



St. Stephen City Council Agenda – January 2, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Oath of Office

Approval of December & Polling Place Special Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Fire & Rescue

Annual Meeting: January 28, 2019

Emergency Management

Generator Service Agreement

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

Continued on Back

Unfinished Business

6th Ave SE Road Project

New Business

2019 Schedule of Assignments for Council

2019 Salary Schedule

Resolution Adopting Fees, Charges & Compensations

Miscellaneous Announcements

Newsletters Publication for 2019: Jan 11 & 25, Feb 8 & 22, March 8 & 22, April 5 & 19,
May 3, 17 & 31, June 14 & 28, July 12 & 26, Aug 9 & 23, Sept 6 & 20, Oct 4 & 18,
Nov 1, 15 & 29 and Dec 13 & 27

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 2, 2019

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, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the January meeting was reviewed. Under Emergency Management, Generator Service Agreement was removed. Gene Skaj made a motion to approve the agenda with the deletion. Danita Traut seconded the motion. Motion carried.

OATH OF OFFICE: Jeff Blenkush recited the Oath of Office for the position of Mayor. Gene Skaj, Danita Traut and Steve Trobec recited the Oath of Office for the position of Council Member.

MINUTES OF THE DECEMBER MEETING & POLLING PLACE SPECIAL MEETING: The minutes of the December Council Meeting were reviewed. The Fire Department's Report will be edited noting that Jeff Jefferson is on medical leave. Discussion took place regarding the fire department's membership. Gene Skaj made a motion to approve the minutes with the edit. Danita Traut seconded the motion. Motion carried. The minutes of the Polling Place Special Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. Voucher #9 for the work on CSAH 2 was \$29,126.55 and was not marked as last payment on the project. Friedrich's claim was for the cutting edge on the plow truck and fire department expenses. 4 new tires were put on Unit 10. It was estimated that the tires were 20+ years old. The total to date is \$41,291.64. Gene Skaj made a motion to approve the Claims to date. Steve Trobec seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: Submitted in February

TREASURER'S REPORT: For the Period: 12/1/2018-12/31/2018

Beginning Balance	\$
Total Receipts	\$
Total Disbursed	\$
Ending Balance	\$
Less Deposits in Transit	\$
Plus Outstanding Checks	\$
Total Per Bank Statement	\$

Gene Skaj made a motion to table the Treasurer's Report due to the early January Meeting date. Steve Trobec seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: None at this time.

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Drais reported that there were 10 calls in December. There were 125 calls in 2018 which is a new record high for the number of calls for St. Stephen Fire & Rescue. The

January training is yet to be determined. The EMR refresher will take place in February. Rodger Bellinger is retiring January 4, 2019. The new fire fighters are in their application process. January is a busy month of Mondays as the fire department has their own business meeting, attends the Lake Region Meeting, has training and its Annual Meeting of the Relief Association. Ralph Barhorst will do the monthly generator test at both locations. He will be trained on the necessary steps. Chief Drais shared that a resident is requesting to be serviced by Avon FD due to being closer to the Avon FD vs St. Stephen Fire & Rescue. Since the Council is meeting before the Fire Department, officer elections aren't ready for Council approval other than Assistant Chief II. Only Jeff Blenkush has applied for the position. Tom Vouk made a motion to approve Jeff Blenkush for the position of Assistant Chief II. Danita Traut seconded the motion. Jeff Blenkush abstained. Motion carried.

Relief Association: Gene Skaj reported that the Annual Meeting will take place on January 7th due to a conflict for the financial advisor. An \$11,000 donation was made to the Fire Equipment Fund.

A copy of Fire Department minutes was requested.

EMERGENCY MANAGEMENT: Both sirens sounded. Mayor Blenkush reported that neither party that looked at the old generator is interested in it.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Discussion took place regarding Doug Legatt removing snow in areas of Smoley Addition with runoff issues. Discussion took place regarding Rodger Bellinger sand/salting 6th Ave SE or using the new belly blade to remove the build up. Burksi could also be contacted.
- 2. Planning Commission:** Chair Dan Schultz reported that there wasn't a December meeting. There may be no January meeting as there is no business to date. Dan stated that the report from Bill Waytas on 12th Ave NE is needed. Dan will not be in attendance at the February Council Meeting. If there is no contact regarding potential actions, no one will attend the Council Meeting on the Planning Commission's behalf.

SHERIFF'S REPORT: Nothing at this time. Lieutenant Kellan Hemmesch will attend the February Council Meeting and have the 2019 contract for Council approval.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: 6th Ave SE Road Project: City Engineer Randy Sabart recapped the process the City went through to get to the 6th Ave SE Road Project: The original application was submitted in 2017 but denied. The application was submitted in 2018 and approved. The City was granted \$750,000.00. Randy Sabart, Scott Hedlund (SEH, Inc Engineer), Mayor Blenkush and the City Clerk had a phone meeting with a State Engineer from MNDOT. There are no designs of 6th Ave SE done at this stage. The levy process has to be worked through. Since the City will be receiving money from the state for the project a grant agreement will be prepared between the state and City. Discussion took place regarding levying residents along 6th Ave SE. Randy Sabart stated that a Feasibility Report is needed if the City will levy special assessments and proceeded to share the draft feasibility report with the Council. Randy Sabart referred to Appendix A: Opinion of Probable Costs. The Construction Material Testing cost of \$18,000.00 is required by the State of MN for the City to hold. The City will pay costs associated with the project and will be reimbursed by the State of MN. The Estimated R.O.W. Acquisition cost of \$230,000.00 is an estimate cost. The Grand Total of the project is \$2,376,750.00.

City Engineer Randy Sabart reviewed the Preliminary Assessment Worksheets in Appendix B. The worksheets contained examples of 25%, 35% & 60% Special Assessment Rates. In the Figures section, Figure 3 – Parcel Map

shows that some lots along 6th Ave SE are enrolled in green acres. Further areas discussed: wetland along 6th Ave SE, road width: 30' or 32' wide (currently 22'-23' wide), due to the LRIP funding the state aid standard is 4' wide paved shoulder, 10 ton vs 9 ton pavement design and the timeline of the project. The State of MN doesn't have a required timeframe regarding the grant. A late 2019 start that could carry over into 2020 would be acceptable for still receiving the grant money. An electronic copy of the draft feasibility report will be sent to Attorneys Tom Jovanovich and Chris Nelson. The Council and Engineer discussed meeting again in February or before the February Meeting to keep the process going. The Council agreed to meet on Wednesday, January 16, 2019 at 6:30 PM if the date and time work for the City Attorney to continue discussing the improvement of 6th Ave SE. The Clerk will publish a notice of special meeting.

NEW BUSINESS: 2019 Schedule of Assignments for Council ~ The 2018 schedule as of August 2018 was reviewed. Discussion took place regarding the Emergency Management Coordinator's position. Council agreed that Paul Ritter is interested in the position but work interferes with his attendance at Council meetings. Discussion took place regarding Park Overseer. Janelle Fleishhacker will be contacted to confirm that she will fill the position. The assignments will stay the same. Personnel Committee will be added to the assignments.

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 Newsleader
City Bank: Sentry Bank
City Attorney: Jovanovich, Kadlec & Athmann, PA

Steve Trobec made a motion to approve the 2019 Schedule of Assignments for Council and the City Services. Gene Skaj seconded the motion. Motion carried.

The Salary Schedule was reviewed. Gene Skaj made a motion to approve the 2019 Salary Schedule. Danita Traut seconded the motion. Motion carried.

The Resolution Adopting Fees, Charges & Compensation for 2019 was reviewed. Discussion took place regarding the City providing sand/salt services for the Parish or a City business. It was stated that using prices quoted to the City is justified. The following will be added to the resolution. Code of Ordinance Section: Not Applicable, City Plow Truck with Driver: \$130 per hour and Sand/Salt: \$110 per yard.

The Clerk asked about the Gambling Ordinance and verbiage regarding renewals of licenses and the costs of gambling permits. The ordinance states: Section 56.07: INVESTIGATION FEE: Any organization applying for a charitable gambling license, or renewing a license, shall pay an investigation fee in the amount of \$100. To date, only the Relief Association has paid the City for renewing its license. However, the City doesn't handle any paperwork during the renewal. It is done directly with the state. As such, why does the City need to collect the

investigation fee? Also, the amount of the investigation seems high for the amount of work/time used on the process. The ordinance has been on the books for almost two years now and the Clerk would like it reviewed. The Council discussed the Clerk's questions about the ordinance and agreed that the Attorney's Office should be consulted and the topic should be put on the February agenda.


Steve Trobec made a motion to approve the Resolution Adopting Fees, Charges & Compensation for 2019. Tom Vouk seconded the motion. Motion carried.

MISCELLANEOUS ANNOUNCEMENTS: The 2019 Newsleader publication dates were listed on the agenda. Publication will continue to take place every other week in 2019.

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

TIME: 8:43 PM

Respectfully submitted,



City Clerk



Mayor