



IVANHOE CITY COUNCIL MEETING

Regular City Council meeting
City Council Chambers 401 N Harold Street
Monday January 13, 2025, 5:30 p.m.

MEETING MINUTES

1. Call to Order

The regular City Council, City of Ivanhoe, Minnesota was called to order on January 13, 2025, at 5:31 pm by Mayor, Shad Lipinski

Pledge of Allegiance

2. Roll Call

The City Council Members present were Kyle Krier, Brad Blanchette, Michelle Sullivan,
Absent: Adam Panka

Others in attendance were City Administrator Dianne Beckendorf, Jim Wright, Public
Works Director, Curtis Szerlip, Lincoln County Deputy

3. Approval of Minutes

- a. December 9, 2024
- b. A motion was made by Brad Blanchette and seconded by Kyle Krier to approve the December 9, 2024 minutes and was unanimously carried out
- c. Truth in Taxation Minutes
A motion was made by Kyle Krier and seconded by Brad Blanchette to approve the December 9, 2024 Truth in Taxation minutes and was unanimously carried out.
- d. Public Hearing on Liquor Store Operation
A motion was made by Kyle Krier and seconded by Brad Blanchette to approve December 9, 2024 Public Hearing for the ILS minutes and was unanimously carried out.

4. Consent of Agenda

A motion was made by Blanchette and seconded by Michelle Sullivan to approve the agenda and was unanimously carried out.

5. Report of Departments

- a. Sheriff Department- Deputy Szerlip was present to update the council on the Lincoln Co Sheriff reports. He shared that the department has been busy in Ivanhoe, with an increase in calls and traffic stops.
- The deputy will meet with the Public Works Director and the school to get the signs outside of the school zone to display correct times on them.
- A speed study on Norman Street was discussed following up with the stop signs being taken down after the ADA sidewalk project. Lincoln County will be doing a speed study.

b. Public Works – Jim Wright Public Works Director

***Engineering- Project Planning**

Capital Improvement Plan- being worked on by Bolton & Menk
Drain Structure Repair (FEMA 2019)- will be done in the spring '25

***Building Maintenance**

Furnace for shop may need replacement/repair, Jim will keep the council posted
LED lighting for shop – no action taken on this

***Streets**

Street signs, and signs by school to be replaced
Seal Coating: 8 blocks for seal coating, the estimated cost \$4500/block=\$36,000. Jim will get bids for seal coating.
The city received small city assistance funding from the state specifically for street repair in the amount of \$14,946.

***Parks**

Icehouse- is in need of new siding. Jim mentioned that the KC may be looking for a project
Painting: playground equipment, shelter
Walking trails- need work, signs.

***Water**

Meters are being read weekly to monitor for leaks
Water meter radios are going dead, about 7-8 every month. The new radios are \$80 each x 315 = \$25,200. Funds will be used from the Watermain Project loan to replace the radios.
Jim shared that a rate increase is needed to increase revenue for repairs. It was recommended and previously decided by the council for a 3% rate increase beginning 1/1/25.

***Sewer**

LMC would like to see sewer mains jetted and video taken every 3 years. This has not been happening.
The cost of a Camera/Jetter trailer is in the range of \$15,000 - \$20,000. Four years ago 3 blocks cost \$800 or \$266 / block. (\$266/block x 66 blocks of sewer main = \$17,566)
*The council recommended that Jim speak to Lake Benton, Hendricks and see if a trailer could be shared among communities to share the cost.

***Snow Removal**

Sander for plow truck – Tom's Welding will be making a sander for the truck.
Snow hauler needed- and the Mayor and Public Works are watching for auctions etc.

