



St. Stephen City Council Agenda – December 6, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of November Council Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

CTAS Review & Audit Update

Petitions, Requests and Communication

Bishop Trobec Council No. 5276 Knights of Columbus Gambling
Permit, April 23, 2018

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Planning Commission

7:00 PM Truth in Taxation, 2018 Proposed Budget

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

Sheriff's Report

Health Committee

Unfinished Business

Approx 7:30 PM: Liquor Compliance Checks

New Business

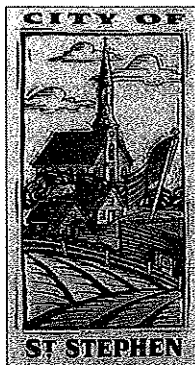
Smoley Field Utility Service Action

Miscellaneous Announcements

December 10: Winter Extravaganza 10 AM -12 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.



MINUTES
ST. STEPHEN CITY COUNCIL
DECEMBER 6, 2017

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 for the December meeting was reviewed. Items added: Emergency Management, Resolution and Sheriff's Report, 2018 Contract. Gene Skaj made a motion to approve the agenda with the additions. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE NOVEMBER COUNCIL MEETING: The minutes of the November Council Meeting were reviewed. Danita Traut made a motion to approve the minutes. Jeff Blenkush seconded the motion. Cindy VanderWeyst abstained. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Clerk pointed out the Claim to Stearns County. The City has always been charged for special assessments. Additionally, the City will be charged for 1/3 of the cost of preparing and mailing Truth-in Taxation notices. The Claims include 4th Qtr City payroll, Rodger Bellinger payroll and a FD claim. To date, the Claims total is: \$60,733.13. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

Discussion took place regarding the escrow monies collected for the Maple Ridge Development and the White Oak Country Estates Development. The Clerk thought it'd be best to create funds for each to track money being paid to the Engineer and Attorney or any other expenses related to the developments. It will be worked on before the January Council Meeting.

READING OF RECEIPTS: Receipts for the month total: \$1,332.43.

TREASURER'S REPORT:

Beginning Balance	\$963,879.01
ADD: November Deposits	\$1,332.43
LESS: November Checks	\$86,592.72
New Checkbook Balance	\$918,799.39

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

CTAS Review & Audit Update: Dolores Supan met with Lucinda Messman to review the CTAS Program at City Hall once and twice in Becker. The biggest issue was the dates of the bank statements. The cut off date didn't line up with the first of the month to the end of the month as reports were prepared for. In recent years, the cut off date was changed to reflect the 1st and last day of the month.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Bishop Trobec Council No. 5276 Knights of Columbus Gambling Permit, April 23, 2018: On behalf of the Bishop Trobec Council, Jerry Hettwer was in attendance to request approval of a gambling permit on April 23, 2018 in order to hold a gun raffle at the Parish Hall for the Knights of Columbus. Paperwork submitted is complete. The application investigation fee was submitted. Gene Skaj made a motion to approve the gambling permit request by the Bishop Trobec Council No. 5276 Knights of Columbus for a gun raffle on April 23, 2018. Jeff Blenkush seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Assistant Chief I, Gene Skaj, reported that there were 11 calls in November and 2 already in December. To date that makes 98 calls in 2017. The training in December will be Radio Communication, SCBA and hose loading. 2018 elections/appointments will take place at the January Business Meeting. Positions include: Chief, Captain Trobec, Open Captain and Secretary.

Relief Association: The Relief Association made a \$17,000 donation to the Fire Equipment Fund. Electronic pull tabs are doing well (money is being made). Gene stated that a different accountant is being sought for the annual audit. Chief Drais found out that Clearwater has only paid \$2,000 for their audit vs. St. Stephen's last audit costing around \$6,000.

EMERGENCY MANAGEMENT: Mayor VanderWeyst presented a resolution to the Council from Erin Hausauer, Stearns County Emergency Manager. It is a resolution promoting the use of intrastate mutual aid. At an October Municipal Managers meeting mutual aid agreements were discussed in order to share emergency management resources throughout the County when disaster happens and that it will be beneficial for documentation purposes in the event that a FEMA damage assessment is done in the County. Fire Chief Drais has concerns about the City signing off on something like this as the Fire Department is currently a part of a 14 department mutual aid agreement along with a separate agreements with Holdingford and Bowlus. His concern is the verbiage of the resolution and it providing free service to others. Currently, the mutual aid agreements the Fire Department is a part of states that after 8 hours of free service, billing for service occurs. This is due to in the event that a federal disaster is declared, FEMA will not pay if a "free" mutual aid agreement is in place. Only the original/home department will get paid. There are some departments in the area that could possibly abuse a mutual aid agreement to have other departments come help with their emergencies. As such, they would not be spending their monies on maintaining their department. They would be taking advantage of neighboring departments. There also was concern with the designated City Staff listed in the resolution. The template from the County includes a Police Chief and doesn't list the Fire Chief or the Sheriff's Department. The memo from Erin states that the department would like the resolution back by the end of December but yet it was received on December 4th. It will be sent to the City Attorney for review and advisement.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan reported that blading wasn't done after the crops were off due to the freezing that took place. Discussion took place about Bob Hlebain and Joe Paggen assisting with hauling away snow. It was agreed that if they were interested in helping and available, the Mayor and Jerome will contacting them in the event that assistance is needed.
- 2. Planning Commission:** Chairperson Dan Schultz was in attendance. The interim ordinance regarding wind and solar farms approved by the Council at the November meeting was printed on November 10th. It is in effect for one year from the publication date. Dan will meet with the City Attorney to work on an ordinance regarding wind and solar farms. Benjamin & Jennifer Weeks were to be in attendance regarding the property for sale next to Legatt's Garage. It is zone General Business with a residential home built on it. No further developments have taken place with the two residential developments in

town. A Joint Meeting will take place with the Council on December 12th at 6:30 PM regarding a building inspector. Information regarding the terms of membership needs to be found and elections need to take place at the December meeting.

SHERIFF'S REPORT: The 2018 contract was received. The rate of pay will be \$50/hour. The contract will be for \$20,800. The Council has budgeted for \$20,500 in the past so the increase is slight, but not too extreme. Jeff Blenkush made a motion to approve the 2018 contract with the Stearns County Sheriff's Department for police service. Gene Skaj seconded the motion. Motion carried.

7:00 PM Truth in Taxation, 2018 Proposed Budget: At this time the regular meeting was closed for the Truth in Taxation Meeting. The Mayor asked if there were any questions or comments from those in attendance. First question: Why was the budget for elected officials being decreased by \$3,000? It was over budgeted for in the past. The Mayor asked if there were any questions or comments. No response. The Mayor asked a third time if there were any questions or comments. A resident stated that he had spoken with the County regarding a question he had. Gene Skaj made a motion to close the public hearing part of the Truth in Taxation Meeting. Danita Traut seconded the motion. Motion carried. The Council was asked to review the proposed budget. The Clerk shared that the City will be charged \$1,500 annually as the County will begin replacing election machines, but will be the owner of the machines. Since the budget wasn't used in 2017, money would be available to cover stipends and the machine fees. Discussion took place regarding the police protection cost. It was agreed to leave the amount as is. Tom Vouk made a motion to approve the 2018 Budget at \$225,557.00. Jeff Blenkush seconded the motion. Motion carried.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Christmas Decorations: An ornament by the apartments along CSAH 2 isn't working. Since the hook up is brand new, it was suggested that Stearns Electric check it vs the City paying for service.

Maple Ridge & White Oak Country Estates Developments: There is no update on either development. The approval of the preliminary plats marked the one year start. Final plat approval for the Maple Ridge Development must take place by September 6, 2018. Final plat approval for the White Oak Country Estates Development must take place by September 25, 2018.

Assisted Living: Discussion took place regarding bringing this conversation to the forefront again. The Attorney needs to be contacted regarding running an ad again.

Generator: The generator at the old elementary school was discussed again. Ziegler is the only local company to service the generator.

MISCELLANEOUS ANNOUNCEMENTS (during Unfinished Business before 7:30 PM):

The Winter Extravaganza will take place on Sunday, December 10th from 10 AM to 12 PM.

Plowing on 5 ½ St S: Ben Paggen asked when this street will be plowed again by the City. There are currently 5 homes on the road. It was stated that the road isn't to City code, but at one time the road was owned by the City when there was a dump at the end of it. The street is marked with a street sign, but that is for emergency service purposes. It is considered a private road. The information will be passed on to the City Attorney for review.

Drain pipe on CSAH 5: The drain pipe coming off of The Rusty Nail building is covered in ice and plugged. The City will have the Engineer look at it. The drain pipe was designed by the County.

UNFINISHED BUSINESS (con't):

Liquor Compliance Check: Representatives from The Rusty Nail and Trobec's Bar & Grill were in attendance. The bars received copies of examples of area cities and the measures taken when a compliance check is failed. One comment made was that the size of our City should be considered when looking at violation charges. Discussion took place regarding suspending liquor licenses because of failed compliance checks. Examples of penalties were discussed.

Example:

1st violation: \$250 fine

2nd violation: \$500 fine

3rd violation: \$1,000 fine

Discussion took place regarding suspension of a liquor license. Which violation should come with a suspension? How long should a license be suspended? 1, 3, 7 days?

Discussion took place regarding the timeframe to use. If a violation occurred, how much time must pass before a bar's license is "clean"? 12 mo, 18 mo, 24 mo, 36 mo? The majority of the Council was in favor of an 18 mo timeframe.

Discussion took place regarding shutting down an establishment due to violations. Discussion took place regarding the Council selecting days of closure vs the business owner. Discussion took place regarding the business owner requesting a meeting with the Council to discuss the days of closure. Emphasis was placed on avoid favoritism when determining days of closure.

Discussion took place regarding what might happen if a 4th violation was made. Would the owner be required to attend a meeting with the Council? Would the owner be fined \$1,500 with a 7 day suspension of the liquor license?

The City Attorney will have to be contacted for advisement. The following will be shared with him:

Fines: \$250 (1st violation), \$500 (2nd violation) and \$1,000 (3rd violation) PLUS a 3 day closure/suspension of the liquor license.

An 18 month timeframe would be enforced as part of the violation process.

Liquor License Violations would need to be added to the City's Fee Schedule.

NEW BUSINESS:

Smoley Field Utility Service Action: Discussion took place regarding the electricity, garbage and well at the Smoley Field that is also used by the St. Stephen Lions Club at their shelter. Per the City Attorney, a letter needs to be sent to the Lions Club regarding the transfer/separation of services. Discussion took place regarding the well, its location and what entities it serves. The City pays for garbage service and cans are kept by the concession stand but also by the Lions Shelter. Discussion took place regarding the electricity service being separated. The first order of business seems to be determining the property lines of the Upper Smoley Field. The Clerk will contact the City Engineer for a survey of the property to find the property pins.

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

TIME: 8:05 PM

Respectfully submitted,

Cris M Draus
City Clerk

Cindy Vandenberg
Mayor