



St. Stephen City Council Agenda – March 4, 2020

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

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 February Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

St. Stephen River Runners, Gambling Permit for 2021

St. Stephen Fire & Rescue

Emergency Management

Siren Coverage Area Map ~ Upgrade in mid-March

7 PM ~ Clerk & Treasurer Interviews

Reports

Road & Bridge

Planning Commission

Sheriff's Report

Failed Alcohol Compliance Check

Continued on Back

Health Committee

Unfinished Business

6th Ave SE Improvement Project: Resolution to Authorize the Advertising of Bids & to Improve the Plans & Specifications for the 6th Ave SE Improvement Project

New Business

Miscellaneous Announcements

Newsleaders Publication for 2020: March 6 & 20, April 3 & 17, May 1, 15 & 29, June 12 & 26, July 10 & 24, Aug 7 & 21, Sept 4 & 18, Oct 2, 16 & 30, Nov 13 & 27 and Dec 11 & 24

Presidential Primary Report: 533 Registered Voters at 7 AM, 3 Election Day Registrations, 66 Votes Cast

Easter Egg Hunt, Upper Smoley Field: April 11th @ 10 AM

Stearns County Assessment Open Book Meeting: April 15th, 4:30-5 PM

Sartell-St. Stephen School Board Meeting: April 20th @ 6:30 PM

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
MARCH 4, 2020

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 March meeting was reviewed. Under Reports, Mayor Blenkush added Parks for an update and under New Business, Mowing Bids was added. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE FEBRUARY COUNCIL MEETING: The minutes of the February Council Meeting were reviewed. 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. The total to date included payroll for City Council and is \$31,876.67. Stearns County Voucher #10 for the CSAH 2 road construction work was made. Planning Commission stipends are included as they'll be paid after every meeting vs quarterly also. Gene Skaj made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS & REPORTS: Receipts for the month total: \$686.71. Gene Skaj made a motion to approve the receipts. Danita Traut seconded the motion. Motion carried.

TREASURER'S REPORT: For the Period: 02/01/2020-02/29/2020

Beginning Balance	\$1,160,686.34
Total Receipts	\$686.71
Total Disbursed	\$9,546.08
Ending Balance	\$1,151,826.97
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$2,370.95
Total Per Bank Statement	\$1,154,197.92

In addition to the Receipts Register and the Cash Control Statement, Council received a copy of the Disbursements Register for February and a Statement of Receipts, Disbursements and Balances (Schedule 1) as of 02/29/2020.

Gene Skaj made a motion to approve the Treasurer's Report as presented. Steve Trobec seconded the motion. Motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS: **St. Stephen River Runners, Gambling Permit for 2021** ~ Representatives from the St. Stephen River Runners Snowmobile Club requested approval of a raffle and meat raffle for February 6, 2021. The application was complete, the financial reporting form from February 8th & 14th, 2020 was submitted and the investigation fee check were submitted. The club is requesting approval of a permit for February 6, 2021 in order to have a raffle & meat raffle. In addition to the February 6th event, approval of meat raffles on January 22, 2021, February 7, 2021, March 5, 2021 and March 19, 2021. Gene Skaj made a motion to approve the gambling permit for the St. Stephen River Runners for January to March 2021. Danita Traut seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: City Clerk Drais reported that there were 13 calls in February for a total of 18 calls in 2020. The March training will be initial fire response. The new back end of the tanker was discussed. The truck will be brought down in May.

Relief Association: President Gene Skaj gave Treasurer Dolores Supan a check for \$5,000 from the St. Stephen Fire Fighter's Relief Association Charitable Gambling account to be deposited in the Fire Equipment Fund. A \$1,000 reimbursement from the Department of Revenue will be coming soon for Treasurer Supan to watch for.

EMERGENCY MANAGEMENT: The Clerk shared a siren coverage map on the computer to demonstrate the expanded coverage the siren upgrade will provide. Emergency Manager Paul Ritter reported that the upgrade should be done in mid-March.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan was asked for permission to have the tree growth around the City plow garage cut down/back. Council advised that when Carr's Tree Service is in town they could do the work.
- 2. Planning Commission:** Chair Person Dan Schultz stated that there was no February meeting. There would be a March meeting.
- 3. Parks:** Ken Lahr will take down the skating rink for the City. The Clerk will get him keys for the concession stand.

