

**City of Stewartville  
City Council Annual Meeting Minutes  
Stewartville City Hall  
January 12, 2016**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on January 12, 2016 at 7:00 pm. Present: King, Stensrud, Timm, Uptagrafft and Anderson. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens and City Clerk Roeder.

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Timm, second by Stensrud to approve the regular Council meeting minutes of December 15, 2014. Unanimously approved.

**V. FINANCE AND BUDGET**

Neubauer stated that she was pulling the check for J2G as the EDA had questions.

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

**VI. GENERAL BUSINESS**

**A. Annual Meeting** –Mayor King presented the 2016 Appointments and Designations and the 2016 Meeting Schedule. Discussion was held in regards to changing the council meeting time to 6pm, with the Council deciding to leave it at 7pm.

Motion by Uptagrafft, second by Anderson to approve the 2016 Appointments and the 2016 Meeting Schedule and keeping the Council meeting time at 7pm. Unanimously approved.

**B. 2016 CIP – Plans & Specs** – City Engineer Strauss appeared before the Council to submit the plans and specifications for the street and utilities project and to order bids. He noted that at this time, MnDOT is still reviewing the plans but asked that approval be given subject to MnDOT's approval and to order bids. It is anticipated that bid opening could be held at the end of February. He also noted that due to the cost, 6<sup>th</sup> Ave. SW would be a full reclaim and overlay.

Stensrud questioned the type of inspection the City would be receiving, asking if there was a difference between inspections and observations. Strauss stated that the industry standard is to label them project observations. He stated that if there was a problem found during a project, the inspector would make the contractor aware of the problem and to find a solution. He stated that an inspector isn't necessarily there to control the contractor. Strauss also informed the Council that an inspector is there to make sure the correct materials are used and to coordinate testing of those materials. Stensrud stated that he didn't want to see an issue such as Shoppes On Main, in Rochester happen in Stewartville. Strauss stated that SEH uses a document shared by MnDOT and adapts it to correctly fit our projects, such as adding underground utilities. He stated that as the City's Engineer, both he and SEH are committed to making sure that the receives the best results possible.

Schimmel noted that the City does require a 2 year warranty period and that the industry standard is 1 year. He also noted that the easements required for the project have been obtained and that we will be increasing the size of the street area on the end of the two deads for better use with larger trucks/equipment.

Motion by Stensrud, second by Timm to approve Resolution 2016-1, A Resolution Approving Plans and Specifications and Ordering Bids for the 2016 CIP. Unanimously approved.

- C. 2016 CIP – MSAS Advance-** Neubauer presented a Resolution requesting advance MSAS funds from the State of Minnesota for the proposed 2016 Capital Improvement Projects. She stated that the City would be requesting a maximum advance, 5 times the previous year's construction allotment of \$827,110 and will use the State MSAS capital allocations that the City received annually from 2016 through 2020 to pay back the advance. Neubauer also noted that the Council had approved this resolution in October, 2015 but that since the funds were not being used until 2016, the resolution needed to be adopted after Jan 1<sup>st</sup>.

Motion by Anderson, second by Timm to approve Resolution 2016-2, A Resolution Approving MSAS Funds Advance for the 2016 CIP. Unanimously approved.

- D. 2016 CIP – Parking Restrictions-** Strauss stated that as per MSAS regulations, the City need to adopt a Resolution relating to parking restrictions on the proposed construction of the MSAS funded streets. He noted that sections of 4<sup>th</sup> St. NE and 6<sup>th</sup> Ave SW do not provide adequate width for parking. He stated that on 6<sup>th</sup> Ave SW, parking would be allowed where there was curbing.

Motion by Timm, second by Stensrud to approve Resolution 2016-3, A Resolution Approving Parking Restrictions on 6<sup>th</sup> Ave. SW. Unanimously approved.

Motion by Timm, second by Stensrud to approve Resolution 2106-4, A Resolution Approving Parking Restrictions on 4<sup>th</sup> St. NE. Unanimously approved.

- E. 2016 Insurance Coverage-** Insurance Agent Stafford appeared before Council to give an overall review of the City's 2016 coverage and to discuss the Municipal Tort Liability options. Stafford commended the City on a great year with very few claims. He stated that the City received a return of \$37,341 in dividends. He also noted that 2016 looks be good for the City with lower rates on liability premiums, fixed property rates and mobile equipment. He noted that Workers' Comp will be going up 3%. He informed the Council that the City's Workers' Comp number is 7.5 which is outstanding.

Mayor King and City Administrator Schimmel thanked Stafford for his quick response to our calls and help with our claims, etc.

Motion by Uptagrafft, second by Anderson to approve Resolution 2016-5, A Resolution Approving Chris Stafford as the City's Insurance Agent. Unanimously approved.

Motion by Timm, second by Stensrud to approve Resolution 2016-6, A Resolution to Waive the Monetary Limits On Municipal Tort Liability. Unanimously approved.

- F. Codification Ordinances-**Roeder presented the 6<sup>th</sup> revision of the City's Code of Ordinance. She stated that the revision included ordinances that have been adopted since 2012.

Motion by Timm, second by Uptagrafft to approve Ordinance 2016-1, An Ordinance Adopting A Revision and Codification of Ordinances to be known as the Stewartville City Code. Unanimously approved.

- G. 2016 Personnel Changes-** The Personnel Committee has reviewed and established a joint Water/Wastewater Operator-Maintenance II Position. The Personnel Committee is also recommending that the replacement process be started for Supervisor Sass's position due to his retirement. Both jobs will be posted internally with interviews by the Council and appropriate staff.

Motion by Anderson, second by Timm to approve the Water/Wastewater Operator Position-Maintenance II. Unanimously approved.

Motion by Anderson, second by Uptagrafft to approve the hiring timeline schedule for the two positions. Unanimously approved.

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

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

- Sympathy to the Families of: Bea Raygor, Marijane Irlbeck, Laura Stoltenberg, Deb Nelson, Robert Hust, Dave Graves, Ruth Nicoll, Linda Rodenz Higgins, Tom Ferson, Gervis Blaser and Brian Helland
- Stewartville Sportsman's Club Wild Game Fee – Saturday, Jan 16<sup>th</sup>
- Benefit for Dave Graves family - Saturday, Jan 16<sup>th</sup>.
- Open House for High Point/Sunshine Sanitation – Jan 20<sup>th</sup>
- Steak & Shrimp @ American Legion, Friday Jan 22<sup>nd</sup>
- Florence & Meadow Park skating rinks are now open
- Sign up for Stewartville Alert System to help notify you of plowing operations
- Happy New Year! Let make 2016 another great year!

- B. City Administrator-**

- Bi-Weekly Report
- Happy New Year!

- C. Finance Director –**

- No report

- D. Public Works Director –**

- NW project have shut down w/Elcor starting up as it warm up
- Still hauling snow from last storm

- E. Library Director –**No report

- F. Fire Chief Report –** No report

- G. City Engineer –** Monthly status report

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

- A. Chamber of Commerce – Chamber Rep, Stacy Hanson appeared before Council to request the use of the park for Summerfest for July 2, 3 & 4<sup>th</sup>. Council granted approval
- B. EDA/HRA – Minutes of Dec 15<sup>th</sup>, CEDA breakfast on Jan 27<sup>th</sup>, EDA Year in Review on Feb 16<sup>th</sup> and sign up for Rochester Area Builders Show.
- C. Finance- No report
- D. Library- No report
- E. Park Board – No report
- F. Personnel- Minutes of Dec 2<sup>nd</sup> and Dec 22<sup>nd</sup>
- G. Planning & Zoning - No report
- 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 – No report. Uptagrafft will be representative for 2016
- N. WWTF – No report

**IX. COMMUNICATIONS**

- A. SEMLM – January Mtg
- B. Sheriff’s Newsletter
- C. MN Energy Notice

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

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

Respectfully submitted,

Cheryl Roeder  
City Clerk