

**FEBRUARY 4, 2019**

The Regular Meeting of the Lake Benton City Council was held on Monday, February 4, 2019 at 5:30 P.M. in the Heritage Center/City Office. Mayor Bob Worth, Trustees Rosie DeZeeuw, Dave Enke, and Daryl Schlapkohl were present. City Attorney Mike Cable and Trustee Mark Dunn were absent. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Vince Robinson-DSI, Roger Rudebusch, Lea Lory, Chuck DeBates, and Serrina Martinez 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 January 22, 2019 were reviewed. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of January 22, 2019. Motion carried.

**CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:**

LB GROCERY	\$	11.80	OTTERTAIL	\$	2,891.06
USTI	\$	2.56	RETHWISCH & SON	\$	5.32
TODD DRAPER	\$	32.00	PAT HAYNES	\$	250.00
MINNESOTA LIFE	\$	6.80	BIOAG ENERGY	\$	509.80
TITAN MACHINERY	\$	8,747.00	LINCOLN CTY SHERIFF	\$	400.00
TROY NORDMEYER	\$	32.00	ALEX AIR	\$	170.75
S & K AUTO REPAIR	\$	350.00	KYLIE ROCHEL	\$	55.00
VERIZON	\$	35.01	ONE OFFICE SOLUTION	\$	104.16
BUFFALO RIDGE NEWS	\$	144.05	KIBBLE EQUIPMENT	\$	35.98

**MOTION** by Daryl Schlapkohl, 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.

**POLICE REPORT**

The Police Report for January was given by Mayor Bob Worth. Police Chief Tony Sievert spoke with County Attorney Glen Petersen and Administrator/Clerk Eileen Christensen about opening an account for Police Department Forfeitures. After reviewing this, it appears that the City will need to make a separate account, per Council approval, because it is required that if the Police Department receives funds for forfeitures they are to be used specifically for Law Enforcement purposes such as what the nature of the forfeiture was (DWI, controlled substance: i.e. training, equipment, Taser, body camera) and anything that will further assist law enforcement in enforcing and preventing such crimes. It is also important for the Administrator/Clerk to track the spending of this account to confirm that it is being used appropriately as well as making sure expenses for such items are associated and tracked with the account. Council approval will be required before any transactions occur. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to give the Administrator/Clerk authority to open a separate account for forfeiture assets. Motion carried.

The new squad is scheduled to be in Burnsville the end of February. The new squad should be in commission sometime the end of March, beginning of April. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the January Police Report. 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. Vince explained the TIF District began with the Assisted Living building. The lots where the EDA 4-Plexes are located are excluded from this District. Some members of the EDA got together to see what they can do to market the lots for sale in the Mork/Giles Addition. There are items sitting on the lots that need to be removed before the lots become saleable and ready to go. The picnic shelter is located on one lot, the tennis courts are located on two lots, and the restrooms are located on another lot. There is water and sewer running along Kent Street and water along Morton Street but no sewer. There is no water and sewer on lots 5, 6, 7 & 8 along Harrison Street. It was the EDA's intention to work with the City on removing some of the items currently in the way of developing lots with water and sewer.

The TIF account currently has a balance of \$79,800.00. When the district was established, there was \$200,000.00 for public improvements, and \$20,000.00 for administrative fees. The total expenditures to date are approximately \$127,000.00 for public improvements and \$1,711.30 in administrative fees. The City has not spent anything on administrative fees for the Administrator/Clerk for preparing and submitting the annual TIF reports.

Vince contacted Shannon Sweeney with Drown Associates who stated this should be fine to take advantage of the invoice for \$15,200.00, which was created for administrative fees. The funds in the TIF District are not obligated to a purpose and if the City doesn't use these funds before decertification in 2024, the City will lose the money back to the County. The City can expend approximately \$90,000.00 on the district.

Discussion took place if the City should start a new TIF district or use the current one. It was suggested the City provide incentives to these properties and use the current TIF funds and not start a new TIF district. This is a great opportunity to enhance the subdivision.

Vince again suggested to the Council to consider extending the water and sewer to the back lots on Morton Street in the Mork/Giles Addition, move the entrance of the football field to Harrison Street and maintain parking for the football games. The City can market lots 1, 2, 3, and 4 on Morton, remove the picnic shelter, and tennis courts, and remove the restrooms and install porta-potties over to the west. Discussion took place that the picnic shelter was donated by the Lions Club, and the restrooms were donated by the Legion. This item will be discussed further at the next regular meeting of February 19, 2019 after the Lions Club and Legion have been contacted about removal of these items.

