

**Lewiston City Council**  
**Council Meeting Minutes**

**May 26, 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 26, 2021.

**2. Pledge of Allegiance**

**3. Roll Call**

Present (5): Mayor Beth Carlson, Councilor Ben Borchardt, Councilor Carol Boynton, Councilor Nick Ebnet, Councilor Dan Robertson. Not Present (0)

Others Present: Public Works Director Curt Benter, Ambulance Director Matt Essig, Police Chief Scott Yeiter, Bryan Holtz, Harry Davis, Monica Hauser, Polly Calhoun, and Martha (last name unknown)

**4. Agenda-Changes and Additions**

Councilor Robertson motioned for approval of the Agenda as presented. Seconded by Councilor Boynton. Approved 5-0.

**5. Adopt Consent Agenda**

- A. Regular Council Meeting minutes- May 12, 2021
- B. Accounts Payable
- C. Accounts Payable #2
- D. Approve new EDA Board member—Gwen Carman (EDA approved Carman’s application at their 4/17/2021 meeting)

Councilor Robertson motioned to adopt the consent agenda as presented. Seconded by Councilor Boynton. Approved 4-0. Mayor Carlson abstained from voting.

**6. Citizens’ Concerns- None**

**7. Subdivision Ordinance Kick Off-Bryan Holtz/Harry Davis**

Bryan Holtz introduced Council to Harry Davis from Bolton and Menk. Davis will be the lead on the City’s Subdivision Ordinance project. He told Council who the members are of the team that will be working on the Ordinance and went over some of his background. Davis stated the “scope and approach” of the project, which will include: drafting the Ordinance by customizing the template of an example ordinance; ordinance reviewing and rewriting; reviewing the first draft and making any revisions; holding public hearings and getting approval; and a possible workshop on the ordinance in late summer.

**8. Hawkins Ash, CPA 2020 Audit Results-Monica Hauser**

Monica Hauser presented and reviewed the results of the City’s 2020 audit. Hauser stated that they had issued a “unmodified opinion.” Fund Financials were discussed and the General Fund. That Fund balance on December 31, 2020 was \$614,473. \$18,000 of that amount is non-

spendable, which means it is for prepaid expenses and already spent. Current year of expenditures is 68%, which Hauser said is a very healthy Fund balance. The General Fund increased about \$5,800 this year and was consistent to last year. Utility Funds of Water and Sewer were discussed. Water had a positive operating income of \$42,538. Sewer had an operating loss of \$156,396. Hauser stated the City may want to take a look at their rates for sewer. For the Cashflow statements, Water had a positive cash flow of around \$64,000 and Sewer used up about \$60,000. Of the Sewer amount used, \$38,000 were used to purchase fixed assets, which isn't done every year. Hauser pointed to where the details of the Fund balance are located in the report. \$894,000 of revenue had been budgeted for the year. About \$879,000 came in, so the City was about \$15,000 short. In 2019, it was around \$951,000, so there was a decrease of about \$72,000, which was mostly due to taxes being lower. Capital Outlay purchases were mentioned. \$814,000 had been budgeted and \$873,000 ended up being spent for a total of around \$59,000 over on budget. Hauser said to be sure the City is amending the budget when it needs to. The purchase of the fire truck for the volunteer Fire Department was taken out of the Capital Improvement Fund, however, the Fire Department provided the money to pay for it. Hauser stated that they must do Minnesota Legal Compliance Testing when they perform their audit. One compliance issue arose during that testing where excess deposits were not collateralized at MinnWest Bank. Minnesota statutes state that everything must be collateralized at 110% and Hauser suggested going to MinnWest to see what they can do for collateral. Hauser said there were no major issues during the audit, that journal entries by the City could be improved upon, but understood the City has staffing changes, which was noted in their findings.

#### **9. People Service Monthly Report-James Creaghe**

James Creaghe stated that an old heater had gone out at the facility. A quote to replace the heater had been received, but Creaghe and Benter thought it was high quote and decided to go a different route. Creaghe will get a couple more quotes and do some more research that he will submit to Council at another meeting. Creaghe asked that the quote in the packet be withdrawn. Mayor Carlson asked if the heater is needed this time of year and Creaghe said it is not.

#### **10. Committee Meeting Updates**

*Personnel*—Mayor Carlson stated that there have been two applicants for the deputy clerk position and one applicant for the interim city administrator position that she will be trying to set up interviews in the upcoming week.

#### **11. COVID-19 Information and Updates-none**

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

*Councilor Borchardt* – heard from Lewiston Feed and Produce about a white fence on First Street that was possibly damaged during the street project and is awaiting repair. Curt Benter said the matter had been discussed with Bryan Holtz a couple weeks ago and that he is aware of it.

*Councilor Ebnet* – asked about a nuisance property because he had seen no change. Chief Yeiter had no update on it. Ebnet also asked Benter if the updated Consumer Confidence Report would be out. Benter said it was published in the paper a few weeks prior.

*Councilor Boynton* – nothing at this time.

*Councilor Robertson* – asked about having in-person meetings again. Mayor Carlson she hasn't had time to look through the guidelines for that and asked that Councilor Boynton and Councilor Borchardt meet with Robert Pack to discuss returning to in-person meetings.

*Mayor Carlson* – thanked staff for extra help and work.

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

The City Council Meeting was adjourned at approximately 7:42 p.m. on May 26, 2021.