

**St. Stephen City Council
AGENDA**

JANUARY 4, 2006

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING(S):

READING OF BILLS:

READING OF RECEIPTS:

TREASURER'S REPORT:

PETITIONS, REQUESTS & COMMUNICATIONS:

REPORTS OF BOARDS & COMMITTEES:

1. Park Board
2. Planning Commission
 - A. Comprehensive Plan Progress
 - B. ~~Vacancies and Candidates for appointment~~
3. Road and Bridges
4. Police Department
5. Fire Department
 - A. Status of annual maintenance to the generator.

UNFINISHED BUSINESS:

1. Taking down Christmas decorations.
2. Review salaries of elected officials and city employees.
3. Review retaining S.E.H. for City Engineering needs
4. Review retaining Rajkowski, Hansmeier LTD as our City Attorney
5. Review designating an official newspaper
6. Review designating a depository
7. Suggested Appointments
 - A. Acting Mayor:
 - B. Police Commission:
 - C. Health Commission:
 - D. Park Board:
 - E. Planning Commission:
 - F. Road and Bridge:
 - G. Road Overseer
 - H. Permit Inspector
 - I. Civil Defense
 - J. Fire Department

NEW BUSINESS:

ADJOURNMENT:

SPECIAL MEETING NOTICE

THERE WILL BE A CONTINUATION MEETING
OF THE COMBINED ST. STEPHEN CITY COUNCIL

AND

ST. STEPHEN PLANNING COMMISSION

ON

JANUARY 9, 2006 AT 7:00 P.M.

SUBJECT

COMPREHENSIVE PLAN FOR ST. STEPHEN

MINUTES
ST STEPHEN CITY COUNCIL MEETING
JANUARY 4, 2006 – 7:30 p.m.

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE All Together.

MEMBERS PRESENT: Karen Peternell, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Jim Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

MEMBERS ABSENT: None.

MINUTES OF PREVIOUS MEETING: Use of Thomas J. Vouk's full name when recording the minutes was requested as a correction to the minutes. Thomas J. Vouk made motion to accept minutes of the December 7, 2005, meeting with this correction. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

St. Stephen State Bank	Fee for Returning Cancelled Checks	\$ 48.00
Scott Rudolph	Two Hours' Sanding	50.00
Alice Supan	Office Supplies from Office Depot	57.35
Trobec's Bus Service, Inc.	Repair of Snow Plow Truck	1,596.02
S E H	Professional Services	1,685.90
Stearns Electric Association	Well Siren and Fire Hall	224.00
Stearns Electric Association	Streetlights	391.00
Rajkowski Hansmeier	General and Criminal Matters	366.50
Qwest	Phone Service	61.47
Xcel Energy	Natural Gas – All Sites	936.89
Nancy Vouk	Cleaning Supplies	44.74
P E R A	4 th Qtr 2005 Contribution to DCP	212.50
P E R A	4 th Qtr 2005 Contribution to Co-Ord	191.86
U S Cable	Internet Service	26.70
United States Treasury	4 th Qtr 2005 Social Security	1,071.48
United States Treasury	4 th Qtr 2005 Medicare	301.19
St. Stephen Equipment Fund	Gambling Proceeds	2,000.00
Edgen's Direct Service, Inc.	Diesel for Snow Plow	79.98
LeRoy J. Supan	Snow Removal and Equipment	16.00
Ken Fournier	Three Park Board Meetings	40.00
Janelle Fleischhacker	Four Park Board Meetings	40.00
Tim Supan	Chairman for Two Park Board Meetings	40.00
Karen Peternell	Four Park Board Meetings	40.00
Rusty Paggen	Four Park Board Meetings	40.00
Jody Umerski	Two Park Board Meetings	20.00
LeRoy J. Supan	Three Park Board Meetings	30.00
Don Supan	One Park Board Meeting	10.00
Brian Fleischhacker	30 Hours use of Equipment for Snow Rem.	240.00
Doug Legatt	33 Hours of Snow Removal	1,815.00
Joe Gordon	9.25 hours of Training for Snow Rem.	213.56
Eric Larson	23.75 hours of Snow Removal	548.33
	Total Bills	\$ 12,438.47

Clerk also read a statement of the fire fighters pay for the last six months of 2005 which totaled \$9,918.00. Rusty Paggen made motion to pay bills as read. Karen Peternell seconded the motion. Motion carried.

READING OF RECEIPTS:

St. Stephen State Bank	December Checking Interest	\$ 185.86
League of Minnesota Cities	Dividends for 2005	3,784.00
Stearns Electric Association	Capital Gains	128.07

Stearns Electric Association	Capital Gains	\$ 25.33
State of Minnesota	L G A, Ag Credit, R.E. Credit	53,807.59
Stearns County	November Court Fees	320.00
Annette Majerus	Rental of Facilities	25.00
Firemen's Relief Association	Gambling Proceeds	2,000.00
	Total Receipts	\$ 60,275.85

TREASURER'S REPORT:		
	Beginning Balance	\$ 138,128.44
	Add: December Deposits	82,820.09
		220,948.53
	Less: December Checks	63,436.04
		157,512.49
	Add: December Interest	185.86
	New Checkbook Balance	\$ 157,698.35
INVESTMENTS:		
	St. Stephen State Bank Certificate # 20	\$ 44,858.83
	St. Stephen State Bank Certificate # 21	41,140.82
	St. Stephen State Bank Certificate # 22	40,976.47
	Total Investments	\$ 126,976.12

Thomas J. Vouk made motion to accept the Treasurer's Report. Karen Peternell seconded the motion. Motion carried.

PARK BOARD: Ice rink is open as of now. Lights are on and port a potties have been ordered. Contacted Rick Hlebain about access to clear a pathway on their lots. Anyone addressing the council is asked to come forward to the front seat so we can better tape our meetings. Tri Rec meeting is coming up. Last year's donation to the program was one thousand dollars. This year's donation will be at least that much and more if financially possible. Concern of the Park Board is that the Planning Commission representative almost never appears at the park meetings. Chairman of the Planning Commission was instructed to address this problem at the next meeting. Thomas J. Vouk made motion to authorize a one thousand dollar contribution to the Tri Rec Program. Karen Peternell seconded the motion Motion carried. Clerk was instructed to start a file identified as potential expenses for 2006 so Park Board can go over it. Skating Pond at Pond's Edge Park is officially closed for the season due to bad weather conditions. Signs have been posted warning of danger. Clerk was instructed to send letters to all residents of the city warning of the danger at Pond's Edge Park Pond. (in collaboration with LeRoy J. Supan)

PLANNING COMMISSION: Karen Peternell gave a report on the meeting she attended in Baxter, Minnesota. M P C A is being sued right now, therefore no permits are being issued. Systems using under ten thousand gallons per day are still governed by Stearns County. However, once they accumulate enough small systems, they will then have M P C A come down on them. Invitation to come and see the water system in Cass County will be taken up by the mayor and council member Karen Peternell. Dan Schultz presented a new idea for his shed which was still not acceptable, so he decided to wait until ordinances are reviewed and revised to present any other plan. Perry Nistler presented a check list for developers to follow. That check list is now at the attorney's office. Suggest posting parks and ponds prohibiting snowmobiles and four wheelers before the snow ever comes. Continuation of combined meeting of City Council and Planning Commission is scheduled for January 9, 2006, at 7:00 p.m. in the city hall.

ROAD AND BRIDGE: Nothing new form the county. As soon as the resolution comes from the attorney, we will send it on to the county. Entrance to and exit from Smoley Addition are quite similar to the grade problem on 6th Avenue S. E. Roger Trobec asked if we are going to do anything with 12th Avenue N.E. We must keep it on our minds. Randy Sabart suggests getting right of way in order on 12th Avenue N.E. so that all is ready to go in Spring, 2006, when construction begins. Deferred action until after joint meeting.

POLICE DEPARTMENT: No reports on December activity.

FIRE DEPARTMENT: Election of officers keeping all officers as were last year. Ray Trobec, Fire Chief and Roger Trobec, Assistant Fire Chief and Training Officer. Brian Quaal, Greg Supan, and Gene Skaj are captains. Jeff Draais is Secretary, Captain. Roger Trobec made motion to authorize yearly maintenance on generator. Rusty Paggen seconded the motion. Motion carried.

HEALTH COMMITTEE: Repeat complaints about one property in city. Mayor suggested we take it to the attorney and get his opinion. Elderly resident claims neighbor is burning something in stove that makes the air so bad, she can't spend time outside. Thinks it is some kind of chemical. Approach the problem by asking what is being burned. If smell occurs, she should call so smell can be verified.

Christmas decorations will be taken down on Saturday, January 7, 2006, at 8:30 a.m.

Salaries of elected officials and city employees was reviewed. Following is a schedule of salaries:

Mayor	\$ 175.00 per month - Same
Clerk	675.00 per month - Raise from \$575.00
Council	100.00 per month - Same
Treasurer	150.00 per month - Raise from \$85.00
Janitor	100.00 per month - Same
Permit Inspector	25.00 per site - Same
Election Judge	7.50 per hour - Same
Yard Work	8.00 per hour - Same
Machine Hire	8.00 per hour - Same
Mileage	40.5 cents per mile - Same (Federal Rate)
Special Meeting	40.00 per meeting - Same
Planning Commission	20.00 per meeting - Raise from \$10.00
Planning Chairman	30.00 per meeting - Raise from \$20.00
Planning Recorder	30.00 per meeting - Raise from \$10.00
ParkBoard	20.00 per meeting - Raise from \$10.00
Park Chairman	30.00 per meeting - Raise from \$20.00
Park Recorder	30.00 per meeting - Raise from \$10.00
Conference	100.00 for all Day - Same

Clerk's salary is raised to \$15.00 per hour or \$100.00 per month using a base of 45 hours per month for a minimum. Karen Peternell made motion to raise clerk's salary \$100.00 per month effective immediately. Thomas J. Vouk seconded the motion. Motion carried. Roger Trobec made motion to raise Treasurer's salary to \$15.00 per hour using a minimum of ten hours per month. Karen Peternell seconded the motion. Motion carried. Both the Clerk and the Treasurer were advised to keep track of the hours they worked and report back in May, 2006. Janitor was raised in 2004 and has an opportunity to request extra hours. Mileage will be 40.5 cents per mile or the federal rate. Roger Trobec made motion to leave the rest of the salaries alone. Karen Peternell seconded the motion. Motion carried.

Thomas J. Vouk made motion to raise the salary of the park board and planning commission from \$10.00 per meeting to \$20.00 per meeting and the chairman of each board from \$20.00 per meeting to \$30.00 per meeting and to raise the recorder for the park board and for the planning commission from \$10.00 to \$30.00 per meeting. Rusty Paggen seconded the motion. Motion carried.

Roger Trobec made motion to retain S E H as our engineering firm for 2006. Karen Peternell seconded the motion. Motion carried. Roger Trobec made motion to retain Rajkowski Hansmeier as our legal firm for 2006. Karen Peternell seconded the motion. Motion carried. Roger Trobec made motion to retain the Sartell Newsleader as our official newspaper for 2006. Karen Peternell seconded the motion. Motion carried. Roger Trobec made motion to retain the St. Stephen State Bank as our depository for 2006. Karen Peternell seconded the motion. Motion carried.

Suggested 2006 Schedule of Assignments was presented as follows:

Acting Mayor	Thomas J. Vouk
Police Commission	Karen Peternell and Rusty Paggen
Health Commission	Roger Trobec and Karen Peternell

Park Board
Planning Commission
Road and Bridge
Road Overseers
Permit Inspector
Disaster Recovery
Fire Department

Karen Peternell and Roger Trobec
Rusty Paggen and Thomas J. Vouk
Roger Trobec and Rusty Paggen
Bob Hlebain and Jerome Suapn
Ben Supan
Frank Vouk
Ray Trobec and Roger Trobec

Karen Peternell made motion to accept the suggested assignments for 2006. Thomas J. Vouk seconded the motion. Motion carried.

Clerk was instructed to send a letter of thanks to Bob Hlebain for helping with Christmas decorations.

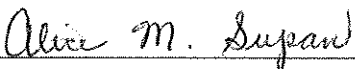
Karen Peternell reopened discussion about the proposed enlargement of Index 53. After listening to the tapes of the last meeting, it is clear the Planning Commission and the City Council made mistakes. Light Industrial requires forty foot setback from all street sides. Variance is required by Index 53 and they must be informed. Clerk will send them a letter. Carbon copy of this correspondence must be furnished to all of the council.

St. Stephen American Legion wishes to conduct 55 Alive Class in the city hall in the first quarter of 2006. Thomas J. Vouk made motion to waive cost of rental for use of the city hall for 55 Alive Class. Karen Peternell seconded the motion. Motion carried.

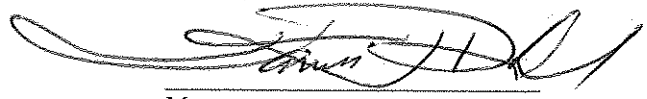
ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 9:55 P.M.

Respectfully Submitted,



Clerk



Mayor

MINUTES OF JOINT MEETING
ST STEPHEN CITY COUNCIL AND PLANNING COMMISSION
JANUARY 9, 2006 – 7:00 p.m.

CALL TO ORDER: 7:00 P.M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – City Council, Jim Dahl – Mayor, Alice Supan – Clerk from the city council. Sylvester Majerus, Patrick Kroll, Gerry Trobec, Al Then, Jerome Supan, Betty Pogatshnik, and Perry Nistler, and Ben Supan from the Planning Commission.

MEMBER ABSENT: James Dahl.

Purpose of this meeting is to further study proposals put forth by the Comprehensive Group for the City of St. Stephen. Ben Supan reported what happened at the first joint meeting. We already have covered chapters one, two, and three. Land Use is next study. Future Land Use Maps were distributed by Randy Sabart. The official zoning map is the rule. Future platting can be guided by Future Land Use Map. Jerome Supan questioned his land no longer being zoned heavy industrial on the new Future Land Use Map. Concern about adult entertainment gives cause for keeping heavy industrial area. In the end, our attorney will advise on this issue. The Planning Commission did not recommend all the changes that show on the Future Land Use Map and that is a great concern. Future Land Use Map is a very “fluid” document. Where will heavy industrial go? What, besides adult entertainment, do we foresee in heavy industrial? Patrick Kroll thinks we should keep heavy industrial for consistency. Tom Vouk set up a scenario about development. We must look at all criteria. Zoning map and Future Land Use Map must be tools the city can use. No need to pursue M P C A requirements because there is no new funding available.

Comprehensive Plan should be reviewed every two years. Roger Trobec desires to have the Land Use Map reflect the current zoning and extend business district, both south and west; not sure about north. Mayor suggests having two or three people who attended the business meeting have a conference call and come up with decisions which we thought were forthcoming. The whole Planning Commission will color their maps the way they think it should be and send them to Cynthia Strack. Betty Pogatshnik is wondering what happened to the maps they already colored. Mayor Dahl recommends deferring until later making a decision on any of this. Transportation Map is pretty much what the Planning Commission thought they would see. The northeast corner of the city shows a road going through wetland. City engineer suggests going around the wetland. Preliminary Park Plan shows area and search area. Future park development would be considered in the yellow area. Trails were included on a map the Park Board worked on and expected to see. They are not here. Large park is desirable with small neighborhood parks scattered around.

Housing components consider a variety of homes with different sizes and different prices. City should consider adopting State Building Code to keep proper balances. Federal, State, and local resources can provide information for housing supply versus demands.

Assisted living, apartments, and nursing home should be considered for the City of St. Stephen in view of the aging population. Perry Nistler reported that his company just put in a nursing home with well water and septic system. Patrick Kroll asked if federal funding was involved. Perry Nistler will check into this with the contractor. Chapter five, page thirteen shows a list of federal resources.

Next Planning Commission meeting is scheduled for February 13, 2006, at 7:00 p.m. It will be another joint meeting with the City Council.

ADJOURNMENT: There being no further business, Rusty Paggen made motion to adjourn. Karen Peternell seconded the motion.

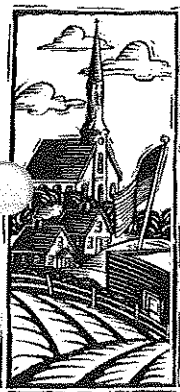
TIME: 9:30 p.m
Respectfully Submitted,

Alice M. Supan

Clerk

Mayor

City of St. Stephen



ST STEPHEN

2 Sixth Ave. S.E.
St. Stephen, MN
56375

320-251-0964

City Officials

James J. Dahl
Mayor

Rusty Paggen
Councilmember

Karen Peternell
Councilmember

Roger Trobec
Councilmember

Tom Vouk
Councilmember

Alice Supan
City Clerk

Dolores Supan
Treasurer

AGENDA

ST. STEPHEN CITY COUNCIL MEETING
FEBRUARY 1, 2006 - 7:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MINUTES OF PREVIOUS MEETING

READING AND APPROVAL OF BILLS

TREASURER'S REPORT READING OF RECEIPTS

PLANNING COMMISSION

ROAD AND BRIDGE

Jodi Teich requests time on the agenda.

FIRE DEPARTMENT

POLICE DEPARTMENT

PARK BOARD

CIVIL DEFENSE

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

SPECIAL MEETING NOTICE

THERE WILL BE A CONTINUATION MEETING
OF THE COMBINED ST. STEPHEN CITY COUNCIL

AND

ST. STEPHEN PLANNING COMMISSION

ON

FEBRUARY 13, 2006 AT 7:00 P.M.

SUBJECT

8:00 P.M. PUBLIC HEARING – INDEX 53

COMPREHENSIVE PLAN FOR ST. STEPHEN

MINUTES
ST STEPHEN CITY COUNCIL MEETING
FEBRUARY 1, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Thomas J.Vouk, Rusty Paggen, – City Council, Jim Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: Karen Peternell, council.

MINUTES OF PREVIOUS MEETING: Fire Department report on the January 4, 2006, minutes should show that Ray Trobec was re-elected to be Fire Chief and Roger Trobec was re-elected to be Assistant Chief and Training Officer. Thomas J. Vouk made motion to approve minutes of the January 4, 2006, meeting with this addition to the Fire Department report. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

U. S. Postmaster	Two Rolls of Stamps	\$	78.00
Alice Supan	San Disk, Copy Paper, Postage		108.08
Nancy Vouk	Janitorial Supplies		11.17
Bob Hlebain	11 Yards Salt Sand		396.00
Burski Excavating	Blading – Twice		375.00
U. S.Cable	Hi Speed Internet		50.01
Sartell Newsleader	One Legal Ad		50.63
Daisy A Day Floral & Gift	Green Plant to Hospital		26.70
Stearns Electric Association	Seasonal Bill for Generator		611.00
Stearns Electric Association	Seasonal Bill for Smoley Park		167.00
Stearns Electric Association	Seasonal Bill for Pond's Edge		167.64
Stearns Electric Association	Seasonal Bill for County Road 5		189.79
Stearns Co. Municipal League	2006 Membership Dues		25.00
Rajkowski Hansmeier	Criminal & General Matters		555.50
Qwest	Phone Service		60.86
S E H	Professional Services		1,032.71
Xcel Energy	Natural Gas – All Sites		1,090.34
Stearns Electric Association	Fire Hall and Well Siren		341.00
Stearns Electric Association	Streetlights		757.00
Minnesota Revenue	State Tax Withheld		260.50
Doug Legatt	Snow Plowing		440.00

Rusty Paggen made motion to pay bills as presented. Thomas J. Vouk seconded the motion. Motion carried.

READING OF RECEIPTS:

Stearns County	December Court Fees	266.68
St. Stephen State Bank	January Checking Interest	226.47
Northern P C S Services	Antenna Lease	120.00
Index 53	Fee for Public Hearing	100.00
St. Stephen Fire and Rescue	Payroll – 2 nd Half 2005	10,676.73
Stearns County	Final Tax Settlement – 2005	1,049.50
U. S. Cable	Franchise Fees – 4 th Qtr 2005	659.88

TREASURER'S REPORT:		
	Beginning Balance	\$ 157,698.35
	Add: January Deposits	60,036.67
		217,735.02
	Less: January Checks	21,658.24
		196,076.78
	Add: January Interest	226.47
	New Checkbook Balance	\$ 196,303.25
INVESTMENTS :		
	St. Stephen State Bank Certificate # 20	\$ 44,858.83
	St. Stephen State Bank Certificate # 21	41,659.31
	St. Stephen State Bank Certificate # 22	41,493.24
	Total Investments	\$ 128,011.38

Thomas J. Vouk made motion to approve Treasurer's Report. Roger Trobec seconded the motion. Motion carried.

PLANNING COMMISSION: Ben Supan reported on the last meeting. Election of officers took place. Those elected were as follows: Ben Supan – Chairman, Jerome Supan – Vice Chairman, Patrick Kroll – Temporary Recorder. Betty Pogatshnik plans to resign. There was some discussion about the Vice Chairman also receiving \$30.00 per meeting. At this point, another correction to the minutes of the last meeting was made. Roger Trobec made motion to correct the minutes to show raise for the recorders of both the Planning Commission and the Park Board to \$30.00 per meeting from \$10.00 per meeting. As far as the Vice Chairman is concerned, more discussion will take place later in the year, prior to budget time. Mayor Dahl requests that the Ex Officios add comments when the Mayor calls on various commissions. New Comprehensive Plan Land Use Map has been sent to Municipal Development Group, Inc. Next joint meeting with the City Council is scheduled for February 13, 2006, at 7:00 p.m. No business announced yet for Planning Commission, therefore the February meeting will be cancelled if none are forthcoming by February 6, 2006. All requests for Planning Commission should come by way of the City Clerk. Mayor Dahl reported that Brockway Township wants to move forward. Joint Meeting was suggested, but the Mayor prefers that he and another council member attend one of their meetings. An effort will be made to get the two Planning Commissions working together.

At 8:10 p.m. Mayor Dahl recognized Mark Koehn and Jeff Johnson from the Stearns County Assessor's Office. Local Board of Equalization Meeting will be held on April 19, 2006, at 7:00 p.m. in the St. Stephen City Hall.

The Planning Commission has been operating with eight members, one short of what is needed. Recorder must be replaced now. Search will begin for additional members.

ROAD AND BRIDGE: Jodi Teich presented latest plans for C S A H 5 Project. Total estimated cost to the City of St. Stephen is \$191,252.12 which includes \$57,380.84 worth of Right of Way costs incurred on various properties in the city. Stearns County could finance payments through Randy Schreifels, Stearns County Auditor, in the event the city runs out of money.

Roger Trobec made motion to adopt resolution and agreement for the costs of C S A H 5 Project in the amount of \$191,252.12. Rusty Paggen seconded the motion. Mayor Dahl has a financial concern. One more concern is that one council member is absent tonight and the mayor feels this is far too large a project to decide without her input. Mayor suggests March 1, 2006, for making a final decision on this project. Thomas J. Vouk asked what is the latest date Jodi Teich can have an agreement with St. Stephen. She must have all papers signed and in place six weeks from now. Poll of Council on this issue follows: Roger Trobec – Aye, Thomas J. Vouk – Nay, Jim Dahl – Nay, Rusty Paggen – Aye. Motion fails at this meeting.

Roger Trobec made motion to take up this discussion and vote at the February 13, 2006, meeting. Karen Peternell should be sent all the information and brought up to speed on it. Thomas J. Vouk seconded the motion. Motion carried. Mayor Dahl voted Nay on this motion. After this snow removal season, specs on a different snow plow truck will be studied.

FIRE DEPARTMENT: Roger Trobec reported that the Sprint cards for the fire department computers equal the antenna lease which the city is now getting. Roger Trobec requests that the city reconsider and give that money to the Fire Equipment Fund. Question came up. What does it cost to run a fire department? Thomas J. Vouk has no qualms with how the department is run, but would like to see their budget. Thomas J. Vouk made motion to send P C S Services check for antenna lease to the fire department equipment fund. Rusty Paggen seconded the motion. Motion carried.

PARK BOARD: No meeting until next week, therefore no report.

POLICE: None.

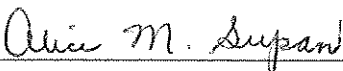
UNFINISHED BUSINESS: Randy Sabart reported new rankings about wastewater treatment plans. New policy solicited St. Stephen to rerank the project. New rules would require a new study on our septic systems. Estimated costs for this would run about \$15,000.00 to meet M P C A requirements. In plain words continuing with this project WILL cost the city money. Most money M P C A has will be used to update existing systems, not for new systems City's expense of another \$20,000.00 will not gain us anything more affordable. Association of Small Cities might have some information for us regarding alternative systems. If the Ferche development goes forward, we will have something to help us decide our next move.

NEW BUSINESS: None.

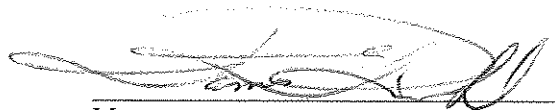
ADJOURNMENT: There being no further business, Thomas J Vouk made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 10:35 P.M.

Respectfully Submitted,



Clerk



Mayor

MINUTES

JOINT MEETING ST STEPHEN CITY COUNCIL AND PLANNING COMMISSION
FEBRUARY 13, 2006 – 7:00 P.M.

CALL TO ORDER: 7:00 P.M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell – City Council, Thomas J. Vouk – Acting Mayor, Alice Supan – Clerk. Ben Supan – Chair, Patrick Kroll, Al Then, Gerald Trobec, Betty Pogatshnik – Planning Commission.

ABSENT: James Dahl – Mayor, Perry Nistler, Sylvester Majerus – Planning Commission.

MINUTES OF PREVIOUS MEETING: Rusty Paggen made motion to accept the minutes of the January 9, 2006, joint meeting of City Council and Planning Commission as presented. Roger Trobec seconded the motion. Motion carried. Correction to Fire Department report in the February 1, 2006, minutes. Roger Trobec requests that the city reconsider and give the antenna lease money to the Fire Equipment Fund instead of to the fire department. Correction to the Road and Bridge report in the February 1, 2006, minutes also. Delete the line that says Mayor Dahl is neither for or against this project. Rusty Paggen made motion to accept the minutes of the February 1, 2006, meeting as printed. Roger Trobec seconded the motion with the above corrections. Motion carried.

Three city bills and the Fire Department bills were presented for payment. Karen Peternell made motion to pay the bills as presented. Roger Trobec seconded the motion. Motion carried.

Acting Mayor Thomas J. Vouk proceeded to the County Road 5 Project. Karen Peternell asked about the city parcel right of way. She was informed there would be no money transacted. Credit would be given the city on the bill which the county will eventually be sending. The city must sign a Waiver of Compensation tonight in order to have this happen. Right of Way in the amount of \$57,380.84 plus city share of construction costs of \$133,871.28 equals total cost to the city of \$192,252.12, estimated at this time. Councilman Trobec requests a copy of the engineer's letter dated February 9, 2006, be attached to these minutes. Jodi Teich must have Waiver of Compensation form signed tonight. Roger Trobec made motion to enter into an agreement with Stearns County on project SP 73-605-09. Rusty Paggen seconded the motion. Roll Call: Roger Trobec – Aye, Rusty Paggen Aye, Thomas J. Vouk – Aye, Karen Peternell – Aye. Motion carried, unanimous vote.

Since it was twenty minutes until Public Hearing time, acting mayor Vouk started discussion on Comprehensive Plan. Cynthia Strack from the Municipal Development Group, Inc. announced that this all began in October, 2004, so we have had lots of time for discussion. Reviewed City Land Use Map as revised by the Planning Commission and requested that the commercial district to the northwest be broadened and two additional areas for heavy industrial be added. Karen Peternell requested the fifteen acre parcel they own should be zoned the same, preferably low density residential. Karen Peternell prefers the whole forty acres be changed. County Road 2 South should also be commercial.

Acting Mayor Vouk closed the Joint Meeting at 8:05 p.m.

Public Hearing was opened at 8:05 p.m. Clerk Supan read the purpose of the Public Hearing. Lawrence Rudolph requests a variance on his property located at 306 Main Street East, St. Stephen, so he can add twenty feet to the length of the north side of his building and continuing east for another 15 (?) feet. He needs a variance because he is nine feet short of required space. Planning Commission went through Finding of Facts and then recommended the council approve this request. Clarence Schuneman asked if measurements were same for Larry Rudolph as for Clarence Schuneman when Stearns County purchased Right of Way. His answer was "Yes" and Clarence has no objection. Acting Mayor Vouk asked for any more comments or objections. None were forthcoming. Public Hearing was closed at 8:15 p.m.

Acting Mayor Vouk reopened the regular Joint Meeting at 8:15 p.m.

Roger Trobec made motion to grant a variance to permit construction closer to the road than is outlined in our ordinance thus allowing less than a forty foot setback. Rusty Paggen seconded the motion. Motion carried. Councilman Trobec wants a description of Finding of Facts included in these minutes. See attached.

Back to the Comprehensive Plan. Heavy Industry on outskirts of city is a good plan. Patrick Kroll suggested adding 30 acres Light Industrial on west side of County Road 2 South. Area around the church should be changed to Mixed Residential allowing for possible assisted living facilities. Area to the west would be a perfect place for cluster system wetland. Transportation Map was altered only slightly. Everything looks pretty good allowing more options coming off of County Road 2. Correct names for all of our parks are: Pond's Edge Park, Hlebain Memorial Park, Legion Memorial Park, Smoley Park, Lions Park, and St. Stephen Parkway. Referring to the Park Map, trails should join the yellow circular marks for new parks. They should also be in relation to County Roads 2 and 5.

Acting Mayor Vouk asked about a mission statement. Municipal Development Group, Inc. could surely furnish one. Control future growth and protect the character of the city are some things the city would like to see in a mission statement. Date of next meeting is March 13, 2006, at 7:00 p.m. This should be another joint meeting and everyone in the city should receive notice of public hearing. Rusty Paggen made motion to set the public hearing for 7:30 p.m. on March 13, 2006, to consider Comprehensive Plan for St. Stephen. Karen Peternell seconded the motion. Motion carried.

Chief Ray Trobec asked what time the firemen should come for the next regular city meeting and was advised they would be first on the agenda, about 8:00 p.m. Chief Trobec also reported that the State of Minnesota is looking for land to put up a 800 mhz tower. Anyone interested should come forward.

Park Department is requesting \$3,000.00 instead of the usual \$2,500.00 for summer program use. They also request a person from the Planning Commission to attend the Park Board meetings. Karen Peternell made motion to give \$2,000.00 instead of \$1,500.00 to Youth Baseball and Softball Summer Program through the Park Department. Roger Trobec seconded the motion. Motion carried.

Household Hazardous Waste Pickup is scheduled for September 23, 2006, at the City Hall Site. Clerk Supan was instructed to call Troy and suggest to him the problem of road construction.


ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME : 9:50 P.M.

Respectfully Submitted,

Alice M. Supan
Clerk

Thomas Vouk
Acting Mayor



AGENDA
ST. STEPHEN CITY COUNCIL MEETING
MARCH 1, 2006 – 7:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE – All Together

MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

FIRE DEPARTMENT

Ray Trobec will present semi annual report.

ROAD AND BRIDGE

Status of C S A H 5 Project



PLANNING COMMISSION

Status of Commission Membership

CIVIL DEFENSE

POLICE COMMISSION

HEALTH COMMITTEE

PARK DEPARTMENT

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT



TIME

MINUTES
ST. STEPHEN CITY COUNCIL MEETING
MARCH 1, 2006

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – City Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Minutes of joint meeting with the Planning Commission were corrected as follows: James Dahl was not recorded as absent and the time of the meeting was actually 7:00 p.m. Thomas J. Vouk, made motion to accept minutes of the February 13, 2006, meeting with the stated corrections. Karen Peternell seconded the motion. Motion carried.

READING OF BILLS:

Joe Gordon	Plow – Sand City Streets	\$ 184.70
Eric Larson	Plow – Sand City Streets	161.61
Stearns County Sheriff's Office	Last Half 2005 Patrolling	8,130.00
Sartell Newsleader	Two Publications	163.13
S E H	Voided Voucher	
S E H	Professional Services	2,435.77
Eggen's Direct Service, Inc.	Diesel Fuel	60.30
Minnesota Copy Systems, Inc.	Maintenance Contract No. 4818	89.94
Rajkowski Hansmeier	Criminal & General Matters	1,777.17
Xcel Energy	Natural Gas	125.05
Xcel Energy	Natural Gas	701.45
Xcel Energy	Natural Gss	19.89
Qwest	Phone Service	60.61
Stearns Electric Association	Fire Hall and Well Siren	255.00
Stearns Electric Association	Streetlights	547.00
Jeff Draais	Computer Training	30.00
James Dahl	1 st Qtr 2006 Mayor Salary	478.56
Rusty Paggen	1 st Qtr Council Salary	355.49
Karen Peternell	1 st Qtr Council Salary	355.49
Alice M. Supan	1 st Qtr 2006 Clerk Salary	1,828.20
Alice M. Supan	Two Rolls of Stamps	78.00
Dolores M. Supan	1 st Qtr 2006 Treasurer Salary	415.57
Nancy J. Vouk	1 st Qtr 2006 Janitor Salary	289.98
Thomas J. Vouk	1 st Qtr 2006 Council Salary	355.49
Rajkowski Hansmeier	Legal Fees – Schumer Estates	190.00
Eric Larson	3 Hours' Snow Plowing	69.26
Doug Legatt	12 ½ Hours' Snow Plowing	687.50
Ziegler Cat	Repair Option Maintenance	1,015.00
Roger Trobec	1 st Qtr 2006 Council Salary	361.00

Total Bills \$ 21,221.16

Karen Peternell made motion to pay bills as presented. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS:

Stearns County	January Court Fees	\$ 479.34
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PARK DEPARTMENT: Mayor Dahl suggested turning down lights on skating area because skating is pretty well done this year.

Randy Sabart spoke about the master agreement between S E H and the City of St. Stephen which the city received today. Randy was asked to bring extra 8 ½ by 11 copies of park maps and land use maps when we have the public hearing. Jerome Supan had questions about 12th Avenue N. E. Randy Sabart feels some of these things are better left until after bids are let.

Jerome Supan requested use of the city hall for the American Legion annual get together on May 29, 2006. Rusty Paggen made motion to allow free use of the city hall all day on May 29, 2006, for the St. Stephen American Legion Club. Thomas J. Vouk seconded the motion. Motion carried.

HEALTH COMMITTEE: Karen Peternell asked if there was a setback as to how close manure can be spread to other property. She was advised to talk to Angie Berg, County Environmental Services.

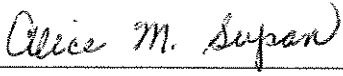
UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

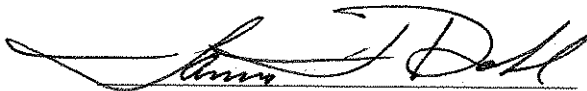
ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 8:55 p.m.

Respectfully Submitted,



Clerk



Mayor

MINUTES
JOINT ST STEPHEN CITY COUNCIL MEETING
AND PLANNING COMMISSION
MARCH 13, 2006

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Mayor James Dahl, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Ben Supan, Betty Pogatshnik, Perry Nistler, Jerome Supan, Gerry Trobec, Sylvester Majerus, Al Then, Patrick Kroll – Planning Commission.

MEMBER ABSENT: Karen Peternell – Council.

This meeting and public hearing is being held to hear the public opinion of our Comprehensive Plan. Mayor James Dahl welcomed all the people present. Nothing is in cement and all comments will be considered. Purpose is to take public testimony on Comprehensive Plan for the City of St. Stephen. The Comprehensive Plan is a broad look at all aspects of life in St. Stephen. Cynthia Smith Strack quickly went over all twelve chapters. See synopsis attached.

The Public Hearing opened at 8:00 p.m.

Dave Negaard asked if there are any plans for future sewer and water. Mayor Dahl said it's been on going for thirty years, but right now we stay on the list in case there is an opening, but right now also, we are studying cluster systems and ISTS always attempting to keep good drinking water and working septic systems. We concentrate on maintenance of existing systems. Don Supan asked, "Is agriculture just going to be pushed aside slow but sure?" Land use potential, no immediate zoning changes at this time. Orderly growth would be system whereby you cannot tell where City of St. Stephen ends and Brockway begins – and vice versa. Cynthia Strack said, "Orderly growth radiates from center of city outward. Try to protect ag operations further from urban core." Ben Supan suggested there are low interest loans available for updating septic systems for anyone who may need them. Patrick Kroll re-emphasized two primary reasons we are not able to get funding for sewer and water. Days of grant funds are over. Low interest loans are only available plan right now. We are just outside of the window for waste water loans. Randy Sabart reported we will keep our ear to the ground for opportunities, but the outlook is dismal. Median household income was that high that St. Stephen was disqualified from participation with R D A for grants and low interest loans. Jerome Supan told of incidence of plugged septic system after only three years even with good care. Upon investigation, the problem turned out to be radiation drugs. Mayor Dahl said, "We have not abandoned the plan, we just have to explore more ideas." Gerry Trobec asked if anyone questions the Land Use. None forthcoming. What about the Park Plan? None. Mike Gillen asked, "Has the size of the city changed in recent years?" Last land area that expanded the city was annexation of the Peternell property. Tentative growth for the city could accommodate this growth. Cynthia Strack said, "We want orderly, managed growth, not leap frogging over undeveloped land." Mayor Dahl asked the Planning Commission to go over the Comprehensive Plan. Land Use plan was utilized where existing roads are located. Agriculture pretty much remains where it was. Studied where future residential will be going. Want residential expansion where it currently is. Commercial development close to our high traffic areas. Chance of more commercial along those routes, but that will come in the future. Heavy Industrial where we already have it. No change now, but eventually may be. Adult entertainment requires that the city provide a heavy industrial area where they can locate if the owner agrees to sell. Mayor Dahl asked for any further comments. None came, therefore he asked for a motion to close the public hearing. Rusty Paggen made motion to close the public hearing. Thomas J. Vouk seconded the motion. Motion carried. The public hearing was closed at 8:31 p.m.

Regular meeting was reopened at 8:31 p.m.

Comp. Plan City of St. Stephen

■ **Chapter One: Introduction**

- Identifies the purpose of the plan: guide overall (re)development of the City.
- Identifies the scope of the plan - general areas of information included.
- Identifies how the plan was updated – community input, historical data, consultant and PC input, review of pertinent documents and input from community organizations/entities.
- Identifies community strengths & opportunities.

MDG, Inc. 1

Comp. Plan City of St. Stephen

■ **Chapter Two: Community Characteristics & Setting**

- Synopsis of community history.
- Information on community setting: geology, topography, wetlands, surface waters, soils and woodlands/vegetation.

MDG, Inc. 2

Comp. Plan City of St. Stephen

■ **Chapter Three: Demographics, Trends and Assumptions.**

- The State Demographer's Office 2004 population estimate for St. Stephen is 846, a 1.63% decline over the 2000 Census estimate of 880 persons.
- The Minnesota Demographer's Office and illustrates projected growth in the County by age. The projections indicated a significant increase in the population over 50 and a significant decrease those aged 20 and under. The data is reflective of the general aging of the population and will impact future demand for changes in housing types, public transportation needs and recreational opportunities
- 95% of housing units in St. Stephen are owner-occupied, 5% rented. When compared with similar communities in Stearns County the City of St. Stephen has the highest percentage of owner occupied units, the next closest is Rockville at 85% and 15% respectively. Less diverse housing mix.

MDG, Inc. 3

Comp. Plan City of St. Stephen

■ **Chapter Three: Demographics, Trends and Assumptions.**

- Strong core of traditional family households (married couples; family households).
- The City of St. Stephen has a very young populace. Median age in 2000 was 30.9 years, slightly lower than the county median age of 31.6 years and significantly lower than the state median of 35.4 years and national average of 35.3 years of age.
- Mn. Workforce Center estimates average wages for employees in St. Stephen to be \$334.00 per week, or \$8.35 per hour. The lower average wage within the City of St. Stephen is likely due to a higher concentration of jobs within the community in the service-providing domain rather than the goods-producing domain and the location of the community further away from the core of the St. Cloud metropolitan statistical area.

MDG, Inc. 4

Comp. Plan City of St. Stephen

■ **Chapter Three: Demographics, Trends and Assumptions.**

- 2000 Census median family income \$56,328, higher than several cities sampled mirrors that in unincorporated areas in the St. Cloud MSA.
- 2000 Census, 517 people in St. Stephen 25 years of age and older of which 91% graduated from high school, above the average of other political jurisdictions polled. A total of 10% or 52 individuals of the population obtained bachelors degrees or higher, below the average of other political jurisdictions polled.
- A total of 98% of the population of St. Stephen identify themselves as Caucasian, compared to 97% of those in Stearns County and 91% of the entire population in the State of Minnesota.

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Comp. Plan City of St. Stephen

Chapter Three: Demographics, Trends and Assumptions.

Summary of Population Projections Plus Estimated Households

YEAR	TOP DOWN	LINEAL	EXPONENTIAL	AVERAGE	HOUSEHOLDS
2005	1,021	1,030	965	1,005	337
2010	1,076	1,234	1,070	1,127	378
2015	1,200	1,479	1,175	1,285	431
2020	1,314	1,772	1,280	1,455	488
2025	1,447	2,124	1,385	1,652	554

*Based on 2.58 person per household

MDG, Inc. 6

Comp. Plan City of St. Stephen
Chapter Four: Land Use.

- Goals:
 - To maintain the integrity of existing development.
 - Promote cost effective and orderly future development and redevelopment patterns throughout the City.
 - To maintain and enhance the quality of life within the City.
 - To prevent and eliminate blight and resist deterioration of the developed areas of the City.

MDG, Inc. 7

Comp. Plan City of St. Stephen
Chapter Four: Land Use.

LAND USE TYPE	Acres	Percent
Agricultural/Farm Residence	602.06	28.50
Agricultural	526.92	23.70
Subd. Agricultural	1,158.98	52.20
Single Family Residential	260.82	11.70
Vacant Single Family*	583.99	26.50
Single or Two Family Residential	0	0
Multiple Family Residential	0	0
High Rise Apartment	0	0
Subd. Residential	844.81	38.00
Neighborhood Business District	8.91	.40
General Business District	12.77	.60
Vacant General Business*	28.60	1.30
Subd. Commercial	89.58	4.10

*"Vacant" acreage is that which does not contain structures, or areas of non-concentrated growth a density of 1 dwelling per 40 acres is assumed.

MDG, Inc. 8

Comp. Plan City of St. Stephen
Chapter Four: Land Use.

LAND USE TYPE	Acres	Percent
Light Industrial	4.06	.20
Vacant Heavy Industrial*	63.22	2.40
Subd. Industrial	57.28	2.60
Park	7.16	.30
School	23.87	1.10
Right of Way	110.32	5.00
Institutional/Right-of-Way Subd.	141.35	6.40
TOTAL	2,291.80	100

*"Vacant" acreage is that which does not contain structures; in areas of non-concentrated growth a density of 1 dwelling per 40 acres is assumed.

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Comp. Plan City of St. Stephen
Chapter Four: Land Use.

Figure 4.2
 Projected Gross Acreage for Residential Land Uses

Net Forecast Acreage	Right-of-Way	Park/Open Space	Gross Acreage Forecast
SF: 792	226	113	1130
MF: 5	1.5	.75	7

*ROW estimated at 20% of gross acreage.
 ** Park/Open space requirement assumes 10% dedication.

MDG, Inc. 10

Comp. Plan City of St. Stephen
Chapter Four: Forecast Land Use.

LAND USE	2005 Acres	2010 Acres	2015 Acres	2020 Acres	2025 Acres	Total Acres	Gross Acres
R1 - Single Family Residential*	146	123	159	169	195	792	1,029
R2 - Two, Three and Four Family Res.	1	1	1	1	2	6	7.5
Commercial	14	14	14	14	15	71	92
Industrial	3	4	3	4	3	17	22
TOTAL	163	142	176	187	214	862	1,151

MDG, Inc. 11

Comp. Plan City of St. Stephen
Chapter Four: Future Land Use.

- Map included in plan.
- Not the same as zoning map.
- Prefaced on orderly growth radiating outward for the core of City to promote meaningful extension of streets and services.

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Comp. Plan City of St. Stephen

■ **Chapter Five: Housing.**

- Purpose – Promote a variety of life-cycle housing types, values and rates so as to prevent polarization of community into one age or income group.
- Analysis of demographics related to housing, variety of lifecycle housing and housing affordability.
- Recommendations: adopt building code, participate in local/regional studies/programs, encourage senior housing and mix of rental as a means of diversifying the population and sustaining the community and encourage development to respect natural setting.

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Comp. Plan City of St. Stephen

■ **Chapter Six: Transportation.**

- Purpose – Examine impact of forecast growth on transportation system.
- Inventory of existing facilities:
 - Roadways described by classification, current and historical traffic volumes, transit service with sidewalks/trails addressed later.
- System Analysis – public input, existing plans and traffic projected traffic volume.
- Future Transportation Sketch Map.
- Recommendations: Promote continuity, implement access spacing and require developers to plat when feasible.

