

**City Council Special Meeting Agenda  
City Council Chambers  
July 6, 2015**

Page		
	1.	5:30 p.m. Call the Meeting to Order at City Hall (Mayor)
	2.	Pledge of Allegiance
	3.	Persons with Unscheduled Business to Come Before the City Council (Mayor)
	4.	Review the Consent Agenda: (Mayor)
2-5	a.	Minutes: <span style="float: right;"><b>Action Requested</b></span>
		▪ 6.15.15 City Council Minutes
		▪ 6.8.15 Swift County-Benson Hospital Minutes
	b.	Correspondence:
6-20		▪ Minn. Dept. of Health Public Water System Report <span style="float: right;">Information Only</span>
		▪ Swift County-Benson Hospital Audit <span style="float: right;">Information Only</span>
21-26		▪ MRES Green Energy Program <span style="float: right;">Information Only</span>
	c.	Applications:
27-28		▪ Benson Hospital Gambling Permit <span style="float: right;"><b>Action Requested</b></span>
	5.	Golf Course Board Update <span style="float: right;">Information Only</span>
29-58	6.	Swift County RDA & HRA Planning Update <span style="float: right;"><b>Action Requested</b></span>
59	7.	Senior Center Roof Quote <span style="float: right;"><b>Action Requested</b></span>
	8.	Pay Request – Johnson Excavating <span style="float: right;"><b>Action Requested</b></span>
60		▪ Storm Sewer Repair - \$10,000.00
61		▪ Sanitary Sewer Replacement Pay Request #1 - \$140,444.20
62-65	9.	Public Works Report <span style="float: right;">Information Only</span>
66	10.	Small Cities Board Approval <span style="float: right;"><b>Action Requested</b></span>
67-70	11.	Software Hosting Agreement Recommendation <span style="float: right;"><b>Action Requested</b></span>
71-90	12.	May 2015 Budget Report <span style="float: right;">Information Only</span>
	13.	Adjourn: Mayor

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
JUNE 15, 2015**

The meeting was called to order at 5:30 p.m. by Mayor Kittelson. Members present: Paul Kittelson, Sue Fitz, Mike Fugleberg, Jack Evenson & Stephanie Heinzig. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Fire Chief Mark Schreck, CenterPoint Energy Representative Perry Schmidt, Golf Club Groundskeeper Sally Jones and Darrin Ogdahl with Conway, Dueth and Schmiesing (CDS).

The Council recited the Pledge of Allegiance.

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

- June 1, 2015 City Council Minutes
- May 4, 2015 Planning Commission Minutes
- April 27, 2015 Swift County-Benson Hospital Minutes

Wolfington presented a letter from the State Demographic Center with the April 1, 2014 population and household estimates for the City of Benson.

Next Perry Schmidt with the CenterPoint Energy Community Grant Program presented a \$2,500 check to Fire Chief Mark Schreck to be used toward the purchase of a thermal imaging camera.

Sally Jones approached the Council. She presented information on the irrigation system at the Golf Club, plans and timeline for work. After discussion, Councilmember Evenson presented the following resolution:

**RESOLUTION ORDERING ADVERTISEMENTS FOR BIDS  
(RESOLUTION 2015-10)**

WHEREAS, Landteam Inc. has prepared plans and specifications for the improvement of the Benson Golf Course Irrigation System.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BENSON, MINNESOTA:

The city clerk shall prepare and cause to be inserted in the official paper and post with an online bidding website an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published at least 21 days prior to the bid opening. The advertisement shall specify the work to be done, and shall state that bids will be opened at 3p.m. on July 16<sup>th</sup> 2015 in the council chambers of the Benson city hall.

Council Member Fugleberg seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-10 duly passed and adopted.

Next Darrin Ogdahl from CDS presented the 2014 Audit Report. Consensus of the Council was to accept the audit as presented. The Council commended Pederson on a job well done.

Wolfington discussed an email he received from MRES with their plans to amend the Power Supply Agreement (S-1) this fall. Western Area Power Administration (WAPA) has joined SPP, which

changes many of the fundamental facts the S-1 agreement is based on. Wolfington said this year's MRES Legal Seminar will devote a lot of time to this issue, and invited the Council to attend.

Wolfington said he is looking to purchase a new bus through the State Department of Transportation grant. After discussion, Councilmember Heinzig offered the following resolution:

**RESOLUTION AUTHORIZING THE PURCHASE OF A NEW TRANSIT BUS  
(RESOLUTION 2015-11)**

**WHEREAS**, The City of Benson, Minnesota operates a transit system; and

**WHEREAS**, The City of Benson, Minnesota desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and

**WHEREAS**, the vehicle cost is allocated 20% local share and 80% State/Federal share of the "contract amount"; and

**WHEREAS**, The City of Benson, Minnesota staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

**WHEREAS**, the staff recommends purchasing a vehicle from North Central Bus for the reasons of durability, compatibility, service reliability and past vendor performance; and

**NOW, THEREFORE, BE IT RESOLVED** that the Benson City Council hereby authorizes the purchase of a new transit bus from North Central Bus, St. Cloud, Minnesota in the approximate amount of \$64,277.

Council Member Fitz seconded the foregoing Resolution and the following vote was recorded: AYES: Fitz, Kittelson, Heinzig, Evenson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2015-11 duly passed and adopted.

Pederson approached the Council and explained the software agreement we have on our current computer system in City Hall that runs all of our systems such as payroll, financial, utility billing, fixed assets and cash receipts expires this fall. Pederson stated what a lot of software companies are doing now is putting their software on their servers and we would access it through the internet. He said if we pursue this, we will no longer have hardware and software maintenance fees, updates will be more current and off site backups will be provided. After discussion, it was moved by Fitz, seconded by Evenson and carried unanimously to have City Attorney Wilcox review the proposed change and offer a recommendation.

It was moved by Evenson, seconded by Heinzig and carried unanimously to approve the June 2015 bills and warrants.

Wolfington stated the City of St. Cloud has settled their cable franchise agreement with Charter Communications. He will be visiting with Brian Grogan, our attorney on this matter June 17, 2015.

Wolfington announced that Tom Lee accepted the position of Liquor Store Manager for the City and will begin work June 29, 2015.

There being no other business, a motion was made by Fugleberg, seconded by Evenson and carried unanimously to adjourn the meeting at 6:22 p.m.

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Mayor

SWIFT COUNTY-BENSON HOSPITAL  
BOARD OF DIRECTORS MEETING MINUTES  
Monday, June 8, 2015 -- 5:30 p.m.

DRAFT

**I. CALL TO ORDER & ROLL CALL**

The meeting was called to order at 5:33 p.m. by Kory Johnson.

**Members Present:** Kory Johnson, Board Chair; Tom Anderson, Dan Enderson, Joe Fox, Jill Hedman, Richard Horecka MD, Brian Samuelson, Patty Schreck, Kurt Waldbillig, CEO

**Others Present:** Melissa McGinty-Thompson, CNO, Naomi Sands, HR, Jayne Thielke, CFO, Rob Wolfington, Benson City Manager, Reed Anfinson, Swift County Monitor, Mike Schramm, Rice CEO, Don Wilcox

**Members Absent:** Deb Moorse

**II. FOR ACTION:**

• **Governing Board Agenda –**

Joe Fox made a motion to approve the agenda. With a second from Brian Samuelson, the motion passed unanimously.

• **Governing Board Minutes, Reports and Committee Minutes –**

The minutes from the 4/27/2015 meeting were approved with motion by Dan Enderson, second by Jill Hedman and unanimously carried. The reports and committee minutes from May were approved with motion by Patty Schreck, second by Brian Samuelson and unanimously carried.

- **Board Education Program –** Don Wilcox explained that the open meeting law applies to the hospital board and also to the Executive Committee. General discussions are not protected and would be subject to open meeting laws. Discussions by the board or executive committee regarding marketing strategies and contracts that may result from marketing strategies are exceptions to the open meeting laws. Other exceptions may include discussions related to attorney-client privilege issues, labor negotiations, and discipline. The open meetings apply to meetings where there is a quorum present. Documents contained in the board packet become public documents, so care needs to be taken when compiling the paperwork. Medical Staff meetings are also subject to the open meeting laws. The meeting would need to be closed for the discussion of non-public data. However, the meeting should be recorded and any decisions made should be on record. Notice is required for any non-regularly scheduled board meeting. Notice must be posted at least three days prior to the meeting.

• **Decision Items:**

- **Request for Kurt Waldbillig to present options to the SCBH Governing Board regarding avenues the hospital can pursue to remain viable –** Patty Schreck made a motion to request this information from Kurt. With a second from Brian Samuelson, the motion passed unanimously.

• **Discussion Items:**

- **Changing Business Model: Rural Health Clinic, Permanent ER/Hospital Physician –** Kurt explained that as a result of the decline in utilization for SCBH in-patient services, and the decline in the use of ancillary services, SCBH needs to change its business model. The

hospital is projected to lose 1.3 million dollars this year. Neighboring facilities are still achieving good numbers and are not seeing the declines that SCBH is. Kurt has been reviewing staffing, services, but only so much can be cut. The question is how to trim out costs without sacrificing quality. Kurt has discussed the option of developing a Rural Health Clinic with APMC, but he has not received much positive feedback from them. Kurt felt that the discussions could continue, but they are not likely to agree due to differing business models.

SCBH will be reviewing its charges, utilizing a consulting company. This same company will also review SCBH's reimbursement possibilities to ensure that the hospital is achieving maximum reimbursement. Because lowering charges would result in lower revenue, the hospital needs to find additional ways to decrease costs and increase revenue.

One option is to consider SCBH employing its own physicians. It wouldn't totally fix the financial issues facing the hospital, but it would help. Another revenue source would be opening a Rural Health Clinic. Kurt emphasized that the hospital cannot wait too long to implement changes, because the days of cash on hand are decreasing.

The board discussed that it is time to give the CEO direction to look at other options for the hospital and that competing with APMC needs to be on the table. If the hospital continues to cut, the community will lose confidence in the hospital's ability to provide good care.

- **Scofield Place/Assisted Living** – Scofield contacted the Foundation Board and Kurt to meet and discuss the assisted living project. They are concerned about getting “cannibalized” when the new facility is built. Kurt explained that Scofield Place can be a part of the solution to providing assisted living options to the community. With Scofield coming to the table, it would be worth looking at converting their building into an assisted living facility. A GMO bond could potentially help with the costs involved. This would have the potential to help the hospital financially, as well as meet some needs for the community. Another service that needs to be looked at, in addition to the assisted living needs in the community, is the availability of skilled nursing beds.

- **Informational Items:**

- **2015 Summer Trustee Conference, July 10-12, Arrowwood Resort** – Naomi will send an email to board members with the conference registration information. Please respond to the email if you are interested in attending.
- **Rice Report** – Mike Schramm reported on the following:
  - Rice is facing a number of retirements with their staff, so they are recruiting for these open positions. They have a general surgeon signed on for next year, and another candidate recently toured their facility.
  - A new orthopedic surgeon will start in August and be employed with Rice for one year.
  - Rice is completing construction of four new mental health inpatient beds.
  - Rice has also recently made investments in both their imaging and cancer center technology.

Next Board Meeting: Monday, 06/29/2015; 5:30pm

### III. ADJOURNMENT

With motion by Patty Schreck and second by Dan Enderson, the meeting was adjourned at 7:41p.m. and the motion carried unanimously.

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D. Moore, Secretary



*Protecting, maintaining and improving the health of all Minnesotans*

June 26, 2015

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

Dear Council Members:

SUBJECT: Sanitary Survey Report for Benson Public Water System (PWS), Swift County,  
PWSID 1760008

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Gary Searcy was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 320/223-7330.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim A. Larsen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kim Anding Larsen, P.E.  
Drinking Water Protection  
Midtown Square  
3333 West Division Street, Suite 212  
St. Cloud, Minnesota 56301-4557

KL  
Enclosures  
cc: Water Superintendent



MINNESOTA DEPARTMENT OF HEALTH  
Section of Drinking Water Protection  
Sanitary Survey Report



System Name: **Benson**  
PWSID: **1760008**  
System Contact: **Gary Searcy**

Survey Date: **06/18/2015**  
Surveyor: **Kim Anding Larsen, P.E.**  
PWS Type: **Community**

## Requirements and Recommendations

### Water Source

As a reminder, it is required that a well used for public water supply be located according to distances specified in Minn. Rules 4725.4450 and 4725.5850

### Pumps/Pump Facilities and Controls

No deficiencies observed.

### Treatment

It is required that gases from feeders, storage and equipment exhausts be conveyed to the outside atmosphere above grade and remote from air intakes. Acid storage tanks must be vented to the outside but not through vents in common with day tanks. [Minn. Rules 4720.3960]

It is required the stock polyphosphate solution carry a chlorine residual of at least 10 mg/L at all times to inhibit bacteriological growth. Phosphates with a pH of less than 2 are exempted from this requirement. [Recommended Standards for Water Works 4.8.6]

Changes in treatment are required to be approved by the Minnesota Department of Health before they are implemented. [Minn. Rules 4720.0010]

It is recommended that the polyphosphate feed tank be properly sealed to prevent contamination.

### Water Storage

It is recommended that all water storage structures be inspected externally on a seasonal basis to assess and repair environmental damage and verify integrity of vents and screens. A written maintenance program should include periodic internal inspection and cleaning. Operating procedures addressing minimum and maximum water levels and target turnover rates should be in place. [AWWA Standards Distribution Systems Operation and Management, Sec. 4.3]

### Distribution

It is recommended that a valve exercising and replacement program be initiated to ensure valves are in working condition. This will minimize sanitary hazards and inconvenience to the customer when working on the distribution system. [AWWA Standards Distribution Systems Operation and Management, Section 4]



MINNESOTA DEPARTMENT OF HEALTH  
Section of Drinking Water Protection  
Sanitary Survey Report



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Survey Date: **06/18/2015**  
Surveyor: **Kim Anding Larsen, P.E.**  
PWS Type: **Community**

**Requirements and Recommendations**

**Monitoring/Reporting Data Verification**

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
- b. Chlorine residual results - 5 years
- c. Chemical results - 10 years
- d. Sanitary survey reports - 10 years
- e. All lead and copper materials - 12 years
- f. Consumer confidence reports - 3 years
- g. Public Notices - 3 years
- h. Fluoride quarterly results and monthly reports - 1 year
- i. Turbidity results - 3 years

[Minn. Rules 4720.0350]

**Water System Management/Operation**

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including water mains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

It is recommended that a comprehensive program of cross-connection surveillance be instituted to protect the water supply. This includes:

- a. The detection and correction of cross-connections to unsafe water supplies.
- b. The education of the public on the dangers of cross-connections.
- c. The installation of vacuum breakers on all threaded hose bibbs in new and old buildings.
- d. The replacement of defective plumbing in older buildings.
- e. Periodic cross-connection inspections of potentially hazardous industries and commercial establishments.
- f. The education of the employees on the dangers of cross-connections.



**MINNESOTA DEPARTMENT OF HEALTH**  
Section of Drinking Water Protection  
Sanitary Survey Report



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Survey Date: **06/18/2015**  
Surveyor: **Kim Anding Larsen, P.E.**  
PWS Type: **Community**

**Requirements and Recommendations**

**Operator Compliance with State Requirements**

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
  - Class B 24 contact hours
  - Class C 16 contact hours
  - Class D 8 contact hours
  - Class E 4 contact hours
- [Minn. Rules 9400.1200]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: <b>Benson</b>	Survey Date: <b>06/18/2015</b>
PWSID: <b>1760008</b>	Surveyor: <b>Kim Anding Larsen, P.E.</b>
System Contact: <b>Gary Searcy</b>	PWS Type: <b>Community</b>

**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual</u> <u>Free / Total</u>	<u>Coliform</u> <u>Bacteria</u>	<u>E.Coli</u>
06/18/2015	Well #31	/	Absent ✓	
06/18/2015	Well #32	/	Absent ✓	
06/18/2015	Well #33	/	Absent ✓	
06/18/2015	TREATMENT PLANT #2	/	Absent ✓	
06/18/2015	Bank of Danvers	/ 1.07	Absent ✓	
06/18/2015	Waste Water Plant	/ 0.78	Absent ✓	
06/18/2015	15th Street and Wisconsin Avenue	/ 0.20	Absent ✓	



**MINNESOTA DEPARTMENT OF HEALTH**  
**SECTION OF DRINKING WATER PROTECTION**  
**Public Water Supply Inventory Report**



System Name: <b>Benson</b>	Survey Date: <b>06/18/2015</b>
PWSID: <b>1760008</b>	Surveyor: <b>Kim Anding Larsen, P.E.</b>
System Contact: <b>Gary Searcy</b>	PWS Type: <b>Community</b>

**Contact Information**

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
<b>Contact</b>		
Gary Searcy		Business Phone 1 320/843-3707 Business Phone 2 320/843-5478 Cell Phone 320/808-5067 Email water@city.co.swift.mn.us
Dan Gens, Director of Public Works		Business Fax 320/842-7151 Business Phone 1 320/843-5444 Cell Phone 320/368-2703 Email dan.gens@city.co.swift.mn.us
Valerie Alsaker		Business Phone 1 320/843-5451 Email staff@bensonmn.org
<b>Owner/Responsible Party</b>		
Benson City Council	c/o Mr. Rob Wolfington, City Manager Benson City Hall 1410 Kansas Avenue Benson, MN 56215	Business Fax 320/842-7151 Business Phone 1 320/843-4775 Email staff@bensonmn.org
<b>Financial</b>		
Benson City Council	c/o Mr. Rob Wolfington, City Manager 1410 Kansas Avenue Benson, MN 56215	Business Fax 320/842-7151 Business Phone 1 320/843-4775
<b>Sample Bottles/General Correspondence</b>		
Benson Water Superintendent	City Hall 1410 Kansas Avenue Benson, MN 56215	Business Phone 1 320/843-4775
<b>Emergency Workday</b>		
Dan Gens		Business Phone 1 320/843-5444 Cell Phone 320/368-2703 Email dan.gens@city.co.swift.mn.us
<b>Emergency After-Hours</b>		
On Call Phone		Business Phone 1 500/435-7914 Email water@city.co.swift.mn.us
County Dispatch		Business Phone 1 320/843-3133
<b>Consumer Confidence Report</b>		
Gary Searcy		Business Phone 1 320/808-5067 Email water@city.co.swift.mn.us



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: <b>Benson</b>	Survey Date: <b>06/18/2015</b>
PWSID: <b>1760008</b>	Surveyor: <b>Kim Anding Larsen, P.E.</b>
System Contact: <b>Gary Searcy</b>	PWS Type: <b>Community</b>

<b>Classification Information</b>			
Owner Type:	Municipal	Population:	3240
System Class:	C	Service Connections:	1444
Service Area Characteristics:	Municipal	Class Points:	39

<b>Certified Operators</b>					
<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Gens, Daniel J.	B	04/30/2017	Borstad, Russel S.	C	10/31/2015
Searcy, Gary D.	C	07/31/2018	Stephen, Erik M.	C	04/30/2017

<b>Production Totals</b>			
Design Capacity:	1,200 Gallons per Minute	Emergency Capacity:	1,200 Gallons per Minute
Average Daily:	282,016 Gallons	Storage Capacity:	500,000 Gallons
Highest Daily:	1,037,000 Gallons		

**Source Information**

Well #31  
 Unique Well No.: 00197490  
 Type: Well  
 Status: Active  
 Availability: Primary  
 Year Constructed: 1983  
 Well Depth (ft): 151  
 Casing Depth (ft): 121  
 Casing Diameter (in): 12  
 Screen Length (ft): 19  
 Aquifer: Quaternary Buried Artesian

Source Type: Groundwater  
 Pump Capacity (gpm): 650  
 Pumping Rate (gpm): 400  
 Emergency Capacity: 650 Gallons per Minute  
 Static Depth (ft): 18  
 Drawdown (ft): 25  
 Pump Type: Submersible VFD  
 Vulnerable: Yes

Well #32  
 Unique Well No.: 00766100  
 Type: Well  
 Status: Active  
 Availability: Primary  
 Year Constructed: 2009  
 Well Depth (ft): 340  
 Casing Depth (ft): 240  
 Casing Diameter (in): 18  
 Screen Length (ft): 100  
 Aquifer: Quaternary Buried Artesian

Source Type: Groundwater  
 Pump Capacity (gpm): 1200  
 Pumping Rate (gpm): 700  
 Emergency Capacity: 1200 Gallons per Minute  
 Static Depth (ft): 20  
 Drawdown (ft): 25  
 Pump Type: Submersible VFD  
 Vulnerable: No



**MINNESOTA DEPARTMENT OF HEALTH**  
**SECTION OF DRINKING WATER PROTECTION**  
**Public Water Supply Inventory Report**



System Name: <b>Benson</b>	Survey Date: <b>06/18/2015</b>
PWSID: <b>1760008</b>	Surveyor: <b>Kim Anding Larsen, P.E.</b>
System Contact: <b>Gary Searcy</b>	PWS Type: <b>Community</b>

Well #33

Unique Well No.: 00785663	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 500
Status: Active	Pumping Rate (gpm): 375
Availability: Primary	Emergency Capacity: 500 Gallons per Minute
Year Constructed: 2011	Static Depth (ft): 17
Well Depth (ft): 161	Drawdown (ft): 103
Casing Depth (ft): 123	Pump Type: Submersible VFD
Casing Diameter (in): 18	Vulnerable: Yes
Screen Length (ft): 38	
Aquifer: Quaternary Buried Artesian	

**Treatment Information**

TREATMENT PLANT #2

Type: Treatment Plant	Source Water: Groundwater
Status: Active	Design Capacity: 1,200 Gallons per Minute
Availability: Primary	Emergency Capacity: 1,200 Gallons per Minute
	Operating Rate: 775 Gallons per Minute

Treatment Objective

Corrosion control - Lead/Copper  
 Disinfection  
 Fluoride (Z)  
 Iron/Manganese Removal

Treatment Process Mechanism

Stabilization/Inhibitors/Polyphosphates  
 Chlorine/Gas  
 Fluoridation/Hydrofluosilicic acid  
 Aeration/Induced Draft  
 Chlorine/Gas  
 Detention (chemical reaction time)  
 Filtration (Gravity)/Anthracite/Sand  
 Oxidation - chemical/Sodium permanganate

**Storage Information**

Elevated 500000

Type: Storage-Elevated	Capacity: 500,000 Gallons
Status: Active	Availability: Primary
	Chlorination: <input type="checkbox"/>



MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report



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**Bacteriological Sample Site Plan**

**Distribution**

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
	200 22nd Street South	Active	
	201 13th Street South	Active	
	1720 Nevada Avenue	Active	
	1540 Kansas Avenue	Active	
	Nevada Avenue & 8th Street	Active	
	201 Minnesota Avenue	Active	
	1331 Minnesota Avenue	Active	
	1020 Atlantic Avenue	Active	



# High Hazard Cross Connections – Significant Deficiencies

In response to the federal Safe Drinking Water Act Ground Water Rule (GWR) and recent incidents in Minnesota, the Minnesota Department of Health (MDH) has adopted high-hazard cross connections that are not adequately protected as a Significant Deficiency (SD) for all Community Public Water Systems (CPWSs).

For the purposes of CPWS Unit program implementation, SDs will be defined as high-hazard cross connections that would require a Reduced Pressure Zone (RPZ) backflow preventer or air gap. However, CPWSs can adopt a more comprehensive approach, addressing all cross connections as part of a cross connection control program.

## **July 1, 2011-December 31, 2012**

MDH will notify CPWSs that suspect or known inadequately protected high-hazard cross connections will need to be identified in their next Sanitary Survey.

## **Starting January 1, 2013**

It is expected that CPWSs will be continuously building a documented inventory of high-hazard cross connections. While doing so, the most immediate priority should be given to identifying inadequately protected high-hazard cross connections in these locations:

RPZ backflow preventer in inappropriate location or lacking testing;

Waste and/or reclaimed water pipes and handling facilities, i.e. wastewater treatment plants;  
Chemical dispensers and/or feed lines, i.e. licensed food, beverage, and lodging establishments, and food processing facilities;  
Car wash pump feed lines;  
Health care facilities and providers and funeral parlors, i.e. air conditioning, fire protection, hazardous waste systems.

*CPWSs will be asked at each Sanitary Survey if they know of any inadequately protected high-hazard cross connections in their distribution system.*

If the answer is “Yes” and the CPWS has not made progress addressing the cross-connection, the CPWS must identify the location(s) and submit a Corrective Action plan within 120 days to address the cross-connection(s). Below are examples of various Corrective Action plans:

### Example A

- 1) Initiate development of a Cross Connection Control Program that includes:
  - a. Authority to implement the program – city ordinance
  - b. Certification of backflow assembly testers
  - c. Reporting and recordkeeping
  - d. Public notification of backflow events
  - e. Authority to enforce the program – city ordinance

## High Hazard Cross Connections – Significant Deficiencies – Page 2

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### Example B

- 2) Meet with owner within 30 days of receiving SD notification;
- 3) Request owner address cross connection within 30 days of meeting; and
- 4) Confirm cross connection has been addressed within 60 days of meeting.

### Example C

- 1) Notify responsible licensing authority for business with suspected or known high-hazard cross connection within 30 days of receiving SD notification, i.e. MDH for Food, Beverage, or Lodging Establishments and Health Care Facilities and Providers; MDA for In-Store Delis, Grocery Stores, Butcher Stores, Bakeries, Convenience Stores; USDA for Food Processing Facilities; and
- 2) Confirm cross connection has been addressed within 90 days of notifying responsible licensing authority.

### Example D

- 1) Adopt local enforcement authority for plumbing code within 90 days of receiving SD notification;
- 2) Notify owner of plumbing code violation within 30 days of adopting local authority;
- 3) Require owner address cross connection within 30 days of being notified of plumbing code violation; and
- 4) Confirm cross connection has been addressed within 30 days of owner notification.

### Example E

- 1) Meet with owner within 30 days of receiving SD notification; and
- 2) Test RPZ backflow preventer annually and rebuild device every five years.

If the answer is “No,” the CPWS must document what specific actions were taken to come to that conclusion, i.e. talked to local plumbers, talked to the local plumbing authority, met with owners of possible high-hazard cross connections, and/or tracked RPZ backflow preventer installation and maintenance records.

If the answer is “I’m not sure,” the CPWS must take action to locate any suspect or known inadequately protected high-hazard cross connections prior to the next Sanitary Survey (within 18 months).

You can find additional resources at <http://www.lmc.org> (ordinances), <http://www.mrwa.com> (templates and helpful hints for implementing cross-connection control programs), <http://www.mnawwa.org>, <http://www.abpa.org>, <http://www.dli.state.mn.us>, and <http://www.health.state.mn.us> for information on High-Hazard Cross Connections – Responsible Authorities and High-Hazard Cross Connections in Minnesota.

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For more information, contact:  
Environmental Health Division  
Drinking Water Protection Section  
<http://health.state.mn.us/water>  
651-201-4700

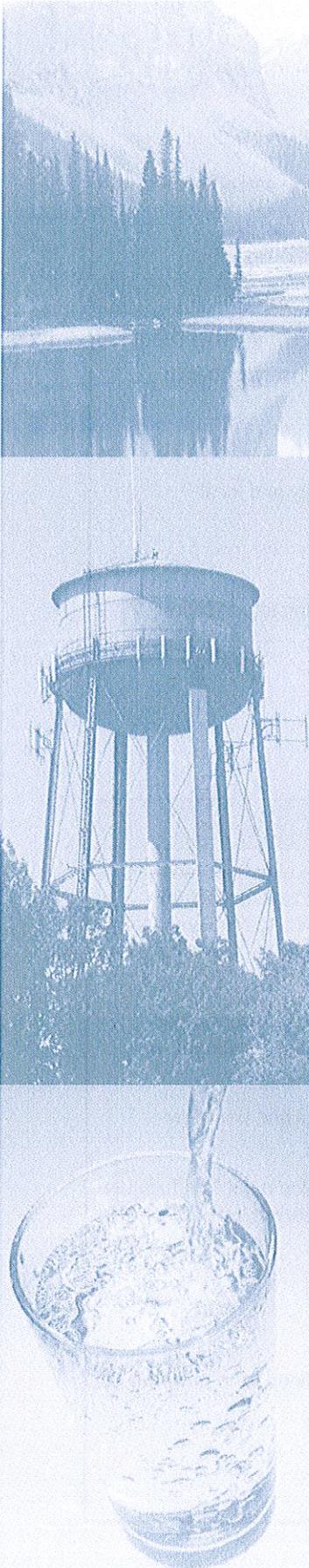


# Cross-Connection Control: A Best Practices Guide

Introduction	
<i>Purpose</i>	This Guide discusses the importance of controlling cross-connections and preventing backflow occurrences from unprotected cross-connections in the water system.
<i>Target Audience</i>	This Guide is intended for owners and operators of all public water systems serving fewer than 10,000 persons.

Key Cross-Connection Terms and Definitions	
<i>Term</i>	<i>Definition</i>
Cross-connection	Any actual or potential connection between the public water supply and a source of contamination or pollution.
Backflow	The flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source or sources other than its intended source. Backsiphonage is one type of backflow.
Backpressure	Backflow that occurs when the pressure in an unprotected downstream piping system exceeds the pressure in the supply piping.
Backsiphonage	Resulting from negative pressures in the distributing pipes of a potable water supply.

Where Can Cross-Connections Occur?
<p>Cross-connections can occur at many points throughout a distribution system and a community's plumbing infrastructure. Cross-connections can be identified by looking for physical interconnections (or arrangements) between a customer's plumbing and the water system. Some specific examples of backflow incidents that can occur are:</p> <ul style="list-style-type: none"> <li>◆ Lawn chemicals backflowing (backsiphoning) through a garden hose into indoor plumbing and potentially into the distribution system.</li> <li>◆ Backsiphonage of "blue water" from a toilet into a building's water supply.</li> <li>◆ Carbonated water from a restaurant's soda dispenser entering a water system due to backpressure.</li> <li>◆ Backsiphonage of chemicals from industrial buildings into distribution system mains.</li> <li>◆ Backflow of boiler corrosion control chemicals into an office building's water supply.</li> </ul>



## Cross-Connection Control and Backflow Prevention Programs

### ***Why is it Important to Have a Cross-Connection Control and Backflow Prevention Program?***

Having a program in place to control cross-connections and prevent backflow is critical to ensuring the safety of the drinking water you provide to your customers:

- ◆ Cross-connections are ever-present dangers that exist in most water systems and can result in serious chemical or microbiological contamination events in drinking water systems.
- ◆ Cross-connections should be protected in order to prevent backflow, which can be hard to detect.
- ◆ In any distribution system, potential cross-connections and therefore sources of contamination can be numerous, varied, and unpredictable.
- ◆ Having these programs in place can help you avoid the costs of responding to a contamination incident.

### ***What Do Cross-Connection Control and Backflow Prevention Programs Involve?***

Cross-Connection Control and Backflow Prevention Programs vary by state and municipality. For more information, talk with your state primacy drinking water program, state building code or plumbing authority, or health department. Cross-Connection Control Programs may involve:

- ◆ Authority to implement and enforce a Cross-Connection Control Program.
- ◆ Compliance with state or primacy agency plumbing and building codes or plumbing authority and local ordinances.
- ◆ Public education programs.
- ◆ Training for water system operators and other personnel on hazard surveys; cross-connection identification; and backflow device installation, testing, repair, and maintenance.
- ◆ Record keeping and reporting.
- ◆ Installation and testing of devices that prevent backflow consistent with the level of hazard.
- ◆ Periodic inspection and testing of devices by certified testers.

### ***How Can I Start Implementing a Cross-Connection Control and Backflow Prevention Program?***

You are responsible for ensuring that the water you provide to customers meets all federal and state standards and that its quality is not compromised within your distribution system. Developing a comprehensive Cross-Connection Control and Backflow Prevention Program is one way to ensure the quality of your water and prevent any problems that could occur in your distribution system. If you do not already have a program in place, consider taking the following steps:

- ◆ Contact your state primacy or other agency for more information on the basic concepts of cross-connection control and backflow prevention and information on other water systems in your area that have developed a program.
- ◆ Determine if you will have to take any legal steps to establish local cross-connection control and backflow prevention ordinances, with assistance from your state and local government.
- ◆ List the goals for your program in order of priority. For example, is it more important to develop a public education campaign or to conduct a survey of backflow devices at industrial and commercial facilities served by your system?
- ◆ Develop a proposed timeline for implementing your program.
- ◆ Review the plan with your local government, state, and any other key stakeholders.
- ◆ Hold public meetings and send notices to customers to educate the community about the need for a program and how it may affect them.
- ◆ Plan to monitor your progress in implementing your program and protecting public health.
- ◆ Conduct initial hazard testing, as required.

### How Can I Reduce and Prevent Cross-Connections?

<p>Plumbing and Distribution System Operation Practices</p>	<ul style="list-style-type: none"> <li>◆ Hire approved personnel for the installation of any contaminant backflow prevention devices to ensure that local codes and manufacturer's recommendations are met.</li> <li>◆ Use only assemblies or devices approved by the appropriate state or local authority.</li> <li>◆ Test all backflow prevention devices at the frequencies recommended or required by your state.</li> <li>◆ Provide backflow prevention in new construction through coordination with the local building inspector's office.</li> </ul>
<p>Inspections</p>	<ul style="list-style-type: none"> <li>◆ For existing buildings, develop a program in-house or with plumbing or water system personnel to inspect for the adequacy of cross-connection control. Prioritize inspections based upon the expected degree of risk.</li> <li>◆ Make sure that a backflow inspector conducts inspections for hazards to be controlled.</li> <li>◆ For both new construction and existing buildings, require continued inspection and testing of backflow devices.</li> </ul>
<p>Fire Hydrant Connection Procedures</p>	<ul style="list-style-type: none"> <li>◆ Ensure that construction contractors or anyone using a hydrant to fill a tank intended to carry potable water exercises safe fire hydrant connection procedures to prevent backflow.</li> </ul>

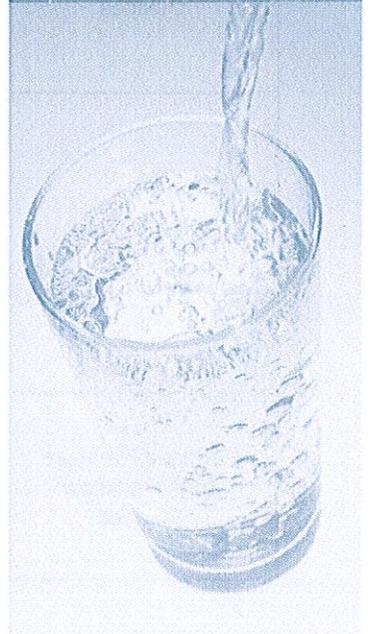
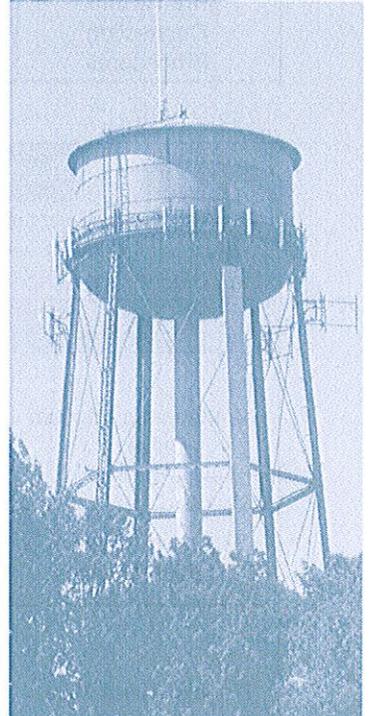
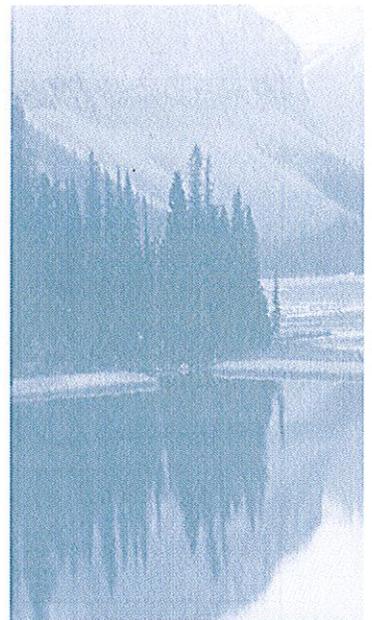
### What Technologies are Available to Control Cross-Connections and Prevent Backflow?

The type of backflow that is most likely to occur in your system (either from backpressure or backsiphonage) and the related health effects will determine which backflow prevention technology is best for your water system. The available technologies are described briefly below.

<b>Technology</b>	<b>Description</b>
<p>Atmospheric Vacuum Breaker</p>	<ul style="list-style-type: none"> <li>◆ Consists of float check, check seat, air inlet port, and possibly a shutoff valve immediately upstream.</li> <li>◆ Allows air to enter the downstream water connection to prevent backsiphonage.</li> <li>◆ Used for backsiphonage conditions only.</li> </ul>
<p>Pressure Vacuum Breaker Devices</p>	<ul style="list-style-type: none"> <li>◆ Consist of vacuum breakers with a loaded check valve and a loaded air inlet valve.</li> <li>◆ Used for backsiphonage conditions only.</li> </ul>
<p>Double Check Valve Devices</p>	<ul style="list-style-type: none"> <li>◆ Consist of two independently acting, tightly closing, resilient seated check valves in series with test ports.</li> <li>◆ Have tightly closing, resilient seated shutoff valves attached at each end of the assembly.</li> <li>◆ Prevent backflow under backsiphonage and backpressure conditions.</li> <li>◆ Typically approved for only low to medium hazards.</li> </ul>
<p>Air Gaps</p>	<ul style="list-style-type: none"> <li>◆ Physical separation between a potable water system and a receiving vessel or source of contamination.</li> <li>◆ Air gap between the outlet of the potable system and the flood level rim of the receiving vessel or any source of contamination must be at least twice as large as the diameter of the potable water outlet and never smaller than 1 inch.</li> <li>◆ May require additional pumping downstream of air gap.</li> <li>◆ Safest and simplest means under backsiphonage and backpressure conditions.</li> <li>◆ Useful for all hazard levels.</li> </ul>
<p>Reduced Pressure Zone Backflow Devices</p>	<ul style="list-style-type: none"> <li>◆ Similar to the double check valve devices, but also contain an independently acting pressure relief valve between the two check valves (which sits lower than the first check valve).</li> <li>◆ Protect against high water pollution hazards.</li> <li>◆ Protect against backsiphonage and backpressure.</li> </ul>

## What Should I Do in Case of a Backflow Event?

Step 1	<ul style="list-style-type: none"> <li>◆ Stop the pressure differential that caused backflow of contamination, if possible.</li> <li>◆ Identify and remove the cross-connection.</li> </ul>
Step 2	<ul style="list-style-type: none"> <li>◆ Contact appropriate state or local authorities to report the incident.</li> <li>◆ In areas where public exposure to harmful contaminants is suspected, provide immediate notice to affected consumers regarding water usage and consumption and contact appropriate state or local authorities to report the incident. Public notice should explain the cause of the contamination and corrective actions that are underway and should include any appropriate health effects language.</li> <li>◆ Provide updated public notification as appropriate during and after removal of contamination from the system.</li> </ul>
Step 3	<ul style="list-style-type: none"> <li>◆ If the contamination is limited to a small area, proceed to step 6.</li> <li>◆ If the extent of the contamination is unknown or is extensive, proceed to step 4. (If sampling and testing of the water can be arranged immediately, the results could be used to determine the extent of the contaminants involved.)</li> </ul>
Step 4	<ul style="list-style-type: none"> <li>◆ Develop a plan for systematic cleaning or flushing of the system to minimize the risk of drawing contaminants into uncontaminated areas.</li> <li>◆ The plan should indicate the amount of water and the length of time needed to completely flush the system. The direction of flow should draw clean water through the contaminated site and prevent any contaminated water from entering uncontaminated areas. Depending upon the nature of the contamination, some wastes may be discharged into the sanitary sewer system and some may need special handling or treatment.</li> </ul>
Step 5	<ul style="list-style-type: none"> <li>◆ Throughout the situation, continue to sample within and outside the suspected contaminated area to assess the extent of the damage. Skip step 6.</li> </ul>
Step 6	<ul style="list-style-type: none"> <li>◆ Perform system flushing and, where necessary, cleaning of the customer's system.</li> </ul>
Step 7	<ul style="list-style-type: none"> <li>◆ After flushing and any necessary cleaning, test the drinking water in affected areas to ensure the contamination has been removed.</li> </ul>
Step 8	<ul style="list-style-type: none"> <li>◆ Ensure that the source of contamination has been removed or that the risk of contamination has been eliminated using backflow prevention measures that meet local and state requirements.</li> </ul>



### For additional information:

Call the Safe Drinking Water Hotline at 1-800-426-4791, visit the EPA Web site at [www.epa.gov/safewater/smallsys.html](http://www.epa.gov/safewater/smallsys.html), or contact your State drinking water representative.



