

City of Stewart Council Minutes

January 13, 2025

7:00 pm Call to Order the Regular Council Meeting

Pledge of Allegiance

Roll call; Mayor: Jason Peirce - here
Council Member: Carol Altrichter - here
Council Member: James Eitel - here
Council Member: Wes Holtz – here
Council Member: Daniel Broucek – here

Wes Holtz - Oath of Office

Approval of Minutes;

Motion to approve minutes for December 9, 2024, December 23, 2024, and January 8, 2025, Eitel/Altrichter, all in favor motion carries

Consent of Agenda;

Motion to approve agenda, Altrichter/Broucek, all in favor, motion carries

Approval of Balance Sheet;

Motion to approve Balance Sheet, Eitel/Broucek, all in favor, motion carries

Approval of Statement of Revenue and Expenditures and Cash Receipts;

Motion to approve Statement of Revenues and Expenditures and Cash Receipts, Altrichter/Eitel, all in favor, motion carries

Approval of Payments (Claims);

Motion to approve Payments, Altrichter/Broucek, all in favor, motion carries

Approval of Utility Billing Information;

Motion to approve Utility Billing Information, Eitel/Altrichter, all in favor, motion carries

Approval of Bank Reconciliation

Motion to approve Bank Reconciliation, Altrichter/Broucek, all in favor, motion carries

1. Resolution 2025-01 Appointments

Motion to Approve Resolution 2025-01, Eitel/Broucek, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

Resolution 2025-02 Signature Powers for Banking and Other Official Purposes

Motion to approve Resolution 2025-02, Eitel/Altrichter, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

Petitions, requests, and communications

1. Bolton & Menk Update

a. Resolution 2025-06 Adopting Assessment for Infrastructure Project

Motion to approve Resolution 2025-06 at a rate of 4% over 15 years, Altrichter/Eitel, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yea, motion carries

b. Resolution 2025-07 Accepting Bid for 2024-2026 Infrastructure Project

Tabled until February Meeting

c. Objection Letters

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- i. There are a total of 5 letters received, plus an additional one was received after the meeting ended which violates the policy of submission before ending of assessment hearing
 - ii. Mayor Peirce has asked if anyone would like to discuss how to handle the objection letters
 - iii. If an assessment is reduced for an individual property, that difference would be made up by the property owners of the city as a whole
 - iv. Matt from Bolton and Menk said that the city is not obligated to do anything with the objections, it can be left up to the objectors to file it with a district court
 - v. The council did not make a decision on how to handle the objection letters
2. BLHS After Prom Donation request
Motion to donate \$100 to the After Prom Committee from the pop fund, Holtz/Eitel, all in favor, motion carries
3. Terry Rikke letter of intent
 - a. Terry Rikke stated that he owns a property on North Street that would be his access point
 - b. Mayor Peirce stated that they would need to analyze benefits or not to selling based on if there are future needs for easements
 - c. Mayor Peirce that there will need to be a special meeting/workshop to discuss council's plans with the plot of land and if selling is an option
 - d. Terry Rikke stated that his goal is to buy all of the land going up to Mill Street
 - e. Matt stated that the city should make sure if they are planning to expand or do developments in Stewart, that would likely be the first place they would expand to
4. Xcel Energy project
 - a. This project can be discussed at the same meeting as possible land purchase by Terry Rikke

Ordinances and Resolutions;

1. Resolution 2025-03 Transfer of Funds from Savings to Checking
Motion to approve Resolution 2025-03, Altrichter/Eitel, all in favor, motion carries
2. Resolution 2025-04 Pay Equity Report
Motion to approve Resolution 2025-04, Holtz/Broucek, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
3. Resolution 2025-05 Approval for E-payment service bid
Motion to approve Resolution 2025-05 for Nuvei with a card reader, Peirce/Holtz, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
4. Resolution 2025-12 Approve Easement with Form-A-Feed
Motion to approve Resolution 2025-12, Altrichter/Eitel, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
5. Resolution 2025-13 Approval to attend the annual MCFOA conference
Motion to approve Resolution 2025-13, Eitel/Broucek, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
6. Resolution 2025-14 Wage Increase for City Employees

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-Mayor Peirce stated that he did an 8% increase on the base of each grade and the wage scale reflects a 3% increase through each step

-Mayor Peirce stated that it will make the city more competitive with surrounding towns, but we are still on the lower side

-Council member Broucek stated that this increase was much needed

Motion to approve Resolution 2025-14 with an 8% cost of living increase and restructuring of the wage scale, Broucek/Holtz, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

7. Resolution 2025-15 Changes to Paid Time Off

Motion to approve Resolution 2025-15, Eitel/Broucek, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

8. Review and Approval of the AWAIR Program and the Employee Right to Know Manual

Motion to approve AWAIR Program and Employee Right to Know Manual, Broucek/Altrichter, all in favor, motion carries

9. Review and Approval of 2025 Fee Schedule

a. Mayor Peirce has requested the change to the new connections of sewer and water to match engineering numbers

b. Mayor Peirce stated that if sewer rate changes and late fee changes are approved later in the meeting, they be reflected in this approved fee schedule

Motion to approve changes to Ordinance 120 for the 2025 Fee Schedule with changes to new connections for sewer and water and possible changes to sewer rates and late fee rates, Eitel/Holtz, all in favor, motion carries

10. Review and Approval of Personnel Policy

a. Laura will change the PTO and sick time allowances that were just approved

Motion to approve the Personnel Policy including the updated changes to the paid leave portion from Res 2025-15, Holtz/Peirce, all in favor, motion carries

Reports of Officers, Boards and Committees;

1. Police Department Report –

Motion to approve Police Dept Report, Altrichter/Eitel, all in favor, motion carries

Agreement to provide Law Enforcement Services

2. Emergency Services Report

a. There was one fire in December

b. Some of the hoses failed pressure tests, so they need to purchase hoses for future ISO tests

A. Fire Department

a. Resolution 2025-11 Approve purchase of new fire hoses

Motion to approve Resolution 2025-11 to purchase both sets of hoses for a total of \$2700, Altrichter/Eitel, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

b. Letters of Recommendation

Motion to approve Fire Department Report, Altrichter/Eitel, all in favor, motion carries

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B. EMR Department

- a. There were 4 medicals in December
- b. The new captains, David Maiers and Jason Carter, will focus on training going forward
- c. They will also focus on recruiting new members
- d. Fire Chief Cox has requested a City Credit Card be issued to David Maiers who has just become the new EMR Captain #1

Motion for David Maiers to get a city credit card with a \$1,000 limit, Peirce/Altrichter, all in favor, motion carries

Motion to approve EMR Department Report, Altrichter/Broucek, all in favor, motion carries

3. Public Works Reports

A. Maintenance Report

Motion to approve Maintenance Report, Eitel/Holtz, all in favor, motion carries

B. Water/Waste Water Report

- a. Mike checked in with Macquire Iron and the interior is included in the price
- b. We will be getting a check for \$4,487 from FEMA for reimbursement for flooding
- c. Mike would like him and Taylor to attend a Neptune class

C. Lead/Copper Tap Water Monitoring Report

- a. We failed the test covering the final 6 months of the report
- b. Mike made some changes and now we are meeting expectations

D. Resolution 2025-08 Approve the MRWA Annual Tech Conference

Motion to approve Resolution 2025-08 for both Nate and Mike to attend, Altrichter/Broucek, all in favor, motion carries

E. Resolution 2025-09 Approve Change in Late Fees and Posting Policy for Delinquent Utility Bills

Motion to approve Resolution 2025-09, Eitel/Holtz, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

F. Resolution 2025-10 Approve the Raising of Sewer Rates

- a. This will be an incremental step increase to balance the sewer budget
- b. If we don't make the change, we will continue to have to take money out of savings

Motion to approve Resolution 2025-10, Altrichter/Broucek, all in favor, Broucek- yea, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

Motion to approve Water/Waste Water Report, Eitel/Broucek, all in favor, motion carries

Building & Planning & Zoning Permits

Approved Building Permits;

Unfinished business;

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Employee Review,
Taylor Hesse, one year – it will get done next month

Miscellaneous;

ADJOURN

Motion to Adjourn at 9:18pm, Eitel/Altrichter, all in favor, motion carries

By:

Jason Peirce – Mayor

ATTESTS:

By: _____

Laura Ranieri, City Clerk - Treasurer