

Lewiston City Council
Council Meeting Minutes

May 12, 2021

Electronic Meeting via Zoom – 7:00 p.m.

1. Call to Order

Virtual City Council meeting called to order by Mayor Beth Carlson at 7:00 p.m., Wednesday, May 12, 2021.

2. Appointment of Secretary Pro Tem

Mayor Carlson spoke of the need for a Secretary Pro Tem in the absence of a clerk or deputy clerk, per City code 201.03 on meeting minutes, and appointed Polly Calhoun.

3. Pledge of Allegiance

4. Roll Call

Present (4): Mayor Beth Carlson, Councilor Ben Borchardt, Councilor Nick Ebnet, Councilor Dan Robertson. Not Present (1): Councilor Carol Boynton

Others Present: Public Works Director Curt Benter, Ambulance Director Matt Essig, Police Chief Scott Yeiter, Bryan Holtz, Jeff Peterson, and Polly Calhoun.

5. Agenda-Changes and Additions

Councilor Robertson motioned for approval of the Agenda as presented. Seconded by Councilor Ebnet. Approved 4-0.

6. Adopt Consent Agenda

A. Regular Council Meeting minutes- April 28, 2021

B. Accounts Payable

Councilor Robertson motioned to adopt the consent agenda as presented. Seconded by Councilor Ebnet. Approved 3-0. Mayor Carlson abstained from voting.

7. Citizens' Concerns- None

8. Subdivision Ordinance-Bryan Holtz

Bryan Holtz from Bolton and Menk stated that there are several areas within the City's Zoning code that refer to a "Subdivision Regulations." However, the City does not have a subdivision regulations section its code. Holtz and Mayor Carlson have looked at examples of subdivision ordinances. Holtz reviewed them with Public Works Director Curt Benter and found one they believe will work for Lewiston. The City does not currently have enough members to hold a Planning and Zoning Commission meeting, so the City Council will work and be in contact with the firm's staff. Bolton and Menk will modify a subdivision regulation from another city to fit into the City code. Holtz stated the subdivision regulations will lay out the required procedures and steps for developing vacant land into a subdivision. He said he has two meetings the following week with individuals interested in developing in Lewiston who will want to know what the process for development is. There was some discussion about the contract with the City and when it began (2016). Councilor Ebnet asked if the cost (\$5,900) was lower than Holtz had expected. Holtz went over the cost in **Exhibit B** and what had been discussed at a previous

Council meeting. Mayor Carlson stated there is a good chance the cost of the project would be eligible for a matching grant from a program through the Housing Development Institute that may cut the cost of the project in half. Benter said it needs to get done so the City is covered. The Work Order was discussed along with the project process and schedule indicated in **Exhibit A**. Councilor Borchardt asked if the project timeline is absolute and Holtz explained that it will depend on other staff who will be working on it, but they will get it done in the timeframe outlined. He said there is room to get it done sooner but must wait for scheduled Council meetings instead of having a planning/zoning committee that is able to schedule meetings for the project. Holtz stated that once there is a draft of the ordinance, which may be as early as June, he should be able to show that to potential developers. Carlson stated she would pass the information on to the Housing Development and EDA.

Councilor Robertson motioned to approve the Work Order for the Subdivision Ordinance planning and preparation from Bolton and Menk in an amount not to exceed \$5,900. Seconded by Councilor Borchardt. Approved 4-0.

9. Ambulance Monthly Update-Matt Essig

The report is in the Council packet. Essig said there were sixteen (16) calls for April, which was double what it was last year when the state was shutdown for COVID-19. They have had a busy May so far. Some classes were complete at the end of April and have a class at the high school right now until the end of June.

10. Police Monthly Update-Scott Yeiter

The report is in the Council packet. Chief Yeiter said April was an uneventful month, but that May has been different. He shared that multiple businesses within the City were victims in the previous week of catalytic converter thefts. Thirteen (13) converters were removed from vehicles and ten (10) of those were taken by the thieves along with some copper wire. A suspect has been identified and apprehended in Iowa and Minnesota this week and had pending charges in Wisconsin. Yeiter said he is confident the case will be solved. The intern approved for the Department at the previous meeting had already taken another internship but recommended a classmate from Winona State. Yeiter said they have done the background check on Shawn Curtis and had him fill out an application for an internship. A couple of polo shirts have been ordered for Curtis.

Mayor Carlson motioned to approve Shawn Curtis completing an internship with the City of Lewiston Police Department. Seconded by Councilor Ebnet. Approved 4-0.

Yeiter stated the Department has some mandatory use-of-force training classes coming up that they are joining with the Saint Charles Police Department to do the first week in June in Saint Charles. Councilor Ebnet asked Yeiter if he is sure he doesn't want the ability to approve his own interns for the Department. Yeiter said he would like to but would much rather have the Council involved so there is an official acknowledgement that the City approved it. Mayor Carlson said it may help for insurance purposes to have Council approve the internship.

11. Public Works Monthly Update-Curt Benter

Public Works Director Curt Benter said Electric Pump had visited on 5/4/2021 to perform annual maintenance on the lift stations. When at the Benson Drive lift station, they found that the guide pipes that hold the pumps in place were rusted out and need to be replaced. The total

cost for the repairs is \$3,669.20 and includes all hardware needed and trip charges to Lewiston to perform the repairs. The City has an annual maintenance contract with Electric Pump. Benter said the guide pipes were rusted so badly that they came out with the pumps when they were pulled.

Mayor Carlson motioned to approve the quote from Electric Pump for the needed repairs in the amount of \$3,669.20. Seconded by Councilor Borchardt. Approved 4-0.

Benter said that the doors on well house number four (#4) are completely rusted through and have been in bad shape for the past five (5) years. Benter received a quote from Kendell Doors and Hardware, Inc. to replace all three (3) of the well house doors for a total of \$2,267. Benter said he has plenty of money in the Department's Water Expenditures account to replace the doors.

Councilor Ebnet motioned to approve the quote from Kendell Doors and Hardware, Inc. to replace three (3) well house doors in the amount of \$2,267. Seconded by Councilor Robertson. Approved 4-0.

12. Appointment of Acting City Clerk

Mayor Carlson discussed the need to have a city clerk in order to be compliant with State laws. Chief Yeiter and Curt Benter have been getting trained to do payroll and utilities until the City finds staff. Carlson stated appointing an acting city clerk is something the City legally needs to do.

Mayor Carlson motioned to appoint Scott Yeiter to the position of Acting City Clerk. Seconded by Councilor Robertson. Approved 4-0.

13. Appointment of Acting Deputy Clerk/Zoning Administrator

Mayor Carlson said that if something happens and Chief Yeiter is unable to be there, she would like there to be a deputy clerk in place.

Mayor Carlson motioned to appoint Curt Benter as Acting Deputy Clerk and Zoning Administrator. Seconded by Councilor Ebnet. Approved 4-0.

14. Resolution 2021-09 Designating Official Depository

Mayor Carlson asked if Council was able to see Resolution 2021-09 prior to the meeting. Everyone had. Carlson explained that this Resolution adds both Chief Yeiter and Curt Benter to the list of persons allowed to sign checks for the City. Every check must have two (2) signatures from this list in order to do business at the bank. The clerk and deputy clerk are typically on that list. The resolution will also remove Jana Benter from the list of signers. The Resolution also states that the City's safe deposit boxes may be accessed by the Mayor and acting city clerk.

Councilor Borchardt motioned for adoption of Resolution 2021-09 Designating Official Depository. Seconded by Councilor Ebnet. Approved 4-0.

15. Adopting Resolution 2021-08 Appointing Secretary Pro Tem Indefinitely

Mayor Carlson explained that Resolution 2021-08 is to have the title of Secretary Pro Tem for Polly Calhoun indefinitely so that Council does not have to approve someone at every meeting.

Mayor Carlson motioned for adoption of Resolution 2021-08 Appointing Secretary Pro Tem Indefinitely. Seconded by Councilor Ebnet. Approved 4-0.

16. Committee Meeting Updates

Public Works—Councilor Borchardt shares updates, Nuisance Ordinance – there was discussion of possibly evolving it to a complaint-based program; WAC & SAC Fees – there was good discussions about matching up fees with water and sewer percentages of current billing; Delinquent Water Utility Shut Off – there was a brief discussion on the final details of water shut offs.

Personnel—Mayor Carlson said they had discussed the special appointments for the City. Because there is no one to be in the office answering the phones and watching the door, they will need to officially close City Hall until someone is hired. Chief Yeiter said he will try to answer the phone and door when he is there.

Mayor Carlson motioned to close City Hall until staff is available to cover office hours. Seconded by Roberton. Approved 4-0.

Carlson asked that there be signs placed on the doors and Benter said he would put one up on the marquis. There was discussion on which phone numbers to put on the signs and how City email will function.

Raise for Erik Fredberg – Fredberg passed his wastewater Class D exam on 3/25/2021 and Carlson said in the past when licensures are achieved, they have received a \$.50 per hour raise. Benter had suggested the raise be effective on the day the exam was passed.

Mayor Carlson motioned to approve a \$.50 per hour raise for Erik Fredberg retroacted to 3/25/2021 for his Wastewater Class D Licensing. Seconded by Councilor Ebnet. Approved 4-0.

Deputy Clerk Job Description – Carlson said the description for the job of deputy clerk that was labeled most recent does not say anything for what a candidate can have “in lieu of a degree.” The deadline is coming up and if no one is hired, Carlson suggested making changes to the job description moving forward.

17. COVID-19 Information and Updates

Mayor Carlson said restrictions related to the pandemic were being lifted that day and that vaccines had been approved earlier in the day for children as young as twelve- (12) years-old. Carlson mentioned Councilor Borchardt asking about meetings being held in person again and that they will figure that out. PPE supplies for the City were discussed.

18. Additional Council Concerns

Councilor Borchardt – nothing at this time. Thanks Scott, Curt, and Polly for helping out.

Councilor Ebnet – brought up nuisance properties and said one looked like they were moving out and asked if there were updates on the other because there are still ladders and scaffolding up. Chief Yeiter said he has not spoken to the resident but will stop by there.

Councilor Roberton – nothing at this time.

Mayor Carlson – nothing at this time.

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

The City Council Meeting was adjourned at approximately 7:55 p.m. on May 12, 2021.

Submitted by:

Polly Calhoun

Secretary Pro Tem