



St. Stephen City Council Agenda – August 2, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of July Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Bryant & Michelle Justin: Driveway Culvert on 5th Ave SE (E side of pond) ****postponed to September 6, 2017****

Maple Ridge Development

Jerry Hettwer: Knights of Columbus Gambling Permit

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

MnDOT News Release via Jodi Teich

Planning Commission

Sheriff's Report

Health Committee

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

Continued on Back

Unfinished Business

Local Board of Appeal & Equalization Transfer Info & Agreement
City Hall Rental

New Business

Summary of LGA Certified for 2018: \$164,172.00 (+ \$9,511.00 from 2017)

Miscellaneous Announcements

2018 Budget Planning Meeting: Wednesday, August 23, 2017

Household Hazardous Waste Day: Saturday, August 5, 2017 8:00AM-11:00AM

Council Procedure via City Attorney

Election Equipment Update via County Auditor's Office

Central MN Council on Aging Report

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
AUGUST 2, 2017

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

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

ABSENT: Jeff Blenkush.

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

MINUTES OF THE JULY MEETING: The minutes of the July Council Meeting were reviewed. Under the Planning Commission report: “The Ferche development will be on the agenda in July *for the Planning Commission.*” Plow Truck: “...Burski will be submitting a *bid...*” Gene Skaj made a motion to approve the minutes with changes. Danita Traut seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date, the total is: \$47,622.54. Tom Vouk asked about the Invoice for the Car Show trophies. The Clerk will add that to the Claims. Claim #15196 to Stearns County Highway is for the Co Rd 2 project. 50% of In-Town **Right Of Way**. Gene Skaj made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$131,598.59. \$980.00 in donations were received for the 2017 Car Show.

TREASURER’S REPORT:

Beginning Balance	\$1,124,021.33
ADD: July Deposits	\$131,598.59
LESS: July Checks	\$84,636.05
New Checkbook Balance	\$1,170,983.87

The Clerk clarified that the July receipts were rerun for Council after clarification on 2 receipts. The unidentified receipt for \$155 was from Stearns County; the City’s portion from a foreclosed property. The County switched sites for showing ACH transactions that the Clerk admitted forgetting about. In the Stearns County Tax Settlement divided, a portion of it was to go to the 2016 General Obligation Bond for 2nd St NE. As such, the deposits were redistributed. For clarification, the Clerk shared that all receipts for the Car Show were deposited into the General Fund and as such, Claims related to the Car Show were paid from the General Fund.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jerry Hettwer: Knights of Columbus Gambling Permit: Jerry Hettwer requested approval of a one day gambling permit for the Knights of Columbus for BINGO on October 29, 2017. The event would take place at the Church of St. Stephen Parish Hall at 1:00 PM. The form isn’t signed. The form needs to be signed and the \$100 investigation fee must be submitted. The Clerk will provide the Knights of Columbus with an updated gambling ordinance. Tom Vouk made a motion to approve the one day gambling permit for the Knights of Columbus

BINGO event on October 29, 2017 pending the resubmission of the application with a signature and accompanied by the \$100 investigation fee. Danita Traut seconded the motion. Motion carried.

Jerry Hettwer asked the Council as a realtor their thoughts on providing a new business owner a tax incentive. Jerry shared that a light manufacturing business is looking at St. Stephen Optical. The Council was in agreement that since they hadn't dealt with something like this before, it might be best for Jerry or the potential buyers to check with Stearns County.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 6 calls in July. To date that makes 60 calls in 2017. The training in August has yet to be determined. Fire Chief Drais reported that a fire fighter received a letter notifying him that he had missed too many trainings. If the fire fighter does not make arrangements to make up the trainings he will be let go from the department.

Relief Association: Gene Skaj asked that the Clerk sign the 2017 Schedule Form for Lump-Sum Pension Plans (Form SC-17). The Clerk signed the form.

EMERGENCY MANAGEMENT: The sirens went off during the 1st Wednesday of the month test.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan had nothing to report at this time. Stearns County Engineer Jodi Teich asked that the MnDOT News Release be shared with all communities. Council received a copy of the news release. This was first discussed with City Engineer, Randy Sabart at a previous Council meeting.
- 2. Planning Commission:** The Maple Ridge Development was discussed at the July PC meeting. The City Attorney & Engineer were in attendance. The PC approved the preliminary plat with corrections discussed during the Planning meeting and recommends the Council accept the preliminary plat. In addition to the corrections to be prepared, the escrow check needed to be submitted. The Mayor confirmed that the escrow check was received.

The Council discussed calling a special meeting to continue the process with the Maple Ridge Development. Communication regarding attending the August Council Meeting became confusing. As such, no one from the Maple Ridge Development was in attendance of the August Council Meeting. If a Special Meeting were held prior to the September Council Meeting, a delay of a month could be avoided. Discussion took place regarding the cost of a special meeting and it was agreed to have the Polar Land Co cover half of the cost of a special meeting. Mayor VanderWeyst called a Special Meeting to discuss the Maple Ridge Development for August 8th at 5:30 PM pending the availability of the developer, City Attorney & City Engineer.

Mark Rodenwald will be in attendance at the August Planning Commission meeting to further discuss his Country Estates Development. The escrow check for his development has been received. The Country Estates preliminary plat has been submitted to the City Engineer for review.

State Building Code Topic: Dan stated that he brought the topic to the Planning Commission at their July meeting. He asked the membership to think about the topic and bring their questions to the August meeting.

SHERIFF'S REPORT: Mayor VanderWeyst has found compliance check paperwork from neighboring communities and will share it with the Council at a future meeting.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Appeals & Equalization Transfer Agreement: The Council continued discussing this topic. One question brought up was if the City Council will continue to get the paperwork for review if approached by a city resident. The Council goes through training for the meeting. If the meeting is transferred to the County, will the Council keep updated on when training expires? The Council discussed getting the City Attorney's opinion on the agreement.

City Hall Rental: Danita Traut shared rental rates that she collected from area communities at the July Council meeting. Discussion took place regarding resident vs non-resident renting City Hall. Discussion took place regarding collecting a damage deposit and how it'd be monitored, City Organizations renting the Hall and quarterly or monthly charges for renting the Hall. A change in the rental fee would not be able to be changed until January 2018. Discussion took place regarding an annual fee for an organization that holds multiple meetings. Gene Skaj made a motion to charge residents \$25 for a daily rental, \$50 for non-residents to rent the hall on a daily basis and organizations that hold multiple meetings being charged an annual fee of \$50. Danita Traut seconded the motion. Motion carried. This information will be prepared to share with organizations and residents prior to the January 2018 Council Meeting.

Sportsmens Club ATV Class: The class will be held at the City Hall. The Clerk was notified that the on site training will not be done on City property.

National Night Out: The event was held at City Hall this year and had a good turn out. 48+ ice cream cups were handed out as part of a root beer float or plain showing that at least 48 people were in attendance. Additional treats were served so attendance was easily over 50 people, higher than previous years. Hemker Park & Zoo did a wonderful presentation for the families. A Sheriff's Deputy was in attendance and brought a County drone to demonstrate. Face painting was also available for the children. The event ran from 6-8 PM.

Playgrounds: The equipment has been delivered. The company is working on scheduling installation. The Clerk contacted the Sheriff's Department for additional surveillance of the Parkway Park.

Plow Truck: Tom Vouk shared truck information from Rodger Bellinger on a 1998 Ford plow truck with an under belly plow. The truck is listed at \$22,500. The City's truck was looked at to determine a trade in value. The truck was valued at \$6,100.

NEW BUSINESS:

Summary of LGA Certified for 2018: The City will receive \$164,172.00 in 2018. It is an increase of \$9,511 from 2017.

MISCELLANEOUS ANNOUNCEMENTS:

Reminder: 2018 Budget Planning Meeting date is Wednesday, August 23, 2017 at 6:00 PM.

Household Hazardous Waste Event: Saturday, August 5, 2017 from 8:00-11:00 AM.

Central MN Council on Aging Report: The Clerk received the report and shared it with the Council. There has been no recent information regarding the topic of Assisted Living in the City.

Election Equipment Update via County Auditor's Office: The Clerk shared info from the County Auditor/Treasurer regarding the upgrade of election equipment and potential costs for budget planning purposes.

Council Procedure via City Attorney: The Clerk shared the City Attorney's letter regarding voting during a Council Meeting. The Mayor is not able to break a vote. St. Stephen is a weak mayor-council plan so the process of roll calling votes alphabetically during a split vote is appropriate.

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

TIME: 8:21 PM

Gene Skaj made a motion to recall his motion to adjourn. Danita Traut seconded the motion. Motion carried.

2017 Car Show: 99 cars officially registered. There were more cars in the show as some didn't register. No trophies were handed out to cars manufactured after 1980. Discussion took place on not holding the car show annually. Would it become too common if done annually? Council members didn't seem to think that would be a problem. Discussion took place regarding awards going to the Top 20 vote getters. The tally system worked well for the voting again this year. One area lacking was food. Discussion took place regarding a food truck at the event in the future.

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

TIME: 8:30 PM

Respectfully submitted,

Cris M Drais
City Clerk

Cindy Vanduldyg
Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: MAPLE RIDGE DEVELOPMENT

August 8, 2017

CALL TO ORDER: 5:30 PM PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Gene Skaj, Danita Traut, Thomas J. Vouk – Council, Cris Drais – City Clerk, Tom Jovanovich – City Attorney, Randy Sabart – City Engineer and Dan Schultz – Planning Commission Chairperson.

GUEST: Jason Ferche – Maple Ridge Developer

ABSENT: None.

Memorandums from June 15, 2017 & July 7, 2017 that were shared at the Planning Commission Meetings were shared with all Council members. Additionally, City Engineer, Randy Sabart shared a memorandum from August 2, 2017. The August 2, 2017 memorandum will be used for discussion during the Special Meeting. Randy Sabart stated that the list may seem out of order, but line items have been removed if the item has been taken care of.

2. *The dedication of 12th Ave NE for the northerly 2/3 of right of way dedicates only 16.5 ft as opposed to 33 ft. (Update: Developer's surveyor has ordered title work to determine ownership of western 16.5 ft from centerline as it's not believed to be owned by Polar Land Company.)* Jason Ferche stated that if Polar Land Company owns the western 16.5 ft from centerline, it will be given to the City.

4. *Per ordinance section 45.07, update the preliminary plat to include the following: proposed name/number of public streets.* Jason Ferche stated that it is being worked on.

5. *Identify the following information: Locations of primary and secondary ISTS sites (located outside of the public drainage and utility easement boundaries.) (Update: Developer's engineer noted that sites will be identified on final plat.)* It has been proposed to address this after the preliminary plat has been accepted by the City and the City Engineer is comfortable with this proposal. Jason Ferche stated that his company didn't want to complete this task until the preliminary plat has been accepted vs reworking the locations.

6. *The proposed storm water treatment pond boundaries are illustrated as curved easements on the preliminary plat.* The decision needing to be made is who will be the responsible party to maintain the ponds? Jason Ferche stated that he has no preference. The development contains 4 proposed ponds. Randy Sabart discussed contracting with a Native Grass Company if the City decides to maintain the ponds as there is no City Maintenance Department. Discussion took place regarding outlots for the ponds.

7. *The plat provides minimal side and rear yard public drainage and utility easements.* Discussion took place regarding the easement width. Jason Ferche stated that the 40 ft easement being asked for by the City isn't required in the ordinance. Discussion took place regarding the potential future of city wide services. A 30 ft utility easement for future utilities was discussed. Discussion took place regarding a 25 ft easement on the northern loop of the development and 20 ft on 2nd Street.

8. *Grading plan should identify proposed house/garage pad locations, grading elevations, and ISTS site reservations.* Jason Ferche stated that he is opposed to this as he believes a builder should have the right

to decide the house/garage pad location. After discussion, the Council decided to not request identify proposed house/garage pad locations.

14. *As proposed, the grading plan does not illustrate grading or street improvements along 12th Ave NE, particularly ditching on west side of the street.* Randy Sabart stated that the developer's proposal will need to be clarified during the final design. Randy's note stated that no proposed improvement of the 15" CMP culvert across from the D Supan parcel and Jason Ferche stated that the culvert will be taken care of.

16. *Proposed street centerline culverts and aprons are labeled as Corrugated Metal Pipe (CMP) materials.* Discussion took place about the materials used being a part of the final design decision.

17. & 18.: Erosion Control Plan – These items will be dealt with in the final plan.

20. & 21.: Additional Comments – These items are new. #20 – Discussion took place regarding making the development company aware of this. #21 – Discussion took place regarding the 100 yr high water level model. This will also be a final design issue.

Back to Item 6: Discussion took place regarding ponds being part of an outlot or easement. Ponds will affect the number of lots to be developed. Discussion again took place regarding maintenance of the ponds. Discussion took place regarding moving ponds to the front. Tom Jovanovich and Randy Sabart discussed with the Council maintenance of the ponds over years and that there is an established plan created by the State of MN to follow.

Back to Item 7: Dan Schultz stated that the discussion regarding the easements should continue. The City is not going to see sewer and water services in the near future. The cost factor is too great for the City to cover. There will be no government help with grants as the government is helping cities with failing systems vs installing new systems. As such, 40 ft easements aren't necessarily needed. Randy Sabart stated that 20' and 25' easements are a compromise. Discussion took place regarding a 20' easement in the loop of the development and a 25' easement on the south side of 2nd Street.

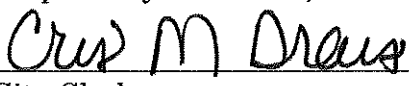
Gene Skaj made a motion to accept the preliminary plat subject to the comments and conditions made by the Council and final sign off by the City Engineer. Jeff Blenkush seconded the motion. Motion carried.

Tom Vouk made a motion to hold a public hearing to consider approving a preliminary plat named Maple Ridge Plat for the September 6, 2017 Council Meeting at 7:30 PM and to rezone the property of the preliminary plat submitted by Polar Land Co to RR1. Jeff Blenkush seconded the motion. Motion carried. The public hearing will be contingent on Jason Ferche's attendance.

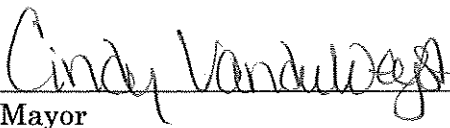
ADJOURNMENT: There being no further business, Jeff Blenkush made motion to adjourn. Gene Skaj seconded the motion. Motion carried.

Meeting adjourned at 6:55 PM

Respectfully submitted,



City Clerk



Mayor

MINUTES

ST. STEPHEN CITY COUNCIL – SPECIAL MEETING: BUDGET PLANNING

August 23, 2017

CALL TO ORDER: 6:02 PM PLEDGE OF ALLEGIANCE: All together.

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

ABSENT: None.

The spreadsheet reviewed contained the 2017 Final Budget, 2017 To Date Expenses, 2018 Work Column & 2018 Proposed Budget.

The 2017 Final Budget was reviewed starting from the top.

2018 PROPOSED GENERAL REVENUE EXPENSES:

Elected Officials: \$15,000 – (decreased by \$3,000) \$3,000 will be moved to Publications.

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

Elections: \$2,300 – The amount is budgeted for annually, so the \$2,300 wasn't used in 2017. The amount will be kept the same.

Assessor Fees: \$5,000 – The amount will be kept the same.

Legal: \$24,511 – (increased by \$9,511) The legal services through August have totaled \$15,577.50.

Ordinance work and legal services are high like in 2016. As stated last year, a trend could continue. As such, the amount will be increased.

Publications: \$5,257 – (increased by \$3,000) Publications have been high this year with the ordinance update, rezoning, public hearings and potential developments. The amount will be increased from Elected Officials.

Insurance: \$20,000 – (increased by \$3,000) The increase is based on the insurance amount paid in 2016. The amount will be increased from Utilities & Telephone.

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

Utilities & Telephone: \$15,000 – (decreased by \$3,000) The utilities used in 2016 haven't been high due to the mild winter. \$3,000 will be move to Insurance.

Building Maintenance: \$48,829 – The amount will remain the same.

Office Supplies/Services: \$6,500 – The amount will be kept the same.

Conferences & Seminars: \$1,000 – The amount will be kept the same.

Stipends (Planning/Site Permit Inspector/Road Overseer/Park Overseer): \$6,125 – This amount will be kept the same.

St. Stephen Fire Relief Contribution in October: \$5,000 – Gene Skaj asked about increasing the contribution in order to help with the Relief Association's annual audit due to the higher cost. The Relief Association had to change accountants. The cost of the audit is paid for via the Relief Association's General Account. Other fire departments pay similar amounts for their audits. Discussion took place regarding the money being designated for the Relief Association's Retirement Fund. The City Attorney will have to be contacted regarding this request. The amount will be kept the same.

GENERAL REVENUE EXPENSES: \$170,922.00

RECEIPTS:

Local Government Aid: \$164,172.00 – This amount is increased from 2017, which was \$154,661.00.

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

Business' License Renewal: \$6,000 – The amount will be kept the same.

Site Permits: \$150 – This amount will be kept the same.

RECEIPTS: \$170,922.00

GENERAL REVENUE – RECEIPTS = LEVY FOR GENERAL GOVERNMENT: \$0.00

PUBLIC SAFETY:

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

Volunteer Fire Department: \$88,920 – This amount is prepared by the FD.

Civil Defense: Siren, Emergency Management & Generator: \$5,000 – Discussion took place regarding the generators and service. Ziegler will be contacted regarding a service call on the “school” generator. The amount will be kept the same.

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

PUBLIC SAFETY: \$131,420.00

Less: Township Fire Contracts \$88,920.00

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: \$32,545 – A quote from Burski Excavating Inc. for hourly snow removal was reviewed. Discussion took place regarding the purchase of a plow truck and its roll in snow removal, for example cleaning up after the City has been serviced or cleaning the parking lot before an event or meeting. The amount will be kept the same.

Road Construction/Engineering: \$110,349 – The amount will be kept the same.

City Vehicle & Vehicle Maintenance: \$6,437 – The amount will be kept the same.

LEVY FOR ROAD & BRIDGE: \$156,331.00

LEVY FOR 2016 GO (General Obligation) FUND:

2016 General Obligation Bond 2nd St NE: \$9,726 – The amount will be kept the same.

PARK FUND:

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

LEVY FOR PARK FUND: \$17,000.00

TOTAL PROPOSED LEVY FOR 2018: \$225,557.00

GENERAL REVENUE EXPENSES	\$170,922.00
RECEIPTS	\$170,922.00
LEVY FOR GENERAL GOVERNMENT	\$0.00
PUBLIC SAFETY	\$131,420.00
Less: Township Fire Contracts	\$88,920.00
LEVY FOR PUBLIC SAFETY	\$42,500.00
LEVY FOR ROAD & BRIDGE	\$156,331.00
LEVY FOR 2016 GO BOND	\$9,726.00
LEVY FOR PARK	\$17,000.00

2018 PROPOSED LEVY: \$225,557.00

Jeff Blenkush made a motion to approve the proposed 2018 budget for \$225,557.00. Gene Skaj seconded the motion. Motion carried.

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

Meeting adjourned at 7:03 PM

Respectfully submitted,

Crew M Draw
City Clerk

Cindy Vandulge
Mayor