

FEBRUARY 6, 2017

The Regular Meeting of the Lake Benton City Council was held on Monday, February 6, 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 January 17, 2017 were reviewed. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of January 17, 2017. Motion carried.

The minutes of the Special Council Meeting of January 23, 2017 were reviewed. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the minutes of the Special Council Meeting of January 23, 2017. Motion carried.

The minutes of the Special Council Meeting of January 30, 2017 were reviewed. Trustee Dave Enke thanked Trustee Daryl Schlapkohl for doing a great job getting the necessary information from the County Sheriff's Office. However, the statement recorded stated the Police budget is 57% of the City's total budget, when in fact the total General Fund budget is \$439,000.00 and the certified Police budget is \$90,550.00 which is only 21% of the General Fund budget. If the City were to amend the budget to reduce the Police salary the total Police budget would be \$70,432.00 which is 16%. **MOTION** by Dave Enke, seconded by Mark Dunn to approve the minutes of the Special Council Meeting of January 30, 2017 with an amendment to the minutes to include the recorded statement of January 30, 2017 and the above recorded statement. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

SHELLY FINZEN	\$ 53.50	LB GROCERY	\$ 7.93
OTTERTAIL POWER	\$ 2,682.62	ITC	\$ 265.13
LEAGUE OF MN CITIES	\$10,942.00	USTI	\$ 11.20
L-P RURAL WATER	\$ 3,934.12	LB HARDWARE	\$ 75.97
EXPRESS WAY-LB	\$ 582.06	THOMAS ELECTRIC	\$ 228.45
GOPHER STATE	\$ 100.00	POSTMASTER	\$ 117.30
LINCOLN CTY TREAS	\$ 7.50	TODD DRAPER	\$ 32.00
PAT HAYNES	\$ 240.00	MINNESOTA LIFE	\$ 5.10
CHAMBER-CVB	\$ 15.87	ROSIE DEZEEUW	\$ 98.69
AVENET	\$ 515.00	PETERSEN GRAVEL	\$ 307.50
DAVE ENKE	\$ 98.69	HEIMAN	\$ 560.40
XION TECHNOLOGIES	\$ 40.00	PROACTION UNIFORMS	\$ 52.99
HOUSE BEAUTIFUL	\$ 19.97	TROY NORDMEYER	\$ 32.00
VERIZON	\$ 35.01	ONE OFFICE SOLUTION	\$ 99.54
KENNEDY & GRAVEN	\$ 479.97	BUFFALO RIDGE NEWS	\$ 146.65
SCHUNEMAN EQUIPMENT	\$ 105.20	THOMAS PLUMBING	\$ 496.44
FERGUSON WATER	\$ 191.19	DISPLAY SALES CO.	\$ 36.00
PLUM CREEK LIBRARY	\$ 3,011.75	BOB WORTH	\$ 288.21

City Administrator/Clerk Eileen Christensen informed the Council the claim for \$52.99 to Proaction Uniforms for the retired Police Chief Badge was reimbursed to the City by former Police Chief Thor Tollefson. The Council inquired of the Community Center utilities – in January the amount was \$200.00 and this month it is \$458. After some discussion, it was verified the Community Center has electric heat which may explain some of the difference. The Council then inquired about the Verizon bill for \$35.01 for internet in the squad. It was explained the State mandated the Police Departments to use e-filing, e-charging and e-citation which was to be put in the squad vehicles. **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.

POLICE REPORT:

The Police Report for January was presented to the Council by Acting Police Chief Tony Sievert. Tony was away at Guards and was not able to be in attendance. However, Tony prepared a written report for the Council to review.

Mayor Bob Worth informed the Council that it seems to him the message of the City's lack of a Police force is getting out to the State. He has seen the State Troopers working on Highway 75 and has seen a lot of lights. The Mayor went on to state one Trooper was sitting in front of his house and he went out and thanked him for helping the community. **MOTION** by Rosie DeZeeuw, seconded by Daryl Schlapkohl to approve the January Police Report. Motion carried.

The next item of business was to review/act on the proposal to tuck point the south wall of the Kimball Building and southeast corner of the Opera House. The Opera House Board came to the City Council at the January 17, 2017 meeting to request funding assistance to fix the critical issues on the Opera House/Kimball Building structure. The Opera House Board received a proposal from Mike Weets to tuck point the south wall of the Opera House. The quote for labor and materials is \$5,000.00. Discussion took place by the Council that the tuck pointing is very labor intensive and will fix the critical structural area of the Kimball Building.

The Council then discussed what the City's protocol of working with contractors: Is the contractor insured? Will they provide a certificate of liability? When will the work begin? Trustee Daryl Schlapkohl informed the Council he will speak with the contractor, Mike Weets, to ask him to provide his certificate of liability insurance and when he will begin the work. It was also the consensus of the Council to always request a certificate of liability insurance when contracting work.

MOTION by Dave Enke, seconded by Daryl Schlapkohl to approve contracting with Mike Weets for \$5,000.00 to tuck point the south wall of the Kimball Building and the southeast corner of the Opera House when a certificate of liability of insurance has been provided. Motion carried.

The next item of business was to review/act on purchasing a new copier. Mayor Bob Worth informed the Council the copier was approved during the budget process in August 2016. City Administrator/Clerk Eileen Christensen informed the Council the current copier was purchased approximately eight to ten years ago and the toner and maintenance contract for this machine will not be covered any longer. The City received three quotes: One Office Solution for \$2,999.00; A & B Business Solutions for \$3,042.67; and Marco for \$3,521.00.

The One Office Solution's salesman comes to the City office every Tuesday and a maintenance person will be available to come at any time. A & B Business Solutions is another company that has a salesman and maintenance person available to come at any time. We currently have a Sharp copier from Marco and it takes two to three days to have a maintenance person come fix the copier.

The copier being recommended to purchase is comparable to the current Sharp copier the City owns. The contract costs per year were also identified.

Discussion took place on why does the City have to pay per copy if the City owns the copier. It was explained the City can enter into a service contract which includes parts, labor, maintenance and toner for a charge of \$0.01 per copy. If the City chooses to purchase the copier and not the service contract, there are no additional payments to the seller. However, the City is responsible to purchase their own toner, parts, and maintain the equipment themselves.

MOTION by Mark Dunn, seconded by Dave Enke to approve the purchase of a new Sharp Copier through One Office Solution in the amount of \$2,999.00. Motion carried.

The entities (Chamber-CVB, Historical Society, and EDA) will be charged per sheet as well. The current contract with Marco charges the City a quarterly charge of \$261.34 plus \$0.034845 per sheet over 7,500 copies per quarter. The City currently charges the entities \$0.045 per white copy sheet, and \$0.034845 per colored sheets copied. The City purchases the copy paper which is approximately \$150.00 per year and the entities purchase their own colored paper. Discussion took place on approximately how many copies are made per year and what percentage is the City versus the entities. City Administrator/Clerk Eileen Christensen told the Council approximately 55,000 copies are made per year and the split is about 65% (City) to 35% (entities).

MOTION by Dave Enke, seconded by Mark Dunn to charge the entities (Chamber-CVB, Historical Society, and EDA) \$0.05 per sheet purchased by the City, and \$0.01 per colored sheet. Motion carried.

PUBLIC WORKS UPDATE:

No report.

COMMITTEE REPORTS:

Trustee Mark Dunn attended the Fire Department meeting on February 1, 2017. The Department discussed the street dance they are hosting for Saddle Horse Holiday. Mark is also the Fire Department Council Representative and will chair the Annual City/Township Fire meeting on February 16, 2017.

Trustee Rosie DeZeeuw informed the Council the Chamber-CVB and Historical Society hired Alisha Kuhn as the Administrative Marketing Director. Alisha's works Monday's, Tuesday's, and Wednesday's from 9:00 AM to 2:00 PM.

Trustee Dave Enke attended the Library Board Meeting held in late January. He commented he is looking forward to learning all the things the Library does. The Library Director shared the Library's annual report with the Council in January and they are working on their 2017 goals. The Library's Wingding Event is this Saturday, February 11, 2017 at the Community Center from 1:00 PM to 4:00 PM. It was recommended the Council attend the event for \$5.00 and taste cheese cake. The Library was also closed two Monday's in January due to Holidays.

Trustee Daryl Schlapkohl was unable to attend the First Responders meeting but will attend their next one. He will be attending the Opera House Board meeting on Thursday, February 9, 2017 as well as the Annual City/Township Fire meeting on February 16, 2017.

ADMINISTRATOR/CLERK REPORT:

City Administrator/Clerk Eileen Christensen presented a copy of a Notice of Rate Increase from Lincoln Pipestone Rural Water to the Council. The rates are going to be raised \$0.10 per 1,000 gallons of water effective June 1, 2017 and payable July 1, 2017. This item will be put on one of the agendas in May 2017 for the Council's review and action.

City Administrator/Clerk reminded the Council of the Annual Fire/Township Meeting scheduled for Thursday, February 16, 2017 at 7:00 P.M. at the Community Center. Mayor Bob Worth then informed the Council this is an open meeting and it is interesting to see how the City and Townships work together.

MAYORAL REPORT:

Mayor Bob Worth then thanked the Council members for attending and reporting on their appointed committee meetings.

Mayor Bob Worth reminded the Council of the Strategic Planning dates of March 16, 2017 at 1:00 PM, and March 23, 2017 at 12:45 PM. There will be a Facilitator at these meeting at no charge to the City. The individuals that should be at these meetings include the City Council, Administrator/Clerk, Maintenance Supervisor, Acting Police Chief, Library Director, the EDA and the Chamber-CVB, and the place of venue is yet to be determined. Trustee Daryl Schlapkohl suggested having the meetings at the Chalet and he will confirm it is available on those dates.

Mayor Bob Worth then reminded the Council of the Town Hall Meetings scheduled at the Community Center on Wednesday, February 8, 2017 and Wednesday, February 15, 2017 at 7:00 PM to meet with the City residents and Sheriff Chad Meester. Mayor Bob Worth explained the forum for the meetings to include Sheriff Meester speaking first and then let the Council ask questions. After the Council has asked their questions, the floor will then be opened up for the citizens to speak.

Mayor Bob Worth then reminded the Council Trustee Dave Enke will attend the County Commissioner's meeting on Tuesday, February 7, 2017 to ask the Commissioners about their interest and long term viability.

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.

MAYOR

ADMINISTRATOR/CLERK