

St. Stephen City Council Agenda – November 1, 2023



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

Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the October 4th, 2023 Meeting Minutes

Finances

Reading of Claims
Reading of Receipts
Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Relief Association

Resolution Adopting Donation

Emergency Management

Reports

Road & Bridge
Planning Commission
Park
Personnel
Health Committee

Sheriff's Report

Unfinished Business

Ferche Addition
White Oaks Country Estates
Christmas Extravaganza
City Hall – Windows

New Business

Stearns Electric-Franchise Agreement

Miscellaneous Announcements

Sportsman's Club

Newsreaders Publication: 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.*

MINUTES
ST. STEPHEN CITY COUNCIL
October 4, 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 and Kurt Niemeyer, Treasurer.

GUESTS: Lieutenant Brittany Stevens, County Sheriff’s Office, Amanda Hawkins, Ken Lahr, Paul Ritter, Bryce Johnson, City Engineer and Susan Dege, City Attorney.

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 Gene Skaj, seconded Tom Vouk, to approve the September 6th, 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 Gene Skaj, seconded by Danita Traut to approve the receipts. All in favor, motion carried.

TREASURER’S REPORT: For the period: 8/1/2023 to 8/31/2023

Beginning Balance	\$1,873,042.41
Total Receipts	\$3,676.45
Total Disbursed	\$25,492.38
Ending Balance	\$1,851,226.48
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$1,102.12
Total Per Bank Statement	\$1,852,328.60

Kurt reported that the League of Mn Cities workers audit is due soon and the CD through Falcon Bank is up for renewal in the rate of 5.0 % for 13 months. 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: Motion was made by Gene Skaj, seconded by Steve Trobec to approve Dayna sending an ordinance violation response letter if the citizen is found to be in violation. Danita, Gene, Steve in favor, Tom opposed, motion carried.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported that there were 14 calls in September, 3 calls in October for a total of 114 calls in 2023. This month’s training will consist of SCBA. Gene will research a bid to get electricity at the fire garage. The Fire Department will be hosting an Open House on October 10th at 5:00 pm. Jim Schumer will have 46 years on the department and Brian Quaal will be retiring on November 15th after 30 years of service. The Fire Chief Conference in October in Duluth. The department received a donation of \$40,000.00 to the fire equipment fund.

St. Stephen City Council Minutes

October 4, 2023

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ST. STEPHEN FIRE & RESCUE CONTINUED:

A motion was made by Gene Skaj, seconded by Tom Vouk to approve the bid submitted by GDS in the amount of \$4,579.00 to repair the firehall doors. All in favor, motion carried.

RELIEF ASSOCIATION: Gene Skaj reported that the audit is still in progress.

EMERGENCY MANAGEMENT: Paul reported that the siren transfer switch repair is still in progress and parts are three to five weeks out.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Bob suggested that gravel be placed at 12th St. and that eight to 10 loads would be needed. The council discussed the report given to the council the regulation guidelines for Bobby to operate city equipment for snow removal. Bobby also suggested that the city store sand piles at the Josh Traut property to have access at all times during the winter months.

1. **Planning Commission:** Amanda Hawkins reported that there are no new permits issued and that the planning board has submitted a cannabinoid ordinance for the board to review and approve. The board will continue to discuss the city lot size requirements pertaining to sewer septic within the city ordinance. Tom reported to the board the concern with the minimum lot size regarding the issue of community septic systems.
2. **Park:** Ken reported that after some research the tree within the city park on a property line should be removed at the cost of the city approving the bid that was submitted to the city. The board reviewed the bid from Kostreba Tuckpointing and Roofing for repairs needed at the concession stand at city park in the amount of \$2,350.00. All in favor, motion carried.
3. **Personnel:** None
4. **Health Committee:** None

SHERIFF'S REPORT: Lieutenant, Brittany Stevens stated there were 38.50 service hours this month. Average things such as traffic stops, dog complaints, medicals and a couple violations.

Annual Sheriff Contract Renewal: A motion was made by Gene Skaj, seconded by Danita Traut to approve the Annual Sheriff Contract. All in favor, motion carried.

UNFINISHED BUSINESS:

White Oak County Estates: Bryce reported that gravel has been placed and he is waiting on a final date for paving.

East Crest Development: Bryce reported that 12th Ave has been paved and most of the punch list for the development has been completed.

Christmas Extravaganza: Danita reported that event has been approved to be held at the parish hall. The committee is still looking for volunteers to be needed to host the event. The date is still to be determined.

NEW BUSINESS:

Midco Service Contract: Dayna will work on the renewal service contact.

Stearns Electric – Expired Franchise Agreement: Dayna will submit the drafted agreement submitted by the city attorney to Stearns Electric for approval.

4-Way Stop: Additional public safety measures will be put in place at the 4-way stop.

Damaged Mailboxes: The city received a complaint regarding mailboxes being damaged at 2nd St. NE. while work has been done at the White Oaks Development. Bryce will be in contact with the contractor to repair the personal property damage.

MISCELLANEOUS ANNOUNCEMENTS:

St. Stephen Sportsmen’s Club: The Sportmans Club Members will be pruning all trees in the city parks. Volunteers will be pruning the donated trees as well as the existing trees in the park.


Newsleader deadline dates: Nov. 3 & 17, Dec. 1 & 15.

ADJOURNMENT: A motion was made by Tom Vouk, seconded by Steve Trobec, to adjourn the meeting. Meeting adjourned at 8:02 p.m.

Respectfully submitted,



Dayna D. Then, City Clerk



Lisa Marvin, City Mayor

RESOLUTION NO. 11012023
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>
Fire Fighter's Relief Assn	\$40,000.00	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 1st day of November, 2023.



Mayor

Attested:



City Clerk