

## MARCH 20, 2017

The Regular Meeting of the Lake Benton City Council was held on Monday, March 20, 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, Maintenance Supervisor Todd Draper, Garrett and Caitlyn Petersen, Dave Lueck and Stan Kutil with the Lake Benton Bar, First Responders Gary Serie and Chuck DeBates, 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. Garrett Petersen addressed the Council that Lakeview Street is a dead-end street. People with boats and campers get on Lakeview Street believing they are going to a campground and come to a dead-end. Garrett requested the Council consider putting up a sign or two that state Lakeview Street is not a thru street or is a dead-end street. The Council agreed this needs to be done and will approve signage during the Public Works update.

Dave Lueck and Stan Kutil addressed the Council regarding the Lake Benton Bar. In light of the changing liquor laws in Minnesota, the State is allowing Sunday off-sale sales. They inquired if there is a process to split the licenses into one for off-sale and one for on-sale for their bookkeeping purposes. City Administrator/Clerk Eileen Christensen explained the application has the separate line items for them to either get a combination on-sale/off-sale for \$740.00 or an off-sale license for \$240.00 and an on-sale license for \$500.00 to include Sundays. Dave and Stan then inquired if they are still the only establishment that has a full-strength off-sale license. City Administrator/Clerk Eileen Christensen confirmed that according to the contract to end in 2028, the Lake Benton Bar is the only establishment in the City that has a full-strength off-sale license.

Dave and Stan then inquired if they could have an ice machine outside their establishment on the sidewalk. Maintenance Supervisor Todd Draper informed them the Ordinance references no pop or ice machine can be on a sidewalk unless it is far enough back for snow removal. Dave and Stan said they will make it look presentable and make sure it is off the main part of the sidewalk.

The Council asked Dave and Stan if they posted their signs they requested to have a year ago. Dave stated they have the signs and have not put them up yet. He has one sign for the handicap accessible entrance in the back of the bar, and a 10-minute parking only sign (removable) that will be put in front of the bar for patrons just wanting off-sale. Dave hopes to get the signs up this spring.

The minutes of the Regular Meeting of March 6, 2017 were reviewed. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of March 6, 2017. Motion carried.

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

|                     |             |                       |             |
|---------------------|-------------|-----------------------|-------------|
| USTI                | \$ 1.25     | QUARNSTROM/DOERING    | \$ 158.00   |
| LB PARTS HOUSE      | \$ 18.13    | LB HARDWARE           | \$ 72.41    |
| EXPRESSWAY-LB       | \$ 558.34   | RICK'S WELDING        | \$ 83.00    |
| CITY OF LAKE BENTON | \$ 131.76   | HD SUPPLY             | \$ 1,306.86 |
| FIRST SECURITY BANK | \$23,902.09 | LB FIRE RELIEF ASSOC. | \$ 2,000.00 |
| SW SANITATION       | \$ 3,454.04 | XION TECHNOLOGIES     | \$ 60.00    |

|                    |             |                    |           |
|--------------------|-------------|--------------------|-----------|
| BANNER             | \$ 1,800.00 | CARDMEMBER SRVCS   | \$ 808.79 |
| ONEOFFICE SOLUTION | \$ 16.91    | BUFFALO RIDGE NEWS | \$ 14.10  |

**MOTION** by Daryl Schlapkohl, seconded by Dave Enke 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.

The next item of business was the Police Report by Acting Police Chief Tony Sievert. Acting Police Chief Tony Sievert was unable to attend due to being out of town on work. City Administrator/Clerk Eileen Christensen addressed the Council requesting that the Council consider hiring a part-time police officer for 16 hours a week. Tony contacted Minnesota West Community and Technical College and they told him they have a few candidates that will complete their law enforcement training the end of May.

Tony also contacted Sheriff Chad Meester who informed him if the City wants to hire one of their deputies for Saddle Horse Weekend, the City will be charged the deputy's overtime rate. However, if there is an emergency, someone will be available to assist Tony.

Discussion took place on what needs to be done to hire a part-time officer. City Administrator/Clerk Eileen Christensen told the Council POST Board requires a background check and psych evaluation be done on new officers by the City. Trustee Daryl Schlapkohl said he will talk with Sheriff Chad Meester and report back to the Council at the April 3, 2017 regular meeting. Trustee Daryl Schlapkohl also pointed out that if the City hires a Lincoln County Deputy as a part-time officer we don't want them wearing a County uniform or driving a County vehicle. They are working for the City, not the County.

After some discussion on hiring officers, the Council decided to wait and talk with Acting Police Chief Tony Sievert for clarification.

The next item of business was to meet with the Lake Benton First Responders to discuss Civil Defense.

First Responders/EMRs Gary Serie and Chuck DeBates thanked the Council, the community, townships and surrounding areas for all the support they receive throughout the year. Currently there are nine (9) members on their roster; one is currently on medical leave and four to five members are active. The First Responders/EMR's need more members, especially during the day. It is a big commitment and not a lot of people are willing to take the time it takes for training to become an EMR or First Responder.

Gary and Chuck informed the Council they stand behind the new CAD system the County is looking to purchase. Sheriff Chad Meester said the First Responder and Fire Departments use the system by purchasing an app for their phone for \$1.00 per month per phone. It includes a map and an address of the call. The First Responders are considering putting a lap top in the rig so it will be ready when they are called out. Their rig is working well and has not had any issues to speak of at this time. The First Responders are looking to fix the current walk-in door lock and put in a regular lock and key.

The Council inquired if the building is drier now that the new apron was put in last fall. They discussed digging a trench on the west side of the building to run the water into the ditch. Discussion then took place on the fact there is a lot of air coming through the garage doors and a lot of heat is lost. It was suggested Maintenance Supervisor Todd Draper get quotes and recommendations from a company on the 10 x 12 doors for the EMS Building.

Gary then informed the Council that Ron Voelker was the former EMS Coordinator for the City and after he passed away the duty was turned over to the First Responders. Does the City want to leave the First Responders in charge or do they want an individual as the EMS Coordinator? It is the City's obligation to have its own Civil Defense plan training. Gary and Chuck will check with Amber at the Lincoln County EMS to see what training is required and if Amber will work with them on getting it completed. Gary will report back to the Council at their April 17, 2017 regular meeting.

The next item of business was to discuss parking/driving options for Johansen Repair on the Community Center parking lot. Mayor Bob Worth explained to the Council he has worked with this situation for some time now. There have been numerous times the parking lot has been full of big trucks and other vehicles. Mayor Bob Worth reminded Johansen's the Community Center parking lot is not their parking lot, and they told him people are dropping the vehicles off and parking them there. It was discussed if the City should post unauthorized vehicle signs or the City could give them some of the parking lot by the alley and put cement barriers around the Community Center Parking lot so the larger trucks don't go on it.

Maintenance Supervisor Todd Draper explained to the Council this problem stems from the original builder when the City used to line their snow plows up around the lot. The City vacated the alley between the Community Center, Johansen's and the Manor with half going to the Manor and half going to the City and Johansen's. There are fiber optics and tow lines behind the alley and Gopher One will need to be contacted to find the utilities and the fiber optic line. The City could contact the ITC Board Members and possibly see what can be done with the fiber optics. Discussion then took place that the City would like to find a solution to help all parties involved and work together in good faith. Johansen's Repair is a good business and the City needs them. They bring people and farmers into town, and they help with the City's snow removal. Maintenance Supervisor Todd Draper will work to find the utilities, talk with Johansen's Repair, and report back to the Council at a later date.

**PUBLIC WORKS UPDATE:**

Maintenance Supervisor Todd Draper informed the Council Otter Tail put a high-beam light on one of the street lights by Jim Gawrecki 's business and behind the Fire Hall. Otter Tail said they can replace the current bulb (100 watt) that the City pays \$7.96 per month and charge the City for the new high-beam light (400 watt) for \$20.37 per month with Council approval. There have been a couple incidents where items have been missing and this will benefit Jim Gawrecki, the Fire Hall, and the County recycling. **MOTION** by Mark Dunn, seconded by Dave Enke to authorize Otter Tail to replace the current light bulb with the high-beam light on the street light by Jim Gawrecki's and behind the Fire Hall. Motion carried.

