



St. Stephen City Council Agenda – June 7, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of May Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication:

Frank Haynes, Helping Hands Update

Church of St. Stephen: Gambling License Request, September 4, 2017

Edith Gerads: Noise Ordinance

***7:00 Public Hearing: Nancy White, Trustee of the Cecilia V Trobec
Rev. Trust to rezone Parcel: 90.55921.0000 from Gen Business to RR1***

7:15 Liquor License Applications for July 1, 2017-June 30, 2018

St. Stephen Fire & Rescue

Emergency Management

Resolution 060717: Adoption of the Stearns County All-Hazard Mitigation Plan

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

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Reports:

Road & Bridge

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

New Business

Local Board of Appeal & Equalization Transfer Info & Agreement

CSAH 2 Information

Street Sign Upgrade: All State Traffic, Cold Spring

Parkway Park & Hlebain Park Equipment

Smoley Park Concession Stand Door

Skateboard Park Equipment Maintenance

Miscellaneous Announcements

2018 Budget Planning Meeting: Wednesday, August 23, 2017

Change Ordinance 56 in Ordinance Book

Community Ed Classes @ Smoley Field, Summer of 2017

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 7, 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 June meeting was reviewed. Appeals & Equalization Meeting Minutes will need to be approved. Under Unfinished Business, the City plow truck will be discussed again. Gene Skaj made a motion to approve the agenda with the additions. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE APPEALS & EQUALIZATION MEETING: The minutes of the Appeals & Equalization Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Jeff Blenkush seconded the motion. Motion carried.

MINUTES OF THE MAY MEETING: The minutes of the May 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: \$14,864.83 with the addition of a claim to reimburse Gene Skaj for flag materials. The 2nd Qtr. Payroll is also included. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$11,271.43.

TREASURER'S REPORT:

Beginning Balance	\$1,058,845.73
ADD: May Deposits	\$11,271.43
LESS: May Checks	\$22,388.60
New Checkbook Balance	\$1,047,728.56

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Frank Haynes, Helping Hands Update: Frank Haynes, the Executive Director, shared an information pg regarding Helping Hands and specifically its presence in St. Stephen. Karen Skaj is the St. Stephen Staff for Helping Hands. St. Stephen services include: Direct Services, Health & Wellness, Caregiver Support, Alzheimer's Education, Community Enrichment, Congregate Dining, Health Fair & Community Publicity. Discussion took place regarding the new Adult Day Center opening soon in Holdingford.

Church of St. Stephen: Gambling License Request, September 4, 2017: The Clerk presented an application for a gambling license for the Church of St. Stephen for Monday, September 4, 2017 for the annual Parish Festival. All paperwork was completed and submitted with the \$100 investigation fee. Jeff Blenkush made

a motion to approve the one day gambling license request for the Church of St. Stephen for September 4, 2017. Danita Traut seconded the motion. Motion carried.

Edith Gerads, Noise Ordinance: Edith shared concern with the Council regarding a neighbor that shoots off fireworks. The fireworks are noisy and disturbing to people and pets. It was discussed that neighbors need to contact the Sheriff's Department when incidents occur so a paper trail of reports can be created. Council Member Danita Traut shared letters from residents expressing concerns over the noise from the neighbor. City Attorney, Tom Jovanovich, was in attendance and discussed the necessary steps needing to be followed if the resident were to be charged. Discussion took place regarding how far back calls go. The Sheriff's Department will look into the matter. Attorney Jovanovich took the letters from Council Member Traut in order to call the Sheriff's Department regarding the issue.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 11 calls in May and 3 to date in June. 2 calls were regarding gas line strikes as lines were improperly marked. To date that makes 47 calls in 2017. Fire Chief Drais reported that fire fighters are now able to get their calls/pages on their cell phones. Many fire fighters have set this feature up and have liked it to date. The training in June will be advanced pumping training at the St. Stephen School. Fire Chief Drais reported that the Department would like to add a new fire fighter to the department: Stuart Koshiol. Stuart has completed his FF I, FF II, EMR and NIMS Trainings. He passed his background check ordered by the Fire Chief. Tom Vouk made a motion to approve the addition of Stuart Koshiol to St. Stephen Fire & Rescue upon successful completion of his agility test and physical. Cindy VanderWeyst seconded the motion. Motion carried.

Relief Association (Following Emergency Management): Gene Skaj shared that the Relief Association's audit has been sent out and that schedules need to be signed by the end of June.

7:00 Public Hearing: Nancy White, Trustee of the Cecilia V Trobec Rev. Trust to rezone Parcel: 90.55921.0000 from Gen Business to RR1

Nancy White requested the Council consider rezoning property that was originally zoned General Business. The land doesn't have any other general business land around it. It is surrounded by farm land and residents. The Mayor asked if anyone had any questions regarding the request. Rusty Paggen asked where the property was located. It is on Co Rd 2 S right before the City limits. Jim Schumer asked if a split would take place along with the rezoning. No, at this time a request to rezone the parcel is being requested (an almost 2 acre portion of the parcel is on the opposite side of Co Rd 2 S). Frank Vouk asked if the rezoning request changes the use of the land. Yes, the land could be used for residential and farmland purposes as RR1. The Mayor asked a 2nd time if anyone had any questions or comments. None. The Mayor asked a 3rd time if anyone had any questions or comments. None. Gene Skaj made a motion at 7:05 PM to close the Public Hearing. Danita Traut seconded the motion. Motion carried.

The Mayor asked for any comments or questions from the Council. Dan Schultz stated that this request was the 2nd parcel in the Trobec Rev. Trust name. The other parcel was approved for rezoning previously by the Council. Dan stated that the Planning Commission thought it'd be in the Council's best interest to consider rezoning the property. Danita Traut made a motion to approve the amendment to zoning ordinance 41 and city zoning map for the City of St. Stephen to rezone Parcel 90.55921.0000 to RR1. Jeff Blenkush seconded the motion. Motion carried.

7:15 Liquor License Applications for July 1, 2017-June 30, 2018: A representative was present from each of the bars in St. Stephen. City Attorney, Tom Jovanovich, shared a letter from the Sheriff's Office referencing the failed compliance checks. The Sheriff's Department recommended the bars have employees attend training to avoid future or further failed compliance checks. Kevin Lange shared that employees at Howie's Corner Bar have

completed online training due to the issue of time. Having employees available to cover when others are at training can be difficult. Kevin stated that he's found a training through the MN License of Beverage Association. One concern he expressed with the County training is that over the years it seems to be the exact same training. Rusty Paggen asked who is supposed to send notification of a compliance failure. He stated that they did not receive notification of a failed compliance check. The Mayor shared the City's copy of the report for Rusty to review. Ray Trobec stated that recently staff members from his bar attended a training session. City Attorney, Tom Jovanovich stated that the next step is for the Council and bar owners to figure out how to handle the situation of multiple failed compliance checks. Discussion took place regarding other communities setting up a matrix regarding failed checks. Tom Jovanovich stated that he would work on developing something for the Council and bar owners to review regarding a matrix system for when compliance checks are failed. The information will be shared with the bar owners and they will be invited to return to a Council meeting.

Liquor License Applications for July 1, 2017-June 30, 2018 have been reviewed by the Sheriff's Dept and are ready for Council's review. In addition to the 3 bars, the Church of St. Stephen would like approval of a one-day license for the Parish Festival in order to sell beer. Jeff Blenkush made a motion to approve the liquor licenses for the 3 bars and for the Church's one day event. Danita Traut seconded the motion. Motion carried.

EMERGENCY MANAGEMENT: (Following R&B and Planning): The Mayor shared Resolution 060717 Adopting the Stearns County All-Hazard Mitigation Plan. It stated that the City supports the hazard mitigation planning efforts and wishes to adopt the Stearns County All-Hazard Mitigation Plan. By adopting the resolution, the City would receive assistance from Stearns County if FEMA's assistance is needed after a hazard. Danita Traut made a motion to approve Resolution 060717 of the City of St. Stephen Adoption of the Stearns County All-Hazard Mitigation Plan. Jeff Blenkush seconded the motion. Motion carried.

REPORTS OF BOARDS AND COMMITTEES:

Randy Sabart, City Engineer was in attendance. It was shared that at the upcoming Planning Commission Meeting, the Rodenwald Development will be discussed in June and the Ferche Development will be discussed in July due to the submission of paperwork. A discussion took place regarding the plat process. Discussion took place regarding holding special meetings for developments.

- 1. Road and Bridge:** Randy Sabart shared information regarding the 2014 local road improvement program and possibly looking into the program in order to get work done on 6th Ave SE. Randy stated it is not cost effective to band aid the road anymore with repairs. One consideration is how do you fund such a large project? Solicitation for consideration of the program happens in September. Randy stated that the City would need to decide what it wants in order to reconstruct the road and plan out a cost estimate, scope of the project, take soil borings and consider the feasibility process. The Council agreed that something needs to be done with 6th Ave SE. The County would need to be asked to help sponsor the City. The Mayor stated that she'd reach out to Jodi Teich, County Engineer. Discussion took place regarding what could be done before the July meeting. Randy stated that a soil borings proposal could be prepared for the July meeting. The right of way topic needs to be addressed with this project.

While the City Attorney & Engineer were still in attendance, the Council asked if there were any results from the RFP that was sent out regarding an assisted living facility in the City. One comment shared was that the builders were looking for a bigger population to fill the facility. The updated market study will be passed on to the City Attorney.

R&B (con't): Randy stated that seeding had been done on May 26th on 2nd St NE. The project is in a holding pattern currently to monitor the turf. Jerome Supan requested permission to put Class 2 on 9th Ave NW.

The Council was fine with that. Jerome expressed concern over the culvert on 12th Ave NE. At this time nothing should be done with it due to the potential Ferche Development. Crack filling and seal coating has been lined up.

- 2. Planning Commission:** A fabric tent request is being brought to the June Planning meeting. Tents: Ordinance 41.16 Subd 2 was reviewed. The ordinance in the book doesn't reflect what the Planning Commission discussed in the past. Presently the Planning Commission will have to follow the ordinance with the request being brought forward, but the Planning Commission will have to review it again in the future for edits. The concern of ATVs in the City Parks was shared with the Sheriff's Deputy in attendance.

SHERIFF'S REPORT: Discussion took place regarding the noise complaints. The Sheriff's Deputy stated that it is important to create a paper trail of calls if there is a problem.

HEALTH COMMITTEE: Nothing at this time. Discussion took place regarding the cutting of long grass throughout the City. Council members are encouraged to look around town to see where cutting needs to be addressed.

UNFINISHED BUSINESS:

Plow Truck: It was reported that Avon backed out of the purchase of the Becker plow truck. The Council discussed plowing services. Discussion took place regarding obtaining a bid from Burski for plowing services. Doug Legatt's services would still be retained for taking care of cul-de-sacs and the City's plow truck could be used for miscellaneous jobs. Discussion took place regarding the service to the current plow truck.

Car Show: Discussion took place regarding ordering trophies for the event, donation letters, food vendors and using the Relief Association's sign to advertise along with the City's Facebook page, website and Newsleader.

NEW BUSINESS:

Local Board of Appeal & Equalization Transfer Info & Agreement: The Clerk copied the information for the Council to review and discuss at the July Council Meeting.

CSAH 2 Information: The Clerk copied the information from County Engineer, Jodi Teich, with the City's estimated costs for the project.

Street Sign Upgrade: All State Traffic, Cold Spring: The Clerk shared a proposal of sign replacement for the SE portion of St. Stephen. The Clerk drove around and all signs were reviewed. New signs would be retro-reflective and the correct size. All State Traffic will furnish and install all signs, hardware, brackets on new posts, will remove and discard all old signs, posts and hardware for \$11,620.00. Gene Skaj made a motion to accept the quote from All State Traffic for \$11,620.00 to replace street signs in the SE portion of St. Stephen. Jeff Blenkush seconded the motion. Motion carried.

Parkway Park & Hlebain Park Equipment: The Clerk & Mayor shared quotes from Midwest Playscapes to replace both sets of playground equipment. The equipment at Parkway Park leans, has broken boards and isn't actually a commercial set. Installation of the sets would be within the current footprint at each park. Discussion took place regarding how to pay for the sets. It was stated that park dedications will be collected from the new developments. There currently is money in the Park Fund and if necessary, money from the General Fund could be used and paid back when tax money is received vs putting it in the Park Fund. By purchasing both sets, a deduction of \$3,000.00 is available. That would cover most of the installation cost at the Hlebain Park. Gene Skaj made a motion to approve the purchase of both play sets. Jeff Blenkush seconded the motion. Motion carried.

Park Maintenance: The Mayor shared that a new concession stand door has been ordered that included a deadbolt for the Smoley Addition. The Mayor shared that the skateboard ramp needs to have some boards replaced. They would cost \$150.00 per sheet if picked up in Duluth vs delivery. The Mayor offered to go to Duluth with her husband to pick up the boards. Tom Vouk made a motion to approve the purchase of boards for the skateboard ramp as maintenance. Danita Traut seconded the motion. Motion carried.

City Hall Use: Council Member Traut brought up the topic of using City Hall. Residents pay taxes towards the maintenance of City Hall. Should there be a difference in the rental fee? A non-resident vs resident fee? She will look at what other communities do and bring the information back to the Council.

MISCELLANEOUS ANNOUNCEMENTS: The Clerk requested setting the 2018 Budget Planning Meeting Date for Wednesday, August 23, 2017 at 6:00 PM. The Clerk passed out an updated Ordinance 56 for everyone's ordinance book. As an FYI, the Community Ed Classes will be at Smoley Field this summer since there wasn't enough registrations submitted for the summer ball program.

Gene Skaj reported that 7 new flag holders are up using the Christmas bracket for added strength.


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

TIME: 9:31 PM

Respectfully submitted,



City Clerk



Mayor