



St. Stephen City Council Agenda – June 5, 2019

Call To Order: 6:30 PM

Pledge of Allegiance

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 Drais
City Clerk
[crisdrais@
midconetwork.com](mailto:crisdrais@midconetwork.com)

Website:
cityofststephen.com

Approval of Agenda

Approval of May Council Meeting Minutes

Reading of Claims

Bond Payoff Information ~ Northland Securities

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen Parish Gambling Permit Request

6th Ave SE Sign Request

St. Stephen Fire & Rescue

Emergency Management

6th Ave NE Siren Pole Damage

Reports

Road & Bridge

Planning Commission

Sheriff's Report

Continued on Back

Health Committee

Unfinished Business

New Business

Chuck Ertl: Ditch Cutting Quote for 2019

Performance Measurement Program Participation

Smoley Field: Smoley Resident Use & Extermination Service

Miscellaneous Announcements

Ordinance Book Updates: Table of Contents, Ordinance 41 (Solar & Wind Farm verbiage), Ordinance 54 (door to door fundraising verbiage), Ordinance 56 (annual investigation fee verbiage removed) & add Ordinance 97 (gas franchise)

Newsleaders Publication for 2019: June 14 & 28, 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
JUNE 5, 2019

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

MEMBERS PRESENT: Jeff Blenkush – Mayor, Gene Skaj, Danita Traut, Steve Trobec 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. Under Petitions: Add Roger Justin re 9th Ave NW. Under Reports: Add Parks. Gene Skaj made a motion to approve the agenda with the additions. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE MAY COUNCIL MEETING: The minutes of the May Council Meeting were reviewed. Gene Skaj made a motion to approve the minutes. Steve Trobec seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Claims include the 2nd Qtr Council payroll and a summer plow prep payroll for Rodger Bellinger. Prior to the meeting's start, a claim was submitted for putting up US flags for \$127.50 to Gene & Karen Skaj. The total to date is \$29,213.58. Tom Vouk made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

The Clerk provided copies of correspondence from Carrie Fisher, Senior Closer of Northland Public Finance regarding paying off the 2016 General Obligation Bond off early. Per Carrie, the call date for the bond is December 15, 2023 which means the City isn't able to pay off any of it early until that date (common for most bond issues).

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipts for the month total: \$3,250.00. Council Member Traut asked who S. Sylte was who rented City Hall in May. Discussion took place regarding resident vs non-resident rental, verifying addresses when renting and the past topic of a rental application. Danita Traut made a motion to approve the Receipts Register. Gene Skaj seconded the motion. Motion carried.

Treasurer Supan provided a copy of the Disbursement Register for 4/1/2019 to 4/30/2019 and 5/1/2019 to 5/31/2019 showing checks prepared after the May Council Meeting. Disbursements for the month of May totaled: \$39,947.63.

Treasurer Supan provided a copy of the Schedule 8-Investment Activity with Accrued Interest. It shows the 3 CDs and the Business Savings account beginning balance, deposits, withdrawals, ending balance and total for all investments. The schedule will only be provided when interest occurs.

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

TREASURER'S REPORT: For the Period: 5/1/2019-5/31/2019

Beginning Balance	\$1,072,911.70
Total Receipts	\$3,250.00
Total Disbursed	\$39,947.63
Ending Balance	\$1,036,214.07
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$640.63
Total Per Bank Statement	\$1,036,854.70

The Treasurer also provided the Council a document referencing CTAS questions after meeting with Lucinda Messman, CTAS Trainer. Council Member Traut asked if the Business Savings Account was from the R&B Fund. Treasurer Supan said it was and asked if the account should be labeled Road & Bridge Business Savings. The Council was in agreement of making that change. 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 Gambling Permit Request:** The Church of St. Stephen submitted a gambling permit request for Monday, September 2, 2019. The request is for the Parish Festival. The Parish submitted application, investigation fee and the summary report submitted to MN Gambling Control after the 2018 Parish Festival. Tom Vouk made a motion to approve the St. Stephen Parish Gambling Permit for Monday, September 2, 2019. Danita Traut seconded the motion. Motion carried. **6th Ave SE Sign Request:** Council Member Traut shared that she was approached about putting tonnage signs on 6th Ave SE as there are trucks on the road that are over limit. Deputies have been called when violators are on the road and Lieutenant Hemmesch has sent deputies out to monitor the road. Discussion took place regarding addressing the issue now or when the road is redone and the consensus was to wait. **Roger Justin ~ 9th Ave NW:** Roger Justin provided pictures to the Council of 9th Ave NW. The road isn't tarred and as such, is in need of maintenance due to standing water after recent rains. Roger requested that the something be brought in and grading work be done. Discussion took place regarding road maintenance. Tom Vouk made a motion to have Jerome Supan oversee Joe Paggen add 3-4 loads of Class 2 to 9th Ave NW and grade the road. Danita Traut seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Fire Chief Jeff Drais reported that there were 6 calls in May for a total of 41 calls in 2019. The June training will be pumping training. Joe Gordon and Lauren Hoeschen were recognized for 10 years on the department.

Relief Association: A \$15,000 donation was made to the Fire Equipment Fund. The accountant is currently working on the Relief Association's annual audit.

EMERGENCY MANAGEMENT: The weather station has been installed on City Hall. It can be accessed by visiting www.weatherunderground.com and entering the City's information: KMNSTSTE2. Discussion took place regarding the 6th Ave NE siren pole. Mayor Blenkush reported that the LMC approved the City's claim to replace the wood pole for the siren minus the \$250 deductible. Discussion took place regarding the mesh to cover the pole. It is not covered by the LMC. Council was in agreement to not cover the pole in mesh.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** It was reported that there is a stop sign in the plow garage for Joe Paggen to put up in the Smoley Addition. Joe Paggen reseeded in the Smoley Addition. The Smoley Addition reversed speed bump drainage area be repaired in June or July. Council Member Skaj shared that Omann Brothers is interested in bidding on City repair jobs. The City Clerk stated that the blacktop is breaking

at 3rd Ave SE & 1st St SE. Joe Paggen will be contacted for the repair. The curbs along CSAH 2 & 5 were discussed. The County was contacted and referenced crosswalks. The County will be contacted again.

2. **Planning Commission:** Chair Dan Schultz reported that there was no quorum at the May Meeting. Bob Hlebain attended the meeting to discuss a land split. Chairman Schultz reported that he was contacted by the homeowner who removed trees along the Parkway Park property line. The grass isn't coming in so Joe Paggen will be contacted to reseed the area. As of the June Council Meeting, it doesn't seem that there will be a June PC Meeting.
3. **Parks:** St. Stephen Sportsmen Club Member Frank Vouk reported that the Club had a tree giveaway at City Hall and all trees were gone in 45 minutes. Frank reported that 50 pines were planted around the Lower Smoley Field fence line. Frank also reported that 5 potted trees were purchased and planted at the Parkway Park. An additional tree was planted at City Hall.

Huls Lawn Service reported an issue of gophers on the Lower Smoley Field. Holes had to be filled in order to mow. Godfather's Exterminating was contacted and will charge \$10/hole as the issue could be gophers & pocket gophers. Discussion took place that Park Fund money should be used to pay for an expense such as this if needed. The situation will be monitored. The warming house for the skating rink was discussed. Its usability needs to be checked. A location would need to be determined also.

SHERIFF'S REPORT: The report hasn't been received. Lieutenant Hemmesch did email Mayor Blenkush that 6th Ave SE has been monitored by deputies for overweight trucks.

HEALTH COMMITTEE: Mayor Blenkush wasn't able to attend the Weed Control class as it took place during the work day and at night during our own Council Meeting.

UNFINISHED BUSINESS: Nothing at this time.

NEW BUSINESS: **Chuck Ertl, Ditch Cutting Quote for 2019:** Mayor Blenkush shared that the quote for 2019 is up \$150 from the 2018 quote. Ditch cutting will cost \$2,250.00. Discussion took place that the quotes increase annually and soliciting quotes for 2020. Gene Skaj made a motion to accept Chuck Ertl's quote of \$2,250.00 for cutting ditches for 2019. Tom Vouk seconded the motion. Motion carried.

Performance Measurement Program Participation: The Clerk received an email regarding participation in the Performance Measurement Program. Cities that participate have to adopt and implement the 10 minimum performance measures and system developed by the Council on Local Results and Innovation. Cities that participate are eligible for a reimbursement of \$0.14 per capita in LGA. In reviewing the list of standard measures, most don't apply to a city the size of St. Stephen. The Clerk reviewed minutes and in the past the City decided to not participate in the program. Tom Vouk made a motion to not participate in the Performance Measurement Program. Gene Skaj seconded the motion. Motion carried.

Smoley Field-Smoley Resident Use: The Clerk was contacted by residents in the Smoley Addition about using the ball fields during the summer for kickball and softball games. The Council discussed the field being used on a first-come, first-served basis and be available for residents as long as it doesn't interfere with Community Ed courses. The Council discussed park rules being posted. Signs had been up in the past. Discussion took place regarding a garbage can at the Lower Smoley Field.

Discussion took place regarding residents burning garbage, the Rodenwald property needing to be cut, gun usage, the noise ordinance, and vehicles in violation of weight and speed on 6th Ave SE.

MISCELLANEOUS ANNOUNCEMENTS: Ordinance Book Updates: The Clerk distributed updated Table of Contents and Ordinances 41, 54, 56 and 97 to the Council. Copies will be prepared for the Planning Commission also.


It was confirmed that the plow truck gate has been locked for the summer.

The 2019 Newsleader publication dates were listed on the agenda.

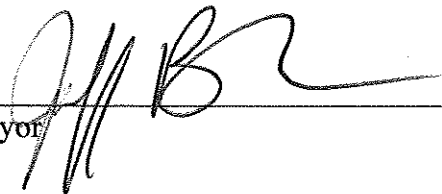
ADJOURNMENT: There being no further business, Gene Skaj made a motion to adjourn. Tom Vouk seconded the motion. Motion carried.

TIME: 7:50 PM

Respectfully submitted,



City Clerk



Mayor