



## St. Stephen City Council Agenda – January 4, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from December Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

St. Stephen Fire & Rescue

Annual Meeting Date: January 23, 2012

Election of Officers

Appointment of Positions

Reports of Committees & Board

Road & Bridge

1/2 Street

Park Board

Lighting Contest Winners

Planning Commission

PC Applications

Sheriff's Report

Health Committee

Unfinished Business

New Business

\*2012 Schedule of Assignments for Council

\*2012 Salary Schedule Review

\*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 Drais  
City Clerk  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

MINUTES

ST. STEPHEN CITY COUNCIL

January 4, 2012 – 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, Thomas J. Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: None.

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

READING OF THE BILLS: The Clerk presented the Claims. The total for the month of January is \$17,202.76. This includes the Claims, December plowing, and the Fire Department's 2<sup>nd</sup> half of 2011 payroll. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$151,960.92.

TREASURER'S REPORT:

Beginning Balance	\$305,936.94
Add: December Deposits	\$151,960.92
Less: December Checks	\$21,523.99
New Checkbook Balance	\$436,373.87

Dolores Supan presented the Council with an updated Investments Report. Dolores reported that the ACH on the November Receipts Register was from Stearns County. The total was divided appropriately and the Council did receive an updated Receipts Register after the December meeting. Danita Traut made a motion to approve the Treasurer's Report. Jeff Blenkush seconded the motion. Motion carried.

PETITIONS, REQUESTS, AND COMMUNICATIONS: Nothing at this time.

FIRE DEPARTMENT:

The Annual Meeting will take place on January 23<sup>rd</sup> at 7:30 p.m.

Fire Chief Jeff Drais reported that elections and appointments took place at the January Business meeting. There were no changes from 2011. The City Council's approval is needed at this time.

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

Tom Vouk made a motion to approve the elections and appointments made by the Fire Department. Rusty Paggen seconded the motion. Motion carried.

Fire Chief Draais stated that there is no pay change from 2011.

#### 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

Danita Traut made a motion to approve the salaries for the Fire Department. Tom Vouk seconded the motion. Jeff Blenkush abstained from voting. Motion carried.

Fire Chief Draais reported that there were 72 calls for 2011. There were 6 calls in December. Fire Chief Draais reported that the training for January will be patient assessment.

It was reported that the Fire Department's pagers are going through the narrow banding transition per the county's request. The check from St. Wendel should be arriving in January for the Treasurer to watch for.

#### REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan asked the Council's opinion regarding ½ Street. The consensus is to wait and see how the winter goes and how the work done handles the water issue for the residents. Jerome reported that the work done on the plow truck seems to have been successful. It was discussed that in the spring a survey will be done to see what road projects should be addressed.
- 2. Park Board:** Edith Gerads reported that elections took place at the December Park Board Meeting. Kathy Monson was elected Chairperson & Edith Gerads was elected Co-Chairperson. The lighting contest resulted in 8 winners. The results were: 1<sup>st</sup> place-Dan Mehrwerth, 2<sup>nd</sup> place-Robb Ruegemer, 3<sup>rd</sup> place-Mike Schultz, 4<sup>th</sup> place-Gene Skaj, 5<sup>th</sup> place-Michael Grove, 6<sup>th</sup> place-John Berscheid, 7<sup>th</sup> place-Dave Zapzalka & 8<sup>th</sup> place-Bill Schmidt. Danita Traut made a motion to approve the Park Board election for 2012. Rusty Paggen seconded the motion. Motion carried. LeRoy Supan reported that the skating rink is up and running: ice/lights/portapot. Jerome Supan asked how the lighting contest winners were chosen. The topic is going to be discussed at the January Park Board meeting.
- 3. Planning Commission:** Perry Nistler's application was reviewed by the City Council. Jeff Blenkush made a motion to approve Perry Nistler for another term on the Planning Commission. Rusty Paggen seconded the motion. Motion carried. There are still 2 positions open on the Planning Commission. Perry Nistler reported that the Omann Property split is being brought to the meeting on January 10<sup>th</sup>. The Clerk reported that she talked with Rich Hanson, Cornerstone Insurance and he stated that he is no longer looking at putting an apartment in the basement of the business. It will be made in to more office space.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Mayor reported that she has contacted an assisted living home director and they are planning for him to attend the March meeting.

NEW BUSINESS:

Schedule of Assignments for the Council: The Mayor stated that she would like the assignments to remain the same with the only change being the position of Acting Mayor.

- Acting Mayor: Jeff Blenkush
- Police Commission: Tom Vouk & Danita Traut
- Health Commission: Jeff Blenkush & Rusty Paggen
- Park Board: Danita Traut & Cindy VanderWeyst
- Planning Commission: Jeff Blenkush & Tom Vouk
- Road & Bridge: Rusty Paggen & Cindy VanderWeyst
- Emergency Management:
- Road Overseer: Jerome C. Supan
- Building Permit Inspector: John Marvin

City Services:

- City Engineer: SEH, Inc.
- City Newspaper: Sartell/St. Joseph Newsleader
- City Bank: Sentry Bank
- City Attorney: Rajkowski Hansmeier Law Firm

Jeff Blenkush made a motion to accept the assignments for 2012 without the Emergency Management Coordinator position which will be confirmed at the February meeting and the City Services for 2012. Tom Vouk seconded the motion. Motion carried.

Salary Schedule:

Position	Pay Period	2012
Mayor	Per Month	\$ 200.00
Council	Per Month	\$ 125.00
Clerk	Per Hour	\$ 25.00
Treasurer	Per Month	\$ 175.00
Janitor	Per Month	\$ 100.00
Planning Commission Chair	Per Meeting	\$ 30.00
Planning Commission	Per Meeting	\$ 20.00
All Day Conference	Per Day	\$ 100.00
Special Meeting	Per Meeting	\$ 40.00
Election Judge	Per Hour	\$ 8.00
Yard Work	Per Hour	\$ 8.00
Shoveling	Per Hour	\$ 15.00
Road Work	Per Hour	\$ 15.00
Site Inspector	Per Site	\$ 25.00
Mileage	Per Mile	0.555 Per Federal Guidelines

Snow Plow Operator	Per Hour	\$ 27.00
Park Board Chair	Per Meeting	\$ 30.00
Park Board	Per Meeting	\$ 20.00
Recorder	Per Meeting	\$ 30.00
Ex-Officio	Per Meeting	\$ 20.00
Road Overseer	Per Month	\$ 25.00

The Salary Schedule was reviewed. The listing of Machine Work was removed. Building Inspector was changed to Site Inspector.

Jeff Blenkush made a motion to approve the Salary Schedule. Danita Traut seconded the motion. Motion carried.

The Resolution Adopting Fees, Changes and Compensation was reviewed. The Resolution was adopted in 1997 undated and not signed. To date no update is on file at the Attorney's Office. Discussion took place regarding site permits, liquor license fees and the dog impound fee. The Code of Ordinance Section has to be changed in some areas since ordinances have been updated/changed. Building Permit Fee will be changed to Site Permit Fee. Under the Amount heading, the following changes will be made:

Mayor Salary: \$200 per month

Council Salary: \$125 per month

Zoning Ordinance Public Hearing: \$240 special meeting (to cover the salary of the Council & Clerk)

Variance Application Fee: \$240 special meeting (to cover the salary of the Council & Clerk)

Site Permit Fees: \$50 under \$10,000, \$75 under \$25,000 and \$150 over \$25,000

Legal/Engineer Escrow: \$15,000

Cigarette License: \$50.00

The Dog Impound Fee will be removed as the City doesn't capture animals. The ordinance will need to be updated as such.

Jeff Blenkush made a motion to approve the Resolution Adopting Fees, Changes and Compensation with the above changes. Danita Traut seconded the motion. Rusty Paggen abstained from voting. Motion carried.

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

TIME: 8:26 p.m.

Respectfully submitted,

Cris M. Drais  
City Clerk

[Signature]  
Acting Mayor



# St. Stephen City Council Agenda – February 1, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from January Meeting

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)

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

\*Rose Ann Omann Property

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

MINUTES

ST. STEPHEN CITY COUNCIL

February 1, 2012 – 7:00 P.M.

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

MEMBERS PRESENT: Jeff Blenkush – Acting Mayor, Rusty Paggen, Danita Traut, Thomas J. Vouk – Council, Cris Drais – City Clerk, Randy Sabart – City Engineer, SEH, Inc.

ABSENT: Cindy VanderWeyst – Mayor & Dolores Supan - Treasurer

MINUTES OF JANUARY MEETING: The meeting minutes from the January meeting were reviewed. Danita Traut made a motion to approve the minutes. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims to date is \$23,402.76. A complete Claims list will be given to the Council upon completion. Tom Vouk made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$42,915.34.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$434,905.28
	Add: January Deposits	\$ 42,915.34
	Less: January Checks	\$ 25,462.73
	New Checkbook Balance	\$452,357.89

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

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Jerry Hettwer, Knights of Columbus: Jerry requested a one day gambling permit for a raffle on Tuesday, April 17, 2012, at the Church of St. Stephen Parish Hall. Rusty Paggen made a motion to approve a one day gambling permit for the Knights of Columbus on April 17, 2012. Tom Vouk seconded the motion. Motion carried.

Omann Property Split: Amy Holmen, Edina Realty: The Council reviewed the final survey prepared regarding the property split. The survey has been reviewed by the City Engineer and City Attorney. The developer's agreement has been prepared by the City Attorney addressing issues that have been brought up in the past, for example the road by Tract C.

Tom Vouk made a motion to approve the land split and consolidation of Rose Ann Omann's property contingent on the following items specified by the City Attorney:

1. The Developers Agreement signed by the owners of the property.
2. Evidence of ownership such as a Title Opinion from the owners attorney or a Title Insurance commitment letter.

3. Signed deeds from the owners conveying the various easements to the City.

Rusty Paggen seconded the motion. Motion carried.

Tom Vouk made a motion to direct the City Staff to issue a Certificate of Compliance upon satisfactory submittal of the documents requested by the City Attorney (referenced in the above motion). Rusty Paggen seconded the motion. Motion carried.

#### FIRE DEPARTMENT:

Fire Chief Jeff Draais stated that February's training will be put on by St. Cloud Technical College using grant/voucher dollars.

Fire Chief Draais shared that at the last Stearns County Chiefs Association meeting, the Chain of Lakes Fire Department presented a mutual aid agreement that supposedly other departments signed agreeing to add the Chain of Lakes FD. No signed copy is on record for St. Stephen in the Fire Department, City Office or with the City Attorney. The City Attorney recommended withdrawal from the agreement with a formal letter. His office will draft the letter.

St. Stephen Fire & Rescue is in a mutual aid agreement with 14 cities. There is a portion of the fire district that borders Bowlus. The mutual aid agreement with Holdingford cannot be located. The City Attorney recommended drafting a mutual aid agreement that follows the League of MN Cities format. Tom Vouk made a motion to have the City Attorney create a mutual aid agreement for St. Stephen Fire & Rescue with Holdingford and Bowlus. Rusty Paggen seconded the motion. Motion carried.

Fire Chief Draais reported that some member of SSF&R, the Mayor and City Clerk met with the Clerk and 2 Supervisors from Brockway Township. The supervisors shared that they've been approached by residents wondering if the City of St. Stephen contributes to SSF&R or only the townships. The City Clerk will prepare an itemized list of the expenses paid by the City.

The firefighters pagers have been narrowbanded. There have been complaints of missed pages. The problem is being worked on.

Steve Trobec reported that the interest rate for the deferred pension needs to be set. It was recommended to set the rate at 0%. Rusty Paggen made a motion to set the deferred pension interest rate at 0% for 2011. Danita Traut seconded the motion. Motion carried.

#### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Nothing at this time. Jerome Supan, Road Overseer is absent.
2. **Park Board:** Kathy Monson reported that the Park Board is considering a summer concert. There will be an Egg Hunt on April 7<sup>th</sup>. The Park Board is looking at hosting an Earth Clean Up day on April 21<sup>st</sup>.
3. **Planning Commission:** Dan Schultz, Deputy Chair, reported that at the last meeting the Planning Commission discussed the Omann property split. Elections were held and Perry Nistler was elected Chair. Dan Schultz was elected Deputy Chair. Tom Vouk made a motion to accept the election results for the Planning Commission for 2012. Danita Traut seconded the motion. Motion carried.

At this time, Road & Bridge was revisited. The City Engineer addressed the retroreflectivity topic. He will forward an e-mail regarding the topic. The final application for payment hasn't been received for the parking lot as there is an issue with a former employee at Ferche, Inc. Upon receipt, the Engineer will forward it to the City.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

#### UNFINISHED BUSINESS:

The Emergency Management Coordinator position won't be approved at this time.

#### NEW BUSINESS:

A presentation will take place at the March meeting regarding assisted living.



Discussion took place regarding the generator and the fire department adding it to their truck check checklist.

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

TIME: 7:52 p.m.

Respectfully submitted,

Cris Drais

City Clerk

Q/B

Mayor



## St. Stephen City Council Agenda – March 7, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from February Meeting

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)

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*\*Snowmobile Club 1 Day Gambling Permit*

St. Stephen Fire & Rescue

*7:30 Bruce Glanzer ~ Assisted Living Presentation*

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Meeting Adjourned

MINUTES

ST. STEPHEN CITY COUNCIL

March 7, 2012 – 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, Thomas J. Vouk– Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

MINUTES OF FEBRUARY MEETING: The meeting minutes from the February meeting were reviewed. The Clerk will insert a complete description of the Omann property split from the Developer's Agreement in the February minutes. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims to is \$22,792.22. The Claims include a plowing payroll and the 1<sup>st</sup> Quarter payroll. Tom Vouk made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$1,856.29.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$452,357.89
	Add: February Deposits	\$ 1,856.29
	Less: February Checks	\$ 24,671.87
	New Checkbook Balance	\$429,542.31

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

PETITIONS, REQUESTS, AND COMMUNICATIONS:

St. Stephen River Runners Snowmobile Club: Not in attendance for gambling request.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 6 calls in February. 5 calls were medical and there was 1 grass fire.

The training in March will be on Skywarn weather spotting.

The Fire Chief attended a County Hazardous Disaster Plan meeting. Materials were passed on to the Mayor.

Discussion took place regarding the sirens and narrow banding them. 2 bids were submitted by Frontline and Granite Electronics. The Frontline bid is lower and requires a board to be sent in vs. being replaced. Because it isn't quite siren "season", it seemed like Frontline's bid would work. Jeff Blenkush made a motion to accept the Frontline bid for narrow banding the 2 sirens in town. Danita Traut seconded the motion. Motion carried.

It was reported that the fire fighters radios have been reflashed. Channels have been changed by Stearns County.

Jeff Blenkush had his 15 year anniversary in January. Jeff Drais had his 15 year anniversary in February.

Steve Trobec stated that the Brockway Township contract check should be coming in March. A \$1,000 reimbursement will be coming from the state for Joe Palmersheim's retirement.

At this time Bruce Glanzer, President/CEO from the Good Shepherd Community, and 2 representatives did a presentation.

Discussion took place on the size of facilities, staff to resident ratios, cost, applying for property tax exemption, how long the process takes, how long it'd take to build a facility of approximately 22 units, the amount of land needed and a facility operating without city sewer and water. The Council will discuss the topic more at the April meeting.

REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge:** Jerome Supan reported that there's a pothole at the 4 way stop. This is the County's responsibility.

Eric Larson submitted 2 items for discussion. 1) *Plowing the north/south road west of St. Stephen. The furthest road within the city limits west of town that goes north past Blenkush's is not feasible to plow all the way to the end due to the fact that an area does not exist to turn around in order to plow south out to CR5. The road is extremely narrow and during typical snow years is just wide enough for the city plow truck to navigate when approaching the north end. Unless an area is designated for a turnaround due to safety concerns I suggest that the current end point of Blenkush's driveway continues.* After much discussion, it was agreed that Jerome will contact J.R. Ferche to see if they will take over plowing the road for the City. Ferche's go down the road to plow for a resident at the end currently.

2) *DOT inspections of the city fire trucks and plow trucks. Eric stated While in the past I was certified through Trobec's Bus Service to perform annual DOT inspections on vehicles they sent another employee to be certified in my absence while serving overseas. I propose that the City of St. Stephen sends me to this class to be certified in order to complete this task. Attached is a spreadsheet with a monetary breakdown of the costs of internal vs. external inspections. Over the course of the 2-year certification the total savings for the city would be about \$800.00. The course is held either in Alexandria at the Technical College or at the DOT headquarters in Mendota Heights.*

INTERNAL

EXTERNAL

Cost of Class	\$150.00	Annual Inspection fee per truck	\$82.00
Payroll (1/2 time)	\$125.00	Times 5 trucks	\$410.00
Mileage	\$100.00	Labor to transport	\$337.50
Inspection labor per truck	\$40.00		
Times 5 trucks	\$200.00		
Year #1 Cost	\$615.00		\$829.50
Year #2 Cost	\$240.00		\$829.50
Year #1 Savings	\$214.50		
Year #2 Savings	\$589.50		

Discussion took place on this. One concern expressed was paying for the training and the certification being used on vehicles other than the City's. The City Attorney will be consulted.

- Park Board:** There will be an Egg Hunt on April 7<sup>th</sup>. The Park Board is looking at hosting an Earth Clean Up day on April 21<sup>st</sup>. The Park Board is looking at a Summer Concert. Kathy Monson has contacted the band Pandemic. The cost Kathy was originally given was \$1,200.00. Jeff Blenkush made a motion to approve a summer concert for the Park Board. Tom Vouk seconded the motion. Motion carried.

3. **Planning Commission:** There was no meeting in February. At the March meeting, a land split will begin. A garage with upper storage is being reviewed. The Planning Commission will discuss assisted living and senior housing. The ordinance for land splits will be reviewed to confirm if there's verbiage regarding who pays costs during the process. Costs are covered when platting is done.

SHERIFF'S REPORT: Nothing at this time. Jon Lentz will be attending the April meeting.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Nothing at this time.

NEW BUSINESS:

The City has received registration information for National Night Out in August.

The Appeal & Equalization meeting will take place on Wednesday, April 25<sup>th</sup> at 6:30 p.m.

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

TIME: 9:06 p.m.

Respectfully submitted,

Cris M. Drais  
City Clerk

Cindy Vandeweyer  
Mayor



## St. Stephen City Council Agenda – April 4, 2012

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

St. Stephen River Runners Snowmobile Club ~ 1 Day Gambling Permit

Trobec's Bar ~ 1/2 Street Closure Request

St. Stephen Fire & Rescue

Reports of Committees & Board

Road & Bridge

Speed Limit Change Request: County Road 2 & 5th St NE  
3rd Avenue SE

Street Sweeping Contract Approval

Park Board

Concert Update

Planning Commission

Smoley Land Split Update

Sheriff's Report ~ Lieutenant Jon Lentz

Health Committee

Unfinished Business

Independent/Assisted Living - Land Acquisition Update

New Business

Resolution Reestablishing Precincts and Polling Places

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  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

MINUTES

ST. STEPHEN CITY COUNCIL

April 4, 2012 – 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, Thomas J. Vouk– Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

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

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims to is \$7,526.44. The Claims include a plowing payroll and a reissued payroll check for a firefighter. Danita Traut made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$76,235.05.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$429,542.31
	Add: March Deposits	\$ 76,235.05
	Less: March Checks	\$ 22,189.59
	New Checkbook Balance	\$483,587.77

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

*Not present at this point in the Council Meeting. Fire Department Report was given. After the FD Report and the Emergency Management Coordinator position was discussed, the Petitions, Requests and Communications were heard.*

St. Stephen River Runners Snowmobile Club:  
Trobec's Bar & Grill:

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 12 calls in March. 1 call was a fire in an old farm house. The fire was contained to one room in the house. 1 call was for a burn victim. North Memorial Helicopter was called in. North Memorial members along with Gold Cross members complimented SSF&R for the good job they did in prepping the burn victim. The comment was made that the dressing used wasn't going to be removed because of the quality work done.

The training in April will be on Rope Rescue. The training is made possible through a Fire Aid grant. It is being taught by St. Cloud Technical and Community College.

Jamie Gummert has completed his Fire Fighter I and Fire Fighter II training. Jeff Blenkush made a motion to officially add Jamie as a new fire fighter. Cindy VanderWeyst seconded the motion. Motion carried. Jamie Gummert replaces Tim Hewett for SSF&R.

Gene Skaj reported that the Steak Fry & Raffle will be on Friday, April 13, 2012.

Discussion took place on the status of the sirens. The City Clerk made a call and was told that the parts have been ordered for the change over in narrow banding the city's sirens.

Discussion took place on DOT inspections. Danita Traut received a bid from Ron Douvier who does DOT inspections. His bid quoted a charge of \$30-40 per truck. It was thought that when the inspections were done by Trobec's Bus Service in the past that the cost was \$75 per truck. Tom Vouk made a motion to have Ron Douvier perform the DOT inspections on the fire trucks. Jeff Blenkush seconded the motion. Motion carried.

Emergency Management Coordinator: Mayor VanderWeyst reported that she, Fire Chief Jeff Drais and Assistant Chief Gene Skaj met with Ken Fournier regarding the Coordinator's position and responsibilities. One thing Ken shared is that he feels he needs an 800 MHz radio in order to fulfill the duties of the job. It was stated that a radio could cost between \$2000-\$4,500 and would include an annual maintenance fee on top of the cost. This would have to be a cost to the City. It is not a part of the contracts between SSF&R and the Townships.

Mayor VanderWeyst stated that in talking with Marv Klug from Stearns County, he was in agreement with the recommendation by the Fire Chief and Assistant Chief that in the event of an emergency, the EMC (Emergency Management Coordinator from here forward), could have access to a radio by coming to City Hall and getting one. The Mayor stated that in talking with Marv about the position, the EMC's position involves getting services for the City after an emergency has occurred. The Fire Chief reiterated the Mayor's statement that the services of the EMC come after an event. During the meeting, discussion took place on the EMC directing the Fire Department. It was clarified that the EMC does not direct the Fire Department in an emergency situation. Also, the EMC doesn't call dispatch on the Fire Department's behalf. The Fire Department doesn't need assistance with this. They are to directly call dispatch.

Council member Blenkush stated that his concern with the EMC's request for a radio would be the personal information that can be relayed via the radio. He stated that the EMC is not in a rescue position.

Lieutenant Jon Lentz stated that he didn't believe that the frequencies used by the Sheriff's department or Fire Department would be released to an EMC but that the cost of a radio is quite expensive and in the event the EMC was needed and a radio would be needed, a Fire Department radio would accomplish the needs.

The Council members were asked to share their thoughts at this time.

Traut: No need for a radio, but can get one from the FD in an event.

Vouk: No need for a radio. One can be used from the FD.

Paggen: Was under the understanding that the EMC wasn't directing how things were run during an emergency. Expressed concern about the Council not being updated on meetings, etc.

Blenkush: Same as the Council. No radio needed. One can be used in the event.

The Mayor stated that there should be no confusion. In the event of an emergency, the Emergency Management Coordinator is not in charge of the Fire Department. The chain of command would follow the officers present: Fire Chief, Assistant Chief, etc.

PETITIONS, REQUESTS AND COMMUNICATIONS: *Heard at this time.*

Trobec's Bar & Grill: Ray Trobec requested that ½ Street be closed on Tuesday, June 5, 2012 for the Chicken Fry. Lieutenant Lentz stated that this has worked in previous years. Trobec's knows where people are allowed to be along with Howie's Corner Bar. Open containers are not allowed to travel between bars. Lieutenant Lentz stated that he wasn't sure of the layout of The Rusty Nail with regards to patrons being outside during the event. Jeff Blenkush made a motion to close ½ Street for the Trobec's Chicken Fry on Tuesday, June 5, 2012. Danita Traut seconded the motion. Motion carried.

St. Stephen River Runners Snowmobile Club: Kevin Tadych requested a 1 day gambling permit for the Snowmobile Club for October 6, 2012. The event is the Club's 150 Fundraiser. The meal will be at Trobec's Bar and the drawing will take place at the Parish Hall. Tom Vouk made a motion to grant the St. Stephen River Runners Snowmobile Club a 1 day gambling permit on October 6, 2012. Jeff Blenkush seconded the motion. Motion carried.



## SHERIFF'S REPORT:

*Heard at this time due to the attendance of Lieutenant Jon Lentz.*

Lieutenant Jon Lentz reported on the traffic stops, winter parking citations and speeding tickets issued since the beginning of 2012. Lieutenant Lentz reported that the parking restriction was ceased on March 13<sup>th</sup> due to the weather. An alcohol compliance check was done in January and all 3 bars in town passed. Discussion took place on 4 wheelers regulations.

## REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan reported that it has been set up that Ferche's will plow 9<sup>th</sup> Avenue NW. Joe Paggen will be removing the stumps along 9<sup>th</sup> Avenue NW where trees were previously cut down. Now that winter is over blading will begin again.

The Mayor shared Mike Kissner contacted her regarding 3<sup>rd</sup> Avenue SE that is supposed to go on the west side of his property and connect with County Road 5. Mike has concerns about residents driving on his property coming off of 1<sup>st</sup> St. SE. The City Engineer and Attorney will be contacted regarding the right of way before more discussion occurs.

A bid was received from Astech regarding street sweeping. The cost is the same as in 2011. Jeff Blenkush made a motion to use Astech for street sweeping this year. Rusty Paggen seconded the motion. Motion carried.

A speed limit change request was received from the County. A resident near the entrance of Smoley Addition and County Road 2 is requesting the speed limit not be increased to 55 as early as drivers exit St. Stephen. Discussion took place on how a speed limit study could actually work the opposite way and a speed limit could be raised vs. being lowered. The Council agreed to wait and see what the County does regarding the request.

2. **Park Board:** The Park Board is requesting to hold a concert on Friday, July 13, 2012 from 7:30 p.m. to 11:30 p.m. The band being looked at is Pandemic. The Mayor shared that she has contacted the City Attorney and insurance regarding a 1 day liquor license for the City. The Attorney is okay with the request. Information hasn't been received from the insurance agent. The Mayor will continue to look into this and share any more information received at the May Council meeting.

A bid from Nelson's Toilet Rental was received. The bid is for \$45/unit in the summer months for a regular port-a-pot, \$85/unit in the summer months for a handicapped accessible port-a-pot and \$55/unit in the winter months for a regular port-a-pot. Danita Traut made a motion to accept Nelson's Toilet Rental bid for the 2012 summer and winter season. Jeff Blenkush seconded the motion. Motion carried.

John Huls submitted a bid for the 2013, 2014 and 2015 mowing season. 2012 is the last year on his bid accepted 3 years ago. The bid was for \$395/2013, \$425/2014, and \$455/2015. The last bid was: \$290/2010, \$330/2011 and \$265/2012. Rusty Paggen made a motion to accept John Huls bid for lawn mowing through the 2015 season. Jeff Blenkush seconded the motion. Motion carried.

The Park Board will be hosting an Easter Egg Hunt on April 7<sup>th</sup> and a Park Clean Up event on April 21<sup>st</sup>.

3. **Planning Commission:** Perry Nistler reported that at the last meeting a shed was proposed and approved. The Smoley Family Trust brought a land split before the Commission. An

easement on 6<sup>th</sup> Avenue SE is required along with an easement to 11<sup>th</sup> Street. The Smoley family was concerned about granting the easement to meet with 11<sup>th</sup> Street.

SHERIFF'S REPORT: *Heard before the Reports of Boards and Committees.*

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Mayor shared that a representative from Cherrywood Advanced Living would be coming to the May meeting to do a presentation regarding facilities. The Mayor and City Clerk visited the Richmond site. The Mayor reported that the Ferche property near the ball field in Smoley Addition is currently priced at \$140,000. A comment was made to check with the Hlebain family about the property kiddy corner from City Hall. The Mayor will make some phone calls. Perry Nistler shared plans of facilities he has helped in developing.

NEW BUSINESS: The City Clerk presented a resolution for the Council to approve reestablishing the precinct and polling place for the City of St. Stephen due to the redistricting by the legislature of the State of Minnesota. The boundaries of the voting precinct and the polling place are: The city limits with voting at 2 6<sup>th</sup> Avenue SE. Tom Vouk made a motion to pass the resolution reestablishing precinct and polling place for the City of St. Stephen. Danita Traut seconded the motion. Motion carried.

Jerome Supan notified the Council that he will be out of town for a period of time.

Jerome requested the use of City Hall for the St. Stephen Legion on Memorial Day for the entire day. The request was fine with the Council.

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

TIME: 9:05 p.m.

Respectfully submitted,

Cris Drais  
City Clerk

Cindy Wandwey  
Mayor

## Resolution No. 04042012

### Resolution Reestablishing Precinct & Polling Place

WHEREAS, the legislature of the State of Minnesota has been redistricted; and  
WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of St. Stephen, County of Stearns, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

**Precinct 1: City Hall, 2 6<sup>th</sup> Avenue SE**

Entire City of St. Stephen corporate limits

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

Adopted by the City Council this 4<sup>th</sup> day of April, 2012.

Cindy VanderWeyst, Mayor  
Mayor, Cindy VanderWeyst

Cris M. Drais, City Clerk  
City Clerk, Cris Drais



## St. Stephen City Council Agenda – May 2, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from April Meeting

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  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

Leon Zierden ~ Variance Request for 56x30 Building

Smoley Family Trust ~ 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

Meeting Adjourned

MINUTES  
ST. STEPHEN CITY COUNCIL  
May 2, 2012 – 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, Thomas J. Vouk– Council, Randy Sabart – City Engineer, SEH Inc., Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

MINUTES OF APRIL & EQUALIZATION MEETINGS: The meeting minutes from the April Council meeting were reviewed. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried. The meeting minutes from the Local Board of Appeal & Equalization meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims to is \$13,940.66. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$9,368.99.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$483,818.93
	Add: April Deposits	\$ 9,368.99
	Less: April Checks	\$ 17,571.86
	New Checkbook Balance	\$475,616.06

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Leon Zierden ~ Variance Request for 56x30 Building: Leon Zierden was present and is requesting a site permit to build a 56x30x12 garage. A picture was submitted of the garage. It looks similar to the barn on the property. On the variance application #4 states: **What are the exceptional or extra-ordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district?** *Answer: (As written by the homeowner) Being it was an existing farm homestead that was annexed into the city limits Now the city covenants are smaller pertaining to Building size I need a garage big enough to fit our vehicles but would like to keep other buildings for the historical reasons* Tom Vouk clarified that the Omann family property has always been within the city limits.

The findings of facts for a variance were discussed. At the April Planning Commission Meeting, the findings were reviewed and all facts were agreed to by all Planning members (per the unapproved minutes). The Mayor read each fact aloud:

*That there are practical difficulties or particular hardships in the strict application of the provisions of this Ordinance.* The comment was made that there are no buildings on the property that cater to a garage by today's standards that can fit a car. The Council agreed.

*That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district.* The Council agreed.

*That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and in the same vicinity. The possibility of increased financial return shall not in itself be deemed sufficient to warrant a variance.*

The Council agreed.

*That the authorizing of such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance or the public interest.* The Council agreed.

*That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practicable for the formulation of general regulation for such conditions or situation.* The Council agreed.

*That the variance, if granted, will not alter the eventual character of the locality.* The Council agreed.

*That the variance, if granted, will not result in a material adverse effect on the environment. The Board of Adjustment may request the applicant to demonstrate the nature and extent of the effect on the environment prior to granting the variance.* The Council agreed.

*In granting a variance, the Board of Adjustment may impose conditions to insure compliance and to protect adjacent properties. The Board of Adjustment may not permit as a variance any use that is not permitted under this Ordinance for the property in the district where the affected person's land is located.* The Council agreed.

Leon stated that the garage would have a 25' peak. In the (unapproved) April Planning Commission minutes, *Dan Schultz made a motion to recommend the approval move to the St. Stephen City Council upon reading the findings of facts. Lisa Marvin seconded the motion. Motion carried.*

Some of the history of the farm was shared. The house is engraved 1902. One reason shared for allowing the variance is a means to preserve some of the history of St. Stephen. Other buildings on the property will be restored. The grainary will come down as it's too much work to restore.

It was stated that if the variance application were approved, it would not set precedence for future requests.

Jeff Blenkush made a motion to set a public hearing for the Variance Application of Leon & Tammy Zierden's for Wednesday, June 6, 2012 at 7:30 p.m. Danita Traut seconded the motion. Motion carried.

Smoley Family Trust ~ Land Split: The Mayor reported that all necessary papers have been submitted and are okay per the City Attorney. Randy Sabart stated that the engineering items have been completed. The setbacks are conforming. A culvert and driveway approach has been requested to be added to the south of the current driveway. Donald Smoley met with Stearns County and everything necessary is done for putting in the culvert and driveway. Randy Sabart stated that a compromise was reached on the dedicated easement. Initially an easement was to run from 11<sup>th</sup> Street S across Tract A to 6<sup>th</sup> Avenue SE. Now the dedicated easement will run N of the property line so as to not go through Tract A. The City Attorney stated that the property can be rezoned in the future. Jeff Blenkush made a motion to approve the Smoley Family Trust land split. Danita Traut seconded the motion. Motion carried. The City Clerk will complete a certificate of compliance for the Smoley family. The Smoley family will submit finalized papers to the City upon closing the property sale.

While still in attendance at the meeting, Randy Sabart stated that the parking lot charge isn't complete.

#### FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 7 calls in April. 1 call was for weather spotting. 2 miles south of the city there was golf ball size hail. The yellow pickup truck did sustain hail damage. The siren wasn't set off as the City was on the top edge of the storm line.

The 6<sup>th</sup> Avenue NE siren didn't go off and the Clerk contacted Frontline Plus.

The training in May will be Rope Rescue continuation. The training is made possible through a Fire Aid grant. It is being taught by St. Cloud Technical and Community College.

Gene Skaj reported that 245 meals were served at the Relief Association Steak Fry. The raffle went well.

Clarification on the City's siren was made. There is a control in the Fire Department in order for the siren to be set off. Marv Klug, Stearns County Emergency Management, can also set off the siren.

The narrow banding process hasn't been completed on the city's sirens.

The Mayor stated that the Emergency Management report has been updated and sent to the County. After the County reviews it, it will be shared with the Council. The Mayor stated that St. Stephen will be hosting the Emergency Management monthly meeting in July.

The Mayor reported that she talked with Ken Fournier, Emergency Management Coordinator, about the need for a radio and shared that the Council believes a radio is not needed. A radio would be accessible at the fire station in an emergency situation. The Mayor stated that Ken disagreed with the Council's thoughts. Discussion took place regarding an Emergency Management Coordinator's job begins after a storm when assistance is needed. An example of inappropriate usage of a radio was shared. During the storm when the city's siren wasn't set off, other city departments were trying to contact dispatch and were interrupted by people using the radio inappropriately. This is the concern the Council has with the city's EMC having a radio all of the time.

#### REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Chuck Ertl was in attendance to discuss his ditch cutting bid for 2012. The bid is up \$82.05 from 2011. Jeff Blenkush made a motion to have Chuck Ertl do the ditch cutting for the city in 2012. Rusty Paggen seconded the motion. Motion carried. Chuck stated that he has a new machine that can cut tree overhang. He and Jerome will ride around the city to see if any work needs to be done. If done, it's done in September at \$80/hour. Jerome reported that the stumps are out on 9<sup>th</sup> Avenue NW. Stones are to be removed yet but will be left. 12<sup>th</sup> Avenue has had water over the road. Class 2 from the gravel pit from the city's parking lot will be used to fix the road. Jerome reported that on 3<sup>rd</sup> Avenue NE water sits on the road as the sides are higher than the road. 6<sup>th</sup> Avenue SE: Jerome discussed Catherine Schumer's driveway being lower than the road. Jerome will talk with Bob Ferche regarding fixing the driveway.
- 2. Park Board:** Kathy Monson reported that 113 children attended the Easter Egg Hunt. 600+ eggs were prepared and hunted for. The Park Clean Up on 4/21 was cancelled due to rain. The concert will be on July 13 from 7:30-12:00.
- 3. Planning Commission:** Perry Nistler reported that at the last meeting Leon Zierden's garage request was discussed along with the Smoley Trust land split. The Planning Commission is still short 2 members.

SHERIFF'S REPORT: The monthly report arrived the day of the meeting. The City Clerk contacted the Sheriff about a Bike Rodeo. The deputy that does them is out ill. A Bike Rodeo will be discussed next year.

HEALTH COMMITTEE: The City Clerk was contacted about a water check at City Hall.

UNFINISHED BUSINESS: Various properties were discussed regarding land for an assisted living facility.

NEW BUSINESS: Tom Vouk reported that the Sportsmen's Club is selling their 105 acres of land to the east of St. Stephen. There are two building entitlements on the property.

The Mayor reported that Ordinance 41 needs to be reviewed. The attorney has stated that some changes are needed regarding professional services.

