

**City of Stewartville
City Council Regular Meeting Minutes
Stewartville City Hall
June 24, 2014**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – ROLL CALL – Mayor King called the meeting to order on June 24, 2014 at 7:00 pm. Present: King, Hanson, Stensrud, Timm and Burgr. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Library Director Johnson and City Clerk Roeder.

III. APPROVAL OF AGENDA – Motion by Timm, second by Burgr to approve the agenda. Unanimously approved.

IV. APPROVAL OF COUNCIL MEETING MINUTES-
Motion by Hanson, second by Stensrud to approve the minutes of the Regular Council meeting of June 10, 2014. Unanimously approved.

V. FINANCE AND BUDGET

A. Accounts Payable – Motion by Hanson, second by Burgr to approve the accounts payable listing. Unanimously approved.

VI. PRESENTATIONS/PUBLIC HEARINGS

A. Frank Daniels, 104 Lakeshore Dr. NW appeared before Council to ask for their consideration on forgiving a portion of his water/sewer billing. Daniels stated that while he was away from his home this past winter, an upstairs bathroom pipe froze. The amount of the bill is \$3,800 and he was hoping that since most of the water ran out of the house and it wasn't treated, the Council would consider forgiving the sewer portion of the water bill. Council directed staff to work with Daniels and to come up with a payment arrangement and an amount on the sewer portion of the bill to forgive.

VII. GENERAL BUSINESS

A. 2014 Election Judges –City Clerk Roeder presented a listing of election judges for the 2014 Elections.

Motion by Timm, second by Burgr to approve Resolution 2014-20, A Resolution Approving Election Judges for the 2014 Primary and General Elections. Unanimously approved.

B. 2014 CIP Change Order 1 & 2- City Engineer David Strauss appeared before Council to present two Change Orders. Strauss stated that #1 – was to increase the original base bid \$5,728 for Brins Crt and 4th Ave. SE that includes additional charges for drainage structure design and geotextile fabric. Strauss stated # 2 – was to increase the original base bid \$19,322.50. The change order is to now reclaim and overlay the roadway vs mill and overlay. The Finance Committee is recommending that the

additional costs of \$25,050.50 be financed with a transfer of funds from the Capital Street Fund to the 2014 Construction Fund.

Timm questioned the need for the reclaim/overlay vs the mill/overlay. Strauss stated that the roadway will last longer as the mill/overlay was just a band-aid. He stated that with a mill/overlay the road would need to be reclaimed within 15 years.

Motion by Stensrud, second by Burgr to approve Change Order #1. Unanimously approved.

Motion by Burgr, second by Hanson to approve Change Order #2. Voting in favor: Burgr, Hanson, Stensrud and King. Voting against Timm. Motion carried.

- C. 2014 CIP- Special Assessments Financing-** The Finance Committee is recommending that due to the high cost of issuing a bond, the financing for the 2014 CIP be financed in-house. It was noted that funds from the Street Capital Fund be used and as assessments payments are made by the property owners the fund will be reimbursed with interest at approximately 3 to 4 percent.

Motion by Hanson, second by Stensrud to approve the 2014 CIP financing as requested. Unanimously approved.

- D. Charter Communications Franchise Agreement-** The agreement incorporates the continuance of current franchise fee practices and other obligations found in previous agreements with the City. Attorney Joe Guzinski has reviewed the document and is recommending approval. It was noted that the agreement was for 10 years with a 5 year extension.

Motion by Burgr, second by Timm to approve the agreement as provided. Unanimously approved.

- E. Purchasing Policy –** The Finance Committee is recommending approval of the Purchasing Policy as submitted. Timm questioned the last sentence of item C. She noted, that she felt that a “committee” didn’t have the authority to approve. Staff was directed to get legal advice from City Attorney Guzinski. King thanked Timm for her work on the policy.

Motion by Stensrud, second by Timm to approve the policy and to make sure all wording meets Statutory requirements. Unanimously approved.

MAYOR, STAFF AND CONSULTANTS REPORTS

- A. Mayor-** King commented on the following:
- Sympathy to the Families of: Lyle Hall, Doris Jensen, Marion Holzworth, Daniel Kirkpatrick and Clearance Klenke.
 - Happy 50th Anniversary to Dave & Jean Swanson
 - Congratulations to Dr. Lee Weinhold on his recent retirement and welcome to Dr. Zach and Hannah at Root River Dental.

- Administrator–Bi-Weekly Report
- Joint mtg with City/School on July 14th – 5:00pm
- Street Tour – July 1st – 5:30pm
- July 4th parade route will be changed to follow 4th St. NE to 4th Ave. NE due to work being done on 2nd Ave. NE.
- Discussion was held on the replacement of the evergreen tree at city hall. It was the consensus of the Council to not replace the tree.

B. Finance Director –

- State of MN audited the 2013 Heartland contract
- MnDOT meeting on Safe Routes to School

C. Public Works Director –

- Working on getting the town ready Summerfest
- CIP 2014 – paved today
- CIP 2013 – holding off on paving until sewer line has been corrected
- Shop area has been paved

D. Library Director –

- Monthly report
- The 1st two reading programs were a success.
- Three programs coming up – Zinghoppers; Story Time w/Nancy & Free Swim

E. Fire Chief – No Report

VIII. COMMITTEE, COMMISSIONS AND BOARD REPORTS

- A. Care Center- No report
- B. Chamber of Commerce – Minutes of June 3rd & Summerfest Schedule
- C. EDA/HRA – Minutes of June 17th
- D. Finance- Minutes of June 16th & 18th
- E. Library- No report
- F. Park Board – No report
- G. Personnel- No report
- H. Public Safety/Safety Committee- No report
- I. Planning & Zoning –No report
- J. Public Works- No report
- K. RAEDI – Investments that Break New Ground & Journey to Growth Plan Summary. Gary Smith to present to Council on July 22nd
- L. ROCOG- Minutes of April 22nd
- M. SCCC/STEW19 – No report
- N. WWTF – O&M Report

IX. COMMUNICATIONS

- A. SEMLM Mtg – Winona/July 29th

XI. RECOGNITION OF GUEST(S) OPEN MIC

XII. ADJOURN – Motion by Timm, second by Burgr to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder
City Clerk