

**JANUARY 2, 2018**

The Regular Meeting of the Lake Benton City Council was held on Tuesday, January 2, 2018 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, Police Chief Tony Sievert, Karen Lichtsinn, Anne Lichtsinn, 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 December 18, 2017 were reviewed. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of December 18, 2017. Motion carried.

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

LB GROCERY	\$ 18.31	OTTERTAIL	\$ 779.83
SANITION PRODUCTS	\$ 29.80	L-P RURAL WATER	\$ 3,050.40
LB HARDWARE	\$ 6.49	CITY OF TYLER	\$ 130.00
TODD DRAPER	\$ 32.00	PAT HAYNES	\$ 240.00
MN LIFE	\$ 6.80	TASTE OF HOME	\$ 12.98
KINNER & COMPANY	\$ 111.00	TROY NORDMEYER	\$ 32.00
PEOPLE	\$ 118.26	KYLIE ROCHEL	\$ 40.00
ONE OFFICE SOLUTION	\$ 79.58	BUFFALO RIDGE NEWS	\$ 45.15
REMINISCE	\$ 18.00	DEMCO	\$ 65.67
JANINE BUNJER	\$ 138.99		

**MOTION** by

Mark Dunn, seconded by Daryl Schlapkohl 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 December was given by Police Chief Tony Sievert. Police Chief Tony Sievert requested the Council consider the approval of hiring an additional part-time officer to assist in building the roster of competent personnel for the police department. Police Chief Tony Sievert informed the Council he received an e-mail inquiry about any current or future part-time police officer positions within the City of Lake Benton. The individual is a full time officer in South Dakota and is also POST licensed in Minnesota. The police department will keep its 16 allotted hours per week for part-time officers, but it is nice to have an additional police officer on the roster when Police Chief Tony Sievert leaves for military duty, Saddle Horse Holiday, or when Dallas Cornell is not able to work. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to hire the individual – pending the background check, and add him to the City of Lake Benton’s Police roster. Motion carried.

Police Chief Tony Sievert informed the Council they should be aware the current liquor licenses that are applied for are either a 1:00 AM or 2:00 AM liquor license. This means that at those respective times the establishment must have customers out of the establishment and should have their doors locked and be considered closed. This is currently an issue in Lake Benton and the matter has been and is being addressed.

Council members commented that the owners need to be aware of what is going on. The City can create an ordinance to change the time of closing if the problem continues. The City can also approve and/or deny an application for on-sale liquor licenses for each establishment in the City. The State will not provide them with an on-sale license if the City denies them. Police Chief Tony Sievert will keep the Council posted on this issue.

The Council also commented on the awesome and great work Police Chief Tony Sievert and Part-time Police Officer Dallas Cornell are doing.

**MOTION** by Rosie DeZeeuw, seconded by Mark Dunn to approve the Police Report for December. Motion carried.

The next item of business was to review/act on the 2018 annual lease between the City and the Historical Society for the Heritage Center building. Karen Lichtsinn and Anne Lichtsinn were present to answer any questions the Council may have about the lease. The City allocated \$7,500.00 to the Historical Society for 2018 for the operation of the museum. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the 2018 annual lease between the City and the Historical Society for the Heritage Center and authorize the Mayor and Administrator/Clerk to sign the annual lease. 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 Gary Miller for \$100.00 in memory of Carl Burk. This donation will be designated for a new light for the back patio. Minnesota Statutes state the Library can accept donations for the benefit of recreational services. The Council needs to pass a resolution accepting the donations to the Library. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the Resolution Accepting Donation the donation of \$100.00 from Gary Miller. Motion carried.

The next item of business was to review/act on the Pay Equity Submission Form. City Administrator/Clerk Eileen Christensen informed the Council that local government jurisdictions are required to submit a Pay Equity Report to the State of Minnesota every three years and the City of Lake Benton's is due January 31, 2018. The report needs approval by a governing body (the City Council) before it can be submitted. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the Pay Equity Submission Form that is due January 31, 2018. Motion carried.

