

Lewiston City Council
Emergency Council Meeting Minutes
December 30, 2020
Lewiston City Hall – 12:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Mayor Carlson at 12:00 pm
December 30, 2020.

2. Roll Call

Present (5): Mayor Beth Carlson, Councilor Ben Borchardt, Councilor Carol Boynton, Councilor
Nick Ebnet, and Councilor Dan Robertson. Not Present (0).

Others present: City Administrator/Clerk Cheryl Knight, Police Chief Scott Chief Yeiter, Public
Works Director Curt Benter, and Polly Calhoun (reporter).

3. Discussion topic: January 1, 2021 Pay date

Mayor Carlson stated that the regular City employee payday will be 1/1/2021, which is a holiday
for the bank and for the City. Because of the holiday, the payday normally would be moved to the
day before or the next business day. However, a change to this date crosses the years, between
2020 and 2021. This will affect the approved budget by potentially moving a payroll from 2021
back to 2020, which will require budget amendments to be done for both years. There are also
implications of making employees wait until Monday, January 4, 2021 for their paychecks.

City Administrator/Clerk Cheryl Knight asked if there were questions. Councilor Ebnet asked if
funds would then be available on January 4th for employees? Yes, funds would be available on the
4th. Councilor Borchardt asked if the City uses ach to process these payments? Knight was unsure
if these funds move via ach but will double check. She stated there are 7 full-time and 5 part-time
persons affected, with a net payroll of \$11,334. After checking with the external auditors, we are
not able to record this payroll as a prepaid for 2021, as the dates being paid are December 12th to
25th. There were 26 pay periods in the 2020 budget, and those are all accounted for. If changing
the pay date is approved, we would basically move the budget for this payroll out of 2021 and into
2020.

Council needed to be aware of the implications of and make a motion to change the pay date from
1/1/2021 to 12/31/2020. Councilor Ebnet asked if this will be a problem next year? Knight stated
that there will be an addition coming to the personnel policies that will address when a pay date
falls on a holiday-whether it goes back or ahead a day, and stated that the pay date list can be given

to all employees at the beginning of the year, much like the current City Council meeting dates are publicized. Councilor Robertson asked if there will be an issue with Council pay? Knight stated no, that pay will be processed January 8th with no issue. Councilors requested to review the list of 2021 pay dates and felt that the Personnel Committee should handle this.

Councilor Boynton motioned to change the City employee pay date from Friday, 1/1/2021 to Thursday 12/31/2020. Seconded by Councilor Robertson. Approved 5-0.

Councilor Robertson motioned to adjourn the Emergency City Council meeting. Seconded by Councilor Ebnet. Approved 5-0.

The Council Meeting was adjourned at approximately 12:15 pm on December 30, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk