



## St. Stephen City Council Agenda – April 3, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of March Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Spring Thaw Update

CDL Certification for Additional Back Up Plow Driver

Planning Commission

Sheriff's Report

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

**City Officials**

Jeff Blenkush  
Mayor

Gene Skaj  
Council Member

Danita Traut  
Council Member

Steve Trobec  
Council Member

Tom Vouk  
Council Member

Dolores Supan  
Treasurer

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

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

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## Health Committee

Nuisance Ordinance Language

## Unfinished Business

12th Ave NE

6th Ave SE

## New Business

6th Ave SE Appraisal

Lawn Mowing Quote

Astech Quote

## Miscellaneous Announcements

Wednesday, April 10, 2019: Property Assessment Open Book Meeting  
@ City Hall, 4:30-5:00 PM

Monday, April 15, 2019: Sartell-St. Stephen School Board Meeting @ City Hall,  
6:30-8:30 PM

Rice Compost Site: Available for 2019 to St. Stephen Residents @ \$40/season or \$10/day

Newsleaders Publication for 2019: April 5 & 19, May 3, 17 & 31, June 14 & 28,  
July 12 & 26, Aug 9 & 23, Sept 6 & 20, Oct 4 & 18, Nov 1, 15 & 29 and Dec 13 & 27

## 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  
APRIL 3, 2019

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

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

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the April meeting was reviewed. Gene Skaj made a motion to approve the agenda with the deletion. Tom Vouk seconded the motion. Motion carried.

MINUTES OF THE MARCH MEETING: The minutes of the March Council Meeting were reviewed. Planning Commission: Steve TROBEC seconded the motion to approve the Chair & Deputy Chair. Council Member Danita Traut asked about the Public Hearing and that comments regarding the fire truck payoff be found in the recording and added to the written minutes. Gene Skaj made a motion to approve the minutes. Tom Vouk seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Claims include a plowing payroll for Rodger Bellinger. The total to date is \$19,104.89. Council Member Danita Traut questioned the Claim for Skating Rink work. Looking at the account information listed, the fund listed was 201 (Road & Bridge) vs 404 (Park) which was a dropdown error on the Clerk's part. The Claim will be edited before checks are printed. Gene Skaj made a motion to approve the Claims to date. Steve Trobec seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a new February Receipts Register as the ACH monies received were Fire Department reimbursements. Receipts for the month total: \$69,176.52. Discussion took place regarding a Road & Bridge CD cashed in July 26, 2010. In the November 2011 minutes, conversation took place regarding paying back R&B for the CD cashed in. The information shared will have to be looked at for further details. Steve Trobec made a motion to approve the Receipts Register. Gene Skaj seconded the motion. Motion carried.

TREASURER'S REPORT: For the Period: 3/1/2019-3/31/2019

Beginning Balance	\$1,099,649.20
Total Receipts	\$69,176.52
Total Disbursed	\$64,064.96
Ending Balance	\$1,104,760.76
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$6,135.00
<b>Total Per Bank Statement</b>	<b>\$1,110,895.76</b>

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

PETITIONS, REQUESTS AND COMMUNICATIONS: **None at this time.**

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Drais reported that there were 9 calls in March for a total of 29 calls in 2019. The April training will be SCBA use. Jason Paggen & David Trobec have 20 years on the Fire Department. The tank on the tanker (Unit 8) has corroded to the point where it can't be repaired. The Fire

Department is looking at options to replace the tank. The tank is about 32 years old and was moved from the old tanker to a new chassis. An estimate received was for \$58,000 to replace the tank.

Relief Association: A Retirement Party/Badge Ceremony will take place on April 6<sup>th</sup>. Breakfast with the Fire Fighters will be on Sunday, April 14<sup>th</sup>. A raffle will take place at Howie's Corner Bar on April 26<sup>th</sup>.

EMERGENCY MANAGEMENT: The sirens worked on the 1<sup>st</sup> Wednesday of the month test. No other report.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Road Overseer Jerome Supan reported that Joe Paggen had patched areas of 6<sup>th</sup> Ave SE. The Smoley Addition repair on 5 ½ St NE was discussed.

