

City of Stewart Council Meeting Minutes
April 11, 2022

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 - Present

Council Member: Carol Altrichter - Present

Council Member: James Eitel - Present

Approval of Minutes;

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

Consent of Agenda;

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

Approval of Treasurer Report and Balance Sheet;

January; Correct 999 Fund Account

Motion to Approve January Treasurer Report and Balance Sheet with Correction;

Glaeser/Altrichter; all in favor, motion carried

February

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

March

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

Approval of Statement of Revenue and Expenditures;

January

Motion to Approve January Statement of Revenue & Expenditures; Glaeser/Eitel, all in favor, motion carried

February

Motion to Approve February Statement of Revenue & Expenditures; Altrichter/Eitel, all in favor, motion carried

March

Motion to Approve March Statement of Revenue & Expenditures; Glaeser/Eitel, all in favor, motion carried

Approval of Claims;

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

Approval of Utility Billing Information;

Report from Mike & Corinne,

Motion to Approve Utility Billing Information; Glaeser/Eitel, 4-1 Altrichter Ney, motion carried

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Approval of Bank Reconciliations – General Fund, Rehab and Pop

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

Petitions, requests and communications

Jason & Heather Peirce – Appeal Chapter 120.22

Jason stated that the city was in violation of their own ordinance as the rental applications were not mailed in June of 2021. Jason felt that he was being singled out as he was the only one to receive fines. He also stated that the ordinance has no direction for appealing administrative fines.

This is tabled until review of the ordinance and language provided for appealing administrative fines.

There are to be no invoices sent until this is settled

MN Valley Testing Laboratories

MN Dept Health

Capital Investment Savings

Valuation Notices for Pay 2023

Clarke Mosquito Service Schedule

West Central Sanitation's response to the request for reimbursement of sales tax.

Juneteenth

Decision to not observe Juneteenth on the City of Stewart holiday calendar. Leave as is

Nationalgrid Renewables

Xtream

Pay Equity Report

The pay equity report was accepted

Approval of 2nd & Final Pay Estimate to Juul Contracting

Approval to pay was granted with the direction of Bolton & Menk

MN Dept of Public Safety – Bureau of Criminal Apprehension Audit

The City will need to complete the BCA Audit

City Audit – Week of May 23

Audit Options

The City Auditor provided information for two processes of internal auditing.

Option one is a financial audit, Option two is an agreed upon procedures engagement.

Council agrees to not proceed with audit as 2021 audit will be conducted in May

Dean Presented that the Oronoco Fire Department is heading up an initiative to collect and send used turnout gear, boots, helmets, and other fire/rescue equipment to our brothers and sisters in the Ukraine. Dean proposed the donation of 7 sets of turnouts, 3 turnout coats, 9 MSA SCBA with 1 tank each and 20 MSA air masks.

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

Council Member Klucas requested permission to attend LMC classes;

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The council agreed to allow council member Klucas to attend LMC classes.

Maintenance to cancel the coveralls as they are not being used.

Ordinances and Resolutions;

Resolution No. 2022-27 Approval of the Purchase of an Office Shredder

Motion to Approve Resolution No. 2022-27; ; Glaeser/Eitel, all in favor, motion carried.

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

Resolution No. 2022-29 Approval of Transfer of Funds

Motion to Approve Resolution No. 2022-29; Glaeser/Altrichter, all in favor, motion carried

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

Resolution No. 2022-30 Approve St Paul's Use of Softball Field

Motion to Approve Resolution No. 2022-30; Eitel/Glaeser, all in favor, motion carried

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

Resolution No. 2022-33 Approval of Resignation – Rosenow

City Clerk is to provide the Custodian job description and Resolution to hire at the May meeting.

Motion to Approve Resolution No. 2022-33; Eitel/Glaeser, all in favor, motion carried

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

Resolution No. 2022-34 Acceptance of A Donation – Remus

Motion to Approve Resolution No. 2022-34; Altrichter/Eitel, all in favor, motion carried

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

Resolution No. 2022-35 Approve Minnesota Municipal Clerks Institute

Motion to Approve Resolution No. 2022-35; Eitel/Glaeser, all in favor, motion carried

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

Resolution No. 2022-39 Approve the Purchase of a Replacement Office Printer

Motion to Approve Resolution No. 2022-39; Glaeser/Klucas, all in favor, motion carried

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

Resolution No. 2022-41 Approve BLHS Community Ed. Request to use Baseball Field

Motion to Approve Resolution No. 2022-41; Klucas/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 Dept. Report; Glaeser/Altrichter, all in favor, motion carried

2. Emergency Services Report

A. Fire Department

Motion to Approve Fire Dept. Report; Altrichter/Glaeser, all in favor, motion carried

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Resolution No. 2022-40 – Approve Donation from McLeod Co-Op Power
Motion to Approve Resolution No. 2022-40; Glaeser/Klucas, all in favor, motion carried.

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

B. EMR Department

C. Motion to Approve EMR Dept. Report; Altrichter/Glaeser, all in favor, motion carried

3. Maintenance - Water/Waste Water Report

Motion to approve the Maintenance-Water/Wastewater Report; Eitel/Glaeser, all in favor, motion carried

Nathan Hardel expressed he would be willing to help the EMR Dept. on a part time basis. Nathan has been an EMT for the City of Arlington in the past and has helped the Arlington Fire Dept.

Motion to Allow Nathan to apply for a Part Time EMR; Glaeser/Eitel, all in favor, motion carried

MMS Report

Resolution No. 2022-31 – Approve Request for Donation from the Lions
Motion to Approve Resolution No. 2022-31; Glaeser/Eitel, 4-1 in favor, motion carried

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

Resolution No. 2022-32 – Approve Request to Purchase Flags and Hardware
Motion to Approve Resolution No. 2022-32; Glaeser/Eitel, 4-1 in favor, motion carried.

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

Resolution No. 2022-36 – Approve Dust Coating of City Streets
Motion to Approve Resolution No. 2022-36; Glaeser/Klucas, all in favor, motion carried

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

Resolution No. 2022-37 – Approve Attendance at Stabilization Pond Seminar
Motion to Approve Resolution No. 2022-37; Altrichter/Glaeser, all in favor, motion carried

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

Resolution No. 2022-38 – Approve the Purchase of 2019 John Deere Gator
Nathan to provide other available options along with an estimated sale price of the 2008 Chevrolet Pickup.

Tabled to the May Meeting

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Unfinished business;

Public Purpose Expenditures – Pop Fund

Information was presented regarding what the Pop fund could be used for.

Employee Review;

Miscellaneous; and

Set a date for a Special Meeting

ADJOURN

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

Robin Johnson – City Clerk/Treasurer

Attest:

Mayor – Jason Peirce