

Lewiston City Council
Council Meeting Minutes
June 13, 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 June 13, 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 requested to have Mr. Bubany's item for Council (#16) be heard as soon as he arrives at the Council meeting. City Administrator/Clerk Cheryl Knight requested to add item 9(a). Gun Range Agreement.

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

5. Adopt Consent Agenda

- A. Regular Council Meeting Minutes- May 23, 2018
- B. Special Council Meeting Minutes- May 30, 2018
- C. Accounts Payable
- D. Heartland Days Bingo Permit
- E. American Red Cross Blood Drive June 15, 2018-waiver of rental fee for Community Ctr.
- F. City of Lewiston Emerald Ash Borer Management Plan Update
- G. New Flag Donation

Question from Member Rupprecht regarding the SEMMCHRA payment of \$120,851.51. City Administrator/Clerk Knight stated that SEMMCHRA does housing rehab work here in Lewiston, and SEMMCHRA files for reimbursement from the State of Minnesota. The State passes the money on to us here in Lewiston, and we return it back to SEMMCHRA.

Member Rupprecht also stated that in the Emerald Ash Borer Management Plan Update, page 20 of the agenda packet, or p.4 of the plan update, there is a typo. In the middle of the page, after the <http://www.myminnesotawoods>, it says "and can be **SUED** as a reference when developing this plan". It should state "can be **USED** as a reference..." Also, on page 21 of the agenda packet, or

p.5 of the plan update, Member Rupprecht read the first two paragraphs under the ASH TREES ON PRIVATE PROPERTY label. This is important because there are a considerable number of dead or dying trees which are presenting hazards to people within the community. At some point, the Council might have to look deeper in getting those trees taken out.

Member Robertson commented on the Accounts Payable listing, bottom of page 1 and top of page 2 for the League of MN Cities, he thought those expenses should be coded to Conference and Travel Expenses instead of Outside Services. City Administrator/Clerk Knight stated that was correct and she will make an adjustment for it.

Member Rupprecht motioned to adopt the consent agenda with the changes and the comments regarding the EAB (Emerald Ash Borer) plan. Seconded by Member Lange. Approved 5-0.

6. Citizens' Concerns- None

7. Ambulance Department Monthly Report- Matt Essig

Ambulance Director Matt Essig presented the monthly report. For the month of May there were 17 runs, plus 10 runs so far in June, for a total of 96. This is ahead of the pace from last year. On the times of the calls, it is similar between days and weekends. There was an Open House for EMS the last weekend in May which was well attended by the community. An EMR class was held at the high school fourth quarter, with 13 students receiving their State of Minnesota EMR certification. Essig is looking at an EMR class in the fall also, with Winona State University sending many law enforcement students. The class will then open up to registrations from other departments in the County. Expert T billing (who bills the ambulance runs) is working on an agreement with Eservices that would allow patients to pay their ambulance bill by credit card. Essig anticipates the agreement will come to Council for approval next month. The ambulance Board is also conducting a member survey to gauge morale, leadership, and general operations. Membership is strong at 30 people. From last Friday at 6:00pm to Monday afternoon at 3:00pm there were people stationed in the office taking call time.

8. Park Inspections Report- Matt Essig

The City of Lewiston belongs to the regional safety group with Spring Valley and Chatfield. The monthly training in May was held in Lewiston for bucket truck training and parks inspection. Matt Essig, acting as the City's safety coordinator, conducted a survey of the parks with Mike Sewell, the MMUA Safety Rep. Report and pictures were enclosed in the agenda packet. City Administrator/Clerk Knight stated that the Public Works director is gathering information to make the needed improvements. An application was picked up for the Fischer Foundation in hopes of replacing some playground equipment.

9. Police Department Monthly Report- Scott Yeiter

Chief Yeiter presented his monthly report. The month of May was busier than usual, and June so far is also. Heartland Days is coming up next weekend, extra officers will be on duty and all officers will work the parade.

9.a. Gun Range Agreement- Scott Yeiter

This agreement actually started last December. The agreement was sent to our former city attorney, who marked it up and it was returned to Winona County. Winona County didn't like the marked up agreement and wouldn't make the requested changes. The Lewiston City Council did approve the original agreement in January 2018. Other cities also returned the agreements to Winona County with markups as well. Winona County subsequently revised the agreement which was reviewed by the County Attorney, the County's insurance, and our city attorney. Chief Yeiter is requesting City Council approve this new agreement. It is for six years, at \$300 per year, with an opt out clause with a 30 day notice.

Member Rupprecht motioned for approval of the Winona County Gun Range Use Agreement as presented by Chief Yeiter. Seconded by Member Robertson. Approved 5-0.

Chief Yeiter also commented that schools are out for the summer so please use extra caution.

10. Water Supply Plan Work Order- Bryan Holtz

Bryan Holtz stated this work order is to update the water supply plan. It is mandated by the Department of Natural Resources, and the update is due October 2018. The plan has a template, and is complicated, and takes about a year to complete should the City attempt to do it. Bolton-Menk has completed many of these, and the cost to do it is (not to exceed) \$10,000. The City is mandated to complete this because the water service serves more than 1,000 people.

Member Rupprecht motioned for approval of the Work Order on the DNR Water Supply Plan Update as presented by Bolton Menk. Seconded by Member Robertson. Approved 5-0.

Holtz mentioned the 2018 Street project is scheduled to start July 5, 2018. The next newsletter will be sent out to residents shortly.

11. Heartland Days License Agreement- Cheryl Knight

City Administrator/Clerk Cheryl Knight stated this agreement between the City of Lewiston and the Heartland Days Committee was suggested by our city attorney, and it formalizes the agreement between the committee and the City. The agreement defines the fest area, allows for alcohol consumption within the fest area, and states the committee is responsible for ensuring vendors and food vendors have appropriate licenses and insurance. The City has a liability insurance rider for the tractor pull, which the Heartland Days Committee is paying for. The

fireworks vendor has his own liability insurance. The agreement has been signed by Shawn Kennedy-Lee and Zach Rinn of the Heartland Days Committee. Member Rupprecht made mention that in the map of the licenses premises the city municipal lot next to City Hall should be included. Knight stated that yes, it should have been included, but only the vendor/craft show will be held in that lot, and no alcohol will be allowed there.

Member Kelly motioned to approve the 2018 Lewiston Heartland Days License Agreement.

Seconded by Member Robertson. Approved 5-0.

12. SHIP Grant Signage Award Letter and Quote for Signs- Cheryl Knight

City Administrator/Clerk Knight stated the grant is from the Winona County PartnerSHIP program. Originally we were awarded \$5,000, but we are now upgraded to \$11,500. The quote for the four signs is \$11,680. The grant match is supplied by Rebecca Charles from the EDA providing her time to prepare the grant application and the public works department providing the footings for the signs. This program is unique in that they like directional signs to places people can walk or bike to. Potential locations included the schools with the walking trail, the dog park, and the downtown business district.

Member Lange questioned the match amount, and Knight stated it was from the EDA providing work hours to prepare the application, and public works installing the footings for the signs. (The concrete expense would belong to the City of Lewiston.) Member Rupprecht questioned the quote of \$13,464 as compared to the grant of \$11,500. Knight stated the top two lines are the amounts to be looking at, as those quotes have the customer supplying the footings. Member Lange inquired whether some or all of the signs could be saved and used toward the potential Trails project, and what the time frame was for spending the grant. Knight stated she would have to investigate and get back to Member Lange with those answers.

Mayor Carlson motioned to receive \$11,500 from Winona County PartnerSHIP for signage. Seconded by Member Lange. Approved 5-0.

16. Resolution 2018-08 Providing for Issuance and Sale of \$4,990,000 GO Bonds-Mike Bubany

Mike Bubany, the City's financial advisor, stated that there were good results from the sale. The Standard & Poor's rating was re-affirmed at A+. In the rating report, there was mention of an elevated level of debt, so the City will want to continue making and following the plan established for managing the debt load. Also mentioned was the City's cash reserve, and the suggestion was to continue to maintain those reserves as they were the main strength to the City. Bubany handed out the bid summary. There were four bids received, and PNC Capital Markets was the low bidder. PNC also paid \$15,000 out of their own pocket to secure an insurance policy

on the bonds. The net effective rate was 3.1304%, while Bubany had projected to be at 3.73%. Because of this reduction in the net effective rate, the total tax levies will be \$250,000 less. Also, the underwriter's discount was proposed at 1%, but the actual amount taken was at 0. This netted the city additional money in the beginning debt service account. In the 2019 pledged revenues, the tax levy is listed at only \$200,236-Bubany suggested levying the additional amount of \$113, 991 for a total of \$314,227, and putting the excess of \$113, 991 in the capital projects fund. This way, the tax increase to the citizens will start when it was said it would, and there won't be a tax jump in the first year, and then another jump the second year. After the third year, the tax levies jump by \$60,000 to reduce the transfer to the sewer fund. The bid summary assumes the special assessment hearing will be held this year.

Member Robertson motioned to approve Resolution 2018-08 Providing for the Issuance and Sale of \$4,990,000 General Obligation Improvement and Disposal System Bonds, Series 2018A, Pledging for the Security Thereof Special Assessments and Levying a Tax for the Payment Thereof. Seconded by Member Lange. Approved 5-0.

Mr. Bubany also mentioned that the bidder was required to deposit with the City 2% of the award, approximately \$100,000, as a good faith amount. City Administrator/Clerk Knight confirmed this amount was received today. Bubany also commented to make sure the bank knows this sale money is coming in July 2, 2018, so it can be properly collateralized. Knight confirmed this was done also.

13. Fischer Field Dugout Construction Donation Request- Cheryl Knight

Tim Fortin, 10U baseball coach, wants to construct dugouts at Fischer Field using volunteer labor and cash donations. Fortin is requesting a donation from the City. Member Rupprecht liked the idea of a presentation to Council, so there is a plan and a dollar amount. Perhaps the City will match what the public donates? Or perhaps a public donor will sponsor the whole thing?

Rupprecht also mentioned the Fischer Foundation for possible funding. City

Administrator/Clerk Knight will schedule Mr. Fortin for the next City Council meeting.

14. Office Remodel-2nd Quote- Cheryl Knight

Knight stated the second quote for the office remodel was received from Lee Randall in the amount of \$8,000, which was higher than the first quote received from Craig Johnson of \$6,350. This project was for the current public works/eda area to be remodeled into the police area to include an office and a separate locked evidence room. Public Works would move into the current police office. Police Chief Yeiter described the evidence locker he is hoping to purchase for \$3,000 from capital improvement or forfeiture funds for proper evidence handling.

Member Kelly motioned to accept the bid from Craig Johnson in the amount of \$6,350 to remodel the police department area, contingent on Johnson accepting his quoted price. Seconded by Mayor Carlson. Approved 5-0.

15. Local Insurance Agent Committee Recommendation- Cheryl Knight

Mayor Carlson mentioned that Bryan Brown Agency and Winona Agency (now WA Group) made presentations to the committee. Both would be good, with different strengths. WA Group offered some HR assistance in house, so the committee wanted City Administrator/Clerk Knight to inquire if the service was available even without becoming the City's agent. The quoted price was \$3,000 per year. Discussion followed.

Mayor Carlson motioned to approve Bryan Brown as the City's new insurance agent effective 7/1/18. Seconded by Member Robertson. Approved 5-0.

17. Committee Updates

17.1 Personnel Committee-GreenStep Cities Intern Job Description

Member Kelly stated the personnel committee reviewed the job description and did not have any issues with it. Member Lange discussed some of the activities this intern might perform.

Request is to approve the job description, and for Member Lange to send it to Winona State for possible interns.

Member Kelly motioned to approve the position description for the GreenStep Cities Intern. Seconded by Member Robertson. Approved 5-0.

Member Kelly stated the personnel committee has new hires for the golf coaches and an assistant for the baseball/softball coordinator to help and fill in while Mr. Schell is out. Member Rupprecht questioned the need to hire an assistant while Mr. Schell was out on vacation, and whether Mr. Schell should get paid while the City has to pay another person for his vacation time. Discussion followed.

Member Kelly motioned to hire Jacob Anderson as a summer rec golf coach, for up to 4 hours per week at \$10 per hour, effective June 12 to July 31, 2018. Seconded by Member Robertson. Approved 5-0.

Member Kelly motioned to hire Zach Anderson as a summer rec golf coach, for up to 4 hours per week at \$10 per hour, effective June 12 to July 31, 2018. Seconded by Member Robertson. Approved 5-0.

17.2 Trails Committee

Member Lange stated this committee met the previous Thursday, the first Thursday of the month. The committee went over plans, and talked about easements from property owners. The

possible next step would be to perform a survey once the committee receives information from the City Engineer as to the cost. The survey would help in grant applications, one of which is the DNR Local Connections grant due in November.

17.3 City Committees

Mayor Carlson stated this committee met prior to the City Council meeting. The committee reviewed existing committees and decided there will be a couple new committees added at the next City Council meeting. Council is looking for volunteers to help with these committees.

18. Additional Council Concerns

Member Rupprecht stated as of last week, there were 12 new trees planted in North Park (the Kwik Trip Park), with two more coming the next week to fill the area on the south side of the park. 10 or 11 trees were taken out, but 14 are going in. 13 trees were also delivered to residents throughout the City. If residents are removing ash trees, and wish to have a replacement, they will be available free of charge. Residents can contact City Hall.

Member Robertson brought up the Heartland Days parade, and whether Council will participate. Member Kelly requested City Administrator/Clerk Knight secure a spot in the parade for Council. Discussion followed.

Mayor Carlson motioned to approve up to \$100 for candy for the Lewiston Heartland Days Parade.

Seconded by Member Kelly. Approved 5-0.

City Administrator/Knight commented that Ken Johnson from PeopleService wanted the Council to know that an exhaust fan motor in the basement, along with the breaker, failed at the wastewater treatment plant and he is getting quotes on repairs.

Knight also commented on the surplus money identified at the 2016 audit presented by Mr. Tom Cummings June 28, 2017. (Page 55 of the audit report). Cummings stated there was \$160,000 excess of reserve. Usually six months of budgeted expenditures are held in reserve, but this was in excess of that. Council decided to use some of that to do the Service Drive Street Project. \$77,116 was paid to Dunn Blacktop for that work and \$18,012.30 was paid to Bolton-Menk, leaving \$64,871 available. Knight stated a caution that Mike Bubany stated earlier in the evening- that in the Ratings Report from Standard and Poors, the City's cash reserves were significant to the City's A+ rating. Member Rupprecht inquired if the 2017 audit report would be available in the next 30-45 days? Yes, and Knight will request a presentation be made to Council.

Knight also mentioned the EDA land forum will be held next Monday, and it is posted for a quorum, so all Council may attend. Heartland Days is looking for volunteers with the sign-up link on their Facebook page and the City webpage. There are 5 participants for the BBQ contest this year.

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

The Council Meeting was adjourned at 8:33pm on May 23, 2018.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk