

St. Stephen City Council Agenda – July 3, 2024



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the June Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Lions Club- October 12, Gun Raffle @ Trobec's

Jared Johnson – Albany Mutual Telephone

Ed Perternell – Re- Zone Request

St. Stephen Fire & Rescue

Relief Association

Emergency Management

Reports

Road & Bridge

Planning Commission

Land Split- Re-zone Public Meeting Request

Personnel

Health Committee

Clerks Report

Appoint Election Judges

Sheriff's Report

Unfinished Business

East Crest Development

White Oaks Country Estates

National Night Out

Attorney Letter Response

Fire Department - 75 Anniversary Event

Truck Bids

New Business

Resolution Accepting Donations

Miscellaneous Announcements

Sportsman's Club

2024 publication dates are as follows: 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
June 5, 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 Dege, City Attorney, Deputy Kline, Stearns Co. Sherriff’s Dept., Ken Lahr, Bob Hlebian, Paul Ritter and Matt Nienaber.

APPROVAL OF AGENDA: Motion was made by Gene Skaj, seconded by Danita Traut to approve the agenda with the additions of MN Senior Games and Stearns County Cannabis Ordinance Public Hearing under New Business. All in favor, motion carried.

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

READING OF THE CLAIMS: Claims were reviewed. A motion was made by Steve Trobec, seconded by Danita Traut 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: 4/1/2024 to 4/30/2024

Beginning Balance	\$1,863,793.50
Total Receipts	\$6,604.38
Total Disbursed	\$54,686.17
Ending Balance	\$1,815,711.71
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$705.42
Total Per Bank Statement	\$1,816,417.13

Kurt reported that he is working on the financial code requirements with the State Auditor and the Workers Comp Insurance will be due soon. 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:

No representative was present from Albany Mutual Telephone, therefore the council decided to table this to the next meeting.

Ray Trobec was present and asked the council permission to close ½ Street for the 88th Annual Chicken Fry on June 7th. A motion was made by Gene Skaj, seconded by Danita Traut to approve the street closure. All in Favor, motion carried.

RELIEF ASSOCIATION: Gene reported that the audit has been completed.

St. Stephen City Council Minutes

June 5, 2024

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ST. STEPHEN FIRE & RESCUE: Gene Skaj reported that there were 7 calls in May and 2 calls in June which makes it a total of 48 calls in 2024. Anniversaries this month are Al Vouk with 52 years, Ralph Barhorst with 51 years, Joe Gordon with 15 years, Lauren Hoeschen with 15 years. Two donations were made from the Fire Relief Association consisting of \$5000.00 to the 75th Anniversary and \$5000.00 to the Equipment Fund.

EMERGENCY MANAGEMENT: None

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Bob reported that the shoulder of County Road 5 at the intersection going west on the south side of the road is washing out. Dayna will reach out to Randy so that he can have this issue addressed with the County. The annual road check will be done soon. Bobby will reach out to Chuck Ertl regarding some clean up that's needed with overhanging trees. Bobby also addressed some cleanup needed of old unused items in the city garage that could be disposed of. No report for a truck bid so this item will be placed on next month's agenda.

Planning Commission: Amanda a written report that stated at the last planning meeting agenda items were reviewed such as as minimum lot size requirements, special event permit, a land split, outbuilding shed, a mobile home replacement/new construction and a new item request form Nick Griffiths to pursue allowing chickens in R1. Matt Nienaber attended the meeting to address the River Runner Snowmobile Club sign that is located on Rahn's Gas and Grocery property. It was suggested from the planning board that permission would be granted in writing from the property owner. Matt was still working on getting the letter to grant permission. A motion was made by Steve Trobec, seconded my Tom Vouk to approve the sign to stay permanently if the consent would be provided in writing by the property owner. All in favor, motion carried.

Park: Ken Lahr reported that the Sartell/St. Sthen Community Ed will be using the parks Monday through Thursday from 5:15 to 7:15 June and July. Nelson Brothers will be bringing out the porta potty. Lisa asked that Ken reach out to Tony and have the parks mowed and sprayed for weeds before the Public Safety in the Parks event.

Personnel: None

Health Committee: Lisa reported that she will be in contact with Bob from Stearns County to schedule the annual training.

Clerks Report: Dayna reported that she will be training an additional election clerk for the 2024 elections and that the 2024 budget meeting will need to be scheduled for August. The council set the Budget meeting for August 21st at 6:00 pm to be held at City Hall.

SHERIFF'S REPORT: Deputy Kline reported that there was 35 contracted hours worked last month. Kline reported that there was 11 traffic stops made, a warrant arrest and 3 citations were given.

UNFINISHED BUSINESS:

White Oak County Estates: Bryce emailed Lisa and Dayna and reported that he earthwork contractor is still waiting for the site to dry out before correcting some soft areas along 2nd Street. Passing compaction tests were performed last fall but freeze/thaw combined with moisture has caused some soft areas to manifest. Base course has been paved on 1st Street NE, 2 ½ Avenue NE and the west end of 2nd Street NE. Knife River should be able to get the remaining portions of 2nd Street and 5th Avenue paved within 1-2 weeks, maybe sooner, after Class 5 is ready. The final topsoil grading and turf establishment will be completed once the site dries out.

East Crest Development: Bobby reported that after the heavy rains there was water coming up close to 12th. Dayna will reach out to Randy regarding this issue.

National Night Out: Danita reported that the group will be meeting June 11th @ 6:30 at the Lion's Shelter for further planning on the event.

Public Safety in The Park Event: The event will be held on June 24th at the Lions Park. The Fire Department will have a truck at the event.

UNFINISHED BUSINESS CONNTINUED:

Fire Department 75th Anniversary Event: Lisa reported that the next planning meeting will be Wednesday the 12th at 6:00 pm. Continued planning is being done to raise funds such as a sponsorship donation and silent auctions.

Follow Up Attorney Response: Susan reported that she will continue to follow up with a letter response on the current septic ordinance issue and the Vouk Garage Lot.

NEW BUSINESS:

Resolution Accepting Donation: A motion was made by Danita Traut, seconded by Tom Vouk to approve the resolution # 06052024 accepting donation of \$3,000.00 from the Mark Traut Fund of Central MN Community Foundation to the St Stephen Fire Department Relief Assoc Fund. Tom and Danita in favor, Gene Skaj and Steve Trobec abstained, motion carried.

Liquor License Approval: A motion was made by Gene Skaj, seconded by Steve Trobec to approve the annual liquor license renewal for Trobecs Bar, Howies, The Rusty Nail and Rahn's. All in favor, motion carried.

Minnesota Senior Games: The board discussed the request of using the City Hall parking lot for the event. Steve will place no parking signs to prevent the Fire Department side of the parking lot to be used the day of the event.

Stearns County Cannabis Regulation Public Hearing: Lisa Marvin shared the most recent update with the board on the County regulation and licensing.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club: None

Newsleader deadline dates: June 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 8:16 p.m.

Respectfully submitted,


Dayna D. Then, City Clerk


Lisa Marvin, City Mayor

City of St. Stephen
Stearns County
State of Minnesota
Resolution No.07032024

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2024 STATE PRIMARY**

WHEREAS, Minnesota State Primary: Tuesday, August 13, 2024, and

WHEREAS, Minnesota Statute 204B.21, subd. 2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of St. Stephen has one precinct; and

WHEREAS, the following State of Minnesota residents have applied to serve as election judges and will meet the qualifications established by the State of Minnesota

NOW THEREFORE BE IT RESOLVED, that the City of St. Stephen Council, in accordance with State Law, hereby appoints the following persons to serve as election judges for the 2024 State Primary, approves payment per the 2024 City of St. Stephen Salary Schedule, during election judge training and time served on election day.

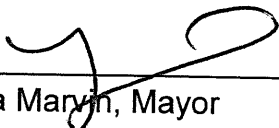
Dayna D. Then ~ Head Judge
Diane Blonigen
Theresa Lalim
Marilyn Schumer
Joyce Ryan

Nancy Vouk
Marian Fischer
Rick Swenson
Angela Peternell

BE IT FURTHER RESOLVED, that in case an appointed judge is unable to serve, the City Clerk is authorized to find a substitute judge of the same political party for the judge who cannot serve.

BE IT FURTHER RESOLVED, additional judges may be appointed upon completion of necessary election judge training.

Adopted by the City Council of the City of St. Stephen, on July 3, 2024, by a vote of
5 Yes and 0 No.



Lisa Maryn, Mayor

ATTEST:



Dayna D. Then, City Clerk

RESOLUTION NO. 07032024
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 Relief Assn.	\$5,000.00	Fire Equipment Fund

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

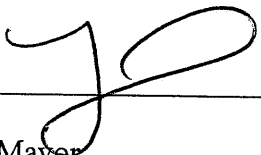
WHEREAS, this donation has been contributed to the city for the benefit of its citizens, as allowed by law; and

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 3rd day of July, 2024.



Mayor

Attested:



City Clerk

RESOLUTION NO. 07032024-1
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.

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<u>Name of Donor</u>	<u>Item</u>	<u>Type of Donation</u>
St. Stephen Fire Relief Assn.	\$5,000.00	Fire Dept. 75 th Anniv. Event Fund

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

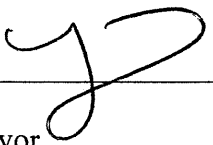
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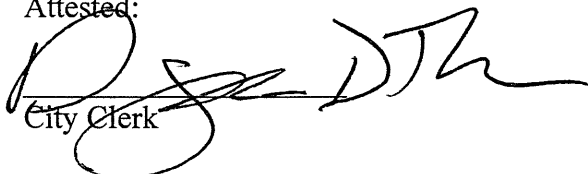
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Mayor

Attested:


City Clerk