City of Stewart Council Meeting Minutes
September 9, 2019

Pursuant to due call and notice the Stewart City Council Meeting was held on Monday, September 9, 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 - yea
Council Member: Carol Altichter - yea
Council Member – James Eitel – yea

Approval of Minutes;
Motion to approve the Minutes, Glaeser / Altichter, all in favor, motion carried

Consent of Agenda – Anyone wishing to speak with the Council that is not already on the Agenda should speak up at this section to be placed on the Agenda

1. Council Member Klucas wishes to discuss blight issues at 360 Bowman Street to be placed as #5 under Petitions, Requests and Communications;
Motion to approve the Consent of Agenda with the above additions, Altichter / Glaeser, all in favor, motion carried

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

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

Approval of Claims;
1. Miller Roofing – Repair to the maintenance shop in 2018, they had sent the billing to the old e-mail address
2. Council Member Altichter wants to put overtime hours being taken for working up to council meetings
   A. Mayor Peirce asked if she wanted this discussion to be conducted by the department liaisons or put on the general meeting agenda
   B. Council Member Altichter requested the discussion be placed on next month’s agenda for full Council discussion
Motion to approve the Claims, Glaeser / Eitel, all in favor, motion carried

Approval of Utility Billing Information;
Motion to approve the Utility Billing Information, Klucas / Altichter, all in favor, motion carried
Approval of Bank Reconciliations – General Fund and Pop
Motion to approve the Bank Reconciliations – General Fund and Pop, Klucas / Altrichter, all
in favor, motion carried

PETITIONS, REQUESTS AND COMMUNICATIONS;
1. Dwight & Pamela Wiechman – Discussion of Drainage Easement Agreement
   A. The Wiechman’s are asking the Council to verify how the tile drains and where
      the water comes from
   B. Some of the water drains from 3 acres of city property in the northwest side of
      town
   C. This section of stormwater drains into Highway 212’s Road Right of Way, it then
      drains west in Road Right of Way, just prior to the county line it goes under
      Highway 212 to the south it then drains into this tile
   D. Dwight stated, the section of tile to Round Grove Lake is a 12" tile
   E. The section the city is discussing to be repaired is half the way into the existing
      slough
   F. MNDOT doesn’t want an intake in their Road Right of Way
   G. The City is hoping this repair will help remove the cattails in the open ditch area
      of Highway 212’s Road Right of Way
   H. The culvert under 1011 South Street’s property is to high to accommodate the
      drainage of the Road Right of Way, the city will make a request to MNDPT to
      lower it
   I. Dwight stated the previous owner of the property stated, the tile was cut
      multiple times when the gas and cable fiber lines were installed, which helped to
      cause the tile not to drain properly
   J. The Wiechman’s wondered if this tile should be scoped to see exactly where it
      goes and what condition it is in
   K. The Wiechman’s don’t want any more water run onto their land and cause the
      existing wetland to become larger
   L. The State has no record of any tile in this area
   M. Dwight stated he saw a map of the area from 1961 and there were no cattails in
      this area on that map
   N. There is a tile that runs along the State Road Right of Way from the transformer
      area that connects into this tile also
   O. Council Member Klucas stated the Willmar MNDOT office has a map of this tile
   P. The Wiechman’s stated there is no easement for this tile on their abstract
   Q. The water has cut a natural V ditch that connects with this tile, the City will
      utilize this natural V ditch to connect with the tile
   R. The Wiechman’s don’t want this to be the end solution if the repair to this tile
      doesn’t eliminate the water issue
   S. The City will ensure all connecting lateral lines that are there will be
      reconnected
   T. This area is now CRP land and the City will need to be reseed it with the mixture
      that it was originally seeded with
   U. The City has a signed agreement with the Wiechman’s giving us approval to
      enter their property to repair this tile line, we do not need an easement
City of Stewart Council Meeting Minutes  
September 9, 2019

V. In the original approval the City was going to do the work, but Dwight feels the City does not have the correct equipment to do the work, it is a wetland and very hard to work in

W. Dwight would like to see a tile plow or mini excavator do the work

2. Dan Popowski – Small Cities Development Grant Revolving Funds Reuse of Funds Guidelines
   A. Dan stated, the way the City has their Rehabilitation Funds handled now does not return any funds to the project, the idea of these projects to have funds reimbursed so more property owners can benefit
   B. To obtain another grant we need to show we are handling the returned funds properly
   C. Dan suggests, make the guidelines for a less of deferred amount and more repayable, the idea is recirculating the funds to benefit more people
   D. Dan suggests, having the property owner make a percentage down payment, this will ensure they are also vested in the program
   E. Council Member Glaeser suggested a percentage breakdown of 40% deferred /50% repayable/10% owner, with a maximum limit of 15,000 limit with a 7-year repayable timeframe and EDA Funds will be used on a case by case basis loan with Council approval for a residential loan
   F. These funds can be used for commercial, rental and residential improvements
   G. The City can also use these funds for private property infrastructure improvements
   H. Council Member Glaeser suggested a percentage breakdown of 35% deferred /35% repayable/30% owner, with a maximum limit of 15,000 limit with a 7-year repayable timeframe and no EDA Fund assistance
   I. Dan stated that Council Members may also apply for these loans, the Council is not the deciding authority for these loans

City Clerk Huls was instructed to create a resolution to approve the new guidelines as stated above for a Rehabilitation loan and present this at the next council meeting

3. RS Fiber – Letter from City representative notification
   A. No action, information only

4. Discussion of removing the pop machine from the Softball Park
   A. From the information presented the pop machine is operating at a loss
   B. In the summer the concessions are run by the Lions and they can provide pop if they want to
   C. Remove it at the end of September

Motion to turn off the pop machine at the end of September and look at it again next spring, Klucas / Glaeser, all in favor, motion carried

5. Council Member Klucas – Blight at 360 Bowman Street
   A. Council Member Klucas stated the conditions at 360 Bowman Street are bad, there are even rats now
   B. Mayor Peirce asked if this was a blight issue and if so then the blight inspectors need to process the property, just like any other blight issue

ORDINANCES AND RESOLUTIONS;

1. Approval of Resolution No. 2019-64 – Request for reimbursement for loss of use of fenced backyard for over one year
   A. It was part of the project, we should make the contractors correct the issue
City of Stewart Council Meeting Minutes  
September 9, 2019

B. Council Member Glaeser stated he had talked with the City Engineer and the Council needs to be very careful on not setting a precedence for loss of revenue, any property owner can then come to us and demand a compensation for loss

Motion to approved Resolution No. 2019-64 – Denying the request for reimbursement for loss of use of fenced backyard for over one year, Glaeser / Altrichter, all in favor, motion carried


Motion to approve Resolution No. 2019-65– Amendment - Removal of Commercial Rezoning of Maiers Agricultural land for Solar Garden, Klucas / Eitel, all in favor, motion carried


3. Approval of Resolution No. 2019-77 – Approval of Preliminary 2019 Tax Levy payable in 2020
   1. The preliminary budget numbers show an overage of $17,472.00
   2. The Council needs to keep in mind, if the City does not do an increase there may be cuts to our LGA like in the past
   3. A suggestion of 1.5% was presented, the Council can go down on the final approval but not above the approved preliminary tax levy
   4. Council Member Altrichter suggested a 3% increase, which should give the City some room encase there are mistakes found in the preliminary budget numbers

Motion to approve Resolution No. 2019-77 – Approval of Preliminary 2019 Tax Levy payable in 2020 with a tax levy amount of 3% for a monetary amount of $12,566.00 for a total tax levy of $431410.00, Altrichter / Eitel, all in favor, motion carried


4. Discussion of Complete Count Committee for the 2020 Census
   A. Approval of Resolution No. 2019-78 – Complete Count Committee for the 2020 Census
      1. The is requested to Complete Count Committee for the 2020 Census or send a letter of support
      2. The Complete Count Committee for the 2020 Census is geared more toward a larger city
      3. We can put the information on the utility billing cards and be compliant
      4. Send a support letter and not create the committee

Motion to approve Resolution No. 2019-78 – Complete Count Committee for the 2020 Census to send a letter of support and not create the committee, Altrichter / Glaeser, all in favor, motion carried


5. Approval of Resolution No. 2019-79 – Reinvestment of Harrington Cemetery Fund CD
   A. This money was gifted to the city to maintain the cemetery
   B. It was suggested to stay with our local bank
   C. Reinvest it in a CD for 5 years at 2.2%

Motion to approve Resolution No. 2019-79 – Reinvestment of Harrington Cemetery Fund CD, Glaeser / Klucas, all in favor, motion carried

6. Approval of Resolution No. 2019-80 – Special Liquor License for Cactus Jacks II – Softball Tournament
Motion to approve Resolution No. 2019-80 – Special Liquor License for Cactus Jacks II – Softball Tournament, Altrichter / Klucas, all in favor, motion carried

7. Approval of Resolution No. 2019-81 – PPE #11 of Group C Project
Motion to approve Resolution No. 2019-81 – PPE #11 of Group C Project, Glaeser / Altrichter, all in favor, motion carried

REPORTS OF OFFICERS, BOARDS AND COMMITTEES;
1. Building Permit, Planning & Zoning Commission and Blight Notification Report
Motion to approve the Building Permit, Planning & Zoning Commission and Blight Notification Report, Eitel / Altrichter, all in favor, motion carried

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

3. Emergency Services Report
   A. Fire Department – Jason Carter
      1. Discussion of 2002 Freightliner warranty
         A. Brindlee Mountain Fire Apparatus will take responsibility for some of the repairs
         B. Emergency Apparatus Maintenance has worked with Brindlee Mountain Fire Apparatus
         C. Council Member Klucas stated the certification of the pump was to be done when we purchased the truck
         D. Mayor Peirce explained the wordage in the contract stated flow test not certification test
         E. Approval of Resolution No. 2019-84 - There are some necessary repairs that need to be completed that are not covered by the warranty
            1. An access panel needs to be replaced it is positioned incorrectly – $1,434.54
            2. The front left air tank front drain valve leaks - $724.60
            3. Auxiliary intake valve leaks – $629.50
            4. The #2 discharge valve leaks – $629.50
            5. Pump test will need to be rerun – $265.00
Motion to approve Resolution No. 2019-84 - There are some necessary repairs that need to be completed that are not covered by the warranty for a total of $3,683.14, Klucas / Glaeser, all in favor, motion carried
   2. The grass rig is being serviced for electrical issue
   3. The drill will be on roof ventilation
Motion to approve the Fire Department Report, Glaeser / Eitel, all in favor, motion carried

   B. EMR Department – Carol Nelson
      1. There had been a discussion about paying EMR’s and Fire at the last meeting, so Carol and Dean contacted other departments to see what their pay schedules were
         A. It was found that Stewart is on the low end of run pay
City of Stewart Council Meeting Minutes
September 9, 2019

B. Pensions are matched
C. It was found that other departments give officer pay
D. The departments are working on a new attendance policy and will talk with the department liaisons and come up with a plan
E. This plan will be presented to the Council for final approval

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

   A. Approval of Resolution No. 2019-82 – Purchase of Protection Plan for 5115M Tractor
      1. This is the last warranty year for this tractor
      2. There was a warranty checkup completed with nothing is bad found

Motion to approve Resolution No. 2019-82 – Purchase of Protection Plan for 5115M Tractor, Glaeser / Altrichter, all in favor, motion carried


C. Approval of Resolution No. 2019-83 – Approval Policy and Procedure for Sewer/Water Utility Tracer Wire Specifications
   1. With this policy and procedure in place the City Engineer and contractors will need to adhere to it when installing the services
   2. Dominic and Scott have been working on a plan to fix the ones we have now to protect the wire

Motion to approve Resolution No. 2019-83 – Approval Policy and Procedure for Sewer/Water Utility Tracer Wire Specifications, Klucas / Glaeser, all in favor, motion carried


D. Discussion of 2018-2019 Improvement Project – Group C
   1. Most of the punch list is completed
   2. Finish installing some black dirt and seeding
   3. They have not submitted a finished schedule date, the final completion date was August 26th

E. Discussion of 2012-2013 Improvement Project – Group A warranty
   1. They were in and fixed the concrete and paving
   2. A section on Main Street that was patched had a garbage truck drive over it.
   3. The sections were not coned off completely, the cones were placed in the driving lane of Main Street but not at the intersection of East Street

F. Discussion of 2016 Mill Street Project warranty
   1. They haven’t worked on the project for a long time, they need to seed and gravel the area

G. Dead trees were removed from the boulevards
   1. The Public Works Supervisor asked the council how do you want these trees removed, as he has been told, he is to hire a company to come in and top the trees, then the City personnel will remove the trunk and then a company will come back in to remove the stump
   2. The Public Works Supervisor asked if this was a cost-effective way of removing the trees,
   3. The Public Works Department does not have the equipment to top a tree

H. There are some pot holes that need to be filled
City of Stewart Council Meeting Minutes
September 9, 2019

1. A new product has been purchased; it has a 3-year warranty to stay in holes better
   I. Council Member Klucas stated, we need to use our own equipment for these projects
   J. There was an early discharge due to the excessive rains
   K. The south side of town has been jetted
   L. Graveled and bladed the Yankee Avenue out to the wastewater ponds
   M. Waiting for the State to take care of the culvert in the ditch by Herbert Street
      1. The Public Works Supervisor has requested they look further down the roadway to see if there are any other issues and if so to correct them
   N. The railroad crossing sidewalk is estimated to be in put in by the end of September, but the contractors are very busy, they will get to it when they can
   O. Council Member Klucas requested the signs in the middle of the streets for no truck traffic need to be taken down
      1. They will be removed

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

UNFINISHED BUSINESS;
NEW BUSINESS;
MISCELLANEOUS; and
   Set a date for a Special Meeting
   1. No Special Meeting is needed

8:55 p.m. ADJOURN – Eitel / Glaeser, all in favor, motion carried

Ronda Huls – City Clerk/Treasurer

Attest:
Mayor – Jason Peirce