

**City of Stewartville  
City Council Regular Meeting Minutes  
Stewartville City Hall  
August 23, 2011**

**I. PLEDGE OF ALLEGIANCE**

**II. CALL TO ORDER – ROLL CALL** –Mayor King called the meeting to order on August 9, 2011 at 7:00 pm. Present: King, RHanson, JHanson, Miller-Beach and Stensrud. Also Present: City Administrator Schimmel, Finance Director Neubauer, Library Director Johnson and City Clerk Roeder.

**III. APPROVAL OF AGENDA –**

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

**IV. APPROVAL OF COUNCIL MEETING MINUTES**

Motion by JHanson, second by Miller- Beach to approve the August 9<sup>th</sup> minutes as submitted. Unanimously approved.

**V. FINANCE AND BUDGET**

**A. Accounts Payable –**

Motion by JHanson to approve the AP Listing, except the EDA grant to Strikers'. Mayor King called for a second to the motion. Motion failed due to lack of second.

Motion by RHanson, second by Stensrud to approve the AP Listing as submitted. Voting in favor: RHanson, Stensrud, Miller-Beach and King. Voting against: JHanson. Motion carried.

**VI. ORDINANCES/RESOLUTIONS**

**A. 2012 Heartland Express Grant** – Neubauer presented the 2012 Heartland Express grant application. It was noted that the State of MN is responsible for 80% with the remaining 20% coming from ridership fees. She noted that the operating budget in the amount of \$69,190 is status quo from 2011.

JHanson questioned the \$200,000 for a park and ride. Neubauer stated that the City is requesting funds for a park and ride in the grant but it isn't included in the operating budget. JHanson also questioned authorizing amendments to be made by the City Administrator and Mayor.

Motion by RHanson, second by Miller-Beach to Adopt Resolution 2011-17, An Agreement with the City of Stewartville and the State of Minnesota to Provide Public Transportation for 2012. Voting in favor: RHanson, Miller-Beach, Stensrud & King. Voting against: JHanson. Motion carried.

**VII. PRESENTATION/PUBLIC HEARING**

**VIII. MOTIONS AND GENERAL BUSINESS**

**A. Geotek Development Agreement** – Geotek has requested \$106,000 in TIF assistance for a watermain/fire hydrant and retention pond that is required due to their expansion project.

Motion by RHanson, second by Stensrud to approve the Development Agreement between the City of Stewartville and Geotek, LLC. Unanimously approved.  
Unanimously approved.

**B. Township Fire Contracts** –Discussion was held regarding the formula to be used to determine the 2012 Fire Contract with the City and Townships. The Townships were given a comparison of the original formula and a formula based on building valuation plus a 10% township surcharge.

JHanson questioned \$10,000 that the City cut from their portion of the revenues for 2010 but wasn't cut from the Townships contract amount. Neubauer stated that the City used \$10,000 from the Fire Dept reserves for our portion of the payment. She noted that in the past, the City has made up the difference and Township were not asked to contribute more.

Mike Meyers from Rock Dell Township appeared before Council stating that he has been working with the other townships and they are on board with the proposed formula with some reservations. Meyers noted that High Forest and the City of Racine's contracts would increase but all agreed that this is the fairest way to implement the contracts. Schimmel stated that the City of Racine preferred keeping the formula as is, but would support Stewartville with their decision.

King reminded the Townships and Council that the City was taking the major increase if the proposed formula was implemented. King asked where the Townships stood on the fire hall project. Meyers responded that they would begin discussion when the contract was in place. King stated that the City needed to cut from their 2011 and 2012 budgets due to the decrease in LGA and wasn't sure he could sell an increase to the citizens when other cuts were going to be made.

Meyers stated that township residents have stated that they are very happy with the fire service they received but don't feel it's fair that when using the household formula, City residents pay less per household than they do. Meyer also stated that he hasn't seen the fire calls/usage report as requested.

JHanson commented that the sheet given to Meyers showing median household income should not make a difference in how the Council votes. She stated that her concern is that the City cut their portion by \$10,000 without being upfront and open about it. She commented that as a citizen, she was benefitting, as were all Stewartville citizens from the Townships sharing the cost and doesn't want to lose them.

Stensrud stated that he is concerned about the additional cost of \$15,000 to the City and feels that it would take away a service that is important to the residents and doesn't feel comfortable with going with this option.

Miller-Beach emphasized that she is very supportive of the fire department and is concerned about the needed budget cuts. She stated that it was her opinion that the Townships were getting a reasonable rate and would like to continue working with them in getting the calls/usage information out to them.

RHanson stated that the City is unable to absorb a large increase this year due to budget cuts. He also noted that in prior years if the department was over budget, the City didn't ask the Townships to increase their share, noting that it has all averaged out over the years. RHanson stated that this is the service and cost that the city has to offer. RHanson went on to say that the City has made accommodations to the Townships in the past years and will continue to pass on data as requested, keeping communication open.

Schimmel reminded Council that it was difficult in coming up with a formula that would work for all. He noted that the formula adopted by the Mn Township Association was not well received by some of our Townships.

Motion by RHanson, second by Stensrud to continue with the present formula for the 2012 Fire Contacts. Voting in favor: RHanson, Stensrud, Miller-Beach and King. Voting against: JHanson. Motion carried.

**C. Zoning Ordinance Update** – Roeder reported that in 2005 the City adopted a “Commercial Site-Plan Review Checklist” to assist in the process of reviewing commercial/industrial site plans. While this checklist has helped in the review process, the City has never formally included the language in the zoning ordinance. By direction of staff, City Engineer Strauss submitted a proposal price not to exceed \$4,820 to update the zoning ordinance to reflect the checklist language. JHanson questioned the need for the update since it’s been working for six years. She asked staff for amount that Yaggy Colby Assoc. has been paid in 2011.

