

OCTOBER 17, 2022

The Regular Meeting of the Lake Benton City Council was held on Monday, October 17, 2022 at 5:30 P.M. in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter presided. Trustees Rosie DeZeeuw, Mark Dunn, Patrick Haynes and Daryl Schlapkohl were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, and Tony Schwing 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 3, 2022 were reviewed. **MOTION** by Mark Dunn, seconded by Rosie DeZeeuw to approve the minutes of the Regular Meeting of September 6, 2022. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

VADIM	\$ 12.08	L-P RURAL WATER	\$ 4,598.88
RETHWISCH & SON	\$ 421.50	GOPHER ONE	\$ 16.20
CITY OF LAKE BENTON	\$ 178.98	POSTMASTER	\$ 142.56
S & E AUTO	\$ 25.00	FIRST SECURITY BANK	\$ 20,000.00
LB FIRE RELIEF	\$ 23,383.19	CARDMEMBER SRVCS	\$ 82.56
LIPINSKI	\$ 63.90	ONE OFFICE	\$ 191.68
BUFFALO RIDGE NEWS	\$ 90.00	THOMAS PLUMBING	\$ 163.75

MOTION by Mark Dunn, seconded by Patrick Haynes 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 rehab grant requests. Two payment requests were received for the Rehab Grant Program: Contractor DK Construction in the amount of \$6,231.00, and to DSI for Administration fees in the amount of \$3,900.00. The total funds of \$10,131.00 were requested to be deposited into the account. This is the final drawdown for the Small Cities Development Grants Program that began in 2018. **MOTION** by Patrick Haynes, seconded by Mark Dunn to approve payment of the rehab grant checks presented. Motion carried.

PUBLIC WORKS UPDATE

Maintenance Supervisor Todd Draper informed the Council that he has talked with Daryl Schlapkohl, Lincoln County Parks Department, regarding a lawn tractor for mowing and blowing snow. It has been suggested to trade in these types of equipment every three to four years, and the City's current lawn tractor is a 2018 model. Todd requested two bids from C & B in Pipestone and Kibble Equipment in Tyler for a price quote on a trade-in of their current unit for a 2022 lawn tractor and a 2023 lawn tractor. C & B quoted \$35,000.00 for a 2022 model with mower deck and broom with delivery this year; and Kibble Equipment quoted \$33,500.00 for a 2023 model with mower deck and broom with delivery in January or February, 2023. The City will retain the snow blower as the attachments are compatible with the new models.

MOTION by Mark Dunn, seconded by Daryl Schlapkohl to purchase the 2023 John Deere model with mower deck and broom from Kibble at \$33,500.00 with trade-in. Motion carried.

Maintenance Supervisor Todd Draper updated the Council on the Mork & Giles Addition Infrastructure project. Banner Associates created a punch list for items the Contractor needed to fix and/or repair, and the Contractor completed those items. Banner is waiting for the remaining test results and lien waivers. The final payment may be completed at the first meeting in November. **MOTION** by Daryl Schlapkohl, seconded by Rosie DeZeeuw to approve the Public Works Update. Motion carried.

LAW ENFORCEMENT UPDATE

The Council reviewed the September calls for service in Lake Benton. **MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to approve the law enforcement update. Motion carried.

The next item of business was to review/act on the Phased Retirement Option (PRO) and Agreement between the City of Lake Benton and Todd Draper. The Council accepted Maintenance Supervisor Todd Draper's resignation at their meeting of October 3, 2022 and will need to approve the application to be submitted to PERA and authorize the Administrator/Clerk's signature and approve the Agreement between the City of Lake Benton and Todd Draper outlining the severance pay to be paid for Todd's health insurance benefits and his Health Savings Plan from February 1, 2023 through July 31, 2024. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the application to be submitted to PERA and authorize the Administrator/Clerk's signature; and to approve the Agreement between the City of Lake Benton and Todd Draper outlining the severance pay to be paid for Todd's health insurance benefits and his Health Savings Plan from February 1, 2023 through July 31, 2024. Motion carried.

The next item of business was to review/act on the Lincoln County Wi-Fi Access Program. Vince Robinson, LCEDC Executive Director, sent the City a letter regarding Lincoln County Public Wi-Fi Access to the City of Lake Benton. The program services will be primarily funded by LCEDC and the Blandin Foundation grant for a period of two years. The City of Lake Benton will contract with ITC to purchase Wi-Fi hotspot equipment to be located on Main Street. It is understood that LCEDC will reimburse the City of Lake Benton 50% of the actual equipment cost upon completion of the equipment installation which will cost the City approximately \$311.00. In addition, LCEDC will reimburse the City of Lake Benton semi-annually for 100% of any internet service fees required to operate the hotspots in excess of the City's current internet service which is quoted at \$88.90/month.

This program will contribute to the growth and development of our community. Should the Council agree this is a good program enhancement to the City, the Council will need to authorize the Mayor's signature to contract with ITC to purchase the Wi-Fi hotspot equipment and related services required to operate the hotspot for two years. After two years, the City will need to determine if they still want to continue the services at the City's own expense or discontinue the services.

The quote for the hotspot service is a 30-day quote and the City will need to contact ITC within 30 days to maintain the rates and return a signed grant service agreement to LCEDC. The Council requested the location of the hotspot in the Engagement Letter be changed from Main Street to Downtown.

MOTION by Mark Dunn, seconded by Patrick Haynes to approve the grant service agreement with ITC to purchase Wi-Fi- hotspot equipment to be located Downtown and be reimbursed 50% from LCEDC and the Blandin Foundation Grant and contact ITC to maintain the rate of \$88.90/month and be reimbursed 100% from LCEDC and the Blandin Foundation grant semi-annually for two years. Motion carried.

The next item of business was to review/act on a Gambling Exempt Permit for the Lake Benton Sportsman's Club. The Lake Benton Sportsman's Club is planning to have a raffle drawing at their annual fishing tournament on January 28, 2023. The Club needs Council approval due to the fact the application requires the local unit of government's acknowledgement and the Mayor's signature. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the Gambling Exempt Permit for the Lake Benton Sportsman's Club annual fishing tournament on January 28, 2023 and authorize the Mayor's signature. Motion carried.

The next item of business was to review/act on the proposed quote from Banner Associates to develop a Concept Plan at Johnson's Commercial Park. Mayor Michael Carpenter reminded the Council that Lincoln-Pipestone Rural Water (LPRW) was given 15 acres to develop, and the City has received more requests for additional development. The Concept Plan committee of the Mayor, Todd Draper, Vince Robinson and Eileen Christensen met with Scot Leddy to request a plan for additional development for residential, commercial, etc. Banner provided a proposal not to exceed \$5,000.00 and delivery on or before November 14, 2022.

MOTION by Patrick Haynes, seconded by Mark Dunn to approve paying Banner Associates \$5,000.00 at an hourly rate not to exceed \$5,000.00; and develop the Concept Plan for review on or before November 14, 2022. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – The Chamber met last week and the November Business of the Month is the Opera House. The Diners Club \$5.00 meal will be a turkey dinner on November 10, 2022 at the American Legion with Bingo to follow. The Vendor Craft show was well attended with 26 vendors. The Chamber Halloween Open House is scheduled for Monday, October 31, 2022 from 5:00 to 7:00 PM.

Trustee Patrick Haynes – The EDA met to move forward with the Master Plan at Johnson’s Commercial Park and progress is being made on the duplexes.

Trustee Daryl Schlapkohl – Daryl talked with Mike Weets regarding the outside of the Opera House and Mike will take a look at it and get back to Daryl.

MOTION by Mark Dunn, seconded by Patrick Haynes to approve the Committee Reports. Motion carried.

ADMINISTRATOR/CLERK REPORT:

The Deputy Assessor sent an email reminding each City and Township to have two (2) trained members for the Local Board of Appeal and Equalization. Members can complete the training online and the course will take approximately 45 minutes. Trustee Rosie DeZeeuw is a trained member until July 1, 2024 and former Trustee Dave Enke was a trained member until July 1, 2024. The City needs one (1) additional Trustee to complete the training prior to February 1, 2023. The link for the training is included in the letter in the agenda packet. **MOTION** by Mark Dunn, seconded by Daryl Schlapkohl to appoint Patrick Haynes as the second trained member for the Local Board of Appeal and Equalization. Motion carried.

Administrator/Clerk Eileen Christensen will be at a meeting with the Lincoln County EMS Director and the Lincoln County City Administrators on Tuesday AM in Ivanhoe to discuss tourism and radios.

Administrator/Clerk Eileen Christensen reminded the Council of the Saddle Horse Committee Planning Meeting on Tuesday, October 18, 2022 at 6:30 PM at the Heritage Center.

MAYORAL REPORT:

Mayor Michael Carpenter reminded the Council that he, Trustee Patrick Haynes and Administrator/Clerk Eileen Christensen were instructed to talk with Maintenance Worker Troy Nordmeyer to see if he was interested in applying for the Maintenance Supervisor position. Troy does not have an interest in the position and the Mayor thanked Troy for his hard work over the past several years. Mayor Michael Carpenter then stated the City needs to move forward with a hiring committee to fill the Maintenance Supervisor position, and this will consist of several meetings and time commitment. The hiring committee will consist of Maintenance Supervisor Todd Draper, Administrator/Clerk Eileen Christensen and two members of the Council. Mayor Michael Carpenter and Trustee Patrick Haynes volunteered to be members of the hiring committee. **MOTION** by Rosie DeZeeuw, seconded by Mark Dunn to approve Todd Draper, Eileen Christensen, Mayor Michael Carpenter and Trustee Patrick Haynes to be the hiring committee for the Maintenance Supervisor position. The committee will report back to the Council as the hiring progresses.

Mayor Michael Carpenter then stated the City needs to advertise for the position and handed out a job ad for review. The advertisement states the City will accept applications until November 18, 2022 and the goal is to hire the new employee to begin work no later than January 1, 2023. **MOTION** by Mark Dunn, seconded by Patrick Haynes to advertise for the Maintenance Supervisor position. Motion carried.

The Council then discussed where to advertise for the position. **MOTION** by Patrick Haynes, seconded by Mark Dunn to advertise four (4) weeks in the Lake Benton Valley Journal and the Shopper, post the advertisement on the City's website, post the advertisement on Facebook, post the advertisement on the Minnesota Workforce website, the League of Minnesota Cities, and the Indeed website. Motion carried.

Mayor Michael Carpenter then reminded the Council that a special meeting will need to be called to review the video of the televising of the sewer lines. With the incoming Council members, it was recommended to have this special meeting after the election so the incoming officials can be involved.

Mayor Michael Carpenter then informed the Council that Trustee Daryl Schlapkohl, Council liaison for the Opera House, provided a General Condition Assessment of the Opera House. The Opera House contacted Banner to perform a building evaluation of their facility. This assessment will be left with the City Administrator should the Council want to review it.

The next regular Council meeting is scheduled for November 7, 2022 at 5:30 PM.

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