

Lewiston City Council
Council Meeting Minutes
September 23, 2020
Lewiston City Hall – 5:30 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Beth Carlson at 5:30 pm September 23, 2020.

2. Pledge of Allegiance

3. Roll Call

Present (5): Mayor Beth Carlson, Councilor Dan Robertson, Councilor Carol Boynton. Councilor Niles Lavey joined at 5:31pm and Councilor Larry Rupprecht joined at 5:33pm. 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 Polly Calhoun.

4. Agenda- Changes and additions

Mayor Beth Carlson requested to move item #12.6 under #9. City Administrator/Clerk Cheryl Knight requested to add an email from Robin Randall under #12.1, and to add #12.55, Resolution 2020-31 2nd Amendment to the CARES Grant.

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

5. Adopt Consent Agenda

- A. Regular Council Meeting Minutes- September 9, 2020
- B. Accounts Payable
- C. Accounts Payable 2
- D. The Rec Bar and Café- EDA Façade Grant

Councilor Rupprecht commented the minutes from the Council work sessions last week were not in the packet. Knight stated they were not completed for this agenda packet, but they are finished and will be in the next agenda packet.

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

6. Citizens' Concerns- None

7. 2020 Street Rehab Project- Elcor Construction- Pay App 1- Bryan Holtz

Bryan Holtz stated this was pay app 1 of 2, as retainage is still being held, and the information was included in the packet. Work has been completed in the amount of \$244,122.50, with retainage holding of \$12,206.13, for an amount to pay of \$231,916.38. The project came in at almost \$6,000 under budget, and the project is complete, having gone very smoothly.

Mayor Carlson motioned to approve Pay Estimate 1 to Elcor Construction in the amount of \$231,916.38. Seconded by Councilor Boynton. Approved 5-0.

8. Resolution 2020-27 Declaring Costs to be Assessed- Bryan Holtz

Holtz stated this is the start of the final assessment process for the 2020 street project. These assessments will be payable over 10 years, at 3% interest. The public hearing will be held at the second meeting in October, and with approval by Council, the Administrator will send the final roll to the County Auditor for taxes payable 2021. These assessments are quite a bit lower than initially calculated, as the project costs were less than anticipated. The final assessment rate was \$21.97, down from the preliminary rate was \$28.00 per foot. The average per parcel assessment was \$1,677.33. This was because the City received very good bids for the project.

Councilor Robertson motioned for approval of Resolution 2020-27, Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment. Seconded by Councilor Boynton. Approved 5-0.

9. WWTP Walk-thru discussion- Bryan Holtz

Holtz stated that he, James Creaghe from PeopleService, Public Works Director Curt Benter, and a Bolton-Menk project engineer walked through the plant this past Monday. They found more things needing to be done than just items for next year's budget, so Bolton-Menk will prepare a memo within the next month to detail what they found and how it can be addressed. Holtz stated the \$100,000 already in the budget for next year should remain, (Sewer fund-repair/maint account) and there is a possibility that the scale of the rehab will be large enough that the City might want to pursue state funding. These are topics that will be included in the formal memo and discussed once everyone has seen and digested it. With the walk-thru done on Monday, there was not enough time to prepare a memo for Council today. The memo will detail the potential costs, the potential problems, and the scale of the project yet to be determined.

Holtz mentioned the WWTP permit renewal. An email was sent back to MPCA asking for an additional 60-day time frame to respond-which will be reviewed before sending. MPCA is putting a chloride limit in the new permit, and Bolton-Menk will be requesting a phased-in compliance over ten years.

12.6 Council work session for alleyways?- Bryan Holtz

Holtz discussed the 1st and 2nd street alleyway situation with Public Works Director Curt Benter. They recommend that all vegetation (trees, bushes, tree stumps) within the 15-foot-wide right-of-way should be removed as a first step to establishing the alleyway. Mayor Carlson said that we have to start doing something, even if we can't fix it all immediately. Discussion continued. A letter will be sent to all residents Benter stated he will reach out to Chad Chaffee, Operations Director at MiEnergy, regarding the relocation of a power pole that is now located in the city right-of-way. Knight asked what the cost would be to relocate the alley back to where it belongs. Holtz can prepare a report on the possible costs to move the alley, or purchase easements, at no cost to the City. There are no buildings involved, and the apron is located where it should be. Holtz stated that some residents feel that the alley was never dedicated, an issue which may come up.

Councilor Rupprecht motioned for Bolton-Menk to prepare the cost estimate to move the alley to its legal location, to remove shrubbery, trees, and other plant materials on the right-of-way, and to work with Public Works and MiEnergy to determine the cost, if any, to replace, remove, or simply move power poles. Seconded by Councilor Roberton. Approved 5-0.

Knight mentioned another alleyway causing problems off County Road 25. Holtz was waiting to speak with the County Engineer David Kramer before reporting on it. A letter will need to be sent informing residents along the affected alleyway to remove vegetation/other items they want to relocate.

10. PeopleService Monthly Report- James Creaghe

The report was in the packet. Knight will relay any questions back to Creaghe. No questions.

11. Public Works Monthly Report- Curt Benter

Public Works Director Curt Benter stated the grinder pump at the 106-lift station has failed due to bearings going out of the final drive assembly. The complete assembly needs to be replaced at a cost of \$18,627.88, which includes a trip charge to install it. Electric Pump from New Prague MN is the vendor that originally installed this unit, commonly called a "muffin monster". It chews up all rags and inorganics that come into the system, so they do not clog up the 70hp pumps at the WWTP. Without replacing this item, it could cost \$12,000-\$14,000 per year. Every 5-6 years this item needs replacing because it works in sewage. This pump was last installed in 2015.

