

St. Stephen City Council Agenda – March 1, 2023



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of February Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Planning Commission

Park

Personnel

Sheriff's Report

Unfinished Business

White Oak Country Estates – Final Agreement

Ferche Addition

41.16 Ordinance

Easter Egg Hunt

National Night Out

New Business

Lawn Bids

Donations – Resolutions

Miscellaneous Announcements

Sportsman's Club

Newsleaders Publication: March 3 & 17, April 7 & 21, May 5 & 19 June 2 & 16, July 7 & 21, Aug. 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17, Dec. 1 & 15

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

February 1, 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

ALSO PRESENT: Kurt Niemeyer, Treasurer and Dayna Then, City Clerk

GUESTS: Liz Halet, City Attorney, Randy Sabart, City Engineer, Ken Lahr, Shawn Widmer, Stearns County Sheriff's Office, Bob Hlebain, Dave Malikowski, Paul Ritter, Frank Vouk, St. Stephen Sportsmen's Club.

APPROVAL OF AGENDA: A motion was made with the addition to Miscellaneous Announcements, red flashing light at the 4 Way stop. Motion was made by Gene Skaj, seconded by Steve Trobec, to approve agenda. All in favor, motion carried.

MINUTES OF NOVEMBER MEETING: January City Council Meeting minutes were reviewed. A motion was made by Danita Traut, seconded by Gene Skaj to approve the January meeting minutes with the correction of moving the Lake Region Meeting and Annual Fire Dept. Meeting updates from the Relief Association line item to the Fire Department line item. 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. All in favor, motion carried.

READING OF RECEIPTS: January's receipts were reviewed. A motion was made by Danita Traut, seconded by Gene Skaj, to approve the receipts with the addition of changing receipt # 5291 description from pool fund reimbursement to equipment fund. All in favor, motion carried.

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

Beginning Balance	\$1,559,842.68
Total Receipts	\$264,120.21
Total Disbursed	\$56,976.57
Ending Balance	\$1,766,986.32
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$11,644,86
Total Per Bank Statement	\$1,778,631,18

Treasurer's report reviewed. Kurt Niemeyer shared that the employee's W-2's have been sent out. PERA, State, Federal, Pay Equity and EOY reporting has been submitted. 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: None

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported 7 calls in January and 1 call in February totaling 8 calls in 2023. This month's training will be on snowmobile accident rescue and hypothermia and EMR refresher will be in March. Repairs needed on Unit #12 Fire Truck.

RELIEF ASSOCIATION: Gene Skaj stated that the Relief Association needs the City Councils approval of 0% interest for the deferred members. Motion was made by Danita Traut, seconded by Tom Vouk, to approve a 0% deferred interest payment for the Relief Association pension for deferred members for 2023. All in favor, motion carried. Marty from Edwards Jones gave an update to the department members last month on investments and as of January 23, 2023, investments had a 13.56% decrease.

St. Stephen City Council Minutes

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EMERGENCY MANAGEMENT: Paul Ritter reported that he will be attending the Governor's Conference this month and will be submitting the expenses for the conference and hotel to the Clerk.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Bob Hlebain gave the road condition report to the council. Bob suggested that the council consider a backup for plowing and suggested that the council consider Dave Malikowski being he is already licensed to operate the equipment. Tom Vouk reported that the 4 Way blinking light at County Road 2 and 5 has a bulb out. Clerk will call Design Electric to have it repaired. Tom Vouk made a motion, Gene Skaj seconded the motion to add Dave Malikowski as a back up for snow removal.

Planning Commission: Lisa Marvin reported that the Planning Board suggested to move forward with accepting the addition of Nick Griffins to the Board. Motion was made by Danita Traut, seconded by Steve Trobec to accept Nicks application. All in favor, motion carried. The Planning Board also asked for some clarification to the amended ordinance pertaining to section 41.18 of the city ordinance. Liz Halet will do some research on this amended section of the ordinance and will report back to the council at the March meeting. Tom Vouk recommended that the Planning Board start researching the legal use of cannabis and how it can be lawfully incorporated within our city ordinance.

Park: Ken Lahr submitted to the council for review bids from Kostreba and Minnesota Concrete for repairs to the Smoley Field dugouts and concession building. A motion was made by Tom Vouk, seconded by Steve Trobec to accept the bid from Kostreba to do just do the repairs to the dugout at this time to repair the floor and walls for a total of \$6,938.40. All in favor, motion carried.

Personnel: Lisa Marvin suggested that Ken Lahr's pay rate be reviewed due to his salary was not increased at the previous council meeting annual review. Motion was made by Danita Traut, seconded by Tom Vouk to increase Ken's pay rate \$.50. All in favor, motioned carried.

SHERIFF'S REPORT: Lieutenant Shawn Widmer, Sherriff's Office, stated there was 36 service hours the month of December and 32 hours the month of January. Average reported calls, traffic stops, etc. Calls for service were minimal.

HEALTH COMMITTEE: None.

UNFINISHED BUSINESS:

White Oak County Estates Development: Liz Halet reported that she is still waiting on the final agreement and will be added to the March meeting.

Ferche Addition: Per the advisory of the city attorney the meeting went into a closed session at 7:51 and returned to open session at 8:20 p.m. continuing with the council discussion of moving forward with a response follow up letter from Liz Halet regarding the Polar Land Co Developers Agreement. Motion was made by Tom Vouk, seconded by Steve Trobec. All in favor, motion carried.

NEW BUSINESS:

Easter Egg Hunt: The date for the Easter Egg Hunt has been set for April 8th @ 10:00 a.m. at the Smoley Park. Danita will reach out to the Lions Club regarding donations and volunteers.

National Night Out: Danita Traut reported that registration has opened for the National Night out. The date has been set for August 1st, 2023. The Sportmans Club and Lions are on board with supporting the event.

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MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen's Club – Frank Vouk.

Sportmans Club Annual Meeting will be held at Trobecs at 6:00 p.m. on February 5th.

Newsleader deadline dates for 2023: Feb. 3 & 17, March 3 & 17, April 7 & 21, May 5 & 19, June 2 & 16, July 7 & 21, Aug. 4 & 18, Sept. 1 & 15, Oct. 6 & 20, Nov. 3 & 17, and Dec. 1 & 15.

ADJOURNMENT: A motion was made by Gene Skaj, seconded by Danita Traut to adjourn the meeting. Meeting adjourned at 8:23p.m.

Respectfully submitted,



Dayna D. Then, City Clerk



Lisa Marvin, City Mayor

RESOLUTION NO. 02012023
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 entities have offered to contribute the cash amounts set forth below to the City of St. Stephen.

<u>Name of Donor</u>	<u>Amount</u>
Anonymous	\$10,000.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
02012023	To be used for Fire Department Equipment

WHEREAS, all such donations have been contributed to the Fire Department for the benefit of its citizens, as allowed by law; and

WHEREAS, the donated funds are to be used for equipment; and

WHEREAS, the donated funds will be used in the Fire Department Fund; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are 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 receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of St. Stephen, Minnesota this 1st day of March, 2023.



Mayor

Attested:



City Clerk

RESOLUTION NO. 03012023
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 entities have offered to contribute the cash amounts set forth below to the City of St. Stephen.

<u>Name of Donor</u>	<u>Amount</u>
J & A Lawncare	\$500.00

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

<u>Donation Number</u>	<u>Terms or Conditions</u>
03012023	To be used for City Easter Egg Hunt

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the donated funds are to be used for the Easter Egg Hunt; and

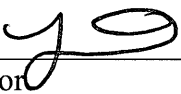
WHEREAS, the donated funds will be used in the General Fund; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

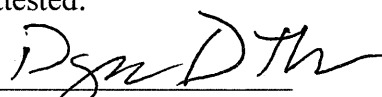
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

1. The donations described above are 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 receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of St. Stephen, Minnesota this 1st day of March, 2023.



Mayor

Attested:


City Clerk

RESOLUTION OF THE CITY OF SAINT STEPHEN
03012023-1
ADOPTION OF THE
STEARNS COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the City of Saint Stephen has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Stearns County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Stearns County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Stearns County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Stearns County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Stearns County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of St Stephen supports the hazard mitigation planning effort and wishes to adopt the Stearns County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the Clerk this 1 day of March, 2023.



Attest:

