

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

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

The Council recited the Pledge of Allegiance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenues

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

Expenditures

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

Excess (Deficiency) of Revenues over Expenditures

\$0

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

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

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

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

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that the following sums of money be levied for the current year, collectible in 2018, upon the taxable property in the City of Benson, for the following purposes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Current	Proposed	2017	2018	Percent Increase	Dollar Increase
Robert Wolfington	City Manager	91,800.00	94,550.00	3.0%	2,750.00

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

Mayor

City Clerk