

**City Council Regular Meeting Agenda  
City Council Chambers  
May 16, 2016**

Page			
	1.	5:30 p.m. Call the Meeting to Order at City Hall (Mayor)	
	2.	Pledge of Allegiance	
	3.	Additions to the Agenda? <input type="checkbox"/> None 1. _____ 2. _____ <ul style="list-style-type: none"> <li>▪ Any Consent Agenda items to be moved to a regular agenda item?</li> <li>▪ Approval of either ____ Agenda as presented or ____ Revised Agenda <b>Action Requested</b></li> </ul>	
	4.	Consent Agenda:	<b>Action Requested</b>
2-5		a. Minutes: <ul style="list-style-type: none"> <li>▪ 5.2.2016 City Council Minutes</li> </ul>	
6		b. Correspondence: <ul style="list-style-type: none"> <li>▪ Minnesota DEED – Small Cities Grant Notification</li> </ul>	
7		<ul style="list-style-type: none"> <li>▪ MRES S-1 Power Agreement Acknowledgement</li> </ul>	
8-9		<ul style="list-style-type: none"> <li>▪ Minnesota Department of Health – Copper Water Monitoring Report</li> </ul>	
		c. Appointments:	
10		d. Police Report	
	5.	Persons with Unscheduled Business to Come Before the City Council (Mayor)	
	6.	MnDOT 2017 Construction Project-Justin Knoph, Special Project Engineer	Information Only
	7.	USDA Financing Options – Kevin Friesen	Information Only
11	8.	Business Subsidy Policy	<b>Action Requested</b>
12-14	9.	Capital Authorization Request – Police Impound Lot	<b>Action Requested</b>
15-21	10.	Discussion of the Tourism Ordinance	<b>Action Requested</b>
	11.	Building Reports:	Information Only
22-30		<ul style="list-style-type: none"> <li>▪ Benson Municipal Liquor Store</li> </ul>	
31-38		<ul style="list-style-type: none"> <li>▪ Benson Golf Course Club House</li> </ul>	
39-55		<ul style="list-style-type: none"> <li>▪ Benson Armory</li> </ul>	
56-71	12.	Bills & Warrants	<b>Action Requested</b>
	13.	Adjourn: Mayor	<b>Action Requested</b>
		Blight Committee Meeting	

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
MAY 2, 2016**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Gary Landmark, Terri Collins, Jack Evenson, Jonathon Pogge-Weaver & Stephanie Heinzig. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Police Chief Ian Hodge, Dennis Laumeier Benson Schools Superintendent and Reed Becker from Wisdeth, Smith and Nolting.

The Council recited the Pledge of Allegiance.

The Mayor asked for any additions to the agenda. Wolfington asked to add Northside School parking to the agenda. The Mayor noted his request. No Consent Agenda items were moved to the regular agenda. A motion was made by Evenson, seconded by Heinzig and carried unanimously to approve the agenda and the following items on the Consent Agenda.

- April 18, 2016 City Council Minutes
- February 18, 2016 EDA Minutes
- March 2, 2016 Cemetery Board Minutes
- April 15, 2016 Safety Committee Minutes
- March 28, 2016 Swift County-Benson Hospital Board Minutes
- Coalition of Greater Minnesota Cities Halftime Report
- Pioneerland Band Festival Committee Request for \$3,500
- Appointment of Terri Collins as a Voting Member of the Hospital Board on 5/31/2016
- Public Works Report

There was no one with unscheduled business.

Chief Hodge said he has had complaints from the Northside School about parking in front and across from the Northside School. He presented a map illustrating a proposed drop off and 10 minute parking zone they would like to implement for the next school year. It is estimated the cost will be \$2,000 for labor and signs. After discussion it was moved by Collins, seconded by Evenson and carried unanimously to approve the parking proposal as presented.

Reed Becker approached the Council and presented the City Hall/Police Department Facility Assessment and Feasibility Study on remodeling the building versus building new. Becker stated the building is 75 years old and is in much need of repair. It does not meet handicapped accessibility codes, and if there was a remodel project, staff would have to vacate City Hall during renovations. The study estimates it would cost \$88,000 more to remodel versus building new. The Council thanked Mr. Becker for his presentation.

Wolfington explained one Order to Repair or Raze two dilapidated buildings were actually on two separate pieces of property and presented two new orders.

Councilmember Collins presented the following resolution:

**RESOLUTION TO ORDER REPAIR OR RAIZE AND REMOVAL  
OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016-14)**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1616 Atlantic Ave. in Benson, Minnesota, legally described as Lots Eight (8), Nine (9), and the West Half of Lot Seven (7), Morris and Payte's Addition to the City of Benson.

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the garage on the above described property which make said building dangerous or substandard, as a result of a failing foundation, sagging walls, holes in the wall, rotten materials and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 contain hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners 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 any 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.

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded  
AYES: Collins, Heinzig, Landmark, Evenson, Pogge-Weaver. NAYES: None. Thereupon the Mayor declared Resolution 2016-14 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TO ORDER REPAIR OR RAZE AND REMOVAL  
OF HAZARDOUS CONDITIONS  
(RESOLUTION NO. 2016-15)**

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the property located at 1620 Atlantic Ave. in Benson, Minnesota, legally described as Block 45, Lots Ten (10), Eleven (11), and Twelve (12), Morris and Payte's Addition to the City of Benson.

WHEREAS, the City Council has determined, based on said report, that conditions currently exist in the shed on the above described property which make said building dangerous or substandard, as a result of sagging walls, holes in the wall, rotten materials and other structural defects,

NOW THEREFORE, pursuant to Chapters 93 and 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 contain hazardous conditions according to the definitions provided by the City of Benson Code of Ordinances, chapters 93 and 97 and Minnesota Statutes, chapter 463.
2. That an order to repair said conditions or raze and remove the building on the above described property be served upon the owners of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97.

3. That along with said order, the owners, tenants and any lienholders of the above described property will be served with notice of any 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.

Councilmember Pogge-Weaver seconded the foregoing Resolution and the following vote was recorded AYES: Collins, Heinzig, Landmark, Evenson, Pogge-Weaver. NAYES: None. Thereupon the Mayor declared Resolution 2016-15 duly passed and adopted.

Wolfington stated in order to receive assistance for the Airport for Federal and State grants, we need to set goals and establish a Disadvantaged Business Enterprise (DBE) program every three years. We will need to publish a Public Notice, and ask for public comment for 30 days. After review it was moved by Heinzig, seconded by Evenson and carried unanimously to approve the DBE Program 3 Year Goal for 2014-2016.

The Benson Municipal Airport is in need of a bituminous rehabilitation project. The Municipal airport has been approved for a 95% federally funded grant to rehab the bituminous. The City has engaged Toltz, King, Duvall, Anderson (TKDA) to work on the project. After discussion it was moved by Collins, seconded by Pogge-Weaver and carried unanimously to approve proceeding with the bituminous rehabilitation project.

Wolfington informed the Council the AFSCME Union accepted the Memorandum of Understanding for the Transit employees when they transition over to Prairie 5 on August 1, 2016. The Union signed the Memorandum of Understanding. It was moved by Evenson, seconded by Collins and carried unanimously to authorize the Mayor to sign the Memorandum of Understanding on behalf of the City.

Wolfington and Gens talked about the annual Consumer Confidence Report that will come out in the paper soon. Gens said he and the Water Department have been working with the Minnesota Department of Health on our copper testing. Results from the recent testing should be out soon. Gens went on to say there was a leak of choline gas in the water plant. The design of the plant does not contain the chlorine and lines to one ventilated room. It is very corrosive and a plan is in the works to up the safety factor in the building. Preliminary costs for changes are estimated to be \$5,000. There will be more information on this at a future meeting.

Wolfington presented a letter and map from Olson Tolifson Construction. They would like to request a zoning change on 13 lots from residential to commercial in their subdivision on the south side of town to make the land more appealing to buyers. It was the consensus of the Council to send the request to the Planning Commission for public hearing, discussion and recommendation.

Next Wolfington discussed the desire to establish the next industrial site near the City of Benson. He said he had Landteam draw up a proposal to conduct a study of options for an industrial site. Wolfington would like to have Agralite and Swift County cost share in the project. After discussion it was moved by Evenson, seconded by Heinzig and carried unanimously to approve Landteam to move forward on the scope of work as long as Agralite and Swift County agreed to partner in the study.

Wolfington presented an invitation to the Council to CVEC's 20<sup>th</sup> Anniversary Celebration. He encouraged the Council to give RSVP's to himself or Val to the event.

Heinzig asked to revisit the Pioneerland request for \$3,500. Wolfington said the Council needs to decide who will be on the Tourism Board. It will be on the next Council Agenda.

Next was discussion on the 2005 Traffic Control Study. Wolfington asked for comments. There was discussion for and against the study. Evenson made a motion to approve the 2015 Traffic Control Plan, seconded by Pogge-Weaver and the following vote was recorded: AYES: Heinzig, Pogge-Weaver,

Evenson NAYS: Landmark, Collins. The motion passed.

There being no other business, a motion was made by Pogge-Weaver, seconded by Collins and carried unanimously to adjourn the meeting at 6:50 p.m.

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Mayor

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City Clerk



May 3, 2016

The Honorable Gary Landmark  
Mayor, City of Benson  
1410 Kansas Avenue  
Benson, MN 56215

Dear Mayor Landmark:

The Department of Employment and Economic Development has completed its review of applications for the 2016 Minnesota Small Cities Development Grant Program. The City of Benson's application was denied. The City of Benson's preliminary proposal was deemed non-competitive and was not invited in for a full application.

If you would like to discuss your proposal and possible ways to improve it for next year's application cycle, please feel free to contact Natasha Kukowski at [Natasha.kukowski@state.mn.us](mailto:Natasha.kukowski@state.mn.us) or at 651-259-7461.

Sincerely,

A handwritten signature in black ink that reads "Chris Schieber".

Christine Schieber, Small Cities Unit Manager  
Department of Employment and Economic Development/BCD

cc: Arlene Tilbury, Financial Director, UMRDC

**Business & Community Development Division**

1st National Bank Building • 332 Minnesota Street • Suite E200 • Saint Paul • Minnesota 55101-1351  
651-259-7114 PHONE • 800-657-3858 TOLL FREE • 651-296-5287 FAX • 651-296-3900 TTY • <http://mn.gov/deed>

An Equal Opportunity Employer and Service Provider

May 6, 2016

Mayor Paul Kittleson  
City of Benson  
1410 Kansas Ave  
Benson, MN 56215

**DUPLICATE**

Dear Mayor Paul Kittleson, Members of the Benson City Council, and staff,

On behalf of the Missouri River Energy Services (MRES) Board of Directors, I would like to thank the City of Benson for adopting Amendment 5 to the S-1 Power Sale Agreement with MRES and for providing all of the required documents for MRES to execute the agreements. We anticipate that the MRES Board will sign the agreements at their June 9 Board meeting. MRES will then send your copies of the documents to you by July 1.

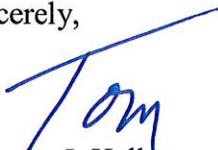
Your action to adopt the amended S-1 Agreement affirms your confidence in MRES to provide your community with reliable and affordable power supply well into the future. It also upholds the principle of joint action – member communities working together for the common good, whether it be power supply, transmission, energy services, or renewable energy.

The S-1 and non S-1 Power Sale Agreements provide the bond security for financing of power supply and transmission projects done by Western Minnesota Municipal Power Agency, the entity that manages all financing for MRES. Extending the contract to January 1, 2057 will help Western Minnesota maintain a strong bond rating and thereby secure favorable interest rates on bond issuances. It will also help MRES keep rates low by spreading project costs over more years.

Many aspects of the electric industry are changing rapidly, causing both MRES and its members to make difficult decisions, find new ways to do things, and to strategically look at new challenges and opportunities. Despite the issues facing us, we look to the future with optimism due to the resolve of our members to work together, the dynamic leadership of the MRES Board of Directors, and the dedication of our employees. MRES pledges to keep the best interests of our member-owners in mind in the decisions that we make, and to help your utility and your community prosper and thrive in any way we can.

Thank you again for your ongoing support of MRES and joint action, and your diligence and patience in working through this process.

Sincerely,



Thomas J. Heller  
Chief Executive Officer



Minnesota  
Department  
of Health

May 3, 2016    PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

Benson City Council  
c/o Mr. Rob Wolfington, City Manager  
Benson City Hall  
1410 Kansas Avenue  
Benson, Minnesota 56215

Dear Council Members:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1760008

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 3  $\mu\text{g/l}$  (rounded as 0.003 mg/l).  
The action level for lead is 15.0  $\mu\text{g/l}$ .

90th percentile copper level = 2840  $\mu\text{g/l}$  (rounded as 2.840 mg/l).  
The action level for copper is 1300  $\mu\text{g/l}$ .

Based on these results, your public water system **has not exceeded** the action level for lead and **has exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail, hand/direct delivery, or posting. Please refer to the enclosed Lead/Copper Results Delivery Certification form for delivery method requirements. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed the results notification letters which must be delivered to the homeowners along with a copy of the fact sheet on lead/copper in drinking water.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Benson City Council  
Page 2  
May 3, 2016  
PWSID 1760008

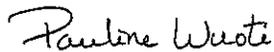
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us. If you chose not to use the results notification letters MDH sent to you and created your own results notification letters, you must submit a copy of one of the letters along with this certification form. The letter you create must contain the same language as the enclosed results notification letters as this is EPA required language. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651/201-4674, or Anna Schliep at 651/201-4667.

Sincerely,



Pauline A. Wuoti  
Community Public Water Supply Unit  
Environmental Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

PAW  
Enclosures  
cc: Water Superintendent

## Council Report 05/02/2016

The following is a summary of Police Dept activities for the month of April 2016.

BPD Officers conducted 167 Traffic Stops in April 2016, and 161 Traffic stops in April 2015.

BPD Officers charged 2 people with DUI in April 2016, and charged 2 people in April 2015.

BPD Officers issued 47 traffic and non-traffic citations in April 2016 and 112 in April 2015.

BPD Officers were involved in 6 Domestic incidents in April 2016, and 3 in April 2015.

BPD Officers arrested 8 persons in April 2016, and 14 in April 2015.

BPD Officers were overall involved in 479 incidents in April 2016, and 450 in April 2015.



# DoMat's Family Foods

2004 Minnesota Ave, PO Box 118  
Benson, MN 56215

Phone: 320-842-7221

Fax: 320-843-4842

E-mail: domats@domats.com

February 19, 2016

To: City of Benson Economic Development Committee  
Benson City Council

Re: Request for Property Tax Abatement

DoMat's Family Foods is planning to construct a new building to create retail space for our business currently located at 2004 Minnesota Ave in Benson.

At this time, we are formally requesting property tax abatement from the City of Benson for property located at 1701 Minnesota Ave and 1901 Minnesota Ave. This property is described as follows:

Lot One (1), Block Seven (7), Westwood Acres to the City of Benson  
Lot Two (2), Block (7), Westwood Acres to the City of Benson  
A section of Lot 3, Block Seven (7), Westwood Acres to the City of Benson

We are requesting 100% property tax abatement for a period of 20 years commencing March 1, 2016. The seller of this property will pay the first 2 months of pro-rated taxes for the year 2016, based on the 2015 tax statement. We are requesting property tax abatement to begin March 1, 2016 based on the 2015 tax statement. The building we currently occupy is owned by Running's Fleet and Farm and will remain on the property tax roles.

These requests are made to help our business lower its tax liability during a time when our operating costs will run unusually high due to loan payments. After 20 years the City of Benson will benefit by the increased tax base with a building and business on a currently vacant lot. It is expected this new building will create a significant impact on the local economy through job creation and property value increase. It has the potential to attract out of town people and will create an asset to the community.

We thank you for your consideration in this matter.

Sincerely,

Timothy Mattheisen, President  
DoMat's, Inc.

# CITY OF BENSON CAPITAL AUTHORIZATION REQUEST

1 Fund: Forfeiture Account Department: Police Department

Prepared by: Chief Ian D. Hodge Date: 05/11/2016

Describe Proposed Capital Expenditure: City Impound Lot

Does Proposed Expenditure Replace Existing Equipment? Yes If Yes, Describe Use of Replaced Equipment: The new impound lot would replace the lot we have been utilizing at Southside Auto Body.

2 If Included in Capital Improvements Program:

What Year:

What Heading:

Budgeted Amount:

3 Total Cost: \$8195.62

-Trade-in (if applicable): -\$ 0 +Net Book

Value (depreciated value): +\$

-Net Capitalized Cost: -\$8195.62

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

The objective of this purchase is to provide an impound lot for the City of Benson, Police Dept. The PD for many years has utilized space at Southside Auto body for impound of forfeited and impounded vehicles. Recently management at Southside has decided to expand the storage capacity of the business and has notified us that they will no longer be offering impound space. The new facility will replace the former impound and be constructed on the southwest side of the wastewater treatment plant. City staff would be asked to lay down a gravel pad and install a light pole at the facility prior to construction. For further information please see attached quote.

