

Lewiston City Council
Council Meeting Minutes
February 12, 2020
Lewiston City Hall – 7:00 P.M.

1. Call to Order

City Council Meeting called to order by Mayor Beth Carlson at 7:00 pm February 12, 2020.

2. Pledge of Allegiance

3. Roll Call

Present (4): Mayor Beth Carlson, Councilor Larry Rupprecht, Councilor Dan Robertson and Councilor Niles Lavey. Not Present (1) Councilor Carol Boynton.

Others present: City Administrator/Clerk Cheryl Knight, Ambulance Director Matt Essig, Cable Coordinator Robert Pack, Fire Chief Tim Dahl, Police Chief Scott Yeiter, James Creaghe and Mabelle Frisbie.

4. Agenda- Changes and additions

Mayor Carlson motioned for approval of the Agenda as presented. Seconded by Councilor Rupprecht.

Approved 4-0.

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- January 22, 2020

B. Special Council Meeting Minutes- January 22, 2020

C. Accounts Payable

D. Gambling Permit- American Legion Post #90- Bingo March 28, 2020

Councilor Rupprecht motioned to adopt the consent agenda as presented. Seconded by Mayor Carlson. Approved 4-0.

6. Citizens' Concerns- None

7. Ambulance Department 2019 Annual Report- Matt Essig

Ambulance Director Matt Essig stated the 2019 annual report was in the packet, including lots of additional data and statistics. This report was presented to the townships at the recent annual township meeting held at the Lewiston Fire Station.

8. Ambulance Department Monthly Report- Matt Essig

Ambulance Director Matt Essig stated the monthly report was in the packet also. There were 18 runs with a total of 29 patients in January 2020. This was the 3rd week of EMR classes, with 17 people attending.

9. Ambulance Department New Hires- Matt Essig

Essig requested approval of two new hires for the Ambulance Department approved by the Ambulance Board.

The first is Erica Rotvold, a WSU student studying pre-med. She is already certified as an EMT, and her background check was completed.

Mayor Carlson motioned for approval to hire Erica Rotvold as an EMT for the Ambulance. Seconded by Councilor Rupprecht. Approved 4-0.

The second is Shaelyn Bambenek, a first-year college student studying to be a midwife. She currently lives here in Lewiston. She will need to attend EMT classes in Chatfield, at a cost of \$1,200 plus mileage, not including clinicals to be held in Rochester MN.

Mayor Carlson motioned for approval to hire Shaelyn Bambenek as an EMT for the Ambulance, and in addition to cover costs for her EMT training and mileage. Seconded by Councilor Roberton. Approved 4-0.

Roster is back up to 27 members, with recruiting continuing for daytime help. All Fire and ambulance members have completed required OSHA training, and city staff went to safety group training in Chatfield. Police department personnel still need training.

10. Fire Department Purchase of Fire Vehicle- Tim Dahl

Fire Chief Tim Dahl stated the proposed purchase agreement was in the packet. The proposal is from Macqueen Emergency Group to purchase a Pierce Freightliner Dry-Side 3000-Gal Tanker in the amount of \$236,259. Due to space concerns, the length could not exceed 26 feet in length. This vendor is a member of HGAC-a buying cooperative which satisfies the competitive bid requirements. City Administrator/Clerk Cheryl Knight confirmed the funds are available to purchase this item.

Councilor Rupprecht motioned for approval for the Fire Department to purchase a 2021 Pierce Freightliner 3000-Gal Tanker from Macqueen Emergency Group at a maximum cost of \$236,259. Seconded by Mayor Carlson. Approved 4-0.

Dahl stated that at the annual township contract meeting held recently, the cost sharing of this truck was discussed. No real opposition to this cost sharing was expressed. Due to 2020 budgets already being set, the payment date for the cost share was extended to 2021. The majority are wanting to pay in 2021, while some want to pay half in 2021 and the second half in 2022.

14. Ordinance 2020-03 2020 Lewiston Fire Department Billing Rates- First Read- Cheryl Knight

Dahl requested discussion on possibly adding late fees to the fire department run bills, as an incentive to pay these bills. Councilors Roberton, Lavey, and Rupprecht added their input.

Knight was not notified previously of this request, so she will review and advise Council at a later date.

11. PeopleService Report- James Creaghe

James Creaghe stated there is a proposal in the packet to furnish and install a new Bryant 120K BTU LP Furnace, along with removal and disposal of the old furnace. The furnace was new at the time the building was constructed-2001. The Public Works Director has reviewed this item and agrees with its replacement. Knight stated there were funds in the Sewer Fund to pay for this item. Councilor Rupprecht mentioned if additional bids were needed? Mayor Carlson stated no, additional bids were only needed for amounts over \$10,000, or if Council requested additional ones.

Councilor Rupprecht motioned for approval of the proposal from River City Heating and Air Conditioning for a new Bryant 120K BTU LP Furnace at the wastewater treatment plant in the amount of \$5,675.00. Seconded by Councilor Robertson. Approved 4-0.

12. Police Department Monthly Report- Scott Yeiter

Police Chief Scott Yeiter stated the monthly report was in the packet. The numbers are down, as is usual in the winter. Update on the new Tahoe: not sure if it's coming in February or May, or if it will be black or white. Yeiter stated the existing graphic will be used for the new vehicle.

13. Police Department Update-New Hires- Scott Yeiter

Josh DeBoer has passed all pre-employment testing with the drug screen yet to be returned. Yeiter will travel to the Twin Cities with DeBoer to purchase uniforms.

Another part-time police officer called and stated his temporary full-time job elsewhere is finished and requests to pick up hours. He will be added to the schedule and can help train in the new officers.

Ben Coop will report for his physical next week and Yeiter will update Council at the next meeting. Both candidates are relatively new to the job.

14. Ordinance 2020-03 2020 Lewiston Fire Department Billing Rates- First Read- Cheryl Knight

This item was addressed above.

15. City Administrator's Report- Cheryl Knight

15.1. Fire Department-New laptops

Knight stated the request was made for a new laptop for the Fire Department secretary, who is currently using his own and having problems with it. Knight can authorize the purchase expense to the Fire Department, with the understanding that if/when the Cable Media Commission approves this purchase (at their next meeting March 2nd), funds will be reimbursed to the Fire

Department from the Cable Media Commission. Councilor Robertson also requested if an older laptop can be utilized for Fire Department access to the Internet? Mayor Carlson expressed concern of the older laptops using Windows 7 and not being secure on the Internet. Knight will review with the City's contracted IT provider.

15..2. SEMLM support of Rochester Airport, Proposed Resolution 2020-04

SEMLM (Southeastern Minnesota League of Municipalities) sent an email requesting its member cities consider a resolution and letter in support of the 2020 bonding bill for the Rochester MN International Airport Runway Safety Improvements. Mayor Carlson mentioned that at the recent SEMLM meeting this topic was discussed, and without this improvement, this runway will be closed.

Mayor Carlson motioned for approval of Resolution 2020-04 in support of the Runway 2/20

Reconstruction at the Rochester International Airport. Seconded by Councilor Lavey. Approved 4-0.

15..3. Part-time Admin Help

Knight stated a memo was in the packet detailing that part-time administrative help was approved August 14, 2019 until a new Deputy Clerk could be hired and trained in. Jana Benter was hired effective December 30, 2019 and has been in the office six weeks and is rapidly learning her job duties. Knight requests that the part-time administrative help be released, with the ability to recall her on an as-needed basis for special projects, and to help cover the office during trainings and absences. Councilor Rupprecht requested that Council be notified in the Council packet of Ms. Kiefer's future work hours for the office.

Mayor Carlson motioned for approval to move Colleen Kiefer to an on-call, as-needed basis for special projects, training and absences. Seconded by Councilor Rupprecht. Approved 4-0.

15..4. City Hall Wi-Fi

Knight stated she was asked to put this on Agenda. The Wi-Fi in the office is slow, and little better than dial-up speeds. Police Chief Scott Yeiter stated that we are currently at 50Mbps. During EMR class times and in the afternoons, the wi-fi basically shuts down. We need a bigger "pipe" coming into the building, and a better router, such as a mesh Wi-Fi. Yeiter will work with the contracted IT provider, One-Click Solutions, to work on this issue. HBC and Charter will be contacted for pricing. This information should be provided to the March 2, 2020 Cable/Media Commission meeting.

15..5. City Credit Card for the Fire Department

The Fire Chief requested a credit card be issued in the name of the Fire Department, with the Fire Chief responsible for the card. Knight contacted Merchants Bank to order this card with a \$2,000 limit, decreasing the Admin card limit by this \$2,000.

16. Employee Allegation of Misconduct Result- Mayor Carlson

Mayor Carlson read the following statement: The agenda item was consideration of allegations against a City of Lewiston Employee Minnesota Statutes, section 13D.05, subdivision 2 (b).

The employee is Cheryl Knight.

The City Council of the City of Lewiston met in closed session on December 26, 2019, January 8, 2020, and January 22, 2020 to discuss preliminary consideration of allegation or allegations against a City of Lewiston employee under Minnesota Statutes, section 13D.05, subdivision 2 (b). The employee was Cheryl Knight. The City Council has found that proper procedures were not followed in the early closing of City Hall on December 24, 2019. A written reprimand will be issued to Ms. Knight. In addition, a directive is hereby given for city staff to prepare proposals to change policy and present them to council when it is found that current policies are in need of change.

17. Additional Council Concerns

Councilor Lavey mentioned there is a swing tied up in the swing set at North Park. Also, Congratulations to Mayor Carlson-as she was appointed to the SEMLM board and accepted the Treasurer's position with them.

Councilor Rupprecht mentioned the recent Chamber meeting where Corey Beech from Riverside Electronics spoke to the Chamber. Beech stated their three locations were consolidated into two and increased the number of employees working in Lewiston. The City should do everything it can to address their business needs as they are the largest local employer.

Another question from this Chamber meeting was whether the City allowed solar energy collecting systems. The zoning ordinance does define aspects of the solar energy system but does not address them within the zoning districts. The conditional use permit process would be the current way to address these matters, which is not the best way to address these systems. Perhaps we would want to add a new chapter within the zoning ordinance to address these solar energy systems. MiEnergy will be at the next Chamber meeting with further information. Request made to send the City of St. Charles alternative energy ordinance to all Council members.

Mayor Carlson stated that SATURDAY, APRIL 4, 2020 will be the Fool's Five Race this year.
This is different than in the past when the race was held on Sunday.

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

The Council Meeting was adjourned at approximately 8:02 pm on February 12, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk