

**Lewiston City Council**  
**Regular Council Meeting Minutes**  
**January 11, 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 January 11, 2017.

**2. Pledge of Allegiance**

**3. Roll Call**

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

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

Member Robertson motioned to approve the agenda as presented. Seconded by Member Kelly.

Approved 5-0.

**5. City Council Minutes – December 28, 2016**

Mayor Carlson approved minutes with date corrections made.

**6. Accounts Payable**

Member Robertson motioned to approve accounts payable plus the additional accounts payable handout dated January 9, 2017. Seconded by Member Lange. Approved 5-0.

**7. Citizens' Concerns**

None

**8. Police Department- Scott Yeiter**

**8.1- End of Year Report**

Chief Scott Yeiter informed the Council crime was down overall in the City. Call volumes were steadier in 2016 than in 2015. The City had two officers who have taken positions with other agencies and the City hired three part-time officers in 2016. The busiest time of the day is after 9:00pm and officers are scheduled to cover the higher call volume times. The purchase of Stop Sticks have provided the Police Department with a greater ability to assist with pursuits which could pass through Lewiston. Speeding was more prevalent in 30 mph zones than on highway 14 which is a 45 mph zone. An officer has been at times positioned at the intersection of highway 14 and county road 25 to help keep speeds down as vehicles enter Lewiston from the east.

The Police Department is also planning to replace the 2011 Caprice with a Tahoe in 2017 as the Caprice has a good trade-in value. Chief Yeiter wants to purchase from Lewiston Auto as it is a

local business as he believes it is important to continue to support local business. He will also be asking the community to submit designs for a new police vehicle as he has done in the past. Chief Yeiter also informed the Council he might ask for another full-time officer to be hired or a part-time officer to become full-time in 2018.

Chief Yeiter express his appreciation of everyone who helps organize Heartland Days and the Fools Five. He also invites community members and anyone interested in Lewiston to like the Police Department Facebook page as information is posted regarding events and other important information.

## **9. Ambulance Service- Matt Essig**

### **9.1- End of Year Report**

Director Matt Essig informed the Council the Ambulance Service responded to 13 less calls than in 2015 and 10 fewer patient contacts. The average call length in 2016 was 1 hour and 46 minutes with an average response time of 8 minutes. The response time is from the time the call is put out to the time of arrival on scene. With new call software similar to the Fire Department called "I Am Here" will help the Ambulance service have quicker response times in the future.

Director Essig informed the Council the Ambulance Service had no accidents while driving the ambulance to calls during 2016. There are also 12 members who will be completing there EMT renewal class which is 24 hours' worth of training. Director Essig thanked all the members of the Ambulance Service who continue to serve the City. The Ambulance Service will be hosting an EMR course which will have about 20 students. The Regional Safety Group will start training on the 26<sup>th</sup> of January.

## **10. Fire Department- Tim Dahl**

### **10.1- \*Resolution 2017-01- Accepting Donations for Fire Department Vehicle Purchase**

Chief Tim Dahl informed the Council the resolution is the same as it has been in the past where the money being accepted is from the charitable gambling in town. The money will also be earmarked for future vehicle replacement.

Member Robertson motioned to accept Resolution 2017-01 Accepting Donations for Fire Department Vehicle Purchase in the amount of \$20,000. Seconded by Member Rupprecht. Approved 5-0.

### **10.2- Roll-Over Fund Request**

Chief Dahl informed the Council he has been working with administrative staff to finalize the 2016 expenses and revenues as there is some Minnesota Budget & Management funds which are still due to the Fire Department. No action was taken by Council. Chief Dahl also informed the Council the City runs the department's checking account and requested administrative staff provides notice of delinquent accounts for fire runs.

### **10.3- Annual Township Meeting**

Wednesday February 1<sup>st</sup> at 7:00pm the Fire Department will be hosting their Annual Township Meeting at the Fire Department. An end of year report will be presented and the townships the Fire Department support have been sent a notice of the meeting.

### **10.4- Fire Department Officers**

The 2017 Fire Department Officers are: Chief Tim Dahl, Assistant Chief Chris Lisowski, 2<sup>nd</sup> Assistant Chief Dan Robertson, Secretary Mike Plass, and Treasurer Bryan Brown.

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

### **11.1- Pay Request #6- Winona Mechanical**

Mr. Holtz informed the Council the pay request is a partial payment. It reduces the retainage from 5% to 1%. The project has been funded through PFA.

Member Rupperecht motioned to approve Pay Request #6 to Winona Mechanical in the amount of \$21,751.72. Seconded by Member Robertson. Approved 5-0.

### **11.2- Water Tower Report**

Mr. Holtz presented the Water Tower Report to Council. The report includes a full inspection of the current water tower. The report can be used as background for future funding options as the water tower needs to be completely overhauled. The water tower is structurally sound just needs to be updated to today's standards.

### **11.3- A/C Units for Well #5 Pump House**

Mr. Holtz has been presented with another option and would like to discuss that option with Public Works Director Curt Benter before presenting to Council.

