

**Lewiston City Council**  
**Council Meeting Minutes**  
**February 22, 2017**  
**Lewiston City Hall – 7:00 P.M.**

**1. Call to Order**

City Council Meeting called to order by Mayor Beth Carlson at 7:00pm February 22, 2017.

**2. Pledge of Allegiance**

**3. Roll Call**

Present (5): Mayor Beth Carlson, Council Member Larry Rupprecht, Council Member Dan Robertson, Council Member Jeremy Kelly, and Council Member Bryce Lange. Not Present (0): None

**4. Agenda- Changes and Additions. Approval.**

Mayor Carlson added item 5.1- Michael Flicek who will be taking over for Carol Boynton with the Lewiston Journal.

Member Rupprecht motioned to approve the agenda as presented with the addition of item 5.1- Michael Flicek. Seconded by Member Lange. Approved 5-0.

**5. City Council Minutes – February 8, 2017**

Mayor Carlson approved the minutes.

**5.1- Michael Flicek**

Michael Flicek is a double major in Journalism and Public Relations at St. Mary's University. He will be covering news stories in Lewiston as Carol Boynton is retiring.

**6. Accounts Payable**

Member Robertson motioned to approve accounts payable dated 2/17/2017. Seconded by Member Lange. Approved 5-0.

**6.1- Water Billing Report**

Administrator Brierley presented the water billing report regarding to delinquencies. The total amount of delinquent accounts and the total due to the City both increased. He informed the Council there are a few accounts which make up the overall past due amount. There have been customers who have contacted the City stating they will pay off their past due when they receive their taxes. The City will follow through on its policy to recover past due amounts on delinquent accounts if they are not paid.

**7. Citizens' Concerns**

None

## **8. Public Works- Curt Benter**

Director Benter informed the Council he met with a representative from Minnesota Rural Water to perform a survey that may shrink the wellhead protection area. An ad has been created for the hiring of a person to cut grass over the summer and to help with the maintenance of baseball/softball fields. Council chose to wait on making a motion until the summer rec hiring information was presented.

Director Benter informed the Council he has received a quote from Wigham Services for street sweeping. The contract price is \$1,795 for the spring sweeping and \$1,150 for the fall sweeping. The price increased from 2016 by \$45.

Member Rupprecht motioned to approve the contract with Wigham Services for spring sweeping at \$1,795 and fall sweeping at \$1,150. Seconded by Member Robertson. Approved 5-0.

## **9. Bolton & Menk- Bryan Holtz**

Mr. Holtz informed the Council he has received 3 quotes regarding an air conditioning for Well #5 pump house. The bids were competitively priced. Mr. Holtz recommended the purchase of a unit from Schneider Heating and Air Conditioning out of Winona in the amount of \$4,344.00. It should take about 30 days to have the unit installed.

Member Robertson motioned to award the contract to Schneider Heating & Air Conditioning in the amount of \$4,344 for the alternate system for Well #5 pump house. Seconded by Member Kelly. Approved 5-0.

## **10. Peoples Services- Ken Johnson**

Mr. Johnson informed the Council there have been no significant problems due to weather. The recent rain increased the levels at the waste water plant but those levels are going down.

## **11. Summer Rec**

### **11.1-Activites**

Administrator Brierley informed the Council that Summer Rec has been a topic of discussion since September of 2016. Jody Jordahl presented as representative of Community Ed. She informed the Council that Community Ed will be able to support multiple activities for the summer of 2017 which include soccer, t-ball, dance, outdoor adventures, pickle ball, kids in the outdoors, pool trips, basketball, and biking. Other activities which are still in the logistical stage include golf and volleyball. The activities list is not finalized and could change. Organizers and

instructors will possibly include coaches, teachers, and community members. The activities may run longer than 6 weeks as they have been done in the past by Community Ed. The fees for activities will be paid to Community Ed and not to the City.

### **11.2- Baseball/Softball**

Administrator Brierley informed the Council that discussions between Altura Youth Sports via Bob Schell and the City have been taking place regarding baseball/softball summer programs. Items which have been addressed include the sign-up process along with fees and the program operation.

### **11.3- Hiring**

Administrator Brierley informed the Council the City would need to hire a person to coordinate the baseball/softball program over the course of the summer. The responsibilities will include the scheduling and supervision of umpires, coordinating with Altura Youth Sports, and the main voice of communication for the programs during the summer. Administrator Brierley presented a job advertisement to Council for a Baseball/Softball Coordinator. The advertisement along with a full job description would need to be approved by the Personnel Committee and then by Council prior to publication.

The changes made to the Summer Rec model of 2016 to the 2017 model are still funded by the City's budget as it was budgeted for a full program and not just baseball and softball. Revenues and expenditures will be allocated appropriately between Altura Youth Sports and the City based on the proportions of kids participating and the community they reside in.

Member Kelly Motioned to approve the hiring of a person to cut grass and help with baseball/softball fields during the summer at a wage of \$10.00 per hour at 30 hours per week for 10 weeks. Seconded by Member Rupprecht. Approved 5-0.

## **12. MCFOA Annual Conference**

Administrator Brierley informed the Council he has signed up for the Minnesota Clerks and Finance Officers Annual Conference which is taking place March 15-17<sup>th</sup>. The cost of the hotel and conference are within the budget. Administrator Brierley also informed the Council that Deputy Clerk Chery Knight will be attending the Clerks' Orientation course in June. She will be signed-up for the course when registration becomes available.

Member Rupperecht motioned to approve Administrator Brierley to attend the MCFOA Annual Conference and spending no more than \$650 for fees, hotel, and travel expenses. Seconded by Member Lange. Approved 5-0.

### **13. Lewiston Sportsman's Club Firearms Training- Sean Sannes**

Mr. Sannes informed the Council he had spoken with Administrator Brierley regarding utilizing the Community Center for the dates of July 10-13<sup>th</sup> for firearms training. Mr. Sannes would like to utilize the space for free as it has been done in the past.

Member Robertson motioned to approve the Lewiston Sportsman's Club to use the Community Center from July 10<sup>th</sup> to July 13<sup>th</sup> 2017 free of charge. Seconded by Member Lange. Approved 5-0

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

None.

Member Rupperecht motioned to postpone the Council Meeting until February 27<sup>th</sup>, 2017 at 6:30pm. Seconded by Member Kelly. Approved 5-0

The Council Meeting was postponed at 7:53pm on February 22, 2017.

## **City Council Meeting Continuance February 27, 2017**

Mayor Pro-Tem Rupperecht called to order the continuance of the Council Meeting from February 22, 2017 at 6:30pm.

Council members in attendance included Mayor Pro-Tem Larry Rupperecht, Council Member Jeremy Kelly, Council Member Dan Robertson, and Council Member Bryce Lange. Mayor Beth Carlson was absent due to prior obligations.

The Personnel Committee recommended to Council the approval of the ad and job description for a Baseball/Softball Coordinator starting no earlier than March 20, 2017 and ending no later

than August 11, 2017 for a salary of \$3,200. Changes were made to the wording of experience and qualification.

Member Kelly motioned to approve the job description and advertisement for a Baseball/Softball Coordinator with a salary of \$3,200 and a hire date no sooner than March 20, 2017 and a termination date of no later than August 11, 2017. Seconded by Member Robertson. Approved 4-0.

Member Kelly motioned to adjourn the continuance of the February 22, 2017 Council Meeting. Seconded by Member Robertson. Approved 4-0.

The Council Meeting was adjourned at 6:43pm on February 27, 2017.

Submitted By:  
Travis Brierley  
City Administrator-Clerk