

**MINUTES - BENSON CITY COUNCIL - SPECIAL MEETING
DECEMBER 22, 2008**

The meeting was called to order at 5:30 p.m. by Mayor Paul Kittelson. Members present: Sue Fitz, Anne Johnson, Gary Landmark, and Paul Kittelson. Members absent: Bob Claussen. Also present: Finance Director Glen Pederson, Public Works Director Elliot Nelson and Police Chief Jim Crace.

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

The Finance Director presented a number of 2008 Budget Resolutions for the Council's consideration. Member Landmark presented the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND
(RESOLUTION NO. 2008-25)**

WHEREAS, the Benson City Council has established a fund known as the General Capital Outlay Fund, and

WHEREAS, the Council desires to track all capital outlay purchases for the General Fund through this fund, and

WHEREAS, there are monies appropriated in the General Fund 2008 Budget for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the following amounts be transferred from the General Fund Appropriated Fund Balance to the General Capital Outlay Fund for:

Police Department	27,000
Fire Department	20,000
Street Department	110,000
Administration	3,000
City Hall	5,000
Park	30,000
Armory	<u>5,000</u>
TOTAL	\$200,000

Member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Landmark, Fitz, Johnson, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-25 duly passed and adopted.

Member Johnson offered the following Resolution and moved its adoption:

**RESOLUTION TO APPROVE TRANSFER FROM
LIBRARY ENDOWMENT FUND**

(RESOLUTION NO. 2008-26)

WHEREAS, the City of Benson established the Library Endowment Fund in March of 1995 with excess dollars left over from the new building construction, and

WHEREAS, the interest earned in this fund is available for the purchase of capital equipment, and

WHEREAS, the fund has earned \$933.46 in interest during 2008, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount up to \$925.00.

NOW, THEREFORE BE IT RESOLVED that the \$925.00 interest earned be transferred from the Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

Member Landmark seconded the foregoing Resolution and the following vote was recorded: AYES: Johnson, Landmark, Fitz, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-26 duly passed and adopted.

Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING \$22,447 FROM
THE EDA FUNDS TO THE GENERAL FUND
(RESOLUTION NO. 2008-27)**

WHEREAS, the City of Benson is active in economic development, and

WHEREAS, the Economic Development Authority makes loans to local businesses in order to create jobs, and

WHEREAS, these loans are administered by personnel within the General Fund, and

WHEREAS, a 1% management fee on the beginning asset balance of these Funds is a reasonable fee to charge for this administration.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$8,215 from the EDA Fund and \$14,232 from the Revolving Loan Fund to the General Fund.

Member Johnson seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Johnson, Landmark, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-27 duly passed and adopted.

Member Landmark offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING \$60,000 FROM
THE LIQUOR FUND TO THE GENERAL FUND
(RESOLUTION NO. 2008-28)**

WHEREAS, the City of Benson owns and operates a Municipal Liquor Store, and

WHEREAS, the City Council has budgeted to transfer \$60,000 from the Liquor fund to the General Fund for calendar year 2008.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$60,000 from the Liquor Fund to the General Fund.

Member Johnson seconded the foregoing Resolution and the following vote was recorded: AYES: Landmark, Johnson, Fitz, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-28 duly passed and adopted.

Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING 25% OF THE NET PROFIT
OF THE UTILITY FUND TO THE GENERAL FUND
(RESOLUTION NO. 2008-29)**

WHEREAS, the City charter allows for the transfer of no more than 25% of the net profit from the Utility Fund to any other fund in any one year provided that a ten year Capital Improvement Program has been studied and implemented and that the fund does not need this money to fulfill its Improvement Program, and

WHEREAS, the City Council has adopted a ten year Capital Improvements Program as part of its 2008 Budget, and

WHEREAS, the City Council as part of its 2008 General Budget included a transfer of 25% of the net profit of the Utility Fund be transferred to the General Fund.

NOW, THEREFORE BE IT RESOLVED that the City Council transfers \$197,680 from the Utility Fund to the General Fund.

Member Landmark seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Landmark, Johnson, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-29 duly passed and adopted.

Member Johnson offered the following Resolution and moved its adoption:

**RESOLUTION TO APPROVE BUDGETED TRANSFERS
(RESOLUTION NO. 2008-30)**

WHEREAS, the City of Benson has maintained the following funds, and

WHEREAS, the City Council has determined that it is prudent to make transfers in 2008 in order to fund certain projects or programs.

NOW, THEREFORE BE IT RESOLVED that the following amounts be transferred from the following funds:

	Budgeted	Transferred
From Cemetery Perpetual Care to General Fund	\$ 2,500	\$ 2,500
From General Fund to Concrete Projects Fund	\$10,000	\$10,000
From General Fund to Storm Water Fund	<u>\$10,000</u>	<u>\$10,000</u>
TOTAL	\$22,500	\$22,500

Member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Johnson, Fitz, Landmark, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-30 duly passed and adopted.

The Finance Director presented the updated 2009 budget that includes the recommended changes that were discussed at the last meeting except for the natural gas franchise fee. Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION CERTIFYING THE FINAL OPERATING BUDGET
FOR THE CALENDAR YEAR 2009 FOR THE CITY OF BENSON, MINNESOTA
(RESOLUTION NO. 2008-31)**

BE IT RESOLVED, that the Final Operating Budget for the City of Benson, Minnesota, for the fiscal year beginning January 1, 2009 and ending December 31, 2009 is hereby approved.

BE IT FURTHER RESOLVED, that the General Fund Budget is summarized as follows:

<u>Revenues</u>	
Taxes - General Fund	\$855,941
Taxes – Library	89,657
State Grants and Aids	1,197,055
Other Revenues	<u>933,499</u>
Total Revenues	\$3,076,152

<u>Expenditures</u>	
General Government	\$608,146
Public Safety	843,960
Highways, Streets and Roads	584,400
Parks and Recreation	307,724
Public Transit	164,515
Library	95,782
Capital Outlay	0
Other Expenditures	<u>171,565</u>

Total Expenditures \$2,776,092

Excess (Deficiency) of Revenues over Expenditures **\$300,060**

BE IT FURTHER RESOLVED, that the City Manager shall cause the entire final Operating Budget to be printed and filed in the City Office for inspection and reference by the public.

Member Landmark seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Landmark, Johnson, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-31 duly passed and adopted.

Member Johnson offered the following Resolution and moved its adoption:

**RESOLUTION ADOPTING FINAL 2008 PROPERTY
TAX LEVY, COLLECTIBLE IN 2009
(RESOLUTION NO. 2008-32)**

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that the following sums of money be levied for the current year, collectible in 2009, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	\$342,639
Claussen Properties II Abatement	12,000
Wages and Benefits of Police Personnel	501,302
Library Fund Levy	89,657
G.O. Capital Street Equipment 2006	<u>39,296</u>
Total	\$984,894

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2009, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$79,247</u>
Total	\$79,247

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Swift County, Minnesota.

Member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Johnson, Fitz, Landmark, Kittelson. NAYS: None. ABSENT: Claussen. Whereupon the Mayor declared Resolution No. 2008-32 duly passed and adopted.

It was moved by Landmark, seconded by Fitz and carried unanimously to approve a pay request from DGR for professional services thru December 16, 2008 for the Electric System

Improvements in the amount of \$3,488 (\$3,145 for 115 kV Substation and \$343 for Distribution Feeders).

It was moved by Fitz, seconded by Johnson and carried unanimously to approve Pay Estimate No. 2 from Harold K. Scholz Company for the Substation Construction Project in the amount of \$250,200.

It was moved by Landmark, seconded by Johnson and carried unanimously to approve Pay Request No. 1 from Dig America, Inc. for the Railroad and Highway ROW Crossing Construction Project in the amount of \$55,629.72.

It was moved by Fitz, seconded by Johnson and carried unanimously to accept the Certificate of Substantial Completion of the Railroad and Highway ROW Crossing Construction Project by Dig America, Inc.

It was moved by Johnson, seconded by Fitz and carried unanimously to approve a Special Use Permit to allow T.A. Lauritsen of Montevideo, MN to dispose of septic tank sludge and holding tank sewage into the Benson Wastewater Facility for 2009.

It was moved by Fitz, seconded by Landmark and carried unanimously to approve Change Order No. 1, an increase to the Substation Construction Project in the amount of \$2,676.

With the City Manager being out on medical leave, the Finance Director will assume those duties as Assistant City Manager until such time he is able to resume work.

It was moved by Fitz, seconded by Johnson and carried unanimously to adjourn the meeting at 5:47 p.m.

Mayor

Attest: _____
City Clerk