



St. Stephen City Council Agenda – January 2, 2013

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

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 Drais
City Clerk

Website:

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

MINUTES

ST. STEPHEN CITY COUNCIL

January 2, 2013 – 7:00 P.M.

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

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

ABSENT: Rusty Paggen.

OATH OF OFFICE: Council Members Thomas J. Vouk and Jeff Blenkush along with Mayor Cindy VanderWeyst recited the Oath of Office to begin their new term.

MINUTES OF DECEMBER MEETING: The meeting minutes from the December Council meeting were reviewed. Danita Traut requested the band Diamondback be referred to as a “well-known” vs. known band. Jeff Blenkush abstained during the voting of the Relief Association by-laws. 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. To date the Claims total \$16,866.12. With the early meeting, many bills haven't been received. Joe's Countryside was paid to fix mailboxes hit by the City's snowplow. The FD payroll & snow plowing payroll haven't been completed as the Tax Tables aren't final pending the results of the fiscal cliff issue in Washington D.C. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$110,603.12.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$507,318.76
	Add: December Deposits	\$110,603.12
	Less: December Checks	\$ 29,449.34
	New Checkbook Balance	\$588,472.54

Dolores Supan reported that the CD interest was \$1,474.03. It was less than the 2011 interest. To date the total of all investments is \$253,225.30.

Due to the ending balance on the cash control statement, it was agreed that Dolores should move \$75,000 to the Business Savings Account.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None.

FIRE DEPARTMENT:

Fire Chief Jeff Drais reported there were 76 calls in 2012. 50% were in Brockway Township, 17.1% were in St. Wendel Township and 32.9% were in the City of St. Stephen. As of 1/1/13, there had already been a fire call. January's training will be equipment finding on the vehicles. Training will take place on the 3rd Monday of the month with make-up training the Saturday afterwards. Assignments & officers will be brought to the February meeting as the City Council meeting is taking place before the FD Business Meeting. The Annual Relief Association Meeting will be on January 28, 2013. The sirens did work when tested!

Schedule of Assignments for the Council: The Mayor stated that she would like the assignments to remain the same as 2012.

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: Jovanovich, Kadlec & Athmann, PLLP

The Emergency Management position was discussed. It will be difficult to have a FF in the position as they may not be available in an event due to working with the Fire Department. The possibility of a retired FF was discussed. Paul Ritter, a candidate from last year, is still interested in the position. He is in contact with the County. Discussion took place regarding the position being a yearly position.

Jeff Blenkush made a motion to accept the assignments for 2013 without the Emergency Management Coordinator and the City Services for 2013. Danita Traut seconded the motion. Motion carried.

Christmas lights will be taken down on January 12th with workers meeting at City Hall at 9:00 a.m.

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

TIME: 8:03 p.m.

Respectfully submitted,

Cris M. Draais
City Clerk

Cindy VanderWeyst
Mayor

RESOLUTION ADOPTING FEES, CHARGES & COMPENSATION

The City Council for the City of St. Stephen hereby RESOLVES, that the following fees, charges and compensation are hereby adopted and shall remain in effect until subsequently modified by resolution of the Council:

Code of Ordinance Section	Description	Amount
Section 21	Mayor Salary	\$200.00 per month
Section 21	Council Salary	\$125.00 per month
Section 36	Park Rental	\$0.00 – fee \$0.00 – damage deposit
Section 41	Zoning Ordinance Public Hearing	\$100.00 regular mtg.* \$240.00 special mtg.*
Section 41	Variance Application Fee	\$100.00 regular mtg. \$240.00 special mtg.
Section 42	Site Permit Fee	\$50. 00 under \$10,000 \$75.00 under \$25,000 \$150.00 over \$25,000
Section 45	Preliminary Plat Approval Fee	\$100.00 for first 0-10 lots, \$5 per lot thereafter, not to exceed a total of \$500.00
	Legal/Engineering Escrow	\$15,000.00
Section 51	Coin Operated Amusement Device Fee	\$15.00
Section 61	Liquor License Fees	\$1,650 On-Sale Intox. \$100 On-Sale Wine Only \$100 Off-Sale Intox. \$200 Sunday \$500 Specialty Club \$100 On-Sale Non-Intox. \$25 Off-Sale Non-Intox.
Section 52	Cigarette License	\$50.00

*Applies to amendments, rezoning, appeals and special use permits.

This Resolution was adopted the 2nd day January, 2013.

Cindy Wankel, City of St. Stephen Mayor

Cris Davis, City of St. Stephen City Clerk



St. Stephen City Council Agenda – February 6, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from January Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Knights of Columbus ~ Gambling Permit

St. Stephen Fire & Rescue

Reports of Committees & Board

Road & Bridge

Park Board

Planning Commission

Sheriff's Report ~ Jon Lentz

Health Committee

Unfinished Business

New Business

Meeting Adjourned

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Dolores Supan
Treasurer

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

Website:
cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
February 6, 2013 – 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 and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: Cindy VanderWeyst.

MINUTES OF JANUARY MEETING: The meeting minutes from the January Council meeting were reviewed. The Clerk stated that she will correct the percentages reported for the FD calls. Danita Traut made a motion to approve the minutes. Tom Vouk seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. To date the Claims total \$18,346.52. The final parking lot payment has been submitted. The Claims total including the parking lot payment of \$5,381.43 makes the total for the Claims: \$23,727.95. Tom Vouk made a motion to approve the Claims. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$96,537.13.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$588,472.54
	Add: January Deposits	\$ 96,537.13
	Less: January Checks	\$109,392.07
	New Checkbook Balance	\$575,617.60

Dolores Supan deposited \$75,000.00 in to the Business Savings Account.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Knights of Columbus ~ Gambling Permit: Jerry Hettwer on behalf of the Knights of Columbus requested permission to hold a raffle on Tuesday, April 16, 2013 at the Church of St. Stephen Parish Hall. Rusty Paggen made a motion to approve the Knights of Columbus raffle on April, 16, 2013. Tom Vouk seconded the motion.

FIRE DEPARTMENT:

Fire Chief Drais presented the elections and appointments for the City Council to approve. The following were the election results:

Chief: Jeff Drais

Assistant Chief: Gene Skaj

Secretary/Treasurer: Steve Trobec

Captains (4 of them): Jeff Blenkush, Brian Quaal, Aaron Rudolph & Rodger Bellinger

Chief Drais made the following appointments:

Training Officer: Jeff Drais

Safety Officer: Jason Trobec

SHERIFF'S REPORT: Lieutenant Jon Lentz attending the meeting to give a summary of the 99 hours of contract service from October to December 2012. There were 858 calls in 2012 compared to 895 in 2011. There were 158 traffic stops in 2012 compared to 144 in 2011. There were 2 animal complaint calls in 2012 vs. 4 in 2011. Winter parking violations were down to 13 in 2012 from 52 in 2011. It was reported that the storage theft property was recovered. Lieutenant Lentz was asked about deputies parking on the County Road with their lights off. It is not a traffic hazard or entrapment. Concern for the person in the vehicle was expressed.

HEALTH COMMITTEE: The Clerk has been asked to send a letter to a resident regarding a dog not on a leash. A drain pipe running on to County Road 5 by the bank was discussed.

UNFINISHED BUSINESS: The Market Study regarding an assisted living facility will be presented at the April Council meeting. The lights on the hall look nice but the eye was questioned. The clerk will contact Avon Electric regarding this. A brief discussion took place on possibly having to have Attorney Jovanovich look at the issue with the lean-tos on the Zierden garage.

NEW BUSINESS: The Appeal & Equalization Meeting will be on April 10, 2013 at 6:30 p.m. It was requested to send a note of thanks for those who helped with the Christmas lights.

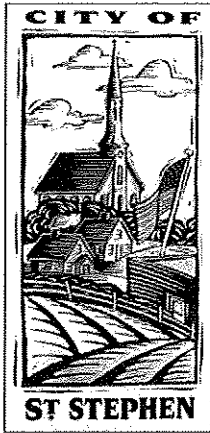
ADJOURNMENT: There being no further business, Danita Traut made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 8:01 p.m.

Respectfully submitted,

Cris M. Davis
City Clerk

[Signature]
Mayor



St. Stephen City Council Agenda – March 6, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from February Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

St. Stephen Fire & Rescue

Reports of Committees & Board

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Meeting Adjourned

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Dolores Supan
Treasurer

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

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MINUTES

ST. STEPHEN CITY COUNCIL

March 6, 2013 – 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 and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais – City Clerk.

ABSENT: Cindy VanderWeyst.

MINUTES OF FEBRUARY MEETING: The meeting minutes from the February Council meeting were reviewed. The Clerk stated that she will correct the Park Board Chair's last name. "The FD voted to set the deferred pension interest amount at 5%." will be changed to: The St. Stephen Fire Fighters Relief Association voted to set the deferred pension interest amount at 5% for 2012. Tom Vouk made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims including the 1st Quarter payroll total \$32,117.76. Discussion took place regarding the Claims from JR Ferche and Doug Legatt. These Claims were reviewed. Rusty Paggen made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$8,806.46.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$575,617.60
	Add: February Deposits	\$ 8,806.46
	Less: February Checks	\$ 23,727.95
	New Checkbook Balance	\$560,696.11

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

None at this time.

FIRE DEPARTMENT: Fire Chief Drais reported that there were 4 calls in February. The March training will be done over 5 nights. It is a 1st Responder Refresher. The Technical College taught a cold water rescue training in February. Some of the turnout gear will be replaced. After 10+ years, turnout gear can't be repaired.

Gene Skaj presented \$1,000 from gambling proceeds to the Fire Equipment Fund.

REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge:** Jerome Supan reported that snow in the cul-de-sac at 4th Avenue SE needs to be removed to avoid water in the resident's homes. There is also an area in Smoley Addition where the snow needs to be removed. Jerome will check with Joe Paggen or Bob Hlebain to see if they can help move the snow to the gravel pit.
- Park Board:** Kathy Monson reported that there was no meeting in February. The Easter Egg Hunt will take place on Saturday, March 30th at 11:00 a.m.

3. **Planning Commission:** Discussion took place regarding the Zierden garage being oversized per the conditional use permit and site permit issued. The garage has 2 8' lean tos that make it 16' wider than approved. The City Attorney will be contacted regarding how to handle this issue.

The Application for Site Permit was reviewed. A motion was made, seconded and carried for the following additions to the Application for Site Permit: ...which is of the following size and area; width ___ feet; length ___ feet; overall height ___ feet area ___ and said building...

At the bottom of the application, the following addition to be added:

___ Staking Inspected/Date Completed/Signature

___ Final Inspection/Date Completed/Signature

Danita Traut made a motion to approve the changes and updates to the Application for Site Permit. Tom Vouk seconded the motion. Motion carried.

Perry Nistler reported that Chapter 4 of the Comprehensive Plan was reviewed.

SHERIFF'S REPORT: The speed limit has been marked at 45 mph near the ball fields near the Smoley Addition.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Clerk is in contact with Avon Electric regarding the can lights and the light sensor.

NEW BUSINESS: Council member Traut asked about the rental agreement signed for using City Hall. The Clerk stated that she has never had an agreement for renters to sign. She isn't aware of one being used before she began in the position. The Clerk will check with the Clerk's List on the League of MN Cities for what other cities do when renting their facility.

The Appeals & Equalization Meeting will be on Wednesday, April 10, 2013 at 6:30 p.m.

The Sartell-St. Stephen School District School Board Meeting will be held at the St. Stephen City Hall on Monday, April 15, 2013 at 6:00 p.m.

Stearns County will be hosting a Household Hazardous Waste Collection on August 3, 2013 at the St. Stephen City Hall.

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

TIME: 7:51 p.m.

Respectfully submitted,

Cris M Draais
City Clerk

[Signature]
Mayor



St. Stephen City Council Agenda – April 3, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from March Meeting

Recall Motion from February Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Kevin Tadych: River Runners Snowmobile Club

*Jeff Fromm: Helping Hands

*AdMark Resources, Mike Schoenecker: Market Study

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

*April 10: Appeals & Equalization Meeting

*April 15: Sartell-St. Stephen School District School Board Mtg.

New Business

*Astech Street Sweeping 2013 Quote

*April 16: Elected Officials Skywarn Training

Meeting Adjourned

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MINUTES
ST. STEPHEN CITY COUNCIL
April 3, 2013 – 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 MARCH MEETING: The meeting minutes from the March Council meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Cindy VanderWeyst abstained due to absence. Motion carried.

Tom Vouk made a motion to recall the motion made on February 6, 2013 regarding the Relief Association vote. Jeff Blenkush seconded the motion. Motion carried.

Tom Vouk made a motion to approve the St. Stephen Fire Fighters Relief Association vote to set the deferred pension interest rate at 5% for 2012. Danita Traut seconded the motion. Jeff Blenkush abstained. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims including a snowplowing payroll for 14 hours total \$19,079.63. Jeff Blenkush made a motion to approve the Claims. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$61,854.47.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$560,696.11
	Add: March Deposits	\$61,854.47
	Less: March Checks	\$32,511.79
	New Checkbook Balance	\$590,038.79

Treasurer Dolores Supan reported that the Fire Truck Fund has been renamed Fire Capital Equipment Fund per the recommendation of the City Attorney.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Kevin Tadych: River Runners Snowmobile Club ~ Not in attendance at this meeting. The club's non-profit status needs to be updated.

AdMark Resources, Mike Schoenecker: Market Study ~ Mike shared his personal background of having 20 years in the business and having done over 600 studies. Areas of the report were reviewed. **The Findings and Recommendations stated:**

The senior population of the St. Stephen Study Area is rapidly increasing. Between 2000 and 2013 the population of over age 65 increased by 71.1% from 329 to 563, and is projected to increase another 30.9% from 563 to 737, over the next five years.

When addressing competing facilities, we find that there are no existing facilities located within the boundaries of the Study Area and none are pending.

While there is strong demand for all forms of senior housing, due to the lack of core senior services within the community, we have elected to utilize a 33% capture rate. Utilizing that rate, we have identified a need for 8 independent units, 7 assisted living units and 4 memory care and 3 care suite units by 2018. The actual number will be dictated by financial projections, building design and Management Company preferred staffing ratios.

Success of any new project will be dictated by proper marketing and management procedures in addition to the structured rents and the available service packages. Additional factors that will have a bearing on the market, relate to the overall strength of the housing market and interest rates that will relate to the ability of seniors to sell their homes. Architectural appeal and project location will also impact the ability to rent any new facility.

Jeff Fromm: Helping Hands ~ Jeff shared background information on the Helping Hands Outreach Program. A Memorandum of Understanding was reviewed by the City Attorney. If approved, Jeff Fromm stated that he'd hope to have the program starting in St. Stephen in the Fall. Jeff Blenkush made a motion to approve the Memorandum of Understanding between the City of St. Stephen and Helping Hands Outreach. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT: Fire Chief Drais reported that there were 4 calls in March. The April training will be 10 Common Mistakes at Fire Scenes.

Gene Skaj reported that the Relief Association Steak Fry & Raffle will take place on Friday, April 5, 2013.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Discussion took place on having the church crosswalk repainted after spring street sweeping takes place. Joe Paggen is able to do it. Discussion took place regarding the road by Ed Peternell's property and obtaining right of way to build it up. Discussion took place regarding snowplowing. The Clerk will look for examples of contracts between cities and their drivers. Joe Paggen will prepare a quote for repairing the edge of 6th Avenue SE between Jerome Supan and Greg Supan's property. Discussion took place regarding the snow maintenance at 3rd Ave NE and 4th St NE in the Smoley Addition. It was noted that trees in that area are in the City's right of way.
- 2. Park Board:** The Easter Egg Hunt was done in about 10 minutes. There were 94 children that signed up for the door prizes. 112 children attended the event in 2012. 1572 eggs were filled with treats! Mike Legatt was contacted regarding the Arbor Day tree giveaway. Jeff Blenkush made a motion to approve the bid from Nelson's Toilet Rental for 2013 at the same rate as 2012. Danita Traut seconded the motion. Motion carried.
- 3. Planning Commission:** It was reported that Mary Justin will be bringing information regarding a land split to the April Planning Commission meeting. The Zierden garage was discussed.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Appeals & Equalization Meeting will be on April 10th beginning at 6:30 p.m.

The Sartell-St. Stephen School District School Board Meeting will be on April 15th beginning at 6:00 p.m. in St. Stephen.

The Mayor discussed the County Hazardous Mitigation Plan. Tom Vouk made a motion to approve a resolution adopting the Stearns County Mitigation Plan. Jeff Blenkush seconded the motion. Motion carried.

The Emergency Management Coordinator's position was discussed. Jeff Blenkush made a motion to approve Paul Ritter as the Emergency Management Coordinator for 2013. Rusty Paggen seconded the motion. Motion carried.

NEW BUSINESS: The street sweeping bid from Astech was presented. Tom Vouk made a motion to approve the bid. Jeff Blenkush seconded the motion. Motion carried.

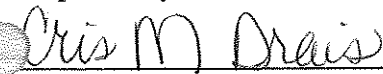
Skywarn Training will take place at the Stearns County Service Center on April 16th from 6:00-9:00 p.m.

The Mayor presented a discovery of the public hearing for Sharon Hylla's property from 2003. At that time, a request for a 5 year conditional use permit for storage rental was approved. That time period has expired.

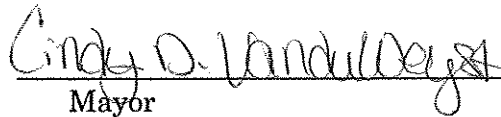
ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Danita Traut seconded the motion. Motion carried.

TIME: 9:25 p.m.

Respectfully submitted,



City Clerk



Mayor



St. Stephen City Council Agenda – May 1, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from April Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Trobec's Bar ~ Chicken Fry Closure of 1/2 Street

St. Stephen Fire & Rescue

Reports of Committees & Board

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MINUTES

ST. STEPHEN CITY COUNCIL

May 1, 2013 – 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 APRIL MEETING: The meeting minutes from the April Council meeting were reviewed. Under Planning Commission: *Mary Justin will be brining information* will be changed to Mary Justin will be bringing information. Jeff Blenkush made a motion to approve the minutes with the change. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims to date total \$5,606.46 with a payroll for Eric Larson for snowplowing. Due to the early date of the Council meeting, the Claims aren't complete. Danita Traut made a motion to approve the Claims to date. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$10,738.83. The City received a reimbursement from the League of MN Cities less the deductible for a replacement windshield on the 2002 Chevy Pickup.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$590,076.56
	Add: April Deposits	\$10,738.83
	Less: April Checks	\$27,060.96
	New Checkbook Balance	\$573,754.43

Treasurer Dolores Supan shared an Investment Activity Report with the Council. Jeff Blenkush made a motion to approve the Treasurer's Report. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Kevin Tadych: River Runners Snowmobile Club ~ The River Runners Snowmobile Club requested approval of 2 gambling permits for October 5, 2013 at the Parish Hall and for December 5, 2013 at Howie's Corner Bar. Jeff Blenkush made a motion to approve the gambling permits for the River Runners Snowmobile Club. Danita Traut seconded the motion. Cindy VanderWeyst abstained. Motion carried.

