



## St. Stephen City Council Agenda – April 6, 2016

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of March Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Kristine O'Brien ~ Sartell-St. Stephen Community Ed

Denise Leahy ~ Helping Hands

Rusty Paggen ~ XXXX 4th St SE

Mark Halstrom ~ Apple Duathlon

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Randy Sabart ~ 2nd St NE Bids

Planning Commission

Joint Meeting with Council ~ April 12th @ 6:30 PM

Sheriff's Report

Health Committee

Unfinished Business

New Business

Local Board of Appeals & Equalization Meeting, May 3rd, 6:30-7:00 PM

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

Gene Skaj  
Council Member

Danita Traut  
Council Member

Tom Vouk  
Council Member

Dolores Supan  
Treasurer

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

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

MINUTES  
ST. STEPHEN CITY COUNCIL  
APRIL 6, 2016

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

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

ABSENT: None.

MINUTES OF THE MARCH MEETING: The minutes of the March Council Meeting were reviewed. The Clerk will change the submission lines to read: City Clerk & Mayor by removing “Acting” (from in front of Mayor). Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date the Total is: \$12,844.25. The Claim to Avon Electric was for service on lights that were under warranty. The GM Drilling claim is for a backflow preventer that was installed. Not having one created a deficiency on the City’s water testing paperwork. If water came back with any deficiencies, the additional deficiency of the backflow preventer not being in place could potentially dictate the City needing to go to a monthly or quarterly water testing cycle with the water being drawn and submitted by the City vs the State of MN coming out to test the water. Jeff Blenkush made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$61,726.71. The Treasurer reported that the ending balance was \$945,690.22.

TREASURER’S REPORT:

Beginning Balance	\$912, 838.72
ADD: March Deposits	\$61,726.71
LESS: March Checks	\$28,875.21
New Checkbook Balance	\$945,690.22

Cindy shared that Sentry Bank will be going to emailed bank statements vs printing paper copies and mailing them. If statements are printed, there will be a \$2.00 charge each month. With running the bank statement from 1<sup>st</sup> to last day of the month, it shouldn’t be a problem to print out the bank statement vs getting a paper copy in the mail.

Gene Skaj made a motion to approve the Treasurer’s Report. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Denise Leahy, Helping Hands ~ Denise shared that she has been a part of Helping Hands in St. Stephen for 2 ½ years now. 78 people have been helped. 13 areas of service have been provided. 4,500 hours have been put in. Exercise classes are offered, monthly meals at the Parish Hall are held and cards are played at City Hall.

Rusty Paggen, XXXX 4<sup>th</sup> St SE ~ Rusty stated that he would like to build on Tract A of the land between Hall’s and Mahlich’s. It is a 3.27 acre lot. An easement was established in the past that could be utilized for a driveway. One idea would be to access a shop on the property from Paggen’s Auto Body but put a driveway connecting to 4<sup>th</sup> St SE. It was confirmed that a house would be built away from the easement. Rusty asked about

the City contacting the current neighbors regarding the development of the easement for a driveway and the property, but it isn't something for the City to address. Discussion took place regarding addressing the property. The land is between 118 & 120 4<sup>th</sup> St SE. Unfortunately there isn't a number available between them and to use an odd number isn't appropriate. It was agreed upon that the property would be numbered 116 4<sup>th</sup> St SE. The Site Permit application was given to the City Clerk. The property needs to be staked out with the location of the house, the well and the septic system. The City will be notified when that is completed before proceeding.

Mark Halstrom, Apple Duathlon ~ Mark shared that the Apple Duathlon will take place again this year on Saturday, May 28<sup>th</sup>. It will again come through St. Stephen along 6<sup>th</sup> Ave SE, Co Rd 5 and Co Rd 2. Discussion took place regarding needing Sheriff support at the intersection of Co Rd 5 and Co Rd 2. There wasn't support there last year and some drivers weren't happy about having to stop and a Sheriff's present might help ease that. Mark said he'd look into that.

ST. STEPHEN FIRE & RESCUE: There were 4 calls in March. The April training will be SCBA training. The breakfast went well as 334 meals were served. The raffle went well. The Relief Association had a \$7,000.00 donation to the Equipment Fund.

EMERGENCY MANAGEMENT: It was reported that the siren on Co Rd 2 isn't working. The decoder and radio board are working properly, but the transformer is beyond its life expectancy of 28-30 yrs. A quote was prepared for the City for a used siren and a new siren. The life expectancy of a siren is 15-20 years. Looking at the Cash Control Statement, there is currently \$41,167.68 in the Emergency Management Fund. A used siren would have a 1 yr warranty. A new siren would have a 5 yr warranty. Discussion took place regarding adding an encoder to connect the siren to City Hall for \$2,800.00. Jeff Blenkush made a motion to purchase a new siren for \$20,565.00 and an encoder for \$2,800.00. Gene Skaj seconded the motion. Motion carried. It will take approximately 2 weeks to get the siren installed. The Frontline contract needs to be renewed. It is for \$500.00 for the year. \$250.00 per siren. Paul shared that new software for FEMA paperwork has been created. Hopefully paperwork will be simpler in the event of needing to file a claim.

#### REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan shared that he and Joe Paggen checked the City's streets/roads for patching that needs to be done. There aren't too many places that need to be repaired. Jerome will pull the posts by the City's culvert on 6<sup>th</sup> Ave SE. No blading is needed on the dirt roads. Discussion took place regarding the condition of the ditch on 12<sup>th</sup> Ave. The culvert isn't draining correctly either. It was agreed that the County should repair the issue as it was created with the work done years ago on Co Rd 5.
- 2. Planning Commission:** Dan Schultz reported that Paul Eisenshank attended the March meeting to discuss a development with a RR zoning off of 1<sup>st</sup> Ave SE. Chickens in residential areas was also discussed. In an R1 zoning, no chickens would be allowed. RR zoning, maybe chickens could be allowed. An ordinance needs to be developed. Bees were discussed also. As the ordinance reads, a resident would need to apply for a Conditional Use Permit in order to raise bees. A joint meeting of the City Council and Planning Commission will take place on Tuesday, April 12<sup>th</sup>. The City Engineer and a representative from the Attorney's Office will attend. Discussion took place regarding the position of Site Inspector. Joe Paggen has expressed interest in the position. Cindy and Jeff Blenkush will meet with Joe regarding the position. Dan commented that in order to retain a Site Inspector, the City might consider offering an inspector a percentage of the fee collected on a site permit application vs paying them with a flat fee. Cindy gave an update on the Ordinance Book. She recently met with Tom Jovanovich and a June publication has been set as the goal. It was confirmed that the tower ordinance wasn't added in the last printing. Tom Vouk shared that he checked a site permit application for Jerry

Legatt and everything was okay for the work to be done as Jerry has ample property. Tom check the application as Dan was out of town when the application was received.

SHERIFF'S REPORT: Jon Lentz will be at the May meeting. He is now a Captain and will be bringing the new department member in charge of contract scheduling to the May meeting to meet the Council.

HEALTH COMMITTEE: The list of properties will be addressed now that winter is over. Cindy will attend a noxious weeds training in June. Discussion took place as to how often clean the brine tank at City Hall as that was requested by the water inspector.

UNFINISHED BUSINESS: Cindy shared that Legacy Builders visited the Smoley Addition land in order to prepare a presentation to the City. Neighbors nearby were quite concerned seeing people out in the area inspecting the land. Cindy shared that Bruce from Good Shepherd Community contacted her to see what is going on in St. Stephen with an assisted living development. Discussion took place on the topic. Cindy will invite him to the May Council Meeting. Dan Schultz shared that Paul Eisenshank also inquired about the City owned land in the Smoley Addition and building on it. The Clerk confirmed that the street sweeping quote sent for 2016 contained the same prices used in 2015.

NEW BUSINESS: The Local Board of Appeals & Equalization Meeting will be on Tuesday, May 3, 2016 at 6:30 PM. John Huls submitted a 3 year quote for mowing. Jeff Blenkush made a motion to have John Huls mow for 3 years per his quote. Gene Skaj seconded the motion. Motion carried.

2<sup>nd</sup> St NE: Randy Sabart, City Engineer, attended the Council meeting. He shared the bids that were opened on April 1<sup>st</sup> and Tri-City Paving, Inc. bid \$172,403.50 as the cost to fix 2<sup>nd</sup> St NE. The bid was below the original estimate prepared. The Final Assessment Worksheet would need to be updated to reflect the lower bid received. As such, no residents would reach the \$8,000.00 cap set previously.

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

TIME: 8:45 PM

Respectfully submitted,

Cris M Davis  
City Clerk

Cindy Vandulweydt  
Mayor