

FEBRUARY 19, 2019

The Regular Meeting of the Lake Benton City Council was held on Tuesday, February 19, 2019 at 5:30 P.M. in the Heritage Center/City Office. Mayor Bob Worth, Trustees Rosie DeZeeuw, Mark Dunn, Dave Enke, and Daryl Schlapkohl were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Vince Robinson-DSI, 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 February 4, 2019 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the minutes of the Regular Meeting of February 4, 2019. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

ITC	\$	275.43	LEAGUE OF MN CITIES	\$	11,823.00
QUARNSTROM/DOERING	\$	1,416.80	M & H COMMUNICATIONS	\$	455.00
L-P RURAL WATER	\$	3,300.73	RETHWISCH & SON	\$	587.20
EXPRESSWAY	\$	563.05	THOMAS ELECTRIC	\$	993.28
CITY OF LAKE BENTON	\$	173.94	POSTMASTER	\$	118.65
S & E AUTO	\$	83.30	UTILITY CONSULTANTS	\$	57.62
CHAMBER-CVB	\$	301.29	AMERICAN LEGAL PUB	\$	435.00
PETERSEN GRAVEL	\$	510.00	SW SANITATION	\$	3,593.38
BIOAG ENERGY	\$	591.36	CARDMEMBER SRVCS	\$	873.87
JON WORTH	\$	585.00	BUFFALO RIDGE NEWS	\$	69.40

MOTION by Mark Dunn, seconded by Dave Enke 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 the Proposals to Provide Engineering Services for the MnDOT 2023 Highway 75 Project. Engineering Firms Banner Associates and Bolton & Menk provided the City with their proposals.

Maintenance Supervisor Todd Draper informed the Council the City requested Engineering proposals for qualifications on the MnDOT 2023 Highway 75 Project. Both of the proposals look good. However, Banner Associates has a long history with the City of Lake Benton and are more familiar with the City's utilities. It is Maintenance Supervisor Todd Draper's recommendation that the Council considers working with Banner Associates and move forward to reviewing the MnDOT 2023 project and the revamping of the lagoons.

Maintenance Supervisor Todd Draper and Administrator/Clerk Eileen Christensen are planning to meet with MnDOT on Friday, February 22, 2019 – weather permitting – at 9:30 AM. Todd requested Trustees Daryl Schlapkohl and Dave Enke plan to attend as well.

MOTION by Daryl Schlapkohl, seconded by Dave Enke to accept Banner Associates Proposal to provide Engineering Services for the MnDOT 2023 Highway 75 Project, and possibly revamping the lagoons. Motion carried.

PUBLIC WORKS UPDATE

Maintenance Supervisor Todd Draper said it has been a long winter of moving snow. The City encountered one water freeze up due to a property owner that had been running water in their house and for some reason ceased to continue running the water and the pipes froze. Since the pipes cannot be thawed out, they are running a garden hose from the next door neighbor's home. Todd made it clear to the property owner that if the garden hose freezes due to no running water, there is no way to get any water to their property until spring. Maintenance Supervisor Todd Draper informed the Council when the City lowered Valley Street; they did not lower the water lines, thus causing the freeze ups in that area. Todd will work on ideas to fix the issue in the spring.

Mayor Bob Worth and the Council thanked Todd and let him know how much the City appreciates the time and dedication the Maintenance Department has given in clearing the snow and keeping the streets clean.

5:40 PM PUBLIC HEARING

At 5:40 PM Mayor Bob Worth called for a motion to go into the Public Hearing to Submit the Application to the Small Cities Development Grant Program. **MOTION** by Rosie DeZeeuw, seconded by Dave Enke to go into the Public Hearing to submit the application to the Small Cities Development Grant Program (SCDP). Motion carried.

Vince Robinson with DSI was in attendance to address the Council. Lincoln County is seeking \$595,937 through the Small Cities Development Program to assist rental property owners with rehabilitation funding for health and safety issues, energy efficiency, accessibility, and lead based paint hazards in the cities of Tyler and Lake Benton. The project is seeking funding for 5 single family rental units, 6 duplex rental units, and 36 multifamily units in buildings with 3 or more units. This is based on a first-come, first-serve basis. Vince Robinson informed the Council Lincoln County HRA, Tyler EDA, and Lake Benton EDA pledged matching funds for the program.

The City of Lake Benton will be provided information to be disbursed to interested residents and private owners or owners of HRA Governmental Units. Commitments are associated with rental properties and limit the amount to charge in rent.

A question was asked if a homeowner is considering renting their residence, may they apply for this grant. Vince replied that any homeowner wanting to convert from their residence to a rental home can apply for funding, but they must meet the low to moderate income guidelines.

The financing structure that will be used includes a 70% deferred loan from the SCDP funding. 100% is deferred after 5 years provided the rental property owner maintains income and rent requirements. The balance is reduced by 20% each year. Local loan funds will be made available for interested rental property owners for up to 15% of the construction costs. Applicant would be allowed to repay this amount over the course of 10 years. The remaining 15% of the project cost is the owner's share.

Eligible rental property owners will be able to apply for up to \$20,000 per unit for single family rental units and \$12,500 per unit for rental properties with 2 or more units.

The SCDP application will be submitted in February and award announcements are expected in June. Outreach to rental property owners on the waiting list is expected to occur approximately in October. It is estimated that projects will be bid and awarded in January/February 2020. Proposals will be sought for an experienced grant administrator. If DSI is selected, they have past experience with the Cities of Tyler and Lake Benton in administering SCDP projects. Applicants will be required to comply with all federal requirements including historic requirements. None of the properties on the waiting list are on the National Register of Historic Places.

MOTION by Daryl Schlapkohl, seconded by Dave Enke to close the Public Hearing at 5:46 PM and return to the regular meeting. Motion carried.

Vince Robinson had several documents that needed to be approved and signed. Vince first presented the Conflict of Interest Disclosure Form and inquired if the Mayor and/or any of the Council have an actual, potential or perceived conflict of interest in this grant. If so, they must refrain from any discussion and abstain from voting. The Mayor and Council all stated they do not have an actual, potential or perceived conflict of interest.

The second document presented for approval was the Application Resolution – Local Government Resolution for Secondary Applying Communities. **MOTION** by Rosie DeZeeuw, seconded by Daryl Schlapkohl to approve the Application Resolution – Local Government Resolution for Secondary Applying Communities. Motion carried.

The third and final document presented for approval was the Resolution for Cooperative Agreement between Lincoln County Housing and Redevelopment Authority (HRA), the City of Tyler, and the City of Lake Benton. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the Resolution for Cooperative Agreement between Lincoln County Housing and Redevelopment Authority (HRA), the City of Tyler, and the City of Lake Benton. Motion carried.

The next item of business was to review/act on the Housing TIF District updates and opportunities. Vince Robinson with DSI was in attendance to address the Council. The Council requested Vince to attend this evenings meeting after the Lions Club and American Legion were talked to about removing the donated picnic shelter and restrooms in the Mork/Giles Addition.

Mayor Bob Worth informed the Council he contacted the Lions Club and Legion members regarding the donated items. Unfortunately, both meetings were postponed last week due to weather. The Lions Club is meeting tonight and the Legion is meeting tomorrow. Mayor Bob Worth doesn't believe there is a conflict or an issue with the removal of the tennis courts, picnic shelter, and restrooms from the vacant lots in the Mork/Giles Addition.

Discussion took place on moving forward on the Mork/Giles Addition to get timelines and cost estimates on the extension of the water and sewer utilities, and the removal of the picnic shelter, restrooms and tennis courts. Some preferences may include installing porta-potties near the softball fields. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to move forward with the Mork/Giles Addition to get timelines and cost estimates on the extension of the water and sewer utilities, and the removal of the picnic shelter, restrooms and tennis courts. The EDA can then begin marketing the lots. Motion carried.

The next item of business was to review/act on temporary on-sale liquor licenses for the Fire Department. Due to the closure of the Showboat Pavilion, the Lake Benton Fire Department is requesting two Temporary On-Sale Liquor License (24-hour-\$50.00) to serve alcohol at the Lake Benton Sportsmen's Club Annual Game Feed on Saturday, March 16, 2019 at the Lake Benton Area Community and Event Center, and the Lake Benton Foundation Gala on Saturday, March 30, 2019 at the Lake Benton Area Community and Event Center. A club, charitable organization, religious organization or a non-profit organization within the City can receive an on-sale temporary liquor license up to twelve (12) times a year.

MOTION by Mark Dunn, seconded by Rosie DeZeeuw to approve the two temporary on-sale liquor licenses (24-hour/\$50.00) to the Lake Benton Fire Department to serve alcohol at the Lake Benton Sportsmen's Club Annual Game Feed on Saturday, March 16, 2019 at the Lake Benton Area Community and Event Center, and the Lake Benton Foundation Gala on Saturday, March 30, 2019 at the Lake Benton Area Community and Event Center. Motion carried.

