



St. Stephen City Council Agenda – January 5, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Oath of Office: Rusty Paggen & Danita Traut - Council Members

Approval of Minutes from December Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

7:30 Benton Telephone Tower Conditional Use Permit Application

Letter of Extension

St. Stephen Fire & Rescue

Annual Meeting Date: January 24, 2011

Election of Officers

Appointment of Positions

Salaries

Reports of Committees & Board:

Road & Bridge

Project Request Submission

Park Board

Lighting Contest Winners

Planning Commission

Interviewing Committee Recommendations for PC

Check List for Site Permits

Sheriff's Report

Health Committee

Unfinished Business

Recorder & Deputy Clerk

New Business

*2011 Schedule of Assignments for Council

*2011 Salary Schedule Review

*Emergency Management Coordinator & Ordinance

*Resolution Adopting Fees, Changes & Compensation - Ordinance Book

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Roger Trobec
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Draais
City Clerk
crisdraais@mywdo.com

Website:
cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
January 5, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

OATH OF OFFICE: Rusty Paggen & Danita Traut recited the Oath of Office to discharge faithfully the duties of the office of Council Member in the City of St. Stephen, in the County of Stearns, in the state of MN.

MINUTES OF THE DECEMBER MEETING: The December Meeting minutes were reviewed. Jeff Blenkush made a motion to approve the minutes from the December meeting. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling approximately: \$20,870.53. The Claims include 1 payroll for snow plowing and the FD payroll for July-December 2010. Jeff Blenkush made a motion to pay the Claims. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$96,275.22. Dolores reported that another Ag Credit and LGA check will be coming.

TREASURER'S REPORT:

Beginning Balance	\$143,937.87
Add: December Deposits (incl. Dec. checking interest \$23.93)	\$ 96,275.22
Less: December Checks	\$ 19,961.60
New Checkbook Balance	\$220,251.49

Dolores reported that there is currently no activity with the CDs. The next date is April 25th.

Tom Vouk made a motion to accept the Treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

At this time, the Fire Department was heard from: Fire Chief Jeff Drais reported that the FD had 80 calls for the year 2010. The training in January will be "The Art of Reading Smoke". This is a DVD with exercises.

The FD held elections with the following results:

Fire Chief – Jeff Drais

Assistant Chief – Gene Skaj

Secretary/Treasurer – Steve Trobec

Captains – Jeff Blenkush, Brian Quaal, Aaron Rudolph & Steve Trobec

The FD's Appointed Positions are:

Training Officer – Jeff Drais

Safety Officer – Jason Trobec

Fire Prevention Officer – Brian Quaal & Jeff Jefferson

Public Information Officer – Steve Trobec

Salaries

Chief - \$1,000.00 per year

Assistant Chief - \$500.00 per year

Captain's Salary - \$250.00 per year

Secretary/Treasurer's Salary - \$750.00 per year

Training Officer's Salary - \$500.00 per year

Hourly per rate for calls & training - \$10.00 per hour
Per Diem rate - \$35.00 per day

Rusty Paggen made a motion to approve the elected positions and the appointed positions for the FD for 2011. Tom Vouk seconded the motion. Motion carried.

Rusty Paggen made a motion to approve the salaries for the FD for 2011. Tom Vouk seconded the motion. Motion carried.

Gene Skaj gave Dolores a \$2,000 donation for the FD Equipment Fund from the Relief Association.

The FD Annual Relief Meeting will take place on Monday, January 24 at 7:30 p.m. to review by-law changes. The changes will be brought to the City Council in February.

The Relief Association Steak Fry will be on Friday, April 29th.

The Relief Association will be receiving \$2,000 reimbursement from the state. This is to cover money paid already by the Relief Association for 2 retirees.

Tom Vouk asked if talk about hooking up the generator purchased from the DNR had been discussed by the FD. Fire Chief Drais said that yes, if we had a storm like last summer it would be good to have a back-up generator at City Hall. Discussion took place on the quotes received earlier. The Clerk will find that information and the Council will discuss this topic at one of the next meetings.

At this time, the Road and Bridge Report was presented: Jerome Supan reported that he's received comments both positive and negative regarding snow plowing. Jerome stated that the landowner on 9th Avenue NW has volunteered to clear the trees that went down in the August storm for personal use.

Jerome stated that he'd been to the county office looking for road information on 6th Avenue SE, 9th Avenue NW and 12th Avenue NE. The information has been filed in the City Clerk's office. Jerome stated that he'd talked with the City's Attorney & Engineer at the City's Holiday Party and the consensus was that if the City is going to start trying to acquire easement it should be done from scratch.

Jerome reported that he will be out of the area January 11-27th.

Ben Supan stated that the City Attorney should be consulted regarding acquiring easement vs. running around to see if records exist. The Mayor stated that the City did receive a letter from Attorney Tom Jovanovich regarding ways of acquiring easement. The Clerk will get a copy of the October 6, 2010 letter to Danita and the Council is to review the letter prior to the February meeting. The Council also needs to review the document put together by SEH regarding the City's roads.

Tom Vouk stated that he agreed with the Attorney's recommendation to do one road per year. Tom Jovanovich suggested that Randy Sabart become involved.

The Council discussed starting with 6th Avenue SE. It's highly used, narrow and is in need of work. The Mayor asked Jerome what road he thought the City should start working on. Jerome agreed that 6th Avenue SE should be started with. Jerome will contact Randy Sabart, City Engineer.

The Mayor requested that Jerome give the City Council 1 week's notice before a meeting of a possible project he's found so that the members or a couple of members can look at the site before the meeting to become familiar with what he's talking about. Jerome said he can do that.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

7:30 p.m. Benton Telephone Tower Conditional Use Permit Application:

Duane Wentland & Paul Vershure were present to represent Benton Cooperative Telephone

Duane stated that Benton has come to the Council requesting approval of a Conditional Use Permit in order to put up a communications tower on Ben Supan's property behind the City's garage in the SE corner. Originally, a 190' monopole was being proposed. Benton has since obtained a 700 megahertz frequency which would allow for cellular communication and wireless internet along with additional equipment. With this, Benton would now like to consider a

free structure tower at a height of 195'. One advantage of this vs. the monopole is that the tower could attract more wireless communications. At this time, Benton would put their own communications on the tower. Duane stated that Benton would leave the call up to the City regarding the type of tower. Benton would like to start construction on this the first part of spring. The Mayor asked for clarification on the type of tower being requested. Duane stated that Benton preferred to put the self supporting tower up. Both towers would require a 60'x60' compound. Rusty Paggen stated that the Planning Commission's recommendation was to go with a self supporting tower. The Mayor stated that at this time there was no representation from the Planning Commission at the Council meeting. Duane stated that neither tower would require lights as both styles would be under 200'. Duane stated that the wireless business has grown within in the last 10 years and will continue to grow.

The Mayor asked if Tom Vouk or Rusty Paggen, Ex Officios for the Planning Commission, had any input from the Planning Commission. Rusty stated that he thought the biggest reason the PC wanted to go with the 3 leg tower is that it can hold more carriers. As a result there wouldn't be the need for more towers in town. Tom Vouk stated that the conversation leaned towards the look of the monopole initially, but as the conversation continued, the 3 leg tower seemed like a better way to go as a means of holding more tenants and not having more towers around town. The Mayor asked how could other towers be stopped from being put up. It was stated that facilities can be leased where space is available which would be cheaper vs. building a tower. Duane stated that up to 5 tenants can go on a tower. A tower can also be expanded upwards.

LeRoy Supan asked if any other carriers are assigned upon construction. Duane stated that no, Benton Telephone will be the carrier on the tower.

The Mayor asked how many poles Benton Telephone currently has where they are the only carrier on the tower. Duane stated 1.

Jeff Blenkush asked how many carriers a monopole can have. Duane stated that it could hold 4. One difficulty with a monopole is that if you put 15' between each carrier, you start to get lower on the monopole. Paul Vershure stated that typically companies want to be higher on the tower in order to maximize their coverage.

Duane stated that it will cost Benton more money (to put up a free structure tower) but in the long run they hope to lease out the facility.

The Mayor asked if the Finding of Facts were reviewed by the Planning Commission. Rusty stated that yes the PC had gone through them.

The Mayor stated that at this time the Council would review the Finding of Facts.

That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity, and is compatible with the existing neighborhood. The Mayor asked if this (tower) is compatible with the existing neighborhood. It would be putting a pole in an existing neighborhood. Tom Vouk stated that it's listed as a conditional use under residential. There currently is a tower on the City Hall building. Jeff Blenkush stated that the tower helps strengthen the internet software on the fire trucks. It used to be a radio tower for the City Hall building. It's unknown if it's still being used for that purpose. The Mayor asked how are property values affected if a tower is put in. Duane stated that having services available can entice people to move to an area. Jeff Blenkush asked if the property owners in the area are aware of the request. It was stated that they will receive a letter regarding the request. Rusty Paggen stated that it'd be great to stick the tower where it wouldn't be seen as easily, but that isn't possible. Rusty stated that this location is functional and that really, there aren't as many property values affected by the tower if it were located on the Supan property behind the City's garage. The City would be one along with the property owner.

That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Tom Vouk stated that nothing was brought up at the Planning Commission meeting regarding this statement. The Mayor asked if anyone had thoughts regarding future development. Tom Vouk stated we don't know what the future development is going to be there. Tom Vouk stated that Jerome Supan had brought up the City being able to expand. Rusty Paggen stated that the property owner is okay with the way the property would be used.

That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Access to the facility will be off of County Road 5. The road would run parallel to the City property. The road is 10' wide. Tom Vouk stated that Benton was informed at the Planning Commission meeting that it might be difficult to acquire a curb cut through the County. Paul Vershure stated that if Benton is denied by the County they will have to go back to the County with another request.

That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Duane stated that Benton would probably be at the site about once a month after construction.

That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Paul Vershure stated that there won't be any noise associated with the tower. An air conditioning unit on a building could possibly make some noise when running. In the event of a power outage, there'd be a generator on site that would run. At the 190' & 195' height, no lights are required. There are no lights on the fence. Paul stated that a carrier might put a sensor light on their building for nighttime service.

That soil conditions are adequate to accommodate the proposed use.

Paul Vershure stated that the soil borings are done after all due diligence work is done. After 90-120 days. The Mayor asked that soils tests be submitted to the City. Paul stated that was fine. Tom Vouk confirmed that no septic is needed at the facility. Correct.

That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Duane Wentland stated that there will be a fence around the structure 8' high. 60'x60'.

That a demonstrated need exists for the proposed area.

The Mayor asked what the demonstrated need is. The comment was made that the need is being able to make a cell phone call just about anywhere in town (the caller is unable to). Duane Wentland stated that their company has received calls from residents West of the City looking for service. Trees and terrain in the area can affect coverage.

That the proposed use is in compliance with the Land Use Plan adopted by the City.

There were no comments from the Planning Commission regarding this.

Tom Jovanovich, City Attorney, stated that the ordinance doesn't really address where to put towers like this one within the City limits. Tom J. talked with Sue Kadlec, an attorney in the same law firm, who is familiar with this topic and she said a lot of the cities have ordinances that address where to put and not put towers. A concern both attorneys have is if the CUP is done (allowed) in a residential area it's going to become a lot more difficult to turn down the next provider who comes in and wants to build a tower in another residential area because you've allowed it already. The attorney stated that there's 1 of 2 ways to address the issue: 1) make this conditional use permit so tight that it's very clear that it would only apply to this area. 2) rezone the area. Or make the CUP state that the permit's being allowed in this area because it's adjacent to the City Hall property where there are like uses of the towers. Tom J. stated that if it's allowed here, the permit has to state very clearly why it was allowed in this residential area but wouldn't be allowed in another residential area.

Paul V. stated that cities and counties that they've worked with have statements in their ordinances specifying how close another tower can be to one in place. For example, ¼ mile, 2 miles, etc. Tom J. asked if that's in the ordinance or the permit. Paul stated it's in the ordinance. Tom J. said the zoning ordinance might need to be amended to make clear the set back and conditions spelled out that this tower be fully utilized before another tower can be put up. Tom J. stated that his concern is if the City goes ahead and allows this tower in a residential area without being cautious the City might have someone else come in 2 years wanting to put a tower in an area that the City doesn't want the tower and it'd be hard to distinguish the permit from one previously granted. In a matter like this, precedence has some significance.

City Hall is zoned Residential. R-1.

Tom Vouk asked Tom Jovanovich's recommendation on how to go about this. Tom J. stated he thought the best way to do it is change the zoning ordinance to have a setback area and also showing of need that this tower's fully utilized and that the City might also want to prevent any more in residential areas. Maybe limit it to Industrial or Light Industrial. Tom J. stated that some cities are taking a position that they don't want these (towers) in residential areas and for other cities it isn't that big of a concern. Tom V. stated that it could be difficult as there is residential zoning all over the whole city. Tom J. agreed. Paul V. stated that ideally you want the tower centered within the density of where people live. Tom J. asked what the service area was. Paul V. reviewed the colored coverage pages with Tom J. Tom J. stated that his comments address if the City wants to have control over where towers are placed. If so, the City wants to be specific on where the current application (tower) is placed.

The Mayor asked the Council members if they had any comments. Jeff Blenkush questioned proximity to this proposed tower and the tower on Schumer's property which is out of the City limits. Would it be exempt from an ordinance? Rusty Paggen stated that the ordinance could cover the whole City and there can't be another tower in the City.

Tom J. asked how often towers are built in a cluster. Paul V. stated that the clusters are more broadcast towers. Sometimes the ordinance says they have to be clustered. It varies.

Tom J. stated that he could look at what other cities are doing and the City could create something to use. When allowing this type of use in a residential area, the City has to be careful what happens down the line. If another company would want to put in a tower in another residential area and the residents are really against it, the City might be hard pressed to deny it unless the City creates some protections at this time.

Tom J. will send a letter to the City outlining suggestions on what to do. Tom J. asked how many carriers would be on the tower. Paul V. stated that it would be 4 or 5.

The Mayor addressed a letter drafted by the City's Attorney extending the time period for action on the Conditional Use Permit. The following excerpt is from the letter prepared by Tom Jovanovich received via e-mail by the City Clerk & Mayor dated December 30, 2010.

The City hereby notifies you that it is extending the time period for City action on the Conditional Use Permit under Minn.Stat. § 15.99, subd. 3(f). The initial 60-day period expires on January 28, 2011. The deadline for action is now extended until March 29, 2011.

The reasons for this extension are as follows:

- 1. Since the City Council referred the matter to the Planning Commission for comment, it will take more than 60 days for the City Council to publish notice and hold the public hearing and consider the evidence introduced at the public hearing in order to make a determination.*
- 2. The area proposed for the 195 foot tower is zoned as rural residential and the City wants to ensure that the use is consistent with a residential area and that the use is consistent with all the provisions of the St. Stephen Zoning Ordinance and Conditional Use Permit Regulations for the zoning area in which the tower is proposed.*

The Public Hearing will be set for February 2, 2011.

Tom Jovanovich explained that if there's a land use request, under state statutes, and the City doesn't act on the request within 60 days the application is automatically deemed approved. There is a method in which the 60 days can be extended to 120 days.

Duane stated that Benton would like to leave it up to the City. More carriers would be able to be fitted on the tower. The appearance of the monopole is more appealing.

Tom Vouk made a motion to hold a Public Hearing regarding the Conditional Use Permit for February 2, 2011 at 7:30 p.m. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT: Report given after the Treasurer's Report.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Report given after the FD before Petitions, Requests & Communications.

Park Board: The 2010 Lighting Contest went well. The winners were: 1st: Skaj - 75 1/2 Street SW, 2nd: Supan - 820 6th Avenue SE, 3rd: Smoley - 1203 6th Avenue SE, 4th: Zapzalka - 203 4th Street NE, 5th: Berscheid - 17 11th Street SW, 6th: Larson - 121 5th Street NE, 7th: Schreiber - 113 5th Avenue NE, 8th: Christenson - 324 3rd Avenue NE, 9th: Honer - 306 West Main Street, 10th: May - 705 2nd Street NE, 11th: Yackley - 109 5th Avenue SE and 12th: Theisen - 6 6th Avenue NE.

LeRoy Supan reported that the skating rink is up and running. Lights are on & the rink is being used.

Tom Vouk asked from the Park Board minutes what was meant by not having cement under the skating rink per talking with someone from Sartell. LeRoy stated that in talking with someone from Sartell, he was told that cement can break up under the ice. It is not a good base for a skating rink. It has been used, but not a good material.

Planning Commission: Perry Nistler reported that interviews took place in December for 2 positions on the Planning Commission. The candidates interviewed were: Lisa Marvin, Ben Supan & Jerome Supan. Those involved with the interviewing recommend filling the positions with Ben Supan & Lisa Marvin.

The Mayor shared the applications submitted by the Planning Commission candidates with the Council Members. The Mayor asked if the Council had any questions for those that conducted the interviews: Perry Nistler, PC Chairperson, Dan Schultz, PC Deputy Chair (not in attendance), Tom Vouk & Cindy VanderWeyst. No questions were asked.

Jeff Blenkush made a motion to approve the recommendation of Ben Supan & Lisa Marvin for the 2 positions on the Planning Commission. Cindy VanderWeyst seconded the motion.

Jeff Blenkush - Yes, Rusty Paggen - Yes, Cindy VanderWeyst - Yes, Tom Vouk - No, Danita Traut - Yes. Yes - 4 and No-1. Motion carried.

The Mayor stated that the interview process brought questions to herself & Jeff Blenkush that the interviewing wasn't being done according to the ordinance. The Mayor recommended that the Personnel Committee interview the candidates. Ordinances would be changed for both the Park Board & Planning Commission. Ben Supan asked if the City does indeed have an official Personnel Committee. The Mayor stated yes. Ben asked if there is an ordinance in the ordinance book for the Personnel Committee. The Mayor stated it that it isn't in the ordinance book. The Mayor asked Jeff Blenkush for his confirmation regarding the following statement: The Mayor stated that when the committee was created two years ago, the City's Attorney stated that it didn't need to go in the ordinance book. Jeff Blenkush said yes, when it was created it was asked if it needed to be put in the (ordinance) book and he (Tom Jovanovich) said that it didn't need to be. Ben stated that he didn't understand that if it's an official committee, why wouldn't it come under the same rules as the other committees. The Mayor stated she will confirm with the City's Attorney that the Personnel Committee doesn't need to be added to the ordinance book.

Discussion took place among the Council members about the Personnel Committee. Jeff Blenkush shared that during his attendance at the League of MN Cities new council member conference, he attended a workshop put on by a state attorney regarding this issue and stated that the attorney said if you (the City) do not have one (Personnel Committee), you should have one (Personnel Committee) or you (the City) will be in a law suit because you don't have one (Personnel Committee). As a result of the training, the City's Attorney was consulted and he said yes, you should have one. Tom J. spelled out how it should be put together and how it should be run. It's more for discretion because there are things that shouldn't be brought out in a public meeting.

Discussion took place on having someone from Park Board and Planning Commission on the Personnel Committee in order to take potential candidates back to a committee for review and input. This would require the ordinances regarding Park Board and Planning Commission to be changed regarding selection of new members.

The Mayor will check with City Attorney Tom Jovanovich to confirm the process of the Personnel Committee and the Council is asked to think of how to clarify the verbiage on the ordinances for Park Board and Planning Commission regarding the appointment of new members.

The Mayor asked if the Planning Commission had looked at the Comprehensive Plan. Perry stated that the PC did look at it in the Fall – possibly October and the thought was that there was no need for changes at this time in the Comprehensive Plan.

In the Ordinance book, the Planning Commission saw a need to change verbiage in the Developer's Agreement regarding insurance requirements.

The Mayor asked the Council's thoughts on the checklist when a resident is looking to get a Site Permit from the City. Tom Vouk asked the Clerk's thoughts on the checklist. Perry suggested making packets for the Clerk to distribute based on the application. Discussion took place on the process.

Ben Supan asked if there are any more folders for developers. There is a Developers Agreement that was distributed in the past. The Clerk will check on the status of having some on hand.

SHERIFF'S REPORT: Nothing.

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS:

Recorder & Deputy Clerk: The Personnel Committee conducted interviews with the candidates (1 for each position) and the recommendation is to fill the Recorder's position with Tina Ferguson & the Deputy Clerk position with Nancy Vouk. Jerome Supan asked if 1 person could take care of both positions. Danita Traut thought the ordinance states that the Recorder cannot be an employee of the City. The Mayor stated that there was discussion about that but it would be nice if there were 2 separate positions and the Recorder had an emergency maybe the Deputy Clerk could cover for the Recorder. The Mayor asked if anyone had questions regarding the interviews. The Mayor shared the applicant's applications. Rusty Paggen made a motion to approve the appointment of Tina Ferguson to the position of Recorder and Nancy Vouk to the position of Deputy Clerk. Jeff Blenkush seconded the motion. Tom Vouk abstained from voting due to conflict of interest. Motion carried.

SEH Retroreflectivity Signs Letter: The Mayor reviewed the information shared on the letter that:

1/22/12 – Must have a plan developed for sign evaluation & replacement

1/22/15 – All regulatory, warning & other ground mounted signs must comply with minimum retroreflectivity standards.

1/22/18 – All signs, including street names & overhead mounted, need to meet the minimum retroreflectivity standards. This requirement is currently being discussed nationally but no changes have been issued.

The letter will be reviewed by the Council again for discussion. Ultimately the signs & varieties around town will need to be counted.

NEW BUSINESS:

Schedule of Assignments:

City Council:

Acting Mayor: Tom Vouk

Police Commission: Tom Vouk & Danita Traut

Health Commission: Jeff Blenkush & Rusty Paggen

Park Board: Cindy VanderWeyst & Danita Traut

Planning Commission: Tom Vouk & Jeff Blenkush

Road & Bridge: Rusty Paggen & Cindy VanderWeyst

Emergency Management Coordinator: **None at this time**

Road Overseer: Jerome Supan

Site Inspector: Ben Supan

The Mayor stated that the Emergency Management Coordinator falls on the Mayor since Jim Schumer stepped down from the position. The Mayor asked for some specifics on the position since it's open and found out that we should have an ordinance for the position and a job description on file per the County. If there ever was an issue currently and the City applied for funding, the City wouldn't be eligible as these items (ordinance & job description) don't exist. The Mayor shared an ordinance created by the City Attorney.

Jeff Blenkush made a motion to approve the Schedule of Assignments for 2011. Rusty Paggen seconded the motion. Motion carried.

City Services:

City Engineer: SEH Inc.

City Newspaper: Newsleader – Discussion took place on the expense of publishing in the St. Cloud Times

City Bank: Sentry Bank

City Attorney: Rajkowski Hansmeier

Tom Vouk made a motion to approve the City Services for 2011. Jeff Blenkush seconded the motion. Motion carried.

Emergency Management Ordinance: Tom Vouk asked if it's common to not be paid. The Mayor said yes. A fee would be covered by the City for a workshop/training. Jeff Blenkush made a motion to hold the Public Hearing on the Emergency Management Services Ordinance following the 7:30 p.m. Public Hearing for the Conditional Use Permit Application. Rusty Paggen seconded the motion. Motion carried.

The Salary Schedule for 2011 was discussed. The Clerk brought up the fee for a Special Meeting is \$200. If the Council is all in attendance and the City Clerk is there, it'd be \$240. The current charge doesn't cover the cost of everyone's attendance. The Mayor stated that this is an issue when discussing the Resolution Adopting Fees, Changes and Compensation page of the Ordinance book.

Tom Vouk made a motion to adopt the Salary Schedule as found on the last page. Jeff Blenkush seconded the motion. Motion carried.

The Mayor asked the Council their thoughts on the fee for a Special Meeting. \$240 covers the payroll for the Council and City Clerk to attend the meeting and the City won't be making money off of the meeting.

The City Clerk pointed out that the Resolution Adopting Fees, Changes and Compensation page of the Ordinance book was adopted in 1997. It was submitted to the Attorney's office unsigned and hasn't been updated since. Discussion took place about updating the Special Meeting fee at this time and updating the rest of the page at a future meeting.

Tom Vouk made a motion to change the Special Meetings fee to \$240. Jeff Blenkush seconded the motion. Motion carried.

The Mayor brought up the idea of a Road Committee. The committee would include Jerome and the Ex-Officios. The committee would address what roads are going to be worked on during 2011. The committee would work on the changing of the signs. Also, a person from the Planning Commission could be on the committee.

Ziegler: A letter was received by the City. The discussion was that Joe Gordon would help with a monthly test of the generator. Jeff Blenkush will check with Joe.

Maintenance Garage: The exhaust stack was venting in to the building so the sensors were tripped. The furnace was repaired.

The Mayor shared a note from Roger Trobec that Christmas lights will be taken down on Saturday, January 8th at 9:00 a.m. Roger stated that he's retiring from hanging the lights. He said it's been fun but it's a young person's job.

The City Clerk shared an e-mail about a presentation at St. John's for Tuesday, January 11th on Emergency Management. The Mayor will be attending if possible.

Ben Supan questioned the Emergency Management Coordinator's position being related to NIMS certification. Currently, the City needs an ordinance in place and a job description on hand in order to be eligible for funding in the event of a disaster. The Mayor wasn't aware of a correlation with NIMS.

Ben Supan stated that in a League of MN Cities paper, the Robert's Rules was referenced and the LMC highly doesn't recommend using people's names when making a report. He stated that there should be a copy in the Clerk's office regarding the manner in which minutes should be taken. The Mayor asked for clarification of where names aren't supposed to be used. Ben stated that in the last few month's minutes names have been used. The Mayor asked for a reference and the one shared was regarding the building (site) permit. It was stated that it served no purpose. There was a misunderstanding and a disagreement but according to Robert's Rules they don't recommend using names. It was an article in the LMC paper. The Mayor stated that the issue would be looked in to.

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

TIME: 10:01 p.m.

Respectfully submitted,

Cris N. Drais
City Clerk

Cindy Vandeweyer
Mayor

Position	Salary	Pay Period
Mayor	\$200	Per month
Council	\$125	Per month
Clerk	\$25	Per hour
Treasurer	\$175	Per month
Deputy Clerk	\$15	Per hour
Janitor	\$100	Per month
Planning Chair	\$30	Per mtg.
Planning Member	\$20	Per mtg.
All Day Conference	\$100	Per day
Special Meeting	\$40	Per mtg.
Election Judge	\$8	Per hour
Yard Work	\$8	Per hour
Shoveling	\$15	Per hour
Machine Work	\$8	Per hour
Road Work	\$15	Per hour
Road Overseer	\$25	Per Month
Addl. Road Overseer Work	\$10	Per hour
Site Inspector	\$25	Per inspection
Mileage		Per Federal guideline
Snow Plow Operator	\$27	Per hour
Park Board Chair	\$30	Per mtg.
Park Member	\$20	Per mtg.
Recorder	\$30	Per mtg.
Ex-Officio	\$20	Per mtg.



St. Stephen City Council Agenda – February 2, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from January

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Jerry Hettwer, 4th Degree Knights of Columbus: Raffle Permit for April 26, 2011—at Parish Hall

*St. Stephen Legion—Gambling License Request

*Conditional Use Permit - Tiana Jestus, 612 County Road 2 S, Beauty Salon in Home

St. Stephen Fire & Rescue

7:30 Public Hearing: Benton Telephone

CUP Request for 195' Communications Tower

Public Hearing: Emergency Management Services Ordinance to follow 7:30 Public Hearing

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Roger Trobec
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk
cris@drais.com

Website:
www.cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
February 2, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF THE JANUARY MEETING: The January Meeting minutes were reviewed. Danita Traut suggested that the conference Jeff Blenkush referenced on page 6 be noted. The minutes will read: *Jeff Blenkush shared that during his attendance at the League of MN Cities new council member conference...* Jeff Blenkush made a motion to approve the minutes from the January meeting with the change made. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling: \$21,701.62. The Claims include 1 payroll for snow plowing through January 11, 2011. Rusty Paggen asked about the furnace Claim. Mayor VanderWeyst shared the Claim from The McDowall Company and after talking with them has more to share with the Council regarding the furnace later in the meeting. Tom Vouk made a motion to pay the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$95,674.71. The last LG/Market Value Credit 2010 check for \$60,126.46 was received from the State of MN.

Dolores shared the Current Investments. The only update was the interest on the Business Savings Account.

TREASURER'S REPORT:

Beginning Balance	\$220,251.49
Add: January Deposits (incl. Jan. checking interest \$51.10)	\$ 95,674.71
Less: January Checks	\$ 20,870.53
New Checkbook Balance	\$295,055.67

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jerry Hettwer, 4th Degree Knights of Columbus: Raffle Permit for April 26, 2011 at Parish Hall – The organization is applying for an exempt permit, a 1 day gambling permit. Rusty Paggen made a motion to approve a 1 day gambling permit for the 4th Degree Knights of Columbus for April 26, 2011. Jeff Blenkush seconded the motion. Motion carried.

Jerry Hettwer was elected to the LeSauk Township Board in November 2010. Jerry stated that he was then elected to the APO Executive Board. Jerry said that at the last APO meeting, a discussion took place on monies available for road projects. The project that came to Jerry's mind was Townline Road. There is \$170,000 available for a road study. Jerry thought of the area starting in St. Stephen at County Road 5 and continuing to County Road 4 near the Sartell Compost Site. Jerry will come to the Council meeting in March regarding this topic.

St. Stephen Legion: Gambling License Request – Jerome Supan, representing the St. Stephen Legion asked for the City to approve a gambling license at the new location opening soon: Rusty's Inc. Tom Vouk made a motion to approve the gambling license for the St. Stephen American Legion Post 221. Danita Traut seconded the motion. Rusty Paggen abstained from voting. Motion carried.

Conditional Use Permit: Tiana Jestus, 612 County Road 2 S, Beauty Salon in Home – The Mayor asked for any comments or questions from the Council. Discussion took place on sending the application to the Planning Commission or not. Since other CUP applications have gone to the Planning Commission, the application will be sent to the Planning Commission's February meeting. The Council will get a report back and plan for the Public Hearing to take place at the March 2, 2011 meeting at 7: 30 p.m.

At this time the Fire Department Report was heard: Fire Chief Jeff Drais reported that the training in February will be SCBA (air packs). The trailer from Hennepin Technical College will be brought up for the training. There were 2 calls in January.

Steve Trobec reported that the Relief Association by-law changes took place at the January annual meeting. The changes that took place were related to legislative changes and some typo changes. The listing of beneficiaries needed to be more specific.

Steve also reported that after the portfolio review, the Relief Association needs to set the percentage to pay the deferred members. The membership decided at the annual meeting to set the percentage at 5%.

Tom Vouk made a motion to approve the changes to the by-laws of the St. Stephen Fire & Rescue Relief Association. Rusty Paggen seconded the motion. Motion carried.

Tom Vouk made a motion to approve the 5% interest for deferred members. Rusty Paggen seconded the motion. Motion carried.

Regular meeting closed at 7:30 p.m. for the Public Hearing: Benton Telephone

7:30 p.m. Public Hearing: Benton Telephone: Conditional Use Permit for 195' Communications Tower

Representing Benton Telephone were Duane Wentland & Paul Vershure (to be referenced as Duane & Paul during the Public Hearing).

Duane stated that Benton Telephone has submitted a Conditional Use Permit application for approval. Benton Telephone is requesting permission to put in a 190' monopole on Ben Supan's property on the East side of the City's garage, which would require no lights vs. the initial request of a 195' free structure tower. The tower would provide hi-speed internet service and better cell phone reception in this area which is difficult to accomplish because of the hills.

The Mayor asked for questions from the public.

LeRoy Supan asked if this would affect any other cell coverage. Duane replied that it shouldn't as the companies have different frequencies.

Ken Fournier asked if a resident has to have a separate cell phone plan. Paul replied this would be a plan with Benton Telephone.

Jerome Supan asked if it's going to be a single pole or a free structure tower. Paul stated that after the January meeting he and Duane discussed pursuing approval of a monopole because the tower would be within the city limits and the monopole is more aesthetically pleasing to look at if you're going to have a communication tower in town. The pole will be able to carry 3 or 4 additional carriers.

Frank Mahlich asked how the location was determined. Paul stated that it's an elevation issue and the company wanted to get it as close as possible to the center of town. If the tower is moved a mile or 2 out of town, in building coverage becomes weaker. Paul explained the coverage map submitted by Benton Telephone and the coverage map provided by the T-Mobile tower on the Schumer property.

Tom Jovanovich, City Attorney, asked how far the T-Mobile tower is from the proposed area. Discussion took place that it's probably 1 ½ miles from the proposed area.

Ken Fournier asked if Benton Telephone would be providing any package deals for City residents. Paul stated that Benton Telephone handles that and it's comparable to other companies such as Verizon and Sprint.

Randy Sabart, City Engineer, asked what other sites were investigated as there are other elevation locations in town that are higher than the proposed site. Paul stated that they looked at 1 other property in town at the intersection of County Road 2 & County Road 5. One issue there was the land owner wanted to keep the tower pushed to the back property line where the elevation is lower and the other issue was that the Church of St. Stephen is registered as a historical site and the FCC requires a company to put a tower ½ mile from a historical property. The 2nd property looked at was Ben Supan's with only one land owner involved.

Jerome Supan asked about the how big will the building be with the tower. Paul stated that the leased area will have a 60'x60' compound. The base of the tower will be a 6' on a 5'x10' platform. Paul stated that if another carrier were to put a shelter in the compound it might be 12'x20'. Jerome asked if the pole would be extended. Paul stated that no, the monopole would not be extended. Engineers like to restrict them to less than 200'.

Edith Gerads asked what the proposed height is of the monopole vs. the tower. Paul stated it'd be 190'. Anything less than 200' doesn't have to be lit. An FAA study still has to be done.

LeRoy Supan stated that according to the drawing, there's a 10' setback but the transformer is proposed along the property line. Paul stated that in other scenarios, they have been put along a property line. Paul stated that it was also requested by the property owner to be put there so as to maximize farming land. Paul stated it could probably be moved. Typically utility companies won't allow the transformer to be put inside the compound so that they have access to it. Paul stated that the utility company could be consulted regarding having the transformer inside the compound.

Randy Sabart asked for the tower erection process. Paul stated that the tower would be put up in 4 sections. Each would be 40-50' in length. Monopoles are put up with a slip joint. The first section is bolted to the base. There would be no field welding. Randy asked about the weight of the antennas. Paul stated that they are in the 20 lb. range.

Mayor VanderWeyst asked for the access road to be explained. Paul stated the access road proposed would require a curb cut from the county on the property line. Benton would bring in a crushed material for the road over a fabric that would be put down. Fabric would also be used in the compound for weed control and would have a crushed material put over it. Duane stated that the company would probably be at the site 1 time/month.

Randy Sabart asked if there's other buried infrastructure needed outside of the compound. Paul stated that the only other utility coming in could possibly be fiber from Qwest. Randy asked if the cabling would run down the access road. Paul said yes.

Frank Mahlich asked how much the monopole sways in a storm. Paul stated that they're designed to sway 1-2'. Frank asked if one has ever come down. Paul stated Benton has never had one come down. Frank asked if it did come down, what would it come down on. Paul stated that typically monopoles are strongest at their base. The engineers have said that the tower would kink over like a straw would vs. falling over. Typically if there's a failure in the monopole it's in the top 1/3 of the pole.

Frank Mahlich asked why a light isn't required. Paul stated that towers over 200' require a light and to be within 2 miles of an airport.

Jerome Supan asked who the carrier on the monopole would be. Paul stated it'd be Benton Telephone.

At this time, Randy Sabart, City Engineer and Tom Jovanovich, City Attorney were heard from.

Randy Sabart referenced the aerial map he prepared about a fall down radius as it pertains to a conversation on setbacks. The closest structure to the proposed site is City Hall. It's within 150' of the proposed center of the tower. The other structures on the North side of County Road 5 vary from 275-325' away from the proposed site. Ben Supan's house is about 260' away from the proposed site. Randy stated that from a standpoint of set-backs, the proximity to City Hall raises some concern. Randy stated that he had some concern with the access road being adjacent to the City Hall property line from a standpoint that the City Hall parking lot would be inviting for companies to use and it'd become an encroachment from the City Hall parking lot. A concern would be the load of vehicles using the parking lot. Randy pointed out that the drawing of the road doesn't include a turnaround or parking. Randy said one of his concerns addressed was if there'd be additional cabling needs. He also stated one of his concerns was welding taking place on the site. Randy stated that ordinances reference aesthetics and that there was reference to painting. Randy asked if it'd be a galvanized structure. Paul said it'd be a galvanized structure. Randy said that a structure needing to be

painted and painting maintenance near homes can be a potential problem. Randy said the other questions were posed during the open session.

Tom Jovanovich stated that his first concern is allowing this tower in a residential area without an ordinance that deals with communication towers. Tom looked at 8 different cities ordinances and 6 of them had very specific details regarding a communications tower and conditions that have to go with them. Tom stated that if the Council allows this tower to go in, what is to stop another tower from going in without any guidelines set. Tom's suggestion is that if the Council is going to approve the application, it is approved with a number of conditions in place and to look at passing a communications ordinance.

Tom J. referenced page 7 of a correspondence dated January 20, 2011, that lists 3 options the City can proceed with:

Option 1: Grant the CUP with a number of conditions based on the ordinances reviewed and then follow-up with a moratorium on any further tower development until a tower ordinance can be studied and passed by the City.

Option 2: Deny the CUP based on the fact that a 195-foot tower is not an appropriate use for a residential district. Next, pass a moratorium on any tower development until a tower ordinance can be studied and passed by the City. Benton Coop can then refile for a tower CUP based on the ordinance requirements.

Option 3: Allow the tower to be constructed based on the current application, however, require that the property be rezoned to a district which the City believes would be more compatible with a 195-foot tower.

Tom J. stated that he feels the City should choose from one of the three options as a means of protecting the City now and in the future.

Tom J. stated that the next issues are the conditions. Again, referencing the correspondence from January 20, 2011, page 8 has a list of proposed conditions for the City to consider if they're going to approve the CUP at this time.

Tom J. stated that the January 20, 2011, letter and materials submitted by City Engineer Randy Sabart be part of the record.

Mayor VanderWeyst asked if anyone from the public had any questions or comments before the public hearing was closed. The question was asked a second time.

Dan Schultz commented that as a member of the Planning Commission, lots of people don't have land lines and as people try to use cell phones in their homes it's difficult as calls get dropped. Dan stated that it's hard to conduct business from your home with such service. Dan stated that the Planning Commission was in favor of the self support tower mainly because they support more carriers. From an aesthetic standpoint, the monopole is more pleasing. Dan stated that cell phone service such as this would enhance the service in the area and shows the City moving forward. Dan's recommendation would be for the City to use one of the recommendations from the City Attorney and approve the application.

The Mayor asked if there were any other comments or questions regarding the CUP. Rusty Paggen made a motion to close the public hearing at 8:15 p.m. Tom Vouk seconded the motion. Motion carried.

The Mayor asked if the Council had any comments or questions.

Jeff Blenkush: It's nice for the community to have more service. In no other city with an ordinance based on set back would this application be allowed. Jeff stated he understands how they are designed to topple but in the event of a major disaster, the building you'd most want the tower to not hit (City Hall) would be the building that could potentially be hit.

Rusty Paggen: No problem with the tower. In agreement with the attorney for a moratorium until an ordinance is created. Doesn't think there's anywhere else in town that would be a better location. The area is better since there are towers on City Hall. If a tower were to be moved closer to Main Street that would look worse.

Tom Vouk: First asked for clarification on the 245' radius created on the aerial map by the Engineer. Randy Sabart stated that he used the St. Joseph ordinance as an example of the tower height x 1.25 and came up with the radius to illustrate where the center of the tower would have to be in order for there to be a 245' set back such as St. Joseph has. A means of showing setback for every foot vertical. Tom V. stated that he understood that but that St. Stephen is different from St. Joseph in that almost the whole city is residential. Looking at the areas that are industrial or heavy industrial, they might not be a place where a tower's going to work. Tom referenced not putting the tower next

to the Church. He agrees with that. If the City wants to move in to the 21st Century and have service like this available it needs to be done. Tom stated that in the past it's been hard for the City to get a company to come in to town for business. If it's denied, others might not want to approach the City. Tom stated he understands the looks and the setback rules. He stated he agreed a moratorium should be put on any future towers. He stated that all available space should be used on the tower. After looking around town, it seems like the best location. The Planning Commission should begin working on an ordinance.

Tom Vouk asked Paul and Duane if there's a better spot in the City to get better coverage. Paul stated the best location would be the middle of town. When looking at where to put a tower, 1) best location, 2) make everyone happy, and 3) realistic location that's least intrusive.

Danita Traut: Stated that she agrees with Tom Vouk and that the packet of ordinances from the City Attorney should be shared with the Planning Commission for them to begin working on.

Rusty Paggen asked Randy Sabart if the County just redid their tower and wind turbine ordinance. Randy stated that the wind turbine ordinance has been worked on. Rusty didn't know if that would be something to combine with a communications tower ordinance.

Tom Jovanovich stated that the general location of the tower seems to be appropriate as it's near a public utility and on the outskirts of the City but the City doesn't want to set a precedence of allowing something in a residential area. There is a setback concern with the proposed tower location. Every ordinance submitted by the attorney has a setback of at least the length of the tower and another 10' and looking at the public safety building, the tower is only 150' away from that. This may be something for the Council to look at very carefully. It could be moved East a number of feet to meet that type of setback. If it's going to be approved, the list of conditions should be gone through to see which conditions the City would want to oppose on granting the CUP.

Mayor VanderWeyst asked if all Council had reviewed page 8 of the Attorney's letter. The Mayor stated that she thought the Council should look at set-backs as mentioned. As stated, the tower is supposed to bend like a straw but what if it didn't.

Tom Vouk asked if it'd be a problem to move the tower to the East. Paul stated that Benton Telephone would have to go back to the landowner and see if that's an option for them.

The Mayor asked for Randy's recommendation to make it user friendly between Benton Coop and setbacks. Randy asked if that could be further explored between Benton Coop and the Supan's. It's a separation of the structure but also use of the parking lot whether it be fire fighter vehicles or fire trucks. Based on the other cities ordinances, keeping it a tower's length away from uses that could be catastrophic, the horizontal setback is important.

Tom Vouk asked Randy Sabart about Benton Coop's chances of getting a curb cut from the County. Randy stated that new driveway approaches, Counties are generally resistant to issue a permit. The North entrance to the City parking lot was actually closed during the construction on County Road 5 as part of the County's Access Management. It's generally safer to reduce the number of entrance points on a busy county road. Randy stated that the County may be more receptive to a shared driveway with the Supan's. It will have to go before Stearns County and there may be some resistance.

Tom Jovanovich stated that before the Findings are reviewed, the proposed conditions are looked at and the Council decides which are to be included.

- 1) Consider having the applicant pay for the engineering review of the various engineering requirements and inspections required for the tower. **Council - Yes.**
- 2) Prior to issuance of the CUP, provide engineering data to the City Engineer which certifies that the tower is designed (structurally, electrically and in all other respects) to accommodate both the applicant's antennas and four other comparable antennas for additional users. **Council - Yes. Benton's use plus 4 other users.**
- 3) Prior to the issuance of the CUP, require a certification from the applicant that the applicant will allow access to the tower for conditional users. **Council - Yes.**
- 4) Provide that the tower will be erected and constructed and wired to comply with all requirements of the State Building Code. **Council - Yes.**
- 5) Require that the tower and antennas be designed to blend into the surround environment through the use of color and camouflaging architectural treatment. **Paul stated a galvanized monopole is being proposed. It would be light gray. Council - Yes, to galvanized 190' single pole structure.**

- 6) Require minimum setbacks for the tower. *Does the Council want the tower set back to the East so it's greater than 190' from the City Hall & Fire Hall? From property line or structure? Council agrees to structure (City Hall building). Council - Yes, minimum setback of 195' from structure (City Hall).*
- 7) Provide a specific maximum height for the tower. **Council - Yes, maximum height of tower at 190'.**
- 8) Require that the tower not be illuminated by artificial means and shall not display strobe lights unless such lighting is required by the Federal Aviation Administration. **Council - no lights on tower.**
- 9) Prohibit any signs or advertising on the tower, except for warning or equipment information signs. **Council - Yes.**
- 10) Require that if the tower is abandoned or unused, the Benton Coop, or its assigns, must remove the tower within twelve months after cessation of operations. **Council - Yes.**
- 11) Require that the tower not interfere with public safety telecommunications. Require that the telecommunications provider shall notify the City at least ten calendar days in advance of operation of additional antennas on the tower to allow the City to monitor interference levels during the testing period. Prior to a building site permit being issued, require that an intermodulation study, which provides the technical evaluation of existing and proposed transmissions and indicates all potential interference problems. If there are potential problems, they must be addressed and reviewed by the City Engineer. *Of particular importance because of the public safety building nearby. Randy Sabart stated the first sentence should read: Require that the telecommunications provider shall notify the City at least ten calendar days in advance of operation of additional or changes to antennas on the tower...*

Discussion took place on intermod studies with licensed and non-licensed carriers. Tom Jovanovich suggested having an Engineer that has worked with intermod studies give the correct language regarding an initial intermod study and for any licensed carriers what type of data is needed from Benton Coop when other antennas are put on the monopole to show that they're licensed. Randy shared that his concerns are regarding fire department communications and not policing Benton Coop. Paul shared that he really hasn't seen a City or County require intermod studies. Paul stated that Benton Coop can go ahead with the intermod study and work the study in to their building permits with carriers. Tom Jovanovich said he'd feel more comfortable if Fire Chief Jeff Drais talked with an engineer from SEH to figure out what is needed in terms of this condition. The language can read as to what type of carrier needs a study or not. **Council - Yes.**

- 12) Any additional antennas will require a site permit from the owner of the antenna.
- 13) ****Added**** A curb cut must be obtained from the County where they will locate the road. **Council - Yes.**
- 14) Prior to granting the CUP, require that a report from a qualified and licensed professional engineer hired by the applicant be submitted to the City Engineer for review with the following information:
 - a. Describe the tower height and design, including a cross section and elevation;
 - b. Document the height above grade for all potential mounting positions for co-located antennas and the minimum separation distances between antennas;
 - c. Describe the tower's capacity, including the number and type of antennas that it can accommodate;
 - d. Document what steps the applicant will take to avoid interference with established public safety telecommunications;
 - e. Include a engineer's stamp and registration number;
 - f. Require a letter of intent committing the tower owner and its successors to allow the shared use of the tower if an additional user agrees in writing to meet reasonable terms and conditions for shared use;
 - g. Before the issuance of a building site permit, require the following supplemental information:
 - i. Proof that the proposed tower complies with the regulations administered by the Federal Aviation Administration;
 - ii. A report from a qualified and licensed *in the state of Minnesota (per Randy Sabart's suggestion)* professional engineer which demonstrates the tower's compliance with the appropriate structural and electrical standards by the State of Minnesota and federal government.
 - h. Provide a site plan showing the boundaries of the property on which the property is located, adjacent land uses, the location of the tower and any accessory buildings within the property, distance setbacks from property lines for the tower and accessory building, fence locations, and proposed landscaping or screening;
And
 - i. A report prepared by a qualified and licensed professional engineer indicating the existing structure or tower's ability to support the antennas. **Council - Yes.**

This covers all of the conditions from the attorney and the engineer's conditions have been covered.

Dan Schultz stated that the City doesn't require building permits. The City issues site permits as the City hasn't adopted the state building code. Tom Jovanovich said the although the City doesn't have a building code, it can be required as a standard. They will have to provide the certification.

That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity, and is compatible with the existing neighborhood.

No comment.

That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

No comment.

That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

The curb cut has been discussed, the access road has been discussed, if the curb cut isn't acquired the property owner will be contacted about using their driveway. The setback will be 195' from the City Hall/Fire Hall Building. *That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*

Discussion had taken place on a turn-around or hammerhead. Paul stated the approach was minimized per the landowners request for farming use. Randy Sabart stated that his concern lie with the City's parking lot being utilized.

That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

There will be an air conditioning unit on the building that could make some noise when it's running. If there's a power outage, there will be a generator. Benton doesn't have a sensor but other companies do.

That soil conditions are adequate to accommodate the proposed use.

No soil borings have been done, but are assuming it's adequate. Certification from the engineer will cover this.

That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.

There will be an 8' high fence going around a 60'x60' compound.

That a demonstrated need exists for the proposed area.

No comment.

That the proposed use is in compliance with the Land Use Plan adopted by the City.

Dan Schultz stated there is lack of guidance in the ordinance regarding this. The recommendation for a moratorium is good. Rusty Paggen stated there is nothing in the Comprehensive Plan also regarding communication towers. Tom Jovanovich suggested putting in the record, although it's zoned R-1, it's on the edge of the city limits, the land surrounding the area isn't being used as residential land but farm land and it's also adjacent to an existing public use: City Hall/Fire Department.

Rusty Paggen asked how long can the City work with a moratorium. Tom Jovanovich stated he thought a year, but 6 months would be enough. Tom J. stated that a moratorium could be passed on any further development of telecommunication towers until the Planning Commission and City Council adopt further regulations regarding this type of use.

The Mayor asked if there were any other questions or comments regarding the application. Tom Vouk asked the representatives from Benton Coop if there was anything they found totally disagreeable to the conditions. Paul stated they were all reasonable. The set back was the most problematic issue. The company will have to go back to the landowner. Discussion took place on the location of the tower within the compound. The reason to put the tower in the center of the fence is so it's more accessible to carriers.

Tom Vouk asked what the diameter of the monopole is at the top. The monopole is 6' at the base and 18" at the top.

LeRoy Supan asked if the tower currently on the City Hall building is considered a communications tower. That's what's used for. If an ordinance states ½ mile distance is needed between towers, how is that possible with the tower currently on City Hall. Tom Jovanovich stated that it'd be addressed in the ordinance to allow it or if it wasn't allowed it'd be a non-conforming use so you'd continue to use it as a non-conforming use.

Tom Vouk asked for Tom Jovanovich to review the list of conditions.

Rusty Paggen made a motion to approve the Conditional Use Permit application with the list of conditions and the findings of facts. Tom Vouk seconded the motion.

Jeff Blenkush – No, Rusty Paggen – Yes, Cindy VanderWeyst – No, Tom Vouk – Yes, Danita Traut – Yes. Yes – 3 and No – 2. Motion carried.

Mayor VanderWeyst asked Attorney Tom Jovanovich to explain the topic of Robert's Rules, meetings and citizens being named in the minutes. Tom J. stated that the law's very clear that the Council itself sets up the rules for its meetings. The Robert's Rules of Order isn't the law on how a Council meeting is run. In fact, the League of MN Cities recommends Cities not adopt the Robert's Rules of Order because they are really designed for large bodies like the legislature and can become very confusing. The League has sent out rules that a City can adopt on how to run its meetings. Some of those are even complicated. Tom J. recommends the City go through the rules and get rid of those that are too complex. Generally, if a Council has an open forum, the name of the person who spoke is put down in the minutes with what they said.

The Mayor asked for the topic of the Personnel Committee to be addressed. Tom J. stated that generally if a Council formally appoints a committee, the League of MN Cities states that the committee is subject to the open meeting law. Cities have to deal with people hired and from time to time, issues come up with people hired. The problem with that is much of that information being discussed with the person hired is confidential information. Under the MN Data Practice Act, data on people hired is confidential. Attorneys advise setting up an ad hoc committee (2 members so it's not a quorum) to look in to an issue and report back. As a result there is no open meeting. This is why there is no resolution because 2 council members are assigned to the ad hoc committee.

Paul Vershure asked if Benton Coop is allowed to proceed with the process as long as they meet the requirements set by the conditions and findings of facts. Papers will be submitted to the Engineer.

Tom Jovanovich recommended passing a resolution.

Jeff Blenkush made a motion to pass a resolution that there will be a moratorium on any further approval of telecommunication towers for 1 year or less until the Planning Commission and City Council can develop an ordinance with rules and regulations for telecommunication towers. Rusty Paggen seconded the motion. Motion carried.

9:33 p.m. Public Hearing: Emergency Management Services Ordinance

The Mayor asked if there were any questions or comments regarding the new ordinance. Dan Schultz asked for clarification on why the ordinance states "appointed by Mayor/removed by Mayor". The Mayor stated that many other cities ordinances stated this also. Dan stated that from his experience as an Assistant Fire Chief, they had an Emergency Management Director and in the event an actual disaster strikes, the Director takes over. By having the Mayor as the hirer and firer, the Council is left out of the equation. Dan thought the Council might want to rethink that verbiage.

The Mayor asked for any other questions or comments on the Ordinance.

Jeff Blenkush made a motion to close the public hearing at 9:37 p.m. Rusty Paggen seconded the motion. Motion carried.

Discussion took place on changing the verbiage to ready appointed by Council/removed by Council.

Jeff Blenkush made a motion to approve the Emergency Management Services Ordinance. Rusty Paggen seconded the motion with the verbiage changed to read Council vs. Mayor. Motion carried.

FIRE DEPARTMENT: *Done after the Petitions, Requests and Communications.*

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan stated he had nothing to report. He will be out of the country February 27-March 23.

Park Board: Edith Gerads reported that Ken Fournier was appointed Chairperson and Edith Gerads was appointed Co-Chair. Marilyn Schumer was going to attend the February meeting but Jessica Hommerding will be coming in her

place regarding the summer ball program. Danita Traut made a motion to approve the appointments for the Park Board. Jeff Blenkush seconded the motion. Motion carried. The Park Board is planning an Easter Egg Hunt on April 23, 2011.

Planning Commission: Dan Schultz reported that elections were held at the January meeting and Perry Nistler was elected Chairperson. Dan Schultz was elected Deputy Chair. Jeff Blenkush made a motion to approve the election results of the Planning Commission. Rusty Paggen seconded the motion.

Jeff Blenkush – Yes, Rusty Paggen – Yes, Cindy VanderWeyst – No, Tom Vouk – Yes, Danita Traut – Yes. Yes – 4, No – 1. Motion carried.

The Mayor informed Dan that the Planning Commission has to meet in the Mayor's Office or the Clerk's Office due to the School District's Vision 2015 meeting on Tuesday. Dan was also informed that Tiana Jestus, who brought a CUP application to the Council will be attending the Planning Commission at the February meeting.

SHERIFF'S REPORT: Mayor VanderWeyst discussed parking violations that have been a recent issue. On the tickets, no fee has been listed and people were told to go to court. 3 years ago the same thing happened. The Mayor called Officer Lenz and the Sheriff's office didn't know if the City had set up fees, so all the sheriff could do is go to court and receive a fee. The Mayor called Tom Jovanovich and there was done something 3 years ago, but the sheriff's department never got the fees. Those 3 parking violations were dropped. Tom Jovanovich's office filed the fees with the court and a copy needs to be sent to the City.

Jon Lenz will try making the April Council meeting.

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS: Nothing.

NEW BUSINESS: The date needs to be set for the Local Board of Appeal & Equalization meeting. Wednesday, April 27th at 6:30 p.m.

The Mayor extended a thank you from Roger Trobec to those that helped take down the holiday lights: Steve Trobec, Mary Jo Trobec, Larry Trobec and Bob Hlebain.

The next matter is the furnace. Al Vouk worked on the furnace the night before the Council meeting and got it working but then it stopped. McDowall Company found another issue with it the day of the Council meeting. To date, \$1300 has been spent on the furnace in repairs. It's also 23 years old. The water heater is also leaking. Discussion took place on having other companies look at fixing it immediately. Tom Vouk made a motion to replace the furnace for under \$3,465 that is broken along with the hot water heater for \$1,100 or less. Jeff Blenkush seconded the motion. Motion carried.

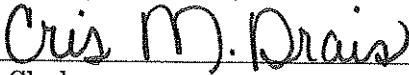
Vision 2015: Dr. Hill, Superintendent would like to meet with the Council members at 7:00 p.m. prior to the public meeting at 7:30 p.m.

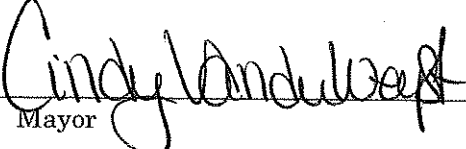
An ad will be run for the Emergency Management Coordinator position. The ad will close in order to have interviews done for the March 2nd meeting.

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

TIME: 10:07 p.m.

Respectfully submitted,


Cris M. Drain
City Clerk


Cindy VanderWeyst
Mayor



St. Stephen City Council Agenda – March 2, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from February

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Snowmobile Club: Gambling Permit

*Jerry Hettwer: Road Study

St. Stephen Fire & Rescue

7:30 Public Hearing: Tiana Jestus—Beauty Salon in Home

Reports of Committees & Board:

Road & Bridge

*Randy Sabart, City Engineer: 1/2 Street

Park Board

Planning Commission

*Developer's Agreement per 9/14/10 Minutes

Sheriff's Report

Health Committee

Unfinished Business

*Ordinance Amendments

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk

Website:

[www.
cityofststephen.com](http://www.cityofststephen.com)

MINUTES

ST. STEPHEN CITY COUNCIL

March 2, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF THE FEBRUARY MEETING: The February Meeting minutes were reviewed. Jeff Blenkush made a motion to approve the minutes from the February meeting. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling: \$21,712.32. The Claims include the 1st Quarter payroll. Jeff Blenkush made a motion to pay the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$4,472.78.

TREASURER'S REPORT:

Beginning Balance	\$295,055.67
Add: February Deposits (incl. Feb. checking interest \$48.66)	\$ 4,472.78
Less: February Checks	\$ 26,036.62
New Checkbook Balance	\$273,491.83

Danita Traut made a motion to accept the Treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

St. Stephen Snowmobile Club: Kevin Tadych – requesting approval of a gambling permit for a fundraiser on October 1, 2011. The drawing will take place at the Parish Hall. Jeff Blenkush made a motion to approve the request. Rusty Paggen seconded the motion. The motion carried.

FIRE DEPARTMENT: Fire Chief Jeff Drais reported that there were 5 calls in February. The training in March is a 20 hour First Responder Refresher. Fire Chief Drais also reported that the FD will be exchanging the ATV as a part of the exchange program.

Tom Vouk asked for clarification on the auction referenced in the FD minutes. It was reported that annually the FD holds an in department auction of old items that are worn out and would probably get thrown out. The proceeds go to the FD general fund.

Steve Trobec reported that the contract check from Brockway Township should be coming during March. He requested a signed copy of the February minutes to submit to the state referencing approval of the 5% interest for deferred members for the Relief Association.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Randy Sabart, SEH, Inc., City Engineer in attendance. Randy shared a hand out with the Council with pictures taken of the area of concern. Mayor VanderWeyst shared that a resident recently contacted the City and included photos regarding drainage problems West of ½ Street. Discussion took place on a culvert that was unable to be seen opposite of 2nd Avenue SW by the fire hydrant near the old school. The culvert was reported to daylight on the North end. Included in the packet were 2 options as a means of helping the drainage on ½ Street. One concern Randy had with directing water to County Road 5 is that by moving the water problem from one resident, it appears a water pooling area/problem would be created for another resident. Those residents are already getting water as it drains down County Road 5. Included in the packet were 2 opinions of probable construction cost. Option 1 covered pavement patch with ditching & Option 2 covered pavement patch with ditching and piping.

Discussion took place on the whole road needing work. A comment was made about doing curb work by the Parish Hall. It was stated that a ditch is indeed in the area and that maybe the maintenance of it hasn't been kept up. If snow is piled up in it, is that creating a problem? It was stated that the ditch isn't as defined to date. There are also pine trees in the ditch as a buffer between the old school now an apartment building and the residents across the road. *Topic tabled for Public Hearing.*

Regular meeting closed at 7:33 p.m. for the Public Hearing: Tiana Jestus – Beauty Salon in Home

7:30 p.m. Public Hearing: Tiana Jestus – Tiana stated that she is trying to get her salon licensed through the state of Minnesota. The Conditional Use Permit application was brought to the Planning Commission. Ben Supan confirmed that the application was approved at the Planning Commission meeting in February. The Mayor asked if there were any questions or comments.

Seeing as no questions or comments were raised, Jeff Blenkush made a motion to close the Public Hearing at 7:35 p.m. Rusty Paggen seconded the motion. Motion carried.

The Mayor asked for any comments or questions of the Council. Jeff Blenkush stated that at the Planning Commission meeting it was brought up that the salon would be a 1 station salon. Otherwise there were no other issues with the application.

The Findings of Facts were reviewed:

That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity, and is compatible with the existing neighborhood.

No comment.

That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

No comment.

That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

OK

That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

OK

That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

OK

That soil conditions are adequate to accommodate the proposed use.

N/A *

That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.

OK

That a demonstrated need exists for the proposed area.

No comment.

That the proposed use is in compliance with the Land Use Plan adopted by the City.

OK

*Tom Vouk asked if the County would regulate this at all. Would a larger septic system be needed? Tiana stated that she didn't think so. She thought she'd only service a couple of people per week.

Jeff Blenkush made a motion to approve the conditional use permit for Tiana Jestus for a 1 station salon. Danita Traut seconded the motion. Motion carried.

Road and Bridge: 1/2 Street Topic con't.: The Council was asked for their thoughts on the road concern. Randy Sabart asked if the Council was receptive to improvements from County Road 2 to the West on 1/2 Street based on the evening's discussion. Jeff Blenkush asked what projects have to be done this year. In March or April the Road and Bridge Committee presents the areas of concern to the Council. Rusty Paggen stated that he didn't think anything can be done right now. Rusty stated that the trees put in the ditch would've been a hindrance. The road does need to be repaired as it's in rough shape. Tom Vouk agreed that the ditch needs to be checked. Danita Traut stated that attention needs to be given to the issue. Danita suggested asking the owner of the apartment building to not plow the snow in to the ditch but to possibly plow it to the other side of the building.

The Mayor asked the Council if they were in agreement with Jerome Supan, Road Overseer, to work with Randy Sabart on the culvert issue in addition to the road improvements needed for the year. The Council was in agreement.

Jerome Supan shared a concern about snow piled 3-4 feet on 2nd Avenue in Smoley Addition. Jerome asked the Council about having Ferche, Inc. push the snow back in to the field and it can serve as a snow fence if more snow would come. Ferche, Inc. would push the snow back and the City would pay for the removal. Discussion took place and it was decided to leave the snow as it is and it can be taken care of if another snow storm comes.

Other road issues Jerome shared: Water running off from Catherine Schumer's old driveway on to 6th Avenue SE, 12th Avenue has water running across the road over the hill (not where the ditch was put in), 4th Street SE – the homeowner has requested a street light back in the cul-de-sac where there are only 2 homes there, 2nd Street NE near Conomart – 3 trees are hanging over the road along with some birch and should be taken down. Jerome stated that Joe Paggen could probably take them down. Since its maintenance, Jerome will contact Joe.

