



St. Stephen City Council Agenda – November 1, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of Sept 25 Public Hearing Minutes, October Council Minutes and Special Meeting re 6th Ave SE Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

CTAS Review & Audit Update ~ MOVE TO DEC

Petitions, Requests and Communication

5th Ave SE cul de sac culvert ~ MOVE TO DEC

1011 Co Rd 2 S Site Permit: Home, Pole Shed & Greenhouse

Resolution 110117: Resolution Approving a Minor Subdivision

White Oaks Country Estates Plat ~ MOVE TO DEC

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

2016 2nd St NE Improvements Application for Payment #2

Planning Commission

Wind & Solar Interim Ordinance Draft

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

Website:
cityofststephen.com

Sheriff's Report

Kellan Hemmesch, Patrol Lieutenant & Vic Weiss, Lieutenant

Health Committee

Unfinished Business

Open Book Appeals & Equalization Meeting

New Business

Smoley Field Utility Service Action ~ MOVE TO DEC

Miscellaneous Announcements

December 6: Budget Meeting at 7:00 PM

December 6: Liquor Compliance Review approx. 7:30 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
NOVEMBER 1, 2017

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

MEMBERS PRESENT: Jeff Blenkush-Acting Mayor, Gene Skaj, Danita Traut and Thomas J. Vouk – Council, Dolores Supan-Treasurer and Cris Drais-City Clerk.

ABSENT: Cindy VanderWeyst-Mayor.

APPROVAL OF AGENDA: The agenda for the November meeting was reviewed. Items being moved to the December Council Meeting have been identified as such. Gene Skaj made a motion to approve the agenda. Danita Traut seconded the motion. Motion carried.

MINUTES OF THE MEETINGS: The minutes of the September 25th Public Hearing for White Oaks Country Estates were reviewed. The Clerk noted that she'd like to add the official name to the minutes even though the name was finalized after the Public Hearing so as to not cause confusion on the development being discussed. Gene Skaj made a motion to approve the minutes with the change. Danita Traut seconded the motion. Motion carried. The minutes of the October Council Meeting were reviewed. Danita Traut made a motion to approve the minutes. Gene Skaj seconded the motion. Motion carried. The minutes of the Special Meeting re 6th Ave SE (Local Road Improvement Program Application) were reviewed. Gene Skaj made a motion to approve the minutes. Tom Vouk seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The payment to Ziegler Power Systems was for the initial inspection of the generator at the former elementary school. To date, the total is: \$44,340.78. Danita Traut made a motion to approve the Claims to date. Gene Skaj seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$14,526.56.

TREASURER'S REPORT:

Beginning Balance	\$1,050,657.22
ADD: October Deposits	\$14,526.56
LESS: October Checks	\$101,304.77
New Checkbook Balance	\$996,704.95

Dolores Supan shared an Investments Report with the Council showing the current values of the Business Savings Account and the CDs held by the City.

Dolores shared that the receipts will show the interest earned by the CDs and Business Savings Account twice a year. She also shared with the Council that the balance read from now on will be the Total Per Bank Statement at the end of the Cash Control Statement.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Mitch Pangerl, 1011 Co Rd 2 S Site Permit: Home, Pole Shed & Greenhouse: Mitch Pangerl has 22 acres along Co Rd 2 S. He would like to build a house with a 3 stall garage, a greenhouse that is mobile with no slab/floor (a 4H project for his children), and he would also like to build a 40x96 pole shed (3,840 sq. ft.). Mitch has enough land for the buildings, but the square footage of the pole shed deems City approval for residents owning 10+ acres. The Planning Commission recommended approval of the request at their October meeting. Danita Traut made a motion to approve the site permit for a home, greenhouse and pole shed for Mitch Pangerl. Gene Skaj seconded the motion. Motion carried.

Resolution 110117: Resolution Approving a Minor Subdivision: Cory Sundell and Laurie Fuerstenberg desire to relocate the property line between their adjoining properties within the City. Per the certificate of survey prepared, Cory owns Tract A & Laurie owns Tract B. Laurie would convey the land A1 to Cory and B1 would be conveyed to Laurie. The Planning Commission was okay with the land swap. Danita Traut made a motion to approve the relocation of the property line between the adjoining properties of Cory Sundell and Laurie Fuerstenberg, Resolution 110117. Tom Vouk seconded the motion. Motion carried.

SHERIFF'S REPORT: At this time, the Sheriff's report was heard as Lieutenant Vic Weiss and Kellan Hemmesch, Patrol Lieutenant were in attendance. Vic introduced the Council to Kellan as he will be the new Patrol Lieutenant as a result of the restructuring in the Sheriff's Department. Kellan has been with the department for 20 years. Discussion took place regarding: a bike rodeo, National Night Out, the Sheriff and the 2018 election, snowmobiles on private property, drugs in the area, 6th Ave SE and traffic studies and snow season parking. Kellan's information will be shared with the City.

ST. STEPHEN FIRE & RESCUE: The City Clerk reported that there were 9 calls in October. To date that makes 3 calls in 2017. The training in November will be SCBA/Radio Training or Patient Assessment. The 2018 Budget will be looked at. No significant changes will be made. Both engines tested passed their pump tests. St. Stephen Fire & Rescue will be hosting the Lake Region Meeting in the fire station on Monday, April 16, 2018. Justin Terhaar will have 1 year on the department and has finished his certifications. He will be taken off of probation. Mike Erickson will have 1 year on the department but has not finished his certifications. Per the ordinance he will continue to be on probation until he finishes his certifications. A call that occurred on October 31, 2017: A flagger from Tri-City held up Fire Fighter Ralph Barhorst at the intersection of Co Rds 2 & 5 while responding. Ralph told the flagger that he was going to a call and it seemed that she intentionally made him wait while she let other traffic go. When the fire trucks had to go through the intersection to respond to the call, the fire trucks were let through.

Relief Association: The FD Breakfast had approximately 300 attendants. The FD Open House was well attended. The FD had a medical call before the event ended. The Gun Raffle sold out all of its tickets.

EMERGENCY MANAGEMENT: No report. Both sirens went off during the 1st Wednesday of the month test.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan reported that blading wasn't done due to the weather. Jerome asked about the status of a unit heater in the plow shed and if the plow truck has been filled with sand/salt. The Clerk presented the Application for Payment #2 on the 2nd St NE Project. The payment was made, but the form seems to not have been signed by the City. To date the final bill hasn't been received by the City for the project. City Engineer, Randy Sabart, said it can be paid upon receipt.

2. **Planning Commission:** Deputy Chairperson Perry Nistler was in attendance. He shared that the Planning Commission discussed a solar farm moratorium and continued discussion on the building code. A Joint Meeting between the City Council and Planning Commission is being planned for the December Planning Commission meeting date on December 12th. The Council reviewed the Wind & Solar Interim Ordinance Draft prepared by the City Attorney's office.

Tom Vouk made a motion to approve the INTERIM ORDINANCE DECLARING A MORATORIUM ON THE CONSTRUCTION OR INSTALLATION OF SOLAR PANELS, SOLAR FACILITIES, SOLAR GARDENS, WIND POWER SYSTEMS, WIND TURBINES, OR WIND FARMS WITHIN THE CITY OF ST. STEPHEN, MINNESOTA for the period of one (1) year. Gene Skaj seconded the motion. Motion carried. The interim ordinance will be effective as of its publication on November 10, 2017.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Open Book Appeals & Equalization Meeting: The Clerk presented an email from Jake Pidde, Assistant Assessor, Stearns County Assessor's Office, regarding the transfer. Cities that are currently open book were listed and are both large and small in size. The Council can still receive packets on sale studies and ratios in the event a resident wants to discuss an issue. The meeting can be transferred indefinitely, for a minimum of 3 years or for a specified period longer than 3 years. Tom Vouk made a motion to approve the Local Board of Appeal and Equalization Transfer Agreement with Stearns County for a period of 3 years with the understanding that sale studies and ratios packets will be provided to the Council. Gene Skaj seconded the motion. Motion carried.

NEW BUSINESS: Nothing at this time.

MISCELLANEOUS ANNOUNCEMENTS:

The 2018 Budget Meeting will take place at the December 6th meeting at 7:00 PM.


Liquor Compliance Review will take place at approximately 7:30 PM on December 6th.

Christmas lights will be put up on the Friday after Thanksgiving.


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

TIME: 7:47 PM

Respectfully submitted,



City Clerk



Acting Mayor

**CITY OF ST. STEPHEN
STEARNS COUNTY
STATE OF MINNESOTA**

RESOLUTION No. 110117

RESOLUTION APPROVING A MINOR SUBDIVISION

WHEREAS, Cory Sundell and Laurie Fuerstenberg desire to relocate the property line between their adjoining properties within the City of St. Stephen;

WHEREAS, Cory Sundell owns the property described as Tract A on the attached survey from O'Malley & Kron Land Surveyors, Inc. dated 9/26/17;

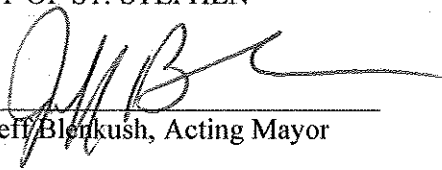
WHEREAS, Laurie Fuerstenberg owns the property described as Tract B on the attached survey from O'Malley & Kron Land Surveyors, Inc. dated 9/26/17;

IT IS HEREBY RESOLVED, that the City of St. Stephen authorizes the exchange of deeds to adjust the property line between tracts A and B on the attached survey as follows:

Laurie Fuerstenberg will convey the land described as A1 to Cory Sundell and A1 will be attached to the land described as tract A on the attached survey. Cory Sundell will convey the land described as B1 to Laurie Fuerstenberg and B1 will be attached to the land described as tract B on the attached survey.

Adopted by the City Council of the City of St. Stephen this 1st day of November, 2017.

CITY OF ST. STEPHEN

By 
Jeff Blenkush, Acting Mayor

ATTEST:

By 
Cris Drais, City Clerk