



St. Stephen City Council Agenda – February 5, 2020

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of January Council & January 15th Special 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: Proposal to Adopt a Street Reconstruction Plan & the Intent to Issue General-Obligation Street-Reconstruction Bonds

Reports

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

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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Unfinished Business

Clerk/Treasurer Job Descriptions & Application

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New Business

MN Wage Theft Act (effective 1/1/2020): Every employer must pay all wages, including salary, earned by an employee at least once every 31 days (Minn. Stat.181.101)

St. Stephen Fire & Rescue Payroll Motion: Bi-annual payroll

Stipends: Planning Commission, Road Overseer, Park Overseer, Site Inspector

Easter Egg Hunt: Egg Order

Resolution 02052020: A Resolution Appointing Election Judges for the 2020 Presidential Primary

Miscellaneous Announcements

Newsleaders Publication for 2020: 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
FEBRUARY 5, 2020

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 and Cris Drais-City Clerk.

ABSENT: Dolores Supan-Treasurer.

APPROVAL OF AGENDA: The agenda for the February meeting was reviewed. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE JANUARY COUNCIL & JANUARY 15TH SPECIAL MEETING: The minutes of the January Council Meeting were reviewed. Under the terms of the St. Stephen Fire & Rescue Officers, Jeff Blenkush's and Brian Quaal's terms go until 2022. Gene Skaj made a motion to approve the minutes with the change. Danita Traut seconded the motion. Motion carried. The minutes of the January 15th Special Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Steve Trobec seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The total to date included payroll for City Council and City plow employees is \$7,641.02. With the new payroll law (MN Wage Theft Act, effective 1/1/2020), Council is to be paid monthly vs quarterly. Attorney Liz Halet is looking into pay regulations for City committees. The Fire Department passed a motion to continue getting paid bi-annually. Each fire fighter will sign paperwork noting this to be kept on file. Steve Trobec made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS & REPORTS: The Clerk reviewed the papers prepared by the Treasurer: Cash Control Statement, Receipts Register, Schedule 1 and Disbursements Register. The Cash Control Statement for 01/01/2020-01/31/2020 has 4 less funds. The Fire Capital Equipment Fund, General Debt Service Fund, Civic Debt Fund and White Oak Country Estates Escrow Account were removed as they have carried a \$0.00 balance and the White Oak Country Estates Escrow Account was closed. Receipts for the month total: \$49,742.52.

TREASURER'S REPORT: For the Period: 01/01/2020-01/31/2020

Beginning Balance	\$1,175,383.09
Total Receipts	\$49,742.52
Total Disbursed	\$64,152.54
Ending Balance	\$1,160,973.07
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$19,015.61
Total Per Bank Statement	\$1,179,988.68

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None.

ST. STEPHEN FIRE & RESCUE: City Clerk Drais reported that there were 5 calls in January for a total of 5 calls in 2020. The February training will be Emergency Medical Responder (EMR) – hands on medical training and scenarios.

Relief Association: President Gene Skaj stated the Annual Meeting was held on January 27th. Danita Traut made a motion to approve the 5% deferred interest payment for the Relief Association pension for deferred members for 2020. Tom Vouk seconded the motion. Motion carried. The Relief Association's Breakfast will be on April 5th and the raffle will be on April 24th.

EMERGENCY MANAGEMENT: Paul Ritter was in attendance and reported that he'd attended the Quarterly Emergency Management Meeting. Flooding of the Mississippi and Sauk Rivers were discussed at the meeting. Paul shared 3 quotes from Frontline Warning Systems. Estimate #1: service/maintenance and 1 set of batteries for 2020 for the 6th Ave NE siren. Cost: \$830.00. Estimate #2: service/maintenance, 1 set of batteries & 1 speaker driver replacement. Cost: \$2155.00. Estimate #3: service/maintenance, 1 set of batteries & 2 speaker drivers to bring the 6th Ave NE siren to 129dB (which would match the CSAH 2 siren). Siren would be open already so easy to add. Just pay for parts. \$3465.00. The siren was installed in 2005. Discussion took place that an upgrade would give the siren further range with the potential expansion of the city vs installing another siren. Steve Trobec made a motion to approve Estimate #3 for the 6th Ave NE siren. Gene Skaj seconded the motion. Motion carried. The CSAH 2 siren is okay.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan was absent. Discussion took place regarding Stearns County cleaning snow around the City. The cul-de-sacs have been cleared out also.
- 2. Planning Commission:** Chair Person Dan Schultz stated that a resident had been in to discuss land consolidation and split. Attorney Tom Jovanovich will check if he has the information to change Ordinance 41 regarding out-building sizes and if a public hearing needs to be held. Chair Person & Deputy Chair positions were discussed at the Planning Commission Meeting. It was recommended to keep the positions the same with Dan Schultz as Chair and Perry Nistler as Deputy Chair. Danita Traut made a motion to approve Dan Schultz as Planning Commission Chair and Perry Nistler as Deputy Chair for 2020. Gene Skaj seconded the motion. Motion carried. The zoning map was discussed. The Clerk will get updates to Engineer Randy Sabart so the office can update the map.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Clerk/Treasurer Job Descriptions & Application: Attorney Liz Halet shared applications for the positions. A due date for applications was discussed. The Clerk will send the applications out after the Council meeting with a due date of February 14th. The Personnel Committee, Jeff Blenkush & Danita Traut, will review the applications. The Attorney's Office will prepare questions. Interviewing was discussed. Interviews will take place at 7 PM on March 4th during the Council Meeting.

7:00 PM ~ Public Hearing: Proposal to Adopt a Street Reconstruction Plan & the Intent to Issue General-Obligation Street-Reconstruction Bonds

At this time, the regular meeting was closed for the Public Hearing. Jessica Green from Northland Public Finance shared a City of St. Stephen, MN Five Year Street Reconstruction Plan 2020-2024. The plan includes an Introduction, Statutory Authority and Requirements, History and Existing Street Reconstruction Bonds, Net Debt

Limit and Proposed Street Reconstruction and Cost Estimate. The bonding amount for the year 2020 6th Ave SE from CSAH 5, Main Street East south to the St. Stephen city limits would be \$1,500,000.00. Mayor Blenkush asked if there were any questions regarding the plan. It was asked if the grant would still be available to the City. The understanding is that if the project is started in 2020, the grant will be available. It was stated that paperwork for easements still need to be signed. The State of MN won't let bids be secured until the right of ways are acquired. Attorney Tom Jovanovich stated that if the City approves the bonding for a street-reconstruction plan at the meeting, residents would be able to sign easement paperwork on site. It was confirmed that if the Council voted to moved forward with a street-reconstruction plan, there would be no assessment to the property owners. All residents will pay for the project based on a 15 or 20 year option. The Public Hearing was closed at 7:12 PM. Gene Skaj made a motion t approve the City of St. Stephen, MN Five Year Street Reconstruction Plan 2020-2024. Danita Traut seconded the motion. Motion carried.

UNFINISHED BUSINESS: Clerk/Treasurer Job Descriptions & Application (con't): Discussion took place regarding emphasis needing to be placed that the Clerk does not make decisions on the City's behalf. The Clerk may be the first point of communication. Job descriptions were reviewed for each position. On the Clerk's job description, the following edit was made: Sign all official papers **as approved by City Council**. Steve Trobec made a motion to approve the job descriptions for Clerk and Treasurer. Danita Traut seconded the motion. Motion carried.

NEW BUSINESS: MN Wage Theft Act (effective 1/1/2020): The new law states that every employer must pay all wages, including salary, earned by an employee at least once very 31 days. St. Stephen Fire & Rescue passed a motion at their business meeting to continue getting paid bi-annually. Attorney Liz Halet has a call into the State of MN regarding stipend pay for positions such as Road Overseer, Park Overseer, Site Inspector and the Planning Commission.

Easter Egg Hunt: An Easter Egg Hunt will be held on April 11, 2020. The Clerk will order candy only eggs for the event.

Resolution 02052020: A Resolution Appointing Election Judges for the 2020 Presidential Primary: The Clerk presented a resolution asking for approval of persons listed to serve as election judges and approve payment per the 2020 salary schedule during training and on election day. Gene Skaj made a motion to approve Resolution 02052020: A Resolution Appointing Election Judges for the 2020 Presidential Primary. Danita Traut seconded the motion. Motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

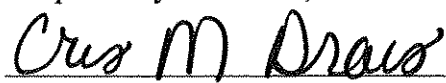
The 2020 Newsleader publication dates were listed on the agenda.

Attorney Tom Jovanovich said that there are 4-6 residents that won't sign papers for 6th Ave SE. The next step would be to file summons and complaints against the residents. The Council was in agreement with going forward with this to keep the process going.

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

TIME: 7:48 PM

Respectfully submitted,


City Clerk


Mayor