

**JANUARY 22, 2019**

The Regular Meeting of the Lake Benton City Council was held on Tuesday, January 22, 2019 at 5:30 P.M. in the Heritage Center/City Office. Mayor Bob Worth presided. Trustees Rosie DeZeeuw, Mark Dunn, Dave Enke, and Daryl Schlapkohl were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Police Chief Tony Sievert, Police Officer Dallas Cornell, Roger Rudebusch, Karen Lichtsinn, Lisa Graphenteen-DSI, Patrick Haynes, Library Director Janine Bunjer, Lisa Willert-Lake Benton Realty, and Shelly Finzen from the Lake Benton Valley Journal were also present.

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.

**5:30 PUBLIC HEARING**

At 5:30 PM Mayor Bob Worth called for a motion to go into the Public Hearing to adopt the Police Body-Worn Camera Policy. **MOTION** by Rosie DeZeeuw, seconded by Mark Dunn to go into the Public Hearing to adopt the Police Body-Worn Camera Policy. Motion carried.

Police Chief Tony Sievert informed the Council the Police Body-Worn Camera Policy has been approved by the City Attorney. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to accept the Police Body-Worn Camera Policy as written. Motion carried.

At 5:32 PM, a **MOTION** by Mark Dunn, seconded by Dave Enke to close the Public Hearing and return to the regular meeting. Motion carried.

The minutes of the Regular Meeting of January 7, 2019 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the minutes of the Regular Meeting of January 7, 2019. Motion carried.

The minutes of the Special Meeting of January 8, 2019 were reviewed. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the minutes of the Special Meeting of January 8, 2019. Motion carried.

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

OTTERTAIL	\$ 698.06	ITC	\$ 375.35
QUARNSTROM/DOERING	\$ 2,350.20	L-P RURAL WATER	\$ 3,282.81
RETHWISCH & SON	\$ 569.34	EXPRESSWAY-LB	\$ 512.83
RICK'S WELDING	\$ 421.00	GOPHER STATE	\$ 50.00
CITY OF LAKE BENTON	\$ 793.71	LEAGUE OF MN CITIES	\$ 90.00
LINCOLN CTY TREAS.	\$ 33.00	LAKE BENTON EDA	\$ 9,655.00
LB CHAMBER-CVB	\$ 8,735.41	LB HISTORICAL SOCIETY	\$ 6,500.00
LINCOLN CTY RECORD	\$ 92.00	GOV OFFICE LLC	\$ 475.00
C & D OIL SERVICES	\$ 50.00	JOHANSEN REPAIR	\$ 3,500.45
PETERSEN GRAVEL	\$ 352.50	KINNER & COMPANY	\$ 126.00
SW SANITATION	\$ 3,593.38	BIOAG ENERGY	\$ 632.26
CARDMEMBER SERVICES	\$ 584.83	ALEX AIR	\$ 675.00
ONE OFFICE SOLUTION	\$ 9.99	BUFFALO RIDGE NEWS	\$ 361.90
PAM BAKKER	\$ 1,495.00	LINCOLN CTY HRA	\$ 1,951.82

Administrator/Clerk informed the Council the claims to the Lincoln County Recorder and the Lincoln County Treasurer are for Item Number 5 of the Agenda. If the Council would like to approve those two claims at that time, please confirm that in the motion.

**MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to approve payment of all 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 Small Cities Application Process for rental rehab. Lisa Graphenteen with DSI was in attendance to address the Council. Lincoln County, the City of Tyler and the City of Lake Benton intend to make a grant application for 47 rental rehab units to cost approximately \$600,000.00. The next step for the City is to call for a public hearing on Tuesday, February 19, 2019 at 5:30 PM or soon thereafter, and to adopt a Resolution Approving Citizen Participation Plan.

**MOTION** by Mark Dunn, seconded by Dave Enke to call for a public hearing on Tuesday, February 19, 2019 at 5:30 PM or soon thereafter to provide information and receive citizen's comments regarding the submission of an application to DEED and SCDP for rehabilitation activities within the City of Tyler and Lake Benton. The grant dollars will be utilized for rental housing rehabilitation. Motion carried.

**MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to adopt a Resolution Approving Citizen Participation Plan. Motion carried.

The next item of business was to review/act on the bid from Dennis Johansen and Gwen Johansen. The Council was informed they need to approve the sale of the Community Center Parking Lot to Dennis Johansen and Gwen Johansen and authorize the Mayor and Administrator/Clerk to sign the Quit Claim Deed. City Attorney Mike Cable will record the Certificate of Resolution Authorizing the Sale of Property and the Quit Claim Deed at the Recorder's office. The cost of recording these documents is \$92.00. The amount of \$33.00, payable to the County Treasurer is for the Deed Tax due on the Quit Claim Deed.

**MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Certificate of Resolution Authorizing the Sale of Property to Dennis Johansen and Gwen Johansen. Motion carried.

**MOTION** by Mark Dunn, seconded by Dave Enke to authorize the Mayor and Administrator/Clerk to sign the Quit Claim Deed. Motion carried.

### **PUBLIC WORKS UPDATE**

Mayor Bob Worth informed the Council the City got a new snow blower for the Maintenance Department due to the fact the old one was no longer able to be repaired.

The next item of business was to review/act on the Service Contract for the Local Access Channel and the Electronic Sign between the City and Pat Haynes from February 1, 2019 through January 31, 2020. The agreement states Pat will spend eight (8) hours a month to service and update the Local Access Channel and spend four (4) hours a month to service and update the Electronic Sign.

Patrick Haynes was in attendance if the Council had any questions or concerns. Patrick informed the Council he is still using a modem for the electronic sign and the City should consider getting the hardware updated. Patrick will get the City a quote on the hardware and software to upgrade the electronics for the sign.

**MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the Service Contract for the Local Access Channel and Electronic Sign between the City and Pat Haynes from February 1, 2019 through January 31, 2020 for \$250.00 a month. Motion carried.

### **LIBRARY UPDATE:**

The Library Update was given by Library Director Janine Bunjer. Janine stated the Library's Mission Statement is to enrich lives, build community, and foster success by bringing people, information, and ideas together in a respectful manner. The Library's goals will be worked on as a team. Together, Janine and Corinne Crowe will work towards improving and promoting the library. Janine and Corinne are looking forward to 2019 and implementing their goals based on the mission statement.

Janine read the library's goals which included increasing patron usage by sending postcards to patrons not using the library; relabeling the library; weeding out the old collections and replacing with new; applying for grants to offset programming costs; build the By the Teens For the Teens (BTFT) by promoting at the school and library column; add new furniture to include a children's bin and a closed unit to store supplies; and support the Friends of the Library (FOL).

The library's achievements for 2018 included relabeling the entire library; hosted 109 programs which highlighted the Summer Reading Program, Friday Morning Fun, the Winter Reading Program, and the Petting Zoo as a family event; increased the library's collection for all genres; and overall, patrons seem happy with the running of the library.

The Council expressed their appreciation for the job well done at the library, and they have heard nothing but positive comments on the library.

**MOTION** by Dave Enke, seconded by Rosie DeZeeuw to accept the Library update. Motion carried.

The next item of business was to review/act on the Community Center inventory, and to review having a realtor list the Community Center property. Diner's club and café have some items already moved and city retains ownership.

The Council discussed and agreed they would like to see the Commercial Refrigerator stay with the City and move it to the Event Center.

Discussion by the Council took place and it was suggested to approach the Lions Club to see if they would be interested in some of the items such as the electric pans, griddles, and hand mixers. Roger Rudebusch was in attendance and said he will meet with the club and get members to look at the inventory and will get back to the Council at their next meeting.

Mayor Bob Worth informed the Council the City will get the funds made from the sale of the inventory at the Community Center and can donate a large portion back to the Diner's Club and put some into the Event Center.

Suggestions were made by the Council that included keeping the larger, heavy tables and replacing them with the damaged/broken tables at the Event Center; selling the commercial and larger appliances on surplus, and selling the smaller pieces rummage sale style.

Karen Lichtsinn was in attendance and informed the Council that there is a magazine rack in the back corner of the Community Center and requested if they could use that in the museum. The Council agreed to let the museum use the magazine rack and the pictures that are hanging on the walls. Karen also stated she may have an interested party in purchasing the piano and will bring the offer to the Council for approval before selling it. Karen also stated that Ottetail will pick up the refrigerator in the back room and reimburse the City \$50.00.

**MOTION** by Mark Dunn, seconded by Dave Enke to authorize Administrator/Clerk Eileen Christensen to work with the Lions Club to see what items they would like to use for their

benefits, the Diner's Club to sell the smaller items on a rummage sale, check the on-line surplus for selling the commercial and larger appliances, and give an update to the Council at the February 4, 2019 regular meeting. Motion carried.

Mayor Bob Worth then informed the Council Realtor Lisa Willert with Lake Benton Realty is in attendance should the Council want to list the Community Center building with a realtor. Lisa Willert addressed the Council and informed them her fees include advertising in the paper, on the MLS website, and list with the West Central Association of Realtors which gives realtors access to the MLS website if they have interested parties in this type of property.

Lisa continued that her listing needs to include what items, if any, will remain with the property. The Council stated the building has a new air conditioning unit and furnace which will remain. The generator will be removed, along with the items talked about earlier. The monument will be staying at its current location and is not part of the sale. Lisa stated she will need documents signed with a legal description of the property to be sold. Lisa is required to put the assigned listing on the MLS website within two days after the documents and disclosures are signed. Lisa also stated the Council can come up with a price and list it. If an offer is made, the Council can counteroffer, can reject the offer, or accept the offer.

Mayor Bob Worth suggested the Council members e-mail a figure to the Administrator/Clerk instead of having a closed meeting to discuss the issue. Administrator/Clerk Eileen Christensen will then take the figures from the Council, get an average, and send a separate e-mail to each Council member for their approval of the average figure to list the building. The Council agreed unanimously.

**MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve Realtor Lisa Willert with Lake Benton Realty to list the Community Center property after March 1, 2019. Motion carried.

**COMMITTEE REPORTS:**

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – No Report.

Trustee Dave Enke – No Report.

Trustee Daryl Schlapkohl – The Opera House elected their new Board of Directors. The painting of the inside of the Opera House is complete, and the Opera House accepted a \$5,000.00 donation from the Dorothy Rourk family and will use that money towards the new curtains. The Opera House also needs to get the back walls insulated and Trustee Daryl Schlapkohl informed the Opera House board the City will share some of that expense.

**ADMINISTRATOR/CLERK REPORT:**

No report.

**MAYORAL REPORT:**

Mayor Bob Worth informed the Council he will be out of town the next two weeks.

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

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MAYOR

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ADMINISTRATOR/CLERK