

Lewiston City Council
Council Meeting Minutes
April 22, 2020
Lewiston City Hall – 7:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Carlson at 7:02 pm April 22, 2020.

2. Pledge of Allegiance

3. Roll Call

Present (5): Mayor Beth Carlson, Councilor Larry Rupprecht, Councilor Carol Boynton, Councilor Dan Robertson and Councilor Niles Lavey. Not Present (0).

Others present: City Administrator/Clerk Cheryl Knight, Ambulance Director Matt Essig, Police Chief Scott Yeiter, and Machelles Frisbie.

4. Agenda- Changes and additions

City Administrator/Clerk Cheryl Knight requested to add item 10.5 Ambulance Locker/Shower update by Ambulance Director Matt Essig under item #10, Ambulance Department. Mayor Carlson stated number 10.1 for this item. Also, Knight requested to add item 12.5, Red Cross Request, under item #12, the City Administrator's Report.

Councilor Robertson motioned for approval of the Agenda with said changes. Seconded by Councilor Boynton. Approved 5-0.

5. Adopt Consent Agenda

- A. Regular Council Meeting Minutes- April 8, 2020
- B. EDA Facade Grant Reimbursement- Lewiston Welding
- C. Accounts Payable
- D. Accounts Payable 2
- E. Accounts Payable 3

Mayor Carlson motioned to adopt the consent agenda as presented. Seconded by Councilor Boynton. Approved 5-0.

6. Citizens' Concerns- None

7. PPL (Project Priority List) Application for TH 14 Loop-Bryan Holtz

City Administrator/Clerk Cheryl Knight stated this application, along with a cover letter needing to be signed by the Mayor, formally requests that the TH 14 water main loop for the Debra Drive area be added to the PPL (Project Priority List) for the Minnesota Dept of Health.

Mayor Carlson motioned for approval of the PPL Application for TH 14 Water Loop. Seconded by Councilor Boynton. Approved 5-0.

8. Resolution 2020-09 Accepting a Grant from the MN Dept of Health- Matt Essig

City Administrator/Clerk Knight stated this is Resolution 2020-09, a resolution to accept a grant from the Minnesota Department of Health. At the last Council meeting, Ambulance Director Matt Essig stated the grant amount of \$16,280 was awarded to the City of Lewiston. This resolution formally accepts the grant amount and adjusts the City budget as listed on page two of the resolution. There are separate revenue and expense departments to track this grant.

Councilor Rupprecht motioned for approval of Resolution 2020-09 Accepting a Grant from the Minnesota Department of Health in the amount of \$16,280. Seconded by Councilor Boynton. Approved 5-0.

9. Minnesota Dept of Health Grant Agreement- Matt Essig

Ambulance Director Matt Essig stated the grant agreement information was in the packet. It spells out the reporting requirements as well as what the grant money needs to be spent on. Any money not spent during the grant period needs to be returned to the state. The ambulance service had applied for \$123,000-comprised of \$103,000 for salaries, \$18,000 for a Tahoe response vehicle, and the remainder for training. The \$16,280 amount awarded is to be used for salaries and fringe expense retro back to March 3, 2020. A recommendation on how to spend this award is the next Council agenda item.

10. Ambulance Dept/Board Recommendation for Use of Grant Funds- Matt Essig

Ambulance Director Matt Essig stated there were many ways to use these funds. In talking with the EMS specialist for the southeast region, the main focus was on staffing during the core hours of the day, namely 6:00am to 10:00pm. The recommendation includes paying \$2 per hour on call pay from 6:00am-10:00pm Monday thru Friday, \$4 on call pay for the same time on Saturdays and Sundays. This is an added incentive to help keep staffing levels stable. The grant also allows for overtime to be paid retro to March 3rd; Essig stated he accrued 38.73 hours from March 7th to April 3, 2020. City Administrator/Clerk Knight stated that page 23 of the adopted personnel policy allows for exempt employees to be paid overtime during a declaration of emergency. With the recommended grant payouts, there is still \$3,609 remaining. There are additional items needing to be tracked for hours used, so this might use the remaining grant balance.

Councilor Rupprecht motioned for approval of the recommendation presented by the Ambulance Board for the expenditures under the grant obtained by the Minnesota Department of Health. Seconded by Councilor Robertson. Approved 5-0. City Council thanked Matt Essig for all the extra work and time he has put in during this pandemic.

10.1 Locker/Shower Update

Ambulance Director Essig stated this was brought up a few weeks ago. The ambulance had been looking for someplace that members can shower and change clothes after calls. The ambulance board has created a list of guidelines for the members. The informal agreement with St. John's Church will be to pay \$100 per month effective May 1st until August 31st, with \$15 additional charge for each use. To rent and/or purchase a shower trailer would cost significantly more, and there is money in the ambulance budget to pay this expense. Even though the charge is minimal, Essig wanted to inform the Council of this action and receive approval for this agreement.

Knight stated it was appropriate for a Council motion of approval for this agreement.

Councilor Boynton motioned for approval of this agreement with St. John's Church at the costs detailed by Ambulance Director Essig. Seconded by Councilor Rupprecht. Approved 5-0.

11. Committee Updates

11.1 EDA- Mayor Carlson reported that the topics included the public library at the high school. Research into the bond referendum for the building of the high school has not supplied any useful information, so this topic will be put on hold. A facade grant was approved for payment from Lewiston Welding, which was approved by Council earlier tonight on the consent agenda. Heartland Days will not be held this year, but the EDA voted to allow this year's donation to remain with the committee in case of other expenses. Councilor Boynton commented on the significant amount of time spent discussing Heartland Days. Also discussed was the EDA revolving loan fund balance and whether these funds could be loaned out to small businesses.

12. City Administrator's Report- Cheryl Knight

12.1 Water and Sewer Certification List/Water Billing Summary

Knight stated today's handouts included a water billing update with 90, 60, and 30-day delinquent account information. The proposed certification list included 31 accounts, for a total of \$9,325 due, with 10% or \$930 paid. These account holders were sent a notice of certification letter dated April 17, 2020. Knight explained the process of the certification versus the disconnect process for these delinquent accounts. The accounts delinquent as of 60 or 90 days would have been due before the start of this COVID19 emergency declaration. Significant

discussion followed. Decision is to not disconnect water but to continue the process to certify these delinquent accounts.

12.2 Administrator Comp Time Review

Knight explained the update sheet prepared for Council.

12.3 Department Head Comp Time Review

Knight stated this is an update on the department heads comp time amounts, and now also includes the Ambulance director.

12.4 Admin Assistant On-call Time Review

Knight stated this report addresses the on-call hours for Colleen Kiefer, currently at -0-.

12.5 Red Cross Request for a blood drive

Knight stated the Red Cross requested the building open for a blood drive next week. A legal opinion received stated that without a contract, the City is not obligated to open the building. Knight felt this request was contrary to the stay-at-home order. Police Chief Scott Yeiter felt this request was appropriate, and that the Red Cross was well versed in sanitation protocols. Several Councilors felt this request was appropriate and needed at this time. Knight will contact the Red Cross with the decision from Council.

13. COVID-19 Information and Updates-None

14. Additional Council Concerns-

Councilor Lavey asked about the previous dog park issue and what the outcome was? Knight stated the matter had been resolved. Councilor Rupprecht elaborated further that his earlier remarks were based on the GIS map from the City of Winona, which is inaccurate and used for a general location only. The surveyor's map of this property matched up with the survey markers placed, and the fence is properly placed on property owned by the City.

City Administrator Knight addressed Councilor Lavey regarding his earlier concern about a hazard of concrete at a residence. Knight reached out to the homeowner, asking for the hazard to be removed, but the matter has not yet been resolved. Knight's next action will be a formal letter asking for action by the homeowner to remove the public hazard.

Councilor Lavey asked if water could be available at the dog park? Knight will speak with the Public Works Director. Mayor Carlson stated that comments are being received that folks are not using the pet waste bags provided at the dog park. Please pick up after your pet!

Councilor Boynton mentioned that in the area of Whispering Pines, Meadow Drive and Cedar Lane that there are deep potholes and are only getting deeper. Vehicles are getting ruined by these potholes that cannot be avoided. Knight stated that a notice of pothole repair being done at

the end of the month was posted to Facebook, but she would notify the Public Works Director about this specific area being a concern.

Mayor Carlson mentioned that all should continue to take care of themselves!

Councilor Rupprecht motioned to adjourn the City Council meeting. Seconded by Councilor Boynton.

Approved 5-0.

The Council Meeting was adjourned at approximately 7:55 pm on April 22, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk