

NOVEMBER 19, 2018

The Regular Meeting of the Lake Benton City Council was held on Monday, November 19, 2018 at 5:30 P.M. in the Heritage Center/City Office. Mayor Bob Worth presided. Trustees Rosie DeZeeuw, Mark Dunn, Dave Enke, and Daryl Schlapkohl were present. Shelly Finzen from the Lake Benton Valley Journal was also present.

The Pledge of Allegiance was recited by all present.

Mayor Bob Worth asked for a motion to continue the meeting to Tuesday, November 20, 2018. **MOTION** by Dave Enke, seconded by Daryl Schlapkohl to continue the meeting to Tuesday, November 20, 2018 at 5:30 PM. Motion carried.

NOVEMBER 20, 2018

Mayor Bob Worth asked for a motion to continue the November 19, 2018 meeting of the Lake Benton City Council at 5:30 PM on Tuesday, November 20, 2018. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to continue the meeting from November 19, 2018. Motion carried. Mayor Bob Worth presided. Trustees Rosie DeZeeuw, Mark Dunn, Dave Enke, and Daryl Schlapkohl were present. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Police Chief Tony Sievert, Fire Chief Pat McCarthy, Garrett Petersen, and Shelly Finzen from the Lake Benton Valley Journal were also 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 expressed there was some confusion between the budget and the donations for the Fire Department. Garrett requested to meet with the Council liaisons and the City Administrator/Clerk to better understand where the donations and run fees are going. Mayor Bob Worth explained to Garrett that this is government accounting and all the donations and run fees will not be taken away from the Fire Department. Trustees Daryl Schlapkohl and Mark Dunn, and Administrator/Clerk Eileen Christensen will meet with Garrett Petersen, Pat McCarthy, Mike Berger and Daryl Trigg next Tuesday, November 27, 2018 at 5:30 PM at the Fire Hall.

5:32 PUBLIC HEARING

At 5:32 PM Mayor Bob Worth called for a motion to go into the Public Hearing on the implementation of the Police Body-Worn Camera (BWC) System. **MOTION** by Rosie DeZeeuw, seconded by Mark Dunn to go into the Public Hearing on the implementation of the Police Body-Worn Camera (BWC) System. Motion carried.

There were eleven survey questionnaires returned to the City, and there were no questions or comments from the audience regarding the BWC System. There were two small negative remarks and the remaining comments were for the implementation of the system. **MOTION** by Mark Dunn, seconded by Dave Enke to approve moving forward with the implementation of the Police Body-Worn Camera (BWC) System. Motion carried.

At 5:38 PM, a **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to close the Public Hearing and return to the regular meeting. Motion carried.

The minutes of the Regular Meeting of November 5, 2018 were reviewed. **MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to approve the minutes of the Regular Meeting of November 5, 2018. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

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|---------------------|-------------|----------------------|--------------|
| FRYBERGER | \$ 5,500.00 | ITC | \$ 242.15 |
| EILEEN CHRISTENSEN | \$ 161.55 | USTI | \$ 1.36 |
| L-P RURAL WATER | \$ 4,253.05 | RETHWISCH & SON | \$ 1,275.54 |
| EXPRESSWAY | \$ 853.83 | CITY OF LAKE BENTON | \$ 176.76 |
| POSTMASTER | \$ 120.05 | S & E AUTO | \$ 122.68 |
| UTILITY CONSULTANTS | \$ 1,002.25 | TODD DRAPER | \$ 128.97 |
| PAT HAYNES | \$ 116.00 | CHAMBER-CVB | \$ 548.01 |
| ROSEMARY DEZEEUW | \$ 232.50 | HENRY SOLLIE POST | \$ 50.00 |
| DOUBLE D GRAVEL | \$ 130.56 | HEIMAN FIRE EQUIP | \$ 315.95 |
| SW GLASS | \$ 281.00 | SW SANITATION | \$ 3,593.38 |
| BARB HURD | \$ 213.75 | BIOAG ENERGY | \$ 19.99 |
| CARDMEMBER SRVCS | \$ 1,412.95 | ALEX AIR | \$ 11,167.00 |
| JOYCE MILLER | \$ 217.50 | ONE OFFICE SOLUTIONS | \$ 73.98 |
| BUFFALO RIDGE NEWS | \$ 17.20 | THOMAS PLUMBING | \$ 1,067.74 |
| CHUCK DEBATES | \$ 217.50 | DEMCO | \$ 58.74 |

MOTION by Mark Dunn, 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 a building permit for Aaron Miller to build a fence at 304 S. Garfield Street. Aaron did not check with the City Office to get a building permit prior to putting up the fence. The fence is 5' in height and is the same fence he had at his former home on Fremont Street. 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. Discussion took place that the residents of the City need to know the City has ordinances to be followed. Residents not sure if a permit is required, should always check with the City office first. It was suggested to charge the resident an additional \$25.00 for not getting the building permit prior to building a fence, etc. **MOTION** by Dave Enke, seconded by Mark Dunn to approve the building permit for Aaron Miller to put up a fence at 304 S. Garfield Street. Three for, one opposed. Motion carried.

Further discussion took place on ordinances. It was noted that up to three years ago nothing was required to put up a fence and if the Council is going to consider late fees they may want to consider changing the ordinance on storage sheds as well. Currently anyone can put up a storage shed that is not fastened down without a permit. Consider a permit required for an 8' x 10' storage shed placed on skids or cement. There may be other ordinances that may need to be amended or created. Maintenance Todd Draper and Administrator/Clerk Eileen Christensen will check with the City Attorney on what is needed to amend ordinances and bring to the Council the second meeting in January 2019.

The next item of business was to review/act on a building permit for Josh Petersen to install a 10' x 16' deck on the back of his house, and to build a 12' x 24' x 8' cold storage garage at 201 S. Grant Street. Josh was given the setbacks from the property lines on which he can build a cold storage garage. 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 Josh Petersen to install a 10' x 16' deck on the back of his house, and to build a 12' x 24' x 8' cold storage garage at 201 S. Grant Street. Motion carried.

PUBLIC WORKS UPDATE

Maintenance Supervisor Todd Draper updated the Council on the Harrison Street Utility Improvement Project. D & G provided Change Order Number One (1) to decrease the amount of the contract by \$9,594.79. The contract was bid at \$88,575.00 and the final amount on the

contract is \$77,930.21. The decrease was due to going down 9' instead of the bid 12' which saved on backfill and asphalt. Although there were more service line pipes needed for the outlying properties, that amount did not affect the price of the project. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve D & G's Change Order Number One (1) to decrease the amount of the contract \$9,594.79. Motion carried.

The next item of the Harrison Street Utility Improvement Project was to approve Pay Request Number Two (2) Final payment. The General Contractor, D & G Excavating, has provided Pay Request Number Two (2) in the amount of \$11,393.02 which is justified in the work that was completed per the Engineer, Banner Associates. **MOTION** by Mark Dunn, seconded by Dave Enke to approve Pay Request Two (2) Final payment to D & G Excavating in the amount of \$11,393.02. Motion carried.

Maintenance Supervisor Todd Draper informed the Council the only bill outstanding is from Banner Associates. Although City staff tried to get this certified this year, it will not be done until next year. The City will send a letter to the homeowners and have a public hearing regarding the assessment roll and the amount owed over ten (10) years or paid in full.

Mayor Bob Worth said he had the privilege of seeing the new City Maintenance Shed. Todd has deserved a nice place like this to work in for a long time. The City is very fortunate that Todd has a good relationship with the state employees.

The next item of business was to review/act on a Resolution Establishing Combined Polling Places for Elections in 2019. City Administrator/Clerk Eileen Christensen informed the Council effective July 1, 2017, Minnesota Statutes Chapter 204B, requires all cities and townships to pass a resolution by December 31st of each year establishing a combined polling place for any elections in the following year. The Resolution is establishing a designated polling place for all elections at the Lake Benton Area Community & Event Center at 114 South Center Street, Lake Benton, MN. Included in the resolution are combined townships of Diamond Lake, Drammen, Lake Benton and Verdi because they use the same facility at the same time as the City of Lake Benton.

MOTION by Daryl Schlapkohl, seconded by Mark Dunn to adopt the Resolution Establishing Combined Polling Places for Elections in 2019 at the Lake Benton Area Community & Event Center at 114 North Center Street, Lake Benton, MN. Motion carried.

The next item of business was to review/act on canceling the Nutrition Program with Lutheran Social Services (LSS). Trustee Dave Enke explained to the Council that each year the City has signed a Senior Nutrition Program Site Use Agreement with LSS out of the old Community Center. With the proposed Lake Benton Diner's Club, the agreement will no longer be necessary. Therefore a 30-day cancellation needs to be put in writing in order to cancel the Site Use Agreement and a letter to LSS explaining the Program will no longer be subsidized or supervised by LSS. There are certain criteria in which cities need to adhere to with LSS, as well as unnecessary paperwork. By not participating with LSS, it simplifies the program and gives more local control to meet the needs of the community. The Program already lost administrative funding through LSS because this is a non-congregate site. The Lunch Box will be serving the home-cooked meals – deliveries five days a week and a sit-down meal once a week. Volunteers will continue to get the home deliveries out and assist with the sit-down meal.

