

# St. Stephen City Council Agenda – March 6, 2024



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)

Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the February Meeting Minutes

Finances

Reading of Claims  
Reading of Receipts  
Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Relief Association

Emergency Management

Reports

Road & Bridge  
Planning Commission  
Park  
Personnel  
Health Committee

Sheriff's Report

Unfinished Business

East Crest Development  
White Oaks Country Estates  
Easter Egg Hunt  
National Night Out  
Attorney Letter Response

New Business

Lawn Care Bids  
Resolution #03062024 – Accepting Donation

Miscellaneous Announcements

Sportsman's Club

2024 publication dates are as follows: 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

*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**  
**February 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, City Clerk, Ken Lahr and Kurt Niemeyer, Treasurer.

GUESTS: Bryce Johnson, SEH, Deputy Meland, Stearns Co. Sherriff’s Dept., and Amanda Hawkins.

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

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

TREASURER’S REPORT: For the period: 12/1/2023 to 12/31/2023

Beginning Balance	\$1,718,089.10
Total Receipts	\$149,419.95
Total Disbursed	\$60,927.47
Ending Balance	\$1,806,581.58
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$29,971.63
<b>Total Per Bank Statement</b>	<b>\$1,836,553.21</b>

Kurt reported on the checking and savings interest and the mandated Sick and Safe Time process of accumulating hours. The year end reporting has been completed and more time is being spent on reconciling expenses to be used to submit on the SLFRF funds. A motion was made by Danita Traut, seconded by Steve Trobec, 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 12 calls in January and 1 call in February for a total of 13 calls in 2024. This month’s training will consist of Grain Bin Rescue. Two interviews have been done for additional Fireman. A motion was made by Steve Trobec, seconded by Tom Vouk to approve adding Al Heim to the St. Stephen Fire and Rescue. All in favor, motion carried. A motion was made by Tom Vouk, seconded by Gene Skaj to approve Treven Pogatshnik to the St. Stephen Fire and Rescue pending the mile distance ordinance change approval with the city. All in favor, motion carried. The council reviewed the bid received from GDS to add remotes at the plow shed garage doors. Motion was made by Steve Trobec, seconded by Gene Skaj to approve the bid in the amount of 365.00. All in favor, motion carried.

## St. Stephen City Council Minutes

February 7, 2024

Page Two

**RELIEF ASSOCIATION:** Gene Skaj reported that the Fire Relief audit has been completed and the final payment can be expected by March 15<sup>th</sup>. The 2023 financials have already been delivered to Dorn for the audit reporting. A donation of \$10,000.00 was made by the St. Stephen Fire Relief Association to the Equipment Fund.

**EMERGENCY MANAGEMENT:** The council reviewed the contract from Frontline Warning System. Lisa requested more information on the annual contract before the council would approve. Dayna will do more research.

### REPORTS OF BOARDS AND COMMITTEES:

**Road and Bridge:** Danita reported that there has been an update on the Town Line Road project. Summer 2024 utility relocation agreements will be conducted, May through October 2024 ROW proceedings, November 2024 expected tree clearing and May of 2025 construction will start.

**Planning Commission:** Amanda reported that there will be a sample application for special events that will be reviewed at the next planning meeting. Ken Lahr reported a closing of an existing building permit with no additional requests at this time.

**Park:** None

**Personnel:** None

**Health Committee:** None

**SHERIFF'S REPORT:** Deputy Meland reported that there was 35 contracted hours worked last month with dog barking, traffic stops, citations and medical.

### UNFINISHED BUSINESS:

**White Oak County Estates:** Bryce reported that the barricades are keeping pedestrians out and proposing to finish the project in spring.

**East Crest Development:** Bryce reported that a couple items are still being worked on such as street lights and road signs.

### **Easter Egg Hunt:**

Danita Traut reported that the parish approved using the church parking lot if there is snow in the park. St. Stephen Lions will be donating prizes this year again for the event.

**Attorney Letter:** Lisa Marvin reported that 2 letters have gone out regarding potential land use violations. No further updates to present at this time.

### NEW BUSINESS:

**Fire Ordinance Change:** The council reviews the proposed amendment request from Chief Jeff Drais to revise the current Ordinance 22, Section 22.02 from 8 minutes to a 10-mile radius driving distance. Steve Trobec approved the request, Tom Vouk seconded. All in favor, motion carried.

### **Resolution Appointing Election Judges:**

A motion was made by Danita Traut, seconded by Steve Trobec to approve Resolution #02072024 appointing election judges for the 2024 primary election. All in favor, motion carried.

**National Night Out:** Danita reported that the National Night Out event has been set for August 6<sup>th</sup>, 2024. The council discussed participating in the event and hosting the event at Lions Park. A motion was made by Steve Trobec, seconded by Gene Skaj to approve the city participation of the event for 2024. All in favor, motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

**St. Stephen Sportsmen's Club:** None

**Newsleader deadline dates:** Feb. 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.

**ADJOURNMENT:** A motion was made by Gene Skaj, seconded by Danita Traut, to adjourn the meeting. Meeting adjourned at 7:17 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Dayna D. Then, City Clerk

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

**RESOLUTION NO. 03062024**  
**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. Stephens Fire Fighters Relief Association	\$10,000.00	Fire Department Equipment

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

**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 6th day of March, 2024.



Mayor

Attested:

  
City Clerk

**ORDINANCE 2024-306**

**AN ORDINANCE AMENDING ORDINANCE 22  
FIRE AND RESCUE DEPARTMENT**

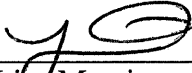
**The City Council of St. Stephen, Minnesota hereby ordains as follows:**

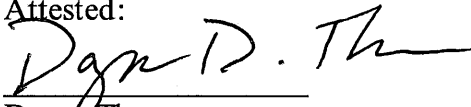
**Section 22.02, Subd. 2(j) is amended as follows:**

“j) Firefighter candidates must live within a ten (10) mile radius of the fire station.”

This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of St. Stephen, Minnesota this 6 day of March, 2024.

  
\_\_\_\_\_  
Lisa Marvin  
Mayor

Attested:  
  
\_\_\_\_\_  
Dayna Then  
City Clerk

Published: \_\_\_\_\_, 2024.