

**City Council Meeting Agenda
City Council Chambers
April 3, 2017**

City of Benson Mission Statement

Benson is a forward looking community that values public safety, quality of life
and treat people with dignity and respect.

- | | | | |
|------------|-----|---|-------------------------|
| | 1. | 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor) | |
| | 2. | Pledge of Allegiance | |
| | 3. | Approval of Agenda
Additions? <input type="checkbox"/> None 1. _____ 2. _____
Any Consent Agenda items to be moved to a regular agenda item?
Approval of Agenda ____ as Presented or ____ Revised | Action Requested |
| | 4. | Consent Agenda: | Action Requested |
| 3-4
5-6 | a. | Minutes:
▪ 3.20.17 City Council Meeting
▪ 2.16.17 EDA Meeting | |
| 7 | b. | License Renewals:
▪ Sewer Tap
▪ Roller Rink
▪ Garbage Collection | |
| 8 | c. | Correspondence:
▪ WAPA Rate Increase & Informational Webinar | |
| | 5. | Persons with unscheduled Business to Come Before the City Council | |
| 9 | 6. | Consider Patrick’s Pub & Grill Kid Day Street Dance Request | Action Requested |
| 10 | 7. | Community Education Child Care Center Update | Information Only |
| | 8. | Evergreens at the Corner of 12 th Street South and Minnesota Ave. | Action Requested |
| 11 | 9. | Request to go out for Bids for Motor Grader | Action Requested |
| 12 | 10. | Consider Small Cities Grant Resolution-Slum & Blight Conditions | Action Requested |
| | 11. | Consider Public Hearing for two Nuisance Houses | Action Requested |
| 13 | 12. | Consider Resolution to set Public Hearing for TIF District. #7 | Action Requested |
| 14-15 | 13. | Pay Request – Stantec – WWTP Study for possible New Business-\$5,481.25 | Action Requested |
| 16 | 14. | Swift County Commissioner Request to use Council Chambers | Action Requested |
| | 15. | Update on Legislative Activities | Information Only |
| | 16. | Engagement Letter & Budget with Flaherty & Hood | Action Requested |

- | | | | |
|-------|-----|--|-------------------------|
| 17-18 | 17. | Widseth, Smith & Nolting proposed Architectural Services | Action Requested |
| | 18. | Council Training: : Update on MRES and WAPA Purchase Agreements and Benson Power Resource Mix. | Information Only |
| | 19. | Adjourn: Mayor | |

In compliance with the American Disability Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 320-843-4775. Notification 48 hours prior to the meeting will enable the City of make reasonable arrangements to ensure accessibility to this meeting.

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
MARCH 20, 2017**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Terri Collins, Jack Evenson, Gary Landmark, Stephanie Heinzig & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Director of Public Works Dan Gens and Police Chief Ian Hodge.

The Council recited the Pledge of Allegiance.

Mayor Landmark asked for any changes to the agenda, to which there were none. There were no additions to the agenda. No consent agenda items were moved to the regular agenda. A motion was made by Heinzig, seconded by Collins and carried unanimously to approve the agenda as presented. It was moved by Collins, Seconded by Evenson and carried unanimously to approve the following items on the Consent Agenda:

- March 6, 2017 City Council Minutes
- The following liquor licenses effective April 13, 2017 contingent upon receiving the necessary paperwork:

Club On-Sale Liquor License:

Benson VFW

Sunday Liquor License:

Benson VFW

Benson Bowler

Benson Golf Club

Patrick's Pub & Grill

McKinney's on Southside

On-Sale Liquor License:

Benson Bowler

Benson Golf Club

Patrick's Pub & Grill

Mi Mexico

McKinney's on Southside

Sidewalk Café Permit

Patrick's Pub & Grill, LLC

Off-Sale 3.2 Malt Beverage License:

Holiday Stationstore, Inc.

- Police Report
- Public Works Report

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

It was moved by Evenson, seconded by Collins and carried unanimously to set a public hearing for 5:30 p.m. on April 17, 2017 to consider approving the new Cemetery platt.

