



## St. Stephen City Council Agenda – January 6, 2016

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of Minutes from December Meeting

Reading of Claims

Reading of Receipts

Treasurer's Report

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](http://cityofststephen.com)

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Annual Meeting Date: January 25, 2016

Officers & Appointment of Positions

Reports of Committees & Board:

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

Appeal & Equalization Training Update

New Business

2016 Schedule of Assignments for Council

2016 Salary Schedule Review

Resolution Adopting Fees, Changes & Compensation

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  
JANUARY 6, 2016

CALL TO ORDER: 7:00 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.

MINUTES OF THE DECEMBER & DCEMBER SPECIAL MEETING: Jeff Blenkush made a motion to table to minutes from both December meetings. Gene Skaj seconded the motion. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. To date the Total is: \$12,706.36. The Fire Department payroll ending December 31, 2015 in order to fall within the 2015 tax tables is \$9,860.00 coming from the Fire General Fund. The Clerk requested paying those involved in putting up and taking down the Christmas lights at the Road Work stipend of \$15/hr. There were 9 people that assisted with the Christmas lights. The Clerk requested paying Bob Hlebain \$330 for his time and equipment. Jeff Blenkush made a motion to approve paying those who helped with the Christmas lights a stipend of \$15/hr and to pay Bob Hlebain \$330. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$183,982.74. The Clerk stated that after contacting the MN State Auditor's Office, the amount for \$949.81 within the Year End LGA Receipt #22537 should be moved to the Road & Bridge Fund. The money was noted as coming from the Small Cities Assistance Account. As such, the money is intended to be used for certain city transportation projects. Also, the State Auditor's Office provided the definition of Market Value Credits: *The Agricultural Homestead Market Value Credit was enacted in 2001. The credit applies to property classified as an agricultural homestead – excluding the house, garage and first acre. This includes class 2a agricultural land that is homesteaded, along with any class 2b rural vacant land that is contiguous to class 2a land and under the same ownership.*

The Treasurer reported that the ending balance was \$913,152.66

TREASURER'S REPORT:

Beginning Balance	\$784,545.56
ADD: December Deposits	\$183,982.74
LESS: December Checks	\$
New Checkbook Balance	<b>\$913,152.66</b>

The Clerk stated that the Cash Control total of \$913,152.66 is the total from the CTAS program, but is off with the bank statement. The City's balance is \$1,905.66 under the bank statement. The Treasurer stated that it's been this way since July and wondered if the difference was an ACH deposit for the Fire Department, a reimbursement for a training that took place. Fire Chief Jeff Drais gave the acronym for the Treasurer to look for: MBFTE relating to Fire Training. The Clerk has been in contact with the State Auditor's Office regarding the closing date on the bank statement and if that would cause a problem. Jeff Drais will assist in reviewing the program.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None at this time.

ST. STEPHEN FIRE & RESCUE: There were 2 calls in December for a total of 93 calls for the year. The January training will be on Hazardous Materials. Fire Chief Jeff Drais shared that Assistant Chief II Aaron Rudolph will be retiring on April 1<sup>st</sup>. Chief Drais stated that 2 officer positions were applied for (each position expired 12/31/2015 with the staggered officer language added to the ordinance) by only 1 applicant each. Brian Quaal applied for Captain and Aaron Rudolph applied for Assistant Chief II. These positions now expire in 2019. Danita Traut made a motion to approve Brian Quaal for the position of Captain and Aaron Rudolph for the position of Assistant Chief II until his retirement. Captain #4 which expire in 2017 have 2 applications submitted. The interviewing committee needs to set up a date and time to interview the 2 applicants.

The remaining terms for the Fire Department are:

- Chief ~ Jeff Drais until 1/1/2018
- Assistant Chief ~ Gene Skaj until 1/1/2017
- Captain ~ Jeff Blenkush until 1/1/2018
- Captain ~ Rodger Bellinger until 1/1/2017
- Secretary ~ Joe Gordon until 1/1/2018

Appointments:

- Training Officer ~ Jeff Drais
- Safety Officer ~ Jason Trobec
- Fire Prevention Officers ~ Brian Quaal & Jeff Jefferson
- Chaplain ~ Al Vouk
- Public Information Officer ~ Gene Skaj

Current Salaries/Pay:

- Pay per hour ~ increase from \$10/hr to \$11/hr for call & training. It has been \$10/hr for the last 8-9 yrs.
- Chief ~ increase from \$1,000 to \$1,500/yr.
- Assistant Chief ~ \$500/yr
- Captains ~ \$250/yr
- Secretary ~ \$750/yr or 62.50/mo
- Training Officer ~ \$500/yr
- Per Diem ~ \$35
- Mileage ~ IRS Business Rate

Fines:

- Truck Check ~ \$20
- Fire Reports ~ increase from \$20/month to \$50/month

Tom Vouk made a motion to approve the remaining terms of the Fire Department, Appointments, Current Salaries/Pay and Fines. Danita Traut seconded the motion. Jeff Blenkush and Gene Skaj abstained. Motion carried.

Relief Association: A breakfast will be held on Sunday, March 20<sup>th</sup> at the Parish Hall. A 300 raffle will be held on Friday, March 25<sup>th</sup>. The grand prize is \$1,000. The Annual Meeting will be on Monday, January 25<sup>th</sup> at 7:30 PM.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan asked about the agreement between the residents on 9<sup>th</sup> Ave and the City. The Clerk confirmed the residents to send the letter to. Discussion took place regarding plowing. Tony Omann has helped out some. Danita Traut spoke with some people regarding plowing and they are not able to help. Discussion took place regarding contracting with Ferche for plowing services next year and keeping the plow truck for sanding purposes.

Dan Schultz brought up the topic of parking in his neighborhood during the summer when Community Ed is holding classes at the park. It is difficult to navigate the roads when vehicles are parked on both sides of the road. It was discussed that it may be impossible for fire trucks to navigate the roads with vehicles parked on both sides. Discussion took place regarding having No Parking signs up in June and July. The topic will be reviewed again.

2. **Planning Commission:** Dan Schultz stated that the Fence Ordinance was reviewed and more changes are needed before bringing it to the Council. Elections took place and Dan Schultz was elected Chairperson. Perry Nistler was elected Deputy Chairperson. Dan stated that he hasn't heard from Legacy Development since their presentation at the Planning Commission meeting. Danita Traut asked about a permit on a hoop shed in Dan's neighborhood. No site permit has been issued for a hoop shed. Mayor VanderWeyst stated that Debbie Blenkush stepped down as Site Inspector and Dan Schultz closed the site permits that were open. Jeff Blenkush made a motion to approve the Planning Commission election results: Dan Schultz, Chairperson and Perry Nistler, Deputy Chairperson. Danita Traut seconded the motion. Motion carried.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Appeal & Equalization Training Update: The Council reviewed the training requirements. The Clerk updated the Council on the land purchased in the Smoley Addition. The City received tax statement papers from the County. Those papers were passed on to the City Attorney. The Attorney spoke with the County and completed an application to apply for tax exemption. The land was inspected by the County when site permits were being checked and it was noted that the land looked plowed and planted. The County had concern that the land was being rented from the City and farmed. The Clerk confirmed with the County that the land was groomed for appearances sake. The tax exemption application was approved. The Mayor presented a letter from Randy Sabart. It supplements the Agreement for Professional Services between the City and SEH, Inc. addressing providing Final Design and Construction Phase services in connection with street improvements on 2<sup>nd</sup> St NE & 2 ½ Ave NE. No comments were made and the document was signed.

NEW BUSINESS:

2016 Schedule of Assignments for Council:

- Acting Mayor ~ Jeff Blenkush
- Police Commission ~ Danita Traut, Tom Vouk & Cindy VanderWeyst
- Health Commission ~ Jeff Blenkush & Cindy VanderWeyst
- Planning Commission ~ Jeff Blenkush & Tom Vouk
- Road & Bridge ~ Gene Skaj & Cindy VanderWeyst
- Emergency Management Coordinator ~ Paul Ritter
- Road Overseer ~ Jerome Supan
- Park Overseer ~ Janelle Fleishhacker
- Site Inspector ~ Open Position

City Services:

City Engineer ~ SEH, Inc.  
City Newspaper ~ Sartell-St. Stephen Newsleader  
City Bank ~ Sentry Bank  
City Attorney ~ Jovanovich, Kadlec & Athmann, PA

Jeff Blenkush made a motion to approve the 2016 Schedule of Assignments for Council and the City Services. Gene Skaj seconded the motion. Motion carried.

The Salary Schedule was reviewed for 2016. Discussion took place regarding salary increases for the Mayor, Clerk, Treasurer and Janitor.

Mayor ~ increase from \$200/mo to \$250/mo  
Clerk ~ increase from \$25/hr to \$27/hr  
Treasurer ~ increase from \$175/mo to \$200/mo  
Janitor ~ increase from \$100/mo to \$125/mo

Jeff Blenkush made a motion to increase the salaries of the Mayor, Clerk, Treasurer and Janitor as noted above. Gene Skaj seconded the motion. Cindy VanderWeyst abstained. Motion carried.


The Resolution Adopting Fees, Charges & Compensation was reviewed for 2016. The only change needed would be the Mayor's salary increase from \$200.00 per month to \$250.00 per month. Jeff Blenkush made a motion to approve the Resolution Adopting Fees, Charges & Compensation with the one change of the Mayor's salary to \$250.00 per month. Danita Traut seconded the motion. Cindy VanderWeyst abstained. Motion carried.

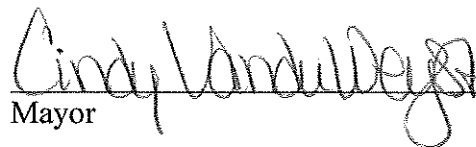
Discussion took place regarding changing the Council meeting time to 6:30 PM. Danita Traut made a motion to change the Council meeting time to 6:30 PM. Jeff Blenkush seconded the motion. Motion carried.

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

TIME: 8:07 PM

Respectfully submitted,

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor