



St. Stephen City Council Agenda – December 4, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of October 14th Special Mtg-Soyka & November Council Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Emergency Management

7:00 PM ~ Public Hearing: Truth in Taxation, 2020 Budget

Reports

Road & Bridge

6th Ave SE: State Aid for Local Transportation Resolution
Relating to Parking Restrictions

Planning Commission

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

Continued on Back

Sheriff's Report

2020 Contract: 2017 & 18: \$50/hr = \$20,800 and 2019: \$55/hr = \$20,880

2020: \$55/hr = \$20,880

Health Committee

Unfinished Business

New Business

Snow Removal, Doug Legatt 2019-2020

January 2020 Meeting Date: January 8th

Letter of Resignation

Lions Park Donation

Miscellaneous Announcements

Newsleaders Publication for 2019: Dec 13 & 27

Newsleaders Publication for 2020: Jan 10 & 24, Feb 7 & 21, March 6 & 20, April 3 & 17,
May 1, 15 & 29, June 12 & 26, July 10 & 24, Aug 7 & 21, Sept 4 & 18, Oct 2, 16 & 30,
Nov 13 & 27 and Dec 11 & 24

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 4, 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 December meeting was reviewed. Gene Skaj made a motion to approve the agenda. Tom Vouk seconded the motion. Motion carried.

MINUTES OF THE OCTOBER 14TH SPECIAL MEETING-SOYKA AND NOVEMBER COUNCIL MEETING:
The minutes of the October 14th Special Meeting Council were reviewed. The spelling Council Member Gene Skaj's name need to be corrected. Steve Trobec made a motion to approve the minutes with the correction. Danita Traut seconded the motion. Motion carried. The minutes of the November Council Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Clerk clarified the 2019 Election Equipment Rental Fees is the City's annual payment towards the new election machines, the DS200 Ballot Counter and the 2 poll pads for voter sign in. In the past the City purchased the machines, but the County isn't offering that option with the new machines. The total to date is \$24,914.74. Gene Skaj made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipt 22999 needs to be confirmed with Stearns County. Receipts for the month total: \$32,827.60.

Treasurer Supan provided a copy of the Statement of Receipts, Disbursements and Balances (Schedule 1) as of 11/30/2019. It shows totals/balances from 1/1/2019 to 11/30/2019. She also provided a Schedule 8-Investment Activity with Accrued Interest from 1/1/2019-12/4/2019.

TREASURER'S REPORT: For the Period: 11/1/2019-11/30/2019

Beginning Balance	\$1,097,214.77
Total Receipts	\$32,827.60
Total Disbursed	\$98,559.75
Ending Balance	\$1,031,482.62
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$9,235.22
Total Per Bank Statement	\$1,106,449.99

Treasurer Supan stated that she will be gone in January and February and will miss the Council meetings. She will prepare her materials as best she can for each meeting and will distribute materials afterwards to make up for any reports not complete and distributed.

Steve Trobec made a motion to approve the Treasurer's Report as presented. Gene Skaj seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 8 calls in November for a total of 93 calls in 2019. The December training will be determined. Two quotes were obtained for the replacement of the back end of the tanker. Great Plains Fire was \$135,000 and Midwest Fire was \$129,000. Both quotes are very similar. Due to the size of the purchase, the Fire Department would like the Council to approve spending money from the Fire Equipment Fund to get the tanker repaired. There is approximately \$180,000 currently in the Fire Equipment Fund. Money in the fund comes from charitable gambling donations.

Fire Chief Drais shared that the tank to be replaced is 35 years old. It will be a poly tank as this is the new style. The tank will be square for a lower point of gravity. It will pump 250 gallons per minute and be a stand alone pump. Tom Vouk made a motion to approve the Fire Department purchasing a new tanker made by Midwest Fire from the Fire Equipment Fund for up to \$135,000. Jeff Blenkush seconded the motion. Motion carried.

Relief Association: President Gene Skaj stated that the 990 forms have been completed. The annual audit begins at the first of the year.

EMERGENCY MANAGEMENT: Mayor Blenkush reported on behalf of Emergency Manager Paul Ritter that a quote is needed for the 6th Ave NE siren. The sirens did both sound. Paul Ritter is requesting permission to attend the Governor's Conference that he's attended annually. Paul will be attending the County Emergency Management Meeting in January.

Intersection light update: Stearns Electric had to disconnect the lines. Design Electric will rewire for independent access vs waiting for Stearns Electric. Design Electric is waiting for parts to continue the work.

One suggestion is flashing stop signs at the intersection.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan stated that the plow garage gate is open for the season. The road into the garage isn't yet plowed as the ground isn't frozen yet. The 2nd St NE erosion that was discussed previously will be checked again in the Spring. Discussion took place regarding the illegal entry at the plow garage in order to dump leaves and garbage. The road into the plow garage has a street sign for 911 purposes and is technically private.
- 2. Planning Commission:** Chair Person Dan Schultz reported that there was no meeting in November. There will be a December meeting as there is a building without a site permit that was started on CSAH 2 S.

SHERIFF'S REPORT: The 2020 contract for Police Services was submitted to the City by the Sheriff's Department. The proposed cost is the same as the 2019 contract: \$55/hr for a total of \$20,880. Gene Skaj made a motion to approve the 2020 contract for Police Services with the Stearns County Sheriff's Department at \$55/hr. Danita Traut seconded the motion. Motion carried. The Sheriff reports were reviewed.

7:01 PM ~ Public Hearing: Truth in Taxation, 2020 Budget: The regular meeting was closed for the Budget Meeting. Mayor Blenkush shared that the 2020 proposed budget total is \$225,557.00. Mayor Blenkush asked if anyone in attendance had any questions or comments regarding the proposed budget 3 times. No questions were posed & no comments were made. The public portion of the Budget Meeting was closed at 7:03 PM. The Council was asked if they had any corrections or changes to the proposed budget and with nothing stated, a motion was made. Danita Traut made a motion to approve the 2020 Budget total at \$225,557.00. Gene Skaj seconded the motion. Motion carried.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Nothing at this time.

NEW BUSINESS: **Snow Removal, Doug Legatt 2019-2020:** The proposal submitted by Doug Legatt last year would be the same amount for the 2019-2020 plowing season at \$100/hr with \$500 upfront as done in previous years. Discussion took place regarding the City not being double billed while snow is being cleared in other areas of the City. Mayor Blenkush will speak with Doug about this. Tom Vouk made a motion to approve Doug Legatt's snow removal services at \$100/hr for the 2019-2020 season. Steve Trobec seconded the motion. Motion carried. **January 2020 Meeting Date: January 8th:** With the January 1st holiday being on the 1st Wednesday of the month, the Council Meeting date should be changed. Gene Skaj made a motion to move the January Council Meeting to January 8th. Steve Trobec seconded the motion. Motion carried. **Letter of Resignation:** Mayor Blenkush read City Clerk Cris Drais' letter of resignation effective March 31, 2020. Discussion took place regarding how to fill the position going forward. **Lions Park Donation:** The Lions are putting in a new play set and asked Council Member Traut to see if the City would be interested in donating to the purchase of mulch under the new play set. Discussion took place if the City can actually make a donation to something like this. The City Attorney will be consulted. Council Member Traut shared that the Lions Club has purchased 4 bikes for the Easter Egg Hunt and is wondering where they can be stored. It was agreed that the bikes can be stored in the garage on the City Hall property.

6th Ave SE: State Aid for Local Transportation Resolution Relating to Parking Restrictions – SEH Inc Engineer Scott Hedlund shared the resolution with the Council. The resolution is a requirement as part of the funding. Based on the design, the road will not have a legal parking width and 8' is needed per state law. Topics of discussion regarding the 6th Ave SE road improvement project: payment for the road, notifying residents, assessment percentages and next steps. Another information meeting was discussed which would include the Council, City Engineers and the City Attorney. Two dates were agreed upon and will be confirmed. A notice will be sent to the residents regarding the informational meeting. The informational meeting doesn't need to be published as a legal. The parking restriction resolution was brought up again. Gene Skaj made a motion to approve the State Aid for Local Transportation Resolution: Resolution Relating to Parking Restrictions, No. 120419 resolving that the City has planned the improvement of 6th Ave SE with LRIP funds whereas the improvement doesn't not provide adequate parking on both sides of the street and that the City shall ban the parking of motor vehicles on 6th Ave SE from 15th St SE to Main Street E (CSAH 5) at all time. Steve Trobec seconded the motion. A roll call vote was taken: Jeff Blenkush-Y, Gene Skaj-Y, Danita Traut-N, Steve Trobec-Y and Tom Vouk-Y. Yes-5 and No-1. Motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

Treasurer Dolores Supan stated that she will retired effective March 31, 2020. She will prepare a letter of retirement.

Council Member Skaj discussed the difficulties with putting the Christmas lights up.

Council Member Traut shared that she was contacted by Sentry Bank regarding parking. The bank will no longer be plowing their lot. As such, employees will be parking on the street for the 8 hr shift. Council Member Traut will advise the bank employees on parking.

The 2019 & 2020 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: 8:09 PM

Respectfully submitted,

Cruz M. Draus
City Clerk

JMB
Mayor

STATE AID FOR LOCAL TRANSPORTATION RESOLUTION

Resolution Relating To Parking Restrictions

No. 120419

S.A.P. 073-594-002 from 15th Street SE to Main Street East / CSAH 5 in the City of St Stephen, Minnesota.

WHEREAS, THIS RESOLUTION was passed this 4th day of December, 2019, by the City of St Stephen in Stearns County, Minnesota. The Municipal corporation shall hereinafter be called the "City",

WITNESSETH:

WHEREAS, the "City", has planned the improvement of 6th Avenue SE from 15th Street SE to Main Street E (CSAH 5) in the City of St Stephen, Minnesota; and

WHEREAS, the "City" will be expending State Local Road Improvements Program Funds on the improvements of this Street; and

WHEREAS, this improvement does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

That the "City" shall ban the parking of motor vehicles on 6th Avenue SE from 15th Street SE to Main Street E (CSAH 5) at all times.

Dated this 4th day of December, 2019.

ATTEST:

City of St Stephen, Minnesota.



City Clerk



Mayor