

**MINUTES - BENSON CITY COUNCIL REGULAR MEETING
CITY HALL
MAY 20, 2024**

The meeting was called to order at 5:30 p.m. by Mayor Evenson. Members present: Jack Evenson, Dan Enderson, Chris Carruth, Mark Schreck, and Nancy Maanum. Members Absent: None. Also present: Director of Finance Lisa Kent, City Manager Kyle Harris, Director of Public Works Elliot Nelson, Assistant City Attorney Stephen Kowal, Police Chief Ian Hodge, CEDA Representative Hillary Tweed, Swift County RDA Representative Leanna Larson, Mike Amborn with Rodeberg & Berryman, Paul Coyour Director of Prairie Five (P-5) Rides and Reed Anfinson. Telephonically: City Clerk Valerie Alsaker and Rick.

The Council recited the Pledge of Allegiance.

Mayor Evenson added National Night Out to the agenda. It was moved by Schreck, seconded by Maanum and carried unanimously to approve the amended agenda.

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

- May 16, 2024 City Council Minutes
- March 11, 2024 Airport Commission Minutes
- Bolton & Menk Pay Request – Airport - AWOS Project - \$5,100.00
- Bolton & Menk Pay Request – Airport Master Plan - \$4,200.00
- Electronic Transfers:
Payroll: 5/16/2024 - \$97,325.40
Journal Entries: April 2024 - \$1,259,128.21

There was no one with unscheduled business.

Paul Coyour with Prairie Five Rides approached the Council. He reminded Council Heartland Express bus service and Prairie Five Rides merged in 2016. Since that time P-5 Rides has rented 1,236 square feet of garage space from the City of Benson in the street department, which houses 3 buses. P-5 overall sees 15,000 rides per month. Benson sees 2,000 rides per month, and in Swift County 150 regional rides. Coyour went on to say they have been looking for independent garage space. In their 5-year plan, P-5 and MnDOT were planning on building a bus garage in Benson in 2025. MnDOT moved their build up one year. A \$3.9 million garage build was approved. P-5 revised the plan and now have plans for a \$2.8 million building with MnDOT, which P-5 will be paying a match of about \$280,000. The building will be a 6,900 square foot building. There will be 2-city busses, 1-regional bus, 1-back-up bus and 1-van. They are looking to establish a bus route to Willmar. Coyour went on to say City Manager Harris has found some land that may possibly work for this project. He said he is here today to inform the Council of their upcoming project.

Mike Amborn approached the Council at the request of Harris to discuss assessing larger public works projects and how the process works. Items presented and discussed were:

Infrastructure Needs
Estimated Project Costs

Proposed Infrastructure Improvements
Assessment Methodologies

Estimated Assessment Rates
Estimated Assessment Amounts
Example Project Schedule

Estimated Assessment Terms
Special Circumstances

When asked what an assessment could cost a resident, Amborn said the assessment cannot exceed 10% of the improvement value increase of the project. There was discussion on an assessment policy. The Council thanked Amborn for his presentation.

Next Amborn and Tweed approached the Council to say at the last Council strategic planning session, housing was discussed as a priority. She went on to say Cody Nelson has expressed an interest in moving forward on Phase III of the Cottage Square development, west of his current townhome development. She asked Mike Amborn to prepare a proposal of services to engineer the next phase of this project, and projected cost for infrastructure. Amborn said he used a concept of the project provided by Nelson. It is not a detailed review, but approximate cost for infrastructure estimate is \$1.1 million. He went on to say Task One would be design engineering up to bidding it out. Task Two would be construction administration, and Amborn said he would manage the project. This property is one parcel. It would have to be re-platted, and a road right-of-way would be recorded which is included in the proposal as presented in the packet. Tweed wanted to confirm if Council is still interested in pursuing housing opportunities in the City of Benson. Evenson said he is and feels the rest of the Council is also interested as well. Enderson asked if TIF can help fund this. Tweed said the current TIF at Cottage Square includes this Phase III property. She also stated as the current TIF is drafted, once the City recoups their cost, the TIF is split between Nelson and the City 25% - 75% respectively, but the terms are not finalized at this time, but looking like the City will retain 100% of the TIF dollars going forward. More information to come. There was discussion on previous utilities located on this property, which was a trailer court with private sewer and water on the property. Mayor Evenson said he would like to change this agenda item from information to action in order to have Amborn move forward with the engineering part of the project. There being no more questions, the Mayor called for a motion. It was moved by Carruth, seconded by Enderson and carried unanimously to approve the proposal from Rodeberg & Berryman for engineering at Phase III of Cottage Square as presented in the amount of \$175,000.00.

Harris and Nelson approached to discuss the Wastewater treatment plant need for an air exchanger. This was discussed at the previous Council meeting. Harris reviewed the project budget costs. Xcel funds have been covering the costs of the project. Harris went on to say the City should be recovering some costs associated with the project. After further discussion, it was moved by Schreck, seconded by Carruth and carried unanimously to approve Craig's Inc. quote for an air exchanger in the digester boiler room in the amount of \$23,525.00.

Nelson said at the last meeting Council heard the need for water well #32 to be rehabilitated. We have one quote from Thein Well, and a second contractor pulled out from sending a quote as he could not fit this job into the timeframe we need. Thein quoted \$31,400 to rehab the well. Harris went on to say we budgeted money to rehab the Fibrominn wells, and are not doing this project. He said we can transfer the line item over to pay for rehabbing well #32. It was moved by Schreck, seconded by Maanum and carried unanimously to approve the quote from Thein well to rehab well #32 in the amount of \$31,400.00.

Nelson said we have the continued Overhead to Underground (OHUG) project for our primary service. This year the project is in the area of our power plant with 58 homes effected. We asked for quotes from local electricians to bury the service line underground. We received two quotes back as follows:

Goff Electric - \$31,630.00

DM Electric - \$31,242.00

After reviewing the quotes, it was moved by Carruth, seconded by Maanum and carried unanimously to accept DM Electric's quote for \$31,242.00.

It was moved by Carruth, seconded by Maanum and carried unanimously to approve the bills and warrants in the amount of \$413,023.95.

Mayor Evenson said he came up with a brainstorm last week to do a community National Night Out in Roosevelt Park. He said he contacted Police Chief Hodge and Hodge agreed it would be a good idea. Evenson went on to say he reached out to Laura Mitteness with CEDA to pursue funding opportunities and Hodge said he had some funding opportunities as well. He went on to say the reason he brought this now is Mitteness needs time to apply for the grants. He wants a motion to allow staff to apply for the grants needed. If we don't get the funding, we won't hold the event. He said he feels it would be a good opportunity for K-9 Caine to perform his skills for the public as well as for the public to meet the officers. This is held nationally the first Tuesday, in August. This is a very positive thing across the nation. It was then moved by Maanum, seconded by Carruth and carried unanimously to direct staff to apply for the grants for the event.

There being no further business to come before the Council a motion was made by Schreck, seconded by Enderson and carried unanimously to adjourn the Council meeting at 6:58 p.m.

Mayor

City Clerk