

**SEPTEMBER 5, 2023**

The Regular Meeting of the Lake Benton City Council was held on Tuesday, September 5, 2023 at 5:30 P.M. in the Lake Benton Area Community and Event Center. Mayor Michael Carpenter presided. Trustees Rosie DeZeeuw, Karen Lichtsinn, Patrick Haynes, and Scott Christensen were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen and Maintenance Supervisor Travis Lustfield 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 August 21, 2023 were reviewed. **MOTION** by Rosie DeZeeuw, seconded by Patrick Haynes to approve the minutes of the Regular Meeting of August 21, 2023. Motion carried.

**CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:**

BOLT'S LB GROCERY	\$ 8.02	OTTERTAIL	\$ 2,288.15
ITC	\$ 397.89	LEAGUE OF MN CITIES	\$ 17,262.00
RETHWISCH & SON	\$ 15.98	LINCOLN CTY TREAS.	\$ 178.82
UTILITY CONSULTANTS	\$ 133.64	TRAVIS LUSTFIELD	\$ 32.00
PAT HAYNES	\$ 250.00	MN LIFE	\$ 5.10
JOHANSEN REPAIR	\$ 11,525.50	MN DEPT OF HEALTH	\$ 789.00
BIOAG ENERGY	\$ 1,007.00	TROY NORDMEYER	\$ 32.00
TE UNDERGROUND	\$ 8,900.00	TRITECH SOFTWARE	\$ 136.87
KYLIE ROCHEL	\$ 143.00	BUFFALO RIDGE NEWS	\$ 228.00
KIBBLE EQUIPMENT	\$ 385.78	THOMAS PLUMBING	\$ 261.80
CENTER POINT	\$ 49.14	DEMCO	\$ 236.68
DANNY/MEGAN KROTZER	\$ 250.00		

**MOTION** by Scott Christensen, seconded by Karen Lichtsinn 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 snow removal bids. The snow removal contract with Johansen's Repair is up for renewal for the 2023-2024 snow season that ends October 31, 2023. Legal Counsel had previously informed City staff the Council can either extend the contract with Johansen's Repair for one to three more snow seasons even if they change the amounts, or the Council can decide to put this out for bids.

Maintenance Supervisor Travis Lustfield informed the Council the City has not heard from any other company requesting to bid for snow removal and the City does not have a building available to house snow removal equipment should they so desire. Travis inquired if the Council would like to stay with Johansen's Repair or put it out on bids. The Council discussed that Johansen's Repair does a lot of work for the City throughout the years and suggested talking with them to see if they are interested in extending the contract for three more years. **MOTION** by Patrick Haynes, seconded by Rosie DeZeeuw to authorize Maintenance Supervisor Travis Lustfield to contact Johansen's Repair to inquire if they will consider extending the contract for snow removal for three more years. Motion carried.

**PUBLIC WORKS UPDATE:** Maintenance Supervisor Travis Lustfield informed the Council the maintenance department started trimming trees last week and today. They will be picking up branches tomorrow morning and be done between 10:00 and 10:30 AM.

Maintenance Supervisor Travis Lustfield then informed the Council the cleanout that was installed during the infrastructure last year on North Harrison Street has sunk 3½ inches and looks like a big pothole in the middle of the new street. Travis contacted the contractor with A & C Excavating earlier and told him the street was that way when he finished it last year. Travis then contacted Scot Ledy with Banner Associates who informed Travis that he will send a letter to A & C Excavating with a copy to the City next week and if he does not hear back from them, he will go through A & C Excavating's bonding company.

Mayor Michael Carpenter informed the Council he has not heard from the County if the Benton Street project will be completed this fall or next year. Maintenance Supervisor Travis Lustfield stated the County set a transition over the railroad tracks on Benton Street to connect to the sidewalk on the south side of Benton Street. **MOTION** by Rosie DeZeeuw, seconded by Scott Christensen to approve the Public Works Update. Motion carried.

The next item of business was to review/act on a building permit for Lincoln-Pipestone Rural Water to build a new office and shop complex in the Johnson Commercial Park area. The \$25.00 application fee will be paid. **MOTION** by Karen Lichtsinn, seconded by Scott Christensen to approve the building permit for Lincoln-Pipestone Rural Water to build a new office and shop complex in the Johnson Commercial Park area. Motion carried.

