



St. Stephen City Council Agenda – January 4, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Oath of Office

Approval of December Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Annual Meeting

Officers

Appointment of Positions, Current Salaries/Pay & Fines

Reports

Road & Bridge

Jodi Teich, CSAH2 Reconstruction Project

Resolution 010417: Approving County Project Within Municipal
Corporate Limits

Planning Commission

Sheriff's Report

Health Committee

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

Unfinished Business
Holiday Lights

New Business

2017 Schedule of Assignments for Council
2017 Salary Schedule
Resolution Adopting Fees, Charges & Compensations
Gambling Ordinance

Miscellaneous Announcements

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 4, 2017

CALL TO ORDER: 6:30 P.M. PLEDGE OF ALLEGIANCE: All together.

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Gene Skaj, Danita Traut and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda was reviewed. The Annual Meeting Date for the Relief Association was corrected by the Clerk to be January 30, 2017. Under New Business, the 2nd item should read: 2017 Salary Schedule of Assignments for Council and City Services. After New Business, Miscellaneous Announcements should have been included. Gene Skaj made a motion to approve the agenda. Jeff Blenkush seconded the motion. Motion carried.

OATH OF OFFICE: Jeff Blenkush and Thomas J. Vouk recited the oath of office as Council Members beginning a new term in 2017 after the 2016 General Election. Cindy VanderWeyst recited the oath of office as Mayor beginning a new term in 2017 after the 2016 General Election.

MINUTES OF THE DECEMBER COUNCIL MEETING: The minutes from the December Council Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes from the December Council Meeting. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. In addition to the Claims, payroll for the Plow Drivers was prepared for December and the payroll for the Fire Department for July 1, 2016-December 31, 2016 was prepared. The charge from Avon Electric was from their service on the holiday lights around town and the changing of the intersection light. Some holiday lights wouldn't come on and some wouldn't turn off. Those issues were fixed. An intersection light burned out so all bulbs were replaced with LED bulbs. To date the Total is: \$20,687.73. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$196,807.97. A dividend check was received from the League of MN Cities. The tax settlement put in the General Fund will be divided accordingly and an updated Cash Control Statement will be placed in Council mailboxes.

TREASURER'S REPORT:

Beginning Balance	\$913,683.71
ADD: December Deposits	\$196,807.97
LESS: December Checks	\$36,903.69
New Checkbook Balance	\$1,073,587.99

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None at this time.

ST. STEPHEN FIRE & RESCUE: There were 7 calls in December for a total of 75 calls for the year. The January training will be on Railroad Response Awareness. The training would apply when SSF&R responded to a Mutual Aid call for Rice or Sartell. Fire Chief Jeff Drais shared the 2017 election results of the Fire Department. Gene Skaj was re-elected to the position of Assistant Chief I. Rodger Bellinger was re-elected to the position of Captain. Chris Hoeschen was re-elected to the position of Captain. All three positions are a 3-year term.

Cindy VanderWeyst made a motion to approve the election of Gene Skaj (Assistant Chief I), Rodger Bellinger (Captain) and Chris Hoeschen (Captain). Danita Traut seconded the motion. Roll Call: Jeff Blenkush ~ Yes, Gene Skaj ~ Abstained, Danita Traut ~ Yes, Tom Vouk ~ Yes and Cindy VanderWeyst ~ Yes. 4 ~ Yes. 0 ~ No. 1 ~ Abstain. Motion carried.

The terms for the Fire Department are:

- Chief ~ Jeff Drais until 1/1/2018
- Assistant Chief I ~ Gene Skaj until 1/1/2020
- Assistant Chief II ~ Jeff Blenkush until 1/1/2019
- Captain ~ Rodger Bellinger until 1/1/2020
- Captain ~ Chris Hoeschen until 1/1/2020
- Captain ~ Brian Quaal
- Captain ~ Stephen Trobec
- Secretary ~ Joe Gordon until 1/1/2018

Appointments:

- Training Officer ~ Jeff Drais
- Training Officer II ~ Stephen Trobec
- 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 ~ \$11/hr for call & training
- Chief ~ \$1,500/yr.
- Assistant Chief I & II ~ \$500/yr ea
- Captains ~ \$250/yr ea
- Secretary ~ \$750/yr or 62.50/mo
- Training Officer & Training Officer II ~ \$500/yr ea
- Per Diem ~ \$35
- Mileage ~ IRS Business Rate

Fines:

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

Tom Vouk made a motion to approve the Appointments, Current Salaries/Pay and Fines. Danita Traut seconded the motion. Roll call: Jeff Blenkush ~ Yes, Gene Skaj ~ Yes, Danita Traut ~ Yes, Cindy VanderWeyst ~ Yes and Tom Vouk ~ Yes. 5 ~ Yes. Motion carried.