The next item of business was to review/act on the Community Center inventory. At the February 4, 2019 regular Council meeting, the Council authorized Mayor Bob Worth to contact local individuals that may be interested in purchasing the industrial appliances at the Community Center. The Council approved the following items to be bid on and an amount:

\$300.00 for the Hobart Industrial Mixing Machine w/Cart and Attachments
\$Best Offer for the Vulcan Oven with Burners
\$300.00 for the Hobart Dishwasher with three plastic racks and two silverware cups
\$150.00 for the Aerohot Steam Table
\$300.00 for the Edlund Stainless Steel Work Table
\$300.00 for the Advance Stainless Steel Sink (3 compartments)
\$450.00 for the Blodgett Zephaire Convection Oven

Mayor Bob Worth informed the Council that City staff was recently informed one of the convection ovens in the Event Center has not been working since November. It was suggested to take the convection oven off the list of items for bids and move it to the Event Center. **MOTION** by Dave Enke, seconded by Daryl Schlapkohl to remove the Blodgett Zephaire Convection Oven from the list of items up for bid and move it to the Event Center. Motion carried.

Mayor Bob Worth suggested the City advertise for sealed bids in the Peach the week of February 25th, and March 4th, 2019 due to the fact there are several people interested in the appliances. The Council will plan to open the bids at their March 18, 2019 regular meeting.

MOTION by Rosie DeZeeuw, seconded by Mark Dunn to authorize Administrator/Clerk Eileen Christensen to place an ad in the Peach the weeks of February 25th and March 4th, and request all bids be due no later than March 11, 2019. The Council will plan to open the bids at their March 18, 2019 regular meeting. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Chamber met last week. Karen Lichtsinn is representing the Chamber in the Glacial Lakes booth at the Sioux Falls Sportsman's Show in early March. The February \$3.00 meal was canceled last week due to weather. The next \$3.00 meal is scheduled for March 14, 2019. The Diner's Club is looking for new Program Coordinator. A good crowd of 60 people were in attendance for the Chamber Kickoff in January. The Chamber is undecided on what pottery to sell this year. The Specialty Brochures are outdated and Karen Lichtsinn will work with Shirley Sandberg to make new ones available to be put in area businesses. The Opera House play is scheduled for April 5-7, 2019 and April 12-14, 2019.

Trustee Dave Enke – The EDA met last week and as previously mentioned, the Lessee at the Event Center gave their 30-day notice on February 5, 2019 to vacate the building and release the lease with the City. Therefore, various options for the Event Center are being discussed. The EDA Sub-Committee for marketing the residential lots in the Mork/Giles Addition is working on a program to make the lots sellable. They will have additional information at their March meeting.

Trustee Daryl Schlapkohl – No report.

ADMINISTRATOR/CLERK REPORT:

Council approved Administrator/Clerk Eileen Christensen to place an ad in the February 20, 2019 edition of the Lake Benton Valley Journal that the City is leasing the Lake Benton Area Community and Event Center and requested interested parties to complete a lease application and return to the City Office no later than 1:00 PM on February 28, 2019.

The Annual Meeting of the City of Lake Benton Fire Department and Townships will be held on Thursday, March 14, 2019. Trustee Mark Dunn will preside over the meeting. The Annual Volunteer Fire Relief Association meeting will be held prior to the Annual Fire Department/Township meeting. Trustees Mark Dunn and Daryl Schlapkohl are the Council liaisons and should plan on attending.

The 2019 Board of Appeal and Equalization meeting is scheduled for Tuesday, April 9, 2019 at 7:00 PM at the Heritage Center/City Office.

MAYORAL REPORT:

Mayor Bob Worth reminded the Council to submit their bid that they would like to see the Community Center sold for via e-mail to the Administrator/Clerk prior to March 1, 2019. City Administrator/Clerk Eileen Christensen can then get a number to Realtor Lisa Willert to begin listing the property April 1, 2019.

Mayor Bob Worth then informed the Council the Lake Benton Foundation Gala is scheduled for March 30, 2019 and asked if anyone was planning to attend.

Mayor Bob Worth said he will be leaving town and will return before the March 18, 2019 meeting. He will be absent for the March 4, 2019 Council meeting and the March 14, 2019 Annual Meeting of the Lake Benton Fire Department and Township meeting. If anyone has any issues or concerns during his absence, he can be reached via phone.

The Council will be reviewing and discussing the Lease Agreements for the Event Center at their March 4, 2019 meeting, and Mayor Bob Worth hopes everything will go well.

The Governor and both the House and Senate are pushing to get the Local Government Aid (LGA) back to what it was in 2002. This would show an increase of 5.5% in 2019's LGA disbursements.

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

MAYOR

ADMINISTRATOR/CLERK