

AUGUST 21, 2023

The Regular Meeting of the Lake Benton City Council was held on Monday, August 21, 2023 at 5:30 PM in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter presided. Trustees Rosie DeZeeuw, Karen Lichtsinn, Patrick Haynes, and Scott Christensen were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Travis Lustfield, Lincoln County Sheriff Bob Bushman and Vince Robinson were also present.

Mayor Michael Carpenter called the meeting to order. The Pledge of Allegiance was recited by all present.

Mayor Michael Carpenter then asked if anyone in attendance had an item, not on the agenda, to bring up during the Open Forum part of the meeting. If so they had two minutes to state their concern. No items were brought forward at this time.

Mayor Michael Carpenter then informed the Council that Agenda Item #4 Law Enforcement Update will be moved to Item #3 and Agenda Item #3 Public Works Update will be moved to Item #4. Mayor Michael Carpenter also informed the Council that Insurance Agent Darcy Miller has not received the quotes for the 2023-2024 insurance renewal from the League of Minnesota Cities and therefore, Agenda Item #5 will not be on the agenda this evening.

The minutes of the Regular Meeting of August 7, 2023 were reviewed. **MOTION** by Rosie DeZeeuw, seconded by Scott Christensen to approve the minutes of the Regular Meeting of August 7, 2023. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

FEATHERS NEST	\$ 57.92	VADIM	\$ 140.71
QUARNSTROM/DOERING	\$ 405.00	S & E AUTO	\$ 868.00
SOUTHWEST SANITATION	\$ 50.00	CARDMEMBER SRVCS	\$ 764.92
LIPINSKI SMALL ENGINE	\$ 75.90	DARREL KROTZER	\$ 2,165.00
ONE OFFICE SOLUTION	\$ 53.00	BUFFALO RIDGE NEWS	\$ 180.60
KIBBLE EQUIPMENT	\$ 33,500.00	DEAN BRANDT	\$ 80.00

MOTION by Patrick Haynes, seconded by Karen Lichtsinn to approve payment of the claims presented against the City of Lake Benton. Motion carried and the Mayor authorized the City Administrator/Clerk to make payment.

LAW ENFORCEMENT UPDATE

Lincoln County Sheriff Bob Bushman introduced himself and informed the Council he was contacted by the Lincoln County Commissioners after being semi-retired to join the Lincoln County Sheriff's Department. Bob stated it has been a learning curve and is working diligently to answer emails and phone calls and he has a good staff that is willing to assist him. He intends to give the City of Lake Benton quality law enforcement. However, the technological side of things takes time and money to get the best equipment and training for the deputies. The department is currently working on updating the squads with updated technology so the deputies will be spending less time on entering data for reporting purposes and spending more time patrolling the County. The City's of Hendricks and Lake Benton will be receiving new updated reports in the future. Should the Council or City staff have any concerns, please contact Bob via phone or email and he will pass the contact information on to the Council and City staff when updated. Priority lists are now being prepared to include technology upgrades, radio upgrades and new squads in the next two to five years. Bob then stated the deputies are doing a wonderful job being present all around Lincoln County and is excited to get the deputies more engaged with the duties of a Sheriff. Bob and his wife will be living in Lake Benton. The Council then reviewed the July calls for service in Lake Benton. **MOTION** by Scott Christensen, seconded by Rosie DeZeeuw to approve the July law enforcement update. Motion carried.

PUBLIC WORKS UPDATE

Maintenance Supervisor Travis Lustfield updated the Council that the new John Deere riding lawn mower that was purchased in October 2022 and delivered a couple weeks ago is working well and the disc mower has also been used and is running well. The Maintenance Department is planning to cut the overhead branches hanging over the streets after it cools down at the end of this week or early next week. T & E Underground was in town last week to work on the Inflow and Infiltration (I & I) issue on Grant Street and Benton Street. They abandoned the old line and installed a new line, and after the area settles after a month, the City will repave the area.

Mayor Michael Carpenter stated the City is still waiting for the snow removal bill from Johansen's and he talked with Johansen's who stated they will have the bill to Administrator/Clerk Eileen Christensen prior to the September 5, 2023 Council meeting so the Council can approve payment. Mayor Michael Carpenter also talked with Lincoln County Engineer Joe Wilson after the bid opening on August 15, 2023 regarding the ADA sidewalks and paving of Benton Street. Joe stated the ADA sidewalks will be completed first and are looking for additional funding to possibly complete the sidewalks this fall. Joe asked Mayor Michael Carpenter if the City had any underground improvements they need to complete before they repave Benton Street and Maintenance Supervisor Travis Lustfield stated the storm sewer under the Fire Hall will need to be addressed during the 2027 MnDOT Highway 75 project, but nothing more at this time. Mayor Michael Carpenter will contact Joe Wilson and inform him the City is not planning on any underground improvements this year.

Mayor Michael Carpenter then reminded Maintenance Supervisor Travis Lustfield and Maintenance Worker Troy Nordmeyer to stay safe in the extreme heat this week and not to overexert themselves. **MOTION** by Rosie DeZeeuw, seconded by Patrick Haynes to approve the Public Works Update. Motion carried.

The next item of business was to approve hiring Banner Associates for the Engineering and DSI for assisting with the funding options for the 2027 MnDOT Highway 75 Infrastructure Project. At the last regular meeting of August 7, 2023, Mayor Michael Carpenter informed the Council of the meeting he, Trustee Karen Lichtsinn, Administrator/Clerk Eileen Christensen, Maintenance Supervisor Travis Lustfield and Todd Draper attended with Pat Carey and Scot Leddy with Banner Associates and Vince Robinson and Lisa Graphenteen with DSI. Both Banner Associates and DSI verbally agreed to work with the City on the engineering and funding options.

Mayor Michael Carpenter then reminded the Council that Jesse Vlamincck with MnDOT informed them that MnDOT will be providing the City with their final plan and costs late this summer or early fall. Mayor Michael Carpenter then asked the Council if they are in agreement to hire Banner Associates as the engineers for the 2027 MnDOT Highway 75 project. Should the Council agree to hire Banner Associates, then Administrator/Clerk Eileen Christensen will contact Banner Associates and request they send the City a contract to be reviewed by both Legal Counsel and the City Council. **MOTION** by Scott Christensen, seconded by Rosie DeZeeuw to hire Banner Associates as the engineers for the 2027 MnDOT Highway 75 project and authorize Administrator/Clerk Eileen Christensen to contact Banner Associates to send the City a contract to be reviewed by Legal Counsel and the City Council. Motion carried.

Mayor Michael Carpenter then reminded the Council that Vince Robinson with DSI verbally indicated that DSI is interested in assisting the City with getting funding through grants and loans for the 2027 MnDOT Highway 75 Project. Vince Robinson was present to inform the Council of the various funding options available to the City such as the Rural Development Small Cities grants and funding from the Public Facilities Authority (PFA). The City should begin the process of getting their names on the lists now to receive funding in 2027. Vince Robinson also encouraged the Council to consider adding additional projects to the 2027 MnDOT Highway 75 project as it will be easier to get those projects included for bonding purposes. Shannon Sweeney with David Drown Associates can give the City an overview of bonding so the City better understands their options. Banner Associates will provide the City with preliminary costs associated with the project prior to

committing to a final dollar amount needed. The Council will plan to have a special meeting with Vince Robinson and Shannon Sweeney after the September 18, 2023 regular Council meeting to further discuss available funding options. Mayor Michael Carpenter then informed Vince Robinson the Council would like to verbally commit to working with DSI on the funding options. **MOTION** by Patrick Haynes, seconded by Karen Lichtsinn to verbally commit to working with DSI to provide funding options to the City for the 2027 MnDOT Highway 75 Infrastructure Project. Motion carried.

Mayor Michael Carpenter then informed the Council that he, Trustee Karen Lichtsinn and Vince Robinson met with Jason Overby with Lincoln-Pipestone Rural Water (LPRW) regarding the process of their new building in Johnson Commercial Park. The group discussed the road the City will need to install in the near future but the field corn will need to be removed before any platting can be done. Vince is willing to assist the City with cost factors for this project as well. The City proposed a north-south road off the gravel road north of the County Road and extending it south. Jason will be getting back to the City with information on their driveways to better assist the City with their plans for a new road. The group had a good meeting and everyone was very optimistic and LPRW is planning to begin work this fall. **MOTION** by Patrick Haynes, seconded by Rosie DeZeeuw to approve Vince Robinson's report. Motion carried.

The next item of business was to review/act on a resolution, Certificate of Resolution and Agreement with Michael and Linda Dandar. Real estate agent Lisa Willert prepared the Purchase Agreement to convey the real estate in the Replat of a part of Giles and Mork's Addition described as Lots One (1) & Two (2) of Block Two (2).

Michael and Linda provided a check in the amount of \$1,000.00 to Quarnstrom & Doering, P.A. Trust Account. The remaining amount of \$10,000.00 will be paid to the City on or before the date of closing which is still to be determined.

City Attorney Mike Cable also prepared the necessary resolution that will need to be approved to convey said real property: **WHEREAS**, the City of Lake Benton met in regular session on August 21, 2023 for the purpose of selling that real property described as follows: Lots One (1) and Two (2) of Block Two (2) of the Replat of a part of Giles and Mork's Addition, City of Lake Benton, State of Minnesota, **WHEREAS**, the City of Lake Benton wants to sell said real property, and **WHEREAS**, Michael Dandar and Linda Dandar, husband and wife, offered to pay the City of Lake Benton Eleven Thousand and No/100 (\$11,000.00) Dollars, and **WHEREAS**, the City of Lake Benton met in regular session on August 21, 2023 for the purpose of accepting the offer of Michael Dandar and Linda Dandar, husband and wife, as Joint Tenants. **NOW, THEREFORE**, the City Administrator/Clerk of the City of Lake Benton certifies the following: 1. That on August 21, 2023 upon a motion made by Karen Lichtsinn, seconded by Rosie DeZeeuw, and carried that real property described as follows: Lots One (1) and Two (2) of Block Two (2) of the Replat of a part of Gile and Mork's Addition, City of Lake Benton, State of Minnesota, was sold to Michael Dandar and Linda Dandar, husband and wife, as Joint Tenants, for Eleven Thousand and No/100 (\$11,000.00) Dollars.

The next item of business was to review/act on a resolution, Certificate of Resolution and Agreement with Kenneth and Sandra Erickson. Real estate agent Lisa Willert prepared the Purchase Agreement to convey the real estate in the Replat of a part of Giles and Mork's Addition described as Lots Five (5) and Six (6) of Block Three (3).

Kenneth and Sandra provided a check in the amount of \$1,000.00 to Quarnstrom & Doering, P.A. Trust Account. The remaining amount of \$10,000.00 will be paid to the City on or before the date of closing which is scheduled for September 30, 2023.

City Attorney Mike Cable also prepared the necessary resolution that will need to be approved to convey said real property: **WHEREAS**, the City of Lake Benton met in regular session on August 21, 2023 for the purpose of selling that real property described as follows: Lots Five (5) and Six (6) of Block Three (3) of the Replat of a part of Giles and Mork's Addition, City of Lake

Benton, State of Minnesota, **WHEREAS**, the City of Lake Benton wants to sell said real property, and **WHEREAS**, Kenneth Erickson and Sandra Erickson, husband and wife, offered to pay the City of Lake Benton Eleven Thousand and No/100 (\$11,000.00) Dollars, and **WHEREAS**, the City of Lake Benton met in regular session on August 21, 2023 for the purpose of accepting the offer of Kenneth Erickson and Sandra Erickson, husband and wife, as Joint Tenants. **NOW, THEREFORE**, the City Administrator/Clerk of the City of Lake Benton certifies the following: 1. That on August 21, 2023 upon a motion made by Patrick Haynes, seconded by Scott Christensen, and carried that real property described as follows: Lots Five (5) and Six (6) of Block Three (3) of the Replat of a part of Gile and Mork's Addition, City of Lake Benton, State of Minnesota, was sold to Kenneth Erickson and Sandra Erickson, husband and wife, as Joint Tenants, for Eleven Thousand and No/100 (\$11,000.00) Dollars.

The next item of business was to review/act on the application for a Gambling Exempt Permit for the Buffalo Ridge Pheasants Forever raffle on September 16, 2023. Due to the fact the non-profit organization is having a gambling activity, the application requires the local unit of government's acknowledgement and the Mayor's signature. **MOTION** by Scott Christensen, seconded by Rosie DeZeeuw to approve the Gambling Permit for the Buffalo Ridge Pheasants Forever on September 16, 2023 and authorize the Mayor to sign the acknowledgement. Motion carried.

The next item of business was to review/act on a building permit for Jamie and Niki Stubbe to install a 12' x 20' fence in the backyard of their property at 324 Garfield Street. Jamie and Niki were given the setbacks in which to install the privacy fence and the \$25.00 application fee has been paid. There are no setback concerns and everything is in compliance with the Ordinance. **MOTION** by Karen Lichtsinn, seconded by Scott Christensen to approve the building permit for Jamie and Niki Stubbe to install a 12' x 20' fence in the backyard of their property at 324 Garfield Street. Motion carried.

COMMITTEE REPORTS:

Trustee Rosie DeZeeuw – The Chamber met and the August Business of the Month is the Lake Benton Public School. The Chamber discussed different fund raisers for new holiday decorations and last year it was included as a Community Chest donation. The new Visitor's Guides are being worked on and the Chamber is sponsoring a contest for individuals to submit pictures to include in the Guide. The Lake Benton Public School Open House is Wednesday, August 23, 2023 from 5:00 to 7:00 PM.

Trustee Karen Lichtsinn – No report.

Trustee Scott Christensen – No report.

Trustee Patrick Haynes – The EDA met and approved the Certificate of Substantial completion for the duplex units to be ready to occupy. The contractor submitted a claim on the duplex units after the hail storm caused significant damage to the roof and will need to replace the roof and gutters. The contractor has a \$5,000.00 deductible and the contractor requested if the EDA would consider paying part of the deductible. The board asked the contractor to wait for the final quote and meet with the board to discuss the deductible amount at a later date if needed. Patrick Haynes and Rosie DeZeeuw attend the opioid meeting at the County last week. There were representatives from Lincoln County schools and cities. The County intended to divide the opioid funds between Southwest Health and Human Services and the schools and cities in Lincoln County. However, Southwest Health and Human Services requested to receive all the money to grant out to the schools and cities or they do not want any of the funds. The County will divide approximately \$200,000.00 between the Lincoln County schools and cities over a ten (10) year period to provide training equipment and assist with training for school officials and paras, first responders and fire departments.

MOTION by Scott Christensen, seconded by Karen Lichtsinn to approve the Committee Reports. Motion carried.

ADMINISTRATOR/CLERK REPORT:

No report.

MAYORAL REPORT:

Mayor Michael Carpenter informed the Council that OtterTail Power Company installed an additional light near the renovated pier.

Mayor Michael Carpenter then informed the Council the weeds are bad on the CHS property that the City pays \$120.00/year to let vehicles park on the area. City staff has been having difficulty keeping the weeds under control due to the several semis parked in the area.

Mayor Michael Carpenter requested Administrator/Clerk Eileen Christensen give an update on the insurance on the Opera House. Eileen informed the Council that the League of Minnesota Cities adjuster checked the roof of the Opera House and there was no damage from the hail storm in July. The adjuster also checked the roof of the balcony and is going to reimburse the City \$2,900.00 to repair that area which was damaged by the hail storm.

Mayor Michael Carpenter then informed the Council that the 2024 budget is completed except for the insurance numbers. When Administrator/Clerk Eileen Christensen receives the insurance numbers, she will update the 2024 budget worksheet and forward on to the Council for their review. Mayor Michael Carpenter would like to have a special budget meeting after September 5 and prior to September 18, 2023. The Council will plan to set a special budget meeting at the September 5, 2023 regular Council meeting and approve the proposed levy at the September 18, 2023 regular meeting. The proposed levy is due to the County no later than September 30, 2023. The Council can lower the levy after September 30, 2023 but cannot raise it.

The next regular meeting will be Tuesday, September 5, 2023 at 5:30 PM.

There being no further business to come before the Council at this time, a **MOTION** was made by Patrick Haynes, seconded by Scott Christensen and carried, the meeting adjourned.

MAYOR

ADMINISTRATOR/CLERK