

**City Council Meeting Agenda  
City Council Chambers  
January 2, 2018**

**City of Benson Mission Statement**

Benson is a forward looking community that values public safety,  
Quality of life and treats people with dignity and respect.

| Page  |  | Action Requested        |
|-------|--|-------------------------|
|       | 1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)   |                         |
|       | 2. Pledge of Allegiance  |                         |
|       | 3. Swearing in of New Councilmembers Evenson, Schreck and New Mayor Collins  |                         |
|       | 4. Approval of Agenda<br><b>Additions?</b> <input type="checkbox"/> None <b>1.</b> _____ <b>2.</b> _____<br>Any Consent Agenda items to be moved to a regular agenda item?<br>Approval of Agenda ____ as Presented or ____ Revised | <b>Action Requested</b> |
|       | 5. Consent Agenda:   | <b>Action Requested</b> |
| 3-9   | a. Minutes<br><ul style="list-style-type: none"> <li>▪ 12.18.17 City Council Meeting</li> </ul>  |                         |
| 10-11 | b. Correspondence:<br><ul style="list-style-type: none"> <li>▪ Charter Communications Channel Changes</li> </ul>   |                         |
| 12-13 | c. Applications:<br><ul style="list-style-type: none"> <li>▪ Airport Advisory – Larry Smith</li> <li>▪ Park Board – Larry Smith</li> </ul>   |                         |
| 14-15 | <ul style="list-style-type: none"> <li>▪ Cemetery Board – Pastor Zane Anderson</li> </ul>  |                         |
| 16-17 | <ul style="list-style-type: none"> <li>▪ Park Board – Jan Baukol</li> </ul>  |                         |
|       | 6. Persons With Unscheduled Business to Come Before the City Council   |                         |
| 18-21 | 7. 5:30 p.m. Public Hearing – Nuisance Structure at 1950 McKinney Ave.   | <b>Action Requested</b> |
| 22    | 8. Consider Resolution Declaring a Vacancy in the Benson City Council  | <b>Action Requested</b> |
| 23-27 | 9. Consider Resolution Extending Charter Communications Franchise Term   | <b>Action Requested</b> |
| 28-33 | 10. Consider 2018 Benson Chamber of Commerce Membership  | <b>Action Requested</b> |
| 34    | 11. City of Benson 2018 Safety Training Schedule & Trainer   | Information Only        |
| 35-39 | 12. UMRDC Small Cities Grant Contract  | <b>Action Requested</b> |
| 40-41 | 13. Consider Pay Requests from Heartland Security:<br><ul style="list-style-type: none"> <li>▪ Camera System Installed - \$10,450.00</li> <li>▪ Access System Installation - \$14,738.00</li> </ul>                                | <b>Action Requested</b> |
| 42    | 14. Update City Council Appointments (Mayor & Council)<br><ul style="list-style-type: none"> <li>▪ Emergency Chain of Command</li> <li>▪ Economic Development Authority (2 voting members)</li> </ul>                              | <b>Action Requested</b> |

- Fire Board (2 members)
- HRA (2 voting members)
- Library Board (1 liaison)
- Liquor Committee (2members)
- Park Board (1 voting & 1 non-voting member)
- Personnel Committee (2 members)
- Planning Commission (1 voting member)
- Utility Committee (2 members)
- Facilities Committee (2 members)
- City Attorney, Assistant City Attorney (Civil)
- Prosecuting Attorney (Criminal)

- |                  |  |                         |                                       |                  |                            |                |           |                         |
|------------------|--|-------------------------|---------------------------------------|------------------|----------------------------|----------------|-----------|-------------------------|
| 15.              | Designate the City of Benson’s Official Newspaper  | <b>Action Requested</b> |                                       |                  |                            |                |           |                         |
| 16.              | Designate Bank Depositories: (suggested Motion Should Include<br><ul style="list-style-type: none"> <li>▪ State Banks, National Banks and thrift institutions located either within or outside the State of MN qualifying as depositories under MN law)</li> </ul>   | <b>Action Requested</b> |                                       |                  |                            |                |           |                         |
| 43 17.           | Review the City of Benson’s 2018 Annual Calendar & Approve City Council Meeting Time & Dates   | <b>Action Requested</b> |                                       |                  |                            |                |           |                         |
| 18.              | Authorization of Check Signers (Suggested Motion Should Include):<br><br><table border="0" style="margin-left: 40px; width: 60%;"> <tr> <td style="padding-right: 20px;">All Accounts:</td> <td>Mayor, City Manager, Finance Director</td> </tr> <tr> <td>Incidental Fund:</td> <td>Lisa Kent, Valerie Alsaker</td> </tr> <tr> <td>Hospital Fund:</td> <td>Lisa Kent</td> </tr> </table> | All Accounts:           | Mayor, City Manager, Finance Director | Incidental Fund: | Lisa Kent, Valerie Alsaker | Hospital Fund: | Lisa Kent | <b>Action Requested</b> |
| All Accounts:    | Mayor, City Manager, Finance Director  |                         |                                       |                  |                            |                |           |                         |
| Incidental Fund: | Lisa Kent, Valerie Alsaker   |                         |                                       |                  |                            |                |           |                         |
| Hospital Fund:   | Lisa Kent  |                         |                                       |                  |                            |                |           |                         |
| 19.              | Schedule Board of Review on April 16, 2018 5:30 – 6:00 p.m.  | <b>Action Requested</b> |                                       |                  |                            |                |           |                         |
| 20.              | Adjourn: Mayor   |                         |                                       |                  |                            |                |           |                         |

In compliance with the American Disability Act, if you need special assistance to participate in this meeting, please contact the City Manager’s office at 320-843-4775. Notification 48 hours prior to the meeting will enable the City of make reasonable arrangements to ensure accessibility to this meeting.

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
DECEMBER 18, 2017**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Terri Collins, Jack Evenson, Gary Landmark, Stephanie Heinzig & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, City Attorney Don Wilcox, Police Chief Ian Hodge, Larry Smith and Mark Schreck.

The Council recited the Pledge of Allegiance.

Mayor Landmark asked if there were any changes to the agenda. The Deer Hunters Association Gambling permit was added to the agenda. It was moved by Collins, seconded by Evenson and carried unanimously to approve the amended agenda.

It was moved by Evenson seconded by Olson and carried unanimously to approve the following items on the Consent Agenda:

- December 4, 2017 City Council Minutes
- Department of Energy Western Area Power Administration Rate Decrease
- Charter Communications Notification of Rate Increase
- Swift County Benson Healthcare Services Board Appointment of Terri Collins
- 2018 Cigarette Licenses for Benson Food Shop, Holiday Station, Darold's SuperValu, Do-Mats Family Foods, Glacial Plains and Dollar Store, Inc. pending paperwork from Holiday Stationstore
- Special Use Permits to allow disposing of septic tank sludge & holding tank sewage into the Benson wastewater facility for 2018 to Slaughter's Pumping & Septic Service, Lakes Area Pumping, Tostenson Septic and Affordable Pumping Service pending Affordable Pumping Service's paperwork.

The Mayor asked for people with unscheduled business to which there were none.

Wolfington discussed the Council vacancy by Councilmember Collins when she assumes the Mayor position on January 2, 2018. Wilcox approached the Council with his opinion. He reviewed Finance Director Glen Pederson's research on how the City Charter and ordinances have evolved with filling Council vacancies. There are three options; 1) is to hold a special election 2) the next Council may appoint someone to fill the remainder of Collins' two year term 3) leave the position open. This will be an agenda item on the January 2, 2018 Council meeting.

Wolfington presented a request from Clete Grossman, from the local Deputy Registrar office. The State of Minnesota established local deputy registrars around the state to act as licensing agents of the State. Clete has had to hire extra employees to keep up with the State's continued workload demands. He is asking for City support to ask for extra funding from the State of Minnesota in 2018 to allow local registrars to keep up with the work they are doing for the State. After discussion, Councilmember Evenson offered the following resolution:

**RESOLUTION SUPPORTING  
THE MAINTENANCE OF LOCAL LICENSE BUREAUS  
(RESOLUTION 2017-38)**

**WHEREAS**, the State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services, including driver license transactions; and,

**WHEREAS**, deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and,

**WHEREAS**, in 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and,

**WHEREAS**, the State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and,

**WHEREAS**, the State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and,

**WHEREAS**, the new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and,

**WHEREAS**, other MNLARS shortcomings have frequently forced deputies to conduct "no-(filing) fee" services for customers which acerbates the deputy business model; and,

**WHEREAS**, deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and,

**WHEREAS**, the filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure,

**NOW, THEREFORE, BE IT RESOLVED** that the City of Benson calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

Councilmember Olson seconded the foregoing resolution and the following vote was recorded:  
 AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-38 duly passed and adopted.

It was moved by Collins, seconded by Evenson and carried unanimously to approve the following Public Utilities Bad Debts list as of December 31, 2017:

| ACCT. NO.      | NAME            | ELEC    | WATE   | SEWE   | TAX   | GAR   | PEN    | STORM | TOTAL   |
|----------------|-----------------|---------|--------|--------|-------|-------|--------|-------|---------|
| 101-0127-00-04 | Deneil Rave     | 521.06  | 66.45  | 78.75  | 28.41 | 38.94 | 18.03  | 14.07 | 765.71  |
| 101-0143-00-02 | Vi Loen         | 1004.30 | 186.36 | 252.00 | 39.99 | 0.00  | 194.40 | 59.40 | 1736.45 |
| 101-0143-01-13 | Vi Loen         | 790.75  | 0.00   | 0.00   | 36.60 | 0.00  | 255.97 | 63.00 | 1146.32 |
| 101-0143-02-14 | Vi Loen         | 471.31  | 0.00   | 0.00   | 14.21 | 0.00  | 117.68 | 33.00 | 636.20  |
| 101-0143-03-13 | Vi Loen         | 361.95  | 0.00   | 0.00   | 17.50 | 0.00  | 82.81  | 34.20 | 496.46  |
| 101-0143-04-09 | Vi Loen         | 370.25  | 0.00   | 0.00   | 18.96 | 0.00  | 92.26  | 33.00 | 514.47  |
| 102-0009-00-03 | Nicholas        | 223.88  | 40.20  | 44.04  | 13.51 | 14.90 | 4.27   | 6.77  | 347.57  |
| 102-0108-00-03 | Jonathan Soliz  | 96.35   | 30.70  | 44.04  | 10.18 | 14.90 | 2.34   | 6.77  | 205.28  |
| 103-0100-00-11 | Porsha Edmond   | 312.61  | 15.44  | 14.49  | 4.53  | 5.69  | 4.05   | 1.55  | 358.36  |
| 103-0100-00-13 | Ben Thielke     | 301.43  | 132.30 | 110.08 | 33.01 | 37.26 | 14.66  | 10.16 | 638.90  |
| 104-0008-14-03 | Kellie Boogaard | 16.92   | 19.86  | 29.35  | 2.53  | 0.00  | 0.00   | 4.52  | 73.18   |
| 104-0090-00-03 | Brian Negen     | 297.37  | 0.00   | 0.00   | 0.00  | 0.00  | 6.12   | 0.00  | 303.49  |
| 104-0090-00-04 | Jill Jongeward  | 171.92  | 0.00   | 0.00   | 40.70 | 66.00 | 46.47  | 30.00 | 355.09  |

|                |                  |        |        |        |       |        |       |       |        |
|----------------|------------------|--------|--------|--------|-------|--------|-------|-------|--------|
| 104-0127-00-11 | K Sandstrom/K    | 103.87 | 101.26 | 130.00 | 0.00  | 2.35   | 0.00  | 0.00  | 337.48 |
| 104-0133-00-01 | Willard Knutson  | 0.00   | 0.00   | 35.53  | 0.00  | 0.00   | 0.00  | 0.00  | 35.53  |
| 104-0143-18-13 | Dominic/Alexis   | 81.79  | 0.00   | 0.00   | 5.63  | 0.00   | 0.00  | 5.42  | 92.84  |
| 104-0143-21-12 | Aaron Swain      | 119.24 | 0.00   | 0.00   | 8.19  | 0.00   | 1.43  | 3.68  | 132.54 |
| 104-0143-24.10 | Javille Sutton   | 14.33  | 0.00   | 0.00   | .99   | 0.00   | -2.13 | 1.16  | 14.35  |
| 201-0020-00-07 | J Knuteson/A.    | 183.06 | 0.00   | 0.00   | 15.58 | 26.32  | 8.40  | 11.97 | 245.33 |
| 201-0093-00-04 | Kirby Hettver    | 244.34 | 0.00   | 97.60  | 29.64 | 132.00 | 82.10 | 60.00 | 645.68 |
| 201-0100-00-08 | B Erickson/D     | 188.25 | 66.33  | 107.52 | 13.54 | 23.06  | 7.99  | 10.48 | 417.17 |
| 201-0100-00-10 | Jessica          | 75.37  | 44.76  | 63.95  | 10.37 | 21.64  | 2.73  | 9.84  | 228.66 |
| 201-0106-00-06 | Angela           | 581.42 | 82.91  | 173.85 | 1.72  | 6.19   | 11.92 | 2.82  | 860.83 |
| 202-0035-00-09 | Michael/Jodi     | 277.25 | 36.43  | 59.20  | 23.52 | 20.04  | 3.36  | 9.10  | 428.90 |
| 202-0072-00-04 | Julian Shepersky | 642.40 | 0.00   | 0.00   | 0.00  | 0.00   | 9.64  | 0.00  | 652.04 |
| 205-0201-00-06 | Jessy Holm       | 244.12 | 0.00   | 0.00   | 14.81 | 0.00   | 16.35 | 15.00 | 290.28 |
| 205-0405-00-18 | Michael Nyberg   | 144.29 | 0.00   | 0.00   | 0.00  | 0.00   | 0.00  | 0.00  | 144.29 |
| 205-0410-00-24 | William Herring  | 109.72 | 0.00   | 0.00   | 5.15  | 0.00   | 2.69  | 8.30  | 125.86 |
| 205-0412-00-07 | Brita Ingman     | 149.21 | 0.00   | 0.00   | 10.26 | 0.00   | 4.27  | 10.88 | 174.62 |
| 205-0510-00-17 | Alexander        | 264.83 | 0.00   | 0.00   | 18.21 | 0.00   | 5.02  | 10.28 | 298.34 |
| 205-0511-00-16 | James Lawrence   | 316.16 | 0.00   | 0.00   | 14.92 | 0.00   | 14.23 | 12.00 | 357.31 |
| 205-0511-00-18 | Trenisha Long    | 104.84 | 0.00   | 0.00   | 3.06  | 0.00   | 2.48  | 4.00  | 114.38 |
| 205-0531-00-17 | Lanika Shields   | 50.29  | 0.00   | 0.00   | 3.46  | 0.00   | 1.48  | 6.00  | 61.23  |
| 205-0534-00-06 | Josh Bailey      | 246.45 | 0.00   | 0.00   | 3.57  | 0.00   | 2.92  | 1.88  | 254.82 |
| 205-0535-00-07 | Samantha Lopez   | 143.01 | 0.00   | 0.00   | 9.83  | 0.00   | 1.72  | 9.33  | 163.89 |
| 301-0016-00-06 | Lanika Shields   | 144.67 | 112.63 | 93.79  | 0.00  | 28.57  | 0.00  | 0.00  | 379.66 |
| 302-0016-00-05 | Jash Evans       | 89.63  | 70.01  | 84.93  | 13.82 | 33.37  | 4.66  | 15.17 | 311.59 |
| 302-0016-00-07 | J.               | 221.94 | 49.96  | 41.52  | 10.49 | 16.31  | 4.19  | 7.42  | 351.83 |
| 302-0107-00-03 | Andrea Hutton    | 229.17 | 74.30  | 42.70  | 8.23  | 11.00  | 8.55  | 5.00  | 378.95 |
| 303-0014-00-07 | Jamey Grussing   | 66.79  | 0.00   | 52.14  | 22.57 | 92.35  | 36.47 | 41.98 | 312.30 |
| 303-0021-00-14 | E. Caskey/K      | 201.31 | 49.24  | 53.17  | 14.34 | 19.16  | 1.04  | 8.71  | 346.97 |
| 303-0071-00-03 | Phillip          | 360.75 | 59.77  | 83.87  | 31.24 | 28.39  | 0.00  | 8.48  | 572.50 |
| 304-0002-00-16 | Aimee Aulwes     | 304.83 | 0.00   | 0.00   | 2.81  | 4.26   | 5.57  | 1.93  | 319.40 |
| 304-0002-00-17 | Nick Wroblewski  | 66.50  | 0.00   | 0.00   | 11.46 | 28.74  | 6.50  | 13.07 | 126.27 |
| 304-0002-00-18 | Dylan Peterson   | 139.43 | 0.00   | 0.00   | 14.96 | 22.00  | 4.57  | 10.00 | 190.96 |
| 304-0071-00-11 | Jessica          | 88.46  | 40.84  | 45.08  | 10.39 | 15.26  | 0.00  | 6.93  | 206.96 |
| 304-0215-00-15 | Tyrianna Begger  | 145.32 | 0.00   | 0.00   | 7.72  | 0.00   | 3.63  | 9.00  | 165.67 |
| 304-0216-00-05 | Michael Lee      | 75.69  | 0.00   | 0.00   | 3.68  | 0.00   | 2.06  | 6.96  | 88.39  |
| 304-0217-00-08 | Turena Fonkert   | 38.57  | 0.00   | 0.00   | 0.00  | 0.00   | .58   | 0.00  | 39.15  |
| 304-0217-00-09 | Rob Leal         | 156.00 | 0.00   | 0.00   | 7.17  | 0.00   | 4.57  | 9.00  | 176.74 |
| 305-0009-00-10 | N. Benton/C.     | 85.63  | 0.00   | 0.00   | 5.88  | 0.00   | 2.98  | 10.03 | 104.52 |
| 305-0016-00-13 | Natasha Staton   | 66.57  | 0.00   | 0.00   | 4.58  | 0.00   | 1.65  | 6.94  | 79.74  |
| 305-0018-00-03 | Aaron Hanson     | 90.31  | 0.00   | 0.00   | 6.15  | 0.00   | 1.08  | 3.77  | 101.31 |
| 305-0020-00-09 | Austin Deleneau  | 89.28  | 0.00   | 0.00   | 3.63  | 0.00   | 1.48  | 8.13  | 102.52 |
| 305-0021-00-15 | Linda Aulwes     | 67.32  | 0.00   | 0.00   | 4.63  | 0.00   | .59   | 5.90  | 78.44  |
| 305-0026-00-30 | Mariah Payne     | 27.49  | 0.00   | 0.00   | 1.89  | 0.00   | .44   | 5.41  | 35.23  |
| 305-0033-00-26 | Kellie Boogaard  | 79.53  | 0.00   | 0.00   | 5.48  | 0.00   | 3.09  | 10.84 | 98.94  |
| 305-0044-00-15 | Akshay Patel     | 158.75 | 0.00   | 0.00   | 10.91 | 0.00   | 5.58  | 10.10 | 185.34 |
| 305-0044-00-16 | Alyssa &         | 179.01 | 0.00   | 0.00   | 5.13  | 0.00   | 4.01  | 4.16  | 192.31 |
| 305-0052-00-12 | Dan Molitor      | 92.08  | 0.00   | 0.00   | 3.60  | 0.00   | 2.45  | 8.25  | 106.38 |
| 305-0056-00-12 | Juan Rodriguez   | 153.36 | 0.00   | 0.00   | 10.54 | 0.00   | 5.10  | 9.00  | 178.00 |
| 305-0059-00-20 | Turena Fonkert   | 61.88  | 0.00   | 0.00   | 4.26  | 0.00   | 2.44  | 10.35 | 78.93  |
| 305-0075-00-07 | Melody           | 142.73 | 0.00   | 0.00   | 9.82  | 0.00   | 3.57  | 10.88 | 167.00 |
| 305-0135-00-09 | April Bartz      | 16.47  | 0.00   | 0.00   | 1.13  | 0.00   | 0.00  | 3.86  | 21.46  |
| 305+0135-00-11 | Denareo          | 61.17  | 0.00   | 0.00   | 4.20  | 0.00   | .79   | 9.00  | 75.16  |
| 305-0140-00-10 | Naivasha         | 36.14  | 0.00   | 0.00   | .53   | 0.00   | .43   | .83   | 37.93  |
| 305-0206-00-05 | Samantha Lopez   | 34.23  | 0.00   | 0.00   | 2.35  | 0.00   | 0.00  | 2.30  | 38.88  |
| 305-0206-00-07 | Jen Casado       | 171.68 | 0.00   | 0.00   | 8.77  | 0.00   | 4.77  | 8.42  | 193.64 |
| 306-0103-00-03 | Duane Tollefson  | 25.03  | 0.00   | 0.00   | 1.72  | 0.00   | 0.00  | 2.48  | 29.23  |
| 306-0140-00-13 | Linda            | 17.36  | 0.00   | 0.00   | 1.19  | 0.00   | 0.00  | 3.94  | 22.49  |
| 306-0216-00-21 | Sumit Lohar      | 10.57  | 0.00   | 0.00   | .73   | 0.00   | 0.00  | 1.16  | 12.46  |

|                |                 |                 |                |                |               |               |                |               |                 |
|----------------|-----------------|-----------------|----------------|----------------|---------------|---------------|----------------|---------------|-----------------|
| 306-0217-00-16 | Akshay Patel    | 54.44           | 0.00           | 0.00           | 0.00          | 0.00          | 0.00           | 1.26          | 55.70           |
| 401-0026-00-02 | Steve Hinds     | 144.86          | 44.30          | 79.26          | 15.24         | 22.90         | -8.84          | 6.77          | 304.49          |
| 401-0100-00-04 | Charity Tofte   | 788.13          | 183.31         | 135.04         | 47.63         | 36.65         | 31.33          | 14.84         | 1236.93         |
| 402-0029-00-12 | Stacy           | 294.35          | 20.84          | 132.00         | 4.31          | 9.48          | 5.55           | 4.31          | 470.84          |
| 502-0090-00-11 | Jared Jordahl   | 207.89          | 0.00           | 0.00           | 17.34         | 33.00         | 9.70           | 9.00          | 276.93          |
| 601-0135-00-13 | Charles Whitcup | 0.00            | 63.95          | 135.08         | 4.40          | 0.00          | 2.56           | 8.03          | 214.02          |
| 601-0137-00-28 | Charles Whitcup | 245.67          | 0.00           | 0.00           | 12.00         | 0.00          | 3.39           | 8.03          | 269.09          |
| <b>TOTALS</b>  |                 | <b>14955.33</b> | <b>1592.15</b> | <b>2218.98</b> | <b>809.50</b> | <b>810.73</b> | <b>1182.19</b> | <b>820.22</b> | <b>22389.10</b> |

Next Wolfington presented pictures of a temporary structure constructed at 1950 McKinney Avenue between the house and garage. Wolfington signed an order of zoning violation to the homeowner today, and would also like to set a public hearing to allow testimony from the homeowner or neighbors. Chief Hodge added this structure is a fire hazard as well, if there was to be a gas leak, gas could accumulate in the structure causing an explosion. After discussion, it was moved by Collins, seconded by Evenson and carried unanimously to set a public hearing for January 2, 2018 at 5:30 p.m.

Chief Hodge approached the Council. It was discovered a fire alarm system was overlooked during the bidding process in remodeling the new Police Department building. The building has a sprinkler system in it however it is required to have an alarm system as well. Hodge presented a quote from Heartland Security for cost of installation, programming and training as well as a monthly monitoring fee. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve the quote for a fire alarm monitoring system in the amount of \$4,375.00 and a three year monthly monitoring fee of \$26.95.

Next Wolfington discussed the 2018 operating budget. The levy is set for a 3% increase, however Wolfington offered the option of raising this to 5% to pay for the Swift County Benson Healthcare's assisting living building permit. After discussion and agreeing to raise the levy to 5% including a transfer to the sewer fund, Councilmember Collins offered the following resolution:

**RESOLUTION CERTIFYING THE FINAL OPERATING BUDGET  
FOR THE CALENDAR YEAR 2018 FOR THE CITY OF BENSON, MINNESOTA  
(RESOLUTION NO. 2017-39)**

BE IT RESOLVED, that the Final Operating Budget for the City of Benson, Minnesota, for the fiscal year beginning January 1, 2018 and ending December 31, 2018 is hereby approved.

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

**Revenues**

|                       |                  |
|-----------------------|------------------|
| Taxes - General Fund  | 1,427,046        |
| Taxes - Library       | 109,521          |
| State Grants and Aids | 1,190,530        |
| Other Revenues        | <u>1,248,984</u> |
| <b>Total Revenues</b> | <b>3,976,081</b> |

**Expenditures**

|                             |                  |
|-----------------------------|------------------|
| General Government          | 699,300          |
| Public Safety               | 1,238,865        |
| Highways, Streets and Roads | 599,255          |
| Parks and Recreation        | 495,050          |
| Library                     | 111,921          |
| Capital Outlay              | 550,000          |
| Other Expenditures          | <u>281,690</u>   |
| <b>Total Expenditures</b>   | <b>3,976,081</b> |

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.

Councilmember Heinzig seconded the foregoing resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-39 duly passed and adopted.

Next the 2018 property tax levy was discussed. Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING FINAL 2017 PROPERTY  
TAX LEVY, COLLECTIBLE IN 2018  
(RESOLUTION NO. 2017-40)**

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 2018, upon the taxable property in the City of Benson, for the following purposes:

|  |                  |
|--|------------------|
| General Fund Levy                      | \$729,946        |
| Wages and Benefits of Police Personnel | 697,100          |
| Library Fund Levy                      | 109,521          |
| G.O. Equipment Bonds 2014 (Golf)       | 49,069           |
| G.O. CIP Bonds 2014 (Street)           | <u>67,946</u>    |
| <b>TOTAL</b>                           | <b>1,653,582</b> |

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2017, based upon the market value of the taxable property in the City of Benson, for the following purpose:

|                    |                 |
|--------------------|-----------------|
| G.O. Swimming Pool | <u>\$73,377</u> |
| <b>Total</b>       | <b>\$73,377</b> |

BE IT FURTHER RESOLVED that \$62,104.88 is irrevocably appropriated from the Utility Fund to the equipment portion of the \$1,130,000 G. O. Bond, Series 2012A Fund to cover that portion of the 2017 tax levy.

Councilmember Collins seconded the foregoing resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-40 duly passed and adopted.

Wolfington said the Personnel Committee met and offered the following exempt salaries for 2018:

| <b>Name</b>   | <b>Title</b>          | <b>Current<br/>2017</b> | <b>Proposed<br/>2018</b> | <b>Percent<br/>Increase</b> | <b>Dollar<br/>Increase</b> |
|---------------|-----------------------|-------------------------|--------------------------|-----------------------------|----------------------------|
| Glen Pederson | Director of Finance   | 80,600.00               | 85,400.00                | 6.0%                        | 4,800.00                   |
| Dan Gens      | Public Works Director | 74,250.00               | 76,550.00                | 3.1%                        | 2,300.00                   |
| Ian Hodge     | Police Chief          | 75,600.00               | 77,900.00                | 3.0%                        | 2,300.00                   |
| Tom Lee       | Liquor Store Mgr.     | 48,000.00               | 49,500.00                | 3.1%                        | 1,500.00                   |

|                  |                        |         |       |      |      |
|------------------|------------------------|---------|-------|------|------|
| Valerie Alsaker  | Administrative Assist. | \$21.75 | 22.40 | 3.0% | 0.65 |
| Paul Larson      | Sergeant               | 29.65   | 30.55 | 3.0% | 0.90 |
| Michael Jacobson | Building Official      | 30.70   | 31.60 | 2.9% | 0.90 |

It was moved by Collins, seconded by Heinzig and carried unanimously to approve the exempt salaries for 2018 as presented.

Hodge approached the Council and discussed several pay requests for the Police Department Building:

It was moved by Evenson, seconded by Collins and carried unanimously to approve change order #1 to Community Electric in the amount of \$1,417.00.

It was moved by Collins, seconded by Evenson and carried unanimously to approve change order #2 to Community Electric in the amount of \$1,126.00.

It was moved by Evenson, seconded by Olson and carried unanimously to approve pay request #1 to Community Electric in the amount of \$80,442.20.

It was moved by Olson, seconded by Evenson and carried unanimously to approve pay request #5 to Marcus Construction in the amount of \$7,098.00.

It was moved by Evenson, seconded by Collins and carried unanimously to approve change order #1 to Chester Contracting in the amount of \$4,987.00.

It was moved by Evenson, seconded by Olson and carried unanimously to approve change order #2 to Chester Contracting in the amount of \$797.00.

It was moved by Collins, seconded by Evenson and carried unanimously to approve pay request #5 to Chester Contracting in the amount of \$146,450.10.

It was moved by Evenson, seconded by Collins and carried unanimously to approve pay request #4 to Mid Central Concrete in the amount of \$17,129.19.

It was moved by Collins, seconded by Evenson and carried unanimously to approve change order #1 to Chappell Central, Inc. in the amount of \$706.00.

It was moved by Evenson, seconded by Collins and carried unanimously to approve change order #2 to Chappell Central, Inc. in the amount of \$563.00.

It was moved by Olson, seconded by Evenson and carried unanimously to approve pay request #2 to Chappell Central, Inc. in the amount of \$25,152.46.

It was moved by Olson, seconded by Evenson and carried unanimously to approve pay request #3 to Chappell Central, Inc. in the amount of \$18,317.15.

It was moved by Evenson, seconded by Collins and carried unanimously to approve bills and warrants in the amount of \$543,139.26.

Next the Mayor presented a gambling permit from the Chippewa Valley Chapter of Mn Deer Hunters Association. It was moved by Evenson, seconded by Olson to approve the gambling permit for their event at McKinney's on February 9, 2018.

Councilmember Collins presented a flag to Councilmembers Heinzig and Landmark recognition for their years of service on the City Council. She thanked them for their dedication.

Next the Mayor called for a recess for the City Manager's annual review. The Council recessed at 6:02 p.m.

The Mayor reconvened the Council meeting at 6:12 p.m. It was noted the City Manager's review was satisfactory. It was moved by Evenson, seconded by Olson and carried unanimously to approve the City Manager's salary for 2018 as presented below with a mid-year review:

| <b>Current</b>    | <b>Proposed</b> | <b>2017</b> | <b>2018</b> | <b>Percent Increase</b> | <b>Dollar Increase</b> |
|-------------------|-----------------|-------------|-------------|-------------------------|------------------------|
| Robert Wolfington | City Manager    | 91,800.00   | 94,550.00   | 3.0%                    | 2,750.00               |

There being no further business to come before the Council upon motion by Evenson, seconded by Collins and carried unanimously to adjourn the Council meeting at 6:15 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**Patrick S. Haggerty**  
Senior Regional Director  
Charter Government Affairs

December 18, 2017

City of Benson  
1410 Kansas Avenue  
Benson, MN 56215-1718

Re: Spectrum Television Channel Line-up - Channel Changes

Dear Mr. Wolfington:

We have important information regarding the Spectrum television channel line-up that will occur on or after January 25, 2018 for residential Spectrum Pricing and Packaging (SPP) customers.

On or after January 25, 2018, Spectrum Tier changes will occur for various channels provided by Viacom Networks in all TV lineups where carried. **The channel numbers will remain the same.**

The programming networks listed below are moving from a Spectrum Tier to Spectrum Select and will provide customers with network availability without the need to subscribe to a Spectrum Tier service level going forward.

| Programming Network   | From       | To         |
|---|------------|------------|
| Nickelodeon, MTV, Comedy Central, BET, Spike, TV Land , VH1 | SPP Tier 2 | SPP Select |
| CMT   | SPP Tier 1 | SPP Select |

The programming networks listed below are moving from Spectrum Tier 1 or Spectrum Tier 1 & 2 to Spectrum Tier 2; it may be necessary for customers to update their video service to continue to receive these channels.

| Programming Network  | From                     | To    |
|--|--------------------------|-------|
| MTV2, MTV Classic, TeenNick, Nicktoons, Tr3s, Logo, MTV Live, Nick Music | SPP Tier 1               | SPP 2 |
| BET Her, BET Jams & BET Soul   | SPP Tier 1<br>SPP Tier 2 | SPP 2 |

For a complete channel list for your area, please visit [www.spectrum.com/channels](http://www.spectrum.com/channels). As always, please contact me by email at [patrick.haggerty@charter.com](mailto:patrick.haggerty@charter.com) or by phone at 952-367-4233 with any questions.



**Patrick S. Haggerty**  
Senior Regional Director  
Charter Government Affairs

Sincerely,

A handwritten signature in black ink, appearing to read "P. Haggerty", followed by a long horizontal flourish.

Patrick S. Haggerty  
Senior Regional Director

**CITY OF BENSON  
APPLICATION FOR APPOINTMENT TO CITY BOARDS OR COMMISSIONS**

Dear Applicant:

We welcome you as an applicant for one of the City's boards or commissions. These groups play a very important role in Benson City Government. These boards and commissions serve as advisory bodies to the Benson City Council. They provide information and recommendations to the City Council so the Council can make sound decisions regarding issues and policy matters.

Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board or commission you have selected.

.....  
**BOARD OR COMMISSION PREFERENCE:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Airport Advisory Commission | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Benson Area Tourism Board              | <input type="checkbox"/> Library Board                     |
| <input checked="" type="checkbox"/> Cemetery Board              | <input checked="" type="checkbox"/> Park Board             |
| <input type="checkbox"/> Economic Development Authority         | <input type="checkbox"/> Planning Commission               |
| <input checked="" type="checkbox"/> Hospital Board              | <input type="checkbox"/> Utilities Board                   |

**RETURN APPLICATION TO:**

Office of the City Manager  
City of Benson  
1410 Kansas Avenue  
Benson, MN 56215  
Telephone: 320-843-4775  
Date Received: 12/18/17

**PERSONAL INFORMATION:**

Name LARRY SMITH Address 402 9TH ST N

Telephone: Home 843 4640 Business SAME Zip 56215

How long have you been a resident of Benson? 74 YEARS

Have you served previously on any of Benson's boards or commission? YES  NO

Have you served previously on any city board/commission in any other community? YES  NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES  NO

Occupation: TV TECH Name of Employer: SELF METRO TV

I am a member of the following civic organizations: \_\_\_\_\_  
\_\_\_\_\_

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

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Do you have any additional comments? \_\_\_\_\_

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#### DESCRIPTION OF BENSON'S BOARDS AND COMMISSIONS

**Airport Commission** - Makes recommendations to the City Council for the use, management, and operation of the airport and shall advise the Council in all matters concerning the Airport.

**Cemetery Committee** - Advises and assists the City Council and City staff in the administration, maintenance and improvement of the Benson City Cemetery.

**Housing and Redevelopment Authority** - This Authority is a public corporation empowered to undertake certain types of redevelopment projects and low rent housing assistance programs pursuant to the provisions of the M.S.A. 462.411 thru 462.711. These projects may include such activities as planning, acquisition, demolition, clearance, rehabilitation and construction for the purpose of providing decent, safe and sanitary housing for persons of low and moderate income and the improvement and restoration of stagnant, undeveloped land.

**Library Board** - Acts as an advisory body to the City Council by providing information and make recommendations to the City Council on library matters.

**Park Board** - Acts as an advisory body to the City Council by making recommendations to the Council on issues associated with City parks, playgrounds, the swimming pool, skating rinks, and other related functions.

**Planning Commission** - Acts as an advisory body to the City Council by reviewing variance requests, subdivisions, plats, zoning regulations, etc. In addition, they work on developing long-range planning goals and objectives.

**Utilities Board** - Advises and assists the City Council and Director of Public Works in the administration and improvement of public utilities.

**QTY OF BENSON  
APPLICATION FOR APPOINTMENT TO CITY BOARDS OR  
COMMISSIONS**

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Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board or commission you have selected.



**BOARD OR COMMISSION PREFERENCE:**

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Commission    | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Benson Area Tourism Board      | <input type="checkbox"/> Library Board                     |
| <input checked="" type="checkbox"/> Cemetery Board      | <input type="checkbox"/> Park Board                        |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Planning Commission               |
| <input type="checkbox"/> Hospital Board                 | <input type="checkbox"/> Utilities Board                   |

RETURN APPLICATION TO: Office of the City Manager  
City of Benson  
1410 Kansas Avenue  
Benson, MN 56215  
Telephone: 320-843-4775  
Date Received:   /  /  

**PERSONAL INFORMATION:**

Name: Pastor Zane Anderson Address 1204 Oakwood Avenue  
Telephone: Home 320-314-8068 Business 320-843-3151 Zip 56215

How long have you been a resident of Benson? 1 1/2 years  
Have you served previously on any of Benson's boards or commissions? YES Fill in Cemetery.  
Have you served previously on any city board/commission in any other community? NO  
Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? NO

Occupation: Pastor Name of Employer: Our Redeemers Lutheran Church

I am a member of the following civic organizations: \_\_\_\_\_



Please *list* your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

I have worked with the Cemetery association in my previous community of Spring Grove, Mn. I was on an ad hoc committee to look at the future of our community school. Lead a Cub Scout group for 6 years. Coached 5<sup>th</sup> and 6<sup>th</sup> Grade basketball for 8 years. Coached Junior High football as an assistant for 3 years and have a genuine interest in what is happening in the community in which I am living.

Do you have any additional comments?

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**Pam Board** - Acts as an advisory body to the City Council by making recommendations to the Council on issues associated with City parks, playgrounds, the swimming pool skating rinks, and other related functions.

**Planning Commission** - Acts as an advisory body to the City Council by reviewing variance requests, subdivisions, plats, zoning regulations, etc. In addition, they work on developing long-range planning goals and objectives.

**Utilities Board** - Advises and assists the City Council and Director of Public Works in the administration and improvement of public utilities.

**CITY OF BENSON**  
**APPLICATION FOR APPOINTMENT TO CITY BOARDS OR COMMISSIONS**

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.....  
**BOARD OR COMMISSION PREFERENCE:**

- |   |  |
|---|--|
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| <input type="checkbox"/> Benson Area Tourism Board      | <input type="checkbox"/> Library Board                     |
| <input type="checkbox"/> Cemetery Board                 | <input checked="" type="checkbox"/> Park Board             |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Planning Commission               |
| <input type="checkbox"/> Hospital Board                 | <input type="checkbox"/> Utilities Board                   |

**RETURN APPLICATION TO:**

Office of the City Manager  
City of Benson  
1410 Kansas Avenue  
Benson, MN 56215  
Telephone: 320-843-4775  
Date Received:   1  /  1  /  

**PERSONAL INFORMATION:**

Name Jane Baukol Address 315 11th St-S.

Telephone: Home 843-3039 Business \_\_\_\_\_ Zip \_\_\_\_\_

How long have you been a resident of Benson? 49 yrs.

Have you served previously on any of Benson's boards or commission?  YES  NO

Have you served previously on any city board/commission in any other community? YES  NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions?  YES  NO

Occupation: Retire Teacher Name of Employer: \_\_\_\_\_

I am a member of the following civic organizations: Monday Club - Park Board -  
Any Board Hospital / Foundation Board Hosp.

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

I've been involved teaching aerobic swimming at the Pools in Benson the past 45 yrs. / Also involved in the Golf Club & the various Boards (Green's - Pres. ladies group - Council)

Do you have any additional comments? \_\_\_\_\_

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**Utilities Board** - Advises and assists the City Council and Director of Public Works in the administration and improvement of public utilities.

CITY OF \_\_\_\_\_



MINNESOTA \_\_\_\_\_

**NOTICE OF PUBLIC HEARING**  
**ON ABATEMENT OF NUISANCE**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on January 2, 2018 beginning at 5:30 P.M. at the City Council Chambers, City Hall, 1410 Kansas Avenue, Benson, Minnesota. The purpose of this hearing is to determine whether public nuisance conditions exist on real property at 1950 McKinney Ave. in Benson, legally described as:

**Lot Five (5), Block Two (2), Tatge's First Addition to the City of Benson, Swift County, Minnesota**

The council will determine whether the plastic breezeway structure located on the above described property constitute a violation of §93.02 (B) (1) of the Benson, Minnesota Code of Ordinances, and therefore are a public nuisance as defined by §93.01 of the Code.

\_\_\_\_\_  
**/s/ Gary Landmark**  
Mayor

\_\_\_\_\_  
**/s/ Glen Pederson**  
City Clerk

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

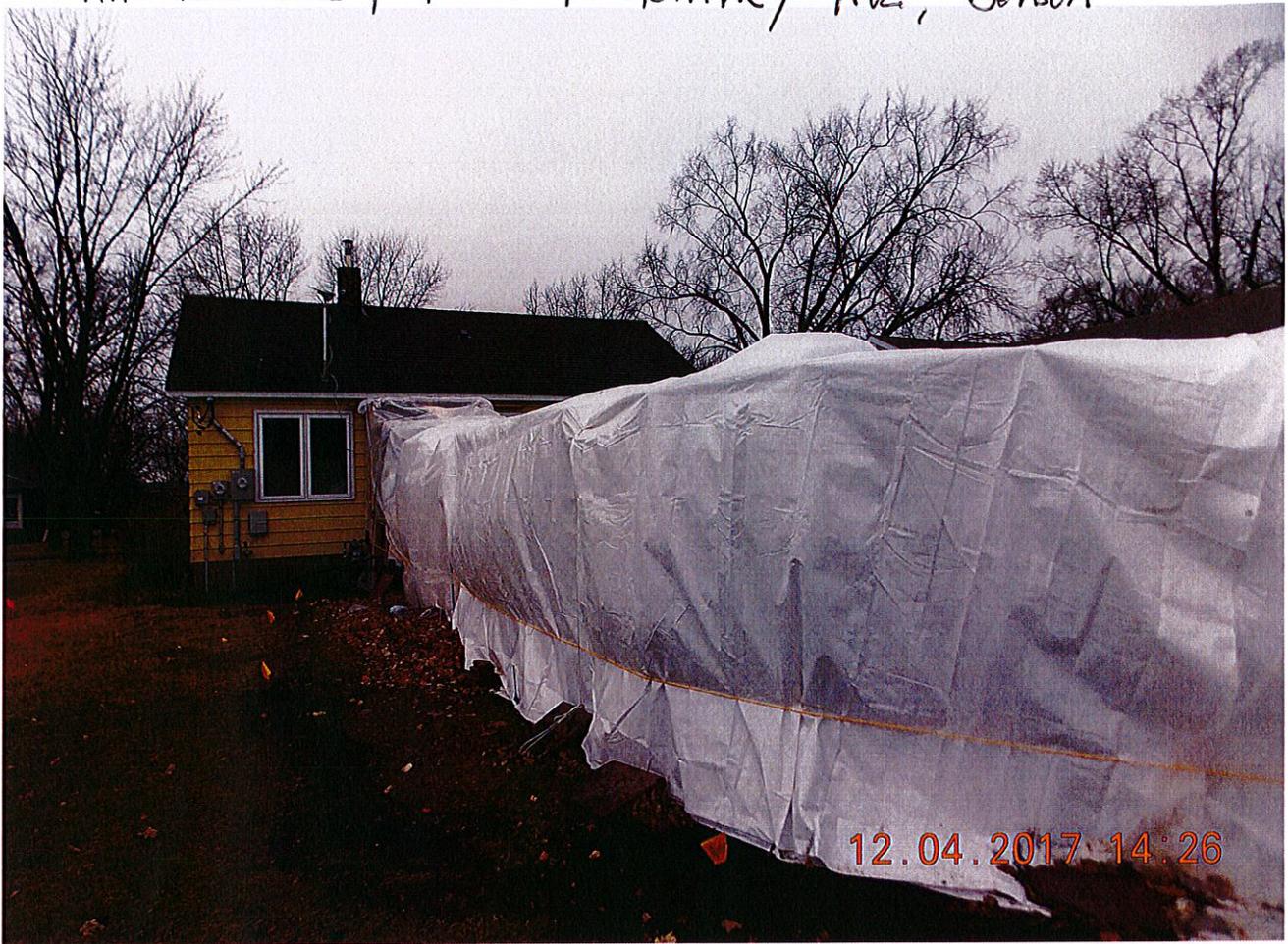
City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

WWW.BENSONMN.ORG

E-MAIL: STAFF@BENSONMN.ORG

Tim Baens, 1950 McKinney Ave, Benson







**RESOLUTION DECLARING A VACANCY  
IN BENSON CITY COUNCIL  
(RESOLUTION NO. 2018- )**

**WHEREAS**, Councilmember Terri Collins was elected to the office of Mayor at the November 7, 2017 municipal election and,

**WHEREAS**, Mayor Collins has taken the oath of office as Mayor for the City of Benson.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BENSON, MINNESOTA, AS FOLLOWS:**

The council declares that a vacancy exists on council effective on January 2, 2018.

