

City Council Regular Meeting Agenda
City Council Chambers
May 5, 2014

Page

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:
 - 2-4 ▪ 4.21.14 City Council Meeting
 - 5 ▪ 2.20.14 EDA Meeting
 - 6-7 ▪ 4.17.14 Safety Committee Meeting
 - b. Applications:
 - 8-9 ▪ Chippewa Valley MN Deer Hunters Assn. Gambling Permit
 - Vacancies on Boards & Commissions:
 - Park Board – 1
 - Benson Area Tourism Board – 2
 - Benson HRA Board – 1
 - Airport Commission - 2
 - c. Correspondence:
 - 10 ▪ First Security Bank Thank You
 - 11 ▪ Wedding Reception/Dance Request at Ambush Park
 - d. Overnight Travel:
- 12-13 4. Patrick's Pub & Grill Street Dance Request
- 14 5. Police Officer Resolution
- 15-16 6. Water Tower Cleaning Bids
- 17 7. SCBH Board Member Nomination
- 18-24 8. Stantec Planning and Engineering Proposal – 5 Year Capital Improvement Plan
9. Council Bus Tour
10. Adjourn: Mayor

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
APRIL 21, 2014**

The meeting was called to order at 5:30 p.m. by the Mayor. Members present: Mike Fugleberg, Paul Kittelson, Jack Evenson, Stephanie Heinzig & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Public Works Director Dan Gens, Swift County Assessor Wayne Knutson, Helen and Anita Flodstrom.

At 5:30 p.m. Mayor Kittelson opened the Board Of Equalization Public Hearing.

Swift County Assessor Knutson came forward and gave a presentation on property valuations for the City of Benson. There was no one in attendance to address the Council on property valuations. Knutson stated values are up from last year mostly due to the Hospital Clinic addition, and John Deere's addition.

Mayor Kittelson called for anyone with unscheduled business. Helen Flodstrom addressed the Council. She stated she was recording the conversation, and read a prepared statement asking for clarification on a project at a house she owns in town. She would like to attach a two car garage to the house, and asked for clarification on how to do so. The Mayor explained the process of obtaining a building permit and variance application. Wolfington added if you apply for a building permit, and it is a non-conforming use in a particular zone, then a variance is required. All permits are reviewed to see if they meet the uniform building codes and City zoning.

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

- April 7, 2014 City Council Meeting
- April 7, 2014 Planning Commission Meeting
- April 14, 2014 Library Board Meeting

Wolfington presented a memo from MRES outlining its 10 year Strategic Roadmap and Tactical Action Plan.

Wolfington shared a technical memorandum he had drawn up from Golder Associates explaining the power plant air permit.

The Mayor noted he will be at the Mayor's Conference April 25, 2014 in Fergus Falls, and the City Manager will be attending the Transit Grant Workshop April 27-May 1, 2014.

Next were estimates to maintain the exterior of the Benson Racquet and Fitness Center. The Council reviewed the estimates and discussed laying out guidelines on how to work with organizations and their capital projects. It was the consensus of the Council Heinzig and Evenson will prepare guidelines for requests for capital improvements of City owned buildings managed by various organizations. They will meet with Wolfington and review which properties this pertains to. It was moved by Evenson, seconded by Fitz and carried unanimously to delay the request for funds from the Benson Racquet and Fitness Center until guidelines are established.

Wolfington reminded the Council this week is Weather Awareness Week. There will be tornado drills on April 24 at 1:45 p.m. and 6:55 p.m. He presented Chapter 36 Emergency Management Ordinance to the Council for review.

Mayor Kittelson reviewed the Arbor Day Proclamation. It was moved by Evenson, Seconded by Heinzig and carried unanimously to approve the following proclamation:

ARBOR DAY PROCLAMATION

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

Whereas, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal, and

Whereas, Benson has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Paul Kittelson, Mayor of the city of Benson, do hereby proclaim April 25, 2014 as

ARBOR DAY

in the City of Benson, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Next Wolfington presented a bid from B.G. Amundson Construction for concrete work. This is mostly work to be finished from last June's storm, which is partially reimbursed by FEMA. This was the only bid received for the project. It was moved by Fugleberg, seconded by Fitz and carried unanimously to approve the bid from B. G. Amundson Construction in the amount of \$27,475.00.

Wolfington presented a memo from Missouri River Energy Services for material costs to start phase one of the four year project on the cemetery portion of the project. After discussion it was moved by Fitz, seconded by Evenson and carried unanimously to approve the material purchase in the amount of \$14,735.00.

Wolfington said he presented the wrong amount for the loader bids presented at the April 7, 2014 meeting. The bids and specs were reevaluated to be sure the loaders were as equally represented as possible. Dan explained one task the loader will be used for is snow blowing, and the counterweight on the loader is important. The cost of 2014 John Deere 544K is \$133,936.00, and the cost of the 2014 Case 721F is \$151,655.00. After review it was moved by Fitz, seconded by Evenson and carried unanimously to approve the purchase of the 2014 John Deere 544K in the amount of \$133,936.00.

It was moved by Evenson, seconded by Fitz and carried unanimously to approve the bills and warrants in the amount of \$356,026.40.

Wolfington presented a proposal from Patrick's Pub & Grill to hold a street dance, beer/liquor garden and pig roast, on July 19, 2014, on 13th St. S. between Pacific Ave. and Kansas Ave. They presented a proposal of their responsibilities and drawing of the event set up. They hope to incorporate this into the annual Kid Day festivities. Wolfington stated staff will need to review the proposal.

The Mayor closed the public hearing at 6:30 p.m.

There being no other business, a motion was made by Fitz, seconded by Evenson and carried unanimously to adjourn the meeting at 6:33 p.m.

Mayor

City Clerk

w
2/21/14

EDA Meeting February 20, 2014

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

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

It was moved by Kittelson, seconded by Fugleberg and carried unanimously to approve the January 16, 2014 EDA minutes.

Urban Fish Farm Tour & Creamery Building

Rob said he, Arvind-Aulck Wilson & the Mayor had plans to tour a fish farm in the Twin Cities, but bad weather prevented the trip. The visit has been rescheduled for March 5, 2014 when the Mayor and Rob are already in the Cities for another meeting. Kittelson said he has had public comment about past fish farms in the area that have failed. Rob also said Envirodyne has been hired to sanitize the inside of the creamery building.

Loan Requirement Policy

There was round table discussion on building loan requirements for those applying for a loan with the EDA. It was discussed that a strict policy would now allow wiggle room in making decisions on a loan. Also discussed was how loans will benefit the community.

International Biomass Conference

The conference is March 22-26, 2014 in Orlando, Florida. Rob and Rick will be attending. They have a new booth display that is more portable than the one they have had in the past.

Rob said the City of Benson has made their Conservation Improvement Program goals to save 1/5% energy through the energy conservation program. Benson is the only Missouri River Energy Services town to meet their goal four years in a row.

The EDA reviewed the loan profile.

Round Table Discussion

Leroy asked if Contour Global (Fibrowatt) is building any more plants like the one in Benson. Rob said not to his knowledge. The new plant manager at Contour Global is looking to bring the old Citizen's Advisory Panel (CAP) back for input. Rob referred the manager to Rick and Leroy as past members of this panel.

Rob has heard there may be other possible loans coming to the EDA in the near future.

There being no other business, Noreen made a motion, seconded by Fugleberg and carried unanimously to adjourn the meeting at 12:28 p.m.

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Safety Committee Meeting
Thursday, April 17, 2014
9 AM

Members Present: Tim O'Conner , Rob Wolfington, Randy Peterson for Erik Stephen, Gary Searcy, Dan Gens, John Goulet, Ian Hodge and Val Alsaker

Members Absent: Wade Ascherman & Mike Hoffman

Old Business

1. Check lists were turned in from Water, Power Plant, Transit and Liquor Store with no noted issues. Line Department needs new ladder inspection tags. Val said she would get them to the guys
2. The forks on the skid loader have been repaired.
3. Chief Hodge has been putting together new first aid kits for the squad cars.
4. New defibrillators for the Police Department was next on the agenda. Chief Hodge is still waiting for a response on the grant.
5. Val said all the audios were completed. She has not had time to analyze them yet.
6. April 14 was the Hazardous Vehicle Identification class put on by the Minnesota State Patrol. People thought the class was good. A suggestion for a class for next year is a hands on haz mat practice class, to identify the vehicles on the road with the Emergency Response Guide book. Another suggested class was the AED refresher.

New Business

1. May 1, 2014 will be the Defensive Driving Class taught by MMUA.
2. Rob noted we have purchased a rear discharge deck for the lawn mower to be used in the Cemetery. The last one had issues with catching of fire, and summer help is primarily using this piece of equipment. The problem of catching on fire has been remedied by the company

3. There was an incident of an employee heating a leaf spring pin to remove hardened grease, and the grease ignited and sprayed out on his hand, burning his skin. The Committee reviewed the incident and suggested wearing gloves.

Other Business

There was a discussion on a traffic accident that happened south of Benson, where a semi caught a power line, the line broke, snapped around and landed on a tractor where a farmer was working under the tractor. Agralite Coop came and killed the power. No one was injured.

There being no other business, the meeting was adjourned at 9:37 a.m.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
 - conducts lawful gambling on five or fewer days, and
 - awards less than \$50,000 in prizes during a calendar year.
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)	
If application posted or received:	
less than 30 days before the event	more than 30 days before the event
\$100	\$50

ORGANIZATION INFORMATION

Organization name: Chippewa Valley Chapter of the Minnesota Deer Hunters Association
 Previous gambling permit number: X-05095

Minnesota tax ID number, if any: 4326991
 Federal employer ID number (FEIN), if any: 41-1390958

Type of nonprofit organization. Check one.
 Fraternal Religious Veterans Other nonprofit organization

Mailing address: 625-7th Street North
 City: Benson State: MN. Zip code: 56215 County: Swift

Name of chief executive officer [CEO]: Darin Staton
 Daytime phone number: 320-760-3949 E-mail address:

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803
- IRS income tax exemption [501(c)] letter in your organization's name.
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
 If your organization falls under a parent organization, attach copies of both of the following:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
 Benson Bowl

Address [do not use PO box]: 2205 Mn. Ave.
 City or township: Benson Zip code: 56215 County: Swift

Date[s] of activity. For raffles, indicate the date of the drawing.
 June 30, 2014

Check each type of gambling activity that your organization will conduct.
 Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature *Darin Staton* Date 4-28-14

Print name Darin Staton

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

FIRST SECURITY BANK

April 25, 2014

wrg/28/14
Dear Rob Wolfington, *Chief, congratulations - Good Job.
well done*

We at First Security Bank just wanted to write to give our sincere thanks to officers Mike Nadeau and Scott Girard for their assistance today. We had a situation at the bank and they were able step in and calm the situation for everyone involved. Their service and commitment to the community does not go unnoticed.

Sincerely,



Janet K Lundebrek
First Security Bank, Branch President
PO Box 287
215 13th St S
Benson, MN 56215



MEMBER FDIC

Kali Borene & Seth Flower
350 Hwy 29 SW
Benson, MN 56215

April 23, 2014

Benson City Council Members
Benson City Hall
1410 Kansas Avenue
Benson, MN 56215

Dear Rob Wolfington and Members of the Benson City Council,

Thank you for taking the time to look over our request and letter. We are contacting you in hopes that we will be approved to rent the entire Ambush Park in Benson (including all camping spots and shelters) for our upcoming wedding reception/dance. We really feel that Ambush Park has a lot to offer us for a wedding reception. In June of 2013 we attended the wedding of Johnson/Lindblad and really liked the setting and had such a fun time. Seth and I come from a farming background and really wanted to host an outdoor reception. Seth was born and raised in the Benson area and is currently farming just South of Benson. I (Kali) will be moving to Benson this summer. We both love Benson and the area and look forward to making this area our home. When looking through options in the Benson area to host an outdoor wedding reception/dance Ambush Park was the only area that really met all of our needs. Being close to town makes it convenient for guests staying at the Benson Inn, but still gives the laid back, outdoor, and fun atmosphere we were hoping to find. It also gives the option to our family and friends that are traveling the option to camp if they would like.

Our wedding date is set for September 12th, 2015. We would really like to be able to rent the entire park for the weekend of September 11th, 12th, and 13th for the reception/dance and grooms supper. We will need time to prepare for the grooms supper and reception/dance and time to clean up following the reception. Due to the unpredictability of the weather we would be hiring a company to set up a large tent in case it were to rain. This company will also be providing the tables and chairs for inside the tent, but would like to use picnic tables that are already located in the park area.

Brink's Beer Joint of Swift Falls will be providing the bar and alcohol service. Ben has his Caterers license, liquor license, and Certificate of insurance.

We appreciate you taking the time to look over our letter and hopefully approve our rental of the park. If you have any questions or concerns please feel free to contact either of us at any time with the numbers provided below.

Thanks again for your thought and consideration,
Kali Borene & Seth Flower

Kali's Cell: 218-684-4898
Seth's Cell: 320-815-8219

u
cc next mtg



1301 Pacific Ave
Benson, MN 56215
320-843-2777

April 21, 2014

Kid Day Street Dance Proposal
Saturday July 19, 2014

Patrick's Pub & Grill would like to close down 13th Ave between Patrick's and Jimmy's Pizza from Pacific Ave to Kansas Ave, from the hours of 6:00 AM Sat. July 19 until 3:00 AM Sun. July 20. This will accommodate plenty of time for setup, breakdown and cleanup for the function. We would also like to:

- * Setup for outdoor beer/liquor garden in designated area, (see drawing)
- * Outdoor grill for Brats, Burgers, Pig roast
- * Have a band play from 8:30 PM - 12:30 AM

Patrick's will provide:

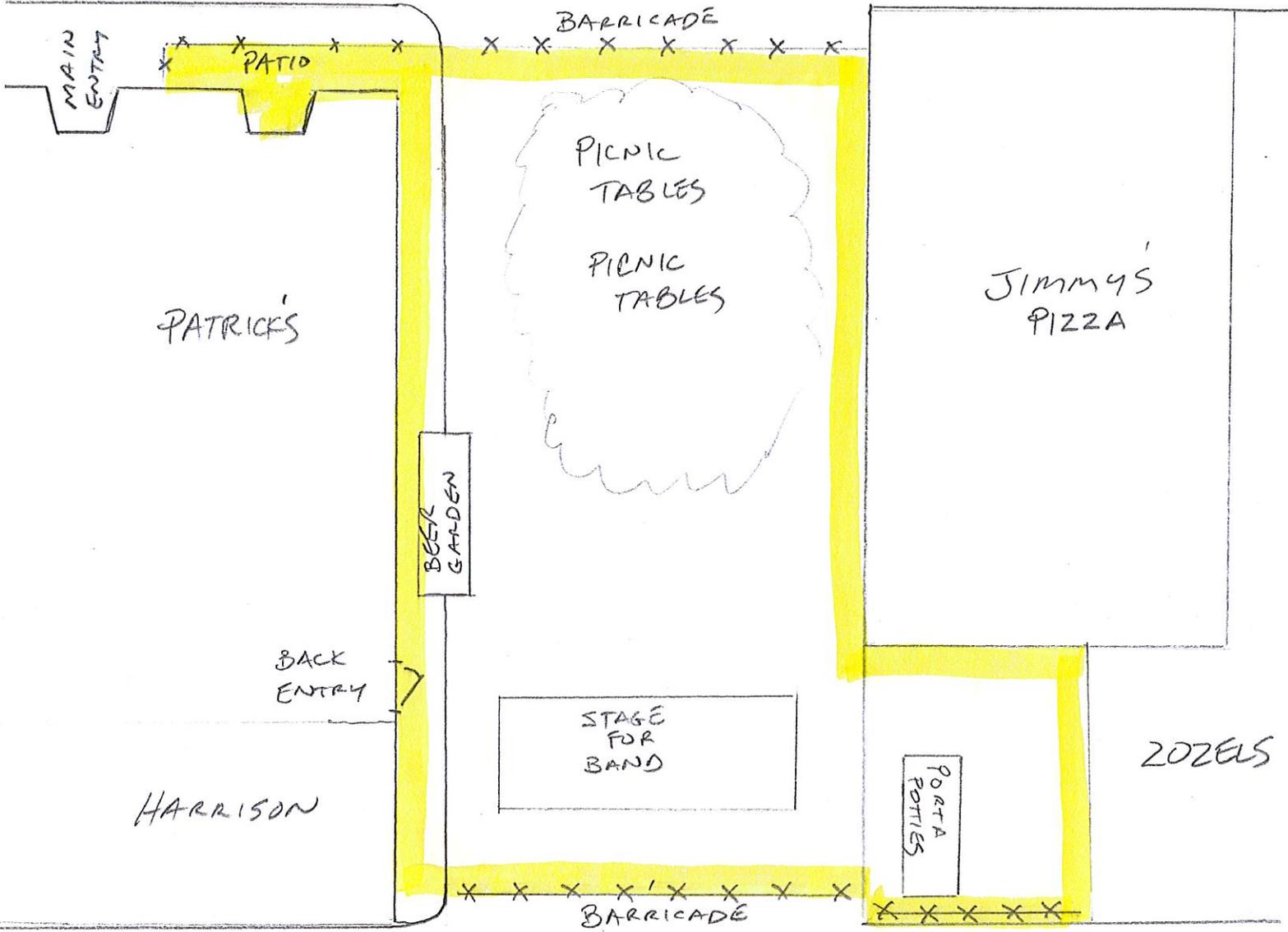
- * Proof of insurance
- * Police presence
- * Color coded wrist bands for adults and minors
- * Picnic tables, band stage, porta potties, etc...

We are looking forward to hopefully adding this event to Kid Day weekend with the possibility of turning this into an annual event. Benson City Chamber of Commerce is endorsing this event.

Sincerely,
Terry and Jen Sullivan
Patrick's Pub & Grill

13th ST.

PACIFIC AVE.



KANSAS AVE

**POLICE OFFICER DECLARATION
(RESOLUTION NO. 2014-__)**

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.

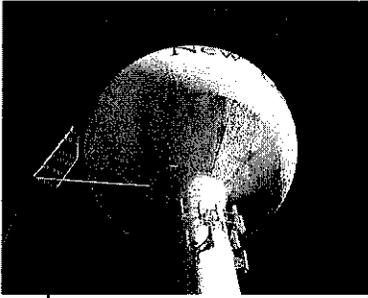
BE IT RESOLVED that the City Council of the City of Benson hereby declares that the position titled Part-Time Police Officer, currently held by Benjamin J. Badowich meets all of the following Police and Fire membership requirements:

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.

Water Tower Clean and Coat, Inc

Proposal For Services



4/24/2014

Prepared For:
 City of Benson Public Works
 Dan Gens
 1410 Kansas Ave.
 Benson, MN 56215

Prepared By:
 Nate Litscher
 Water Tower Clean & Coat, Inc.
 608-592-7574 office
 608-279-8452 cell

Water Tower Clean and Coat
 W11822 Reynolds Rd.
 Lodi, WI 53555

EIN # 391-851002

Phone # (608) 592-7574
 Fax # (608) 592-7574

Customer Phone # (320)843-5444
 Cell: (320)368-2703

Customer Fax #
 Customer Email: dan.gens@city.co.swift.mn.us

Customer P.O. #
 Customer Tax Exempt #

Description	Quote
<p>Interior Drained Cleaning and Inspection of Water Tower</p> <ul style="list-style-type: none"> • Includes detailed inspection report with recommendations for repairs. The inspection report will also include a recommendation for future maintenance frequency. The report includes digital photographs of the clean-out for your records. The inspection report will contain the conditions of the tank foundation, door security, exterior coating, interior wet area coating, interior safety climb, interior dry area coating, decks and platforms, lighting, top hatch security, vent (screening and AWWA compliance), interior wet area ceiling, walls, and sediment accumulation. The tank will be scrutinized for compliance with AWWA, OSHA, and MDH codes. Disinfection will be in accordance with ANSI/AWWA C652-11 Disinfection of Potable Water Storage Facilities. 	\$1800.00
<p>Exterior Cleaning of 500k Spheroid Tower</p> <ul style="list-style-type: none"> • Includes chlorinated power washing followed with post wash rinse of mildew inhibitor. 	\$3200.00
<p>Notes: A certificate of insurance will be provided to you from our agent. These quotes are not valid independent of each other.</p>	

Please sign, date and fax this proposal to (608) 592-7574

Total \$5000.00

Customer Signature _____ Date Accepted _____

Water Tower Clean and Coat Inc. utilizes a ground operated, remote controlled robotic cleaning machine that relies on pressure spraying for cleaning the external surfaces of the spheroid towers. We wash above your logo to ground level. WTCC is not liable for the repair or refinishing of any surface areas as a result of our work on or in your tower. If it is determined that your existing paint might incur damage following the initial wash test strip, we reserve the right to cancel this contract and rescind the work order. Full access to your tower is required. We welcome an open inspection

Tri-State Coatings
16258-150th. Street, Wadena, MN 56482
Phone: 218-631-2033 Fax: 218-631-1158
Cell: 218-640-3034
Email: rory@twecwb.com

April 25, 2014

City of Benson
1410 Kansas Ave.
Benson, MN 56215
Phone: 320-843-4775
Fax: 320-842-7151
Attention: Dan Gens

Re: City of Benson, MN Water Tower

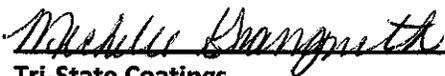
PROPOSAL

SCOPE OF WORK:

- COMPLETE CLEANING OF THE INTERIOR AND EXTERIOR OF THE 500,000 GALLON WATER TOWER, INCLUDING A WRITTEN REPORT AND RECOMMENDATION FOR NECESSARY REPAIRS ALONG WITH COST OF REPAIRS.

TOTAL PRICE FOR THE PROPOSED WORK:

\$9,000.00



Tri-State Coatings

4-25-2014

Date

City of Benson, MN

Date

Thank you for contacting Tri-State Coatings in regard to your tank project. If the above price is acceptable, please sign, date and return one copy to Tri-State Coatings.

Val Alsaker

From: Rob Wolfington
Sent: Tuesday, April 29, 2014 1:38 PM
To: Val Alsaker; Lawatsch Frank
Subject: Fwd: SCBH Board Member Nomination

Val

Please add to cc agenda.

Rob Wolfington
City Manager
Benson, MN

Direct: 320.843.5448
Cell: 320.808.0884

Begin forwarded message:

From: "Lawatsch, Frank H" <FLawatsch@scbh.org>
Date: April 29, 2014 at 1:19:07 PM CDT
To: "Rob Wolfington" <rob.wolfington@city.co.swift.mn.us>
Cc: <pikittel38@charter.net>, <chuckkoenigs@gmail.com>
Subject: **SCBH Board Member Nomination**

Rob: As you're aware, the SCBH Board approved the nomination of Tom Anderson to the SCBH Board to replace Mark Frank and the board is submitting that nomination to the Benson City Council.

As a result of that nomination, Chuck Koenigs' interim membership will be terminated upon the city council's potential appointment of Tom. In that Chuck is the chair of the SCBH Board and we anticipate that the SCBH Board will hold an election at its May board meeting, Wednesday, May 28, to reelect board officers, I am requesting that Chuck's membership on the SCBH Board be maintained until a new board chair is elected at the May meeting.

Please contact me if you have questions regarding this.

Thanks,

FL

Frank Lawatsch, CEO
Swift County Benson Hospital
320-843-1311 Direct
320-843-4232 SCBH
flawatsch@scbh.org



April 17, 2014
Page 1 of 7

April 17, 2014

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

Re: 5-Year Capital Improvement Plan
Planning and Engineering Proposal
City of Benson
Project No. 193802690

Dear Rob:

We appreciate the opportunity to offer our services in assisting the City develop a capital improvement plan. This letter outlines the proposed scope and fee for the preparation of a capital improvement plan or CIP for the City's street, water main, sanitary sewer, and storm sewer infrastructure. This plan, in it of itself, would not constitute a feasibility study under MN Chapter 429, but would be the basis for future studies, should the City choose to complete portions of the recommended improvements contained in the plan.

Project Understanding

The City of Benson is responsible for maintaining over 32 miles of roadway and 82 miles of sanitary sewer, water main and storm sewer infrastructure. The City of Benson is considering preparing both an immediate and long range plan to preserve and maintain these valuable infrastructure assets. Capital improvement planning will provide a means for policy makers to determine the quality of life for their community, from a roadway and utility standpoint. A formalized program establishes a methodology that provides the basis for implementing capital improvements, budgeting construction and maintenance programs, identifying roadway and utility priorities, and increasing the cost effectiveness of the program over the lifecycle of the street utility system.

Each year the City undergoes a process of determining what work should be completed next construction season as well as contemplating future road and utility reconstruction projects and maintenance strategies. Planning ahead and strategically combining road improvement projects can save money. An example of this is that it is known that MnDOT has proposed significant roadway improvements in the City of Benson in 2017. The City has thousands of feet of utilities within the State's ROW that should be evaluated for improvements prior to the new surfacing being installed. Failure to evaluate and make necessary repairs will result in higher costs in the future as well as compromise the integrity of the new roadway surfaces. It is our understanding that the City is ready to develop a plan to address this coming issue along with other maintenance, rehabilitation and the more expensive replacement projects for infrastructure approaching the end of their useful life.



Project Background and Approach

In 2012 Stantec worked with Public Works staff to begin the process of evaluating streets to determine the overall condition of the roadways as well as plan and prioritize future improvement projects. Since the City had few historical records regarding street construction and maintenance, Staff began the process by visually inspecting and rating the majority of streets within the City. We took that information and produced figures showing the deficiencies and improvement needs. No further work was done beyond that point as it was determined in our joint discussions that a much more comprehensive evaluation was needed. This is due to the large number of deficient streets along with additional known utility upgrades needed throughout the community with no financing plan identified.

We have proposed a three step approach to reach the goal of creating a capital improvement plan to address the City's infrastructure needs. The first step would be to develop a pavement management plan. The second step would be to evaluate the existing utilities within the streets to determine if repairs or replacements are needed. The final step would be to combine these two efforts to create the capital improvement plan. Stantec would utilize the data prepared in the first two steps along with feedback from the City to create the CIP. The plans overall budget would be outlined along with a list of prioritized individual projects with their associated costs. Additionally, the plan would examine how these improvements could be coordinated to minimize costs and inconvenience to the public.

Scope of Service

1. Pavement Management Plan

The first component of our proposed CIP scope of work would be to prepare a comprehensive pavement management plan encompassing all the streets within the City. This will be a valuable tool in helping the City cost-effectively maintain existing pavements, prioritizing where and how to rehabilitate/replace deteriorating pavements and budget for future capital improvements. The plan will assist the City in planning roadway improvements by properly matching the maintenance and rehabilitation method with the pavement condition.

It is not commonly known by the public that asphalt pavements perform well and deteriorate slowly generally through the first 10 years of the road's life. After 10 years, they tend to fail more rapidly. A roadways condition will deteriorate 40% during the first 75% of its life, while the next 40% of decline takes place in the next 12% of a road's life. The ultimate goal of the plan is to extend the life of the roads and reduce lifecycle costs.

Tasks included within the pavement management plan include:

- Review Existing Roadway Inventory: Stantec will use existing City mapping to determine roadway centerline length with breakdown by noteworthy intersections. We will identify roadway width from record plans, aerial photo, or field measure, as practical. We will identify bituminous roadways by year of initial pavement as records are available (some roadways may need to be identified as a base year of initial construction due to lack of records). Additionally gravel roads will be identified.



- **Review Existing Roadway Inventory:** Stantec will use existing City mapping to determine roadway centerline length with breakdown by noteworthy intersections. We will identify roadway width from record plans, aerial photos, or field measurements, as practical. We will identify bituminous roadways by year of initial pavement placement as records are available (some roadways may need to be identified as a base year of initial construction due to lack of records). Gravel roads will also be identified.
- **Pavement Evaluation/Condition Rating:** Stantec will visually evaluate all City roadway surfaces, along with curb and gutter sections. This evaluation will be completed utilizing the PASER (Pavement Surface Evaluation and Rating) system. This system is very commonly used as an introductory evaluation program. The information accumulated by using this method of data collection can be utilized in more sophisticated program tools. The PASER system and the associated methodology will produce a numerical rating for all City streets. By employing a standardized rating system, the City can re-evaluate its pavements in the future consistently, using similar visual inspection methods.
- **Define Roadway Priorities:** We will identify the roadway needs based on condition rating. Roadways will be prioritized based on the identified needs whether that is maintenance or reconstruction.
- **Tabulated Results and Costs:** Utilizing the information from the pavement evaluation, we will tabulate the inspection results including the pavement rating, curb rating, location, pavement area, and suggested rehabilitation method for that particular pavement. Stantec would review this data and the proposed improvements with Staff along with the proposed schedule of those improvements. Once City staff and Stantec staff agree on the proposed improvements, a high level cost estimate for each street would be generated using typical, per-foot costs for each type of improvement. Estimated costs for pavement maintenance practices of crack route and seal, sealcoat, bituminous patch, and bituminous mill/overlay will be given along with reconstruction costs. These costs provided will allow the City to utilize this plan data when projecting future capital improvements.
- **Report:** Once the above tasks are completed, we will prepare a bound report that describes the maintenance and reconstruction activities, defines the condition rating system, considers an average condition rating index the City should attain and a schedule for performing the work. Maps will be included that show pavement ratings, and suggested maintenance and rehabilitation methods to better visualize the results and future needs.

