

**City Council Regular Meeting Agenda  
City Council Chambers  
May 2, 2016**

Page	5:00 p.m. Personnel Committee Meeting		
	1.	5:30 p.m. Call the Meeting to Order at City Hall (Mayor)	
	2.	Pledge of Allegiance	
	3.	Additions to the Agenda? <input type="checkbox"/> None 1. _____ 2. _____ <ul style="list-style-type: none"> <li>▪ Any Consent Agenda items to be moved to a regular agenda item?</li> <li>▪ Approval of either ____ Agenda as presented or ____ Revised Agenda <b>Action Requested</b></li> </ul>	
	4.	Consent Agenda:	<b>Action Requested</b>
		a. Minutes:	
3-5		▪ 4.18.2016 City Council Minutes	
6-7		▪ 2.18.2016 EDA Minutes	
8		▪ 3.2.2016 Cemetery Board Minutes	
9-10		▪ 4.15.2016 Safety Committee Minutes	
11-13		▪ 3.28.2016 Swift County-Benson Hospital Meeting	
		b. Correspondence:	
14-15		▪ Coalition of Greater Minnesota Cities Halftime Report	
16		▪ Pioneerland Band Festival Request	
		c. Appointments:	
		▪ Terri Collins – SCBH Board Effective May 31, 2016	
17		d. Public Works Report	
	5.	Persons with Unscheduled Business to Come Before the City Council (Mayor)	
	6.	City Hall Renovation Assessment – Reed Becker, Widseth, Smith & Nolting	Information Only
18-19	7.	Consider Resolution to Raise & Remove a Bldg. at 1616 Atlantic Ave.	<b>Action Requested</b>
20-21	8.	Consider Resolution to Raise & Remove a Bldg. at 1620 Atlantic Ave.	<b>Action Requested</b>
22-30	9.	Benson Airport Disadvantaged Business Enterprise Program	<b>Action Requested</b>
31-37	10.	Airport Bituminous Rehabilitation Project Authorization	<b>Action Requested</b>
38-39	11.	Memorandum of Understanding – Transit Employees	<b>Action Requested</b>
	12.	Municipal Water Utility:	Information Only
40-46		▪ Consumer Confidence Report	
		▪ Copper Testing Semi-Annual Report	
		▪ Water Filter Plant Chlorine Feeder Repair	
47-48	13.	Olson & Tolifson Construction Re-Zoning Request	Information Only
49-51	14.	Future Industrial Site Study	Information Only

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|-------|---------------------------------------------------|-------------------------|
| 15.   | Upcoming Events:                                  | Information Only        |
|       | ▪ MRES Annual Meeting - May 11-12 Sioux Falls, SD |                         |
|       | ▪ LMC Annual Meeting - June 15-17 St. Paul, MN    |                         |
|       | ▪ CGMC Annual Meeting – July 20-22 Austin, MN     |                         |
| 52-53 | 16. CVEC 20 <sup>th</sup> Anniversary Celebration | Information Only        |
| 54-55 | 17. Traffic Control Study                         | <b>Action Requested</b> |
|       | 18. Adjourn: Mayor                                | <b>Action Requested</b> |

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
APRIL 18, 2016**

The meeting was called to order at 5:30 p.m. by Mayor Pro-Tem Stephanie Heinzig. Members present: Terri Collins, Jack Evenson, Jonathon Pogge-Weaver & Stephanie Heinzig. Members Absent: Gary Landmark. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, and Wayne Knutson and Darla Schwendemann with the Swift County Assessor's office.

The Mayor Pro-Tem opened the Board of Review. There was no one in attendance to address the board but it would remain open until 6:30 P.M.

The Council recited the Pledge of Allegiance.

Mayor Pro-Tem Heinzig asked for any additions to the agenda and received none. No Consent Agenda items were moved to the regular agenda. A motion was made by Collins, seconded by Pogge-Weaver and carried unanimously to approve the agenda and the following items on the Consent Agenda.

- April 4, 2016 City Council Minutes
- March 7, 2016 Planning Commission Minutes
- Received notice of the League of MN Cities Annual Conference June 14-17, 2016
- Received information of the Railroad Power Switches being activated
- April 1, 2016 Police Department Report

Wayne Knutson with the Swift County Assessor's office came forward to give a review of the past years property sales within the city. The proposed valuations have small changes within the city with a goal of values falling between 90 and 105 percent of their selling price. Sales averaged around 101% during the past period reviewed. Benson's overall valuation is projected to drop about 4% for payable 2017. A major contributor being an estimated 1.9 million in valuation exempted as an Ag Containment Facility. There is a proposal in the current legislature to remove the exemption. He has one property to request an adjustment on but would wait until the end of the Review.

There was no one in attendance with unscheduled business.

Motion was made by Evenson, seconded by Pogge-Weaver and carried unanimously to approve the Arbor Day Proclamation for April 29, 2016

Pederson presented a proposal from Conway, Deuth & Schmiesing to conduct the annual financial audit for the City for the following years and dollar amounts. Years ending 2016 for \$23,075 , 2017 for \$23,750, and 2018 for \$24,475. Motion was made by Collins, seconded by Evenson and carried unanimously to approve the contract as presented.

Wolfington reviewed the Power Plant engine emission testing proposal from Comprehensive Emission Services with the Council. This is a requirement for our emissions permit to perform every three years. Motion was made by Evenson, seconded by Pogge-Weaver and carried unanimously to authorize the services.

Wolfington discussed a proposed Resolution to Order Repair of Hazardous Conditions at 1416 Atlantic Avenue. He presented a report from City Building Official Jacobson on the hazardous conditions of said out buildings. After discussion, the Council agreed to place a 45 day order for repair on the Order.

Councilmember Evenson offered the following resolution:

**RESOLUTION TO ORDER REPAIR OR RAIZE AND  
REMOVAL OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016-12)**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1416 Atlantic Ave. in Benson, Minnesota, legally described as Lot Six (6), Block Thirty-three (33), Original Townsite of the City of Benson, Swift County, Minnesota,

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the building on the above described property which make said building dangerous or substandard, as a result of a failing roof and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 contains hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.

That along with said order, the owners, tenants and any lienholders of the above described property will be served with notice of any 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.

Councilmember Pogge-Weaver seconded the foregoing Resolution and the following vote was recorded AYES: Collins, Heinzig, Evenson, Pogge-Weaver. NAYES: None. Absent: Landmark. Thereupon the Mayor Pro-Tem declared Resolution 2016-12 duly passed and adopted.

Wolffington discussed a proposed Resolution to Order Repair of Hazardous Conditions at 1616 Atlantic Avenue. He presented a report from City Building Official Jacobson on the hazardous conditions of said out buildings. After discussion, the Council agreed to place a 45 day order for repair on the Order.

Councilmember Collins offered the following resolution:

**RESOLUTION TO ORDER REPAIR OR RAIZE AND  
REMOVAL OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016-13)**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1616 Atlantic Ave. in Benson, Minnesota, legally described as Lots Eight (8), Nine (9), and the West Half of Lot Seven (7), Morris and Payte's Addition to the City of Benson.

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the garage and shed on the above described property which make said building dangerous or substandard, as a result of a failing foundation, sagging walls, holes in the wall, rotten materials and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 buildings located on the above described property contain hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.

That along with said order, the owners, tenants and any lienholders of the above described property will be served with notice of any 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.

Councilmember Pogge-Weaver seconded the foregoing Resolution and the following vote was recorded AYES: Collins, Heinzig, Evenson, Pogge-Weaver. NAYES: None. Absent: Landmark. Thereupon the Mayor Pro-Tem declared Resolution 2016-13 duly passed and adopted.

Wolfington reported that three quotes had been received as follows to lease purchase the Fire Department Ladder Truck.

First Security Bank	3.2% for 10 Years
	3.3% for 15 Years
Bremer Bank	2.8% for 10 Years
Bank of the West	2.59% for 10 Years

Motion was made by Evenson Seconded by Pogge-Weaver and carried unanimously to authorize the Mayor and City Manager to enter into the Lease Purchase agreement with Bank of the West with the final interest rate calculation being established at the time the equipment is delivered.

A review of the March budget report was completed.

Motion was made by Collins, seconded by Evenson and carried unanimously to approve the bills and warrants in the amount of \$433,763.26.

The City Manager reported on the following items. His trip to the Biomass Conference in Charlotte, NC and that the conference next year will be held in Minneapolis, MN. There is a bus drivers meeting with Prairie 5 on Tuesday evening that he plans to attend. The timing and schedule for mosquito spraying for the upcoming summer.

Wayne Knutson came back before the council at 6:30 P.M. He recommended to reduce the valuation of the Benson Bowler from \$173,000 to \$125,500 due to the condition of the property and their inability to find a buyer. Motion was made by Pogge-Weaver, seconded by Evenson and carried unanimously to approve the adjustment.

Mayor Pro-Tem Heinzig declared the Board of Review closed.

There being no other business, a motion was made by Collins, seconded by Evenson and carried unanimously to adjourn the meeting at 6:35 p.m.

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Mayor Pro-Tem

WJ  
3/19/16

## EDA Meeting February 18, 2016

**Members Present:** Stephanie Heinzig, Rick Horecka, Jon Buyck, and Rob Wolfington.  
**Members Absent:** Pat Hawley & Jack Evenson  
**Also Present:** Assistant City Attorney Ben Wilcox, Tim and Matt Mattheisen

Chairman Buyck called the meeting to order at 12:19 p.m.

The Chairman welcomed new member Sheryl Madden to the EDA.

It was moved by Heinzig, seconded by Horecka and carried unanimously to approve the January 21, 2016 EDA Meeting Minutes.

Matt and Tim Mattheisen discussed building a new grocery store with 2 possible renters. They said one of the renters asked about a possible loan with the EDA. The cost to build is estimated at \$3.7 million, with gap financing through Agralite, the RDC, the County and their own grocery co-op group. Matt passed around pictures and sketches of how the building will be laid out. He also discussed a purchase agreement for the Southside Carwash land and land to the west of that for the location of the building. Matt stated they are ready to build as soon as they get a commitment from their second possible renter. Mattheisens asked about TIF and Tax Abatement possibilities. Wolfington discussed the two options. It was agreed that when a formal request for TIF or Tax Abatement comes from Mattheisens, it will come back to the EDA for a possible special meeting and recommendation to the Council.

Wilcox discussed the default on the Tech Box Loan. Wilcox has proceeded with a judgement against them for collections. Mrs. Flodstrom talked to Wilcox, and said they could only afford \$25-\$50 per month. There was discussion on different ways to proceed with collections. The balance of the loan is \$7,133.20. After discussion, it was moved by Madden, seconded by Horecka and carried unanimously to take the \$50 in payment per month per automatic bank with-drawl, freeze the interest on the loan and re-evaluate in three years. This motion was seconded by Horecka and carried unanimously.

Wolfington informed the EDA Todd and Betty Staton has filed bankruptcy. The loan balance is \$37,974.57. The loan was for kitchen equipment and the lunch truck. The EDA had 1<sup>st</sup> position on the lunch truck. There was discussion on recouping these assets.

The International Bio-Mass Conference is April 10-13, 2016 in Charlotte, North Carolina, Wolfington and Horecka will be attending.

Wolfington talked about White Dog Labs (WDL) are in phase I of their loan process. Benson was the preferred site out of 3. There is a possibility of 35 jobs with WDL. They need to be located near an ethanol plant, and are working on land acquisition. Wolfington said the connection with WDL was made at a previous International Biomass Conference.

CVEC has asked to hook into the City wastewater plant. If this happens, there may be improvements to the plant with possible grants for expansion.

Wolfington updated the EDA on the latest Small Cities Grant. He said Benson's pre-application has been considered non-competitive. After some adjustments and changes to the full application, Jacki Anderson with the UMRDC will continue to submit the full application.

The loan profile was reviewed.

Wolfington said Paul Estenson has resigned from the EDA. His term is for the rest of 2016 will need to be filled.

There being no other business, it was moved by Heinzig, seconded by Madden and carried unanimously to adjourn the meeting at 1:23 p.m.

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Vice-Chairman

Attest: \_\_\_\_\_

Secretary

March 2, 2016

City of Benson Cemetery Board Minutes

Greg called the meeting to order.

Members present were Jim Hilleren , Judy Hoberg, and Greg Zniwski.

Also present were Rob Wolfington, Dan Gens and Duane Hopp

Rob discussed the things happening at the golf course.

Greg made a motion to accept the minutes from previous meeting, seconded by Judy, passed.

There was discussion about Duane Molden bid to do the Columbarium at the cemetery. A motion to accept Duane's bid by Judy, seconded by Jim, passed.

There was discussion about what to charge for the niche. Greg stated that Calvary and Assumption Churches in St. Cloud sell their niches for a single niche is \$2300 and double niche is \$4500. This included the name plate, the entombment, and opening and closing.

There was discussion about flowers in the columbarium.

There was discussion about keeping track of the niches in the columbarium.

Next meeting to be on April 27, 2016

A motion to adjourn by Jim, seconded by Judy, passed.

Recorded by Duane Hopp

*N*  
*April 18, 16*

**Safety Committee Meeting**  
**Friday, April 15, 2016**  
**9 AM**

**Members Present:** Rob Wolfington, Mike Hoffman, Will Steinmetz, Paul Larson, Wade Ascherman, Russ Borstad, Dan Gens, Shawn Wilson and Val Alsaker

**Members Absent:** Tom Lee.

**Old Business**

1. Check lists were turned in from the Liquor Store, Parks, Transit, Streets, Line Department, Power Plant and Wastewater with no noted issues. Water Department's check list stated the hooks for the backhoe have been welded and are ready to go.
2. Val discussed the Ergonomic assessments done on the City Hall work stations.
3. The AWAIR, Right to Know, Small Tools class was discussed.
4. Val stated Audios have all been completed. She will start looking at them to determine if there are any standard threshold shifts in hearing.
5. Dan and Wade have not discussed how to stop snow and ice from sliding off the Street Garage. It will be discussed at the next meeting.
6. The electronic Exit sign by the Transit door has not been installed.

**New Business**

1. Val reminded the Committee of the Safety Class on April 21, 2016 at 1pm in the Fire Hall. Swift County-Benson Hospital Dietary Specialist Arthur Valentine will be speaking.
2. Reflective tee shirts are good for the regular workers. Dan stated he needs more shirts
3. There was an incident of a Water Department worker kneeling in a crawl space to work on a water meter. He hurt his knee. It was determined he should use knee pads when in these types of situations.

**Other Business**

1. Val said Will asked about a CPR mask for their first aid kits. It was discussed that Val would go to each department and go through their kits, restock and order what is needed for each department to have fully stocked first aid kits available.
2. Russ discussed having difficulty with the Chlorine tester not being accurate. Rob asked him to get it calibrated and report back to the Committee when it is done.

3. All employees are asked to keep an eye on the young, summer hires and help them to work more safely on the job. If someone observes unsafe behavior, they are to stop the employee and discuss a safer approach to the job.

There being no other business, the meeting was adjourned at 9:30 a.m.

**SWIFT COUNTY-BENSON HOSPITAL  
BOARD OF DIRECTORS MEETING MINUTES  
Monday, March 28, 2015 -- 5:30 p.m.**

**I. CALL TO ORDER & ROLL CALL**

**Time: 5:35 pm Who: Kory Johnson, Chairman**

**Members Present:** Kory Johnson, Board Chair; Richard Horecka, MD, Tom Anderson, Dan Enderson, Joe Fox, Jill Hedman, Deb Moore, Brian Samuelson, Patty Schreck, Terri Collins, Kurt Waldbillig, CEO

**Others Present:** Melissa McGinty-Thompson, CNO; Jayne Thielke, CFO; Michele Samuelson, Executive Assistant; Rob Wolfington, Mike Pogge-Weaver, Reed Anfinson, Mike Schramm

**II. BOARD EDUCATION PROGRAM -** Kurt Waldbillig presented the Benson Market Analysis PowerPoint presentation prepared by Sg2/Centracare. There was a brief discussion regarding various statistics found in the Analysis. The Analysis was shared with all Board members via e-mail after the February 29, 2016 Board meeting.

**III. FOR ACTION:**

1) **Governing Board Agenda** – There were no additions to the agenda. Motion to accept agenda made by Deb Moore, and second by Patty Schreck. Motion unanimously carried.

2) **Consent Agenda** – Kory Johnson presented the consent agenda, as distributed by e-mail, for approval. Motion to accept consent agenda as distributed by e-mail, made by Jill Hedman and second by Joe Fox. There was no discussion. Motion unanimously carried.

**IV. DECISION ITEMS**

**4.1 Eide Bailly Contract** - Brian Samuelson presented a brief description of the Eide Bailly Contract that was presented to the Finance Committee by Kurt W. and Jayne Thielke. The contract states that Eide Bailly will provide services related to the Rural Healthcare Clinic application process including assistance with completing the 855, at a cost of \$23,550. Representing the Finance Committee, Samuelson moved that the Board accept the Eide Bailly Contract at a cost of \$23,550. Motion seconded by Jill Hedman. There was no discussion. Motion unanimously carried.

**4.2 SISU Contract** - Brian Samuelson presented information on the proposed SISU contract. With the changing environment on the technological side, and the need for ACMC's Clinic software, All Scripts to interface with SCBH's software, Meditech, SISU will assist with building a bridge between the two. Kurt W. shared that with this contract SISU will be able to provide an IT master plan to give us what we need to bridge the interface between Allscripts and Meditech. This will assist us in generating a clean bill, and in gaining efficiencies in communication between the clinic and the Hospital. IT from ACMC will also be involved in this process. Brian Samuelson presented a brief description of the SISU contract that was presented to the Finance Committee by Kurt Waldbillig and Jayne Thielke. The contract states that SISU will provide services to help build a bridge between Allscripts and Meditech, the current software systems being used by ACMC Clinic and SCBH Hospital respectively. Representing the Finance Committee Samuelson moved that the Board engage SISU to develop the master plan at a contract cost of \$11,500. Motion second by Deb Moore. There was no discussion. The motion carried unanimously.

**3.3 Board Member Resignation:** Kurt Waldbillig informed the Board that Board Member, Dan Enderson has accepted the Chief Financial Officer position at SCBH. His resignation from the SCBH Board was presented. He will begin his new position at the Hospital on April 11, 2016. Dan is a County appointee and the county will have to appoint a new Board member. Brief discussion was held regarding the appointee process. Motion made by Patty Schreck to accept Dan Enderson's resignation from the Board. Motion seconded by Deb Moore. In discussion, Kory Johnson thanked Dan for his work and contributions to the Board during his term. An appointee committee will be put together, including select Board members, who will then make recommendations to the County regarding possible replacements. The County Commissioner will then appoint a new County appointee. There was no further discussion and the motion carried unanimously.

## V. DISCUSSION ITEMS

**5.1 Building Project** - HGA will be at SCBH for a Building project kick-off on April 7<sup>th</sup>. Kurt explained they will be going through the "nuts & bolts" of the plan on that date. Kurt informed the Board that he has not heard back from Golden Living Center regarding the Letter of Intent put together by attorney, Don Wilcox. With their lack of interest at this point, the plan is to move forward without their involvement.

**5.2 Clinic Update** - Kurt informed the Board that plans continue to move forward with ACMC. He and the ACMC representatives are working through details at this time. Kurt has a meeting on Wednesday, with ACMC, in regards to financial aspects of the plan. Kurt stated that he is very pleased with progress. Dan Enderson asked that if at the April meeting, we would be discussing the timeline for communicating the changes to staff and the media. Kurt indicated that communication of the information and timing will be something that he and ACMC will be discussing at the meeting on Wednesday. The tentative plan is to have joint meetings with all staff first and then do an interview with media. Kurt stated the importance of communicating with all staff before anything goes out in the media.

## VI. INFORMATION ITEMS:

**6.1 Grant for Lab Equipment** - Every year the MN State Health Department sets aside money for capital grants. This year SCBH submitted a grant to purchase a hematology analyzer. The grant was written for \$47,000 and SCBH received \$40,000. Sarah Jaeger took the lead on writing the grant with assistance from Jayne Thielke, CFO and Kelly Carlson, Lab Manager.

**6.2 Emerald Eve** - Kurt reminded everyone of the upcoming Emerald Eve event sponsored by the Foundation. Everyone was encouraged to attend. Donations are still being accepted for the Silent Auction and the wine grab bags. Tickets can be purchased at the front desk of the Hospital.

**6.3 Helipad Update** – Helipad location has been up and running for 3 months, great location, working well. Kurt thanked Rob Wolfington and the City of Benson for their work and financial support on the Helipad project.

**6.4 Hop Into Health** – Kurt informed the Board that the Hop Into Health event was a success. Thank you to Arthur Valentine, Holly Rodahl and Michele Sonnabend on all their hard work putting the event together. There were approximately 161 participants and over \$1300 was raised for the Backpacks for the Community program. Thank you to all who participated and volunteered.

**6.5 Introduction of Guest** - Dr. Horecka introduced a guest, Ben Harris, from Stewartville, MN. Ben is a 1<sup>st</sup> year med student from UMD – Medical School. He will be working intermittently throughout the year with Dr. Horecka. He is completing his 2<sup>nd</sup> week of a total of 4 to be completed this year. He will spend time working with Dr. Horecka as part of learning about rural practices.

**VII. CLOSED SESSION**

Motion made to move into closed session by Joe Fox, and second by Tom Anderson. No further discussion.  
Motion carried unanimously. Board entered into closed session at 6:15 pm.

**VIII. ADJOURNMENT**

Motion to end closed session made by Deb Moore and seconded by Joe Fox. There was no further discussion.  
Motion carried unanimously. The meeting was adjourned at 7:26 p.m.

Next Board Meeting: Monday, April 25, 2016; 5:30pm

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D. Moore, Secretary

## **Rob Wolfington**

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**From:** CGMC Communications <CGMC\_Communications@flaherty-hood.com>  
**Sent:** Monday, April 25, 2016 4:10 PM  
**Subject:** 2016 CGMC Legislative Halftime Report  
**Attachments:** Mid-session update4.25.16.pdf

### **2016 CGMC LEGISLATIVE HALFTIME REPORT: WHERE THINGS STAND**

With the legislative session just past its half-way point, we thought it would be a good time to check in on some CGMC priorities to see where things stand. The main take away is that nothing is entirely off the table yet and the outcome will depend on what we do to influence negotiations over the next four weeks. (For those who want a printable version, a PDF of this "halftime report" is also attached.)

#### **Big Picture**

State lawmakers are wrestling with how to use the state's \$900 million surplus while also dealing with leftover business from last session, including a tax bill and a transportation package. This is also a year for a big capital investment bill.

#### **LGA Funding Increase**

Last session, the CGMC aggressively pursued a \$45.5 million LGA increase to get back to the 2002 funding level. The Senate put this increase into its tax bill, while the House's version of the tax bill cuts \$84 million from the program by reducing the amount of aid that goes to Minneapolis, St. Paul and Duluth. Since the tax bill did not pass last year, these two differing positions are still waiting to be hashed out in conference committee. The next couple of weeks will be critical for an LGA increase. **Status: Still in Play**

#### **Workforce Housing Tax Credit**

Like the LGA provision, the CGMC and Greater Minnesota Partnership's (GMNP) workforce housing tax credit proposal was left in limbo when no tax bill passed last year. The Senate has a version of the CGMC/GMNP legislation in its tax bill, but the House does not. Thus, it sits in conference committee ready to be acted upon. The House did hold a hearing earlier this session on the workforce housing tax credit, and it is one of many ideas being discussed on how to address rural Minnesota's need for more workforce housing. **Status: Still in Play**

#### **Bonding for Clean Water Infrastructure**

Early this year, Gov. Dayton unveiled his bonding bill proposal which includes \$167 million for grant and loan programs to address the soaring costs of water and wastewater infrastructure. The CGMC has been strongly pushing the idea that these programs should be the foundation of any bonding bill passed by the legislature. The idea seems popular with legislators on a bi-partisan basis, but the big question is whether the eventual size of a bonding bill and the need to get votes from a super-majority of the legislature will allow room for a significant investment in clean water infrastructure programs. **Status: Still in Play**

#### **Greater MN Business Development Public Infrastructure (BDPI) Grant Program**

The BDPI program received a strong boost early this year when Gov. Dayton recommended \$21 million for it in his bonding proposal. Like bonding for water infrastructure, this is a popular program with legislators, but much will depend on the overall size of the bonding bill. The CGMC has been making the case that the BDPI program, along with water infrastructure, should be one of the building blocks of a good, regionally balanced bonding bill. **Status: Still in Play**

## **Transportation**

A comprehensive transportation package seems elusive. House GOP leaders are adamant that there will not be new revenue — such as increases in the gas tax or tab fees — for transportation, nor will there be additional money for SW light rail transit, two key priorities for Democrats. While everyone seems to agree that Minnesota needs an additional investment of \$6-7 billion over 10 years, there is no agreement on where the money should come from, with DFLers hoping for new revenue and GOPers indicating that it can be done within the context of the state budget surplus and borrowing.

Although the CGMC has been pushing for a comprehensive transportation package with new revenues, it seems unlikely that is going to happen this year. Absent a comprehensive package, the CGMC has been advocating for an additional infusion of money into the Corridors of Commerce program and more money for city streets, including those with populations under 5,000 who have not historically received state funds. **Status: Hanging by a Thread**

## **Broadband**

Most lawmakers have been focused on the amount of investment for the Border-to-Border Broadband Development Grant Program, with the Governor (\$100 million), Senate (\$85 million) and House (\$40 million) all proposing more money than was allocated last year. While the funding level is important, the CGMC and GMNP have been more focused on the policy aspect by advocating for changes to the program that would allow more cities to be eligible for funding. Current eligibility requirements exclude almost all CGMC cities. The current House jobs bill actually makes it less likely that grant funding will support projects aimed at economic development. The Senate broadband position is much more favorable and would allow more cities to qualify for grants. Despite the favorable Senate position, there are significant industry forces working to undermine the effectiveness of the state's broadband program when it comes to providing better service to cities that need it for economic development. **Status: Hanging by a Thread**

## **What's Next?**

The CGMC will continue to work on these issues over the next few weeks, and we will be calling on our members to help out. Last week, we sent out Action Alerts on broadband the clean water infrastructure bonding. We anticipate that we will send out a couple more Action Alerts over the next several days, including one on the BDPI program and one on transportation.

We also strongly encourage all city officials and community leaders to join us for a free Lobby Day on Wednesday, May 11. The day will include meetings with key legislators to discuss our top priorities, a press conference, and an ice cream social with legislators. It is extremely important that we get as many people to attend as possible! More information is available on this Lobby Day flyer.

As always, we thank all of our members for advancing and promoting Greater Minnesota issues by contacting and meeting with legislators, attending CGMC events, writing letters to the editor, etc. Your efforts are making a difference! Now we just need to make an extra push over the next few weeks to get us over the finish line.

If you have any questions about any of the CGMC's priorities or the upcoming Lobby Day, please contact Bradley Peterson at [bmpeterson@flaherty-hood.com](mailto:bmpeterson@flaherty-hood.com) or 651-259-1940.

To: Rob Wolfington, Benson City Manager  
From: Pioneerland Band Festival Committee  
RE: Fund Request  
Date: January 18, 2016

Rob,

The Pioneerland Band Festival Committee is requesting operating funds for the 2016 parade. The parade will be held on Tuesday, June 14th beginning at 6:30pm. We plan to seek donations from local businesses as well as residents to fund the parade. We are requesting the Benson City Tourism Board consider contributing to this event in the amount of \$3,500.

Thank you for your consideration of this request.

Respectfully submitted,

*/Via e-mail/*  
Brock Duncan,  
PBF Committee

# Public Works Report May 2, 2016

## **Electric:**

- This week starts work on the summers underground project.
- Lighting for Civic Center about done.
  
- **Parks:**
- Summer help is on the way. Over the next two weeks kids should all be here.
- Guys have already started mowing.
- Big plans this year to focus on safety and working smart.
- Also focus on curb appeal. More clean up and touch up.

## **Water:**

- Copper, chlorine and MDH oh my have we been busy.
- Two summer help are on the way to spend the summer cleaning storm sewers. Much needed.
- Attention will be turning to the pool to meet opening day.
- Parks are open and water is on.

## **Wastewater:**

- Camera and jet truck will be running as much as possible all summer long. We are gathering as much info as possible to be prepared for possible future projects.
- Dan Gens passed his Class A wastewater exam and his Type 4 bio-solids exam.
- Lots of small repairs.

## **Streets:**

- Potholes – street sweeping – brush hauling – mobile manor – etc.
- Cleaned ditches on edge of town. Looks nice. Fire Dept. also burned by Bowler. Thanks.
- Still short handed. Russ Olson should be back in a month.

I think the council is mostly aware of what the departments have been doing and what we look forward to this summer. Are there things the council would like to see that may not be on the Public Works radar? I'll bring my notebook.

**RESOLUTION TO ORDER REPAIR OR RAIZE AND REMOVAL  
OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016-)**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1616 Atlantic Ave. in Benson, Minnesota, legally described as Lots Eight (8), Nine (9), and the West Half of Lot Seven (7), Morris and Payte's Addition to the City of Benson.

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the garage on the above described property which make said building dangerous or substandard, as a result of a failing foundation, sagging walls, holes in the wall, rotten materials and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 contain hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners 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 any 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 \_\_\_\_\_, 2016.

Approved:

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_

**ORDER FOR REPAIR OR RAZING AND REMOVAL OF HAZARDOUS BUILDING**

**TO: DESIREE K. HOLM**

**YOU ARE HEREBY ORDERED** to repair the building located at 1616 Atlantic Ave. in Benson, Minnesota, legally described as Lots Eight (8), Nine (9), and the West Half of Lot Seven (7), Block 45 of Morris and Payte's Addition to the City of Benson, Swift County, Minnesota,

You are to repair the building by taking the following specific actions:

1. Repair the failing foundation on the auxiliary building to the satisfaction of the City Building Inspector.
2. Repair the west wall on the auxiliary building to the satisfaction of the City Building Inspector.

In the alternative you may raze and remove the building.

This order is made on the grounds that said building is in a hazardous condition and presents a serious threat to the health and safety of the public.

You must complete the repair of said building by no later than \_\_\_\_\_. If you fail to do so, a motion for summary enforcement of this order will be made to the District Court of Swift County, Minnesota, unless you file an answer to this Order within the time specified by Minnesota Statutes section 463.18.

Dated: \_\_\_\_\_

CITY OF BENSON

By \_\_\_\_\_

**RESOLUTION TO ORDER REPAIR OR RAIZE AND REMOVAL  
OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016- )**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1620 Atlantic Ave. in Benson, Minnesota, legally described as Block 45, Lots Ten (10), Eleven (11), and Twelve (12), Morris and Payte's Addition to the City of Benson.

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the shed on the above described property which make said building dangerous or substandard, as a result of sagging walls, holes in the wall, rotten materials and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 contain hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners 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 any 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 \_\_\_\_\_, 2016.

Approved:

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_

**ORDER FOR REPAIR OR RAZING AND REMOVAL OF HAZARDOUS BUILDING**

**TO: LARRY & JACQUE UNRUH**

**YOU ARE HEREBY ORDERED** to repair the building located at 1620 Atlantic Ave. in Benson, Minnesota, legally described as Lots Ten (10), Eleven (11), and Twelve (12), Block 45, Morris and Payte's Addition to the City of Benson, Swift County, Minnesota,

You are to repair the building by taking the following specific actions:

1. Repair the walls, sheeting and door of the small shed to the satisfaction of the City Building Inspector.

In the alternative you may raze and remove the building.

This order is made on the grounds that said building is in a hazardous condition and presents a serious threat to the health and safety of the public.

You must complete the repair of said building by no later than \_\_\_\_\_. If you fail to do so, a motion for summary enforcement of this order will be made to the District Court of Swift County, Minnesota, unless you file an answer to this Order within the time specified by Minnesota Statutes section 463.18.

Dated: \_\_\_\_\_

CITY OF BENSON

By \_\_\_\_\_

## Rob Wolfington

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**From:** Matthew C. Gustafson <matthew.gustafson@tkda.com>  
**Sent:** Wednesday, April 13, 2016 3:45 PM  
**To:** Rob Wolfington (rob.wolfington@co.swift.mn.us)  
**Subject:** Benson Municipal Airport DBE Program and 3-Year Goal  
**Attachments:** BBB-3 Year DBE Goal.pdf; DBE Program-BBB.pdf

Rob,

I have prepared a DBE program for the Benson Municipal Airport for your review. The policy statement on page 2 needs to be signed before I can submit it to the FAA for approval. Please send me a signed pdf of page 2 if you approve the program. I also have attached the 3-year DBE goal for 2014-2016 which will be submitted to the FAA.

Let me know if you have any questions.

Matt



 **Matt Gustafson** | Graduate Engineer  
444 Cedar Street, Suite 1500, Saint Paul, MN 55101  
**TKDA** P 651.292.4505 | [tkda.com](http://tkda.com)

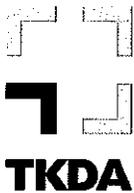
# DBE PROGRAM – 49 CFR PART 26

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## CITY OF BENSON

### BENSON MUNICIPAL AIRPORT

APRIL 13, 2016



444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
651.292.4400  
tkda.com

**POLICY STATEMENT**

**Section 26.1, 26.23 Objectives/Policy Statement**

The City of Benson has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Benson has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City of Benson has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Benson to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Rob Wolfington has been delegated as the DBE Liaison Officer (DBELO). In that capacity, Rob Wolfington is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Benson in its financial assistance agreements with the Department of Transportation.

City of Benson has disseminated this policy statement to the City's Chamber of Commerce, Swift County Public Works Department, State of Minnesota Contractors Association, MnDOT Aeronautics, State of Minnesota Minority Business Development Office and the Federal Aviation Administration Office of Civil Rights.

\_\_\_\_\_  
Rob Wolfington

\_\_\_\_\_  
Date

## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 26.1 Objectives**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

The City of Benson is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

### **Section 26.5 Definitions**

The City of Benson will use terms in this program that have the meaning defined in Section 26.5.

### **Section 26.7 Non-discrimination Requirements**

The City of Benson will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City of Benson will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

#### **Reporting to DOT: 26.11**

(b) You must continue to provide data about your DBE Program to the Department as directed by DOT operating administrations.

We will report DBE participation to DOT/FAA as follows:

We will transmit to FAA annually on December 1, the "Uniform Report of DBE Awards or Commitments and Payments" form, found in Appendix B to this part. We will also report the DBE Contractor firms contact information either on the FAA DBE Contractor's Form or other similar format. We will transmit the information electronically via DBE-CONNECT website. [<https://faa.dbesystem.com/>]

#### **Bidders List: 26.11(c)**

The City of Benson will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and

# **DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

## **3-YEAR GOAL ESTABLISHMENT 2014 - 2016**

### **BENSON MUNICIPAL AIRPORT FOR THE CITY OF BENSON**



444 Cedar Street, Suite 1500  
Saint Paul, MN 55101  
651.292.4400  
tkda.com

**Submitted: APRIL 2016**

**DBE GOAL for FY-2014/2015/2016**  
**BENSON MUNICIPAL AIRPORT, CITY OF BENSON, MINNESOTA**

**Section 26.45: Overall DBE 3-Year Goal Calculations**

**Methodology Used to Calculate Overall Goal**

**Step 1: 26.45(c) Determining the Base Figure**

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBEs was calculated as follows: A base figure was calculated for each of the NAICS codes into which the project work could be readily split. See the attached table.

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs for a code}}{\text{All ready, willing, and able firms for a code}}$$

The data source used to derive the numerator was the Minnesota Department of Transportation UCP DBE Vendors List, found on their website: [mnucp.metc.state.mn.us](http://mnucp.metc.state.mn.us)

The data source used to derive the denominator was obtained from Census Bureau Employment Statistics Establishments with Payroll by State, found on their web site: [factfinder2.census.gov](http://factfinder2.census.gov)

A weighted percent was then derived and a dollar value for the DBE work under each code was calculated. The values of all the DBE work and all work items were then totaled to obtain the numerator and denominator. Dividing the numerator by the denominator yields the base figure for our overall goal.

**Goal Period:** FY-2014-2015-2016 – June 1, 2014 through September 30, 2016

<b>DOT-assisted contract amount:</b>	FY-2014	\$	0
	FY-2015		0
	FY-2016		270,000
<b>Total</b>		\$	270,000

**DBE 3-Year Overall Goal:** (percentage) 5.1%

**Total dollar amount to be expended on DBE's:** \$ 13,649

**Market Area:**  
Central and Southern Minnesota

**Step 1. Analysis:** Actual relative availability of DBE's

DESCRIPTION OF WORK	APPROX. FEDERAL \$	NAICS #	POSSIBLE DBE'S	POSSIBLE WORK FORCE	WEIGHTED %	DBE \$ VALUE
2014 NO FEDERALLY FUNDED PROJECTS						
2014 NO FEDERALLY FUNDED PROJECTS						
2016 <u>RUNWAY/TAXIWAY/APRON CRACK SEAL</u>						
ENGINEERING/PLANNING	9,000	541330	42	894	0.047	423
BITUMINOUS CRACK / SLURRY SEAL	261,000	237310	15	298	0.051	13,226
TOTAL	270,000					13,649

**3-YEAR DBE GOAL: 5.1%**

**Step 2: 26.45(d) Adjustment to the Base Figure**

After calculating a base figure of the relative availability of DBEs, evidence was sought to determine what adjustment was needed to the base figure in order to arrive at the overall goal. There is no local disparity study available for the area and no barriers to entry were identified. Most recently in FY 2005, there was a good faith effort for DBE participation in federally funded airport construction projects, compared to a goal of 2.0%. Nevertheless, no Step 2 adjustment to the base figure has been made.

**Section 26.51: Breakout of Estimated Race-Neutral and Race-Conscious Participation**

The Sponsor will meet all of its 5.1% overall goal by race-conscious means. We believe that the race-neutral measures that we are going to implement will be effective. However, at this time we are unable to project any DBE participation through the use of these steps. The airport does not have a history of accomplishments that exceeded goals and no history of DBE prime contractors in federally assisted projects.

The recipient will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

## **Public Participation**

### **Consultation:** Section 26.45(g)(1).

If the Sponsor determines that it will be requesting or receiving a Federal Grant greater than the qualifying threshold during the next fiscal year, it will begin the following process. If no grant is anticipated for next fiscal year it will delay implementing the process.

Before establishing the overall goal, the Sponsor will consult with the Mn/DOT EEO Contract Management Office, and other resources, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Sponsor efforts to establish a level playing field for the participation of DBEs. This consultation meeting will normally be scheduled during the month of May each year. The consultation will include a scheduled, direct, interactive exchange (e.g., a face-to-face meeting, video conference, teleconference) with as many interested stakeholders as possible focused on obtaining information relevant to the City of Benson's goal setting process.

Following this consultation, the Sponsor will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the City of Benson City Hall, for 30 days following the date of the notice, and informing the public that the Sponsor and DOT will accept comments on the goals for 45 days from the date of the notice. The proposed goal will be published in the *Swift County Monitor-News*. Normally, the Sponsor will issue this notice by June 1 of each year. The notice will include the address to which comments may be sent and the address where the proposal may be reviewed. The Sponsor's overall goal submission to DOT will include a summary of information and comments received during this public participation process and the Sponsor's responses.

The Sponsor will submit its overall goal to DOT no later than August 1 of each year. Note that the Sponsor will not normally receive more than one Federal Grant in any one fiscal year, and does not always know prior to August 1 if it will be requesting or receiving a grant in the upcoming fiscal year, nor if the requested grant will be greater than the qualifying threshold. If the Sponsor learns that it will be receiving a grant later than the above process dates, it will immediately begin the consultation and goal-setting process.

The Sponsor will begin using its overall goal on October 1 of each year, unless it has received other instructions from DOT. If it establishes a goal on a project basis, it will begin using its goal by the time of the first solicitation for a DOT-assisted contract for the project.

## **PUBLIC NOTICE**

Pursuant to 49 CFR Part 26, the Benson Municipal Airport has established a Federal Fiscal Year 2016 goal of 5.1% for Disadvantaged Business Enterprise Participation on AIP Projects funded by the Federal Aviation Administration.

A description of these goals is available for review at the City of Benson City Hall, for a period of 30 days following publication of this notice. Written comments will be accepted for 45 days from the date of this notice. Comments may be submitted to: DBE Liaison Officer, City of Benson, 1410 Kansas Avenue, Benson, MN 56215 or to the Civil Rights Officer, Federal Aviation Administration, 2300 East Devon Avenue, Des Plaines, IL 60018.

Dated this 15th day of April, 2016.

Rob Wolfington  
City Administrator, City of Benson, and DBE Liaison Officer

### **Contract Goals (26.51)**

The Sponsor will use contract goals to meet any portion of the overall goal not projected to be satisfied by use of race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the overall goal that is not projected to be met through use of race-neutral means.

The Sponsor will establish goals only on those DOT-assisted contracts that have subcontracting possibilities. A goal need not be established on every such contract, and the size of the contract goals will be adapted to the circumstances of each contract. Contract goals will be established as a percentage of the total amount of DOT-assisted contracts.

THE CITY OF BENSON, MINNESOTA  
AUTHORIZATION FOR PROFESSIONAL SERVICES

TO: Toltz, King, Duvall, Anderson  
and Associates, Incorporated  
444 Cedar Street, Suite 1500  
St. Paul, Minnesota 55101

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Pursuant to our Professional Services Agreement dated May 20, 2013, you are hereby authorized to proceed with the services described as follows:

2016 BITUMINOUS REHABILITATION PROJECT

I. PROJECT DESCRIPTION

The 2016 Bituminous Rehabilitation Project at the Benson Municipal Airport consists of the following items to be accomplished under one construction contract. This Project includes design and construction engineering services for the following major items of work as follows:

- Runway, Taxiway, and Apron Bituminous Crack Sealing
- Taxiway and Apron Bituminous Fog Sealing
- Replace Wind Cone Segmented Circle

II. SERVICES TO BE PROVIDED

TKDA is requested to provide the following services for the Project:

A. PART A - PROJECT FORMULATION AND PRELIMINARY DESIGN PHASE

1. Basic Services

- a. Conduct up to one meeting, site visit, and visual survey documenting pavement condition within Project area.
- b. Develop up to two alternatives, preliminary cost estimates, and exhibits for consideration by the CITY.
- c. Assist CITY with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT and the FAA.
- d. Prepare preliminary design and draft specifications (30% completion), for use in Project coordination with the agencies. Submit 30% plan to MnDOT and the FAA for their review.
- e. Coordinate with the CITY, MnDOT, and the FAA regarding the eligible Project scope, cost, and schedule resulting from the preliminary design.
- f. Prepare and submit to MnDOT and the FAA the FAA Grant Pre-Application Package.

2. Special Services

- a. Prepare "Construction Safety Phasing Plan" in accordance with FAA Advisory Circular 150/5370-2F.

- b. Work with FAA and MnDOT to obtain a Categorical Exclusion under the requirements of FAA Order 5050.4B, Airport Environmental Handbook, and Minnesota Statutes Chapter 4410, Airport Quality Board Environmental Review.
- c. Assist the CITY in establishing Project-specific goals for Disadvantaged Business Enterprise (DBE) utilization.

B. PART B - DESIGN PHASE SERVICES

1. Basic Services

- a. Coordinate with MnDOT and the FAA regarding the approval of the Project final design elements.
- b. Prepare final plans and specifications (100% completion), contract documents, and detailed estimates for construction items described above in SECTION I. Make minor revisions and adjustments following CITY, MnDOT, and FAA review of documents from the Preliminary Design Phase.
- c. Reproduce the final plans and specifications for bidding purposes. Upload plans and specifications to QuestCDN for contractor's to obtain bidding documents.
- d. Assist in securing bids, tabulation, and analysis of bid results, and then forward the results to MnDOT and FAA for their use in preparing state and federal funding documents.

2. Special Services

Provide administrative assistance related to Project-specific state and federal airport funding programs, and grant applications.

C. PART C - CONSTRUCTION PHASE SERVICES

1. Basic Services

- a. Assist the CITY in the execution of construction Contract Documents.
- b. Conduct the Preconstruction Conference.
- c. Consult with and advise the CITY during construction and act as the CITY'S representative as provided in the Contract Documents.
- d. Interpret plans and specifications during construction.
- e. Respond to Requests for Information and review required submittals to determine compliance with the design concept of the Project.
- f. Conduct progress meeting and make site visits to the construction site to observe the progress and quality of the executed work of the contractor and determine, in general, if such work is proceeding in accordance with the Contract Documents.
- g. Review laboratory test data to determine suitability of construction materials.
- h. Review payrolls and advise contractor of deficiencies.
- i. Review and make recommendations on requests for partial payments.
- j. Negotiate and process up to two change orders, if necessary.
- k. Conduct final inspection and make a recommendation for final acceptance and payment.

2. Special Services

- a. Provide a Resident Project Representative (and any assistants) at the site for general construction during the crack sealing work.

These resident services are provided to assist the CITY and to provide up to 60 hours of observation of the contractor's work during what time the construction is occurring. The Resident Project Representative (and any assistants) will be the CONSULTANT'S agent or employee under the dealings in matters pertaining to the on-site work shall, in general, be only with the CITY and the contractor, and dealings with subcontractors shall only be through or with full knowledge of the contractor. Written communication by contractor, and dealings with subcontractors shall only be through or with full knowledge of the contractor. Written communication by contractor with the CITY will only be through or as described by the CONSULTANT. Through the observation of the work in progress and field checks of materials and equipment by the Resident Project Representative will not make the CONSULTANT responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs, or for the contractor's failure to perform his work in accordance with the Contract Documents.

- b. Provide construction verification surveys.  
c. Provide administrative assistance relative to state and federal airport funding.

D. PART D - POST - CONSTRUCTION PHASE SERVICES

1. Basic Services

- a. Prepare the Project record drawings and submit to Owner.  
b. Prepare FAA Grant Closeout Report, and submit to MnDOT and the FAA for approval.

III. ADDITIONAL SERVICES

If authorized by the CITY, furnish or obtain from others services of the types listed below which are not considered as basic services under this Authorization. These services shall be billable on an Hourly Cost Reimbursement Plus Fixed Fee basis as defined in our Agreement, and such billings shall be over and above the Total Contract Ceiling Amount set forth herein.

- A. Registered land or right-of-way surveys, legal descriptions, or related services.  
B. Preparation of DBE Program (beyond Contract-specific goals).  
C. More than one trip (Part A - Basic Services) by TKDA staff to Benson, Minnesota.  
D. Any trips (Part B - Basic Services) by TKDA staff to Benson, Minnesota.  
E. More than one trip (Part C - Basic Services) by TKDA staff to Benson, Minnesota.  
F. More than 60 hours of on-site Resident Services (Part C - Special Services) by the Resident Project Representative.  
G. Environmental services beyond securing a categorical exclusion (CATEX).

V. PERIOD OF SERVICE

SECTION II services shall be provided in accordance with schedules to be established for the Project.

VI. COMPENSATION

Compensation to TKDA for services provided as described shall be as defined in Article 3 of our Professional Services Agreement, summarized as follows:

SECTION II.A: Part A - Project Formulation and Preliminary Design		
Total Reimbursable Cost	\$11,601	
Fixed Fee	\$1,699	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$13,300
SECTION II.B: Part B - Design Phase Services		
Total Reimbursable Cost	\$7,639	
Fixed Fee	\$1,061	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$8,700
SECTION II.C: Part C - Construction Phase Services		
Total Reimbursable Cost	\$15,404	
Fixed Fee	\$2,196	
Subtotal (Hourly Cost Reimbursement Plus Fixed Fee)		\$17,600
SECTION II.D: Part D - Post Construction Phase Services (Lump Sum)		
		\$3,900
Total Ceiling Amount		\$43,500

Approved by \_\_\_\_\_, \_\_\_\_\_, 2016.  
Authorized City Representative

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Consultant Acceptance by , April 18, 2016.  
Authorized TKDA Representative



## Project Fee Estimate

<b>Client:</b> City of Benson		<b>Date:</b> 4/18/2016							
<b>Project:</b> Benson Municipal Airport - 2016 Bituminous Rehabilitation Project		<b>Prepared By:</b> JNP							
Task	Task Description	Sr. Reg Eng	Reg Eng	Reg Eng	Grad Eng	Spec I	Spec II	Tech II	Totals
<b>A.1</b>	<b>Project Formulation Phase - Basic</b>								
a	Site Visit/Survey		8				10		18
b	Alternatives, Costs, and Exhibits		4		2				6
c	Project-Specific CIP Updates		8						8
d	Preliminary Design and Draft Specifications (30%)		8	4	16	16			44
e	Project Funding Coordination		4						4
f	Grant Pre-Application Package		2	8	6				16
<b>A.2</b>	<b>Project Formulation Phase - Special</b>								
a	Construction Safety Phasing Plan		1	4	6				11
b	Environmental Categorical Exclusion		4						4
c	Project-Specific DBE Goal Update		1		2				3
<b>Total Person Hours</b>		-	<b>40</b>	<b>16</b>	<b>32</b>	<b>16</b>	<b>10</b>	-	<b>114</b>
Direct Labor Rate, \$/Hr.		\$ 75.00	\$ 50.50	\$ 49.50	\$ 25.25	\$ 21.75	\$ 44.75	\$ 22.50	
Total Direct Labor Cost, \$		\$ -	\$ 2,020.00	\$ 792.00	\$ 808.00	\$ 348.00	\$ 447.50	\$ -	\$ 4,415.50
Indirect Labor Cost @ 1.565, \$		\$ -	\$ 3,161.30	\$ 1,239.48	\$ 1,264.52	\$ 544.62	\$ 700.34	\$ -	\$ 6,910.26
<b>Subtotal Labor Cost</b>									<b>\$ 11,325.76</b>
<b>Direct Expenses:</b>									
Travel & Subsistence (TS)									\$ 200.00
<b>Total Expenses</b>									<b>\$ 200.00</b>
<b>Fixed Fee - 15.0% x Total Labor Cost</b>									<b>\$ 1,699.00</b>
<b>Total Part A</b>									<b>\$ 13,224.76</b>
<b>Total Part A NTE (ROUNDED)</b>									<b>\$ 13,300.00</b>
<b>B.1</b>	<b>Design Phase - Basic</b>								
a	Agency Coordination		8		4				12
b	Prepare Final Plans and Specifications (100%)	1	10	4	20	8		8	51
c	Reproduce Final Plans				4	4			8
d	Assist with Bids		2		2				4
<b>B.2</b>	<b>Design Phase - Special</b>								
a	Funding Assistance	1	4						5
<b>Total Person Hours</b>		<b>2</b>	<b>24</b>	<b>4</b>	<b>30</b>	<b>12</b>	-	<b>8</b>	<b>80</b>
Direct Labor Rate, \$/Hr.		\$ 75.00	\$ 50.50	\$ 49.50	\$ 25.25	\$ 21.75	\$ 44.75	\$ 22.50	
Total Direct Labor Cost, \$		\$ 150.00	\$ 1,212.00	\$ 198.00	\$ 767.50	\$ 261.00	\$ -	\$ 180.00	\$ 2,758.50
Indirect Labor Cost @ 1.565, \$		\$ 234.75	\$ 1,896.78	\$ 309.87	\$ 1,185.49	\$ 408.47	\$ -	\$ 281.70	\$ 4,317.05
<b>Subtotal Labor Cost</b>									<b>\$ 7,075.55</b>
<b>Direct Expenses:</b>									
Travel & Subsistence (TS)									\$ 150.00
Miscellaneous (MI)									\$ 100.00
Reproduction & Reprographics (RR)									\$ 300.00
<b>Total Expenses</b>									<b>\$ 550.00</b>
<b>Fixed Fee - 15.0% x Total Labor Cost</b>									<b>\$ 1,061.00</b>
<b>Total Part B</b>									<b>\$ 8,686.55</b>
<b>Total Part B NTE (ROUNDED)</b>									<b>\$ 8,700.00</b>



## Project Fee Estimate

<b>Client:</b> City of Benson		<b>Date:</b> 4/18/2016							
<b>Project:</b> Benson Municipal Airport - 2016 Bituminous Rehabilitation Project		<b>Prepared By:</b> JNP							
Task	Task Description	Sr Reg Eng	Reg Eng	Reg Eng	Grad Eng	Spec I	Spec II	Tech II	Totals
<b>C.1</b>	<b>Construction Phase - Basic</b>								
a	Assist with Contract Documents		2						2
b	Preconstruction Conference		8		8				16
c	Construction Consultation	1	20		4				25
d	Plan and Spec Interpretation				2				2
e	RFI Administration and Submittal Reviews				2				2
f	Progress Meetings/Site Visits		10						10
g	Material Compliance and Suitability		2		4				6
h	Payroll Reviews							2	2
i	Partial Payments		2						2
j	Construction Changes				4				4
k	Final Inspection and Final Payment		2		8				10
<b>C.2</b>	<b>Construction Phase - Special</b>								
a	Field Representative				60				60
b	Construction Verification Surveys						12		12
c	Funding Administration Assistance		8						8
<b>Total Person Hours</b>		<b>1</b>	<b>54</b>	<b>-</b>	<b>92</b>	<b>-</b>	<b>12</b>	<b>2</b>	<b>161</b>
Direct Labor Rate, \$/Hr.		\$ 75.00	\$ 50.50	\$ 49.50	\$ 25.25	\$ 21.75	\$ 44.75	\$ 22.50	
Total Direct Labor Cost, \$		\$ 75.00	\$ 2,727.00	\$ -	\$ 2,323.00	\$ -	\$ 537.00	\$ 45.00	\$ 5,707.00
Indirect Labor Cost @ 1.565, \$		\$ 117.38	\$ 4,267.76	\$ -	\$ 3,635.50	\$ -	\$ 840.41	\$ 70.43	\$ 8,931.46
<b>Subtotal Labor Cost</b>									<b>\$ 14,638.48</b>
<b>Direct Expenses:</b>									
Travel & Subsistence (TS)									\$ 600.00
Miscellaneous (MI)									\$ 100.00
Reproduction & Reprographics (RR)									\$ 50.00
<b>Subtotal Direct Expenses</b>									<b>\$ 750.00</b>
<b>Outside Services (OS):</b>									
Subconsultant									
Subconsultant Mark-Up - 10%									\$ -
<b>Subtotal Outside Services (OS)</b>									<b>\$ -</b>
<b>Total Expenses</b>									<b>\$ 750.00</b>
<b>Fixed Fee - 15.0% x Total Labor Cost</b>									<b>\$ 2,196.00</b>
<b>Total Part C</b>									<b>\$ 17,584.48</b>
<b>Total Part C NTE (ROUNDED)</b>									<b>\$ 17,600.00</b>
<b>D.1</b>	<b>Post Construction Phase - Basic</b>								
a	Record Drawings				2				2
b	FAA Grant Closeout	1	20		4			2	27
<b>Total Person Hours</b>		<b>1</b>	<b>20</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>29</b>
Direct Labor Rate, \$/Hr.		\$ 75.00	\$ 50.50	\$ 49.50	\$ 25.25	\$ 21.75	\$ 44.75	\$ 22.50	
Total Direct Labor Cost, \$		\$ 75.00	\$ 1,010.00	\$ -	\$ 151.50	\$ -	\$ -	\$ 45.00	\$ 1,281.50
Indirect Labor Cost @ 1.565, \$		\$ 117.38	\$ 1,580.65	\$ -	\$ 237.10	\$ -	\$ -	\$ 70.43	\$ 2,005.55
<b>Subtotal Labor Cost</b>									<b>\$ 3,287.05</b>
<b>Direct Expenses:</b>									
Reproduction & Reprographics (RR)									\$ 100.00
<b>Total Expenses</b>									<b>\$ 100.00</b>
<b>Fixed Fee - 15.0% x Total Labor Cost</b>									<b>\$ 493.00</b>
<b>Total Part D</b>									<b>\$ 3,880.05</b>
<b>Total Part D LUMP SUM</b>									<b>\$ 3,900.00</b>
<b>Total Project Fees</b>									<b>\$ 43,500.00</b>

