

MINUTES
ST. STEPHEN CITY COUNCIL
NOVEMBER 6, 2019

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 November meeting was reviewed. Gene Skaj made a motion to approve the agenda. Steve Trobec seconded the motion. Motion carried.

MINUTES OF THE OCTOBER COUNCIL MEETING: The minutes of the October Council Meeting were reviewed. Jerome Supan was asked if Joe Paggen or Jerome has bladed 9th Ave NW. Jerome stated that when asked, Joe Paggen would help plow 9th Ave NE as stated in the minutes. Gene Skaj made a motion to approve the minutes. Steve Trobec seconded the motion. Motion carried.

READING OF THE CLAIMS: The Clerk presented the Claims. The total to date is \$68,142.46. Gene Skaj made a motion to approve the Claims to date. Tom Vouk seconded the motion. Motion carried.

READING OF RECEIPTS: The Treasurer provided the Council with a Receipts Register. Receipts for the month total: \$35,614.34.

Receipt 22986A from the State of MN was confirmed to be the pension deposit. A check needs to be prepared for the St. Stephen Fire Fighters Relief Association.

Treasurer Supan provided a copy of the Statement of Receipts, Disbursements and Balances (Schedule 1) as of 10/31/2019. It shows totals/balances from 1/1/2019 to 10/31/2019.

TREASURER'S REPORT: For the Period: 10/1/2019-10/31/2019

Beginning Balance	\$1,128,722.89
Total Receipts	\$35,614.34
Total Disbursed	\$67,122.46
Ending Balance	\$1,097,214.77
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$9,235.22
Total Per Bank Statement	\$1,106,449.99

Treasurer Dolores Supan stated that a Schedule 8 showing CD & Business Savings interest would be prepared and distributed to the Council.

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

PETITIONS, REQUESTS AND COMMUNICATIONS: **Jerry Mehr, Knights of Columbus Gambling Permit:** Jerry Mehr representing the Knights of Columbus submitted an application, investigation check and a copy of the LG22a Exempt Permit Financial Reporting Form for their last event on October 27, 2019. The Knights of Columbus requested approval of a Gun Raffle on March 30, 2020 at Trobec's Bar. Tom Vouk made a motion to

approve the one-day gambling permit for the Knights of Columbus' gun raffle on March 30, 2020. Danita Traut seconded the motion. Motion carried.

ST. STEPHEN FIRE & RESCUE: Fire Chief Drais reported that there were 10 calls in October for a total of 85 calls in 2019. The November training will be determined. Quotes for a new tanker to be fitted on Unit 8 are being acquired and will be brought before the Council in December.

Relief Association: President Gene Skaj gave Treasurer Dolores Supan a check for \$30,000 from the St. Stephen Fire Fighter's Relief Association Charitable Gambling account to be deposited in the Fire Equipment Fund.

EMERGENCY MANAGEMENT: Mayor Blenkush reported on behalf of Emergency Manager Paul Ritter that the siren on 6th Ave NE needs to be serviced. It has 3 drivers on it and 2/3 are currently working. Frontline in Monticello are preparing a quote for the service.

It has been confirmed that the intersection light is being worked on. Design Electric initially contacted Xcel Energy regarding power to the light and is now working with Stearns Electric after confirmation of service by the City. The Mayor, Emergency Manager and City Clerk have been in communication with Design Electric.

The new generator at the Parish Hall is running again. The invoice will be submitted to Cornerstone Insurance. The generator now starts by itself every two weeks. As such, Fire Fighter Ralph Barhorst will not need to service the generator and has been notified. Matching locks for the panels were discussed.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Road Overseer Jerome Supan stated that the gate for the plow garage has now been opened for the season. Jerome asked about the culvert on 12th Ave NE and was reminded that when the Ferche Development is put in it will be taken care of by the developer per agreement. Jerome shared that a driveway on 2nd St NE is having erosion problems. Discussion took place regarding if it is erosion to be treated as maintenance or if there's an issue with the driveway. Rodger Bellinger & Ken Knettel will help with back up plowing. The Clerk will get a copy of their licenses & medical cards.

City Attorney Tom Jovanovich stated that letters to the 6th Ave SE homeowners would be sent out within the next week. Tom stated that a little less than half of the properties have mortgages and that the letters will go to the property owners vs the mortgage holders as a means of working with the property owners if the Council doesn't object. Tom stated that many counties work with home or property owners vs working with mortgage holders. The Council had no issue with the Attorney's suggestion. Resolution No. 110619: A Resolution Approving Appraisals for Right of Way Acquisitions and Temporary Construction Easements for 6th Ave SE Improvement Project was reviewed by the Council. It would approve the 28 appraisals prepared by Nagell Appraisals, Inc. for the acquisition of right of way easements and temporary construction easements for the 6th Ave SE improvement project within the City and authorize the City Attorney to prepare offers to purchase the right of way easements and temporary construction easements regarding the 6th Ave SE improvement project. Gene Skaj made a motion to approve Resolution 110619 regarding the 6th Ave SE Improvement Project. Steve Trobec seconded the motion. Motion carried.

City Engineer Randy Sabart shared an example of a resolution relating to parking restrictions for 6th Ave SE. The resolution would ban the parking of motor vehicles on 6th Ave SE from 15th St SE to Main Street E (CSAH 5) at all times. The resolution is required in order to obtain state funding. The resolution doesn't need to be acted on at this time.

9th Ave NW was discussed. The existing gravel road is not centered. A graphic was shared with the Council. The graphic shows the right of way from the existing centerline, the property/section line, the edge of the gravel and crops/mow line. City Engineer Sabart stated that he'd favor the green lines showing right of way from the property line for the whole length of the road. Council consensus was to establish the center based on the property line also.

2. **Planning Commission:** Chair Person Dan Schultz shared that the Planning Commission met in October, which was followed by a Special Meeting requested by resident Steve Soyka to approve the building of an accessory building on their 30 acre property.

Ordinance 41-16 Subd 1 was discussed which addresses lot size with maximum accessory building size. The Planning Commission recommended adding 340 sq ft at foundation level for each acreage category. The Planning Commission also recommended adding a 10+ acres and more category to the ordinance vs requiring a resident to go before the Planning Commission (like Steve Soyka had to do) for approval. Attorney Tom Jovanovich will prepare an amendment to the ordinance per Council directive.

Two buildings taking place without a site permit were discussed. One site has since obtained and paid for a site permit. Attorney Jovanovich stated that in other communities residents could be brought to court and have to remove a structure for not following City ordinance. Discussion took place regarding the second property. It was agreed that the Clerk will text the resident to get in contact with Site Inspector Dan Schultz. If Dan is not contacted, Attorney Jovanovich will be contacted to reach out to the resident again.

As of the November Council Meeting, there will be no November Planning Commission Meeting as there is no business on the agenda. Membership will be notified.

SHERIFF'S REPORT: No report emailed to date.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS: **City Hall Rental:** Council reviewed and edited the Rental Rules & Regulations paperwork. The Clerk will edit it and bring it back.

NEW BUSINESS: **Snow Removal Quote, Burski:** The quote for snow removal in 2019-2020 was presented to the Council. The quote for 2018-2019 was on the reverse side. There was a \$5 increase on all services. Sand/Salt (per yard) increased by \$15 from last year. The Clerk stated that the quote was prepared but she was told if Brockway Township didn't use Burski for snow removal the quote would've been pulled. She was told the City wouldn't be plowed if Brockway Township didn't contract with them. Alternate plowing was discussed. Gene Skaj made a motion to accept the snow removal quote from Burski Excavating, Inc. for 2019-2020. Tom Vouk seconded the motion. Motion carried. **Resolution Designating Polling Place for 2020:** The City Clerk presented a resolution to the Council designating the City Hall as the polling place for the election precinct. Gene Skaj made a motion to approve the resolution designating the City Hall as the polling place for the election precinct. Steve Trobec seconded the motion. Motion carried. The Clerk will file the resolution with the County Auditor/Treasurer's Office.

MISCELLANEOUS ANNOUNCEMENTS:

The 2019 & 2020 Newsleader publication dates were listed on the agenda.

Gene Skaj stated that Keith Posch would be helping with putting up the Christmas lights after Thanksgiving. It will take place on Saturday, November 30th.

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

TIME: 7:44 PM

Respectfully submitted,

Cruz M Drais
City Clerk

JHB
Mayor

CITY OF ST. STEPHEN

RESOLUTION NO. 110619

**A RESOLUTION APPROVING APPRAISALS FOR RIGHT OF WAY ACQUISITIONS
AND TEMPORARY CONSTRUCTION EASEMENTS FOR 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, the City of St. Stephen must acquire right of way easements and temporary construction easements over the properties adjacent to 6th Avenue SE as part of its improvement project;

WHEREAS, the Nagell Appraisals, Inc. has prepared 28 appraisals for the properties proposed to be acquired pursuant to Minn. Stat. § 117.036;

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

1. The City Council approves the 28 appraisals prepared by Nagell Appraisals, Inc. for the acquisition of right of way easements and temporary construction easements for the 6th Avenue SE improvement project within the City; and
2. The City Council hereby authorizes the City Attorney to prepare Offers to Purchase the right of way easements and temporary construction easements regarding the 6th Avenue SE Improvement Project.

CITY OF ST. STEPHEN

By: 
Jeff Blenkush, Mayor

Attest:

By: 
Cris Draais, City Clerk

RESOLUTION DESIGNATING POLLING PLACE

RECITALS:

WHEREAS, Minnesota Statutes Section 204B.16, Subdivision 1 requires the governing body of a municipality to annually designate a polling place for each election precinct;

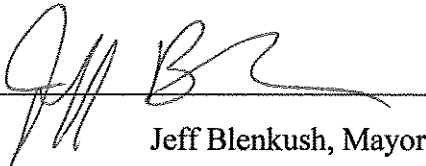
WHEREAS, the City of St. Stephen consists of a single election precinct requiring the designation of a polling place for that precinct;

THEREFORE, IT IS HEREBY RESOLVED:

1. The City Council for the City of St. Stephen designates St. Stephen City Hall, located at 2 6th Avenue SE, St. Stephen, MN 56375, as the polling place for the City of St. Stephen election precinct.

Adopted November 6, 2019, by a vote of 5 in favor and 0 opposed.

CITY OF ST. STEPHEN

By  _____
Jeff Blenkush, Mayor

By  _____
Cris Draus, City Clerk