

JULY 5, 2017

The Regular Meeting of the Lake Benton City Council was held on Wednesday, July 5, 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, City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Acting Police Chief Tony Sievert, Darcy Miller-Insurance Agent with First Security Bank, 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.

Mayor Bob Worth then called for a motion to go into Executive Session to discuss a possible property acquisition.

5:31 PM – **MOTION** by Dave Enke, seconded by Daryl Schlapkohl to go into Executive Session to discuss a possible property acquisition. Motion carried.

6:02 PM – **MOTION** by Mark Dunn, seconded by Dave Enke to go out of Executive Session and back to the Regular Meeting. Motion carried.

The minutes of the Regular Meeting of June 19, 2017 were reviewed. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the minutes of the Regular Meeting of June 19, 2017. Motion carried.

The next item of business was to approve Pay Request Number One (1) to A & C Excavating for the Coteau Street Improvement Project. Maintenance Supervisor Todd Draper informed the Council the General Contractor has provided Pay Request Number One (1) in the amount of \$64,994.72 which is justified in the work that has been completed. Maintenance Supervisor Todd Draper updated the Council on the progress of the Coteau Street Improvement Project and stated there were overruns and underruns on material and the Project is on target with the Engineer's estimate. **MOTION** by Daryl Schlapkohl, seconded by Rosie DeZeeuw to approve Pay Request Number One (1) for \$64,994.72 to A & C Excavating for the Coteau Street Improvement Project. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

VARIETY FOODS	\$ 99.10	SHELLY FINZEN	\$ 53.50
OTTERTAIL	\$ 1,977.38	ITC	\$ 265.33
QUARNSTROM/DOERING	\$ 1,469.10	L-P RURAL WATER	\$ 3,911.40
MN WEST COLLEGE	\$ 250.00	HD SUPPLY	\$ 589.75
UTILITY CONSULTANTS	\$ 344.12	TODD DRAPER	\$ 32.00
PAT HAYNES	\$ 240.00	MINNESOTA LIFE	\$ 5.10
LB SPORTSMAN'S	\$ 900.00	KJERGAARD SPORTS	\$ 112.23
US TREASURY	\$ 8.30	PALISADES	\$ 15,386.00
TROY NORDMEYER	\$ 32.00	ONE OFFICE SOLUTION	\$ 172.50
NORTH SHORE ANALY	\$ 305.00	BUFFALO RIDGE NEWS	\$ 14.90
KIBBLE EQUIPMENT	\$ 101.50	D & M MASONRY	\$ 5,000.00

MOTION by Mark Dunn, seconded by Dave Enke to approve payment of the claims presented against the City of Lake Benton. Motion carried.

Darcy Miller, Insurance Agent with First Security Bank-Lake Benton, distributed the 2017-2018 Insurance Renewal packets for the Council to review. The renewal process needs to be completed prior to September 1, 2017. Changes have been included from the previous year. The Council was requested to forward any questions on the packet to City Administrator/Clerk Eileen Christensen who will forward them on to Darcy Miller who will attend the July 17, 2017 Regular Council Meeting to review the packet with the Council.

PUBLIC WORKS UPDATE:

No Report.

The next item of business was to review/act on the application for a gambling exempt permit for St. Genevieve's Fall Festival cash raffle on October 8, 2017. Due to the fact the church is having a cash raffle the application requires the local unit of government's acknowledgement and the Mayor's signature. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Gambling Permit for St. Genevieve's and authorize the Mayor to sign the acknowledgement. Motion carried.

The next item of business was to review/act on a building permit for Vince Robinson to construct a 40' x 50' x 16' shed at 613 Home Street. Vince was provided the setbacks from the property line which he can build a shed. Maintenance Supervisor Todd Draper confirmed there were not setback concerns and everything is in compliance with the Ordinance. The fee of \$25.00 has been paid. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the building permit for Vince Robinson to construct a 40' x 50' x 16' shed at 613 Home Street. Motion carried.

The next item of business was the June Police Report by Acting Police Chief Tony Sievert. Acting Police Chief Tony Sievert reminded the Council there is currently 72 hour parking signs located on Parkview Drive by the Hole-in-the-Mountain Apartments. He has received several complaints on vehicles parked along the Hole-in-the-Mountain Apartments making it difficult for homeowners to go in and out of their driveway. Tony has talked with Legal Counsel who suggested the Council pass a resolution to post "No Parking" signs along Parkview Drive from Benton Street to the end of the property line of the Hole-in-the-Mountain Apartments. After some discussion that cars may begin parking on the other side of the street, the Council requested Acting Police Chief Tony Sievert get additional information on the parking situation on both sides of Parkview Drive. Acting Police Chief Tony Sievert will bring this information back to the Council at the next Regular Council Meeting of July 17, 2017.

Acting Police Chief Tony Sievert and Part-time Officer Dallas Cornell trained along with the Lincoln County Sheriff's Department to complete their yearly Use of Force/Weapons Qualification mandated training. They will complete the Low Light/Inclement Weather Shoot sometime this fall. Acting Police Chief Tony Sievert wanted to express his thanks to Sheriff Chad Meester for allowing them to train with their department.

Acting Police Chief Tony Sievert is currently working with a sales representative of Zuercher to get a bid for the Computer Aided Dispatching System for the City of Lake Benton. When this was first introduced to the City Council, the quote was \$25,000.00 but after talking with Zuercher, the cost is between \$9,000.00 and \$12,000.00. Tony will keep the Council informed on this matter.

Acting Police Chief Tony Sievert talked with Legal Counsel, Matt Gross, regarding the status of Abatement and his findings on the two properties. Discussion took place that the property at 114 S. Sherman Street will be subject for tax forfeiture beginning mid-May 2018. This means the property will be forfeited to the State of Minnesota and they will auction the property. Should the City purchase the property on auction, they may have to get a court order to sell the personal property. The City will remain in contact with the County regarding the status of this property.

Currently, the status of the property at 116 S. Morton Street does not affect the ability of the City to obtain an order abating the property. After some discussion, **MOTION** by Mark Dunn, seconded by Dave Enke to begin the civil action of abatement on 116 S. Morton Street. Motion carried.

Acting Police Chief Tony Sievert then informed the Council of incidents for the month of June, and how it was good to have the County available to assist the City of Lake Benton over the Saddle Horse Holiday. The squad car used 850 miles in the month of June and currently has 71,810 miles.

Mayor Bob Worth thanked Acting Police Chief Tony Sievert and Part-time Officer Dallas Cornell on a job well done over the Saddle Horse Holiday celebration, and appreciated seeing the police force out and about and involved in activities. **MOTION** by Dave Enke, seconded by Rosie DeZeeuw to approve the June Police Report. Motion carried.

The next item of business was to review/act on the First Nuisance Violations. City Administrator/Clerk Eileen Christensen and Acting Police Chief Tony Sievert drove by properties that were previously sent letters to clean up their properties. One (1) of the four (4) properties remains a nuisance. It was requested of the Council to consider City Staff send a Notice of Hearing letter along with pictures (with items causing the nuisance) to the property owner of 205 E. Benton Street to attend the Council meeting on August 7, 2017. **MOTION** by Rosie DeZeeuw, seconded by Mark Dunn to send a Notice of Hearing letter to the property owner at 205 E. Benton Street to attend the August 7, 2017 City Council meeting at 6:00 pm. Motion carried.

There is another property that is s nuisance at 314 East Prospect Street located south of the School. City Administrator/Clerk Eileen Christensen requested Council approval to send a First Notice of Nuisance Violation to the property owner at 314 E. Prospect Street. **MOTION** by Dave Enke, seconded by Daryl Schlapkohl to authorize City Staff to send a First Notice of Nuisance Violation to the property owner at 314 E. Prospect Street. Motion carried.

COMMITTEE REPORTS:

Trustee Rosie DeZeeuw – No Report.

Trustee Mark Dunn – No Report.

Trustee Daryl Schlapkohl – Mike Weets completed the tuck-pointing on The Opera House and Al Trigg has not had time to look at the balcony yet.

Trustee Dave Enke – The Library Board met at their regular meeting the end of June. The Board was looking to replace one Library Worker who resigned in May, and now the second Library Worker resigned because they sold their house and will be moving. The Board will be re-advertising for 10 to 20 hours a week. Interviews could begin as soon as next week. Trustee Dave Enke also informed the Council the Library Board does not currently have a mission statement. Therefore, the Board is in the process of working on a mission statement with goals.

ADMINISTRATOR/CLERK REPORT:

City Administrator/Clerk Eileen Christensen shared a memorandum with the Council from the League of Minnesota Cities (LMC) in regards to their Legislators of Distinction for 2017.

MAYORAL REPORT:

Mayor Bob Worth called for a motion to go into Closed Session to review/act on the Police Chief Applications.

6:37 PM – **MOTION** by Mark Dunn, seconded by Dave Enke to go into Closed Session to review/act on the Police Chief Applications. Motion carried.

7:23 PM – **MOTION** by Mark Dunn, seconded by Dave Enke to go out of Closed Session and return to the Regular meeting. Motion carried.

MOTION by Dave Enke, seconded by Daryl Schlapkohl to table the decision of hiring a full-time Police Chief until the August 7, 2017 Council Meeting. Motion carried.

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

MAYOR

ADMINISTRATOR/CLERK