## Project Schedule

**Benson Municipal Airport (BBB)  
Runway, Taxiway, Apron Crack Seal**

ITEM	DATE (Sent/Will Send)	COMMENTS
1 Selection of Sponsor's Engineer	5/4/2009	
2 Provide PreApplication Package to ADO	12/15/2015	
3 Submit project safety phasing plan for FAA approval	1/1/2016	
4 Provide Final Notice of Intent to Use Funds ( <i>PreApplication Package</i> )	1/15/2016	
5 Submit Engineers Design Report	N/A	
6 Submit Sponsor Certification Package to FAA	2/1/2016	
7 Obtain wage rates	4/25/2016	
8 Complete Plans and Specs	5/6/2016	
9 Advertise for bids	5/11/2016	
10 Bid Opening	6/13/2016	
11 Bid Tab Submitted	6/15/2016	
12 Application Submitted	6/21/2016	
13 Submit all transfer agreements to FAA office	N/A	
14 Acceptance of Grant Offer	7/18/2016	
15 Award of Contract	7/18/2016	
16 Const. Management Plan	N/A	
17 Preconstruction Meeting/Notice to Proceed	7/30/2016	
18 Construction Start	8/1/2016	
19 Construction Completion	8/31/2016	
20 Project Closeout Report	12/31/2016	

## **Memorandum of Understanding**

This Memorandum of Understanding is entered into between the City of Benson (hereinafter "City") and AFSCME Local 2538 (hereinafter, "Union").

WHEREAS, the City and the Union are parties to a collective bargaining agreement in effect from January 1, 2016 to December 31, 2018 (hereinafter "CBA");

WHEREAS, the City has, since 1982 maintained its own transit system; and in recent months, the City has become acutely aware of economic and safety issues inherent in continuing to operate an independent transit service; and

WHEREAS, as the result of the aforesaid issues, the City has taken a close look at alternatives to continuation with an autonomous transit system, including merging those public transit services with Prairie 5; and

WHEREAS, the City has met with the Union regarding the impacted transit drivers and the lead transit driver, to discuss the consolidation and merger of transit services with Prairie 5; and

WHEREAS, the City Council has voted to consolidate and merge transit services with Prairie 5 and dissolve the City transit service, in accordance with the subcontracting provisions of Article XVIII of the labor agreement; and

WHEREAS, the City has entered into an Agreement with Prairie 5 to provide transit services for the City of Benson;

WHEREAS, effective August 1, 2016 all transit drivers and the lead transit driver shall be laid off from employment with the City of Benson in accordance with Article 14.9;

WHEREAS, the parties wish to resolve and clarify transitional issues, including severance to be paid to the impacted transit drivers and lead transit driver.

**NOW, THEREFORE**, the parties agree as follows:

1. The City of Benson agrees to pay severance to the lead transit driver and transit drivers who are employed with the City of Benson on July 31, 2016. The severance listed below shall be paid out to the impacted employees in a lump sum on the first scheduled payroll after August 1, 2016. Severance payment to each transit driver and the lead transit driver shall be:
  - a) Compensation in an amount equal to six (6) months wages.
  - b) Monetized value of six (6) months of Blue Cross benefits, at either single or family coverage based on the employee's election as of January 1, 2016.
  - c) Pay-out of the employee's accrued vacation leave.

d) Monetized value of six (6) months of Health Care Savings (HSA) at either the single or family rate based on the employee's election as of January 1, 2016.

2. Effective August 1, 2016, the transit drivers and the lead transit driver positions are eliminated in accordance with Article 14.10, and are no longer considered employees of the City of Benson. By accepting a severance package the employees waive any bumping rights they may have under the CBA. They are encouraged to make application for employment with Prairie 5.

FOR AFSCME 2538



Business Agent

4/25/16  
Date

FOR THE CITY OF BENSON

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Landmark

\_\_\_\_\_  
Date



**ACTION REQUIRED**

DATE: April 1, 2016  
TO: Benson, PWSID 1760008  
FROM: Karla R. Peterson, Supervisor  
Community Public Water Supply Unit  
Drinking Water Protection Section  
SUBJECT: Consumer Confidence Report – Distribution Requirements

All community water systems must distribute a drinking water report known as a Consumer Confidence Report (CCR) annually to their customers before July 1, 2016.

Your system may reformat the CCR and/or add additional information about your water system (treatment processes, upgrades planned, etc.) however, that is not necessary. The CCR that we have provided will satisfy the requirements. If you choose to reformat the CCR, all the information in the Minnesota Department of Health (MDH) CCR must be included in your newly reformatted CCR.

You must add your phone number to the grey shaded area on Page 1 so customers can call with questions or request additional information. There may be other grey shaded areas in your CCR – it is your responsibility to fill in those areas with accurate information.

**Distribution:**

The requirements to distribute your CCR are determined by population. The population served by your water supply is 3240. The option(s) on how to distribute your CCR are listed on the enclosed Certification Form. Please indicate what option(s) you chose on the Certification Form. The Certification Form is to be returned to MDH, along with a copy of the CCR that was distributed to your customers. Even if you are distributing the MDH CCR, you must fill in the grey shaded area(s) and return a copy of the CCR and the completed Certification Form to MDH by July 1, 2016.

You are required to keep a copy of the CCR for at least three years. **Failure to produce and distribute a CCR as required—as well as failure to submit a copy of the CCR and the Certification Form to MDH by July 1, 2016—may result in enforcement actions, including fines.**

KRP:bs  
Enclosure



# 2016 CERTIFICATION FORM

Name of System: **Benson**

PWSID: **1760008**

The information in the attached Consumer Confidence Report (CCR) is accurate and has been distributed to customers served by our water supply in the following manner. You must check at least one option, however check ALL that apply:

Published the **entire** CCR in one or more local community newspapers with a comment that the CCR is not being directly mailed to all customers but that a copy is available upon request (provided a phone number for customers to call and request a copy of the CCR). Return a copy or newspaper clipping of the CCR to MDH. List newspaper(s) and date(s) of publication:

Paper copy individually mailed to all customers.

Mailed notification (postcard, newsletter, etc.) that CCR is available via direct URL. You **MUST** provide a direct link to your system's CCR (i.e. [www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcms1p-125811.pdf](http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcms1p-125811.pdf)) and give the option for the customer to request a paper copy. You can also provide other links to the CCR (i.e. [www.minneapolismn.gov](http://www.minneapolismn.gov)) beyond the required direct link.

Direct URL \_\_\_\_\_

Emailed a direct URL to CCR for bill-paying customers; emailed the CCR as a file attachment (PDF) or directly inserted CCR into the body of the email message. URL \_\_\_\_\_

**Options should include how a paper copy of the CCR can be obtained if one is not provided.**

Efforts must be made to reach customers who do not receive water bills, (such as apartment tenants, nursing home residents, etc.). This can be done by publicizing the availability of the CCR in the media, posting in public places, delivering multiple copies of the CCR for distribution by single-biller customers, delivering CCR to community organizations, posting on the internet, and/or including within the CCR a request for recipients to share information with non-billing customers.

### COMPLETE THE FOLLOWING:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Please print clearly

**PLEASE NOTE:** Although MDH sent a CCR to your system, we need a "final" copy of the CCR that your system distributed for our records. Whether you reformatted the CCR, or simply added a phone number for your system on the CCR, you must return a copy of the CCR and this form to MDH.

Return this form and a copy of the CCR or newspaper clipping of the CCR, **by July 1, 2016.**

**Mailing Address:**

Minnesota Department of Health  
c/o Ms. Nancy Kadrlík  
Drinking Water Protection Section  
P. O. Box 64975  
St. Paul, Minnesota 55164-0975

**Fax:** 651/201-4701

**Email:** [health.drinkingwateradvisory@state.mn.us](mailto:health.drinkingwateradvisory@state.mn.us)

**RETURN A COPY OF YOUR CCR AND THIS FORM TO MDH**

# CONSUMER CONFIDENCE REPORT

PWSID: 1760008

## City of Benson 2015 Drinking Water Report

The City of Benson is issuing the results of monitoring done on its drinking water for the period from January 1 to December 31, 2015. The purpose of this report is to advance consumers' understanding of drinking water and heighten awareness of the need to protect precious water resources.

### Source of Water

The City of Benson provides drinking water to its residents from a groundwater source: three wells ranging from 151 to 340 feet deep, that draw water from the Quat. Buried Artes. aquifer.

The Minnesota Department of Health has determined that the source(s) used to supply your drinking water is not particularly susceptible to contamination. If you wish to obtain the entire source water assessment regarding your drinking water, please call 651-201-4700 or 1-800-818-9318 (and press 5) during normal business hours. Also, you can view it on line at [www.health.state.mn.us/divs/eh/water/swp/swa](http://www.health.state.mn.us/divs/eh/water/swp/swa).

Call Dan Gens 320-368-2703 if you have questions about the City of Benson drinking water or would like information about opportunities for public participation in decisions that may affect the quality of the water.

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### Results of Monitoring

The results contained in the following table indicate an exceedance of a federal standard. Some other contaminants were detected in trace amounts that were below legal limits. The table that follows shows the contaminants that were detected in trace amounts last year. (Some contaminants are sampled less frequently than once a year; as a result, not all contaminants were sampled for in 2015. If any of these contaminants were detected the last time they were sampled for, they are included in the table along with the date that the detection occurred.)

#### Key to abbreviations:

**MCLG**—Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

**MCL**—Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

**MRDL**—Maximum Residual Disinfectant Level.

**MRDLG**—Maximum Residual Disinfectant Level Goal.

**AL**—Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirement which a water system must follow.

**90th Percentile Level**—This is the value obtained after disregarding 10 percent of the samples taken that had the highest levels. (For example, in a situation in which 10 samples were taken, the 90th percentile level is determined by disregarding the highest result, which represents 10 percent of the samples.) Note: In situations in which only 5 samples are taken, the average of the two with the highest levels is taken to determine the 90th percentile level.

# CONSUMER CONFIDENCE REPORT

PWSID: 1760008

ppm—Parts per million, which can also be expressed as milligrams per liter (mg/l).

ppb—Parts per billion, which can also be expressed as micrograms per liter (µg/l).

N/A—Not Applicable (does not apply).

Contaminant (units)	MCLG	MCL	Level Found		Typical Source of Contaminant
			Range (2015)	Average /Result*	
Barium (ppm) (09/30/2013)	2	2	N/A	.56	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.
Fluoride (ppm)	4	4	.72-.91	1.02	State of Minnesota requires all municipal water systems to add fluoride to the drinking water to promote strong teeth; Erosion of natural deposits; Discharge from fertilizer and aluminum factories.
Haloacetic Acids (HAA5) (ppb)	0	60	N/A	2.4	By-product of drinking water disinfection.
Nitrate (as Nitrogen) (ppm)	10.4	10.4	N/A	1.6	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
Nitrite (as Nitrogen) (ppm) (09/30/2013)	1	1	N/A	.04	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.
TTHM (Total trihalomethanes) (ppb)	0	80	N/A	2.8	By-product of drinking water disinfection.

\*This is the value used to determine compliance with federal standards. It sometimes is the highest value detected and sometimes is an average of all the detected values. If it is an average, it may contain sampling results from the previous year.

Contaminant (units)	MRDLG	MRDL	****	*****	Typical Source of Contaminant
Chlorine (ppm)	4	4	.5-1.2	.79	Water additive used to control microbes.

\*\*\*\*Highest and Lowest Monthly Average.

\*\*\*\*\*Highest Quarterly Average.

Contaminant (units)	MCLG	AL	90% Level	# sites over AL	Typical Source of Contaminant
Copper (ppm)	1.3	1.3	1.68 ☆	10 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.
Lead (ppb)	0	15	1.8	0 out of 20	Corrosion of household plumbing systems; Erosion of natural deposits.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young

# CONSUMER CONFIDENCE REPORT

PWSID: 1760008

children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Benson is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

★ We are in exceedance of the action level for copper. Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor. In response to this issue, we performed a corrosion control study and/or have taken actions to make the water less likely to absorb materials such as copper from your plumbing.

Monitoring may have been done for additional contaminants that do not have MCLs established for them and are not required to be monitored under the Safe Drinking Water Act. Results may be available by calling 651-201-4700 or 1-800-818-9318 during normal business hours.

## Compliance with National Primary Drinking Water Regulations

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The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

*Microbial contaminants*, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.

*Inorganic contaminants*, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

*Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.

*Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.

*Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U. S. Environmental Protection Agency (EPA) prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

# CONSUMER CONFIDENCE REPORT

PWSID: 1760008

**Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.**

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# Helpful Tips about CCR Delivery Options

1. Retrieve draft CCR template (after April 1) at:
  - [www.health.state.mn.us/ccr](http://www.health.state.mn.us/ccr)
  - User ID (case sensitive): commccr
  - Password (case sensitive): CCRDraft!
  - Retrieve, modify/revise, print/web-post, and deliver!
  - Cannot access internet? Contact MDH to mail/email you the draft CCR template
2. Complete CCR delivery by July 1 of each year
3. Submit copy of CCR that was delivered and certification form to MDH
4. CCR delivery methods for bill-Paying Customers:
  - Mail/door-to-door deliver/post notice for request – Paper copy CCR
  - Electronic delivery - Paper CCR should be made available upon request
    - ✓ Mail – Notification that CCR is available on website via a **Direct URL**
    - ✓ Email – **Direct URL** to CCR
    - ✓ Email – CCR sent as a file attachment
    - ✓ Email – CCR embedded in the email message
    - ✓ Additional electronic delivery that satisfies “**direct delivery**”
  - Efforts must be made to reach customers who do not receive a water bill

## Allowable CCR Delivery Methods

## Method Description

Mail/direct deliver/post notice for request – paper copy CCR

CWS mails/door-to-door delivers a paper copy CCR (or CCR published in local paper) to each customer served by CWS.

Mail – notification that CCR is available on website

CWS mails to each customer a notification that the CCR is available and provides a direct URL to the CCR where it can be viewed. A URL that navigates to a webpage that requires a customer to search for the CCR does not meet the ‘directly deliver’ requirement. The mail method for the notification may be, but is not limited to, a postcard, water bill insert, statement on the water bill or community newsletter.

Email – direct URL to CCR

CWS emails a direct URL to the CCR on a publicly-available site on the internet. A URL that navigates to a webpage that requires a customer to search for the CCR does not meet the ‘directly deliver’ requirement.

Email – CCR sent as an attachment to the email

CWS emails the CCR as an electronic file email attachment (e.g., portable document format (PDF)).

Email – CCR sent as an embedded image in an email

CWS emails the CCR text and tables inserted into the body of an email (not as an attachment).

### MDH CCR Rule Contacts:

Lih-in Rezanian: 651-201-4661 or [lih-in.rezanian@state.mn.us](mailto:lih-in.rezanian@state.mn.us)

Cindy Swanson: 651-201-4656 or [cindy.swanson@state.mn.us](mailto:cindy.swanson@state.mn.us)

April 25, 2016

Stan Olson and Shawn Tolifson Construction LLC

601 Pacific Avenue

Benson, MN 56215

To Whom It May Concern: City of Benson

Regarding: Rezoning Lots

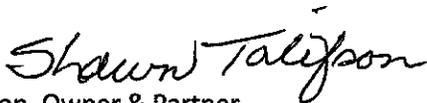
Shawn and I have waited for 7 to 8 years for the housing market to come back, and it has not. We have been thinking we need to do something different with our property. Since the housing market is so slow in the area, we are asking to take approximately a seven acre parcel along Hwy 29 South and designate it as commercial building lots. Originally it was platted for Residential Building Lots, changing this would be beneficial to Olson and Tolifson Construction but also to the City of Benson. There is a shortage of Commercial Property in Benson. We feel the possibility of selling lots as commercial building lots would be a plus for the City of Benson and our Construction Company.

Thank you for your consideration in this matter.

Sincerely,



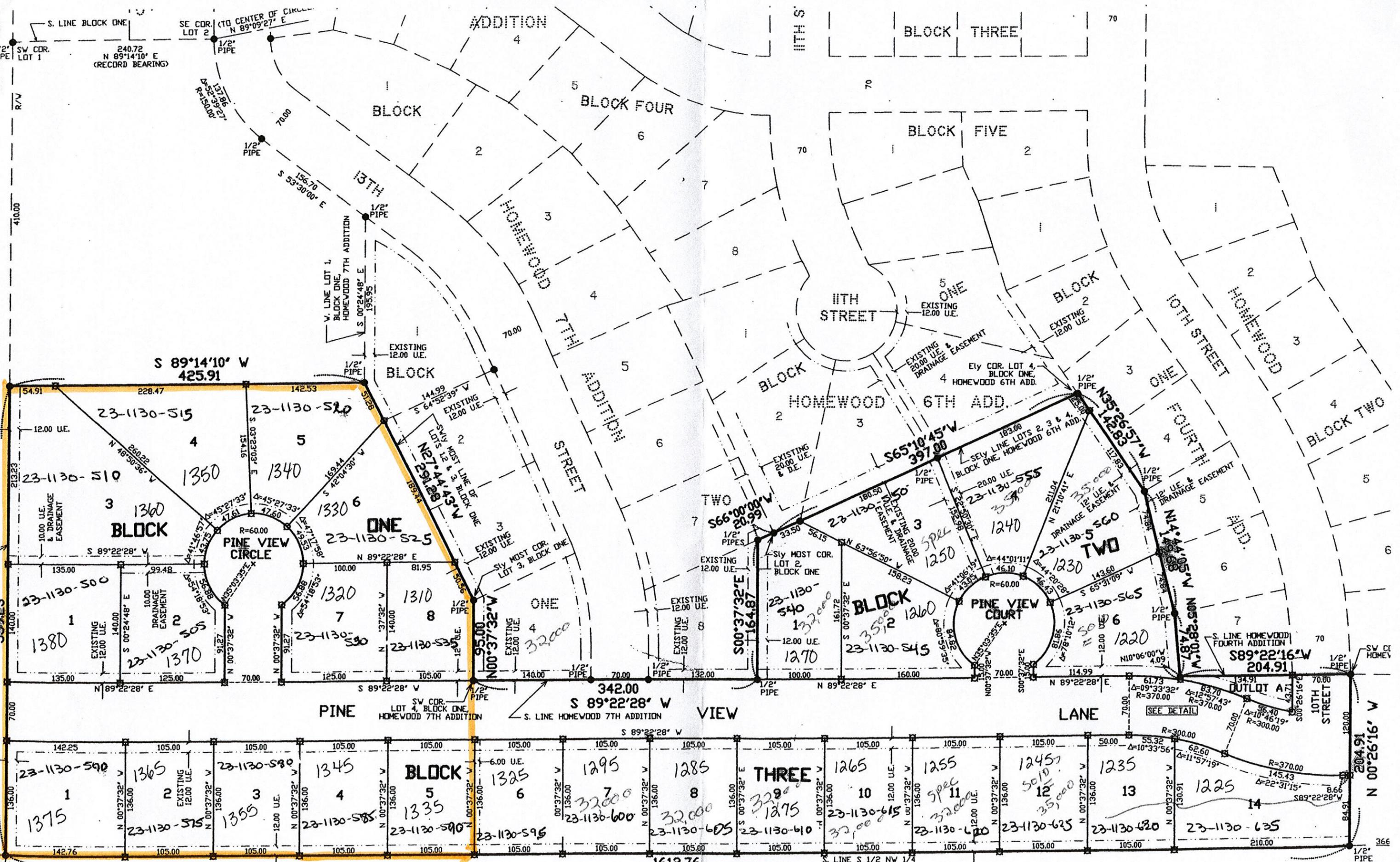
Stan Olson, Owner & Partner



Shawn Tolifson, Owner & Partner

Stan Olson and Shawn Tolifson Construction LLC

Benson, MN 56215





CLIENT: City of Benson  
CLIENT CONTACT: Mr. Rob Wolfington  
DATE REQUESTED: April 6, 2016  
TELEPHONE NO. 320-843-4775  
ADDRESS Street: 1410 Kansas Ave  
City: Benson  
State, Zip: MN 56215

PROJECT NO: BE1601  
PROJECT DESCRIPTION: **CITY OF BENSON FUTURE INDUSTRIAL SITE STUDY**

PROJECT UNDERSTANDING:

Landteam understands the client is interested in evaluating potential sites for future industrial activities. The client wishes to retain professional services to collect pertinent background information in order to better appraise the suitability of potential sites.

Landteam understands that City staff will be our point of contact with other shareholders. Also, Landteam understands that we will attend meetings with a selection committee in order to present findings and gather input.

Landteam anticipates this project will be completed in three phases, as described below.

Phase I will include an initial meeting with City staff to determine the focus areas of the study and to establish general site evaluation criteria.

During Phase II of the project, Landteam will gather available information on the focus areas that meet the criteria established in Phase I. Potential information to be gathered is listed under Phase II Scope of Services on the following page. Following the gathering of this information, Landteam will compile the data into a series of exhibits, and if necessary, brief supporting narratives. At the end of Phase II, Landteam will present these findings to the selection committee with the intent that they will select several sites for more in-depth study—Landteam anticipates approximately five sites will be chosen at this point.

