

Lewiston City Council
Special Meeting Minutes
November 14, 2017
Lewiston City Hall – 6:00 pm

1. Call to Order

Special City Council Meeting called to order by Mayor Carlson at 6:05pm on November 14, 2017.

2. Office Staffing

Discussion of the “Interim” City Administrator position, and what is being done, and not being done in the office. Member Lange mentioned the comprehensive plan update needing to be done, which the EDA/Planning & Zoning committees can get involved with. Further discussion continued.

Member Kelly motioned to appoint Interim City Administrator/Clerk Cheryl Knight to the permanent City Administrator/Clerk position effective 11/18/2017 at a salary of \$55,000 per year, to serve six months probation (less her three months serving as Interim). Seconded by Member Roberton. Approved 5-0.

Discussion continued as to the status of Kelly Dahl within the office, and additional training needs for her. Her health insurance will start 1/1/18, with PERA retirement benefits to start immediately.

Member Rupprecht motioned to appoint Kelly Dahl to the permanent Deputy City Clerk position effective 11/18/17 at a salary of \$16.00 per hour, to serve six months probation (less her two months already served). Seconded by Member Kelly. Approved 5-0.

3. Budget Discussion

Paperwork needs to be completed to set-up the City flex plan document to allow pre-tax deductions to occur. Bill Singer from AT Group will work with us to get this set up. There will be a small monthly cost. COBRA paperwork being handled from AT Group is a benefit to this plan.

The budget is updated for the change (reduction in) health insurance premium, as well as the increase in HSA contribution effective January 1, 2018.

Fire Department and Ambulance Department increases are mainly due to workman’s compensation costs. Police Department revenue was discussed, as well as expenditures. If part time officers are moved to PERA Police and Fire Plan from the Coordinated Plan, employment expenses will increase at the rate of \$2.50 per \$100 paid in part-time wages.

Decision made to remove the requested increase in Police part-time salary for now. PERA calculation changed to amount for PERA Police and Fire Fund. Budget added of \$8,000 to Motor Vehicles to save for a replacement vehicle. No deduction to be made to the Capital Improvement Fund.

Public Works Director Benter wondered if, at the end of this year, could any leftover unused budget funds from his departments be used to pay down the loan on the Loader purchased this year. City Administrator Knight stated that Benter's request would have to go before Council for approval. Thomas Cummings, CPA, will determine excess revenue less expenditures when he reviews the year's performance.

Member Rupprecht motioned to adjourn the meeting. Seconded by Member Roberton. Approved 5-0.

The Council Meeting was adjourned at 8:30 pm on November 14, 2017.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk