**City of Stewartville**

**City Council Meeting Minutes**

**Stewartville City Hall**

**November 28, 2017**

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on November 28, 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, Library Director Johnson and City Clerk Roeder
3. **APPROVAL OF AGENDA**

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

1. **APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Oeltjen, second by Anderson to approve the Council minutes of November 14, 2017. Unanimously approved.

1. **FINANCE AND BUDGET –**

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

1. **GENERAL BUSINESS**
2. **2018 Utility Fees –** The Finance Committee reviewed the utility fees, including the water/sewer rate survey from area communities. Due to the future improvements planned for sewer & water mains and the proposal to incorporate the maintenance of the storm sewer ponds and waterways into the responsibilities of the City, the following recommendation for increases in the rates are:

Water – 15 cents per unit

Sewer – 50 cents per unit

Storm Sewer - $2.00 increase

Motion by Uptagrafft, second by Beyer to approve the 2018 Utility Fees as presented. Unanimously approved.

1. **Resolution Designating Polling Place-**  New legislative changes include the need to designate our polling place each year, which would continue to be the Civic Center.

Motion by Beyer, second by Anderson to approve Resolution 2017- 30, Designating the Civic Center as the polling place for Stewartville residents. Unanimously approved.

1. **Ordinance Chapter 5 – Animals –** Staff has been researching area communities animal ordinances. In recent years, it’s become very difficult to hold animal owners responsible for keeping their licenses updated. Many communities have chosen to step away from requiring a license. Roeder stated that with today’s technology, the City has been very successful using Facebook to find the owners of lost dogs. It was noted that this is the first reading of the ordinance and no action by the Council is required.
2. **Ordinance – Chapter 6 Weeds -** Staff is proposing language that will require owners of vacant lots to maintain the grass/weeds at 6” or less. This also includes mowing the boulevard and around all utility poles/structures/trees. On or about June 1st, July 15th and Sept 1st, the City will inspect the lots and if the grass/weeds are higher than 6”, the City will hire the mowing done. The cost would be passed onto the property owner. Failure to pay would result in the City assessing the cost to the property. Roeder stated that 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, a notice will be published on April 1st. Staff informed Council that they feel this will eliminate any problems with notifying the developers/property owners each time a vacant lot becomes higher than 6” and dealing with rain events and other excuses. It will also help the area neighbors from them having to call and register complaints. It was noted that if a complaint comes in prior to those dates, a letter will be sent.

Discussion was held by Councilmembers on why we would only do the inspections on the dates stated. Hale responded that it was felt that these dates would hopefully, prevent the weeds from going to seed, which will also help with weed control in the future. He stated that vacant lot property owners should still continue to mow at 6”. It was noted that this is the first reading and no action by the Council is required.

1. **Special Assessment Policy-** Currently, our policy allows persons 65 years of age or older or totally and permanently disabled as determined by the Social Security Administration defer special assessments if all other conditions are met. Neubauer requested that we add the language to allow eligibility for disabled veterans to the policy.

Motion by Uptagrafft, second by Oeltjen to amend the Policy, to include eligible disabled veterans. Unanimously approved.

1. **Public Works Capital Equipment –** The 2000 Sterling dump/plow 1-ton truck is due to be replaced in 2018. Due to the number of repairs that have had to be done to the truck, Hale is requesting that the truck be replaced a few months early. Hale obtained the following bids, noting that the present box and plow will be transferred to the new truck.

* Clements 2018 Silverado 3500 $21,066 with trade in
* House 2018 Silverado 3500 $29,818 with trade in
* Ford 2018 Ford F350 $30,500 with trade in

Plus

* TL Woods Transfer box, hitch, parts $2,170
* Custom Truck Labor & mount for plow

If purchase Chev truck $1,250

Motion by Anderson, second by Oeltjen to approve the purchase of the 2018 Silverado 3500 from Clements. Unanimously approved.

1. **Warming House Attendants-** Hale is recommending approval of the following applicants: Steve Chopp, Jacob Chopp, Ben Chopp, Tom Chopp, Alex Sperber and Jacob Burzinski.

Motion by Anderson, second by Uptagrafft to approve the hiring as recommended. Unanimously approved.

1. **Temporary Library Hire –** The Personnel Committee has given Library Director Johnson permission to hire a temporary Library Page while the current Page is on medical leave. Johnson is recommending hiring one of the pool employees, Megan Giordano on a temporary basis – 6-8 weeks or whenever the employee is released to come back to work.

Motion by Uptagrafft, second by Beyer to approve hiring Megan Giordano. Unanimously approved.

1. **Towing Policy –** The City has been approached by two local towing companies that requested that they be allowed on the towing rotation within the City. We are proposing the following companies be included in the list and that the City set the towing charge at $75, which can be amended each year with our Fee Schedule. The rotation list included House Chevrolet, Stewartville Auto Center and Tri-State Towing. It was noted that this was for towing initiated only by the City. It does not include towing initiated by the Sheriff’s Dept or State Patrol. Councilmembers questioned Tri-State towing as they were not within the City limits. Staff responded that they border the limits, have the contract with the City for snow hauling and have also helped public works and Chamber out during events and didn’t charge for their services. After discussion it was noted that Tri-State wouldn’t be allowed on the rotation as they were not located within city limits but that the City should consider bidding this out next fall.

Motion by Beyer, second by Uptagrafft to allow House Chevrolet and Stewartville Auto be on the towing rotation and to set the charge at $75. Unanimously approved.

1. **MAYOR, STAFF AND CONSULTANTS REPORTS**
2. Mayor- Mayor King commented on the following:

* Sympathy to Families of: Jerry Schwarz, Dorothy Keller, Ron Scrabeck, Milton Bigalk, Todd Bentz and Allen Rieken
* We are going to have beautiful weather for Winterfest! There is a full schedule of fun – check the STAR for all the details. Reminder to the Council that staff will be decorating the float tomorrow night so stop down and lend a hand – supper will be provided! We are aiming to take back 1st Place this year!!
* The Center for Active Adults will be selling Christmas Cookies. To support their efforts, be sure to call and place your order!
* The Lions Club will be helping out with Christmas Anonymous– drop off Christmas gifts at Bremer Bank, First Farmers & Merchants Bank, Wee Care and City Hall by Nov 30th .
* “Sock it to ‘Em” Kiwanis will be accepting socks at Bremer Bank thru Dec 2nd
* The STAR is accepting donations now thru Dec 15th for the Women’s Shelter of Rochester

1. City Administrator–
   * Bi-Weekly Report
   * FEMA Approval of O.C. All Hazards Mitigation Plan
2. Finance Director -
   * No Report
3. Public Works Supervisor –
   * Bi-Weekly Report
4. Library Director -
   * Monthly Report
5. Fire Chief Report –

* No Report

1. City Engineer **–**
   * Update of Projects
2. **COMMITTEE, COMMISSIONS AND BOARD REPORTS**
3. Chamber of Commerce: No Report
4. EDA/HRA: No Report
5. Finance: Minutes of Nov 8th
6. Library: No Report
7. Park Board: Minutes of Nov 13th
8. Personnel: No Report
9. Planning & Zoning: No Report
10. Public Safety/Safety Committee: No Report
11. Public Works: No Report
12. RAEDI: Minutes of Sept 26th
13. ROCOG: No Report
14. STEW180: No Report
15. Transit Advisory Committee**:** No Report
16. **COMMUNICATIONS**
17. MN Public Utilities Commission – Annual Mtg Notice
18. **RECOGNITION OF GUEST(S) OPEN MIC**
19. **ADJOURN –** Motion by Anderson, second by Oeltjen to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder

City Clerk