

**City Council Regular Meeting Agenda
City Council Chambers
February 17, 2015**

Page			
	1.	5:30 p.m. Call the Meeting to Order at City Hall (Mayor)	
	2.	Pledge of Allegiance	
	3.	Persons with Unscheduled Business to Come Before the City Council (Mayor)	
	4.	Review the Consent Agenda: (Mayor)	
		a. Minutes:	Action Requested
2-6		▪ 2.2.15 City Council Meeting	
7		▪ 1.5.15 Planning Commission Meeting	
8-9		▪ 1.15.15 EDA Minutes	
		b. Applications:	
10-11		▪ Gambling Application - Swift County Gobblers	Action Requested
		c. Correspondence:	
		d. Overnight Travel:	
12-24 25-51	5.	Benson Fire Department 2014 Annual Report (Chief Schreck) ▪ ISO Report	Information Only
52-62	6.	Benson Golf Club Master Plan (Jerry Peterson Golf Club Board)	Action Requested
	7.	Benson Rail Study Review (Peggy Harter, Stantec)	
63	8.	Benson Racquet & Fitness Center 2015 Project Budget	Action Requested
64-73	9.	Overhead to Underground Service Connection Plan (Dan Gens)	Action Requested
74-78	10.	Benson Police Department CIP Request (Chief Hodge)	Action Requested
79-96	11.	Bills & Warrants	Action Requested
	12.	Adjourn: Mayor	

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
FEBRUARY 2, 2015**

The meeting was called to order at 5:30 p.m. by Mayor Kittelson. Members present: Paul Kittelson, Mike Fugleberg, Jack Evenson, & Stephanie Heinzig. Members Absent: Sue Fitz. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Police Chief Ian Hodge, Upper MN Valley Development Representatives Jacki Anderson and Erin Smith, Bob Zielsdorf, Anita Flodstrom, Steve Benson, Joyce Nokelby, Marge Friedlein, Mark Anderson, Benson Schools Superintendent Dennis Laumeyer and MRES Distribution Manager Jeff Bechthold.

The Council recited the Pledge of Allegiance.

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

- January 12, 2015 City Council Minutes
- January 8, 2015 Safety Committee Minutes

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve Jonathon Pogge-Weaver's application for the Planning Commission, with his term ending December 31, 2017.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve Richard Horecka's application for the EDA, with his term ending December 31, 2018

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve Lyle Popma's application for the Library Board, with his term ending December 31, 2017.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve Jo Bronniche's application for the Library Board, with her term ending December 31, 2017.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve Linda Stauffacher's application for the Benson HRA Board, with his term ending December 31, 2019.

It was moved by Fugleberg, seconded by Evenson and carried unanimously to approve the Prom Afterbash event at the Armory rent free the week of April 19, 2015.

Wolfington brought the blighted property ordinance to the Council with all references to interior repairs removed. It was moved by Evenson to approve the 2nd Reading of an Ordinance To Amend Title IX: General Regulations; Benson City Code of 2003 Chapter 98: Structure in Disrepair. Anita Flodstrom came before the Council and read a letter from Helen Flodstrom questioning the legal process of passing the blighted property ordinance. She went on to read the letter to say the homeowners feelings were not taken into consideration when developing this ordinance. Mayor Kittelson responded by stating neighbors to blighted properties have rights also. Fugleberg stated after a previous Council meeting, he hoped to get names of community volunteers interested in helping homeowners with their blighted property. He also stated individuals can on their own volunteer and work together to solve these issues. The motion was seconded by Heinzig, and the motion carried.

Jacki Anderson and Erin Smith with the Upper Minnesota Valley Regional Development Commission approached the Council. Anderson said they are working on a new plan for strategic planning and zoning with local communities. They will be meeting on March 13 to discuss this further. She also announced the UMVRDC has \$300,000 available for business development. Smith presented the Clean Energy Resource Team (CERTs). She is the CERTs program coordinator working to connect

businesses and industry to the resources they need to identify and implement community-based clean energy projects.

Wolfington explained the School is proposing an addition to the north side of the senior high school. The school has requested a vacation of the street at the corner of 14th St. N. and Elizabeth Avenue. In order for the Council to approve of the street vacation there will need to be a public hearing and ordinance passed. Gens stated the water, sanitary and storm sewer will need to be moved and the school has agreed to pay for all costs associated with moving utilities. After discussion it was the consensus of the Council to hold a public Hearing on Monday, March 2, 2015 at 6pm in the Council Chambers to obtain feedback on the vacation of the street. Wolfington stated abandoning the street is contingent on the success of the referendum.

Chief Hodge presented the 2014 Annual Police Report.

Wolfington informed the Council on January 21, 2015 Mayor Kittelson signed a proclamation declaring a local emergency. The business at 1226 Atlantic Avenue experienced broken water pipes that flooded the basement, which in turn caused water damage to the neighboring businesses basements. The proclamation was to stop the flooding, and to protect the health and safety of the neighboring property owners and leasers. City crews along with EnviroDyne spent many hours pumping the water from the basement.

Councilmember Heinzig offered the following resolution:

**RESOLUTION TO ORDER REPAIR OF HAZARDOUS CONDITIONS
(RESOLUTION 2015-04)**

WHEREAS, the City Council has heard the report of the Public Works Director regarding the property located at 1226 Atlantic Ave. in Benson, Minnesota, legally described as Part of Lot 10 Block 21 beginning at the southeast corner of lot 10; thence westerly 20 feet 10.5 inches; thence northerly 52 feet; thence easterly 4 inches; thence northerly 7 feet 4 inches; thence easterly 1 foot 4 inches; thence northerly 14 feet 3 inches; thence westerly 5 feet 6 inches; thence northerly 56 feet 3 inches; thence easterly 10 feet 10.5 inches to the northeast corner of lot 10; thence southerly 130 feet to the point of beginning; Original Townsite of the City of Benson, Swift County, Minnesota,

WHEREAS, the City Council has determined, based on said report, that the building was damaged by flood and conditions currently exist in the building on the above described property which make said building dangerous or substandard,

NOW THEREFORE, pursuant to Chapter 97 of the City of Benson Code of Ordinances and Minnesota Statutes, chapter 463, The City Council of the City of Benson, Minnesota resolves:

1. That the building located on the above described property is a dangerous or substandard building according to the definitions provided by the City of Benson Code of Ordinances, chapter 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions on the above described property be served upon the owners and tenants of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.

That along with said order, the owners, tenants and any lienholders of the above described property will be served with notice of a hearing at which the Council will consider any evidence offered by the person or persons having any estate or interest in the above described structure.

Council Member Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-04 duly passed and adopted.

Councilmember Heinzig offered the following resolution:

**RESOLUTION TO ORDER REPAIR OF HAZARDOUS CONDITIONS
(RESOLUTION 2015-05)**

WHEREAS, the City Council has heard the report of the Public Works Director regarding the property located at 1228 Atlantic Ave. in Benson, Minnesota, legally described as The East Half of Lot 11, Block 21 beginning at the southwest corner of lot 10; thence easterly 4 feet 1.5 inches; thence northerly 52 feet; thence easterly 4 feet 2 inches; thence northerly 7 feet 4 inches; thence easterly 1 foot 4 inches; thence northerly 14 feet 3 inches; thence westerly 5 feet 6 inches; thence northerly 56 feet 3 inches; thence westerly 4 feet 1.5 inches to the Northwest corner of Lot 10; thence southerly 130 feet to the point of beginning; Original Townsite of the City of Benson, Swift County, Minnesota,

WHEREAS, the City Council has determined, based on said report, that the building was damaged by flood and conditions currently exist in the building on the above described property which make said building dangerous or substandard,

NOW THEREFORE, pursuant to Chapter 97 of the City of Benson Code of Ordinances and Minnesota Statutes, chapter 463, The City Council of the City of Benson, Minnesota resolves:

1. That the building located on the above described property is a dangerous or substandard building according to the definitions provided by the City of Benson Code of Ordinances, chapter 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions on the above described property be served upon the owners and tenants of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.

That along with said order, the owners, tenants and any lienholders of the above described property will be served with notice of a hearing at which the Council will consider any evidence offered by the person or persons having any estate or interest in the above described structure.

Council Member Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-05 duly passed and adopted.

Wolfington discussed a letter from Ted Nelson from Prairie Five Community Action Council in Montevideo. He declined our request for dispatching services for the Heartland Express, but was interested in a possible future merger of the Heartland Express with Prairie Five Rides.

It was moved by Fugleberg, seconded by Evenson and carried unanimously to approve the Minnesota Municipal Utilities Association member dues in the amount of \$5,613.00.

Gens presented his public works report for February.

Wolfington explained the discovery of the sewer pipe from 22nd Street South west to the Wastewater plant was obstructed by tree roots, and the circa 1930 clay pipe is in disrepair hindering proper wastewater flow. EnviroDyne assisted City crews in clearing the blockages with little progress. This wastewater line collects 70% of the City's sewage. It was the City Manager's recommendation to

proceed with replacing the pipe. It was moved by Evenson, seconded by Heinzig and carried unanimously to authorize LandTeam to prepare the plans and specs for bidding this project.

Gens presented a Capital purchase request of a Bobcat skid steer for the line crew. After discussion it was move by Evenson, seconded by Heinzig and carried unanimously to approve the purchase of a T4 Bobcat Skid Steer Loader in the amount of \$39,522.70.

Next Gens presented a Capital request for a broom attachment for the Street Department bobcat. He said this is not in the 2015 budget but will be a great help with snow removal and construction clean up. It was moved by Fugleberg, seconded by Heinzig and carried unanimously to approve the purchase of an 84" Angle Broom attachment in the amount of \$4,620.80.

Next Jeff Becthold from MRES approached the Council and explained it is an OSHA requirement for all electric utilities to conduct an ARC Flash assessment. Our linemen already have the ARC flash protective clothing. This study and all necessary equipment must be in place by April 1, 2015. After discussion it was moved by Fugleberg, seconded by Heinzig and carried unanimously to approve DGR to conduct an ARC Flash Assessment for the Benson Electric Utility.

Wolfington reviewed the Benson rail study paid for by the County and City conducted by Stantec Engineers. The study looks at several options such as an overpass over the train tracks, to options for reconstructing Gusty's road, technology tablets for emergency vehicles, and quad gates and changing the 12th & 13th Street crossings to one way, one lane traffic routes. Wolfington said he would have proposed actions at the next Council meeting.

Councilmember Heinzig offered the following Resolution:

**POLICE OFFICER DECLARATION
(RESOLUTION NO. 2015-06)**

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 Ashley Stavish 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.

Council Member Fugleberg seconded the foregoing Resolution and the following vote was recorded: AYES: Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-06 duly passed and adopted.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve a revised Liquor Store Cleaning contract and increasing the payment from \$725 to \$825 per month.

Next it was noted the compressor on the beer cooler at the liquor store is going out. After discussion it was moved by Evenson, seconded by Heinzig and carried unanimously to approve a new compressor for the beer cooler in the amount of \$5,264.

There being no other business, a motion was made by Evenson, seconded by Heinzig and carried unanimously to adjourn the meeting at 6:32 p.m.

Mayor

City Clerk

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**MINUTES - BENSON PLANNING COMMISSION - REGULAR MEETING
JANUARY 5, 2015 AT 12:00 NOON**

Members Present: Sue Fitz, Jerry Johannessen, Ron Laycock, Lyle Popma, Kathy Polzin, Tara Ulmaniec, Mark Schreck

Members Absent: None

Also Present: City Manager Rob Wolfington and Building Official Mike Jacobson

The meeting was called to order at 12:01 p.m. by Chairman Laycock.

It was moved by Fitz, and seconded by Polzin to approve the December 1, 2014 Planning Commission Minutes.

Blight Ordinance

Rob reviewed the proposed revised Blighted Property Ordinance with the Commission. He stated they held a public meeting, and had a few citizens there that were against the proposed ordinance. The Council held the comment period open through 12/31/14. Rob asked for a recommendation to the City Council on this proposed ordinance. There was discussion on the citation process, and the difficulty in the ability to enforce the fine. Building Official Mike Jacobson said the City of Morris found the only enforceable issues are health and safety issues. Polzin made a motion, with a second by Schreck to approve the amended Blighted Property Ordinance. The following vote was recorded: AYES: Johannessen, Schreck, Polzin, Laycock. NAYS: Ulmaniec, Fitz, Popma. The motion passed and recommendation will be given to the City Council.

Helipad

Rob presented a map of the medical helipad to the Commission. The map will be going to the FFA for approval. Trees have been removed in preparation and the underground electric will go in this spring. The helipad will go into the City Zoning Ordinance.

City Committee Reorganization

This item is postponed to a later meeting.

Round Table Discussion

Rob presented a report by MnDOT on Improvements to Highway-Rail Grade Crossings and Rail Safety which refers to the impacts of oil trains and crossing safety at at-grade crossings. He stated there are 202 crossing on 3 routes that need to be fixed. Benson's crossings are in the top 15 based on MnDOT's criteria. Rob said last summer they asked Stantec to conduct a rail study for the City which is nearly complete. There was discussion on the report.

It was moved by Schreck, seconded by Polzin and carried unanimously to adjourn the meeting at 1:04 p.m.

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EDA Meeting January 15, 2015

Members Present: Rick Horecka, Pat Hawley, Jon Buyck, Mike Fugleberg, Paul Estenson & Paul Kittelson
Members Absent: Leroy Noreen & Rob Wolfington
Also Present: Asst. City Attorney Ben Wilcox, Belinda Sanders, Jack Evenson, Jesse Hughes, City Director of Finance Glen Pederson & City Public Works Director Dan Gens.

Chairman Estenson called the meeting to order at 12:04 p.m.

It was moved by Kittelson, seconded by Fugleberg and carried unanimously to approve the November 20, 2014 EDA minutes.

Sr. Housing Update

Wilcox said there are two sights of interest for the Sr. Housing project. There is a feasibility study being done, and architects are in town to work on renderings of how the facility could look at each site.

JAX Loan

Jack Evenson approached the Commission, stating his business was slow and asked for a reduction of his monthly payment. He proposed for the next 6 months, he pay only the interest and no principal. Wilcox said the Coop Credit Union is working with Jack. He also said by not paying any principal, it will raise his balloon payment amount. Wilcox presented a draft of his loan modification to the Commission. It was moved by Horecka to modify Jack's loan payment to interest only for six months beginning February 1, 2015 in the amount of \$99.39, the motion was seconded by Hawley and carried unanimously.

Jesse Hughes came to the Commission stating he and Duaine Flanders would like to purchase a building downtown. The current owner has an EDA loan, and he was wondering if he could just assume the loan. It was agreed Mr. Hughes should see the City Manager and fill out paperwork to officially apply to assume the loan.

Todd Staton stopped into City Hall. He stated he missed the January 2015 payment, but will be back on track in February.

MNDOT Rail Crossing Study

Kittelson said MnDOT has done a study of the rail crossings in the state and showed Benson has high risk crossings. A possible safety recommendation could be paving Gusty's road. Kittelson said he and Rob will be visiting with legislators on this issue at the Coalition of Greater Minnesota Cities (CGMC) legislative action day on January 28, 2015.

Meeting with Legislature on EDA Funds

There will be a meeting with the legislature to get clarification on what the current economic development funds can and cannot be used for. There is a proposal to take all economic development funds from around the state and require cities to apply for the funds for any loans applied for through the EDA.

The Board reviewed the Loan Profile. Horecka asked if the small cities grant earnings are available for reinvesting into businesses. Pederson said yes.

Gens approached the Commission to visit on the assisted living project. He stated the two sites being looked at are the easterly land of the Hawleywood development and Captain Eaton Park which is north of the high school football practice field. There is a feasibility study being done. The price of the study will be \$7,000 (\$3,500 for each site). Gens asked the EDA on behalf of Rob Wolfington if they would consider funding the feasibility study. After discussion, it was moved by Horecka, seconded by Buyck to pay the cost of the feasibility study up to \$7,000. The following vote was recorded: AYES: Paul Kittelson, Rick Horecka, Jon Buyck, Mike Fugleberg, Paul Estenson. NAYS: None. ABSTAIN: Pat Hawley. The motion carried.

There being no other business, Kittelson made a motion, seconded by Buyck and carried unanimously to adjourn the meeting at 1:13 p.m.

Chairman

Attest: _____
Secretary

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> • 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 (nonrefundable) If the application is postmarked or received 30 days or more before the event, the application fee is \$50 ; otherwise the fee is \$100 .
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Organization Information

Organization Name: <i>NWTF Swift County Gobblers</i>	Previous Gambling Permit Number: <i>X-92184-14-006</i>
Minnesota Tax ID Number, if any:	Federal Employer ID Number (FEIN), if any:

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Mailing Address: <i>525- 50th St. NW.</i>	City: <i>Benson</i>	State and Zip: <i>Mn. 56215</i>	County: <i>Swift</i>
Name of Chief Executive Officer (CEO): <i>Justin Sanders</i>	Daytime Phone: <i>320-760-2846</i>	Email:	

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:
 Minnesota Secretary of State
 Business Services Division
 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. an 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 Bowler

Address (do not use PO box): <i>2205 Mn. Ave</i>	City or Township: <i>Benson</i>	Zip Code: <i>56215</i>	County: <i>Swift</i>
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Date(s) of activity (for raffles, indicate the date of the drawing):
April 10 2015

Check each type of gambling activity that your organization will conduct:

Bingo*
 Paddlewheels*
 Pull-Tabs*
 Tipboards*
 Raffle (total value of raffle prizes awarded for the year: \$ 5,000)

*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.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>Local unit of government must sign.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>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 Minn. Statutes, section 349.166.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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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: *Justin Sanders* Date: 2/9/15

Print Name: Justin Sanders

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 (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. 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.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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 Depart-

ment 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.

February 6, 2015

Mayor Kittelson, City Council Members, City Manager Wolfington:

The Benson Fire Department has received a Class 3 rating from the Insurance Services Office (ISO), which provides underwriting and risk management data to insurance companies, putting it in the top few percentile of fire departments across the country that have been reviewed by the company.

ISO has performed reviews of almost 49,010 professional and volunteer fire departments in the United States. The company evaluates fire departments communications, fire flows, equipment, staffing and training and uses that information to create a Public Protection.

Fire departments are ranked from 1-10, with 1 being the best and 10 being no protection at all. The lower the rating, the lower fire insurance costs homeowners in a given area.

Homeowners in the Benson Fire District may see some savings in their homeowners insurance with the fire company's improved ISO rating. Residents should contact their insurance agent and ask whether the new ISO rating has been taken into consideration. Other factors like the age or construction of a home go into it, so it's not a guarantee.

The Class 3 rating that the Benson Fire Department received this year is an impressive feat, especially for an all-volunteer department. Out of 49,000 fire departments, including paid fire departments, Benson ranked among the top 4%.

According to ISO, there are 2,410 Class 3 fire departments in the country. There are 750 fire departments ranked Class 2 and 60 ranked Class 1.

ISO approached the Benson Fire Department about a new evaluation in August of 2014. The evaluation process took a few months. Benson received credit for maintaining three engine companies, a ladder company and a rescue company. Its pump capacity is rated excellent.

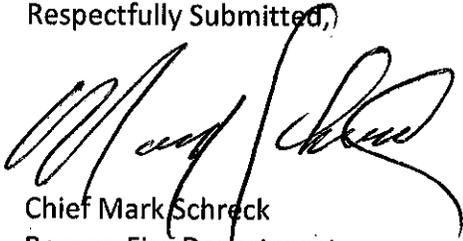
The average response time to a fire in Benson is under three minutes according to ISO. The fire company sees an average response of 20 firefighters per call.

Firefighters from Clontarf, Danvers and DeGraff also respond to fires along with the Benson Fire Department as part of automatic aid plans. The fire department received credit for those plans, as well as its communications system and dispatch. Dispatch service is provided by the Swift County Sheriff's Department.

A lot of credit goes to our Mayor, City Council and City Manager who have provided the necessary funding for equipment and training. A big thank you to the water department personnel for a reliable water system.

The Benson Fire Department has 27 members who can be relied upon to respond. Having a group of reliable volunteers is very important for a fire department. We are very fortunate here. We have a group of people who are willing to volunteer and come out every time and put it on the line.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Mark Schreck', written in a cursive style.

Chief Mark Schreck
Benson Fire Department

Class three refers to Insurance Service Organization (ISO) ratings. The ratings are numerically categorized from one through ten. A rating of Class "1" is the highest rating a fire department can receive. The following information lists the requirements that have been met by the B.F.D, which has enabled them to qualify for a class three rating.

Major Elements:

-  A review of the communications and dispatch facilities.
-  A review of the water supply and distribution system.
-  A review of the fire department.
-  Awards a community wide grade that is combined from the three above.

Essential elements a fire department must have to receive a Class "3" rating:

-  Fire Department must have pumper capacity to suppress a fire in any building in the community.
-  Fire Department must have a 24 hour central dispatch for contacting all firefighters on duty via pagers.
-  Must have fully equipped reserve apparatus.
-  Annual tests must be conducted on pumper trucks, hoses, and hydrants.
-  A minimum number of firefighters must be active in the department and respond to alarms.
-  Firefighter training must greatly exceed minimum standards.
-  The fire department must be able to receive assistance from neighboring departments.
-  The department and community must have a definitive, reliable, and pressurized water supply.
-  Must perform annual fire code building inspections.

To receive an ISO rating the following must apply:

-  Must be an established and organized fire department.
 -  Legal responsibility for fire suppression in a defined area within specific boundaries.
 -  At least four firefighters must be present at all scenes.
 -  Two hours of training must be provided to members bi-monthly.
 -  Each firefighter must have a personal pager to be made aware of fire calls.
 -  Fire vehicles and equipment must meet standard codes specified by the NFPA.
 -  Equipment and vehicles must be centralized and kept indoors.
-

How do ISO PPC ratings affect insurance premiums?

Representative insurance premiums		
Fire Class	\$150,000 residence	\$1,000,000 office building
1	\$670	\$2,950
2	\$670	\$2,980
3	\$670	\$3,020
4	\$670	\$3,040
5	\$670	\$3,060
6	\$670	\$3,120
7	\$670	\$3,230
8	\$777	\$3,330
9	\$972	\$3,440
10	\$1,072	\$3,710

The table above shows how the premiums would vary for some typical structures under a couple of insurance companies' current rating schedules. Keep in mind though that every insurance company sets its own rates. While these figures are reasonably representative of how much difference the fire rating can make in an insurance buyer's premiums, the amounts and percentages of the premium credits for the various fire classes will vary among insurance companies.

Here are some points to note:

-  In this schedule, no additional credit is given on residential property for a fire class better than 7. The reason has largely to do with the role that water supply plays in the ratings. Having a better water supply helps in fighting fires in larger commercial structures, and therefore is reflected in a better rating. But for most residential fires a lesser water supply is actually needed, and having more than that available really doesn't help the fire department fight that particular residential fire any better. There's some variation among insurance companies (e.g., some might allow additional credit for class 6, others might lump classes 7 and 8 together for rating purposes, etc.) but this general pattern is fairly typical for residential premium structures.
-  Not all insurance companies use the ISO PPC classifications. This is especially true for residential coverage. Some companies have their own rating systems based on their own historical loss data for the area rather than on an evaluation of the fire protection in the area. Other insurance companies use their own systems for rating the fire protection for a particular property; a company might classify properties based on the individual property's distance from a fire station and water supply, for example.

The Insurance Services Office (ISO) is a for profit monopoly that is authorized by 48 state legislatures to rate community fire defenses. They sell the collected data to the insurance industry for the purposes of establishing insurance rates. The ISO audit is a totally open book test. The ISO rating sets commercial, contents, homeowner, crop and rental insurance rates.

What factors are the PPC ratings based on?

ISO's PPC system has been in use since the early 1900's, and has been continuously modified and refined over that time. The Fire Suppression Rating Schedule (FSRS) looks at a great deal of specific information about the fire department, the water supply, and the types of property in the community, and uses a fairly complex process to evaluate that information. In general though, here are the factors the PPC system looks at.

-  *Water supply* is the most important single factor, and accounts for 40% of the total rating. The FSRS compares the water supply available at representative areas of the community with the amount needed to fight a fire in the types of buildings there are at that location. In addition, there are some specific minimum requirements for specific classes; to be Class 8 or higher, for example, the city must have the water supply and equipment to deliver at least 250 gallons per minute for at least two hours.
-  Fire equipment accounts for 26% of the rating. Again, there are both some specific minimum equipment requirements, and additional equipment standards based on the numbers and types of structures in the community. Regular testing of the equipment is also a factor. (Incidentally, the ISO rating system does not have a maximum age for fire trucks. but instead focuses on the equipment's capabilities.
-  Personnel accounts for 24% of the rating. 15% of that is based on the numbers of firefighters available for the initial response and how quickly the firefighters can respond. The other 9% reflects the initial and ongoing training the firefighters receive.
-  The alarm and paging system accounts for the remaining 10% of the rating.

The grading audit simply measures compliance to the national minimum standards in the respective areas. Examples of questions asked are: Can a caller find the fire department phone number in the phonebook? Does the water system match the needed fire flow requirements of the buildings in the department? Are your ladders long enough to reach the buildings you protect? Do you test your fire hydrants? Are your fire stations properly located? Are there enough hydrants in the right areas? Do you have the correct mix of fire apparatus?

2014
FIRE REPORT
BENSON FIRE DEPARTMENT

INTRODUCTION

The 2014 Fire Department Report from the City of Benson to the areas under contract for fire protection is included in the following pages. The first page is titled *2014 Annual Fire Department Report* showing the Benson Fire Department financials from 2005 - 2014, and projections for 2015. The 2005 - 2014 figures (with the exception of capital outlay) are the actual expenditures by the City of Benson in those calendar years. The 2014 figure is our year still subject to audit and the 2015 figures are projections. The second page titled *Fire Calls January 1, 2014 - December 31, 2014* is a breakdown of the fire and rescue squad calls that were made by the Benson Fire Department.

The second portion of the report is a copy of the Benson Fire Department's Annual Report as it is prepared for the Benson City Council.

BENSON FIRE DEPARTMENT FINANCIALS 2005 - 2014
NOTE: CAPITAL OUTLAY ADJUSTED TO TEN YEAR AVERAGES

COSTS	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Projected	TOTAL	AVERAGE
											2015		
Firemen's Compensation	\$39,114	\$46,467	\$53,991	\$47,861	\$52,337	\$40,034	\$43,738	\$46,054	\$56,500	\$42,709	\$48,000	\$516,805	\$46,982
Training	\$4,017	\$5,233	\$5,448	\$9,875	\$4,225	\$6,228	\$8,241	\$5,583	\$6,000	\$5,735	\$6,200	\$66,785	\$6,071
Insurance	\$15,020	\$14,117	\$16,565	\$15,837	\$16,046	\$18,363	\$19,522	\$19,246	\$20,300	\$15,664	\$6,500	\$177,180	\$16,107
Utilities	\$18,358	\$17,579	\$19,353	\$18,393	\$17,747	\$17,446	\$16,981	\$15,953	\$18,750	\$17,863	\$18,200	\$196,623	\$17,875
Operations & Maintenance	\$17,572	\$19,853	\$26,181	\$26,046	\$32,979	\$32,733	\$64,613	\$30,283	\$28,250	\$23,200	\$26,850	\$328,560	\$29,869
Capital Outlay	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$21,450	\$235,950	\$21,450
TOTAL COST	\$115,531	\$124,699	\$142,988	\$139,462	\$144,784	\$136,254	\$174,545	\$138,569	\$151,250	\$126,621	\$127,200	\$1,521,903	\$138,354
REVENUES													
Township Contracts	\$40,039	\$41,425	\$43,495	\$45,670	\$49,096	\$52,778	\$55,361	\$58,131	\$61,000	\$61,669	\$63,550	\$572,214	\$52,019
Fire & Rescue Calls	\$14,480	\$18,625	\$25,995	\$21,275	\$49,702	\$20,397	\$23,357	\$49,357	\$25,500	\$28,502	\$22,000	\$299,190	\$27,199
TOTAL REVENUES	\$54,519	\$60,050	\$69,490	\$66,945	\$98,798	\$73,175	\$78,718	\$107,488	\$86,500	\$90,171	\$85,550	\$871,404	\$79,219
% of Total Adjusted Costs	47.2	48.2	48.6	48	68.2	53.7	45.1	77.6	57.2	71.2	67.3	57.3	57.3
MUNICIPAL CONTRIBUTION	\$61,012	\$64,649	\$73,498	\$72,517	\$45,986	\$63,079	\$95,827	\$31,081	\$64,750	\$36,450	\$41,650	\$650,499	\$59,135
% of Total Adjusted Costs	52.8	51.8	51.4	52	31.8	46.3	54.9	22.4	42.8	28.8	32.7	42.7	42.7

BENSON FIRE CALLS FOR 2005 - 2014 & PROJECTIONS FOR 2015

FIRE CALLS	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Projected	TOTAL	AVERAGE
											2015		
Rural Fire Calls	32	22	33	22	20	10	12	26	23	17	217	20	
Rural Rescue Calls	8	16	19	4	13	8	3	4	9	5	89	8	
City Fire Calls	26	26	43	25	29	29	33	30	33	22	296	27	
City Rescue Calls	2	3	5	5	5	1	2	2	2	3	30	3	
TOTAL CALLS	68	67	100	56	67	48	50	62	67	47	632	58	
Rural % of Calls	58.8	56.7	52.0	46.4	49.3	37.5	30.0	48.4	47.8	46.8	48.4	48.3	
City % of Calls	41.2	43.3	48.0	53.6	50.7	62.5	70	51.6	52.2	53.2	51.6	51.7	

GOVERNMENTAL UNIT	Sections	Percent	Present	Proposed Contracts		
			Contract	2015	2016	2016
BENSON	36	100.0	\$7,150	\$7,365	\$7,585	\$7,813
CAMP LAKE	33	91.7	\$5,348	\$5,508	\$5,674	\$5,844
CASHEL	36	100.0	\$6,010	\$6,190	\$6,376	\$6,567
CLONTARF	1.5	4.2	\$3,515	\$3,620	\$3,729	\$3,841
GRACE	13	36.1	\$2,136	\$2,200	\$2,266	\$2,334
KILDARE	23.75	66.0	\$4,231	\$4,358	\$4,489	\$4,623
LANGHEI	18	50.0	\$2,875	\$2,961	\$3,050	\$3,142
ROLLING FORKS	12.5	34.7	\$1,859	\$1,915	\$1,972	\$2,031
SIX MILE GROVE	19.5	54.2	\$8,077	\$8,319	\$8,569	\$8,826
SWENODA	22	61.1	\$3,633	\$3,742	\$3,854	\$3,970
TORNING	36	100.0	\$16,839	\$17,344	\$17,864	\$18,400
TOTAL TOWNSHIPS	251.25	69.8	\$61,673	\$63,523	\$65,429	\$67,392

FIRE CALLS
JANUARY 1, 2014 - December 31, 2014

Township Calls	Calls	Calls Not Billed	Calls Billed	Calls Paid	Amount Billed	Amount Paid
Benson Twp	1	0	1	1	\$750.00	\$750.00
Camp Lake	2	0	2	2	\$1,850.00	\$1,850.00
Cashel	3	0	3	3	\$2,250.00	\$2,250.00
Clontarf Twp	0	0	0	0	\$0.00	\$0.00
Grace	0	0	0	0	\$0.00	\$0.00
Kildare	1	1	0	0	\$0.00	\$0.00
Langhei	0	0	0	0	\$0.00	\$0.00
Rolling Forks	0	0	0	0	\$0.00	\$0.00
Six-Mile Grove	0	0	0	0	\$0.00	\$0.00
Swenoda	0	0	0	0	\$0.00	\$0.00
Torning	8	3	5	4	\$3,775.00	\$3,025.00
Mutual Aid	2	2	0	0	\$0.00	\$0.00
Rescue Calls	5	2	3	2	\$1,952.00	\$1,262.00
TOTAL RURAL	22	8	14	12	\$10,577.00	\$9,137.00
City Calls	Calls	Calls Not Billed	Calls Billed	Calls Paid	Amount Billed	Amount Paid
Fire Calls	21	7	14	11	\$9,800.00	\$8,300.00
Weather Watch	1	1	0	0	\$0.00	\$0.00
Rescue Calls	3	2	1	0	\$136.75	\$0.00
TOTAL CITY	25	10	15	11	\$9,936.75	\$8,300.00
ALL FIRE/RESCUE CALLS RECORDED						
Rural Calls	22					
City Calls	25					
TOTAL	47					
Mutual Aid Requested of Us - 2 (Rural Fire)						
Mutual Aid We Requested - 0 (Rural Fire)						

**BENSON FIRE DEPARTMENT
ANNUAL REPORT**

JANUARY 1, 2014 - DECEMBER 31, 2014

**2014
ORGANIZATIONAL CHART**

CHIEF: Mark Schreck

1st ASST. CHIEF: Rob Lee

2nd ASST. CHIEF: Tom Ascheman

CAPTAIN: Dave Vollan

LIEUTENANT: Robert Hoberg

SECRETARY: Jeff Reuss

2014 BENSON FIRE DEPT. MEMBERSHIP

MEMBER	notes	% OF Calls	% OF DRILLS	% OF Meetings	START DATE	YEARS OF SERVICE	ADDRESS	HOME	WORK	EMPLOYER
Tom Ascheman		79%	96%	92%	6/3/1998	17	145 - 20th Ave SE	843-3961	843-2380	Tom's Service
Steve Benson		83%	92%	100%	6/3/1998	17	625 - 7th St. N.	843-4761	843-4813	CVEC
Jeff DeHaan*		38%	75%	92%	10/13/1993	25	400 - Sanford Rd.	843-3839	320-208-7020	State of Minnesota
Adam Golden		34%	71%	83%	3/19/2014	9 mo	1815 Denfield Drive	952-255-8211	843-9013	FibroMinn
Brent Hill		83%	83%	83%	9/7/1988	26	613 - 11th St. S.	843-3823	320-214-5446	Mills Auto Center
Mike Hill		57%	83%	92%	10/4/2006	8	616 - 10th St. S.	843-3823	320-287-1171	Swift County Implement
Bob Hoberg		53%	92%	92%	11/6/2002	12	435 - Hwy 12 SW	842-3117	843-4150	Agralite Electric Co-op.
Russell Kalthoff	1	26%	38%	58%	12/3/2008	6	110 7th St. N., Danvers	567-2123	843-5714	CNH
Paul Larson		51%	67%	67%	5/2/2012	3	1002 12 st N	221-0199	221-0199	Benson Police Dept.
Rob Lee		79%	83%	83%	11/6/2002	12	615 - 10th St. N.	843-4832	842-4267	Swift County
Matt Mattheisen*		51%	88%	100%	5/1/1996	19	905 - 11th St. S.	842-4450	842-7221	DoMat's
Randy McLean		62%	96%	92%	12/3/2008	6	1745 Stone Ave	701-228-4332	843-4150	Agralite Electric Co-op.
Brad Pecora	5	19%	17%	25%	1/1/2010	4	709 - 11th St. S.	314-8053	360-2749	FibroMinn
Mark Plumhoff		89%	96%	92%	11/6/2002	12	215 - 15th St. N.	843-4606	843-4813	CVEC
Jeff Reuss*		51%	83%	100%	1/3/2001	17	512 19th Street North	320-808-8196	320-208-7021	State of Minnesota
Sean Roeman		74%	67%	100%	1/1/2011	3	608- 14th St. S.	297-0338		CVEC
Jeremy Schauer		62%	79%	92%	10/6/2004	10	605 - 10th St. S.	842-5904	843-4150	Agralite Electric Co-op
Mark Schreck		64%	88%	92%	1/6/1981	34	707 - 19th St. S.	843-4126	842-7561	Benson Body Shop, Inc.
Kaleb Schwendemann		49%	100%	100%	10/3/2012	2	204 12 st N	805-0060		Edens Green
Jeff Shea		70%	83%	92%	8/7/1996	18	702 - 15th St. N.	843-4374	843-2356	Swift County
Wayne Thompson	2	34%	63%	58%	12/1/2010	4	130- Armagh St. Clontarf	843-3072		CNH
Dave Tolifson		49%	79%	75%	1/6/2010	5	595- Pacific Ave.	843-4988		Agralite Electric Co-op
Eric Tolifson		74%	96%	100%	10/4/2006	8	701 - Pacific Ave.	843-3335		Willmar Aviation
Mike Touhey		70%	83%	83%	9/4/1985	29	607 - 10th St. S.	843-3579	843-4636	Loen Electric, Inc.
Dave Vollan		68%	96%	92%	3/3/1993	22	110 - 30th Ave NE	843-4804	842-5261	Swift County
Eric Whalberg		70%	88%	100%	3/11/2014	9 mo	1720 Nevada Ave	320-226-0311	842-7221	DoMat's
Pat Winters		70%	88%	83%	4/7/1993	22	907 - 10th St. N.	843-4849	843-4932	CNH
Eric Ziegler	1	34%	58%	92%	3/11/2014	9 mo	105 7th St. N, Danvers	567-2214		Spec Systems
* Denotes Interrupted years of service										
1< Part Time d=from Danvers FD, 2<Part Time from Clontarf FD, 3<Leave of Absence, 4<Retired, 5<Resigned,										

COMPARISON OF CALLS

YEAR	FIRE CALLS		RESCUE CALLS		MUTUAL AID		TOTAL
	CITY	RURAL	CITY	RURAL	*R	**W R	
1987	14	45					59
1988	25	41					66
1989	22	38					60
1990	13	23					36
1991	11	19					30
1992	30	23					53
1993	27	14	0	4			45
1994	35	17	1	14			67
1995	33	17	1	5			56
1996	36	21	3	9			69
1997	21	28	0	7			56
1998	19	13	2	6			40
1999	21	20	3	13	5		62
2000	25	33	1	7	2		68
2001	26	18	1	8	8		61
2002	26	33	3	4	2		68
2003	18	32	1	15	7		73
2004	13	19	7	4	9		52
2005	26	28	2	8	4		68
2006	26	15	3	16	7		67
2007	43	20	5	19	13		100
2008	25	16	5	4	6		56
2009	29	16	5	13	4		67
2010	29	8	1	8	2		48
2011	27	15	2	2	4		50
2012	29	23	2	4	3	1	62
2013	32	20	2	10	1	2	67
2014	22	15	3	5	2	0	47

*R – Requested of Us

**WR – We Requested

BENSON FIRE DEPARTMENT ANNUAL REPORT

January 1, 2014 - December 31, 2014

Monthly Meeting Attendance	86%
Amount Paid for Meetings	\$3,392.12
Monthly Drill Attendance.....	79%
Amount Paid for Drills	\$12,869.01
Officers Pay	\$7300.00
Yearly Fire Call Attendance ..	59%
Amount Paid for Fire Calls....	<u>\$10,907.78</u>
TOTAL PAY	\$34,468.91

CALLS

January 1, 2014 - December 31, 2014

Alarms - System Malfunctions	14
Vehicle.....	2
Investigate & Weather Watch.....	1
Gas Leaks	3
Co Detectors	1
Commercial	4
Grass ..	5
Structure Fires.....	6
Rescue	9
Mutual Aid.....	<u>2</u>
TOTAL	47

	Calls	Man Hours	Cost
Rural Fires	15	145	\$1,798.17
City Fires	22	234	\$2,890.73
Rural Rescue	5	80	\$990.40
City Rescue	3	12	\$142.37
Mutual Aid	2	68	\$841.84



W
2/3/15

4B Eves Drive, Suite 200
P.O. Box 961
Marlton, NJ 08053-3112

t 1.800.444.4554 Opt. 2
f 1.800.777.3929

file
PC next
msg Feb 17

January 26, 2015

Mr. Rob Wolfington, Manager
Benson
1410 Kansas Avenue
Benson, Minnesota, 55215

RE: Benson, Swift County, Minnesota
Public Protection Classification: 03 
Effective Date: May 01, 2015

Dear Mr. Rob Wolfington,

We wish to thank you Mr. Dan Gens and Mr. Mark Schreck for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

Enclosed is a summary of the ISO analysis of your fire suppression services. If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes or questions, please call customer service at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Dominic Santanna

Dominic Santanna
Manager - National Processing Center

Encl.

cc: Mr. Dan Gens, Director of Public Works, Benson Water Department
Mr. Mark Schreck, Chief, Benson Fire Department
Ms. Marlene Giese, Director, Swift County Sheriff Dispatch

Public Protection Classification Summary Report

Benson FDS

MINNESOTA

Prepared by

**Insurance Services Office, Inc.
4B Eves Drive, Suite 200
P.O. Box 961
Marlton, New Jersey 08053-3112
(856) 985-5600**

January 2015

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS™) and then a Public Protection Classification (PPC™) number is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a classification change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The Fire Suppression Rating Schedule (FSRS) recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's Public Protection Classification, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 48,000 fire protection areas across the United States using its Fire Suppression Rating Schedule (FSRS). A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC number. In order for a community to obtain a classification better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Public Protection Classification Number

The PPC number assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New Public Protection Classifications effective July 1, 2014

We're revising our Public Protection Classifications (PPC™) to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

Fire chiefs don't have to do anything at all. The revised classifications will change automatically effective July 1, 2014*.

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

*The new classifications do not apply in Texas.

Distribution of Public Protection Classification Numbers

The 2014 published countrywide distribution of communities by the Public Protection Classification number is as follows:



Assistance

The PPC program offers help to communities, fire departments and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

ISO Public Protection representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your PPC questions. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about ISO's Public Protection Classification program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special secured website with information and features that can help improve your ISO Public Protection Classification, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the Fire Suppression Rating Schedule and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

Public Protection Classification

ISO concluded its review of the fire suppression features being provided for Benson FDS. The resulting community classification is **Class 06/10**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX), the following applies:

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

Summary Evaluation Analysis

FIRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	2.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Receiving and Handling Fire Alarms	6.35	10
Fire Department		
513. Credit for Engine Companies	0.99	6
523. Credit for Reserve Pumpers	0.49	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.44	4
553. Credit for Reserve Ladder and Service Trucks	0.38	0.50
561. Credit for Deployment Analysis	2.56	10
571. Credit for Company Personnel	8.89	15
581. Credit for Training	1.95	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	23.70	50
Water Supply		
616. Credit for Supply System	5.30	30
621. Credit for Hydrants	2.72	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	15.02	40
Divergence	-1.97	--
1050. Community Risk Reduction	3.37	5.50
Total Credit	46.47	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.40	3
422. Credit for Telecommunicators	2.00	4
432. Credit for Dispatch Circuits	1.95	3
Item 440. Credit for Emergency Communications:	6.35	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	10.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	10.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p>	15.00	15
<p>Review of Emergency Reporting total:</p>	80.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that ninety percent of emergency alarm processing shall be completed within 60 seconds and ninety-nine percent of alarm processing shall be completed within 90 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	0.00	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	0.00	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	20.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	20.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	10.00	20
<p>Review of Telecommunicators total:</p>	50.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 1.95 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	0.99	6
523. Credit for Reserve Pumpers	0.49	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.44	4
553. Credit for Reserve Ladder and Service Trucks	0.38	0.5
561. Credit for Deployment Analysis	2.56	10
571. Credit for Company Personnel	8.89	15
581. Credit for Training	1.95	9
581. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	23.70	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **1 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 0.99 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.49 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **0 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 3.44 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.38 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 2.56 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **0.00 on-duty personnel** and an average of **16.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 8.89 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use</p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	0.00	35
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	7.50	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	7.00	12
<p>D. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	0.83	5
<p>E. Existing Driver and Operator Training</p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	1.25	5
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	1.00	1
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	3.33	5
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	0.72	12

Item 580 “Credit for Training (CT)” = 1.95 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	5.30	30
621. Credit for Hydrants	2.72	3
631. Credit for Inspection and Flow Testing	7.00	7
Item 640. Credit for Water Supply:	15.02	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 5.30 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 214 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	184
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	5
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	25
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.72 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 4.00 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 7.00 points

Divergence = -1.97

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.29	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.05	2.2
1044. Credit for Fire Investigation Programs (CIP)	1.03	1.1
Item 1050. Credit for Community Risk Reduction	3.37	5.50

Item 1025 – Credit for Fire Prevention Code and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	2.76	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	0.72	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	6.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	14.00	2
Review of Fire Prevention Code and Enforcement (CPCE) total:	1.29	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	0.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	19.03	30
Review of Public Safety Education Programs (CFSE) total:	1.05	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	4.80	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Prevention Code and Enforcement (CPCE) total:	1.03	20

Summary of Public Protection Classification Review

Completed by ISO

for

Benson FDS

FSRS Item	Earned Credit	Credit Available
Emergency Reporting		
414. Credit for Emergency Reporting	2.40	3
422. Credit for Telecommunicators	2.00	4
432. Credit for Dispatch Circuits	1.95	3
440. Credit for Receiving and Handling Fire Alarms	6.35	10
Fire Department		
513. Credit for Engine Companies	0.99	6
523. Credit for Reserve Pumpers	0.49	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.44	4
553. Credit for Reserve Ladder and Service Trucks	0.38	0.5
561. Credit for Deployment Analysis	2.56	10
571. Credit for Company Personnel	8.89	15
581. Credit for Training	1.95	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	23.70	50
Water Supply		
616. Credit for Supply System	5.30	30
621. Credit for Hydrants	2.72	3
631. Credit for Inspection and Flow Testing	7.00	7
640. Credit for Water Supply	15.02	40
Divergence	-1.97	--
1050. Community Risk Reduction	3.37	5.50
Total Credit	46.47	105.5

Final Community Classification = 06/10

INSURANCE SERVICES OFFICE, INC.
HYDRANT FLOW DATA SUMMARY

City Benson Fds

County Minnesota(Swift, Pope, Chippewa),

MINNESOTA

State (22)

Witnessed by: Insurance Services Office

Date: Nov 17, 2014

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$			PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED**		
1		140 30th Ave	Fire Department Supply	0	0	0	400	0	0	3000	400	Calculated Tanker Relay
2		185 30th Ave	Fire Department Supply	0	0	0	400	0	0	5000	400	Calculated Tanker Relay
2a		185 30th Ave	Fire Department Supply	0	0	0	400	0	0	3500	400	Calculated Tanker Relay
3		235 20th Ave NW	Fire Department Supply	0	0	0	400	0	0	4000	400	Calculated Tanker Relay
3a		235 20th Ave	Fire Department Supply	0	0	0	500	0	0	2500	500	Calculated Tanker Relay
4		SR 29	Fire Department Supply	0	0	0	400	0	0	3500	400	Calculated Tanker Relay
5		Hwy 9 near 30th Ave NE	Fire Department Supply	0	0	0	400	0	0	5000	400	Calculated Tanker Relay
5a		Hwy 9 near 30th Ave NE	Fire Department Supply	0	0	0	450	0	0	2000	450	Calculated Tanker Relay
6		Hwy 12	Fire Department Supply	0	0	0	600	0	0	500	600	Calculated Tanker Relay

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE NOT INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

City Council Members,

As volunteer representatives of the Benson Golf Club membership, we are coming before you to seek your assistance to improve the golf course clubhouse. As you know, the golf course, the clubhouse and all of the assets of the course are property of the City.

It has become very noticeable from the exterior that the building needs attention. The siding is well past its useful life, gutters are in disrepair and the windows are less than energy efficient. It has always been one of the golf board's objectives to keep membership dues as affordable as possible and accessible to as many as possible in the community. With that and the fact that our membership numbers have declined over the years, the golf board is unable to fund a renovation project to address the needs of the City-owned building.

As a board, we have been discussing the best way to address the needs of the clubhouse. After discussion with representatives of the City, it is our understanding that City staff has budgeted funds for the clubhouse project. We are also aware that this project will require the use of professional planning to insure the facility is not only renovated properly, but brought up to current code. Attached, please find our Golf Club Remodeling Goals list.

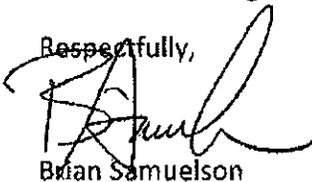
We have made contact with an architect, Andrew Bjur of Engan Associates in Willmar. After an initial meeting with Mr. Bjur, he indicated that his fee to put together a Master Plan for the clubhouse would be \$4,950, which includes the services of a structural engineer to determine if the building is stable, and if necessary, plans to stabilize the building.

The golf board has set up a committee to proceed with the planning and would appreciate if Glen Pederson and Mike Jacobson could also be involved in the planning of the project. We would also be open to other individuals that the Council would like to see involved.

In summary, we are asking for the Council to approve our request to enlist the professional planning services of Engan Associates, P.A. and their structural engineer at a cost not exceed \$4,950 to provide a Master Plan and structural determination of the City-owned clubhouse.

On behalf of the golf club membership and its board, we appreciate your consideration.

Respectfully,

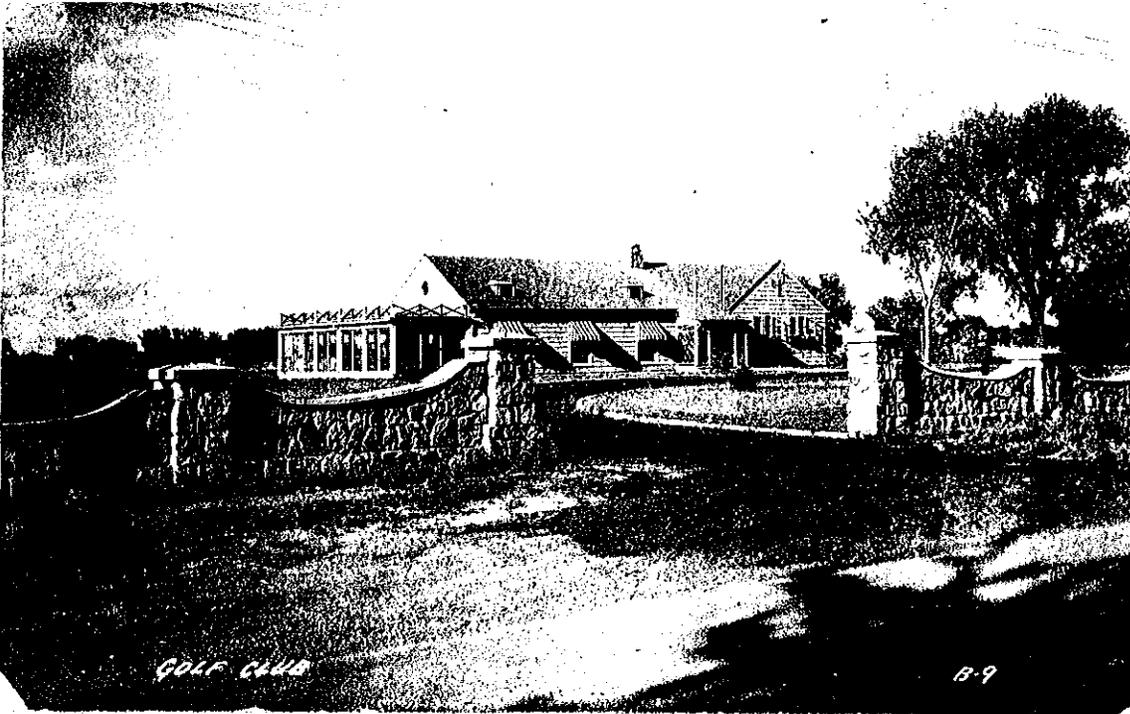
A handwritten signature in black ink, appearing to read "Brian Samuelson", written over the typed name.

Brian Samuelson

Benson Golf Board President

Golf Club Remodeling Goal: To make needed improvements and increase the energy and operational efficiencies of the facility while retaining its unique historical elements.

1. Inspect original building foundation and flooring.
2. Replace windows and doors as needed keeping in mind original building design.
3. Replace siding and consider spray foaming walls for added energy efficiency.
4. Evaluate ceiling insulation and ventilation. Consider eliminating attic storage.
5. Repair and tuck point historic stone wall to preserve this important asset.
6. Maintain formal dining room wooden beams
7. Install a gas fireplace insert to increase its energy efficiency and usability.
8. Consider moving the bar area closer to the kitchen for more efficient employee access.
9. Consider the existing bar, storage, and office areas to be opened up and relocate the restrooms to this area. (This is where the bathrooms and locker rooms were in the original design.) A small addition may be needed for proper sizing.
10. Consider reallocating the existing restroom area for much needed kitchen space. This would also free up storage space in the banquet room currently being used by the kitchen.
11. Evaluate current heating and cooling systems for more efficient alternatives.
12. Raise circle drive to help make south entrance handicap accessible. Look into automatic entrance doors.
13. Evaluate plumbing and sanitary sewer services for needed updates.
14. New carpet and flooring as needed.



ENGAN
ASSOCIATES, P.A.
ARCHITECTS
INTERIOR DESIGNERS



December 15, 2014

Glen Pederson
Benson City Hall
1410 Kansas Avenue
Benson, MN 56215

Re: Benson Golf Club Master Plan (P1873.01)

Dear Glen,

Thank you for the opportunity to re-submit a master plan study proposal for the Benson Golf Club.

My understanding is that the scope of the study has changed. The goals to date are to keep the kitchen in its current location and locate a new bar close to the kitchen for staff efficiency. New accessible restrooms will be located and kitchen storage space will be studied.

Master Plan

The project will focus on the kitchen and bar area but also look at code upgrades, an improved sense of entrance to the public, and other goals developed during the planning process. The result of the planning process will be a list of needs and goals for the renovation project, floor plans, and an opinion of probable cost of construction. With this information in hand, the Benson Golf Club can make a decision on how to proceed with the future use of the facility.

Architectural Fees

Architectural fees for this project will be \$4,000.00 for master planning.
This process includes 3 or less site meetings.

Please feel free to call or email me to discuss this. I can be reached at 320-235-0860 or Andrew.Bjur@Engan.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Bjur', with a long, sweeping underline that extends to the right.

Andrew Bjur, AIA, LEED AP, CID

Glen Pederson

From: Andrew Bjur <Andrew.Bjur@engan.com>
Sent: Monday, February 09, 2015 10:05 AM
To: Glen Pederson
Subject: Benson Golf Club Structural Review

Hi Glen

For a structural review of the existing golf clubhouse (focusing on the original building) a fee of: \$950.00 is proposed.

Structural Review of the Benson Golf Club – Pre-design

Scope:

- 1 site visit
- 1 written report of structural conditions
- 1 estimate of cost to repair or maintain structural conditions

Specific review items: The original building on the south side appears to be moving. The frame does not appear to be square.

Review if the building is stable or if stabilization needs to occur.

Let me know if this work is approved.

We will add it to the study of the bar area when this project is approved.

Respectfully

Andrew Bjur AIA, LEED AP, CID
Engan Associates PA Architects
311 4th St SW
Willmar MN 56201
320-214-8729 ex 204

General Capital Outlay Fund Budget

		Beginning Balances	Funding Sources	2015 Uses	Ending Balances	Reclass	Revised Balances
Administration	1	\$83,074	\$10,000	\$25,000	\$68,074	(\$50,000)	\$18,074
City Hall	2	\$80,194	\$10,000	\$10,000	\$80,194	(\$50,000)	\$30,194
Police Department		\$54,288	\$40,000	\$72,000	\$22,288		\$22,288
Fire Department		\$147,290	\$40,000	\$60,000	\$127,290		\$127,290
Street Department	3	\$109,269	\$900,000	\$895,000	\$114,269		\$114,269
Park Department	4	\$144,453	\$83,000	\$126,000	\$101,453	(\$50,000)	\$51,453
Golf Clubhouse	5	\$0	\$100,000	\$200,000	-\$100,000	\$100,000	\$0
Armory	6	\$17,185	\$220,000	\$300,000	-\$62,815	\$100,000	\$37,185
Public Transit		\$37,173	\$0	\$25,000	\$12,173		\$12,173
Airport	7	<u>\$106,819</u>	<u>\$90,050</u>	<u>\$75,000</u>	<u>\$121,869</u>	<u>(\$50,000)</u>	<u>\$71,869</u>
Total		\$779,745	\$1,493,050	\$1,788,000	\$484,795	\$0	\$484,795

- 1 Reclass \$50,000 to Clubhouse and Armory projects.
- 2 Reclass \$50,000 to Clubhouse and Armory projects.
- 3 \$600,000 bond proceeds and \$300,000 transfer from General Fund.
- 4 Reclass \$50,000 to Clubhouse and Armory projects.
- 5 Clubhouse remodel. Restrooms, siding, windows, HVAC. \$100,000 from reclassified dollars and \$100,000 Utility Fund Transfer.
- 6 Armory remodel. HVAC and offices. \$100,000 from reclassified dollars and \$200,000 Utility Fund Transfer.
- 7 Reclass \$50,000 to Clubhouse and Armory projects.

