

**City of Stewartville  
City Council Regular Meeting Minutes  
Stewartville City Hall  
July 28, 2015**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** – Mayor King called the meeting to order on July 28, 2015 at 7:00 pm. Present: King, Stensrud, Timm, Uptagrafft and Anderson. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Library Director Johnson and Receptionist/Data Clerk Jacobs.

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES-**  
Motion by Anderson, second by Timm to approve Council meeting minutes of July 14, 2015. Unanimously approved.

**V. FINANCE AND BUDGET**  
Motion by Timm, second by Uptagrafft to approve the accounts payable listing. Unanimously approved. Neubauer presented a power point for the 2<sup>nd</sup> quarter financials.

**VI. PRESENTATIONS/PUBLIC HEARINGS**

**A.** Mayor King opened a public hearing to consider the Bear Cave Master Plan: Park Board President Jeff Beyer gave a presentation on the Bear Cave Master Plan: Included were the new amenities for future projects as well as a Band Shell. A committee will be formed to promote the band shell and help raise funds and involve the community, as this will be a huge expense for the Park Board. A trail thru the park connecting to the new school will be another costly expense that will become a priority for the Park Board. They are also looking at security lighting. There may also be an opportunity to add sewer and water to the current bathrooms by the concession stand and SYAA building. The new sand volleyball courts are being used and they have had a summer league as well as a tournament. They have donated \$500.00 to the Park Board from their fees. The Board will work on replacing some of the playground equipment that is no longer up to code, as well as adding a handicap accessible swing. Additional parking to the north of the disc golf area and primitive campsites to the south are also included in the Master Plan. Beyer noted that the Park Board is recommending approval of the plan.

No citizens were in attendance, no comments had been received. Mayor King closed the Public hearing was closed.

Motion by Stensrud, second by Uptagrafft to adopt the Bear Cave Master plan. Unanimously approved.

**B.** Grant Writing: Joya Stetson presented information on procedures for writing grants and included a power point on what the awarding agencies are requiring. Identifying needs and preparation are key components to having a successful grant application and award. Timm questioned who will write grants. Neubauer stated that staff affected by the project will work on the grant, it is a team effort.

## VII. GENERAL BUSINESS

- A. NW Area Utility Extension** – Plans for the new sewer and water lines were discussed. It was noted that the City Engineer is also investigating an alternate to extend sewer and water to the bathrooms at the concession stand and the SYAA building.

Motion by Timm, second by Anderson to approve the Resolution 2015-18, A Resolution To Approve Plans and Specs and Order Advertisement for Bids on the NW Area Utility Extension. Unanimously approved.

- B. Federal Minimum Wage Requirements** - Staff reported that effective August 1 the federal minimum wage will increase to \$9.00, and affects our pool employees and concession workers.

Motion by Anderson, second by Timm to approve increase for Pool Salaries and Bear Cave Concession workers as recommended by the Personnel Committee. Unanimously approved.

- C. Halcon Corp Request-** Halcon has purchased the property at 340 20<sup>th</sup> St. NW and will be adding on to the present building. Due to the code requirement, the no build easement will no longer be necessary.

Motion by Timm, second by Stensrud to approve Resolution 2015-19, A Resolution Vacating a No-Build Easement within the City of Stewartville. Unanimously approved.

- D. Strikers Request-**Striker's has requested approval to transfer their liquor license to serve a wedding on October 24<sup>th</sup> at the civic center.

Motion by Anderson, second by Stensrud to utilize MN Statue 340A.404 Sub. 4 to sell intoxicating liquor at the Civic Center on October 24, 2015 for a wedding. Unanimously approved.

## VIII. MAYOR, STAFF AND CONSULTANTS REPORTS

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

- Sympathy to the Families of: JoAnn Kline, Dorothy Graen, Arnold Nation, Lorraine Westfall, Alice Miller, Violet Fimon, Lois Sergeant and Dr Ray Krueger
- Happy 90<sup>th</sup> Birthday to Morris Sinn
- Community Theatre will be celebrating 20 years of magic – with the presentation of Brigadoon – August 7 & 8 and Aug 14,15 and 16
- Tuesday's Off Main – event is getting bigger and bigger!! Remember to support the vendors so they come back each week!

- B. City Administrator–**

- Bi-Weekly Report
- Website is ready to view and looks great-Thanks to Laurel, Joya and Angelie for all their help on this project - Jacobs will be in charge of the Website and any changes or additions should be directed to her.
- Reminder if there are any projects or budget needs please make sure you get your request to Barb ASAP.

- C. Finance Director** – Reminder that all budget items should be to Barb before Aug 18<sup>th</sup> so she can present the budget to the Finance Committee.
- Neubauer thanked the council for allowing her attend the League of MN Cities in Duluth. A lot of the meetings were geared to larger cities with bigger budgets. She was able to do a lot of networking which is always helpful. New workforce is now baby boomers and millennium with different work ethics which employers are having to adapt to the different work environment. Council member Uptagrafft also attended the meeting and encouraged other members of council to attend in the future.
- D. Public Works Director** –
- CIP Working on sod, ahead of schedule
  - Water tower should be done by end of this week except for logo
  - Working on cleaning waterways
  - Grassy Blvd is sodded
  - Working on street patching
- E. Library Director** – Monthly report-June
- F. Fire Chief Report** – No Report
- G. City Engineer** – No Report

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

- A. Chamber of Commerce – No Report
- B. EDA/HRA – Minutes of July 21th
- C. Finance- Minutes of July 20<sup>th</sup>
- D. Library- No report
- E. Park Board – No Report
- F. Personnel- Minutes of July 14<sup>th</sup>
- G. Planning & Zoning - No Report
- H. Public Safety/Safety Committee- No report
- I. Public Works- No report
- J. RAEDI – No report
- K. ROCOG-Open House
- L. STEW180– No report
- M. Transit Advisory Committee – No report
- N. WWTF –O&M Report

**X. COMMUNICATIONS**

- A. Southeast Minnesota Economic Forum
- B. SEMLM-Information
- C. Letter of thanks -Trina Urban-Sand Volleyball

**XI. RECOGNITION OF GUEST(S) OPEN MIC** - None

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

Respectfully submitted,  
Laurel Jacobs  
Receptionist/Data Clerk