After Road & Bridge Report: Trobec's Bar & Grill requested the closing of ½ Street on Tuesday, June 4, 2013 for the Annual Chicken Fry. Jeff Blenkush made a motion to close ½ Street on Tuesday, June 4, 2013 for the Annual Chicken Fry. Danita Traut seconded the motion. Motion carried.

FIRE DEPARTMENT: Assistant Chief Gene Skaj reported that there were 7 calls in April, 23 total for the year. The May training will be Farm Extrication put on by St. Cloud Technical & Community College. The FFs will learn how to rescue someone entangled in farm equipment.

Gene Skaj reported that the Relief Association Steak Fry & Raffle took place on Friday, April 5, 2013.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge (2nd):** The bid for blacktopping the shoulder of 6th Ave SE was for \$2,350.50. Discussion took place about using Class 2 from the City's stock vs. blacktopping. Jeff Blenkush made a motion to have Joe Paggen fix the shoulder of 6th Ave SE with Class 2 from the City's

stock. Danita Traut seconded the motion. Roll call: Jeff Blenkush – Yes, Rusty Paggen – Yes, Danita Traut – Yes, Tom Vouk – No, Cindy VanderWeyst – Yes. Yes – 4, No – 1. Motion carried. Jerome reported that 9th Ave NW hasn't been bladed due to not being able to back up on the road. Discussion took place on repair/maintenance work on 12th Ave NE. Tom Vouk made a motion to repair the N end of 12th Ave NE with Class 2 from the City's stock. Rusty Paggen seconded the motion. Motion carried. As discussed previously, Joe Paggen will paint the Church crosswalk when the weather allows. Jerome reported that it's been requested that the City also paint the entrances to the Church driveways. Tom Vouk made a motion to paint the Church entrances along the curb. Jeff Blenkush seconded the motion. Motion carried.

2. **Park Board (1st):** Kathy Monson requested approval of a 14x14 shelter for the Hlebain Park off of 1st St SE. The bid was for \$3,965. There currently is no covered shelter at the park. Kathy also requested electricity to be put in at the lower ball field in Smoley Addition (the Legion field) for \$2,450. Jeff Blenkush made a motion to approve the request for a 14x14 shelter at the Hlebain Park and electricity for the lower ball field in the Smoley Addition. Danita Traut seconded the motion. Motion carried.
3. **Planning Commission:** Perry Nistler reported that Mary Justin is working on having land split papers finalized. The Zierden garage was discussed. John Marvin has been contacted and will go out to measure the building. The City Attorney wants exact measurements before any type of letter is sent to the homeowner.

The Mayor stated that she thinks the next step regarding the Assisted Living facility is to form a committee of Planning Commission and City Council members. An e-mail will be sent out to solicit committee members.

Emergency Management Update: Paul Ritter reported that a Skywarn Training was recently held at the Stearns County Service Center. Both the Sheriff's Department and City can activate the siren. The FD will have a set talk group that they can use in order to report to dispatch. The County Hazardous Mitigation Plan resolution has been submitted to the County.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Clerk shared info from Avon Electric regarding the cost for changing the soffit lights on the Hall building. The cost to redo both fixtures would be a total of \$282.00 including material and labor. Jeff Blenkush made a motion to approve changing the soffit fixtures on City Hall per Avon Electric's quote. Danita Traut seconded the motion. Motion carried.

NEW BUSINESS: It was requested that the Dog Ordinance be published in the next newsletter. Chuck Ertl was in attendance and submitted his bid for ditch and brush cutting to take place in June and August. Jeff Blenkush made a motion to accept Chuck Ertl's bid for cutting in 2013. Danita Traut seconded the motion. Motion carried. Chuck will also do one cutting on Jacob's Lane to show City maintenance of the right of way.

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

TIME: 8:10 p.m.

Respectfully submitted,

Cris M. Dravis
City Clerk

Cindy VanderWeyst
Mayor



St. Stephen City Council Agenda – June 5, 2013

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

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

*Church of St. Stephen ~ Gambling Permit

St. Stephen Fire & Rescue
Reports of Committees & Board

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

Hylla Property

Zierden Site Permit/Conditional Use Permit

New Business

Liquor License Renewal: Church of St. Stephen, Howie's Corner Bar,
The Rusty Nail, Trobec's Bar and Grill

Pay for Cancelled Meeting

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.

MINUTES
ST. STEPHEN CITY COUNCIL
June 5, 2013 – 7:00 P.M.

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

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

ABSENT: Jeff Blenkush (due to FD call).

MINUTES OF MAY MEETING: The meeting minutes from the May Council meeting were reviewed. Under Road & Bridge: 9th Ave NW vs. 9th St. NW. Under Planning Commission: drop the /e/ on solicit and change membership to **committee members**. Under NEW BUSINESS: Chuch Ertl's bid for **ditch and brush cutting** vs. service. Danita Traut made a motion to approve the minutes with the changes. Tom Vouk seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims total \$18,094.85 including 2nd Quarter Payroll for the City. Danita Traut made a motion to approve the Claims. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$1,661.40.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$573,754.43
	Add: May Deposits	\$1,661.40
	Less: May Checks	\$6,398.87
	New Checkbook Balance	\$569,016.96

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Church of St. Stephen ~ Gambling Permit: The Church of St. Stephen applied for a one day gambling permit for the Parish Festival on Monday, September 2, 2013. Tom Vouk made a motion to approve the one day gambling permit for the Church of St. Stephen on September 2, 2013. Rusty Paggen seconded the motion. Motion carried.

FIRE DEPARTMENT (after Road & Bridge): There have been a total of 28 calls in 2013. There were 5 calls in May. The June training will be on pump operations and conducted by the St. Cloud Technical & Community College. Ralph Barhorst was recognized for 40 years of service. There will be a breakfast on October 6th at the Parish Hall from 8:00 a.m. – 12:00 p.m. to kick off Fire Safety Week. The Fire Safety Week Open House will be on October 12th from 10:00 a.m. – 1:00 p.m. at the Fire Dept. That evening there will be a banquet. The new fire fighters will officially receive their badges.

Gene Skaj had a check from the Relief Association for \$8,000.00 to be deposited in the Fire Equipment Fund.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge (After Petitions):** Discussion took place regarding 9th Ave NW. The City residents involved are: Noreen Blenkush, Ed Peternell Sr. & Jr. The Justin's at the end are not on the City road. In talking with the land owners the Mayor stated that they were willing to give the City the Right of Way on 9th Ave NW and in exchange for this, the first time work would be done on the road, the current land owner wouldn't be assessed for the work. This exchange was discussed with the City Attorney. Randy Sabart stated that it would be important before any agreement was finalized to define what a major improvement would be with the homeowners. *Jeff Blenkush came to the meeting at 7:25 following the FD call.* Randy stated that he would talk with the City Attorney regarding acquiring the Right of Way on 9th Ave NW.

Tom Vouk asked about Jacob's Lane. The homeowner on County Road 5 has asked to remove the wooden survey stake, but the pin wasn't immediately found. It was stated that there has to be a pin in the ground. The survey stake can be removed after Chuck Ertl does the June 15th cutting.

The bid by Joe Pagen for 6th Ave SE was reviewed. 5.5 yards of asphalt and 450 feet of blacktop for shouldering plus signage and labor totals \$2,350.50. The consensus was that the cost was too high to repair the shoulder area.

Eric Larson was contacted about prepping the plow truck for summer storage.

Discussion took place on putting a chain and lock on the gate at the gravel pit. The pile from previous storms has been used as a dumping site without permission. Jeff Blenkush will get a chain, lock & No Trespassing signs for the gate.

- 2. Park Board:** Kathy Monson reported that a representative from the Sartell-St. Stephen Community Education program attended the May Park Board Meeting. She reported that there are some evening programs taking place in St. Stephen along with the Kids Club program. The Park Board is looking to donate \$1,000.00 to the Tri Rec Program (a part of Community Education). The money would be used for equipment needed in St. Stephen first and whatever is needed in St. Stephen after that. Jeff Blenkush made a motion to donate \$1,000 from the Park Fund to the Tri Rec Program. Tom Vouk seconded the motion. Motion carried.

Kathy gave an update on Park Board projects: the shelter at Hlebain Park has been staked out. The utilities on the lower concession stand are being worked on. No light pole has been put in yet for the lower field.

- 3. Planning Commission:** There was no meeting in May as there wasn't a quorum.

Discussion took place (during the Council meeting) regarding the Zierden garage. A letter prepared by the City Attorney was read. The Attorney stated, "Based on the evidence that I have it is difficult to determine who is at fault in this matter." He also stated that a lawsuit could be expensive with an uncertain result because of the lack of evidence regarding fault and intentional wrong acts.

