



## St. Stephen City Council Agenda – March 1, 2017

Call To Order: 6:30 PM  
Pledge of Allegiance  
Approval of Agenda

Approval of Minutes: February Meeting & Ordinance Review Meeting

Reading of Claims  
Reading of Receipts  
Treasurer's Report

Petitions, Requests and Communication

Jodi Teich ~ CSAH 2 Construction Project

Kris O'Brien ~ Community Ed., Summer Rec Program

**7:00 Public Hearing: Daniel & Melissa Muehlbauer:**

***Trobec Trust Property Purchase ~ Rezoning***

St. Stephen Fire & Rescue  
Emergency Management

2017 Siren Contract Approval

Reports:

Road & Bridge

Planning Commission

Sheriff's Report: 2017 Contract Approval

Health Committee

Unfinished Business

New Business

Miscellaneous Announcements

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](http://cityofststephen.com)

MINUTES  
ST. STEPHEN CITY COUNCIL  
MARCH 1, 2017

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

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Gene Skaj – Council, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: Danita Traut (in attendance at 6:45 PM) and Thomas J Vouk (in attendance at 6:40 PM).

APPROVAL OF AGENDA: The agenda was reviewed. Petitions, Requests and Communication: Add Bill Werlinger, Storage Unit Request. New Business: Add Resolution Regarding Public Hearing (Ordinances), Astech 2017 Sweeping Proposal and Senior Housing RFP. Jeff Blenkush made a motion to approve the agenda. Gene Skaj seconded the motion. Motion carried.

MINUTES OF THE FEBUARY COUNCIL & ORDINANCE REVIEW MEETING: The minutes from the Ordinance Review Meeting on January 24, 2017 were reviewed. Jeff Blenkush made a motion to approve the minutes from the Ordinance Review Meeting. Gene Skaj seconded the motion. Motion carried. The minutes from the February Council Meeting were reviewed. St. Stephen Fire & Rescue: The motion should read: Tom Vouk made a motion to approve the 5% deferred interest payment for the Relief Association pension for 2016. Jeff Blenkush made a motion to approve the minutes for the February Council Meeting with the correction. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. To date the Claims total: \$43,753.17. The Clerk clarified that included in the Witmer claim was the purchase of a hat for the Fire Chief's bag. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: The Council received a copy of the 1/1/17 to 1/31/17 Cash Control Statement prepared by the Clerk. The newest CTAS version was added to both computers on 2/26/17. The Fire Equipment Fund (negative) balance is now visible. The General Obligation Improvement Bonds, Series 2016A Fund is now visible. The Fire Fund (always \$0 balance) was changed to inactive and removed. The ending balance on the January Cash Control Statement was: \$1,084,719.64. Receipts for February total: \$907.12.

TREASURER'S REPORT:

Beginning Balance	\$1,084,719.64
ADD: February Deposits	\$907.12
LESS: February Checks	\$27,997.55
New Checkbook Balance	<b>\$1,057,629.21</b>

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

**Jodi Teich ~ CSAH 2 Reconstruction Project:** Jodi presented the Council with a cost share agreement for the reconstruction of CSAH 2 and resurfacing along CSAH 5 in the City of St. Stephen. Jodi gave the Council an update of the reconstruction project. 88 properties were signed and 8 were unsigned as of March 1, 2017. Tree clearing quotes are due by March 3, 2017. Jodi shared that the County Commissioners met with residents along CSAH 2 in January after a petition was prepared and signed regarding the reconstruction. *Thomas J. Vouk, Council member, in attendance at 6:40 PM.* Discussion took place regarding billing for the project and the City

will be billed as payments are made to the contractor by the County. Randy Sabart, City Engineer, shared that he met with the Assistant County Engineer regarding an area of concern on CSAH 5. The additional work would consist of a storm sewer extension on CSAH 5 east of the CSAH 2 intersection. The initial item estimate summary total is \$8,867.50. Discussion took place regarding the County absorbing the cost of curb and gutter which would reduce the total by \$2,100.00. *Danita Traut, Council member, in attendance at 6:45 PM.* Discussion took place regarding having the work done to alleviate the problem and help the water drain correctly. Jodi stated that she'd get modified plans to Randy Sabart. The cost share agreement was discussed again. Randy Sabart was asked if he had any questions or comments regarding the agreement and he stated he had no questions or comments. Jeff Blenkush made a motion to accept the cost share agreement for the reconstruction of CSAH 2 and resurfacing along CSAH 5 in the City of St. Stephen. Danita Traut seconded the agreement. Motion carried. Jerome Supan asked what the project timeline is. Jodi stated it looked like mid-May to October.

***The Regular Meeting was closed at 7:02 PM for the Public Hearing: Daniel & Melissa Muehlbauer: Trobec Trust Property Purchase ~ Rezoning***

Melissa Muehlbauer requested the Council consider rezoning Parcel 90.55908.000, 22.81 acres currently zoned B2. Melissa stated she and her husband, Daniel, would like to build a home in the middle of the property running along the woods in the field. As such they'd like to request rezoning to RR1. The Mayor asked if anyone from the public had a question or comment regarding the request for rezoning. Jim Schumer asked for clarification of the property's location. Jodi Teich, County Engineer, was asked about the driveway location. Jodi stated that a change of use form would need to be completed at the County Engineer's Office if the field approach would be turned into a driveway. The Mayor asked again if anyone had a question or comment. No response. The Mayor asked a third time if anyone had a question or comment. No response. Gene Skaj made a motion to close the public hearing at 7:06 PM. Jeff Blenkush seconded the motion. Motion carried. The Mayor asked the Council for questions and comments: Jeff Blenkush, no issues with the request. Gene Skaj, no issues with the request. Thomas J. Vouk, no problem with the request. In the past, zoning was a choice by the land owner. In all reality now, the property isn't the greatest location for a business based on its surrounding properties. Danita Traut, no issues with the request. Randy Sabart, City Engineer, stated the request is consistent with the City's land use plan. Jeff Blenkush made a motion to approve the rezoning of Parcel 90.55908.000, 22.81 acres to RR1. Gene Skaj seconded the motion. Motion carried.

**PETITIONS, REQUESTS AND COMMUNICATIONS (con't):**

**Kris O'Brien ~ Community Ed., Summer Rec Program:** Kris shared that in 2016, 4 evening classes and 1 day class were held in St. Stephen. 89 children participated in the classes held at Parkway Park. Discussion took place regarding classes to be held in St. Stephen in 2017 and where to hold the classes, Parkway Park vs Smoley Park. Kris and the Mayor will talk regarding 2017 programming and location before the next publication is sent out. Jeff Blenkush made a motion to approve a donation for \$1,500.00 for the 2016 summer program and \$1,500.00 for the 2017 summer program. Gene Skaj seconded the motion. Motion carried.

**Bill Werlinger ~ Storage Building:** Bill is requesting approval of putting up a 64 ft x 40 ft storage building next to Legatt's Garage. The plan was prepared by Schultz Engineering & Site Design out of Sartell, MN. Dan Schultz, Planning Commission Chair stated that he is in no way related to Schultz Engineering that was involved in the planning of Bill's building and the site. Randy Sabart, City Engineer, stated that the 2 primary concerns are the existing culvert that comes across CSAH 5 and the drainage off of the new structure. Discussion took place regarding the drainage and native grasses with 12"-18" roots will help with water flow. Discussion took place regarding having the City Engineer visit the building site and keep on top of the issue of the building being built to plan. The site permit will cover the Engineer's visit to the site. Tom Vouk made a motion to approve Bill Werlinger's storage building project along CSAH 5 next to Legatt's Garage. Jeff Blenkush seconded the motion. Motion carried.

**ST. STEPHEN FIRE & RESCUE:** There were 8 calls in February. The February training will be on Emergency Medical Responder Refresher. Jeff Drais has 20 years of service. Relief Association: A breakfast will be held on Sunday, April 9<sup>th</sup> at the Parish Hall. A 300 raffle will be held on Friday, April 28<sup>th</sup>.

**EMERGENCY MANAGEMENT:** The 2017 contract for siren service was presented from Frontline of Monticello. The cost of service for 2017 is \$250.00. Jeff Blenkush made a motion to approve the 2017 contract for siren service. Danita Traut seconded the motion. Motion carried.

**REPORTS OF BOARDS AND COMMITTEES:**

- 1. Road and Bridge:** Jerome Supan reported that Carr's Tree Service will be in town on March 3<sup>rd</sup> to cut brush and trees in the City limits. Discussion took place regarding the 2<sup>nd</sup> driveway on 9<sup>th</sup> Ave NE. Water is running over the driveway. Jerome reported that it appears the end of the driveway was changed possibly by the plow blade. The City Engineer will look at the property. Upon return, Joe Paggen will repair the damage done by the plow blade. The City Engineer reported that he was involved with a problem on 2<sup>nd</sup> St (Schlichting). The culvert iced up. Tri-City Paving rented a steamer to clean out the culvert. It's unknown if the drainage came from the Trobec Addition. The issue will be monitored in the summer if rain conditions cause future problems. Jerome Supan asked if the Council wanted him to be Road Overseer on the City's behalf for the CSAH 2 reconstruction project. Discussion took place and it was agreed that Jerome will work with the Road & Bridge Council Members: Gene Skaj & Cindy VanderWeyst.
- 2. Planning Commission:** Dan Schultz requested a change in the meeting night. The Planning Commission would like to meet on the 2<sup>nd</sup> Monday of the month. Discussion took place regarding possible conflicts with Fire Department meetings and trainings. Discussion took place regarding the clearing on the Hlebain/Rodenwald property.

**SHERIFF'S REPORT:** The 2017 police protection contract was received for approval. The total cost is \$20,800.00 which is down \$450.00 from the 2016 contract. Jeff Blenkush made a motion to approve the 2017 police protection contract with the Stearns County Sheriff's Department. Danita Traut seconded the motion. Motion carried.

**HEALTH COMMITTEE:** Nothing at this time.

**UNFINISHED BUSINESS:** Ordinances need to be reviewed. Susan Kadlec will be in attendance for the Attorney's Office. Gene Skaj made a motion to approve the resolution regarding the public hearing to adopt ordinance codes. Jeff Blenkush seconded the motion. Motion carried.

**NEW BUSINESS:** Jeff Blenkush made a motion to approve the resolution for the Request for Proposal for Senior Housing. Danita Traut seconded the motion. Motion carried.

The 2017 Sweeping Proposal from Astech was reviewed by the Mayor. Gene Skaj made a motion to approve the proposal. Danita Traut seconded the motion. Motion carried.

The Storm Sewer Extension discussion that took place with Jodi Teich questions will be put forth to the City Attorney.

The City Easter Egg Hunt will be on Saturday, April 15<sup>th</sup> at 10:00 AM.


2017 Car Show: Discussion regarding posters took place.

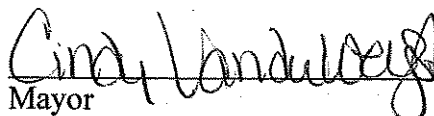
MISCELLANEOUS ANNOUNCEMENTS: Nothing at this time.

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

TIME: 8:33 PM

Respectfully submitted,

  
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City Clerk

  
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Mayor