3724 West Avera Drive  
PO Box 88920  
Sioux Falls, SD 57109-8920  
Telephone: 605.338.4042  
Fax: 605.978.9360  
www.mrenergy.com

TO: MRES Minnesota member representatives

FROM: Derek Bertsch, Staff Attorney

RE: 2014 REC Retirement Report for the Minnesota RES and Green Pricing Program

DATE: July 1, 2015

Mayor & Council: FYI  
NO ACTION REQUIRED

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This memo is to inform you that Missouri River Energy Services (MRES) has filed a Renewable Energy Certificate (REC) Retirement Report to the Public Utilities Commission (PUC) on behalf of all of its Minnesota members to demonstrate compliance with the Minnesota Renewable Energy Standard (RES) and Green Pricing Program, and that no additional action will be required on your behalf. Following this memo is a copy of the report for the 2014 compliance year.

As you might recall, the Minnesota Legislature enacted legislation establishing the RES and a green pricing program. For the 2014 compliance year, the RES requires that 12 percent of the electric utility's total retail electric sales to retail customers in Minnesota are generated by eligible energy technologies, and allows municipal utilities to aggregate their RES through their municipal power agency. Minn. Stat. § 216B.1691. MRES has included wind energy in its power supply program since 2002, which has been used to meet Minnesota's RES. These resources also help meet Renewable Energy Objective (REO) requirements enacted by North Dakota and South Dakota. By approval of the MRES Board of Directors, renewable energy generation and renewable energy credits have been allocated based on S-1 energy sales by state since January 1, 2009.

In order to demonstrate compliance with the RES and green pricing requirements, the PUC ordered utilities to file REC retirement reports with the PUC verifying compliance. Minnesota requires the report to be filed annually by June 1st. The REC Retirement Report filed by MRES indicates that MRES has transferred a sufficient number of RECs to its Midwest Renewable Energy Tracking System (M-RETS) RES and green pricing retirement subaccounts to demonstrate compliance with these requirements. MRES has filed the aggregate REC Retirement Report to the PUC on behalf of all of its Minnesota members. No additional action will be required on your behalf.

If you have any questions regarding the Minnesota REC Retirement Report, please contact Derek Bertsch, Staff Attorney, Legal, at 800-678-4042 or [derek.bertsch@mrenergy.com](mailto:derek.bertsch@mrenergy.com).

Enclosures: Copy of 2014 REC Retirement Report

Instructions

**Minnesota Public Utilities Commission**  
**DOCKET NO. E999/PR-15-12**

**Minnesota Department of Commerce**  
**DOCKET NO. E999/PR-02-1240**

**Renewable Energy Certificate Retirement Report for**  
**RENEWABLE ENERGY STANDARDS and GREEN PRICING PROGRAMS**  
**Attachment A: REC Retirement Compliance Reporting**

**For the Reporting Period:**  
**January 1, 2014 - December 31, 2014**

**Instructions**

**Due: June 1st, 2015**

Complete the following worksheets and e-file in **Excel (XLS or XLSX)** format:

- Worksheet A.1, Utility Info
- Worksheet A.2, Renewable Energy Standard Retail Sales
- Worksheet A.3, Green Pricing Program Retail Sales
- Worksheet A.4, RES & Green Pricing REC Retirements

To e-file, login, or register, at: <https://www.edockets.state.mn.us/EFiling/home.jsp>

for directions on how to e-file, see: <http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html>

For questions about Renewable Energy Certificate retirement or compliance with Renewable Energy Standards, contact Susan Mackenzie at 651-201-2241 or at [susan.mackenzie@state.mn.us](mailto:susan.mackenzie@state.mn.us).

For questions about Green Pricing or about filling out this spreadsheet, send an email to:

[DG.Energy@state.mn.us](mailto:DG.Energy@state.mn.us).

For questions about e-filing, contact Karen Santori at 651-539-1530 or at [karen.santori@state.mn.us](mailto:karen.santori@state.mn.us)

Yellow cells - Information provided by utility

Pink cells - Calculated data

Green cells - Headers and instructions

Blue cells - Lists of codes

Renewable Energy Certificate Retirement Report for  
RENEWABLE ENERGY STANDARDS and GREEN PRICING PROGRAMS

Minnesota Public Utilities Commission  
DOCKET NO. E999/PR-15-12

Attachment A.1

Minnesota Department of Commerce  
DOCKET NO. E999/PR-02-1240

**Renewable Energy Certificate Retirement Report for  
Renewable Energy Standards and Green Pricing  
Programs for the Reporting Period:**

**January 1, 2014 - December 31, 2014**

REPORT YEAR	2014
-------------	------

DATE SUBMITTED	May 5, 2015
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FILING UTILITY INFORMATION	
COMPANY ID #	3002
COMPANY NAME	Missouri River Energy Services
STREET ADDRESS LINE 1	3724 West Avera Drive
STREET ADDRESS LINE 2	PO Box 88920
CITY	Sioux Falls
STATE	SD
ZIP CODE	57109-8920

CONTACT INFORMATION	
CONTACT NAME	Derek Bertsch
CONTACT TITLE	Staff Attorney
CONTACT TELEPHONE	800.678.4042
CONTACT E-MAIL	derek.bertsch@mrenergy.com

COMMENTS/NOTES
A mistake in calculating the number of RECs needed to be retired for the Green Pricing Programs resulted in more RECs being retired than required.

**FILING FOR RENEWABLE ENERGY STANDARDS ON BEHALF OF:**

UTILITY NAME	UTILITY NAME	UTILITY NAME	UTILITY NAME
Adrian Public Utilities	Marshall Municipal Utilities		
Alexandria Light and Power	Melrose Public Utilities		
Barnesville Municipal Utilities	Moorhead Public Service		
Benson Municipal Utilities ✓	Ortonville Municipal Utilities		
Breckenridge Public Utilities	St. James Public Utility		
Detroit Lakes Public Utilities	Sauk Centre Public Utilities		
Elbow Lake Municipal Electric	Staples Water and Light		
Henning Municipal Utilities	Wadena Electric and Water Department		
Jackson Municipal Utilities	Westbrook Public Utilities		
Lakefield Public Utilities	Worthington Public Utilities		
Lake Park Public Utilities	Hutchinson Utilities Commission		
Luverne Municipal Utilities			
Madison Municipal Utilities			

**FILING FOR GREEN PRICING PROGRAMS ON BEHALF OF:**

UTILITY NAME	UTILITY NAME	UTILITY NAME	UTILITY NAME
Adrian Public Utilities	Westbrook Public Utilities		
Barnesville Municipal Utilities ✓	Worthington Public Utilities		
Benson Municipal Utilities			
Breckenridge Public Utilities			
Detroit Lakes Public Utilities			
Elbow Lake Municipal Electric			
Jackson Municipal Utilities			
Lake Park Public Utilities			
Luverne Municipal Utilities			
Madison Municipal Utilities			
Melrose Public Utilities			
St. James Public Utility			
Staples Water and Light			
Wadena Electric and Water Department			







# LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

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

## Organization Information

Organization Name: Swift County Benson Hospital Previous Gambling Permit Number:

Minnesota Tax ID Number, if any: 9587137 Federal Employer ID Number (FEIN), if any: 41-1670269

**Type of Nonprofit Organization (check one):**

Fraternal  Religious  Veterans  Other Nonprofit Organization

Mailing Address: 1815 Wisconsin Ave City: Benson State and Zip: MN 56215 County: Swift

Name of Chief Executive Officer (CEO): Kurt Waldbillig Daytime Phone: 320-843-4232 Email: KWaldbillig@Sch.org

## Nonprofit Status

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

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

## Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):  
Benson Golf Club

Address (do not use PO box): 2222 Atlantic Ave City or Township: Benson Zip Code: 56215 County: Swift

Date(s) of activity (for raffles, indicate the date of the drawing):  
8/9/15

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

Bingo\*  Paddlewheels\*  Pull-Tabs\*  Tipboards\*  
 Raffle (total value of raffle prizes awarded for the year: \$ 0 so far)

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

To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

**Local Unit of Government Acknowledgment**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Local unit of government must sign.**

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county).**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Chief Executive Officer's Signature**

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

Chief Executive Officer's Signature: Kurt Waldbillig Date: 6-2-2015

Print Name: Kurt Waldbillig

**Requirements**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Send application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status, and

\_\_\_\_\_ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

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

**Financial report and recordkeeping required.**  
A financial report form and instructions will be sent with your permit, or use the online fill-in form available at [www.mn.gov/gcb](http://www.mn.gov/gcb).

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

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

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

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

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

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

## Val Alsaker

---

**From:** Jennifer Frost <jennifer.frost@co.swift.mn.us>  
**Sent:** Monday, June 29, 2015 12:43 PM  
**To:** Val Alsaker  
**Subject:** Fwd: For Benson City Council Meeting  
**Attachments:** Swift County SWOT Analysis (2).docx; ATT00001.htm; Benson 2015 Findings and Recommendations.pdf; ATT00002.htm

Sent from my iPhone

Begin forwarded message:

From: Jennifer Frost <jennifer.frost@co.swift.mn.us<mailto:jennifer.frost@co.swift.mn.us>>  
Date: June 23, 2015 at 3:35:27 PM CDT  
To: Val Alsaker <val.alsaker@city.co.swift.mn.us<mailto:val.alsaker@city.co.swift.mn.us>>, Rob Wolfington <Rob.Wolfington@city.co.swift.mn.us<mailto:Rob.Wolfington@city.co.swift.mn.us>>  
Cc: Vicki Syverson <v.syverson@co.swift.mn.us<mailto:v.syverson@co.swift.mn.us>>  
Subject: For Benson City Council Meeting

Hi Val & Rob,

Can Vicki and I get on your next City Council Agenda? We have two things we plan to discuss. SWOT and Housing Study Results & next steps.

The goal is to take less than 20 minutes of your time. See below and please include the two attachments in the packet if you feel they will be helpful. The first attachment is for following along with - not for filling-in, and the second is the detailed findings and recommendations of the housing study for only the City of Benson.. This may be helpful if the council hasn't seen this yet, but you will be working off the summary list below.

The plan is two-fold:

1. SWOT - Quickly (10 mins) we will jointly fill-in one SWOT Analysis worksheet. I will lead the exercise. It's not meant to be an exhaustive analysis – more like jotting down the “obvious” – or first things that come to mind.
2. Housing Study Priorities – Vicki and I will briefly highlight the overall county housing recommendations, where Benson fits in with these, and ask for thoughts regarding the priorities or any areas council members feel are missing or unaddressed.

The recommendations for Benson are below with highlighted ones being the immediate priority from a county-wide perspective as they impact all communities.

1. Demand exists for Addition Market Rate Unit Development
2. Continue to Monitor the Need for an Availability of Subsidized Housing Resources
3. Monitor the Need for Moderate Rent Tax Credit Housing
4. Findings on Specialized Senior Housing
5. Continue to Promote Programs that Assist with Home Ownership
6. Most Demand will Exist for Moderate to Higher priced Homes
7. Findings on Attached Single Family Housing Development
8. Findings on Lot Availability and Development
9. Monitor Home Foreclosure/Bank-Owned Sales Trends
10. Findings on Housing Rehabilitation
11. Demolish and Clear Substandard Structures Please let me know if you have any questions, or cannot accommodate us at your next meeting.

Thanks!

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## Swift County SWOT Analysis

In the input stage of the planning cycle external assessments or audits are done to develop a list of opportunities to seek out, and threats to avoid. It is essential to determine the attractiveness as an area to relocate to or stay in for all the towns in Swift County. Analysis of the competing environment and strengthening competitive advantages is the way in which local authorities establish their strategy for success.

Please fill in as much as you can, but keep the information relevant to the section. The strengths and weaknesses are for your city only. The comparison to other cities will be done in the opportunity and threat sections.

City Name: \_\_\_\_\_

### Strengths

Please list all the strengths that you perceive for your town. This will include: job opportunities, schools, medical services, retail, housing prices, available homes, and whatever else.

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### Weaknesses

Please list all the weaknesses that you perceive for your town. This will include: lack of jobs, schools, medical services, retail, homes that are for sale, taxes, cost of utilities, and whatever else.

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**Opportunities**

Please list the opportunities that your city can derive from surrounding towns. This will include: schools, medical facilities, distance from other employment opportunities (Morris, Willmar and other towns), possible closing of a facility in a neighboring town that can bring more business to your town, opening the jail in Appleton and the increased labor demand.

Other town name: \_\_\_\_\_

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**Threats**

Please list the threats that your city faces from surrounding towns. This will include: enlarging a school thus taking from students from your town, getting better medical facilities, getting bus services established to labor sites, making housing available to employees in bigger centers (Morris, Willmar and other towns), possible closing of a facility in a neighboring town that can be detrimental to your town.

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## **Findings and Recommendations**

### **Summary of Findings on Growth Trends**

If viewed over a longer-term time period, the City of Benson has experienced a gradual reduction in the size of the permanent resident population, despite adding some households. Due to fewer people living in the average household, there has been a long-term trend of losing people. Yet with smaller households and more people living alone, households have been formed in the community, creating some demand for housing units.

From 1990 to 2013, the City experienced a decrease of 51 people, despite adding 77 households. Although the City has had relative stability, when viewed over a long time period, there has been up and down movement from decade to decade. The most recent patterns, as tracked by changes from 2010 to 2013, using the Minnesota State Demographer's most recent estimates, show the City on a downward trend, with a loss of 56 people and 10 households since the 2010 Census was conducted.

While it is always possible that the State Demographer's most recent estimates could be flawed, the same opinion is generally shared by other data sources. In addition to the State Demographer's recent estimates, both the Census Bureau and ESRI, Inc., a private data reporting service, are also tracking losses from the community after 2010. Both of these sources actually show even larger-scale population loss in recent years.

## **Summary of Findings on Growth Projections**

Most projection methodologies are based in part on a review of past trends. As a result, the available projections for Benson and the surrounding area expect some continued population loss, especially due to the aging of area residents, along with varying levels of household loss.

The trend-based projections generated by Community Partners Research would expect possible losses of fewer than one household per year in Benson for the remainder of the current decade. Projections derived from State Demographer data and from ESRI, Inc., would expect a greater level of annual household loss, within a possible range of three to eight households per year.

While the more severe loss projections are certainly possible, Benson has generally been able to maintain a relatively stable household count. As stated on the previous page, if the 2013 estimate from the State Demographer is compared back to the 1990 Census, the City has actually added 77 households over a 23-year time period. Although most of this net growth was achieved in the 1990s, there was also some modest household growth in the 2000s, before more recent household losses began to occur after 2010. Given the somewhat cyclical nature of change, it is possible that the recent household losses will end and a more stable pattern will return.

While Benson, as the largest city in Swift County, has the possibility of maintaining a relatively stable demographic pattern, projections for all of the County are less optimistic. Each of the available projection sources points to the probable loss of between 13 and 16 households per year in an average year through the current decade, as smaller communities and rural townships experience a reduction of population and households.

## **Summary of Findings on Growth Projections by Age Group**

This 2014 Study has tracked aging patterns of County residents. Changes within the age distribution of resident households have an impact on housing demand, even in areas with limited growth, as housing needs and expectations can change as people age.

The analysts examined age-based household projections from ESRI, Inc., a private data reporting service. The ESRI projections extend to the year 2019. When compared to the County's household distribution patterns at the time of the 2010 Census, the ESRI projections can be used to predict household changes within defined 10-year age groupings throughout the current decade.

<u>Age Range</u>	<u>Change in Households 2010 to 2019</u>
24 and younger	-39
25 to 34	-2
35 to 44	-80
45 to 54	-201
55 to 64	+50
65 to 74	+188
75 and older	-65

Based on the ESRI projections, Swift County will see a decreasing number of younger adult households for the remainder of this decade. In the age ranges 35 to 54 and younger, a net reduction of more than 320 households would be expected.

Conversely, net growth of more than 170 households would be expected in the age groups 65 and older, largely tracking the movement of the baby boom generation through the aging cycle.

## **Summary of Findings on Housing Demand and Tenure**

There are various demand-generators that can be examined to help determine future housing needs in Benson. The following summaries are provided, prior to making specific unit recommendations.

### **Household Growth**

A primary demand generator is household growth. However, the projections examined for this Study do not expect overall household growth within the Benson area over the next several years. Instead, the loss of one or more households per year is possible. It should also be noted that economic development activities could potentially generate some future household growth in the community, even though near-term patterns indicate probable household loss.

### **Pent-up Demand Created by Age Progression Patterns**

Although the total number of households living in the community may not increase, the changing age patterns have the potential to generate age-appropriate housing demand. As detailed on a previous page, the number of households age 55 and older should continue to increase through the remainder of this decade.

While the number of older senior households, age 75 and above, may decrease over the next few years, solid growth would be expected in the 55 to 74 year old age groups. Unlike older seniors, households in the 55 to 74 year old ranges tend to live very independently, and increasingly look for housing options that are age-appropriate. Based on past tenure distribution patterns within these empty-nester and senior age groups, there should be increased demand for at least 25 to 35 rental units countywide serving these age ranges.

Even more rental units could be justified if a higher percentage capture rate is achieved. This would be especially true within the 65 to 74 year old age range, where only 15% to 16% of households were renters at the time of the 2010 Census. If the rental tenure rate increased to even 17% within this age group, an additional 30 or more units could be needed, since this is the 10-year age group expected to increase substantially in size during the current decade.

Pent-up demand can be substantiated through the waiting lists that have existed for some of the better quality rental developments that already exist in Benson. The waiting list for the Swift County HRA's rental units in the Victory Addition had 14 names in 2014. According to HRA staff, this waiting list is strong, with waiting households prepared to move when a unit becomes available. Approximately 90% of the current tenants are described as retirees, as these units have generally appealed to older renters who are looking for a unit that does not have stairs and offers many of the benefits of single family living, including an attached garage.

It is important to recognize that the growing demand for rental housing from households in the 55 to 74 year old age ranges, will potentially be offset by expected reductions in the number of households age 54 and younger. To the extent that there are fewer young adult renters within the local market, overall demand for rental housing may not increase.

However, units that appeal to younger renters will often not be attractive or suitable for older adult renters. For example, multi-story walkup apartment buildings can often serve younger renters, but would have less appeal to older renters that prefer barrier-free housing. As a result, the demand created from older renters, age 55 and above, will be oriented to different types of rental housing than would be accessed by younger renters.

It is also important to note that even though there will be fewer younger adult households in the Benson area, this potentially may not result in reduced rental demand. In recent years, overall tenure patterns have been heavily oriented to rental housing. Despite the fact that historic tenure rates have shown that more than 67% of all Benson households have owned their housing unit, the net change in households between 2000 and 2010 showed the City losing 35 owner households and gaining 53 renter households. To the extent that younger households forego entering the home ownership market, rental demand could be sustained despite a net loss of younger adult households.

### **Potential Demand from Unit Replacement**

There will always be some level of unit replacement that is required, as each year there are existing units that are removed from the usable housing inventory. A variety of factors can contribute to unit loss, including demolition, obsolescence, natural disasters, or redevelopment activities. Forecasts of future losses are difficult to accurately predict, but past history can be an indicator.

While some potential does exist for rental unit replacement, a comparison of past Census records shows that Benson did not experience any loss of rental units between 2000 and 2010. A comparison of rental unit growth to rental housing construction between 2000 and 2010 indicates that the local rental inventory grew by a larger number than newly constructed units. This would probably have been due to some level of unit conversion, as houses that had once been owner-occupied changed to renter-occupancy, effectively negating any unit removal that may also have occurred.

For the purposes of this Study, no allowance has been made for unit replacement in the local rental market. It is important to recognize that this is based on overall unit availability, and does not imply that all existing units represent housing that is in standard condition. It is probable that some sub-standard units should be replaced, but they currently are available for occupancy and have not been removed from the local inventory.

It is also important to recognize that unit replacement has been viewed in terms of overall supply and demand. There is no available information on the value or pricing of lost units. For example, it is reasonable to assume that any rental units that are lost each year often represent the lower end of the housing stock, in condition, quality and price. While they may be replaced by conversion or new construction, there is no guarantee that the replacement unit has the same monthly gross rent amount.

There is also limited evidence of lost owner-occupancy housing, despite the fact that tenure conversion probably reduced the number of older houses available for owner-occupancy. Between 2000 and 2010, there were more than 55 single family detached houses built in Benson. This greatly exceeded the net growth in home owners during this time, as Benson experienced a net reduction in owner-occupants during that time.

Going forward, unit replacement is not considered to be a significant contributor to overall demand for owner-occupancy housing. However, older homes that are demolished or converted to rental use are probably lower-valued houses that cannot be replaced by new construction.

## **Rental Housing Recommendations**

**Overview:** The City of Benson has historically had a large supply of rental housing units. According to the 2010 Census, the City's rental tenure rate, based on renter-occupancy households, was nearly 33%, above the Statewide average in 2010 of 27% rental. As the largest city in the county, it is typical to see a higher rental tenure rate.

Actual rental demand has been greater than owner-occupancy demand in the recent past, as tracked by changes in tenure patterns. From 2000 to 2010, the Census recorded net growth of 53 renter-occupancy households in Benson, compared to net loss of 35 home owners. As a result, the overall rental tenure rate increased from 29.4% in 2000 to 32.6% in 2010.

The growth in renter-occupancy households in the previous decade appears to have been greater than the level of new rental unit construction. While some rental housing was built, there is also evidence that the rental inventory increased in size from tenure conversion, probably due to older single family housing changing from owner to renter occupancy. As a result, renter household growth was accommodated, despite limited new construction.

The following observations and recommendations are made concerning the rental housing market in Benson.

### **1. Demand Exists for Additional Market Rate Unit Development**

**Findings:** No new multifamily rental housing has been constructed in Benson in many years. The last project that can be identified was developed by the Swift County HRA, with the final construction phase occurring in 2005. In total, the HRA constructed 26 units in Benson, known as the Victory Addition. Although these are publicly-owned units, they operate as conventional, market rate rental housing. The HRA's units have different floor plans, and are equally split between two-bedroom and three-bedroom options.

The only other rental development project that can be identified in the past 15 years is known as the Hawley Twin Homes. Some of these are actually more recent than the Swift County HRA units, as they have been constructed at various times in twin home configurations. The builder had intended to sell these units as owner-occupancy housing, but units that did not sell were then offered as rentals. All of the Hawley Twin Home rentals units have two bedrooms.

These most recent rental developments have a successful past history. Both the Swift County HRA and the Hawley Twin Homes reported full occupancy to the rental survey. The HRA maintains a waiting list for its units, with 14 names at the time of the research for this Study.

The Swift County HRA and Hawley Twin Home units generally represent the upper end of the prevailing rental range in Benson, at least for multifamily housing. These units are town house/twin home style, with attached garages, in-unit laundry, large floor plans and other modern rental amenities. While the rents for these newer units are very reasonable based on their quality, they are generally well above the rates for older apartments.

The Swift County HRA units have a rent structure that is typically between \$0.65 and \$0.75 per square foot of living space. This is a gross rent calculation, and reflects the inclusion of tenant-paid utilities. Some of the three-bedroom units are very large, with more than 1,500 square feet of living space, and a two-car garage. In these units, the gross rent per square foot is actually less than \$0.75.

The Hawley Twin Homes are also very moderately-priced for the type of unit being offered. Since they were constructed with the intent of being sold to owner-occupants, units are large and offer single family housing amenities. The estimated gross rent in these units is also approximately \$0.65 to \$0.75 per square foot. The owner of these units cites the competition from the Swift County HRA as suppressing the achievable rent structure.

Based on these very affordable prices for high quality, large units, it will be difficult to produce comparable new units in a relatively competitive price range.

**Recommendation:** The research completed for this Housing Study would support the construction of additional market rate rental housing in Benson, similar to the successful past projects developed by the County HRA and a private developer. Additional units can be justified based on a combination of factors, including a waiting list for existing units and an assumption that growth-generated demand from households age 55 and older will continue to result in the need for age-appropriate housing options in Benson.

Demographic data have shown that household growth has not been occurring in recent years. However, an aging population has continued to create demand for housing that appeals to older households. The fact that almost no new independent living rental housing has been built in more than 10 years also points to the need for new unit construction. The existing projects offering high

quality options continue to maintain waiting lists for occupancy, including 14 names on the list for the HRA's units. This evidence of pent-up demand provides the best market evidence for additional units.

The findings of the research completed in 2014 could support the construction of up to 55 or 65 rental units countywide through the remainder of this decade, primarily to serve the growing number of households age 55 and older. As the largest City in the County, and the home to the most attractive amenities and services, Benson would be the preferred location for more than half of this production, or between 35 and 40 additional units by the year 2020. However, this represents total unit production. Ideally, this would be distributed into different price ranges, with only 50% to 60% in a traditional, higher-rent segment. Therefore, a unit goal of 17 to 24 market rate units would be recommended.

Phased development in configurations of 8 to 12 units would be recommended. Two or three phases through the remainder of this decade would gradually introduce units into the local market, and keep pace with growing demand that should occur as area households move through the aging cycle and look for low maintenance housing options.

The total unit recommendation is based on the assumption that very attractive pricing can be achieved in new projects. Newly built rental housing will be in direct competition with the existing Swift County HRA Victory Addition units and the Hawley Twin Homes. These projects have a successful past history by offering amenities associated with single family living, including an attached garage, private entrances, one-level living and low-density building designs.

There will probably be a price disparity between the projects that already exist and the costs associated with new construction. As stated above, the estimated rent per square foot for the existing high quality units is generally less than \$0.75, a price that probably cannot be replicated in future projects.

The analysts are aware of some units that are being constructed in other cities that could serve as a model for future construction in Benson. Other communities in western and northern Minnesota have had recent success with new construction of patio homes, with a two-car attached garage. Gross rents are below \$850 for a two-bedroom unit with one bathroom and approximately 800 square feet of living space, and less than \$1,000 for a three-bedroom unit with 1 ½ bathrooms and approximately 1,100 square feet.

Although the gross rents being achieved in these patio home projects are not significantly different from the current pricing for high quality units in Benson, the floor plans are substantially smaller. For two-bedroom rentals, the difference may be more than 300 square feet, when compared to the options in the HRA's Victory Addition. One compensating factor could be the presence of a second garage stall for all units, a feature that has been popular with senior renters. In other communities, it is typical to see an equal mix of two-bedroom and three-bedroom options, offering more living space in half of the units.

Benson's existing high quality projects are all designated as general occupancy housing, although one-level units have primarily been occupied by older households. We would recommend that any future units also be offered as general occupancy housing, although they should be designed with features and amenities that will appeal to older renters.

Nearly all of the calculated demand for additional rental units is based on a growing number of households in the 55 to 74 year old age ranges. To be successful, newly constructed units will need to attract these empty-nester and senior households that elect to move away from home ownership.

## **2. Continue to Monitor the Need for and Availability of Subsidized Housing Resources**

**Findings:** There have been only minor changes in the supply of federally subsidized rental housing in Benson in recent decades. A minor unit reduction occurred when one project consolidated some smaller units to form larger apartments. No new construction has happened in many years.

The City has four rental developments that can offer project-based subsidized housing. Combined, these projects have 174 units, with 80 offered as general occupancy housing and 94 oriented to senior and/or disabled tenants.

Most of the subsidized units in Benson can serve very low income people and charge rent based on 30% of the tenants' household income. There are 15 units in New Paris Apartments where tenant households pay 30% of income, but not less than a basic rent level established for the unit. The base rent for a two-bedroom in this project is \$465.

In December 2014 there were also 34 households in Benson that were participating in the Housing Choice Voucher Program. The Voucher rent assistance program is tenant-based and allows participants to pay rent based on income. It is possible that some of this tenant-based assistance could be

used in New Paris Apartments in one of the units without project-based assistance, but only a very limited level of overlap probably occurs with other types of very affordable housing.

Between the tenant-based assistance and project-based subsidized housing, there are approximately 208 renter households in Benson that have access to some form of subsidized housing in 2014. This represents approximately 43% of all renters in the City. Based on comparable communities, this represents a large percentage of subsidized housing

Despite the large unit supply, the occupancy rates are generally high for most subsidized rental housing. The two senior-oriented projects had a shared waiting list with 12 names. One of these projects, Parkview Manor, did reduce its total unit count by six apartments in the past by consolidating some small units to create larger apartments.

There were some available units in the general occupancy buildings, but units in Nevada Square Townhomes were in the process of being filled from an existing waiting list. New Paris Apartments was starting a major renovation process and had eight units that were intentionally vacant to allow for construction work without causing tenant displacement.

The Swift County HRA did report a waiting list of 61 names in December 2014 for the Housing Choice Voucher Program. These households on the waiting list were currently living in Swift County or another adjoining county. Local residents receive a waiting list preference.

**Recommendation:** Statistics on income and rent burden do show a number of lower income Benson households that need to apply 35% or more of their income for rental housing. This is generally defined as a "severe housing cost burden". However, Benson also has a relatively large supply of income-based housing, with more than 40% of all renters having access to some form of subsidized housing.

With very few resources available to expand the deep subsidy housing inventory, we would recommend that the community attempt to preserve its existing resources, and monitor opportunities to add units as needed in the future.

The demographic projections through 2020 show the potential for reduced demand for family subsidized housing, due to a declining number of households in the age ranges 54 and younger. However, this assumes that an overall decrease in the number of households will also result in a decrease of lower income households.

Net growth is expected to occur among senior-headed households, although this is primarily from seniors in the 65 to 74 year old group. Historically, these households have had a high rate of home ownership in Benson and Swift County. The projections used for this Study actually expect a decreasing number of households age 75 and older through the year 2020.

While the need for new development should be monitored, it will be important to preserve the stock of existing subsidized units. In 2014 there was no evidence that any existing projects were at risk of leaving the subsidized program. New Paris Apartments, which had been at risk, was recently awarded tax credits for renovation and will comply with affordable housing requirements for many years.

The only subsidized project that could potentially leave the subsidy program is Nevada Square Townhomes. If this project is eligible to opt-out of its subsidy contract in the future, it would be appropriate for a local housing agency or nonprofit group to become involved in an attempt to preserve the units.

### **3. Monitor the Need for Moderate Rent Tax Credit Housing**

**Findings:** Benson has two rental housing projects that have received federal low income housing tax credits. One of these two projects, New Paris Apartments, was recently awarded the tax credits as part of a renovation plan. New Paris operates as subsidized housing, with project-based rent assistance for most apartments.

One other project, Northview Court Townhomes, was constructed in 1996 using tax credits. It had originally operated as income-restricted, moderate rent housing. However, the project has since been sold to a new owner, and no longer complies with the tax credit income, occupancy and rent restrictions. Although specific details were not obtained by the analysts, the conversion of this project to market rate housing may have been due to a default, often the result of a poor occupancy history.

Tax credit rental units can serve households at or below 60% of the median income level established for the County. It is often viewed as a resource for creating work force housing, based on the moderate rent structure that applies, although income limits can also restrict many moderate income households. In 2014, a four-person household would need an annual income below \$37,020 in order to qualify at the 60% of median income limits. The typical gross rent structure would be \$700 or less for a two-bedroom unit.

In the income data section provided earlier in this document, we had estimated that the median household income level for renter households in Benson was approximately \$35,500 in 2013. If this estimate is accurate, the majority of all existing renter households in the area would be income-eligible to live in a tax credit rental unit. However, this would include senior-headed households and one-person households, which are excluded from MHFA's calculations of need for this type of assisted housing.

**Recommendation:** We would recommend that the need for moderate rent tax credit housing be monitored. If evidence of unmet demand surfaces, then additional unit development could be justified. However, further research would need to be done on the conversion of Northview Court to market rate housing. If this was due to a default of the previous moderate rent project, then it is doubtful that a new application from Benson would be competitive.

If additional units are needed in the future, it may be difficult to secure low income housing tax credits or similar shallow subsidy assistance, regardless of the previous history with Northview Court. The Minnesota Housing Finance Agency (MHFA) awards additional application points based on various rating factors.

Based on MHFA's interactive website, Benson would not score well in some of these geographic categories. On items such as household growth, job growth and similar economic and demographic factors, this rating system does not prioritize Benson. New construction tax credit applications are highly competitive, and the ability to secure points based on these rated criteria can impact the chances for a successful project.

#### **4. Findings on Specialized Senior Housing**

**Findings:** In June of 2014, the Swift County-Benson Hospital Foundation completed an initial demand assessment for the Benson area, looking at the potential need for various types of specialized senior housing. This analysis was completed by Viewpoint Consulting Group, Inc. With this recent study available, any further analysis of specialized senior housing needs was not included in the Swift County Housing Study project.

Although Community Partners Research did not formally look at specialized senior housing, there is some relevant information that was collected as part of the countywide analysis. Most notable is information on the population trends impacting senior citizens in the Benson area.

Both Viewpoint Consulting and Community Partners Research examined demographic projection data from ESRI. Due to the timing of the reports, Viewpoint had access to 2013 estimates and 2018 projections, while Community Partners research obtained 2014/2019 data. Different levels of geography were also examined, as Viewpoint assembled a primary market area around Benson using zip code areas. Community Partners Research obtained information based on standard geography, examining Swift County and the City of Benson.

Despite the differences, both studies have identified similar trends regarding demographic data for seniors. Over the 5-year projection periods analyzed, the ESRI information shows a growing number of younger seniors, age 65 to 74, but a declining number of older seniors, age 75 and above.

One other item that was also reviewed by Community Partners Research was a rental survey of Scofield Place, the senior housing project that is attached to the hospital which can offer light services to residents. The telephone survey found no vacancies and a waiting list at this project.

**Recommendation:** In forming their initial demand estimates, Viewpoint has found that slightly greater demand existed in 2013 (their base year) than in 2018. However, they still concluded that adequate demand existed for various types of specialized housing, including lighter services/independent living, assisted living and memory care units. The calculated demand within any single market segment may not be sufficient to justify a stand-alone project, but when combined, may allow for the construction of new facility, or an addition to an existing complex, which can provide varying levels of care for older seniors.

## **Findings and Recommendations** ■

The sponsor of the Viewpoint analysis, The Swift County-Benson Hospital Foundation is expected to use this information in planning a potential project in Benson. Based on the primary market area that was analyzed, a new facility in Benson will have the potential to serve most of the residents of Swift County.

## **Home Ownership Recommendations**

Like most communities around the State, new housing construction activity in Benson has slowed significantly in recent years, especially when compared to the levels that had been achieved between 2000 and 2007. As the nation moved into a period of economic recession and the national housing market began to collapse, the home ownership market in Benson was directly impacted. After averaging between 8 and 10 single family housing starts per year before 2007, the number of new houses dropped to less than one per year from 2008 onward. In many recent years, no single family units were constructed, although one twin home was permitted in 2014.

While overall construction patterns were much stronger in the earlier half of the last decade, there is evidence that the peak years of housing construction may have exceeded actual demand. From 2000 to 2010, there was a net reduction of 35 home owner households in Benson, even though more than 60 new single family units were built during this same time period.

Going forward to the year 2020, this Study has assumed that no significant demand will be created from overall household growth, as a stable to declining number of households would be expected in Benson. Some demand for new housing will be created by the age progression patterns of households, including an increasing number of households age 55 and older. This should generate some demand for age-appropriate ownership housing options.

Among households in the 55 to 74 year old age ranges, potential demand for owner-occupancy housing could yield the need for up to 25 single family units in Benson through the remainder of the decade, based on historic tenure patterns. However, lowered demand will be present from younger households, under the age of 55. There is also evidence that tenure preference patterns continue to shift toward rental housing, even among older adult households that have traditionally owned their unit. As a result, it is probable that Benson will see actual demand for less than five single family homes per year over the next few years.

Based on past construction patterns, and the combination of factors identified above, it is reasonable to expect average annual demand for approximately three to four single family houses per year in Benson for the remainder of this decade. This would include both attached and detached single family units. This projection has the potential to be conservative, but market conditions over the past seven years have not been conducive to a higher level of new home construction.

Given that most of the demand for new single family houses will be driven by households age 55 and older, construction would be expected in the moderate to higher price ranges. Age-appropriate design features will be important to serve households looking for one-level living and low maintenance features.

## **5. Continue to Promote Programs that Assist with Home Ownership**

**Findings:** The houses in the City are generally in a very moderate price range. Two sources of information exist on home values. The American Community Survey estimated that the median value for owner-occupied units was approximately \$88,000 in 2013.

This value estimate is reasonably consistent with recent home sales activity. Over the past six years, the annual median sale price has ranged from \$77,000 to \$85,000 in four years, with one year below and one year above this range. Based on these two data sources, it would appear that most existing single family homes in Benson would be valued below \$100,000.

According to the American Community Survey, approximately 67% of the houses in the City were built before the year 1960, and more than 86% were built before 1990. The age of this single family stock contributes to the affordable prices for most homes.

In 2014, there was evidence that an above-average number of single family houses were available for sale in the community. While difficult to accurately quantify, discussions with community leaders and real estate experts pointed to as many as 60 to 80 single family houses on the market in late 2014. One local real estate agent indicated that this was a greater volume of homes than would typically be available. There was some indication that this was impacting prices, as a "buyers market" existed due to the competition present from a large unit supply.

The demographic projections used for this Study do not expect any growth in the number of younger adult households in Benson. Instead, it is probable that there will be a decreasing number of households age 54 and younger through the remainder of the current decade. While some younger households may still look for affordable new construction options, most of the entry-level home ownership demand will be met through the existing home market, especially given the large supply that currently is available.

In addition to the number of existing home choices, there is also a significant value gap that is present between the costs for new construction and the prices typically charged for existing single family houses in the community. The median home sale price has only been above \$90,000 in one year (2013). While affordable prices for existing homes may discourage new construction, they can provide attractive options for first-time home buyers.

**Recommendation:** Benson should continue to promote the availability of affordable ownership options in the City and utilize available assistance programs for home owners. As housing market conditions deteriorated late in the last decade, State programs supporting very affordable home ownership programs were often cut back or eliminated. However, in 2014, there was some evidence of renewed interest in home ownership incentive programs. The Southwest MN Housing Partnership has been active in securing assistance for gap financing and other home buyer programs for certain communities within its service area. If these efforts are successful in other communities, they can possibly be replicated in Benson.

Mortgage lending standards have also started to ease, partly in response to the difficulty of first-time buyers in entering the home ownership market. By lowering the down payment requirements for FHA loans, it is possible that a greater level of activity may return to the more affordable market segment.

## **6. Most Demand Will Exist for Moderate to Higher Priced Homes**

**Findings:** Although some potential demand will exist in the entry-level segment of the market, demographic patterns strongly support moderate to higher-priced housing. The aging patterns for Benson and Swift County continue to show growth in the number of older adult households, most in the 55 to 74 year old age ranges. At the same time, trend-based projections would point to a declining number of younger adult households.

People age 55 and older have historically shown a strong preference for home ownership. In their peak earning years, and with time for asset accumulation, households in the 55 to 74 year old age groups tend to represent market potential for housing that is age-appropriate and contains amenities typical of the trade-up segment of the market.

At the time of the 2000 Census, households in the age groups between 55 and 74 years old represented approximately 26% of all Swift County households. By 2010, these older adult age groups represented nearly 32% of all households. Trend-based projections to the year 2019 point to more than 39% of all households in these age ranges.

In Benson, demand will also be impacted by household income. The comparison of income levels for households presented earlier in this document showed strong growth in the number of households with an annual income of \$75,000 or more. The greatest net growth actually occurred among households with an annual income of \$100,000 or more. These households can apply a significant portion of their income to housing costs, and again support demand for moderate to higher priced homes.

The primary limiting factor that will impact new home construction in the higher price range is the relatively low values for existing houses in the community. Over the past years, the median home sale price has never been above \$100,000. Over the past six years, no existing home sales have occurred for more than \$300,000. A person electing to build a higher-valued home faces the prospect that the home may not appreciate significantly in value over time.

It is important to note that the positive market forces, such as income growth and the advancing baby boomers, have been gradually evolving in recent years, but have not necessarily resulted in increased demand for trade-up and/or age-appropriate housing. Over the previous seven years, the City has averaged less than one new single family housing start per year. The City has attractive locations for detached and attached housing construction, but actual demand has not been present.

**Recommendation:** Even though Benson has achieved limited recent success, moderate to higher-priced single family housing should represent nearly all of the future activity. Based on the construction forecasts, this would yield potential for approximately three to four units in an average year.

Newly constructed units in the moderate to higher price ranges should continue to appeal to mature households as they age. While attached housing units would be well-matched to life-cycle needs, it is likely that this segment of the market may remain somewhat suppressed until people regain full confidence in the strength of the home ownership market.

Since households age 55 and older will typically already own a house, the decision to build a new house will also be based in part on economic conditions. The perceived strength of the local economy will have an impact on the confidence to invest in new housing in the community. They will need to sell their existing home, typically of lower value. The projected decrease in the number of households age 54 and younger through the year 2020 would imply some reduced future demand from younger buyers for lower priced houses.

The private development market is well-positioned to serve demand for these types and prices of housing. There is a limited public role that should be required within this segment of the market. However, in some other communities, certain incentives are being offered, in an attempt to generate a higher level of construction activity. These incentives may include a waiver of fees and charges, for items such as building permits, plan reviews and sewer/water hookups.

## **7. Findings on Attached Single Family Housing Development**

**Findings:** Benson has had at least one builder that has remained active in the construction of twin homes. In 2014, one twin home was constructed and both units were successfully sold. While this 2014 activity is an encouraging sign, other twin homes constructed in the recent past have been less successful. This same builder has 12 twin home units that are currently in the rental market. While originally intended as owner-occupancy units, they were converted to rental use due to lack of demand.

During the peak years for new home construction in the first half of the previous decade, some communities were seeing as much as 20% to 30% of the building permits issued for twin home or town house units intended for owner-occupancy. Less specific information is available for Benson, but there was some attached housing construction that was occurring, although some of these units were never sold.

The age-based projections used for this Study show overall net household growth between 2010 and 2020 in the 20-year age range between 55 and 74 years old. By the year 2020, all members of the baby boom generation will be age 55 or older. These age cohorts have historically had very high rates of owner-occupancy. They also represent primary target markets for attached single family housing that offers no maintenance or low maintenance living.

**Recommendation:** The demand calculations used for this Study expect that overall demand for single family housing should improve to an annual average level of three to four units per year. As confidence returns, some of this demand could potentially be met through attached single family housing, such as twin homes and town house units.

Over a five-year time period, a total of four to six attached units should be achievable. Since attached housing projects may occur in clustered phases, it is very possible that the volume of units constructed in a single year will not represent a consistent annual average.

Most communities experiencing a rebound in attached housing construction have found the greatest success in the more moderate price ranges, with units up to \$250,000. Design features conducive to older adult households, such as one-level living, are well-suited to the growing target population. Attached housing provides desirable alternatives for empty nesters and seniors to move out of their single family homes. These existing homes then become available for younger families. It is important for the community to offer a range of life-cycle housing options.

One issue that did emerge after the national housing market difficulties of the late 2000s relates to attached housing projects that offer resident associations. As unit sales slowed, projects that had associations were sometimes unable to get the monthly payments out of unsold or foreclosed units. As a result, people that had bought into the project were required to pay extra amounts to support the association. In response, some lenders may now require attached housing projects to demonstrate a certain percentage of pre-sale activity as a condition of securing financing. Given the limited scale of development in Benson, it is possible that no association management will be involved.

Benson has multiple lot options available for attached home construction, and at least one builder that has remained active in this segment.

## **8. Findings on Lot Availability and Development**

**Findings:** There has been no new subdivision development activity that can be identified in Benson in recent years. However, with limited new housing construction since 2008, a residential lot inventory does remain available in 2014.

Hawleywood is a newer single family residential subdivision in the northwestern portion of the City. Approximately 20 lots remain available for sale in late 2014. A few of these lots may be suitable for twin home construction. Lot prices range from \$38,000 to \$41,000, with all assessments paid. According to the developer, there have been one or two lot sales per year in recent years. This developer has additional vacant land that could be improved, based on demand.

The Olson-Tolitson subdivision in the southwest portion of the City has approximately nine available lots in late 2014. These lots could be used for detached single family or twin home construction. Lot prices range from \$33,500 to \$35,000, with assessments paid. Few lots have been sold in recent

years. These lots have an exclusive builder arrangement with the construction company that owns the subdivision. Additional unimproved land adjoins this subdivision, which could be used for future development, based on demand.

There are some single family detached lots that exist in the northeast portion of the City near the Victory neighborhood. The exact number of lots could not be determined. One speculative home is for sale in this area, but has been available for many years. The estimated sale price is between \$200,000 and \$220,000.

There is a 19-lot subdivision that is platted for town homes, and known as Cottage Square. This entire subdivision is listed for sale on the Multiple Listing Service. Based on the purchase of the entire parcel, the average lot price would be just less than \$16,000.

In addition to these newer development areas, there are also some remnant lots that may remain in older subdivisions, as well as infill lots around the community.

**Recommendation:** Community Partners Research uses a standard that a 2 ½ year supply of lots represents an adequate inventory, based on annual construction usage. Using our projections that between three and four new houses will potentially be constructed in an average year, Benson would need approximately 8 to 10 residential lots to meet near-term demand. A total inventory of more than 50 lots is currently available, including options for both attached and detached single family homes.

Unless new housing construction in the future substantially exceeds our projections, we do not anticipate the need for additional subdivision development within the City for the next few years. If demand does accelerate, it is possible that some of the existing development areas, including the Hawleywood Subdivision, could make some infrastructure investments to bring additional improved lots into the local market.

## **9. Monitor Home Foreclosure/Bank-Owned Sales Trends**

**Findings:** Starting in 2006 and 2007, home foreclosures, short sales, and bank-owned real estate sales became an increasing problem across the State. In Benson, bank-owned home sales have remained as an issue in recent years.

Over the past four years, there were 23 bank-owned home sales in Benson. In 2013 there were nine bank-owned sales in Benson. The year-to-date activity for 2014 was significantly lower than the prior year, at the time that reports were obtained from Swift County. In some other Swift County communities it was reported that banks have been slow to re-sell acquired homes, resulting in the above-average number of sales in the past few years.

The actual median transfer price for bank sales was well below the median sale price for open market sales. In 2013, the median sale price was \$39,900 for bank-owned properties, compared to \$98,750 for fair market transactions.

In addition to losing individual home owners, foreclosure activity can impact the broader housing market. The actual median transfer price for the bank-owned sales was well below the median sale price for fair market transactions. The low median home sale prices for open market sales since 2009 may have been negatively impacted by the distressed sales activity during these years.

**Recommendation:** Although there are few direct City actions that can be taken concerning home foreclosures, the City may want to monitor this trend. The Swift County Assessor's Office can produce annual reports of sales transactions of bank-owned homes.

While the final disposition of bank-owned home sales cannot be easily tracked, it is possible that some of the lower-valued properties are being sold to investors, and converted to rental use. Property tax classifications may help to identify whether bank-owned home sales have been purchased for owner or renter occupancy.

## **Findings on Rehabilitation and Other Housing Issues**

### **10. Findings on Housing Rehabilitation**

**Findings:** The research completed in 2014 included a housing condition survey of the City. The visual “windshield” survey divided the City into four quadrants. Some additional statistical information is also available through the 2013 American Community Survey.

The large majority of the houses in Benson were rated within one of the top two condition categories. Citywide, more than 44% of the houses received the highest condition rating. However, more than 15% of the houses need more significant repair. There were 16 houses citywide that were rated in very poor condition, which may be suitable for demolition and clearance.

The largest percentage of houses in poor condition was in the southwest portion of the City, where nearly 21% of all rated houses were in the two lowest condition categories. This neighborhood was south of Pacific and west of Church Street/Highway 29.

In the northwest neighborhood, more than 17% of houses were in the two lowest categories. However, in this neighborhood, a newer subdivision was excluded from the analysis. Had these newer houses been included, the percentage of houses in poor condition would have been lower. The northwest neighborhood included the portion of the City that was north of Atlantic Avenue and west of 13<sup>th</sup> Street North.

Fewer than 15% of the houses in the northeast neighborhood were in the two lowest categories. However, there were four houses rated as dilapidated in this neighborhood. This portion of the City was north of Atlantic Avenue and east of 13<sup>th</sup> Street North.

The best neighborhood for housing condition was in the southeast portion of the City, where nearly 58% of the houses were in the top condition category, and fewer than 7% of the houses were in generally poor condition. This neighborhood was south of Pacific and east of Church Street/Highway 29.

According to the American Community Survey, the median year of construction for all owner-occupied housing in Benson is 1952. This represents a relatively old housing stock, with a majority of the houses more than 60 years old. While age of housing is not always an indicator of condition or quality, older housing will generally need more maintenance and repair to remain in sound condition.

The estimated median year of construction for renter-occupancy housing in the City is 1973. Although rental housing is newer than owner-occupied units, a majority of the City's rental housing is more than 40 years old. Rental housing can often require more maintenance than owner-occupancy units. The age of the City's rental stock would indicate that ongoing efforts will be required to monitor the condition of this housing.

**Recommendation:** The City has been actively addressing its housing rehabilitation needs, including past participation in Small Cities Development Program (SCDP) grants that have included housing rehabilitation activities. Given the age of much of the City's housing, ongoing efforts will be required to address housing rehabilitation in an effort to preserve this most affordable housing stock.

## **11. Demolish and Clear Substandard Structures**

**Findings:** The housing condition survey that was completed as part of the Study found that most single family houses in Benson are generally in good condition. Overall, nearly 85% of the houses were rated as sound, showing no exterior deficiencies, or needing only minor repair.

However, there were 16 houses rated in the lowest condition category. These dilapidated houses are probably too deteriorated to repair, and may be suitable for demolition.

There have probably been substandard houses that have been removed from the community over time. Some of this may have been done privately, or as a publicly-initiated project.

**Recommendation:** Ongoing efforts to clear severely substandard structures are encouraged. This will help to enhance the appearance and appeal of the community as a residential location. Cleared lots may have redevelopment potential for lower priced housing.

# Proposal

Page No. \_\_\_\_\_ of \_\_\_\_\_ Pages



601 Pacific Ave. • Benson, MN 56215  
 License # 0002898  
 Stan - 320-843-4661 • Cell: 320-760-7874  
 Shawn - 320-842-3204 • Cell: 320-808-4467

PROPOSAL SUBMITTED TO <i>Senior Center</i>		PHONE	DATE <i>5-26-15</i>
STREET		JOB NAME	
CITY, STATE AND ZIP CODE <i>Benson, mn</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We submit labor and material for the following:

*Remove & replace shingles on building including steeples. No work on flat roof. Replace with 30 yr oakridge shingles. Includes permit & dumpster*

**We Propose** - hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$ *28,175<sup>00</sup>* )

Payment due by 10th of the month for estimated percentage of work done.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: \_\_\_\_\_

*Stan Olson*

Note: This proposal may be Withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**JOHNSON EXCAVATION**  
**45315 CO. HWY 54, OTTERTAIL, MN. 56571**  
**PHONE: 218 731 1209**  
**FAX: 218 367 3812**

City of Benson  
1410 Kansas Ave.  
Benson, Mn. 56215

Attention: Dan Gens

Subject: Billing for storm sewer repair

Scope of work:

Install 112' of 18" SDR 35 pipe to repair collapsed existing piping. (Sink hole next to the river out fall.)

Tie into exiting pipe on west side of the existing manhole with Fernco couplings and adapters. Concrete poured around the connection. Backfilled, compacted and re-spread the black dirt and haul off debris from existing piping.

For the agreed lump sum price of \$10,000.00

Thank You for your business.

Steven Johnson  
Johnson Excavation

APPLICATION FOR PAYMENT #1

To: City of Benson (OWNER)
From: Johnson Excavation (CONTRACTOR)

Contract: South Side Sanitary Sewer Collector Replacement

For Work accomplished through the date of: 6/25/2015

Table with 3 columns: Item Number, Description, and Amount. Includes items like Original Contract Price, Net change by Change Orders, Current Contract Price, Total completed to date, Total stored to date, Retainage (per Agreement), Total Retainage, Total completed and stored to date less retainage, Less previous Application for Payments, and DUE THIS APPLICATION.

Accompanying Documentation: List of Quantities

CONTRACTOR'S Certification:

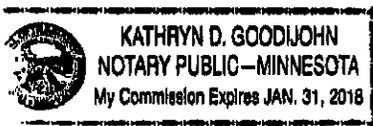
The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on

Dated: 6-25-15

By: [Signature] Johnson Excavation CONTRACTOR

State of MN
County of OTTERTAIL
Subscribed and sworn to before me this 25TH day of JUNE

[Signature]
Notary Public
My Commission expires: 1-31-2018



Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated [Signature] Michael A. Bakken, PE LANDTEAM, INC. ENGINEER

By: \_\_\_\_\_

EJCDC No. 1910-8-E (1996 Edition)
Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General

# Public Works Report July 6, 2015

## **Electric:**

- Working on the underground project by the Civic Center. They had a rough go getting through the alley from 19<sup>th</sup> to 21<sup>st</sup>. There were a lot of utilities and other things to maneuver through. Alley repair will be done this year with a new 1.5" layer of bituminous.
- Some of the crew went to Olivia with the boring machine for 3 days to help them out. Olivia's crew had helped or crew for two days earlier this year in anticipation of there need. Now they owe us a day.
- The crew will have to take a week away from the Civic Center project to work at Stony Ridge Foods installing power for the expansion.

## **Parks:**

- Mowing, mowing, mowing then weed trimming.
- The crew has started spraying fence lines, sidewalks and streets.
- We have had a lot of interest in areas to hay so I've put together a bid package.

## **Water:**

- A boiler went out at the pool and Hawley's made repairs. There is a plan for the off season to move some piping to reduce the chance of boiler breakdown.
- Gary and I have been working at solving water plant issues. We have been gathering test results and information to help guide us.

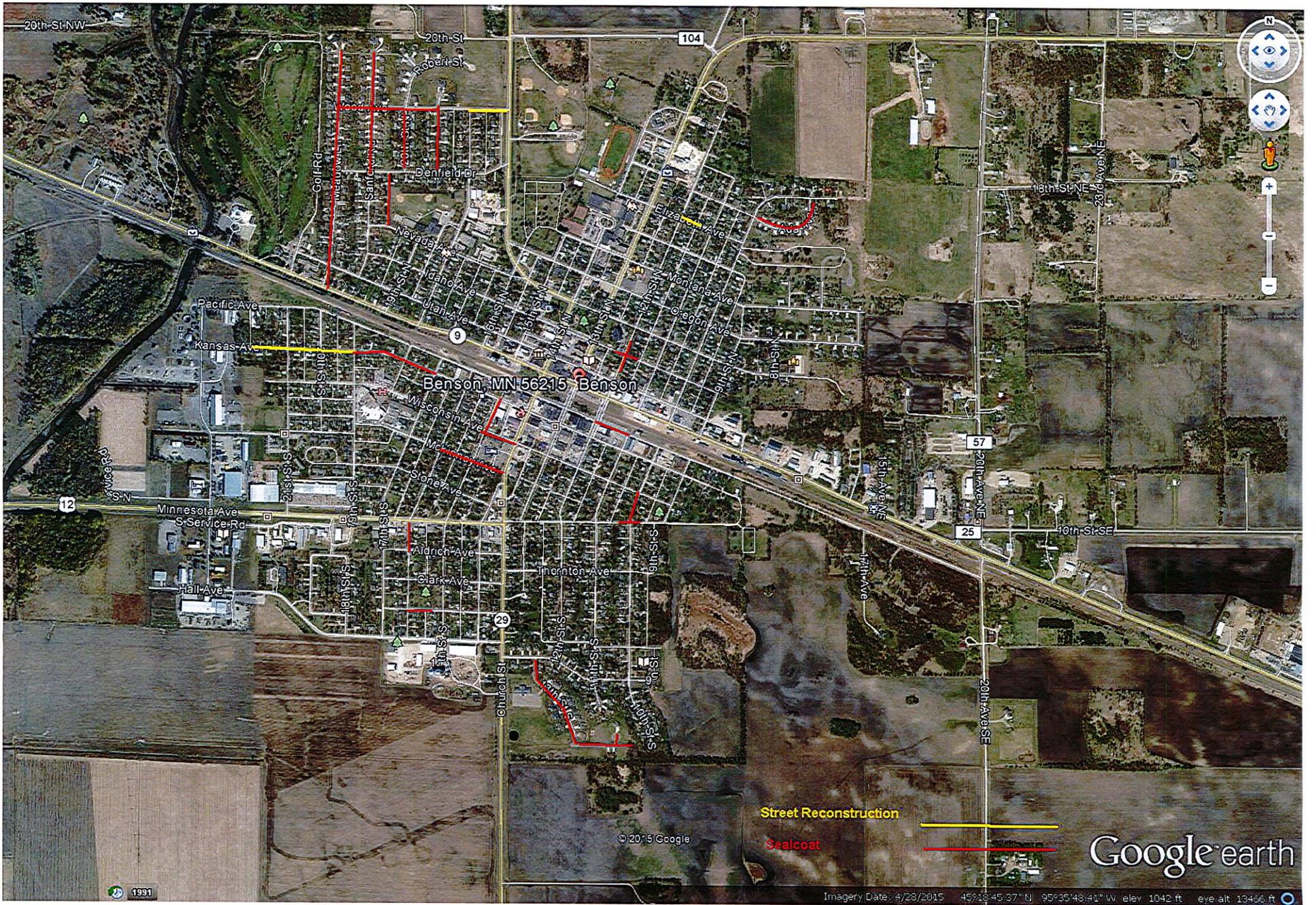
## **Wastewater:**

- The new 24" sewer line from 21<sup>st</sup> to 22<sup>nd</sup> is complete! The project started out a little bumpy but went very well once it got rolling. Watching the contractor tear out sections of the old line proved very well that this is a good project to have completed. Clean up will be mostly done but final clean up and seeding will go into the fall.
- We had an inspection of the digester covers to evaluate needed repair. There are some issues but we can take our time and plan for the near future. We do plan to have the primary digester exterior cover painted soon though for preservation.
- The pump for the jetter truck broke down and the street guys sent it in for repairs. Unfortunately the pump is not very common and parts and repairs will take till the end of January. Flexible Pipe loaned us a trailer unit to use in the mean time.

