

City Council Regular Meeting Agenda
City Council Chambers
February 2, 2015

- | | | |
|-------|-----|---|
| Page | | |
| | 1. | 5:30 p.m. Call the Meeting to Order at City Hall (Mayor) |
| | 2. | Pledge of Allegiance |
| | 3. | Persons with Unscheduled Business to Come Before the City Council (Mayor) |
| | 4. | Review the Consent Agenda: (Mayor) |
| | | a. Minutes: |
| 3-6 | | ▪ 1.12.15 City Council Meeting |
| 7 | | ▪ 1.8.15 Safety Committee Meeting |
| | | b. Applications: |
| 8-9 | | ▪ Planning Commission – Jonathon Pogge-Weaver |
| 10-11 | | ▪ EDA – Richard Horecka |
| 12-13 | | ▪ Library Board – Lyle Popma |
| 14-15 | | ▪ Library Board – Jo Bronniche |
| | | ▪ <u>Vacancies on Boards & Commissions:</u> |
| | | ▪ Park Board – 2 |
| | | ▪ Benson Area Tourism Board – 4 |
| | | ▪ Cemetery Board - 1 |
| | | ▪ Airport Commission – 2 |
| | | c. Correspondence: |
| 16 | | ▪ 2015 Prom Afterbash Donation Request |
| | | d. Overnight Travel: |
| 17-21 | 5. | Amended Blight Ordinance: City Manager |
| 22 | 6. | Upper Minnesota Valley Regional Development Commission – Clean Energy Memo – Jacki Anderson |
| 23-24 | 7. | Benson Schools Project Committee |
| 25 | 8. | Mayor’s Proclamation Declaring a Local Emergency |
| 26 | | ▪ Flood Clean-up Order |
| 27-37 | 9. | Chief Hodge Annual Report |
| 38 | 10. | Prairie Five – Transit Dispatch Letter |
| 39-40 | 11. | Minnesota Municipal Utilities Association Member Dues - \$5,613.00 |
| 41 | 12. | Public Works Director Report |
| 42-45 | 13. | Bobcat Quote - \$39,522.70 |
| 46-47 | 14. | Bobcat Angle Broom Quote - \$4,620.80 |
| | 15. | Wastewater Line – Wisconsin Avenue – 22 nd Street South (Public Works Director) |

- 48-53 16. Arc Flash Study – MRES Jeff Becthold
54-57 ▪ Power Plant Tank Project – Dan Gens
17. City of Benson Railroad Crossing Grade Separation Study Draft
- 58 18. Police Officer Declaration
19. Consider Increasing Liquor Store Cleaning Bid from \$725 to \$825 Per Month
20. Adjourn: Mayor

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
JANUARY 12, 2015**

The meeting was called to order at 5:30 p.m. by Mayor Kittelson. Members present: Paul Kittelson, Mike Fugleberg, Jack Evenson, Stephanie Heinzig & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Police Chief Ian Hodge, Part-time Police Officer Ashley Stavish and MRES Manager Jeff Bechtold.

The Council recited the Pledge of Allegiance.

It was moved by Fitz, seconded by Fugleberg and carried unanimously to approve the following minutes:

- January 2, 2015 City Council Minutes
- December 1, 2014 Planning Commission Minutes

It was moved by Fugleberg, seconded by Evenson and carried unanimously to approve Jill Hedman's application for the Library Board, with her term ending December 31, 2017.

Wolfington presented a reply from CenterPoint Energy addressed to the Minnesota Public Utilities Commission stating the City's franchise rate change that will go into effect in March.

Councilmember Fitz offered the following Resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION
(RESOLUTION NO. 2015-01)**

WHEREAS, THE Governing body of the City of Benson, Minnesota has entered into an agreement to establish The **Missouri Basin Municipal Power Agency, d.b.a. Missouri River Energy Services (MRES)**, and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of MRES.

NOW, THEREFORE, BE IT RESOLVED that Rob Wolfington be and he is hereby authorized and appointed as the representative of the City of Benson, Minnesota, to represent the Municipal Utility in the business of MRES, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Paul Kittelson, is hereby authorized and appointed with equal powers.

Council Member Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-01 duly passed and adopted.

Councilmember Fugleberg offered the following resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION
(RESOLUTION NO. 2015-02)**

WHEREAS, THE Governing body of the City of Benson, Minnesota has entered into an agreement to establish The **Western Minnesota Municipal Power Agency (WMMPA)**, and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of WMMPA.

NOW, THEREFORE, BE IT RESOLVED that Robert Wolfington be and is hereby authorized and appointed as the representative of the City of Benson, Minnesota, to represent the Municipal Utility in the business of WMMPA, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Paul Kittelson, is hereby authorized and appointed with equal powers.

Council Member Heinzig seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-02 duly passed and adopted.

Wolfington presented a Capital Authorization Request from Librarian Dawn Erickson for the Library to purchase a new "touch it" screen, dry erase board, 20 meeting chairs and 4 folding chairs. The cost is \$6,364.00, with the Galen Hanson Foundation matching up to half of the total cost \$3,182.00. The Library has been making improvements to the meeting room area. Fitz said the new carpet is in and looks great. The Friends of the Library purchased new chairs for the front reading area of the Library. Wolfington said Chuck Koenigs volunteered his time to paint the entire inside of the Library. It was moved by Fugleberg and seconded by Evenson and carried unanimously to approve the Capital Authorization Request from the Library in the amount of \$6,364.00.

Next Chief Hodge approached the Council and introduced Officer Stavish. He went on to give a report for December 2014 Police Department activity.

Wolfington gave a report on the Golf Course line of credit coming due on January 15, 2015. The Golf Course is due to present their 2015 budget to the City Council by the end of March. After discussion it was moved by Evenson, seconded by Fugleberg and carried unanimously to continue the loan guarantee for six months.

Wolfington presented the revised Blight Ordinance. He stated all interior regulations from the old ordinance draft have been removed. Fitz stated that the Planning Commission was concerned with staff's ability to enforce the blight ordinance. She said there was a lot of debate on it, and their vote was 4-3 in favor of the revised ordinance. Fugleberg asked Hodge if this was an enforceable ordinance. Hodge stated yes but to what level will the Council want it enforced. Kittelson heard of a group that paints houses for those that cannot afford it. After discussion it was agreed to bring this back to the February 2, 2015 meeting.

Gens presented a list to the Council of 2015 projects.

Gens presented an electric material list for the Helipad project. Two blocks of electrical will be buried. Wolfington said the application has been submitted to the FAA and trees have been removed in preparation for the project. It was moved by Fitz, seconded by Heinzig and carried unanimously to approve the electric material list for the helipad in the amount of \$50,412.00.

Gens presented a quote for a new Elgin Pelican street sweeper. Our current street sweeper is a 2001 model we purchased used. This is from the State bid, and 50% of the funds will come from the storm sewer fund. We will get \$25,000 in trade-in on our current street sweeper. After discussion, it was moved by Fugleberg, seconded by Evenson and carried unanimously to approve the purchase of an Elgin Pelican street sweeper in the amount of \$165,007.00.

Gens presented the street garage addition architectural bids to the Council. Wolfington stated the staff has worked on some of the design, but we will need formal plans and bid documents per state statutes and proper engineering for footings, sewer and water service. After discussion it was moved by Fitz, seconded by Evenson and carried unanimously to approve Ringdahl Architect's bid in the amount of \$24,600.00.

Gens informed the Council while the survey crew was working on the Helipad sight, it was discovered the manhole at 21st Street South and Wisconsin Ave. was half full of sludge and debris. The

sewer main was replaced from 21st Street South on Wisconsin to the 14th Street South in 1989, and the line from Wisconsin to the wastewater plant was most likely constructed in the 1930's. There are roots and debris in the sewer line from Wisconsin to the wastewater plant which services a large part of Benson. Gens went on to say on Wednesday the 14th, Enviro-Dyne will be working with staff to try and break up the blockage. If successful, Johnson Jet Line will televise the line the next day and see what the line looks like. A report will be presented at the next Council Meeting.

Gens presented a quotation for a backhoe from the state bid. Our old one leaks constantly and is at the end of its usefulness. After discussion it was moved by Evenson, seconded by Heinzig and carried unanimously to approve the purchase of a 2015 Case backhoe in the amount of \$70,287.00.

Gens presented a material list for Phase I of the 2015 overhead to underground project. This will be for the line from Northside school to Idaho Avenue. It was moved by Fugleberg, seconded by Fitz and carried unanimously to approve the Phase I overhead to Underground Line conversion material list in the amount of \$95,000.00.

Gens reviewed a brochure on preventing frozen service lines.

Pederson discussed a proposal to the Council to raise the monthly payment to the Senior Advocacy Corporation to offset their cost of utilities at the Benson Senior Center. The last time the amount was increased was in 2010. It was moved by Fitz, seconded by Heinzig and carried unanimously to increase the monthly amount to \$700 per month.

It was moved by Heinzig, seconded by Evenson and carried unanimously to approve a Small Cities Grant payment in the amount of \$3,610.00.

It was moved by Heinzig, seconded by Evenson and carried unanimously to approve a Small Cities Grant payment in the amount of \$33,237.00.

It was moved by Heinzig, seconded by Evenson and carried unanimously to approve a Small Cities Grant payment in the amount of \$5,929.00.

It was moved by Heinzig, seconded by Evenson and carried unanimously to approve a Small Cities Grant payment in the amount of \$5,970.00.

It was moved by Heinzig, seconded by Evenson and carried unanimously to approve a Small Cities Grant payment in the amount of \$10,586.00.

Councilmember Fugleberg offered the following resolution:

**RESOLUTION TRANSFERRING \$80,000 FROM
THE LIQUOR FUND TO THE GENERAL FUND
(RESOLUTION NO. 2015-03)**

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

WHEREAS, the City Council has budgeted to transfer \$80,000 from the Liquor fund to the General Fund for calendar year 2015.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$80,000 from the Liquor Fund to the General Fund.

Council Member Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-03 duly passed and adopted.

Pederson presented budgets for approval. It was moved by Fugleberg, seconded by Fitz and carried unanimously to approve the Library Endowment Fund with the stipulation the Library Capital Request for improvements be paid with funds from the Library Endowment Fund in the amount of \$6,364.00.

It was moved by Fitz, seconded by Evenson and carried unanimously to approve the following budgets as presented:

- Perpetual Care Cemetery
- Storm Water Fund
- Concrete Projects Fund
- Small Cities Grant Fund 2005
- Small Cities Grant Fund 2009
- Small Cities Grant Fund 2011
- Small Cities Grant Fund 2013

It was moved by Evenson, seconded by Fugleberg and carried unanimously to approve the December 2014 bills and warrants in the amount of \$410,813.66.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve the January 9, 2015 bills and warrants in the amount of \$231,579.40.

Wolfington stated he talked to the author of the MnDOT railroad study. Clarification on the study is not to close crossings, but to help with safety issues like finding an emergency route around a stopped train such as Gusty's road. Wolfington stated he and the Mayor are meeting with legislators on January 28, 2015 and will be discussing this issue.

Gens introduced Jeff Becthold with Missouri River Energy Services to the Council. He replaced Don Krumwiede, and is working with the guys on projects in town. He stated at the next Council meeting there will be an OSHA required ARC flash study brought to the Council.

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

Mayor

City Clerk



Safety Committee Meeting
Thursday, January 8, 2015
9 AM

Members Present: Rob Wolfington, Wade Ascherman, Mike Hoffman, Tim O'Conner, Shawn Wilson, Will Steinmetz, Gary Searcy, Dan Gens, Ian Hodge and Val Alsaker

Members Absent: None

Old Business

1. Check lists were reviewed. Liquor, Street, Power Plant and Electric checklists had no noted problems. Wastewater had a bearing burn out in the jet truck, causing a lot of smoke from a belt. There were no checklists from Transit or Parks.
2. The Police are still waiting on their AED grant. If they get the grant, the plan is to put the AED, oxygen tank and first aid supplies all in one bag.
3. The 2015 training schedule was reviewed.

New Business

1. There was an incident with a street employee who was hauling and dumping snow, and did not put the box down before driving away, hooking a guide wire on an electric pole, breaking the pole. The employee stated he was tired from hauling snow. There was discussion how we have a light in the cab of the dump truck that is lit up when the box is up. The question became if a buzzer should be installed as well. After much discussion, it was decided to do some research and discussion and bring it back to the next meeting.
2. There was a purchase of winter reflective gear for those who needed it.
3. Next was discussion on the street department addition. Gens suggested we look into ergonomics to help the employees work more safely.
4. The parks building will be vacated when the addition on the street garage is completed. The parks building will then be demolished. Parks and transit will move into the street department building. There was discussion about using that lot to move transformers and wire from the old landfill, into town on the current parks building lot. This location is right across the street from the line department and would be convenient for them and cut down on theft.

There being no other business, the meeting was adjourned at 9:41 a.m.

24

CITY OF BENSON
APPLICATION FOR APPOINTMENT TO CITY BOARDS OR COMMISSIONS

Dear Applicant:

We welcome you as an applicant for one of the City's boards or commissions. These groups play a very important role in Benson City Government. These boards and commissions serve as advisory bodies to the Benson City Council. They provide information and recommendations to the City Council so the Council can make sound decisions regarding issues and policy matters.

Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board or commission you have selected.

.....

BOARD OR COMMISSION PREFERENCE:

<input type="checkbox"/> Airport Advisory Commission	<u>2</u> Housing & Redevelopment Authority
<input type="checkbox"/> Benson Area Tourism Board	<u>4</u> Library Board
<input type="checkbox"/> Cemetery Board	<u>6</u> Park Board
<u>3</u> Economic Development Authority	<u>1</u> Planning Commission <input type="radio"/>
<input type="checkbox"/> Hospital Board	<u>5</u> Utilities Board

RETURN APPLICATION TO:

Office of the City Manager
City of Benson
1410 Kansas Avenue
Benson, MN 56215
Telephone: 320-843-4775
Date Received: / /

PERSONAL INFORMATION:

Name JONATHAN ROGGE-WEAVER Address 960 ADA AVE.
Telephone: Home ^{cell} 612-306-1045 Business N/A Zip 56215
How long have you been a resident of Benson? 2 YEARS
Have you served previously on any of Benson's boards or commission? YES NO
Have you served previously on any city board/commission in any other community? YES NO
Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO
Occupation: RETAIL MANAGEMENT Name of Employer: WALGREENS
I am a member of the following civic organizations: N/A

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

PREVIOUSLY SERVED AS AN ELECTION JUDGE FOR SOUTH ST PAUL.
REPRESENTED SOUTH ST PAUL TO THE NORTHERN DAKOTA
COUNTY CABLE COMMUNICATIONS COMMISSION (NDC4) AND SERVED
AS SECRETARY OF THE NDC4 EXECUTIVE COMMITTEE.

Do you have any additional comments?

CURRENTLY SERVING AS MY CHURCH'S (PIGIAN UCC)
COORDINATOR FOR OUR VOLUNTEERS TO WHEELS AND WHEELS.
I HAVE A STRONG DESIRE TO SERVE MY CIVIC DUTY AND
BE INVOLVED IN THE LOCAL COMMUNITY.

DESCRIPTION OF BENSON'S BOARDS AND COMMISSIONS

Airport Commission - Makes recommendations to the City Council for the use, management, and operation of the airport and shall advise the Council in all matters concerning the Airport.

Cemetery Committee - Advises and assists the City Council and City staff in the administration, maintenance and improvement of the Benson City Cemetery.

Housing and Redevelopment Authority - This Authority is a public corporation empowered to undertake certain types of redevelopment projects and low rent housing assistance programs pursuant to the provisions of the M.S.A. 462.411 thru 462.711. These projects may include such activities as planning, acquisition, demolition, clearance, rehabilitation and construction for the purpose of providing decent, safe and sanitary housing for persons of low and moderate income and the improvement and restoration of stagnant, undeveloped land.

Library Board - Acts as an advisory body to the City Council by providing information and make recommendations to the City Council on library matters.

Park Board - Acts as an advisory body to the City Council by making recommendations to the Council on issues associated with City parks, playgrounds, the swimming pool, skating rinks, and other related functions.

Planning Commission - Acts as an advisory body to the City Council by reviewing variance requests, subdivisions, plats, zoning regulations, etc. In addition, they work on developing long-range planning goals and objectives.

Utilities Board - Advises and assists the City Council and Director of Public Works in the administration and improvement of public utilities.


Jonathan Posse-Weaver

1-14-15

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BOARD OR COMMISSION PREFERENCE:

- | | |
|--|--|
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| <input type="checkbox"/> Cemetery Board | <input type="checkbox"/> Park Board |
| <input checked="" type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Hospital Board | <input type="checkbox"/> Utilities Board |

RETURN APPLICATION TO:

Office of the City Manager
City of Benson
1410 Kansas Avenue
Benson, MN 56215
Telephone: 320-843-4775
Date Received: / /

PERSONAL INFORMATION:

Name RICHARD HORECKA Address 909 10th St S.

Telephone: Home 320 843 4155 Business 320 843 2030 Zip 56215

How long have you been a resident of Benson? 31 yrs

Have you served previously on any of Benson's boards or commission? YES NO

Have you served previously on any city board/commission in any other community? YES NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO

Occupation: Physician Name of Employer: ACMC

I am a member of the following civic organizations: _____

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

Experienced member EDA for many years
I am a good thinker, talker & I am
interested in promoting Benson & Swift
County as a place to live, work & play.

Do you have any additional comments? _____

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Cemetery Committee - Advises and assists the City Council and City staff in the administration, maintenance and improvement of the Benson City Cemetery.

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- | | |
|---|--|
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| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Hospital Board | <input type="checkbox"/> Utilities Board |

RETURN APPLICATION TO:

Office of the City Manager
City of Benson
1410 Kansas Avenue
Benson, MN 56215
Telephone: 320-843-4775
Date Received: 1/1

PERSONAL INFORMATION:

Name Lyle L. Popma Address 510 18th St. W.

Telephone: Home 320-843-4698 Business _____ Zip 56215

How long have you been a resident of Benson? 35 yrs.

Have you served previously on any of Benson's boards or commission? YES NO

Have you served previously on any city board/commission in any other community? YES NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO

Occupation: Retired Name of Employer: _____

I am a member of the following civic organizations: Various

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

Reading and most outdoor
activities.

Do you have any additional comments?

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| <input type="checkbox"/> Hospital Board | <input type="checkbox"/> Utilities Board |

RETURN APPLICATION TO:

Office of the City Manager
City of Benson
1410 Kansas Avenue
Benson, MN 56215
Telephone: 320-843-4775
Date Received: 1/1

PERSONAL INFORMATION:

Name Jo BRONNICHE Address 300 13th ST N. #412

Telephone: Home 320-843-3001 Business _____ Zip 56215

How long have you been a resident of Benson? 23 years

Have you served previously on any of Benson's boards or commission? YES NO

Have you served previously on any city board/commission in any other community? YES NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO

Occupation: RETIRED Name of Employer: _____

I am a member of the following civic organizations: _____

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

I ENJOY DOING VOLUNTEER PROJECTS

Do you have any additional comments?

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2015 Benson High School Prom Afterbash

1/26/15
cc next mtg

January 2015

We, the parents of the Junior Class of Benson High School, would first like to say, **"Thank You"** for all of your past donations. This year the "Afterbash" party will be following the Junior-Senior Prom on April 25th, 2015, at the Benson Armory from 11:30 p.m. to 4:00 a.m. We want to provide them with an alcohol/drug free alternative that will make it a special and memorable evening. Your generous donation is what makes this event a success year after year.

To do this we are asking businesses, civic groups and organizations for their support. We fully realize how often one is asked for a donation, but as a committee of concerned parents, we feel that the Prom "Afterbash" is an important part of that evening.

We would appreciate any donations you could contribute in the form of cash, gift certificates, merchandise, tickets, or passes - any type of donation will be greatly appreciated. To aid in the budgeting and scheduling of games and entertainment for the Prom Afterbash, **we would appreciate receiving donations as soon as possible or by March 15th, 2015**, but will continue to accept donations until the date of Prom (April 25th, 2015). Checks should be made payable to "Prom Afterbash 2015".

Please mail or drop off your donation to:

**Nathan & Nicole Norby
790 45th Avenue SW
Benson, MN 56215**

**Kevin & Teri Staton
506 14th Street N
Benson, MN 56215**

If you would like us to pick up your donation, please call one of the committee members listed below:

Nicole Norby 320-808-7568

Teri Staton 843-4847

The members of the Benson High School Junior and Senior classes appreciate any donation you can give.

Thank you.

Parents of the Junior Class
Benson High School

AN ORDINANCE TO AMEND TITLE IX: GENERAL REGULATIONS; BENSON CITY CODE OF 2003

The City of Benson does ordain:

Title XI is amended to add the following chapter:

CHAPTER 98: STRUCTURES IN DISREPAIR

Section

- 98.01 Findings
- 98.02 Requirements for Structures
- 98.03 Nuisance Declared
- 98.04 Abatement
- 98.05 Citation
- 98.06 Notice

§ 98.01 FINDINGS

The City Council finds that there exist in the City structures used for human habitation which are now or may become in the future substandard with respect to structure, equipment or maintenance, and such conditions, together with inadequate provisions for light and air, insufficient protection against fire hazards, lack of proper heating, unsanitary conditions and overcrowding, constitute a danger to public health, safety and welfare of its citizens. Additionally, such conditions, factors or characteristics adversely affect public health and safety and lead to the extension and aggravation of urban blight. It is in the best interest of the public health, safety and welfare of the people of the City to establish and enforce minimum standards for such structures.

§ 98.02 REQUIREMENTS FOR STRUCTURES

(A) *Maintenance.* All structures which are intended to be occupied or let to another for occupancy, and all dwellings or apartments existing for the purpose of living therein, whether occupied or vacant, must comply with the requirements of this section.

(B) *Foundations, Exterior Walls and Surfaces, Roofs.* Every foundation, chimney, exterior wall and surface, and roof shall be weathertight, watertight, rodent-proof and insect proof, and shall be kept in a workmanlike state of maintenance and repair.

(1) The foundation elements shall support the building at all points.

(2) Every exterior wall shall be free of holes, breaks, loose or rotten boards or timbers, and any other condition which might admit rodents, rain or dampness to the interior portions of the walls or to the interior space of the dwelling.

(3) The roof shall be tight and have no defects which admit rain or other forms of moisture. Roof drainage shall be such that it prevents rainwater from causing dampness in the walls.

(4) All exterior surfaces shall be of a material manufactured and processed specifically for use in a weather-exposed location, including roofing, exterior painted wood, masonry, exposed redwood and other naturally suitable materials. Exterior walls shall be maintained and kept free from dilapidation, including those conditions caused by extensive cracks, tears or breaks and by extensively deteriorated plaster, stucco, brick, wood or other materials or combinations of materials.

(5) The exposed surface of exterior walls on a building above ground level shall be maintained in good repair so as to provide both sufficient covering and sufficient protection of the surface underneath against its deterioration. Without limiting the generality of this section, an exposed surface of a building shall be deemed not to be in a workmanlike state of maintenance and not to be in good repair if either or both of the following conditions exist:

(a) The painted surface area is blistered, cracked, flaked, scaled or chalked away, and such condition(s) extends over more than twenty-five percent (25%) of the surface area of any plane or wall or other area, including window trim, cornice members, porch railings and other such areas;

(b) More than ten percent (10%) of the pointing of any masonry chimney or more than twenty-five percent (25%) of the pointing of any masonry wall is loose, has fallen out, or otherwise does not exist.

(6) Any exterior surface or plane required to be repaired under the provisions of this section shall be repaired in its entirety to make it weathertight, watertight, and rodent-proof.

(C) *Windows, Exterior Doors, Basement Hatchways.* Every window, exterior door and basement hatchway shall be weather-tight and rodent-proof and shall be kept in working condition and in a workmanlike state of maintenance and repair.

(1) Every window shall be fully supplied with window panes which are without open cracks or holes.

(2) Every window sash shall be in good condition and fit tight within its frame.

(3) Every window other than a fixed window shall be capable of being easily opened and shall be held in an open position by window hardware.

(4) Every exterior door, door hinge and door latch shall be in good condition.

(5) Every exterior door when closed shall fit in a workmanlike condition within its frame.

(6) Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction as completely to exclude rain and substantially to exclude wind from entering the structure.

(7) Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents, rain and surface drainage water into the dwelling.

(8) Every door available as an exit shall be capable of being opened from the inside, easily and without the use of a key.

(9) Every entrance door to an apartment or rooming unit within a dwelling shall be equipped with a suitable lock in good working condition to provide security for the occupants.

(D) *Exterior Stairways, Exterior Porches and Decks, Landings, and Floor Levels.* Every inside and outside stairway, every exterior porch and deck, landing and floor level and every appurtenance attached thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in a sound condition and in a reasonably good state of maintenance and repair.

(1) Every flight of stairs and exterior porch and deck, landing and floor level shall be free of holes, grooves and cracks which are large enough to constitute a possible accident hazard. The construction, design and headroom of stairways, exterior porches and decks, landings and floor levels shall conform to the Minnesota State Building Code.

(2) Every stairwell and every flight of stairs which are four or more risers high shall have hand rails not less than thirty inches nor more than thirty-four inches above the nosing of treads and every exterior porch and deck, landing, and floor level which is more than thirty inches above grade shall have hand rails not less than thirty-six inches above the platform. The construction and design of handrail intermediates shall conform to the Minnesota State Building Code.

(3) Every rail and balustrade shall be fastened and maintained in a workmanlike condition. No flight of stairs shall have settled more than one inch out of its intended position or have pulled away from supporting or adjacent structures.

(4) No flight of stairs shall have rotten or deteriorated supports. The treads of every flight of stairs shall be uniform in height. Every stair tread shall be sound and securely fastened in position.

(5) Every stair tread shall be strong enough to bear the load required by the Minnesota State Building Code.

(6) Every exterior porch and deck, landing, and floor level shall have sound floor and supports.

(7) All outside stairways, fire escapes and exits shall be maintained unobstructed, and free of ice and snow. All outside stairways that serve as an entrance to an upper story apartment or rooming unit shall have a light located at the head of the stairway capable of lighting the entire stairway. This light may be controlled by 3-way switches, one at the bottom of the stairway, and one at the top, or it may be a sensor light, activated by motion or dusk.

(E) *Discontinuance of Required Services, Facilities, Equipment or Utilities.* No owner or operator shall cause any service, facility, equipment or utility which is required to be supplied under the provisions of this code to be removed, shut off, or discontinued in any structure owned, let or occupied by such person, except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are in process of being made.

(F) *Responsibility of Owner for Public Areas.* Every owner of a structure containing two or more apartments shall be responsible for maintaining in a clean and sanitary condition the shared or public areas of the dwellings and premises thereof.

(G) *Responsibility for Rubbish and Garbage.* Every occupant of a structure shall dispose of all refuse in a clean and sanitary manner by placing it in garbage disposal facilities or refuse storage containers as prescribed in §51.02 of this Code.

(H) *Extermination.* Every occupant of a single family structure shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; and every occupant of an apartment in a structure containing more than one apartment shall be responsible for such extermination whenever his or her apartment is the only one infested. Notwithstanding the foregoing provisions of this subsection, whenever infestation is caused by failure of the owner to maintain a dwelling in a rat-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more of the apartments in any dwelling, or in the shared or public parts of any dwelling containing two or more apartments, extermination thereof shall be the responsibility of the owner.

(I) *Non-Dwelling Structures.* Every foundation, exterior wall, roof, window, exterior door, basement hatchway, and every other entranceway of every structure, whether intended for occupancy or not, shall be so maintained as to prevent the structure from becoming a harborage for rodents, vermin and insects and shall be kept in a reasonably good state of maintenance. In addition, every non-dwelling structure located on any dwelling premises shall be maintained in accordance with the provisions of paragraph (B) of this section.

(J) *Fences.* Every fence in such condition as to constitute a public health or safety hazard shall be repaired or removed.

(K) *Grading and Draining of Premises.* All premises shall be graded and maintained so no stagnant water will accumulate or stand on the premises or within any building or structure located on the premises.

(L) *Open Areas.* "Open area" means that part of a lot or property that is not covered by an enclosed building or structure, regardless of whether the view from outside the property is shielded by a fence, vegetation or other structure. The term open area includes, but is not limited to, the yard, open porches, and areas under structures that are not entirely enclosed, such as a carport.

(1) All open areas and parts of premises shall be maintained and kept in a reasonably clean and neat condition. This requirement shall include the removal of dead trees and brush, the removal of inoperable machines, appliances, fixtures and equipment; the removal of lumber piles and building materials not being used in actual construction on the premises unless such premises are being used by a business dealing in or requiring the use of such lumber and materials, and the storage of these materials for business use is allowed or permitted by ordinance; the removal of tin cans, broken glass, broken furniture, mattresses, box springs, boxes, crates, cardboard, tires, and other garbage and debris; and the removal of furniture and other items of the type not designed or intended to be stored outside or in such a manner that they are exposed to weather and climatic conditions.

§ 98.03 NUISANCE DECLARED

(A) *Violations a Public Nuisance.* A person or business entity that creates, maintains or allows to continue a condition in violation of this Chapter shall be deemed to have created a public nuisance as defined in §93.01 of this Code, which is subject to abatement by the City as provided in this Code.

§ 98.04 ABATEMENT

(A) *Abatement With or Without Special Assessments.* Any nuisance created by a condition in violation of this chapter may be, subject to the discretion of the City Council, abated with or without special assessments as described in chapter 93 of this Code.

§ 98.05 CITATION

(A) *Violations Subject to Citation.* After the Notice required by § 98.06, any person or business entity that allows a nuisance condition in violation of this Chapter to continue past the deadline given in the Notice letter may be issued a citation by the Benson Police Department.

(B) *Issuance of Citation.* The citation shall be issued in person or by mail to the occupant of the property on which the violation exists and to the owner of the property if not owner-occupied. The citation shall state the date, time and nature of the offense, the name of the peace officer issuing the citation, the amount of the penalty, the manner for paying the penalty, and that the violator has the right to contest the citation.

(C) *Continued Violation.* Each day that a violation continues, or is permitted to continue, shall constitute a separate offense in prosecution of such unlawful act.

§ 98.06 NOTICE.

(A) *Written Notice Required.* Prior to the issuance of a citation as described in § 98.06, notice of the violation shall be given to the occupant of the property on which the violation exists, as well as the owner of the property if not owner-occupied. This notice shall be in the form of a letter either hand delivered or sent via certified mail to the address shown on the real estate tax certificate. This notice shall state the nature of the violation, the steps needed to remedy the violation, and the date by which the violation must be remedied. This date shall be determined by the City Council.

Ord. _____, passed _____) Penalty, see § 10.99.

ATTEST as to form: _____

First Reading: _____

Second Reading: _____

Publication: _____

~~TO: Rob Wolfington, City Manager~~ w/ 1/26/15

FROM: Upper Minnesota Valley Regional Development Commission

DATE: 1/22/15

RE: City Council Visit 02.02.15

The Upper Minnesota Valley Regional Development (UMVRDC) has new, notable projects and resources that could benefit the City of Benson. Beginning in June, the Clean Energy Resource Team (CERTs) West Central Coordinator has been operating within our staff offering assistance and outreach for energy efficient related projects. CERTs is a statewide partnership with a shared mission to connect individuals and their communities to the resources they need to identify and implement community-based clean energy projects.

Campaigns and outreach that are being completed in the area range from working with turkey farmers to retrofit barns to LED lights to save energy and costs to encouraging cities to sign on to the voluntary challenge of GreenStep Cities. Various projects may interest the citizens of Benson as well as the staff. Erin Smith, the CERTs West Central Coordinator will provide literature and information about The Guaranteed Energy Savings Program, grants and funding sources that could benefit energy efficient projects, and introduce various projects that could help move Benson in the direction of a clean energy future.

Val,
CC next Agenda —
Thanks
Rob

Benson Public Schools



January 29, 2015

District #777

Mr. Rob Wolfington
1410 Kansas Avenue
Benson, MN 56215

1400 Montana Ave., Benson, MN 56215
Phone: (320) 843-2710 Fax: 843-2262

Dear Mr. Wolfington and Benson City Council,

Benson Public Schools is considering a facilities improvement plan that, if approved, would impact Elizabeth Avenue and 14th Street North.

On behalf of the School Board of Benson Public Schools, I am writing to make a formal request to have the City of Benson complete the steps necessary to vacate Elizabeth Avenue from the ally way (North of Benson High School) to 14th Street North and vacate approximately the first 150 feet of the south portion of 14th Street North. In addition, we ask that the city not charge the school to assume the asset. Benson Public Schools asks that approval be in place from 2015-2020, contingent upon a successful bond referendum.

Thank you for considering this request. We appreciate the relationship between the city and school and feel this partnership is a benefit for our community.

Sincerely,

Dennis Laumeyer

Superintendent

Val Alsaker

From: ENDERSON Dan (CNH Industrial) <dan.enderson@cnhind.com>
Sent: Friday, January 30, 2015 8:15 AM
To: val.alsaker@co.swift.mn.us
Subject: FW: For Dan

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

From: Pam Anderson [<mailto:panderson@benson.k12.mn.us>]
Sent: Friday, January 30, 2015 8:12 AM
To: ENDERSON Dan (CNH Industrial)
Subject: Fwd: For Dan

Benson Public School is working on a facilities improvement plan. The school has specific needs for facilities and educational spaces. The school board has received feedback from community members who feel facilities for a "community center" could be included in the school building project.

Benson Schools cannot financially do a project with community space, nor can the school pay for extra operational and maintenance costs. In both cases, the school would need a financial partner(s). The partnership could come in various forms.

Dennis Laumeyer

Mayor's Proclamation Declaring a Local Emergency

(under Minn. Stat. §§ 12.29 and 12.37)

WHEREAS, the Mayor of the City of Benson finds that the following situation exists:

Leaking water pipes from a commercial building located at 1220 Atlantic Avenue, Benson, Minnesota have caused flooding that threatens to damage that structure and numerous other buildings in the 1200 block of Atlantic Avenue;

and,

WHEREAS, the Mayor finds that the situation is sudden and unforeseen and could not have been anticipated; and,

WHEREAS, the Mayor finds that conditions in the affected block have worsened considerably as a result of the situation; and,

WHEREAS, the Mayor finds that this situation threatens the health, safety, and welfare of the citizens of the community; and,

WHEREAS, the Mayor finds that the situation has resulted in catastrophic loss to property or will cause such loss if not immediately addressed; and,

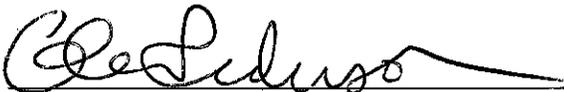
WHEREAS, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury or loss in a timely manner

NOW THEREFORE, the Mayor declares this situation to be a local emergency effective at

4:05 o'clock P.M. on January 21, 2015.



Paul Kittleson, Mayor



Glen Pederson, Clerk

Robert Walington
City Manager & Deputy Clerk

RESOLUTION NO. _____

RESOLUTION TO ORDER REPAIR OF HAZARDOUS CONDITIONS.

WHEREAS, the City Council has heard the report of the City Public Works Director regarding the property located at 1226 Atlantic Ave. in Benson, Minnesota, legally described as Part of Lot 10 Block 21 beginning at the southeast corner of lot 10; thence westerly 20 feet 10.5 inches; thence northerly 52 feet; thence easterly 4 inches; thence northerly 7 feet 4 inches; thence easterly 1 foot 4 inches; thence northerly 14 feet 3 inches; thence westerly 5 feet 6 inches; thence northerly 56 feet 3 inches; thence easterly 10 feet 10.5 inches to the northeast corner of lot 10; thence southerly 130 feet to the point of beginning; Original Townsite of the City of Benson, Swift County, Minnesota,

WHEREAS, the City Council has determined, based on said report, that the building was damaged by flood and conditions currently exist in the building on the above described property which make said building dangerous or substandard,

NOW THEREFORE, pursuant to Chapter 97 of the City of Benson Code of Ordinances and Minnesota Statutes, chapter 463, The City Council of the City of Benson, Minnesota resolves:

1. That the building located on the above described property is a dangerous or substandard building according to the definitions provided by the City of Benson Code of Ordinances, chapter 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions on the above described property be served upon the owners and tenants of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.
3. That along with said order, the owners , tenants and any lienholders of the above described property will be served with notice of a hearing at which the Council will consider any evidence offered by the person or persons having any estate or interest in the above described structure.

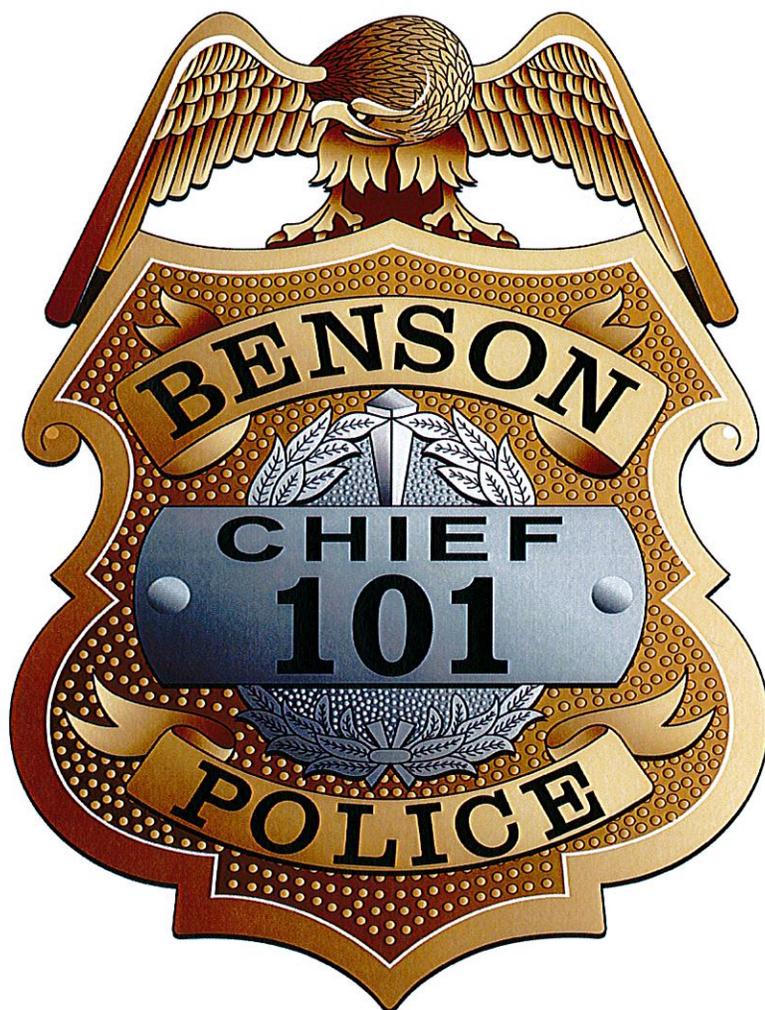
Adopted by the City Council of the City of Benson, Minnesota on _____, 2015.

Approved:

Mayor

Attested:

Benson Police Department



2014 Annual Report

As presented to the Benson City Council on February 2nd, 2015.



Police Department
1410 Kansas Avenue
Benson, MN 56215
320-843-4790
320-843-3769 (Fax)



January 30th 2015.

Rob Wolfington, City Manager
City of Benson

Re: 2014 Annual Report

Dear Rob,

This report contains a detailed overview of the Benson Police Department's activity for 2014. Included in the report are statistics related to the department's calls for service and total offenses charged. Also included is information regarding Police Department activities.

This report is not an all- inclusive document, but rather a synopsis of events occurring in 2014, along with explanations/opinions on why we are seeing these trends. Also attached to this report is an all-inclusive list of statistics without any explanations of trends.

If you have any questions regarding this document please contact the Benson Police Dept to schedule a review of the information.

Respectfully,

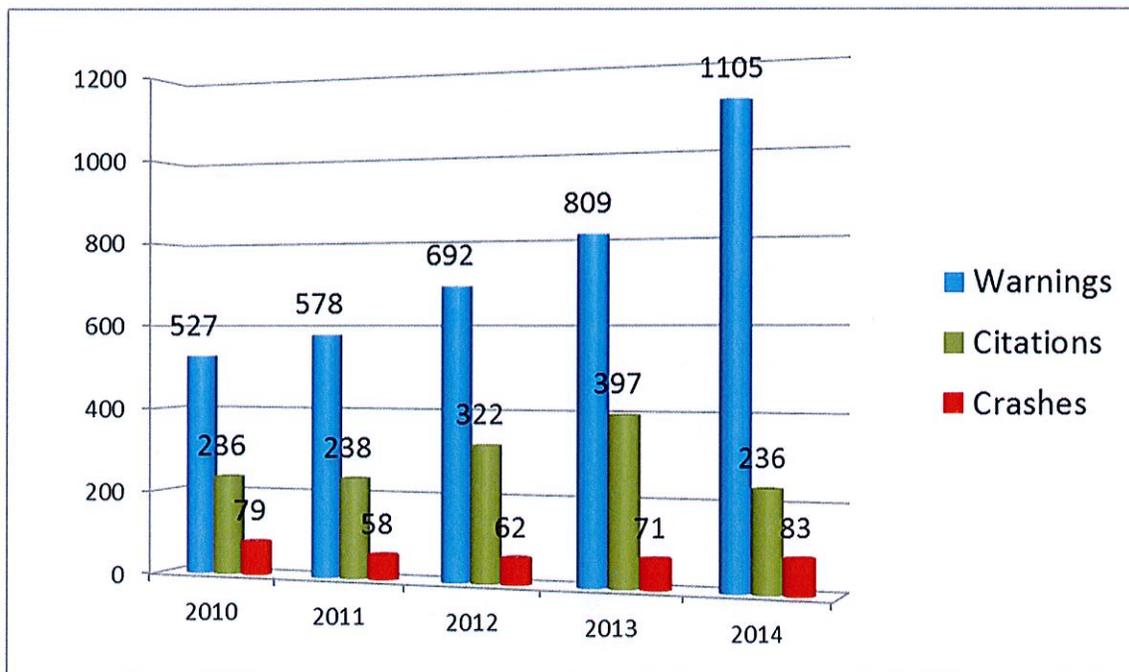
A handwritten signature in black ink, appearing to read "Ian D. Hodge". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Ian D. Hodge
Chief of Police

Traffic Crashes / Traffic Citations

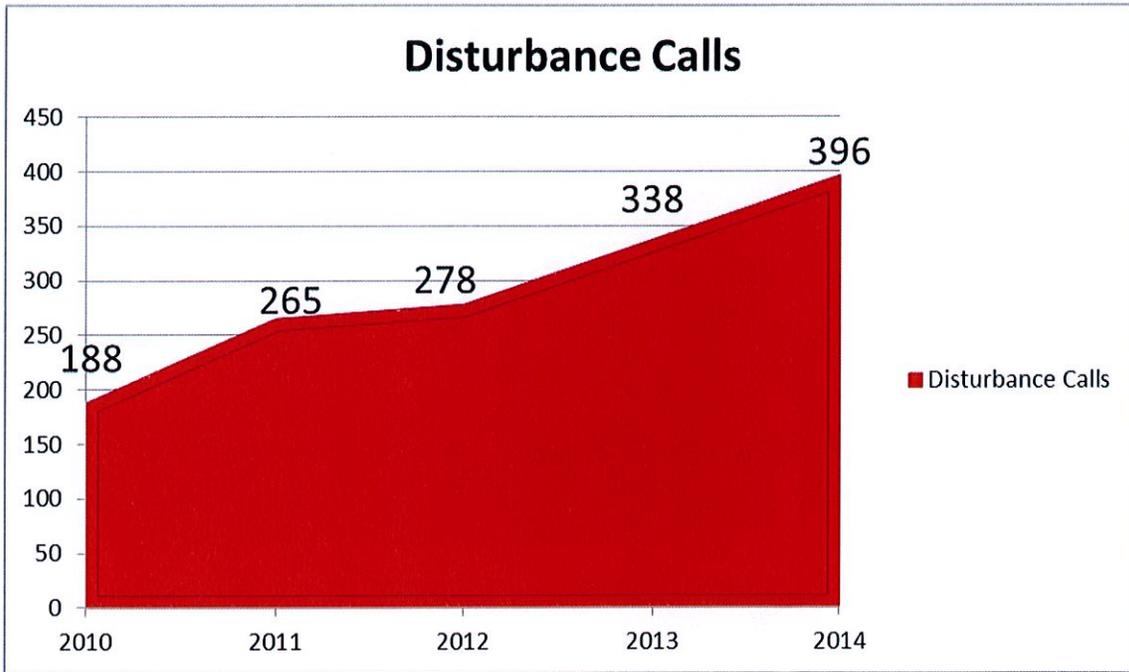
2014 saw an increase in traffic stops in the City of Benson. Enforcement was increased in heavy traffic areas of the community as an increase in traffic accidents was noted early in 2014. The accidents reduced as a direct effect of the higher level of enforcement and 2014 ended with a lower incidence of crashes.

BPD initiated 1105 traffic stops in 2014. Of those 1105 traffic stops 236 resulted in citation, resulting in a ratio of 1 citation for every 4.68 traffic stops.



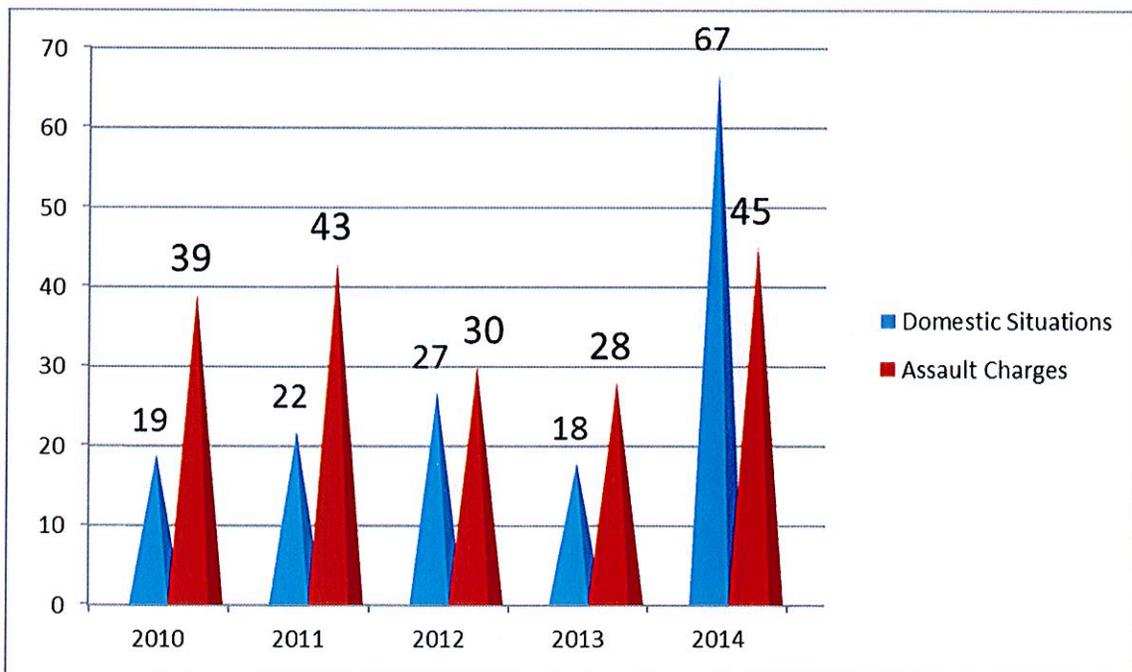
Disturbance Calls

2014 saw another increase in disturbance calls. The upward trend can again be attributed to increases in reporting and changes in demographics. Staff at BPD has also encouraged community members to contact the PD during such issues which could have a direct effect on increases in reporting.



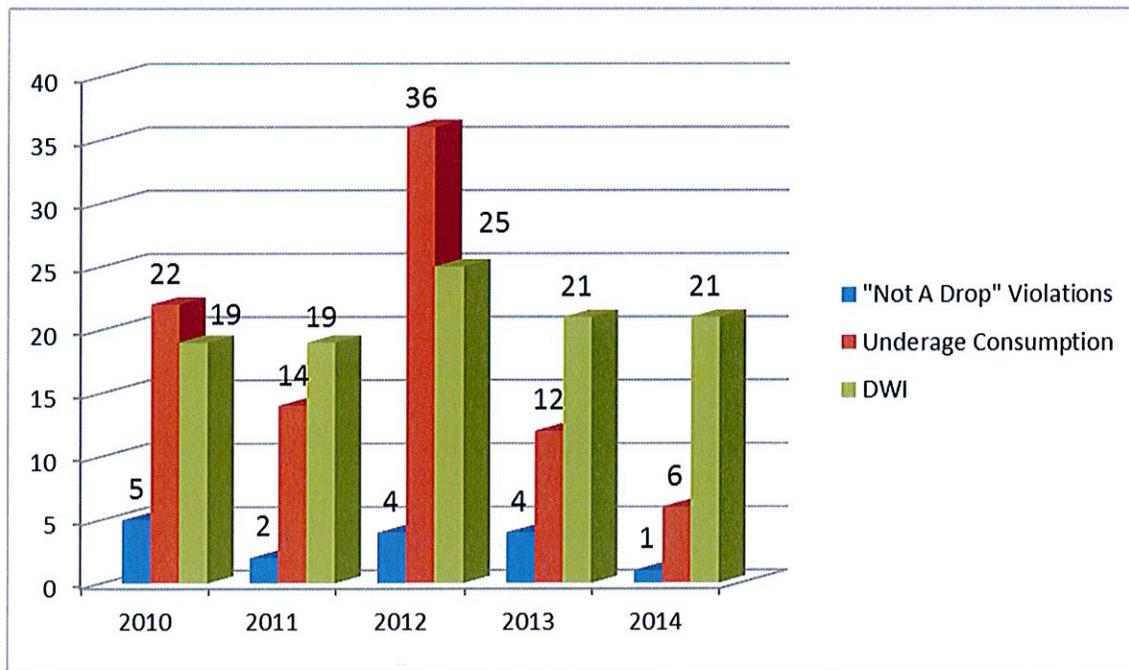
Domestics Situations

Domestic assaults had been on a downward slope in 2012 and 2013 but sadly took a large increase in 2014. Of the 67 domestic situations reported 45 resulted in arrests. The 22 cases that were not resolved by arrest were resolved by separating the parties, as no arrestable offense had occurred. All incidents of domestics where children were present were referred to family services.



Alcohol Offenses

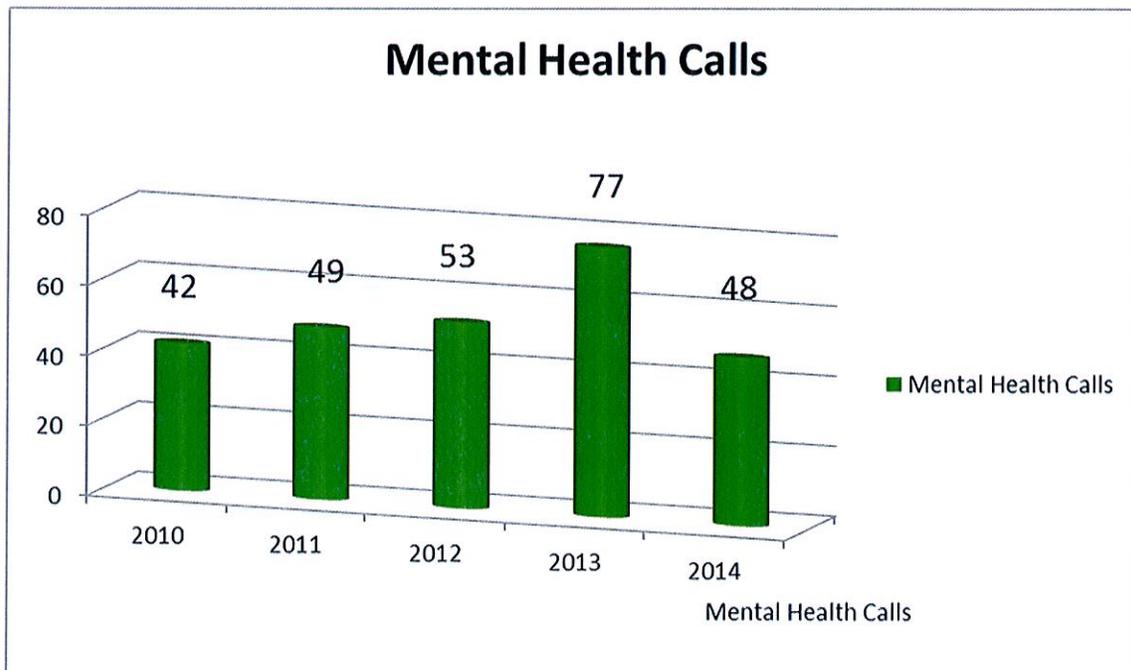
DUI arrests trended again at 21 arrests for DUI for the second year in a row. This I believe is the direct result of increased education and enforcement. 2014 also saw a decrease in underage consumption violations and Not A Drop violations. I believe this is a result of education and minors not choosing to engage in such activities in the community of Bensons jurisdictional boundaries.



Mental Health Calls

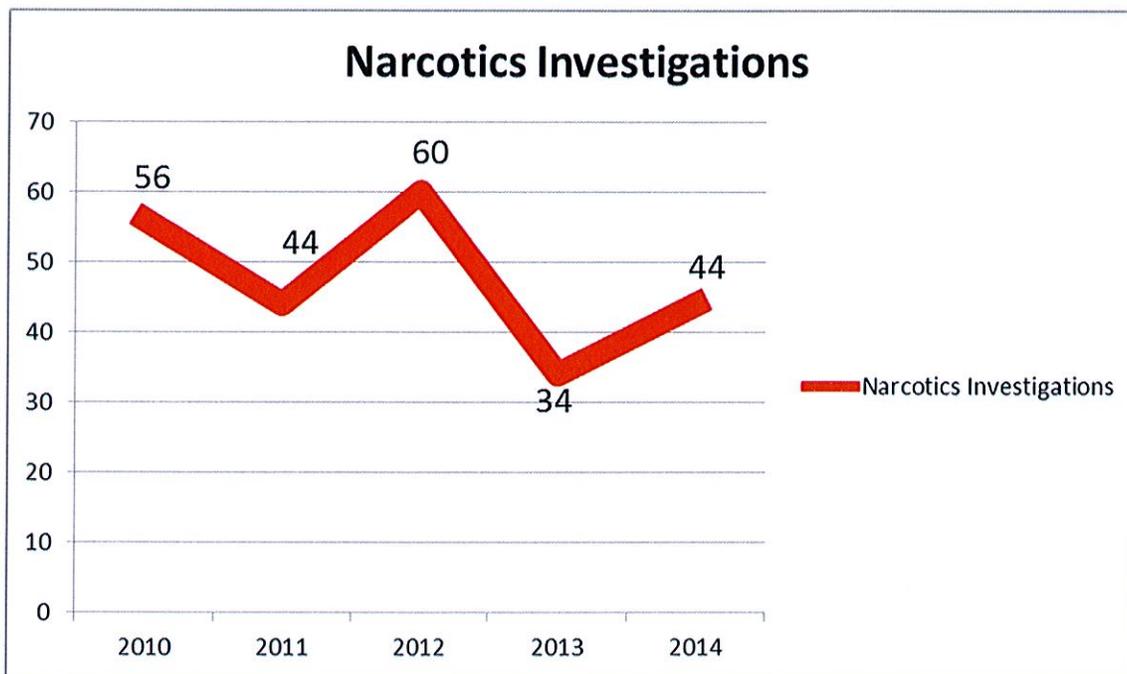
In 2013 we recorded a high incidence of mental health related calls. 2014 saw a marked decrease in these numbers. This can be directly correlated to an increase in services offered to this demographic in our county.

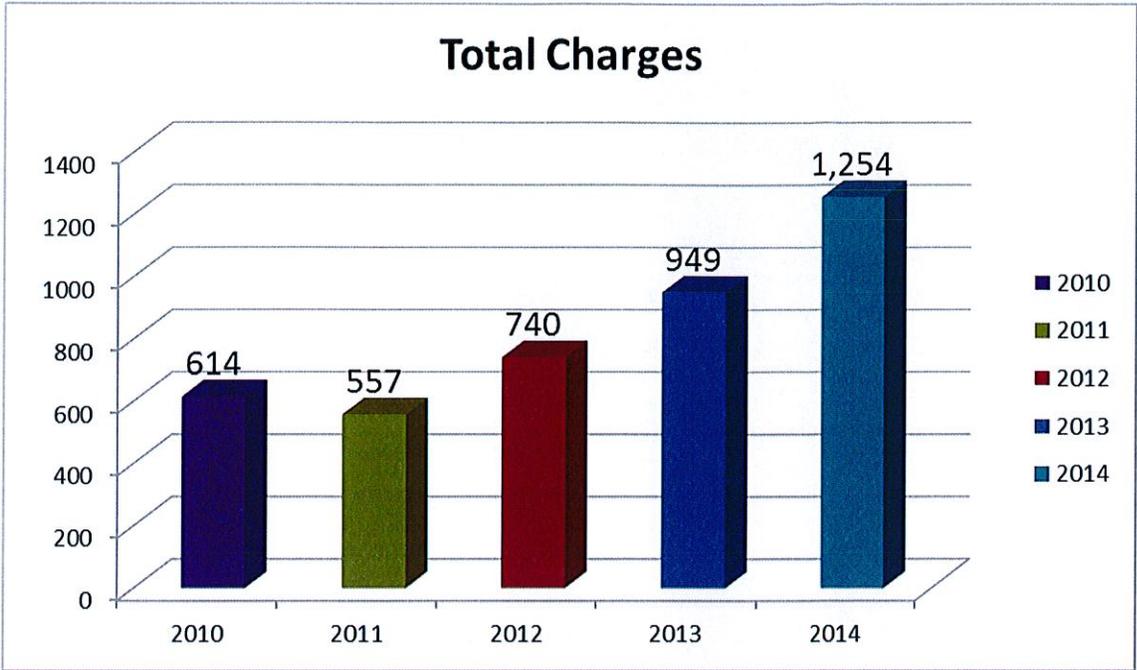
The state of MN is still experiencing a shortage of available facilities to handle people experiencing mental health issues. However I believe that medical facilities are becoming more adept at handling these patients and dealing with them in a much more effective manner.



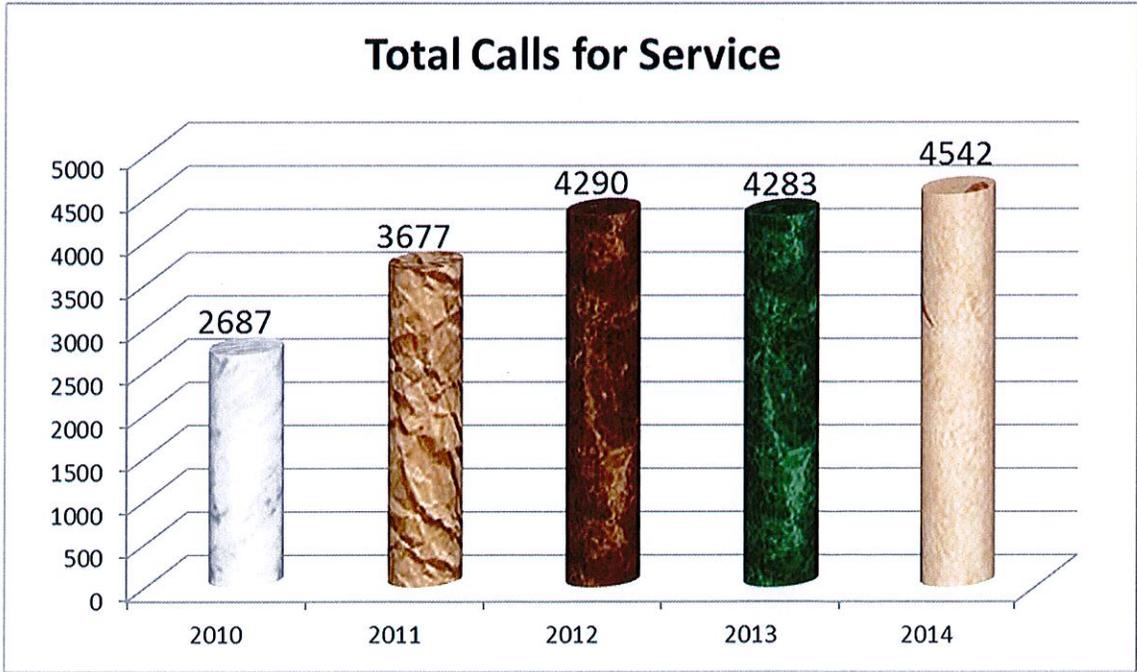
Narcotics Investigations

The city of Benson still continues to have problems with drug abuse among its populous. The Benson Police Department continues to work hard to combat this problem which is signified by an increase in the investigation of these cases. 2013 saw a record low as several key arrests had been made which curtailed activity in the short term.

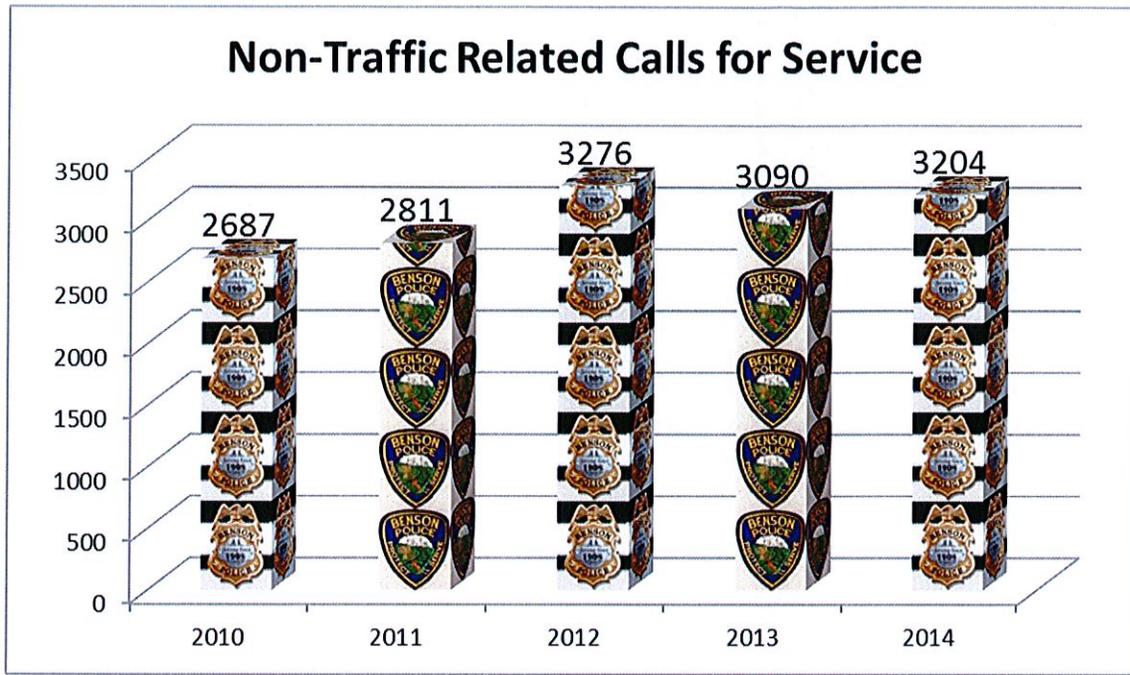




The Benson Police department filed 1254 charges with city and county attorneys in 2014.



Above you will see the total calls for service 4542. This number represents every call the Police Department answered and initiated in 2014 including traffic stops.



Above you will see calls for service that were answered by the Police Department in 2014 which represent the calls that are non-traffic related, and encompass all other activity.

Assists

In 2014 I began to attempt to better quantify our assist numbers. In 2013 we had 407 total agency assist's. Of the 407, 289 were incidents where BPD staff assisted other Law Enforcement agencies. 118 of the 407 were incidence where BPD staff assisted the Benson Ambulance service. In 2014 BPD had a total of 326 agency assists 199 of those were incidents helping Law Enforcement agencies and 127 were Ambulance calls. The Benson Police department continues to be a good partner to many agencies. A large contributing factor to the reduction in assists between 2013 and 2014 is more accurate statistical reporting.

School Related Incidence

In 2013 we began to better track incidents related specifically to the Benson School System. The incidents tracked cover a broad range of issues and are not all crime related. In 2014 we recorded 133 incidents at the Benson High School and Elementary School combined. We will continue to track and refine the process in 2015.

Police Department Year in Review

2014 was a learning year for the Benson Police Department as well as another year of change. Officer Nancy Dosedall retired in May of 2014 after 22 years of service with the BPD. Officer Paula Wilson stepped into the role of SRO after receiving lengthy field training with Dosedall. Officer Wilson received training in DARE instruction as well as Juvenile law training. Officer John Reigstad took Officer Wilsons position on the street when she stepped into the SRO role.

In February of 2014 the Benson Police Department assisted the Swift Co Sheriffs Dept and the Appleton Police Dept with a Law Enforcement involved shooting. The suspect had conducted an armed robbery at a store in the city of Morris and had been stopped by Law Enforcement near Appleton. The shooting occurred after the suspect had advanced on Law Enforcement at the location of the stop.

In April of 2014 a child brought a loaded firearm to Northside Elementary school. The BPD responded appropriately and the incident was handled in a smooth efficient manner. This can be attributed to a strong healthy working relationship with school staff. We were able to control the dissemination of information and use state and local media to our advantage. Press releases were carefully vetted and released in a timely manner and social media was used to spread a positive effective message.

The Benson Police Department saw a culmination in its efforts to combat long wait times at railroad crossings. After issuing 11 citations to Burlington Northern for delays of longer than 10 minutes the issue finally arrived in court in June. The PD lost its case but I believe the citations helped to bring about a positive discussion and attention to the issue on a state and national level.

BPD also assisted on scene with two unrelated traffic fatalities in the area of the City of Benson. BPD officers arrived on both scenes and assisted with investigation and traffic control.

Law Enforcement Nationally has had a difficult year with increased violence directed toward the Law Enforcement community. The Benson Police Department is not immune to these issues and continually trains to stay safe and provide a positive role in the community of Benson through proactive enforcement.

PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

Main Office
719 North 7th Street
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: prairie5@willmarnet.com

Branch Offices
Benson
Canby
Clinton
Madison



Mission Statement: Working together to strengthen the quality of life in our communities.

January 16, 2015

*W
Jan 23, 15*

City of Benson
ATTN: Rob Wolfington
1410 Kansas Ave
Benson, MN 56215

Dear Rob,

We would like to thank you for considering us for the opportunity of a contract for dispatching. The Agency has had many discussions on this, both recently and in the past and at this time we feel that it would not be in our best interest to do a contract for dispatching services.

We would however like you to keep in mind, that we would always be more than willing to sit down and talk about a future merger of our two great systems, we feel it would be a great partnership for the citizens of Benson as well as the city administration would see significant benefits to that type of system with one phone call for all rides, both city and regional. The safety aspect of not having on board dispatching, would free up the drivers to do their job safer and tend to the riders on board, instead of taking calls and being distracted.

We would welcome you to talk with some of the systems that have merged with us in the past and ask for both the good and the bad of doing such. Please keep us in mind for any future discussions.

A handwritten signature in black ink, appearing to read "Ted Nelson", is written over a horizontal line.

Ted Nelson
Program Manager
Prairie Five RIDES

Minnesota Municipal Utilities Association

3025 Harbor Lane North, Suite 400

Plymouth, MN 55447-5142

Phone: 763-551-1230 Accounting: 763-746-0704 Fax: 763-551-0459

e-mail: lpederson@mmua.org

INVOICE

DATE	INVOICE NO.
1/6/2015	44432

BILL TO

Benson Municipal Utilities
 1410 Kansas Avenue
 Benson, MN 56215

PURCHASE ORDER	TERMS	DUE DATE
	Net 30	2/5/2015

DESCRIPTION	QTY	RATE	AMOUNT
2015 Electric Utility Member Dues January 1 - December 31, 2015 Based on 3,240 population, 36,451 mwhrs. sold and \$3,148,400 electric revenue in 2012. (See enclosed dues rate sheet to see how your dues were calculated.) Electric dues can be paid quarterly. To opt for this please pay 25% of this amount and you will be billed for remaining balance on a quarterly basis.	1	5,613.00	5,613.00

Subtotal	\$5,613.00
Sales Tax (6.875%)	\$0.00
Total Due	\$5,613.00
Payments/Credits	\$0.00
BALANCE DUE	\$5,613.00

For proper credit, please include invoice number with remittance.

Thank you!



2015 Regular Membership Dues

ELECTRIC UTILITIES

MMUA dues for 2015 are based upon product sold during the calendar year 2012 according to the US Energy Information Administration. If the utility serves electric and water customers, dues are paid on the electric utility operation only.

ELECTRIC MEMBERSHIP DUES AS SHOWN ON THE ENCLOSED INVOICE ARE CALCULATED AS FOLLOWS:

- (1) If your city's population is 1,100 or less, your dues are calculated at the rate of \$0.9445 per city resident plus .016062% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (2) If your city's population is 1,101 to 5,500, your dues are calculated at the rate of \$.1401198 per megawatt-hour sold up to a maximum of \$12,302, plus .016062% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (3) If your city's population is more than 5,500 and your sales are 750,000 megawatt-hours or less, your dues are calculated at the rate of \$.1401198 per megawatt-hour up to a maximum of \$22,631, plus .016062% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (4) If your city's population is more than 5,500 and your sales are in excess of 750,000 megawatt-hours, your dues are calculated at the rate of \$.1401198 up to a maximum of \$46,347, plus .016062% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.

Public Works Report February 2, 2015

Most departments have been taking advantage of the nice weather and little snow to tend to equipment and shop areas. This year has so far given us a chance to catch up on needed maintenance and paperwork and get a head start going into spring. All departments have been looking forward in preparation for a busy season.

Electric:

- Working on load management for water heaters
- Line crews trucks all receiving inspection and repair
- Ordering supplies for summer projects
- Streamlining some equipment and methods for spring

Parks:

- Ordered handi-capped picnic tables for Roosevelt, Ambush and North Side Rec.
- Ordered new trash cans for Roosevelt and uptown areas
- Lots of sidewalk cleaning and ice melt spreading
- Ambush Park prep for shelters and wood

Water:

- Working with electric dept. on meters
- Clean-up from uptown water break
- Armory clean-up
- Sent in lead & copper samples for testing to see how we are doing

Wastewater:

- Jetted sewers around sewer line project from Wisconsin, Kansas, 21st – 22nd
- Replaced elbow on grit pump / stem on telescoping valve
- Fixed auger and flights on west final clarifier
- Fighting with extra solids from clearing the line between 21st – 22nd

Streets:

- Started airport list from last inspection
- Hauling wood from helipad for Ambush Park
- Hauling in pit run for summer crushing project
- Fixed cemetery and burn site gates

CITY OF BENSON CAPITAL AUTHORIZATION REQUEST

1 Fund: Utility Department: Electric
 Prepared by: Dan Goss + Dave Johnson Date: 1/26/15
 Describe Proposed Capital Expenditure: Bobcat skidloader / skidsteer
5590 T4 Bobcat skid-steer Loader
 Does Proposed Expenditure Replace Existing Equipment? NO If Yes, Describe Use of Replaced Equipment: _____

2 If Included in Capital Improvements Program: What Year: <u>2015</u> What Heading: <u>Bobcat skidsteer</u> Budgeted Amount: \$ <u>40,000.00</u>	3 Total Cost: <u>\$ 39,522.70</u> -Trade-in (if applicable): <u>-\$</u> +Net Book Value (depreciated value): <u>+\$</u> =Net Capitalized Cost: <u>=\$ 39,522.70</u>
---	--

4 Justification of the Expenditure: (Main Objectives and Assumptions)

The electric crew has rented a skidsteer for the past couple years for summer work. They need a good skidsteer to do work for the underground projects. The street dept. uses the skidsteer they have constantly. Having an addition skidsteer to borrow when not in use by electric would be a great help and speed up work. Greatly needed piece of equipment.

Approval Section:
 Action taken: _____

	Signature	Date
Department Supervisor	_____	_____
Division Director	_____	_____
City Manager	_____	_____

City Council Approval (If Applicable) _____ Council Meeting _____

INSTRUCTIONS

SECTION 1

Fund: Indicate fund through which capital purchase is to be financed

Department: Indicate which department the purchase is for

Prepared by: Form preparer's name

Date: Date prepared

Describe Proposed Capital Expenditure: Briefly explain expenditure

Does Proposed Expenditure Replace Existing Eq: Indicate yes or no

If Yes, Describe Use of Replaced Equipment: Indicate whether the equipment is to be traded in, abandoned, used in a different dept., etc.

SECTION 2

If included in Capital Improvements Program: If so, go to what year; if not, skip to Section 3

What Year: Indicate year that Capital Expenditure was planned for

What Heading: Indicate title as listed in Capital Improvement Program

Budgeted Amount: Indicate dollar amount listed in Capital Improvement Program

SECTION 3

Total Cost: Write in the Total Cost before trade-in, if any

Trade-in: Trade-in allowance

Net Book Value: Write in the depreciated value of trade in if known. If not known, see Director of Finance.

Net Capitalized Cost: Use total cost and subtract the trade-in allowance and then add any net book value to determine the net capitalized cost

SECTION 4

Provide enough information here so a person that is unfamiliar with the project or equipment could understand why it is needed. Use as much space as necessary.

SECTION 5

Approval: Turn completed form in to your immediate supervisor for completion of the approval section.



Bobcat

Product Quotation

Quotation Number: CMS-26401

Date: 2015-01-05 13:26:41

Customer Name/Address:	Bobcat Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF BENSON	Chris Lund	Bobcat Company
BENSON, MN 56215	Lund Implement Company, 2488 HIGHWAY 75 NORTH P. O. BOX 97 MADISON MN 56256-0097 Phone: (320) 598-3150 Fax: (320) 598-7831	PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8719 Fax: 701-280-7860 Contact: Crystal Stram Crystal.stram@doosan.com

Description

S590 T4 Bobcat Skid-Steer Loader

66.0 HP Tier 4 Turbo Diesel Engine
 Auxiliary Hydraulics: Variable Flow
 Backup Alarm
 Bob-Tach
 Bobcat Interlock Control System (BICS)
 Controls: Bobcat Standard
 Engine/Hydraulic Systems Shutdown
 Glow Plugs (Automatically Activated)
 Horn
 Instrumentation: Engine Temperature & Fuel Gauges,
 Hourmeter, RPM and Warning Lights
 Lift Arm Support
 Lift Path: Vertical

Part No	Qty	Price Ea.	Total
M0261	1	\$30,057.30	\$30,057.30

Lights, Front & Rear
 Operator Cab

- Includes: Adjustable Cushion Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt
- Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471
- Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)

Spark Arrestor Exhaust System
 Tires: 31 x 12-16.5, 10 PR, Bobcat Heavy Duty
 Warranty: 12 Months, Unlimited Hours

Factory Install A91 Option Package

Cab enclosure with Heat and AC
 High Flow Hydraulics
 Two-Speed Travel
 Sound Reduction
 Hydraulic Bucket Positioning

M0261-P01-A91	1	\$6,851.60	\$6,851.60
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Power Bob-Tach
 Deluxe Instrument Panel
 Keyless Start
 Suspension Seat with 3-Point Belt
 Cold Weather Package
 Attachment Control Kit
 Cab Accessories Package

	Air Ride Seat 3pt Belt	M0261-R05-C12	1	\$209.30	\$209.30
	Strobe	M0261-R16-C03	1	\$279.00	\$279.00
	Radio	M0261-R26-C02	1	\$291.90	\$291.90
	Port Relief Valve	M0261-A02-C05	1	\$190.00	\$190.00
Attachments	68" Low Profile Bucket	6731418	1	\$785.80	\$785.80
	--- Bolt-On Cutting Edge, 68"	6718006	1	\$212.00	\$212.00
	Pallet Fork Frame	6712927	1	\$341.00	\$341.00
	--- 48" Pallet Fork Teeth	6540182	1	\$304.80	\$304.80

Quote Total - US dollars

\$39,522.70

**Terms Net 30 Days. Credit cards accepted.*

**FOB Destination within the 48 Contiguous States.*

**Delivery: 90 days from ARO.*

**State Sales Taxes apply.*

**TID# 38-0425350*

****ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, West Fargo, ND 58078.***

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____



CITY OF BENSON CAPITAL AUTHORIZATION REQUEST

1 Fund: General Department: Streets
 Prepared by: Dan Gens + Wade Aschena Date: 1/26/15
 Describe Proposed Capital Expenditure: Broom for skidsteer
84" angle broom
 Does Proposed Expenditure Replace Existing Equipment? yes If Yes, Describe Use of Replaced Equipment: Used for clean up around street projects + help Parks

2 If Included in Capital Improvements Program: What Year: <u>—</u> What Heading: <u>—</u> Budgeted Amount: \$ <u>—</u>	3 Total Cost: <u>\$ 4620.80</u> -Trade-in (if applicable): <u>-\$</u> +Net Book Value (depreciated value): <u>+\$</u> =Net Capitalized Cost: <u>=\$ 4620.80</u>
---	--

4 Justification of the Expenditure: (Main Objectives and Assumptions)

may be able to sell?

The street crew has limped along on old broom for several years. It has cost about \$3500⁰⁰ in parts + pieces to keep it running and it is about done. The broom gets used on many street projects for clean up and is also used to help Parks during the winter to clean sidewalks and parking areas.

Approval Section:
 Action taken: _____

	Signature	Date
Department Supervisor	_____	_____
Division Director	_____	_____
City Manager	_____	_____

City Council Approval (If Applicable) _____ Council Meeting _____



Bobcat

Product Quotation

Quotation Number: CMS-26604

Date: 2015-01-19 11:14:01

Customer Name/Address:	Bobcat Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF BENSON	Chris Lund Implement	Bobcat Company PO Box 6000
BENSON, MN 56215	2488 HIGHWAY 75 NORTH P. O. BOX 97 MADISON MN 56256-0097 Phone: (320) 598-3150 Fax: (320) 598-7831	West Fargo, ND 58078 Phone: 701-241-8719 Fax: 701-280-7860 Contact: Crystal Stram Crystal.stram@doosan.com

Description	Part No	Qty	Price Ea.	Total
Attachments 84" Angle Broom	6905806	1	\$4,620.80	\$4,620.80

Quote Total - US dollars **\$4,620.80**

**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 days from ARO.*
**State Sales Taxes apply.*
**TID# 38-0425350*
**ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, West Fargo, ND 58078.*

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS: _____

BILL TO ADDRESS (if different than Ship To): _____



TASK ORDER

Task Order No. 0001

Effective Date: January 12, 2015

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: City of Benson, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 12th day of January, 2015.

TASK ORDER PROJECT NAME: Arc Flash Assessment

TASK ORDER PROJECT DESCRIPTION: Conduct an Arc-Flash Assessment study of the City's electric facilities as described in the Scope of Work below.

DGR CONTACT PERSON: Andy Koob, Project Manager

CLIENT CONTACT PERSON: Dan Gens, Director of Public Works

SCOPE OF WORK: Following is a detailed scope of services to be included under this Task Order:

Approach to Assessment and Output:

The approach to the assessment will include the following:

- Development of standard "work zones" that will serve as the basis for identification of working distances and required personal protective equipment. Examples include work on primary sectionalizing devices and on transformer secondaries.
- Development (with input from the City) of standard working distances associated with each work zone.
- Development of tables for each work zone that identify personal protective equipment (PPE) and clothing incident energy ratings.

Calculations Required to Perform the Assessment:

The following calculations will be made as part of the assessment:

- Calculation of fault currents at sufficient locations on the City's electric distribution system.

- Calculation of clearing time for fault interrupting equipment associated with the primary electric distribution system circuitry.
- Calculation and verification of incident arc energy at sufficient locations on the transmission, substation, power plant, and primary distribution systems utilizing IEEE 1584 and ArcPro methodologies with EasyPower®, Milsoft Windmil®, and ArcPro® software packages.
- Determination of PPE for each work zone.

Simplifications Made to Limit Effort and Increase Usability:

- A modified PPE table from NESC section 41 will be utilized for 50 to 1000 V equipment and locations.
- Categorical classifications of different size thresholds or secondary voltages will be utilized where possible.
- Graphical chart representations of clearing times, available fault current and resulting PPE recommended will be developed for each type of sectionalizing device on the distribution system – increasing flexibility and clarity of study results.
- Recommendations of minimum daily PPE, work practices and simplification of work zone PPE categories.

Standards to be Followed:

The following standards are proposed for each portion of the work:

- Electric-utility controlled facilities: NESC Section 410; IEEE Standard 1584; OSHA 1910.269

Predecessor Activities Required:

In order to accomplish the arc-flash assessment, the following activities must be completed before starting:

- Update the City's existing distribution system model in Milsoft WindMil® software, covering the primary system, to allow calculation of fault currents at multiple points on the primary system.
- Completion of a fault current study that identifies the fault current level at multiple points on the primary system.

- Development of a power plant electrical system model in EasyPower® to allow calculation of fault currents at each bus in the system for the power plant.

Data Required:

To begin the work, the following data is required:

- Operations personnel work parameters – working distances, barrier practices, etc.
- Up-to-date system map, with conductor sizes, lengths, fuse and recloser sizes, locations, etc. (see Special Terms and Conditions section).
- Information on protective devices (relays, relay settings, fuse and recloser sizes and speeds).

Facilities Included:

The following facilities are included:

- Electric Utility Facilities:
 - Power Plant
 - Substation
 - 13.8 kV Distribution System

FEE ARRANGEMENT: We propose the following fee arrangement for the identified work:

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Arc-Flash Assessment and Report – Distribution System	\$ 5,000	Lump Sum
Arc-Flash Assessment and Report – Substation & Power Plant	<u>\$ 4,800</u>	Lump Sum
Total – Lump Sum Portion:	\$ 9,800	

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Field Data Collection	\$ 2,400	Hourly - Estimate
Fault Current Analysis	\$ 1,900	Hourly - Estimate
Model Development – Power Plant	\$ 1,900	Hourly - Estimate
Model Updates – Distribution System	<u>\$ 2,500</u>	Hourly - Estimate
SubTotal – Hourly-Estimate Portion:	\$ 8,700	
Total – Project:	\$ 18,500	

All “Hourly” work will be billed at the then-current Hourly Fee Schedule then in effect at the time the work is performed. A copy of the current 2015 Hourly Fee Schedule A is attached as Exhibit I. In addition to the amount relating to the personnel grade of the individuals doing the work, the only other expenses expected to be billed directly are travel-related costs (primarily mileage); subsistence costs if overnight stays are required (food and lodging); and Engineer’s consultant charges (if any).

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs. No billings above the lump sum figure will be made.

Labels and Laminating will be provided as requested. Both will be considered a reimbursable expense and billed at our cost.

SPECIAL TERMS AND CONDITIONS:

Map Data:

1. We will need up-to-date mapping information in order to develop an accurate system model. Included in the required data set is conductor size, conductor length, transformer location and size, switching device location and configuration, fuse type, size, and manufacture, capacitor bank size and location, and related data.

City of Benson, Minnesota
(Client)

By: _____

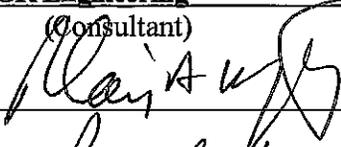
Title: _____
(Authorized signature and Title)

Address: _____

City: _____

Date: _____

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By:  _____

Title: President
(Authorized signature and Title)

Address: 1302 South Union Street

City: Rock Rapids, IA 51246

Date: 1-9-15

EXHIBIT I

DGR ENGINEERING

Rock Rapids, IA – Sioux Falls, SD – Sioux City, IA – Ankeny, IA

JANUARY 2015

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$78	\$46	\$42
02	\$83	\$49	\$44
03	\$88	\$54	\$46
04	\$94	\$58	\$48
05	\$102	\$62	\$52
06	\$111	\$66	\$56
07	\$120	\$70	\$60
08	\$130	\$75	\$64
09	\$140	\$79	\$69
10	\$150	\$83	\$75
11	\$159	\$87	\$81
12	\$171	\$92	\$90
13	\$184	\$99	\$107
14	\$191	\$106	\$133
15	\$196	\$114	\$174

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Other travel, subsistence, lodging at actual out-of-pocket cost.
3. GPS Survey Equipment (when used) at \$31.25 per hour.
4. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

TASK ORDER

Task Order No. 0002

Effective Date: January 12, 2015

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: City of Benson, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 12th day of January, 2015.

TASK ORDER PROJECT NAME: Fuel Tank Replacement Project

TASK ORDER PROJECT DESCRIPTION: This project includes the potential replacement of the City's existing fuel tanks with a single fuel tank.

DGR CONTACT PERSON: Andy Koob, P.E., Project Manager

CLIENT CONTACT PERSON: Dan Gens, Director of Public Works

SCOPE OF WORK: Following is a detailed scope of services to be included under this Task Order:

Hourly Portion:

The following items consist of the engineering services for this segment of the project:

Preliminary/Planning Phase:

1. Assist the City in determining the appropriate size for the storage tank, as well as determining whether to build the tank above grade or underground.
2. Work through other preliminary matters such as determining the preferred tank location, construction methods, attachment to the existing system, and monitoring system preferences.
3. Prepare a preliminary cost estimate
4. Compile the above preliminary design information into correspondence for review by the City. Proceed to the final design phase after review of any comments from City staff.

Permitting Phase:

** To be added later by Amendment.

Construction Phase:

** To be added later by Amendment.

Post-Construction Phase:

** To be added later by Amendment.

Lump Sum Portion:

The following items consist of the engineering services for this segment of the project:

Final Design Phase:

** To be added later by Amendment.

Bidding Phase:

** To be added later by Amendment.

FEE ARRANGEMENT: We propose the following fee arrangement for the identified work:

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Final Design Phase	**	Lump Sum
Bidding Phase	**	Lump Sum
Total – Lump Sum Portion:	**	

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Preliminary/Planning Phase	\$ 7,900	Hourly - Estimate
Permitting Phase	**	Hourly - Estimate
Construction Phase	**	Hourly - Estimate
Post-Construction Phase	**	Hourly - Estimate
Total – Hourly-Estimate Portion:	<u>\$ 7,900</u>	
Total – Project:	\$ 7,900	

**** To be added later by Amendment**

All "Hourly" work will be billed at the then-current Hourly Fee Schedule then in effect at the time the work is performed. A copy of the current 2015 Hourly Fee Schedule A is attached as Exhibit I. In addition to the amount relating to the personnel grade of the individuals doing the work, the only other expenses expected to be billed directly are travel-related costs (primarily mileage); subsistence costs if overnight stays are required (food and lodging); and Engineer's consultant charges (if any).

All "Lump Sum" work is inclusive of personnel, subsistence, travel, computer, and other costs. No billings above the lump sum figure will be made.

City of Benson, Minnesota
(Client)

By: _____

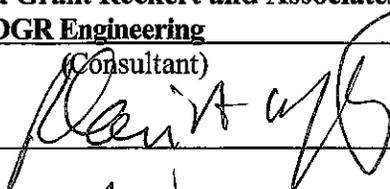
Title: _____
(Authorized signature and Title)

Address: _____

City: _____

Date: _____

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By:  _____

Title: President
(Authorized signature and Title)

Address: 1302 South Union Street

City: Rock Rapids, IA 51246

Date: 1-9-15

EXHIBIT I

DGR ENGINEERING

Rock Rapids, IA – Sioux Falls, SD – Sioux City, IA – Ankeny, IA

JANUARY 2015

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$78	\$46	\$42
02	\$83	\$49	\$44
03	\$88	\$54	\$46
04	\$94	\$58	\$48
05	\$102	\$62	\$52
06	\$111	\$66	\$56
07	\$120	\$70	\$60
08	\$130	\$75	\$64
09	\$140	\$79	\$69
10	\$150	\$83	\$75
11	\$159	\$87	\$81
12	\$171	\$92	\$90
13	\$184	\$99	\$107
14	\$191	\$106	\$133
15	\$196	\$114	\$174

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Other travel, subsistence, lodging at actual out-of-pocket cost.
3. GPS Survey Equipment (when used) at \$31.25 per hour.
4. ATV and UTV Equipment (when applicable) at \$12.50 per hour.

**POLICE OFFICER DECLARATION
(RESOLUTION NO. 2015-)**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City Council of the City of Benson hereby declares that the position titled Part-Time Police Officer, currently held by Ashley Stavish meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.