

Lewiston City Council
Council Meeting Minutes
January 8, 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 January 8, 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, Cable Coordinator Robert Pack, Police Chief Scott Yeiter, Public Works Director Curt Benter and Mabelle Frisbie.

4. Agenda- Changes and additions

Councilor Rupprecht motioned for approval of the Agenda as presented. Seconded by Councilor Robertson. Approved 5-0.

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- December 26, 2019

B. Accounts Payable

C. Accounts Payable 2

Councilor Rupprecht mentioned in the regular Council Meeting Minutes from December 26, 2019, under #6 Citizen's Concerns, after the sentence Ms. Jordahl requested the sewer charges be removed, the following be added "Public Works confirmed that no water entered the sewer service". This would remove the misconception that Council would have automatic approval to remove the sewer charges.

Mayor Carlson requested that under #9, Fire Relief Association By-laws Change, the mention be added that Councilor Robertson had abstained from the vote. Also, #10, Public Works Monthly Report, the sentence be added that the Public Works Director had asked permission of the Mayor before approving the proposal from River City Heat and Vent. And, under #13..2. EDA, the facade grants outstanding need *business owners*, not residents, to turn in their forms.

Mayor Carlson also questioned the Advanced Disposal account coding for the PW Shop charges, the expense should be charged to utility services and not operating supplies. City Administrator/Clerk Cheryl Knight made the change to the record.

Councilor Rupprecht motioned to adopt the consent agenda with said edits and changes. Seconded by Councilor Robertson. Approved 5-0.

6. Citizens' Concerns- None

7. Ambulance Department Monthly Report- Matt Essig

Mayor Carlson stated that Ambulance Director Matt Essig was not available, but the report was in the packet.

8. Fire Department Purchase Request- Tim Dahl, Cheryl Knight

Councilor Robertson stated the fire department membership had approved this item and is now looking for approval from Council to purchase a shipping container to be used for storage of tables, chairs and extra gear. It would be located behind the Fire Hall and placed on rock to settle evenly. Funds for the purchase would come from the Fire department's current budget, other equipment, with \$5,000+ available.

Mayor Carlson motioned for approval of the purchase of the shipping container from Any Way You Want It Moving & Storage in the amount of \$4,650.00. Seconded by Councilor Rupprecht. Approved 5-0.

9. Police Department Monthly Report- Scott Yeiter

Police Chief Scott Yeiter stated his monthly report was in the packet. Call volume was down for December 2019. Background checks are in process for his part-time candidates and he hopes to have a recommendation at the next meeting.

10. Public Works Monthly Report- Curt Benter

Public Works Director Curt Benter stated that during the budget discussions this past fall, the prospect of replacing the ceiling tiles in the community center was discussed. The cost was budgeted in the community center budget. 957 ceiling tiles are needed for the Community Center and the Senior Center (including the Ambulance office, the Senior Center kitchen and the small back hallway). At a price of \$3.29 each, the total cost would be \$3,148.53. Once approved and purchased, public works would only complete one room at a time due to weather concerns and scheduling of events. The bracing would also be painted so it looks clean for Fool's Five.

Councilor Rupprecht motioned for approval of the purchase of ceiling tiles for the Community Center, Senior Center, and auxiliary areas in the amount of \$3,148.53. Seconded by Councilor Robertson. Approved 5-0.

Director Benter also commented that the Troffer lights in the City Hall restrooms were replaced with LED diode light fixtures. They last approximately 31 years, instead of regular LED at five years, and Benter is wanting to replace all the lights to this type.

11. PeopleService Monthly Report- James Creaghe

The monthly report was in the packet. Any questions could be relayed to Creaghe through City Administrator/Clerk Cheryl Knight. There were no questions.

12. Resolution 2020-01 Designating Official Depository- Cheryl Knight

Knight stated that this was a housekeeping item needing to be done every year. MinnWest Bank is within the city limits and is insured by the FDIC. The resolution also lists the authorized signers for the accounts and the two authorized for access to the safe deposit boxes.

Councilor Rupprecht motioned for approval of Resolution 2020-01 Designating an Official Depository for City Funds naming MinnWest Bank as that depository. Seconded by Councilor Boynton. Approved 5-0.

13. Resolution 2020-02 Designating an Official Newspaper- Cheryl Knight

Knight stated that this was another housekeeping item needing to be done every year. It designates which newspaper will be the official newspaper. The Lewiston Journal will be that newspaper.

Councilor Rupprecht questioned whether the Lewiston Journal is the “only such newspaper located within the corporate limits of the City of Lewiston”, and if the statement should not be removed as it is not true? The Winona Shopper and Post, the Rochester Post-Bulletin, and the Winona Daily News are all newspapers delivered in Lewiston. Mayor Carlson stated a better wording would be: “is a newspaper located within the corporate limits of the City of Lewiston”.

Councilor Rupprecht motioned for approval of Resolution 2020-02 Designating an Official Newspaper to Publish Ordinances and Other Matters as Required by Law and naming the Lewiston Journal as that newspaper with the edit to the line by Mayor Carlson. Seconded by Councilor Boynton. Approved 5-0.

14. Resolution 2020-03 Accepting of Donation from Lewiston Fire Company- Cheryl Knight

City Administrator/Clerk Knight stated that Fire Chief Tim Dahl was unable to attend the meeting. Check has been received, and the request is that the donation be used for a future Fire Department vehicle purchase.

Mayor Carlson motioned for approval of Resolution 2020-03 Accepting Donations for Fire Department Vehicle Purchase in the amount of \$45,000 from the Lewiston Volunteer Fire Company. Seconded by Councilor Rupprecht. Approved 5-0.

15. Ordinance 2020-01 2020 Water and Sewer Rates- Cheryl Knight

City Administrator/Clerk Knight stated the first read of this Ordinance was at the previous Council meeting (12/26/19). As per our financial advisor, the water rates are up 3%, the sewer

rates remain unchanged. The proposed ordinances were put on the city webpage, and posted in City Hall on the bulletin board.

Mayor Carlson motioned for approval of Ordinance 2020-01 2020 Water and Sewer Rates. Seconded by Councilor Rupprecht. Approved 5-0.

16. Ordinance 2020-02 2020 Ambulance Rates- Cheryl Knight

Knight stated the first read of this Ordinance was at the prior council meeting (12/26/19). There was no increase in the rates for 2019, and the Ambulance Department is requesting an increase in rates for 2020.

Councilor Rupprecht motioned for approval of Ordinance 2020-02 establishing Lewiston Ambulance Billing Rates Effective January 1, 2020. Seconded by Councilor Robertson. Approved 5-0.

17. Committee Updates

17..1. Cable/Media Commission

Councilor Lavey stated the Commission is trying to get more use of the digital sign in front of City Hall, is purchasing two new mics for the Council room (one is a replacement for Mayor Carlson's mic) along with purchasing new Chromebooks for the Council. Mayor Carlson added that the public works computer currently runs on Windows 2007 which will not be supported after January 14, 2020, leading to vulnerabilities, so that will need to be replaced. Also, there will need to be another computer station for the second office position-after discussion with Ambulance about what their needs might be. Councilor Robertson asked about a computer for the new Fire secretary-which will be addressed at the next Cable/Media Commission meeting. A second display screen for the deputy clerk was approved, along with a new keyboard/mouse.

Mayor Carlson motioned to approve up to \$2,500 to replace the PW computer, Chromebooks for Council, and accessories for the deputy clerk's computer. Seconded by Councilor Boynton. Approved 5-0.

18. Mayor Carlson 2020 Appointments for City Committees

Mayor Carlson stated that the Cable/Media Commission did not have her listed on it and should have. Carlson wondered if the Parks, Trails and Beautification committee is working now that it had been combined into one committee? Councilor Lavey was omitted from the Parks, Trails and Beautification listing and should have been included.

Mayor Carlson motioned to approve the 2020 appointments for City Committees with said changes. Seconded by Councilor Boynton. Approved 5-0.

19. City Administrator Report- Cheryl Knight

19..1. LMC Elected Leaders Institute Training

This is the former LMC newly elected and experienced leaders institute. Mayor Carlson was interested in attending the advanced institute in February, as was Councilor Lavey. Request made to gather all costs and a motion will be made at the next Council meeting.

20. Additional Council Concerns

No additional council concerns were noted.

20.1. Preliminary allegations against a City of Lewiston employee- Mayor Carlson

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

The employee is Cheryl Knight.

Mayor Carlson did not receive written request that the meeting be open, therefore this portion of the meeting will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 2 (b).

Motion by Mayor Carlson and seconded by Councilor Rupprecht to close this portion of the meeting. All voted in favor. Motion carried.

Council went into closed session at 7:39 p.m.

Councilors Rupprecht, Boynton, Robertson, and Lavey, along with Mayor Carlson were in attendance.

The closed portion of the meeting was electronically recorded pursuant to Minnesota Statutes, section 13D.05, subdivision 1.

8:27 p.m. the council came out of closed session with a motion by Mayor Carlson and a second by Councilor Rupprecht. All voted in favor. Motion carried.

The Council will meet again in a special meeting immediately following the regular meeting on Jan. 22, 2020 to continue discussion of the preliminary consideration of allegation or allegations against Cheryl Knight.

**Motion to adjourn by Mayor Carlson, seconded by Councilor Lavey. All voted in favor. Motion passed.
Time: 8:28 pm**

(Item 20.1 meeting minutes recorded by Mayor Carlson)

Submitted By:
Cheryl A. Knight
City Administrator/Clerk