Phase III will consist of Landteam performing a more in-depth examination of those sites chosen by the selection committee. Potential information to be gathered is listed under Phase III Scope of Services on the following page. Following the compilation of this data, Landteam will again meet with the selection committee to present the Phase III findings.

## SCOPE OF SERVICES:

### Phase I Services:

Landteam will prepare aerial photos that will depict the city boundary of Benson along with available parcel mapping. Landteam will present this information at a meeting with City staff in order to facilitate the Phase I discussion.

### Phase II Services:

Landteam will prepare a series of exhibits, along with any supporting narratives necessary to explain those exhibits. These exhibits could potentially include the following information, as available. Landteam will present this information at a meeting with the selection committee.

- Land Use and Current Zoning
  - City, Township, and County Zoning
  - City, Township, and County Ordinances requirements
  - Current land use/recent past land use
  - Existing Parcel Lines
  - Comprehensive Plan Information
  - Ditches and Ditch Jurisdiction
  - Local Cemeteries
- Access and Transportation
  - State Roads/Highways
  - County Roads/Highways
  - Township Roads/Highways
  - City Streets
  - Railways
  - Airport Flight Zones
- Environmental
  - EAW Categories/Requirements
  - Floodplains
  - Wildlife Sanctuaries/WPAs and Similar Designations
  - Conservation Easements

### Phase III Services:

Landteam will prepare a series of exhibits, along with any supporting narratives necessary to explain those exhibits. These exhibits could potentially include the following information, as available. Landteam will present this information at a meeting with the selection committee.

- Any Necessary Expanded/Updated Phase II documents
- Utilities—Telecom, Sanitary and Storm Sewer, Electrical, Water, Natural Gas, Petroleum
  - Easements
  - Service Areas
  - Availability
  - Capacity to Serve
- Environmental Exhibits
  - Wetlands
  - Air Quality, Light Pollution, and Noise Restrictions

- Surficial Soils
- Stormwater Treatment and Drainage
- Groundwater Resources/Existing Wells/Wellhead Protection
- Prevailing Winds
- Archaeology
- Field Services
  - Survey as needed

**CLIENT RESPONSIBILITIES:**

The client will be responsible for:

- Coordinating meeting locations and times with the task force, City staff, and Landteam;
- Providing City information as available;
- Authorizing Landteam to act on behalf of the City when attempting to collect data from various local, state, and federal agencies, as well as private entities such as utility companies.

**SCHEDULE:**

Landteam understands the client wishes to conclude the study in the fall of 2016.

**FEES:**

Landteam will provide these services at hourly rates according to the attached fee schedule, not to exceed \$20,000.

**COMMENTS:**

Landteam will prepare and submit invoices as service tasks are completed no more often than once per month.

This Proposal was prepared based on discussions between Tom Klemenhagen of Landteam and Rob Wolfington, City of Benson.

Please execute this agreement by signing below and returning a copy to our office.

BY: \_\_\_\_\_  
(CLIENT)

DATE: \_\_\_\_\_

**LANDTEAM, INC.**

BY: \_\_\_\_\_  
Thomas A. Klemenhagen, President



ating 20 Years



*You are cordially invited*

invited to help celebrate 20 years of hard work, innovation, operation that laid the foundation to what CVEC has today. Since beginning operations in 1996, CVEC has and diversified, and our culture of innovation is a significant that has led to solid returns for our member owners.

Look forward to your attendance on Friday, June 10th, 2016.

320-843-1229 or email to [RSVP@cvec.com](mailto:RSVP@cvec.com)

*We appreciate your support!*

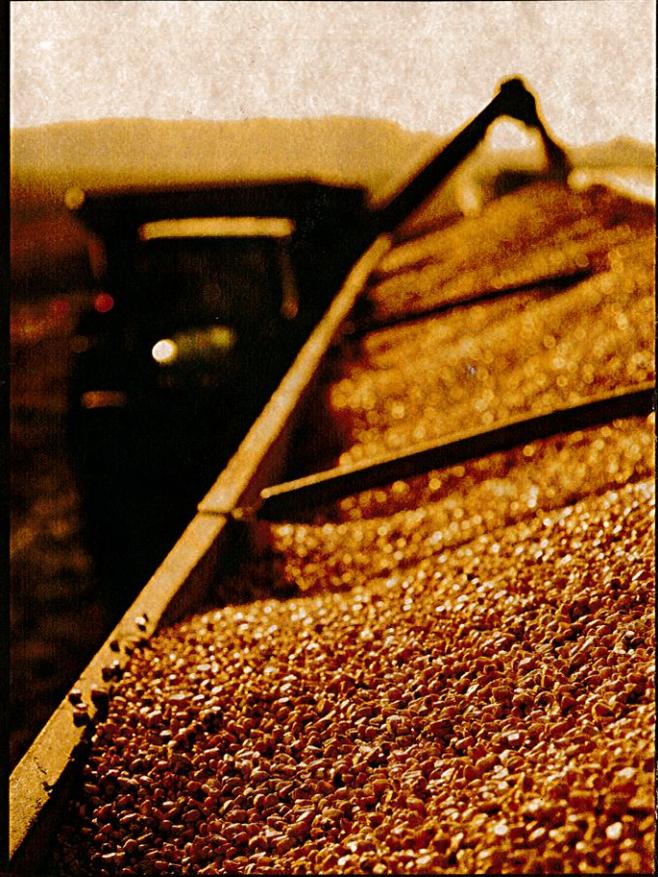


**Contact Us:**

Phone: 800-450-4813

Email: [info@cvec.com](mailto:info@cvec.com)

Address: 270 20<sup>th</sup> St NW  
Benson, MN



***Our Mission***

*CV EC is focused on generating distributions to our members by engaging in opportunities to increase the value of agriculture production*

***Our Vision***

*To ensure our success as a multi-generational company.*



Join us in celebrating  
**20** years

Chippewa Valley Ethanol Company

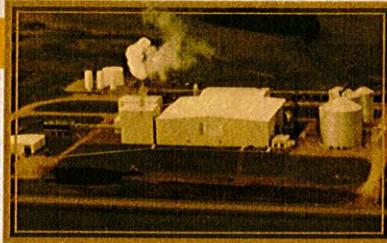
Since 1996



## Chippewa Valley Ethanol Company

CVEC began as a dream between two Benson, Minnesota, men more than two decades ago.

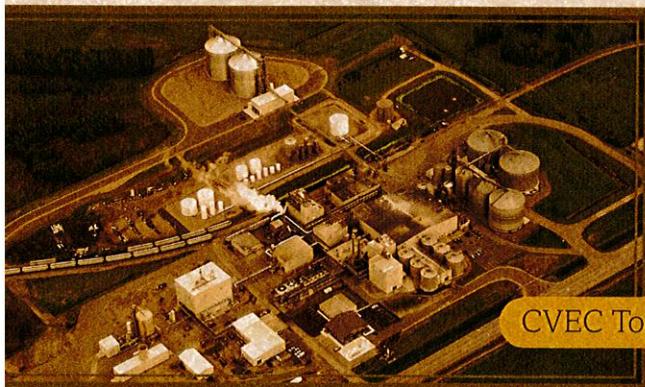
April 26, 1996



Carruth, a local farmer, and Millett, the local electric cooperative manager, wanted to be the most of the area's corn production while also stabilizing electricity rates. Their answer: the Chippewa Valley Agrafuels Cooperative (CVAC), a group of more than 100 shareholders that included producers, elevators, and local investors.

CVEC became the general partner of the ethanol partnership (CVEC), and construction on the facility began in June 1995. The first bushel of corn was processed on April 26, 1996, marking the start of full operation at CVEC.

Today, CVEC has the capacity to produce 50 million gallons of ethanol annually. It is still a small-town Minnesota company but has grown to 15 cooperative owners, with the majority living within a 50-mile radius of the plant. CVEC is recognized at both the federal and state levels for efficient production and leadership in shaping ethanol policy.



CVEC Today



## CVEC 20th Anniversary Event Details

*Celebrate with us!*

**Date:** Friday, June 10th, 2016

**Location:** Benson Municipal Airport

**12:00PM** - Lunch will be served

**1:00PM** - Featured speakers will reflect on CVEC's past 20 years and their impact on the ethanol industry

**2:00PM - 4:00PM** - Plant tours

**RSVP**

**Call:** 320-843-1229

**Email:** [RSVP@cvec.com](mailto:RSVP@cvec.com)



## Glacial Grain Spirits

Since its pilot year in 1998, Glacial Grain Spirits (GGS) has become one of the highest grossing sub-groups of Chippewa Valley Ethanol Co., LLLP.



Glacial Grain Spirits manufactures industrial, food grade ethyl alcohol and beverage neutral spirits. These products are used in everything from food and beverages to cosmetics and pharmaceuticals. GGS remains one of the only farmer-owned manufacturers of industrial and beverage alcohol products in the U.S.

GGS is both kosher and organic certified. From local farms, to the GGS production line, the organic and kosher ethanol follows all the regulations and requirements to maintain its superior quality. Because of these rigorous standards, GGS is able to market to some of the highest-end cosmetic companies.

## Prairie Spirits

Prairie Spirits, which is a subsidiary of Glacial Grain Spirits, manufactures our organic products.

Prairie Spirits certified organic alcohols are produced from the finest organic grain using a batch fermentation process. Our company has made a commitment to making Prairie Spirits products available to meet the expanding needs of the organic industry. Our central location in Minnesota allows us to service the entire U.S. market effectively.





CHIPPEWA RIVER

ATLANTIC AVE

BURLINGTON NORTHERN RAILROAD

PACIFIC AVE

KANSAS AVE

WISCONSIN AVE

MCKINNEY AVE

HOSPITAL

CIVIC CENTER

PARK

MINNESOTA AVE

TRUNK HIGHWAY NO. 9

RECREATION AREA

ELEMENTARY SCHOOL

COURTHOUSE

PARK

CHURCH

CHURCH

CHURCH

CHURCH

CHURCH

CHURCH

CHURCH

CHURCH

CHURCH



2

TWENTY-THIRD ST

TATGES AVE

THIRTY-SECOND ST

THIRTY-SECOND ST

THIRTY-FIRST ST

TRUNK HIGHWAY NO. 12

SOUTH SERVICE RD

MINNESOTA AVE

TRUNK HIGHWAY NO. 9

TWENTIETH ST

TRUNK HIGHWAY NO. 29

FIFTEENTH AVE

VACATED

SUNWALL AVE

ADA AVE

WILLOW WAY AVE

ADA AVE

SR & JR HIGH SCHOOLS VACATED

NEVADA AVE



-  STATE OR COUNTY ROADWAY
-  PROPOSED PRIORITY ROADWAY
-  EXISTING STOP SIGN TO BE REMOVED
-  EXISTING STOP SIGN TO REMAIN
-  PROPOSED STOP SIGN TO BE INSTALLED

**SIGN CHANGES SUMMARY -**  
 160 EXISTING STOP SIGNS  
 5 EXISTING YIELD SIGNS  
 140 EXISTING STOP SIGNS TO REMAIN  
 20 EXISTING STOP SIGNS REMOVED  
 5 EXISTING YIELD SIGNS REMOVED  
 225 STOP SIGNS PROPOSED

CITY OF  
**BENSON** MINNESOTA  
 SWIFT COUNTY

