

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
DECEMBER 19, 2011**

The meeting was called to order at 5:30 p.m. by Mayor Paul Kittelson. Members present: Paul Kittelson, Bob Claussen, Ben Hess, Gary Landmark and Sue Fitz. Members absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Mike Fugleberg, and Liquor Store Manager Pat McGeary.

Mayor Kittelson presented Councilmember Bob Claussen an American flag in appreciation of 12 years of service on the City Council. Claussen's term ends 12/31/2011.

It was moved by Landmark, seconded by Claussen and carried unanimously to approve the following minutes on the consent agenda:

- December 5, 2011 City Council Meeting
- December 5, 2011 Planning Commission Meeting

It was moved by Fitz, seconded by Hess and carried unanimously to approve renewal of the following 2012 Cigarette Licenses: Amoco Food Shop of Benson, Holiday Station, Darold's Super Valu, Do-Mats Family Foods and McKinney's on Southside.

It was moved by Fitz, seconded by Hess and carried unanimously to approve a Special use Permit to allow disposing of septic tank sludge and holding tank sewage into the Benson Wastewater Facility for 2012 to Slaughter's Plumbing & Septic Service LLC, Chip Worsech dba Len Worsech & Co. and T.A. Lauritsen Septic & Drain, Inc.

It was moved by Landmark, seconded by Claussen and carried unanimously to approve a gambling application for Swift County Pheasants Forever.

The following correspondence was reviewed:

- A thank-you from the Benson Public School Renaissance for the City's continued support.
- 2012 Prom Afterbash dated December 2011: It was moved by Fitz, Seconded by Hess and carried unanimously to support the Prom Afterbash with \$200 in Benson Bucks.
- A request from the Swift County-Benson Hospital Auxiliary for a 2012 Benson Swimming Pool Pass for their Emerald Eve Fundraiser. It was moved by Landmark, seconded by Hess and carried unanimously to donate a family pool pass for the 2012 season, for the Swift County-Benson Auxiliary fundraiser. The following vote was recorded: AYES: Kittelson, Hess, Landmark, Fitz. NAYS: None. Abstain: Claussen.
- It was moved by Landmark, seconded by Claussen and passed unanimously to approve 3 projects in the Benson Small Cities Grant program.

Wolfington presented a request from Swift County-Benson Hospital to vacate two alleys south of the Hospital in preparation of the new clinic construction. Consensus of the Council was to send this request to the Planning Commission for consideration at their January meeting.

The City Manager informed the Council that the LELS union members have approved a two year contract with the same terms as the AFSCME agreement approved last week, plus a \$50 increase in uniform allowance. It was moved by Landmark, second by Claussen and passed unanimously to approve the 2012 – 2013 LELS Union contract as presented.

It was moved by Landmark, Seconded by Fitz and passed unanimously to set the first City Council meeting of 2012 on January 3, 2012 at 5:30 p.m.

Next Wolfington reviewed financial charts from the Benson Municipal Liquor Store, with options of doing business as we currently are or closing on sale, and going strictly to off sale. After discussion it

was moved by Landmark, seconded by Hess and passed unanimously to keep operating the Municipal Liquor Store with on and off sale operations.

It was moved by Claussen, seconded by Landmark to adopt the Final 2011 Property Tax Levy Collectible in 2012 at the preliminary levy amount less \$75,000. The following vote was recorded: AYES: Landmark, Claussen. NAYS: Hess, Fitz, Kittelson. The motion did not pass.

It was moved by Fitz to adopt the Final 2011 Property Tax Levy Collectible in 2012 at the preliminary levy amount. The motion died for a lack of a second.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION ADOPTING FINAL 2011 PROPERTY  
TAX LEVY, COLLECTIBLE IN 2012  
(RESOLUTION NO. 2011-28)**

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 2012, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	573,525
2011 LGA/MVHC Reductions	148,390
Claussen Properties II Abatement	22,000
Wages and Benefits of Police Personnel	534,081
Library Fund Levy	116,311
G.O. Capital Street Equipment 2006	<u>35,516</u>
<b>TOTAL</b>	<b>1,429,823</b>

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2012, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$79,562</u>
<b>Total</b>	<b>\$79,562</b>

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Swift County, Minnesota.

Council member Landmark seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-28 duly passed and adopted.

Council Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION CERTIFYING THE FINAL OPERATING BUDGET  
FOR THE CALENDAR YEAR 2012 FOR THE CITY OF BENSON, MINNESOTA  
(RESOLUTION NO. 2011-29)**

BE IT RESOLVED, that the Final Operating Budget for the City of Benson, Minnesota, for the fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby approved.

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

**Revenues**



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	30,000
Police Department	50,000
Fire Department	40,000
Street Department	125,000
City Hall	20,000
Park	60,000
Public Transit	15,000
Airport	<u>10,000</u>
<b>TOTAL</b>	<b>350,000</b>

Council member Claussen seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-30 duly passed and adopted.

Council Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION TO APPROVE TRANSFER FROM LIBRARY ENDOWMENT FUND  
(RESOLUTION NO. 2011-31)**

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 \$478.70 in interest during 2011, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount up to \$450.00.

NOW, THEREFORE BE IT RESOLVED that the \$450.00 interest earned be transferred from the Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

Council member Hess seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-31 duly passed and adopted.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING \$7,033 FROM THE EDA FUND AND  
\$13,042 FROM THE REVOLVING LOAN FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2011-32)**

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 \$7,033 from the EDA Fund and \$13,042 from the Revolving Loan Fund to the General Fund.

Council member Hess seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-32 duly passed and adopted.

Council Member Hess offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING \$30,000 FROM  
THE LIQUOR FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2011-33)**

WHEREAS, the City of Benson owns and operates a Municipal Liquor Store, and

WHEREAS, the City Council has budgeted to transfer \$30,000 from the Liquor fund to the General Fund for calendar year 2011.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$30,000 from the Liquor Fund to the General Fund.

Council member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-33 duly passed and adopted.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION TRANSFERRING 25% OF THE NET PROFIT  
OF THE UTILITY FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2011-34)**

WHEREAS, the City charter allows for the transfer of no more than 25% of the net profit from the Utility Fund to any other fund in any one year provided that a ten year Capital Improvement Program has been studied and implemented and that the fund does not need this money to fulfill its Improvement Program, and

WHEREAS, the City Council has adopted a ten year Capital Improvements Program as part of its 2011 Budget, and

WHEREAS, the City Council as part of its 2011 General Budget included a transfer of 25% of the net profit of the Utility Fund be transferred to the General Fund.

NOW, THEREFORE BE IT RESOLVED that the City Council transfers \$124,353 from the Utility Fund to the General Fund.

Council member Hess seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-34 duly passed and adopted.

Council Member Fitz offered the following Resolution and moved its adoption:

**RESOLUTION TO APPROVE BUDGETED TRANSFERS**

**(RESOLUTION NO. 2011-35)**

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 2011 in order to fund certain projects or programs.

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

	<b>Budgeted</b>	<b>Transferred</b>
From Cemetery Perpetual Care to General Fund	2,500	1,650
From General Fund to Concrete Projects Fund	15,000	15,000
From General Fund to Storm Water Fund	10,000	10,000
<b>TOTAL</b>	<b>27,500</b>	<b>26,650</b>

Council member Claussen seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-35 duly passed and adopted.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION DESIGNATING ECONOMIC DEVELOPMENT FUNDS  
FOR OPERATING CAPITAL INVESTMENT  
(RESOLUTION NO. 2011-36)**

WHEREAS, the City of Benson operates an Economic Development Fund to finance economic development projects and investments.

NOW, THEREFORE BE IT RESOLVED that the City Council authorizes a designated fund balance in the Economic Development fund of \$575,000 for the purchase of industrial property and industrial property investments.

Council member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-36 duly passed and adopted.

Council Member Claussen offered the following Resolution and moved its adoption:

**RESOLUTION DESIGNATING FUND BALANCE FOR FUTURE OUTLAY  
AS OUTLINED IN THE 10 YEAR UTILITY BUDGET  
(RESOLUTION NO. 2011-37)**

WHEREAS, the City of Benson owns and operates a Municipal Electric, Wastewater and Water Utility.

NOW, THEREFORE BE IT RESOLVED that the City Council authorizes the designation of the following reserve funds to implement the City of Benson 10 Year Utility Capital Outlay Plan:

Electric Utility Fund	\$2,884,000	10 Year CIP
Water Utility Fund	\$1,265,000	10 Year CIP

Wastewater Utility Fund	\$2,276,150	10 Year CIP
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Council member Landmark seconded the foregoing Resolution and the following vote was recorded: AYES: Claussen, Landmark, Fitz, Hess, Kittelson. NAYS: None. Thereupon the Mayor declared Resolution 2011-37 duly passed and adopted.

Next was a pay request from Stantec (formerly Bonestroo) for work on the Water Treatment Plant. It was moved by Landmark, second by Fitz and passed unanimously to approve Stantec's pay request in the amount of \$15,558.55.

It was moved by Landmark, seconded by Fitz and carried unanimously to approve the following Public Utilities Bad Debts List as of December 31, 2011:

ACCT. NO.	NAME	ELEC	WATE	SEWE	TAX	GAR	PEN	TOTAL
101-0024-00-34	Brittany Coolbroth	18.08	0.00	0.00	0.00	0.00	0.00	18.08
101-0024-00-35	Luke Muehlbauer	113.75	45.46	81.16	0.00	25.28	0.00	265.65
101-0025-00-01	Donna Wroblewski	199.68	20.75	173.03	0.00	23.28	0.00	416.74
101-0025-00-03	Leaonna Norling	108.14	29.12	62.17	0.00	8.60	0.00	208.03
101-0030-00-07	Stacy Grussing	198.46	44.55	69.00	0.00	14.16	0.00	326.17
103-0127-00-02	Punchco, Inc.	100.00	6.36	122.50	6.90	0.00	14.41	250.17
103-0128-00-02	Punchco, Inc.	50.00	0.00	0.00	3.45	0.00	3.21	56.66
104-0127-00-04	Best Assets, Inc.	56.50	0.00	18.78	1.30	8.43	0.00	85.01
104-0143-07-25	Kraig Rood	104.41	0.00	0.00	0.00	0.00	0.00	104.41
104-0143-12-03	Faith Lacy	144.51	0.00	0.00	1.26	0.00	0.00	145.77
104-0155-00-03	Maggie Grothe	506.11	0.00	0.00	17.76	0.00	0.00	523.87
201-0021-00-05	Jeremy Aust	63.06	40.86	81.90	15.43	33.00	20.00	254.25
201-0025-00-01	Teresa Pettit	100.00	0.00	0.00	0.00	0.00	0.00	100.00
201-0053-00-01	MaeStaton/MSchlieman	277.18	10.00	46.00	34.88	176.00	66.04	610.10
201-0096-00-18	Tiffany Gronseth	403.28	0.00	0.00	0.00	0.00	0.00	403.28
201-0096-00-22	Stacy Grussing	288.35	23.41	38.52	0.00	0.00	0.00	350.28
203-0053-00-02	Eric Brask	162.54	58.53	101.27	3.63	25.26	0.00	351.23
205-0006-00-19	Kendra Smallwood	124.48	0.00	0.00	0.00	0.00	0.00	124.48
205-0201-00-01	Anita Rodi	51.80	0.00	0.00	3.37	0.00	0.00	55.17
205-0301-00-05	Spencer Nelson	19.44	0.00	0.00	0.00	0.00	0.00	19.44
205-0404-00-01	Ronald Miller	286.47	0.00	0.00	12.46	0.00	0.00	298.93
205-0406-00-01	Larry Hilleren	147.00	0.00	0.00	0.00	0.00	0.00	147.00
205-0510-00-03	Jeanine Vance	212.99	0.00	0.00	4.65	0.00	0.00	217.64
205-0527-00-05	Nicole Knuteson	238.22	0.00	0.00	13.06	0.00	1.88	253.16
205-0528-00-11	Stacy Kotzer	222.05	0.00	0.00	10.46	0.00	0.00	232.51
205-0529-00-25	Alexa Fostervold	201.83	0.00	0.00	7.61	0.00	15.16	224.60
205-0529-00-26	Courtnee Ascheman	48.11	0.00	0.00	0.00	0.00	0.00	48.11
205-0532-00-17	Erin Overlie	49.11	0.00	0.00	0.00	0.00	0.00	49.11
205-0606-00-16	Crystal Oswald	152.30	0.00	0.00	10.48	0.00	12.35	175.13
205-0623-00-01	Susan Mertha	269.26	0.00	0.00	18.52	0.00	13.91	301.69
205-0655-00-17	Jessica Perez	58.05	0.00	0.00	0.00	0.00	0.00	58.05
302-0032-00-01	Mike Ridler	154.18	0.00	0.00	0.00	0.00	0.00	154.18
302-0034-00-01	Stacy Grussing	259.02	0.00	0.00	0.00	25.12	0.00	284.14
302-0094-00-01	Jeremiah Johnson	0.00	0.00	11.07	.52	5.30	0.00	16.89
303-0073-00-02	Jennifer Wroblewski	232.80	18.97	81.82	11.77	17.79	20.00	383.15
303-0073-00-03	Brandy Ballwebber	291.37	21.25	171.86	0.00	22.07	0.00	506.55
303-0073-00-04	Nanette Foreman	49.01	5.50	13.80	4.01	6.60	0.00	78.92
303-0073-00-05	Jon Lindquist	404.27	48.87	92.09	6.48	30.07	0.00	581.78
303-0088-00-07	Melissa Hoffman	90.19	0.00	23.55	0.00	0.00	0.00	113.74
304-0040-00-02	Nancy Arne	40.88	18.16	32.10	2.54	14.79	0.00	108.47
304-0212-00-06	Gerald Laughlin	17.60	0.00	0.00	0.00	0.00	0.00	17.60
304-0215-00-04	Nicole Staton	66.83	0.00	0.00	0.00	0.00	0.00	66.83
305-0013-00-10	Jeremy Aust	137.49	0.00	0.00	0.00	0.00	0.00	137.49

305-0017-00-03	Wendy Rupe	76.89	0.00	0.00	0.00	0.00	0.00	76.89
305-0021-00-04	Holli Brenner Rood	217.27	0.00	0.00	14.93	0.00	14.76	246.96
305-0023-00-05	Tina Stein	187.66	0.00	0.00	4.76	0.00	0.00	192.42
305-0024-00-11	Heather Halliday	58.75	0.00	0.00	0.00	0.00	0.00	58.75
305-0026-00-20	Shashikanth Mogulla	8.51	0.00	0.00	0.00	0.00	0.00	8.51
305-0044-00-04	Rachel Hinrichs	109.22	0.00	0.00	5.48	0.00	2.94	117.64
305-0049-00-14	Josh Klaassen	35.81	0.00	0.00	2.47	0.00	2.06	40.34
305-0054-00-02	Michael Peterson	31.68	0.00	0.00	0.00	0.00	0.00	31.68
305-0056-00-03	Derek Tate	34.17	0.00	0.00	0.00	0.00	0.00	34.17
305-0059-00-13	Carol Henson	171.64	0.00	0.00	0.00	0.00	0.00	171.64
305-0066-00-03	Elmer Hoberg	107.49	0.00	0.00	0.00	0.00	0.00	107.49
305-0138-00-08	Marsha Holtz	27.69	0.00	0.00	0.00	0.00	0.00	27.69
305-0227-00-07	Becky Surdev	117.88	0.00	0.00	0.00	0.00	0.00	117.88
306-0216-00-13	Melissa Steen	235.28	0.00	0.00	14.60	0.00	0.00	249.88
306-0217-00-08	Joseph Sampson-	385.30	0.00	0.00	0.00	0.00	0.00	385.30
401-0087-00-01	Jerry Kurkosky	608.67	0.00	59.04	0.00	0.00	0.00	667.71
401-0087-00-03	Tina Kurkosky	33.43	14.50	24.34	3.78	4.97	0.00	81.02
402-0175-00-01	Anthony Toth	235.86	34.57	57.17	0.00	14.15	0.00	341.75
403-0023-00-01	Scott Riley	459.28	30.39	51.63	17.31	23.18	12.98	594.77
403-0049-00-02	Nathan Thorson	597.19	0.00	0.00	0.00	0.00	0.00	597.19
403-0054-00-20	Bernard Drivdahl	34.84	0.00	0.00	6.52	42.32	10.20	93.88
403-0054-00-22	Andrew Schreiber	126.24	0.00	0.00	11.25	15.34	0.00	152.83
403-0054-00-23	Bob's Lock Shop	31.39	0.00	0.00	4.32	12.33	0.00	48.04
403-0054-00-24	Cassandra Steward	113.76	0.00	0.00	0.00	32.50	0.00	146.26
403-0054-00-25	Bob Wilson	62.41	0.00	0.00	8.43	22.00	7.25	100.09
403-0054-02-01	Bernard Drivdahl	222.84	0.00	0.00	15.31	0.00	5.95	244.10
403-0054-02-02	Bob's Lock Shop	106.93	0.00	0.00	17.15	0.00	12.41	136.49
403-0089-01-02	Nadia Thorgrimsen	34.55	8.17	10.72	2.85	4.81	0.00	61.10
502-0093-00-08	Mike Reiten	7.28	0.00	0.00	0.00	0.00	0.00	7.28
601-0137-00-20	Brian VanDyke	63.07	0.00	0.00	.83	0.00	0.00	63.90
104-0143-06-03	Kayla Williams NSF	45.52	0.00	0.00	2.96	0.00	0.00	48.48
<b>TOTALS</b>		<b>11307.30</b>	<b>479.42</b>	<b>1423.52</b>	<b>323.49</b>	<b>607.35</b>	<b>235.51</b>	<b>14376.59</b>

Pederson presented references on credit card company Payment Service Network, Inc. (PSN). He talked to 4 total cities with favorable responses from all 4 cities. It was moved by Claussen, seconded by Hess and carried unanimously to approve using PSN as our new credit card company.

It was moved by Landmark, Seconded by Fitz and carried unanimously to approve pay raises for the administrative employees at the same rate as the union employees for 2012.

There was a pay request from M.A.A.C., Inc. for demolition of the Creamery building. It was moved by Claussen, seconded by Fitz and carried unanimously to pay M.A.A.C., Inc. \$55,000.00.

It was moved by Claussen, seconded by Hess and carried unanimously to approve the bills and warrants in the amount of \$1,452,090.67

Mayor Kittelson closed the Council meeting at 6:18 p.m. for the City Manager's performance review.

The Mayor re-opened the Council meeting to the public at 6:26 p.m. and reported that the City Manager had received a favorable review.

There being no other business, a motion was made by Claussen, seconded by Landmark and carried unanimously to adjourn the meeting at 6:27 p.m.

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Mayor

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City Clerk