



St. Stephen City Council Agenda – October 4, 2017

Call To Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of September Meeting Minutes

Reading of Claims

Reading of Receipts

Treasurer's Report

CTAS Review & Audit

Petitions, Requests and Communication

Garrett Hanson: Insurance Quote

St. Stephen Fire & Rescue

Emergency Management

Reports

Road & Bridge

CSAH 2 Update via Email: Jodi Teich

Planning Commission

Sheriff's Report

Health Committee

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

Continued on Back

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.



MINUTES
ST. STEPHEN CITY COUNCIL
OCTOBER 4, 2017

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 for the October meeting was reviewed. Emergency Management: Add Generator. Unfinished Business: Add Plow Truck. New Business: Add Garbage Cans at Smoley Fields. Jeff Blenkush made a motion to approve the agenda with the additions. Gene Skaj seconded the motion. Motion carried.

MINUTES OF THE MEETINGS: The minutes of the September Council Meeting were reviewed. Jeff Blenkush made a motion to approve the minutes. Danita Traut seconded the motion.

READING OF THE CLAIMS: The Clerk presented the Claims. The plow truck was purchased per the September discussion and approved motion for \$19,060.20. The total included tax, the title transfer and the carbide blade was negotiated for \$1,303.00 from its original cost of \$1,803.00. To date, the total is: \$70,138.11. Gene Skaj made a motion to approve the Claims to date. Jeff Blenkush seconded the motion. Motion carried.

READING OF RECEIPTS: Receipts for the month total: \$23,857.00.

TREASURER'S REPORT:

Beginning Balance	\$1,108,784.80
ADD: September Deposits	\$23,857.00
LESS: September Checks	\$84,091.86
New Checkbook Balance	\$1,048,549.94

The 2nd Street road project final bill will be coming. Upon receipt the bill can be paid per City Engineer, Randy Sabart.

Dolores Supan requested permission from the Council to have Lucinda Messman, who works with Townships on their CTAS programs, to review the City's CTAS as Sentry Bank shows \$1,900.00 more in their balance compared to the City's bookkeeping system. Lucinda charges \$35/hr and would travel from Becker for a service call. The Council was in agreement to get the CTAS program cleaned up. Jeff Blenkush made a motion to hire Lucinda Messman at \$35/hr plus mileage for her CTAS service. Danita Traut seconded the motion. Motion carried.

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

PETITIONS, REQUESTS AND COMMUNICATIONS:

Garrett Hanson, Insurance Quote for Renewal: The new playground equipment has been added to the City's insurance coverage. Currently the unscheduled mobile property is valued at \$100,000.00. Mobile property is valued at \$406,000.00. The plow truck needs to be changed on the insurance. The cost listed should be

\$27,500.00. Discussion took place on the well in the Parkway Park and if it should be insured or not. At this time it won't be added to the insurance policy. The contents of the City Hall small garage are not on the insurance policy. There are 25 Christmas decorations stored in the garage. It was agreed that \$25,000.00 should be added to the policy for the Christmas decorations. Garrett will check on the new street signs as property in the open that were installed in the SE portion of the City.

ST. STEPHEN FIRE & RESCUE: Fire Chief Draais reported that there were 5 calls in September. To date that makes 76 calls in 2017. The training in September will be vehicle extrication and new fire fighters will be going out to the Highway Safety Center for training. The MN State Fire Chief's Convention in Rochester will be attended by Fire Chief Draais, Assistant Chief I Skaj, and Assistant Chief II Blenkush. Jim Schumer celebrated 40 years on the department. Rodger Bellinger resigned as Captain. The position will be left empty until the December elections to begin in January 2018.

Relief Association: A \$3,000.00 donation was made to the Fire Equipment Fund. Breakfast with the Fire Fighters will be on Sunday, October 8th from 8:30 AM – 12:00 PM. The FD Open House will be on Saturday, October 14th and the Gun Raffle will be on Friday, October 27th.