Tom Vouk reported that he's been able to get the generator started but has a problem keeping it running.

The July meeting will be moved to the 11<sup>th</sup> as the first Wednesday in July is the 4<sup>th</sup>.

Discussion took place on a peddler's ordinance. The City Attorney has been contacted for assistance.

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

TIME: 8:55 p.m.

Respectfully submitted,

Cris Drais

City Clerk

Cindy Vandulby

Mayor





## St. Stephen City Council Agenda – June 6, 2012

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

\*5th Avenue SE ~ Culvert request

\*St. Stephen Legion \$500 Donation for Flags

\*Gambling Permit Request ~ Church of St. Stephen

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

### City Officials

Cindy VanderWeyst  
Mayor

Jeff Blenkush  
Council Member

Rusty Pagen  
Council Member

Danita Traut  
Council Member

Tom Vouk  
Council Member

Dolores Supan  
Treasurer

Cris Drais  
City Clerk  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

**7:30 p.m. Variance Application ~ Leon Zierden, 610 Central Avenue N, St. Stephen: Variance Application has been submitted to build a 56x30 garage. The square footage of the building exceeds allowed footage with current buildings on property.**

St. Stephen Fire & Rescue

\*Holdingford Mutual Aid Agreement

Reports of Committees & Board

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

\* Liquor License Approval ~ Howie's Corner Bar, Trobec's Bar & Grill, The Rusty Nail, Church of St. Stephen

Meeting Adjourned

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*



May 22, 2012

## PUBLIC HEARING for Variance 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

Cris Drais  
City Clerk

Website:

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

A public hearing will be held on Wednesday, June 6, 2012 at 7:30 p.m. in the Council Chambers of the City of St. Stephen's City Hall.

During the public hearing, a variance application submitted by Leon Zierden will be reviewed. The application asks for a variance in order to build a stick frame garage 56' x 30' at 610 Central Avenue North, St. Stephen. The garage plus existing outbuildings exceeds the allowed accessory building square footage per City Ordinance 41, Section 41.16: General Requirements, Subd. 1:c.

The ordinance can be viewed in the City Clerk's office during posted office hours.

Property identification: Parcel ID: 90.55819.0000, 610 Central Avenue North, St. Stephen, MN.

The public is invited to attend this public hearing. Written comments can be submitted to the City Clerk at: 2 6<sup>th</sup> Avenue SE, St. Stephen, MN 56375. All comments, written or oral, will be heard.

/s/ Cris Drais

City of St. Stephen City Clerk

MINUTES

ST. STEPHEN CITY COUNCIL

June 6, 2012 – 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, Thomas J. Vouk– Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

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

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$21,277.55. The Claim for Design Electric was confirmed as service at Smoley Field. It was clarified that Paul Ritter was the trainer for the Skywarn training. The City did not pay for Paul's training. The Clerk will change the description in the Claims List. Jeff Blenkush made a motion to approve the Claims. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$32,262.86.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$475,616.06
	Add: May Deposits	\$ 32,262.86
	Less: May Checks	\$ 43,940.66
	New Checkbook Balance	\$463,938.26

The FD requested \$30,000 be transferred from the Fire General Fund to the Fire Equipment Fund. The agreement with the townships is that the operating fund (FGF) doesn't keep a surplus. Extra money goes into the equipment fund.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Michelle Justin – Storm drain cover: Michelle recently bought the house next to the Pond's Edge Park. At the end of her driveway is a 36" culvert. Michelle is requesting a cover on the culvert as a safety precaution for little children. Discussion took place on types of covers along with pros and cons. The question was posed regarding a culvert in the City right of way and responsibility. The Mayor is going to contact the City Attorney regarding the culvert location question. Jerome Supan, Road Overseer will contact the City Engineer and visit the site for further consideration.

American Legion Post 221: The City Clerk shared a donation from the St. Stephen American Legion. The Legion donated \$500 to be used for flags and supplies. The donation can also be used for holiday displays.

Church of St. Stephen Gambling Request: The City Clerk presented a request for a one day gambling permit for the Parish Festival on Monday, September 3, 2012. Jeff Blenkush made a motion to approve the request for a one day gambling permit for the Church of St. Stephen Parish Festival to use on September 3, 2012. Rusty Paggen seconded the motion. Motion carried.

## FIRE DEPARTMENT:

Fire Chief Jeff Draais reported that there were 9 calls in May.

SSF&R was called in to provide Mutual Aid during the Verso Paper Mill fire in Sartell. SSF&R was there for 3 days with equipment. The hours of work put in are as much as in one year. The Fire Chief reported that a debriefing meeting would be taking place at the Sartell HS that he and the Assistant Chief will be attending.

Discussion took place on coverage in the City while Mutual Aid was being provided. The FC reported that there were fire fighters in St. Stephen while others were in Sartell. Engine 12 was the only truck taken to Sartell. All other vehicles were available here in St. Stephen.

The State Fire Marshal was brought in and will continue through the next week to investigate the fire.

14 Mutual Aid departments were brought in. Additional departments from around the state were also brought in via statewide mutual aid.

When Mutual Aid is provided, the FD gets paid after the 1<sup>st</sup> 8 hours of service is provided.

7 FFs will be attending the State Convention in Alexandria in June.

The training in June will be Pumping.

Gene Skaj presented a donation of \$3,500 from the Relief Association to the Fire Equipment Fund.

The City Attorney drafted Mutual Aid agreements for SSF&R with Holdingford and Bowlus. The Holdingford MA agreement hasn't been located so it was being redone. A portion of the fire district is back to back with the Bowlus fire district, so a MA was drafted. The agreements were based on the Mutual Aid agreement drawn up by the League of MN Cities. Tom Vouk made a motion to approve the Mutual Aid agreements between St. Stephen Fire & Rescue and Holdingford and between St. Stephen Fire & Rescue and Bowlus. Danita Traut seconded the motion. Motion carried.

*At this time the Planning Commission Report was heard:* Perry Nistler reported that he didn't have anything new to report as there was no meeting in May. There are still 2 openings on the Planning Commission. It was asked that all committee members be notified when a meeting is being cancelled. The membership list will be updated at the June meeting.

## **7:29 p.m. ~ The regular meeting is closed to begin the Public Hearing for the Variance Application of Leon & Tammy Zierden**

Leon Zierden requested approval of a 30x56 garage on the former Rose Ann Omann homestead property. The buildings currently on the property aren't big enough for vehicles. The Zierden's would like to keep the old structures and restore them as a means of maintaining the historical look of the farm. One building will come down as it requires a great deal of work. The Zierden's feel that even though an additional building will be on the property, with the vehicles stored inside, the property will look nicer.

A letter in favor of the variance application was received from Doreen Smoley; read aloud at the meeting, and is on file at City Hall.

The Mayor requested 3 times if there were any comments or questions from those in attendance. No comments or questions were posed.

Danita Traut made a motion to close the public hearing. Jeff Blenkush seconded the motion. Motion carried.

The findings of facts for a variance were reviewed again. The Mayor read each fact aloud:

## Variance Application Finding of Facts

Applicant: Leon & Tammy Zierden Date: 06, June 2012

That there are practical difficulties or particular hardships in the strict application of the provisions of this Ordinance.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
That there are exceptional or extraordinary circumstances or conditions applying to the property in question as to the intended use of the property that do not apply generally to other properties in the same zoning district.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment: <b>Due to the historic nature of the existing buildings &amp; the practicality of using the existing buildings as a garage isn't applicable due to their unusable size &amp; design.</b>
That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and in the same vicinity. The possibility of increased financial return shall not in itself be deemed sufficient to warrant a variance.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
That the authorizing of such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Ordinance or the public interest.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
That the condition or situation of the specific piece of property, or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practicable for the formulation of general regulation for such conditions or situation.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
That the variance, if granted, will not alter the eventual character of the locality.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
That the variance, if granted, will not result in a material adverse effect on the environment. The Board of Adjustment may request the applicant to demonstrate the nature and extent of the effect on the environment prior to granting the variance.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:
In granting a variance, the Board of Adjustment may impose conditions to insure compliance and to protect adjacent properties. The Board of Adjustment may not permit as a variance any use that is not permitted under this Ordinance for the property in the district where the affected person's land is located.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment: <b>Condition: Tear the building down on the East end of the property per the attached map.</b>

Danita Traut made a motion to approve the variance application for a 30x56 garage for Leon & Tammy Zierden. Jeff Blenkush seconded the motion. Motion carried.

### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan, Road Overseer stated that an additional culvert replacement request has been made. The culvert is plastic and deteriorating. Is the culvert the City's responsibility when it's in the city right of way? The Clerk asked about some potholes in the Smoley Addition. Jerome will contact the City Engineer and the 2 of them will tour St. Stephen regarding the various issues on the table.

Council Member Paggen shared e-mails the City has received regarding the speed limit on County Road 2 heading North out of town. The Clerk will contact the City Engineer and ask for his opinion regarding requesting a speed study.

2. **Park Board:** Kathy Monson reported that the Sartell-St. Stephen Community Ed. program has once again requested a \$1,000 donation from the City of St. Stephen's Park Fund. Tom Vouk made a motion to donate \$1,000 to the ISD #748 Community Ed. program. Jeff Blenkush seconded the motion. Motion carried.

Concert preparation continues to take place. The Park Board will not be seeking a liquor license. Trobec's will cater the concert and provide the bar. A copy of the catering insurance coverage has been requested as was done last year.

Council member Vouk asked if the Park Board has discussed the 2014 Centennial at all. Kathy stated that it has been discussed briefly, but nothing has been done as it's a ways away.

3. **Planning Commission:** *The PC report was heard after the report from SSF&R.*

SHERIFF'S REPORT: There was a bit of speeding reported in the May report otherwise nothing has been happening.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

The City Clerk asked about the DOT process for the fire trucks. She will get in contact with Mr. Douvier.

The City Attorney drew up a Peddler's Ordinance. With recent storms, area cities have had issues with companies bothering residents offering services. As a means of preventing this from happening, cities have put a Peddler's Ordinance in place. The Council is advised to review the ordinance and bring comments and/or questions to the July meeting.

Discussion took place regarding the Omann property split. Concern was expressed about the city paying fees that normally would be covered by an escrow account set up by the initiating family. It was pointed out that an escrow account is set up when a plat is being developed. The Omann property split was **not** a plat. A modified developer's agreement was drawn up by the City's attorney. Unfortunately the same name was used for the document which has played a role in the confusion regarding responsibility for expenses. The total legal and engineering costs were requested. The Clerk will prepare those totals for the July meeting. It was requested that a letter be sent to the family as a means of attempting to recoup the expenses put out.

The narrow banding of the sirens was discussed. The Clerk reported that it should be being finished up.

Eric Larson will look at the generator at City Hall after school is out.

It was asked if the City is allowed to repaint the curb and sidewalks at the crossroads of County Roads 2 & 5. The City Clerk has contacted the County Engineer and was told that tentatively the City would have responsibility for these items but it hasn't been confirmed. The Clerk will e-mail the County Engineer again.

NEW BUSINESS:

The City Clerk requested the approval of the liquor licenses. The liquor licenses will be effective from July 1, 2012 to June 30, 2013. The liquor licenses are for: Howie's Corner Bar, The Rusty Nail, Trobec's Bar & Grill and the Church of St. Stephen's Parish Festival. Tom Vouk made a motion to renew the liquor license

for Howie's Corner Bar, The Rusty Nail, Trobec's Bar & Grill and the Church of St. Stephen's Parish Festival effective July 1, 2012 to June 30, 2013. Jeff Blenkush seconded the motion. Rusty Paggen abstained from voting. Motion carried. The fees charged for the licenses were questioned. The fees for liquor licenses are approved at the January meeting.

The Clerk presented a resolution for records retention. By passing the resolution, the City agrees to follow the Minnesota State Archives schedule of records retention. The Clerk has to file the resolution with the Minnesota State Archives. Jeff Blenkush made a motion to adopt the Minnesota State Archives schedule of records retention. Danita Traut seconded the motion. Motion carried.

Council member Paggen asked the Council's thoughts on rezoning the property for sale on County Road 5 that is currently for sale at \$49,900. He was approached by someone interested in developing on the corner property and extending the development where the house is. The City's preliminary land use map shows the area as being commercial. The Council discussed the positive of the idea.

Council member Vouk asked the status of the Assisted Living topic. The Mayor stated that she has been in contact with the manager from Cherrywood about attending a Council meeting. It was discussed that maybe the facility representatives could look at the land the City's considering and give the positives and negatives as this is their area of expertise vs. the Council picking land for development.