Councilor Rupprecht motioned for approval of the work to be done to the grinder pump at the 106-lift station by Electric Pump of New Prague MN, in the amount of \$20,008.76. Seconded by Councilor Roberton. Approved 5-0.

12. City Administrator's Report- Cheryl Knight

12.1 Information Only- Email received regarding the street project and Robin Randall

Knight stated an email was received from Jim and Kay Ziegler of 275 Cedar Lane with positives on the street project, the construction crew, the public works department, and the positive improvements to the park. Knight also read an email from Robin Randall thanking Pork & Plants for the flower baskets, many residents for the numerous hours spent watering the baskets and working on other plantings within the City, and to the City itself. Thanks was also given to the City public works department, the Lions Club, and L-A Volleyball for their contributions.

12.2 Resolution 2020-26 Accepting of Donation for Cedar Park Tree Project

Knight stated this donation was received from the Webster and Marcella Fischer Family Foundation in the amount of \$10,160. This resolution accepts the grant and modifies the 2020 City operating budget.

Councilor Robertson motioned for approval of Resolution 2020-26, Accepting Donation for Cedar Park Tree Project from the Webster and Marcella Fischer Family Foundation in the amount of \$10,160.

Seconded by Councilor Boynton. Approved 5-0.

12.3 Resolution 2020-28 Accepting of Grant from the MN DNR

Knight stated this grant was from the Minnesota Department of Natural Resources- Volunteer Fire Assistance Matching Grant Project. A proposal to update four handheld Motorola radios was submitted, and the Fire Department was awarded a grant up to \$5,000. Fire Chief Dahl stated that funds would come from Civil Defense, with the remainder from the Fire Department operating budget for the radios. This resolution accepts the grant and modifies the 2020 City operating budget.

Councilor Robertson motioned for approval of Resolution 2020-28, Accepting a Grant from the Minnesota Department of Natural Resources, in an amount up to \$5,000. Seconded by Councilor

Boynton. Approved 5-0.

12.4 Resolution 2020-29 Accepting of Donation for the Lewiston Fire Department

Knight stated this donation was received from Lori Palbicki in the amount of \$1,000. In the prior meeting, Fire Chief Dahl stated this donation would be used towards the purchase of a new hose testing unit. This resolution accepts the grant and modifies the 2020 City operating budget.

Councilor Robertson motioned for approval of Resolution 2020-29, Accepting of Donation for the Lewiston Volunteer Fire Department, from Lori Palbicki in an amount of \$1,000. Seconded by Councilor Boynton. Approved 5-0.

12.5 Resolution 2020-30 Amending the 2020 City Operating Budget for the State of Minnesota Coronavirus Relief Fund (CRF) Grant

Knight stated in the last Council meeting, Resolution 2020-22 accepted this grant in the amount of \$114, 743. This resolution now identifies where these funds will be spent, and the detail list of items that make up each account listed was also included. The next resolution, 2020-31, a second amendment to the 2020 City operating budget, identifies additional items: the ambulance capital outlay, the credit card terminal for the admin office, and the admin office desk screens and shields. There is still an unspent grant amount of \$25,280.

Councilor Robertson motioned for approval of Resolution 2020-30, Amending the 2020 City Operating Budget for the State of Minnesota Coronavirus Relief Fund (CRF) Grant. Seconded by Councilor Boynton. Approved 5-0.

Councilor Lavey asked if this included handwash stations for the parks? Knight stated that no, it was not included, but there were still unspent grant funds. Lavey further questioned the technology fee. Discussion continued.

Councilor Lavey motioned to amend Resolution 2020-30 to remove the technology fee line items from Funds 101, 202, and 207. Motion died due to lack of a second.

12.55 Resolution 2020-31 2nd Amendment of the 2020 City Operating Budget for the State of Minnesota Coronavirus Relief Fund (CRF) Grant

Knight stated this continues amending the 2020 City operating budget for the CRF grant and includes the credit card terminal and monthly fees until the end of this year, the desk screens/shields for the admin office, and the ambulance capital outlay items: the power load and power cot.

Councilor Robertson motioned for approval of Resolution 2020-31, 2nd Amendment of the 2020 City Operating Budget for the State of Minnesota Coronavirus Relief Fund (CRF) Grant. Seconded by Councilor Boynton. Approved 5-0.

Councilor Lavey asked if this is where he would ask to add the sanitation equipment for the parks? Knight stated that item, along with other items to use up the \$25,280 amount remaining, can be listed on a 3rd budget amendment for this grant.

13. COVID-19 Information and Updates

Mayor Carlson mentioned that an advisory has been issued by Winona County to be wary of LaCrosse County as their COVID case counts are climbing.

Ambulance Director Matt Essig thanked the Council for their action on behalf of the Ambulance Department. Essig feels it will certainly be a game changer for the ambulance.

Councilor Lavey asked what the standard operating procedure is for a business within the City that has a positive COVID case? Essig answered that a risk assessment likely would be done, and contact tracers would reach out to affected persons-even though it might take some time for that to occur.

Police chief Yeiter inquired of Winona County Public Health as to why Lewiston's ten cases were designated an "outbreak", but Winona's were not. The answer was not very clear other than Lewiston was their first outbreak, and they could not identify specifically where the transmissions were occurring in Winona.

14. Additional Council Concerns

Mayor Carlson stated we will adjourn this meeting and use the separately stated ZOOM link for budget.

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

The Council Meeting was adjourned at approximately 6:55 pm on September 23, 2020.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk