



St. Stephen City Council Agenda – June 1, 2016

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Minutes:

Joint Meeting with Planning Commission Minutes,

Appeals & Equalization Meeting Minutes and May Meeting Minutes

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

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication:

Church of St. Stephen: Gambling Permit & Liquor License

St. Stephen Fire & Rescue

Reports:

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

Monte Eastvold: 2nd St NE Financing

New Business

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
JUNE 1, 2016

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.

MINUTES OF THE MEETINGS: The minutes of the Joint Meeting with Planning Commission were reviewed. Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried. The minutes from the Appeals & Equalization Meeting were reviewed. The words “seasonal red residential sales” should read “seasonal **rec** residential sales”. Jeff Blenkush made a motion to approve the minutes with the change. Danita Traut seconded the motion. Motion carried. The minutes from the May Council Meeting were reviewed. In the Sheriff’s Report, **be** should replace the word by. Gene Skaj made a motion to approve the minutes with the change. Jeff Blenkush seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date, the total is: \$14,292.64. The Claim for \$120.00 to Joe’s Countryside was asked to be clarified. Jerome Supan stated that rock was pushed into the grass by the plow in the winter. That rock was cleaned up. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

Sentry Bank sent a Service Fee email. The Clerk shared it with the Council.

READING OF RECEIPTS: Receipts for the month total: \$14,673.81. The Treasurer reported that the ending balance was \$917,779.28.

TREASURER’S REPORT:

Beginning Balance	\$938,512.83
ADD: May Deposits	\$14,673.81
LESS: May Checks	\$35,407.36
New Checkbook Balance	\$917,779.28

Dolores Supan shared an Investment Report with the Council. The maturity date was 2015. Dolores will update the report and distribute an updated page to the Council.

Dolores expressed concern regarding the printer she uses for reports and checks. At times reports won’t print after continual attempts. In May, while printing checks the checks printed a second time and had to be voided. The printer was purchased in 2008 by Jeff Drais for the City’s use. Without watching the work being done, Jeff stated he isn’t able to determine the problem. Dolores will monitor the situation and update the Council if she continues to have problems.

Discussion took place regarding where money for the 2nd St NE project should be deposited. Should a fund be created just for these monies? The City Attorney will be contacted for confirmation of how to monitor the road project money. Monte Eastvold was in attendance regarding the 2nd St NE project and thought that initially there should be a Construction Fund created and afterwards the money should be put in the Debt Service Fund.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Church of St. Stephen: Gambling Permit & Liquor License: The City Clerk presented an application for a one day gambling permit for the Church of St. Stephen on Monday, September 5, 2016 during the Parish Festival. Jeff Blenkush made a motion to approve a one day gambling permit for the Church of St. Stephen for Monday, September 5, 2016. Gene Skaj seconded the motion. Motion carried. The City Clerk presented a request on behalf of the Church of St. Stephen for a liquor license to sell beer on Monday, September 5, 2016 during the Parish Festival. Jeff Blenkush made a motion to approve a liquor license to sell beer for the Church of St. Stephen for Monday, September 5, 2016. Danita Traut seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: There were 3 calls in May. The June training will be done using a Fire Vent trailer from the Technical College. The State Fire Convention will take place in Detroit Lakes. Aaron Rudolph will now be retiring at the end of June. At the end of the month, the Relief Association will be making a donation to the Fire Equipment Fund. Gene Skaj reported that the Relief Association is in the process of completing its compliance review with a new accountant.

2nd St NE Financing: Monte Eastvold presented 2 scenarios regarding financing the 2nd St NE project. In example 1, when \$100,000 is used from the Road & Bridge Fund, the estimated tax levy would be \$111,105. In example 2, when no money is used from the Road & Bridge Fund, the estimated tax levy would be \$231,400. Discussion took place regarding funding a road project from the Road & Bridge Fund. Should equal amounts be used on projects or should the amount contributed from the Road & Bridge Fund be determined by the size of the project? The types of road project needs to be considered also, residential vs through street. Discussion also took place regarding tax dollars being put into building the Road & Bridge Fund and the City's investments. Gene Skaj made a motion to use \$100,000 from the Road & Bridge Fund for the 2nd St NE project in 2016. Tom Vouk seconded the motion. Motion carried. Monte Eastvold shared with the Council that now, paperwork will be gathered from the Clerk and at the July 6th City Council meeting, a contract with a bank for financing the 2nd St NE project will be finalized.

Emergency Management: An update was given regarding the new siren on Co Rd 2. The siren will be finished on Tuesday, June 7th. An email conversation was started by Cindy regarding the inappropriate delay in finishing the project and as we enter severe weather season it's important to have a working siren. The email was helpful in getting the project back on track.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** 4th St (Smoley Addition) trees: Discussion took place regarding cutting these tree branches back. The homeowner said that the branches couldn't be trimmed/cut. Cindy received a phone call from the homeowner who was very upset regarding the project. Cindy asked the Council drive by the area and evaluate the condition of the tree branches and consider how to solve the problem. Discussion took place regarding a road survey with Randy Sabart. Where should sealcoating take place? Does resurfacing need to be done? Pothole filling? Jerome Supan reported that he's been in contact with Stearns County regarding the 12th Ave culvert and the County will be cleaning it out. Cindy reported that a street sign was taken down in the Smoley Addition and Joe Paggen will be reinstalling it.

Chuck Ertl brought his quote for ditch cutting for 2016 before the Council. The first cutting will cost \$650 and the second cutting will cost \$1,200. Any brush cutting done for the City will cost \$95/hr as different equipment is used for brush cutting. The difference in cost between the 2 cuttings is because

the 1st cutting takes care of a portion of the ditch. The 2nd cutting recuts the 1st portion and goes further into the ditch. Jeff Blenkush made a motion to accept Chuck Ertl's quote for ditch cutting in 2016. Gene Skaj seconded the motion. Motion carried.

- 2. Planning Commission:** Dan Schultz shared that at their May meeting, Tom Larson attended requesting a variance for a shed he put up on his property without a permit. The size of the shed was a topic of discussion at the Planning Commission meeting. Currently a shed can be 120 square feet. Other cities are liberal on the size of sheds they allow. The Planning Commission recommended Dan bring before the Council changing the size from 120 sq. ft to 160 sq. ft for a portable shed. Jeff Blenkush made a motion to increase the size of a portable yard shed to 160 sq. ft (10x16). Gene Skaj seconded the motion. Motion carried. Dan will send the information to the Attorney's Office for the ordinance update. Dan shared that land next to Mahlich's has been purchased. Dan was asked if the property could be split, but since it's been done recently, it can't be split again for 10 years. Dan stated that he's spoken with 3 different parties regarding the parcel. Dan updated the Council that he's been to Rusty Paggen's for an initial inspection of the setbacks for a house. Rusty informed Dan that he'll be speaking with the neighbors about the driveway. Cindy asked the Planning Commission to review the New Family Health Care Dwelling Law from the Attorney's Office. There isn't a lot of information regarding it on the books, but something to start thinking about. What will the City allow? If a parent were ill, would temporary housing be allowed for someone to move on the property to provide care?

SHERIFF'S REPORT: No report received to date.

HEALTH COMMITTEE: There was a brief discussion regarding yard maintenance.

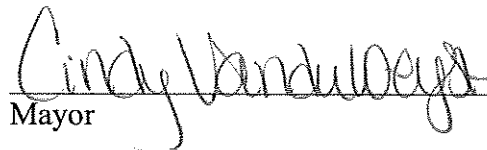
UNFINISHED BUSINESS: The proposed ordinance changes were printed for the Council and Dan Schultz. Jeff Blenkush made a motion to hold a public hearing on Wednesday, July 6, 2016 at 7:00 PM to approve the proposed ordinance changes. Danita Traut seconded the motion. Motion carried. Cindy updated the Council that at the Board meeting for the Good Shepherd Community, the idea of single homes in St. Stephen was favorably received. The Board wanted more information from the feasibility report which should be done in June. Cindy was asked about the youth ball program. There weren't enough children to sign up in order to create teams so there is no summer ball program this year. Cindy shared that other communities are having problems with low participation in their programs also. Discussion took place regarding the Community Ed classes at Parkway Park and parking. It was agreed to order collapsible signs to be put on the opposite side of the road from the park. The Clerk will look into ordering signs. It was discussed previously about having Randy Paggen treat the walls in the plow shed due to the sand/salt mixture damaging the bottom portion of the walls. To date, Randy hasn't done any work on the shed.

NEW BUSINESS: Tom Vouk shared that he's heard the Little Free Library is being used! The crosswalk won't be painted this year. Flags were put up for Memorial Day and new flags will have to be ordered for next year. Trophies will be ordered for the Car Show.

ADJOURNMENT: There being no further business, Gene Skaj made a motion to adjourn. Jeff Blenkush seconded the motion. Motion carried. TIME: 7:58 PM

Respectfully submitted,


City Clerk


Mayor