



St. Stephen City Council Agenda – August 7, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of July Council Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen American Legion Representative Mike Legatt

Karen Vos, Ordinances

Tom Schmidt: Schmidty's Store Remodel

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Planning Commission

Pool Verbiage

Parks

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

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Sheriff's Report

Health Committee

Unfinished Business

CSAH 2 & 5 Signs: Parking time limits, handicapped parking & yellow curb paint
City Hall Rental

New Business

LGA: 2020 ~ \$182,511.00 compared to 2019 ~ \$164,813.00

Miscellaneous Announcements

Address Canvassing: Sheriff Soyka received word & staff has been notified. Published on City website & FB pg.

6th Ave SE Open House Special Meeting: August 14th @ 6 PM

2020 Budget Planning Meeting: August 21st @ 6 PM

Newsleaders Publication for 2019: 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
AUGUST 7, 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 August meeting was reviewed. Under New Business: Dry Erase Board, Donate to Parish Festival. Gene Skaj made a motion to approve the agenda with the addition. Danita Traut seconded the motion. Motion carried.

MINUTES OF THE JULY COUNCIL MEETING: The minutes of the July Council Meeting were reviewed. Under St. Stephen Fire & Rescue, July should be listed for training vs June. Gene Skaj made a motion to approve the minutes with the correction. Steve Trobec seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. An assessing fee explanation from Stearns County was provided to the Council. The total to date is \$44,009.81. Steve Trobec made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipts for the month total: \$110,998.12.

Treasurer Supan provided a copy of the Statement of Receipts, Disbursements and Balances (Schedule 1) as of 7/31/2019. It shows totals/balances from 1/1/2019 to 7/31/2019.

TREASURER'S REPORT: For the Period: 7/1/2019-7/31/2019

Beginning Balance	\$1,127,686.02
Total Receipts	\$110,998.12
Total Disbursed	\$41,303.46
Ending Balance	\$1,197,380.68
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$7,055.61
Total Per Bank Statement	\$1,204,436.29

The Treasurer also provided the Council a Disbursements Register for June 2019 including the Fire Department's January 1-July 31 payroll and a Disbursements Register for July 2019. Gene Skaj made a motion to approve the Treasurer's Report as presented. Steve Trobec seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: **St. Stephen American Legion, Representative Mike Legatt:** St. Stephen American Legion Member, Mike Legatt was in attendance to present a check for \$245.00 to cover half of the cost of replacing the City's flags. Council Member Gene Skaj attended a Legion Meeting requesting a donation toward the purchase of flags. Mike asked that someone come back and request a donation again. A future Flag Retirement Ceremony was discussed. The City will be notified of an upcoming ceremony. Flags can be dropped off at The Rusty Nail. **Karen Vos, Ordinances:** Karen Vos asked if ordinances were in place regarding managing noise from residents due to issues with a neighbor. There is a noise ordinance in the ordinance book. Attorney Chris Nelson referenced Ordinance 92, Subd 5 and a discussion on notification took

place. Since the City has received a complaint, a letter could be sent advising on radio volume. The nuisance of manure was proven to be in Ordinance 93, Subd 1. Council Member Traut requested a noise ordinance reference letter also to be sent to another resident. **Tom Schmidt, Schmidy's Store Remodel:** Tom Schmidt appeared before the City Council in order to obtain approval of a remodel to the Schmidy's Gas Station in order to add a liquor store to the building. Attorney Chris Nelson referenced that a separate entrance must be present for the liquor store. The topic of employment was also discussed. A cashier has to be 18 or older in order to operate both tills. The remodel was discussed: walls don't go all the way up to the ceiling, there is a gap between the liquor store till and the wall to get into the liquor store, convenience store items cannot be purchased from the liquor store. The approval of the liquor license will be contingent on the improvements to the store until there's an actual facility. The liquor store addition will be an acceptable use for the zoning assigned the store. No site permit is needed due to there being no change to the footprint of the building. It was confirmed that there would be no change to the septic and water flow. Tom Schmidt will move forward with the construction process.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 13 calls in July and 2 in August to date for a total of 60 calls in 2019. The August training will be stations: vehicle driving. There are no anniversaries to recognize. SSF&R provided Mutual Aid to Sartell for a house fire. St. Joseph & Avon provided Mutual aid for a bale fire. The tanker continues to be researched.

Relief Association: President Gene Skaj stated that the Relief Association's 2% money that goes to the pension should be showing up as a deposit in October.

EMERGENCY MANAGEMENT: EM Manager, Paul Ritter, was in attendance and stated that he'd recently attended the July Quarterly Meeting. Paul presented a Mutual Aid Agreement for the City to approve that has been checked by the League of MN Cities. The Council discussed the agreement. A copy will be forwarded to Attorney Chris Nelson for review. Both sirens sounded during the monthly test.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan reported that 9th Ave NE received Class 2. A bump sign was installed along 6th Ave SE. The Upper Smoley Field entrance was fixed. The Smoley Addition work on 5 ½ St NE was completed. A warning sign was discussed but the reversed dip is gentle enough that a sign isn't needed. City roads have been bladed. The culvert under ½ Street is half full of dirt. It was decided that the culvert would be worked on after the Parish Festival. The White Oaks Country Estates property wasn't all cut and discussed. The 12th Ave NE culvert was brought up again but will be fixed with Polar Land Company work on their development. Seal coating was discussed and a seal coating tour needs to be taken by Randy and Jerome of the City to create a timeline. 2nd St NE should be done within in the 1st 3 years, which would be next year. Driveway culverts along 5th Ave SE were discussed. Metal grates in front of the culverts were discussed. The City did not require them. One issue with them is the blockage of trash, leaves that impedes the flow of water. It was requested that the culvert in the Hlebain Park be checked.
- 2. Planning Commission:** Deputy Chair Perry Nistler was in attendance and shared that the pool verbiage was reviewed in the ordinance book. New verbiage was presented to the Council regarding seasonal pools vs in-ground pools. Attorney Chris Nelson stated that if the Council wanted to move forward with the change, a public hearing could be set for the September 4th Council Meeting as it could be published on August 23rd. Danita Traut made a motion to hold a Public Hearing on September 4th at 7 PM regarding a change in the pool verbiage in the ordinance. Gene Skaj seconded the motion. Motion carried.
- 3. Parks:** Janelle Fleishhacker shared that Ken Lahr will be assisting her with Parks maintenance projects. The port-a-pot shelters will be painted and some of the pieces of wood need to be replaced. The warming house/shelter was discussed again: move vs replace. Sand in the park areas was discussed. In the Parkway Park, sand has been moved to the area that had pea rock. The sand is deep.

In the Hlebain Park, sand may need to be added. Janelle shared that there is a piece of concrete that needs to be removed. Edging was discussed and Janelle felt that the Hlebain edging should be done before the Parkway Park edging.

SHERIFF'S REPORT: Nothing at this time. Lieutenant Kellan Hemmesch will be in attendance at the September Council Meeting.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: **CSAH 2 & 5 Signs**: Much discussion took place regarding parking restrictions in the CSAH 2 and CSAH 5 intersection. It was decided to paint the curbs to bring awareness to the area where parking is prohibited. After the curbs are painted, the Sheriff's Department would be notified to monitor the problem. If those steps weren't helpful, signs would be installed notifying drivers of the parking restriction. It was further discussed that businesses should be notified.

City Hall Rental: Danita Traut introduced the paperwork again to the Council regarding Hall rental. The Council agreed to use the League of MN Cities application, which would be edited to reflect the City of St. Stephen. Gene Skaj made a motion include the requirement of a \$100 security deposit. Danita Traut seconded the motion. Motion carried. The rental period of a calendar day was discussed. The application will be prepared by the Clerk for the September meeting.

NEW BUSINESS: **LGA, 2020**: A Summary of Local Government Aid (LGA) Certified for 2020 was presented to the Council. The City will be receiving \$182,511.00 in LGA. The City received \$164,813.00 in LGA in 2019.

Dry Erase Board, Donate to Parish Festival: The mobile dry erase board in the Council Chamber is not used. When the Hall is rented, it is moved into the hallway. The Sportsmen's Club & 55 Alive classes do not use the board. The City Clerk requested donating the dry erase board to the Parish Festival Auction. Gene Skaj made a motion to donate the dry erase board to the Parish Festival Auction. Danita Traut seconded the motion. Motion carried.

MISCELLANEOUS ANNOUNCEMENTS: **Address Canvassing**: The City received a mailing regarding address canvassing that will take place prior to the 2020 census. The Sheriff's Department is aware and staff has been notified.

Upcoming August Meeting Dates were listed on the agenda. 6th Ave SE Open House Special Meeting, August 14th @ 6 PM and 2020 Budget Planning Meeting, August 21st @ 6 PM. Engineer Randy Sabart stated that feedback from the April Open House has been incorporated into the design and the time has come to share the design with residents again.


Attorney Chris Nelson stated that 12th Ave NE should be added to the September agenda. Bids for 6th Ave SE were discussed and it would be a winter timeframe. Road Overseer Jerome Supan requested an update on the 9th Ave NW Right of Way process. No new information was available at the time of the August 2019 Council Meeting.

The 2019 Newsleader publication dates were listed on the agenda.


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

TIME: 8:48 PM

Respectfully submitted,



City Clerk



Mayor