**Streets:**

- The ground is ready for the new street garage. We dug out 6' of material and replaced it with pit run. The guys did a great job hauling a lot of loads in and out. Now they are hauling material to get ready for street projects.
- There are many large and small areas in our streets that need repair. The guys have been going around tackling the ones that aren't big enough to be paver laid.
- The storm sewer behind the wastewater treatment plant that eroded away has been repaired by Johnson Construction.

Overall it has been a very busy summer already. All departments have been going full tilt with lots of work big and small. My summer help has now become a part of streets I think. So much to do everyone pitches in where needed. Last year I hired two extra kids to get caught up on valves and they ended up doing that and many other jobs. I am hoping that next year we can hire a couple of extra hands again, we could sure use it.



20th St NW

Benson, MN 56215 Benson

Street Reconstruction

Sealcoat

Google earth

© 2015 Google

Imagery Date: 4/28/2015 45°13'45.37" N, 95°35'48.41" W elev. 1042 ft eye alt. 13456 ft

1991



This is the alley where the new underground electric will run. The alley was torn up in portions to complete the work. To replace the bituminous with a 2" layer will cost approximately \$8500.00 for bituminous materials.

© 2015 Google

Google earth

Imagery Date: 4/28/2015 45°18'47.38" N 95°36'41.90" W elev 1002 ft eye alt 1765 ft

1991



## **AGREEMENT FOR APPLICATION HOSTING AND TECHNOLOGY SUPPORT SERVICES**

This Agreement for Application Hosting and Technology Support Services (hereinafter the "Agreement") is entered into by and between City of Benson 1410 Kansas Avenue Benson, MN 56215(hereinafter "Customer"), and XEROX ENTERPRISE SOLUTIONS, LLC with offices located at 8260 Willow Oaks Corporate Drive, Fairfax, VA 22031 (hereinafter "XEROX"), referred to individually as Party and collectively as Parties

### **1.0 BACKGROUND AND OBJECTIVES**

This Agreement is entered into in connection with Customer's decision to engage XEROX to provide certain information technology hosting and support services related to Customer's business operations. This Agreement and the Exhibits set forth all terms and conditions governing the relationship between XEROX and Customer.

### **2.0 TERM**

The term of this Agreement (the "Term") will be for six (6) years, from September 1, 2015 – through August 31, 2021 unless earlier terminated or renewed in accordance with the provisions of this Agreement.

### **3.0 SERVICES**

XEROX shall provide all services, personnel, materials, equipment, and tools (hereinafter jointly referred to as the "Services") as set forth in Exhibit A – Statement of Work, attached hereto and made a part hereof. The Statement of Work constitutes the minimum quantity and level of services and deliverables to be provided in connection with this Agreement. Supplemental services may be procured by Customer in accordance with 4.0 hereof.

### **4.0 SUPPLEMENTAL SERVICES**

Any effort, which does not fall within the Statement of Work set forth in Exhibit A, will be subject to the change order process. XEROX will be responsible for assisting Customer in defining, documenting and quantifying the change order. A detailed change order proposal will be prepared by XEROX and submitted to Customer for its review and approval. Customer will be responsible for timely turnaround of a decision on the approval of the change order request. All terms and conditions of the change order proposal (including any applicable payment terms) will be incorporated into a Supplemental Service Agreement ("SSA") a sample of which is annexed hereto as shown in Schedule 1. XEROX will not be required to perform activities that are not specifically stated in the Statement of Work without a fully executed SSA signed by both Parties.

### **5.0 CONFIDENTIALITY**

#### **5.1 Customer Confidential Information**

With respect to information relating to Customer's business which is confidential and clearly so designated ("Customer Confidential Information"), XEROX will instruct its personnel to keep such information confidential by using the same degree of care and discretion that they use with similar information of XEROX which XEROX regards as confidential. However, XEROX shall not be required

receipt requested, postage prepaid, in each case to the address of such Party set forth below (or at such other address as the Party may from time to time specify by notice delivered in the foregoing manner):

If to Customer, to:

If to XEROX, to:

City of Benson  
1410 Kansas Avenue  
Benson, MN 56215

XEROX Enterprise Solutions, LLC  
8260 Willow Oaks Corporate Drive  
Fairfax, VA 22031

Glen Pederson

Attn: GFAS Director of Contracts

**15.8 Survival**

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.

**15.9 Independent Contractors & Use of Subcontractors**

XEROX will perform its obligations under this Agreement as an independent contractor of Customer. Nothing in this Agreement will be deemed to constitute XEROX and Customer as partners, joint venturers, or principal and agent. XEROX has no authority to represent Customer as to any matters, except as expressly authorized in this Agreement or in an authorized Supplemental Service Agreement. XEROX has the right to use, if appropriate, qualified third party vendors.

**15.10 Counterparts**

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first above written.

**CITY OF BENSON, MINNESOTA**

**XEROX ENTERPRISE SOLUTIONS, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: John Hlavac\_\_\_\_\_

Title: \_\_\_\_\_

Title: Director\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit A**  
**Statement of Work**

This Statement of Work describes the application hosting services that XEROX will provide to Customer in connection with this Agreement. Should additional services be required beyond or not defined in the scope of this Agreement, Customer and XEROX may enter into a Supplemental Services Agreement as further described in Section 4.0 of the Agreement, subject to required Customer approvals.

**1.0 Application Software and Related Services**

A key element of this Statement of Work is to provide Customer during the term of the Agreement with licensed access to core XEROX NewVision Application Software used in the daily operation of their agency. The XEROX NewVision Government Suite of Applications being provided are listed below. Customer has run these applications for the past 11 years and agrees they contain the functionality needed to run their business operations:

**1.1 Financial Application System**

XEROX will provide Customer with access to the following Financial Application System modules during the term of the Agreement:

- NewVision Government Financial
- NewVision Capital Assets
- NewVision Cash Register System
- NewVision Payroll
- NewVision Government Utility Billing

**1.2 Key Assumptions Concerning Software**

- XEROX Software, subject matter experts and network services staff are available on a daily basis from 8:00 am to 5:00 pm (CST), Monday through Friday (except XEROX holidays) via a toll-free support number.
- The above listed applications will be available and licensed for up to six (6) concurrent users/pcs who will be identified by the Customer. Access to these applications will be provided during the Term of the Agreement, and via remote connectivity to an XEROX Data Center facility where all programs and data will be securely stored and accessible.
- All access to the Services shall be controlled by user names and passwords issued by XEROX to Customer from time to time upon request by Customer. Each user name and password will be unique to each staff member that Customer designates is authorized to access the Services. Customer is solely responsible for the security of the user names and passwords issued to Customer's staff members. Any access to the Services using such user names and passwords will be deemed access by Customer.
- All standard software upgrades will be provided to Customer at no additional charge during the term of the Agreement. Upgrades are implemented at XEROX' discretion in accordance with XEROX' standard general release schedule for upgrades.

**Exhibit B**  
**Applicable Charges**

**1.0 Based Monthly Fee**

Except as otherwise provided for under Section 2.0 Term of the Agreement, Customer shall pay XEROX a base monthly fee as outlined below for 72 months (September 1, 2015 – August 31, 2021). Services will be invoiced in advance for the following monthly cycle, and payments are due on a net 30 day basis.

**Payment Schedule:**

	<b>Monthly Fee</b>	<b># of Months</b>	<b>Annual Total</b>
<b>September 1, 2015 – August 31, 2016</b>	2,028.50	12	24,341.95
<b>September 1, 2016 – August 31, 2017</b>	1,976.12	12	23,713.41
<b>September 1, 2017 – August 31, 2018</b>	2,051.64	12	24,619.72
<b>September 1, 2018 – August 31, 2019</b>	2,130.19	12	25,562.29
<b>September 1, 2019 – August 31, 2020</b>	2,211.88	12	26,542.57
<b>September 1, 2020 – August 31, 2021</b>	2,296.84	12	27,562.05

**2.0 Other XEROX Services**

Services provided to Customer by XEROX, that are beyond the scope of this Agreement, or are in addition to or supplemental to the scope of this Agreement, will be provided at the then current XEROX labor rate during the Term. The XEROX Account Manager will always obtain prior written approval from Customer on the nature of the services, personnel assigned and estimated time and expenses to be incurred. All such services will be performed in accordance with a fully executed Supplemental Service Agreement (Schedule 1).

**Pricing Assumptions:**

- Except as otherwise set forth herein, travel, lodging, meals and incidental expenses for XEROX staff that are directly related to performing the specific deliverables of this Agreement will be the responsibility of XEROX.
- Any other “expenses” that fall outside the deliverables of this Agreement will be the responsibility of Customer. The XEROX Account Manager will establish an approval process by Customer prior to incurring the expense.

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 1

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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GENERAL FUND REVENUES						
TAXES	1,132,719.37	1,194,655.01	4,579.79	6,520.71	1,218,310.00	1
ABATEMENTS	22,101.81	19,969.55	88.85	109.15	20,000.00	1
LODGING TAXES	27,532.50	29,302.47	8,245.91	6,600.20	25,000.00	26
FRANCHISE FEES	77,503.27	79,717.57	19,656.70	61,883.09	205,000.00	30
BUSINESS LICENSES	7,590.00	7,915.00	7,815.00	8,995.00	7,500.00	120
NON-BUSINESS LICENSES	775.00	715.00	310.00	220.00	1,000.00	22
BUILDING PERMITS	16,241.25	25,130.60	8,819.35	9,145.10	20,000.00	46
LOCAL GOVERNMENT AID	776,650.00	952,025.00			980,033.00	
HOMESTEAD & AG CREDIT AID	130.38	142.32				
POLICE TRAINING REIMBURSEMENT	2,050.51	1,930.86			2,000.00	
INSURANCE PREMIUM TAX-FIRE	37,174.46	38,760.48			25,000.00	
INSURANCE PREMIUM TAX-POLICE	48,256.26	51,407.90			40,000.00	
AIRPORT MAINTENANCE	21,961.17	32,232.62	9,459.59	4,125.91	24,257.00	17
TRANSIT REFUNDS	136,000.00	140,000.00	57,798.81	36,550.00	140,000.00	26
OTHER FED/STATE/LOCAL GRANTS	223,063.11	48,038.96	(18,014.76)	(36,702.14)	18,000.00	(204)
POLICE SERVICES	8,840.00	5,478.96	1,417.46	500.00	5,000.00	10
DARE REVENUES	1,709.22	36.00	36.00		1,500.00	
DOG POUND REVENUES	1,285.00	700.00	45.00	90.00	500.00	18
COPS IN SCHOOLS REIMBURSEMENT	26,806.50	39,532.50	6,237.00		33,000.00	
TOWNSHIP FIRE CONTRACTS	59,874.00	61,669.00	61,669.00	63,522.00	63,550.00	100
FIRE DEPARTMENT CALLS	26,525.10	27,436.66	5,886.66	10,030.00	20,000.00	50
RESQUE SQUAD CALLS	3,528.75	1,065.25	(1,023.50)	1,100.00	2,000.00	55
BUILDING INSPECTIONS SERVICES	34,480.87	35,875.83	11,612.03	12,921.39	40,000.00	32
STREET REPAIR FEES	900.00	3,600.00	300.00	2,700.00	2,000.00	135
EQUIPMENT RENTALS	3,235.00	2,662.50	1,155.00		4,000.00	
WEED REMOVAL CHARGES	942.55	1,255.03			2,000.00	
SWIMMING POOL RECEIPTS	45,370.13	41,701.80	165.87	1,148.39	45,000.00	3
POOL CONCESSION SALES	10,534.53	7,893.02			9,000.00	
ARMORY USE FEES	8,730.00	7,885.00	3,510.00	3,558.75	9,000.00	40
PARK FEES	14,587.78	20,143.02	8,777.59	6,591.46	16,000.00	41
TREE REMOVAL RECEIPTS	1,379.35	4,445.43	(138.00)	550.00	2,000.00	28
BUS FARES	38,915.79	37,054.72	16,291.16	13,541.46	35,000.00	39
BUS SIGN ADVERTISING	720.00	720.00	300.00	300.00	600.00	50
HANGER RENTALS - AIRPORT	11,970.00	11,760.00	5,320.00	7,025.00	12,000.00	59
AIRPORT LAND REVENUES	750.00	7,196.00	7,196.00	6,995.00	5,400.00	130
SALE OF LOTS - CEMETERY	8,722.84	5,040.00	2,320.00	1,680.00	3,500.00	48
SODDING FEES - CEMETERY	405.00	720.00	320.00	160.00	600.00	27
CEMETERY MEMORIALS						
CEMETERY MONUMENT FEES	300.00	275.00	225.00	125.00	300.00	42
PARK SIGN RENTALS	260.00	255.00	75.00	45.00	200.00	23
COURT FINES	19,025.25	19,686.83	9,079.89	9,149.76	15,000.00	61
PARKING FINES	455.00	275.00	275.00	275.00	1,000.00	28

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
SPECIAL ASSESSMENTS	10.82	116.42				
INTEREST EARNINGS	36,796.11	49,506.05	22,824.74	15,760.63	40,000.00	39
UNREALIZED GAIN (LOSS) ON INVEST	(49,682.42)	9,838.64		5,396.10		
PROPERTY RENTS		50.00	50.00			
CIVIC CENTER RENT	30,022.04	27,835.37	8,666.68	10,833.35	14,500.00	75
DONATIONS	3,162.50	5,930.00	1,400.00	9,922.24	1,000.00	992
SALE OF PROPERTY	6,800.00	2,925.53		4,590.00		
REFUNDS & REIMBURSEMENTS	93,643.61	53,927.22	19,705.18	22,242.17	20,000.00	111
REIMBURSEMENTS - GAS & OIL	26,105.96	34,553.69	9,317.85	6,254.89	25,000.00	25
OTHER REVENUE	4,101.24	3,652.72	701.53	911.78	5,000.00	18
MANAGEMENT FEE-EDA & RL FUND	17,848.00	16,288.00			16,000.00	
MANAGEMENT FEES - GARBAGE FUND	8,495.00	8,664.00	3,610.02	3,682.56	8,838.00	42
MANAGEMENT FEE - WATER FUND	37,057.00	37,800.00	15,750.00	16,064.98	38,556.00	42
MANAGEMENT FEE - ELECTRIC FUND	166,699.00	170,040.00	70,849.97	72,268.98	173,440.00	42
MANAGEMENT FEE - LIQUOR FUND	24,612.00	25,104.00	10,460.00	10,669.40	25,606.00	42
MANAGEMENT FEE - SEWER FUND	48,109.00	49,071.00	20,446.26	20,854.98	50,052.00	42
MANAGEMENT FEES - TAX INCREMENT						
TRANSFER FROM OTHER FUNDS	1,432.00	1,354.00			1,650.00	
TRANSFER FROM LIQUOR FUND	60,000.00	80,000.00	80,000.00	80,000.00	80,000.00	100
TRANSFER FROM UTILITY FUND	153,728.00	104,898.00			70,000.00	
<b>TOTAL GENERAL FUND REVENUES</b>	<b>3,528,941.61</b>	<b>3,647,860.53</b>	<b>503,593.63</b>	<b>518,907.29</b>	<b>3,623,892.00</b>	<b>14</b>
<b>GENERAL FUND EXPENDITURES</b>						
<b>MAYOR &amp; COUNCIL</b>						
SALARIES - CITY COUNCIL	15,730.00	15,530.00	6,620.00	6,555.00	16,000.00	41
PENSIONS	1,203.41	1,188.11	506.46	501.47	1,200.00	42
OFFICE SUPPLIES	60.06				100.00	
MAYOR & COUNCIL CONTINGENCY	170.31	4,578.73	683.98		500.00	
TRAVEL EXPENSE	1,283.68	1,165.37	622.27	229.53	1,000.00	23
TRAINING & INSTRUCTION	935.00	1,110.00	815.00	65.00	850.00	8
PRINTING & PUBLISHING	4,090.09	4,129.16	1,215.74	1,963.50	4,000.00	49
OTHER INS - PUBLIC OFF LIAB	17,174.97	9,660.00	9,660.00	9,068.00	10,000.00	91
DUES & SUBSCRIPTIONS	7,921.00	8,475.00	5,239.00	5,596.00	8,500.00	66
<b>TOTAL: MAYOR &amp; COUNCIL</b>	<b>48,568.52</b>	<b>45,836.37</b>	<b>25,362.45</b>	<b>23,978.50</b>	<b>42,150.00</b>	<b>57</b>
<b>ADMINISTRATION &amp; FINANCE</b>						
SALARIES	262,015.43	271,435.66	116,138.51	115,133.23	268,000.00	43
PENSIONS	46,111.28	46,476.66	19,685.01	22,101.60	47,900.00	46
HEALTH, LIFE, DISB + CAFETERIA	54,836.38	58,347.64	23,569.41	24,231.50	59,500.00	41
OFFICE SUPPLIES	4,731.46	4,997.17	2,364.51	2,188.62	6,000.00	36
DUPLICATING & COPYING	2,506.94	2,791.10	1,316.90	1,246.72	4,000.00	31

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 3

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
POSTAGE	2,082.30	1,425.24	107.37	126.86	3,000.00	4
SAFETY AND DRUG TESTING	843.35	579.72	233.17		500.00	
GAS & OIL	3,422.59	2,704.90	1,146.52	727.94	3,000.00	24
EQUIPMENT REPAIR PARTS	1,290.06	2,694.92	1,716.41	(687.99)	1,500.00	(46)
SMALL TOOLS AND EQUIPMENT	2,097.49	6,254.87	1,193.70	655.33	4,000.00	16
UTILITY CONTRACTED SERVICES	12,000.00	12,000.00	5,000.00	6,000.00	14,400.00	42
OTHER CONTRACTED SERVICES	12,880.15	8,902.06	3,730.06	6,731.50	8,000.00	84
CONSULTING SERVICES	4,679.50	27,791.81	4,729.00	22,278.26	8,000.00	278
TELEPHONE	9,193.66	8,998.61	3,564.82	3,722.83	10,000.00	37
TRAVEL EXPENSE	8,572.91	5,084.14	2,519.71	1,350.68	7,000.00	19
TRAINING & INSTRUCTION	2,616.42	2,092.73	1,433.85	1,153.52	2,500.00	46
PUBLIC INFORMATION	131.32					
INSURANCE	2,075.00	6,320.00	5,945.00	5,991.00	6,000.00	100
WORKERS COMPENSATION	1,797.08	1,811.00	1,811.00	1,540.00	2,000.00	77
DUES & SUBSCRIPTIONS	2,116.28	2,169.98	1,443.98	1,156.83	2,200.00	53
TOTAL: ADMINISTRATION & FINANCE	435,999.60	472,878.21	197,648.93	215,648.43	457,500.00	47
ELECTIONS						
TEMPORARY SALARIES	1,326.85	1,881.11			1,500.00	
OFFICE SUPPLIES	3,261.18	600.90			3,500.00	
TOTAL: ELECTIONS	4,588.03	2,482.01			5,000.00	
AUDITING & ACCTING SERVICES	19,850.00	20,675.00	10,337.00		21,500.00	
ASSESSING SERVICES CONTRACTED	17,369.00	17,292.00	17,292.00	17,292.00	17,500.00	99
CITY ATTORNEY						
OFFICE SUPPLIES	1,372.03	401.27	112.02	70.78	800.00	9
CITY ATTORNEY CONTRACT	25,386.50	21,152.50	8,909.00	6,988.00	26,000.00	27
TOTAL: CITY ATTORNEY	26,758.53	21,553.77	9,021.02	7,058.78	26,800.00	26
CITY HALL						
BUILDING MAINTENANCE & SUPPL	8,097.81	7,052.22	4,019.75	1,816.67	13,000.00	14
CONTRACTED SERV - CLEANING	3,817.18	3,835.30	1,406.00	1,680.00	4,000.00	42
INSURANCE	4,800.00	4,543.00	4,543.00	4,600.00	5,000.00	92
UTILITIES	7,331.08	8,823.18	4,716.20	3,033.60	9,000.00	34
HEATING COST	3,794.30	5,560.28	4,207.36	2,067.94	5,000.00	41
TOTAL: CITY HALL	27,840.37	29,813.98	18,892.31	13,198.21	36,000.00	37