Relief Association: Gene Skaj presented a check for \$5,000 from the Relief Association to be donated to the Fire Equipment Fund. A breakfast will be held on Sunday, April 9th at the Parish Hall. A 300 raffle will be held on Friday, April 28th. The Annual Meeting will be on Monday, January 30th at 7:30 PM.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jodi Teich, Stearns County Engineer was in attendance to discuss the County Road 2 Reconstruction Project. Jodi shared that the estimated time of tree clearing is mid to late February. Discussion took place regarding the stakes in place. Jodi stated that the centerline is remaining the same in most areas. There isn't a lot of change in its location. The road will be 20' from the center line: 12' lanes with 8' wide shoulders. Jodi shared that the County is preparing a website on which to share information and post news releases regarding the construction. Jodi shared that road construction will begin after the road restrictions go off. Discussion regarding detour routes was discussed. Jodi stated that 1-1 ½ miles will be torn up at a time. Jodi stated that she would come back in February or March with a cost share agreement. Jodi requested the Council review and approve Resolution 010417: Approving County Project Within Municipal Corporate Limits.

a. The resolution stated: WHEREAS, plans for Project No. S.A.P. 073-602-048 and 073-605-011 showing proposed alignment, profile grades and cross sections for the improvement of County State Aid Highway No. 2, and resurfacing along 300 feet of County State Aid Highway No. 5, within the limits of the City of St. Stephen as a State Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Jeff Blenkush made a motion to approve Resolution 010417: Approving County Project Within Municipal Corporate Limits. Gene Skaj seconded the motion. Motion carried.

Jerome Supan shared that he has been attempting to contact Carr's Tree Service regarding tree trimming.

- 2. Planning Commission:** Dan Schultz stated that the Planning Commission didn't have a quorum for their December meeting. Although there was no quorum, conversation took place regarding meeting with the City Council regarding an R1 zone change. A visitor to the Planning Commission asked for guidance regarding building on the lot along Co Rd 5 behind Legatt's Garage. The lot seems to be a natural water way. Currently a purchase agreement is in place based on buildability. The gentleman has been asked to submit a grading plan. Access to the lot is an issue between the owner and Stearns County. Discussion took place regarding a Joint Meeting with the Planning Commission and City Council to review the edits/additions made to the City Ordinances. A meeting date was set for Tuesday, January 24th at 6:30 PM pending the preparation of the ordinances by the City Attorney's office.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: Gene Skaj shared that the holiday lights will be taken down on January 14th at 9:00 AM. Discussion took place regarding flag poles.

NEW BUSINESS:

Mayor Cindy VanderWeyst shared that she would like the Schedule of Assignments for Council to remain the same as set in 2016.

2017 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 **Discussion took place regarding having Joe Paggen serve as Site Inspector. Jeff Blenkush will check with Joe regarding the 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 2017 Schedule of Assignments for Council and the City Services. Gene Skaj seconded the motion. Motion carried.

The Salary Schedule was reviewed for 2017. Discussion took place regarding the Planning Commission Chair's stipend, Yard Work + Shoveling + Road Work, Site Inspector, Recorder (currently for Planning Commission) and Road Overseer.

Planning Commission Chair ~ increase from \$30/meeting to \$50/month

Yard Work + Shoveling + Road Work ~ combine into City Labor and set stipend at \$15/hr

Site Inspector ~ increase from \$25/site to \$40/visit with a minimum of 2 visits per site

Recorder (Planning Commission) ~ increase from \$30/meeting to \$35/meeting

Road Overseer ~ increase from \$25/month to \$50/month

Jeff Blenkush made a motion to make the following changes to the Salary Schedule as noted above. Gene Skaj seconded the motion. Motion carried.

The Resolution Adopting Fees, Charges & Compensation for 2017 was reviewed. Discussion took place regarding the Site Permit Fees. With additional work possibly needing to be done by the Site Inspector, City Clerk or Planning Commission Chair, it was agreed to increase the cost of Site Permits. The new breakdown would be:

\$100.00 for under \$10,000.00 construction

\$150.00 for under \$25,000.00 construction

\$300.00 for over \$25,000.00 construction

Gene Skaj made a motion to approve the Resolution Adopting Fees, Charges & Compensation for 2017 with the changes to the Site Permit Fees. Jeff Blenkush seconded the motion. Motion carried.

Gambling Ordinance: The Gambling Ordinance drafted by the City Attorney was discussed by the Council. The ordinance was created via League of MN Cities guidelines. It is the City Attorney's opinion that the ordinance is best for the City. Discussion regarding general thoughts took place. The consensus was that the Council is in favor of the ordinance. Discussion took place regarding the City receiving 10% of the net profits. It was agreed that the Attorney needs to specify rules for a one day gambling permit vs a site license.

MISCELLANEOUS ANNOUNCEMENTS: Tom Vouk asked if the Mayor had had any communication regarding an assisted living ad. Nothing had come through recently. The City Attorney will be checked with.

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

TIME: 8:55 PM

Respectfully submitted,

Cris M Drais
City Clerk

Cindy Vandulweg
Mayor