

Lewiston City Council
Special Council Meeting Minutes-Revised
September 15, 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 September 15, 2020.

2. Roll Call

Present (4): Mayor Beth Carlson, Councilor Dan Robertson, Councilor Niles Lavey and Councilor Larry Rupprecht. Not Present (1) Councilor Carol Boynton.

Others present: City Administrator/Clerk Cheryl Knight, Ambulance Director Matt Essig, Police Chief Scott Yeiter, and Public Works Director Curt Benter.

3. Discussion topic: CARES funds

City Administrator Cheryl Knight sent the proposed resolution along with the detailed items broken down by fund. Zoom communications, cleaning products, supplies, ambulance items approved by Council, the power load and power cot requested by ambulance which Director Essig will discuss shortly. The most recent page sent included requests that were pending, including the ambulance items purchased of \$16,000 even though \$28,000 had been set aside, and items that were stricken from the list. Councilor Lavey liked the credit card terminal, with the quote from PSN for the terminal cost of \$250 plus a monthly charge of \$6.95. The service fee of 3.5% to use a credit card will be passed on to the customer.

Police Chief Yeiter stated he would have minimal expense for cleaning vehicles and equipment, and Public Works Director Benter stated his only request was for a new floor scrubber for \$7,360. Knight stated this request was listed in Fund 101. Knight also commented that in Fire, Fund 201, the 30 reusable masks at \$39, Fire Chief Tim Dahl needed those items, so they were ordered. Ambulance Director Matt Essig shared his screen showing the master spreadsheet sent out by the City Administrator. Essig reminded all that these monies were given to the City for expenses dating back to March 15, 2020. Many items have already been purchased. It does not mean that CARES act money has to be used for it, but if not, these are unbudgeted items that we will have to find money for or be over budget. Essig made minor adjustments to the ambulance payroll amount, the foggers were actually \$12,769.50, the ozone UV light was \$3,579, and the loader/stretchers were listed as requests. His calculation shows an excess of \$28,000 still available. Essig wanted to

walk thru his items to make Council aware of them. Essig broke his spreadsheet down into three parts, the first page (in yellow) showed items already purchased by Ambulance in the amount of \$5,948.23, for mainly supplies and PPE, which are in short supply and getting more expensive. There was some MN state cache PPE disbursed to all, but that was not to be expected again. Essig spends a significant amount of time searching vendors for PPE and how much they cost. Surgical masks and face shields are currently stocked up. This PPE, although purchased by the Ambulance Department, is also for the Fire and Police Departments. The current stockpile of PPE will last until the spring of 2021, Essig guessed. The green section of the spreadsheet showed items approved and coded to Ambulance but will need CARES money to pay them. The two foggers detail was presented. One of them will stay at the school bus garage, and the other is in the community center for use throughout the whole building. The school is tracking the sanitizing solution usage and will budget for this ongoing. The \$8,000 dollar ozone machine was received, and it was decided to not use it, so it was fully refunded. The UV light, a commercial grade unit for \$3,579, had not been received yet. An ideal use for this would be to disinfect the ambulance office, as there may be 8-12 persons (from out of town) there over a weekend and used within the building as well. There are two requests from the ambulance department. #1 is to continue the hazard pay for the volunteers through the end of this year. There was a grant for \$16,280 which paid the volunteers this pay through August. The other request is for a power load and a power cot. Because this is patient care equipment, it is CARES grant eligible. This equipment is not cheap, but because of the CARES Act, it is an allowable expense and available under federal pricing. The power load, based on garbage truck technology, moves and lifts patients into the ambulance. This greatly reduces back injuries to workers-the leading cause of workers comp claims in Lewiston. This specific stretcher is used with the power load system. As long as it is ordered by November 15th, this system can be put into the new ambulance, with information coming to Council for that new ambulance within the next month or so. Total price is \$21, 714 and \$18,571, respectively. Councilman Robertson stated his opinion is that we would be silly not to keep this on our list, otherwise we would have to come up with \$40,000 for them. Mayor Carlson agreed it would be a good idea to keep on the list. Councilman Robertson suggested saying yes or no to each item on the checklist, to help determine what amount of grant funds are remaining. Councilor Lavey requested the City look into purchasing handwash stations for the parks, at a cost from the \$400's to \$1,000 depending on what is wanted. Mayor Carlson clarified that these handwash stations have a water reservoir tank and are not hooked up to City water. Some are available with wheels, hot water, etc. Essig suggested purchasing one for Cedar Park and Fischer ball field (those that do not have

restrooms/water). City Administrator/Clerk Knight suggested a hand sanitizer station that is not as labor intensive as a handwash station. Public Works Director Benter stated he will reach out to Ferguson Company for additional hand sanitizer stations for the parks. Benter inquired as to the remaining pending items on the list. Knight discussed the items on that pending list: office dividers/screens to separate and protect employees working in the office area; \$500 grants to the 8 licensed daycares within the City; The school is also getting funds from the Minnesota Department of Education, in addition to the shared use of a fogger as mentioned above and a grant to the Church of the Brethren for updating their internet service was listed. None of the churches in town expressed an interest in receiving a donation from the City to help their parishioners. St. Paul's Church did express an interest in possibly expanding their food shelf. Winona County was using some of their CARES money (\$1 mil?) to expand broadband service within the county-which could take care of the Church of the Brethren's situation. Touchless hand dryers were crossed off the list after a previous discussion. Councilor Rupprecht stated that it was his understanding that work sessions were not allowed to approve expenditures, those needed to be done at a special meeting or a regular meeting, and this meeting was posted as a work session. Mayor Carlson stated she wanted to go through the list and have Council review the items being on the list, and not necessarily approve their purchase. The list is included via Excel sheet attached.

Following that review, Mayor Carlson reviewed the wish list of items: power load, power cot, ambulance pay, the credit card terminal one time purchase of \$250 plus \$6.95/monthly fee, desk dividers, \$500 grants to Lewiston licensed daycare providers-with a statement to show that these expenses were COVID-19 related (Knight stated that specifically we are NOT able to give grants of any amount across the board to all businesses within the City). Discussion of the grant application documents, verification of income/expense, and process.

Councilor Rupprecht left the meeting at this time (approx 7:28pm).

Mayor Carlson wondered if we could request of SEMMCHRA to administer \$10,000 of the City of Lewiston CARES funds? Councilor Lavey feels the daycares should benefit as well as the businesses in town. Knight stated she will reach out to SEMMCHRA with our questions. Mayor Carlson asked who does the bussing in town? Rolling Hills Transit under SEMCAC. Inquiry can be made to see if they need help also.

Police Chief Scott Yeiter stated "if we don't spend this money, it goes back. If we give money to SEMMCHRA, it's money that we can't use. If the City of Lewiston can find any and all expense to buy equipment that the City needs, why would we give it to anybody else? It's money that's coming off the tax rolls, rather than using tax dollars to pay for it down the road. We're paying for

it with federal grant money, that we will never see, again, if we give back. Utilize this for every single allowable expense that the City has. If we can buy five years of PPE, and put them in a closet, that's five years we don't have to budget for." Councilor Lavey suggested to follow what Knight said, give folks a month to get their application in, and if there are leftover funds, start stockpiling up like Yeiter said. Yeiter suggested that we take receipts for COVID-19 related expenses (hand sanitizers, cleaning supplies, PPE, or other expenses) and reimburse residents for them. Discussion followed. Those present liked this idea with an up to \$500 limit each application. Councilor Lavey will bring this up at the Chamber meeting tomorrow (9/16) and would like a prepared script to read from. Knight will prepare that for him tomorrow.

Mayor Carlson stated that because the email notice for this meeting from Administrator Knight was listed as a "work session" no decisions will be made tonight.

4. Discussion topic: Budget

Chief Yeiter stated his budget had not changed, subject to the wage study information. Knight stated she revised and sent out a workbook to show a 5% wage increase across the board, as previously suggested by Fire Chief Tim Dahl. Public Works Director Curt Benter mentioned that a probationary raise for his new employee (and the deputy clerk also) is listed at \$3 per hour, and that the only raises ever given out other than probationary raises were for those who had earned certificates, otherwise any raise requests were met with a "we'll see". Knight said this is exactly why the new wage/step grid is so important and will be very helpful as time goes on. Benter expressed his dissatisfaction with not receiving a copy of the nonpublic wage report from Flaherty & Hood, as did Yeiter. Knight stated that Yeiter had received his answer previously from Flaherty & Hood regarding his public data request. Mayor Carlson stated we needed to get back to the budget topic and save the wage study debate for the 9/17 (Thursday) meeting. Yeiter made a comment on the probationary raise. While he agrees with Benter that everyone's gotten a probationary raise, he's never seen over a \$2 an hour raise, and his full-time police officer took 4 years to make \$19 per hour. He's all for it (a probationary raise), but then pay will need to be raised in the other jobs to compensate for the smallest point pay position getting \$19 per hour. Knight stated that this is why the wage study is so important, as we will then know what a probationary salary will be, what annual steps will be, etc., and that these types of discussions will be a non-issue.

