

MAY 21, 2018

The Regular Meeting of the Lake Benton City Council was held on Monday, May 21, 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, Maintenance Supervisor Todd Draper, Police Chief Tony Sievert, Lisa and Fred Schmidt, Stephanie Schmidt, Darcy Miller-Insurance Agent, 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 May 7, 2018 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of May 7, 2018. Motion carried.

The minutes of the Special Meeting of May 14, 2018 were reviewed. **MOTION** by Dave Enke, seconded by Mark Dunn to approve the minutes of the Special Meeting of May 14, 2018. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

OTTERTAIL POWER	\$ 16.03	QUARNSTROM/ DOERING	\$ 1,628.44
LB PARTS	\$ 227.73	LB HARDWARE	\$ 280.76
SW MENTAL HEALTH CTR	\$ 375.00	EXPRESSWAY	\$ 660.86
RICK'S WELDING	\$ 60.00	CITY OF LAKE BENTON	\$ 176.67
MN WEST COLLEGE	\$ 175.00	S & E AUTO	\$ 764.30
HEIMAN FIRE EQUIP	\$ 3,301.70	MN DEPT OF HEALTH	\$ 23.00
XION TECHNOLOGIES	\$ 720.00	D & G EXCAVATING	\$ 75.00
CARDMEMBER SRVCS	\$ 342.35	RON PETERSEN	\$ 510.00
BUFFALO RIDGE NEWS	\$ 206.40	FERGUSON WATER	\$ 900.00
INTEK CLEANING	\$ 1,297.00		

MOTION by Mark Dunn, 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 to review/act on City Licenses in Lake Benton for May 24, 2018 through April 30, 2019. New owners to be of the Lake Benton Bar and Grill, Lisa Schmidt and Stephanie Schmidt, were in attendance and introduced themselves. Lisa and Stephanie requested approval for the following licenses effective May 24, 2018 through April 30, 2019 for the Lake Benton Bar and Grill: On-Sale Liquor License, Sunday On-Sale Liquor License, Off-Sale Liquor License, Hold Dances, Tobacco, Coin Operated Machines, and 2 AM Closing. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the following licenses effective May 24, 2018 through April 30, 2019 for the Lake Benton Bar and Grill: On-Sale Liquor License, Sunday On-Sale Liquor License, Off-Sale Liquor License, Hold Dances, Tobacco, Coin Operated Machines, and 2 AM Closing. Motion carried.

Sarah Meyer, owner to be of The Showboat Pavilion requested approval for the following licenses effective June 1, 2018 through April 30, 2019: On-Sale Liquor License, Sunday On-Sale Liquor License, Malt Liquor License, Hold Dances and a Coin Operated Machine License. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the following licenses effective June 1, 2018 through April 30, 2019 for The Showboat Pavilion: On-Sale Liquor License, Sunday On-Sale Liquor

License, 3.2% Malt Liquor License, Hold Dances and a Coin Operated Machine License. Motion carried.

The next item of business was to review/act on the Agreement between the Owner and Engineer for Professional Engineering Services for Harrison Street Improvements for the City of Lake Benton. Legal Counsel has reviewed the agreement and approved the same subject to the City approving the fees to be paid to Banner and Associates, Inc. Maintenance Supervisor Todd Draper informed the Council the specs will be completed in June and begin the bidding process in July. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the Agreement between Owner and Engineer for Professional Engineering Services for Harrison Street Improvements for the City of Lake Benton and to approve the signatures of the Mayor and Administrator/Clerk. Motion carried.

PUBLIC WORKS UPDATE:

Maintenance Supervisor Todd Draper informed the Council the recycling area for cardboard behind the fire hall was full and all over the place this past weekend. Todd contacted Robert Olson at the County Environmental Office and he is aware that something different needs to happen.

Clean up week is this week. Appliances will be picked up tomorrow.

The next item of business was to review/act on the Spectator Liability Insurance for Saddle Horse Holiday. Darcy Miller was in attendance and informed the Council the rate for this insurance increased to \$1,100.00, and she found a different insurance company that provided special liability insurance for the Saddle Horse weekend show for only \$395.00. It is based on three days to set up, have the show, and take down. The City was quoted \$1,000,000.00 for each occurrence, and \$3,000,000.00 general aggregate for a total of \$395.00, excluding the terrorism insurance coverage. This special liability insurance will be split between Dakota-MN Saddle Horse - Lincoln County, the Lake Benton Chamber and the City of Lake Benton. The parade is covered by the City's insurance with the League of Minnesota Cities. **MOTION** by Mark Dunn, seconded by Dave Enke to exclude the terrorism rider. Motion carried. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the purchase of the special spectator liability insurance for Saddle Horse Holiday at the cost of \$395.00 to be split between the Lake Benton Chamber, Dakota-MN Saddle Horse – Lincoln County and the City of Lake Benton. Motion carried.

The next item of business was to review/act on a building permit for Martia Tiedeman to build a 25' x 20' dog fence at 112 S. Whitman Street. Martia was given the setbacks from the property line on which she can build a fence. Maintenance Supervisor Todd Draper confirmed there were no setback concerns and everything is in compliance with the Ordinance. The fee of \$25.00 has been paid. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the building permit for Martia Tiedeman to building a 25' x 20' dog fence at 112 S. Whitman Street. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Chamber met last week and the \$2.00 meal was well attended. Brittany Bower will speak on Senior Linkage Line at the \$2.00 meal on June 7, 2018. The Opera House Ticket sales for the summer musical will again be purchased out of the Chamber office. The City wide rummage sales are scheduled for May 25-26. The Saddle Horse Holiday committee met and is planning the events. The Te-Tonka-Ha committee is meeting May 22, 2018 to plan the 20th anniversary of this event which will honor Carl Burk.

Trustee Dave Enke – The EDA met last week and devoted much of their time on a potential EDA loan with a portion to be guaranteed by a second party. The present stability and viability to deal with potential requests for assistance is an issue. The EDA's assets are being administered in the following ways: A current EDA loan to a local entity with a small amount left to pay on their last large payment; the EDA approved a potential \$22,000.00 loan with monthly payments of \$300.00;

the EDA has a \$30,000 CD which is used for collateral for the Grocery Store and cannot be used at this time; at the end of 2019, the EDA will have a \$37,000.00 balloon payment for the 4-Plexes; and the EDA just loaned the City \$60,000.00 to purchase the Center Post building. The EDA has a lot of funds lent out and are tapped. Therefore, EDA may not be able to assist other entities in need of funding.

The stipend received from the City to the EDA was decreased some years ago with the understanding the City would support and assist with any item the EDA may need in the future. Options that may alleviate the circumstances could include the following: The City could repay the \$60,000.00 note; The City could build into the 2019 and subsequent budgets to decrease the years of the loan; The City could be the guarantor to help fund other potential needs. However, it was suggested the City not be the guarantor on the loans that is why the EDA was established. Trustee Dave Enke wanted the Council to be aware of the situation the EDA is in, and strongly suggest the Council give its attention to this issue.

Discussion took place on does the City jeopardize the sewer fund or do an interdepartmental loan from the Sewer Fund to the General Fund to reimburse the EDA's note. This issue will be put on the June 4, 2018 regular meeting agenda.

Trustee Dave Enke explained that in the past year discussion has taken place on staffing and certifications. The City Council and the Personnel/HR Committee need to address the future of the City and the needs and performances of the City Staff. Trustee Dave Enke commented that there is not a formal written job description for some of the staff. Utilizing the present staff and job related information will provide the tools to review job descriptions with the City Council. Annual performance appraisals are not being done and the Personnel/HR Committee would like to initiate this with the City Staff. City Staff can help define objectives, short and long range planning, and training and certification needs. This will also keep the Council aware of the plans of the staff and assist in determining equipment and technology needs. Adopting this process will help the entire City Staff to be better informed, more efficient, and get the training and certifications to serve the constituents of the City. The Committee wants the employees to be happy and enjoy their jobs. The Personnel/HR Committee met with City Attorney Mike Cable who supported their endeavor. It is the goal to amend the City Personnel Policy, prepare written job descriptions, and review existing job descriptions of other staff, by January 1, 2019. **MOTION** by Dave Enke, seconded by Mark Dunn to amend the City Personnel Policy, prepare written job descriptions, review existing job descriptions of other staff, and allow for annual appraisals with the Personnel/HR Committee. Motion carried.

Trustee Daryl Schlapkohl – The Opera House show this spring, Steel Magnolias, had a good turnout regardless of the weather. Tryouts are being conducted for the summer production “Footloose”. The Opera House board approved the new furnace with both the Opera House Board and the City funding \$2,500.00 each.

Trustee Daryl Schlapkohl requested Police Chief Tony Sievert review the ordinance of citizens blowing their grass clippings onto the streets. Perhaps we need to give the homeowners a warning or a fine.

The Lease Agreement with Sarah Meyer and User Agreement to rent the Event Center has been completed by Legal Counsel. The Ad-Hoc Committee will bring the Agreements for Council approval at the June 4, 2018 regular meeting.

ADMINISTRATOR/CLERK REPORT:

After the May 7, 2018 Council meeting, Jenny Nordmeyer informed Administrator/Clerk Eileen Christensen the Summer Park and Rec Program is run through the Lake Benton Public School as a Summer Park and Rec Program and funds contributed from the City go towards the program. These funds are not being used for youth baseball.

The School handles all the payments which consist of W-2's, payroll taxes, PERA payments, fees for swimming, supplies, and busing to events. If the City channels all the payments through the Administrator/Clerk's office, the City becomes responsible and liable for all these items.

Jenny Nordmeyer provided the 2016 and 2017 Summer Park and Rec expenses and contributions for the Council's consideration and review. Administrator/Clerk requested the Council reconsider channeling the funds through the City and make payment directly to the Lake Benton Public School in the amount of \$1,500.00 or whatever the Council would like to donate to the program.

After some discussion, a **MOTION** was made by Mark Dunn, seconded by Dave Enke to wait until the bills have been submitted for the 2018 program and pay the Lake Benton School a portion of the expenses up to \$1,500.00.

Administrator/Clerk Eileen Christensen informed the Council there are several dog owners that have not licensed their dogs or provided immunization records. Eileen would like to send out a letter to those dog owners that do not pay the fee and provide immunization records by May 25, 2018. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to send the letter to those in violation informing them to license their dog(s) or they will receive a citation. Motion carried.

Administrator/Clerk Eileen Christensen informed the Council and audience that National EMS Week is May 20-206, 2018. The Lake Benton EMS is having an Open House on Tuesday, May 22, 2018 from 5:00 to 7:00 PM. Please support our local EMS!

MAYORAL REPORT:

Maintenance Supervisor Todd Draper requested Council approval to remove the shrubs in front of the flagpole of the Showboat Pavilion and put in rock. The Council authorized Todd to remove the shrubs and put in rock.

The settlement agreement with Thor Tollefson that was approved in April has not been signed, notarized and returned to the City as of this date. Administrator/Clerk Eileen Christensen has been in contact with Mary Tietjen on this issue.

Saddle Horse Holiday weekend is around the corner, and owners are asked to clean up their businesses and homes. The Council authorized Administrator/Clerk Eileen Christensen to contact the owner of the house on Fremont and give him until June 11, 2018 to have the house taken down.

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

MAYOR

ADMINISTRATOR/CLERK