Adopted by the City Council of the City of Benson on January 2, 2018.

Approved:

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk

## Val Alsaker

---

**From:** Rob Wolfington  
**Sent:** Monday, December 18, 2017 3:16 PM  
**To:** Val Alsaker  
**Subject:** FW: Charter franchise renewal - City of Benson  
**Attachments:** DOCS-2374005.DOCX

Please add to the agenda on January 2, 18. Thanks rob

---

**From:** Grogan, Brian T. [<mailto:brian.grogan@lawmoss.com>]  
**Sent:** Monday, December 18, 2017 3:11 PM  
**To:** Rob Wolfington  
**Cc:** Hammer, Terri L.  
**Subject:** Charter franchise renewal - City of Benson

Rob,

It was nice talking with you earlier today. Attached please find a resolution extending Charter's existing franchise term.

Please let me know if you have any questions.

Thanks,

Brian

**Brian T. Grogan**

Attorney At Law

**Moss & Barnett**

Direct: (612) 877-5340 | [Brian.Grogan@lawmoss.com](mailto:Brian.Grogan@lawmoss.com)

Fax: (612) 877-5031 | Mobile: (612) 360-0838

[www.LawMoss.com](http://www.LawMoss.com)

150 South Fifth Street | Suite 1200 | Minneapolis, MN 55402

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Please [click here](#) for our disclaimer and [here](#) for our privacy policy.

**A RESOLUTION GRANTING CHARTER COMMUNICATIONS  
A FRANCHISE EXTENSION TO ~~DECEMBER~~ JUNE 30, 2017  
(RESOLUTION NO. 201\_\_ - \_\_\_\_)**

**WHEREAS**, on or about July 14, 2003, the City of Benson, Minnesota (“City”) granted a Cable Television Franchise Ordinance (“Franchise”) to CC VIII Operating, LLC d/b/a Charter Communications (“Charter”); and

**WHEREAS**, the initial term of the Franchise expired on or about September 18, 2013;  
and

**WHEREAS**, the City adopted Resolution No. 2013-14 on August 19, 2013 extending the term of the Franchise through and including September 19, 2014; and

**WHEREAS**, Charter executed said Resolution No. 2013-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2014-13 on September 8, 2014 extending the term of the Franchise through and including March 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2014-13 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2015-04 on March 2, 2015 extending the term of the Franchise through and including August 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2015-04 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-06 on February 22, 2016 extending the term of the Franchise through and including July 18, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-06 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-18 on July 18, 2016 extending the term of the Franchise through and including December 31, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-18 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-41 on December 19, 2016 extending the term of the Franchise through and including June 30, 2017; and

**WHEREAS**, Charter executed said Resolution No. 2016-41 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2017-12 on July 10, 2017 extending the term of the Franchise through and including December 31, 2017; and

WHEREAS, Charter executed said Resolution No. 2017-12 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, both the City and Charter desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

NOW, THEREFORE, the City Council of the City of Benson, Minnesota hereby resolves as follows:

1. The Franchise is hereby amended by extending the term of the Franchise from January 1, 2018~~July 1, 2017~~ through the date on which Charter's Franchise is either renewed or until and including June~~December 31~~, 20178.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under the Franchise or applicable law.
4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the Benson City Council; and (2) Charter's acceptance of this Resolution.

Passed and adopted by the City Council of Benson, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF BENSON, MINNESOTA**

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

State of Minnesota  
City of Benson

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Benson, Minnesota at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_7, as shown by the minutes of said meeting in my possession.

WITNESS my hand officially as such City Clerk and the corporate seal of the City this \_\_\_\_ day of \_\_\_\_\_, 201\_\_7.

(SEAL)

\_\_\_\_\_  
City Clerk

**ACCEPTANCE**

CC VIII Operating, LLC, hereby acknowledges the City of Benson, Minnesota Resolution No. \_\_\_\_\_ and hereby accepts the terms, provisions and recitals of the Resolution and agrees to be bound by the Franchise to the extent consistent with applicable laws.

CC VIII OPERATING, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 201\_\_7

\_\_\_\_\_  
Notary Public

**Chamber Members:**

Hi, my name is Angela Nissen and I am the current President of the Benson Area Chamber of Commerce Board of Directors. I have been on the board since 2012. This past year the board has worked to build and support business in Benson and encourage all community members to shop local and support the businesses in our small rural town.

In the past year the Chamber has promoted local business using Small business Saturday, Networking at Noon, After Hours Mixers, Chili Cookoff, Crazy Days, Fall Fling/Craft Fair and the Holiday Stroll. The Chamber has looked for ways to promote your business, increase advertising for your business, highlight happenings and new business in the City of Benson and to create opportunity for this community.

We have made progress over the past year with increased membership, more businesses participating in the Network at Noon events, after hours mixers, Crazy days contest and the upcoming Make Benson Sparkle for the Holidays promotion. This was done by advertising your business on Facebook, highlighting progress in the newspaper and supporting your business and what it is working to accomplish.

These events and promotions give opportunities to come together with other business owners and managers to brainstorm ideas, promote your business, discuss new ideas and ways to collaborate. The chamber board would like to see these events continue and look for ways to support local business in Benson.

We have made progress in 2017 in finding a new Chamber Manager and hope to have a new person in this position in January of 2018. We will have details about this collaboration at the annual meeting.

Enclosed in this letter you will find 2018 chamber membership information, two complimentary tickets to the annual meeting and dinner. If you would like to have more employees be a part of this night please contact me for additional tickets at \$15 per ticket. At the meeting, we would like to highlight progress in Benson and new businesses in 2017.

I hope to see you on Friday, January 19<sup>th</sup> where we will gather as the business community of Benson, have great conversations and celebrate another great year as we thank you for being a valuable member of the Benson Area Chamber of Commerce.

Sincerely,



Angela Nissen  
President Chamber of Commerce Board

Benson Area Chamber  
Annual Meeting & Dinner

McKinney's On  
Southside

Friday, January 19th

6 P.M. Social Hour

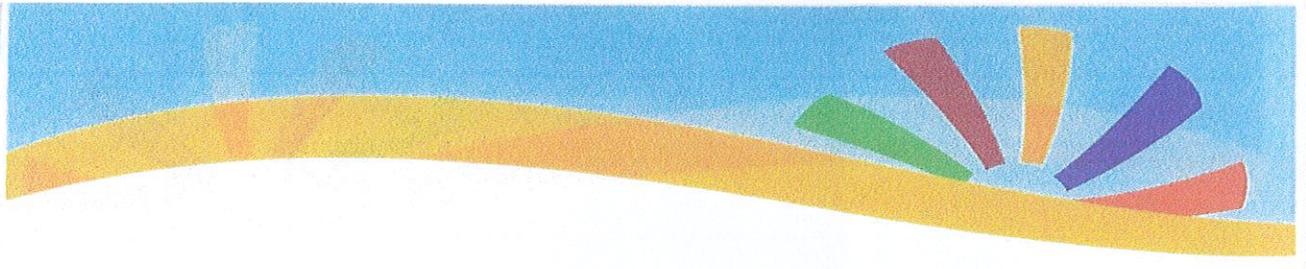
7 P.M. Dinner

9 P.M. DJ

RSVP to the Benson Area  
Chamber by January 12th to be  
registered for a drawing.

Event paid and hosted by  
Benson Area Chamber of Commerce

320.843.3618



# Benson Area Chamber of Commerce

You are cordially invited to renew your membership

in the Benson Area Chamber of Commerce.

The Benson Area Chamber of Commerce has a long history of commitment to area businesses and in serving the local community. We would like to **thank you for your continued support** and invite you to join us as we look to the future with all its potential for business and personal growth. The Chamber of Commerce is committed to promoting and advertising Benson and your business.

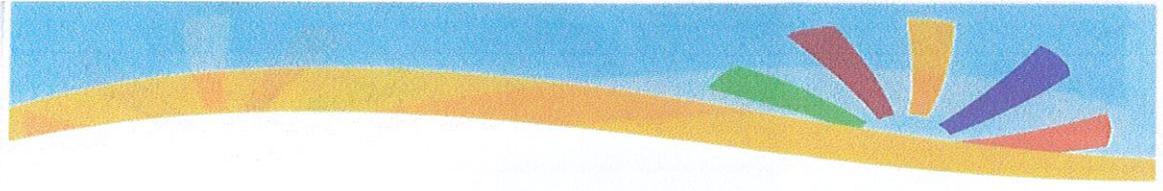
## Chamber Member Advantages

- Promotion of your business.
- Referrals to your business.
- Free listing on the Chamber web site with a link to your own.
- Opportunities to support and strengthen your entire community.
- Assist with promotion of the entire Benson area.
- Develop a healthy business environment.
- Ambassador visits.
- Support of existing and new events which draw people to our area.
- Tourism marketing.
- Display and distribution of your marketing materials if provided to us.
- Promote a "Shop Small, Shop Local" environment through the use of Benson Bucks, social media and other promotions.
- Highlighting your business online as well as in local media.



Benson Area Chamber, 1224 Atlantic Ave., Benson, MN 56215

[info@bensonareachamber.com](mailto:info@bensonareachamber.com) - 320-843-3618



## Upcoming Plans for the Chamber 2018

### **Network at Noon – First Thursday of each month at McKinneys on Southside:**

*Purpose:* to engage our local business owners and managers by providing speakers and programs designed to benefit businesses. Topic ideas to include use of social media, the impact of the internet on business, local grants and funding opportunities for businesses, businesses and their impact on local community.

### **After Hours Mixers:**

*Purpose:* to bring together business members and the community to socialize and connect. Please let us know what date your business would like to host a mixer.

### **3<sup>rd</sup> Annual Chili Cook Off – Saturday, March 24, 2018:**

*Purpose:* to highlight Benson area businesses and what our city has to offer. The cook-off will also serve to raise funds for the Chamber to use for advertising our community and local businesses.

### **Fall Fling Saturday, October 20, 2018:**

*Purpose:* to promote and advertise for the annual Benson Craft Fair by sponsoring a special tabloid by the Swift County Monitor which is inserted in the local paper as well as delivered to the surrounding communities. The flyer highlights all events and specials around town to facilitate more traffic to our local business on that day.

### **Holiday Stroll Sunday, November 25, 2018 and Holiday Punch Cards:**

*Purpose:* to promote “Shop Small, Shop Local” in Benson for the holiday season.

### **Small Business Saturday, November 24, 2018:**

*Purpose:* to promote “Shop Small, Shop Local” by involving businesses in the Shop Small free marketing promotion sponsored by American Express. Shop Small Saturday is the Saturday following Thanksgiving.

### **Annual Meeting Friday, January 19, 2018:**

*Purpose:* to bring together all the chamber members in a social setting. This meeting is an opportunity to bring forth new ideas, network, and elect new board members for the Benson Area Chamber of Commerce.



**Benson Area Chamber, 1224 Atlantic Ave., Benson, MN 56215**

**[info@bensonareachamber.com](mailto:info@bensonareachamber.com) - 320-843-3618**

2018

Benson Area Chamber of Commerce Board of Directors

**President:** Angela Nissen, Prairie 5/ Swift Cty. Food Shelf  
**Vice-President:** Pam Roseau, MVTV Wireless  
**Secretary:** Michele Plumhoff, Culligan/Ultrapure  
**Treasurer:** Tom Traen, Glacial Plains Cooperative  
**Director:** Griffin Leitch, Anderson Larson Law  
**Director:** Angela Ellingson, Unique Boutique  
**Director:** Kurt Waldbillig, SCBH  
**Director:** Jenna Schiller, Flower Basket II  
**Director:** Jason Hausauer, CNH



*A final thought on the importance of membership.....*

A successful chamber is a strong organization that is diverse and representative of its community's or region's past, present and future. By being a member of a unified, cooperative voice *your business can play an integral role in the economic health and prosperity of Benson and its surrounding communities.* Your involvement not only affects the Benson Area in the present, but it serves to provide a stable platform for not only the city's future but also the future of Swift County.

We invite you to become a member of the Benson Area Chamber of Commerce. Join with us as we meet head- on the challenges of doing business in today's economic climate. Your membership is vital to the continuation of this organization. As a member your participation and input is not only recommended, but highly valued.

**Membership Dues Structure 2018**

|  |       |
|--|-------|
| Individual   | \$35  |
| Family   | \$50  |
| Non-Profit Organizations                                 | \$50  |
| Independent/ Home Based Small Business<br>(no employees) | \$80  |
| Churches   | \$125 |
| Retail, Services, Lodging & Professional Schedule:       |       |
| 1-5 employees  | \$160 |
| 6 – 10 employees   | \$240 |
| 11-25 employees  | \$260 |
| 36- 50 employees   | \$280 |
| 51- 100 employees  | \$300 |
| For 100+ employees add \$5 for each additional employee  |       |

**\*Maximum amount \$800**



# Benson Area Chamber of Commerce

[www.bensonareachamber.com](http://www.bensonareachamber.com)

Phone: 320.843.3618

Email: [info@bensonareachamber.com](mailto:info@bensonareachamber.com)

1224 Atlantic Avenue

Benson, MN 56215

## 2018 Membership Application

Member/Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Primary Contact/Job Title/Email \_\_\_\_\_

Secondary Contact/Job Title/Email \_\_\_\_\_

### Membership Dues

#### Membership Dues

Annual Membership (based on the new schedule in the Membership Overview pamphlet) \_\_\_\_\_

***Make checks payable to: Benson Area Chamber of Commerce***

***Thank you for becoming a member of the Benson Area Chamber of Commerce! We look forward to working with you to create a thriving business environment in Benson!***

***Please email us information for your business that we can share on our website and facebook page to help promote your business.***

***Deadline for chamber membership is February 1, 2018***

***Make a copy for your records. Questions? Don't hesitate to contact the Chamber office 320-843-3618.***



# **Safety Meeting Schedule 2018**

## **Benson**

**January 4-** Program Overview/ AWAIR  
\*Hotstick and Grounds testing

**February 1** - Worker Liability/ Security

**March 1** - Temporary Traffic Control

**April 5** - Excavation Safety, Shoring and Utilities

**May 3** - Driving Safety

**May 24** - Fire Safety- Hands On  
\*Poletop/ Bucket Rescue

**June 28** - Electrical Safety

**August 2** - Vacation

**August 30** - Lockout/ Tagout

**October 4** - Accident Prevention/ Investigation

**November 1** - Slips, Trips, Falls/ Back Safety

**December 6** - Cold Weather Safety

## Val Alsaker

---

**From:** Rob Wolfington  
**Sent:** Wednesday, December 27, 2017 8:38 AM  
**To:** Val Alsaker  
**Subject:** Fwd: SCDP Contract  
**Attachments:** image001.jpg; ATT00001.htm; 18-09 Benson SCDP Contract.doc; ATT00002.htm

Please add to agenda

Sent from my iPhone

Begin forwarded message:

**From:** Laura Ostlie <laura@umvrdc.org>  
**Date:** December 27, 2017 at 8:30:54 AM CST  
**To:** Rob Wolfington <rob.wolfington@city.co.swift.mn.us>  
**Subject:** SCDP Contract

Good morning Rob,

Attached you will find the contract that we reviewed yesterday afternoon. If you have any additional questions about it, please do not hesitate to connect with me. Once its been signed, please let me know and I can stop by your office to pick it up one afternoon. Thanks again for meeting with me yesterday and have a great rest of the week!

*Laura Ostlie*

Loan Officer and Economic Development Planner

Upper Minnesota Valley Regional Development Commission  
323 W Schlieman Ave.  
Appleton, MN 56208  
320.289.1981, extension 102  
<http://www.umvrdc.org>  
Minnesota River Valley National Scenic Byway  
Western Minnesota Prairie Waters  
Meander – Upper Minnesota River Art Crawl



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

**CONTRACT FOR PROFESSIONAL SERVICES**

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION  
and the  
CITY OF BENSON  
FY18-009

This Contract for Services, made this 5th day of July, 2017 is by and between the City Of Benson, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

The purpose of this Contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC.

**SECTION I. DESCRIPTION OF UMRDC SERVICES**

The UMRDC hereby agrees to:

- A. Act as overall Administering Agent on behalf of the CITY for the Minnesota Small Cities Development Program grant entitled, "City of Benson Comprehensive Project".
- B. Perform all tasks in a manner which will meet or exceed the terms and conditions imposed upon the City in the Small Cities Development Program grant agreement CDAP-16-0056-0-FY17.
- C. Supply all personnel required in performing the following roles. Such personnel shall not be employees of the City.
  1. Project Director
  2. Environmental Coordinator – will prepare and submit the environmental review
  3. Finance Officer – will request funds, pay invoices, prepare semi-annual reports etc.
  4. Fair Housing/Equal Opportunity Officer
  5. Labor Standards Officer.
  6. Maintain a complete file of all records created or processed pertaining to the City of Benson SCDP grant and upon request, make them available for review by the CITY, the state, and auditors.
- D. Contract with Swift County HRA for field administration to assure compliance and eligibility of projects.

- E. Be the party responsible for updating and maintaining all work completed under this Contract.

## **SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES**

The CITY agrees to:

- A. Appoint a primary contact for this project;
- B. Authorize the UMRDC to process pay requests with assurance that the field administrator will follow all policies and eligibility requirements adopted by the CITY
- C. Provide the UMRDC with specific information, plans, resolutions and documents as needed to complete the UMRDC's services
- D. Schedule, conduct, mail and print information for CITY public hearings/meetings as required and assure that all publication and notification requirements are met;
- E. Pay for all cost related to public hearings and corresponding publications and notifications;
- F. Compensate the UMRDC in accordance with Section IV of this Contract.
- G. The UMRDC will be responsible for reporting to the Department of Employment and Economic Development all generated income earned on activities when the grant is open. After grant closeout, the CITY is responsible for all program income reporting.

## **SECTION III. CONTRACT PERIOD**

- A. This Contract is effective from July 5, 2017 to October 31, 2020.
- C. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

## **SECTION IV. COMPENSATION FOR SERVICES AND UNIT GOALS**

- A. The City agrees to reimburse the UMRDC for their portion of the total administrative costs based on the below total costs per unit.

20 Owner occupied units @ \$3,750 each  
6 Commercial properties @\$4,500 each

- B. SCDP pays for a portion (15%) of administrative costs based on actual construction costs. Since the cost of each completed project will vary, the CITY'S local share amount will vary on each project to cover the total per unit administrative cost.

- C. The preliminary estimate of the CITY'S share is \$18,750. This is the minimum amount based on the goal to rehabilitate 26 units. Because of the variability of each unit's total cost, it is likely that the CITY's local share will need to be increased.
- D. The CITY will be invoiced on the per unit cost less the SCDP share. If local share funds are needed above the \$18,750, the UMRDC will notify the CITY prior to invoice being sent.

## **SECTION V. GENERAL PROVISIONS**

### **A. Changes in UMRDC Services**

In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.

### **B. Liability**

The CITY agrees to waive the UMRDC and the UMRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the preparation, implementation and/or enforcement of services provided and/or products/projects produced.

### **C. Termination**

This agreement may be terminated with or without cause by either the UMRDC or CITY upon fourteen (14) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

### **D. Severability**

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

**SECTION VI. ACCEPTANCE**

The UMRDC and CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

\_\_\_\_\_  
Executive Director  
Upper Minnesota Valley  
Regional Development Commission

\_\_\_\_\_  
Authorized City Official

Title \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Date of UMRDC Board Approval

\_\_\_\_\_  
City Manager, CITY OF \_\_\_\_\_

Date: \_\_\_\_\_



| <b>Invoice</b>                      |                               |
|-------------------------------------|-------------------------------|
| Invoice Number<br><b>503160</b>     | Date<br><b>12/27/2017</b>     |
| Customer Number<br><b>602014735</b> | Due Date<br><b>01/16/2018</b> |

To: **Benson City Office**  
 1410 Kansas Ave.  
 Benson, MN 56215

Remit To: **Heartland Security Services LLC**  
 213 8th Ave NW, Suite 2  
 Melrose, MN 56352-1251

[Click Here to Pay Online!](#)

Amount enclosed: \_\_\_\_\_

**Net Due: \$10,450.00**

*Detach And Return Top Portion With Your Payment*

| Customer Name      | Customer Number | PO Number | Invoice Date | Due Date   |
|--------------------|-----------------|-----------|--------------|------------|
| Benson City Office | 602014735       |           | 12/27/2017   | 01/16/2018 |

| Quantity   | Description                 | Months | Rate                        | Amount            |
|--|-----------------------------|--------|-----------------------------|-------------------|
| <i>Benson Police Dept - Hall Ave, Benson, MN</i> |                             |        |                             |                   |
| 1.00   | Installation<br>Job - 15461 |        | \$10,450.00                 | \$10,450.00       |
|  |                             |        | <b>Subtotal:</b>            | <b>\$10450.00</b> |
|  | Tax                         |        |                             | \$0.00            |
|  | Payments/Credits Applied    |        |                             | \$0.00            |
|  |                             |        | <b>Invoice Balance Due:</b> | <b>\$10450.00</b> |

| Date       | Invoice # | Description              | Amount     | Balance Due |
|------------|-----------|--------------------------|------------|-------------|
| 12/27/2017 | 503160    | Initial Account Services | \$10450.00 | \$10450.00  |

Camera System installation



| <b>Invoice</b>                      |                               |
|-------------------------------------|-------------------------------|
| Invoice Number<br><b>503161</b>     | Date<br><b>12/27/2017</b>     |
| Customer Number<br><b>602014735</b> | Due Date<br><b>01/16/2018</b> |

To: **Benson City Office**  
**1410 Kansas Ave.**  
**Benson, MN 56215**

Remit To: **Heartland Security Services LLC**  
**213 8th Ave NW, Suite 2**  
**Melrose, MN 56352-1251**

[Click Here to Pay Online!](#)

Amount enclosed: \_\_\_\_\_

**Net Due: \$14,738.00**

*Detach And Return Top Portion With Your Payment*

| Customer Name      | Customer Number | PO Number | Invoice Date | Due Date   |
|--------------------|-----------------|-----------|--------------|------------|
| Benson City Office | 602014735       |           | 12/27/2017   | 01/16/2018 |

| Quantity   | Description                 | Months | Rate                        | Amount            |
|--|-----------------------------|--------|-----------------------------|-------------------|
| <i>Benson Police Dept - Hall Ave, Benson, MN</i> |                             |        |                             |                   |
| 1.00   | Installation<br>Job - 15462 |        | \$14,738.00                 | \$14,738.00       |
|  |                             |        | <b>Subtotal:</b>            | <b>\$14738.00</b> |
|  | Tax                         |        |                             | \$0.00            |
|  | Payments/Credits Applied    |        |                             | \$0.00            |
|  |                             |        | <b>Invoice Balance Due:</b> | <b>\$14738.00</b> |

| Date       | Invoice # | Description              | Amount     | Balance Due |
|------------|-----------|--------------------------|------------|-------------|
| 12/27/2017 | 503161    | Initial Account Services | \$14738.00 | \$14738.00  |

Access System installation

## City Council Appointments

|  |  |
|--|--|
| <b>Chain of Command:</b>   | <del>Gary Landmark [Mayor]</del><br><del>Stephanie Heinzig [Mayor Pro-Tem]</del><br>Jack Evenson<br>Terri Collins<br>Lucas Olson |
| <b>Blight Committee:</b>   | Terri Collins and Lucas Olson  |
| <b>EDA:</b> [Voting Members}                                       | <del>Stephanie Heinzig</del> and Jack Evenson  |
| <b>Fire Board:</b>   | <del>Gary Landmark [1.2.2018]</del> and Jack Evenson   |
| <b>HRA:</b> [Voting Members]                                       | <del>Gary Landmark</del> and Lucas Olson   |
| <b>Library Board:</b> Council Liaison]                             | Terri Collins  |
| <b>Liquor Committee:</b>   | Terri Collins and <del>Stephanie Heinzig</del>   |
| <b>Park Board:</b><br>Voting Member<br>Council Liason              | Jack Evenson<br><del>Gary Landmark</del>   |
| <b>Personnel Committee:</b>  | <del>Stephanie Heinzig</del> and Terri Collins   |
| <b>Planning Commission:</b> [Voting Member]                        | Jack Evenson   |
| <b>Utility Committee:</b>  | <del>Stephanie Heinzig</del> and Jack Evenson  |
| <b>Facilities Committee:</b>                                       | <del>Stephanie Heinzig</del> and Jack Evenson  |
| <b>Kid Day Committee:</b>  | <del>Stephanie Heinzig</del> and Jack Evenson  |
| <b>Hospital Board:</b>   | Terri Collins  |
| <b>Civil Cases:</b><br>City Attorney:<br>Assistant City Attorney:  | Don Wilcox<br>Ben Wilcox   |
| <b>Attorney Handling Criminal Cases:</b>                           | Wilcox Law Office  |
| <b>MRES:</b><br>Representative:<br>Alternate:                      | Rob Wolfington 2017<br><del>Gary Landmark 2017</del>   |
| <b>Western MN Municipal Power</b><br>Representative:<br>Alternate: | Rob Wolfington 2017<br><del>Gary Landmark 2017</del>   |

**2018 City Council Meeting Dates**

**January**

Tuesday, January 2

Monday, January 22

Friday, January 19-20 Strategic Planning

**February**

Monday, February 5

Tuesday February 20

**March**

Monday, March 5

Monday, March 19

**April**

Monday, April 2

Monday April 16

**May**

Monday May 7

Monday, May 21

**June**

Monday June 4

Monday, June 18

**July**

Monday, July 2

Monday, July 16

**August**

Monday, August 6

Monday, August 20

**September**

Tuesday, September 4

Monday, September 17

**October**

Monday, October 1

Monday, October 15

**November**

Monday, November 5

Monday, November 19

**December**

Monday, December 3

Monday, December 17