

**MINUTES - BENSON CITY COUNCIL MEETING
SEPTEMBER 23, 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, Police Chief Ian Hodge, Director of Public Works Dan Gens, Police Officer Brennden DeHaan & family, Police Officer Taylor Leonard & family, Police Officer Brennen McAlpin, Police Officer Paula Wilson, Roxy Lewis and members of the Benson Lion's Club.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. The Salvation Army HeartShare Program Request was removed. Updated versions of Ordinances on the agenda were noted, and the purchase of an AED for the Civic Center 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 Evenson and carried unanimously to approve the following items on the consent agenda:

- September 3, 2019 City Council Minutes
- September 9, 2019 Special Council Minutes
- September 17, 2019 Special City Council Minutes
- August 5, 2019 Planning Commission Minutes
- Tourism Board Report

Donations:

- Theresa Claussen – Tee Shirts - \$24
- Collette Hanson – Mayor's Mingle Silent Auction - \$130
- Library Patrons - \$34.95

Electronic Transfers:

Payroll: \$106,840.93 – September 12, 2019

Journal: \$2,573,317.54 – August 2019

Chief Hodge approached the Council and Swore in Police Officers Brennden DeHaan and Taylor Leonard.

There was no one with unscheduled business. Mayor Collins mentioned Swift County Benson Health Services is offering a town clean-up day on October 12, 2019. The Lions club will be chipping in to help as well.

Next was the High School Renaissance program request. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to support the program with pop from the liquor fund not to exceed last year's support of \$150.00.

Mick Boone with the Benson Lions Club approached the Council with a request to replace the current water fountain in Roosevelt Park with a lion water fountain. They will pay for the water fountain and expenses for it, and asked the City to install it. Options for other locations for the lion water fountain were discussed as the current water fountain in Roosevelt has held up well. After discussion, it was agreed to first bring this to the Park Board for discussion at their next meeting. It was agreed to notify the Lions Club when the next Park Board meeting is so they can attend.

Next was a request from Benson Public Schools to grant the City of Benson an easement in which the City would assume responsibility for the private sewer line running from the south side of the high school to Montana Avenue/14th Street North. According to State Plumbing Codes, if the School District is responsible for the sewer line, they will be required to either change the slope of the sewer line, or install a lift station. These options would come at a significant cost to the School District. Schreck asked Gens his opinion. Gens replied the City assuming the sewer line is the best alternative for both parties. Wolfington stated the School will pay for all legal fees associated with filing the easement. After discussion, it was moved by Buyck, seconded by Schreck and carried unanimously to approve the request for easement.

Wolfington presented two ordinance changes. The first was fencing and the second is parking. The fencing ordinance was discussed. The City has seen creative uses of materials to make a fence on some properties in town. The fence ordinance was reviewed. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve the 1st Reading of an Ordinance to Amend Title XV: Land Usage, Chapter 154: Zoning; § 154.017 of the Benson City Code of 2003.

The Council discussed the proposed ordinance to amend parking offenses, specifically parking in the front yard space of a residence. Hodge said in some cases there are vehicles parked in the front yard of a house that hinders emergency response. There was discussion on vehicles, trailers and structures. After discussion, it was agreed by the Council to look around town and do some research and bring this back at the next Council meeting. Wolfington said if the ordinance amendment does pass in the future, a fine will need to be added to the rate resolution for parking offenses.

Councilmember Schreck offered the following resolution:

**A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD
(RESOLUTION NO. 2019-15)**

WHEREAS, The City of Benson is required by Minnesota Statute 203B.121; Subd. 1 to establish an Absentee Ballot Board effective September 23, 2019; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Benson; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges or officials as provided in sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Benson hereby establishes an Absentee Ballot Board to consist of the following individuals as provided in sections 204B.19 to 204B.22 to perform the task.

City Manager	Rob Wolfington
City Clerk	Glen Pederson
Administrative Assistant	Valerie Alsaker

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Buyck, Schreck. NAYES: None. Thereupon the Mayor declared Resolution 2019-15 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION DESIGNATING LOCATION FOR ABSENTEE
BALLOT VOTING FOR 2019 GENERAL ELECTION
(RESOLUTION NO. 2019-16)**

WHEREAS, the City of Benson is holding a General Election on November 5, 2019 to elect a Mayor and two City Council members and

WHEREAS, the City is required to designate a location for absentee voting.