BENSON GOLF CLUB, INC
Balance Sheet Prev Year Comparison
As of December 31, 2014

	Dec 31, 14	Dec 31, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1100 · Cash In Checking	1,162.92	1,611.19	-448.27	-27.8%
1103 · Cash on Hand	820.00	620.00	200.00	32.3%
1109 · Clubhouse Remodeling Fund	127.03	127.03	0.00	0.0%
Total Checking/Savings	<u>2,109.95</u>	<u>2,358.22</u>	<u>-248.27</u>	<u>-10.5%</u>
Other Current Assets				
1110 · Deposits in transit	1,155.63	464.19	691.44	149.0%
1120 · In transit credit card	421.08	651.75	-230.67	-35.4%
1208 · A/R - System	4,365.27	4,599.53	-234.26	-5.1%
1300 · Inventory - Bar	4,711.21	6,232.00	-1,520.79	-24.4%
1301 · Inventory - Cafe	4,848.82	3,031.00	1,817.82	60.0%
1302 · Inventory - Pro Shop	10,075.85	8,492.00	1,583.85	18.7%
Total Other Current Assets	<u>25,577.86</u>	<u>23,470.47</u>	<u>2,107.39</u>	<u>9.0%</u>
Total Current Assets	<u>27,687.81</u>	<u>25,828.69</u>	<u>1,859.12</u>	<u>7.2%</u>
Fixed Assets				
1510 · Course	567,813.30	543,813.30	24,000.00	4.4%
1520 · Clubhouse	236,483.92	221,875.15	14,608.77	6.6%
1521 · Bar	15,533.52	15,533.52	0.00	0.0%
1525 · Current Year Purchases	0.00	24,000.00	-24,000.00	-100.0%
1530 · Cafe	22,112.84	22,112.84	0.00	0.0%
1535 · Accumulated Depreciation	-752,551.01	-732,970.95	-19,580.06	-2.7%
1540 · Leasehold Interest	82,200.00	82,200.00	0.00	0.0%
Total Fixed Assets	<u>171,592.57</u>	<u>176,563.86</u>	<u>-4,971.29</u>	<u>-2.8%</u>
TOTAL ASSETS	<u><u>199,280.38</u></u>	<u><u>202,392.55</u></u>	<u><u>-3,112.17</u></u>	<u><u>-1.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · *Accounts Payable	8,545.17	0.00	8,545.17	100.0%
Total Accounts Payable	<u>8,545.17</u>	<u>0.00</u>	<u>8,545.17</u>	<u>100.0%</u>
Other Current Liabilities				
2110 · FICA W/H Payable	450.92	433.04	17.88	4.1%
2120 · Federal W/H Payable	235.00	225.00	10.00	4.4%
2130 · State W/H Payable	124.00	119.00	5.00	4.2%
2140 · Sales Tax Payable	484.87	307.24	177.63	57.8%
2165 · Gift Certificates	4,762.71	3,945.25	817.46	20.7%
Total Other Current Liabilities	<u>6,057.50</u>	<u>5,029.53</u>	<u>1,027.97</u>	<u>20.4%</u>
Total Current Liabilities	<u>14,602.67</u>	<u>5,029.53</u>	<u>9,573.14</u>	<u>190.3%</u>
Long Term Liabilities				
2420 · Loan - First Security#145617-CL	122,500.00	106,000.00	16,500.00	15.6%
2425 · Cart Loan#200144971-1st Securit	3,441.24	7,665.64	-4,224.40	-55.1%
2426 · Mower Loan-Credit Union#14883-B	8,119.45	13,620.94	-5,501.49	-40.4%
2427 · Loan-SB Danvers; #37675	13,790.42	19,162.25	-5,371.83	-28.0%
Total Long Term Liabilities	<u>147,851.11</u>	<u>146,448.83</u>	<u>1,402.28</u>	<u>1.0%</u>
Total Liabilities	<u>162,453.78</u>	<u>151,478.36</u>	<u>10,975.42</u>	<u>7.3%</u>
Equity				
3100 · Contributed Capital	87,081.97	87,081.97	0.00	0.0%
3900 · Retained Earnings	-36,167.78	10,861.43	-47,029.21	-433.0%
Net Income	-14,087.59	-47,029.21	32,941.62	70.1%
Total Equity	<u>36,826.60</u>	<u>50,914.19</u>	<u>-14,087.59</u>	<u>-27.7%</u>
TOTAL LIABILITIES & EQUITY	<u><u>199,280.38</u></u>	<u><u>202,392.55</u></u>	<u><u>-3,112.17</u></u>	<u><u>-1.5%</u></u>

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01/17/15

Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss Prev Year Comparison
 January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
Income				
4000 · Income from Bar				
4100 · Income - Bar	24,414.45	22,613.84	1,800.61	8.0%
4105 · Income - Beer	59,935.16	61,115.41	-1,180.25	-1.9%
4106 · Income - Rebates	0.00	1,437.00	-1,437.00	-100.0%
4300 · Income - Pop	11,376.20	10,508.93	867.27	8.3%
4330 · Income - Cigs, Snacks & Misc	2,965.19	3,023.79	-58.60	-1.9%
Total 4000 · Income from Bar	98,691.00	98,698.97	-7.97	0.0%
4010 · Income from Cafe				
4110 · Income - Food General	14,141.21	14,582.62	-441.41	-3.0%
4111 · Event Food	6,973.81	3,225.00	3,748.81	116.2%
4112 · Club Sponsored Food	38,499.51	26,877.76	11,621.75	43.2%
4335 · Clubhouse Rent	1,719.03	1,725.08	-6.05	-0.4%
4350 · Income - Misc.	153.90	293.91	-140.01	-47.6%
Total 4010 · Income from Cafe	61,487.46	46,704.37	14,783.09	31.7%
4020 · Income from Proshop/Course				
4120 · Income - Pro Shop	19,086.55	20,557.21	-1,470.66	-7.2%
4130 · Income - Dues	115,716.74	114,429.50	1,287.24	1.1%
4131 · Premium Memberships	3,300.00	6,405.30	-3,105.30	-48.5%
4137 · Discounts Allowed				
4139 · Membership discounts/rebates	-392.98	-3,027.59	2,634.61	87.0%
4137 · Discounts Allowed - Other	0.00	-1,035.57	1,035.57	100.0%
Total 4137 · Discounts Allowed	-392.98	-4,063.16	3,670.18	90.3%
4140 · Income - Green Fees	58,848.27	57,858.10	990.17	1.7%
4160 · Income - User Fees	25,646.29	16,118.63	9,527.66	59.1%
4161 · Income - Range Fees	1,430.55	2,015.86	-585.31	-29.0%
4180 · Cart Rentals	31,957.03	39,686.68	-7,729.65	-19.5%
4190 · Shed Rental	8,650.26	9,370.90	-720.64	-7.7%
4200 · Locker Rent	560.00	540.00	20.00	3.7%
4201 · Club Rental	274.18	367.88	-93.70	-25.5%
4202 · Course Rent-Trail Fees	154.39	0.00	154.39	100.0%
4230 · Computer Fee/Handicap	778.00	1,290.00	-512.00	-39.7%
4340 · Income - Ladies Aux.	500.00	0.00	500.00	100.0%
4351 · Income - Misc (Course)	0.00	782.41	-782.41	-100.0%
4371 · Income - Tee Signs	600.00	0.00	600.00	100.0%
4372 · Scorecard Advertising	0.00	125.00	-125.00	-100.0%
4373 · Cart repair fees	50.49	7.90	42.59	539.1%
Total 4020 · Income from Proshop/Course	267,159.77	265,492.21	1,667.56	0.6%
4030 · Administrative Income				
4031 · FEMA fund	0.00	0.00	0.00	0.0%
4341 · Special Events/Fundraising	15,706.86	10,845.36	4,861.50	44.8%

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01/17/15

Accrual Basis

BENSON GOLF CLUB, INC

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
4361 · Income - Donations				
4363 · Member Donations/Memorials	3,257.00	1,584.00	1,673.00	105.6%
4364 · Corporate Donations	1,689.42	0.00	1,689.42	100.0%
4365 · Non-Profit/Foundation donations	4,180.00	0.00	4,180.00	100.0%
Total 4361 · Income - Donations	9,126.42	1,584.00	7,542.42	476.2%
4381 · Administrative fees	0.00	6.00	-6.00	-100.0%
Total 4030 · Administrative Income	24,833.28	12,435.36	12,397.92	99.7%
4410 · City of Benson/Tourism Board	3,000.00	5,310.38	-2,310.38	-43.5%
Total Income	455,171.51	428,641.29	26,530.22	6.2%
Expense				
5000 · Bar Expenses				
5030 · Purchases - Bar	22,523.27	26,739.06	-4,215.79	-15.8%
5035 · Pop Purchases	7,835.83	10,881.04	-3,045.21	-28.0%
5060 · Inventory Change - Bar	1,520.79	-2,207.00	3,727.79	168.9%
5100 · Wages - Bar	12,103.82	12,483.27	-379.45	-3.0%
5130 · Wages - Manager Bar	12,500.02	8,864.62	3,635.40	41.0%
5204 · Liquor - Freight In	70.00	35.00	35.00	100.0%
5223 · Miscellaneous - Bar	0.00	33.10	-33.10	-100.0%
5228 · Equipment Repairs	198.76	196.41	2.35	1.2%
5231 · Repairs - Bar	172.00	1,497.70	-1,325.70	-88.5%
5238 · Bar - Supplies	135.11	0.00	135.11	100.0%
5242 · Payroll Taxes - Bar	3,786.67	3,700.61	86.06	2.3%
5245 · Tax/License - Bar	1,070.00	1,070.00	0.00	0.0%
5255 · Depreciation - Bar	422.12	683.13	-261.01	-38.2%
5259 · Cigs&Candy purchase for resale	2,853.75	2,832.65	21.10	0.7%
Total 5000 · Bar Expenses	65,192.14	66,809.59	-1,617.45	-2.4%
5010 · Cafe Expenses				
5040 · Purchases - Food	40,313.24	26,750.30	13,562.94	50.7%
5070 · Inventory Change - Food	-1,817.82	-1,306.00	-511.82	-39.2%
5110 · Wages - Food	9,287.59	6,600.21	2,687.38	40.7%
5140 · Wages - Manager	12,500.02	7,692.32	4,807.70	62.5%
5170 · Cleaning Club	630.56	227.50	403.06	177.2%
5210 · Continuing Education	135.00	0.00	135.00	100.0%
5224 · Miscellaneous - Cafe	0.00	227.50	-227.50	-100.0%
5229 · Equipment Repairs - Food	921.56	257.67	663.89	257.7%
5239 · Supplies - General	1,888.77	2,035.92	-147.15	-7.2%
5243 · Payroll Taxes - Cafe	5,075.77	2,870.58	2,205.19	76.8%
5246 · Tax/License - Food & Clubhouse	938.00	938.00	0.00	0.0%
5256 · Depreciation - Food	119.04	166.65	-47.61	-28.6%
5010 · Cafe Expenses - Other	96.74	0.00	96.74	100.0%
Total 5010 · Cafe Expenses	70,088.47	46,460.65	23,627.82	50.9%

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Accrual Basis

BENSON GOLF CLUB, INC

Profit & Loss Prev Year Comparison

January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
5020 · Course Expenses				
5150 · Wages - Course Supervisor	39,955.96	41,400.42	-1,444.46	-3.5%
5160 · Wages - Course	59,555.94	64,637.95	-5,082.01	-7.9%
5194 · Well Repair	0.00	448.72	-448.72	-100.0%
5195 · Electricity-Course	4,053.30	5,364.25	-1,310.95	-24.4%
5196 · Course - Small Tools	653.36	1,653.14	-999.78	-60.5%
5197 · Course - Fertilizer/Chemicals	27,550.62	30,852.21	-3,301.59	-10.7%
5198 · Course - Irrigation Repair	704.76	178.86	525.90	294.0%
5200 · Course - Trees & Shrubs	0.00	470.92	-470.92	-100.0%
5202 · Course - Equipment Repair	14,802.25	27,141.54	-12,339.29	-45.5%
5203 · Course - Ground Improvement	7,303.06	4,769.24	2,533.82	53.1%
5211 · Continuing Education	0.00	740.00	-740.00	-100.0%
5219 · Course - Insurance	7,552.00	7,801.00	-249.00	-3.2%
5221 · Interest Paid	4,594.75	4,467.40	127.35	2.9%
5225 · Miscellaneous - Course	38.14	829.50	-791.36	-95.4%
5234 · Course - Bldg and Maint.	427.88	585.76	-157.88	-27.0%
5240 · Course - Supplies	2,339.68	869.33	1,470.35	169.1%
5244 · Payroll Taxes - Course	20,132.04	23,754.49	-3,622.45	-15.3%
5247 · Tax/License/Permits - Course	1,081.17	1,179.10	-97.93	-8.3%
5248 · Course - Telephone	832.35	808.22	24.13	3.0%
5250 · Cash Over/Short	400.00	0.00	400.00	100.0%
5252 · Course - Porta Biff Rental	1,304.42	852.64	451.78	53.0%
5257 · Depreciation - Course	14,648.95	13,936.65	712.30	5.1%
5264 · Diesel/Gas - Course	9,734.07	11,628.86	-1,894.79	-16.3%
5265 · Heating Fuel	1,787.74	1,507.32	280.42	18.6%
5279 · New Signs & Repairs	90.84	225.00	-134.16	-59.6%
Total 5020 · Course Expenses	219,543.28	246,102.52	-26,559.24	-10.8%
5090 · ProShop Expenses				
5050 · Purchases - Pro Shop	18,551.62	16,772.21	1,779.41	10.6%
5080 · Inventory Change - Proshop	-1,583.85	-3,642.00	2,058.15	56.5%
5120 · Wages - Proshop	27,670.78	31,610.50	-3,939.72	-12.5%
5191 · Pro Shop - Office Supplies	369.82	112.00	257.82	230.2%
5192 · Range Expense	1,271.45	439.62	831.83	189.2%
5212 · Pro Shop/Course Dues	540.00	420.00	120.00	28.6%
5232 · Repairs - Pro Shop	111.34	0.00	111.34	100.0%
5253 · Course - Handicap Cards	1,166.00	946.00	220.00	23.3%
5260 · Pro Shop - Printing	350.28	0.00	350.28	100.0%
5266 · Gas-Carts	4,184.07	4,534.67	-350.60	-7.7%
5268 · Equipment Lease Expense-Carts	1,707.87	2,427.41	-719.54	-29.6%
5291 · Repairs - Golf Carts	26.35	493.63	-467.28	-94.7%
5292 · Score Card Printing	0.00	2,368.22	-2,368.22	-100.0%
Total 5090 · ProShop Expenses	54,365.73	56,482.26	-2,116.53	-3.8%

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01/17/15

Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss Prev Year Comparison
 January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
5400 · Administrative Expenses				
5206 · Advertising	7,468.04	7,394.88	73.16	1.0%
5207 · Accounting	705.00	491.00	214.00	43.6%
5208 · Garbage Pickup	2,857.56	2,214.05	643.51	29.1%
5220 · Insurance & Bonds	8,051.00	11,948.00	-3,897.00	-32.6%
5226 · Miscellaneous - Administrative	3,162.54	544.55	2,617.99	480.8%
5227 · Postage	392.00	195.40	196.60	100.6%
5233 · Repair/Maint. - Clubhouse/Equip	5,704.03	3,582.45	2,121.58	59.2%
5235 · Repairs/Improvements-Clubhouse	0.00	0.00	0.00	0.0%
5237 · Office Supplies	865.99	893.10	-27.11	-3.0%
5241 · General Supplies	222.55	360.65	-138.10	-38.3%
5249 · Telephone/Internet Service	3,464.66	3,033.79	430.87	14.2%
5251 · Electricity/SewerWater/Lights	14,786.02	16,296.52	-1,510.50	-9.3%
5258 · Depreciation - Building	4,389.95	4,762.56	-372.61	-7.8%
5261 · Labels, Printing, & Newsletters	205.20	264.36	-59.16	-22.4%
5269 · Credit Card Fees	4,775.30	5,005.88	-230.58	-4.6%
5272 · Corporate Franchise Tax	0.00	300.00	-300.00	-100.0%
5275 · Cable TV	1,354.82	1,241.35	113.47	9.1%
5276 · Heating-Gas	771.53	636.49	135.04	21.2%
5277 · Water Softening	421.29	423.00	-1.71	-0.4%
5280 · Youth Program Promotion	472.00	0.00	472.00	100.0%
5400 · Administrative Expenses - Other	0.00	227.45	-227.45	-100.0%
Total 5400 · Administrative Expenses	60,069.48	59,815.48	254.00	0.4%
Total Expense	469,259.10	475,670.50	-6,411.40	-1.4%
Net Income	-14,087.59	-47,029.21	32,941.62	70.1%

Benson Golf Club Loan Schedule

	Rate	Payment	# of mos.	P&I Amt Due	12/31/2014 Balance	12/31/2013 Balance
Equipment-Golf Carts purchase (2011-NEW)	4.50%	\$756.01	6	\$4,536.00	\$3,441.24	\$7,666.00
Fairway Mower-New Loan 2012	4.50%	\$ 6,000.00	1	\$ 6,000.00	\$ 8,119.45	\$13,621.00
Equipment-Golf Carts purchase (2013-NEW)	3.50%	\$ 5,211.00	1	\$ 24,000.00	\$ 13,790.42	\$19,162.00
Operating Credit Line	4.75%			\$122,500.00	\$122,500.00	\$106,000.00
TOTAL					\$147,851.11	\$146,449.00

Annual Debt Service Payments

Operating line Budgeted=\$10,000 prin+6,000 Interest

January 21, 2015

To: City of Benson
Rob Wolfington

From: Jon Hawley

Re: Benson Racquet & Fitness Center
Project Budget for 2015

Exterior Project:

Install steel fascia and aluminum soffit	4,500.00
Exterior light fixtures	600.00
Install steel siding on gable ends	5,900.00
Paint exterior block	1,600.00
Miscellaneous	<u>400.00</u>
Total Exterior Project	\$13,000.00

Sauna and Flooring Project:

Epoxy sauna and men's locker room floor	4,400.00
Floor prep	1,000.00
Cedar material for walls	1,800.00
Hallway carpet	1,300.00
Carpentry Labor	1,200.00
Miscellaneous	<u>300.00</u>
Total Sauna and Flooring Project	\$10,000.00

Weight Room Flooring Project:

Rubber mat flooring	<u>2,000.00</u>
Total Weight Room Flooring Project	\$2,000.00

Project Totals **\$25,000.00**

Participation:

City of Benson	12,000.00
----------------	-----------

Racquet and Fitness Center	7,000.00
Also volunteer labor to do demolition work and other miscellaneous labor	

First Security Bank Grant (Lloyd Amundson)	5,000.00
---	----------

Benson Area Community Foundation	1,000.00
----------------------------------	----------

Participation Totals **\$25,000.00**

Overhead – To – Underground Residential Conversion, Benson Minnesota

Process

Please read these forms and complete the site sketch and acceptance form:

- 1) **Over head-to- Underground Conversion Acceptance Sheet.** Please read this agreement thoroughly and sign where indicated.
- 2) **Preliminary Site Sketch.** This form helps us understand your lot layout and assists us in our planning.
- 3) **Other Utilities.** Other utilities (non-private) will be buried at the same time during the installation.
- 4) **Prepare the Work Area.** Clear an 8-foot-wide path from the utility pole to the new meter location, along flagged route. This includes rocks, brush or trees around the pole, any gardens or flower beds, and any other obstacles that would prevent us from digging a trench in your yard. We will install the underground cable from the first utility pole to the house. We will fill the trench, but will not restore disturbed ground to its original condition. Also remember that the disturbed area will settle over time.
 - We need an open work area at least 4 feet by 4 feet if there is a sidewalk, patio or concrete/hard-scape below or within 4 feet of your meter. We will need to work with you to open an area so the wires can be brought from underground into the new meter.
 - If the work area is open but enclosed by a fence, you are responsible for providing an opening at least 8 feet wide to get our equipment in and out of the fence.
- 5) **Private Underground Obstacles.** Include this information on site sketch. Mark private underground obstacles such as sprinkler systems, invisible fencing, drain tiles or old septic or oil tanks. Also expose any other buried lines that do not belong to a utility, such as a private electrical line from your house to a garage or lamp in your yard. The City will not be financially responsible for damage to any unexposed facilities.
- 6) **Conduit:** future decks, sidewalks or patios
 - We don't install conduit as part of an overhead-to-underground installation. However, if you have or plan to build a deck, sidewalk or patio near or abutting the house and above the new service wire, you will need to install a 2-inch gray electrical conduit 24 to 36 inches below finished grade and extending at least 3 feet beyond deck, sidewalk or patio. The conduit should be made of either galvanized rigid steel (meeting the requirements of the ASA Standard C80.1) or OVC (meeting the requirements of Scheduled 40, ASTM-D-1785). Conduit may also need to be installed if the path of installation is not wide enough for our equipment or too steep of a path.
 - The City will not install service wire under any structures, existing or future, e.g. garages or sheds.
- 7) **Scheduling.** The Contracted Company for the City of Benson will contact you to schedule installation when we have received the process information and one week before work begins.

