

**City of Stewartville  
City Council Annual Meeting Minutes  
Stewartville City Hall  
January 24, 2017**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on January 24, 2017 at 7:00 pm. Present: King, Anderson, Uptagrafft, Beyer and Oeltjen. Also Present: City Administrator Schimmel, Finance Director Neubauer, Public Works Supervisor Hale 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 Anderson, second by Beyer to approve the City Council meeting minutes of January 10, 2017. Unanimously approved.

**V. FINANCE AND BUDGET**

Motion by Uptagrafft, second by Beyer to approve the accounts payable listing. Unanimously approved.

**VI. GENERAL BUSINESS**

**A. Liquor License Violation**—Mayor King reported that the City received notification from MN Dept of Public Safety, Alcohol & Gambling Enforcement that Ambassador Liquor had purchased alcoholic beverage from another retailer for resale while posted on the MN Dept of Revenue Tax Delinquent list in violation of MN Statutes. This was noted by an agent of the Alcohol and Gambling Division when he visited the establishment on November 15, 2016. The Public Safety Committee met on January 10<sup>th</sup> to discuss the violation and are recommending a fine of \$250, which is based on the State's fine.

Mr. Johnson appeared before the City Council to state that he apologized that it had happened.

Motion by Anderson, second by Uptagrafft to fine Mr. Johnson \$250 for the violation. Unanimously approved.

**B. WB Properties LLP – Letter of Intent**- WB Properties LLP will be purchasing and annexing the Midwest Baptist Church property adjacent to the northwest corner of the Schumann Business Park to build a building and lease it back to Peterbilt. They are working with the Schumann Family Trust to construct a new street that will connect with the west end of Schumann Drive and extend to the north edge of the Schumann Business Park. The street will be built to city standards and once completed will become a city street.

WB Properties LLP has requested a "Letter of Intent" from the EDA and the City to finance a portion of the new street. The estimate is \$1,000,000 and the request of participation from the City is \$200,000. Neubauer noted that funds from either the Rochester Sales Tax fund or the Schumann Business park fund could be used. The EDA is recommending approval of the Letter of Intent.

Uptagrafft questioned whether adding another business would bring us closer to the warrants needed for a traffic light at Hwy 63/Schumann Dr. NW. Schimmel stated that MnDOT will give

the go ahead only when certain traffic requirements are met. He stated that with the addition of Peterbilt, it will help dramatically. He noted that traffic counts are based on axle so adding the additional trucks from LME and Peterbilt should have an impact. Schimmel mentioned that he and Roeder recently met with MnDOT to discuss local planning and a traffic light was discussed as an important part of our transportation plan for the Schumann Business Park.

Motion by Anderson, second by Beyer to approve the Letter of Intent with WB Properties LLP. Unanimously approved.

- C. Prosecution Services Agreement-** Olmsted County Attorney, Mark Ostrem has requested an update on the agreement, which hasn't been renewed since 2009. The agreement will be for 2017/2018 with the flexibility to terminate the agreement with a 60 day written notice. Olmsted County will provide prosecution services for violations of state law or municipal ordinances occurring within the City which are petty or gross misdemeanors. As per new State Statute, the City can no longer keep any portion of the fines, which will now go to the County.

Motion by Uptagrafft, second by Oeltjen to approve the 2017/2018 Prosecution Services Agreement. Unanimously approved.

- D. 2017 Fee Schedule-** The Finance Committee has reviewed and are recommending the approval of the fee schedule with the changes to the civic center rentals and increasing the park land dedication fee.

Motion by Anderson, second by Uptagrafft to approve the 2017 Fee Schedule as presented. Unanimously approved.

- E. Fire Contract – Joint Mtg-** Council was asked to set a special meeting with the City of Racine and area Townships to set the contracts for 2018.

Motion by Uptagrafft, second by Oeltjen to approve the special meeting for Feb 16<sup>th</sup> at 7:00pm. Unanimously approved.

- F. Liquor License Transfer-**The Down Under Bar & Grill are requesting to utilize MN State Statute 340A.404 Sub 4, to sell intoxicating liquor at the Civic Center for weddings on March 4, 18 & 25<sup>th</sup>.

Motion by Beyer, second by Anderson to approve the license transfer as requested. Unanimously approved.

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

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

- Sympathy to the Families of: Mary Hammermeister, Adam Waugh, Wilma Zylstra, Wayne Johnson and Shawn Robb
- Happy 90<sup>th</sup> Birthday to Beneda Hess
- POGS Fun Night – Saturday, Feb 4<sup>th</sup> at the Sportsman's Club
- Welcome to our new Chamber Administrator Mary Kuhlman
- Thanks to the Chamber for a fun annual banquet. Congrats to Gwen & Ryan Ravenhorst as Volunteer of the Year!
- Free Tax Help available at the Civic Center by calling 287-1958
- Root River Dental will be providing free services to kids from low-income families – Give Kids A Smile will happen on Feb 3<sup>rd</sup>.
- Reminder on our snow emergency policy. If you are parking on the street make sure you sign up for our alerts to avoid a ticket.

- B. City Administrator**–
  - Bi-Weekly Report
- C. Finance Director** –
  - No report
- D. Public Works Director** –
  - Bi-Weekly Report
- E. Library Director** –
  - Monthly Update
- F. Fire Chief Report** –
  - No Report
- G. City Engineer** –
  - No Report

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

- A. Chamber of Commerce – No report
- B. EDA/HRA – Minutes of Jan 17<sup>th</sup>
- C. Finance- Minutes of Jan 11<sup>th</sup>
- D. Library- No report
- E. Park Board – No report
- F. Personnel- No report
- G. Planning & Zoning - No report
- H. Public Safety/Safety Committee- Minutes of Jan 11th
- 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. Charter Rate Adjustment

**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