### **6:00 PUBLIC HEARING**

At 6:00 PM Mayor Bob Worth called for a motion to go into the Public Hearing on the Proposed Assessment for the Harrison Street Utility Improvement Project. **MOTION** by Rosie DeZeeuw, seconded by Dave Enke to go into the Public Hearing on the Proposed Assessment for the Harrison Street Utility Improvement Project. Motion carried.

Maintenance Supervisor Todd Draper informed the Council and the audience the total assessment came in under budget. The initial proposed amount was more but the final numbers came in less as the City saved money on engineering and construction costs. There were no questions from the audience.

There being no concerns by anyone in the audience, a **MOTION** was made by Dave Enke, seconded by Daryl Schlapkohl to approve the amortization schedule and assessment, adopt the resolution, and authorize the Mayor and Administrator/Clerk to sign the resolution. Motion carried.

**MOTION** by Rosie DeZeeuw, seconded by Daryl Schlapkohl to return to the regular meeting at 6:04 PM. Motion carried.

Administrator/Clerk Eileen Christensen then requested Council approval of paying the invoice of \$15,200.00 from the TIF account to the General Fund for Administrative Fees for preparing and submitting the TIF Reports 1999 through 2018, and transferring the amount of \$8,750.00 for the land sale from the TIF account to the General Fund.

**MOTION** by Dave Enke, seconded by Daryl Schlapkohl to approve the payment of \$15,200.00 from the TIF account to the General Fund for Administrative Fees for preparing and submitting the TIF Reports 1999 through 2018. Motion carried.

**MOTION** by Daryl Schlapkohl, seconded by Dave Enke to transfer the amount of \$8,750.00 for the land sale from the TIF account to the General Fund. Motion carried.

The next item of business was to review/act on the donation of a triple horizontal bar playground equipment. This item was tabled on January 8, 2019. Trustee Daryl Schlapkohl explained the specifications depend on how high the highest bar is. There needs to be enough sponge in the ground to move, and he does not believe the highest bar is taller than the current playground equipment and recommended the City accept the donation.

**MOTION** by Daryl Schlapkohl, seconded by Dave Enke to accept the donation of the triple horizontal bar playground equipment to be installed at the West Side Park. 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 Dorothy Rourk family for \$2,500.00 in memory of Dorothy Rourk. Trustee Dave Enke informed the Council that this money will be donated to storytelling at the Library. The Director and staff will use this funding to purchase new wooden shelving and enhance the Children's Summer Reading Program. A CD player for reading time will also be utilized. The remainder of the funds will be put towards the purchase of a new desktop computer for the main desk at the Library.

Dorothy Rourk enjoyed reading to the children and her time spent at the Lake Benton Library. Minnesota Statutes state the Library can accept donations for the benefit of recreational services. The Council needs to pass a resolution accepting the donation to the Library.

**MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the Resolution Accepting Donations of \$2,500.00 from the Rourk family. Motion carried.

### **PUBLIC WORKS UPDATE**

Maintenance Supervisor Todd Draper informed the Council the Maintenance Department is now using the new snow blower.

Todd spoke with Kent Skarr with the DNR and the project is moving forward with bidding on the water access boat landing. The DNR is putting plans and specs together but the issue is still funding. However, they are going to get bids in two phases. If one is too high, they will still have options to move forward with some of the project. Todd has not seen the bids yet, but they should be available in March. If the bidding goes through, they will begin the project after July 4, 2019.

Ottertail will be putting in LED lighting on their street lights. The City's Ottertail representative has 15 lights on hand and will begin installing them in a couple weeks. All the remaining Ottertail street lights will be LED within the next few months. The City owned street lights have all been updated to LED.

Maintenance Supervisor Todd Draper met with a representative from Bolton and Menk and representatives with Banner regarding the 2024 MnDOT project. The first process is to get an engineering proposal and request what kind of services they can provide and what they can do

for the City of Lake Benton. This will be completed in March and brought to the Council at that time. The City will then need to work with Vince and state representatives on funding.

The next item of business was the update on the Community Center inventory. Administrator/Clerk Eileen Christensen informed the Council the Lions Club evaluated the inventory and took some of the items.

Mayor Bob Worth opened the table up to the Council for discussion and input for the sale of the industrial appliances. Do we sell these items to local people if they want them or put them on the government surplus? Discussion took place if there was local demand for the appliances, if so do we put it in the paper and accept or reject the bids. It was the consensus of the Council to give the local citizen's a chance to purchase the items before putting on the government surplus.

Mayor Bob Worth said he will contact individuals personally who may be interested in the appliances and bring back the bids to the Council on February 19, 2019. The Council agreed to ask the following prices for the following items:

\$300.00 for the Industrial Mixing Machine w/Cart and Attachments  
\$Best Offer for the Regular Oven with Burners  
\$450.00 for the Convection Oven  
\$300.00 for the Dishwasher with three plastic racks and two silverware cups  
\$150.00 for the Steam Table  
\$300.00 for the Stainless Steel Work Table  
\$300.00 for the three bin Stainless Steel Sinks

The Diner's Club will be having their rummage sale on March 22nd and 23rd to sell the smaller items which will include the microwave.

**MOTION** by Dave Enke, seconded by Rosie DeZeeuw to authorize Mayor Bob Worth to contact individuals interested in purchasing the NSF inventory from the Community Center. Motion carried.

**COMMITTEE REPORTS:**

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Chamber met on January 15, 2019. The January \$3.00 meal was canceled due to other commitments. The next \$3.00 meal is scheduled for Thursday, February 14, 2019. Pluto-Bose received their first Chamber dollar. Chandra Prosch is working with Karen Lichtsinn and the Chamber to put new wooden figurines on the Chamber's parade float. The Foundation's Gala is scheduled for March 30, 2019 at the Event Center.

The Historical Society met last Thursday. The board has gone through most of the photos, have them sorted and will eventually be filed in cabinets. The Historical Society will not be selling an ornament for 2019 as the board felt it has run its course. They plan to put the current ornament inventory on sale. The Historical Society's annual meeting is scheduled for April 28, 2019.

Trustee Dave Enke – The Library board met a couple weeks ago. Trustee Dave Enke had shared the donation and plans to utilize the donation earlier in the meeting. Pat Haynes was nominated as the local liaison to the Plum Creek Board. The Library Director and staff are working on the annual report which is due the end of February. There will be a Photography Workshop on February 23, 2019 at 10:00 AM.

The Council inquired if the Library Board considered having a plaque to recognize those that have donated money to the Library. At the present time, the decision is no because people have commented they don't want to be recognized that way.

Trustee Daryl Schlapkohl – Trustee Daryl Schlapkohl wanted to thank the Sportsman's Club on a successful fishing tournament that brought more than 500 people to the City. People were overwhelmed by the hospitality of this town.

**ADMINISTRATOR/CLERK REPORT:**

The auditors were at the City office to complete their field work for the 2018 audit two weeks ago.

Administrator/Clerk Eileen Christensen informed the Council that Lincoln Pipestone Rural Water is raising the water rates \$0.10 per 1,000 gallons effective June 1, 2019. This will be put on one of the agendas in May 2019 for the Council's review and action.

The 2019 Edition of the Minnesota Basic Code of Ordinances (MBC) is ready for adoption. As a current subscriber of the MBC, an official invoice for the renewal for our City is \$435.00 which includes one printed copy and a CD. If the Council does not approve payment for the supplemental pages and understands its failure to adopt these changes may make certain portions of the City's code obsolete, inconsistent with current law and unenforceable. Legal Counsel informed the Administrator/Clerk he did not have a problem should the City approve the invoice since it has not been updated for five years. If the Council approves the payment for the updates, a copy of the 2019 Edition of the MBC will be sent to Legal Counsel for consideration and review prior to the City adopting the new 2019 Edition. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve payment of \$435.00 to American Legal Publishing for the 2019 Edition of the Minnesota Basic Code of Ordinances. Motion carried.

Trustee Daryl Schlapkohl inquired about the alleys behind Fremont Street. There are a lot of vehicles, etc. in the alley and making it difficult for the Maintenance Department to move snow.

**MAYORAL REPORT:**

Mayor Bob Worth spoke with the Governor who is pushing to help the smaller businesses and cities. The plan will include going back to the LGA formula used in 2002. The smaller cities could see an increase of \$30,000,000.00.

Mayor Bob Worth then stated he would like to see the 2024 Highway 75 project move forward. He will request Senator Bill Weber, and Representative Joe Schumacher to meet with the entire Council to discuss funding for this project.

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

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MAYOR

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ADMINISTRATOR/CLERK