

MINUTES  
ST. STEPHEN CITY COUNCIL via Webex  
MAY 6, 2020

CALL TO ORDER: 6:30 P.M. PLEDGE OF ALLEGIANCE: Led by Mayor Blenkush

MEMBERS PRESENT: Jeff Blenkush – Mayor, Gene Skaj, Danita Traut, Steve Trobec and Thomas J. Vouk – Council, Dolores Supan-Outgoing Treasurer, Cris Drais- Outgoing City Clerk, Kurt Niemeyer-Treasurer and Julie Jacobs-City Clerk.

ABSENT: None.

APPROVAL OF AGENDA: The agenda for the May meeting was reviewed. Yard complaint will be added to Health Committee. There are 3 additional items under 6<sup>th</sup> Ave SE: Conditional Use Permit/Public Hearing request, Construction Materials Proposal, 6<sup>th</sup> Ave SE Construction Services Contract. Under New Business, a Century Link Permit and 5<sup>th</sup> Ave SE culvert will be added. The Open Book Agreement Renewal will be moved to the June agenda. March Meeting Minutes will be reviewed, not February. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE MARCH COUNCIL MEETING: The minutes of the March 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 April Claims. The total included payroll for City Council & February Plowing Service: Sand/Salt is \$210,886.69. Ralph Barhorst submitted City Hall Work from April 2019-February 2020 and now knows to submit his hours monthly. Stearns County Voucher #11 for the CSAH 2 road construction work was made. It is the final payment. \$217,705.70 was the City's portion of the project. 6<sup>th</sup> Ave SE Road Reconstruction Project Offer to Purchase Sums were paid at a total of \$172,046.63. Tom Vouk made a motion to approve the April Claims. Gene Skaj seconded the motion. Motion carried. The Clerk presented the May Claims. The total to date is: \$7,818.95. Danita Traut made a motion to approve the May Claims. Steve Trobec seconded the motion. Motion carried.

READING OF RECEIPTS & REPORTS: Receipts for March total: \$67,588.38. Receipts for April total: \$875.68.

TREASURER'S REPORT: For the Period: 03/01/2020-03/31/2020 (No April Mtg held)

Beginning Balance	\$1,151,826.97
Total Receipts	\$67,588.38
Total Disbursed	\$46,354.99
Ending Balance	\$1,173,060.36
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$238.69
<b>Total Per Bank Statement</b>	<b>\$1,173,299.05</b>

In addition to the Receipts Register and the Cash Control Statement, Council received a copy of the Disbursements Register for March and a Statement of Receipts, Disbursements and Balances (Schedule 1) as of 03/31/2020 and Schedule 8-Investment Activity with Accrued Interest.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: **Bob Hlebain, Land Split Request** ~ On behalf of Bob Hlebain, Planning Commission Chair, Dan Schultz, spoke regarding the request. Bob came before the Planning Commission. He requested permission to split a parcel of his property (Exhibit A on the submitted certificate of survey, +/- 1.67 acres). The request is a minor subdivision prepared by a registered land surveyor. The minor subdivision conforms to ordinances. Danita Traut made a motion to approve the minor subdivision request. Gene Skaj seconded the motion. Motion carried. Attorney Liz Halet will confirm if a public hearing is needed for a minor subdivision and advise Council.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 9 calls in March and 5 calls in April for a total of 32 calls in 2020. A few calls have been for illegal burns. The Fire Department hasn't been getting many calls. The May training will be virtual from an outside source. There are 17 N95 masks on site with more coming. The Fire Department hasn't had any official COVID-19 calls. 195 masks were dropped off during the Governor's Donation Drive. Ralph Barhorst was recognized for 47 years on the department. Al Vouk was recognized for 48 (calculated) years on the department. The tanker truck will be driven to Midwest Fire in Luverne, MN. They will have the truck for approximately 6 weeks.

Relief Association: President Gene Skaj reported that the raffle was held on Friday, April 24, 2020. Not all tickets were sold for the raffle. Tickets were drawn in the parking lot of Howie's Corner Bar. Paperwork for the annual audit will be turned in soon.

EMERGENCY MANAGEMENT: Nothing at this time.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan shared that Joe Pagen patched potholes in town. A stop sign is needed. Jerome will call the sign company in Cold Spring to order 3 stop signs. Dan Schultz said that the Parkway Park walking path probably needs crack sealing work done as it's been a few years since it was done.
- 2. Planning Commission:** Chair Person Dan Schultz stated that at the March meeting, Greg Supan attended requesting a land split but needs to bring a survey before the Planning Commission. A May meeting needs to be held as there are currently 4 items to bring before the Commission. Holding the meeting at City Hall vs remotely was discussed. 12<sup>th</sup> Ave NE was discussed briefly. Everyone is in agreement of the improvement to the road. Attorney Liz Halet stated that an acknowledge form with a mortgage company is still be waited on for one property owner. The Ordinance 41 Amendment was reviewed. Ordinance 41 Section 41.16: GENERAL REQUIREMENTS, Subd. 1: Accessory Buildings in Residential Districts was reviewed. The square footage in each description from 1 acre to 10+ acres was changed and the 10+ acres description was rewritten. Gene Skaj made a motion to set a public hearing on zoning ordinance 41.16, Subd. 1(c) for June 3, 2020 at 7:00 PM. Danita Traut seconded the motion. Motion carried.

**7:00 PM ~ Lawn Bids:** Lawn bids were received from 5 companies. The bids were reviewed. Gene Skaj made a motion to approve J&A Lawn Care for the 2020 mowing season. Tom Vouk seconded the motion. Motion carried.

SHERIFF'S REPORT: Lieutenant Kellan Hemmesch was in attendance of the meeting and reviewed calls from April. He shared that COVID-19 calls are being labeled differently from other calls to the dispatch center.

HEALTH COMMITTEE: A residential complaint has been made along Main Street West. Council members were asked to visit the property and a letter will be drafted by the Attorney's Office.

**UNFINISHED BUSINESS: 6<sup>th</sup> Ave SE Improvement Project:** The Project Award Consideration Meeting took place on April 28<sup>th</sup>. There were 7 bids submitted. The lowest bid was submitted by JR Ferche, Inc for \$1,347,609.00. Jessica Green of Northland Securities spoke to the Council regarding financing the project. The grand total for the project is \$2,165,000.00. Subtracting the \$750,000.00 LRIP grant and \$500,000.00 from the Road & Bridge Fund, the amount to bond would be \$945,000.00. Jessica stated that the next step would be for the Council to designate a term for financing and confirm the \$500,000.00 contribution from the Road & Bridge Fund. Discussion took place regarding a 15- or 20-year financing scenario. The life expectancy of a road is 20 years. The LRIP grant will be confirmed (since it's been some time since the city was awarded the grant). Gene Skaj made a motion to finance the 6<sup>th</sup> Ave SE road improvement project with a \$500,000.00 donation from the Road & Bridge Fund and set up a 15-year term for financing. Danita Traut seconded the motion. Motion carried.

City Engineer Randy Sabart introduced the Stearns County Financial Agreement stating that the City agrees to pay for the road improvement project after the LRIP grant is used up. Gene Skaj made a motion to award the construction bid to JR Ferche Inc for \$1,347,609.00. Danita Traut seconded the motion. Motion carried. Gene Skaj made a motion to approve the Stearns County Financial Agreement. Steve Trobec seconded the motion. Motion carried.

City Engineer Randy Sabart introduced the proposals for constructional materials testing services. Braun Intertec is an outside contractor. This is required with state funding helping finance the project. Braun Intertec is the company of choice by the engineering firm in the event of a potential audit. Tom Vouk made a motion to accept the Braun Intertec proposals for constructional materials testing services on the 6<sup>th</sup> Ave SE Road Improvement Project and the East Crest Subdivision (2<sup>nd</sup> St NE and East Crest Loop) at an estimated fee of \$24,806.00. Gene Skaj seconded the motion. Motion carried.

The SEH Inc 2<sup>nd</sup> half of Construction Phase Services was presented to the Council. The cost is \$157,850.00. This amount is part of the \$300,000.00 in the Design & Construction Engineering line item. Tom Vouk made a motion to approve the 6<sup>th</sup> Ave SE Construction Services Contract. Steve Trobec seconded the motion. Motion carried.

**Conditional Use Permit:** JR Ferche Inc is requesting approval of a conditional use permit to mine material adjacent to the 6<sup>th</sup> Ave SE project and create a pond on the property. Discussion took place regarding if it would be permissible and there is any concern with removing natural resources from the area. Jason Ferche shared that approval of the permit is twofold: accessing material in the area brings down the cost of the 6<sup>th</sup> Ave SE project and it adds a pond for wildlife in the area. The water table is 8-10 feet down. The pond will have approximately 6 feet of water in it. City Engineer Randy Sabart didn't think a permit was needed from the DNR for a pond. Jason Ferche stated that the permit is needed due to the ordinance referencing mining. The mining and pond won't have an effect on the new road. Planning Commission Chair Dan Schultz stated that Ordinance 41-21, subd 3 c may be referred to but that the Planning Commission won't have anything further to say about the matter. Steve Trobec made a motion to hold a public hearing for the conditional use permit on May 26<sup>th</sup> at 6:30 PM. Gene Skaj seconded the motion. Motion carried.

**Century Link Permit (New Business item):** The proposed plan has been reviewed by the Attorney's Office and City Engineer. Discussion took place regarding restoration to original condition, conformity and best management practices. Danita Traut made a motion to approve the Century Link Permit and coming addendum from Attorney Halet. Tom Vouk seconded the motion. Motion carried.

**BUILD Grant Application for Townline Road (30<sup>th</sup> Ave):** A letter of support to Stearns County Engineer Jodi Teich was brought before Council for consideration. The letter addresses the City's support of Stearns County submitting an application for BUILD Grant funding for the reconstruction of Townline Road between CSAH 4 and the City of St. Stephen as it is difficult for a single community who has jurisdiction over a portion of the road to lead the project. Danita Traut made a motion to submit the letter of support to Stearns County Engineer Jodi Teich regarding a BUILD Grant Application. Gene Skaj seconded the motion. Motion carried.

**5<sup>th</sup> Ave SE Culvert:** City Engineer Randy Sabart shared that the City was contacted again by Michelle Justin regarding the reconstruction of their driveway and the City's plans for future reconstruction. Currently the City isn't planning any road improvement in the Lakewood Valley Development. The Justin's also have concerns regarding having to pay for the work a second time when the City does begin a project in the development. Randy Sabart stated that some portion of their reconstructed driveway may be disturbed but it is unknown at this time. The Justin's also asked if the City would consider selling the dedicated park to them. Discussion took place and at this time the City is not interested in selling park property. City Engineer Randy Sabart will reach out to Michelle and update her on the meeting's discussion.

**ROW Permit, 1417 6<sup>th</sup> Ave SE:** The permit submitted is for a service job. SEH Inc sees no interference with the project. Danita Traut made a motion to approve the ROW Permit for 1417 6<sup>th</sup> Ave SE. Gene Skaj seconded the motion. Motion carried.

**Miscellaneous:** Jerry Siegfried will be the SEH Inc construction observer on site. City Engineer Randy Sabart will check with Jason Ferche or Brian Dockendorf for a mailbox plat plan per request from the post office.

**NEW BUSINESS: Astech Street Sweeping Quote:** The prices have gone up for each service by \$10 since 2019. Tom Vouk made a motion to approve the quote from Astech to have the city streets swept including the City Hall parking lot. Danita Traut seconded the motion. Motion carried. **Open Book Agreement Renewal:** As discussed earlier, this will be moved to the June agenda. Approval isn't needed until the end of the calendar year. **Liquor License 2019-2020 - Prorate 2020-2021 due to COVID-19:** Council discussed reducing the costs of the 2020-2021 licenses due to the March closing, the potential for limited capacity and not knowing when establishments can open again at full capacity. Tom Vouk made a motion to reduce the costs as follows: Off Sale \$100-\$75, On Sale \$1,650-\$1,240 and Sunday \$200-\$150. Steve Trobec seconded the motion. Motion carried. **Failed Compliance Check:** Dave Trobec was in attendance of the meeting at City Hall and requested extending the fine until establishments can open again. The fine is \$250. Danita Traut made a motion to extend the payment of the failed compliance check fine to 2 weeks after the reopening date due to COVID-19. Gene Skaj seconded the motion. Motion carried. **12<sup>th</sup> Ave NE ROW:** Council Member Tom Vouk asked for the status of this project. The ROW plat has been sent to Stearns County for review.

#### MISCELLANEOUS ANNOUNCEMENTS:

The 2020 Newsleader publication dates were listed on the agenda.

The 2020 Apple Duathlon has been canceled.

A 2020 Presidential Primary Application for Reimbursement was submitted to Stearns County to be forwarded to the Secretary of State for \$1,169.30. The City was eligible to request reimbursement for judge salaries, mileage for training and election material transportation and publication costs.

Council Member Gene Skaj stated that he will be picking up some new flags to put up.

Council terms were discussed. Tom Vouk's 4-year term will be up at the end of 2020. Mayor Blenkush's 2-year term will be up at the end of 2020. Steve Trobec's 2-year term will be up at the end of 2020.

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

TIME: 9:23 PM

Respectfully submitted,

Cres M Drews  
City Clerk

JMB  
Mayor

City of St. Stephen  
Stearns County  
State of Minnesota  
Resolution No. 05062020

**RESOLUTION APPROVING MINOR SUBDIVISION**

**WHEREAS**, on May 6, 2020, Robert Hlebain, the property owner of PID 90.55914.0010, submitted a request for review of a Minor Subdivision to split a parcel of his property as depicted on the attached Exhibit "A."

**WHEREAS**, the requested Minor Subdivision was prepared by a registered land surveyor in the form of a Certificate of Survey and contained all of the required data and supportive information as required by St. Stephen Ordinance Section 45.05, subd. 2(b);

**WHEREAS**, on may 6, 2020, the Council reviewed the request following consultation with the Planning Commission;

**WHEREAS**, the Council finds that:

1. The Minor Subdivision conforms to all design standards as specified in the City's Ordinances and the parcel split will not have an adverse impact on the surrounding properties or on the community as a whole.

**NOW THEREFORE BE IT RESOLVED:** That the Council of the City of St. Stephen approves the Minor Subdivision for in the attached Exhibit "A," dated 03/10/2020, subject to the following condition:

1. Upon execution of this Resolution, the Certificate of Survey shall be filed and recorded by Tim Nelson, Home Town Title, LLC at the Offices of the County Recorder within thirty (30) days of approval.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN THIS 6<sup>th</sup> DAY OF May, 2020.**

  
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Jeff Blenkush, Mayor

**ATTEST:**

  
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Cris M Drais, City Clerk

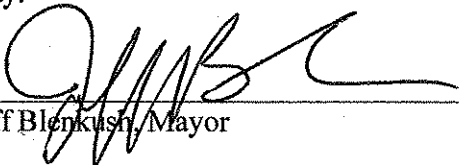
**ADDENDUM TO CENTURYLINK PERMIT NOTIFICATION AND APPLICATION**

This Addendum to Qwest Corporation d/b/a CenturyLink QC's July 17, 2019 permit notification and application ("Permit Application") is effective as of May 12, 2020, (the "Effective Date") by and between the City of St. Stephen (the "City"), a Minnesota municipal corporation, and CenturyLink, a Minnesota corporation (collectively, the "Parties").

In addition to the language contained in the Permit Application, the Parties agree to the following in relation to Job Order # N.507381:

1. Restoration to original condition: Upon completion of the placement, construction and/or maintenance of the telephone utility, Qwest/Centurylink and/or its contractor shall restore the City right-of-way and easement to its original condition within 30 days. Qwest/Centurylink and/or its contractor shall then notify the office of the City Engineer, maintenance, or project engineer in writing of the completion of the work so that inspection can be made to determine its acceptability.
2. Conformity: The placement, construction and/or maintenance of the telephone utility shall be made in conformity with all applicable laws, rules, and codes covering such actions and shall be made in conformity with rules of governmental agencies for the protection of the public.
3. Best management practices (BMPs): Schedules of activities, prohibitions of practices, general good housekeeping practices, pollutions prevention and educational practices, maintenance procedures, erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water, stormwater, or stormwater conveyance systems.

Erosion and sediment control CMPs include avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by State or designated area-wide planning agencies. BMPs shall be as set forth in the current version of Minnesota Stormwater Manual, Minnesota Pollution Control Agency, 2006, as amended, unless a custom plan is specifically authorized by the City.

  
\_\_\_\_\_  
Jeff Blenkush, Mayor

6-3-2020  
Date

  
\_\_\_\_\_  
Chris M. Dreas  
City Clerk

03, June 2020  
Date

  
\_\_\_\_\_  
Bill Gacke, Sr. Engineer

5/12/2020  
Date