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

TIME: 9:01 p.m.

Respectfully submitted,

Cris Drais

City Clerk

Cindy Vandulla

Mayor

Leon  
Zierden

S

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1381.51

S 89°14'50" W 751.77

701.76

1331.50

S 01°41'24" E  
347.46

N 01°41'24" W  
66.01

347.46

N 89°14'50" E  
751.77

701.76

N 89°14'50" E  
1374.92

N 89°14'51" E

N 89°1'

6.00 ACRES +/-

TRACT "A"

COURT  
141' x 50'  
OSILO  
BARN  
SILLO

SHED To tear  
down

HOUSE  
SHED  
SHED  
DRIVEWAY

requested  
stick frame  
build  
56' x 30'  
12' high  
1 story  
SW COR. NE 1/4,  
SEC. 24, T-126, R-29

18 x 32

SMOLEY

1

3

WEST LINE OF





## St. Stephen City Council Agenda – July 11, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from June Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

St. Stephen Fire & Rescue

Reports of Committees & Board

Road & Bridge ~ 3rd Avenue SE/Jacob's Lane

Park Board

Planning Commission

Sheriff's Report ~ Lieutenant Jon Lentz

Health Committee

Unfinished Business

\*Peddler's Ordinance

New Business

Meeting Adjourned

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

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  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

MINUTES

ST. STEPHEN CITY COUNCIL

July 11, 2012 – 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 – Council, Dolores Supan-Treasurer and Cris Drais – City Clerk. Tom Jovanovich – City Attorney and Randy Sabart – City Engineer.

ABSENT: Thomas J. Vouk.

MINUTES OF JUNE MEETING: The meeting minutes from the July Council meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$34,328.43. The Claims include the payroll for the FD from January to June, 2012. Danita Traut made a motion to approve the Claims. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$85,606.53.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$463,938.26
	Add: June Deposits	\$ 85,606.53
	Less: June Checks	\$ 22,277.55
	New Checkbook Balance	\$527,267.24

Dolores Supan prepared an investment sheet for the Council. Three (3) CDs are due between October and November.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None at this time.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 7 calls in June. 2 calls occurred on July 3, 2012, on two different ends of the fire district. Both fires were caused by roman candles being thrown in an area dense with pine trees. Bowlus responded to the 2nd call via the recently signed Mutual Aid agreement.

The training in July will be Fit Testing and more Pumping Training.

The Lake Region meeting will be on Monday, July 16th in Albany. The week of the Lake Region meeting is when the Mutual Aid meeting takes place. St. Stephen will host the meeting with 14 departments coming to town.

The DOTing has been completed on the trucks. Paperwork needs to be completed.

The sirens have been narrow banded.

Gene Skaj presented a \$2,000.00 donation from the Relief Association for the Fire Equipment Fund.

Steve Trobec had reimbursement papers to submit for Jamie Gummert's training.

The notice of the Round Up Grant from Stearns Electric should be arriving soon. If so, it'd be for \$500.00.

The Relief Association required contribution to be made in 2013 is \$13,668.00.

*The Sheriff's Report was heard at this time.* Lieutenant Jon Lentz attended the meeting. He reviewed the hours put in during April through June. There was only 1 complaint during the Chicken Fry which was proven to be false. Lieutenant Lentz was questioned about 4 wheeler use.

#### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan, Road Overseer, reported that he spoke with Bob Ferche and he was okay with the driveway being fixed at 305 6<sup>th</sup> Avenue SE however necessary as long as a tractor can go through the entrance.  
Jerome reported that the sod near 3<sup>rd</sup> Street NE & 3<sup>rd</sup> Avenue NE has been removed. The homeowner took the sod.  
The culvert at 5<sup>th</sup> Avenue SE was reviewed. Grates should be put on the inlet and outlet. Some additional pipe will be needed.  
Per confirmation with the City Attorney, a private culvert is to be maintained by the homeowner.
2. **Park Board:** Kathy Monson wasn't in attendance. The Mayor reported that the concert and fireworks are slated for July 13<sup>th</sup> from 7:30 p.m. – 12:00 a.m. The Summer Rec program is going well. The Park Board discussed shelters for the porta pots in town. A quote for replacing some fencing at Smoley Field will be discussed at the August Park Board meeting.
3. **Planning Commission:** The Planning Commission has been reviewing the ordinance book regarding the stockpile of dirt/gravel at 305 6<sup>th</sup> Avenue SE. There is nothing regarding a permitted use for the pile. The PC discussed the landowner obtain a conditional use permit to stockpile on the property.  
The PC is interested in a joint meeting when discussing the Assisted Living topic.  
The Clerk received a phone call regarding a Tract from the Omann land split. Perry Nistler, PC Chair, stated that although the land remains FR (Farm Residence), the same applies as if zoned R1: A house must be built on the property before an accessory building can be built.  
Perry clarified that there is no blacktop restriction aside from abiding by the 10' setbacks. He wasn't sure where the restriction came from. The Clerk stated that she was questioned by a resident about 2 residents being told there was a blacktop restriction after building and they are frustrated with having pea rock or grass where they could blacktop.  
Perry asked if the Lions applied for a site permit for the addition they put on their shelter. The Clerk confirmed they did.  
Jerome Supan asked if a 33' easement was acquired with the Smoley property split. It was on the North & East sides of the property along with along 6<sup>th</sup> Avenue SE.  
Perry shared that there are number issues with Ordinance 45.

SHERIFF'S REPORT: *The Sheriff's report was heard after the report from SSF&R.*

HEALTH COMMITTEE: Nothing at this time.

#### UNFINISHED BUSINESS:

The Mayor asked if there were any questions regarding the Peddler's Ordinance. Jeff Blenkush asked about enforcement of permits. It was decided to wait for the City Attorney to address this.

The Clerk reported that the crosswalks will be painted at the crossroad of County Roads 2 & 5. The curbs are supposed to be the City's responsibility. The City will wait to do the curbs in case the County paints them along with the crosswalks.

*At this time, the following topic was discussed upon the arrival of the City Attorney and Engineer.*  
**Road & Bridge: 3<sup>rd</sup> Avenue SE/Jacob's Lane** – There is a 66' road right of way from 1<sup>st</sup> Street SE to County Road 5 for this stretch of land. There is a trail opening to Peter Omann's property. Bill Vouk Jr. stated that he's had access to the opening for 50 years with permission. In the fall of 2011, the resident on 1<sup>st</sup> Street SE, Mike Kissner, who's property is up against 3<sup>rd</sup> Avenue SE/Jacob's Lane got upset when the grass was torn up in wet weather when a truck drove on 3<sup>rd</sup> Avenue SE/Jacob's Lane. Bill Vouk Jr. stated that he was confronted about the issue. He stated that he did have dirt brought in to fix the problem and raked it out. After this, lawn clippings, tree trimmings and a Christmas tree were put in the trail opening. The trail opening is used the least by Smoley's, Omann's second and the most by Bill Vouk Jr. He has not used it since the trail was filled in. The trail was used before the plat for the Lakewood Valley plat was approved.

The Mayor shared that she and Council member Tom Vouk met with Mike Kissner in person at his property after he brought a barricade in to block entrance to the trail opening. She stated that Mr. Kissner feels that because he has maintained the area for so long that the land belongs to him. The barricades were moved after the meeting.

The option of notifying the property owners of the right of way was discussed at length. The Council would have to have the Attorney draft a letter on behalf of the Council that states the area has been reviewed and found to be City property. As such, the City will continue to allow the public to use the right of way but will not be improving the land. The City Engineer will survey the right of way and determine the exact lines on the East and West boundaries. Afterwards, any property owner with debris, brush, woodpiles or personal property within the road right of way will be asked to remove it. If the area isn't cleaned out, the City will remove the item(s) at the owner's expense. All property owners adjoining to the road right of way need to keep the road right of way unobstructed. A letter with this information would be sent to all 5 property owners: Mike Kissner, Peter Omann, Bill Vouk Jr., Lavone Smoley, and Larry Rudolph representing Index 53 Optical.

Jeff Blenkush made a motion to have the City Attorney, Tom Jovanovich draft a letter on behalf of the Council that states the area of 3<sup>rd</sup> Avenue SE/Jacob's Lane has been reviewed and found to be City property that the City will continue to allow public use of but not improve. The City Engineer will survey the road right of way and determine the exact property lines on the east and west boundaries after which any property owner's debris, brush, woodpile, or personal property within the road right of way will be asked to remove it and if not removed, the City will remove it at the property owner's expense. All property owners adjoining the road right of way are to keep it unobstructed. This letter will be sent to all 5 property owners. Rusty Paggen seconded the motion. Motion carried.

**Peddler's Ordinance:** The City Attorney confirmed that the City enforces the ordinance. If the person is not in possession of a permit, the County Sheriff, the City's Police service, can step in if necessary.

**5 ½ Street & 5<sup>th</sup> Avenue:** Jeff Blenkush made a motion to obtain 2 quotes for repair work up to \$25,000.00 on 5 ½ Street & 5<sup>th</sup> Avenue and Jerome Supan will review them with Randy Sabart and accept the most reasonable bid. Cindy VanderWeyst seconded the motion. Motion carried.

#### NEW BUSINESS:

The Clerk presented a list of election judges to be approved by the Council. Jeff Blenkush made a motion to approve the list of election judges for 2012. Rusty Paggen seconded the motion. Motion carried.

The Mayor reported that National Night Out will take place on Tuesday, August 7<sup>th</sup>. Last year's budget was \$2,500.00. The Fire Department will be doing a kitchen fire demonstration with a trailer from the MN Fire Chief's Association. Jeff Blenkush made a motion to approve a budget for National Night Out for \$2,500.00. Danita Traut seconded the motion. Roll call: Jeff Blenkush – Yes, Rusty Paggen – No, Cindy

VanderWeyst – Yes and Danita Traut – Yes. Yes – 3 and No – 1. Motion carried. Council member Paggen stated that the City has too many parties was the reason for his no vote.

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

TIME: 9:16 p.m.

Respectfully submitted,

Cris M Draw  
City Clerk

Ging VanderWeyst  
Mayor



## St. Stephen City Council Agenda – August 1, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from July Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

\*Jerry Hettwer—1 Day Gambling Permit for 10/28/12

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 Draais  
City Clerk

Website:

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

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

MINUTES

ST. STEPHEN CITY COUNCIL

August 1, 2012 – 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 and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Draais – City Clerk.

ABSENT: None.

MINUTES OF JULY MEETING: The meeting minutes from the July Council meeting were reviewed. Council member Traut asked that the statement, “Dolores Supan prepared an investment sheet with the Council” read “for” in place of with. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$11,468. Claims could still come in due to the early date of the meeting. Jeff Blenkush made a motion to approve the Claims including the Stearns Electric bill upon receipt. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$105,021.12.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$527,267.24
	Add: July Deposits	\$105,021.12
	Less: July Checks	\$ 42,654.91
	New Checkbook Balance	\$589,633.45

The Clerk asked about putting money from the General Fund into the Emergency Management Fund. This fund is negative because of the work done on the generator in 2011 and the siren narrow banding in 2012. The fund will be looked at during the Budget Meeting on August 22, 2012.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

\*Jerry Hettwer – Knights of Columbus: One Day Gambling Permit: Jerry Hettwer requested a 1 day gambling permit for October 28, 2012 for BINGO at the Parish Hall. Jeff Blenkush made a motion to approve a 1 day gambling permit for the Knights of Columbus for October 28, 2012. Rusty Paggen seconded the motion. Motion carried.

\*Rich Hanson – Cornerstone Insurance: Rich Hanson requested the Council consider having Cornerstone Insurance as the agent of record for the City's insurance. Schmidt Insurance out of Avon is the current insurance agent. It was confirmed that nothing would change by having Cornerstone take over but that the coverage would be local. Jeff Blenkush made a motion to change the agent of record to Cornerstone Insurance from Schmidt Insurance. Tom Vouk seconded the motion. Danita Traut abstained. Motion carried.

Jeff Blenkush made a motion to pass the resolution to change insurance agents as read. Tom Vouk seconded the motion. Danita Traut abstained. Motion passed.

## FIRE DEPARTMENT:

Fire Chief Jeff Draais reported that there were 9 calls in July. There have been 48 calls to date. The July training is a radio training required by the County along with a truck driving training. The radio training is supposed to last 1 hour.

The Fire Chief and Assistant Chief attended an Emergency Management Train Derailment Simulation in Rice.

