

**City of Stewartville  
City Council Regular Meeting Minutes  
Stewartville City Hall  
December 15, 2015**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** – Mayor King called the meeting to order on December 15, 2015 at 7:00 pm. Present: King, Stensrud, Timm, Uptagrafft and Anderson. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens, Fire Chief Swisher and City Clerk Roeder.

**III. APPROVAL OF AGENDA-**

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES-**

Motion by Uptagrafft, second by Anderson to approve the regular Council meeting minutes of November 24, 2015. Unanimously approved.

Motion by Timm, second by Stensrud to approve the Truth & Taxation meeting minutes of December 1, 2015. Unanimously approved.

**V. FINANCE AND BUDGET**

Mayor King asked to hold the check for Meldahl Construction until final inspection approval from County Inspector Willihnganz. Timm also questioned the water tower payment to Central Tank. Schimmel stated that they have doubled the warranty and that WHKS didn't charge us for the last few items during the inspection review, including the final warranty inspection.

Motion by Uptagrafft, second by Timm to approve the accounts payable listing, to hold the check for Meldahl Construction and to allow Neubauer to pay bill thru the end of December. Unanimously approved.

**VI. GENERAL BUSINESS**

**A. Northwest School Addition Public Hearing** –Mayor King opened a public hearing to consider the final plat for the NW School Addition. Roeder stated that the public access control shown on the plat would be removed, noting that the current owners, Mike & Kathy Quandt, were not willing to sign an agreement with the City. She stated that there would be opportunity by the City and County to review any requests for access if development were to occur. Quandt's reiterated that they were concerned about signing as they were not sure what the future would bring as far as developing or selling. As there were no more questions or comments, Mayor King closed the hearing and re-opened the regular meeting.

Motion by Anderson, second by Stensrud to approve Resolution 2015-45, A Resolution Approving the Final Plat of the Northwest School Addition. Unanimously approved.

**B. North Ridge Estates GDP** –Sun Communities has submitted a General Development Plan and was requesting approval to move forward with a 72 lot expansion. City Engineer Strauss requested that as part of his review, a traffic study be completed. WSB submitted the study showing the conclusion that it is expected that traffic from the development will not experience unacceptable delays or queuing with a single access on 20<sup>th</sup> St. NW. Timm asked about parking on city streets. Park manager Jay Podein stated that he is new to the position and has brought

up concerns of parking to his employer, noting that they are working on a solution. Roeder stated that at this time, they are complying with the City's parking ordinance. The Planning Commission held a public hearing on Dec 8<sup>th</sup> and are recommending approval of the GDP.

Motion by Stensrud, second by Timm to approve Resolution 2015-46, A Resolution Approving the General Development Plan as submitted. Unanimously approved.

- C. Petersen 6<sup>th</sup> Subdivision Preliminary Plat** – Roeder stated that Radcliffe had submitted a preliminary plat that consists of 13 lots. She noted that she has meet with Park Board Chair Beyer and Radcliffe in regards to park land dedication to be referred to as a "pocket park". She stated that the Planning Commission held a hearing on December 8<sup>th</sup> and were recommending approval of the plat.

Motion by Uptagrafft, second by Timm to approve Resolution 2015-47, A Resolution Approving the Preliminary Plat for Petersen 6<sup>th</sup> Subd. Unanimously approved.

- D. 2015 Liquor License, Ambassador Liquor-** City Attorney Guzinski has reviewed the off sale application submitted by Gary Johnson and is recommending approval.

Motion by Timm, second by Anderson to approve the Off Sale License to Ambassador Liquor Inc. Unanimously approved.

- E. 2016 Budget and Levy Approval** – Neubauer stated that the Finance Committee has reviewed the amendments to the 2016 Budget that has reduced the proposed certified final levy by \$67,288. She noted that the reductions were mainly due from decreases in the estimated insurance benefits and capital public works equipment line items. She noted that the final levy amount of \$2,269,534 plus the pool levy of \$147,315 and fire hall referendum of \$135,738 was being recommended by the Finance Committee.

Motion by Stensrud, second by Uptagrafft to approve the 2016 Budget. Unanimously approved.

Motion by Timm, second by Anderson to approve Resolution 2015-48, A Resolution Approving 2015 Tax Levy Collectible in 2016. Unanimously approved.

- F. Year End Financial Requests-** Neubauer stated that the Finance Committee has reviewed the Enterprise Designations in Retained Earnings and is recommending approval.

Motion by Uptagrafft, second Stensrud, to approve the Enterprise Designations in Retained Earning as submitted. Unanimously approved.

- G. 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 Stensrud, second by Timm to approve Resolution 2015-49 A Resolution Committing General Fund Balances for Specific Purposes and Projects. Unanimously approved.

Motion by Timm, second by Anderson to approve Resolution 2015-50 A Resolution Committing Specific Revenue Sources in Special Revenue Funds. Unanimously approved.

**H. 2016 Fee Schedule-** Neubauer presented the fee schedule, noting the two changes being \$10 for roofing permits and \$400 for civic center rentals. She noted that the Finance Committee was recommending approval.

Motion by Stensrud, second by Uptagrafft to approve the 2016 Fee Schedule. Unanimously approved.

**I. Warming House Employees-** Public Works Supervisor Sass is recommending approval of the following applicants: Steve Chopp, Jacob Chopp, Kent Larson and Jacob Burzinski.

Motion by Uptagrafft, second by Timm to approve the applicants as recommended. Unanimously approved.

**J. Website/Social Media Policies-** Information and policies have been obtained from other communities and the City of Stewartville's Website Usage policy and Social Media Policy have been established.

Motion by Timm, second by Anderson to approve the City of Stewartville's Website Usage Policy and Social Media Policy. Unanimously approved.

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

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

- Sympathy to the Families of: Judith Kiehne, Veronica Kinzer, LaVern Ties, David Heller, Buster Barrows, Betty Campbell, Donald Slavin and Lu Whiting
- Thank you to the Chamber of Commerce and the Winterfest Committee for three fun filled days!
- Center for Active Adults will be selling their Christmas cut out cookies – order yours soon! Plus don't forget that they are serving breakfast on Monday mornings.
- Reminder to sign up for the Stewartville Alert system.
- Nations may rise and fall, Kings may rule and fade, but Christmas will stay forever because it is the birthday of the Son of God! Merry Christmas to everyone!

**B. City Administrator-**

- Bi-Weekly Report
- Wishing everyone a Merry Christmas and Happy New Year!

**C. Finance Director –**

- No report

**D. Public Works Director –**

- Both NW projects are going well
- Taking over the WWTF is going smoothly
- Discussion was held in regards to the Snowflake decorations. King stated that it's becoming embarrassing and if they can't be fixed we should take them down shortly after Christmas vs leaving them up until March. Schimmel stated that the manufacture isn't taking responsibility at this time and staff has talked to another community who has experienced the same thing. He stated that the community has restrung the snowflakes with better quality lights.

**E. Library Director –**Monthly report

**F. Fire Chief Report –**

- Reported that the Fire Dept has been working on updating their By-laws.
- Tanker is delayed again – the poly body has a painting issue that is setting the delivery back further. Hoping to have it delivered in January.
- Update on monthly calls.

**G. City Engineer – No Report**

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

- A. Chamber of Commerce –No report
- B. EDA/HRA – Minutes from J2G & SE MN Together Mtg
- C. Finance- Minutes of Dec 7<sup>th</sup>
- D. Library- No report
- E. Park Board – No report
- F. Personnel- No report
- G. Planning & Zoning - Minutes of Dec 8<sup>th</sup>
- H. Public Safety/Safety Committee- No report
- I. Public Works- No report
- J. RAEDI – No report
- K. ROCOG- No report
- L. STEW180– No report
- M. Transit Advisory Committee – Fee Increase Update
- N. WWTF – No report

**IX. COMMUNICATIONS**

- A. Olmsted County Sheriff's Office Newsletter

**X. RECOGNITION OF GUEST(S) OPEN MIC - None**

**XI. ADJOURN – Motion by Anderson, second by Uptagrafft to adjourn. Unanimously approved.**

Respectfully submitted,

Cheryl Roeder  
City Clerk