## **12. Committee Appointments**

Mayor Carlson presented Council with the following Council Member appointments for city committees. The appointments are as follows:

**City Attorney:** Hoversten, Johnson, Beckmann, & Hovey

**Mayor Pro-Tem:** Larry Rupprecht  
**Emergency Services Building Committee:** Jeremy Kelly  
**Parks and Recreation Committee:** Bryce Lange  
**Personnel Committee:** Jeremy Kelly and Dan Robertson  
**Bicycle & Trails Advisory Committee:** Larry Rupprecht  
**City Forestry & Beautification Committee:** Larry Rupprecht  
**Planning & Zoning Commission:** Larry Rupprecht  
**Lewiston Ambulance Board:** Dan Robertson  
**Economic Development Authority:** Beth Carlson and Bryce Lange  
**Cable and Technology Commission:** Beth Carlson  
**Safety Committee:** Beth Carlson  
**Public Works Committee:** Larry Rupprecht  
**Council Liaison to the Fire Department:** Beth Carlson

Member Kelly motioned to approve the Council Member appointments [as stated above]. Seconded by Member Lange. Approved 5-0.

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### **13. Annual Designations**

#### **13.1- Resolution 2017-02- Designating an Official Depository for City Funds**

Mayor Carlson informed the Council Security State Bank is the City's current bank.

Member Rupprecht motioned to approve Resolution 2017-02- Designating an Official Depository for City Funds to be Security State Bank. Seconded by Member Lange. Approved 5-0.

#### **13.2- Resolution 2017-03- Designating an Official Newspaper**

Mayor Carlson informed the Council the Lewiston Journal was designated in 2016.

Member Kelly motioned to approve Resolution 2017-03- Designating an Official Newspaper to be the Lewiston Journal. Seconded by Member Lange. Approved 5-0.

### **14. Refuse Haulers License**

Administrator Travis Brierley informed the Council payments and applications have been submitted by Advanced Disposal, J & J Rubbish, and Sunshine Refuse. Waste Management has an approved check for their application but it was sent to the wrong department. The check will

be re-routed and sent to the City by the end of the week. Communication has been taking place between Waste Management and the City regarding the status of the check.

A concern was presented by a community member regarding the number of refuse haulers operating within the City. Mayor Carlson has considered using one rubbish hauler in the City under a contract with the City. Member Rupprecht expressed his concern regarding the number of haulers in the City as well. The Council will explore the option to contract with one hauler as it would be better for the City and could provide cost savings to community members. The Public Works Committee will explore a potential change to rubbish management in the City.

Member Rupprecht motioned to have the Public Works Committee gather the information needed for City Council to make a decision. Seconded by Member Robertson. Approved 5-0.

Member Kelly Motioned to approved Rubbish Haulers Licenses for Advanced Disposal, Sunshine Rubbish, and J & J Rubbish. Seconded by Member Lange. Approved 5-0.

Member Kelly motioned to approve an extension for Rubbish Haler License application submittals to January 25, 2016. Seconded by Member Robertson. Approved 5-0.

#### **15. Water Rate Increase**

Administrator Brierley presented the amounts for a 3% increase to the City water and sewer bills. The rate increase has been approved previously to be a standard annual increase after prior Council discussions with the City's financial consultant Mike Bubany. The rate increase will be seen on the billing due March 1, 2016. No action was needed by Council to approve the increase.

#### **16. Liability Waiver Form**

The City has waived the tort limits regarding liability insurance in the past as it provides greater protection for the City.

Member Rupprecht motioned to approve the waiver of tort limits regarding liability insurance. Seconded by Member Lange. Approved 5-0.

#### **17. Summer Rec**

Administrator Brierley informed the Council he was asked in 2016 to explore the willingness of Community Ed to run summer rec activities. Through discussions with Community Ed and with Altura Youth sports, there is a willingness for Community Ed to run the activities and for

Lewiston and Altura Youth Sports to continue to manage summer youth baseball and softball. Administrator Brierley was granted the blessing of Council to continue with finalizing the details of each program.

#### **18. Additional Council Concerns**

Member Rupprecht inquired upon the Winona ORC bill which was presented under Citizens' Concerns at the prior Council Meeting. Administrator Brierley informed Council that Public Works is continuing to find a solution to resolve future concerns with this water billing account and proposed adjustments to the amount owed for sewer would be presented at a future Council meeting after the next billing cycle to monitor usage.

Member Rupprecht also express concern regarding safety of Council Members and City Staff when they travel on official business. Dates, times, and locations should not be publicly announced as it can present an issue regarding the safety of travel and absence from the City.

Mayor Carlson informed the Council there are discrepancies regarding a few water billing accounts and they need to be adjusted. Administrator Brierley was asked by Council to present the amounts which need to be adjusted at the next Council Meeting.

Member Kelly motioned to adjourn. Seconded by Member Robertson. Approved 5-0

Council meeting was adjourned at 8:12 on January 11, 2017.

Submitted By:  
Travis Brierley  
City Administrator-Clerk