

JANUARY 3, 2017

The Regular Meeting of the Lake Benton City Council was held on Tuesday, January 3, 2017 at 5:30 P.M. in the Heritage Center/City Office. Mayor-Elect Bob Worth, Trustee-Elects Rosie DeZeeuw, Mark Dunn, David Enke, and Daryl Schlapkohl were present. City Attorney Mike Cable, City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Acting Police Chief Tony Sievert, Sandy Dahl, Scott Christensen, Karen Lichtsinn, Anne Lichtsinn, and Shelly Finzen from the Lake Benton Valley Journal were also present.

City Administrator/Clerk Eileen Christensen called the meeting to order.

The Pledge of Allegiance was recited by all present.

The 'Oath of Office' was administered to incoming Mayor Bob Worth, and incoming Trustees Rosie DeZeeuw, Mark Dunn, David Enke, and Daryl Schlapkohl by City Administrator/Clerk Eileen Christensen.

Mayor Bob Worth then presided over the meeting and explained the meeting protocol to 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.

Mayor Bob Worth then informed the audience the Council will now go into closed Executive Session to discuss a personnel issue.

5:35 PM – **MOTION** by Dave Enke, seconded by Mark Dunn to go into Executive Session to discuss a personnel issue. Motion carried.

6:18 PM – **MOTION** by Daryl Schlapkohl, seconded by Rosie DeZeeuw to go out of Executive Session and back into the Regular Meeting. Motion carried.

The minutes of the Regular Meeting of December 19, 2016 were reviewed. **MOTION** by Rosie DeZeeuw, seconded by Dave Enke to approve the minutes of the Regular Meeting of December 19, 2016. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

LB GROCERY	\$ 80.09	OTTERTAIL	\$ 2,436.18
L-P RURAL WATER	\$ 3,308.72	TODD DRAPER	\$ 282.00
PAT HAYNES	\$ 240.00	FIRST SECURITY BANK	\$ 38,180.00
MN LIFE	\$ 5.10	TROY NORDMEYER	\$ 32.00
READERS DIGEST	\$ 12.98	ONE OFFICE SOLUTION	\$ 290.43
THOMAS PLUMBING	\$ 460.11	COUNTRY WOMAN	\$ 18.00
SEVENTEEN	\$ 12.00	PLUM CREEK LIBRARY	\$ 150.21
DEMCO	\$ 227.16		

MOTION by Dave Enke, seconded by Mark Dunn 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 Acting Police Chief Tony Sievert. Tony reported there were 34 calls for the City of Lake Benton and Lincoln County Sheriff's office. Tony then informed the Council he completed the POST required training with Minnesota Police Chief Bill Bolt who qualified him on inclement weather and low light shoot. All required tasks to be in by the end of the year were completed.

Acting Police Chief Tony Sievert went on to inform the Council he has been working on going around to area businesses and talking with them and introducing himself. Tony then asked the Council to consider hiring another part-time officer. Tony then said the City has an ongoing problem with animals being left outside in the cold, and strongly recommends the citizens read the City Ordinances 91.13 Basic Care and Shelter. However, they should also use common sense on below freezing temperatures.

Acting Police Chief Tony Sievert then requested Council approval to take Patrol Program training on-line through the League of Minnesota Cities. Officers will have access to a new course every month covering recent case law, nine (9) refresher courses, five (5) supervisory courses, and then (10) courses that meet OSHA standards and POST mandates. The program is \$85.00 per year, per officer.

Acting Police Chief Tony Sievert then informed the Council he contacted MnDOT about the speed issues on Highway 75 (Fremont Street) as you are coming into Lake Benton from the south. Tony reserved a portable radar trailer to do traffic study and depending on the results from that, the City could consider placing radar detectors under the 30 mph sign south of town. The price for one detector costs approximately \$3,000.00. Discussion took place that the City has looked into this in the past and MnDOT would not let the City install any lights on the signs. Tony will reserve the portable radar trailer and update the Council on the findings.

Mayor Bob Worth informed Tony that he talked with one of the business owners that Tony talked with and they were very pleased to have him talk with them. It was greatly appreciated. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the December Police Report. Motion carried.

MOTION by Mark Dunn, seconded by Rosie DeZeeuw to approve Acting Police Chief Tony Sievert taking the on-line Patrol Program training for \$85.00 per year, per officer. Motion carried.

The next item of business was to review/act on the 2017 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 \$6,500.00 to the Historical Society for 2017 for the operation of the museum. **MOTION** by Dave Enke, seconded by Mark Dunn to approve the 2017 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 Luke Nibbe selling ten (10) acres of property to keep farm animals. City Attorney Mike Cable made the Council aware of when the City adopted the Minnesota Basic Code of Ordinances the Zoning Chapter in the Minnesota Basic Code of Ordinances was not adopted due to the City's Lakeshore Zoning District. Therefore, Zoning Ordinance No. 150 is still being embraced. Mr. Luke Nibbe is attempting to sell his building site with four (4) acres and the buyer wants to purchase it on a secondary market where the bank limits the acreage to be purchased. The property Mr. Luke Nibbe owns is classified as an A-2 (Agricultural) District and only needs to sell three (3) acres to have farm animals. What was confusing was the Minnesota Basic Code of Ordinances on Farm Animals reference residential districts, not agricultural districts. The Zoning Ordinance No. 150 references agricultural districts. Therefore, Mr. Luke Nibbe can sell a minimum of three (3) acres and still have farm animals because it is zoned as an A-2 District.

