

MAY 15, 2023

The Regular Meeting of the Lake Benton City Council was held on Monday, May 15, 2023 at 5:30 PM in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter presided. Trustees Rosie DeZeeuw, Karen Lichtsinn, Patrick Haynes, and Scott Christensen were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen and Maintenance Supervisor Travis Lustfield were also present.

Mayor Michael Carpenter called the meeting to order. The Pledge of Allegiance was recited by all present.

Mayor Michael Carpenter 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 May 1, 2023 were reviewed. **MOTION** by Rosie DeZeeuw, seconded by Karen Lichtsinn to approve the minutes of the Regular Meeting of May 1, 2023. Motion carried.

The minutes of the Special 2022 Audit Meeting of May 8, 2023 were reviewed. **MOTION** by Patrick Haynes, seconded by Scott Christensen to approve the minutes of the Special 2022 Audit Meeting of May 8, 2023. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

VADIM	\$ 2.72	QUARNSTROM/DOERING	\$ 345.00
L-P RURAL WATER	\$ 4,260.75	RETHWISCH & SON	\$ 266.49
STATION ONE	\$ 394.71	THOMAS ELECTRIC	\$ 25.50
GOPHER ONE	\$ 14.85	CITY OF LAKE BENTON	\$ 201.42
POSTMASTER	\$ 156.00	LB FIRST RESPONDERS	\$ 243.99
KINNER & COMPANY	\$ 12,050.00	SW SANITATION	\$ 3,703.29
CARDMEMBER SERVICES	\$ 728.70	ALEX AIR	\$ 272.57
DARREL KROTZER	\$ 755.00	DAKOTA SUPPLY GROUP	\$ 488.14
ONE OFFICE SOLUTIONS	\$ 94.75	CHRISTIANSON FARM	\$ 3,750.00
FERGUSON WATER	\$ 1,695.51		

MOTION by Patrick Haynes, seconded by Rosie DeZeeuw 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 to review/act on City sewer mains with infiltration issues. Maintenance Supervisor Travis Lustfield informed the Council the City doesn't have a lot of issues with the sewer mains as one issue was repaired last year when the company that performed the televising, ground asphalt out of the line. The City has eight (8) additional manholes that need new seals where the pipe comes into the main. Travis is waiting for a quote from two companies on how much it will cost to replace the rubber seal or use foam to repair the line without digging up the street. Travis then informed the Council Enviro Pump will come to Lake Benton to review the televising with City staff and advise what steps to take to assist the homeowners with their leaking lines. Travis then informed the Council there are three additional addresses that have leaks which include: The elevator line on North Benton Street on CHS property; 107 Parkview Drive has a drip 70' from the foundation which has PVC pipe and may be leaking at the connection. City staff is hopeful it can be fixed without being excavated; and 117 Parkview Drive which is a bare lot and the line looks like it has calcium deposit buildup. City staff are not sure if this is the City's or the homeowner's responsibility. This is located between a row of trees and the City's lift station and may be in the Y connection. Travis recommended letters be sent to the homeowner at 107 Parkview Drive and the owner of the property located on North Benton Street. All other homeowners have contacted City staff regarding their issues. **MOTION** by Karen Lichtsinn,

seconded by Scott Christensen to authorize the Administrator/Clerk to send letters to the homeowner at 107 Parkview Drive and the owner of the property at North Benton Street. Motion carried. Travis will bring the quotes from the two companies when they are received. **MOTION** by Rosie DeZeeuw, seconded by Patrick Haynes to approve the infiltration report by Maintenance Supervisor Travis Lustfield. Motion carried.

LAW ENFORCEMENT UPDATE

The Council reviewed the April calls for service in Lake Benton. **MOTION** by Scott Christensen, seconded by Patrick Haynes to approve the law enforcement update. Motion carried.

The next item of business was to review/act on Christiansen Foundation for Sustainability, LLC amending their DNR permit to add lights to the pier. Jack and Marie Christiansen would like to add three or four lights on the pier during their improvement project, pending DNR approval. Otter Tail Power is donating the lights and Jack and Marie will pay to have them installed. Jack and Marie are requesting if the City would consider paying the electric bill for the additional lights. Jack Christiansen contacted Administrator/Clerk Eileen Christensen on Friday, May 12, 2023 to inform her that DNR approved them adding lights to the pier. **MOTION** by Scott Christensen, seconded by Karen Lichtsinn to approve the City paying the electric bill for the three or four lights being added to the pier. Motion carried.

The next item of business was to review/act on the Auditor's recommendation. At the Special Audit meeting of Monday, May 8, 2023, the auditors recommended the City increase their capital threshold from \$1,000.00 to \$5,000.00 retroactive to January 1, 2023. The Council agreed it will be less time and effort spent on depreciation items. **MOTION** by Rosie DeZeeuw, seconded by Patrick Haynes to increase the City's capital threshold from \$1,000.00 to \$5,000.00 retroactive January 1, 2023. Motion carried.

The next item of business was to review/act on the Spectator Liability Insurance for Saddle Horse Holiday. In the past the City, Chamber, and Dakota-Minnesota Saddle Horse Club contributed equal amounts for the insurance. However, since Dakota-Minnesota Saddle Horse Club is no longer an entity with a board, they do not have the funds to contribute this year.

Darcy Miller provided the City with the liability insurance based on three days to set up, have the show, and take down. The horse show will be Sunday morning of Saddle Horse Holiday. The City was provided with a quote for liability limits of \$1,000,000.00 for each occurrence, \$2,000,000.00 general aggregate, and 1,000.00 med pay for a total of \$392.00, excluding the terrorism insurance. In prior years, the City took the \$1,000.00 med pay with the exclusion of the terrorism coverage. This amount is less than last year's coverage. **MOTION** by Karen Lichtsinn, seconded by Scott Christensen to approve the purchase of the special spectator liability insurance for Saddle Horse Holiday with the exclusion of the terrorism coverage at the cost of \$392.00 to be split between the City and the Lake Benton Chamber. Motion carried.

The next item of business was to review/act on granting the Chamber permission for J & M Displays to shoot the fireworks display for Saddle Horse Weekend. The Lake Benton Chamber is requesting permission to use the City's property behind the former Ridge (west of Highway 75 and south of Highway 14) to shoot the display. The insurance is covered by J & M Displays. Former Chamber Marketing Director Connie VanderPoel contacted the Fire Department and Sheriff's Office to be on stand-by. The north end of Center Street will be blocked off from CPR to Highway 14 from 7:00 PM to 10:00 PM. **MOTION** by Scott Christensen, seconded by Rosie DeZeeuw to grant permission for J & M Displays to use the City's property behind the former Ridge (west of Highway 75 and south of Highway 14) to shoot the fireworks display. Motion carried.

The next item of business was to review/act on the draft Floodplain Management Ordinance. The Council was provided with a model ordinance tailored to the City of Lake Benton (provided by the DNR), referencing all appropriate flood maps and flood zones. The DNR is required by State Statute to approve the floodplain ordinance and amendments prior to adoption. A copy of this draft

ordinance must be forwarded to the DNR prior to June 7, 2023 for their review and approval after Council approval. The City should hear back from the DNR within two weeks.

After approval from the DNR, the City will set a date for a public hearing to adopt the ordinance. The public hearing notice will need to be published in the newspaper ten days before the public hearing and adoption of the ordinance. The DNR requires the public hearing and adoption of the ordinance be completed prior to September 7, 2023.

Legal Counsel has reviewed the model ordinance and will assist with giving it the correct ordinance number for the Zoning Ordinance. **MOTION** by Patrick Haynes, seconded by Karen Lichtsinn to approve the draft Floodplain Management Ordinance. Motion carried.

The next item of business was to review/act on a building permit for David Hurd to build a 16' x 22' shed at 202 W. Bluff Street. David will also be removing 16' of curb for driveway on Bluff Street to get to the shed. David was given the setbacks from the property lines on which he could build the shed. Maintenance Supervisor Travis Lustfield confirmed there are no setback concerns and everything is in compliance with the ordinance. The \$25.00 application fee has been paid. **MOTION** by Rosie DeZeeuw, seconded by Scott Christensen to approve the building permit for David Hurd to build a 16' x 22' shed at 202 W. Bluff Street. 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 Francis (Hobie) Hare III for \$100.00 in memory of Alice Kern. This donation will be designated for collections. Minnesota Statutes state the Library can accept donations for the benefit of recreational services. The Council needs to pass the resolution accepting the donation to the Library. **MOTION** by Karen Lichtsinn, seconded by Patrick Haynes to approve the Resolution Accepting the Donation from Francis (Hobie) Hare III for \$100.00 in memory of Alice Kern to the Library. Motion carried.

COMMITTEE REPORTS:

Trustee Rosie DeZeeuw – The Chamber met and the May Business of the Month is Bolt's Lake Benton Grocery. The Diners Club began using the café to provide their meals-on-wheels Tuesday through Friday and will continue to use the Tyler Hospital to provide meals on Mondays. The Summer Opera House production is Mary Poppins and auditions begin next week. Activities for Saddle Horse Holiday are put together and posters will be ready for print. The City wide rummage sales are scheduled for May 26 and May 27, and the Vendor Show is scheduled for October 7, 2023 at the Lake Benton Area Community and Event Center.

Trustee Karen Lichtsinn – No report.

Trustee Scott Christensen – The Fire department had a CRP burn so they moved their regular meeting to last Wednesday. They finalized the street dance which included having a food truck, and Kjergaard Bus Service picking people up at the parks and dropping them off after the dance.

Trustee Patrick Haynes – The Opera House board moved their meeting to this Thursday. The EDA met and the duplex construction is moving along quickly and the contractor stated he will be completed ahead of schedule. The EDA also discussed TIF and Tax Abatement at Johnson Commercial Park for interested tenants to relieve the cost of water LPRW may be servicing to their business. Mayor Michael Carpenter stated the land is rolling and interested businesses may be hesitant due to the amount of dirt to be moved. This will include getting a surveyor to get legal descriptions of parcels and hiring a contractor to assist with the development. Mayor Michael Carpenter reminded the Council that he, Trustee Karen Lichtsinn, Administrator/Clerk Eileen Christensen met with Vince Robinson about TIF and Tax Abatement at Johnson Commercial Park as well as the 2027 Highway 75 project earlier this year. Since this is not an urgency at this time, the group will set up an informational meeting with Vince sometime in late summer and will report back to the Council.

Trustee Patrick Haynes then informed the Council the winter storms tore a cable on the electronic sign that gives the temperature reading. Patrick received a quote for \$600.00 to get a sensor replaced and is looking into other avenues to remedy the issue.

MOTION by Patrick Haynes, seconded by Scott Christensen to approve the Committee Reports. Motion carried.

ADMINISTRATOR/CLERK REPORT:

No report.

MAYORAL REPORT:

Mayor Michael Carpenter informed the Council letters have been mailed to the businesses regarding adding numbers to their buildings.

The Council previously discussed repairing the railing above the front doors of the Opera House, and Administrator/Clerk Eileen Christensen was informed the Opera House board is working directly with a contractor to get the railing repaired.

When the Council met with the Auditors, their report included the issue of an interagency loan to the Library and Fire funds. This should be reviewed annually so the amount of debt does not get too large. The Council will discuss this in further detail this fall.

The next regular Council meeting is scheduled for June 5, 2023 at 5:30 PM. The Cyriacks Event will be taking place on Friday, June 9, 2023 at the Lake Benton Area Community and Event Center. The following weekend is Saddle Horse Holiday which includes the Christiansen dedication of the pier. Mayor Michael Carpenter and Maintenance Supervisor Travis Lustfield will be attending the pre-construction meeting for the pier on Tuesday, May 23, 2023.

There being no further business to come before the Council at this time, a **MOTION** was made by Patrick Haynes, seconded by Rosie DeZeeuw and carried, the meeting adjourned.

MAYOR

ADMINISTRATOR/CLERK