



St. Stephen City Council Agenda – July 3, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of June Council Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Parish 1 Day Liquor License for Parish Festival: 9/2/19

St. Stephen Lion's Club Gun Raffle License

St. Stephen Lion's Club: NNO

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

Scott Hedlund, SEH, Inc.: 6th Ave SE Improvements-City
Council project status update

Planning Commission

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 Draais
City Clerk
[crisdraais@
midconetwork.com](mailto:crisdraais@midconetwork.com)

Website:
cityofststephen.com

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Sheriff's Report

Health Committee

Unfinished Business

New Business

CSAH 2 & 5 Signs: Parking time limits & Handicapped Parking

Tri-CAP Energy Assistance Program: St. Stephen Site

Smoley Field Fence Signs

Garbage Service

Plow Garage Dirt ~ Request to purchase

Budget Planning Meeting Date: August 21st @ 6 PM?

Miscellaneous Announcements

Stearns Electric Association letter regarding light replacement within the next 4 mo:
Info shared on the City's FB pg & website

Newsleaders Publication for 2019: 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
JULY 3, 2019

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

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

ABSENT: Steve Trobec on Fire call.

APPROVAL OF AGENDA: The agenda for the July meeting was reviewed. Under Reports, Planning Commission: Add Pool Ordinance Verbiage. Under Unfinished Business: Add Plow Truck Driver, Hall Rental & Generator. Under New Business: Add Ball Park Cutting. Under Miscellaneous Announcements: Trobec's Bus Discussion. Gene Skaj made a motion to approve the agenda with the additions. Danita Traut seconded the motion. Motion carried.

MINUTES OF THE JUNE COUNCIL MEETING: The minutes of the June Council Meeting were reviewed. Under Road & Bridge, the business name should read Omann Brothers. Danita Traut made a motion to approve the minutes with the correction. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The total to date is \$28,043.38. Tom Vouk made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipts for the month total: \$133,305.38. Gene Skaj made a motion to approve the Receipts Register. Danita Traut seconded the motion. Motion carried.

Treasurer Supan provided a copy of the Statement of Receipts, Disbursements and Balances (Schedule 1) as of 6/30/2019. It shows totals/balances from 1/1/2019 to 6/30/2019.

TREASURER'S REPORT: For the Period: 6/1/2019-6/30/2019

Beginning Balance	\$1,036,214.07
Total Receipts	\$133,685.49
Total Disbursed	\$34,151.38
Ending Balance	\$1,135,748.18
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$7,779.86
Total Per Bank Statement	\$1,143,528.04

The Treasurer also provided the Council a Disbursements Register for June 2019. An updated register will be put in mailboxes after the Fire Dept payroll from January 1-June 30 are posted. Gene Skaj made a motion to approve the Treasurer's Report as presented. Danita Traut seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: **St. Stephen Parish Liquor License for Parish Festival**

Request: The Church of St. Stephen submitted a letter requesting a liquor license for the Parish Festival. The request has been done annually. Gene Skaj made a motion to approve the St. Stephen Parish Festival Liquor License request. Danita Traut seconded the motion. Motion carried. **St. Stephen Lions Club Gun Raffle**

License: The St. Stephen Lions Club requested approval of a gun raffle for October 12, 2019 at Trobec's Bar. The application is complete, the investigation fee is submitted and paperwork submitted to Gambling Control after

the 2018 raffle is attached. Gene Skaj made a motion to approve the St. Stephen Lions Club Gun Raffle for October 12, 2019 at Trobec's Bar. Danita Traut seconded the motion. Motion carried. **St. Stephen Lions Club, NNO:** Discussion took place regarding National Night Out on Tuesday, August 6th. The event is from 6-8 PM. Hemker Park & Zoo will do 2 presentations. The Sheriff Dept will be in attendance depending on availability. The FD will also be there. Discussion took place about utilizing the Lions new shelter and splitting the cost of the event. Danita Traut made a motion to approve the City spending up to \$1,000 on National Night Out. Gene Skaj seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: City Clerk Drais reported that there were 5 calls in June for a total of 45 calls in 2019. The July training will be stations: fit test/pulmonary check, blood borne pathogens, right to know, radios, computers and other stations. There are no anniversaries to recognize.

Relief Association: The accountant is done with the Relief Association's annual audit. It must be signed online. The cost is approximately \$3,500. An additional report, 990, is being worked on at Dorn's office. That may cost \$500.

EMERGENCY MANAGEMENT: The weather station has been installed on City Hall in a temporary location to confirm it works. The status of the new pole for the 6th Ave NE siren will be checked on.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan shared that the plow garage road will be bladed when the road is dry. Custom Surfacing will be working in the Smoley Addition after the 4th of July. The work requested in June by Roger Justin hasn't been completed due to the weather. Discussion took place regarding having Carr's Tree Service trim in the 3rd Ave SE cul de sac when they are in St. Stephen.
- 2. Planning Commission:** Chair Dan Schultz reported that there was no meeting in June. The status of a July meeting is currently unknown. Dan shared that the City was contacted by Verizon regarding getting added to the monopole on the Ben Supan property. Dan also shared that a new buyer is looking at the Werlinger property next to Legatt's Garage. The buyer is looking at putting up storage units. Dan has spoken with the buyer.

6:56 PM: Council Member Steve Trobec entered upon completion of the Fire call.

Dan shared that the topic of pool requirements has come to his attention. Site permits have not been issued for pools and the intention of the verbiage is not for seasonal or wading pools. Permanent pools would require a site permit. As such, the Planning Commission will discuss this topic and clean up the language in the ordinance. An edited version will be brought before the Council for approval.

Road and Bridge (con't): Scott Hedlund, SEH, Inc.: 6th Ave SE Improvements-City Council project status update ~ Scott stated that he had draft plans of the construction of 6th Ave SE along with a draft right of way to review. The next step in the process would be another Open House. Scott reviewed the Index description listed on the cover of the draft plans. On pg 2, the statement of estimated quantities is blank, as quantities haven't been calculated yet. Scott stated that 1 meeting has taken place with the utility company and likely 1 more will take place. Scott shared pg 8 which showed a preliminary typical section of 6th Ave SE with 2 – 11' lanes and 4' wide paved shoulders. The slope and ditch were discussed. Scott pointed out that Inset A on pg 8 is described in detail off to the left of the page. Scott shared that pages 9-16 are aerial pictures of the road showing the existing and proposed profile lines. Discussion took place regarding a speed study of 6th Ave SE. The LRIP funds may have speed information included in their requirements. Scott explained what the legend is on pages 9-16. Page 17

contained the Storm Water Pollution Prevention Plan. Pg 19 was reviewed regarding turf establishment, the arrows showing the flow for surface water and turf restoration. Seeding was discussed. Pages 23-47 are cross sections that can go back to the aerial view on pages 9-16. Discussion about the wetlands took place and Scott confirmed that a permit would be needed for the work. The x's on pg 9 were explained to be sites of tree removal. Utility relocation was discussed.

The Right of Way Plat draft was shared. It is a blueprint for intent. Ownership Information is on pg 1. Scott shared the columns regarding: Existing R/W (Easement)(Sq. Ft.), New R/W (Sq. Ft.), Permanent Easement (Sq. Ft.) and Temporary Easement (Sq. Ft.). Scott explained that the plan runs North to South. The location of utilities was discussed.

The next step is an Open House for more questions. An appraiser is needed regarding right of way quotes. Discussion took place regarding the road tonnage and how funding may change if the road tonnage didn't meet the LRIP grant requirement. Discussion took place regarding how the price would change if the road were built without the grant. It was requested that info be brought back to the Council. Attorney Chris Nelson was given permission to find an appraiser for the City.

An Open House date was set for Wednesday, August 14th at 6 PM. Scott Hedlund will confirm that SEH, Inc Engineers are available. Attorney Chris Nelson will confirm that the Attorney's Office will have representation. The Open House will be posted at City Hall and letters need to be sent at least 10 days before the Open House.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: **Plow Truck Driver:** After posting the need for an additional back up driver, Ken Knettel contacted the Clerk. Ken plowed with Rodger Bellinger prior to the City's contract with Burski. The Council was in agreement to have Ken help. He will need to meet with Rodger to review the new truck. The Clerk will get a copy of his license. **City Hall Rental:** Danita Traut has copies of rental applications for the Council to review including an example from the League of MN Cities. The item will be added to the August agenda. **Elementary School Generator:** Discussion took place on getting rid of the generator. Jeff Blenkush was told by a couple of people that if the City paid to have it disconnected and hauled to a destination, the interested party would take it which would be expense on the City's behalf. Discussion took place regarding abandoning the easement for the generator on the old school property and Attorney Chris Nelson was asked to look into the process. That discussion led into discussing the status of the easement for the new generator. The Attorney's and Engineer's Office will check into that easement.

