

**City Council Meeting Agenda
City Council Chambers
October 7, 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		Action Requested
	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? <input type="checkbox"/> 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
3-9	a. Minutes:	
	▪ 9.23.2019 City Council Meeting	
10	b. Correspondence:	
	▪ List of Election Judges for November 5, 2019 General Election	
	c. Donations:	
	▪ Michelle Samuelson – Mayor’s Mingle - \$45.00	
	d. Electronic Transfers:	
	Payroll: \$90,450.62	
	Journal:	
	5. Persons With Unscheduled Business to Come Before the Council	
11	6. Golf Club Request for Support - \$60,000	Information Only
12-13	7. Consider Resolution Authorizing Execution of Agreement Traffic Safety Enforcement Projects	Action Requested
14-15	8. Change of Status Creamery Building – MNDEED	Information Only
16	9. Charter Communications PEG Access Estimate - \$9,500	Action Requested
17	10. Prairie Five Reach out for Warm Request	Action Requested
18-23	11. Matching Demolition Request – Ricard Garage \$500	Action Requested
24-27	12. Stantec Proposal for Flood Protection to Wastewater Treatment Facility	Action Requested
28	13. Consider 2 nd Reading of Ord. Amendment Title XV: Land Usage, Chapter 154: Zoning	Action Requested
29	14. Consider Title VII: Traffic Code, Chapter 71: Parking Offenses	Action Requested

- | | | | |
|----|-----|---|-------------------------|
| 30 | 15. | Consider Resolution Setting Assessments for Fire Svc. Charges | Action Requested |
| | 16. | Set Special Meeting to Canvass 2019 General Election | Action Requested |
| | 17. | Set Special Meeting for Hawleywood Flood Plain Residents Nov. 6, 2019 | Action Requested |
| | 18. | Adjourn: Mayor | Action Requested |

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 MEETING
SEPTEMBER 23, 2019**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck, Mark Schreck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Director of Public Works Dan Gens, Police Officer Brennden DeHaan & family, Police Officer Taylor Leonard & family, Police Officer Brennen McAlpin, Police Officer Paula Wilson, Roxy Lewis and members of the Benson Lion's Club.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. The Salvation Army HeartShare Program Request was removed. Updated versions of Ordinances on the agenda were noted, and the purchase of an AED for the Civic Center was added. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the amended agenda.

It was moved by Schreck, seconded by Evenson and carried unanimously to approve the following items on the consent agenda:

- September 3, 2019 City Council Minutes
- September 9, 2019 Special Council Minutes
- September 17, 2019 Special City Council Minutes
- August 5, 2019 Planning Commission Minutes
- Tourism Board Report

Donations:

- Theresa Claussen – Tee Shirts - \$24
- Collette Hanson – Mayor's Mingle Silent Auction - \$130
- Library Patrons - \$34.95

Electronic Transfers:

Payroll: \$106,840.93 – September 12, 2019

Journal: \$2,573,317.54 – August 2019

Chief Hodge approached the Council and Swore in Police Officers Brennden DeHaan and Taylor Leonard.

There was no one with unscheduled business. Mayor Collins mentioned Swift County Benson Health Services is offering a town clean-up day on October 12, 2019. The Lions club will be chipping in to help as well.

Next was the High School Renaissance program request. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to support the program with pop from the liquor fund not to exceed last year's support of \$150.00.

Mick Boone with the Benson Lions Club approached the Council with a request to replace the current water fountain in Roosevelt Park with a lion water fountain. They will pay for the water fountain and expenses for it, and asked the City to install it. Options for other locations for the lion water fountain were discussed as the current water fountain in Roosevelt has held up well. After discussion, it was agreed to first bring this to the Park Board for discussion at their next meeting. It was agreed to notify the Lions Club when the next Park Board meeting is so they can attend.

Next was a request from Benson Public Schools to grant the City of Benson an easement in which the City would assume responsibility for the private sewer line running from the south side of the high school to Montana Avenue/14th Street North. According to State Plumbing Codes, if the School District is responsible for the sewer line, they will be required to either change the slope of the sewer line, or install a lift station. These options would come at a significant cost to the School District. Schreck asked Gens his opinion. Gens replied the City assuming the sewer line is the best alternative for both parties. Wolfington stated the School will pay for all legal fees associated with filing the easement. After discussion, it was moved by Buyck, seconded by Schreck and carried unanimously to approve the request for easement.

Wolfington presented two ordinance changes. The first was fencing and the second is parking. The fencing ordinance was discussed. The City has seen creative uses of materials to make a fence on some properties in town. The fence ordinance was reviewed. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve the 1st Reading of an Ordinance to Amend Title XV: Land Usage, Chapter 154: Zoning; § 154.017 of the Benson City Code of 2003.

The Council discussed the proposed ordinance to amend parking offenses, specifically parking in the front yard space of a residence. Hodge said in some cases there are vehicles parked in the front yard of a house that hinders emergency response. There was discussion on vehicles, trailers and structures. After discussion, it was agreed by the Council to look around town and do some research and bring this back at the next Council meeting. Wolfington said if the ordinance amendment does pass in the future, a fine will need to be added to the rate resolution for parking offenses.

Councilmember Schreck offered the following resolution:

**A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
(RESOLUTION NO. 2019-15)**

WHEREAS, The City of Benson is required by Minnesota Statute 203B.121; Subd. 1 to establish an Absentee Ballot Board effective September 23, 2019; 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 Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Buyck, Schreck. NAYES: None. Thereupon the Mayor declared Resolution 2019-15 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION DESIGNATING LOCATION FOR ABSENTEE
BALLOT VOTING FOR 2019 GENERAL ELECTION
(RESOLUTION NO. 2019-16)**

WHEREAS, the City of Benson is holding a General Election on November 5, 2019 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: Evenson, Collins, Buyck, Olson, Schreck. NAYES: None. Thereupon the Mayor declared Resolution 2019-16 duly passed and adopted.

Next was discussion on the preliminary 2020 General fund budget and maximum property tax levy. After review and discussion, Councilmember Buyck offered the following resolution:

RESOLUTION ADOPTING PROPOSED 2019 PROPERTY TAX LEVY, COLLECTIBLE IN 2020 (RESOLUTION NO. 2019-17)

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 2020, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	\$818,652
Police Personnel	688,939
Library Fund Levy	116,238
G.O. Equipment Bonds 2014 – Golf	47,959
G.O. CIP Bonds 2014 - Street Garage	71,500
G. O. CIP Bonds 2017 - Police Department	<u>88,069</u>
Total	\$1,831,357

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2020, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$ 71,090</u>
Total	\$71,090

BE IT FURTHER RESOLVED that the City Council will hold its Truth in Taxation Hearing on Monday, December 2, 2019 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 or by postal mail to 1410 Kansas Avenue, Benson, MN 56215.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-17 duly passed and adopted.

Councilmember Evenson offered the following resolution:

RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND OPERATING BUDGET FOR THE CALENDAR YEAR 2020 FOR THE CITY OF BENSON, MINNESOTA (RESOLUTION NO. 2019-18)

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, 2020 and ending December 31, 2020 is hereby approved.

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

<u>Revenues</u>	
Taxes - General	\$1,507,591
Taxes - Library	116,238
State Grants and Aids	1,252,062
Other Revenues	<u>812,384</u>
Total Revenues	\$3,688,275

<u>Expenditures</u>	
General Government	\$392,816
Public Safety	1,359,948
Highways, Streets and Roads	634,390
Parks and Recreation	522,720
Public Transit	10,034
Public Library	126,164
Capital Outlay	400,000
Other Expenditures	<u>193,890</u>
Total Expenditures	\$3,639,962

Excess (Deficiency) of Revenues over Expenditures **\$48,313**

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-18 duly passed and adopted.

Pederson approached and discussed the need to increase water rates. He presented historical water usage and the current and projected water fund budget. He proposed rate increases for 2020 and 2021. Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING WATER RATES
(RESOLUTION NO. 2019-19)**

WHEREAS, a review of current water revenues and expenses was conducted; and

WHEREAS, the water consumptions are falling which has a negative impact on revenues needed to cover fixed and variable expenses in the water funds; and

WHEREAS, the City Council has determined that the 2019 water rates were not adequate to meet the operating costs and debt service amounts for this fund.

NOW THEREFORE BE IT RESOLVED that the following water rates are adopted effective January 1, 2020:

RESIDENTIAL	WATER	
	2020	2021
Service Charge	\$22.00	\$24.00
Consumption Rates		
0-3 Units	\$ 1.90	\$ 2.00

4-7 Units	\$ 2.15	\$ 2.25
Over 7 Units	\$ 2.50	\$ 2.60

COMMERCIAL

Service Charge		
5/8" – 1" Meters	\$27.00	\$29.00
1¼" – 2" Meters	\$39.00	\$41.00
Larger than 2" Meters	\$72.00	\$74.00
Consumption Rate	\$ 2.15	\$ 2.25

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded:
 AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared
 Resolution 2019-19 duly passed and adopted.

Pederson also presented the sewer fund budget, and sewer system rate table which he's used for several years to track our system. He explained since water rates have dropped, this impacts the sewer rates adding 2019 revenues from sewer rates are predicted to be \$40,000 under budget. After discussion, Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING SEWER RATES
 (RESOLUTION NO. 2019-20)**

WHEREAS, a review of current sewer revenues and expenses was conducted; and

WHEREAS, the water consumptions are falling which has a negative impact on revenues needed to cover fixed and variable expenses in the sewer fund; and

WHEREAS, the City Council has determined that the 2019 sewer rates were not adequate to meet the operating costs and debt service amounts for this fund.

NOW THEREFORE BE IT RESOLVED that the following water rates are adopted effective January 1, 2020:

	SEWER		
	2020	2021	2022
Unit Rate	\$ 7.00	\$ 7.25	\$ 7.50
Minimum Charge	\$35.00	\$36.25	\$37.50

Councilmember Olson seconded the foregoing resolution and the following vote was recorded:
 AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared
 Resolution 2019-20 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION AUTHORIZATION TO EXECUTE
 MINNESOTA DEPARTMENT OF TRANSPORTATION
 GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
 EXCLUDING LAND ACQUISITION
 (RESOLUTION 2019-21)**

It is resolved by the **City of Benson** as follows:

1. That the state of Minnesota Agreement No. **1035236**, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. **A7601-36** at the **Benson Municipal Airport** is accepted.
2. That the City Manager and Finance Director are authorized to execute this agreement and any amendments of behalf of the City of Benson

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-21 duly passed and adopted.

Gens approached the Council to discuss the wastewater effluent filter rehabilitation. He said he worked with Stantec engineers and they have come up with a way to fix the filters that will be more cost efficient. He said time is of the essence to get materials ordered and the project started as soon as possible in order to complete the project over the winter when flows are low. Wolfington said Xcel dollars would be used on this project. A project time line was presented. Cost is estimated at \$634,000. Engineering costs will be \$153,000 which includes pre-design services. After discussion, it was moved by Olson, seconded by Schreck and carried unanimously to approve Stantec's proposal for the effluent filters at the wastewater treatment plant.

Next was a pay request for instillation of the new playground equipment at Roosevelt Park. It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request to Minnesota Wisconsin Playground in the amount of \$21,353.00.

Wolfington presented a pay request from T & K Kennedy for demolition of 501 – 16th St. S. He noted the actual cost came in lower than the estimate. It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request to T & K Kennedy for demolition of 501 – 16th St. S. in the amount of \$19,293.20.

Gens presented a pay request for concrete and asphalt crushing. He said this will last us about 4 years. It was moved by Schreck, seconded by Olson and carried unanimously to approve a pay request from Hardrock Screening in the amount of \$100,000.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants in the amount of \$359,818.51.

Mayor Collins called upon Safety Coordinator Val Alsaker to discuss the defibrillator at the Civic Center. Alsaker approached and informed the Council she discovered the defibrillator at the Civic center was no longer serviceable. She called Medtronics, who directed her to a local representative. She was discussing what kind of defibrillator to purchase, and mentioned it will be going into the Civic Center/hockey arena. The representative informed her there is a program sponsored by the NHL Alumni, where if we buy one defibrillator they will give us a second free, along with a cabinet. The requirement of the program is to mount the defibrillator in the hockey rink, and place the plaque stating the sponsor is the NHL Alumni. She went on to say currently the second defibrillator may go into the Police Department building, as there isn't one currently permanently mounted in the building.

The council went on to discuss a past study of turning the Armory into City Hall. The renditions were reviewed and discussion was to take off the front of the building and add new offices. Pederson said in 2017 the Council adopted a 5 year capital outlay plan, which a City Hall project was in the plan. It is time to review this project. Pederson said we will be retiring old bonds, and can re-bond without raising the levy for this project. The 2017 Capital Outlay plan is good through 2021. Wolfington said options for City Hall are to look at the Armory or rehab City Hall. Schreck asked if there had been a comparison of the cost of new vs renovation, and is it possible to build new. Wolfington said no comparison had been

done. Pederson said the bonds will qualify if we build new. Gens said a stand-alone building quote could be obtained free of charge. Bonding and debt service was discussed. It was then moved by Evenson, seconded by Olson and carried unanimously to update the past Armory plan.

There being no further business to come before the Council upon motion by Evenson, seconded by Olson and carried unanimously to adjourn the Council meeting at 6:54 p.m.

Mayor

City Clerk

2019 General Election Judges

Gene Doshier	Karen Wolfington
Marge Scheffer	Sharon Hagen
LoAnn Hagen	Sue Fitz
Pam Lawatsch	Mary Langan
Darlene Iverson	Mike Scheffler
Jim Hilleren	Valerie Alsaker
Glen Pederson	

Rob Wolfington

From: Thomas Traen <t.traen@yahoo.com>
Sent: Friday, September 20, 2019 11:31 AM
To: rob.wolfington@co.swift.mn.us
Cc: Tom Traen; Jerry Peterson; Craig Jenner; Ron Vadnais
Subject: Benson Golf Course

SWIFT COUNTY SECURITY NOTICE:

This email originated from an external sender. Use caution before clicking on any links or attachments.

Dear City Council and Management,

On behalf of the Benson Golf Course I'd like to request the cities continued financial support for the upcoming 2020 season. We are requesting the same amount as last year; \$25,000 for equipment and \$35,000 for operations, for a total of \$60,000.

Through the first 8 months of 2019 the course is showing a \$39,600 profit. With a very difficult first 2 months of our season we have seen reduced revenues but we've also managed to reduce expenses. We have added to our membership numbers and continue to work on donations to the Foundation. We have 4 more months of minimal income and continued expenses, so I'd expect the course to be in the red by year end. It is a tough battle but we continue to be optimistic and work towards gaining membership, adding events to an improved facility and managing expenses.

We strive to provide a first class golf/recreational experience, an opportunity for youth in our area to take advantage of this great asset and a beautiful events facility that enhances community get-togethers and private parties. It is truly a valuable community asset.

Thank you for your continued support.

Sincerely,

Tom Traen
Golf Club Board President



RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the Benson Police Department enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2019 through September 30, 2020.

The Benson Police Chief is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Benson Police Department and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Benson City Council of Benson on September 26th, 2019.

SIGNED:

WITNESSETH:

(Signature)

(Signature)

City Mayor

City Clerk

(Date)

(Date)

Revised Budget Summary Printout

Budget		
Budget Category	State Reimbursement	Local Match
Administration - DWI		
Administration - DWI	\$0.00	\$0.00
Administration - Other	\$0.00	\$0.00
Total	\$0.00	\$0.00
Administration - Other		
Administration - Other	\$0.00	\$0.00
Total	\$0.00	\$0.00
Enforcement - DWI		
Enforcement - DWI	\$7,200.00	\$0.00
Total	\$7,200.00	\$0.00
Enforcement - Distracted		
Enforcement - Distracted	\$4,000.00	\$0.00
Total	\$4,000.00	\$0.00
Enforcement - Seat Belt		
Enforcement - Seat Belt	\$4,500.00	\$0.00
Total	\$4,500.00	\$0.00
Enforcement - Speed		
Enforcement - Speed	\$0.00	\$0.00
Total	\$0.00	\$0.00
Mileage Expenses		
Mileage Expenses	\$0.00	\$0.00
Total	\$0.00	\$0.00
TZD Conference Hotel		
TZD Conference Hotel	\$500.00	\$0.00
Total	\$500.00	\$0.00
Training/Meeting Match		
Training/Meeting Match	\$0.00	\$0.00
Total	\$0.00	\$0.00
Total	\$16,200.00	\$0.00

August 12, 2019

The Honorable Terri Collins
Mayor, City of Benson
1410 Kansas Avenue
Benson, MN 56215

**RE: Former Benson Creamery
Grant # RDGP-12-0033-o-FY13**

Dear Mayor Collins:

This letter is to inform you of a status change to the above-referenced project.

Funds were awarded to this project on September 27, 2012, with the expectation that after completion of the redevelopment grant activities, the site would be redeveloped into mixed-used space. To date, no development has occurred.

DEED understands that because of unforeseen market conditions, the development was indefinitely delayed. It is not efficient for the city of Benson or DEED to continue to report or manage a project that is inactive. Therefore, DEED is changing the status of your project to closed, no development. The city will no longer need to report on the project on an annual basis. Our records will indicate that no development occurred at the site and the benefits projected at the time of application have not been fully achieved.

If at some time in the future, the site development is completed, please contact DEED so that our records can showcase the project's success.

If you should have any questions on this or any future project, feel free to contact me at 651-259-7451.

Sincerely,



Kristin Lukes, Director
Brownfields and Redevelopment Unit

Cc: Robert Wolfington

Economic Development Division

1st National Bank Building ■ 332 Minnesota Street ■ E200 ■ Saint Paul, MN 55101-1351
651-259-7432 PHONE ■ 800-657-3858 TOLL FREE ■ 651-296-5287 Fax ■ www.mn.gov/deed



EMPLOYMENT AND ECONOMIC DEVELOPMENT

Brownfields and Redevelopment Unit

Grant Adjustment Notice

Grant Number: RDGP-12-0033-o-FY13

Grantee: City of Benson

Grant Name: Former Benson Creamery

Adjustment Number: 3

THE FOLLOWING ADJUSTMENT IN THE ABOVE GRANT IS NOW APPROVED:

A. The status of the grant is now: Closed, No Development
The former status was: Closed, Pending Development

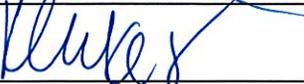
B. The budget amounts for this grant are changed as follows:

Activity	Former	Change	Revised
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
		\$0.00	
Total	\$0.00	\$0.00	\$0.00

C. Other (Narrative):

Prepared by: 

Date: 8-12-19

Approved by: 

Date: 8/12/19

Charter

COMMUNICATIONS

September 17, 2019

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

Dear Mr. Wolfington:

This letter is in response to the request received by Charter Communications on August 21, 2019 to establish a PEG access point at the Benson City Hall. The estimated construction cost for establishing a fiber line capable of supporting PEG transport from City Hall to the Charter headend is \$9,500. Please note this construction cost is separate from the recurring service and maintenance costs of providing PEG transport to the City. If the City would like to move forward with construction, please notify me of your agreement to pay these costs and Charter will provide an invoice.

Please let me know if you have any questions.

Sincerely,



Amanda Duerr
Director, Government Affairs
Charter Communications

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 25, 2019

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 that have energy related emergencies such as no fuel or less than 20% of fuel oil/propane in their tank; a disconnect or past due bill with their energy or heating companies that will cause a no heat situation. As well as possible furnace repairs for homeowners.

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.

We would appreciate any donation that you or your company can make. Please send your donation to:

Prairie Five C.A.C., Inc.
Attention: ROFW
P. O. Box 159,
Montevideo, MN 56265

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 fluid and cursive.

Nora Guerra
Energy Programs Director

Val Alsaker

From: Rob Wolfington
Sent: Monday, September 30, 2019 10:23 AM
To: Val Alsaker
Subject: Fwd: Ricard Demo project
Attachments: Message from KM_308; ATT00001.htm

Add to agenda

Sent from my iPhone

Begin forwarded message:

From: Vicki Syverson <v.syverson@co.swift.mn.us>
Date: September 30, 2019 at 10:18:34 AM CDT
To: Rob Wolfington <Rob.Wolfington@city.co.swift.mn.us>, Glen Pederson <glen.pederson@city.co.swift.mn.us>, Steve Ricard <sricard@benson.k12.mn.us>
Subject: Ricard Demo project

Rob and Glen,

Attached is a request for demo funds from Steve Ricard. He demoed a garage at his rental property and had a nicer garage moved in. I have attached the bids and the demo fund criteria. As I see it, the HRA will approve up to \$500 if the City of Benson will match us.

Please let me know.

Vicki Syverson
Swift County HRA
320-843-4676

-----Original Message-----

From: terri.orr@co.swift.mn.us <terri.orr@co.swift.mn.us>
Sent: Monday, September 30, 2019 11:30 AM
To: Vicki Syverson <v.syverson@co.swift.mn.us>
Subject: Message from KM_308

SWIFT COUNTY SECURITY NOTICE:

This email originated from an external sender. Use caution before clicking on any links or attachments.

Swift County Demolition Program - 2017

Objective: The Swift County HRA is an advocate for neighborhood initiatives in the County and is active in a variety of strategic partnerships to promote community revitalization and reinvestment in central business districts and residential neighborhoods. The Swift County Demo Fund as administered by the HRA will promote and facilitate community revitalization & reinvestment in residential neighborhoods and central business districts.

Purpose: To reenergize county neighborhoods through blight elimination while enhancing the health, safety and general welfare of the community.

- A strong emphasis will be placed on the subject land for purposeful reuse that stimulates reinvestment.
- The program is not intended to eliminate the financial and maintenance responsibility of private property owners.
- The program is principally designated to address municipal owned structures (tax forfeiture) or privately owned properties key to a community's revitalization plan.
- In the event demand of demolition funds exceeds available dollars, preference may be given to those municipalities who have not received demolition assistance during the previous 12 month period.

Funding: Program match or percentage or dollar amount and revitalization conditions for each of the following property type and may require both owner and local municipality match: Some funds may be in-kind, but must be approved by the City or Municipality.

Single family residential

- 75% of the difference between demo cost and city grant, not to exceed \$2,500. County match not to exceed city grant.

Example: total cost of demolition \$6,230. City grant = \$2,500
 County match 75% X (total cost \$6,230 - city match \$2,500) = \$2,797.50
 Limit is \$2,500 County Match so owner pays \$1,230

Commercial structures

- 50% match requirement and the county portion will not exceed \$7,500.
- Reuse must fit within local zoning ordinance, county comprehensive plan or redevelopment efforts

Municipal-owned (tax forfeiture/court-ordered) residential properties:

- County - City match 50 -50, but County match not to exceed \$2,500.

Dilapidated Ancillary Buildings:

- 50% match from owner, County - City match 50 - 50 County match not to exceed \$500.

Special projects

on revitalization criteria; reinvestment, job creation, in-kind match, requirements are determined on a case-

Not to exceed \$500 ea.

City/Municipality approval. Residential property Assessor to request tax parcel combinations.

$\$2630 \div 2 = 1315$

$\$2630$
 - 500 City
 - 500 County

 \$1630 Street 12, 1412

Proposal

- GENERAL Excavating
- GRAVE
- BRICK DIRT
- BACK FILL WORK

WILSON CONTRACTORS, INC.
 250 FRANKLIN ST. BENSON, MN 56215
 OFFICE PHONE: 507-562-1234

- *Gravel*
- *Gravel*
- *Drainage*
- *Material*

PROPOSAL SUBMITTED TO Steve Ricard	DATE 8/26/19
STREET 405 15th St N	PROJECT Garage demo
CITY, STATE, AND ZIP CODE Benson, MN 56215	PROJECT ADDRESS 15th St N, Benson, MN 56215
ARCHITECT DAVE THOMAS	ESTIMATE NO. 1000000

We hereby submit specifications and estimates for:

Demolition, removal and disposal of garage and concrete garage slab to a certified landfill

Owner's Responsibilities

- Permits if applicable
- All hazardous and non hazardous materials removed prior to demolition

We propose hereby to furnish material and labor to complete accordance with the specifications for the sum of:

Two thousand six hundred thirty dollars and 00/100

(\$2,630.00)

Payment to be made as follows:

Upon completion

A contract of purchase for the above described work shall be prepared by the contractor and shall conform to the standard contract form published by the Minnesota State Board of Contractors. The contractor shall be responsible for obtaining all necessary permits and for the safety of the work. The contractor shall be responsible for the disposal of all materials removed. The contractor shall be responsible for the disposal of all materials removed. The contractor shall be responsible for the disposal of all materials removed.

 Signature of Contractor

 Date of Proposal

Acceptance of Proposal The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

 Signature

Swift County Demolition Program Application Summary

I got two quotes for this job, which was removing the garage at 403 15th St. North in Benson, MN, and replacing it with another garage in much better condition.

Kennedy Excavating came in a bit lower (\$2630.00) than Trevor Mahlum Construction (\$2883.65)

Both bids included removal of structure, disposal of materials, leveling of existing ground, then putting topsoil and class 5 gravel in upon completion.

