

Lewiston City Council
Council Meeting Minutes
February 27, 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 February 27, 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 Rupprecht motioned to approve the agenda with the additional item . Seconded by Member Lange. Approved 5-0.

5. Adopt Consent Agenda

- A. Regular Council Meeting Minutes- February 14, 2018
- B. Special Council Meeting Minutes- February 14, 2018
- C. Accounts Payable
- D. Accounts Payable-Addtl

Member Lange motioned to adopt the consent agenda as stated. Seconded by Member Robertson. Approved 5-0.

6. Citizens' Concerns- Member Rupprecht commented on behalf of citizens that if someone in the audience wants to speak, if they would please go to the microphone so they can be heard.

7. PeopleService Monthly Report- Ken Johnson

Mr. Johnson presented his monthly report for January 2018. An actuator might need to be purchased, as Mr. Johnson has few left to use to make repairs on current ones. The cost is approximately \$4,000 each, and the plant has 25 more to be replaced.

8. Community Center Mural Committee Update- Kelly Dahl

Deputy Clerk Kelly Dahl reported on the committee plans to update the Community Center. She discussed the new paint color, several wall boards with Styrofoam backing to absorb sound, a new bar and buffet table. Discussion followed.

Member Rupprecht motioned for approval to paint (move forward with the plan to update) the Community Center. Seconded by Member Robertson. Approved 5-0.

9. Rubbish Hauler Permit-Final- Cheryl Knight

Waste Management of LaCrosse returned their application, fee and certificate of liability insurance. Annual rubbish hauler certificate ready for Mayor Carlson's signature. Mayor Carlson clarified this renewal had been sent to the Rochester MN office in error, but should have been sent to the LaCrosse Wi office.

Member Robertson questioned the rubbish hauler single contract idea. Preliminary steps had been taken while former Administrator Travis Brierley was here. Member Rupprecht stated the cost ~~would be about half~~ in a neighboring city was half of what he currently pays for Waste Management service. If desired to make this change, work should begin within the next couple of months, to be ready when the current rubbish haulers contracts expire December 31, 2018.

10. Water Billing Update- Cheryl Knight

City Administrator/Clerk Knight presented the monthly water billing report. There were 36 accounts 60 days delinquent with an amount due of \$3,406.11, with 1 being a commercial account. There were 62 accounts 30 days delinquent with an amount due of \$5,742.42, again with 1 being a commercial account.

There were 12 payment agreements outstanding, with 8 being paid timely. There were 4 pending shut-off notices, as these agreements hadn't been paid on since being certified to taxes last November. Discussion followed. Council wants to move forward with the shut-off notices as needed.

As an aside to this discussion, the email from Sandra Suchla, the Winona County Auditor-Treasurer, was found and it stated each classification of an assessment (such as the one from last November for unpaid utility charges) has a \$25 set up charge. Each parcel is charged a \$3.00 fee per certification.

11. Proposed Policy for Donation of Surplus Equipment- Cheryl Knight

City Administrator/Clerk Knight presented a draft Policy for Donation of Surplus Equipment from the League of Minnesota Cities. There are a few pieces of equipment that the City would like to get rid of. Mayor Carlson mentioned using a "closed bid" process to auction off surplus equipment. Knight will review and add the process into the proposed policy and bring back for Council review.

12. Committee Updates

12..1. Personnel Committee

Member Kelly requested approval of the position description for the Summer Baseball/Softball Coordinator, and for permission to post the position vacancy.

Member Rupperecht motioned the approval of the Summer Baseball/Softball Coordinator position description. Seconded by Member Lange. Approved 5-0.

Member Kelly motioned for approval to post the Summer Baseball/Softball Coordinator position vacancy. Seconded by Member Lange. Approved 5-0.

Member Kelly stated the Personnel Committee is reviewing the removal of the Personnel Policy from the City Code of Ordinances and putting it in its own Personnel Policy Handbook. This will also include functions of the personnel committee, job descriptions, sick time, and FMLA policy.

13. Additional Council Concerns

Member Rupperecht requests the next meeting with our financial advisor Mike Bubany (after the MPCA and Minnesota Department of Health water quality meetings scheduled in March) include the agenda items: the potential financial impact of water treatment, and the financing for the EMS building as presented by the committee. He requests that these two finance issues be the focus of this next discussion with Mr. Bubany, as time ran out in the previous meeting.

City Administrator/Clerk Knight stated the regular Planning & Zoning meeting scheduled for the 3rd Tuesday of the month will need to be moved for this month, as both she and Deputy Clerk Dahl will be out of the office for training that day.

Mayor Carlson mentioned that the Fools Five Road Race (which is usually the first Sunday in April) will be April 8th this year due to the Easter holiday on April 1st.

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

The Council Meeting was adjourned at 7:53pm on February 27, 2018.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk