

**City Council Meeting Agenda  
City Council Chambers  
July 1, 2019**

**City of Benson Mission Statement**

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

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|-------|--|---|
| 1.    | 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)  |   |
| 2.    | Pledge of Allegiance   |   |
| 3.    | Approval of Agenda<br><b>Additions?</b> <input type="checkbox"/> <b>None</b> <b>1.</b> _____ <b>2.</b> _____<br>Any Consent Agenda items to be moved to a regular agenda item?<br>Approval of Agenda ____ as Presented or ____ Revised | <b>Action Requested</b>                     |
| 4.    | Consent Agenda:  | <b>Action Requested</b>                     |
| 3-7   | a. Minutes:  |   |
| 8-9   | ▪ 6.17.2019  | City Council Meeting                        |
| 10-11 | ▪ 6.19.2019  | Special City Council Meeting                |
| 12    | ▪ 4.15.2019  | EDA Meeting                                 |
| 13    | ▪ 4.24.2019  | Special EDA Meeting                         |
|       | ▪ 4.24.2019  | Cemetery Board Meeting                      |
| b.    | Donations:   |   |
|       | ▪ Miaoyan Tan – Beautify Benson - \$200.00   |   |
| c.    | Electronic Transfers:  |   |
|       | Payroll: 6.20.19 - \$105,616.33  | Journal : May - \$2,277,336.08              |
| 5.    | Persons With Unscheduled Business to Come Before the Council   |   |
| 14    | 6. Consider Financial Support for P-5 Nutrition Program  | <b>Action Requested</b>                     |
| 7.    | Public Hearing – Small Cities Grant  | Information Only                            |
| 8.    | Current Housing Study  | Information Only                            |
| 9.    | Golf Club Liquor Sales Approval – MS Bikeathon   | <b>Action Requested</b>                     |
| 10.   | Consider Resolution to Repair or Raze – 810 Kansas Ave.  | <b>Action Requested</b>                     |
| 15-23 | 11. Consider Resolution Extending Charter Comm. Franchise Agreement  | <b>Action Requested</b>                     |
| 24-49 | 12. Consider Engineering Study for Flood Control in Hawleywood<br>a) Railroad River Bridge Reconstruction – BNSF   | <b>Action Requested</b><br>Information Only |
| 50-56 | 13. Consider Request for Support from Western MN Prairie Waters  | <b>Action Requested</b>                     |
| 57-58 | 14. Consider Pay Request from O’Day Equipment for Airport Fuel Tank-\$48,000   | <b>Action Requested</b>                     |

59-60	15.	Update to Airport Arrival/Departure Building	Information Only
61-62	16.	Prairie Five Community Action Council Contract for Transit Services	Information Only
63-65	17.	MN Dept. of Agriculture – Contingent Closure Benson Market Site	Information Only
66-67	18.	CRISI Grant – Gustie’s Road	Information Only
68-70	19.	Consider Tac Trailer Capital Improvement Request	<b>Action Requested</b>
	20.	Adjourn: Mayor	

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

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
JUNE 17, 2019**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck, Mark Schreck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, City Attorney Ben Wilcox, Police Sergeant Paul Larson, Chuck Wilson and Brenda Parsley with Conway, Dueth and Schmiesing.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. A Letter of Extension for Brightmark Energy was added. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the amended agenda.

It was moved by Schreck, seconded by Olson and carried unanimously to approve the following items on the consent agenda:

- 5.20.2019 City Council Minutes
- 5.6.2019 Planning Commission Minutes
- Gambling Permit – Benson Lions Club – 8.20.2019 Bingo Event
- Charter Communications Upcoming Changes
- League of MN Cities Member Dues Increase
- \$500 Benson Hockey Assn C/O Benson Liquor Store – Roosevelt Park Playground Equipment Donation
- \$12 Colleen Burns Klang – Tee Shirt - Beautify Benson Donation
- \$750 Herfindahl Farm Cemetery Stone Leveling Donation
- \$72 Terri Collins Tee Shirts – Beautify Benson Donation
- Electronic Transfer to Payroll - May 23, 2019 - \$84,632.92
- Electronic Transfer to Payroll - June 6, 2019 - \$114,474.93

The Mayor asked for people with unscheduled business. Chuck Wilson addressed the dilapidated home next to his at 810 Kansas Avenue. He said he has lived there for 5 years and the yard has always been full of garbage. When the owner gets a letter from the City he barely cleans it up, then it is back to the same mess. The current renter, who is moving out the end of this month, told Mr. Wilson the crawl space has 6-8” of water standing in it, that there are kids living there and he believes there is mold in the home. He further described oil laying on the ground, and that he has killed rats coming from the property. The Mayor said they have to pursue cleaning up the property through the legal channels, and encouraged Mr. Wilson to talk to Sergeant Larson about the property. Sergeant Larson said there is an active investigation there, and a citation will be issued tomorrow on this property. The Mayor thanked Mr. Wilson for coming.

Next was a Catering notification for Brink’s Beer Joint and Grill, LLC to cater alcohol and food to the Saturday night Kid Day festivities at Ambush Park. Owner Ben Honnebrink included a certificate of insurance with his application. Pederson explained it is not a liquor license but an authorization request to serve alcohol in a City Park. After discussion, it was moved by Olson, seconded by Buyck and carried unanimously to approve liquor consumption and sales at Ambush Park on July 20, 2019.

Next Wolfington discussed the Fire Department Insurance Standards Office (ISO) rating. Our rating dropped one degree, which was surprising to us. The report is being reviewed now, and we have

one year to appeal the rating. Wolfington will be meeting with the Fire Chief to review the report. Councilmember Schreck said he and Evenson are on the fire board and offered to meet as well if needed.

Brenda Parsley with Conway, Dueth and Schmiesing presented the 2018 Annual Audit Report. Parsley concluded the City had a clean audit. The Council thanked Parsley for the report.

Next was consideration of authorizing an engineering study for the wastewater treatment plant. Wolfington went on to say last fall the Council toured the Wastewater Plant, examining the filters that are in need of replacement and can no longer be repaired. The project will cost about \$1.5 million. Options for paying for the upgrade will be either to borrow the money or use the Xcel grant dollars. The engineering study will benefit plant and future economic development. Olson asked if it would be possible to do an engineering study to plan for Brightmark project needs. Wolfington said he would rather wait for their requirements before asking for engineering for that project. He reassured the Council the filter plant rehabilitation will be engineered to survive future economic development expansion. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve authorizing the engineering study with Stantec Engineering not to exceed \$25,700.

Wolfington presented the 2 bids that came in for the airport arrival/departure building rebidding. The bids were as follows:

Hasslen Construction - \$679,300

Kalcon, LLC - \$679,100

Wolfington said engineer estimates for the building were \$500,000. This project is federally and state funded at 95%. Bids are good for 60 days. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve the bid from Kalcon, LLC in the amount of \$679,100.

Wolfington informed the Council a new distributed generation workbook for Minnesota members has been released. Some changes are the Energy Star Services streamlined process for municipal and cooperative utilities based on MPUC standards. Also changed is the interconnection process under state law for solar power for example. After discussion, it was moved by Buyek, seconded by Schreck and carried unanimously to approve the new Distributed Generation Workbook.

Next Wolfington discussed a notice he received from MRES in reference to the Midcontinent Independent System Operator (MISO) emergency callout on January 30, 2019. Wolfington said we were called on to generate with all of our engines that day. It was during the polar vortex and temperatures were -30 F. We were called at 8:30 a.m. that morning to generate and we could not get two of the engines to start. We are obligated to report this information to MRES. We discovered the electric heaters in the power plant were struggling to keep up warming the building that day. The problem, they discovered had to do with a switch on the generators, and procedures have been changed, and we will be adding gas heaters to the plant. We haven't received any fines for failure to operate all the generators.

A request for funds to support the Senior Nutrition Program was next. The meal site location has changed to McKinney's, and the program has also purchased a truck to keep food warm as they distribute meals to shut ins. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to invite Angela Nissen, program manager to the next City Council Meeting to discuss the program further, and to table this item until the July 1, 2019 meeting.

Next was a request for 3 adult, 3 teen and 3 child day passes at the Benson Swimming Pool for the Mayor's Mingle Beautify Benson Fundraiser. It was moved by Evenson, seconded by Schreck and carried unanimously to approve donating the pool passes for the Mayor's Mingle.

Wolfington informed the Council the elevator located at 1505 Atlantic Ave. is abandoned, the doors are open and windows are broken out. Councilmember Evenson offered the following resolution:

**EMERGENCY RESOLUTION TO SECURE VACANT BUILDING**

(RESOLUTION NO. 2019-09)

WHEREAS, the City Council has received the report of the City Chief of Police regarding the grain elevator located at 1505 Atlantic Avenue in Benson, Minnesota legally described as:

- Parcel 1: Commencing at that point on the section line between Sections Five (5) and Six (6), Township One Hundred Twenty-one North (121N), Range Thirty-nine West (39W) where said section line intersects the South line of Atlantic Avenue in the City of Benson, as shown on the recorded Plat of the City of Benson on file in the office of the Registrar of Deeds of said Swift County, and running Westerly along the Southerly line of said Atlantic Avenue two hundred (200) feet, thence Southerly and at a right angle to said first line seventy-five (75) feet, thence Easterly and parallel to said first line to the said section line between Sections Five (5) and Six (6) aforesaid, thence North along said section line to the place of beginning, being a part of the Northeast Quarter of the Southeast Quarter (NE ¼-SE ¼) of Section Six (6), Township One Hundred Twenty-one North (121N), Range Thirty-nine West (39W), Swift County, Minnesota
- Parcel 2: Commencing at a point on the South line of Atlantic Avenue in the City of Benson, according to the recorded plat thereof, two hundred (200) feet Westerly of the intersection of said South line of Atlantic Avenue with the Section line between Sections Five (5) and Six (6), Township One Hundred Twenty-one North (121N), Range Thirty-nine West (39W), and running thence Westerly along the South line of Atlantic Avenue a distance of one hundred (100) feet; thence Southerly at a right angle to said Atlantic Avenue a distance of Seventy-five (75) feet; thence Easterly on a line parallel to the South line of said Atlantic Avenue a distance of one hundred (100) feet; thence Northerly to the place of beginning, in Morris and Payte's Addition to the City of Benson and also being a part of the Northeast Quarter of the Southeast Quarter (NE ¼-SE ¼) of Section Six (6), Township One Hundred Twenty-one North (121N), Range Thirty-nine West (39W), Swift County, Minnesota

WHEREAS, the City Council has determined, based on said report, that the building is vacant and unoccupied and is deemed hazardous due to the fact that it is unsecured and open to trespass, and;

WHEREAS, the structures on the property pose and imminent and serious hazard to human life or safety because the building is open to children, transients or others because of structural weaknesses, an infestation of vermin, and hazardous materials, and;

WHEREAS, there is evidence that unauthorized persons have been entering the property, and;

WHEREAS, in order to prevent imminent injury or loss of human life, these structures must immediately be secured,

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

1. That an emergency exists with respect to the health and safety of persons in the community regarding the structures located at 1505 Atlantic Avenue in Benson which requires the immediate boarding and securing of the building, and where danger will exist to children, transients or others in the absence of an immediate boarding or securing of the building,
2. That City officials shall immediately abate this hazard by taking any and all steps necessary to properly secure the hazardous structure,

3. That notice of these steps shall be mailed immediately to the address of the owner of record and any recorded lienholder of the property pursuant to § 97.05(B)(2) of the City of Benson Code of Ordinances,

That all costs related to the boarding, inspecting, and monitoring of the building, as well as all notice related costs, be assessed against the property as provided in § 93.04 of the City of Benson Code of Ordinances.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2019-09 duly passed and adopted.

Next was discussion on the annual population forecast for Benson by the Minnesota State Demographic Center. Their population estimate for Benson is down by 26. The census is coming in 2020 and the County and City have begun work gearing up for it.

Wolfington presented a letter from the Minnesota Pollution Control Agency, summarizing the eutrophication standards in rivers. There was an appeal of previous testing standards used to determine water quality discharged into rivers. The appeal was for better, more accurate testing which could lead to less expense by cities. They have agreed to review these tests and provide a response.

Next was a service agreement with the Band Boosters who are volunteering to water the flower pots in town in exchange for a \$10,000 donation by the City. The agreement clarifies the volunteer status and outlining that drivers must be 18 years of age. It was moved by Evenson, seconded by Buyck and carried unanimously to approve the service agreement with the Band Boosters as presented.

It was moved by Schreck, seconded by Olson and carried unanimously to allow the Prom Afterbash using the Armory for their prom event free of charge on April 25, 2020.

Councilmember Evenson offered the following resolution:

**POLICE OFFICER DECLARATION  
(RESOLUTION NO. 2019-10)**

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

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

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

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

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

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2019-10 duly passed and adopted.

Next was a letter of intent with Brightmark Energy. Wolfington explained the current agreement is about to expire the end of the month, and they are asking for a 90 day extension. He stated there is no guarantee the project will happen, but it's moving in the right direction. It was moved by Buyck, seconded by Olson and carried unanimously to authorize the Mayor to sign the letter of agreement extending the deadline to September 26, 2019.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve the bills and warrants in the amount of \$692,336.05.

There being no further business to come before the Council upon motion by Evenson, seconded by Buyck and carried unanimously to adjourn the Council meeting at 6:34 p.m.

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Mayor

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City Clerk

**DRAFT**

**MINUTES - BENSON CITY COUNCIL – SPECIAL MEETING  
JUNE 19, 2019  
BENSON GOLF CLUB**

Members Present: Terri Collins, Lucas Olson, Mark Schreck, Jack Evenson

Members Absent: Jon Buyck

Also present: City Manager Rob Wolfington, Public Works Director Dan Gens and neighborhood residents.

The Mayor called the meeting to order at 6:31 p.m.

Wolfington said he wanted to go over the 2011 History of flood event, flood plain and zoning and a short review of this year's event. He passed out maps showing the area in the Hawleywood subdivision flood plain areas and elevations. He gave the history of FEMA. The floodplain map in place when Hawleywood was developed was from 1978 which was effective until 2005. At that time FEMA folded into the Department of Homeland Security, and new maps were created. Those determined to be in the 100 year floodplains had a year to apply for flood insurance to be grandfathered in at the existing lower rate. The program is now running a \$28 Billion deficit, and along came the Biggers Waters Act which made all people in the floodplain insurance premiums risk based for their cost for insurance. It was expensive and in 2014 congress passed the affordable flood insurance program which went back to extending the previous grandfather clause getting away from the risk based assessment. The City of Benson ordinance does not require those living in the floodplain to carry flood insurance.

With the 2012 flood event there was sandbagging on the north end of Hawleywood. After this, a survey was sent to 26 homeowners affected by the flood plain asking if they would be willing to pay to have a levee built outside the City limits north of the Corporate City Limits. 13 said yes and 13 said no. Costs would have been assessed based on risk, running a homeowner between \$2,500 - \$7,000. Back in 2013 the engineering estimate was \$570,000 to build a swell to 1036' elevation. Residents would have paid a quarter of the cost, the rest would have come out of the City budget. Building this structure will not allow homeowners to opt out of flood insurance. The only way that could happen is if there was a federally engineered project, which would span well beyond the Hawleywood subdivision and the City cannot afford to build the protection. There would be cost/benefit analysis and it would come back showing not much benefit for the cost to build it, therefore we would not qualify for assistance. The City could apply for a State grant and may get the grant, but when we applied for a grant in 2013, we ended up returning the grant.

Going forward Wolfington said the structure would have to be moved onto the homeowner's property on the north city limits, as Great River Energy has an easement and a major transmission line along those properties, and will not allow any structure of any kind to be built under the power line. If we chose to use plastic barriers, we will need 700, and they will need to be stored, and have a shelf life which creates a challenge.

Wolfington discussed the 2019 high water event. They had a total of 5 excavators to break up the ice and kept the river flowing. Bagsters were deployed on the golf course road with the help of the Fire Department. Once the ice was broken up, the water level subsided. Wolfington said if the bridge is not dealt with each year, it could cause the floodplain to back up to 17<sup>th</sup> St. N. in theory.

BNSF Railroad, when asked about replacing the bridge to span the river, replied to the City of Benson we could pay for a new bridge at our expense. Wolfington, the Mayor and another Council-member has a meeting with the railroad at their request to discuss operations in the City. He is not convinced they will entertain bridge improvements.

The Mayor asked for questions from the audience. Following are answers to questions:

- The levee does not take anyone out of the flood plain
- Life expectancy of the railroad bridge as answered by McGeary: He spoke to a railroad employee who said it will last forever and protects those downstream.
- The City needs to include protection for our wastewater treatment plant in the next improvement. Cannot protect the Civic Center.
- 2013 Estimates for assessments to property owners of \$2,500 - \$7,000 per household depending on risk are only estimates from 2013. Current costs could be more.
- 2013 Plans call for raising the golf course road on the west side of Hawleywood, and building a levee on the north side. Great River Energy will not allow the levee under their power lines. Also water could get trapped inside the levee area, also keeping water build up to the north to the property owner that way.
- The City planned for 2 excavators, railroad brought one and we had 5 total working on breaking up the ice. An excavator was sent to a farmer's bridge north of Benson as well.
- When Hawleywood subdivision was done, the flood plain maps were from 1978 before the current FEMA map.
- Additions and outbuildings are not permitted in the flood plain, or the entire city could lose the availability of flood insurance to their citizens. One resident in the floodplain built a fancy dog house, which took the city 3 letters to FEMA to clear this up.
- One home owner said it comes down to the feelings today of the current home owners willingness to participate in the expense of a structure.
- Engineer who conducted the study last time will do a new study if Council directs at a cost of around \$10,000 just to survey the area.
- Costs for the 2019 flood event: \$10,000 Excavators, \$10,000 labor, \$20,000 supplies. This was not budgeted for 2019.
- Wolfington said the City needs to spend some money protecting and improving the wastewater treatment plant as it has been operating at 150% since the snow melt.

Mayor Collins said this was in information gathering session, and they will take all the comments under advisement and will be discussing it at future Council meeting. Holte thanked everyone involved in the flood fight this year.

There being no further business, it was moved by Evenson, seconded by Schreck and carried unanimously to adjourn the meeting at 7:38 p.m.

# EDA Meeting

## April 15, 2019

**Members Present:** Jack Evenson, Sheryl Madden, Dan Enderson, Mark Schreck, Dave Martin, Laura Ostlie and Rob Wolfington  
**Members Absent:** Pat Hawley and Linda Hodge  
**Also Present:** Brian Samuelson and Jen Frost with the Swift County RDC

Chairman Evenson called the meeting to order at 7:33 a.m.

Chairman Evenson welcomed Martin to the EDA Board.

It was moved by Schreck, seconded by Madden and carried unanimously to approve the March 18, 2019 EDA minutes.

### **Brightmark Energy Update**

Wolfington said every Friday there is a conference call with Brightmark Energy (BME). By the end of this week they should make a choice on what system they will be using, a dry or wet system. This will tell the City what the utility demands will be. Wolfington stated the Great Plains Institute (GPI) is working on legislation to give tax credits to bio energy companies. He went on to say he and the Mayor met with Senator Lange and Representative Miller last month to lobby for more bio gas credits for companies. It has passed in the Senate, and will go to conference committee. There is a concern regarding a credit the City has with MRES for \$450,000. We have cancelled the contract with them for power at Fibrominn, and today Wolfington stated he has a conference call in hopes to extend the contract to give the City and BME time to work up the development agreement between BME and the City. The City Council has already extended BME's purchase agreement date for 90 days. Ostlie commented BME has just finished a plastic refinery in Indiana, and in Washington, they have a plant they are finishing just like the one they have proposed to do in Benson. She went on to say BME and Riverview Dairy has reviewed an agreement to utilize manure from Riverview for BME to use. Riverview produces 200,000 ton of manure every year, and BME will use 150,000 ton of that.

### **Xcel Energy Purchase Agreement**

The purchase agreement with Xcel was approved by the City Council on April 1, 2019. They should finish demo in November and we will close on the agreement with a simultaneous land transfer to BME.

### **Biogas Minnesota Incentive Legislation**

Great Plains Institute (GPI) is working on legislation to allow biogas producers a federal and state tax credit. Wolfington went on to say BME is dependent on that credit. There is a new incentive if 3.5 MW of electricity is produced, a lower electric rate will be charged by MRES, and will be called an economic development incentive if we can match the electrical generation. Also if TIF if used, there could be a lot of captured revenue for utility improvements.

### **Donation to Welding Training**

Frost approached to discuss the Blandin Broad Band program. In June she said the Swift County was chosen as a broadband community, and last October was awarded funding based on a visionary workshop for the area. Case and Ridgewater agreed to hold a welding program at Case for the practical training

portion of the training. They have 15 people currently enrolled and have 5 more interested in the program, but have a budgetary short fall in funding the program. Frost said the BIDC agreed to pledge \$3,200, and Frost is asking \$4,050 from the EDA. She said Case was unable to attend the meeting today. She said when the program is over some students could be hired by Case. Enderson asked where the money will go, to which Frost replied training. Shreck asked who is taking the training. Frost said you have to be 18, and there are people in house at Case looking for a job shift, some are new, some are changing careers, so it is a wide variety of people. After discussion, it was moved by Enderson, seconded by Schreck and carried unanimously to recommend to the City Council a contribution of \$4,050 to the Blandin welding program.

### **City of Benson Strategic Planning**

Wolfington said the meeting dates were moved from last week to May 2-4, 2019 because of the winter storm. Same venue, same program just different dates.

### **Ostlie Update**

She said she was in Georgia for the Biomass Conference a month ago. Also attending was Jen Frost from Swift County RDA and Heidi Gandsey an RDA Board member and former Fibrominn employee. They were busy the entire time talking to miscellaneous vendors and attendees. Next is the American Dairy Products Conference May 6-8, 2019 in Chicago. The City was invited by Lisa Hughes from Minnesota DEED to share a booth at the Biomass conference in July in Des Moines, Iowa.

Frost interjected there is work being done to make one application for requesting funds in the county which will expose the borrower to five different funding sources.

### **Loan Profile**

The loan profile was reviewed. Ostlie informed the EDA of loan modifications and accounts making payments again. She is also making revisions to the City's Loan Modification Plan that was originally established in the early 2000's. Wolfington said the Business Subsidy Policy creates a public process and sets standards for subsidies.

Wolfington reminded the EDA the Revolving Loan Fund was established by a transfer of funds from the Utility Fund to the Revolving Loan Fund. Half of these funds were EDA and the other half was from state and federal funds. The state and federal entities only want their portion of the funding to go to industrial development, or we could lose funding. This threat could be eliminated by paying the government their part of the funding, and back fill the Revolving Loan Fund with monies from the Xcel proceeds. This way we could be assured there are no conflicts if the EDA decides to loan a retail business some funds. This is for future reference.

Frost stated Swift County HRA is applying for funds to purchase properties in the county they wish to rehab for rentals.

Wolfington said there may be an application coming from the DeMarce Theater.

There being no other business, it was moved by Schreck seconded by Madden and the meeting was adjourned at 8:21 a.m.

## Special EDA Meeting April 24, 2019

**Members Present:** Jack Evenson, Sheryl Madden, Dave Martin, Laura Ostlie, Rob Wolfington Pat Hawley and Linda Hodge.  
**Members Absent:** Dan Enderson & Mark Schreck.  
**Also Present:** Tim Kletcher

Chairman Evenson called the meeting to order at 3:58 p.m.

Kletcher is the owner of the DeMarce Theater. He is asking for an operating loan for his business. He said he is personally funding the business. He discussed the adjustments he has made to save money, such as cutting back on nightly movies. He also shared the cost and terms of obtaining a movie. He is concerned the theater along with the Bowler may be close to closing, and how family activities for the town are getting to be fewer. He said it could be beneficial to add a second screen, and rotate movies to get the most out of the royalty fees. He added he sees 3 possible solutions to keeping a theater in Benson: A City owned theater, a cooperative group or a go fund me page.

He has had two loans with the EDA. The first was for \$50,000 with 20% forgivable every year for five years. The second loan has a \$3,000 balance. Kletcher asked for a \$5,000 loan at 1% interest from his previous loan, to be added to the current balance of \$3,000. He said he raises money with preview ads on the screen shown before the movie. His operating costs were discussed and Hawley suggested he ask local businesses advertising on the screen if they would be interested in a coop to own the theater.

After discussion it was moved by Hawely, seconded by Madden and carried unanimously to approve a \$5,000 loan to be rolled into a new note with his existing \$3,521.62 loan at 1% interest amortized over 5 years with a balloon payment at the end of 5 years, automatic bank withdrawl along with a personal guarantee on the loan. Ostlie said the current loan is at 4% interest, not 1% interest. Hawley recinded his pervious motion.

Madden made a motion to approve a \$5,000 loan to be rolled into a new note with his existing \$3,521.62 loan at 4% interest amortized over 5 years with a balloon payment at the end of 5 years, automatic bank withdrawl along with a personal guarantee on the loan. The motion was seconded by Hodge and the motion carried unanimously.

There being no other business, it was moved by Madden seconded by Martin and the meeting was adjourned at 4:47 p.m.

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Chairman

# **Benson City Cemetery Board Minutes**

## **At the Benson City Cemetery**

### **April 24, 2019**

### **Noon**

**Members Present:** Judy Hoberg, Tim Mattheisen, Michelle Lee, Zane Anderson and Dennis Rohloff

**Members Absent:** None.

**Also Present:** Dan Gens, Duane Hopp and Val Alsaker

The meeting was called to order at 12:06 P.M. by Judy Hoberg.

It was moved by Lee, seconded by Mattheisen and carried unanimously to approve the February 27, 2018 Cemetery Minutes.

The Cemetery Policies were discussed. Flowers and flower pots are remaining in the stands on some graves. The rule on flowers and decorations were read. October 1 all floral decorations and containers must be removed. Stands may remain in place. Hopp said people have begun to put seasonal items in the plant stands. After much discussion, it was agreed the current rules must be strictly enforced. It was moved by Pastor Anderson, seconded by Rohloff and carried unanimously the rules be posted at the main entrance, by the new addition and the east entrance of the Cemetery for a total of 3 signs.

Stone repair was next. The Board walked over to a section of stones in need of attention. Some need to be leveled and some are tipping. There are a total of 15 stones, and the budget for stone repair is \$3,000. 12 of the stones are flat and will cost roughly \$200 a stone. The larger stones can be trickier to predict the cost. There was discussion on one family grave site. The tall stone and two flat stones are in need of repair and could use up 1/3 of the budget for stone repair. The Board decided to ask living relatives if they would be interested in making a donation to help defray the cost of repair to these stones. Hop said he would reach out to family. After looking at all the stones, several flat stones and the family plot discussed were the stones the Board agreed on to fix this year.

Hoberg asked when the notices will be going out for the rules for the Cemetery. Val said she sends the notices every year to the churches and the notice is also run the Monitor News in May.

Hoberg said she has been volunteering to plant and water the flowers by the Veteran's Memorial, the pots by the columbarium, the flag pole and also the flowers by the Community Sign downtown. She will no longer be volunteering to do this, and is looking for help finding a replacement. She has been in touch with the Mayor to see if the group planning to water the pots downtown would be interested in doing the cemetery and Community sign as well.

It was agreed to hold the next Cemetery Meeting on July 17, 2019 in the Council Chambers at noon.

There being no other business, it was moved by Mattheisen, seconded by Anderson and carried unanimously to adjourn the meeting at 1:13 p.m.

# PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

WR

**Main Office**  
7th St. & Washington Ave  
Suite 302  
P.O. Box 159  
Montevideo, MN 56265-0159

Phone: 320/269-6578  
FAX: 320/269-6570  
TDD: 320/269-6988  
www.prairiefive.com  
E-mail: prairiefive@prairiefive.org

**Branch Offices**  
Benson  
Canby  
Ortonville  
Madison



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

May 21, 2019

To whom it may concern,

Prairie Five provides meals to older adults in your community. We are asking for financial support to support the nutrition program in your community.

A majority of our participants are living on fixed incomes. Financial constraints have caused a gap between donations and reimbursement we receive from our funder to cover the entire cost of the meal. A person aged 60 or older is eligible and encouraged to make a suggested donation of \$4.50 towards the cost of each meal. A donation amount is suggested but not required due to the funding requirements of the Older Americans Act.

Adequate nutrition is critical to health, physical ability and quality of life; it is an important component of home and community-based services for older adults. A well-balanced meal is the foundation to aging successfully. The congregate and home delivered meal programs provide much more than access to healthy meals. They provide an opportunity for social connectiveness, which support physical, mental and social well-being.

We are grateful for the support that you give our Nutrition Program and would appreciate any donation that you or your organization can make.

Please send your donation to:

Prairie Five Nutrition Program  
Attention: Angela Nissen  
PO Box 159  
Montevideo, MN 56265

If you have any questions, please feel free to contact me at 320-269-6578 or 320-842-8565.

Thank you,

Angela Nissen  
Outreach and Aging/Adult Services Program Director

## Val Alsaker

---

**From:** Rob Wolfington  
**Sent:** Tuesday, June 18, 2019 10:50 AM  
**To:** Val Alsaker  
**Subject:** Fwd: Charter Franchise Renewal - Benson  
**Attachments:** DOCS-#4753866-v1-Memo\_re\_pending\_FCC\_Order\_-\_Benson.DOCX; ATT00001.htm;  
DOCS-#4752117-v1-Extension\_Resolution\_-\_Benson.DOCX; ATT00002.htm

Val,

Please include both attachments on the July 1st CC agenda as an action item for approval.

Thanks

Rob

Begin forwarded message:

**From:** "Grogan, Brian T." <[brian.grogan@lawmoss.com](mailto:brian.grogan@lawmoss.com)>  
**Subject:** Charter Franchise Renewal - Benson  
**Date:** June 18, 2019 at 10:05:44 AM CDT  
**To:** "[Rob.Wolfington@co.swift.mn.us](mailto:Rob.Wolfington@co.swift.mn.us)" <[Rob.Wolfington@co.swift.mn.us](mailto:Rob.Wolfington@co.swift.mn.us)>  
**Cc:** "Hammer, Terri L." <[terri.hammer@lawmoss.com](mailto:terri.hammer@lawmoss.com)>

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**SWIFT COUNTY SECURITY NOTICE:**

**This email originated from an external sender. Use caution before clicking on any links or attachments.**

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Rob,

Attached please find a Memo regarding a pending FCC Order that may have a significant impact on the Charter franchise renewal process.

Also, my records indicate that the current franchise extension is about to expire. I recommend the City consider a further extension of Charter's existing cable franchise through and including January 31, 2020. Enclosed please find a Resolution for your City Council's review and consideration.

If you have any questions, please feel free to contact me.

Thank you,

Brian

**Brian T. Grogan**

Attorney At Law

**Moss & Barnett**

Direct: (612) 877-5340 | [Brian.Grogan@lawmoss.com](mailto:Brian.Grogan@lawmoss.com)

Fax: (612) 877-5031 Mobile: (612) 360-0838

[www.LawMoss.com](http://www.LawMoss.com)

150 South Fifth Street Suite 1200 Minneapolis, MN 55402

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## MEMORANDUM

To: Rob Wolfington  
From: Brian Grogan  
Date: June 17, 2019  
Re: FCC's Proposed Rulemaking on Cable Franchise Fees and Mixed-Use Networks

---

This fall the FCC is poised to adopt a new order that many anticipate will have an adverse impact on local government cable franchising. This memo will provide a summary of the FCC's Second Further Notice of Proposed Rulemaking,<sup>1</sup> and the anticipated new order the FCC is likely to release ("FCC Proposed Order"). The FCC Proposed Order has a strong potential to decrease the City's regulatory control over cable operators and potentially reduce the level of funding available to the City under the cable franchise.

### **Background**

The Federal Communications Act of 1934, as amended by the Cable Communications Policy Act of 1984 ("Cable Act"), permits state and local government entities to award a franchise to a cable operator to authorize the construction and operation of a cable system in the public right-of-way. The Cable Act provides that a City may not grant an exclusive franchise and may not unreasonably refuse to award an additional competitive franchise.

In awarding a cable franchise, a city may require assurance that the cable operator will provide adequate public, educational, and government access channel capacity ("PEG Channels"), facilities, including PEG financial support. A cable operator may also be required under a cable franchise to pay a "franchise fee" to a city of up to five percent (5%) of the cable operator's gross revenues derived from the operation of the cable system to provide cable services. This franchise fee does not apply to telephone services or broadband services even though the cable operator generally uses the same system to provide such non-cable services.

For 35 years cities and cable operators have negotiated cable franchises under the framework set forth in the Cable Act and there has been general agreement among all parties regarding the basic elements of a cable franchise – subject to unique local needs and interests.

### **The Proposed New FCC Rules**

Specifically, the FCC Proposed Order contemplates new rules that may:

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<sup>1</sup> Released on September 25, 2018 ([Second Further Notice of Proposed Rulemaking](#)).

1. Allow all cable-related, in-kind contributions, other than PEG capital costs and build out requirements, to be treated as "franchise fees" subject to the 5% franchise fee cap.
  - a. This could allow a cable operator to unilaterally deduct from its cable franchise fee payments made to the City, the value of franchise requirements such as PEG channel capacity, connections to programming origination points, and complimentary cable services to schools and other public buildings. These requirements are all currently in cable franchises and cable operators have provided these commitments without cost to cities for several decades.
  - b. This could further allow the value of such in-kind contributions to be set at the "fair market value" of the contributions, although has FCC requested comment on whether it instead should be the cable operators' costs.
2. Prohibit cities from regulating the non-cable services offered over cable systems, other than I-Nets, and prohibit cities from regulating the facilities and equipment used in the provision of these non-cable services.
  - a. The proposed new rules may be interpreted to allow certain cable operators to construct and install facilities and equipment for broadband, cellular or other communications purposes in your City's rights-of-way without any local regulation or compensation. This would raise a host of safety considerations and potential disparities in the application of regulations among competing right-of-way users.

**Some experts have estimated that local franchise fees could be reduced by as much as 50% if the FCC moves forward with its Proposed Order as contemplated.**

Recently, several national municipal groups such as the US Conference of Mayors, National League of Cities, NATOA and others met with various FCC bureaus and the newest FCC Commissioner, Geoffrey Starks. The meetings were an excellent opportunity to share with federal policymakers the local perspective and concerns on a variety of matters pending before the FCC, such as how the FCC's Proposed Order would significantly impact revenue for all U.S. cities.

The timing for FCC action is hard to predict, but many foresee action in the fall of 2019.

### **Impact on Renewal Proceeding with Charter**

Many large cable operators in the United States have expressed confidence that the FCC will take action substantially consistent with the FCC's tentative conclusions. This means that cable operators believe the FCC will permit the operators to offset many franchise obligations against the five percent (5%) franchise fee. This may be true for even existing cable franchises that have provisions that have been in place for 10 or more years. This also means that long overdue franchise renewals may well be even more difficult to complete as the entire cable industry assesses the impact of the anticipated new FCC Proposed Order.

### **What Happens When the FCC Issues its Proposed Order?**

If the FCC issues the Proposed Order later this fall, it is quite likely that a number of cities will challenge the Order in federal court. Such a challenge is an uphill battle as courts generally defer to the regulatory expertise of the agency absent an overwhelming record to the contrary. However, such a challenge is likely to also allege that the FCC is exceeding its authority in issuing the Order. No matter what the legal challenge, such a court case is often time consuming and could result in a "cloud" hanging over the FCC Order until a federal court makes a final determination.

It is unlikely that a court would issue a "stay" for the Order, meaning that cable operators would have the opportunity to implement the FCC's findings, but they would do so at their risk pending the outcome of any legal challenge. If the Order is overturned in court, operators may have to undo whatever changes they implemented in their local franchises. As a result, it is likely that some cable operators may take a "wait and see" approach until all of judicial challenges have been completed. This procedural delay may well further cloud the renewal process as it places cities in the difficult position of either solidifying commitments in the franchise today, on the assumption that the FCC's Proposed Order will be upheld, or waiting for a final decision from the courts on the FCC's Order.

Finally, it is worth noting that at some point it is highly likely that Congress will be forced to reassess all of its communications laws and create new a new communications statute. There have been many advances in a number of communications industries and the laws that are now 35+ years old simply are no longer keeping pace with modern technology. In the past, when Congress has worked on new legislation it has often caused a standstill in completing contract negotiations as all parties are waiting to see what the new law may provide and are reluctant to enter into contracts based on the existing statute.

~ END OF MEMO ~

**A RESOLUTION GRANTING CHARTER COMMUNICATIONS  
A FRANCHISE EXTENSION TO JANUARY 31, 2020  
(RESOLUTION NO. 2018 - \_\_\_\_\_)**

**WHEREAS**, on or about July 14, 2003, the City of Benson, Minnesota (“City”) granted a Cable Television Franchise Ordinance (“Franchise”) to CC VIII Operating, LLC d/b/a Charter Communications (“Charter”); and

**WHEREAS**, the initial term of the Franchise expired on or about September 18, 2013;  
and

**WHEREAS**, the City adopted Resolution No. 2013-14 on August 19, 2013 extending the term of the Franchise through and including September 19, 2014; and

**WHEREAS**, Charter executed said Resolution No. 2013-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2014-13 on September 8, 2014 extending the term of the Franchise through and including March 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2014-13 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2015-04 on March 2, 2015 extending the term of the Franchise through and including August 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2015-04 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-06 on February 22, 2016 extending the term of the Franchise through and including July 18, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-06 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-18 on July 18, 2016 extending the term of the Franchise through and including December 31, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-18 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-41 on December 19, 2016 extending the term of the Franchise through and including June 30, 2017; and

**WHEREAS**, Charter executed said Resolution No. 2016-41 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2017-12 on July 10, 2017 extending the term of the Franchise through and including December 31, 2017; and

**WHEREAS**, Charter executed said Resolution No. 2017-12 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2018-03 on January 2, 2018 extending the term of the Franchise through and including June 30, 2018; and

**WHEREAS**, Charter executed said Resolution No. 2018-03 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2018-14 on August 6, 2018 extending the term of the Franchise through and including December 31, 2018; and

**WHEREAS**, Charter executed said Resolution No. 2018-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2018-24 on November 19, 2018 extending the term of the Franchise through and including June 30, 2019 and

**WHEREAS**, Charter executed said Resolution No. 2018-24 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, both the City and Charter desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

**NOW, THEREFORE**, the City Council of the City of Benson, Minnesota hereby resolves as follows:

1. The Franchise is hereby amended by extending the term of the Franchise from July 1, 2020 through the date on which Charter's Franchise is either renewed or until and including January 31, 2020.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under the Franchise or applicable law.
4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the Benson City Council; and (2) Charter's acceptance of this Resolution.

Passed and adopted by the City Council of Benson, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY OF BENSON, MINNESOTA**

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

State of Minnesota  
City of Benson

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Benson, Minnesota at a duly authorized meeting thereof held on the \_\_\_\_ day of \_\_\_\_\_, 2019, as shown by the minutes of said meeting in my possession.

WITNESS my hand officially as such City Clerk and the corporate seal of the City this \_\_\_\_ day of \_\_\_\_\_, 2019.

(SEAL)

\_\_\_\_\_  
City Clerk

**ACCEPTANCE**

CC VIII Operating, LLC, hereby acknowledges the City of Benson, Minnesota Resolution No. \_\_\_\_\_ and hereby accepts the terms, provisions and recitals of the Resolution and agrees to be bound by the Franchise to the extent consistent with applicable laws.

Dated: \_\_\_\_\_, 2019

CC VIII OPERATING, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

## Rob Wolfington

---

**From:** Leibfried, Lynn M <Lynn.Leibfried@BNSF.com>  
**Sent:** Thursday, February 21, 2008 4:31 PM  
**To:** rob.wolfington@co.swift.mn.us  
**Cc:** Lanier, James B; Shaver, Deck; Strelcheck, Gary W  
**Subject:** Benson RR river bridge

Rob,  
I spoke with our structures department about the river bridge reconstruction. The reconstruction of the existing bridges would be approximately \$2.5Million. This does not include the engineering to determine the proper pier spacing based on the hydraulics of the river and the highway bridge. Can the City check with MNDOT to see if a hydraulic study was done when the highway bridge was complete? Otherwise the City should include funds to hire a consultant for this engineering when you seek the hazard mitigation funding.  
We can set up a conference call on this once you get any info MNDOT has to offer.  
Thanks,  
Lynn

**Lynn Leibfried, P.E.**  
Manager Public Projects  
BNSF Railway  
80-44th Ave. NE  
Mpls, MN 55421  
763.782.3492 office  
612.770.6062 cell  
763.782.3061 fax

**FEASIBILITY STUDY**  
**FOR**  
**NORTHWEST AREA LEVEE**  
**CONSTRUCTION**

**CITY OF BENSON**  
**SWIFT COUNTY, MN**

**REVISED**  
**JANUARY 2013**

*Prepared By:*

**LANDTEAM, Inc.**  
**509 22<sup>nd</sup> Avenue East, Ste. 102**  
**Alexandria, MN 56308**

**NORTHWEST AREA LEVEE CONSTRUCTION  
BENSON, MINNESOTA  
Project No. BE1104**

I hereby certify that this Feasibility Report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



---

Michael A. Bakken, P.E.

Date January 31, 2013

License No. 42682

This Feasibility Report has been prepared for the City Council of Benson, Minnesota, to analyze the cost of constructing a permanent earthen levee to provide flood protection to the Hawleywood Addition area of the City of Benson. The levee would be constructed as a base to allow the City to install a temporary flood barrier system on the top of the levee to provide additional flood protection up to the FEMA established 100-year flood elevation of the Chippewa River in this area.

## I. Project Planning Area

The planning area includes portions of Hawleywood Addition, Hawleywood First Addition, and Hawleywood Third Addition. These areas are located on Meadow Lane and Sanford Road north of Wood Avenue. Twenty-seven homes in this area have a flood impact elevation between 1032.00 and 1036.00. The 100-year flood elevation of the Chippewa River in this area reaches 1036.28. The attached exhibit shows the houses affected by this project and the FEMA 100-year flood elevation.

## II. Existing Conditions

The area of the proposed levee construction lies outside of the residential development in the project area. The west leg of the levee will be constructed on the east side of the golf course property along the existing golf course access road. The north leg of the levee will be constructed on undeveloped land that is currently open field and wooded. There is no natural protection for this area from flood waters from the Chippewa River, which flows through the adjacent golf course.

Soil borings were completed along the project route and the logs of these borings are included with this report. Generally, the ground along the west leg of the proposed levee is suitable for construction. Along the north leg, there is peat and fill material below the proposed levee construction area. Special considerations for construction in this area will be required.

The north leg of the levee is located on privately owned property, which will require land acquisition. The west leg of the levee will be constructed on golf course property that is currently owned by the City.

Overhead high power lines exist in an easement along the north leg of the levee. Initial contact with the utility company owning these lines has been made and they do not object to the project. Coordination of efforts with the utility company will be necessary in this area.

City storm sewer discharges in the project area. Consideration will be required to address flood water surcharge and City stormwater/meltwater backup through the storm sewer system.

## III. Proposed Improvements

The levee and temporary barrier system must be constructed to provide flood protection to the 100-year flood elevation. The following discussion will address the permanent and temporary components of the system separately.

## Permanent Levee

The permanent portion of the project will consist of constructing an earthen levee to the minimum elevation that allows use of a temporary flood barrier system. Existing conditions require that construction of the levee occur somewhat differently for each of the two legs. The attached typical sections illustrate the proposed construction of the two legs.

The west leg will be considered in two segments. The south segment, that area with an existing elevation above 1033.9, will receive a 3-foot wide clay trench along the west side of the existing golf course gravel access road. This additional width is necessary to allow adequate area for placement of the temporary flood barrier system. The north segment will be constructed with a 20-foot wide top. The west side of this section will receive a 6-foot wide clay berm and 3-foot wide clay trench. The east 14-feet of the levee in this section will be Class 5 gravel golf course access road. Un-graveled portions of the levee will receive topsoil and seed for stabilization.

The north leg of the levee will be constructed with a 16-foot wide top. The south 14-feet of the levee will receive Class 5 aggregate base for access stability. The west segment, that area with existing elevations below 1034.4, will be constructed with a clay core. The east segment, that area above elevation 1034.4, will receive a 3-foot clay core along the north edge. Poor subgrade soils will receive geotextile fabric below the constructed levee. Geogrid will be installed below the gravel surface to ensure a driving surface adequate for equipment movement. The entire levee will receive topsoil and seed for stabilization.

As a result of the construction, backyard areas of several residential lots along the east side of the west leg of the levee will require drainage redirection and collection efforts. Connection to existing trails and sidewalks will also be necessary. During construction, consideration of access to the golf course must be made.

There are existing 54" and 36" RCP storm sewer lines that discharge into a ditch at the northwest corner of the proposed levee construction. In order to maintain flood protection, these lines must be isolated and fitted with water stopping systems to prevent flood waters from backing up the storm sewer system. To accomplish this, junction manholes will be installed on each line. Sluice gates will be installed inside the junction manholes. The gates will remain open under normal operating conditions. City staff will close the gates prior to flooding conditions.

## Temporary Flood Barrier System

The temporary flood barrier system must be placed on the top of the permanent levee to provide flood protection up to the FEMA established 100-year flood elevation in this area. Numerous proprietary temporary flood barrier systems are available commercially. Three general types of temporary flood barrier systems were chosen for inclusion in this report; the permanent levee was designed to accommodate any of these systems. The types chosen for inclusion were:

- Cellular, gabion-like barriers (Hesco® Barrier)—the cellular, gabion-like barrier

system is a series of large geotextile bags contained within a sturdy wire mesh. After placement on the levee top, the bags are filled with sand.

- Water filled geomembrane tubes (Aquadam®)—the water filled geomembrane system consists of a series of large, baffled tubes that are placed on the top of the permanent levee. Water is then pumped into the tubes to inflate them to the design height.
- Water filled plastic barriers (Floodstop®)—the water filled plastic barrier system consists of a series of individual pods that are placed on the permanent levee and are connected together in series. Floodwater fills the pods as the flood stage increases.

A variety of characteristics must be evaluated prior to procurement of any temporary flood barrier system. A list of several of these characteristics is included below. The City of Benson may have additional criteria or system requirements to evaluate as well.

- Ease of Deployment
  - note that the geomembrane tube system requires pre-filling (pumping of water) for deployment (approximately 350,000 gallons in this instance), while the plastic barrier requires pre-filling of several pods along the series, with the remaining pods passively filling with rising floodwaters
- Height Flexibility
- Post-flood Clean Up
- Reusability
- Storage Area Requirements
- Susceptibility to Damage Due to Freezing
- Susceptibility to Damage by Debris
- Anchorage Requirements
- Cost
  - Estimated cost of initial deployment of each of the systems evaluated is included in this report

#### IV. Cost Estimates

The estimated cost for construction of the proposed permanent levee is \$285,403 (\$109.77/lineal foot). This amount includes procurement of the necessary easements and construction of the permanent levee and the storm sewer improvements. It also includes construction contingencies, engineering fees, legal fees, and administrative fees.

Estimated cost for the temporary flood protection systems are as follows.

- The cost to procure and install the temporary cellular gabion barrier system (Hesco®) is estimated at \$119,080 (\$45.80/lineal foot).
- The cost to procure and install the water filled geomembrane tube system (Aquadam®) is estimated at \$87,275 (\$33.57/lineal foot).
- The cost to procure and install the water filled plastic barrier system (Floodstop®) is \$287,713 (\$109.89/lineal foot)

Attached to this report is the Preliminary Estimate of Cost for the permanent levee system, as well as estimates for the three temporary systems.

## V. Flood Protection Funding

### Assessment Determination

The City of Benson has determined that a portion of the permanent levee system construction costs shall be assessed to the benefitting properties. The benefitting properties are those properties in the Hawleywood Additions that are within the FEMA 100-year flood boundary. There are 27 properties that will benefit from this project. However, due to elevation differences of the homes within this area, there are differing levels of benefit. In order to assign level of benefit to each property, each foot of elevation rise was assigned an Assessment Factor (AF). The AF's assigned were 0.25, 0.50, 0.75, and 1.00. Residences with first floor elevation below 1033 are assigned an AF of 1.00 as they receive the highest benefit from this construction. Residences with elevations from 1033 to 1034 are assigned an AF of 0.75. Residences with elevations from 1034 to 1035 are assigned an AF of 0.50 and residences above 1035 are assigned an AF of 0.25. Using this assessment factor method, 18.5 factored assessments are created.

As noted, the estimated permanent levee system construction cost is \$285,403. The City has received preliminary approval to be granted 50% of the permanent levee construction costs, up to a maximum of \$150,000. The ultimate amount of grant funding received will reduce the assessable amount. Based on the estimated construction cost, and considering grant funding of \$142,701, the assessable portion is estimated to be \$142,701. The actual assessment amount will be based on the final project costs. Using the methodology described above and 18.5 factored assessments, the base factored assessment amount is \$7,714.

The term and interest rate for the assessed amounts will be determined by City Council.

A spreadsheet indicating the estimated assessments to benefitting properties is attached.

## VI. Conclusions and Recommendations

This Feasibility Report has examined the costs associated with providing flood protection to the 100-year flood elevation to properties within the Hawleywood area of the City of Benson. This flood protection will be completed through a combination of permanent levee construction and placement of a temporary flood barrier system.

Upon acceptance of this Report and a decision to proceed with the project, the council would proceed by holding a public hearing for the purposes of Chapter 429 special assessments, as required by State Statute. Upon completion of the hearing, the Council may call for Plans and Specifications for the project. The project proposed by this Feasibility Report is necessary, cost-effective, and feasible and should be made as presented.



**CITY OF BENSON  
NORTHWEST LEVEE**  
Estimated Quantities and Costs  
Project No. BE1104

**INITIAL MOBILIZATION--HESCO® BARRIER SYSTEM  
(ASSUMES BASE LEVEE IS IN-PLACE)**

Item Description	Unit	Quantity	Unit Price	Extension
1 HESCO BARRIERS 3 X 3 X 15 (MATERIAL ONLY)	UNIT	174	\$450.00	\$78,300.00
2 12" PIPE PLUG (MULTI-FLEX)	EACH	2	\$400.00	\$800.00
3 18" PIPE PLUG (MULTI-FLEX)	EACH	1	\$600.00	\$600.00
4 SAND BAGS (2 PER 5 LIN. FT.)	EACH	1,100	\$1.00	\$1,100.00
5 POLYETHYLENE	S.Y.	2,400	\$0.20	\$480.00
6 2 - 12" DIESEL PUMP (RENTAL)	DAY	14	\$300.00	\$4,200.00
7 PUMP FUEL (125 GAL/DAY/PUMP)	GAL	1,750	\$4.50	\$7,875.00
8 SAND (CONCRETE TRUCK)	CU YD	650	\$28.00	\$18,200.00
9 SAND DELIVERY (1 HR/10 C.Y.)	HR	65	\$85.00	\$5,525.00
10 RESEEDING AFTER REMOVAL	ACRE	1	\$2,000.00	\$2,000.00
TOTAL				<b>\$119,080.00</b>

**ESTIMATED COST  
COST/LINEAL FOOT**

<b>\$119,080.00</b>
<b>\$45.80</b>

WORK FORCE ASSUMPTIONS

1. CONTRACTOR PROVIDED:
  - a.) SAND DELIVERY (CONCRETE TRUCK)
  - b.) SAND FILLING
2. CITY:
  - a.) DELIVERY AND SETUP
  - b.) PUMPING
  - c.) STORM SYSTEM PLUGGING
  - d.) REMOVALS
3. VOLUNTEER:
  - a.) SAND BAG FILLING
  - b.) POLY AND SAND BAG PLACEMENT

**CITY OF BENSON  
NORTHWEST LEVEE**  
Estimated Quantities and Costs  
Project No. BE1104

**INITIAL MOBILIZATION--AQUADAM ® SYSTEM  
(ASSUMES BASE LEVEE IS IN-PLACE)**

Item Description	Unit	Quantity	Unit Price	Extension
1 AQUADAM UNIT 3' HEIGHT	L.F.	2,600	\$28.00	\$72,800.00
2 AQUADAM UNIT ATTACHMENT COLLAR	EACH	25	\$40.00	\$1,000.00
3 12" PIPE PLUG (MULTI-FLEX)	EACH	2	\$400.00	\$800.00
4 18" PIPE PLUG (MULTI-FLEX)	EACH	1	\$600.00	\$600.00
5 2 - 12" DIESEL PUMP (RENTAL)	DAY	14	\$300.00	\$4,200.00
6 PUMP FUEL (125 GAL/DAY/PUMP)	GAL	1,750	\$4.50	\$7,875.00

TOTAL \$87,275.00

ESTIMATED COST	\$87,275.00
COST/LINEAL FOOT	\$33.57

WORK FORCE ASSUMPTIONS

1. CITY:

- a.) AQUADAM DELIVERY AND SETUP
- b.) PUMPING
- c.) STORM SYSTEM PLUGGING
- d.) REMOVALS

2. VOLUNTEER:

- a.) POTENTIAL SANDBAGGING

**CITY OF BENSON  
NORTHWEST LEVEE**  
Estimated Quantities and Costs  
Project No. BE1104

**INITIAL MOBILIZATION--FLOODSTOP @ SYSTEM  
(ASSUMES BASE LEVEE IS IN-PLACE)**

Item Description	Unit	Quantity	Unit Price	Extension
1 FLOODSTOP UNIT	EACH	867	\$314.00	\$272,238.00
2 12" PIPE PLUG (MULTI-FLEX)	EACH	2	\$400.00	\$800.00
3 18" PIPE PLUG (MULTI-FLEX)	EACH	1	\$600.00	\$600.00
4 2 - 12" DIESEL PUMP (RENTAL)	DAY	14	\$300.00	\$4,200.00
5 PUMP FUEL (125 GAL/DAY/PUMP)	GAL	1,750	\$4.50	\$7,875.00

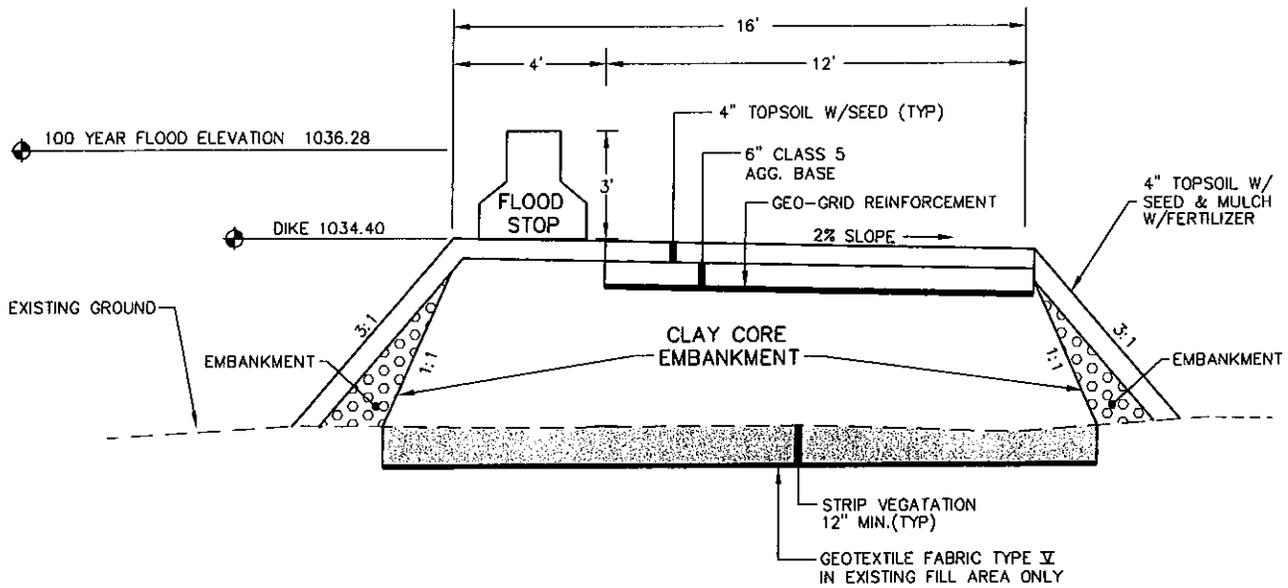
TOTAL **\$285,713.00**

ESTIMATED COST	<b>\$285,713.00</b>
COST/LINEAL FOOT	<b>\$109.89</b>

WORK FORCE ASSUMPTIONS

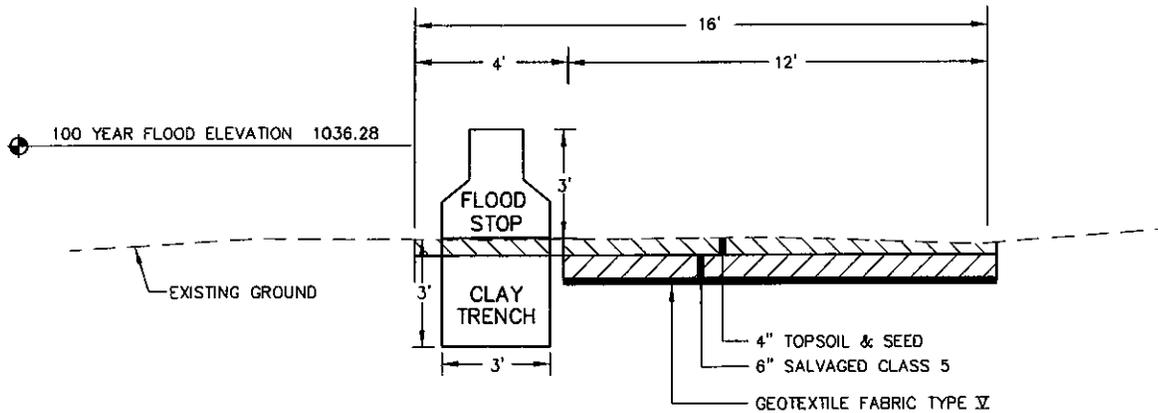
1. CITY:
  - a.) FLOODSTOP DELIVERY AND SETUP
  - b.) PUMPING
  - c.) STORM SYSTEM PLUGGING
  - d.) REMOVALS
2. VOLUNTEER:
  - a.) POTENTIAL SANDBAGGING





**TYPICAL LEVEE SECTION "C"**  
 STA. 26+30 - 33+00 (NORTH LEG)  
 SCALE = N.T.S.

NOTE: SHOWN WITH FLOOD STOP TEMPORARY FLOOD BARRIER.



**TYPICAL LEVEE ACCESS SECTION "D"**  
 STA. 33+00 - 36+40  
 SCALE = N.T.S.

NOTE: SHOWN WITH FLOOD STOP TEMPORARY FLOOD BARRIER.

**INDEPENDENT TESTING TECHNOLOGIES, INC. LOG OF SOIL BORING**

**PROJECT: 12-020 LANDTEAM, INC.  
FLOOD LEVY IMPROVEMENTS  
BENSON, MINNESOTA**

**DATE: 2/16/12 BORING #: B-1  
START TIME: 9:45 END TIME: 10:01**

**METHOD: 3 1/4" I.D. Hollow Stem Auger  
CREW: RB / CW  
ELEVATION: N/G**

**LOCATION: 13+20 Golf Road**

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	Water Table	W <sub>n</sub>	Notes
6"		6 inches Aggregate Surfacing					
2.5	SC	CLAYEY SAND, fine grained, w/ a trace of GRAVEL, dark brown.		6			
3.5	SM	SILTY SAND, fine grained, w/ a trace of GRAVEL, brown.					
5.0	CL	SANDY LEAN CLAY, w/ fine grained SAND, brown, mottled.		7			
				8			
		light grey, mottled at 9 feet		12			
10.0		Boring complete to 10.0 feet. Water was not encountered during drilling. No water measured to cave-in at 5.0 feet immediately after completion.					

# INDEPENDENT TESTING TECHNOLOGIES, INC. LOG OF SOIL BORING

**PROJECT:** 12-020 LANDTEAM, INC.  
**FLOOD LEVY IMPROVEMENTS**  
**BENSON, MINNESOTA**

**DATE:** 2/16/12 **BORING #:** B-2  
**START TIME:** 10:03 **END TIME:** 10:17  
**METHOD:** 3 1/4" I.D. Hollow Stem Auger  
**CREW:** RB / CW  
**ELEVATION:** N/G

**LOCATION:** 20+30 Golf Road

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	Water Table	W <sub>o</sub>	Notes
4"		4 inches Aggregate Surfacing					
	SM	SILTY SAND, fine grained, black.  TOPSOIL	1	7			
4.0							
5.0	SM	SILTY SAND, fine grained, w/ a trace of GRAVEL, brown.	2	4	V		Water measured at 5.0 feet after completion.
5.5							
	SP	POORLY GRADED SAND, fine grained, w/ a trace of GRAVEL, brown.	3	10			
			4	8			
10.0							
		Boring complete to 10.0 feet. Water was encountered at 8.0 feet during drilling. Water measured at 5.0 feet immediately after completion.					

# INDEPENDENT TESTING TECHNOLOGIES, INC. LOG OF SOIL BORING

**PROJECT:** 12-020 LANDTEAM, INC.  
**FLOOD LEVY IMPROVEMENTS**  
**BENSON, MINNESOTA**

**DATE:** 2/16/12 **BORING #:** B-3  
**START TIME:** 10:26 **END TIME:** 10:54

**METHOD:** 3 1/4" I.D. Hollow Stem Auger  
**CREW:** RB / CW  
**ELEVATION:** N/G

**LOCATION:** 29+00 Easement

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	Water Table	W <sub>n</sub>	Notes
	SC	CLAYEY SAND, fine grained, black.					
		FILL					
4.0			1	5			
					V		Water measured at 4.0 feet after completion.
5.0	SC-SM	SILTY CLAYEY SAND, fine grained, w/ a trace of GRAVEL, grey.	2	2			
6.0		FILL					
	PT	PEAT, black, fibrous.					
		brown.					
10.0			3	4			
			4	4			
12.0			5	8			
	SP	POORLY GRADED SAND, fine grained, grey, water bearing.					
15.0			6	10			
		Boring complete to 15.0 feet. Water was encountered at 4.0 feet during drilling. Water measured at 4.0 feet immediately after completion.					

**INDEPENDENT TESTING TECHNOLOGIES, INC. LOG OF SOIL BORING**

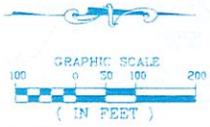
**PROJECT: 12-020 LANDTEAM, INC.  
FLOOD LEVY IMPROVEMENTS  
BENSON, MINNESOTA**

**DATE: 2/16/12 BORING #: B-4  
START TIME: 11:11 END TIME: 11:30**

**METHOD: 3 1/4" I.D. Hollow Stem Auger  
CREW: RB / CW  
ELEVATION: N/G**

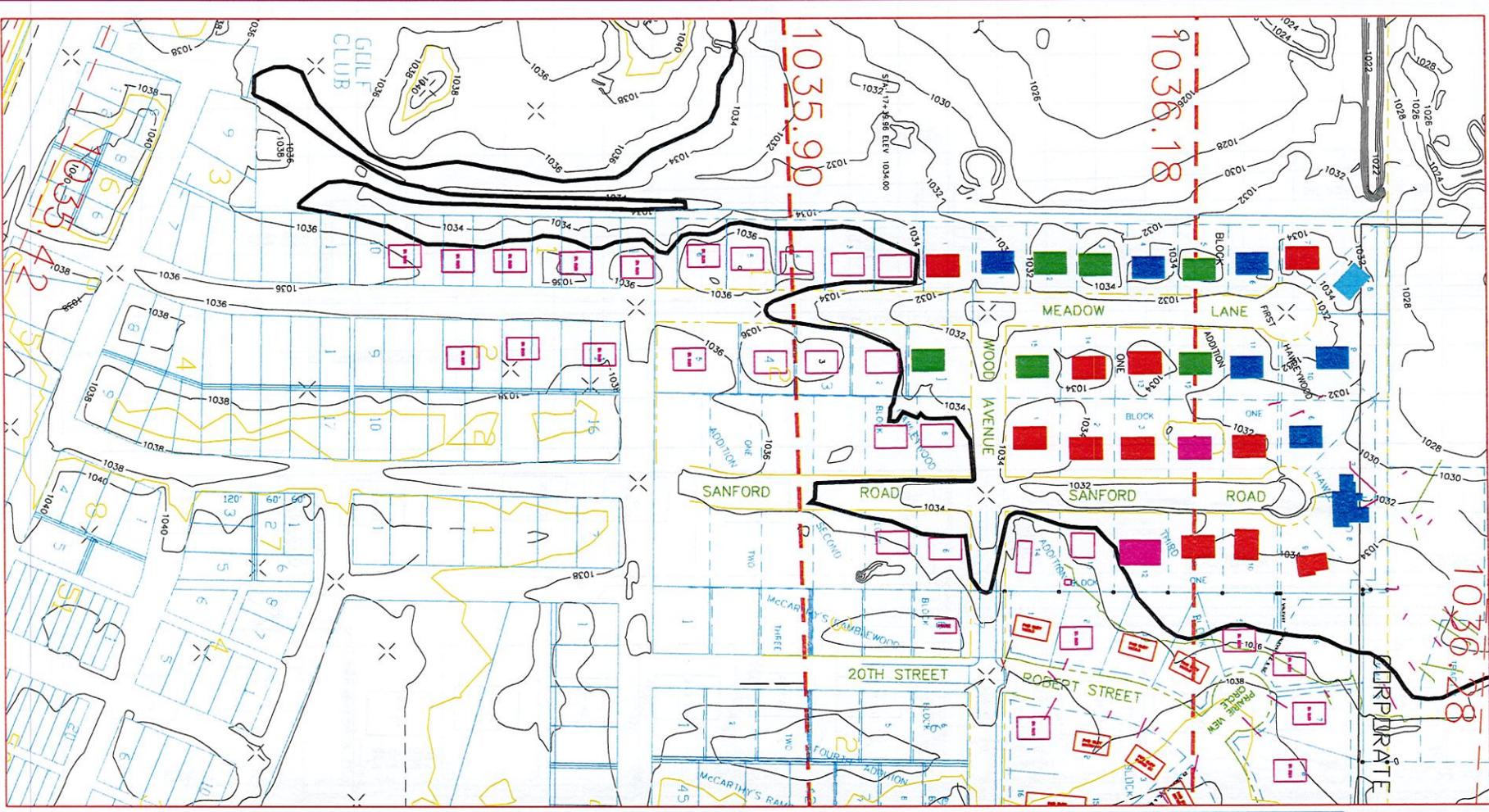
**LOCATION: 34+00 Easement**

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	Water Table	Notes
24"	SM	SILTY SAND, fine grained, black. TOPSOIL				
5.0	SC-SM	SILTY CLAYEY SAND, fine grained, w/ a trace of GRAVEL, brown.	1	4		
6.5			2	7		
10.0	SM	SILTY SAND, fine grained, w/ a trace of GRAVEL, brown.	3	10		
			4	11	V	Water encountered at 9.0 feet during drilling.
Boring complete to 10.0 feet. Water was encountered at 9.0 feet during drilling. No water measured to cave-in at 7.0 feet immediately after completion.						



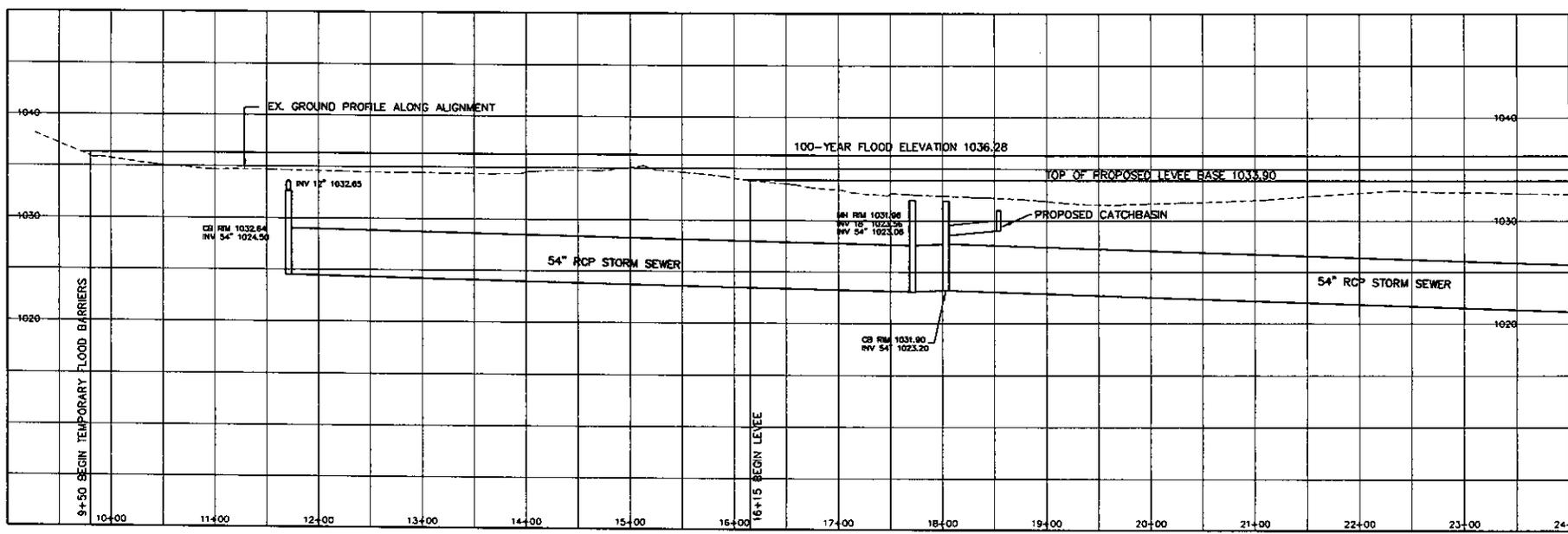
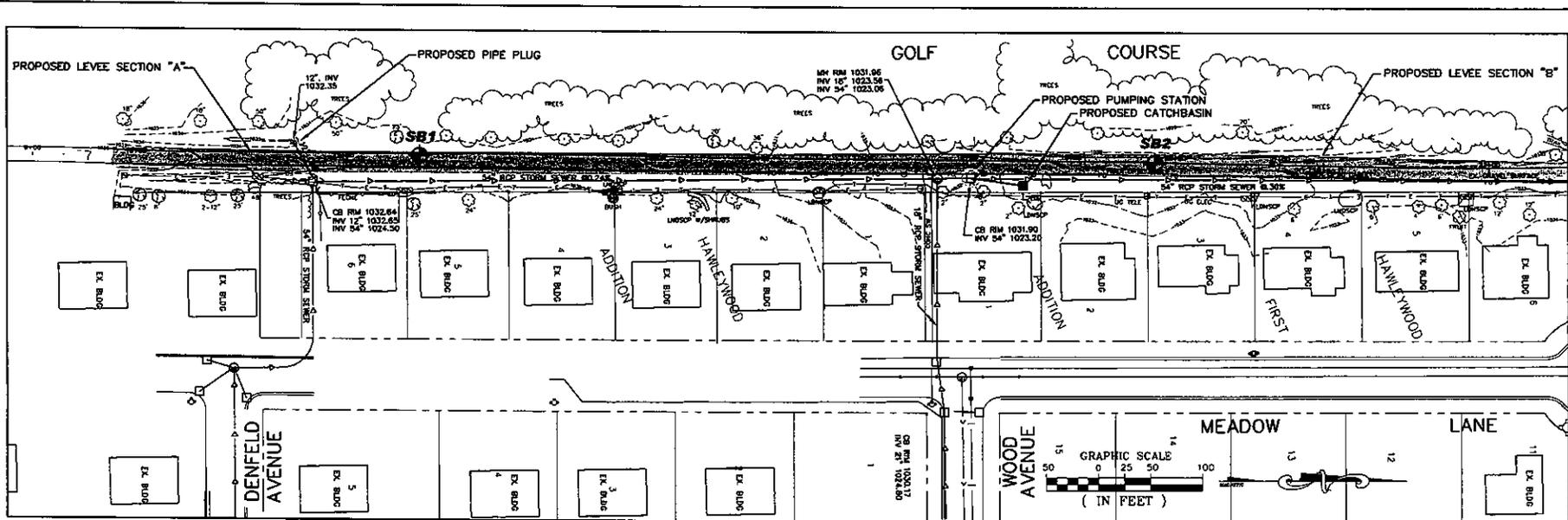
**LEGEND**

	FLOOD IMPACT ELEVATION 1032.00		100-YR FLOOD ELEVATION LINE
	FLOOD IMPACT ELEVATION 1033.00		FEMA FLOOD SECTION LINES
	FLOOD IMPACT ELEVATION 1034.00		
	FLOOD IMPACT ELEVATION 1035.00		
	FLOOD IMPACT ELEVATION 1036.00		



DATE: 08/20/2024	<p><b>LANDTEAM</b> CONSULTING ENGINEERING AND PROFESSIONAL SERVICES 559 2ND AVENUE EAST • ALEXANDRIA, MINNESOTA 56308 PHONE (763) 429-1000 • FAX (763) 429-1001</p>
PROJECT: NORTHWEST LEVEE	
PREPARED BY: NORTH D.W.C.	
REVISIONS:	

**BENEFITING PROPERTY EXHIBIT**  
NORTHWEST LEVEE  
CITY OF BENSON  
BENSON, MN



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

REVISIONS:

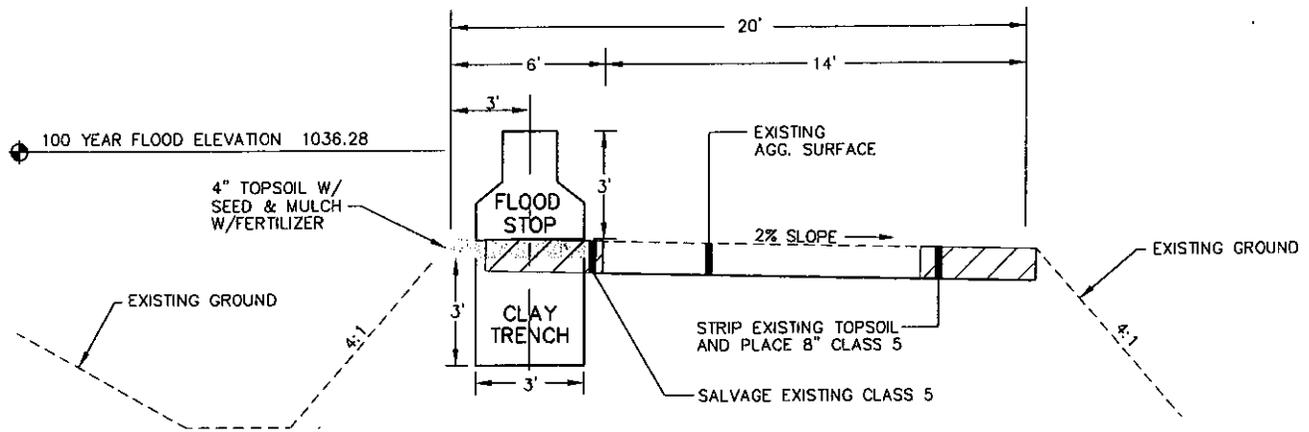
**LANDTEAM**  
INCORPORATED  
CONSULTING ENGINEERING AND PROFESSIONAL SERVICES  
3000 WOODLAND AVENUE, SUITE 100  
MINNEAPOLIS, MN 55412  
PHONE: 612.338.1100 FAX: 612.338.1101  
WWW.LANDTEAMINC.COM

DATE: \_\_\_\_\_ UC NO. \_\_\_\_\_

PROJECT: PLAN & PROFILE NORTH-SOUTH  
NORTHWEST LEVEE  
CITY OF BENSON  
BENSON, MN

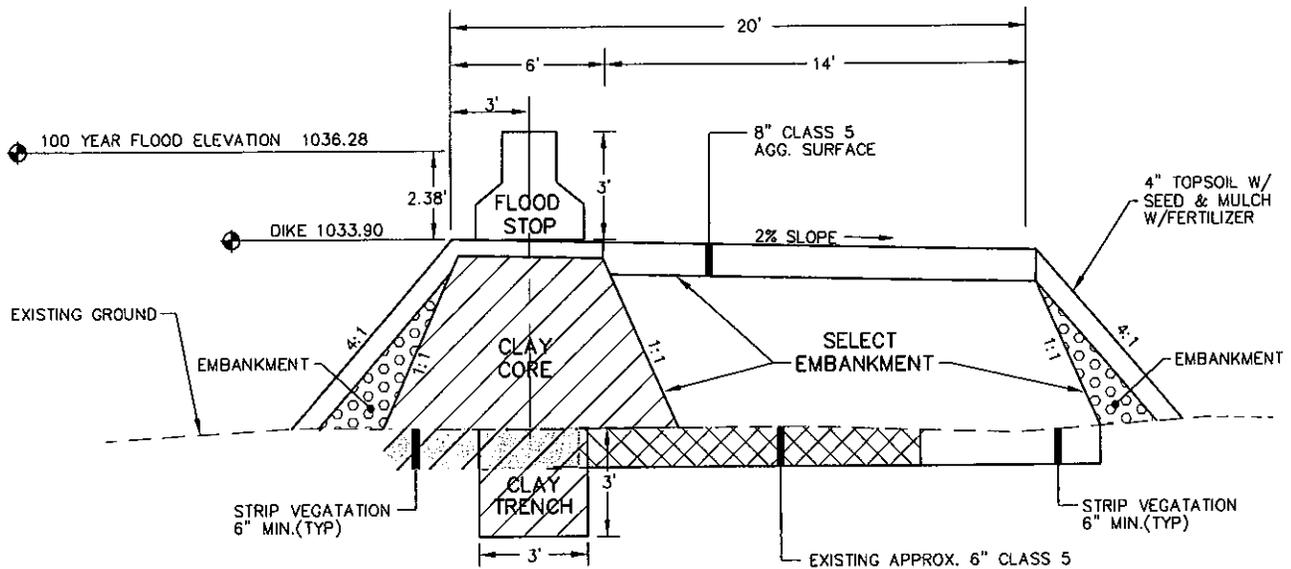
DRAWN: P-P N-5.0WC  
DATE: 1-20-12  
SCALE: AS SHOWN  
CHECKED: [ ]  
APPROVED: [ ]

SHEET  
1 of 2



**TYPICAL SECTION "A"**  
 STA. 9+80 - 16+15 (WEST LEG)  
 SCALE = N.T.S.

NOTE: SHOWN WITH FLOOD STOP TEMPORARY FLOOD BARRIER.



**TYPICAL LEVEL SECTION "B"**  
 STA. 16+15 - 26+30 (WEST LEG)  
 SCALE = N.T.S.

NOTE: SHOWN WITH FLOOD STOP TEMPORARY FLOOD BARRIER.

**BURLINGTON NORTHERN SANTA FE  
RAILROAD BRIDGE  
HYDRAULIC (HEC-RAS) STUDY**

**CITY OF BENSON  
SWIFT COUNTY, MN**

January 2013

*Prepared by:*

**LANDTEAM, Inc.  
509 22<sup>nd</sup> Avenue East, Suite 102  
Alexandria, MN 56308**

**BNSF BRIDGE HYDRAULIC STUDY  
BENSON, MINNESOTA  
PROJECT No. BE1202**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

A handwritten signature in black ink, appearing to read "Michael A. Bakken". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

---

Michael A. Bakken, P.E.

Date January 31, 2013

License No. 42682

## **Purpose**

The City of Benson asked Landteam, Inc. to investigate the effects of flooding caused by the Burlington Northern and Santa Fe Railroad (BNSF) Bridge over the Chippewa River. The request was to model the bridge with blockage and replacement of the bridge and document those changes to the flooding of Benson, both upstream and downstream of the bridge. The City of Benson also requested Landteam, Inc. to make contact with BNSF officials to inquire into the railroads future plans for this bridge. In the past, during spring runoff events, debris, such as ice, trees and brush have collected at the railroad bridge piers blocking flow. In the past both the Minnesota Department of Transportation (MNDOT) and BNSF have provided services to remove the debris during flood events.

## **Description**

The model for development of the Letter of Map Revision (LOMR) for the Federal Emergency Management Agency (FEMA) for the Flood Insurance Rate Map (FIRM) was obtained from the Minnesota Department of Natural Resources. This model was developed using United States Army Corps of Engineers (USACE), Hydraulic Engineering Center (HEC) River Analysis System (RAS) program for the FEMA Flood Insurance Study. The HEC model datum is NGVD 29, all elevations in this report have been converted to NAVD 88 to match the FIRM mapping.

The original HEC-RAS model included the BNSF and the MN Highway 9 bridges as a single bridge that used the bridge deck elevation and pier configuration of the RR bridge and the low steel elevation of the highway bridge. Although doing this is common procedure with close parallel bridges, it is usually done when the two bridges are of similar dimensions and configurations such as interstate highway bridges.

Additional field data was obtained on the configuration of the highway bridge; low steel, pier locations and dimensions, bridge deck profile and curb profile. A cross section of river channel between the railroad and highway bridges was also obtained. The model was then modified to include two bridges at this location.

## **Results**

Several model scenarios were performed. These were as follows:

- DNR model with railroad and highway bridges combined as one
- Two bridge configuration
- 30 percent blockage of the railroad bridge
- 20 percent blockage of the railroad bridge
- 10 percent blockage of the railroad bridge
- New railroad bridge with pier configuration similar to the highway bridge

Separating the bridges resulted in a reduction in stage upstream of the highway bridge of 0.79 feet from the original FEMA model. (Stage is the elevation of the water surface for a given flow or flood frequency at a given point along the river) In the model assuming 30

percent obstruction of the railroad bridge, a stage increase of 1.88 feet occurred during the 100 year flood event. With replacement of the railroad bridge the stage decreased by a 2.02 feet upstream of the highway.

Upstream TH #9 Elevations		
	Stage (NAVD 88)	Area of Inundation (acre)*
FEMA Study	1036.28	
Two Bridge Model (100 Year)	1035.49	
Existing Bridge with Blockage		
30% Blockage (100 Year)	1038.16	+38.79
20% Blockage (25 Year)	1034.54	
10% Blockage (50 Year)	1035.56	
New RR Bridge (100 Year)	1034.26	-(13.16)

\* Increase or decrease in area of residential and commercial properties inundated within the city limits north of Highway 9 from FEMA 100 year flood event.

- Shading indicates models with flood contours shown on the attached Exhibit 1.

As shown in the table above obstructions of the railroad bridge can cause the probability of property flooding to occur, during smaller and more frequent flood events.

### **Downstream Discussion**

The FEMA model was setup to be run as a steady state model versus a dynamic model. As a result of using the steady state model no downstream affects would be seen when modeled with the railroad bridge replaced. To show what affects the bridge replacement would have downstream a dynamic model would have to be developed. The dynamic model would take a significant amount of engineering and data collection of the flood plain and river channel which is beyond the scope of this study.

### **Summary**

Obstruction of bridges by ice, trees, brush or other debris is always a major concern during a flood event because of the increased stages that occur. The BNSF bridge is of greater concern than most bridges. The number and the tight spacing of piers supporting the bridge are more likely to catch debris and obstruct the flow area thus having a significant impact on the upstream flood damages, potentially causing damages during flood events smaller and more frequent than the FEMA 100 year event.

The BNSF bridge replacement would have a stage reduction of 2.02 feet. Although this seems to be a significant reduction the number of homes removed from the 100 year flood event is minimal, as shown in Exhibit 1. The biggest effect of replacement would be reducing the likelihood of the bridge becoming obstructed.

Contact has been attempted with the BNSF. At this time, no response has been received. Efforts to contact BNSF officials will continue.





# Western Minnesota PRAIRIE WATERS



To: City Clerks/Administrators/EDA/Chambers of Region 6W  
From: Melissa Streich, Prairie Waters Staff  
Re: Funding Request for Prairie Waters Program, Calendar Year 2020

The Western Minnesota Prairie Waters/Get Rural MN Program is looking ahead to 2020 and we want to continue our successful collaboration of boosting the region's economic growth through marketing. With regional collaboration, our counties and cities pool their resources to make tourism and recruitment efforts more affordable and go further. The purpose of the program is to promote and market the region as a great place to visit, a great place to work and a great place to live by highlighting and showcasing our natural, cultural, scenic and historical assets, along with the desirable lifestyle.

In addition to boosting the region's economic growth through tourism, attracting and retaining residents is a key component for the sustainability of the region and has been voiced as an issue from several local units of government within the region.

One of our primary marketing tools is the Prairie Waters website. This last year we expanded the website making it not only a one-stop-shop for visitors, but also a one-stop-shop for potential new residents. We have included information on employment opportunities, housing, healthcare, education, childcare, stories, and things to do. Prairie Waters staff will continue to incorporate new content and develop relationships with local entities to feed into the new web pages. Prairie Waters staff will be convening and working with local employers, schools, healthcare facilities, realtors and local newspapers on how they can work together to better market themselves.

Prairie Waters is asking for 2020 financial support. Enclosed is a pledge form to complete and return to us by September 30, 2019.

Cities with active tourism/visitor programs and amenities are defined as the backbone of the region's tourism infrastructure. Smaller cities are not asked to contribute at the same level since they have fewer opportunities, attractions and businesses to contribute. Below is the tier structure.

*See attached for project highlights.*

### **Three-tier financial structure:**

**1st tier** (\$5,358) includes cities with the most attractions and amenities of our region: *Populations over 2,500 recommended*

**2nd tier** (\$3,782) includes cities with a variety of attractions to lure visitors for a short duration – but with limited lodging, restaurants or other basic amenities: *Populations over 1,000 and under 2,500 recommended*

**3rd tier** (\$630) are the smaller cities, which may gain from “pass-through” revenue influx in the way of gasoline, food/beverage or other services that are available *Populations under 1,000 recommended*

Staff is available to meet with you or to attend a council meeting to discuss present and future programs and budget priorities, as well as discuss any matters or questions that may arise. Again, thank you for your support!

**2020 Benefits of Participation**  
**Western Minnesota Prairie Waters Regional Tourism Program**  
*A program of the Upper Minnesota Valley Regional Development Commission*

**\$5,358 Annual Commitment**

- One-page editorial showcase of community in the Visitor Guide
- Appoint one Prairie Waters board representative
- Nominate one industry board representative
- Plus, all benefits included below this line

**\$3,782 Annual Commitment**

- (1/2) page editorial showcase of community in the Visitors Guide
- Appoint one Prairie Waters board representative
- Access to all leads (names and addresses) gathered by Prairie Waters
- Sponsored Facebook ads
- Plus, all benefits included below this line

**\$630 Annual Commitment**

- Community lifestyle & tourism slideshow
- Access to the online photo/video library
- Community brochures distributed in response to PW inquiries – and available on the PW website
- (1/4) page editorial showcase of community in the Visitors Guide
- Community page on Prairie Waters website
- Hyperlink from Prairie Waters website to the community's website
- Events and attractions of your choice featured on our Facebook page! Take advantage of advertising to nearly 6,000 Facebook fans.
- All events on the regional calendar of events (website)
- First chance to participate in special publications and events – cooperative advertising
- Plus, all benefits included below this line

**Additional Benefits of Participation for all levels**

- State wide promotions – Visitor guide distributed to travel information centers across the state, including the Mall of America, local chambers, city offices, hotels, clinics. The digital version has hyperlinks and is showcased on the Explore Minnesota Tourism website where it has over 200,000 views annually.
- Basic business listing on the Prairie Waters website
- Toll-free hotline that is staffed by the UMRDC office, responding to information requests
- Free unlimited access to tourism and business resources offered at the UMRDC office, and tourism and business expertise through the UMRDC staff
- Assistance in event planning, networking and promotion
- All community events showcased on the Prairie Waters website
- Regional presence in statewide advertising endeavors such as Explore Minnesota Tourism and Southern Minnesota Tourism Association, plus large events placed on the Explore Minnesota Website's calendar of events

**Western Minnesota Prairie Waters Regional Tourism Program**  
A Regional Tourism program of the Upper Minnesota Valley Regional Development Commission

**PLEASE RETURN THIS FORM BY SEPTEMBER 30, 2019**

We, the City/Organization of \_\_\_\_\_ (name of city/organization), have reviewed this request and pledge to participate at the amount specified below for the Regional Tourism Program's 2020 year.

**\$5358 Community Annual Commitment**  
*Populations over 2,500 recommended*  
Our alternate contribution is \$ \_\_\_\_\_

**\$3782 Annual Commitment**  
*Populations over 1,000 and under 2,500 recommended*  
Our alternate contribution is \$ \_\_\_\_\_

**\$630 Annual Commitment** *Populations under 1,000 recommended*  
Our alternate contribution is \$ \_\_\_\_\_

We, the City/Organization of \_\_\_\_\_ (name of city/organization), have reviewed this request and **do not wish to support economic development through tourism at this time.**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

**Billing Information:**

- We choose to pay the total amount in January of each year. Prairie Waters will invoice you after January 1, 2020.
- We would like to make other payment arrangements: (please explain)

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*Thank you for your generous support of tourism in our region!*



# Western Minnesota PRAIRIE WATERS

## Purpose

The purpose of the program is to promote and market the region as a great place to visit, a great place to work and a great place to live by highlighting and showcasing our natural, cultural, scenic and historical assets, along with the desirable lifestyle.

## History & Background

Prairie Waters is a program of the Upper Minnesota Valley Regional Development Commission (UMVRDC). It started in the 1980's as a small coalition of partners who saw the benefits of collaborating marketing efforts. In 1999 a study was conducted by the UMVRDC entitled "Regional Tourism Center and Tourism Development Study". This feasibility study recommended an increased effort throughout the region to promote and market the area as a tourism destination. In 2001, voluntary funding was provided by cities and counties to create a Regional Tourism Program at the UMVRDC.

## Contributors

Local economic development authorities, chambers, cities, counties, businesses and individuals from the region. The 2019 contributors consists of the following: Chippewa, Lac qui Parle, Swift and Yellow Medicine Counties, Clara City, Milan, Montevideo, Dawson, Madison, Appleton, Canby, Clarkfield, Benson and Granite Falls.

With regional collaboration, our counties and cities pool their resources to make tourism and recruitment efforts more affordable. With the collaboration we are able to produce high quality marketing materials on a very tight budget.



Upper Minnesota Valley  
**REGIONAL  
DEVELOPMENT  
COMMISSION**

Helping Communities Prosper

## 2018 Prairie Waters Board

**Montevideo:**  
Jim Curtiss

**Canby:**  
Pat Stanley

**Dawson:**  
Tami Sampson  
- Schuelke

**Swift County:**  
Gary Hendrickx

**Chippewa County:**  
Matt Gilbertson

**Lac qui Parle County EDA:**  
Ben Bothun

**Yellow Medicine County:**  
John Berends

**Granite Falls:**  
Jennifer Penoyer

**Madison:**  
Maynard Meyer

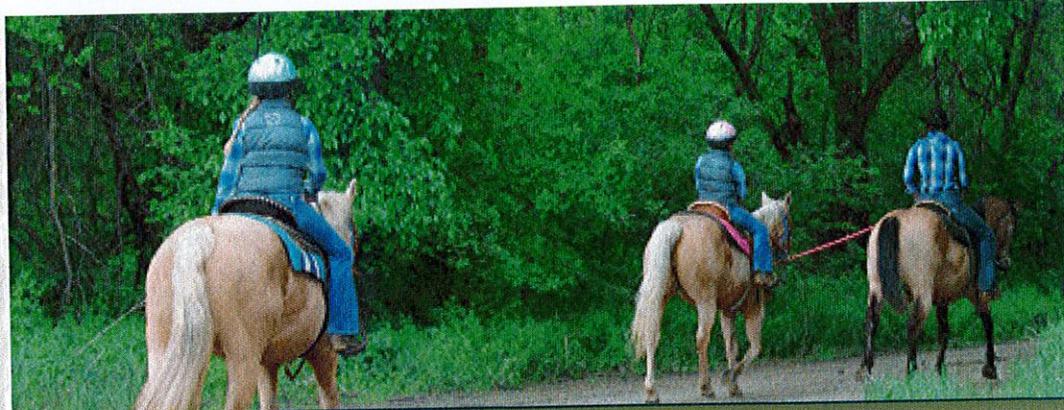
**Appleton:**  
Angel Molden

### Melissa Streich

Communications & Tourism Coordinator  
320.289.1981 x 105  
Melissa@umvrdc.org



# Western Minnesota PRAIRIE WATERS



## Prairie Waters {Regional Tourism}

The mission of the organization is to serve as a tourism destination marketing the four-county area (Chippewa, Lac qui Parle, Swift, and Yellow Medicine). The purpose is to promote and market the region as a great place to visit, work and live by highlighting and showcasing the natural, cultural, scenic, and historical assets - along with the slow pace of life and low cost of living.

### Events

Each year we collect information of all the events happening in the region. The website has a [regional calendar](#) where visitors and/or locals can find information on upcoming events.

### Annual Gathering

Each summer we host an annual gathering at a unique location throughout the region and invite visitors and locals to come enjoy free entertainment, food and prizes while learning about the promotional efforts done within the region. The event rotates counties each year.

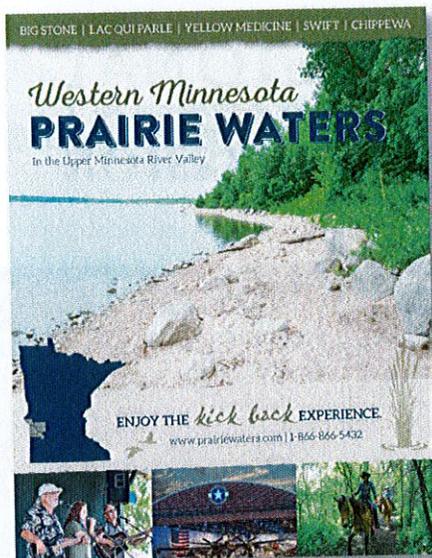
### Advertising

Each year, Prairie Waters writes a grant to Explore Minnesota Tourism (EMT) to pay for 50% of \$14,000 worth of regional advertising. Along with paid targeting Facebook and Google Adword advertising to get our message in-front of the right people.

Examples:

- Explore MN Tourism
- Southern MN Tourism
- Mall of America
- Pheasants Forever
- Midwest Living
- South Dakota Magazine
- AAA Living
- Local ads

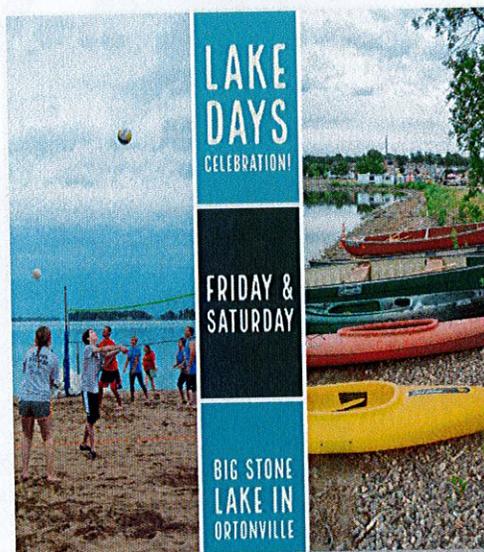
### Visitor's Guide



This two year guide has a print distribution of 25,000 (online version available on website and Explore Minnesota Tourism website). These guides are distributed to chambers, cities and businesses throughout the region; Travel Information Centers across the state; Mall of America; and sent out as we receive requests for information.

**NEW visitor/relocation guides: Spring 2019**

### Social Media



Search Prairie Waters & Get Rural MN

### Website

www.prairiewaters.com is a one-stop-shop for all the things to do within the region, including a robust listing and mapping of all the places to eat, stay and shop. The website also includes information on employment opportunities, housing, education, healthcare, etc. making it a one-stop-shop of resources to make a potential newcomers move easier.

www.prairiewaters.com



## Regional Recruitment

Newcomers to move to the region by offering information that would make recruitment work the UMVRDC has done over the past years all stemmed from the vision was to expand [www.prairiewaters.com](http://www.prairiewaters.com) to include information on housing, education, healthcare, etc. making it a one-stop-shop of resources to newcomers.



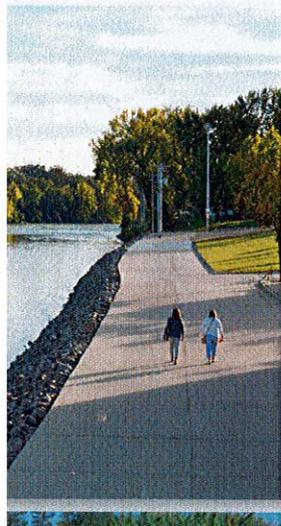
### Work Here

The website includes information on employment opportunities, technology/broadband services, site selector, start/expand a business.



### Quick Facts

We have created quick facts in an infographic form of positive reasons to move or live in rural Minnesota, plus integrated a cost of living tool on the website.



### New Imagery & Stories

We have been collecting new imagery of the region which is available for governments, organizations and businesses in the region to access and download through Dropbox. In addition, we worked with a licensed drone pilot to collect aerial footage and created 10 regional promotional videos.

Stories have been collected to showcase the lifestyle of living rural and displayed on the website to relate to potential newcomers.



## Fagen Fighters WWII Museum

Fagen Fighters WWII Museum is home to a pristine collection of fully operational, active aircraft and vehicles from World War II. [Learn More](#)



Videos 



Visitors Guide 



Why Here 



Stories 

## Eat & Play

Explore the great outdoors || Open prairie & clear skies.  
Hunting & fishing, art & history, farms to table.

[Places to Eat](#)

[Things to Do](#)



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Lauren's Story



Breanna's Story



Ellisabeth's Story

# JOB INVOICE



O'Day Equipment, LLC  
 PO Box 2706  
 Fargo, ND 58108  
 800-654-6329  
 www.odayequipment.com

Invoice Number	JC4252
Invoice Amount	\$48,000.00
Invoice Date	5/31/2019
Customer Number	0935100

**Bill to Address:**

TKDA-St Paul  
 444 Cedar Street Ste 1500  
 St Paul, MN 55101-2140

**Job Address:**

Benson Municipal Airport  
 340 20th St NW  
 Benson, MN 56215

Return this portion with payment

Invoice Number	Job Number	Customer PO	Sales Rep	Location
JC4252	J2422			BLA-OUT

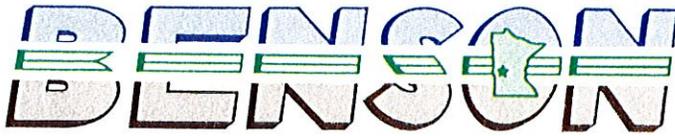
Invoice Description
First progress billing for materials for above ground dual fuel system installation at Benson Municipal Airport, 340 20th Street NW, Benson MN  FAA AIP NO. 3-27-001-10-2018 STATE PROJECT NO. A7601-35 TDKA PROJECT NO. 16603  Thank you for your business

***Please pay from this invoice***

*When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.*

Terms	Net 30
Subtotal	\$48,000.00
Tax	
<b>Total Amount Due</b>	<b>\$48,000.00</b>

A	B	C	D	E	F	G	H	I	
Item No.	subcontractor - description of work	scheduled value	from pervious application (D+E)	this period	materials presently stored (not in D or E)	total completed and stored to date (D + E + F)	% (G/C)	balance to finish (C-G)	retainage (if variable rate)
1	Labor	14,668.67	-	-	-	-	-	14,668.67	-
2	Materials	188,388.23	-	48,000.00	-	48,000.00	-	140,388.23	-
3	Subcontractors	82,151.07	-	-	-	-	-	82,151.07	-
4	Tax/Freight/Expenses	22,043.84	-	-	-	-	-	22,043.84	-
GRAND TOTAL		307,251.81	-	48,000.00	-	48,000.00	-	259,251.81	-
Project Location		Benson MN		Project Name	Benson Municipal Aiport		TKDA PROJECT NO. 16603		
General Contractor's Name		TKDA 444 Cedar Street St Paul MN 55101		Contractor Name	O'Day Equipment LLC 1301 40th Street NW PO Box 2706 Fargo ND 58108		Invoice number	JC4252	



June 28, 2019

Mr. Dan Boerner, PE  
Airport Development Engineer  
MnDOT Office of Aeronautics  
222 East Plato Boulevard  
St. Paul, Minnesota 55107

Re: Request for Grant Agreements  
Benson Municipal Airport (BBB)  
2019 Arrival/Departure Building Construction

Dear Dan:

The City of Benson hereby requests Grant Agreements for federal and state funding for the 2019 Arrival/Departure Building Construction Project at the Benson Municipal Airport. Total project cost is \$656,745 as shown on the attached Project Budget and Grant Estimate, and as described below. Federal funding is requested in the amount of \$485,159.00, and state funding for \$115,213.00. The remainder will be funded with local funds.

On June 17, 2019, the Benson City Council motioned to approve a Professional Services Agreement with TKDA for engineering and architecture services associated with the 2019 Arrival Departure Building Construction Project, contingent on receipt of federal and state funding. The total engineering costs include Construction Administration and Post Construction Phase Services for a total of \$57,000.00. The city has completed a Price/Cost Analysis for this Authorization, and found the fees to be allowable, allocable, and reasonable.

Bids on the 2019 Arrival Departure Building Construction Project were first opened on May 7, 2019 and only one bid was received, which was significantly above the estimate. The City elected to reject the bid and rebid the project following some cost saving redesign efforts. The project was re-bid on June 14, 2019 and two bids were received. The bid tabulation is attached. Although both bids were still above the estimate, they were very competitive, and following discussion with the low bid contractor and TKDA, it was decided to perform value engineering efforts to get the project within the available funding level.

On June 17, 2019, the Benson City Council motioned to approve a Construction Contract with Kalcon Construction for construction of the Arrival Departure Building, contingent on receipt of federal and state funding. Kalcon Construction of Minnetonka, Minnesota will be awarded the construction contract contingent upon receiving the federal and state funding for the project. Through value engineering efforts defined by Change Order No. 1 of the, the Construction Contract has been established at \$599,745.00.

The City of Benson has included no administrative expenses in this request.

Thank you for your consideration. If you have any questions concerning this request, please contact my office at (320) 843-8775.

Respectfully,

Rob Wolfington  
City Manager

Copies to: Simon Schmitz, FAA  
John Peterson, TKDA

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

WWW.BENSONMN.ORG

E-MAIL: STAFF@BENSONMN.ORG

**Project Cost Breakdown**

Benson Municipal Airport (BBB)  
A/D Building - Construction

Funding Breakdown - As bid with Value Engineering										
Brief Item Description	Construction Cost	Engineer Cost	Admin. Cost	Total Cost	Federal Share	State Share	Local Share			
A/D Building - Construction	\$ 584,745	\$ 57,000	\$ -	\$ 641,745	75.6%	\$ 485,159	16.2%	\$ 103,963	8.2%	\$ 52,623
Furniture	\$ 15,000	\$ -	\$ -	\$ 15,000	0.0%	\$ -	75.0%	\$ 11,250	25.0%	\$ 3,750
Totals	\$ 599,745	\$ 57,000	\$ -	\$ 656,745		\$ 485,159		\$ 115,213		\$ 56,373

Programmed Funding	*	\$ 485,504	\$ 115,000	\$ 50,000
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# PRAIRIE FIVE COMMUNITY ACTION COUNCIL, INC.

**Main Office**  
 7th St. & Washington Ave  
 Suite 302  
 P.O. Box 159  
 Montevideo, MN 56265-0159

Phone: 320/269-6578  
 FAX: 320/269-6570  
 TDD: 320/269-6988  
 www.prairiefive.com  
 E-mail: prairiefive@prairiefive.org

**Branch Offices**  
 Benson  
 Canby  
 Ortonville  
 Madison



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

June 20, 2019

Rob Wolfington, City Manager  
 1410 Kansas Avenue  
 Benson, MN 56215

Dear Mr. Wolfington:

New this year, MnDOT is awarding two-year contracts instead of one year. Based off the year 2018 and the first half of 2019, we have collected data that illustrates a clear picture of funding and our expenses, which will provide you with a more definitive explanation for the 2020-2021 funding request for the cities and counties. At this time, we will not be increasing our request of \$7,000 each year for operating expenses which accrue during the years 2020-2021; we have not changed this request over the last 8 years and feel this will be sufficient. We analyze our expenditures and revenues and bill on a bi-annual basis. Please see the following information for the amount we have requested each year from 2014 through 2018 to give you an idea of our total revenues, operating costs, and funding breakdown.

### REVENUE AND EXPENSES 2015-2018

System:	Total Operating Costs	Total Operating Revenue
2015	\$1,684,214	\$1,896,709
2016	\$2,000,208	\$2,281,049
2017	\$2,401,084	\$2,530,438
2018	\$2,553,528	\$2,681,630

### Past Funding Breakdown from Cities and Counties 2015 - 2018

	DOT Funding	Cities/Counties
2015	\$1,269,419	\$77,000 (\$7,000 Each City and County)
2016	\$1,572,500	\$79,917 (\$7,000 Each City and County)
2017	\$1,853,984	\$84,000 (\$7,000 Each City and County)
2018	\$1,984,105	\$84,000 (\$7,000 Each City and County)

The Remainder of Revenue comes from Fares, Donations, and Contract Revenues to equal Total Operating Revenues.

To help you with future planning, we have also included a Vehicle Replacement Chart for 2018 through 2021 with the estimated amount needed for the local match. We will be replacing two buses in 2020 and two buses in 2021. Going into the future for capital planning, we will be replacing 2 buses each year and 1 maintenance vehicle every 4-5 year. Planning for 2020 and 2021, we will be replacing 2 buses each of those years. The capital cost to each of the cities and counties is estimated at \$3,034.00 for 2020 and \$3,134.00 for 2021. For 2020, with buses estimated at a cost of \$91,000 each, totaling \$182,000 for two of them and in 2021 buses estimated at a cost of \$94,000 each for a total of \$188,000 for two of them, so 20% of the capital expense for each year would be: 2020= \$36,400, 2021= \$37,600. Each of these costs would be split currently by 12 cities and counties we serve which would equal for year 2020=\$3,034.00 and 2021=\$3,134.00. This price may be reduced if the merger with Granite Falls goes through, then the split would be by 13.

Years of the Bus	Approximate cost Per County/City	Replacement Year	In the 10yr Capital plan
2005	\$1,350	2018	Yes
2005	\$1,350	2018	Yes
2009	\$1,417	2019	Yes
2009	\$1,417	2019	Yes
2009	\$833	2019	Yes
2006	\$1,517	2020	Yes
2009	\$1,517	2020	Yes
2011	\$1,567	2021	Yes
2012	\$1,567	2021	Yes



To summarize the TOTAL we are asking for from each city and county to budget in for 2020 is \$10,034.00 and in 2021 \$10,134.00. Half of the operating will be billed for in July and the second half after December 31st, sometime in late January just as it has been done in the past. This is due to the fact that we must wait to close out for the year after we finish our billing for December. Overall, the operating match stayed the same and the capital actually went down because we replaced a support vehicle last year.

If you have questions, please call 877-757-4337 or 320-269-6578. If you would like us to meet with you, please let us know when would be a good time and place. Thank you for your time and support to the Prairie Five RIDES program.

Sincerely,

Ted Nelson  
Prairie Five Rides  
Program Director

May 8, 2019

Phone: 651.201.6697

Fax No.: 651.201.6117

E-mail: [cathy.villas-horns@state.mn.us](mailto:cathy.villas-horns@state.mn.us)

Document No.: AJJ-101175142

Mr. Rob Wolfington  
City of Benson  
1410 Kansas Avenue  
Benson, Minnesota 56215

**SUBJECT: REMINDER OF CONTINGENT CLOSURE FOR AGRICULTURAL CHEMICAL INCIDENT REMEDIAL INVESTIGATION AND SITE REMEDIATION**

RE: Site Name: Benson Market Site, Benson, Minnesota  
MDA AgVIC Project No.: THR101023079

Dear Mr. Wolfington:

On December 11, 2012, the Minnesota Department of Agriculture (MDA) Incident Response Unit staff issued the City of Benson a **Contingent Closure for No Further Action** for the above-referenced Benson Market Site located in Benson, Minnesota (Site). The contingent closure was issued for the Site because soil, groundwater, and soil vapors containing agricultural chemical contamination which exceeds the MDA's Cleanup Goals remain in the subsurface.

This letter serves as a reminder that the MDA's Contingent Closure requires you and future owners and/or operators of the Site to notify the MDA prior to conducting any development of the Site, including, but not limited to: grading, removal and/or excavation of soil other than that necessary for landscaping of the Site; construction of any structures such as buildings, garages, roads, driveways or parking areas; and the placement and/or construction of any subsurface utilities. The enclosed map of the Site identifies the contingency area.

If proposed development of the Site may disturb (or potentially disturb) agricultural chemical impacted soil, groundwater, and/or soil vapors, additional investigation and corrective actions may be necessary in order to minimize or eliminate risks to human health and the environment.

If any development of the Site has occurred or is proposed to be conducted at the Site, please provide such information to the MDA. Please submit this information to the MDA within 14 days of the date of this letter, or contact the MDA within this time period to request any extension of time necessary to prepare a response.

The MDA's Contingent Closure remains in effect until all elements of the areas identified at the Site have been officially determined to require No Further Action. If the MDA believes a site visit is required to confirm or discuss property changes or plans for changes that may affect the areas of concern, MDA staff will contact you to make arrangements for such a visit.

Rob Wolfington, City of Benson  
May 8, 2019  
Page 2 of 2

The MDA appreciates your efforts and cooperation in responding to this matter. If you have any questions on this project, please contact me at 651.201.6697.

Sincerely,

A handwritten signature in blue ink that reads "Cathleen A. Villas-Horns". The signature is written in a cursive style.

Cathleen A. Villas-Horns, P.G.  
Supervisor  
Incident Response Unit  
Pesticide and Fertilizer Management Division

Enclosure: Site Map

cc: Steve Lawrence, MDA-ACI (e)  
Wayne Knutson, Swift County Assessor



May 3, 2019

**Contingency Areas**

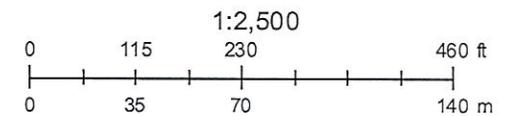
-  Ground Water
-  Soil

-  Major Cities
-  Minor Cities
-  Small Cities

-  Interstates
-  US Highways
-  State Highways

-  County Roads
-  US Highways
-  State Highways

County Roads



State of Minnesota  
MDA

**From:** "Harter, Peggy" <[Peggy.Harter@stantec.com](mailto:Peggy.Harter@stantec.com)>  
**Date:** June 18, 2019 at 1:01:06 PM CDT  
**To:** Rob Wolfington <[rob.wolfington@city.co.swift.mn.us](mailto:rob.wolfington@city.co.swift.mn.us)>  
**Cc:** "Nygaard, Katrina" <[Katrina.Nygaard@stantec.com](mailto:Katrina.Nygaard@stantec.com)>, "Lembke, Eric" <[Eric.Lembke@stantec.com](mailto:Eric.Lembke@stantec.com)>  
**Subject:** **FW: Register Today for CRISI Best Practices Debriefing Webinar!**

Rob,

My apologies for not sending this to you last week, but I was out on vacation and back in today. Unfortunately this email is not good news, our Benson project was not awarded CRISI Grant funding. This is very disappointing to me. It does look like they are doing another round of funding this year. I plan to follow up with FRA to see if I can get feedback on our submittal and to determine if we were close to receiving funding. That way the City can determine if they want to resubmit the application. Since it is already completed, my thoughts are that we would only need to update dates and any areas that we may not have scored well in depending on the feedback that I receive.

I have some phone calls scheduled this afternoon and meetings scheduled on/off throughout the week. If you'd like to discuss further by phone, let me know some times that you might be available. However, until I talk with FRA, I won't know any more than what is in this e-mail.

Thank you,

**Peggy Harter** PE  
Senior Associate

Direct: 701 566-6020  
Mobile: 701 371-4167  
[Peggy.Harter@stantec.com](mailto:Peggy.Harter@stantec.com)

Stantec



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**From:** Federal Railroad Administration <[usdotfra@service.govdelivery.com](mailto:usdotfra@service.govdelivery.com)>

**Sent:** Thursday, June 13, 2019 10:40 AM

**To:** Harter, Peggy <[Peggy.Harter@stantec.com](mailto:Peggy.Harter@stantec.com)>

**Subject:** Register Today for CRISI Best Practices Debriefing Webinar!

## FRA Rail Program Delivery Webinar Series

**Tuesday, June 18 at 2:00-3:30 PM: FY18 CRISI Grant Program Best Practices Debriefing Webinar – [Register Now](#)**

The Federal Railroad Administration (FRA) recently [announced the selections](#) for the FY18 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Program. Join FRA for a webinar on best practices and helpful tips for submitting a successful CRISI application in the next round of available funding. The webinar is primarily geared for applicants whose projects were not selected for award during the FY17 and FY18 funding rounds; however, it is open to all potential CRISI applicants.

To view FRA's archived videos and webinars, visit the [FRA Training & Guidance](#) page.

If you have questions about the webinar or would like to be added to our mailing list to learn about future trainings and events, please contact us at [FRARailProgramDelivery@dot.gov](mailto:FRARailProgramDelivery@dot.gov).

**CITY OF BENSON  
CAPITAL AUTHORIZATION REQUEST**

1	Fund: <u>Streets (Capital)</u>	Department: <u>streets</u>
	Prepared by: <u>Dan Gens</u>	Date: <u>6/28/19</u>
	Describe Proposed Capital Expenditure: <u>New Tack Trailer</u>	
	Does Proposed Expenditure Replace Existing Equipment? <input checked="" type="checkbox"/> If Yes, Describe Use of Replaced Equipment: <u>Available for sale</u>	

2	If Included in Capital Improvements Program:	3	Total Cost: <u>\$ 13,700.00</u>
	What Year: <u>2019</u>		-Trade-in (if applicable): <u>-\$</u>
	What Heading: <u>Dozer</u>		+Net Book Value (depreciated value): <u>+\$</u>
	Budgeted Amount: <u>\$ 100,000.00</u>		=Net Capitalized Cost: <u>-\$ 13,700.00</u>

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

The Tack Trailer is used to apply tack oil to the material in the bottom of a pothole or patch to be repaired. We use this quite often as we have many repairs. The current trailer is old and does not always work, or work evenly. A new piece of equipment will make more exact use of oil and speed work loads.

5 Approval Section:

Action taken: \_\_\_\_\_

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

City Council Approval (If Applicable) \_\_\_\_\_ Council Meeting \_\_\_\_\_

## Streets Dept

**From:** Todd Lindenberg <Todd.Lindenberg@zieglercat.com>  
**Sent:** Monday, June 24, 2019 1:50 PM  
**To:** Streets Dept  
**Subject:** Weiler Tack Trailer Information  
**Attachments:** EQCO - Sales Photos - TRAILER - Form ID 154668 - Equip. ID T4864 - Serial 1W9WT2110JK548108 - Store 10 - Damaged NO.pdf

Wade – below is the Weiler price list. Governmental gets a 10% discount off list price. We also add <sup>15,100</sup> \$1350 for freight and our Pre-Delivery Inspection.

We have a tack trailer in stock. Even though it is a 2018 model, if you price out the options, it is less than ordering a new machine. See attached pictures from when it arrived in Mpls last October.

It is priced at \$12,600 FOB Minneapolis and includes the following options:

Configuration	\$12,600 FOB
Description	Mpls
TT250 250 GALLON TACK DISTRIBUTOR	
PINTLE HITCH & BALL HITCH 2 5/16	
SPRAY BAR W/MANUAL VALVE GROUP	
REMOTE FOR SPRAY BAR	
ELECTRIC START GROUP	
ELECTRIC TANK HEAT GROUP	

*13,700 total our price for year old model*

## TT250 250 Gallon Tack Distributor 2019 Pricing



Base Unit Description	Product Code	List Price
Trailer Mounted 250 Gallon Tank	TT250-001	\$12,413.00
5.5 HP Honda Engine		
300,000 BTU Burner		
15 GPM Direct-Drive Pump		
Tank Recirculation Valve		
50' Hose Reel w/ 5' 6" Spray Wand		
Electric Trailer Brakes		
Pintle Hitch		
Language & Decal Group (MUST SELECT ONE)	Product Code	List Price
US English Language & Decal Group	TT250-601	\$147.00
Canada English Language & Decal Group	TT250-602	\$165.00

Non-Required Options	Product Code	List Price
Ball Hitch 2 5/16" Substitution Group	TT250-011	n/c
Pintle Hitch and Ball Hitch 2 5/16" Group (includes both remove one for use of the other)	TT250-012	\$135.00
Spare Tire and Mount	TT250-016	\$340.00
Spray Bar with Manual valve Group	TT250-112	\$1,516.00
Remote for Spray Bar	TT250-118	\$2,037.00
Electric Start Group	TT250-260	\$761.00
Electric Tank Heat Group	TT250-261	\$1,776.00

**TODD LINDENBERG**

Territory Manager | Ziegler CAT  
 3502 State Hwy 210 W | Fergus Falls, MN 56537  
 218.736.2680 Office  
 320.808.3789 Mobile  
 218.736.2625 Fax  
[www.zieglercat.com](http://www.zieglercat.com)



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*19,374.00 price  
for new model*