Questions/concerns regarding the Road & Bridge Fund and how it's been used were discussed at this time. In reviewing R&B disbursements and receipts, the following questions/concerns were brought up:

1. Payroll from Road & Bridge: What is it for? The payroll is for 1-2 plow drivers (depending on how many the City employed during a season).
2. Jerome Supan's Stipend: The budget worksheet used in August lists Road Overseer as a stipend under the General Fund vs. Road & Bridge. The disbursements show Jerome being paid from Road & Bridge. The Clerk admitted error in that the job title is Road Overseer and when Jerome is paid quarterly, it is forgotten to pay him from the General Fund.
3. City Hall Parking Lot: The parking lot was paid for via the Road & Bridge Fund. The General Fund has a line item, Building Maintenance. Should the parking lot have been paid from the General Fund?
4. Plow Garage Gate: The gate is on a minimum maintenance road that leads to the Plow Garage where the plow truck is stored. The gate was put up for security purposes. The gate was paid for from the Road & Bridge Fund.
5. CSAH 2: The portion paid to the County was set by the County. What is the total amount paid? The disbursements will have to be gone through to determine the to date amount paid.
6. 2<sup>nd</sup> St NE: When the prepayments were made, they were deposited into the General Fund. Why? The Clerk explained that when prepayments were received for 2<sup>nd</sup> St NE, the Treasurer and Clerk didn't know where the money should go. The City Attorney confirmed that a fund needed to be established for the project. After the fund was set up, the prepayments were moved to the correct fund.

Mayor Blenkush asked that these questions/concerns be looked into and a report be prepared for the Council. Afterwards the information will be posted on the City website.

An additional question was asked regarding 2014 receipts. \$154,000.00 was levied for the Road & Bridge Fund. In reviewing receipts & disbursements prior to the April Council Meeting, it was believed that \$0.00 was deposited into the Road & Bridge Fund. Why was nothing deposited into the fund if \$154,000.00 was levied?

Conversation continued about the 6<sup>th</sup> Ave SE Road Improvement Project. It was stated again that the Hlebain Addition should be assessed as it's attached to 6<sup>th</sup> Ave SE. It was discussed again that in order for the City to fund the road project through bonding assessments must be done. If there is no bonding, the City would have to hold a vote on the project among the residents. The process of the road improvement project were reviewed again. It was stated that Mayor Blenkush stated that the City was only assessed \$20,000.00 from Stearns County for the CSAH 2 road improvement project. Mayor

Blenkush stated that he did not believe he made such a comment. He stated that if he did make the comment he apologized. The Clerk was asked to listen to the recording from the March Council Meeting for the Mayor's comment regarding CSAH 2. The type of road construction done on 2<sup>nd</sup> St NE in comparison to 6<sup>th</sup> Ave SE was discussed again. The Council was asked to consider who travels 6<sup>th</sup> Ave SE when determining the assessment compared to when the residents on 2<sup>nd</sup> St NE were assessed. The Council was asked to assess as low as they can on 6<sup>th</sup> Ave SE.

Council Member Traut stated that a resident on ½ Street requested the potholes get filled.

Spring Thaw Update: Mayor Blenkush stated that he, Council Members Skaj and Trobec worked in the Smoley Addition to pump out water from the thawing snow. Burski helped remove snow in the Smoley Addition. Blocked culverts were opened. City Engineer Randy Sabart came to town to look at the areas of concern.

CDL Certification for Additional Back Up Plow Driver: The City Attorney was consulted and the City could pay for a resident to acquire a CDL license. While the City contracts with Burski for snow removal, sometimes the back-up driver is needed. Since he works for another city full-time, he might not be available. A resident would be available during the winter months but would need his CDL license. Council Member Traut asked if the cost paid to acquire the license would be taken from the driver's pay as he/she would be able to use the license in other capacities. Discussion took place and since there may be other residents that have a CDL license in town already that may be interested in plowing, the Clerk was directed to include an ad in the May insert of the Newsletter.

- 2. Planning Commission:** Chair Dan Schultz reported that there was no March meeting. There won't be an April meeting as of the Council meeting. Dan stated that equipment has been moved into the area of the Ferche development due to the road restrictions.

**PETITIONS, REQUESTS AND COMMUNICATIONS: River Runners, Inc Gambling Permit Request:** Matt Nienauber on behalf of the River Runners requested approval of a gambling permit for a raffle to be held at Trobec's Bar on February 8, 2020. The Clerk did not remember the request to appear on the agenda coming via text. The Clerk reviewed paperwork submitted from the last raffle and the necessary papers were submitted to MN Gambling Control after the 2019 raffle. The application for 2020 was complete. Danita Traut made a motion to approve the gambling permit for the River Runners for a raffle on February 8, 2020 at Trobec's Bar. Steve Trobec seconded the motion. Motion carried.

**SHERIFF'S REPORT:** The report was circulated. Trucks on 6<sup>th</sup> Ave SE heading south were discussed. The Sheriff's Department was contacted.

**HEALTH COMMITTEE: Nuisance Ordinance Language:** The City Attorney was updated on how the subject came up. The house referenced is in disrepair and occupied. The City Attorney stated that when there is an aesthetic issue, it is difficult to enforce. The City Attorney stated that the Nuisance Ordinance should be updated as the League of MN Cities updates theirs every 2 years.

**UNFINISHED BUSINESS: 12<sup>th</sup> Ave NE Appraisals:** Dates to meet with homeowners are being determined.  
**6<sup>th</sup> Ave SE:** City Engineer Randy Sabart stated that a design meeting with the 6<sup>th</sup> Ave SE residents would be the next step in the process. The Council discussed holding a Special Meeting. Information for the meeting would need to be posted and individual invitations would need to be sent to the residents along 6<sup>th</sup> Ave SE. The date was set for Wednesday, April 17<sup>th</sup> at 6:00 PM. The 2019 6<sup>th</sup> Ave SE Street Improvements Right of Way Plat letter was shared by City Engineer Randy Sabart and reviewed by the Council. This would be the next step in the project. It is a line item in the Feasibility Report. Gene Skaj made a motion to order the preparing of the right of way plat for

6<sup>th</sup> Ave SE Street Improvement, SEH No. P-STSTE 150092 1. Steve Trobec seconded the motion. Motion carried.

**NEW BUSINESS: 6<sup>th</sup> Ave SE Appraisal:** The packet is a Real Estate Consulting Letter Report. The introduction states that it is NOT an appraisal. It "provides a preliminary opinion of a general range of market benefits, if any, for similar properties." The scope of assignment is spelled out. Discussion of Market Benefit is included in the report. Photographs of 6<sup>th</sup> Ave SE are included in the report also. **Lawn Mowing Quote:** The quote from John Huls was reviewed by the Council. The cost would be \$480 per mowing for all properties. The quality of service, speed while working and lack of trimming were discussed. Council Member Skaj shared that he's spoken with John regarding the City service. Gene Skaj made a motion to approve Huls Lawn Service for 2019 at \$480 per mowing. Tom Vouk seconded the motion. Motion carried. **Astech Quote:** The quote for street sweeping was reviewed. Discussion took place regarding any other companies that provide street sweeping services. City Engineer Randy Sabart will get another name to the Clerk for possible future use. Gene Skaj made a motion to accept the quote from Astech for 2019 street sweeping services including the City Hall parking lot. Steve Trobec seconded the motion. Motion carried.

**MISCELLANEOUS ANNOUNCEMENTS:** The 2019 Newsleader publication dates were listed on the agenda.

The Property Assessment Open Book Meeting will take place at City Hall on April 10, 2019. The Clerk will request a hard copy of the comparison packet for City Hall and one for Council Member Vouk.

The Sartell-St. Stephen School Board Meeting will take place at City Hall on April 15, 2019.


The Easter Egg Hunt time was set for 10:00 AM on Saturday, April 20, 2019. The St. Stephen Lions Club will be donating prizes.


The Rice Compost Site is available to St. Stephen residents again in 2019.

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

TIME: 8:03 PM

Respectfully submitted,

  
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City Clerk

  
\_\_\_\_\_  
Mayor