Discussion took place regarding future issues. For example, a site permit should not be signed off on until plans are included for the building, deck, shed, etc. The Planning Commission will look to see where wording should be cleaned up in the ordinances. Should there be a change in the fees on the site permit due to the Site Inspector going out multiple times? A completion date should be included somehow. Work is to be finished within a year or a new permit is required to be filed for.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Hylla Rental Property: The City Attorney wrote a letter to Ms. Hylla regarding acquiring a conditional use permit for her rental property. It stated that she needed to apply for the permit by May 27, 2013 or the City would likely take action to stop the current commercial storage of property in the farm buildings. As of the June 5th City Council meeting, the application hadn't been obtained. The Council was in agreement of allowing the City Attorney to initiate legal action if a conditional use permit is not applied for.

Resolution on Emergency Management: The Mayor presented 2 resolutions drawn up by the City Attorney. Copies of them weren't found on file in the City offices or at the Attorney's office.

The Resolution Adopting the Stearns County All Hazard Mitigation Plan is necessary to receive federal funds for disaster relief. In order to utilize funding in the event of a disaster, the City must be part of the County Plan.

The Resolution Designating the National Incident Management System (NIMS) as the Basis for All Incident Management in the City of St. Stephen is important as the County desires all cities be part of NIMS. The federal law encourages all federal, state and local emergency agencies to coordinate their efforts to effectively provide the highest level of incident management in the event of an emergency.

Jeff Blenkush made a motion to adopt the Resolution Adopting the Stearns County All-Hazard Mitigation Plan and the Resolution Designating the National Incident Management Systems (NIMS) as the Basis for All Incident Management in the City of St. Stephen. Tom Vouk seconded the motion. Motion carried.

Generator: Tom Vouk updated the Council on having someone from Burski's service the generator. The gentleman has been busy. Discussion took place on who to have service the generator.

Siren: The siren on County Road 2 didn't go off again. When it's tested by hand it works, but when it's set off by the County it doesn't work. It will be looked at again.

NEW BUSINESS:

Liquor License Renewal: Liquor Licenses need to be renewed for Howie's Corner Bar, The Rusty Nail and Trobec's Bar. Licenses run from July 1 to June 30. The Church needs to renew its license for the Parish Festival. The renewal applications for the bars have been reviewed by the Sheriff. Danita Traut made a motion to approve the renewal of liquor licenses for Howie's Corner Bar, The Rusty Nail, Trobec's Bar and the Church of St. Stephen for the Parish Festival event. Jeff Blenkush seconded the motion. Rusty Paggen abstained. Motion carried.

National Night Out: The date is Tuesday, August 6, 2013. Discussion took place on Paul Ritter possibly presenting on tornadoes. The Clerk requested a budget for the event. Tom Vouk made a motion to approve a \$1,000 budget for the NNO event. Jeff Blenkush seconded the motion. Motion carried.

Upper Ball Field, Smoley Addition: In reviewing the County's property finder site, it was discovered that the upper ball field is owned by the Athletic Club. The tax statement (while exempt) is addressed to Marilyn Schumer's address. The City maintains the field and does all repairs to it. The City carries insurance on the property. It will be investigated as to why the City maintains the property but it isn't in the City's name.

Ferche Property, Smoley Addition: In talking with Jason Ferche, the Mayor was told that he wants \$150,000 for the 3 parcels. They total \$131,400 according to the Stearns County property viewer website. The large parcel dropped approximately \$25,000 in value. Lyle Scheffers will be renting the property for crops. Discussion took place regarding the previous auction and where to start with an offer. The City Attorney will be contacted regarding how to proceed with negotiating.

2014 City of St. Stephen Centennial: The date will be July 19, 2014. This is the same weekend that the City hosts Park Fest and it doesn't interfere with surrounding City celebrations. Some representatives from St. Joseph met with the Mayor and Clerk and shared information regarding their parade. The St. Stephen Lions are interested in working with the City on the event. They are looking to publish a cookbook in honor of the event. In brainstorming about the day, the idea is to have activities after a parade that would be free to attendees. The City Attorney has been contacted and City monies can be spent on an event like this.

Charles Sigler, 207 6th Ave SE, 60th Birthday Party: Charles is requesting permission to host a birthday party June 28-30, 2013. The Sheriff's Department has been contacted. They have stated there can be no parking on the road. Jerry Legatt has given permission for his parking lot to be used for parking. All neighbors have been contacted and were fine with fireworks being set off on Saturday. One neighbor hasn't been reached, but Charles will continue to try talking with them. A band will be performing. The city ordinance states that the band must be done at 12:00 a.m. Charles said that he will be sure to abide by that. The Council consensus was to allow the party as long as the ordinance is followed, neighbors are aware of the event and since the Sheriff has been contacted.

July 3, 2103 Meeting: Due to the Council meeting being the day before the 4th of July, the meeting will begin at 6:00 p.m. The Clerk will publish the change in meeting time.

Crosswalk Light: It was reported that the light is out on the West side of the crosswalk light. The Clerk will contact Avon Electric.

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

TIME: 9:21 p.m.

Respectfully submitted,

Cris Drais

City Clerk

Cindy Vandulwegst

Mayor



St. Stephen City Council Agenda – July 3, 2013

Call To Order: 6:00 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

Park Board

Planning Commission

Sheriff's Report ~ Lieutenant Jon Lentz

Health Committee

Unfinished Business

Generator

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

MINUTES

ST. STEPHEN CITY COUNCIL

July 3, 2013 – 7:00 P.M.

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

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

ABSENT: Rusty Paggen

MINUTES OF JUNE MEETING: The meeting minutes from the June Council have an omission regarding the Emergency Management resolutions. Jeff Blenkush made a motion to table the June minutes for review at the August meeting. Danita Traut seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims total \$26,399.30 and include the FD payroll for January to June. There are still some monthly bills that haven't been received yet. The Sheriff's bill was just received. Danita Traut asked about the difference in the reimbursements the FFs received following the state convention. Some FFs were reimbursed for per diem, while some had mileage to claim and 2 were reimbursed for hotel rooms in addition to the per diem. The reimbursement comes from the Fire General Fund. Cindy VanderWeyst stated that the \$800.00 to the St. Stephen Athletic Club was her stipend for Registration and Coordinator for the Summer Ball Program. It was confirmed by the City Attorney that she could donate her stipend. Jeff Blenkush made a motion to approve the Claims including the Sheriff's bill. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$92,929.04. Dolores Supan stated that in addition to the \$81,697.45 tax settlement, another \$35,013.20 will be recorded next month.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$567,542.93
	Add: June Deposits	\$92,929.04
	Less: June Checks	\$23,537.26
	New Checkbook Balance	\$636,934.71

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: There have been a total of 37 calls in 2013. There were 9 calls in June. The Council was updated about a conversation that took place at the July FD Business meeting regarding non-emergency calls. During the June 20-21, 2013 storm, the FD was called out for a flooding basement and requested to pump water. Discussion took place regarding going on a service call and using best judgment. Help can be provided to a point, but when FD equipment could be damaged a decision has to be made. In the one instance, the FD generator was hooked up & pumped out the basement saving the furnace. Discussion also took place on FFs showing up for calls when paged vs. picking which calls they want to go to. The concern lies in a bigger problem arising because not enough FFs are in attendance at the call. July's training is Fit Testing & Physicals plus Station activities.

Tom Vouk discussed the generator. It was serviced after the storm. Discussion took place on the capacity of the fuel tank and the issue of needing fuel delivered if an incident took place in St. Stephen. Since City Hall

is considered a command center and could potentially be needed for a day or more in a situation, is diesel the way to fuel the generator? Should a natural gas hookup be considered? Tom Vouk will contact Avon Electric regarding a replacement to the current generator and hook up.

Steve Trobec shared the Schedule Form for Lump-Sum Pension Plans Reporting Year 2013 which is a determination of plan liabilities and required municipal contribution for 2014. Steve reported that there is no required contribution towards the pension. The City Clerk was required to sign forms to be filed with the State of MN.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Nothing at this time.
2. **Park Board:** Kathy Monson wasn't in attendance. The Park Board was going to request a \$250 donation from the City for the fireworks. Tom Vouk made a motion to donate \$250 from the City for the Park Fest fireworks display. Jeff Blenkush seconded the motion. Motion carried.
3. **Planning Commission:** Perry Nistler reported that Lisa Marvin & Mike Gillen have volunteered to be on the Assisted Living Facility Study Committee. The Zierden garage was discussed. The Clerk is to prepare a letter informing the Zierden's that their permit is non-compliant. The letter will be sent to Perry, Tom Vouk & Jeff Blenkush for review. The Site Permit Application was discussed. Written plans for review need to be included with the application. Footings & staking need to be measured at the initial visit. A final inspection needs to take place. The Clerk will forward the application to Perry. The Planning Commission should review the application and bring it back to the City Council. The Planning Commission recommended increasing the fees on the application by \$25 for the 2nd and 3rd valuations. This will be addressed in January when the fee sheet is reviewed. It was requested by the PC to tag publications and changes in the ordinance book.

Park Board: Cindy updated the Council that the Lower Field in the Smoley Addition does have power now. There is concern over the ownership of the Upper Field concession stand and ball field land. On the County GIS Property Finder, the Upper Field is not listed under the City's address. It is an address on County Road 2. The Athletic Club will be contacted. It's believed that would be Marilyn Schumer, Dan Mehrwerth & Dan Smoley.