The next item of business was to review/act on the Resolution of Lodge, Association or Other Similar Organization. City Administrator/Clerk Eileen Christensen explained to the Council that she, former Mayor Barb Powell, and former Councilmember Diann Powell were the bank signatures through 2016. After the first of the year, the Council needs to approve the resolution for the bank signature changes to include the Mayor, one of the Trustees, and City Administrator/Clerk Eileen Christensen. **MOTION** by Dave Enke, seconded by Mark Dunn to nominate Rosie DeZeeuw

to be the third signature at the bank and approve the resolution authorizing Mayor Bob Worth, Trustee Rosie DeZeeuw, and City Administrator/Clerk Eileen Christensen as signatures at the bank. Motion carried

The next item of business was to review/act on the Proposed Mayoral and Council Appointments for 2017. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the 2017 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. 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 Daryl Schlapkohl, seconded by Rosie DeZeeuw to approve the 2017 Council Appointments as follows: City Administrator/Clerk-Eileen Christensen; Tree Inspector-Jim Roggenbuck; Library Director-Shelly Finzen; 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:

Maintenance Supervisor Todd Draper informed the Council the former Council approved moving forward with the Coteau Street Improvement Project. The City hired Banner and Associates to assist with the project and they will have specs prepared for the Council's next regular meeting of January 17, 2017. Mike Cable will draw up a resolution to be approved, and it is the intent to open bids in March 2017. The money for this project comes out of the Assessment Account that was adopted in 1998 which assessed property owners a certain percentage of the improvements made. The Coteau Street property owners will be assessed 20% of the total improvement project.

The County will pay for some of the utility issues on the Coteau Street Improvement Project due to the fact they are in the County right-of-way. These items will include installing ADA ramps for the sidewalks, and a storm sewer problem.

Maintenance Supervisor Todd Draper then informed the Council there was wind damage to a fence at the softball field. The City added the softball fences to their policy so a claim was turned in with the League of Minnesota Cities.

Maintenance Supervisor Todd Draper got the new heater installed in the new meter building on the Sorenson property and was in good timing with the electrical outage that occurred the day after Christmas. Todd explained the City has a lot of buildings that do not have power or heat when the electricity goes out. The maintenance department worked all day on the meter building by Huhta's, Becker's lift station, and the pump house to make sure they had adequate heat not knowing how long the power would be out. Per Mayor Bob Worth's approval, Maintenance Supervisor Todd Draper ordered another LP tank and heater to put in the meter building by Huhta's. In the future, the City hopes they can purchase a stationery generator for the pump house similar to the one located at the Community Center.

Maintenance Supervisor Todd Draper then informed Trustees Dave Enke and Mark Dunn that he will be contacting them to drive them around town and show them what the City maintains and where the pumps and lift stations are located. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Public Works Report. Motion carried.

COMMITTEE REPORTS:

None.

ADMINISTRATOR/CLERK REPORT:

City Administrator/Clerk Eileen Christensen received an invitation from The Southwest Regional Development Commission (SRDC) who is sponsoring an Orientation for SW MN Newly Elected Local Government Officials on Saturday, February 4, 2017 at the SRDC Offices in Slayton, MN. Pre-registration is necessary prior to Wednesday, January 25, 2017. If any Council members are interested in attending this Orientation, please let City Administrator/Clerk Eileen Christensen know prior to January 20, 2017 so she can register you.

MAYORAL REPORT:

Mayor Bob Worth informed the Council that if they do not like the assignment on a committee, just let him know and he can reassign. He then informed the Council to ask as many questions as they want as there will be full communication between the group as a whole.

Mayor Bob Worth would like to plan a Strategic Planning Meeting with the Council, City Staff, Library, CVB-Chamber Chair and EDA Chair. This is to plan where we want the City to be in the next three (3) to five (5) years and not stay stagnant. It is the intention to set this meeting date in March with a request not to have it on a Tuesday.

Mayor Bob Worth then requested a Council member to give the Welcome speech at the Lincoln County Corn and Soybean Growers Annual Meeting at the Center Post on Saturday, February 4, 2017 at 6:00 PM. Trustee Mark Dunn said he would be willing to give the Welcome at the Lincoln County Corn and Soybean Growers Annual Meeting.

Shelly Finzen of the Lake Benton Valley Journal wanted to let the Council know that she is not here to make the council look bad, she is just doing her job of reporting.

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