

SEPTEMBER 18, 2017

The Regular Meeting of the Lake Benton City Council was held on Monday, September 18, 2017 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, Part-time Police Officer Dallas Cornell, Dan Ritter and Scott Ritter with Southwest Sanitation, EDA Chair Karen Lichtsinn, Kimberly Fleet, Scott Christensen, Teresa Schreurs with DSI, 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 September 5, 2017 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Dave Enke to approve the minutes of the Regular Meeting of September 5, 2017. Motion carried.

The next item of business was to review/act on the claims presented against the City of Lake Benton.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

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|---------------------|-------------|---------------------|-------------|
| ITC | \$ 268.62 | USTI | \$ 1.12 |
| QUARNSTROM/DOERING | \$ 2,661.20 | LB PARTS | \$ 104.53 |
| LB HARDWARE | \$ 177.30 | EXPRESS WAY-LB | \$ 897.04 |
| CITY OF LAKE BENTON | \$ 133.14 | UTILITY CONSULTANTS | \$ 57.62 |
| CHAMBER-CVB | \$ 243.45 | DOUBLE D GRAVEL | \$ 490.00 |
| SW SANITAITON | \$ 3,428.30 | CHRISTOPHER SCHMITZ | \$ 315.00 |
| XION TECHNOLOGIES | \$ 1,237.54 | CARDMEMBER SRVCS | \$ 258.23 |
| GALLS | \$ 357.93 | ONE OFFICE SOLUTION | \$ 9.99 |
| ZACH HANSEN | \$ 17.71 | KENNEDY & GRAVEN | \$ 2,313.20 |
| THOMAS PLUMBING | \$ 6,600.00 | ZUERCHER TECH | \$ 3,107.50 |
| WEST SHORE SERVICES | \$ 650.00 | | |

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 the extension of the garbage contract with Southwest Sanitation. Dan Ritter with Southwest Sanitation addressed the Council and inquired if the Council had any questions with the information he provided on the history Southwest Sanitation has had with the City of Lake Benton, and if there were any problems. The City confirmed they have had a good working relationship with Southwest Sanitation.

Dan explained the current six year contract will be ending on October 31, 2017 and is requesting the City consider a new contract for six years with Southwest Sanitation with a \$0.50 increase from the beginning of year one through the third year; and \$0.25 increase from the beginning of year four through year six. With the current size containers being billed for at this time, the City will see a monthly increase in their bill of \$163.00.

Dan went on to explain Southwest Sanitation does not charge rent to the City on the parks and maintenance containers and charge \$50.00 a month to pump the port-a-potties at the parks.

Southwest Sanitation will no longer be able to supply port-a-potties for Benton Fremont Days due to the fact his employee makes three trips back and forth for this event. Therefore, Southwest Sanitation will need to charge \$125.00 for this event. Since this is a Chamber-CVB event and it is held at the Lincoln County Park, Parks Supervisor Daryl Schlapkohl explained Lincoln County Parks will be willing to pay the \$125.00 for the port-a-potties during this event because it is important and brings several people to the City.

Dan Ritter has worked with the City of Lake Benton hauling waste for several years and would like the opportunity to provide services to the City of Lake Benton for the next six years.

The Council inquired about being charged for the container at the Lake Benton Bar, and Dan informed the Council the Lake Benton Bar has been paying for their container since the City sold the bar. The Council also wanted verification when there is a holiday, when does the garbage get picked up. The garbage is picked up each Tuesday morning, and when the holiday falls on a Monday, the garbage is picked up on Wednesday. This information can also be found on Southwest Sanitation's website. **MOTION** by Mark Dunn, seconded by Dave Enke to have Southwest Sanitation get a new contract drawn up, and Lincoln County Parks will cover the cost of the port-a-potties over Benton Fremont Days. Motion carried.

The Council discussed if the additional charges on garbage should be charged to the residents. City Administrator/Clerk Eileen Christensen will put numbers together for the Council and present this agenda item at the October 2, 2017 meeting.

The next item of business was to get an update on the Small Cities Grant from Teresa Schreurs with DSI. Teresa was not available at this time, so this agenda item was moved until Teresa was available.

The next item of business was to get an update on the CHS Property with EDA Chair Karen Lichtsinn. Karen requested Council approval on behalf of the EDA to submit another bid to purchase the CHS Property of \$25,000.00. Karen reminded the Council she appeared before the Council on April 17, 2017 and the Council approved the EDA to submit a bid of \$18,500.00. Discussion took place that the City was willing to back the EDA up to \$25,000.00 but that information was not in the minutes. The EDA presented the bid of \$18,500.00 to CHS and were declined with no counter-offer on April 21, 2017. The Lake Benton EDA and CHS agreed to talk in the future.

Karen then informed the Council that Mayor Bob Worth talked with Dale Johnson on the CHS Advisory Board who brought this item before the Board. After the Advisory Board meeting, Mr. Kent Mulder, CHS General Manager, approached Mayor Bob Worth to request another bid on the property. The EDA agreed to offer the maximum of \$25,000.00 for the 2.1 parcels of property by the railroad tracks. Currently the City and CHS are in a three year lease allowing parking on the property for a reasonable amount which will end in 2019. Mayor Bob Worth will contact Mr. Kent Mulder and request to be on the agenda for the October or November CHS Advisory Board meeting should the Council approve backing the EDA with the \$25,000.00 bid. Mayor Bob Worth would like to explain to the Advisory Board the values of comparable properties in the area, and the estimated market value of the property is \$8,700.00.

The Council discussed they would not like to see the bid go over the \$25,000.00 maximum. The EDA will own the property if the bid is accepted and may be able to finance it themselves. However, the City will back them if needed because the EDA is no longer funded for larger projects by the City except on a needed basis.

MOTION by Dave Enke, seconded by Mark Dunn to accept the EDA's proposal of \$25,000.00 to purchase the CHS property in the City's downtown commercial district, and authorize Mayor Bob Worth to get on the CHS Advisory Board meeting agenda this fall. Motion carried.

The next item of business was to review/act on the City's Zoning Ordinance – Conditional Use Permits. Kimberly Fleet was present and addressed the Council that she was considering selling homemade breads and other baked goods in her home. She will be baking the bread and delivering directly to people or selling at a farmer's market. She would not be selling out of her home.

Per the City's zoning ordinance, a home occupation in a residential (R1 and R2) district require a conditional use permit. However, questions arose about individuals that sell Mary Kay from their home or individuals that make and sell crafts in their homes – do they have a conditional use permit.

City Administrator/Clerk Eileen Christensen informed the Council they can consider amending this section of the ordinance by adopting a resolution (by motion) indicating a permitted use for home occupations such as mail-orders, selling Mary Kay, crafts, etc. that do not generate traffic or effect the nature of the surrounding buildings and land, are not required to get a conditional use permit.

MOTION by Daryl Schlapkohl, seconded by Rosie DeZeeuw to amend the Conditional Use Permit section of the City's Zoning Ordinance for home occupations such as mail-orders, selling Mary Kay, crafts, etc. that do not generate traffic or effect the nature of the surrounding buildings and land, are not required to get a conditional use permit. Motion carried.

The next item of business was to review/act on a Resolution Authorizing a Special Hunt for the City of Lake Benton with the Minnesota Department of Natural Resources (DNR).

The Council discussed their views on not limiting the hunt to just bow, but should include firearms as well. Part-time Police Officer Dallas Cornell commented that the DNR may need to comply with the State Statutes of no firearms in the City limits. After further discussion, a **MOTION** was made by Dave Enke, seconded by Daryl Schlapkohl to table this item until additional facts and background information is presented when Police Chief Tony Sievert is present. Motion carried.

The next item of business was to review/act on a snow removal contract for 2017-2018. The current snow removal contract with Johansen's Repair is up for renewal for the 2017-2018 snow season. Although the snow season has not begun, fall harvest is coming up and Johansen's Repair gets very busy during this time of year and it would be nice to get a contract in place prior to that time.

Diesel rates are at a low right now but Johansen's insurance rates are rising. The hourly rates Johansen has charged the City have not been raised in six (6) years. Johansen's are proposing to increase the amounts being charged an additional \$14.00 an hour. The cost for the loader and operator will be \$99.00 per hour, and the cost for the dump truck and operator will be \$59.00 an hour. The City received a bill for snow removal from earlier this year for \$2,400.00. Johansen's are efficient and are always here when needed.

The Council then requested Johansen's put amber lights on the loader and dump truck when removing snow for safety reasons, and to provide the City each year with a copy of their Certificate of Liability Insurance.

MOTION by Mark Dunn, seconded by Daryl Schlapkohl to renew the snow removal contract with Johansen Repair for \$99.00 per hour for the loader and operator, and \$59.00 for the dump truck and operator for three years – 2017-2018, 2018-2019, and 2019-2020; and to put safety lights on the loader and dump truck; and provide their Certificate of Liability Insurance. Motion carried.

The next item of business was to certify the proposed property tax levy and announce the time and place of the public meeting. The certification needs to be done by September 30, 2017. The total levy to be raised by taxes is \$237,509.44 of which \$160,509.44 is allocated to the General Fund and

\$77,000.00 is allocated to the USDA-RUS Improvement Fund. It was noted that these amounts can be lowered but not raised at the Truth-in-Taxation Hearing. The proposed budget amounts are as follows: **GENERAL FUND:** Income - \$459,040.44, Expenses - \$442,708.00; **FIRE FUND:** Income - \$80,100.00, Expenses - \$65,929.00; **LIBRARY FUND:** Income - \$48,774.00, Expenses - \$45,832.50; **UTILITY FUND:** (Water, Sewer and Garbage) Income - \$369,182.00, Expenses - \$267,437.67; **USDA-RUS:** Income - \$77,000.00, Expense - \$77,000. **MOTION** by Rosie DeZeeuw, seconded by Dave Enke to approve the total proposed 2018 tax levy at \$237,509.44 to include \$160,509.44 allocated to the General Fund and \$77,000.00 allocated to the USDA-RUS Improvement Fund. Mayor Bob Worth said he was proud of the Council for putting the budget together and thanked them for their hard work. Motion carried

The Council then needed to announce the date and time of the public meeting for the Truth-In-Taxation. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to hold the Truth-In Taxation public meeting on Monday, December 4, 2017 at 6:00 PM at the Heritage Center/City Office. Motion carried.

PUBLIC WORKS UPDATE:

The Council inquired if the DNR had begun the survey work at the boat landing. Maintenance Supervisor Todd Draper informed them they were supposed to be here today, September 18, 2018 were not here.

COMMITTEE REPORTS:

Trustee Daryl Schlapkohl – The Opera House Board met and are planning to present their fall play, “Cemetery Club”. The board has also been working on new plays for next year. The board is planning to install new wireless-smart thermostats which can connect with Todd Draper’s phone as well as the designated Board members. The Board added one new member from the Milroy area who works at Schwan’s, along with another recent Board member working at US Bank. These facilities will help market the Opera House in great ways.

Trustee Dave Enke – The EDA met and the 4-Plex units should have new windows installed by next week. The EDA has completed all the updates to the 4-Plex units as they agreed upon. As an update on Lakeview Lodge, they are full capacity through mid-December, and again through 2018. They could potentially be booked an additional two to three years. The lodge needs 100% capacity of three to four units to make it financially through the winter months.

Trustee Rosie DeZeeuw – The Chamber-CVB will be meeting tomorrow.

Trustee Mark Dunn – Becker’s Resort requested him to put them on the next agenda. The Council agreed Becker’s Resort should contact the City Administrator/Clerk to be put on the next agenda.

ADMINISTRATOR/CLERK REPORT:

City Administrator/Clerk Eileen Christensen informed the Council that the Community Center needs to be vacuumed approximately two to three times a month and the volunteers that work there to serve the lunches are getting older and are not able to do it. Eileen contacted Kylie Rochel who cleans the Heritage Center to see if she would be willing to vacuum the Community Center two to three times a month. Kylie agreed to vacuum the Community Center for \$40.00 a month with Council approval. **MOTION** by Mark Dunn, seconded by Dave Enke to approve Kylie Rochel to vacuum the Community Center two to three times a month at \$40.00 a month for senior citizens. Motion carried.

City Administrator/Clerk Eileen Christensen informed the Council she is working diligently with Northland Securities to get the paper work complete for the Revenue Bond.

Teresa Schreurs with DSI was available for the next item of business which was to get an update on the Small Cities Grant. Teresa shared some good news with the Council that this was the most responses she has ever seen. There were 60 residential responses and with Jessica Gums' hard work, reached out personally to get nine commercial responses.

Teresa explained to the Council she is working with Ruthton, Tyler and Lake Benton for the Small Cities Grant. She met with the representatives with DEED and informed them of the tremendous support she has received in the three communities. They need to have 25 residential and a few commercial to make this work. Teresa will be working on two grants, one for Lake Benton as they are the strongest stand-alone, and one for Ruthton and Tyler together. DEED was pleased with the outcome, and Teresa would like to submit 20 residential houses and five commercial properties for rehab.

As a reminder, the City of Lake Benton already committed to the Community Interest Assessment for \$2,000.00 as a stand-alone community. DSI will not move forward until the Council authorizes them to move forward and write the Preliminary Proposal to the state for \$1,500.00.

Teresa would like to attend the Council's second meeting in October which is October 16, 2017 at 5:30 PM to inform the Council of the outcome on the Preliminary Proposal and possibly move forward with the full application for \$3,500.00. The state will inform DSI in December if the final application has been approved. The City cannot use the rehab account funds to write for a new rehab grant.

MOTION by Dave Enke, seconded by Mark Dunn to approve moving forward with writing the Preliminary Proposal. Motion carried.

MAYORAL REPORT:

Mayor Bob Worth informed the Council that Police Chief Tony Sievert has been speaking with Joe Blastick with Nature Conservancy regarding the deer. When Police Chief Tony Sievert is back from his conference, we'll discuss if Joe Blastick would like to attend the Council's next meeting.

Mayor Bob Worth attended the open house at Allete this past Friday. Allete talked about their expansion which will begin in 2018 through 2020. Besides their existing staff, they will be bringing in additional construction crews. Rental properties in Lake Benton are scarce, but Allete will be hiring two new techs and staff which is good for Lake Benton in the housing market.

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