



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

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Minutes:

2nd St NE Special Assessment Improvement Hearing & June Council

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication:

**7:00 PM Public Hearing: Ordinance Changes**

St. Stephen Fire & Rescue

Reports:

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Buysse Roofing: Summary of Roof Status & Plan of Action

2016 Election Judge Resolution

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.*

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@  
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Website:  
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MINUTES  
ST. STEPHEN CITY COUNCIL  
JULY 6, 2016

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

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

ABSENT: Danita Traut – Council.

MINUTES OF THE MEETINGS: The minutes of the St. Stephen Public Hearing for Land Split (May 25, 2016) were reviewed. Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried. The minutes from the Special Assessment Improvement Hearing: 2016 2<sup>nd</sup> St NE & 2 ½ Ave NE Improvements (May 11, 2016) were reviewed. Jeff Blenkush made a motion to approve the minutes. Gene Skaj seconded the motion. Motion carried. The minutes from the June Council Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date, the total is: \$39,245.11. The Claims include the Fire Department's payroll for January 1, 2016-June 30, 2016 and a payroll to Rodger Bellinger for emptying and cleaning the plow truck for summer storage. Gene Skaj made a motion to approve the Claims to date. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$123,812.46. The Treasurer reported that the ending balance was \$1,010,065.74.

TREASURER'S REPORT:

Beginning Balance	\$917,779.28
ADD: June Deposits	\$123,812.46
LESS: June Checks	\$31,526.00
New Checkbook Balance	<b>\$1,010,065.74</b>

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Buyse Roofing: Summary of Roof Status & Plan of Action ~ Keaton Gustin, Buyse Roofing was in attendance. Keaton stated that the main issue with the ballast roof that is on City Hall is its age. A ballast roof should last 15-20 years and the Hall's roof is almost 30 years old. One thing Keaton pointed out is that mason work would need to be contracted by the City to be done as Buyse Roofing doesn't do that work. The Clerk will contact Terry Pogatchnik for mason service. Discussion took place among the Council. Tom Vouk made a motion to accept the quote from Buyse Roofing for replacing the roof system for \$50,600.00. Jeff Blenkush seconded the motion. Motion carried. The project could take 5-7 days

ST. STEPHEN FIRE & RESCUE: There were 10 calls in June. The July training will be Fit Testing. Aaron Rudolph retired as of June 30, 2016. With Aaron Rudolph retiring, the position of Assistant Chief II is now open. Chief Drais stated that Jeff Blenkush was the only applicant for the position. Gene Skaj made a motion to approve Jeff Blenkush for the position of Assistant Chief II. Tom Vouk seconded the motion. Jeff Blenkush abstained. Motion carried. Chris Hoeschen applied for the position of 4<sup>th</sup> Captain. Jeff Blenkush made a motion to approve

Chris Hoeschen for 4<sup>th</sup> Captain. Gene Skaj seconded the motion. Motion carried. Discussion took place regarding the need for daytime Fire Fighters. The Relief Association had a donation for \$6,000.00 for the Fire Equipment Fund. The schedules to be completed by the accountant are done for the Relief Association. The FD Fall Breakfast will be on Sunday, October 9<sup>th</sup>. Open House with a possible Badge Ceremony/Retirement Party will be on Saturday, October 15<sup>th</sup>.

***The Regular Meeting was closed for the Public Hearing regarding Ordinances Changes at 7:01 PM.***

The Mayor asked if anyone had comments or questions regarding the proposed Ordinance changes. No response. The Mayor asked again if anyone had comments or questions regarding the proposed Ordinance changes. No response. The Mayor asked a third time if anyone had comments or questions regarding the proposed Ordinances changes. No response. Jeff Blenkush made a motion to close the Public Hearing at 7:03 PM. Gene Skaj seconded the motion. Motion carried.

The Council reviewed the proposed changes to the ordinances from the beginning. Discussion took place regarding getting the proposed changes or other information to the residents via the City's website. The Clerk took notes on her copies of the ordinances and will get them to the Attorney for editing or to answer questions regarding verbiage. As such, Jeff Blenkush made a motion to approve the Ordinance enacting a code of ordinances for the City of St. Stephen. Gene Skaj seconded the motion. Motion carried.

**REPORTS OF BOARDS AND COMMITTEES:**

- 1. Road and Bridge:** Jerome Supan brought up the trees along 4<sup>th</sup> St in the Smoley Addition again. Dan Schultz looked at them and agreed with cutting them. Tom Vouk looked at them and agreed they should be cut. Discussion took place regarding sending the residents a letter on behalf of the City from the City Attorney in collaboration with the City Engineer. Jerome asked about contacting the Postmaster again regarding relocating mailboxes. The St. Joseph Postmaster is not at the Post Office very often. He has been called and emailed and has not responded. The Mayor will check with the City Engineer regarding the condition of the roads. What type of service needs to be done yet in 2016? Discussion took place regarding trimming trees along 3<sup>rd</sup> Ave SE. Property owner, Peter Omann will be contacted for permission to trim on his property.
- 2. Planning Commission:** Dan Schultz reported that chickens in residential areas were discussed at the June meeting. The verbiage regarding areas, quantity and hens and roosters will be finalized and brought to the Council. The new zoning designation was tabled as more information was requested regarding water and septic systems. The Planning Commission would like Tim Haeg to come and speak to the Commission. The August meeting will be on August 10<sup>th</sup> and the November meeting will be on November 9<sup>th</sup>. The Family Health Care Dwelling Law was tabled.

Cindy shared that she met with Bob Dunning from the Dept of Ag regarding Noxious Weeds. They took a tour of the City and letters will be sent to residents who have noxious weeds on their property. A new noxious weed may have been found in the City. A sample was taken to be analyzed.

Cindy shared that Greg Supan sprayed Bob Ferche's property along 6<sup>th</sup> Ave SE from the Majerus property to Bob Ferche's driveway for weeds. Greg was wondering about reimbursement for treating the weeds. Discussion took place regarding the fact that the City doesn't have the right of way in order to reimburse something like that. Permission wasn't given before the spraying was done. The City mows the ditch in that area via service by Chuck Ertl. It was agreed that no reimbursement should be provided as the proper channels weren't followed for the service.

SHERIFF'S REPORT: No report received to date.

HEALTH COMMITTEE:

UNFINISHED BUSINESS: Mayor VanderWeyst shared the Market Study update. It will be shared with the Good Shepherd Community for the board meeting. Information regarding patio home/townhome rentals was added to the study.

The Clerk presented papers from the City Engineer's Office to be completed regarding the construction company doing the 2<sup>nd</sup> St NE/2 ½ Ave NE project. It was recommended to have the City Attorney review the papers. Gene Skaj made a motion to have the City Attorney review the paperwork regarding the 2<sup>nd</sup> St NE/2 ½ Ave NE project and if Tom isn't available to review the papers by the beginning of the following week, another attorney should review them so the project can continue. Jeff Blenkush seconded the motion. Motion carried.

The Clerk presented a resolution for election judges to the Council. Jeff Blenkush made a motion to approve the resolution appointing and approving election judges for 2016. Gene Skaj seconded the motion. Motion carried.

The Clerk presented paperwork from the LMC setting the premium for Worker's Compensation. Jeff Blenkush made a motion to select the Regular Premium Option when renewing the Worker's Compensation coverage with the LMC. Tom Vouk seconded the motion. Motion carried.

NEW BUSINESS: The City will be the site of a meeting put on by the County regarding the work to be done on County Road 2 in 2017. A tentative date has been set for Thursday, August 4<sup>th</sup>. The Household Hazardous Waste collection day is Saturday, August 6<sup>th</sup>.

ADJOURNMENT: There being no further business, Jeff Blenkush made a motion to adjourn. Gene Skaj seconded the motion. Motion carried. TIME: 9:20 PM

Respectfully submitted,

Cris M. Draus  
City Clerk

Cindy Vanderweyst  
Mayor