



St. Stephen City Council Agenda – January 8, 2020

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

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

Approval of December Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Approval of Officers

Annual Meeting: January 27, 2020

Emergency Management

Reports

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

Continued on Back

Unfinished Business

Lions Club Park Mulch Donation
Clerk/Treasurer Tasks
6th Ave SE Improvement Project

New Business

2020 Schedule of Assignments for Council
2020 Salary Schedule
Resolution Adopting Fees, Charges & Compensations

Miscellaneous Announcements

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

Household Hazardous Waste Collection Date: Wednesday, September 2nd, 9AM-Noon,
1 or 2 volunteers needed

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 8, 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.

City Attorney Tom Jovanovich introduced Attorney Liz Halet to the Council.

ABSENT: Dolores Supan-Treasurer.

APPROVAL OF AGENDA: The agenda for the January meeting was reviewed. The date of the Household Hazardous Waste Collection event is correct. The City will host the event on a weekday, Wednesday, September 2, 2020. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

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

READING OF THE CLAIMS: The Clerk presented the Claims. The total to date included payroll for City plow employees is \$14,839.24. Gene Skaj made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: The Clerk provided the Council with a Receipts Register prepared by the Treasurer. Receipts for the month total: \$199,791.56. The LGA & Tax Settlement for 2019 will be divided into any accounts that still haven't reached the budgeted amount for 2019. Monies for the 2016A Improvement GO Bond will be put in that fund. The balance will remain the General Fund.

TREASURER'S REPORT: For the Period: 12/1/2019-12/31/2019

Beginning Balance	\$1,031,482.62
Total Receipts	\$199,791.56
Total Disbursed	\$45,588.99
Ending Balance	\$1,185,685.19
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$1,102.50
Total Per Bank Statement	\$1,186,787.69

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: Fire Chief Drais reported that there were 10 calls in December for a total of 103 calls in 2019. Gene Skaj was recognized for 37 years on the department. The January training will be provided by MN Fire. Officers re-elected for another 3 year term were: Assistant Chief I ~ Gene Skaj until 1/1/2023, Captains Chris Hoeschen and Jeff Jefferson until 1/1/2023.

Chief ~ Jeff Drais until 1/1/2021
Assistant Chief I ~ Gene Skaj until 1/1/2023
Assistant Chief II ~ Jeff Blenkush until 1/1/2022
Captain ~ Jeff Jefferson until 1/1/2023
Captain ~ Chris Hoeschen until 1/1/2023
Captain ~ Brian Quaal 1/1/2022
Captain ~ Stephen Trobec until 1/1/2021
Secretary ~ Joe Gordon until 1/1/2021

Danita Traut made a motion to approve the 2020 Appointment of Officers for St. Stephen Fire & Rescue. Tom Vouk seconded the motion. Motion carried.

Relief Association: President Gene Skaj stated the annual audit begins at the first of the year. The Spring Breakfast will be on April 5th. A 300 Raffle will take place on April 24th. The Annual Meeting will be on January 27th. A charitable gambling donation was made to the Fire Equipment Fund for \$14,750.00.

EMERGENCY MANAGEMENT: No information regarding the siren quote has been received. Activation of the sirens was discussed as it took place on January 1st.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan asked about snow being hauled away. Snow being moved from the Hall parking lot by Doug was discussed and Doug will be contacted.
- 2. Planning Commission:** Chair Person Dan Schultz reported that Lyle Palmersheim attended the December meeting regarding a variance to continue with the construction of his gazebo that was started without a site permit. By building the gazebo, Lyle is over what is allowed by square footage and the number of buildings he has. The Planning Commission recommends approval of a variance after a building has been removed from the property. To date, the Clerk hasn't been contacted regarding the variance application.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: **Lions Club Park Mulch Donation:** Council Member Traut shared with Attorney Tom Jovanovich that the Lions Club has asked the City to donate 50% of the cost for mulch that will be put under their new playground equipment being installed. The Lions Club Park is right next to the Upper Smoley Field and as such, patrons go between the two properties. Attorney Tom Jovanovich shared that the rules state that City expenses are for City matters and with the properties seeming to blend together, it would be allowable to pay for part of the mulch. The Attorney requested the Lions Club get an estimate to the Council. Council Member Traut will be in contact with the Lions Club. **Clerk/Treasurer Tasks:** The City Clerk shared a document outlining Clerk & Treasurer tasks. Payrolls, quarterly filings, W2s and other CTAS tasks need to be added to the Treasurer's job. The Clerk was directed to post the positions on the Newsleaders insert and check how to post on the League of MN Cities list server. Applicants do not need to be St. Stephen residents. **6th Ave SE Improvement Project:** Jessica Green of Northland Securities, Inc. was in attendance. She presented to the Council a Discussion of Preliminary Financing Considerations for Street Improvements related to 6th Avenue SE document regarding Improvement Bonds and Reconstruction Bonds. She also presented a tax impact analysis document with two scenarios: Street Improvement and Street Reconstruction. The term of the bond on each analysis was for 20 and 25 years. It was clarified that a street reconstruction project is replacing what's there and safety is a contributing factor. One consideration with reconstruction bonds is that it can put a limit on what the

City can borrow in the future for additional road projects. Improvement bonds don't count against the City's debt levy as they include assessments. It was explained that green acres properties are actually deferred assessments and that usually when those properties are sold or developed assessments would begin. There are green acres properties along 6th Avenue SE. Construction in 2020 that would continue into 2021 was discussed. Council discussion took place. Council Member Traut stated that reconstruction bonds would be the direction to go. Council Member Vouk reviewed the Road & Bridge Fund total. With the Fund balance, the 2 CDs and Business Savings Account, the balance currently is: \$782,097.50. Council Member Trobec questioned if the LRIP grant would be in jeopardy under a street reconstruction plan vs street improvement plan. City Engineer Randy Sabart stated that at this time he didn't know. Council Member Skaj calculated that \$74,025 would be the green acres deferment. City Attorney Tom Jovanovich stated that many of the residents along 6th Ave SE wanted to know their assessment before signing the right of way document.

Discussion took place regarding specifying the Council's decision in minutes due to past practices. When CSAH5 was improved by Stearns County, the sitting Mayor (Jim Dahl) did not pass an assessment along to the residents along CSAH5. The City's portion of the right of way costs was \$57,400.00. The City's portion of the construction costs was \$127,500.00. Residents along CSAH2 were not assessed under Mayor Cindy VanderWeyst. The City's portion of the right of way costs was \$39,900.00. The City's portion of the construction costs is \$211,400.00. The project isn't closed to date.

Reconstruction vs Improvement was discussed. Money to be contributed from the Road & Bridge Fund was discussed. Gene Skaj made a motion to go forward with 6th Avenue SE as a reconstruction project. Danita Traut seconded the motion. Discussion took place regarding the \$750,000.00 grant and having money available for future road maintenance. Jeff Blenkush-Yes, Gene Skaj-Yes, Danita Traut-Yes, Steve Trobec-No, Tom Vouk-No. Yes-3, No-2. Motion carried. A super majority vote was discussed. Jessica Green will confirm.

With no assessment and the project being a street reconstruction project, a public hearing needs to be held. The amount to contribute to the project was discussed. Gene Skaj made a motion to contribute \$500,000.00 from Road & Bridge to the 6th Ave SE reconstruction project. Tom Vouk seconded the motion. Motion carried. The length of financing was discussed. Jessica Green will run scenarios of financing at 15 and 20 years with the City contributing \$500,000.00 to the project in addition to the \$750,000.00 LRIP grant. A public hearing will be held at the February 5th Council Meeting to potentially approve the issuance of a reconstruction bond. The public hearing will take place at 7:00 PM.

NEW BUSINESS: Gambling Permit for River Runners (added agenda item): The Clerk was contacted by the River Runners regarding adding 4 meat raffles to their current gambling permit. Gambling Control has been contacted and the addition can be made. The City Attorney confirmed that the addition can be done. The paperwork must be complete and submitted with a check for \$100. A report from the last submission to Gambling Control isn't needed as the most recent report is on file already. Danita Traut made a motion to approve the addition of 4 meat raffles to the River Runners current gambling permit. Gene Skaj seconded the motion. Motion carried.

2020 Schedule of Assignments for Council: The 2019 schedule of assignments for Council and City Services was reviewed by the Council. After discussion, Gene Skaj made a motion to approve the 2020 Schedule of Assignments for Council and the City Services. Steve Trobec seconded the motion. Motion carried.

Acting Mayor: Tom Vouk

Police Commission: Danita Traut, Tom Vouk & Jeff Blenkush

Health Commission: Jeff Blenkush & Steve Trobec

Planning Commission: Jeff Blenkush & Tom Vouk

Road & Bridge: Gene Skaj & Jeff Blenkush

Personnel Committee: Jeff Blenkush & Danita Traut

Emergency Management Coordinator: Paul Ritter

Road Overseer: Jerome Supan
Park Overseer: Janelle Fleishhacker
Site Inspector: Dan Schultz

City Services:

City Engineer: SEH, Inc.
City Newspaper: Sartell-St. Stephen Newsleaders
City Bank: Sentry Bank
City Attorney: Jovanovich, Dege & Athmann, PA

2020 Salary Schedule: The Salary Schedule for the last 3 years was reviewed. Discussion took place regarding the Clerk's salary. In 2009 it was \$25/hr and has gone up \$2/hr over the last 10 years. Council agreed to leave it at \$27/hr. Danita Traut made a motion to approve the Salary Schedule for 2020. Tom Vouk seconded the motion. Motion carried.

Resolution Adopting Fees, Charges & Compensations: The fees, charges & compensation list was reviewed. The City Hall Rental/Use hasn't been completed by the Council with the Attorney's assistance. Gene Skaj made a motion to approve the Resolution Adopting Fees, Charges & Compensation and to table the City Hall Rental/Use portion for a future meeting. Danita Traut seconded the motion. Motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

The 2020 Newsleader publication dates were listed on the agenda.

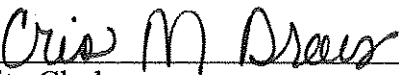
The Household Hazardous Waste Collection date for St. Stephen will be Wednesday, September 2, 2020. The event has been in other county communities on a weekday. 1 or 2 volunteers are needed as rules have been changed and volunteers can no longer assist with emptying vehicles and sorting the waste. Volunteers are needed to take resident names and county information for county records. An additional volunteer could help with packing fluorescent light bulbs.

Council Member Skaj was asked about the removal of Christmas lights. He is trying to line up help.

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

TIME: 8:47 PM

Respectfully submitted,



City Clerk



Mayor