

**Lewiston City Council**  
**Council Meeting Minutes**  
**May 23, 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 May 23, 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 Kelly requested to add item 13.6 Personnel Committee. Member Lange requested to add item 13.7 Trails Committee.

Member Robertson motioned to approve the agenda with the additional items. Seconded by Member Lange. Approved 5-0.

**5. Adopt Consent Agenda**

A. Regular Council Meeting Minutes- May 9, 2018 Postponed to May 17, 2018

B. Accounts Payable

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

**6. Citizens' Concerns- None**

**7. 2018 Street & Utility Project-Neighborhood Information Mtg and Update- Bryan Holtz**

Mr. Holtz discussed the neighborhood information meeting held on May 8<sup>th</sup>, with 30-40 people attending. The PowerPoint presentation (included in the agenda packet) was discussed.

Basically, what to expect, what not to expect, and fielded questions about access, garbage, mailboxes, etc. This is all laid out in the contract, and the contractor has to provide these items.

The contractor has indicated to the Engineering firm that they will not start until July. A preconstruction meeting will be held in June, with city staff, the contractor, Bolton-Menk, and all utility companies to pow-wow before construction starts. At that time, the contractor will lay out their schedule. A newsletter will then be sent out to the residents with an update. Some utility work may be seen in the area.

A copy of the letter requesting the City of Lewiston be placed on the 2019 Intended Use Plan for the Drinking Water Revolving Loan Fund was handed out. It needs to be printed on letterhead, signed by the City Administrator/Clerk and returned to Bolton-Menk.

A letter from MPCA (MN Pollution Control Agency) about a chloride limit was received. The original letter had some calculations wrong, so it's just now being brought up. The chloride limits will be enforced. As the City is not in compliance, a compliance plan or a variance plan is needed to respond to the letter. A variance plan is not the same as a zoning variance. It is a 5 year plan, with the MPCA acting as intermediary between the City and the federal EPA. Bolton-Menk advises a compliance plan be done, with a ten year plan. With a compliance plan, the City would still be eligible for funding. If the City changes their mind, they could change to a variance plan. Discussion followed. The direction from Council is for Bolton-Menk to write up a compliance plan in response to the MPCA. Mr. Holtz will forward the completed letter to the City Administrator/Clerk for forwarding on to the Council members.

**8. Lewiston Fire Relief Association-Change to by-laws- Chris Lisowski**

Mr. Lisowski, Assistant Fire Chief, presented the by-law changes as listed on the change log of the Lewiston Volunteer Fire Relief Association By-Laws handout enclosed in the Agenda packet. Member Rupprecht questioned the security of who receives the fire revenue. Mayor Carlson stated they are moving the bonding from the Secretary to the Treasurer.

Member Robertson motioned to approve the Lewiston Fire Relief Association By-Laws change .  
Seconded by Member Lange. Approved 5-0.

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

Mr. Johnson presented his monthly report. He mentioned the April comparison report of water to waste water for April 13<sup>th</sup>. 1.34 inches of rain, with water produced of 67,000 and inflow to the wastewater plant was 218,000. Discussion followed.

**10. PeopleService Contract- Cheryl Knight**

City Administrator/Clerk Knight stated that the PeopleService contract is up for renewal as of 6/1/2018. A draft copy of the proposed contract was included in the agenda packet. The monthly charges remain the same for the first year, with cost of living increases proposed for future years. PeopleService will put an additional \$5,000 from their funds into the chemical costs for the plant annually. It is a 5 year agreement, with successive one year renewal terms.

Member Rupprecht motioned for approval of the Operation and Maintenance Agreement between the City of Lewiston and PeopleService for the contracted work of running the wastewater treatment plant.  
Seconded by Member Lange. Approved 5-0.

## **11. LMC Annual Conference to feature GreenStep Cities-continued from May 17, 2018**

Mayor Carlson stated she is available to go up to the awards dinner only. Member Lange is available to attend the whole conference June 20-22, 2018.

Mayor Carlson motioned for approval for Member Bryce Lange to attend the LMC conference from June 20 to 22, 2018, to include the cost of the conference, room and board, and travel expenses.

Seconded by Member Kelly. Approved 5-0.

Mayor Carlson motioned for approval for the Mayor to attend the Awards Ceremony at a cost of \$35 plus travel expense. Seconded by Member Robertson. Approved 5-0.

## **12. 2018 Surplus Items- Cheryl Knight**

City Administrator/Clerk Knight stated there was a small list of surplus items in the building, and is looking for permission to either donate the items or sell them by sealed-bid auction. Most items are incidental, but there is a pool table valued at \$100. All items are available “as-is”. Discussion followed. Total value of all items is \$320. Member Kelly stated he would prefer to donate to a non-profit, perhaps a church.

Member Rupprecht motioned for designating the 2018 surplus items as listed to be donated under the Surplus Property Policy. Seconded by Member Kelly. Approved 5-0.

## **13. Committee Updates**

### **13.1 EDA- New Members Recommendation**

Member Lange stated the EDA interviewed for one vacancy. However, there was a member who resigned from the EDA to join the Planning & Zoning Committee, resulting in two vacancies.

Both candidates were accepted by the EDA Board. These are for six year terms.

Member Lange motioned to appoint Charles Matzke as a new EDA board member. Seconded by Member Rupprecht. Approved 5-0.

Member Lange motioned to appoint Nick Ebnet as a new EDA board member. Seconded by Member Robertson. Approved 5-0.

### **13.2 EDA & Planning & Zoning Joint Meeting**

Member Lange stated that immediately following the EDA meeting, there was a joint meeting between the EDA and the Planning & Zoning committees. Consensus was that a joint meeting quarterly was a good idea.

### **13.3 Planning & Zoning- New Member Recommendation**

Member Kelly motioned to appoint John Stiles as a new Planning and Zoning board member for a four year term. Seconded by Member Robertson. Approved 5-0.

### **13.4 Rubbish Haulers Committee**

Member Rupprecht stated that the committee met earlier in the evening. An interested resident made a passionate plea to stop further consideration of this matter. According to the resident, a discussion at a local establishment occurred where at least 80% of the people had an opinion that this was a waste of time, that they didn't want it, and they were all willing to pay more for rubbish removal than what could be had under the contract. The resident also stated that if the Council had a meeting where this was a motion, he would bring people to the meeting to voice their opinion in the negative. Member Rupprecht stated he would be more than happy to walk away from this task. He wanted to let the Council know that it appears that there is a very large reluctance to move forward with this item-from one resident claiming support from many other people. Discussion followed. Member Kelly would like to see what the proposed rates could be. City Administrator/Clerk Knight to check if this could be put on the election ballot this fall.

### **13.5 City Committees**

Mayor Carlson mentioned that this committee met, and will have City Administrator/Clerk Knight put their ideas down on paper for the committee to review.

### **13.6 Personnel Committee**

Member Kelly stated the committee met on May 17, 2018 for City Administrator/Clerk Cheryl Knight's performance review. The meeting was closed per MN Statute at Knight's request. General factors were graded on a scale from 1-4 (4 being the best) by each Council Member and totaled up. Knight received 111 out of a possible 140 points. This results in an average rating of 3.17, or just above "meeting expectations".

Member Kelly motioned to remove Cheryl Knight from probationary status with a 3% increase in pay from \$55,000 to \$56,650 per year effective retro to May 21, 2018. Seconded by Member Robertson.

Approved 5-0.

### **13.7 Trails Committee**

Member Lange stated the committee is moving along and wanting to complete some grant applications this fall. In order to be successful, the committee will need to have comprehensive plans and cost estimates for their proposed trails. Further down the road, a land survey will need to be done. There is no current trails department budget, so Member Lange is requesting an expense of \$1,500 to be used to pay for these expenses. Discussion followed. City Administrator/Clerk Knight suggested a trails department be established for the 2019 budget.

Knight will investigate the amount of surplus general fund monies less the expenditures for the Service Drive street project and report that amount to Council at the next meeting.

#### **14. Additional Council Concerns**

Citizen Erin Peshon appeared and wanted to be heard regarding her water and sewer account. Peshon has a disconnect notice for the upcoming Friday, May 25 2018. She is starting two new jobs, one full-time and one part-time job, and can't pay \$800 to avoid disconnect. Financial calculations were discussed. Member Rupprecht suggested that the arrears of \$653.03, plus the current payment due for June needs to be paid by the second Council meeting in June, June 27, 2018. If the City Administrator/Clerk confirms the payment in full was made, the Council will consider the removal of the late fees of \$182.43. Mayor Carlson stated if not paid, the shut-off date will be moved to the new date.

Member Rupprecht mentioned the first load of trees will be picked up tomorrow, June 24<sup>th</sup>. He's not sure which ones they will be or where they will go yet. Mayor Carlson asked about the swamp white oaks? Member Rupprecht stated he had misread a payment made to Reed's Tree Service, so there were no further funds left over from the removal of the ash trees at North Park, and no funds there to buy swamp white oaks. Potentially money in the beautification budget? Member Rupprecht wants to pay for the city flower baskets first.

Member Rupprecht had reminders:

1. The EMS building committee was going to come back to Council with recommendations for safety concerns. Both Member Kelly and City Administrator/Clerk Knight stated it was pending, with Knight stating the meeting was going to be held in early June and then information brought back to Council.
2. Resolution 2017-05 labeled Reservation of Land for Emergency Services Building- the conversation at Council was that the wording wasn't suitable to say that the land was reserved for the building. Member Rupprecht was perplexed as to why it wasn't suitable, and just wanted to remind all of the comments.

Mayor Carlson stated the Steamboat Days weekend was extremely busy for her, and wondered if anybody else was available to drive the Lewiston float? City Administrator/Clerk Knight suggested that perhaps Deputy Clerk Kelly Dahl might be willing to drive the float. Knight also reminded Council that the land forum was scheduled for June 18, 2018 and all are invited to attend.

Heartland Days Committee wanted to purchase a small bounce house and wondered whether City Council would consider payment the insurance for it. Lots of questions were generated from this request, and will be researched with Heartland Days and brought back to Council.

City Administrator/Clerk Knight stated there were 6 pending water and sewer disconnects.

Member Kelly wondered about the Heartland Days fest area being approved by Council. Knight commented there was a formalized agreement proposed by the current City Attorney in final review and will then be forwarded to the Heartland Days committee for approval.

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