NEW BUSINESS: **CSAH 2 & 5 Signs: Parking time limits & handicapped parking:** In 2011 there was verbiage regarding how long vehicles could park along CSAH 2 & 5. This verbiage was removed when the ordinances were updated. Discussion took place regarding monitoring parking time limits. Jeff Blenkush shared that Stearns County Engineer, Jodi Teich, has asked that the City submit a request to the County to have parking limits put in place. Danita Traut stated that if it's a part of the City's ordinance, the Sheriff's Department could enforce the parking limits. Discussion took place regarding No Parking signs near the intersection CSAH 2 & 5 and the distance covered in all directions. Measurements will be checked to see where driveways are located in a no parking zone and brought to the August meeting.

Tri-CAP Energy Assistance Program: St. Stephen Site: The Clerk received mail regarding participating in getting the word out about Energy Assistance and requested permission from the Council to share the info with residents via the City bulletin board, City insert, website & social media. The Council granted permission to share the information on the City's behalf.

Smoley Field Fence Signs: The Clerk asked about removing the signs in the lower field, as they are approximately 15 years old. Some of the business names have changed. Some of the signs can't even be read. Discussion took place regarding businesses having their sign redone as a means of advertising. When the signs were initially done, it was a part of raising funds for the fields. Attorney Chris Nelson will check on the procedure for something like this. Discussion took place regarding checking with businesses to see if they want their sign redone or removed.

Garbage Service: The Clerk contacted West Central Sanitation regarding garbage service. Advanced Disposal's rate is \$351.54 for 3 months along with a once a quarter additional \$44.15 charge for a total of \$395.69. The quote for West Central Sanitation is \$299.70 quarterly for almost a \$100 difference. The Clerk stated that when trying to call Advanced Disposal, a local representative could never be reached. A local number is called but the call is always transferred to Chicago where the representatives don't know the area. Steve Trobec made a motion to switch City garbage service to West Central Sanitation. Danita Traut seconded the motion. Motion carried. Dan Schultz advised the City make sure the Advanced Disposal cans get picked up vs being abandoned.

Plow Garage Dirt ~ Request to purchase: The Clerk was contacted by the resident that lives near the Plow Garage about purchasing dirt on the site. Discussion took place that any dirt in the area is not the City's. There is no City stockpile. The Clerk will call the resident.

Budget Planning Meeting Date: August 21st @ 6 PM: The Clerk asked if all Council members were available to meet on the 21st. The Budget Planning Meeting will be on August 21st at 6 PM. A legal will be published for the meeting.

Ball Park Cutting: The Clerk was approached about someone baling the field around the Lower Smoley Field. Discussion revealed that in 2016 Ken Traut began maintaining the field for the City and will continue. The Clerk will notify the resident.

MISCELLANEOUS ANNOUNCEMENTS: A letter from Stearns Electric Association regarding replacing lights within the next 4 months was shared with Council.

Trobec's Bus: The Council discussed the upcoming move of Trobec's Bus to St. Joseph. No Council members knew the status of the St. Stephen buildings afterwards.

Gene Skaj will be attending a St. Stephen American Legion Meeting to discuss the purchase of flags for the City to display.


The St. Stephen Lions Club returned to amend their 1 day gambling permit to include a meat raffle with the gun raffle. Gene Skaj amended his motion to include approval of the St. Stephen Lions Club 1 day gambling permit for a gun raffle at Trobec's Bar on October 12th along with a meat raffle. Danita Traut seconded the motion. Motion carried.

The 2019 Newsleader publication dates were listed on the agenda.

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

TIME: 8:45 PM

Respectfully submitted,



City Clerk



Mayor