

FEBRUARY 21, 2017

The Regular Meeting of the Lake Benton City Council was held on Tuesday, February 21, 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, Sandy Dahl, Scott Christensen, 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 6, 2017 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the minutes of the Regular Meeting of February 6, 2017. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

QUARNSTROM/DOERING	\$ 2,639.78	M & H COMMUNICATIONS	\$ 124.00
LB PARTS HOUSE	\$ 128.42	LB HARDWARE	\$ 93.90
CITY OF LAKE BENTON	\$ 132.73	RICK'S WELDING	\$ 62.00
MN DEPT OF HEALTH	\$ 516.00	SW SANITATION	\$ 3,454.04
CARDMEMBER SERVICES	\$ 150.87	KENNEDY & GRAVEN	\$ 487.50

MOTION by Dave Enke, seconded by Rosie DeZeeuw 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 the presentation of the Library's 2017 Goals by Library Director Shelly Finzen. The goals were as follows: Complete work on the relabeling and inventory project; Reorganize shelving space to be more efficient and eye catching; Expand programming; Expand the Maker Space/Fiber Guild program; Seek grant money to offset costs of library programming; Seek a revenue source to build Lake Benton Public Library Foundation; Build By The Teens For the Teens (BTFT) Club Membership; Increase Summer Reading Program participation; Digitize Patron Records; Add shelving, collapsible table to improve efficiency and visual appeal; and Consider giving the Library staff raises for 2017.

Digitizing patron records allow the Library staff to scan current patron's records into the KOHA system to meet privacy laws. As of now, the Library stores hard copies of the patron's records.

Trustee Daryl Schlapkohl suggested he work with Shelly to get the measurements and shelving requirements for the unattached shelving needed for the Library Guild to store their supplies. Daryl will then check the surplus warehouse in the cities for cheaper pricing and report back to the Council.

The Winter Wing Ding was a success and made approximately \$150.00 with an attendance of 30 people. This is typical for Library events, even though there were other happenings going on at the same time. They will be working on making necessary changes for their next Wing Ding. The proceeds from the Wing Ding will go towards the Foundation Fund and it was all done through donations.

The Friends of the Library received \$1,100.00 from the Lions Breakfast Fundraiser. The Friends of the Library would like to put in a sidewalk between the fence and the patio to keep the mud

and dirt outside as it gets very muddy in the spring between the back parking lot and patio. They are not in a hurry at this time and will plan to work with the City's Maintenance Department should they decide to further this project.

The next item of business was to review/act on the Fire Contract with the Townships and the City of Lake Benton. The Lake Benton Fire Department Contracts with the Townships was last updated in May 1976 and the formulas used in the contract are obsolete. In 2004 the Contract was approved to charge the City 1/3 of the total contract amount and charge the Townships the remaining 66%. It was also approved to be charged according to contracting areas structure valuation and sections served in the contracting area with a 50-50 split. In March of 2010, the City, the Fire Department and the Townships met and approved a 40-40-20 split to include the wind production amount.

At the Lake Benton Fire Department's annual meeting on February 16, 2017, the townships approved the amended contract completed by Legal Counsel. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Fire Department Contracts with the Townships and the City of Lake Benton. Motion carried.

Mayor Bob Worth thanked the Council for attending the Annual Fire Meeting. It is good to see the Fire Department has a full roster of 24. However, the need for EMT's is still an issue for the City.

The next item of business was to review/act on a wage increase for Acting Police Chief Anthony Sievert. The City of Lake Benton pays their part-time Police officers \$15.00 an hour. Since Tony Sievert has been promoted to Acting Police Chief when AJ Anderson resigned in November 2016, it has been recommended that the Council consider increasing Tony's wages for taking on more responsibilities as Acting Police Chief.

Mayor Bob Worth informed the Council that a salary adjustment was not done for the part-time police. However, Acting Police Chief Tony Sievert has been doing the work of a full-time police chief with limited hours at a part-time police officer wage. It was discussed that this should be specific to only the Acting Police Chief, and when going back to a part-time police officer, the salary will remain at \$15.00.

Trustee Mark Dunn informed the Council that he talked with Acting Police Chief Tony Sievert who expressed it would be nice if he could be compensated for the added responsibilities he has taken on since becoming the Acting Police Chief. Discussion took place that Tony Sievert has been doing a fine job for the City in the past few months and we would like him to stay. Tony's involvement in the community is a testimony to the trust he has developed between himself and the administration. Even though Tony Sievert was on probation, he has shown a great background of work for the City in the past few months and that probation should be waived. Acting Police Chief Tony Sievert is working on a part-time basis with no benefits or a union contract.

MOTION by Mark Dunn, seconded by Dave Enke to approve a wage of \$17.00 an hour for the Acting Police Chief as long as he/she is acting police Chief retroactive to January 3, 2017. The salary will remain at \$15.00 for part-time police officers. Motion carried.

The next item of business was to review/act on the Resolution to write-off the Library and Fire Department interfund loans. City Administrator/Clerk Eileen Christensen explained to the Council the City has two interfund loans that the City's auditors, Kinner and Company, requested the Council consider writing-off or having the departments pay the loans back. The two interfund loans are for the Fire Department (Pumper Truck, and equipment in 2009) for \$23,247.39 and the Library (construction of new Library Building in 2013) for \$19,907.41.

The Library will not be able to pay their interfund loan back because their funds are not healthy enough. The Fire Department will not be able to pay their interfund loan back because their funds are not healthy enough. These loans were put on the books by the auditors because of deficit amounts in the two department's cash funds.

The Council was also informed if they approve and pass the Resolution it will need to be retroactive to December 31, 2016 so the Auditors can make the adjustments before they complete the 2016 audit. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the Resolution to Write-off the Library and Fire Interfund Loans retroactive to December 31, 2016. Motion carried.

PUBLIC WORKS UPDATE:

No Report

COMMITTEE REPORTS:

Trustee Daryl Schlapkohl met with the Opera House Board and they are going to have Al Trigg look at the balcony to give a quote on fixing that as well as replace/fix the windows in the buildings. The Opera House is presenting plays this spring, summer and fall. They are also looking to get internet connected to the Opera House and will be working with ITC.

The First Responders meet next week and Trustee Daryl Schlapkohl will be attending their meeting.

Trustee Daryl Schlapkohl also tried to contact the DNR regarding the deer in town and they didn't get back to him.

Trustee Dave Enke attended the EDA meeting earlier in the month. The biggest topic discussed was the Capital Improvements for the 4-plex's. Surveys were sent to the tenants of the 4-Plex's requesting what they felt was the biggest need to be replaced and the top priority was to replace the windows. Local estimates were given for new stoves and refrigerators and a decision will hopefully be reached at their next meeting. The EDA has enough funds in their accounts to make the improvements. After the improvements have been made the Board will consider raising the tenant's rent after the first of next year. The EDA has one 4-Plex paid for and the second 4-Plex will be paid off in November 2019.

The County Housing Assessment was also discussed at the EDA meeting. The needs are different in the various cities located in the County. There is a large wind power project going up near Ivanhoe and these workers are going to need places to live.

The EDA board pays their members \$30.00 per meeting. It was approved to include City Administrator/Clerk Eileen Christensen in the members to receive \$30.00 per meeting.

Trustee Rosie DeZeeuw attended the Chamber meeting on February 14, 2017 and the Chamber kick-off went well. The Visitor's Guides are being distributed around town and mailed to the various Chambers in the area. Marc Widmark was in attendance at the Chamber meeting to update the Board on Te-Tonka-Ha/Benton Fremont Days. Marc will be taking over this event.

The Council inquired if the Chamber was having a booth in Sioux Falls at the Sportsman's Show. Trustee Rosie DeZeeuw informed the Council that no, the Chamber will not have a booth at the Sioux Falls Sportsman's Show because they didn't have anyone hired at the time they needed to be registered. Trustee Daryl Schlapkohl suggested the County would like to share the cost of the booth for that event in 2018 if the Chamber would be interested.

Trustee Mark Dunn attended and presided over the Fireman's Annual Meeting on Thursday, February 16, 2017.

ADMINISTRATOR/CLERK REPORT:

Maintenance Supervisor Todd Draper and City Administrator/Clerk Eileen Christensen are working to put an advertisement in the paper for March 8, 2017 for bids on the Coteau Street Project. The bids will be opened at the City Office on March 20, 2017 at 1:00 PM.

The City Auditors, Kinner and Company, are planning to do their fieldwork for the City's 2016 budget on Tuesday, March 7, 2017. Everything is available for them when they arrive.

The 2017 Lake Benton Board of Appeal and Equalization Meeting is scheduled for Tuesday, April 11, 2017 at 7:00 PM at the Heritage Center/City Office. County Assessor Bruce Nielsen will be in attendance to answer questions from the Council and citizens of Lake Benton regarding property taxes.

MAYORAL REPORT:

Mayor Bob Worth again thanked the Council for attending the committee meetings. He is very impressed and thankful they attend as it is important to understand what is going on in the City.

Mayor Bob Worth then informed the Council that he, Trustee Dave Enke, and City Administrator/Clerk Eileen Christensen met with Scott Marquardt who will be the City's Facilitator at the Strategic Planning Meetings. The meetings are scheduled for March 16, 2017 at 1:00 PM and March 23, 2017 at 1:00 PM at the Hole-in-the-Mountain Park Chalet. Questionnaires will be sent electronically to the attendees who include the Council, City Staff, Library Director, EDA Chair, Chamber-CVB Chair, and Chamber-CVB Marketing Director. Mayor Bob Worth encouraged everyone involved with these planning meetings take the time to complete the anonymous questionnaire as it will help with the two (2) to five (5) year plans to see where the City of Lake Benton can go.

Mayor Bob Worth then informed the Council the Community Center carpet is badly worn, the furnace needs to be replaced with a more efficient LP furnace, as well as lighting. Trustee Daryl Schlapkohl is meeting with Pipestone Interior and can get some quotes on carpet squares and/or tiling for the Community Center for the next meeting of March 6, 2017.

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

MAYOR

ADMINISTRATOR/CLERK