

**City Council Meeting Agenda  
City Council Chambers  
January 2, 2019**

**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			
68-146	4:30 p.m. – Tour the North End of the Civic Center	▪ Benson Civic Center Focus on the Future	
1.	5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)		
2.	Pledge of Allegiance		
3.	Senator Lang & Representative Miller		
4.	Approval of Agenda		
	<b>Additions?</b> <input type="checkbox"/> <b>None</b> 1. _____ 2. _____		
	Any Consent Agenda items to be moved to a regular agenda item?		
	Approval of Agenda ____ as Presented or ____ Revised		<b>Action Requested</b>
5.	Consent Agenda:		<b>Action Requested</b>
3-10	a. Minutes:		
11-12	▪ 12.17.2018	City Council Meeting	
	▪ 11.19.2018	EDA Meeting	
13-14	b. Applications:		
15	▪ Heidi Haverkamp-Davis – Library Board		
	▪ City of Benson 2019 Annual Safety Calendar		
6.	Persons With Unscheduled Business to Come Before the Council		
16-26	7. Proposal for Doug Griffith, Strategic Planning & Marketing		<b>Action Requested</b>
27-29	8. Coalition of Greater Minnesota Cities Annual Dues -\$5,702.00		<b>Action Requested</b>
30-58	9. Consider Resolutions for Procurement of Emergency Repairs Water Filter Plant		<b>Action Requested</b>
	▪ Crane Engineering Water Plant Evaluation		
	▪ Resolution Declaring Special Emergency		
	▪ Resolution to Contract During Special Emergency		
59-60	10. Letter of Termination of Lease Agreement – Benson Public Schools		<b>Action Requested</b>
61-65	11. Consider Contract for Economic Development Services with UMRDC		<b>Action Requested</b>
66	12. Update City Council Appointments (Mayor & Council)		<b>Action Requested</b>
	▪ Emergency Chain of Command		
	▪ Economic Development Authority (2 voting members)		
	▪ Fire Board (2 members)		
	▪ HRA (2 voting members – 1 Council spot currently left open)		
	▪ Library Board (1 liaison)		

- Liquor Committee (2 members)
- 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)

- |     |   |                         |
|-----|---|-------------------------|
| 13. | Designate the City of Benson's Official Newspaper   | <b>Action Requested</b> |
| 14. | Designate Bank Depositories: (suggested Motion Should Include State Banks, National Banks and thrift institutions located either Within or outside the State of MN qualifying as depositories under MN law)                     | <b>Action Requested</b> |
| 67  | 15. Review the City of Benson's 2019 Annual Calendar & Approve City Council Meeting Time & Dates  | <b>Action Requested</b> |
| 16. | Authorization of Check Signers (Suggested Motion Should Include):<br><br>All Accounts:           Mayor, City Manager, Finance Director<br>Incidental Fund:       Lisa Kent, Valerie Alsaker<br>Hospital Fund:         Lisa Kent | <b>Action Requested</b> |
| 17. | Schedule Board of Review on April 15, 2019 5:30-6:00 p.m.   | <b>Action Requested</b> |
| 18. | Exempt Wages  | <b>Action Requested</b> |
| 19. | City Manager's Performance Review   | <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 17, 2018**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Mark Schreck, Lucas Olson, Jon Buyck. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Ben Honebrink, Bill McGeary and Roxy Lewis.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. Wolfington asked to add League of Minnesota Cities Insurance Water Plant Study, and a letter of understanding from out auditors Conway, Dueth and Schmiesing. It was moved by Evenson, seconded by Schreck 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 3, 2018 City Council Minutes
- November 5, 2018 Planning Commission Minutes
- Application to the Airport Board by Kelly Lindblad
- Application to the Hospital Board by Tom Anderson
- 2019 Cigarette Licenses for Benson Food Shop, Holiday Station, Darold's SuperValu, Glacial Plains and Dollar Store, Inc.
- November 2019 Police Report
- Xcel Energy Letter to Minnesota Public Utility Commission
- A Thank-you from Doug Griffith and Heather Thompson

The Mayor asked for people with unscheduled business. Ben Honebrink approached. He presented a cover letter of expenses from a sewer back-up due to a water main break last February in his rental house at 210 – 10<sup>th</sup> St. S. Mayor Collins told him at the October 1 2018 Council meeting, it was determined this issue was to be negotiated through the City Attorney. Honebrink said he was told the City would cover all his expenses. The Mayor said if he didn't want to accept the City's offer through our attorney, he could continue to pursue this through his legal counsel.

Next Wolfington discussed a house that had water damage to it due to broken water pipes. Upon inspection, it was discovered there were some serious issues in the house that need to be addressed. He asked the Council to approach this simultaneously, first send a City Council order to either repair the structural issues to the home or raze it, then also go through a court order to so the same. The Council reviewed the issues and saw pictures. It was moved by Evenson, seconded by Schreck and carried unanimously to issue the following order as well as send it to the court:

**ORDER FOR RAIZING AD REMOVAL OF HAZARDOUS BUILDING**

**TO: KRISTINE A. KNUTESON**, her heirs and/or assigns, and all persons unknown claiming any right, title, interest or lien in the real estate described herein

**YOU ARE HEREBY ORDERED** to repair the house located at 703 – 15<sup>th</sup> Street South, Benson, Minnesota legally described as Lot Nine (9) , Block Seven (7), Southside Addition to the City of Benson, Swift County, Minnesota,

You are to repair the building by taking the following specific actions:

1. Repair all existing structural hazards to the satisfaction of the City Building Inspector
2. Repair all existing weather protection hazards to the satisfaction of the City Building Inspector
3. Repair any existing wiring, plumbing or mechanical hazards to the satisfaction of the City Building Inspector

In the alternative you may raze and remove the building.

This order is made on the grounds that said house is in a hazardous condition and presents a serious threat to the health and safety of the public.

You must complete the repair of said buildings by no later than March 18, 2019. If you fail to do so, a motion for summary enforcement of this order will be made to the District Court of Swift County, Minnesota, unless you file an answer to the Order within the time specified by Minnesota Statutes section 463.18.

Next was a letter of lease termination from Independent School District 777 for the north end of the Civic Center. Wolfington said there is also a letter from the Civic Center Board (CCB) expressing interest in the north end of the Civic Center for recreational use. The Mayor expressed concern about leasing to the Civic Center Board, what state codes would apply to the building and how would it affect the south end where Hockey has been so successful. McGeary spoke up and said the building codes are different for schools and public recreation buildings. Buyek asked what the CCB's plans would be for the north end of the Civic Center. He said indoor recreation. They would insulate, get better lighting, and put in a new floor. The Mayor asked to tour the north end of the Civic Center at the January 2, 2019 Council Meeting. Wolfington said he would like to have a study done and hopefully decipher what uses can be in the north end of the Civic Center.

Wolfington presented the report on the evaluation we ordered on the swimming pool last summer by USAquatics. It outlines their findings. Gens recapped the highlights and pointed out future expenses with the pool. Gens said we will have to eventually recoat the pool as there are some descaling issues. Wolfington said there will be a list of maintenance expenses over the next 5 years.

Wolfington discussed the AFSCME Union negotiations. He said they have settled on a 3 year contract and proceeded to go over the proposals. He recommended approval. After discussion, it was moved by Schreck, seconded by Evenson and carried unanimously to approve the AFSCME Contract as presented.

Next was a pay request from Prairie Five Community Action Council for the 2<sup>nd</sup> half of the 2018 transit operating expenses. It was moved by Evenson, seconded by Olson and carried unanimously to approve the pay request from Prairie Five Community Action Council in the amount of \$6,109.00.

Wolfington reminded the Council of the special Council meeting scheduled for January 18 & 19, 2019 at the hospital conference room. Department heads will be invited as well.

Wolfington discussed the Council's desire to have Doug Griffith return for two work session in 2019. The first would be March 7-9, 2019. The purpose of this event would be strategic planning to include the Planning Commission. The second would be June 20-22, 2019. This would be a marketing strategy event to include the EDA. Cost could be \$30,000 for each visit. The Council will have to consider if the workshops will be worth the cost.

Wolfington presented the Western Minnesota Prairie Waters regional marketing program request for support. The City has supported this in the past, which will guarantee marketing what Benson has to

offer. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to contribute \$3,708.00 in 2019 to the Western Minnesota Prairie Waters program.

Pederson approached the Council to review the City Zoning Map. It was discovered zoning changes the Council had been made over the years, but the map didn't reflect those changes. He noted the City's base map was updated in October 2018. The last time the zoning map was adopted was in 2003, and since then there have been an annexation and two additions added. Pederson reviewed those changes, and wanted to make the Council aware of the map update. He said the Girls Ranch zoning and an area along east highway 12 will need a public hearing. He went on to say the Planning Commission has reviewed the map he is presenting today.

It was moved by Buyck, seconded by Schreck and carried unanimously to approve the following Public Utilities Bad Debts list as of December 31, 2018:

ACCT. NO.	NAME	ELEC	WATE	SEWER	TAX	GARB	PEN	ST SWR	TOTAL
101-0039-00-09	Trevor Ahrndt	156.49	48.85	109.48	9.24	14.90	2.36	6.77	348.09
101-0039-00-01	Brenda Kurkosky	1003.51	36.00	54.00	9.09	11.00	30.09	5.00	1148.69
102-0009-00-05	Kayla Williams	357.34	148.08	82.58	22.86	27.32	11.75	12.42	662.35
102-0009-00-06	Karena Brown	403.59	195.78	375.17	51.00	104.68	62.33	27.58	1220.13
102-0141-00-02	Mary Jo Erhardt	220.11	64.44	80.57	22.13	26.26	7.90	11.93	433.34
104-0008-16-01	Jessica Spencer	28.69	27.10	45.73	1.98	0.00	1.23	6.77	111.50
104-0008-64-07	Pauline Wroblewski	62.29	29.68	46.13	6.32	0.00	1.72	6.97	153.11
104-0021-00-03	Scott Wroblewski	460.23	59.44	90.71	18.88	14.78	12.31	6.72	663.07
104-0047-00-02	Kirby Hettver	54.17	49.04	82.57	9.73	26.97	4.64	12.26	239.38
104-0090-00-05	Midwest Portf Solutions	0.00	0.00	0.00	1.83	8.25	0.00	3.75	13.83
104-0143-02-13	Gabriel Noble-Torres	244.03	0.00	0.00	11.79	0.00	6.94	7.00	269.76
104-0143-12-13	Tracy Cain	176.23	0.00	0.00	8.52	0.00	5.52	7.13	197.40
104-0143-21-14	Jeremy Poverud	48.05	0.00	0.00	2.15	0.00	1.54	7.10	58.84
201-0101-00-03	Wendell Kienietz	30.60	32.34	47.25	5.65	15.40	1.33	7.00	139.57
202-0049-00-17	Kecia Kalisch	43.08	6.36	97.04	6.04	31.63	3.23	14.38	201.76
202-0095-00-06	Jason McVinua	231.70	0.00	0.00	0.00	0.00	3.53	0.00	235.23
202-0095-00-07	Nick Wroblewski	474.42	0.00	0.00	52.38	80.74	43.02	33.07	683.63
203-0047-00-02	Reid Muxfeldt	75.04	24.12	28.12	7.71	9.17	0.00	4.17	148.33
205-0007-00-21	Renee Pappenful	90.55	0.00	0.00	3.77	0.00	2.58	6.00	102.90
205-0010-00-11	Jasmine Perteet	470.17	0.00	0.00	11.91	0.00	11.03	11.14	504.25
205-0011-00-06	William Steinmetz	79.44	0.00	0.00	5.46	0.00	2.30	10.03	97.23
205-0404-00-16	Tiffany Johnson	181.84	0.00	0.00	12.50	0.00	3.42	10.90	208.66
205-0406-00-05	Brian Erhardt	231.85	0.00	0.00	10.43	0.00	7.39	8.25	257.92
205-0510-00-19	Julie Stubblefield	76.28	0.00	0.00	5.23	0.00	2.66	10.65	94.82
205-0527-00-13	Rayshawnda Johnson	331.76	0.00	0.00	6.94	0.00	8.13	4.50	351.33
205-0529-00-35	Chelsea Zeiner	25.56	0.00	0.00	1.76	0.00	0.00	1.78	29.10
205-0529-00-36	Chelsea Zeiner	122.14	0.00	0.00	8.40	0.00	1.83	5.72	138.09
205-0530-00-10	Seleina Gamez	159.82	0.00	0.00	10.99	0.00	3.30	11.42	185.53
205-0532-00-27	Earnestine Spencer	98.07	0.00	0.00	0.00	0.00	0.00	0.00	98.07
205-0535-00-10	Melissa Bonk	101.19	0.00	0.00	3.08	0.00	0.00	1.90	106.17
205-0552-00-08	Alecia Anderson	330.68	0.00	0.00	22.74	0.00	-44.98	7.00	315.44
205-0614-00-33	Brittany Mickelson	111.96	0.00	0.00	5.02	0.00	2.55	7.65	127.18
205-0615-00-14	Piana Steuzk	100.21	0.00	0.00	0.00	0.00	0.00	0.00	100.21
205-0618-00-01	Jennifer Capps	49.23	0.00	0.00	3.38	0.00	0.00	1.06	53.67
205-0655-00-28	Amber Swenson	180.44	0.00	0.00	7.43	0.00	5.87	7.90	201.64
205-0664-00-14	Tamara Wojcik	209.92	0.00	0.00	8.72	0.00	6.92	7.00	232.56
301-0004-00-08	Jamal Cobb	133.22	68.29	78.07	16.42	26.26	1.78	11.93	335.97
301-0004-00-09	Kim Schramel	181.29	59.77	78.75	19.07	25.67	7.99	11.67	384.21
301-0075-00-07	Dan Stiel	103.24	0.00	61.47	0.00	0.00	0.00	0.00	164.71
302-0022-00-05	Courtney Evenson	74.78	87.33	59.72	13.07	19.87	-41.15	9.03	222.65
303-0059-00-25	Julieann Dutcher	216.31	36.84	45.36	9.31	14.78	6.25	6.72	335.57
303-0071-00-05	Dylin Baker	283.40	61.80	101.25	18.03	37.00	10.07	15.00	526.55

303-0073-00-12	Kaytlyn Haugen	229.42	36.90	48.26	9.53	16.33	6.46	7.42	354.32
303-0132-00-02	State Line Properties	98.35	77.23	128.36	16.23	42.47	9.11	19.31	391.06
303-0132-00-04	Susan Casey	40.28	32.53	42.75	6.37	13.93	0.00	6.33	142.19
304-0132-00-16	Melissa Paulsrud	181.93	58.63	49.00	18.09	15.97	51.60	7.25	382.47
304-0135-00-03	Starlene Smith	638.39	385.86	653.63	29.14	37.13	66.88	16.88	1827.91
304-0141-00-02	Deb Leibold	138.79	6.36	336.25	52.34	440.00	402.00	200.00	1575.74
304-0212-00-11	Isabelle Salinas	45.25	0.00	0.00	3.11	0.00	.68	6.59	55.63
304-0217-00-10	Jasalyn Zenker	82.88	0.00	0.00	5.70	0.00	1.14	8.45	98.17
305-0015-00-24	Matt Erickson	218.20	0.00	0.00	8.19	0.00	4.26	5.30	235.95
305-0016-00-15	Jason/Krystal Swierenga	25.15	0.00	0.00	1.73	0.00	0.00	1.16	28.04
305-0022-00-08	Anthony/Abigail Kontz	161.35	0.00	0.00	11.10	0.00	6.41	13.29	192.15
305-0044-00-18	Joyce Ivey	256.51	0.00	0.00	15.18	0.00	5.77	7.39	284.85
305-0046-00-25	Michaela Grussing	93.44	0.00	0.00	3.76	0.00	3.21	7.40	107.81
305-0051-00-10	Danielle Audette	118.16	0.00	0.00	5.28	0.00	3.59	7.10	134.13
305-0062-00-20	Christine Abbes	56.76	0.00	0.00	3.90	0.00	.78	11.82	73.26
305-0065-00-07	Randi Eilola	97.50	0.00	0.00	2.00	0.00	2.43	4.91	106.84
305-0110-00-04	Mike Jagusch	165.04	49.26	63.28	16.31	20.63	0.00	9.38	323.90
305-0205-00-09	Natasha Juarez	47.53	0.00	0.00	2.50	0.00	.79	5.89	56.71
305-0209-00-07	Sabrina Love	25.68	0.00	0.00	0.00	0.00	0.00	0.00	25.68
305-0218-00-06	Ryan Kurkosky	16.69	0.00	0.00	0.00	0.00	0.00	0.00	16.69
305-0226-00-09	Kelsy Kurkosky	70.02	0.00	0.00	4.48	0.00	1.63	6.96	83.09
305-0228-00-07	Preshaya Collins	145.34	0.00	0.00	6.42	0.00	1.96	8.42	162.14
306-0110-00-03	Jaime Nielsen	33.39	0.00	0.00	2.29	0.00	.53	5.98	42.19
306-0111-00-03	Victoria Trevino	98.58	0.00	0.00	6.78	0.00	4.21	14.25	123.82
306-0111-00-05	Travis Beyer	10.53	0.00	0.00	.72	0.00	0.00	2.00	13.25
306-0114-00-03	Palmer Slaughter	9.12	0.00	0.00	0.00	0.00	0.00	0.00	9.12
306-0123-00-09	Sherri Himrod	52.97	0.00	0.00	3.65	0.00	.93	6.00	63.55
306-0133-00-03	Austin Geleneau	136.62	0.00	0.00	9.38	0.00	3.48	8.65	158.13
306-0138-00-03	Bridget Bryant	55.46	0.00	0.00	1.68	0.00	1.28	4.10	62.52
306-0140-00-16	Michael Wroblewski	180.65	0.00	0.00	7.94	0.00	3.23	4.78	196.60
306-0216-00-23	Vi Loen	233.36	0.00	0.00	0.00	0.00	0.00	0.00	233.36
306-0217-00-18	Vi Loen	419.59	0.00	0.00	0.00	0.00	0.00	8.23	427.82
402-0002-00-04	Virginia Weber	115.29	59.05	78.39	14.48	25.55	3.91	11.62	308.29
402-0002-00-05	Trenton Lustfield	110.57	50.53	56.25	12.85	18.33	0.00	8.33	256.86
402-0053-00-02	Breanna Flaten	197.26	27.16	85.05	0.00	0.00	0.00	0.00	309.47
402-0062-00-03	Michael Austvold	370.25	99.33	190.35	17.78	41.23	12.58	7.83	739.35
402-0187-00-04	Shauntae Burns	179.16	127.91	168.82	23.62	31.74	12.02	14.44	557.71
403-0040-00-04	Darlene Riley	415.75	67.20	114.75	17.67	33.00	29.47	15.00	692.84
403-0088-00-03	Beneva Johnson	31.15	10.93	14.85	3.28	4.03	0.00	1.83	66.07
501-0087-00-08	Empire Ag. Consulting	621.64	4.03	5.44	74.09	0.00	313.63	343.23	1362.06
502-0090-00-13	Porsha Edmond	137.42	0.00	0.00	11.99	26.13	3.94	7.13	186.61
<b>TOTALS</b>		<b>14374.34</b>	<b>2128.17</b>	<b>3599.40</b>	<b>880.52</b>	<b>1261.15</b>	<b>1155.29</b>	<b>1171.92</b>	<b>24570.79</b>

Pederson said it is a new State Law cities need to designate their polling place annually.

Councilmember Evenson offered the following resolution:

**A RESOLUTION DESIGNATING POLLING PLACE FOR 2019 ELECTIONS  
(RESOLUTION NO. 2018-32)**

**WHEREAS**, Minnesota Statutes 204B.175, subd 1a requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

**WHEREAS**, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

**WHEREAS**, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

**THEREFORE, BE IT RESOLVED:** That the Benson City Council hereby designates the following polling place for elections conducted in the city in 2019:

Precincts 1 & 2  
Benson Armory  
203 – 14<sup>th</sup> Street South  
Benson, MN 56215

**AND BE IT FURTHER RESOLVED**, that the city Clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election law for any polling place designated in the Resolution when necessary to ensure a safe and secure location for voting.

**AND BE IT FURTHER RESOLVED**, that the City Clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Swift County Elections office.

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2018-32 duly passed and adopted.

Pederson informed the Council the City received the new vac truck last week. Now we need to complete the lease documents with Bank of the West. Councilmember Olson offered the following resolution:

**RESOLUTION DETERMINATION OF  
NEED FOR A VAC-TRUCK  
(RESOLUTION 2018-33)**

**WHEREAS**, the governing body of Lessee had determined that a true and very real need exists for the acquisition of the equipment described in the Municipal Lease Agreement presented to this meeting and that it is appropriate to finance such acquisition; and

**WHEREAS**, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition and financing of such equipment.

**BE IT RESOLVED**, by the governing body of Lessee that the terms of said Municipal Lease Agreement are hereby approved as the best means for Lessee to finance the acquisition of such Equipment, and the governing body of Lessee designates and confirms that each of the persons indicated below is authorized to execute and deliver on behalf of Lessee the Municipal Lease Agreement and any related documents deemed by such person necessary to the consummation of the transactions contemplated by the Municipal Lease Agreement.

**FURTHER BE IT RESOLVED**, that pursuant to Section 265(b)(3)(D) of the Internal Revenue Code, as amended, the governing body of Lessee hereby designates this Municipal Lease Agreement as comprising a portion of the allowed amount in aggregate issues designated as “qualified tax-exempt obligations” eligible for the exception to the general rule of the Code which provided for a total disallowance of a deduction for interest expense allocable to the carrying of tax-exempt obligations. The governing body of the Lessee further certifies that it does not reasonably contemplate issuing more than the allowed amount of “qualified tax-exempt obligations,” as defined in the Code, during 2018.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded:  
 AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared  
 Resolution 2018-33 duly passed and adopted.

Pederson presented the final budgets and levy to the Council. Councilmember Evenson offered  
 the following resolution:

**RESOLUTION CERTIFYING THE FINAL OPERATING BUDGET  
 FOR THE CALENDAR YEAR 2019 FOR THE CITY OF BENSON, MINNESOTA  
 (RESOLUTION NO. 2018-34)**

BE IT RESOLVED, that the Final Operating Budget for the City of Benson, Minnesota, for the  
 fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved.

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

<b>Revenues</b>	
Taxes - General Fund	1,478,030
Taxes – Library	113,959
State Grants and Aids	1,162,719
Other Revenues	<u>836,780</u>
<b>Total Revenues</b>	<b>3,591,488</b>
<b>Expenditures</b>	
General Government	382,306
Public Safety	1,283,858
Highways, Streets and Roads	615,577
Parks and Recreation	525,930
Library	116,859
Capital Outlay	550,000
Other Expenditures	<u>236,797</u>
<b>Total Expenditures</b>	<b>3,711,327</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(\$119,839)</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 Schreck seconded the foregoing resolution and the following vote was recorded:  
 AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared  
 Resolution 2018-34 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION ADOPTING FINAL 2018 PROPERTY  
 TAX LEVY, COLLECTIBLE IN 2019  
 (RESOLUTION NO. 2018-35)**

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that  
 the following proposed sums of money be levied for the current year, collectible in 2019, upon the taxable  
 property in the City of Benson, for the following purposes:

General Fund Levy	\$802,600
Police Personnel	675,430

Library Fund Levy	113,959
G.O. Equipment Bonds 2014 – Golf	48,573
G.O. CIP Bonds 2014 - Street Garage	72,445
G. O. CIP Bonds 2017 - Police Department	<u>89,329</u>
<b>Total</b>	<b>\$1,802,336</b>

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2019, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$ 72,285</u>
<b>Total</b>	<b>\$72,285</b>

BE IT FURTHER RESOLVED that \$61,180.88 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 2018 tax levy.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2018-35 duly passed and adopted.

Councilmember Buyck offered the following resolution:

**RESOLUTION REVISING THE 2018 GENERAL FUND  
OPERATING BUDGET TO ELIMINATE THE OVERSTATING  
OF REVENUES AND EXPENDITURES PER GASB 64  
(RESOLUTION 2018-36)**

WHEREAS, the Benson City Council adopted the 2018 operating budget in December of 2017, and

WHEREAS, the budget includes Management Fee Revenues charged to the Enterprise Funds to offset approximately 45% of the costs of the Mayor and Council, Administration, Audit, City Attorney, and City Hall Departments, and

WHEREAS, the annual reporting to the Minnesota Office of the State Auditor for the year ended 2016 resulted in a recommendation to change how the Management Fees charged to the Enterprise Funds are accounted for, and

WHEREAS, by moving the Management Fees from the Revenue line items directly to the Expense line items this overstating will be eliminated.

NOW, THEREFORE BE IT RESOLVED that the following 2018 General Fund budget line items be revised.

Revenues	Original Budget	Revised Budget
Management Fee- Garbage Collection	\$9,384	\$0
Management Fee-Water Fund	\$40,920	\$0
Management Fee-Electric Fund	\$184,056	\$0
Management Fee-Liquor Fund	\$27,168	\$0
Management Fee-Sewer Fund	\$53,112	\$0

Expenditures

Mayor & Council Personnel Services	\$0	(\$8,008)
Mayor & Council Other Charges	\$0	(\$12,432)
Administration Personnel Services	\$0	(\$200,898)
Administration Other Services	\$0	(\$56,289)
Internal Audit Reimbursement	\$0	(\$12,105)
City Attorney Reimbursement	\$0	(\$12,570)
City Hall Supplies Reimbursement	\$0	(\$3,725)
City Hall Other Services Reimbursement	\$0	(\$8,613)

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded:  
 AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared  
 Resolution 2018-36 duly passed and adopted.

Next was exempt salary review. Councilmember Schreck asked to table this until the January 2,  
 2019 Council meeting.

It was moved by Evenson, seconded by Olson and carried unanimously to approve bills and  
 warrants in the amount of \$547,201.81

Pederson presented a letter of engagement from Conway, Dueth and Schmiesing for auditing  
 services. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the terms  
 for auditing services for 2019.

Wolfington presented a report from the League of Minnesota Cities with a report from Crane  
 Engineering from the investigation of issues that caused to a chlorine leak in April of 2016 at the Benson  
 water plant. The damages were considerable and how to proceed will be moved on soon.

There was discussion on the Benson School's lease payment received recently for the north end  
 of the Civic Center. The \$35,000 lease payment for 2019 was received, and paid out to the Civic Center  
 Board, which they have already cashed. Wolfington said he feels there needs to be a proper feasibility and  
 structural study done which will dictate which uses can be in there.

There being no further business to come before the Council upon motion by Evenson, seconded  
 by Schreck and carried unanimously to adjourn the Council meeting at 6:45 p.m.

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Mayor

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City Clerk

2/

## **EDA Meeting November 19, 2018**

**Members Present:** Jack Evenson, Sheryl Madden, Rick Horecka, Dan Enderson, Mark Schreck and Rob Wolfington  
**Members Absent:** Jeff Zosel, Kathy Polzin.  
**Also Present:** Brian Samuelson

Chairman Evenson called the meeting to order at 7:30 a.m.

It was moved by Schreck seconded by Madden and carried unanimously to approve the October 15, 2018 EDA minutes.

It was moved by Schreck, seconded by Madden and carried unanimously to approve the October 22, 2018 Special EDA minutes.

### **Brightmark Energy Update**

Wolfington narrated the history of Brightmark Energy, Xcel and Bio Pro Energy in reference to Xcel closing the Fibrominn plant. He stated at the Biomass Conference in March of 2017, he and Horecka were invited for dinner to the Swedish institute. There they discussed Xcel's plan to buy and close the Fibrominn plant. Here is where they met BioMac, which became Brightmark Energy (BME). The City knew the site needed to be replaced with a business. Over 18 months the City and BME built a relationship. Meanwhile Xcel started taking bids for their assets at the Fibrominn site. BME and Biopro Energy (BPE) both submitted bids for different parts of the site. Xcel, after careful consideration and a letter of support from the City, Xcel awarded the bid to BME. BPE then sent Xcel and unsolicited bid for the entire site. Xcel examined the situation and turned the unsolicited bid down. BPE is asking to talk to the City Council tonight. BPE wants to partner with CVEC and provide steam power for CVEC. The West Central Tribunes article last Saturday didn't look favorably on the City Council. BPE wants to discuss with the City Council why they should be in this project. Wolfington stated he feels they are a good company, they just came to the deal too late.

### **Economic Development Coordinator**

Wolfington discussed the Council is possibly moving slowly into the idea of needing and economic development coordinator with everything going on. In January there will be lots of permitting and marketing and this position can help do a better job of using the Xcel dollars. Cost for this position could be 1) a full time position which would be a housing and economic development coordinator working directly under the City Manager and be in the union as an assistant to the City Manager or 2) Department head Community Development Director and would handle zoning, planning economic development and supervise the building official, manage EDA funds or 3) the City would contract with the Upper Minnesota Valley Regional Development Commission for so many hours. All positions would be the same wage including fringes. The City Council hasn't begun to debate this yet. With more demands on the City Manager and his retirement just over the horizon, continuity is a benefit.

**Swift County Benson Hospital Foundation Capital Campaign**

The Swift County Benson Hospital Foundation Capital Campaign is under way. Wolfington suggested the Hospital ask the City of Benson for a grant to cover administrative costs for a capital campaign manager. From there we could collect the names of the donors to construct a data base for an alumni foundation.

The loan profile was reviewed.

There being no other business, it was moved by Schreck, seconded by Madden and the meeting was adjourned at 8:25 a.m.

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Chairman

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Secretary

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 type="checkbox"/> Airport Advisory Commission    | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Benson Area Tourism Board      | <input checked="" type="checkbox"/> Library Board          |
| <input 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 Heidi Haverkamp-Davis Address 175 20<sup>th</sup> St. SW Benson, MN 56215

Telephone: Home 320-842-4021 Business 320-843-2710 Zip \_\_\_\_\_

How long have you been a resident of Benson? 15 years - County \_\_\_\_\_

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: Educator Name of Employer: Benson Schools - Dist. 777

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 been an English teacher for 17+ years, with a Master's<sup>t</sup> degree in education and literature. I am an avid reader.

Do you have any additional comments? I am interested in becoming involved in my community by serving its library board. Service is an important component of living in any community.

#### 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.

# Safety Meeting Schedule 2019

## Benson

**January 3** - Program Review Overview AWAIR

**January 31**- Job Briefings/ Tailgates  
\*Hotsticks and Grounds Testing

**February 21**- First Aid/ CPR

**April 4** - Emergency Preparedness/ Weather Awareness

**April 25** - Excavation Safety, Shoring and Utilities

**May 22**– Slips Trips/ Back Safety **8:00 am start time**  
\*Poletop/ Bucket Rescue

**June 27** – Off Work/ Summer Safety

**August 1** – Driving Safety/ Backing and Parking

**August 29** – Confined Spaces

**October 3** – PPE/ Hearing Safety

**October 23** - Hazcom/ Chemical Safety

**December 5** - Winter/ Holiday Safety

## Rob Wolfington

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**From:** Doug Griffiths <doug@13ways.ca>  
**Sent:** Thursday, November 22, 2018 5:29 PM  
**To:** Rob Wolfington  
**Cc:** Heather Thomson  
**Subject:** FW: email to rob  
**Attachments:** 13 Ways Community Strat. Planning.pdf; 13ways Community Branding.pdf

Good Afternoon Rob,

We really can't thank you enough for the hospitality we had in Benson last week.

As promised- I've attached two documents:

1. [Our strategic economic development planning process overview](#). This is 100% customizable. I'd love to work with you and your community to help implement a strategy for 2019 and 2020.
2. [Our branding and marketing process](#). I appreciate that a great plan needs to have a thorough marketing plan if the plan is going to work. We do that too.

If you have any questions or would like to chat further- please feel free to give me a ring.

Hope you have a great thanksgiving weekend,

Doug Griffiths, MBA  
Chief Community Builder  
587.335.0013  
<https://www.13ways.ca/>



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# STRATEGIC COMMUNITY ECONOMIC INTENSIVE

*Building Communities Is the Most Important Job on Earth*

**13WAYS**  
There's Always A Way

## PLANNING

Our strategic economic plans are different than those done by other consultants. Ours is born out of a vigorous community assessment.

We focus on the three pillars required to grow a community: people, economic development, and quality of life factors. A community does not become stronger and better only by creating jobs. Strong communities find success by being communities where people want to live because of the quality of life, not just because they are business centers. Success requires balance, and we never lose sight of that.

As well, we insist on incorporating elements of ownership, performance measures, and a communications strategy into the strategic economic plan. Too many other plans focus on the vision and goals, but they fail to consider how a community will get there. We make sure your plan, working closely with administration, what action needs to be taken, who is responsible for that action, and how you are going to measure results, all while keeping the public engaged along the way.



## HOW THE PROCESS WORKS

### Team Building

It sounds simple- but all too often this part is over-looked. In order to get the most out of the time, everyone needs to contribute. This happens when the team is on an even playing field and the formalities are left at the door.

### Messy Logistic Brainstorming

There isn't a strategic plan that is worth a damn if the process is smooth. There are many variables to consider when implementing plans to create a future for your community.

### Put the Plan into Action

We ensure that you are left with a plan that engages everyone. It is comprehensive and clear with deadline

## THE END RESULT

1. **A strategic economic plan, which**
  - incorporates people, economic development, and quality of life factors
  - includes ownership of tasks and performance measures
  - includes a basic communications plan
  - includes a designed version for the public to view (info graphic)
2. **A public that is focused on its future and how to adapt to a changing world**



**13WAYS**  
There's Always A Way

PO Box 39, Ardrossan, Alberta, T8E 2A1  
587.335.0013 | info@13ways.ca

# COMMUNITY BRANDING

*Content is Fire - Marketing is Gasoline*

**13WAYS**  
There's Always A Way

## Branding

When rooted in logic and collaboration much of the subjectivity of branding design is removed. Our process involves the client at important stages of the brand development to ensure the finished product is representative of the client's needs. These checkpoints provide valuable information that informs the final product. From the point of client engagement, the first step that follows is research into the municipality and strategic plans, competition and category analysis and key differentiators. With this information, we develop out 2-3 moodboards/visual directions to gauge the client's aesthetic needs/wants. Once a visual direction has been agreed upon, the brand and identity development starts which is then presented and discussed with the client.



## HOW THE PROCESS WORKS

### Brand Research

**Connecting with the mavens of your** We will create a brand strategy and moodboards that will capture you community's identity.

### Brand Application

From your website to social media. The brand of the community will be implemented succinctly and efficiently.

### Marketing Recommendations

We ensure that you are left with a plan to implement that engages your community.

## THE END RESULT

1. Brand Research & Strategy
2. Identity/Brand Development
3. Delivery of final logo files and identity standards
4. Advertising and Marketing material recommendations
5. Brand Application
6. Marketing Strategy Recommendations

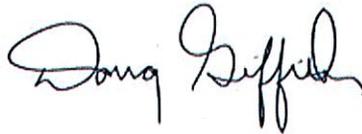


**13WAYS**  
There's Always A Way

PO Box 39, Ardrossan, Alberta, T8E 2A1  
587.335.0013 | [info@13ways.ca](mailto:info@13ways.ca)

## Proposal: Community Economic Strategic Plan

*Hope is not a strategy, goals are a strategy*



**Submitted to:**

Rob Wolfington

CAO – Benson, MN

**Submitted by:**

Doug Griffiths

Chief Community Builder

## **Context:**

So many communities focus only on the pillar of economic development. They invest their time and money in generating a strategic economic development plan focused on attracting businesses and industries to the area, believing that will lead to long-term prosperity and success. However, without people there are no businesses and industry, and without a quality of life there are no people. If any one of the three pillars is weak, the community crumbles. Every initiative to focus on long-term prosperity must encompass all three if it is to have a chance of success.

The world is changing faster and more drastically than at any other time in history. New technology and cultural shifts are causing massive disruptions in our communities. Those who are preparing for today are already behind. Communities need to prepare for what is coming at them tomorrow, if they hope to be successful over the long-term.

## **What Makes 13 Ways Unique?**

If your focus is on getting a traditional report and strategy produced, we are not what you need. Those reports often look wonderful, but they sit on a shelf and don't get results. We believe community building is the most important job on Earth, because when communities are strong leadership is successful, businesses are prosperous, and families can take care of themselves and each other. Strong communities mean healthy families, and a good foundation for a strong nation.

We commit to a limited number of projects per year. In fact, we only take on clients who are willing to adapt, committed to success, and as ready to invest their time and energy to get there as are we. That allows me and my team to dedicate ourselves fully to helping you and your organization find your personal pathway to success. We are often more expensive than others who are happy to compile a report and leave. The difference with us is that what keeps you up at night, keeps me up at night. Like you, we are investing to get results.

## **Build a Strategic Community Economic Plan**

# 13WAYS

There's Always A Way

Our strategic economic plans are different than those done by other consultants. A community does not become stronger and better only by creating jobs. Strong communities find success by being communities where people want to live because of the quality of life, not just because they are business centers. Success requires balance, and we never lose sight of that.

As well, we insist on incorporating elements of ownership, performance measures, and a communications strategy into the strategic economic plan. Too many other plans focus on the vision and goals, but they fail to consider how a community will get there. We make sure your plan, working closely with administration, what action needs to be taken, who is responsible for that action, and how you are going to measure results, all while keeping the public engaged along the way.

## The end result-

- ✓ A strategic economic plan, which
  - incorporates people, economic development, and quality of life factors
  - includes ownership of tasks and performance measures
- ✓ A public that is focused on its future and how to adapt to a changing world
- ✓ Branded Strategic Plan report for the public\*

*Investment- \$25,000USD*

*-\$30,000USD if report write up is needed*

## Why it Works?

This works because it is a comprehensive approach that creates your unique path to success. You will understand what you have to offer that makes you different from other communities. You will have a plan that capitalizes on that uniqueness and moves you toward what you want your community to be in the future, along with a public that buys into that plan. You will have a new brand that unites the community, and will inspire others who connect with it. You will have a targeted marketing strategy designed to focus energy and resources on those families and businesses who will know who you are and will be interested in your community.

That is why it works. You get more than reports and generic plans. You get results.

# 13WAYS

There's Always A Way

These options are presented for your consideration. However, we do not believe one process or one strategy works for all communities. Each community is unique. That is why we believe in custom designing what your organization needs in conversations with you.

At 13 Ways we know when it comes to finding your own pathway to success . . . **There's Always A Way.**

## Proposal: City of Benson Brand Identity

**Submitted to:**  
Rob Wolfington  
Benson MN

**Submitted by:**  
Doug Griffiths  
Chief Community Builder

## **Build and Implement Your Brand**

### **Development Process**

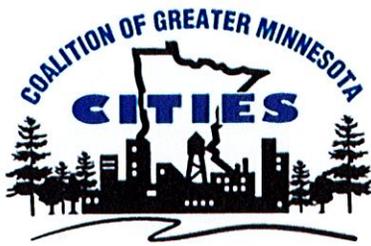
Our process involves the client at important stages of the brand development to ensure the finished product is representative of Benson's needs. These checkpoints provide valuable information that informs the final product. We develop out 2-3 moodboards/visual directions to gauge your aesthetic needs/wants. Once a visual direction has been agreed upon, the brand and identity development starts which is then presented and discussed with the various stake-holders.

### **The end result-**

1. **Inspiration (Mood boards/Visual Direction)**
2. **Core Brand Elements**
  - a. **Colour Palette**
  - b. **Logo – Design, exclusion zones and colour variations**
  - c. **Taglines/Slogans**
  - d. **Typography**
  - e. **Imagery**
  - f. **Voice**
3. **Print, Digital and Spatial Branding – How to use the City of Benson Brand Elements in Print, Digital and Interior/Exterior Spaces.**
4. **Professional Documents and Signs – Business Cards, Letterhead, Building Signs, Vehicles etc.**
5. **Website Template and information transfer\***

*Investment- \$30000USD*

*-\$35000\*with website creation*



Dedicated to a Strong Greater Minnesota

December 20, 2018

Rob Wolfington  
City Manager  
1410 Kansas Ave.  
Benson, MN 56215

Dear Mr. Wolfington,

As 2018 draws to a close, the Coalition of Greater Minnesota Cities (CGMC) is already hard at work preparing for the year ahead.

The upcoming year will be marked by many transitions for our state. Come January, we will have a new governor, more than two dozen new legislators, a different majority in the House of Representatives and many new agency commissioners and staffers. With these changes come fresh opportunities to advance priorities for Greater Minnesota cities. The CGMC will be there every step of the way to keep fighting for Greater Minnesota and ensure that the issues that affect our communities remain a central part of the conversation.

Each of the 97 member cities that make up the CGMC plays an important role in keeping our organization strong. You should have received a letter and invoice from me this summer regarding membership renewal. According to our records, your city has not yet paid its dues for 2019. As a reminder, a copy of the invoice is enclosed. **Please note that payment is due February 1, 2019.** I hope we can count on your continued support. If you have already paid your dues for 2019, please disregard this letter and invoice.

In addition, we hope your city will contribute to the voluntary assessment for the Environmental Action Fund, if it has not already done so for 2019. The Environmental Action Fund helps us pursue additional legislative, legal and regulatory efforts regarding water quality regulations, water infrastructure funding and other important matters. An invoice for the Environmental Action Fund is also enclosed.

If you have any questions about your city's membership dues, the Environmental Action Fund or the CGMC's plans for 2019 and beyond, please contact CGMC Executive Director Bradley Peterson at [bmpeterson@flaherty-hood.com](mailto:bmpeterson@flaherty-hood.com) or 651-225-8840.

**Help us continue the important work of strengthening Greater Minnesota communities by renewing your CGMC membership today!**

Sincerely,

Ron Johnson, Bemidji City Councilor  
President, Coalition of Greater Minnesota Cities



Dedicated to a Strong Greater Minnesota

## 2019 CGMC Dues Invoice

**To:** Rob Wolfington, City Manager  
City of Benson

**From:** Christina Volkers, CGMC Treasurer

**Date:** August 1, 2018

**Re:** 2019 CGMC General Dues Assessment

-----

Your 2019 general dues assessment is based on the assessment policy approved by the CGMC membership at its annual meeting in July 2018.

**2019 general assessment for the City of Benson**

**\$5,702**

For research and advocacy and general services related to property taxes, LGA, annexation, environmental regulation and funding, economic development and transportation. This also includes services for labor and employee relations that will be provided to all CGMC cities.

Payment may be made out of your 2018 or 2019 budgets, but payment should be made by February 1, 2019. About 10.7% of your general assessment is used for annexation and environment programs, which some cities pay out of their utility funds because of the direct impact of these issues on their sewer and water service.

**Please make check payable to CGMC and send by February 1, 2019 to:**

Christina Volkers, CGMC Treasurer  
City of Moorhead  
500 Center Avenue, Box 779  
Moorhead, MN 56560

If you have a question about your 2019 CGMC assessment, please call Bradley Peterson at (651) 225-8840 or email Bradley at [bmpeterson@flaherty-hood.com](mailto:bmpeterson@flaherty-hood.com).

cc: Mayor Gary Landmark



Dedicated to a Strong Greater Minnesota

## 2019 Voluntary Assessment for Environmental Action Fund

**To:** Rob Wolfington, City Manager  
City of Benson

**From:** Christina Volkers, CGMC Treasurer

**Date:** August 1, 2018

**Re:** 2019 CGMC Voluntary Assessment

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At its July 2018 membership meeting, the CGMC voted to establish a voluntary assessment to continue funding for a more proactive environmental program. The amount shown is the recommended amount for your city.

**2019 voluntary assessment recommended amount for the City of Benson \$1,109**

The voluntary assessment will be allocated to a separate Environmental Action Fund to be used to participate in rulemaking and legal challenges to unscientific and unnecessary regulations. The recommended voluntary contribution is 35¢ per capita.

Payment may be made out of your 2018 or 2019 budgets, but payment should be made by February 1, 2019. Some cities may wish to pay this amount out of their utility funds because of the direct impact of these issues on their sewer and water service.

**If your city would like to support the Environmental Action Fund with a voluntary contribution please make check payable to CGMC and send by February 1, 2019 to:**

Christina Volkers, CGMC Treasurer  
City of Moorhead  
500 Center Avenue, Box 779  
Moorhead, MN 56560

If you have a question about your 2019 CGMC voluntary assessment, please call Bradley Peterson at (651) 225-8840 or email Bradley at [bmpeterson@flaherty-hood.com](mailto:bmpeterson@flaherty-hood.com).

cc: Mayor Gary Landmark



2355 Polaris Lane North, Suite 120  
Plymouth, MN 55447-4777  
763.557.9090 • 800.538.2797

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

## WATER TREATMENT PLANT

BENSON, MINNESOTA

Crane File No.: G9338  
Crane Descriptor: ELE – CITY OF BENSON – BENSON

Your Insured: City of Benson  
Date of Loss: April 2016

Prepared for:

Mr. Mark Evenson  
League of MN Cities  
145 University Avenue West  
St. Paul, MN 55103

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in blue ink, appearing to read "Steven M. Hamilton".

Steven M. Hamilton, P.E.  
License No.: 47882

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in blue ink, appearing to read "Christopher J. Brand".

Christopher J. Brand, P.E.  
License No.: 48686

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision.

A handwritten signature in blue ink, appearing to read "Mark E. Weiss".

Mark E. Weiss  
Analytical & Polymer Chemist  
[MarkW@CraneEngineering.com](mailto:MarkW@CraneEngineering.com)  
Date: December 3, 2018

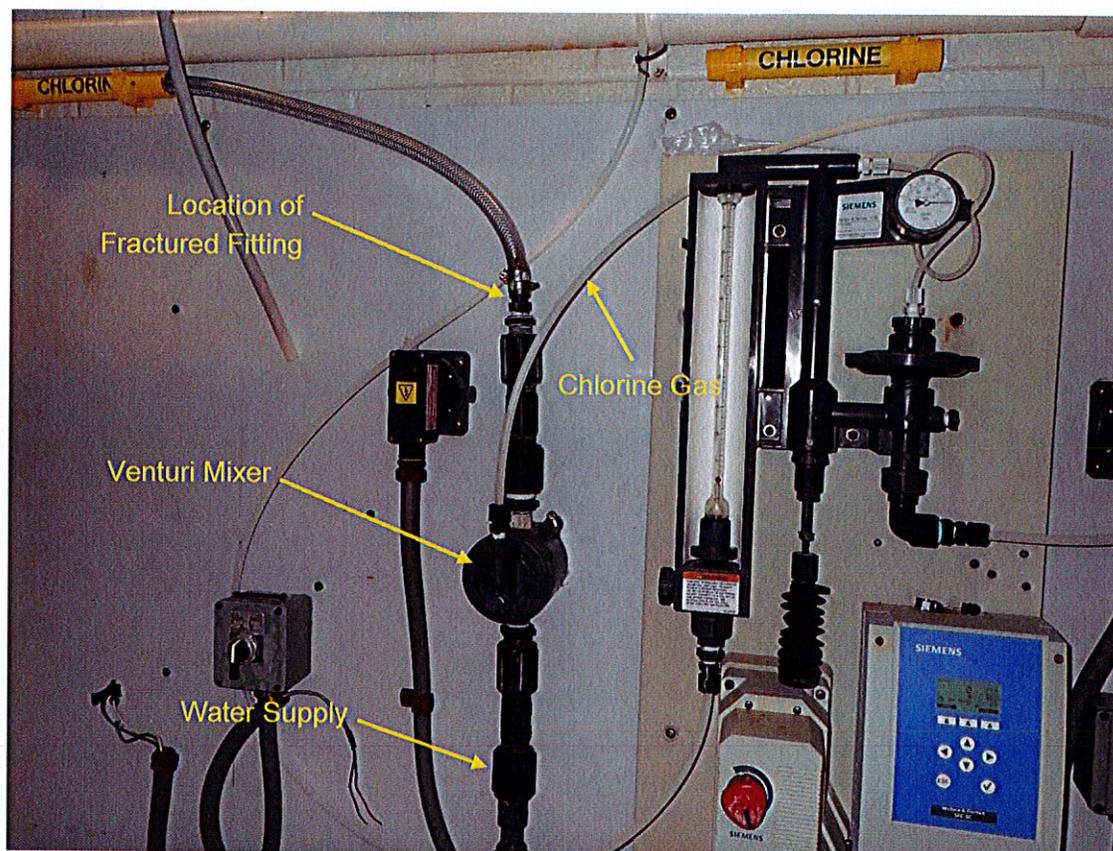
## **SUMMARY**

This preliminary report involves the investigation of issues related to a chlorine leak incident that occurred in April of 2016 at the water treatment plant in Benson, Minnesota. Crane Engineering, Inc. was engaged on October 1, 2018 by the League of Minnesota Cities to investigate and evaluate the extent of the damages and possible cause of the leak. The leak involved a fitting in a hose connection that supplied highly concentrated chlorine/water mixture to the water supply line. As a result of the leak, the facility was exposed to high concentrations of chlorine fumes until the leak was stopped. The scope of our investigation and analysis is directly related to the extent of damages and potential failure cause of the incident fitting. This report, prepared at the request of Mark Evenson, represents the results of our investigation performed to date.

## **BACKGROUND**

The water treatment plant in Benson, Minnesota was originally constructed in 2012. In April of 2016, the water treatment plant operator, Gary Searcy had completed his work for the day and left the plant that afternoon. When he arrived the next morning, he reportedly noticed an unusually strong chlorine smell outside the building. He entered the building to investigate, found the broken fitting and shut off the chlorine supply. The fractured plastic fitting was located on the downstream side of the venturi mixer (see Figure 1 for layout). The venturi mixer takes fresh water and mixes it with chlorine gas to produce a high concentration mixture of chlorine and water. This mixture is injected into the water supply for disinfection purposes. It is our understanding that the fractured plastic fitting is from the original construction. There were no chlorine detectors installed in the main area of the plant. Mr. Searcy then started fans and ventilation to mitigate the heavy concentration of chlorine vapors.





G9338 CJB 11Oct18 040.jpg

Figure 1: Chlorine Injection System.

In the time since the incident, much of the metal in the facility has shown signs of accelerated corrosion due to the chlorine vapor exposure.

## STRUCTURE OF REPORT

This report will contain three main sections: Inspections, Assessment and Failure Analysis followed by a Conclusion section. The Inspection and Analysis sections will contain subsections for Mechanical and Electrical. The Failure section will address Crane Engineering's assessment of the root cause of the failure. The Conclusions section will contain conclusions from both the assessment and failure sections combined. This format will allow for a complete evaluation in one document.

## INSPECTIONS

On October 11, 2018, Crane Engineering performed an inspection at the site; this was approximately 2.5 years after the incident. Steve Hamilton and Chris Brand of Crane met with Gary Searcy (Water Plant Operator) and Dan Gens (Public Works Director) of Benson Public Works.

The water treatment facility was inspected for both electrical and mechanical issues that were attributable to the chlorine leak incident. The following subsections will discuss mechanical and electrical specific items separately.



## ***Mechanical***

Many of the metal components within the treatment plant exhibited visual degradation consistent with exposure to chlorine. In particular, extensive corrosion was observed through-out the plant. The extent of the corrosion is not consistent with the age of the plant. Some of the affected components have not apparently suffered functional degradation however, they appear more aged than is typical for a plant that is 6 years old. Examples of this type include door kick panels (Figure 2) and shafts (Figure 3 and Figure 4). Easily replaceable items, such as the door kick panel, should be replaced. Items like equipment shafts can have their exposed surfaces restored.

Valve components such as pressure gauges, pneumatic controls, pneumatic regulators, valve bodies and fittings that exhibit degradation should be replaced to ensure reliable operation of the valve system (see Figure 6 through Figure 11). The array of valves that control the water flow are of primary concern. These valves rely on electro-mechanical devices to operate and have been compromised by the incident. Further, their malfunction would result in the plant not functioning properly and be "line down" according to representatives from the City of Benson.





G9338 SMH 11Oct18 032.jpg

Figure 2: Corroded Door Kick Panel.



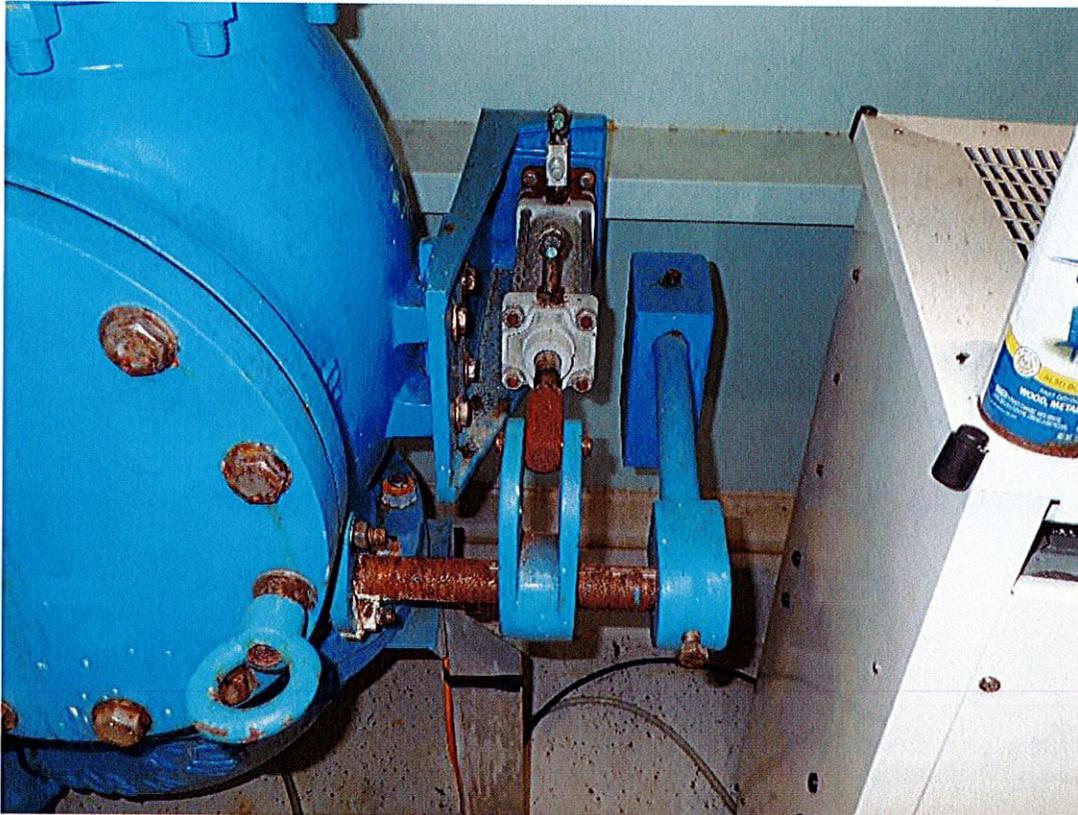
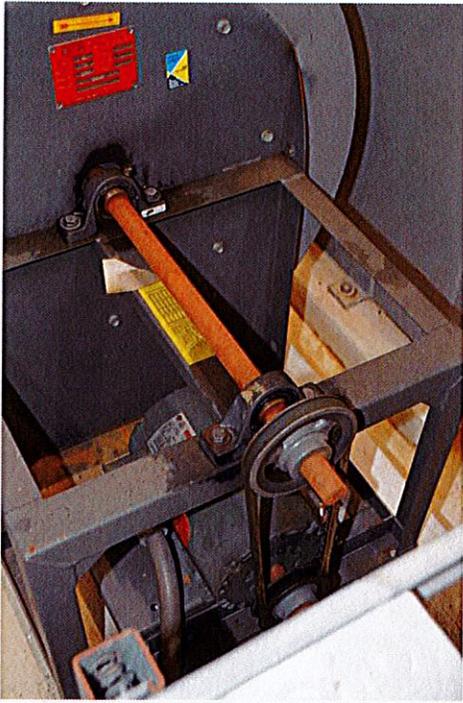


Figure 3: Rusted Valve Shaft.

G9338 CJB 11Oct18 114.jpg





G9338 SMH 11Oct18 205.jpg

Figure 4: Rusted Fan Shaft.



G9338 CJB 11Oct18 112.jpg

Figure 5: Corroded Block and Bleed Valve to a Pressure Transmitter.



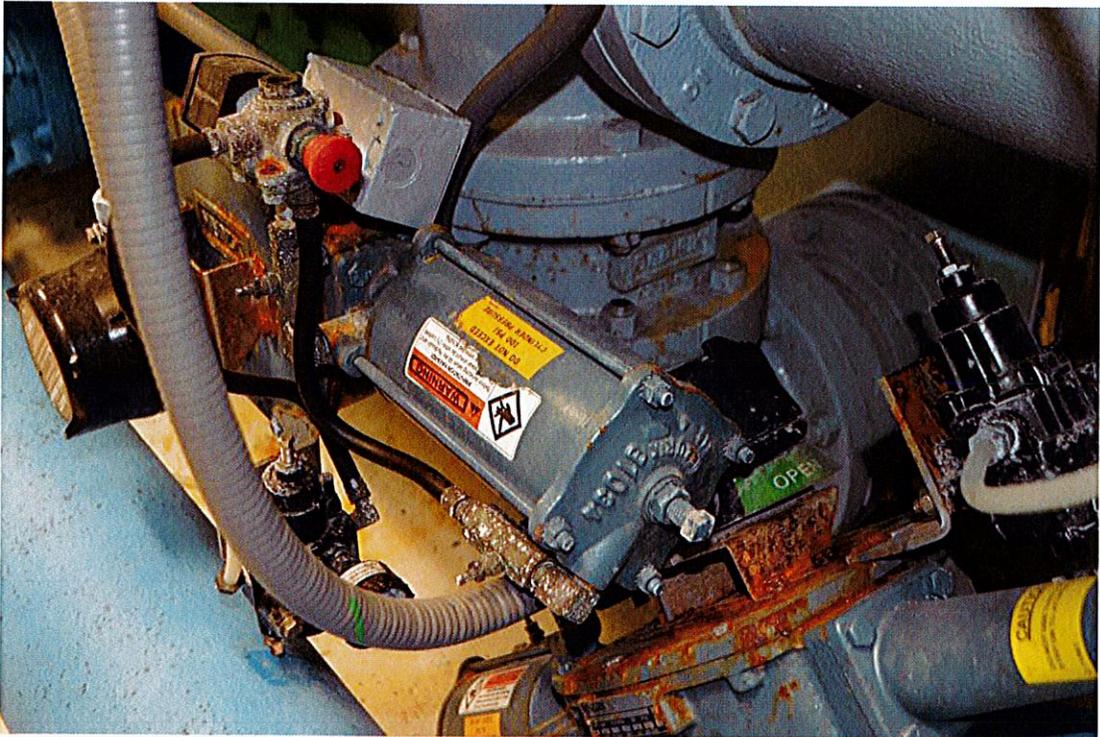


Figure 6: Corroded Valve Components.

G9338 SMH 11Oct18 111.jpg

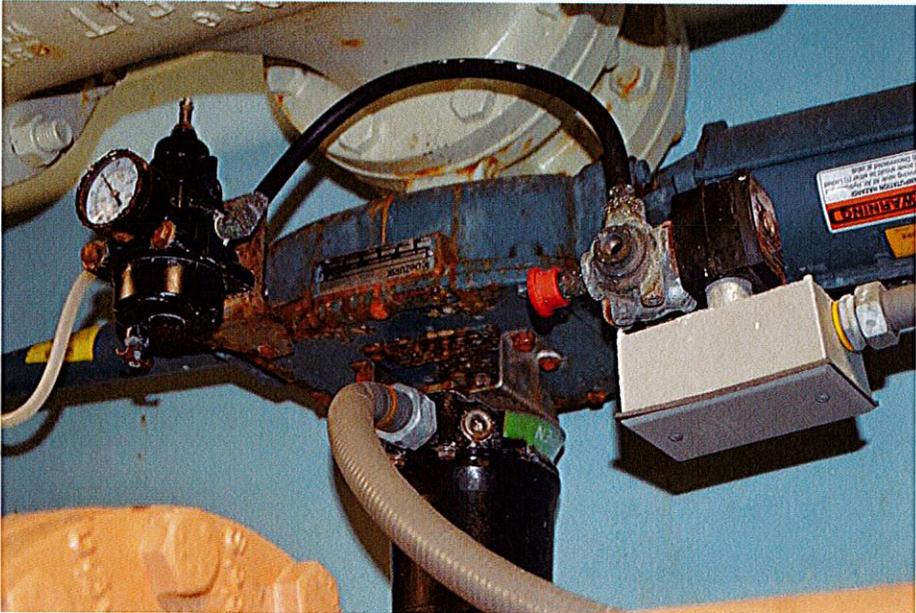


Figure 7: Water Control Valve Assembly.

G9338 SMH 11Oct18 143.jpg





G9338 SMH 11Oct18 136.jpg

Figure 8: Water Control Valve Assembly.



G9338 CJB 11Oct18 098.JPG

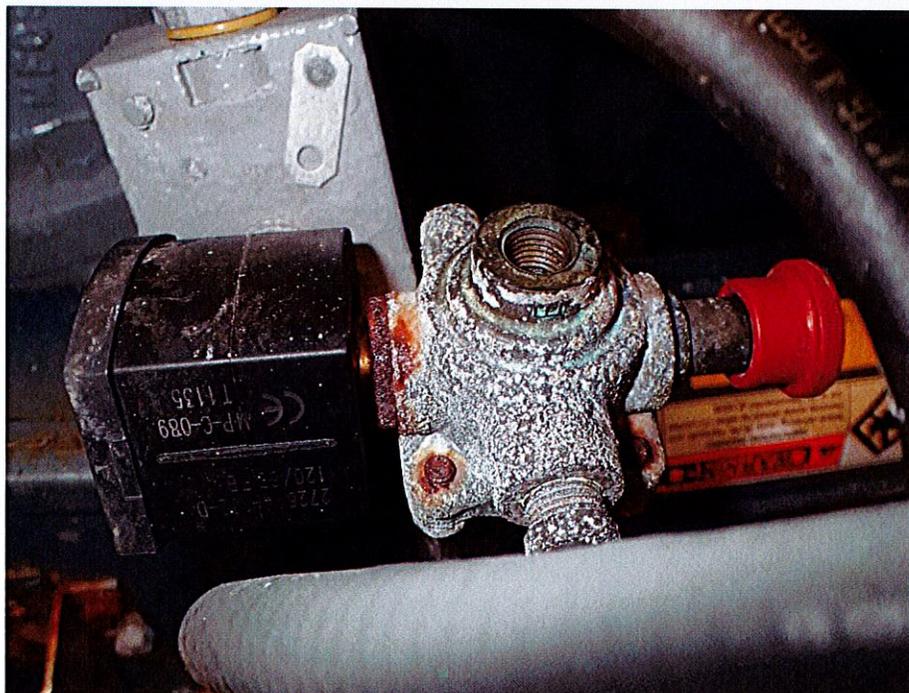
Figure 9: Water Control Valve Pneumatic Regulator.





G9338 CJB 11Oct18 089.JPG

Figure 10: Water Control Valve Body.



G9338 CJB 11Oct18 100.JPG

Figure 11: Water Control Valve Solenoid Valve.

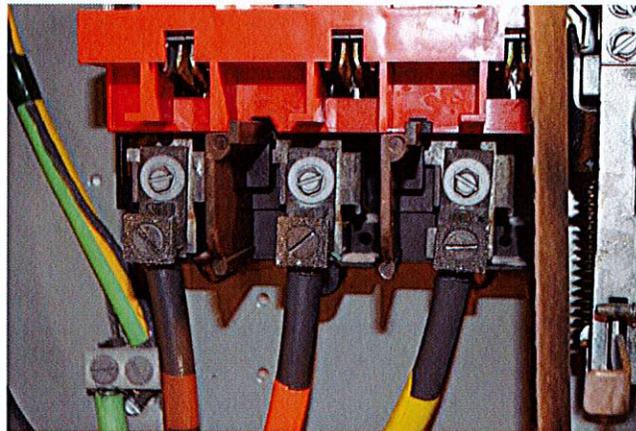


## ***Electrical***

An inspection of the electrical system at the facility revealed corrosion of the metal enclosures. The amount of corrosion on the enclosures appeared proportional to the distance from the leak site, with closer enclosures suffering the heaviest corrosion.

Two breaker enclosures in the main hallway of the plant were examined. Both exhibited the following:

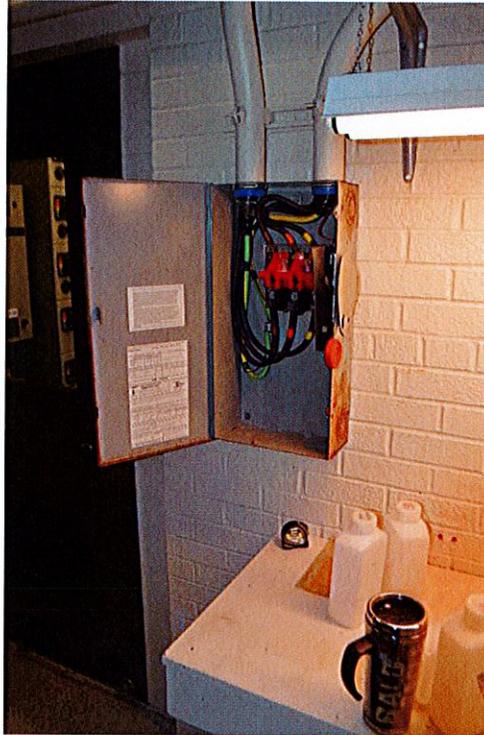
1. Corrosion of the connector lugs (Figure 12);
2. Corrosion of the power and ground conductors (Figure 12); and
3. Corrosion/rusting of the exterior surfaces (Figure 13).



G9338 SMH 11Oct18 085.jpg

Figure 12: Corroded Conductors and Connectors; Breaker Closest to Failed Fitting.





G9338 SMH 11Oct18 083.jpg

Figure 13: Breaker Closest to Failed Fitting.

Inside the office space of the water treatment facility were six Eaton SVX 9000 adjustable frequency drives. These drives were labeled as:

- Well 31
- Well 32
- Well 33
- Recycle Pump
- High Service Pump #1 West
- High Service Pump #2 East

All six of the Eaton SVX 9000 drives exhibited the following:

1. Corrosion of conductors (Figure 16);
2. Corrosion of connectors (Figure 16);
3. Corrosion of fuse contacts (Figure 15); and
4. Corrosion of fuse holders (Figure 15).

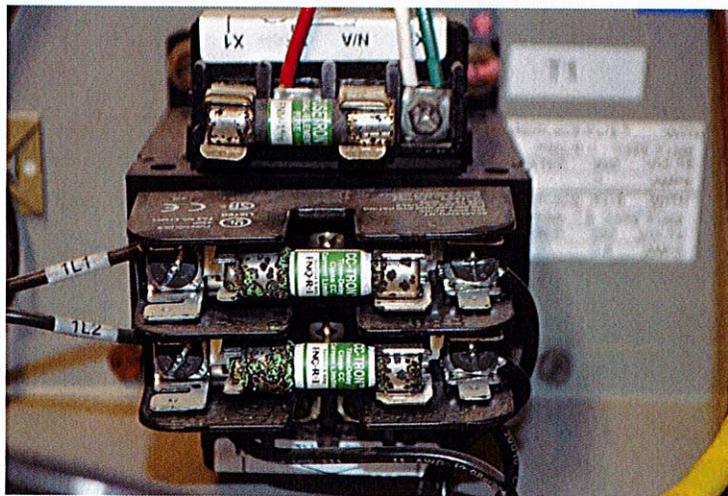
It was not practical to inspect inside the drive unit within the drive enclosures to determine the extent of degradation. Eaton's Product Support was contacted regarding the condition of the drives as described



above. Their recommendation was to completely rebuild the drives (only enclosure could be reused). This would require replacement of the drive unit, auxiliary components, connectors and wiring.



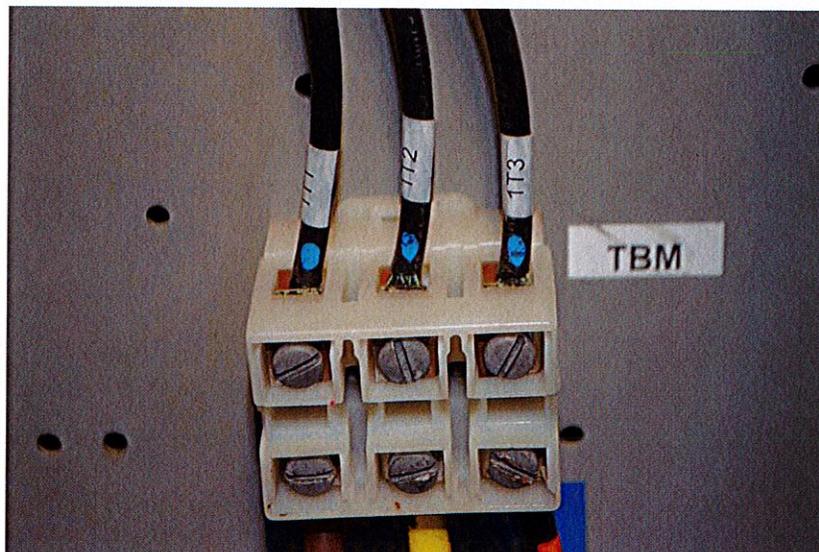
Figure 14: Typical Eaton SVX 9000 Drive.



G9338 SMH 11Oct18 332.jpg

Figure 15: Fuses and Fuse Holder in SVX 9000 Enclosure.





G9338 SMH 11Oct18 346.jpg

Figure 16: Terminal Block in SVX 9000 Enclosure.

## ASSESSMENT

### *Mechanical Equipment*

Small, replaceable items do not warrant remediation of surface oxidation and should be replaced. Large items like shafts to fans or valves should have surface oxidation remediated. As seen in Figure 6 through Figure 11, metallic components of the control valves were particularly compromised by exposure to high concentrations of chlorine. In high concentrations, chlorine is extremely corrosive to metallic components. The full extent cannot be determined from a cursory visual inspection alone, however. The damage likely permeated well into the components and thus the damage would extend further into their inner workings. This damage reduced the useful life of the valves. These valves should be evaluated by the manufacturer for rebuild potential and/or replacement.

### *Electrical Equipment*

None of the exposed electrical equipment, including drives and breakers, should be considered suitable for continued use without being serviced by factory trained personnel. Based on a conversation with Eaton's Product Service, replacement of the drives and breakers equipment is the recommended course of action.

Any electrical conductor that has signs of corrosion should be replaced. It is not practical to remediate the corrosion of the wiring.



## FAILURE ANALYSIS

The failure was of a nylon connector/fitting that provided a connection from a chlorine/water mixing valve to a flexible hose. The hose then connected to a fitting on the main water distribution line.

When the connector/fitting failed, a concentrated aqueous chlorine solution flooded the main hall of the water treatment plant after the incident. The failed connector/fitting had been retained by Gary Searcy (Benson water treatment plant operator) and was transferred to Crane Engineering for evaluation and retention. Recall that this area had no chlorine detector, unlike the chlorine gas storage room.



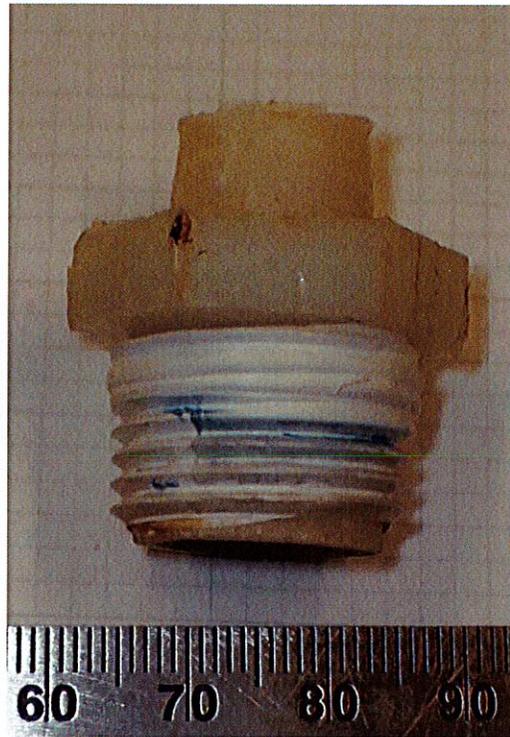
G9338 SMH 11Oct18 158.jpg  
Figure 17: Chlorine Mixing Valve and Connector/Fitting Replacement.

## EXAMINATION

### *Visual Examination*

The broken fitting (Figure 18) was examined non-destructively both visually and under magnification up to 200x using an Olympus stereomicroscope and a Keyence VHX-600 digital microscope. The broken fitting is a straight adapter hose fitting, size is ½" male NPT to ½" hose barb.





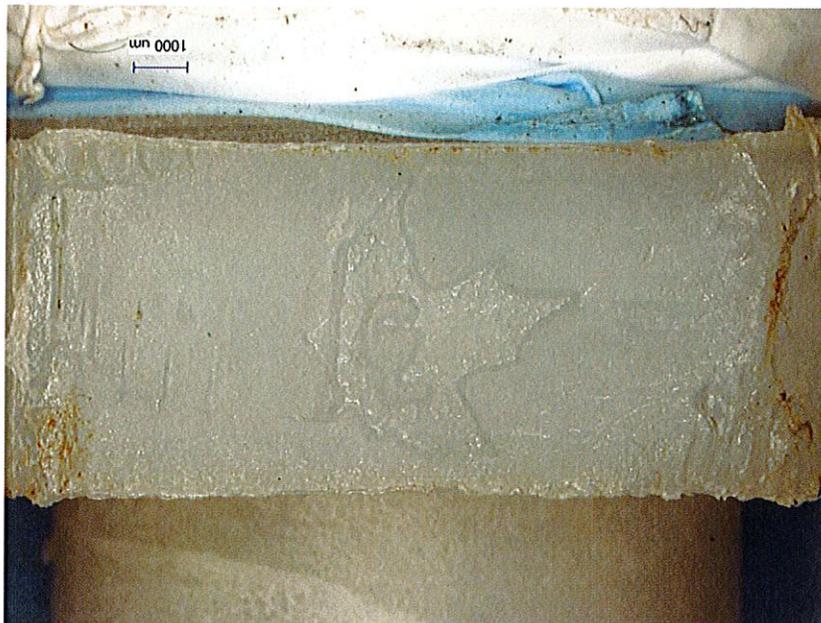
G9338 CJB 11Oct18 032.jpg

Figure 18: Image of Broken Fitting.

Two manufacturing witness marks can be seen on the fitting. One is a leaf with the letters G and L overlaid on it (Figure 19). The other marking is text, "A1212" (Figure 20). The leaf symbol is typical of GreenLeaf Incorporated's marking. GreenLeaf's marking is shown on an image from their catalog<sup>1</sup> (Figure 21). The A1212 is the size designation that concurs with GreenLeaf's nylon fitting of this type and size.

<sup>1</sup> Page 20 of GreenLeaf's 2018 Catalog 39.





001 Item 1 20x mew

Figure 19: Manufacturer Trademark on Broken Fitting.  
(Image inverted for ease of reading.)



002 Item 1 20x mew

Figure 20: Manufacturing Identification Mark on Broken Fitting.  
(Image inverted for ease of reading.)



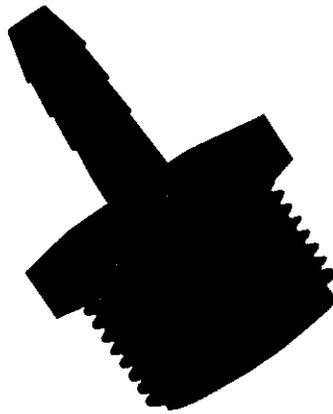


Figure 21: Catalog Image of Manufacturer's Trademark.

Microscopic examination of the broken fitting shows that the inside surfaces are extensively cracked in what is commonly described as a "mud crack" pattern (Figure 22, Figure 23). The cracks cover all the wetted surfaces through the fitting (Figure 24) and are visible on the fracture face at the broken end of the fitting as well (Figure 25, Figure 26). Fractures with a mud cracked pattern are typical of degradation of mechanical properties rather than a single overload event.





Figure 22: Mud Cracking of Threaded End of Broken Fitting.

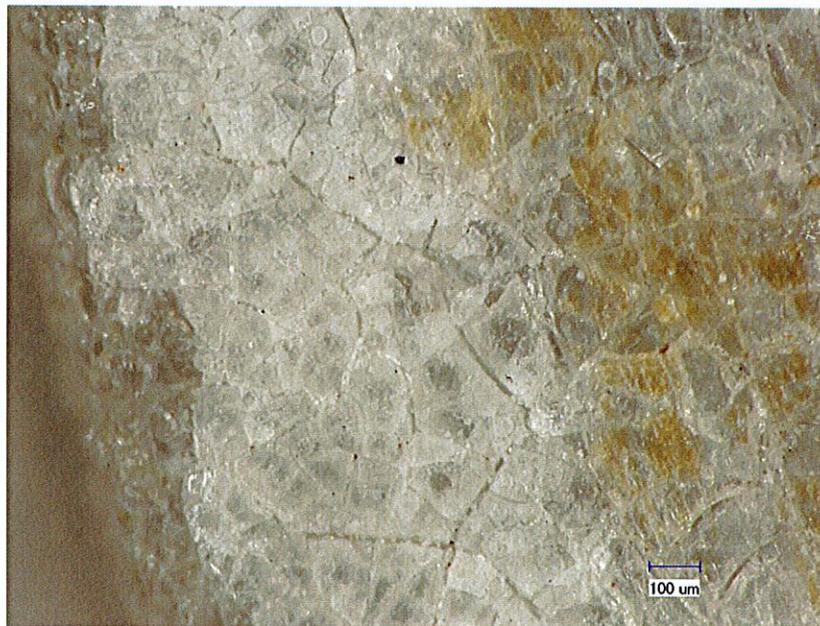
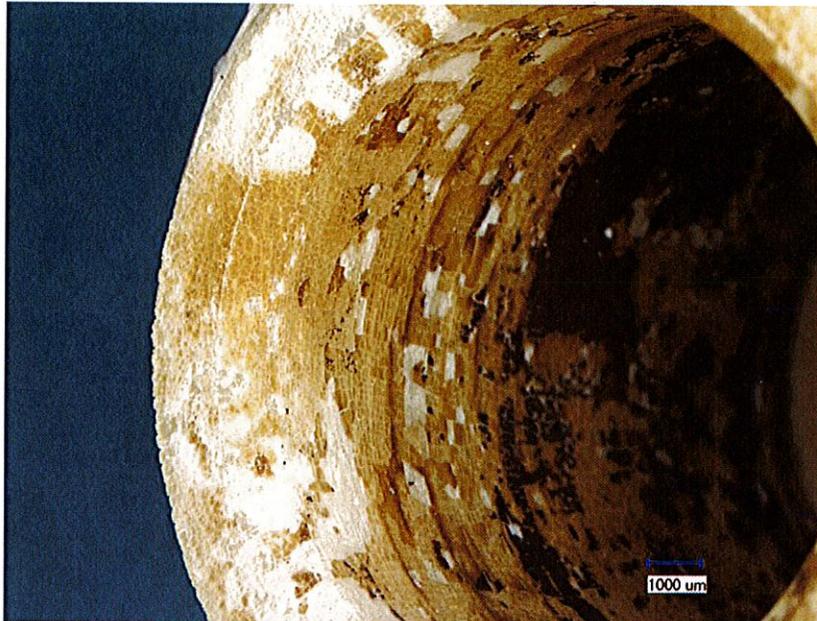


Figure 23: Magnified View of Mud Cracking on Threaded End of Fitting.





020 Item 1 20x mew

Figure 24: Mud Cracking on Inside Diameter of Fitting.



037 Item 1 50x mew

Figure 25: Fracture Surface Under Normal Lighting  
*Note: Area in box is backlit in next image.*



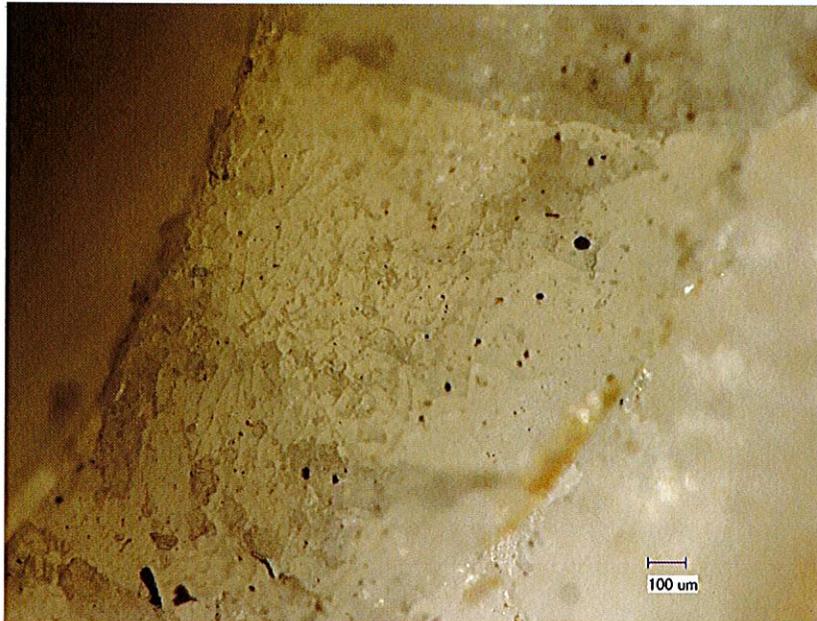


Figure 26: Mud Cracking on Fracture Surface Visible When Backlit.

### **FTIR ANALYSIS**

Initial material evaluation of the broken fitting was performed by use of Fourier Transform Infrared (FT-IR) Spectroscopy. FT-IR Spectroscopy is used to non-destructively characterize a chemical substance based on the absorbance of infrared light by its molecular bonds, providing a spectrum that serves as a "fingerprint" for the compound that can be compared against the spectra of other specimens. ASTM E1252<sup>2</sup> was used as a guide for the analysis. The testing was performed on an Agilent Cary 670 Bench (with a 620 IR microscope) with an MCT single point detector coupled to an FT-IR microscope operating in attenuated total reflection (ATR) mode through a germanium slide-on ATR crystal. Sample spectra were collected using infrared radiation between 4000 and 700  $\text{cm}^{-1}$ , with background spectra collected and subtracted from the full scan sample spectra to obtain background corrected infrared spectra. Peaks due to atmospheric carbon dioxide were removed from the spectra.

The sample spectrum was collected from one of the wrench flats on the broken fitting (Figure 27). This spectrum is typical of nylon materials. This can be seen in the results of the library search (Figure 28). This result concurs with the fitting markings discussed earlier.

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<sup>2</sup> ASTM E1252 Standard Practice for General Techniques for Obtaining Infrared Spectra for Qualitative Analysis.



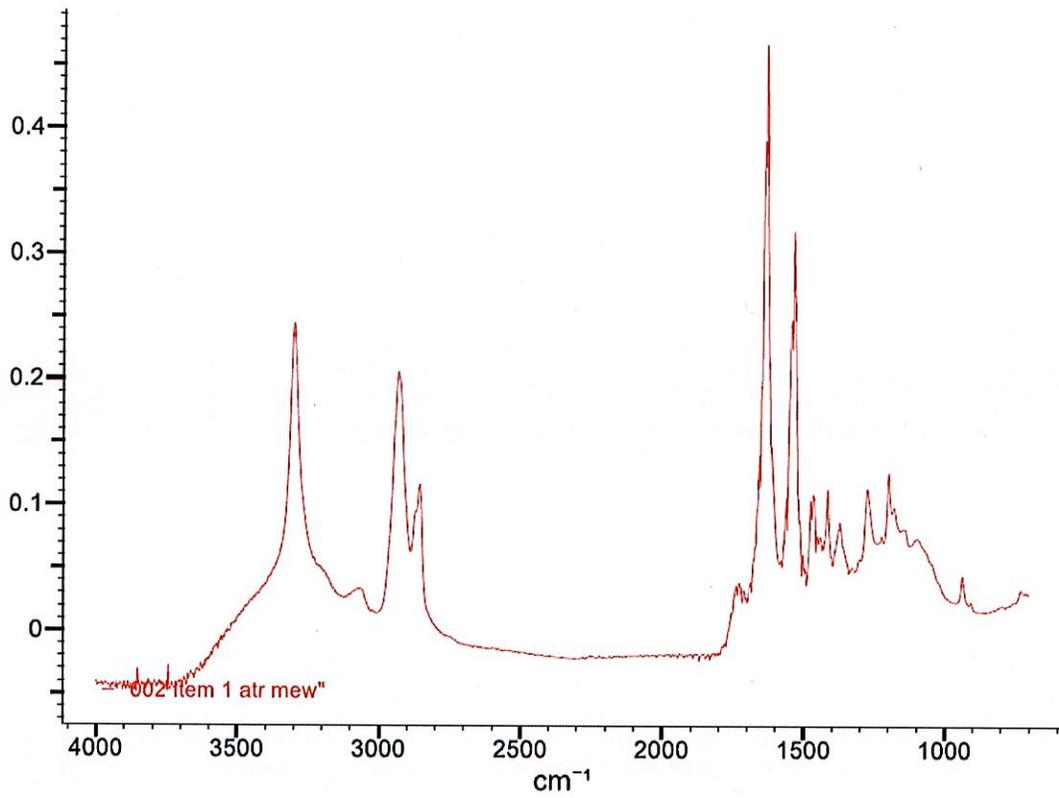
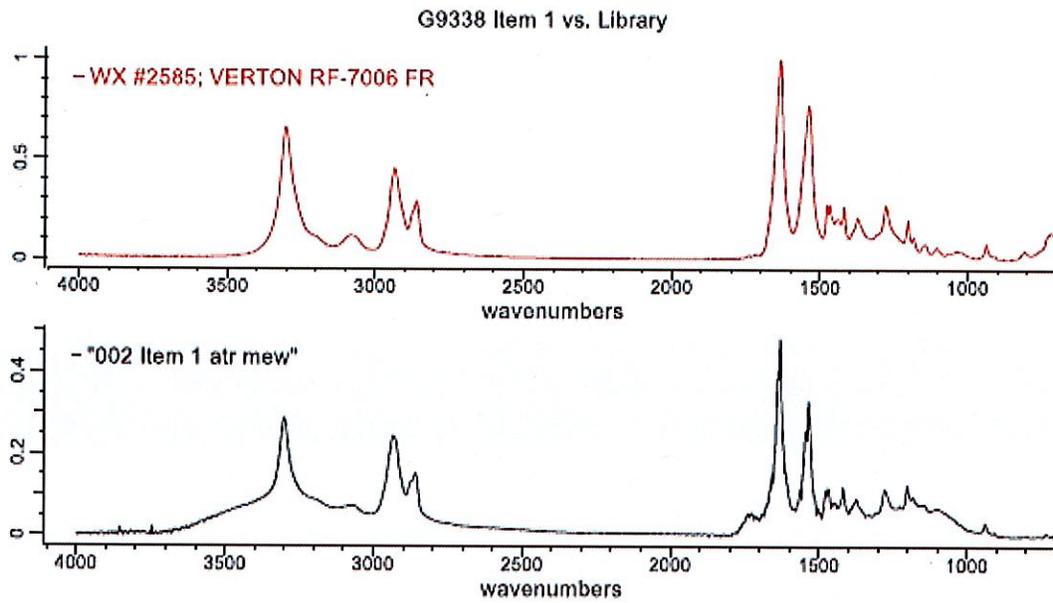


Figure 27: Infrared Spectrum of Subject Fitting.





Best Match

Name	Value
Name	VERTON RF-7006 FR
Comments	Chemical Description= NYLON 6/6, 30% LONG GLASS FIBER
Density	(Specific Gravity)= 1.65
Elongation	3-4%
Source of Sample	LNP CORPORATION
Technique	ATR, FILM (CAST FROM TRICHLOROETHANO L)
Tensile Strength	27000 PSI
Water Absorption	(24 HRS) 0.5%

Hit List Table

DB	ID	Name	Spectrum
WX	2585	VERTON RF-7006 FR	
WX	2582	VERTON RF-700-10 EM	
WX	1152	C-NY-261	
WX	1153	C-NY-282	
WX	643	NYLON 6/6	

Figure 28: Infrared Spectrum of Subject Fitting vs. Library.

**Chemical Compatibility**

It was reported that at the time of the incident this fitting was being used to deliver a concentrated aqueous chlorine solution. Various references indicate that Nylon is not recommended or, at best, a "fair" material for use with aqueous chlorine solutions.



GreenLeaf Incorporated's "Chemical Ratings and Usage" document indicates four levels of ratings:

- A-Excellent,
- B-Good,
- C-Fair,
- X-Unsuitable.

1. GreenLeaf rates nylon in Chlorinated Water, Saturate (sic) as Fair. <sup>3</sup>
2. Graco's chemical compatibility guide gives nylon in chlorinated water a rating of D – Not recommended.<sup>4</sup>
3. Cole-Parmer Instrument Company gives nylon in chlorine water a rating of C-Fair which indicates it is "not recommended for continuous use. Softening, loss of strength, or swelling may occur." <sup>5</sup>
4. DuPont's Nylon Design Information Module II<sup>6</sup> indicates nylon is unsatisfactory for use with concentrated chlorine solutions. Also, per DuPont's document, chlorine contents of up to 8 ppm have been tested and show that service life may be reduced 20-30% and microcracking may occur. In this application, the concentration is decidedly stronger than 8 ppm.

### ***Summary of Analysis***

The visual indications by microscopy indicate the broken fitting has been severely weakened. The FT-IR spectroscopy data indicates the fitting material is nylon (which also concurs with the markings on the fitting). Multiple references for the chemical compatibility of nylon with chlorine/water solutions indicate that nylon is at best fair for short term use, but under concentrated chlorine, long term use is not recommended.

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<sup>3</sup> GreenLeaf Incorporated Chemical Ratings & Usage, [http://63.134.130.42/images/Manual\\_PDFs/ChemicalResistance\\_PressureRating.pdf](http://63.134.130.42/images/Manual_PDFs/ChemicalResistance_PressureRating.pdf).

<sup>4</sup> Graco Chemical Compatibility, [https://www.graco.com/content/dam/graco/ipd/literature/misc/chemical-compatibility-guide/Graco\\_ChemCompGuideEN-B.pdf](https://www.graco.com/content/dam/graco/ipd/literature/misc/chemical-compatibility-guide/Graco_ChemCompGuideEN-B.pdf).

<sup>5</sup> Cole-Parmer Instrument Company, <https://www.coleparmer.com/chemical-resistance>.

<sup>6</sup> DuPont, <http://www.dupont.com/content/dam/dupont/products-and-services/plastics-polymers-and-resins/thermoplastics/documents/Zytel/Minlon%20Zytel%20Design%20Info%20Module%202.pdf>.



## CONCLUSIONS AND OPINIONS

Based on our education, training and experience as well as the investigation and analysis outlined herein, we hold the following conclusions and opinions to a reasonable degree of engineering or scientific certainty.

1. The Chlorine leak was caused by failure of a fitting in the line that delivers a highly concentrated chlorine/water mixture into the main water flow.
  - a. The failed artifact fitting is made of nylon.
  - b. Nylon is not compatible with concentrated aqueous chlorine solutions.
  - c. The fitting broke due to exposure to the concentrated aqueous chlorine solution.
2. Steps should be taken to prevent a recurrence of the event. These would include:
  - a. Ensuring the fitting and all components in the chlorine delivery, mixing and injection path are compatible with concentrated aqueous chlorine solution.
  - b. Inspection and replacement of critical parts in the chlorine delivery, mixing and injection path on a scheduled basis.
3. The exposure of equipment to vapors from the concentrated aqueous chlorine solution caused degradation of most metal surfaces.
4. Some metal shafts and hardware are still functional but have surface oxidation.
  - a. Small, replaceable items do not warrant remediation of surface oxidation and should be replaced.
  - b. Large items like shafts to fans or valves should have surface oxidation remediated.
5. Valves that control water flow should be evaluated by the manufacturer for rebuild potential and/or replacement.
6. Electrical wiring should be replaced.
7. Electrical components such as breakers and receptacles should be replaced.
8. The variable speed Eaton drives should be rebuilt with replacement of all electrical components within the cabinets.
9. The supply line for concentrated aqueous chlorine solution between the mixing valve and the water supply should be supported by brackets to provide strain relief.
10. A chlorine detector should be placed in the area of the chlorine mixing valve where a leak is foreseeable.



The conclusions and opinions formulated during this investigation and presented herein are based on information available to date. Crane Engineering reserves the right to supplement or otherwise amend this report should other information become available.

Respectfully submitted,

CRANE ENGINEERING, INC.



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SMH/jab

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## Rob Wolfington

---

**From:** Benjamin Wilcox <benjamin.wilcox@me.com>  
**Sent:** Friday, December 28, 2018 4:25 PM  
**To:** Rob Wolfington  
**Subject:** Updated resolution  
**Attachments:** Water Filter Plant - City of Benson Resolution Declaring Emergency.doc; ATT00001.htm;  
Water Filter Plant - City of Benson Resolution to Contract in Emergency.doc;  
ATT00002.htm

OK, we should be good to go with the attached resolutions. The Council will just need to be informed about the situation and declare that a special emergency exists that requires immediate action to protect the health, safety or welfare of the town. I've attached another resolution to declare that an emergency exists, and another resolution to contract.

**RESOLUTION DECLARING SPECIAL EMERGENCY  
(RESOLUTION 2019- )**

**WHEREAS**, a chlorine leak occurred at the City's water filter plant in 2016; and,

**WHEREAS**, it has recently come to the attention of the City that this leak has caused a deterioration in the controls, pumps, motors and valves at the City's water filter plant; and,

**WHEREAS**, immediate action to respond to the situation is needed in order to protect the health, safety and welfare of the community because the water plant has no manual overrides and repairs must be made immediately in order to ensure that the plant remains functional.

**NOW THEREFORE IT IS HEREBY RESOLVED** that a special emergency exists in relation to the damaged controls, pumps, motors and valves at the City's water filter plant.

Adopted by the City Council of the City of Benson, Minnesota on \_\_\_\_\_, 2018.

Approved:

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_

**RESOLUTION TO CONTRACT DURING SPECIAL EMERGENCY  
(RESOLUTION 2019- )**

**WHEREAS**, the City Council of the City of Benson has declared that a special emergency is in effect; and,

**WHEREAS**, immediate action to respond to the situation is needed in order to protect the health, safety and welfare of the community; and,

**WHEREAS**, the immediate hiring of a general contractor capable of assisting with cleanup of debris and restoration of essential services is required in order to effectively respond to the emergency; and,

**WHEREAS**, Minnesota statutes sections 365.37 and 415.01 provide that an emergency contract is not subject to the normal purchasing and competitive bidding requirements because of the emergency.

**NOW THEREFORE IT IS HEREBY RESOLVED** that the city manager is authorized, without requirement of notice or competitive bidding, to enter into a contract with a qualified contractor of his choice with the ability to assist with cleanup of debris and restoration of essential services as needed to respond to the emergency that is in effect and to purchase such materials as may be necessary for such repairs.



# Benson Public Schools

ISD #777

1400 Montana Avenue, Benson, MN 56215

Phone: 320.843.2710 • Fax: 320.843.2262

www.benson.k12.mn.us

"Exceptional Opportunities for Every Student's Success"

December 7, 2018

Mayor Terri Collins  
Benson City Council  
1410 Kansas Avenue  
Benson, MN 56215

Dear Mayor Collins and Benson City Council Members:

At the Board meeting on Tuesday evening, December 4, 2018 the Benson School Board of Education voted to cancel the Benson Civic Center Remodel Project. The reason for having to cancel the project is the requirements by the Building Code Division of the State of Minnesota that the existing structure of the gym remodel area be brought into conformance to the building code. The cost to meet the building codes will take the project beyond the school budget and will not meet the city flood plain ordinance, resulting in a building permit not being attainable.

Based upon the above information the Benson School Board officially requests to terminate the Civic Center lease between the City of Benson and Independent School District No. 777, effective December 4, 2018. In addition, the School District requests reimbursement for the lease payment made on October 4, 2018 for the year starting December 1, 2018.

While every effort was made to repurpose the Civic Center for school and community activity space, unfortunately, the codes and related costs, along with ordinances became a barrier that could not be overcome by the School District. We appreciate our partnership with the city and welcome further discussion about other partnership opportunities.

Sincerely,

Dennis Laumeyer  
Superintendent  
Benson Public Schools



# Benson Civic Center Board

2200 Tatges Avenue • PO Box 43 • Benson, Minnesota 56215 • (320) 843-4377

Date: December 11, 2018

To: Benson City Council  
Re: North end of the Civic Center

Dear City Council Members,

We understand that the Benson Public School has determined that they will be unable to complete their renovation of the North End of the Civic Center for their gymnastics program. We along with the Benson Hockey Association are saddened that they were not able to succeed. Both organizations were ready to lend our support however we were able to.

It has always been the intent of the Civic Center Board and, before that the Grain Storage Building Task Force, to use the entire building for community recreation. Up until the school took over the North end of the building it had been used as a revenue source to make building improvements. A means to an end if you will.

We are as close as we have ever been to making the north end an important part of our recreational assets. Of course there will be additional costs associated with making that happen and the amount and where those funds would come from are unknown at this point.

We would like to propose that you direct the Civic Center Board to review the status of the north end of the building and to develop a plan that would fulfill our goal of a totally recreation focused facility. This plan would identify a budget for immediate and future improvements as well as annual operating costs. It is estimated that it will take anywhere from 60 – 90 days to report back to you if not longer.

With that information we would hope to recommend whether or not this is the time to convert that space to recreation or if a short term rental agreement to generate additional revenue would be more prudent in order to meet our goal.

Thank you for the opportunity to move forward the recreational opportunities in our community!!

Sincerely,

Benson Civic Center Board

Bill McGearry  
President



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  
FY19-14

This contract for services 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. In consultation with the CITY, develop and maintain the Scope of Work (see attachment A)
- B. Designate a lead Point of Contact for the UMRDC's work:

Laura Ostlie, UMRDC Economic Development Specialist

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

The CITY agrees to:

- A. Appoint a primary contact for this project who will define, edit, and manage the Scope of Work;

Rob Wolfington, Benson City Manager

- B. Work with UMRDC staff members to refine the Scope of Work and associated tasks such as:
  - 1. Meet with UMRDC staff members to share project background, progress to date, and expected outcomes

2. Prioritize tasks and duties
  3. Define UMRDC participation in events, meetings, and conference calls
  4. Define any additional partners and their expected role
  5. Defining any reporting regarding UMRDC progress
- C. Provide feedback in the time requested by UMRDC staff
  - D. Provide specific information needed to successfully complete the UMRDC services
  - E. Pay for all direct costs associated with the work of this contact including but not limited to: printing, postage, supplies, and travel;
  - F. Compensate the UMRDC in accordance with Section IV of this Contract.

### **SECTION III. CONTRACT PERIOD**

- A. This contract is effective from January 1, 2019 to December 31, 2019.
- B. 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**

- A. The CITY agrees to pay the UMRDC \$80.00 per hour for services provided in Section I of this Contract plus direct expenses billed at actual cost
- B. The CITY will compensate the UMRDC for a minimum of 416 hours with the flexibility of up to 1248 hours
- C. The UMRDC will provide the CITY with monthly invoices indicating service provided and any direct costs associated with the identified Scope of Work

### **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 ninety (90) 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 Administrator, CITY \_\_\_\_\_

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

**Benson Scope of Work**

(In Priority Order)

12.26.18

1) Conferences

- Assist with staffing the Minnesota DEED booth at the [Bio World Congress Conference](#), Des Moines, Iowa July 8-11, 2019
- Staff the Benson booth at the [National BioMass Convention](#) March 18-20, 2019 Savannah, GA
- Staff the Benson booth at the [American Dairy Products Conference](#) May 5-7, Chicago, IL
- Redevelop Benson booth and materials
- Be prepared to
  - Share the story about Benson
  - What is next after FibroMinn?
  - Significant networking & attending social events required to make new industry connections
  - Learn and listen to booth visitors about industry trends and issues and make note of opportunities and connections

2) Loan Fund Management

- Assist in the facilitation for the monthly EDA meetings 3<sup>rd</sup> Monday of each month at 7:30am
- Coordinate application process with all loan applicants
- 1.6M loan fund from a combination of state dollars and city dollars. About 30 active loans, typically 4-5 loans a year less than 200k each.
- Develop Benson loan application and processes
- No policies on purpose to retain the most flexibility
- No need for financial management

3) Marketing

- Attend the city council planning session 3<sup>rd</sup> weekend in January
- Attend any future the Doug Griffith sessions
- Gain familiarity with the development of the city's comprehensive plan goals and strategies to determine any marketing messages
- Develop concepts, proposals and budgets for marketing implementation

4) Coordinate Project with [Brightmark Energy](#)

- Participate in weekly calls Mondays @ 1 with Excel and Fridays at 1 with Brightmark
- Rob will be the lead but needs additional support. This work may include keeping up to date on a variety of areas including but not limited to the following:
  - Coordinate needs with the Brightmark leadership.
  - Assist with permitting management and issues. Lisa Hughes will be state person to help guide permits with other agencies.
  - Work with Briggs/Morgan legal counsel who is a brownfields specialist.
  - Work with Ehlers to develop TIF agreement

- Work with Flaherty/Hood on Development Agreement
- Work with Wilcox on purchase agreement
- Work with MN biofuels incentive
- Work with Industrial Development Bonds
- Work with New Market Tax Credits
- Work with Benson subsidy agreement & public hearings
- Assist with valuation tracking
- Assist Rob in attending MN Legislature hearings where this project or the payout from Excel energy might be on the agenda

5) Assist with other items as directed by the City as time allows

- Participate in City of Benson staffing meetings to gain familiarity along with provide updates to project work

## City Council Appointments

<b>Chain of Command:</b>	Terri Collins [Mayor] Jack Evenson [Mayor Pro-Tem] Lucas Olson Mark Schreck
<b>Blight Committee:</b>	Terri Collins and Lucas Olson
<b>EDA:</b> [Voting Members}	Mark Schreck and Jack Evenson
<b>Fire Board:</b>	Mark Schreck [12.31.20] and Jack Evenson
<b>HRA:</b> [Voting Members]	Lucas Olson [Council opted to leave one spot open]
<b>Library Board:</b> Council Liaison]	Jon Buyck
<b>Liquor Committee:</b>	Terri Collins and Lucas Olson
<b>Park Board:</b> Voting Member Council Liason	Jack Evenson [Council opted to leave this position open]
<b>Personnel Committee:</b>	Mark Schreck and Terri Collins
<b>Planning Commission:</b> [Voting Member]	Jack Evenson
<b>Utility Committee:</b>	Lucas Olson and Jon Buyck
<b>Facilities Committee:</b>	Mark Schreck and Jack Evenson
<b>Kid Day Committee:</b>	Lucas Olson and Jack Evenson
<b>Hospital Board:</b>	Jon Buyck
<b>Civil Cases:</b> City Attorney: Assistant City Attorney:	Ben Wilcox Don Wilcox
<b>Attorney Handling Criminal Cases:</b>	Wilcox Law Office
<b>MRES:</b> Representative: Alternate:	Rob Wolfington 2018 Terri Collins 2018
<b>Western MN Municipal Power</b> Representative: Alternate:	Rob Wolfington 2018 Terri Collins 2018

**2019 City Council Meeting Dates**

**January**

Wednesday, January 2

Monday, January 14

Friday, January 18-19 Strategic Planning

**February**

Monday, February 4

Tuesday February 19

**March**

Monday, March 4

Monday, March 18

**April**

Monday, April 1

Monday April 15

**May**

Monday May 6

Monday, May 20

**June**

Monday June 3

Monday, June 17

\*\*Doug Griffith March 7-9, 2019 Planning

\*\*Doug Griffith June 20-22, 2019 Marketing

**July**

Monday, July 1

Monday, July 15

**August**

Monday, August 5

Monday, August 19

**September**

Tuesday, September 3

Monday, September 16

**October**

Monday, October 7

Monday, October 21

**November**

Monday, November 4

Monday, November 18

**December**

Monday, December 2

Monday, December 16

# Benson Civic Center



FOCUS ON THE  
**FUTURE**

Is 2019 The Year We  
Realize Our Dreams?





# Benson Civic Center Board

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2200 Tatges Avenue • PO Box 43 • Benson, Minnesota 56215 • (320) 843-4377

December 19, 2018

Mayor Collins and City Council Members,

We are excited to give you a tour of the Benson Civic Center and providing background information on how we got to where we are. It's been a long steady process but our focus has remained the same. To develop a facility that the City of Benson can be proud of and providing a year round recreational facility for everyone to enjoy.

Over 30 years ago we started on a journey. A journey with many steps along the way. The hockey rink is now a first class facility but it didn't start out that way. There are countless volunteer hours that have been put into that effort. The improvements have been done methodically and based on priorities developed by those volunteers.

Hockey has always been the driver of the development of this facility. But at this point to call the building a Civic Center is a misnomer. Without the North end as a usable space for civic functions it's basically a hockey rink. Even though hockey has been the driver, our focus has always been to complete facility. You will see that as you go through the following documents.

Thank you for coming! We are proud of what has been accomplished and look forward to someday making this facility a true Civic Center.

Benson Civic Center Board

Bill McGeary   Glen Pederson   Ron Vadnais  
Jeff DeHaan   Adam Fahge   Gene Doscher



# Benson Public Schools

ISD #777

1400 Montana Avenue, Benson, MN 56215

Phone: 320.843.2710 • Fax: 320.843.2262

www.benson.k12.mn.us

"Exceptional Opportunities for Every Student's Success"

December 7, 2018

Mayor Terri Collins  
Benson City Council  
1410 Kansas Avenue  
Benson, MN 56215

Dear Mayor Collins and Benson City Council Members:

At the Board meeting on Tuesday evening, December 4, 2018 the Benson School Board of Education voted to cancel the Benson Civic Center Remodel Project. The reason for having to cancel the project is the requirements by the Building Code Division of the State of Minnesota that the existing structure of the gym remodel area be brought into conformance to the building code. The cost to meet the building codes will take the project beyond the school budget and will not meet the city flood plain ordinance, resulting in a building permit not being attainable.

Based upon the above information the Benson School Board officially requests to terminate the Civic Center lease between the City of Benson and Independent School District No. 777, effective December 4, 2018. In addition, the School District requests reimbursement for the lease payment made on October 4, 2018 for the year starting December 1, 2018.

While every effort was made to repurpose the Civic Center for school and community activity space, unfortunately, the codes and related costs, along with ordinances became a barrier that could not be overcome by the School District. We appreciate our partnership with the city and welcome further discussion about other partnership opportunities.

Sincerely,

Dennis Laumeyer  
Superintendent  
Benson Public Schools

# The Beginning of the Journey



**FOCUS ON THE  
FUTURE**

1986  
All Purpose Arena



# City council asking for bids on grain storage building

1986

Though Benson's City Council is asking for bids for construction of a grain storage facility, it is making no guarantees it will proceed with construction of the building if satisfactory financing arrangements can't be agreed to.

The council, the Benson Hockey Association and Unified Farmers Elevators have been discussing in recent weeks the possibility of constructing a

340x120 feet, 876,000 bushel grain storage facility at a cost of \$393,000. With interest, the building cost would be around \$500,000.

Unified Farmers Elevator has agreed to sign an agreement to lease storage capacity at the building for the next five years at an annual cost of \$100,000. That money would go to pay off the principal and interest on the construction loan.

After that five-year lease period, at least a portion of the building would be turned into a hockey arena.

Because the BHA does not have financial assets to leverage the loan on its own, the council is still in the process of figuring out if there is a legal way for it to be the financial backer of the arena and a feasible way to raise the funds necessary for construction.

At its special meeting June 26 to discuss the proposal, the council had asked its attorney to bring it an opinion on whether or not the city could have the hockey association act as the builder of the facility and then turn it over to the city. It further asked if the city could guarantee a construction loan taken out by the hockey association.

"The major question is whether or not the city can, in

light of the municipal contracting law, participate in a plan where the Benson Hockey Association buys the building in its name and signs an agreement to give it back to the city in five years," City Attorney Don Wilcox told the council.

"By doing that you circumvent the contracting law. There are no cases on it, but there is an Attorney General's opinion that indicates that that would be in violation. So I think you would be going out on a limb doing it that way with an agreement up front that the city would be getting it back in five years," he explained.

"I also do not think the city can guarantee the payment of the debt of the hockey association because that is not something the city is empowered to do," Wilcox continued. "It is the same as borrowing money without going through the bonding

process.

"The city could lend the money directly to the hockey association through its economic development loan fund if there is a way to put money into the fund to do that. I think that is a valid use of that fund," the city attorney said. The hockey association would still own the building if that option was taken, but it would also have all the tax implications of ownership—having to

Continued on Page 12

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SWIFT COUNTY MONITOR-NEWS

## All purpose arena.....

pay income taxes, Wilcox added.

If the city were to construct and own the building, it would take in the income and would not have to pay the income tax whereas the hockey association would, Wilcox said. However, the hockey association could deal with part of the income tax problem with accelerated depreciation, he added.

"I guess the safest thing... if the city is going to be involved then we are going to have to bid it out," Wilcox said. The city does have time to draw specs up, Wilcox said, it would just have to make sure it was not so specific a set of specs that it was aimed at a single builder.

After a lengthy discussion, the council agreed to advertise for bids. However, it has not decided on how financing of the building will proceed. Several options were discussed, but on each one there were questions of legality.

While the city may not be able to guarantee a loan for the BHA, it might be able to take a loan out itself and then through the Economic Development Commission, reloan the money to the hockey association. Payments made on the city's loan would come back to pay off the bank.

Another option considered is seeking industrial revenue bonds, however, it is likely it would take 90 days or more to get an IRB approved. The elevator is looking to have the facility up by

Oct. 1. The company from which the building is likely to be purchased should be ready to deliver it by July 31. If the IRB route was followed, interim financing might have to be arranged.

The longest discussion was over the possibility of the city making a loan out of its Water and Light Department reserve fund. In recent years that reserve has built to nearly \$1.5 million, but is a fund which is protected by the charter from general expenditures.

While this reserve is a tempting source for financing, questions abound as to whether or not it is an available source of funding, a legal source, or a proper source for funding.

If it were possible to borrow money from the fund, Acting City Manager Robert Klingler said, the city could give an interest bearing certificate to the Water and Light Department and make annual interest and principal payments over the five-year length of the loan.

The biggest stumbling block to any use of the reserve fund is the city charter's guidelines for its use. The charter states that only 25 percent of the net profits from the utility fund can be used in any one year for interfund transfers for other projects. Furthermore, it states that additional funds cannot be taken from the reserve unless there is

a 10-year plan approved which has been studied and that removal of funds from the reserve won't interfere with that plan.

One unanswered question is whether or not the 25 percent of the net profit applies to the annual profits limiting access to a single year or whether the city can spend 25 percent of the accumulated net profit.

Another question is whether or not the fund has to be invested in a specific type of investment such as a CD or Treasury bill. Would state law and the city charter allow investing the utility fund in a loan to the hockey association? Currently, state requires the city to have specific collateral listed for its deposits in banks. Would the state law requirements also apply to investments? It was asked.

Also, since the utility fund is an enterprise fund, are the income through taxes?

In the next three weeks, during which notice of the city's call for bids on the project will be out, the council's staff is to research the financial possibilities.

The motion to seek those bids, made by Howard W. Peterson and seconded by Robert Christianson, also states that the council has the right to refuse all bids and to pull out of the deal if financial arrangements can't be agreed to.

"I am inclined to vote for going out for bids," Christianson

said. "But unless the deal is lit white clean at the time bids are over as far as financing and what not, I will be voting against it. I am not saying today that I am going to purchase that building. We have to find a legal way to do it."

"I guess I think there are a lot of possibilities that this has for our community," Mayor Duane Flanders said. "It has a great deal of flexibility for the interim it can be for the farmers and for the long poke it can be for the total community."

"It has a lot of versatility at that location you can use it for storage, you can use it for an recreational facility or leave it part storage. There are a lot of possibilities... it is being done for the good of the public, there is not one individual on this council who would benefit."

The only benefit we will have is that we will have opportunity to say that we were part and parcel to it. There are more pluses than negatives," Flanders said.

On a 4-1 vote the council agreed to proceed with seeking bids for the building; Flanders, Christianson, Peterson and Don Thomas all voted in favor of proceeding; Kiley voted no.

Grain bin - city building

# To build or not build-decision needed this week

Whether or not a grain storage facility will be constructed which can eventually serve as an all-purpose arena or home for a new industry should be known by the end of the week.

By the end of the week it will be known if the financial arrangements can be worked out to go ahead with construction as well as whether or not the building can be built by the Oct. 1 target date. If, for some reason, either the financing or the construction time doesn't fall into place, there will not be enough time to start reworking plans.

The City of Benson, Benson Industrial Development Corporation (BIDC), Benson Hockey Association (BHA), local lending institutions and the United Farmers Elevator are trying to work out final details of an agreement that would result in financing for the building.

It is estimated the building will cost in the neighborhood of \$400,000 to construct. To finance it, \$300,000 in loans from local lending institutions is being sought with the city agreeing to contribute a \$100,000 loan from its Economic Development Revolving Loan Fund.

However, before the banks or the city will approve loaning their money, they want to review United Farmers Elevator audited financial statements to verify the financial soundness of the company. The city and any lending institutions which were involved will also be seeking an irrevocable lease guaranteeing payment on the construction loans even if no grain is stored and the building is not subtlet.

Construction of the building, 120x340 feet with an 876,000 bushel capacity, was originally seen as solving two problems:

First, the hockey association has been looking for ways of constructing an indoor hockey arena which it believes

will attract teams from a good number of area towns to Benson. It was the BHA, in fact, which brought the idea to the city council's attention.

Secondly, it provides a short-term solution to a serious grain storage facility shortage which is suppose to get much worse this fall.

After several weeks of trying to find the best way (as well as legal way) in which to finance construction of the facility, Robert Klinge, the city's director of community development and executive vice-president of the BIDC, presented the Benson City Council with a proposal which met with unanimous approval. Under the proposal the BIDC enters the picture as the builder and leasor of the

grain storage building.

The city was scheduled to open bids for construction of the building yesterday. After reviewing those bids, the council was to recommend to the BIDC its choice based upon price and performance schedule. The BIDC would then enter an agreement with the builder for purchase of the building.

For its part, the city would agree to deed one of its lots in its industrial park just west of the current hockey rink to be used for the building construction. The lot would be sold to the BIDC for \$1. Furthermore, the city would assist in preparing the site for construction.

Continued on page 10

## decision needed this week

Continued from page 1

In the draft proposal it was stated that United Farmers Elevator would pay \$525,000 over a five-year period with \$425,000 paid off in the first three years. Also, in those first three years, the lending institutions loaning money for construction would be paid off. Meanwhile, the BIDC would earn interest only in the first three years with the remainder of the loan paid off in the final two years of the program.

Under the proposed financial agreement, the BIDC would pay \$485,000 in all for principal and interest which would leave it about \$40,000, Klinge states. That \$40,000 would be used for operational costs, insurance and other costs.

United Farmers Elevator would pay all operating costs relating to its grain storage operation with the BIDC picking up the real estate taxes and basic liability insurance. United Farmers Elevator would also have the option to sub-lease the building to another party.

At the end of the five-year lease the BIDC would exercise an option to be agreed to with the city for Benson to purchase the property including the building for \$1 or more. More than \$1 would be necessary if costs were incurred by the BIDC beyond the lease revenues.

At that point the BIDC and city would examine the potential uses of the building. While it was the BHA which brought the idea to the council about building a grain storage facility and having it paid for through rental, the city and BIDC are making no guarantees that the building will eventually house a hockey arena.

It was the BHA which came to the council in mid-June

with the idea of solving two very different problems. The BHA told the council that it could build a grain bin which an elevator would pay to store grain in. The elevator receives money from the federal government for storing grain and part of that money could be diverted to space rent. Elevators are generally wary of overbuilding storage space because it is expected the grain glut will ease in coming years leaving them with expensive, empty buildings, the council was told.

It was the BHA which proposed serving the short-term needs of grain storage and using the situation to pay for a building which it thought could be eventually used as a hockey arena with space left over for other purposes.

There is nothing in the proposed program that guarantees ultimate use of the facility for any special type of project although the idea of creating an indoor arena for ice hockey or general public skating was one of the elements that has led to this program. . . . it states in the draft proposal. However, it is added, it would certainly be one of the options considered.

Actually, the building will be large enough that it would house considerably more than the hockey arena. The hockey rink needs only 100 feet of the 320-foot length. It has been suggested that the building could be walled off for the hockey rink with the remainder of the building put to other uses.

When the lease is up, Klinge told the council, there may be a business prospect which would be interested in using the building. The city wants to keep its options open, Klinge said.

Councilor Connie Kiley, who voted against the council asking for bids for the building, questioned whether or not spending revolving fund loan money on the grain storage building was the best use of the city's funds.

Because the revolving loan fund is short of the \$100,000 needed for its share of the project, an interfund loan will be made from the unappropriated fund balance to the loan fund. That loan will be repaid with interest.

"I question if this is the best use of the unappropriated fund balance or any of our funds," she said. Kiley asked whether or not there might be things in upcoming years for which the city could better use the funds.

In the past week, Kiley said, she has had a lot of people in Benson tell her that her stand against the financing of the building was the right decision and who asked her to hang in there. However, she said the proposal was a very good one, though she still had questions and concerns about needs of future projects. Kiley voted for the proposal.

Klinge pointed out that the liquor store fund had a \$100,000 surplus available and that funds would be coming back into the revolving loan fund as payments were made from other projects.

Christenson, who voted for the letting of bids but who said the final deal would have to be "lily white" before he voted for any package, voted yes to it also. Others voting for the proposal were the two who made the motion for its approval, Howard W. Peterson and Don Thomas, along with Mayor Duaine Flanders.

# Plans alter, but city, elevator continue discussions

While one avenue to financing a grain storage facility in Benson which could be eventually used as an all-purpose indoor arena or for other purposes has closed, another is under study.

Whether or not that avenue will prove a deadend should be known by late Tuesday, too late for this edition of the Swift County Monitor-News.

In the past week the Benson City Council has conducted two special meetings, one at 7 a.m. last Thursday and the second Monday evening, to discuss all alternatives for financing the building.

The council has been moving quickly on the issue because of an extremely short time schedule. The proposed 875,000 bushel grain storage facility has to be ready to take grain by Oct. 1. To meet the date, an order for the building must be placed immediately, site preparation must get underway and construction start as soon as possible.

At the first special meeting, the council was presented a statement jointly submitted by representatives of the State Bank of Danvers, First Federal Savings Bank, First Bank Benson and First Security State Bank of Benson. In the statement the four lending institutions outlined why they had declined becoming involved in lending any funds for construction of the grain storage facility.

Monday night the council learned of the possibility of the city working with United Farmers Elevator and a leasing firm for construction of a 120 by 340 foot grain storage building just west of the current city-owned hockey rink.

Whether or not this option would be pursued was most likely to be decided Tuesday during a meeting of the United Farmers Elevator board of directors. The possibility of financing being arranged through a private source in Murdock, where the elevator already owns and operates a very large facility, has come up and may be more attractive than the arrangement being worked out with the City of Benson.

United Farmers Elevator, with facilities in Benson, Murdock, Kerkhoven and Pennock, is looking at adding two million bushels of storage capacity to its already near three million bushel capacity as predictions of a record grain glut and storage space shortage are making headlines around the country.

Whether or not the city participates, Robert Klinge, the city director of community development and planning, told the council United Farmers Elevator has said it will be going ahead with construction. The question is where the facilities will be built.

## Monday night: A new option

Under the new proposal put to the city council, and approved on a 4-1 vote, the city's obligations and risk would be considerably less than previously proposed.

In the originally proposed plan, the city would have loaned \$100,000 from its economic development revolving loan fund for construction.

Continued on page 10

# One avenue closed, another open... Continued from

of the building. It was also going to provide a site and take care of site preparation.

Under the new proposal, the city will not be making any loan, while still offering to make the site available as well as seeing that it is prepared for building construction. Klinge has estimated site preparation could cost between \$20,000 and \$50,000 depending on how much city crews can do versus how much work has to be privately contracted.

The site, within the city's development district, would be sold to a leasing company, currently DeKalb Leasing is the firm discussing the possibility with United Farmers Elevator, for \$1. The leasing company would be given a restrictive deed requiring it to turn back the property to the city in eight years with Benson offering to pay it a fair market value for the property on the site.

A fair market value for what is on the site would mean offering what the value of the materials on the site would be worth dismantled and removed, Klinge said.

United Farmers Elevator would lease the building from DeKalb for five years, but could continue the lease another three years if the need arose.

Council Member Connie Kiley voted against the new agreement while those making the motion for its approval, Howard W. Peterson and Don Thomas, along with Robert Christenson and Mayor Duane Flanders, voted yes.

## Thursday night: Banks say no

As originally proposed, the Benson Industrial Development Corporation (BIDC) was going to construct the building with a \$100,000 loan from the city and a \$300,000 loan from one or more area banks.

United Farmers Elevator would have then paid off the building with lease payments made over five years. The lease arrangement was going to be set up so that the banks got their money back in the first three years of the program with the city only getting interest on its principal in those years. In the final two years the city would be repaid both principal and interest. Over the five years total payments from the elevator would total around \$485,000.

Furthermore, the city was going to give first-secured-party status to the banks and take a secondary position. Also, United Farmers Elevator was to sign a binding lease guaranteeing payment whether or not the building was full or empty.

In saying they were unwilling to make the loan, the four banks represented by Jack Kjos of First Federal, Vern Smith of First Bank, Tom Connolly of Danvers, and Matt Amundson of First Security, list five reasons behind their decision:

1) Extreme uncertainty of the farm commodity program.

United Farmers Elevator has proposed making payments for leasing the building with funds it receives from the federal government grain storage programs. Currently, the elevator would be earning three cents per bushel for storage per month as well as 10 cents per bushel for putting the grain in the storage facility and 10 cents per bushel on taking it out. With such a payment schedule, the elevator stands to earn more than necessary to pay off the lease.

However, the bankers pointed out, with the current farm program looking as if it could cost considerably more than originally thought, there could be a great deal of political pressure brought to bear to cut subsidies to help balance the federal budget. This would affect the ability of the elevator to pay the lease.

2) "If the project would happen to fail, the city's proposed first in, last out money would be in the position of highest risk. We are comfortable with putting the Benson citizens' money at that risk are we interested in putting the future city councils into the post possibly having to make the decision to protect their original ment by taking out the local banks from an unsatisfactory or forming loan and lease arrangement."

3) "The elevator appeared to be looking for a risk taker project. We are in the risk business, however, we also feel the elevator should be arranging directly for that risk with their lenders who have a broader understanding of the financial function grain cooperatives."

4) The banks were also wary because of United Farmers Elevator plans to build two additional buildings. This would create a substantial debt load requirement.

5) Finally, the banks felt they did not have enough time to make decision; it had not had time to talk with the elevator board. As was stated, the time constraints, the possibility of time an overruns with no arrangements evident to take care of possibilities, "... is of great concern as well."

## Still no guarantee

While it was the Benson Hockey Association who was the origin of the idea of the city and an elevator building a storage facility for their mutual benefit, there is no guarantee at this point that if it eventually gets the building it will make space available for an ice arena.

However, Klinge said, it still should be a consideration of the city if the question comes up. The hockey rink would take up 200 of the 340-foot length of the building.

# Grain storage building now under construction

With an agreement between the City of Benson and United Farmer's Elevators, the Bank of Co-ops has agreed to fund the construction of an 876,000-bushel grain storage facility to be built on city property.

Despite the delays in coming to an agreement on the funding of the building, it is still hoped it can be completed by Oct. 1.

The agreement, which the council was told is not final but more of a draft of what will be made official states that United Farmer's Elevator will be using the facility for five years with ownership after that time transferred to the city.

Signing of the agreement and starting site construction is the culmination of two months of sometimes frantic work which has seen a good deal of shuffling and reshuffling of packages to arrange for construction of the

building.

It was originally proposed by the Benson Hockey Association (BHA) that the city could consider involvement in a deal which would provide it a building which could eventually be used for an all-purpose indoor arena at virtually no cost.

Working with United Farmer's, it was proposed that the city could help finance the building of a \$400,000 grain storage building. The city would have owned the building and leased space to the elevator for grain storage. Monthly payments from the elevator would have meant the building would have been paid for in full with some money to spare if all went right after five years.

But that plan fell apart when neither the city nor area banks were willing to accept the financial responsibility of building the

storage facility.

The city had originally been willing to loan the project \$100,000 in addition to providing the site and seeing that it was prepared for construction.

However, under the agreement now signed, the city will only be providing the site and preparing it.

The elevator has stated in the agreement that it will be willing to sell the building, less the air and auger systems, to the city for \$1 at the end of the five-year lease period. Furthermore, the city has stated that it will pay the

Continued on page 9

## Grain storage building

elevator for any tax debt incurred on the property above \$25,000 over five years. Since the building is to be in one of the city's two development districts, all tax revenues charged against the property come back to the city anyway and can be set aside for an additional payment if necessary.

United Farmer's Elevator is to be responsible for all costs during the five years including taxes, maintenance, insurance, utilities, and any other costs which are incurred in using the building.

While it was the hope of the hockey association that the building would eventually house a hockey rink, the city council has made it clear that should it buy back the building it is making no guarantees as to how it will be used.

### Police officer leaving

With the City of Benson for just two months, newly-hired officer Tom Kohrs has accepted a job with the Red Wing Police Department. Kohrs will be get-

ting a substantial raise in pay and moving back to his home area.

The council's acceptance of Kohrs' resignation leaves the city once again short of the six-officer force it would like to have. Chief of Police Rose Gagnon will again begin the process of looking for a new officer for Benson and adjusting the current staff to cover for the absence.

Hiring Kohrs took the city police department three months, hours of reviewing applications and conducting interviews, and cost an estimated \$900. The council was told the police department's other top choices among those interviewed before had taken jobs elsewhere meaning a whole new round of accepting applications and more interviews.

It is hoped that a new officer can be added to the force by October.

### Park board requests approved

Requests by the city's park

board to add a seventh member to its body and to raise the sunken dugouts at the baseball field were approved by unanimous vote.

The board had requested that a seventh member be added to its body and that that member be a representative of the city council. Furthermore, they asked that the council member have a voting right on the board.

The additional member, it was pointed out, will help the board when it has difficulty attaining a quorum. Council Member Connie Kiley, who has been the council's liaison to park board, was appointed the voting member.

When the city baseball field was constructed, the dugouts for both teams were sunk several feet in the ground. That move has proved to be a mistake which is more evident this year than ever. Frequent rains and saturated ground have meant that the dugouts are often flooded.

The Benson Area Baseball Association has requested that

the dugout floors be raised to ground level.

### Credit union deposits approved

The council has approved depositing up to \$100,000 in the Benson Cooperative Credit Union.

At its July 17 meeting, the council had considered a request from the credit union to deposit funds with it if it offered a competitive interest rate. Only \$100,000 was requested because that is the limit of the credit union's insured savings.

A decision on approval of the credit union as an official city depository was tabled until City Attorney Don Wilcox could research if the credit union's insurance met the legal requirements for collateral for public deposits.

Thursday night the council had copies of the state law regarding municipal depositories which says that cities may deposit funds with credit unions, but only to the limit of insurance.

Continued from page 1

The Corn is Gone and the  
Building is Ready for Ice



**FOCUS ON THE  
FUTURE**

1993  
Multi-Purpose Auditorium



**A PROPOSAL FOR THE GRAIN STORAGE BUILDING**

**EXECUTIVE SUMMARY**

**PREPARED BY:**

**THE GRAIN STORAGE BUILDING TASK FORCE**

**MARCH 31, 1993**

## GRAIN STORAGE BUILDING TASK FORCE MEMBERS

Arlyle Danielson  
413 - 13th St. So.

Ken Jacobson  
409 - 15th St. No.

Jack Kjos  
1105 Oakwood Ave.

Steve Mattheisen  
RR #3

Tim Mattheisen  
1730 Stone Ave.

Dale Nibbe  
604 - 11th St. So.

Mark Schwiderski  
707 - 11th St. So.

Chuck Whiting, Staff

## CIVIC CENTER PROJECT

### Building Specifications:

340 foot by 120 foot metal multipurpose structure  
Concrete floor  
Locker and equipment room additions  
200 foot by 85 foot hockey rink with refrigerated ice  
Restrooms  
Firewall

### Management:

An independent board composed of:

3	Benson Hockey association
1	City Council/EDA
1	School Board
2	Member at Large

### Time Schedule

The building will be completed for the installation of ice by October 15, 1993.

### Funds Available:

A total of one hundred forty thousand dollars (\$140,000) is presently available from the City of Benson's winter recreation fund.

### Additional Financing:

Municipal Utilities to pay for lighting and electric costs consistent with City's involvement in other programs.

Tax Increment Financing

### Income:

Rental fees and lease payments from various sources (see attachment).

Solicitations from businesses and individuals

Advertising boards

## **THE OPPORTUNITY**

There is no question that economic development must be a priority if we are to survive in rural Minnesota. It is essential that smaller, rural communities find ways to attract people and events to help foster this economic development. A problem facing many communities today is the lack of adequate facilities to draw organizations or associations into town for events and functions that require suitable indoor space.

The City of Benson is fortunate to have a facility, such as the grain storage building that could be converted to civic use and benefit the economy of the area. Properly managed and promoted, it can be a valuable asset in further developing our economic base.

## **ESTABLISHING A CIVIC CENTER**

To fully utilize the potential of the grain storage building, we strongly recommend converting it to a civic center. A center that truly represents the people of the area and one that can be accessible to a wide assortment of groups and organizations to sponsor events.

These events bring numerous people from outside the area who spend money with our retail merchants, dine at our restaurants and stay in our motels. All of this has significant impact on our local economy. It not only can be used by groups within our immediate area but many organizations from outside our area are always looking for quality indoor space to sponsor events. These represent events and dollars that are not currently available to the community.

Properly managed, a civic center can indeed have a tremendous impact on our economy.

## **MANAGING THE PROJECT**

To accomplish the formation of the civic center, the Grain Storage Building Task Force recommends the development of a non-profit Benson Civic Center Corporation and the appointment of a civic center board. This board would have the primary responsibility of establishing policy related to the use of the facility and managing it on a long term basis.

The Benson Civic Center Corporation would be responsible for all capital expenditures, including insulation, locker room facilities and a concession area. In addition, the BCCC would invest in specialized equipment for use in the facility and enter into long term lease agreements with the various organizations that would ensure amortization of the investment within a reasonable time.

## **INITIAL DEVELOPMENT**

The Benson Hockey Association has been very instrumental in the entire grain storage building project. As an initial development for the BCCC, we would suggest that the board consider the purchase of an ice mat and related equipment for use by the Hockey Association. The Hockey Association continues to be a strong contributor to

the project and will continue to do so in the future. Funds that are being expended now would be used to lease the civic center for a specified number of hours during a 22 week period during the winter months. The revenues generated by the BCCC from the Hockey Association would easily allow for all expenses to be recaptured in a reasonable time. In this manner, the BCCC continues to build on its asset base while the ongoing use of the facility repays the investment.

It is estimated that the building-out of the ice rink area would cost approximately \$200,000. (See figure A.) \$60,000 would be needed to complete the construction so the building could be ready for public use. We would suggest this funding come from the Municipal Utilities and/or TIF. It would be utilized to put in heating and lighting and would be repaid by proceeds from the rental of the facility. The BCCC would also become a significant user of electricity, helping to generate additional revenues for the Municipal Utilities. These improvements would prepare the civic center for virtually any function that required indoor space and make it truly a civic center.

### **FUTURE DEVELOPMENTS**

During the winter months when the facility is available for open skating, it would allow the development of a figure skating program, recreational skating and broom ball organizations just to name a few.

In addition, we look to the BCCC to be able to purchase other sport/event specific equipment that can then in turn be leased back to the various organizations for repayment. Many groups have specific needs but are unable to find the necessary capital in lump sum to make the investment. By purchasing this specialized equipment and with a lease back arrangement, the BCCC is securing its own future.

The school system is in need of additional space for various athletic programs and activities and would be an excellent candidate for the long term use of the civic center. Many other activities include: 4-H groups, music groups, auto shows, concerts, tennis courts, indoor golf, flea markets, auctions, and horse shows; just to name a few.

### **SUMMARY**

The leadership of Benson has demonstrated an interest in progressively moving to develop the community. Due to some very forward thinking a few years ago, we can have a terrific facility at our disposal. A facility that can be beneficial to the entire community and further enhance our efforts in rural Minnesota. No one is going to give use anything so we must create our own opportunities and nothing can be better than investing in ourselves with a new civic center that can be of great benefit to each of the citizens in the area and impact our local economy.

## PURPOSES FOR CIVIC CENTER BUILDING

1. 4-H Activities
2. Drama Workshops
3. Music Festivals
4. Art and Craft Shows
5. Home Shows
6. Garden Shows
7. Auction Sales
8. Horse Shows
9. Livestock Shows
10. Concerts
11. Political Rallies
12. Revival Meetings
13. Antique Shows
14. Indoor Flea Market / Farmers Market
15. Reunions / Family Gatherings
16. Conventions (Legion, VFW)
17. Community Education
18. Tennis Courts
19. Baseball Practice
20. Football Practice
21. Track and Field Events
22. Dances - Country, Rock, Square, Old Time
23. Archery Range
24. Camper, Boat, Snowmobile Shows
25. Changing Area for Bike Races, Bands, etc.
26. Small Bore Rifle Range
27. Golf Indoor Driving Range
28. Bake Sales
29. Halloween Carnival / Haunted House
30. Merchants Trade Show - Crazy Days, Christmas Sales, etc.
31. Wrestling - Pro, Jaycee
32. Boy Scout Expo

33. Broom Ball
34. Curling
35. Figure Skating
36. Rollerblading
37. Indoor Picnic - Community, County, City, Business
38. Trade Shows - Industry
39. Karate / Judo
40. Police - Target Range
41. Tournaments - Hockey, Tennis, Wrestling
42. Sports Training Camps

**BENSON HOCKEY ASSOCIATION  
GAMBLING PROCEEDS AND EXPENSES**

	1990	1991	1992	Projected 1993	Projected 1993/1994
<b>INCOME</b>	\$140,915.00	\$107,549.00	106,196.00	105,300.00	\$105,300.00
Payroll	16,995.17	17,934.96	19,741.17	21,026.00	21,026.00
State Gambling Tax	18,369.86	13,824.73	11,936.50	9,000.00	9,000.00
Cost of Games	16,891.12	11,479.81	10,218.08	9,000.00	9,000.00
Comb Receipts Tax	3,915.71	10,266.39	301.91	1,000.00	1,000.00
Rent	1,625.00	2,625.00	3,000.00	4,500.00	4,500.00
Supplies	966.27	417.50	986.19	800.00	800.00
10% Tax	269.51	550.97	143.38	250.00	250.00
Licensing Fees	<u>125.00</u>	<u>100.00</u>	<u>545.00</u>	<u>400.00</u>	<u>400.00</u>
<b>Allowable Expense</b>	<b>59,157.64</b>	<b>57,199.36</b>	<b>46,872.23</b>	<b>45,976.00</b>	<b>\$45,976.00</b>
Utilities	0.00	0.00	0.00	5,000.00	10,200.00
City Donations	30,000.00	20,000.00	30,000.00	10,000.00	10,000.00
Rink Attendant	1,360.44	3,128.72	2,186.37	4,000.00	8,000.00
Rink Improvements	1,157.43	11,265.20	11,519.56	10,000.00	6,000.00
Busing	2,071.74	9,200.10	8,656.30	7,000.00	3,000.00
Equipment	2,736.09	10,033.07	2,001.05	3,000.00	3,000.00
Coaches	865.11	1,600.00	2,506.88	3,000.00	3,000.00
Taxes	22,518.34	5,322.43	1,452.51	2,000.00	2,000.00
Donations	7,363.05	3,006.35	1,620.77	2,000.00	2,000.00
Rink Repairs	461.38	2,247.40	1,866.49	2,000.00	2,000.00
Referees	667.50	611.00	1,545.20	2,000.00	2,000.00
Registration	1,350.00	5,334.00	1,465.00	1,500.00	1,500.00
Tournament Reg	1,588.21	2,930.00	2,255.00	1,200.00	1,200.00
Ice Rental	1,956.25	1,755.00	5,007.50	500.00	500.00
Accounting Fees	<u>0.00</u>	<u>0.00</u>	<u>222.50</u>	<u>250.00</u>	<u>250.00</u>
<b>Lawful Purpose</b>	<b>74,095.54</b>	<b>76,433.27</b>	<b>72,305.13</b>	<b>53,450.00</b>	<b>\$54,650.00</b>
<b>Unallocated Funds</b>	<b>\$7,661.82</b>	<b>(\$26,083.63)</b>	<b>(\$12,981.36)</b>	<b>\$5,874.00</b>	<b>\$4,674.00</b>

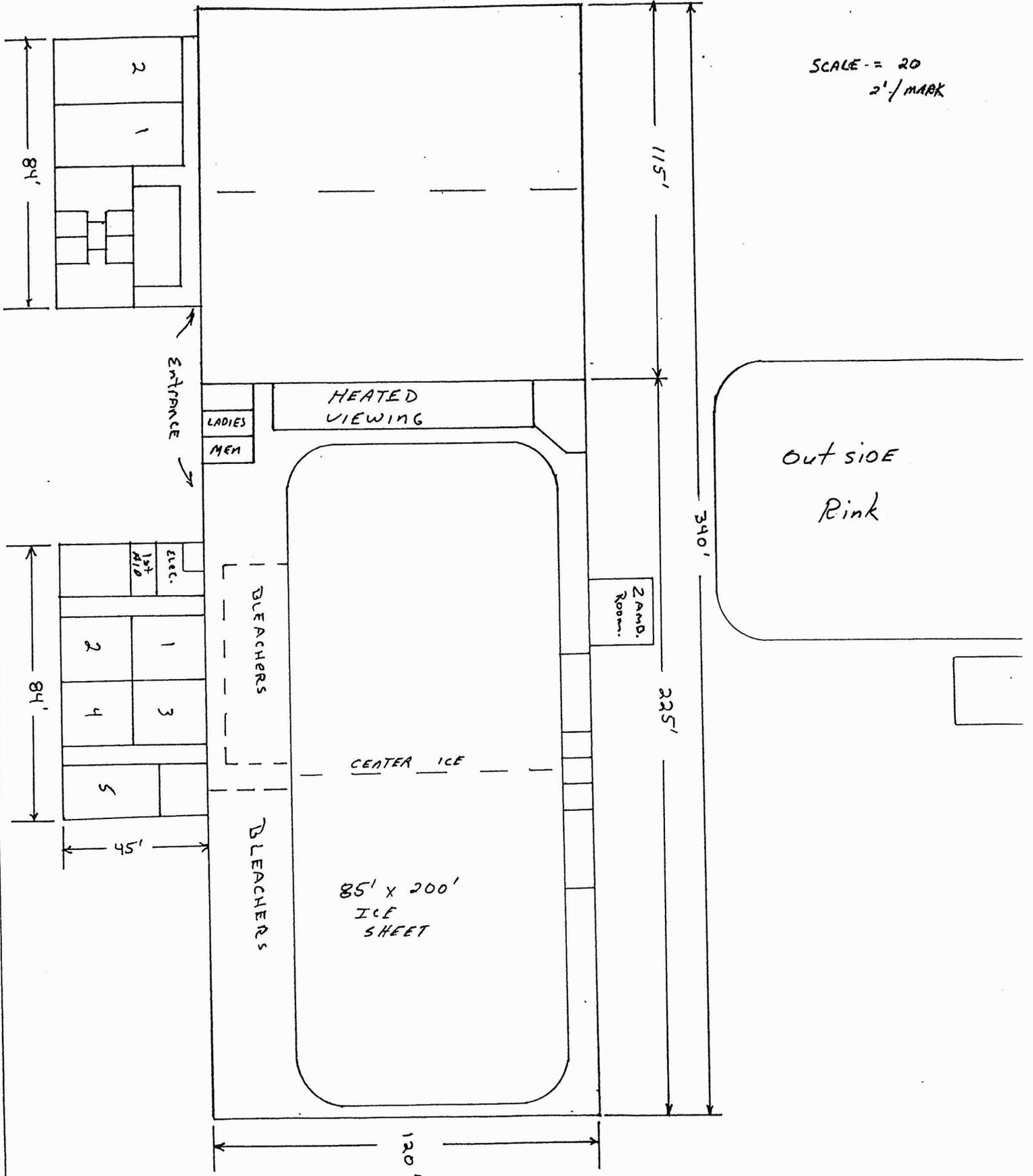
Figure A

**ARENA AREA**

ITEM	ESTIMATED COST
LOW – E CEILING	\$19,000
Installation	\$10,000
LIGHTING (Installed)	\$36,000
FIRE WALL	\$28,000
LOCKER & REST ROOMS	\$54,000
HEATED VIEWING / ZAMBONI ROOMS	\$10,000
EMERGENCY LIGHTING	\$5,000
EXIT DOORS	\$8,500
ELECTRICAL	\$25,000
CHILLERS / HEAT PUMPS	\$31,300
ICE MAT	\$61,000
Installation	\$11,000
	\$298,800
 TOTAL	 \$298,800



SCALE = 20  
2" = 1 MARK



**M E M O**

**TO:** Chuck Whiting, City Manager  
**FROM:** Glen Pederson, Director of Finance *GP*  
**RE:** Grain Storage Building Expenses  
**DATE:** April 6, 1993

The following are the bills paid on the grain storage building:

<b>Ck #</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
4154	7/86	American Excelsior	Plastic covering	\$3,057.60
4386	9/86	Anderson Lumber	Styrofoam	1,444.80
4514	10/86	Anderson Lumber	Black plastic	1,149.65
4719	12/86	Conroy Construction	Caterpillar hours	2,065.50
4297	7/86	Gordon Farris, Inc.	Hauling gravel	4,500.00
4359	8/86	Gordon Farris, Inc.	Hauling gravel	4,500.00
4419	9/86	Jacobson Peterson	Tractor rent	158.00
4672	11/86	Loen Electric	Extra elec. service	1,900.00
4772	12/86	Loen Electric	Extra elec. service	1,900.00
4679	11/86	William McGearly	Chisel plowing site	270.00
4216	7/86	Norbert Murphy Const.	Excavation	2,240.00
4266	8/86	Norbert Murphy Const.	Excavation	944.80
4444	9/86	Norbert Murphy Const.	Dozer rent/gravel pit	2,500.00
4220	7/86	Nyberg Surveying	Surveying	235.75
4586	10/86	Nyberg Surveying	Surveying	127.75
4457	9/86	Prinsburg Tile	Filter, compler tee	399.55
4594	10/86	R & N	Supplies	74.81
4598	10/86	W. A. Schwendeman	Site preparation	1,020.00
4244	7/86	Transport Clearings	Freight on plastic	82.29
4149	7/86	Twin City Testing	Ground samples	<u>2,432.15</u>
<b>TOTAL</b>				<b>\$31,002.65</b>

The above total does not include any in-kind expenses the City contributed such as gravel, trucking, etc. (\$20,000?)



Dear Task Force or City Council Member,

In the event that the hockey rink proposal is adopted, we would like to see the remaining 34% of the grain storage building put to use as a multi-purpose auditorium--a FINE ARTS CENTER--to be precise.

It has been suggested that this space be used as a gymnasium, but we contest that a gym space is not accoustically correct for the type of event that would take place in a fine arts center. Also, proper permanent lighting would not be possible.

The kinds of events that we foresee take place are:

- 1) Concerts
  - a) such as the recent Concordia and St. Olaf concerts
  - b) school band and choir concerts
  - c) community concerts (Christmas, etc) or concert series
- 2) Plays (recently KIDS--also high school and Theatre:Dreamland II and 4-H)
- 3) Dance recitals
- 4) Piano recitals
- 5) Art gallery
- 6) 4-H skits and ceremonies
- 7) Scout ceremonies
- 8) Conventions and speakers
- 9) Senior citizen functions
- 10) Large civic meetings
- 11) Kid day events
- 12) Indoor alternative for any planned outdoor event

This kind of facility could attract groups such as the Minnesota Chamber Orchestra, etc. It would have the advantage of being handicapped accessible (our only present auditorium--located at the Jr. High--is not). Such an auditorium would serve people of all ages.

It could be managed by a Fine Arts Board or Council.

It is our understanding that grants for fine arts are readily available.

We would like you to consider this proposal along with the others you have recieved.

Sincerely,

The Committee For  
A Fine Arts Center

Pat Thelen & Joyce Nokleby  
Temporary Co-Secretaries



May 18, 1993

To: Honorable Mayor and City Council  
From: Chuck Whiting, City Manager  
Re: 2nd Memo for May 20 City Council Meeting

Here's a couple of items I didn't get to in the first memo.

Civic Center Board and Organization: The City Council will need to discuss this thoroughly to be comfortable with it. Basically it appears two phases are needed to get a Civic Center Board (CCB) up and going. Ultimately the CCB should be a non-profit, tax exempt 501C corporation. The articles of incorporation Wilcox put together address this. The CCB would be a board independent of the city and the council, and would lease the civic center building for \$1 from the city. The initial membership would be what the Task Force recommended, being 3 Benson Hockey Association members, one City Council member (I'd suggest Gary Landmark or Arlyle Danielson), one School Board member (possibly Nibbe since he was on the Task Force), and two members at large. Here I would recommend a tennis member and a Theater Dreamland person. These are two groups who have either expressed interest in being on the CCB or as a significant user of the building.

My one concern is that all groups feel they are adequately heard by the CCB for what they feel they need. Understandably, the BHA is the most organized and is likely to achieve the most initially in the building, but I think the Council does not want to find itself arbitrating disputes between users of the building because one party feels it is not being heard. I think if the Council can maintain the position that the public interest is to be served with the building, groups using the building and the CCB will have to fall in line with that objective.

The other parts of the first phase of the building will be to get the public improvements done in the building. I consider the public improvements to be those improvements that benefit all potential users of the building and not just one or two particular groups. Fire exits, lighting, fire walls, and ceilings are public improvements. The initial CCB should be entrusted to get these improvements done.

The funding for the initial improvements should be the \$140,000 the city has earmarked for the building. The city should disburse these funds as plans and actual costs for the improvements are determined and submitted to the city. I would recommend retaining 5% (\$7000) of these funds for future or ongoing public improvement maintenance. If the improvements can be done for less than \$133,000, then I recommend 57% of the remaining funds be given to the BHA. 57% is the ratio of funds the BHA has contributed to the

\$140,000 (\$80,000/\$140,000). The other 43% would be retained for public improvements, the same as the \$7000. This could help encourage all groups to invest in-kind labor to the initial improvements as well, and assist in dealing with who is entitled to excess funds (if there are any).

Once the building improvements are well underway, the city would enter into a lease arrangement with the CCB and give them the authority to run the building, select their own members, and establish their own by-laws. The city should place some conditions in the lease. This would include stating the CCB will not ask the city for tax generated dollars or utility funds to pay for building operations or improvements. The CCB would be required to maintain liability insurance as well, while the city would also have coverage for the building. The CCB would be responsible for determining the appropriate insurance needs of renters. Renters would be responsible for their own costs and the CCB can figure out appropriate rents and tenants.

I will recommend this entire package, but the Council needs to discuss these items. Don Wilcox can help with some of the more specific organizational legalities

Library Bid Items: Pat Cina submitted a list of items she would like permission to get rid of. I recommend the Council approve the request. (This list was included in your Council packet.)

Board of Equalization: Enclosed is the list of properties the County Assessor's Office has reviewed since the last Council meeting.

5/12 = 42%

		City Show	Hardy Ann
Low-E Ceiling	29,000	16,200	12,800
Lighting	36,000	17,400	18,600 (42% + 6,000 spec lighting)
Fire wall	28,000	20,167	5,833
Energy lighting	5,000	2,900	2,100
Exit doors	8,500	4,930	3,570
Electrical	<del>25,000</del> 132,500		
	106,500	63,597	42,903
Hostess Rest Rooms	54,000		
Viewing Room/Zenith	10,000		
Electrical	25,000		
Chillers & Hot Pops	31,300		
	72,000		
		37,097	
		37,097	

Bal

# Building Community Support



**FOCUS ON THE  
FUTURE**

1994

The Benson Civic Center is for You



*The Benson Civic Center is*  
**FOR YOU!**

The Case for Support

September 1994



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## **Benson Civic Center Board Partnering Agreement**

The Benson Civic Center Board and the many volunteers involved in the project commit to create a civic center that will be a special place for members of the community and all who use it.

Grand Opening Day is to be the culmination of a process that has shown teamwork and commitment to quality, safety, schedule and budget, resulting in a finished project that is successful and a source of pride, with lasting positive relationships for all involved.

The process is committed to utilizing local resources and maintaining an ongoing open, positive relationship with the community.

The Benson Civic Center Board proposes to achieve this agreement through:

- Open-minded and positive communication
- Mutual trust and respect
- Fostering a win-win philosophy
- Maintaining an enjoyable working relationship
- And proactively managing change.

### **The Benson Civic Center is FOR YOU!**

“When a person plants a tree under which he will never sit, you know civilization has come to that land.” – Ancient Greek proverb

The proposal for a civic center in Benson may prompt some to say, “I’m not active in sports. Why should I care about a civic center?” or “I don’t go to auction sales. I don’t need a civic center.”

But like the Greek proverb suggests, some of the rewards in life come not from satisfying our own desires but when we work for the good of others.

We have the opportunity to work for the good of the community here in Benson in the form of an unused grain storage building, located off west U.S. Hwy. 12. With facilities for cultural, social and recreational activities of all sizes, the Benson Civic Center will be a place for family fun and a source of revenue for area businesses.

But the civic center has plenty to offer you as an individual as well. Would you benefit if more people patronized your business? Would you benefit if there was a place you could go to play tennis in December? Would you benefit if you enjoy music and could attend a symphony right here in Benson? The goal of the Benson Civic Center Board is to create a facility versatile enough to offer something for everyone.

Benson is a remarkable community. It offers many amenities – excellent schools, hospital, churches of every denomination, exceptional stores and services, movie theatre, health club, parks, an outstanding 18-hole golf course, many active organizations and friendly people – typically not found in a town its size. These things are important to people considering a life in Benson or to a business looking for a new location. Think about what a great impact a civic center could have on their decision to come to Benson.

In addition, Benson residents are involved in a number of economic development projects – expansions at two of the larger employers, development of an ethanol plant, building of a motel and convention center. These things, along with the civic center, are sure to have a significant positive impact on Benson and bring prosperity to its residents.

If we can all put aside our individual wants and desires for a moment and think of the good of our community, how can we NOT support the civic center?

### **Background of the Benson Civic Center project**

In 1987, the city assisted the local farm cooperative in constructing a surplus grain storage building. Their intent was to turn it into a civic center eventually. A Grain Storage Building Task Force of Benson residents reaffirmed that vision in its March 1993 report, recommending the creation of a civic center.

“To fully utilize the potential of the grain storage building,” their report read, “we strongly recommend converting it to a civic center — a center that truly represents the people of the area and one that can be accessible to a

*The Benson Civic Center offers benefits for the individual as well as the community.*

*A 1993 task force recommended the creation of the civic center.*

wide assortment of groups and organizations to sponsor events.”

According to their recommendation, the Benson Civic Center Board was formed and organized as a 501 (c)(4) corporation.

### Management

Currently, all civic center activities are directed by the board, composed of three Benson Hockey Association members, one city council/Economic Development Authority member, one school board member and two members at large.

The board has the primary responsibility of establishing policy related to the use of the facility and managing it on a long-term basis. The board is responsible for all capital expenditures.

In time, the civic center will be busy enough and generating enough income to warrant hiring a manager.

The Benson Hockey Association has been a major contributor to the project — through financial and volunteer support — and will continue to be in the future.

In addition, the board of Independent School District 777 recently voted to make hockey a school-sanctioned sport. While it means continued and increased financial responsibility for the BHA, it also means the civic center could become a center for high school activity.

In April, the fundraising committee of the Benson Civic Center Board was formed and has been actively promoting the project. The committee produced the enclosed brochure, which was sent to all households in the school district. Through it they have raised money, increased awareness and improved support for the project. The fundraising committee entered the championship float in the 1994 Kid Day parade. The committee has solicited the help of various regional resources such as Greater Rural Opportunities Working (GROW) and the Small Business Development Corp.

### Future of the Benson Civic Center

With its portable ice rink and open design, the civic center can be used for a variety of uses. Some of the suggested uses follow.

- Merchant trade shows
- Music groups
- Walking track
- Auto shows
- Concerts
- Industry trade shows
- Tennis courts
- Flea/farm markets
- Auctions
- Horse shows
- 4-H activities
- Theatrical activities
- Art and craft shows
- Home/garden shows
- Horse/livestock shows
- Political rallies
- Revival meetings
- Antique shows
- Reunions/gatherings
- Dances
- Archery range

*The Benson Civic Center is managed by a seven-member board of local volunteers.*

*A fundraising subcommittee of the Civic Center Board oversees fundraising activities.*



- Recreation shows
- Carnivals
- Figure skating
- Sports tournaments
- Indoor driving range
- Wrestling
- Rollerblading
- Sports camps
- Bake sales
- Scouting activities
- Karate/judo
- Conventions

This represents just a small sample of uses for the building, which is limited only by our creativeness in promoting it.

*The Benson Civic Center Board may help organizations by purchasing sport/event equipment and leasing it to them.*

Many groups are interested in the facility but cannot afford to purchase the sport/event equipment they need. The board can assist by purchasing the equipment and leasing it to those organizations. In this way, the board will build on its asset base while the ongoing use of the facility repays the investment.

**Timeline**

The building will be ready for ice installation by fall. Further development, such as constructing restrooms, changing rooms, concession area and the envisioned multipurpose activities room in the north end will be completed as funding becomes available.

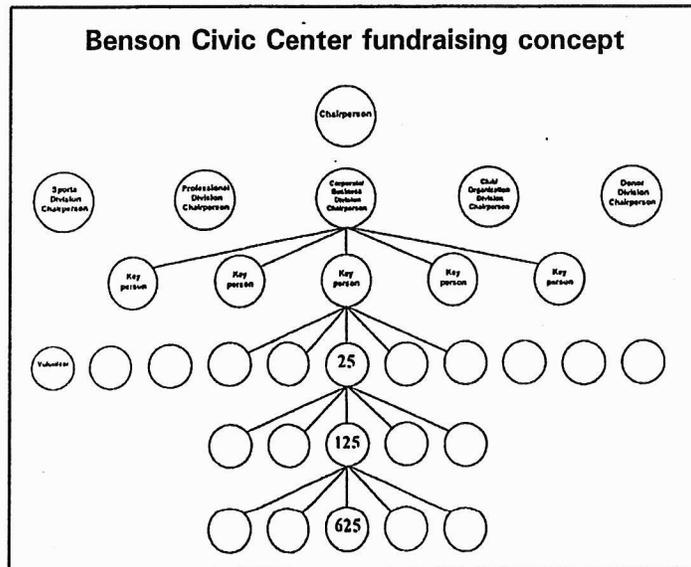
**The Swift County campaign**

It is hard to imagine there is anyone in Swift County who has not yet heard about the efforts to create a civic center. General sentiment favors the project. The challenge now is to turn that support into dollars.

*A contact committee will be soliciting donations from area businesses and organizations.*

To do that, the fundraising committee has adopted a pyramid-like organizational plan. Fund Drive Chair Sam Spivey has recruited a number of individuals to be “division leaders” representing sports, professionals, corporate/business, club/organizations and donors. Ideally, each division leader will recruit five volunteers, who will each recruit five volunteers, who will each recruit five more. The more volunteers, the more people they can contact to solicit their support.

On the following pages, you will find copies of letters sent to groups with particular interest in the civic center as well as the brochure that was mailed to all ISD 777 residents and distributed by Do•Mat’s and Super Valu in Benson.



**The state and national campaign**

Work is currently underway with the Small Business Development Corp. to prepare a feasibility study, cash flow and business plan for the civic center. These items will allow the board to seek grant funding from government and private sources and investigate the possibility of loans if necessary.

**Construction update**

Phase 1 of the project is nearing completion. Much of the work has been done by volunteers, who meet regularly at the site. They have installed doors, the mechanical room and the Zamboni room.

Contractors have been hired to complete other steps. Viking Sprinkler Systems has installed a sprinkling system. A low-E ceiling is currently being installed by Pulsifer Construction Inc. Lights will be installed by local electricians following completion of the ceiling.

The BHA has purchased an ice mat and related equipment. Rink boards have been purchased and a scoreboard donated. A chiller system is on order at this time.

Phase 2 includes improvements — lobby, two multipurpose changing rooms, two rest rooms and a concessions area — to make the building available for a wide variety of activities. Building the viewing/storage area to divide the two halves of the civic center is the first step in using the north end.

Phase 3 includes adding two more locker rooms and further developing the north end.

**Financial status of the project**

Building construction and recent improvements total more than \$412,000, nearly half of the total estimated cost. The Phase 1 items listed are completed or are in progress.

**Phase 1**

Doors and insulation, low-E ceiling and installation, ice mat system, artificial ice/chiller system and installation, ceiling lights and installation, architect fees, fireproof columns, interior block work, building supplies. **\$210,000**

**Phase 2**

Two restrooms, lobby, two multipurpose changing rooms, office, level north floor, dividing wall/storage, three additional changing rooms. **\$438,000**

**Phase 3**

Develop north end — Cost to be determined by groups that develop it for their purposes.

*Volunteers have already put hundreds of hours into the project.*

*Nearly half of the total estimated cost has already been invested in the Benson Civic Center.*

### **Anticipated income**

It is anticipated that income for development and maintenance of the civic center will come from a variety of sources, such as rental fees, lease payments, solicitations from businesses and individuals, advertising and grants.

### **Support needed**

*Your support is needed now.*

As you can see, the need for the help and support of everyone in the community is crucial.

To this point, the project has been self-sufficient enough to get the ice rink constructed and generating income for further improvements.

As we embark on Phase 2, your money is needed to add a lobby, construct rest rooms and changing rooms and build a wall to divide the two sections to make the north side available for development into a multi-purpose activities room.

Most important now is your tax-deductible contribution. Donations can be made as a one-time cash gift. For larger donations, our local banks have created a special loan program in which you may qualify to borrow up to \$5,000 at below-market rates to donate to the project. Or ask your bank to make your pledge payment automatically from your account. Payments can be made monthly, quarterly or annually over three years.

You or your business may also make in-kind contributions. You can donate, for example, needed equipment, materials or labor for certain construction projects.

Finally, you can volunteer to work on behalf of the project. The more volunteers there are, the more people can be reached to generate their support. Many of your friends and neighbors have already contributed their time and money to the cause.

*Your gift will be acknowledged.*

Every gift will be acknowledged. Your monetary donation will be recognized with an inscription on a plaque at the following levels:

- Bronze level - \$500-\$999
- Silver level - \$1,000-\$1,999
- Gold level - \$2,000 and above

Most important, your contribution to the Benson Civic Center means you can take pride in adding to the quality of life in Benson.

### **Memorials**

Making a larger contribution to the civic center for a specific item is a generous and permanent way to honor a loved one or to make a mark on our community. Your memorial will be recognized with an additional plaque right on the sponsored item. You can select an item from the following list of civic center needs, or contact a board member if you would like to sponsor some other aspect of the project.

<b>Item</b>	<b>Number available</b>	<b>Gift</b>
Name of arena	1	\$200,000
Locker rooms	5	\$10,000 each
Lobby	1	\$10,000
Permanent bleachers	1	\$12,000
Concessions area	1	\$10,000
Multipurpose activity room (North end)	1	\$100,000
Player's bench	2	\$2,500
Viewing/storage area	1	\$50,000
Penalty box	1	\$2,000
Portable netting system	1	\$12,000
Sound system	1	\$10,000
Zamboni room	1	\$10,000
Mechanical room	1	\$10,000

*Memorials are a good way to make a significant, lasting impact on your community.*

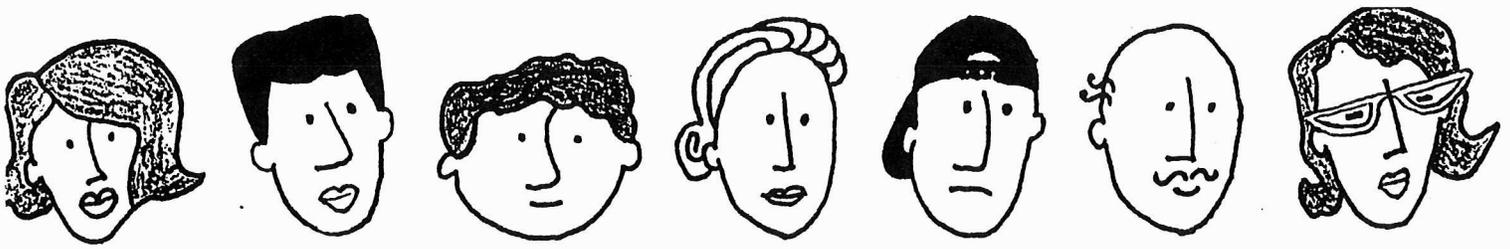
**Summary**

Economic development is a priority if we are to survive in rural Minnesota. With nearly half the money and work already invested in the civic center building, we are well on our way to making the most of an opportunity to have a lasting impact on Benson's future. The Benson Civic Center will benefit everyone by attracting businesses, creating jobs and improving the quality of life for our residents.

*Economic development is a priority.*

We need your support in the effort to build a better Benson. What will you do to support the Benson Civic Center?





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## **Support the Benson Civic Center project today!**

Why support the Benson Civic Center project?

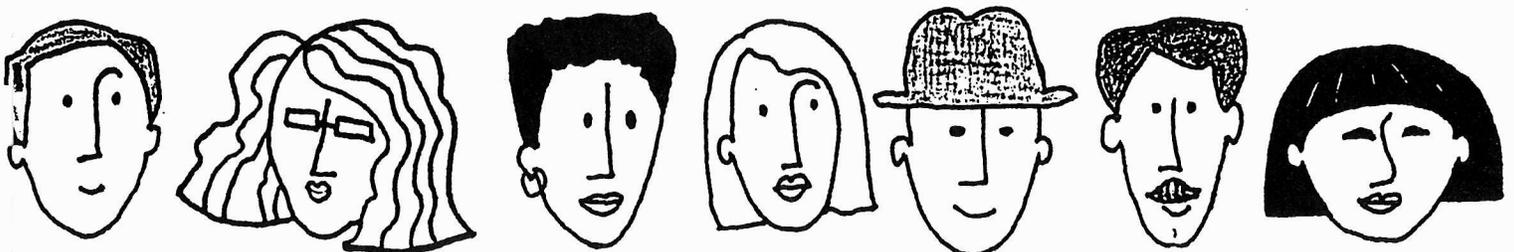
- According to the Benson Area Chamber of Commerce, every \$1 spent in our community has a net impact of \$5.
- The Benson Civic Center will be available for your business or organization for trade shows, conferences, social gatherings and so forth.
- There are almost limitless money-generating possibilities for the civic center, such as flea markets, sports events, social and cultural gatherings, etc., money that will be available for further civic center development.
- Not only will the civic center generate money for the civic center, it will generate money for the motels, restaurants, services, retailers and other businesses in town by bringing in visitors.
- This is an investment in your community. You must invest to grow.
- You can take pride in supporting your community!

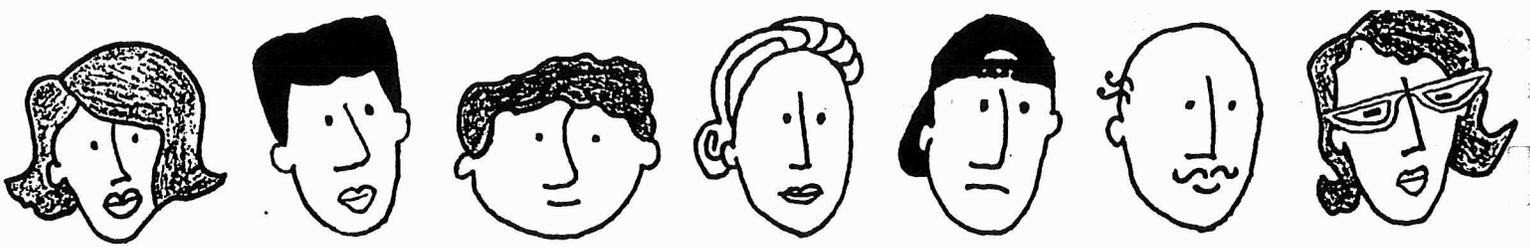
How can you support the civic center project?

- Make a cash donation for immediate civic center improvements.
- Check with your local bank to see if you qualify for their special civic center loan program. Or make arrangements to have your pledge amount automatically paid from your account.
- Volunteer your time for fundraising or construction efforts.
- Write a letter of support and send it to the Benson Civic Center Board and to newspapers.

**Thank you for your support!**

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# Support the Benson Civic Center project today!

## Benson Civic Center Pledge Card

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Please contact me to volunteer. Phone \_\_\_\_\_

I/We agree to make a total gift of: \$ \_\_\_\_\_

We are now paying: \$ \_\_\_\_\_

With a balance due of: \$ \_\_\_\_\_

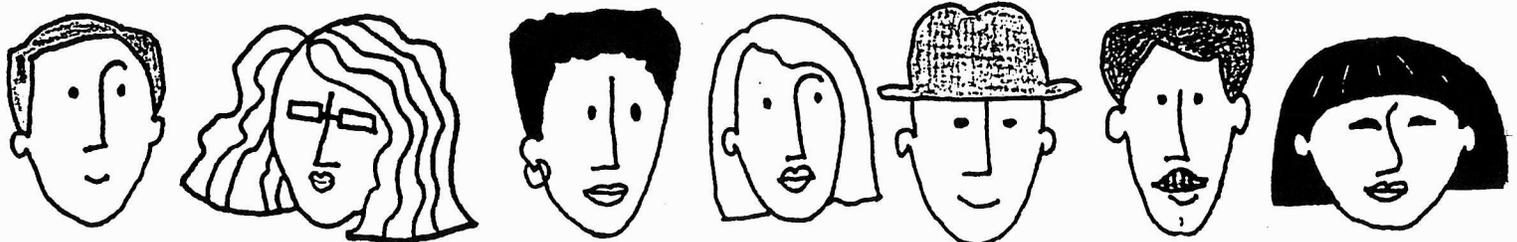
Please bill me:

Annually     Semi-annually     Quarterly for \_\_\_\_\_ years

Please make all checks to the "City of Benson Civic Center Improvements."

Return to: Benson Civic Center Board • 1410 Kansas Ave. • Benson, MN 56215

*Thank you for your support!*



Should be ready for hockey by Oct. 15 . . .

# Civic Center Board still needs input from interested parties

In 1987, the city of Benson assisted the local farm cooperative in constructing a surplus grain storage building with the intent to turn it into a civic center.

A task force of Benson residents reaffirmed that vision in its 1993 report, recommending the creation of a civic center.

But, the project is still in its planning stages, and area individuals and groups are encouraged at this time to get involved.

"The plans aren't set in stone," Alison Whiting, publicity consultant for the Civic Center project said. "We really encourage people to get involved right now."

Already, more than \$412,000 has been invested in the building, but it is estimated that an additional \$438,000 is needed to complete and fully equip the civic center.

All that remains to open the civic center is to bring the building up to code and complete the general-purpose area. Once that is done, the building can start generating revenue with hockey, ice rental and by hosting tournaments.

"The people of Benson have let the city know that they don't want their tax money paying for the work on the building," Whiting said. "The reason we're pushing right away for hockey is for the future income it will provide in helping to make the other improvements possible."

Although there was some controversy as to where the lobby/concession/locker room/bathrooms addition would best be placed, the Civic Center board opted with the plan to put the addition on the west side of the building, facing the Shamrock Hest Riding Club arena.

Whiting said the reason an addition was needed for the lobby, lockers, etc., instead of putting the proposed general purpose area within the existing structure was that 1) it was cheaper to build the addition than to tear up and replace the existing floor to accommodate necessary plumbing, 2) it

will make the building more attractive and 3) it frees up the north end for development for other activities.

## *Hockey by Oct. 15?*

The hockey arena portion of the Civic Center will feature an 85 foot by 200 foot sheet of artificial ice on the southern two-thirds of the building. The current outdoor rink is 84 feet by 184 feet.

The plan is to open up the arena for hockey on Oct. 15 with the season to include at least one tournament for each of the six teams -- Mites, Squirts, Pee Wees, Bantams, Junior Gold and Girls - along with Benson possibly hosting some district tournaments as well.

Civic Center Board Chairman Jim Trump estimates that \$15,000 to 25,000 will be generated within the City of Benson by hosting each of the tournaments.

Benson could also rent out ice time to other towns, or for other events.

The Benson Hockey Association will still keep its outdoor rink and pleasure rink open for the winter. It will also continue to use the warming house, until a permanent decision is made as to what it will be used for.

The indoor rink meanwhile, will also be open at selected times for the general public to take in some open skating for a small charge.

A warming house attendant has been used to maintain and manage the facilities for the Benson Hockey Association in the past.

Although it hasn't been decided, an attendant will probably be used for the Civic Center, but the job could become a full-time position.

"Most arenas have a full-time attendant to make sure things are running smoothly," Trump said. "Marketing and managing the facility could easily be a full-time job."

## *How about the north end?*

What will be done with the north end is another matter.

While basketball and tennis have been the most-requested activities to be used for that portion of the building, no group has actually come forward with specific ideas or funds.

Also, the north end needs to be leveled off before it is usable.

"No group has come forward with plans to develop the north end, but we know there are lots of groups that are interested," Whiting said.

There are a number of other activities which have been mentioned as possible uses for the northern one-third of the building, along with uses for the hockey portion during the off-season.

Among them are car shows, rollerblading, auctions, walking, broomball, craft shows, sports shows, tennis, dancing, basketball, trade shows, flea markets, band festivals, plays, carnivals, golfing and more.

## *Fundraising drive underway*

A fundraising drive is currently underway to help pay for the improvements for the building.

Those giving monetary donations will be recognized with an inscription on a plaque at the following levels: Bronze level -- \$500 to \$999; Silver level -- \$1,000 to \$1,999 and Gold level -- \$2,000 or more.

Donations can be made as a one-time cash gift. For larger donations, local banks have created a special loan program in which you may qualify to borrow up to \$5,000 at below-market rates to donate to the project.

"There are lots of ways to help . . . you can volunteer your labor, help with the fundraising efforts, or give money," Whiting said. "Or, one of the best ways to help with the project is by just speaking positively about the impact it will have on the town."

Trump said that every Monday at 6 p.m., volunteer labor is needed to get work done.

"There's lots of work to be done," Trump said.

The board is also looking into pursuing grants and low-interest loans

should the local fundraising efforts fall short.

Members of the Civic Center board are chairman Jim Trump, Arlyle Danielson, Rich Rolland, Rick Moesenthin, Paul Tatge, Mary Kelash and Dale Nibbe.

### **Priority schedule**

The Civic Center Board has listed a priority schedule for the improvements it proposes. The priorities will be handled when the money becomes available.

Following are the priorities, along with general comments about each one:

#1 -- Artificial ice -- Everything related to the artificial ice has been taken care of. Hockey is expected to be played in the Civic Center beginning Oct. 15.

#2 -- General purpose addition-

with bathrooms, lobby, concession stand and mens and womens lockers -- It is hoped that this segment of the project will be completed this summer,

#3 -- Level north floor -- This is a must for any activities that will be utilized in the northern one-third of the building.

#4 -- Build multi-use room -- This room could be used for a number of things such as a meeting room, viewing area, room for other activities like aerobic classes, or for other uses.

#5 -- Build additional locker rooms -- The general purpose area listed in priority number two has a womens' and mens' locker room, but it is hoped the facility will have an additional two or three locker rooms to be used as permanent facilities for the Benson hockey teams for their equipment and other

needs.

#6 -- Develop north end -- Here's where the Civic Center is really counting on interested persons and organizations to get involved. The north end floor needs to be leveled before it can be used for any activity.

#7 -- Add on -- If enough interest is shown, it is hoped that the building will be expanded to allow for even more activities and for more organizations to take advantage of the building.

If you have any questions or ideas relating to the Civic Center project, you are encouraged to give one of the boardmembers a call.

# Benson Civic Center Board • 1410 Kansas Ave. • Benson, MN 56215

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April 1994

Dear tennis families:

With spring and the outdoor sports season upon us, it's easy to forget how cold and snowy it was this winter. Playing tennis was out of the question.

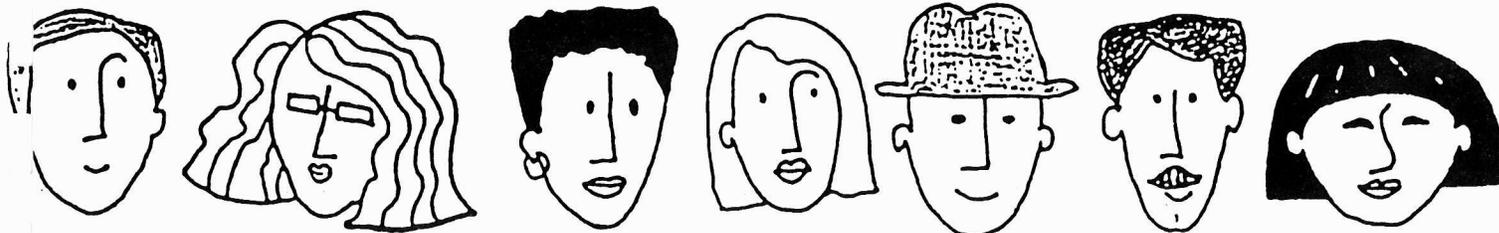
But we in Benson have an opportunity to make tennis a year-round sport. There's a fine building waiting empty for any group willing to develop it. The Benson Civic Center Board seeks your help to turn that empty building into a multipurpose facility for cultural, social and recreational activities – including tennis.

You already support tennis with your time and treasure. We're asking that you give a little more. Why? Here are some reasons others in Benson give for supporting the building of indoor tennis courts.

- Indoor courts would give kids the opportunity to stay sharp in the off-season.
- It would provide the community the opportunity to run fall and winter leagues when outdoor tennis is impossible.
- Court rental that is otherwise paid out of town would stay in the community. Tennis players would also be spared the trouble of traveling to Alexandria and other more distant locations to play indoors.
- As the only indoor courts in a 50-mile radius of Benson, the civic center courts could attract players from the area and generate income to operate the civic center.
- Courts could be used for weekend drills for junior programs and tennis lessons.
- It is essential to create indoor activities in Minnesota to promote wellness year-round.
- Tennis must capitalize on the growing emphasis on physical fitness.
- Tennis is a lifetime activity.
- Most importantly, tennis is an activity families can enjoy together.

**The civic center project needs your support now.** You can help in a number of ways. Most important is your tax-deductible contribution today to help finance construction of restrooms, lobby and lockerrooms so the civic center can be public-ready by fall.

Then you need to get out there and generate enthusiasm for the project. Say something positive about it to your friends. Voice your support to city council members. Write an affirmative "letter to the editor" to area newspapers.



# Benson Civic Center Board • 1410 Kansas Ave. • Benson, MN 56215

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April 1994

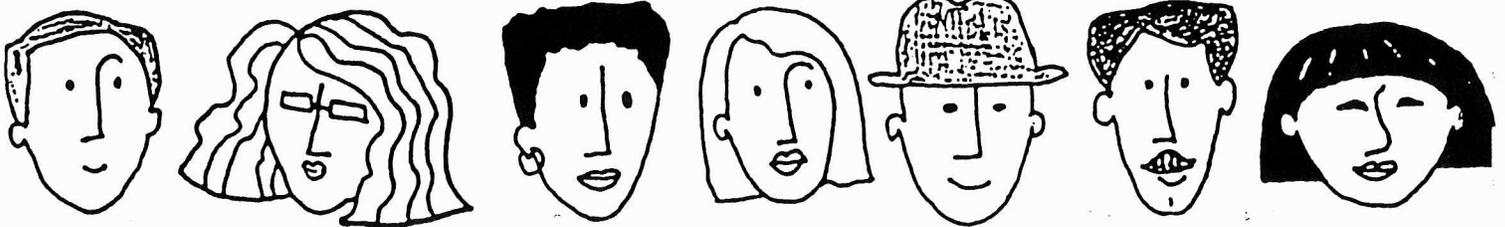
Dear hockey families:

More than eight years ago your group had the foresight and vision to raise funds for a hockey arena that didn't exist. You have worked long and hard. You have withstood disappointments, setbacks and jealousy. By your sheer determination, you are on the brink of doing what couldn't be done – building an indoor ice arena in Benson. The Benson Civic Center Board wants to help you make ice a reality in 1994.

You already support hockey with your time and treasure. We're asking that you give a little more. Why? Here are some reasons others in Benson give for supporting the building of an indoor hockey arena.

- Spectators will be more comfortable sitting and being out of the wind.
- With artificial ice, practices can begin in Benson rather than in Willmar or Alexandria.
- Home games can be scheduled in November, December and March.
- Fewer practices and games will be cancelled or rescheduled because of the weather being too warm or too cold.
- Tournaments can be hosted in Benson, which among other benefits brings revenue to our local merchants. Last year's Junior Gold District 15 tournament was to be held in Benson but was moved to Moorhead because we couldn't guarantee the condition of our ice.
- We can host our own hockey camps.
- Ice rental that is otherwise paid out of town would stay in the community. Hockey players would also be spared the trouble of traveling to Willmar and other more distant locations to play on artificial ice.
- The civic center ice arena could rent the ice to other teams and generate income to operate the civic center.
- Indoor ice would help Benson's hockey program flourish. Benson's is the lowest cost program around. For instance, Willmar players pay about \$285 to register and must provide their own equipment. In Benson, registration starts at \$30. Equipment is provided through the PeeWee level. Busing and other activities are subsidized by the Benson Hockey Association.
- We are the last team in the district without indoor ice.

The civic center project needs your support now. You can help in a number of ways. Most important is your tax-deductible contribution today to help finance construction of restrooms, lobby and locker rooms so the civic center can be public-ready by fall. This is all that stands in the way of having ice this fall.



Fall 1994

Dear donors:

In my few months as a resident of Benson I have been able to make some general observations about the community. I have found Benson to be a healthy and vibrant community. There is an abundance of community pride. The opportunity is here for continued growth. There is a work and family ethic that is a driving force in the community. From these observations I believe there is a natural base that establishes a need to see the success of a Benson Civic Center.

The Benson Civic Center is an opportunity for continued growth for our community. We exist, as a community, in part to benefit ourselves and our children. Most of what we have is because we share in a partnership of common goals. Our schools, churches, businesses, parks and almost everything else are living examples of a united community achieving its potential for the benefit of everyone who lives and works here. The most precious gift that will be given by donors to the Benson Civic Center is the message that they care about the community.

The Benson Civic Center Board and its Fundraising Committee has adopted a partnering agreement. All donors will have the opportunity to sign this also. It states:

The Benson Civic Center Board and the many volunteers involved in the project commit to create a civic center that will be a special place for members of the community and all who use it.

Grand Opening Day is to be the culmination of a process that has shown teamwork and commitment to quality, safety, schedule and budget, resulting in a finished project that is successful and a source of pride, with lasting positive relationships for all involved.

The process is committed to utilizing local resources and maintaining an ongoing open, positive relationship with the community.

The Benson Civic Center Board proposes to achieve this agreement through:

- Open-minded and positive communication
- Mutual trust and respect
- Fostering a win-win philosophy
- Maintaining an enjoyable working relationship
- And proactively managing change.

With these thoughts I wish to ask your support in the fund drive for the Benson Civic Center.



Sam Spivey  
Fund Drive Chairman



# Benson Area Chamber of Commerce

Phone 612 R'S 3611 703 14th Street South Benson, Minnesota 56215

April 21, 1994

To Whom It May Concern:

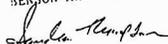
On behalf of the Benson Area Chamber of Commerce I wish to lend my support for the development of the Benson Civic Center. The Civic Center is truly an asset for the Benson community and has the potential of becoming the center of activities for the Benson community.

I would be happy to work with the Civic Center Board to attract groups to utilize the facility and to promote the Civic Center as the community gathering place for community events.

Please feel free to call on me for assistance in promoting the use of the new Benson Civic Center.

Sincerely,

BENSON AREA CHAMBER OF COMMERCE

  
Sandra Thompson  
Manager



"A Good I



## STATE BANK OF DANVERS

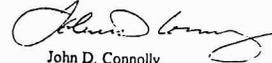
April 25, 1994

Benson Civic Center Board  
Benson, MN 56215

Dear Board Members,

The State Bank of Danvers wholly supports your efforts to create a Civic Center in Benson. This is the type of project that will enhance the future of Benson and the surrounding area. We feel there will be two major benefits with a recreational facility of this type in the Benson area. First, and most obvious, are the sports and recreation benefits available to the Benson area residents. This improves the quality of life in the area making Benson more attractive to prospective businesses and their employees. Second, the increased traffic to Benson to attend sporting events will generate secondary sales of goods and services in the community. This will benefit all members of the community.

Sincerely,



John D. Connolly  
Cashier

411-14th Street North  
Benson, Minnesota 56215  
April 29, 1994

Benson Civic Center Board  
Fund Raising Committee  
1410 Kansas Avenue  
Benson, Minnesota 56215

Dear Committee Members:

We are aware of the recent efforts by the Civic Center Board to raise funds to renovate the Civic Center. As we understand, it is the intent of the Board to prepare the interior of the building for multi-dimensional use. We understand that among other things, the building will be housing a multi-purpose ice rink, an area for use as either tennis courts, basketball courts, volleyball courts, or a whole host of other possible uses.

We are very much in support of this kind of addition to the Benson community. It was not too long ago that the School sponsored an evening session with a very well known national speaker. The major point he emphasized in his presentation was the importance of "building assets" for our young people. While primarily referring to intangible character building, it is our belief that the potential development of a multi-purpose Civic Center as presently envisioned would be a tangible statement this community could make about its commitment to "building assets" in helping our youth. The additional uses of the building to enhance adult activities would simply be an extra benefit.

Accordingly, please find enclosed our pledge card and first check to help the Board in its fund raising efforts. The Board is to be applauded for taking this risky yet bold step in community development.

Sincerely,

*Marie Koenigs*  
*Chuck Koenigs*  
Marie Koenigs  
Chuck Koenigs

# GROW



Greater Rural Opportunities Working

SUSAN M. PIRSIG  
Executive Director

April 22, 1994

Allison Whiting  
Civic Center Fundraising Committee  
1410 Kansas Avenue  
Benson, MN 56215

Dear Allison:

On behalf of the GROW Board of Directors I would like to express our support for the efforts of the Benson Civic Center Board and the Fundraising Committee. A civic center in Benson will add a great deal to the quality of life in the area.

Both Appleton and Kerkhoven have civic centers that are well used and appreciated by the residents of those communities. While Benson is planning for a different type of civic center than either of these communities has, the basic idea remains the same: to create a place where people may gather to enjoy community events in comfort and with pride.

We wish you well in your fundraising efforts. This is an important project to the area.

Thank you.

Sincerely,

*Susan M. Pirsig*  
Susan M. Pirsig  
Executive Director

Serving the Swift County Area  
1410 Kansas Avenue • Benson MN 56215 • (612) 842-4769 FAX (612) 842-7151



# Project Update



**FOCUS ON THE  
FUTURE**

1995  
Year Around Facility



## PROJECT DESCRIPTION

The Benson Hockey Association has been in existence for more than twenty years. It's purpose is to foster the hockey program in the Benson area. Over the period of its existence the Hockey Association has actively supported a club hockey program in Benson. Children from the age of 4 through high school are given the opportunity to learn the sport and compete with their peers from Minnesota and surrounding states. In recent years girls have played an increasing role in the hockey program in Benson. In 1994-95 Benson launched its first girls team (ages 6 through 14) that went on to compete successfully across the state. Girls have always been a part of the Benson Hockey program, but the start of their own program has raised the interest beyond the Hockey Association's expectations. In 1995-96 hockey was played as a varsity sport at Benson High School for the first time. The Benson Hockey Association agreed to pay all cost associated with the sport, both girls and boys if the interest is demonstrated in order to get it into the school system here.

The Benson Hockey Association has developed their program through the generous contributions of time, talent and funding of parents and other local citizens. No public dollars have been used to support the association or its programs since its inception. For example, in 1985 there was a dire need for grain storage in the area. The Benson Hockey Association and the City of Benson worked with the United Farmers Elevator who determined that they (UFE) construct a large, clear-span building in Benson, suitable for the eventual use as a sports arena. UFE used the building from 1985 until 1992 to store grain, paid off the debt on the \$500,000 structure and then turned it over to the City of Benson. Since 1992, more than \$150,000 in funds raised from the efforts of the Hockey Association have gone into the building.

At the same time, in 1985, the Hockey Association began selling pull tabs at a local eating and drinking establishment to raise funds for the continuation of the hockey program and other children's activities in the community. During the 1994-95 hockey season, indoor ice was available for the first time in Benson. There was no running water available in the Civic Center (as the arena is now called) until March 1996. Event attendees either used portable restrooms that were furnished or walked 80 feet outdoors to the adjacent outdoor ice rink's warming house facilities. Pull tabs sites in four area locations are expected to raise more than \$60,000 annually to fund the operation and continued improvement of the Benson Civic Center.

Over the next six year period, a local manufacturer will occupy the north portion of the building. The company will lease the space from the City of Benson. The proceeds of the lease payments will be used to retire the debt incurred in constructing a wall between the two portions of the building, insulating the north portion, newly installed bathroom facilities that will be accessible from both the hockey arena side and the north side of the building, and other required improvements. At the end of this six year period, the north portion will be available as a year round facility for other uses, including, but not limited to hockey, tennis, basketball, community theater groups, etc.

The Benson Hockey Association has developed some aggressive plans for building improvement over the next several years. These improvements are intended to help the Civic Center meet the needs of the community, especially hockey. More indoor time will be available for these sports as well as offering additional practice space for local teams to use. Girls sports are expected to benefit greatly from this new space since gym and court space is a precious commodity. Ice time for hockey is not a problem at present nor is it expected to be in the future.

Outdoor ice is situated adjacent to the Civic Center. It will continue to be used for practices and matches. After the 1995 season the Benson Hockey Association donated the outdoor rink's warming house to the City of Benson to be used at a baseball/softball facility across town. Therefore it will not be available at the Civic Center in the future. The Hockey Association would like to broaden the base of users of the ice by starting recreational hockey programs.

Perhaps the most important need is the availability of an adequate number of locker rooms and restroom facilities for both girls and boys. Last season the Hockey Association erected temporary locker rooms. They do not meet building codes and must be replaced as soon as possible.

The following projects are anticipated by the Benson Hockey Association over the next several years:

Year	Project	Est. Cost	Source(s)	Priority
1995	☞ Construct restroom facilities, lobby & wall to separate north (Lor-Al) & south (hockey rink) ends of building	\$45,000	Lease pmts. \$7,500 Over 6 years	Complete
1996	☞ Construction of 4 locker rooms, (expandable in future), an official's changing room, and warming area for the outdoor rinks,	\$109,000	Local match \$59,000 Mighty Ducks \$50,000	High
1997	☞ Insulate walls of building	\$25,000	CIF Contributions	High
	☞ Build a permanent press box	\$10,000	Contributions	Medium
1998	☞ Build permanent bleachers with radiant heat above them	\$40,000	CIF* Contributions	Medium
1999	☞ Add humidity control to inside portions of the building	\$10,000	CIF Contributions	Medium
2000	☞ Install ice making equipment <u>in</u> floor	\$200,000	CIF Contributions	High
2001	☞ Build a second floor temperature controlled viewing area, to be used to view activities on both sides of the building	\$20,000	CIF Contributions	Medium
2002	☞ Transform north end of building into space for other uses, such as tennis, basketball, etc.	\$40,000	CIF Contributions	High

\* When profits are realized from activities at the Civic Center a Capital Improvements Fund (CIF) will be created to accumulate money with which to finance planned projects.

Cost is an enormous factor in these projects. With the anticipation of no local public funds being used for any of them, the Benson Hockey Association and community as a whole have much to do in the future to make these plans a reality.

Benson is the county seat of Swift County. It is located in west central Minnesota. The economy is agriculturally based and has suffered in recent years due to the downturn in the farm economy. The median family income in Benson is \$15,417 (1989 data). Recent economic development projects are seen as a turnaround for the local economy. More than 150 new jobs were created in Benson in the past year. New families are moving into the area to live, work and play. Maintaining and improving local recreational resources is a high priority for the residents of Benson.

**DRAFT Operating and Capital Budget  
Benson Civic Center**

	<u>1996-97</u>	<u>1997-98</u>
<b>Income:</b>		
Contributions	39,000	20,000
Lease Payments	7,500	7,500
Grant Funds	50,000	0
Fees	5,000	5,000
City Contribution (Pull Tabs)	60,000	62,000
Advertising	7,000	3,000
Other	0	0
<b>TOTAL INCOME</b>	<b>\$168,500</b>	<b>\$97,500</b>
<b>Expenses:</b>		
Utilities	9,000	9,000
Chiller Payment	15,000	15,000
Construction Projects	109,000	35,000
Maintenance	5,000	5,000
Staffing	15,000	17,000
EDA Loan Debt Service	7,500	7,500
Other	1,000	1,000
<b>TOTAL EXPENSE</b>	<b>\$161,500</b>	<b>\$89,500</b>
<b>NET PROFIT (LOSS)</b>	<b>\$7,000</b>	<b>\$8,000</b>

Notes:

Income:

1. Contributions refers to the funds to be raised by the Civic Center Board from cash contributions by the general public toward the capital improvement projects proposed.
2. Lease Payments are twenty five percent of the lease payments received by the City from Lor\*Al which is attributable to the cost of one half the fire wall, restrooms, and lobby, as well as all of the concession area.
3. Grant funds are the dollars anticipated from the MN Amateur Sports Commission Mighty Ducks program.
4. Fees are generated by renting out available ice time to neighboring communities and event fees such as summer hockey camp.
5. City Contribution is a passthrough of Benson Hockey Association pull tab proceeds.
6. Advertising income will be generated by selling space inside the arena to area businesses.

Expenses:

1. Utilities includes electric, sewer, water and natural gas used at the Civic Center. Utilities are covered by the Benson Hockey Association.
2. Chiller payment is due annually for 5 years in January, beginning in 1996.
3. Construction Projects include in 1996 the addition of 4 locker rooms, an officials changing room and a warming area accessible to the users of the adjacent outdoor rinks. The Board plans to insulate the south portion of the building and add a permanent press box in 1997.
4. Maintenance includes ordinary upkeep of both building and equipment.
5. Staffing is covered by the Benson Hockey Association. Staffing is required to provide supervision during open skating periods for both indoor and outdoor ice.
6. Debt Service is the payment the City will receive to cover the debt incurred with the addition of the fire wall, restrooms, lobby, officials room and warming area. This project was completed in early 1996.

# Report to Benson City Council



**FOCUS ON THE  
FUTURE**

1999  
A True Civic Center



12/15/99

Benson Civic Center  
Report  
To  
The Benson City Council

The Benson Civic Center Board has been very busy working with the Benson Hockey Assn. and the City of Benson, to bring a "grain storage facility" previously owned by a private business, into a "true" Civic Center, everyone in the Benson area can use and be proud of.

We wish to thank the City, especially, Glen Pederson and Nancy Kellner for all their work with payroll, and Marge Sheffler for being so helpful with the meeting notices. Also City Manager Rob Wolfington, and Public Works Director Bob Flaws for all their help with different requests and problems that pop up from time to time. We also want to thank the City for their understanding and solution to the electrical rate change we are faced with at the Civic Center.

We have laid out a long range plan that we all think is possible to reach, but we will not be able to make it on our own as we currently operate. We are going to need help in one form or another to complete these plans. Our plans include installing the refrigerating coils under the floor to allow the floor to be used year around. And new boards around the rink and possibly new bleachers. This is estimated to cost roughly \$350,000.00. In addition to this we plan to build permanent lockerooms at an estimated cost of \$100,00.00. So, as you can see, we have our work cut out for us.

We currently have three tenants using the south portion. They are the Hockey Assn., promoting youth activities, the School sanctioning two varsity Hockey teams, and the City sponsoring "open skating." The Hockey is the biggest contributor to the operation of the Civic Center, with the City next with "in-kind" services and "rebates" on electrical charges. The School does not pay anything for the use of the facility to have two varsity teams practice and compete in. We are working with the School to try and come up with some way for them to contribute to the Civic Center.

Our payroll annually runs right at \$7200.00 for the year for 4-5 part-time employees, and our utility bill to the City runs around the \$11,300.00 annually

Lor-al is currently leasing the north portion from the City, with the lease payments going to the EDA. Their lease is up in May of 2000. The future of the north end is probably up to them, whether or not they choose to re-new their lease and remain in the north end or not. The Civic Center Board has no plans for the north end if Lor-al should choose not to re-new their lease. It will take money to do anything in the north end and we do not have any to put away, as we currently operate. Basically, it takes all the money the Hockey Assn. makes, just to operate the youth program, the two School varsity programs, and make necessary improvements to the building, plus paying for operations and maintenance.

The last time we made an application to the State of Minnesota for the "Mighty Ducks" grant, the City refused to sponsor the application, so we lost out on a possible \$50,000.00 grant which at the time the Hockey had the matching \$50,000.00. We ask that if the "Mighty Ducks" grant gets funded again, the City would allow the application to at least be sent in.

We are currently operating with temporary permits for the lockerooms we have constructed inside the Civic Center. I suppose it will be up to the new Building Inspector whether they will be allowed to stay until we can build permanent ones.

We also have four sets of bleachers that are not up to code, and we have until 1-1-01 to bring them up to code. We do not know where that money will come from to complete this mandated project by next January. We see this project needing to be done this summer while the building is not in use.

As you can see we have a lot of things happening during a relative short time. November thru April is when we are going like "gangbusters" out there.

We are not here tonight to ask for anything. Tonight is for thanking the City and everyone else involved in that "building" for all the support that has been received and letting you people know where we are trying to go, and what we are trying to accomplish. We have come a long way, but have a long way to go, to complete what the Farmers of this area built and gave to this City to finish. When we complete our "Long Range Plan," the people of the Benson area will have a "true Civic Center" for all to use twelve months of the year. The Benson community needs a facility with the clear-span, square footage, this building has to offer. We think our goals are attainable and we want everyone to know that with some help from all parties involved, we will succeed, sooner or later.

Thank you !!

Benson Civic Center Board members:

Bill Mc Geary  
Bruce Tengwall  
Jerry Erickson  
Anne Johnson  
Jack Kjos  
Linda Knutson  
Jeff Dahline  
Rick Moesenthin  
Council person (Arlyle Danielson)

LONG RANGE PLAN  
FOR  
THE BENSON CIVIC CENTER  
12-15-99

2 YEAR PLAN:

1. EASTSIDE ADDITION (LOCKEROOMS) EST. \$100,000.00
2. BLEACHERS EST. \$50,000.00
3. UP-GRADE AUDIO SYSTEM EST \$2500.00

5 YEAR PLAN:

1. REFRIDGATION SYSTEM -
2. NEW BOARDS WITH NEW PLEXI-GLASS EST. \$350,000.00

10 YEAR PLAN:

1. TAKE OVER THE NORTH END. EST. \$ ??????????



# Master Plan



**FOCUS ON THE  
FUTURE**

2015  
Gymnastics Using Heated Area



BENSON CIVIC CENTER, CITY OF BENSON, MINNESOTA 520.02

MASTER PLAN

Glen Pederson  
City of Benson - City Clerk  
1410 Kansas Avenue  
Benson, MN 56215

Bill McGeary  
Benson Civic Center Board President  
907 10<sup>th</sup> St South  
Benson, MN 56215

Project Statement - The Benson Civic Center Master Plan will identify short term and long to maintenance upgrade needs to improve and maintain the functions of the facility.

**Existing Conditions**

The existing facility has a 26,760 SF unheated ice arena facility, and a 14,040 SF heated space that is leased to a local business. The ice arena is naturally ventilated. Air infiltrates through the doors and the open roof ridge vent. Electric heaters are in the enclosed viewing areas, and infrared heaters over the rink bleachers. A recent locker addition was added to the East side of the building and a concessions addition was added to the West side of the building. The main structure is a built as a pre-engineered steel building. The ice making system is on top of the original floor slab covered in sand. Existing roof is a metal panel system held down with exposed screws and gaskets. The ice arena is only used in the winter for ice skating. Currently no spring or summer civic center events occur.

**Issues to solve**

1. Condensation occurs during the winter when the exterior temperature warms ups and the warm air infiltrates in the building and condenses on cold surfaces.
2. The roof has the potential for leaks to occur.
3. Work on the existing ice making system may cause damage.
4. Existing ice making equipment is outdate and may need to be replaced.
5. Updating the facility for spring, summer, and fall civic center events will be reviewed.
6. Gymnastics club maybe interested in using the existing heated area that is leased to a local business.

**The following are approaches to resolve these issues:**

1. Reduce Condensation:

- A. Option 1: Install close-celled foam installation
  - 1. Seals the perimeter of the building from air infiltration
  - 2. Forms a barrier over the existing cold surfaces
  - 3. Should be installed at the roof and exterior walls
  - 4. Mechanical ventilation will be required
  - 5. Work will need to occur over the existing ice making equipment
  - 6. Foam is toxic during installation; the building will need to be ventilated before occupancy.
  - 7. If the roof is leaking the foam will need on going maintenance
  - 8. A fire protection painted coating is required.
- B. Option 2: Install open-celled foam installation
  - 1. Seals the perimeter of the building from air infiltration
  - 2. Forms a barrier over the existing cold surfaces
  - 3. Should be installed at the roof and exterior walls
  - 4. Mechanical ventilation will be required
  - 5. Work will need to occur over the existing ice making equipment
  - 6. Foam is toxic during installation; the building will need to be ventilated before occupancy. Not as toxic as closed cell products.
  - 7. Roof leak maintenance can be managed as leaks go directly through the insulation so the leak area is identified.
  - 8. If the roof is leaks the foam will need on going maintenance
  - 9. A fire protection painted coating is required.
  - 10. A vapor barrier painted coating is required.
- C. Dehumidify interior air
  - 1. New air handler connected to a heat recovery system at the existing ice making equipment. New ductwork, piping, and controls will be installed. (12,000 CFM budgeted)

2. Solve roof leaks:

- A. Install new gaskets and screws for the existing roof panels
- B. Install new hidden fastener roof system
- C. Install an exterior roof insulation and membrane roof system.
  - 1. Roof screws maybe increase the opportunity for condensation.

3. Working over existing ice making equipment:
  - A. Option 1. Work on the ice after the skating season
    1. Ice will provide some protection the equipment pipes
    2. Ice equipment pipes maybe damaged
    3. Cold weather installation may trap moisture
  - B. Option 2. Provide protection over the equipment in the warm months
    1. Better weather installation conditions
    2. Ice equipment pipes maybe damaged
  
4. Replace existing ice making equipment
  - A. Option 1: New piping installed under a new slab.
    1. May need to remove existing slab.
    2. Slab height can be set to work with existing hockey boards
    3. Accessibility to rink does not need to change
    4. Raised slab would prevent Arena spring, summer, fall uses
  - B. Option 2: New piping installed on top of existing slab
    1. Installation could reuse existing boards
    2. Accessibility to rink does not need to change
    3. No slab would prevent Arena spring, summer, fall uses
  
5. Updating the Facility for all seasons
  - A. New ventilation system sized for new occupancy
  - B. New floor slab and under floor ice making equipment, remove existing slab
  - C. New hockey boards
  
6. Gymnastics Program
  - A. New Ventilation system sized for new occupancy
  - B. Insulation upgrades
  - C. Floor finish upgrades
  - D. Wall Finish upgrades
  - E. Restrooms and Changing rooms

**Schedule: 2014 Construction**

## Construction Budget:

1. Reduce Condensation
  - A. Foam 3" insulation at roof Ice Arena: \$82,000 - \$135,000
  - B. Foam 5.5" insulation at roof Ice Arena: \$102,000 - \$155,000
  - C. Foam 3" insulation at walls Ice Arena: \$58,000 - \$70,600
  - D. AHU with ductwork and controls: \$75,000 - \$100,000
  
2. Solve Roof Leaks
  - A. New gaskets and screws \$50,000 - \$100,000
  - B. New concealed fastener roof \$268,000
  - C. New membrane roof system \$175,000
  
3. Protecting Existing Ice Equipment N/A
  
4. Replace existing ice making equipment
  - A. New Concrete Slab \$134,000
  - B. New Ice Equipment \$500,000 - \$650,000
  
5. Update Building for Spring, Summer, and Fall uses
  - A. Ventilation System Heating and Cooling \$375,200
  - B. Hockey Boards \$500,000
  - C. Additional Envelope upgrades \$100,000
  - D. Slab and Ice Equipment seen in item 4
  
6. Gymnastics Program
  - A. HVAC system upgrade \$200,000
  - B. Floor finish \$70,000
  - C. Wall Finish \$40,000
  - D. Insulate envelope \$80,000
  - E. Repair Roof new gaskets \$50,000
  - F. Restrooms and Changing Rooms \$40,000

Other Notes:

Spray foam insulation manufacturer recommend 5.5 inches of insulation for minimum energy performance. They recommend an open cell foam to allow for ease of roof leak maintenance. It was also noted that 2 to 3 inches would be acceptable for condensation control.

MN recommended installers include:

Corey Thorson – Central Lakes Insulation – Spicer, MN 320-894-1553

Dan Holthaus – MN Insealators – Monticello, MN 612-251-3607

Jack Petersen – Advanced Insulation Solutions – Brookings, SD 605-695-1522

Andrew Bjur AIA  
Engan Associates PA  
311 4<sup>th</sup> Street SW  
Willmar, MN 56201



# Current Status



**FOCUS ON THE  
FUTURE**

2018

Closer Than We Have Ever Been



## Current Status December 2018

The Benson Civic Center Board Inc., has been on a mission to bring the Benson Civic Center to completion, since 1993. To us that means it will be open/operational for recreation/performances year around for both the South and North ends.

After we completed the locker room addition on the east side of the building, we added two dehumidification units in the south end, and spray foamed the eve where the ceiling meets the walls. We did that with the hope that it would solve the humidity issue in the hockey arena with having to insulate the ceiling at that time.

BHA installed concrete bleachers with a handicap ramp and platform to view Hockey games in 2017. Under which the Benson Civic Center Board had hot water heat installed in the concrete. This makes it very comfortable viewing Hockey games.

The goal of the Benson Civic Board is to be able to use the "rink" area, not just for Hockey, but year round activities, like concerts, Rodeo's, wedding receptions, and anything else that require a flat floor, a roof, and seating. To accomplish this we need to get the refrigeration system under the floor. Currently it lies on top of the floor, in sand.

By improving the north end for recreational use, we can start promoting its use for some of these aforementioned events/activities.

Back in the beginning of this "project," we had all kinds of interested groups that showed interest in the North end, but when "push comes to shove," and the City wasn't going to pay for any improvements for these groups to begin using the room, they all backed away. That left BHA as the only tenant, until commercial uses popped up and that's the way it's been until CNH left last spring.

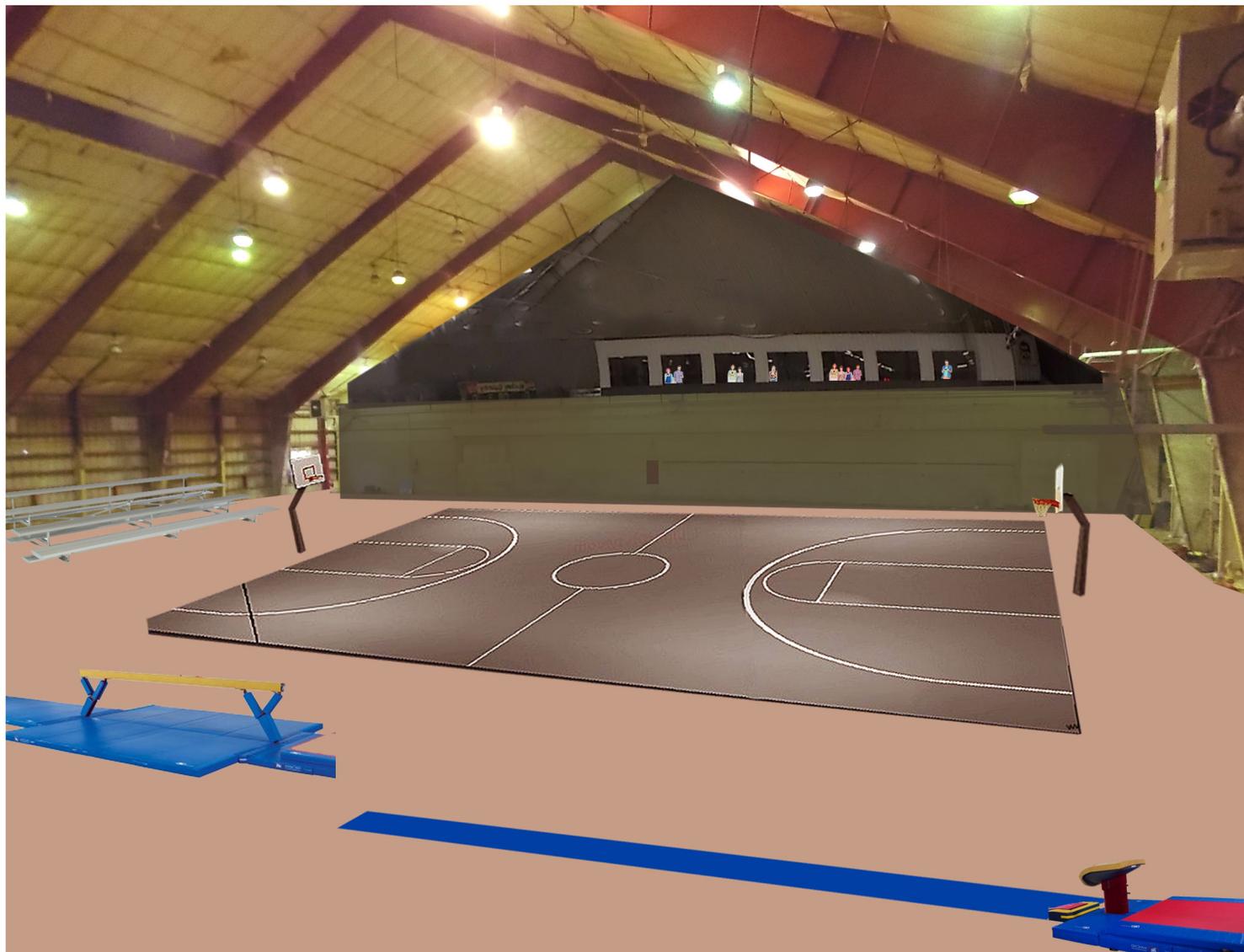
We are back to where we started, trying to fill the North end with a recreational use. The Civic Center Board is willing to pursue this endeavor, with a partnership with the City.



# Hockey Rink 2018



# North End Rendering





5313 Co Rd 82 SE  
Alexandria, MN 56308  
(320) 852-7050  
sales@tricityfoam.com  
www.tricityfoam.com

## BID PROPOSAL

### ADDRESS

City of Benson  
1540 Kansas Ave.  
Benson, MN 56215

**BID PROPOSAL # 4361**

**DATE 12/19/2018**

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### JOB NAME

Civic Center Renovation

### SALES REP

Jason Ness 320-760-2401

### JOBSITE

2298 Tatges AV. Benson, MN

ACTIVITY	AMOUNT
Item 1: Steam clean the three exterior walls and one gable end to prep for foam.	3,430.00
Item 2: Spray 3" (R-21) closed cell foam insulation to the three exterior walls and one gable end.	21,690.00
Item 3: - Option - Spray 15 minute thermal barrier coating over the foam. Option cost \$14,200.00	
Item 4: Spray a white primer and top coat onto the South wall and gable end.	5,340.00
Job site fee:	150.00

The job site will be cleaned up when we finish. If you accept this bid, please circle and initial the items you would like done, sign below, date and return a copy to us with a 1/3 down payment so we can reserve a spot for you on our schedule. Thank you.

---

PLEASE NOTE: All insulation is to be covered with a 15 min. thermal barrier, except in rim joists & unused attic & crawlspace areas. If there are recessed lights to be wrapped and foamed around, they will be charged on the invoice at \$25.00 each. In weather below 40 degrees, heat would need to be provided or we will furnish heat for the cost of the fuel in the heaters which will be at an additional charge on the invoice. We have Liability and Work Comp Insurance. This Bid Proposal is valid for one month. Any down payment received is non-refundable. Final payment is due upon job completion unless other arrangements have been made and approved. There is a 1.5% per month finance charge on all invoices not paid within 30 days.

**TOTAL**

**\$30,610.00**