

Lewiston City Council
Council Meeting Minutes
February 26, 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 26, 2020.

2. Pledge of Allegiance

3. Roll Call

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

Others present: City Administrator/Clerk Cheryl Knight, Cable Coordinator Robert Pack, Chad Sommer, and Machelles Frisbie.

4. Agenda- Changes and additions

Councilor Rupprecht requested item 10.7, EDA Purchase of Property, be moved to #12, after additional council concerns.

Councilor Rupprecht motioned for approval of the Agenda with the change noted above. Seconded by Mayor Carlson. Approved 4-0.

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- February 12, 2020

B. Accounts Payable

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

6. Citizens' Concerns- None

7. Introduction of new City Building Inspector- Randy Peterson, Chad Sommer

Chad Sommer was present and addressed the Council. Building inspections will be available before or after normal work hours, or even lunch time if needed.

Councilor Rupprecht motioned for approval to contract with Chad Sommer as the new City of Lewiston Building Inspector effective March 1, 2020. Seconded by Councilor Boynton. Approved 4-0.

8. PeopleService Monthly Report- James Creaghe

City Administrator/Clerk Cheryl Knight stated the monthly report was in the packet. If there are any questions on the report, she can relay them to Creaghe. There were no questions.

9. Discussion of Proposed Ordinance 2020-03 2020 Lewiston Fire Department Billing Rates-

Cheryl Knight

Knight stated she researched Fire Chief Tim Dahl's question about whether the City can charge interest on unpaid fire run bills. The City Code allows a late payment penalty to be assessed on all accounts past due, but this is specific to the Water and Sewer chapter in the Code. The Fire Department section of the Code, chapter 2 part 4 Billing and Collection, does state that the parties may be billed directly by the City, and if the charge remains unpaid for 30 days, the City will use all practical and reasonable legal means to collect. It does not specifically mention penalties or adding interest to unpaid amounts. However, it does allow certification of these unpaid charges to the county auditor for inclusion on property taxes. Knight has an email in to LMC (League of Minnesota Cities) to ask if the interest can be added in monthly to these billings. Knight stated that she and the Deputy Clerk will start sending out these unpaid bills monthly at the end of the month, and that she hopes to have the Ordinance for Fire Billing charges ready for the next Council meeting.

10. City Administrator's Report- Cheryl Knight

10.1. Memo of City Administrator's Comp Time Hours

Knight stated this was a review of the City Administrator's comp time hours. The memo listed the pay date and the accrual or use of comp time. As of 2/14/20 there is a balance of 82.74 hours. As these hours represent a liability to the City, Councilor Rupprecht requested a report of how the department heads and the City Administrator plan to use this comp time.

10.2. Memo of Department Head's Comp Time Hours

Knight remarked that the Public Works Director and the Police Chief's accrued comp time hours are on the memo, and she requested to allow both department heads to continue accrual, as needed, due to weather conditions and training responsibilities.

10.3. Memo of Admin Assistant On-call Time Review

Knight stated a memo in the packet reports that Ms. Kiefer was requested to work March 16-19, 2020 (32 hours) due to the City Administrator being away at training.

10.4. SEMMCHRA- MCPP (Minnesota City Participation Program)

Knight stated this information was received from SEMMCHRA and with the high gross household income limit, this program can be beneficial for those who may qualify. For more information, please contact Knight at the City Hall phone number and she will connect you with SEMMCHRA in Wabasha, MN.

10..5. Building Security Report Recommendation

Knight stated this report was in the packet and was a result of ad-hoc meetings involving Councilor Rupprecht and all city staff. The report recommends an 18' long, floor to ceiling, wall to continue the hallway area through the administrative office, with a security door (with window) at the end nearest the kitchen area. There would be a 36" square window in this wall (with a counter) for persons to speak with the office staff-very similar to the bank's walk-up window. The security door lock would be opened by electronic keypad, with a remote buzzer system available. A furniture quote was also included, along with quotes from Frisch Electric and Tom's Lock Service. Knight requested a second keypad for the employee entrance door. The current admin desk will be repurposed and used as a second desk near the windows instead of purchasing a third desk. The new window area will be handicapped accessible. Councilor Lavey suggested seating be made available along the hallway. Discussion followed.

Knight stated there are funds available in City reserves or the City CIP Fund. Councilor Rupprecht wanted to add the second keypad and eliminate the small office desk in the Schmidt-Goodman furniture proposal. After calculations, Rupprecht proposed a cap amount of \$13,500. Councilor Lavey reiterated his request for a bench or other seating for residents.

Mayor Carlson motioned for approval of City Hall's physical security enhancement up to \$13,500.

Seconded by Councilor Rupprecht. Approved 4-0.

10..6. Summer Rec Program

Knight stated both a resident and the school had inquired on this program as registration sign-ups were set by Altura Youth Sports. Altura Youth Sports had a prior year contract, although unsigned.

Mayor Carlson motioned to reach out to Altura Youth Sports with contract offer of the same terms as last year. Seconded by Councilor Boynton. Approved 4-0.

10..7. EDA Purchase of Property-295 E Main StThis portion of the meeting may be closed per Minn. Statutes 13D.05 Subd. 3(3). Moved to #12.**

11. Additional Council Concerns

Councilor Lavey commented that an area across from the Rec Bar and Grill was not cleared of snow. The area is at the end of the Feed and Produce lot extended over the railroad tracks. Both the railroad and the Feed and Produce are owners of these properties. Strollers and disabled folks specifically are unable to cross over this area and are being forced to walk in the road instead of

on the sidewalk. This is definitely a safety hazard. Will these property owners please clear their snow? If necessary, the City Administrator could enforce the City Ordinances.

12. EDA Purchase of Property-295 E Main StThis portion of the meeting may be closed per Minn. Statutes 13D.05 Subd. 3(3).**

Mayor Carlson motioned to close this portion of the meeting to discuss the purchase of this property located at 295 E Main Street under Minn. Statutes 13D.05 Subd. 3 (3). Seconded by Councilor Rupprecht. Approved 4-0.

The meeting was closed at 7:40pm.

Mayor Carlson motioned to re-open the meeting at 8:04pm. Seconded by Councilor Rupprecht. Approved 4-0.

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

The Council Meeting was adjourned at approximately 8:05 pm on February 26, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk