

# City of Stewart Council Meeting Minutes

April 8<sup>th</sup>, 2024

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

Roll call; Mayor: Jason Peirce - here  
Council Member: Carol Altrichter - here  
Council Member: James Eitel - here  
Council Member: Thomas Moon - here  
Council Member: Daniel Broucek - absent

Approval of Minutes;

Motion to approve minutes from March 11<sup>th</sup>, 2024, Eitel/Altrichter, all in favor, motion carried

Consent of Agenda;

Motion to approve the Consent of Agenda with addition of renewing postage meter, letter from US bank, Altrichter/Moon, all in favor, motion carried

Approval of Treasurer Report and Balance Sheet;

1. Council Member Altrichter is concerned with how much money is going into the miscellaneous account and there is no way of knowing what it is

2. Mayor Peirce is concerned there is not enough in fund to cover the entire month and may need to move some money from savings account into spending account

3. Mayor Peirce expressed concerns that there may be some funds coming out of incorrect accounts and that it can be fixed

Motion to transfer \$70,000 from savings to general checking, Moon/Eitel, all in favor, motion carried

Motion to approve the Treasurer Report and Balance Sheet, Altrichter/Moon, all in favor, motion carried

Approval of Statement of Revenue and Expenditures;

1. Altrichter sent questions to RS Fiber to see when they are able to begin paying back and is waiting to find out a bit more

2. Mayor Peirce stated the budget that was approved last year did not get voted in correctly, may need to re-evaluate how to correct it this financial season, or let it go as it is in the system

3. The current actual looks correct, but the main budget is not correct on the forms. For example, Statement of Revenue and Expenditures stated we only budgeted \$1,000 for tires, but last year we actually budget \$6,000 to cover it. So the line items are clearly not correct

Motion to approve the Statement of Revenue and Expenditures, Eitel/Altrichter, all in favor, motion carried

Approval of Claims;

1. Council Member Eitel questioned if a \$9,000 fee was carried over from last year, Mayor

Peirce said that it is billed quarterly, but is unsure if any were carried over from last year

Motion to approve claims with additional claims added, Altrichter/Moon, all in favor, motion carried

Approval of Utility Billing Information;

1. Council Member Altrichter was concerned about how high some of the bills are and wondered if they haven't been shut off yet

2. Mayor Peirce explained that some of the larger chargers are for big accounts and are only for one month

Motion to approve Utility Billing Information, Eitel/Moon, all in favor, motion carried

Approval of Bank Reconciliations – General Fund, Rehab, Pop and Stewart-Fest

Motion to approve the General Checking, Rehab Checking, Pop Checking, and Stewart-Fest, Altrichter/Moon, all in favor, motion carried

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## Petitions, requests, and communications

Past due taxes: Parcel 20.067.0150 (empty lot on North Street);

1. Mayor Peirce explained the issue has been corrected

Solar Rewards Community Annual Report;

Report from Bolton & Menk on Infrastructure Project;

1. Mayor Peirce said permits and some payments have been sent out

Railroad Agreement and Permit Cost;

1. Permit required, \$1250

Motion for approval for permit which costs \$1250, Altrichter/Moon, all in favor, motion carried

Pop machines;

1. Mayor Peirce stated pop machines should have been picked up already, they have still not been picked up

2. Mayor Peirce asked about possible machines for the ball park which he discussed with Taylor

3. Mayor Peirce asked Laura to discuss pop machines with Taylor going forward to figure out the best option for the ballparks

4. Will discuss at the next council meeting

City council code of conduct reminder

1. Mayor Peirce stated that there were two separate instances of city council members speaking derogatorily of city staff. It was two separate council members that were reported for this behavior
2. Mayor Peirce wanted to emphasize that saying bad things about city employees can lead to a lawsuit and that council members needed to be mindful of how they spoke in public

Motion to approve upgrade USPS postage meter

1. Postage meter needs to be upgraded because the current model is outdated

Motion to approve upgraded the USPS postage meter, Moon/Altrichter, all in favor, motion carried

US bank payment, from State of Minnesota, being requested back

1. Mayor Peirce stated there was \$450 sent to us from the state of Minnesota, there was miscommunication with Robin on how to handle it. The state of Minnesota wants the money back, and Mayor Peirce is unsure if it is a scam or not

2. Mayor Peirce recommends holding off due to US bank having some compromise to their systems

## Ordinances and Resolutions;

Resolution No. 2024-21: League of Minnesota Cities Insurance Liability;

1. Mayor Peirce stated we currently have \$1 million per occurrence, and have the option to wave it. In the past the city has decided not to wave this.

Motion to Approve Resolution No. 2024-21 to not wave monetary limit, Moon/Altrichter, all in favor, motion carried

Resolution No. 2024-23: Approve Clerk's Credit Card;

Motion to Approve Resolution No. 2024-23 to Approve a credit card for Laura with a credit limit of \$5,000, Altrichter/Eitel, all in favor, motion carried

Resolution No. 2024-24: Signature Powers;

Motion to Approve Resolution No. 2024-24 to give Laura signature powers at the bank, Eitel/Moon, all in favor, motion carried

Resolution No. 2024-27: Clerk Institute Training;

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Motion to Approve Resolution No. 2024-27 to attend the Clerk Institute Training, Eitel/Moon, all in favor, motion carried

Resolution No. 2024-28: Approve the 2022 Final Audit;

1. Mayor Peirce stated there were no major findings, there were some transactions that were misclassified, there was still an issue with segregation of duties between clerk and deputy clerk
2. Council Member Eitel asked if the misclassified accounts have been fixed, Mayor Peirce stated that he had met with her and she said that she will be fixing them this last week, nothing has been followed up on yet

Motion to Approve Resolution No. 2024-28 to approve the 2022 Final Audit, Altrichter/Moon, all in favor, motion carried

Resolution No. 2024-29: Approval to Purchase Banyan Software;

1. Mayor Peirce recommended replacing Asyst and the utility billing software with Banyon, total cost is \$13,490 with a recurring annual fee of \$3,310
2. Council Member Altrichter questioned which account we would pay for it from
3. Mayor Peirce suggested looking at taking \$5,000 from general, \$3,000 from clerk's investment fund, and charge the enterprise funds \$3,000 from water and \$3,000 from sewer
4. Laura stated that switching to Banyon will streamline all financials and allow for many more available resources to assist clerks in their tasks

Motion to Approve Resolution No. 2024-29 to approve the Purchase of Banyon Software, Eitel/Moon, all in favor, motion carried

Resolution No. 2024-30: Approval of Bid for New City Auditor;

1. Mayor Peirce stated Burkhardt and Burkhardt was confident they would be able to meet the June 30<sup>th</sup> deadline, but were not completely sure
2. Council Member Altrichter spoke to Westenberg Eischens, and they needed to see the 2022 audit before giving us a quote – we will likely need to file for an extension
3. City will need to sign a three year contract to lock in the bids

Motion to Approve Resolution No. 2024-30 with Westburg Eischens, Altrichter/Moon, all in favor, motion carried

Resolution No. 2024-31: Approval of Easement with Larry Maiers

1. Mayor Peirce and Mike Hansen met with Larry and David and came up this proposal for the easement for a total sum of \$18,238.65.
2. During the construction period, there will be crop damage, we will be giving payment of \$1,500 per acre for 1.67 acres to cover the damage
3. After meeting with engineer, Mayor Peirce recommends agreeing to this easement

Motion to Approve Resolution No. 2024-31, Eitel/Altrichter, all in favor, motion carried

## **Reports of Officers, Boards and Committees;**

1. Police Department Report –

Motion to approve Police Department Report, Moon/Eitel, all in favor, motion carried

Agreement to provide Law Enforcement Services

2. Emergency Services Report

### **A. Fire Department**

Motion to approve Fire Department Report

1. For the month of March, there were 3 fire and 5 medical runs
2. The grass rig radiator was repaired

Motion to approve Fire Department Report, Altrichter/Moon, all in favor, motion carried

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## B. EMR Department

Motion to approve EMR Department Report

1. For the month of March, there were 5 medical runs.
2. A new suction machine was ordered

Motion to approve EMR Department Report, Altrichter/Eitel, all in favor, motion carried

## 3. Public Works Reports

### A. Maintenance Report

Motion to approve Maintenance Report, Altrichter/Moon, all in favor, motion carried

1. Council Member Altrichter asked about fence by second base because it is only hooked together by a wire
2. Nate explained that it is set up that way because that is where the equipment is brought in
3. Council Member Altrichter asked about the rekeying in the city hall, Mayor Peirce explained that there were 2 keys missing for the main clerk's office so they changed the locks
4. Mayor Peirce stated there may need to be more locks changed going forward
5. Nate stated that he talked to Bradley Security and it should cost no more than \$300 to rekey the rest of the locks in the building

