

Lewiston City Council
Council Meeting Minutes
March 28, 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 March 28, 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 as presented. Seconded by Member Robertson. Approved 5-0.

5. Adopt Consent Agenda

A. Regular Council Meeting Minutes- March 13, 2018

B. Accounts Payable

Mayor Carlson stated that in the meeting minutes from March 13, 2018, the paragraph that starts “Member Rupprecht inquired” answers the question that Member Rupprecht had asked about certification charges. However, it wasn’t discussed in the meeting so this information needs to be stricken from the minutes. It can be relayed under Council Concerns at this meeting.

Member Kelly motioned to adopt the consent agenda with the correction as noted. Seconded by Member Robertson. Approved 5-0.

6. Citizens’ Concerns- None

7. Approval of New Ambulance Employees- Matt Essig

Mr. Essig requested approval to hire two new employees. Macy Jensen already is an EMT, so there is no expense for training her. She is available for daytime hours in the summer.

Member Robertson motioned to approve the hiring of Macy Jensen for the Ambulance Service. Seconded by Member Rupprecht. Approved 5-0.

Mr. Essig also requested approval for Kaitlin Meyer. Ms. Meyer is also an EMT, with no additional training costs needed for her either. She is a student at Viterbo studying pre-med.

Member Robertson motioned to approve the hiring of Kaitlin Meyer for the Ambulance Service. Seconded by Member Lange. Approved 5-0.

Essig commented that with these two additions, the roster is now at 30 members. The Ambulance Board will not be accepting any new members unless they would have daytime availability. EMR class is currently conducting testing.

8. Fire Department- Approval to spend grant funds- Tim Dahl

Fire Chief Tim Dahl handed out quotes for equipment to be purchased under the FEMA grant awarded. 95% of the cost will be covered by the grant.

Member Robertson motioned for approval for the Fire Department to purchase from Emergency Response Solutions Quote #3534 in the amount of \$8,214 plus shipping. Seconded by Member Lange. Approved 5-0.

Member Robertson motioned for approval for the Fire Department to purchase from Emergency Response Solutions Quote #3535 in the amount of \$15,075.55 plus shipping. Seconded by Member Lange. Approved 5-0.

Member Robertson motioned for approval for the Fire Department to purchase from Fire Safety USA Quote in the amount of \$2,160 plus shipping. Seconded by Member Lange. Approved 5-0.

9. Public Works Monthly Report- Curt Benter

Public Works Director Curt stated he completed 16 contact hours for his Class C water license, and 8 contact hours for his Class D wastewater license.

Regarding the radium issue, the MN Department of Health 1st combined sample dated 1/8/18 came back with a result of 5.2, thus putting the annual average at 6.6, still over the 5.4 MCL limit. This required the City of Lewiston to put another public notice in the newspaper for violation of Radium standards. Bryan Holtz from Bolton-Menk, our City engineering firm, took 2 independent consecutive samples from well #5 on 1/30/18 and those results were returned to us on 3/14/18. The first sample tested at 2.6 and the second sample tested at 3.0 MCL. With that, the second quarter sample for MN Department of Health will be taken on 4/2/18. Benter is extremely confident that this sample will be at the same level. Then, the City will only need one more sample below the 5.4 and the public notices can be discontinued.

Well #4 will only be used as a backup well, and the MN Department of Health has approved the City of Lewiston to operate under these conditions.

Member Rupprecht recommended to the other council members that they sit down and talk with Curt Benter to gain a thorough understanding of this matter.

Potentially well #4 could be raised to draw water from the Wonowoc aquifer, and this well is more than the minimum distance away from another well (50 feet) away from well #5.

10. PeopleService Monthly Report- Ken Johnson

Ken Johnson presented his monthly report. Ammonia limits are back in compliance. Member Rupprecht asked if Johnson could report how much water is being pumped from our well, as well as report the effluent leaving the WWTP, to compare the amounts.

11. Resolution 2018-05 Approving Plans and Specs and Ordering Advertisement for Bids- Bryan Holtz

Mr. Holtz discussed the neighborhood meeting held the previous Thursday, March 22, 2018. It was well attended, and Holtz stated that residents could review the plans for their individual property and discuss it with the engineering staff. This street plan is a 10 ten design. Holtz handed out the Engineer's Estimate, which is what the bids for the street project will come in as. This estimate lists the construction costs only, and does not include engineering costs, legal fees, administrative fees, and other soft costs.

Member Rupprecht motioned for approval of Resolution 2018-05, Approving Plans and Specs and Ordering Advertisement for Bids. Seconded by Member Lange. Approved 5-0.

Mayor Carlson asked Mr. Holtz about the water tower. Holtz said the project will go on the IUP (Intended Use Plan) at the MN Department of Health. It will depend upon the MN State legislature to determine if the project will be funded, i.e. a low interest loan.

12. Resolution 2018-04 Authorizing the City of Lewiston to Participate in the Minnesota GreenStep Cities Program- Bryce Lange

Member Lange stated that City Administrator/Clerk Knight drafted the resolution for this program as discussed at the previous Council meeting.

Member Robertson motioned for approval of Resolution 2018-04, Authorizing the City of Lewiston to Participate in the Minnesota GreenStep Cities Program. Seconded by Member Kelly. Approved 5-0.

13. Community Center Mural discussion (from March 13, 2018)

Comments relayed from Facebook included adding curtains to cover the mural. Discussion continued among the council members. Member Rupprecht said that instead of painting the mural, money could be spent in updating the restrooms and kitchen. Request made to conduct a questionnaire of prospective renters of the community center as to cost, appearance, sound, restrooms, etc. Direction from Council to the Public Works department is to bring back costs to update the restrooms and kitchen.

14. Committee Updates

- 14..1. **EDA Committee-** With a quorum present, the EDA committee elected officers for 2018, established goals for 2018, discussed setting a landowners forum, and discussed a possible

annexation for an area already receiving City water service. Request made to invite the EDA committee to the next meeting with the City's financial advisor Mike Bubany.

14..2. **Rubbish Haulers Committee-** Meeting held. Additional information needed and next meeting was set for April 16 2018.

14..3. **Personnel Committee-** Summer rec position interviews held.

Member Kelly motioned for approval to hire Christopher Schell as the summer rec baseball/softball coordinator in the amount of \$3,200, starting from approximately April 2, 2018 to August 3, 2018, (18 weeks) pending his acceptance and background check.. Seconded by Member Robertson. Approved 5-0.

Kelly Dahl, Deputy City Clerk, probationary time is up in her position. Her review has been completed, and she meets or exceeds expectations in all categories.

Member Kelly motioned for Kelly Dahl to be removed from probation, and be given a 3% pay raise from \$16.00 per hour to \$16.48 per hour starting this pay period 3/24/18. Seconded by Member Robertson. Approved 5-0.

Due to a possible retirement, Public Works is requesting to look at hiring an assistant for 2019 to start learning the position, and the City's infrastructure.

15. Additional Council Concerns

Member Rupprecht commented that he will be connecting with Paul Ciszak at the tree farm to discuss varieties of trees potentially available to the City and its residents.

Member Rupprecht brought up the proposed EMS building. He wondered if the committee has looked at alleviating the safety and hazard concerns of the current locations, and what that cost might be. Discussion continued with the Fire Chief and Police Chief. Niles Lavey, a City of Lewiston citizen, inquired whether modular units could be used. The EMS committee will meet and discuss this issue, and bring back to Council for further review. Mayor Carlson wondered if gravel could be used around the fire station to define the parking lot as a means to help alleviate the street parking.

Member Rupprecht expressed concerns with conversation within City Staff and a question from Member Robertson regarding the cost of the EDA contract and the effectiveness of the person currently assigned to work for us. Rupprecht stated he obtained a competitive cost for equal time at \$32,000 annually versus less than \$30,000 for CEDA contracted work. Rupprecht discussed with Jon Nienow, the EDA chairman, regarding the EDA contract price with CEDA, and the current CEDA person. Mr. Nienow had no concerns regarding either the price or the qualifications of the person assigned to work at the City of Lewiston. When Mr. Rupprecht

discussed this with CEDA CEO Ron Ziegler, Mr. Ziegler expressed no reservations about the person assigned to work for us. The only conflict he is aware of is the one existing with Bryce Lange, city councilman, because he works for CEDA. Member Rupprecht stated his opinion that supervision of the CEDA employee falls under the EDA. Members of City Staff and the City Administrator are not responsible for such supervision. Any concerns of residents regarding the CEDA contract or the CEDA employee should be made to Jon Nienow, Chairman of the EDA. Member Kelly visited Lewiston Senior Care and stated how nice it was, with one wing already open, and the second one opening shortly. An open house is being scheduled, and they welcome public tours.

City Administrator/Clerk Knight stated there were 60 kids signed up for summer rec softball/baseball on March 27, 2018. She further stated that Sean Sannes is requesting approval for the waiver of rental fees for the Community center July 9th-July 12th for the MN DNR firearms safety course.

Member Kelly motioned for a waiver of community center rental fees for Sean Sannes to hold the MN DNR firearms safety course July 9-12, 2018. Seconded by Member Rupprecht. Approved 5-0.

Knight stated that Member Rupprecht inquired about Section 10, 3rd paragraph, from the minutes of March 13, 2018, where it says each classification of an assessment has a \$25 set up charge. Each parcel is charged a \$3.00 fee per certification. Who pays the fee-the City or the property owner? The set up charge is charged once per certification to the City of Lewiston. The parcel fee of \$3 per certification is also charged to the City of Lewiston, as the City Code of Ordinances in Chapter 4-Water and Sewer, Part 1 Section 401.04 accounting, billing, and collection, does not currently state the property owner shall be responsible for the additional fees resulting from certification.

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

The Council Meeting was adjourned at 8:37pm on March 28, 2018.

Submitted By:
Cheryl A. Knight
City Administrator/Clerk