SHERIFF'S REPORT (Following Treasurer's Report): Lieutenant Jon Lentz was in attendance. He reported that there were 34 contract hours in April and 35 contract hours in both May & June. Alcohol compliance checks were done in April with all bars passing the check. The speed trailer was in St. Stephen 3 times in May. All 3 bars were checked in June which is different from the compliance check. Lieutenant Lentz informed the Council that the speed trailer isn't allowed to do auto tickets and currently doesn't do data collection. Lieutenant Lentz was questioned about the number of vehicles in town the night of the Chicken Fry. He stated that it was due to grant money. It's referred to as: Toward Zero Deaths.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Council received a review letter from SEH, Inc. regarding the procedures needing to be followed if work is to be done on 9th Ave NW.

NEW BUSINESS: The Budget Meeting will take place on Wednesday, August 14th at 6:00 p.m.

St. Stephen will host the Emergency Management Meeting on July 16th.

The Mayor updated the Council that the siren hadn't been going off because a plug vibrated out. The problem has been fixed.

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

TIME: 7:22 p.m.

Respectfully submitted,

Cris M Drais
City Clerk

Cindy Vandulwegs
Mayor



St. Stephen City Council Agenda – August 7, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from June & July Meetings

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Jerry Hettwer ~ Knights of Columbus Gambling Permit 10/27/13

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

MINUTES
ST. STEPHEN CITY COUNCIL
August 7, 2013 – 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 JUNE & JULY MEETINGS: The meeting minutes from June were reviewed. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried. The meeting minutes from July were reviewed. The meeting time listed should read 6:00 p.m. vs. 7:00 p.m. Danita Traut made a motion to approve the minutes with the change in time corrected. Jeff Blenkush seconded the motion. Motion carried. Rusty Paggen abstained.

READING OF THE BILLS: The Clerk presented the Claims. The Mayor will check on a Claim to Custom Surfacing, LLC for black dirt, seed & blanketing done at 5th Avenue/5 ½ Street. She believes it has already been paid with the original payment, but the work just needed to be completed. The Claims also include a payroll check to Eric Larson for “summerizing” the snow plow. Minus the Claim to Custom Surfacing, LLC, the Claims total: \$12,927.35. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$143,118.97.

TREASURER'S REPORT:

Beginning Balance	\$636,934.71
Add: July Deposits	\$143,118.97
Less: July Checks	\$142,169.96
New Checkbook Balance	\$637,883.72

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jerry Hettwer ~ Knights of Columbus Gambling Permit for 10/27/13: Jerry Hettwer requested a Gambling Permit for October 27, 2013, for BINGO at the Parish Hall at 1:00 p.m. Tom Vouk made a motion to approve a gambling permit for the Knights of Columbus for 10/27/13. Danita Traut seconded the motion. Motion carried.

FIRE DEPARTMENT: There have been a total of 42 calls in 2013. There were 6 calls in July. Fit Tests were done in July. The August training will be vehicle operations. Chad Zimmerman moved out of the area (14 minutes from the Hall) so he will be leaving SSF&R. SSF&R requirement has been to live in the response area. Some area departments have an 8 minute response time. This is something to check with the City Attorney. The Fire Safety Week Breakfast will be on Sunday, October 6th from 8:00-12:00. The Open House will be on Saturday, October 12th from 10:00-1:00.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Clarification was needed on the Omann property in regards to 9th Ave NW. Omann's property is NOT in the City limits. The Engineer & City Attorney will be drafting a letter for homeowners regarding the right of way for 9th Ave NW. Discussion took place about the status of the plow truck. Tony Omann has applied to be a plow driver. A log book will be created for the plow truck in order to monitor sand/salt from the County, time in the truck & maintenance on the truck.
2. **Park Board:** Kathy Monson wanted to clarify the Summer Rec Program vs. Tri Rec title and that the donation was made. The name will be changed and the donation was made. Discussion took place regarding the Smoley Field. Legally the insurance has to be taken off of it as it isn't City property. The Athletic Club will be discussing deeding the field to the City. Trobec's Field: this isn't owned by the City. It's owned by the Church but the City has paid insurance on it as property in the open. This property was listed on the itemized list along with the concession stand but never "caught" as not being city property. It will be removed from the City's policy.
3. **Planning Commission:** There was no meeting in July.
4. **Emergency Management:** Paul Ritter shared that at the Quarterly meeting in July, held in St. Stephen that a presentation discussed active threats and getting the terminology regarding threats uniform throughout the County. The October meeting will be held in Rockville. Both sirens worked during the August check.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: The water is being tested at the former Herman Geisel house on County Rd 2 S due to a gas smell in the water. The PCA is testing wells.

UNFINISHED BUSINESS: There will be a Senior Housing Information Night on Monday, August 26th at 6:00 p.m. Good Shepherd Community will be the presenter. The first information night received positive feedback.

Generator: Discussion took place replacing the generator. If a new generator were brought in, the cement pad could be reused. The panel & wiring would have to be checked to see about compatibility. The natural gas line in to the hall is big enough to hook a generator up to it. Discussion took place on the necessity of replacing the generator. Tom Vouk made a motion to accept the proposal from Avon Electric for installing a new generator. Jeff Blenkush seconded the motion. Jeff Blenkush: Yes, Rusty Paggen: No, Danita Traut: Yes, Cindy VanderWeyst: Yes, Tom Vouk: Yes. Yes: 4 and No: 1. Motion carried.

The current generator will be listed on Craig's list for \$1,000.00.

NEW BUSINESS: The LGA for 2014 is \$146,647.00. It was \$105,818.00 for 2013. The difference is \$40,829.00.

The Budget Meeting will take place on Wednesday, August 14th at 6:00 p.m.

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

TIME: 8:28 p.m.

Respectfully submitted,

Cris M Drais

City Clerk

Cindy Vandenberg

Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 14, 2013

CALL TO ORDER: 6:00 p.m. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Danita Traut, Thomas J. Vouk – Council, Dolores Supan – Treasurer, Cris Drais – City Clerk

ABSENT: Jeff Blenkush and Rusty Paggen.

The spreadsheet reviewed contained the 2012 Final Budget, 2012 Expenses Paid, 2013 Final Budget, 2013 To Date Expenses & 2014 Work Area.

The 2014 Proposed Budget was reviewed starting from the top.

2014 GENERAL REVENUE EXPENSES:

Elected Officials: \$18,000 – The amount will be kept the same.

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 will be kept the same.

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

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

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

Dues: \$1,400 – The amount will be kept the same.

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

Building Maintenance: \$50,829 – This amount was increased from \$10,000 due to the LGA increase. The lights were replaced on the outside of the building last year. The windows need to be considered for replacement. Carpet seams are showing. Some light ballasts have been replaced due to age and efficiency.

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: \$158,154.00

RECEIPTS:

Local Government Aid: \$146,647 – This amount is an increase of \$40,829.00.

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: \$151,797.00

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

PUBLIC SAFETY:

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

Volunteer Fire Department: \$88,100 (same as 2012 & 2013) – 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: \$130,600.00

Less: Township Fire Contracts \$88,100.00

LEVY FOR PUBLIC SAFETY: \$42,500.00

ROAD & BRIDGE:

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

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

Road Construction/Engineering: \$115,200 – The amount will be kept the same.

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 2014: \$225, 557.00

COMMENTS/DISCUSSION: The Clerk will clarify moving the extra LGA money as this hasn't happened where there is additional LGA monies available to add to the budget.

GENERAL REVENUE EXPENSES	\$158,154.00
RECEIPTS	\$151,797.00
LEVY FOR GENERAL GOVERNMENT	\$6,357.00
PUBLIC SAFETY	\$130,600.00
Less: Township Fire Contracts	\$88,100.00
LEVY FOR PUBLIC SAFETY	\$42,500.00
LEVY FOR ROAD & BRIDGE	\$159,700.00
LEVY FOR PARK	\$17,000.00

2014 PROPOSED LEVY: \$225,557.00

Danita Traut made a motion to approve the proposed 2014 budget for \$225,557.00. Tom Vouk seconded the motion. Motion carried.

There being no further business, Danita Traut made motion to adjourn. Tom Vouk seconded the motion. Motion carried.

Meeting adjourned at 7:27 p.m.

Respectfully submitted,

Cris M. Dreiss
City Clerk

Cindy Vandouweydt
Mayor



St. Stephen City Council Agenda – September 4, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from August Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

*Denise Leahy ~ Helping Hands Outreach VISTA

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

September 4, 2013 – 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 AUGUST & BUDGET PLANNING MEETINGS: The meeting minutes from August were reviewed. In the FD Report, the word *area* should be inserted in front of *departments*. In the Park Board Report when discussing insurance *by* should be changed to *but*. When discussing the land not owned by the City, *plus the concession stand* should be included. Jeff Blenkush made a motion to approve the minutes with corrections. Danita Traut seconded the motion. Motion carried. The meeting minutes from Budget Planning Meeting were reviewed. The dates needed to be corrected reflecting the proposed 2014 budget year. The spelling of *GENERAL* on the General Budget Levy line needed to be corrected. Danita Traut made a motion to approve the minutes with corrections. Tom Vouk seconded the motion. Jeff Blenkush and Rusty Paggen abstained. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. Claims to Sartell Hardware, Eggens, St. Cloud Fire Extinguishing and PERA must be prepared. To date the Claims total: \$13,346.80. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$3,427.63. Operation Round Up is a program that St. Stephen Fire & Rescue participates in. The generator was sold.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$637,883.72
	Add: August Deposits	\$3,427.63
	Less: August Checks	\$12,927.35
	New Checkbook Balance	\$628,384.00

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Denise Leahy: Helping Hands Outreach VISTA: Denise introduced herself to the City Council. She attended the Parish Festival and shared info on the program. A balance class will begin at City Hall and take place on Wednesdays.

Cory Sundell: Variance Application for Business Building: The variance request is to build with a 20' setback vs. the required 50' setback. The same septic and well would be used between Cornerstone and the new building. A January 1, 2014, construction completion date is desired due to the nature of the business. Parking for 14 would be available vs. the original 12. There is natural drainage to the West. The Planning Commission will review the application at their September meeting. In the event that the Planning Commission recommends approval, a Special Meeting would need to be held on September 16, 2013 at 6:30 p.m. in order to get info out to residents within 600 feet of the proposed building site. This would allow for a public hearing to be held on October 2, 2013 at the regular Council meeting. All necessary paperwork is requested for the Planning Commission meeting in order to do a complete review of the application.

FIRE DEPARTMENT: There have been a total of 50 calls in 2013. There were 8 calls in August. The September training will be HazMat operations. Turn out gear was ordered, but due to errors it was returned for repair. The Fire Safety Week Breakfast will be on Sunday, October 6th from 8:00-12:00. The Open House will be on Saturday, October 12th from 10:00-1:00.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Discussion took place regarding looking at trees around the City that need to be trimmed due to overhang. A letter for the residents on 9th Ave NW was reviewed. The letter was not what the Council originally intended. It will be requested to revise it.
2. **Park Board:** In July, the Park Board made \$588.60 profit from the Park Fest Concert. The Park Board requests a \$50 donation to the Lions Club for not renting their shelter the night of the concert and fireworks. The Park Board also requests a \$250 donation to the St. Stephen Fire Fighters Relief Association for their fire & rescue service during the Park Fest Concert. The Haunted Maze will take place on October 19, 2013 in the Smoley Addition. The shelter at Hlebain Park is done. There was an extra charge for cement as that wasn't in the original quote. Rusty Paggen made a motion to approve the donations from the Park Board to the Lions Club and St. Stephen Fire Fighters Relief Association. Tom Vouk seconded the motion. Jeff Blenkush abstained. Motion carried.
3. **Planning Commission:** Cory Sundell's variance application was reviewed by the Planning Commission. Sharon Hylla's conditional use permit wasn't reviewed as she wasn't in attendance at the meeting. Discussion took place at the PC meeting regarding the right to farm and cutting down trees.
4. **Emergency Management:** 4th Quarter Meeting is in October.

SHERIFF'S REPORT: July & August reports were reviewed showing routine stops.

HEALTH COMMITTEE: Kroll Property ~ the property was cleaned in the past and needs to be cleaned up again. The Mayor will contact the homeowners.

UNFINISHED BUSINESS: Quit Claim Deed: Upon signing, this will change ownership only of the field in the Smoley Addition. A committee tour of the Good Shepherd Community will take place on September 23rd at 6:00 p.m. The Mayor gave an update on the insurance coverage for Trobec Field. The concession stand has been on the insurance since before 2003 from what can be found. A Property in the Open study was done by Lisa Schmidt in 2011. A generator has been ordered and should arrive in mid-October. Following installation the natural gas will be hooked up. The old generator was sold to a farmer for \$1,000. It was reported that the eye for the outside lights is still not shutting the lights off soon enough. The Clerk will contact Avon Electric regarding this. The eye was opened wide during a summer service call.

NEW BUSINESS: The Accident Plan Insurance Coverage for City Volunteers renewal is \$145. Jeff Blenkush made a motion to approve the renewal. Tom Vouk seconded the motion. Danita Traut abstained. Motion carried. Doug Legatt's contract renewal was discussed. The 66' road easement to property by Mahlich's was discussed. Can a driveway be put in the center of the easement? Confirmation of a recorded easement is important to have.

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

TIME: 8:29 p.m.

Respectfully submitted,

Cris M Draus
City Clerk

Cindy Vandeweyer
Mayor



St. Stephen City Council Agenda – October 2, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from September Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

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

Website:
cityofststephen.com

Petitions, Requests and Communications

7:30 p.m. ~ Public Hearing: Richard Hansen ~ Variance Application

St. Stephen Fire & Rescue

Reports of Committees & Board

Road & Bridge

Park Board

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Truth in Taxation Meeting: December 4 @ 7:30 p.m. ~ 2012 Sales &
Use Tax

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

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Mayor

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Council Member

Rusty Paggen
Council Member

Danita Traut
Council Member

Tom Vouk
Council Member

Dolores Supan
Treasurer

Cris Drais
City Clerk

Website:
cityofststephen.com

Facebook:
City of St. Stephen, MN

Notice of Public Hearing

Dear City of St. Stephen Resident,

This letter is to inform you that a Public Hearing will be held on Wednesday, October 2, 2013 at 7:30 p.m. in the Council Chamber of the St. Stephen City Hall.

The Public Hearing is being held in order to review a variance application submitted by Rich Hansen. The proposed non-conformance is: a 20 foot setback from an R-1 dwelling vs. the 50 foot required setback.

You are invited to attend this public hearing. Written comments can be submitted to the City Clerk at: 2 6th Avenue SE, St. Stephen, MN 56375 or via e-mail: crisdrais@midconetwork.com

All comments, written or oral, will be heard.

Sincerely,

Cris Drais

City of St. Stephen City Clerk

MINUTES
ST. STEPHEN CITY COUNCIL
October 2, 2013 – 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 & SPECIAL MEETING: The meeting minutes will be tabled. Jeff Blenkush made a motion to table the minutes. Rusty Paggen seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The last Claim will be removed. The Claim has been paid; the receipt was just being turned in. The Claims total: \$16,571.08. The pension payments are made from the Fire General Fund (241) in the Fall and annually a \$5,000 payment is made by the City from the General Fund (100) in October. Jeff Blenkush made a motion to approve the Claims. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$692.39.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$629,858.03
	Add: September Deposits	\$692.39
	Less: September Checks	\$14,412.45
	New Checkbook Balance	\$616,137.97

2 CDs are up for renewal in October and 1 is to be renewed in November. Dolores will bring info back to the Council regarding these.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Roger Trobec: Roger asked the Council to check the property owned by Pat Kroll. Roger reported that 1 month ago a trailer load of tires were brought in. There are 2 pickups, 2 vans and 1 camper being used or stored on the property. Recently 2 pickup loads of free items from the City Wide garage sale were brought in and added to the "stuff" in the yard. There are piles around a tent that is in the yard. There are piles in the front yard that are covered with tarps. The Mayor reported that she did speak with the homeowners about cleaning up by the end of September. Council member Traut asked if the EPA would ever become involved. She recently drove by the home. The Mayor reported that the last time the Health Committee met with the homeowners there was limited success. One attempt on behalf of the City will be made. Cleaning before the snow flies would be a goal. A time to make a home visit will be set up after the Council Meeting.

FIRE DEPARTMENT: There have been a total of 64 calls in 2013. There were 15 calls in September. One call was a house fire which was a total loss. Mutual Aid was enacted: Sartell FD was called for man power and tankers and Rice FD was called for tankers. The FD has interviewed and would like to add FF Eric Gillitzer to the department pending the results of his physical and agility test. Eric was on the St. Joseph Fire Department but has moved within the response time of SSF&R. The Fire Safety Week Breakfast will be on Sunday, October 6th from 8:00-12:00. The Open House will be on Saturday, October 12th from 10:00-

1:00. The Badge Ceremony for new FF Adam Seifermann will be on October 12th beginning at 6:30 p.m. The October training will be vehicle extrication in the gravel pit area.

With regards to the house fire call, Emergency Apparatus was called out to fix a cylinder on Engine 12. It was reported that Sartell refilled for the fire in Blackberry Ridge. St. Stephen and Rice refilled in St. Stephen.

Rusty Paggen made a motion to add Eric Gillitzer to SSF&R. Jeff Blenkush seconded the motion. Motion carried.

Council member Paggen asked about the family that lost their home in the fire being charged for a site permit. Based on it being a hardship, would the homeowners be charged? The item was tabled until the end of the meeting.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome reported that the erosion on 6th Ave SE is back from vehicles driving off the road on the East side as they drive North on 6th Ave SE.
2. **Park Board:** The Haunted Maze will take place on October 19th from 6:30-8:00 p.m. at the Smoley Field storage building/garage. A Food Shelf donation is requested.
3. **Planning Commission:** Deputy Chair Dan Schultz reported that the PC reviewed the Finding of Facts for the Variance Application and recommended allowing the application to pass. Another discussion at the PC meeting was regulating trees in the City which upon further discussion was discovered to be a touchy subject. It is hard to regulate what people can do on their own property.
4. **Emergency Management:** 4th Quarter Meeting is in October.

7:31 p.m. ~ The Regular City Council Meeting was closed for the Public Hearing to review a Variance Application.

Cory Sundell is requesting permission to build a new building north of Cornerstone Insurance. The building would be on the North half of the parcel. The ordinance requires building 50' from the property line. The request is to be 20'. The building will actually be 22' off the property line in order to maintain drainage. The new building will share a parking lot with Cornerstone Insurance along with approaches. The City Engineer did come and check the proposed building. The building would be 2800 sq. ft. and one story.

The Mayor asked if anyone in the audience had questions or comments regarding the request. The Mayor asked 2 more times if anyone in the audience had questions or comments requesting the request. No response.

7:34 p.m. ~ The Public Hearing was closed. Danita Traut made a motion to close the Public Hearing. Tom Vouk seconded the motion. Motion carried.

It was reported that City Engineer Randy Sabart, SEH Inc., visited the building site. He didn't find any issues with the proposed building. He did recommend monitoring the water flow on the North side and if a problem arose, an area on the North side of the building would need to be created for drainage.

The Finding of Facts was reviewed by the Council.

Variance Application Finding of Facts

Applicant: Rich Hansen & Cory Sundell **Date:** October 2, 2013

<p>That there are practical difficulties or particular hardships in the strict application of the provisions of this Ordinance.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment: If the 50' set back was required, parking would have to be on the North side of the building which would disturb the water flow. It would be better for the residents on the North side to have a building to look at vs. a plow going through there to clean at 4 a.m. or to have headlights shining because of people using the parking area for the local bars.</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>That the variance, if granted, will not alter the eventual character of the locality.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Agree <input type="checkbox"/> Disagree Comment:</p>

Jeff Blenkush made a motion to approve the Variance Application for Rich Hansen and Cory Sundell. Tom Vouk seconded the motion. Danita Traut and Rusty Paggen abstained. Motion carried.

The property is to be numbered by the City. Based on the location and the residence next to where the business will be built, the mailing address will be: Cornerstone Ag Services, 5 Central Avenue North, St. Stephen, MN 56375. The City Clerk will notify the County and Post Office of this.

SHERIFF'S REPORT: No report due to the early meeting date.

HEALTH COMMITTEE: The Kroll Property was discussed earlier in the meeting.

UNFINISHED BUSINESS (done after New Business): The Mayor shared that Walt Haas from the EPA will be attending the November meeting to share the report of the water issue at Jerry Mehr's property on S Co Rd 2.

The plow truck is at Friedrich's. There is an air leak relating to the brakes. It was towed because of not being drivable. Discussion took place on talking with Tony Omann regarding his application to drive the snow plow. Is he still interested? Discussion took place regarding having Ferche as a backup as they already plow 3 roads in the City. A bid will be acquired from Burski and Ferche for the City to review.

Tom Vouk shared that the scheduled shipping date for the generator is October 14th.

NEW BUSINESS (done before Unfinished Business): Insurance Renewal: The Steve's field and concession stand have been removed from the policy. Garrett Hansen reviewed the assets for the Council. During the review, it was discovered that the 2 sirens aren't included.

The Truth in Taxation Meeting will be held on Wednesday, December 4th at 7:30 p.m. During the meeting, the Council needs to be prepared to discuss the estimated savings in the budgets from the sales tax exemption and how the savings will be used for property tax levy reductions, fee reductions, and other purposes deemed appropriate. When calculated, the estimated tax expense for 2012 was \$1,695.97.

Roth Site Permit: Roth's lost their home in a fire. The question asked was if they needed to pay for a site permit. The rebuild wasn't by choice. Discussion took place on the fee to charge, if building takes place on the original site, staying impartial, following the ordinance vs. acting on feelings and paying the fee for the permit vs. for the site inspector to come out and check the setbacks. Discussion took place on the verbiage in the City Ordinances for something like this. A roll call was taken regarding requiring a site permit: Jeff Blenkush – Yes, Rusty Paggen – No, Tom Vouk – Yes, Danita Traut – Abstain and Cindy VanderWeyst – Yes. The Mayor will contact Roth's regarding the requirement of a site permit and get one to them.

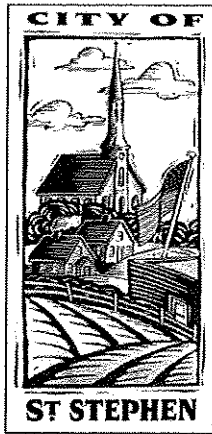
ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 8:51 p.m.

Respectfully submitted,

Cris M. Draais
City Clerk

Cindy VanderWeyst
Mayor



St. Stephen City Council Agenda – November 6, 2013

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communications

Walt Haas—EPA

Tom Vouk—Conditional Use Permit

St. Stephen Fire & Rescue

Emergency Management Report

Reports of Committees & Board:

Road & Bridge:

Doug Legatt ~ Review of Contract

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

Website:
cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
November 6, 2013 – 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, Cris Drais-City Clerk and Tom Jovanovich-City Attorney

ABSENT: None.

MINUTES OF SEPTEMBER MEETING, SEPTEMBER 16TH SPECIAL MEETING & OCTOBER

MEETING: The meeting minutes from September were reviewed. Jeff Blenkush made a motion to approve the minutes. Rusty Paggen seconded the motion. Motion carried. The meeting minutes from the September 16th Special Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Tom Vouk abstained. Motion carried. The meeting minutes from October were reviewed. Danita Traut made a motion to approve the minutes. Tom Vouk seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Claims total: \$40,061.96. Jeff Blenkush made a motion to approve the Claims. Rusty Paggen seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$31,534.05.

TREASURER'S REPORT:

Beginning Balance	\$616,137.97
Add: October Deposits	\$31,534.05
Less: October Checks	\$47,597.00
New Checkbook Balance	\$600,075.02

The Treasurer shared an Investments sheet with the Council. The current balance on the Business Savings Account and CDs is \$329,222.73.

The CDs to be renewed were renewed at the same interest rate. No one was able to offer a higher interest rate.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Walt Haas, MPCA Baxter, MN Emergency Response Unit: Walt introduced himself and shared that he was part of the investigation at 310 Co Rd 2 S, a rental property owned by Jerry Mehr. An odor and off taste was detected in the water. The state is currently funding the investigation while a responsible party search is being conducted. The former gas station property across the street from 310 Co Rd 2 S is being investigated for contamination. The site has been stable for a long time, but something recently changed where gasoline left in the ground has moved. No one is at risk at this time. More work will be done next spring. Walt will keep the City updated on the issue and can be contacted with any future questions.

Tom Vouk: Tom excused himself from the Council. Tom is looking for approval of a Conditional Use Permit to use the 3 seasonal steel buildings on the former Hylla property for seasonal rental. The property was purchased from Sharon Hylla on November 1, 2013. Tom shared his plans for the other buildings.

Rusty Paggen made a motion to send the CUP application to the Planning Commission. Danita Traut seconded the motion. Motion carried.

FIRE DEPARTMENT: There have been a total of 71 calls in 2013. There were 7 calls in October. The November training will be Incident Safety Officer. It will take place on Saturday, November 16th & again on Monday, November 18th. The training will be put on by the St. Cloud Technical & Community College. The December 16th training will be using a flashover trailer. Make up training will be on December 21st. The following anniversaries were observed: Steve Trobec: 10 years, Rodger Bellinger: 15 years and Brian Quaal: 20 years. The FD has been in contact with Eric Larson and waiting on a decision regarding his continuation with the department as a daytime fire fighter. The Relief Association made a donation to the Fire Equipment Fund of \$1,500.00.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** The snow removal process is set up. Tony Omann will be the lead plow operator. The gate at the gravel pit will be kept open during the season. There are keys for the gate, truck & building with Tony, Jerome, Cindy, the FD & the Clerk's Office. Doug Legatt's contract is until 2015.

Tom Vouk made a motion to use J.R. Ferche as back up for snow removal. Jeff Blenkush seconded the motion. Motion carried.

2. **Park Board:** The Haunted Maze took place during Ed MN weekend with low attendance. 10 bags of food and \$41 cash donations were received for the local Food Shelf.
3. **Planning Commission:** No rep was present at the meeting.
4. **Emergency Management:** Paul Ritter reported that at the October meeting, discussion took place regarding the insurance on sirens. Other cities encountered problems in that the sirens weren't listed as a separate entity. The Mayor reported that the insurance was updated. The total amount claimed to FEMA from the June 2013 storm was \$1,300.00. The 2014 meeting schedule has been set. St. Stephen will host the July meeting on the 3rd Tuesday. Paul also has a resource list of items to be kept at City Hall in the event of an emergency.

SHERIFF'S REPORT: The Sheriff deputy in attendance reported that most of the recent thefts in town had been solved. The vehicle that was stolen still hasn't been located.

HEALTH COMMITTEE (after the Petitions, Requests & Communications): City Attorney Tom Jovanovich was in attendance of the meeting to discuss the Summons and Complaint served to Pat & Mary Kroll on November 1, 2013 after they did not get their yard cleaned by October 31, 2013 per the initial letter sent to them. Upon viewing the property it was discovered that there is barbed wire on the property, tires on the right of way of Hilda Court, there are vehicles that don't run that are being filled with items and the items piling up can attract rodents and pose a danger to children. The Kroll's have 20 days to respond to the Summons and Complaint. It was stated that usually the defendants don't answer in 20 days at which time the Attorney would go to court and get an order to have the property cleaned at the owner's expense. It was discussed that the Kroll's have been asked verbally to clean up the property, have received a certified letter regarding cleaning the property and continue to bring junk on to the property. The City Attorney recommended further incidents are logged. The Mayor will update the neighbors on the situation. Discussion took place on removing the property along Co Rd 5 in the right of way. The Mayor will contact the County.

Pat Kroll came to the Council meeting at this point. He had a letter for the Council to read. Copies were made for the Council and the City Attorney. Pat asked the Council to address the issue of his driveway in the back of his property and the taxes from his property purchased along Co Rd 5. The Mayor pointed out to

Pat that the issue at hand is his property that has hazardous items on it. The City Attorney stated that the complaint allowed the Krolls 20 days to answer and if that wasn't done, the City and Krolls would be going court. Pat stated that the complaint will be answered by the Krolls.

UNFINISHED BUSINESS: Tom Vouk updated the Council on the status of the generator: the electrical work is almost done. The gas will be hooked up within the week. Brad from Avon Electric will have the generator inspected and Tom will be trained on operating the generator.

NEW BUSINESS: The County sent papers regarding having the Local Board of Appeals meeting in St. Stephen or at the County. The Council agreed to continue hosting the meeting.

Council member Traut shared the rental agreement used by Brockway Township. The City Clerk had papers from the League of MN Cities regarding rental a hall. The documents are to be reviewed and discussed in December.

Another assisted living representative will be presenting most likely in January.

The City Holiday gathering will be Thursday, December 19th beginning at 6:00 p.m.

Christmas lights will be put up on Friday, November 29th.

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

TIME: 8:37 p.m.

Respectfully submitted,

Cris M. Drais
City Clerk

Cindy Landweg
Mayor

MINUTES
ST. STEPHEN CITY COUNCIL
December 4, 2013 – 7:00 P.M.

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

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

ABSENT: Rusty Paggen

MINUTES OF NOVEMBER MEETING: The meeting minutes from November were reviewed. In the Emergency Management Report, the sentence will read: The total amount claimed *to FEMA* from the June 2013 storm was \$1,300.00. 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 Clerk asked for clarification of hours submitted by Tony Omann before the plowing season began. How are hours to be designated? The Council agreed that a portion of the hours are to be \$15/hr. Road Work and the others to be \$27/hr. Plow Salary. Jerome will have additional hours added to his quarterly pay at \$15/hr. Road Work. Tom Vouk stated that the generator price was exactly the amount on the bid. Jeff Blenkush made a motion to approve the Claims currently at \$38,359.93 with additional monthly Claims to be completed along with Tony Omann's pay and Jerome Supan's pay. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$3,244.70.

<u>TREASURER'S REPORT:</u>	Beginning Balance	\$600,195.07
	Add: November Deposits	\$3,244.70
	Less: November Checks	\$44,688.35
	New Checkbook Balance	\$558,751.42

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Brenda Bialka ~ Application for Certificate of Compliance: Deed of Land to Wes Hammer: Brenda Bialka is selling her home. A survey was done of the property and it was discovered that the neighbor to the South, Wes Hammer has his roof overhang and window wells on Brenda's property. Brenda would like to deed 4 ½ feet of property on the South side to Wes Hammer. No sale would take place. Brenda submitted an Application for Certificate of Compliance, Approving the Split of Real Property. The Certificate of Survey was reviewed. The split is to make a correction to the property line location. Jeff Blenkush made a motion to approve Brenda's application. Danita Traut seconded the motion. Motion carried. Brenda was presented with a Certificate of Compliance, Approving Real Estate Parcel Split.

St. Stephen River Runners Snowmobile Club Gambling Permit: Cindy VanderWeyst requested a gambling permit for the St. Stephen River Runners Snowmobile Club in order to hold a raffle for snowmobile on December 6, 2014. The raffle would take place at Howie's Corner Bar. Danita Traut made a motion to approve a gambling permit for the St. Stephen River Runners Snowmobile Club for a raffle on December 6, 2014. Tom Vouk seconded the motion. Motion carried.

FIRE DEPARTMENT: There have been a total of 78 calls in 2013. There were 8 calls in November. The December training will be held in a flashover trailer. The training will be put on by the St. Cloud Technical Community College. The following anniversaries were observed: Adam Seifermann: 1 year and Jeff Supan: 20 years. Fire Chief Drais said that the City Attorney needs to be contacted regarding the election of officers. FC Drais has looked at info regarding this on the League of MN Cities website. The Relief Association will be donating \$1,000 to the FD Equipment Fund.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan, Road Overseer, reported 1 complaint to date regarding snow plowing. Discussion took place regarding marking the dip in Smoley Addition with a sign when the weather permits. Jeff Blenkush will check on marking the hydrant by the old school. The culvert on 6th Ave SE was discussed.
2. **Park Board:** The Lighting Contest will take place on Tuesday, December 17th. The Church of St. Stephen Choir will perform at 6:00 p.m. At 6:30 p.m., residents will board a Trobec's Bus and drive around the City to look at the light displays. Afterwards, voting will take place at City Hall. 3 prizes will be awarded: 1st ~ \$100, 2nd & 3rd ~ \$50. The Park Board would like to request the Council approve donating \$100 towards the prizes. The Park Board would use \$100 towards the prizes. Tom Vouk made a motion to approve \$100 from the General Fund to be used for Lighting Contest money, money for the bus (approximately \$75) and \$100 from the Park Board Fund to be used for 2 x \$50 prizes. Jeff Blenkush seconded the motion. Motion carried. Park Board Elections will take place in December.

7:28 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 2014 budget. The Mayor asked again if there were any questions regarding the proposed 2014 budget. The Mayor asked again if there were any questions regarding the proposed 2014 budget. Jeff Blenkush made a motion to close the public hearing. Danita Traut seconded the motion. Motion carried.

The LGA surplus was moved to Building Maintenance under General Revenue Expenses. The City Clerk checked on this and was told that it was the City's discretion on what to do with the surplus. Jeff Blenkush made a motion to approve 2014 Proposed Budget. Danita Traut seconded the motion. Motion carried.

3. **Planning Commission:** It was reported that the Conditional Use Permit application submitted by Tom Vouk to the Planning Commission was reviewed, the Findings of Facts was done and the application was unanimously recommended for City Council approval. Elections will be held at the December meeting. Discussion took place regarding verbiage in the PC minutes. In the October minutes, a building project was referenced as being approved by the City Council. It was a variance application. The spelling of Rich Hansen's name wasn't corrected in the minutes. And after the City Council meeting, there should be clarification at the Planning Commission regarding the FEMA issue referenced. It was stated that they were there for pollution control. It was clarified at the Council meeting that they were there for assessment of the areas involved in the June 2013 storm. Items such as these should be addressed at the PC meeting following the Council meeting.

SHERIFF'S REPORT: The report was reviewed. Nothing out of the ordinary was noted.

HEALTH COMMITTEE: The Mayor updated the Council on the situation with the Krolls and cleaning their property. Krolls have contacted the City's Attorney and were told to seek their own counsel. The Attorney drafted a stipulation agreement that gave Krolls until 12/15 to clear all items. Pat and Mary Kroll signed the agreement and have until 12/15 to clean the property. A court date of 12/20 has been set in the event that the cleaning doesn't take place. Roger Trobec shared dates with the Council from 2008 & 2009 when Krolls were told to clean up their property. The Mayor stated that this won't be a repeat of attempts to get them to clean their property. A deadline has been set and a court date has been set for the next steps if the property isn't cleared.

UNFINISHED BUSINESS: Rodger Bellinger spoke with the Mayor regarding helping with plowing. He will also talk with Tony Omann regarding this.

The City lights were put up on November 29th thanks to: Steve Trobec, Bob Hlebain, Jamie Gummert, Gene Skaj, Roger Trobec, Cindy and Mark VanderWeyst.

Danita Traut shared the City Hall Rental agreement from Brockway Township. A LMC print out regarding City Hall rental was also available for reference. Discussion took place regarding resident and non-resident fees. Non-residents that have rented City Hall are from Brockway & St. Wendel Townships which do have a fire contract with the City FD. Discussion also took place regarding a hold harmless agreement when renting the hall. Discussion took place regarding a deposit for renting the hall.

NEW BUSINESS: Tom Vouk acquired a bid for a remote start for the generator. Discussion took place regarding the benefits of a remote start. Jeff Blenkush made a motion to approve Avon Electric installing a remote start for the generator at \$477. Danita Traut seconded the motion. Motion carried.

Tom shared a Generator Maintenance Guideline Page. Discussion took place regarding if a monthly check is still taking place on the generator by the old school. Joe Gordon had checked it in the past, but it hasn't been routinely checked since Jeff Trobec did it.

Discussion took place regarding the Centennial. A night parade will take place on July 19th.

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

TIME: 8:38 p.m.

Respectfully submitted,

Cris M. Draus
City Clerk

Cindy Vanderweyst
Mayor



Resolution 120413

Be it resolved by the City Council of Saint Stephen

St. Stephen, Stearns County, Minnesota, the following sums of money be levied for the current year, collectible in 2014, upon the taxable property in the city of St. Stephen, for the following purposes:

GENERAL REVENUE	\$6,357.00
PUBLIC SAFETY	\$42,500.00
ROAD & BRIDGE	\$159,700.00
PARKS	\$17,000.00
TOTAL LEVY	\$225,557.00

The City Clerk is hereby instructed to transmit a copy of this resolution to the County Auditor of Stearns County, Minnesota. Final adoption of the Tax Levy was December 4, 2013 at 7:30 p.m.

/s/ Cindy VanderWeyst
Mayor

/s/ Cris Drais
City Clerk

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