

City of Stewart Council Meeting Minutes December 12, 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: Carol Altrichter - Here
Council Member: James Eitel - Here

Approval of Minutes;

The clerk will reword the verbiage for Emergency Services report EMR Department to state that the training and training costs for Nate Hardel will come out of the training budget.

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

Consent of Agenda;

Oath of Office – Petitions Requests and Communications

Resolution No. 2022-122- Reestablishing Unchanged Precincts and Polling Places - Ordinances and Resolutions

Motion to Approve Consent of Agenda; Altrichter/Eitel, all in favor, motion carried

Approval of Treasurer Report and Balance Sheet;

The clerk was directed to verify the WSDS balance

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

Approval of Statement of Revenue and Expenditures;

Motion to Approve Statement of Revenue and Expenditures; Klucas/Altrichter, 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

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

Petitions, requests and communications

LMCIT-Premium Rates

Proposed Property Tax Statements

Stewart Area Historical Society – Virgene Roepke

The Stewart Area Historical Society requested the city council to reduce the charge of the STWR fee as the Red Owl building is in need of repairs. It was indicated that the Historical Society has not been charging membership dues as they are not providing anything to substantiate those dues. The council asked the clerk to look into the classification from the engineer to determine if it could be reclassified to a residential fee instead of a commercial fee.

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Select Date for Special Election – April 11, May 9, Aug 8, Nov 7.

The City is waiting to select the date for the special election as the school district may want to join the election to readdress their question on the ballot that failed in the November election. The clerk will contact the district to ask if they will present their question in the special election.

The Oath of Office was administered to Mayor Jason Peirce and Council Member James Eitel.

Ordinances and Resolutions;

Resolution No. 2022-101- Approval of 2023 Final Budget
Motion to Approve Resolution No. 2022-101; Altrichter/Eitel, all in favor motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-ney

Resolution No. 2022-102-Approval of 2023 Tax Levy
Motion to Approve Resolution No. 2022-102; Eitel/Altrichter, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-ney

Resolution No. 2022-112-Copier Contract Agreement
Motion to Approve Resolution No. 2022-112; Eitel/Klucas, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea

Resolution No. 2022-119-Approve Ordinance No. 151.024 Amendment
Motion to Approve Resolution No. 2022-119; Eitel/Altrichter, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea

Resolution No. 2022-121-Approval of CHRI Policy
Motion to Approve Resolution No. 2022-121; Klucas/Altrichter, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea

Resolution No. 2022-122-Approve Reestablishing Unchanged Precincts and Polling Places
Motion to Approve Resolution No. 2022-122; Klucas/Altrichter, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea

Reports of Officers, Boards and Committees;

1. Police Department Report

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

2. Emergency Services Report

Acting Chief Josh Cox presented the Fire Department Report.

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

A. Fire Department

Resolution No. 2022-111-Acceptance of Donation-Sondergaard

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Motion to Approve Resolution No. 2022-111; Altrichter/Klucas, all in favor motion carried.

Resolution No. 2022-113-Approve Letter of Retirement-Nelson
Motion to Approve Resolution No. 2022-113; Eitel/Altrichter, all in favor, motion carried

Resolution No. 2022-117-Acceptance of Donation-Sondergaard
Motion to Approve Resolution No. 2022-117; Eitel/Altrichter, all in favor, motion carried.

Resolution No. 2022-118-Acceptance of Donation-Klucas
Motion to Approve Resolution No. 2022-118; Eitel/Altrichter, all in favor, motion carried

Resolution No. 2022-120-Approval of Attendance to 1001 Class
Motion to Approve Resolution No. 2022-120; Klucas/Altrichter, all in favor, motion carried

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

B. EMR Department

Jessica Cox presented the EMR Report

Jessica informed the council they have interviewed a candidate for the Fire/EMR Reserve and are recommending the hiring of the candidate. Present for the interviewing were Acting Chief Josh Cox, 2nd EMR Captain Jessica Cox, Assistant Chief Jason Carter.

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

Resolution No. 2022-114-Approve Letter of Retirement-Nelson
Clerk to correct Resolution No. 2022-114 to include Fire Dept.
Motion to Approve Resolution No. 2022-114; Eitel/Klucas; all in favor, motion carried

Resolution No. 2022-115-Accept Letter of Resignation – Nelson
Motion to Approve Resolution No. 2022-115; Klucas/Altrichter, all in favor, motion carried

Resolution No. 2022-123 – Approval to Hire New Fire/EMR Reserve-Hardel
Motion to Approve Resolution No. 2022-123; Eitel/Altrichter, all in favor, motion carried

Resolution No. 2022-124 – Approve Hardel to Attend EMR Class
Motion to Approve Resolution No. 2022-124; Peirce/Eitel, all in favor, motion carried

**3. Maintenance - Water/Waste Water Report
MMS Report**

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Motion to Approve Maintenance-Water/Waste Water Report; Eitel/Altrichter, all in favor, motion carried

Resolution No. 2022-116-Approve Well Inspections

Motion to Approve Resolution No. 2022-116; Eitel/Klucas, all in favor, motion carried

4. Building & Planning & Zoning Permits

Unfinished business;

Explanation of Fire Protection Services-

There were 2 deposits into Fire Protection services that were reimbursements for services

Explanation of Estimated Utility Billing

Mike explained that the estimated readings were reasonable for the meters that have not been replaced with exception of one. It was indicated that one account should have been shut off but was not. There is no water meter to the questioned property. The water has been shut off at the curb stop since the street project on Bowman street.

Update on Deeds

The County has submitted the State Deed Applications to the state and are awaiting the return of them.

Employee Review;

Miscellaneous; and

E-mail on Workers Comp Late Fee

The city received a letter from the League of MN Cities indicating that a late fee was levied against the city for late payment on a worker's comp claim. After researching it was determined the late fee was assessed as the First Report of Injury was not received by the League of MN Cities within the 10 day time frame required.

LMC Letter- This is regarding the information above.

Set a date for a Special Meeting

ADJOURN

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

Robin Johnson - City Clerk/Treasurer

Attest:

Mayor - Jason Peirce