**City of Stewartville**

**City Council Meeting Minutes**

**Stewartville Fire Hall**

**October 24, 2017**

1. **PLEDGE OF ALLEGIANCE**
2. **CALL TO ORDER – ROLL CALL** Mayor King called the meeting to order on October 24, 2017 at 7:00 pm. Present: King, Anderson, Uptagrafft, Beyer and Oeltjen. Also Present: City Administrator Schimmel, Finance Director Neubauer, City Engineer Obernolte, Public Works Supervisor Hale, Library Director Johnson and Fire Chief Swisher
3. **APPROVAL OF AGENDA**

Motion by Beyer, second by Oeltjen to approve the agenda. Unanimously approved.

1. **APPROVAL OF COUNCIL MEETING MINUTES**

Motion by Anderson, second by Uptagrafft to approve the Council minutes of October 10, 2017. Unanimously approved.

1. **FINANCE AND BUDGET –**

Accounts Payable - Motion by Oeltjen, second by Beyer to approve the accounts payable listing. Unanimously approved.

1. **GENERAL BUSINESS**
2. **Public Hearing – 2017 CIP Project –** Mayor King closed the regular meeting and opened up the public hearing to consider the proposed assessments for the improvements on 6th Street NE and Fairway Court North. Neubauer outlined the City requirements, noting that according to State Statute if there were any objections, they need to be turned in prior to the ending of the public hearing. Neubauer stated that the final cost was $1,241,341.36. She noted that the City share was $1,056,107.34 and that $185,234.02 would be assessed to property owners. Neubauer outlined the appeal process for those in attendance.

Mayor King asked if there were any questions or objections. Comments regarding the completion time of sodding, removal of construction equipment and placement of mailboxes were asked. Concerns were expressed regarding the notification procedure and it was suggested that email address be obtained from property owners so that the City can email updates. No objections were received. Mayor King closed the hearing and opened the Council meeting.

Motion by Uptagrafft, second by Beyer to approve Resolution 2017-27, A Resolution Adopting Assessments for the 2017 CIP Project. Unanimously approved.

1. **Public Hearing – 2018 CIP Project –** Mayor King closed the regular meeting and opened up the public hearing to consider adding 5th Avenue NE (100 block) to the 2018 Street and Utilities Improvement project that had previously been approved. The additional improvements would consist of replacing the bituminous paving, curb and gutter, sidewalk on the west side, driveway approaches, subdrains, water mains and sewer mains. The estimated cost of this portion of the project would be $425,385 with $90,641 of the total being assessed to benefitting property owners. Questions and concerns that were discussed were storm drains, location of the water and sewer mains, traffic flows and standards of the street surface. Mayor King closed the hearing and opened the Council meeting.

Motion by Beyer, second by Anderson to approve Resolution 2017-28, A Resolution Ordering Additional Improvements and Preparations of Plans for 2018 Street and Utilities Improvement (CIP 2018) 5th Avenue NE (100 block). Unanimously approved.

1. **Fire Department Budget Amendment – SCBA Units –** Fire Chief Swisher noted that presently the Fire Department has 4 distinctive generations of SCBA’s with only 5 that comply with the 2007 requirements for redundant low pressure warning devices, heads up display and the RCI universal air coupling system. Swisher reported that the Fire Department has the ability to purchase 15 lightly used SCBA units that will be in compliance and will be the same generation of the 5 units that are currently in the inventory. With this purchase SCBA’s will not have to be replacement for at least 15 years. Swisher requested that $23,625 from the Fire Department Capital Equipment fund be transfers to the Fire Operating fund to make this purchase.

Motion by Anderson, second by Uptagrafft to transfer $23,625 from the Fire Department Capital Fund to the Fire Operating Fund to purchase 15 SCBA Units (2007 NFPA Compliant) and 15 AV3000 SCBA masks.

 For: King, Anderson, Uptagrafft, Oeltjen

 Abstain: Beyer

Motion passed.

1. **Purchase Agreement – Schumann Park – Sprouts Childcare –** The EDA received a purchase agreement from Patrick and Krystal Campbell to purchase Lot 3, Block 3 in the Schumann Business Park for $228,700 to construct a childcare and early education center (to be known as Sprouts Child Care and Early Education Center, LLC). The closing will be on or before February 1, 2018. The EDA has reviewed the agreement and is recommending that Council approve the terms of the agreement.

Motion by Uptagrafft, second by Beyer to approve the purchase of lot 3, block 3 of Schumann Business Park to Patrick and Krystal Campbell for a total sum of $228,700. Unanimously approved.

1. **Revolving Loan – Sprouts Childcare –** The EDA received and reviewed a request from Patrick and Krystal Campbell for a revolving loan in the amount of $50,000 to be used for acquisition/equipment for Sprouts Child Care and Early Education Center, LLC. The loan would be for 10 years at 2.5% annual interest. The EDA is requesting that Council approval the loan request.

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

1. **WWTP Phase #3 – Change Order #5 –** Tom Madden, project engineer for the WWTP phase 3 project, submitted a change order in the amount of $2,975 to connect the blower building drain to a nearby lift station. This was omitted from the original drawings. Responsibility of this error will be discussed with the engineering firm towards the end of the project but staff was recommending that the contractor be paid for his work.

Motion by Anderson, second by Oeltjen to approve change order #5 for the WWTP Phase 3 project. Unanimously approved.

1. **3rd Quarter Finance Report –** Finance Director Neubauer presented the 3rd Qtr Financial Report. Neubauer noted that the 3rd Qtr Financial reports ended September 30, 2017. She noted that the percent of budget should be no more than 75%. She reminded Council that this report does not reflect the second half property taxes and LGA payments as they will be received in December. Neubauer noted that when reviewing the Capital Funds and the Sewer Fund that the capital expenditures are not budgeted and that actual expenses will be higher due to the projects being constructed.
2. **MAYOR, STAFF AND CONSULTANTS REPORTS**
3. Mayor- Mayor King commented on the following:
* Sympathy to Families of: Lucy Theobald, Bob Theuner, Anne Stafford, Betty Jo Kremmer, June Ferguson, Dorothy Myhre, Duane Jeglum, Margaret Mulvihill, Joan Hodge
* 35th Pheasants & Habitat Unlimited will be holding their fall banquet on Friday, October 27th
* Trick or Treat Dash is scheduled for Saturday, October 28th
* Wishing all our ghosts and goblins a fun filled Halloween! Thanks to all the organizations who are holding parties along with the traditional trick or treating!
* Root River Dental will be holding their annual “Candy Buy—Back for the Troops”. $1 per pound of candy up to $5 per child.
* Morning Lions raised $1,300 for White Cane Day.
* Congratulations to Jennifer Mack who will perform with Twin Cities professional dance company.
* Congratulations to Ironwood Christian Ranch who was named outstanding employer of people with disabilities.
1. City Administrator–
	* Bi-Weekly Report
2. Finance Director -
	* No Report
3. Public Works Supervisor –
	* Bi-Weekly Report
4. Library Director -
	* October report
5. Fire Chief Report –
* No Report
1. City Engineer **–**
	* No Report
2. **COMMITTEE, COMMISSIONS AND BOARD REPORTS**
3. Chamber of Commerce: No Report
4. EDA/HRA: No Report
5. Finance: No Report
6. Library: No Report
7. Park Board: No Report
8. Personnel: No Report
9. Planning & Zoning: No Report
10. Public Safety/Safety Committee: No Report
11. Public Works: No Report
12. RAEDI: No Report
13. ROCOG: No Report
14. STEW180: No Report
15. Transit Advisory Committee**:** No Report
16. **COMMUNICATIONS**
17. **RECOGNITION OF GUEST(S) OPEN MIC**
18. **ADJOURN –** Motion by Anderson, second by Beyer to adjourn. Unanimously approved.

Respectfully submitted,

Barbara K. Neubauer

Finance Director