2. Utility Evaluation

After the pavements have been evaluated, we will complete a review of City's utilities along with associated past maintenance and repairs information provided by Public Works staff. The status of the utilities will help when deciding if the roadway should receive preventative maintenance, or be scheduled for reconstruction in the future. Further discussion of the scope of utility evaluation will be discussed in more detail below.



Water Main Evaluation

City staff is in the process of reviewing its records to compile a map of the City's water main materials, age and repair/replacement history. Some information is known and has been identified on the City's mapping system that Stantec currently helps maintain along with information documented in the Infraseek data management system. The map identifies four main types: Cast Iron (CIP), Ductile Iron (DIP), Polyvinyl Chloride (PVC) and High Density Polyethylene (HDPE). The majority of the lengths of pipe, number of valves and hydrants on each section of water main has also been identified by City staff and is documented on current infrastructure maps. Staff will verify that the infrastructure water main base map is current.

The City has had multiple water main breaks on CIP water mains each winter for the past 10-20 years. We understand that it is the goal of the City to evaluate age and repair history if known and coordinate the repair/ replacement with street improvements in order to reduce maintenance costs and provide a more reliable system for its residents.

- Stantec will use the data gathered by City staff to evaluate the costs and general logistics of replacing several aged or repair prone water mains. We will incorporate the recommendations from the 2008 Water Supply and Distribution Plan prepared by Stantec. The plan called for replacing various lines as well as adding new segments to improve the hydraulics and reliability of the overall system. The work deemed applicable and associated costs will be included with our evaluation. We will look at the appropriate timing of these replacements as they relate to planned street improvements.
- We will explore trenchless technologies for replacing or restoring water mains. These various methods include: Horizontal Directional Drilling (HDD), Pipe Bursting, and Cast In-Place Pipe Water Main Lining (CIPP). Stantec would examine the feasibility of these various methods and the relative costs compared to traditional open-cut methods in conjunction with street improvements.
- It is assumed that the non-Cast Iron water main in town is not in need of major improvements prior to 2030 and will, therefore, not be examined as part of this plan unless otherwise directed.

Sanitary Sewer Evaluation

The majority of the City's sanitary sewer is system known and accurately depicted on the City's mapping system that Stantec currently helps maintain along with information documented in the Infraseek data management system. The map identifies three main types: Vitrified Clay Pipe (VCP), Polyvinyl Chloride (PVC), and Reinforced Concrete Pipe (RCP). The City staff will verify that these records are complete and accurate to the extent possible. To aid in this process, we have reviewed with staff the need for a separate sanitary sewer televising project to be done in advance of our overall evaluation. The City has no current useful televising records of the sanitary sewer system and the conditions of several key lines are unknown. We have worked with Staff this past winter to identify several key segments of pipe that will need to be televised to document current conditions and/or the severity of know problems. This information is needed for our system evaluation and improvement recommendations.



The City has had an increasingly large spike in sewer flows during rain events and/or during times of high water on the Chippewa River. Benson, due its geological nature, has a higher natural ground water table than most communities. These spikes generally indicate that the City's sewer system is experiencing what is characterized as inflow and infiltration (I&I). Inflow and infiltration is problematic for a number of reasons. It can cause sewer backups by overwhelming pipes which were not sized to take the large spikes in flow. It can also disrupt the waste water treatment facility's (WWTF) biology due to large volumes of water with low nutrient content. Inflow and infiltration can also be viewed by the Minnesota Pollution Control Agency as a constriction on the capacity of the WWTF, causing them to deny future connections. Finally, I&I can simply add to the costs of WWTF operations by demanding more pumping energy and necessitating more chemicals for treatment.

- Stantec will examine sewer tapes provided by the City for structural deficiencies in the sewer system such as offset joints, cracked or otherwise damaged pipes, or protruding taps. A cost estimate for the correction of the structural deficiencies will be completed. Those issues which require excavation and replacement will be incorporated into the street and water main improvement plans as appropriate.
- We understand that it is the City's desire to examine the principal causes of I&I and to develop a strategy for significant reductions in peak flows during rain or flood events. Basic methods to reduce I&I will be outlined in the report. Those sources that are identified in our investigation and review of the televising data will be include in the reports recommendations for repairs.
- More advanced methods of I&I reduction could be explored as an additional service to the report or a separate project beyond the scope of this study. One method would be to design a flow monitoring program to isolate the most cost effective areas to treat I&I. From that program of monitoring, we would recommend small isolated areas to be lined or otherwise repaired along with related improvements such as the illegal connection of sump pumps, floor and roof drains. This method costs a little more money on investigations, but less on repairs, with the goal of an overall smaller investment for the same or better results. A second method would be to spend very little on preliminary examinations and simply line all of the clay sewers. This approach saves money on investigations and is typically fairly effective. It may result in more costs, but also results in added pipe strength and longevity. These two methods could be discussed with the Council at a future date if the City so desires.

Storm Sewer Evaluation

The majority of the City's storm sewer is system known but is not accurately depicted on the City's mapping system. The map identifies three main types: Reinforced Concrete Pipe (RCP), Vitrified Clay Pipe (VCP), and High Density Polyethylene (HDPE). The City staff will verify these records are complete and accurate to the extent possible.



Benson has little ground elevation change as storm water flows across the community to the river. Several pipes are known to be undersized and currently ponding on roadways and ditches occurs. The storm sewer system has very few storm water management ponds to capture, treat and slowly release storm water during and after rain event.

- Stantec will review with staff know storm water problem areas and pipes. We will review information provided by staff on known structural deficiencies of the pipe and structure. We will prepare costs to include the repairs and/or replacements of these facilities.
- We have budgeted a small amount of time (12 hrs.) for evaluation of an isolated areas were storm sewer capacity may be an issue. We will evaluate or model these areas identified by staff to determine if repairs or replacements are feasible and cost effective or if ponding can be cost effectively achieved. Those items that are cost effective will be incorporated into the overall system evaluation and improvement cost estimate.

3. Capital Improvement Plan

The overall goal of the project is to create a 5-year Capital Improvement Plan that will incorporate the efforts of Task 1 and 2. The CIP will create a complete and coordinated plan for the City's street, water main, sanitary sewer, and storm sewer infrastructure. The CIP involves project prioritization and assigning timeframes to the needs identified in the previous tasks. The CIP will strategically combine related projects where it makes sense.

Project funding and funding policies will also play a large role in the CIP development. The cost estimates in the plan will provide the basis for budgeting and project financing planning. As individual and specific projects move forward from this plan, a Feasibility Report adhering to MN State Statue Chapter 429 would need to be ordered and completed if assessments are to be levied for a portion of the project costs. These reports would utilize the CIP as the framework for each project.

- Stantec will coordinate the Pavement Management Plan needs and priorities along with the findings and recommendation of the Utility Evaluations. The associated improvements would be coordinated to provide effective street and utility improvements while minimizing costs and inconvenience to the public.
- We will work with the City to determine the prioritization and timing of the proposed improvements.
- We propose to work with City Staff and Council members to review funding strategies. We are not financial planners or municipal advisors but we can offer high level examples of different approaches to pay for projects. If special assessment strategies are determined to be needed, would be willing to assist in the development of a City assessment policy. The City should work with their designated financial advisor to review all funding strategies and project financing.
- We will prepare a report with associated costs and figures summarizing the findings and collaborative recommendations of Stantec and the City. The plan's overall budget would be outlined along with a list of prioritized individual projects and their associated costs. Figures will be provided within the report that visually identifies the proposed improvements.
- We will present the final report and its recommendations in a meeting with Council.



Compensation

We propose to provide Benson with professional services required to perform Tasks 1-3, per the scope stated above in accordance with the terms and conditions of our existing Professional Services Agreement with the City of Benson. Compensation to perform these tasks shall be at the amount listed as follows:

Task 1 – Pavement Management Plan – we propose to provide this task for a lump sum fee of \$16,500.

Task 2 – Utility Infrastructure Evaluation – we propose to provide this task on an hourly basis with an estimated budget range of \$8,500 to \$11,500. Compensation shall not exceed this range without written permission from the City of Benson.

Task 3 – Capital Improvement Plan – we propose to provide this task on an hourly basis with an estimated budget range of \$12,500 to \$15,000. Compensation shall not exceed this range without written permission from the City of Benson.

Reimbursable Expenses are not included with the fees listed above. Expenses for Tasks 1-3 are estimated at \$1,800. Total estimated project costs including expenses for Tasks 1-3 range from \$39,300 to \$44,800.

We are prepared to begin assisting Benson in this effort upon authorization. Please review this proposal and if acceptable, sign and return a copy of this letter. If you have any questions regarding the information in this proposal, please do not hesitate to contact me at 651-604-4893. We appreciate this opportunity to provide our services to the City of Benson and look forward to working with you, City Staff and the City Council.

Sincerely,

STANTEC CONSULTING SERVICES INC.

Eric Lembke, PE
Senior Associate

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