incident, a minor consumption violation and a couple violations.

UNFINISHED BUSINESS:

White Oak County Estates: None

East Crest Development: None

Winter Extravaganza: Danita Traut reported that the Lions donated \$250.00 and the Legion \$100.00 to the event. Supplies and prizes have been ordered and decorating will be set at 2:00 on Saturday. Expecting roughly 100 participants.

Garage Door - Fire Hall: The council reviewed the bid submitted by GDS after an annual inspection. A motion was made by Steve Trobec, seconded by Tom Vouk to approve the bid from GDS for repairs the doors to Fire Hall.

Stearns Electric Franchise Agreement: The board reviewed and discussed a draft of the ordinance that was submitted by Sue with her suggested changes of the agreement. A motion was made by Danita Traut, seconded by Gene Skaj to approve the copy of the draft with edits from the city attorney. All in favor, motion carried.

NEW BUSINESS:

School Board Meeting – City Hall: The Council approved the School Board dates of April 15th and October 21st for use of board meeting location in 2024.

Resolution- Designated Poling Place for 2024 Elections: A motion was made by Gene Skaj, seconded by Danita Traut to approve the resolution stating the St. Stephen Hall will be the designated election location for 2024. All in favor, motion carried.

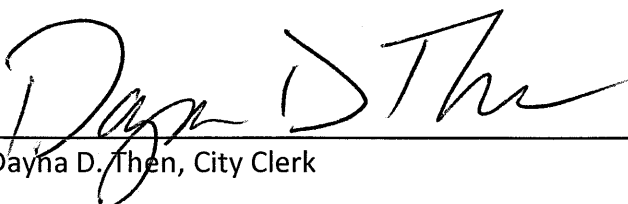
MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club: Frank Vouk reported that Volunteers from the Sportsman Club have pruned the trees in the city park. Getting ready to order more trees to be planted at Smoley Field and plans are to do the tree give away again this year. The board discussed again the option of holding the field day testing part of the ATV & Gun Safety training on city property. Lisa Marvin asked that council review this property further to define property lines.

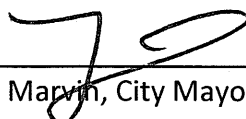
Newsleader deadline dates: Dec. 1 & 15.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Steve Trobec, to adjourn the meeting. Meeting adjourned at 8:27 p.m.

Respectfully submitted,



Dayna D. Then, City Clerk



Lisa Marvin, City Mayor

RESOLUTION NO. 01032024
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 Fighters Relief Assn	\$12,000.00	Fire Department Equipment

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

This donation is designated to the St. Stephens Fire Department and will be used for equipment and educational purposes.

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.

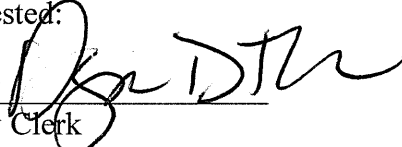
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

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 3rd day of January, 2024.



Mayor

Attested:


City Clerk

RESOLUTION NO. 01032024-1
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 Lions Club	\$250.00	Winter Extravaganza

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

This donation is designated to the Winter Extravaganza event purposes.


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 3rd day of January, 2024.



Mayor

Attested:



City Clerk

RESOLUTION NO. 01032024-2
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 American Legion	\$100.00	Winter Extravaganza

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

This donation is designated to the Winter Extravaganza event purposes.

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 3rd day of January, 2024.



Mayor

Attested:



City Clerk