NOW, THEREFORE, be it resolved that City Hall, 1410 Kansas Avenue, Benson, MN 56215 is designated as the location for absentee voting at the City General Election.

Councilmember Evenson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Buyck, Olson, Schreck. NAYES: None. Thereupon the Mayor declared Resolution 2019-16 duly passed and adopted.

Next was discussion on the preliminary 2020 General fund budget and maximum property tax levy. After review and discussion, Councilmember Buyck offered the following resolution:

**RESOLUTION ADOPTING PROPOSED 2019 PROPERTY
TAX LEVY, COLLECTIBLE IN 2020
(RESOLUTION NO. 2019-17)**

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that the following proposed sums of money be levied for the current year, collectible in 2020, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	\$818,652
Police Personnel	688,939
Library Fund Levy	116,238
G.O. Equipment Bonds 2014 – Golf	47,959
G.O. CIP Bonds 2014 - Street Garage	71,500
G. O. CIP Bonds 2017 - Police Department	<u>88,069</u>
Total	\$1,831,357

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2020, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	\$ <u>71,090</u>
Total	\$71,090

BE IT FURTHER RESOLVED that the City Council will hold its Truth in Taxation Hearing on Monday, December 2, 2019 at 6:00 p.m. in the Benson City Council Chambers. Comments may be made by calling 320-843-4775, email to staff@bensonmn.org or by postal mail to 1410 Kansas Avenue, Benson, MN 56215.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-17 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND OPERATING BUDGET
FOR THE CALENDAR YEAR 2020 FOR THE CITY OF BENSON, MINNESOTA
(RESOLUTION NO. 2019-18)**

BE IT RESOLVED, that the proposed Operating Budget for the General Fund of the City of Benson, Minnesota, for the fiscal year beginning January 1, 2020 and ending December 31, 2020 is hereby approved.

BE IT FURTHER RESOLVED, that the budget is summarized as follows:

Revenues

Taxes - General	\$1,507,591
Taxes - Library	116,238
State Grants and Aids	1,252,062
Other Revenues	<u>812,384</u>
Total Revenues	\$3,688,275

Expenditures

General Government	\$392,816
Public Safety	1,359,948
Highways, Streets and Roads	634,390
Parks and Recreation	522,720
Public Transit	10,034
Public Library	126,164
Capital Outlay	400,000
Other Expenditures	<u>193,890</u>
Total Expenditures	\$3,639,962

Excess (Deficiency) of Revenues over Expenditures **\$48,313**

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-18 duly passed and adopted.

Pederson approached and discussed the need to increase water rates. He presented historical water usage and the current and projected water fund budget. He proposed rate increases for 2020 and 2021. Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING WATER RATES
(RESOLUTION NO. 2019-19)**

WHEREAS, a review of current water revenues and expenses was conducted; and

WHEREAS, the water consumptions are falling which has a negative impact on revenues needed to cover fixed and variable expenses in the water funds; and

WHEREAS, the City Council has determined that the 2019 water rates were not adequate to meet the operating costs and debt service amounts for this fund.

NOW THEREFORE BE IT RESOLVED that the following water rates are adopted effective January 1, 2020:

	WATER	
RESIDENTIAL	2020	2021
Service Charge	\$22.00	\$24.00
Consumption Rates		
0-3 Units	\$ 1.90	\$ 2.00

4-7 Units	\$ 2.15	\$ 2.25
Over 7 Units	\$ 2.50	\$ 2.60

COMMERCIAL

Service Charge		
5/8” – 1” Meters	\$27.00	\$29.00
1¼” – 2” Meters	\$39.00	\$41.00
Larger than 2” Meters	\$72.00	\$74.00
Consumption Rate	\$ 2.15	\$ 2.25

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-19 duly passed and adopted.

Pederson also presented the sewer fund budget, and sewer system rate table which he’s used for several years to track our system. He explained since water rates have dropped, this impacts the sewer rates adding 2019 revenues from sewer rates are predicted to be \$40,000 under budget. After discussion, Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING SEWER RATES
(RESOLUTION NO. 2019-20)**

WHEREAS, a review of current sewer revenues and expenses was conducted; and

WHEREAS, the water consumptions are falling which has a negative impact on revenues needed to cover fixed and variable expenses in the sewer fund; and

WHEREAS, the City Council has determined that the 2019 sewer rates were not adequate to meet the operating costs and debt service amounts for this fund.

NOW THEREFORE BE IT RESOLVED that the following water rates are adopted effective January 1, 2020:

	SEWER		
	2020	2021	2022
Unit Rate	\$ 7.00	\$ 7.25	\$ 7.50
Minimum Charge	\$35.00	\$36.25	\$37.50

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-20 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION
(RESOLUTION 2019-21)**

It is resolved by the **City of Benson** as follows:

1. That the state of Minnesota Agreement No. **1035236**, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. **A7601-36** at the **Benson Municipal Airport** is accepted.
2. That the City Manager and Finance Director are authorized to execute this agreement and any amendments of behalf of the City of Benson

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Schreck, Buyck. NAYES: None. Thereupon the Mayor declared Resolution 2019-21 duly passed and adopted.

Gens approached the Council to discuss the wastewater effluent filter rehabilitation. He said he worked with Stantec engineers and they have come up with a way to fix the filters that will be more cost efficient. He said time is of the essence to get materials ordered and the project started as soon as possible in order to complete the project over the winter when flows are low. Wolfington said Xcel dollars would be used on this project. A project time line was presented. Cost is estimated at \$634,000. Engineering costs will be \$153,000 which includes pre-design services. After discussion, it was moved by Olson, seconded by Schreck and carried unanimously to approve Stantec's proposal for the effluent filters at the wastewater treatment plant.

Next was a pay request for instillation of the new playground equipment at Roosevelt Park. It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request to Minnesota Wisconsin Playground in the amount of \$21,353.00.

Wolfington presented a pay request from T & K Kennedy for demolition of 501 – 16th St. S. He noted the actual cost came in lower than the estimate. It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request to T & K Kennedy for demolition of 501 – 16th St. S. in the amount of \$19,293.20.

Gens presented a pay request for concrete and asphalt crushing. He said this will last us about 4 years. It was moved by Schreck, seconded by Olson and carried unanimously to approve a pay request from Hardrock Screening in the amount of \$100,000.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants in the amount of \$359,818.51.

Mayor Collins called upon Safety Coordinator Val Alsaker to discuss the defibrillator at the Civic Center. Alsaker approached and informed the Council she discovered the defibrillator at the Civic center was no longer serviceable. She called Medtronics, who directed her to a local representative. She was discussing what kind of defibrillator to purchase, and mentioned it will be going into the Civic Center/hockey arena. The representative informed her there is a program sponsored by the NHL Alumni, where if we buy one defibrillator they will give us a second free, along with a cabinet. The requirement of the program is to mount the defibrillator in the hockey rink, and place the plaque stating the sponsor is the NHL Alumni. She went on to say currently the second defibrillator may go into the Police Department building, as there isn't one currently permanently mounted in the building.

The council went on to discuss a past study of turning the Armory into City Hall. The renditions were reviewed and discussion was to take off the front of the building and add new offices. Pederson said in 2017 the Council adopted a 5 year capital outlay plan, which a City Hall project was in the plan. It is time to review this project. Pederson said we will be retiring old bonds, and can re-bond without raising the levy for this project. The 2017 Capital Outlay plan is good through 2021. Wolfington said options for City Hall are to look at the Armory or rehab City Hall. Schreck asked if there had been a comparison of the cost of new vs renovation, and is it possible to build new. Wolfington said no comparison had been

done. Pederson said the bonds will qualify if we build new. Gens said a stand-alone building quote could be obtained free of charge. Bonding and debt service was discussed. It was then moved by Evenson, seconded by Olson and carried unanimously to update the past Armory plan.

There being no further business to come before the Council upon motion by Evenson, seconded by Olson and carried unanimously to adjourn the Council meeting at 6:54 p.m.

Mayor

City Clerk