



Notice of Public Hearing

A public hearing will be held in the St. Stephen City Hall Council Chamber at 7:30 p.m. Wednesday, January 8, 2014, for the purpose of discussing a conditional-use permit application accepted by the City Council submitted by Tom J. Vouk to use existing buildings as seasonal storage. **The buildings were used by the previous owner for seasonal storage.**

2 6th Avenue SE
St. Stephen, MN
56375
320-251-0964

Property Address : 15 Central Avenue, St. Stephen

City Officials

Cindy VanderWeyst
Mayor

Property Number: 90.55830.0001

Jeff Blenkush
Council Member

Section 24 Township 126 Range 029

Rusty Paggen
Council Member

Danita Traut
Council Member

You are invited to attend this public hearing. All comments, written or oral, will be heard. Comments can be mailed to:

Tom Vouk
Council Member

City Clerk re: Vouk

Dolores Supan
Treasurer

2 6th Avenue SE, St. Stephen, MN 56375

or via email: crisdrais@midconetwork.com

Cris Drais
City Clerk

Cris Drais

City of St. Stephen City Clerk

MINUTES
ST. STEPHEN CITY COUNCIL
January 8, 2014 – 7:00 P.M.

CALL TO ORDER: 7:00 P.M. PLEDGE OF ALLEGIANCE: All together.

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

ABSENT: None.

MINUTES OF DECEMBER MEETING: The meeting minutes from December were reviewed. In the Planning Commission report, *by Tom Vouk* will be added to the sentence regarding the submitted Conditional Use Permit. Jeff Blenkush made a motion to approve the minutes with the correction. Danita Traut seconded the motion. Rusty Paggen abstained. Motion carried.

READING OF THE BILLS: The Clerk presented the Claims. The Clerk stated that a claim included is a 50% down payment in order to replace the Council chamber window. The check prepared was for \$600 and the total cost will be \$1,256.16. Jeff Blenkush made a motion to approve the Claims. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$115,041.81. The LGA direct deposit received was divided per fund: General, Emergency Management, Road & Bridge and Park.

TREASURER'S REPORT: Due to the late Claims turned in before the Council meeting, the Cash Control statement wasn't completed. It will be finished and put in Council mailboxes.

Dolores shared that the 2013 interest on the CDs was \$1,131.96.

Jeff Blenkush made a motion to suspend the Treasurer's report until February. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jerry Hettwer, Knights of Columbus: The Knights of Columbus would like to hold a raffle on April 15, 2014, at the Church of St. Stephen Parish Hall. The raffle is a fund raiser for the charities the Knights of Columbus contribute to. Jeff Blenkush made a motion to approve a one day gambling permit for the Knights of Columbus for April 15, 2104. Danita Traut seconded the motion. Motion carried.

FIRE DEPARTMENT: There were 82 fire calls in 2013. The January training is to be determined. The FD held elections, appointments were made and salaries were set.

Fire Department:

Fire Chief: Jeff Drais
Assistant Chief: Gene Skaj
Captain: Jeff Blenkush
Captain: Rodger Bellinger
Captain: Brian Quaal
Captain: Aaron Rudolph
Secretary/Treasurer: Joe Gordon

Appointed by Chief:

Training Officer: Jeff Drais
Fire Prevention: Jeff Jefferson & Brian Quaal
Safety Officer: Chris Hoeschen
Chaplin: Al Vouk

Salaries:

Fire Chief: \$1,000
Assistant Chief: \$500
Captain: \$250
Secretary/Treasurer: \$750
Training Officer: \$500
Per hour on call: \$10
Per day per diem: \$35

Rusty Paggen made a motion to approve the officers elected, the appointments made and the salaries set for 2014 for St. Stephen Fire & Rescue. Danita Traut seconded the motion. Jeff Blenkush abstained. Motion carried.

Discussion took place regarding updating the ordinance regarding FD elections. According to the League of MN Cities website, a hiring committee should be in place. The FD should get away from the popularity vote. The attorney has been contacted regarding this and work will begin on changing the ordinance.

The Relief Association donated \$1,000 to the Fire Equipment Fund.

The Relief Association Annual Meeting will be on Monday, January 27th at 7:30 p.m.

REPORTS OF BOARDS AND COMMITTEES:

- Road and Bridge:** Jerome Supan, Road Overseer, shared with the City Council that the gate at the City Garage that houses the plow truck should be replaced. Tom Vouk shared that he'd been contacted regarding the number of garbage trucks driving through town and the stress put on the city streets. Discussion took place regarding getting bids to have one garbage hauler.
- Park Board:** Elections were held in December. Kathy Monson was re-elected to be Chairperson. Shelly Starz was elected Co-Chairperson. Discussion took place regarding the ordinance reflecting elections taking place in December for a January approval and start vs. January elections. It was reported that the lighting contest went well. There was a small crowd. The Church of St. Stephen Choir did a wonderful job. Betty Trobec attended the event and enjoyed it so much that Trobec's Bus didn't charge the City for the bus or driver's service. Danita Traut made a motion to approve the Park Board elections. Tom Vouk seconded the motion. Motion carried.

7:28 p.m. At this time the regular meeting was closed for the Public Hearing. Tom Vouk excused himself from the Council at this time.

Tom Vouk asked the City Council to consider a Conditional Use Permit he has submitted. Tom Vouk would like to use 3 pole buildings for seasonal storage at 15 Central Avenue North, St. Stephen. The same buildings have been used for storage over the last 10 years. Tom purchased the property in November 2013. The City Clerk stated that she'd been contacted by Betty Pogatchnik who stated that she thought the request was a good request to approve as the buildings would be being used vs. sitting empty to deteriorate. The Mayor asked 3 times if anyone in attendance had comments or questions. Jeff Blenkush made a motion to close the public hearing. Rusty Paggen seconded the motion. Motion carried. The Council discussed the

application. It was stated that the property looks nice as it's been cleaned up. Discussion took place regarding a time limit on the application. The original owner had requested a time limit on the permit. It was discussed that the permit should be considered without a time limit. The Findings of Facts were reviewed.

Applicant: Thomas J. & Nancy Vouk

Case File No.:

APPLICATION CHECKLIST

Required Submissions	Submitted	N/A
Description of Site (legal description)	√	
Site Plan (drawn at scale showing parcel & building dimensions)	√	
Location of all buildings & their square footage	√	
Curb cuts, driveways, access roads, parking spaces, off-street loading areas & sidewalks		√
Landscaping & screening plans		√
Drainage plan		√
Sanitary sewer & water plan with established use per day		√
Soil type		√
Provide information that supports a finding that the proposed conditional use permit will meet the following criteria.		
That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity, and is compatible with the existing neighborhood.	No concerns of Council	
That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.	No concerns of Council	
That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.	No concerns of Council	
That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.	No concerns of Council	
That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.	No concerns of Council	
That soil conditions are adequate to accommodate the proposed use.	No concerns of Council	
That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use.	No concerns of Council	
That a demonstrated need exists for the proposed area.	No concerns of Council	
That the proposed use is in compliance with the Land Use Plan adopted by the City.	No concerns of Council	

OFFICE USE ONLY

Complete Application: Yes No

Date: _____

Jeff Blenkush made a motion to approve the Conditional Use Permit submitted by Tom Vouk for seasonal storage at 15 Central Avenue North, St. Stephen. Rusty Paggen seconded the motion. Motion carried.

Tom Vouk returned to his Council position at this time.

REPORTS OF BOARDS AND COMMITTEES (cont.): Discussion took place regarding the agreement regarding 9th Ave NW. The Mayor will contact the City Attorney about this again.

A term for the Park Board should be added to the ordinance. A term is 3 calendar years.

For the Planning Commission, a member can serve 3-3 year terms. This began in 2006 when the ordinance was written.

- 3. Planning Commission:** There was no meeting in December. The Deputy Chair, Recorder, 1 member and 2 Ex-Officios were there for the meeting. Those members will be paid although the meeting wasn't held.

SHERIFF'S REPORT: The 2014 contract was received from the Stearns County Sheriff's Office. The cost for the years' service is \$18,720. It is the same cost as in 2013. Discussion took place regarding the city having its own police service. The costs involved were discussed: certification, a vehicle, salary, insurance. Discussion took place regarding sharing police service with other cities. Jeff Blenkush made a motion to approve the Sheriff's contract for 2014. Danita Traut seconded the motion. Jeff Blenkush – Yes, Rusty Paggen – No, Danita Traut – Yes, Cindy VanderWeyst – Yes, Tom Vouk – Yes. Yes – 4, No – 1. Motion carried.

HEALTH COMMITTEE: The Mayor updated the Council on the situation with the Krolls and cleaning their property. The Mayor and Council member Blenkush attended a court hearing on December 20, 2013. A clean up date of May 1, 2014 has been set by the courts weather permitting. Pictures taken by the City Attorney were shared with the judge. Evidence showing the steps the City has taken was shared with the judge. The stipulation agreement signed by both Pat & Mary Kroll in front of the Mayor was also shared with the judge. If there is snow on May 1st, Krolls have 2 weeks after the snow has melted to complete the cleanup. The judge stated that any vehicle on the property must be currently licensed and able to start during any stop by the Kroll property. No vehicles are to be used for storage. The court order also stated that nothing more is to be brought in. When May 1st is reached, the City can go in and remove debris from the yard and assess fees accrued to the Krolls. Any legal fees accrued by the City after May 1st regarding the matter will be assessed to the Krolls. The Mayor stated that everything on the outside of the Kroll house aside from wood for burning purposes is to be removed from the property.

UNFINISHED BUSINESS: The Mayor shared that Paul Ritter reported that the FEMA reimbursements for the June 2013 storm are being disbursed to cities.

The City Council 2014 Assignments were discussed.

City Council: (2014 Assignments)

Acting Mayor: Jeff Blenkush

Police Commission: Tom Vouk & Danita Traut

Health Commission: Jeff Blenkush & Cindy VanderWeyst

Planning Commission: Tom Vouk & Jeff Blenkush

Park Board: Danita Traut & Rusty Paggen

Road & Bridge: Rusty Paggen & Cindy VanderWeyst

Emergency Management Coordinator: Paul Ritter

Road Overseer: Jerome Supan

Site Inspector: John Marvin

Jeff Blenkush made a motion to approve the 2014 City Council assignments. Danita Traut seconded the motion. Motion carried.

The City Services were reviewed.

City Services:

City Engineer: SEH, Inc.
City Newspaper: Newsleaders
City Bank: Sentry Bank
City Attorney: Jovanovich, Kadlec & Athmann, PLLP

Tom Vouk made a motion to maintain the current city services. Jeff Blenkush seconded the motion. Motion carried.

The Salary Schedule was reviewed. Jeff Blenkush made a motion to approve the salary schedule. Danita Traut seconded the motion. Motion carried.


The Resolution Adopting Fees, Charges & Compensation was reviewed. The City Clerk will add the Fees for Transient Merchants and Peddlers from Ordinance 54 and the Fine Schedule for Violation of Transient, Merchants, Peddlers and Solicitors Ordinance from Ordinance 54 to the Resolution Adopting Fees, Charges & Compensation. Jeff Blenkush made a motion to approve the Resolution Adopting Fees, Charges & Compensation with the additions. Danita Traut seconded the motion. Motion carried.

NEW BUSINESS: No new business.

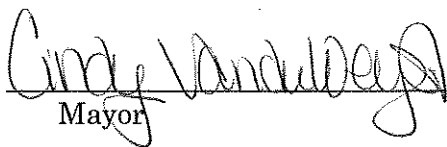
ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Rusty Paggen seconded the motion. Motion carried.

TIME: 8:24 p.m.

Respectfully submitted,



City Clerk



Mayor

Salary Schedule

January 8, 2014

Position	Pay Period	2013
Mayor	Per Month	\$ 200.00
Council	Per Month	\$ 125.00
Clerk	Per Hour	\$ 25.00
Treasurer	Per Month	\$ 175.00
Janitor	Per Month	\$ 100.00
Planning Commission Chair	Per Meeting	\$ 30.00
Planning Commission	Per Meeting	\$ 20.00
All Day Conference	Per Day	\$ 100.00
Special Meeting	Per Meeting	\$ 40.00
Election Judge	Per Hour	\$ 8.00
Yard Work	Per Hour	\$ 8.00
Shoveling	Per Hour	\$ 15.00
Road Work	Per Hour	\$ 15.00
Site Inspector	Per Site	\$ 25.00
Mileage	Per Mile	0.56 Per Federal Guidelines
Snow Flow Operator	Per Hour	\$ 27.00
Park Board Chair	Per Meeting	\$ 30.00
Park Board	Per Meeting	\$ 20.00
Recorder	Per Meeting	\$ 30.00
Ex-Officio	Per Meeting	\$ 20.00
Road Overseer	Per Month	\$ 25.00