

Lewiston City Council
Council Meeting Minutes
July 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 July 25, 2018.

2. Pledge of Allegiance

3. Roll Call

Present (5): Mayor Beth Carlson, Council Member Larry Rupprecht, Council Member Dan Robertson, Council Member Jeremy Kelly and Council Member Bryce Lange. Not Present (0).

4. Agenda- Changes and additions

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

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- July 11, 2018

B. Accounts Payable

C. Accounts Payable- Addtl

D. Accounts Payable- Addtl 2

Councilman Rupprecht asked the Public Works Director if the Asphalt Armor bill to repave section on South Fremont was related to a water main break? Yes, it was.

City Administrator/Clerk Cheryl Knight commented that the \$1,500 payment to the Canadian Pacific Rail was at the request of City Engineer Bryan Holtz. The City had previously submitted an application to the railroad, which was lost, so the City had to resubmit an application and pay to expedite the paperwork. Mayor Carlson questioned if it was to loop the water line under the railroad? Yes, it was.

Member Robertson motioned to adopt the consent agenda. Seconded by Mayor Carlson. Approved 5-0.

6. Citizens' Concerns- None

7. Public Works Monthly Report- Curt Benter

Circle Pines Park playground equipment quotes have come in. Director Benter worked with Barbara Marchwick and her neighborhood committee to determine what they wanted for the playground. Quote #1 is from Webber Recreational Design from Hastings, MN. It is for age

group 5-12, realistically ages 2-12, with pictures of the equipment and layout being in the agenda packet. Total cost of equipment and installation is \$35,381.62.

Quote #2 is from Game Time, Golden Valley, MN. It is also for age group 5-12, with pictures and layout also being in the packet. Total cost of equipment and installation is \$40,000.00.

Benter stated that after a conversation with Mike Sewell (MMUA safety instructor), the pea gravel he wanted to use is not a viable option for fall protection and is non-ADA compliant. To use pea gravel, we would have to use poured rubber matting over the pea gravel for wheelchair access which would cost in excess of \$20,000. Sewell suggested because we have a base of wood chips, we add the additional amount needed for fall protection compliance, and the wood chips are ADA compliant. The cost of the certified wood chips would be \$6,800 instead of \$13,600 as previously stated. So, the total cost for the concrete border (\$16,820) and 6" of wood chips would be \$23,620.00. The breakdown for just the Circle Pines Park rehab is \$41,501.62 for Quote #1 and \$46,120.00 for Quote #2. The total for all parks border, wood chips, and equipment at Circle Pines Park is \$59,001.62 to \$63,620. This amount is not currently available in any of the Public Works Departments budgets. Playground equipment at all the other parks is in good shape. Councilman Rupprecht commented that he had hoped our excess reserve amount from the 2017 audit would have been enough to pay for this, but it wasn't.

Item #2 on his list is a digital sign quote for in front of City Hall. This is an updated quote from the original 9/21/17, and varies from \$16,025.67 to \$21,247.75. Perhaps the Cable Fund could pay for this equipment? Mayor Carlson states the Cable/Media Committee will meet the first Monday of August and can discuss this issue then.

Director Benter proposes that budget in the amount of \$6,950.80 be transferred from the wastewater maintenance account to the police department to purchase the evidence pass-through locker system. City Administrator/Clerk Knight stated there was budget available in the specific maintenance account this year, in addition there was \$10,300 budget unspent in 2017.

Discussion continued as to how to secure the area, to potentially purchasing abuse board for the walls, and adding wire mesh to the windows.

Member Rupprecht motioned for an amount up to \$7,000 budget be moved from 602-49450-400 to 207-42100-500. Seconded by Member Kelly. Approved 5-0.

8. PeopleService Monthly Report- Ken Johnson

Mr. Johnson presented his monthly report. Johnson stated he needed to get the pumps inspected at the wastewater treatment plant, with the cost to be covered by PeopleService. One pump probably will need to be repaired or replaced. When the repair estimate is received he will bring

it back to Council. Councilman Rupprecht stated the monthly overage of 1.1 million gallons, or 29% of water not being paid for is being treated through the plant.

9. Resolution 2018-10 Appointing election Judges for the 2018 Elections- Cheryl Knight

Knight stated that Holly Jacobs will act as the head judge for this election year. There is a CD at City Hall for those wanting to do online training and Mr. Carl (CJ) Lee will be a junior election judge for these upcoming elections. New equipment (a poll pad) will be in place this year, with training scheduled in Winona County for August 7, 2018 for Mr. Lee and Ms. Knight.

Member Kelly motioned for approval of Resolution 2018-10 Appointing Election Judges for the 2018 General Elections. Seconded by Member Robertson. Approved 5-0.

10. Surplus Equipment Update- Cheryl Knight

A 30 day sealed bid for surplus equipment has produced no bids. Knight informed Council that the surplus items will be donated to the ReStore.

11. Committee Updates

11.1 Personnel Committee

Member Kelly stated job descriptions are being reviewed and updated for the department heads. Decision made that exempt employees will continue to punch a clock. The committee is creating a new personnel policy book and will be removing the personnel policies out of the City Code. Also the committee is looking at wage/step grids from other cities-especially for those with more than 20 years of service.

11.2 EDA Committee

Mayor Carlson stated their monthly meeting was held, and then followed up with a joint EDA/Planning and Zoning meeting. Discussed the land forum and upcoming actions arising from it, the Winona County SHIP wayfinding signage grant, and the DEED demolition and development grant program that might help with Main Street.

11.3 Housing Development Group

Two meetings have been held since the forum, which included Mike Bubany, the City's financial advisor, Bryan Holtz, the City's engineer, and Dwayne Ostrem, President of Security State Bank. Conversation has been ongoing and discussions will start shortly with the landowners about the financial opportunities for development.

12. Additional Council Concerns

12.1 MN DOT Noise Sign- Clmn Rupprecht

Councilman Rupprecht sent an email to MN DOT regarding signage on Hwy 14 reminding truck drivers to not use engine braking. Potentially many truck drivers upon just seeing the sign would

not use engine braking. Response from MN DOT is that for just under \$1,000 per sign they could put these signs on the eastbound and westbound approaches to the City.

Chief Yeiter stated there currently are no noise ordinance signs. The MN state law for enforcing noise limits is thick and very cost prohibitive. Yeiter said most MN cities that have the noise ordinance signs up, are just that-signs. The City ordinance would state simply “No jake braking (or dynamic engine braking) allowed within City limits.” The City Attorney could be contacted regarding an Ordinance of this kind. Chief Yeiter states he hasn’t received any complaints on this issue, however. Councilman Rupprecht asked if a warning was given to someone regarding the jake braking, is the warning registered on their driver’s record? Yeiter explained that it is not on their driver’s record, but it is registered in the Winona countywide system. When the name gets run in the computer, it will show up.

12.2 Table and Chairs Rental- Cheryl Knight

Community Center tables available for rent would be 20 tables and 30 chairs available. Proposed damage deposit would be \$200. A proposal was made to increase the damage deposit for the community center from \$250 to some higher amount. Standard procedure would be to submit a personal check for the damage deposit that the City holds until after the event. With no damage, the personal checks were returned. Councilman Robertson suggested charging more for wedding receptions, and less for business meetings. Chief Yeiter cautioned about holding a personal check that doesn’t have funds in the bank for it. Chief Yeiter suggested a cash deposit might entice renters to take better care of the facilities. It is a public, taxpayer’s facility and we can’t allow damage to the building. Councilman Rupprecht suggested a graduated damage deposit schedule-those events serving alcohol would be charged more. Yeiter said there were more issues with celebrations that involved alcohol.

Councilman Rupprecht wondering if the City accepts personal checks for damage deposits, cashes them immediately, and returns the funds once the event is held and there is no damage. Does the City have to pay interest if we hold cash? Potentially the damage deposit should match the rental fee? Wording needs to be on the application if alcohol will be served? Administration will work to create updates.

Councilman Rupprecht stated the City of Lewiston was not successful in applying for the EAB (Emerald Ash Borer) grant.

Councilman Lange inquired if the ordinance confusion was cleared up. Mayor Carlson stated yes, we did identify it. . It was actually about the Police Chief having three job descriptions. Yes, the most recent one was identified and was being updated.

Councilman Kelly commented that Tim Fortin mentioned that the summer rec pitching machines were still not available for him to use-as they were not in the equipment shed. Mayor Carlson stated she understood that the machines were going to be kept at the field where they were normally used. City Administrator/Clerk Knight stated she had not heard from Chris Schell regarding this matter. Knight had previously texted with Schell regarding the directive from City Council (that the pitching machines were to be kept in the shed) following the Council meeting on June 27, 2018, but then his father Bob Schell interrupted and phoned into the office less than happy with Knight's discussion with his son Chris. A Park Rec Committee meeting is being scheduled in August to address these issues. Councilman Rupprecht stated that this needs to be resolved, and Council needs to take the initiative to get this in order. Knight stated an end of the year pool party will be held on August 5th, with no prior knowledge or pre-approval, with a final bill from Altura Youth Sports to be presented to the City of Lewiston for reimbursement of City of Lewiston expenses back to Altura Youth Sports. Rupprecht strongly recommended that during budget 2019 time, the organization (Altura Youth Sports) should send a representative to present their 2019 budget plan to Council. Knight stated the prior year reimbursement check was \$7,800.00, of which \$4,000 was uniform expense. At that time, Knight had requested pre-approval of expenses for the program and had worked with Chris Schell to purchase helmets and other equipment needed, but the payment to coaches, staff, and pool party were not pre-approved.

Mayor Carlson expressed condolences to the Fire Department and to the Fortsch and Prigge families on the loss of Jeff Fortsch, a Lewiston firefighter, who passed away unexpectedly.

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

The Council Meeting was adjourned at 8:18pm on July 25, 2018.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk