

**City Council Meeting Agenda  
City Council Chambers  
October 2, 2017**

**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.

5:00 p.m. Liquor Committee Meeting Following Council Meeting

1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)
2. Pledge of Allegiance
3. Approval of Agenda
  - Additions?**  None 1. \_\_\_\_\_ 2. \_\_\_\_\_
  - Any Consent Agenda items to be moved to a regular agenda item?
  - Approval of Agenda \_\_\_\_ as Presented or \_\_\_\_ Revised **Action Requested**
4. Consent Agenda: **Action Requested**
  - a. Minutes
    - 9.18.17 City Council Meeting
    - 9.27.17 Airport Meeting
  - b. Correspondence:
    - MnDOT Letter of Appreciation
    - Public Works Report
5. Persons With Unscheduled Business to Come Before the City Council
6. Friends of the Library Award Presentation Information Only
7. DAC Award Presentation Information Only
8. Request to Rename Ballfield **Action Requested**
  - Draft Policy for Dedications and Memorials
9. 6:00 p.m. Open Public Hearing – GO Capital Improvement Bonds Action Requested
8. Swift County RDA Information Only
  - Benson-KMS Blandin Community Leadership Program
  - State of Cities – Swift County
  - Benson Community Profile – parent/child website options
9. Consider Conditional Use Permit –1801 Pacific Ave. – Electric Repair Business **Action Requested**  
In a Residence
10. Consider Variance for LED Signage – 1328 Atlantic Ave. **Action Requested**
11. Prairie 5 Reach Our for Warmth Request **Action Requested**
12. Humane Society Request for Support **Action Requested**

- |     |   |                         |
|-----|---|-------------------------|
| 13. | Request for Detachment  | <b>Action Requested</b> |
| 14. | Police Department Requests: <ul style="list-style-type: none"><li>▪ Cubicles Quote- \$4,234.84</li><li>▪ Office Furniture Quote- \$7,109.84</li></ul> | <b>Action Requested</b> |
| 15. | Consider Airport Assistant Agreement  | <b>Action Requested</b> |
| 16. | 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  
SEPTEMBER 18, 2017**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Terri Collins, Jack Evenson, Gary Landmark, Stephanie Heinzig & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Police Chief Hodge, Director of Public Works Dan Gens and Mark Schreck.

The Council recited the Pledge of Allegiance.

The Council recessed at 5:31 p.m. to take a tour of City projects.

The Council reconvened at 6:57 p.m.

Mayor Landmark asked if there were any changes to the agenda. Wolfington asked to add a diseased Dutch Elm tree public nuisance, and to strike the Viking Office Supply quote for cubicles at the Police Department. It was moved by Evenson, seconded by Collins and carried unanimously to approve the agenda as amended.

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

- September 5, 2017 City Council Minutes
- August 21, 2017 Planning Commission Minutes
- Letter to Daniel Wolf-Minnesota Public Utilities Commission
- August Police Report

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

Councilmember Evenson offered the following resolution:

**RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND OPERATING BUDGET  
FOR THE CALENDAR YEAR 2018 FOR THE CITY OF BENSON, MINNESOTA  
(RESOLUTION NO. 2017-17)**

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

BE IT FURTHER RESOLVED, that the budget is summarized as follows:

Revenues

Taxes - General	\$1,417,100
Taxes - Library	119,467
State Grants and Aids	1,180,530
Other Revenues	<u>1,239,984</u>
<b>Total Revenues</b>	<b>\$3,957,081</b>

Expenditures

General Government	\$699,300
Public Safety	1,238,865

Highways, Streets and Roads	596,255
Parks and Recreation	488,050
Public Transit	7,000
Public Library	111,921
Capital Outlay	550,000
Other Expenditures	<u>247,650</u>
<b>Total Expenditures</b>	<b>\$3,939,041</b>

**Excess (Deficiency) of Revenues over Expenditures** **\$18,040**

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

Councilmember Olson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-17 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING PROPOSED 2017 PROPERTY  
TAX LEVY, COLLECTIBLE IN 2018  
(RESOLUTION NO. 2017-18)**

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

General Fund Levy	\$720,000
Police Personnel	697,100
Library Fund Levy	119,467
G.O. Equipment Bonds 2014 – Golf	49,069
G.O. CIP Bonds 2014 – Street Garage	<u>67,946</u>
<b>Total</b>	<b>\$1,653,582</b>

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2018, based upon the market value of the taxable property in the City of Benson, for the following purpose:

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

BE IT FURTHER RESOLVED that the City Council will hold its Truth in Taxation Hearing on Monday, December 4, 2017 at 6:00 p.m. in the Benson City Council Chambers. Comments may be made by calling 320-843-4775, email to [staff@bensonmn.org](mailto:staff@bensonmn.org) or by postal mail to 1410 Kansas Avenue, Benson, MN 56215.

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-18 duly passed and adopted.

Next was a quote for card access and camera security at the new Police Department building. After discussion it was moved by Evenson, seconded by Heinzig and carried unanimously to approve the quote of \$25,920.00 to Heartland Security.

Next was a pay request and release of retainer from Marcus Construction Company for the roof on the north end of the Civic Center. It was moved by Collins, seconded by Evenson and carried unanimously to approve the final pay request to Marcus Construction Company in the amount of \$6,156.00. It was moved by Collins, seconded by Evenson and carried unanimously to release the \$6,479.50 retainer to Marcus Construction Company.

Councilmember Collins offered the following resolution:

**RESOLUTION DESIGNATING LOCATION FOR ABSENTEE  
BALLOT VOTING FOR 2017 GENERAL ELECTION  
(RESOLUTION NO. 2017-19)**

WHEREAS, the City of Benson is holding a Special Election on November 7, 2017 to elect a Mayor and two City Council members and

WHEREAS, the City is required to designate a location for absentee voting.

NOW, THEREFORE, be it resolved that City Hall, 1410 Kansas Avenue, Benson, MN 56215 is designated as the location for absentee voting at the City General Election.

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-19 duly passed and adopted.

Councilmember Heinzig offered the following resolution:

**A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD  
(RESOLUTION NO. 2017-20)**

WHEREAS, The City of Benson is required by Minnesota Statute 203B.121; Subd. 1 to establish an Absentee Ballot Board effective September 18, 2017; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Benson; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges or officials as provided in sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Benson hereby establishes an Absentee Ballot Board to consist of the following individuals as provided in sections 204B.19 to 204B.22 to perform the task.

City Manager	Rob Wolfington
City Clerk	Glen Pederson
Administrative Assistant	Valerie Alsaker

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Landmark, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2017-20 duly passed and adopted.

August budget report was reviewed.

It was moved by Evenson, seconded by Collins and carried unanimously to approve the bills and warrants in the amount of \$936,787.26.

Next was discussion about a diseased Dutch Elm tree a homeowner at 1705 Pacific Avenue in Benson has failed to remove. After discussion it was agreed it poses a hazard and needs to be removed. It was moved by Evenson, seconded by Collins and carried unanimously to set a public hearing on October 16, 2017 at 5:30 p.m. to establish if the nuisance exists and discuss removal.

There being no further business to come before the Council upon motion by Evenson, seconded by Collins and carried unanimously to adjourn the Council meeting at 7:05 p.m.

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Mayor

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City Clerk

# **BENSON MUNICIPAL AIRPORT**

## **Board Meeting Minutes**

September 27, 2017

Attendance: Gene Doscher, Leroy Noreen, Kelly Lindblad, Dan Gens

Meeting called to order at 5:00 p.m.

Discussion was made about Assistant to the Airport Manager contract. Board instructed Airport Manager to fix some wording and submit to council.

Motion made by Leroy to submit Assistant to the Airport Manager contract to the council for approval with requested wording change, seconded by Kelly, all voted aye.

Discussion turned to the Airport CIP. After passing around ideas it was determined the board had a clear vision of what they would like to see in the CIP and would like to be part of the discussion with the City consultant. Gens agreed to send out dates the consultant had free to set up the meeting.

Motion to adjourn by Leroy, seconded by Kelly, adjourned at 6:01 p.m.

Good Morning,

I am writing this to express my appreciation for the great help I received while working in Benson. It was with your help from the city's personnel that was a great help to complete the paving project. I would call Dan and say I need this or this whether it was information, people, or equipment it was within a few minutes somebody would show up. I also appreciated the city personnel calling or stopping by and asking about different things as we all know when things are happening some things get missed. I know there are some things that maybe in question to how things were done or why this wasn't done but I think overall it turned out pretty good.

I have lived in area all my life and have many friends and family members in area. The majority of the comments have been very complimentary. I thank them and also tell them without the cooperation of the city, the project would have struggled.

Please pass my thanks and appreciation onto all your city personnel and if I can be of any help in the future please don't be shy.

Thanks Again,

Mark Welling  
MNDOT DISTRICT 4  
TGS CONTRACT ADMIN  
610 HWY 9 SOUTH  
MORRIS, MN 56267  
PHONE: 320-208-7006  
CELL: 320-760-9539  
EMAIL: [mark.welling@state.mn.us](mailto:mark.welling@state.mn.us)

## Public Works Report October 2, 2017

### **Electric:**

- Had final Helipad inspection and all went great. The official license is in the mail.
- Goff and his crew, along with our crew have been working hard to get everyone switched over. Going real well and should be complete by the end of the week. After that the guys can start pulling wires and poles when time and weather allow.
- The new boom truck is now part of the moving fleet and the old one is with Loens.

### **Parks:**

- Rain keeps making the grass grow.
- Duane worked with the street guys to get trees planted in the new cemetery expansion, the HRA building and some in the parks. The guys went hard at it but still took most of a week. Lots of trees. Looks really nice.

### **Water:**

- Installing new hydrant at the water plant to help wash out sludge tank to aid in hauling.
- Completed the storm catch basin at the cemetery with some effort. Very wet and sandy.
- Preston has been digging up valves and leveling with the asphalt while practicing for his class A drivers test.

### **Wastewater:**

- The guys have helped out with more projects around town with the vac truck. That is a handy tool to have in many situations.
- Computer went down and is being replaced ASAP. Without computer the SCADA system cannot send out alarms to the guys. Potentially very bad.

### **Streets:**

- Lots of little stuff to catch up on while waiting for the big push before winter.
- Pot hole, curb and asphalt repairs are hot on the list right now.



# News from THE WALLACE GROUP

P.O. Box 21303, Eagan, MN 55121

3750 Pilot Knob Road, Eagan, MN 55122

(651) 452-9800 (651) 452-3504 fax

Minnesota Organization for Habilitation  
and Rehabilitation - MOHR

DRAFT

For further information, contact:

Alethea Koehler, Swift County DAC, 320-843-4201, [alethea@swiftcountydac.org](mailto:alethea@swiftcountydac.org)

Aaron Hustedde, The Wallace Group, 651-452-9800, [aaron@wallacegroup.com](mailto:aaron@wallacegroup.com)

AWARD PRESENTED  
AT Council MB  
Oct 2nd -  
ROB

## CITY OF BENSON NAMED OUTSTANDING DISABILITY EMPLOYER BY MINNESOTA ORGANIZATION FOR HABILITATION AND REHABILITATION

Valuable partnership with Swift County DAC recognized by major state disability organization as exemplary example and model for other employers to emulate; award presentation set for \_\_ a.m. on October \_\_ at Benson City Hall, 1410 Kansas Avenue

Nominated by Swift County DAC, the City of Benson was named an Outstanding Disability

Employer by the Minnesota Organization for Habilitation and Rehabilitation, MOHR, in conjunction with

National Disability Employment Awareness Month in October.

"We cannot overemphasize the importance of employers in our efforts to provide meaningful services to people with disabilities in Minnesota," said Mike Burke, president of MOHR. The organization represents more than 110 disability service providers across the state.

Individuals with disabilities from Swift County DAC in Benson help maintain the city's image by mowing park areas, painting fire hydrants and other tasks. They have also cleaned city offices and other properties, assembled meter boxes and stenciled safety cones. Swift County DAC will present the award at a special gathering scheduled for \_\_ a.m. on October \_\_ at Benson City Hall, 1410 Kansas Avenue.

5:00  
2nd

City Manager Rob Wolfington said Benson is at a crossroads of transportation, and that it's important for the city to make a good impression on people who are passing through. "It's the little things that make a difference," said Wolfington. Mowed and maintained downtown parks and fresh paint on fire hydrants apply the shine to Benson's image, the manager explained. He said individuals from the DAC provide reliability, quality and value.

Swift County DAC Executive Director Alethea Koehler said the high visibility of these jobs brings a lot of positive feedback from the public, which is great for building morale among the individuals her organization serves. "The supervisors and crews of the City of Benson always conduct business in a respectful way, and make it known that we are an integral part of how the town runs," Koehler said.

The DAC provides employer liaisons, transportation, training, supervision and job coaching for individuals with disabilities. The nonprofit also specializes in prevocational services to teach motor skills, problem solving and safety, and the importance of reliable attendance, task completion and a good attention span.

The nonprofit's state association, MOHR, has a mission to advocate and support its nonprofit members in providing meaningful services to persons with disabilities and communities served. Members are committed to respect for each individual, a person-centered approach and expanding work opportunities.

Celebrated every October, this year's theme for National Disability Employment Awareness Month is "Inclusion Drives Innovation." It celebrates the contributions of workers with disabilities and educates about the value of a workforce inclusive of their skills and talents. The national observance began under a different name in 1945.

# # #

**Thursday, September 7, 2017**

Benson City Council:

This is a letter of request to be included on your next regular meeting's agenda. The subject of my concern is the baseball field at the Northside Recreation Area. I've been meaning to approach the City about this topic for the past 3 years and am finally getting to it.

Three years ago this fall, a Benson native by the name of John Goggin passed away. He was a member of the Benson High School graduating class of 1964. He loved sports and was a teacher and coach in the Burnsville school district for many years. He was a graduate of The University of Minnesota (Morris) and was maroon & gold right down to his bone marrow.

Having grown up in Benson when Benson sports were in a very prosperous time, Johnny Goggin was one of the most enthusiastic leaders and participants of his day. His own sports career was very sadly compromised by bad knees, else he would have been a dominant football and baseball player at a time when those BHS classes were loaded with athletic talent.

More to the point, when the grand ol' Benson baseball park was in decline in the late 1960's (It was located where the Nevada Square Housing complex is now), Johnny almost single-handedly lead the development of the site where the baseball park is now. Many fine Benson athletes, whom he coached, helped him, and they worked hundreds of long hours creating the new field.

I and many former Benson baseball players and fans would love to honor John Goggin by naming the current field "Johnny Goggin Field," or some agreed-upon variation that includes his name. I have been assured that there would be ample financial support for creating a sign that would declare that message to all future players, coaches, fans, and passersby. Currently, there is a tree planted in his honor right at the entrance to the Northside Recreation Area (the first tree located where the entrance road splits.).

I would welcome the opportunity to present this proposal, with any and all additional information you might need, at your next regular meeting.

Thank you for your time and consideration of this matter.

Most sincerely,

A handwritten signature in black ink that reads "Ron A. Hanson". The signature is written in a cursive, flowing style.

Ron A. Hanson (a.k.a., "Spahny")

# **City of Benson, MN**

## **Municipal Naming Policy**

### **POLICY STATEMENT:**

The City of Benson is committed to providing a fair, consistent and efficient process while respecting the important need for public consultation and legislative approvals with respect to naming, renaming or dedication of Municipal Assets such as streets, parks, and facilities, as well as the major elements of such municipal assets. On occasion, Benson City Council may wish to acknowledge the activities and significant contributions of a person, persons or family to the community through the naming of a municipal asset:

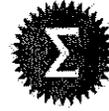
### **Guidelines & Conditions:**

1. The individual, family, group or organization sponsoring a dedication/memorial must provide sufficient or a significant portion of the funds to the City to purchase, install, and maintain any memorial plaque or dedication object (e.g. bench, picnic table, play equipment, living trees, rocks, gardens, flagpoles, sculptures, etc.) associated with the recognition.
2. Plaques and markers located on City park property must be in accordance with acceptable standards.
  - a) The location, size and writing on plaques require approval by the designated Park Board and Public Works staff.
  - b) Designed to blend with the compliment of the existing park.
  - c) Plaque or marker must be made of bronze or any other pre-approved material by the City.
  - d) Each plaque, marker or memorial object request will be reviewed and by the Park Board and approved by the City Council.
  - e) Selection (with input from the petitioner), purchasing and installation of markers and objects will be coordinated by City.
3. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment, living trees, rocks, gardens, flagpoles, sculptures, etc.), the City will provide its regular standard of care and maintenance for the object.
4. If the object is damaged due to vandalism, becomes unusable due to age, wear, and tear, or is stolen, the City is not obligated to replace or repair the object.
5. If necessary, due to repair of surrounding areas, construction or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained, it may be removed by the City.
6. If the dedication includes the gift or a tree or other plant, the City will provide its regular standard of landscape care for the tree. If the tree does not survive, the City is not obligated to provide a replacement.
7. The city will not be responsible for upkeep, repair or replacement of any dedication or memorial plaque whose placement was not sponsored by the City. Dedication or memorial plaques may not be placed in or on City facilities without written City approval.

8. The Park Board will, on behalf of the City Council, oversee the provisions of this policy. The City Council will refer naming or dedication in a public park, recreation and open space areas and facilities to the Park Board for recommendation. The Park Board will initiate the naming of new facilities and their features. The City Council will be advised of dedications covered by the policy and asked to confirm facility names.
9. When naming a park or recreational facility for an outstanding individual, is allowed posthumously (at least 3 years since date of passing), and where that person's significance and good reputation have been accepted in the Cities, Counties, States and/or National history.
10. When considering the naming of a park, recreational facility, trail or natural area after a person, consideration will be given when:
  - a) The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, Benson Parks & Recreation the City of Benson, State of Minnesota or the United States.
  - b) The person volunteered and gave extraordinary help or care to individuals, families, or groups or support to the community.
  - c) The person risked his or her life to save or protect others.
11. A guideline, the threshold for considering the naming of a park asset may include the following:
  - a. Land for the majority of the park was deeded to the City by the donor.
  - b. Contribution of a minimum of 50% of the capital construction costs associated with developing the park/recreational facility.
12. Any individual, family, group or organization can apply for a dedication of memorials and objects in a Benson City park in honor of individuals, groups or organizations that has contributed to the facility or community.
13. Dedications are encouraged to be in the form of facility improvements or enhancements. The approval, placement, and identification of these dedications will be at the discretion of the Parks Board and the City Council.
14. Requests must be done so in writing (see Process). Approval is subject to the following guidelines and conditions.

#### **The Process and Procedures**

1. All requests to the dedication of memorials in a Benson park must be submitted in writing to the office of the City Manager.
2. Application for a dedication/memorial will be reviewed by the Park Board at a regularly scheduled meeting.
3. The City Manager will notify the petitioner of the date for Park Board consideration.
4. After action has been taken on the request by the Park Board, the recommendation will be sent to the City Clerk to be placed on the City Council agenda.
5. The clerk will notify the petitioner of the date for Council approval.



**EHLERS**  
LEADERS IN PUBLIC FINANCE

October 2, 2017

Pre-Sale Report for

City of Benson, Minnesota

\$995,000 General Obligation Capital Improvement Plan  
Bonds, Series 2017B



**Prepared by:**

Shelly Eldridge, CIPMA  
Senior Municipal Advisor

And

Todd Hagen, CIPMA  
Senior Municipal Advisor



## Executive Summary of Proposed Debt

Proposed Issue:	\$995,000 General Obligation Capital Improvement Plan Bonds, Series 2017B (the "Bonds")
Purposes:	To finance costs associated with the acquisition, remodel and equipping of a building for the Police Department. The debt service will be paid by a property tax levy.
Authority:	<p>The Bonds are being issued pursuant to Minnesota Statutes, Chapter(s) 475.521, the Capital Improvement Plan ("CIP") Bonding Authority and 475, General Bonding Authority.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City's General Obligation Debt Capacity Limit of 3% of estimated market value (EMV). The City's 2016/P2017 EMV is \$165,477,200. Therefore, the total amount of outstanding debt cannot exceed \$4,964,316. As of October 1, 2017, the City has \$680,000 subject to the legal debt limit (this amount does not include the 2017B Bonds). After this issue, the City has over \$3,900,000 available.</p> <p>In addition, a separate limitation under the CIP Act is that, without referendum, the total amount of principal and interest in any one year on all CIP Bonds issued by the City debt cannot exceed 0.16% of the total estimated market value in the municipality. The City's maximum annual debt service amount is \$264,764 for the Pay 2017 tax year (\$165,477,200 x .0016). The highest annual principal and interest payment on the CIP Bonds to be issued under this CIP will is anticipated to be approximately \$264,764. As such, debt service on the CIP Bonds will be well within the annual limits under the CIP Act.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 12 year term. Principal on the Bonds will be due on February 1 in the years 2020 through 2029. Interest is payable every six months beginning August 1, 2018.</p> <p>The Bonds maturing on and after February 1, 2027 will be subject to prepayment at the discretion of the City on February 1, 2026 or any date thereafter.</p>
Bank Qualification:	Because the City is issuing, or expects to issue, more than \$10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Bonds as "bank qualified" obligations.
Rating:	<p>The City's most recent bond issues were rated A+ by Standard &amp; Poor's. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating if the bond rating of the insurer is higher than that of the City.</p>



<p><b>Basis for Recommendation:</b></p>	<p>Based on our knowledge of the City's situation, the objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of general obligation bonds as a suitable financing option because this is a cost-effective option among the limited other options available to finance these types of projects that still maintains future flexibility for the repayment of debt. In addition, it conforms to the city's policy and past practices to finance this type of project with bonds provide the lowest possible interest cost.</p>
<p><b>Method of Sale/Placement:</b></p>	<p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.30% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p><b>Premium Bids:</b> Under current market conditions, most investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium."</p> <p>The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.</p> <p>For this issue of Bonds we have been directed to use the premium increase the net proceeds for the project. The adjustments may slightly change the true interest cost of the original bid, either up or down.</p> <p>You have the choice to limit the amount of premium in the bid specifications. This may result in fewer bids, but it may also eliminate large adjustments on the day of sale and other uncertainties.</p>
<p><b>Other Considerations:</b></p>	<p>The City Council has held a public hearing on the Capital Improvement Plan associated with the issuance of the Bonds on October 2, 2017, after which a 30 day reverse referendum period is required. If a petition is presented during that time, the bonds can be issued only with referendum approval.</p>
<p><b>Review of Existing Debt:</b></p>	<p>We have reviewed all outstanding indebtedness for the City and find that other than the 2007 Electric Revenue Bonds, there are no refunding opportunities at this time.</p>



	We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.
Continuing Disclosure:	Because the City has less than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC).
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Nonarbitrage Certificate prepared by your Bond Attorney and provided at closing. You have retained Ehlers to assist you with compliance with these rules.
Risk Factors:	Because the Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged, if the annual tax levy collected is not sufficient to pay the debt service payments, other City funds will need to be used.
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p><b>Bond Attorney:</b> Briggs and Morgan, Professional Association  <b>Paying Agent:</b> U.S. Bank National Association  <b>Rating Agency:</b></p>

This presale report summarizes our understanding of the City's objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City's objectives.





