

City of Stewart Council Minutes
November 14, 2022

7:00 pm Call to Order the Regular Council Meeting
Pledge of Allegiance
Roll call; Mayor: Jason Peirce - Here
Council Member: Kevin Klucas - Absent
Council Member: Curt Glaeser - Resigned
Council Member: Carol Altrichter - Here
Council Member: James Eitel - Here

Approval of Minutes;
Motion to Approve Minutes; Altrichter/Eitel, all in favor, motion carried

Consent of Agenda;
SEH – Project update – Petitions Request and Communications
Resolution No. 2022-108 – Ordinances and Resolutions
Resolution No. 2022-109 – Ordinances and Resolutions
Motion to Approve Consent of Agenda;Eitel/Altrichter, all in favor, motion carried

Approval of Treasurer Report and Balance Sheet;
The clerk will add the Capital Fund accounts back in
Motion to Approve Treasurers Report and Balance Sheet; Peirce/Eitel, all in favor, motion carried

Approval of Statement of Revenue and Expenditures;
Motion to Approve Statement of Revenue and Expenditures; Altrichter/Eitel, all in favor, motion carried.

Approval of Claims;
Motion to Approve Claims; Altrichter/Eitel, all in favor, motion carried

Approval of Utility Billing Information;
Motion to Approve Utility Billing Information; Altrichter/Eitel, all in favor, motion carried

Approval of Bank Reconciliations – General Fund, Rehab, Pop and StewartFest
The bank reconciliation is not balanced due to a training error. The clerk was instructed to make adjusting journal entries to correct this.
Motion to approve Bank Reconciliations with adjusting journal entries; Eitel/Altrichter, all in favor, motion carried.

Petitions, requests and communications
McLeod Co. Environmental Services

Mediacom notice of rate increase
Rate to increase \$5.00

2023 Budget-
Budget will be set at he December meeting

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Historical Society – Virgene Roepke

The Stewart Area Historical Society received a donation of a china cabinet and requested permission from the council to display the cabinet in the community center similar to the Lions cabinet. They are not donating this to the city, only displaying it. The council agreed to allow them to display it at the community center.

Update on deeds for lots purchased in 2018

The clerk updated the council on the status of the deeds for the 3 lots purchased in 2018. The county will be checking into this as Connie Kurtzweg is the new auditor and the process was started with the previous auditor Cindy Schultz.

Michael Morris – E-mail

In regards to the water media replacement that the city is currently working on Michael Morris sent an e-mail encouraging the city to retain the permaganette as a backup or as an aid if needed for treatment and just add another tank for the polymer.

We are currently waiting to hear from Mn Dept of Health regarding the permit to move forward with the media replacement.

Clerk informed the council of receipt of the 2nd half land rent in which the renter included an additional \$25.00 per acre as the crop prices were better than expected.

Ordinances and Resolutions;

Resolution No. 2022-100 – Approve Wage Increase for Robin Johnson
Tabled until January Meeting

Resolution No. 2022-101 – Approve 2023 Final Budget
Tabled for December meeting

Resolution No. 2022-102 – Approve 2023 Final Levy
Tabled for December meeting

Resolution No. 2022-103 – Approve Maintenance Agreement for Copier
Clerk is to request a contract for maintenance agreement for current copier

Resolution No. 2022-104 – Accept Letter of Resignation-Rosenow
Motion to Approve Resolution No. 2022-104; Altrichter/Eitel, all in favor, motion carried

Resolution No. 2022-105 – Accept Letter of Resignation-Glaeser
Motion to Approve Resolution No. 2022-105; Altrichter/Eitel, all in favor, motion carried

Resolution No. 2022-107 – Approve Certified Delinquent Utility Bills to 2023 Taxes
Motion to Approve Resolution No. 2022-107; Eitel/Altrichter, all in favor, motion carried

Resolution No. 2022-108 – Approve Canvas Election Results 2022
Motion to Approve Resolution No. 2022-108; Altrichter/Eitel, all in favor, motion carried

Resolution No. 2022-109 – Declare a Vacancy on the City Council
Motion to Approve Resolution No. 2022-109; Eitel/Altrichter, all in favor, motion carried

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Motion to Create and Approve Resolution No. 2022-110 Delinquent Utility (Garbage); Eitel/Altrichter, all in favor, motion carried

Reports of Officers, Boards and Committees;

1. Police Department Report
Motion to Approve Police Department Report;

2. Emergency Services Report
 - A. Fire Department
Payroll Info
Resolution No. 2022-106 Approve Purchase of Dewalt Battery Equipment
Motion to Approve Resolution No. 2022-106; Altrichter/Eitel, all in favor, motion carried
Fire Chief Nelson informed the council that he will be retiring as of December 6, 2022
Motion to Approve Fire Department Report; Altrichter/Eitel, all in favor, motion carried

 - B. EMR Department
Payroll Info
EMR Captain Nelson informed the council that she will be retiring from the EMR and the Emergency Management positions as of December 6, 2022.
Discussion was had on Nate Hardel taking the EMR classes and the wage he will be receiving. The wages will be taken from the Fire Department training budget and he will receive his regular city wage which will be comped for the 6 weeks of the class. He will receive regular city wage if there are calls within work hours.
Meetings and drills will be at the EMR wage of 12.00.
Motion to Approve the EMR Report; Eitel/Altrichter, all in favor, motion carried

3. Maintenance - Water/Waste Water Report
MMS Report
Discussion on Barb Koester to purchase pop from Go For It Gas in Glencoe. Go For It Gas will sell to Barb at cost and bill monthly. Barb will add an additional half hour on her timesheet when she needs to pick up pop.
Discussion on Sick Leave Policy – Dr.'s note required after 3 missed days. It decided that the note was not required for the current employee as he was requested not to return to work for the safety of the other employee that they work with.
Question regarding if all vacation and sick time should be exhausted prior to receiving donated time from other employees. It is not specifically stated in the policy so it is not required.
Tree Trimming – Nate has reached out to Madsen Tree Service with no response. Nate is to present the previous Resolution at the December meeting to move forward.
We have received 29 new meters, there are 12-13 no reads. Mike will work with Corinne to reach out to the residents in need of meter replacement.
Motion to Approve Maintenance Water/Wastewater Report; Eitel/Altrichter, all in favor, motion carried

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4. Building & Planning & Zoning Permits

There are 5 Building permits and 1 zoning permit

Unfinished business;

Employee Review;

Miscellaneous; and

The City received a document informing them of a fine for non-compliance with a workers' comp claim. The clerk will check with League of Minnesota Cities for further explanation.

Set a date for a Special Meeting

ADJOURN

Motion to adjourn; Altrichter/Eitel, all in favor, motion carried



Robin Johnson - City Clerk/Treasurer

Attest:



Mayor - Jason Peirce