



St. Stephen City Council Agenda – July 5, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of June Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Bryant & Michelle Justin: Driveway Culvert on 5th Ave SE (E side of pond)

Hicks/Christensen Land Split

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

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

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Unfinished Business

Local Board of Appeal & Equalization Transfer Info & Agreement
2017 Car Show
6th Ave SE Soil Borings Proposal

New Business

Resolution No. 070517: Resolution Approving State of MN Joint Powers Agreements with the City of St. Stephen on Behalf of its City Attorney and Police Department

Miscellaneous Announcements

2018 Budget Planning Meeting: Wednesday, August 23, 2017
Change Table of Contents in Ordinance Book

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
JULY 5, 2017

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

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

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the July meeting was reviewed. Gene Skaj made a motion to approve the agenda with the additions. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE JUNE MEETING: The minutes of the June Council Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date, the total is: \$22,260.54. The January 1, 2017-June 30, 2017 Fire Department Payroll is also included. A check has been prepared for the DJ performing at the 2017 Car Show & will be held until the event. Danita Traut made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$93,085.39. The 1st receipt from Stearns County is unspecific at this time as the Clerk wasn't able to log-in to the County's website. A new receipts register will be prepared for the Council.

TREASURER'S REPORT:

Beginning Balance	\$1,047,728.56
ADD: June Deposits	\$93,085.39
LESS: June Checks	\$16,792.62
New Checkbook Balance	\$1,124,021.33

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Bryant & Michelle Justin: Driveway Culvert on 5th Ave SE: Bryant & Michelle Justin are requesting the City fix the culvert that runs under their driveway. The culvert is exposed as the tar has broken up. The culvert wasn't put down far enough. The house was built in 1994 and after being built the culvert was put in. Justin's had pictures of the driveway to share with the Council. The City Engineer and Mayor visited the site and the two possibilities discussed with the homeowners would be to fix the culvert through a local road improvement or local drainage improvement project. Both projects would include an assessment. The Council understands the concern and would like the City Engineer to attend the August Council meeting to discuss this and give his recommendation. The Justin's will attend the August Council meeting & the City Engineer will be contacted to attend and discuss the matter.

Hicks/Christensen Land Split: Cindy Christensen is requesting permission to split 2.0+/- acres from Patrick & Wendy Hicks property at 280 County Rd 131. This would leave Hicks with a 13.3+/- acres parcel. The land would be used to build a home for Cindy's elderly father. Dan Schultz, Planning Commission Chair, shared

that the Planning Commission concerns were the location of the feedlot to the new house and the type of home being built. It can't be a modular home or mobile home. The Council discussed the concern regarding the feedlot and with the updated ordinances that is addressed. Cindy said that a modular or mobile home won't be built on the property. Dan shared that the property is zoned RR1 now so the split would be allowable. Also, it's been 12-13 years since the land was last split so it is okay to split it again. Danita Traut asked about money being put into a park fund with a minor land split or any money needed for attorney or engineer fees. The ordinance states that money isn't put into a park fund with a minor split. No fees will be endured by the City as the owners will register the split with the County. It was clarified with the owners that a land split can't be done again for 10 years. Gene Skaj made a motion to approve the land split request by Cindy Christensen and Patrick & Wendy Hicks to split off 2.0+/- acres from the Hicks property at 280 County Rd 131. Jeff Blenkush seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 10 calls in June. To date that makes 54 calls in 2017. The training in July will be Fit Testing and stations. Fire Chief Drais reported that Chris Hoeschen has been on the department for 10 years. Due to the recent death of a Mutual Aid Fire Fighter, Chief Drais asked about the City's ordinance in regards to requirements when a deck hasn't been built on a home. Is it required to block the door so accidents such as this one won't happen? Dan Schultz, Planning Commission Chair, stated that there isn't any requirement spelled out because the City doesn't have a building inspector. The Council has discussed employing a building inspector previously. Discussion took place regarding paying for an inspector and permit fees. The Mayor asked that the Planning Commission revisit the topic and create a list of pros and cons for the Council.

Relief Association: Gene Skaj asked that the 2016 Financial Investment Reporting Entry (Form FIRE-16) be signed by the Clerk for submission.