Jerome asked about the signage inventory that has to be done. The engineer's office can help us with this matter. An inventory of the signs that need to be replaced needs to be done first. After that an itemized cost list should be prepared. The inventory needs to be done by 2012. Signs are ordered from Stearns County.

Park Board: Ken Fournier reported that there wasn't a meeting in February. Jeff Blenkush reported that the St. Stephen Sportsmen's Club will be working with the Park Board to hand out trees close to Arbor Day which is April 29, 2011.

A Park Board sponsored Easter Egg Hunt will take place on April 23, 2011. The Easter Bunny will be making an appearance.

The walking path at the Parkway Park has been cleared of snow & is being used. The skating rink has been used.

Planning Commission: The Mayor shared that in September 2010, the Planning Commission referenced making changes to the Developer's Agreement. The Council will review the September minutes and go through the Developer's Agreement to review it and the proposed changes.

Jeff Blenkush shared that at the January meeting it was brought up and approved at the February Planning Commission meeting to add details about banning the use of steel storage units for an indefinite period of time to the tent ordinance. The Planning Commission is drafting this verbiage.

SHERIFF'S REPORT: The City received a letter regarding a tobacco compliance check done at Conomart. The business was fined by the County. It is the City's discretion to do anything else as the City issues the license. In the past, the City hasn't done anything for a failed check. There is nothing in the ordinance regarding compliance checks. Discussion took place that the City could consider pulling a license if too many violations would happen. At this time nothing will be done.

Discussion took place on the fee for parking fees. The papers from the Attorney's office states that a parking fee is \$25. It was stated that tickets were issued at \$62.50. Is the County marking the tickets up that much? Discussion also took place on the e-mail from Jon Lentz regarding the winter parking procedures. Officer Lentz will be attending the April meeting to discuss this issue. The Court Fines received from the County isn't specified. This will be checked on.

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS:

Correspondence from Attorney Tom Jovanovich regarding Ordinances: A summary publication must be approved by the Council before publication. Jeff Blenkush made a motion to set a public hearing for the Interim Zoning Ordinance regarding communication towers for April 6, 2011 at 7:30 p.m. Tom Vouk seconded the motion. Motion carried. The summary publications for Ordinances 23, 41, 42 & 45 were reviewed. Tom Vouk made a motion to approve the summary publications for Ordinances 23, 41, 42 & 45. Jeff Blenkush seconded the motion. Motion carried.

Emergency Management Director: Jeff Blenkush and Cindy VanderWeyst interviewed the 2 applicants for the position. Both applications were shared with the Council. Both candidates were highly qualified. The recommendation was made to approve Ken Fournier as the Emergency Management Director as he'd be more easily available. Danita Traut asked Ken if he'd be available to take time off in the event of an emergency from his job. Ken stated that he'd be able to get back to St. Stephen for an emergency. The Mayor asked if there were any questions about the interviews. No questions were asked. Tom Vouk made a motion to approve Ken Fournier as appointee for the Emergency Management Director. Rusty Paggen seconded the motion. Motion carried.

Generator: Jeff Blenkush checked with Joe Gordon about what he does on the generator and he's been doing basic maintenance. The maintenance schedule from Ziegler was discussed and if someone other than Ziegler

could service it as a means of saving on cost. Discussion also took place on revisiting the bids for hooking up the generator at City Hall.

NEW BUSINESS:

Stearns County Emergency Management Preparation: The Mayor stated that cities and townships were contacted to see if the City would be supplying sandbags and sand to residents in the event of flooding. The answer needed to be supplied before the next Council meeting. Although there really isn't an issue for flooding in the City Cindy did agree that the City would provide bags and sand. A 24 hour a day telephone number was needed and Cindy submitted her number. Due to problems with culverts backing up prices on bags and sand from Knife River were acquired. Jerome Supan shared that Bob Hlebain might be a resource for sand. Discussion took place on purchasing some sand bags to have on hand in the event of a need. The consensus was that no bags will be purchased until necessary but Jerome will check with Bob about the availability of sand from him.

Planning & Park Board Committees: The Mayor asked the Council their thoughts on acting on minutes from the Planning Commission or Park Board vs. having a representative present at the meeting to clarify the topics in the minutes. Danita stated she thought it's beneficial to have a representative at the meeting to get their point of view. Tom stated that a representative should be present from each committee to hear an explanation. Rusty stated that he thought it was the chair's or co-chair's responsibility to have someone at the meeting. Jeff stated that he thought representation was in the ordinance. The Mayor stated that it isn't. Jeff stated that the language should be changed to reflect that. The Mayor stated that the ordinances need to be reviewed to coincide. The Mayor also stated that she'd like to see agendas for the City Council, Park Board & Planning Commission posted 1 week prior to the meeting along with being posted on-line. The Mayor would like this added to the ordinance. Discussion also took place on meeting attendance. The Mayor asked for what's acceptable for attendance. Danita stated people coming late for the meeting were getting credit for attendance. Discussion took place on this matter. This will be discussed at the April meeting. It was discussed that a committee meeting can be cancelled if there isn't anything pressing to take care of.

Ben Supan brought up the topic of the ceiling tiles in the Council Chamber. They are looking aged as they are starting to curl. The stained tile is related to a leak that was repaired by Buysse Roofing. Discussion took place on tile replacement.

Jerome Supan asked about the furnace and hot water heater that were replaced. The total cost was \$4,335.00. The Mayor will check on a rebate for those items.

The topic of a speaker system was also brought up. It was shared that it is sometimes hard to hear Council members along with guests such as the Attorney or Engineer. The Clerk will do some investigating in to this.

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

TIME: 9:37 p.m.

Respectfully submitted,

Cris M. Drais

City Clerk

Cindy D. Vandulke

Mayor



St. Stephen City Council Agenda – April 6, 2011

Call To Order: 7:00 p.m.
Pledge of Allegiance
Approval of Minutes from March Meeting
Reading of Claims
Reading of Receipts & Treasurer's Report

Petitions, Requests and Communications

- * Chicken Fry: 1/2 Street Closure Request
- * 4th Street SE Light Request
- * Deb Fischer: Central MN Noon Optimist Club, Gambling Premises Permit Application

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Nancy Vouk
Deputy Clerk

Cris Drais
City Clerk
crisdrais@mywdo.com

Website:
www.cityofststephen.com

St. Stephen Fire & Rescue

- * Frontline Plus Fire & Rescue, Inc.: Service Contract for Sirens

7:30 p.m. Public Hearing: Interim Zoning Ordinance re: Telecommunications Towers

Reports of Committees & Board:

Road & Bridge

- *6th Avenue SE

Park Board

- * Easter Egg Hunt

- * Mowing—\$265 for 5 Parks 2011 Season, \$330 total

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

- *Astech Street Sweeping 2011 Proposal - Same Prices as 2010

Meeting Adjourned

MINUTES

ST. STEPHEN CITY COUNCIL

April 6, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF THE MARCH MEETING: The March Meeting minutes were reviewed. Danita Traut made a motion to approve the minutes from the March meeting. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling: \$22,687.62. The Claims include a claim for sandbags as a resident on ½ Street contacted the City to find out what was decided on the water problem. The City provided sandbags for the resident and he got sand from Bob Hlebain. Another claim was for Easter Egg Hunt prizes for the Park Board's event. The City received a renewal notice for siren maintenance. Since the City has 2 sirens, the claim could change to \$300 vs. \$150. Ken Fournier, Emergency Management Coordinator, will confirm. Jeff Blenkush made a motion to pay the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$4,135.08.

Discussion took place on the Court Fees. The City receives 100% of the parking tickets minus the \$12 processing fee. The City receives 2/3 of any other tickets issued, for example speeding or failure to stop at a stop sign.

TREASURER'S REPORT:

Beginning Balance	\$273,491.83
Add: March Deposits	\$ 4,135.08
(incl. March checking interest \$40.64)	
Less: March Checks	\$ 21,653.55
New Checkbook Balance	\$255,973.36

Dolores Supan reported that a CD is up for renewal on 4/25/11. Falcon Bank can auto renew the CD at 1.10% interest for 18 months. The Business Savings Account currently has a .50% interest rate. Money can be withdrawn from the account at any time as long as \$5,000 is left in the account. Sentry Bank's interest rates for CDs are: .90% for 12 months & 1.40% for 24 months. Discussion took place and the Council agreed to let the CD auto renew at Falcon Bank. Another CD is up for renewal on 5/4/11. Dolores will check interest rates again before the May meeting.

Jeff Blenkush made a motion to accept the Treasurer's report. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

4th Street SE Light Request: Mark & Deb Hall, 118 4th Street SE, live at the end of a cul-de-sac where there are no street lights. There are parked cars in the area that don't belong there. 2 options were prepared by Stearns Electric. Option 1 requires a transformer to be installed along with the light. Option 2

uses the transformer on Hall's property in order to install a light. Discussion took place on the development of the area and the safety issue with no lighting in the area. Rusty Paggen made a motion to go with Option 2 which uses the current transformer in order to install a street light at \$1,430.00 + tax. Jeff Blenkush seconded the motion. Motion carried.

Central MN Noon Optimist Club, Gambling Premises Permit Application: Deb Fischer, representative of the Central MN Noon Optimist Club, would like to be granted a gambling premises permit in order to have a permanent pull tab site at The Rusty Nail. Deb shared background information on what the Optimist Club does. The Optimist Club donates all of its pull tab monies. The Mayor stated that the City Attorney was contacted regarding the application as it isn't a local (St. Stephen) organization. The opinion shared was to err on the safety side and gather the pertinent information for the City Attorney to review and revisit the application afterwards.

Regular meeting closed at 7:34 p.m. for the Public Hearing: Interim Zoning Ordinance re: Telecommunications Towers

Public Hearing: The Mayor asked if there were questions or comments regarding the interim zoning ordinance 3 times. No comments or questions were brought forward.

Jeff Blenkush made a motion to close the public hearing on the interim zoning ordinance re: telecommunication towers. Tom Vouk seconded the motion. Motion carried at 7:35 p.m.

The Mayor asked the Council if they had any questions, concerns or need of verbiage change. The ordinance will be adopted for one (1) year. The Planning Commission will be working on an ordinance regarding communication towers. The Council saw no need for changes in the interim zoning ordinance. Jeff Blenkush made a motion to approve the Interim Zoning Ordinance Prohibiting the Permitting or Construction of Telecommunication Towers Within the City of St. Stephen. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS (con't):

Chicken Fry: ½ Street Closure Request: Ray Trobec requested that the City approve closing ½ Street on Tuesday, June 7, 2011 for the Annual Chicken Fry. No questions. Jeff Blenkush made a motion to allow for the closing of ½ Street on June 7, 2011 for the Chicken Fry. Tom Vouk seconded the motion. Motion carried.

At this time, the Sheriff's Report was heard. Lieutenant Jon Lentz was in attendance.

SHERIFF'S REPORT: Lieutenant Lentz reported that there were 102 ½ contract hours during the first quarter. There were 74 calls for service. There was 1 citation for speeding, 1 citation for driving after expiration and 29 winter parking violations with most of those citations happening in March.

The topic of parking was discussed. The ordinance is from mid-September until May 10th. From mid to late December warnings were issued and then tickets were issued. For 2011, 7 parking tickets were issued, 2 in February and 20 in March. Lieutenant Lentz recalled there being 33 warnings and 41 citations. This year's citations haven't been compared to past years. Lieutenant Lentz thought changing the time from October 1 to April 1 as other cities do might be of some benefit. The Sheriff's office received a fine amount from the City as of January. Lieutenant Lentz discussed the difficulty of ticketing only when it snows as they might not be in the area because of issues caused by the snow. Discussion took place on the parking vs. overnight winter parking fee. There is a difference in price on the fee sheet.

At this time, Mitch Anderson, Stearns County Highway Engineer was heard as part of Road & Bridge.

Mitch stated that the County will paint a crosswalk in front of the Church of St. Stephen in the Spring. The County is following MN DOT regulations in that the County will put the crosswalk in the first time and after that the City must maintain it. Discussion took place on the 2 type of crosswalks available. The zebra crosswalk is more visible although it requires more paint. There will be signs at the crosswalk. There will be a warning sign on the North side. Because of the number of signs on the South side, Mitch stated he isn't sure where a sign will go. The crosswalk will be 8 feet wide. Mitch stated that there is no parking 20 feet each way from the edge of the crosswalk according to statute. The City will have to paint the curb.

FIRE DEPARTMENT: Fire Chief Jeff Drais reported that there were calls in 9 calls in March. The First Responder Refresher took place during March over 5 sessions. April's training will be Basic Pump Operations put on by the Technical College through a grant. It will take place in St. Stephen. A No Parking sign was put up on the North side of the building.

Gene Skaj presented a check for \$1,000 for the Equipment Fund. Gene, Gambling CEO reported that a compliance review took place and went well. Steve Trobec reported that the Relief Association schedules for 2010 are being cleaned up with the state before work for 2011 begins.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerry Hettwer, Township Supervisor for Le Sauk Township and member of the Executive Board for the APO (Area Planning Organization) was in attendance. Jerry presented that the APO currently has approximately \$200,000 that can be applied for to study various roads/issues regarding transportation. Jerry stated he hired an engineer to see what it would cost to study 6th Avenue SE to County Road 4. Jerry shared the estimate from Hakanson Anderson Inc. of Anoka that has worked with Duffy Engineering. 2.3 miles is maintained by Le Sauk Township. 2.0 miles is maintained by St. Wendel Township. 1.3 miles is maintained by the City of St. Stephen. All entities must agree to the road study in order for the study to go forward. APO's participation would be 80% with the other 3 entities covering the final 20%. (See attached papers.) The Mayor asked of what use the report would be to the City. Jerry stated that it'd be a benchmark of the costs needed to do the repair work today and a recommendation of how to build the road. The road carries between 800-900 cars per day. Randy Sabart, SEH, Inc. City Engineer, was in attendance and stated that the \$761 local contribution for the City is small. Randy stated that looking at the scope of the study it's a broad brush of the work needed. It won't be a detailed study. With Jerry sitting on the APO board, it can be good to have a local member. The Mayor asked if the study will be beneficial to the City and Randy stated yes. One important feature is that multiple jurisdictions want to participate. Discussion took place among the Council. The Council didn't have a problem with participating in the study.

Tom Vouk made a resolution to approve the participation in the APO feasibility study of 6th Avenue SE for the City of St. Stephen for \$761. Jeff Blenkush seconded the motion. Motion carried.

Jerome Supan stated that there's a problem with water running down the road from Catherine Schumer's driveway on 6th Avenue SE. The driveway was taken out by Ferche. If the driveway's being abandoned the property owner should take care of the matter. Jerome will contact Ferche regarding this.

Right of Ways for 6th Avenue SE Discussion: Randy Sabart stated that the City Attorney has shared with the Council 2 options when looking at road right of ways. Statutory dedication would apply in that the City is able to show regular maintenance of the road for 6 years or longer. The City has to establish road top, ditch, slope and drainage and demonstrate actual use of roadway. Randy stated that the time to acquire right of way when the work is done. More typically the road right of way plat is typically done when the road work is going to be done. An estimated cost for engineering surveying and legal work would be \$15,000-\$20,000. There are 27 parcels along the stretch. If a demonstration can be made of the full 66 feet, more expense might be endured if the property owner isn't willing to donate it. The assumption is to get most parties to be willing. The Mayor asked the Council their thoughts regarding acquiring right of ways now vs. with a project. The consensus was to do it with an actual project. The APO study would be a place for the Council to start with a repair project. An answer might be available by the end of April.

Jerome shared that a mailbox knocked down by the plow truck was repaired by Joe Paggen. The trees were trimmed on 2nd Street NE. Jerome put up posts on either side of the City's driveway on 6th Avenue SE for the plow drivers to use for guidance. The posts will be taken down for the mowing season. Jerome, Bob Hlebain, LeRoy Supan and Keith Posch looked at the plow truck and found some repairs needed. Keith is available to do them in his shop. Since he wasn't in attendance, Jerome will invite Keith to the May Council meeting to discuss plowing and a pricing sheet for repairs on the plow truck. Discussion took place on how communication with the plow drivers needs to improve. Concern was expressed about waiting to plow the streets. Residents need to get to work and there is also an issue with the fire department needing access to their emergency vehicles to assist residents.

Park Board: Ken Fournier reported the Park Board will be hosting an Easter Egg Hunt on April 23, 2011 at 10:30 a.m. at Smoley Park. There will be candy treats in plastic eggs. There are 3 categories of ages for the hunt. The Easter Bunny will be making an appearance also.

The Sportsmen's Club will be working with the Park Board to distribute 2000 trees from the DNR on May 1, 2011 at 1:00 p.m. at City Hall.

The Park Board would like to use Nelson Toilet Rental for the summer season. The prices are the same as 2010. The pricing is: \$45/month for a regular port-a-pot, \$55/month in the winter for a regular port-a-pot and \$85/month for a handicapped port-a-pot.

Jeff Blenkush made a motion to approve the use of Nelson Toilet Rental for the 2011 season. Danita Traut seconded the motion. Motion carried.

A fee sheet was received from John Huls for the 2011 mowing season. The cost will be \$265 for 5 Parks.

Planning Commission: Perry Nistler reported that the PC discussed communication towers at their last meeting. An ordinance regarding connexes was also discussed to be put in the ordinance book in the same area as the tent ordinance.

The cassette recorder stopped working at the last Planning Commission meeting. The Clerk found a digital voice recorder and power cord for the Recorder to use. Digital copies can be made of the recordings for storage. Jeff Blenkush made a motion to approve the purchase of a digital voice recorder and power cord for \$62.88. Danita Traut seconded the motion. Motion carried.

HEALTH COMMITTEE: The annual water test was done at City Hall. The test results came back as everything being fine with the water at City Hall.

UNFINISHED BUSINESS:

Planning Commission & Park Board Ordinances: Discussion took place on the additions, corrections, and deletions created. The Park Board ordinance states that if you're going to be on the Park Board you cannot be a city employee. The same applies to the Planning Commission. As a result, the Site Inspector cannot be a Planning Commission member. The Site Inspector is paid \$25 per inspection. The Emergency Management Coordinator is okay to be on a committee as that is a volunteer position.

Discussion took place regarding the City Attorney's representation. Concerns were expressed about the assistance regarding the building code, communication towers, knowing or not knowing who the site inspector is and parking tickets. A comment was made that the attorney should be aware of issues in the City as he receives our minutes. The attorney does not receive the minutes. When the Deputy Clerk was hired she was told that the minutes didn't have to be sent for review. Discussion took place regarding the City Engineer also.

Returning to the ordinances, the Mayor asked if the changes look acceptable. One thing added to each ordinance is to have the minutes be signed by the Recorder and Chairperson. This is not included in the example the Council is looking at. The Park Board and Planning Commission will receive a copy of the ordinances to review. The question was asked if it's common for attendance requirements to be put in an ordinance. Yes that is done in other cities. The Council was asked their thoughts. Are these ordinances similar to other cities? Will attendance be monitored? The reasoning is understood but it might be difficult to have people serve on the committee. The topic will be discussed at the May Council meeting.

Parking: The date of winter parking is September to May 10th. Discussion took place on November 1 to March 31 or April 1? This seems common among other cities. The Council is okay with November 1 to April 1. Are there any other concerns with the ordinance? The rest of the verbiage seems to match other cities. It was stated that if the signs are to be changed, we should get retro reflective signs. Discussion took place on the winter parking ticket. Discussion also took place regarding a driver getting a lesser fine when they leave their vehicle because they aren't able to drive home. After discussion, the consensus was the parking fee will be \$15. The County processing fee is \$12 so the total of the ticket will read \$27. A motion was made by Jeff Blenkush to pass a resolution that winter parking tickets and parking tickets are priced at \$15. Rusty Paggen seconded the motion. Motion carried.

NEW BUSINESS:

Astech Street Sweeping: The proposed prices for the equipment needed are the same as 2010. Tom Vouk made a motion to hire Astech for City street sweeping at the same price as 2010 including sweeping the City Hall parking lot. Jeff Blenkush seconded the motion. Motion carried.

National Night Out: August 2, 2011. The Mayor and City Clerk have looked in to the City participating in the event. The City Attorney was contacted to see if the City could help in funding the event and since it's for the benefit of all residents it's okay to help fund. The event is a means of helping to prevent crime and for neighbors to meet each other. The Mayor asked if the Council's interested in doing such an event. The Council said it was fine with looking in to the event more.

City Newsletter: The Mayor asked the Council if they need to see the newsletter prior to publication. The consensus is that it can be prepared and mailed without Council viewing.

2014 City Celebration & Parade: Tom Vouk asked the Council's thoughts on doing a parade for the celebration. The Council was in favor of the idea.

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

TIME: 10:25 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Vandeweyer
Mayor

MINUTES

LOCAL BOARD OF APPEAL & EQUALIZATION MEETING
APRIL 27, 2011

CALL TO ORDER: 6:30 p.m.

PLEDGE OF ALLEGIANCE: All together

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Danita Traut, Tom Vouk – Council, Cris Drais – City Clerk

SIGN IN SHEET: Lyle Schefers

Mike Cebulla and Randy Lahr from the Stearns County Assessor's Office came to hear citizen's comments about the 2011 real estate tax they have been assessed and classification of property.

