

Lewiston City Council
Council Meeting Minutes
June 14, 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 June 14, 2017.

2. Pledge of Allegiance

3. Roll Call

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

3.1- Agenda- Changes and Additions

Member Rupprecht wanted to have item 16.25 added to the agenda for the Beautification Committee.

Member Rupprecht motioned to approve the agenda with the addition of item 16.25- Beautification Committee. Seconded by Member Lange. Approved 5-0.

4. Consent Agenda

4.1- Council Agenda June 14, 2017

4.2- Council Meeting Minutes- May 24, 2017

4.3- Accounts Payable

Member Kelly motioned to approve the consent agenda as presented. Seconded by Member Robertson. Approved 5-0.

5. Citizens' Concerns

None.

6. Local Legislators

6.1- Representative Gene Pelowski

Representative Pelowski informed the Council he took part in the meeting earlier in the day run by representatives from US Representative Tim Walz office. The meeting raised a number of issues which would have further conversations.

Representative Pelowski informed the Council of the work that was done regarding the tax bill at the state level. Items included changing the way in which referendums would be run between school districts and the agricultural community regarding who would bear the brunt of the tax increase. There will also be tax cuts for downtown businesses and increased tax write-offs for higher education debt and the tax bill has set the beginning for a resolution for reciprocity with Wisconsin. Real ID was also discussed and has been resolved as the ID will allow for access to military installations, air travel, and access to other countries.

Representative Pelowski informed the Council that 14 of the last 20 legislative sessions have ended in Special Sessions. Issues which still have not been completely resolved included the tax bill and education. This is due to a high rate of bill introduction and the legislature working on a part-time basis. The combination does not allow for every bill to be fully researched prior to the deadlines to set a budget.

Representative Pelowski presented a handout with two articles to include a column done in May and the other is a St. Cloud editorial. The articles talk about limiting the number of bill introductions.

6.2- Senator Jeremy Miller

Senator Miller informed the Council this past session was the most successful session in recent years. Items included: Real ID, Emergency Healthcare changes, Liquor Law for Sunday Off-Sale, 46 Billion Dollar bipartisan budget that was focused towards the middle class, farmers, small businesses, senior citizens, and increases to local government aid, and an increase to the transportation budget. The bonding bill for transportation was 300 million dollars.

Senator Miller stated the budget that was passed is a very good budget and offered his continued support along with Representative Pelowski if there are any questions.

7. Heartland Days Committee

Sharon Trester was present as a representative of the Heartland Days Committee after arriving late to the meeting. She presented the flyer for Heartland Days along with the explanation of the necessity of the support of Council for Heartland Days to be a success. The Council was informed by Administrator Brierley the 2017 City Budget had allocated \$1,900 in support of events such as Heartland Days.

Member Rupperecht motioned to approve a donation to the Heartland Days Committee for the Heartland Days events in the amount of \$1,900.00 for the purpose of paying for the tractor pull insurance, \$100.00 for the medallion hunt winner, and the remaining amount to be used in support of advertising costs. Seconded by Member Kelly. Approved 5-0. (This motion was made after items 7.1 through 7.8 were discussed by Council.)

7.1- Special Event Food Permit

Item 7.1 was removed as it no longer needed to be addressed by Council.

7.2- Band Stage

The band stage was located at the St. Charles High School and would be picked up by Public Works who would bring it to the fest area.

7.3- Tractor Pull Insurance

The tractor pull insurance cost was estimated to be in the amount of \$400.00 after speaking with CO Brown Insurance. A motion was made by Member Robertson and seconded by Mayor Carlson to approve the payment of the tractor pull insurance in the amount not to exceed \$500.00 and approved 5-0. This motion was rescinded later in the meeting by a motion from Member Rupperecht and a second by Mayor Carlson and approved 5-0.

7.4- Advertising Support

The Heartland Days Committee asked Council to approve support for advertising costs in the amount of \$2,000. There was no motion made by Council.

7.5- Blocking City Parking Lot

The blocking of the City Parking lot located off of Harrison Street between North Fremont Street and Linden Street was discussed by Council to include adjacent alley ways.

Member Rupperecht motioned to approve the blocking of the alley way between the City Parking lot and Linden Street along with the blocking of Harrison Street between Linden Street and North Fremont Street from Friday, June 23, 2017 at 6:00 am until Sunday, June 25, 2017 at 5:00 pm for the Heartland Days events. Seconded by Member Robertson. Approved 5-0.

7.6- Heartland Days Fest Area

Ms. Trester informed the Council of the fest area for Heartland Days to include the city parking lot off of Harrison Street.

7.7- Medallion Hunt

Ms. Trester informed the Council of the Heartland Days Medallion Hunt and asked for a donation to be made in the amount of \$100 for the winner of the hunt. Member Rupprecht motioned to approve a \$100 donation to the Heartland Days Committee for the medallion hunt winner's prize. Seconded by Member Lange and approved 5-0. This motion was rescinded later in the meeting by a motion from Member Rupprecht and a second by Member Robertson and approved 5-0.

