

**Lewiston City Council**  
**Council Meeting Minutes**  
**April 25, 2018**  
**Lewiston City Hall – 7:00 P.M.**

**1. Call to Order**

City Council Meeting called to order by Mayor Beth Carlson at 7:00 pm April 25, 2018.

**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).

**4. Agenda- Changes and additions**

Member Lange requested to add item 11.1 GreenStep City Intern to the agenda.

Member Robertson motioned to approve the agenda with the said change. Seconded by Member Rupprecht. Approved 5-0.

**5. Adopt Consent Agenda**

A. Regular Council Meeting Minutes- April 11, 2018

B. Local Board of Appeals and Equalization Meeting Minutes- April 12, 2018

C. Minnesota GreenStep Cities Welcome Letter

D. Snowsports Snowmobile Club-Gambling permit- January 12, 2019

E. Accounts Payable

City Administrator/Clerk Knight commented on the Regular Council Meeting Minutes from April 11, 2018: Page 3, Item 9, Additional Council Concerns, the paragraph that begins “Member Kelly commented on the complaints”..the clarification is that no animals (other than service animals) will be allowed in the building, and the rental agreement will be updated with this language and returned for Council review.

Member Rupprecht motioned to adopt the consent agenda with the said change. Seconded by Member Lange. Approved 5-0.

**6. Citizens’ Concerns- None**

**7. Heartland Days Committee-designating the fest area and update-Shawn Kennedy-Lee-postponed from April 11, 2018**

Becky Mueller from the Heartland Days Committee was present and addressed the Council. The Committee wants to designate a fest area, so patrons can move freely throughout the bars and

fest area with alcohol. Discussion followed. There was a question of who has jurisdiction of Main Street-the City of Lewiston or Winona County. Request made to Mueller to contact Winona County about jurisdiction. City Administrator/Clerk Knight will contact the City Attorney for advice. This item will be brought back to Council for further discussion.

Also, request made for Council to donate the prize money for the medallion hunt.

#### **8. Craig Johnson Home Improvement-Quote for office area remodel**

City Administrator/Clerk Knight stated the Police Department needs more room for their office area. The idea was to flip the current Public Works area with the Police Department office. The remodel would create a separate area for the Police department office and one for the evidence, safe and officer lockers. The quote from Craig Johnson was only good for 30 days, with an eight week delivery due to the steel office doors, with 50% earnest money down. There is money in the CIP fund to cover this expense. Member Kelly inquired if there were any other bids. No, none were received from Public Works. Kelly requested that additional bids be gathered, and this item will be returned to a future Council meeting.

#### **9. PeopleService Monthly Report- Ken Johnson**

Mr. Johnson presented his monthly report and stated that everything is looking good at the plant. Member Rupprecht mentioned the final page of the packet, page thirty-three (33) labeled March 2018, is the report that he requested from Johnson to identify any correlation between water produced and water treated, along with rainfall amounts. Rupprecht stated the City treated significantly more water than what was pumped for March 2018. Tweaks will continue to be made to this report.

Member Rupprecht also mentioned a meeting was held last week with PeopleService's Herb Krueger and Ken Johnson as their five year contract is ending 5/31/18 and is up for renewal. The proposed contract will not cost any more other than the standard cost-of-living increase built into it. Ken Johnson's reports show the chemical usage is well above what was budgeted.

PeopleService has added \$5,000 from their side into the chemical budget at no cost to the City of Lewiston. If the City can get control on the water that is not pumped but still treated, it can potentially save thousands of dollars every year on chemicals. Every gallon that comes in has to be treated with a like amount of chemical. Excess water takes excess chemical, so if it's not wastewater, it shouldn't be out at the plant.

#### **10. 2018 Street Project- Bryan Holtz**

Member Rupprecht commented on an email received from the City Administrator that said the bid came in higher than expected. The full wording should have been that the "*Contractors bid*

*for the contracted work came in higher than expected. The total cost is still less than what Mr. Holtz had estimated”.*

Mr. Holtz explained that there was only one bid, even though there were 12 contractors registered on the website. Holtz expected up to half would have submitted bids; he inquired of the other contractors why they didn't bid. Consensus was that Mother Nature was not kind to them, they had not started any work on any projects to date, and they were worried they couldn't get the project done in time. A-1 Excavating however was not scared, as they had 2200 ground crews to get jobs done. Discussion continued regarding the bid received, and the overall project. Recommendation from Bolton-Menk is to award some sort of project to A-1 Excavating. Holtz handed out his firm's standard award letter.

Mike Bubany, the City's financial advisor, discussed the project. Bubany disclosed a potential conflict of interest: his son has worked with Bolton-Menk for the last three years. The project was viewed three ways: as a \$3.5 million option, a \$4.1 million option, and a \$4.8 million option. The City borrowing would actually be higher than these amounts due to issuance costs, capitalized interest, etc. Assumptions are: assessment of at least 20% to the benefitting property owners (so assessment revenue will be coming in), and the tax impact to homeowners would be even throughout the life of the bond.

At \$3.5 million project, on \$100,000 taxable assessed value home, taxes would be \$14.00 more per month. On a \$200,000 taxable assessed value home, the amount would be double, or \$28.00 more per month. These amounts do not include any of the special assessments.

At \$4.1 million project, on \$100,000 taxable assessed value home, taxes would be \$18.00 more per month. And, at the \$4.8 million project, on \$100,000 taxable assessed value home, taxes would be \$23.00 more per month. If the home's assessed value increased, that would be an additional amount on top of these stated amounts.

Bubany's advice was that the City do some sort of project, instead of doing nothing. The economy is currently in a rising interest rate market. If the City waits, it might deal with worse (higher) bids, and the interest rate would also be higher. Discussion followed among the Council members.

Member Rupprecht motioned for approval of Resolution 2018-06, Resolution Receiving Bids and Awarding Contract on 2018 Street & Utility Improvement Project for a bid from A-1 Excavating of Bloomer Wisconsin, in the amount of \$4,071,670.25. Seconded by Member Kelly. Approved 5-0.

## **11. Authorization to Request Certain Job-Related Information on City of Lewiston Employee- Mayor Carlson**

Mayor Carlson asked if all council members received an e-mail from the City Attorney regarding this matter. They did. Discussion followed.

Mayor Carlson motioned to authorize the Personnel Committee to provide communications to the employee stated in the memo to provide information to the City as stated in the same memo.

Seconded by Member Robertson. Approved 5-0.

### **11.1 GreenStep City Intern- Bryce Lange**

Member Lange has discussed with a professor from Winona State University that the college offers a Sustainability minor, and the students in the minor have been working with the GreenStep Cities of Winona and La Crescent to do research, identify waste, prepare grant applications, and coordinate with other agencies. Lange stated it would be beneficial to consider preparing a City of Lewiston job description for an intern to work 8 to 16 hours per week- which can be unpaid. Member Lange to work with City Administrator/Clerk Knight to prepare a job description and return it to Council for approval.

## **12. Committee Updates**

**12.1 EDA Committee-** Member Lange stated the committee discussed holding a land forum, developed outcomes, and the recently completed housing study will be discussed during the land forum. There will be a joint EDA and Planning & Zoning meeting scheduled in May.

## **13. Additional Council Concerns**

Member Rupprecht stated the tree trimmings along Debra Drive will be picked up tomorrow, April 26<sup>th</sup>. Rupprecht contacted the tree farm manager, and the tree order for North Park (near Kwik Trip) will be placed next week. Depending upon conditions at the tree farm, the trees will be picked up and planted shortly thereafter with the help of his able-bodied tree partner.

Rupprecht commented to Member Lange regarding the Bicycle and Trails Committee: a forum from about seven years ago held in Lewiston had state officials intrigued of a (walking/biking) trail connecting the City of Lewiston to Farmer's Community Park. This possible GreenStep City intern could look into this trail-as well as funding-even federal funding-as it would connect a state, county, or regional park to a community-which is usually highly considered.

Member Lange stated he has a potential conflict of interest to disclose. He has applied for Small Cities Development Program Funds from the Southeastern Minnesota Multi-County Housing Redevelopment Authority, and has been determined eligible. As a City Council member, he does

not make decisions on who gets funding and who doesn't. The decision was not made by the City Council and Lange was not part of the decision making body.

Mayor Carlson stated she is unable to attend the Minnesota Mayors Conference this upcoming weekend due to a death in the family. Also, please consider changing passwords on online and email accounts to help keep them secure.

Member Rupprecht motioned to adjourn the Council Meeting. Seconded by Member Robertson.

Approved 5-0.

The Council Meeting was adjourned at 8:20pm on April 25, 2018.

Submitted By:  
Cheryl A. Knight  
City Administrator/Clerk