The next item of business was to review/act on the employee annual wage adjustment effective January 1, 2018. Mayor Bob Worth informed the Council the 2018 budget included a 3% wage increase for the City employees. City Administrator/Clerk Eileen Christensen had provided information to the Council regarding comparable positions to the City of Lake Benton and the difference in wages. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve a 3% wage increase for Maintenance Supervisor Todd Draper, Maintenance Worker Troy Nordmeyer, Police Chief Tony Sievert, Part-time Police Officer Dallas Cornell, and City Administrator/Clerk Eileen Christensen.

Discussion took place regarding Maintenance Worker Troy Nordmeyer. He is a dependable worker and is learning a lot of things and perhaps the Council should consider giving Troy Nordmeyer a larger salary that is comparable to the other full-time staff. It was stated that Maintenance Worker Troy Nordmeyer should get his certifications and licenses before the Council consider this. It was recommended to put this item under advisement while working on the 2019 budget. Motion carried.

The next item of business was to review/act on the Proposed Mayoral and Council Appointments for 2018. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the 2018 Mayoral Appointments as follows: Acting Mayor-Rosie DeZeeuw; Street Commission-Mark Dunn, Daryl Schlapkohl; Heritage Center/Community Center/Opera House-Rosie DeZeeuw, Daryl Schlapkohl;

Water/Sewer/Refuse-David Enke, Bob Worth; Library-David Enke; Recreation/City Parks-Mark Dunn, Daryl Schlapkohl; Chamber of Commerce-CVB-Tourism-LIFE-Rosie DeZeeuw, Bob Worth; Weeds-Mark Dunn; Fire Department-Mark Dunn; First Responders-Daryl Schlapkohl; Cable TV-Rosie DeZeeuw; EDA Representatives-David Enke, Bob Worth; Personnel/Human Resources-David Enke, Bob Worth; and Fire Relief Association Trustees-Mark Dunn, Daryl Schlapkohl. The Ad-Hoc committee was created and will include members of the City as well as Council members which will be determined when needed. Motion carried.

**MOTION** by Mark Dunn, seconded by Dave Enke to approve the 2018 Council Appointments as follows: City Administrator/Clerk-Eileen Christensen; Tree Inspector-Jim Roggenbuck; Library Director-Janine Bunjer; Fire Chief-Pat McCarthy; Civil Defense-First Responders; Law Firm-Quarnstrom, Doering at \$150.00 per hour not to exceed \$150.00 per meeting; Official Newspaper-Lake Benton Valley Journal; Official Depository for City Funds-First Security Bank, Lake Benton. Motion carried.

**PUBLIC WORKS UPDATE:**

No report.

**COMMITTEE REPORTS:**

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – No report.

Trustee Daryl Schlapkohl – No report.

Trustee Dave Enke – The Library Board met before Christmas and the Winter Reading Program is underway and will run from January through March. Julie Kellogg will be featured at the Library on Saturday, January 13, 2018 and will be telling of her experiences in Alaska.

The expenditures on the approved donations included purchasing supplies for the Winter Reading Program; Folding tables; Chromebooks which at this time are not being checked out, but are available for use at the Library; and for a new patio light in the rear of the Library.

Library Director Janine Bunjer was reimbursed for repairs to the vacuum cleaner as seen on the claims this evening. The six-month review for the Library Assistant will be done the end of January.

**ADMINISTRATOR/CLERK REPORT:**

City Administrator/Clerk Eileen Christensen reminded the Council and City employees of the Christmas Party scheduled for Sunday, January 14, 2018 at the Country House beginning at 5:00 PM.

**MAYORAL REPORT:**

Mayor Bob Worth commented to the Council that it was one year ago they were all sworn in together and it was a wonderful year. Mayor Worth continued he couldn't ask for a better Council to work with. It is a joy to come to the meetings and be a part of the City. Hats off to the Council! We have another year to work together and we will move forward to make this City a better place. The City employees all do a fabulous job, and the City of Lake Benton has the best employees.

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

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MAYOR

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ADMINISTRATOR/CLERK