



St. Stephen City Council Agenda – August 3, 2016

Call To Order: 6:30 PM
Pledge of Allegiance

Approval of Agenda

Approval of Minutes: July Council Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

Public Hearings:

Petitions, Requests and Communication:

St. Stephen Fire & Rescue

Reports:

Road & Bridge: 2nd St NE & 2 1/2 Ave NE, City Road Report & 1/2
Street Drainage & Resident Meeting (R Sabart)

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

Temporary Family Health Care Dwellings

New Business

Miscellaneous Announcements:

County Road 2 Meeting ~ Thursday, August 4th 5-7 PM

Household Hazardous Waste Day ~ Saturday, August 6 8-11AM

Budget Planning Meeting ~ August 24th?

Meeting Adjourned

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)

Website:
cityofststephen.com

MINUTES
ST. STEPHEN CITY COUNCIL
AUGUST 3, 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.

APPROVAL OF AGENDA: The agenda was reviewed. Cindy VanderWeyst stated that a petition will be added to the meeting. The Lions Club has a gambling permit they'd like approved and have sent a representative. Gene Skaj made a motion to approve the agenda with the added petition. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE AUGUST MEETING: The minutes from the July Council Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Gene Skaj seconded the motion. Danita Traut abstained. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. Discussion took place regarding the SEH Inc. claim. Eric Gallus will be billed \$784.58 for engineering services received. To date, the Claims total: \$11,650.93. 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: \$128,096.29. A receipt for a patio was questioned. The residents had cement work done and a privacy fence put up around the patio. Discussion took place regarding the footprint of the property changing. It did as additional cement was added on the back side of the house. It was discussed that the ordinance book should be checked for confirmation. The Treasurer reported that the ending balance was \$1,096,302.06.

TREASURER'S REPORT:

Beginning Balance	\$1,010,065.74
ADD: July Deposits	\$128,096.29
LESS: July Checks	\$41,859.67
New Checkbook Balance	\$1,096,302.06

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

The Clerk asked for confirmation that the \$100,000.00 used for the 2nd St NE project come from the Road & Bridge Fund. It was confirmed that the \$100,000.00 for 2nd St NE should come from the Road & Bridge Fund.

PETITIONS, REQUESTS AND COMMUNICATIONS:

St. Stephen Lions Club: The Lions Club would like to hold a gun raffle on October 14th at Trobec's Bar and requested approval of a one day gambling license. Gene Skaj made a motion to approve a one day gambling license for the St. Stephen Lions Club in order to hold a gun raffle on October 14, 2016 at Trobec's Bar. Jeff Blenkush seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: There were 5 calls in July the Chief believed as the reporting Captain had the paperwork with him. The August training will be Emergency Vehicle Operation. The class took place during the

August 1st Business meeting. Most fire fighters will be attending the course training on August 15th. Those not able to attend that day will have to schedule with the course instructor, Larry Nadeau. The schedules to be completed by the accountant are done for the Relief Association. The FD Fall Breakfast will be on Sunday, October 9th. Open House with a possible Badge Ceremony/Retirement Party will be on Saturday, October 15th. The gun raffle will be on October 28th at Howie's Corner Bar. The Chiefs Conference will be in St. Cloud this year in October.

EMERGENCY MANAGEMENT: Paul Ritter shared an update from July's meeting. Discussion took place regarding the sirens. They are both working but trees need to be trimmed on 6th Ave NE for the solar panel exposure.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** 2nd St NE & 6th Ave NE, Cindy VanderWeyst & Gene Skaj will check the trees in regards to trimming needed. Jerome Supan stated that he spoke with Peter Omann and Peter is okay with the trees being trimmed on 3rd Ave SE. Branches in the right of way should only be trimmed. The left arrow sign is difficult to see on the curve. The Clerk asked if the Upper Smoley Field driveway could be repaired due to the rain run off on the edge. Joe Paggen will be contacted for that service. Discussion took place regarding the 4th St NE tree trimming issue. The Mayor and Council want the City Engineer and Attorney to assist with this.

Randy Sabart, SEH Inc., City Engineer gave an update regarding the 2nd St NE/2 ½ Ave NE project. He shared the meeting minutes from the July 28th Preconstruction Conference. He discussed the work schedule. Randy shared that a newsletter will be sent out via the Clerk soon to the residents. Discussion took place regarding mailbox locations. A bank will be established if necessary. Jerome Supan asked if culverts are being replaced. Randy stated that culverts will be replaced based on their condition. Randy brought up items to be discussed: sod vs seed or a gravel shoulder. Discussion took place regarding sod vs seed. Randy will get a cost comparison of sod vs seed for the Council to review.

½ St Drainage: Discussion took place regarding holding a residential meeting regarding the concerns about ½ Street. It was discussed in 2011. A meeting date was set for August 23rd at 6:00 PM. The Clerk will send an invitation to residents along or affected by ½ Street. A legal notice of the meeting will be published in the Sartell-St. Stephen Newsleader.

Discussion took place regarding 2nd Ave NE (Trobec Addition) and the hole in the road and the end of Mike Schwinghammer's driveway that was repaired and is breaking away. Pavement conditions were discussed. Based on the age of the streets in town, overlays are not a solution for repairs.

2. **Planning Commission:** Dan Schultz reported that Eric Gallus attended the July 12th meeting. Eric is building a house on 4th St SE. Eric was directed to confirm the easements around his property. Eric was also informed that he would be charged for any engineering services he received from the City's Engineer. Dan reported that the Temporary Family Health Care Dwelling Law was reviewed. The Planning Commission wasn't in favor of approving temporary housing on properties. No motion was made at the meeting. Dan stated that the August 10th meeting will be canceled as to date, no business has been brought before the Commission. If the meeting is to be held, Perry Nistler will Chair it. The Planning Commission discussed chickens within the City limits. The verbiage will be sent to the City Attorney for review before adding it to the animal ordinance.

SHERIFF'S REPORT: No report received to date.

HEALTH COMMITTEE: A letter will be sent to residents regarding noxious weeds. It will be checked if noxious weeds information can be added to the City's website.

UNFINISHED BUSINESS: The Mayor shared an email from the City Attorney regarding the Temporary Family Health Care Dwellings law. The Attorney's recommendation was to opt out of the requirements of the state statute which defines and regulates Temporary Family Health Care Dwellings. Other cities around St. Stephen are also choosing to opt out. Jeff Blenkush made a motion to opt out of the Temporary Family Health Care Dwellings law. Gene Skaj seconded the motion. Motion carried. Jeff Blenkush made a motion to hold a public hearing regarding the Temporary Family Health Care Dwellings law on September 7th at 7:00 PM. Gene Skaj seconded the motion. Motion carried.

Car Show: It was reported that a little under 100 cars were in the Car Show. Discussion took place regarding the event. It was stated that one improvement would be to advertise the event more. Discussion took place regarding the Car Show and it will be held again on Friday, July 21, 2017.

NEW BUSINESS: Nothing.

MISCELLANEOUS ANNOUNCEMENTS: There will be a County Rd 2 Construction Open House on Thursday, August 4th from 5-7 PM. Household Hazardous Waste Collection Day will be Saturday, August 6th from 8-11 AM. The 2017 Budget Planning Meeting needs to be held in August. The meeting will be August 24th at 6:00 PM. The Fund for the 2nd St NE project will be created and monies will be moved into it. Good Shepherd Community met and reviewed the market study for St. Stephen. At this time they tabled a project in St. Stephen.

ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Gene Skaj seconded the motion. Motion carried. TIME: 8:23 PM

Respectfully submitted,

Cris M. Dicus
City Clerk

Cindy VandulWeyst
Mayor