7.8- Steamboat Days

Ms. Trester informed the Council it has been the history of the City of Lewiston to be represented during the Winona Steamboat Days parade and asked for Council to attend the parade. There would also be no float this year for the parade.

8. Fire Department

8.1- Resolution 2017-05- Accepting Donations For Fire Department

Fire Chief Tim Dahl informed Council of the resolution to accept donations for the purchase of fire department equipment. The resolution was in the amount of \$9,000 from the Lewiston Volunteer Fire Company to the City.

Member Rupprecht motioned to approve Resolution 2017-05. Seconded by Member Robertson. Approved 5-0. Mayor Carlson read Resolution 2017-05 in full.

8.2- Extraction Tool Purchase

Chief Dahl informed the Council the Fire Department would like to use the money from Resolution 2017-05 to purchase an extraction tool which will improve the efficiency of work done during motor vehicle accidents. The cost of the tool is \$7,495 to include a life time warranty. The remaining amount would be used to purchase a previously approved hot-swap coupler.

Member Robertson motioned to approve the purchase of a TNT Storm Brute Force CombiTool with 2 Batteries and Charger in the amount of \$7,495. Seconded by Member Rupprecht. Approved 5-0.

8.3- Off Site Gambling Permit

Chief Dahl presented an Off-Site Gambling permit for a bingo event to be held on June 25, 2017.

Member Kelly motioned to approve the Off-Site Gambling Permit for Fire Department to be held on June 25, 2017. Seconded by member Rupprecht. Approved 5-0.

Chief Dahl wanted to inform the Council the Fire Department's Chicken BBQ will be held on July 30, 2017.

9. Ambulance Service- Matt Essig

Ambulance Director Essig presented his monthly report to Council. The month of May was a slow month with about half of the calls occurring during the day. The open house held on May 21st had a great turn out with members of the Fire Department, a helicopter, and members of the County Dive Team. The weather wasn't perfect but Director Essig wanted to thank everyone who participated as it shows great support from the community.

Director Essig asked the Council on behalf of the Ambulance Board to move \$60,000 from the Cash account to the MN/Vehicle Committed Fund to start the process for obtaining a new ambulance. A new ambulance will cost approximately \$200,000 and the current truck is 10 years old. The Ambulance Board recommended having the current ambulance inspected and having the truck updated with current equipment. A report will be provided in the future to Council.

Member Rupprecht motioned to approve the transfer of \$60,000 from the Cash Fund to the Committed Vehicle fund for the Lewiston Ambulance. Seconded by Member Lange. Approved 5-0.

Director Essig stated he will be out of the country starting on the 17th of June and during his time away, Assistant Ambulance Director Nathan Hedlund and Training Officer Brent Jones will be taking care of the Ambulance Service.

10. Police Department- Scott Yeiter

Police Chief Yeiter presented his monthly report to Council. There was a mix of crime and busier than normal during the month of May but nothing beyond the capabilities of the Police Department. The new squad car has better lighting but still has a few things minor set-up items which are being worked on. The debut of the squad car will be around the time of Heartland Days but has been out in the community.

Chief Yeiter informed the Council he attended the last Heartland Days Committee meeting and they are still seeking volunteers for a variety of positions during the events. There will also be extra law enforcement during the Heartland Days events.

10.1- Severe Weather Siren

Chief Yeiter informed the Council there was an issue with the Severe Weather Siren during its last test but the issue has been resolved by ANCON. The siren is about 3 years old and the batteries will need replacing in the next year or two.

11. Public Works Loader- Curt Benter

Public Works Director informed the Council he has a loader in mind for the City to purchase. The loader is currently being held for the City by Midwest Equipment. Public Works would like to purchase the loader due to the age of the current loader and the safety of its operation.

Administrator Brierley informed the Council Director Benter has obtained loan options from Merchants Bank, Security State Bank, and from Minnesota Rural Water Association. The other option is to pay cash for the loader and use the budgeted money from the vehicle replacement fund to re-fund the capital improvement fund. The length of the loan quotes are 5 years from each institution along with a 4 year option through Security State Bank. Through Council discussion it was determined the best option would be through Security State Bank as the overall cost is the lowest. The 4 year and 5 year options were also discussed with the 5 year option being the most suitable for the City's budgeting practices.

Member Rupperecht motioned to approve the purchase of a 2014 Case 521 XR loader from Midwest Equipment through a loan with Security State Bank on a 5 year term with a interest rate of 3.75 percent based on the quote provided. Seconded by Member lange. Approved 5-0.

12. Auditor's Agreement

Administrator Brierley presented the Council with the Auditor's Agreement with Thomas Cummings for the 2016 year-end audit. The audit agreement is a standard agreement and is similar to that of the agreement for the 2015 year-end audit.

Member Rupperecht motioned to approve the Auditor's Agreement in the amount of \$14,950. Seconded by Member Kelly. Approved 5-0.

13. City Server

Administrator Brierley informed the Council there was very little space left of the City's Computer Server as there was 404 MB of the 302 GB the server can store. A new server would be set up to allow for future drives to be added and swapped after they become full. The data can also be transferred easily between new and the replaced drives. Due to the current set-up of the current server, a full replacement is the only option. Before the new server would arrive, the City can use an external hard drive to store the excess data.

Member Kelly motioned to approve the purchase of a new sever in the amount of \$4,380. Seconded by Member Robertson. Approved 5-0.

14. City Credit Card Limits

Administrator Brierley informed the Council Deputy Clerk Cheryl Knight and himself have been researching the process to increase the limit on the City's 4 credit cards as the total limit is only \$5,000 and larger purchases throughout the year hinder the ability to make smaller purchases between Council Meetings. Through talking with Merchants Bank, the credit limits can be easily raised to \$20,000. To do this, a resolution would have to be passed by Council. Administrator Brierley asked the Council if this is a resolution he should pursue. Council agreed to pursue the resolution and present it at the next meeting for discussion and approval.

15. City Policies

15.1- Community Center Reservation Policy

Administrator Brierley presented the Community Center Reservation Policy to Council. The policy is intended to secure a deposit fee in order for a person to reserve the Community Center or Senior Center as a back-up location for events taking place elsewhere. In the past the space has been held without any fees associated causing the City to be unable to rent the space until the reservation is cancelled. Upon the cancellation of the reservation, the City would be unlikely to rent the space affecting a source of revenue.

Member Kelly motioned to approve the Community Center Reservation Policy as presented. Seconded by Member Lange. Approved 5-0.

16. Committee Updates

16.1- Emergency Services Building Committee

A- Conceptual Design Quote

Director Essig presented the design quote from Architectural Design Group for the development and rendering of a new Emergency Services Building. The quote is the same as in June of 2016 in the amount of \$3,000.

Member Rupperecht motioned to approve the design quote in the amount of \$3,000 to be paid out of the General Fund. Seconded by Member Lange. Approved 5-0.

16.2- Rubbish Haulers Committee

Administrator Brierley informed the Council the Rubbish Haulers Committee met and further reviewed the data from the survey. The Committee will also be speaking with surrounding communities who have a single hauler system to gain more information. There will also be an application for rubbish hauling in the community being presented at the June 28th meeting. Member Rupperecht stated any change to the rubbish hauling system currently in place with the City would not likely take effect until 2019.

16.25- Beautification Committee

Member Rupperecht informed the Council it is time to put mulch down and weed the flower beds. The Committee is seeking Council approval to purchase 30 yards of mulch and the ability to make purchases within the current budget constraints.

Member Rupperecht motioned to approve the purchase of 30 yards of mulch from Kuehn Trucking in the amount of \$1,050. Seconded by Member Lange. Approved 5-0.

The second request to spend within the budget constrains was not necessary as there is a paid department head for the Beautification Committee who is allowed to spend up to the amount of \$1,500 without Council approval prior to the purchase as long as it stays within the set budget.

16.3- Personnel Committee

Item 16.3 will be closed on the request of Administrator Brierley for his performance review.

Member Kelly motioned to close the City Council meeting under MN Statute 13D.03 and/or 13D.05 for the performance review of City Administrator Travis Brierley. Seconded by Member Robertson. Approved 5-0 at 9:06 pm.

Member Kelly motioned to re-open the regular City Council meeting. Seconded by Member Lange. Approved 5-0 at 10:10 pm.

The results of the review include the extension of Administrator Brierley's probation period 6 months with reviews to be held every 2 months, and to instill a employee work plan with goals supervised by Member Kelly.

Mayor Carlson motioned to approve the extension of Administrator Brierley's probation 6 months with reviews to be conducted every two months, and to have Member Kelly supervise a work plan with goals on behalf of Council. Seconded by Member Robertson. Approved 5-0.

17. Additional Council Concerns

Member Rupprecht informed the Council he will not be present at the June 28, 2017 meeting.

Member Lang informed the Council he wants to have a Bikes and Trails Committee meeting in the near future.

Member Kelly asked Council to approve the purchase of candy for the Heartland Days parade as it has been done in the past.

Member Rupperecht motioned to approve the purchase candy for the Heartland Days parade in the amount not to exceed \$150.00. Seconded by Member Lange. Approved 5-0.

Member Robertson motioned to adjourn the Council Meeting. Seconded by Member Lange. Approved 5-0.

The Council Meeting was adjourned at 10:33 pm on June 14, 2017.

Submitted By:
Travis Brierley
City Administrator/Clerk