

**City of Lewiston  
Regular City Council Minutes  
February 24, 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 February 24, 2021

**2. Pledge of Allegiance**

**3. Roll Call**

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

Others present: Deputy Clerk Jana Benter, Ambulance Director Matt Essig, Police Chief Scott Yeiter, Public Works Director Curt Benter, Public Works Assistant Erik Fredberg, James Creaghe, Adam Franzen, and Polly Calhoun.

**4. Agenda - Changes and additions**

Mayor Carlson requested to add Special Meeting Minutes from February 19, 2021 as item 5.1; Altura Youth Sport Contract as item 11.A; Umpire Coordinator Wage as item 11.B; Summary Conclusions Performance Evaluation as item 12.2; Bank Signature Cards as item 12.3; Interim City Administrator Discussion as item 12.4.

Councilor Robertson motioned to approve agenda with said additions. Seconded by Councilor Boynton. Approved 4-0.

**5. Adopt Consent Agenda**

A. Regular City Council Meeting Minutes - February 10, 2021

B. Accounts Payable

**5.1 Special Meeting Minutes - February 19, 2021**

Councilor Boynton motioned to approve consent agenda with said changes. Seconded by Councilor Robertson. Approved 4-0

**6. Citizens Concerns**

**7. Resolution 2021-05 N Fremont St LRIP - Bryan Holtz**

Bryan Holtz joined the meeting to discuss the Local Road Improvement Program (LRIP) funding through MnDOT. The City of Lewiston's funding request is approximately \$1,000,000. The proposed year for this project construction is 2023. The draft application is prepared and ready to go, due date is next week. Bryan will send the plan to Mayor Carlson and Public

Works Director Curt Benter for review. Curt will submit the proposal on behalf of the City of Lewiston.

Councilor Boynton motioned to adopt Resolution 2021-05, a resolution supporting pursuit of LRIP funding from MnDOT for the reconstruction of N. Fremont Street. Seconded by Councilor Ebnet. Approved 4-0

## **8. PeopleService Monthly and WO Report - James Creaghe**

James Creaghe states the main HMI Panelview 1000 had failed. Without this piece of equipment, there is only manual control over the plant, no parameters can be changed. James has sent this component in for repair which will take approximately one to two weeks. The cost of this repair will be \$1800.00. The system needs to be upgraded, the RS232 is an outdated platform, the Panelview 1000 is obsolete.

Discussion will take place at the next Public Works Committee meeting regarding the 10-year plan. Bryan Holtz has been preparing a facility plan for sanitary sewer and water needs throughout the community. A facility plan proposal will need to be in place prior to getting on the grant funding list. The target date is March of 2022 to get this plan submitted.

## **9. Ambulance Department - Recommendation to Hire Erik Fredberg, Jacob Smith - Matt Essig**

Matt is requesting approval from council to hire Erik Fredberg as an EMT and Jacob Smith as an EMR, effective Wednesday, February 24, 2021. Erik will need to attend the EMT course starting next week which will be held in Chatfield, MN.

Councilor Boynton motioned to approve the hiring of Erik Fredberg and Jacob Smith as recommended by Ambulance Director Matt Essig. Seconded by Councilor Borchardt. Approved 4-0

Mayor Carlson motioned to approve Erik Fredberg to attend the EMT course beginning next week in Chatfield, MN. Seconded by Councilor Boynton. Approved 4-0

## **10. Public Works Monthly Report - Curt Benter**

Curt has received Wigham sweeping Spring and Fall contract prices. The Spring sweeping cost will be \$2,095.00 up from \$1,945.00, the Fall sweeping cost will be \$1,935.00 up from \$1,785.00. The total cost increase is \$300.00.

Councilor Boynton motioned to approve Wigham Spring and Fall contract prices. Seconded by Councilor Robertson. Approved 4-0

Public Works is making progress on the carousel for Cedar Park. The carousel will be painted to match the new playground equipment. They are also rebuilding the compost trailer.

## **11. Committee Updates**

### **11.1 Public Works Committee**

Councilor Borchardt updates on this committee;. Discussion on WAC and SAC fees was held, additional discussion will be held at the next committee meeting as more information is gathered. Nuisance policy information was shared by Chad Sommer, Lead Building Inspector from Winona County. The Altura Youth Sports Agreement was reviewed and accepted by committee.

**a. Altura Youth Sports Contract**

Councilor Robertson motioned to approve the Professional Service Agreement. Seconded by Councilor Boynton. Approved 4-0

Mayor Carlson will contact Mr. Schell to inform him that the contract has been accepted.

**b. Umpire Coordinator Wage**

Past years payroll wages will be reviewed and used as a debate for a starting point. Deputy Clerk Jana Benter will review these former wages. Public Works Committee is in agreement that discussion be held at the next personnel meeting on March 9, 2021. Topic will be added to the Personnel Committee meeting agenda.

**12. City Administrator's Report**

**12.1 COVID sick leave policy**

COVID sick leave policy addendum was discussed. Full time employees shall be entitled up to 80 hours, for the 2021 calendar year, of COVID paid sick leave which is above and beyond the normal sick leave accrual.

Councilor Ebnet motioned to adopt City of Lewiston personnel policy addendum COVID-19 sick leave for 2021. Seconded by Councilor Robertson. Approved 4-0

**12.2 Summary Conclusions of Evaluation of Performance of City of Lewiston Employee Pursuant to Minn. Stat. Sec. 13D.05, Subd. 3(a)**

On February 19, 2021, the City Council in a meeting evaluated the performance of Cheryl Knight as a City Administrator-Clerk for the City. In accordance with the Minnesota Open Meeting Law, the City Council is required to summarize the conclusions of the evaluation of the performance of Ms. Knight reached by the City Council at the February 19, 2021 meeting at this, its next open meeting. A summary of the conclusions regarding the evaluation reached by the City Council are as follows: Ms. Knight's performance, conduct, and behavior have not met the requirements in the City Code for the City Administrator position, job description, City Personnel Policy, and City Council performance reviews, evaluations, and directives. The City had addressed similar concerns with her and provided her the opportunity to address and correct those concerns, but she failed to do so.

As a result, the City Council approved a motion that Ms. Knight be removed from employment

with the City of Lewiston, effective March 21, 2021, which will be her last day of employment with the city, and that she be placed on administrative leave with pay from February 19, 2021 through March 21, 2021

### **12.3 Bank Signature Cards**

Cheryl Knight will need to be removed from all Minnwest Bank signature cards.

Councilor Ebnet motioned to remove Cheryl Knight from all of our Minnwest Bank signature Cards. Seconded by Councilor Robertson. Approved 4-0

The city does hold a VISA credit card (Admin Card) from Merchants Bank. Merchants Bank will be contacted as well. The city has two safety deposit boxes at Minnwest Bank aslo.

Cheryl Knight will need to be removed from these and Jana Benter will be added. Councilor Boynton motioned to remove Cheryl Knight from the safety deposit box' and Replace with Jana Benter. Seconded by Councilor Ebnet. Approved 4-0

Jana will contact Minnwest Bank and Merchants Bank regarding what is needed from the city.

### **12.4 City Administrator Interim Discussion**

Mayor Carlson has been provided with a few names of qualified people who may be able to fill in temporarily while council decides on how they want to proceed. Council has agreed that Mayor Carlson and Councilor Ebnet move forward with gathering information and bringing back recommendations to council.

### **13. COVID-19 Information and Updates**

The Cancer Support Group has questioned as to when they can start using the Senior Center for their meetings. A preparedness plan will need to be in place prior to opening the center back up to people to use. Matt Essig will work on putting a preparedness plan together and bring back to the next City Council meeting on March 10, 2021. Councilor Ebnet expressed concern that it would be another two weeks before the cancer support group would be able to utilize the room if we wait until the next council meeting. Because Matt had established a preparedness plan to re-open City Hall in 2020, council would like to allow meetings to start as soon as a plan is in place.

Councilor Ebnet motioned to approve group meetings be able to begin as soon as a Preparedness plan is in place for the City Hall Building. Seconded by Councilor Boynton. Approved 4-0

### **14. Additional Council Concerns**

Councilor Boynton was approached by a St. Paul's church worker to please address with Public Works the dumping of snow on the church property. In the Spring the clean-up is a mess as there is chunks of gravel and grass left behind. Councilor Boynton stated that Curt did receive permission from Mr. John Nienow to dump the snow there. The church worker did

ask if Public Works could please rake and clean up the property in the Spring. Curt Benter said he would look into this. Mayor Carlson questioned if it was possible to reach out to Lewiston-Altura High School to assist with getting the word out about the Park & Rec Umpire Coordinator position. Councilor Boynton will reach out to Mr. Menk, Athletic Director regarding assistance. Mayor Carlson questioned if there were any position restrictions as that would also need to be available. Curt Benter states that the applicant would need to be a licensed driver and if the applicant was under the age of 18 years of age, they would need to wear a motorcycle helmet at all times while operating the Kabota. The job description will be forwarded to Councilor Boynton to forward to Mr. Menk. The employment add, job description, and employment application are posted on the City of Lewiston's website along with the cities Facebook page. Currently there have been no applicants.

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

The City Council meeting was adjourned at approximately 8:15 p.m. on February 24, 2021.

Submitted By:

Jana Benter

Deputy Clerk/Utility Billing