

AUGUST 7, 2017

The Regular Meeting of the Lake Benton City Council was held on Monday, August 7, 2017 at 5:30 P.M. in the Heritage Center/City Office. Mayor Bob Worth presided. Trustees Rosie DeZeeuw, Mark Dunn, David Enke and Daryl Schlapkohl were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Police Chief Tony Sievert, Patrick Haynes, Scott Christensen, Karen Rochel, and Shelly Finzen from the Lake Benton Valley Journal were also present.

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

Mayor Bob Worth 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.

The minutes of the Regular Meeting of July 17, 2017 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the minutes of the Regular Meeting of July 17, 2017. Motion carried. Mayor Bob Worth thanked Acting Mayor Rosie DeZeeuw for filling in for him at the last meeting while he was out of town.

The next item of business was to review/act on the claims presented against the City of Lake Benton.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

SHELLY FINZEN	\$ 84.31	LB GROCERY	\$ 9.16
OTTERTAIL	\$ 2,073.00	ITC	\$ 259.55
USTI	\$.08	QUARNSTROM/DOERING	\$ 2,139.81
LP RURAL WATER	\$ 3,960.00	LB HARDWARE	\$ 139.85
RICK'S WELDING	\$10,431.48	CLYDE KROG EXCAVATE	\$ 332.50
GOPHER STATE	\$ 18.90	POSTMASTER (CITY)	\$ 115.60
POSTMASTER (LIB)	\$ 70.00	MN WEST	\$ 1,400.00
HD SUPPLY	\$ 289.48	TODD DRAPER	\$ 32.00
PAT HAYNES	\$ 240.00	MINNESOTA LIFE	\$ 5.10
CHAMBER-CVB	\$ 339.96	BRUENDERS	\$ 75.50
QUICK QUILTS	\$ 39.98	JACKSON CTY LIBRARY	\$ 41.96
TITAN MACHINERY	\$ 9.65	TROY NORDMEYER	\$ 32.00
ONE OFFICE SOLUTION	\$ 16.02	KENNEDY & GRAVEN	\$ 866.50
BUFFALO RIDGE NEWS	\$ 14.90	ACTION TRAINING	\$ 2,100.00
KIBBLE EQUIPMENT	\$ 74.49	BIRDS AND BLOOMS	\$ 14.98
ALPHA TRNG	\$ 190.00	DEMCO	\$ 64.41

MOTION by Mark Dunn, seconded by Dave Enke to approve payment of the claims presented against the City of Lake Benton. Motion carried.

The next item of business was the hearing with property owners on nuisance violations. At the regular Council meeting of July 5, 2017, the Council approved having a hearing at Monday evening's meeting to meet with one (1) property owner regarding the appearance of their property. The property owners at 205 East Benton Street did not appear before the Council regarding their property.

Although the property owners are attempting to make improvements, the Council agreed they need to continue to be consistent with enforcing the ordinances and proceed with the next step in the process. The Council confirmed the property owners have been given 60 days-notice to clean their property, and requested City Staff to stop and visit with the property owners and

provide them with a letter explaining they were given 60 days to clean up the property and the Council agreed to give them an additional 20 days-notice before an abatement begins.

MOTION by Daryl Schlapkohl, seconded by Rosie DeZeeuw to move forward with giving the property owners 20 additional days to clean their property and authorize the City Attorney to file abatement on the property if not cleaned up prior to the 20 days. Motion carried.

The next item of business was to review/act on the first notice nuisance violation. At the Council's July 5, 2017 meeting, they approved sending the notice to the owner of 314 Prospect Street East. Police Chief Tony Sievert and City Administrator/Clerk Eileen Christensen took pictures of the property and they have a large dumpster they are using to dump some of the debris into. It looks like they are working at it, but they were already given 30 days.

MOTION by Daryl Schlapkohl, seconded by Dave Enke to approve sending a Notice of Hearing letter to the property owner at 314 Prospect Street East providing them with an additional 30 days to get the property cleaned up entirely. Motion carried.

The next item of business was the July Police Report by Police Chief Tony Sievert. Police Chief Tony Sievert received Vest Reimbursement's that were applied for three (3) vests that the City of Lake Benton purchased. The total reimbursed to the City through the state grant totaled \$1,222.55.

Police Chief Tony Sievert then informed the Council the Radar Road Tec will be certifying the squad radar on August 24, 2017. This is a yearly requirement and the cost of certifying the radar is \$35.00.

Police Chief Tony Sievert met with Lake Benton First Responder Gary Serie and Principal Dale Weegman about an evacuation plan exercise and coordinating a safe place for students to go before being housed to another location. In the case of an evacuation, the students will evacuate to the playground. In the case of inclement weather, the students will be bused to the Community Center and then to the Chalet.

Police Chief Tony Sievert was approached by Library Director Shelly Finzen about getting a Firearms Safety Course through the Minnesota DNR for those interested in Lake Benton and the surrounding area. The class will be at no charge, will consist of a Saturday and Sunday, or four (4) evenings, plus one (1) field day. The course will take place sometime this fall and isn't just for the younger generation. Tony Sievert and two individuals will work together to provide the course for those interested – so please spread the word.

The Lake Benton Police Department received a quote from Zuercher for the Computer Aided Dispatching (CAD) System which will be discussed on the next item of business.

The Council said they appreciate Tony bringing the Firearms Safety Course to the City of Lake Benton. They also thanked Tony for getting the grant reimbursement funds for the three (3) vests. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the July Police Report. Motion carried.

The next item of business was to review/act on purchasing of a Computer Aided Dispatching (CAD) System for the Police Department. Police Chief Tony Sievert contacted Zuercher on getting a quote specifically for the City of Lake Benton. The quote consists of everything the County has except for the Civil and Jail Services. The total quote received from Zuercher was \$6,826.00. A quote from Pro Action in Willmar was also received for the mounting and a printer. The printer is less expensive at \$379.00 compared to the printer quoted from Zuercher at \$611.00 which brings Zuercher's quote down to \$6,215.00. The yearly maintenance fee is included in the first year and will cost \$760.00 annually after the first year. Pro Action's total

quote for the mounting and printer is \$1,993.67. Police Chief Tony Sievert is working with Danny Krotzer for a compatible computer. Danny contacted Nobles County and they quoted a price for an HP computer at \$1,097.11. The City of Lake Benton will need to get a Memorandum of Understanding with Nobles County as the City will need to connect on with a larger agency to use their server. The grand total for the CAD System with everything included is approximately \$8,875.00. The City will be saving approximately \$84.00 annually on internet services. The Police Department office will not need internet at the office because the CAD System will have Wi-Fi in the squad for \$35.00 a month.

Police Chief Tony Sievert also informed the Council that when issuing a citation, he will not have to go to the Courthouse to submit the paper work and he will not need to spend as much time in his office. Everything can be done right in the squad which includes: E-charging (the ability to write and give a ticket right there), records management and less paper filing, everything will be shared with Lincoln County, and there will be GPS in the squad. Police Chief Tony Sievert also commented he would like to take the Councilmembers for a ride along if the CAD System is purchased. The Council will be able to see how the CAD System will alleviate time spent in the office instead of out patrolling.

A question arose if the City needs to purchase this system for the First Responders and Fire Department and Police Chief Tony Sievert explained that the First Responders and Fire Department will be using a mapping system on their cellular phones not the CAD System.

After some discussion on funding, it was stated that when the Council made the decision to keep the Police Department, then the City needs to provide the tools for the department to perform their job duties well. **MOTION** by Mark Dunn, seconded by Dave Enke to approve moving forward with purchasing the CAD System, the printer, computer and maintenance for approximately \$8,875.00. Motion carried.

The next item of business was to review act on purchasing new tablets for the Council for Council meetings. City Administrator/Clerk Eileen Christensen informed the Council most cities, counties and entities such as Lincoln-Pipestone Rural Water have gone paperless for their meeting packets and use tablets or laptops to review the meeting packets.

Patrick Haynes was present to explain the tablets and answer any questions the Council may have. Patrick informed the Council the tablets will work on Wi-Fi, they are 9.6" Samsung Tab E tablets with the newest version of OS for \$200.00 per tablet. There will be no tax or shipping costs included. It was also suggested to use the free "Dropbox" option to store the Council packets.

After some discussion, the Council was informed they will be trained on the tablets, they will continue to receive the Council packet via their personal e-mails, and the tablet will only be used for viewing the Council packet. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the purchase of five (5) 9.6" Samsung Tab E tablets for the Mayor and Council members to view their Council meeting packets. Motion carried.

PUBLIC WORKS UPDATE:

No Report.

COMMITTEE REPORTS:

Trustee Mark Dunn – No Report.

Trustee Rosie DeZeeuw – No Report.

Trustee Dave Enke – The next EDA meeting is scheduled for this Wednesday.

The Library Board met the end of July. The Friends of the Library got the sidewalk completed in the back of the Library. The Resolution was adopted to increase funding for the four (4) Libraries in the County. The Resolution will now go to the County Commissioners to review during their 2018 budgeting session. This will take place over a course of four (4) years, not once. The two new Library Assistants are being trained – Janine Bunjer to work two (2) days a week, and Corinne Crowe to work on Saturdays. Regrettably Library Director Shelly Finzen resigned her position with the Library. Shelly has agreed to assist with the search for a new Director and train through the end of December. She will be missed.

Mayor Bob Worth expressed that it has been a privilege to work with Shelly and she does a great job for the Library. She has made good use of the facility and she will be deeply missed. Shelly has done more and gone above more than ever, her heart was in it. The Council thanked Shelly for staying through December to assist with training in a new Director.

Trustee Daryl Schlapkohl – The Opera House’s production of Beauty and The Beast had outstanding attendance for all the shows. The opening shows on Friday, Saturday and Sunday had 184 in attendance at each performance, the following Wednesday, Thursday and Friday shows had 200 in attendance at each performance, and Saturday and Sunday’s shows had 250 sold out seats at each performance. The Opera House is a great thing for our community. The Opera House Board will be meeting on Thursday this week.

ADMINISTRATOR/CLERK REPORT:

City Administrator/Clerk Eileen Christensen informed the Council she received a letter from the Southwest Initiative Foundation who approved a \$200.00 grant from the Lake Benton Community Foundation Endowment Fund for the Lake Benton Memorial Cemetery to control the weeds on the cemetery as well as cemetery maintenance. The grant agreement needs to be approved and signed by the Mayor. **MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to approve the Southwest Initiative Foundation Grant Agreement. Motion carried.

City Administrator/Clerk Eileen Christensen reminded the Council of the Special Budget Meetings to be held next Monday, August 14, 2017 at 5:30 PM and Thursday, August 17, 2017 at 5:30 PM. Mayor Bob Worth asked the Council if there would be a conflict if the budget meeting scheduled for Thursday, August 17, 2017 started at 5:00 PM instead of 5:30 PM. The Lake Benton School is having their Open House that evening beginning at 5:30 PM. No one had a conflict with the time change. Therefore, the Special Budget Meeting on Thursday, August 17, 2017 will begin at 5:00 PM.

MAYORAL REPORT:

Mayor Bob Worth informed the Council of the flowers blooming on Nature Conservancy property and it was published in the newspaper last week. Mayor Bob Worth contacted Robert Olson at the Environmental Office and asked him if the City can force-spray the thistles. Robert informed Mayor Worth that State Statutes require him to complete a form in order to force-spray by plane or helicopter to kill/control the Canadian Thistle. The City Ordinance states Nature Conservancy can put up a sign, but the Minnesota State Statutes succeeds the City Ordinance. The Council will schedule a meeting with Joe Blastik with Nature Conservancy sometime this fall.

There being no further business to come before the Council at this time, a **MOTION** was made by Mark Dunn, seconded by Daryl Schlapkohl and carried, the meeting adjourned.

MAYOR

ADMINISTRATOR/CLERK