

City of Stewart Council Meeting Minutes
July 11, 2022

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

Roll call; Mayor: Jason Peirce - Here
Council Member: Kevin Klucas - Here
Council Member: Curt Glaeser - Here
Council Member: Carol Altrichter - Here
Council Member: James Eitel - Here

Approval of Minutes;

Motion to Approve Meeting Minutes; Altrichter/Glaeser, all in favor, motion carried

Consent of Agenda;

Resolution No 2022-66 – Maintenance

Greg Maiers Final Inspection- Unfinished Business

Motion to Approve Consent of Agenda; Glaeser/Eitel, all in favor, motion approved

Approval of Treasurer Report and Balance Sheet;

Motion to Approve Treasurer Report and Balance Sheet; Altrichter/Glaeser, all in favor, motion carried

Approval of Statement of Revenue and Expenditures;

Motion to Approve Statement of Revenue and Expenditures; Klucas/Glaeser, all in favor, motion carried

Approval of Claims; Clarke Invoice

Motion to Approve Claims; Glaeser/Eitel; all in favor, motion carried

Approval of Utility Billing Information;

Motion to Approve Utility Billing Information; Altrichter/Glaeser, all in favor, motion carried

Approval of Bank Reconciliations – General Fund, Rehab and Pop

Motion to Approve Bank Reconciliations; Klucas/Glaeser, all in favor, motion carried

Petitions, requests and communications

Tim Langenfeld – Budget Update

Sheriff Langenfeld presented the council with the proposed increase of 17% for 2023 and indicated that the county would be looking at doing a one year contract. The council questioned the possibility of reducing the hours to 30 or 35 hours. The council will discuss this at their budget meeting.

Roland Kirsch- there was no one present and no information was presented.

Temporary Clerk Hours- Request to work 6 – 2:30 from now until mid to late October.

Motion to approve request temporary change in hours 2-3 days per week;
Klucas/Altrichter, all in favor with Mayor Peirce voting no, motion carried

City of Stewart Council Meeting Minutes

July 11, 2022

Elizabeth Maiers – Community Christmas Tree

Elizabeth informed the council of the cost for the Community Christmas Tree as follows

Installment of the tree - \$575.00

Mileage for Delivery - \$100.00

10' – 14' Tree - \$300.00

Spading of the tree - \$175.00

Also that the tree would need to be planted within the last two weeks of August.

Elizabeth requested that the City pay for the purchase of the tree.

Motion to approve the purchase and installation of the tree; Klucas/Glaeser, all in favor, motion carried.

The funds will be taken from the Pop fund.

BLHS After Prom Committee Thank You

Rensola Power- Request to Lease Land

The council was presented with a request to lease vacant land for a solar garden. The council will review the request and address at the next meeting.

Innovative Office Solutions – Fuel Surcharge Notification

The council was provided notification of a temporary fuel surcharge of \$4.50 would be applied to orders. It was mentioned that the clerks office would place orders once a month unless necessary to place subsequent orders.

Kramer Community Solar Garden – Level Budget Program

The council was notified of the “True Up” charge of \$215.12 for the 2021 underpayment on the solar agreement.

BLHS After Prom Mustang Golf Tournament

The council received information regarding the BLHS After Prom Mustang Gold Tournament. The council requested that this be put on the City Website.

BCA Audit

The council was e-mailed the BCA Audit questions prior to the meeting asking for help with answering the questions. The clerk had not received the original Joint Powers Agreement as of the date of the meeting. Once the original is received this will be readdressed.

Use of Personal Property

The council was presented with information regarding purchases of items for personal on the city credit card with recommendations from the City Attorney.

1. Determine if there are any disciplinary actions to be taken against the employees involved.

The Mayor indicated they could not act on this as it has to be posted.

2. Address the issue if the continued misappropriations of city funds.
3. Create a policy regarding individuals using personal tools/equipment for city business.

City of Stewart Council Meeting Minutes July 11, 2022

The council requested that Mike execute a lease agreement with the city for the use of Mike's personal spraying equipment.

