

NOVEMBER 1, 2021

The Regular Meeting of the Lake Benton City Council was held on Monday, November 1, 2021 at 5:30 PM in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter, Trustees Rosie DeZeeuw, Mark Dunn, Daryl Schlapkohl, and Dave Enke were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, and Kristina Hernandez with the Lake Benton Valley Journal 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 October 18, 2021 were reviewed. **MOTION** by Rosie DeZeeuw, seconded by Dave Enke to approve the minutes of the Regular Meeting of October 18, 2021. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

WESTERN PRINTING	\$ 1,231.43	OTTERTAIL	\$ 2,120.51
QUARNSTROM/DOERING	\$ 417.50	RETHWISCH & SON	\$ 19.99
UTILITY CONSULTANTS	\$ 94.37	TODD DRAPER	\$ 32.00
PAT HAYNES	\$ 250.00	MN LIFE	\$ 5.10
DUININCK	\$ 87,044.82	MIKE OTTO	\$ 1,714.50
MICHAEL FREDERICK	\$ 48.00	TROY NORDMEYER	\$ 32.00
KYLIE ROCHEL	\$ 105.00	FERGUSON	\$ 186.73
AMAZON CAPITAL	\$ 697.64	PLUM CREEK	\$ 60.00
CENTER POINT	\$ 45.54	DANNY-MEGAN KROTZER	\$ 250.00
ENVIRO PUMP-PLUS	\$ 1,610.00		

MOTION by Dave Enke, seconded by Mark Dunn to approve payment of the claims presented against the City of Lake Benton. Motion carried and the Mayor authorized the Administrator/Clerk to make payment.

The next item of business was tabled from the October 18, 2021 meeting and brought back to review/act on upgrading Neptune's New Meter Reading Platform. Karen Olson, AMR/AMI Specialist with Ferguson Waterworks was present at the October 18, 2021 meeting to demonstrate the new meter reading device since the Trimble Nomad Reader will no longer be supported effective December 31, 2021. The City will need to purchase the cloud-based application to continue to read meters in the City of Lake Benton. The attached quote is for the annual hosting fee, upgrade, and training in the amount of \$4,800.00. The City has approximately \$5,000.00 in CDs for Water Meters and budgeted \$1,000.00 in 2021. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the purchase of Neptune's Meter Reading Platform, Neptune 360, in the amount of \$4,800.00 to include hosting fees, belt clip update and training; and use the \$5,000.00 in Water Meter CDs to purchase the new platform. Motion carried.

The next item of business was to review/act on purchasing the Meter Management Module License for Asyst. Mayor Michael Carpenter reminded the Council that Karen Olson with Ferguson requested the City contact their billing vendor (Central Square for the Asyst software) to confirm their system format will be compatible to the Neptune 360 meter reader. Eileen contacted Central Square and was informed the City needs to purchase the Meter Management Module License for \$513.50. The City also needs to purchase training (done remotely) associated with the license, and management services totaling \$390.00. The total amount to

make the two systems compatible is approximately \$900.00. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the purchase of the Meter Management Module License for \$513.50; and the training associated with the license and management services totaling \$390.00. Motion carried.

The next item of business was to review/act on a petition to amend Chapter 172 Title XVII, General and Additional Provisions Chapter 172 by Amending Ordinance No. 150 Article VII. Zoning District Regulations, Central Business District; and call for a public hearing to introduce Chapter 172, Ordinance No. 212; and call for a public hearing to adopt Chapter 172, Ordinance No. 212.

Bill Bolt, Owner of Bolt's Lake Benton Grocery Store, filed an application for consideration of planning request in petitioning to convert the grocery store garage into living quarters and the current Ordinance for the Central Business District states the following uses shall be allowed within the Central Business District – (1) Dwelling units located above businesses. City Attorney Mike Cable suggested the Council amend the Ordinance to state – (1) Dwelling units may be located above businesses and only one dwelling unit may be connected to the business on the same street level as the business.

A copy of Chapter 172 – Ordinance No. 212 – Ordinance Amending Title XVII, was presented to the Council for their consideration and review. The Council will need to call for two public hearings: one to introduce the Ordinance; and one to adopt the Ordinance. The hearing notice can be placed in the November 17th edition of the Lake Benton Valley Journal for a public hearing to be held at 5:30 PM on December 6, 2021 to introduce the amended Ordinance, and a public hearing to be held at 6:10 PM on December 6, 2021 to adopt the amended Ordinance at the Lake Benton Area Community and Event Center. **MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to call for a public hearing to be held at 5:30 PM on December 6, 2021 at the Lake Benton Area Community and Event Center to amend Zoning Ordinance No. 150, Chapter 172, Article VII, Section 708; and call for a second public hearing at 6:10 PM on December 6, 2021 at the Lake Benton Area Community and Event Center to consider the amendment previously described; and instruct the Administrator/Clerk to publish the notice [(1) Dwelling units may be located above businesses and only one dwelling unit may be connected to the business on the same street level of the business.] in the November 17, 2021 publication of the Lake Benton Valley Journal;. Motion carried

The next item of business was to review/act on a building permit for Perry and Kim Hansen to build a garage at 312 S. Garfield Street. Perry and Kim would like to build a 30' x 40' garage in their backyard with access coming from the alley. Perry and Kim were given the setbacks in which to place the garage and the \$25.00 application fee has been paid. There are no setback concerns. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the building permit for Perry and Kim Hansen to build a 30' x 40' garage in their backyard with access from the alley at 312 S. Garfield Street. Motion carried.

The next item of business was to review/act on a building permit for Rebekah Koshnick to install a fence in the back yard along the house of her property at 517 W. Benton Street. Rebekah was given the setbacks in which to install the fence and the \$25.00 application fee has been paid. There are no setback concerns. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the building permit for Rebekah Koshnick to install a fence in her back yard at 517 W. Benton Street. Motion carried.

The next item of business was to review/act on a resolution authorizing the County to sell Parcel #19-0435-000. This parcel of property has been forfeited and the County is requesting the Council approve a resolution for this property to be sold. Currently the County is contacting the owner to see if they have any personal property to remove. After that, the County is planning to demolish the house.

Mayor Michael Carpenter informed the Council there are assessments on the property, but no payments have been made. The City has been waiting for the County to begin the proceedings, and once it is sold, the City may be able to recoup some of the assessments. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the resolution authorizing the County to sell Parcel #19-0435-000 in the City of Lake Benton, and authorize the Mayor's signature. Motion carried.

The next item of business was to review/act on setting a date to meet with MnDOT on the Highway 75 Reconstruction Project concept layouts. Jesse Vlaminck also has additional information regarding the drainage issue and will be bringing Stephine Rathburn to share their preferred options on the subject. Jesse and Stephine are available to meet with the Council the week of November 15, 2021. The Council will need to schedule a special meeting for this item. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to call for a special meeting to meet with Jess Vlaminck and Stephine Rathburn with MnDOT on the Highway 75 Reconstruction Project concept layouts and drainage issues on Tuesday, November 16, 2021 at 5:30 PM at the Lake Benton Area Community and Event Center. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Chamber met in October and the Business of the Month for October was the Library. The Diner's Club Thanksgiving meal has been changed to Tuesday, November 23, 2021 at the Manor. The Children's Theater was held on October 9th and 10th. Elf the Musical will run weekends between November 11, 2021 and November 21, 2021. The WWI Traveling Exhibit Open House is scheduled for November 6, 2021. The Chamber/CVB began work on the 2022 and 2023 Visitor's Guide.

Trustee Dave Enke – The Library board met, and they continue to assess and evaluate the low attendance at Friday Morning Fun for preschool children. The Library board changed their November meeting to November 18 due to the Thanksgiving Holiday. The Library will be closed November 11, 25, 26 and 27. The EDA's regular meeting is scheduled for next week and there is a special EDA meeting tomorrow. There will be more to share at a later date.

Trustee Daryl Schlapkohl – No report.

MOTION by Mark Dunn, seconded by Daryl Schlapkohl to approve the committee reports. Motion carried.

ADMINISTRATOR/CLERK REPORT:

No report.

MAYORAL REPORT:

Mayor Michael Carpenter reminded the Council the City is planning to get bids in February to add water/sewer/street at the Mork & Giles Addition for building to begin next spring. Banner Associates put a bid together last April in the amount of \$491,000.00 and the Mayor would like to contact Banner to get an updated bid. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to authorize Mayor Michael Carpenter to contact Banner Associates to get an updated bid for the infrastructure in the Mork and Giles Addition. Motion carried.

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

MAYOR

ADMINISTRATOR/CLERK