

**City Council Regular Meeting Agenda
ACMC-Benson Hospital Meeting Room
July 7, 2014**

PLEASE
NOTE
LOCATION!

1. 5:30 p.m. Call the Meeting to Order at City Hall (Mayor)
2. Persons with Unscheduled Business to Come Before the City Council (Mayor)
3. Review the Consent Agenda: (Mayor)
 - a. Minutes:
 - 6.16.14 City Council Meeting
 - 5.15.14 EDA Meeting
 - b. Applications:
 - Special Use Permit – Dispose septic tank sludge into the Wastewater Facility
 - Vacancies on Boards & Commissions:
 - Park Board – 1
 - Benson Area Tourism Board – 3
 - Cemetery Board - 1
 - Airport Commission – 2
 - c. Correspondence:
 - Swift County-Human Services Thank-you
 - d. Overnight Travel:
4. Conditional Use Permit – Glacial Plains Coop
5. Minnesota Pollution Control Agency Memos
6. Aviation Fuel Quotes
7. Airport Maintenance and Operation Grant Agreement Amendment
8. Pay Request – DGR Engineering – Overhead to Underground Engineering - \$17,135.00
9. Planned Great River Energy Electrical Outages
10. Discussion Items:
 - a. Cemetery Expansion Project
 - b. 2015 Budget and CIP
 - c. Reorganization Boards and Commissions
 - d. Urban Blight Ordinance
 - e. Creamery Building Development
 - f. Others
11. Adjourn: Mayor

2-3
4-5

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7-9

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21-22

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
JUNE 16, 2014**

The meeting was called to order at 5:30 p.m. by the Mayor. Members present: Paul Kittelson, Mike Fugleberg, Jack Evenson, Stephanie Heinzig & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, and Darrin Ogdahl from Conway, Deuth & Schmiesing (CDS).

It was moved by Fitz, seconded by Evenson and carried unanimously to approve the following minutes on the consent agenda:

- June 2, 2014 City Council Meeting
- May 5, 2014 Planning Commission Meeting

Wolfington noted a thank-you from the Citizens for Chickens thanking the City for considering the ordinance change. He noted a thank-you from retired police officer Nancy Dosedall for her retirement coffee, and another thank-you from the 7th graders for the cemetery tour.

The Mayor acknowledged overnight travel by the City Manager to the League of Minnesota Cities Annual conference June 18, 2014.

Next Darrin Ogdahl from CDS presented the 2013 Audit Report. Consensus of the Council was to accept the audit as presented.

Next Wolfington addressed parking in the Countryside Court apartment complex circle. An inventory was done of available parking spaces, and garages for tenants, and it was determined there is plenty of parking available without having to park in the circle in front of the building. The City will mark crucial areas as no parking zones.

It was moved by Fugleberg, seconded by Evenson and carried unanimously to approve a project in the Benson Small Cities grant program in the amount of \$5,532.00.

Wolfington presented the 2015 dues information from the League of Minnesota Cities (LMC) for their 2015 fiscal year, which states the dues will be raised 3.5%. It was moved by Evenson, seconded by Fitz and carried unanimously to approve paying the 2015 LMC dues increase.

Next Wolfington presented a Railroad Crossing Grade Separation Study from Stantec Consulting Services. Studying the railroad activity and alternative solutions to routes, a grade separated crossing evaluation, and funding options are among items in their proposal. Cost to the study will be \$20,000. Wolfington has applied for a grant through the County to pay up to \$10,000 of the study. After discussion, it was moved by Evenson, seconded by Heinzig and carried unanimously to proceed with the study.

Next was a request from the Swift County-Benson Hospital Auxiliary asking the City of Benson to purchase advertising at their annual golf event. A motion was made by Fugleberg, second by Fitz and carried unanimously to approve both the electric utility and liquor store to sponsor a hole for \$150 each at the Auxiliary's Annual Golf Classic.

Next Gens approached the Council and updated them on several City Projects.

- First the overhead to underground project is underway.
- The water main replacement on Church Street has been started. Most of the service taps are in place. They have discovered a leaky shut off valve that will need to be replaced.
- The 15th Street South water project has had several delays due to all the rain. Riley's is packing the street and getting ready to lay asphalt.

- The 15th Street South sewer replacement is complete. Proper packing of the alley has also been delayed due to all the rain.
- There was a sewer collapse at 19th Street South and McKinney Avenue. Breitbach Construction replaced the sewer. Televising of this sewer showed several fractures in the pipe from the intersection heading east. The hope is to line this pipe and do remediation soon.
- It was discovered the 500 block of 18th Street North has several failing residential sewer services dumping mud and sand into the municipal sewer pipe. Gens showed several pictures from the televising of the sewer showing which services have problems. He noted one residential service collapsed and has been repaired, 2 are going to be fixed and 2 need repairs.

Next was a pay request from Breitbach Construction for the 2014 Utility Improvement projects. It was moved by Fitz, seconded by Evenson and carried unanimously to approve the pay request in the amount of \$106,935.23.

A second pay request from Breitbach Construction for the emergency sewer repair was presented. It was moved by Evenson, seconded by Fitz and carried unanimously to approve the pay request in the amount of \$9,306.92.

It was moved by Evenson, seconded by Fitz and carried unanimously to approve bills and warrants in the amount of \$961,142.53.

Wolfington complimented Pederson and staff on a job well done on the work for the auditors. He also stated there is a storm sewer basin that is collapsing by the Dairy Queen, and will be replaced by the State, since it's on Hwy 9.

Gens mentioned Their Well has started rehabbing well #33. He said there has been a spike of inflow into the wastewater plant from all the rain, and water in people's basements.

Wolfington stated the new cemetery policy goes into effect today.

Fugleberg asked about the new parks mower. Wolfington stated they did not purchase a new mower, but went with a new underbelly mounted rear discharge mower deck that was a much cheaper option, and has been working well.

There being no other business, a motion was made by Evenson, seconded by Fugleberg and carried unanimously to adjourn the meeting at 5:14 p.m.

Mayor

City Clerk

W
5/16/14

EDA Meeting May 15, 2014

Members Present: Rick Horecka, Mike Fugleberg, Leroy Noreen, Paul Estenson, Pat Hawley, Rob Wolfington & Paul Kittelson
Members Absent: Jon Buyck
Also Present: Belinda Sanders and City Attorney Don Wilcox.

Chairman Estenson called the meeting to order at 12:08 p.m.

It was moved by Horecka, seconded by Fugleberg and carried unanimously to approve the April 17, 2014 EDA minutes.

Foreign Trade Zone

Wolfington stated Nate Burgers from CNH came to the last City Council meeting to explain CNH is applying to the Federal Government to declare their local facilities Foreign Trade Zones. By doing this it will allow parts from out of the country to come in duty free. When the end product leaves the country, a duty tax is then paid. CNH needed permission from the City to declare the north half of the Civic Center a Foreign Trade Zone, as it rents this space from the City. Onsite security and fencing will be required at the sites. Wolfington said the Council signed a letter of approval.

Burgers also asked the City Council to reconsider their bid approval for a John Deere loader.

Cottage Square Negotiations

A few years ago Cottage Square subdivision was established with a \$75,000 incentive from the City to help with engineering costs. The developers have not built a house in Cottage square yet and are in violation of the agreement to pay the \$75,000 back to the City. The City is in negotiations with the developer. They have offered different scenarios. One is to rezone the subdivision to a standard subdivision. Another would be for them to donate 2 lots to the City with the stipulation the development cost for someone to build there must be \$200,000. Hawley asked what the City would do with the lots. Wolfington said try to sell them. But this isn't a done deal.

Sale of Railroad Right of Way-Glacial Plains

The City purchased land from the railroad across from the Glacial Plains Convenience Store. Glacial Plains has purchased a 200' x 370' section of this land in order to develop a diesel fueling station. Wolfington said the land west of this site from 11th St. N. to the west to 12th St. S. will be put into green space.

Future Products

There have been negotiations with the City Attorney and Future Products over their unpaid loan debt with the EDA. Negotiations have been settled. The EDA will receive \$2,000. Estenson questioned the amount of the settlement. Wilcox said it could cost \$5,000-6,000 to go to trial, only to try to collect money that isn't there. Wilcox said the loan was bad with bad security, and as for the personal guarantee there were no assets to collect.

Other Business

Wolfington said there have been several Railroad citations issued. They have been consolidated into one case. Next week is the motions in court. There has been a change of venue granted to move the case to Willmar. The State of Minnesota has become interested and involved in this case. A couple of weeks ago Wolfington, the Mayor, Fire and Police Chiefs met with a BNSF representative from the Cities and Willmar. There was a promise to try to better at not blocking intersections for extended periods of time. Yesterday Wolfington said he and the Mayor met with the Surface Transportation Board to discuss the issues with the trains. They said it was a local issue. Wolfington stated the Mayor has asked our engineers to develop long term possible solutions for the railroad issues, and we will make another run at funding to pave Gusty's road.

Hawley expressed concern about the physical appearance of some homes in town. Between junk, abandoned cars, people putting up buildings without permits and houses that are in need of paint. Wolfington explained in the past the City has followed the zoning ordinance for abatement, which is a burdensome process. This year the City will try having the junk complaints processed by the police. Citations will be issued for non-compliance with City zoning ordinance. Hawley asked about houses in need of paint. Possible volunteer groups to help paint these houses were discussed. Wolfington said there is nothing in the ordinance addressing this. Wilcox said there is no effective way of enforcing painting, whereas for junk or abandoned cars there is.

Loan Profile

The loan profile was reviewed. Cooks are in the process of modifying their loan.

There being no other business, Kittelson made a motion, seconded by Noreen and carried unanimously to adjourn the meeting at 12:45 p.m.

Chairman

Attest: _____
Secretary

✓
7/18/14
Val
cc next mtg
Rob

Benson City Council -

Thank you so very much for
the swimming pool passes that
will allow children and families
to have an activity.

Thank you.
Deanna Steckman
Swift County Human Services

Application for Conditional Use Permit

Planning Commission
City of Benson
Benson, MN 56215

Number: 2014-01
Date of Application: 6/10/14
Application Fee: \$250.00 pd #250 on 8/19/13

NAME OF APPLICANT Glacial Plains Cooperative ZONE
ADDRESS 543 Van Norman Ave, Murdock, MN 56271 PARCEL NO. New
PROPERTY AT Atlantic Ave LOT # _____ BLOCK _____
ADDITION (Legal description - attached)

Pursuant to Minnesota Statute Section 15.99, an application for a conditional use permit shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended pursuant to Statute or a time waiver is granted by the applicant. If applicable, processing of the application through required state or federal agencies shall extend the review and decision-making period an additional sixty (60) days unless this limitation is waived by the applicant.

1. I am requesting a Conditional Use Permit to: build an unattended Diesel Fueling Station and autogas pump. (Liquid petroleum-LP) with canopy

2. Special Conditions:

- 3. Attach one Plot Plan to scale showing present and proposed improvements or location.
- 4. ATTACH: Abstractor's Certified Property Certificate showing property owners names and addresses within 350 feet of the outer boundaries of the property in question.
- 5. The Planning Commission will hold a Public Hearing on this case on July 7, 2014, at 12:00 p.m. in the City Council Chambers, 1410 Kansas Avenue, Benson, MN. The applicant is advised to attend this meeting.

CERTIFICATE

I certify that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application; that the foregoing statements and answers herein contained and the information on the attached maps or plot plans and any other papers submitted herewith are in all respects true and accurate to the best of my knowledge and belief.

SIGNATURE: Thomas Draen PHONE: 320-825-2811
ADDRESS: PO Box 47, Murdock, MN 56271 ext 111

described as:

The Northerly 100.0 feet of BNSF Railway Company's (formerly Great Northern Railway Company) 250.0 foot wide Station Ground property at Benson, Minnesota, being 150.0 feet on the Northerly side and 100.0 feet on the Southerly side of said Railway Company's Main track centerline, as originally located and constructed upon, over and across the SW $\frac{1}{4}$ of Section 5, Township 121 North, Range 39 West, Fifth Principal Meridian, Swift County, Minnesota, lying between two lines drawn parallel with and distant, respectively 50.0 feet and 150.0 feet Northerly from, measured at right angles to said Railway Company's Main Track centerline, bounded on the West by the Southerly prolongation of the East line of Eleventh Street North and bounded on the East by the Southerly prolongation of the East line of Tenth Street North.



Minnesota Pollution Control Agency

Marshall Office | 504 Fairgrounds Road | Suite 200 | Marshall, MN 56258-1688 | 507-537-7146
800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

W
6/23/14

June 19, 2014

The Honorable Paul Kittelson
Mayor, City of Benson
1410 Kansas Avenue
Benson, MN 56215

RE: May 28, 2014, Notice of Violation - Completion of Corrective Actions

Dear Mr. Kittelson:

This letter acknowledges that the City of Benson (Regulated Party) has completed the corrective actions described in the Minnesota Pollution Control Agency's (MPCA) May 28, 2014, Notice of Violation (NOV).

On June 5, 2014, the Regulated Party submitted a response to the NOV. Based upon this information, the MPCA staff has determined that all the corrective actions contained in the NOV have been completed.

Please note, that the NOV and the City of Benson's response will remain on record at the MPCA and your response does not preclude the MPCA from taking further action with respect to the violations listed in the NOV.

If you have any questions, please contact Paul Kimman at 507-476-4270.

Thank you for your attention to this matter and your cooperation in fulfillment of the requirements.

Sincerely,

Gene M. Soderbeck, P.E.

This document has been electronically signed.

Gene M. Soderbeck, P.E.
Supervisor, Southwest Regional and SSTS Policy and Planning Unit
SSTS Section
Municipal Division

GMS/PK:cb

cc: Randy Peterson, People Service, Inc.
Gene Soderbeck, MPCA
Mark Hugeback, MPCA
Jorja DuFresne, MPCA
Forrest Peterson, MPCA
Paul Kimman, MPCA
Enforcement Data Coordinator, MPCA - Database Tracking Number 19201



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

W
6/23/14

June 17, 2014

The Honorable Paul Kittelson
Mayor, City of Benson
1410 Kansas Ave
Benson, MN 56215-1718

Dear Mayor Kittelson:

This letter is written to notify you that the biosolids land application site submitted to the Minnesota Pollution Control Agency (MPCA) by People Service, Inc., for the city of Benson, permit number MN0020036, on May 19, 2014, has been approved for this purpose. Site approvals are enforceable to the same extent as a permit.

The approved site located in Torning Township, Township 121 N, Range 39 W, Swift County is:

Site LF-2, 32.7 acres in the SE ¼ of Section 19

The site was reviewed and determined suitable by the MPCA for land application of biosolids. Applicable standards and management practices of Minn. R. ch. 7041 must be followed. Any proposed changes to management practices specified in this letter must be requested in writing and approved by the MPCA before the change is initiated.

If you have any questions regarding this approval, please contact me at 651-757-2320.

Sincerely,

A handwritten signature in blue ink that reads "Jorja DuFresne".

Jorja DuFresne
Hydrologist 3
SSTS Section
Municipal Division

JDF:ah

cc: Sheri Gades, Swift County
Allen Saunders, Torning Township
Randy Peterson
Luverne Flower
Paul Kimman, MPCA



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

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w
6/23/14

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Mayor, City of Benson
1410 Kansas Ave
Benson, MN 56215-1718

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The approved sites, located in Torning Township, Township 121 N, Range 39 W, Swift County, are:

Site DJ-1, 31 acres in the NE $\frac{1}{4}$ of Section 2

Site DJ-2, 32.6 acres in the NW $\frac{1}{4}$ of Section 2

These sites were reviewed and determined suitable by the MPCA for land application of biosolids. Applicable standards and management practices of Minn. R. ch. 7041 must be followed. Any proposed changes to management practices specified in this letter must be requested in writing and approved by the MPCA before the change is initiated.

If you have any questions regarding this approval, please contact me at 651-757-2320.

Sincerely,

A handwritten signature in blue ink that reads "Jorja DuFresne".

Jorja DuFresne
Hydrologist 3
SSTS Section
Municipal Division

JDF:ah

cc: Sheri Gades, Swift County SWCD
Tim Nagler, Six Mile Grove Township
Randy Peterson
Daniel Jepma
Paul Kimman, MPCA

CITY OF _____

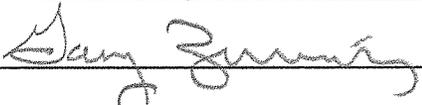


MINNESOTA _____

**CITY OF BENSON – PUBLIC WORKS DEPARTMENT
REQUEST FOR AVIATION FUEL QUOTES**

June 25, 2014

Company Name: Dooley's Petroleum, Murdock MN e-mail: gzimmer@dooleyspetro.com

Signature:  Date: 7-2-14

Return to: Dan Gens, Public Works Director
1410 Kansas Avenue, Benson, MN 56215
e-mail: val.alsaker@co.swift.mn.us on or before **10 a.m. on July 3, 2014**

This quote is for the following:

Quantities	Fuel Type	Per Gallon	Total
4,000 Gallons	100 Low Lead Aviation Fuel	<u>4.923</u>	_____

Quote is to include all taxes and delivery.

Award notification will be made via e-mail on July 8, 2014 with delivery F.O.B. Benson Airport within five business days of notification. (No weekend delivery)

Please quote to the attention of Dan Gens (val.alsaker@co.swift.mn) on or before 10 a.m. on Thursday, July 3, 2014.

Please direct questions to Dan Gens at 320-843-5444 or cell: 320-368-2703

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



Minnesota Department of Transportation

Office of Aeronautics

MS410

222 East Plato Blvd.

Saint Paul, MN 55107

June 17, 2014

Subject: Amendment to Grant Agreement for Airport Maintenance and Operation
State Fiscal Year (SFY) 2014 Only

Dear Airport Sponsor:

I am pleased to inform you that the Minnesota Department Transportation, Office of Aeronautics, recently received an additional \$4 million in spending authority from the State Legislature. The Legislative authorization spreads this funding over state fiscal years (SFYs) 2014 and 2015. For the current state fiscal year (SFY 2014), the allotment is for an additional \$1 million. These dollars will be used to increase the state share for grants awarded for airport development projects, and the maintenance and operations grant program.

Amendments for Airport Maintenance and Operation grants will be offered to Airport Sponsors if the amendment will result in a financial benefit to the Airport Sponsor of at least \$500.00.

As a result, you are being offered an amendment. The amendment is enclosed. Please return the three copies with original signatures to Jenny Bahneman of our office. A new resolution is not needed as long as the same designees sign the amendment as authorized by the original grant resolution. If you are unsure who those designees are, please contact Jenny at (651) 234-7240 or jenny.bahneman@state.mn.us, and she will assist you.

At this time, it is our intention to review the Airport Maintenance and Operation Grant program beginning with SFY 2015 (July 1, 2014). For that reason, we are only amending SFY 2014 now. After our review, we will amend the grant for SFY 2015 as necessary.

We are pleased that we can provide this opportunity to reduce local share costs to our 135 state funded airports. If you need additional information regarding the changes for Maintenance and Operation grants for SFY 2014, please contact Jenny as listed above.

Sincerely,

Cassandra Isackson, P.E.
Director, Office of Aeronautics

Jenny Bahneman, Grants Specialist
(M & O Grant Amendments)
MnDOT, Office of Aeronautics
222 East Plato Boulevard
Saint Paul, MN 55107-1618

Enclosure

An Equal Opportunity Employer



Funding Rate Increase for State Airports

June 10, 2014

Increase will benefit Airports with open STATE AND FEDERAL GRANTS issued in the STATE FISCAL YEAR 2014

STATE GRANT, STATE SHARE PERCENTAGE

PROJECT TYPE	NPIAS		NON-NPIAS	
	Existing	New	Existing	New
General	70	80	80	90
Revenue Generating (except Fuel Systems)	50	80	50	90
FBO	50	80	50	90
Fuel Systems including Fuel Trucks	50	60	50	60
Equipment	2/3	80	2/3	80
M & O	2/3	75	2/3	75

FEDERAL GRANT, STATE SHARE PERCENTAGE

PROJECT TYPE	Existing State Share	New State Share
General with 90% Federal Participation	0	5
General with 95% Federal Participation	0	2.5
Equipment	0	5

AMENDMENT # 1 TO MnDOT GRANT AGREEMENT #03843

This Amendment is by and between the state of Minnesota, through its Commissioner of Transportation (“State”), and the City of Benson (“Recipient”).

Recitals

1. The State has an agreement with the Recipient identified as MnDOT Agreement Number 03843 (“Original Agreement”), to provide for Airport Maintenance and Operation.
2. The agreement is being amended to allow an additional payment of 10% to the approved total amount paid by the Minnesota Department of Transportation for State Fiscal Year 2014. In May 2014 the Minnesota Legislature appropriated additional funding, and this amendment adds additional funding. Funding and payments for State Fiscal Year 2015 will remain as stated in the original grant agreement.
3. The State and the Recipient are willing to amend the Original Agreement as stated below.

Agreement Amendment

In this Amendment deleted agreement terms will be ~~struck out~~ and the added agreement terms will be underlined.

REVISION 1. Article 6. is amended as follows:

6. The State will reimburse the Recipient for ~~2/3~~ 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed ~~\$22,052.00~~ \$24,257.20 of State aid for each State fiscal year 2014. The State will reimburse the Recipient for 2/3 of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed \$22,052.00 of State aid for State fiscal year 2015. If applicable, this base amount already includes the deduct for paint striping.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Purchase Order No: _____

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

MnDOT Contract Management

as to form & execution

By: _____

Date: _____



*Val = City Council
July 7, 2014*

1302 South Union Street
P.O. Box 511
Rock Rapids, IA 51246
phone: 712.472.2531 - fax: 712.472.2710

Invoice

City of Benson
Mr. Dan Gens, Director of Public Works
1410 Kansas Ave
Benson, MN 56215

June 13, 2014
Project No: 419011.00
Invoice No: 00210832
Project Manager Andrew Koob

Project 419011.00 Phase 1 (2014-2017) OH-UG Elect Line Conversion
Professional Services through May 31, 2014

Task	0000	Lump Sum	
Lump Sum Portion			
Total Fee		64,700.00	
Percent Complete	25.00	Total Earned	16,175.00
		Previous Fee Billing	0.00
		Current Fee Billing	16,175.00
		Total Fee	16,175.00
			Total this Task
			\$16,175.00

Task	X100	Preliminary/Planning Phase	
Professional Personnel			
		Hours	Rate
		Amount	
Technician 10		12.00	80.00
		960.00	
	Totals	12.00	960.00
	Total Labor		960.00
			Total this Task
			\$960.00
			AMOUNT DUE THIS INVOICE
			\$17,135.00

Outstanding Invoices

Number	Date	Balance
00210640	5/14/2014	3,516.00
Total		3,516.00

Respectfully Submitted:

Andrew Koob

Rob Wolfington

From: Dave Johnson
Sent: Friday, June 27, 2014 7:26 AM
To: 'davej@mrenergy.com'; Rob Wolfington; Dan Gens
Subject: FW: Benson Substation Maintenance

7/27/14

Val,
Please place on
CITY COUNCIL AGENDA
July 7, 2014

From: GRE Clearance Coordinator [mailto:ccoordin@GREnergy.com]
Sent: Wednesday, June 25, 2014 12:19 PM
To: grady.third@contourglobal.com
Cc: Pursley II, Dick GRE-ER; DL GRE Clearance Coordinator; Dave Johnson
Subject: Benson Substation Maintenance

Rob

Grady,

GRE currently has outages scheduled at Benson per the list below. We have been limited to perform this overdue maintenance due to other past and future outages in the area. The outages listed below should not be service impacting for Fibrominn. We can send the clearance orders to you when they are finalized.

Equipment	GRE C/O #	Date(s)	Start - End	MISO # (as required)
Benson 1525 Bkr	(GRE 14-0895)	7/8	1000 - 1600	(MISO) # 1-05909868
Benson 1555 Bkr	(GRE 14-0896)	7/9	0800 - 1200	(MISO) # 1-05909869
Benson 1535 Bkr	(GRE 14-0897)	7/10	0800 - 1200	(MISO) # 1-05909870
Benson 1565 Bkr	(GRE 14-0898)	7/11	0800 - 1200	(MISO) # 1-05909871
Benson 745 Bkr	(GRE 14-0890)	7/14	1100 - 1600	
Benson 785 Bkr	(GRE 14-0891)	7/15	0700 - 1130	
Benson 765 Bkr	(GRE 14-0892)	7/15	1130 - 1600	
Benson 1515 Bkr	(GRE 14-0893)	7/16	0700 - 1130	(MISO) # 1-05909874
Benson 735 Bkr	(GRE 14-0899)	8/4 - 8/6	0800 - 1600	(MISO) # 1-05910083

ELECTRIC 6th of OCT
OUTAGE 6th of OCT
2-3 hours
CITY OF BENSON WILL NEED TO GENERATE

* The 1514 circuit switcher replacement, which will affect the Fibrominn Plant and the City of Benson has been coordinated with the plant outage Oct 6th - Oct 10th. The current plan is to de-energize the 115kv line / bus serving the City of Benson and Fibrominn Plant on Oct 6th (approx 2-3 hr duration starting at 0900) to cut away the 115kv bus leads to the circuit switcher (the City of Benson will generate their own load). The 115kv line will then be restored during the circuit switcher replacement until it is ready to return to service on Oct 10th. We have another line / bus outage scheduled for Oct 10th (approx 2-3 hr duration starting at 0900) during which the City of Benson will again need to generate for their load to connect the 115kv bus leads to the new circuit switcher. The line / bus will be returned to service when this is complete.

Any questions feel free to connect myself or Dean Shirley (GRE Clearance Coordinators),

Thanks,
Jeff Rotz

GRE Clearance Coordination

Great River Energy

17845 East Hwy 10

Elk River, MN 55330

Ph: 763-241-2312 or 763-241-2365

ccoordin@greenergy.com

NOTICE TO RECIPIENT: The information contained in this message from Great River Energy and any attachments are confidential and intended only for the named recipient(s). If you have received this message in error, you are prohibited from copying, distributing or using the information. Please contact the sender immediately by return email and delete the original message.

AGREEMENT

THIS AGREEMENT, made as of _____, 2014, by and between the City of Benson, Minnesota, a municipal corporation under the laws of the State of Minnesota, (the "City") and Arvind Auluck-Wilson.

WHEREAS, The City is the owner of real property in the city of Benson, Minnesota legally described as:

The Southerly 48.0 feet of The Burlington Northern and Santa Fe Railway Company's (formerly Great Northern Railway Company) 250.0 foot wide Station Ground property at Benson, Minnesota, being 100.0 feet wide on the Southerly side and 150.0 feet wide on the Northerly side of said Railway Company's Main Track centerline, as now located and constructed upon, over and across the SW¼ of Section 5, Township 121 North, Range 39 West of the 5th P.M., Swift County, Minnesota, lying between two lines drawn parallel with and distant, respectively, 52.0 feet and 100.0 feet Southerly, as measured at right angles from said Main Track centerline, bounded on the East by the Northerly extension of the centerline of 10th Street, and bounded on the West by the Northerly extension of the centerline of 11th Street in the City of Benson, **EXCEPTING THEREFROM** that portion, if any, lying within 9.0 feet of said Railway Company's most Southerly Industry Track Centerline as now located and constructed.

WHEREAS, an historic creamery building exists on the property; and,

WHEREAS, Arvind Auluck-Wilson wishes to study the building to develop a potential plan for its use, and the City wishes to allow Arvind Auluck-Wilson access to the building for the purposes of this study; and,

WHEREAS, The City believes that economic development of the property is in the public interest;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The City agrees to allow Arvind Auluck-Wilson access to the premises for a period of twelve (12) months, beginning at the date of execution of this agreement.
2. Arvind Auluck-Wilson will not alter the appearance of the building during this term.
3. Arvind Auluck-Wilson shall present the City with a plan for the use of the premises based on the data he collects through the course of his study of the premises. This plan shall be presented to the City on or before the end of this 12-month term, at which time the City shall decide whether to accept, reject or alter the plan.
4. The City shall provide safety lighting for the stairs in the building.
5. The City shall not engage any other developers for the purposes of selling or developing the above-described premises during this 12-month term.

6. Arvind Auluck-Wilson agrees to hold the City harmless and indemnify it against any claim of injury to persons or property to himself or others occurring in connection with his use of the premises.
7. Arvind Auluck-Wilson shall procure and maintain in force at his expense during the term of this agreement and any renewal thereof a policy of liability insurance adequate to protect against liability for claims of injury to persons or damage to property arising out of the use of the premises.
8. The premises shall be taken "As-is", and the City shall not be responsible for any repairs or maintenance of the property during the term of this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth above.

CITY OF BENSON

Arvind Auluck-Wilson

By: _____
Its _____

By: _____
Its _____



MEMORANDUM

DATE: June 17, 2014
TO: Rob Wolfington
City Manager – Benson, Mn.
FROM: Thomas A. Klemenhagen, President
Landteam, Inc.
RE: Professional Services Proposal for City Cemetery Layout and Platting
Landteam Inc. File BE1400

Project Understanding:

The City is proposing a project to expand their Cemetery north by about 400 to 500 plots and add a Columbarium. The project will be designed and approved in 2014. The survey placement of the Plat monuments and Cemetery construction staking will occur in 2015.

The site construction of the Cemetery will be completed by City work forces. The Columbarium site layout is included in our services, the structure will be designed by others.

Scope of Services:

Using a combination of field collected topography and available background information, Landteam Inc. will complete a site layout and design for the Cemetery. Upon City approval of the Cemetery layout and design, Nyberg Surveying will prepare a Plat to be recorded. Landteam Inc. will provide construction staking for the Cemetery and Nyberg Surveying will place the Plat monuments. The east property line will be located for site design purposes.

Service Fees:

Landteam Inc. will subcontract Nyberg Surveying to perform the Registered Land Survey services for platting the Cemetery and the east property line location. Landteam Inc. will perform the services as shown in the scope at the hourly rates shown on the attached Fee Schedule. The estimated cost for our Professional services is \$17,970.

We are pleased to submit this proposal for professional services as described above.

Respectfully Submitted,
LANDTEAM, Inc.

Thomas A. Klemenhagen
President

Accepted By: _____

Title: _____

Date: _____