**City of Stewartville**

**City Council Meeting Minutes**

**Stewartville City Hall**

**November 14, 2017**

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on November 14, 2017 at 7:00 pm. Present: King, Anderson, Uptagrafft, Beyer and Oeltjen. Also Present: City Administrator Schimmel, Finance Director Neubauer, City Engineer Obernolte, Public Works Supervisor Hale and City Clerk Roeder
3. **APPROVAL OF AGENDA**

Motion by Anderson, second by Oeltjen to approve the agenda as amended. Unanimously approved.

1. **APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Beyer, second by Uptagrafft to approve the Council minutes of October 24, 2017. Unanimously approved.

1. **FINANCE AND BUDGET –**

Accounts Payable - Motion by Uptagrafft, second by Anderson to approve the accounts payable listing. Unanimously approved.

1. **GENERAL BUSINESS**
2. **Outdoor Event – Winterfest –** Melissa Sue Luening appeared before Council to get their approval of using Florence Park on Dec 2nd. She outlined the weekend events, highlighting the Ugly Sweater run and Live Action parade. She asked for assistance from Public Works as in past years and also that the City continue to sponsor the insurance for the event and fireworks.

Motion by Anderson, second by Beyer to approve the Outdoor Event application as submitted. Unanimously approved.

1. **Public Hearing – Property Clean Up – 201 3rd St. SW-** Mayor King stated that for the past few years, the City has been working with Veronica Gonzales to clean up her property. He noted that Gonzales would take care of a few items each time a letter was sent but always fell back into the “nuisance” category shortly afterwards. King opened the public hearing pursuant to City Code Section 610.07, Subd 2, to considered the above nuisance (pictures shown). Veronica Gonzales appeared before Council to inform them that she has taken measures to clean up the property, she apologized for the many attempts the City has made, noting that she is a hoarder and is hoping to continue with the cleaning.

Anderson asked Gonzales if she believes she is in a spot that she can keep up her yard. King also stated that she has been good to work with but stressed that she needs to keep her yard free of junk for the neighborhood. Roeder stated that she has made considerable progress and suggested that we order the clean up on November 27th to give her a few more days to get into compliance.

Motion by King, second by Uptagrafft to order the abatement of the nuisance or the City will contract to clean up the property on Monday, November 27th, based on the Findings of Facts:

1. That the accumulation of trash, refuse and misc debris on the property has been allowed to accumulate and is currently present in plain view on the premises of 106 5th Ave SE.
2. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in violation of City Ordinance Sections 600.05, 610.01, 610.02, 610.04, 610.05 and 675.01.
3. That photographs documenting the accumulation of garbage and other debris on the premises of 106 5th Ave. SE are attached hereto as Exhibit A.
4. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in such quantities as to reasonably annoy, injury, or endanger the safety, health, morals, comfort or repose of the public.
5. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in such quantities as to be indecent or offensive to the senses, and an obstruction of the free use of property, so as to interfere with the comfortable enjoyment of life or property of the public.

Unanimously approved.

1. **Public Hearing – Property Clean Up – 106 5th Ave. SE –** Mayor King stated that this past year, the City has been working with Jessica Cohran to clean up her property. He noted that Cohran took care of a few items but others had been added. King opened the public hearing pursuant to City Code Section 610.07, Subd 2, to considered the above nuisance (pictures shown).

Charles Cohran, Jessica’s father, appeared before Council noting that Jessica was working and couldn’t attend. He spoke on her behalf, stating that most of the items had been cleaned except for the cinder blocks. He stated that he will check on it prior to Nov 27th to make sure the property is satisfactory.

Motion by King, second by Beyer to order the abatement of the nuisance or the City will contract to clean up the property on Monday, November 27th based on the following Findings of Facts:

1. That the accumulation of trash, refuse and misc debris on the property has been allowed to accumulate and is currently present in plain view on the premises of 106 5th Ave SE.
2. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in violation of City Ordinance Sections 600.05, 610.01, 610.02, 610.04, 610.05 and 675.01.
3. That photographs documenting the accumulation of garbage and other debris on the premises of 106 5th Ave. SE are attached hereto as Exhibit A.
4. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in such quantities as to reasonably annoy, injury, or endanger the safety, health, morals, comfort or repose of the public.
5. That the accumulation of such garbage and other debris on the premises of 106 5th Ave. SE is in such quantities as to be indecent or offensive to the senses, and an obstruction of the free use of property, so as to interfere with the comfortable enjoyment of life or property of the public.

Unanimously approved.

1. **Public Hearing – Annexation Request:** Mayor King opened a public hearing to consider the Annexation of the next phase of Schumann’s Rolling Ridge 3rd. He noted that High Forest Township signed the Resolution for Annexation, as per the Joint Orderly Annexation Agreement. There being no comments from the public, the hearing was closed.

Motion by Oeltjen, second by Beyer to approve Resolution 2017-29, A Resolution Between the City of Stewartville and High Forest Township Extending the Corporate Limits of the City of Stewartville. Unanimously approved.

1. **Fire Fighters Relief Association Revised By-Laws –** King noted that the membership has approved the changes in the By-Laws shown below and that members were in attendance if Council has questions. Changes are:
* Article I – changed application fee from $8 to $30 in section 2, and removed sections 4 and 5.
* Article III –sections 3 and 4 were updated to the actual duties performed by Secretary and Treasurer.  Section 5 was removed.
* Article VI – sections 3 and 4 were removed.
* Article VIII – section 1 and 2 were updated to amount, section 3 was updated regarding deferral, section 3a was removed, section 5 was updated and section 6 was added.