It was moved by Evenson, seconded by Collins and carried unanimously to set a public hearing for 5:35 p.m. on April 17, 2017 to consider approving moving a house from 1705 McKinney Ave. to a city owned lot at 313 – 16th St. N.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve going out for concrete bids for the 2017 season.

It was moved by Evenson, seconded by Olson and carried unanimously to approve going out for bituminous bids for the 2017 season.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve bills and warrants in the amount of \$624,995.88.

The Council recessed to the Prairie 5 Bus at 5:38 p.m. to tour city projects.

The Mayor reconvened the meeting at 7:14 p.m.

Wolfington called to the attention of the Council that Glen Pederson was recognized as City Clerk of the Year by the Minnesota Clerk's and Finance Officers Association last week.

Police Chief Hodge approached the Council with an estimate of the cost of the new police station remodel of the Loen Electric building from Marcus Construction of \$381,925. After discussion, it was moved by Evenson, seconded by Heinzig and carried unanimously to accept Marcus Construction's proposal to provide construction management services for 3% of the cost of construction.

Next was discussion on 3 evergreen trees that are located on the boulevard of Minnesota Avenue and 13th Street South. They are located in the south east corner of the intersection and have grown to obstruct the line of sight for motorists that approach that intersection from the south. The Council looked at these trees during the tour. After discussion, the Council ordered Chief Hodge to take pictures of the intersection and offer a recommendation at the April 3, 2017 City Council meeting.

There being no other business, a motion was made by Evenson, seconded by Collins and carried unanimously to adjourn the meeting at 7:22 p.m.

Mayor

City Clerk

✓/

EDA Meeting February 16, 2017

Members Present: Rick Horecka, Jon Buyck, Jack Evenson, Sheryl Madden, Dan Enderson, and Rob Wolfington.
Members Absent: Stephanie Heinzig
Also Present: None

Chairman Buyck called the meeting to order at 12:03 p.m.

It was moved by Evenson, seconded by Madden and carried unanimously to approve the January 19, 2017 EDA Minutes.

Wolfington gave a history of the SNAP building currently owned by Jim Lindahl. The building rafters were deteriorating, which led to a notice to the owner to repair the building for the safety of the people using the building or an order to destroy the building would be issued. The owner sold the building to Jim Lindahl who runs a SNAP Fitness business in the building. He in turn has a loan through the EDA to make improvements to the safety of the building. The loan was for \$75,000 forgiven over a 7 year period, but he must match this amount with his own money to put toward building improvements. If the stipulations of the loan are not met, then Lindahl will have to repay the \$75,000 portion back to the City. Currently there has been progress on bracing the walls, a new roof and window coverings on the second floor windows.

Wolfington discussed the industrial park location study. In 2014 there were a couple companies looking at coming to Benson, only to realize there is no plan for expansion for an industrial park around Benson. He said the City, Agralite and Swift County all chipped in funds to have a map developed which showed the best areas adjacent to Benson for a new industrial park. The board members looked at the map and there was discussion on possible locations. Wolfington pointed out the Girls Ranch property north east of Benson was recently annexed into the Benson City limits.

Next Wolfington discussed the Small Cities Grant he has been working on for 2017. He said the application is being prepared by the Upper Minnesota Regional Development Commission (UMRDC) and will be submitted next week. Interest was shown by 6 commercial businesses and 20 residential properties. The City Council will hold a public hearing required by the program next Tuesday at their meeting. Wolfington went on to say our pre-application scored marginally competitive, so there has been changes made to the application before final submission to help make it more competitive.

Wolfington said the north end of the Civic Center rented by CASE is in dire need of a new roof. It is leaking and the City advertised for bids. One bid was submitted at a cost of \$129,590. This expense will come out of the General fund and will result in deficit spending. CASE has a lease for the space until 2018, and has expressed interest in renewing the lease. The School District is also interested in this space.

Mi Mexico is making good progress on their new building. Wolfington shared pictures of the basement repairs the City agreed to make. Goff Masonry submitted a bill for \$10,800 for these repairs. The Mi Mexico loan is a draw down loan and is for \$35,000. The owners are bound to put in \$20,000 of their own money first.

Wolfington gave an update on the elevator demo. There is a pre-demolition meeting on March 20, 2017. The owner will have to show permits from the railroad and MnDOT. The owners will be paid \$60,000 half way through the project and the rest upon completion of demo.

Stan Olson and Shaun Tolifson gifted 7.32 acres to the City from their development on the south east part of town. It is currently zoned residential, stubbed for sewer and water and the estimated value of the land is \$125,000.

Wolfington gave an update on the planned scope of work for the new City Hall to be attached to the Armory. He updated on the new Police Department building renovation and expansion. Plans are for them to move into the building next year.

Wolfington shared he received a letter from Minnesota Department of Transportation stating there is a plan to add gates and lighted arms at the 20th Avenue SE crossing east of Benson at no cost to the City. The hope is to work on getting Gusty's Road paved.

Wolfington stated he and Horecka will be attending the International Biomass Conference April 10-12, 2017. Their booth will cost \$5,000.

The City is planning a Cemetery expansion to allow for more graves. The expansion will be to the north next to Northside Rec. There has been a plat and plans for the expansion drawn up. In the City Subdivision Ordinance it is required the EDA, Planning Commission, Cemetery Board and finally the City Council approve the plat. Wolfington presented the map showing the expansion. After discussion, it was moved by Evenson, seconded by Madden and carried unanimously to approve the new Cemetery plat.

The loan profile was reviewed.

There being no other business, it was moved by Evenson, seconded by Madden and carried unanimously to adjourn the meeting at 12:57 p.m.

Chairman

Attest: _____
Treasurer

2017 GENERAL LICENSE

ROLLER SKATING LICENSE

Svor's Family Roller Rink - \$30

SEWER TAP LICENSE

Grossman & Trump \$50

Hawley's Inc. \$50

Craig's Refrigeration \$50

Rapid Response Plumbing & Heating \$50

T & K Kennedy Excavating Inc. \$50

GARBAGE LICENSE

Mattheisen Disposal \$100

Mar 13, 17
C.C. Anderson



Department of Energy
Western Area Power Administration
Upper Great Plains Customer Service Region
P.O. Box 35800
Billings, MT 59107-5800

MAR 09 2017

Dear Firm Power Customer:

The Western Area Power Administration (WAPA) Upper Great Plains Region (UGPR) and Rocky Mountain Region (RMR) are planning on entering into rate adjustment processes to increase the Base Charge components of the firm power rates for the Pick-Sloan Missouri Basin Program (P-SMBP) and the Loveland Area Projects (LAP). Concurrently, we will be reducing the P-SMBP Drought Adder Charge components of the firm power rates. The Drought Adder Charge components will be going to zero in calendar year 2018. The anticipated net effect is that the firm power rates for the P-SMBP--Eastern Division will be going down overall from the current rates. As far as the LAP rate, the P-SMBP--Western Division portion of the rate is also anticipated to go down. That potential decrease could be offset by increases to the Fryingpan-Arkansas (Fry-Ark) portion of the rate due to the upcoming impacts related to the Mt. Elbert Rehabilitation Project. RMR will share proposed option(s) for handling the rehabilitation costs in the Fry-Ark study during the following webinar.

The informational webinar is scheduled for Tuesday, April 18, 2017, 1:00 p.m. to no later than 3:00 p.m. MDT. The focus of the webinar will be to provide an update on the FY 2016 P-SMBP and Fry-Ark Power Repayment Studies, discuss the Base and Drought Adder true up, and plan for the upcoming public comment period.

There is **no advance** registration needed to attend the webinar. At the time of the webinar, please visit the Website at <https://www.wapa.gov/regions/UGP/rates/Pages/2018-firm-rate-adjustment.aspx> to sign into the webinar. If you are unable to attend the live webinar, it will be recorded and posted to the Website, as will the most current information regarding the P-SMBP--Eastern Division rate adjustment process. Please check the Website for the most up to date information.

If you have any questions prior to the webinar, please telephone Linda Cady-Hoffman, UGPR Rate Manager at (406) 255-2920. We look forward to working with you.

Sincerely,

Jody S. Sundsted
Vice President of Power Marketing
For Upper Great Plains Region



1301 Pacific Ave
Benson, MN 56215

March 7, 2017

Kid Day Street Dance Proposal

Saturday July 15, 2017

Patrick's Pub & Grill would like to close down 13th Ave between Patrick's and Jimmy's Pizza from Pacific Ave to Kansas Ave, from the hours of 6:00 AM Sat. July 15 until 3:00 AM Sun. July 16. This will accommodate plenty of time for setup, breakdown and cleanup for the function. We would also like to;

- * Setup for outdoor beer/liquor garden in designated area
- * Host an afternoon Adult Bean Bag Tournament
- * Outdoor grill for Brats, Burgers
- * Have a band play from 8:00 PM - Midnight

Patrick's will provide,

- * Proof of insurance
- * Police presence
- * Picnic tables, band stage, porta potties, etc....

We are looking forward to hosting this fun event on Kid Day! We really enjoy doing this annual event for the residents of Benson!!

Sincerely,

Terry, Jen & Nate Sullivan, Patrick's Pub & Grill

Discovery Kids Child Care Center
Talking Points
4/3/17 City Council Meeting



Licensure

Capacity:

- 16 infants (6 wks-16 months)
- 28 toddlers (16-33 months)
- 25 preschool (33months+)
- 35 school age

Open 5:30 am - 6:30 pm

Location

Benson Elementary / Benson Junior High

- Infant Room, 2 Toddler Rooms and Preschool Room in the basement
- School-Age Rooms; two rooms at the top of the stairs on first floor

Support

- Commitment to cover possible operating deficit
- Advisory Council to make decisions on behalf of the Center
- Grants and fundraisers to pay for start-up costs; Goal is \$100,000

Where are we at in the process?

- Benson School Board approved to submit the application; thanks to an anonymous \$500 donation. Hoping to have the application submitted by the time of this meeting.
- Benson School Board approved the in-kind support of building maintenance, space for daycare, day-to-day expenses such as utilities, insurance, etc.
- Benson School Board approved an annual support of up to \$10,000 (20% commitment) towards possible operating deficit.
- Seeking grants to help with the start-up expenses.
- Additional financial partners are needed to continue to move forward with the process.

Why are we here?

"It takes a village to raise a child", the African Proverb, is the key to the success of this community child care center. We have all heard the outcry for the need of more child care opportunities for families. Businesses have expressed concern of finding and keeping employees who have to quit their jobs, or worse – families not moving to Benson to take jobs because there is no child care available for them.

On behalf of the community daycare group, the school has assumed the work to bring forward an infant and toddler daycare center plan. However, the school needs the help and support of the community to make it work. We are looking for the county, city, businesses, and organizations to pledge to be a part of this movement. This would consist of a financial (a percentage) commitment to help cover possible deficits and a representative to serve on the advisory council to oversee the program. Lack of infant and toddler daycare is reported to be a critical community problem so ways to reduce this problem need to be addressed through collaboration with community organizations and businesses. Benson Schools is willing to be a part of a solution, but alone will not finance the start-up and annual operating expenses.

**City of Benson
Motor Grader Specs.**

Engine Hours	>3500
Engine Output - Net, kW (hp)	250 - 300
Price	\$150,000.00 max with trade-in
Trade -in	include trade in price
History	include equipment history
Sno-plow package	Sno-plow package
List	List Additional items: ac etc.
Questions	Contact - Wade Ascheman 320- 287-0828

Resolution No. _____

Resolution Identifying "Slum and Blight" Conditions in a targeted area of the City of Benson (for targeted commercial rehab)

WHEREAS the City of Benson is undertaking a program of commercial downtown revitalization and redevelopment, and

WHEREAS the City of Benson has identified a specific area hereinafter referred to as the "Slum and Blight" area in which revitalization activities will occur, and

WHEREAS the Benson City Council has assessed the target area for purposes of the 2017 SCDP Grant application and determined that the area can be characterized as blighted by reason of "dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community" in accordance with Minnesota Statute 469.002, Subd. 11. Of the 49 parcels within the target area, 36 of them are occupied by buildings or other improvements. Of the 36 buildings in the target area, 15 of them are structurally substandard and 0 are dilapidated.

FUTHERMORE the Benson City/County Council has identified deteriorating conditions due to the inability of commercial structures to meet codes, and general deterioration of building exteriors in the downtown area.

NOW THEREFORE BE IT RESOLVED, by the City Council of Benson, Minnesota, that the area identified as the target area in the attached map is characterized by conditions meeting the definition of "Slum and Blight."

Adopted this day of , 2017.

Signature (Mayor)

Signature (City Administrator)

CITY OF BENSON
SWIFT COUNTY
STATE OF MINNESOTA

RESOLUTION NO. _____

**RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL
ON THE PROPOSED MODIFICATION TO THE DEVELOPMENT PROGRAM
FOR DEVELOPMENT DISTRICT NO. 3 AND THE PROPOSED
ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 7
THEREIN AND THE ADOPTION OF THE TAX INCREMENT FINANCING
PLAN THEREFOR.**

BE IT RESOLVED by the City Council (the "Council") for the City of Benson, Minnesota (the "City"), as follows:

Section 1. Public Hearing. This Council shall meet on June 5, 2017, at approximately 5:30 P.M., to hold a public hearing on the proposed modification to the Development Program for Development District No. 3 (the "Program"), and the proposed establishment of Tax Increment Financing District No. 7, (a housing district) and the proposed adoption of a Tax Increment Financing Plan (the "Plan") (together the "Program and Plan") therefor, all pursuant to and in accordance with *Minnesota Statutes, Sections 469.124 to 469.133*, and *Sections 469.174 to 469.1794*, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City; and

Section 2. Notice of Public Hearing, Filing of Program and Plan. City staff is authorized and directed to work with Ehlers and Associates to prepare the Program and Plan and to forward documents to the appropriate taxing jurisdictions including Swift County and Independent School District No. 777. The City Manager is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, nor more than 30, days prior to June 5, 2017, and to place a copy of the Program and Plan on file in the City Manager's office at City Hall and to make such copy available for inspection by the public.

Dated: April 3, 2017

Adopted:

Gary Landmark, Mayor

ATTEST:

Robert Wolfington, City Manager

INVOICE

Invoice Number 1178057
Project Number 193803899

Top Task 200

General

Evaluate WWET capacity to accept cheese plant wastewater, conference call with staff and Rob Wolfington regarding potential milk processing plant, prepare water and wastewater report for City, prepare exhibits, determine costs to expand wastewater system and prepare memo and send to City, prepare PPL application and submit.

Professional Services

Billing Level

	Hours	Rate	Current Amount
Engineer	3.00	130.00	390.00
	3.00		390.00
Graphics Designer	12.75	111.00	1,415.25
	12.75		1,415.25
Project Manager	11.50	164.00	1,886.00
	11.50		1,886.00
Senior Principal	2.00	183.00	366.00
	2.00		366.00
Professional Services Subtotal	29.25		4,057.25

Top Task 200 Total

4,057.25

Top Task 250

GIS

Research milk producers data to be used on figures, research and contact County for updated parcels, prepare basemap and aerials.

Professional Services

Billing Level

	Hours	Rate	Current Amount
GIS Specialist	2.00	117.00	234.00
	6.00	130.00	780.00
	8.00		1,014.00
Project Manager	2.00	164.00	328.00
	2.00		328.00
Professional Services Subtotal	10.00		1,342.00

Top Task 250 Total

1,342.00

INVOICE

Invoice Number

1178057

Project Number

193803899

Top Task 350

Council Meetings

Attend Council Meeting conference call to review wastewater and water IUP.

Professional Services

Billing Level

Project Manager

Hours

Rate

**Current
Amount**

0.50

164.00

82.00

0.50

82.00

Professional Services Subtotal

0.50

82.00

Top Task 350 Total

82.00

Total Fees & Disbursements

\$5,481.25

INVOICE TOTAL (USD)

\$5,481.25

RESOLUTION

2017 SWIFT COUNTY BOARD OF COMMISSIONER'S MEETING SCHEDULE

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the Swift County Board of Commissioner shall hold all meetings in the Swift County Courthouse located at 301 14th St N in Benson Minnesota with its regular meetings being held the 1st Tuesday of each month at 9:00 AM and the 3rd Tuesday of each month at 11:00 am with the following exceptions:

- The June 20, 2017 meeting will be moved from 11:00 AM to 5:00 PM for the Board of Equalization ✓
- The July 4, 2017 meeting will be moved from 9:00 AM on July 4, 2017 to 9:00 AM on Wednesday July 5, 2017 due to the Fourth of July Holiday ✓
- The December 5, 2017 meeting will be moved from 9:00 AM on Wednesday, December 5, 2017 to 5:00 PM on December 6, 2017 for TNT Hearing ✓

BE IT RESOLVED, that the Swift County Board of Commissioner will hold the following special meetings:

- End of the year meeting on Friday, December 29, 2017 at 9:00 AM ✓

Adopted on a _____ vote by the Swift County Board of County Commissioners the 3rd day of January 2017.

Swift County Board of Commissioners

Chairman

ATTEST:

Amanda Ness
Clerk of the Board

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Alexandria
610 Fillmore Street
PO Box 1028
Alexandria, MN 56308-1028

320.762.8149 
320.762.0263 
Alexandria@wsn.us.com 

WidsethSmithNolting.com

BENSON POLICE DEPARTMENT

March 31, 2017

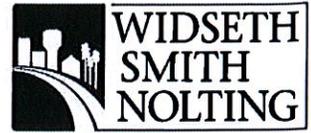
**To: Police Chief Ian Hodge, City Administrator Rob Wolfington,
and members of the Benson City Council**

Proposal for Architectural Services

This proposal is for providing architectural services including structural, mechanical, and electrical engineering for the remodeling and addition to the existing Loen building located at 2110 Hall Avenue in Benson Minnesota. The existing area of the building to be remodeled is approximately 3585 square feet and the new addition is approximately 1830 square feet. Total proposed scope of work area is approximately 5415 square feet.

WSN will provide architectural and structural, mechanical, and electrical engineering services for the for the project described above. Our scope of service for this project will include the following:

1. **Schematic Design.** During this phase WSN will meet with you and your staff to make revisions to the preliminary plan in order to incorporate the latest thoughts and needs of the police department.
2. **Design Development.** During this phase electrical and mechanical and structural systems are designed and reviewed. Building materials are chosen and the design is finalized.
3. **Construction Documents.** During this phase the Design Development set is detailed into bidding documents that allow contractors to offer competitive bids for the construction.
4. **Bidding.** At this time WSN issues the project construction documents for bidding. We answer contractor questions and issue clarifications through addenda if required. WSN also attends the bid opening, reviews qualified contractor forms and the bids, and makes a recommendation to the City for awarding the construction contract.
5. **Construction Administration and Observation.** During construction WSN makes periodic site visits, answers contractor questions, approves payment request and observes that the construction is following the construction documents. This includes the project closeout activities and a one-year warranty walk through.



WSN proposes to provide the above professional services for the remodeling and addition to the existing Loen building for use by the city of Benson police department for a lump sum fee of Forty-Five Thousand Eight Hundred and Fifty dollars.

Please sign below to authorize WSN to proceed with the scope of professional services described above.

Thank you for the opportunity to present this proposal.

Sincerely,

WIDETH SMITH NOLTING & ASSOC. INC.

A handwritten signature in blue ink, appearing to read "Reed Becker", written over a horizontal line.

Reed Becker, AIA

Wideth Smith Nolting

A solid horizontal line intended for a signature.

Rob, Wolfington, Administrator

City of Benson, MN