

**MINUTES**  
**ST. STEPHEN CITY COUNCIL**  
**September 4, 2024**

CALL TO ORDER: 6:31 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: Ken Lahr, Dayna Then, City Clerk and Kurt Niemeyer, Treasurer.

GUESTS: Deputy Klein, Stearns Co. Sherriff's Dept., Susan Dege, City Attorney, Ed Peternell, Bob Hlebian, Rodger Bellinger, Tom Offerdahl and Amanda Hawkins

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 August meeting minutes were reviewed. A motion was made by Steve Trobec, seconded by Danita Traut to approve the meeting minutes. All in favor, motion carried.

The Budget Meeting Minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut to approve the budget meeting minutes. 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: 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: 7/1/2024 to 7/31/2024

Beginning Balance	\$1,854,892.55
Total Receipts	\$174,785.65
Total Disbursed	\$48,577.65
Ending Balance	\$1,981,100.55
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$5,037.25
<b>Total Per Bank Statement</b>	<b>\$1,986,137.80</b>

Kurt reported that he needs to file the preliminary budget by the end of September to be approved at the December Public hearing meeting that will begin at 7:00pm on December 4<sup>th</sup>.

Property and casualty insurance will be expiring on September 19th. Danita to follow up to ensure this has been submitted.

Received the premium notice for 2024-2025 Workers Compensation after discounts the premium is showing \$6,491, including discounts of \$500. Last year's was \$7,798, and there are always adjustments in the spring.

A motion was made by Gene Skaj, seconded by Steve Trobec to approve the treasurers report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Knights of Columbus gambling permit for October 27<sup>th</sup> for a bingo/raffle event. This will be held at the Saint Stephen parish Hall. The application has been completed and check has been submitted. A motion was made by Thomas Vouk, seconded by Steve Trobec for gambling permit. All in favor, motion carried.

RELIEF ASSOCIATION: Gene reported that there had not been any communication from the auditor at this time.

ST. STEPHEN FIRE & RESCUE: Gene Skaj reported that there were 9 calls in August, and one so far in September, for a total of 78 calls in 2024. New Firefighters will begin their EMR training the week of September 8<sup>th</sup>. The new grass truck is also having the basket put on, and is nearly ready to be put into service.

EMERGENCY MANAGEMENT: None

REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge: Bob reported that the shop has been cleaned out. The fencing has been removed. There are roughly six stop signs and 30mph signs as well as other various items. There is a bid for patch work on 6<sup>th</sup> street. The bid is \$4,100 for the patch work to be completed. A motion was made by Gene Skaj, seconded by Danita Traut for patch work. All in favor, motion carried.
- Snow Plow Plan: The city has capabilities to do Snow Plowing. There was discussion about what areas and if Saint Stephen should bring this in house. It was determined that the City of Saint Stephen will take some plowing in house, however, there needs to be a meeting with Burski to ensure who is going to plow what areas to ensure there is full coverage throughout the city. The City of Saint Stephen needs to finish their plow truck prior to winter. Bob will give Kurt an invoice for the plow.
- Public Meeting: The meeting was opened to a Public Meeting at 7:00pm for a variance request for Josh and Cassie Markgraf. There were three opportunities for anyone in the audience to voice any concerns or questions. There were no concerns or questions. There was a motion to close the public hearing from Thomas Vouk, and seconded by Gene Skaj. All in favor, motion carried.
- 1206 6<sup>th</sup> Ave SE: This request is for a variance for Joshua and Cassandra Markgraf. They would like to remove a 23x23 detached garage and put up at 40x55 shed. This puts them over by roughly 150 square feet on the detached shed. There was a motion to approve the variance request by Gene Skaj, and seconded by Steve Trobec. All in favor, motion carried.
- Parks: There was discussion surrounding the weed issues in parks. There are several bids regarding weed control for parks/the baseball field. There was the determination to do weed killer only on the ballparks and parkway. Ken is to ensure it is weed killer only and not "Weed and Feed." AAA was the least expensive bid for weed killer. There was a motion to approve AAA for weed control by Gene Skaj, and seconded by Danita Traut. All in favor, motion carried.



REPORTS OF BOARDS AND COMMITTEES (Continued):

- Planning Commission: There was no August meeting. The planning committee is still accepting applications for a new member. There are currently are four active permits, three have been in process since the spring and one new permit request for an accessory building that is currently in process. Next planning meeting will be September 10<sup>th</sup> at 6:30pm.
- Personnel: There is a new clerk candidate, Heather Imdieke. There was a motion to hire Heather as the new Clerk for the City of Saint Stephen, conditional on a background check. There was a motion to approve by Gene Skaj, and seconded by Danita Traut. All in favor, motion carried. There was an additional motion to make Heather a check signer and on the safe deposit box. The motion was made to approve by Thomas Volk, and seconded by Steve Trobec. All in favor, motion carried.
- Health Committee: No report.

SHERIFF'S REPORT: Deputy Klein reported there were six traffic stops, and two citations. One was for speeding 45 in a 30 and the other was for window tint. There were two warrants, one moved out of the county and the other was arrested. There were 37 hours of contract in the last month.

UNFINISHED BUSINESS:

- Edward Peternell: Came forth to request to be grandfathered-in to have a feed lot as his family had previously had one near their house, it has been inactive since 1994 but would like to have the cows near his home again. It was determined that Edward would need to go forth to city planning and have them make recommendations to council. There was a motion to have Edward go forth with the planning committee on their September 11<sup>th</sup> meeting by Thomas Vouk and the motion was seconded by Steve Trobec. All in favor, motion carried.
- White Oak County Estates: No report
- East Crest Development: No report
- Follow Up Attorney Response: There was a letter sent, letter was acknowledged, with no response.
- Fire Department 75<sup>th</sup> Anniversary Event: Lisa reported that there has been \$9,600 in donations so far, and more are expected. Games are being planned, meals have been planned, and there will be prizes. There will also be a silent auction.
- Military Convoy: There will be a military convoy from Canada down to New Orleans on October 15<sup>th</sup> and they will be stopping in Saint Stephen between 9:00am and 9:15am. Saint John's University will be donating rolls, donuts, and cookies to be shared with convoy members and they will also be for sale. All proceeds will go toward the convoy. Saint Stephen will use their Fire Trucks and the Sheriff's department will be helping. Mike Legatt has made dash plaques that say "Saint Stephen" as a gift.
- Winter Extravaganza: Saint Nick program will be December 1<sup>st</sup>. The Winter Extravaganza will be on December 8<sup>th</sup> at 11:00am.

NEW BUSINESS:

- Donation Resolution: There are donations for the St. Stephen Fire Department 75<sup>th</sup> anniversary event. There is a motion to approve donation #09042024 made by Gene Skaj and seconded by Thomas Vouk. All in favor, motion carried.

ADJOURNMENT: A motion was made by Steve Trobec, seconded by Thomas Vouk, to adjourn the meeting. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Heather Imdieke, City Clerk

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

**RESOLUTION NO. 10022024-1**  
**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:

Donated from: Saint Stephen Relief Association - \$10,000

Fund to go to: Fire 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 2th day of October, 2024.



Mayor



City Clerk



**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
2024 GENERAL ELECTION**

**WHEREAS**, Minnesota General Election: Tuesday, November 5, 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~~ <sup>General</sup> ~~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

Marian Fischer  
Rick Swenson  
Angela Peternell  
Heather Imdieke

**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 ~~November 5, 2024~~ <sup>Oct 2, 2024</sup>, by a vote of 5 Yes and 0 No.

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

ATTEST:

  
\_\_\_\_\_  
Heather Imdieke, City Clerk

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Donated from: Colorful Concepts Painting: \$500.00 - St. Stephen American Legion: \$2,500.00 – Fiedler’s: \$500.00 – Anonymous: \$500.00 – Friedrich’s: \$1,500.00 – River Runners Inc: \$1,000.00 – Howie’s Corner Bar & Grill: \$1,000

Fund to go to: The Fire Department 75<sup>th</sup> Anniversary Event

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

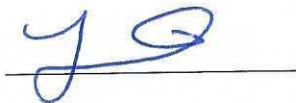
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City Clerk