

**ST. STEPHEN CITY COUNCIL  
AGENDA  
JANUARY 7, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. D N R Request by Fire Dept. Needs Approval**
- 2. Display Box on City Hall Entrance needs attention**
- 3. Mayor's Appointments and Services Contracts**
- 4. Mailboxes in cul de sacs.**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
JANUARY 7, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Rusty Paggen – Acting Mayor, Thomas J. Vouk, Roger Trobec, & Jeff Blenkush – Council, Alice Supan – Clerk, Dolores Supan – Treasurer, and Mayor Elect Cindy Vanderweyst.

ABSENT: None.

First order of business is election results from the General Election held on November 4, 2008. Results of the St. Stephen City Election were as follows:

Cindy Vanderweyst	270		
James Dahl	189		
Write In	12	Total Votes	487 for Mayor.
Under Votes	16		
Thomas J. Vouk	254		
Edith Gerads	144		
Jeff Blenkush	330		
Write In	6	Total Votes	974 for Council –
Under Votes	240		4 years.
Rusty Paggen	231		
Danita Traut	224		
Write In	1		
Over Votes	1	Total Votes	487 for Council
UnderVotes	30		2 Years.

OATH OF OFFICE was administered for Cindy Vanderweyst and for two council persons, Thomas J. Vouk and Jeff Blenkush.

MINUTES OF PREVIOUS MEETINGS: Rusty Paggen made motion to approve minutes of the December 1, 2008 T N T meeting as presented. Thomas J. Vouk seconded the motion. Motion carried. Budget numbers in the December 3, 2008 minutes were overstated by \$1,200.00. Deputy Clerk levy must be reduced by \$1,200.00 to make our budget for taxes collectible in 2009 correct. Rusty Paggen made motion to approve minutes of the December 3, 2008 meeting with the above noted correction. Roger Trobec seconded the motion. Motion carried.

READING OF BILLS: See attached. Next year the lighting contest prizes will be authorized at the December meeting so they can be issued in mid December when they are needed. Thomas J. Vouk made motion to pay bills totaling \$35,322.04 as presented. Rusty Paggen seconded the motion. Motion carried.

TREASURER'S REPORT:	Beginning Balance	\$ 244,934.80
	Add: December Deposits	91,658.60
		336,593.40
	Less: December Checks	48,995.48
		287,597.92
	Add: December Interest	119.79
	New Check Book Balance	\$ 287,717.71

Roger Trobec made motion to accept the treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

INVESTMENTS:	Wells Fargo 25428	\$ 49,760.80
	Wells Fargo 25766	44,379.70
	Certificate of Deposit # 21	45,811.29
	Certificate of Deposit # 22	45,774.89
	Total Investments	\$ 185,726.68

Mayor Vanderwyst turned the meeting over to city attorney Tom Jovanovich who presented a thirty minute slide presentation regarding mayor and council duties. This presentation is desirable for new members of the City Council. Tom Jovanovich also provided letters for the mayor and all council members regarding errors in our Code Book. Minimum square feet for lot size and white disposable buildings are issues at this time.

Roger Trobec made motion to approve a matching grant fund of \$1,500.00 from the D N R for pagers for the firemen. Jeff Blenkush seconded the motion. Motion carried. Mayor put her signature on the grant request and it was returned to Ray Trobec. Mailbox locations in cul de sacs will be addressed in Spring. In the meantime, we will try to haul away some snow. Doug Legatt will monitor the problem for now.

Services contracts were discussed. Sartell Newsleader for newspaper and legal ads, Rajkowski Hansmeier for attorney, S E H for Engineer, St. Stephen State Bank for Checking Account and Wells Fargo Bank for Savings were suggested. Roger Trobec made motion to retain all of the above for the calendar year of 2009. Jeff Blenkush seconded the motion. Motion carried. Mayor's appointments are as follows:

Acting Mayor	Roger Trobec
Police Commission	Rusty Paggen & Jeff Blenkush
Health Committee	Roger Trobec & Jeff Blenkush
Park Board Ex Officio	Roger Trobec & Jeff Blenkush
Planning Board Ex Officio	Rusty Paggen & Tom Vouk
Road and Bridge	Roger Trobec & Tom Vouk
Emergency Management	Jim Schumer
Road Overseer	Jerome Supan
Permit Inspector	Ben Supan

Jeff Blenkush made motion to accept the mayor's appointments as listed above. Rusty Paggen seconded the motion. Motion carried

Stearns County Highway Engineer sent a letter to the City of St. Stephen suggesting dates for a joint meeting with neighboring governments to discuss improvements on what we know as 6th Avenue Southeast. Six different dates were suggested and much discussion followed as to when would be the best. Clerk was advised to call Mitch Anderson and suggest that we would most like either Wednesday selected and we would prefer an evening hour. Wednesday, January 28<sup>th</sup> in the P. M. or Wednesday, February 11<sup>th</sup> in the P. M. would be the choice St. Stephen would make. Clerk will call Mitch Anderson and suggest these dates and then advise all of the council what his reply is. 15<sup>th</sup> Street S. E. is involved and does have a problem. Road and Bridge committee would like to know who will pay for what.

**FIRE DEPARTMENT:** Officer election was held. Raymond Trobec – Fire Chief, Jeff Drais – Assistant Fire Chief, Brian Quaal, Aaron Rudolph, Gene Skaj, and Jeff Blenkush – Captains, were the appointments. Rusty Paggen made motion to approve fire department appointments. Thomas J. Vouk seconded the motion. Motion carried. The month of March will be refresher course month for C P R. Salary and pay stayed the same as last year. Per diem fee is \$35.00. Rusty Paggen made motion to approve rates and wages for the fire department. Thomas J. Vouk seconded the motion. Motion carried. Economic Interest Statement was presented to two members of the council who attend the Firefighters' Relief Association annual meeting. Clerk and new mayor both signed E I S for the fire department. Roger Trobec made motion to appoint Cindy Vanderweyst as ex officio to attend Relief Association meetings. Rusty Paggen seconded the motion. Motion carried.

Rogeer Trobec made motion to keep salaries for city employees same as last year. Jeff Blenkush seconded the motion. Motion carried.

Dolores Supan suggested she was writing a lot more checks now than before. Roger Trobec made motion to raise her salary from \$150.00 per month to \$175.00 per month. Jeff Blenkush seconded the motion. Motion carried.

**ROAD AND BRIDGE:** Thomas J. Vouk heard a rumor that the county got some kind of grant to install a street light at County Roads 1 and 5 intersection and another at County Roads 1, 2, and 17 intersection. He considers it a reliable source. Clerk was instructed to call the Stearns County Highway Department and advise them that repairs are needed at 6<sup>th</sup> Street S. W.

J. R. Ferche will be asked to plow 6<sup>th</sup> Avenue S. E. if they are plowing before the city plow is out.

**PARK BOARD:** Lighting contest winners are: 1<sup>st</sup> Place John and Kathleen Berscheid, 2<sup>nd</sup> Place Dave and Deb Zapzalka, 3<sup>rd</sup> Place Tom and Rita Larson, 4<sup>th</sup> Place Virgil and Bertha Christenson, 5<sup>th</sup> Place Patrick and Wendy Hicks, and 6<sup>th</sup> Place Danita and Ken Traut.

Park Board is looking for new members. Clerk was advised to post notices for these positions and the Planning Commission would also like to be included in this search.

**PLANNING COMMISSION:** Local search for members is on going and they feel the personal approach is more effective. Vesi Majerus will be retiring from the Planning Commission. Brockway Township joint meeting minutes are not yet here. Compost as yet is not started, but interest has been sparked. Next joint meeting will be at the Brockway Town Hall on June 30, 2009.

**POLICE:** None.

HEALTH: Patrick Kroll continues to be a source of concern. Clerk was advised to write a letter to Patrick Kroll giving him until June 1, 2009, to clean up his place to the satisfaction of the city. The city would then expect a confirmation letter from Patrick Kroll documenting what he is doing and they would expect the reply within a week.

UNFINISHED BUSINESS: Two resolutions are waiting for mayor's signature and then will be sent out. One of these resolutions is a corrected copy of Final Levy for the City of St. Stephen and the other is regarding the Legatt lawsuit.

Roger Trobec made motion to keep our equalization meeting at the local level and not contract with Stearns County.

NEW BUSINESS: Stearns Electric Association will be billing seasonal meters on a monthly basis from now on. Paving the city lot came up and Rusty said he would prefer presenting the bid to local firms.

Thomas J. Vouk said thank you to all involved with putting up and taking down the Christmas decorations. Roger offered thanks to Bob Hlebain, Paul, Steve and Mary Jo Trobec, Ben Supan, Larry Trobec and of course Roger Trobec for helping. Some manner of gratitude for Bob Hlebain is being pondered. He helps year after year and gets no compensation.

Jerome Supan suggested we compensate Roger Trobec for the day he spent in court with regard to the Legatt lawsuit. Cindy Vanderweyst made motion to pay one conference day or \$100.00 plus mileage for his day in court with regard to the Legatt lawsuit. Rusty Paggen seconded the motion. Motion carried. Roger Trobec abstained.

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

TIME: 9:50 P. M.

Respectfully Submitted,

Alice M. Supan  
Clerk

Cindy Vanderweyst  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
FEBRUARY 4, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Tanya Lieser - Home Business**
- 2. Meeting at Public Works Bldg – Waite Park**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
FEBRUARY 4, 2009 – 7:00 P. M.

CALL TO ORDER - 7:00 P. M.

PLEDGE OF ALLEGIANCE: All Together.

MEMBERS PRESENT: Cindy Vanderweyst – Mayor, Roger Trobec, Thomas J. Vouk, Rusty Paggen, Jeff Blenkush – Council, Alice Supan – Clerk, Dolores Supan – Treasurer.

ABSENT: None

MINUTES OF PREVIOUS MEETING: Minutes of January 7, 2009 meeting need clarification in Unfinished Business. Other resolution is regarding road easement to the Legatt property off of 6th Avenue S.E. Resolution was in regard to mediation agreement dated November 19, 2008, between two parties to determine easement for road right of way from 6<sup>th</sup> Avenue S.E. to the Legatt property. S E H Transmittal will be attached to the minutes dated January 7, 2009, which will have full description of the property involved.

Jeff Blenkush made motion to approve minutes with above corrections. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS: See Attached list. Thomas J. Vouk made motion to pay bills totaling \$21,548.41. Roger Trobec seconded the motion. Motion carried. Roger Trobec requested a statement of account balances every month which the clerk promised to provide.

TREASURER'S REPORT:	Beginning Balance	\$ 287,717.71
	Add: January Deposits	147,743.20
		435,460.91
	Less: January Checks	35,470.04
		399,990.87
	Add: January Interest	175.56
	New Check Book Balance	\$ 400,166.43

Jeff Blenkush made motion to approve the treasurer's report. Rusty Paggen seconded the motion. Motion carried.

INVESTMENTS:	Wells Fargo 25428	\$ 49,760.80
	Wells Fargo 25766	44,379.70
	Certificate of Deposit # 21	46,386.33
	Certificate of Deposit # 22	46,349.47
	Total Investments	\$ 186,876.30

Mayor Vanderweyst recognized Tanya Lieser. Tanya has already appeared before the Planning Commission with a request to do scrap booking retreats in her garage. Planning Commission can see no reason for a variance or conditional use permit for this case. They recommend council approval. Rusty Paggen made motion to approve home scrap booking business for Tanya Lieser. Jeff Blenkush seconded the motion. Motion carried.

The City of St. Stephen , City of Sartell, Brockway Township, LeSauk Township, and St. Wendel Township are invited to a meeting at the Public Works Building in Waite Park on Wednesday, February 11, 2009 at 2:30 P.M. The County will act as facilitator on this project, but is not at all interested in building another north-south artery for traffic. County Road 2 already fills county needs.

Stearns County Highway Department sent the final bill for County Road 5. There are at least five grievances to be negotiated before final settlement. Five grievances are as follows:

1. Status of additional gravel placement to Robich driveway (Parcel 6) Done and a good job.
2. Pavement smoothness/centerline grade uniformity on 6<sup>th</sup> Avenue SE
3. Irregular boulevard grading width, particularly between sta 280+00 and 289+00
4. Irregular inslope grading near station 315+00 (left)
5. Ditch grading connection between 12<sup>th</sup> Ave NE and CSAH 5 (at culvert crossing)

Roger Trobec made motion to pay the final bill submitted by Stearns County in the amount of \$2,072.69. Jeff Blenkush seconded the motion. Motion carried.

Randy Sabart has been put in charge of negotiating on 6<sup>th</sup> Avenue SE with regard to the county meeting to be held at the Public Works Building in Waite Park.

FIRE DEPARTMENT: Five of the firemen are in Haz Mat training right now. Jeff Blenkush reported that the by laws changes currently made revert back to the way they originally figured interest on retirement funds, thus being in a position to pay out no more than they earn. Thomas J. Vouk made motion to accept the revision to Relief Association by laws dated January 26, 2009. Rusty Paggen seconded the motion. Motion carried.

PARK BOARD: The Park Board elected new officers at the last meeting. Jessica Hommerding was elected chairman of the board and Janelle Fleischhacker was elected co-chair. Roger Trobec made motion to approve elections as listed. Jeff Blenkush seconded the motion. Motion carried. Grass cutting will be an issue in March.

PLANNING COMMISSION: December minutes are now available for distribution. Planning Commission also held elections. Ben Supan was elected chairman and Perry Nistler was elected co-chair. Temporary buildings were discussed. They are not taxed and there are a number of them in the city. Size is an issue and length of time the may stand is also an issue. Ken Traut applied for the one remaining seat on the Planning Commission. Several members are interested in attending the meeting in Waite Park on February 11, 2009. Chairman Supan also reported some moisture is getting between the blocks of our building. Terry Pogatchnik and Jerry Stanoch were recommended for doing these repairs. Chairman Supan will contact these men for estimates. Jeff Blenkush made motion to approve elections as listed above and Ken Traut as the new member for the Planning Commission. Thomas J. Vouk seconded the motion. Motion carried.

ROAD AND BRIDGE: Nothing more.

HEALTH COMMITTEE: Snow is covering everything right now. Roger Trobec had received one complaint about a slippery intersection. Calls should go to Rusty Paggen.

UNFINISHED BUSINESS: Soil and Water Conservation letter was of no interest to the city. Cindy Vanderweyst took her classes and passed. Fee for mileage will be provided by the fire department, as they are updated with this information on a regular basis.

There are still some bugs in our code book. Developers agreement and ordinance must be the same. Right now they have different footage requirements for lot size. 22,000 square feet is the required number. Jeff Blenkush made motion to make these corrections. Rusty Paggen seconded the motion stating it must read exactly the same as the livability standards. Roger Trobec was opposed. Thomas Vouk, Rusty Paggen, and Jeff Blenkush all voted in favor. Clerk was instructed to get the corrected pages as soon as possible. The Escrow amount was approved to be \$15,000.00 at the meeting held on April 5, 2006. All code books do not read that way. Clerk will also get this corrected.



NEW BUSINESS: Local Board of Review date will be April 8, 2009 at 6:30 p.m. Call Mike Cebulla right away to confirm this date.

There has been another complaint about a barking dog. The complaining lady will be advised to call the sheriff the next time she has a problem. Mayor Vanderweyst took the call and suggested she would call the lady and advise her of our action.

Mayor Vanderweyst would like to have a Personnel Committee in our city. This committee would be instrumental in getting new employees. Jeff Blenkush offered to help on a Personnel Committee along with Mayor Vanderweyst.

Are we scheduled to have a Household Hazardous Waste Pickup? Unknown at this time, but we are on an alternating plan with Holdingford. Call should be made and information available at the next meeting.

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

TIME: 9:36 P. M.

Respectfully Submitted,

Alice M. Supan  
Clerk

Cindy Vanderweyst  
Mayor

SUPAJ 0501.00  
November 21, 2008

Ingress and Egress Easement (Jerome Supan Property)

A perpetual ingress and egress easement over and across the south 18.50 feet of the west 415.00 feet of the Northwest Quarter of the Southwest Quarter of Section 30, Township 126, Range 28, Stearns County, Minnesota, together with the south 16.50 feet of said Northwest Quarter of the Southwest Quarter, less and except the west 415.00 feet thereof.

Ingress and Egress Easement (Kenneth Traut Property)

A perpetual ingress and egress easement over and across the north 14.50 feet of the west 415.00 feet of the Southwest Quarter of the Southwest Quarter of Section 30, Township 126, Range 28, Stearns County, Minnesota, together with the north 16.50 feet of said Southwest Quarter of the Southwest Quarter, less and except the west 415.00 feet thereof, together with the north 16.50 feet of the west 16.00 feet of the Southeast Quarter of the Southwest Quarter of said Section 30, Township 126, Range 28.

Ingress and Egress Easement (Claude Legatt Property)

A perpetual ingress and egress easement over and across the south 16.50 feet of the west 16.00 feet of the Northeast Quarter of the Southwest Quarter of Section 30, Township 126, Range 28, Stearns County, Minnesota.



To: Mr. Jerome Supan  
820 8th Avenue SE  
St. Stephen, MN 56375

Date: December 3, 2008

SEH File No.: A-SUPAJ 0501 14

Client No.: N/A

Re: Supan Easement

We are:

- Enclosing
- Sending under separate cover
- Sending as requested

1 Ingress and Egress Easement

For your:

- Information/Records
- Action
- Review and comment
- Distribution
- Approval
- Revision and resubmittal

Remarks:

By: Randy Sabart, PE

c:

djg

p:\pt\supaj\050100\corr\supan easement-120308.doc

**ST. STEPHEN CITY COUNCIL  
AGENDA  
March 4, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Daryl Stevens about Apple Duathlon**
- 2. Kevin Tadych about Gambling for Snowmobile Club**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
March 4, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy Vanderweyst , Mayor – Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Council – Alice Supan, Clerk, and Dolores Supan, Treasurer.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Jeff Blenkush made motion to approve minutes of the February 4, 2009 meeting as presented. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS: Roger Trobec made motion to pay bills totaling \$16,981.83. Jeff Blenkush seconded the motion. Motion carried. See attachd List.

TREASURER'S REPORT:	Beginning Balance	\$ 400,166.43
	Add: February Deposits	6,063.56
		406,229.99
	Less: February Checks	22,667.57
		383,562.42
	Add: February Interest	168.64
	New Checkbook Balance	\$ 383,731.06

Jeff Blenkush made motion to accept the treasurer's report as presented. Rusty Paggen seconded the motion. Motion carried. See attached list of receipts.

INVESTMENTS:	Wells Fargo 25428	\$ 49,760.80
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	Wells Fargo 25766	44,379.70
	Total Investments	\$ 186,876.30

Mayor Vanderweyst recognized Daryl Stevens representing Apple Duathlon. May 23, 2009 is the date of the Apple Duathlon race this year and they will again come through St. Stephen. Daryl introduced Brandon Testa as the new director of the Apple Duathlon.

Kevin Tadych was introduced by Mayor Vanderweyst. Kevin requested permission for gambling on October 3, 2009 at Trobec's Bar & Grill. Roger Trobec made motion to approve gambling license for the Snowmobile Club for their activity on October 3, 2009. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT: Nothing much going on right now. No one was able to come to the meeting.

ROAD AND BRIDGE: City should contact Bob Hlebain about removing snow from cul de sacs in the city. We do have bids from J. R. Ferche if necessary. Best to start with Bob Hlebain. If he wants to go it alone – okay. Scope it out and go for whatever will work. Jerome Supan and Rusty Paggen will coordinate this project.

PARK BOARD: They are now taking bids for Port A Potties. Park Board is applying for a grant for the purchase of a Butterfly See Saw. Jeff Blenkush made motion to allow the Park Board to get the Butterfly See Saw. Thomas J. Vouk seconded the motion. Motion carried. Clerk was instructed to advertise for new Park Board members at the three local locations and in the Sartell Newleader.

PLANNING COMMISSION: Terry Pogatchnik, dba Pogatchnik Building Resoration, Inc. provided the only bid for caulking and painting the exterior of the City Hall. City Council discussion requested additions to the original bid. They include paint for the steel headers of the doors and paint the doors, paint the railing of the hose tower and tie down post. New threshold for the south door of the meeting room and all doors for that matter. Chairman Ben Supan will tend to these changes.

Temporary buidings do not need a permit at this time. More discussion is necessary about size, location, and other determining factors.

The meeting at the Public Works Building on February 11, 2009 determined that improvements to 75<sup>th</sup> Avenue will be very expensive. If they fix the road, speeds will increase. There is no money available from stimulus. Stearns County advised that County Road 1 and County Road 2 can handle all traffic to the North. City representatives do not agree with that. This project does not qualify for Federal funds. First step to improve would be to get a new designation. LeSauk Township sees no need to improve. It would only be for the benefit of St. Stephen. St. Wendel Township feels the same. Striping the road would be an additional safety factor. City of St. Stephen will wait until they know what Brockway Township will do.

R R 1 utility sheds, whether they be temporary buildings or permanent buildings, must be within ordinance rules for square feet. Set backs for temporary buildings should be the same as for permanent buildings.

POLICE: Activity sheets have been distributed.

HEALTH COMMITTEE: All is quiet.

UNFINISHED BUSINESS: Seasonal meters for electrical energy over the past four years show a comparative rise which is acceptable. Clerk was instructed to contact the County about refresher courses for Board of Appeal and Equalization. She was also instructed to contact the insurance agent at the St. Stephen Bank about the information needed by the League of Minnesota Cities. Clerk was instructed to call Avon Electric about an electric eye that stays on all day and about lights out on the north side in front of the garage doors.

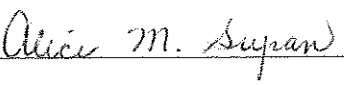
Roger Trobec made motion to get another computer and get two computers that are compatible for city finances. Thomas J. Vouk seconded the motion. Motion carried.

Jerome Supan suggested we should get easements on 6<sup>th</sup> Avenue S. E. so that we are ready whenever it might be possible to build. Easements for a 66 foot right of way are needed. It was decided to have an open meeting, inviting all residents involved to discuss this issue. That date will be set at next city meeting.

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

TIME: 8:50 p.m.

Respectfully Submitted,

  
Clerk

  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
APRIL 1, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Tim Hewett re: Flooding**
- 2. Liquor License**
- 3. Financial Statement for City**
- 4. Bid from Terry Pogatchnik**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
APRIL 1, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy Vanderweyst , Mayor – Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Council – Alice Supan, Clerk.

ABSENT: Dolores Supan, Treas.

MINUTES OF PREVIOUS MEETING: Second page of March minutes refers to “improvements to” 75th Avenue instead of County Road 75. Roger Trobec made motion to approve March minutes with correction. Jeff Blenkush seconded the motion. Motion carried.

READING OF BILLS: Avenet bill for \$336.00 was challenged by the clerk. Mayor Vanderweyst stated that she would carry on with the Web Site for the City of St. Stephen. Eggen’s Direct Service bill is estimated at about two hundred dollars since we have not yet received it. Five culverts were unplugged in the last two weeks. Thomas J. Vouk made motion to pay bills totaling \$38,860.45. Jeff Blenkush seconded the motion. Motion carried.

TREASURER’S REPORT:	Beginning Balance	\$383,731.06
	Add: March Deposits	55,770.58
		\$439,501.64
	Less: March Checks	16,425.54
		\$423,076.10
	Add: Checkbook Interest	157.64
	New Checkbook Balance	\$423,233.74

In Treasurer’s absence, Clerk gave a report of receipts totaling \$55,928.22 . Jeff Blenkush made motion to approve the Treasurer’s Report. Roger Trobec seconded the motion. Motion carried.

INVESTMENTS:	Wells Fargo 25428	\$ 49,760.80
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	Wells Fargo 25766	44,379.70
	Total Investments	\$ 186,876.30

Tim Hewett was present to request drainage on 4<sup>th</sup> Street and 2<sup>nd</sup> Avenue N. E. He presented photos showing that there is drainage to the West. City engineer, Randy Sabart, contends that the overlay in 2004 did not contribute to the drainage problem. Tim Hewett would be willing to pay his share of improving the easement to avoid the flooding problem in the future. Roger Trobec suggested that Randy Sabart draw up some plans to ditch the water around Tim Hewett’s lot. Estimated engineering costs would be between three and five thousand dollars. Jeff Blenkush made motion to have plans drawn for the purpose of ditching around Tim Hewett’s lot. Roger Trobec seconded the motion. Motion carried



Mayor Vanderweyst recognized representatives from the St. Stephen Bank and the St. Stephen Insurance Agency. The bank went over the insurance aspect of protecting city funds deposited with them. They are anxious for us to return our Certificate of Deposit business to them as they come due. The insurance agent will meet the city clerk on April 9 at one o'clock p.m. to discuss some forms the clerk received. It was decided that July would be the month for an annual visit from the insurance agent.

Terry Pogatchnik submitted a bid for additional work on exterior of the city hall amounting to \$1,595.00. Roger Trobec made motion to hire Terry Pogatchnik at a cost of \$2,890.00 to fulfill both contracts. Jeff Blenkush seconded the motion. Motion carried.

**FIRE DEPARTMENT:** Firemen are requesting replacement of the key lock to a combination lock for the south door. Roger Trobec made motion to replace the lock on the south door. Cindy Vanderweyst seconded the motion. Motion carried. 23 firemen completed the First Responder refresher course. Steak Fry fundraiser is scheduled for Friday, April 17<sup>th</sup>, 2009. 300 raffle tickets are on sale for the fundraiser. Four firemen finished the HazMat course, too. Jeff Trobec retired on November 22, 2008. His party will be April 25, 2009. Greg Supan will retire on April 9, 2009. Generator is still desirable for us. Ray Trobec would like to know what size we need. Ray Trobec will see some of these people in a couple of weeks.

**ROAD AND BRIDGE:** Astech bid for sweeping streets arrived last week. Roger Trobec made motion to hire Astech to sweep the streets. Jeff Blenkush seconded the motion. Motion carried. Randy Sabart passed out a letter to the whole council regarding a water problem at 306 – 5<sup>th</sup> Street N.E. Water pools at the end of the driveway. Engineer would like to re-route water in that area because it has shortened the life of the tar road along that part of Smoley Addition. Roger Trobec would like to see the City get the water out of that driveway. Roger Trobec made motion to hire S E H to go in and do an analysis to see how the swale will help. Jeff Blenkush seconded the motion. Motion carried.

Randy Sabart passed out information he put together regarding 6<sup>th</sup> Avenue S.E. Ben Supan suggested going another one to two hundred feet with the township plan to cover the culvert needed where the township and the city join and level some of the city road while the machinery is there. Brockway Township will open bids on May 5, 2009.

**PARK BOARD:** The park again will contract with Nelson's Toilet Rental for the coming season. Jeff Blenkush made motion to contract with Nelson's Toilet Rental. Thomas J. Vouk seconded the motion. Motion carried. Grass cutting bids will be published in March and opened in April as of next Spring. Jason Ferche contacted the mayor about the land near the Cono Mart. He wishes to sell it and is willing to deal with the City of St. Stephen. Otherwise he will list with a realtor. Possibility of an appraisal might be a good investment. Roger Trobec made motion that the mayor contact Jason Ferche and ask what he wants for his land. Jeff Blenkush seconded the motion. Motion carried.

**PLANNING COMMISSION:** March meeting was cancelled. The City of Rice would sell a permit for twenty dollars per year for use of their compost site. City Hall phone number is 393-2280. May 5, 2009 is date of bid opening for Brockway Township and the project will start after Memorial Day. Welcome signs for the City of St. Stephen will be pursued again later.

POLICE: Reports were put into the mail boxes. Bill from the Sheriff has been paid tonight.

HEALTH COMMITTEE: Roger Trobec invited the whole council to walk through Hilda Court now that the snow is going away. It is very unsightly. Council must follow the deadline and move on cleaning it all up.

UNFINISHED BUSINESS; None. Announcement that the Equalization Meeting is scheduled for April 29, 2009 between 6:30 and 7:30 p.m.

NEW BUSINESS: None.

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

TIME: 9:58 p.m.

Respectfully Submitted,

Alice M. Supard  
Clerk

Cindy Vandulweg  
Mayor

MINUTES  
ST. STEPHEN CITY COUNCIL EQUALIZATION MEETING  
APRIL 29, 2009 – 6:30 P.M.

CALL TO ORDER: 6:30 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy Vanderweyst , Mayor – Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Council – Alice Supan, Clerk.

ABSENT: None.

No one signed in to question their assessment, therefore we discussed several issues. The assessor furnished the Council with information they needed to make a decision about the purchase of land. This land is being considered for purchase by the Park Board.

Equalization Training will be offered again in the coming year at the county office.

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

TIME: 7:34 P. M.

Respectfully submitted,

Alice m. Supan  
Clerk

Cindy Vanderweyst  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
MAY 6, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Opening of Grass Cutting Bids**
- 2. Kimberly Cremers – Stearns County Soil & Water Conservation**
- 3. Liquor License Fees**
- 4. Quarterly Financial Report**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
May 6, 2009 -- 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy Vanderweyst , Mayor -- Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Council – Alice Supan, Clerk, Dolores Supan – Treas.

ABSENT: None

MINUTES OF PREVIOUS MEETING: Last paragraph on page one of April 1, 2009, minutes had to be corrected. Delete "be put back"...all the way to "this spring". Drainage to the West not North and delete "being expressed now". Estimated cost should read "estimated engineering costs". On page two Fire Department report, firemen completed the "First Responder" instead of "C P R" refresher course. On page two Park Board report, "contacted the mayor" instead of "park people" and "deal with the "City" instead of "Park Board". Motion "that the mayor contact" instead of "to meet with". Rusty Paggen made motion to approve April 1, 2009 minutes with all of the above corrections. Thomas J. Vouk seconded the motion. Motion carried. Jeff Blenkush made motion to approve minutes of April 29, 2009 Equalization meeting as presented. Rusty Paggen seconded the motion. Motion carried.

READING OF BILLS: Rusty Paggen made motion to approve paying bills totaling \$9,872.71. Thomas J. Vouk seconded the motion. Motion carried.

TREASURER'S REPORT:	Beginning Balance	\$ 423,233.74
	Add: April Deposits	241.30
		423,475.04
	Less: April Checks	41,882.84
		381,592.20
	Add: April Interest	178.34
	New Checkbook Balance	\$ 381,770.54

INVESTMENTS:	Wells Fargo 25428	\$ 50,622.65
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	Wells Fargo 25766	44,379.70
	Total Investments	\$ 187,738.15

Roger Trobec made motion to give the Treasurer authority to move investments to the bank paying at least one quarter percent more than the other at maturity. (Wells Fargo vs St. Stephen State Bank) Jeff Blenkush seconded the motion. Motion carried. Jeff Blenkush made motion to approve the treasurer's report. Rusty Paggen seconded the motion. Motion carried.

Council suggested that we get billed by Nancy Anderson on a quarterly basis. When we near the five hundred dollar mark, the council will be requested to approve more money for her services. Rusty Paggen made motion to pay Nancy Anderson on a quarterly basis and to limit the expense to \$500.00. Jeff Blenkush seconded the motion. Motion carried.

Mayor Vanderweyst recognized Kimberly Thielen Cremers from the Soil and Water Conservation District. Mississippi River Renaissance is the program she is working with. A meeting about the future of the Mississippi River in our area is scheduled for Monday, May 21<sup>st</sup>, 2009.

LIQUOR LICENSE FEES: Request from the sheriff's office to open sidewalks adjacent to an establishment which has a license for liquor. Signs will be posted. Jeff Blenkush made motion to keep the fees for all liquor license the same as last year. Thomas J. Vouk seconded the motion. Motion carried.

Liquor License Fees for the Year Beginning July 1, 2009:

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
Cigarettes	50.00
Games of Skill	15 ea.

City of St. Stephen Code Book is not up to date. Appendix D is missing. August 6, 2008 change is not in the Code Book. Much work needs to be done.

Grass cutting bids were opened sometime before 8:30 p.m. Three bids were received.

A - 1 Lawn Service	\$ 620.00 per cut
Alderink Custom Landscaping	310.00 per cut
Huls Lawn Service	225.00 per cut

Roger Trobec made motion to award bid for cutting the grass for the City of St. Stephen to Huls Lawn Service for the summer of 2009. Jeff Blenkush seconded the motion. Motion carried.

Ditch cutting bid was provided by Chuck Ertl. Roger Trobec made motion to award the ditch cutting bid to Chuck Ertl in the total amount of \$1,438.00. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT: Eric Larson will become a day time firemen. He now trains with Avon and will be paid by St. Stephen. Roger Trobec made motion to allow Eric Larson to respond with St. Stephen Volunteer Fire Department and be paid by St. Stephen for St. Stephen calls. He will train with St. Stephen as the chief requests. Rusty Paggen seconded the motion. Motion carried. Chief Trobec had some information about stimulus money. Chief was advised to have Jeff Drais keep an eye on the stimulus money and act if needed. Ray also had some more information about a generator. D N R has six 100 K W's available for one thousand dollars freight and they are in Pine River. Transfer switch would cost between eight and ten grand. Cindy Vanderweyst made motion to have Ray Trobec secure a generator for the City of St. Stephen. Roger Trobec seconded the motion. Motion carried.

PARK BOARD: Park Board and St. Stephen Sportsmen's Club worked together to give away one thousand trees on April 26, 2009. Park Board received \$150.00 Round Up money from Stearns Electric Association which will be used for purchasing a see saw. If a Newsletter comes out in the next six months, Park Board will want to put something in it. Estimated market value on land being offered to the City of St. Stephen by Jason Ferche is \$186,000.00 and he is asking \$200,000.00. The City is free to have an appraisal made. The City will now wait and see if Jason Ferche comes back with response. Our Planning and Zoning Ordinance should be provided to the assessor, Mike Cebulla at the Courthouse. Both R - 1 and R R - 1 should be sent by the City Clerk.

ROAD AND BRIDGE: Clerk was advised to send a letter to Timothy Hewett advising him that we have two proposals for his water problem and that the City of St. Stephen feels the problem would be best solved by the property owner. If he chooses the city doing it, he must be prepared to share fifty percent of the expense. Roger Trobec made motion to go ahead with five of the projects addressed by city engineer, Randy Sabart as follows:

12<sup>th</sup> Avenue N. E., 5<sup>th</sup> Street N. E., 5<sup>th</sup> Street N. E. at 2<sup>nd</sup> Avenue N. E., 2<sup>nd</sup> Street N. E., and 15<sup>th</sup> Street S. E. Jeff Blenkush seconded the motion. Motion carried. 5 ½ Street Drainage improvement could be handled by Hardrives from whom Randy Sabart will get quotes. He will also get an estimate from Knife River. Rusty Paggen will get an estimate from Joe Paggen and Jerome Supan will get an estimate from Burski for culvert work. Cindy Vanderweyst made motion to go ahead with this improvement. Roger Trobec seconded the motion. Motion carried. Randy Sabart will contact both Jerome Supan and Roger Trobec before getting any quotes.

