

**MINUTES – BENSON CITY COUNCIL – REGULAR MEETING  
JULY 25, 2005**

The meeting was called to order at 7:00 p.m. by President Pro-Tem Gary Landmark. Members present: Sue Fitz, Lee Westrum, Bob Claussen, and Gary Landmark. Members absent: Paul Kittelson. Also present: City Manager Rob Wolfington, Finance Director Glen Pederson, Public Works Director Elliot Nelson, Steve Schultz, Bill Radio, Don Rawls, Vicky Syverson, and Jim Crace.

There was no one present with unscheduled business to come before the Council.

Vicky Syverson, Swift County HRA Director, came before the Council to give an update on the Minnesota Small Cities Development Program. She presented the following for the Council's consideration:

- Residential Rental Rehabilitation Program – Procedural Guidelines
- Residential Owner Rehabilitation and Relocation Project – Procedural Guidelines
- Commercial Rehabilitation Program – Procedural Guidelines
- Program Income Plan
- Fair Housing Plan of Action
- Displacement Minimization Plan
- Residential Anti-Displacement and Relocation Assistance Plan

It was moved by Westrum, seconded by Claussen and carried unanimously to approve the following:

- Residential Rental Rehabilitation Program – Procedural Guidelines
- Residential Owner Rehabilitation and Relocation Project – Procedural Guidelines
- Commercial Rehabilitation Program – Procedural Guidelines
- Program Income Plan
- Fair Housing Plan of Action

Council Member Westrum offered the following Resolution and moved its adoption:

**APPROVE DISPLACEMENT MINIMIZATION PLAN  
(RESOLUTION NO. 2005-15)**

Be it and it is hereby resolved by the Benson City Council to approve the Displacement Minimization Plan as required by HUD and the DEED Grant Agreement (as on file in the City Office).

Council Member Claussen seconded the foregoing Resolution and the following vote was recorded: AYES: Westrum, Claussen, Fitz, Landmark. NAYS: None. ABSENT: Kittelson. Whereupon the President Pro-Tem declared Resolution No. 2005-15 duly passed and adopted.

Council Member Westrum offered the following Resolution and moved its adoption:

**RESOLUTION OF ADOPTION OF  
RESIDENTIAL ANTI-DISPLACEMENT AND  
RELOCATION ASSISTANCE PLAN  
(RESOLUTION NO. 2005-16)**

BE IT RESOLVED, that the City of Benson hereby adopts the Residential Anti-

displacement and Relocation Assistance Plan for the City of Benson.

Council Member Claussen seconded the foregoing Resolution and the following vote was recorded: AYES: Westrum, Claussen, Fitz, Landmark. NAYS: None. ABSENT: Kittelson. Whereupon the President Pro-Tem declared Resolution No. 2005-16 duly passed and adopted.

It was moved by Claussen, seconded by Fitz and carried unanimously to approve the following minutes on the consent agenda:

- a. July 11, 2005 Regular City Council Meeting
- b. June 8, 2005 Benson HRA Meeting
- c. June 16, 2005 UMVRDC Meeting
- d. May 19, 2005 Pioneerland Library System Board Meeting
- e. July 11, 2005 Benson Park Board Meeting
- f. July 11, 2005 Benson Planning Commission Meeting

The City Manager reviewed a letter from Senator Gary Kubly dated July 13, 2005.

The Planning Commission held a special meeting earlier today to continue a public hearing on amended Variance No. 2005-02. The applicant is proposing to construct a new home at 903 – 13<sup>th</sup> Street South with a 35 foot front yard setback when zoning requires a 40 foot front yard setback and a 25 foot rear yard setback when zoning requires a 30 foot rear yard setback. The Planning Commission recommended approval of the amended variance citing improved drainage and the odd shape of the lot as the reasons for approval. It was moved by Claussen, seconded by Westrum and carried unanimously to accept the Planning Commission's recommendation and approve amended Variance 2005-02.

Steve Schultz from Ottertail Power and Bill Radio from Missouri River Energy Services came before the Council to inform them about the proposed Big Stone II Transmission Project.

Bill Radio explained why Western Area Power Administration is proposing a rate increase for 2006 – 2007.

It was moved by Fitz, seconded by Claussen and carried unanimously to table the Traffic Control Plan until a full Council is present.

The City Manager informed the Council that Case NH is planning to move their parts department to the north part of the Benson Civic Center building. They are asking the City to participate in the cost to install phone and computer hookup cables. It was mentioned that the rent revenue or the economic development fund could possibly fund these costs. No formal request has been received. Staff will look into this further and plan to meet with administration to get more information. This request will be submitted to the Civic Center Board for their recommendation. This was informational with no action taken.

It was moved by Westrum, seconded by Claussen and carried unanimously to approve a contract with the Upper Minnesota Valley Regional Development Commission for administrative services for the Minnesota Small Cities Development Program Grant.

The City Manager informed the Council about the Airport Improvement Project and recommended approval of resolutions authorizing the City Manager and City Clerk to sign both the state and federal grant agreements for the project. Council Member Fitz offered the following Resolution and moved its adoption:

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
(RESOLUTION NO. 2005-17)**

It is resolved by the City of Benson as follows:

1. That the state of Minnesota Agreement No. 88522, "Grant Agreement for Airport Improvement," for State Project No. 7601-28 at the Benson Municipal Airport is accepted.
2. That the City Manager and City Clerk are authorized to execute this Agreement and any amendments on behalf of the City of Benson.

Council Member Westrum seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Westrum, Claussen, Landmark. NAYS: None. ABSENT: Kittelson. Whereupon the President Pro-Tem declared Resolution No. 2005-17 duly passed and adopted.

Council Member Fitz offered the following Resolution and moved its adoption:

**AUTHORIZATION TO EXECUTE  
FEDERAL AVIATION ADMINISTRATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
(RESOLUTION NO. 2005-18)**

It is resolved by the City of Benson as follows:

1. That the Federal Aviation Administration Project No. 3-27-0011-04-05, "Grant Agreement for Airport Improvements," at the Benson Municipal Airport is accepted.
2. That the City Manager is appointed to be the City of Benson's Designated Official Representative.
3. That the City Manager is authorized to execute this Agreement and any amendments on behalf of the City of Benson.

Council Member Westrum seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Westrum, Claussen, Landmark. NAYS: None. ABSENT: Kittelson. Whereupon the President Pro-Tem declared Resolution No. 2005-18 duly passed and adopted.

The Public Works Director gave an update on the following projects:

**Wastewater Treatment Facility**

**Highway Improvements**

**Sewer and Water Extension to Fibrominn**

**Seal Coating** - Approximately 40 blocks were done last week

**Other** – Completed the rough grading on the 14<sup>th</sup> Street North project, sweep the rock from the seal coating and will complete the Utah Avenue work by Glacial Plains in the next couple of weeks.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT  
WITH THE STATE OF MINNESOTA TO PROVIDE  
PUBLIC TRANSPORTATION SERVICE IN THE CITY OF BENSON  
(RESOLUTION NO. 2005-19)**

Resolved that the City of Benson, MN to enter into an Agreement with the State of Minnesota to provide public transportation service in the City of Benson.

Further resolved that the City of Benson agrees to provide a local share of 20% percent of the total operating cost and 20% of the total capital costs.

Further resolved that the City of Benson authorizes the City Manager and the City Clerk to execute the aforementioned Agreement and any amendments thereto.

Council Member Westrum seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Westrum, Fitz, Landmark. NAYS: None. ABSENT: Kittelson. Whereupon the President Pro-Tem declared Resolution No. 2005-19 duly passed and adopted.

The City Manager informed the Council that the shingles at the Benson Public Library have begun to fail. The insurance company is coming out tomorrow to check for hail damage. Staff expects to get some reimbursement for the shingles. This project was not budgeted for and staff recommends the City’s portion of the cost to come out of the General Fund reserves. Staff solicited for proposals to replace 83 square of shingles and received the following:

Tolifson Construction, Benson, MN	\$13,280
A.D.P. Construction, Benson, MN	\$15,521
Ramsey & Sons Construction, Browns Valley, MN	\$18,480

It was moved by Fitz, seconded by Claussen and carried unanimously to approve the low proposal from Tolifson Construction in the amount of \$13,280.

There was a brief review of the budget report through June 30, 2005.

Member Fitz inquired why the garbage pick up for the Swift County HRA housing development on Ada Avenue was not through the City’s residential garbage pick up. She was informed that the housing development is considered commercial and commercial properties contract for garbage pick up.

It was moved by Claussen, seconded by Fitz and carried unanimously to adjourn the meeting at 8:15 p.m.

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President Pro-Tem

Attest: \_\_\_\_\_  
City Clerk