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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<b>POLICE DEPARTMENT</b>						
SALARIES	465,656.22	465,526.46	182,699.36	197,803.70	472,800.00	42
PENSIONS	77,847.50	85,082.75	34,460.83	40,433.44	95,400.00	42
HEALTH, LIFE & DISB INSURANCE	78,787.48	106,307.31	33,982.33	37,043.05	80,300.00	46
OFFICE SUPPLIES	4,184.30	4,853.73	2,288.33	3,669.60	4,500.00	82
GAS & OIL	26,023.57	26,165.30	11,947.54	7,688.67	22,000.00	35
OPERATING SUPPLIES	17,914.98	18,383.39	7,553.07	7,390.36	16,000.00	46
UNIFORM ALLOWANCE	14,196.07	13,966.04	9,248.34	3,382.46	10,000.00	34
PERSONNEL TESTING & RECRUIT INVESTIGATIONS	2,098.45	319.47		525.00	1,500.00	35
EQUIPMENT REPAIR PARTS	23,565.35	32,262.03	13,066.78	9,717.66	32,000.00	30
EQUIPMENT REPAIRS CONTRACTED	2,924.81	3,350.32	755.79	1,119.00	2,500.00	45
EQUIPMENT REPAIRS CONTRACTED	10,125.26	5,291.30	2,964.53	3,023.90	9,000.00	34
SMALL TOOLS & EQUIPMENT	7,878.42	8,031.46	4,281.31	3,274.89	9,000.00	36
CONTRACTED RECORDS MAINT					4,000.00	
TELEPHONE	7,311.19	8,387.00	3,229.51	3,644.80	7,500.00	49
DRUG EDUCATION & ENFORCEMENT		915.75		665.09	2,500.00	27
DARE EXPENDITURES	1,748.39	1,928.08	4,203.86	1,579.75	2,000.00	79
TRAVEL EXPENSE	2,478.54	6,404.92	3,564.05	623.01	4,000.00	16
TRAINING & INSTRUCTION	3,174.03	6,387.57	3,218.35	1,351.24	7,000.00	19
INSURANCE	19,251.00	7,958.00	7,958.00	10,797.00	9,000.00	120
WORKERS COMPENSATION	12,451.05	12,546.00	12,546.00	10,778.00	11,500.00	94
RENTS	1,680.00	1,680.00	740.00	740.00	1,600.00	46
DUES & SUBSCRIPTIONS	2,288.95	2,161.00	1,822.00	3,038.00	2,800.00	109
DOG POUND EXPENSES	2,269.36	1,018.58	150.02	434.00	1,700.00	26
<b>TOTAL: POLICE DEPARTMENT</b>	<b>783,854.92</b>	<b>818,926.46</b>	<b>340,680.00</b>	<b>348,722.62</b>	<b>808,600.00</b>	<b>43</b>
<b>FIRE DEPARTMENT</b>						
PART TIME - SALARIES	42,437.74	42,708.76	1,614.75	1,749.31	48,000.00	4
OFFICE SUPPLIES	47.74	384.53	42.00	75.80	750.00	10
GAS & OIL	2,303.95	2,050.28	1,058.21	823.40	2,600.00	32
OPERATING SUPPLIES	4,703.77	3,099.07	1,066.35	1,211.21	4,000.00	30
EQUIPMENT REPAIR PARTS	445.17	502.76	317.80	764.53	4,000.00	19
EQUIPMENT REPAIR CONTRACTUAL	2,104.00	6,046.65	4,344.83	725.43	5,000.00	15
RADIO REPAIRS CONTRACTED	76.95			441.98	1,000.00	44
BUILDING MAINTENANCE & SUPPL	15,522.31	2,885.04	2,561.05	2,409.76	3,000.00	80
BUILDING REPAIRS CONTRACTED	600.00	1,395.94				
SMALL TOOLS & EQUIPMENT	4,007.27	5,392.28	2,924.76	442.50	6,000.00	7
TELEPHONE	171.69	172.19	71.80	71.89	200.00	36
CONTRACTED SERVICES	1,932.08	934.04	50.27	172.74		
TRAVEL EXPENSE	1,490.24	1,982.29	1,012.56	913.67	1,200.00	76
TRAINING & INSTRUCTION	3,851.89	3,752.80	3,702.80	3,735.00	5,000.00	75

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 5

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
INSURANCE	15,136.24	9,274.00	9,274.00	10,250.00	10,000.00	103
WORKERS COMPENSATION	6,268.48	6,390.00	6,390.00	5,773.00	6,500.00	89
UTILITIES	4,262.76	3,814.08	1,692.23	1,777.46	4,000.00	44
HEATING COST	3,283.05	3,876.26	2,823.69	1,620.01	4,000.00	41
HYDRANT RENTALS/FIRE SERVICE	10,000.00	10,000.00	4,166.65	4,166.65	10,000.00	42
DUES & SUBSCRIPTIONS	432.00	509.00	320.00	678.00	500.00	136
<b>TOTAL: FIRE DEPARTMENT</b>	<b>119,077.33</b>	<b>105,169.97</b>	<b>43,433.75</b>	<b>37,802.34</b>	<b>115,750.00</b>	<b>33</b>
<b>BUILDING DEPARTMENT</b>						
SALARIES	46,364.56	47,200.56	18,518.88	18,897.16	47,800.00	40
PENSIONS	8,681.98	9,193.66	3,694.62	3,869.57	8,600.00	45
HEALTH, LIFE AND DISABILITY	10,715.40	11,537.44	4,834.52	4,922.87	12,800.00	38
GAS	853.84	637.66	337.57	115.19	700.00	16
OPERATING SUPPLIES	1,704.36	2,532.96	371.70	590.67	1,600.00	37
CONTRACTED SERV.-OTHER EXPENSE	527.50	4,976.50	2,489.50	327.00	1,000.00	33
TELEPHONE	718.38	721.07	302.45	414.66	750.00	55
TRAVEL EXPENSE	4,183.82	4,272.90	1,879.46	2,213.20	4,000.00	55
TRAINING & INSTRUCTION	680.00	469.59	420.00	979.79	600.00	163
DUES & SUBSCRIPTIONS		60.00	60.00	75.00	100.00	75
<b>TOTAL: BUILDING DEPARTMENT</b>	<b>74,429.84</b>	<b>81,602.34</b>	<b>32,908.70</b>	<b>32,405.11</b>	<b>77,950.00</b>	<b>42</b>
<b>HIGHWAY STREETS &amp; ROADS</b>						
SALARIES	197,182.41	214,917.23	74,822.49	79,847.18	197,000.00	41
PENSIONS	33,826.48	38,859.67	13,496.84	14,970.43	35,000.00	43
HEALTH, LIFE & DISB INSURANCE	27,693.00	26,026.27	10,578.03	10,437.44	36,000.00	29
OFFICE SUPPLIES	80.59	28.71	28.71	5.99	80.00	7
GAS & OIL	40,225.18	42,920.95	16,191.76	11,379.35	33,000.00	34
OPERATING SUPPLIES	10,007.28	8,886.12	3,753.26	2,998.33	11,000.00	27
STREET MARKINGS & SIGNS	11,242.09	7,932.16	7,203.95	2,397.60	10,000.00	24
SHOP SUPPLIES	859.36	495.18	239.25	466.48	1,000.00	47
EQUIPMENT REPAIR PARTS	20,065.36	16,089.90	9,084.86	3,856.95	15,000.00	26
TIRES	12,806.61	5,273.39	5,273.39	5,262.72	10,000.00	53
EQUIPMENT REPAIRS CONTRACTED	23,106.68	4,553.23	989.29	2,815.98	8,000.00	35
STREET MAINTENANCE-MATERIALS	15,163.23	7,857.94	631.75	324.00	30,000.00	1
STREET MAINT.- SEALCOATING				5,730.00	90,000.00	6
SNOW REMOVAL	17,682.38	13,845.11	4,203.01		10,000.00	
FLOOD CONTROL						
BUILDING MAINTENANCE & SUPPL	4,275.01	1,318.18	318.54	6,628.50	2,500.00	265
SMALL TOOLS & EQUIPMENT	4,080.95	6,078.39	5,768.03	4,729.78	5,000.00	95
TELEPHONE	900.00	900.00	375.00	375.00	900.00	42
TRAVEL EXPENSE	187.20	310.38	181.05		450.00	

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
TRAINING & INSTRUCTION	773.78	1,009.34	959.75	798.31	1,000.00	80
INSURANCE	21,970.00	14,871.00	13,676.00	14,400.00	14,000.00	103
WORKERS COMPENSATION	13,689.57	14,202.00	14,202.00	15,191.55	14,000.00	109
UTILITIES	4,598.47	5,787.08	2,191.01	2,292.48	4,500.00	51
HEATING COST	2,784.66	3,480.42	2,380.94	1,496.90	3,000.00	50
STREET LIGHTING UTILITIES	63,499.36	60,326.58	26,075.23	27,006.95	70,000.00	39
LAUNDRY	877.50	949.62	380.66	365.93	1,000.00	37
TOTAL: STREET DEPARTMENT	527,577.15	496,918.85	213,004.80	213,777.85	602,430.00	35
ORGANIZED RECREATION						
MANAGEMENT FEES	19,872.57	18,430.99			19,500.00	
SENIOR CITIZEN PROGRAM	10,537.43	10,766.49	6,228.99	5,579.76	10,500.00	53
TOTAL: ORGANIZED RECREATION	30,410.00	29,197.48	6,228.99	5,579.76	30,000.00	19
SWIMMING POOL						
TEMPORARY SALARIES	41,026.29	39,028.96	850.25		43,000.00	
PENSIONS	3,138.54	2,985.72	65.05		3,300.00	
OPERATING SUPPLIES	7,457.05	6,236.94	1,410.47	3,246.99	8,200.00	40
BUILDING MAINTENANCE & SUPPL	6,597.61	18,932.87	11,330.25	1,895.25	22,000.00	9
BUILDING REPAIRS CONTRACTED	568.75	767.15			1,000.00	
CONCESSION SUPPLIES	8,875.74	8,480.53		2,038.42	9,000.00	23
TELEPHONE	427.07	556.58	181.93	339.70	450.00	75
INSURANCE	8,561.42	7,657.00	7,657.00	7,963.00	8,000.00	100
UTILITIES	10,406.70	9,989.60	579.01	688.44	11,500.00	6
HEATING COST	7,210.18	7,793.11	162.17	142.93	7,000.00	2
TOTAL: SWIMMING POOL	94,269.35	102,428.46	22,236.13	16,314.73	113,450.00	14
ARMORY						
OPERATING SUPPLIES	2,174.09	129.79	70.64	10.40	500.00	2
BUILDING MAINT & SUPPLIES	5,306.71	1,512.86	433.21	1,053.93	3,000.00	35
CONTRACTED SERVICES	1,395.13	13,049.93	20.87	11,675.10	12,000.00	97
TELEPHONE	511.53	484.34	200.69	203.83	500.00	41
INSURANCE	2,400.00	1,610.00	1,610.00	1,960.00	1,700.00	115
UTILITIES	2,179.41	1,891.83	800.00	1,076.89	2,000.00	54
HEATING COST	2,110.63	3,053.42	1,866.85	895.68	2,300.00	39
TOTAL: ARMORY	16,077.50	21,732.17	5,002.26	16,875.83	22,000.00	77
PARKS						
SALARIES	79,245.05	91,719.42	34,468.97	39,058.66	75,000.00	52

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 7

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
PENSIONS	11,149.20	13,830.19	5,701.90	6,439.70	11,000.00	59
HEALTH, LIFE & DISB INSURANCE	12,683.13	12,618.57	5,060.83	4,711.40	12,000.00	39
MOSQUITO SPRAY & SUPPLIES	724.93	4,148.71		8,697.40	8,000.00	109
CHEMICALS & CHEM SUPPLIES	3,319.75	725.68		217.52	5,000.00	4
GAS & OIL	8,343.39	10,242.06	2,633.79	2,085.94	10,000.00	21
OPERATING SUPPLIES	19,713.78	14,308.35	5,777.83	5,691.96	15,000.00	38
LANDSCAPING MATERIALS	10,837.81	2,151.86	1,392.42	3,152.61	7,000.00	45
EQUIPMENT REPAIR PARTS	12,513.78	11,852.83	5,806.74	5,844.19	8,000.00	73
EQUIPMENT REPAIRS CONTRACTED	2,030.60	2,076.15	805.05	400.61	2,000.00	20
BUILDING REPAIR AND MAINT	4,691.10	6,411.66	5,357.09	9,917.23	3,500.00	283
SMALL TOOLS & EQUIPMENT	4,518.84	20,885.18	18,889.04	5,205.58	12,000.00	43
CONTRACTED SERVICES-MOWING	5,063.14	5,622.08	469.54	971.39	5,000.00	19
CONTRACTED SERVICES-TREE REMOV	147,466.72	25,801.06	158.56	2,321.00	27,000.00	9
CONTRACTED SERVICES-OTHER	5,598.51	7,030.00	800.00	1,595.00	5,000.00	32
TELEPHONE	720.03	794.91	329.70	332.83	500.00	67
TRAVEL EXPENSE	360.72	390.76	191.13	123.00	500.00	25
TRAINING & INSTRUCTION	322.54	776.64	498.23	31.00	500.00	6
INSURANCE	15,442.86	17,132.00	17,132.00	16,843.25	17,400.00	97
UTILITIES	6,577.66	9,171.47	2,728.50	3,003.07	8,000.00	38
RENT	1,800.00	1,800.00	750.00	750.00	1,800.00	42
CEMETERY	2,560.53	12,076.49	3,330.87	7,092.66	5,000.00	142
TOTAL: PARK DEPARTMENT	355,684.07	271,566.07	112,282.19	124,486.00	239,200.00	52
LODGING TAX EXPENSES	27,138.18	22,970.84	9,501.00	5,559.88	31,750.00	18
PROPERTY TAX ABATEMENTS	8,808.05	26,863.55			20,000.00	
NOT ALLOCATED	8,650.63	15,630.88	10,521.47	8,532.60	10,000.00	85
PUBLIC TRANSIT						
SALARIES	84,384.81	90,627.63	35,434.08	38,260.70	95,000.00	40
PENSIONS	13,170.16	13,921.33	5,588.75	6,272.97	15,200.00	41
HEALTH, LIFE & DISB INSURANCE	14,893.52	16,845.77	6,981.91	7,949.22	16,525.00	48
GAS & OIL	26,722.80	23,453.97	11,357.57	6,659.46	23,000.00	29
PERSONNEL TESTING	7,848.96	1,125.00				
OPERATING SUPPLIES	1,671.73	1,013.18	592.58	893.36	1,500.00	60
EQUIPMENT REPAIR PARTS	8,721.33	7,124.87	1,550.20	6,039.10	8,000.00	75
TIRES	1,411.65	2,133.36	2,133.36	1,592.10	3,000.00	53
TELEPHONE	511.88	498.07	204.66	211.13	600.00	35
TRAVEL EXPENSE	496.10	681.63	276.52		600.00	
TRAINING & INSTRUCTION	225.00	155.00	155.00	155.00	200.00	78
ADVERTISING					500.00	

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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INSURANCE	4,764.00	8,540.11	8,384.56	5,450.00	9,000.00	61
WORKERS COMPENSATION	5,339.98	4,331.00	4,331.00	4,250.70	4,500.00	94
RENT	4,500.00	4,500.00	1,875.00	1,875.00	4,500.00	42
DUES AND SUBSCRIPTIONS						
TOTAL: PUBLIC TRANSIT	174,661.92	174,950.92	78,865.19	79,608.74	182,125.00	44
AIRPORT						
SALARIES	2,500.00	2,500.00			2,500.00	
PENSIONS	192.00	192.00			500.00	
GAS	19,309.63	36,217.03	16,395.60		23,000.00	
OPERATING SUPPLIES	3,002.94	2,404.07	400.00	575.00	3,000.00	19
BUILDING MAINTENANCE & SUPPL	6,821.19	12,151.63	1,946.61	2,384.56	5,000.00	48
MANAGEMENT FEES	4,200.00	4,390.00	1,900.00	1,750.00	4,500.00	39
CONTRACTED SERVICES	12.00	3,720.38			500.00	
TELEPHONE	894.42	871.60	354.34	371.82	900.00	41
INSURANCE	4,820.00	5,273.00	5,273.00	5,683.00	5,200.00	109
UTILITIES	11,450.22	8,565.99	3,502.05	3,354.31	10,000.00	34
HEATING COST	483.03	1,279.27	848.86	447.42	1,000.00	45
TOTAL: AIRPORT	53,685.43	77,564.97	30,620.46	14,566.11	56,100.00	26
TRANSFERS						
TRANSFER TO LIBRARY FUND						
TRANSFER TO FIRE DEPT BOND FND						
TRANS TO CAPITAL OUTLAY FUND	412,000.00	520,000.00			533,000.00	
TRANS TO GOLF CLUB FUND	4,317.40	4,180.00			70,000.00	
TRANSFER TO CONCRETE PROJECTS	15,000.00	15,000.00			15,000.00	
TRANS TO STORM WATER FUND	200,000.00					
TRANS TO FIRE RELIEF FUND	47,202.46	50,563.48			36,000.00	
TRANS TO OTHER FUNDS						
TRANS TO CIVIC CENTER	26,000.04	26,000.04	10,833.35	10,833.35	60,837.00	18
TOTAL GENERAL FUND EXPENDITURES	3,559,818.32	3,471,797.82	1,194,672.00	1,192,240.84	3,630,642.00	33
TOTAL REVENUES LESS EXPENDITURES	(30,876.71)	176,062.71	(691,078.37)	(673,333.55)	(6,750.00)	9975
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06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 9

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
LIBRARY FUND						
TAXES	104,313.87	106,765.61	421.69	582.75	109,710.00	1
INTEREST EARNINGS						
RENTALS						
DONATIONS	5,433.73	1,052.44	408.40	620.10		
BUILDING DONATIONS						
SALE OF PROPERTY						
REFUNDS & REIMBURSEMENTS	2,017.42	2,792.72	825.72	963.89	2,000.00	48
TRANSFER FROM GENERAL FUND						
TRANSFER FROM OTHER FUNDS	396.00	364.00			450.00	
TOTAL LIBRARY FUND REVENUES	112,161.02	110,974.77	1,655.81	2,166.74	112,160.00	2
EXPENDITURES						
OFFICE & OPERATING SUPPLIES	3,530.56	5,101.08	3,648.46	1,365.77	5,000.00	27
EQUIPMENT REPAIRS					500.00	
BUILDING MAINTENANCE & SUPPL	5,261.21	8,523.06	4,443.56	1,385.75	6,000.00	23
BUILDING REPAIRS CONTRACTED						
MANAGEMENT FEES-PIONEERLAND	74,850.00	77,097.00	38,548.50	39,705.00	79,410.00	50
CONTRACTED SERV - CLEANING	4,605.00	4,740.00	1,975.00	1,975.00	5,000.00	40
TELEPHONE	922.81	903.24	365.97	384.23	1,000.00	38
TRAVEL	175.00	357.36			750.00	
INSURANCE	3,500.00	3,864.00	3,864.00	4,400.00	3,900.00	113
UTILITIES	4,484.15	2,452.37	852.34	893.96	5,200.00	17
HEATING COST	2,125.90	2,585.72	1,340.18	1,212.01	2,300.00	53
CAPITAL OUTLAY		41,468.85			5,000.00	
CAPITAL OUTLAY - BOOKS	3,000.00	3,538.23	1,056.80		3,100.00	
TOTAL LIBRARY FUND EXPENDITURES	102,454.63	150,630.91	56,094.81	51,321.72	117,160.00	44
TOTAL REVENUES LESS EXPENDITURES	9,706.39	(39,656.14)	(54,439.00)	(49,154.98)	(5,000.00)	983

