

City of Stewart Council Meeting Minutes October 11, 2021

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

Roll call; Mayor: Jason Peirce - Present

Council Member: Kevin Klucas - Absent

Council Member: Curt Glaeser - Present

Council Member: Carol Altrichter - Present

Council Member: James Eitel - Present

Approval of Minutes;

Approval of Special Meeting Minutes;

Motion to Approve September 13 Meeting Minutes and September 23 Special Meeting minutes; Altrichter/Glaeser, all in favor, motion carried

Consent of Agenda;

Approval of use of parking lot for Trunk or Treat

Paul Hacker-Questions regarding rental inspections

Resolution No. 2021-83 – Call for Public Hearing – Delinquent Billing

Resolution No. 2021-84 – Acceptance of Donation-Lions

Resolution No. 2121-85 – Approve Request for Back-up Laptop

Resolution No. 2021-87 – Approve Closing of Office for Funeral

Resolution No. 2021-88 – Approval of Offering Grief Counseling

Motion to approve the Consent of Agenda; Eitel/Glaeser, all in favor, motion carried

Approval of Treasurer Report and Balance Sheet;

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

Approval of Statement of Revenue and Expenditures;

Current Actual Column is incomplete with all zero's, Clerk to research.

Tabled for the November Meeting for corrections

Approval of Claims;

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

Approval of Utility Billing Information;

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

Approval of Bank Reconciliations – General Fund, Rehab and Pop

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

Petitions, requests and communications

Discussion - Should there be a charge for hall rental for supervised visits

The City will collect a \$50.00 deposit to be returned after the use is finished but forego the \$40.00 rental fee.

Jon Archer – Schlenner, Wenner & Co -Final Audit Presentation

Jon presented the 2020 final audit to the council explaining the testing of the accounts and the interactions with the City staff. The City will be considered non-compliant on one issue

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that has since been resolved. It was noted that many cities are non-compliant for the same issue. The audit went smooth with a lag in receipt of information but the correct reports have been filed with the State Auditor's Office.

Carol Nelson – ARPA Information

Carol asked if there was going to be a workshop regarding the ARPA monies and how they will be spent. Carol also requested that some of the monies be used as a bonus to Fire Department employees as a bonus to say Thank You for your service. Councilmember Altrichter indicated that the County was not going to use any of their monies in this manner so the City would not be looking at doing this.

ARPA Information Received from County

Council member Altrichter informed the council what determinations have been made pertaining to the spending of the ARPA monies and that there is still no definite statement as to what the money could and could not be used for.

Buffalo Lake-Hector-Stewart School Dist. will be holding a special election on Nov. 2, 2021

Annette Hiles – Cease and Desist

The City received a letter of Cease and Desist regarding Invoice 2019.33. The Attorney in fact states that the City has no base for this invoice. Discussion was had to determine if this should be sent to the City Attorney. The Council decided this will be forwarded on to the City Attorney.

Explanation of Use of City Funds

Mayor Peirce explained that there some questions regarding some charges on the City credit card and if they were allowable. The City Auditor Jon Archer was present and gave direction regarding the specific questions.

Approve Use of the City Parking lot for the 2021 Trunk or Treat

Paul Hacker questioned if the City had the ability to change the fee for the rental inspections. It was explained that the fees are set by the building inspector. He then asked if the City could change the year of inspections from once every 2 years to once every 3-4 years. It was decided that the City would "wait and see" how the inspections go with the new inspector. The City is not changing anything at this time.

Ordinances and Resolutions;

Resolution No. 2021-50 – Approval to purchase Tablet for Meter Reading
Motion to Approve Resolution No. 2021-50; Altrichter/Glaeser, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-absent, Glaeser-yea

Resolution No. 2021-74 – Approval of Cell Phone Reimbursement
Motion to Approve Resolution No. 2021-74; Glaeser/Eitel, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-ney, Eitel-yea, Klucas-absent, Glaeser-yea

Resolution No. 2021-75 – Approve Recommended Account Consolidation
Motion to approve Resolution No. 2021-75; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-76 – Approve Change in Snow Removal

Change the verbiage to state as business purposes allow.

Motion to approve Resolution No. 2021-76; Eitel/Glaeser, all in favor, motion carried

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

Resolution No. 2021-77 – Approval to Accept Donation – Lions

Motion to approve Resolution No. 2021-77; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-83 – Call for a Public Hearing-Delinquent Utility Billing

Motion to approve Resolution No. 2021-83; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-84 – Approve Acceptance of a Donation

Motion to Approve Resolution No. 2021-84; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-85 – Request for Use of Back-up Laptop

Motion to approve Resolution No. 2021-85; Altrichter/Glaeser, all in favor, motion carried

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

Resolution No. 2021-86 – Approval to Post Maintenance Position

Remove Supervisor, Post after October 18th.

Motion to approve Resolution No. 2021-86; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-87 - Request to Close Offices October 18, 2021

Motion to approve Resolution No. 2021-87; Altrichter/Glaeser, all in favor, motion carried.

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

Resolution No. 2021-88 – Request for Grief Counseling

Motion approve Resolution No. 2021-88; Glaeser/Eitel, all in favor, motion carried

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

Reports of Officers, Boards and Committees;

1. Police Department Report

Request less hours on next contract

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

2. Emergency Services Report

A. Fire Department

Request to burn brush on a Saturday during November

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

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Resolution No. 2021-81 – Approve Hiring a New Firefighter
Add William Nething to resolution

Motion to approve Resolution No. 2021-81; Eitel/Glaeser, all in favor, motion carried.

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

Resolution No. 2021-82 – Approval to Purchase Cascade Upgrade
Carol to get clarification regarding ARPA funds eligibility

Motion to approve Resolution No. 2021-82; Eitel/Glaeser, all in favor, motion carried

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

B. EMR Department

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

Resolution No. 2021-79 – Approval of Resignation-Chrystal Millbrandt

Motion to approve Resolution No. 2021-79;Glaeser/Eitel, all in favor, motion carried.

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

3. Maintenance - Water/Waste Water Report

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

MMS Report

Resolution No. 2021-78 – Acceptance for Stump Grinding

Motion to approve Resolution No. 2021-78; Glaeser/Altrichter, all in favor, motion carried.

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

Resolution No. 2021-80 – Approval of Wage Increase – Mike Hansen

Motion to approve Resolution No. 2021-80; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2021-89 – Emergency Repair to Transfer Valve

Motion to approve Resolution No. 2021-89; Eitel/Altrichter, all in favor, motion carried.

Unfinished business;

Employee Review;

Miscellaneous; and

Set a date for a Special Meeting

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ADJOURN

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

Robin Johnson – City Clerk/Treasurer

Attest:

Mayor – Jason Peirce