The next item of business was to review/act on a building permit for David Nordmeyer to install a 32' x 52' garage and a 26' x 10' breezeway on his property at 203 Garfield Street. David was given the setbacks in which to install the garage and breezeway, and the \$25.00 application fee has been paid. There are no setback concerns and everything is in compliance with the Ordinance. **MOTION** by Rosie DeZeeuw, seconded by Karen Lichtsinn to approve the building permit for David Nordmeyer to install a 32' x 52' garage and a 26' x 10' breezeway on his property at 203 Garfield Street. Motion carried.

The next item of business was to set a date to review the preliminary 2024 budget. Mayor Michael Carpenter and Administrator/Clerk Eileen Christensen met to work on the 2024 budget and would like the Council to set a date to review the preliminary 2024 budget. The Proposed Property Tax Levy is due September 30, 2023 to be approved at the next regular meeting of September 18, 2023. Mayor Michael Carpenter suggested meeting next Monday, September 11, 2023 at 2:00 pm at the Lake Benton Area and Community Event Center. **MOTION** by Rosie DeZeeuw, seconded by Patrick Haynes to set a special budget meeting date on Monday, September 11, 2023 at 2:00 PM at the Lake Benton Area Community and Event Center. Motion carried.

### **COMMITTEE REPORTS:**

Trustee Rosie DeZeeuw – The Library board met and the patrons in to the library are up from the previous year and circulation is steady with last years. Story hour begins Friday, September 8, 2023 at 10:00 AM and is every Friday to the middle of May. Deann Schindler is volunteering her time to do the story time.

Trustee Karen Lichtsinn – No report.

Trustee Scott Christensen – No report.

Trustee Patrick Haynes – No report.

**MOTION** by Patrick Haynes, seconded by Karen Lichtsinn to approve the Committee Reports. Motion carried.

**ADMINISTRATOR/CLERK REPORT:**

Fall Appliance Pickup is scheduled for Tuesday, October 3, 2023. **MOTION** by Scott Christensen, seconded by Patrick Haynes to approve the Administrator/Clerk report. Motion carried.

**MAYORAL REPORT:**

Mayor Michael Carpenter reminded the Council that some years ago, Jim Roggenbuck removed trees for the City at no cost, but requested 14 new trees be planted. Seven (7) trees were at the 4-Plex units last year. Mayor Michael Carpenter talked with Superintendent Loy Woelber who stated they would like to have two (2) trees planted at the playground. Mayor Michael Carpenter then suggested donating the remaining five (5) trees to the EDA to plant at the new duplex units. **MOTION** by Patrick Haynes, seconded by Scott Christensen to approve donating two (2) trees to the school to plant at the playground, and five (5) trees to the EDA to plant at the new duplex units. Motion carried.

Mayor Michael Carpenter then informed the Council that he and Administrator/Clerk Eileen Christensen attended the closing of two lots south of the west 4-Plex units that were sold to Mick and Linda Dandar.

Mayor Michael Carpenter then informed the Council that the new Lincoln County Sheriff would like to use the office at the Fire Hall but there are issues with the office area and his own deputies will not use the area. Mayor Michael Carpenter, Administrator/Clerk Eileen Christensen and Trustee and Fire Chief Scott Christensen went into the office to evaluate the issues. There is one window in the southeast corner of the office with an air conditioning unit blowing hot air outside due to a gap between the window and the air conditioner. The window needs to get replaced, the carpet is worn and dirty, and there are boards nailed to the wall that had moisture soaked into it. The heater in the office and the entry way of the Fire Hall are old and should be replaced with a mini split. The walls need painting and new flooring needs to be put down in the office, entry way and restroom. The red boards on the outside of the building above the Fire Hall door and above the window in the office are warped and need to be replaced. The Sheriff is interested in using the office and being a part of this community, they need a comfortable office to work in. Mayor Michael Carpenter then informed the Council the City has \$10,000.00 in CDs and the City budgeted \$6,000.00 for 2023 in Capital Outlay Building Fund. City staff have talked with Gary Nordmeyer, Brent Bressler for painting, and Dean Brandt and Jamie Kuehl for quotes on a mini split.

**MOTION** by Rosie DeZeeuw, seconded by Karen Lichtsinn to put a cap of \$7,500.00 to make the improvements to the Sheriff's Office, restroom and entryway of the Fire Hall. If the amount exceeds the \$7,500.00 cap, a request will be brought back to the Council. Motion carried.

The special budget meeting is Monday, September 11, 2023 at 2:00 PM.

The next regular meeting is Monday, September 18, 2023 at 5:30 PM.

There being no further business to come before the Council at this time, a **MOTION** was made by Patrick Haynes, seconded by Scott Christensen and carried, the meeting adjourned.

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MAYOR

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ADMINISTRATOR/CLERK