

Lewiston City Council
Special Council Meeting Minutes
November 12, 2020
Lewiston City Hall – 6:30 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Mayor Carlson at 7:28 pm
November 12, 2020.

2. Roll Call

Present (4): Mayor Beth Carlson, Councilor Dan Robertson, Councilor Carol Boynton, and
Councilor Larry Rupprecht, Councilor Carol Boynton joined at 7:30pm. Not Present (0).

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

3. Discussion topics: 2021 Budget/Wage study

City Administrator Cheryl Knight commented she was making Mayor Carlson the host for the
meeting in case she made any changes to the Excel documents.

Mayor Carlson stated the most recent budget workbook has the 11 step grid wages in it. Knight
explained that the wage/grid first assigns an employee to the grid as of 12/31/20. Then they move
to the 2021 grid-in that same step. Should the total employee wage change by more than 5%, 5%
would be the maximum increase allowed. Knight has also received the possible wage grids and can
change the percentage increase to whatever Council decides to do. Discussion of the cost of living
adjustment for 2021. \$9,000 change is approximately the amount from a 3% to a 1.3% employee
raise. Discussion of the probationary raises for both probationary employees nearing the end of
their probationary periods. Mayor Carlson questioned if Council wanted to adopt the wage study
grid. If the wage study is adopted, possible wage increases for an employee could occur twice a
year-at the beginning of each year due to a cost of living, and at their anniversary date when they
would move up a step.

Mayor Carlson stated that this wage study was started in a pre-COVID environment, and now with
COVID and its many effects, everything has changed, and she is not currently in favor of
implementing this study. In addition to the wage grids, Flaherty & Hood also supplies their system
which helps in creating new job descriptions, evaluating and changing job positions and their
comparable points, and customizing the points to each job position instead of using the MN

Management and Budget (MMB) report to get a “similar” job position. There are items provided with this study that the City needs, but Mayor Carlson doesn’t think there is time to implement this study (i.e. pay grids) before we need to send the budget in, and we need to go back to the status quo. Councilor Larry Rupprecht agreed 98%. Further discussion of the wage study from Flaherty & Hood stated that there was no market study done to further define the wage grids.

All Council members agreed to not implement the wage study at this time. Council agreed to put \$3 per hour probationary increases in the budget simply for something to populate the budget workbook for further review. This increase is also applicable to all PT police officers @ \$19. Councilor Rupprecht requested a 5% across the board increase for the rest of the staff in order to populate the workbook for further review.

Public Works Director Curt Benter had further reductions to his department budgets as follows:

101-43100-103	-2,765
101-45180-103	-5,530
101-45200-103	-8,294
601-49400-103	-4,147
602-49450-103	-1,382

City Administrator/Clerk Cheryl Knight disagreed with the idea of removing part-time salary from the budget as that could potentially overload the two public works employees. Benter stated he would leave the part-time budget in the ice and snow department.

Councilor Rupprecht asked if the ash tree removal expense was in the budget? No, as the funds to pay for that would be from a City cash account (listed as a pool fund) and would not be part of the levy. Question two was if the cleaning, sanitizing, PPE and other supplies and the cleaning frequency for COVID-19 purchased in 2020 could cause those accounts to be decreased in 2021? Benter stated his community center budget was flat with no increase in supplies for 2021.

Ambulance Director Essig stated he had increased his supplies expense by \$800. Question three was wage/health items that were previously discussed. Question four was about the rental income for the community center? It was a wedding rental, with the proposed for next year simply a guess. Question five was about the current summer rec department expenditures? There are no 2020 expenditures, only budgeted expenditures. Ignore that. Question six 2020 street rehab special assessments drop the payment? Knight stated that the levy is not affected by any special assessments paid, except where it could impact the final year’s debt payment. Councilor Rupprecht’s final item was the CIP levy amount is showing at \$127,500 for 2021. Mike Bubany’s

original recommendation was \$60,000. Bubany's revision was to recommend \$85,000 as the 2021 amount. With these changes, the potential levy could be from 1.0 up to the 3.75% range.

Councilor Rupprecht requested an update to the budget workbook in order to see these changes. The CIP amount is to be changed to \$85,000.

Mayor Carlson stated the transfer to civil defense, 205-41000-700 transfer should be \$3,250.

Knight will update this item. Mayor Carlson also questioned the police fund legal fees at \$4,000, down from \$6,000 from last year? Police Chief Scott Yeiter stated the County Attorney charge is \$1,000 per quarter, with potentially \$4,300 being a good number. Yeiter also stated to use \$34,000 for the PT police officers budget amount.

Council agreed to meet 11/25/20 at 6:00pm again for Council and 6:30pm for budget.

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

The Council Meeting was adjourned at approximately 9:30 pm on November 12, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk