

**City of Stewartville
City Council Regular Meeting Minutes
Stewartville City Hall
November 25, 2025**

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER – Deputy Mayor Anderson called the meeting to order on November 25, 2025 at 6:00 pm.

Present: Anderson, Arndt, Beyer & Oeltjen

Absent: King

Also Present: City Administrator Schimmel, Finance Officer Grabau, Public Works Hale, City Engineer Obernolte, Library Director Deprey and City Clerk Roeder

III. APPROVAL OF AGENDA –

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

IV. APPROVAL OF COUNCIL MEETING MINUTES

Motion by Beyer, second by Arndt to approve the regular meeting minutes of November 12, 2025. Unanimously approved.

V. FINANCE AND BUDGET –Accounts Payable

Motion by Beyer, second by Arndt to approve the accounts payable listing. Unanimously approved.

VI. GENERAL BUSINESS –

A. 2026 Liquor License- Deputy Mayor Anderson stated that the following businesses have applied for Liquor License:

- American Legion: Club On-Sale, Sunday
- Adamson's Tavern on the Greens: On-Sale, Off-Sale & Sunday
- 2 Brothers Bar & Grill: On-Sale, Sunday
- Down Under Bar & Grill: On-Sale, Sunday
- Fareway Spirits & More: Off-Sale
- Honest Liquor: Off-Sale
- Kwik Trip Inc. (803 & 414): 3.2%

Motion by Arndt, second by Beyer to approve the liquor license, subject to proper application. Unanimously approved.

B. 2026 Tobacco License- Anderson stated that the following businesses have applied for Tobacco License:

- Casey's General Stores (North & South)
- Fareway Stores Inc. (Liquor & Grocery)
- Family Dollar
- Honest Liquor
- Kwik Trip (#414 & #803)
- Stewie Smoke Shop

Motion by Beyer, second by Oeltjen to approve the tobacco license, subject to proper application. Unanimously approved.

- C. Fire Relief Bylaws**— Anderson presented the request, noting that the Stewartville Firemen's Relief Association can by State Statute, change the by-laws regarding the benefit sum per year in regards to sick and disability benefits, death benefits and pensions. They have requested a rate increase from \$4,700 to \$5,100.

Even though the Relief Association is its own entity and regulated by State Statutes it is required to notify the City of any By-law changes as the City has a legal obligation to finance any shortfall, if it should occur, with any City approved By-law changes.

In September, The Parr Knight Wealth Management Group met with the Fire Relief Association and based on the investments, there is a surplus of funding, which would allow the Fire Relief Association the option of increasing their pension amount.

Motion by Beyer, second by Arndt to approve Resolution 2025-21, Amending the By-Laws of the Stewartville Fire Department Relief Association, Article VII, Section 1 and Article VIII, Sections 1,2,3 from \$4,700 to \$5,100. Unanimously approved.

- D. Warming House Attendants**- Anderson stated that in preparation for the hockey/skating season, staff is recommending the following to staff the warming house at Meadow Park. He noted that Florence Park warming house will be opened but no staff on duty. Contractual: Jacob Chopp, Hiring back from previous years: Kent Larson, Boe Boettcher, Drew Jelinek and James Hale. New for this season: Tyler Carrigan.

Motion by Oeltjen, second by Anderson to approve applicants as submitted. Unanimously approved.

- E. Snow Plowing Help**- Anderson stated that Hale was seeking approval of hiring Troy Koenig and Parker Berg as part-time help to fill in with snow removal.

Motion by Beyer, second by Oeltjen to approve as requested. Unanimously approved.

- F. City Hall Personnel Changes**- Anderson stated that due to planned and pending retirements in the coming 2026 year for the City Clerk/Planning Director and Receptionist/Deputy Clerk Positions, staff and the Personnel Committee have developed a succession plan and schedule for the city to follow.

As of now, the Receptionist/Deputy Clerk – Laurel Jacobs will retire on or about January 30, 2026, and the City Clerk/Planning Director – Cheryl Roeder will retire on or about October 2, 2026. The city has requested, and has been grooming the Community Development Coordinator – Cassandra Jefferson, and she has agreed, to transition into the City Clerk/Planning Director Position, which would commence on February 1, 2026. Clerk Roeder would then move over to the front desk so that for an interim period, and/or possibly through her estimated retirement date, would try and handle the walk-in/call-in traffic (to be shared with other City Hall staff), and to enable an easier process of line of sight/assistance for the transition and mentoring of Jefferson into the new role.

At the conclusion of the transition period, it would be planned to then hire back for the Front Desk Receptionist Position. The city will then start the process for a hiring and replacement for Community Development Coordinator Jefferson to begin on or about February 1/2026. These transitions will fall within the proposed 2026 city budget and proposed 2026 Pay Grade Grid.

Motion by Beyer, second by Arndt to approve the Personnel Committee recommendations. Unanimously approved.

G. Beach Farms Land Purchase- Anderson reminded Council that in recent annual workshops, there has been ongoing discussion about identifying a new site for an expanded public works building, additional equipment storage, space for the brush/compost site, and an area for snow removal stockpiling. Staff was directed to research potential land options. During this time, the City was also approached by Peoples Energy/Dairyland Power, who are interested in purchasing two-plus acres for a planned substation, as well as by Rolling Hills Transit, who is seeking space for equipment and inventory storage.

An opportunity has now come forward to purchase 92 acres on the northeast side of town from the Beach Farms Family Trust for \$790,000. This property could accommodate all or portions of the needs identified above. A new public works facility would not be constructed immediately, and a significant portion of the agricultural land would continue to be rented in the meantime.

Financing options could include matured CDs, debt that will be paid off from other projects within the next year, and potential participation from Dairyland Power. Council discussed the proposed purchase and agreed that securing the property would be an important investment in long-term planning, noting its close proximity to the city limits as a key benefit.

Motion by Beyer, second by Arndt to approve the purchase of land from Beach Farm Family Trust. Unanimously approved.

H. MAYOR, STAFF AND CONSULTANT'S REPORTS

A. Deputy Mayor-

- Sympathy to Families of: Joyce Olson, Joe Garnder and Jim Reinken
- It's that time of year again:
 - Grace Church's Thanksgiving 5K
 - Kiwanis Sock it to Em'
 - Morning Lions Tree & Wreath Auction
 - Tiger Charge -Fill the Bus with Christmas gifts on Dec 2nd – benefiting Stewartville families.
- Snow is Coming! Make sure you have signed up with Code Red to avoid any parking tickets during the winter months!

B. City Administrator-

- Bi-Weekly Report
- Congratulations to Craig on his birthday and retirement!

C. Finance Director-

- Continuing to work on 2026 Budget and reminder of the TNT meeting on Dec 1st.

D. Public Works Director-

- Bi-Weekly Report
- Leaf pickup is finished and ready for the snow

A. City Engineer-

- Working on the 2nd Ave NW bidding documents and continued working with MnDOT on the traffic signal project

B. Library Director-

- Monthly Update

C. Fire Chief-

- No Report

- D. Pool Director–
- No Report

I. COMMITTEE, COMMISSIONS AND BOARD REPORTS

- A. Chamber of Commerce: No Report
- B. EDA/HRA: No Report
- C. Finance: Minutes of Nov 19th
- D. Library: Minutes of Nov 18th
- E. Park Board: No Report
- F. Personnel: No Report
- G. Planning & Zoning: No Report
- H. Public Safety/Safety: October Calls for Service
- I. Public Works: No Report
- J. RAEDI: No Report
- K. ROCOG: No Report
- L. Transit Advisory Committee: No Report

J. COMMUNICATIONS –

- A. News Release – Hwy 30 Open House

K. RECOGNITION OF GUEST(S) OPEN MIC – None

L. ADJOURN

Motion by Anderson, second by Oeltjen to adjourn. Unanimously approved.

Respectfully submitted,

Cheryl Roeder
City Clerk