City Engineer Strauss stated that without the language the City is open for liability. He stated that this will assist developers/planners when preparing plans.

Motion by JHanson to put the request on hold until the economy get better. Mayor King called for a 2<sup>nd</sup> to the motion. Motion failed due to lack of second to the motion.

Motion by Miller-Beach, second by Stensrud to approve the proposal from Yaggy Colby Associates. Voting in favor: Miller-Beach, Stensrud, RHanson and King. Voting against: JHanson. Motion carried.

JHanson stated that Miller-Beach had a conflict of interest and shouldn’t vote on this issue. Miller-Beach stated that although she used Yaggy Colby Assoc., she didn’t work directly with City Engineer, David Strauss.

**D. Commercial Drainage Study Proposal** – Roeder reported that due to the recent changes in the Subdivision Ordinance a storm water rate control requirement obliges developments to maintain a rainfall run-off “net-zero” impact. The storm water run-off from a site post-development must be equal to or less than the run-off from the site pre-development. The intent of the requirement is to protect both private and public infrastructure from damage or inundation. City Engineer, Strauss had been asked to submit a proposal to study the Tebay Industrial Park to see if a possible regional pond is feasible. The cost not to exceed \$3,690 would be paid for out of the Storm Sewer Fund.

JHanson asked if the cost could be re-cooped from the property owners in the Tebay Industrial Park. Neubauer stated that all residential and commercial/industrial properties are charged a storm sewer fee with the commercial/industrial properties paying a larger portion.

Motion by RHanson, second by Miller-Beach to authorize Yaggy Colby Assoc. to proceed with the Commercial Drainage Study. Voting in favor: RHanson, Miller-Beach, Stensrud and King. Voting against: JHanson. Motion carried.

**E. CIP Report** – Schimmel reported to the Council that the update has been completed and suggested a workshop to discuss the updates. Schimmel referred to the booklet that rates our existing infrastructure, including streets, water mains, sewer mains, curb/gutter and drainage that was put together by Yaggy Colby Assoc. to help with the process.

JHanson commented that Public Works put together a mapping of four different projects and Yaggy Colby Assoc. has a mapping/rating of projects. She questioned when the last update was and the costs associated with it.

Strauss responded that the original study was done in 2004 with an update in 2009 and wasn't able to quote the costs of each project at this time. He reminded Council that it was his duty as City Engineer to provide the information so that Council can make an educated decision on the CIP. He stated that information has been compiled and rated so that Council can have a better understanding of each street rating from good to bad. Strauss went into detail on how each section is rated. He noted that it was reassuring that Council has moved forward in the past several years and have fixed some critical areas.

Discussion was held regarding warranty periods and how contractors typically handle them. It was noted that Stewartville has a longer warranty period than most cities.

Both RHanson and Stensrud agreed that the City should continue to move at a steady pace and not go back to the era where problem areas were ignored.

Strauss informed Council that no decision needed to be made at this time, but that they should continue to discuss the CIP.

**F. 2012 Budget Workshop-** Neubauer reported that the Preliminary 2012 Levy Certification needed to be approved at the Sept 13<sup>th</sup> meeting. Neubauer asked that a workshop be held to discuss the budget.

Motion by JHanson, second by Stensrud to set the Council Workshop for Sept 6<sup>th</sup> at 6:30. Unanimously approved.

**G. Attorney Selection Update** – Schimmel reported that the Personnel Committee will be meeting on Sept 15<sup>th</sup> to discuss the RFP's that were received. Schimmel stated that the Personnel Committee will recommend two or three finalist for Council approval.

**H. MnDOT Safe Routes to School Grant** – Neubauer stated that the City has received word that the 2011 grant was unsuccessful.

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

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

- Sympathy to the Families of: Alberta Denny and Mary Gee
- Congratulations to Gust & Margaret Lex on their 50<sup>th</sup> Anniversary
- Happy 90<sup>th</sup> Birthday to Ethel Bissen
- Happy 91<sup>st</sup> Birthday to Luella Schumann
- Welcome to Kathleen Stier – Chamber Coordinator
- Sears House Tour – Sept 28<sup>th</sup> from 2-5
- Drop off School Supplies at Eastwood Bank or Edward Jones
- Senior Citizens are sponsoring a State Fair Bus Trip
- Pool will be closing – Labor Day – 6pm
- League of MN Cities – Award for "Promoting Workplace Safety & Health"

**B. Administrator**– Reported on the LMC – Insurance Trust – letter of Aug 12<sup>th</sup>

- C. Finance Director – No report
- D. Public Works Director – Working on path & waterway repairs in Brin Park
- E. Library Director- Monthly Report was given – Thanks to performers of the Summer Program
- F. Fire Chief- No report

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

- Care Center- No report
- Chamber of Commerce – No report
- City Beautification/Mn Design Team – No report
- EDA/HRA - Minutes of Aug 16th
- Emergency Operations Task Force – No report
- Finance- No report
- Heartland Express- July Ridership
- Library- No report
- Park Board- No report
- Personnel- Minutes of Aug 16th
- Public Safety/Safety Committee – No report
- Planning & Zoning – No report
- Public Works- Minutes of Aug 2nd
- RAEDI- No report
- ROCOG- No report
- SCCC/STEW19 – No report

#### **XI. COMMUNICATIONS**

- A. Peoples Service Update

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

**ADJOURN** – Motion by Stensrud, second by JHanson to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder  
City Clerk