

Lewiston City Council
Council Meeting Minutes
November 11, 2020-rescheduled to November 12, 2020
Lewiston City Hall – 6:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Carlson at 6:00 pm November 12, 2020.

2. Pledge of Allegiance

3. Roll Call

Present (4): Mayor Beth Carlson, Councilor Dan Robertson, Councilor Carol Boynton, and Councilor Larry Rupperecht. Not Present (0).

Others present: City Administrator/Clerk Cheryl Knight, Ambulance Director Matt Essig, Fire Chief Tim Dahl, Police Chief Scott Yeiter, Public Works Director Curt Benter, Public Works Assistant Erik Fredberg, Bryan Holtz, Nick Ebnet, Polly Calhoun, and a citizen (507-429-6243).

4. Agenda- Changes and additions

City Administrator/Clerk Cheryl Knight requested an addition to the agenda: item 12.2 Performance Review Summary.

Councilor Robertson motioned to adopt the agenda with said change. Seconded by Councilor Boynton.

Approved 4-0.

5. Adopt Consent Agenda

- A. Regular Council Meeting Minutes- October 28, 2020
- B. Special Council Meeting Minutes- Budget/Wage Study- October 28, 2020
- C. Special Council Meeting Minutes- Employee Matter- October 27, 2020
- D. Special Council Meeting Minutes- Employee Matter- November 2, 2020
- E. Accounts Payable

Mayor Carlson made note of two typos in the packet. Regular Council meeting minutes from October 28, 2020: page three, six lines down, “the thought was hey used” should be “the thought was they used”. Special Council meeting minutes from October 28, 2020: first page, under Roll Call, others present: “Police Chief Scott Chief Yeiter” should be “Police Chief Scott Yeiter”.

Councilor Rupperecht mentioned Special Council meeting minutes from October 28, 2020: page three, line six-Fund 208, we levied but did not spend anything due to COVID-statement attributed to City Administrator/Clerk Cheryl Knight, that he will want to address during the budget meeting.

Councilor Rupprecht also commented on the Special Council meeting minutes from November 2, 2020: page two, item #2, line six. He wondered if “Before the conclusion of the meetings concerning the complaints” should have been “Prior to the commencement of the meetings concerning the complaints”. ~~Mayor Carlson thought that it was after the first Council meeting, but before the second meeting (with Knight) that the budget workbook was shared.~~ The budget workbook was shared on 10/15/20, after the posting for that meeting but before the first meeting took place.

Councilor Boynton motioned to adopt the consent agenda. Seconded by Councilor Robertson.

Approved 4-0.

6. Citizens’ Concerns- None

7. Canvassing Board- 2020 General Election- Cheryl Knight

Administrator Knight stated the vote write-in listing was sent out earlier in the day, but the five-page document from the Winona County Auditor which gave the vote results was sent earlier. With all Council members having seen the document, Knight did not read aloud the vote numbers. Mayor Carlson read the certification language at the top of page 4 of the document and stated that this action is to accept the vote numbers that have been presented.

Councilor Boynton motioned to accept the abstract of votes cast for the City of Lewiston in the 2020 General Election. Seconded by Councilor Robertson. Approved 4-0.

8. Resolution 2020-36 Approving Special Assessments for 2020 Street Project- Bryan Holtz

Bryan Holtz stated this is the final resolution for the assessment process that he inadvertently missed last meeting, and which will be sent with the final assessment roll by City Administrator/Clerk Cheryl Knight to the Winona County Auditor.

Councilor Rupprecht motioned to approve Resolution 2020-36, Adopting Assessments for the 2020 Street Rehabilitation Project. Seconded by Councilor Robertson. Approved 4-0.

9. Ambulance Department Monthly Report- Matt Essig

Ambulance Director Matt Essig stated the report was in the packet, with 31 calls this month-the busiest of this year so far. Day shift continues to get 45% of the calls. The blended EMR class is finished, with 11 students completing the class. The Ambulance medical director called an emergency meeting with all ambulances in the southeast area, and the decision was made to shut down all in-person trainings again. The truck committee will hopefully have a presentation for Council the first meeting in December.

10. Police Department Monthly Report- Scott Yeiter

Police Chief Scott Yeiter stated the monthly report was in the packet. There has been an uptick in crime, with the laundromat suffering damage far more than what money they stole. A pop machine was drilled into and numerous vehicles were entered, and items stolen. Chief Yeiter reminded everyone to lock their vehicles, lock their doors, if you have motion lights make sure they are working, and if you have cameras and you see something unusual or unexpected please pass on to the police department. There are quite a lot of open and active cases.

11. PeopleService Monthly Report- James Creaghe

Knight stated that Mr. Creaghe was not on the call, but his report was in the packet.

12. City Administrator's Report- Cheryl Knight

12.1 Lewiston EDA Recommendation to Council

City Administrator/Clerk Cheryl Knight stated her memo to City Council was in the packet. The Lewiston EDA (Economic Development Authority) unanimously approved a judgment settlement offer from Darrin Aarre in the amount of \$7,855.49 (principal amount owing) on a judgment dated 7/18/16 docketed in the amount of \$10,705.49 and against Heidi Aarre, Darrin Aarre, Robert Griffin, Crystal Griffin and LA Lanes, LLC. This judgment was to recover an EDA revolving loan fund loan made to them. Payments made against that loan totaled \$2,850.00. The EDA recommends the City Council approve this judgment settlement offer.

Mayor Carlson motioned to accept the offer from Darrin Aarre in the amount of \$7,855.49 to satisfy the judgment owing against Heidi Aarre, Darrin Aarre, Robert Griffin, Crystal Griffin, and LA Lanes, LLC. Seconded by Councilor Roberton. Councilor Boynton stated she had a conflict of interest and abstained from voting. Approved 2-1, with Councilor Rupprecht dissenting.

Councilor Rupprecht had comments on this matter. He wondered why there was no attention paid to this judgment. Knight stated that the former city attorney, Jennifer Gumbel, had docketed the judgment in 2016, but her memo back to the City indicated that she did not have current information in order to serve wage garnishments.

Councilor Rupprecht explained that a water account customer that had an excessive balance appeared before Council and the debt was not forgiven, only the delinquent penalties were removed while a payment agreement was in force and adhered to by the customer to collect the amount due. There was a four year and three-month absence of any attempt to pay this bill. He cannot vote in favor of this request to forgive interest lawfully allowed.

12.2 Performance Review Summary

Mayor Carlson read the following statement into the record:

In accordance with governing law, the City Council Submits the following summary and conclusions of the performance review of City Administrator-Clerk Cheryl Knight.

On November 10, 2020, the City Council held a closed meeting to evaluate the performance of City Administrator-Clerk Cheryl Knight.

City Administrator-Clerk Cheryl Knight did not request that the meetings be open to the public. As a result, the evaluation of Ms. Knight's performance took place in a closed meeting as provided under the Minnesota Open Meeting Law.

A summary of the conclusions of the evaluation are as follows:

1. Ms. Knight should continue to pursue training pertaining to city administration-clerk duties.
2. Ms. Knight is directed to develop a council member orientation
3. Ms. Knight will continue to work on policy management

13. COVID-19 Information and Updates

City Administrator/Clerk Cheryl Knight stated the grant reporting to MN Management and Budget (MMB) for 10/31/20 was completed. Amounts claimed thru 10/31/20 totaled \$38,894.75, November claim will be \$43,862.34, leaving a balance of \$31,985.91. Of that amount, the \$15,000 set aside for reimbursement grants had only three applicants and used only \$1,098.90. Knight requested staff prep orders for additional PPE and supplies needed in an effort to not return any grant funds to the state. There were additional proposed items for purchase including fire coats (PPE) \$10,739.70; the admin office desk panels were delivered and installed in the amount of \$2,876.24; an ambulance request for AED's to go into the police squads and to replace those nearing end-of-life in the fire trucks; a 55 gallon drum of solution for the sanitizer in the amount of \$779.50; a laptop for Council in the estimate of \$1,000; \$405 for touchless soap dispensers, soaps and refills. There is still \$9,767.90 left. Ambulance Director Essig suggested purchasing another AED for the community center to use funds, and potentially another 55-gallon drum of solution. Wages for our police chief and ambulance director retro to March 2020 could be used also.

Councilor Boynton motioned to approve additional items to be purchased under the CARES grant: AEDs \$10,000, \$10,739.70 for fire coats, \$2,876.24 for the admin office, \$1,405 for admin soaps, supplies and laptop, a 55-gallon drum of solution is \$780, other PPE/supplies of approximately \$3,000-a total of \$29,620-with the remainder of grant funds to be used for qualifying wage reimbursements. Seconded by Councilor Robertson. Approved 4-0.

Knight wondered if the City Hall building could be closed for the next two weeks due to the rising COVID-19 case count? Mayor Carlson received a letter from the Minnesota Department of

Health stating that the current COVID positivity rate is greater than 5%, and that is concerning.
Discussion continued.

Mayor Carlson motioned to approve the closure of the City Hall building (including rentals) due to increasing COVID-19 cases until further action of the Council. Seconded by Councilor Rupprecht. Councilor Rupprecht motioned to amend the motion by adding “with the exception of Red Cross blood drives”. Seconded by Mayor Carlson. Amendment Approved 4-0. Amended motion Approved 4-0.

14. Additional Council Concerns-None

Mayor Carlson stated the next meeting (budget) will start at 7:25pm, with a separate ZOOM link for that meeting.

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

The Council Meeting was adjourned at approximately 7:15 pm on November 12, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk