

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
DECEMBER 5, 2016**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Terri Collins, Jack Evenson, Stephanie Heinzig, Gary Landmark & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Golf Club Manager Sally Jones, Golf Club Board Representative Jerry Peterson, Larry Smith and Lucas Olson.

The Council recited the Pledge of Allegiance.

Mayor Landmark asked for any additions to the agenda. Wolfington asked to add blighted properties and application from Tim Mattheisen to applications in the agenda. No consent agenda items were moved to the regular agenda. A motion was made by Fitz, seconded by Evenson and carried unanimously to approve the agenda as amended. It was moved by Evenson, Seconded by Collins and carried unanimously to approve the following items on the Consent Agenda:

- November 15, 2016 Special City Council Minutes
- November 21, 2016 City Council Minutes
- Judy Hoberg to the Cemetery Board Term Expiration 12.31.2019
- Jill Hedman to the Hospital Board Term Expiration 12.31.2019
- Chippewa Valley Deer Hunters Assn. Gambling Permit 2.10.2017
- Tim Mattheisen to the Cemetery Board Term Expiration 12.31.2019
- League of Minnesota Cities Trust Dividend
- Minnesota Dept. of Health Sanitary Survey Report-Public Water System
- Missouri River Energy Services S-1 Rates
- Benson Public Schools Letter

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

Wolfington initiated a call with Lori Vanderhider project manager for the MnDOT 2017 highway project. She explained the legislature did not approve the transportation bill, but is expected to be approved in January. She explained the bidding process and bid awards. Wolfington presented the construction agreement to the Council with the City's share of the construction costs. Wolfington recommended approval.

Councilmember Evenson presented the following resolution:

**RESOLUTION FOR A CONSTRUCTION AGREEMENT WITH
MINNESOTA DEPARTMENT OF TRANSPORTATION
(RESOLUTION 2016-34)**

IT IS RESOLVED that the City of Benson enter into MnDOT Agreement No. 1027072 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of City's share of the costs of the utility adjustments and parking lane stripping construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 29 from 400 feet south of Oakwood Avenue to the Chippewa River and adjacent to Trunk Highway No. 9 from Chippewa River to 400 feet north of County State Aid Highway No. (CSAH) 104 and adjacent to Trunk Highway No. 12 from 18 ½ Street South to 300 feet west of CSAH 25 within the corporate City Limits under State Project No. 7608-20.

IT IS FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-34 duly passed and adopted.

Peterson and Jones approached the Council with a recap of Council financial support of \$100,000 to the Benson Golf Club this past year. Peterson went on to say they will not need as much support on the operating side of the budget as they had good revenues and cut expenses throughout the year. The sale of their fleet of golf carts in exchange for leasing gave them a net of \$60,000. Of the \$60,000 in the 2016 budget for operating costs he suggested the City give them \$35,000 that they would earmark for their building repair fund. They are hoping for a good fundraising drive to repair the building, and are developing a marketing plan for next year. Peterson requested the remaining \$25,000 for the current year operating deficit. Their request for the 2017 budget is \$25,000 for equipment that they would like to receive early in the year and \$35,000 for operating costs. It was moved by Fitz, seconded by Collins and carried unanimously to pay \$60,000 to the Benson Golf Club from the 2016 budget with \$35,000 to be designated for a building project.

Next Wolfington discussed an electric rate study proposal from Missouri River Energy Services (MRES). They have done an excellent job with past rate studies and will share 50% of the cost with us. It was moved by Evenson, seconded by Heinzig and carried unanimously to approve an electric rate study with MRES at a cost to the City of \$8,500.

Councilmember Fitz offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR WATER AND
SEWER SERVICES RENDERED BY THE CITY OF
BENSON, MINNESOTA FOR 2016 PAYABLE 2017
(RESOLUTION NO. 2016-35)**

BE IT RESOLVED, by the Benson City Council that pursuant to Minnesota Statutes Chapter 444 that the assessment roll for 2016 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 12, 2016 and placed on the tax roll for collection with the taxes collectable in 2017.

Account Number, Name & Address	Legal Description & Parcel No.	Sewer	Water	Totals
104-0055-00-01 708 11 th St. N Orlen Pangrac	Lynn Park Addition Lot 2 & S ½ Lot 3 Blk 8 23-0692-000-01	\$112.00	\$6.36	\$118.36
201-0093-00-04 313 16 th St. S Stateline Properties	McKinney's 3 rd Addition LT 2 BLK 1 23-0503-000-01	\$467.20	\$6.36	\$473.56
202-0051-00-14 209 18 th St. N Joel/Beverly Bailey	Arthur Thornton Addition Lts 5 & 6 Blk 50 23-0314-000-01	\$121.10	\$0.00	\$121.10
202-0083-00-04 117 19 th St. N Robert Wilson/Diane Rodi	Alton Hume Addition Lot 1 Block 1 23-0763-000-01	\$330.00	\$6.36	\$336.36

303-0014-00-07 1935 McKinney Ave Cory/Jamey Grussing	Tatge's 1 st Addition LT 3 BLK 5 23-0092-000-01	\$182.93	\$137.03	\$319.96
304-0141-00-02 203 18 th St. S Deb Leibold	Stone Addition; Lts 20&21 Blk 50; S 15' Lt 22 Blk 50 23-0553-000-01	\$330.00	\$6.36	\$336.36
402-0185-00-12 212 9 th St. S Jose Salinas	City of Benson Lots 10,11, & 12 Blk 6 23-0029-000-01	\$439.20	\$25.36	\$464.56
TOTALS		\$1,982.43	\$187.83	\$2,170.25

Councilmember Heinzig seconded the foregoing Resolution and the following vote was recorded:
AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-35 duly passed and adopted.

The Mayor opened the Truth in Taxation Hearing at 6:00 P.M. The City Manager presented the Council with the updated 2017 proposed budget, significant accomplishments from 2016 and goals to be accomplished in 2017. Wolfington discussed the 10.1% proposed levy, and that we have a deficit budget. He also discussed the Civic Center roof repairs. It was moved by Evenson, seconded by Heinzig and carried unanimously to close the public hearing. The Mayor closed the public hearing at 6:06 P.M.

Councilmember Fitz offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR CURRENT SERVICES
BY THE CITY OF BENSON, MINNESOTA FOR 2016 PAYABLE 2017
(RESOLUTION NO. 2016-36)**

BE IT RESOLVED, by the Benson City Council that the following assessments for 2016 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 December 12, 2016 and placed on the tax roll for collection with the taxes collectable in 2017.

Charges	Name & Mailing Address	Legal Description & Parcel No.	Amnt Due
Mowing 1935 McKinney Ave.	Cory Grussing & Jamey Verhelst 104 – 40 th St. NE Benson, MN 56215	Lot 3, Block 5 Tatge's 1 st Addition 23-0992-000	\$513.00
Mowing Charges 212 – 9 th St. S.	Jose Salinas 1411 Linden St., #7 Hull, IA 51239	Lots 10,11,12, Block 6 City of Benson Addition 23-0029-000	\$427.50
Diseased Elm Removal 618 – 12 th St. S.	Tolifson Investments 917 – 13 th St. S. Benson, MN 56215	Lots 8 & 9, Block 1 Sunnyside 1 st Addition 23-0581-000	\$449.00
TOTALS			\$1,389.50

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded:
AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-36 duly passed and adopted.

The Council discussed openings on Boards and Commissions for 2017.

Pederson came forward and discussed a sewer rate study he recently conducted. He revisited last year's study and discussed the rate increase from last year did not generate the anticipated revenues or keep up with the increased expenses for 2016. He proposed revising the unit rate and minimum charges for 2017 & a new rate for 2018. After discussion, it was moved by Evenson, seconded by Heinzig and carried unanimously to adopt the new sewer unit rates as follows:

	Current 2016	Proposed 2017	Proposed 2018
Unit Rate	\$6.10	\$ 6.50	\$ 6.75
Minimum Charge	\$28.00	\$32.50	\$33.75

Councilmember Collins offered the following resolution:

**RESOLUTION DESIGNATING LOCATION FOR ABSENTEE
BALLOT VOTING FOR 2017 SPECIAL ELECTION
(RESOLUTION NO. 2016-37)**

WHEREAS, the City of Benson is holding a Special Election on January 10, 2017 to elect a City Council member 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 Special Election.

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-37 duly passed and adopted.

Councilmember Heinzig offered the following resolution:

**A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
(RESOLUTION NO. 2016-38)**

WHEREAS, The City of Benson is required by Minnesota Statute 203B.121; Subd. 1 to establish an Absentee Ballot Board effective December 5, 2016; 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 Collins seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-38 duly passed and adopted.

Councilmember Fitz offered the following resolution:

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND
(RESOLUTION NO. 2016-39)**

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 2016 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:

Police Department	40,000
Fire Department	40,000
Street Department	300,000
Park	30,000
Armory	20,000
Airport	<u>30,000</u>
TOTAL	\$460,000

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-39 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TRANSFERRING \$4,275 FROM THE EDA FUND AND \$12,438 FROM THE
REVOLVING LOAN FUND TO THE GENERAL FUND
(RESOLUTION NO. 2016-40)**

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 \$4,275 from the EDA Fund and \$12,438 from the Revolving Loan Fund to the General Fund.

Councilmember Heinzig seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-40 duly passed and adopted.

Gens presented a pay request from Central Specialties, Inc. for paving work. Gens explained he deducted \$2,400 for damages done to curb a gutter when they were paving. It was moved by Fitz,

seconded by Evenson and carried unanimously to approve the pay request with the deduction in the amount of \$114,358.96.

Next was a pay request from Stantec for services researching the wastewater plant. It was moved by Heinzig, seconded by Fitz and carried unanimously to approve the pay request in the amount of \$5,149.50.

Collins said the blight committee met before the Council Meeting tonight. She stated they have contacted the owners of 313 -16th St. N. and 1810 Atlantic Ave. and offered to purchase the properties. They are in disrepair and have either been standing empty or condemned by the building official. After discussion it was moved by Collins, seconded by Fitz and carried unanimously to purchase the house at 313 – 16th St. N. for \$6,707, plus tax and utilities with funding to come out of the HUD account. It was moved by Evenson, seconded by Heinzig and carried unanimously purchase the house at 1810 Atlantic Ave. in the amount of \$10,000 to be paid out of the HUD funds.

There being no other business, a motion was made by Collins, seconded by Evenson and carried unanimously to adjourn the meeting at 6:25 p.m.

Mayor

City Clerk