

City of Stewart Council Meeting Minutes

June 9, 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 – absent

Approval of Minutes from May 12th;

Motion to approve minutes from May 12th, 2025, Eitel/Altrichter, all in favor, motion carries

Consent of Agenda;

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

Approval of Balance Sheet;

Motion to approve the Balance Sheet, Altrichter/Holtz, all in favor, motion carries

Approval of Statement of Revenue and Expenditures;

Motion to approve Statement of Revenue and Expenditures, Eitel/Holtz, all in favor, motion carries

Approval of Payroll; (Include Payroll Summary Reports)

Motion to approve Payroll reports, Holtz/Eitel, all in favor, motion carries

Approval of Payments (Claims);

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

Approval of Utility Billing Information;

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

Approval of Bank Reconciliation;

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

Emergency Services Report

1. Fire Department

-Motion to approve Fire Township Budget Meeting on August 26, 2025 at 6:30pm, Eitel/Altrichter, all in favor, motion carries

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

2. EMR Department

-May had 8 medical runs

-Captain David Maiers is requesting to use some of the clothing budget to get shirts for the volunteers at an event

Motion for EMR department to buy shirts for the aid station at the fair, Altrichter/Holtz, all in favor, motion carries

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

Petitions, requests, and communications

1. Infrastructure project update
 - a. R&R will be starting Alternate 1 on Monday the 16th
 - b. They will start the rest in August
 - c. The PFA is still in the process for getting funding
2. Special Meeting – Wednesday, June 25th, 2025 at 7:00pm
3. Approval for Laura to issue payments between council meeting dates to avoid late payments
-Motion to approve the Clerk to issue payments between council meeting dates to avoid late payments, Altrichter/Holtz, all in favor, motion carries
4. 360 Bowman St Citation
 - a. Mayor Peirce stated that the police should wait until the payment date and then let it go to court
 - b. Mayor Peirce asked about spraying
 - c. Nate does not feel comfortable going near the building
 - d. The council has decided to leave it as is
5. Community Room Chairs and Rack
 - a. Council has agreed to get rid of the chair rack that has been up at community hall
6. Increase in Agent Fees for US Bank Bonds

Ordinances and Resolutions;

1. Resolution 2025-49 Revision to Fee Schedule
Motion to approve Resolution 2025-49 adopting the Building Code Fee Schedule and updating the fee schedule, Holtz/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
2. Resolution 2025-50 Change to Personnel Policy on ESST Payout
 - a. Motion to approve Resolution 2025-50 to pay out ESST time in 10 hour increments, Altrichter/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
3. Resolution 2025-51 Approve Purchase Scanner
 - a. Motion to approve Resolution 2025-51, Holtz/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
4. Resolution 2025-52 Server backup
 - a. Motion to approve Resolution 2025-52, Eitel/Altrichter, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
5. Resolution 2025-53 Torte Liability Insurance Coverage
 - a. Motion to approve Resolution 2025-53 with the option of “Does not wave”, Eitel/Altrichter, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yea, motion carries
6. Resolution 2025-54 Worker’s Comp Insurance

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7. Motion to approve Resolution 2054-54 57 with regular premium options without coverage for volunteers, Altrichter/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries
8. Resolution 2025-55 Approval of Road Closure for StewartFest
 - a. Motion to approve Resolution 2025-55, Holtz/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carries

Reports of Officers, Boards and Committees;

1. Police Department Report –
 - a. The City has still not received the invoice or reports for the month of May
2. Public Works Reports
 - A. Maintenance Report
 - a. Three mattresses were dropped at the dump
 - i. Nate will reach out to West Central Sanitation to have them pick up the mattressesMotion to approve Maintenance Report, Altrichter/Holtz, all in favor, motion carries
 - B. Water/Waste Water Report
 - a. The ceiling flange was inspected and recommended to be replaced by next year
 - b. There was a power outage out at the lift station during the town outage – the generator was going, but can only do one pump at a time
 - i. There will be another grant coming up in Oct for MPCA that can be put towards a generator
 - ii. Mayor Peirce recommended added money to Mike's budget to put towards this for next year
 - C. Credit to Resident's Water/Sewer Bill
 - a. Mike jetted the line and the water didn't go away
 - b. The plumber shoved a camera through the line and had Mike come take a look – the City's line is completely collapsed right at his line which is causing the problems for the resident
 - c. Mayor Peirce recommended giving a credit to their water bill for the total of the invoice from the plumber
 - d. Mike will go in every few weeks to jet out the City's line to try and keep it functioning until the street project comes through in August
 - e. Motion to credit resident's water bill to equal the total of the invoice from the plumber totaling: \$465.00 , Holtz/Altrichter, all in favor, motion carries
 - D. Resolution 2025-56 Approval to Attend Expo
 - a. Mike will get 8 continuing ed credits for this expo
 - b. Motion to approve Resolution 2025-56, Altrichter/Eitel, all in favor, Eitel-yea, Holtz-yea, Altrichter-yea, Peirce-yeah, motion carriesMotion to approve Water/Waste Water Report, Altrichter/Eitel, all in favor, motion carries

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Building & Planning & Zoning Permits

Approved Building Permits;

Unfinished business;

Employee Review: Mike Hansen, 5 year;

-Motion to approve Mike's pay increase of 3% based on his performance,
Altrichter/Eitel, all in favor, motion carries

-Motion to approve next license in September with a pay increase of \$1.50 upon
passing, Altrichter/Holtz, all in favor, motion carries

Miscellaneous;

ADJOURN

Motion to Adjourn at 8:16pm, Eitel/Altrichter, all in favor, motion carries

By:

Jason Peirce – Mayor

ATTESTS:

By:_____

Laura Ranieri, City Clerk - Treasurer