**City of Stewartville**

**City Council Meeting Minutes**

**Stewartville City Hall**

**December 13, 2016**

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on December 13, 2016 at 7:00 pm. Present: King, Stensrud, Timm, Anderson and Uptagrafft. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Fire Chief Swisher, Library Director and City Clerk Roeder.
3. **APPROVAL OF AGENDA**Motion by Anderson, second by Stensrud to approve the agenda. Unanimously approved.
4. **APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Timm, second by Stensrud to approve the minutes of November 15, 2016. Voting in favor: Timm, Stensrud, Uptagrafft and King. Abstaining: Anderson. Motion carried.

Motion by Timm, second by Anderson to approve the December 6, 2016 Truth & Taxation meeting minutes. Voting in favor: Timm, Anderson, Stensrud and King. Abstaining: Uptagrafft. Motion carried.

1. **FINANCE AND BUDGET**

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

Motion by Timm, second by Uptagrafft to approve payment of bills thru 2016. Unanimously approved.

Neubauer also reported on the LMC Insurance Trust Dividend check in the amount of $54,989. She stated that this was the 2nd highest return in recent history.

Neubauer also presented the 2016 Pool report.

1. **GENERAL BUSINESS**
2. **Variance Request – 505 4th Ave. NE-** Szydel is requesting a 2.8 variance from the side yard setback as per Section 1325.03 and a 9.8’ variance from the 10’ separation between structures requirement Section 1375.05 for a pre-existing shed. Szydel purchased the home 5-6 years ago with the shed already on the property. Timm stated that the Planning Commission was recommending approval.

Motion by Timm, second by Anderson to approve Resolution 2016-31, A Resolution Approving the Request for a Variance at 505 4th Ave. NE. Unanimously approved.

1. **2017 Budget & Tax Levy-** Neubauer presented the 2017 Budget in the amount of $7,384,191 for approval. She also stated that the Finance Committee was recommending the final Certified Levy in the amount of $2,576,829 plus the pool referendum levy of $141,880 and fire hall referendum of $134,058.

Motion by Stensrud, second by Timm to Approve the 2017 Budget. Unanimously approved.

Motion by Anderson, second by Timm to Approve Resolution 2016-32, A Resolution Approving 2016 Tax Levy Collectible in 2017. Unanimously approved.

1. **Year End Financial Requests-** Neubauer noted that the Council had previously approved the cash flow needs for the Water & Sewer 2016 projects and recognized that Retained Earning balance would be utilized. Formal approval of the use of the Enterprise Designations in Retained Earnings should now be considered. Neubauer presented the spread sheet showing each project with beginning and ending balance.

Motion by Timm, second by Stensrud to approve the Enterprise Designated Retain Earnings. Unanimously approved.

1. **Financial Resolutions- GASB #54-** In 2011 the Governmental Accounting Standards board adopted GASB #54, which deals with how fund reserves are classified in governmental financial statements and reports. As a condition of GASB #54, the following resolutions are required. 1) Committing General Fund Balances is the new method of transferring funds in and out of designated reserves that Council has set up for specific projects or purposes. 2) 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 Timm to Approve Resolution 2016-33, A Resolution Committing General Fund Balances for Specific Purposes and Projects. Unanimously approved.

Motion by Timm, second by Stensrud to Approve Resolution 2016-34, A Resolution Committing Specific Revenue Sources in Special Revenue Funds. Unanimously approved.

1. **Purchase Agreement – 501 South Main St.-**We have received a purchase agreement for Lot 6, Wooldridge’s South Addition. The City’s and EDA’s Finance Committees have reviewed the purchase agreement and contingencies and are recommending that Council approve the sale and direct the Mayor & Administrator to execute the documents. The closing date is set for January 31st and the purchase price is $2.00/sq ft.

Motion by Timm, second by Uptagrafft to accept the purchase agreement for the sale of 501 S Main for $2/sq ft. Unanimously approved.

1. **2017 Cigarette License Approval-** Roeder presented the applications from Casey’s General Store (North & South Stores), Fareway Stores, Inc., Family Dollar Store and Kwik Trip Stores #414 & #803 for approval.

Motion by Stensrud, second by Anderson to approve the 2017 Cigarette License. Unanimously approved.

1. **Snow Plow Operator-** Public Works Director Stevens is recommending the hiring of Scott Emmanuel for the 2016/2017 season to fill in as an additional snow plow operator.

Motion by Anderson, second by Uptagrafft to approve Scott Emmanuel for the 2016/2017 snow season. Unanimously approved.

1. **Ice Rink Attendants-** Supervisor Sean Hale presented the listing of ice rink attendants.

Motion by Uptagrafft, second by Timm to approve the listing as presented. Unanimously approved.

1. **MAYOR, STAFF AND CONSULTANTS REPORTS**
2. Mayor- King commented on the following:
	* Sympathy to the Families of: Ron Brummond, Bill Oelke, Don Ihrke, Lloyd Lowrie, Mike Donahoe, Dan Jensen, Iona Halsey, Bill Reupke, Jeanie Rodenz and Florence Haack.
	* Congrats to our newest library employee Sydney Claussen. She was recognized from United Way for 145 volunteer hours.
	* Thank you to the Chamber and volunteer’s for once again putting on a fun filled Winterfest!
	* Snow Ordinance – Don’t park on the streets if it’s snowing and be sure to sign up for the Alert!
	* Thank you to outgoing Councilmembers Gary & Wendy. Gary has served the City for a total of 16 years from 1985 to 1992 and then again from 2009 to 2016! Wendy has served from 1999 to 2006 and then again from 2013 to 2016. Thank you for your commitment to our community and your willingness to serve. many great things have happened thru these years and we are grateful to your part in this!
	* Merry Christmas to our employees and citizens. My wish for everyone is that you take time to be “present” during the Christmas season. Enjoy your family and friends – Merry Christmas!!
3. City Administrator–
	* Bi-Weekly Report
	* Thanked Gary & Wendy for their service to the community!
4. Finance Director
	* No Report
5. Public Works Director –
	* Ice rinks will be opening this weekend
	* Water break on 6th ST. NE
	* WWTP work has slowed down due to weather
	* 1st snow plowing went well
6. Library Director -
	* Monthly Report
7. Fire Chief Report –
	* Left for fire call
8. City Engineer-
	* Monthly Project Status Report
9. **COMMITTEE, COMMISSIONS AND BOARD REPORTS**
10. Chamber of Commerce: No Report
11. EDA/HRA: No Report
12. Finance: No Report
13. Library: No Report
14. Park Board: No Report
15. Personnel: No Report
16. Planning & Zoning: Minutes of Dec 6th
17. Public Safety/Safety Committee: No Report
18. Public Works: Minutes of Nov 22nd
19. RAEDI: Minutes of Oct 25th; Received preliminary approval on Grant for Bard building
20. ROCOG: No Report
21. STEW180: No Report
22. Transit Advisory Committee**:** No Report
23. **COMMUNICATIONS**
24. Sheriff’s Newsletter
25. Charter residential Adjustment Notice
26. **RECOGNITION OF GUEST(S) OPEN MIC - None**
27. **ADJOURN –** Motion by Timm, second by Stensrud to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder

City Clerk