SSF&R is looking at helmets. 6-8 need to be replaced. Discussion will take place if the FD should replace a few or all of them.

There will be a Kitchen Fire Demo at National Night Out put on by the FD. The MN State Chiefs Association has 2 trailers for rent to demonstrate how to care for a grease fire.

The Mule is going off the lease program. The FD will discuss what to do.

SSF&R received a \$500 Round Up Grant from Stearns Electric.

Rod Traut needs to finish the paperwork on DOT Servicing of the fire trucks.

## REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Discussion took place on the culvert for 5<sup>th</sup> Avenue SE near the pond. Jerome Supan, Road Overseer recommended putting in a pipe that would be on city property in the culvert and grates. The estimated cost is \$2,139 plus tax. Joe Paggen would install the grates and culvert. Discussion took place on the reason for the work. The 3 main reasons are: 1) it is in front of a city owned park, 2) all of the drainage that comes to that area is ¼ of the city's water, and 3) it is a safety issue due to the size of the culvert. Jeff Blenkush made a motion to do the culvert work at 5<sup>th</sup> Avenue SE with Joe Paggen installing the pipe and grates. Rusty Paggen seconded the motion. Motion carried. The Smoley Addition road work was discussed. Hard Drives did not submit a quote. Jerome will get in contact with Custom Surfacing about the work and their bid. Jerome reported that the ditch by Catherine Schumer's former home/Ferche property has been fixed.
- 2. Park Board:** Kathy Monson requested donating \$250 to the fireworks fund collected for the Park Fest Concert. Jeff Blenkush made a motion to donated \$250 from the Park Fund towards the fireworks. Rusty Paggen seconded the motion. Motion carried. There will be an update on the Park Fest Concert at the September Council meeting.
- 3. Planning Commission:** The Planning Commission hasn't met as the July City Council meeting was after the July Planning Commission meeting.

SHERIFF'S REPORT: The report hasn't been received yet.

HEALTH COMMITTEE: The well and septic were checked. A report will follow.

## UNFINISHED BUSINESS:

Peddler's Ordinance Public Hearing – Jeff Blenkush made a motion to set the public hearing date for the Peddler's Ordinance for September 5, 2012, at 7:30 p.m. Danita Traut seconded the motion. Motion carried.

Assisted Living Facility: Bruce from Good Shepherd will be coming to St. Stephen on August 17<sup>th</sup> to view some potential sites. Mason from Cherrywood of Richmond will be attending a Council meeting soon.

The Mayor reported that the total for legal and engineering services for the Omann Land Split was \$2,586.25.



NEW BUSINESS:

2013 Budget Meeting: August 22 at 6:30 p.m. The LGA remained the same as 2012: \$105,818.00

The City of St. Stephen hosted the Emergency Management Meeting in July. The Clerk from Albany spoke about their recent incident and the significance of a Peddler's Ordinance for such an event. At the meeting it was reported that the Mitigation plan from the cities was submitted by the county to the state on July 27, 2012. From there it will be submitted to FEMA.

Jerome Supan asked about the idea of putting money in escrow for driveway culverts as that's recently been an issue for residents. The consensus was that it's the responsibility of the builder/owner to put in a quality culvert.

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

TIME: 8:04 p.m.

Respectfully submitted,

Cris M. Davis  
City Clerk

Cindy Vandulke  
Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 22, 2012

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, Cris Drais – City Clerk ABSENT: None.

The spreadsheet reviewed contained the 2011 Final Budget, 2012 Final Budget, 2012 To Date Expenses & 2013 Work Column.

The 2013 Budget was reviewed starting from the top.

**2013 GENERAL REVENUE EXPENSES:**

**Elected Officials: \$18,000 (increased from \$12,500)** – This amount is increased by adding the Social Security, PERA & Medicare amounts added in to the \$12,500.

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

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

**Assessor Fees: \$4,500 (increased by \$300)** – The amount is increased as the fee continues to go up annually.

**Legal: \$11,000** – The amount will be kept the same.

**Publications: \$1,500** – The amount will be kept the same.

**Social Security: \$1,500** – This amount will be kept the same.

**DCP-PERA: \$3,000** – Added to the Elected Officials total.

**Medicare: \$1,000** – Added to the Elected Officials total.

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

**Dues: \$1,400 (decreased from \$1,700)**

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

**Building Maintenance: \$10,000** – The amount will be kept the same.

**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 Contribution: \$5,000** – The amount will be kept the same.

**GENERAL REVENUE EXPENSES: \$117,325.00**

**RECEIPTS:**

**Local Government Aid: \$105,818** – This amount is the same received in 2012.

**Checking Interest: \$600** – The amount will be kept the same.

**Business' License Renewal: \$4,400** – The 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 GENEREAL GOVERNMENT: \$6,357.00**

**PUBLIC SAFETY:**

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

Volunteer Fire Department: \$89,100 (increased from \$88,100) – This amount is prepared by the FD.

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

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

**PUBLIC SAFETY: \$131,600.00**

Less: Township Fire Contracts \$89,100.00

**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 – The amount will be kept the same. To date the only expense from the area has been Engineering services.

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

**ROAD & BRIDGE: \$159,700.00**

**PARK FUND**

Park & Recreation: \$17,000 – The amount will be kept the same.

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

**TOTAL PROPOSED LEVY FOR 2013: \$225, 557.00**

COMMENTS/DISCUSSION: Council member Vouk asked about the FD maintaining their budget for the townships vs. an increase. Fire Chief Drais shared that the budgets are prepared 2 years in advance and one problem is the fluctuation in fuel prices. Council member Blenkush commented about how at one time the FD was in the negative and instead of raising the contract totals for the townships by large amounts, they spread the amount over time.

<b>GENERAL REVENUE EXPENSES</b>	<b>\$117,325.00</b>
<b>RECEIPTS</b>	<b>\$110,968.00</b>
<b>LEVY FOR GENERAL GOVERNMENT</b>	<b>\$6,357.00</b>
<b>PUBLIC SAFETY</b>	<b>\$131,600.00</b>
<b>Less: Township Fire Contracts</b>	<b>\$89,100.00</b>
<b>LEVY FOR PUBLIC SAFETY</b>	<b>\$42,500.00</b>
<b>LEVY FOR ROAD &amp; BRIDGE</b>	<b>\$159,700.00</b>
<b>LEVY FOR PARK</b>	<b>\$17,000.00</b>

**2013 PROPOSED LEVY: \$225,557.00**

Jeff Blenkush made a motion to approve the proposed 2013 budget for \$225,557.00. Danita Traut seconded the motion. Motion carried.

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

Meeting adjourned at 7:08 p.m.

Respectfully submitted,

Cris M Davis  
City Clerk

Cindy Vandulkeft  
Mayor



## St. Stephen City Council Agenda – September 5, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from August & Budget Planning Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

\*Mike Schiller ~ B2 General Business Zoning

\*Cornerstone Insurance ~ Renewal Update

St. Stephen Fire & Rescue

**7:30 p.m. Public Hearing: Peddler's Ordinance**

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

\*Budget Meeting Date

Meeting Adjourned

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

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  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

MINUTES  
ST. STEPHEN CITY COUNCIL  
September 5, 2012 – 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 and Thomas J. Vouk – Council, and Cris Drais – City Clerk.

ABSENT: Dolores Supan-Treasurer.

MINUTES OF AUGUST MEETING & BUDGET PLANNING MEETING: The meeting minutes from the August Council meeting were reviewed. In the Fire Department Report, Rod Traut was reported as DOTing the Fire Trucks. Ron Douvier performed the DOT service. Danita Traut made a motion to approve the minutes with the correction in the Fire Department Report. Jeff Blenkush seconded the motion. Motion carried. The Budget Planning Meeting minutes were reviewed. Jeff Blenkush made a motion to approve the budget planning meeting minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$21,943.55. Discussion took place regarding the purchase of the Kawasaki Mule. It was purchased with money from the Fire Equipment Fund. The cost was cheaper to buy it from Brothers vs. another dealer. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$5,780.21.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$589,633.45
	Add: August Deposits	\$ 5,780.21
	Less: August Checks	\$ 16,083.17
	New Checkbook Balance	\$579,330.49

The Treasurer and Clerk will discuss making the Emergency Management Fund positive.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

\*Mike Schiller ~ Mike is looking at the property on County Road 5 behind Legatt's Garage to put up a storage unit. The property is zoned B2 which doesn't include storage units as an acceptable business. But the Storage Units on County Road 5 on the other side of town were put on land zoned B2. Mike was recommended to attend the Planning Commission meeting on September 11<sup>th</sup>. Mike was instructed to check with the County on road access.

\*Cornerstone Insurance: Garrett Hansen shared insurance renewal issues that have come up. The fire trucks have been insured for cash value. The insurance on the plow truck seems high. The building for the plow garage is insured for \$95,000 replacement cost. Garrett will check on this amount. After discussion, it was agreed to insure the generator at City Hall for the same amount as the one by the Steve's Field: \$15,996.00. Garrett shared that the mobile property was reviewed and photographed.

**7:37 p.m. At this time the regular meeting was closed for the Peddler's Ordinance Public Hearing**

The Mayor asked 3 times if there were any questions or comments from the audience regarding the ordinance. No response was received. Jeff Blenkush made a motion to close the public hearing at 7:40 p.m. Rusty Paggen seconded the motion. Motion carried.

Discussion took place regarding the ordinance. Questions were brought up regarding the peddler's application, a fee, the penalty for violation and contractor's license. The Mayor will confirm with the City Attorney the application for a peddler and having an application fee in the schedule of fees or just the ordinance. The Peddler's Ordinance will be brought before the Council again.

#### FIRE DEPARTMENT:

Fire Chief Drais' reported was submitted. The following was read aloud:

- SSFD has had 60 calls this year. Might be slightly ahead of 2011.
- Training for this month will be rope rescue by the St. Cloud Technical & Community College.
- Didn't hear if the sirens went off today. *It was reported they didn't go off.*
- After looking over various options for the mule and how much it would cost to replace it, the members decided to buy the current mule for approximately \$8,000 vs. at least \$10,000 for a similar machine. Gambling money from the last year covered the purchase. (Gambling money is deposited in the equipment fund.)
- Ralph Barhorst had 39 years on the department last month. Rich St. Onge had 8 years.
- Minnesota Board of Firefighter Training and Education has awarded St. Stephen \$2,730 in training money for July-June. This is \$105 per firefighter. Funding comes from a fire safety surcharge on your insurance. This covers not just training but the fire marshal's office too.

The Eggen's bill hasn't been received. It will be paid upon receipt. The paperwork has been submitted for the Relief Association. The 2% payment should be received between October and November.

#### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** It was reported that the blacktop is breaking off and washing off on 2<sup>nd</sup> Avenue NE. Since this is a maintenance project, Joe Paggen will be contacted to look at the road and repair it with Class 5. The Mayor reported that the papers were faxed in regarding the culvert work on 5<sup>th</sup> Avenue SE. Joe Paggen will be asked about painting the curbs at the intersection of County Roads 2 and 5.
2. **Park Board:** Discussion took place on repairing the upper field fence. The project was going to be discussed at the September Park Board meeting. The cost of the repairs will be \$940. LeRoy Supan recommended doing the repair work this fall. Tom Vouk made a motion to repair the fence this fall for \$940. Jeff Blenkush seconded the motion. Motion carried. Kathy Monson requested making a \$50 donation to the Lions Club for having the shelter closed because of the fireworks during Park Fest. Kathy also requested making a \$250 donation to the Fire Department's Relief Association for their help during Park Fest. Tom Vouk made a motion to approve a \$50 donation to the Lion's Club for having the shelter closed during the concert and for \$250 to the Fire Department's Relief Association for their help with the concert and fireworks. Rusty Paggen seconded the motion. Jeff Blenkush abstained. Motion carried. The Park Board will host a Haunted House on October 20<sup>th</sup>.
3. **Planning Commission:** The Planning Commission has had 2 applicants come forward. Unfortunately one applicant has removed herself due to a time conflict.

SHERIFF'S REPORT: The report arrived the day of the meeting.

HEALTH COMMITTEE: The water test was okay.

#### UNFINISHED BUSINESS:

The Mayor reported that Marshall from Cherrywood Advanced Living will attend the October meeting at 7:30 p.m. The Mayor reported that Bruce from Good Shepherd came to St. Stephen to look at the different land sites. The Ferche property by the ball fields was regarded as a good choice. The favorite choice was off of 3<sup>rd</sup> Avenue SE. The land is owned by Peter Omann. Discussion took place regarding bringing a Financial Advisor on board. The Mayor will check with the City Attorney for a name of a financial advisor.

Discussion took place regarding the County Road 2 speed study. Jeff Blenkush made a motion to have the survey done. Danita Traut seconded the motion. Motion carried. The Mayor will contact the County and share the City's concerns regarding a speed study and not wanting the speed limit raised.

The Clerk reported that the Household Hazard Waste collection was successful although bad weather moved in. The County may consider having an annual pick up in St. Stephen.

Bill Vouk Jr. asked about the status of the letter to homeowners regarding clearing Jacob's Lane. The Mayor stated that the City is waiting for the letter from the Attorney. The survey was recently completed. Discussion took place regarding the letter stating that homeowners are only allowed 30 days to remove their items vs. 45 days.

NEW BUSINESS:

The Final Budget Meeting can take place at the December Council Meeting. Tom Vouk made a motion to hold the Final Budget Meeting on December 5, 2012 at 7:30 p.m. Jeff Blenkush seconded the motion. Motion carried.

It was brought up that the flag light is not working again.

Discussion took place regarding the sign ordinance.

Discussion took place regarding some issues and concerns between neighbors on County Road 5. Looking at the Public Nuisance Ordinance, a letter from the City Attorney may need to be drafted.

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

TIME: 9:18 p.m.

Respectfully submitted,

Cris M Drais

City Clerk

Cindy Van der Weert

Mayor



MINUTES  
ST. STEPHEN CITY COUNCIL SPECIAL MEETING  
September 13, 2012 – 6:30 P.M.

CALL TO ORDER: 6:30 P. M. PLEDGE OF ALLEGIANCE: All together.

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

ABSENT: None.

The Mayor reported that City Attorney Tom Jovanovich is leaving the Rajkowski Hansmeier Law Firm and will be forming his own law firm. The City received a letter from the Rajkowski Hansmeier Law Firm asking if the City would like to have its file go with Tom Jovanovich or be passed on to another attorney at Rajkowski Hansmeier Law Firm.

The Mayor reported that every person who's worked with the City is also going with Tom Jovanovich to his new law firm.

Jeff Blenkush asked if the League of Minnesota Cities was called. The Mayor reported that she did contact the League and they had no problem with the change.

Rusty Paggen stated that he was okay with the change.

Tom Vouk asked if there would be a price change with changing law firms. The Mayor stated that the price would remain the same. Tom stated that Tom Jovanovich has been with the City for a long period of time. would be good to stay with an attorney familiar with the City and its issues.

Danita Traut asked about a possible issue happening with the Attorney's Office when ordinances sat at his office without being processed. Is that a concern? Jeff Blenkush clarified that in that instance, the papers weren't signed on the City's end. The Attorney's office did their job.

Danita Traut made a motion to transfer the City's legal services from Rajkowski Hansmeier Law Firm to Tom Jovanovich's new law firm with him. Tom Vouk seconded the motion. Motion carried.

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

TIME: 6:34 p.m.

Respectfully submitted,

Cris M Drais  
City Clerk

Cindy Vanderweyst  
Mayor



## St. Stephen City Council Agenda – October 3, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from September Meeting & Special Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

\*Cherrywood Advanced Living

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)

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MINUTES

ST. STEPHEN CITY COUNCIL

October 3, 2012 – 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 and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

MINUTES OF SEPTEMBER & SEPTEMBER SPECIAL MEETING: The meeting minutes from the September Council meeting were reviewed. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. The meeting minutes from the September Special Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$30,736.88 plus a payment to Godfather's Exterminating for their quarterly service. Council member Traut confirmed the pension payments made for St. Stephen Fire & Rescue Relief Association Special Fund. One payment is made by the Fire Department General Fund and one payment is made from the City's General Fund annually in October. Tom Vouk made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$3,932.80.

TREASURER'S REPORT:

Beginning Balance	\$579,330.49
Add: September Deposits	\$ 3,932.80
Less: September Checks	\$ 30,558.68
New Checkbook Balance	\$552,704.61

Dolores Supan presented the CD rates she received. 3 CDs are up for renewal.

Falcon Bank: .65% for 12 & 18 months, .85% for 24 months

Sentry Bank: .45% for 12 months, .60% for 24 months

TCF: .45% for 12 months, .60% for 24 months

Discussion took place and since there is no advantage to renewing for longer, Dolores was advised to renew the CDs for 12 months at Falcon Bank where they already are.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

\*Cherrywood Advanced Living: Marshall Weems did a presentation on Cherrywood Advanced Living. The presentation covered: the demand for elderly housing, types of care for the elderly, what Cherrywood Advanced Living is, who they are and what they intend to do, the Cherrywood business model and the next steps for the City of St. Stephen. Following the presentation was time for Q&A.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 6 calls in September. There have been 64 calls to date. Jim Schumer was recognized for 35 years. Rich St. Onge resigned with his family moving and will be joining the Kimball Fire Department. Two candidates will be interviewed. October's training will be vehicle

extrication. The Fire Chief's Convention is in Duluth this year. Brockway Township has requested a meeting with SSF&R. The SSF&R Breakfast to kick off Fire Safety Week will be Sunday, October 7<sup>th</sup> from 8:30 a.m. – 12:30 p.m. in the Parish Hall. SSF&R Open House will be Saturday, October 13<sup>th</sup> from 10:00 a.m. – 2:00 p.m. The Mule was purchased but no paperwork has been received. The foam unit on it was fixed. The 6 wheeler will be sold via advertising.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan shared a snowplowing quote from Ferche, Inc. 9<sup>th</sup> Avenue NW is included in the snow removal that Ferche, Inc. will be doing. Jerome will check with Brian if Ferche, Inc. will have trucks available to help remove snow. It was discussed the Bob Hlebain is called when needed for his front end loader service. Jeff Blenkush made a motion to approve the Ferche, Inc. quote for snow service during the 2012 winter season. Tom Vouk seconded the motion. Motion carried.
2. **Park Board:** Kathy Monson reported that the Haunted House will be Saturday, October 27<sup>th</sup> from 6:30 -8:00 p.m. at the Smoley Field Storage Shed and area. The Park Board is looking over immediate to 5 year needs for the City's parks.
3. **Planning Commission:** Dan Schultz reported that there was no meeting in September as there was no quorum.

SHERIFF'S REPORT: No report.

HEALTH COMMITTEE: No report.

UNFINISHED BUSINESS: It was mentioned that the street lights that were out in the East end of town seem to have been repaired.

NEW BUSINESS: Jerome Supan asked if the Legion has permission to put up new signs once they've been ordered like the signs they have up. The only concern expressed was making sure that the County is okay with the location of the signs.

The election results will be canvassed on Monday, November 12, 2012 at 6:30 p.m. The absentee ballot information should be received from the County by Monday.

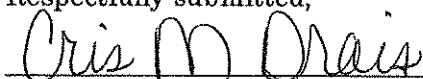
Danita Traut will be attending the Appeals & Equalization training in November.


The letter was sent to all homeowners along Jacob's Lane. The homeowners have 30 days in which to remove items.

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

TIME: 8:19 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor



## St. Stephen City Council Agenda – November 7, 2012

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

\*Mary Jo Crever ~ 12th Ave NE

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

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

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  
[crisdrais@  
midconetwork.com](mailto:crisdrais@midconetwork.com)

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

MINUTES

ST. STEPHEN CITY COUNCIL

November 7, 2012 – 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 and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: None.

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

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$39,125.71 including a payment to Doug Legatt of \$300 prior to the plowing season. Danita Traut asked if the Certificate of Insurance has been received for Doug yet. To date it hasn't been received. The City Clerk will contact Doug regarding this. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$24,365.72.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$552,704.61
	Add: October Deposits	\$ 24,365.72
	Less: October Checks	\$ 40,204.92
	New Checkbook Balance	\$536,865.41

Dolores Supan reported that since the last meeting, the CD rate dropped from .65% to .40%. The Council agreed that the CD should be renewed for 12 months at .40% as there's no difference in the percentage for 12 months vs. 18 months.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

\*Mary Jo Crever ~ 12<sup>th</sup> Avenue NE: Mary Jo shared a handout with the Council regarding road issues and possible road solutions. It was stated that the biggest problem is the amount of material on the road surface. Plow truck issues/concerns were shared. It was stated that others living on the road have asked for it to be maintained. A different road bed was discussed. Discussion took place on land being donated in order for ditches to be made. The farm fields have changed the contour of the road. The Mayor will contact the land owners regarding the right of way. Crever's will also talk with the land owners regarding right of way. It was discussed that proper easement would lend itself to road improvement. It was discussed that the road is bladed depending on the weather. Discussion took place on having Ferche's plow 12<sup>th</sup> Avenue NE due to the inconvenience of the plow truck getting out after plowing the road. The topic will be reviewed at the December Council Meeting.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported that there were 3 calls in October. November's training will be first aid stations. Annual test were done on the pumps and ladders. Chad Zimmerman was interviewed to replace Rich St. Onge. Adam Seifermann was interviewed and is available during the day. There would be 26

firefighters if Chad and Adam were added to the department. There are 27 firefighters with Eric Larson who is a part of the department as a daytime firefighter. Tom Vouk made a motion to approve Chad Zimmerman and Adam Seifermann as new members of St. Stephen Fire and Rescue. Rusty Paggen seconded the motion. Motion carried. The FD has been reimbursed from Sartell-LeSauk FD for the Verso Paper Mill fire. The 1<sup>st</sup> 8 hours of time are free service due to the Mutual Aid agreement. It was reported that electronic pull-tabs have been started at Howie's and are going well.

#### REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan reported that there's standing water on the road into the gravel pit. Joe Paggen will fix the road. The cul-de-sacs will be plowed in a different direction. Jerome will put posts by the City Hall culvert. Discussion took place regarding getting sand/salt from the County. The Mayor will contact the County. Jerome reported that there's build up in Tyler Court in the City right of way. Joe Paggen will remove the build up. Joe Gordon & Eric Larson will plow the City roads again this season. Joe Gordon has gotten a job with MN DOT and will be on call for plowing for the state. Joe & Eric will work out the plowing schedule.
2. **Park Board:** Kathy Monson reported that the Haunted Maze had 75-80 people attend. There was a hayride. Donations were received for the local food shelf. Kathy presented that the Park Board would like to have Diamondback for the July Park Fest band. A \$1,000 deposit is needed to secure the date. The balance will be \$1,700 for a total cost of \$2,700. The Mayor was asked if money from the Park Board Fund can be used to pay for a band. The City Attorney has confirmed that money from the Fund to fund a concert raising money for park improvement is allowable. It was shared that it's important to give back to the community members. Much discussion took place regarding a concert. Concern was shared regarding the price of the band. It was shared that events have to start somewhere and can grow with time. It was also shared that community members have never expressed negative comments and that they feel positive about events in our own community. Discussion took place regarding the events the City does put on for the community. The Park Board sponsors the Halloween and Easter events. Those events are for children. A concert is more adult and can be family oriented. It was the Park Board's decision to have a more known name band perform. No motion for a deposit was made.
3. **Planning Commission:** Perry Nistler reported that interested parties attended the Planning Commission meeting to request being able to put up a storage unit on the foreclosed land for sale by Legatt's Garage. Mike Gillen was interviewed as a new member and the Planning Commission recommends his approval to the Council. Mike would fill one of the two vacancies on the PC Board. Jeff Blenkush made a motion to approve Mike Gillen as a new Planning Commission member. Danita Traut seconded the motion. Motion carried. It was asked if the Omann property that was split has to be rezoned. Per the City Attorney, the property does not have to be rezoned. The topic of a mini plot ordinance will be reviewed by the Planning Commission.

SHERIFF'S REPORT: The contract for 2013 was received. The rate is the same rate paid since 2010. The cost for police service would be \$18,720 for 2013. Jeff Blenkush made a motion to approve the contract renewal for 2013. 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. Discussion took place regarding the City looking at its own police service again. It was stated that the cost would be extremely high compared to what the City is paying the County for police service. The police service during the year regarding the robbery at Conomart, the break in at the St. Stephen Storage Units and vandalism at The Rusty Nail was discussed.

HEALTH COMMITTEE: No report.

UNFINISHED BUSINESS: The City Attorney will be contacted for the Peddler's Ordinance application.

The 2012 General Election results need to be canvassed within 3-10 days of the election. 441 votes were cast on November 6, 2012 with 50 new voters registering.

