**City of Stewartville**

**City Council Meeting Minutes**

**Stewartville Fire Hall**

**October 25, 2016**

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on October 25, 2016 at 7:00 pm. Present: King, Stensrud, Timm, Anderson and Uptagrafft. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Library Director and City Clerk Roeder.
3. **APPROVAL OF AGENDA**Motion by Uptagrafft, second by Timm to approve the agenda. Unanimously approved.
4. **APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Stensrud, second by Anderson to approve the minutes of September 27, 2016. Unanimously approved.

1. **FINANCE AND BUDGET**

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

1. **GENERAL BUSINESS**
2. **2017 CIP Hearing** – Mayor King opened a public hearing on the proposed 2017 Streets and Utilities Improvements that include 6th St. NE and Fairway Crt N. City Engineer Obernolte outlined the project stating that 6th St. NE was built in 1973 & 1977 and has a history of watermainbreaks due to corrosive soils and the pavement is deteriorating. She also noted that Fairway Crt N was built in 1977 and also has a history of watermain breaks with pavement deterioration. Obernolte noted the project consisted of:
* Roadway - bituminous paving, curb/gutter, driveway approaches, sidewalk and subdrain
* Storm sewer - storm sewer main, catch basins and man holes
* Water main – watermain, hydrants, valves and water service connections
* Sanitary sewer – spot repairs as needed.

Obernolte also reminded Council that as per the Complete Streets Policy sidewalks were planned for both sides of the streets, noting that Council could amend the plans if desired. Obernolte ended the presentation noting that the estimated cost of the project was $1,697,000 with an estimated assessed portion of $337,500.

Questions and concerns from those in attendance were regarding sidewalks, 6” curb vs drive over curb and sump pump connections. Council indicated that the curb would stay as planned and they would consider the residents opinion of sidewalks, noting that they would be on at least one side due to safety reasons as this was a very busy street. They informed the residents that the contractor would work with them in regards to sump pumps that needed to be hooked into the storm sewer. They also noted that a neighborhood meeting will occur prior to bidding the project out and then one after the bids are approved.

Mayor King closed the hearing and opened the regular meeting.

Motion by Timm, second by Uptagrafft to adopt Resolution 2016-18, A Resolution Ordering Improvements and Preparation of Plans for the 2017 Street and Utilities Improvements. Unanimously approved.

1. **Tax Abatement Public Hearing** – Mayor King opened a public hearing to consider the proposed tax abatement for Integrity Commercial Holdings who recently purchased land in the Schumann Business Park to construct a 9,900 sq ft distribution center. Neubauer noted that the tax abatement would be on the City’s portion of property taxes only and in an amount not to exceed $81,230 for a term of 10 years. She noted that granting the tax abatement is in the public’s best interest because it will increase the tax base and provide employment opportunities. As there were no comments from the audience Mayor King closed the hearing and reopened the regular meeting.

Motion by Anderson, second by Uptagrafft to approve Resolution 2016-19, A Resolution Approving Property Tax Abatement for Integrity commercial Holdings, LLC. Unanimously approved.

Motion by Uptagrafft, second by Timm to enter into the Tax Abatement Agreement between the City and Integrity Commercial Holdings, LLC. Unanimously approved.

1. **Winterfest –** Chamber representative Melissa Luening appeared before Council seeking approval of the Winterfest application for Dec 3rd. She noted that along with the parade, there will be a Just for Kix Dance performance, life sized story books, concessions and fireworks. She asked that public works help with building a bon fire and if the City would pay for the fireworks insurance.

Motion by Stensrud, second by Timm to approve the Outdoor Event application as requested. Unanimously approved.

1. **SELCO Contract-** Johnson presented the SELCO contract, noting that it has been 30 plus years since a contract was approved. She stated that there was no membership fee.

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

1. **Property Clean Up Request –** Roeder sated that the City has received complaints regarding the condition of properties owned by Frank Daniels and Dan Ware. Notices were given to both owners to correct the nuisance as per Ordinance and to appear before Council to explain why they haven’t complied. Roeder noted that at this time, Ware has complied and has pulled a building permit for his garage. She stated that Daniels hasn’t responded to numerous calls from the City or answered his door on a recent visit. Roeder requested that Council issue an order of immediate corrective action and to utilize City Ordinance that allows a misdemeanor ticket to be issued for each day the violation continues to Frank Daniels for his rental property at 403 3rd St. SW.

Motion by Timm, second by Stensrud to issue an order of immediate corrective action to Frank Daniels and to issue a misdemeanor ticket for each day th violations continue. Unanimously approved.

1. **Schumann Development Agreement-**  The original development agreement with Henry & Luella Schumann was established in 2003 during the development of Schumann Business Park 1st. The agreement expired in 2012 and was renewed with an expiration date of 2015. The Schumann Family Trust is seeking an extension for another 5 years with expiration in 2021. All the terms of the 2012 agreement will remain the same and was prepared by City Attorney Melanie Leth.

Motion by Uptagrafft, second by Stensrud to approve Resolution 2016-20, A Resolution to Execute the First Addendum to the Development Agreement with the Schumann Family Trust to expire in 2021. Unanimously approved.

1. **3rd Qtr Financial –** Neubauer presented the financial reports ending Sept 30th. She noted that in most areas percent of budget should be no more than 75%. Revenues will be much lower than 75% as we have only received the first half of the property taxes and LGA payments. Neubauer stated that the Finance Committee was requesting Council approval of closing the 2015 CIP Fund and transferring remaining funds of $3,200 to the 2017 CIP Fund. She also noted that the 2016 CIP Fund had approximately $487,000 remaining due to bids coming in lower than expected and the MSA funds received. The Finance Committee is requesting to transfer $47,000 to 2006 Debt Service Fund to make the last bond payment and to then transfer the remaining $440,000 to the 2017 CIP Fund.

Motion by Timm, second by Uptagrafft to transfer the remaining 2015 CIP Funds to the 2017 CIP Fund. Unanimously approved.

Motion by Uptagrafft, second by Timm to transfer $47,000 from the 2016 CIP Fund to the 2006 Debt Service Fund. Unanimously approved.

Motion by Stensrud, second by Anderson to transfer remaining $440,000 of the 2016 Fund to the 2017 CIP Fund. Unanimously approved.

1. **Dog Park -**  Councilmember Timm was requesting consideration of a dog park on property adjacent to the WWTP building on a trial basis. It was noted that the City would assist with the fencing and that the Dog Park Task Force would be responsible for cleanup responsibilities. It was also noted that LMC Insurance has been contacted and that the City’s insurance would include coverage of the Dog Park.

Uptagrafft stated that he didn’t feel the fencing that was salvaged from other projects would work. Public Works Director Stevens agreed and stated that new fencing would be needed. Uptagrafft stated that he wasn’t against the park but felt that the City should wait and do the project right. Timm indicated that the Dog Park Task Force has the funds for the fencing and Lowe’s has also provided 1,000’ of top pole and 100 posts. She also noted that the rules were included in the packet for consideration.

Motion by Timm, second by Anderson to approve the request for a dog park at the WWTP on a trial basis. Unanimously approved.

1. **MAYOR, STAFF AND CONSULTANTS REPORTS**
2. Mayor- King commented on the following:
	* Sympathy to the Families of: Kevin Chinn, Betty Koski, Steve Nelson, Peter Estby, Eleanor Hanke, Marlys Zwart and Jerry Jordan.
	* Our favorite time of the year is upon us – check the STAR to make sure your little spooks get to one of the many parties that our local businesses/churches are having.
	* Root River Dentistry and Stewartville Family Dentistry will be holding their candy buy back programs.
	* Zion Lutheran Church will be holding their Fall Festival on Nov 5th
	* 34th Pheasant Unlimited Fall Banquet will be on Oct 28th
3. City Administrator–
	* Bi-Weekly Report
4. Finance Director
	* No Report
5. Public Works Director –
	* Leaf program is continuing
	* Fire at dump on Sunday and also caused a water break
	* WWTP continues to progress
	* 11th Ave NW project walk thru on Friday
6. Library Director -
	* Monthly Report
7. Fire Chief Report –
	* No Report
8. City Engineer **–**
	* Attended District 6 meeting. Will receive approximately the same MSAS funds as last year.
9. **COMMITTEE, COMMISSIONS AND BOARD REPORTS**
10. Chamber of Commerce: No Report
11. EDA/HRA: J2G Video
12. Finance: No Report
13. Library: No Report
14. Park Board: No Report
15. Personnel: No Report
16. Planning & Zoning: No Report
17. Public Safety/Safety Committee: Alcohol Training has been scheduled
18. Public Works: No Report
19. RAEDI: No Report
20. ROCOG: No Report
21. STEW180: No Report
22. Transit Advisory Committee**:**  No Report
23. **COMMUNICATIONS**
24. MN Public Utilities Correspondence
25. **RECOGNITION OF GUEST(S) OPEN MIC -** None
26. **ADJOURN –** Motion by Anderson, second by Uptagrafft to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder

City Clerk