

City of Lewiston
Regular City Council Minutes
April 14, 2021

Location: Electronic Meeting via Zoom – 7:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Carlson at 7:00 p.m. on April 14, 2021

2. Pledge of Allegiance

3. Roll Call

Present: Mayor Beth Carlson, Councilor Dan Robertson, Councilor Nick Ebnet, Councilor Ben Borchardt, and Councilor Carol Boynton.

Others present: Public Works Director Curt Benter, Erik Fredberg, Jana Benter, Police Chief Scott Yeiter, Polly Callhoun, and Marc Heller. Ambulance Director Matt Essig later joins.

4. Agenda – Changes and additions

Scott Yeiter would like to add item 11.1, Intern Discussion.

Councilor Boynton motioned to accept agenda with said changes and additions. Seconded by Councilor Robertson. Approved 5-0.

5. Adopt Consent Agenda

Mayor Carlson requests item A and item B be separated due to changes needed in the minutes, item A. Mayor Carlson has been helping in the office due to staff shortage so will abstain from voting on accounts payable, item B.

A. Regular City Council Meeting Minutes – March 24, 2021

Accounts payable should reflect voting to be Approved 4-0. Mayor Carlson abstained from voting.

Mayor Carlson motioned to approve Regular City Council Meeting Minutes from March 24, 2021 with said changes. Seconded by Councilor Boynton. Approved 5-0.

B. Accounts Payable

Councilor Robertson motioned to approve Accounts Payable. Seconded by Councilor Boynton. Approved 4-0. Mayor Carlson abstained from voting.

6. Citizens' Concerns (None)

7. Sanitary Sewer & Sewer Plant Facility Plan Proposal – Bryan Holtz

Bryan Holtz presented the sewer plan report along with the water tower improvement plan report required by the MPCA and MDH for upgrades. The cost of these reports is \$65,000.00.

7.1 Curb at 200 Main St W – R. Ahrens property

During the 1st, 2nd Street, and Country Club Drive project, the curb was removed when watermain loop was installed along with new fire hydrant. Mr. Ahrens states he was told the curb would be replaced. The contract is not yet closed out so Bryan will email contractor to replace curb. Bryan will keep City Council updated on this.

8. People Service – Annual Letter of Adjustment

Mayor Carlson reviewed the letter and adjustments with council members.

Councilor Ebneth motioned to approve Annual Letter of Adjustments. Seconded by Councilor Boynton. Approved 5-0.

9. Citywide Garage Sales / Dumpster Use – Shawn Kennedy-Lee

Shawn Kennedy-Lee joins meeting to address the Citywide Garage Sales. Heartland Days is canceled this year due to lack of committee members along with the uncertainty of Covid-19 but the citywide garage sales will still take place and will be organized by Shawn. Shawn shares with the council her ideas regarding Salvation Army pick up of leftover items and the possibility of having a dumpster placed at the drop off site. Discussion was held addressing concerns with cost/budget of the dumpster, unwanted items being left leaving the City responsible for clean-up, etc, layover time for Salvation Army and possible other entities that would be interested in taking sellers leftovers. Shawn will contact Salvation Army regarding layover time along with the MN Epilepsy Foundation regarding donations and pick up. Shawn will report back to City Council at the April 28, 2021 meeting.

10. Ambulance Monthly Report – Matt Essig

March was a busy month, busiest March of the last 6 years. There is also a lot of training happening right now.

11. Police Monthly Report – Scott Yeiter

Getting busier, TZD shifts have re-started. Continual progress is being made on the two properties needing clean-up.

11.1 Intern Discussion

Scott is looking for approval from Council to allow WSU student, Dakota Verdon, to complete an unpaid internship with the Lewiston Police Department. This is of course contingent to background check.

Councilor Boynton motioned to approve Dakota Verdon to complete an internship with the City of Lewiston Police Department pending passing background check. Seconded by Councilor Borchardt. Approved 5-0.

12. Public Works Monthly Report – Curt Benter

Erik applied for a reimbursable noxious weed grant of \$5,000.00 with help from Mitch Massman through EDA and received the grant. A sprayer will be ordered from F/S Dakota Sprayers at a cost of \$2,725.36. A resolution will be needed to accept a donation from MPE in Winona, MN for parts and equipment. The donations amounted to \$1,034.53. Also, a sign will be made thanking everyone for donations to the Cedar Park Restoration Project. Curt gives kudos to Erik Fredberg for all his assistance and hard work with the carousel.

13. Committee Meeting Updates

Public Works – Councilor Borchardt shares updates, Minute Taking - committee will need to have a designated minute taker for each meeting moving forward; Nuisance Ordinance – need to revise City Code based on information received from the process used by Winona; WAC & SAC - Curt and Ben have done research on cities throughout MN with similar sized populations; Delinquent Utility Water Shut Off – clarification needed as to current state; Donations/Grant to City – Discussion on potential painting, mural, pavilion repairs.

Personnel – Minute Taking – Councilor Ebneth has volunteered to take minutes here forward; Wage Study – information has been received from Flaherty & Hood but has not yet been reviewed due to staff shortage, agenda item will be carried forward; Complaint Policy – new information is not yet available, agenda item will be carried forward; Interim City Administrator

– new information is not yet available, agenda item will be carried forward; Administrative Job Descriptions- City Administrator/ Clerk, Deputy Clerk – new information is not yet available, agenda item will be carried forward; New Business – Matt would like approval from Council to hire a new ambulance crew member, Austin Burt. Background check has been completed and is good.

Councilor Boynton motioned to approve the hiring of Austin Burt as a volunteer ambulance crew member effective April 14, 2021. Seconded by Councilor Ebnet. Approved 5-0.

Matt has budgeted for part time temporary help to assist him with office duties, training, etc. along with coverage during his time away when his new baby arrives in late June/July. The Ambulance Board will be meeting either late April/May and will be addressing coverage arrangements at that time. Matt would like approval from Council to manage his employees and budget as he sees fit for the coverage needed.

Councilor Robertson motioned to allow Ambulance Director, Matt Essig to manage his employees and budget as he sees fit. Seconded by Councilor Ebnet. Approved 5-0.

14. Covid-19 Information & Updates – Nothing at this time

15. Additional Council Concerns

Councilor Boynton – nothing at this time

Councilor Ebnet – nothing at this time

Councilor Robertson – questions as to if anyone reached out to Mr. Hohensee regarding the little league softball schedule. Matt Essig will connect with Aaron Hohensee providing contact information for Matthew Schell, Umpire Coordinator.

Councilor Borchardt – nothing at this time

Mayor Carlson – thanked everyone for their extra work during this time of transition and thanked Councilor Borchardt and Councilor Ebnet for stepping up to committee minute taking.

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

The City Council meeting was adjourned at approximately 8:15 p.m. on April 14, 2021.

Submitted By:

Jana Benter

Deputy Clerk/Utility Billing