

**City of Stewartville
City Council Meeting Minutes
Stewartville City Hall
November 15, 2016**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – ROLL CALL Mayor King called the meeting to order on November 15, 2016 at 7:00 pm. Present: King, Stensrud, Timm and Uptagrafft. Absent: Anderson Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Library Director and City Clerk Roeder.

III. APPROVAL OF AGENDA

Motion by Uptagrafft, second by Stensrud to approve the agenda. Unanimously approved.

IV. APPROVAL OF COUNCIL MEETING MINUTES

Motion by Timm, second by Stensrud to approve the minutes of October 25, 2016. Unanimously approved.

V. FINANCE AND BUDGET

Motion by Timm, second by Uptagrafft to approve the accounts payable listing. Unanimously approved.

VI. GENERAL BUSINESS

A. Canvas of Election Results – Roeder presented the election results noting that a total of 3,203 votes were cast. There were 297 absentee votes and 336 new registrations for a total of 2,906 voting in person. The results were presented as follows: Mayor: Jimmie-John King 2,971; Council: Brent Beyer 1,487, Jerimiah Oeltjen 1,437; Jacob Danielson 1,270 and Daniel Ware 705.

Motion by Stensrud, second by Uptagrafft to approve Resolution 2016-30, A Resolution Canvassing the Election Results of the November 8, 2016 General Election. Unanimously approved.

B. Library Page Approval- The Library staff and Personnel Committee are recommending Sydney Clausen for the Library Page Position. It was noted that the Library staff and members of the Board conducted the interviews.

Motion by Timm, second by Uptagrafft to approve Sydney Clausen. Unanimously approved.

C. Union Contract/Personnel Policy –The Personnel Committee has completed the negotiation process with Union – Local 49 representatives. The Personnel Committee is recommending approval of a 3 year Agreement for the City's Union Contract and Personnel Policy for 2017, 2018 and 2019 for all affected City employees.

Motion by Stensrud, second by Timm to approve the Union Contract and Personnel Policy as recommended by the Personnel Committee. Unanimously approved.

D. Snow Hauling Contract- The City has advertised for the snow hauling bids for the 2016/17 snow season. Bids were sent out to four companies and two were received back. Public Works Director Stevens was recommending Brian Larson Trucking for \$70/hr per truck.

Motion by Uptagrafft, second by Timm to approve a contract with Brain Larson Trucking. Unanimously approved.

- E. **Olmsted County Agreement**– Olmsted County has submitted their annual Maintenance Agreement which covers .84 miles beginning at the intersection of Hwy 63 and Co Rd 106 (6th St); thence running Easterly turning South to LaPoint Dr. SE. The contract amount is \$3,408.08 which has stayed the same since 2012. Public Works Director Stevens is recommending approval of the contract.

Motion by Stensrud, second by Timm to approve the contract as submitted. Unanimously approved.

- F. **2017 Preliminary Budget Cuts**- Neubauer presented budget revisions for the 2017 Preliminary Budget. She noted that the Finance Committee was recommending cutting \$43,853 from the proposed budget. She stated that if Council were to approve the adjustments it would lower the certified levy for taxes payable in 2017. The increase in the tax rate would be approximately 4.58% from the tax rate that was applied for property taxes paid in 2016.

Councilmembers Uptagrafft and Stensrud questioned the decrease to the proposed Park Dept line item, noting that the Park Board requested an additional \$15,000. The recommendation was not to cut or decrease current operational funds, but just not to give them an increase. Timm stated that the requests from each Department were being denied and also noted that that the Park budget has doubled in the last four years. Uptagrafft and Stensrud both responded that the cost of playground equipment and other amenities have also gone up.

Neubauer pointed out that there was an increase of \$8,333 in health insurance premiums which affects all department line items. She also noted that an additional \$5,000 was proposed for an additional summer help position. She informed Council that they could schedule a workshop to review the budget but needed to do it as the City has to certify by December 28th.

Motion by Uptagrafft, second by Stensrud to call a special meeting to discuss the 2017 Budget. Voting in favor: Uptagrafft, Stensrud and King. Voting against: Timm. Motion carried.

