

**MINUTES - BENSON CITY COUNCIL REGULAR MEETING
CITY HALL
DECEMBER 5, 2022**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Terri Collins, Mark Schreck, Jon Buyck & Jack Evenson. Members Absent: Lucas Olson. Also present: City Manager Chris Webb, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Fire Chief Jeff Reuss, City Attorney Don Wilcox, CEDA Representatives Hillary Tweed and Joe Maffit, Dan Enderson, Chris Carruth, Ron Vadnais, Allen O’Shea, Don Lenz, Craig Jenner, & Reed Anfinson.

The Council recited the Pledge of Allegiance.

The Mayor asked for any changes to which there were none. It was moved by Buyck, seconded by Schreck and carried unanimously to approve the agenda.

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

- November 21, 2022 City Council Minutes
- August 15, 2022 EDA Minutes
- September 19, 2022 EDA Minutes
- December 1, 2022 Safety Committee Minutes
- WAPA Pick-Sloan Eastern Division Rate Order
- Charter Communication Channel Change
- Rob Wolfington Application to the EDA Board Term ending 12/31/2026
- 2023 Cigarette License Renewals for Benson Food Shop, Holiday StationStore, Darold’s SuperValu, Glacial Plains and Dollar Store
- Electronic Transfers:
Payroll: December 1, 2022 - \$119,609.16

There was no one with unscheduled business.

Fire Chief Reuss approached the Council to discuss a change order for the top mount pumper. He reviewed chassis and body changes, and said several of the items have been eliminated. It was moved by Schreck, seconded by Evenson and carried unanimously to direct the Fire Chief to meet with the Fire Board to go over changes and bring back a defined list of changes and total cost for the truck at the next meeting.

Chief Hodge approached to inform the Council the LETG law enforcement recordkeeping system is being phased out. He said the County is going to a new records management program. After narrowing it down, the County has decided to go with Motorola’s program called Spillman Flex. He said the cost will be shared between Swift County, Benson Police Department and Appleton Police Department. Benson’s cost for migrating records from LETG to Spillman Flex will be \$31,875. This alone will take about a year. The total cost of yearly maintenance 12 months after “going live” will be \$19,125. Hodge went on to say the County had enough 911 funds left over to purchase the program. Lastly, he said this program should have longevity, as it is used all over the country. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve the migration of records costs with Spillman Flex in the amount of \$31,875, and an annual maintenance fee of \$19,125.

Next Hodge and Gens approached to discuss a first reading of an ordinance to amend snow emergencies. Hodge said he feels the current ordinance is problematic for public works and the Police

department as it is confusing. He said he would like it simplified to say no parking on any streets or avenues when 2" of snow falls until after the snow plow comes by. Hodge also said he would like public parking lots listed as safe places for people to park. Gens said the town has been assessed and almost every household has an alley or driveway access they can park in to get off the streets. After discussion it was moved by Evenson, seconded by Buyck and carried unanimously to approve the 1st Reading of an Ordinance to Amend Section 71.33, Snow Emergencies, Benson City Code.

Next was a contract for services for the 2023 year for tobacco compliance checks with Countryside Public Health. Webb stated this is an annual agreement. It was moved by Schreck, seconded by Evenson and carried unanimously to approve the Agreement with Countryside Public Health for services in 2023 as presented.

Pederson presented the final Xcel home improvement grant request for residential home improvements. After discussion it was moved by Evenson, seconded by Schreck and carried unanimously to approve the grant in the amount of \$22,800.

Pederson said the Southwest Service Coop Health Insurance group has two agreements we need to approve to be a part of the insurance group. It was moved by Schreck, seconded by Buyck and carried unanimously to approve the Joint Powers Group Benefits and Financial Risk Management Agreement. It was then moved by Evenson, seconded by Schreck and carried unanimously to approve the Public Sector Solutions Membership Agreement.

Next was a pay request from the Benson Music Boosters for watering the flower pots downtown for 2022. After discussion, it was moved by Evenson, seconded by Buyck and carried unanimously approve the Pay Request to the Music Boosters to approve the pay request in the amount of \$10,000 out of the Parks Fund Beautify Benson line item.

It was moved by Evenson, seconded by Buyck and carried unanimously to approve a 2023 membership in Western Minnesota Prairie Waters at a cost of \$5,465.

Anderson with Swift County Benson Healthservices approached the Council. He stated Jill Martin is currently a City appointed board member to the Hospital District Board, and her term is expiring at the end of this year. She wishes to serve another term. He went on to explain on January 1, 2023 CentraCare will take over operations. There will be a local advisory board. One member from that board will serve on the Rural Health Board, which advises the CentraCare board. It will be the Hospital District Board's job to make sure the operating lease is being followed. Anderson also said will be asking the current board members if they have an interest in serving on the rural health board. After discussion, it was moved by Buyck, seconded by Schreck and carried unanimously to approve appointing Jill Martin to the Hospital District Board in 2023.

Mayor Collins opened the Truth In Taxation Hearing at 6:00 p.m. City Manager Webb gave a presentation describing the purpose of the Truth in Taxation meeting. He explained 2023 Proposed property tax levy, the General Fund summary for 2022, revenue sources and proposed budget for 2023. Citizens had questions on property values. Webb stated homeowners are welcome to attend the Board of Equalization meeting in April where property values can be discussed, or they can go the Swift County Auditor for a breakdown of their tax statement. Being there were no further comments from the public, it was then moved by Evenson, seconded by Buyck and carried unanimously to close the Truth in Taxation Hearing at 6:21 p.m.

Next Tweed approached the Council. She referred the Council to the information in the packet on the "Save Our Town" event. She said she and the Swift County RDA Director attended this event in Redwood Falls. She said the County is participating, along with Appleton and Kerkhoven and they are waiting to see if Benson will participate. "Save Our Town" helps towns realize how to improve their downtown and attract businesses. The EDA recommends approval of participating in the event. After

discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve participation in the “Save Our Town” event at a cost of \$2,800.

A Motion was made by Buyck seconded by Schreck and carried unanimously to write off the annual Utility Fund bad debt list in the amount of \$24,629.14.

Councilmember Schreck offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR WATER AND
SEWER SERVICES RENDERED BY THE CITY OF
BENSON, MINNESOTA FOR 2022 PAYABLE 2023
(RESOLUTION NO. 2022-29)**

BE IT RESOLVED, by the Benson City Council that pursuant to Minnesota Statutes Chapter 444 that the assessment roll for 2022 Sewer and Water Bills as prepared by the City Manager is hereby approved and made a part therefore; and,

BE IT FURTHER RESOLVED that the assessments hereinafter noted shall be submitted to the County Auditor on or before December 31, 2022 and placed on the tax roll for collection with the taxes collectible in 2023.

Account Number, Name & Address	Legal Description & Parcel No.	Water	Sewer	Totals
101-0070-00-02 201 11 th St. North Luke Frank	City of Benson Lots 8, 9 & 10 Blk 15 23-0086-000	\$193.77	\$738.75	\$932.52
102-0053-00-07 511 10 th St North Justin Jensen	Lynn Park Addition Lot 8 & N1/2 Lot 9 Blk 2 23-0649-000	\$105.85	\$135.37	\$241.22
202-0072-00-07 315 19 th St North Jacob Johnson	Mckinney's 3rd Addition N 34 Ft Of Lt 1 Blk 4 23-0528-000	\$8.91	\$412.50	\$421.41
104-0196-00-14 812 13 th St. North Gene Weber	Benson-Acre Lots PT SE1/4 OF NW1/4 N 50 FT of the following property: Beg at a pt On the W line of BK 9, 2nd RR Addn; extended NLY, sid pt. being distant from NW cor of said Blk 225.2 Ft; then E 150 Ft, then N 95.2 FT, then W 150 T, then S 95.2 Ft to PT of beginning 23-1363-000	\$60.12	\$81.38	\$141.50
202-0097-00-26 2104 Atlantic Ave Apt#1 Gene Weber	Alton Hume Addition Lot 8 Blk 1 23-0772-000	\$75.48	\$88.13	\$163.61
302-0114-00-29 1615 Pacific Ave Gene Weber	Morris & Payte's Addition Lts 8 & 9 Blk 44 23-0282-000	\$21.25	\$27.82	\$49.07
201-0084-00-09 308 16 th St. North Mary Jensen	City of Benson Lts 11, 12 & 13 Blk 38 23-0236-000	\$45.50	\$60.00	\$105.50

202-0054-00-01 1802 Atlantic Ave Peter Wlazlak	Benson-Acre Lots PT of LT 11 Beg at a Pt on the W line of 18TH ST;where a prolongation of the N Line of Blk 48 Morris & Paytes Addn would instst W line of said St; then SLY along said W line on said 18TH ST 185 FT, then WLY at Rt Ang to said W line of 18TH ST 155 Ft then NLY para with said W line of 18TH ST 185 Ft, then E 155 FT in a direct line to PT of beg 23-1428-000	\$109.54	\$150.00	\$259.54
TOTALS		\$620.42	\$1,693.95	\$2,314.37

Councilmember Evenson seconded the foregoing resolution and the following vote was recorded:
AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution
2022-29 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TO APPROVE TRANSFER FROM LIBRARY ENDOWMENT FUND
(RESOLUTION NO. 2022-30)**

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

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

WHEREAS, the fund has earned \$216.35 in interest during 2022, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount of \$200.00.

NOW, THEREFORE BE IT RESOLVED that the \$216.35 interest earned be transferred from the
Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded:
AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution
2022-30 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION TO APPROVE BUDGETED TRANSFERS
(RESOLUTION NO. 2022-31)**

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

WHEREAS, the City Council has determined that it is prudent to make transfers in 2022 in order to fund certain projects or programs.

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

	Budgeted	Transferred
From Cemetery Perpetual Care to General Fund	1,300	1,062
From General Fund to Concrete Projects	30,000	30,000
TOTAL	31,300	31,062

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution 2022-31 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND
(RESOLUTION NO. 2022-32)**

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

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

WHEREAS, there are monies appropriated in the General Fund 2022 Budget for this purpose.

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

Administration	<44,927>
Armory	484,927
TOTAL	\$440,000

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution 2022-32 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR
ECONOMIC DEVELOPMENT PURPOSES
(RESOLUTION 2022-33)**

WHEREAS, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

WHEREAS, these grant dollars are limited in use for the purposes of economic development, and;

WHEREAS, the Council has determined that the East Pacific Avenue road reconstruction project qualifies as an economic development purpose, and;

WHEREAS, the following project is authorized use of grant dollars:

Name	Budget	Transfer Out
Gustie's Road	\$650,000.00	\$390,096.60

NOW, THEREFORE, BE IT RESOLVED that \$390,096.60 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the General Capital Outlay Fund.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution 2022-33 duly passed and adopted.

Councilmember Schreck offered the following resolution:

RESOLUTION TRANSFERRING \$46,656 FROM THE EDA FUND AND \$12,364 FROM THE REVOLVING LOAN FUND TO THE GENERAL FUND (RESOLUTION NO. 2022-34)

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$46,656 from the EDA Fund and \$12,364 from the Revolving Loan Fund to the General Fund.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Buyck, Schreck, Collins. NAYES: None. Thereupon the Mayor declared Resolution 2022-34 duly passed and adopted.

Mayor Collins then announced the Council will go into closed session for the City Manager performance review. It was moved by Schreck, seconded by Evenson and carried unanimously to go into closed session at 6:30 p.m.

The Council reconvened at 7:15 p.m. Mayor Collins reported that the Council held a performance review on City Manager Chris Webb and upon motion by Evenson, seconded by Schreck and carried unanimously the Council will accept his resignation of employment by 8:00 a.m. Tuesday, December 6, 2022 and if not received by this time he will be terminated effective immediately and according to the terms of his employment agreement.

There being no further business to come before the Council a motion was made by Evenson, seconded by Schreck and carried unanimously to adjourn the Council meeting at 7:17 p.m.

Mayor

City Clerk