Jacob's Lane was discussed. The City needs to show ownership of the property. It was discussed about having Huls Lawn Service mow or having Chuck Ertl service the road right of way.

Advanced Living Facility: The next recommended step is a market study. The City pays for the study and it becomes a city document. The market study could cost up to \$4000. Jeff Blenkush made a motion to have a market study done regarding an advanced living facility in St. Stephen. Tom Vouk seconded the motion. Motion carried.

NEW BUSINESS: Christmas lights will be put up on November 23<sup>rd</sup> at 9:00 a.m.

A generator maintenance discussion took place.

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

TIME: 9:14 p.m.

Respectfully submitted,

Cris M Drais  
City Clerk

Cindy Vandenberg  
Mayor



MINUTES  
ST. STEPHEN CITY COUNCIL SPECIAL MEETING  
ST. STEPHEN CANVASSING BOARD  
November 12, 2012 – 6:30 P.M.

CALL TO ORDER: 6:30 P. M. PLEDGE OF ALLEGIANCE: All together.

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

ABSENT: None.

OATH OF OFFICE: The Council took the Canvassing Board Oath.

CANVASSING OF RETURNS: The City Clerk shared the results of the November 6, 2012 General Election. There were a total of 441 persons that voted at the polling site, along with 26 absentee votes for a total of 467 persons voting.

The votes tabulated at said election were:

<u>Mayor</u>	<u>Votes</u>	<u>Council Member</u>	<u>Votes</u>
Cynthia VanderWeyst	317	Jeff D Blenkush	325
James J Dahl	128	Thomas Vouk	324
Write In	13	Write In	14

Danita Traut made a motion to approve the resolution to certify results of the Tuesday, November 6, 2012 General Election prepared by the City Clerk. Rusty Paggen seconded the motion. Motion carried.

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

TIME: 6:34 p.m.

Respectfully submitted,

Cris M Drais  
City Clerk

Cindy VanderWeyst  
Mayor

**CITY OF ST. STEPHEN**


**2 6<sup>TH</sup> Avenue SE**

**St. Stephen, MN 56375**

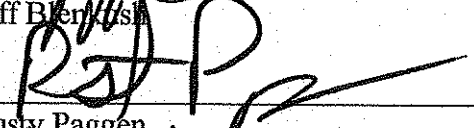
**Telephone: (320) 251-0964**


**CANVASSING BOARD OATH**

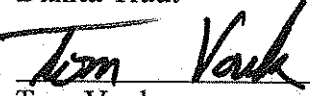
I, (state name), do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of the Canvassing Board of the City of St. Stephen, Minnesota, to the best of my judgment and ability, so help me God.

  
Cindy VanderWeyst

  
Jeff Blenks

  
Rusty Paggen

  
Danita Traut

  
Tom Vouk

  
Attest City Clerk Cris Draais

Date November 12, 2012

**RESOLUTION TO CERTIFY RESULTS OF THE  
TUESDAY, NOVEMBER 6, 2012 General Election  
(CANVASSING OF THE GENERAL ELECTION)**

**WHEREAS:** The City of St. Stephen held an election for the office of Mayor and two Council Members on Tuesday, November 6, 2012, during the General Election with 441 persons voting at the polling site, along with 26 Absentee votes for a total of 467 persons voting.

**WHEREAS:** On this 12th day of November, 2012 the City Council has met to canvass said election results;

**WHEREAS:** The votes tabulated at said election were:

MAYOR	VOTES	COUNCIL MEMBER	VOTES
<u>CYNTHIA VANDERWEYST</u>	<u>317</u>	<u>JEFF D BLENKUSH</u>	<u>325</u>
<u>JAMES J DAHL</u>	<u>128</u>	<u>THOMAS VOUK</u>	<u>324</u>
<u>Write-in-----</u>	<u>13</u>	<u>Write-ins-----</u>	<u>14</u>

**THEREFORE BE IT RESOLVED** by the St. Stephen City Council that the official election results for the office of Mayor for the term of 2013-2016 shall be Cynthia VanderWeyst.

**BE IT FURTHER RESOLVED** by the St. Stephen City Council that the official election results for the offices of Council Member for the term of 2013-2016 shall be Jeff D Blenkush and Thomas Vouk.

Adopted this 12th day of November 2012.

Cris M Drais  
Attest: Cris M. Drais, City Clerk

Cindy VanderWeyst  
Signed: Cindy VanderWeyst, Mayor

**CITY CLERK'S CERTIFICATE OF OFFICERS ELECTED**

**CITY CLERK'S OFFICE – CITY OF ST. STEPHEN  
STEARNS COUNTY, MINNESOTA  
NOVEMBER 12, 2012 – CANVASSING DATE**

**CITY OF ST. STEPHEN – 2012 MUNICIPAL ELECTION RESULTS**

To: Randy R. Schreifels, Stearns County Auditor – St. Cloud, Minnesota

I, Cris M. Drais, the undersigned clerk of the City named above and custodian of its records, do hereby certify that the following is a correct and complete list of City officers elected at the City Election in said City on Tuesday, November 06, 2012, as well as the City Officers who hold over from a previous election as shown opposite the name of each officer listed below.

<u>POSITION</u>	<u>OFFICER</u>	<u>ELECTED</u>	<u>LENGTH OF TERM</u>
MAYOR	<u>CYNTHIA VANDERWEYST</u>	2012	2013-2016
COUNCIL MEMBER	<u>RUSTY PAGGEN</u>	2010	2010-2014
COUNCIL MEMBER	<u>DANITA TRAUT</u>	2010	2010-2014
COUNCIL MEMBER	<u>JEFF D BLENKUSH</u>	2012	2013-2016
COUNCIL MEMBER	<u>THOMAS VOUK</u>	2012	2013-2016

**CANVASSING OF ELECTION RESULTS: MONDAY, NOVEMBER 12, 2012**  
**(Day/Month / Date / Year)**

Dated this 12th day of November 2012.

Cris M Drais

Cris M. Drais, City Clerk



## St. Stephen City Council Agenda – December 5, 2012

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from November Meeting & Canvassing Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

7:30 p.m. Truth in Taxation Hearing

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

\*12th Avenue NE

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)

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

MINUTES

ST. STEPHEN CITY COUNCIL

December 5, 2012 – 7:00 P.M.

CALL TO ORDER: 7:00 P. M. PLEDGE OF ALLEGIANCE: All together. A moment of silence was observed for Cold Spring Police Officer Tom Decker.

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

ABSENT: None.

MINUTES OF NOVEMBER MEETING & ELECTION CANVASSING SPECIAL MEETING: The meeting minutes from the November Council meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried. The minutes from the Election Canvassing Special meeting were reviewed. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The total for the Claims is \$25,646.95. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$10,779.06.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$536,865.41
	Add: November Deposits	\$ 10,779.06
	Less: November Checks	\$ 40,325.71
	New Checkbook Balance	\$507,318.76

Dolores Supan reported that the end of the year settlement direct deposit was received from Stearns County. The amount is \$108,417.50.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None.

FIRE DEPARTMENT:

Fire Chief Jeff Drais' report was submitted. There were 6 calls in November. Emergency Apparatus was out to check pumps on 2 engines. Training will be December 17, 2012.

Steve Trobec shared the proposed by-laws change with the Council. The change is including language regarding how deferred interest will be paid. Tom Vouk make a motion to approve the by-law change. Danita Traut seconded the motion. Jeff Blenkush abstained. Motion carried.

REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge:** Cindy VanderWeyst reported that she'd contacted 4 landowners along 12<sup>th</sup> Avenue NE. 2 returned her phone call. 1 landowner was willing to work with the City regarding work needed on 12<sup>th</sup> Avenue NE. The other landowner said the City should pay the homeowner for land needed in order to improve the road.

Jerome Supan and Cindy VanderWeyst shared recent conversations with the snowplow drivers. The plow truck was brought to Friedrich's Garage after it was reported that the gas pedal was broken and that the fuel tank leaks. The concerns weren't brought to attention until early November.

The County Maintenance Supervisor was contacted and the City is able to get sand/salt from the County and will replace it at the end of the season.

Jerome reported that Legion can put its signs on the City signs per County regulations.

2. **Park Board:** Edith Gerads requested the City donate \$100 for the Park Board Lighting Contest. There will only be 3 prizes: \$50, \$25 & \$25. The Park Board did not obtain any other donations. Jeff Blenkush made a motion to approve donating \$100 for the Park Board Lighting Contest. Tom Vouk seconded the motion. Motion carried.

The Park Board needs to hold elections for a Chair and Co-Chair.

Cindy VanderWeyst reported that a sponsor has paid a \$1,000 deposit for Diamondback to perform in July. That leaves a balance of \$1,700. Janelle Fleischhacker is checking on fund raising to pay the balance. Discussion took place on the price of \$1,700 being better vs. \$2,700. The band is a well-known band and will draw people to St. Stephen. The concert date would be July 20, 2013. Tom Vouk made a motion to pay \$1,700 for a Park Board Concert on July 20, 2013 with the band Diamondback. Jeff Blenkush seconded the motion. Jeff - Yes, Rusty - No, Cindy - Yes, Tom - Yes, Danita - Yes. Yes - 4, No - 1. Motion carried.

*7:31 p.m. At this time the regular meeting was closed for the Truth in Taxation Hearing.*

The Mayor asked if there were any questions regarding the proposed 2013 budget. The Mayor asked again if there were any questions regarding the proposed 2013 budget. Jerome Supan asked if the Road & Bridge budget was raised. The R&B budget is \$339,727.88. R&B has 2 CDs with approximately \$96,000 in each. Dolores Supan reported that a portion of the \$108,417.50 will go in to R&B. The Mayor asked again if there were any questions regarding the proposed 2013 budget. Jeff Blenkush made a motion to close the public hearing at 7:34 p.m. Danita Traut seconded the motion. Motion carried.

It was stated that the Fire Department's budget will be maintained for 2 years after the meeting with Brockway Township. Discussion took place on the City being audited. Information is filed with the State Auditor's Office annually. The LMC used to have a private auditor come out to check payroll, but now that's done through the insurance company. The City files 941 forms (federal), PERA reporting (state) and Unemployment Insurance filing (state) quarterly. With having a separate Clerk and Treasurer's position, an audit isn't required.

Discussion took place regarding budgeting and taxing \$17,000 annually for repayment of the Fire Truck. Looking at the budget, \$17,000 is going in to a fund that has been paid off. The payments are repaying funds that paid off the fire truck in an effort to save interest. The line item needs to be discussed at the August Budget Meeting. The Mayor will contact the City Attorney regarding this line item. Jeff Blenkush made a motion to approve the 2013 proposed budget. Danita Traut seconded the motion. Jeff - Yes, Rusty - No, Cindy - Yes, Tom - Yes, Danita - Yes. Yes - 4, No - 1. Motion carried.

3. **Planning Commission:** Perry Nistler reported that the Planning Commission voted on the Ordinance 45 Developer's Agreement changes and recommended approval by the City Council. The December meeting will be canceled and members will be contacted.

The market study regarding an assisted living facility is in the process. The cost was \$2,400. The study will take 4-5 weeks. A company from Sartell was recommended and is doing the study.

SHERIFF'S REPORT: No report.

HEALTH COMMITTEE: No report.

UNFINISHED BUSINESS: The quote from Avon Electric was shared regarding redoing lighting on City Hall. Discussion took place regarding the west side light. It was recommended to increase the light to a 400 watt wall light vs. 150 in order to light up the parking lot more. An LED fixture on the building for the flag was requested. Not included in the quote were the can lights on the west side of the building. Those should be updated. A concern was expressed that the building lighting upgrades quote is almost half of the building maintenance budget. Discussion took place about continual service on the current system and saving in the long run. Jeff Blenkush made a motion to accept the building lighting upgrades quote with the additions of west side lighting increase, LED fixture for the flag and can light upgrading. Cindy VanderWeyst seconded the motion. Jeff - Y, Rusty - Y, Cindy - Y, Tom - Y, Danita - Y. Yes - 5, No - 0. Motion carried.

Avon Electric has been contacted regarding servicing the angel Christmas decoration on County Road 5.

NEW BUSINESS: The City Christmas Party will be Thursday, December 20<sup>th</sup> beginning at 6:30 until 8:00. A letter will be sent out.

The Sheriff's Department ticketing vs. warnings procedure was questioned.

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

TIME: 8:08 p.m.

Respectfully submitted,

Cris M. Davis  
City Clerk

Cindy VanderWeyst  
Mayor