Motion by Uptagrafft, second by Oeltjen to approve the Fire Fighter Relief Association By-Laws as presented. Voting in favor: Uptagrafft, Oeltjen, Anderson and King. Abstaining: Beyer. Motion carried.

1. **2017 Audit –** Smith Schaefer has submitted their engagement letter to conduct the 2017 Year-End Financial audit and prepare the Finance Statement under all legal compliances. The proposal is for $33,520 plus expenses, an increase of $500 from last year.

Motion by Anderson, second by Beyer to approve Smith Schaefer Associates to conduct the 2017 Audit. Unanimously approved.

1. **2018 Fee Schedule –** Mayor King reported that the Finance Committee was recommending approval of the 2018 Fee Schedule. He noted that there were a few changes which were outlined in the schedule submitted.

Motion by Uptagrafft, second by Oeltjen to approve the 2018 Fee Schedule. Unanimously approved.

1. **2018 Liquor License –** Roeder presented the renewal applications for the following liquor license applicants:
* Ambassador Liquor – Off Sale
* American Legion – Club On Sale/Sunday
* Down Under Bar – On Sale/Off Sale
* Fareway Foods – 3.2 Off Sale
* Riverview Greens – On Sale/Sunday/2:00 am
* Striker’s – On Sale/Off Sale/Sunday
* Skip N Dales – On Sale/Off Sale/Sunday/2:00 am
* Kwik Trip – Stores #414 - #803– 3.2 Off Sale

It was noted that Ambassador Liquor, Gary Johnson was delinquent with his 2017 taxes. Johnson stated on his application that they would be paid by December 31st. Roeder informed Council stated that if the taxes were not current he would be violating our ordinance by opening on January 1st.

Motion by Anderson, second by Uptagrafft to approve the 2018 Liquor License applications, subject to proper application. Unanimously approved.

1. **2018 Cigarette License -**  Roeder presented the renewal applications for the following cigarette license applicants:
* Casey’s General Stores (North & South)
* Kwik Trip Stores #414 and #803
* Fareway Stores Inc.
* Family Dollar Store

Motion by Beyer, second by Uptagrafft to approve the 2018 Cigarette License applications. Unanimously approved.

1. **Public Works – Organizational Chart & Personnel Changes –** The Personnel Committee has been working with staff and the Union over the past year on succession planning and future needs for the Public Works Department as the city grows. With the recent notice of retirement for Mark Stevens from the city at the end of the year, the Personnel Committee has completed the update on a Public Works Personnel Organization Chart to assist and help plan for expected current and future needs. The Council packet included the new Organizational Chart showing the recommended changes. It was noted that the positions above the solid line on the chart are only held by one individual, and are generally applied for positions, unless otherwise recommended and authorized by the Personnel Committee and Council.

Schimmel also informed the Council that the Personnel Committee has approved hiring a temporary sub while an employee is on medical leave from the Library. The applicant will be approved at the next meeting.

1. **MAYOR, STAFF AND CONSULTANTS REPORTS**
2. Mayor- Mayor King commented on the following:
* Sympathy to Families of: Meindert Zylstra, Gail Bonnicksen and Richard Kuisle
* Happy 100th Birthday to Ivadean Isensee
* Stewartville Athletic Hall of Fame Banquet is this weekend – Congratulations to Mike Danielson, the family of Roger Jahns, Vicki Meredith and the 1997 SHS Volleyball Team!
* SHS will be presenting the Music Man this weekend.
* Anytime Fitness will be sponsoring a blood drive this Thursday.
* The Center for Active Adults will be selling Christmas Cookies to support their activities
* Wee Care will hold their One Stop Christmas Shop this weekend
* “Sock it to Em” – Kiwanis will be accepting socks at Bremer Bank thru Dec 2nd
* The Loin’s Club will be helping out with Christmas Anonymous – drop off your gifts at Bremer Bank, First Farmers & Merchants Bank, Wee Care and City Hall by Nov 30th
1. City Administrator–
	* Bi-Weekly Report
	* Reported that some sodding on the CIP project will likely need to be replaced next spring
2. Finance Director -
	* No Report
3. Public Works Supervisor –
	* Leaf pick up ending on Nov 22nd
	* Starting to decorate for Christmas
4. Library Director -
	* No Report
5. Fire Chief Report –
* No Report
1. City Engineer **–**
	* Monthly Progress Report
2. **COMMITTEE, COMMISSIONS AND BOARD REPORTS**
3. Chamber of Commerce: No Report
4. EDA/HRA: Minutes of Oct 17th
5. Finance: Minutes of Nov 1st
6. Library: No Report
7. Park Board: No Report
8. Personnel: No Report
9. Planning & Zoning: No Report
10. Public Safety/Safety Committee:
* Deputy Strelow reviewed the October Calls & Updates
* Strelow thanked public works for their assist in more than one incident. He reminded Council that they have a great group of guys who are always willing to assist.
* Strelow thanked the area businesses who sponsored the Law Enforcement Memorial benefit this past weekend.
* Strelow wants to get the word out to citizens who use storage units to make sure they check them throughout the winter for thefts
1. Public Works: No Report
2. RAEDI: No Report
3. ROCOG: No Report
4. STEW180: No Report
5. Transit Advisory Committee**:** No Report
6. **COMMUNICATIONS**
7. Sheriff’s Nov Newsletter
8. CEDA Newsletter
9. **RECOGNITION OF GUEST(S) OPEN MIC**
10. **ADJOURN –** Motion by Anderson, second by Oeltjen to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder

City Clerk