

City of Lewiston
Regular City Council Minutes
April 28, 2021

Location: Electronic Meeting via Zoom – 7:00 P.M.

1. Call to Order

Electronic City Council Meeting called to order by Mayor Carlson at 7:06 p.m. on April 28, 2021

2. Pledge of Allegiance

3. Roll Call

Present: Mayor Beth Carlson, Councilor Nick Ebnet, Councilor Ben Borchardt, and Councilor Carol Boynton.

Absent: Councilor Dan Robertson due to Fire Department Training

Others present: Public Works Director Curt Benter, Police Chief Scott Yeiter, Deputy Clerk Jana Benter, Polly Callhoun, Bryan Holtz, and James Creaghe.

4. Agenda – Changes and additions

No changes or additions

Councilor Boynton motioned to accept agenda as stands. Seconded by Councilor Ebnet.

Approved 4-0.

5. Adopt Consent Agenda

Mayor Carlson requests item A and item B be separated as she has been assisting in the office due to staff shortage and will abstain from voting on accounts payable, item B.

A. Regular City Council Meeting Minutes – April 14, 2021

Councilor Boynton motioned to approve Regular City Council Meeting Minutes from April 14, 2021. Seconded by Councilor Ebnet. Approved 4-0.

B. Accounts Payable

Councilor Boynton motioned to approve Accounts Payable. Seconded by Councilor Ebnet.

Approved 3-0. Mayor Carlson abstained from voting.

6. Citizens' Concerns (None)

7. Unpaid Utility Charges Assessment – Public Hearing, Delinquent Accounts

Mayor Carlson reviews delinquent account certification process for collection with taxes.

Public hearing is opened at 7:12 p.m., hearing is for assessing delinquent utility charges.

Properties are listed in Resolution 2021-07, Authorizing Assessment of Unpaid Utility Charges.

Mayor Carlson provides opportunity three times for residents with delinquent accounts to speak. All three opportunities were declined, no responses.

Public hearing is closed at 7:13 p.m.

Councilor Ebnet requests clarification of certification process. Mayor Carlson explains this is a way to receive payment from the property owners as it is added to their taxes. In the past, property owners had reacted to the possibility of assessing their taxes with unpaid utility charges.

Councilor Ebnet motioned to adopt Resolution 2021-07 Authorizing Assessment of Unpaid Utility Charges. Seconded by Councilor Boynton. Approved 3-1.

Discussion regarding water shut offs was held. The process of shutting residents' water off, after 60 days of delinquent utility charges, will remain in effect.

8. Citywide Garage Sales / Dumpster Use – Shawn Kennedy-Lee

Mayor Carlson shared the email sent from Shawn Kennedy-Lee, which was a follow-up from the April 14, 2021 City Council meeting.

“Greetings all!

I wanted to give you an update on the city wide garage sales, since I'm unable to make it to tonight's meeting. I talked with the MN Epilepsy Foundation, and we scheduled them to come into town on June 28, 2021 the Monday after the sale. As you've probably seen in the past, they send out cards ahead of time to tell people when they'll be in town. Donors will need to then call and schedule a pickup for that day. The trucks will go to individual houses that have called ahead.”

9. Ambulance Resignation – Matt Essig

Due to Matt teaching EMT class, agenda item is delivered by Chief Yeiter. Erika Rotvold has submitted her letter of resignation from the Lewiston Ambulance due to college graduation and relocating to the Twin Cities. Erika's resignation will be effective May 1, 2021.

Councilor Boynton motioned to accept resignation of Erika Rotvold effective May 1, 2021 and a thanks for the service she had provided the community. Seconded by Mayor Carlson. Approved 4-0.

10. WWTP Monthly Update – James Creaghe

James' monthly report reflects that the MPCA site and data inspection would be included however, this information will be provided in next months update. The inspection at the WWTP went well. The plant was sited with some violations which were due to wet weather events and overflows. James provided two quotes addressing dissolved oxygen (DO) sensors. Tech Sales (Minneapolis, MN) quote in the amount of \$8621.00 and Hach (Loveland Co) quote of \$9,075.49. The preferred quote is with Tech Sales Co for the YSI product, and the company is located in MN making it more convenient in the event service is needed. The quote of \$8621.00 includes a technician coming to the plant, after installation, for start up and to ensure proper functioning. Funds for this update are available.

Mayor Carlson motioned to approve the quote from Tech Sales in the amount of \$8621.00 for the dissolved oxygen sensors. Seconded by Councilor Borchardt. Approved 4-0.

11. Planning & Zoning Option for Bolton-Menk

Bryan Holtz states there is a potential development coming up in Lewiston. In reviewing some of the zoning ordinances, the City of Lewiston does not have a subdivision ordinance, however the ordinance does refer to this ordinance as though there is one in place. Due to current staffing shortage in the city office, discussion was had regarding the possibility of on-call planning and zoning work to serve the role of administering zoning process requests. Possible options will be reviewed and brought back to City Council. Bryan will provide a proposal cost of the Subdivision Ordinance at the next City Council meeting, May 12, 2021.

12. Resolution for Park Donation

Mayor Carlson reviews Resolution 2021-06 for park donations.

Mayor Carlson motioned to adopt Resolution 2021-06 Accepting Donations for Playground Rehab Materials. Seconded by Councilor Ebnet. Approved 4-0.

13. Approval for On-Sale, Off-Sale, and Sunday Liquor License – Crossings Center

Mayor Carlson has been working with Joel Hennessy regarding license paperwork. All necessary paperwork; license, background check, insurance, etc. has been completed and license fee's have been collected. Submission is ready for the state pending correct paperwork completion.

Councilor Boynton motioned to approve the On-Sale, Off-Sale, and Sunday Liquor Licenses for Crossings Center pending correct paperwork completion. Seconded by Councilor Ebnet. Approved

4-0.

14. Additional Council Concerns

Councilor Borchardt – at the last Chamber of Commerce meeting the question was brought forth regarding the possibility of holding in person meetings. Mayor Carlson will get back to Council on this.

Councilor Ebnet – nothing currently

Councilor Boynton – nothing currently

Mayor Carlson – Jana Benter has submitted her resignation of Deputy Clerk effective May 12, 2021.

Councilor Ebnet motioned to accept the resignation of Jana Benter from the Deputy Clerk position and a thank you for her contributions. Seconded by Councilor Boynton.

Approved 4-0.

Mayor Carlson would like to post the Deputy City Clerk as well as the City Administrator/Clerk positions as interim. Concerns were voiced regarding the possible low volume of candidate turn out if listed this way. Discussion on whether to list as interim or regular was held. Decision was made to list the Deputy City Clerk as regular and the City Administrator/Clerk as interim. Positions will be posted on LMC, Indeed, and the City of Lewiston website as soon as possible. Mayor Carlson will also check into IIMC for listing potential. Advertising cost was also discussed.

Councilor Ebnet motioned to approve Mayor Carlson to use up to \$500.00 of the advertising budget for the two open position postings. Councilor Boynton seconded.

Approved 4-0.

Councilor Ebnet motioned to adjourn the City Council meeting. Seconded by Councilor Boynton. Approved 4-0

The City Council meeting was adjourned at approximately 8:35 p.m. on April 14, 2021.

Submitted By:

Jana Benter

Deputy Clerk/Utility Billing