PLANNING COMMISSION: Set backs and all other rules apply to temporary buildings same as permanent buildings. City of Rice compost service is available for use by people outside of Rice for an annual fee of twenty dollars. Interested persons must go to the Rice City Hall to purchase a permit.

Jerome Supan requested that a letter of appreciation be sent to Bob Hlebain and to J. R. Ferche for hauling away the snow earlier this year. He also asked about the meeting of landowners along 6<sup>th</sup> Avenue S. E. wondering where it stood. Mayor Vanderweyst suggested we ponder one more month. Roger Trobec made motion to adopt the Planning Commission recommendation that temporary buildings in R - 1 District follow same guidelines as permanent buildings. He would also like a moratorium on temporary buildings until we get this in our ordinance book. After more discussion, Roger withdrew his motion.

POLICE: None.

HEALTH COMMITTEE: Letter to Patrick and Mary Kroll will be sent out by the mayor.

UNFINISHED BUSINESS: Mayor Vanderweyst received a quote for a new computer for \$722.00 from Jeff Drais, same as the one he purchased for the city in 2007. He suggested getting another machine like that. Roger Trobec made motion to get a new computer that is compatible to our present computer. Jeff Blenkush seconded the motion. Motion carried.

Mayor Vanderweyst suggested running the Deputy Clerk Application by the city attorney for his advice.

NEW BUSINESS: Ray Trobec asked permission to close ½ Street S. W. on the day of the Annual Chicken Fry, June 2, 2009. Thomas J. Vouk made motion to close ½ Street S. W. on June 2, 2009. Jeff Blenkush seconded the motion. Motion carried.

Brockway Township wants to meet with City of St. Stephen and Jennifer Buckentine from Stearns County Environmental Service concerning orderly annexation. They suggested the third week of May, 2009.

Jerome Supan informed the council that the St. Stephen Legion Club will have their annual meeting in the City Hall on Memorial Day.

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

TIME: 11:57 P. M.

Respectfully Submitted,

Alice M. Supan  
Clerk

Cindy Vanderweyst  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
JUNE 3, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Patrick Kroll – Clean – Up**
- 2. Estimate from Rosewood Floral**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**



MINUTES  
ST. STEPHEN CITY COUNCIL  
June 3, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, Acting Mayor – Alice Supan, Clerk, Dolores Supan – Treas.

ABSENT: Cindy Vanderweyst.

MINUTES OF PREVIOUS MEETING: Add “for St. Stephen calls” to Fire Report about Eric Larson. Park Board report should say they want to put something in the Newsletter if a Newsletter is sent out. Also estimated market value on Jason Ferche’s land should be \$186,000 and that he is asking \$200,000.00. Road and Bridge Report from “ 5<sup>th</sup> Avenue” thru “no complaints” should be deleted. Rusty Paggen, Jerome Supan , and Randy Sabart will secure estimates from Joe Paggen, Burski, Hardrives, and Knife River. Brockway Township bid opening should be deleted completely. Rusty Paggen made motion to accept minutes of May meeting with all of the above corrections. Jeff Blenkush seconded the motion. Motion carried.

RREADING OF THE BILLS: Rusty Paggen made motion to pay bills totaling \$17,566.87. Thomas J. Vouk seconded the motion. Motion carried.

TREASURER’S REPORT:	Beginning Balance	\$ 381,770.54
	Add: May Deposits	6,837.23
		388,607.77
	Less: May Checks	9,872.71
		378,735.06
	Add: May Interest	151.96
	New Checkbook Balance	\$ 378,887.02

Jeff Blenkush made motion to approve the Treasurer’s Report. Rusty Paggen seconded the motion. Motion carried.

INVESTMENTS:	Wells Fargo 25428	\$ 50,622.65
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	Wells Fargo 25766	44,379.70
	Total Investments	\$ 187,738.15

Acting Mayor, Roger Trobec, recognized Patrick Kroll regarding clean up of his property. Patrick was represented by Mary Kroll, his wife. She reported that the date for city officials to meet with Mary and Patrick scheduled for May 28<sup>th</sup> did not happen due to mis-communication. A new date has been set up for June 4<sup>th</sup>, 2009 at 7:00 p.m. Jeff Blenkush and Cindy Vanderweyst will go to the site of the complaint and make a decision. Rusty Paggen made motion to have Jeff and Cindy go to inspect the site and bring back to the council their findings. Thomas J. Vouk seconded the motion. Motion carried.

An estimate from Rosewood Floral regarding shrubbery around the City Hall has been talbed until we can get more bids. Clerk was advised to call John Huls and ask him to make an estimate. Thomas J. Vouk made motion to get a quote from John Huls to repair the shrubs. Rusty Paggen seconded the motion. Motion carried.

Rusty Paggen made motion to approve the gambling permit for the Church of St. Stephen for September 6 and September 7, 2009. Jeff Blenkush seconded the motion. Motion carried.

FIRE DEPARTMENT: Interviews for two more firefighters are underway. Joe Gordon and Lauren Lohmann are now being considered. They wish to put one more firefighter on for training right now. Jeff Blenkush made motion to accept Joe Gordon and Lauren Lohmann and to put Michael Ringstad on for training. Rusty Paggen seconded the motion. Motion carried. Large firefighter meeting will be held in St. Stephen on June 8, 2009. Simulated bus accident will be discussed.

ROAD AND BRIDGE: Randy Sabart presented estimates from Hardrives for \$15,819.99 and Knife River for \$8,989.00 for 5<sup>th</sup> Avenue and 5 ½ Street drainage improvement. Obviously these estimates are not comparative Knife River requested that Randy Sabart pull their quote. S E H presented their quote for \$24,734.00. Jeff Blenkush made motion to get an additional bid and to clarify Knife River bid. Rusty Paggen seconded the motion. Motion carried. 12<sup>th</sup> Avenue N. E. – City will have to clean the ditch and remove debris from culvert on Traut field approach. Have to have bids on this job. Rusty Paggen and Jerome Supan will work together and report at the next meeting. Street sign at Smoley Addition is down on the ground. It will be picked up tomorrow evening.

Patrick Kroll's driveway approach will present a potential erosion problem for properties located downstream. Mary Kroll asked if a culvert would solve the problem. "Partly" was her answer. Sand must be removed and Class 5 put in place. Is there a real need for this driveway? Septic can be pumped from the street. Pat does drive in there sometimes. All the sandy fill used up to now must be removed. Mary Kroll requested that the options be included in the letter the city will be sending. She was informed that she now knows what the city wants.

Tom Vouk and Rusty Paggen will check over the plow truck sometime this week.

PARK BOARD: The planned see saw purchase has gone from \$505.00 last year to \$825.00 this year. So they did not order it. After some discussion, Thomas J. Vouk made motion to go ahead and order the see saw for Parkway Park. Jeff Blenkush seconded the motion. Motion carried. They already have two diggers and a slide. They also have an estimate from Joe's Excavating for \$4,560.00 for installing the palyground equipment they received last Fall. Jeff Blenkush made motion to approve bid up to \$4,560.00 for installation of the new park equipment Rusty Paggen seconded the motion. Motion carried.

PLANNING COMMISSION: May minutes are presented so the council will know what was discussed. Nothing from Sam DeLeo. Welcome signs to the city might include Lions sign if council approves. Signs can be put on right of way if they are break away signs. Stearns County rules have been requested but not yet received. Chairman will pursue his request. Rusty Paggen made motion to approve the changes to Chapter 4 Building and Land Use Regulations. Jeff Blenkush seconded the motion. Motion carried.

Jeff Blenkush made motion to have a public hearing on July 1, 2009 at 7:30 p.m. regarding this ordinance change. Rusty Paggen sconded the motion. Motion carried.

POLICE COMMISSION: Two calls received questioning four Police Cars in the city on one day. Police Commission will meet with Deputy Lenz and ask some questions.

HEALTH COMMITTEE: None

UNFINISHED BUSINESS: Applications for Liquor License for Trobec's Bar and Lounge, Howie's Corner Bar, and St. Stephen Church were read. Thomas J. Vouk made motion to approve liquor license for Trobec's Bar and Lounge. Jeff Blenkush seconded the motion. Motion carried. Thomas J. Vouk made motion to approve liquor license for Howie's Corner Bar. Jeff Blenkush seconded the motion. Motion carried. Thomas J. Vouk made motion to approve liquor license for St. Stephen Church. Jeff Blenkush seconded the motion. Motion carried.

Jeff Blenkush made motion to approve a Consultation Agreement at the rate of thirty dollars per hour. Rusty Paggen seconded the motion. Motion carried. Jeff Blenkush made motion to hire Nancy Anderson and have the contract agreement signed. Rusty Paggen seconded the motion. Motion carried.

Deputy Clerk applications must be in the City Hall by June 19, 2009. Personnel Committee will go over all applications. Interviews will be set up. Rate and hours will be gone over. \$6,800.00 has been budgeted for this purpose. \$6,800.00 divided by 12 months equals \$566.00 per month or twenty hours @ fifteen dollars per hour. Jeff Blenkush made motion to set up interviews and to set up twenty hours per month at fifteen dollars per hour. Rusty Paggen seconded the motion. Motion carried.

Mayor Vanderweyst would like to put together a Newsletter. Topics for the Newsletter would be Compost Site, Applicants for Park Board, No motorized vehicles in the parks, and dog ordinance. She hopes to have something going before the next meeting.

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

TIME: 10.00 P. M.

Respectfully submitted,

Alicia M. Supan  
Clerk

Cindy Vanderweyst  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
JULY 1, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

- 1. Kevin Tadych – A T V's on Property**
- 2. Huls Lawn Service bid for Shrubbery**
- 3. Public Hearing for Code Change – 7:30 p.m.**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
JULY 1, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec, -- Council, Cindy VanderWeyst – Mayor, Alice Supan, Clerk, Dolores Supan – Treas.

ABSENT: None.

MINUTES OF PREVIOUS MEETING: Planning Commission report should be corrected to read “recommended changes” to Chapter 4. (Rusty’s motion) Fire Department report should use firefighter when referring to volunteer members. “Interviews for two more firefighters are underway.” “one more firefighter on for training right now.” “Large firefighter meeting will be held” Rusty Paggen made motion to approve minutes of June 3, 2009 meeting with all corrections. Jeff Blenkush seconded the motion. Motion carried.

READING OF BILLS: Bills totaling \$34,227.70 were presented by the clerk. Roger Trobec made motion to pay bills totaling \$34,227.70. Thomas J. Vouk seconded the motion. Motion carried.

TREASURER’S REPORT:	Beginning Balance	\$ 378,887.02
	Add: June Deposits	1,950.46
		380,837.48
	Less: June Checks	16,952.82
		363,884.66
	Add: June Interest	157.92
	New Checkbook Balance	\$ 364,042.58

Jeff Blenkush made motion to approve treasurer’s report. Rusty Paggen seconded the motion. Motion carried.

INVESTMENTS:	Wells Fargo 25428	\$ 50,622.65
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	Wells Fargo 25766	44,379.70
	Total Investments	\$ 187,738.15

Mayor VanderWeyst recognized Kevin Tadych. His son starts his A T V and the neighbors already call the Sheriff. They consider this harassment. Call response can be avoided if the city would advise the sheriff not to respond to a call to Kevin’s address. They (Tadych) have no violations. Mayor VanderWeyst volunteered to call the sheriff and then draft a letter. Both Kevin Tadych and his neighbor (O’Leary) want carbon copies of the letter.

UNFINISHED BUSINESS: Thomas J. Vouk reported that he fixed the flag pole. Granite Legion Plaque will also be replaced. Roger Trobec made motion to sandblast box, etc. as necessary on the snow plow truck. Jeff Blenkush seconded the motion. Motion carried. Roger Trobec made motion to pay unemployment charge we will be billed for Nancy Anderson in the amount of \$711.14 over the next year. Jeff Blenkush seconded the motion. Motion carried.

Deputy Clerk will receive fifteen dollars an hour for twenty hours of work per month.

NEW BUSINESS: Cap X 2020 information was sent to every council person. Thomas J. Vouk will contact the party who wrote the letter and invite him to our meeting.

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

TIME: 10:12 p.m.

Respectfully Submitted,

*Cris M. Drais*  
Interim Clerk

*Cindy Vandulke*  
Mayor

**NOTICE OF SPECIAL MEETING**

The City Council for the City of St. Stephen, Minnesota, will be hold a special meeting on Wednesday, July 15, 2009, beginning at approximately 7:00 p.m. at the City Hall, 2 Sixth Ave SouthEast, in St. Stephen, Minnesota. The purpose of the special meeting is to:

1. Accept the resignation of City Clerk;
2. Hire a Temporary City Clerk; and
3. Advertise for applications for position of City Clerk.

The meeting is open to the public.

Dated this 9<sup>th</sup> day of July, 2009.

CITY OF ST. STEPHEN

By  
Cindy Vanderweyst  
Mayor

MINUTES

ST. STEPHEN CITY COUNCIL SPECIAL MEETING

JULY 15, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P.M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council and Cindy VanderWeyst – Mayor

Mayor VanderWeyst read a letter of resignation dated July 7, 2009 from Alice Supan. Mayor VanderWeyst asked for a motion to accept the resignation. Dolores Supan asked why Alice Supan resigned. Mayor VanderWeyst reread the letter stating that she resigned from the position of City Clerk. Rusty Paggen asked what was in a letter to Alice Supan from the Personnel Committee. Tom Jovanovich, St. Stephen City Attorney, said the council can look at the letter. The letter is a June 29, 2009 evaluation. Roger Trobec made a motion to accept Alice Supan's resignation. Jeff Blenkush seconded. Yes – Roger Trobec, Tom Vouk, Jeff Blenkush, Cindy VanderWeyst. No – Rusty Paggen. Motion carried.

Rusty Paggen expressed concern that Alice Supan was not present at the meeting. Some discussion followed. Tom Jovanovich stated that a meeting can be closed in the future to discuss these types of situations of necessary. The evaluation can not be discussed with the public present.

Mayor VanderWeyst and Jeff Blenkush as Personnel Committee members discussed Cris Drais as temporary City Clerk. Mayor VanderWeyst asked Cris if she were interested in the position and she had agreed. Roger Trobec made a motion to hire Cris Drais for the temporary City Clerk position. Mayor VanderWeyst seconded the motion. Motion carried.

Jeff Blenkush made a motion to advertise for the City Clerk position. Tom Vouk seconded the motion. Motion carried. Applications will be due August 10, 2009.

Tom Jovanovich suggested the council members come up with questions to ask applicants and have them looked over by the attorney's office before conducting interviews.

Dolores Supan discussed moving a CD. The information she found out is the rate at St. Stephen State Bank is 1.75% for 6 months, .35% for 7 months and .60% for 12 months with Wells Fargo. Mayor VanderWeyst approved moving the CD.

Roger Trobec made a motion to adjourn. Jeff Blenkush seconded the motion. Motion carried.



**ST. STEPHEN CITY COUNCIL  
AGENDA  
August 3, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF JULY MEETING & SPECIAL MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

1. St. Stephen Insurance
2. 4 Wheeler Lease Program for Fire Department
3. Loose Dogs in Neighborhood
4. Ben Supan
5. Jerry Hettwer/LeRoy Supan – Knights of Columbus: BINGO Permit
6. Edith Gerads – 4 Wheeler

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

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

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES

ST. STEPHEN CITY COUNCIL

August 5, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – Interim City Clerk

ABSENT: None.

MINUTES OF PREVIOUS MEETINGS: July 1<sup>st</sup> Meeting: Mayor VanderWeyst suggested on page two in the Road and Bridge section to clarify the road the homeowner lives on for future reference. Revision to read: Thomas J. Vouk made motion to send homeowner on 5 ½ Street a letter explaining the city position on this matter. Tom Vouk said the council might want to consider including what the total quote was. The total amount was \$19,542.18. Rusty Paggen made a motion to accept the July 1<sup>st</sup> minutes with all corrections. Tom Vouk seconded the motion. Motion carried.

July 15<sup>th</sup> Special Meeting: Roger Trobec made a motion to accept the July 15<sup>th</sup> Special Meeting minutes. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE BILLS: Claims for the month of August totaled: \$36,787.19. Rusty Paggen asked about the claim to pay the locksmith for rekeying the Clerk's Office. Mayor VanderWeyst shared that the attorney recommended changing the locks based on the situation of the keys not being returned to the city. Rusty stated that Mayor was supposed to check with the council on a matter such as this. Mayor VanderWeyst apologized for making this decision on her own. Rusty stated that he would not approve the bill for rekeying since the council was not consulted with. Roger Trobec made a motion to approve the bills. Jeff Blenkush seconded the motion. Yes – Roger Trobec, Tom Vouk, Jeff Blenkush, Mayor VanderWeyst. No – Rusty Paggen. Motion carried.

READING OF RECEIPTS: On the Receipts Register, Mayor VanderWeyst asked for clarification on Receipt #296 – League of MN Cities: Computer Struck by Lightning. Steve Trobec and Ray Trobec explained the receipt. Roger Trobec recommended changing the description to read: SCBA Compressor for FD instead of Computer Struck by Lightning.

TREASURER'S REPORT:	Beginning Balance	\$ 364,042.58
	Add: July Deposits	163,078.43
		527,121.01
	Less: July Checks	33,661.55
	City Checks: 26,753.80	
	FD Payroll: 6,907.75	
		493,459.46
	Add: July Interest	187.02
	New Checkbook Balance	\$ 493,646.48

INVESTMENTS:	Wells Fargo 25428	\$ 50,622.65
	Wells Fargo 49019	46,386.33
	Wells Fargo 24496	46,349.47
	203205-25	44,827.78
	Total Investments	\$ 187,738.15

Jeff Blenkush made a motion to approve the Treasurer's Report. Rusty Paggen seconded the motion. Motion carried.

## PETITIONS, REQUESTS, AND COMMUNICATIONS:

**St. Stephen Insurance:** Lisa Schmidt – The renewal for the LMC is September 19, 2009. Lisa stated that there are many things to be reviewed and would work with the city in whatever manner they'd like: open meeting, meet with the council, meet with one individual to share with the council. Mayor VanderWeyst asked for clarification on the tort limits policy form that needed to be signed for 2008 and 2009. Roger Trobec made a motion to continue to waive the monetary limits on the tort liability. Tom Vouk seconded the motion. Motion carried. Mayor VanderWeyst signed the tort forms for 2008 and 2009. Lisa also discussed an excess liability policy (an umbrella policy). In addition to the umbrella policy, Lisa discussed an appraisal of city property. The last appraisal on record is from 2002 with some buildings being appraised in 2003. The LMC does offer a free appraisal service. It would probably be a couple of months before they'd be available to come to St. Stephen. It was decided that Lisa will make copies of information for the Council to review. Lisa also talked about a bond for the City. By law at least the treasurer and clerk should be bonded. Discussion took place about the city having a bond in the past. Roger Trobec made a motion that the city clerk and treasurer be bonded. Jeff Blenkush seconded the motion. Motion carried. Roger Trobec shared that the generator, well and siren were hit by lightning with the August 3<sup>rd</sup> storm so we would be making insurance claims. Lisa shared that we currently have a \$250 blanket deductible.

**4 Wheeler Lease Program for Fire Department:** Ray Trobec shared that this program was introduced to the Fire Department a year ago. It is a lease program. The Fire Department made a decision to go ahead with the project. It's a 6 month lease. After 6 months the department would get a new 4 wheeler. Jeff Blenkush said that unless the legal situation changes for the company it'd be an on-going program. It's been in existence for 8 years. Jeff checked with a dealer that had an opening in the program for St. Stephen to get involved. The Fire Department might think of getting rid of the 4 wheeler and snowmobile with the availability of this program. Roger Trobec asked the cost of the program and Jeff Blenkush shared that the cost to the city is the insurance. There is no additional cost. Roger Trobec made a motion to go ahead with the 4 wheeler lease program and the insurance is a cost to the city. Tom Vouk seconded the motion. Motion carried.

**Loose Dogs in Neighborhood:** Cris Drais shared that a call to the city hall was made about 3 Rottweilers loose in the area of 5<sup>th</sup> Avenue SE. The homeowner has children home alone during the day while the parents are at work and is concerned about the safety of the children being outside and the dogs coming in to the yard. He was wondering if there was an ordinance about the dogs running loose. Cris stated that she has seen the dogs loose in the park and in her own yard, 6 houses away from the home where they have been chained at times. Cris made a call to the homeowner, but a message had to be left. The homeowner on 5<sup>th</sup> Avenue was called back and told to call the sheriff if the dogs are in their yard again. Roger Trobec stated that the sheriff should be notified and can impound the dogs. Mayor VanderWeyst shared that they would be in violation of the ordinance by having 3 dogs at the home and that a letter should be sent to them. Cris Drais will prepare a letter to send to the homeowner where the Rottweilers are kept or visit.

**Ben Supan:** Ben shared that at the St. Joseph Planning meeting the Clerk and recorder were present. He thinks it's a good idea because things that are brought up at the Planning meeting go back to the Clerk. Brockway Township does the same. Ben would like to see the Clerk present at the Planning meetings. This would help to avoid going back and forth about meeting topics.

Ben shared that the current schedule for the Clerk is 1-5 p.m. and 8 a.m. to 12 p.m. and that it might be best to change the hours for people that are working until 5:00 p.m. He is concerned about phone calls going to the Clerk's private home and that when the new clerk begins that policy should be changed. Phone calls should only go to City Hall. Ben suggested some of the office hours be changed to a 3-7 p.m. time frame.

**Personnel Committee/Human Relations:** Ben asked if Mayor VanderWeyst checked with the attorney if there was anything that had to be done to make it an official committee. He suggested the mayor talk to the attorney to see if we have to go through a public hearing or if he would write up rules and regulations. The Planning Commission and Park Board went through this process. Ben wondered if the city would be subject to legal action if someone chose to challenge the Personnel Committee/Human Relations Committee. Mayor VanderWeyst has not talked to the attorney about this but will.

Rusty Paggen said he agreed with getting some evening hours because of people's work schedules. Mayor VanderWeyst asked in regards to office hours, phone calls and the clerk attending Planning Commission meetings, did the council want to make a decision at this time? Discussion took place on the clerk being at the Planning Commission meeting once a clerk is officially in place. Interim Clerk will do a 3-7 p.m. shift on Thursdays alternating with the Thursdays that are 1-5 p.m. The Interim Clerk's telephone number will be removed from the city's recording, the website and the hours posted outside of City Hall.

**Jerry Hettwer/LeRoy Supan – Knights of Columbus: BINGO Permit:** The Sartell-St. Stephen Knights of Columbus request a BINGO permit for November 1, 2009 at the St. Stephen Parish Hall. Rusty Paggen made a motion to approve the one day gambling permit for the Knights of Columbus on November 1, 2009. Jeff Blenkush seconded the motion. Motion carried. The Interim Clerk will complete the form for the Knights of Columbus.

**Edith Gerads – 4 Wheeler:** Edith stated that it has come to her attention that at the July 1, 2009 council meeting, 2 of her distant neighbors came to the city council and requested that the city council send a letter to the sheriff's department stating that they (the sheriff's department) didn't need to be called because of the nuisance from 4 wheeler use. In talking to many of her neighbors, the decibel level is what has been brought up. Referring to previous newsletters received, Edith stated that the newsletter said, "must be operated on private property" and it also talks about "non-stock mufflers and they should not be installed" and she stated that they are non-stock mufflers and that they are very loud. She stated that they now have a track, recently did modifications to it to make it bigger and have more jumps and in talking to another neighbor injuries have occurred on their property. Edith would like the council to do something with them (Tadych) in the best interest of the citizens of St. Stephen. Mayor VanderWeyst stated that yes the individuals were at the last meeting and at the last meeting they had talked about the last sheriff that was up there had suggested they come to the council and ask for a letter to stop going there. Mayor VanderWeyst talked to the sheriff's department and said there's no way anyone can tell the sheriff to stop going up there. There's no letter that will be written. The sheriff said that if they're doing something wrong they're going to get caught. Discussion took place about if anyone has talked to either Kevin O'Leary or Kevin Tadych. Some neighbors have talked tried to talk to them. The mayor stated that when they (Kevin and Kevin) were at the last council meeting they were very forthcoming and were more than happy if someone would come to them and express their concerns. They mayor wants to make sure communication is happening between everyone. The mayor recently talked to the sheriff about the situation and the agreement was that people need to continue calling the sheriff. Edith asked if the sheriff could come out within a timely manner of the call. The mayor stated she could talk to the sheriff in regards to that. The mayor stated that the residents can call a council member and see if there's a noise violation. More discussion took place about the time that the 4 wheelers are being used.

Additional comments were made by Alvin Heinen about 4 wheelers and snowmobiles traveling in the city limits on the roads. Comments were also made the speed limit leaving St. Stephen on 6<sup>th</sup> Avenue SE. It goes from 30 mph to 55 mph. On County Road 2 heading south out of town the speed limit goes from 30 to 40 to 55 mph. The mayor stated that if called the sheriff will patrol 6<sup>th</sup> Avenue SE a little more if needed. Roger Trobec shared that the state was asked to do a study and they wouldn't allow lowering the speed limit on 6<sup>th</sup> Avenue SE. Instead of lowering the speed limit it was increased in some places. The city doesn't have any control over speed limits, the state does. Rusty Paggen said that the sheriff's department has been asked to patrol 6<sup>th</sup> Avenue SE more and they sit at City Hall, but don't go further down the road.

Mayor VanderWeyst said that in regards to the speeding, she would speak to our contact at the Sheriff's Department to let them know that some concerns have come to the city's attention and to ask that when they're in town they check on the road more frequently. In regards to the 4 wheelers she stated that the homeowners need to continue calling the sheriff.

**Fire Department:** Ray Trobec said the FD is in the process of preparing for the simulated bus accident on September 19, 2009. There are 3 firefighters in training currently. Fire Fighter I training will be at City Hall this Fall. Steve Trobec contacted the state and everything is taken care of for the Relief Association unless notified otherwise. Discussion took place about the pump, generator and siren that were struck by lightning. Granite Electronics came to check on the siren. Ziegler's was also called. Design Electric suggested a light to show that there's power to the siren, for example an LED light.

#### REPORTS OF BOARDS AND COMMITTEES:

**Road and Bridge:** Rusty Paggen stated that everything that was on the initial approval is done. Jerome Supan said a grate isn't done but Rusty stated that he has a bid on it but it wasn't done because the project wasn't on the last list of approved projects. The ditch by Conomart was checked and the slope is correct for water flow. Jerome stated that he talked to Joe Paggen about putting more dirt in the culvert by 15<sup>th</sup> Avenue SE (by Brockway) so when a snow plow comes around the corner the plow doesn't hook the apron. Jerome requested an itemized statement of the jobs done. The Interim Clerk will provide copies. Roger Trobec made a motion to allocate money for the project on 2<sup>nd</sup> Avenue (Rusty Paggen said it would be about \$2,500. \$3,000 at the most). Jeff Blenkush seconded the motion. Motion carried. Rusty Paggen shared an update on the plow truck. The bearings were totally gone. The hydraulic hose was leaking that runs to the sander and to the control. Rusty stated that the quote was about \$3,500 but it might be a little more. Jerome Supan asked if the plow truck gets a DOT inspection. Rusty Paggen stated that Eric Larson does the inspection. Rusty Paggen will talk with J.R. Ferche, Inc. about sand and salt.

**Park Board:** Jessica Hommerding reported as a maintenance issue, the ball field needed to be sprayed for weeds. The cost was \$75 from Huls. The Interim Clerk asked for the minutes to be saved as a PDF for the website along as a word document. Danita Traut said yes.

**Planning Commission:** Ben Supan reported that at the last meeting the budget for 2010 was set at \$4,000. There was discussion about the 4-wheelers similar to what just took place at the city council meeting. There are a couple of foreclosures in the city that aren't being taken care of. Rusty Paggen had information on who owns the properties or which banks own them from Alice Supan. The sign company hasn't contacted Ben on the welcome signs. There have been requests for Dead End/No Outlet signs as trucks are trying to get through an area and can't get out. It was randomly talked about where they would be and not decided who would get them. Ben reported at the next meeting there's going to be a request for a split of land that belongs to Alex Smoley. We have to require easement along the road (along 6<sup>th</sup> Avenue) before any permits are granted. There has to be an easement so that the city will

have easement on the road frontage. Realtor Greg Smoley representing the people that have Will and Karen Peternell's former property (15 acres) are requesting a split but it's been 5 years since the split was made so they have to wait another 5 years and that was the end of discussion. Roger Trobec asked if the ordinance on tents has been sent to the attorney's office. There was discussion if the ordinance was published. It was. The Interim Clerk will check on the copies for the council and Planning Board.

**Police Department:** Everything looks fairly good. Nothing too interesting. Some areas are reported to be heavily traveled and others aren't checked on.

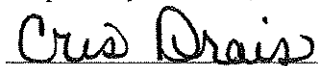
**Health Committee:** Mayor VanderWeyst reported that the night before the council meeting she and Jeff Blenkush checked on Pat Kroll's residence. They looked at some of the improvements that he did. Pat's done the things asked of him. The wood is covered with black or white tarps without writing on it. Jeff Blenkush stated that as long as its organic fire wood that Pat will be using for fire. Unless there are other concerns by the council the project has been completed. There's a small window that will be taken care of. Mayor VanderWeyst thanked Pat for working with Jeff and her and did a good job on the project. If everyone's in agreement the project will be considered closed. Roger Trobec questioned the houses that are abandoned need to be taken care of. Mayor VanderWeyst asked if anyone has noticed that the signs off of 6<sup>th</sup> Avenue NE & the 2<sup>nd</sup> right look burned. She'll check on them again. Rusty Paggen found the list and the Interim Clerk will draft a letter in regards to the long grass and upkeep of the homes.

**Unfinished Business:** A date needs to be set for the Budget Meeting. Discussion took place on publishing the meeting date. The Interim Clerk will check with the attorney's office on publication regulations. Roger Trobec requested a spreadsheet of the categories to be used and go back 2 years to compare. The mayor asked if there were any additional interview questions for the clerk's position for the attorney. No one had additional questions. Roger Trobec asked about a budget meeting on the 26<sup>th</sup> and a recommendation for the clerk at the budget meeting. Rusty Paggen requested a copy of the applicant's paperwork before the meeting to look at. The meeting will be August 26, 2009 at 6:30 p.m. Discussion took place on having a deputy clerk. The city clerk's position will be settled and then a deputy clerk will be brought on. Newsletter and website: Discussion took place on items to put in the newsletter. Mayor VanderWeyst will bring a copy of the newsletter to the August 26<sup>th</sup> or September meeting. Tom Vouk stated that he hasn't heard anything else on the power line. Mayor VanderWeyst asked if companies have received a letter recognizing their bids for work if they haven't been chosen. Rusty Paggen believed Alice Supan had done that in the past. The mayor asked for thoughts on a procedure book for the office. Cris Drais will send a thank you to Community Ed. for coming to St. Stephen for the Tuesday/Thursday activities they've done at the parks this summer. The final topic is the key situation. Rusty Paggen believed there was a key chart. The mayor asked for any input on where keys are/who has them? Roger Trobec stated that different people need access to the copy machine. To confirm: the FD needs a key for the copier and to drop off bills, the Park Board occasionally could use the copier, the Planning Commission might need one. Rusty Paggen questioned if the Sportsman's Club needs a key? Does Rodger Bellinger need one if Steve Trobec has one? Who would have the key for the Snowmobile Club? Discussion continued about who has keys, what they go to and why they need them. Would it be possible to simplify it to 2 keys? The council, Nancy Vouk, Treasurer, Clerk, Ray Trobec, Steve Trobec, Park Board and Planning Commission would have 2 keys to allow them in to the city office and a master key and everyone else would get one that opened the front door for them. Rusty Paggen will talk to Dan Palmersheim about checking the lock on the front door since it seems to lock on its own. Ben Supan discussed would the city want to hire an official building inspector? Cris Drais reported that we have a recycling can and no extra charge.

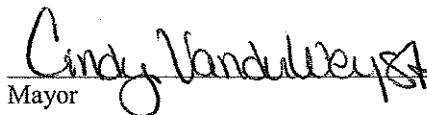
**ADJOURNMENT:** There being no further business, Jeff Blenkush made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 10:11 p.m.

Respectfully submitted,



Interim Clerk



Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 26, 2009

CALL TO ORDER: 6:32 p.m. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

First Item of Discussion: 2010 Budget

The Interim Clerk presented the spreadsheet with the 2009 Final Budget & To Date Expenses. The expenses came from the Disbursement Reports from January through July 2009. The expenses are explained under the Comments area. Some of the expenses put together are a guess on what might be a part of the expense as some expense descriptions are vague.

The 2009 Budget was reviewed starting from the top.

**GENERAL REVENUE EXPENSES:**

**Elected Officials: \$12,500** – The amount will be kept the same.

**Administration: \$15,000** – clarification on what it is? Mayor VanderWeyst reported that from last year's budget meeting there are comments about putting \$15,000 towards an audit if that was ever to be done. It seems it's been there for 3-4 years. If it is going to be set aside and kept for an audit it should be labeled differently. Discussion took place on the cost of an audit. Jeff Blenkush will look in to how often an audit is needed for a city our size. The expense will now be labeled: **Administration/Audit**. The amount will be kept the same.

\*\*Roger Trobec said that we should keep track of the expenses and show that a balance is carried over vs. zeroing out even though it's a general fund for all areas. This allows a fund to build over time for a special project if necessary.

**Clerk/Treasurer: \$15,000** – Using the Salary Schedule, the 2 positions could be broken in to separate line items. The Clerk would be \$9,600 for the year. Treasurer would be \$2,100 for the year. Each would get paid the same as council members for Special Meetings. The amount will be kept the same.

**Deputy Clerk: \$6,800** – Discussion took place on having a Deputy Clerk as a back-up plan for the Clerk. The amount will be kept the same.

**Elections: \$2,300** – The next election year is 2010. In 2008 \$907.10 was spent and that was an election year. The amount will be kept the same.

**Assessor's Fees: \$4,200** – In 2008, \$3,540.75 was spent. The amount will be kept the same.

**Legal: \$13,000** – In 2008, \$14,269.20 was spent. A lot of ordinance work was done and court cases occurred. The amount will be kept the same.

**Publications: \$1,000** – What is included? The Interim Clerk put bills for Newsleader publication. The City Newsletter will be included under this. The amount will be kept the same.

**Social Security: \$2,000** – Amount shown has Social Security combined with Medicare based on Disbursement Reports. Roger Trobec suggested leaving the amount as is unless there is a change in salary. Discussion took place on the amount taken from each fund and it was a combined amount so the amount can remain the same as it comes out of different funds vs. the general fund. The amount will be kept the same.

**DCP-PERA: \$3,000** – The amount will be kept the same.

**Medicare: \$1,000** – The amount will be kept the same.

**Liability: \$16,500** – What is considered under the Liability? Dolores Supan thought the Liability was the City's Insurance. There is no category for Insurance. It will be relabeled to: **Insurance**. The Mayor will contact Lisa Schmidt about the Insurance amount due to make sure our number is in the right area. The amount will be kept the same.

**Dues: \$2,000** – The amount will be kept the same.

**Utilities: \$13,000** – Discussion took place about raising the amount to \$20,000 based on the to-date expenses. *The amount will be raised to \$20,000.*

**Building Maintenance: \$6,000** – The amount will be kept the same.

**Office Supplies: \$5,000** – What would fall under this category? Are you talking supplies for the office or services for the building? Internet, Phone, Garbage, Website, Copier, etc. will be broken down in this category. By combining the Misc. Repairs category with Office Supplies, the amount can remain the same and the \$10,000 is now available for disbursement. The category will now be called: **Office Supplies/Services**. The amount will be kept the same.

Conferences & Seminars: \$1,000 – The amount will be kept the same.

Stipends: \$7,000 – The amount paid to Planning Commission and Park Board. Roger Trobec thought those amounts would come out of their own funds. It will be changed to read: **Stipends (Park/Planning/Bldg. Permit Inspector/Road Overseer)**. The amount will be kept the same.

SS Fire Relief Donation: \$5,000 – The amount will be kept the same.

**GENERAL REVENUE EXPENSES: \$138,300.00**

**RECEIPTS:**

Local Government Aid: \$109,637 – This is the amount from the state. 2008's amount was: \$108,213.

Checking Interest: \$1,200 – Dolores Supan figured we're getting about ½ percent interest on our checking account.

License: \$4,530 – The amounts will be broken down by liquor, games and cigarettes. To date the amount brought in is \$4,400. The licenses to the businesses are renewed in June so there won't be any more coming in for the year. The amount will be lowered to \$4,400.

Permits: \$500.00 – These are building permits. The current amount brought in to date is \$150. The amount will be lowered to \$150.

**RECEIPTS: \$115,387.00**

**GENERAL REVENUE – RECEIPTS = LEVY FOR GENERAL GOVERNMENT: \$22,913.00**

**PUBLIC SAFETY:**

Fire Truck: \$17,000 – Automatic amount.

Volunteer Fire Department: \$86,200 – The budget was submitted by the Fire Department. Discussion took place on the pay for the Fire Department. Fire Fighters are paid \$10/hour per call and for 3 hours per month for training. \$1.00 an hour raise would come out to an extra \$1,300 to cover pay. Chief Ray Trobec stated that pay is discussed in January. It's not known what other departments pay at this time. Council members stated that the fire department membership should be allowed to decide on the pay. Ray did share that he knows the officers in other cities are getting paid a lot more than officers in St. Stephen. Roger Trobec stated that there is a pension from working on the Fire Department. Because the salaries come out of the township contracts it could become a touchy subject.

Civil Defense: \$4,200 – In the past the Civil Defense fund has been for buying a new siren or an additional siren. It should show the carry over for any large expenses. The amount will be raised to \$5,000.

Police Protection: \$19,500 – To Date Expense shows payments for the year. The 2<sup>nd</sup> payment for 2009 will be paid in 2010. The amount will be kept the same.

**PUBLIC SAFETY: \$126,900.00**

Less: Township Fire Contracts \$86,200

**LEVY FOR PUBLIC SAFETY: \$40,700.00**

**ROAD & BRIDGE:**

Street Lighting: \$7,000 – The amount will be kept the same.

Road Maintenance: \$25,000 – Should this be broken down in to more detailed description? To be renamed: **Road Maintenance/Ice & Snow Removal/Sand & Salt**. The amount will be kept the same.

Road Construction: \$106,000 – Where does the Engineering fee fall? It has come out of Road & Bridge (201 Fund). To be renamed: **Road Construction/Engineering** and divide the payments made. Jerome Supan wondered if Road Overseer would come from this fund? A stipend for this position should be established at the beginning of the year. The amount will be raised to \$107,144.

Ice & Snow Removal: \$3,000 - Since this is combined with Road Maintenance it will be renamed: **Vehicle Maintenance**. The amount will be raised to \$5,000.

**ROAD & BRIDGE: \$141,000.00**

**PARK FUND**

Park & Recreation: \$17,000 – The big question for the Park Fund is the Tri-Rec Donation. Is it coming out of the Park Fund or the General Fund? It has gone both ways. Consistency is needed as to where it's taken out of. It affects the participation in recreation and since it's a park function it seems the Park Fund should be the place it's taken from. The Park Committee is looking at an \$18,000.00 budget. Future plans are to seal coat the walking path at the park. With keeping track of funds in each account through the year, it will be easier to show a roll-over in accounts. There are still franchise fees to be posted to the account. The fund won't start as \$0 next year. The amount will be kept the same.

**PARK FUND: \$17,000.00**

**TOTAL PROPOSED LEVY FOR 2009: \$221,613.00**

\*\*That's a difference of \$3,944.00 from 2009.

COMMENTS/DISCUSSION:

Change the Maintenance Vehicle to \$5,000.  
Change Civil Defense to \$5,000 because of a possible generator replacement in the future.  
Add money to Road & Bridge for projects. One example: Smoley Addition.  
Maintain the amount we're at vs. raising it.  
Do we need more money for the Maintenance Vehicle budget?

\$2,000.00 to Vehicle Maintenance raising it to \$5,000.00  
\$800.00 to Civil Defense raising it to \$5,000.00  
\$1,144 to Road Construction raising it to \$107,144.00  
These amounts bring us to the same proposed Levy as 2009: \$225,557.00

The Interim Clerk read through the proposed numbers to confirm they matched those of the council.

**GENERAL REVENUE EXPENSES: \$138,300.00**  
**RECEIPTS: \$115,387.00**

**LEVY FOR GENERAL GOV'T: \$ 22,913.00**

**PUBLIC SAFETY: \$127,700.00**  
**Less: Township Fire Contracts: \$ 86,200.00**  
**LEVY FOR PUBLIC SAFETY: \$ 41,500.00**

**LEVY FOR ROAD & BRIDGE: \$144,144.00**

**LEVY FOR PARK: \$ 17,000.00**

**2010 PROPOSED LEVY: \$225,557.00**

Rusty Paggen made a motion to approve the proposed 2010 budget for \$225,557.00. Jeff Blenkush seconded the motion. Motion carried.

Second Item of Discussion: City Clerk Position

Jeff Blenkush shared that applications were taken (6 or 7) and interviews were set up for the position. After learning of the hours for the position, only 2 candidates were still interested in the position and interviewed. The proposed candidate for the position is Cris Drais. Roger Trobec commented that the system of applications and interviews was a good policy to follow. It was a fair process. Roger Trobec made a motion to hire Cris Drais as the City Clerk.

Discussion took place on morning hours for the office. Cris Drais is not available in the AM due to teaching in the morning. With a Deputy Clerk, maybe that person should have a schedule for morning hours available. There can be a School Year & Summer schedule so there will be a time for morning hours.

Rusty Paggen seconded the motion. Motion carried.

The current Clerk salary is \$800 per month with 16 hours per month. That was 4 hours a week on Thursdays.

Discussion took place on tracking time put in with a log. In talking with the attorney, Mayor VanderWeyst was told that other cities have the position of Clerk as an hourly position.

A rate of \$25 per hour with 34 (32 in the office & 2 for a Planning Commission meeting) hours put in each month. The Mayor suggested this pay scale be used from the time the Clerk was brought on as Interim Clerk.

Roger Trobec made a motion to approve the Clerk's position at an hourly rate of \$25 per hour with 32 hours in the office on Mondays & Thursdays per month and 2 hours a month to attend the Planning Commission Meeting. Jeff Blenkush seconded the motion. The motion carried.

Roger Trobec will share information from the Department of Health Inspection at the September meeting.

Jerome Supan shared an e-mail from the City Engineer about the new transmission line being put in down Townline/6<sup>th</sup> Avenue. He also said that the city will receive a quote on snowplowing from Ferche's.



LeRoy Supan shared that the church fire protection alarm has been fixed. The box is located on the inside of the back door. Discussion took place on the church needing sprinklers.

Jeff Blenkush made a motion to adjourn the meeting. Rusty Paggen seconded the motion. Motion carried.

Meeting adjourned at 9:12 p.m.

Respectfully submitted,

Cris Drais  
City Clerk

Cindy Vandulney  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
September 2, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES OF AUGUST MEETING**

**READING OF BILLS**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

1. Fire Dept. – City Truck Use Request

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

1. ROAD AND BRIDGE
  - a. 6<sup>th</sup> Avenue/Stearns electric 3-phase power
2. PARK BOARD
3. PLANNING COMMISSION

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
September 2, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF PREVIOUS MEETING: In the section **Unfinished Business** the sentence should read: "...since it seems to lock on its own." Jeff Blenkush made a motion to accept the minutes with the correction. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: Claims for the month of September totaled: \$18,732.76 + \$4,529.87 for September Payroll for a total of: \$23,262.63. Mayor VanderWeyst pointed out that the checks for LeRoy Supan, Dan Mehrwerth, Jessica Hommerding & Marilyn Shumer are for the Athletic Club. The description will be changed to reflect this. Roger Trobec made a motion to approve the bills. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: There was a question about the Stearns Electric Association receipt. It is the grant for the Fire Department.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$ 493,646.48
	Add: August Deposits	3,457.44
		497,103.92
	Less: August Checks	36,788.09
	Add: August Interest	197.81
	New Checkbook Balance	\$460,315.83

Jeff Blenkush made a motion to approve the Treasurer's Report. Rusty Paggen seconded the motion. Motion carried.

Roger Trobec brought up the situation at St. Stephen State Bank. Looking through papers, he found his notice showing that \$250,000 in an account is insured by FDIC. That would indicate that a good share is not insured. At a previous meeting the Council was assured by Robert Olson that it was insured. Roger wondered if we shouldn't call the League of MN Cities to see if we need something in writing to guarantee that the money is insured. Dolores Supan shared the same concern with having over \$460,000 in the checking account and 1 CD at the bank. An Open Meeting will take place on Thursday, September 3, 2009 with the Chairman of the Bank. Jeff Blenkush stated that it'd probably be good to hear from someone other than the St. Stephen State Bank about how our money is protected. The City Clerk will contact the League of MN Cities. Dolores reminded the Council that we have 2 CDs coming due in November. Do we keep them at Wells Fargo? This is something for the Council to think about. Roger would like someone with a financial background to ensure us that we're covered. Roger and the Mayor will try to attend the meeting. Tom Vouk found the information Roger was referring to and it stated that under statute the Bank is required to have purchased bonds to cover how much the City has in its account.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

**Fire Dept. – City Truck Use Request:** Jeff Blenkush shared a request for the city truck for the other end of the water ball fight. Mayor VanderWeyst asked if it was okay. All Council Members said yes.

FIRE DEPARTMENT: The Bus Accident Training is coming up on September 12<sup>th</sup> with training for the fire fighters with a practice on cutting a bus from 9 a.m. to 3 p.m. The actual Bus Accident Training will be Saturday, September 19<sup>th</sup> at 10:00. There will be student participants. The newspapers and television stations have been contacted about possible coverage of the training.

The letter is ready for the application for the Mule/4-wheeler. It just needs the Chief's signature.

## REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan reported that Joe Paggen has one job left to complete by the Conomart so the water drains to the main road. On 2<sup>nd</sup> Street NE trees are hanging over on to the road. A homeowner in the area has to drive around the trees because of the limbs hanging down over the road. 1<sup>st</sup> Avenue SE should be done along with a few other spots in town. Jerome would like to find out the cost of the castings that were made for 5<sup>th</sup> Avenue NE instead of it just being listed as a part of the job. Tom Vouk made a motion for Joe Paggen to fix the drainage by the Conomart. Roger Trobec seconded the motion. Motion carried. Rusty Paggen made a motion to hire someone for tree trimming with Jerome's recommendation of what needs to be done. Jeff Blenkush seconded the motion. Motion carried. Jerome will get a copy of the 6<sup>th</sup> Avenue/Stearns Electric 3-phase power project to the Planning Commission so they are aware.
2. **Park Board:** There is no report from the Park Board. Nothing is going on right now.
3. **Planning Commission:** Ben Supan reported that at the last meeting, the Smoley realtor didn't come to the meeting and there was no notice of him not coming. Mark & Becky Hallerman's garage addition was approved. There hasn't been a date set with the County Sign Company about the city's sign. The City parking lot needs to be tarred or filled in with more dirt because of low spots that collect water. Threshold work still needs to be finished and will be done under the original contract with Pogatchnik Building Restoration. Ben said he noticed this winter the door gaskets are letting enough heat out to melt the snow outside vs. keeping the cold out – something's wrong there. In 2002, the General Flood Plain Ordinance, Ordinance 46 wasn't completed. Roger Trobec recalled that we needed the ordinance in order to qualify for federal funding. Tom Vouk stated it was also in order for people to buy insurance. The attorney's office will confirm what needs to be done in order to finish the ordinance so it can be put in the City's ordinance book. The Clerk will contact Randy Sabart about if we have a flood plain map already made.

Mayor VanderWeyst asked if anyone had input on Ben Supan's suggestion about doing something with the City's parking lot. Rusty Paggen stated he was curious what bids would come in at compared to the projected amount. Discussion took place on if we should put it out for bids. We don't have to accept the bids. Tom Vouk agrees with Ben that the parking lot is a little damp. Roger Trobec agreed that we should put some Class 2 down and get it leveled off. One concern was getting bids without the engineer's assistance. Mayor VanderWeyst asked if maybe we should change the wording to say we're looking for estimates on the project vs. bids and if we go forward we will have Randy Sabart, the City engineer, take care of the bids. Jerome Supan shared a concern that we shouldn't just have it out in the open with people giving us quotes that others are able to know about and have other's play games with bids. A timeline concern was also discussed. Do you get bids now for work in the spring? Discussion took place on having another business in town help with working on the parking lot out of fairness on spreading the work around vs. always going with one business. Roger Trobec made a motion to hire somebody to put down Class 2 and level out the holes in the parking lot. Jeff Blenkush seconded the motion. Motion carried. The Clerk will contact Bob Hlebain to see if he's able to do the job.

FIRE DEPARTMENT (con't): Ray Trobec reported that the pumps were being certified on Unit 10 & Unit 12 and work was required. Unit 10 will be out for 3 days. The price for work will be around \$5,000.

POLICE DEPARTMENT: No monthly report received by the time of the Council Meeting.

HEALTH COMMITTEE: Roger Trobec shared information from the Minnesota Department of Health's Sanitary Survey Report for St. Stephen City Hall & Fire Station. The report showed the following needs: 1. The next time well maintenance is required, the existing well cap should be replaced with an overlapping well cap with compression gasket. 2. The condition of individual sewage treatment systems should be periodically evaluated, and any identified maintenance issues addressed. 3. The precise location of subsurface sewage treatment system should be determined. This can help assess the potential impact on the water supply. 4. Have septic tanks periodically pumped by a licensed pumper. Tank baffles and integrity should be evaluated at the time of each pumping. LeRoy Supan shared that there are 4" steel plates over the manholes on the tank outside. A drawing of the location is in the office but he's not sure of the exact location. A log of water testing is to be kept for 10 years. Roger Trobec made a motion to have Fiedler pump the septic and the tank in the hall. Jeff Blenkush seconded the motion. Motion carried.

Rusty Paggen asked about getting water to the city building as a means of washing the truck. There is drainage in the building. It's something to think about. It'd help to wash the salt off of the frame of the truck.

Home Maintenance – There is a bank that owns the home behind the Cornerstone Building. That letter is ready to go out to the bank. Discussion about the other home took place and the grass has been mowed. The letter will be sent out for the house behind Cornerstone.

UNFINISHED BUSINESS: Insurance - Mayor VanderWeyst went through the papers from the insurance agency. Everything brought forward is in the insurance. The cutter/spreader wasn't but now is. The 6 wheeler falls under mobile property. Roger's question was should we go to \$2 million dollars on the Umbrella Liability or is \$1 million dollars enough? If it's raised will people try and go after that much? The Mayor shared Lisa Schmidt's thoughts on the amount that the \$1 million dollar amount was okay. Lisa's reminder was that to raise it would be an additional cost of \$1,500. Rusty Paggen made a motion to stay at the \$1 million dollars excess liability amount. Jeff Blenkush seconded the motion. Motion carried. The form was marked and signed by the Mayor. The bonds are now in place. There is a bond in place for Jeff Drajs. A bond for the Relief Association Treasurer was in place and cancelled in January without explanation.

There is now a municipal bond in place for the Relief Association Treasurer, the City Treasurer and the City Clerk. The City's Attorney was contacted to confirm this matter. The City's financials need to be sent in to the League. The Municipal Bond Renewal Application was filled out during the meeting as a group. Under the Fire Legal Liability, what amount do we want? We currently have \$50,000. Do we continue with that amount? The Mayor will confirm with Lisa if these are numbers recommended through the LMC. Discussion took place on what Fire Legal Liability is. This is something else to clarify with Lisa. This needs to be completed by September 19, 2009. Discussion took place on the city's deductible. It will be left at \$250. It looks like the cost will be \$11,388.00 for the year. The Mayor will talk with Lisa about the Errors & Omissions Insurance. Mayor VanderWeyst will talk with Lisa Schmidt and have Lisa put her answers in e-mail form for the Mayor to forward to the council members. Tom Vouk made a motion to go forward with the insurance renewal. Roger Trobec seconded the motion. Motion carried.

Generator – Roger Trobec shared that Design Electric fixed the conduit along the generator and had 2 bumper posts put in on each corner of the generator facing south. The posts are 12 inches in from the cement corner slabs. Design Electric notified Roger that they received a phone call telling them that they should immediately take them out because they would affect snowplowing. Roger talked with both Joe & Jason Paggen about how the posts will help with snowplowing because they'll know where the slab is because of the posts. The city has the right to do whatever they need to in order to protect the generator. Roger told Design Electric to refer any more calls on the issue to the city. There were no questions or comments on the topic.

NEW BUSINESS:

Rodger Bellinger requested leaving a garbage truck in the city lot for the Parish Festival. No objections.

Rusty Paggen suggested that a plaque should be presented to Alice Supan for recognition for the number of years she served the city. The Clerk will work on ordering a plaque.

Jerome Supan asked if the snow plow drivers get a drug test at Trobec's or does the city take care of that. Jerome suggested the attorney be contacted to see what we need to have on file. Discussion took place about the city possibly being fined for not having that information on record. Rusty Paggen will get that information for the city to have on file.

Doug Legatt – is his contract a 3 or 5 year contract? Jerome is wondering if he and Doug should go around and look for where to put the extra snow. The city does have an easement for plowing the snow but homeowners get upset with that.

Jerome will talk with J.R. Ferche about coming all the way down 6<sup>th</sup> Avenue with the road grader to help get down to the blacktop. Rusty pointed out that with drivers working during the day it's hard to get to the roads during the day. People have to understand.

Rusty Paggen reminded the Clerk that November 1<sup>st</sup> Doug Legatt receives \$300 as a part of his contract.

Ordinances - The Clerk shared that in talking to Brenda at the Law Office she thought the Tent Ordinance could be run at City Hall without knowing that it's a 62 page document. It will be taken somewhere to be run. Is there a preference for single page copies vs. back to back copies. Roger Trobec made a motion to give the Clerk the flexibility in deciding on copy work done outside of the office. Jeff Blenkush seconded the motion. Motion carried. The Clerk also wondered if the Council would be interested in getting the Ordinance Book on CD from the attorney's office. It can be published on the City's website and people can be sent to the website for referral. Jeff Blenkush made a motion to make a CD of the Ordinance Book for the City's website. Tom Vouk seconded the motion. Motion carried.

The Clerk requested more removable memory for the computer at \$85.99 plus shipping with free installation. Roger Trobec made a motion to purchase more memory for the Clerk's computer. Jeff Blenkush seconded the motion. Motion carried.

The Clerk reported that Nancy Vouk has expressed concern about the women's bathroom fan not working consistently. Rusty Paggen made a motion to replace the fan in the women's bathroom in order to fix it. Jeff Blenkush seconded the motion. Motion carried. Avon Electric will be contacted.

Flag Duty – The Clerk wondered if anyone specific is in charge of lowering the flag. The Legion is not in charge of this. The Clerk's computer can receive notifications of times when the flag needs to be lowered. Cris & Jeff Drais will help out with lowering the flag in order to follow flag etiquette.

Truth in Taxation Meeting - The meeting can now be done at the December council meeting. The County Auditor must be notified of this meeting day by September 15, 2009. The Truth in Taxation Meeting will take place on December 2, 2009 at 7:30 p.m. after the meeting has begun at the regular time of 7:00 p.m.

Agenda Items – Jeff Blenkush shared that in a reading he came across information that talked about having a detailed agenda in order for council members to know what's going to be talked about at the meeting ahead of time. It would also allow members the opportunity to do any research they might want to do about an agenda item before the meeting. The agenda might not be complete but at least some of the information will be known. The Clerk requested council member e-mail addresses in order to send the agenda out.

Stakes at the Maintenance Building – Tom Vouk asked if it had been approved to stake out the building. Council members shared that the stakes have been put in.

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

TIME: 9:23 p.m.

Respectfully submitted,

Cris Drais  
City Clerk

Cindy VanderWeyst  
Mayor

**ST. STEPHEN CITY COUNCIL  
AGENDA  
October 7, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES FROM BUDGET PLANNING & SEPTEMBER MEETINGS**

**READING OF BILLS**

**\*X-cel Energy Bill Explanation**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

1. Doug Legatt

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

1. ROAD AND BRIDGE
2. PARK BOARD – No Report
3. PLANNING COMMISSION

**POLICE DEPARTMENT**

**\*Renewal of Contract for Police Service for 2010**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**\*Insurance: Accident Plan for Volunteers & Workers Comp. to approve**

**\*Flood Plain Maps: No change via FEMA website**

**\*306 5 ½ Street NE: Letter to homeowners**

**NEW BUSINESS**

**TIME**

MINUTES  
ST. STEPHEN CITY COUNCIL  
October 7, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF PREVIOUS MEETINGS (BUDGET PLANNING & SEPTEMBER): Roger Trobec made a motion to approve the September 2<sup>nd</sup> minutes. Jeff Blenkush seconded the motion. Motion carried. Roger Trobec made a motion to approve the minutes from the August 26<sup>th</sup> Budget Planning minutes. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The final bill has come for repairs made after the August 3<sup>rd</sup> storm. The bills will be submitted to Lisa Schmidt at Schmidt Insurance in order to file a claim. Claims for the month of October totaled: \$63,549.82 + \$1,569.69 for 3<sup>rd</sup> Quarter Taxes + \$304.00 for 3<sup>rd</sup> Quarter PERA (taxes & PERA are based on Alice Supan's check being cashed) for a total of \$65,423.51. The Clerk contacted Xcel Energy about the balances that appear on each month's statement. Those are late fees and won't be removed from the City's account. In the event that the balances aren't paid off, the City could be assessed a security deposit on each of the accounts the city has with Xcel (3 total). As a result, the Clerk prepared the Xcel payment to cover the current charges along with the balances for each account. The bill can be paid by calling Xcel vs. mailing it if our meeting date is too close to the due date.

Discussion took place on paying monthly bills that cover normal operating expenses (for example, Xcel and the phone bill) before the council meeting in order to avoid late fee charges. Roger Trobec made a motion to authorize the Clerk to pay normal monthly operating bills before the council meeting ( in the event our meeting takes place around the 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> of the month) in order to avoid a late fee charge. Jeff Blenkush seconded the motion. Motion carried.

Jeff Blenkush made a motion to approve the bills for payment. Roger Trobec seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$1,403.65. The 1<sup>st</sup> Quarter Franchise Fee check from US Cable was cancelled and a new check was issued. That check will appear in the next month's deposits.

TREASURER'S REPORT:

Beginning Balance	\$ 460,315.83
Add: September Deposits (including Sept. Interest \$203.09)	\$1,403.65
Less: September Checks	\$23,274.29
New Checkbook Balance	\$438,445.19

Dolores informed the Council that two CDs are coming due November 16<sup>th</sup> & November 24<sup>th</sup>. Each is a little over \$46,000. She will check on the interest rates at Wells Fargo & St. Stephen State Bank.

St. Stephen State Bank did send information about pledged securities before our meeting.

Information came from the League of MN Cities about banking. Since the CDs are due in November after our meeting, the information will be reviewed for the November meeting in order to make a decision on what to do with our account at St. Stephen State Bank.

Mayor VanderWeyst talked with the attorney about our banking situation and his recommendation was to make sure that we are getting the pledged securities form monthly. At the end of the year we have additional funds coming in our account and we want to make sure that they are making sure that they are bonded correctly. They need to be above 110% plus the \$250,000 which is FDIC required. The Mayor will contact Holly at the bank to ensure the form is sent to the Clerk monthly.

Jeff Blenkush made a motion to approve the Treasurer's Report. Rusty Paggen seconded the motion. Motion carried.

## PETITIONS, REQUESTS, AND COMMUNICATIONS:

**Doug Legatt** - Since we are entering the 5<sup>th</sup> year of a 5 year contract, Doug came to the meeting in order for his contract to be reviewed for renewal vs. leaving the review of renewal until the end of the contract. Is the city interested in another 5 year contract? There would be a slight increase in price. The rate was \$55/hour at a locked-in rate for the last 5 years. Prior to the 5 year contract it was \$50/hour. In the St. Cloud area the going rate is \$100/hour. Doug was looking at a \$20/hour increase which would bring the amount to \$75/hour. He would also get \$300 each year up front which would cover insurance so that amount could remain the same.

Jerome Supan stated that in his opinion we should renew our service with Doug Legatt. He has experience in working in St. Stephen, his fee is a good deal and he hasn't heard complaints about his work.

Mayor VanderWeyst asked Doug to write up his proposal for the City's records, submit his insurance information and to sign a contract with the City. The City will prepare a \$300 upfront check for his services.

Roger Trobec made a motion to accept Doug Legatt's bid for \$75/hour for 5 years to provide snow removal services for the City of St. Stephen. Rusty Paggen seconded the motion. Motion carried.

Tom Vouk made a motion to add the \$300 for Doug Legatt's initial payment to the approved claims. Jeff Blenkush seconded the motion. Motion carried.

The Mayor asked if Doug Legatt and Jerome Supan were able to drive around St. Stephen to see where the snow will be put. They did go around and look at the situation.

## FIRE DEPARTMENT:

Ray Trobec reported that the simulated Bus Accident went really well. The pumps on the trucks are all certified. There were some major repairs. There are 3 fire fighters taking Fire Fighter I and are almost done with the class. Ray picked up the generator for the City for \$250 vs. \$1,000. It was recommended to have it checked. It needs new batteries. The City has 90 days to try it out. It should be checked before the ground freezes.

Roger Trobec made a motion to have Ziegler come and do a load test on the generator and put batteries in it. Tom Vouk seconded the motion. Motion carried.

The generator is from 1986 & had 1,600 hours on it.

Jeff Blenkush reported that there is a new opening in the Yamaha Rhino 4-wheeler program vs. the Mule we were originally going to apply for, so a new application has been completed.

## REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan received a quote from JR Ferche on back-up snow plow service. He requested a copy for the Council members & the Planning Commission. Jerome recommended his service in the event the City had the truck break down. Ferche will grade 6<sup>th</sup> Avenue SE to County Road 5 for the City.

Tom Vouk made a motion to accept the quote from JR Ferche for salt/sand and back-up snow plow for 2009-2010. Jeff Blenkush seconded the motion. Motion carried.

Jerome Supan asked if he should get quotes from Burski for front-end loaders to use during the snowplowing season? Mayor VanderWeyst said yes.

Joe Paggen got the jobs done around town. Carr's Tree Service did a good job on trimming trees around town.

Jerome Supan discussed attending the Brockway Township meeting and the section of 6<sup>th</sup> Avenue that was resurfaced. Discussion took place on striping 6<sup>th</sup> Avenue to County Road 5 if Brockway Township does their section of road yet.

Tom Vouk made a motion to have Jerome Supan check in to striping 6<sup>th</sup> Avenue in the City to County Road 5 if Brockway considers doing it this year. Rusty Paggen seconded the motion. Motion carried.

2. **Park Board:** No report this month.
3. **Planning Commission:** Ben Supan reported that he's talked with the county about the City's welcome signs and found out that an appointment is needed in order to discuss the signs. The county will contact Ben about an appointment.



A question has come up about what is done or should be done when building hasn't been completed by the end of the one year given on the building permit. There is a house in town that falls under this situation. It's a concern to the neighbors. Is there an ordinance for something like this? Should the City become involved? What's the plan of action for an expired building permit?

Ben reported that in St. Joseph if there is a problem with property not being taken care of or cleaned up the city takes care of it and charges the homeowner/property owner. Ben referred to a lot in Eastview Estates that has grass clippings and brush in the back part of it and is looking unsightly. Some council members thought a note had been sent in the past.

It was discussed if the trees will be trimmed by City Hall. It was discussed to have the work done in the spring of 2010.

The storage shed on the City Hall property has a piece of siding on the side of the building off. Roger Trobec made a motion to hire a carpenter or someone to fix the storage shed siding. Jeff Blenkush seconded the motion. Motion carried.

The Clerk will find out who the vacant lot belongs to in Eastview Estates.

In regards to the Building Permit, the Mayor asked if there is an ordinance in place to address a job not being completed in a year's time? Ben said it's supposed to be renewed within a year if the work isn't completed. The house is in the Smoley Addition. A letter will be sent to the homeowner about the work not being done in a timely manner.

With regards to the Flood Plain Maps, the Clerk contacted the City Engineer and he has nothing to do with preparing the maps. They are prepared by the government and haven't changed. Ben Supan brought the Flood Plain ordinance to the attorney for his review. The Mayor will contact him about its status.

POLICE DEPARTMENT: Nothing of any concern in the monthly report.

1. Renewal of Contract for Police Service for 2010: It's to be turned in at our earliest convenience. The estimated total is less than what the City budgeted for. The hourly rate hasn't changed from last year. Roger Trobec made a motion to renew the contract with the County at \$45/hour for a yearly payment of \$18,720. Jeff Blenkush seconded the motion. Motion carried.

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS:

1. Insurance: Accident Plan for Volunteers & Workers Comp. to approve  
These insurance renewals came since our big packet in August. Lisa Schmidt provided e-mails that explained each coverage. We've carried these in the past. The total cost for insurance would be \$15,457 and we'd be covered for the next year. Jeff Blenkush made a motion to continue coverage for volunteers. Tom Vouk seconded the motion. Motion carried. We will get an invoice for it. Tom Vouk made a motion to renew the worker's compensation renewal plan. Jeff Blenkush seconded the motion. This statement for \$2,842 has already been prepared in the claims. Motion carried.

A request was made for Lisa Schmidt to attend the July meeting with information about the insurance renewal notices so the council can prepare for the August budget meeting.

2. Flood Plain Maps: No change via FEMA website
3. 306 5 ½ Street NE (pooling of water at the end of the driveway issue): Letter to homeowners: This was discussed at the July meeting. At that time the Council decided not to do any road work in the area. A letter was to be sent to the homeowner. The homeowner has called City Hall requesting information on what was decided. The Clerk will prepare a letter informing the homeowner that the City has decided not to pursue the work at this time. The bids are available for the homeowner to look at in the office.

Septic pumping: Tom Vouk asked if it was done. The Clerk stated that she wasn't sure if the Council did want it done at this time. She will contact Fiedler about pumping the septic and the inside sand trap.

Jerome Supan asked if we have received copies of the drug testing for those that work for the city from Trobec's Bus Garage. Rusty Paggen will follow up with getting copies of the test information.

NEW BUSINESS:

Alice Supan's Letter: Alice submitted a letter with her last paycheck stating that she won't accept the paycheck. The Mayor contacted the attorney and we paid her up to the Special Meeting which was the fair thing to do as the City could've paid her to the date she resigned. Typically a person isn't paid beyond the date they turn in a notice to quit. Discussion took place on paying for the whole month vs. paying to the date of resignation. The Mayor recommended closing the issue and wished the best to Alice.

Tom Vouk had a couple of questions about previous agenda items: Clerk Computer Memory – installed and working, Women's Bathroom Vent – installed, Al Vouk contacted to connect the fan to the vent, Audit for the City – information not found out yet.

Tom Vouk shared that from the Planning Commission was the Building Code. The City has adopted a state building code which really hasn't been used for many years by the state. There was discussion on taking it out of the ordinance book or updating it. The Planning Board is checking in to the idea of hiring a Building Inspector based on the job. Roger Trobec shared information that with having a building inspector for the city, contractors are required to be licensed which wasn't well received in the community. The City did advertise to hire an inspector in the past, but that requires the person being schooled and it can be very expensive. Planning Commission members are looking to invite an inspector to the meeting to discuss costs.

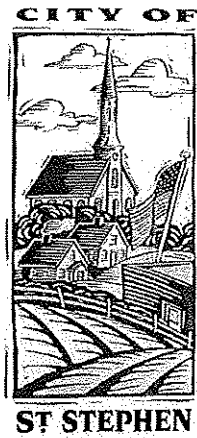
ADJOURNMENT: There being no further business, Tom Vouk made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 8:50 p.m.

Respectfully submitted,

Cris Drais  
City Clerk

Cindy Vandulweydt  
Mayor



City of St. Stephen

## Notice of Special Meeting

The City Council for the City of St. Stephen will hold a special meeting on Thursday, October 22, 2009, beginning at 6:30 p.m. at the City Hall, 2 6<sup>th</sup> Avenue SE, St. Stephen, MN.

The purpose of this special meeting is to:

Discuss the 5<sup>th</sup> Street Water Drainage

This meeting is open to the public.

Cris Draais

City of St. Stephen City Clerk

October 19, 2009

MINUTES: ST. STEPHEN CITY COUNCIL SPECIAL MEETING

October 22, 2009 – 6:30 p.m.

CALL TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Cindy VanderWeyst – Mayor, and Cris Drais, City Clerk

Roger Trobec led the meeting on behalf of Mayor VanderWeyst as she was ill with pneumonia.

There have been many calls from the resident at 306 5 ½ Street along with concern from the neighbors on the other side of the road. There is water pooling in the low spot which happens to be the end of the resident's driveway at 306 5 ½ Street.

The original drawing from the engineer was elaborate with a price of \$24,734.00.

Roger contacted the engineer to see if there was a way to help without the high cost since it isn't a heavily traveled road.

On Monday, October 19, 2009, Roger Trobec, Randy Sabart and Mayor VanderWeyst met with Hardrives at the site to see what could be done for a lot cheaper than the original plan with the water going to the North and yet still get the job done this fall.

The job will essentially be like a reverse speed bump. Instead of cement, the sides would be sloped and sod would be put in.

Hardrives could possibly do the job during the last week of October.

Initially there wasn't a lot of interest in the job. Randy Sabart, the City Engineer, thought if Hardrives bid was acceptable to the Council that it'd be okay to go with their bid vs. bidding the job out. The bid from Hardrives is \$10,481.45.

Jerome Supan questioned using dormant seed vs. the sod in the event an adjustment would need to be made in the spring after the work is done. Mike Traut, Hardrives and Randy Sabart thought seeding would be a possible mud problem in the spring.

Mayor VanderWeyst shared that Mike Traut and Randy Sabart stated that it will also help the situation if the resident would retar their driveway. The Mayor talked with the resident about tarring their driveway and it was the plan in the spring but weren't able to do it so they might look at doing it next year.

Jeff Blenkush made a motion to approve the work to be done on 5 ½ Street by Hardrives. Cindy VanderWeyst seconded the motion. Motion carried.

An additional item to discuss is at 317 3<sup>rd</sup> Avenue NE. The homeowner would like to have the snow not put in front of his home as he had water in his house last year. After discussion took place it was decided that Jerome Supan will talk to Doug Legatt about plowing the snow to the dead end off of the cul-de-sac.


A call was made about a culvert at 5<sup>th</sup> Avenue & Marie Court that was blocked. Roger Trobec and some firefighters were able to blow the culvert open.

No other road related items need to be addressed at this time.

Jeff Blenkush made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

Meeting adjourned at 6:57 p.m.

Respectfully submitted,

  
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Cris Drais, City Clerk

**ST. STEPHEN CITY COUNCIL  
AGENDA  
November 4, 2009**

**CALL TO ORDER: 7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES FROM OCTOBER MEETING & SPECIAL MEETING**

**READING OF BILLS**

**\*Confirmation of October Claims with Taxes, PERA & Doug Legatt's payment included**

**READING OF RECEIPTS**

**TREASURER'S REPORT**

**\*Discussion on CDs that are due November 16<sup>th</sup> & 24<sup>th</sup>**

**\*Discussion on League of MN Cities information on checking accounts**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

**\*Jerry – Knights of Columbus, Requesting a Permit for Raffle on 4/20/10**

**FIRE DEPARTMENT**

**REPORTS OF BOARDS AND COMMITTEES:**

- 1. ROAD AND BRIDGE**
  - a. Burski letter about Front-End Loaders for Snowplowing**
  - b. Road Overseer Stipend**
- 2. PARK BOARD**
  - a. Lighting Contest**
- 3. PLANNING COMMISSION**
  - a. Application period for 2 members open until 11/6/09**

**POLICE DEPARTMENT**

**HEALTH COMMITTEE**

**UNFINISHED BUSINESS**

**\*Drug Test Policy for City**

**NEW BUSINESS**

**MEETING ADJOURNED**

MINUTES  
ST. STEPHEN CITY COUNCIL  
November 4, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF PREVIOUS MEETINGS (OCTOBER & SPECIAL MEETING): Jeff Blenkush made a motion to approve the October 7<sup>th</sup> minutes. Rusty Paggen seconded the motion. Motion carried. Jeff Blenkush made a motion to approve the minutes from the October 22<sup>nd</sup> 5 ½ Street Project Special Meeting minutes. Tom Vouk seconded the motion. Motion carried.

READING OF THE BILLS: Tom Vouk confirmed the Ziegler claim was for the new generator. That will be added to the description on the Claims List. Claims for the month totaled: \$25,011.24. Rusty Paggen made a motion to approve the bills. Jeff Blenkush seconded the motion. Motion carried.

The Clerk confirmed that the Claims for October Claims didn't change with the taxes and PERA paid. The total from the minutes was \$65,423.51. The additional check to Doug Legatt as pre-payment for snow service brought the total to: \$65,723.51.

READING OF RECEIPTS: Receipts for the month total: \$26,052.03. Roger Trobec questioned if the State Fire Aid was the 2% money for the Relief Association. Roger asked how it compared to last year. Steve Trobec shared that the amount was down between \$1,000-\$2,000. A note from the state said that adjustments were made between 2007-2009, so it should start to level off or start to come back.

TREASURER'S REPORT:

Beginning Balance	\$438,445.19
Add: October Deposits (including Oct. Interest \$168.37)	\$26,052.03
Less: October Checks	\$63,549.82
New Checkbook Balance	\$400,947.40

Roger Trobec questioned \$523.69 disbursed from the Fire Fund which makes it negative \$523.69. It isn't a usable fund so it needs to be checked. There are only 3 fire funds. The Clerk and Treasurer didn't know what the amount was from offhand. It will be confirmed for the next meeting and reported on.

We have 2 CDs coming due at Wells Fargo: November 16<sup>th</sup> & November 24<sup>th</sup>. We are earning 1.290% interest on them. If we renew as a 9 month CD (which is what we've been doing) we'll get .55% interest. The regular 6-11 month CD interest is .25% interest. Dolores shared that in talking with the gal from Wells Fargo she asked if we could get a better percentage on the CDs. The representative from Wells Fargo didn't have the authority to approve that, but told Dolores she'd check if we could get a higher interest rate and get back to Dolores.

Discussion took place on keeping the CDs at Wells Fargo vs. transferring to St. Stephen State Bank where the interest rate is higher but how secure are things at the bank?

Discussion took place on the banking situation at St. Stephen State Bank. The pledged securities form came from the bank for the month of October. Rusty Paggen put forth the question if the St. Stephen State Bank went under, how long would it be before we would be able to access our money? The city would have a hard time functioning for a month without access to money.

The consensus was to leave the CDs at Wells Fargo with the current status of the St. Stephen State Bank.

Jeff Blenkush made a motion to approve the Treasurer's Report. Rusty Paggen seconded the motion. Motion carried.

Checking Account: where do we want to go with it? Jeff Blenkush agreed that we should look in to how long would it be before we have access to our funds. Jeff Blenkush will check with a loan officer that his company works with about the law on fund protection. If she isn't able to provide the information, Tom Jovanovich should be contacted. Tom Jovanovich did check on the bonds pledged and said it was a good one.

## PETITIONS, REQUESTS, AND COMMUNICATIONS:

Jerry Hettwer: Knights of Columbus, Requesting a Permit for Raffle on 4/20/10

## FIRE DEPARTMENT:

Ray Trobec reported that the Schumer house will be burned down on November 28, 2009. A report of the final asbestos check is being waited for. The VoTech is running the burn. 3 Firefighters are finishing Fire Fighter I. The house burn will be part of finishing the course. The DOT check on the trucks is done. The Mule 4-wheeler is coming.

Discussion took place about the new generator. It had low oil pressure. The gentleman from Ziegler recommended not sticking any more money in to it. The City can bring it back or keep it. It's under a 90 day trial period. A generator could be checked on site also. One suggestion would be to test the oil itself to see if there's any tin in it from the bearings. Ray will look in to another generator. This one can be kept for parts or sold.

Jeff Draais applied for a federal grant for \$4,000 for the bus training in September and the Fire Department was awarded the total amount. The money will help in covering the expenses of the event.

## REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan talked with Doug Legatt about moving the snow to the dead end in the area discussed at the October Special Meeting. Doug said it was going to take a little longer which means it will cost more money, but it can be done. Jerome talked with Randy Sabart about the striping of Townline to County Road 5. Jerome will contact the company to see what type of paint will be used. Burski's will take care of blading a couple of roads in the City. The letter from Burski's was reviewed. Roger Trobec made a motion to accept the rate of front-end loaders from Burski to be used by the City. Jeff Blenkush seconded the motion. Motion carried. Jerome shared a list created by himself & Ben Supan after driving around St. Stephen of No Outlets. The 5 ½ Street Project is currently under way.

Discussion took place on the guard by Conomart. It can cause back-up with leaves or ice. Do we need to have it? Is it there because of the County? The Clerk will contact the County about their justification.

A stipend for Road Overseer was briefly discussed at the August Budget Meeting. What will the stipend be? Hourly/monthly? Ben Supan suggested a stipend per month. In the past it was hard to keep track of miles & time spent. Roger Trobec made a motion to pay \$25/month for the Road Overseer. Rusty Paggen seconded the motion. Motion carried. If Jerome runs in to a case where he is putting in more hours than normal he needs to contact the City so he can be paid accordingly.

2. **Park Board:** The City wide Lighting Contest will be Monday, December 14, 2009. Roger Trobec made a motion that the City donates \$100 towards the Lighting Contest prize money. Jeff Blenkush seconded the motion. Motion carried.

Roger Trobec shared that Christmas decorations will be put up the Saturday after Thanksgiving. It will be done in the morning. Some help might be needed with checking the bulbs.

3. **Planning Commission:** Ben Supan reported that Jeff Blenkush introduced his land split. A new road design was requested of the plan. Because the request is under the 10 year time line, a public hearing is needed. Dan Schultz & Bruce Peterson's terms are up on the Planning Commission. The Mayor did not get in touch with the attorney about the Flood Plain Ordinance due to illness. Ben talked with the sign company and will have drafts for the Planning Commission meeting in November. In talking with the County, the break-away posts will be set in the right away but the posts in the City will have to be set by the City. It was mentioned that the City Hall driveway should have some reflectors put up. It's difficult to see the edge of the driveway after a new snow. Rusty reported that there are extra reflectors at the Maintenance Building. The drivers put up the ones for the plowing. Rusty will stop by the Maintenance Building and grab some to put up.

POLICE DEPARTMENT: Nothing of any concern in the monthly report. An e-mail was received about the pay raise/increase but since our contract is in, maybe it wouldn't affect the City until the following year.

HEALTH COMMITTEE: The Clerk sent a letter to confirm ownership of the lot in the development across from City Hall. The Clerk will contact the number again. The Clerk will try contacting the mortgage company about the property by Cornerstone. Roger Trobec asked about the process of having a letter drafted from the attorney about having the yard taken care of. The letter for the house in the Smoley Addition was reviewed. It will be sent out.

UNFINISHED BUSINESS: The Clerk contacted the attorney's office about a Drug Test Policy for the City. The attorney asked if the City has a drug test policy in place. If we don't the City would have to create one. Tom Jovanovich would have to prepare it as it has to follow federal law. Federal law requires an employer to have a policy in place when employing someone with a CMV license. The Clerk will contact the attorney about creating this policy.

Insurance: According to Lisa Schmidt, our insurance agent, the generator and sirens were never listed on our insurance policy. They are now on the policy. Because they weren't on the policy at the time of the claim, we could file a letter based on errors & omissions. If approved we could possibly get reimbursed 90% of our claim. Lisa will help put together documentation and the letter to send to the League.

NEW BUSINESS: Ben Supan turned in a letter of resignation for clearing the snow from the sidewalk & doors at City Hall. Because it was done when it was windy also we might need a groundskeeper type of person. The City could advertise. The Mayor will draft something to be advertised and share it via e-mail with the Council.

Tom Vouk made a motion to have Huls remove the leaves around City Hall if available. Roger Trobec seconded the motion. Motion carried.

Jerome Supan asked about putting more of the City's money in to CDs vs. having it in the checking account. We are getting about ½ percent interest in the checking account. Dolores Supan shared that some of the extra money in the checking account was to be used in paying for County Road 5 construction which wasn't needed.

Roger Trobec asked about putting more money in to CDs at Wells Fargo from the checking account before the next meeting. We'll have about \$375,000 in the checking account after preparing the claims. Roger Trobec made a motion to put \$50,000 in to a CD at Wells Fargo from the General Fund. Rusty Paggen seconded the motion. Motion carried.

Jerry Hettwer still wasn't present at the meeting in order to put in his request for a raffle permit. The request will be addressed in December.

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

TIME: 8:20 p.m.

The meeting was reopened at 8:24. Jerry Hettwer from the 4<sup>th</sup> Degree Knights of Columbus requested holding a raffle at Trobec's Bar & Grill on April 20, 2010. It has been done at Trobec's in past years.

Roger Trobec made a motion to grant a raffle permit to the 4<sup>th</sup> Degree Knights of Columbus for April 20, 2010. Jeff Blenkush seconded the motion. Motion carried.

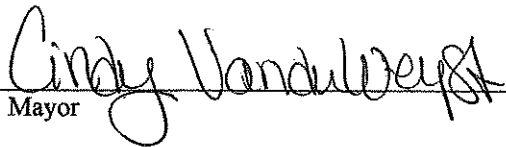
ADJOURNMENT: There being no further business, Tom Vouk made a motion to adjourn. Jeff Blenkush seconded the motion. Motion carried.

TIME: 8:25 p.m.

Respectfully submitted,



City Clerk



Mayor



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## ST. STEPHEN CITY COUNCIL AGENDA – December 2, 2009

CALL TO ORDER: 7:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES FROM NOVEMBER MEETING

READING OF BILLS

READING OF RECEIPTS

TREASURER'S REPORT

\*Update on CDs, December 3<sup>rd</sup> CD, Checking Account Location

### TRUTH IN TAXATION HEARING: 7:30 p.m.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

1. Nick Overby – Request the use of the Chamber on February 2, 2010 for the Senate District 14 Republicans Caucus (statewide event from 6:30 p.m. to 10:00 p.m.) – used in the past

### VARIANCE HEARING: LAND SPLIT – 8:00 p.m.

FIRE DEPARTMENT

REPORTS OF BOARDS AND COMMITTEES:

1. ROAD AND BRIDGE
  - a. Road Overseer Stipend – when to pay?
  - b. DIP sign for 5 ½ Street where road was repaired
2. PARK BOARD
  - a. Lighting Contest Awards: \$355 cash donations + \$50 gift cards
  - b. Newspaper advertisement for new members
  - c. Resignation of Chairperson
3. PLANNING COMMISSION
  - a. Applicants for approval by City Council
  - b. MN State Building Code Adoption Guide

POLICE DEPARTMENT

HEALTH COMMITTEE

UNFINISHED BUSINESS

NEW BUSINESS

\*Copy Machine Information from MN Copy Systems Inc.

\*Clerk's December Office Hours – Not Open 12/28-01/01

MEETING ADJOURNED

**CITY OF**



**ST STEPHEN**

*A Place  
To Call Home*

**NOTICE OF PUBLIC HEARING**

A public hearing will be held in the St. Stephen City Hall at 8:00 p.m., December 2, 2009, for the purpose of granting a variance to Janyce L. Blenkush for a property split at 427 6<sup>th</sup> Street S.W., St. Stephen, MN 56375.

You are invited to attend this public hearing. All written and oral comments regarding this change will be heard. Written comments can be sent to: City of St. Stephen Council at the address below.

Thank you,

Cris Drais

City of St. Stephen City Clerk

Property identification is:

R90.55885.0000

Section 25, Township 126, Range 029

31.45 acres SW4NW4, Less 8.51 AC

City of St. Stephen

MINUTES  
ST. STEPHEN CITY COUNCIL  
December 2, 2009 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Thomas J. Vouk, Roger Trobec – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF NOVEMBER MEETING: Tom Vouk made a motion to approve the November minutes. Roger Trobec seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. In addition to the Claims, 2 scenarios were presented of the payroll and PERA based on the number of Clerks claimed on the payroll. The Mayor suggested that when looking at the Claims List for Approval that the numbers using 1 Clerk's salary & PERA payment is looked at and that the other check be discussed under Unfinished Business. The total is: \$74,702.07 (\$74,952.07 upon approval of paying for the standby generator). The Mayor clarified the claim for Avon Lime is from a summer bill from the ball field this summer. She heard from Dan Smoley who didn't know who put the lime on. The Mayor contacted Avon Lime to confirm & a statement was sent out. The original bill was sent out in May. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$16,599.20. Tom Vouk asked for clarification on the HMEP Grant for \$4,000. It was for the Fire Department, correct? Yes. It was for the Bus Accident Training. Steve Trobec stated that he believed it covered the expenses of the training.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$400,947.40
	Add: November Deposits	\$16,599.20
	(including Nov. Interest \$171.15)	
	Less: December Checks	\$77,184.93
	New Checkbook Balance	\$340,361.67

The Mayor asked if the Council Members had the CD information prepared by the Treasurer. Dolores took 2 CDs out of the Wells Fargo Bank and moved them to the Falcon Bank. Wells Fargo's CD rate was .55% vs. Falcon Bank's rate of 2.0%. Dolores also put another CD at Falcon Bank with an interest rate of 2.34% for a longer period of time. The City opened a Business Savings Account with the \$50,000 taken from the checking account. \$49,500 of it is available to us at any time from the savings account with a 1.90% interest on it.

A CD at Wells Fargo comes due on December 3, 2009. Dolores wanted to know what to do with the CD. Wells Fargo's interest rate is .55%, St. Stephen State Bank's interest rate is 1.75% and Falcon Bank's interest rate is 2.0%. After discussion took place, it was decided that Dolores will move the CD from Wells Fargo to Falcon Bank. The City will have no CDs at Wells Fargo. One CD is at St. Stephen State Bank that comes due near the end of January.

Checks need to be reordered. Do we leave the checking account at St. Stephen State Bank? This will be discussed later in the meeting.

Rusty Paggen made a motion to approve the Treasurer's Report. Tom Vouk seconded the motion. Motion carried.

PETITIONS, REQUESTS, AND COMMUNICATIONS: Nick Overby: The Clerk reported that Nick Overby stopped at City Hall requesting use of the Council Chamber on February 2, 2010, for the Senate District 14 Republicans Caucus. The former coordinator for our area passed away and Nick is now the coordinator. The facility has been used in the past. He is requesting using City Hall from 6:30 to 10:00 on February 2<sup>nd</sup>. This is a statewide event. Nothing is on the calendar yet. It doesn't interfere with the Fire Department, Park or Planning Commission. The Mayor asked if anyone has objections. No objections. The Clerk will contact Nick about approval.

FIRE DEPARTMENT: Steve Trobec reported that an additional grant was just awarded that will cover up to \$4,000 for Fire Fighter I and Fire Fighter II training. The house burn was successful. 3 people have completed Fire Fighter I and are going right in to Fire Fighter II. The 4 wheeler has arrived and the tracks are on it. Steve sent Brockway Township & St. Wendel Township notice of the 2010 bill and the proposed bill for 2011.

The Mayor asked about the status of the generator. The Clerk reported that Chief Ray Trobec dropped of the agreement for the generator. Ray thought that the man had stated we had 90 days to decide if we would want to keep the generator but the agreement says we have 30 days to decide. The City is under the 90 days term but has passed the 30 days.

Discussion took place on pursuing another generator and keeping the one we have for parts or as something to auction. It isn't wanted back by the DNR. The City will ask Ray to see if another generator is available with an estimated cost and bring the information to the next council meeting.

Tom Vouk made a motion to include a payment for \$250 to the MN DNR in the Claims for the standby generator. Jeff Blenkush seconded the motion. Motion carried.

***Mayor VanderWeyst closed the regular meeting at 7:32p.m. to open the Truth in Taxation Hearing***

The Mayor asked if any audience members had questions or comments in regards to the Truth in Taxation. No questions or comments. The Mayor asked if there were any questions on the budget. No questions. Roger Trobec asked if copies were available for the audience. There were. The Mayor asked if there were any changes for the proposed budget. No changes. The Mayor asked again if there were any comments or questions on the proposed budget. No comments or questions.

***The public's portion of the Truth in Taxation hearing was closed by the Mayor at 7:35 p.m.***

For the Council: comments, questions, anything different they want to see when looking at the budget?

Tom Vouk asked a question about the Police Protection letter with a proposed hourly rate increase. Had we heard any more on it? Rusty Paggen stated that we had already signed our contract for 2010, so it shouldn't be an issue for the City.

Roger Trobec shared that Governor Pawlenty is talking about changing the Aid to Local Government amounts. The City wasn't included in the reduction in the first round. With the City's budget being approved at this time and the Aid to Local Government amount figured in, there really isn't anything the City can do at this time.

Roger Trobec made a motion to set the budget for 2010 at: \$22,913 for Local Government, \$41,500 for Public Safety, \$144,144 for Road & Bridge, and \$17,000 for Parks for a total levy proposed of: \$225,557.00. Rusty Paggen seconded the motion. Motion carried.

**REPORTS OF BOARDS AND COMMITTEES:**

- Road and Bridge:** Jerome Supan reported that previously it'd been discussed to stripe 6<sup>th</sup> Avenue SE when Brockway Township did their new road. AA Striping from Rogers, MN will be doing the work for Brockway Township. Our section is 1.2 miles from County Road 5 to the City Limits. 7/10 of the area would be a double line and 5/10 would be a single line. The estimated cost would be \$2,700.72 (based on Jerome's measurement & discussion via telephone). It would be an epoxy striping. It would be done in the spring.

DIP Sign for the 5 ½ Street project: M&R Sign Company in Fergus Falls makes signs. In talking with Rusty, Jerome found out that requests are submitted to the county; they compile the requests and take bids to cover the county's needs. After that we could get a sign. Roger Trobec asked if calls have been received with concern about the dip. Rusty Paggen said yes, he's received calls. One came from a resident of the area. Discussion took place on driving the area. The Mayor suggested the Council wait for spring and see how many complaints come in about the road.

No Outlet Signs: The Planning Commission had previously discussed the areas around town where there are no outlets. There are signs available. In talking with Jeff Miller from the County, Jerome was told to recommend to the Council forgetting about putting up signs. There is cost, maintenance and replacement involved. The idea of No Outlet signs will be dropped.

Church of St. Stephen Crosswalk: Jerome found out that in order to pursue the crosswalk, the Church has to make a request with the City, the City makes a request to the County and then the County comes to look at the situation. There should be no parking 50 feet on either side of the crosswalk. The County has to put a sign in and will paint it but after that the City has to maintain it. Discussion took place on the use of the crosswalk and if people will actually use it. Talk took place on if a blinking light would help and maybe an easy solution because of the power pole across the street from the Church. At this time the City will wait to see what the Church does. Jim Schumer was going to bring the topic to the next church council meeting.

Jerome confirmed if the truck was ready with sand and salt for the snow season.

Road Overseer Stipend: The Clerk wanted to know when it is to start. Should it be quarterly? Roger Trobec made a motion that the Road Overseer be paid quarterly starting with the 4<sup>th</sup> Quarter of 2009. Jeff Blenkush seconded the motion. Motion carried.

Jerome asked the Mayor if Jim Schumer were to ask if the City Council is in favor of the crosswalk project if he can tell Jim yes. The Mayor said yes. Discussion took place on solar powered signs. Roger Trobec said he would be in favor of paying for the electricity for a lighted sign since the pole has electricity for the Christmas decoration. At this time, again, the Council will wait for a request from the Church Council.

***Mayor VanderWeyst closed the regular meeting at 8:05p.m. to open the Variance Hearing: Land Split for Janyce Blenkush***

Jeff Blenkush recused himself from the Council at the beginning of the Variance Hearing.

The Mayor asked Jeff Blenkush to share his request. Jeff stated that the reason for the variance hearing was to request a split of the land on his mother's, Janyce Blenkush, estate (that's in her trust's name). The reason for going for the variance is that Janyce would like to sell her house. Janyce and Ron Blenkush lived on the land for 34 years. The new house was built; the old one was torn down and about 6 months after that Ron got sick and later died. Janyce really doesn't have anything but bad memories of the house. She'd like to sell it but keep the land. It would be 5.08 acres with the house and buildings and Janyce would keep the acreage. Tract C is being built out of Tract A. The road easement is 66'. The last land split took place in 2001 so as a result the hearing is required. Tract C is the only new tract made.

Jerome Supan asked if the meeting was open to the public. The Mayor said yes. Jerome shared that he took the plan to the City's Engineer and the engineer suggested putting a hammer (turnaround) on the easement in the event that there are conflicts between the homeowners.

Ben Supan stated that if the City approves the split there's paperwork that has to be in the City and in the County. The easement has to be drawn out and the description notarized so that each has a copy and to avoid any problems down the road.

Rusty Paggen made a motion to close the public hearing at 8:15 p.m. Roger Trobec seconded the motion. Motion carried. *(Jeff Blenkush did not vote on this motion as he'd recused himself earlier.)*

The Mayor asked Ben Supan what the Planning Commission's take was on the variance request. The Planning Commission approved the road. The Planning Commission can make a recommendation but the City makes the final decision. Rusty Paggen stated that the Planning Commission recommended approving the split. The Mayor asked if the Planning Commission went through the Finding of Facts. Ben Supan said Jeff's request warranted what was needed since it was a hardship case.

The Mayor asked if there were any more questions or comments on behalf of the council. Rusty Paggen shared that one of the main reasons he would approve it is because the request does show hardship. That can be a big question in a situation like this. There is no benefit money wise or in any way to someone else.

Tom Vouk stated that the questions asked for a variance address hardship in the first question. The hardship is the death of Janyce's husband, Ron. Tom said it needed to be noted in the minutes the reason why the variance is granted if it is indeed granted to show that a variance isn't granted for just any reason.

Roger Trobec agreed that approval of the variance would need to be noted in the Council minutes. He stated that when the variance is approved that it needs to be stated that all of the Finding of Facts have been reviewed and that all of the conditions exist. Some do and don't apply but they must all be reviewed.

Roger Trobec made a motion that the variance be granted with the understanding that all of the Finding of Facts were gone through (A-H) and that they all do exist for this parcel of land. Rusty Paggen seconded the motion. Motion carried. *(Jeff Blenkush did not vote on this motion as he'd recused himself earlier.)*

Jeff Blenkush rejoined the Council at 8:23 p.m.

Tom Vouk asked Jeff Blenkush when the land split took place. Jeff stated that he believed it was January or March of 2001. Roger Trobec stated that a split can be applied for every 10 years, but that doesn't guarantee approval by the Planning Commission and City Council.

**REPORTS OF BOARDS AND COMMITTEES (con't):**

- 2. Park Board:** Jessica Hommerding shared that the Park Board received \$355 in cash donations along with \$50 in gift cards for the lighting contest winners. The Park Board would like the checks to be written yet in December after the winners are determined. Judging will take place on December 14<sup>th</sup>. Tom Vouk made a motion to allow Dolores to write out the prize checks for the lighting contest up to \$355. Jeff Blenkush seconded the motion. Motion carried.

The Park Board would like to request being able to advertise for new members in the Newsleader for 4 new members. This coincides with Jessica resigning as Chairperson from the Park Board after the January meeting. Roger Trobec shared that he hopes Jessica can return to the Park Board in the future as she's done a nice job in the position. The Mayor thanked Jessica for her service on the Park Board. Jeff Blenkush made a motion to place an ad in the paper for membership to the Park Board. Roger Trobec seconded the motion. Motion carried.

- 3. Planning Commission:** Ben Supan shared that at the November meeting the Blenkush land split was reviewed. 2 people applied for the positions open on the Planning Commission: incumbants Bruce Peterson & Dan Shultz. The Planning Commission recommends that the City Council approve the applicants. Rusty Paggen made a motion to accept Bruce Peterson and Dan Schultz to the Planning Commission. Tom Vouk seconded the motion. Motion carried.

The Clerk contacted the City's attorney about the Floodplain Ordinance but hadn't heard back yet on the ordinance.

Ron Euteneuer attended the November meeting and discussed a city having or not having a city building inspector. He would like to have a meeting with the public about questions on having a city building inspector. The Planning Commission suggested that the Council set a meeting date. Tom Vouk shared that the thought was to have a joint meeting on the night of the Planning Commission's meeting. January 12 or February 9, 2010. Discussion took place on building inspectors, costs, what other cities are doing and contractors. The meeting will be free. Ben will contact Ron to see if a meeting on January 12, 2010 at 7:00 p.m. will work.

The Planning Commission would like name plates for meetings since the membership is finalized. Jeff Blenkush made a motion to approve the purchase of name plates for the Planning Commission. Tom Vouk seconded the motion. Motion carried.

There were 5 Welcome Signs to look at. The original plan had the Lions Club right on the City sign but we don't want the Lions Club right on the city's sign. The signs were going to be worked on some more.

Roger Trobec stated that a motion was needed for the Certificate of Compliance in regards to the Land Split for the Blenkush property. Roger Trobec made a motion to grant a Certificate of Compliance for the County so Blenkush's can have the land split. Rusty Paggen seconded the motion. Jeff Blenkush abstained from the vote. Motion carried.

**POLICE DEPARTMENT:** The November log wasn't received in the office. Discussion took place about some vandalism in the Michael Hlebain Park and at the Quaal's residence. Brian stopped to talk with Tom Vouk about the incident the weekend after Thanksgiving. The sheriff will keep an eye on the area.

**HEALTH COMMITTEE:** Roger Trobec asked if the bank has been contacted about the house by Cornerstone. He also asked if building permits were required for the building at the bottom of the hill. Ben Supan shared that Wes Hammer applied for a building permit for his garage addition and the other house didn't get a permit because the siding, windows and roof were being done. The size of the structure wasn't changing. The empty lot owned by the construction company was contacted. The owner said they'd remove the debris and burn the brush when we had snow. The house in the Smoley addition received the letter reminding them about their expired building permit and the letter was picked up at the post office. The 3 months of recommended work time started at the end of November which would mean the work should be done by the end of February.

**UNFINISHED BUSINESS:** Roger Trobec thanked Tom Vouk and his son Scott, Bob Hlebain, Ben Supan, Jerome Supan, Stephen Trobec, Mary Jo, Greg and Paul who helped with putting up the Christmas lights around town. One electric eye isn't working so the decoration is staying on. It is probably cheaper to let it go vs. having an electrician come out to work on the eye.

**Banking:** The Mayor and Roger met with Bob Olson in the morning and then Holly in the afternoon at the bank. The City is actually covered in 3 different ways: FDIC, bonds, and MN law requires them to cover over \$250,000 (Transaction Account Guarantee Program).

The Mayor reported that if anything would happen to the bank, for example if it were to close and it's not bought out, FDIC would kick in and we'd get our \$250,000 and then the Transaction Account Guarantee program would start. The bonds probably wouldn't kick in because the TAG would cover the rest of the money in our account.

Roger Trobec shared that he asked specifically if the bank were sold would we lose the money over the \$250,000 and he was told, no the bond is specific to the City. If the bank is sold, they'd be closed for one day and then open like the day before. The bank would be bought out before it'd actually be closed.

The Mayor reported that after talking with Holly about the situation she felt more comfortable about the City's banking situation. Roger Trobec reported that in talking with a gentleman, the ratings that are on the City's bonding is a very good rating.

Tom Vouk shared that for convenience it's nice to bank here in town. He also stated that based on the information shared by the Mayor and Roger it seems that we are safe in continuing to bank at St. Stephen State Bank.

Alice Supan shared that for the last 10-11 months there haven't been problems with the bank. Before that she was up once a month to try and figure out problems.

Tom Vouk made a motion to stay on with St. Stephen State Bank for our operating account. Jeff Blenkush seconded the motion. Motion carried.

League of MN Cities: \$218 statement. The Clerk will confirm its reference.

Letter from Tom Jovanovich dated 11/25/09: Tom J. asked that the Council discuss the letter at the meeting. The Mayor wanted Council member's input.

Jeff - I'm fine with it. We should finish up the situation by paying Alice Supan the additional \$400 to make up the month's stipend of \$800. It seems that is the attorney's recommendation.

Rusty - Pay it. The only thing we should've done was pay it from the beginning instead of getting the attorney involved and getting attorney's fees added on.

Cindy - Looking at it as an employer piece she wasn't aware of someone getting paid beyond the last day of employment. She's looking at that aspect of it.

Tom - I think we should follow what the attorney says. This might be the route to go to alleviate the problem. I have no problem with the suggestion.

Roger - First of all, the attorney is in error. Looking through the discussion to be paid hourly, there was never a discussion to be paid hourly. That's what the attorney is basing his letter on. She (Alice Supan) was paid by the month. The only time hourly came up was when trying to come up with a salary for a Deputy Clerk. In several discussions, Mayor Dahl and Roger Trobec asked for an accounting of the hours worked as a means of deciding if the City was paying the Clerk enough. The information was never shared by the former Clerk. The discussion about the 16 hours was referencing the office being open, not referencing the hours worked each month. That was never stated. In referencing the letter that all of the work was done in July before the resignation on the 7<sup>th</sup>, it isn't possible. The building wasn't open to the public. The budget meeting in August wasn't prepared for. Roger stated that he couldn't vote for paying her the additional monthly stipend. He'd like her (Alice) to come to the meeting to justify getting paid.

The Mayor shared that in a previous discussion with the attorney, Tom Jovanovich stated that the appropriate way to pay is to the last day of employment. Now he's saying that it should be paid. That's where the Mayor is concerned.

Discussion took place that based on the attorney's recommendation and ultimately what the attorney is saying is right or wrong it's the most cost effective way to put an end to the situation.

Rusty Paggen made a motion to pay the additional \$400 of the \$800 pay for the month of July to Alice Supan and have the attorney get the signed release to the City to show that Alice is paid in full. Jeff Blenkush seconded the motion.

Tom Vouk asked that the City isn't admitting anything with the motion, correct? Was anything done wrong? Jeff Blenkush shared that it's not admitting guilt. It's putting an end to it before it grows in to something more.

Roll call on vote: Jeff - Yes, Rusty - Yes, Cindy - No, Tom - Yes, Roger - No. Yes-3, No-2. Motion carried.

The Clerk & Treasurer asked for clarification on the check. They have requested a separate check be made as the 3<sup>rd</sup> quarter taxes and PERA payment have been made with the first check as a part of those amounts.

The attorney has the first paycheck. That paycheck can be sent with the release. Upon signature of the release and the cashing of the first check, the second check will be sent to Alice.

**NEW BUSINESS:** The Clerk shared information from MN Copies on a digital copier that has more functions compared to the current copier. The information is based on a new copier and a new/used copier that would be serviced for sale but was returned based on a customer wanting to upgrade their copying system. Since the City owns the copier in the office, a \$200 credit would be given with the lease of a new or new/used copier.

The Clerk shared the features of a new machine compared to the current copier. The current copier was bought the 2<sup>nd</sup> year of Mayor Dahl's term. Discussion took place on the 2 types of copiers and the service available.

Mayor VanderWeyst made a motion that the City lease a new copier with the price of \$75.73 per month for 60 months. Jeff Blenkush seconded the motion.



Tom Vouk asked questions about the current copier's capabilities and its effectiveness for the City and the Fire Department. Rusty Paggen stated that he is against a new copier since we don't know what our LGA is going to be and spending this kind of money at this time.

Roll call on vote: Jeff-Yes, Rusty-No, Cindy-Yes, Tom-No, Roger-Yes. Yes-3, No-2. Motion carried.

December Office Hours: The Clerk questioned putting in the hours during the last week in December vs. having the office open. The recommendation of the Council was to post the hours the office will be open the week before. It can be listed on the sheet that if someone has a concern they can contact the Mayor or a Council member.

Cigarette Ash Urn: Topic to be discussed in January.

ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 9:55 p.m.

Respectfully submitted,

Cris M. Dreis  
City Clerk

Cindy D. Vandulgest  
Mayor