

**City of Stewartville
City Council Meeting Minutes
Stewartville City Hall
December 12, 2017**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – ROLL CALL Mayor King called the meeting to order on December 12, 2017 at 7:00 pm. Present: King, Anderson, Uptagrafft, Beyer and Oeltjen. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Supervisor Hale, City Engineer Jenna Obernolte, Library Director Johnson and City Clerk Roeder

III. APPROVAL OF AGENDA

Motion by Beyer, second by Anderson to approve the agenda. Unanimously approved.

IV. APPROVAL OF COUNCIL MEETING MINUTES

Motion by Anderson, second by Oeltjen to approve the Council meeting minutes of November 28, 2017. Unanimously approved.

Motion by Anderson, second by Oeltjen to approve the Truth & Taxation meeting minutes of December 5, 2017. Voting in favor: King, Anderson, Oeltjen and Beyer. Abstaining: Uptagrafft. Motion carried.

V. FINANCE AND BUDGET –

Accounts Payable - Motion by Beyer, second by Oeltjen to approve the accounts payable listing and to approve remaining bills for December 2017. Unanimously approved.

Neubauer presented the 2017 Pool Report. She noted that the attendance was down this year compared to 2016. She also noted that a zip line was added, bathroom flooring was replaced and purchased chaise lounge chairs.

VI. GENERAL BUSINESS

A. Ordinance Amendment Chapter 5 – Staff is proposing an amendment which would eliminate dog licenses. This is the 2nd reading of the ordinance.

Motion by Anderson, second by Beyer to approve Ordinance 2017-4, An Ordinance Repealing/Amending Chapter 5 Animals. Unanimously approved.

B. Ordinance Amendment Chapter 6 Weeds- Staff is proposing an amendment to the section that deals with vacant lots due to complaints received the last few years. The new language would state that all vacant lots be maintained at 6" or less. This would also include mowing the boulevard and around all utility poles, structures and trees. The city will inspect the lots 3 times per year – June 1st, July 15th and Sept 1st. At this time if the lots are not being maintained at the 6" the City will hire the lots to be mowed and will result in the City assessing the property owner. Hale stated that these dates should prevent any weeds from going to seed which will help with the spreading of weeds to adjacent properties. All developers and owners of vacant lots will be notified of the ordinance change this winter so that they are prepared for the upcoming mowing season. In addition, we will publish a notice requiring the mowing by April 1st of each year.

Motion by Uptagrafft, second by Oeltjen to adopt Ordinance 2017-3, Repealing Chapter 6, Section 610.05 Weed Elimination Subd 4b Vacant Lots. Unanimously approved.

- C. 2018 Budget-** Neubauer stated that the proposed Final Budget for 2018 is \$7,651,627. She also noted that in September the Council certified a preliminary levy of \$2,790,264 plus the pool referendum levy of \$135,423 and fire hall referendum levy of \$132,378. She noted that at this time, the Council may certify this amount or a lower amount as the final levy.

Motion by Anderson, second by Beyer to approve the 2018 Budget of \$7,651,627. Unanimously approved.

Motion by Uptagrafft, second by Anderson to Adopt Resolution 2017-31, A Resolution Approving 2017 Tax Levy Collectible in 2018. Unanimously approved.

- D. 2017 Budget -** Neubauer noted that Council had previously approved the cash flow needs for the 2017 Water & Sewer projects and recognized that Retained Earning balance would be utilized. Formal approval of the use of the Enterprise Designations in Retained Earnings should be considered. A spread sheet showing each project and ending balances was provided.

Motion by Oeltjen, second by Beyer to approve the Enterprise Designated Retained Earning. Unanimously approved.

- E. GASB #54-** As a condition of the 2011 Government Accounting Standards Board two resolutions should be approved by the Council. The first resolution committing General Fund Balances is the method of transferring funds in and out of designated reserves that council has set up for specific projects or purposed. The second resolution committing to special revenue funds is to document what funds the City has approved (either by legal requirements or Council approval) to be treated as a special fund.

Motion by Uptagrafft, second by Beyer to adopt Resolution 2017-32, A Resolution Committing General Fund Balances for Specific Purposes and Projects. Unanimously approved.

Motion by Uptagrafft, second by Oeltjen to adopt Resolution 2017-33, A Resolution Committing Specific Revenue Sources in Special Revenue Funds. Unanimously approved.

- F. MN Dept of Transportation-** The State of MN has provided us with an updated Agency Agreement between Department of Transportation and the City for Federal Participation in Construction projects. This allows any Federal funding for transportation related construction that the City may receive through a State grant be handled by the State Commissioner of Transportation.

Motion by Anderson, second by Beyer to adopt Resolution 2017-34, Entering into Agency Agreement with Mn Commissioner of Transportation. Unanimously approved.

- G. WWTP Phase 3 – Change Order #6 -** Neubauer stated that the change order is for no monetary costs and only changes in the completion date of the installation of the comminutor (grinder) and final pavement wear course. Staff is recommending the changes.

Motion by Anderson, second by Oeltjen to approve Change Order #6. Unanimously approved.

VII. MAYOR, STAFF AND CONSULTANTS REPORTS

A. Mayor- Mayor King commented on the following:

- Sympathy to Families of: Harold Kuhlman, Ellen McCoy, Ken Tuttle, Gary Coffin, Keith Swenson, Rodel Eberle and Elizabeth Helder
- Happy 50th Anniversary to Lee & Kathy Newman
- Thank you to the Chamber of Commerce for another successful Winterfest! It was another 3 days of fun for all ages. I really appreciate Sean and the guys at public works along with Angelie, Barb, Cheryl & Bill for another fantastic float this year! Owen Sass even came out of retirement to help out!
- The Christmas Season is upon us. We are inviting the public to stop at City Hall and indulge in Christmas cookies and our hot chocolate bar during the week of Christmas.
- Check the STAR for notices of open house at First Farmer's & Merchant Bank on Dec 13th and Bremer Bank on Dec 20th.
- The STAR is accepting donations now thru Dec 15th for the Women's Shelter of Rochester
- Wishing everyone a very Merry Christmas and Happy New Year!

B. City Administrator-

- Bi-Weekly Report
- Merry Christmas from Staff

C. Finance Director -

- No Report

D. Public Works Supervisor -

- Bi-Weekly Report
- Complimented Melissa Luening at the Chamber for making working on Winterfest so easy!

E. Library Director -

- Monthly Report & Capital Equipment Report

F. Fire Chief Report -

- No Report

G. City Engineer -

- Project Status Report

VIII. COMMITTEE, COMMISSIONS AND BOARD REPORTS

A. Chamber of Commerce: No Report

B. EDA/HRA: Minutes of Nov 21st

C. Finance: No Report

D. Library: No Report

E. Park Board: No Report

F. Personnel: No Report

G. Planning & Zoning: No Report

H. Public Safety/Safety Committee:

- Minutes of Dec 5th
- Deputy Strelow updated on Calls for Service , Jan 10th – Community Drug Awareness @ PAC, TZD Enforcement

- I. Public Works: No Report
- J. RAEDI: Minutes of Oct 24th
- K. ROCOG: No Report
- L. STEW180: No Report
- M. Transit Advisory Committee: Minutes of Nov 29th & Statistical Report

IX. COMMUNICATIONS

X. RECOGNITION OF GUEST(S) OPEN MIC

XI. ADJOURN – Motion by Anderson, second by Oeltjen to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder
City Clerk