

Lewiston City Council
Special Council Meeting Minutes
October 14, 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 7:02 pm October 14, 2020.

2. Roll Call

Present (5): Mayor Beth Carlson, Councilor Dan Robertson, Councilor Carol Boynton, Councilor Niles Lavey and Councilor Larry Rupprecht. 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, Nick Ebnet and Polly Calhoun (reporter).

3. Discussion topic: 2021 Budget

Mayor Carlson had questions/comments following her review of the budget workbook sent out by the Administrator earlier today, labeled as the Prelim Levy Budget Book 10.14.20. The detail of these accounts questioned are on the separate Excel sheet attached.

Council will need to decide if there will be a change to Robin Randall's stipend for her beautification work around the City.

Mayor Carlson proposed using the pool funds of \$50k + sitting in the bank as the payment source of removing ash trees in the City. As the assessments were paid back to the City, this amount would be replenished back into this fund. Public Works Director Benter asked if we would need to check with Monica Bjorke, as she was the chairperson of that committee? City

Administrator/Clerk Knight stated no, this was not the citizen pool drive money of about \$9k that was turned into the City by this committee. Councilor Boynton liked this idea, and Mayor Carlson said that we could possibly earn more money on this than if it just sits in the bank.

Mayor Carlson stated that the Cable Fund does not affect the levy. It's revenue is all from franchise fees, and we are limited as to what we can use these funds for. One item that we can use these funds for is communication. In Civil Defense, we have budgeted \$3,250 for communications equipment every year. Mayor Carlson is wondering if, because it is for communications, we can transfer from the cable fund to civil defense that \$3,250. It would take the civil defense \$3,250 out of the tax levy. There would be a revenue line showing the transfer in from the Cable Fund, instead

of revenue from the tax levy. The Cable/Media Commission will need to meet and approve this proposed budget transfer request.

Mayor Carlson said she looked at the total revenue for water, and the total expenses for water. The calculated excess total is \$19,644. We just took \$15,000 out of expenses. We could potentially transfer \$60,000 from water to sewer (instead of \$40,000). Benter stated that the City Engineer Bryan Holtz will discuss with Council on 10/28 about a possible rebuild on the WWTP. If we get grants, potentially we won't need the \$100,000 in sewer expenses, and let's wait until we hear further from Holtz. Mayor Carlson stated this water fund is an enterprise fund, and perhaps some of that money can go elsewhere-instead of sewer, perhaps the general fund? There is a 3% increase in water revenue, but not in sewer revenue.

Mayor Carlson did not look at wages, as she was waiting for the new wage grid to come out. Administrator Knight state that in admin, 101-41000-331 Conference and Travel, which shows \$6,000, for admin and council, potentially could be reduced or dropped. Sounds like next year's new council training will be virtual, according to what Mayor Carlson heard at a recent LMC meeting in Chatfield.

Knight asked if Council wanted to change Robin Randall's stipend amount? Councilman Lavey would not be averse to a small raise. Councilor Boynton wanted to wait and see what the numbers are at.

Mayor Carlson asked to have the Council meeting on 10/28 at 6:00pm again, with budget scheduled at 6:30pm. After Police Chief Yeiter asked for a personnel meeting, Mayor Carlson asked for the 10/28 6:30pm budget meeting notice to also include "wage study". Knight will check in with Flaherty & Hood tomorrow for a requested ETA for that 11-step grid.

Fire Chief Tim Dahl asked if a meeting with Mike Bubany will be held? Knight stated that at this time, no, there is no meeting scheduled. If desired, Knight can request a meeting with Bubany for November. Mayor Carlson stated a \$20,000 payment was gotten rid of by decreasing bonds, which was replaced with the new 2020 street project payment. Dahl said with the 16% increase, what does the CIP update show? The EMS building committee has been meeting and what is the City's current commitment and has it changed? With a major street reconstruction now not needing to be done, how does that translate CIP for a building project or do we need to adjust CIP for putting in double this most recent year? Knight will see when he is available. Even with the increased addition to CIP this year, Knight stated there were some unbudgeted expenses that did come out of the CIP this year.

Mayor Carlson motioned to adjourn the special City Council meeting. Seconded by Councilor Boynton. Approved 5-0.

The Council Meeting was adjourned at approximately 8:03 pm on October 14, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk

Accounts Reviewed during Budget Discussion 10/14/20			
Account	Amount/Question	Action/Explanation	
101-34750	Comm Ctr revenue at 1,500	good as is	
101-31090	SEMMCHRA-2nd pymt received?	Yes, Oct, move budget revenue up to 11,000	
101-41000-331	6,000		
101-43100-210	looks like it was fixed	ok	
101-43100-380	5,000? 4,000 more realistic?	MiEnergy raising rates 5% 2021	
101-43100-220/400	At 10,000, decrease to 9,000?	220-repairs for shop equip, misc items, purchases under \$1,000-ok. Reduce 400 to 9,000	
101-43100-403	what for?	used for concrete repair, curb repair	
101-43100-540	20,000 heavy machinery?	lease pymt on skid steer	
101-45180-220	2,000 repair/maint already over 1,000-enough?	Lots of repairs this year due to remodel-ok	
101-45180-380	added 1,000?	Reduce to \$10,000. Benter wants increase back to 13,000: MiEnergy 5% raise, burner tubes for CC west side furnace at \$2,700	
101-45180-400		ok at 4,500	
101-45180-437	4,500 what is this?	wrong line, should be -0-	
101-45200-103/104	What are these? Do we have both?	If not find PT help, can pay out of temp employee. Ok to take out the 104 3,120	
101-45200-101 and 131	Decreasing budget-why?	In April 2020 we updated pay distribution for PW	
Robin Randall stipend change?	1,200 per year paid 2017,2018,2019,2020		
101-45203-315	outside services-ash tree removal-use pool funds?	use and pay back when received from taxes	Council approve?? 401-10408
Fire/Ambulance clothing allowance	nothing spent out yet	Ambulance pays out clothing allowance End of Year, Fire 155 is the PPE account.	
Cable Fund Transfer funds to Civil Defense?	City takes in more money than it spends in the Cable Fund. One allowable use is for communications. Can we make a revenue transfer out of the Cable Fund and put it into the Civil Defense budget to pay for radios? current account balance \$62,844.	The Cable Commission would need to approve this transfer. Meeting to be set up.	
Fund 207-Police Dept	office supplies?	Police had budget deleted last year, but reinstated for this year because Admin has spent all budget available.	
Fund 208-Summer Rec	No funds expended in 2020 due to COVID-19, but tax revenue received. Will budget for next year, but use revenues collected this year.		
326-47300-610/611	amount in 610/last year 611?	Yes, corrected to 611 line	
601-49400-303/304	amount should be 303/304?	should be 303-engineering fees. Ok	
601-49400-320	up 2700? Should be 300?	ok, changed to 300	
601-49400-331	at 2,000	Curt needs to renew his license, and Erik will need to attend training.	
601-49400-351	at 1,500/	yes, publishing the annual CCR (consumer confidence report)	
601-49400-442/500	15,000??	should be 500 capital outlay-ok	
602-49450-437/438	\$1,800?	should be listed in 438-increased from 1,600 to 1,800. ok	