

Lewiston City Council
Council Meeting Minutes

June 9, 2021

Electronic Meeting via Zoom – 7:00 p.m.

1. Call to Order

Virtual City Council meeting called to order by Mayor Beth Carlson at 7:00 p.m., Wednesday, June 9, 2021.

2. Pledge of Allegiance

3. Roll Call

Present (4): Mayor Beth Carlson, Councilor Ben Borchardt, Councilor Nick Ebnet, Councilor Dan Robertson. Not Present (1): Councilor Carol Boynton.

*Robertson joined at 7:04 p.m. during item #5. An issue with the link for the meeting was reported.

Others Present: Public Works Director Curt Benter, Ambulance Director Matt Essig, Police Chief Scott Yeiter, and Polly Calhoun

4. Agenda-Changes and Additions

Mayor Carlson requested that the LMC Annual Conference be added to the Agenda as item 12.1. Councilor Borchardt motioned for approval of the Agenda with the above change. Seconded by Mayor Carlson. Approved 3-0.

5. Adopt Consent Agenda

- A. Regular Council Meeting minutes- May 26, 2021
- B. Accounts Payable
- C. Accounts Payable #2 & #3

Councilor Robertson motioned to adopt the consent agenda as presented. Seconded by Councilor Ebnet. Approved 3-0. Mayor Carlson abstained from voting.

6. Citizens' Concerns- None

7. Ambulance Report-Matt Essig

Ambulance Director Matt Essig reported that there were 22 calls for the month of May, which puts them at over 100 calls for the years so far. They finished an EMR class at the high school and the 5 students who completed the class were certified as EMRs. Essig stated that they have received the drawings for the new truck but do not have the new truck yet. He said he will not be surprised if they do not see the truck until next year because of problems the auto industry is encountering and a low chip supply.

Essig shared that he will be gone for maternity leave beginning June 21 or before. The Ambulance crew has divided up his duties to perform while he is gone and the schedules will be done up to August 1. Nate Hedlund will be the contact for the Ambulance during this time.

8. Police Report-Chief Scott Yeiter

Police Chief Scott Yeiter reported that May was a busy month that included several catalytic converter thefts. A suspect has been identified in those cases and Yeiter said it is a region-wide situation right now. He stated that he has spent the majority of his time recently working in the office as the acting city administrator.

Councilor Ebnet asked how the job is working out with the new intern. Yeiter said it is going well and that the intern (Curtis) had attended the Department's recent use-of-force training the previous week and had his first exposure to much of that. He said Curtis has been learning things and seems to be enjoying helping out a lot. Public Works Director Curt Benter asked if Curtis could become a hire for the Department's roster. Yeiter stated that it was possible, but they have always advertised and gone by a list and that it would depend on where he scored. His experience with Lewiston would help him there.

9. Sewer Charge Adjustment—21 N. Elm Street

Chief Yeiter stated that the resident at **21 N. Elm St.** had a water heater malfunction and was leaking under the resident's trailer without their knowledge. Because the water was leaking onto the ground and did not enter the sewer, the resident is requesting an adjustment to her Sewer bill in the amount of **\$151.15**.

Councilor Ebnet motioned to approve the adjustment in the amount of \$151.15 to the 21 N. Elm Street Water/Sewer bill. Seconded by Councilor Robertson. Approved 3-0. Mayor Carlson abstained from voting.

10. Public Works Quote—1st Avenue N.

Public Works Director Benter discussed a quote received to repair water damage to the Street that was sustained during a water break the previous weekend. The quote is from Asphalt Armor for **\$3,049.20**. Benter stated that it is a large area of the Street measuring 27.5 feet by 16.5 feet and 4 inches deep.

Councilor Robertson motioned to approve the quote from Asphalt Armor Sealcoating & Paving for the repair to 1st Ave. N. in the amount of \$3,049.20. Seconded by Councilor Ebnet. Approved 4-0.

11. Adopting Resolution 2021-10 – Lewiston Auto/Chevy Youth Baseball \$500.00 Donation

Councilor Robertson motioned to approve Resolution 2021-10 Accepting Donation from Chevy Baseball and Lewiston Auto for Summer Rec. Program in the amount of \$500.00. Seconded by Councilor Borchartt. Approved 4-0.

12. Committee Meeting Updates

12.1 LMC Annual Conference – Mayor Carlson shared that the League of Minnesota Cities' annual Conference will be held online this year. The cost is **\$99** per person and that after five people have paid from one city, the rest of the people attending from that city get in for free. Carlson said that if any department heads or Council members would like to attend, to let herself or Chief Yeiter know.

Carlson will be attending the conference for Chatfield and, because she will learn material helpful to her job with each city, asked if Council would be willing to split the cost with Chatfield for her to attend. The cost to each city will be approximately **\$50**.

Councilor Robertson motioned to approve \$50 towards Mayor Carlson’s attendance at the LMC virtual annual conference. Seconded by Councilor Ebnet. Approved 3-0. Mayor Carlson abstained from voting.

12.2 Personnel – Conditional Offers of Employment – Deputy Clerk & Interim Administrator

Mayor Carlson stated that conditional offers of employment have been made. Joleigh Burnes accepted the offer for the position of Deputy Clerk. Starting pay of **\$18.50 per hour**, which is in range of what was advertised. She will work 40 hours per week, overtime, and comp time eligible (non-exempt). She will also be receiving standard City provided single health insurance, standard City provided health savings account contribution of \$250.00/month, standard City vacation and sick leave accrual, all employee optional coverages (AFLAC, Deferred Comp, Life Ins), standard PERA contributions/retirement. The conditions were extended per approval of this offer by Council, successful completion of a background check and a pre-employment drug screen. Carlson stated that a start date was not yet determined as Ms. Burnes has some things to get in order beforehand.

Councilor Ebnet motioned to approve the conditional offer of employment to Joleigh Burnes for the Deputy Clerk position. Seconded by Councilor Borchardt. Approved 4-0.

The other conditional offer of employment went to Robert (Bobby) Falcon for the position of Interim City Administrator. His starting salary will be **\$58,240.00**, which was in the advertised range. Falcon will be full-time, 40 hours per week, and comp time eligible as per personnel manual for salaried employees and receive standard PERA contributions/retirement, but no other employment benefits at this time. The offer extended was conditioned on approval of this offer by Council, successful completion of a background check and a pre-employment drug screen. Starting date will be July 6, 2021. Councilor Robertson asked if there was a timeline or time limit for how long Falcon will be in the “interim” position. Carlson said there is not limit and that she had discussed it with Falcon and explained the City is trying to decide between an administrator and a clerk. Falcon understands that and he will hopefully help Council understand which they would prefer.

Councilor Ebnet motioned to approve the conditional offer of employment for the position of Interim City Administrator to Robert Falcon. Seconded by Councilor Robertson. Approved 4-0.

Mayor Carlson stated that the Personnel Committee also discussed having Council members in attendance at meetings of committees they are not on. Chief Yeiter found some language from the LMC that stated members may attend these meetings but they cannot participate in the discussion or ask questions.

12.3 Cable Commission – Mayor Carlson said there was a mix up with the Cable Commission meeting and

thought Councilor Borchardt may have attempted logging on to the meeting too early. A meeting could not take place without more in attendance. Chief Yeiter stated that he, Mayor Carlson, and Robert pack were present and that Pack would be working to figure out a way to hold hybrid meetings where some are present and others may attend via Zoom. Councilor Borchardt stated he would like to schedule another meeting soon.

13. COVID-19 Information and Updates

Chief Yeiter stated there was an update for how much money the City would be receiving from the second round of distributions from the American Recovery Act. He said restrictions and conditions for spending it have been loosened and the City will have until 2024 to spend it and be able to put more time into deciding how to spend it.

14. Additional Council Concerns

Councilor Ebnet – nothing tonight.

Councilor Borchardt – nothing.

Councilor Robertson – nothing.

Mayor Carlson – happy we have people coming into the office. Thank you for all the extras staff have been doing lately.

Councilor Robertson motioned to adjourn the City Council meeting. Seconded by Councilor Borchardt. Approved 4-0.

The City Council Meeting was adjourned at approximately 7:36 p.m. on June 9, 2021.

Submitted by:

Polly Calhoun

Secretary Pro Tem