



St. Stephen City Council Agenda – March 2, 2016

Call To Order: 7:00 p.m.

Pledge of Allegiance

Approval of February Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

7:30 PM ~ Public Hearing: Council Meeting Start Time

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge: Randy Sabart

Planning Commission

Sheriff's Report

Health Committee

Unfinished Business

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.

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

MINUTES
ST. STEPHEN CITY COUNCIL
MARCH 2, 2016

CALL TO ORDER: 7:00 P.M. PLEDGE OF ALLEGIANCE: All together.

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

ABSENT: Cindy VanderWeyst

MINUTES OF THE FEBRUARY MEETING: The minutes of the February Council Meeting were reviewed. The Clerk shared that she corrected the spelling of Buysse Roofing but didn't want to print copies again over one letter. Tom Vouk asked for confirmation on the deferred payment verbiage. It was done correctly. Gene Skaj made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date the Total is: \$25,911.80. A statement for the APO study on Townline Road from the fall of 2015 was received. LeRoy Supan was paid according to the stipend determined for him at the last meeting. The Claims include the 1st Qtr City Payroll and Payroll for Rodger Bellinger. Tom Vouk made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$3,166.27. The Treasurer reported that the ending balance was \$912,838.75.

TREASURER'S REPORT:

| | |
|------------------------|---------------------|
| Beginning Balance | \$919,547.78 |
| ADD: February Deposits | \$3,166.27 |
| LESS: February Checks | \$9,875.30 |
| New Checkbook Balance | \$912,838.75 |

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

PETITIONS, REQUESTS AND COMMUNICATIONS: None at this time.

ST. STEPHEN FIRE & RESCUE: There were 9 calls in February. The March training will be farm vehicle extrication. The training will be put on through the Technical College. SCBA tanks will be hydro tested on March 11th.

Relief Association: A breakfast will be held on Sunday, March 20th at the Parish Hall. A 300 raffle will be held on Friday, March 25th. The grand prize is \$1,000. A new accountant has been found in order to do the Relief Association audit.

Aaron Rudolph will be retiring on April 1st with 21 years on the Fire Department.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan asked if the City had a new plow driver. No one knew of anyone plowing other than Rodger Bellinger.

Randy Sabart was present and stated that the next step regarding the 2nd St NE project was to schedule a date for the bid opening. The bid date will be April 1st at 11:00 AM. The bids will be opened at SEH, Inc.

Discussion regarding the 2nd St NE project: 1) Location of mailboxes ~ Postmaster decision. 2) The project is a reclaim and pave project with a 22 foot wide road. The project is not a drainage improvement project. 3) Some excess Class 5 might be created with the project. That should be delivered to the plow garage area. 4) Discussion took place on when an inspector will be on site for the project. Randy stated that certain hours will be allotted to having an inspector on site. 5) Money has been allotted for checking the pot holing area where the "island" was. 6) Randy shared that 2-3 paving contractors might bid on the project. 7) A timeline was discussed: Begin after the 4th of July. Done by approximately September 15th. Construction will finish and there will be a gap in time before seeding is done. 8) A note would be sent to residents about personal items in the right of way (sprinkler systems/underground fencing).

Randy presented the Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. Danita Traut made a motion to approve the Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for 2nd St NE. Gene Skaj seconded the motion. Motion carried.

Randy was asked about the APO statement the City received regarding the Townline Road study. Randy stated that he will be attending a meeting with update the Council.

The Regular Meeting was closed at 8:01 PM for the Public Hearing: Council Meeting Start Time.

Acting Mayor Jeff Blenkush asked if anyone had any questions or comments regarding changing the Council Meeting start time to 6:30 PM.

Ben Supan stated after working an 8-10 hour day, people should be able to eat a meal before a meeting. He stated that the start time shouldn't be changed. He stated that people can't make good decisions when they are hungry and tired.

Acting Mayor Blenkush asked if anyone had any questions or comments regarding changing the Council Meeting start time to 6:30 PM.

LeRoy Supan asked why a change was proposed. It was stated that it was believed that if a meeting starts early and runs long it won't end so late.

Acting Mayor Blenkush asked if anyone had any questions or comments regarding changing the Council Meeting start time to 6:30 PM.

No one commented. Tom Vouk made a motion to close the Public Hearing. Gene Skaj seconded the motion. Motion carried.

Discussion took place among the Council members regarding starting early. It was stated that meetings can get late when they begin at 7:00 PM. Council members might not eat before the meeting, so eating after a 7:00 PM start delays that. For some the start time didn't make a difference but understood the point Ben Supan was making. A 6:30 PM start time gets the meeting going vs waiting for it to start. Another benefit to starting the meeting early is it allows a Council member to see their child/ren before they go to bed. Dan Schultz was asked when the Planning Commission meetings begin. They have begun at 6:30 PM for the past 2 months. Dan stated

that an early start to their meeting means that someone coming before the Planning Commission won't have to wait for a 7:30 PM start after working their full day.

Gene Skaj made a motion to change the start time of City Council meetings to 6:30 PM. Jeff Blenkush seconded the motion. Motion carried. Tom Vouk made a motion to approve the resolution approving the Amendment to Ordinance 21: Council Meetings and Operations Summary Publication. Gene Skaj seconded the motion. Motion carried.

2. **Planning Commission:** Dan Schultz presented Section 41.16 Subd. 4: Fences b-f to the Council. a) refers to height and isn't changing. b) verbiage regarding 75% opaque or less unless approved was removed. c-f) mostly new information regarding fences. Item f) site permits: it was decided to NOT require them if a legal battle ever evolved from the installation of a fence. The City would not want to be involved in something like that. Materials for a fence wasn't specified. In looking at what other cities had in place, it was discovered that they are pretty liberal on their regulations. Dan will send the word document to the Clerk for her to forward to the City Attorney.

It was requested to have a joint meeting with the City Council as one hasn't be held for many years. A joint meeting was set for the Planning Commission's April 12th meeting. Questions have been brought forward regarding raising chickens and bees. This may be part of the March agenda.

SHERIFF'S REPORT: Nothing at this time.

HEALTH COMMITTEE: Nothing at this time.


UNFINISHED BUSINESS: Calendar Events: Easter Egg Hunt on March 26th at 10:00 AM. A City Event Planning Meeting will be held on April 13th. A Car Show will take place on July 22nd.

NEW BUSINESS: The Clerk asked for approval of the Astech Street Sweeping Bid for 2016. The Clerk wasn't able to find the 2015 bid for comparison. Tom Vouk made a motion to approve the Astech Street Sweeping Bid for 2016. Danita Traut seconded the motion. Motion carried. The Clerk confirmed that the Water Testing Clinic will take place on April 19th begin at 4:00 PM.

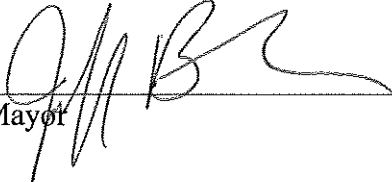
ADJOURNMENT: There being no further business, Gene Skaj made a motion to adjourn. Tom Vouk seconded the motion. Motion carried.

TIME: 8:45 PM

Respectfully submitted,



City Clerk



Mayor