5 Approval Section:

Action taken:

Department Supervisor:  Signature

Date: 05/11/2016

Division Director \_\_\_\_\_

City Manager \_\_\_\_\_

City Council Approval (If Applicable) \_\_\_\_\_ Council Meeting \_\_\_\_\_



17864 210 Ave.  
Glenwood, MN 56334

# Estimate

Date	Estimate #
4/25/2016	783

Name / Address

Ian Hodge  
1410 Kansas Avenue  
Benson, MN 56215

Item	Description	Qty	Cost	Total
055460	2 X 9 GA 7 BK C/L	272	4.22441	1,149.04
033005	1 5/8" X 21' PE DQ Pipe Top Rail	273	1.78179	486.43
033061	2 3/8 X 11 ' DQ Post	26	33.335	866.71
033081	2 7/8 X 12 ' DQ 40 Post	2	59.615	119.23
033031	4 " X 12 ' DQ 40 Post	2	86.40	172.80
013706	3/16 X 3/4 X 82 Tension Bars	8	3.7175	29.74
010105	2 7/8 Tension Band	30	0.531	15.93
010108	4" Tension Band.	18	0.64889	11.68
013109	2 3/8 x 1 5/8 " PC Barb Arms.	26	2.93808	76.39
011605	2 7/8 PS Caps	2	1.145	2.29
011608	4" PS Std. Caps.	2	2.125	4.25
010305	2-7/8" Pressed Steel Brace Bands.	25	0.59	14.75
010308	4" Brace Band.	15	0.79067	11.86
012506	1 5/8 PS Rail Ends	8	1.2625	10.10
013526	4 pt Barb Wire Import Class 3.	1	119.22	119.22
023499	7 GA Coil Spring 0.80 Zinc Coil, Tension Wire.	1	122.43	122.43
023601	12 1/2 GA Stl Hog Ring Class 3 .	2	2.69	5.38
010701	5/16"x1-1/4" Carriage Bolts.	100	0.0944	9.44
023552	1-7/8"x6-1/2" NO 13, 9 Gauge Aluminum Ties.	200	0.0826	16.52
023553	8 1/4 9 ga Alum Ties # 16	200	0.0944	18.88
018369	4" x 2 3/8 " Loadmaster II Nylon Cantilever Roller.	4	112.065	448.26

We require \$5730.23 down payment to order the materials and balance due when project is complete.

**Subtotal**

**Sales Tax (6.875%)**

**Total**

Phone #  
320-634-0809

E-mail  
fenceall@gmail.com



17864 210 Ave.  
Glenwood, MN 56334

# Estimate

Date	Estimate #
4/25/2016	783

Name / Address
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Ian Hodge 1410 Kansas Avenue Benson, MN 56215
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Item	Description	Qty	Cost	Total
017373	2 7/8 " Cantilever Gate Latch.	1	11.85	11.85
248393	20' x (8 + 1) Cantilever Gate.	1	1,746.40	1,746.40
189-1111	Fast Set Concrete Mix 50 lb.	12	6.99	83.88T
HC01	Delivery Charge	1	160.00	160.00T
Labor 7 Comm T...	Install 272 ' X 7 ' Comm Chain Link Fence, with Top Rail, 3 strand barb wire on top, tension wire on Bottom, with 1 - 20 ' X 7 ' Cantilever Gate, gate and term posts in concrete footings, line posts to be driven.	292	7.90	2,306.80T

We require \$5730.23 down payment to order the materials and balance due when project is complete.

**Subtotal** \$8,020.26

**Sales Tax (6.875%)** \$175.36

**Total** \$8,195.62

Phone #
320-634-0809

E-mail
fenceall@gmail.com

## CHAPTER 118: LODGING TAX

### Section

- 118.01 Definitions
- 118.02 Imposition of lodging tax
- 118.03 Exceptions and exemptions
- 118.04 Advertising no lodging tax
- 118.05 Collections
- 118.06 Payment and returns
- 118.07 Processing returns
- 118.08 Failure to file return
- 118.09 Interest
- 118.10 Application of payments
- 118.11 Enforcement
- 118.12 Administration of lodging tax
- 118.13 Examination of records
- 118.14 Appeals
- 118.15 Use of proceeds
- 118.16 Benson Area Tourism Board
- 118.99 Penalty

### § 118.01 DEFINITIONS.

For the purpose of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**GROSS RECEIPTS.** The total amount received, in money or otherwise, for lodging as measured by the rate for the lodging.

**HOTEL, MOTEL AND TOURISM COURT.** Every building or structure or enclosure, or any part thereof, kept, used as, maintained as, or advertised as, or held out to the public to be an enclosure where sleeping accommodations are furnished to the public and furnishing accommodations for periods of less than one week.

**LODGER.** The person obtaining lodging from an operator.

**LODGING.** The furnishing for a consideration of lodging by a hotel, motel, rooming house, tourist court, resort, bed and breakfast, public/private campground except where lodging shall be for a continuous period of 30 days or more to the same lodger. The furnishing of rooms owned by religious, educational or nonprofit organizations for self-sponsored activities shall not constitute **LODGING** for purposes of this chapter.

**LODGING TAX.** A tax imposed by the city of 3% of the gross receipts from the furnishing for consideration of lodging.

**MUNICIPAL CAMPGROUND.** Property owned by the city used to provide temporary lodging for the public while fishing, hunting, vacationing, or touring in tents, campers, or other portable shelters owned by such members of the public.

**OPERATOR.** The person who is the proprietor of the lodging facility, whether in the capacity of owner, lessee, sublessee, licensee or any other capacity.

**PERSON.** Any person, persons, firm, corporation, partnership, trustee, lessee, or receiver. Whenever used in any clause prescribing and imposing a penalty, the terms **PERSON** or **WHOEVER** as applied to any unincorporated entity shall mean the partners or members thereof, and as applied to corporations, the officers and agents thereof.

**RESORT.** Any building, structure, or enclosure or any part thereof, located on, or on property neighboring any lake, stream, or skiing or hunting area for purposes of providing convenient access thereto, kept, used, maintained or advertised as, or held out to the public to be an enclosure where sleeping accommodations are furnished to the public, and primarily to those seeking recreation, for periods of one day, one week, or longer, and having for rent five or more cottages, rooms or enclosures. (Ord. 1117.05, passed 12-12-05)

## § 118.02 IMPOSITION OF LODGING TAX.

Pursuant to M.S. § 469.190, there is hereby imposed a lodging tax on the gross receipts from the furnishing for consideration of lodging within the city. The lodging tax shall be at the rate of 3% of the gross receipts from the furnishing for consideration of lodging. In no case shall the lodging tax imposed by this chapter upon an operator exceed the amount of lodging tax that the operator is authorized and required by this chapter to collect from the lodger. (Ord. 1117.05, passed 12-12-05)

## § 118.03 EXCEPTIONS AND EXEMPTIONS.

(A) *Exceptions.* The lodging tax shall not apply to the furnishing for consideration of lodging for a continuous period of 30 days or more to the same lodger.

(B) *Exemptions.* An exemption shall be granted to any person as to whom or whose occupancy it is beyond the power of the city to tax. No exemption shall be granted except upon a claim made at the time the rent is collected. Such claim shall be made in writing and under penalty of perjury on forms provided by the city. All such claims shall be forwarded to the city when the returns and collections are submitted as required by this chapter.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.04 ADVERTISING NO LODGING TAX.**

It shall be unlawful for any operator to advertise or hold out or state to the public or any customer, directly or indirectly, that the lodging tax or any party thereof will be assumed or absorbed by the operator, or that it will not be added to the rent or that, if added, it or any part thereof will be refunded.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.05 COLLECTIONS.**

Each operator shall collect the lodging tax imposed by this chapter at the time the rent is paid. The lodging tax collected shall be deemed to be held in trust by the operator for the city. The amount of lodging tax shall be separately stated from the rent charged for the lodging and those persons paying the lodging tax shall receive a receipt of payment from the operator.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.06 PAYMENT AND RETURNS.**

(A) Every person who collects lodging tax shall pay the lodging tax collected to the city monthly on or before the 20th of the month in which the lodging tax is collected. At the time of payment, such person shall submit a return upon such forms and containing such information as the City Clerk may require. At the minimum, the return shall contain the following minimum information:

- (1) The total amount of consideration collected for lodging during the period covered by the return;
- (2) The total amount of exceptions/exemptions;
- (3) The amount of lodging tax required to be collected and due for the period;
- (4) The signature of the person filing the return or that of his or her agent duly authorized in writing;
- (5) The period covered by the return;
- (6) The amount of uncollectible consideration charged subject to the lodging tax.

(B) The operator may offset against the lodging taxes payable with respect to any reporting period, the amount of lodging tax that became uncollectible during such reporting period, but only in proportion to the portion of such consideration which became uncollectible.

(Ord. 1117.05, passed 12-12-05)

#### **§ 118.07 PROCESSING RETURNS.**

The City Clerk shall, after a return is filed, examine the same and make any investigation or examination of the records and accounts of the person making the return deemed necessary for determining its correctness. The lodging tax computed on the basis of such examination shall be the lodging tax due. If the lodging tax due is found to be greater than paid, such excess shall be paid to the city within ten days after receipt of a notice thereof given either personally or sent by registered mail to the address shown on the return. If the lodging tax paid is greater than the lodging tax found to be due, the excess shall be refunded to the person who paid the lodging tax to the city within ten days after determination of such refund.

(Ord. 1117.05, passed 12-12-05)

#### **§ 118.08 FAILURE TO FILE RETURN.**

The City Clerk shall notify any operator of a facility who fails to file a return or who files an incorrect, false or fraudulent return of such fact. Such operator shall file such return or corrected return within five days of the receipt of such written notice and pay any lodging tax due thereon. If such persons shall fail to file such return or corrected return, the City Clerk shall make a return or corrected return for such person from such knowledge and information as the City Clerk can obtain, and assess the lodging tax due on the basis thereof, which said lodging tax shall be paid within five days of the receipt of written notice and demand for such payment. Any such return or assessment made by the City Clerk shall be prima facie correct and valid, and such person shall have the burden of establishing its incorrectness or invalidity in any action or proceeding in respect thereto.

(Ord. 1117.05, passed 12-12-05)

#### **§ 118.09 INTEREST.**

The amount of lodging tax not timely paid, together with any penalty, shall bear interest at the rate of 8% per annum from the time such lodging tax should have been paid until paid. Any interest and penalty shall be added to the lodging tax and be collected as part thereof.

(Ord. 1117.05, passed 12-12-05)

#### **§ 118.10 APPLICATION OF PAYMENTS.**

All payments shall be credited first to penalties, next to interest and then to the lodging tax due.

(Ord. 1117.05, passed 12-12-05)

**§ 118.11 ENFORCEMENT.**

If any portion of the lodging tax imposed by the city, including penalties thereon, is not paid within 30 days after it is required to be paid, the city attorney may institute legal action as may be necessary to recover the amount due plus interest penalties, the costs and disbursement of any action.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.12 ADMINISTRATION OF LODGING TAX.**

The City Clerk shall administer and enforce the assessment and collection of the lodging taxes imposed by the city. The City Clerk shall prepare blank forms for the returns and other documents required by this section and shall make them available to members of the public.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.13 EXAMINATION OF RECORDS.**

The City Clerk may examine the books, papers, and records of any operator of a facility subject to the lodging tax imposed by the city in order to verify the accuracy of any return made, or if no return was made, to ascertain the lodging tax imposed by the city through this chapter. Every such operator is directed and required to give the City Clerk the means, facilities and opportunity for such examination and investigations as are hereby authorized.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.14 APPEALS.**

Any operator aggrieved by any notice, order or determination made by the City Clerk under this section may file with the City Clerk a petition for review of such notice, order or determination by the City Council. The petition shall contain the name of the petitioner, the petitioner's address, the location of the lodging facility, the order, notice or determination subject to the review and the basis for the request for review. Upon receipt of the petition, the City Clerk will place the matter on the City Council agenda for a hearing as soon as practical. The City Clerk shall give the petitioner at least five days prior written notice of the date, time and place of such hearing. At the hearing, the petitioner shall be given an opportunity to show cause why the notice, order or determination should be modified or withdrawn. The City Council shall make written findings of fact and conclusions based upon this chapter and the evidence presented. The City Council may modify, reverse or affirm the notice, or order or determination that is subject to the review. All requests for review must be made within one year of the date of notice, order or determination.  
(Ord. 1117.05, passed 12-12-05)

**§ 118.15 USE OF PROCEEDS.**

Ninety-five percent of the gross proceeds obtained from the collection of lodging taxes shall be used by the city to fund a local convention or tourism bureau for the purpose of marketing and promotion the city as a tourist or convention center.

(Ord. 1117.05, passed 12-12-05)

**§ 118.16 BENSON AREA TOURISM BOARD.**

(A) *Appointment of members.* The Benson Area Tourism Board is hereby established for the purpose of advising and assisting the City Council on the promotion of the Benson area as a tourist destination and/or convention site and in the allocation and utilization of the lodging tax proceeds collected within the city to further that purpose. The first board shall consist of seven persons; the Chamber of Commerce Manager, two persons appointed for a term of one year, two persons appointed for a term of two years, and two persons appointed for a term of three years. Thereafter each appointment or reappointment shall be for three years. No person may serve longer than two consecutive terms other than the Chamber of Commerce Manager. When making the appointments, priority shall be given to recommendations of the Chamber of Commerce. The Council may, at their discretion, ensure that there is representation on the board of a person or persons engaged in the business of providing lodging in the Benson area.

(B) *Meetings, administrative rules and matters.* The Benson Area Tourism Board shall meet a minimum of once of every four months, and the members shall determine the place of the meetings and shall adopt its own rules and regulations governing such meetings, subject to the provisions of this chapter.

(C) *Recommendations to Council.* The Benson Area Tourism Board shall make recommendations to the Council on the promotion of the Benson area as a tourist destination and/or convention site and for the allocation and utilization of the lodging tax proceeds.

(Ord. 1117.05, passed 12-12-05)

**§ 118.99 PENALTY.**

(A) The following penalties shall apply in the given situations:

(1) Failure to file a return or pay lodging tax to the city within 30 days of the due date: a penalty of 10% of the unpaid lodging tax.

(2) Failure to file a return or pay lodging tax imposed by the city by more than 30 days but less than 60 days of the due date: a penalty of 15% of the unpaid lodging tax.

(3) Failure to file a return or pay lodging tax imposed by the city by more than 60 days but less than 90 days of the due date: a penalty of 20% of the unpaid lodging tax.

(4) Failure to file a return or pay lodging tax imposed by the city by more than 90 days of the due date: a penalty of 25% of the unpaid lodging tax.

(B) If the penalty as computed does not exceed \$10, a minimum penalty of \$10 shall be assessed. The penalty shall be collected in the same manner as the lodging tax.  
(Ord. 1117.05, passed 12-12-05)



**ENGAN ASSOCIATES**  
ARCHITECTS | INTERIOR DESIGNERS

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# PREDESIGN

BENSON MUNICIPAL LIQUOR STORE  
2015 Predesign Study  
Benson, Minnesota  
Project Number: 520.07

October 30, 2015  
Final Submittal

Document Prepared by Engan Associates, PA



## **SCOPING**

### **STATEMENT OF NEED**

The study is to develop a facility plan that changes the Benson Municipal Liquor Store to an off-sale facility. The study will review the budget cost of a renovation project and compare it to a new building cost.

### **PROGRAM NEEDS**

	<b>EXISTING</b>	<b>RENOVATION</b>	<b>NEW CONSTRUCTION</b>
Sales Floor:	750 SF	2600 SF	2730 SF
Cooler/Beer Cave:	340 SF	940 SF	1018 SF
Delivery/ Storage:	280 SF	365 SF	760 SF
Electrical/ Storage:	225 SF	225 SF	0 SF
Restroom:	337 SF	337 SF	126 SF
Office/ Service:	130 SF	130 SF	100 SF
Mechanical:	356 SF	114 SF	145 SF
Breakroom:	0 SF	112 SF	120 SF
Bar:	2195 SF	0 SF	0 SF
Receiving Office:	0 SF	0SF	100 SF
New Entry	128 SF	128 SF	128 SF
Building Structure:	803 SF	573 SF	297 SF
<b>Total Area:</b>	<b>5524 SF</b>	<b>5524 SF</b>	<b>5524 SF</b>



## MATERIALS

Excavation: Footings, foundations, slab, and new utilities.

New Footings and Foundations: Concrete covered with R10 insulation.

New Entry: Steel or Wood Studs, Glass, R20 + 3.8 of continuous insulation walls or R13 + R7.5 of continuous insulation, panel siding rain screen material.

### Envelop:

Renovation: Existing Masonry – Repair or cover upper band and add R13.3 of continuous insulation on the interior.

New: Wood Studs with Panel siding.

### Roof:

Renovation: New Membrane Roof, R 30 insulation.

New: Wood Trusses with Metal Panel Roofing or Asphalt Shingles, R49 insulation.

Flooring: Epoxy Coating.

Base: 6" Resilient Base.

Walls: Painted or FRP.

Ceilings: Exposed Painted.

Signage: New Exterior Signage – Post and Sign (Digital Sign 33" by 113" and double sided 3'-10' lighted 2 sided lighted cabinet), Entrance Sign Letters – Perimeter Awning

Equipment: See attached proposal.

Mechanical: New HVAC Units and Ducts.

### Plumbing:

Renovation: Breakroom Sink.

New: Breakroom and Restrooms.

### Electrical:

Renovation: Expand existing system

New: New Electrical System

Site work: Repair paving in construction limits



BENSON MUNICIPAL LIQUOR STORE  
 2015 Predesign Study  
 Benson, Minnesota

Architects Number: 520.07

**ENGAN ASSOCIATES**  
 ARCHITECTS | INTERIOR DESIGNERS

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## FEASIBILITY

### CONCEPTUAL PLANS

*See attached*

### COST OPINION RENOVATION

Div 1 General Conditions	\$145,000.00	
Div 2 Demolition	\$ 10,000.00	
Div 3 Concrete	\$ 11,000.00	
Div 5 Metals	\$ 10,000.00	
Div 6 Carpentry	\$ 28,000.00	
Div 7 Insulation	\$ 13,000.00	
Div 7 Roofing	\$ 68,000.00	
Div 7 Caulking	\$ 5,000.00	
Div 8 Doors, Windows, Entry	\$ 30,000.00	
Div 9 Gyp. Board	\$ 30,000.00	
Div 9 Flooring	\$ 20,000.00	
Div 9 Painting	\$ 14,000.00	
Div 10 Exterior Signage	\$ 35,000.00	
Div 10 Awning	\$ 30,000.00	
Div 22 Plumbing	\$ 2,000.00	
Div 23 HVAC	\$ 82,000.00	
Div 26 Electrical	\$ 43,000.00	
Div 31 Site	\$ 20,000.00	
<hr/>		
Total	\$596,000.00	(\$107.9/ SF)
Contingency	\$ 60,000.00	
Non Construction	\$ 60,000.00	
Div 11 Store Equipment	\$116,050.00	
<hr/>		
Budget	\$832,050.00	



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**BENSON MUNICIPAL LIQUOR STORE**  
2015 Predesign Study  
Benson, Minnesota

Architects Number: 520.07

**COST OPINION NEW BUILDING**

Div 1 General Conditions	\$ 217,000.00	
Div 2 Demolition	\$ 35,000.00	
Div 3 Concrete	\$ 50,000.00	
Div 5 Metals	\$ 10,000.00	
Div 6 Carpentry	\$ 105,000.00	
Div 7 Insulation	\$ 38,000.00	
Div 7 Roofing	\$ 34,000.00	
Div 7 Siding	\$ 36,000.00	
Div 7 Caulking	\$ 5,000.00	
Div 8 Doors, Windows, Entry	\$ 36,000.00	
Div 9 Gyp. Board	\$ 39,000.00	
Div 9 Flooring	\$ 24,000.00	
Div 9 Painting	\$ 14,000.00	
Div 10 Exterior Signage	\$ 35,000.00	
Div 22 Plumbing	\$ 12,000.00	
Div 23 HVAC	\$ 82,000.00	
Div 26 Electrical	\$ 78,000.00	
<u>Div 31 Site</u>	<u>\$ 92,000.00</u>	
Total	\$ 942,000.00	(\$170.52/SF)
Contingency	\$ 94,200.00	
Non Construction	\$ 94,200.00	
<u>Div 11 Store Equipment</u>	<u>\$ 116,050.00</u>	
Budget	\$1,246,450.00	

**CREDITS**

This Predesign was prepared by:

Engan Associates, PA  
311 4<sup>th</sup> Street SW  
Willmar, MN 56201

Andrew Bjur, AIA – Project Architect –Lic.#43665



Store Equipment, Inc.

# Proposal

9692 Highway 25  
 Buckman, MN 56317  
 Phone: (320) 468-6294  
 Fax : (320) 468-2528

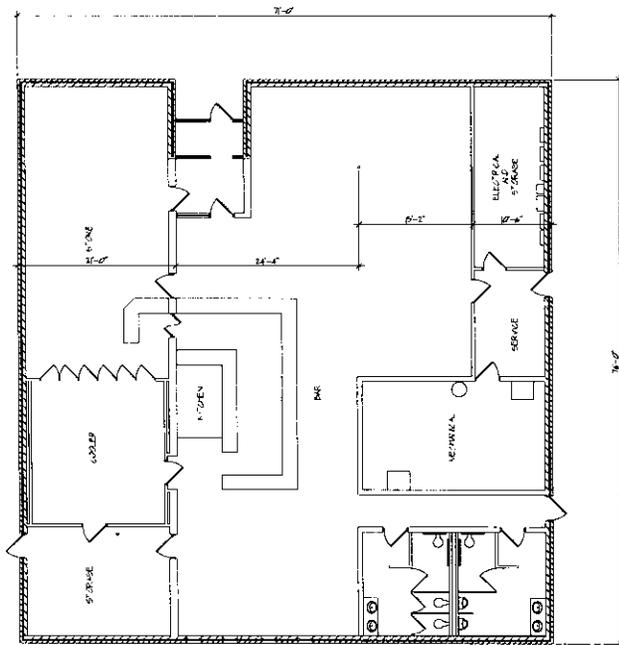
**Name:** City of Benson/Engan Associates  
**Address:** 1410 Kansas Ave.  
**City:** Benson **State:** MN **Zip:** 56215  
**Attention:** Andrew Bjur  
**Quote #** 1428

**Date:** 10/14/2015  
**Phone:** 320-214-8729 ext 204  
**Cell:**  
**Fax:**  
**Email:** <Andrew.Bjur@engan.com>

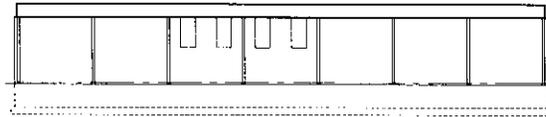
QTY	New	Re-Man	Product Description	Unit Price	Total Amount
1	X		Carroll or Crown/Tonka 18'x57'8"x9' Walk-in Cooler/Cooler Combo Package		
15	X		CDS Legacy Series Black 30"x79" Glass Doors, Q-LED Lighting		
1	X		Styleline O2A3C2SB 78" Single Slide Automatic Beer Cave Door		
15	X		BOF 6' Deep, 6 Level Gravity Flow Beer Shelving W/Standard Profile		
1	X		Bohn BZT035M6C, 3 1/2hp, 3 phase, R-404, Scroll, Outdoor Condensing Unit		
1	X		Bohn LO165AE Low Air Evaporator Coil W/Expansion Valve		
1	X		Bohn BZT060M6C, 6 hp, 3 phase, R-404, Scroll, Outdoor Condensing Unit		
2	X		Bohn ADT260AK Evaporator Coils W/Expansion Valves		
2	X		Control Packages, T/Stats, T/Clocks, Solenoid Valves, Sight Glasses, Dryers		
2	X		CDS View Windows 48"x48"x3 1/2"		
1			TOTAL ABOVE EQUIPMENT PACKAGE	\$75650.00	\$75,650.00
1			Estimated Factory Freight charges	\$4000.00	\$4,000.00
1			Britz Delivery and Box Set Up	\$4000.00	\$4,000.00
1			Budget Refrigeration and Electrical Installatioin	\$12000.00	\$12,000.00
9	X		Madix 12' Gondolas, 60" High, 22" Base, 3 rows 22" Shelves		
2	X		Madix 20' Gondolas, 60" high, 22" Base, 3 rows 22" Shelves		
1	X		Madix 20' Wall Shelving, 72" High, 22" Base, 4 Rows 22" Shelves		
1	X		Madix, 24' Wall Shelving 72" High, 22" Base, 4 Rows 22" Shelves		
1	X		Madix, 36' Wall Shelving, 72" High, 22" Base, 4 Rows 22" Shelves		
1			TOTAL ABOVE SHELVING PACKAGE	\$16500.00	\$16,500.00
1			Estimated Factory Freight Charges	\$2400.00	\$2,400.00
1			Delivery and Set up of Shelving	\$1500.00	\$1,500.00
Does not include sales tax or permits.					

Notes

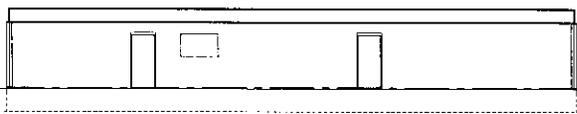
**Supermarket, Convenience Store, Liquor, Floral & Restaurant Equipment**



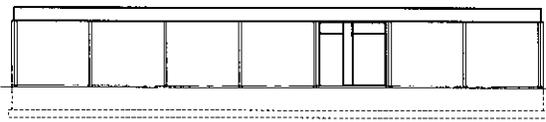
**FLOOR PLAN - EXISTING**  
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 N  
 W E



**SOUTH ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 N



**EAST ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 N



**NORTH ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 N



**WEST ELEVATION**  
 SCALE: 1/8" = 1'-0"  
 N

**CITY OF BENSON**  
 BENSON CITY HALL  
 1410 KANSAS AVENUE  
 BENSON, MN 56215

**ENGAN ASSOCIATES**  
 311 4th Street SW  
 P.O. Box 906  
 MINNEAPOLIS, MN 55401  
 320-235-0600  
 FAX 320-230-0441

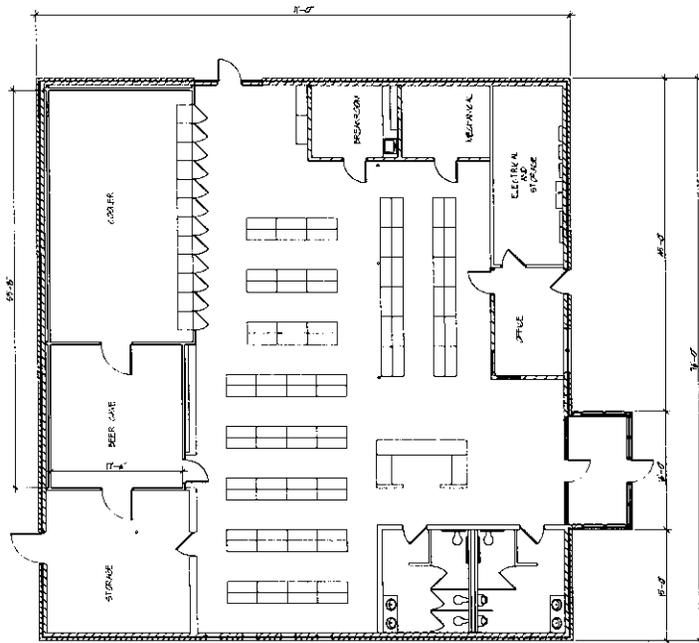
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PROJECT # 520.07	DATE: 10/28/2016
DRAWN BY:	CHECKED BY:
OWNER:	

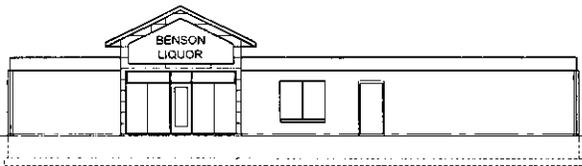
**BENSON MUNICIPAL LIQUOR STORE**  
 2015  
 MASTERPLAN  
 BENSON, MN

FLOOR PLAN  
 EXISTING

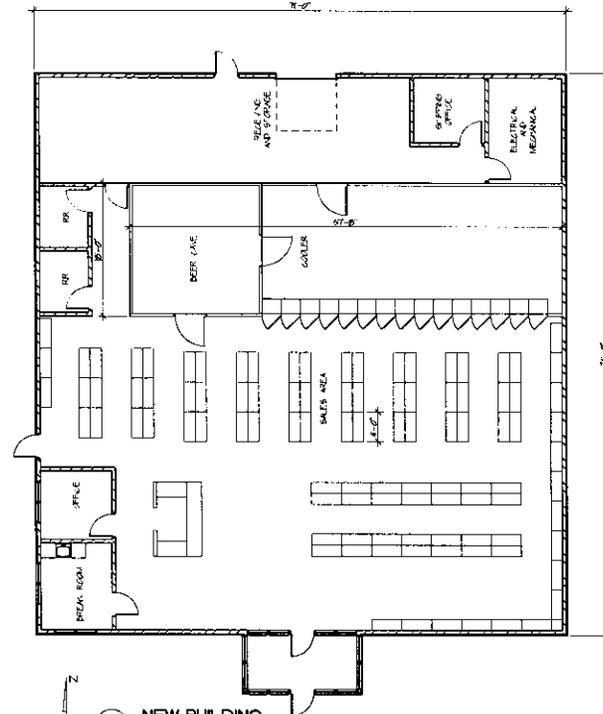
**A-131**



EXISTING BUILDING RENOVATION  
SCALE 1/4" = 8'



EXISTING BUILDING EAST ELEVATION  
SCALE 1/4" = 8'



NEW BUILDING  
SCALE 1/4" = 8'

CITY OF BENSON

BENSON CITY HALL  
1410 KANSAS AVENUE  
BENSON, MN 56215

ENGAN ASSOCIATES

311 4th Street SW  
P.O. Box 904  
BENSON, MN 56201  
202-238-0800  
FAX: 202-238-0668



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PROJECT # 520.07	DATE: 10/29/2015
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OWNER	

BENSON  
MUNICIPAL  
LIQUOR STORE  
2015  
MASTERPLAN  
BENSON, MN

FLOOR PLAN

A-132



# **PRE-DESIGN (90% REVIEW)**

CITY OF BENSON  
Renovation of the Benson Golf Course Club House  
Project No. 520.06  
3-12-15

*Prepared by:*



**ENGAN ASSOCIATES**  
ARCHITECTS INTERIOR DESIGNERS  
shared vision. innovative design.

311 4th Street Southwest | Willmar, MN 56201 | 320-235-0860  
[www.engan.com](http://www.engan.com)

## **PREDESIGN SUMMARY STATEMENT**

The purpose of this study is to review the existing Benson Golf Club Facility and determine improvements to increase energy and operational efficiencies while retaining the historic character of the building.

### **KICK-OFF MEETING AND DESIGN CHARETTE 2-19-15**

Present:

Glen Pederson	City Clerk
Jerry Peterson	Golf Club Board
Bill Dethloff	Golf Club Board
Mike Jacobson	City of Benson
Terry Duffy	Duffy Engineers
Barbara Marks	Engan Associates Architects <a href="mailto:Barbara.marks@engan.com">Barbara.marks@engan.com</a>
Andrew Bjur AIA	Engan Associates Architects <a href="mailto:andrew.bjur@engan.com">andrew.bjur@engan.com</a>

### **REVIEW MEETING 3-10-15**

**PRE-DESIGN REPORT COMPLETION – To be Determined**

## GOALS

1. Provide a structural review of the existing building foundation and framing.
2. Budget the replacement of existing doors and windows to match the historic character of the building.
3. Replace the exterior siding.
4. Insulate the exterior walls.
5. Review and maintain the existing wood framing beams in the south dining room.
6. Install a gas fireplace insert.
7. Review moving the bar closer to the kitchen for better staff efficiency and visual security.
8. Relocate and update restrooms.
9. Add more storage adjacent the kitchen.
10. Update existing mechanical systems.
11. Review budget for new carpet and flooring.
12. Review kitchen sewer service
13. Review repair of site historic stone wall.
14. Improve site accessibility with automatic doors and a raised drive.

## PROJECT ANALYSIS REPORT

- A. The Benson Golf Course was opened in 1925.
- B. The Club House was expanded in 1971.
- C. Use: Office, Restaurant, Golf Shop, Bar, and Assembly spaces.
- D. Code Summary: The building will need to upgrade to the 2012 IBC and the MN Building Code.
  1. Building Type: Restaurant = A-2, Office Area = B.
  2. With the introduction of a sprinkling system this building can solve many code issues.
  3. The building is a Type V-B construction.
  4. Allowable building area base: 6,000 SF + 4,500 SF = 10,500SF.
  5. Actual Building Area= 5,800SF
  6. A fire sprinkling system and a fire alarm system are needed to bring the building up to code.
  7. Building requires accessible upgrades at hardware, main entrance, and restrooms.
- E. Public Face is to the South
- F. Parking is from the East
- G. Views are to the North

## **PROJECT SCOPE**

### ***Building Envelope***

**New Doors and Windows**  
**Accessible Entrance**  
**Insulate Exterior Walls**  
**Shingle Roof**  
**Insulate Roof**  
**New Exterior Siding**

### ***Interior Building Spaces***

**New bar area**  
**New Restrooms**  
**New Office**  
**Relocate Golf Shop**

### ***Building Finishes***

**New floor finishes**  
**All walls to be painted**

### ***Structural Items***

**Review Supports for South dining wood frame post and beam system**

### ***HVAC***

**New Units but use the existing ductwork.**

### ***Plumbing***

- **Provide new piping for the kitchen fixtures**

### ***Site Work***

- **Repair Stone Wall**
- **Improve site accessibility**

**PROGRAM OF NEEDS**

ROOM NAME	EXISTING SF	PROPOSED SF
ENTRY	0	92
DINING ROOM	1044	1044
BANQUET ROOM	1326	1326
RESTROOMS		
Male	78	161
Female	120	179
KITCHEN	434	434
WALK-IN FREEZER	0	77
BAR	188	204
BAR/LOUNGE	584	412
PRO SHOP	576	106
3 SEASON ROOM	350	350
OFFICE/ MEETING	0	344
STORAGE/ BALANCE	1105	1168
TOTAL	5805	5897

**PLANNING OPTIONS**

- See attached drawings
- See attached structural report

**SCHEDULE INFORMATION**

Master Plan Phase - Complete

March 27, 2015

**CONSTRUCTION COST ESTIMATE**

A. Benson Golf Club

Windows and Doors, Automatic Entrance	\$35,000 - 65,000
Repair Sill and Floor	\$5,000 - 9,000
Insulate Exterior Walls & Siding	\$32,000 - 39,000
Replace Roofing and Add Ridged Insulation	\$52,000 - 65,000
Relocate Bar Area & Pro Shop	\$50,000 - 72,000 + EQ
New office	\$25,000 - 32,000
Restrooms & Hallway	\$67,000 - 88,000
Kitchen Repair Plumbing	\$8,000 - 12,000
Painted Interior Walls	\$12,000 - 16,000
New Carpet Flooring	\$16,000 -20,000
HVAC New Equipment	\$35,000 - 40,000
New Ductwork	\$60,000 -70,000
New Entrance and Accessible Path	\$18,400 - \$25,000
Open North Lounge	\$5,000 - \$8,000
<u>New Walk-Freezer</u>	<u>\$10,000 - \$12,000</u>
Total	\$430,400 - \$645,000
Alternate: Relocate Kitchen to Office Area	\$70,000 - \$90,000 + EQ
Contingency	\$50,000.00

Non-Construction Costs - Pending Project Size

Does not include abatement, equipment or testing fees

**END OF REPORT**

Prepared by Engan Associates PA

Date to be determined



## Duffy Engineering & Associates Inc.

---

Andrew Bjur AIA  
Engan Associates PA Architects  
311 4<sup>th</sup> St. SW  
Willmar, MN 56201

2 – 20 - 15

Re: Benson Golf Club Inspection of Older WPA Building

Andrew:

At your request, I made an on site inspection of the older WPA portion of the Benson Golf Club House with respect to its structural integrity. A remodel project is being planned for the Club House and a concern was noted with this portion of the building.

The construction consist of a masonry wall foundation with a wood floor system over a crawl space. A heavy timber truss, beam and column frame supports the wood joist roof. The members have noticed that the timer columns seem to be moving and a part of the floor near the outside wall has settled.

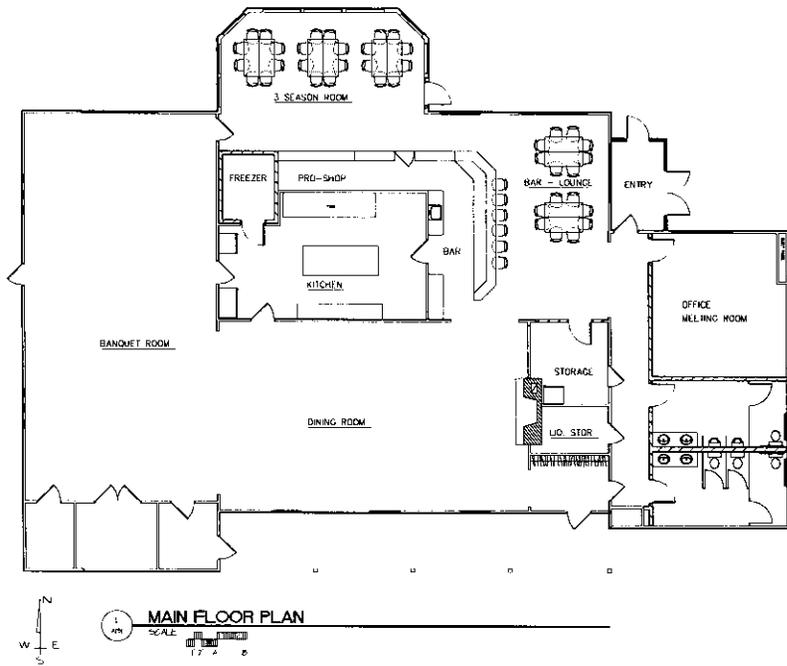
I checked each timer main frame column and found that they are very close to plumb but have “rotated” a little due to drying shrinkage of the timber. Several of the main timber beams also show signs of drying shrinkage. I checked all the doors and windows in the exterior wall for being plumb and level and they are close to spot on. I did not see any indications of foundation settlement in the exterior wall or room finishes. These heavy timber columns and beams are in good condition as they have not moved much. There is a small hole in the floor in one corner of this room which allowed me to peek at the floor framing. This hole is along the wall where the floor has settled. I did note that the floor joist and rim plates are very wet with some signs of wood deterioration.

I feel the overall structure for this WPA portion of the building is sound. The floor along the exterior wall will need to be exposed to determine why the floor has settled in this area and to what extent the joist have been compromised due to the damp conditions of this crawl space.

If you have any questions concerning this report, please feel free to contact me.

Sincerely,

Terry W. Duffy P.E.  
President



**CITY OF BENSON**  
 BENSON CITY HALL  
 1410 KANSAS AVENUE  
 BENSON, MN 56215

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**ENGAN ASSOCIATES**  
 211 4th Street SE  
 P.O. Box 854  
 Hibbing, MN 56201  
 218-258-0605  
 FAX: 218-246-0661




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PROJECT # 520.00	DATE: 3/12/2015
DRAWN BY	CHECKED BY
OWNER:	

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BENSON  
 GOLF CLUB  
 2015  
 MASTERPLAN  
 BENSON, MN

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FLOOR PLAN

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A-131

# PRE-DESIGN

CITY OF BENSON  
Renovation of the Benson Armory  
Project No. 520.05  
1-14-15

*Prepared by:*



**ENGAN ASSOCIATES**

ARCHITECTS | INTERIOR DESIGNERS

shared vision. innovative design.

311 4th Street Southwest | Willmar, MN 56201 | 320-235-0860

[www.engan.com](http://www.engan.com)

**PREDESIGN SUMMARY STATEMENT**

The purpose of this study is to review the existing Benson Armory for use as new police offices.

**KICK-OFF MEETING AND DESIGN CHARETTE 11-21-14**

Present:

Glen Pederson	City Clerk
Rob Wolfington	City Manager
Ian Hodge	Chief of Police
Andrew Bjur AIA	Engan Associates Architects <a href="mailto:andrew.bjur@engan.com">andrew.bjur@engan.com</a>

**REVIEW MEETING 12-23-14**

Present:

Glen Pederson	City Clerk
Rob Wolfington	City Manager
Ian Hodge	Chief of Police
Andrew Bjur AIA	Engan Associates Architects <a href="mailto:andrew.bjur@engan.com">andrew.bjur@engan.com</a>

**PRE-DESIGN REPORT COMPLETION 1-14-15**

## PROJECT ANALYSIS REPORT

- A. The Benson Armory, built in 1927, is a 3 story office facility, with a primarily slab on grade drill hall, with masonry walls and a steel roof truss structure over most of the building. Office appears to be wood framed. This facility is approximately 11,561 SF in size on the main floor with 2,500 SF on the lower floor and another 2,500 SF on the upper floor.
- B. Code Summary: The building will need to upgrade to the 2012 IBC and the MN Building Code.
1. Building Type: Assembly Room/ Drill Hall = A-3, Garage Area = S-1, Office Area = B.
  2. With the introduction of a sprinkling system this building can solve many code issues.
  3. The building is a Type III-B construction.
  4. Allowable building area base: 9,500 SF + 28,500 SF for the sprinkling system.
  5. If the garage is used for vehicle maintenance then a 1-hour fire rating is to remain and the building needs a sprinkling system. Also a gas detection and ventilation system needs to be maintained.
  6. Incidental storage rooms will need a 1-hour fire rating or smoke ratings.
  7. A fire sprinkling system and a fire alarm system will be installed.
  8. The gym area will need at least 3 exits.
  9. Door hardware will need to be accessible.
  10. Restrooms and drinking fountains will need to be accessible.

## PROJECT SCOPE

### *Building Envelope*

**New vestibule and Canopy**

### *Interior Building Spaces*

**Police offices**

**Locker and shower rooms:**

- New women's locker and shower room.
- New Men's locker and shower room.
- New finishes.
- ADA compliant design required.
- Sustainable design improvements
  - Water saving controls on new plumbing fixtures.
  - Lights will be upgraded to LED fixtures with occupancy sensors.

**A communications closet** will be added with a stand-alone environmental control system.

**Interior Doors** will be replaced. New ADA hardware may be required. If existing hardware is acceptable it will be salvaged and reused.

### *Building Finishes*

**New ceiling grids** at each renovated room

**New floor finishes** at each renovated room

**All renovated area walls to be painted**

### *Building Specialties*

**Offices**

- New marker and cork boards

**Restrooms**

- Partitions will be replaced with HDPE plastic partitions
- Hand towel, toilet tissue, and soap dispensers.

### *Structural Items*

**Supports for bearing walls**

### *HVAC*

**New systems will be installed at renovated areas.**

***Plumbing***

- New accessible dual height water cooler with bottle filler will be provided.
- Low flow plumbing fixtures and shower heads will be installed.
- Water softener will be installed.
- Recirculation pump will be installed for domestic hot water.

***Fire Sprinkling***

- New **fire sprinkling** and water supply system may be installed.

***Power***

- New **power panel and subpanels** will be provided.

***Lighting***

- New **LED lighting** will be installed.
- **Stepped level light switches** will be provided.
- **Motion lights** will be provided.

***Data/ Communications***

- New **conduit** will be installed.

***Fire Alarm***

- New **alarm system** may be installed.

**PROGRAM OF NEEDS**

ROOM NAME	EXISTING SF	PROPOSED SF	
PUBLIC ENTRANCE		100	New canopy
LOBBY		100	
RESTROOMS			
Male	55	150	
Female	55	150	
GYM		6,790	
POLICE OFFICES			
Police Chief	270	250	Main floor
Sergeant	100	200	Main floor
Reception	176	100	Main floor
Squad Room	280	420	Upper floor
EVIDENCE	100	100	Lower floor
WORKROOM	96	51	Main floor
INTERVIEW	165	83	Combine with breakroom
LOCKER ROOMS			
Male	0	168	Shower
Female	0	126	Shower
RESTROOM	0	55	Testing
TELEPHONE ROOM	100	100	
GARAGE	0	1,805	
GYM STORAGE	0	63	
ELEVATOR	0	69	
ELEVATOR EQ	0	69	
BREAKROOM	0	330	
MECHANICAL	0	187	
STORAGE	0	2000	Lower floor
OFFICES	0	2000	Upper floor

**SUSTAINABILITY OPTIONS**

- Walls will be insulated.

**PLANNING OPTIONS**

- See attached drawings

**SCHEDULE INFORMATION**

Master Plan Phase - Complete

January 14, 2015

**CONSTRUCTION COST ESTIMATE**

A. Benson Armory

Main Floor Office	\$300,500.00
Lower Floor – Locker rooms and Storage	\$200,000.00
Upper Floor Offices	\$250,000.00
Fire Sprinkling System	\$50,000.00
Fire Alarm	\$22,000.00
Elevator	\$200,000.00
Lift	\$50,000.00
Acoustical Gym Upgrades	\$85,000.00

Does not include abatement, testing fees, or contingency.

**END OF REPORT**

Prepared by Engan Associates PA

1-14-15

**CITY OF BENSON**

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BENSON, MN 56215

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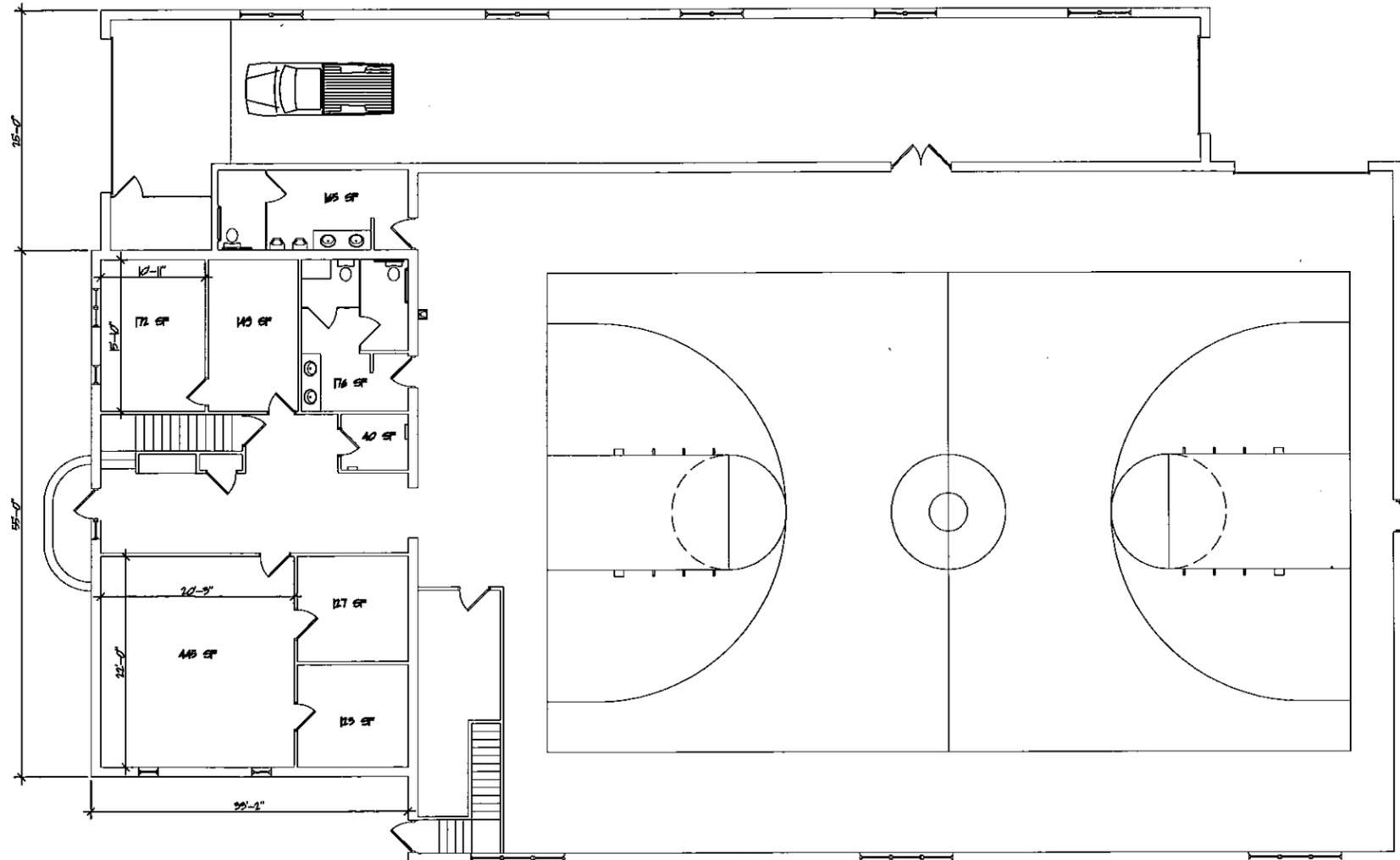
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**BENSON  
CITY ARMORY  
2015  
MASTERPLAN**

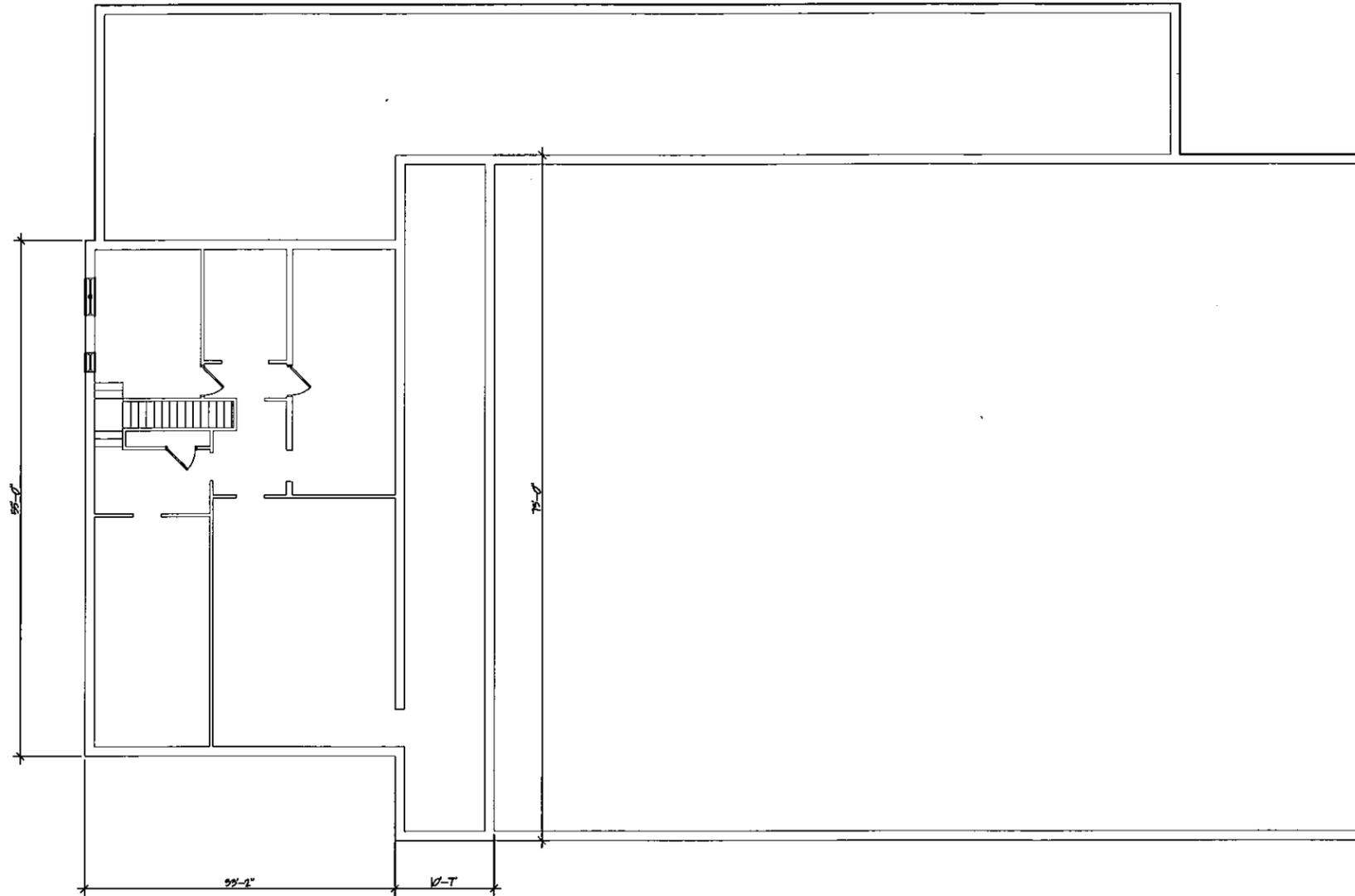
**BENSON, MN**

EXISTING FLOOR PLAN

**A-111**



**EXISTING FLOOR PLAN**




**EXISTING LOWER PLAN**  
 SCALE: 

**CITY OF BENSON**

BENSON CITY HALL  
 1410 KANSAS AVENUE  
 BENSON, MN 56215

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 CITY ARMORY  
 2015  
 MASTERPLAN

BENSON, MN

EXISTING FLOOR PLAN

A-112

**CITY OF BENSON**

BENSON CITY HALL  
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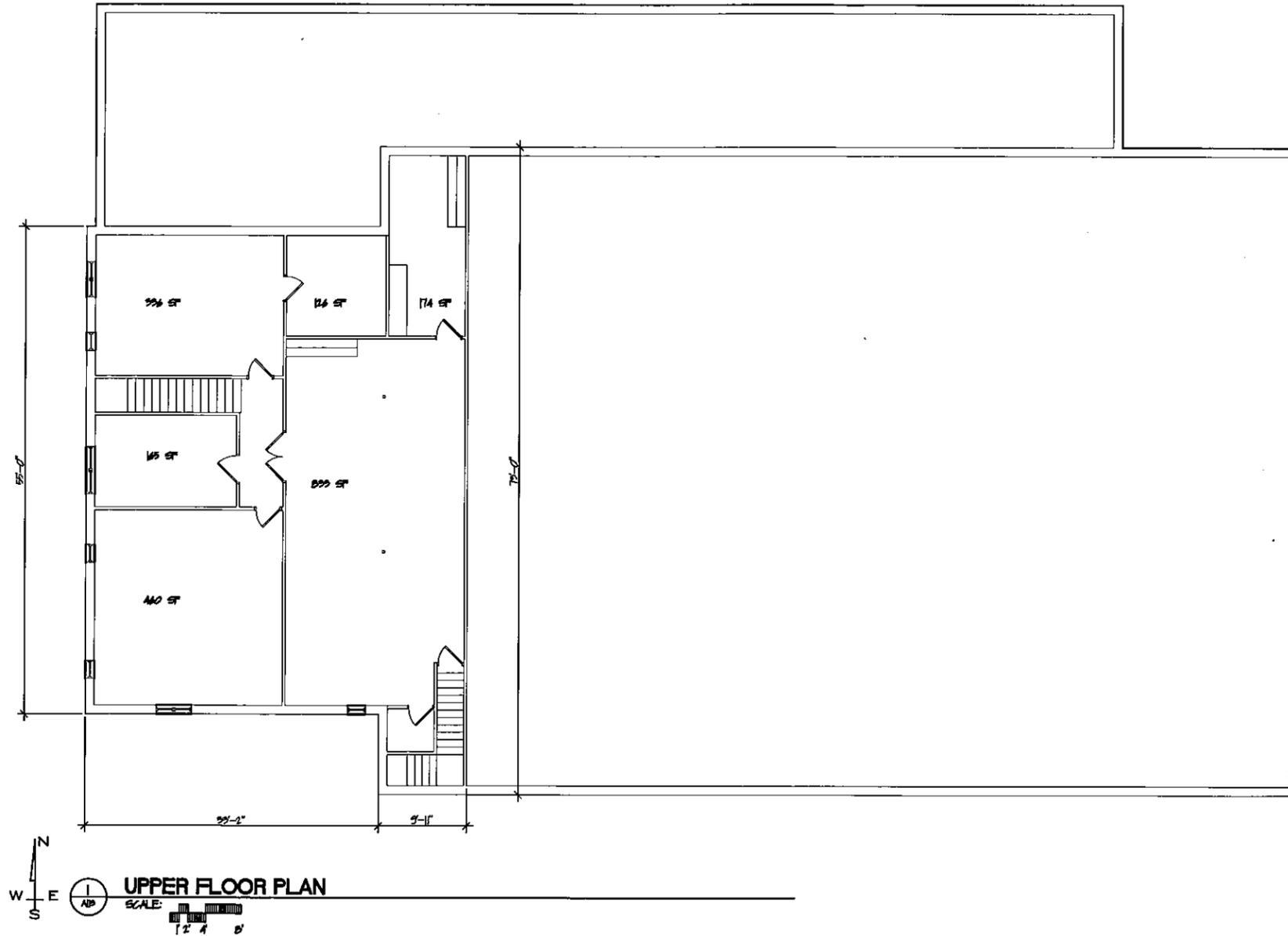
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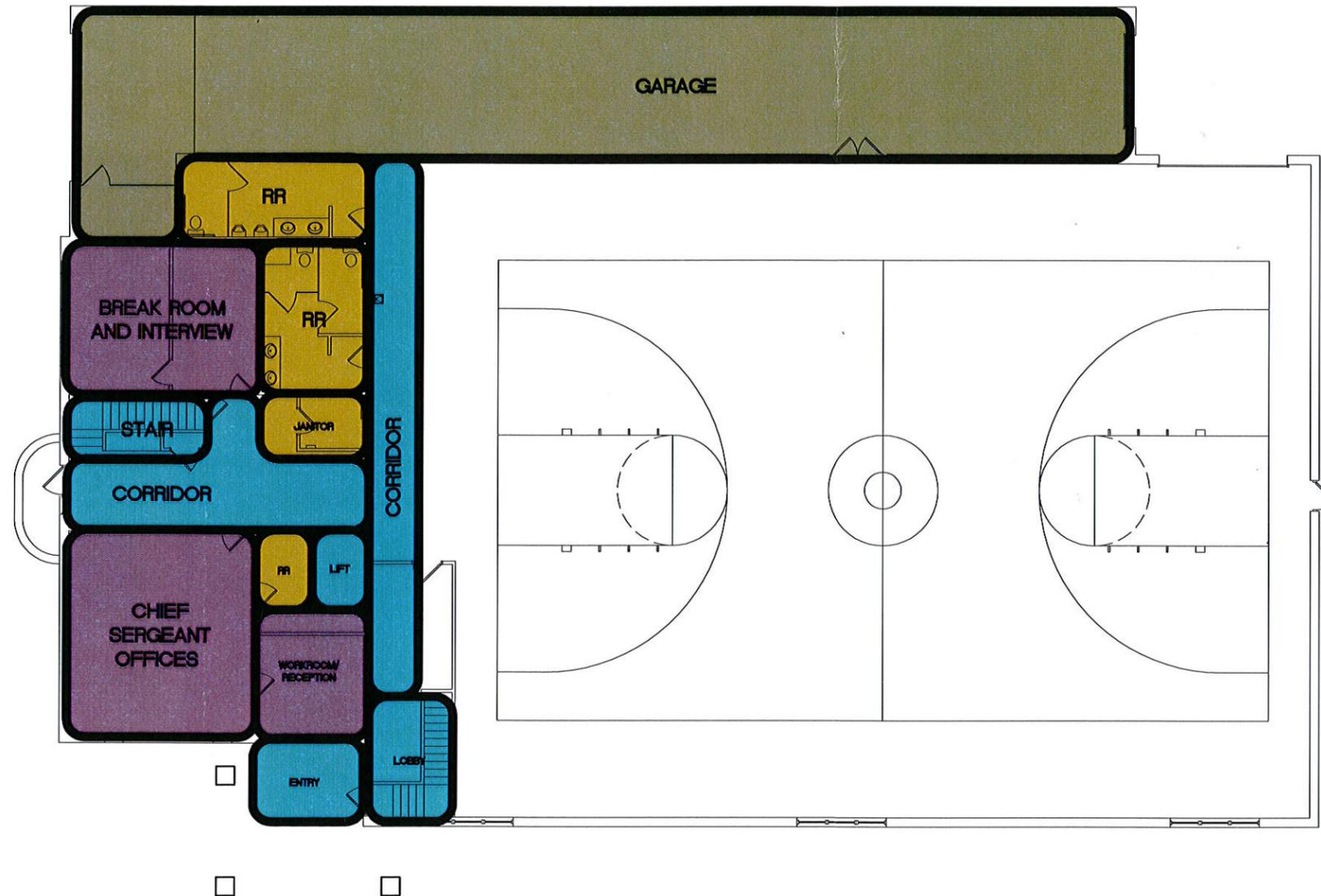
BENSON  
 CITY ARMORY  
 2015  
 MASTERPLAN

BENSON, MN

EXISTING FLOOR PLAN

A-113





N  
 W E S  
 MAIN FLOOR PLAN  
 SCALE: 1" = 4' 0"

**CITY OF BENSON**

BENSON CITY HALL  
 1410 KANSAS AVENUE  
 BENSON, MN 56215

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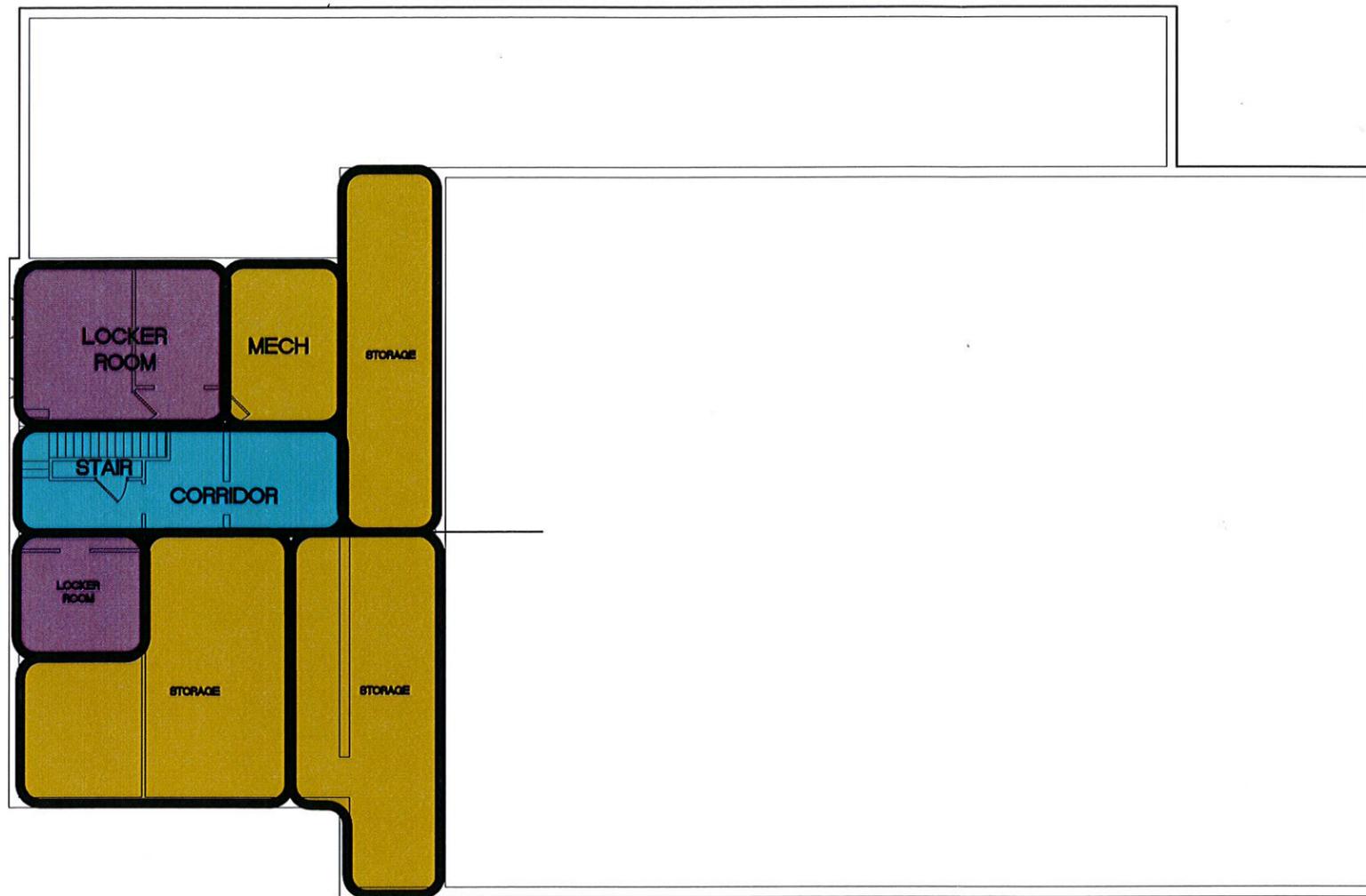
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 CITY ARMORY  
 2015  
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BENSON, MN

FLOOR PLAN



**CITY OF BENSON**

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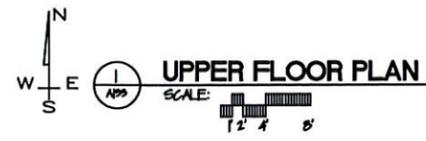
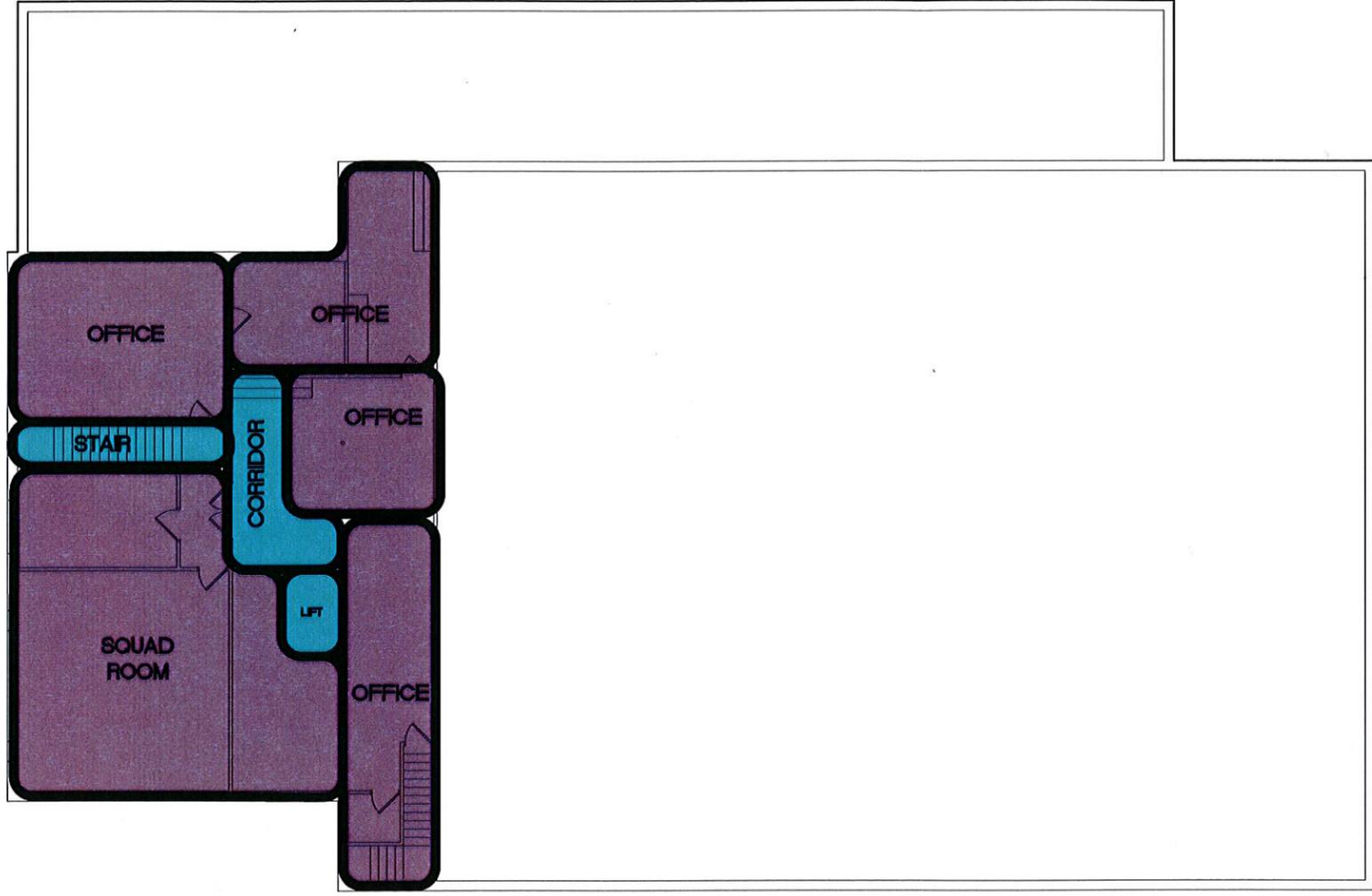
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CITY ARMORY  
2015  
MASTERPLAN  
  
BENSON, MN

FLOOR PLAN

A-132



**CITY OF BENSON**

BENSON CITY HALL  
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CITY ARMORY  
2015  
MASTERPLAN  
  
BENSON, MN

FLOOR PLAN







FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#	
101.41110.350 2)MAYOR & COUNCIL	1)GENERAL FUND 3)PRINTING & PUBLISHING BD OF REVIEW, MOSQUITO	209.63	MONITOR & NEWS	D-04302016-315	348	
101.41300.131 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	8.44	SELECT ACCOUNT	D-04302016-315	388	
101.41300.201 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)OFFICE SUPPLIES SHREDDING DATA PAPER PAYROLL PAPER, RUBBERBAN	98.43 13.50 20.98	SHRED-IT USA BACKSTREET PRINTING BACKSTREET PRINTING	D-04302016-315 D-04302016-315 D-04302016-315	262 332 333	
101.41300.202 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)DUPLICATING & COPYING COPIER MAINT COPIER PAYMENT	99.05 139.00	COPIER BUSINESS SOLUTION TOSHIBA FINANCIAL SERVIC	D-04302016-315 D-04302016-315	69 195	
101.41300.203 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)POSTAGE S1 STAMPS CERT LETTERS	40.00 12.21	INCIDENTAL FUND INCIDENTAL FUND	D-04302016-315 D-04302016-315	292 294	
101.41300.209 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)GAS & OIL GAS GAS	65.28 37.05	GLACIAL PLAINS COOPERATI BANKCARD CENTER	D-04302016-315 D-04302016-315	83 427	
101.41300.309 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES COMP TIME/DATA ENTRY	1,200.00	ELECTRIC FUND	D-04302016-315	21	
101.41300.310 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES SPAM FILTERING TECH SUPPORT SVC	39.00 1,043.75	MN OFFICE OF ENTERPRISE SWIFT COUNTY	D-04302016-315 D-04302016-315	92 109	
101.41300.315 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONSULTING SERVICES FRANCHISE RENEWAL LEGAL FEES	391.00 120.00	MOSS & BARNETT ABRAMS & SCHMIDT LLC	D-04302016-315 D-04302016-315	269 401	
101.41300.321 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TELEPHONE LONG DISTANCE CHARGES MONTHLY PRI CHARGE CELL PHONE	147.88 415.35 201.49	CENTURYLINK CENTURYLINK VERIZON	D-04302016-315 D-04302016-315 M-04302016-316	80 188 30	
101.41300.331 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAVEL EXPENSE PLANNING COMMISSION MEALS & LODGING	53.91 365.96	DOMAT'S FAMILY FOODS BANKCARD CENTER	D-04302016-315 D-04302016-315	307 428	
101.41300.332 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAINING & INSTRUCTION ATHENIAN DIALOGUE LEAGUE CONF REG-ROB	65.00 400.00	MUN CLERKS & FIN. OFF. A BANKCARD CENTER	D-04302016-315 D-04302016-315	360 429	
101.41300.366 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)WORKERS COMPENSATION WORK COMP AUDIT WORK COMP AUDIT WORK COMP AUDIT	230.00 300.00 105.00	LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS LEAGUE OF MN CITIES INS	047439 047439 047439	M-04302016-316 M-04302016-316 M-04302016-316	43 45 47
101.41300.433 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)DUES & SUBSCRIPTIONS 1 YEAR SUBSCRIPTION DUES-WOLFINGTON DUES-PEDERSON DUES-GENS WALL STREET JOURNAL	39.00 168.00 168.00 168.00 32.99	MONITOR & NEWS BENSON KIWANIS CLUB BENSON KIWANIS CLUB BENSON KIWANIS CLUB BANKCARD CENTER	D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	266 330 330 331 430	

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.41550.310 2)ASSESSING	1)GENERAL FUND 3)CONTRACTED SERVICES-ASSESSNG 2016 ASSESSMENTS 1712	18,832.00	SWIFT COUNTY AUDITOR	D-04302016-315	263
101.41610.201 2)CITY ATTORNEY	1)GENERAL FUND 3)OFFICE SUPPLIES POSTAGE, COPIES, FEES	106.40	WILCOX LAW OFFICE, P.A.	047438 M-04302016-316	37
101.41610.304 2)CITY ATTORNEY	1)GENERAL FUND 3)CITY ATTORNEY CONTRACT CITY ATTORNEY FEES	2,183.00	WILCOX LAW OFFICE, P.A.	047438 M-04302016-316	38
101.41940.235 2)CITY HALL	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL MATS	23.46	BENSON LAUNDRY-MAT HOUSE	D-04302016-315	60
	K CUPS	14.98	ALSAKER/VALERIE	D-04302016-315	295
	FREEZE	3.40	DOMAT'S FAMILY FOODS	D-04302016-315	306
	PEST CONTROL	5.00	BRANES PEST CONTROL	D-04302016-315	320
	MATS	33.00	BENSON LAUNDRY-MAT HOUSE	D-04302016-315	337
	SOLID WASTE FEE	173.40	SWIFT COUNTY TREASURER	D-04302016-315	351
	TISSUE TOWELS	110.00	WEST CENTRAL SALES	D-04302016-315	376
	TV & Misc DISPOSAL	35.00	SWIFT CO ENVIRONMENTAL S	D-04302016-315	410
101.41940.310 2)CITY HALL	1)GENERAL FUND 3)CONTRACTED SERV - CLEANING POLICE DEPT 4/3-4/30 CLEAN CITY HALL	160.00 178.38	MCGEARY/THOMAS SWIFT COUNTY DAC	D-04302016-315 D-04302016-315	210 368
101.41940.381 2)CITY HALL	1)GENERAL FUND 3)UTILITIES UTILITIES	487.46	MUNICIPAL UTILITIES	D-04302016-315	93
101.41940.383 2)CITY HALL	1)GENERAL FUND 3)HEATING COST UTILITIES	92.80	MUNICIPAL UTILITIES	D-04302016-315	94
101.42100.131 2)POLICE DEPARTMENT	1)GENERAL FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	16.88	SELECT ACCOUNT	D-04302016-315	389
101.42100.201 2)POLICE DEPARTMENT	1)GENERAL FUND 3)OFFICE SUPPLIES COPIER MAINT COPIER PAYMENT HAND SANITIZER SHARPIES, FILE FOLDERS TAPE GUN	79.94 158.00 21.93 21.95 24.98	COPIER BUSINESS SOLUTION TOSHIBA FINANCIAL SERVIC LEWIS DRUG INC BACKSTREET PRINTING RUNNINGS SUPPLY INC	D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	70 186 271 334 422
101.42100.209 2)POLICE DEPARTMENT	1)GENERAL FUND 3)GAS & OIL GAS	1,116.44	GLACIAL PLAINS COOPERATI	D-04302016-315	84
101.42100.210 2)POLICE DEPARTMENT	1)GENERAL FUND 3)OPERATING SUPPLIES MONTHLY SCHEDULE SERVICE SEAT BELT CANDY REIMB GLOVES BAGS PELLETS SPEAKING ENGAGEMENT CLEANER TOILET BALL, ARMORALL PRINTER INK, BATTERIES WATER/COOLER RENT	30.24 25.65 171.99 483.67 357.94 500.00 4.98 12.97 285.37 34.80	CALLBACK STAFFING SOLUTI WILSON/PAULA ULINE STIRCHIE FINGER PRINT LAB STREICHER'S SMSU MENS BASKETBALL RUNNINGS SUPPLY INC RUNNINGS SUPPLY INC BANKCARD CENTER CULLIGAN SOFT WATER	D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 047436 M-04302016-316	218 246 252 257 315 328 423 426 431 35
101.42100.211 2)POLICE DEPARTMENT	1)GENERAL FUND 3)FORFEITURE EXPENDITURES FORFEITURE SHARE FORFEITURE SHARE	1,143.00 2,286.00	TREASURY DIVISION, FINANC WILCOX LAW OFFICE, P.A.	047442 M-04302016-316 047443 M-04302016-316	67 68

Disb. Validation Listing

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 SWEATER HARNESSES PANTS	108.99 129.98 74.99	UNIFORMS UNLIMITED STREICHER'S STREICHER'S		D-04302016-315 D-04302016-315 D-04302016-315	253 258 260
101.42100.219 2)POLICE DEPARTMENT	1)GENERAL FUND 3)INVESTIGATIONS IMPOUND CHG-ALVAREZ PROSECUTION FEES	75.00 2,037.11	BENSON BODY SHOP WILCOX LAW OFFICE, P.A.	047438	D-04302016-315 M-04302016-316	367 39
101.42100.221 2)POLICE DEPARTMENT	1)GENERAL FUND 3)EQUIPMENT REPAIR PARTS FUSE	2.99	NORTHSIDE AUTO		D-04302016-315	444
101.42100.223 2)POLICE DEPARTMENT	1)GENERAL FUND 3)EQUIPMENT REPAIRS CONTRACTED SPEED TRAILER REPAIR OIL CHG CYLINDER, SPRING REPLACE	60.00 29.57 493.38	SOUTHSIDE BODY SHOP TOM'S SERVICE, INC TOM'S SERVICE, INC		D-04302016-315 D-04302016-315 D-04302016-315	314 383 383
101.42100.240 2)POLICE DEPARTMENT	1)GENERAL FUND 3)SMALL TOOLS & EQUIPMENT MAG CATCH SERVICE CALL KEYS, IMPACT DRIVER	7.98 1,800.00 285.86	STREICHER'S HEARTLAND SECURITY SERVI RUNNINGS SUPPLY INC		D-04302016-315 D-04302016-315 D-04302016-315	259 365 421
101.42100.318 2)POLICE DEPARTMENT	1)GENERAL FUND 3)DARE EXPENDITURES DARE GRADUATION	524.19	BENSON BOWLER		D-04302016-315	316
101.42100.321 2)POLICE DEPARTMENT	1)GENERAL FUND 3)TELEPHONE MONTHLY PRI CHARGE LOCAL SERVICE CELL PHONE CELL PHONE	100.00 63.80 101.50 209.13	CENTURYLINK CENTURYLINK VERIZON VERIZON	047444	D-04302016-315 D-04302016-315 D-04302016-315 M-04302016-316	189 197 313 31
101.42100.331 2)POLICE DEPARTMENT	1)GENERAL FUND 3)TRAVEL EXPENSE MEALS & LODGING	751.89	BANKCARD CENTER		D-04302016-315	432
101.42100.332 2)POLICE DEPARTMENT	1)GENERAL FUND 3)TRAINING & INSTRUCTION STOCK, FOREND	168.98	STREICHER'S		D-04302016-315	261
101.42100.366 2)POLICE DEPARTMENT	1)GENERAL FUND 3)WORKERS COMPENSATION WORK COMP AUDIT	1,348.00	LEAGUE OF MN CITIES INS	047439	M-04302016-316	42
101.42100.411 2)POLICE DEPARTMENT	1)GENERAL FUND 3)RENT GARAGE RENT	100.00	ELECTRIC FUND		D-04302016-315	29
101.42200.209 2)FIRE DEPARTMENT	1)GENERAL FUND 3)GAS & OIL GAS	164.02	GLACIAL PLAINS COOPERATI		D-04302016-315	85
101.42200.210 2)FIRE DEPARTMENT	1)GENERAL FUND 3)OPERATING SUPPLIES SOFTENER SALT	17.96	RUNNINGS SUPPLY INC		D-04302016-315	425
101.42200.223 2)FIRE DEPARTMENT	1)GENERAL FUND 3)EQUIPMENT REPAIR CONTRACTUAL TRANSMISSION REPLACE	3,456.67	TOM'S SERVICE, INC		D-04302016-315	373
101.42200.224 2)FIRE DEPARTMENT	1)GENERAL FUND 3)RADIO REPAIRS CONTRACTED PAGER REPAIR	15.00	WEST CENTRAL COMMUNICATI		D-04302016-315	372

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.42200.235 2) FIRE DEPARTMENT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL SIREN ANNUAL CHECK SOFTENER PLUMBING	177.50 44.50	WEST CENTRAL COMMUNICATI RUNNINGS SUPPLY INC		D-04302016-315 D-04302016-315	244 424
101.42200.240 2) FIRE DEPARTMENT	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT RESPIRATOR WIPES	39.83	USA BLUE BOOK		D-04302016-315	251
101.42200.310 2) FIRE DEPARTMENT	1) GENERAL FUND 3) CONTRACTED SERVICES CLEAN FIRE HALL	58.80	SWIFT COUNTY DAC		D-04302016-315	369
101.42200.331 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MEALS AT INDIANAPOLIS LODGING AT INDIANAPOLIS MILEAGE TO INDIANAPOLIS	586.50 586.50 847.80	SCHRECK/MARK SCHRECK/MARK ASCHEMAN/TOM		D-04302016-315 D-04302016-315 D-04302016-315	346 347 371
101.42200.332 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TRAINING & INSTRUCTION CPR, FIRST AID CLASS	450.00	RIDGEWATER COLLEGE		D-04302016-315	378
101.42200.381 2) FIRE DEPARTMENT	1) GENERAL FUND 3) UTILITIES UTILITIES	325.67	MUNICIPAL UTILITIES		D-04302016-315	95
101.42200.418 2) FIRE DEPARTMENT	1) GENERAL FUND 3) FIRE SERVICE FEE FIRE SERVICE	833.33	WATER FUND		D-04302016-315	24
101.42600.131 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT		D-04302016-315	390
101.42600.321 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TELEPHONE CELL PHONE	50.75	VERIZON	047444	M-04302016-316	34
101.42600.331 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MILEAGE TO MORRIS	227.34	JACOBSON/MIKE		D-04302016-315	327
101.43100.131 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	10.55	SELECT ACCOUNT		D-04302016-315	391
101.43100.209 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) GAS & OIL GAS DIESEL	1,035.77 10.76	GLACIAL PLAINS COOPERATI ASCHEMAN OIL		D-04302016-315 D-04302016-315	87 312
101.43100.210 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) OPERATING SUPPLIES SCREWDRIVER, BIT DA TEST AUDIOS CLASSIFIED SAFETY GLASSES BATTERY	23.96 25.40 168.50 16.50 72.71 12.59	ZOSEL'S TRUE VALUE AFFILIATED MED CENTERS AFFILIATED MED CENTERS MONITOR & NEWS NORTHERN SAFETY CO. INC. RUNNINGS SUPPLY INC		D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	230 277 278 349 400 417
101.43100.212 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET MARKINGS & SIGNS STENCIL CONES	100.00	SWIFT COUNTY DAC		D-04302016-315	370
101.43100.221 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS OIL FILTER BOLTS MIRROR	12.82 16.82 19.03 10.52	AUTO VALU BENSON RUNNINGS SUPPLY INC NORTHSIDE AUTO		D-04302016-315 D-04302016-315 D-04302016-315	310 418 443

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.43100.235 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL SOLID WASTE FEE-TAXES SWITCH, BOX, COVER	236.00 9.06	SWIFT COUNTY TREASURER RUNNINGS SUPPLY INC		D-04302016-315 D-04302016-315	352 419
101.43100.240 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)SMALL TOOLS & EQUIPMENT SKID LOADER BUCKET	840.00	ZIELSDORF AUCTION		D-04302016-315	238
101.43100.366 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)WORKERS COMPENSATION WORK COMP AUDIT	1,538.00	LEAGUE OF MN CITIES INS	047439	M-04302016-316	40
101.43100.381 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)UTILITIES UTILITIES ELECT-GRAVEL PIT & DUMP	389.52 85.86	MUNICIPAL UTILITIES AGRALITE ELECTRIC COOPER	047435	D-04302016-315 M-04302016-316	96 14
101.43100.386 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)STREET LIGHTING UTILITIES UTILITIES	4,612.68	MUNICIPAL UTILITIES		D-04302016-315	97
101.43100.438 2)HIGHWAY STREETS & ROADS	1)GENERAL FUND 3)LAUNDRY MATS & TOWELS MATS	47.43 49.25	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE		D-04302016-315 D-04302016-315	62 338
101.45121.235 2)ORGANIZED RECREATION	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL BATTERY PEST CONTROL SOLID WASTE FEE	8.49 35.00 100.00	ZOSEL'S TRUE VALUE BRANESS PEST CONTROL SWIFT COUNTY TREASURER		D-04302016-315 D-04302016-315 D-04302016-315	228 319 353
101.45121.310 2)ORGANIZED RECREATION	1)GENERAL FUND 3)SENIOR CITIZEN PROGRAM MONTHLY CONTRIBUTION 2/19 RENT-BATES 3/11 RENT-BATES 4/16 RENT-BATES	700.00 25.00 25.00 25.00	SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT		D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	28 239 240 241
101.45124.210 2)SWIMMING POOL	1)GENERAL FUND 3)OPERATING SUPPLIES MURIATIC ACID CELL PHONE	29.96 39.54	ZOSEL'S TRUE VALUE VERIZON	047444	D-04302016-315 M-04302016-316	231 69
101.45124.235 2)SWIMMING POOL	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL POOL BOILER MODIFY SUMP PUMP, PVC	6,200.00 155.18	HAWLEYS INC. RUNNINGS SUPPLY INC		D-04302016-315 D-04302016-315	326 415
101.45124.321 2)SWIMMING POOL	1)GENERAL FUND 3)TELEPHONE LOCAL SERVICE	39.62	CENTURYLINK		D-04302016-315	178
101.45124.360 2)SWIMMING POOL	1)GENERAL FUND 3)INSURANCE WORK COMP AUDIT	132.00	LEAGUE OF MN CITIES INS	047439	M-04302016-316	46
101.45124.381 2)SWIMMING POOL	1)GENERAL FUND 3)UTILITIES UTILITIES	275.14	MUNICIPAL UTILITIES		D-04302016-315	98
101.45181.235 2)ARMORY	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL PEST CONTROL	50.00	BRANESS PEST CONTROL		D-04302016-315	318
101.45181.310 2)ARMORY	1)GENERAL FUND 3)CONTRACTED SERVICES CLEAN ARMORY	31.90	SWIFT COUNTY DAC		D-04302016-315	366

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.45181.321 2) ARMORY	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	41.62	CENTURYLINK		D-04302016-315	179
101.45181.381 2) ARMORY	1) GENERAL FUND 3) UTILITIES UTILITIES	152.59	MUNICIPAL UTILITIES		D-04302016-315	99
101.45200.131 2) PARKS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT		D-04302016-315	392
101.45200.208 2) PARKS	1) GENERAL FUND 3) CHEMICALS & CHEM SUPPLIES CHEMICAL CHEMICAL	432.65 5,005.88	WINFIELD SOLUTIONS LLC WINFIELD SOLUTIONS LLC		D-04302016-315 D-04302016-315	242 243
101.45200.209 2) PARKS	1) GENERAL FUND 3) GAS & OIL GAS	157.35	GLACIAL PLAINS COOPERATI		D-04302016-315	88
101.45200.210 2) PARKS	1) GENERAL FUND 3) OPERATING SUPPLIES BLADES, LOCKSET AUDIO BATTERY, BOLTS FUSE, HOLDER	99.48 33.70 71.18 47.66	ZOSEL'S TRUE VALUE AFFILIATED MED CENTERS RUNNINGS SUPPLY INC NORTHSIDE AUTO		D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	232 279 420 441
101.45200.211 2) PARKS	1) GENERAL FUND 3) LANDSCAPING MATERIALS PLEXI BRUSH LUMBER BOLTS LOCK CONNECTOR	48.73 68.87 32.70 2.31	ZOSEL'S TRUE VALUE A.F. BUILDING MATERIALS RUNNINGS SUPPLY INC NORTHSIDE AUTO		D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	229 268 416 442
101.45200.221 2) PARKS	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS CARGO NET RUNGS SWITCH PARTS AERATOR	584.00 79.25 104.19 314.67	MIRACLE RECREATION EQUIP ARNOLD'S OF WILLMAR, INC ABNER SALES JOHN DEERE FINANCIAL		D-04302016-315 D-04302016-315 D-04302016-315 M-04302016-316	265 289 311 48
101.45200.223 2) PARKS	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED TIRE REPAIR	40.08	GLACIAL PLAINS COOPERATI		D-04302016-315	403
101.45200.235 2) PARKS	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL CAMERA GOLF CLUB SEWER SOLID WASTE FEE-TAXES	187.50 238.00	ENVIRO DYNE SWIFT COUNTY TREASURER		D-04302016-315 D-04302016-315	325 354
101.45200.240 2) PARKS	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT GAS BLOWER	249.95	ERIC'S MOTORSPORTS		D-04302016-315	274
101.45200.321 2) PARKS	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE SPRINKLER CELL SERVICE	42.69 40.01	CENTURYLINK VERIZON		D-04302016-315 M-04302016-316	181 33
101.45200.366 2) PARKS	1) GENERAL FUND 3) WORKERS COMPENSATION WORK COMP AUDIT	622.00	LEAGUE OF MN CITIES INS	047439	M-04302016-316	44
101.45200.381 2) PARKS	1) GENERAL FUND 3) UTILITIES UTILITIES	450.94	MUNICIPAL UTILITIES		D-04302016-315	100
101.46102.310 2) SHADE TREE DISEASE CONTROL	1) GENERAL FUND 3) CONTRACTED SERV-TREE REMOVAL DUTCH ELM REMOVAL	3,000.00	A.L.T. TREE SERVICE		D-04302016-315	323

Disb. Validation Listing

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.46500.343 2)TOURISM	1)GENERAL FUND 3) LODGING TAX EXPENDITURES KID DAY TRAILER LICENSE FOCUS BENSON GROUPING	25.00 599.00	INCIDENTAL FUND WEST CENTRAL TRIBUNE		D-04302016-315 D-04302016-315	293 411
101.49010.210 2)CEMETERY	1)GENERAL FUND 3) OPERATING SUPPLIES CEMETERY BOARD MTG	41.93	DAROLD'S SUPER VALUE		D-04302016-315	124
101.49200.430 2)UNALLOCATED	1)GENERAL FUND 3) MISCELLANEOUS PROPERTY TAXES	3,561.91	SWIFT COUNTY TREASURER		D-04302016-315	355
101.49300.731 2)TRANSFERS	1)GENERAL FUND 3) TRANSFER TO OTHER GOVERNMENTS MONTHLY RENT	3,125.00	BENSON CIVIC CENTER BOAR		D-04302016-315	175
101.49800.131 2)PUBLIC TRANSIT	1)GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	4.22	SELECT ACCOUNT		D-04302016-315	393
101.49800.209 2)PUBLIC TRANSIT	1)GENERAL FUND 3) GAS & OIL GAS	1,282.34	GLACIAL PLAINS COOPERATI		D-04302016-315	89
101.49800.221 2)PUBLIC TRANSIT	1)GENERAL FUND 3) EQUIPMENT REPAIR PARTS B12 STARTER	119.99	AUTO VALU BENSON		D-04302016-315	309
101.49800.223 2)PUBLIC TRANSIT	1)GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED TIRE ROTATE REPAIRS RADIO REPAIR B1 LIFT REPAIR B15 OIL CHG B2 OIL CHG B12 STARTER REPLACE B12 BRAKES, TRANNY FLUSH	561.00 64.50 549.74 43.67 36.98 118.70 405.41	GLACIAL PLAINS COOPERATI WEST CENTRAL COMMUNICATI NORTH CENTRAL BUS SALES TOM'S SERVICE, INC TOM'S SERVICE, INC TOM'S SERVICE, INC TOM'S SERVICE, INC		D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	86 245 245 245 245 245 389
101.49800.321 2)PUBLIC TRANSIT	1)GENERAL FUND 3) TELEPHONE LOCAL SERVICE	42.61	CENTURYLINK		D-04302016-315	182
101.49800.331 2)PUBLIC TRANSIT	1)GENERAL FUND 3) TRAVEL EXPENSE BUS 1 REPAIR MILEAGE MEALS	92.88 25.44	KOENIGS/CHUCK BANKCARD CENTER		D-04302016-315 D-04302016-315	272 433
101.49800.366 2)PUBLIC TRANSIT	1)GENERAL FUND 3) WORKERS COMPENSATION WORK COMP AUDIT	570.00	LEAGUE OF MN CITIES INS	047439	M-04302016-316	41
101.49810.235 2)AIRPORT	1)GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL MATS PROPERTY TAXES APRIL RENT COOLER RENT	13.51 1,699.00 19.50 19.97	BENSON LAUNDRY-MAT HOUSE SWIFT COUNTY TREASURER WEST ACRES WATER SYSTEMS CULLIGAN SOFT WATER		D-04302016-315 D-04302016-315 D-04302016-315 M-04302016-316	61 357 381 36
101.49810.307 2)AIRPORT	1)GENERAL FUND 3) MANAGEMENT FEES AIRPORT MANAGER	350.00	LYNCH LAKE FLYING CLUB		D-04302016-315	38
101.49810.321 2)AIRPORT	1)GENERAL FUND 3) TELEPHONE LOCAL SERVICE	75.72	CENTURYLINK		D-04302016-315	183
101.49810.381 2)AIRPORT	1)GENERAL FUND 3) UTILITIES ELECT-AIRPORT	772.55	AGRALITE ELECTRIC COOPER	047435	M-04302016-316	15

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
211.45500.201 2)LIBRARY	1) LIBRARY FUND 3) OFFICE SUPPLIES COPIER MAINT PAPER TONER FREIGHT	64.15 33.98 10.51	COPIER BUSINESS SOLUTION BACKSTREET PRINTING COPIER BUSINESS SOLUTION	D-04302016-315 D-04302016-315 D-04302016-315	223 335 409
211.45500.210 2)LIBRARY	1) LIBRARY FUND 3) OPERATING SUPPLIES SUPPLIES	148.63	BANKCARD CENTER	D-04302016-315	434
211.45500.235 2)LIBRARY	1) LIBRARY FUND 3) BUILDING MAINTENANCE & SUPPL MATS MATS SHELF TOPS VACUUM REPAIR	40.47 40.47 1,749.00 32.00	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE DEMCO BANKCARD CENTER	D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	63 339 342 435
211.45500.310 2)LIBRARY	1) LIBRARY FUND 3) CONTRACTED SERV - CLEANING CLEAN LIBRARY	395.00	MCGEARY/THOMAS	D-04302016-315	26
211.45500.321 2)LIBRARY	1) LIBRARY FUND 3) TELEPHONE LOCAL SERVICE	78.05	CENTURYLINK	D-04302016-315	184
211.45500.381 2)LIBRARY	1) LIBRARY FUND 3) UTILITIES UTILITIES	196.03	MUNICIPAL UTILITIES	D-04302016-315	101
211.45500.383 2)LIBRARY	1) LIBRARY FUND 3) HEATING COST UTILITIES	111.37	MUNICIPAL UTILITIES	D-04302016-315	102
227.46500.235 2)ECONOMIC DEVELOPEMENT	1) COMMUNITY DEV REVOLVING FUND 3) BUILDING MAINTENANCE & SUPPL PROPERTY TAXES	130.00	SWIFT COUNTY TREASURER	D-04302016-315	356
401.42200.501 2)FIRE DEPARTMENT	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY WASHER AIR TANKS WASHER WIRING	10,321.00 116,008.79 434.17	DARLING'S SALES & SERVIC EMERGENCY RESPONSE SOLUT BORDER STATES ELECTRIC S	D-04302016-315 D-04302016-315 D-04302016-315	379 380 408
401.43100.501 2)HIGHWAY STREETS & ROADS	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY PAINT STRIPER	11,286.00	SHERWIN WILLIAMS	D-04302016-315	256
515.16200 2)LAND HELD FOR RESALE	1) ECONOMIC DEV. AUTHORITY FUND STUMP REMOVAL	3,098.50	A.L.T. TREE SERVICE	D-04302016-315	324
515.46500.331 2)GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) TRAVEL EXPENSE BIOMASS PARKING EDA MTG BIOMASS CONF EXP	32.00 88.55 1,725.40	WOLFINGTON/ROB INCIDENTAL FUND BANKCARD CENTER	D-04302016-315 D-04302016-315 D-04302016-315	247 291 437
515.46500.343 2)GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) ADVERTISING BIOMASS MTL SHIPPING BIOMASS BOOTH EXP	399.98 79.00	YRC FREIGHT BANKCARD CENTER	D-04302016-315 D-04302016-315	276 438
515.46500.381 2)GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) UTILITIES TECHBOX CHAMBER CHAMBER	383.09 146.59 16.00	MUNICIPAL UTILITIES MUNICIPAL UTILITIES MUNICIPAL UTILITIES	D-04302016-315 D-04302016-315 D-04302016-315	225 226 227
515.46500.430 2)GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) MISCELLANEOUS PROPERTY TAXES TAXES ON TECHBOX	1,720.00 4,931.46	SWIFT COUNTY TREASURER WILCOX TRUST ACCOUNT	D-04302016-315 M-04302016-315	358 65

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
521.47000.620 3) BOND AGENT SERVICE FEES	1) G.O. BONDS 2012A REFUNDING AGENT FEES	252.00	U.S. BANK TRUST SERVICES	D-04302016-315	321
601.49400.131 2) WATER DEPARTMENT	1) WATER FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	4.22	SELECT ACCOUNT	D-04302016-315	394
601.49400.209 2) WATER DEPARTMENT	1) WATER FUND 3) GAS & OIL GAS	173.02	GLACIAL PLAINS COOPERATI	D-04302016-315	131
601.49400.210 2) WATER DEPARTMENT	1) WATER FUND 3) OPERATING SUPPLIES EXPANDING FOAM AUDIOS RESPERATORS BIT, TOWELS, TISSUE	5.98 67.40 349.12 20.76	ZOSEL'S TRUE VALUE AFFILIATED MED CENTERS NORTHERN SAFETY CO INC. RUNNINGS SUPPLY INC	D-04302016-315 D-04302016-315 D-04302016-315 D-04302016-315	236 280 378 413
601.49400.217 2) WATER DEPARTMENT	1) WATER FUND 3) LAB EQUIPMENT & SUPPLIES CHLORINE, ACID, LID ALKALINE CYANIDE	368.24 46.79	USA BLUE BOOK USA BLUE BOOK	D-04302016-315 D-04302016-315	248 249
601.49400.307 2) WATER DEPARTMENT	1) WATER FUND 3) MANAGEMENT FEES MANAGEMENT FEES	3,277.25	GENERAL FUND	D-04302016-315	13
601.49400.321 2) WATER DEPARTMENT	1) WATER FUND 3) TELEPHONE LOCAL SERVICE CELL PHONE-WATER	95.59 15.67	CENTURYLINK VERIZON	D-04302016-315 M-04302016-316	208 17
601.49400.366 2) WATER DEPARTMENT	1) WATER FUND 3) WORKERS COMPENSATION WORK COMP AUDIT	298.00	LEAGUE OF MN CITIES INS	036555 M-04302016-316	72
601.49400.381 2) WATER DEPARTMENT	1) WATER FUND 3) UTILITIES UTILITIES	1,951.37	MUNICIPAL UTILITIES	D-04302016-315	141
602.43250.209 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) GAS & OIL GAS	168.34	GLACIAL PLAINS COOPERATI	D-04302016-315	132
602.43250.210 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) OPERATING SUPPLIES GLOVES, GUAGE, CLEANER	103.72	RUNNINGS SUPPLY INC	D-04302016-315	414
602.43250.217 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) LAB EQUIPMENT & SUPPLIES BUFFER, POWDER PILLOWS TOWELS	591.08 59.30	USA BLUE BOOK WEST CENTRAL SALES	D-04302016-315 D-04302016-315	250 377
602.43250.235 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) BUILDING MAINTENANCE & SUPPL SOLID WASTE FEE	150.00	SWIFT COUNTY TREASURER	D-04302016-315	361
602.43250.307 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MANAGEMENT FEES MANAGEMENT FEES	4,254.40	GENERAL FUND	D-04302016-315	14
602.43250.311 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) PEOPLESERVICE CONTRACT MONTHLY CONTRACT	20,111.00	PEOPLE SERVICE INC.	036552 M-04302016-316	29
602.43250.321 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) TELEPHONE CELL PHONE-WATER	15.66	VERIZON	036559 M-04302016-316	18

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
602.43250.331 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) TRAVEL EXPENSE				
	MEAL	10.52	GENS/DAN	D-04302016-315	364
	MEALS & LODGING-GENS	368.92	BANKCARD CENTER	D-04302016-315	436
602.43250.332 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) TRAINING & INSTRUCTION				
	CERT FEE-GENS	45.00	MN POLLUTION CONTROL AGE	036556 M-04302016-316	62
	BOILER EXAM FEE-GENS	50.00	MN DEPT OF LABOR & INDUS	036558 M-04302016-316	64
602.43250.381 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) UTILITIES				
	UTILITIES	4,087.31	MUNICIPAL UTILITIES	D-04302016-315	142
	ELECT-SEWER LIFT	57.13	AGRALITE ELECTRIC COOPER	M-04302016-316	16
604.14300 2) INVENTORY CONTROL	1) ELECTRIC FUND				
	2" INTERDUCT	2,164.22	STUART C. IRBY CO	D-04302016-315	255
	2 SEC PEDS	280.00	BORDER STATES ELECTRIC S	D-04302016-315	439
604.16590 2) CONSTRUCTION IN PROGRESS	1) ELECTRIC FUND				
	FUEL TANK REPLACEMENT	5,044.00	DGR ENGINEERING	D-04302016-315	275
	OH-UG 9TH ST	11,345.00	MICHEL'S CORPORATION	D-04302016-315	344
604.49610.235 2) POWER PRODUCTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE				
	SOLID WASTE FEE	50.00	SWIFT COUNTY TREASURER	D-04302016-315	362
604.49610.307 2) POWER PRODUCTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-POWER PROD				
	MANAGEMENT FEE	1,474.20	GENERAL FUND	D-04302016-315	211
604.49610.381 2) POWER PRODUCTION	1) ELECTRIC FUND 3) UTILITIES				
	UTILITIES	2,265.16	MUNICIPAL UTILITIES	D-04302016-315	143
604.49630.307 2) TRANSMISSION	1) ELECTRIC FUND 3) MANAGEMENT FEES				
	MANAGEMENT FEE	1,474.20	GENERAL FUND	D-04302016-315	212
604.49640.209 2) DISTRIBUTION	1) ELECTRIC FUND 3) FUEL EXPENSE-VEHICLES				
	GAS	341.50	GLACIAL PLAINS COOPERATI	D-04302016-315	133
604.49640.210 2) DISTRIBUTION	1) ELECTRIC FUND 3) OPERATING SUPPLIES				
	BROOM, POLE	19.48	ZOSEL'S TRUE VALUE	D-04302016-315	234
	SCOREBOARD, BULB	24.97	ZOSEL'S TRUE VALUE	D-04302016-315	235
	GOULET-DRIVER PHYSICAL	101.90	AFFILIATED MED CENTERS	D-04302016-315	281
	JOHNSON-DRIVER PHYSICAL	101.90	AFFILIATED MED CENTERS	D-04302016-315	282
	PAPER TOWELS, TISSUE	64.56	DOMAT'S FAMILY FOODS	D-04302016-315	305
	SHARPIES	7.17	BACKSTREET PRINTING	D-04302016-315	336
	JEANS	149.60	AMARIL UNIFORM COMPANY	D-04302016-315	345
	SAFETY GLASSES	72.71	NORTHERN SAFETY CO. INC.	D-04302016-315	399
	FUSE-GOLF COURSE	133.47	BORDER STATES ELECTRIC S	D-04302016-315	405
	STRAPS-CIVIC CENTER	114.74	BORDER STATES ELECTRIC S	D-04302016-315	406
	FUSE, KNIFE, STRAPS	40.45	RUNNINGS SUPPLY INC	D-04302016-315	412
604.49640.221 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE PARTS				
	HWRE	0.11	ZOSEL'S TRUE VALUE	D-04302016-315	233
	ADAPTOR, COUPLER	211.76	TRENCHERS PLUS, INC	D-04302016-315	254
604.49640.223 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE CONTR.				
	FENDER REPAIR	73.00	BENSON BODY SHOP	D-04302016-315	284
604.49640.227 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINT OF UNDERGROUND LINE				
	TICKET SPLITTING	600.00	KORTERRA INC	D-04302016-315	402
	INTERDUCT CONNECTORS	161.52	BORDER STATES ELECTRIC S	D-04302016-315	440

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FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
604.49640.230 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINT OF STREET LIGHTING PHOTOCELL	67.08	BORDER STATES ELECTRIC S		D-04302016-315	407
604.49640.235 2) DISTRIBUTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE MATS & TOWELS SOLID WASTE FEE	27.64 50.00	BENSON LAUNDRY-MAT HOUSE SWIFT COUNTY TREASURER		D-04302016-315 D-04302016-315	115 363
604.49640.307 2) DISTRIBUTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-DISTRIBUTION MANAGEMENT FEE	4,422.70	GENERAL FUND		D-04302016-315	213
604.49640.317 2) DISTRIBUTION	1) ELECTRIC FUND 3) OTHER CONTRACTED SERVICES GIS UPDATE ULTRASONIC INSPECTION	280.00 162.00	STANTEC CONSULTING SERVI MISSOURI RIVER ENERGY SE		D-04302016-315 D-04302016-315	341 343
604.49640.321 2) DISTRIBUTION	1) ELECTRIC FUND 3) TELEPHONE CELL PHONE-ELECTRIC CELL PHONE-SURVEY	203.00 60.82	VERIZON VERIZON	036559 036559	M-04302016-316 M-04302016-316	19 20
604.49640.331 2) DISTRIBUTION	1) ELECTRIC FUND 3) TRAVEL AND MEALS TRAVEL TO TRAINING	531.91	BERG/TODD		D-04302016-315	286
604.49640.332 2) DISTRIBUTION	1) ELECTRIC FUND 3) EDUCATION/TRAINING TRAINING	299.00	BERG/TODD		D-04302016-315	285
604.49640.381 2) DISTRIBUTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	272.87	MUNICIPAL UTILITIES		D-04302016-315	144
604.49640.383 2) DISTRIBUTION	1) ELECTRIC FUND 3) NATURAL GAS UTILITIES	168.00	MUNICIPAL UTILITIES		D-04302016-315	145
604.49650.307 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) MANAGEMENT FEES-CIP SALARY MANAGEMENT FEE	751.00	GENERAL FUND		D-04302016-315	222
604.49650.475 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) CONSERVATION REBATES DEHUMIDIFIER REBATE LIGHTING REBATE HEATING/COOLING REBATE LIGHTING REBATE	10.00 331.00 1,978.20 3,679.00	MILLER/BRIAN GRUBE/BRENT HILLEREN/TONY HILLEREN/ANTHONY		D-04302016-315 D-04302016-315 M-04302016-316 M-04302016-316	270 273 60 63
604.49650.480 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) LOAD MANAGEMENT WATER HEATER REBATE	75.00	ALSAKER/JEAN		D-04302016-315	290
604.49655.131 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT		D-04302016-315	396
604.49655.201 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OFFICE SUPPLIES COPIER PAYMENT	148.56	DE LAGE LANDEN		D-04302016-315	193
604.49655.307 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) MANAGEMENT FEES-CUST ACCTS MANAGEMENT FEE	1,474.20	GENERAL FUND		D-04302016-315	214
604.49655.309 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) DATA PROCESSING SERVICES MONTHLY HOSTING VERITAS ESSENTIAL SUPPOR SERVER EXCHANGE	2,028.50 127.53 56.23	XEROX BUSINESS SERVICES MORRIS ELECTRONICS MORRIS ELECTRONICS		D-04302016-315 D-04302016-315 D-04302016-315	224 267 268



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FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
609.14210 2) OFF SALE BEER INVENTORY	1) LIQUOR FUND					
	BEER	7,075.10	H. BOYD NELSON		D-04302016-315	304
	BEER	2,543.48	BEVERAGE WHOLESALERS INC		D-04302016-315	305
	BEER CREDIT	48.00	H. BOYD NELSON		D-04302016-315	306
	BEER	3,000.75	H. BOYD NELSON	023131	M-04302016-315	307
	BEER	3,781.15	H. BOYD NELSON	023131	M-04302016-315	308
	VOID	0.00	H. BOYD NELSON	023131	M-04302016-315	309
	BEER	1,410.44	BEVERAGE WHOLESALERS INC	023133	M-04302016-316	310
	BEER	2,167.10	BEVERAGE WHOLESALERS INC	023133	M-04302016-316	311
609.49750.131 2) LIQUOR	1) LIQUOR FUND					
	3) HEALTH INSURANCE					
	HEALTH INS-HSA FEES	4.22	SELECT ACCOUNT		D-04302016-315	397
609.49750.210 2) LIQUOR	1) LIQUOR FUND					
	3) OPERATING SUPPLIES					
	BULBS	53.12	ZOSEL'S TRUE VALUE		D-04302016-315	237
	COPY PAPER	38.75	MONITOR PRINTING		D-04302016-315	287
	BAGS, TOWELS, TRAYS	229.44	WEST CENTRAL SALES		D-04302016-315	374
609.49750.235 2) LIQUOR	1) LIQUOR FUND					
	3) BUILDING MAINTENANCE & SUPPL					
	PEST CONTROL	42.75	BRANESS PEST CONTROL		D-04302016-315	317
	SOLID WASTE FEE	100.00	SWIFT COUNTY TREASURER		D-04302016-315	359
	COOLER RENT/WATER	38.72	CULLIGAN SOFT WATER	023129	M-04302016-316	49
609.49750.254 2) LIQUOR	1) LIQUOR FUND					
	3) OFF SALE MIX PURCHASES					
	ICE	161.22	ARCTIC GLACIER USA INC		D-04302016-315	112
	MIX	313.60	VIKING COCA COLA BOTTLIN		D-04302016-315	155
609.49750.292 2) LIQUOR	1) LIQUOR FUND					
	3) ON SALE MISC PURCHASES					
	SNACKS	664.69	SYSCO WESTERN MINNESOTA		D-04302016-315	111
	FRUIT PEPPER, SUGAR, SALT	58.19	DAROLD'S SUPER VALUE		D-04302016-315	123
	PIZZAS	344.00	HARRYS FROZEN FOOD		D-04302016-315	135
	SNACKS	113.50	MONTE CANDY COMPANY		D-04302016-315	140
	PREMIX	220.00	VIKING COCA COLA BOTTLIN		D-04302016-315	156
609.49750.307 2) LIQUOR	1) LIQUOR FUND					
	3) MANAGEMENT FEES					
	MANAGEMENT FEES	2,176.50	GENERAL FUND		D-04302016-315	16
609.49750.310 2) LIQUOR	1) LIQUOR FUND					
	3) CONTRACTED SERVICES-CLEANING					
	LIQUOR STORE CLEANING	825.00	BENSON/KIMBERLY		D-04302016-315	4
609.49750.321 2) LIQUOR	1) LIQUOR FUND					
	3) TELEPHONE					
	LOCAL SERVICE	80.26	CENTURYLINK		D-04302016-315	128
609.49750.333 2) LIQUOR	1) LIQUOR FUND					
	3) FREIGHT ON LIQUOR					
	FREIGHT	192.85	COUNTRY PET FOODS		D-04302016-315	119
609.49750.343 2) LIQUOR	1) LIQUOR FUND					
	3) ADVERTISING					
	LIQUOR ADS	250.42	MONITOR & NEWS		D-04302016-315	139
609.49750.360 2) LIQUOR	1) LIQUOR FUND					
	3) INSURANCE					
	WORK COMP AUDIT	706.00	LEAGUE OF MN CITIES INS	023130	M-04302016-316	50
609.49750.381 2) LIQUOR	1) LIQUOR FUND					
	3) UTILITIES					
	UTILITIES	928.57	MUNICIPAL UTILITIES		D-04302016-315	146
609.49750.383 2) LIQUOR	1) LIQUOR FUND					
	3) HEATING COST					
	UTILITIES	88.00	MUNICIPAL UTILITIES		D-04302016-315	147

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
609.49750.430 2) LIQUOR	1) LIQUOR FUND 3) MISCELLANEOUS CABLE SERVICE	166.95	CHARTER COMMUNICATIONS	D-04302016-315	118
609.49750.438 2) LIQUOR	1) LIQUOR FUND 3) LAUNDRY MATS, TOWELS, & MOPS MATS	44.77 42.03	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE	D-04302016-315 D-04302016-315	114 340
653.43240.210 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) OPERATING SUPPLIES CITY CLEAN UP ADS	808.45	MONITOR & NEWS	D-04302016-315	350
653.43240.307 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) MANAGEMENT FEES MANAGEMENT FEES	751.00	GENERAL FUND	D-04302016-315	51
653.43240.310 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) CONTRACTED SERVICES GARBAGE CONTRACT	8,662.00	MATTHEISEN DISPOSAL, INC	D-04302016-315	7
653.43240.384 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) REFUSE DISPOSAL TIPPING FEES	3,180.00	SWIFT CO ENVIRONMENTAL S	D-04302016-315	154
801.11658 2) LOAN RECEIV.-GO SET READY CO	1) REVOLVING LOAN FUND LOAN PROCEEDS	17,650.00	WILCOX TRUST ACCOUNT	047445 M-04302016-316	73
801.11660 2) LOAN REC.- LINDAHL	1) REVOLVING LOAN FUND ENGINEERING	1,200.00	ASCHE ENGINEERING LLC	047441 M-04302016-316	66

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Disb. Validation Listing

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TOTAL NUMBER OF RECORDS PRINTED

370

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	95,279.48
211	LIBRARY FUND	2,899.68
227	LIBRARY FUND	130.00
401	COMMUNITY DEV REVOLVING FUND	138,049.00
401	GENERAL CAPITAL OUTLAY FUND	12,620.57
515	ECONOMIC DEV. AUTHORITY FUND	6,252.00
521	G.O. BONDS 2012A REFUNDING	6,673.33
601	WATER FUND	6,072.22
602	SEWER COLLECTION & DISPOSAL	55,947.60
604	ELECTRIC FUND	101,611.78
609	LIQUOR FUND	12,620.57
653	GARBAGE COLLECTION FUND	13,401.45
801	REVOLVING LOAN FUND	18,850.00
TOTAL ALL FUNDS		425,641.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
GREN	GENERAL BANK CHECKING ACCT	255,461.10
LJOR	LIQUOR FUND	55,947.60
NAVY	ENTERPRISE FUNDS	101,611.78
RUST	ECONOMIC DEV. AUTHORITY CHKN	12,620.57
TOTAL ALL BANKS		425,641.05