Resolution No. 2024-22: License Agreement with Mike Hansen;

Motion to Approve Resolution No. 2024-22 License Agreement with Mike Hansen, Eitel/Altrichter, all in favor, motion carried

Resolution No. 2024-25: Replacement Truck Tool Box;

1. Nate stated the current tool box has holes in the top that he has tried to seal unsuccessfully, whenever it rains, it fills the tool box with water

Motion to Approve Resolution No. 2024-25 Purchase of Replacement Truck Tool Box from Morgan Prouty for \$180, Altrichter/Moon, all in favor, motion carried

Resolution No. 2024-26: Purchase of a Truck Back-rack;

Motion to Approve Resolution No. 2024-26 Purchase of Truck Back-rack from Morgan Prouty for \$100, Altrichter/Moon, all in favor, motion carried

Resolution No. 2024-34: Approval of Dust Coating City Streets;

1. Mike and Nate both stated that the work done by Loftness Construction was much better than from other contractor

2. Council Member Altrichter stated that she didn't see a purpose in including North Street if it is just going to be torn up. Nate stated that they were unsure when North Street would be taken care of

3. Mayor Peirce stated they could do North Street next year

4. Mayor Peirce stated that we technically have to go for the lowest bid, but if the work and materials are higher quality, then there can be justification to go with a higher bid

Motion to Approve Resolution No. 2024-34 Approval of Dust Coating City Streets with a bid from Loftness Excavation for .90/ft @ 20' Wide; , Eitel/Moon, all in favor, motion carried

Resolution No. 2024-32: Approval for Purchase of Gantry Crane

1. Mayor Peirce asked for the purpose of this

2. Nate stated the mower was the biggest reason, it is safer to lift it up with the crane rather than jacking it up

3. Council Member Altrichter asked if we can push this off until later because of budget

4. Nate stated that he hasn't used anything from his tool budget

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Motion to Approve Resolution No. 2024-32 Approval for Purchase of Gantry Crane from Harbor Freight for \$1,009.98, Moon/Eitel, all in favor, motion carried

Resolution No. 2024-33: Approval to Remove Trees

1. Nate stated these are the same 13 trees that the other companies quoted
2. Nate stated all the bids have insurance and that all cleanup except for the stumps will be taken care of

Motion to Approve Resolution No. 2024-33 for Approval to Remove Trees from Gieseke Tree Service Inc for \$2,000, Altrichter/Moon, all in favor, motion carried

## B. Water/Waste Water Report

Motion to approve Water/Waste Water Report, Eitel/Altrichter, all in favor, motion carried

Building out at lift station;

1. Mike questioned if he was able to get a bid for a pole barn with a gravel base at the lift station
2. Mayor Peirce stated that having the hose out there will free up a lot of space, just need to hook up a tractor
3. Council Member Altrichter stated that it doesn't hurt to get a bid and they can decide on it later

4. Council Member Altrichter questioned when the hydrants would be flushed and stated that people were complaining about the smell of the water

Water tower

1. Mike stated that ladders need to be off the tanks by 2030
2. He asked what would be the best way to go, the company that works on the towers suggested that the entire top is redone
3. The bid to complete everything is \$259,850 over 5 years at 0% interest
4. Mike stated he went back and looked and this was brought up in 2015 and nothing was done. He questioned if they wanted to do everything, or take a look and choose bits and pieces to be worked on
5. Council Member Altrichter stated that the corrosion and gaps need to be taken care of
6. Mike stated if we do these upgrades, it will last a long time and be better than having to replace it for \$3 million
7. Mayor Peirce said that he can find out more information, we were on a funding list at one time, so Mike can look into that funding agreement
8. Mayor Peirce stated that the water tower capital fund has not been funded in 4 years

## Building & Planning & Zoning Permits

Approved Building Permits;

Unfinished business;

Employee Review,

Nate Hardel – 2 Year,

Nate has chosen to leave review open to the public

Motion to approve pay increase for Nate to the next step, Moon/Eitel, all in favor, motion carried

Miscellaneous;

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ADJOURN

Motion to Adjourn at 8:32pm, Altrichter/Moon, all in favor, motion carried

By:

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Jason Peirce – Mayor

ATTESTS:

By:\_\_\_\_\_

Laura Ranieri, City Clerk - Treasurer