# City of Benson, Minnesota

\$995,000 General Obligation CIP Bonds, Series 2017B

Assumes Current Market BQ A+ Rates plus 25bps

Dated: November 30, 2017

## Sources & Uses

Dated 11/30/2017 | Delivered 11/30/2017

### Sources Of Funds

Par Amount of Bonds	\$995,000.00
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<b>Total Sources</b>	<b>\$995,000.00</b>
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### Uses Of Funds

Total Underwriter's Discount (1.300%)	12,935.00
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Costs of Issuance	35,000.00
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Deposit to Capitalized Interest (CIF) Fund	23,812.81
--	-----------

Deposit to Project Construction Fund	920,000.00
--------------------------------------	------------

Rounding Amount	3,252.19
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<b>Total Uses</b>	<b>\$995,000.00</b>
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# City of Benson, Minnesota

\$995,000 General Obligation CIP Bonds, Series 2017B

Assumes Current Market BQ A+ Rates plus 25bps

Dated: November 30, 2017

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/30/2017	-	-	-	-	-
08/01/2018	-	-	13,631.56	13,631.56	-
02/01/2019	-	-	10,181.25	10,181.25	23,812.81
08/01/2019	-	-	10,181.25	10,181.25	-
02/01/2020	90,000.00	1.400%	10,181.25	100,181.25	110,362.50
08/01/2020	-	-	9,551.25	9,551.25	-
02/01/2021	95,000.00	1.550%	9,551.25	104,551.25	114,102.50
08/01/2021	-	-	8,815.00	8,815.00	-
02/01/2022	95,000.00	1.700%	8,815.00	103,815.00	112,630.00
08/01/2022	-	-	8,007.50	8,007.50	-
02/01/2023	95,000.00	1.800%	8,007.50	103,007.50	111,015.00
08/01/2023	-	-	7,152.50	7,152.50	-
02/01/2024	100,000.00	1.950%	7,152.50	107,152.50	114,305.00
08/01/2024	-	-	6,177.50	6,177.50	-
02/01/2025	100,000.00	2.100%	6,177.50	106,177.50	112,355.00
08/01/2025	-	-	5,127.50	5,127.50	-
02/01/2026	100,000.00	2.250%	5,127.50	105,127.50	110,255.00
08/01/2026	-	-	4,002.50	4,002.50	-
02/01/2027	105,000.00	2.400%	4,002.50	109,002.50	113,005.00
08/01/2027	-	-	2,742.50	2,742.50	-
02/01/2028	105,000.00	2.500%	2,742.50	107,742.50	110,485.00
08/01/2028	-	-	1,430.00	1,430.00	-
02/01/2029	110,000.00	2.600%	1,430.00	111,430.00	112,860.00
<b>Total</b>	<b>\$995,000.00</b>	<b>-</b>	<b>\$150,187.81</b>	<b>\$1,145,187.81</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$6,793.60
Average Life	6.828 Years
Average Coupon	2.2107259%
Net Interest Cost (NIC)	2.4011257%
True Interest Cost (TIC)	2.4103768%
Bond Yield for Arbitrage Purposes	2.2008451%
All Inclusive Cost (AIC)	2.9958250%

## IRS Form 8038

Net Interest Cost	2.2107259%
Weighted Average Maturity	6.828 Years



# City of Benson, Minnesota

\$995,000 General Obligation CIP Bonds, Series 2017B

Assumes Current Market BQ A+ Rates plus 25bps

Dated: November 30, 2017

## Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
11/30/2017	-	-	-	-	-	-	-
08/01/2018	-	-	13,631.56	13,631.56	(13,631.56)	-	-
02/01/2019	-	-	10,181.25	10,181.25	(10,181.25)	-	-
08/01/2019	-	-	10,181.25	10,181.25	-	10,181.25	-
02/01/2020	90,000.00	1.400%	10,181.25	100,181.25	-	100,181.25	110,362.50
08/01/2020	-	-	9,551.25	9,551.25	-	9,551.25	-
02/01/2021	95,000.00	1.550%	9,551.25	104,551.25	-	104,551.25	114,102.50
08/01/2021	-	-	8,815.00	8,815.00	-	8,815.00	-
02/01/2022	95,000.00	1.700%	8,815.00	103,815.00	-	103,815.00	112,630.00
08/01/2022	-	-	8,007.50	8,007.50	-	8,007.50	-
02/01/2023	95,000.00	1.800%	8,007.50	103,007.50	-	103,007.50	111,015.00
08/01/2023	-	-	7,152.50	7,152.50	-	7,152.50	-
02/01/2024	100,000.00	1.950%	7,152.50	107,152.50	-	107,152.50	114,305.00
08/01/2024	-	-	6,177.50	6,177.50	-	6,177.50	-
02/01/2025	100,000.00	2.100%	6,177.50	106,177.50	-	106,177.50	112,355.00
08/01/2025	-	-	5,127.50	5,127.50	-	5,127.50	-
02/01/2026	100,000.00	2.250%	5,127.50	105,127.50	-	105,127.50	110,255.00
08/01/2026	-	-	4,002.50	4,002.50	-	4,002.50	-
02/01/2027	105,000.00	2.400%	4,002.50	109,002.50	-	109,002.50	113,005.00
08/01/2027	-	-	2,742.50	2,742.50	-	2,742.50	-
02/01/2028	105,000.00	2.500%	2,742.50	107,742.50	-	107,742.50	110,485.00
08/01/2028	-	-	1,430.00	1,430.00	-	1,430.00	-
02/01/2029	110,000.00	2.600%	1,430.00	111,430.00	-	111,430.00	112,860.00
<b>Total</b>	<b>\$995,000.00</b>	<b>-</b>	<b>\$150,187.81</b>	<b>\$1,145,187.81</b>	<b>(23,812.81)</b>	<b>\$1,121,375.00</b>	<b>-</b>

## City of Benson, Minnesota

\$995,000 General Obligation CIP Bonds, Series 2017B

Assumes Current Market BQ A+ Rates plus 25bps

Dated: November 30, 2017

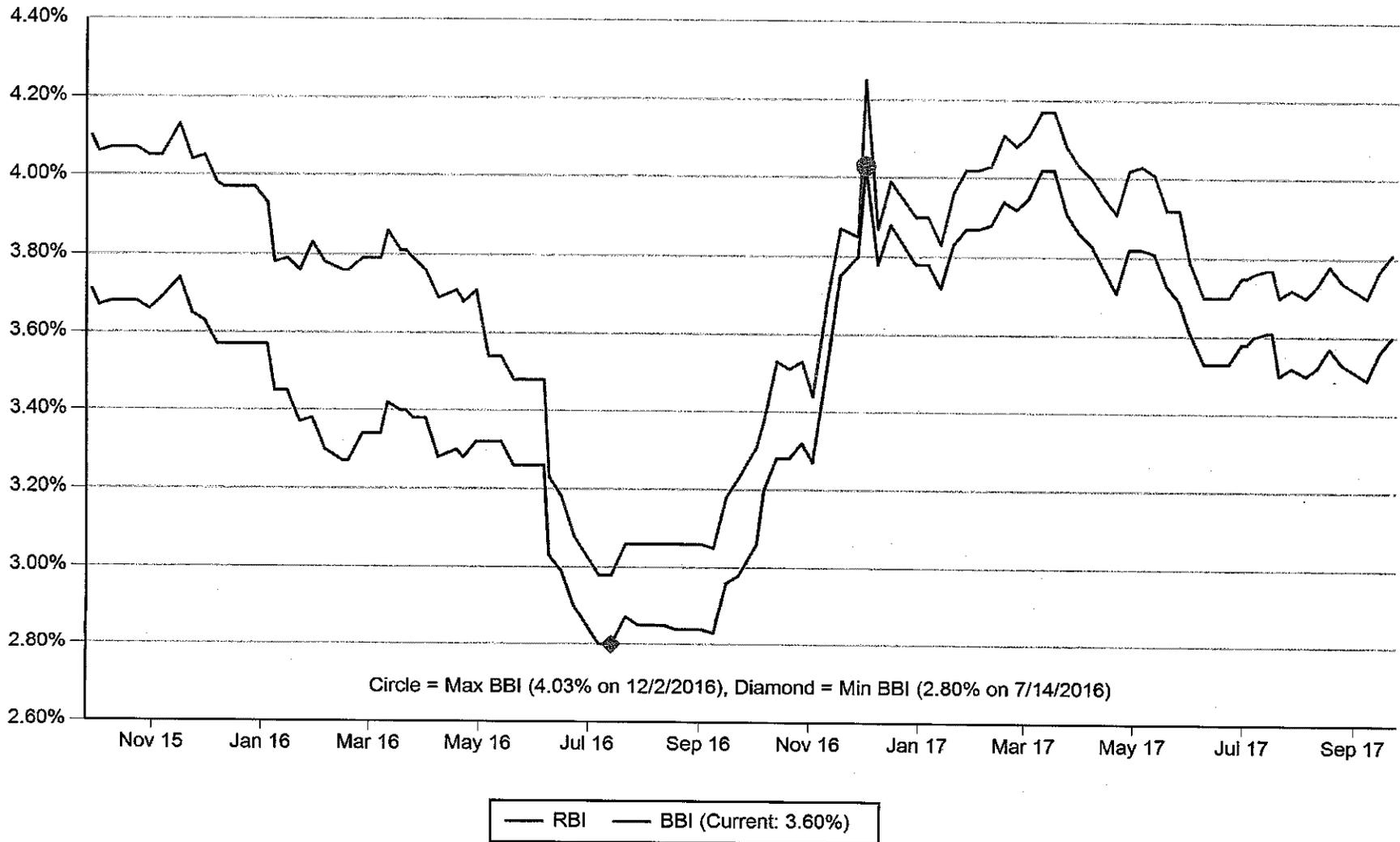
### Levy Schedule

Date	CUSIP	Principal	Coupon	Interest	Total P+I	CIF	Net D/S	Net DS *	
								1.05%	Levy Amount
02/01/2018		-	-	-	-	-	-	-	-
02/01/2019		-	-	23,812.81	23,812.81	(23,812.81)	-	-	-
02/01/2020		90,000.00	1.400%	20,362.50	110,362.50	-	110,362.50	115,880.63	115,880.63
02/01/2021		95,000.00	1.550%	19,102.50	114,102.50	-	114,102.50	119,807.63	119,807.63
02/01/2022		95,000.00	1.700%	17,630.00	112,630.00	-	112,630.00	118,261.50	118,261.50
02/01/2023		95,000.00	1.800%	16,015.00	111,015.00	-	111,015.00	116,565.75	116,565.75
02/01/2024		100,000.00	1.950%	14,305.00	114,305.00	-	114,305.00	120,020.25	120,020.25
02/01/2025		100,000.00	2.100%	12,355.00	112,355.00	-	112,355.00	117,972.75	117,972.75
02/01/2026		100,000.00	2.250%	10,255.00	110,255.00	-	110,255.00	115,767.75	115,767.75
02/01/2027		105,000.00	2.400%	8,005.00	113,005.00	-	113,005.00	118,655.25	118,655.25
02/01/2028		105,000.00	2.500%	5,485.00	110,485.00	-	110,485.00	116,009.25	116,009.25
02/01/2029		110,000.00	2.600%	2,860.00	112,860.00	-	112,860.00	118,503.00	118,503.00
<b>Total</b>	-	<b>\$995,000.00</b>	-	<b>\$150,187.81</b>	<b>\$1,145,187.81</b>	<b>(23,812.81)</b>	<b>\$1,121,375.00</b>	<b>\$1,177,443.75</b>	<b>\$1,177,443.75</b>



## 2 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates September, 2015 - September, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

The Revenue Bond Index (RBI) shows the average yield on a group of revenue bonds that mature in 30 years and have an average rating equivalent to Moody's A1 and S&P's A+.

Source: The Bond Buyer



**EHLERS**  
LEADERS IN PUBLIC FINANCE

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF BENSON, MINNESOTA

HELD: OCTOBER 2, 2017

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Benson, Minnesota, was duly called and held at the City Hall in Benson, Minnesota on Tuesday the 2<sup>nd</sup> day of October, 2017 at 5:30 p.m.. for the purpose, in part, of giving preliminary approval to the issuance of general obligation capital improvement plan bonds and adopting the capital improvement plan.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION GIVING PRELIMINARY APPROVAL  
FOR THE ISSUANCE OF THE CITY'S GENERAL OBLIGATION  
CAPITAL IMPROVEMENT PLAN BONDS IN AN AMOUNT  
NOT TO EXCEED \$995,000 AND  
ADOPTING THE CITY OF BENSON, MINNESOTA  
CAPITAL IMPROVEMENT PLAN FOR 2017 THROUGH 2021  
UNDER MINNESOTA STATUTES, SECTION 475.521

A. WHEREAS, the City Council of the City of Benson, Minnesota (the "City") proposes to adopt the City of Benson, Minnesota Capital Improvement Plan (the "Plan") and to issue its general obligation capital improvement plan bonds (the "Bonds") described in the Plan; and

B. WHEREAS, the City has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes, Section 475.521; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the hearing as required by law; and

D. WHEREAS, in approving the Plan, the City Council considered for each project and for the overall Plan:

1. The condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. The likely demand for the improvement;
3. The estimated cost of the improvement;
4. The available public resources;
5. The level of overlapping debt in the City;
6. The relative benefits and costs of alternative uses of the funds;
7. Operating costs of the proposed improvements; and
8. Alternatives for providing services more efficiently through shared facilities with other local governmental units; and

E. WHEREAS, the City Council has determined that the issuance of the Bonds is the best way to finance the capital improvements described in the Plan as authorized under Minnesota Statutes, Section 475.521.

NOW, THEREFOR, BE IT RESOLVED by the City Council of the City of Benson, Minnesota, as follows:

1. The Plan is hereby in all respects approved.
2. The staff and consultants of the City are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Plan in accordance with any applicable laws and regulations.
3. The City gives preliminary approval to issuance of the Bonds in the maximum principal amount of \$995,000, provided that if a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last general election, is filed with City Clerk by November 2, 2017, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.
4. The City declares its official intent to reimburse itself for the costs of the Plan from the proceeds of the Bonds.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTY OF SWIFT  
CITY OF BENSON

I, the undersigned, being duly qualified and Clerk of the City of Benson, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council of said City, on October 2, 2017, duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's capital improvement plan therefor.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Administrator

Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$995,000 General Obligation Capital Improvement Plan Bonds,  
Series 2017B**

- A. WHEREAS, the City Council of the City of Benson, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$995,000 General Obligation Capital Improvement Plan Bonds, Series 2017B (the "Bonds"), to finance costs associated with the acquisition, remodel and equipping of a building for the Police Department in the City; and
- B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benson, Minnesota, as follows:

- 1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
- 2. Meeting; Proposal Opening. The City Council shall meet at 5:30 p.m. on November 6, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
- 3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 2<sup>nd</sup> day of October, 2017.

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

Resolution No. \_\_\_\_\_

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**Resolution Providing for the Sale of  
\$995,000 General Obligation Capital Improvement Plan Bonds,  
Series 2017B**

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2. Meeting; Proposal Opening. The City Council shall meet at 5:30 p.m. on November 6, 2017, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by City Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Dated this 2<sup>nd</sup> day of October, 2017.

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

## Val Alsaker

---

**From:** Jennifer Frost <jennifer.frost@co.swift.mn.us>  
**Sent:** Friday, August 25, 2017 4:19 PM  
**To:** Val Alsaker; Rob Wolfington  
**Subject:** Benson City Council Meeting - time request RDA

Hi Val & Rob,

I'd like to get on the next available City Council agenda to inform the board of a few items the RDA is working on or with that impact the City of Benson.

1. Benson – KMS Blandin Community Leadership Program <https://blandinfoundation.org/newsroom/events/benson-kms-area/>
2. State of the Cities – Swift County
3. Benson Community Profile – parent/child website options

Let me know what will work and if you have any questions.

Thanks!  
Jen

Jennifer Frost

*Swift County RDA, Executive Director*

1214 Atlantic Ave

PO Box 207

Benson, MN 56215

c: 218-330-7500

[jennifer.frost@co.swift.mn.us](mailto:jennifer.frost@co.swift.mn.us)

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

*Providing Opportunities for economic and community development in Swift County*

**Swift County #EnterprisingByNature**



Application for Conditional Use Permit

Planning Commission  
City of Benson  
Benson, MN 56215

Number: 2017-01  
Date of Application: 9-7-2017  
Application Fee: \$250.00

NAME OF APPLICANT Jordan Arneson ZONE \_\_\_\_\_  
ADDRESS 1801 Pacific Ave PARCEL NO. \_\_\_\_\_  
PROPERTY AT 1801 Pacific Ave LOT # \_\_\_\_\_ BLOCK \_\_\_\_\_  
ADDITION \_\_\_\_\_

Pursuant to Minnesota Statute Section 15.99, an application for a conditional use permit shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended pursuant to Statute or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision-making period an additional sixty (60) days unless this limitation is waived by the applicant.

1. I am requesting a Conditional Use Permit to: Start a business in my basement, repairing electronics.

2. Special Conditions:  
Running a business in a residential neighborhood

- 3. Attach one Plot Plan to scale showing present and proposed improvements or location.
- 4. ATTACH: Abstractor's Certified Property Certificate showing property owners names and addresses within 350 feet of the outer boundaries of the property in question.
- 5. The Planning Commission will hold a Public Hearing on this case on \_\_\_\_\_, 20\_\_\_\_, at \_\_: \_\_ \_\_\_\_\_, in the City Council Chambers, 1410 Kansas Avenue, Benson, MN. The applicant is advised to attend this meeting.

CERTIFICATE

I certify that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application; that the foregoing statements and answers herein contained and the information on the attached maps or plot plans and any other papers submitted herewith are in all respects true and accurate to the best of my knowledge and belief.

SIGNATURE: Jordan Arneson PHONE: (310)-211-9752

ADDRESS: 1801 Pacific Ave

Application for Variance from Provisions of Zoning Ordinance

Planning Commission  
City of Benson  
Benson, MN 56215

Number: 2017-01  
Date of Application: 9-5-17  
Application Fee: \$250.00

NAME OF APPLICANT Terry Timmerman  
DBA Image Xperts ZONE Commercial

ADDRESS 1328 Atlantic Ave PARCEL NO. 23-0175-000

PROPERTY AT City of Benson LOT # 12 BLOCK 28 ADDITION \_\_\_\_\_

Applications for variance shall be filed with the Zoning Administrator who shall refer all applications to the Planning Commission at their next regular meeting or at some other time. The Planning Commission shall recommend such conditions so as to adjust the hardship or deny the request within 60 days of referral. The City Council shall take up with the Planning Commission's recommendations and the application at the next regular meeting of the Council, however, it has 60 days to call hearing or act if necessary.

1. REASON FOR GRANTING A VARIANCE:

The City Council may grant variances from the strict application of the application of the provisions of this code and impose conditions and safeguards in the variances granted when it is in the public's interest to grant such a variance. Variances may be granted:

- Yes  No (A) By reason of narrowness, shallowness, or odd size or shape of the lot;
- Yes  No (B) By reason of exceptional topographic conditions, water conditions, or other extraordinary and exceptional conditions of the lot;
- Yes  No (C) By reason that the strict application of this Chapter would result in peculiar and practical difficulties or exceptional or undue hardship upon the owner developing or using such lot in a manner customary and legally permissible in the zoning district in which the lot is located;
- Yes  No (D) By reason that the owner can show that the strict compliance with the zoning regulations is unreasonable.

2. I am requesting a variance to: Install an LED sign on both front & side  
of building to advertise for the community, school, Image Xperts,  
and other local business (50%) (25%) (25%)

3. Statement showing hardship or reason listed above for requesting a variance: Cost and cash flow  
of building and signage. To allow for further improvements  
to building and promotion of local activities and business.

4. Attach one Plot Plan to scale showing present and proposed improvement.

CERTIFICATE

I certify that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application; that the foregoing statements and answers herein contained and the information on the attached maps or plot plans and any other papers submitted herewith are in all respects true and accurate to the best of my knowledge and belief.

SIGNATURE: Terry Timmerman PHONE: 320-815-0410

ADDRESS: 29060 State Hwy 9 Hancock, MN 56244

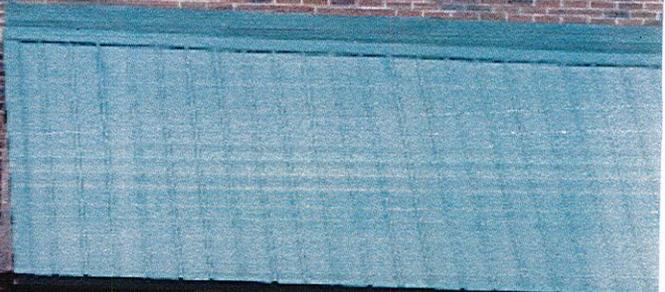
↓ 2x18 LED to fit inside  
to fit inside  
brick molding

WELCOME TO  
*Benson*

BackStreet Pro



AMUNDSON VIOLIN



Embroidery  
OPEN 843-4216



windows to  
be trimmed

IX office  
(jobs)  
☺

roughly  
2x18 LED sign



remodel of upper  
level in progress.



Current

# PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

**Main Office**  
7th St. & Washington Ave  
Suite 302  
P.O. Box 159  
Montevideo, MN 56265-0159

Phone: 320/269-6578  
FAX: 320/269-6570  
TDD: 320/269-6988  
www.prairiefive.com  
E-mail: prairiefive@prairiefive.org

**Branch Offices**  
Benson  
Canby  
Ortonville  
Madison



Mission Statement: Working together to strengthen the quality of life in our communities.

September 13<sup>th</sup>, 2017

To Whom It May Concern,

In our communities, we have many families who struggle during the winter with a heating emergency due to unexpected circumstances that happen in our daily lives.

The Reach Out For Warmth Program is a community-based fuel program and its success is dependent upon the support of our communities. All funds raised are used to help people in the five counties that Prairie Five serves.

This program was designed to help households who are in need for oil, propane, or are facing an electric or natural gas disconnect.

Every year it is hard to predict what the Energy Assistance Program funding will be like and our families and seniors are running into more emergencies which makes this program even more important.

I would like to thank each of you for your donations this past heating season. Some of you have donated every year and we really appreciate it. I am thanking those of you that are considering donating this year in advance.

We would appreciate any donation that you or your company can make. Please send your donation to Prairie Five C.A.C., Inc. P. O. Box 159, Montevideo, MN 56265. **Attention: Nora Guerra and please specify the donation is for the Reach Out For Warmth Program.**

If you have any questions, please feel free to contact me at 320-269-6578. Thank you once again.

Sincerely,

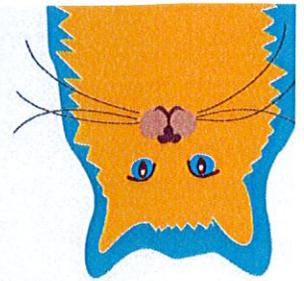
A handwritten signature in black ink that reads 'Nora Guerra'. The signature is written in a cursive style with a large, flowing 'N' and 'G'.