Kyle Krier made a motion to approve the purchase of a snow hauler up to \$9,000, seconded by Brad Blanchette, and unanimously carried.

c. City Administrator

We welcome Shad Lipinski as the Mayor, Adam Panka and Michelle Sullivan as council members

* Land sale by the EDA was completed on Block 2 Lot 7 to William Cherp Trust

*Licenses renewed/issued: Two (2) On-Sale; (2) Tobacco

* Property Assessments filed with Lincoln County for utilities, lawn mowing and fire calls

- *Danielle Berg, CPA is working on 2024 transactions to prepare for the audit
- *Review of Utility Policy is in process, and I will propose updates in near future
- * LMC Website access – username and PW given to council members
- *Microsoft Teams will be used for council documents, and communication
- *Public works and Admin working on fine tuning the Utility Billing/Reads
- *Meet with Public Works and ILS Mgr monthly to get updates prior to meeting

☐ FINANCE

- *2025 Budget – The 2025 budget was adopted in December 2024.
- *Budget handed out at last meeting and given to new council members
- *2024 Audit – Working to close out 2024 and will continue to prepare information for our auditors over the next few months.

☐ AMBULANCE DEPARTMENT

- *Requested Petty Cash for audit
- * Requested updated inventory list for Audit/Insurance

6. **Public Hearings-** None

7. **Petitions, Open Forum and requests**

a. None

Public addresses of Council: Persons addressing the Council must sign up on the public discussion form before the meetings start. Once recognized during “Public Comments” you may present yourself before the council, stating your name and the topic you are speaking on. Topics can be items on or not on the agenda. Remarks are limited to 2 minutes and no decision may be immediately made.

8. **Ordinances, and Resolutions:**

a. Resolution 2025-01: Assignments and Designations

Offered by Kyle Krier 2nd by Brad Blanchette and unanimously approved

b. Resolution 2025-02: Giving the City Administrator Authority to make electronic Fund Transfers

Offered by Brad Blanchette 2nd by Kyle Krier and unanimously approved

c. Resolution 2025-03: Resolution to authorize the City Administrator to Pay Certain Claims

Offered by Kyle Krier 2nd by Michelle Sullivan and unanimously approved

d. Resolution 2025-04: Accepting the donation of \$2,500 from Red Pine Wind Project to be designated to the Ivanhoe Fire Department to assist the Ivanhoe fire dept with the purchase of a new washer and dryer unit.

Offered by Brad Blanchette 2nd by Michelle Sullivan and unanimously approved

e. Resolution 2025-05: Accepting the donation of \$323.50 from Ivanhoe Senior Citizens and \$100.00 from Lake Stay Community Chest to be designated to the Ivanhoe Ambulance Department for operating expenses.

Offered by Kyle Krier 2nd by Michelle Sullivan and unanimously approved

f. Resolution 2025-06: Financial Auditing Professional Services

Offered by Kyle Krier 2nd by Brad Blanchette and unanimously approved

g. Resolution 2025-07: Dissolve Police Department

Offered by Brad Blanchette 2nd by Michelle Sullivan and unanimously approved

9. **Approval Invoices**

a. Invoice payments: Batch 12.30.24 in amount of \$28,039.77

100 GENERAL FUND	\$13,192.89
225 FIRE FUND	\$(466.67)
226 AMBULANCE FUND	\$533.56
241 REHAB REVOLVING FUND	\$0
245 LIBRARY FUND	\$24.45
601 WATER FUND	\$98.76
602 SEWER FUND	\$163.42
605 GARBAGE FUND	\$0
Total	\$8,441.35
610 Liquor	\$14846.88
Total	\$28,039.77

Brad Blanchette made a motion seconded by Kyle Krier to approve the invoices for 12.30.24 and unanimously carried.

- b. Invoice payments: Batch 1.13.25 in amount of \$25,578.63

100 GENERAL FUND	\$4,347.06
225 FIRE FUND	\$702.47
226 AMBULANCE FUND	\$10.00
241 REHAB REVOLVING FUND	\$0
245 LIBRARY FUND	\$370.88
601 WATER FUND	\$7332.64
602 SEWER FUND	\$617.55
605 GARBAGE FUND	\$2,722.97
Total	\$16,103.57
610 Liquor	\$9,475.06
Total	\$25,578.63

Brad Blanchette made a motion seconded by Kyle Krier to approve the invoices for 1.13.25 and unanimously carried.

10. **Unfinished business**

- a. The camping fees were turned into the Sheriff's dept. to get ownership information. The city is unable to acquire the information needed to contact the owners. We will have a set plan for 2025.
- b. Lincoln County Sheriff contract for Law Enforcement Services 2025 Contract amount \$66,415
*Authorize payment in 2 payments or all at one time.
Kyle Krier made a motion, seconded by Brad Blanchette to pay the sheriff department contract for 2025 in 2 payments January, and July of 2025.

11. **New Business**

- a. Two council members are needed to get training in the Board and Equalization training by February.
The link for the LBAE Training below. This will need to be done by February 1st and you currently need 2 trained members. Shelly Sullivan, Adam Panka will complete the training as council members
<https://www.revenue.state.mn.us/board-appeal-and-equalization-training>
- b. The liquor store manager made a request to not give the 3% rate increase to ILS employees as a wage increase was given in October 2024.
Kyle Krier made a motion to rescind the 3% increase for part time liquor store employees due to increase in August, seconded Michelle Sullivan, unanimously approved.
- c. Liquor store request for Polish Days for a 220 to be put in at sitting park.
The council recommends that the committee/liquor store look into borrowing/renting a 220 cart- Jim will talk with manager about options
- d. ATV/Golf Cart License – discuss if change to 3-year, sticker or decal or another idea
Sticker – 3 year – With expiration date sticker - Administrator will contact other cities to see what they are doing for the license.
- e. Clarify when 3% wage increase is to occur. – January 1, 2025, is the effective COLA date.

12. **Miscellaneous - none**

Announcements

***** Upcoming Meetings & Important Dates:**

1/27/25 City Council meeting 5:30pm

2/7/25 EDA Meeting 7:30am

2/10/25 City Council meeting 5:30pm

2/24/25 City Council meeting 5:30pm

13. Adjournment

A motion was made by Brad Blanchette, seconded by Kyle Krier, and unanimously carried to adjourn the meeting at 7:18 p.m.

Dated at Ivanhoe, Minnesota, this 13th day of January 2025

THE GOVERNING BODY OF THE CITY OF IVANHOE, MINNESOTA

BY 

Shad Lipinski, Mayor

ATTEST: 

Dianne Beckendorf, City Administrator

City of Ivanhoe

Resolution Number: 2025-01 2025 APPOINTMENTS AND DESIGNATIONS

WHEREAS Minnesota Statute, Chapters 412 and 427, requires certain action by the City Council at the regular organizational council meeting held on Monday, January 13, 2025.

SO THEREFORE, BE IT RESOLVED by the Ivanhoe City Council, that it hereby approved the following changes in designation beginning January 13, 2025.

CITY COUNCIL MEETINGS DATES, TIME & PLACES: 2nd and 4th Mondays, at 5:30pm in the Council Chambers of the Ivanhoe Community Center.

CITY COUNCIL

Mayor	Shad Lipinski	Term expires 12-31-2026
Councilmember	Michelle Sullivan	Term expires 12-31-2028
Councilmember	Adam Panka	Term expires 12-31-2028
Councilmember	Bradley Blanchette	Term expires 12-31-2026
Councilmember	Kyle Krier	Term expires 12-31-2026

DEPOSITORY: BMO-Ivanhoe

OFFICIAL NEWSPAPER: Ivanhoe Times

AUTHORIZED CHECK SIGNERS: Mayor-Shad Lipinski, Brad Blanchette, Council Member and City Administrator-Dianne Beckendorf

AUTHORIZED SAFE DEPOSIT BOX SIGNERS: Mayor-Shad Lipinski, Brad Blanchette and City Administrator-Dianne Beckendorf

ACTING MAYOR: Kyle Krier

CITY ATTORNEY: Law firm of Quarnstrom, Doering for a fee of \$150.00/hour

CITY AUDITOR: Drealan Kvilhaug Hoefker & Co., /P.A. Danielle Berg, CPA

ENGINEERING FIRM: Bolton & Menk

WEED INSPECTOR: Public Works Director, Jim Wright, as part of his job

CIVIL DEFENSE: Fire Chief, Shad Lipinski, as part of his job

ZONING ADMINISTRATOR: Public Works Director, Jim Wright as a part of his job

IVANHOE LIQUOR STORE: Michelle Sullivan, Adam Panka, Dianne Beckendorf

COMMITTEES

CABLE COMMISSION: Brad Blanchette

FIRE: Fire Chief: Shad Lipinski

First Assistant: Ben Jerzak

Second Assistant: Lance Tykwinski

AMBULANCE: Brad Blanchette, Shad Lipinski

INVESTMENTS: Council

PERSONNEL: Michelle Sullivan, Adam Panka, Dianne Beckendorf, City Administrator

ZONING BOARD/PLANNING COMMISSION:

Zoning Administrator: Jim Wright

Kyle Krier, Shad Lipinski

LAW ENFORCEMENT: Lincoln Co Sheriff Office, Council

PUBLIC WORKS: Brad Shad, Jim Wright

IVANHOE EDA: President: Kyle Krier Vice President: Secretary/Asst Treasurer-Dianne Beckendorf

LIBRARY BOARD: Sherry Rost, Stacy Popowski, Lynn Rost, Craig Hansen, Val Whipple, Robin Sterzinger, and Sue Vizecky, Michelle Sullivan

PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

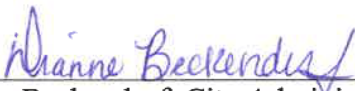
The resolution was offered by: Kyle Krier

This resolution was seconded by: Brad Blanchette

Voting in favor: KK, BB, MS, SL

Voting against: none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe

Resolution Number: 2025-02

RESOLUTION GIVING THE CITY AUTHORITY TO MAKE ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota Statute, Section 471.38 allows the use of electronic funds transfer for the following payments:

- a. for a claim for payment from an imprest payroll bank account
- b. for payment of tax or aid anticipation certificates.
- c. for vendor payments
- d. for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS Section 471.38 requires that certain policy controls be enacted in order for a local government to utilize electronic funds transfer, including that the governing body annually delegates the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Ivanhoe delegates the authority to make electronic funds transfers on behalf of the city to the city's City Administrator.

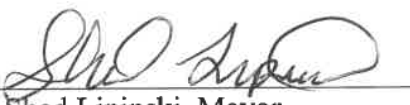
BE IT FURTHER RESOLVED; the City Administrator is directed to take all steps necessary for compliance with Minn. Stat. § 471.38.

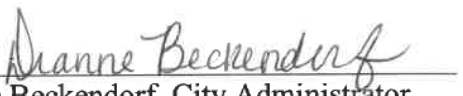
PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Brad Blanchette

This resolution was seconded by: Kyle Krier

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe

Resolution Number: 2025-03

RESOLUTION TO AUTHORIZE THE CITY ADMINISTRATOR TO PAY CERTAIN CLAIMS

WHEREAS Minnesota State Statute §412.271 subd. 8 authorizes the council to delegate the authority to pay certain claims made against the city to a City Administrative official; and,

WHEREAS Minnesota State Statute §471.425 requires Minnesota cities to pay bills within 35 days from the “date of receipt,” defined as the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of goods or services, whichever is later; and,

WHEREAS the Ivanhoe City Council (“Council”) meets the second and fourth Monday of the month throughout the year and approves bill claims lists as part of its regular business meetings; and,

WHEREAS, on occasion there is an extra week in between Council meetings, which may create difficulty for the city to meet the statutory 35-day requirement

BE IT HEREBY RESOLVED that the Council delegates and authorizes the City Administrator may pay the following types of claims made against the City prior to Council Approval:

- ☐ Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and other taxable expenses
- ☐ Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- ☐ Expenses that would receive a discount or incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the City and reasonably expected to be received by the vendor (Utility providers, ie.Ottertail, MN Energy, ITC)
- ☐ Debt payments or other claims with fixed payment schedules (bonds)
- ☐ Monthly employee cell phone allowance (\$30 city administrator/public works director (paid in payroll)
- ☐ Petty Cash Requests for special events
- ☐ To reissue any check, after receiving a signed affidavit

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the City Administrator those bills will not be issued but will be presented to the Council for action at its next regularly scheduled meeting.

BE IT FURTHER RESOLVED that the City Administrator will not be held personally liable for payment for any claim falling into the above authorized types of the City Council later disagrees with, disapproves of, or questions.

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the City Administrator.

BE IT FURTHER RESOLVED that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the City Council at its next regularly scheduled meeting.

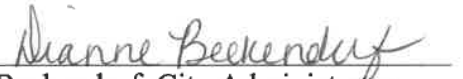
PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Kyle Krier

This resolution was seconded by: Michelle Sullivan

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe
Resolution Number: 2025-04
A RESOLUTION ACCEPTING DONATION TO THE CITY

WHEREAS Minnesota Statutes 465.03 allows for gifts of real or personal property to be accepted by the City and maintained for the benefit of its citizens in accordance with the terms prescribed by the donor.

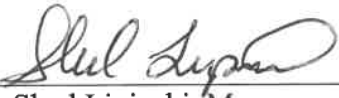
NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Ivanhoe, Minnesota, to accept the donation of \$2500.00 from Red Pine Wind Project donation to be designated to the Ivanhoe Fire Department toward new washer and dryer.

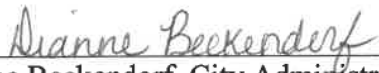
PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Brad Blanchette

This resolution was seconded by: Michelle Sullivan

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe
Resolution Number: 2025-05
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS Minnesota Statutes 465.03 allows for gifts of real or personal property to be accepted by the City and maintained for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Ivanhoe, Minnesota, to accept the donation of \$323.50 from Ivanhoe Senior Citizens and \$100.00 from Lake Stay Community Chest donation to be designated to the Ivanhoe Ambulance Department toward operating expenses.

PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Kyle Krier

This resolution was seconded by: Michelle Sullivan

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe
Resolution Number: 2025-06
A RESOLUTION FINANCIAL AUDITING PROFESSIONAL SERVICES

A Resolution authorizing the City of Ivanhoe to enter into contract with Drealan Kvilhaug Hoefker & Co. PA and Danielle Berg CPA for a financial aum of three (3) years term.

WHEREAS the City of Ivanhoe seeks a provider for Financial Auditing Professional Services; and

WHEREAS,an independent cost estimate was conducted prior to receiving responses; and

WHEREAS a single bid responsive proposal was received from provider of Financial Auditing Professional Services; and

WHEREAS,the city council for the City of Ivanhoe, and the City Administrator reviewed the proposal; and

WHEREAS the City Council recommends unanimously an award to Drealan Kvilhaug Hoefker & Co. PA and Danielle Berg CPA as the solution for the City of Ivanhoe; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ivanhoe that: The City Administrator is hereby authorized to enter into a contract with Drealan Kvilhaug Hoefker & Co. PA at a cost not to exceed

December 31, 2024, \$8,500-\$9,500
December 31, 2025, \$9,000-\$10,000
December 31, 2026, \$9,500-\$10,500

Danielle Berg, CPA to complete financial statements
December 31, 2024, \$5,500 pending a contract from Danielle CPA

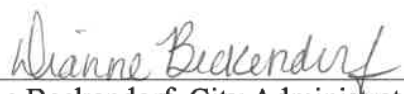
PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Kyle Krier

This resolution was seconded by: Brad Blanchette

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

City of Ivanhoe
Resolution Number: 2025-07
A RESOLUTION DISOLVE POLICE DEPARTMENT

A Resolution authorizing the City of Ivanhoe to disband the Ivanhoe Police Department.

WHEREAS the City of Ivanhoe seeks to disband the police department; and

WHEREAS and city will contract with the Lincoln County Sheriff's department for law enforcement; and

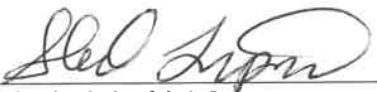
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ivanhoe that: The City of Ivanhoe disband the Police Department.

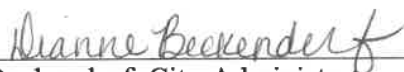
PASSED AND ADOPTED this 13th day of January 2025 by the City Council of the City of Ivanhoe, County of Lincoln, State of Minnesota.

The resolution was offered by: Brad Blanchette

This resolution was seconded by: Michelle Sullivan

Voting in favor: KK, BB, MS, SL Voting against none

BY 
Shad Lipinski, Mayor

ATTEST: 
Dianne Beckendorf, City Administrator

