

**City of Stewartville  
City Council Workshop Minutes  
Stewartville City Hall  
November 1, 2011  
7:00 P.M.**

- I. ATTENDANCE** –King, RHanson, Miller-Beach, Stensrud and JHanson. Also Present: City Administrator Schimmel, Public Works Director Stevens, Finance Director Neubauer, City Engineer David Strauss
- II. PURPOSE OF WORKSHOP** – Administrator Schimmel noted that the purpose of the workshop is to review the Capital Improvement Project Workbook and the statistical analysis of streets, water, sewer and subdrains and to format a schedule of future projects.
- III. CIP WORKBOOK/EVALUATION FOLLOW-UP AND/OR REVISIONS** – Council felt that the format of the CIP Workbook gave them the pertinent information that was needed to determine the conditions of specific areas of concerns. Discussion regarding major reasons for water breaks, such as acidic soil, pot marks on watermains, types of materials used for water mains and soil compaction methods were discussed.
- IV. PROGRAM GUIDELINES/ASSESSMENTS/WARRANTIES**
- A. Program Guidelines – Administrator Schimmel reported that past practice in Stewartville and most cities was that the staff would determine a list of future CIP projects, based on the available information, and recommend to the Council for their consideration. Council would make changes and/or approval.
- B. Assessments – The two methods of initiating an assessment capital improvement project is either by a Council motion or by a petition of 35% of the property owners affected by the proposed project. In either situation a public hearing must be held. Councilmember JHanson stated that she would feel better if a CIP was brought forth by a petition instead of Council taking the lead role. Councilmember Miller-Beach commented that she feels it is the City's responsibility to be pro-active maintaining the City's infrastructure.
- C. Warranties – City Engineer Strauss noted that the City has a two year warranty on CIP's and that the norm is a one year warranty. The pros and cons of having a one year warranty versus a two year warranty were discussed. Strauss stated that during these economic conditions he did not feel that the two year warranty requirement increased the bids but in a more stable environment a two year warranty could cause the bids to be higher. RHanson stated that the use of a number of different engineering firms does not show continuity and stability and may have an effect on our competitive bids as contractors are unsure of whom they are working with.

**V. SCHEDULING/MAPPING DIRECTION** – Council reviewed the previous CIP mapping and a new mapping prepared by Public Works Director Stevens showing the areas that he felt were in need of repair. Council directed staff to prepare three mappings and schedules of proposed projects for:

- CIP mapping and proposed projects for five to seven years
- Mill and Overlay mapping and proposed projects for five to seven years
- Seal Coat mapping and proposed projects for five to seven years.

Council requested that staff, with the assistance of City Engineer Strauss, present at the November 8<sup>th</sup> Council meeting their proposed 2012 CIP project(s) for Council consideration and discussion. Finance Director Neubauer noted that if a project is selected for 2012 a Feasibility Study would need to be ordered.

**VI. OTHER COMMENTS**

Councilmember Stensrud noted that he would like a combination of projects scheduled (CIP, Mill and overlay, Seal Coat).

Councilmember Miller-Beach requested that Council seriously consider sidewalks on 5<sup>th</sup> Avenue SE when that project comes up for improvements. She asked that the overall health and safety of the community be a major factor when considering the improvements.

**VII. ADJOURN** – Motion by Miller-Beach, second by JHanson to adjourn. Unanimously approved.

Respectfully submitted,

Barbara K. Neubauer  
Finance Director