City of Stewart City Council Meeting Minutes
January 14, 2019

Pursuant to due call and notice the Stewart City Council Meeting was held on Monday, January 14, 2019 in the Stewart Community Center

Mayor Jason Peirce called the Meeting to Order at 7:00 p.m.

Pledge of Allegiance was recited to the flag

Roll call; Mayor: Jason Peirce - yea
Council Member: Kevin Klucas - yea
Council Member: Curt Glaeser - absent
Council Member: Carol Altrichter - yea
Council Member – James Eitel - yea

Approval of Minutes;
Motion to approve the Minutes with the changes stipulated above, Klucas / Altrichter, all in favor, motion carried

Consent of Agenda;
1. Approval of Resolution No. 2019-14, to be placed in Reports of Officers, Boards and Committees; under the Maintenance - Water/Waste Water Report as subject D.
Motion to approve the Consent of Agenda with the above addition, Eitel / Altrichter, all in favor, motion carried

Approval of Treasurer Report and Balance Sheet;
Motion to approve the Treasurer Report and Balance Sheet, Klucas / Eitel, all in favor, motion carried

Approval of Statement of Revenue and Expenditures;
Motion to approve the Statement of Revenue and Expenditures, Altrichter / Klucas, all in favor, motion carried

Approval of Claims;
1. Council Member Altrichter asked about Dominic’s receiving overtime, when working at home
   A. Mayor Peirce will look into it
Motion to approve the Claims, Altrichter / Eitel, all in favor, motion carried

Approval of Utility Billing Information;
Motion to approve the Utility Billing Information, Eitel / Altrichter, all in favor, motion carried

Approval of Bank Reconciliations – General Fund, Rehab and Pop
Motion to approve the Bank Reconciliations – General Fund, Rehab and Pop, Altrichter / Klucas, all in favor, motion carried
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Approval of Resolution 2019-01 – 2019 Year Appointments
1. Council Member would like to see Kevin Klucas be placed on the Maintenance because he has been working on the street project
   A. Mayor Peirce explained that these are the Department Liaison appointments and has nothing to do with the street project
Motion to approve the Resolution 2019-01 – 2019 Year Appointments as presented to the Council, Altrichter / Eitel, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

Approval of Resolution 2019-02 – 2019 Signature Powers for Banking and Other Official Purposes
1. Kevin Klucas will be instated as the Acting Mayor
Motion to approve the Resolution 2019-02 – 2019 Signature Powers for Banking and Other Official Purposes with Kevin Klucas instated as the Acting Mayor, Altrichter / Eitel, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

Petitions, requests and communications
A. Open bids for the sale of the fire truck
   1. 7 bids were received, they were as follows:
      a. Nick Christenson $660.00, Arlin Aas $427.00, Michael Lemke $2,500.00, Don Artmann $1,295.00, Steve Eichens $526.00, Andrew Knaak $1,050.00, Wahl Rebuilding & Repair $1,055.00
Motion to approve the sale of the 1969 Chevrolet Fire Truck to Michael Lemke for $2,500.00, Klucas /
Motion was amended by Council Member Klucas to include the truck must be picked up within 30 days of the sale date unless there is a weather issue, Klucas / Altrichter, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

B. City Engineer David Palm – Bolton & Menk
   1. David informed the City Council that Andrew Kehren has retired from Bolton & Menk
   2. David has worked on projects in other cities including Hector and Bird Island
   3. David, Dominic and Council Member Klucas met with LaTour Contracting to go through concerns LaTour had with the project
      a. There were additional work items and unforeseen incidents discussed
      b. The Council felt this is why there are contingency funds in the bids to cover additional work and unforeseen incidents
   4. The City Council and David discussed the contaminated soil issues and the state sampling on Bowman Street where an underground tank was discovered during the construction and removed
   5. The leg on water tower was discussed and David was going to investigate if PFA would give the City a grant to replace the existing piping, estimated to cost $49,000.00
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6. PFA is requesting a list of needs, a water tower replacement is on this list already and will remain
7. Group A Project warranty period is up on May 8, 2019
   a. Holtmeier was in town and did some of the work in 2018
   b. In April David and Dominic will look it over again and update the punch list items
8. David will look into the warranty period for the Group B Project
9. The contract is still open with Mill Street
   a. There are some issues with the stormwater pond and the road ditch slopes
   b. R & R Construction needs some motivation to finish the project

C. Brad Dobberstein – Buffalo Lake Ambulance Committee
   1. Brad wanted to thank the City of Stewart for letting them talk with them
   2. The Buffalo Lake Ambulance Service has been active since the 1960’s
   3. The Stewart Emergence Responders are a great asset to the Community and the Buffalo Lake Ambulance
   4. The Buffalo Lake Ambulance Service is updating staff and equipment on a regular basis
   5. They had an estimated 155 to 160 calls in 2018, which 30% of the calls were to the Stewart service area
   6. The Buffalo Lake Ambulance would like to continue training sessions with the Stewart EMRs
   7. In 2018 the Buffalo Lake Ambulance Service purchased a new ambulance it has 4 wheel drive, which will asset in getting to those hard to reach areas
   8. The Buffalo Lake Ambulance Service replaces the ambulance about every ten years
   9. The Buffalo Lake Ambulance would like to request the Stewart City Council to consider a budget item that can be a donation to them
   10. Council Member Klucas explained that the squads use to jointly purchase things like defib pads, but now that the squads have different defibrillators this doesn’t happen anymore. The Stewart EMR’s can’t bill out their services so the squads budget is all City and Township responsibility
   11. The Council will consider the option of a budget line item for the Buffalo Lake Ambulance when the 2020 budget is discussed

A Recess was taken to go and look at the new ambulance
Mayor Peirce called the meeting back to order at 7:30 p.m.

D. Brian Leeham – McLeod County Historical Partnership
   1. Brian is a freelance writer from the Cities and is working with the McLeod County Historical Partnership to do a public showing of all the cities in McLeod County
   2. They are taking a picture from the past and then taking a new picture of the same location now
   3. Brian’s job will be to do a background history of the city and the picture
   4. The Public Showing Event will be held in May
   5. Brian is asking for a list of people he can talk with to get the information about the City of Stewart’s past

E. Laura Kuvaas – Permission to install GRHS Clinic directional signs
   1. GRHS is asking permission to install directions signage to the clinic
2. This signage would be similar to FormAFeeds and GRHS will purchase and install the signs
3. They would like to install the signs at the corner of Prior Street and Croyden Street and Highway 212 and Bowman Street
4. The placement of signs would increase the visibility and assist the patients who are not familiar with the location of the clinic
5. The City Council requested the PW Supervisor look into it the placement of the signs on our street signs with the McLeod County Engineer and the State Engineers. Prior Street is a McLeod County roadway and Highway 212 is state regulated
6. If the signage is allowable they will be installed after the road construction is completed
7. Laura also asked if the taring could be schedule on the day the clinic is closed to help eliminate any issues
8. The Council will look into the scheduling for this request when it is time for the taring

Ordinances and Resolutions:
1. Approval of Ordinance No. 174 – Update Chapter 76: Parking Schedules
   A. There was a discussion of the angle parking areas
   Tabled, the City Clerk was instructed to get a more accurate listing of the streets that allow angle parking
2. Approval of Resolution No. 2019-03 – Civil Penalty or suspension of liquor license for a local business that sold alcohol to a minor
   A. There was a citation given to the business and another citation was issued to the employee that sold the alcohol to the minor
   B. The City rules on the business citation
   C. It was discovered that no training was given to this employee, per the ordinance the business is obligated to provide training to all employees
   D. The maximum charge that can be given is $2,000.00, the city has charged $500.00 in the past
   Motion to approve the Resolution 2019-2019-03 – Civil Penalty or suspension of liquor license for a local business that sold alcohol to a minor with a Civil Penalty of $500.00 assessed to the business, Altrichter / Eitel, motion carried
   Members were polled: Glaeser – absent, Eitel – yea, Klucas – nay, Altrichter – yea, Peirce – yea
3. Approval of Resolution No. 2019-04 – Request for a loan payment agreement with Collins Township for the purchase of the 2002 Freightliner fire truck
   Request is an issue because we have notified them of this purchase
   A. Collins Township was told at many annual meetings the City was going to purchase a truck
   B. The City of Stewart is not a bank, and if we did give out a loan there would be interest charged
   C. The Council Members felt Collins Township can go to a bank and borrow the money if they do not have it in their reserve
   D. All the townships were asked at the 2018 annual meeting if they wanted assistance in the purchase, Collins Township did not ask for any assistance
No motion was made for the approval of Resolution No. 2019-04
Motion to deny Resolution 2019-2019-04 – Request for a loan payment agreement with Collins Township for the purchase of the 2002 Freightliner fire truck, Altrichter / Klucas, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

4. Approval of Resolution No. 2019-05 – 2019 BLHS After Prom Donation
   A. A donation of $200.00 to be used for entertainment and food
Motion to approve Resolution 2019-05 – 2019 BLHS After Prom Donation with a donation of $200.00 to be used for entertainment and food, Klucas / Altrichter, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

5. Approval of Resolution No. 2019-06 - Pay Equity Report
Motion to approve Resolution 2019-06 - Pay Equity Report, Klucas / Eitel, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

6. Approval of Resolution No. 2019-11 – BLHS Basketball Boosters Donation
   A. A donation of $200.00
Motion to approve Resolution 2019-11 – BLHS Basketball Boosters Donation with a donation of $200.00, Eitel / Altrichter, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

7. Approval of Resolution No. 2019-12 – PPE #7 – Group C
Motion to approve Resolution 2019-12 – PPE #7 – Group C, Klucas / Altrichter, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

8. Approval of OSHA Form 300A – Summary of Work-Related Injuries and Illnesses
Motion to approve the OSHA Form 300A – Summary of Work-Related Injuries and Illnesses, Klucas / Altrichter, all in favor, motion carried

9. Review and Approval of the AWAIR Program
Motion to approve the AWAIR Program, Klucas / Altrichter, all in favor, motion carried

10. Review and Approval of the Employee Right to Know Manual
Motion to approve the Employee Right to Know Manual, Altrichter / Eitel, all in favor, motion carried

11. Review and Approval of the City of Stewart’s Personnel Policy
Motion to approve the City of Stewart’s Personnel Policy, Altrichter / Eitel, all in favor, motion carried

Reports of Officers, Boards and Committees:

1. Building Permit, Planning & Zoning Commission and Blight Notification Report
   A. The City Clerk informed the City Council that the Planning & Zoning Commission is one commissioner short and requested a list of names of residents they feel would like to serve on the commission
Motion to approve the Building Permit, Planning & Zoning Commission and Blight Notification Report, Altrichter / Eitel, all in favor, motion carried

2. Police Department Report
Motion to approve the Police Department Report, Altrichter / Klucas, all in favor, motion carried

   A. Fire Department
      1. Approval of Resolution No. 2019-07 – Acceptance of a donation
         A. The Stewart Fire Department received a donation from Land’O’Lakes and Central Regional Cooperative
Motion to approve Resolution 2019-07 – Acceptance of a donation from Land’O’Lakes and Central Regional Cooperative, Eitel / Klucas, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

2. Approval of Resolution No. 2019-08 – Purchase of miscellaneous items for the 2002 Freightliner fire truck
   A. There are a few additions that were not on the presented resolution, they are as follows:
      1. Welding for the winch – $110.00
      2. Hitch – $100.00
      3. Wiring for the winch – $325.00
   B. For a total amount of purchases of $3,029.00
C. If there are expenditures over the donation amount approved in Resolution No. 2019-17, the extra expenditure will be taken from the Equipment Purchases budget fund
Motion to approve Resolution 2019-08 – Purchase of miscellaneous items for the 2002 Freightliner fire truck including the additions, Altrichter / Eitel, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

3. Approval of Resolution No. 2019-13 – Permission to have alcohol at the Fire Hall for a retirement party
   A. Change the presented resolution to indicate the party may be held in February or March
Motion to approve Resolution 2019-13 – Permission to have alcohol at the Fire Hall for a retirement party, Eitel / Altrichter, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

4. The bids have been returned for the kitchen remodel, the fire department will go through them and present their findings at the next meeting
Motion to approve the Fire Department Report, Altrichter / Eitel, all in favor, motion carried

B. EMR Department – Carol Nelson
   1. Approval of Resolution No. 2019-09 – Purchase of EMS Bags for 2002 Freightliner fire truck
      a. The trauma bag is fully stocked
      b. The EMR’s have extra tanks, they need a bag to carry the tanks and needed accessories
Motion to approve Resolution 2019-09 – Purchase of EMS Bags for 2002 Freightliner fire truck, Altrichter / Eitel, all in favor, motion carried
Members were polled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce – yea

2. 44 Plan Training is scheduled for February 6th
Motion to approve the EMR Department Report, Altrichter / Eitel, all in favor, motion carried

   A. Discussion of Waste Water Permit
      1. The Public Comment is open until February 16th, Bolton & Menk reviewed the application rate
      2. The City couldn’t use our chemical vendor, per the requirements, the City needed an engineer
      3. A natural way to reduce the phosphate is with the addition of bacteria and the right amount on nutrients, the bacteria will consume and remove the phosphorus biologically
      4. The City is allowed two discharges a year one in May and the other in September
      5. Anything to get limits below the required amount is the best practice
      6. The City should do it on a preventive maintenance schedule
      7. Michael is going to touch base with Bolton & Menk, and find out more information
      8. Michael will talk with our MPCA representative and if possible cut the contract with Bolton & Menk
      9. From the information Michael has obtained ammonia will be the next thing the MPCA will want to test for
     10. Nitrate testing is in the draft
     11. The City Council approved getting ahead of the testing and be proactive so we are ahead of the game

   B. Michael and Dominic met with Matt tonight and they did a back wash
      1. The MDH report has been submitted
      2. Michael is working on understanding the arsenic system we have

   C. Michael feels we need to calibrate the pumps at the lift station and we need to fire up the generator once a month, to ensure it is ready at a moment’s notice

   D. Discussion and notification of MPCA hiring a company to Limited Site Investigation for the tank removal on Bowman Street
      1. The State of Minnesota is working on the contamination of soil test plots
      2. David and Dominic will stay on top of this
      3. The City can keep the site small because it is in the City’s parking lot

   E. Discussion and Approval of Resolution No. 2019-10 – Purchase of a mower deck for the John Deere lawn tractor
      1. Dominic feels we should utilize this tractor for mowing, the City does about 20 to 30 hours of mowing a week, and it would be nice to have two tractors going sometimes, especially in the rainy years
      2. The unit will be a quick attach
      3. The Council feels for the price a 60” new mower deck is the way to go and L & P Supply has the best price
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Motion to approve Resolution 2019-10 – Purchase of a mower deck for the John Deere
lawn tractor with a 60” new mower deck from L & P Supply, Klucas/ Eitel, all in favor,
motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce –
yea

D. Approval of Resolution No. 2019-14 – 35th Annual MRWA Conference
Motion to approve Resolution 2019-14 – 35th Annual MRWA Conference, Altrichter /
Klucas, all in favor, motion carried
Members were poled: Glaeser – absent, Eitel – yea, Klucas – yea, Altrichter – yea, Peirce –
yea

E. Dominic was instructed to keep Scott involved with the waste treatment plant

F. The PW Department is looking for a fuel tank for the old plow truck

G. The PW Department needs to look into keeping the Designated Public Sidewalk
cleaned
Motion to approve the Maintenance - Water/Waste Water Departments Report, Eitel
/Altrichter, all in favor, motion carried

Unfinished business;
New Business;
Miscellaneous; and
Set a date for a Special Meeting
1. No special meeting is needed this month

8:45 p.m. ADJOURN – Klucas / Altrichter, all in favor, motion carried

Ronda Huls – City Clerk/Treasurer

Attest:

Mayor – Jason Peirce