Restoration

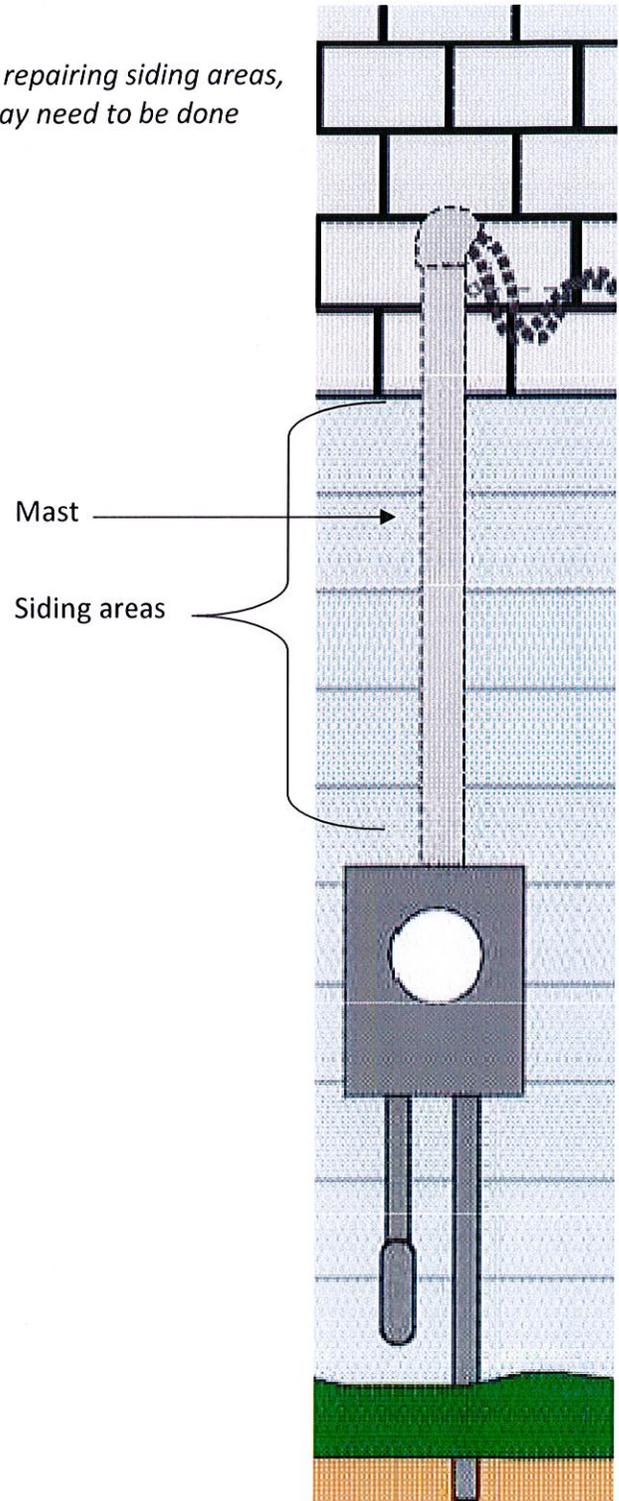
The City / Contractor will install the underground cable from the first utility pole to the house. We will fill in the trench, but will not restore disturbed ground to its original condition. Also remember that the disturbed area will settle over time.

We will be extremely cautious around your trees and shrubs, but the City/Contractor is not financially responsible for any damages that may occur. You will have to put anything moved, such as fencing or swing sets, back in place.

Other Costs

The City / Contractor will trench in new below ground wire, install new meter where needed, remove old overhead wires, fill the trenches and broadcast grass seed when done.

The City / Contractor will not be responsible for repainting or repairing siding areas, removing the electrical mast, or any other restoration that may need to be done as a portion of this project.



Questions?

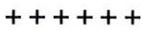
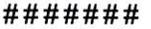
If you have additional questions not covered in this brochure, please feel free to call the contractor number provided to you or the City Electric Foreman – Dave Johnson 320-760-3797.

Sample Site Sketch

Note: All prices are subject to change annually. Call the Builders Call Line at 1-800-628-2121 to confirm.

Overhead-To-Underground Preliminary Site Sketch Form

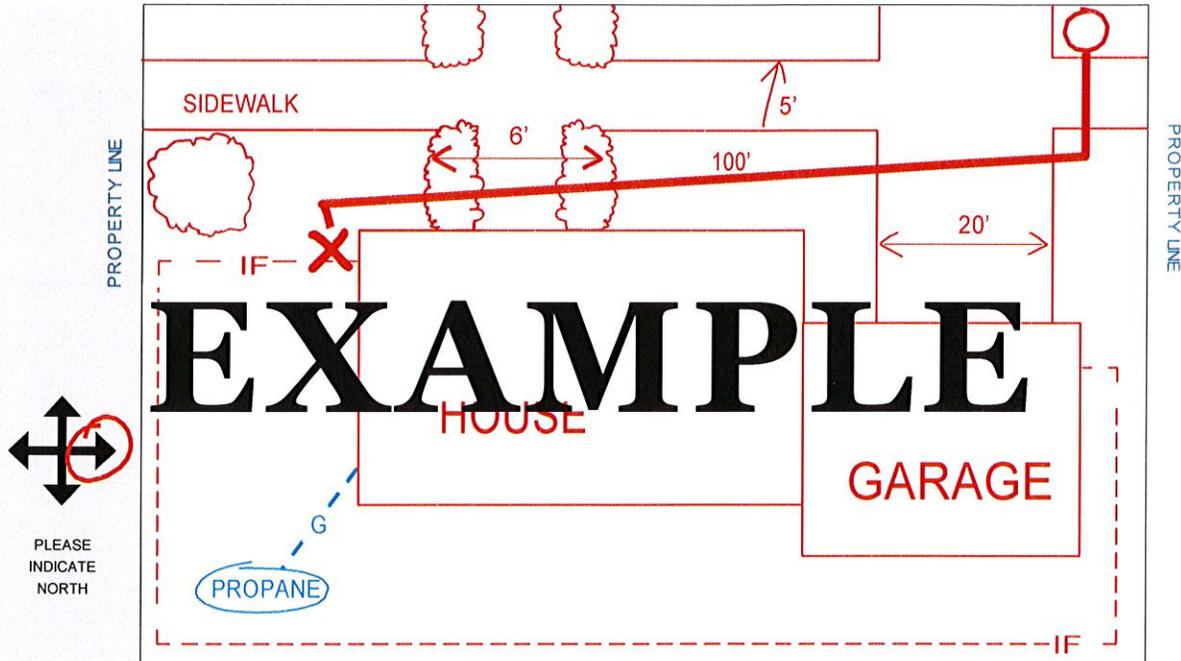
Please use these symbols to show us where *customer-owned buried facilities* or obstructions are located on the property.

-  Closest pole
-  New cable route
-  Meter location
-  Private buried facilities
-  Sidewalk or driveways
-  Trees, shrubs, & flowerbeds
-  Retaining walls
-  Grade changes

Use these codes to distinguish the type of customer-owned buried facility

- E** Electric lines to detached buildings
- G** Propane gas lines
- T** Telephone lines to detached buildings
- C** Cable TV lines to detached buildings
- S** Sprinkler system
- L** Lighting
- IF** Invisible fence
- SE** Septic system
- ST** Satellite TV
- W** Water lines

An accurate sketch will ensure the installation will occur in a timely manner.



Is there an alley? Yes No If yes, is pole on your side of the alley? Yes No

Utilities to be buried at same time Phone Company Name _____
 (CUSTOMER TO COORDINATE WIRE DROPPED OFF AT HOME.) Cable TV Company Name _____

Customer or contact name John and Jane Public Date submitted 5/16/11

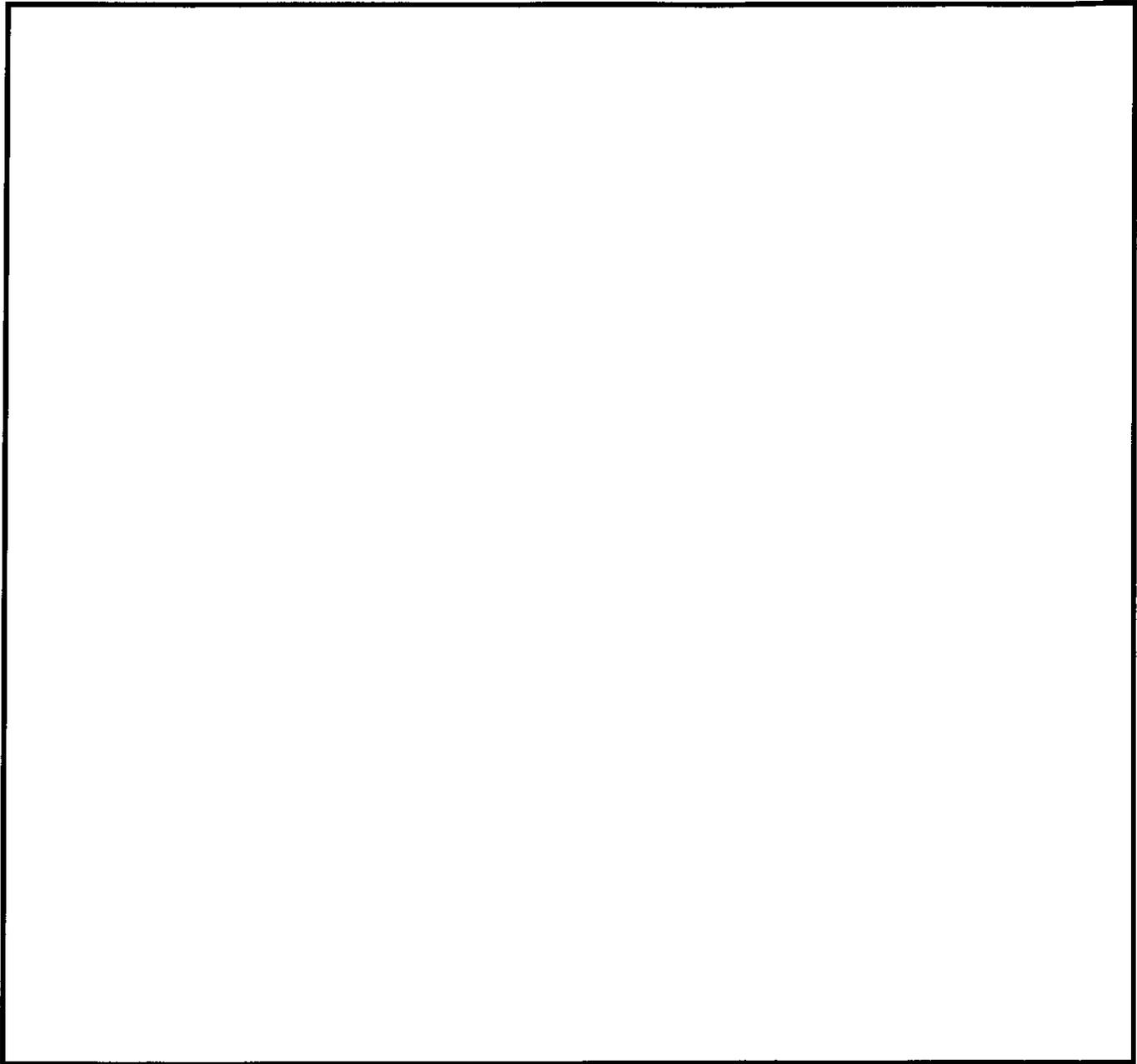
Street address & community 20 Main Street Anytown

Cross street Frank Ave.

Phone 612-555-1234 Email* johnandjane@gmail.com

Overhead-To-Underground Site Sketch Form

An accurate sketch will ensure the installation will occur in a timely manner.



Customer or contact name _____ Date submitted _____

Street address & community _____

Cross street _____

Phone _____ Email* _____

BENSON, MINNESOTA RESIDENTIAL UNDERGROUND SERVICE CONTRACT

Customer: Please Print Full Name	Date Requested
Service Address	Home Phone
City, State, Zip	Work Phone

In this agreement, The City of Benson, or its designated contractors ("City") and the Customer ("I" or "my") agree as follows:

- 1. Request for Electric Service.** I request that the City install an underground electric service at the service address designated above, consisting of 120/240 volt, 1 phase, 3 wire. The City agrees to install or have installed the facilities for electric service. I grant the City any right, privilege or easement necessary to install, operate, and maintain the electric service on the property.
- 2. Installation Requirements.** I agree that prior to the City starting work: (1) the route of the City's service installation will be accessible to the City's equipment; (2) I will remove all obstructions from the route at no cost or expense to the City; (3) I will clearly mark all septic tanks, drain fields, sprinkler systems, water wells, owner-installed electric or pipeline facilities, invisible fence, or other Customer- owned facilities in the installation route; and (4) the ground elevation along the route will not be above or more than four inches below the final grade. I agree the City is not responsible for damage to Customer-owned underground facilities not marked at the time of installation. The City will contact the state utility location service to locate third party utility facilities (phone, cable, etc) on my property.
- 3. Installation Cost Contribution.** I agree to pay an installation cost contribution of **\$1.00** to the City of Benson. I understand that this amount certifies that I as the property owner now own the installed service line.
- 4. Restoration.** The City will restore the boulevard, and will backfill the service trench on my property with existing soil and cast seed on the backfilled area. I am responsible for final compacting, loaming, extra seeding, sod or watering of the service trench at my expense. I will also be responsible for restoration in areas where I have exposed my own underground facilities listed above.
- 5.** I understand that the City is not responsible for settling soils, watering or weed control.
- 6. Ownership of Facilities.** The underground electric facilities installed by the City on my property shall be my property and I retain ownership and responsibility.

Print Full Name _____ Date _____

Customer Signature _____

City of Benson _____
Print Full Name Signature Date Payment Received

**SPECIFICATIONS FOR
RESIDENTIAL UNDERGROUND ELECTRICAL SERVICE CONTRACT
2015 - 2016
Benson, Minnesota**

I. SCOPE OF WORK

The City of Benson will be taking bids on converting secondary overhead services to underground service. The bid specifications are as follows.

- A. City will provide the contractor with a 1000 foot reel of urd, and contractor is responsible to track amounts and request additional wire. Unused wire will be returned to the City of Benson.
- B. City will provide the contractor with 200 amp bypass meters sockets where needed.
- C. City will provide cable tv and phone wire, as needed, to be installed in mutual trench.
- D. Contractor will trench wire from service connection to meter.
- E. Contractor liable for all locates.
- F. Contractor will schedule outages with homeowners.
- G. Contractor will be liable for all underground structures that are not included in a gopher state one call (sprinklers, underground services to garage etc.). Contractor needs to work with homeowner to make sure these are marked.
- H. Contractor will fill trench (mounded) and repair damage to yards and broadcast grass seed. City will provide seed.
- I. City will provide all addresses that are to be converted and make initial contact with homeowners.
- J. Contractor liable for all State Electrical Inspections.
- K. Contractor will install red marking tape in trench.
- L. Contractor must provide City with 24 hour confirmed notice before hook-ups.
- M. Homeowner must clear work path. Explained in homeowner worksheet.
- N. Contractor may provide homeowner with additional service at the homeowners and contractors separate agreement and expense outside of the City contract.

II. GENERAL SPECIFICATIONS

- A. The contract shall be for a period of 1 year commencing April 1, 2015 and expiring on December 1, 2015.
- B. **Work Under Supervision of City Electric Utility Foreman.** All work shall be done under the supervision of the City Electric Utility Foreman and to the City's satisfaction.

The contractor shall commence work within ten (10) days after receiving a written work order from the City Electrical Utility Foreman or a mutually satisfactory rate of work must be agreed to. Throughout the contract period, the contractor shall limit his daily operation from the hours of 7:00 a.m. to 7:30 p.m. unless specific permission is granted.

- C. **Clean-Up.** All work shall be done in a neat and professional manner. Each site shall be cleaned and clear of all obstructions and debris at the end of each day.
- D. **Street, Alley and Sidewalk Obstruction.** Equipment operated in the City right of ways shall be equipped with yellow flashing lights or shall employ the 4-way flashing lights on the vehicle. Also, all work sites must be properly signed and barricaded.
- E. **Insurance Requirements.** A Certificate of Insurance must be furnished which indicates clear and complete evidence of combined single limit liability coverage of a minimum of \$300,000. Written notice must be given no less than ten (10) days in advance of any reduction in the amount of liability or cancellation of policy.

Insurance coverage shall be not less than the following:

- A. **Worker's Compensation:** Statutory
- B. **Contractor's Public Liability** shall be \$300,000 combined single limit liability, with not less than \$600,000 aggregate limit.
- C. **Automobile Public Liability** shall be not less than \$300,000 for bodily injury or a combined limit of not less than \$300,000. **Property Damage** shall be \$50,000 with each occurrence.

- F. **Injury and Damages.** The contractor shall report all instances of personal injury or property damage to the City Electric Foreman or Public Works Director as soon as possible.
Damage caused due to contractor negligence during work operations shall be repaired or replaced by the contractor at his expense under the direction of the City.
Damage to private property due to contractor negligence shall be repaired at the contractor's expense.
- G. **Failure to comply with Specifications.** If the contractor fails to comply with provisions of this contract, including but not limited to trench burial, disposition of property and debris, street obstruction, and clean up, he will be ordered to take immediate corrective action to comply with this contract. If the contractor fails to take corrective action, the City will take appropriate measures to perform the necessary work. Any expenses incurred by the City while performing work for which the contractor is responsible will be deducted from the contract price.
- H. **Subletting or Assignment of Contract.** The contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the contract or any portion thereof, or of his right, title, or interest therein, without written consent of the City Public Works Director. Consent to sublet any portion of the contract shall not be construed to relieve the contractor of any responsibility for the fulfillment of the agreement or to release the contractor of his liability under the contract.
- I. **Competent Workmen.** All employees on the work involved under these specifications shall be able and competent.
- J. **Methods and Equipment.** The contractor shall provide and furnish the machinery, equipment, and tools necessary to perform the work. These shall be in such condition and of such capacity as will produce work of satisfactory quality and complete it within the contract time.
- K. **Indemnification.** The contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
- L. **Payments.** Detailed invoices can be submitted monthly describing the work performed (ft. of trench, meter install, etc.) for each invoice submitted. Invoices may only be submitted for completed projects and must include signed completed inspection sheet from the City Electric Foreman.

PROPOSAL FORM

TO: City of Benson hereinafter called "Owner"

1. The undersigned, having examined the proposed specification titled:

Specifications for Electrical Services Contract 2015

and having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the Work as required by said proposed Contract Documents, for that portion of the Work identified as follows:

SCHEDULE OF PRICES

<u>Item</u>	<u>Unit</u>	<u>Unit Price</u>
A. Trenching Cost	Linear Foot	_____
B. Installation and termination of new 200 amp bypass socket.	Installation	_____
C. Installation of wires to Existing 200 amp meter socket	Installation	_____
D. Inspection Fee	Inspection	_____
E. Labor Fee (In case of extra work outside normal contract)	Hourly Rate	_____

Name of insurance company: _____

BIDDER:

CITY OF BENSON

By _____

By _____

Title _____

ATTEST:

ATTEST:

Title _____

Title

Proposal dated this _____ day of _____, 20_____.

**PAYMENT SUBMITTLE / INSPECTION FORM
OVERHEAD TO UNDERGROUND ELECTRICAL SERVICES**

Contractor Information:

Property Address: _____

<u>Item</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
A. Trenching Cost	Linear Foot	_____	_____	_____
B. Install new 200 amp Bypass meter	Installation	_____	_____	_____
C. Installation of wires to Existing 200 amp meter	Installation	_____	_____	_____
D. Inspection Fee	Inspection	_____	_____	_____
E. Labor Fee (Explain in detail if used)	Hourly Rate	_____	_____	_____
Total Submitted for Payment:				_____

Inspector Initials

- 1) Trench mounded, seeded and smoothed: _____
- 2) Meter Socket Installed Properly: _____
- 3) Property cleared of construction debris: _____
- 4) State electrical inspection complete: _____
- 5) Power restored to home: _____

CITY OF BENSON

By _____

**CITY OF BENSON
CAPITAL AUTHORIZATION REQUEST**

*W
CC Feb 17, 15*

1 Fund: Capital Outlay Department: Police Department

Prepared by: Chief Ian D. Hodge Date: 02/03/2015

Describe Proposed Capital Expenditure: Purchase of 2015 Police Ford Interceptor SUV Squad, as well as equipment and installation necessary to outfit the squad to perform its duties as a patrol vehicle.

Does Proposed Expenditure Replace Existing Equipment? Yes If Yes, Describe Use of Replaced Equipment: The SUV will be replacing the 2011 Ford Crown Vic in the squad fleet. The Crown Vic currently has 73000+ miles on it.

<p>2 If Included in Capital Improvements Program:</p> <p>What Year: <u>2015</u></p> <p>What Heading: <u>Capital Outlay</u></p> <p>Budgeted Amount: <u>\$36000.00</u></p>	<p>3 Total Cost: <u>\$34875.49</u></p> <p>-Trade-in (if applicable): <u>\$ 0</u> +Net Book</p> <p>Value (depreciated value): <u>\$</u></p> <p>=Net Capitalized Cost: <u>\$34875.49</u></p>
--	--

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

The objective of this purchase is to replace the Ford Crown Victoria in the patrol fleet. The Vic has had \$3600.00 in repairs in its time with the PD, and continues to be plagued by issues in 2015. It currently has 73000 + miles on it and is nearing the recommended replacement mileage for an urban squad. It will be replaced by the 2015 Ford Interceptor SUV. The new SUV will be all wheel drive and have a much larger carrying capacity than the Vic. It will also be better suited to operation in inclement weather and give the officers a better tool in pursuit of the task of serving and protecting the citizens of Benson.

5 Approval Section:

Action taken:

Department Supervisor  #101 Signature Date 02/03/2015

Division Director _____

City Manager _____

City Council Approval (If Applicable) _____ Council Meeting _____

Squads Inc
P.O. Box 117
Prinsburg, MN 56281

QUOTATION

Quote Number: 2015 FORD ULTILITY
Quote Date: Nov 21, 2014
Page: 1

Voice: 320-979-3979
Fax: 320-978-9106

BENSON POLICE DEPARTMENT
1410 KANAS AVE
BENSON, MN 56215

Customer ID	Quote Date	Project Name	Estimate By
BENSON POLICE DEPT.	12/21/14	ON ACCT	Jason Jarveis

Qty	Part Number	Description	Unit Price	Total Price
1.00	DECOMMISSION	SQUAD CAR PER QUOTE	600.00	600.00
1.00	APEX3000	SOUNDOFF APEX3000 LIGHT BAR	1,395.00	1,395.00
1.00	C-VS-1308-1NUT	CONSOLE	385.44	385.44
1.00	C-CUP2-1	HAVIS Internal Cup Holders	39.10	39.10
1.00	C-HDM-204	POLE,TELE,HDM,SDMT,	166.10	166.10
1.00	C-MD-102	ACTADP,HDM,SLIDE,TS,SP	325.45	325.45
1.00	PB47UIN13	PRO GARD PUSH BUMPER	289.00	289.00
1.00	B4702UNIT13	REAR CARGO POLY WNDOW	382.00	382.00
1.00	P4704UIN13A	PRO-GARD, CAGE WITH POLY SLIDI	499.08	499.08
1.00	RP47UIN13	PRO-GARD RECESS PANEL	99.00	99.00
1.00	SP47BS13	LOWER EXTENSION PANEL	89.00	89.00
1.00	WB47NPUANT13	PRO-GUARD OME BAR	195.00	195.00
1.00	ETFBSN-P	SOUNDOFF REAR TAIL LIGHT FLASH	55.00	55.00
2.00	ENFSGS2W	SOUNDOFF DECK/GRILL LED CLEAR	129.00	258.00
2.00	ENFSGS4BRW	SOUNDOFF NFORCE 18 LEDS RED/WHITE/BLUE MOUNTED TO REAR CAGE PLASTIC BREAK A WAYS AND SIDE OF PUSH BUMPER	129.00	258.00
1.00	DUAL VERTICAL GUN	LOCK (AR15) FRAME ONLY ONE LOCK	347.00	347.00
1.00	WHLRB13	WHELEN HOWLER TONE SIREN WITH BRACKETS	545.00	545.00
2.00	ANTENNA / GUTTER	MOTOROLA CABLE AN GUTTER ANT,	44.25	88.50
2.00	MIC BRACKETS	HAVIS MIC BRACKETS BLACK,	14.00	28.00
1.00	295SDA1	WHELEN TWO-TONE SIREN CONTROL	699.95	699.95
1.00	CAGE LIGHT	AMBER CAGE LIGHT	5.99	5.99
1.00	MISC SHOP SUPPLIES	MISC ,SHOP SUPPLIES,FUSE	250.00	250.00

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

Squads Inc
P.O. Box 117
Prinsburg, MN 56281

QUOTATION

Quote Number: 2015 FORD ULTILITY
Quote Date: Nov 21, 2014
Page: 2

Voice: 320-979-3979
Fax: 320-978-9106

Customer:
BENSON POLICE DEPARTMENT
1410 KANAS AVE
BENSON, MN 56215

Customer ID	Quote Date	Payment Term	Quote Rep
BENSON POLICE DEPT.	12/21/14	ON ACCT	Jason Jarveis

Quantity	Item	Description	Unit Price	Amount
33.00	HOURS	BLOCK,RELAYS,NUTS BOLTS LOOM,TAPE,HEAT SHRINK,ZIP TIES TO PLACE IN NEW EQUIPMENT.	65.00	2,145.00
1.00	FREIGHT	CAMERA,RADAR,800 RADIO UPS SHIPPMENT	167.93	167.93
			Subtotal	9,312.54
			Sales Tax	
			TOTAL	9,312.54

Admin Minnesota

Materials Management Division

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

CONTRACT RELEASE: A-174(5)

DATE: OCTOBER 15, 2014

PRODUCT/SERVICE: CURRENT MODEL YEAR AUTOMOBILES: PATROL TYPE FORD INTERCEPTOR - SEDAN AND UTILITY

CONTRACT PERIOD: SEPTEMBER 2, 2014 THROUGH AUGUST 31, 2015, OR END OF MODEL YEAR

EXTENSION OPTIONS: UP TO 48 MONTHS

ACQUISITION MANAGEMENT SPECIALIST (AMS): CHRIS MARQUETTE

PHONE: 651.201.2427 E-MAIL: chris.marquette@state.mn.us WEB SITE: www.mmd.admin.state.mn.us

CONTRACT VENDOR

CONTRACT NO.

TERMS

DELIVERY

NELSON AUTO CENTER
PO Box 338
Fergus Falls, MN 56538-0338

83065
Utility Vehicle Only

NET 30

90-120 DAYS ARO

VENDOR NO.: 0000197482

CONTACT: Gerry Worner
gerryworner@nelsondodgegmc.com

PHONE: 218-998-8866 or 800.726.7564
FAX: 218.998.8813

FORD OF HIBBING
1502 E. Howard Street
Hibbing, MN 55746

83064
Sedan Vehicle Only

NET 30

90-120 DAYS ARO

VENDOR NO.: 0000207301

CONTACT: Bob O'Hara
rwohara01@aol.com

PHONE: 218.263.7578 or 800.894.7579
FAX: 218.263.7576

CONTRACT USERS. This Contract is available to the following entities as indicated by the checked boxes below

- State agencies
- Cooperative Purchasing Venture (CPV) members

STATE AGENCY CONTRACT USE. This Contract must be used by State agencies purchasing Ford Interceptors, unless a specific exception is granted in writing by the AMS listed above.

STATE AGENCY ORDERING INSTRUCTIONS. Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

CONTRACT PRICES

FORD OF HIBBING - 83064

2015 Model Year Ford Patrol Type Interceptor - Sedan	Total Delivered Price	UNSPSC
New 2015 Model Year Ford Patrol Type Interceptor - Sedan 4-Door, MSP Police Package, with ALL required equipment (Items 1-34)	\$23,483.00	25101503
Deduct for customer pickup	\$50.00	
Deduct for additional key	\$4.50	

→ [\(Click here for specifications and Option List\)](#)

NELSON AUTO CENTER - 83065

2015 Model Year Ford Patrol Type Interceptor - Utility	Total Delivered Price	UNSPSC
New 2015 Model Year Ford Patrol Type Interceptor - Utility 4-Door, MSP Police Package, with ALL required equipment (Items 1-35)	\$25,562.95	25101503
Deduct for customer pickup	\$45.00	
Deduct for additional key	\$5.00	

→ [\(Click here for specifications and Option List\)](#)

Disb. Validation Listing

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.41110.367 2)MAYOR & COUNCIL	1)GENERAL FUND 3)OTHER INS - PUBLIC OFF LIAB					
	VOLUNTEER ACCIDENT PLAN	235.00	LEAGUE OF MN CITIES INS		D-01312015-966	323
	WORK COMP INSURANCE	43.00	LEAGUE OF MN CITIES INS	045901	M-01312015-967	57
	INSURANCE COVERAGE	8,790.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	65
101.41300.125 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CAFETERIA PLAN EXPENSES					
	MONTHLY FLEX CHARGE	117.50	TASC		D-01312015-966	209
101.41300.131 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)HEALTH INSURANCE					
	HEALTH INS-HSA FEES	101.28	SELECT ACCOUNT		D-01312015-966	444
101.41300.201 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)OFFICE SUPPLIES					
	SHREDDING DATA	95.94	SHRED-IT USA		D-01312015-966	239
	PEN TAPE, SHARPIE	12.03	BACKSTREET PRINTING		D-01312015-966	268
	DIRECT DEPOSIT STMTS	400.78	CREATIVE FORMS & CONCEPT		D-01312015-966	317
	GENERAL CHECK STOCK	505.95	CREATIVE FORMS & CONCEPT		D-01312015-966	318
101.41300.202 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)DUPLICATING & COPYING					
	COPIER MAINT	110.83	COPIER BUSINESS SOLUTION		D-01312015-966	69
	COPIER PAYMENT	139.00	TOSHIBA FINANCIAL SERVIC		D-01312015-966	195
	COPY PAPER	71.10	WEST CENTRAL SALES		D-01312015-966	379
	FREIGHT ON TONOR	10.17	COPIER BUSINESS SOLUTION		D-01312015-966	421
101.41300.209 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)GAS & OIL					
	GAS	91.73	GLACIAL PLAINS COOPERATI		D-01312015-966	83
101.41300.221 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)EQUIPMENT REPAIR PARTS					
	REPLACE SHAFT, LABOR	231.15	GLACIAL PLAINS COOPERATI		D-01312015-966	86
101.41300.309 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES					
	COMP TIME/DATA ENTRY	1,000.00	ELECTRIC FUND		D-01312015-966	21
101.41300.310 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES					
	SPAM FILTERING	36.00	MN OFFICE OF ENTERPRISE		D-01312015-966	92
	TECH SUPPORT SVC	495.00	SWIFT COUNTY		D-01312015-966	109
	ORDINANCE UPDATING	1,656.00	AMERICAN LEGAL PUBLISHIN		D-01312015-966	389
101.41300.315 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONSULTING SERVICES					
	RAILROAD CROSSING STUDY	2,256.00	STANTEC CONSULTING SERVI		D-01312015-966	287
101.41300.321 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TELEPHONE					
	LONG DISTANCE CHARGES	145.03	CENTURYLINK		D-01312015-966	80
	MONTHLY PRI CHARGE	409.45	CENTURYLINK		D-01312015-966	188
	CELL PHONE	100.98	VERIZON	045905	M-01312015-967	30
101.41300.331 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAVEL EXPENSE					
	PLANNING COMMISSION MTG	55.80	DAROLD'S SUPER VALUE		D-01312015-966	260
	MEALS	50.37	BANKCARD CENTER		D-01312015-966	324
101.41300.332 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAINING & INSTRUCTION					
	MCFOA MTG	40.00	INCIDENTAL FUND		D-01312015-966	273
	LOSS WORKSHOP-WOLFINGTON	20.00	LEAGUE OF MINN CITIES		D-01312015-966	433
101.41300.360 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)INSURANCE					
	INSURANCE COVERAGE	5,991.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	66

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.41300.366 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) WORKERS COMPENSATION WORK COMP INSURANCE	1,540.00	LEAGUE OF MN CITIES INS	045901 M-01312015-967	58
101.41610.201 2) CITY ATTORNEY	1) GENERAL FUND 3) OFFICE SUPPLIES POSTAGE & COPIES FILE EASEMENT	6.92 46.00	WILCOX LAW OFFICE, P.A. WILCOX LAW OFFICE, P.A.	D-01312015-966 D-01312015-966	219 418
101.41610.304 2) CITY ATTORNEY	1) GENERAL FUND 3) CITY ATTORNEY CONTRACT CITY ATTORNEY FEES	1,457.00	WILCOX LAW OFFICE, P.A.	D-01312015-966	220
101.41940.235 2) CITY HALL	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL MATS MATS EXTERIOR LED LITES PEST CONTROL GARBAGE SERVICE	23.46 23.46 814.20 50.00 35.03	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE BORDER STATES ELECTRIC S BRANESS PEST CONTROL MATTHEISEN DISPOSAL, INC	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 045899 M-01312015-967	60 340 369 424 48
101.41940.310 2) CITY HALL	1) GENERAL FUND 3) CONTRACTED SERV - CLEANING POLICE DEPT 12/28-1/31 CLEAN CITY HALL	200.00 120.00	MCGEARY/THOMAS SWIFT COUNTY DAC	D-01312015-966 D-01312015-966	210 289
101.41940.360 2) CITY HALL	1) GENERAL FUND 3) INSURANCE INSURANCE COVERAGE	4,600.00	LEAGUE OF MN CITIES INS	045902 M-01312015-967	67
101.41940.381 2) CITY HALL	1) GENERAL FUND 3) UTILITIES UTILITIES	806.96	MUNICIPAL UTILITIES	D-01312015-966	93
101.41940.383 2) CITY HALL	1) GENERAL FUND 3) HEATING COST UTILITIES NATURAL GAS NATURAL GAS	378.40 330.32 313.46	MUNICIPAL UTILITIES CENTER POINT ENERGY CENTER POINT ENERGY	D-01312015-966 D-01312015-966 045894 M-01312015-967	94 159 40
101.42100.131 2) POLICE DEPARTMENT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	202.56	SELECT ACCOUNT	D-01312015-966	445
101.42100.201 2) POLICE DEPARTMENT	1) GENERAL FUND 3) OFFICE SUPPLIES COPIER MAINT COPIER PAYMENT HIGHLIGHTERS CD ENVELOP PIERCE FUNERAL TONER FREIGHT COPY PAPER	68.01 158.00 15.70 27.00 10.17 35.55	COPIER BUSINESS SOLUTION TOSHIBA FINANCIAL SERVIC BACKSTREET PRINTING THE FLOWER BASKET COPIER BUSINESS SOLUTION WEST CENTRAL SALES	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	70 186 267 301 377 380
101.42100.209 2) POLICE DEPARTMENT	1) GENERAL FUND 3) GAS & OIL GAS	1,433.77	GLACIAL PLAINS COOPERATI	D-01312015-966	84
101.42100.210 2) POLICE DEPARTMENT	1) GENERAL FUND 3) OPERATING SUPPLIES MONTHLY SCHEDULE SERVICE WIPES, BOXES, GLOVES POLICE PETTY CASH	39.94 262.38 50.00	CALLBACK STAFFING SOLUTI COAST TO COAST SOLUTIONS INCIDENTAL FUND	D-01312015-966 D-01312015-966 D-01312015-966	218 266 272
101.42100.213 2) POLICE DEPARTMENT	1) GENERAL FUND 3) UNIFORM ALLOWANCE IMPAC PLATE LED LIGHT UNIFORM ALLOW JACKET HOLSTER HOLSTER, WEAPON LIGHT BELTS HOLSTER	80.00 96.70 115.27 249.99 134.99 349.55 77.97 49.99	KEEPRS, INC GALLS INC GALLS INC STREICHER'S STREICHER'S STREICHER'S STREICHER'S STREICHER'S STREICHER'S	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	247 257 258 245 246 247 248 249 250

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.42100.213 2) POLICE DEPARTMENT	1) GENERAL FUND 3) UNIFORM ALLOWANCE RADIO HOLDER JACKETS JACKET RETURN FLASHLIGHT HOLSTER, HANDCUFF	29.98 167.93 164.79 CR 89.99 154.98	STREICHER'S STREICHER'S STREICHER'S STREICHER'S STREICHER'S	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	351 437 438 439 454
101.42100.214 2) POLICE DEPARTMENT	1) GENERAL FUND 3) PERSONNEL TESTING & RECRUIT STAVISH EXAM STAVISH PSHCH SCREEN	186.05 525.00	AFFILIATED MED CENTERS GARY L FISCHLER & ASSOCI	D-01312015-966 D-01312015-966	285 313
101.42100.219 2) POLICE DEPARTMENT	1) GENERAL FUND 3) INVESTIGATIONS PROSECUTION FEES OLDS ALERO TOW UA TEST PROSECUTING SERVICES	3,451.33 75.00 35.00 260.00	WILCOX LAW OFFICE, P.A. SOUTHSHORE BODY SHOP SWIFT COUNTY SHERIFF HOHMAN LAW FIRM, LTD.	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	221 240 303 363
101.42100.223 2) POLICE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED OIL CHG TIRE REPAIR BATTERY OIL CHG SPARK PLUGS, COIL	21.88 20.12 140.70 36.26 371.97	TOM'S SERVICE, INC TOM'S SERVICE, INC TOM'S SERVICE, INC TOM'S SERVICE, INC TOM'S SERVICE, INC	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	357 358 359 360 361
101.42100.240 2) POLICE DEPARTMENT	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT AMMO LEATHERMAN, GLOVES WATER LED MONITOR	1,578.24 157.91 28.85 213.74	STREICHER'S RUNNINGS CULLIGAN SOFT WATER BANKCARD CENTER	D-01312015-966 D-01312015-966 D-01312015-966 045892 M-01312015-967	349 405 422 36
101.42100.317 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DRUG EDUCATION & ENFORCEMENT FINGERPRINT CARDS	665.09	MODERN MARKETING	D-01312015-966	306
101.42100.318 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DARE EXPENDITURES BASEBALLS PAPER, FLASH DRIVE	9.98 32.42	ZOSEL'S TRUE VALUE BACKSTREET PRINTING	D-01312015-966 D-01312015-966	226 266
101.42100.321 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TELEPHONE MONTHLY PRI CHARGE LOCAL SERVICE CELL PHONE CELL PHONE	100.00 63.35 2.94 211.74	CENTURYLINK CENTURYLINK VERIZON VERIZON	D-01312015-966 D-01312015-966 D-01312015-966 045905 M-01312015-967	189 197 367 31
101.42100.331 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MEALS MEALS	24.06 72.70	BANKCARD CENTER BANKCARD CENTER	D-01312015-966 045892 M-01312015-967	325 35
101.42100.360 2) POLICE DEPARTMENT	1) GENERAL FUND 3) INSURANCE INSURANCE COVERAGE	10,797.00	LEAGUE OF MN CITIES INS	045902 M-01312015-967	68
101.42100.366 2) POLICE DEPARTMENT	1) GENERAL FUND 3) WORKERS COMPENSATION WORK COMP INSURANCE	10,778.00	LEAGUE OF MN CITIES INS	045901 M-01312015-967	59
101.42100.411 2) POLICE DEPARTMENT	1) GENERAL FUND 3) RENT GARAGE RENT	100.00	ELECTRIC FUND	D-01312015-966	29
101.42100.433 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DUES & SUBSCRIPTIONS SWAT DUES 2015 2015 REGION VI CHIEFS DOMAIN NAME REG	1,000.00 30.00 179.00	STEVENS COUNTY SHERIFFS REGION VI CHIEFS ASSOCIA F I GROUP INC	D-01312015-966 D-01312015-966 D-01312015-966	302 304 314

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/RBC/CHK DATA-JE-ID	LINE#
101.42100.433 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DUES & SUBSCRIPTIONS STAVISH PEACE OFF LIC	90.00	POST BOARD	045893 M-01312015-967	37
101.42100.439 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DOG POUND EXPENSES RIDDLE, BOARDING	364.00	H & H VETERINARY SERVICE	D-01312015-966	362
101.42200.209 2) FIRE DEPARTMENT	1) GENERAL FUND 3) GAS & OIL GAS	31.30	GLACIAL PLAINS COOPERATI	D-01312015-966	85
101.42200.210 2) FIRE DEPARTMENT	1) GENERAL FUND 3) OPERATING SUPPLIES TUFF STUFF PRESS N SEAL	32.07 7.50	RUNNINGS DOMAT'S FAMILY FOODS	D-01312015-966 D-01312015-966	403 416
101.42200.221 2) FIRE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS PAGER BATTERIES	110.81	TOM'S SERVICE, INC	D-01312015-966	355
101.42200.223 2) FIRE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIR CONTRACTUAL TRANS FLUID CHG	269.43	TOM'S SERVICE, INC	D-01312015-966	356
101.42200.235 2) FIRE DEPARTMENT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL CLEAN FIRE HALL LTTES CLEANER GARBAGE SERVICE	26.90 128.34 70.55 25.27	SWIFT COUNTY DAC BORDER STATES ELECTRIC S WEST CENTRAL SALES MATTHEISEN DISPOSAL, INC	D-01312015-966 D-01312015-966 D-01312015-966 045899 M-01312015-967	291 370 381 49
101.42200.321 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TELEPHONE CELL PHONE	14.37	VERIZON	045905 M-01312015-967	32
101.42200.331 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MEALS	22.31	BANKCARD CENTER	D-01312015-966	326
101.42200.332 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TRAINING & INSTRUCTION LAKE REGION MEETING	45.00	VOLLAN/DAVE	045898 M-01312015-967	47
101.42200.360 2) FIRE DEPARTMENT	1) GENERAL FUND 3) INSURANCE INSURANCE COVERAGE	10,250.00	LEAGUE OF MN CITIES INS	045902 M-01312015-967	69
101.42200.366 2) FIRE DEPARTMENT	1) GENERAL FUND 3) WORKERS COMPENSATION WORK COMP INSURANCE	5,773.00	LEAGUE OF MN CITIES INS	045901 M-01312015-967	60
101.42200.381 2) FIRE DEPARTMENT	1) GENERAL FUND 3) UTILITIES UTILITIES	386.94	MUNICIPAL UTILITIES	D-01312015-966	95
101.42200.383 2) FIRE DEPARTMENT	1) GENERAL FUND 3) HEATING COST NATURAL GAS NATURAL GAS	574.44 465.63	CENTER POINT ENERGY CENTER POINT ENERGY	D-01312015-966 M-01312015-967	160 42
101.42200.418 2) FIRE DEPARTMENT	1) GENERAL FUND 3) FIRE SERVICE FEE FIRE SERVICE	833.33	WATER FUND	D-01312015-966	24
101.42600.131 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	25.32	SELECT ACCOUNT	D-01312015-966	446
101.42600.321 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TELEPHONE CELL PHONE	57.45	VERIZON	045905 M-01312015-967	34

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK DATA-JE-ID	LINE#
101.42600.331 2)ENGINEERING DEPARTMENT	1)GENERAL FUND 3)TRAVEL EXPENSE MILEAGE TO MORRIS	350.00	JACOBSON/MIKE	D-01312015-966	415
101.42600.332 2)ENGINEERING DEPARTMENT	1)GENERAL FUND 3)TRAINING & INSTRUCTION BLDG CODE TRAINING	420.00	BANKCARD CENTER	D-01312015-966	327
101.42600.433 2)ENGINEERING DEPARTMENT	1)GENERAL FUND 3)DUES & SUBSCRIPTIONS 2015 DUES-JACOBSON	75.00	SOUTHWEST MN CHAPTER OF	D-01312015-966	443
101.43100.131 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	75.96	SELECT ACCOUNT	D-01312015-966	447
101.43100.201 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)OFFICE SUPPLIES BATTERY	5.99	AUTO VALU BENSON	D-01312015-966	440
101.43100.209 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)GAS & OIL GAS OIL, OIL DRY	1,856.25 156.32	GLACIAL PLAINS COOPERATI AUTO VALU BENSON	D-01312015-966 D-01312015-966	87 439
101.43100.210 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)OPERATING SUPPLIES WELDING GAS PLATES, CLEANER, BAGS CABLE DA TEST GRAVEL PIT PERMIT TRASH BAGS WELDING GAS	113.84 33.78 14.39 24.70 175.00 12.19 177.35	AMERICAN WELDING & GAS I DOMAT'S FAMILY FOODS CHARTER COMMUNICATIONS AFFILIATED MED CENTERS SWIFT CO ENVIRONMENTAL S RUNNINGS AMERICAN WELDING & GAS I	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 M-01312015-967	196 262 316 320 388 401 46
101.43100.215 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)SHOP SUPPLIES TISSUE, TOWELS, BOLT CORDLESS LED BANDSAW BLADE FUSE, MIRROR	112.45 56.94 12.99 21.48	ZOSEL'S TRUE VALUE AUTO VALU BENSON RUNNINGS AUTO VALU BENSON	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	227 332 399 442
101.43100.221 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)EQUIPMENT REPAIR PARTS SOCKET FILTERS, WIPER BLADES PARTS	19.02 316.75 387.16	HUSTON & SONS TRUCK REPA AUTO VALU BENSON JOHN DEERE FINANCIAL	D-01312015-966 D-01312015-966 045900 M-01312015-967	256 331 56
101.43100.223 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)EQUIPMENT REPAIRS CONTRACTED ACTUATOR KIT/REPAIRS	626.18	HUSTON & SONS TRUCK REPA	D-01312015-966	255
101.43100.235 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL DRAIN OPENER GARBAGE SERVICE	35.78 44.97	RUNNINGS MATTHEISEN DISPOSAL, INC	D-01312015-966 045899 M-01312015-967	400 50
101.43100.360 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)INSURANCE INSURANCE COVERAGE	14,400.00	LEAGUE OF MN CITIES INS	045902 M-01312015-967	71
101.43100.366 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)WORKERS COMPENSATION WORK COMP INSURANCE	12,041.00	LEAGUE OF MN CITIES INS	045901 M-01312015-967	62
101.43100.381 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)UTILITIES UTILITIES ELECTRIC SERVICE	480.35 88.87	MUNICIPAL UTILITIES AGRALITE ELECTRIC COOPER	D-01312015-966 045895 M-01312015-967	96 43

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.43100.383 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEATING COST NATURAL GAS NATURAL GAS	554.25 494.79	CENTER POINT ENERGY CENTER POINT ENERGY	045894	D-01312015-966 M-01312015-967	161 39
101.43100.386 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET LIGHTING UTILITIES UTILITIES	7,846.00	MUNICIPAL UTILITIES		D-01312015-966	97
101.43100.438 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) LAUNDRY MATS & TOWELS MATS & TOWELS	33.89 38.65	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE		D-01312015-966 D-01312015-966	62 341
101.45121.235 2) ORGANIZED RECREATION	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL BATTERY SERVICE CALL LABOR DISHWASHER SERVICE PEST CONTROL	6.99 80.00 511.78 35.00	ZOSEL'S TRUE VALUE HEARTLAND SECURITY SERVI HAWLEYS, INC. BRANESS' PEST CONTROL		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	225 249 250 425
101.45121.310 2) ORGANIZED RECREATION	1) GENERAL FUND 3) SENIOR CITIZEN PROGRAM MONTHLY CONTRIBUTION JAN U-CARE ROOM RENT	700.00 25.00	SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT		D-01312015-966 D-01312015-966	28 417
101.45124.235 2) SWIMMING POOL	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE	2.34	MATTHEISEN DISPOSAL, INC	045899	M-01312015-967	54
101.45124.321 2) SWIMMING POOL	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE CELL PHONE	24.16 35.01	CENTURYLINK VERIZON	045905	D-01312015-966 M-01312015-967	178 33
101.45124.360 2) SWIMMING POOL	1) GENERAL FUND 3) INSURANCE WORK COMP INSURANCE INSURANCE COVERAGE	1,463.00 6,500.00	LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS	045901 045902	M-01312015-967 M-01312015-967	61 70
101.45124.381 2) SWIMMING POOL	1) GENERAL FUND 3) UTILITIES UTILITIES	139.50	MUNICIPAL UTILITIES		D-01312015-966	98
101.45181.235 2) ARMORY	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL ODOR KILLER CLEAN ARMORY TOWELS, FRESHENER HOSE-FLOOR SCRUBBER FURNACE FILTERS	23.03 25.73 42.95 33.67 218.00	ZOSEL'S TRUE VALUE SWIFT COUNTY DAC WEST CENTRAL SALES RUNNINGS CRAIGS, INC.		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 M-01312015-967	229 260 382 403 45
101.45181.310 2) ARMORY	1) GENERAL FUND 3) CONTRACTED SERVICES NORTH/EAST SIDE REPAIR ARMORY RENOVATION PLAN	9,350.00 2,200.00	MINOR DRYWALL ENGAN ASSOCIATES	045904	D-01312015-966 M-01312015-967	245 78
101.45181.321 2) ARMORY	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	40.75	CENTURYLINK		D-01312015-966	179
101.45181.360 2) ARMORY	1) GENERAL FUND 3) INSURANCE INSURANCE COVERAGE	1,960.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	76
101.45181.381 2) ARMORY	1) GENERAL FUND 3) UTILITIES UTILITIES	272.05	MUNICIPAL UTILITIES		D-01312015-966	99
101.45181.383 2) ARMORY	1) GENERAL FUND 3) HEATING COST NATURAL GAS NATURAL GAS	452.36 322.11	CENTER POINT ENERGY CENTER POINT ENERGY	045894	D-01312015-966 M-01312015-967	163 38

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.45200.131 2) PARKS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	25.32	SELECT ACCOUNT		D-01312015-966	448
101.45200.209 2) PARKS	1) GENERAL FUND 3) GAS & OIL GAS FUEL FILTERS AIR COMP OIL	167.56 27.98 10.99	GLACIAL PLAINS COOPERATI AUTO VALU BENSON RUNNINGS		D-01312015-966 D-01312015-966 D-01312015-966	88 334 398
101.45200.210 2) PARKS	1) GENERAL FUND 3) OPERATING SUPPLIES CLEANER, BLO GUN GARBAGE SERVICE	48.84 167.67	RUNNINGS MATTHEISEN DISPOSAL, INC	045899	D-01312015-966 M-01312015-967	396 51
101.45200.211 2) PARKS	1) GENERAL FUND 3) LANDSCAPING MATERIALS 6 STEEL TRASH CANS	2,308.69	TRASH CONTAINER COMPANY		D-01312015-966	238
101.45200.221 2) PARKS	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS REPAIR CABLE FILTERS ROLLER CHAIN, LINK BEARINGS PARTS	237.50 117.09 63.31 19.31 174.73	TELE SYSTEMS INC AUTO VALU BENSON RUNNINGS AUTO VALU BENSON JOHN DEERE FINANCIAL	045900	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 M-01312015-967	237 333 397 441 55
101.45200.235 2) PARKS	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL MATS	21.10	BENSON LAUNDRY-MAT HOUSE		D-01312015-966	343
101.45200.321 2) PARKS	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	41.55	CENTURYLINK		D-01312015-966	181
101.45200.360 2) PARKS	1) GENERAL FUND 3) INSURANCE INSURANCE COVERAGE	14,340.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	72
101.45200.366 2) PARKS	1) GENERAL FUND 3) WORKERS COMPENSATION WORK COMP INSURANCE	1,941.00	LEAGUE OF MN CITIES INS	045901	M-01312015-967	63
101.45200.381 2) PARKS	1) GENERAL FUND 3) UTILITIES UTILITIES	775.12	MUNICIPAL UTILITIES		D-01312015-966	100
101.45200.412 2) PARKS	1) GENERAL FUND 3) RENT GARAGE RENT	150.00	ELECTRIC FUND		D-01312015-966	22
101.49010.210 2) CEMETERY	1) GENERAL FUND 3) OPERATING SUPPLIES CEMETERY GATE REPAIR	18.00	LORENZ MFG.		D-01312015-966	246
101.49010.310 2) CEMETERY	1) GENERAL FUND 3) CONTRACTED SERVICES CEMETERY ENGINEERING	3,670.00	LANDTEAM INCORPORATED		D-01312015-966	295
101.49200.430 2) UNALLOCATED	1) GENERAL FUND 3) MISCELLANEOUS CHAMBER FLOODING VAC UNEMPLOYMENT FILING FINE FITTING, FAN-CHAMBER BLG	1,124.00 860.00 98.97	ENVIRO DYNE MN UI FUND RUNNINGS		D-01312015-966 D-01312015-966 D-01312015-966	276 387 404
101.49300.731 2) TRANSFERS	1) GENERAL FUND 3) TRANSFER TO OTHER GOVERNMENTS MONTHLY RENT	2,166.67	BENSON CIVIC CENTER BOAR		D-01312015-966	175
101.49800.131 2) PUBLIC TRANSIT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	50.64	SELECT ACCOUNT		D-01312015-966	449

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FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.49800.209 2)PUBLIC TRANSIT	1)GENERAL FUND 3)GAS & OIL GAS	1,449.10	GLACIAL PLAINS COOPERATI		D-01312015-966	89
101.49800.210 2)PUBLIC TRANSIT	1)GENERAL FUND 3)OPERATING SUPPLIES TOWELS, TOILET PAPER TOILET TISSUE	20.62 11.99	DAROLD'S SUPER VALUE DOMAT'S FAMILY FOODS		D-01312015-966 D-01312015-966	259 261
101.49800.221 2)PUBLIC TRANSIT	1)GENERAL FUND 3)EQUIPMENT REPAIR PARTS BUS 1 - BATTERY	211.98	AUTO VALU BENSON		D-01312015-966	335
101.49800.223 2)PUBLIC TRANSIT	1)GENERAL FUND 3)EQUIPMENT REPAIRS CONTRACTED ACCIDENT REPAIRS OIL CHG-BUS 2 BUS 1,2-TRANS FLUID CHG MOUNT TIRES	1,713.99 44.17 240.81 124.50	SOUTHSIDE BODY SHOP TOM'S SERVICE, INC TOM'S SERVICE, INC GLACIAL PLAINS COOPERATI		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	288 353 354 394
101.49800.321 2)PUBLIC TRANSIT	1)GENERAL FUND 3)TELEPHONE LOCAL SERVICE	42.30	CENTURYLINK		D-01312015-966	182
101.49800.360 2)PUBLIC TRANSIT	1)GENERAL FUND 3)INSURANCE INSURANCE COVERAGE	5,450.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	73
101.49800.366 2)PUBLIC TRANSIT	1)GENERAL FUND 3)WORKERS COMPENSATION WORK COMP INSURANCE	3,766.00	LEAGUE OF MN CITIES INS	045901	M-01312015-967	64
101.49800.412 2)PUBLIC TRANSIT	1)GENERAL FUND 3)RENT GARAGE RENT	375.00	ELECTRIC FUND		D-01312015-966	23
101.49810.235 2)AIRPORT	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL MATS WATER COMBINATION WINDOW JANUARY RENT SILICONE SERVICE BOILER GARBAGE SERVICE	13.51 19.97 121.50 19.50 8.58 121.80 4.68	BENSON LAUNDRY-MAT HOUSE CULLIGAN SOFT WATER A. F. BUILDING MATERIALS WEST ACRES WATER SYSTEMS RUNNINGS CRAIGS, INC. MATTHEISEN DISPOSAL, INC		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 M-01312015-967	61 71 84 84 84 84 84 52
101.49810.307 2)AIRPORT	1)GENERAL FUND 3)MANAGEMENT FEES AIRPORT MANAGER	350.00	LYNCH LAKE FLYING CLUB		D-01312015-966	38
101.49810.321 2)AIRPORT	1)GENERAL FUND 3)TELEPHONE LOCAL SERVICE	74.36	CENTURYLINK		D-01312015-966	183
101.49810.360 2)AIRPORT	1)GENERAL FUND 3)INSURANCE INSURANCE COVERAGE	3,400.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	74
101.49810.381 2)AIRPORT	1)GENERAL FUND 3)UTILITIES ELECTRIC SERVICE	1,106.94	AGRALITE ELECTRIC COOPER	045895	M-01312015-967	44
101.49810.383 2)AIRPORT	1)GENERAL FUND 3)HEATING COST NATURAL GAS NATURAL GAS	47.29 116.51	CENTER POINT ENERGY CENTER POINT ENERGY		D-01312015-966 M-01312015-967	164 41
211.45500.201 2)LIBRARY	1)LIBRARY FUND 3)OFFICE SUPPLIES COPIER MAINT TONER FREIGHT	65.33 10.17	COPIER BUSINESS SOLUTION COPIER BUSINESS SOLUTION		D-01312015-966 D-01312015-966	223 376

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
211.45500.210 2) LIBRARY	1) LIBRARY FUND 3) OPERATING SUPPLIES CD RINGS, SUPPLIES	1,320.27	BANKCARD CENTER		D-01312015-966	328
211.45500.235 2) LIBRARY	1) LIBRARY FUND 3) BUILDING MAINTENANCE & SUPPL MATS MATS GARBAGE SERVICE	26.59 26.59 68.68	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC	045899	D-01312015-966 D-01312015-966 M-01312015-967	63 342 53
211.45500.310 2) LIBRARY	1) LIBRARY FUND 3) CONTRACTED SERV - CLEANING CLEAN LIBRARY	395.00	MCGEARY/THOMAS		D-01312015-966	26
211.45500.321 2) LIBRARY	1) LIBRARY FUND 3) TELEPHONE LOCAL SERVICE	75.94	CENTURYLINK		D-01312015-966	184
211.45500.360 2) LIBRARY	1) LIBRARY FUND 3) INSURANCE INSURANCE COVERAGE	4,400.00	LEAGUE OF MN CITIES INS	045902	M-01312015-967	75
211.45500.381 2) LIBRARY	1) LIBRARY FUND 3) UTILITIES UTILITIES	173.91	MUNICIPAL UTILITIES		D-01312015-966	101
211.45500.383 2) LIBRARY	1) LIBRARY FUND 3) HEATING COST UTILITIES	446.06	MUNICIPAL UTILITIES		D-01312015-966	102
227.46500.310 2) ECONOMIC DEVELOPEMENT	1) COMMUNITY DEV REVOLVING FUND 3) CONTRACTED SERVICES (DESCRIB) NORBLEY WATER HEATER	750.00	HAWLEYS, INC.		D-01312015-966	310
401.41300.501 2) ADMINISTRATION & FINANCE	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY SERVER INSTALL	13,569.18	MORRIS ELECTRONICS		D-01312015-966	243
401.49810.501 2) AIRPORT	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY HELIPORT ENGINEERING HELIPORT ENGINEERING	4,620.00 10,200.00	LANDTEAM INCORPORATED LANDTEAM INCORPORATED	045903	D-01312015-966 M-01312015-967	366 77
515.46500.331 2) GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) TRAVEL EXPENSE EDA MTG MEALS MEALS & LODGING 2014 BIOMASS CONF EXP	38.61 276.08 1,302.76	BREENS THRIFTY WHITE DRU BANKCARD CENTER HORECKA/DR RICHARD		D-01312015-966 D-01312015-966 D-01312015-966	277 330 431
515.46500.430 2) GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) MISCELLANEOUS LED EXIT COMBO OUTLET BOX	43.61 3.99	BORDER STATES ELECTRIC S RUNNINGS		D-01312015-966 D-01312015-966	368 406
521.47000.313 3) CONTRACTED SERVICES	1) G.O. BONDS 2012A REFUNDING ANNUAL DISCLOSURE RPT	250.00	EHLERS & ASSOCIATES, INC		D-01312015-966	390
601.15500 2) PREPAID EXPENSES - INSURANCE	1) WATER FUND WORK COMP INSURANCE INSURANCE COVERAGE	3,068.00 6,450.00	LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS	035599 035600	M-01312015-967 M-01312015-967	105 108
601.49400.131 2) WATER DEPARTMENT	1) WATER FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	50.64	SELECT ACCOUNT		D-01312015-966	451
601.49400.201 2) WATER DEPARTMENT	1) WATER FUND 3) OFFICE SUPPLIES PRINTER INK, CALENDAR	57.48	BACKSTREET PRINTING		D-01312015-966	270

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
601.49400.208 2) WATER DEPARTMENT	1) WATER FUND 3) CHEMICALS & CHEM SUPPLIES ORTHO POLY	1,956.67	HAWKINS, INC.	D-01312015-966	252
601.49400.209 2) WATER DEPARTMENT	1) WATER FUND 3) GAS & OIL GAS	241.25	GLACIAL PLAINS COOPERATI	D-01312015-966	131
601.49400.210 2) WATER DEPARTMENT	1) WATER FUND 3) OPERATING SUPPLIES TANK UPS CHGS RUSS-BOOTS/JEANS CABLE TIES	8.99 16.80 192.94 15.99	AUTO VALU BENSON GROSSMAN, DEPUTY REGISTR RUNNINGS RUNNINGS	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	337 384 409 410
601.49400.217 2) WATER DEPARTMENT	1) WATER FUND 3) LAB EQUIPMENT & SUPPLIES ACID POWDER, CYANIDE DISTILLED WATER	166.38 5.94	USA BLUE BOOK RUNNINGS	D-01312015-966 D-01312015-966	234 412
601.49400.221 2) WATER DEPARTMENT	1) WATER FUND 3) EQUIPMENT REPAIR PARTS COPPER TUBING	14.38	AUTO VALU BENSON	D-01312015-966	336
601.49400.227 2) WATER DEPARTMENT	1) WATER FUND 3) MAINTAIN COLLECTION SYSTEM FROST PLATE-FLOWER BSKT	31.52	METERING & TECHNOLOGY SO	D-01312015-966	308
601.49400.235 2) WATER DEPARTMENT	1) WATER FUND 3) BUILDING MAINTENANCE & SUPPL SPRAY PAINT	7.38	RUNNINGS	D-01312015-966	411
601.49400.307 2) WATER DEPARTMENT	1) WATER FUND 3) MANAGEMENT FEES MANAGEMENT FEES	3,213.00	GENERAL FUND	D-01312015-966	13
601.49400.313 2) WATER DEPARTMENT	1) WATER FUND 3) CONTRACTED SERVICES WTP IMPROVEMENTS BACKFLOW PREV CERT NOV COLIFORM CHGS DEC COLIFORM CHGS ANNUAL DISCLOSURE RPT	608.00 161.45 180.00 180.00 250.00	STANTEC CONSULTING SERVI VOSS PLUMBING & HEATING COUNTRYSIDE PUBLIC HEALT COUNTRYSIDE PUBLIC HEALT EHLERS & ASSOCIATES, INC	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	224 286 297 298 391
601.49400.321 2) WATER DEPARTMENT	1) WATER FUND 3) TELEPHONE LOCAL SERVICE CELL PHONE-WATER	93.71 18.52	CENTURYLINK VERIZON	D-01312015-966 M-01312015-967	208 17
601.49400.332 2) WATER DEPARTMENT	1) WATER FUND 3) TRAINING & INSTRUCTION SEARCY-CONF REGISTRATION BORSTAD REGISTRATION BORSTAD REGISTRATION	225.00 60.00 20.00	MRWA MN SECTION CSWEA MN WASTEWATER OPERATORS	D-01312015-966 M-01312015-967 M-01312015-967	309 104 112
601.49400.381 2) WATER DEPARTMENT	1) WATER FUND 3) UTILITIES UTILITIES	2,263.88	MUNICIPAL UTILITIES	D-01312015-966	141
601.49400.430 2) WATER DEPARTMENT	1) WATER FUND 3) MISCELLANEOUS 2014 WATER USE FEES	1,201.75	MN DNR WATERS	035593 M-01312015-967	99
602.15500 2) PREPAID EXPENSES - INSURANCE	1) SEWER COLLECTION & DISPOSAL WORK COMP INSURANCE INSURANCE COVERAGE	166.00 10,545.00	LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS	035599 M-01312015-967 035600 M-01312015-967	106 109
602.16590 2) CONSTRUCTION IN PROGRESS	1) SEWER COLLECTION & DISPOSAL SEWER REPLACEMENT	7,213.88	LANDTEAM INCORPORATED	D-01312015-966	365

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
602.43250.208 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) CHEMICALS & CHEM SUPPLIES FERIC ACID	1,136.17	HAWKINS, INC.		D-01312015-966	253
602.43250.221 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) EQUIPMENT REPAIR PARTS BOLTS PUNCH ELBOW CONTROL VALVES BELT	45.97 909.12 84.99	RUNNINGS NOTT COMPANY AUTO VALU BENSON		D-01312015-966 D-01312015-966 D-01312015-966	414 435 436
602.43250.223 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) EQUIPMENT REPAIRS CONTRACTED JET TRUCK REPAIRS	1,306.43	HUSTON & SONS TRUCK REPA		D-01312015-966	254
602.43250.226 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MAINTAIN SYSTEM GRIT PUMP REPAIR PARTS ANNUAL MONITORING FEE RISING STEM SCREWS TELEVISION SEWER COOK CLAIM JETTING SERVICES	215.62 432.00 424.03 1,663.04 1,718.54 3,073.00	DAKOTA SUPPLY GROUP OMNI SITE LATANICK EQUIPMENT INC JOHNSON JET-LINE NATIONAL SUBROGATION SER ENVIRO DYNE		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 M-01312015-967 M-01312015-967	263 292 294 296 93 102
602.43250.235 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) BUILDING MAINTENANCE & SUPPL CONNECTOR, HDWRE PLUGS BRACKETSS, COUPLING	14.95 234.53 46.13	ZOSEL'S TRUE VALUE BORDER STATES ELECTRIC S RUNNINGS		D-01312015-966 D-01312015-966 D-01312015-966	230 373 413
602.43250.307 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MANAGEMENT FEES MANAGEMENT FEES	4,171.00	GENERAL FUND		D-01312015-966	14
602.43250.313 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) CONTRACTED SERVICES ANNUAL DISCLOSURE RPT	250.00	EHLERS & ASSOCIATES, INC		D-01312015-966	392
602.43250.321 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) TELEPHONE CELL PHONE-WATER	18.52	VERIZON	035601	M-01312015-967	18
602.43250.381 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) UTILITIES UTILITIES ELECTRIC SERVICE	4,926.95 58.01	MUNICIPAL UTILITIES AGRALITE ELECTRIC COOPER	035591	D-01312015-966 M-01312015-967	142 97
602.43250.383 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) HEATING COST NATURAL GAS NATURAL GAS	643.47 562.32	CENTER POINT ENERGY CENTER POINT ENERGY	035590	D-01312015-966 M-01312015-967	191 96
602.43250.430 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MISCELLANEOUS HAZARDOUS MTL/CHEM FEE	100.00	MN DEPT OF PUBLIC SAFETY		D-01312015-966	293
604.14300 2) INVENTORY CONTROL	1) ELECTRIC FUND INVENTORY	503.88	BORDER STATES ELECTRIC S		D-01312015-966	371
604.15500 2) PREPAID EXPENSES - INSURANCE	1) ELECTRIC FUND WORK COMP INSURANCE INSURANCE COVERAGE	405.00 28,340.00	LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS	035599 035600	M-01312015-967 M-01312015-967	107 110
604.16590 2) CONSTRUCTION IN PROGRESS	1) ELECTRIC FUND OH-UG LINE CONV	512.00	DGR ENGINEERING		D-01312015-966	264
604.49610.221 2) POWER PRODUCTION	1) ELECTRIC FUND 3) MAINT OF GENRATN EQUIP PARTS FILTERS	55.17	AUTO VALU BENSON		D-01312015-966	338

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
604.49610.235 2) POWER PRODUCTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE GARBAGE SERVICE	11.70	MATTHEISEN DISPOSAL, INC	035594	M-01312015-967	101
604.49610.307 2) POWER PRODUCTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-POWER PROD MANAGEMENT FEE	1,445.80	GENERAL FUND		D-01312015-966	211
604.49610.381 2) POWER PRODUCTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	4,241.57	MUNICIPAL UTILITIES		D-01312015-966	143
604.49630.307 2) TRANSMISSION	1) ELECTRIC FUND 3) MANAGEMENT FEES MANAGEMENT FEE	1,445.80	GENERAL FUND		D-01312015-966	212
604.49640.209 2) DISTRIBUTION	1) ELECTRIC FUND 3) FUEL EXPENSE-VEHICLES TRANS FLUID, LABOR GAS	145.57 679.60	GLACIAL PLAINS COOPERATI GLACIAL PLAINS COOPERATI		D-01312015-966 D-01312015-966	132 133
604.49640.210 2) DISTRIBUTION	1) ELECTRIC FUND 3) OPERATING SUPPLIES ZIPPER REPAIR WIRE NUTS CLIMBING BELT WIRE CRIMP BRUSH WELDING WIRE, BATTERY	12.00 1,161.17 26.49 195.35	MN MILLS & MFG LLC BORDER STATES ELECTRIC S RUNNINGS AUTO VALU BENSON		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	307 372 407 437
604.49640.221 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE PARTS CABLE COUPLERS, ADAPTERS PARTS RETURN HOSE ELBOW NIPPLE, ELBOW BORING MACHINE PARTS FILTERS-TRENCHER PAINT/OIL FILTERS, HOSE, BELT	123.78 136.70 54.27 159.96 21.05 629.73 50.13 43.66 84.29	PRODUCTIVITY PLUS ACCOUN ABNER SALES ABNER SALES ABNER SALES ABNER SALES DITCH WITCH OF MINNESOTA AUTO VALU BENSON RUNNINGS AUTO VALU BENSON		D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	236 237 238 239 240 241 242 243 244
604.49640.223 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE CONTR. UNIT #11 DIELECTRIC TEST BATTERY-UNIT 12 DIELECTRIC TEST #8	1,938.22 264.92 560.49	ABM EQUIPMENT & SUPPLY I TOM'S SERVICE, INC ABM EQUIPMENT & SUPPLY I		D-01312015-966 D-01312015-966 D-01312015-966	300 352 375
604.49640.226 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINTENANCE OF OVERHEAD LINE FIBER SPLICING	1,870.40	FUSION PROS, LLC	035596	M-01312015-967	103
604.49640.230 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINT OF STREET LIGHTING LED BULBS, BREAKER	1,166.50	BORDER STATES ELECTRIC S		D-01312015-966	374
604.49640.235 2) DISTRIBUTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE MATS & TOWELS GARBAGE SERVICE	29.10 11.70	BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC	035594	D-01312015-966 M-01312015-967	115 100
604.49640.307 2) DISTRIBUTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-DISTRIBUTION MANAGEMENT FEE	4,336.50	GENERAL FUND		D-01312015-966	213
604.49640.321 2) DISTRIBUTION	1) ELECTRIC FUND 3) TELEPHONE CELL PHONE-ELECTRIC CELL PHONE-SURVEY	201.96 163.18	VERIZON VERIZON	035601 035601	M-01312015-967 M-01312015-967	19 20
604.49640.381 2) DISTRIBUTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	2,702.15	MUNICIPAL UTILITIES		D-01312015-966	144

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK DATA-JE-ID	LINE#
604.49640.383 2) DISTRIBUTION	1) ELECTRIC FUND 3) NATURAL GAS UTILITIES	710.36	MUNICIPAL UTILITIES	D-01312015-966	145
604.49650.307 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) MANAGEMENT FEES-CIP SALARY MANAGEMENT FEE	723.00	GENERAL FUND	D-01312015-966	222
604.49650.475 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) CONSERVATION REBATES WASHER REBATE WASHER REBATE WASHER REBATE DISHWASHER REBATE HEATING/COOLING REBATE	50.00 50.00 50.00 25.00 200.00	WOODIN/WILLIAM THOMAS/STEVEN SWANSON/LELAND ALSAKER/JEAN AMUNDSON-PETERSON	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	232 235 241 283 321
604.49650.480 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) LOAD MANAGEMENT WATER HEATER REBATE WATER HEATER REBATE	75.00 75.00	NICHOLSON/ROSANNE HAYDEN/PAUL	D-01312015-966 D-01312015-966	305 311
604.49655.131 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	25.32	SELECT ACCOUNT	D-01312015-966	452
604.49655.201 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OFFICE SUPPLIES COPIER MAINT COPIER PAYMENT METER KEY CABINET UTILITY CHECK STOCK COPY PAPER	127.44 109.00 128.14 329.83 35.55	COPIER BUSINESS SOLUTION TOSHIBA FINANCIAL SERVIC BACKSTREET PRINTING CREATIVE FORMS & CONCEPT WEST CENTRAL SALES	D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966 D-01312015-966	192 193 269 319 378
604.49655.203 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) POSTAGE POSTAGE POSTAGE DUE ACCOUNT	126.40 50.00	INCIDENTAL FUND POST OFFICE	D-01312015-966 D-01312015-966	274 364
604.49655.307 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) MANAGEMENT FEES-CUST ACCTS MANAGEMENT FEE	1,445.80	GENERAL FUND	D-01312015-966	214
604.49655.317 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OTHER CONTRACTED SERVICES METER SERVICE	54.00	AUTOMATED ENERGY INC	D-01312015-966	207
604.49655.318 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) BILL PRINT SERVICES JAN BILL PRINT CONVERSION COSTS DEC BILL PRINT CONVERSION CHARGES	1,110.53 93.75 1,149.54 525.00	INNOVATIVE SYSTEMS INNOVATIVE SYSTEMS INNOVATIVE SYSTEMS INNOVATIVE SYSTEMS	D-01312015-966 D-01312015-966 M-01312015-967 M-01312015-967	322 434 94 95
604.49659.131 2) CUSTOMER SERVICE	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	25.32	SELECT ACCOUNT	D-01312015-966	453
604.49660.307 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-ADMINISTRATN MANAGEMENT FEE	2,168.50	GENERAL FUND	D-01312015-966	215
604.49660.308 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-FINANCE MANAGEMENT FEE	1,445.80	GENERAL FUND	D-01312015-966	216
604.49660.309 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-SALES MANAGEMENT FEE	1,445.80	GENERAL FUND	D-01312015-966	217
604.49660.317 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) OTHER CONTRACTED SERVICES 7 GOPHER STATE CALLS ANNUAL FEE	10.15 100.00	GOPHER STATE ONE CALL GOPHER STATE ONE CALL	D-01312015-966 D-01312015-966	148 312

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
609.49750.235	1) LIQUOR FUND				
2) LIQUOR	3) BUILDING MAINTENANCE & SUPPL				
	2015 MONITORING	195.27	HEARTLAND SECURITY SERVI	D-01312015-966	386
	WALK IN COOLER FREON	1,069.77	CRAIGS, INC.	D-01312015-966	423
	PEST CONTROL	42.75	BRANESS PEST CONTROL	D-01312015-966	426
	GARBAGE SERVICE	206.87	MATTHEISEN DISPOSAL, INC	022521 M-01312015-967	80
	COOLER FREON	633.71	CRAIGS, INC.	022531 M-01312015-967	111
609.49750.254	1) LIQUOR FUND				
2) LIQUOR	3) OFF SALE MIX PURCHASES				
	ICE	83.35	ARCTIC GLACIER USA INC	D-01312015-966	112
	OFF SALE MIX	245.70	PEPSI	D-01312015-966	149
	MIX	294.35	VIKING COCA COLA BOTTLIN	D-01312015-966	155
	POP	117.06	AMERICAN BOTTLING COMPAN	D-01312015-966	282
609.49750.292	1) LIQUOR FUND				
2) LIQUOR	3) ON SALE MISC PURCHASES				
	SNACKS	753.21	SYSCO WESTERN MINNESOTA	D-01312015-966	111
	TACO INGREDIENTS	131.98	DAROLD'S SUPER VALUE	D-01312015-966	124
	PIZZAS	531.50	HARRYS FROZEN FOOD	D-01312015-966	135
	SNACKS	110.50	MONTE CANDY COMPANY	D-01312015-966	140
	PREMIX	160.70	VIKING COCA COLA BOTTLIN	D-01312015-966	156
609.49750.307	1) LIQUOR FUND				
2) LIQUOR	3) MANAGEMENT FEES				
	MANAGEMENT FEES	2,134.20	GENERAL FUND	D-01312015-966	16
609.49750.310	1) LIQUOR FUND				
2) LIQUOR	3) CONTRACTED SERVICES-CLEANING				
	LIQUOR STORE CLEANING	825.00	BENSON/KIMBERLY	D-01312015-966	4
609.49750.321	1) LIQUOR FUND				
2) LIQUOR	3) TELEPHONE				
	LOCAL SERVICE	88.57	CENTURYLINK	D-01312015-966	128
609.49750.333	1) LIQUOR FUND				
2) LIQUOR	3) FREIGHT ON LIQUOR				
	FREIGHT	222.75	COUNTRY PET FOODS	D-01312015-966	119
609.49750.343	1) LIQUOR FUND				
2) LIQUOR	3) ADVERTISING				
	LIQUOR ADS	282.60	MONITOR & NEWS	D-01312015-966	139
	JAN 16/17 ENTERTAINMENT	400.00	CM ROCK	022520 M-01312015-967	79
609.49750.381	1) LIQUOR FUND				
2) LIQUOR	3) UTILITIES				
	UTILITIES	1,080.02	MUNICIPAL UTILITIES	D-01312015-966	146
609.49750.383	1) LIQUOR FUND				
2) LIQUOR	3) HEATING COST				
	UTILITIES	285.52	MUNICIPAL UTILITIES	D-01312015-966	147
609.49750.430	1) LIQUOR FUND				
2) LIQUOR	3) MISCELLANEOUS				
	CABLE SERVICE	150.45	CHARTER COMMUNICATIONS	D-01312015-966	118
609.49750.438	1) LIQUOR FUND				
2) LIQUOR	3) LAUNDRY				
	MATS, TOWELS, & MOPS	47.28	BENSON LAUNDRY-MAT HOUSE	D-01312015-966	114
	MATS, TOWELS, MOPS	48.40	BENSON LAUNDRY-MAT HOUSE	D-01312015-966	344
609.49750.721	1) LIQUOR FUND				
2) LIQUOR	3) TRANSFER TO GENERAL FUND				
	2015 TRANSFER	80,000.00	CITY OF BENSON	022519 M-01312015-967	113
653.43240.210	1) GARBAGE COLLECTION FUND				
2) GARBAGE DISPOSAL	3) OPERATING SUPPLIES				
	CHRISTMAS TREE PICKUP	28.50	MONITOR & NEWS	D-01312015-966	430
653.43240.307	1) GARBAGE COLLECTION FUND				
2) GARBAGE DISPOSAL	3) MANAGEMENT FEES				
	MANAGEMENT FEES	736.50	GENERAL FUND	D-01312015-966	51

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
653.43240.310	1) GARBAGE COLLECTION FUND				
2) GARBAGE DISPOSAL	3) CONTRACTED SERVICES				
	GARBAGE CONTRACT	8,662.00	MATTHEISEN DISPOSAL, INC	D-01312015-966	7

TOTAL NUMBER OF RECORDS PRINTED 432

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	201,631.08
211	LIBRARY FUND	7,008.54
227	COMMUNITY DEV REVOLVING FUND	750.00
401	GENERAL CAPITAL OUTLAY FUND	28,389.18
511	ECONOMIC DEV. AUTHORITY FUND	1,665.05
601	G.O. BONDS 2012A REFUNDING	250.00
602	WATER FUND	20,759.67
603	SEWER COLLECTION & DISPOSAL	39,959.67
604	ELECTRIC FUND	73,813.19
653	LIQUOR FUND	160,952.39
	GARBAGE COLLECTION FUND	9,427.00
TOTAL ALL FUNDS		544,605.77

BANK RECAP:

BANK	NAME	DISBURSEMENTS
GREN	GENERAL BANK CHECKING ACCT	238,028.80
LQOR	LIQUOR FUND	160,952.39
NAVY	ENTERPRISE FUNDS	143,620.00
RUST	ECONOMIC DEV. AUTHORITY CHKN	1,665.05
TOTAL ALL BANKS		544,605.77