EMERGENCY MANAGEMENT: Mayor VanderWeyst updated the Council on the generator that was to be inspected by Ziegler. 3 trips were made to St. Stephen. On September 16th, an initial visit was made but to the City Hall generator. Cindy was told they could be in town again by mid-October and she said no, she wanted them to get to it sooner than later due to their error in location. When they returned, they visited City Hall again. On the 3rd visit they found the generator located by the Old Elementary School. The Mayor read a list of services that need to be done before the generator can be started. There was no sign of mouse damage. The list included: battery & cables to be changed, an oil change, coolant change, a new heater is needed, bolts are missing, radiator cap is missing, water pump needs to be replaced and the coolant level sensor needs service. Discussion took place regarding acquiring bids for repairs. Discussion took place regarding making the generator a monthly truck check line item for the Fire Department. Both sirens ran on the 1st Wednesday test.

REPORTS OF BOARDS AND COMMITTEES:

- 1. Road and Bridge:** Jerome Supan reported that the 2 roads that need to be bladed again have crops still in. It was agreed that the roads should not be bladed until the crops have been removed. CSAH 2 update: A rumor has been circulating that the County will not be tarring the entire section of CSAH 2 that is under reconstruction. CSAH 2 will not be left as dirt over the winter.

Mayor VanderWeyst presented a resolution to the Council Supporting Pursuit of 2019 Local Road Improvement Program Funding from MnDOT for the Improvement of 6th Ave SE (aka Townline Road) Between Stearns County CSAH 4 and CSAH 5. The resolution states that the Council supports the reconstruction and upgrade of Townline Road, supports the City's pursuit of LRIP funding and authorizes preparation of the application for reconstruction and seeks support of Stearns County to act as Sponsor for Townline Road. Jeff Blenkush made a motion to approve Resolution No. 100417, Supporting Pursuit of 2019 Local Road Improvement Program Funding from MnDOT for the Improvement of 6th Ave SE (aka Townline Road) Between Stearns County CSAH 4 and CSAH 5. Gene Skaj seconded the motion. Motion carried.

Danita Traut shared that the culvert on 6th Ave SE was unplugged again. It was asked if the Attorney has worked on Right of Way acquisitions for 12th Ave NE and the update is that nothing has been done with it as the development hasn't been brought before the Council since the preliminary plat was reviewed for approval.

2. **Planning Commission:** Dan Schultz reported that at the September Planning Commission Meeting the state building code topic was discussed again and the Planning Commission would like to have a contractor come in and speak to the Planning Commission and Council. Planning will begin for a joint meeting for December 12th. The Planning Commission also discussed a Solar Farm Ordinance. Currently there isn't one in the ordinance book. Discussion took place regarding the location within the city limits where something like this would be allowed and the length of service for a solar farm. It was requested that the Council contact the City Attorney to see what other cities have on their books regarding solar farms. Mitch Pangerl purchased the Muehlbauer's land along CSAH 2 that was recently rezoned and will be coming before the PC regarding the home and accessory building they would like to build.

SHERIFF'S REPORT: Nothing at this time. It was shared that 6th Ave SE patrol seems to have increased.

HEALTH COMMITTEE: Nothing at this time.

UNFINISHED BUSINESS:

Plow Truck: The new plow truck has been purchased and is at Friedrich's Garage for the hydraulic hoses to be serviced. Discussion took place regarding having the truck bed sandblasted after the season to help preserve it as was done in the past with the previous truck.

NEW BUSINESS:

Garbage Cans at Smoley Fields: Mayor VanderWeyst updated the Council that the City has 3 garbage cans. With no summer ball program and only Community Ed classes a few days a week during June and July, the garbage cans weren't being used much. As such, the Lions Club has moved the cans to their building. In the winter, the cans are usually stored in the concession stand. Discussion took place and the garbage cans should remain at the concession stand. The City pays for the garbage service.

MISCELLANEOUS ANNOUNCEMENTS:

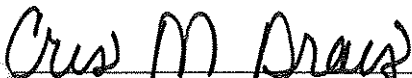
The Liquor Compliance Check information should be reviewed for the December meeting to be discussed at approximately 7:30 PM as the 2018 Budget will be reviewed. Copies of area procedures will be shared with the bars along with an invite to the meeting.

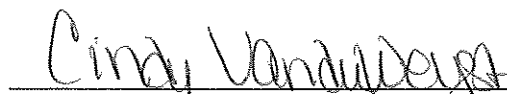
Three items were kept from the Parkway Park. Fire Fighter Brad Kostreba will help get the cement off of their base in order to store them for future use.

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

TIME: 7:43 PM

Respectfully submitted,


Cris M Drais
City Clerk


Cindy Vandeweyst
Mayor