The lease agreement between Mike Hansen and the City of Stewart should state that for the use of a spraying equipment owned by Mike, Mike will receive \$500.00 per year.

Motion to approve the lease agreement; Glaeser/Eitel, Glaeser – yes, Eitel – Yes, Klucas- no response, Altrichter – no response, Peirce – Yes, Motion carries.

Ordinances and Resolutions;

Resolution No. 2022-56 – Approve Amendment to Ordinance 176

Change verbiage to state Three year cycle with current inspections to apply towards 3 year cycle

Motion to Approve Resolution No. 2022-56; Glaeser/Eitel. All in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2022-58 – Approve Donation to Round Grove Cemetery

Motion to Approve Resolution No. 2022-58-Glaeser/Eitel, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Reports of Officers, Boards and Committees;

1. Police Department Report

Motion to Approve Police Department Report; Glaeser/Altrichter, all in favor, motion carried

2. Emergency Services Report

A. Fire Department

Motion to Approve Fire Department Report; Glaeser/Altrichter, all in favor, motion carried

Resolution No. 2022-57 – Acceptance of a Donation-Sondergaard

Motion to Approve Resolution No. 2022-57 – Eitel/Klucas, all in faovr, motion carried

Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2022-62 – Approval of Retirement Letter

Motion to Approve Resolution No. 2022-62; Klucas/Altrichter, all in favor, motion carried

Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2022-63 – Request to Purchase SCBA Bags

Motion to Approve Resolution No. 2022-63; Glaeser/Altrichter, all in favor, motion carried

Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2022-64 – Approve Temporary Closure of Streets for National Night Out

City of Stewart Council Meeting Minutes

July 11, 2022

Motion to Approve Resolution No. 2022-64; Altrichter/Klucas, all in favor, motion carried

Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2022-65 – Acceptance of a Donation – Sondergaard

Motion to Approve Resolution No. 2022-65; Eitel/Glaeser, all in favor, motion carried

Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

B. EMR Department

Motion to Approve EMR Report;Glaeser/Altrichter, all in favor, motion carried

3. Maintenance - Water/Waste Water Report

Motion to Approve Maintenance – Water/Wastewater Report; Glaeser/Eitel, all in favor, motion carried

Nate made a request to have Plunkett spray the parks for wasps

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

MMS Report

Resolution No. 2022-59 – Acceptance of Bids for Welcome Signs

Motion to Approve Resolution No 2022-59; Klucas – Motion Dies for no second

Motion to Approve Resolution No. 2022-59; Eitel/Glaeser, all in favor, motion carried

Members polled, Peirce-yea, Altrichter-Ney, Eitel-yea, Klucas-Ney, Glaeser-yea

Resolution No. 2022-60 – Request to Purchase Arsenic Test Kit

Motion to Deny Resolution No. 2022-Altrichter/Klucas, all in favor, motion carried

Resolution No. 2022-61 – Request to Purchase Class 1 Rip Rap

Resolution No 2022-61 – Tabled

Resolution No 2022-66 – Request to Approve City Sponsored Cell Phone

Motion to Approve Resolution No 2022-66; Glaeser/Eitel, all in favor, motion carried

Unfinished business;

Central Square Payment Upgrade

Motion to Approve; Glaeser/Klucas, all in favor, motion carried

Greg Maiers- Final Inspection –

The clerk has spoken with the building inspector regarding the final inspection on a detached garage the was not complete when the city canceled the contract with MNSPECT. The inspector is willing to complete the inspection for a fee and a signed liability waiver from the city.

Employee Review;

**City of Stewart Council Meeting Minutes
July 11, 2022**

Miscellaneous; and

Set a date for a Special Meeting

City/Twp meeting August 17, 2022 @ 6:00 PM

ADJOURN

Motion to Adjourn; Glaeser/Altrichter, all in favor, motion carried



Robin Johnson - City Clerk/Treasurer

Attest



Mayor - Jason Peirce