It was reported that 3 phone calls were received regarding the evaluations. 2 changes were made prior to 10 days before the meeting.

Prior to the meeting a 2011 Assessment Report was sent for the Mayor and Council to review. The report was prepared to give an overview of the 2011 property assessment.

For the 2011 assessment there were 4 residential sales. The median sales ratio was 100.20%. As a result most residential properties will see a decrease of about 3% for the 2011 assessed values.

7 Sale Comparison Sheets were provided. These sales took place from November 30, 2009 – May 28, 2010. The sale amount listed is the price the property was sold at with the personal property already subtracted.

There were no commercial sales in the City. Those properties will see their market value stay about the same or go down slightly.

Agricultural properties will see their 2011 market values go down about an average of 5%. Their taxable value will be the same if they are not in Green Acres. For those in Green Acres the taxable market value will go up about 7%.

Lyle Schefers, Parcel ID# 90.55820.0065 (the former Peternell property), was in attendance. The classification on the property is Agricultural not Homestead. The estimated market value (not in the Green Acres) is \$303,500.00. Lyle reported that trees were removed to connect fields. There won't be any buildings on the property. The property is zoned RR-1 (rural residential – larger lots if developed without a community septic). 40 acres of the property purchased qualifies for Green Acres. 13.6 acres doesn't qualify for the Green Acres in 2011. Discussion took place on the 13.6 acres possibly qualifying for rural preserve for 1 year.

Discussion took place on the R. Omann property.

It was confirmed that the Green Acres application has been completed. The taxes will be less with approval of the Green Acres application. If the 13.6 acres were designated rural

preserve, the taxes would drop more. The deadline for filing for rural preserve is August 1, 2011.

Rusty Paggen made a motion to maintain the value calculated by the County for Lyle Schefers new property. Jeff Blenkush seconded the motion. Motion carried.

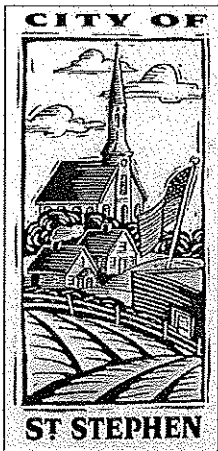
ADJOURNMENT: There being no further tax business, Jeff Blenkush made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 7:23 p.m.

Respectfully submitted,

Cris M. Orais
City Clerk

Cindy Wandwey
Mayor



St. Stephen City Council Agenda – May 4, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from April Meeting & Local Board of Appeal & Equalization Meeting

Reading of Claims

Reading of Receipts & Treasurer's Report

Petitions, Requests and Communications

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

*Site Inspector Letter of Resignation

*Liquor Licenses for July 1, 2011-June 30, 2012

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Nancy Vouk
Deputy Clerk

Cris Drais
City Clerk
crisdrais@mywdo.com

Website:

www.
cityofststephen.com

MINUTES

ST. STEPHEN CITY COUNCIL

May 4, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

MINUTES OF THE APRIL MEETING: The April Meeting minutes were reviewed. Jeff Blenkush made a motion to approve the minutes from the April meeting. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling: \$16,250.87. The Claims included 1 snowplow payroll. Jeff Blenkush made a motion to pay the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$69,305.91.

TREASURER'S REPORT:

Beginning Balance	\$255,973.36
Add: April Deposits	\$ 69,305.91
(incl. April checking interest \$47.28)	
Less: April Checks	\$ 33,014.10
New Checkbook Balance	\$292,265.17

Discussion took place on CD renewal. The percentage rate at Falcon Bank is .85% for 18 months. Sentry Bank's interest rates are: .90% for 12 months and 1.40% for 24 months. It was agreed to renew the CD at Falcon Bank at .85% for 18 months.

Tom Vouk made a motion to accept the Treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Deb Fischer: Central MN Noon Optimist Club Gambling Permit: The Central MN Noon Optimist Club is seeking a gambling permit to operate a pull-tab machine at The Rusty Nail. Danita Traut made a motion to approve a gambling permit for the Central MN Noon Optimist Club. Tom Vouk seconded the motion. Rusty Paggen abstained from voting. Motion carried.

Mark Halstrom, Apple Du: The race is on Saturday, May 28, 2011. The bike race will come through St. Stephen. The water station will be along County Road 5. The race begins at 8:30 a.m. and finishes around 12:00 p.m. There will be Sheriff service along the way along with volunteers. This is the 29th year of the race.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that SSF&R had 4 calls since the last meeting. One was a grass fire and the other calls were medical calls. The May training will be vehicle extrication. Ralph Barhorst was recognized for 38 years of service.

The St. Stephen Relief Association made a \$3,000 donation to the Fire Equipment Fund. The Steak Fry & Raffle on Friday, April 29, 2011 went well.

The FD is finalizing paperwork for a DNR grant in order to put a skid unit on the mule. The grant is 50/50 grant. The paperwork needs to be filed before June 1, 2011. The skid unit is being built by Polycraft in Alexandria and can be mounted to different styles of ATVs as the ATV is changed on a 6 month schedule. Danita Traut made a motion to pay the bill to Polycraft upon receipt before the June 1, 2011 Council meeting. Rusty Paggen seconded the motion. Motion carried.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan reported that he talked with Brian Dockendorf regarding the water runoff issue at 305 6th Avenue SE (Catherine Schumer's residence). Brian will look in to the issue. Jerome reported that he and Randy Sabart, City Engineer, took a tour of the City to check the road conditions. The roads are in fairly good condition. The concern is ½ Street. Discussion took place on the ditch from the Parish Hall down ½ Street. Jerome reported that there are some issues with the catch basin by the City Hall and in the Smoley Addition. Jerome reported that he hasn't heard back from Jerry Hettwer regarding the potential APO study of Townline Road. The Mayor shared Keith Posche's resignation from snow plowing.

Park Board: Ken Fournier reported that the Easter Egg Hunt went well on April 23, 2011. There was a tree give away on May 1, 2011 with the Sportsmen's Club. Ken requested a \$1,000 donation from the Park Board to donate to the Sartell-St. Stephen Community Ed. Summer Rec Program. Jeff Blenkush made a motion to donate \$1,000 from the Park Fund to the Summer Rec Program. Tom Vouk seconded the motion. Motion carried.

Planning Commission: Perry Nistler reported that the Planning Commission approved an ordinance regarding communication towers and would like to recommend it to the Council. There were land split requests brought to the last PC meeting. Mayor VanderWeyst reported that Benton Cooperative will be on the June agenda. The City received the diagram of the new proposed tower location the night before the Council meeting. Cindy talked with Duane from Benton Coop and he was just reviewing the proposal Wednesday morning. The homeowner still hadn't seen it. As a result, they will be attending the June meeting. If the PC has any recommendations after their May meeting (which Benton Coop will be attending), they will bring them to the Council's June meeting.

SHERIFF'S REPORT: Nothing to report.

HEALTH COMMITTEE: It was reported that Cornerstone Insurance purchased the house next door to it's business.

UNFINISHED BUSINESS:

Generator: The proposed bids from Avon Electric & Design Electric were reviewed. Avon's bid originally was \$7,396. The current bid is \$7,596. Design's bid originally was \$7,447. The current bid is \$7,870. In comparing the bids, Avon's is less. Discussion took place on pricing a kirk key system vs. a switch system.

Parking Fees: A resolution needs to be passed regarding the parking fees. The resolution goes to the City Attorney and will go before the County Judges. Jeff Blenkush made a motion to approve all of the fees for the City of St. Stephen. Danita Traut seconded the motion. Motion carried.

National Night Out: An informational meeting will be on Wednesday, May 11th at City Hall. Cindy reported that Jane Litchy is working to have fireworks at the event. NNO is August 2, 2011. Anyone from the City is welcome to help in planning.

Park & Planning Ordinances: Discussion took place on the proposed ordinance changes. The topic of attendance was discussed. Should the chairperson be in charge of monitoring this? The proposed changes were discussed by the Council during the March meeting.

Steve Trobec presented the City a copy of the Schedule Form for Lump Sum Pension Plans, Reporting Year 2010. It's the Clerk's responsibility to report that the required contribution is \$21,648.00. This contribution must be made during 2011.

Ken Fournier asked to be reimbursed for the rental of a bunny costume for the Easter Egg Hunt. Jeff Blenkush made a motion to pay Ken Fournier for the rental. Danita Traut seconded the motion. Motion carried.

Jerome Supan asked about the status of the street light installation. The street light has been installed.

NEW BUSINESS:

Site Inspector: Cindy shared a letter of resignation from Ben Supan as City Site Inspector. An ad will need to be run for Site Inspector. An ad will also have to be run for Plow Driver.

Discussion took place on site inspector candidates and if Eric Larson would be interested or available in returning as a plow driver. Does the site inspector have to be a city resident?

Liquor Licenses will be renewed July 1, 2011-June 30, 2012.

Ditch Mowing: Chuck Ertl submitted a bid for mowing the City's ditches 2 times during 2011. Jeff Blenkush made a motion to have Chuck Ertl mow the ditches for the City in 2011. Rusty Paggen seconded the motion. Motion carried.

Frank Mahlich would like to split his land. He had it surveyed per the City Engineer's request. They would like to split off 4 acres. Now that the land is surveyed it has to go to the Planning Commission. Perry Nistler will present the request to the PC next week.

Rusty Paggen asked to discuss an issue related to some land his parents own. Rusty stated that a 66' road easement goes from the cul de sac (4th Street SE) to the South. Some people are interested in some of the property. Ben & Janis Paggen split 7.2 acres with one house built on it in the cul de sac and there's still 4 acres left. The potential buyers would get an easement from Ben & Janis to go down their property but are also wondering about creating a driveway on the road easement from 4th Street SE. The people would know it isn't their property. The easement extends back to the land. There's no existing road to the land. Discussion took place on if it's an easement or right of way. The City doesn't own it. Discussion took place on developing the process of developing a road. Perry Nistler stated that the easement could be used. Discussion took place on who's responsible for plowing. The homeowner is responsible until the City takes over the road. It was recommended to consult with the City Engineer on this topic.

A request was made to have a plumber check the urinal in the men's bathroom.

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

TIME: 8:54 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landwehr
Mayor



St. Stephen City Council Agenda – June 1, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from May Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Frank Mahlich—Land Split

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

*City Hall Maintenance Projects

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Roger Trobec
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk
cris@drais.com

Website:
[www.
cityofststephen.com](http://www.cityofststephen.com)

MINUTES
ST. STEPHEN CITY COUNCIL
June 1, 2011 – 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, Danita Traut, Tom Vouk – Council, Cris Drais – City Clerk

ABSENT: Dolores Supan - Treasurer

MINUTES OF THE MAY MEETING: The May Meeting minutes were reviewed. Corrections were required. In the Fire Department section the sentences should read: 1) The St. Stephen Relief Association made a \$3,000 donation to the Fire Equipment Fund. 2) The FD is finalizing paperwork for a DNR grant in order to put a skid unit on the mule. In the New Business section regarding Ditch Mowing, the sentence should read: 1) Chuck Ertl submitted a bid for mowing the City's ditches 2 times during 2011. Jeff Blenkush made a motion to approve the minutes from the May meeting with the 3 corrections. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims totaling: \$21,330.31. The Claims include the 2nd Quarter payroll and the 1st half of the year pay for Park & Planning Committees. Mayor VanderWeyst explained the claim to Sherwin-Williams: Graffiti was found inside a dug-out at Smoley Field. The inside of the dug-out was painted to hide the vandalism. Tom Vouk made a motion to pay the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Clerk presented the Receipts for the month totaling: \$4,270.42.

TREASURER'S REPORT:

Beginning Balance	\$292,265.17
Add: May Deposits (incl. May checking interest \$47.93)	\$ 4,270.42
Less: May Checks	\$ 18,529.46
New Checkbook Balance	\$278,006.13

Jeff Blenkush made a motion to accept the Treasurer's report. Tom Vouk seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Frank Mahlich – Land Split: Frank is requesting to split his land. The 66' for the easement was calculated at an angle per conference with the City's Engineer. 4 acres of land would be split off. Jeff Blenkush confirmed that the Planning Commission approved the request. The land was bought 15 years ago and has never been split. Jeff Blenkush made a motion to set a public hearing for the request at 7:30 p.m. during the July 6, 2011, meeting. Danita Traut seconded the motion. Motion carried.

Mark Dorn – Parish Festival Gambling Permit: Mark Dorn, representing the Parish Festival Committee requested a gambling permit for the Parish Festival on September 4 & 5, 2011. Jeff Blenkush made a motion to approve a gambling permit for the Parish Festival on September 4 & 5, 2011. Rusty Paggen seconded the motion. Motion carried.

Benton Cooperative – Communications Tower: Duane Wentland stated that the setbacks from the initial application have been changed. Benton Coop proposed to Ben Supan moving the tower to a location east of the Supan's driveway. The driveway would be used as an access road off of County Road 5. The tower would be 210 feet from the property line on the east. The tower would only be about 60' from the outbuilding. This is okay with the landowner. Since the tower is not within 200' of any other home, the City's attorney has stated that a public hearing isn't required. An amendment needs to be made to the application as the location of the tower has changed. Jeff Blenkush made a motion to approve the new site for the communication tower. Danita Traut seconded the motion. Motion carried.

FIRE DEPARTMENT: Fire Chief Jeff Drais reported that they had 5 calls. 2 calls were structure fires. The training on June 20th will be helicopter training with North Memorial. 6 members will be attending the FF Convention in Detroit Lakes. Tom Vouk confirmed that the sirens are working correctly. They are. Discussion took place on the siren equipment being narrow band compatible. The City Clerk will contact Granite Electronics about this. It was reported that the new ATV will be picked up. The FD is considering a new trailer due to the weight.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: There was no report as Jerome Supan was absent. Randy Sabart, City Engineer, was present to discuss streets and drainage issues. At the top of the list is ½ Street. 2nd Street NW is of concern also. Randy shared a packet of scenarios of ways to repair the water issues and drainage problems for residents on ½ Street (on file in the Clerk's office). Council discussion referenced the unique winter we experienced (is work really needed), although the road is needing repair – what other projects are on the horizon and concern over the expense for an alleyway was expressed. Randy shared that larger projects aren't budgeted for in one budget cycle. A project can be bonded or there might be special assessments for improvements. The Council would like to have the information shared with Jerome as he has past experience with roads and get his input on the project.

Randy addressed the topic of the City Hall parking lot turf restoration. A decision should be made in July if the turf restoration is acceptable in order to make final payment and close out the project. Reseeding was done. The parking lot itself is looking good.

Park Board: At the May Park Board meeting, a concert was discussed as a fundraiser for equipment. Mayor VanderWeyst talked with the band Sweet Siren and they would perform for \$1,500.00. The concert would take place inside the fence of the lower Smoley Field. According the City's Attorney, a public hearing isn't required but the Mayor would like to send a letter out to the residents in the Smoley Addition. The Sheriff would be notified of the event. Potentially a bar would serve at the field. The band is available on Friday, July 15th. The band is \$1,500.00. 2 trailers are needed which might be at no cost. A generator is also needed.

John Huls would like to spray the parks, ball parks and City Hall. The parks should be stayed off of for 1 day. John can post signs. Tom Vouk made a motion to have Huls Lawn Service spray the parks, ball parks and City Hall. Rusty Paggen seconded the motion. Motion carried.

Jeff Blenkush made a motion to allow the Park Board to have an outdoor concert on July 15, 2011, to benefit the Park Board. Danita Traut seconded the motion. Motion carried.

It was reported that Ken Fournier resigned as Park Board Chair. At the June meeting positions will be voted on.

Planning Commission: Perry Nistler reported that there were requests for land splits and construction projects at the last meeting. The connex ordinance is before the City Council. In the Planning Commission Ordinance the following recommendations were brought up: 1) 43.05: *Any member who misses*

more than three (3) meetings in a calendar year may be removed for cause. This should be removed from the ordinance. 2) Appointing vacancies: It was recommended that the Planning Commission Chair be a part of the appointing committee. 3) 43.09: *The Planning Commission shall hold at least one (1) regular meeting every month.* The recommendation was that if there wasn't information to be discussed/site permit applications to be discussed, a meeting doesn't need to be held. 4) 43.10: *Missing more than three (3) meetings in a year may be just cause for removal. Arriving at a meeting more than ten (10) minutes after the scheduled start time will not count as an attended meeting and the member will not be entitled to compensation for the meeting.* This should be removed from the ordinance. The Chairperson will contact the person who has missed more than 3 meetings.

The Clerk will include Perry on the site permit applications sent to the Interim Site Inspector.

Tower Ordinance: Should there be verbiage on what to do if the tower is relocated? Discussion took place on including something like this. The change is going to have to be reviewed, but the process might not need to be started over. 15. C) building permit should read *site permit*. The ordinance will be sent to the Attorney's office for review.

Connexs: Discussion took place on having a timeframe in the ordinance. It was suggested that a time limit: not to exceed 180 days be added. The ordinance will be sent to the Attorney's office for review.

Discussion took place on the ordinances for Park & Planning Commission. The 10 minute tardiness and missing of 3 meetings will be removed from both ordinances. The ordinances will be shared with the committees.

SHERIFF'S REPORT: The Clerk stated that she reported the vandalism to the Sheriff. By filing a report extra patrol will be provided. Otherwise things have been quiet around town.

HEALTH COMMITTEE: The water test at the Smoley Park was passed.

UNFINISHED BUSINESS:

Generator: In talking with Design Electric about the kirk key, the price would be about the same. A transfer switch still has to be involved. Danita stated that she called an electrical inspector and he said to go with the transfer switch. When the need arises to act quickly, the transfer switch is the easiest route. Tom Vouk made a motion to hire Avon Electric to wire the standby generator with a transfer switch. Jeff Blenkush seconded the motion. Motion carried.

Liquor License Renewal: St. Stephen Catholic Church (for the Parish Festival), Trobec's Enterprises (Trobec's Bar & Lounge), Graffiti Inc. (Howie's Corner Bar) & Rusty's Inc. (The Rusty Nail). Danita Traut made a motion to approve the liquor license for each establishment. Jeff Blenkush seconded the motion. Motion carried. Rusty Paggen abstained from voting.

The Clerk talked with Jerry Hettwer regarding the APO. The deadline for applications was extended to May 31, 2011. There is no APO meeting in June or July. There will be a meeting to review applications in late August, so Jerry is hoping to have feedback for the Council at the September meeting.

National Night Out (NNO): There was a meeting in May. Ideas: cotton candy machine, dunk tank, popcorn (machine provided by resident), an inflatable moon walk for kids, a sno-cone machine and karaoke. We thought of a hand washing station. NNO banners are available for purchase along with t-shirts. Goodie bags for the kids were discussed. A donation to the Lions was also considered for using the pavilion. The Park Board is also considering selling a meal. A budget of \$2,500 was suggested for event expenses. Jeff Blenkush made a motion to allow for a cap of \$2,500 in order for the City to fund a National Night Out event. Tom Vouk seconded the motion. Motion carried.

NEW BUSINESS:

City Hall Maintenance: Men's Bathroom – a plumber will be coming in to see if an automatic flush can be installed. Screen Replacement – Nancy & JJ will replace them for \$12 (the lowest cost). It's general maintenance so Nancy & JJ will replace the screens. Windows – the seals are broken so even though the windows are clean they may not appear so. Carpet – Seams are pulling loose. The carpet is 24 years old. Since the building is being used more, replacement might want to be considered. The carpet issue can be addressed at the budget meeting. Discussion took place on the carpet being cleaned again. Spot cleaning is being done. If cleaning is done once a year, Nancy can set that up on her own since it is maintenance.

The Budget Meeting will be on August 31, 2011, at 6:30 p.m.

Preliminary Construction Road Plan: The preliminary plan came from the County and County Road 2 is slated for construction in 2015.

There hasn't been notice of the crosswalk by the Church of St. Stephen being painted.

The Clerk wondered why 15th Street isn't bladed by the city. 15th Street isn't a city road.

The shingles on the small garage need to be fixed after last year's storm.

The Clerk will contact the painter regarding touch up work by the bay doors and repair to the block on the East side of the building.

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

TIME: 9:17 p.m.

Respectfully submitted,

Cris M. Dravis
City Clerk

Cindy Landwehr
Mayor



St. Stephen City Council Agenda – July 6, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from Equalization Meeting & June Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Wallenstein: 5 1/2 Street NE

*Trobec: Site Permit Application for Fence

*Lisa Schmidt: Insurance Renewal

7:30 p.m. - Public Hearing: Mahlich Land Split

8:00 p.m. (approx) - Public Hearing: Ordinance 41 additions

41.16: General Requirements Subd. 2: Connexs

41.199: Towers

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk

Website:
[www.
cityofststephen.com](http://www.cityofststephen.com)

The regular meeting was closed at 7:28 p.m. for the Public Hearing.

7:30 p.m. – Public Hearing: Mahlich Land Split: Randy Sabart commented that on the Certificate of Survey submitted by the homeowner, he thought that a utility easement should be included along the property line. Ben Supan stated on behalf of the Planning Commission that the plan had been brought before the Planning Commission and they had approved it.

Danita Traut made a motion to close the public hearing at 7:42 p.m. Rusty Paggen seconded the motion. Motion carried.

The Council discussed the plan. The consensus was that the land split could be approved if a 5 foot utility easement was added between the property lines on each side. Discussion took place on land splits requiring public hearings. This may be an area to clarify in the ordinance. Randy stated that he'd talk to the surveyor about the land split needing to include a 10 foot utility easement along the property line with 5 feet on each side.

***Dave Trobec: Site Permit Application for Fence –** Dave requested a referral from the Council to the Planning Commission in order to put up a fence between The Rusty Nail and the old Fire Department building. The fence would be 6 feet high and the color would match that of The Rusty Nail. The fence would go no further than the front of the building and there'd be a gate. The fence would run along the property line. The nice side of the fence would face The Rusty Nail. Ben Paggen stated that he wanted the dumpster from Trobec's Bar & Lounge moved back to the property it's addressed to. The dumpster in front of the old FD building is creating a nuisance per city ordinance. Per consultation with the City Attorney, the garbage belongs at the business which the liquor license is addressed to. Dave Trobec will attend the Planning Commission meeting on July 12th. John Marvin, Interim Site Inspector, will also attend the meeting.

The regular meeting was closed at 7:59 p.m. for the Public Hearing.

8:00 p.m. (approx) – Pubic Hearing: Ordinance 41 additions (41.16: General Requirements Subd. 2: Connexs & 41.199: Towers): The pubic was asked if they had any questions regarding the ordinance additions 3 times. No response.

Jeff Blenkush made a motion to close the public hearing at 8:00 p.m. Rusty Paggen seconded the motion. Motion carried.

Perry Nistler stated that he talked with Tom Jovanovich regarding each ordinance and that he thought they were ready for approval. Randy Sabart shared that he thought the ordinance regarding Towers should include MN licensed professional engineer vs. just licensed professional engineer.

The Planning Commission will prepare a connex permit.

Jeff Blenkush made a motion to approve the additions to Ordinance 41 including the change of reading "...MN licensed professional engineer...". Danita Traut seconded the motion. Motion carried.

The Summary Publications were reviewed. Jeff Blenkush made a motion to approve the Summary Publications for the Ordinance 41 additions. Tom Vouk seconded the motion. Motion carried.

FIRE DEPARTMENT: A summary was received from Fire Chief Jeff Drais. Calls – 10 calls since the last meeting – medical and weather spotting. 37 calls to date.

The siren was set off last Friday (July 1). FD spotters saw some rotation in some clouds south of the city. Stearns County set the siren off after overhearing our discussion on if we should set the siren off and if it would be heard where the spotters were located. 2 fire vehicles received hail damage. Unit 9 & 11 – rescue truck will be repaired. Unit 9 grass rig won't. 10 firefighter's vehicles received hail damage.

July's training will be the annual fit test and biennial physical. The training will be various stations.

Park Board Concert: The FD will be asking Monday for volunteers to work the medical and fire. Fireworks haven't received any information on what will be required for the fireworks from the FD. Supposedly the Fire Chief needs to sign something for this. Hopefully the information will be received before the event date.

Tim Hewett has resigned from the FD. There are now 2 openings and the FD will be looking to add 2 new members by the end of the summer.

Steve Trobec reported for the Relief Association that the contribution for 2012 will be covered by the 2 contributions the FD makes and the 1 from the City. Extra money won't be needed.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan reported that the tree line by the road that was going to be taken care of by the homeowner (Peternell) is still there. It was stated that if the trees are too close to the line Stearns Electric will cut the trees. 12th Avenue has been bladed. Discussion took place regarding the culvert grate by the Conomart. The consensus was to remove the grate. Discussion took place on turning the grate around by City Hall. Jerome questioned the bump on 6th Avenue SE. The contractor for Brockway knows about the problem. Jerome & Randy met regarding ½ Street. Discussion took place on what to do to improve the water flow problem for the residents along ½ Street. Discussion moved to starting with the ditch as a means of fixing the problem.

Tom Vouk made a motion to have Joe Paggen add depth to the ditch on ½ Street on the South side from the Parish Hall to the entrance to the School. Rusty Paggen seconded the motion.

Jeff Blenkush – Yes, Rusty Paggen – Yes, Cindy VanderWeyst – No, Tom Vouk – Yes, Danita Traut – Yes. Yes – 4 and No – 1. Motion carried.

Park Board: Edith Gerads reported that the Park Board is busy preparing for the Park Fest Concert and helping with National Night Out. A grant is being prepared for playground equipment. Discussion took place on having a new member write a letter of interest for joining the Park Board.

Cindy VanderWeyst updated the Council on the fireworks that would be happening during the Park Fest. She requested the Park Board make a donation of \$250 towards the fireworks display. (The Park Board currently has \$16,877 in their Fund). The cost of the band is \$1,200. Jeff Blenkush made a motion for the Park Board to donate \$250 to fireworks for the July 15, 2011 concert. Tom Vouk seconded the motion. Motion carried.

Planning Commission: A posting will be put in the upcoming city newsletter for a new member. It was reported that the stockpile of dirt on Catherine Schumer's former property violates the city's ordinance. The pile needs to be leveled or removed. The City Clerk will prepare a letter to be sent to the current property owner.

SHERIFF'S REPORT: The Lions Park & Smoley Field was vandalized for a 2nd time. An officer met with an individual that had a paint can in his car possibly matching the paint used. The can was taken to check for fingerprints. Due to the cost of the repairs needed, a felony charge could be filed. Fingerprints and DNA samples have been sent to the BCA in the Twin Cities. Anti-graffiti will be applied over the paint. In the event graffiti happens again, it should just wash off.

Danita Traut reported that she'd talked with Officer Jon Lentz and he reported that officers walking the street are in training which lasts 14-16 weeks. The officers are doing general patrolling. Discussion took

place on having Officer Lentz attend the August along with the bar owners to discuss issues of concern. Danna will contact Officer Lentz and the bar owners.

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS: The bid for the urinal was discussed. The question remains will the repair allow more water to run and fix the smell. The City Clerk will contact the company.

NEW BUSINESS: The Clerk shared a letter from the Office of the State Auditor regarding a comprehensive performance measurement system for cities and counties. The Council declined participating.

Discussion took place regarding Eric Larson returning to the City for snow plowing duty.

Avon Electric is ordering parts for the generator and KB Concrete will be putting down a 6x10 slab for the generator.

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

TIME: 9:47 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landwey
Mayor

MINUTES

ST. STEPHEN CITY COUNCIL

August 3, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer and Cris Drais – City Clerk

ABSENT: None.

MINUTES OF THE JULY MEETING: The minutes from the July meeting were reviewed. Jeff Blenkush made a motion to approve the minutes from the July meeting. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total is: \$28,874.47. Jeff Blenkush made a motion to pay the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$46,258.89.

TREASURER'S REPORT:

Beginning Balance	\$337,420.70
Add: July Deposits	\$46,258.89
Less: July Checks	\$42,246.74
New Checkbook Balance	\$341,432.85

Jeff Blenkush made a motion to accept the Treasurer's report. Tom Vouk seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: No petitions, requests or communications for the August 3, 2011 meeting.

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Drais reported that SSF&R has had 42 calls to date. There were 9 calls in July that were basic calls. The July training was a Fit Test which is a mini physical. All firefighters passed. August training will be about pre-plans. The FFs will visit local businesses & discuss with the owners the layout of the building and its contents. The pumps on the trucks will be certified soon. Eric Larson will be returning to SSF&R. As a result, no other fire fighters are needed. To date, no one applied. Gene Skaj reported that the investment company the Relief Association uses was recently sold. One of the negotiated items is that there is no cost to the customers. It was confirmed that burning permits for daytime burning can be obtained from the Fire Chief. Burning permits can also be obtained on-line. Mayor VanderWeyst extended a Thank You from the City to SSF&R for their help at the Park Fest Concert & for their presence & demonstration during National Night Out.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan reported that the grate system by City Hall has been worked on. The grate by the Conomart store has been removed & put in the City's shed. Jerome also reported that the ditch on ½ Street has been worked on. Now with the ditch open the water ran quickly after a recent storm & ran down the road. Jerome asked if the City had heard from the County regarding the crosswalk at the Church. To date, there has been no response. The City Clerk will forward an e-mail to Jeff Miller regarding the issue & ask about the status of the population signs for the City as one is missing.

Randy Sabart, City Engineer, was in attendance to discuss the ½ Street project. Mayor VanderWeyst reported that she received 3 phone calls after the ditch had been worked on. The residents living on the street wanted to know when the other side of the road was going to be fixed. Discussion took place on directing water to County Road 5. Should the Council wait & see how the improved ditch works out? Should the Council get an estimate for potential work? Randy stated that with the culverts now lined up, the grass won't slow down the water flow once the grass fills in. Tom Vouk made a motion to have Randy Sabart do a survey of the right of way on ½ Street. Rusty Paggen seconded the motion. Motion carried.

Jerome Supan reported that he talked with Eric Larson regarding the plow truck. Three of the batteries on the truck were dead. Batteries will be ordered through Paggen's Auto Body & Sandblasting. Work on the plow truck is needed before the season. Jerome will check with Burski on an estimate for the work needed.

The parking lot/seeding was discussed. Randy Sabart recommended the final application for payment be approved at the September City Council meeting.

Randy shared that he did talk with the surveyor regarding the Mahlich property after the July Council meeting. Frank Mahlich stopped by City Hall after returning from his business trip & said he'd be talking to the surveyor. To date the City hasn't received an updated survey.

At this time, the Sheriff's Report was heard with Lieutenant Jon Lentz in attendance.

Officer Lentz reported that 34 contract hours were put in during the month of July. 1 citation was issued. 4 alcohol compliance checks were performed on July 15, 2011. All compliance checks were passed.

Renee Rudolph was in attendance representing Howie's Corner Bar and Rusty Paggen would be able to represent The Rusty Nail. Renee shared a concern that Howie's Corner Bar has regarding the amount of patrol within the City. She stated that there can be 2-3 patrol in the area at one time. Officer Lentz reviewed the Sheriff Department's shifts, schedule and that the County is divided into patrol zones. He did state that if an officer is in training there will be 2 officers traveling together. Officer Lentz also stated that there can be an overlap of shifts which could make for more officers in the area. Officer Lentz stated that a benefit of a contract for police service is that the City has a car dedicated to the City for an hour each day vs. passing through town. During that time a car travels through the City/neighborhoods checking on the City. Officer Lentz stated that if specific dates/times were shared with the Sheriff's Department, car logs could be checked to see how many cars were in the City. Rusty Paggen shared that walk throughs hurt business for the bars. Discussion took place regarding people getting used to walk throughs. If patrons aren't doing anything wrong, they don't have anything to worry about. The City Clerk will share Officer Lentz' contact information with Renee so she can contact him if concerns come up again.

Park Board: It was reported that positive feedback was received after the Park Fest Concert. After all bills were paid, \$190.95 was made in profit. Discussion took place that the event went very well considering it was planned in a manner of only 6 weeks. There was 1 incident at the end of the concert that involved the Sheriff.

A letter of application from Sara Thorson was received by the Park Board for membership. The Park Board recommends the City Council approve her for membership. Jeff Blenkush made a motion to add Sara Thorson to the Park Board. Danita Traut seconded the motion. Motion carried.

Planning Commission: Perry Nistler reported that nothing has happened with Dave Trobec's conditional use permit for putting up a fence. The City Clerk reported that after Dave received the application he wasn't sure if he was going to submit the application.

The Planning Commission & Park Board ordinances will be forwarded to the City Attorney.

The Planning Commission has 1 position open. There weren't any applications submitted after the summer newsletter was published. The opening will be published again.

SHERIFF'S REPORT: *Found before the Park Board Report.*

HEALTH COMMITTEE: Nothing.

UNFINISHED BUSINESS:

Insurance Renewal: Jeff Blenkush made a motion to waive the monetary limit of tort liability as done in the past. Tom Vouk seconded the motion. Motion carried.

Storm Repair: The City Clerk will contact Morton Builders, St. Rosa Lumber, Avon Lumber, Joe Thomalla and Tim Ferris to see if they're interested in submitting a quote for services to repair the various building roofs.

Public Hearing: Parking Ordinance. Jeff Blenkush made a motion to hold a public hearing at 7:30 p.m. during the September 7, 2011, Council meeting regarding the change in the Parking Ordinance. Rusty Paggen seconded the motion. Motion carried.

National Night Out (NNO): The total of expenses will be shared at the September Council meeting. Compliments were received regarding the vehicle extrication demonstration done by SSF&R. The helicopter landing was a success. The activities kept the children busy and entertained.

NEW BUSINESS:

US Cable Sale: The City Clerk will forward the e-mail from the City Attorney's office regarding the sale to the Council for review before the September meeting.

LGA: The City's LGA for 2012 will be the same as 2011: \$105,818. The 2010 & 2011 amounts were compared. The City was to receive the lesser or the two amounts.

AARP Driver Safety Program Host Site: The City Clerk contacted AARP regarding a refresher course after being approached by residents. After talking with a representative, the City was approved as a location for the course. The Clerk will confirm a date for hosting the course.

Deputy Clerk: Mayor VanderWeyst shared Nancy Vouk's letter of resignation as Deputy Clerk. Discussion took place on filling the position. The City Clerk and Treasurer don't feel that the position needs to be filled.

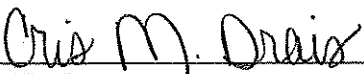
Flags: The City Clerk shared that in contacting the St. Stephen Legion she found out that although they'd like to put flags up throughout town they aren't financially able to. The City Clerk talked with Van's Flags and was able to get a quote for flags & metal flag poles. Jeff Blenkush made a motion for the City to purchase 18 flags and flag poles from Van's Flags. Rusty Paggen seconded the motion. Motion carried.

Rugs: Nancy Vouk requested rugs for the entrance through the same company that SSF&R used to replace rugs in the truck bay area. After discussion, it was agreed that ordering the rugs is building maintenance and Nancy can go ahead with ordering the rugs.

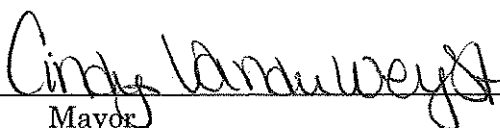
ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 9:33 p.m.

Respectfully submitted,



City Clerk



Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 31, 2011

CALL TO ORDER: 6:30 p.m. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Rusty Paggen, Danita Traut, Thomas J. Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk ABSENT: None.

The spreadsheet reviewed contained the 2010 Final Budget, 2011 Final Budget, 2011 To Date Expenses & 2012 Work Column. The expenses listed are from January through August 2011.

The 2012 Budget was reviewed starting from the top.

2012 GENERAL REVENUE EXPENSES:

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

Administration/Audit: \$0 – Discussion took place regarding this expense. It was decreased in 2011. The Clerk & Treasurer do a monthly check on all claims, receipts, disbursements and investments. The City is checked annually by Berkley Risk. They review the Federal 941 quarterly tax filings, City payroll, election payroll, vendor contracts and their insurance and unemployment insurance MN quarterly filings. The City also has to submit an end of the year report to the State Auditor's Office by March 31. **The consensus was to remove this item from the budget and distribute the money to other areas.**

Clerk & Treasurer: \$15,000 – The amount will be kept the same.

Deputy Clerk: \$0 – This item was discussed at the last City Council meeting. **The consensus was to remove this item from the budget and distribute the money to other areas.**

Elections: \$2,300 – The amount will be kept the same.

Assessor Fees: \$4,200 – The amount will be kept the same.

Legal: \$11,000 – 2011 was a busy year with ordinances being updated and created. The amount will be kept the same.

Publications: \$1,500 (increased from \$1,200) – This amount was increased due to the increase in the number of publications throughout the year. 2012 is an election year and requires publications.

Public Safety: \$1,500 – This 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.

Insurance: \$16,500 – The amount will be kept the same.

Dues: \$1,700 (decreased from \$2,000) – To date we've paid \$920 in dues.

Utilities & Telephone: \$20,000 – The amount will be kept the same.

Building Maintenance: \$10,000 (increased from \$6,000) – To date \$10,104.33 has been spent. \$5,111.50 is furnace expenses. The amount was increased as the building is aging. Discussion took place regarding the possibility of having to replace the roof, windows or carpet in the near future.

Office Supplies/Services: \$5,000 – The amount will be kept the same.

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

Stipends (Park/Planning/Site Permit Inspector/Road Overseer): \$6,125 – This amount will be kept the same.

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

GENERAL REVENUE EXPENSES: \$117,325.00

RECEIPTS:

Local Government Aid: \$105,818 – This is the amount from the state. The 2010 amount (\$109,637) and 2011 amount (\$105,818) were compared by the State and the lesser number is the 2012 LGA amount.

Checking Interest: \$600 (decreased from \$1,200) – To date the checking account interest earned is \$341.50. The interest offered by banks is very low. The consensus was to lower this amount.

Business' License Renewal: \$4,400 – The total to date is \$7,120.40. The actual amount would be \$6,085 which includes the 3 bars and the Parish's license. The to date total is higher because The Rusty Nail paid for prorated licenses when it was opened and then all 3 bars renew July 1. Council member Paggen stated that he felt the fees for liquor license renewal should be lowered. In a previous discussion it was stated that the fees cover police coverage along with the Clerk's time. The fee amount should be justified as to what it's being used for. The police coverage hasn't increased. The fee would actually be set at the January meeting. The Mayor asked that the Council consider these points to discuss in the December meeting or in January. Council member Vouk asked if the City Clerk could contact other cities similar in size to ours what they've done with their fees. This amount will be kept the same.

Site Permits: \$150 – This amount will be kept the same.

RECEIPTS: \$110,968.00

GENERAL REVENUE – RECEIPTS = LEVY FOR GENERAL GOVERNMENT: \$6,357.00

PUBLIC SAFETY:

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

Volunteer Fire Department: \$88,100 (increased from \$87,200) – The budget was submitted by the Fire Department. The Total 2012 Fire Budget is \$110,100 based on \$88,100 from the township contracts plus the City's Relief Association & Truck contribution.

Civil Defense: Siren & Generator: \$5,000 – The amount will be kept the same.

Police Protection: \$20,500 – The amount will be kept the same.

PUBLIC SAFETY: \$130,600.00

Less: Township Fire Contracts \$88,100.00

LEVY FOR PUBLIC SAFETY: \$42,500.00

ROAD & BRIDGE:

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

Road Maintenance/Ice & Snow Removal/Sand & Salt: \$32,500 – The amount will be kept the same.

Road Construction/Engineering: \$115,200 (increased from \$110,000) – Discussion took place on this. This is the area of the budget that needs the most money. Money from other areas will be moved here.

Vehicle Maintenance: \$5,000 – The amount will be kept the same.

ROAD & BRIDGE: \$159,700.00

PARK FUND

Park & Recreation: \$17,000 – Council Member Vouk shared that he'd asked the Planning Commission about purchasing the Ferche property by the Smoley Addition for a City run Senior Center along with park area. The Mayor stated that she thought that if the land were purchased that it'd come from the City's General Fund. The Mayor will ask what the price is of the land currently. The amount will be kept the same.

PARK FUND: \$17,000.00

TOTAL PROPOSED LEVY FOR 2011: \$225, 557.00

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

COMMENTS/DISCUSSION: Fire Chief Drais requested the Council consider increasing the Relief Association donation on behalf of the Fire Department. Council member Traut asked what the donation covers. It only goes towards the Pension Fund. Steve Trobec shared that the City is responsible for making sure that the pension is "good". The Relief Association usually takes care of it, but ultimately it's the City that's responsible. Steve shared the process that takes place. Annually he brings the schedules to the City and it shows what has to be contributed through the next year. In 2010, the amount needing to be paid was \$21,000+. \$5,000 comes from the City General Fund and the other 2 payments come from the Fire General Fund. A donation of \$3,500 is in lieu of a pay increase for calls. Another donation of \$6,240 is how many trainings the firefighters have to make during the year. In lieu of receiving that money, the firefighters chose to put the money towards the pension fund. The donations total \$14,740. But there have been bad years with the stock market. The contribution projected by the state for 2012 in the summer of 2011 was \$11,000+. With the total donation being \$14,740, the donation is easily covered. But in a bad year the Relief Association can come up short. The donation for 2011 was \$21,000+ so the Relief Association was short \$6,900. Steve stated that technically the City is responsible for the shortage but how it's been done is that it's squeezed out of the Fire Department budget. Steve stated that if there would be a donation increase on the City's behalf, it would ease the burden on the Fire Department. If the market were to not do well again, the Fire Department wouldn't have to take that much more out of its budget.

The Fire Chief stated that the way the state figures the pension amount is based on if everyone were killed. Council member Vouk asked when an increase in the donation made by the Council last took place. It was believed that it's been many years. Steve stated that it was before he got on the department (he currently has been on for 8 years). The Fire Chief stated that Roger Trobec was on the Council when the increase occurred, in order to establish a timeline.

The Mayor asked for comments from the Council. Council member Traut asked about taking \$2,000 from Road & Bridge to add to the donation. The Mayor stated that she agreed with that idea. She stated that if it's been over 8 years since an increase took place, she didn't think it was an unjustifiable amount. Council member Paggen stated that he didn't think it was right to raise the pension when it's good year but not do anything when it's a bad year and make the taxpayers pay more. Council member Blenkush abstained from the conversation (due to being a member of the Relief Association). Council member Vouk stated that he had to agree with Council member Paggen. Council member Vouk stated he could see donating \$1,000 but still saw Council member Paggen's point. Council member Traut asked if the Relief Association typically comes to the Council for the difference. Steve Trobec stated again that the City is required to make up the difference but the fire department has taken care of it. Council member Paggen stated his compromise would be to leave

the donation at \$5,000 and if it would be negative (a lot more) than the City pay half or a portion of whatever is short as the City's responsible for it so that the Fire Department doesn't have the burden for it (the shortage) but doesn't agree adding money (to the donation) just in case. He stated he'd feel more comfortable when the Council finds out what the amount is for the City to contribute more to compensate but if it's good then the City doesn't have to.

Discussion took place regarding the 2011 contribution again. The total amount donated was \$14,740. In order to meet the required donation the Fire Department contributed an additional \$6,900. The projected amount for 2012 is \$11,000. Council member Vouk asked if the number of retirees can affect it. The Fire Chief said it can, but it's almost a wash as you lose the accrued liability. The Mayor asked if the City contributed an extra \$1,000 could it make the FD go over 100% funded. There is a possibility with the market activity but Steve stated that the extra \$1,000 would free up the fire general fund if the market were bad.

The Mayor asked the Council members what they'd like to do. Council member Traut stated she wasn't sure. Council member Vouk stated that he understood Council member Paggen's point. He stated he agreed with Council member Paggen's idea to keep the donation at \$5,000 and if the amount due is short, take half of it out of the City General Fund. He stated that it would put less burden on their fund. He stated the FD might be better off with this type of arrangement. The Mayor asked which option in the Fire Department is a better route to take. Steve stated the FD hasn't discussed Council member Paggen's option but it seems like a reasonable compromise. Steve stated that if at least half came from the City, that would help in that the FD wouldn't have to postpone work on a fire truck, purchasing equipment or opt out of a training due to funding. Council member Paggen stated that an additional \$1,000 or \$2,000 may not make a difference in a bad year. Council member Vouk stated that in the long run (say 20 years) it'd probably end up being a wash.

The Mayor stated that instead of raising it (the donation), the Council's consensus is to offer the Relief Association half of what could be extra owing. Council member Paggen stated that the City's responsible one way or the other. If the FD can't pay their half, the City will pay the whole thing. Council member Vouk reiterated that the City is responsible and so the FD budget wouldn't be hurt as much. The Mayor stated so that's what we're going to do and received no objection.

GENERAL REVENUE EXPENSES: \$117,325.00

RECEIPTS: \$110,968.00

LEVY FOR GENERAL GOV'T: \$ 6,357.00

PUBLIC SAFETY: \$130,600.00

Less: Township Fire Contracts: \$ 88,100.00

LEVY FOR PUBLIC SAFETY: \$ 42,500.00

LEVY FOR ROAD & BRIDGE: \$159,700.00

LEVY FOR PARK: \$ 17,000.00

2011 PROPOSED LEVY: \$225,557.00

The date of the final approval on the budget is December 7, 2011.

Jeff Blenkush made a motion to approve the proposed 2012 budget for \$225,557.00. Tom Vouk seconded the motion. Motion carried.

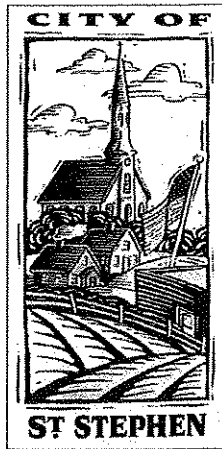
There being no further business, Jeff Blenkush made motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landwey
Mayor



St. Stephen City Council Agenda – September 7, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from August Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Jerry Hettwer - KC Permit & APO Update

*US Cable Sale - Steven Johnson, State Manager 8:00 p.m.

7:30 Public Hearing: Parking Ordinance

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge: 1/2 Street

Park Board: Park Fest

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

*Insurance

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Draais
City Clerk

Website:

[www.](http://www.cityofststephen.com)

[cityofststephen.com](http://www.cityofststephen.com)

MINUTES

ST. STEPHEN CITY COUNCIL

September 7, 2011 – 7:00 P.M.

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

MEMBERS PRESENT: Jeff Blenkush, Rusty Paggen, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer and Cris Drais – City Clerk

ABSENT: Cindy VanderWeyst – Mayor

Acting Mayor Thomas J. Vouk ran the meeting in Mayor VanderWeyst's absence.

MINUTES OF THE AUGUST MEETING: The minutes from the August meeting were reviewed. In the SSF&R report, the sentence should read: Eric Larson will be returning to vs. the SSF&R. Jeff Blenkush made a motion to approve the minutes from the August meeting with the change. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total is \$28,250.20. Acting Mayor Vouk clarified the generator claim. The batteries purchased were non-military and the cutting of the tar made the final price higher. When the bid was originally done, the parking lot hadn't been paved. The possible insurance total was reviewed. A high end total could be \$14,713. The Claims included the 3rd Quarter Payroll & a plow truck payroll for prep work done on the truck. Jeff Blenkush made a motion to approve the Claims up to \$42,963.20 as the insurance total hasn't been received. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$53,734.97. An LGA payment was received. It was late due to the state government shut down. Danita Traut asked for clarification on Operation Round Up – it's a SSF&R deposit. The Park Board also participates in Operation Round Up through Stearns Electric.

TREASURER'S REPORT:

Beginning Balance	\$341,432.85
Add: August Deposits	\$53,734.97
Less: August Checks	\$29,895.36
New Checkbook Balance	\$365,272.46

Dolores Supan shared an investment report with the Council. The next CD is to be renewed on October 20, 2011. Danita Traut made a motion to accept the Treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jerry Hettwer, Knights of Columbus: On behalf of the KC's Jerry requested a 1 day gambling permit to hold BINGO on Sunday, October 30, 2011, at the St. Stephen Parish Hall. Rusty Paggen made a motion to grant the KC's a 1 day gambling permit to hold BINGO on October 30, 2011. Jeff Blenkush seconded the motion. Motion carried.

Jerry Hettwer, APO Representative: Jerry reported that the Townline/6th Avenue road project proposal was denied by the APO. The monies come through MN DOT to the County and it would come down to the APO. The road is not a major or minor collector. Its designation would have to be changed. Also, parties met in 2009 regarding the road and it was refused to have Stearns County take over the road. The

road has a 900+ daily vehicle count but isn't a high priority. Supposedly a continued effort will be put towards looking in to having the road repaired.

31 p.m. *The regular meeting was closed for the Public Hearing*

7:30 p.m. Public Hearing: Parking Ordinance: In Ordinance 72, Section 72.03: Subd. 1., the proposed change is no parking on any City street from **November 1 to April 1**. The current ordinance read *September 15 to May 10*. A question came from the public asking how the dates were decided upon. The City Clerk reported that she viewed local city ordinances and found that the dates were similar. No further questions were asked and no further comments were made. Jeff Blenkush made a motion to close the Public Hearing. Rusty Paggen seconded the motion. Motion carried.

The Council discussed updating the city signs if the ordinance change is approved. If approved the information should get out to the residents in as many ways as possible: Fall newsletter, Lions welcome sign and the Town Crier in the Newsleader. Danita Traut made a motion to approve the change in dates for winter parking to be November 1 to April 1. Rusty Paggen seconded the motion. Motion carried. The summary publication was reviewed. Danita Traut made a motion to approve the summary publication. Rusty Paggen seconded the motion. Motion carried.

Jerome Supan will check with Jeff Miller in regarding to changing the dates on the signs the City already has posted. Possibly 5 signs would be needed. Jerome will check with Joe Paggen about installing new signs.

Steven Johnson, State Manager: US Cable Sale – US Cable is in the process of being purchased by Midcontinent Communications. Midcontinent has been in business in the Dakota's for the past 50 years. The company has been in the cable business for 40+ years. Steven shared the resolutions adopted by area communities. They are the same as the one before the Council. Steven stated that there wouldn't be any price changes in the first year with the new company. There may be some adjustments in packaging but no changes in bills. US Cable's equipment has been upgraded so there isn't a foreseen upgrade. The target date to take over is October 1, 2011. Acting Mayor Vouk reviewed questions proposed by the City's Attorney. After discussing the questions, Jeff Blenkush made a motion to approve the resolution consenting the sale of US Cable to Midcontinent Communications. Danita Traut seconded the motion. Motion carried. The City Clerk will forward a City map to Steve regarding the residents to the South that don't have cable currently for review.

ST. STEPHEN FIRE & RESCUE: Steve Trobec reported that the State Auditor's Office contacted the Relief Association regarding forms that were due. The forms were submitted. The state government shut down could play a role in the mix up.

Fire Chief Jeff Draais reported that there were 5 calls in August. 47 calls to date for 2011. There was 1 pole barn fire. Upon arrival the roof was down. Holdingford and Rice were called in for mutual aid support of water. One call during the month was a medical call where a woman's heart had stopped and she was revived. Unfortunately she passed away a few days later in the hospital but the firefighters were to be commended for reviving her. The training for September will be vehicle driving operation. The mechanical seal on Unit 10 needs to be replaced in order to prevent further damage to the pump.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan asked for confirmation on the snow plow contract with Doug Legatt. The contract is entering its 2nd or 3rd year of the contract. Jerome reported that he walked the ditch repair work done on ½ Street and there was no damage done to the ditch during the Parish Festival. Jerome reported that the snow plow truck will be repaired in Rice at Burski's. Jerome asked if the City wanted him to get quotes from JR Ferche for back up plowing and Bob Hlebain for snow removal. The consensus was yes.

Discussion took place regarding repaying the County for salt used during last season's plowing. Jerome will look in to repayment and talk with Eric Larson & Joe Gordon about getting sand/salt through the County.

Acting Mayor Vouk confirmed that everyone received the letter from Randy Sabart stating:

We reviewed the legal descriptions and available deed information for the parcels on each side of the alley (1/2 Street SW), west of 2nd Ave SW. We did not find any evidence that the alley had been vacated as the legal descriptions on file only reference ownership of the respective platted lots. Therefore, it appears the public alley is still intact. I also attempted to contact the Stearns County Surveyor's office, but my call hasn't been returned.

Please let me know if you will want any type of field markings (wood lath, etc) staked in the field.

James Johanix, 208 Main Street, spoke to the Council regarding the water flow in 1/2 Street behind his house. James stated that he's had problems with water flowing down 1/2 Street and in to his yard. The fixed ditch from the Parish Hall to the Old School is allowing the water to flow more rapidly. James stated that the alley/driveway is eroding and he has had to repave it 2 times. The heavy water flow is also causing septic problems for himself and his neighbor. James concern is that if something isn't done before winter, the larger ditch on one side is going to make for a bigger problem. James stated this involves several neighbors.

Council member Blenkush left for a medical call.

Acting Mayor Vouk stated that the ditch that was cleaned out recently was that depth or deeper 10+ years ago. The Acting Mayor said that we don't have a lot of dedicated right of way in the area and city which is an issue. The letter from the Engineer was read. The City will proceed with the next step of staking the road to confirm that the City has legal means to work on fixing the ditch on the other side of 1/2 Street. Rusty Paggen made a motion to have Randy Sabart/SEH, Inc. survey 1/2 Street, west of 2nd Avenue SW. Danita Traut seconded the motion. Motion carried. Council member Blenkush was not present for the vote. The City Clerk will contact Randy Sabart to see if the staking can be done before the October meeting and if he can attend the meeting.

Park Board: The Haunted House is being planned for October. Edith reported she's also working on the grant for playground equipment.

Planning Commission: Perry Nistler reported that the PC didn't have anything to report from their August meeting. The open position will be posted again the newsletter. Perry has met with people regarding questions but there isn't anything for the September meeting. The meeting may be canceled. No joint meeting has been scheduled with Brockway Township for the near future.

SHERIFF'S REPORT: Acting Mayor Vouk asked if there was anything going on (in the City). Council member Paggen was asked if things were going better with him (his business The Rusty Nail). Council member Paggen stated that it's worse than it was before (the August meeting that Lieutenant Lentz attended and the issue of city and bar patrolling was discussed). Council member Paggen stated: he's had 2 walk throughs since the August meeting (1 was after hours. The bar was called after 1:30 a.m., the doors were locked, the lights were off and the bartender had to open the doors back up so they (the Sheriff deputy) could come through). Council member Paggen stated the week after the meeting (the August Council meeting), they (the Sheriff deputies) were out digging behind the bar's dumpsters after the bar was closed. Council member Paggen stated that he as a bar owner can't say anything or they (the Sheriff) make it 10 times worse. Council member Paggen stated either the City is going to do something or you might as well lock up the bar. Stephen pretty soon because you're going to start losing...(Council member Paggen was cut off at this point when asked a question by Council member Traut regarding the dumpsters). Council member Paggen said yes, the Sheriff deputies was digging through the dumpsters. The bartender had the bar all closed up and was in her van leaving and she was scared. She pulled up next to them in her van and asked them if

there was something they were looking for and she was told nope, just get out of here. Council member Paggen stated they wouldn't talk to her or say a word to her. Council member Paggen said no one came to him or gave him a call with an explanation. Council member Paggen discussed the bar being opened after hours gain. He reported that she (the Sheriff deputy) carded his bartender. He asked why that would be done. Council member Traut stated that the Sheriff deputy might be checking to make sure the bartender is old enough to serve alcohol. Council member Paggen stated that at the last meeting, Renee Rudolph (representing Howie's Corner Bar) was trying to be real polite and Council member Paggen didn't say anything during the meeting because he knew that they'd (the Sheriff) would start going after us (the bars). It was stated by Council member Paggen that Howie's doesn't have volleyball teams on Thursday nights anymore (because of the Sheriff's presence in town). Council member Paggen stated he doesn't understand why the Sheriff's department doesn't call him. He stated that he told his bartender to never open the door again after 1:30 a.m. Perry Nistler questioned the Sheriff needing a search warrant. City residents didn't think a warrant was needed to search a dumpster. Council member Paggen clarified that they were searching around the dumpster (they are locked) and around the property. Council member Paggen stated that he doesn't know if the other bars are getting it as bad as his bar. He stated he's had 7 walk throughs since February 2011. Council member Traut stated that when she worked at Trobec's Bar & Grill years ago the Sheriff would come through almost every weekend and that they'd (the Sheriff) would come through after hours to make sure there weren't any customers in the bar. Council member Paggen reported that once after the bar was closed he and his girlfriend were starting to walk home. They were on the bar's property and she (the Sheriff deputy) pulled up to them and asked what they were doing. She got out of her car and told Council member Paggen to leave her alone. He stated that they were walking home. His girlfriend was asked if she was alright and she stated yes he was her boyfriend, what do you (the Sheriff) think is going on. It was stated that they were walking home. This was the same night that the bartender was called to open the bar. Council member Paggen stated that during the walk throughs the Sheriff deputies do not mingle with the patrons. Council member Paggen gave another example of the problem with the Sheriff relating to his parents. He stated his parents cook for him often, the grill is open until 9:00 p.m. Once they got in their car, turned the corner and were pulled over by the Sheriff deputy. It was stated that the Sheriff deputy said they didn't think the turn signal was used. They didn't get a ticket. They stated they were working. Council member Paggen stated the Sheriff deputy asked, are you sure you haven't been drinking? (This took place at 9:30 p.m.) Council member Paggen stated the Sheriff deputy said, I think your story is right because you do smell like grease. Council member Paggen stated he wanted to bring it up at the meeting so it's all written down, all documented. He stated it's ridiculous. Acting Mayor Vouk stated that Council member Paggen needs to document these events. Council member Paggen said he does have his cameras recording the events. Council member Paggen stated that one Sheriff deputy stated he (Paggen) was lucky he came in at 1:00 a.m. or else he'd (the Sheriff deputy) scare all of the customers away. Discussion took place on when the Sheriff deputy is in town for contract hours. Discussion took place on them (the Sheriff deputies) being in the City late at night not on contract hours. Council member Paggen stated the City has to watch out for their businesses. Discussion took place on going to Sheriff Sanner or the County. Council member Traut and Acting Mayor Vouk stated again that documentation should be done. It was recommended to share this with the other bars.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Insurance: Rusty Paggen made a motion to use Schmidt Insurance for our insurance agent in conjunction with the League of MN Cities. Danita Traut seconded the motion. Motion carried. Council member Blenkush was not present for the vote.

AARP Driver's Safety: A date has been set. The price will be \$20 (the same charged in Sartell). It will be published.

The flags have been put up. 2 holders weren't used. Jerome Supan reported that he'd heard positive comments about the flags being displayed in town.

Storm Repair: The quotes are in. They will be sent to the League for review. One quote was for shingling only. The rescue truck has bids in for review.

NEW BUSINESS:

Property sale: The County has 4 parcels on County Road 5 between Legatt's Garage and Index 53 that are to be sold as forfeited land upon approval by the City Council. Discussion took place on the City receiving any back taxes from the sale.

Council member Blenkush returned.


Rusty Paggen made a motion to approve the classification of the 4 lots of Lakewood Valley (as non-conservation land) to be sold as forfeited land. Danita Traut seconded the motion. Motion carried.

Acting Mayor Vouk shared the Appeal & Equalization training letter. Only Mayor VanderWeyst has attended it.

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

TIME: 9:30 p.m.

Respectfully submitted,

 Cris M. Drais
City Clerk

Cindy Vandulweyst
Mayor



St. Stephen City Council Agenda – October 5, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from August Budget Planning Special Meeting & September Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

Amy Holmen, Edina Realty: Omann Property

St. Stephen Fire & Rescue

Fire Prevention Week: Open House 10/15 11:00 a.m.-2:00 p.m.

Reports of Committees & Board:

Road & Bridge:

1/2 Street Update: Randy Sabart - SEH, Inc.

Winter Parking Signs

Plow Truck Repair Update

Park Board:

Haunted House: 10/29

Approval of New Member: Sara Skroch

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

Benton Coop Communications Tower

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Draais
City Clerk

Website:
[www.
cityofststephen.com](http://www.cityofststephen.com)

MINUTES

ST. STEPHEN CITY COUNCIL

October 5, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer and Cris Drais – City Clerk

ABSENT: None

MINUTES OF THE AUGUST BUDGET PLANNING SPECIAL MEETING & SEPTEMBER MEETING:

The minutes from the August Budget Planning Special Meeting were reviewed. On pg. 3: The last sentence of the 2nd paragraph will read as such: *The Fire Chief stated that Roger Trobec was on the Council when the increase occurred, in order to establish a timeline.* (The underlined portion was the original sentence.) Jeff Blenkush made a motion to approve the minutes from the August Budget Planning Special meeting with the change. Rusty Paggen seconded the motion. Motion carried. The minutes from the September Meeting were reviewed. In the Reading of Receipts the last sentence will be changed to read: The Park Board also participates in Operation Round Up through Stearns Electric. Danita Traut made a motion to approve the minutes from the September Meeting with the change. Tom Vouk seconded the minutes. Cindy VanderWeyst abstained. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total is \$33,332.66. The October Claims include the insurance renewals. Those renewals were not received and processed in September. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$3,165.89.

TREASURER'S REPORT:

Beginning Balance	\$365,272.46
Add: September Deposits	\$3,165.89
Less: September Checks	\$28,310.20
New Checkbook Balance	\$340,128.15

Dolores Supan presented information on the October 20th CD Renewal. The interest rates available are: .85% @ 12 months, .95% @ 18 months & 1.05% @ 24 months at Falcon Bank. The interest rates available are .70% @ 12 months & 1.10% @ 24 months at Sentry Bank. The consensus was to leave the CD at Falcon Bank and renew for 1 year.

Danita Traut made a motion to accept the Treasurer's report. Rusty Paggen seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Amy Holmen, Edina Realty: Omann Property – There are a couple of offers on the table and the family is trying to decide how to split the land. The question Amy has is where an easement needs to go for road off of 3rd Avenue NE. The plan is to have the house sold with 5 acres and 3 additional parcels. Discussion took place on a road being put in before lots are sold especially if future splits could take place of the large parcels. Randy Sabart, City Engineer, asked that the road on the submitted drawing be more sweeping for emergency vehicle and snowplow access. At this point a survey needs to be prepared with the

proper utility and road easements shown. The Engineer requested a copy of the survey upon completion. The proposed land split will have to be brought to the Planning Commission.

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Drais stated that there were 7 calls in September. There have been 53 calls to date. The pump was repaired on Engine 10. The Rescue Truck hail damage repair is being done. Items have been taken from the truck and put in the pick up for a make shift Rescue Truck. The insurance company had an issue with the repair after the initial inspection of the truck as the truck has a dual roof. Jim Schumer was recognized for 34 years of service. The FD Open House will be Saturday, October 15th from 11:00-2:00.

Gene Skaj presented a check from the Relief Association for \$1,500 for the FD Equipment Fund. Joe Palmersheim's pension will be paid on October 19th.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: ½ Street was staked W past 2nd Avenue. An issue with the alley is that the 4th property has a septic system installed in the right of way. Randy Sabart, City Engineer, stated that he spoke with the County Engineering Staff about the desire to bring drainage from ½ Street to County Road 5. The County would be okay with the rerouting of the drainage as long as the rate control can be managed. There can't be an increase in the drainage. The options shared in the spring are still possible. Much discussion took place on the ditch's current state, moving the water flow to County Road 5, how snow is plowed in the apartment parking lot, the privacy trees and a shed on Honer's property in the path of the runoff. Randy stated that at this point the Council may be looking at a short term solution to get through the winter and spring followed by a long term plan. James Johanix said that he will be moving the shed that's in the path of the drainage.

Rusty Paggen made a motion to clean the ditch from the apron of the culvert to past James Johanix' garage and to the West of Honer's shed. Tom Vouk seconded the motion. Jerome Supan and Randy Sabart will talk with Joe Paggen about the work to be done along with Honer's who have the shed in their backyard regarding the ditch work.

Jeff Blenkush – Yes, Rusty Paggen – Yes, Cindy VanderWeyst – No, Tom Vouk – Yes, Danita Traut – Yes. Yes – 4 and No – 1. Motion carried.

Tom Vouk asked Cindy VanderWeyst if there was a reason she voted against the motion. Cindy stated that her concern is that the work is being planned without contacting Mr. Honer before. She stated that she thinks Honer's opinion is important to the topic. It was stated that the homeowners present at the meeting have to know that the work being planned may not be a final solution to the problem.

Benton Cooperative Submittal: The submittal is complete. Randy Sabart stated that the plan doesn't include the option for vegetation cover for the fence. Paul Vershure, representing Benton Cooperative stated that there was no intention to put vegetation in to the south. The north side will be the easement. The west side will be the meter bank, transformer and access gate. It's possible to put 3-4 evergreens on the northeast side. The Councils comments ranged from putting the trees in to it would be fine without the trees. Paul stated that the transformer was installed by Stearns Electric before the foundation was put in. The Clerk will get John Marvin's information to Paul in order for the site inspection to be done.

Jerome Supan presented quotes from JR Ferche for back up snowplowing for the 2011-2012 snowplowing season. Jeff Blenkush made a motion to accept the quote of fees from JR Ferche for back up snowplowing for the 2011-2012 snowplowing season. Tom Vouk seconded the motion. Motion carried.

Jerome reported that the crosswalk signs are up for the Church crosswalk.

Jerome reported that there are 2 holes on 6th Avenue SE that need to be fixed across from Alex Smoley's driveway. Jerome will contact Joe Paggen regarding the work.

The snowplow truck isn't ready yet.

The winter parking signs have been changed and put up.

Discussion took place on if the curb needs to be painted by the Church sidewalk. Jerome will confirm this with the County. Jerome will report back in November.

Park Board: The Park Board is looking at equipment through the Playtime Company. The company is currently offering a grant program with matching funds. The Park Board will be putting on a Haunted Maze in the Council Chamber on October 29th from 6:30-8:00 p.m. The Park Board requested the approval of Sara Skroch as a new member. Jeff Blenkush made a motion to approve Sara Skroch as a member of the Park Board. Danita Traut seconded the motion. Motion carried. The Mayor brought up that in the August Park Board minutes a donation to the FD Relief Association was recommended and asked if it was discussed at the September City Council minutes as it wasn't referenced in the minutes. The FD helped with the Park Fest Concert by providing medical service and fire watch. The FD also took the time to put on a vehicle extrication demonstration at National Night Out. Discussion took place on where to make the donation to. Tom Vouk made a motion to accept the recommendation from the Park Board to donate \$250 to the FD Equipment Fund for their service during the Park Fest Concert & National Night Out. Rusty Paggen seconded the motion. Motion carried.

Planning Commission: The Planning Commission didn't meet in September. There wasn't anything for their agenda. The Clerk asked if the Developer's Agreement recommendation for the Council had been finalized. Perry Nistler thought the recommendation had been made and will check.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Discussion took place on City wide weed inspections. The Clerk stated that she's received a form to be completed in the past regarding weed inspections for the year. To date one hasn't been received for 2011.

UNFINISHED BUSINESS:

Building Repair Bids: The recommendation from the insurance agency was the subcontractor with St. Rosa Lumber. The only item to be decided is the gauge steel to be used on the snow plow garage. It was decided to go with the 26 gauge steel.

McDowall Company Service Agreement: An annual service agreement was sent for a furnace and air conditioning check for \$502. The one furnace has been replaced. Discussion took place regarding the high price. It was recommended that other companies be contacted for a service quote.

NEW BUSINESS:

Newsletter: A newsletter will be sent out after the Council Meeting.

St. Stephen Legion: The Legion is looking at hosting an AARP class. Only 3 people signed up for the City class in September. The registrants were referred to Sartell.

Generators: Discussion took place regarding Joe Gordon and Eric Larson maintaining the generators.

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

TIME: 9:08 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landwehr
Mayor



St. Stephen City Council Agenda – November 2, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from October Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Contract Renewal for 2012

\$45.00 per hour, \$18,720 total - same as 2010 & 2011

Health Committee

Unfinished Business

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Draais
City Clerk

Website:

[www.
cityofststephen.com](http://www.cityofststephen.com)

MINUTES

ST. STEPHEN CITY COUNCIL

November 2, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer and Cris Drais – City Clerk

ABSENT: None

MINUTES OF THE OCTOBER MEETING: The minutes from the October Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes from the October Meeting. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total is \$27,071.07. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$26,212.51.

TREASURER'S REPORT:

Beginning Balance	\$365,272.46
Add: October Deposits	\$26,212.51
Less: October Checks	\$28,310.20
New Checkbook Balance	\$325,131.52

Dolores Supan renewed the 10/20/11 CD. An investments sheet was shared with the Council.

Discussion took place on the Fire Truck Fund and the Fire Truck Loan on the Cash Control Statement. The Clerk shared that she and the Treasurer have discussed this at length along with the repay procedure. The Clerk and Treasurer are going to zero out the Fire Truck Fund because it is an inaccurate number. The Fund isn't negative; the loan's been paid off. The City will make the January and April payment towards the Fire Truck Loan Fund. When the township contract money is received, it will go in to the Fire Truck Fund and that money will be used to make the July and October payments. Based on the payments to date, the Fire Truck Loan Fund almost has enough money in it to pay back the Road & Bridge CD cashed in. The money can be paid back after the January truck loan payment.

Danita Traut made a motion to accept the Treasurer's report. Jeff Blenkush seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None.

ST. STEPHEN FIRE & RESCUE:

Fire Chief Drais reported that there were 6 calls in the month of October. There have been a total of 58 calls for the year. The training in November involves air packs. The fire chief attended a workshop on fire ground safety on October 10th in Brainerd. The fire chief attended the Fire Chief's convention in St. Cloud and attended classes on safety and legal matters.

Gene Skaj reported that the Fellowship Breakfast went well at the Parish Hall. \$960 was earned and will be matched by KSKJ.

Tom Vouk confirmed if the hail damage repairs were done on the trucks. They are done.

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan reported that the ditch has been fixed by the old elementary school. Jerome & Joe Paggen talked with Honer's regarding the work and they had no problems with the work done and where the water will empty out. Joe Paggen patched the spots on 6th Avenue SE near Smoley's. The curbs were painted opposite the Church; 20' from the edge of the crosswalk outward. Jerome reported that Chuck Ertl has a new machine to go through brush a little farther down in the ditch. The snow plow truck is in the shop at Burski's now. Jerome reported that the last winter parking sign was changed. Jerome stated that the roads that are bladed will be left for the winter season. Tom Vouk stated that the curb that was painted looked nice and that maybe the City should consider the crosswalks at County Roads 2 & 5. The Clerk has contacted the County regarding this but hasn't heard back.

Park Board: Edith Gerads reported that the Haunted Maze went well. There were 118 people that went through. Mary Lee Vouk picked up the food collected and \$76 was collected for the food shelf. In November the Park Board will be collecting donations for the lighting contest. The materials for the Haunted Maze are stored in the storage garage at Smoley Park.

Planning Commission: The Clerk shared the survey of the Omann Property that the realtor will bring to the PC meeting on November 15th at 7:30 p.m. The survey has been sent to the City Engineer and Perry Nistler. Tom Vouk stated that the realtor and 1 daughter attended the October PC meeting. The family's intention is to combine tracts of land and do a 1 time split creating 4 tracts of land. According to the survey being reviewed by the Council, the Omann's fulfilled the PC's request regarding the road. A 66' road easement was included in the survey. Omann's will have to finish 3rd Avenue NE to the existing property line. There will be a 10' utility easement on both sides of the road. It was stated that the City Engineer should share his thoughts on the survey before the Planning Commission meeting. Discussion took place on 3rd Avenue NE being finished by Omann's since it isn't their property. The road was turned over to the City as a City right of way. It can be a condition of the approval. The road would be put in by Omann's to allow access to their property. Do they have to put in the road legally? The City Attorney will be contacted regarding this question.

SHERIFF'S REPORT: The contract renewal for 2012 was received. The total is \$18,720.00. This is the same amount as 2010 & 2011. It is an hourly rate of \$45. Council member Vouk asked if there's any discussion on cutting back the time or leaving it as is. It is 32-33 hours per month; about an hour per day. Issues discussed regarding services included: 6th Avenue SE not being patrolled like requested, being in town during bus time, and the hours not being valid hours for the City (i.e. it doesn't pay to have a patrol sitting in the Church parking lot during 10:00 a.m. Mass on Sunday). The Sheriff Deputies do go through the neighborhoods during our contract hours. The Sheriff's report was reviewed for the hours in town. Discussion took place on what other cities are doing. Albany has their own police officer that the residents seem to be more at ease with. It was discussed again that the deputies need to try and be more personable. A discussion took place on some individuals on 3 wheelers being stopped and a group of 50 (approx.) individuals getting to ride through on their 3 wheelers without confrontation or consequence and the consistency of service. LeRoy Supan stated that the Sheriff passes by on 6th Avenue SE frequently. Discussion took place on contacting the Sheriff again regarding coming through at bus time. Jeff Blenkush made a motion to approve the 2012 Sheriff's contract. Danita Traut seconded the motion.

Jeff Blenkush – Yes, Rusty Paggen – No, Cindy VanderWeyst – Yes, Tom Vouk – Yes, Danita Traut – Yes.
Yes: 4 and No: 1. Motion carried.

The Mayor will contact Lieutenant Lentz regarding the 3 wheeler issue and patrolling during the bus hours.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Cindy VanderWeyst reported that she talked with Jason Ferche regarding the parcels of land by the St. Stephen ball fields in the Smoley Addition. Jason is currently asking \$110,000 for the acreage. Discussion took place regarding the bid made in the past of approximately \$140,000. It was believed the property was priced at \$190,000 in the past. The Mayor asked the Council to think on this land and price. The City Attorney has been contacted regarding a city run assisted living complex. The City Attorney has been busy with court obligations but will look in to the issue and get back to the Mayor. One idea shared would be to purchase the land and sell off some lots and making the rest park area if a facility isn't feasible.

The Mayor confirmed that all Council members received the letter from the Clerk regarding the post office's concern about the mailbox by Sentry Bank having beer bottles and cans with beer still left in them being thrown in the mailbox. Council member Paggen stated that the cans and bottles are coming from those riding buses that come in town to visit the bars. They are allowed to have alcohol on the buses. As people get off the bus with a can or bottle they may be throwing them in the mailbox. Discussion took place on moving the mailbox. The Clerk will let the postmaster know that the City is open to moving the mailbox if needed.

The Planning Commission and Park Board Ordinances are ready for Council approval. A public hearing needs to be held regarding the changes. Tom Vouk made a motion to hold a public hearing to approve the Planning Commission and Park Board Ordinance amendments on December 7, 2011 at approximately 8:00 p.m. following the Truth in Taxation meeting at 7:30 p.m. Jeff Blenkush seconded the motion. Motion carried.

Storm Damage: The Clerk contacted the contractor regarding the storm damage work. To date she hasn't heard back on his timeline. The Clerk will contact the insurance adjustor regarding the timeline allowed and pass the information on to the Council.

Discussion took place on lighting the flag and the light for the parking lot. Up lighting from the ground costs more than mounting a light on the City Hall building. The Clerk will contact Avon Electric to change some of the lights around the building.

NEW BUSINESS:

Jeff Blenkush made a motion to set the Truth in Taxation meeting for Wednesday, December 7, 2011 at 7:30 p.m. Danita Traut seconded the motion. Motion carried.

Holiday Lights: Bob Hlebain is available on Friday, November 25th at 9:00 a.m. Bulb check begins at 8:00 a.m.

The Clerk reported that the carpet will be cleaned after the election. The charge for 2010 was \$266. The Clerk requested permission to purchase a spot cleaner for City Hall. The spots haven't been maintained in the last few months since Nancy Vouk's own personal spot cleaner was taken from City Hall. The Council agreed that the machine is for maintenance. The Clerk requested a cap of \$200 for purchase.

Jerome Supan shared that the Legion will be hosting a 55 Alive Driving Course at City Hall on November 19th from 1:00-5:00 p.m. The cost is \$14. There is a limit of 35 people for the course.

The City Holiday Party will be on Thursday, December 15th beginning at 6:00 p.m.

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

TIME: 8:24 p.m.

Respectfully submitted,

Cris M. Dreus
City Clerk

Cindy Vandenberg
Mayor



St. Stephen City Council Agenda – December 7, 2011

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from November Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Amy Holmen, Edina Realty ~ Omann Property

St. Stephen Fire & Rescue

7:30 p.m. - Truth in Taxation Meeting

8:00 p.m. (approx) - Public Hearing: Park Ordinance & Planning Commission Ordinance

Reports of Committees & Board:

Road & Bridge

*Edith Gerads, Matt Hansen ~ 15th Street SE

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Meeting Adjourned

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

City Officials

Cindy VanderWeyst
Mayor

Jeff Blenkush
Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Draais
City Clerk

Website:
[www.
cityofststephen.com](http://www.cityofststephen.com)

MINUTES

ST. STEPHEN CITY COUNCIL

December 7, 2011 – 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, Danita Traut, Tom Vouk – Council, Dolores Supan – Treasurer and Cris Drais – City Clerk

ABSENT: None

MINUTES OF THE NOVEMBER MEETING: The minutes from the November Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes from the November Meeting. Tom Vouk seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total is \$21,263.99. The Claims include the 4th Quarter City Payroll and a Snow Plow Payroll. Danita Traut made a motion to approve the Claims. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer presented the Receipts for the month totaling: \$8,494.19.

Dolores Supan shared that on the Receipts Register an ACH for \$5,307.97 needs to be clarified. The state has been contacted regarding the source of the deposit and breakdown. The amount is currently put in the General Fund and will be corrected if necessary.

TREASURER'S REPORT:

Beginning Balance	\$325,131.52
Add: November Deposits	\$8,494.19
Less: November Checks	\$27,071.07
New Checkbook Balance	\$306,554.64

Jeff Blenkush made a motion to accept the Treasurer's report. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Amy Holmen, Edina Realty ~ Omann Property: Not present at the meeting at this time.

ST. STEPHEN FIRE & RESCUE:

Fire Chief Drais reported that there were 6 calls in the month of November. There have been a total of 64 calls for the year. The training in December will be cleaning including the garage on the City Hall property. Fire Chief Drais stated that Jamie Gummert has applied for SSF&R. He was interviewed and is beginning Fire Fighter I. Jamie will replace Tim Hewett. Jeff Blenkush made a motion to approve Jamie Gummert for St. Stephen Fire & Rescue. Tom Vouk seconded the motion. Motion carried.

Mayor VanderWeyst thanked those that helped with putting the Christmas lights up on November 25th. This year's volunteers were: Jamie Gummert, Tom Vouk, Scott Vouk, Steve Trobec, Roger Trobec, Cindy VanderWeyst, Cris Drais, Gene Skaj, Jeff Drais and Bob Hlebain. For the 1st time, during the event the FD had a call but the job got done!

REPORTS OF BOARDS AND COMMITTEES:

Road and Bridge: Jerome Supan reported that there was damage to some yards because of the snow removal and the ground wasn't frozen. Jerome is concerned because homeowners have put stakes at the blacktop to keep the plow truck from going along the edge of the grass.

Ed Peternell has stated that he won't be removing the trees along 9th Avenue NW. Stearns Electric removed what was in the way of the lines but Jerome is concerned about a tree coming down on a line. It was agreed that Joe Paggen should remove the trees and clean the ditch too.

Jerome requested that the topic of ½ Street be put on the January agenda for the Council to discuss.

Edith Gerads & Matt Hansen were to be present to discuss 15th Street SE. Matt was unable to attend. Edith shared her concern about the road being plowed and being charged for it without notification. She asked if the City could maintain the road. It is a private road, so it can't be maintained by the City. Council member Blenkush stated that he lives on the same type of road. For address purposes it's a city street, but actually private and maintained privately.

Park Board: Edith Gerads reported the City lighting contest will be on December 12th. The meeting will begin at 6:00 p.m. Elections will take place at the meeting. Edith requested a \$100 donation from the City for the lighting contest. Danita Traut made a motion to donate \$100 for the lighting contest prizes. Jeff Blenkush seconded the motion. Motion carried.

Planning Commission: Perry Nistler reported that Amy Holmen attended the November meeting regarding dividing the Rose Ann Omann Property. Perry reported that Rich Hanson from Cornerstone Insurance was on the agenda to discuss putting an apartment in the basement of the insurance building which would require a conditional use permit but he didn't attend the meeting. There are 3 positions open on the Planning Commission. Perry Nistler and Pat Kroll have finished their 3rd year in their term. Bruce Peterson's position still hasn't been filled. Perry will be submitting his application.

SHERIFF'S REPORT:

Council member Blenkush stated that he's seen the Sheriff in town in the morning.

HEALTH COMMITTEE: Nothing at this time.

7:29 p.m. ~ At this time, the Regular Meeting is closed. The Truth in Taxation Meeting will begin.

The 2012 Proposed Budget was made available for those attending the meeting. The Mayor asked 3 times if there were any comments or questions regarding the Proposed Budget. No comments or questions were made. Jeff Blenkush made a motion to close the public hearing. Tom Vouk seconded the motion. Motion carried.

Discussion took place regarding the tax rate applied which is making taxes go up. On the Budget worksheet in the General Revenue Expenses section, the City Attorney recommended changing the SS Fire Relief Donation to read SS Fire Relief **Contribution** as it's a City obligation. Danita Traut made a motion to approve the 2012 Proposed Budget. Jeff Blenkush seconded the motion. Motion carried.

At this time, the Omann Property Split will be discussed until the Public Hearing is to begin.

Amy Holmen, Edina Realty and a family representative for Rose Ann Omann were in attendance. The family has come up with a Plan C which consists of 3 parcels. The back parcel will be accessible through a driveway approach that is currently on County Road 2. Discussion took place regarding the plan. One

request Perry Nistler made was to change the road names to their current listing which are numbered roads vs. named roads. Discussion took place on an easement along Tract A & B. Discussion also took place regarding the easement along Tract B for 3rd Avenue NE. The driveway from County Road 2 to Tract B will be moved to the N side of Tract A, the road names will be changed and a copy will be sent to Randy Sabart, City Engineer to review. The proposal will be brought to the December Planning Commission meeting.

8:00 p.m. ~ At this time, the Regular Meeting is closed. The Public Hearing for Ordinances 37 and 43 will begin.

Copies of Ordinance 37: Park Board and Ordinance 43: Planning Commission were made available for those attending the meeting. The ordinance changes address the following: Park Board – Removal from the Park Board, Appointment to the Park Board, Vacancies on the Park Board and Park Board Meetings. Regarding the Planning Commission, the changes are the following: Members, Removal, Appointment & Vacancy, Officers and Meetings. The Mayor asked 3 times if there were any comments or questions regarding the Ordinance amendments. No comments or questions were made.

Jeff Blenkush made a motion to approve the proposed amendments to Ordinances 37 & 43. Tom Vouk seconded the motion. Motion carried.

Tom Vouk made a motion to approve the resolution authorizing summary publication of adopting amendments to Ordinances 37 & 43. Danita Traut seconded the motion. Motion carried.

UNFINISHED BUSINESS:

Assisted Living Facilities: Discussion took place regarding Cities running facilities themselves. The City Attorney prepared an e-mail regarding Research on City Owned Assisted Living Facilities. Based on the attorney's e-mail, it was discussed that it seems wiser to have someone run the facility vs. the City doing it. Discussion took place on the size of a facility, elderly housing, assisted living, sewer requirements. The Mayor will contact a few local managers and invite them to a future Council meeting.

NEW BUSINESS:

The Mayor asked the Council's thought on a summer concert again this year with Sweet Siren. The price this year would be \$2,300. The Council felt the price was too high.

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

TIME: 8:26 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landwehr
Mayor

