



St. Stephen City Council Agenda – May 4, 2016

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of April Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication

Kristine O'Brien ~ Sartell-St. Stephen Community Ed

Karen Voz ~ Nitrate Water Testing Clinic Update

Trobec's Bar & Grill ~ 1/2 Street Closing Request

St. Stephen Fire & Rescue

Reports of Committees & Board:

Road & Bridge

Planning Commission

Sheriff's Report: Captain Jon Lentz

Health Committee

Unfinished Business

Midco Franchise Agreement

Good Shepherd Community

New Business

Liquor License Renewals: July 1, 2016-June 30, 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.

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

LOCAL BOARD OF APPEAL & EQUALIZATION MEETING
MINUTES: MAY 3, 2016

CALL TO ORDER: 6:30 PM

PLEDGE OF ALLEGIANCE: All together

MEMBERS PRESENT: Cindy VanderWeyst – Mayor, Jeff Blenkush, Gene Skaj, Danita Traut, Tom Vouk – Council, Cris Drais – City Clerk

SIGN IN SHEET: No one in attendance for the meeting.

Michelle Hinnenkamp shared a Board of Appeal and Equalization Training Update with the Council from the MN Department of Revenue.

Michelle Hinnenkamp and Jake Pidde from the Stearns County Assessor's Office came to hear citizen's comments about the 2016 real estate tax they have been assessed to be paid in 2017.

The Council received a 2016 Assessment/Sales Ratio Information explanation and sales information packet.

For the 2016 assessment there were 11 residential & seasonal rec residential sales during the sales study period of October 1, 2014 to September 30, 2015. The median sales ratio was 88.68%.

Residential: 11 sales with a change in the market value of a (+) 3%-4% increase.
Agricultural-Market (Tillable & Non-Tillable) Values: change of (-) 0%-6% decrease.
Agricultural-Green Acres/Rural Preserve Values: change of (+) 4% avg. Range of -6%-20%.

It was reported: The green acres values have increased to be equal to the non-tillable market values or just below non-tillable market values for the 2016 assessment.

Green acres were discussed. Farm acreage prices were also discussed.

It was reported that there wasn't much for adjustments in the area of commercial and/or apartments. The only business sale was Legatt's Garage.

It was reported: All classes of property must have median sales ratios between 90% and 105%. We (Stearns County) strive for 95% to 100%.

For the 2015 assessment there were 10 sales. The median sales ratio was 89%.

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

TIME: 7:00 PM

Respectfully submitted,

Cris M Drais
City Clerk

Cindy VanderWeyst
Mayor

MINUTES
ST. STEPHEN CITY COUNCIL
MAY 4, 2016

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.

MINUTES OF THE APRIL MEETING: The minutes of the April Council Meeting were reviewed. Under Planning Commission, the last sentence will be removed. Under New Business, the Clerk will add "...the shrubs around City Hall will be replaced at no charge by John Huls **after being purchased by the City.**" Jeff Blenkush made a motion to approve the minutes with changes. Gene Skaj seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The Claim to Frontline was discussed. The siren installation isn't complete. As such, the claim shouldn't be paid. Jeff Blenkush stated that he shouldn't be reimbursed for the purchase of water for the FD. That was charged to the City. With those changes, the Total is: \$27,886.73. Jeff Blenkush made a motion to approve the Claims to date. Danita Traut seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$8,856.85. The Treasurer reported that the ending balance was \$938,512.83.

TREASURER'S REPORT:

Beginning Balance	\$945,690.22
ADD: April Deposits	\$8,856.85
LESS: April Checks	\$16,034.24
New Checkbook Balance	\$938,512.83

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Karen Voz, Nitrate Clinic on April 19th ~ Karen shared that 50 test were performed during the Nitrate Clinic at City Hall. The summary of samples were: 14 samples with less than 0 nitrates. 26 samples contained 1-3 nitrates. 4 samples contained 3-5 nitrates. 2 samples contained 5-10 nitrates and 4 samples had more than 10 nitrates in their sample. Those in the 5-10 & 10+ range were recommended to get their water tested again and to check with their well company. For the 1st ever clinic, Karen thought the turnout was very good. Approximately 26-30 of the attendees were from within the City limits. Karen tested the water at City Hall and it tested at 0 nitrates.

Paul Ritter, Trobec's Bar & Grill's ½ Street Closure Request ~ Paul Ritter, on behalf of Trobec's Bar & Grill, requested permission to close ½ Street during the Trobec's Chicken Fry on Tuesday, June 7th. Captain Jon Lentz and Lieutenant Victor Weiss were in attendance. Captain Lentz said that in the past, the closure hasn't been a problem. He sees no problem with granting permission for it to be closed during the Chicken Fry. Jeff Blenkush made a motion to close ½ Street on Tuesday, June 7th for the Trobec's Bar & Grill Chicken Fry. Danita Traut seconded the motion. Motion carried.

Rusty Paggen, Rezoning of Property ~ Rusty requested permission to rezoning the parcel of property off of 4th St SE to R1 as he isn't being allowed to keep it zoned B2 and build a home on it along with using it for the Paggen Auto Body & Sandblasting business. He stated that the issue is that he would need to build a business building on it as it is zoned B2 before he could build a house on it, but sandblasting is done outside and a building isn't needed in order to do sandblasting.

1. The Planning Commission held a Special Meeting regarding the zoning of this parcel and had recommended Rusty split the property to be both residential (on the side closest to Paggen's Auto Body & Sandblasting) and residential (on the side closest to 4th St SE).
2. Attorney Tom Jovanovich was in attendance and stated that yes, the property could be divided into R1 and B2. In order to complete this, a survey of the lot would need to be done. Rusty stated that when checking on surveys, he was told that it would take weeks to get done not days.
3. Discussion took place regarding rezoning the lot to residential on the East and business on the Co Rd 2 side. Discussion also took place regarding directing business traffic to Co Rd 2 as a condition of approval of a land split. Tom Jovanovich confirmed with Rusty Paggen that he wanted to rezone a portion of the 3.27 acre parcel. Tom Jovanovich said he'd contact Randy Sabart in order to get two legal descriptions of the property prepared for a Public Hearing. Discussion took place regarding a timeline in which to get rezoning done. A publication would have to get to the Newsleader by May 10th to be published on May 13th. Letters to residents will have to be out by May 13th. A public hearing can be held on Wednesday, May 25th at 6:30 PM. Jeff Blenkush made a motion to hold a public hearing on Wednesday, May 25th at 6:30 PM in order to rezone Rusty Paggen's lot. Danita Traut seconded the motion. Motion carried.

Good Shepherd Community: Bruce Glanzer ~ Bruce came to meet with the City Council regarding building in the community. Discussion took place regarding tax exemption, new facilities being built in St. Joseph and the cost of building a type of elderly facility in St. Stephen. Discussion moved to the land purchased in the Smoley Addition. Patio homes can be built that would cater to elderly residents. One possibility would be to contract to provide assisted living services to residents in the patio homes. It might be best to build as needed vs paying up front and not filling residences right away. Bruce shared the amenities of the facilities Good Shepherd Community has built. The Council requested Bruce bring the idea of building patio homes in St. Stephen to his company's building committee. Tom Vouk made a motion to have the City's feasibility report updated. Jeff Blenkush seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE (after Sheriff & Ordinance 35 approval): There were 4 calls in April. The May training will be pumping training. Gene Skaj stated that Al Vouk was recognized for 44 years on the department and Ralph Barhorst just celebrated his 43rd anniversary on the department. Brad Kostreba has completed his Fire Fighter I & II coursework. The Relief Association had a \$3,000.00 donation to the Equipment Fund.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Discussion took place regarding mailbox locations around town and the difficulty of getting ahold of the Postmaster to see if there's an issue or not. Jerome Supan spoke with someone from Stearns County regarding the culvert on 12th Ave and the County will do the maintenance on it. Discussion took place regarding branches overhanging in the Smoley Addition. Jerome was instructed to speak with the residents. The home owners could trim the trees back or the City can.
2. **Planning Commission:** Dan Schultz reported that the Planning Commission met with the Council in April. Discussion took place regarding an R1A lot which would be a larger lot vs R1. Tom Larson will be attending the May Planning Commission meeting as he moved in a building larger than allowed

without a site permit. Dan also stated that the size of sheds will be reviewed. Today, a 10x12 shed may be small when a resident wants to put a riding lawn mower in it along with other yard tools. Would a 10x16 size be more appropriate? Discussion took place regarding the site permit letter to residents. Discussion took place regarding hiring a site inspector. There were 3 candidates initially. 2 dropped out so Joe Paggen was left and met with Dan Schultz, Jeff Blenkush & Cindy VanderWeyst. One item discussed is the stipend for the Site Inspector. \$25 per site isn't a lot of money. In some areas, the Site Inspector would be paid a percentage of the project cost. Concerns discussed include: pay for the position, the time involved and what to do when an inspection involves a family member. Jeff Blenkush will speak with Joe Paggen again.

SHERIFF'S REPORT (after Petitions, Requests and Communication): Captain Jon Lentz was in attendance and brought Lieutenant Victor Weiss with him. Lieutenant Weiss will now be the City's contact. Captain Lentz gave the City a review of the calls and hours since the beginning of the year. He also shared that there's an active case in the City limits (the theft at the Sundell residence).

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS (after Sheriff's Report): While Tom Jovanovich was still at the meeting, the Midco Franchise Agreement was presented to the Council. The Cable Franchise Ordinance was drafted by City Attorney, Susan Kadlec. It was mirrored after the St. Joseph ordinance and accepted by Midco. Tom Jovanovich clarified that a public hearing wasn't needed regarding approval of the ordinance as zoning wasn't being brought forward. Danita Traut made a motion to approve Ordinance 35: Cable Television as drafted by City Attorney, Susan Kadlec. Jeff Blenkush seconded the motion. Motion carried. Danita Traut made a motion to approve the Resolution Authorizing the Summary Publication of Adoption of Ordinance 35 (Cable Television). Jeff Blenkush seconded the motion. Motion carried.

NEW BUSINESS: Liquor licenses are due to expire on June 30, 2016. There are 3 establishments looking to renew their liquor license: Graffiti Inc, Rusty's Inc, and Trobec Enterprises Inc. Jeff Blenkush made a motion to approve the renewal of liquor licenses for Graffiti Inc, Rusty's Inc, and Trobec Enterprises Inc for July 1, 2016 to June 30, 2017. Danita Traut seconded the motion. Motion carried.

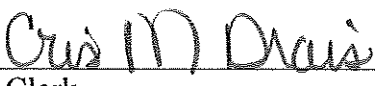
Danita Traut shared that AAA is looking at hosting a defensive driving course in St. Stephen. This course has been offered at City Hall before and City Hall could be used. The City calendar needs to be reviewed for availability.

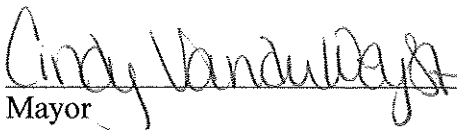
LeRoy Supan reported that the tractor battery for the ball fields is dead. He will check if it's covered under a warranty otherwise it could be replaced at the Sartell Hardware Hank Store where the City has an account.

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

TIME: 8:37 PM

Respectfully submitted,


City Clerk


Mayor