

**City of Stewartville
City Council Regular Meeting Minutes
Stewartville City Hall
December 20, 2011**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – ROLL CALL –Mayor King called the meeting to order on December 20, 2011 at 7:00 pm. Present: King, RHanson, Stensrud and JHanson and Miller-Beach. Also Present: City Administrator Schimmel, Public Works Director Stevens, Finance Director Neubauer, Library Director Johnson and City Clerk Roeder.

III. APPROVAL OF AGENDA –

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

IV. APPROVAL OF COUNCIL MEETING MINUTES

Motion by RHanson, second by JHanson to approve the December 13, 2011 minutes. Unanimously approved.

V. FINANCE AND BUDGET

A. Accounts Payable –

Motion by JHanson, second by Miller-Beach to approve the accounts payable listing. Unanimously approved.

Motion by Stensrud, second by JHanson to allow year end bills to be paid. Unanimously approved.

B. Year End Financial Requests –

In January 2011, the City paid off the 2003 GO Refunding Bond which was used to finance Hwy 63 Improvements, Countryview III and the Cottages projects. Neubauer asked that the remaining funds be transferred to the TIF Housing Fund and General Fund.

Motion by RHanson, second by Stensrud to approve the transfer of \$33,750 to the TIF Housing Fund and \$23,358.77 to the General Fund. Unanimously approved.

Neubauer requested that funds approved in the 2011 Budget but have not been spent be designated to the respective Enterprise Funds.

Motion by RHanson, second by Miller-Beach to approve the enterprise designations. Unanimously approved.

VI. PRESENTATIONS/PUBLIC HEARINGS

A. Mn Energy Donation –Rory Lenton appeared before Council to deliver a \$2,000 donation towards beautifying the back of the Civic Center, where the current gas meters are mounted. Mayor King thanked Lenton on behalf of the City Council and the City Beautification Committee.

VII. ORDINANCES/RESOLUTIONS

A. GASB 54 Resolutions- City Auditor, Tom Wentz appeared before Council, noting that the Governmental Accounting Standards Board recently adopted GASB #54 which deals on how fund reserves are classified in governmental financial statements and reports. He noted it is similar to the old designated reserve terminology that has been used in the past. He asked that three resolutions be approved. The first resolution committing general fund balances is the new method

of transferring funds in and out of designated reserves that Councils have set up for specific project or purposes. The second resolution committing to special revenue funds is to document what funds the City has approved to be treated as a special fund. The last resolution is allowing the City Administrator and Finance Director the ability to do their day-to-day job. He noted that this resolution does not change the Council's responsibility of approving transfers, closing of funds, budgeting and other financial activities. The Finance Committee Is recommending approval of the resolutions.

Motion by RHanson, second by Miller-Beach to approve Resolution 2011-36, A Resolution Committing General Fund and Capital Project Balances for Specific Purposes and Projects. Unanimously approved.

Motion by R Hanson, second by Stensrud to approve Resolution 2011-37, A Resolution Committing Specific Revenue Sources in Special Revenue Funds. Unanimously approved.

Motion by Miller-Beach, second by JHanson to approve Resolution 2011-38, A Resolution Granting Authority to Assign Fund Balance to the City Administrator and Finance Director. Unanimously approved.

B. Resolution Establishing 2012 Fee Schedule –

Motion by JHanson, second by Stensrud to approve Resolution 2011-39, A Resolution Establishing Fees for City Licenses, Permits and Services. Unanimously approved.

VIII. MOTIONS AND GENERAL BUSINESS

A. Professional Services Agreement - SEH – In August 2011 the City Council approved the Professional Services Agreement to SEH for the engineering services on the 2nd Ave. SW projects. SEH is asking to amend their agreement in the amount of \$3,600 for extra design and permitting services that were associated with the design requested by the school district to better fit with their future land planning and the additional design capacity of the regional storm water retention/treatment/raid garden pond abutting 2nd Ave. SW.

Motion by RHanson, second by Stensrud to approve the amendment in the amount of \$3,600. Unanimously approved.

IX. MAYOR, STAFF AND CONSULTANTS REPORTS

A. Mayor – King commented on the following:

- Sympathy to the families of: Alice Kuhn, Orville Matzke and Lawrence Bussman
- Thank you to Gary Kadansky and those who made "Stewie Christmas" a wonderful evening!
- Merry Christmas to all our citizens! This holiday season, remember the real meaning of Christmas – there was only one Christmas and the others are just birthdays of Christ!
- Happy New Year – As you welcome in 2012 with your family and friends, please take the time to remember someone less fortunate than you are with a kind gesture. Celebrate responsibly – we value our citizens and hope that everyone stays safe!

B. Administrator–

- Thanks to all our residents for their cooperation throughout the year. Merry Christmas and Happy New Year!

C. Finance Director – No report

D. Public Works Director – No report

E. Library Report – November report

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 - No report
- Emergency Operations Task Force –No report
- Finance- minutes of Dec 14th
- Heartland Express- No report
- Library- No report
- Park Board- No report
- Personnel- No report
- Public Safety/Safety Committee – No report
- Planning & Zoning – No report
- Public Works- No report
- RAEDI- Minutes of 9/27 and 11/15
- ROCOG- No report
- SCCC/STEW19 –No report

XI. COMMUNICATIONS

A. League of MN Cities – 2011 Dividends

B. Peoples Service – Monthly update

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

XIII. ADJOURN – Motion by Stensrud, second by Miller-Beach to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder
City Clerk