

**City of Stewartville
City Council Regular Meeting Minutes
Stewartville City Hall
November 8, 2011**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – ROLL CALL –Mayor King called the meeting to order on November 8, 2011 at 7:00 pm. Present: King, RHanson, Miller-Beach, Stensrud and JHanson. Also Present: City Administrator Schimmel, Public Works Director Stevens, Finance Director Neubauer and City Clerk Roeder.

III. APPROVAL OF AGENDA –

Motion by Miller-Beach, second by RHanson to approve the agenda as amended. Unanimously approved.

IV. APPROVAL OF COUNCIL MEETING MINUTES

Motion by JHanson, second by Stensrud to approve the October 25th minutes as amended. Unanimously approved.

Motion by Miller-Beach, second by RHanson to approve the Joint Meeting minutes of October 25th as submitted. Unanimously approved.

Motion by JHanson to direct Neubauer to re-write the Nov 1st Council Workshop minutes. Mayor King called for a second to the motion. Motion failed due to lack of second.

Motion by Miller-Beach, second by Stensrud to approve the Nov 1st Council Workshop minutes as submitted. Voting in favor: Miller-Beach, Stensrud, RHanson and King. Voting against JHanson. Motion carried. It was the opinion of JHanson that Council did not approve accurate minutes.

V. FINANCE AND BUDGET

A. Accounts Payable –

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

VI. PRESENTATIONS/PUBLIC HEARINGS

A. 2011 CIP Improvements – 1st Ave. SE. Mayor King opened a public hearing to consider questions and objections to the proposed special assessments. Neubauer presented all the legal requirements, which include the adopted dates of all resolutions required for the project, the determination of the assessable amounts, the payment schedule, the appeal process and the assessment deferment policy. She noted that if anyone were to object to the assessment amount, according to State Statute they need to do so before the Mayor closed the public hearing. Bill Angerman, WHKS & Co. reviewed the improvements to the street, sanitary sewer and watermain. It was noted that the total cost of the project was \$709,203.30 with the City paying for 75% of the street, 100% of the utility main and 50% of the water/sewer connections. The City's cost of the project was \$585,783.31 and property owners were assessed a total amount of \$123,419.99.

Joe Kremer, 511 1st Ave. SE questioned being billed for the project when it wasn't 100% completed. Kremer also questioned laying the sod at this late date. Mayor King stated that there is a two year warranty on the project. He stated that if the sod doesn't take the contractor will replace it in the spring/summer. Greg House questioned when the temporary water lines would be

removed. Angerman stated that it would be shortly. Schimmel noted that Diane Bergland thanked Council, WHKS & Co and Blitz Construction for doing a great job.

Mayor King asked if there were any objections to the assessments. None were received and Mayor King closed the public hearing.

VII. ORDINANCES/RESOLUTIONS

A. Resolution Adopting the Assessments for the 2011 CIP.

JHanson questioned the resolution language that refers to the property benefiting from the improvements. Neubauer stated that this was boiler plate language used in assessment resolutions.

Motion by RHanson, second by Stensrud to approve Resolution 2011-30, a Resolution Adopting Assessment for Street & Utilities (CIP) Improvements of 2011. Voting in favor: RHanson, Stensrud, Miller-Beach & King. Voting against: JHanson. Motion carried.

B. Resolution Calling for the Feasibility Study for 2012 CIP. City Engineer David Strauss presented a mapping of the proposed 2012 CIP area, along with a project summary and cash flow summary. Strauss noted that the next step would be to complete a Feasibility Study. Council discussed several options including doing the whole project or a portion of the project along with a seal coating or overlay project in other areas of the city. Strauss stated that he would continue to identify other areas for the seal coating/overlay and bring them back to Council. Neubauer stated that monies would not be available for a seal coating/overlay project until 2013. Miller-Beach felt that it would be beneficial to have the feasibility study completed and to get feedback from property owners.

Motion by King, second by Stensrud to approve Resolution 2011-31, a Resolution Ordering Preparation of Feasibility Report on 2012 Street and Utilities Improvements. Voting in favor: King, Stensrud, RHanson and Miller-Beach. Voting against: JHanson. Motion carried.

Council discussed the possibility of surveying the property before it freezes. Strauss stated that an approximate cost of the survey would be in the \$15,000 range, noting it could cost up to 30% more during the winter months. Strauss stated that a decision could be put off until the Feasibility Study was presented to Council at their Dec 13th meeting.

VIII. MOTIONS AND GENERAL BUSINESS

A. Interim Use Permit – New Life Community Church –New Life Church will be leasing from Gary Boyum, 204 N Main St., in the space that most recently had been occupied by Evolutions and Community Garage. The Planning & Zoning Commission is recommending approval of an Interim Use Permit with a review date of December 31, 2012. Pastor Josh Kruger appeared before Council and thanked them and staff for their help in getting the approvals needed to open.

Motion by King, second by RHanson to approve the Interim Use Permit with a review date of December 31, 2012. Unanimously approved.

B. Approval to Hire Library Aide – Schimmel requested that this agenda item be placed on hold.

C. 2011/2012 Snow Hauling Bids – Bids have been received from Laures Trucking & Bruce Bucknell for the upcoming snow season. Low bid was Laures Trucking at \$63/hr.

Motion by JHanson, second by Stensrud to approve the bid from Laures Trucking. Unanimously approved.

D. Engagement Letter – Audit 2011/12 – A proposal was received from Smith Schaefer to conduct the 2011 Year-End Financial Audit and to prepare the Finance Statement. The proposal is for \$30,325 plus expenses. The 2010 year-end audit was \$29,800. Included in the proposal is the work needed for the application and necessary documentation for the GFOA's Certificate of Achievement. Neubauer stated that RFP's were sent out three years ago with only Smith Schaefer submitting a bid, noting that very few firms specialized in municipal audits.

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

IX. MAYOR, STAFF AND CONSULTANTS REPORTS

A. Mayor – King commented on the following:

- Sympathy to Families of: Ken Erding, James Fogarty, Lorna Lynch, Karen Hendrix and Judy Greening.
- Happy 96th Birthday to Mildred Hanson
- Happy 50th Anniversary to Garry and Sandy Jones
Stewartville Builds! Congratulations to the Scruggs family and dedication of Habitat home. Thank you to our community for all the hard work on the house this past year.
- Congratulations to the Girls Volleyball – heading to STATE this weekend.
- Congratulations to the Tiger Football team for a great season. Hundreds turned out for the PEM game showing our Stewartville Pride!
- Veterans Day is Friday – City Hall offices will be closed. Please take the time on Friday to thank a veteran and their families for sacrifice that they made while serving in the armed forces so that we may enjoy the freedom and liberties that we take for granted daily!
- We are looking for a Stew 19 Coordinator to replace Kevin Koenigs. Kevin is willing to train the new person! Check the STAR and city website for more info.
- I am seeking nominations to recognize individuals for the Community Service award and City Service award. Check the STAR and the City website for more information!

B. Administrator–

- Working with Olmsted County staff on the Water Resource Management Plan.
- 1st Ave SE street project is wrapping up.
- 2nd Ave. SW street project in full swing. Trail should be blacktopped early next week.
- RFP on Fire Hall has been sent out
- STAR building tours continue

C. Finance Director –

- Working on 2012 Fire Contracts

D. Public Works Director –

- Leaf Pickup will continue thru next week

E. Library Director- No report

F. Fire Chief- No report

X. COMMITTEE, COMMISSIONS AND BOARD REPORTS

- Care Center- No report
- Chamber of Commerce – Winterfest 2011
- City Beautification/Mn Design Team – No report
- EDA/HRA - Minutes of October 18th
- Emergency Operations Task Force – No report
- Finance- Minutes of October 25th
- Heartland Express- Ridership Report
- Library- No report
- Park Board- No report
- Personnel- No report
- Public Safety/Safety Committee –No report
- Planning & Zoning – Minutes of Nov 1st
- Public Works- No report
- RAEDI- No report
- ROCOG- No report
- SCCC/STEW19 –No report

XI. COMMUNICATIONS

- A. County Board Mtg Reminder
- B. Nationwide Emergency Alert Testing
- C. Winter Newsletter

XII. RECOGNITION OF GUEST(S) OPEN MIC

- Karen Thompson thanked the City Council for the leaf pickup program and complimented Kevin Heydt for doing an excellent job!

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

Respectfully submitted,

Cheryl Roeder
City Clerk