SHERIFF'S REPORT: Nothing in the report. There was a failed compliance check on February 6th. It is the 1st offense for the bar. The Attorney's Office sent a letter to the owners. The City hasn't received any contact regarding contesting the fine from the City. A check should be submitted to the City from the date of the letter, February 26, 2020.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: 6th Ave SE Improvement Project: Resolution 03042020 was presented to the Council. The Resolution to Authorize the Advertising of Bids and to Improve the Plans and Specifications for the 6th Ave SE Improvement Project states:

1. The City Council approves the Plans and Specifications No. 147974, a copy of which is attached hereto and made part thereof, for the 6th Avenue SE improvement project within the City; and
2. The City Council hereby authorizes the City Engineers to advertise for bids contingent upon MnDOT's authorization.
3. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications.

Two easement documents are still outstanding.

Gene Skaj made a motion to approve Resolution 03042020: A Resolution to Authorize the Advertising of Bids and to Improve the Plans and Specifications for the 6th Ave SE Improvement Project. Tom Vouk seconded the motion. Motion carried.

7:00 PM ~ Clerk and Treasurer Interviews

At this time, the regular meeting was stopped in order to conduct interviews for the positions of Clerk and Treasurer. Attorney Liz Halet explained the procedure to be followed by the Council. Candidates were asked to wait in the hallway until called in for their interview. Gene Skaj made a motion to make a conditional job offer to Julie Jacobs for the position of Clerk subject to the candidate successfully passing a background check and a reference check. Danita Traut seconded the motion. Motion carried. Gene Skaj made a motion to make a conditional job offer to Kurt Niemeyer for the position of Treasurer subject to the candidate successfully passing a background check and a reference check. Steve Trobec seconded the motion. Motion carried.

Planning Commission (con't): The status of Ordinance 41 in the Attorney's office needs to be checked. A public hearing needs to be held to amend the ordinance. The Zoning Map is being updated. The East Crest development should be added to the update.

NEW BUSINESS: Mowing Bids: The Council discussed soliciting bids for the mowing season. The Clerk was directed to publish an advertisement for accepting bids. The bid should be itemized for each city property and include spraying the fence line and fertilizing. The advertisement can be published on March 20th. Bids should be submitted by March 31, 2020 to be reviewed at the April Council Meeting.

MISCELLANEOUS ANNOUNCEMENTS:

The 2020 Newsleader publication dates were listed on the agenda.


Presidential Primary results were shared.

Future events were shared: Easter Egg Hunt, Assessment Open Book Meeting and School Board Meeting.

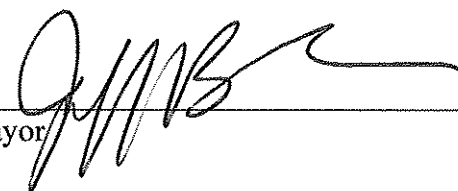
ADJOURNMENT: There being no further business, Gene Skaj made a motion to adjourn. Steve Trobec seconded the motion. Motion carried.

TIME: 8:20 PM

Respectfully submitted,



City Clerk



Mayor

CITY OF ST. STEPHEN

RESOLUTION NO. 03042020

A RESOLUTION TO AUTHORIZE THE ADVERTISING OF BIDS AND TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE 6TH AVENUE SE IMPROVEMENT PROJECT

WHEREAS, the City of St. Stephen is considering making improvements to 6th Avenue SE in the City of St. Stephen;

WHEREAS, pursuant to a resolution passed by the City Council on March 4th, 2020, the City Engineer (a consulting engineer retained for the purpose of this project) has prepared Plans and Specifications for Improvement No. 147974, the proposed improvement of 6th Ave SE from County State Aid Highway (CSAH) 5 (Main Street East) south to the St. Stephen city limits by reconstruction, and has presented such plans and specifications to the council for approval;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of St. Stephen, that:

1. The City Council approves the Plans and Specifications No. 147974, a copy of which is attached hereto and made part thereof, for the 6th Avenue SE improvement project within the City; and
2. The City Council hereby authorizes the City Engineers to advertise for bids contingent upon MnDOT's authorization.
3. The city clerk shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for three weeks, shall specify the work to be done, shall state that bids will be received by the clerk until a specified time and date, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at a specified time and date, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid. Specific advertising and award consideration dates are subject to Minnesota Department of Transportation (MnDOT) final approval and may change.

Adopted by this Council this 4th day of March, 2020.

CITY OF ST. STEPHEN

By: 
Jeff Blenkush, Mayor

Attest By: 
Cris Draais, City Clerk