

City of Stewart Council Meeting Minutes
November 8, 2021

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

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

Approval of Minutes;

Motion to Approve October 11, 2021 Meeting Minutes; Eitel/Glaeser, all in favor, motion carried

Consent of Agenda;

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

Approval of Treasurer Report and Balance Sheet;

City Clerk to review Garbage Fund

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

Approval of Statement of Revenue and Expenditures;

City Clerk to Review Miscellaneous accounts

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

Approval of Claims;

Correction to the Claims-Remove USDA payment as it is not due until January

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

Approval of Utility Billing Information;

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

Approval of Bank Reconciliations – General Fund, Rehab and Pop

General Checking Reconciliation was not presented as the Clerk is still working on balancing it.

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

Petitions, requests and communications

Update Fee Schedule

Create Resolution 2021-94 to update the Fee Schedule for Building Inspections;

Motion to Approve updates to the fee schedule; Klucas/Glaeser, all in favor, motion carried

Employee Policy Update - Definition of Successful Background Check

Tabled until December Meeting.

City of Stewart Council Meeting Minutes
November 8, 2021

Discussion to Increase purchase price of Maintenance Truck. Resolution No 2021-31
Revise Resolution No. 2021-31 to increase purchase cap at \$25,000.00
Motion to Approve revising Resolution No. 2021-31; Glaeser/Klucas, all in favor, motion carried

Scenic Sign – LED Demo

Kathy Klover has agreed to post this on Together we live in Stewart Facebook page for public input.

Request to cancel Invoice 2021.12 – Northern Clearing Inc

Motion to Deny Request to cancel Invoice 2021.12-Northern Clearing Inc.;Glaeser/Eitel, Glaeser/Eitel/Peirce, in favor, Altrichter/Klucas Opposed, motion carried

Elizabeth Maiers – Community Christmas Tree

Elizabeth Maiers presented the council with a request for placement of a community Christmas tree in the city park. The council indicated the City would allow for the placement of the tree in the City Park and would cover the cost of the electricity. The liability insurance falls under the City's current policy.

Motion to approve placement of Community Christmas tree in the City Park; Klucas/Altrichter, all in favor, motion carried

Ordinances and Resolutions;

Resolution No. 2021-90 – Approval of Conditional Use Permit – USS Verbena Solar, LLC

Motion to Approve Resolution No. 2021-90; Klucas/Altrichter, all in favor, motion carried
Members polled, Peirce-yea, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2021-93 – Approval of Increase to Insurance Contribution

Tabled for December meeting for more information

Resolution No. 2021-95 – Process Delinquent Utility Billing

Motion to Approve Resolution No. 2021-95;Altrichter/Glaeser, 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; Eitel/Glaeser, all in favor, motion carried

Resolution No. 2021-98 – Approval to Hire a Grant Writer

Motion to Approve Resolution No. 2021-98; Glaeser/Eitel, all in favor, motion carried

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

**City of Stewart Council Meeting Minutes
November 8, 2021**

Resolution No. 2021-99 – Approval to Apply for FEMA Grant
Motion to Approve Resolution No. 2021-99; Altrichter/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 Department Report; Glaeser/Klucas, all in favor, motion
carried

3. Maintenance - Water/Waste Water Report

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

MMS Report

Resolution No. 2021-96 – Approve Wage Increase for Mike Hansen

Mike Hansen to receive 1 grade increase

Motion to Approve Resolution 2021-96; Glaeser/Altrichter, all in favor, motion
carried

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

Resolution No. 2021-97 – Approve Wage Increase for David & Kelly Wegscheid

David and Kelly Wegscheid to receive 1 step increase

Motion to Approve Resolution No. 2021-97; Glaeser/Altrichter, all in favor, motion
carried.

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

Discussion of the reimbursement of tips, cell phone, donuts, Gatorade, and pop by Mike Hansen. Mike was requested to bring documentation regarding trade in value for old maintenance phone and reimburse for the cost of the phone. Mike was also requested to reimburse the city for tips, cell phone, donuts, Gatorade, and pop. Mike will receive an invoice until request is fulfilled. City Clerk to put specific verbiage into City Policy Manual.

Unfinished business;

Employee Review;

Miscellaneous; and

Set a date for a Special Meeting

ADJOURN

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

**City of Stewart Council Meeting Minutes
November 8, 2021**

Robin Johnson – City Clerk/Treasurer

Attest:

Mayor – Jason Peirce