Knight stated that Karina Patino's (Flaherty & Hood) former discussion was cut short, and she was available to speak on 9/17/20. Mayor Carlson added that the wage study documents had just been given to Council on the day and she did not have time to review them before the meeting. Knight

stated she hoped that the market study would be considered by Council as an addition to the wage study. Councilor Lavey said that he agreed with Benter and Yeiter, that people should get a raise. He agreed with Knight that we need to look at the study before decisions are made, and before everyone's pay needs to be reviewed.

Knight stated she hoped Council will adopt the preliminary levy at the 9/23/20 Council meeting. Discussion continued concerning the probationary raises. Benter stated that the \$3 probationary raise for his employee (and the probationary deputy clerk) was not included in the budget workbook. Request made of Knight to include this amount in the budget workbook and sent out tomorrow.

Councilor Lavey motioned to adjourn the special City Council meeting. Seconded by Mayor Carlson.

Approved 4-0.

The Council Meeting was adjourned at approximately 8:15 pm on September 15, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk

Account	Amount	Description	What is it?	
101-41000-127	500.00	Technology fee	Reimb for Admin (50*10 mos) for remote mtg expense	no comments
101-41000-210	16.09	ZOOM	Electronic meeting program	no comments
101-41000-219	59.05	COMPUTER WEBCAM	Administrator desktop did not have camera/audio	no comments
101-41000-219	17.98	MASKS FOR OFFICE	self-explanatory	no comments
101-41000-219	119.76	HAND SANITIZER REFILLS FOR CITY HALL	self-explanatory	no comments
101-41000-219	8.38	LYSOL WIPES	self-explanatory	no comments
101-41000-219	4.19	LYSOL WIPES	self-explanatory	no comments
101-43400-210	119.76	HAND SANITIZER REFILLS	self-explanatory	no comments
101-43400-219	303.76	HAND SANITIZER STATIONS	self-explanatory	no comments
101-43400-219	207.32	HAND SANITIZER STATIONS	self-explanatory	no comments
101-43400-220	45.98	C8 BATTERIES	batteries to operate sanitizer stations	no comments
101-43400-220	44.97	SANITIZER	self-explanatory	no comments
101-43400-309	16.09	VIDEO COMMUNICATIONS (MAR/APR)	Electronic meeting program	no comments
101-43400-315	16.09	VIDEO COMMUNICATIONS (APR/MAY)	Electronic meeting program	no comments
101-43400-315	16.09	VIDEO COMMUNICATIONS (MAY/JUN)	Electronic meeting program	no comments
101-43400-315	16.09	VIDEO COMMUNICATIONS (JUN/JUL)	Electronic meeting program	no comments
101-43400-315	16.09	VIDEO COMMUNICATIONS (JUL/AUG)	Electronic meeting program	no comments
101-43400-315	222.50	CONFIGURE VPN - ADMIN	Admin expense-VPN access for laptops to work from home	no comments
101-43400-315	64.36	Admin Zoom Expenses 9-12/20	Electronic meeting program	no comments
101-43400-500	7,360.00	NEW FLOOR SCRUBBER FOR CITY HALL	new floor scrubber for Com Ctr, old one to Fire Station	no comments
FUND 101	9,174.55			
201-43400-210	23.25	CLEANING PRODUCTS	self-explanatory	no comments
201-43400-210	1,170.00	FIRE- 30 REUSABLE MASKS @ \$39	PPE	no comments
201-43400-219	33.45	CLEANING SUPPLIES	self-explanatory	no comments
201-43400-320	16.09	VIDEO COMMUNICATIONS (MAR/APR)	Electronic meeting program	no comments
201-43400-320	16.09	VIDEO COMMUNICATIONS (APR/MAY)	Electronic meeting program	no comments
201-43400-320	16.09	VIDEO COMMUNICATIONS (MAY/JUN)	Electronic meeting program	no comments
201-43400-320	16.09	VIDEO COMMUNICATIONS (JUL/AUG)	Electronic meeting program	no comments
201-43400-320	64.36	Fire Zoom Expenses 9-12/20	Electronic meeting program	no comments
FUND 201	1,355.42			
202-43400-103	11,592.00	4 months addtl volunteer pay THRU DEC 2020	Hazard pay for ambulance volunteers-this grant	no comments
202-43400-122	718.70	FICA	Hazard pay for ambulance volunteers-this grant Pay tax	no comments
202-43400-126	168.08	Medicare	Hazard pay for ambulance volunteers-this grant Pay tax	no comments
202-43400-127	500.00	Technology Fee	Reimb for dept heads & admin for remote mtg expense	no comments
202-42300-210	15.00	CLEANING PRODUCTS	self-explanatory	no comments
202-43300-210	297.98	TOUCHLESS THERMOMETER, FACE SHIELD	PPE	no comments
202-43300-210	149.95	FACE SHIELDS	PPE	no comments
202-43400-210	5.75	CLEANING PRODUCTS	self-explanatory	no comments
202-43400-210	12.62	SUPPLIES	self-explanatory	no comments
202-43400-210	9.13	LYSOL WIPES	self-explanatory	no comments
202-43400-210	6.23	TOTE FOR HOMEMADE MASKS	self-explanatory	no comments
202-43400-210	24.48	HOSE, CLOTH	extra hose to clean showers at St Johns	no comments
202-43400-210	16.09	VIDEO COMMUNICATIONS (MAY/JUN)	Electronic meeting program	no comments
202-43400-210	119.94	VIDEO COMMUNICATIONS ANNUAL SUB	Electronic meeting program	no comments
202-43400-210	36.67	CLEANING PRODUCTS	self-explanatory	no comments
202-43400-210	94.98	CLEANING PRODUCT	self-explanatory	no comments
202-43400-210	75.98	CLEANING SOLUTION	self-explanatory	no comments
202-43400-210	122.16	SANITIZER	self-explanatory	no comments
202-43400-210	32.80	COVID SAFETY SUPPLIES	self-explanatory	no comments
202-43400-210	590.98	COVID SAFETY SUPPLIES	self-explanatory	no comments
202-43400-210	53.99	COVID SAFETY SUPPLIES	self-explanatory	no comments
202-43400-210	2,111.11	AMB MEMBERS LOCKERS	Members to store extra clothes, PPE-approved previously	no comments
202-43400-210	94.98	SANITIZER	self-explanatory	no comments
202-43400-210	53.99	PROTECTION EYEWEAR/FACE SHIELD	self-explanatory	no comments
202-43400-210	78.06	FACE MASKS	self-explanatory	no comments
202-43400-210	122.16	8 OZ HAND SANITIZER	self-explanatory	no comments
202-43400-210	17.95	CLEANING PRODUCTS	self-explanatory	no comments
202-43400-210	62.59	CLEANING PRODUCTS	self-explanatory	no comments
202-43400-210	17.95	CLEANING SUPPLIES	self-explanatory	no comments
202-43400-219	25.98	THERMOMETER - FILTERS, REFILL CAPS	self-explanatory	no comments
202-43400-219	66.75	CONFIGURE VPN	Amb expense-VPN access for laptops to work from home	no comments
202-43400-219	32.80	PROTECTION EYEWEAR	PPE	no comments
202-43400-315	567.00	FIX SHOWERS FOR AMB	To allow ambulance crew to utilize showers	no comments
202-43400-320	16.09	VIDEO COMMUNICATIONS (MAR/APR)	Electronic meeting program	no comments
202-43400-320	16.09	VIDEO COMMUNICATIONS (APR/MAY)	Electronic meeting program	no comments
202-43400-410	100.00	SHOWER RENTAL	\$100 per month to use the showers at St Johns School	no comments
202-43400-410	100.00	SHOWER RENTAL	\$100 per month to use the showers at St Johns School	no comments
202-43400-410	100.00	JUNE LOCKER & SHOWER USAGE	\$100 per month to use the showers at St Johns School	no comments
202-43400-410	100.00	MAY LOCKER & SHOWER USAGE	\$100 per month to use the showers at St Johns School	no comments
202-43400-500	12,769.50	2 electrostatic foggers with 55 gallon drum solution	Previously approved by Council	no comments
202-43400-500	3,579.00	Ozone sterilization machine/UV light system	Previously approved by Council	no comments
202-43400-500	21,606.17	AMBULANCE- POWER LOAD	Discussed this evening	no comments
202-43400-500	18,571.03	AMBULANCE- NEW POWER COT	Discussed this evening	no comments

FUND 202 74,852.71

205-41000-309	25.00	COVID-19 UPDATES	Cable-to update website re COVID	no comments
207-42100-127	500.00	Technology fee	Reimb for dept heads & admin for remote mtg expense	no comments
207-43400-210	11.98	LYSOL SPRAY	self-explanatory	no comments
207-43400-210	8.00	LYSOL SPRAY	self-explanatory	no comments
207-43400-219	6.50	DISINFECTING WIPES	self-explanatory	no comments
207-43400-219	66.75	CONFIGURE VPN	Police expense-VPN access for laptops to work from home	no comments
207-43400-219	30.00	FACE MASKS	PPE	no comments
FUND 207	<u>623.23</u>			

86,030.91 Committed Amount