EMERGENCY MANAGEMENT: The sirens went off during the 1st Wednesday of the month test.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan reported that Class 2 was put on 9th Avenue. City streets have been bladed. Discussion took place regarding the Co Rd 2 construction. Discussion took place regarding the weight limit on 6th Ave SE as semis have been seen on the road. Most likely the traffic is due to the Co Rd 2 construction project.
- 2. Planning Commission:** Dan Schultz reported that the Country Estates preliminary plat was reviewed. An item of discussion was the ponds in the development. Would they be city property or land owner property? The Council discussed ponds in the Country Estates development. Pond elevations wouldn't require fencing. The ponds would normally be dry and drain down. The Ferche development will be on the agenda in July for the Planning Commission. In addition to development discussions, the Planning Commission discussed the land split brought before the Council.

SHERIFF'S REPORT: Discussion took place regarding a possible compliance check.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Appeals & Equalization Transfer Agreement: The Council continued discussing this topic. Within the process it states that public notice must be given of when the transfer is discussed. The Clerk will confirm with the County on this and bring back information in August.

Soil Borings on 6th Ave SE: The Clerk shared the proposal from City Engineer, Randy Sabart, regarding the process of obtaining soil borings on 6th Ave SE. After discussion, Jeff Blenkush made a motion to accept the proposal from Braun Intertec for geotechnical services (soil borings) on 6th Ave SE for \$6,150.00. Danita Traut seconded the motion. Motion carried.

City Hall Rental: Danita Traut shared rental rates that she collected from area communities. The Council will discuss the topic in August.

Car Show: Discussion took place regarding not having classes at the show as it creates a lot of work prior to and during the event. Areas shows were discussed and potential changes to the event will be reviewed after the 2017 Car Show.

Assisted Living Facility: The market study was sent to the City Attorney.

Plow Truck: Tom Vouk shared the Rodger Bellinger contacted him to update him on the City of Becker plow truck. Cindy VanderWeyst shared that Burski will be submitting a bid for plowing by the August Budget Meeting for the Council to review.

Road & Bridge Question: Tom Vouk asked about the right of way acquisition by the Ferche development. That will be discussed at a Planning Commission meeting.

NEW BUSINESS:

Resolution Approving State of MN Joint Powers Agreements with the City of St. Stephen on Behalf of its City Attorney and Police Department: The City Council need to approve this resolution for the City Attorney's services. Jeff Blenkush made a motion to approve the resolution. Gene Skaj seconded the motion. Motion carried.

Liability Coverage-Waiver Form: The City must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. In previous years the Council has chosen to not waive the monetary limits on municipal tort liabilities. Jeff Blenkush made a motion to choose that the City does not waive the monetary limits on municipal tort liabilities. Gene Skaj seconded the motion. Motion carried.

Sportsmens Club ATV Class: The St. Stephen Sportsmens Club is putting on an ATV class on August 19th. The class will take place in the City Hall Council Chamber and afterwards an ATV "hands on" event takes place with a DNR staff member and club members. The Club would like to do the "hands on" portion on the land around the Lower Smoley Field. Discussion took place regarding use of the land and the benefit of the class to the youth of the community. Jeff Blenkush made a motion to allow the use of the property by the Sportsmens Club for the ATV "hands on" portion of the class as long as it's legal via the City Attorney upon review. Gene Skaj seconded the motion. Jeff Blenkush: Yes, Gene Skaj: Yes, Danita Traut: No, Cindy VanderWesyt: No, Tom Vouk: Yes. Yes: 3 and No: 2. Motion carried.

LMC Recognition: Cindy VanderWeyst shared a release from the League of MN Cities that Representative Tim O'Driscoll was selected as a League of MN Cities Legislator of Distinction for 2017. 32 legislators were recognized in 2017 for their actions and leadership on a wide variety of legislative issues of importance to cities across our state.

MISCELLANEOUS ANNOUNCEMENTS: The Clerk shared a reminder that the 2018 Budget Planning Meeting date is Wednesday, August 23, 2017 at 6:00 PM.

The Clerk asked that Council change their Ordinance Table of Contents pages.

Discussion took place regarding the vendors of the 2017 Car Show.

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

TIME: 8:19 PM

Respectfully submitted,

Cris M Draw
City Clerk

Cindy Vandulwey
Mayor