

**City of Stewartville  
City Council Regular Meeting Minutes  
Stewartville City Hall  
November 12, 2014**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** – Mayor King called the meeting to order on November 12, 2014 at 7:00 pm. Present: King, Hanson, Stensrud, Timm and Burgr. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Fire Chief Swisher and City Clerk Roeder.

**III. APPROVAL OF AGENDA** – Motion by Stensrud, second by Burgr to approve the agenda as amended. Unanimously approved.

**IV. APPROVAL OF COUNCIL MEETING MINUTES-**  
Motion by Hanson, second by Timm to approve Council meeting minutes of October 28, 2014. Unanimously approved.

**V. FINANCE AND BUDGET**

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

**VI. PRESENTATIONS/PUBLIC HEARINGS**

**A. Certificate of Achievement** – Mayor King noted that the City has received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2013. Mayor King presented to award to Barb Neubauer, Finance Director.

**B. 2015 CIP Hearing** – Mayor King opened a public hearing on the proposed 2015 CIP Improvements. Finance Director Neubauer noted that the purpose of the hearing was to receive comments on the proposed improvements on 3<sup>rd</sup> Ave. SE (600-800 Blocks), 8<sup>th</sup> St. SE (200 Block) and 6<sup>th</sup> Ave. SW (south of High school to Cty Rd 6). City Engineer Strauss reviewed the project noting that the general nature of the improvements was water main, sewer main, subdrains, curb/gutter and overlay for 3<sup>rd</sup> Ave. SE and 8<sup>th</sup> St. SE. He also noted that 6<sup>th</sup> Ave. SW would consist of just a mill and overlay. The estimated costs of the project is \$1,399,518.25 which the proposed assessed amount of \$299,848.

General questions were asked regarding the time frame and corner lot assessments. Roger Boelman 3<sup>rd</sup> St. SE asked if he could hire someone to replace his driveway approach as he doesn't like not using re-bar and tying into the existing driveway. He noted that he has talked to others who have had cracks in their driveway approaches. Strauss stated that the City and Contractor would work with him on this and also noted that there is a 2 year warranty on the concrete work. Ron Carlson 6<sup>th</sup> Ave. SW questioned the policy and wondered if their long side of lot is 6<sup>th</sup> Ave. SW. Neubauer stated that she would review the policy and would get an answer back to them. Mayor

King closed the hearing and asked for Council consideration on preparing the plans/specs.

Motion by Stensrud, second by Burgr to approve Resolution 2014-38, A Resolution Ordering Improvements and Preparations of Plans for 2015 CIP. Unanimously approved.

## **VII. GENERAL BUSINESS**

- A. Dog Park Proposal** – Maren Schroeder appeared before Council to present the Dog Park Taskforce Proposal to the City Council, noting that she was only seeking approval to fundraise. Stensrud stated that the Park Board is recommending approval to start fundraising for the park. Council agreed to let them start fundraising.
- B. NW Improvements – School Project** – City Engineer Strauss presented the Feasibility Study for the proposed infrastructure improvements in the NW area. He noted that the first component described the minimum project needs to supply water, sewer and a portion of street requirements to the school site. The second component, if the school should decide to develop the northern half of their site, would be the additional improvements to complete the water, sewer and street loops. Strauss stated that the water main would be constructed in the right-of-way of CSAH 35 (10<sup>th</sup> St. NW). He noted that the extension of the sanitary sewer would run thru Bear Cave Park and connect to an existing main located near the public works building.

The Feasibility Study also outlined future phase improvements such as, 11<sup>th</sup> Ave. NW roadway construction, 11<sup>th</sup> Ave. NW roadway realignment, 20<sup>th</sup> St. NW roadway widening and a shared –use path. Administrator Schimmel stated that he has been working closely with the school and county officials in coordinating the placement of the road and realignment of 11<sup>th</sup> Ave. Neubauer stated that she is meeting with bonding representatives and would propose to the school that this project fall under State Statute 429 Street Improvements/Assessments. Neubauer stated that the next step would be to adopt the resolution ordering the plans and specs.

Motion by Hanson, second by Burgr to approve Resolution 2014-39, A Resolution Ordering Improvements and Preparations of Plans for 2015 NW Area Infrastructure Improvements. Unanimously approved.

- C. Peoples Energy Cooperative – Joint Solar Energy Project** – The City has been requested by People’s Energy Cooperative to be a partner in a joint solar energy project. This would provide electric utility credits back to the City has an indirect revenue source, to offset the City’s overall energy billings. Peoples has requested the north water tower site as potential space for the solar panels. Schimmel requested permission to continue negotiations and to finalize documents for formal approval at a future meeting.

Councilmembers in favor of moving forward were King, Stensrud and Timm. Members not in favor of moving forward were Burgr and Hanson. Staff was instructed to continue working with Peoples Energy Cooperative.

- D. 2014 Audit – Smith Schaefer Proposal-** Neubauer presented the proposal from Smith Schaefer to conduct the 2014 Year End Financial audit and prepare the Finance Statement under all legal compliances. Neubauer indicated that there was a 2.7% or \$855 increase from 2013.

Motion by Hanson, second by Timm to approve Smith Schaefer Associates to conduct the 2014 Year End Audit and to prepare the Finance Statements and GFOA Certificate of Achievement application. Unanimously approved.

- E. 2014 Election** –Roeder presented the election results for the Councilmember positions. She noted that 2,133 votes were cast – 2,037 voting in person and 96 absentee.

Craig Anderson	1341
Richard Uptagrafft	915
Maren Schroeder	769
Daniel Ware	418

Motion by Burgr, second by Timm to approve Resolution 2013-40, A Resolution Canvassing the Election Results of the November 4, 2014 General Election. Unanimously approved.

- F. Public Works Employee-** As per Council’s request, Jeff Norby has been offered and has accepted the job offer for the Maintenance I position.

Motion by Hanson, second by Stensrud to hire Jeff Norby as a Maintenance I employee. Unanimously approved.

#### **IV. MAYOR, STAFF AND CONSULTANTS REPORTS**

- A. Mayor-** King commented on the following:

- Sympathy to the Families of: Isabel Larson, Iona Wendorff, Annette Chapek and Jerry Wilde.
- Congratulations Gary & Betty Miller on their 50<sup>th</sup> Wedding Anniversary
- Seizure Smart Community – 949 residents have been trained to know what to do if they see someone having an epileptic seizure, each teacher has been trained along with our bus drivers and more than 500 students!
- The National Honor Society is hosting a city wide food drive for Channel One. Oct 27<sup>th</sup> thru Nov 15<sup>th</sup> – drop off items at any of the school buildings
- 4<sup>th</sup> Annual Thanksgiving Day 5K Turkey Trot – sign up at Grace Church
- The Center for Active Adults will bake your Christmas cookies for \$4/dozen. Call and reserve your cookies soon.
- Veteran’s Day was yesterday, but don’t forget that you can and should thank a Veteran every day of the year. As in past years, I participated in the two programs for Veteran’s day and it was an honor to do this.
- Congratulations to our Tiger Volleyball Team for winning STATE and our football players are marching on to the State semi-finals against Becker this Saturday. On behalf of our community I want to share our congratulations and let you know we are very proud of your hard work!

- Winterfest is right around the corner – the Chamber has a fun filled three days ready for you to enjoy! Mark your calendars for Dec 5, 6 & 7.

**B. City Administrator–**

- Bi-Weekly Report

**C. Finance Director –**

- No Report

**D. Public Works Director –**

- It snowed! Leaf program is done

**E. Library Director –**

- No Report

**F. Fire Chief Report –**

- Monthly Report
- Tested 9 new applicants and 7 will be interviewed
- Jeff Harrison and Don Nosbisch have retired from the department

**G. City Engineer –**

- Monthly Status Report

**VIII. COMMITTEE, COMMISSIONS AND BOARD REPORTS**

A. Care Center- No report

B. Chamber of Commerce – Quarterly Mtg Notice

C. EDA/HRA – No report

D. Finance- No report

E. Library- give TO THE MAX

F. Park Board – Stensrud presented the Bear Cave Master Plan, noting that comments from the Council and public should be submitted. The Master Plan is on our website to view. More info on costs will be coming forward. Also discussed Meadow Park North & future users. The Maplebrook Trail proposal will be presented at the next meeting.

G. Personnel- No report

H. Public Safety/Safety Committee- - RSG minutes of Oct 27<sup>th</sup>

I. Planning & Zoning – No report

J. Public Works- No report

K. RAEDI – Minutes of Sept 23

L. ROCOG- No report

M. SCCC/STEW19 – No report

N. WWTF – No report

**IX. COMMUNICATIONS**

**X. RECOGNITION OF GUEST(S) OPEN MIC**

- Nels Pierson thanked Stewartville for their support and is looking forward to serving in St. Paul
- Gave an update on the STAR building, noting it would be completed by the end of the year.

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

Respectfully submitted,

Cheryl Roeder, City Clerk