

Lewiston City Council
Council Meeting Minutes
May 27, 2020
Lewiston City Hall – 7:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Carlson at 7:00 pm May 27, 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, Public Works Director Curt Benter, Bryan Holtz, and Monica Hauser.

4. Agenda- Changes and additions

City Administrator Cheryl Knight requested to add an item under the City Administrator's report, item 14.1, summer rec. Police Chief Scott Yeiter requested to remove items #10 and #11 from the agenda-and will bring back at a future meeting if needed.

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

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- May 13, 2020

B. Accounts Payable

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

6. Citizens' Concerns- None

7. Hawkins Ash 2019 City of Lewiston Financial Audit Report- Monica Hauser

Monica Hauser, CPA, and audit partner for Hawkins Ash, presented the 2019 City of Lewiston financial audit report. She started with the financial statements and then discussed the additional reports. A clean or unmodified opinion was issued-which is the best opinion to get. For the General Fund, the fund balance was \$608,860. Of this amount, \$589,459 was unassigned, and available to use for any purpose. The percent of fund balance to total expenditures was 55%, meaning there are over 6 months' worth of expenditures in the fund balance. Only \$81,000 is left to spend in the 2018 Street and Utility Improvement fund. The Fire department ended up with a

fund balance of \$437,702. Looking at the income statement on page 17, the change in fund balance for the general fund was -\$111,542. Water Fund and Sewer fund revenues are comparable from 2019 to 2018, mainly due to usage. Water fund operating expenses increased about \$29,000, mainly in depreciation and depreciation is a non-cash item. Water had a positive change in net position of \$69,373, while Sewer had a negative change of -\$79,665. The footnotes on page 31 lists all the City debt, and on page 34 the footnote discusses fund equity and different uses for balances. The Independent Auditor's Report on Communications with those Charged with Governance and on Internal Control is a required communication to City Council. There were no issues on this audit and this report is very similar to prior years. The report on adjusting journal entries made is also required. The internal control report lists the same items as previous years, and with a small staff these are generally unavoidable, just that these are brought to Council's attention.

8. Meadow Drive Area street report- Bryan Holtz

Bryan Holtz reported that he and Public Works Director Curt Benter talked, and he discussed with his office staff also, and the conclusion they reached is that the pavement should be removed, and new 4" asphalt laid down. A total estimated project cost is \$260,000. Should this be done to any streets, those streets would then move to the bottom of the list for infrastructure (underground utility) replacement as the pavement could last 10-15 more years. Holtz feels this would be the best way to go forward. Councilor Lavey inquired as to using gravel? This was discussed, Holtz said, but then there would be pavement potholes and also gravel potholes, with public works having to maintain the gravel roadway, including plowing in the winter, etc. It would be a cheaper option, even though there would be additional costs for the gravel, treating it for dust control, and time to grade the street at least monthly. This new pavement would be similar to what was done on Service Drive. Because of the cost, this item would have to go out for bids. Councilor Rupprecht wondered if this would then move the remaining streets to 2024? Yes, it would. It includes West Main Street, Riverside Drive, in addition to the area of Meadow Drive. City Administrator Knight stated that Mike Bubany suggested that Minnesota Rural Water has a micro-loan program up to \$250,000 that we could use for financing this project. Holtz replied that the scope of this work included West Main from Fremont Street to Meadow Drive only, and the City has a special assessment policy which should be used for this project. Councilor Rupprecht said thanks to Holtz for all his work to get this "shovel-ready". Holtz explained the funding for these federal stimulus "shovel-ready" should be next winter. The City of Lewiston has two projects shovel-ready: the water tower rehab project and the TH 14 water

loop. Councilor Lavey inquired of West Main Street-is it in poor shape because of excessive truck traffic? Holtz stated if it were a full reconstruction project, he would reinforce the road by increasing the layers of asphalt and gravel underneath it. Holtz added that East Street should also be added to this potential project, as it has two new homes being constructed on it and is in very poor shape. He projects \$15,000-\$20,000 for the cost of East Street.

9. Resolution 2020-12 Ordering Preparation of Report on Improvement- Bryan Holtz

Bryan Holtz stated this resolution orders preparation of the engineering report as part of the special assessment process. There will also need to be a public hearing for this project. How we go about that-whether in person, or electronically, or a hybrid of the two- will need to be worked out between the engineer and the City Administrator. Councilor Rupprecht gave an update on holding council meetings: by using social distancing, 25% room occupancy, with 10 or less persons physically present, and being telecast on a two-way system, council meetings can be held in person. Rupprecht will continue his conversation with State Representative Pellowski. Holtz created a preliminary schedule for this project listing the public hearing for June 24th.

Councilor Rupprecht moved for approval of Resolution 2020-12 Ordering Preparation of Report on Improvement with the addition of East Street. Seconded by Councilor Boynton. Approved 5-0.

10. MN Court Data Services Master Subscriber Agreement- Scott Yeiter

11. Request form for Minnesota Government Access Login Account- Scott Yeiter

12. PeopleService Monthly Report- James Creaghe

The report is in the packet. Knight will pass any questions along to James Creaghe.

13. Committee Reports

13..1. EDA Councilor Boynton reported on the EDA meeting. Barbara Dolan spoke on behalf of the Minnesota Housing Partnership, having 30 years of non-profit experience. Dolan discussed creating a team for the City of Lewiston with an 18-month commitment. The “Lewiston Prairie Trailways” (the former sewer pond area) is being worked on. There was a controlled burn and the hope is to get some activities going in June. Potentially the name will be changing as well. There will be a grant application in early July for work needing to be done, as well as further information on Facebook.

13..2. Personnel

13..2.1. Ken Johnson Retirement

Councilor Boynton moved for approval of the retirement of Ken Johnson with the City’s thanks. Seconded by Councilor Roberton. Approved 5-0.

13..2.2. Temporary Mowing Position

Councilor Robertson stated that at the Personnel meeting, two of the part-time police officers expressed interest in temporary mowing until a new Public Works person can be hired. The officers would need to be enrolled in the PERA Coordinated plan, will receive safety training, and be paid at a rate of \$13.50 per hour.

Mayor Carlson motioned to allow Josh DeBoer to perform temporary mowing duties at the rate of \$13.50 per hour, watching his hours to be less than 40 in a week, less than 8 hours in a day, and not on the same day as he is scheduled for Police department shifts. Seconded by Councilor Lavey. Approved 5-0.

13..2.3. PT Public Works Assistant Position

Mayor Carlson stated the job description had been approved a short while ago. This is to replace Ken Johnson's position. The job ad will need to be posted.

Councilor Robertson motioned to approve the PT Public Works Assistant Position posting. Seconded by Councilor Boynton. Approved 5-0.

City Administrator Knight stated the wage study contracted for with Flaherty-Hood is at the job analysis questionnaire section. Knight said this was on her to-do list. Councilor Robertson requested the next personnel meeting date be set. Knight will set up meeting.

14. City Administrator's Report- Cheryl Knight

14.1 Summer Rec

Knight stated an LMC (League of Minnesota Cities) memo dated May 26, 2020 addressed starting up youth sports programs. The memo addressed social distancing, disinfecting surfaces, groups of 10, not allowed to play games, no locker rooms, sanitizing equipment, but the scary part was how to (daily) health screen both players and coaches. Many surrounding communities have cancelled their summer programs. St. Charles said they will wait until Governor Walz' phase 3 goes forward. Altura Youth Sports stated to Councilor Robertson that they are still in a holding pattern waiting for word from the league or the state. Police Chief Yeiter stated that the restroom facilities will not be open, creating an impediment to the requested handwashing protocol. Discussion followed. Registration payments will be refunded along with a City letter explaining that the program for this summer is cancelled. The summer rec process needs to be started earlier next year.

Mayor Carlson motioned to cancel the summer rec program for this year. Seconded by Councilor Robertson. Approved 5-0.

15. COVID-19 Information and Updates-None

16. Additional Council Concerns-

Councilor Lavey commented that the rebar is now bent down on the giant concrete piece he had previously made mention of as being a hazard (on Williams Street). At Linden and Main streets at the now empty lot, there is a telephone pole in the middle of the sidewalk, but there is no sidewalk. During the day when cars are parked there, you have to walk on the street-and there is glass and nails laying on the sidewalk also.

Councilor Robertson commented on the water shut-offs being elevated on sidewalks near Williams and Harrison Streets. Public Works Director Curt Benter stated they had recently been hammered back down, so he thinks this is resolved already.

Councilor Rupprecht stated the new City trees are coming in tomorrow. There will be 60-70 trees, and they will be distributed to the parks (including the dog park), and to screen the new lift station. If any extras are available, residents can call Rupprecht directly or City hall if they are interested.

Councilor Boynton said the streets and the trees at Cedar park were her concerns.

Mayor Carlson commented on the AP item of a cooler at the dog park? Public Works Director Benter states that is correct-he will put a block of ice in it and fill it with water daily.

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

The Council Meeting was adjourned at approximately 8:30 pm on May 27, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk