

DECEMBER 5, 2022

The Regular Meeting of the Lake Benton City Council was held on Monday, December 5, 2022 at 5:30 P.M. in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter presided. Trustees Rosie DeZeeuw, Mark Dunn, Patrick Haynes, and Daryl Schlapkohl were present. City Attorney Michael Cable was absent. City Administrator/Clerk Eileen Christensen, Karen Lichtsinn and Scott Christensen 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.

The minutes of the Regular Meeting of November 21, 2022 were reviewed. **MOTION** by Patrick Haynes, seconded by Daryl Schlapkohl to approve the minutes of the Regular Meeting of November 21, 2022. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

ECOLAB	\$ 105.00	OTTER TAIL	\$ 1,927.44
ITC	\$ 322.45	QUARNSTROM/DOERING	\$ 1,310.00
RETHWISCH & SON	\$ 77.33	STATION ONE	\$ 487.65
GOPHER STATE	\$ 10.80	UTILITY CONSULTANTS	\$ 260.51
MN RURAL WATER	\$ 400.00	TODD DRAPER	\$ 32.00
PAT HAYNES	\$ 250.00	MN DEPT OF HEALTH	\$ 789.00
SW SANITATION	\$ 3,705.41	MIKE OTTO	\$ 1,971.60
TROY NORDMEYER	\$ 32.00	KYLIE ROCHEL	\$ 105.00
ONE OFFICE SOLUTION	\$ 86.43	TOWN & CNTRY SHOP	\$ 297.00
THOMAS PLUMBING	\$ 380.75	AMAZON	\$ 626.19
CENTER POINT	\$ 49.14	DEMCO	\$ 50.84
DANNY/MEGAN KROTZER	\$ 250.00		

MOTION by Daryl Schlapkohl, seconded by Mark Dunn 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.

The next item of business was to review/act on creating CDs for the City's General and Water funds. When the City Council worked on the 2023 budget they approved creating several CDs in various funds if the money was not used in 2022. The list of 6-month and 12-month CDs for \$23,500.00, and the Public Works Account for \$15,000.00 totaling \$38,500.00 were reviewed: General Fund – 12-month CDs for \$1,000.00 for City Office Improvements and \$2,500.00 for Parks/Ballfields Lakeside Park Improvements, and a one 6-month CD for \$10,000.00 for Street Repair/Sealcoating; Water Fund – \$5,000.00 for Capital Outlay/Water Improvements, and \$5,000.00 for Water Tank Upkeep. The following amounts will be put in the Public Works Account: \$5,000.00 for Public Works Heavy Equipment and \$10,000.00 for Capital Outlay Equipment. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the list of 6-month and 12-month CDs for the General Fund to include a 6-month CD for Street Repair/Sealcoating for \$10,000.00, and two 12-month CDs for \$1,000.00 for City Office Improvements and \$2,500.00 for Parks/Ballfields Lakeside Park Improvements. Motion carried. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the 12-month CDs for the Water Fund to include \$5,000.00 for Capital Outlay/Water Improvements and \$5,000.00 for Water Tank Upkeep; and to transfer \$15,000.00 into the Public Works Account to include \$5,000.00 for Public Works Heavy Equipment and \$10,000.00 for Capital Outlay Equipment. Motion carried.

The next item of business was to review/act on the delinquent utility bills at 514 W. Benton Street owing \$741.32, 303 Valley Street owing \$767.60, 109 W. Bluff Street owing \$767.60, 605 Highway 75 owing \$942.50, 212 S. Fremont Street owing \$278.17, 215 S. Fremont Street owing \$974.29, and 112 E. Bluff Street owing \$676.24; and lawn mowing at 215 S. Fremont Street owing \$200.00, 112 E. Bluff Street owing \$225.00, 303 Valley Street owing \$200.00, and 104 S. Garfield Street owing \$175.00. The individuals will be mailed a letter on December 6, 2022 informing them if payment is not received by December 16, 2022, this amount will be certified as a property tax levy against their property on December 19, 2022. Mayor Michael Carpenter stated he will contact Glen Petersen Law Office regarding the status at 303 Valley Street. **MOTION** by Daryl Schlapkohl, seconded by Patrick Haynes to submit the delinquent water bills and lawn mowing bills to the County Auditor to be assessed to the properties if payment is not received by December 16, 2022. Motion carried.

The next item of business was to review/act on a Resolution Accepting Donations to the Library. The Library received a donation from the American Legion Auxiliary for \$20.00 in memory of Judy Thomssen and Sherry Fehl. This donation will be designated for collections. Minnesota Statutes state the Library can accept donations for the benefit of recreational services. The Council needs to pass the resolution accepting the donation to the Library. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the Resolution Accepting the Donation from the American Legion Auxiliary for \$20.00 in memory of Judy Thomssen and Sherry Fehl to the Library. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Library Board met and the circulation stats for the month of November are up from last year. The 2023 goals will be presented to the Council after the first of the year. In April there will be a musical program at the Lake Benton Library which will be sponsored by the Regional Legacy Funds.

Trustee Patrick Haynes – No report.

Trustee Daryl Schlapkohl – No report.

MOTION by Mark Dunn, seconded by Patrick Haynes to approve the Committee Reports. Motion carried.

ADMINISTRATOR/CLERK REPORT:

No report.

MAYORAL REPORT:

Mayor Michael Carpenter reminded the Council the City received eight applications for the Public Works Maintenance Supervisor position. The committee set up four interviews but two backed out so the committee interviewed two individuals. Both individuals were excellent candidates and are qualified to perform the job duties. The committee would like to complete the process of contacting references and performing background checks. The Council may be able to finalize the hiring of the new candidate at next Monday's Special meeting, in order to give the candidate time to give their two-week notice to their current employer.

Mayor Michael Carpenter then informed the Council the EDA board will be meeting next Wednesday and reminded the Council of the special meeting scheduled for next Monday, December 12, 2022 at 5:30 PM to review the televising of the sewer lines from Sherman Street west. Some lines are taking on water and must get corrected to eliminate the additional water in the ponds.

The Council then discussed the 2027 MnDOT project on Highway 75. Mayor Michael Carpenter will begin making contacts to begin the search for funding options for the infrastructure replacement before MnDOT puts in the new highway and sidewalks.

The City is waiting for Banner Associates to authorize the final payment for the Mork and Giles project before the end of the year. The EDA duplex project is moving forward.

Maintenance Supervisor Todd Draper's last full-time day is January 31, 2023 and then will be transitioning into the Phased Retirement for 18 months. Todd dedicated a lot to the citizens of Lake Benton and is deserving of a retirement party.

At 6:00 PM Mayor Michael Carpenter called for a motion to go into the Truth-in-Taxation Hearing. **MOTION** by Daryl Schlapkohl, seconded by Rosie DeZeeuw to go into the Truth-in-Taxation Hearing. Motion carried.

The proposed 2023 levy that was approved at the September 19, 2022 meeting was \$260,477.00 (\$183,477.00 allocated to the General Fund and \$77,000.00 allocated to the USDA-RUS Improvement Fund). The proposed amount levied for 2023 taxes payable was not increased for 2023. Mayor Michael Carpenter then congratulated the Council on their hard work and not increasing taxes for the citizens in 2023. Mayor Michael Carpenter then reminded the Council that the levy can be decreased but cannot be increased at this time.

The 2023 Budget amounts are as follows: General Fund: Income-\$511,086.00, Expense-\$511,280.00; Fire Fund: Income-\$90,300.00, Expense-\$89,860.00; Library Fund: Income-\$53,429.00, Expense-\$53,311; Utility Fund: Income-\$340,141.00, Expense-\$350,980; USDA-RUS Improvement Fund: Income-\$77,000.00, Expense-\$77,000.00.

Mayor Michael Carpenter announced the Council will wait five minutes in case there is a citizen running late that may have input on the certified levy. A question was raised why there is a deficit of \$10,000.00 in the utility funds. Administrator/Clerk Eileen Christensen stated the income from assessments for the utilities is not as large as in previous years, and therefore increasing the bottom line between income and expenses.

MOTION by Patrick Haynes, seconded by Daryl Schlapkohl to certify the tax levy for the City of Lake Benton at \$260,477.00 in which \$183,477.00 is allocated to the General Fund, and \$77,000.00 allocated to the USDA-RUS Improvement Fund with a 0% increase. Motion carried.

MOTION by Rosie DeZeeuw, seconded by Daryl Schlapkohl to return to the regular meeting at 6:09 PM. Motion carried.

The special meeting of the City Council to review the sewer televising is scheduled for December 12, 2022 at 5:30 PM, and the next regular Council meeting is scheduled for December 19, 2022 at 5:30 PM.

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

MAYOR

ADMINISTRATOR/CLERK