

SEPTEMBER 8, 2020

The Regular Meeting of the Lake Benton City Council was held on Monday, September 8, 2020 at 5:30 P.M. in the Lake Benton Area Community & Event Center. Mayor Bob Worth, Trustees Rosie DeZeeuw, Mark Dunn, Dave Enke, and Daryl Schlapkohl were present. City Attorney Mike Cable was absent. City Administrator/Clerk Eileen Christensen, Maintenance Supervisor Todd Draper, Pat Carey-Banner Associates, and Mark Wilmes 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 August 17, 2020 were reviewed. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the minutes of the Regular Meeting of August 17, 2020. Motion carried.

CLAIMS PRESENTED AGAINST THE CITY OF LAKE BENTON:

BOLT'S LB GROCERY	\$ 18.55	OTTERTAIL	\$ 2,260.39
ITC	\$ 396.81	IVANHOE SERVICE CTR	\$ 264.95
EILEEN CHRISTENSEN	\$ 17.25	VADIM MUNICIPAL	\$ 1.44
RETHWISCH & SON	\$ 687.54	L-P RURAL WATER	\$ 5,453.49
GOPHER STATE	\$ 9.45	POSTMASTER	\$ 171.55
TODD DRAPER	\$ 32.00	TRAVIS LUSTFIELD	\$ 721.05
PAT HAYNES	\$ 250.00	LEAGUE OF MN CITIES	\$ 897.00
MINNESOTA LIFE	\$ 5.10	CHAMBER-CVB	\$ 589.92
LAKE BENTON SCHOOLS	\$ 1,213.00	MN DEPT OF HEALTH	\$ 789.00
SW SANITATION	\$ 3,599.68	MICHAEL FREDERICK	\$ 48.00
D & G EXCAVATING	\$ 8,533.51	TROY NORDMEYER	\$ 32.00
KYLIE ROCHEL	\$ 46.00	MN FIRE SERV CERT BD	\$ 25.00
BROOKINGS PWRSPRTS	\$ 88.00	ONE OFFICE SOLUTIONS	\$ 962.24
MAGAZINE LINE	\$ 74.91	BUFFALO RIDGE NEWS	\$ 405.00
KIBBLE EQUIPMENT	\$ 195.86	YOUNG DOOR SERVICE	\$ 501.81
AMAZON	\$ 529.79	CENTER POINT	\$ 88.68
DEMCO	\$ 20.24	LBVE	\$ 184.00
FULLER PAVING	\$ 1,400.00	THE ROAD GUY CONST.	\$ 17,122.71

MOTION by Mark Dunn, seconded by Dave Enke 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 meet with Pat Carey with Engineering Firm Banner Associates on street, water and sewer projects to take place in 2021.

Maintenance Supervisor Todd Draper introduced Pat Carey with the Engineering Firm Banner Associates to the Council to discuss street projects for the City in 2020-2021. The first project was an update on the DNR Lakeshore Drive project. Pat submitted the signed plans, checklists and cost estimates to Lincoln County Engineer Joe Wilson. The work and bidding schedules will be sent out in the spring and construction will begin next year as the funds will remain in place for an indefinite period of time to allow for planning, acquisition and design. This project was more complex and time consuming than expected as it is a state-aid project and not a City project.

Banner will complete the design portion of the project this year, and the construction and certified inspector will be supplied by the County. Pat commented that Banner may create an amendment to their agreement for the design portion of the project due to the additional time and effort put into it (approximately \$10,000.00). However, it was a lesson learned by Banner that it was a state-aid project and not a City project. Maintenance Supervisor Todd Draper talked with County Engineer Joe Wilson and inquired what it would cost for the construction and inspection of the project as there should not be a lot of hours involved in the overlay. Joe will get back to Todd with the cost and is willing to work with the City.

The next project to discuss was the sewer extension in the Mork & Giles Addition. The Mork & Giles Addition is located in the City's TIF district and the funds for that district need to be spent prior to December 31, 2026. The project will include curb and gutter and extending the sewer line down the middle of the lots south of Mork Street to Benton Street. The eight (8) lots west of Morton Street will all have sewer access. The sewer extension will have a manhole and if the City were to build a restroom by the ballfields in the future or if the County decides to connect to the City's sewer, we won't have to dig up the street. The sewer lines on the southwest empty lots on Kent Street also need to be raised up due to the high water table in the addition.

The next project to discuss was the reconstruction of Oakwood Street. The City's initial discussion consisted of various options to repair the surface by doing a simple mill and overlay, but how much does the City want to spend. The cracks in the surface can come back relatively quickly if the City does a mill and overlay. Pat offered additional options the Council may want to evaluate: Machine grind 4" of asphalt, scrape off, pack gravel and put down 4" of new asphalt; Put down a slurry (chip) seal that fills in the cracks and puts a thin layer down, however there are not many contractor's in this area that will do this; Geo-synthetic barrier with 2" overlay. After some discussion on pricing, and options, it was recommended the City may be more successful with 4" ground asphalt, and check into using an excavator to clear out the old asphalt, haul gravel in and overlay an additional 4" of asphalt.

The next project was the Fremont Street water project. This is going to be very complex project due to permitting with the state and dealing with the traffic flow. Maintenance Supervisor Todd Draper has tried to contact someone about closing a lane or putting up a detour, and no one will return his calls.

Maintenance Supervisor Todd Draper will work with Banner on putting construction and engineering estimates together on the projects discussed this evening. Todd and Pat will bring the amounts back to the Council to consider what projects to move forward with, at a minimal cost to the City. Pat informed the Council his survey crew is six to eight weeks out and hopefully will get the surveying of the projects completed this fall.

PUBLIC WORKS UPDATE

No report.

The next item of business was to review/act on Ordinance No. 211, An Ordinance Amending Title VII. Traffic Code Chapter 71, Parking Regulations §71.03 Other Parking Restrictions of the Minnesota Basic Code of Ordinances for the City of Lake Benton.

City staff contacted City Attorney Mike Cable to assist in amending the Ordinance to address the parking of campers on the street. The Ordinance states "No camper, motor vehicle, fifth wheel trailer, or a like vehicle shall be parked or left standing on any street, drive or avenue in the City for more than twenty-four (24) hours at any one (1) time.

MOTION by Mark Dunn, seconded by Rosie DeZeeuw to approve Ordinance No. 211, An Ordinance Amending Title VII. Traffic Code Chapter 71, Parking Regulations §71.03 Other Parking Restrictions of the Minnesota Basic Code of Ordinances for the City of Lake Benton. Motion carried.

Administrator/Clerk Eileen Christensen then informed the Council she spoke with City Attorney Mike Cable regarding building permits for certain sized utility sheds, sheds put on skids or a concrete slab, and replacing a deck for a larger size. Mike reviewed the City's Ordinance Chapter 172, Ordinance No. 150 and explained a permit shall be required for the construction or placement of any structure or addition. Therefore, a permit shall be required for any sized utility shed either put on skids or a concrete slab, and replacement of a larger deck.

The next item of business was to review/act on a building permit for Don Evers to build a 60' privacy fence along the side of their back yard at 227 S. Fremont Street. Don was given the setback from his property lines on which he can build a fence. Maintenance Supervisor Todd Draper confirmed there were no setback concerns and everything is in compliance with the ordinance. The fee of \$25.00 for the application has been paid. **MOTION** by Mark Dunn, seconded by Dave Enke to approve the building permit for Don Evers to build a 60' privacy fence at 227 S. Fremont Street. Motion carried.

The next item of business was to review/act on the 2020 Audit Engagement Letter with Kinner and Company. The proposal for the 2020 audit will not exceed \$10,500.00 which is a 2.439% increase over the 2019 audit of \$10,250.00. **MOTION** by Daryl Schlapkohl, seconded by Mark Dunn to approve the 2020 Audit Engagement Letter with Kinner and Company for \$10,500.00. Motion carried.

The next item of business was an update by the CARES Relief Grant Funding Task Force. Trustee Dave Enke informed the council the Lake Benton Task Force met twice on spending the \$50,629.00 CARES Relief Grant Funding given to the City. The task force discussed using the funds to assist local businesses and non-profit organizations effected by COVID-19. If additional funding was needed, the City would petition to the County for additional funding. The Lincoln County Task Force (two commissioners, County Auditor, County Emergency Management and Assistant County Auditor) met with the City Administrators and Township representatives in the County. That discussion included the County's recommendation that the Cities spend their funds on their own expenses, such as overtime, travel, sanitizing stations, technology improvements, and infrastructure changes for future meetings impacted by COVID-19, and the County's funds will be paid out in grants to the businesses and non-profit organizations, up to \$10,000.00. The businesses and non-profits must complete the application and submit it to the County no later than October 1, 2020. The methodology being to track funds through the Auditor's office.

The next item of business was to review/act on using CARES Relief Funding to retrofit the front room and update the telecommunications at the Event Center.

Administrator/Clerk Eileen Christensen informed the Council that Maintenance Supervisor Todd Draper shut the water off to the front room of the building and the cost to remove the bar is minimal. Eileen is getting a quote from XION (Danny Krotzer) to update the telecommunications at the Event Center (i.e. television, camera, Wi-Fi, laptops for City staff, and upgrade the Council's tablets to include cameras), and received a quote from Thomas Electric to replace the recess lights with 2 x 4 flat panel LED lights to facilitate virtual meetings for \$2,225.00. The floor will also need to be remodeled as well (i.e. take out the carpet and replace with vinyl flooring to easily clean and disinfect the area after each use).

Should the Council deem it necessary as a response to COVID, the area can be retrofitted to enhance social distancing at meetings and offer updated equipment for telecommunications for virtual meetings. The Task Force also discussed updating all the public buildings with touchless soap dispensers, faucets and hand dryers. The Task Force requested Council approval to spend up to \$50,629.00 on COVID-19 improvements.

MOTION by Daryl Schlapkohl, seconded by Mark Dunn to deem it necessary as a response to COVID, to use some of the CARES Relief Grant Funding to retrofit the front room of the Event Center to enhance social distancing at meetings by removing the bar, replacing the recess lighting with flat panel LED lighting to facilitate virtual meetings, and replacing the carpet with vinyl flooring to easily clean and disinfect the area after each use; offer updated equipment for telecommunications at the Event Center for virtual meetings; and authorize the Task Force to spend up to \$50,629.00 on COVID-19 improvements. Motion carried.

COMMITTEE REPORTS:

Trustee Mark Dunn – No report.

Trustee Rosie DeZeeuw – No report.

Trustee Dave Enke – The Library board met and new board member Gail Hovland was present. The July 2020 patron numbers have rebounded nicely and are comparative with 2018 and 2019. The Friday morning preschool begins this Friday, September 11, 2020. The Library was a recipient of three grants, and the Library board would like to extend their gratitude to the following donors: Southwest Initiative Foundation in the amount of \$500.00 to purchase patio furniture; Carl and Verna Schmidt in the amount of \$900.00 to purchase book ends; and the Lake Benton Area Foundation in the amount of \$500.00.

Trustee Daryl Schlapkohl – Daryl is contacting a contractor to fix the back wall at the Opera House. Daryl then stated he talked with someone on the Legion board about displaying a helicopter and flags at Lakeside Park to draw people into the area. Daryl will talk with Gary Serie to get additional ideas to display.

ADMINISTRATOR/CLERK REPORT:

Appliance pickup is scheduled for Tuesday, October 6, 2020. The City office will be closed September 14-16, 2020.

MAYORAL REPORT:

No report.

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