Nora Guerra  
Energy Programs Director

# Humane Society of Swift County

Helping Animals Since 2001

September 22, 2017



City of Benson  
Robert Wolfington, City Manager  
1410 Kansas Avenue  
Benson, MN 56215

Dear Mr. Wolfington,

As you may be aware, we have an unfortunate cat situation in Benson. A local residence has an out of control cat problem. After the owner consented to having the cats removed, our wonderful volunteers for the Humane Society of Swift County have been working hard on live-trapping the cats and kittens, many of whom are still nursing babies.

We estimate at least 30 cats and kittens will need to be treated at the local veterinary clinic, who has always been so gracious with their time. These treatments include testing for feline leukemia, treatment for fleas, and the spaying or neutering of the cats/kittens, along with shots for rabies and distemper. This is the standard treatment our organization completes for all cats that are taken in via surrender or in this case, via rescue. It is prudent that we do not release cats to potential adopters without taking the necessary steps to ensure the health of these animals have been evaluated by professionals and are suitable for adoption. Additional boarding fees will also be incurred as several cats are too sick with respiratory issues to perform surgery until courses of antibiotics are finished.

As you know, the Humane Society of Swift County is a non-profit organization and depends solely on volunteer help and donations from our supporters. We plan to adopt out all the cats but our organization will incur significant costs to properly treat and care for all of these cats. Countless unpaid hours of volunteer work, mileage and fuel expenses, and other expenses incurred for live-trapping incurred by our gracious volunteers are not always reimbursed from our organization as we do not have a steady income to depend on unplanned and large expenses like this cat capture project.

Funds are needed immediately so our organization can mitigate the costs already incurred for transportation of the animals, boarding fees, and any testings and procedures completed to date. We normally do not seek funds directly, but as this cat capture project is within city limits, and as our organization was specifically requested by the Benson Police Department to assist in this issue, we feel seeking assistance from the City of Benson is well within our means. We are asking for a \$3,000 donation from the City of Benson, as the expenses our organization will incur for this project will no doubt reach that level, if not exceed it.

Your help in this matter is appreciated and will help our organization continue working to coordinate services and provide humane treatment for these cats and all other animals.

Thank you for your consideration in this matter.



Sincerely,

*Lynne P. Oliver*

211 11th St. N.  
Benson, MN 56215

Secretary

Humane Society of Swift County

**SWENSON, NELSON & STULZ, PLLC**

*Richard G. Stulz  
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Janice Kirchberg, Legal Assistant  
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579 Pine Street  
PO Box 451  
Dawson, MN 56232  
Telephone (320) 769-2473*

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September 6, 2017

Mr. Donald Wilcox  
1150 Wisconsin Avenue  
Box 100  
Benson, MN 56215

Re: Request for Detachment- Schwendemann Property

Dear Don:

As we briefly discussed, my office represents the Schwendemann's with respect to their property located along Highway 12 that lies within Benson city limits. It consists of 36 acres of woods and some marginal agricultural land. My clients would like enroll a significant portion of the property into a conservation easement. However, since the property is located within the city limits, it is not eligible. Therefore, they are requesting the city give consideration to allowing the entire property to be detached.

If the city agrees, the process is fairly simple. My office has assisted in this process, commonly referred to an orderly detachment/annexation proceeding, in other cities. Essentially, if the landowner, city and township all agree, the parties would execute a joint resolution that is submitted to the state for approval. I would certainly be willing to prepare the appropriate paperwork. I would also note that it is my understanding that the Schwendemann's have contacted the Township and they have no objections.

My clients would further be agreeable to condition that if they should ever seek to develop or significantly change the use of the property (that being recreational/occasional use) that they would agree to petition to annex the property to the city. In addition to the restrictions of the conservation easement, this may help distinguish this request from others within the city.

Perhaps, you can inquire from the city as to their initial response to this request. My clients and I can certainly attend a council meeting if you think it would be helpful. If it appears that the city is agreeable, I can prepare a draft of the documents including supporting documentation for your review and city council's formal consideration.

I will wait to hear from you. In the meantime, if you have any questions, please feel free to contact me.

Sincerely,

**SWENSON, NELSON & STULZ, PLLC**

By 

Richard G. Stulz

RGS:bb

Cc: Paul Schwendemann  
Kaleb Schwendemann

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Category	Qty	List	Sell	Ext List	Ext Sell
1			HMU	HM1	ECCWS362472R	36 X 24 X 72 CURVILINEAR CORNER SURFACE - RT EXT	WORKSURFACE	2	\$ 825.00	\$ 228.46	\$ 1,650.00	\$ 456.92
2			HMU	HM1	WS2460	24 X 60 WORK SURFACE	WORKSURFACE	2	\$ 444.00	\$ 122.95	\$ 888.00	\$ 245.90
3			HMU	HM1	FT6736	67 X 36 FABRIC TACKABLE PANEL - W/BASE	PANEL	4	\$ 774.00	\$ 214.34	\$ 3,096.00	\$ 857.36
4			HMU	HM1	FDU6012B	60 X 12 FLIPPER DOOR UNIT- B STYLE	STORAGE	2	\$ 665.00	\$ 184.15	\$ 1,330.00	\$ 368.30
5			HMU	HM1	BBF-FP-21	BOX/BOX/FILE PEDESTAL FULL PULL 21"D W/OUT TOP	TABLE	2	\$ 625.00	\$ 173.08	\$ 1,250.00	\$ 346.16
6			HMU	HM1	FF-FP-21	FILE/FILE PEDESTAL FULL PULL 21"D W/OUT TOP	PEDESTALS	2	\$ 625.00	\$ 173.08	\$ 1,250.00	\$ 346.16
7			HMU	HM1	TB60B	60" X 16" TACKBOARD- B STYLE	ACCESSORY	2	\$ 261.00	\$ 72.28	\$ 522.00	\$ 144.56
8	✓		HMU	HM1	WALLTRAC K/72	72" WALL TRACK (NO HARDWARE INCL.) NON PAINTED	PANEL	4	\$ 66.00	\$ 18.28	\$ 264.00	\$ 73.12
9			HMU	HM1	FT6748	67 X 48 FABRIC TACKABLE PANEL - W/BASE	PANEL	2	\$ 856.00	\$ 237.05	\$ 1,712.00	\$ 474.10
10			HMU	HM1	2WY67A2	67" - 2 WAY CONNECTOR	PANEL	2	\$ 154.00	\$ 42.65	\$ 308.00	\$ 85.30
11	✓		HMU	HM1	TC62	62" WALL STARTER W/PTP62	PANEL	2	\$ 66.00	\$ 18.28	\$ 132.00	\$ 36.56
12	✓		HMU	HM1	PTP62	62" PANEL TO PANEL CONNECTOR	PANEL	2	\$ 26.00	\$ 7.20	\$ 52.00	\$ 14.40
13			HMU	HM1	EC67A2	67" END CAP	PANEL	2	\$ 65.00	\$ 18.00	\$ 130.00	\$ 36.00
14						Installation and Delivery		1	\$ 0.00	\$ 250.00	\$ 0.00	\$ 250.00
<b>Grand Total</b>											\$ 12,584.00	\$ 3,734.84

Existing  
If CWD: Cals set-up

+ 500.00

\$4,234.84



2921 Hwy 29 S  
 Alexandria, MN 56308  
 320.762.1503 P  
 320.762.0707 FX  
 800.325.7494 TF  
 www.tryvikingoffice.com

To: City of Benson  
 Attn: Ian Hodges  
 Benson, MN  
 Date: 9/14/17

<u>Part #</u>	<u>Description</u>	<u>Qty.</u>	<u>Price</u>	<u>Ext. Price</u>
	<b><u>Squad Room</u></b>			
PL2368G	95X 28-44 Boat shaped conference table	1	\$395.00	\$395.00
CK-10411	Dakota Highback Leatherteck Chair	3	\$240.00	\$720.00
	6x8 workstations, 36" overhead, & 2 bbf	2		\$4,081.00
	<b><u>Break Room</u></b>			
HONUTM3072QQCHR 2709	Utility Table, Rectangular, 72w x 30d x 29h, Light Gray	1	\$345.00	\$345.00
	Grafitti gues chair, black fabric, or black leathertek	6	\$120.00	\$720.00
	<b><u>Interrogation</u></b>			
PLT3066 2709	30x66 Rectangular table with T-legs	1	\$215.00	\$215.00
	Grafitti guest chair, black fabric, or black leathertek	4	\$120.00	\$480.00
			Delivery & Install (existing workstations included)	\$500.00
			<b>Total:</b>	<b>\$7,109.84</b>

## **AIRPORT ASSISTANCE AGREEMENT**

This AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the City of Benson, a municipal corporation, hereinafter referred to as the City and Jed-Aire Aviation, a business located at the Benson Municipal Airport, hereafter referred to as the Assistant to the Manager.

WHEREAS, the City is the owner of a municipal airport known as the Benson Municipal Airport, hereafter referred to as the Airport; and,

WHEREAS, the City desires to enter into a contract for an Assistant of said Airport and Assistant is willing to provide such service.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

### **I. SERVICES OF ASSISTANT TO MANAGER**

The City hereby retains and engages Jed – Aire Aviation to perform the duties of Assistant to the Manager of the Airport as set forth herein. It is understood and agreed by the parties that the Assistant to the Manager is retained and engaged by the City only for the purpose and to the extent set forth in this Agreement.

### **II. DUTIES OF ASSISTANT TO THE MANAGER**

1. The Assistant to the Manager shall supervise and manage the Airport and all City property located thereupon, according to the terms of this Agreement performing functions listed below. The Assistant to the Manager's duties under this section shall include but not be limited to the following:
  - a. Do a weekly checklist inspection set up by the Airport Manager. Keep on record.
  - b. Record fuel tank tests and keep record. Inform manager of any non-compliance.
  - c. To advise closure of the Airport for use when extreme hazardous conditions exist at the airport and to coordinate with those authorized to issue FAA safety NOTAMS accordingly.
  - d. To provide for the logging of incoming and outgoing transient air traffic.
  - e. To make arrangements to mark, barricade or close off any hazardous condition that may exist to aeronautical or public use of the Airport and immediately report the same to the City and to coordinate with those authorized to issue FAA safety NOTAMS accordingly.
  - f. To provide all labor for snow removal on all pedestrian walkways and in front of public hanger doors providing access to public buildings and office areas.
  - g. To supervise and assist cleaning and keeping neat the public area in the administrative building so that it is welcoming and useful to transient pilots and the general public.
  - h. Refer the rental of City owned hangars or hangar spaces to the City.
  - i. To encourage compliance with all City policies relating to the operation of the airport Property and facilities and to report infractions thereof to the City.

- j. To provide for routine inspections of the Airport facilities. The Assistant to the Manager shall notify the City of all equipment temporarily out of service or in need of repairs.
- k. To meet with the Airport Advisory Commission and/or the Benson City Council to discuss management issues and to stay informed from time to time during the term of this Agreement as requested by those bodies.

### **III.**

#### **OTHER SERVICES TO BE PROVIDED BY MANAGER**

1. When requested, the Assistant to the Manager shall attempt to arrange for the following services to the general public through referrals if not provided directly.
  - a. Flight instruction
  - b. Charter service
  - c. Aircraft rental service
  - d. Aircraft repair
  - e. Overnight aircraft housing
2. In providing the services set forth by this section, the Assistant to the Manager agrees to comply with all state, federal and local laws.
3. The Assistant to the Manager, in providing the services set forth herein shall furnish good, prompt and efficient service adequate to meet the demands for his service at the airport, and shall furnish such services on a fair, equal and nondiscriminatory basis to all users thereof.

### **IV.**

#### **COMPENSATION**

For the performance of the services outlined in this Contract, the City agrees to allow the Assistant to the Manager to use the hanger attached to the arrival and departure building as needed to perform assigned duties. The hanger will not be rented out but kept available for airport needs such as maintenance, storage and the City Fly-in Breakfast. A 5% over cost charge on 100LL fuel will also be provided to compensate for fuel used in the performance of required duties per this contract.

### **V.**

#### **PUBLIC FACILITIES**

1. The City shall furnish sewer, water, heat, electricity, and cleaning supplies in the administration addition. The Assistant to the Manager shall keep up and maintain in a neat, clean, sanitary, and orderly condition, all public areas in the main hangar and administration addition including custodial care of said areas and snow removal from all walk and doorways at and around the administration building and main hangar. The Assistant to the Manager shall insure that the main hangar and the Circle Four hangars are kept in a clean and orderly condition.

**VI.  
MAINTENANCE**

1. The City shall, within budget limitations, provide all necessary materials and labor for repairing all City owned buildings. The City shall provide all necessary labor and equipment for snow removal and mowing the property at the airport. No buildings, hangars, gas facilities or other structures shall be erected or existing structures altered by the Assistant to the Manager without prior approval in writing by the City. All construction and repair of paved areas including the runways, taxiways, ramps, parking lot, hangars, lighting systems, beacon, low frequency homer, gas facilities, sidewalks, fences and all structures owned by the City shall be done by the City.

**VII.  
INSURANCE**

1. The City shall provide fire and extended coverage insurance on all City buildings and property. The Assistant to the Manager shall be responsible for all property owned by the Assistant to the Manager on the Airport property and shall provide appropriate insurance coverage therefore.

**VIII.  
USE BY ASSISTANT TO THE MANAGER NOT EXCLUSIVE**

1. The Assistant to the Manager shall have all rights and privileges to conduct all business operations authorized under the terms of this Agreement, provided, however, that this Agreement shall not be construed in any manner to grant the Assistant to the Manager, or those claiming under him, the exclusive right to use the premises or facilities of the Airport other than as stated in section IV.

**IX.  
REPORTING AND ACCOUNTABILITY**

1. The Benson City Manager shall be responsible for periodically checking on the compliance with this Agreement by both parties. The Manager shall meet at the beginning of each year with the Airport Advisory Commission to discuss any problems concerning management of the Airport.

**X.  
ASSISTANT TO THE MANAGER SUBJECT TO LAWS**

1. The Assistant to the Manager shall be subject to, and conform with, at all times, all laws, rules, and regulations of the federal, state or City government, or appropriate agencies thereof, in the management of said Airport and in any and all activities to be carried out under this Agreement.

**XI.**  
**ASSISTANT TO THE MANAGER SHALL NOT DISCRIMINATE**

1. The Assistant to the Manager, in the use of the airport, shall not on the grounds of race, color or national origin discriminate or permit discrimination against any person or group of persons or discriminate in any manner prohibited by Part 15 of the Federal Aviation Regulations, and the Assistant to the Manager agrees to comply with any requirement made to enforce the foregoing which may be demanded of the Manager by the United States Government under authority of said Part 15.

**XII.**  
**MODIFICATION OR ASSIGNMENT OF AGREEMENT**

1. This writing is intended by the parties as the final expression of their Agreement and is the complete and exclusive statement of the terms, thereof. Any modification of this Agreement shall have no effect unless it is in writing, signed by both parties. This Agreement shall be binding upon the parties hereto and their respective successors, heirs, representatives and assigns. The Manager shall not assign, sublet or in any way transfer this Agreement without the prior written consent of the City.

**XIII.**  
**TERM OF AGREEMENT**

1. The term of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_ and shall continue thereafter unless either party gives written notice of its intention not to renew this Agreement at least sixty (60) days prior to the termination date. This Agreement may be terminated by either party for any reason at any time during the term of this Agreement upon sixty (60) days written notice to the other party.