Steve Ricard

405 15th St. North

Benson, MN 56215

320-444-0569

Trevor Mahlum Construction

5085 130th ave Ne
Kerkhoven, MN 56252
cell: 320-905-4778

DATE August 26 2019
Quotation #
Customer ID

Bill To:
Name: Steve Ricard
Company Name
Street Address
City, ST ZIP Code
Phone

Comments or special instructions: Removal and dispose Garage @ Rental property benson

Description	AMOUNT
Price includes removal of existing single stall garage	
Disposal of all concrete and building materials	
Level off existing ground	
TOTAL	\$ 1,800.00

THANK YOU FOR YOUR BUSINESS!

Val Alsaker

From: Rob Wolfington
Sent: Friday, October 04, 2019 9:24 AM
To: Val Alsaker
Subject: Fwd: WWTP Flood Protection Feasibility Study Proposal
Attachments: ESL_Wolfington^Benson WWTP Flood Protection Feasibility Study.pdf; ATT00001.htm

Val: please include a copy of the email. Nd attachment to Monday's cc agenda. Thx. Rob

Sent from my iPhone

Begin forwarded message:

From: "Lembke, Eric" <Eric.Lembke@stantec.com>
Date: October 3, 2019 at 9:32:41 PM CDT
To: Rob Wolfington <rob.wolfington@city.co.swift.mn.us>
Subject: WWTP Flood Protection Feasibility Study Proposal

Rob

Please find the attached proposal requested. I will be out and about in and out of meetings most of tomorrow so I wanted to get this to you tonight. If the Council has any questions regarding the scope or price of the study, you can tell them this is more involved than most as we actually need to do modeling that would be completed during design. It is a significant effort and is necessary as we need to determine what the impacts if any there would be to the flood plain so we can determine if the project is feasible and will be able to be permitted.

Please let me know if you have any questions. I will be available by cell phone should you want to discuss. Have a great weekend.

Eric Lembke, P.E.
Senior Associate

Direct: 612-712-2079
Mobile: 651 775-5156
Eric.Lembke@stantec.com

Stantec
733 Marquette Avenue Suite 1000
Minneapolis MN 55402-2309



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Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

October 4, 2019
File: 193804697

Rob Wolfington
City of Benson
1410 Kansas Avenue
Benson, MN 56215

Dear Rob,

Reference: Proposal for Flood Protection Feasibility Study at the Benson Wastewater Treatment Facility

Dear Rob,

The City of Benson has requested a proposal from Stantec for a feasibility study that would be for proposed flood protection improvements made at the Waste Water Treatment Facility (WWTF). The purpose of the study would assess the feasibility of constructing a permanent flood protection levee around the existing WWTF higher than what exists today. The report will discuss the feasibility and economic impacts of the Project.

Our scope of services provided with the feasibility study include the following tasks:

- One site visit to the Benson WWTF to meet with city staff to review proposed flood protection locations and impacts to surrounding properties.
- Perform a preliminary survey to gather topographic data of the site and structures as well as document current elevations of the ground in and around the facility and current river conditions near the WWTF.
- The effective FEMA hydraulic model will be leveraged to conduct a hydraulic analysis of the Chippewa River using HEC-RAS 1D steady state modeling to assess any impacts the proposed flood protection berm may have on the floodplain and floodway.
- The study area for the Chippewa River is approximately 1 mile long with the upstream limits approximately 1,000 ft upstream of the Hwy 9 bridge and the downstream limit approximately 1,000 ft downstream of the Hwy 12 bridge.
- Survey data and the most currently available LiDAR data will be used to update the HEC-RAS model within the study area.
- Hydrologic data will be leveraged from the effective FEMA model and the effective Flood Insurance Study for Swift County. The design flows that will be analyzed are the 100-yr (1-pct chance) flows.

Reference: Proposal for Flood Protection Feasibility Study at the Benson Wastewater Treatment Facility

- An interior drainage analysis will be conducted to assess the stormwater conveyance needs inside of the proposed flood protection berm to protect the WWTF's infrastructure during the 100-yr storm event.
- Establish the alignment of the proposed ring levee and create a figure for inclusion in the report.
- Based on the interior drainage analysis, an interior pumping and drainage system will be identified. The system will attempt to utilize a gravity outlet for low river conditions and a pumped system for high river conditions.
- Prepare a preliminary layout of a closure structure for the interior drainage facilities.
- Establish the parameters for two sandbag closure structures and one ramp closure structure for the three roadway crossings that are anticipated.
- Establish an opinion of probable cost for the proposed work.
- Prepare and submit a draft feasibility report that presents a summary of the above listed tasks.
- Attend a meeting with the City staff to review the draft report.
- Incorporates the results of the review meeting and submit a Final Feasibility Report to the City

Stantec will furnish the perform the necessary services to complete the feasibility study for an estimated hourly fee of \$34,500. This amount includes reimbursable expenses for costs associated with travel. We can begin work within one week of receiving authorization to proceed. A draft report will be ready for city review within 45 to 60 days after starting work with the final report delivered within one week of receiving final comments. This time frame would allow the final design to occur yet this winter with hopes of receiving favorable springtime bids should the City decide to move forward with the Project.

If our proposal is satisfactory, please sign and date where indicated below. We appreciate the opportunity to assist the City with the proposed improvements. Please feel free to contact me or Mark Rolfs at 612-712-2123 if you have any question.

Regards

Stantec Consulting Services Inc.



Eric Lembke, P.E.

Senior Associate

Phone: 612-712-2079

Eric.Lembke@stantec.com

October 4, 2019
Rob Wolfington
Page 3 of 3

Reference: Proposal for Flood Protection Feasibility Study at the Benson Wastewater Treatment Facility

Approved by CITY OF BENSON

Signature

Name & Title

Date

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE, CHAPTER
154: ZONING; § 154.017 OF THE BENSON CITY CODE OF 2003**

The City of Benson does ordain:

Title XV, Chapter 154, § 154.017 (C) is hereby amended by adding the following paragraph:

(18) In all districts, fences shall consist of materials comparable in grade and quality to the following:

- (a) Chain link
- (b) Wood;
- (c) Wrought iron;
- (d) Vinyl;
- (e) Plastic;
- (f) Decorative masonry; or
- (g) Other acceptable similar material, constructed from commercially available materials.

Fences shall not be constructed from chicken wire, welded wire, plastic deer fence netting or similar product, snow fence, branches, corrugated metal, sheet metal, or material originally intended for other purposes, unless upon showing of a high degree of architectural quality through the use of such, prior approval is granted by the Zoning Administrator.

ATTEST as to form: _____

First Reading: _____

Second Reading: _____

Publication: _____

**AN ORDINANCE TO AMEND TITLE VII: TRAFFIC CODE, CHAPTER
71: PARKING OFFENSES OF THE BENSON CITY CODE OF 2003**

The City of Benson does ordain:

Title VII, Chapter 71, is hereby amended to include the following section:

§ 71.14 ADDITIONAL RESIDENTIAL PARKING REGULATIONS

(A) Vehicle parking (including all motor vehicles as defined in Minnesota Statutes section 169.011 or any replacement thereof, and also including any trailer intended for use behind a motor vehicle) in the area between the front of the residential structure (or any street-facing side of a residential structure on a corner lot) and the street right-of-way line shall only be on a driveway or designated parking area constructed of concrete, asphalt, concrete pavers, brick set in compacted sand or other impervious or semi-impervious material.

(B) No parking or storage shall be allowed in the area between the front of the residential structure and the street right-of-way line on grass, unimproved areas or areas without a hard surface.

(C) No owner or operator shall park a vehicle in a location which blocks a sidewalk.

(D) The total area between the front of the residential structure and the street right-of-way line which may be improved for parking or driveway purposes shall not exceed 40 percent of that area.

ATTEST as to form: _____

First Reading: _____

Second Reading: _____

Publication: _____

**RESOLUTION SETTING ASSESSMENTS FOR FIRE SERVICE CHARGES
BY THE CITY OF BENSON, MINNESOTA FOR 2018 PAYABLE 2019
(RESOLUTION NO. 2019-)**

BE IT RESOLVED, by the Benson City Council that the following assessments for 2019 Fire Service Charges as prepared by the City Manager are hereby approved and made a part thereof; and,

BE IT FURTHER RESOLVED, that the assessments hereinafter noted shall be submitted to the County Auditor on or before October 15, 2019 and placed on the tax roll for collection with the taxes Collectable in 2020.

	Name & Mailing Address	Legal Description & Parcel No.	Amount Due
Fire Call	Jesse Wells 314 – 19 th St. N. Benson, MN 56215	McKinney's 3 rd Addition Lot 1 & N. 2 ½' of Lot 9, Block 3 23-0527-000	\$350.00
TOTAL			\$350.00