

# City of Stewart Council Minutes

May 13<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 – here

Approval of Minutes;

Motion to approve minutes from April 8<sup>th</sup>, 2024, Moon/Eitel, all in favor, motion carried

Consent of Agenda;

Motion to approve agenda, Altrichter/Moon, all in favor, motion carried;

Approval of Treasurer Report and Balance Sheet;

Council Member, Jim Eitel has requested Laura to label each department number with what matches up with on the Treasurer Report

Approval of Statement of Revenue and Expenditures/Claims;

Motion to approve Statement of Revenues and Expenditures/Claims, Moon/Broucek, all in favor, motion carried;

Approval of Utility Billing Information;

-Currently do not have the information to present due to software transition

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

-Currently do not have the information to present due to software transition

## **Petitions, requests, and communications**

Robin's Letter & Laura's Response;

-Mayor Peirce stated that he was unsure if there was miscommunication when he spoke with Robin. He had expected she would help with the audit. She sent a letter demanding her wages within 24 hours by Minnesota Statue. Laura responded letting her know that she was not terminated, and she was not an employee of the city, so the statute did not apply.

Report from Bolton & Menk on Infrastructure Project;

-Plans were sent in on 3/29 for certification from MN Dept of Health and sanitary sewer review. Bolton and Menk stated they have not received those certifications yet, but they should be in within a couple weeks once some environmental elements are addressed.

-Easements are approved with both Form-a-Feed and the city

-Easement with Meyer's property have been approved and money will need to be exchanged when city decides to move forward

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- Still waiting on some permits
- There will be a \$1,250 fee to be paid upon forwarding of signed agreement
- Funding packets will be completed once bid is agreed upon
- Environmental reports are all in and looking favorable
- If grants are not awarded and city must pay using loans, there will need to be a significant increase in user rates to cover the cost of the project
- Estimated costs: Total cost \$6,477,000

Discuss possible consolidation of bank accounts;

Motion to approve Laura beginning to work on consolidation, Eitel/Moon, all in favor, motion carries

Pop machines;

-The cost of purchasing and maintaining machines is not going to benefit the city. There will not be a return on profit for many years

Motion to not move further with pop machine, Eitel/Moon, all in favor, motion carries

Stewart-fest 2024: suggested weekend of August 23<sup>rd</sup>-25<sup>th</sup>

-Request to use city garbage cans

-Mayor Peirce let the group know to work with the Clerk and Deputy Clerk to bring forward resolutions to next meeting for the event

## **Ordinances and Resolutions;**

Resolution 2024-36: Application of Lawful Gambling, St. Boniface Church;

Motion to approve Eitel/Broucek, all in favor, motion carries

Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

Resolution 2024-39: Call for Bids on the 2024-2026 Imp. Project

Council member Altrichter would like to move forward with it to get bids

Motion to approve Altrichter/Moon, all in favor, motion carries

Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

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

### **1. Police Department Report –**

Motion to approve Moon/Altrichter, all in favor, motion carries

### **2. Emergency Services Report**

#### **A. Fire Department**

-There were 2 fires in the month of April

Resolution 2024-37: Lions Request Donation for Turnout Gear

-Request for roughly \$4500 for a set of turnout gear

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-Council Member Altrichter asked if the Lions have this much money, and Joshua Cox confirmed that they do and he has been in communication with them

Motion to approve, Eitel/Altrichter, motion carries

Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

Resolution 2024-38: Lions Request Donation for Lighting Upgrade in Fire Barn

-Council member Eitel asked if the Lions would pay the full bill

-Michael Hansen, said that the Lions planned to pay the full bill since they use it majority of the time

-Cost will be \$2800 for everything, including LED lights and inspection fees

Motion to approve, Eitel/Moon, all in favor, motion carries

Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

Resolution 2024-40:Approval for Age Change for Hiring a New Fire Fighter/EMR

-Council member Eitel pointed out that other cities are doing it and we need to do it to get more members in

Motion to approve as long as there is proof showing that current members are meeting their percentage, Altrichter/Broucek, all in favor, motion carries

Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

-Josh Cox clarified that the ones who are not meeting their percentage no longer affect their pension since policy change

Motion to approve Fire Department Report

Motion to approve Fire Dept. Report, Eitel/Broucek, all in favor, motion carries

## B. EMR Department

Motion to approve EMR Department Report

-There were 6 medical runs in the month of April

-The mass casualty even training was very successful

Motion to approve Altrichter/Eitel, all in favor, motion carries

## 3. Public Works Reports

### A. Maintenance Report

-Council member Altrichter stated that all loose dogs need to be licensed

-Nate Hardel replied that there are only about 10 dogs that are not licensed and that pushing people to get licensed won't make a difference

-Nate is working on seal coating bids

Resolution 2024-41: Approval to Purchase a GPS Device/Tablet for the Silversmith Data

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- Nate stated that he has tried using his phone, but it was not accurate enough, currently the software is on the computer
- Mayor Peirce suggested trying the tablet that has GPS capabilities and downloading their software for it
- David Palm suggested an iOS application that they use in their office- it will do both locating and GPS
- Mayor Peirce suggested that Nate do some more research before they make a decision to move forward

Motion to approve Maintenance Report

Motion to approve Maintenance report, Altrichter/Moon, all in favor, motion carries

## B. Water/Waste Water Report

Resolution 2024-42: Approval to Purchase Class 5 Gravel

- The road going from the lift station out the ponds is a muddy-mess
  - Mike Hansen stated that it is his understanding that the city is required to maintain the roads
  - Extend the yards from 54 up to 90 to have a stockpile to use around the ponds
- Motion to approve Russ Korson, Altrichter/Moon, all in favor, motion carries  
Broucek-yea, Eitel-yea, Moon-yea, Altrichter-yea, Peirce- yea

- Mayor Peirce asked about the progress on the water-meter change out
- Mike Hansen let him know things are working good
- Council member Moon suggested that informing the public in the future about any disruptions with paying bills online
- Mike Hansen stated that the cost for getting work done at the lift station would be \$21,550 for everything, including materials and labor

Resolution 2024-43: Approval to Purchase Class 5 Gravel That We Haul Building out at lift station;

- The gravel around the ponds is getting very bad, and Mike Hansen is requesting to have gravel to stockpile add out there with the tractor
- The cost would be \$719 for two loads

Suggestion to extend resolution 2024-42 to accommodate both locations

Water tower

- Michael Hansen had talked to David Palm and stated that they had no funding available for the water tower project
- There are several things that need to be addressed on the water tower
- Do we want to focus on improvement this year and paint later?

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-The company that will work on water tower is willing to finance the city at 0% for the next 5 years

-Mayor Peirce has requested that Mike Hansen brings a resolution to next month's meeting to get things going with water tower

-David Palm said that one of their men can stop on their way through to inspect the city's tower at no cost to get a second opinion

Motion to approve Water/Waste Water Report;

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

-David Palm, of Bolton & Menk, informed everyone that they are taking Mike's data from the city's lead service line inventory and uploading into their GIS system

## **Building & Planning & Zoning Permits**

Approved Building Permits;

Unfinished business;

2022 Audit –

-Council member Altrichter stated that she worked with the auditor and the LMC

-She drafted a letter that was presented to the house and the senate

-Once everything is approved, we should be getting our state aid back to us that we lost from the 2022 audit

2023 Audit-

- The city will likely not meet June deadline, and will need to extend to the end of September

-If current auditor does not respond, then a special meeting may need to be called to move forward with another auditor

-US bank reached out to CorTrust bank about the state of MN putting money in the city's account

-Until we get something in writing, we will hold onto that money

-So far, we have heard nothing on this issue

-Resident asked if we will see anything happen with a fence at the ballpark getting put up because it is a safety hazard for those working concession stands

-Nate Hardel stated that the fence plan was passed up because we do not have the equipment to install the fence and fears of accidents on city insurance- a new one put up by contractor was far too expensive

-Mayor Peirce asked Nate to look into other solutions as the resident is concerned with safety since the balls can fly right into his window

Employee Review,

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Miscellaneous;

ADJOURN

Motion to Adjourn at 8:34, Moon/Altrichter, all in favor, motion carries

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Jason Peirce - Mayor

ATTESTS:

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Laura Ranieri, City Clerk – Treasurer