MDS, Inc. 14

sketching

Comp. Plan City of St. Stephen

■ **Chapters Seven & Eight: Sewer & Water**

- Purpose – Examine impact of forecast growth on transportation system.
- Inventory of existing facilities
- System Analysis – public input, existing plans and previous studies.
- Discussion of various wastewater treatment methods.
- Recommendations: Promote healthy public drinking water (wells); work to help ensure adequate wastewater treatment options (ISTS and Decentralized (Cluster) systems) and promote orderly growth so as to ease conversion to municipal systems in the event they become reality.

MDS, Inc. 15

Comp. Plan City of St. Stephen

■ **Chapter Nine: Municipal Buildings and Public Services**

- Purpose – Examine impact of future growth on municipal buildings and public services.
- Evaluation of existing structures, boards & commissions.
- Recommendations: consider need for a permanent office staff presence, review concept plans relating to the City's provision of services including, but not limited to, public administration and public protection services such as police and fire service if not available deny plat and institute a capital improvement/equipment program.

MDS, Inc. 16

Comp. Plan City of St. Stephen

■ **Chapter Ten: Parks, Trails and Recreation.**

- Purpose – Examine impact of future growth on park, trail and recreation systems.
- Inventory of existing facilities.
- Evaluation of existing system.
- Recommendations: future park/trail map; update subdivision standards relating to parkland dedication and ensure a variety of activities for all age levels including seniors (passive recreation opportunities).

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Comp. Plan City of St. Stephen

Chap Eleven: Economic Development

- Purpose - Evaluate presence of, purpose for and potential of economic (re)development within community.
- Overview of economic development: service providing domain prevalent, low amount of goods produced.
- Recommendations for commercial & industrial development: building commercial center radiating outward from Downtown corridor, promote CBD as place of destination reflective of community spirit, promote opportunities for gathering/community building, protect residential zones from incompatibility with higher intensity uses and promote diversification of tax base.

MDS, Inc. 18

Comp. Plan City of St. Stephen

Chap Twelve: Implementation

- Purpose – Highlight/consolidate implementation strategies previously identified in the document.
- Overview of implementation tools:
 - Zoning Ordinance.
 - Subdivision Ordinance.
 - Other sections of City Code.
 - Capital improvement plan.
 - Annexation agreements.
 - Review/Updating of Comprehensive Plan.
- Recommendations: adopt building code, update zoning and subd. Ordinances as defined, implement CIP, talk with Brockway Twp and revisit/update Comp. Plan as needed.

MDS, Inc. 19

Chapter Twelve-Implementation

Tools used to implement the Comprehensive Plan.

- Zoning ordinance
- Subdivision ordinance
- Capital Improvement Plan & Debt Management Study
- Orderly Annexation Agreement
- Comprehensive Plan Review & Updates

MDS, Inc. 20

Comp. Plan City of St. Stephen

- Thank you for the opportunity!
- Thank you for your comments.

MDS, Inc. 21

Generate questions anyone may have. Roger Trobec commented about cleaning up the Park Map. Park names are misspelled. Trail going from St. Stephen Parkway over to Smoley Addition and to Legion Park is moving along. LeRoy Supan will be back in two weeks. At that time, his information should go to Randy Sabart, city engineer, or to Cynthia Strack. Walking surface will be available along County Road 5 all the way to County Road 1 when the County Road 5 Project is complete. It is not okay to call it a trail because it does not meet all design standards. Mayor Dahl polled all Planning Commission members: Patrcik Kroll has no questions. Vesi Majerus asked, "Is trail connecting parks ok'd?" Just a suggestion, but they have a working agreement with Rick Hlebain. Four wheelers and snowmobiles must be addressed and provided a separate trail. Gerry Trobec has no questions. Jerome Supan asked why 2nd Street N.E. was curved to connect with 12th Avenue N.E. It was drawn according to a plat that was presented. Best intended use, but all negotiable. What about incorporating road rights of way that are not recorded? We will address that later, right now it is a legal matter. Betty Pogatshnik has no questions. Al Then has no questions. Ben Supan has no questions. Perry Nistler has no questions. If any questions come up, get them to the clerk and she will provide them to all council members. Thomas J. Vouk questioned the land use map. We did not follow what happened with other residential plans. Conflict of interest could taint integrity of the council. The Peternell property does not abutt an existing development. There is a major county road running along the property. Advised to bring it up again at the April meeting. Rusty Paggen has no additional comments. Mayor Dahl asked Randy Sabart for any observations. Not that he can put into words quickly. Mayor Dahl asked, "Is council prepared to put forth resolution at our next meeting?" Thomas J. Vouk agreed, Roger Trobec has no problem, Rusty Paggen is all okay. Clerk advised to post normal meeting notice before April 5th, 2006, meeting, inviting all citizens to attend. Planning Commission instructed to bring their recommendation to the April meeting.

Mayor Dahl requested approval of fire department bills. Thomas J. Vouk made motion to pay bills as read by the clerk. Rusty Paggen seconded the motion. Motion carried.

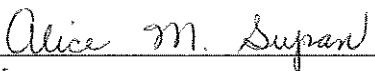
Roger Trobec had another announcement. Emergency generator did not kick in on Sunday night when we had a power outage in the City of St. Stephen. He followed instructions, but the generator would not continue to operate. He tried starting it about ten times. The earliest Ziegler Cat can come to check it over is two days, so he requested their service as soon as they can come. Mayor Dahl made motion for reviewal and implementation of generator maintenance under auspicious direction of Roger Trobec. Rusty Paggen seconded the motion. Motion carried.

Another subject brought to the attention of the council is a pit bull dog that seems to hold certain residents hostage at various times. The dog comes from the west side of the city. Roger Trobec suggested a dog trap. The Stearns County deputy has been called but did not pick up the dog. Thomas J. Vouk and Roger Trobec have been assigned the task of solving this problem. Roger Trobec desires use of a dog trap until the right dog is trapped. They will contact Sheriff Sanners to get process going.

ADJOURNMENT: There being no further business, Thomas J. Vouk made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 9:15 P.M.

Respectfully Submitted,


Clerk


Mayor

AGENDA
ST. STEPHEN CITY COUNCIL MEETING
APRIL 5, 2006 – 7:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE – All Together

MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PARK DEPARTMENT

Bids for Grass Cutting will be opened.

Avon Man would like to bid for Portable Toilet service.

ROAD AND BRIDGE

Bid for Street Sweeping.

PLANNING COMMISSION

CIVIL DEFENSE

POLICE COMMISSION

FIRE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

Liquor License letters will be sent in April.

Comprehensive Plan

NEW BUSINESS

Will Justin renewing American Legion Gambling License.

ANNOUNCEMENTS

ADJOURNMENT

TIME

MINUTES
ST. STEPHEN CITY COUNCIL MEETING
APRIL 5, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – City Council,
James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

Mayor Dahl advised that City Attorney Jovanovich will be here at 8:00 at which time we will go to Comprehensive Plan immediately.

MINUTES OF PREVIOUS MEETING: Addition of one bill to Reading of Bills, Council Salary for Roger Trobec. Fire Department report should read "Sky Warn Seminars" instead of Klug. Five did attend and became "spotters". Remove part about captains because it was acted on January 4th. Ron Bkenkush said they have two different funds – not two sets of books. Antenna Lease should go to the Fire Department Equipment Fund – that being decided at February meeting. The check will be deposited to the Fire Equipment Fund by the Treasurer. Thomas J. Vouk made motion to accept minutes of the March 1, 2006, meeting with the above corrections. Karen Peternell seconded the motion. Motion carried. Thomas J. Vouk made motion to accept minutes of the March 13, 2006, meeting as presented. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

Petty Cash	To Replenish Fund	50.00
U. S. Postmaster	Two Rolls of Stamps	78.00
Stearns Electric Association	Fire Hall and Well Siren	226.00
Stearns Electric Association	Streetlights	397.00
Nancy Vouk	Garbage Can – Ladies Bathroom	4.80
LeRoy J. Supan	Snow Removal and Key	11.30
Xcel Energy	Natural Gas – Fire Hall	803.33
Xcel Energy	Natural Gas – Maintenance Bldg	79.01
Xcel Energy	Natural Gas – Old School	23.64
Rajkowski Hansmeier	Criminal & General Matters	510.00
Qwest	Phone Service	59.86
S E H	Comprehensive Plan	510.00
S E H	Professional Services	728.37
Nelson's Toilet Rental	Portable Toilets	194.90
Sartell Newsleader	Grass Cutting Ad	56.25
U S Cable	Cable Service	100.02
P E R A	1 st Qtr Contributions	450.57
U. S. Treasury	1 st Qtr Contributions Soc Sed & Med	2,132.08
Ziegler Cat	Repairs to Generator	1,623.73
Municipal Development, Inc.	Final 10 % Due	1,778.95
Doug Legatt	4 Hours Snow Plowing	220.00
Joe Gordon	6 Hours Sanding Streets	138.53
St. Stephen Fire Relief Association	Annual Contribution to Pension	5,616.00

Total Bills \$ 15,092.34

Rusty Paggen made motion to pay the bills as presented. Thomas J. Vouk seconded the motion. Motion carried. All bills from the fire department were read. Some question about a check for the pension fund.

Jeff Draais, Roger Trobec, Alice Supan, and Dolores Supan were instructed to meet and discuss this matter and settle it properly.

READING OF RECEIPTS:

St. Stephen State Bank	February Checking Interest	183.18
Stearns County	February Court Fees	518.02
St. Stephen State Bank	March Checking Interest	144.03
St. Stephen Lions Club	Share of Portable Toilet for 2005	180.00
Robert Schaefer	Building Permit for Shed	50.00
Nancy Vossen	Fee for Meeting Room 3-25-06	25.00
Jesse Majerus	Building Permit for Deck	50.00

TREASURER'S REPORT:

Beginning Balance	\$ 194,178.96
Add: March Deposits	638.02
	194,816.98
Less: March Checks	12,744.85
	182,072.13
Add: February Interest	183.18
March Interest	144.03
New Check Book Balance	\$ 182,399.34

Rusty Paggen made motion to accept the Treasurer's Report. Karen Peternell seconded the motion. Motion carried.

INVESTMENTS:	Certificate of Deposit # 20	\$ 45,418.03
	Certificate of Deposit # 21	41,659.31
	Certificate of Deposit # 22	41,493.24
	Total Investments	\$ 128,570.58

COMPREHENSIVE PLAN: Chairman of Planning Commission reported on actions of the commission at the March 14th, 2006, meeting. Peternell property zoning became an issue. Eliminate the word "preliminary" on all our maps. Old maps show residential zoning while the new one shows agriculture. Alex Smoley's property sold to school district is now zoned residential. New map reflects agriculture zoning. City attorney feels strong feelings both for and against growth when he reads the city Comprehensive Plan. Karen Peternell has no problem with leap frog development. Thomas J. Vouk, on the other hand, feels the city can not afford to satisfy leap frog growth. Randy Sabart said, "Land Use Map conveys the message to discourage growth in certain areas and encourages growth in the center or core of the city". Mayor asked for questions from the council about Transportation Map. Map can be used as a guide in the developing process, however, it does not stop a farmer from building over a proposed road in agriculture zone. Betty Pogatshnik's letter was read into the minutes. See Attached. Plans for another trail to connect Parkway Park to Legion Park was presented by the Park Board. Randy Sabart would prefer the plan be presented to the Planning Commission. Then the Park Map could be amended. Karen Peternell asked if funds similar to park dedication could be set aside for church dedication, having in mind that we would use a non-denominational church. City Attorney said, "No, separation of church and state being the reason". Mayor recommends deferring adopting resolution for Comprehensive Plan until May, thereby allowing the Planning Commission time to adopt a resolution first. Mayor Dahl polled the council: Roger Trobec - Yes, Thomas J. Vouk - Yes, Rusty Paggen - Yes, Karen Peternell - Yes.

Roger Trobec made motion to finalize document with S E H. City Attorney raised a question – about insurance. It could take a week to check with the insurance company. Roger Trobec made motion to adopt the agreement with S E H contingent upon insurance approval. Rusty Paggen seconded the motion. Motion carried.

Update on C S A H 5 Project: Jodi Teich, from County Engineer's Office is waiting for approval to advertise for bids. Bidding process will take about three weeks. County Road 5 Project will take black top off 6th Avenue S.E. as far as city driveway. If they go that far, city should consider going far enough to take the drop off that part of the road. Mayor advised to go to Mitch Anderson with his thoughts about County Road 2 disrepair and follow his suggestions.

FIRE DEPARTMENT: Mandate by state will incur costs and they are asking for help with these costs. County was receptive to the cause. Radios are installed and training could be done by end of April. Five men have already gone through tornado awareness classes. Mayor would be the first contact, then County, State, and Federal, in that order in case of an emergency. We are eligible for F E M A help. Mutual aid agreements are key to N I M S assistance. Main arm of control lies in the Fire Department. Friday, April 21, 2006, is the date of the annual Steak Fry. Frank Vouk's retirement party will be this coming Saturday night, April 8, 2006, at the Parish Hall. Social hour is 6:00 p.m. and dinner at 7:00p.m.

ROAD AND BRIDGE: Karen Peternell made motion to hire Astech to sweep the city streets. Roger Trobec seconded the motion. Motion carried.

Clerk was instructed to invite Mary Knettel, regarding city insurance, to the June Meeting.

PARK DEPARTMENT: Five grass cutting bids were received. They read as follows:

C.Leither Mowing / Corey Leither	\$ 220.00 per cut
All Seasons Co.	4,065.00 per season
Ideal Lawns, Inc.	8,340.00 per year
Traut Lawn Care, Inc.	259.00 per week
Huls Lawn Service	235.00 per week

After considerable discussion, Karen Peternell made motion to hire Huls Lawn Service to cut parks and city grounds. Rusty Paggen seconded the motion. Motion carried. Clerk was instructed to provide LeRoy Supan with information about a competing business for Port a Potty rental. Clerk was further instructed to send letters to all who provided bids and to advise John Huls of acceptance of his bid. Karen Peternell made motion that the Park Board should take the initiative in hiring and evaluating port a potty rental. Thomas J. Vouk seconded the motion. Motion carried.

PLANNING COMMISSION: Chairman Ben Supan reported on meeting held on March 14, 2006. At some point, the ordinance covering an organized commission must be written. Now is an opportune time. City Council must meet with the Planning Commission to distribute tasks between them. Mayor Dahl's recommendation is to spend energy on Comprehensive Plan this month and reorganize in May. May 10, 2006, is the date for the joint meeting for Council and Commission at 7:00 p.m in the City Hall. Ben Supan will see to it that siding is repaired on storage building. The Planning Commission also recommends raising escrow money from \$5,000.00 to \$15,000.00. Thomas J. Vouk made motion to set the escrow fee at \$15,000.00. Karen Peternell seconded the motion. Motion carried.

Roger Trobec made motion to grant St. Stephen American Legion Post 221 license for charitable gambling. Rusty Paggen seconded the motion. Motion carried.

POLICE COMMITTEE: Thomas J. Vouk reported about dogs in the city. Sheriff's Department deputy will get a note to watch for stray dogs when patrolling in St. Stephen. Mayor also reported that the noxious weeds duties have diminished from former years leaving more work for the county. Karen Peternell and Mayor Dahl will care for all the paper work.

City Council Meeting
April 5, 2006

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn Rusty Paggen seconded the motion Motion carried.

TIME: 11:40 P.M.

Respectfully Submitted,

Alice M. Supan
Clerk

[Signature]
Mayor

ATTACHMENT

April 4, 2006

St. Stephen City Council:

Because of my commitment to the Religious Ed Program I cannot be in attendance at the April 5th meeting where the adoption of the Comprehensive Land Use Map will be taken up.

I would like to make this comment: My vote to abstain regarding the motion made at our March Planning Meeting stems from the fact that I felt we need to approve the Land Use Map, but I could not agree with the stipulation attached. The issue of the acreage involved was discussed at one of our joint meetings. At that time, it was the general agreement of those present to have those parcels of land indicated as Low Density Residential. Also, those parcels have been sold, I understand, to a developer for residential purposes.

Sincerely,

[Signature]
Betty Pogashnik
St. Stephen Planning Commission Member

MINUTES
ST. STEPHEN CITY COUNCIL MEETING
LOCAL BOARD OF APPEAL AND EQUALIZATION
APRIL 19, 2006 – 7:00 p.m.

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – City Council, James Dahl – Mayor, Alice Supan – Clerk, Jeff Johnson and Mark Koehn from Stearns County Assessor's Office.

ABSENT: None.

Mayor Dahl reported the purpose of this meeting is the mandated Appeal and Equalization process. Jeff Johnson and Mark Koehn from the Stearns County Assessor's Office reported that three persons from the St. Stephen City Council had attended the training for appeal and equalization and that the training is good for four years. More are encouraged to attend so as to always be fully staffed. The state is monitoring all changes made by local boards of appeal. Final objective is to treat everyone fairly.

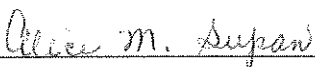
Jeff and Mark also reported on the methods they are now using in the assessor's office which speed up the process and computer methods which provide accuracy. Mayor Dahl thanked both Jeff and Mark for all the information they provide and for the good personal relationship they have with our taxpayers.

No one appeared before the board to appeal the tax they received, therefore there are no cases to be considered.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 7:55 p.m.

Respectfully Submitted,



Clerk



Mayor

AGENDA
ST. STEPHEN CITY COUNCIL MEETING
MAY 3, 2006 – 7:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE – All Together

MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

REPORTS OF BOARDS & COMMITTEES

1. Park Board
District 748 Community Education
2. Planning Commission
Addition to Ordinance – Page 45 – 6ii. Architectural metal will be allowed, (no corrugated metal)
Add 300 feet to yard storage space – total 1,548 feet on half acre lot.
3. Road and Bridge
Ditch cutting ad is out.
Jerry Legatt - Driveway
3. Police Department
4. Fire Department

UNFINISHED BUSINESS
Liquor License Fees.

NEW BUSINESS

ADJOURNMENT

TIME

MINUTES
ST. STEPHEN CITY COUNCIL MEETING
MAY 3, 2006 – 7:30 P.M.

CALL TO ORDER: 7:31 p.m.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – City Council,
James Dahl – Mayor, Alice Supan – Clerk.

ABSENT: Dolores Supan.

MINUTES OF PREVIOUS MEETINGS: Rusty Paggen made motion to accept the minutes of the April 5,
2006, regular city meeting as presented. Thomas J. Vouk seconded the motion. Motion carried.
Roger Trobec made motion to accept the minutes of the April 19, 2006, equalization meeting as presented.
Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

Alice M. Supan	Telephone, Surge Master, Tapes	\$ 111.13
Benton Trophy & Awards, Inc.	Plaque for Frenk Vouk	58.43
Benton Trophy & Awards, Inc.	Plaque for Betty Pogatshnik	42.47
U S Bank	Interest on '94 Improvement Bonds	457.50
U S Cable	Internet Service	44.95
Rajkowski Hansmeier	General Matters	462.50
Qwest	Phone Service	61.63
Astech	City Street Sweeping	1,315.50
District 748 Community Ed	St. Stephen's Contribution	1,000.00
Stearns Electric Association	Fire Hall and Well Siren	189.00
Stearns Electric Association	Streetlights	381.00
Xcel Energy	Natural Gas – City Hall	465.19
Xcel Energy	Natural Gas – Maintenance Bldg	47.16
Xcel Energy	Natural Gas – School Site	24.47
S E H	Maps for Comprehensive Plan	318.10
S E H	Engineering Services	403.57
All Flags, LLC	Three American Flags	81.98
Huls Lawn Service	Grass Cutting – 4-27-06	210.00

Thomas J. Vouk made motion to pay the bills as read. Karen Peternell seconded the motion. Motion carried.

READING OF RECEIPTS:

Stearns County	March Court Fees	\$ 40.00
St. Stephen Fire Relief Assn	Annual Contribution – Pension	5,616.00
Mike Dullinger	Building Permit – Basement	75.00
Index 53	Building Permit – Addition to Shop	150.00
William Jarchow	Building Permit - Lay Floor for Patio	25.00
Duke L. Stillwell	Building Permit – Deck	50.00

TREASURER'S REPORT: Beginning Balance	\$ 182,399.34
Add: April Deposits	5,921.00
	188,320.34
Less: April Checks	15,792.34
	172,528.00
Add: April Checking Interest	148.00
New Check Book Balance	\$ 172,676.00

Roger Trobec made motion to approve the Treasurer's Report. Thomas J. Vouk seconded the motion. Motion carried.

INVESTMENTS: Certificate of Deposit # 20	\$ 44,858.83
Certificate of Deposit # 21	41,659.31
Certificate of Deposit # 22	41,493.24
Total Investments	\$ 128,011.38

PARK BOARD: Park Board decided to rent toilets from Nelson Toilet Rental in Rice because costs were the same as the new company in Avon. Representative from Planning Commission to Park Board will be decided at Joint Meeting of Planning Commission and City Council. James Dahl made motion to empower Karen Peternell to do whatever is necessary to improve shrubbery around the City Hall. Rusty Paggen seconded the motion. Motion carried. Karen Peternell made motion to give the Park Board liberty to buy a tarp for the play set not to exceed \$400.00. Roger Trobec seconded the motion. Motion carried. Soft rubber for under the play sets is being discussed. Softball sign up is over and full with 130 young people signed up.

FIRE DEPARTMENT: More hours of training are required. 800 class must be attended by officers of fire department and city council. IS 100 will be 4 hours. IS 200 is 8 hours. IS 800 is 4 hours. All are required to attend these classes. Hopefully classes will start in June or July on the third Monday of the month. July will be the fourth Monday. 800 radios are all installed, training is still in progress. Ray Trobec would like prompt report on start of the road project so they can formulate emergency plans.

PLANNING COMMISSION: Leo Fuerstenberg changed his plans. He will now tear down the old building instead of adding on. Dan Schultz requested variance to add on to his shed thus making it too large. Planning Commission is recommending ordinance change to read 1,548 square feet for storage on half acre lots which would include all out buildings. Planning Commission should come up with more "what if's" before deciding on an amendment. Steel Roof amendment will be considered at the same time. Dan Schultz will wait until decision is made. Danita Traut was selected as clerk for the Planning Commission, but she must be approved by the City Council. City feels it must be advertised as paying position. May 10, 2006, meeting will address this issue. Findings of fact are difficult discussion. The BECAUSE part of them will decide the RESPONSE. Resolution for Comprehensive Plan will be decided on Tuesday, May 9th and sent on for council approval on Wednesday night. Four or five lot issue should be resolved at next meeting. Mayor Dahl and Chairman Supan will meet and plan actions.

ROAD AND BRIDGE: Ditch Cutting bids have been advertised and will be accepted until May 26, 2006. They will be opened at the June meeting. Jerry Legatt asked permission to make a temporary driveway for the summer road construction period. He was advised to contact the county and they will advise the contractor to provide such access for him. Some stop signs are very bleached and need replacing. Contact Jerome Supan or Bob Hlebain about this problem.

POLICE DEPARTMENT: Police report arrived today and will be copied and provided to all council members this week. Another incident with the same troublesome dog was reported by Roger Trobec. If dog is on loose again, and reported, it will be impounded. It is considered a dangerous dog .

UNFINISHED BUSINESS: Liquor License Fees for the coming year were discussed. Percentage of increase in pay to Stearns County should be guide line for increase in Liquor License Fees. We will establish criteria in next two months for setting these fees. Karen Peternell made motion to approve Liquor License Fees the same as last year. Rusty Paggen seconded the motion. Motion carried. Those fees follow

On Sale Intoxicating	\$ 1,650.00
Off Sale Intoxicating	100.00
On Sale Sunday	200.00
On Sale Non Intoxicating	100.00
Off Sale Non Intoxicating	25.00
Games of Skill	15.00 ea.

We do have deed for city land purchased from Bauerly. We should write and ask them to clean up the land, level the land, remove tar, etc. Understanding was that they would clean it up. Clerk was instructed to make copy of purchase agreement between city and Bauerly. Reasonable request to require cleaning up.

Roger Trobec made motion to grant St. Stephen Church charitable gambling license for two days, September 3, 2006, and September 4, 2006. Karen Peternell seconded the motion. Motion carried.

Ray Trobec requested closing ½ Street S W on June 6, 2006, for their annual chicken fry. Rusty Paggen made motion to give permission to close ½ Street S W on June 6, 2006, for the chicken fry. Roger Trobec seconded the motion. Motion carried. Ray Trobec also requested closing ½ Street S W for another event, rib feed and car show from 3:00 until 11:00 p.m. on September 14, 2006. Karen Peternell made motion to close ½ Street S W on September 14, 2006, for rib feed and car show. Rusty Paggen seconded the motion. Motion carried. Road and Bridge people will check into purchasing official barricades for future use.

Clerk suggested we are paying too much for telephone service. Suggested buying a long distance phone card, but it was decided to address this later in summer.

ADJOURNMENT" There being no further business Karen Peternell made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 9:50 p.m.

Respectfully Submitted,

Alice M. Supan
Clerk

[Signature]
Mayor

NOTICE OF SPECIAL MEETING

ST STEPHEN CITY COUNCIL

AND PLANNING COMMISSION

May 10, 2006 – 7:00 p.m.

Agenda

1. Planning Commission Organization

2. Comprehensive Plan

3. Ordinance Changes

MINUTES
JOINT ST STEPHEN CITY COUNCIL MEETING
AND PLANNING COMMISSION
May 10, 2006

CALL TO ORDER: 7:30 P.M.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Mayor James Dahl, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Karen Peternell – Council, Ben Supan, Betty Pogatschnik, Perry Nistler, Gerry Trobec, Sylvester Majerus, Al Then, – Planning Commission.

MEMBERS ABSENT: Patrick Kroll and Jerome Supan – Planning Commission.

Myor Dahl opened the meeting saying we are at a critical juncture right now and that is the reason for number of extra meetings and busy schedules. One concern is what exactly are the duties of the Planning Commission? Lawyer could not even find ordinances covering appointment of Planning Commission or the duties of Planning Commission. Mid 80's is about the time table, the same time zoning came to St. Stephen. Notice was sent out requesting that interested parties respond. The number of members grew until they most recently had eight members and two ex-officios. Mayor's area of concern is the matter of public hearings. City Council has always conducted public hearings. Ground rules, Council must make final decision, established by ordinance with attorney and engineer as advisory. Centralize authority by having Council make decisions. Planning Commission digs out information and as much material necessary to make recommendation. Council should still make the decision at a public hearing. Citizens who come with requests and are advised they must have a public hearing, sometimes go home and change their plans to abide by ordinance thus avoiding a public hearing. Main thing is : always be concerned about the applicant. Applicant can request a second hearing and then could still go on to district court. Size of the Planning Commission was the next issue. Chairman Supan recommends seven members, two ex-officios, and an appointed non-voting clerk to take minutes. Rusty Paggen thinks seven is just the right size, with more ideas and more head work. Roger Trobec likes seven because of more diversity of input. From experience, very seldom are all members present. Thomas J. Vouk thinks Brockway Township has four or five members. Ex-officios bring back activities of Planning Commission to the Council. Two ex-officios came about to accommodate the possibility of one or the other sometime having to be absent. Rusty Paggen likes two ex-officios. Chairman Supan should bring information to the Council and document working procedures of the Planning Commission. No vote for ex-officio because his vote will come at the council meeting. In absence of chairman, an ex-officio should take over reporting to the Council. Park Board structure should be similar. Planning Commission size will be seven members. Term limits using three year increments with a maximum of nine years. Appointment process will take place in January of each year using three years, two years, and two years for each succeeding appointments. Minutes of Planning Commission meetings should be in hands of council persons at least a week before the monthly city meeting. Findings of Facts should be portrayed in the minutes of the Planning Commission. Review of dialogue in Findings of Facts was requested. Park Board still needs a person from the Planning Commission to attend their meetings. Ben Supan attended the last Park Board Meeting and will continue to attend until someone else wants the job. Any representative should have a 'stand in' when he must be absent. Jerome Supan was suggested as the alternative. Park Board wants permission to spend as needed now during the summer time. Karen Peternell made motion to have \$400.00 in spending account for park maintenance and improvements. Roger Trobec seconded the motion. Motion carried. Karen also reported that grass cutting was eating up lots of park money and they really would like to make improvements. Conclusion on pay for the recorder for both the Planning Commission and the Park Board will be \$30.00 per meeting. Thomas J. Vouk made motion to advertise for the recorder position for Planning Commission. Karen Peternell seconded the motion. Councilman Trobec thinks we should cover the Park Board at the same time, thus the ad will request one recorder for both jobs.

COMPREHENSIVE PLAN: Clerk Supan read the Resolution approving the Comprehensive Plan for the City of St. Stephen. Roger Trobec asked if the map hanging in the meeting room is the final map now. It

is and the park map should also be updated. Randy Sabart will be coming with new map. Mayor Dahl asked for questions from council members. None were forthcoming. Thomas J. Vouk made motion to adopt the resolution as read. Rusty Paggen seconded the motion. Motion carried unanimously.

9:23 p.m. Mayor requested a recess.

Mayor Dahl reopened the meeting at 9:30 p.m.

Planning Commission recommends changing ordinance # 41.07, subd 3, a), on page 41-18 in our ordinance books. Planning Commission recommends maximum of 960 square feet for accessory building. Eliminate subd 3, g) while allowing more flexibility in a), not to exceed 1,548square feet with one individual garage not to exceed 960 square feet. Ordinance change will require a public hearing. Indicate that "grandfather in" will apply and contact city attorney for exact wording Motion is needed to move this action forward to the public hearing. Roger Trobec made motion to change ordinance Sect 41-07, subd 3 about private garages be changed according to recommendations of Planning Commission with total of 1,548 square feet and only one accessory building not to exceed 960 square feet. Rusty Paggen seconded the motion. Motion carried. Planning Commission also recommends changing some words on page 41-21, No 2 should read ".....shingles, tile, architectural steel , but no corrugated or galvanized allowed." These changes or amendments should be ready for council approval by July, 2006. Thomas J. Vouk made motion to send to city attorney for review to move forward to public hearing. Roger Trobec seconded the motion. Motion carried.

Mayor Dahl presented Betty Pogatshnik with a plaque of appreciation from the City of St. Stephen for approximately 18 years of service on the St. Stephen Planning Commission. Betty plans to retire as of June 1, 2006.


James Dahl made motion to empower Karen Peternell to buy shrubs for replacement around the city hall, with a limit of \$500.00. Thomas J. Vouk seconded the motion. Motion carried.


ADJOURNMENT: There being no further business, Roger Trobec made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 9:51 p.m.

Respectfully Submitted,


Clerk


Mayor



AGENDA
ST. STEPHEN CITY COUNCIL MEETING
JUNE 7, 2006 – 7:30 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

ROAD AND BRIDGE
 Read Ditch Cutting Bid

PLANNING COMMISSION

CIVIL DEFENSE



POLICE COMMISSION

FIRE DEPARTMENT

HEALTH COMMITTEE

PARK DEPARTMENT

UNFINISHED BUSINESS
 Liquor License Applications
 Recorder Applications

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

TIME



MINUTES
ST. STEPHEN CITY COUNCIL MEETING
JUNE 7, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – City Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None

MINUTES OF PREVIOUS MEETINGS: NIMS Classes IS 100 should be four hours and IS 200 should be eight hours under the fire department report in the May 3, 2006, minutes. Rusty Paggen made motion to approve minutes of the May 3rd meeting with the above correction. Thomas J. Vouk seconded the motion. Motion carried. Thomas J. Vouk made motion to approve minutes of the joint meeting on May 10, 2006, as presented. Karen Peternell seconded the motion. Motion carried.

READING OF BILLS:

Karen Peternell	Replacement of Shrubs	\$ 63.51
Sartell Newsleader	Publication of Mowing Bid	56.25
Minnesota Copy Systems, Inc.	Maintenance Contract # 4818	94.82
Rajkowski Hansmeier	Criminal & General Matters	1,122.00
Xcel Energy	Natural Gas – Fire Hall	109.62
Xcel Energy	Natural Gas – Maintenance Building	22.18
Xcel Energy	Natural Gas – Old School Site	21.30
Stearns Electric Association	Fire Hall and Well Siren	213.00
Stearns Electric Association	Streetlights	367.00
Qwest	Phone Service	63.38
S E H	Professional Services	29.90
Burski Excavating, Inc.	Grading City Street	164.00
Huls Lawn Service	Grass Cutting – City Property	125.00
Huls Lawn Service	Grass Cutting – Park	740.00
U S Cable	Internet Service	49.95
Ben Supan	Nine Building Inspections	225.00
LeRoy Supan	Park Supplies	18.66
James . Dahl	2 nd Qtr 2006 Mayor Salary	553.40
Roger Trobec	2 nd Qtr 2006 Council Salary	399.00
Rusty Paggen	2 nd Qtr 2006 Council Salary	392.91
Karen Peternell	2 nd Qtr 2006 Council Salary	355.49
Alice M. Supan	2 nd Qtr 2006 Clerk Salary	1,896.08
Dolores M. Supan	2 nd Qtr 2006 Treasurer Salary	415.57
Nancy J. Vouk	2 nd Qtr 2006 Janitor Salary	350.94
Thomas J. Vouk	2 nd Qtr 2006 Council Salary	392.91
Ben Supan	Planning Commission & Park Repairs	304.68
Patrick Kroll	Planning Commission – 8 Meetings	160.00
Betty Pogatshnik	Planning Commission – 8 Meetings	240.00
Syvester Majerus	Planning Commission – 7 Meetings	140.00
Perry Nistler	Planning Commission – 7 Meetings	140.00
Jerome Supan	Planning Commission – 7 Meetings	140.00
Al Then	Planning Commission – 9 Meetings	180.00
Gerald Trobec	Planning Commission – 8 Meetings	160.00
Rusty Paggen	Planning Commission Ex Officio	120.00
Tom Vouk	Planning Commission Ex Officio	140.00
Minnesota Revenue	State Income Tax Withheld	100.00

Karen Peternell made motion to pay bills as read. Roger Trobec seconded the motion. Motion carried.

READING OF RECEIPTS:

St. Stephen State Bank	April Checking Interest	\$ 148.00
St. Stephen State Bank	May Checking Interest	139.86
Stearns County	April Court Fees	227.33
Randy Thompson	Building Permit - Garage	50.00
U S Cable Coastal Texas	Franchise Fees	659.26
Robb Ruegemer	Building Permit - Deck	25.00
Trobec's School Bus Service	City Hall Rental	300.00
Gary Koshiol	Building Permit - Addition	50.00
Anita Smoley	City Hall Rental	50.00
Charles Verhaagh	Building Permit - Deck	25.00
Stearns Electric Association	Grant for Park Equipment	500.00
Howie's Corner Bar	Liquor and Gaming License	2,150.00
Trobec's Enterprises, Inc.	Liquor and Gaming License	2,135.00
Church of St. Stephen	Beer License	20.00

TREASURER'S REPORT:

Beginning Balance	\$ 172,676.00
Add: May Deposits	567.33
	\$ 173,243.33
Less: May Checks	5,724.58
	\$ 167,518.75
Add: May Interest	139.86
New Check Book Balance	\$ 167,658.61

Treasurer recommended making a certificate of deposit for \$40,000.00 for six months. Mayor likes the recommendation and recommended the council consider this move. Karen Peternell made motion to buy a certificate of deposit for \$40,000.00 for six months in the St. Stephen State Bank. Thomas J. Vouk seconded the motion. Motion carried. Clerk was instructed to transfer \$40,000.00 from Road and Bridge Fund to the General Fund for the purpose of purchasing the certificate of deposit.

INVESTMENTS:	Certificate of Deposit # 20	\$ 45,418.03
	Certificate of Deposit # 21	41,659.31
	Certificate of Deposit # 22	41,493.24
	Total Investments	\$ 128,570.58

ROAD AND BRIDGE: Bids for the County Road 5 Project will be opened on June 19, 2006, and an expected starting date of mid July, 2006. Randy Sabart, Roger Trobec, and road overseer should be in attendance for project meeting. There is a possibility the contractor who does County Road 5 may use the Bauerly Pit for that project. Bauerly Pit is the site of the City Maintenance Building. Jerome Supan was asked to look at all pot holes in the city. Stop sign in Smoley Addition is badly faded and needs replacement. Many pot holes that need immediate repair. Bad spot on 6th Avenue S.E. plus a culvert problem. Stumps near Alex Smoley's driveway are a problem. Jerome Supan has permission to get someone to do these repairs. Alley road has a tree hanging out too far. Keep Jerome Supan informed of any changes from Xcel, Stearns Electric, etc. Bob Hlebain and Jerome Suapn along with Randy Sabart's advice can get someone to do the repairs on city streets. Thomas J. Vouk made motion to authorize Bob, Jerome and Randy to get road work done with a cap of \$5,000.00. Karen Peternell seconded the motion. Motion carried. Salt sand at Bob Hlebain's is down to about two loads. Rusty Paggen and Jerome Supan are authorized to approach J. R. Ferche about buying salt sand from him for our winter supply. Explore all options and report at our next meeting. Ditch cutting bid was read. It came from Chuck Ertl and read as follows: 1st Cutting for \$452.00 and 2nd Cutting for \$840.00. Comparing it to prior years, it was a

reasonable bid. Thomas J. Vouk made motion to accept the bid for ditch cutting. Roger Trobec seconded the motion. Motion carried.

PLANNING COMMISSION: Pay will not be included in ordinance, just basic organization and definition of duties. Request for another street light on 6th Avenue N.E. was received. Clerk will make a call to Stearns Electric regarding this request. Mayor will get post numbers where lights are not working. Comprehensive Plan will be addressed again after September, 2006. Clerk read letters of intent from two applicants for the job as recorder. Two ex officios and chairman of the Planning Commission should meet and decide who will be best for the job. Mayor suggests keeping the second applicant close to both the Park Board and the Planning Commission because they are both good candidates. House for Sale sign on Main Street East is too large according to our ordinance.

FIRE DEPARTMENT: Incident Command 100 Course will be offered at the St. Stephen City Hall on June 19th, 2006, at 6:30 p.m. The meeting room will be reserved for more courses on July 17 and August 21, 2006. Roger Trobec made motion for the City of St. Stephen to write a letter to Stearns County Environmental Services regarding a communication tower being proposed near the City of St. Stephen. Karen Peternell seconded the motion. Motion carried. Clerk was advised to write a letter in strong support of this communication tower.

HEALTH COMMITTEE: Complaint has been received about property on County Road 2 South, referred to as the hamburger shop. Out buildings are leaning and in bad repair. Clerk was instructed to study the ordinance and figure out alternatives to get some action. Unlicensed automobile on the property is one area to start. Annual weed inspection is done, but the paper work is still in progress.

PARK DEPARTMENT: Tractor is repaired. Waterline is up and running again. Little League started yesterday. Tarp repair is done. St. Stephen Parkway is marked for under ground wires so they can put up signs. Apple Duathlon came through the city without first talking to the city. Mayor hopes it will be announced at least two months ahead of time next year. Darrel Stevens apologized for his tardiness. Handicapped child signs are being put up in the park. Staining will be done as soon as can be scheduled. \$4,320.00 is estimated cost of rubberized mulch for the playground area.

UNFINISHED BUSINESS: Karen Peternell made motion to approve the liquor license applications for both Trobec Enterprises, Inc. and Graffiti, Inc. plus the beer license for St. Stephen Church. Thomas J. Vouk seconded the motion. Motion carried. License applications are as follows:

On Sale Intoxicating	\$ 1,650.00
Off Sale Intoxicating	100.00
On Sale Sunday	200.00
On Sale Non-Intoxicating	100.00
Off Sale Non-Intoxicating	25.00
Game of Skill	15.00 ea.
Beer License	20.00

Clerk was instructed to send a thank you note to Vesi Majerus for his help with a water leak since the last city meeting.


OLD BUSINESS: Karen Peternell replaced four shrubs around the City Hall. Gopher State marked the area, but they still encountered a cable. Follow up phone call will be made to advise of the mistake. Mayor Dahl announced the July 5th, 2006, meeting will bring news of communications from Brockway..

ADJOURNMENT: There being no further business, Thomas J. Vouk made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 10.00 P.M.

Respectfully Submitted,

Alice M. Supan
Clerk


Mayor

**ST. STEPHEN CITY COUNCIL
AGENDA
JULY 5, 2006**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

1. Extension of Cable Franchise – 15 years.
2. Voting Machine Update.

REPORTS OF BOARDS & COMMITTEES:

PARK BOARD

PLANNING COMMISSION

**Public Hearing – 8:00 p.m. – Ordinance Changes
Rosemary Huls – Split of Property
Recorder Position Report.**

ROAD AND BRIDGE

Jodi Teich, Stearns County Engineer

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

NOTICE OF PUBLIC HEARING

ST. STEPHEN CITY HALL

JULY 5, 2006

Please take notice that the City of St. Stephen City Council will hold a public hearing on July 5, 2006, at 8:00 p.m. at City Hall in the City of St. Stephen, Minnesota to consider the adoption of an Ordinance for the purpose of creating an official Planning Commission to advise the City Council regarding the City's planning, zoning, and subdivision regulation.

The public hearing is also being held to amend Ordinance 41 – Zoning to amend the Ordinance with regard to the maximum size of a private garage and/or accessory building located on a premises and regarding the dwelling structure roof lines and coverings.

All persons interested should appear at that time and place.

CITY OF ST. STEPHEN

Alicia M. Supan
Clerk

MINUTES
 ST. STEPHEN CITY COUNCIL MEETING
 JULY 5, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Minutes of June 7, 2006, meeting were reviewed and corrections were made to Road and Bridge report. Randy Sabart, Roger Trobec, and road overseer should attend project meeting – not bid letting. Approach J. R. Ferche about purchasing salt sand – not Bob Ferche. Fire Department report should read Incident Command 100 Course – not NIMS Course. Thomas J. Vouk made motion to accept minutes of the June 7, 2006, meeting with these corrections. Karen Peternell seconded the motion. Motion carried.

READING OF BILLS:

M C F O A	Clerk's Club Membership	\$	35.00
MN Assn of Small Cities	2006 – 2007 Membership Dues		416.10
Rajkowski Hansmeier	Professional Services		69.00
Xcel Energy	Natural Gas – Fire Hall		82.53
Xcel Energy	Natural Gas – Mtce Building		21.30
Xcel Energy	Natural Gas – Old School Site		21.30
Qwest	Phone Service		60.52
Nelson's Toilet Rental	Rental for 4 Toilets		677.38
Stearns County Auditor – Treas	2006 Assessment for Assessor		3,331.62
Stearns Electric Association	Fire Hall and Well Siren		182.00
Stearns Electric Association	Streetlights		355.00
Newsleaders	Publication of Public Hearing		67.50
P E R A	2 nd Qtr Contribution D C P & Co-ord		475.18
United States Treasury	2 nd Qtr Contribution Soc.Sec. - Med.		502.38
U S Cable	Internet Service		49.95
Synergy Graphics	Off Sale Liquor License Book		29.78
Huls Lawn Service	Grass Cutting for City Hall		100.00
Huls Lawn Service	Grass Cutting for Parks		505.00
St. Stephen Fire Department	January to June, 2006 Payroll		9,969.47

Rusty Paggen made motion to pay bills as read. Karen Peternell seconded the motion. Motion carried.

READING OF RECEIPTS:

Stearns County	May Court Fees	\$	80.00
Wm Schmidt	Building Permit – Garage		50.00
Stearns County	Partial Tax Settlement		68,479.22
League of Minnesota Cities	Lost Pager less Deductible		261.83

TREASURER'S REPORT:

Beginning Balance	\$ 167,658.61
Add: June Deposit	5,964.26
	173,622.87
Less: June Checks	49,966.55
	123,656.32
Add: June Checking Interest	135.89
New Checkbook Balance	\$ 123,792.21

Roger Trobec made motion to approve the Treasurer's Report. Karen Peternell seconded the motion. Motion carried.

INVESTMENTS:	Certificate of Deposit # 20	\$ 45,418.03
	Certificate of Deposit # 21	41,659.31
	Certificate of Deposit # 22	41,493.24
	Certificate of Deposit # 23	40,000.00
		\$ 168,570.58

Letter regarding U S Cable Franchise must be sent to the city attorney before the next meeting. The representative of the company should also be invited to our next meeting. Clerk was advised to contact other cities about their dealings with Cable.

Thomas J. Vouk made motion to have the clerk make plans for needed training for the H A V A machine and make arrangements for pick up of the machine and how it will be handled in the future. Karen Peternell seconded the motion. Motion carried.

Filing for county office and judicial office is between July 5, and July 18, 2006. Clerk instructed to put together notes for someone to take care of clerk's work by September meeting.

Regular city meeting closed at 8:00 p.m.

Public Hearing for actual adoption of Ordinance # 43 to create a Planning Commission was opened at 8:00 p.m. Clerk Supan read the notice of Public Hearing. Mayor Dahl asked for questions and comments from the public. He then read much of the ordinance to the public. Karen Peternell made motion to close the public hearing on Ordinance # 43. Roger Trobec seconded the motion. Motion carried.

Mayor Dahl reopened the regular city meeting at 8:10 p.m. Planning Commission rotation begins in 2006. The clerk should notify of timing cycle so applicant knows what to do. Thomas J. Vouk made motion to adopt Ordinance # 43 as written. Rusty Paggen seconded the motion. Motion carries three to one with Karen Peternell voting "no".

Regular city meeting closed at 8:36 p.m.

Public Hearing to amend Ordinance # 41 - Zoning with regard to the maximum size of a private garage and/or accessory building was opened at 8:36 p.m. There were no comments from the public as this is just a case of clarifying the ordinance. Karen Peternell made motion to close the public hearing at 8:40 p.m. Rusty Paggen seconded the motion. Motion carried.

Mayor Dahl reopened the regular city meeting at 8:40 p.m. Question arose about a special building, such as a playhouse, with regard to this amendment. Special building would require a variance. Rusty Paggen made motion to adopt Ordinance # 41 as amended. Karen Peternell seconded the motion. Motion carried.

Appointments as identified by the Planning Commission are: First Year Al Then and Gerald Trobec
Second Year Ben Supan & Jerome Supan
Third Year Pat Kroll, Vesi Majerus, & Perry Nistler.

Karen Peternell made motion to accept appointments as read. Thomas J. Vouk seconded the motion. Motion carried. Clerk was instructed to send a letter to each member letting them know what their term date is and thanking them for their service. At the November meeting, upcoming appointments for the following year will be reviewed. Recorder for Planning Commission and Park Board was selected and is Danita Traut. Both candidates were very well qualified. Mayor Dahl made motion to ask Danita Traut to become recorder for both the Planning Commission and the Park Board. Thomas J. Vouk seconded the motion. Motion carried.

Mayor Dahl announced that he will re-key the city hall in Fall after election.

Mayor Dahl called on Rosemary Huls. Rosemary provided the city clerk with descriptions of three parcels of property and certificate of survey for these properties. They wish to consolidate a strip of their land onto

1/4, SEC.24, T-126, R-29

Book 438 of deeds page 617
L & V RUDOLPH

123.00

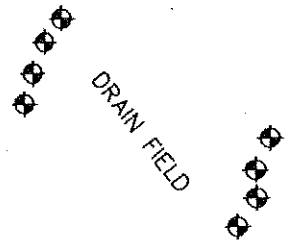
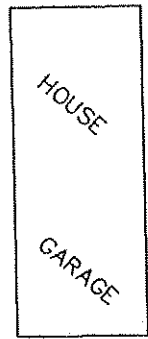
N01°06'00"W
138.36

S01°06'00"E
145.20

137.17

8.03

108.00
EAST



PARCEL

N02°11'11"W
294.20 (DEED)
283.91 (MEAS.)

S89°53'33"W
175.01

"B"

8.00
N02°11'11"W



67.16
EAST

N01°06'00"W
275.89

45.01
WEST

PARCEL "C"

N89°53'33"E
45.01

275.97
S01°06'00"E

document no. 540089
DAN & JOAN FLADEBO

of

SW 1/4

N1E

Parcel "B"

That part of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of Section Twenty-four (24), Township One-hundred Twenty-six (126), Range Twenty-nine (29), Stearns County, Minnesota, described as follows: Commencing at the South Quarter corner of said Section 24; thence on an assumed bearing of North 01 degrees 06 minutes West, along the West line of said SE 1/4, a distance of 1049.97 feet; thence South 87 degrees 20 minutes East, 166.33 feet; thence on a bearing of East, 108.86 feet; thence North 01 degrees 06 minutes West, 145.20 feet; thence on a bearing of East 223.00 feet to the point of beginning of the parcel herein described; thence South 01 degrees 06 minutes East, 145.20 feet; thence on a bearing of EAST, 108.00 feet; thence North 2 degrees 11 minutes 11 seconds West, 8.00 feet; thence on a bearing of East, 67.16 feet; thence North 1 degree 06 minutes West, 275.89 feet to the North line of said SW 1/4 of the SE 1/4; thence South 89 degrees 53 minutes 33 seconds West, along last said line 175.01 feet to its intersection with a line bearing North 1 degree 06 minutes West from the point of beginning; thence South 1 degree 06 minutes East, 138.36 feet to the point of beginning.

Containing 1.13 acres, more or less.
Subject to easements of record.

Parcel "C"

That part of the Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of Section Twenty-four (24), Township One-hundred Twenty-six (126), Range Twenty-nine (29), Stearns County, Minnesota, described as follows: Commencing at the South Quarter corner of said Section 24; thence on an assumed bearing of North 01 degrees 06 minutes West, along the West line of said SE 1/4, a distance of 1049.97 feet; thence South 87 degrees 20 minutes East, 166.33 feet; thence on a bearing of East 108.86 feet; thence North 01 degrees 06 minutes West, 145.20 feet; thence on a bearing of East 223.00 feet; thence South 01 degrees 06 minutes East, 145.20 feet; thence on a bearing of EAST, 108.00 feet; thence North 2 degrees 11 minutes 11 seconds West, 8.00 feet; thence on a bearing of East, 67.16 feet to the point of beginning of the parcel herein described; thence North 1 degree 06 minutes West, 275.89 feet to the North line of said SW 1/4 of the SE 1/4; thence North 89 degrees 53 minutes 33 seconds East, along last said line 45.01 feet to the West line of a parcel of land described in Document No. 540089; thence South 1 degree 06 minutes East, along last said line 275.97 feet; thence on a bearing of West, 45.01 feet to the point of beginning.

Containing 0.29 acres, more or less.
Subject to easements of record.

STANDARD SYMBOLS & CONVENTIONS:

- "O" Denotes 1/2" ID pipe with plastic plug bearing State License Number 24332 and/or 43808, set.
- "●" Denotes found iron monument.

CERTIFICATION: I hereby certify that this survey was prepared by me or under my direct supervision and that I am a Professional Licensed Surveyor under the Laws of the State of Minnesota.

Doug Hahn
Larry Hahn PLS 24332
Doug Hahn PLS 43808

property owned by Dan and Joan Fladebo. Karen Peternell made motion to approve consolidation of Parcel C to Fladebo's land. Rusty Paggen seconded the motion . Motion carried. See attached exhibits.

ROAD AND BRIDGE: Bauerly Brothers came in with the lowest bid for work being done by Stearns County on County Road 5. Total cost to the City of St. Stephen should be \$147,089.60. Mn Dot approved the award. Project meeting will happen on Tuesday, July 11, 2006, at 10:30 a.m. at County Engineer's Office. Roger Trobec, Jerome Supan, and Randy Sabart should be there. City emergency contact person for daily contact is required. Roger Trobec was suggested. This project takes approximately 65 working days and could begin the last day of July. The second week of August they will notify both school districts of road conditions. News releases could be sent to the City Hall. Inspector on the job is Brian Klumpke. Cell phone number will be available to emergency contact people. Randy Sabart will be contact person for spontaneous decisions with road overseer , Jerome Supan, as back up. Jodi Teich will come back for one of our winter meetings to hear any complaints or questions with regard to this project.

County Road 2 North needs another coat of bituminous in about two weeks. On the day of the last meeting, Randy Sabart and Jerome Supan looked over all the city roads. Estimated cost of all patching and filling is \$ 6,619.00. Authorized to increase the original cap of five thousand dollars by a couple thousand dollars and get the job done. Roger Trobec made motion to get the work contracted for and accomplished in a timely manner as soon as possible with a new cap of \$ 9,000.00. Karen Peternell seconded the motion. Motion carried.

FIRE DEPARTMENT: Schedule form for pension needs city clerk's signature. A copy for city files was provided. New tanker truck is being considered by the fire department. Financing was studied. Need was discussed. Sixteen to seventeen thousand dollars is built into firemen's budget now. They are seeking help from the City to meet an annual payment of \$ 33,270.27. They will accumulate gambling money into certificates of deposit and do a buy out if possible. City Council advised to move forward on helping with this project. St. Stephen, St. Wendel, and Brockway look favorably on a new truck. Price of delaying is still higher price. Karen Peternell made motion to lock in the financing with Baystone Financial Group from Manhattan, Kansas. After considerable discussion, Karen Peternell amended her motion to say the city will participate in commitment toward future purchase of pumper tanker fire truck with future decision based on financing and final bid costs. Roger Trobec seconded the motion. Poll of members as follows: Roger Trobec, Aye, Thomas J. Vouk, Aye, Rusty Paggen , No, Karen Peternell, Aye, Mayor Dahl, Aye. Motion carried.

Budget Meeting will be held on August 9, 2006, at 7:00 p.m. Notify Planning Commission and Park Board.

HEALTH COMMITTEE: Send another letter of violation to resident on County Road 2 South.

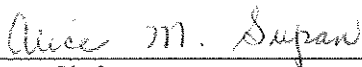
Incident Command 200 Program will be on August 21, 2006. Four hours starting at 6:30 p.m. with home work – cut down from 8 hours.

Thomas J. Vouk made motion authorizing the clerk to get street lights fixed. Mayor Dahl seconded the motion. Motion carried.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Roger Trobec seconded the motion. Motion carried.

TIME: 12:17 a.m.

Respectfully Submitted,



Clerk



Mayor

**ST. STEPHEN CITY COUNCIL
AGENDA
AUGUST 2, 2006**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

- 1. Kevin Lange for Howie's Bar – Remodeling.**
- 2. Ben Paggen – Liquor License Request.**
- 3. Jerry Hettwer – One Day Gambling for K C's.**
- 4. U S Cable Franchise**

REPORTS OF BOARDS & COMMITTEES:

PARK BOARD

PLANNING COMMISSION

ROAD AND BRIDGE

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

MINUTES
ST. STEPHEN CITY COUNCIL MEETING
AUGUST 2, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Thomas J. Vouk made motion to approve minutes as presented. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

Checks Unlimited	Order of Check Blanks	\$ 73.00
J. A. Roberts	Carpet Cleaning	228.90
Daisy A Day Floral & Gift	Plant for Nancy Vouk	34.19
Stearns County Sheriff's Office	Patrolling 1 st Six Months 2006	8,060.00
Xcel Energy	Natural Gas – Maintenance Building	21.30
Xcel Energy	Natural Gas – School Site	21.30
Xcel Energy	Natural Gas – City Hall	48.36
Qwest	Phone Service	59.98
Rajkowski Hansmeier	Professional Services	823.00
S E H	Professional Services	250.80
Burski Excavating, Inc.	Blade City Streets	123.00
Burski Excavating, Inc.	3 Buckets Class 2	45.00
First State Bank of St. Joseph	Interest on Civic Debt	1,888.12
Stearns Electric Association	Fire Hall and Well Siren	200.00
Stearns Electric Association	Streetlights	362.00
Nancy Vouk	Janitorial Supplies & Dispensers	56.62
Marlo Mehrworth	7 Weeks @ \$25.00 for Nancy Vouk	175.00
Newsleaders	Two Legal Ads	247.50
Huls Lawn Service	Grass Cutting – City Hall & Mtce Bldg	50.00
Huls Lawn Service	Grass Cutting – Parks	185.00
LeRoy J. Supan	Spark Plugs and Gas for Park	10.00
Ken Fournier, Chair	6 Park Board Meetings	180.00
Jody Umerski	4 Park Board Meetings	80.00
Ben Supan	2 Park Board Meetings	40.00
Karen Peternell	2 Park Board Meetings	40.00
Roger Trobec	5 Park Board Meetings	100.00
Janelle Fleischhacker	4 Park Board Meetings	80.00
Donald Supan	2 Park Board Meetings	40.00
LeRoy Supan	6 Park Board Meetings	120.00
Rusty Paggen	1 Park Board Meeting	20.00
Joe Gordon	Plow Truck Maintenance	69.27
Fire Department	Total Bills	789.33

Total of All Bills \$14,526.40

Karen Peternell made motion to pay all bills as presented. Roger Trobec seconded the motion. Motion carried.

READING OF RECEIPTS:

Stearns County	Final Tax Settlement	29,369.98
St. Stephen Fire and Rescue	Payroll Tax for Firemen	1,416.94
State of Minnesota	Local Government Aid	53,419.50
Apple Duathlon	Donation to City	200.00
U S Coastal Texas	Franchise Fees	674.33
St. Stephen State Bank	July Checking Interest	177.94

TREASURER'S REPORT:	Beginning Balance	\$123,792.21
	Add: July Deposits	68,871.05
		192,663.26
	Less: July Checks	6,981.54
		185,681.72
	Add: July Interest	177.94
	New Check Book Balance	\$185,859.66

Rusty Paggen made motion to accept the Treasurer's Report. Roger Trobec seconded the motion. Motion carried.

INVESTMENTS:	Certificate of Deposit #20	\$ 45,418.03
	Certificate of Deposit # 21	41,659.31
	Certificate of Deposit # 22	42,213.40
	Certificate of Deposit # 23	40,000.00
	Total Investments	\$169,290.74

Mayor Dahl called on Kevin Lange. He requested permission to put an addition on to Howie's kitchen which will measure 16 feet by 22 feet. He will not lose any parking spaces. Roger Trobec made motion to grant permission for kitchen expansion measuring 16 feet by 22 feet at Howie's Bar. Karen Peternell seconded the motion. Motion carried.

Mayor Dahl called on Ben Paggen. He wants to give the old Flo Bob Building a face lift. Ben Paggen and his boys bought the building. They are also requesting a liquor license. Clerk was instructed to study the liquor license process for this request and advise Ben Paggen what he has to do. The area where this building is located is zoned Light Industrial. As far as the awning planned for the building, it is a building permit process. It must come before the Planning Commission before action can be taken. Request is for cosmetic changes, therefore Planning Commission review may not be necessary. Mayor Dahl suggested sending this request to the Planning Commission. The City Council could act on it on August 9, 2006, at the annual budget meeting. Liquor License request could be addressed at Budget Meeting also.

Mayor Dahl called on Mark Dorn. Mark asked permission for one day gambling for October 29, 2006, for the annual Knights of Columbus turkey party. Roger Trobec recommends approval for one day gambling license for Knights of Columbus turkey party on October 29, 2006. Rusty Paggen seconded the motion. Motion carried.

Mayor Dahl called on Steve Johnson from U S Cable. He came to ask for a fifteen year franchise for services in St. Stephen. The original franchise was dated 1999 and expired in 2003. Renewing franchise now would give us twelve more years. Mayor is without a legal opinion tonight and will not make a decision without a legal opinion. However, the decision will be made. Mayor Dahl requested a rate schedule for St. Joseph and St. Cloud to be sent to the clerk.

PARK BOARD: Ball games are over and it was a successful year. List of concerns for Walking Path from Rick Hlebain were presented and must be reviewed by our attorney. Walking Path concerns were presented to Thomas J. Vouk. Copies will be provided for all of the Council, Planning Commission and the Attorney. Kevin Justin, for Eagle Scouts, put together cost of bleachers and awnings for \$2,600.00 for the ball park. If not both, he would like consideration of bleachers or awnings at one half the cost, or \$1,300.00. He would like this consideration at the budget meeting. Since baseball season is over, the

mayor recommends following protocol on this matter. Suggested going through the Planning Commission and the Park Board..

PLANNING COMMISSION: Budget items should be written up and presented at the budget meeting. New Feed Lot Ordinance was provided to the Planning Commission. Planning Commission wants to change cul de sac ordinance to provide more radius and place for snow. Defer moving forward until Rusty Paggan and Thomas J. Vouk consult with Randy Sabart. Randy Sabart recommends 55' cul de sac. In order to preserve right of way and snow storage, he would recommend 55' cul de sac with 5' right of way. Council requests that the Planning Commission be advised to study the ordinance amendment change to 55' cul de sac with 15' right of way. At what point would the city begin to remove snow from the right of way? Suggested that Mitch Anderson, County Engineer, receive a letter within the next two weeks requesting new paint on all cross walks in the city.

At last meeting, we had a public hearing regarding split and consolidation. Better called an attachment in the case we heard on July 5, 2006.

ROAD AND BRIDGE: Mailing should be sent to entire city advising what will happen and when it will happen. Amount of dust and amount of traffic are two big questions right now. Should be a provision in agreement for dust control. Law enforcement is only method of cutting down unnecessary traffic. 360th and 40th avenues could have signs advising drivers of road conditions ahead. Roger Trobec, Jerome Supan, and Randy Sabart are all on committee to control traffic. Bauerly is storing material on their property, using the city road. They will level off the city property. In case of an emergency, sirens will sound off thereby forewarning the ground crew to firemen answering and emergency crew going out. Ray Trobec and Roger Trobec went to road safety audit in Waite Park. Rice Bridge, curves to Rice, and Morrison County line are the worst in this area for road safety.

POLICE DEPARTMENT: No questions on report sent to the city.

FIRE DEPARTMENT: Three bids have been received for new fire truck as follows: \$ 399,079
407,263
409,876

The bid for \$ 407,263 is the bid the firemen chose for approval. Roger Trobec set out the reasons why the Fire Department wants this new fire truck. They also provided a financing agreement. Clerk was instructed to send copy of Wells Fargo agreement to lawyer. Mayor Dahl wants comments from Tom Jovanovich by Tuesday, August 8, 2006.

UNFINISHED BUSINESS: Kevin Lange requests expansion on noise ordinance hours for August 26, 2006, till 11:30 p.m. He was advised to send a letter making such request.

HEALTH COMMITTEE: Send a third letter to Jamie Majeski by registered mail.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 11:24 p.m.

Respectfully Submitted,

Alice M. Supan
Clerk

Tom J. Dahl
Mayor

SPECIAL MEETING NOTICE

BUDGET MEETING

**AUGUST 9, 2006
ST. STEPHEN CITY HALL**

7:00 P.M.

Set the proposed City Budget for 2007.

Other Business if necessary.

MINUTES
ST. STEPHEN CITY COUNCIL BUDGET MEETING
AUGUST 9, 2006 – 7:00 P.M.

CALL TO ORDER: 7:02 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

Mayor Dahl called this meeting to set the budget for 2007. Order in which we handle business was addressed. Awning for Ben Paggen and his liquor license was one concern. Mayor wishes to have three more weeks to decide on liquor license. Ben Paggen explained what he plans for the awning he plans to put on old Flo Bob building. Planning Commission was interested in carrying the awning over the bank also for aesthetic purposes. Planning Commission was giving go ahead for windows and awning only for Ben Paggen. What happens inside the building would have to come before the Planning Commission again. If the bank elects to have awning, they could go ahead. Rusty Paggen recused himself from voting. Karen Peternell made motion to approve design for the awning for Ben Paggen, so permit can be issued for such construction. Thomas J. Vouk seconded the motion. Motion carried.

Qwest request for burying cable in the City of St. Stephen must go to the Engineer and the Planning Commission.

On to the business of budget plan for the year of 2007.

PARK BOARD requests the same as last year. Estimate for rubberized material under playground equipment is \$4,500.00. Danny Smoley asked for another baseball field. Consider buying land from Ferche. Suggested open area of Ferche land again and cut it again so they can practice on that area. Park Board does not feel we need another ball field right now. Long range, need for ball field will come. Clerk instructed to study League of Minnesota Cities rules for bleachers going back 2 or 3 years. Mayor Dahl suggests \$22,700.00 for Park levy. Planning Commission and Park Board per diems were raised last year and are still substantially less than other cities pay. Mayor Dahl recommends an increase of \$50.00 per month for Mayor salary and \$50.00 per month for each council person. After much discussion, it was agreed to raise above salaries only \$25.00 per month. That means an increase of \$1,500.00. Reimburse city trainer same as city council special meetings or \$40.00 was suggested. Allow \$1,000.00 more for trainer, increasing administration expense was the mayor's suggestion. Clerk and Treasurer both feel enough compensation and therefore need not be raised. We project an increase in legal expense because of all the legal reviews of comprehensive plan and other anticipated needs for legal advice.

Publication is okay at \$1,500.00, Insurance has never used \$25,000.00, so it was reduced to \$22,500.00. Dues expense seems to be high over the years, so it was reduced by \$500.00 to a new levy of \$2,000.00. Utilities future looks pretty bleak, therefore it was raised ten per cent to \$14,300.00. Building Maintenance must allow for landscaping and other improvements. It was raised to \$6,000.00. Miscellaneous Repairs must allow for building of closets and other improvements we find necessary, but it was left at \$8,500.00. Conference, Seminars was raised to \$1,000.00 because more people will be encouraged to attend educational meetings. Office Supplies balance this year would buy another computer and the levy can stay at \$5,000.00. Allowing for five Park Board members and seven Planning Commission members, twelve meetings per year, the levy for their pay was \$5,500.00. Fire Department requested \$17,000.00 per year for the next 15 years. Roger Trobec reported that the lawyer advised him that the bid for new fire truck had to be advertised in our official newspaper. Since this did not happen, the bidding process must start over. Proper protocol was not followed so the mayor cannot include their request in this budget. The firemen offered many arguments in favor of the purchase of a new fire truck. Roger Trobec said, "Fire protection and public safety is way down after parks and parking lots". Mayor Dahl said; "You're saying that, I'm not. It's all part of a pod." Ray Trobec said, "This is the first time we've ever asked for money – first time" Mayor Dahl said, "I understand that." Ray replied, "No, you don't." Mayor said, "Yeah, I do." Mayor Dahl also replied that the city engineer informed him that every single street in the city has to be reevaluated because the 20 year life span on the streets has been exhausted. Add to that, we haven't even

addressed public works yet. Ray Trobec feels the mayor does not understand nor respect his judgment or the judgment of the fire department. Ray has been on the department for 39 years. He said, "If you want the job, here it is." Roger said, "Yeah. Me too. You can have mine too. That will be it." Roger said, "We've been listening to the fiddle play and it doesn't mean a thing unless you back it up with some support." Roger feels this truck will be all they need for twenty years. Roger Trobec said, "I realize seventeen thousand dollars is a lot of money, but you're getting a lot for it, too." Ron Blenkush said, "Ten years from now, you wouldn't be able to do it either because there is not a concrete bid". Mayor Dahl said, "This is not a seventeen thousand dollar decision. It's a four hundred thousand dollar decision. Do you realize that this building had to have a referendum before it could be built and it was half the value of this truck?" Mayor said, "A decision cannot be made today because there are no bids to make a decision on. We cannot approve the purchase of this truck tonight because process has not been followed." Roger Trobec asked where Rusty Paggen got the letter he brought to the meeting. Rusty said it was on his door step and he has no idea where it came from. Roger asked if he could go over the letter and take out the false statements. Rusty Paggen feels the letter is accurate. Mayor Dahl said, "I do not submit for public record any anonymous letters. That's why it was not read, so I take that with a grain of salt." Roger Trobec said, "It turned you 180 degrees though". Mayor Dahl said, "It hasn't turned me at all". "We have to include it tonight if it's going to be included. It doesn't mean it's a final decision" said the mayor. Karen Peternell wants \$17,000.00 included in our city budget for the firemen. She feels they are responsible. Roger is in favor of the budgetary amount. Roger was informed about the protocol of bid letting the night before this meeting. He said, "I hate to say it, but this was the only thing that was taken to the city attorney. The other stuff that was being taken to the city attorney didn't get there." Clerk Supan challenged his statement. Roger Trobec said, "I don't want to muddy the issue, but if I'm the problem, I will remove myself and I will no longer be the problem, honestly. And I don't like being played like a fiddle." Much more idle dialogue continued. Thomas J. Vouk suggested that from a legal standpoint we must be cautious. Mayor Dahl cautions that the city is liable for the entire amount which is twice that amount. This truck would replace a truck that is 31 years old. Rusty Paggen realizes we need a new truck. But the truck they are asking for is just too much. He went online and feels they could replace the old truck for \$180,000.00. This is not what the firemen are looking for. Ron Blenkush, 35 year veteran, spoke saying the fire department has never missed a payment. Thomas J. Vouk is still concerned about being responsible for the full value of the truck. \$6,500.00 has been budgeted for Civil Defense last year and some time before, however that total is in public safety, not isolated to one account. Clerk Supan will study the location of these funds. \$6,500.00 will be budgeted for 2007. Police is running out of surplus, so we will levy \$17,000.00 for Police Fund. Water Facility Plan should have \$15,000.00 per year budgeted in over some time. We will not budget any this year and will get a true balance in Water Facility Plan. Well Project will not be levied this year. \$10,000.00 budgeted for snow removal again this year. Road Maintenance levy of \$25,000.00 is good for next year. Road Construction will remain at \$90,000.00 for our proposed budget. Total levy for 2007 is \$235,765.00. Mayor Dahl made motion to go ahead with a proposed budget for 2007 of \$235,765.00. Thomas J. Vouk seconded the motion. Motion carried. Roger Trobec voted Nay because he is opposed to 13% increase. Rusty Paggen voted Nay because he is opposed to fire truck levy. Karen Peternell,, Thomas J.Vouk, and James Dahl approved the motion.

ADJOURNMENT: There being no further business, Rusty Paggen made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 1:20 a.m.

REOPENED THE CITY MEETING AT 1:22 a.m.

Consider the request submitted by Kevin Lange on behalf of Howie's Corner Bar to extend noise ordinance for one evening, August 26, 2006, until 11:30 p.m.

Roger Trobec made motion to extend noise ordinance for one evening of August 26, 2006. Karen Peternell seconded the motion. Motion carried.

ADJOURNMENT: Karen Peternell made motion to adjourn this meeting. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 1:25 a.m.

Respectfully Submitted,

Clerk

Alice M. Supan

Mayor

James Dahl

2007 PROPOSED BUDGET

GENERAL REVENUE EXPENSES:

Elected Officials	\$ 12,500
Clerk Treasurer	15,000
Administration	15,000
Elections	2,000
Assessor Fees	3,800
Legal	8,250
Publications	1,500
Insurance	22,500
Dues	2,000
Utilities	14,300
Building Maintenance	6,000
Office Supplies	5,000
Conference, Seminars	1,000
Miscellaneous Repairs	8,500
Planning Commission and Park Board	<u>5,500</u>

Total Expenditures: \$ 122,850

RECEIPTS:

Local Government Aid	108,017
Checkbook Interest	1,163
Building Permits	600
Liquor License	<u>4,305</u>

Total Receipts: 114,085

TOTAL EXPENDITURES MINUS TOTAL RECEIPTS 8,765

TOTAL LEVY FOR GENERAL GOVERNMENT \$ 8,765

PUBLIC SAFETY:

Fire Protection	22,000
Civil Defense	6,500
Police	<u>17,000</u>

TOTAL LEVY FOR PUBLIC SAFETY 45,500 45,500

PUBLIC WORKS

Streetlights	8,500
Road Maintenance	25,000
Road Construction	90,000
Water Facility Plan	- 0 -
Well Project	- 0 -
Maintenance Vehicle	10,000
Maintenance Building	<u>- 0 -</u>

TOTAL LEVY FOR PUBLIC WORKS 133,500 133,500

PARK AND RECREATION

Parks	21,000
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TOTAL LEVY FOR PARKS 21,000 21,000

DEBT SERVICE

1987 G O Bonds	27,000
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TOTAL LEVY FOR DEBT BONDS 27,000 27,000

TOTAL LEVY FOR 2007 \$ 235,765

**ST. STEPHEN CITY COUNCIL
AGENDA
SEPTEMBER 6, 2006**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

1. Joe Paggen – Access.
2. Ben Paggen – Liquor.
3. Todd Pogatchnik – Split.
4. U S Cable Franchise.

REPORTS OF BOARDS & COMMITTEES:

PARK BOARD

PLANNING COMMISSION

ROAD AND BRIDGE

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

Certified Letter to Jamie Majeski was returned to City.

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

MINUTES
ST. STEPHEN CITY COUNCIL
SEPTEMBER 6, 2006 – 7:30 P.M.

CALL TO ORDER: 7:42 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Rusty Paggen made motion to accept minutes of the August 2, 2006, meeting as presented. Thomas J. Vouk seconded the motion. Motion carried. Minutes of the August 9, 2006, were returned to the clerk for rewriting with instructions about quoting all who spoke.

READING OF BILLS:

U. S. Postmaster	Roll of Postage Stamps	\$	39.00
U S Cable	Internet Services July & Aug.		99.90
M – R sign Co., Inc.	Two Handicap Signs		60.07
Rajkowski Hansmeier	Professional Services		87.50
Visible	2006 W – 2 Forms		47.31
S E H	Professional Services		391.60
Minnesota Copy Systems, Inc.	Maintenance Contract #4818		65.74
Stearns County Highway	Children & Dead End Signs		45.07
Rengel Printing Co.	500 Claim Forms		89.92
Xcel Energy	Natural Gas – School Site		21.08
Xcel Energy	Natural Gas – Maintenance Bldg Site		21.30
Xcel Energy	Natural Gas – Fire Hall		46.35
Nelson's Toilet Rental	Toilets for 4 Parks - July		347.74
Nelson's Toilet Rental	Toilets for 3 Parks – August		271.59
St. Stephen Fire Equipment Fund	Gambling Proceeds		2,000.00
Qwest	Phone Service		61.24
Stearns Electric Association	Fire Hall and Well Siren		267.00
Stearns Electric Association	Streetlights		357.00
Custom Surfacing	Patching City Streets		6,620.00
Huls Lawn Service	Grass Cutting – City Hall 5 Times		125.00
Huls Lawn Service	Grass Cutting - Parks 3 Times		555.00
Chuck Ertl	First and Second Ditch Cutting		1,292.00
LeRoy J. Supan	Tractor Repairs		71.60
James J. Dahl	3 rd Qtr 2006 Mayor's Salary		478.56
Rusty Paggen	3 rd Qtr 2006 Council Salary		318.07
Karen Peternell	3 rd Qtr 2006 Council Salary		318.07
Alice Supan	3 rd Qtr 2006 Clerk Salary		1,796.52
Dolores Supan	3 rd Qtr 2006 Treasurer Salary		452.51
Roger Trobec	3 rd Qtr 2006 Council Salary		323.00
Nancy J. Vouk	3 rd Qtr 2006 Janitor Salary		277.05
Thomas J. Vouk	3 rd Qtr 2006 Council Salary		318.07
Jerome Supan	Road Overseer – City Streets		376.59
Newsleaders	Tanker – Pumper Truck Legal Ad		112.50
	Total Bills	\$	17,753.95

Roger Trobec made motion to pay bills as itemized. Rusty Paggen seconded the motion. Motion carried. Fire department bills must go through due process at their next meeting on September 11, 2006. So they will be held until that time. Water bill will be researched by our mayor and some sort of fee for use of our water will be figured out. Ray Trobec assisted them with making access to the water and should be reimbursed.

READING OF RECEIPTS:

Stearns County	July Court Fees	\$ 194.67
Paggen Auto Body	Building Permit for Awning	50.00
St. Stephen State Bank	Building Permit for Awning	50.00
St. Stephen State Bank	August Checking Interest	239.28
Firemen's Relief Association	Gambling Proceeds	2,000.00

TREASURER'S REPORT: Beginning Balance	\$ 185,859.66
Add: August Deposits	85,080.75
	270,940.41
Less: August Checks	13,781.34
	257,159.07
Add: August Interest	239.28
	257,398.35
New Checkbook Balance	\$ 257,398.35

Karen Peternell made motion to accept Treasurer's Report as stated. Rusty Paggen seconded the motion. Motion carried.

INVESTMENTS: Certificate of Deposit # 20	\$ 45,418.03
Certificate of Deposit # 21	42,382.36
Certificate of Deposit # 22	41,493.24
Certificate of Deposit # 23	40,000.00
Total Investments	\$ 169,293.63

Mayor Dahl recognized Ben Paggen. A copy of his application for a liquor license was provided to each of the council and the mayor. Ben Paggen received a list of requirements he must fulfill in order to receive a license from Stearns County Environmental Services. These requirements should be forwarded to the Planning Commission regarding tying these requirements to our liquor ordinance and because it may require a public hearing. Judging by the population of our city, Ben Paggen may request another liquor license. Verify any additional procedures for this application by September 15, 2006, and to set up a public hearing.

U S Cable franchise was discussed. Mayor Dahl is disturbed by some discrepancies from one city to another. Mayor recommends not signing anything until we have more information. Extend a realistic compromise to U S Cable is the recommendation of the mayor. Karen Peternell made motion to sign the franchise with U S Cable as they presented it. Roger Trobec seconded the motion. Thomas J. Vouk voted Nay. Rusty Paggen voted Nay. Further study will be made and it will come up again. Clerk instructed to call Mr. Johnson to make an appointment to negotiate the franchise contract.

PARK BOARD: Tractor has been repaired. Two handicapped signs have been installed. Mayor's concern about dangerous situation near lake in Michael Hlebain Park was addressed. Signs will be posted again. Mayor cautioned not to forget Parks and Trails in our Comprehensive Plan. Refer to it and plan accordingly.

PLANNING COMMISSION: Chairman Supan reported on activities at last meeting of the Planning Commission. Next meeting will be on September 12, 2006, and Sam DeLeo will present his plans for Peternell property. Seminar information will be coming later in the year and the mayor encourages attendance to gather as much information as possible. Feed lot information referred to at last Planning Commission meeting was from Stearns County. It's too soon to call in an attorney at this time.

ROAD AND BRIDGE: Jerome Supan contacted J. R. Ferche about salt sand, but no word has been received from him. Patch work has been completed on city streets. Large stones were found on County Road 5 work area. Jerome threw them off the roadway. If damage occurs to car, it should be sent to

assistant County Engineer, Jodi Teich, along with the reason why you were on the road. Larry Rudolph suggested that the city road overseer was responsible for the mess he has at his place. Jerome Supan said, "I can only pass the comments on to assistant county engineer", which he did. Karen Peternell heard that the City Council is to blame for the bad driving conditions in the city during construction. However, it remains a county project. Ray Trobec and Roger Trobec are informed of road conditions every day. Mayor Dahl requested that Ray Trobec also inform the bus companies of road closures on a daily basis. Ray Trobec refused to take the burden of passing on this information. Dust Control is a huge problem. Clarence Schuneman and Bill Vouk feel cleaning up the dust after this project is done will be a very expensive project. Council should each make at least one phone call to the county about the dust problem on County Road 5. Mayor asked Randy Sabart to talk to the county about the dust problem. Randy Sabart has a letter about County Road 5 progress which must be presented to Jodi Teich for her approval. Mayor suggested sending that letter to all residents of the city. Karen Peternell suggested we should get Amy Ruegemer involved with a newsletter incorporating the letter furnished by Randy Sabart.

POLICE COMMISSION: None.

Public Hearing to adopt final Budget for 2007 is set for November 29, 2006, at 7:00 p.m.

Agreement with Bauerly to set up asphalt plant was discussed. Mayor sees no problem. Attorney will check restrictiveness of agreement. James Dahl made motion to go ahead and sign the agreement on the premise it is only for County Road 5. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT: Three emergency calls have been answered without incident due to road construction. Only other item on their agenda is the fire truck. Mayor Dahl said, "I reclude myself from the meeting at this point. I have been compromised today by a person and I will not be party to that". The acting mayor, Thomas J. Vouk, conducted the meeting through this part of the business.

Bids were opened for purchase of a new tanker – pumper truck. Award went to Custom Fire. General was still high. Difference between the two final bids was \$76.00. The bid and financing arrangements were sent to the attorney for review and advice. Dollar value of the bid is \$407,263. No additional money would be spent to equip the truck. Acting mayor Vouk read into the minutes the contents of the letter received from city attorney Jovanovich which explained the lease purchase agreement as being a proper method of obtaining a fire truck. At this point, discussion was encouraged. The fire department is constantly improving. Their I S O rating is damaged by the fact that they do not have a back up pumper. The question is whether or not the city supports the fire department. Ben Paggen asked, "What happens if the contracts would dry up?" Roger Trobec said, "Then we will sell trucks". Tammy Paggen asked why this project did not have to go to a referendum. Roger Trobec answered that the laws have changed. "Does the department really need this truck or is it just something that would be nice to have?" is the question from Bill Vouk. He feels we have an excellent fire department and has no intentions of downgrading them in any way. He is interested in hearing why we are spending so much money and that it won't raise taxes. Acting Mayor Vouk said, "It is absolutely ridiculous to think that the council does not respect the wishes of the fire department. 6th Avenue S.E. is very unsafe and we had a tragedy just recently which really points up the need for road improvements on 6th Avenue S.E. If pre-planning had happened, we would have levied a couple of years to have more on hand for initial payment." Ron Blenkush said, "In fact, three years budgeting is reflected in the \$57,000 down payment. Not a legitimate excuse for turning down the fire truck." Karen Peternell referred to Tom's suggestion of saving a life and the new fire equipment may save a life. Rusty Paggen does not see that taxes won't go up. Thomas J. Vouk has one other thing. Park levy went up because of a lot of safety things; \$3,500 for walking path, \$4,500 for rubberized material under the playground equipment. It still comes back to the best for as many people as possible. Al Vouk said, "Laws have changed for the fire department, too. The fire department can no longer take private funds and raise their own money. They must work through the city". Ray Trobec feels better about having water on hand when he sends men into a burning house. Roger Trobec made motion that city enter into an agreement with Custom Fire Apparatus, Inc. for the purchase of a pumper tanker truck and that the city enter into a lease purchase agreement with Wells Fargo for \$350,000. Karen Peternell seconded the motion. Poll of council: Roger Trobec – Aye, Karen Peternell – Aye, Rusty Paggen – Nay, Thomas J. Vouk – Aye. Motion carried.

Next N I M S class will be September 18, 2006, at 6:30 p.m.

Acting Mayor Thomas J. Vouk fetched Mayor Dahl back to the meeting.

Karen Peternell brought up Newsletter with Amy Ruegamer's help. Karen would like to set up a web-site. Gov.office would set it up for us. Karen will bring information to next meeting.

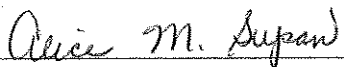
Send the letter furnished by Randy Sabart out to the public right away. Thomas J. Vouk made motion to send the letter from Randy after it is cleared up by Jodi Teich as soon as possible. Note about household hazardous waste pick up should be included. Also urge people to file for council. Rusty Paggen seconded the motion. Motion carried.

Other bits of information: A P O cancelled meeting for August, 2006. Link to Community Service Award will be awarded to St .Stephen Fire Department at their meeting on September 11, 2006. James Dahl made motion to run a story in the St. Cloud paper and in the Sartell Newsleader congratulating our fine fire department. Thomas J. Vouk has a letter unsigned, so it was not considered. Jerome Supan will talk to J. R. Ferche about salt sand. Burski Excavating will be city back up if we have a BIG snow. Will the city clean ice rink and road to it? Worked good last year. A tree in Smoley Addition needs trimming to aid visibility.

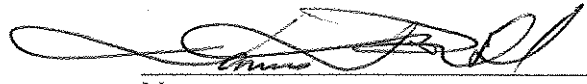
ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Roger Trobec seconded the motion. Motion carried.

TIME: 11:25 p.m.

Respectfully Submitted,



Clerk



Mayor

SPECIAL EMERGENCY MEETING

ST. STEPHEN CITY COUNCIL

Fire Department business

SEPTEMBER 18, 2006

ST. STEPHEN CITY HALL

6:30 P.M.

ST STEPHEN CITY COUNCIL
September 18, 2006
Special Meeting for the St Stephen Fire Department

Tom Vouk, acting Mayor called the meeting to order at 6:35 p.m., Monday September 18, 2006.

Members present: Karen Peternell, Rusty Paggen, Roger Trobec. Recorder Danita Traut. Members Absent: Secretary Alice Supan, Mayor Jim Dahl.

MEMO: Council Persons Roger Trobec and Karen Peternell called this meeting. The minutes of the last meeting were not reviewed as this is a special meeting held on the behalf of the Fire Department to purchase a new Pumper Fire Truck. Roger Trobec made a motion not to present the minutes and the treasurers report until the regular meeting and just stay with the business of the special meeting, seconded by Karen Peternell. The Council unanimously approved.

Roger Trobec apologized to the Firemen for delaying the meeting tonight for training. Roger then proceeded: he talked to Karen and the reason for the special meeting tonight which goes back to the last City Council meeting. At the last meeting there was lots of discussion about the purchase of a new Fire Truck. At that time, Mayor Dahl excused himself from the meeting, Roger was not exactly sure why except he said he was compromised. He left the meeting and when the business of the truck was done, the Council passed a resolution to buy a new Truck and secure the funding with Wells Fargo. After that business, Mayor Dahl came back into the meeting, and the meeting went on and then the meeting was adjourned. The next day they happened to have a fire call, a fireman was in Howies and the Mayor was telling people he was vetoing the purchase of the new fire truck. Roger thought to himself he didn't understand that, this kept nagging at Roger as he didn't understand what was going on. Roger called the Mayor 5-6 times, leaving messages, asking to talk to him and to ask to please return his calls. Every time he called he did not get a call returned and was not successful in contacting the Mayor. Roger then asked Ray Trobec the Fire Chief to call the Mayor and he also wasn't successful in contacting the Mayor. So Roger then asked Alice Supan if the Mayor picked up any of the stuff and she said the Mayor wants all the books and all the specs, all the minutes and all the recordings to go over them. So the books were then brought down right away, that day actually. A couple days later Roger asked Alice if the Mayor picked any of the stuff up and read it and has he indicated whether or not he was going to sign the contract for Custom for building the Truck. Roger pointed out that there is some urgency on the truck as the bid is only good for 30 days, this is the second time the trucks were Bid and so happened that Custom was the low bid and they held their bid from 1st 30 days. Our thinking was if we go past this 30 days, we probably would lose our bid and the probability of them holding that bid for another 30 days or whatever it's going to take is probably not that good. So Roger was trying to get from the Mayor whether or not he was going to sign the papers. So Roger asked Alice if she would get ahold of the Mayor and she said she wasn't able to get in contact with him, he must of been gone or whatever. Roger said to Alice as soon as you talk to him please ask him if he plans to sign the papers for the Truck because he really was instructed by the Council to do that. Roger was concerned about whether or not we would get it done in this 30 day approval time of the Contract/bid time. So a week went by and the Mayor hadn't even picked up or looked at any of the Materials in the office. Roger started thinking how are we ever going to find out what is going to happen. Then Roger was reading the ordinance and the ordinance indicates the Mayor or any 2 council members can call a special emergency meeting of the Council by notification to all the Council people and posting at the Bank, the Conomart and outside of City Hall and you have to have the posting for 3 days and you have to notify the people. So Roger than called Rusty Paggen, Karen Peternell and Tom Vouk about the special meeting that we would like to have to see whether or not he was actually going to sign the papers. Roger tried calling the Mayor and obvioulsy he did not get an answer. So Roger than took the notification sheet to Trobec's Bus and waited to talk to the Mayor until after he was done with his bus route, he then gave the Mayor the paper of notification of

the Special Meeting and Roger told him this is an official notification of the Special Meeting of the council to discuss if whether or not you are actually going to sign the paper. Roger then asked the Mayor if he was planning on signing and he asked him again about 3 times and the Mayor wouldn't answer or anything and Roger then said why won't you return my calls, he wouldn't answer that, he just kept walking got in his car and said "I'm leaving".

So Roger then called the City Attorney to find out what he could possibly do what action can they take if the Mayor sign the agreement. Roger wasn't sure and was assuming that he really wasn't going to sign it, maybe he's wrong and doesn't understand his motives either but whatever they are he is most concerned as we are at day 21 now on Monday of the 30 days of the bid being due and figured if we had to wait any more with the 3 days posting time and the notification and he didn't want to run out past the due date to get the stuff sent to Custom Truck. This is what Roger told him "the Mayor may or may not sign the resolution passed by the City Council approving the purchase of a new Tanker Pumper Fire Truck for the Fire Department". This is his reply: "according to Minnesota Statutes 412-191-412.200 The Mayor is required to sign the resolutions for purchase of personal property of the City so long as for the City so long properly approved by the City Council. This is a purely ministerial task and the Mayor has no right to veto no right of personal choice and must sign the resolutions at issue. This position is affirmed under 1966 opinion of Minnesota Attorney General Robert W Madson". Roger asked him what we have to do and he said we have to make a motion, that the council hereby moves that the Mayor signs the resolution to purchase the Pumper Fire Truck for use by the St Stephen Fire Department according to its ministerial duties as outlined in the Minnesota Statutes. If the Mayor does not do so before, (put in date and time) the City council authorizes Council Member Tom Vouk as the acting Mayor to sign said resolution and all documents necessary to effectuate the transaction approved therein. That is what he indicated is the transaction that would have to be the documentation as instructed.

Roger wanted the City Attorney to come to the meeting and he called Tom because he's acting Mayor to see if it was possible to have the City Attorney come to the meeting to let them know what they can or can't do. Tom said he was at the City Office on Sunday night with Alice, and that the Mayor had signed the papers. This is kind of an unfortunate thing, this could have all been avoided if the Mayor would have let Roger know if he was going to sign the papers at anytime along the way. Roger also asked Alice to let him know if he said he was going to sign the papers and she never did let him know. Tom told Roger to look at the envelope and on the envelope it said "I signed the papers", it didn't say which papers. Roger saw the envelope about 10:00-11:00 this morning (Monday), he did not go into the envelope because that's her stuff in there so he didn't go in there. Tom has the envelope now and the Contract for the truck is signed. Roger hopes we don't have to go through this again when the lease needs to be signed with Wells Fargo. The closing date is set up for October 13. They met with Alice at the here City Hall and Roger and the Fire chief sat in along with Mary Webster from Wells Fargo out of Minneapolis and a lady from St Cloud, they would have the papers and several things to do. Alice also has to talk to the Insurance Agent up here and some other stuff and several papers to sign and the lease agreement.

Roger does not enjoy doing this at all, he is doing it so we don't miss the time frame on the Truck which is no longer a problem because it can be sent in now. Roger just hopes we don't have the same problem on the Lease Agreement, that's his concern. Roger wants to know if we need to have a motion for that, or if we can just understand that he is going to sign in a timely matter. What if he delays like this on the lease agreement? The Mayor has been working on the Cable company contract for 3 months and it is still not signed, he said he is negotiating and studying it. Roger is upset about it because he doesn't understand what the purpose of it is. Karen Peternell wanted to know did the Attorney say that Tom is allowed to sign in the absence of the Mayor. Roger clarified the City resolutions received from the City Attorney regarding allowing Tom to sign. The problem is is that there are time lines, we went through this the same as on the county road, the County said it

needed to be signed by a certain date or it's not going to happen, it's a similar deal.

Karen Peternell mentioned there are also other contracts out there that are not signed. Alice told Roger there are at least 3 of them, Bauerly's is one of them. Karen Peternell made a motion that in the absence of the mayor acting mayor Tom Vouk be in charge of signing all legal documents that are necessary to go on with the Contracts. Roger re-read out loud the resolution from the City Attorney. Tom Vouk said it sounded like it was one specific thing and not for the whole broad resolution. Roger stated that Karen's Motion is better, that any resolution that he doesn't sign that the acting Mayor can sign. Roger seconded the motion.

Karen Peternell wanted to know if Roger asked the attorney if he knew if the Mayor excusing himself from the meeting if that we were really to look at him as signing the documents. Roger did not ask him about that. Rusty said Tom should be the one signing anyway as he was acting Mayor at the time this all went through. At the beginning of the year when this all started and they said he could sign anything in the absence of the Mayor. Tom didn't think that was legal. Rusty said that they all voted on it and that was what they decided he could sign anything in the absence of the Mayor.

Bill Vouk stated that he was at the last Council Meeting when the purchase was approved. The Mayor delayed signing it, so this Special Meeting was called for the problem of the Mayor not signing the documents isn't that that reason for the meeting? Tom said yes, that was his understanding. If he found out his morning why are we having this meeting. Roger just found out now and he did not know which documents were signed and which ones needed to be signed yet. Bill stated that the problem is solved. Roger said no, that there are other documents to be signed, more will need to be signed for the closing. Bill suggested that at the October council Meeting have all the documents there and if the Mayor does not sign at that time then pass a resolution for Tom to sign if the Mayor refuses to sign. This meeting purpose is gone as he did sign the contracts. Roger verified what a closing is to Tom Vouk, they will send the papers to Alice then they all need to sign the papers and send back to them by the 13th. Tom can not speak for the Mayor, he will put \$10.00, no a dime on it that he will want to read everything. All the stuff on the truck is there, Roger said he hasn't come to any of the meetings, read anything, the specs have been there. Roger agrees with Bill to take it up at the October meeting so the papers get signed for the closing because if they don't there goes the deadline. Tom made a suggestion that copies of everything be made so he can read a head of time, have Alice make copies of everything to get to him. Tom gets really bored reading it he probably reads every syllable of it. Tom said to wait until the regular meeting for any further action, the next meeting is October 4th and there will be plenty of time to send it in. Tom asked Karen to withdraw her Motion, she stated but the discussion was that as Rusty said that the acting mayor can sign and take care of the business in the absence of the Mayor. Tom stated absence is one thing but not wanting to is another thing. Roger made a Motion to take the subject up of the Lease/Purchase Agreement at the October meeting so the papers will be signed in a timely manner and ready by the 13th of October, seconded by Karen Peternell. The Council unanimously approved.

Roger Trobec made a motion to adjourn the special meeting at 6:55. I also am sorry that this came about but it could have been avoided very easily if he would have just let somebody know that he would sign this in a timely manner so we wouldn't lose the bid. Rusty seconded the adjournment. The council unanimously approved to adjourn.

Meeting Adjourned at 7:00

Respectfully submitted,

Danita Traut

Recorder

**ST. STEPHEN CITY COUNCIL
AGENDA
OCTOBER 4, 2006**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

1. **Alphonse J. & Rose M. Then – Annexation**
2. **Finalize Park Trail in Hlebain Addition**
3. **Ordinance Change – Cul de sac size.**
4. **Todd Pogatchnik – Split.**
5. **U S Cable Franchise.**
6. **Qwest Papers?**
7. **N I M S - Mutual Aid Agreement.**

REPORTS OF BOARDS & COMMITTEES:

PARK BOARD

PLANNING COMMISSION

ROAD AND BRIDGE

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

Certified Letter to Jamie Majeski has been turned over to attorney.

UNFINISHED BUSINESS

**NEW BUSINESS
ADJOURNMENT
TIME**

MINUTES
ST. STEPHEN CITY COUNCIL
OCTOBER 4, 2006 – 7:30 P.M.

CALL TO ORDER: 7:32 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Thomas J. Vouk, Rusty Paggen, Karen Peternell – Council, James Dahl – Mayor, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETINGS: Thomas J. Vouk made motion to approve minutes of the Budget Meeting on August 9, 2006. Rusty Paggen seconded the motion. Motion carried. Rusty Paggen made motion to approve minutes of the City Council on September 6, 2006. Thomas J. Vouk seconded the motion. Motion carried. Minutes of the Emergency Special Meeting held on September 18, 2006, need to be adjusted to show who called the meeting. Roger Trobec made motion to approve minutes of the September 18th, 2006, meeting with required adjustment. Rusty Paggen seconded the motion. Motion carried. Roger Trobec and Karen Peternell will be added to the heading of these minutes as the council persons who called the meeting.

Karen Peternell asked when she could give reasons for calling the special meeting. Mayor advised her that now was not the time.

READING OF BILLS:

L M C Insurance Trust	Workers' Compensation	1,846.00
League of Minnesota Cities	Annual Dues	774.00
League of Minnesota Cities	Mayors Association Dues	20.00
Newsleaders	Legal Ad – Accuracy Test	45.00
Xcel Energy	Natural Gas – Fire Hall	49.48
Xcel Energy	Natural Gas – School Site	21.30
Rajkowski Hansmeier	Criminal & General Matters	2,120.80
Nancy J. Vouk	Cleaning Supplies	8.39
Xcel Energy	Natural Gas – Maintenance Bldg	21.30
Qwest	Phone Service	59.74
P E R A	3 rd Qtr 2006 Contribution	429.98
Stearns Electric Association	Fire Hall and Well Siren	292.00
Stearns Electric Association	Streetlights	369.00
S E H	Professional Services	79.80
U S Cable	Internet Service	49.95
Huls Lawn Service	Grass Cutting - City Hall - 3 Times	75.00
Huls Lawn Service	Grass Cutting – Parks – 3 Times	555.00
L M C Insurance Trust	Workers ' Compensation	218.00
Danita Traut	Recorder for Meeting 9-18-06	40.00
United States Treasury	3 rd Qtr 2006 Cont. Soc Sec & Med	494.25
St. Stephen Relief Association	City Contribution	5,000.00
Ben Supan	8 Building Inspections	200.00
LeRoy J. Supan	Supplies for Park	16.03
Firefighters' Relief Association	State Fire Aid	21,164.00

Karen Peternell made motion to pay all the bills plus five checks for the park department as soon as the park people authorize such payment totaling \$1,500.00. Thomas J. Vouk seconded the motion. Motion carried. Still no billing for C S A H 5 project.

READING OF RECEIPTS:

St. Stephen State Bank	September Checking Interest	201.49
Stearns County	August Court Fees	164.70
Daniel Schultz	Building Permit – Addition to Garage	50.00
Howie's Corner Bar	Building Permit – Add'n to Kitchen	150.00

R. Trobec, K. Peternell, J. Umerski	Filing Fees for Election	6.00
State of Minnesota	State Fire Aid	21,164.00

TREASURER'S REPORT:	Beginning Balance	\$ 257,398.35
	Add: September Deposits	2,459.37
		259,857.72
	Less: September Checks	17,753.95
		\$ 242,103.77
	Add: September Checking Interest	201.49
		\$ 242,305.26
	New Check Book Balance	\$ 242,305.26

Karen Peternell made motion to accept the Treasurer's Report as presented. Roger Trobec seconded the motion. Motion carried.

INVESTMENTS :	Certificate of Deposit # 20	\$ 46,215.02
	Certificate of Deposit # 21	42,382.36
	Certificate of Deposit # 22	42,213.40
	Certificate of Deposit # 23	40,000.00
	Total Investments	\$ 170,810.78

PETITIONS: Al and Rose Then want to annex about one half acre of land to the City of St. Stephen and join it to 37.65 acres already owned by Al and Rose Then and already annexed to the city in order to gain access to their property. Dan Stang spoke to the mayor before this meeting and feels it is do-able; however, he can not speak for the other supervisors. Comprehensive Plan states that St. Stephen has plenty of plat able land. Rusty Paggen, Thomas J. Vouk, and Roger Trobec have no objections to annexing this land, but would rather not set a precedent for easy annexations. Mayor Dahl would call the other two supervisors and explain the situation if council approves.

Todd Pogatchnik appeared about splitting his property. Planning Commission has already recommended approval of this split. Karen Peternell made motion to approve this split according to survey plans provided. Rusty Paggen seconded the motion. Motion carried.

U S Cable franchise will be discussed at a lunch date with Steve Johnson next week. Some items on Mayor's mind which need discussion. We do have a sample ordinance from a neighboring city to help us settle our franchise questions. New franchise would automatically be for 15 years. Communications are changing so much, our mayor does not like long terms. He would suggest somewhere between five and ten years.

N I M S – Marvin Klug wants a resolution from the city for mutual aid agreement in case of emergency. Roger Trobec made motion to adopt a N I M S resolution promoting the use of intrastate mutual aid agreements. Karen Peternell seconded the motion. Motion carried. Must be mailed to Marvin Klug and noted that this is the data requested.

Karen Peternell challenged the mayor about the timing of his returning phone calls. Much discussion ensued.

PARK BOARD: LeRoy J. Supan reported on the last meeting. Grass will be cut at the discretion of LeRoy J. Supan. Hlebain walkway should be approved by the City Council using the lawyer's advice. Get a copy of the lawyer's letter, send it to Hlebain's, prepare a resolution, and then come back to council for approval. Should have a definite time line, for example 5 years, to work on and make it renewable. Planning Commission will address this issue next Tuesday.

PLANNING COMMISSION: Stephen's Corner Development was discussed at last meeting. Jerry Zahn from Signature Homes will come to the next Planning Commission meeting to discuss development on

Alex Smoley's property. Concern about a road that would be required by the school district on property which Alex Smoley previously sold to School District 748. Mayor asked the council: Are you receptive to moving away from a definite cluster system to on site septic system? Definitive language which would not allow a split would be required. Some discussion about increasing radius on cul de sacs in the city. Thomas J. Vouk made motion to approve change of ordinance to increase radius of cul de sac to 55 feet of black top and 10 additional feet for right of way around the black top. Karen Peternell seconded the motion. Motion carried.

ROAD AND BRIDGE: Roger Trobec asked the city council to consider replacing black top from the apron to County Road 5 on the north side of the city hall at an estimated cost of \$1,809.74. Roger Trobec made motion to provide blacktop from County Road 5 to the apron on the north side of the fire hall at a cost not to exceed \$1,809.74. James J. Dahl seconded the motion. Motion carried. We did not bid this out because of opportunity. Formal note for Jodi Teich should be prepared tomorrow. Ask them to asterisk this amount on our bill so we will know. J. R. Ferche bid for winter snow removal and salt sand was presented. Burski bid for emergency snow removal was presented. Jerome Supan registered his irritation at being criticized for his analysis of our road project. Mayor Dahl informed Jerome that he feels he is doing a very good job because he has expertise on road work. Clarence Schuneman was denied a 20 foot break in curbing for a driveway on his empty lot. He also has a very large evergreen tree that Qwest dug very near and exposed large roots cut off. The tree will die. Jerry Lahr from Stearns County office took pictures and said that size tree has a value of \$890.00. Qwest will pay for nothing unless it is dead. Clarence feels the tree will have to be removed after the grass has all been restored and he does not want that. Roger Trobec feels power for Christmas decorations has been provided on all power poles.

FIRE DEPARTMENT: Ron Blenkush will be retiring. Dustin Coffin is suggested for replacement. Roger Trobec made motion to place Dustin Coffin on fire department contingent on passing his physical and agility tests. James Dahl seconded the motion. Dustin is already training. Frank Vouk is still on contact list for emergency services. Mayor Dahl would like to broaden our area to include Brockway Township and St. Wendel Township. Nim Cast Assessment is survey that Frank Vouk should use now. Roger Trobec got a call that I S tests would be on line and that is a very good way to test out. Monday, October 9, 2006, will be fire department budget meeting for the year of 2008. Papers for Wells Fargo have been signed.

HEALTH COMMITTEE: Karen Peternell reported that a County Road 2 farmer did not incorporate manure soon after spreading it. Cerebral Palsy patients are prone to pneumonia from inhaling such air. A good discussion in a public venue to incorporate ordinance changes was suggested. Reason for complaining now is to try to prevent this from happening again this winter. Letter should probably be sent. Property owner should advise operator to incorporate it in quickly and not spread in the winter time.

Karen Peternell has information on gov.office web site. Cost to city for a monthly service package is \$25.00. One time application fee of \$300.00 includes one time training and unlimited license. We will need a scanner. Karen Peternell and Mayor Dahl will go to Best Buy and look at computers to be used as primary web site. Cost is estimated to be fifteen to eighteen hundred dollars. Establishing a web site is not the problem. Maintaining it is.

Thomas J. Vouk reported that about 12 hearty souls came on Saturday, September 23, 2006, for the Household Hazardous Waste Pick up. Stearns County left around noon because of the very wet weather. Ben Paggen's project is waiting for windows and doors. Will use rock siding on the lower part of the building and steel siding on the higher part. He will plan on attending the Planning Commission Meeting next month.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried

TIME: 11:10

Respectfully Submitted,

Alice M. Supan
Clerk

[Signature]
Mayor

**ST. STEPHEN CITY COUNCIL
AGENDA
NOVEMBER 1, 2006**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

- 1.
- 2.
- 3.

REPORTS OF BOARDS AND COMMITTEES:

1. **PARK BOARD**
2. **PLANNING COMMISSION**
3. **ROAD AND BRIDGE**

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

MINUTES
 ST. STEPHEN CITY COUNCIL
 NOVEMBER 1, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell – Council, Alice Supan – Clerk, Dolores Supan – Treasurer, Thomas J. Vouk – Acting Mayor.

ABSENT: James J. Dahl – Mayor.

MINUTES OF PREVIOUS MEETING: Karen Peternell corrected the checks sent to Youth Ball Program for the past season. They should total \$2,000.00 instead of \$1,500.00. Five more checks for \$100.00 each will be issued. Under Planning Commission, Peternell Development should be referred to as Stephen's Corner Development. Eliminate the line about cluster system being unnecessary. Council will be provided with new copies of these minutes. Under Health Committee, "operator to knife it in" should read "operator to incorporate it in". Under Fire Department, eliminate line "Mayor Dahl would like to broaden our area to include Brockway Township and St. Wendel Township" Karen Peternell made motion to approve the minutes of the October 4, 2006 meeting with all of the above corrections. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS:

L M C Insurance Trust	Municipal Coverage	\$ 9,184.00
L M C Insurance Trust	Municipal Coverage	1,500.00
Burski Excavating, Inc.	Grading / Blading Streets	82.00
Rajkowski Hansmeier	Criminal & General Matters	816.50
Stearns County Auditor-Treas	Assessments & T N T Charge	59.80
Xcel Energy	Natural Gas – Old School Site	21.30
Xcel Energy	Natural Gas – City Hall	90.84
Xcel Energy	Natural Gas – Maintenance Bldg	17.04
Stearns Electric Association	Well Siren and Fire Hall	263.00
Stearns Electric Association	Streetlights	375.00
U. S. Postmaster	Roll of Postage Stamps	39.00
Qwest	Phone Service	59.65
U S Bank	Final Payment & Interest on "94 Bond	15,457.50
McDowall Company	Maintenance Agreement	465.00
Dolores Supan	Primary Election Judge	103.89
S E H	Professional Services	565.70
Nelson's Toilet Rental	Three Toilets for One Month	199.17
U S Cable	Internet Service	49.95
Alice M. Supan	Cassette Tapes & Notebooks	52.11
Joe Gordon	Truck Maintenance	57.71
Eric Larson	Truck Maintenance	51.94
Trobec's Bus Service	Parts	106.11
Marilyn Schumer	Youth Program Raise for 2006	100.00
Jody Umerski	Youth Program Raise for 2006	100.00
Lisa May	Youth Program Raise for 2006	100.00
Dan Mehrwerth	Youth Program Raise for 2006	100.00
LeRoy J. Supan	Youth Program Raise for 2006	100.00
Doug Legatt	Up Front Money for 2006 Season	300.00
Janelle Fleischhacker	Signs for the Park	216.00

Karen Peternell made motion to pay all bills as presented. Roger Trobec seconded the motion. Motion carried.

READING OF RECEIPTS:

St. Stephen State Bank	October Checking Interest	\$ 197.89
Stearns County	September Court Fines	106.68

Randy Klaphake	Building Permit – Garage	50.00
U S Cable of Coastal Texas	Franchise Fees 3 rd Qtr 2006	664.78

TREASURER'S REPORT: Beginning Balance	\$ 242,305.26
Add: October Deposits	21,477.18
	263,782.44
Less: October Checks	35,499.02
	228,283.42
Add: October Interest	197.89
New Check Book Balance	\$ 228,481.31

Roger Trobec made motion to approve Treasurer's Report. Rusty Paggen seconded the motion. Motion carried.

Clerk and treasurer were instructed to write a letter of concern to St. Stephen State Bank about many recent errors. Do something about it or we go elsewhere. Roger Trobec made motion for this action. Rusty Paggen seconded the motion. Motion carried.

INVESTMENTS:	Certificate of Deposit # 20	\$ 46,215.02
	Certificate of Deposit # 21	42,382.36
	Certificate of Deposit # 22	42,213.40
	Certificate of Deposit # 23	40,000.00
	Total Investments	\$ 170,810.78

Sam De Leo, developer of Stephen's Corner, came to request a variance for development on his land. He presented a new plat drawing of Stephen's Corner with shallow ditches, no curb and gutter, and a request for variance to allow 24 foot wide road instead of 32 foot road. Soil is not suitable for cluster system, therefore individual systems will be used by all. Sam De Leo wants to make it easy for the city to approve his plan.

PARK BOARD: Park Board announced a Christmas lighting contest which will be known as a Holiday lighting contest and will be sponsored by local businesses. City lights will be put up at 9:00 a.m. on November 24, 2006. All who wish to help are welcome. Roger Trobec made motion to back up the Park Department plan to have a Holiday lighting contest in the city. Karen Peternell seconded the motion. Motion carried. Randy Sabart has been asked to help get a description of the planned trail on Hlebain property. The attorney will analyze the plan, take it to Hlebain's, and then back to the city. Karen Peternell made motion to pay Janelle Fleischhacker up to \$250.00 for signs. Roger Trobec seconded the motion. Motion carried.

ROAD AND BRIDGE: Randy Sabart has nothing from the engineer's office at this time with regard to County Road 5. Snow plow needs one new cutting edge. Clerk Supan was instructed to provide snow removal contracts for the park meeting scheduled for tomorrow evening. The list of Ferche's contact people will be provided to the snow removal people. Rusty Paggen reported that this will be the last year for use of our present snow plow. Stearns County will be selling some single axle trucks next spring. It is definitely something to think about. Doug Legatt is in need of his \$300.00 up front check for snow plowing again this year.

PLANNING COMMISSION: Sam De Leo and Jerry Zahn will both be present for the next meeting. Sam De Leo represents Stephen's Corner and Jerry Zahn represents Signature Homes. Question from Karen Peternell was "Will it be easier to rezone land before it is sold? Or Is it easier for a developer to rezone?" Can't be answered tonight.

FIRE DEPARTMENT: Budget meeting was held and results were presented to the City Council tonight. Karen Peternell made motion to accept budget for 2007. Rusty Paggen seconded the motion. Motion carried. Job descriptions will be presented to the next meeting. Dustin Coffin passed his test to be a firefighter. Certificates for ICS100 were presented for the mayor and council.

HEALTH COMMITTEE: Lawyer's letter dated October 2, 2006 about Majeski property was read. Karen Peternell made motion to contact attorney and proceed with action against Mr. Majeski. Rusty Paggen seconded the motion. Motion carried. Todd Omann's property will have new ownership on November 8, 2006. At that time clean up and improvements will be seen.

UNFINISHED BUSINESS: Karen Peternell advised Mayor Dahl that she has no expertise about buying computers. At this time Mayor Dahl does not have a new computer.

NEW BUSINESS: League of Minnesota Cities is conducting a meeting at Civic Center in St. Cloud tomorrow from 1:30 to 5:00 p.m. The subject will be land use. Fee is \$25.00. Status of U S Cable franchise is not known at this time.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Roger Trobec seconded the motion. Motion carried.

TIME: 10:15 p.m.

Respectfully Submitted,

Alice M. Supan
Clerk

James T. Dahl
Mayor

**Notice of
Proposed Property Taxes**

The City of SAINT STEPHEN

St. Stephen city council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect to pay for the costs of services the city will provide in 2007.

Attend the Public Hearing

St. Stephen city residents are invited to attend the public hearing of the city council to express their opinions on the budget and on the proposed amount of 2007 property taxes. The hearing will be held on:

**Wednesday, November 29, 2006
at 7:00 p.m. in St. Stephen City Hall
2 - 6th Avenue S. E.
St. Stephen, Minnesota 56375**

MINUTES
ST. STEPHEN CITY COUNCIL – T N T MEETING
NOVEMBER 29, 2006 – 7:00 P.M.

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – Council, Alice Supan – Clerk, James Dahl – Mayor.

ABSENT: None

Purpose of this meeting is to hear comments about our proposed budget for 2007 taxes for the City of St. Stephen. Discussion period will be open for ten minutes. Raising fees for permits, etc next year was suggested. Council was instructed to keep this in mind for the January, 2007 meeting. Mayor Dahl asked a second time for comments about our budget. None were forthcoming. Rusty Paggen made motion to close the Public Hearing. Karen Peternell seconded the motion. Motion carried. Roger Trobec requested lowering the budget by \$15,000.00 by removing Administration Fee from General Revenue Expenses. Mayor Dahl would like to keep Administration Fee for getting an audit of city books, which he estimates would cost at least \$10,000.00. Roger Trobec made motion to reduce budget by \$15,000.00 thus eliminating Administration Fee for one year. Budget increase would be 5.5%. Karen Peternell seconded the motion. Roll call vote: Roger Trobec – Aye, Thomas J. Vouk – Nay, James J. Dahl – Nay, Rusty Paggen – Nay, Karen Peternell – Aye. Motion fails.

Infrastructure of city roads needs much work according to our city engineer. The mayor wishes to address this problem. Roger Trobec stated, "The budget could have been reasonably raised without jeopardizing the city at all. There is plenty of money for an audit, at the rate of \$15,000.00 per year or \$45,000.00, which is now in General Fund"

James Dahl made motion to approve the 2007 budget as it was proposed or for a total of \$235,765.00. Rusty Paggen seconded the motion. Thomas J. Vouk understands points brought out by both Roger Trobec and Jim Dahl. He also understands that some of our savings which were designated for fixing some of our city roads will go to the County Road 5 project. In that respect he feels our budget increase is a reality because of the two big projects this year.

Mayor Dahl requested a five minute recess at 8:35 p.m.

City meeting was reopened at 8:40 p.m. Motion is out there. Roger Trobec asked to have it read and roll call was taken. Roll call vote: Roger Trobec – Nay, Thomas J. Vouk – Nay, James J. Dahl – Aye, Rusty Paggen – Aye, Karen Peternell – Nay. Motion fails.

Thomas J. Vouk suggested reducing Road Construction \$5,000.00 and Administration Fee \$5,000.00. James Dahl would be willing to sacrifice \$5,000.00 out of Road Construction and \$5,000.00 out of Park and Recreation. Karen Peternell made motion to take \$15,000.00 out of Administration Fee. She was informed that had already been voted down.

Roger Trobec made motion to take \$10,000.00 out of Administration Fee and \$5,000.00 out of Road and Bridge. Karen Peternell seconded the motion. Roll call vote: Roger Trobec – Aye, Thomas J. Vouk – Nay, James J. Dahl – Nay, Rusty Paggen – Nay, Karen Peternell – Aye. Motion fails.

James J. Dahl made motion to reduce Road Construction by \$5,000.00 and Park and Recreation by \$5,000.00. No second to the motion. Motion fails.


Thomas J. Vouk made motion to drop Road and Bridge Construction by \$6,000.00 leaving \$84,000.00 and drop Park and Recreation by \$4,000.00 leaving \$17,000.00, thus reducing the total levy by \$10,000.00. Rusty Paggen seconded the motion. Roll call vote: Roger Trobec – Nay, Thomas J. Vouk – Aye, James J. Dahl – Aye, Rusty Paggen – Aye, Karen Peternell – Aye. Motion carried.

ADJOURNMENT: Rusty Paggen made motion to adjourn. Thomas J. Vouk seconded the motion. Motion carried.

TIME: 9:15 P.M.

Respectfully Submitted,


Clerk


Mayor

**ST. STEPHEN CITY COUNCIL
AGENDA
DECEMBER 6, 2006**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES OF PREVIOUS MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

PETITIONS, REQUESTS, AND COMMUNICATIONS:

- 1. Public Hearing – Sam Deleo**
- 2. Snowmobile Club – Kevin Tadych**
- 3. Real Estate Value – Jodi Specht**

REPORTS OF BOARDS AND COMMITTEES:

- 1. PARK BOARD**
- 2. PLANNING COMMISSION**
- 3. ROAD AND BRIDGE**

POLICE DEPARTMENT

FIRE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

TIME

MINUTES
ST. STEPHEN CITY COUNCIL
DECEMBER 6, 2006 – 7:30 P.M.

CALL TO ORDER: 7:30 p.m.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: James Dahl – Mayor, Roger Trobec, Rusty Paggen, Karen Peternell, Thomas J. Vouk – Council, Dolores Supan – Treasurer, Alice Supan – Clerk.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Roger Trobec made motion to accept minutes of the November 1, 2006, meeting as presented. Rusty Paggen seconded the motion. Motion carried. Rusty Paggen made motion to approve minutes of the November 29, 2006, meeting as presented. Thomas J. Vouk seconded the motion. Motion carried.

READING OF BILLS:

Jeanette Seaton	Primary & General Election Judge	\$ 184.90
Alice Hlebain	Primary & General Election Judge	97.50
Lavone Smoley	Primary & General Election Judge	134.28
Ruth Vouk	Primary & General Election Judge	148.12
Marilyn Schumer	Primary & General Election Judge	299.53
Alice M. Supan	Primary & General Election Judge	307.55
Xcel Energy	Natural Gas – City Hall	220.66
Xcel Energy	Natural Gas – School Site	21.26
Xcel Energy	Natural Gas – Maintenance Building	28.51
League of MN Cities	Fee for Land Use Program	25.00
Rajkowski Hansmeier	General & Criminal Matters	755.50
Huls Lawn Service	1 Grass Cutting City Hall	25.00
Huls Lawn Service	1 Grass Cutting – City Parks	185.00
Eggen's Direct Service	Fuel for Snow Plow	82.02
Qwest	Phone Service	61.28
Minnesota Copy Systems, Inc.	Mtce Contract # 4818	67.00
Sartell Newsleader	Publication of Public Hearing	213.75
Stearns Electric Association	Fire Hall & Well Siren	196.00
Stearns Electric Association	Streetlights	381.00
Trobec's School Bus Service	Repairs, Parts – Snowplow	717.47
U S Cable	Internet Service	49.95
Roger Trobec	4 th Qtr 2006 Council Salary	399.00
Roger Trobec	Fuses for Christmas Lighting	12.81
James J. Dahl	4 th Qtr 2006 Mayor Salary	265.98
Rusty Paggen	4 th Qtr 2006 Council Salary	392.91
Karen Peternell	4 th Qtr 2006 Council Salary	392.91
Alice M. Supan	4 th Qtr 2006 Clerk Salary	1,793.45
Alice M. Supan	3 Rolls Postage Stamps	117.00
Dolores Supan	4 th Qtr 2006 Treasurer Salary	415.57
Nancy J. Vouk	4 th Qtr 2006 Janitor Salary	302.90
Thomas J. Vouk	4 th Qtr 2006 Council Salary	392.91
Main Street Designs, Inc.	6 Cartons Christmas Bulbs	132.22
Eric Larson	4 Hours Snow Plow Maintenance	92.35
Joe Gordon	6 ½ Hours Snow Plow Maintenance	150.06
Stearns County Highway	Partial Payment – County Road 5 Project	127,817.54

Karen Peternell made motion to pay the bills as read. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS:

Anita Smoley	Use of Meeting Room 1 day	\$	25.00
Sam DeLeo	Fee for Public Hearing		100.00
Sam DeLeo	Additional Fees for Public Hearing		126.04
Ken Fournier	Use of Meeting Room 1 day		25.00
Bauerly Company	Water Usage on County Road 2		35.00
Stearns County	Tax Settlement for Ag & Mkt Value Credit		12,439.95
Stearns County	October Court Fees		353.38
Stearns County	Partial Tax Settlement		88,169.81
Polar Land Company	Engineer & Attorney Plat Fees		3,000.00
St. Stephen State Bank	November Checking Interest		193.66
St. Stephen State Bank	Interest on Certificate # 20		1,356.19
St. Stephen State Bank	Interest on Certificate # 21		1,241.54
St. Stephen State Bank	Interest on Certificate # 22		1,236.58

TREASURER'S REPORT:

Beginning Balance	\$ 228,481.31
Add: November Deposits	13,508.11
	241,989.42
Less: November Checks	30,647.25
	211,342.17
Add: November Interest	193.66
New Check Book Balance	\$ 211,535.83

INVESTMENTS

Certificate of Deposit # 20	\$ 46,215.02
Certificate of Deposit # 21	42,382.36
Certificate of Deposit # 22	42,213.40
Certificate of Deposit # 23	40,000.00

Total Investments \$ 170,810.78

Thomas J. Vouk made motion to approve Treasurer's Report. Karen Peternell seconded the motion. Motion carried.

Since it was too early to start the public hearing, Mayor Dahl called on Kevin Tadych who was representing the Snowmobile Club. He requests help from the city to mark new trails for the snowmobile riders to avoid going on Index 53 property. Snowmobiles can ride the road right of way, going with the traffic on the farthest right side. Kevin Tadych suggested sending a letter to St. Stephen residents advising them that the road right of way can be used. Clarence Schuneman recommended using the right of way inside the curb on County Road 5 and keep snowmobiles off private property altogether. Ordinance review might be in order. Kevin Tadych provided the council with a copy of Sartell's Snowmobile Ordinance. Mayor Dahl suggested the Snowmobile Club send a letter to all of their members, and the city will take a look at that letter using it to advise affected people in the city. A committee will be formed to study our present ordinance after the first of the year. It will be called Recreational Use Ordinance Review Committee.

Mayor Dahl closed the regular city meeting at 8:25 p.m.

Public Hearing was opened at 8:25 p.m. Sam DeLeo proposes a more rural design neighborhood for the development in the northern part of the city. Current city code does not allow for this, so he is requesting four variances. Variances for curb and gutter, road width, front footage, and time limit are being requested. Mayor Dahl asked why Sam had not requested a variance to allow more than five lots without a cluster system. Sam DeLeo said he had met with city officials on numerous occasions and no one suggested the need for such variance. Sam did not believe a variance was necessary for this purpose. Planning Board chairman feels he should have requested copy of the statement that the land is not capable of cluster system.

**ORDER AND FINDINGS OF THE ST. STEPHEN
BOARD OF ADJUSTMENT ON REQUEST FOR VARIANCES
BY SAM DELEO**

A Public Hearing was held before the St. Stephen City Council acting as the Board of Adjustment on December 6, 2006, at 8:25 p.m.

On November 15, 2006, Sam DeLeo filed a written request for four variances from the St. Stephen City Code with respect to land located at:

Tract A

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$) and the Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ NW $\frac{1}{4}$), Section 24, Township 126, Range 29, Stearns County, Minnesota.

And also excepting therefrom:

That part of the Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$) and the Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ NW $\frac{1}{4}$), of Section 24, Township 126, Range 29, Stearns County, Minnesota described as follows: Commencing at the north quarter corner of said Section 24; thence westerly along the north line of the Northwest Quarter said Section 24 on an assumed bearing of South 89 degrees 19 minutes 35 seconds West for 821.91 feet to the point of beginning of the tract to be described; thence continue South 89 degrees 19 minutes 35 seconds West, along last described north line of said Northwest Quarter for 815.00 feet; thence South 01 degrees 33 minutes 03 seconds East for 815.00 feet; thence North 89 degrees 19 minutes 35 seconds East for 815.00 feet; thence North 01 degrees 33 minutes 03 seconds West for 815.00 feet to the point of beginning.

Containing 54 acres, more or less.

(See attached letter from Sam DeLeo, dated November 15, 2006, marked as Exhibit A).

The requests for variances from the St. Stephen Zoning Ordinance were as follows:

1. A request to waive the requirement for curb and gutter, and in its place construct shallow ditches to direct storm water run-off.
2. A request to waive the required minimum 32-foot wide road top surface and allow for the construction of a 26-foot wide paved surface road.

3. A request to waive the 50-foot minimum frontage requirement, and in its place allow certain lots with a 33-foot wide front yard width.

4. A request to grant an extension of the 90-day expiration date on variances to allow the subdivision to be fully constructed.

Based on the evidence produced at the Public Hearing and based on the requirements in the St. Stephen Zoning Ordinance, the St. Stephen City Council acting as the Board of Adjustment made the following order and findings:

1. Granted the request for a variance waiving the requirement of curb and gutter and allowing storm water run-off to be diverted through ditches. This requirement was granted a variance based on the fact that water running down the street must go to ponds and that because of the large lot size, there is less impervious surface and therefore less run-off from the lots.

2. The request for a variance waiving the minimum top road surface of 32 feet was denied. The reason for the denial was based on the fact that a 26-foot road would not allow for safe, on-street parking. Additionally, the request for variance did not meet the requirements of the following sections of St. Stephen Ordinance 41.22, Subd. 2:

- a) there was no showing of practical difficulties or hardship in the strict application of the provision of the Ordinance;
- b) there was no showing of exceptional or extra-ordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district;
- c) there was no showing that the variance was necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and in the same vicinity;

- d) there was no showing that the granting of the variance would not materially impair the intent and purpose of the Ordinance or the public interest;
- e) there was no showing that the condition of specific piece of property for which the variance was sought was not of so general or recurrent in nature as to make reasonably practical for the formulation of general regulations for such conditions or situations;

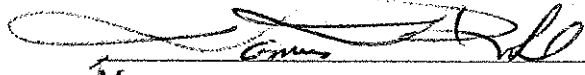
3. The request for waiver of the 50-foot minimum lot frontage was denied. The reason for the denial was that the request for variance did not meet the requirements of the following sections of St. Stephen Ordinance 41.22, Subd. 2:

- a) there was no showing of practical difficulties or hardship in the strict application of the provision of the Ordinance;
- b) there was no showing of exceptional or extra-ordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district;
- c) there was no showing that the variance was necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and in the same vicinity;
- d) there was no showing that the granting of the variance would not materially impair the intent and purpose of the Ordinance or the public interest;
- e) there was no showing that the condition of specific piece of property for which the variance was sought was not of so general or recurrent in nature

as to make reasonably practical for the formulation of general regulations
for such conditions or situations;

4. The request for a variance to allow more than 90 days before the expiration of the variance was withdrawn by Mr. DeLeo. The Council had indicated that there is no reason to request a variance from this requirement. The Council ruled that Mr. DeLeo has nine months in which to obtain plat approval and implement the variance approved above.

BY ORDER OF THE CITY COUNCIL ACTING AS THE BOARD OF
ADJUSTMENT.


F.J. Mayor

Alice M. Supan

Attest:
City Clerk



Curb and gutter – If water is running down street and comes to curb, it still must go to ponds. No reason to pool water on street. Road width – Stay with road width according to ordinance. Proposed walking path takes you to no where, so they are not in favor of path around development. Planning Commission minutes state that a variance would be required to plan without cluster system. During public comments Perry Nistler stated that curb and gutter could be waived by city council, road width of 32 feet is better, 24 foot width is too narrow, and to keep 50 foot frontage for lot width frontage. Lisa Bielejeski thought the requested 33 foot lot frontage was for two lots and shared driveways. The path around the development would keep walkers and bikers on the path and not on the road way. However, the safety issue still remains. Jerome Supan asked about road widths which are requested to be 24 feet. Ditches no steeper than four to one and maybe six to one according to Sam DeLeo. Ken Fournier asked if narrow roads mean no on street parking. Yes it does and that is another good argument against narrow roads. Everett Sobania asked when the city adopted curb and gutter ordinance. He was advised that the ordinance was adopted in 1991. Everett also asked about the minimum lot size. He was advised the minimum lot size in St. Stephen is 20,000 square feet. “Why would you do that? It seems like a waste of land” was Everett’s comment. The variance is more about lot width being 33 feet instead of 50 feet as required by ordinance. Sedimentation ponds – wet lands? Ditch or not is a point that must be addressed either way. Comprehensive Plan and Developers Agreement are all available for study before land is purchased – statements from the Planning Commission Chairman. Ray Smoley would like to see development be encouraged by the City Council and help this developer succeed so we have some growth here. Paul Bielejeski thought that was a very good point. Ray Smoley asked if this developer had to pay for this meeting. Yes. And he will have to have still another due to a misunderstanding? Ray feels fee for the next meeting should be waived due to all the unknown. Karen Peternell feels a printing error probably contributed to some misunderstanding. Planning Commission needs to have access to experts to make their decisions. Perry Nistler added, “Sam is a professional developer. He knows the way of the process. They want to make as much money as possible. Their goal is to put in as little as possible. Developers will get a variance to save money.” Ben Ferche questions value of houses with these ordinances. Paul Bielejeski says Sam is trying to put forth a nice rural development for the city. Everett Sobania cited the 90 day variance. He feels 90 days is awfully short. He suggested nine months to a year. Randy Sabart agrees that 90 days is a very short time and he would suggest six months. Roger Trobec referred to our ordinance and said 90 days can be extended with written request. Mayor Dahl asked twice for any additional comments. Ben Supan added that walking path was discontinued because of lack of sidewalks. Perry Nistler said the walking path will still be required to go to County Road 2. Mayor Dahl asked one more time for comments. Ben Ferche thinks the time for developing is pretty well over. No more comments were forthcoming. Rusty Paggen made motion to close the public hearing. Karen Peternell seconded the motion. Time was 9:37 p.m.

Regular city meeting was reopened at 9:37 p.m.

Striping roads will be an issue because it would be the only striped road in the city. With 22 lots, 100 cars per day traffic is projected. Ordinance does not allow Sam DeLeo to do what is best for the land. His plan would be more attractive than half acre lots. All existing roads 32 feet wide is not true. Lakewood Valley has 23 foot road width. This is more restrictive than any other community. Sam DeLeo did not buy the land. He was only asked to make a nice development. It is not a plan designed for making a lot of money. Sam DeLeo questioned the 90 day period. Did this request suffice or must he make a written request? Did not suggest a finish date. Sam would assume the risk at the time of presenting a preliminary plat. Sam DeLeo would request nine months. Karen Peternell asked how many lots are 33 feet wide where the ordinance requires 50 feet. Covenants that do not allow splitting these lots in the future really only last 30 years. Sam DeLeo suggested a subdivision agreement so stating. Covenants can be presented with preliminary plat according to Randy Sabart. Roger Trobec asked who maintains the walking path? It is a public thoroughfare, so the city maintains. James Dahl added that access to road has been addressed. Two on County Road 2 would have shared driveway which has been approved.

Findings of Facts process begins:

- (1) Roger Trobec made motion to grant variance to Sam DeLeo to waive curb and gutter requirement for this specific development. Karen Peternell seconded the motion. Roll call vote: Roger Trobec – Aye, Thomas J. Vouk – Aye, Rusty Paggen – Aye, Karen Peternell – Aye, James Dahl – Nay. Motion carried.
- (2) Thomas J. Vouk made motion to deny variance to Sam DeLeo to reduce road width less than 32 foot road surface as required by ordinance. Rusty Paggen seconded the motion. Motion carried.
- (3) Thomas J. Vouk made motion to deny less than 50 foot frontage on lots. James Dahl seconded the motion. Roll call vote: Roger Trobec – Nay, Thomas J. Vouk – Aye, Rusty Paggen – Aye, Karen Peternell – Nay, James Dahl – Aye. Motion carried.
- (4) Roger Trobec made motion that there is no need for approval in this case. Nine months requested by Sam DeLeo should be approved. Karen Peternell seconded the motion. Motion carried.

Sam DeLeo withdrew his request for time extension per his fourth variance request and did provide a written request for extension.

Al and Rose Then were supposed to come to the city council meeting tonight, however they were not put on the agenda. Mayor Dahl would suggest putting them on the agenda for the January, 2007 meeting.

Letter from Jodi Specht was read to all and copies will be made for all council members. Clerk instructed to file her letter for the city.

ROAD AND BRIDGE: Randy Sabart has been asked to go over the bill received by the City of St. Stephen for County Road 5 Construction. Snow Plow must be replaced before next season. Rusty Paggen and Thomas J. Vouk were instructed to keep eyes and ears open about purchasing another truck. Cross walks in the city should be redone next year when second surface goes on County Road 5. Jerome Supan reported two locations in the city where trees are hanging over the road and should be trimmed. More streetlights are out in the city. If the post numbers are reported to the city clerk, she will get them back in working order. All Christmas decorations are not working properly. Stearns Electric has been called and it seems an electrician should be called. Roger Trobec made motion to call an electrician. James Dahl seconded the motion. Motion carried. Pedestrian cross walk sign by the church should be installed. Randy Sabart provided a plan for walking trail on Hlebain property which will be provided to the Planning Commission.

FIRE DEPARTMENT: Job descriptions for Fire Chief, Assistant Fire Chief, and Captain were presented. Mayor Dahl requested more time to study the job descriptions and is happy with what he sees so far. Upon his study, they will be presented to the council for approval. Fire Department was instructed to come up with a job description for secretary – treasurer also. Two grants – Ag Star grant for \$2,400.00 for hose on new truck, and D N R matching grant for \$1,200.00 for hoses and nozzles for the new truck. Thomas J. Vouk made motion to participate up to \$1,200.00 for matching grant from D N R. James Dahl seconded the motion. Motion carried. Joseph Palmersheim will retire July 14, 2007. Roger Trobec requested time to explain the difference between Rice Fire Department situation compared to St. Stephen Fire Department situation. James Dahl made motion to have Jeff Draiss help city clerk set up electronic accounting and keep track of hours for reimbursement. Roger Trobec seconded the motion. Motion carried.

PARK BOARD: LeRoy put up signs on Pond's Edge. Ice rink is being flooded at Smoley Park. Brian Fleischhacker will remove snow from ice skating pond. Christmas lighting contest will be judged on December 14, 2006. Ken Fournier will present winner when decided. There are five members on the park board at this time and they have a desire for more.

Finding of Facts letter must be sent to Sam DeLeo within ten days. Indicate that variance request # 4 was withdrawn and will be so noted in writing.

Karen Peternell reported that a new garage in the city does not match the house. Building inspector said the house will eventually match the garage, just as soon as he can afford.

Negotiations are still going on with U S Cable. Mayor Dahl is requesting a ten percent reduction for preferred services. He also thinks fifteen years is way too long. Somewhere between five and eight years would be more desirable. Letter will go out some time this week.

Resolution for budget for 2007 as it has been revised downward from \$235,765 total to \$225,765 total is the next item of business. Thomas J. Vouk made motion to adopt the final 2007 tax levy of \$225,765. Karen Peternell seconded the motion. Motion carried.

Roger Trobec made motion to provide Trobec's Bar, Howie's Bar, and the Cono Mart with applications for Cigarette License. Karen Peternell seconded the motion. Motion carried.

ADJOURNMENT: There being no further business, Karen Peternell made motion to adjourn. Roger Trobec seconded the motion. Motion carried.

TIME: 12:32 a.m.

Respectfully Submitted,

Alice M. Supan
Clerk

[Signature]
Mayor