

**City of Stewartville  
City Council Meeting Minutes  
Stewartville City Hall  
June 14, 2016**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on June 14, 2016 at 7:00 pm. Present: King, Stensrud, Anderson, Timm and Uptagrafft. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Director Stevens 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 Timm, second by Anderson to approve the minutes of May 24, 2016. Unanimously approved.

Motion by Timm, second by Anderson to approve the May 26, 2016 special meeting minutes. Voting in favor: Timm, Anderson, Stensrud and King. Abstaining: Uptagrafft. Motion carried.

**V. FINANCE AND BUDGET**

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

**VI. GENERAL BUSINESS**

**A. Electric Franchise Ordinance-** Schimmel presented the franchise agreement that he has worked on with Elaine Garry, CEO of Peoples Energy Cooperative. The agreement revises and combines the two previous ordinances regarding the electrical franchises with Peoples and Alliant. He stated that there is a clause that would allow for a franchise fee to be incorporated, which would then be on through customer billings if Council ever entertains the thought to do so. He also stated that he informed Peoples Energy that he would hope that some in-kind help from them would happen if the City ever had a project that we would need their help. Garry indicated that would that would be taken into consideration.

Motion by Uptagrafft, second by Stensrud to approve Ordinance 2016-5, Electric Franchise Agreement. Unanimously approved.

**B. Public Works Positions-** The Personnel Committee is recommending approval of Jacob Burzinski w/start date of June 27<sup>th</sup> and Ben Chopp w/start date of July 11<sup>th</sup> to the Maintenance I positions.

Motion by Timm, second by Anderson to approve Jacob Burzinski and Ben Chopp as recommended. Unanimously approved.

**C. Credit Card Policy-**During the recent financial audit, the City's current Credit Card Policy was reviewed. When the auditors met with the Finance Committee to review their findings they recommended that the Credit Card Policy include language that if the employee charging on the credit card does not turn in receipts that individual will be responsible for paying that portion of the credit card bill. They noted that the reason for the suggestion is to avoid fraud and

reassured the Finance Committee that no fraudulent activities had been found in the recent audit.

Motion by Stensrud, second by Timm to approve the Credit Card Policy as presented. Unanimously approved.

- D. Approval of Election Judges**– Roeder presented the listing of election judges for approval. It was noted that the Primary Election would be held on August 9<sup>th</sup> and the General Election on November 8<sup>th</sup>. She also noted that the judges need to have two hour training prior to the elections. Judges include: Jan Antonson, Kathie Bernhardt, Nikki Garnatz, Julie Gawarecki, Russ Hayes, Laurel Jacobs, Dale Korthauer, Ron Nelson, Jan Rowenkamp and Cheryl Roeder, Head Judge.

Motion by Anderson, second by Uptagrafft to approve Resolution 2016-13, A Resolution Approving Election Judges for the 2016 Election. Unanimously approved.

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

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

- Sympathy to the Families of: Carl Miller, Gerald Ferguson, Dale Crowley, Helen Drewes and Curt & Jen Buxton.
- Congratulations to Geotek – voted as “Best Places to Work” by Workforce Development
- Congratulations to Dr. George Sedgwick after 46 years, he has sold his business to Dr. Kelly
- Stewie Cruisers are up and running every Friday night at Striker’s from 5-8
- All American Co-op will be giving away free root beer floats on Wednesday June 29<sup>th</sup> at the Farmers Market
- Summerfest is right around the corner – the volunteers are working hard to make sure this is a grand event! Be sure to help support these activities by buying a raffle ticket!

- B. City Administrator**–

- Bi-Weekly Report

- C. Finance Director**

- No Report

- D. Public Works Director** –

- 11<sup>th</sup> Ave. NW – scheduled for paving in the next few days
- CIP – going well despite the rain
- Finished hauling sludge
- WWTP – clearing trees, etc.
- Sledding hill at Meadow has started – using dirt from CIP projects
- Finished seeding at Bear Cave Park
- Water/Wastewater Monthly Report

- E. Library Director** -

- No Report

- F. Fire Chief Report** –

- No Report

- G. City Engineer** – Bill Anderson gave the monthly status report

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

- A. Chamber of Commerce: e-news and Summerfest Schedule
- B. EDA/HRA: No Report
- C. Finance: Minutes of June 1st
- D. Library: No Report
- E. Park Board: Uptagrafft report on meeting updates
  - Crack in Florence Park pond liner
  - Dog stations purchased by Chamber are put in parks
  - Checking to see if Lions Club would repair Meadow Park shelter
  - Adding another ballfield at Meadow
- F. Personnel: No Report
- G. Planning & Zoning: No Report
- H. Public Safety/Safety Committee: National Night Out – August 2<sup>nd</sup>
- I. Public Works: No Report
- J. RAEDI: No Report
- K. ROCOG: No Report
- L. STEW180: No report
- M. Transit Advisory Committee: No Report

## **IX. COMMUNICATIONS**

- A. Lions Appreciation Certificate
- B. SEMLM Mtg – July 27<sup>th</sup>
- C. Sheriff's Newsletter

- X. RECOGNITION OF GUEST(S) OPEN MIC** - Dr. Ellen Nelson appeared before Council to address garbage disposal in Stewartville. She stated that she would like to initiate discussion on having one company provide the services vs four different companies. She noted that the City Council has a fiduciary responsibility to protect the investments in our streets. She stated that she would like this topic to become an agenda item w/ research on other small cities and how they are managing their garbage disposal.

- XI. ADJOURN** – Motion by Anderson, second by Timm. Unanimously approved.

Respectfully submitted,

Cheryl Roeder  
City Clerk