

**City of Stewartville  
City Council Meeting Minutes  
Stewartville City Hall  
May 24, 2016**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on May 24, 2016 at 7:00 pm. Present: King, Stensrud, Anderson, Timm and Uptagrafft. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Library Director Johnson and City Clerk Roeder.

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Timm, second by Uptagrafft to approve the minutes of May 10, 2016. Unanimously approved.

Motion by Stensrud, second by Timm to approve the joint Council/Center for Active Adults Board special minutes of April 28, 2016. Unanimously approved.

**V. FINANCE AND BUDGET**

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

**VI. GENERAL BUSINESS**

**A. SEH – Engineering Update-** David Strauss appeared before Council to inform them that that he was making a career change from SEH to Mayo Clinic. He stated that SEH/Yaggy Colby Assoc. has worked for the City of Stewartville for over 4 decades and that they take their role as city engineer very serious. He personally thanked the Mayor and Council for appointing him as city engineer during the last few years, noting that he has been fortunate to work for our citizens and it was exciting to be part of planning Stewartville' future. He introduced Bill Anderson and Jenna Obernolte who will be stepping into his role when he leaves. Mayor King and members of Council all thanked Strauss for his commitment to Stewartville and wished him luck.

**B. Smith Schaefer - 2015 Audit-** Tom Wentz appeared before Council to give the 2015 Audit report. Wentz presented the audit findings and financial statements of the fiscal year ending December 31, 2015. Wentz noted that the 2015 Year-end Financial Statements were in compliance and an unqualified opinion was issued. Information on revenues, expenditures and reserve balances were presented for all funds. Wentz commented on a good report being the result of good city management overall.

**C. Park Board Request-** Chair Jeff Beyer appeared before Council to request that a Feasibility Study be completed for the amphitheater project. He noted that a portion of the funds raised by the Toast & Taste event sponsored by the Foundation would be used to pay for the study which is estimated to be \$3,500-\$5,000. Beyer stated that a preliminary meeting was held with Andy Masterpole & Dave Strauss, SEH.

Motion by Uptagrafft, second by Stensrud to order the feasibility study for the Bear Cave Park Amphitheater project. Unanimously approved.

- D. Ordinance – Predatory Offender Restrictions-** Mayor King brought forth an ordinance relating to restrictions on Level 3 offenders. King stated that it's the city's compelling interest to promote, protect and improve the health, safety and welfare of its citizens. He stated that it was in the best interest of the citizens of Stewartville to create areas around locations where children and vulnerable adults regularly congregate in concentrated numbers with which certain predatory offenders are prohibited from establishing temporary or permanent residence. It was noted that the proposed ordinance was reviewed by the City Attorney, Melanie Leth.

Motion Timm, second by Uptagrafft to approve Ordinance 2016-2, Designated Predatory Offender Residency Restrictions. Unanimously approved.

- E. Amendment of Ordinances Relating to Trees-** Mayor King stated that in response to the DNR's request for an ordinance dealing with the emerald ash borer, the current ordinance was repealed and replaced with the needed language. King also reminded Council that their wishes from the April workshop was to not allow boulevard trees due to the potential damage that they could cause if they penetrated storm sewer catch basins. He noted that this was the 2<sup>nd</sup> reading of each ordinance. Timm stated that she appreciated the comments received supporting boulevard trees and encouraged everyone to plant trees/bushes within their front yards.

Motion by Timm, second by Uptagrafft to approve Ordinance 2016-3, Relating to Section 630 and Section 600.03 relating to boulevard trees. Unanimously approved.

- F. 2016 Street/Parking Lot/Path Projects-** The City has received bids for the chip sealing, crack filling and reconstruction of the City Center parking lot and City lot behind Sammy's, along with the trail from the Hwy 63 bridge to Florence Park. Funds designated for these projects have been include in the 2016 Budget.

Motion by Stensrud, second by Anderson to award the chip seal contract to Pearson Bros Inc in the amount of \$37,585.60. Unanimously approved.

Motion by Uptagrafft, second by Anderson to award the crack fill contract to Rochester Asphalt in the amount of \$2.00/lb. Unanimously approved.

Motion by Stensrud, second by Uptagrafft to award the parking lots/trail to Rochester Sand & Gravel in the amount of \$98,451. Unanimously approved.

- G. Liquor License Transfer-** Top Shots of Rochester is requesting to utilize MN State Statue 340A.404 Sub. 4, to sell intoxicating liquor at the Civic Center for a wedding on June 11, 2016.

Motion by Timm, second by Stensrud to approve the request, subject to proper insurance coverage. Unanimously approved.

- H. Library & Public Works Positions-** Mayor King informed the Council that the Personnel Committee were recommending the following personnel changes:  
Hiring Susanna Edge as Library Aide – Pay Grade 4; approving Jeff Norby as Water/Wastewater Operator – Pay Grade 10 and approve Jeff Harrison as Lead/Water/Wastewater Operator – Pay Grade 11/12.

Motion by Uptagrafft, second by Anderson to approve the recommendations as presented. Unanimously approved.

## **VII. MAYOR, STAFF AND CONSULTANTS REPORTS**

### **A. Mayor- King commented on the following:**

- Sympathy to the Families of: Gayle Stevens, Morris Kolstad, Cliff Severson, Natalie Lammers, Barb Hanson Betty Pembleton and LeeAnn McKinney.
- Congratulations to the Class of 2016 - we wish all of our students a fund and safe summer
- Stewie Cruisers are up and running every Friday night at Striker's from 5-8
- Farmer's Market is opening on Wednesday, May 25<sup>th</sup> at Strikers Corner
- Memorial Day is Monday with the ceremony taking place at Woodlawn Cemetery at 10am. Memorial Day isn't about picnics and being outside. It's about honoring those who gave their lives for us. We should also say Thank You to our veterans and their families – two words, eight letters – but remember saying the words isn't enough, we must live them every day!

### **B. City Administrator–**

- Bi-Weekly Report
- Workshop will be scheduled to review the CIP projects
- LGA increase updates – Proposed \$50,000 increase for Stewartville in 2017

### **C. Finance Director**

- No Report

### **D. Public Works Director –**

- 11<sup>th</sup> Ave. NW – Rocking road and setting curb
- CIP – pipes are all in the ground
- Finished hauling sludge
- WWTP – held pre-con mtg – will start after Memorial Day
- Adding the 2<sup>nd</sup> lift on the 2015 CIP project
- Water/Wastewater Monthly Report

### **E. Library Director -**

- Monthly Report
- Open House for Glynis Sturm – May 27th

### **F. Fire Chief Report –**

- No Report

### **G. City Engineer – No report**

## **VIII. COMMITTEE, COMMISSIONS AND BOARD REPORTS**

- A. Chamber of Commerce: June 3<sup>rd</sup> – Movie in the Park
- B. EDA/HRA: Minutes of May 18<sup>th</sup> & CEDA Annual Report
- C. Finance: No Report
- D. Library: Literacy Project Update
- E. Park Board: Minutes of March 14<sup>th</sup>
- F. Personnel: Minutes of March 16<sup>th</sup>
- G. Planning & Zoning: No Report
- H. Public Safety/Safety Committee: No Report
- I. Public Works: No Report
- J. RAEDI: No Report
- K. ROCOG: 20 Yr State Hwy Plan

- L. STEW180: No report
- M. Transit Advisory Committee: No report

**IX. COMMUNICATIONS**

- X. RECOGNITION OF GUEST(S) OPEN MIC** - John Wayne Austinson introduced himself to the Council, noting that he was running for State Representative for District 26B. John is currently living in Eyota and has been a high school social studies teach and football coach for 25 years in the Rochester and Byron school districts. He gave a brief presentation on his election goals.
- XI. ADJOURN** – Motion by Anderson, second by Timm. Unanimously approved.

Respectfully submitted,

Cheryl Roeder  
City Clerk