Maintenance Supervisor Todd Draper then informed the Council the bid opening for the Coteau Street Improvement Project took place today, March 20, 2017 at 1:00 PM. There were three (3) bidders. The Engineer's estimate was \$171,000.00. A & C Excavating came in with the lowest bid at \$149,793.77. A & C Excavating were also awarded the bid when the City did the Cottage Street Improvement Project three years ago. The substantial completion date is August 4, 2017 and the total completion date is August 18, 2017. Banner Engineering will be bringing the documents to the City Office after reviewed and City Staff will forward them on to City Attorney Mike Cable. Mike Cable will review the bids and have a resolution ready to be approved at the next regular Council meeting of April 3, 2017.

The Council then discussed Maintenance Supervisor Todd Draper purchasing a no thru or dead end sign for Lakeview Street. **MOTION** by Mark Dunn, seconded by Dave Enke to authorize Maintenance Supervisor Todd Draper purchase a no thru or dead end sign for Lakeview Street. Motion carried.

Acting Police Chief Tony Sievert got to the meeting at 6:30 PM and was asked to speak with the Council. The Council asked Acting Police Chief Tony Sievert if he could use a police officer out of Sioux Falls, SD to help on Saddle Horse Holiday. Acting Police Chief Tony Sievert informed the Council according to POST Board, the officers have to be on the roster. In order for a police officer to be on the City's roster, a background check has to be completed as if you are hiring a new officer. It is, however, easier if the officer is currently licensed. The laws are different in Minnesota then in South Dakota.

The Council then inquired if they hired an off-duty Deputy from the County, would the City still need to do a background check even if the Deputy is on duty. Acting Police Chief Tony Sievert was not certain but will contact POST Board to get an answer. The Council also asked how many officers are needed for Saddle Horse weekend and Acting Police Chief Tony Sievert felt two officers will be enough, and the County is available for back-up.

Acting Police Chief Tony Sievert informed the Council the City could easily hire a part-time officer from Minnesota West after they complete their law enforcement training and take the POST Board test. This will make them eligible to be hired when they pass the test. Acting Police Chief Tony Sievert went on to say the City should consider having additional coverage in the summer because more people are out and about. It would also be nice to have the squad driving around more. Discussion took place on why does the City want to spend money to purchase uniforms and equipment when we still have uniforms from previous part-time officers that resigned in 2015. It was suggested the new part-time officer can wear blue jeans and the City would only need to purchase a couple shirts. Acting Police Chief Tony Sievert informed the Council he might have someone in the Sheriff's Office that would work the Saddle Horse weekend and will report back to the Council at their next regular meeting of April 3, 2017.

The next item of business was to review/act on the City's website update with GovOffice (Avenet). City Administrator/Clerk Eileen Christensen informed the Council that GovOffice (Avenet) is the host for the City's website and they are encouraging the City of Lake Benton to consider a new custom website design. The City's website design was first created in 2005, is out of date, and needs to be more user-friendly.

City Administrator/Clerk Eileen Christensen gave the Council a copy of a quote for \$970.00 for a new design and new makeover for the website. A few pictures of the City will need to be taken to include in the new design as well as working with the designer to include pertinent information. City Administrator/Clerk Eileen Christensen talked with the Marketing Director, Ross Heupel, and took the 30-minute design webinar which was very user-friendly.

After some discussion on where the funds will be taken from, it was decided to take it out of the unallocated expenses. **MOTION** by Mark Dunn, seconded by Dave Enke to approve upgrading the City's website with a new design and makeover for \$970.00. Motion carried.

The next item of business was to review/act on adopting policies for Social Media and Computer Use. City Administrator/Clerk Eileen Christensen explained to the Council that the League of Minnesota Cities Insurance Trust (LMCIT) Loss Control visits the City of Lake Benton once a year and makes recommendations that can ultimately reduce property, liability and/or workers' compensation losses.

The LMCIT recommends the City adopt a Social Media Policy that addresses the posting of City business/information on personal social media accounts, and a Computer Use Policy. It was also the recommendation of the LMCIT that we have our City Attorney review these policies prior to approval. City Attorney Mike Cable has reviewed and approved the two policies.

**MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to approve adopting the Social Media Policy and the Computer Use Policy. Motion carried.

### **COMMITTEE REPORTS:**

Trustee Daryl Schlapkohl attended the Opera House meeting and they are still waiting for Al Trigg to look at the windows and balcony. *Broadway Meets Lake Benton* was presented this past weekend at the Opera House. He will attend the First Responder meeting next week.

Trustee Daryl Schlapkohl then informed the Council he has been talking with the owner of the former Co-op on the north side of town by the railroad tracks to see if they will be willing to sell it to the City for a new Maintenance Department Building. The current Maintenance Department Building is a Quonset with no running water or office space. This will also be a better location for the Department and the Quonset can be used for storage. The owner wants to talk to L & S first and will get back to Daryl.

Trustee Dave Enke attended the EDA meeting in early March and the Board made the decision to move ahead with upgrades on both 4-plexes (eight units) for \$32,000.00. The Board will purchase the windows and appliances locally and the work will be completed this year. The Board will then discuss the option to raise the rent beginning January 2018. The Housing Study was also discussed and Lake Benton will have a need for some upscale units with double garages. The Broadband Service is another topic the EDA is facing. There are five to six counties working together to improve the broadband service in the area. Right now, ITC is still waiting on funding for fiber optic improvement around Lake Benton. Dave then added there are additional potential opportunities for the EDA this year.

Trustee Rosie DeZeeuw attended the Chamber meeting last week and the Chamber selected their pottery for the year. The pottery is going to be a chili bowl with the picture of the old bank where Prairie Rose Gallery is now located on Benton and Center Street. The Chamber also approved ordering four new signs to be put in the street to advertise events. The first Wind Tower tour for the year is scheduled for May 15, 2017.

Trustee Mark Dunn said he and Mayor Bob Worth attended the meeting hosted by the Lake Benton Public School last week regarding new playground equipment. The new equipment being proposed is for children 7 to 12 years of age and will cost approximately \$40,000.00. Currently the school does not have a lot of playground equipment and what is there is very old. The proposed equipment will be a physical obstacle type with options to add to it. The school is planning fund raisers and sponsors to assist with funding, and check with hospitals to see if they will assist as well. The school is planning to have the equipment by the fall of 2018 for the 2018-2019 school year, and they will have the company install the equipment for insurance purposes.

### **ADMINISTRATOR/CLERK REPORT:**

City Administrator/Clerk Eileen Christensen reminded the Council of the Board of Appeal Meeting on Tuesday, April 11, 2017 at 7:00 PM at the Heritage Center/City Office.

City Administrator/Clerk Eileen Christensen informed the Council she received a letter in the mail from Advocate-Connect-Educate (A.C.E.) of Southwest Minnesota regarding County Recognition Day for National Service. More than 13,000 Minnesota Senior Corps Volunteers provided 1.8 million hours of service in 2016. Lake Benton was served by 48 Senior Corps RSVP volunteers in 2016. A.C.E. has requested the City issue a Proclamation declaring Recognition Day for National Service on April 4, 2017. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Mayor Recognition Day for National Service Proclamation on April 4, 2017 and authorize the Mayor's signature. Motion carried.

### **MISCELLANEOUS ITEMS:**

Trustee Daryl Schlapkohl informed the Council there will be an article in the newspaper this week on the new wind turbines going up in Lincoln County – east of Ivanhoe and west of Hendricks – beginning this year through next year. This is good for the County.

Trustee Mark Dunn questioned if anyone considered solar panels for a solar farm on the land north of town owned by the City. This is something to consider in the future.

**MAYORAL REPORT:**

Mayor Bob Worth informed the Council he has been reading social media and saw the City of Minneota is starting a project called "Adopt A Light". Residents can go to the City or Otter Tail Power Company and pay for a light. Citizens are paying \$100.00 a year for a light anywhere in their City. It is a good idea because there are several places in the City of Lake Benton that are dark and need to have more light. Mayor Bob Worth asked the Council and the audience to pass the word on.

Mayor Bob Worth then stated the Strategic Planning meeting went very well and he appreciated the attendance. Trustee Daryl Schlapkohl reserved the Center Post for the Community Meeting on April 6, 2017. The Council discussed ordering meals for 100 people and serving ham sandwiches, potato salad and chips. Mayor Bob Worth will be doing a radio interview next week and a newspaper interview this week to promote the meeting.

It was questioned when the information will be available to the Strategic Planning Members who will facilitate the round table discussion. The information is supposed to be out sometime this week.

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

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MAYOR

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ADMINISTRATOR/CLERK