- G. **Sewer Rate Increase** – Neubauer presented the proposed rate increase for 2017. She noted that the Finance Committee was recommending a 6 cent increase per unit which would provide for an additional \$8,500 in revenues. She noted that the increase was due to health insurance increases and the expenses to complete the Phase 3 Wastewater Treatment Plant project.

Motion by Timm, second by King to approve the 6 cent increase effective January 1, 2017. Unanimously approved.

- H. **2017 Liquor License Approval**- Roeder presented the 2017 applications for approval. She stated that Ambassador Liquor was the only applicant delinquent on his taxes, noting that he noted on the application that the taxes on the building would be current prior to receiving his license. Timm questioned the process if they were not paid. Roeder responded that the license would be held and he wouldn't be able to sell as of January 1st.

Motion by Stensrud, second by Uptagrafft to approve the 2017 Liquor License, subject to proper application. Unanimously approved.

- I. **2016 Audit** - Neubauer presented the engagement letter for the 2016 year ending audit from Smith Schaefer. She noted that the proposal was for \$33,420 plus expenses which is the same as the prior year.

Motion by Timm, second by Stensrud to approve Smith Schaefer Assoc. to conduct the 2016 Year End Audit and prepare the Finance Statements. Unanimously approved.

VII. MAYOR, STAFF AND CONSULTANTS REPORTS

A. Mayor- King commented on the following:

- Sympathy to the Families of: Dale Sonski, Steven Wenthold, Betty Olness, Glenn Kemmer, Brenda Travis, David Nelson, Patricia Therneau, Deloris Means, Mildred Johnson, Marion Larsen and Loretta Tointon.
- SHS presents Oklahoma this Friday & Saturday
- Hall of Fame banquet will be held on Nov 19th
- 5K Turkey Run sponsored by Grace Church will be at 9am on Thanksgiving
- Wee Care is holding their One Stop Christmas shop on Nov 18th & 19th
- Winterfest is just around the corner – the Chamber is looking for float participants
- Congratulations to incoming Councilmembers Brent & Jeremiah
- Congrats to our local bowlers who have entered the Bowling Hall of Fame
- Congrats to the Conway Brothers who have earned the Lifetime Achievement Award during Global Entrepreneur Week.

B. City Administrator–

- Bi-Weekly Report
- BARD building is being considered to be used as a Wet Lab. More information will be coming as that progresses
- The City will be busy preparing a float for Winterfest – Council is invited to help
- Thank you to our Veterans and wishing everyone a Happy Thanksgiving

C. Finance Director

- No Report

D. Public Works Director –

- Leaf program is ending and will be cleaning out catch basins
- Entrance signs are down and will be repainted
- Finishing up hauling sludge
- Starting the Christmas decorating

E. Library Director -

- Monthly Report

F. Fire Chief Report –

- No Report

G. City Engineer-

- No Report

VIII. COMMITTEE, COMMISSIONS AND BOARD REPORTS

A. Chamber of Commerce: Winterfest 2016 Flyer

B. EDA/HRA: Minutes of Oct 18th

C. Finance: Minutes of Nov 2nd

- D. Library: SELCO Report
- E. Park Board: No Report
- F. Personnel: Minutes of Oct 20th
- G. Planning & Zoning: No Report
- H. Public Safety/Safety Committee: No Report
- I. Public Works: Minutes of Oct 20th
- J. RAEDI: Minutes of Sept 27th
- K. ROCOG: No Report
- L. STEW180: No Report
- M. Transit Advisory Committee: Mtg held today – ridership lower than other cities

IX. COMMUNICATIONS

- A. Sheriff's Newsletter

- X. RECOGNITION OF GUEST(S) OPEN MIC** - Residents of the Pheasant Run Subdivision appeared before Council to express their concern for the proposed sand mining operation to the North of their properties. Charles Herman presented a memo outlining their concerns and stated that these were concerns noted at the public hearing before the High Forest Township Board and answer were not given.

Mayor King thanked the group and encouraged them to speak with the High Forest Board as well as TCPA.

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

Respectfully submitted,

Cheryl Roeder
City Clerk