

Lewiston City Council
Council Meeting Minutes
May 24, 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 May 24, 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.

4. Agenda- Changes and Additions. Approval.

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

5. City Council Minutes – Special Council May 10, 2017 and Regular Council May 10, 2017

Mayor Carlson approved the minutes for the Special Council Meeting on May 10, 2017 and the Regular Council Meeting on May 10, 2017.

6. Accounts Payable

Member Robertson motioned to approve accounts payable dated 5/18/2017 with an additional handout dated 5/23/2017. Seconded by Member Lange. Approved 5-0.

7. Citizens' Concerns

None.

8. Community Center

7.1- Red Cross

City Administrator Brierley informed the Council the Red Cross had requested to rent the Community Center at no charge for a blood drive. The date of the rental is on the City Calendar which is being managed by Deputy Clerk Cheryl Knight and the dates would be put on the community channel.

Member Rupprecht motioned to approve for the Red Cross to rent the Community Center at no charge for a blood drive which is open to the public. Seconded by Member Lange. Approved 5-0.

7.2- Church of the Brethren

Administrator Brierley informed the Council the Church of the Brethren wanted to rent the Community Center at no charge for a community meal. The date of the rental is on the City Calendar which are being managed by Deputy Clerk Cheryl Knight.

Member Lange motioned to approve for the Church of the Brethren to rent the Community Center at no charge for a community meal which is open to the public. Seconded by Member Rupprecht.
Approved 5-0.

9. Water Billing

9.1- Past Due Report

Administrator Brierley presented the past due billing report to Council. The total amount past due was \$12,539.79 as of May 24th, 2017. There was also an increase in payment plan arrangements made. The past due managing and reporting responsibility will also be given to Deputy Clerk Knight. The Council was informed of the process for past due accounts and the collection of the past due amounts through payment plans along with certification process through Winona County. Council was also presented with the Delinquent Water/Sewer Billing Payment Plan policy approved in 2016.

9.2- Lagunas; 01-00004145-00-1

Mr. Lagunas was present for the discussion by Council regarding the water shut-off notice provided to him after failing to meet the agreed upon payment plan arrangements with the City. Administrator Brierley informed the Council the history of the payment plan arrangement made with Mr. Lagunas in October 2016 and why he was provided with a shut-off notice. Council discussed Mr. Lagunas's past due amount and the different options to include continuing with the shut-off, certifying Mr. Lagunas's past due amount, and creating a new payment plan which would be set forth by Council. The late fees on the account totaled \$237.18 of the \$1,156.60 past due. Council set forth the following option to Mr. Lagunas: A new payment plan would be created, an amount of \$200 per month was to be paid, no late fees were to be charged, and current late fees would be removed after the total bill was below the current late fee amount. Mr. Lagunas agreed to this option.

Mayor Carlson motioned to not continue with a shut-off with upon conditions that Mr. Lagunas signs a new payment plan agreement with a monthly amount due of \$200.00, no late fees to be charged as long as the payment plan is kept current, and the current late fees would be forgiven when the total due on the account reaches the current late fee amount of \$237.18. Seconded by Member Rupprecht. Approved 5-0.

9.3- Peshon; 01-00010022-00-2

Ms. Peshon was present for the discussion by Council regarding the water shut-off notice provided to her after failing to meet the agreed upon payment plan arrangements. Administrator Brierley informed the Council the history of the payment plan arrangement made with Ms. Peshon in October 2016 and why she was provided with a shut-off notice. Council discussed Ms. Peshon's past due amount. The total late fees on Ms. Peshon's account totaled \$134.79 and the total without late fees on her account totaled \$1,399.24. Council discussed providing Ms. Peshon with a similar option which was offered to Mr. Lagunas. Ms. Peshon agreed to similar terms with a payment of \$160 per month instead of \$200 per month.

Mayor Carlson motioned to not continue with a shut-off upon the conditions that Ms. Peshon signs a new payment plan agreement with a monthly amount due of \$160.00, no late fees to be charged as long as the payment plan is kept current, and the current late fees would be forgiven when the total due on the account reaches the current late fee amount of \$134.79. Seconded by Member Roberton. Approved 5-0.

9.4- Payment and Fees

Administrator Brierley informed Council he had been asked in a previous meeting to provide late fee information from surrounding communities. Information provided included St. Charles, Rushford, Winona, Altura, Rollingstone, and Goodview. They each use a different model to determine what the late fee amounts should be for past due amounts. After Council discussion, Council agreed a Work Session should be set to discuss a potential to change to how the City is currently charging late fees. This date would be set during agenda item 14- Council Concerns. No action was taken.

10. Bolton & Menk- Bryan Holtz

Mr. Holtz informed the Council there were approximately 24-30 community members who participated in the Street Informational Meeting held on May 23. The meeting was a success as the community members in attendance asked several questions during and after the presentation of the street conditions along with future plans regarding water/sewer infrastructure. Mr. Holtz also stated that he spoke with Public Works Director Curt Benter regarding Country Club Drive as it was not one of the streets presented during the meeting and the street should be re-considered as a top street to reconstruct in 2018. Mr. Holtz provided his professional recommendation that the City should focus on starting with cul-de-sacs and working back from there to avoid damage from construction equipment on new streets.

10.1- 2018 Street & Utilities Work Order

Mr. Holtz presented a work order to the Council regarding a preliminary engineering report and topographic and boundary survey. The work order will help to better define the total cost of the reconstruction of selected streets. This is another step which is necessary to narrow the scope of the project and provide more information to Council prior to the final decision on streets is made. The total cost would be about \$25,000 for the work order.

Member Robertson motioned to approve the work order in the amount of \$10,000 for the feasibility study and \$15,000 for the topographic and boundary survey. Seconded by Member Rupprecht. Approved 5-0.

11. People Services- Ken Johnson

Mr. Johnson informed the Council he had to shut the waste water treatment facility down for a short time due to the heavy amounts of rain the City received over the prior week. This amount of rain led to an increased amount of I&I and a higher chemical cost to treat the waste water. The extra amount of phosphorus added a cost of approximately \$625 for the one week of treatment. Mr. Holtz informed Council the increase in water being treated at the plant during rain leads him to believe there is a cross-connection between the storm water and sewer lines. This could be the cause as the City has used settlement ponds which needed extra water to keep the settlement process working. The extra water is not currently needed with a treatment plant. Mr. Johnson presented a report to the Council stating that the rain had increased his flow into the facility to as high as 1,400 gallons a minute compared to a normal flow under dry conditions to be between 40

and 45 gallons a minute. An investigation to a cross-connection is being addressed but the ground needs to firm up to allow the necessary equipment to get to the suspected problem areas.

12. Public Works- Curt Benter

Director Benter informed the Council the new Public Works trucks should be arriving at Lewiston Auto shortly. MiEnergy had fixed a street light located at 145 Whispering Pines after approximately 6 years of it not working. The issue was caused when a power pedestal was installed without the power wires connected. Director Benter also informed the Council he will be having a medical procedure done and will be on light duty for about 4 to 6 weeks.

Director Benter informed the Council he was addressing the work options regarding the complaints made about Country Club Drive. The options include a temporary fix which involves adding more gravel to the holes and shoring up the missing curb or repaving the section of street and replacing the curb. The action is dependent on what Council decides is the best option for street reconstruction in 2018. Director Benter also informed the Council he has bids for paving the affected sections as well.

13. City Code- Liquor Law

Administrator Brierley presented a draft copy of a potential change to the City's Liquor Code as the State of Minnesota approved limited Sunday Off-Sale. Council discussion included potential comments from the community regarding the liquor law change. Discussion also included changing the wording the Code to allow laws passed at the state level to not require a change to the City Code.

14. Committee Updates

14.1- EDA

Mayor Carlson informed the Council her and Member Lange attended the May EDA meeting. Topics discussed during the meeting included a CEDA bus tour on June 15th which would highlight different locations in the City to potential investors and developers. Lewiston Senior Care is also making payments on their EDA loan approved earlier this year and progress is continuing on the building's remodel. Ideas were also presented to host a farmer's market in Lewiston which would be discussed at future EDA meetings.

14.2- Planning and Zoning Commission

Administrator Brierley informed the Council there was not a quorum at the May Planning and Zoning meeting but the members who were in attendance discussed 2 conditional use permit applications, 1 variance request application, and 1 zoning amendment request application

submitted to the City. A Special Planning and Zoning Commission meeting was called for June 13th and a public hearing has been called for June 20th to receive comment regarding the conditional use permit applications and the variance request application. The zoning amendment is still in the process of being developed.

14.3- Personnel Committee

Member Kelly informed the Council the Personnel Committee met and discussed Deputy Clerk-Utility Billing Clerk Cheryl Knight's performance review and recommend she is taken off probation, provided with more hours as she was hired at 32 hours a week, and a raise.

Member Kelly motioned that Cheryl Knight be removed from probation, have her hours increased from 32 hours a week to up to 40 hours a week, and be provided with a \$1.00 per hour wage increase, and a retro-effective date of May 20th, 2017. Seconded by Member Lange. Approved 5-0.

Member Kelly the Committee also interviewed Riley Matzke for the Public Works Summer Mowing position and recommend his hire effective May 30th, 2017 at 30 hours a week at the rate of \$10 per hour. Administrator Brierley informed the Council that Mr. Matzke would also be available to help with the set-up of baseball/softball fields when needed and would be paid by Summer Rec for any hours over 30 per week.

Member Kelly motioned to approve the hire of Riley Matzke for the Summer Mowing position effective May 30th, 2017 at a rate of \$10.00 per hour at 30 hours per week with up to an additional 10 hours a week to help with baseball/softball fields for Summer Rec. Seconded by Member Robertson. Approved 5-0.

Member Robertson informed the Council the Committee interviewed Christopher Schell for the Baseball/Softball Coordinator position and recommend his hire effective May 26th, 2017 and ending August 12th, 2017 with a salary of \$2,500 for that time period.

Member Robertson motioned to approve the hiring of Christopher Schell as the Baseball/Softball Coordinator at a salary rate of \$2,500 with an effective date of May 26th, 2017 pending a background check. Seconded by Member Kelly. Approved 5-0.

15. Additional Council Concerns

Member Lange asked Council to set a date for a Council Workshop. Council Agreed to have the Workshop on June 14th, 2017 at 6:00pm to discuss the water billing penalties.

Member Rupprecht informed the Council that Representative Gene Pelowski will be attending the next Council meeting to provide an update on the legislative session and an invitation has been extended to Senator Jeremy Miller to attend.

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

The Council Meeting was adjourned at 8:49pm on May 24th, 2017.

Submitted By:
Travis Brierley
City Administrator/Clerk