

**City of Lewiston  
Regular City Council Minutes  
March 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 March 24, 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: Ambulance Director Matt Essig, Public Works Director Curt Benter, Jana Benter, James Creaghe, and Polly Callhoun, Police Chief Scott Yeiter later joins.

**4. Agenda – Changes and additions**

Councilor Boynton motioned to approve agenda. 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 – February 24, 2021

Other than agenda item 4, which should reflect voting of 4-0, all voting should reflect 5-0 as entire Council was present and did vote.

Councilor Boynton motioned to approve Regular City Council Meeting Minutes from March 10, 2021 with said changes. Seconded by Mayor Carlson. Approved 5-0.

B. Accounts Payable

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

**6. Citizens' Concerns (None)**

**7. PeopleService Monthly Report – James Creaghe**

James reported on miscellaneous alarms and the Human Machine Interface (HMI) Panel that was replaced. James also brought forth proposal #QN21030101-01 (\$54,387.00) for upgrade of the Programmable Logic Control (PLC) to Supervisory Control and Data Acquisition (SCADA)

including processors and modems. This system is used to monitor and control the WWTP.

#### **8. Public Works Monthly Report – Curt Benter**

Wigham Sweeping has started Spring street sweeping and should be done by the end of the week or first part of next, weather permitting. The compost trailer is completely rebuilt and will be parked outside the city shop on April 1<sup>st</sup>. The compost trailer should be used only for grass clippings and small brush. All branches and tree debris should be taken out to the compost site located by the WWTP. Progress is being made on the carousel for Cedar Park, completion target date is April 16<sup>th</sup>. Motor Parts and Equipment Winona, Mn has donated all the materials to make this project possible. A huge thank you to the crew at MPE. A sign will be posted at Cedar Park thanking MPE for materials for carousel. Curt will contact CJ Signage to have this completed.

Mayor Carlson inquires as to when the porta-potties and hand sanitizer stations would be delivered, Public Works will be ordering these at the end of March. There will be a porta-potty placed at the dog park as well this year which will be monitored for the first month or so, for necessity.

#### **9. Umpire Coordinator Recommendation**

Matthew Schell has applied for and is very familiar with this position. The salary will be \$2500.00 for the 2021 season.

Councilor Borchardt motioned to hire Matthew Schell for the Umpire Coordinator position with start date of March 27, 2021 with the season salary of \$2500.00. Seconded by Councilor Ebnet. Approved 5-0.

#### **10. Special Personnel Committee Meeting Update**

A Special Personnel Committee Meeting was held March 17, 2021. Committee brought forth to Council their thoughts of having a City Clerk versus a City Administrator. There were no objections from Council members to make this change. A special Personnel Committee meeting is scheduled for Tuesday, April 6<sup>th</sup> at 6:00 pm to further discuss administrative job descriptions.

#### **11. COVID-19 Information and updates**

COVID vaccines are becoming more available. Winona County Emergency Management is scheduled to have vaccine clinics April 2<sup>nd</sup> and 9<sup>th</sup> in the Community Center at City Hall.

#### **12. Additional Council Concerns**

*Councilor Boynton* – questions progress on the nuisance property at 80 Williams St. Resident is waiting for ground to firm up. Scott will follow up this week to check status.

*Councilor Borchardt* – nothing at this time

*Councilor Robertson* – nothing at this time

*Councilor Ebnet* – nothing at this time

*Mayor Carlson* – Mary Beth Magyar is working with the Lewiston-Altura High School to complete some painting with a grant from Southern Minnesota Initiative Foundation (SMI). Mary Beth contacted us regarding painting the pavilion located by Kwik Trip on 1<sup>st</sup> Avenue North. Matt Essig informs Council that there is possibly a donation for a new pavilion coming so the painting of the existing pavilion would not be recommended. Jana Benter has had a request in for time off on Friday, April 2<sup>nd</sup> and Monday, April 5<sup>th</sup> but with staff shortage we would not have office coverage. Mayor Carlson is asking for authorization from Council to close City Hall on Monday April 5<sup>th</sup>.

Councilor Ebnet motioned to approve the closing of City Hall on Monday April 5<sup>th</sup>.

Seconded by Councilor Robertson. Approved 5-0.

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

The City Council meeting was adjourned at approximately 7:45 p.m. on March 24, 2021.

Submitted By:

Jana Benter

Deputy Clerk/Utility Billing