

**City of Stewart Council Meeting Minutes
December 13, 2021**

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

Roll call; Mayor: Jason Peirce - Absent

Council Member: Kevin Klucas - Present

Council Member: Curt Glaeser - Present

Council Member: Carol Altrichter - Present

Council Member: James Eitel - Present

Approval of Minutes;

Motion to Approve the November 8, 2021 meeting minutes, Eitel/Altrichter, all in favor, motion carried

Consent of Agenda;

Orville Trenton

Resolution No. 2021-108 – Approval of City Auditor

Question on charging late fees for unpaid invoices

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

Approval of Treasurer Report and Balance Sheet;

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

Approval of Utility Billing Information;

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

Approval of Bank Reconciliations – General Fund, Rehab and Pop

Motion to Approve October and November General and Rehab an Pop Bank

Reconciliations, Eitel/Klucas, all in favor, motion carried

Petitions, requests and communications

Xtream rate change notification – Rates will be increasing

Discussion: 1994 Chevy 1500- Mike to dispose of at his discretion

Table in Clerks Office – Clerk requests permission to remove table in the office. Council approved of disposal of table.

Council instructed City Clerk to begin charging late fees of 1.5% for all unpaid invoices. There will be a letter sent with January invoices indicating the fee will be charged starting February 2022.

**City of Stewart Council Meeting Minutes
December 13, 2021**

Ordinances and Resolutions;

Resolution No. 2021-91 – Approval 2022 Tax Levy

Motion to Approve Resolution No. 2021-91 at 2.5%, Klucas/Altrichter, all in favor, motion carried

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

Resolution No. 2021-92 – Approval 2022 Final Budget

The City Council was not comfortable setting the Final Budget without the Mayor present
Tabled for a Special Meeting later this month

Resolution No. 2021-100 – Tax Forfeited Property

There is one property on the forfeiture list, 300 Prior Street.

Motion to Approve Resolution No. 2021-100 allowing for Public Auction, Klucas/Altrichter, all in favor, motion carried

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

Resolution No. 2021-103 – Approval of Donation

Motion to Approve Resolution No. 2021-103 with a \$300.00 Donation, Altrichter/Eitel, all in favor, motion carried.

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

Resolution No. 2021-106 – Approval of Updates to Personnel Policy

Motion to Approve Resolution No. 2021-106, Klucas/Altrichter, all in favor, motion carried

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

Resolution No. 2021-108 – Approval of City Auditor

Motion to Approve Resolution No. 2021-108, Klucas/Altrichter, all in favor, motion carried

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

Resolution No. 2021-109 – Approval of Late Fees

The City Clerk is to charge 1.5% late fees on all unpaid invoices.

Motion to Approve Resolution No. 2021-109, Klucas/Altrichter, all in favor, motion carried

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

Reports of Officers, Boards and Committees;

1. Police Department Report

The City Clerk is to question a Township meeting on the billing.

Motion to approve the Police Report. Eitel/Altrichter, all in favor, motion carried.

2. Emergency Services Report

A. Fire Department – Josh Cox

1 Fire, 2 Medicals.

FEMA grant has been applied submitted for \$471,428.57 Federal, \$23,571.43

Local match for a total of \$495,000.00. The local match is split 50/50 between cities and Townships.

**City of Stewart Council Meeting Minutes
December 13, 2021**

New attendance policy for January 1 is 30% of meetings, drills, and calls. This will be the minimum of a year of service. This would require attendance at 25-32 “events” per year or 2-3 times a month.

Motion to Approve Fire Department Report, Eitel/Klucas, all in favor, motion carried

B. EMR Department – Carol Nelson
2 Medicals in November

Motion to Approve EMR Department Report, Altrichter/Klucas, all in favor, motion carried.

3. Maintenance - Water/Waste Water Report – Mike Hansen
MMS Report

Mowed all road ditches

Planted grass back at ponds from lift station project

Burned the Brush site.

Moved some piles around at lift station to get ready for winter

Chopped leaves at Park, city hall, cemetery

Replaced bulbs in Christmas décor and hung them

Cut down brush by Jankes

Cut down all flowers around city hall

Had a bunch of water to shut off for snowbirds

Swept streets – a lot of leaves this year

Cleaned the catch basins

Fertilized the ball field

Turned off and drained drinking fountains at park and ball park.

Graded roads

Cleaned out blue pickup

Got the broom and cab on X739 and the ferris put away for winter

MPCA needed more paperwork, got it for them

Continued working with Mike Morris and David Palm with everything

Kept up on pop machines

Kept up on all other stuff that comes up on a day-by-day basis.

Mike is to shut down the pop machine at the ball park for the winter when he feels it is not generating enough to maintain it.

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

City of Stewart Wastewater Treatment Facility NPDES/SDS Permit No. MN0053210
Compliance Evaluation Inspection
Follow up to be discussed at Special Meeting

Resolution No. 2021-104 – Approval of Water Treatment Plant-Pilot Study

Motion to Approve Resolution No. 2021-104, Klucas/Altrichter, all in favor, motion carried.

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

City of Stewart Council Meeting Minutes
December 13, 2021

Resolution No. 2021-105 – Approval to Purchase of a Signal Magnetic Mount Light
Amend Resolution No. 2021-105 to include purchase of a back rack for a maximum
of \$300.00.

Motion to Approve Resolution No. 2021-105 with the purchase of the light from
Paul Hacker at a cost of \$ 200.00, Klucas/Eitel, all in favor, motion carried
Members polled, Peirce-absent, Altrichter-yea, Eitel-yea, Klucas-yea, Glaeser-yea

Resolution No. 2021-107 – Approve Renewal of MMS Environmental Services
Contract

Motion to Approve Resolution No. 2021-107-Eitel/Klucas, all in favor, motion
carried

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

Unfinished business;

Employee Review;

Miscellaneous; and

Set a date for a Special Meeting

Special meeting is to be on December 22nd at 6PM

ADJOURN

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

Robin Johnson – City Clerk/Treasurer

Attest:

Mayor – Jason Peirce