

**City of Stewartville  
City Council Meeting Minutes  
Stewartville City Hall  
August 10, 2016**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on August 10, 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 Johnson, Fire Chief Swisher and City Clerk Roeder.

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Timm, second by Anderson to approve the minutes of July 26, 2016. Unanimously approved.

**V. FINANCE AND BUDGET**

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

**VI. GENERAL BUSINESS**

A. **2016 CIP** – Councilmember Timm reported that she looked at 106 5<sup>th</sup> St. NE as requested by Bev Noble for a sidewalk to be placed in front of her home to help with foot traffic getting to Kwik Trip. She stated that she didn't see a need for the sidewalk as it was a short street and the other neighbors didn't want it. Mayor King questioned City Engineer Anderson as to the ramifications of the project if the sidewalk was added. Anderson stated that it wouldn't affect the project or the warranty except for the sidewalk if the City decides to add it. He noted that the driveway for Kwik Trip was steeper and the grade would need to be changed which would add an additional cost to the project. Uptagrafft stated that it was policy that if there was sidewalk prior to a project then the sidewalk would be replaced. He stated that he also looked at the area and didn't see a need for it. Anderson stated that he appreciated the fact that Noble wanted to continue with a sidewalk that she has maintained well, but noted that after hearing that the grade of Kwik Trip needed to be changed, he was not in favor of adding it back in. Stensrud stated that none of the neighbors wanted the sidewalk restored and the decision should stand.

Motion by Timm, second by Anderson to deny the sidewalk request. Unanimously approved.

A. **2017 Budget Presentations** - Council heard budget requests from the Historical Society in the amount of \$2,500, Stewartville Library increase of \$3,186 from last year and Park Board total increase of \$90,000. Council will consider the request at their budget workshop.

B. **2017 Budget Workshop** – Finance Director Neubauer requested that the Council meet to discuss the Preliminary 2017 Budget as the Preliminary Levy Certification needs to be at the Assessor's office by Sept 15<sup>th</sup>. Council set the workshop for August 16<sup>th</sup> at 2 pm.

C. **NW Improvement Project**- Neubauer stated that in order to set the assessment hearing for 11<sup>th</sup> Ave. & 20<sup>th</sup> St. NW Improvements a resolution was needed to declare the cost and order

preparation of the assessments for each project. She requested that the Council set the assessment hearing for Sept 13<sup>th</sup> at 7pm.

Motion by Stensrud, second by Timm to approve Resolution 2016-15, A Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment in Connection with the 11<sup>th</sup> Ave. & 20<sup>th</sup> St. NW Improvement Project. Unanimously approved.

Motion by Timm, second by Anderson to approve 2016-16, A Resolution Calling Hearing on Assessments for 11<sup>th</sup> Ave and 20<sup>th</sup> St. NW Improvements. Unanimously approved.

- D. **2015 CIP Note** – In 2015 the City entered into a loan agreement with Bremer Bank in the amount of \$220,000 for a special assessment project. The City has received prepaid assessments of over \$100,000. If the City pays off the note at this time, we would save \$33,000 in interest expenses. Remaining special assessments principal and interest that will be received over the next eight years would directly increase the General Fund revenues. Neubauer noted that the Finance Committee was recommending approval.

Motion by Timm, second by Uptagrafft to pay off the 2015 CIP note with Bremer Bank. Unanimously approved.

- E. **Fire Dept By-Laws/SOG's** - Fire Chief Swisher presented the amended By-laws and SOG's for Council's approval. He noted that the new version directly reflects how the departments operates. He stated that the major change was Section 230 – changing Fire Chief and Asst Chief to two year positions.

Motion by Timm, second by Stensrud to approve as submitted. Unanimously approved.

## VII. MAYOR, STAFF AND CONSULTANTS REPORTS

A. Mayor- King commented on the following:

- Sympathy to the Families of: Don House, Charles Pearson, Charlie Taylor, VeeAnn Carlson, Phyllis Frisch, Ruth Pingree, Ann Voeltz, Juliet Seim and Jan Heitman
- Happy 80<sup>th</sup> Birthday to Ceil Halvorson
- Happy 90<sup>th</sup> Birthday to Mary Kuisle
- Stewartville Community Ed will be presenting CATS – this is the final weekend.
- Center for Active Adults will be holding their Summer Tea on Aug 20<sup>th</sup>
- Trash and Treasure Day – Sept 24<sup>th</sup> – it's time to start your fall cleaning

B. City Administrator–

- Bi-Weekly Report
- Reminder to citizens to help monitor illegal dumping of garbage and construction debris at the dump
- Reminder of no parking on 6<sup>th</sup> Ave. SW by the high school

C. Finance Director

- No report

D. Public Works Director –

- Updates on various street projects
- Reminder calls to Elcor to finish Bear Cave Park
- Work continues on WWTP
- Water/Wastewater July Report

- E. Library Director -
  - No Report
- F. Fire Chief Report –
  - July update
  - Aerial Truck will be certified again
  - Tanker 1 – putting together a listing of items that need to be worked on
- G. City Engineer –
  - Monthly Project Report

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

- A. Chamber of Commerce: No Report
- B. EDA/HRA: No Report
- C. Finance: Minutes of Aug 3<sup>rd</sup>
- D. Library: No Report
- E. Park Board: Uptagrafft gave an update on meeting
- F. Personnel: No Report
- G. Planning & Zoning: No Report
- H. Public Safety/Safety Committee: Deputy Strelow thanked the community for the NTO picnics. Stewartville had more than the other three County communities combined!
- I. Public Works: No Report
- J. RAEDI: No Report
- K. ROCOG: Minutes of April 20<sup>th</sup>
- L. STEW180: No Report
- M. Transit Advisory Committee: Minutes of July 20<sup>th</sup>

#### **IX. COMMUNICATIONS**

- A. Sheriff's August Newsletter
- B. SEMLM Minutes
- C. People's Energy Cooperative Event

- X. RECOGNITION OF GUEST(S) OPEN MIC** - Members of the Pheasant Run Commons Association were in attendance to state their opinion that the storm water detention ponds is best managed by the city and not developers or associations. They stated that street drains contribute to the neighborhood ponds and that it not only benefits a few homes. They encouraged the Council to consider a city wide plan on how to best deal with the cost of cleaning and maintaining the ponds.

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

Respectfully submitted,

Cheryl Roeder  
City Clerk