



St. Stephen City Council Agenda – November 2, 2016

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of Minutes: September & October Council Meetings

Reading of Claims

Reading of Receipts

Treasurer's Report

Petitions, Requests and Communication:

St. Stephen Fire & Rescue

Reports:

Road & Bridge

Planning Commission

Sheriff's Report

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

MINUTES
ST. STEPHEN CITY COUNCIL
NOVEMBER 2, 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.

APPROVAL OF AGENDA: The agenda was reviewed. Gene Skaj made a motion to approve the agenda. Jeff Blenkush seconded the motion. Motion carried.

APPROVAL OF MINUTES: The minutes from the September Council Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion. Motion carried. The minutes from the October 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. To date, the Claims total is \$46,450.71. Jeff Blenkush made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$15,418.65. The Treasurer reported that the ending balance was \$1,162,928.39.

TREASURER'S REPORT:

Beginning Balance	\$1,162,362.57
ADD: October Deposits	\$15,418.65
LESS: October Checks	\$204,157.09
New Checkbook Balance	\$973,624.13

Dolores Supan shared a Current Investments printout with the Council. Renewals were done with a continued interest rate of 0.4%.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Todd Orth, 2nd St NE Construction: Todd Orth is at 205 2nd St NE and appeared before the Council regarding the condition of his driveway after the construction on 2nd St NE. Todd stated that his driveway wasn't cut back far enough. He stated that he has the greatest slope from the driveway to the street of all the driveways on 2nd St NE. Todd stated that following the construction he lost 2-3 feet of his driveway. Randy Sabart, City Engineer, was in attendance of the meeting and shared that during residential construction bituminous driveways aren't staked prior to completion. Cindy VanderWeyst and Jeff Blenkush visited the property and walked the driveway. Todd stated that the flares are wrong at the end of his driveway. He stated that drivers exiting his driveway need a larger radius to get on 2nd St NE. Randy stated that the triangular flare is the standard flare. Todd stated that his second concern was that the road has been raised through construction and with the ditch getting filled in, water will come in his yard and cause a problem for his well. Randy stated that he would meet with Todd

at his residence regarding these issues. Randy stated that he'd let the Council know the action to be taken regarding Todd's concerns.

ST. STEPHEN FIRE & RESCUE: There were 3 calls in September. To date there have been 62 calls. The November training will be rescue situations. Jeff Draais presented Justin Terhaar to the Council as a night time fire fighter pending his physical and agility test. Justin passed his background check. His fire fighter classes will be covered by Minnesota Board of Fire Fighter Training & Education. Danita Traut made a motion to approve Justin Terhaar as a fire fighter for St. Stephen Fire & Rescue pending his physical and agility test. Tom Vouk seconded the motion. Motion carried. The Relief Association breakfast had a little over 300 in attendance. The gun raffle went well.

EMERGENCY MANAGEMENT: There was a meeting in October. Winter Hazardous Awareness Week will be November 13-18, 2016. In January the Hazardous Mitigation Plan will be worked on. The Governor's Conference will be February 6-9, 2017.

REPORTS OF BOARDS AND COMMITTEES:

1. **Road and Bridge:** Jerome Supan shared that he discussed trimming tree branches with Peter Omann in the Hlebain neighborhood. Carr's Tree Service has been called. 12th St has been bladed.
2. **Planning Commission:** Dan Schultz reported that the November meeting will be on the 9th due to the General Election. Tim Haeg wasn't able to attend the October meeting. Discussions have begun regarding the R1 zoning description and if it should be changed to a 1 acre minimum.

Road & Bridge con't: Pay application #2 for 2nd St NE was presented to the Council. Tom Vouk made a motion to make the payment. Jeff Blenkush seconded the motion. Motion carried. Discussion took place regarding the silt barriers. Should the contractor pick them up or put them back in the ditch? Randy Sabart will contact the contractor. The stop sign for the City was delivered. Street signs have been put up. Discussion took place regarding ½ Street. It was discussed to have a letter prepared encouraging the residents to take precautions before the ground freezes. The letter will be prepared and reviewed among Tom Jovanovich, Randy Sabart and Cindy VanderWeyst.

SHERIFF'S REPORT: Nothing at this time. Reports have been reviewed.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: The Council discussed the 9th Ave letter prepared by the City Attorney. Jeff Blenkush asked if Czech's had cut back their trees in the Smoley Addition. Jerome Supan will look at the trees and contact Jeff Blenkush.

NEW BUSINESS: The General Election Canvassing Meeting will take place on November 14th at 7:00 PM. A Budget Meeting needs to be held in December. Tom Vouk made a motion to set a public hearing for the 2017 proposed budget for December 7th at 7:00 PM. Jeff Blenkush seconded the motion. Motion carried. Christmas lights will be put up on November 18th at 8:00 AM. Gene Skaj stated that he will talk with the Legion regarding purchasing new flags for next year. Discussion took place regarding a City employee party. The date was set for December 14th at 6:00 PM. LeRoy Supan asked if the City will be having a skating pond again. If so, he will maintain it. Discussion took place regarding compliance checks that were sent to the City. Both checks were failed. Discussion took place regarding Santa and Mrs. Claus at City Hall. The date has been scheduled for December 4th although many remember it to be December 11th due to the St. Nick event at the Church. Cindy will confirm the date.

MISCELLANEOUS ANNOUNCEMENTS: Nothing at this time.

ADJOURNMENT: There being no further business, Gene Skaj made a motion to adjourn. Jeff Blenkush seconded the motion. Motion carried. TIME: 8:30 PM

Respectfully submitted,

Cris M. Davis
City Clerk

Cindy Vandeweyer
Mayor