MOTION by Daryl Schlapkohl, seconded by Rosie DeZeeuw to approve canceling the Nutrition Program with Lutheran Social Services (LSS), and the City will no longer be subsidized or supervised by Lutheran Social Services (LSS). Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No Report.

Trustee Rosie DeZeeuw – The Chamber met last week. The Chamber received the Explorer MN Grant in the amount of \$500.00 and will be used toward the Sportsman’s Show. Instead of bringing their own tables for the booth, they will rent those that already have skirts on the bottom. The Lake Benton Elementary students will be singing at the Diner’s Club \$3.00 meal sponsored by the Country House at the Lunch Box. The November \$2.00 meal had 45 attendees. The Halloween event had around 100 children, and next year they will plan to have music outside with someone available to hand out treats at each car. The Holiday Lighting Contest will be judged on December 7, 2018 which is again sponsored by Ottertail. November 24 through December 20, 2018 are the business open houses. The Holiday Tree Walk begins December 3 through January 2.

Trustee Dave Enke – The Library Board met early this month due to the holiday. They will be filling a vacancy on the board for 2019 and requested this be put on the next Council agenda. Amenities that were available for the senior’s at the Community Center included Avera Clinic giving free manicures, pedicures, and blood pressure checks. The board is looking to continue that program at the Library which will be done outside Library hours, 8:00-10:00 AM. There will not be an issue with keys as a Library personnel works with the program. The board completed one employee evaluation and the other one will be done in December. Dave wanted to thank the Rethwisch’s for their gracious donation, valued over \$300.00, in Christmas decorations to the Library.

The EDA met last week and the County EDA and Lake Benton EDA agreed to contribute \$400.00 toward the Junior Achievement Program of Lincoln County. The program serves Elementary students throughout Lincoln County through high quality personal finance, college and career readiness, and entrepreneurship curriculum. Last year the JA shared curriculum with 384 students throughout Lincoln County. The numbers served include: Hendricks with 63 students, Ivanhoe with 61 students, RTR with 122 students; and Lake Benton reached 138 students through this program. There was some discussion on the sale of the Community Center with no consensus. One suggestion was to put a “For Sale” sign up which has been done. Pluto Legal is now located in Lake Benton and that is very encouraging for our downtown.

The Diner’s Club Ad-Hoc Committee met and things are on track for the change-over. The Club Site Council is working through the paperwork to get tax exempt status, and is working with Lincoln County Social Workers to assist with getting meals to those that qualify for assistance. The inventory purchased by the Program and donated to the Community Center has been here since the late 70’s early 80’s, and Dave will do more research through old minutes regarding the senior dining and what was donated, purchased, etc. and possibly be able to liquidate some of the inventory for funding for the Diner’s Club. The Diner’s Club hopes to be self-sufficient and take advantage of grants available. A salary will need to be paid to the Coordinator as well as other incidentals, and carry-out containers. The Chamber-CVB has donated space for the Coordinator at no charge. Dave made a proposal on behalf of the Diner’s Club explaining that since the Coordinator is located in the Chamber office, perhaps the Coordinator’s phone can tap into the City’s phone system. The number will be left the same as it is and will cost approximately \$35.00/month or \$400.00 to \$500.00/year. Since the City previously paid for lighting and electric at the Community Center, will the City include the Diner’s Club phone? **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve having the Diner’s Club phone number tapped into the City’s phone system. Motion carried.

Trustee Daryl Schlapkohl – The Opera House Children’s Theater was November 17, 2018. The board received a \$5,000.00 SMAC Grant. The inside of the Opera House will be painted after the December Christmas Show. The board is looking to purchase a new curtain for \$7,200.00 and will speak with the Lions Club to consider putting on a benefit for them.

Daryl expressed a concern about the snow removal and how difficult it is for the City to plow the streets with cars and trucks parked on the streets. This is a public safety issue and Daryl will speak with Todd Draper about it.

ADMINISTRATOR/CLERK REPORT:

The City office will be closed Thursday and Friday, November 22-23, 2018 in observance of the Thanksgiving Holiday.

MAYORAL REPORT:

Mayor Bob Worth thanked the Council members for taking the time to attend the extra Ad-Hoc Committee meetings. It is greatly appreciated. Mayor Bob Worth then congratulated Mark Dunn and Daryl Schlapkohl for being re-elected, and is looking forward to working an additional two years with the current Council.

Mayor Bob Worth stated that Johansen's and CPR are starting to clean their businesses up which is greatly appreciated.

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