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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*** WATER FUND ***						
SALE OF SERVICE	561,063.10	563,912.47	219,661.76	225,812.29	592,000.00	38
CONNECTION FEES	750.00	250.00		750.00	500.00	150
FIRE SERVICE FEE	10,000.00	10,000.00	4,166.65	4,166.65	10,000.00	42
REFUNDS & REIMBURSEMENTS	18,995.60	4,851.06	3,298.22	2,350.30	5,000.00	47
TOTAL REVENUES	590,808.70	579,013.53	227,126.63	233,079.24	607,500.00	38
EXPENDITURES						
SALARIES	103,158.58	109,447.75	42,479.40	40,369.85	110,000.00	37
EARNED BENEFITS	(15,024.35)	1,077.65			1,200.00	
FRINGE BENEFITS	36,946.30	39,111.23	16,484.46	15,726.04	42,530.00	37
OFFICE SUPPLIES	160.52	334.35	334.35	57.48	500.00	11
CHEMICALS & CHEMICAL SUPPLIES	23,116.08	17,830.85	4,635.34	9,009.25	25,000.00	36
GAS & OIL	3,405.48	3,698.41	1,749.55	1,254.58	3,500.00	36
OPERATING SUPPLIES	5,517.32	7,636.77	3,913.01	563.86	5,500.00	10
LABORATORY AND TESTING	5,367.80	1,398.00	766.99	182.79	4,000.00	5
EQUIPMENT REPAIR & MAINTENANCE	7,401.50	3,707.28	1,884.37	158.97	5,500.00	3
MAINTAIN SYSTEM	76,619.52	65,319.34	13,621.28	16,518.26	39,000.00	42
BUILDING REPAIR & MAINTENANCE	3,190.56	1,224.62	464.02	162.99	2,000.00	8
MANAGEMENT FEES	37,057.00	37,800.00	15,750.00	16,065.00	38,556.00	42
TELEPHONE	1,941.53	2,017.28	811.77	812.50	2,000.00	41
TRAVEL	935.06	698.59	578.29	388.19	1,000.00	39
TRAINING	1,832.41	1,341.60	792.42	599.52	2,000.00	30
MARKETING	596.03	569.02	569.02		600.00	
INSURANCE	14,350.00	8,630.00	3,590.00	3,600.00	5,200.00	69
WORK COMP INSURANCE	3,489.31	145.00	145.00		3,500.00	
ELECTRIC UTILITIES	29,678.70	26,063.68	11,856.43	10,904.61	29,000.00	38
DEPRECIATION	190,821.00	190,169.86	77,847.35	77,847.35	190,000.00	41
MISCELLANEOUS	4,422.83	5,724.72	2,296.27	10,561.93	5,000.00	211
INTERDEPARTMENTAL CHARGES	12,375.00	12,375.00	5,156.25	5,156.25	12,375.00	42
TOTAL EXPENDITURES	547,358.18	536,321.00	205,725.57	209,939.42	527,961.00	40
OPERATING PROFIT/ (LOSS)	43,450.52	42,692.53	21,401.06	23,139.82	79,539.00	29

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 11

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
OTHER INCOME & EXPENSE						
INTEREST INCOME	10,871.22	7,723.94	3,509.77	3,733.95	10,000.00	37
CONTRIBUTED CAPITAL DEPRECIAT'N		340.99		21,500.00		
GAIN/LOSS ON FIXED ASSET SALE						
INTEREST EXPENSE	(68,500.38)	(70,437.92)	(8,058.07)	(7,604.58)	(62,300.00)	12
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	<u>(11,478.64)</u>	<u>(19,680.46)</u>	<u>16,852.76</u>	<u>40,769.19</u>	<u>27,239.00</u>	150

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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*** SEWER FUND ***						
SALE OF SERVICE	738,025.69	825,195.71	340,316.08	338,713.12	867,000.00	39
CONNECTION FEES	4,000.00	2,500.00		6,000.00	2,000.00	300
REFUNDS & REIMBURSEMENTS	4,722.53	1,570.65	388.45	1,582.96	2,000.00	79
<b>TOTAL REVENUES</b>	<b>746,748.22</b>	<b>829,266.36</b>	<b>340,704.53</b>	<b>346,296.08</b>	<b>871,000.00</b>	<b>40</b>
<b>EXPENDITURES</b>						
SALARIES	5,532.95	6,036.69	2,451.36	2,949.09	6,800.00	43
EARNED BENEFITS	(20,117.72)	1,225.71			300.00	
FRINGE BENEFITS	1,779.68	2,126.96	866.64	823.45	2,100.00	39
OFFICE SUPPLIES					200.00	
CHEMICALS & CHEMICAL SUPPLIES		33,090.80	12,168.30	12,269.52	34,000.00	36
GAS & OIL	3,396.89	3,117.38	864.10	376.14	3,000.00	13
OPERATING SUPPLIES	1,968.61	1,166.78	1,030.95	575.91	1,000.00	58
LABORATORY AND TESTING	2,070.70			338.16		
CONTRACTED SERVICES-TESTING		356.50				
EQUIPMENT REPAIR & MAINTENANCE	13,425.73	12,781.76	27.19	11,338.39	12,000.00	94
MAINTAIN SYSTEM	28,493.10	52,092.62	20,340.11	13,001.89	34,000.00	38
BUILDING REPAIR & MAINTENANCE	8,837.63	5,395.52	2,449.80	1,092.87	10,000.00	11
CONTRACTED OPERATIONS	287,511.00	256,505.00	108,585.00	100,555.00	241,332.00	42
MANAGEMENT FEES	48,109.00	49,071.00	20,446.25	20,855.00	50,052.00	42
TELEPHONE	234.28	234.64	97.74	91.40	300.00	30
TRAVEL	22.34	163.26	57.45	434.24	300.00	145
TRAINING	482.20	330.43	330.43	323.00	500.00	65
INSURANCE	19,791.00	12,951.00	5,396.25	5,396.25	13,000.00	42
WORK COMP INSURANCE	489.68					
ELECTRIC UTILITIES	38,894.15	45,452.50	20,732.63	21,391.35	44,000.00	49
HEAT	6,008.52	6,291.40	3,815.64	2,770.70	6,500.00	43
DEPRECIATION	318,503.84	328,486.16	132,600.75	132,600.75	315,000.00	42
MISCELLANEOUS	4,999.42	5,973.53	1,616.74	1,703.44	4,000.00	43
INTERDEPARTMENTAL CHARGES	21,360.00	21,360.00	8,900.00	8,900.00	21,360.00	42
<b>TOTAL EXPENDITURES</b>	<b>791,793.00</b>	<b>844,209.64</b>	<b>342,777.33</b>	<b>337,786.55</b>	<b>799,744.00</b>	<b>42</b>
OPERATING PROFIT/(LOSS)	(45,044.78)	(14,943.28)	(2,072.80)	8,509.53	71,256.00	12

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 13

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
OTHER INCOME & EXPENSE						
SPECIAL ASSESSMENTS						
INTEREST INCOME	3,667.30	1,035.63	782.92	633.39	2,000.00	32
CONTRIBUTED CAPITAL DEPRECIAT'N						
INTEREST EXPENSE	(71,366.47)	(75,877.57)	(8,304.04)	(7,569.95)	(60,200.00)	13
GAIN/LOSS ON DISPOSAL OF ASSET						
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	(112,743.95)	(89,785.22)	(9,593.92)	1,572.97	13,056.00	12

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 14

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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*** GARBAGE COLLECTION FUND ***						
REVENUES						
SALE OF GARBAGE TAGS	4,365.07	3,671.86	1,671.51	1,331.52	4,000.00	33
GARBAGE BILLINGS	162,359.69	162,333.75	67,491.00	67,328.99	163,000.00	41
OTHER REVENUE	135.27	435.59	64.04	161.22	200.00	81
TOTAL REVENUES	166,860.03	166,441.20	69,226.55	68,821.73	167,200.00	41
EXPENDITURES						
OPERATING SUPPLIES	1,768.10	1,195.20	1,103.30	1,596.42	1,200.00	133
MANAGEMENT FEES	8,495.00	8,664.00	3,610.00	3,682.50	8,838.00	42
CONTRACTED GARBAGE PICKUP	103,944.01	103,944.00	43,310.00	43,310.00	114,000.00	38
REFUSE DISPOSAL	44,196.00	43,956.80	16,757.60	16,566.40	80,000.00	21
UNCOLLECTABLE ACCOUNTS	847.96	762.40			1,000.00	
TOTAL EXPENDITURES	159,251.07	158,522.40	64,780.90	65,155.32	205,038.00	32
OPERATING PROFIT/(LOSS)	7,608.96	7,918.80	4,445.65	3,666.41	(37,838.00)	(10)
INTEREST INCOME	2,119.44	2,079.30	847.27	898.15	2,100.00	43
NET INCOME/(LOSS)	9,728.40	9,998.10	5,292.92	4,564.56	(35,738.00)	(13)
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06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 15

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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*** ELECTRIC FUND ***						
REVENUES						
SALE OF SERVICE	3,139,817.57	3,089,034.35	1,348,829.50	1,311,628.88	3,132,000.00	42
MISCELLANEOUS	77,590.87	41,247.24	21,859.56	12,816.59	44,000.00	29
ADMINISTRATIVE SERVICES	12,000.00	12,000.00	5,000.04	6,000.01	14,400.00	42
INTERDEPARTMENTAL CHARGES	33,735.00	33,735.00	14,056.25	14,056.25	33,735.00	42
REFUNDS AND REIMBURSEMENTS	79,537.98	25,810.72	548.30	2,629.22	10,000.00	26
CONSERVATION REBATES	28,867.50	26,529.00	15,108.00	2,695.00	20,000.00	13
TRANSMISSION REVENUE	4,169.15	5,577.41	1,882.47	871.59	5,000.00	17
GENERATION CAPACITY REVENUE	48,852.00	16,910.00	17,599.00			
DEDICATED CAPACITY REVENUE	313,200.00	313,000.00	126,420.00	134,000.00	322,800.00	42
GENERATION SALES	10,262.23	9,074.21	2,112.78	2,263.09	9,000.00	25
BACKUP POWER AGREEMENT	681,791.09	610,634.97	218,434.34	123,171.72	450,000.00	27
TOTAL REVENUES	4,429,823.39	4,183,552.90	1,771,850.24	1,610,132.35	4,040,935.00	40
EXPENDITURES						
POWER PRODUCTION						
GAS & OIL	42,086.13	174.00			30,000.00	
OPERATING SUPPLIES						
EQUIPMENT REPAIR & MAINTENANCE	75,953.10	54,537.73	18,372.32	17,660.08	115,000.00	15
BUILDING REPAIR & MAINT	1,255.07	4,886.29	429.56	967.37	1,500.00	64
MANAGEMENT FEES-POWER PRODUCT	16,669.91	17,004.00	7,085.00	7,227.00	17,344.00	42
MRES-OPERATION & MAINT	30,151.50	21,703.19	4,793.00	7,083.21	23,000.00	31
CONTRACTED SERVICES						
UTILITIES	35,644.18	34,197.21	18,437.31	20,613.78	30,000.00	69
MISCELLANEOUS						
TOTAL POWER PRODUCTION	201,759.89	132,502.42	49,117.19	53,551.44	216,844.00	25
PURCHASED POWER						
PURCHASED POWER	1,527,111.25	1,499,408.78	660,474.38	605,311.48	1,620,000.00	37
WHEELING	296,073.39	268,671.70	115,810.65	116,730.35	290,000.00	40
BACKUP POWER AGREEMENT COSTS	327,037.47	258,777.47	127,566.34	106,702.80	250,000.00	43
TOTAL PURCHASED POWER	2,150,222.11	2,026,857.95	903,851.37	828,744.63	2,160,000.00	38

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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<b>TRANSMISSION</b>						
MAINTENANCE OF TRANS LINE	203.84				1,000.00	
MANAGMENT FEES-TRANSMISSION	16,669.90	17,004.00	7,085.00	7,227.00	17,344.00	42
MRES-STATION & MAINT	1,151.00	755.85	315.00	416.66	2,000.00	21
OTHER CONTRACTED SERVICES						
<b>TOTAL TRANSMISSION</b>	<b>18,024.74</b>	<b>17,759.85</b>	<b>7,400.00</b>	<b>7,643.66</b>	<b>20,344.00</b>	<b>38</b>
<b>DISTRIBUTION</b>						
MRES - OFFICE ADDER	8,876.41	38,615.77	10,373.00	8,622.09	22,500.00	38
GAS & OIL	11,965.06	8,962.12	4,119.90	2,850.67	11,000.00	26
OPERATING SUPPLIES	16,705.51	15,902.44	6,794.59	6,456.64	16,000.00	40
EQUIPMENT REPAIRS & MAINT	23,189.56	30,795.30	10,037.38	12,359.32	23,000.00	54
MAINTAIN SYSTEM	47,763.42	31,937.99	4,405.34	5,976.71	49,000.00	12
MAINTAIN STREET LIGHTS	27,847.25	27,335.38	1,200.52	3,914.50	10,000.00	39
BUILDING REPAIR & MAINTENANCE	10,067.28	1,268.04	315.13	3,166.52	8,000.00	40
MANAGEMENT FEES-DIST	50,001.46	51,012.00	21,255.00	21,680.50	52,032.00	42
MISSOURI RIVER CLEARING			76,574.23	84,285.30		
MRES DISTRIBUTION	414,105.69	373,542.47	92,961.00	101,671.88	388,000.00	26
OTHER CONTRACTED SERVICES	3,713.00	8,419.52	2,625.92	8,379.88	5,000.00	168
TELEPHONE	3,816.19	3,555.71	1,336.12	1,393.18	5,000.00	28
TRAVEL EXPENSE	2,251.02	6,348.42	2,150.39	2,085.16	4,000.00	52
TRAINING	12,292.59	10,263.81	4,077.53	2,944.86	12,000.00	25
ELECTRIC UTILITIES	14,346.86	16,258.96	11,014.75	9,165.31	16,000.00	57
HEAT	2,377.52	1,073.04	270.40	2,291.72	3,000.00	76
MISCELLANEOUS	844.69	310.31	150.18	18.62	1,000.00	2
<b>TOTAL DISTRIBUTION</b>	<b>650,163.51</b>	<b>625,601.28</b>	<b>249,661.38</b>	<b>277,262.86</b>	<b>625,532.00</b>	<b>44</b>
<b>ADMINISTRATION</b>						
SALARIES	84,384.07	84,263.50	35,047.94	35,199.64	90,000.00	39
EARNED BENEFITS	(456.45)	(3,045.71)			1,500.00	
FRINGE BENEFITS	33,889.18	37,824.30	16,786.22	16,848.81	39,055.00	43
OFFICE SUPPLIES	14,622.58	13,274.29	6,335.94	7,986.31	14,000.00	57
POSTAGE	2,764.03	1,350.95	83.82	225.40	2,000.00	11
GAS	418.62	187.45	44.23		500.00	
MANAGEMENT FEES	75,014.55	76,518.00	31,882.50	32,521.50	78,048.00	42
MRES-NON UTILITY CHARGES	51,385.12	62,283.20	26,395.02	27,853.69	82,000.00	34
CONTRACTED SERVICES	18,578.32	7,192.62	5,145.96	3,656.47	11,000.00	33
DATA PROCESSING SERVICES	20,239.84	20,829.79	1,292.00	1,292.00	25,000.00	5
BILL PRINT SERVICES	11,072.79	13,347.21	4,994.31	5,671.96	12,000.00	47
TELEPHONE	7,762.19	7,037.84	3,012.94	3,174.59	8,000.00	40
TRAVEL EXPENSE	1,799.78	1,775.63	703.38	84.93	2,000.00	4

06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 17

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
TRAINING & INSTRUCTION	745.00	425.00	50.00		1,800.00	
MARKETING	8,650.23	7,633.69	2,150.61	2,649.70	9,000.00	29
INSURANCE	24,511.00	27,721.00	11,608.75	11,608.75	28,000.00	41
DEPRECIATION	508,797.36	521,585.45	194,703.65	194,703.65	471,300.00	41
MISCELLANEOUS						
BAD DEBTS	10,696.56	28,625.45			12,000.00	
DUES & SUBSCRIPTIONS	5,829.62	6,151.33	6,098.66	5,963.00	6,500.00	92
MRES-LOAD MANAGEMENT	4,897.17	9,276.39	441.00	2,986.06	5,500.00	54
LOAD MANAGEMENT/CONSERVATION	62,145.03	48,444.86	23,232.08	11,063.50	45,672.00	24
TOTAL ADMINISTRATION	947,746.59	972,702.24	370,009.01	363,489.96	944,875.00	38
GRAND TOTAL EXPENSES	3,967,916.84	3,775,423.74	1,580,038.95	1,530,692.55	3,967,595.00	39
OPERATING PROFIT/(LOSS)	461,906.55	408,129.16	191,811.29	79,439.80	73,340.00	108
OTHER INCOME & EXPENSE						
INTEREST INCOME	51,612.61	72,048.03	20,497.57	21,722.85	60,000.00	36
UNREALIZED GAIN (LOSS) ON INVS	(139,150.60)	79,860.78		817.05		
INTEREST EXPENSE	(478,721.11)	(253,057.48)	(104,630.86)	15,271.11	(243,000.00)	(6)
GAIN/LOSS ON DISPOSAL/ASSET	5,630.00	(537.09)				
SALE OF PROPERTY	1,800.00	4,867.50				
NET INCOME/(LOSS)	(96,922.55)	311,310.90	107,678.00	117,250.81	(109,660.00)	(107)
*** SALE OF SERVICE BREAKDOWN ***						
RESIDENTIAL LIGHTING	1,331,517.06	1,300,831.32	552,533.52	533,479.29	1,320,000.00	40
INTERRUPTIBLE SERVICE	91,243.52	93,692.22	65,000.48	57,495.11	90,000.00	64
MUNICIPAL SERVICE	213,866.32	220,769.45	108,648.98	103,623.90	215,000.00	48
COMMERCIAL LIGHTING	372,540.70	382,474.31	171,632.23	165,970.11	380,000.00	44
INDUSTRIAL SERVICE	1,044,292.86	1,007,636.10	415,286.86	414,753.76	1,040,000.00	40
STREET LIGHTING & SECURITY LIGHTS	86,357.11	83,630.95	35,727.43	36,306.71	87,000.00	42
TOTAL SALES OF SERVICE	3,139,817.57	3,089,034.35	1,348,829.50	1,311,628.88	3,132,000.00	42

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
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*** LIQUOR FUND ***						
REVENUES						
SALES	1,138,723.35	1,109,386.82	405,041.86	418,042.08	1,097,000.00	38
COST OF SALES	747,601.21	718,888.99	259,872.49	265,987.20	722,680.00	37
GROSS PROFIT	391,122.14	390,497.83	145,169.37	152,054.88	374,320.00	41
RENTAL INCOME	21,193.80	17,984.00	6,154.40	7,034.60	18,000.00	39
MACHINE COMMISSIONS	1,565.77	1,736.23	727.12	1,008.94	1,500.00	67
MISCELLANEOUS INCOME	557.58	428.55	144.00	28.00	500.00	6
TOTAL GROSS PROFIT	414,439.29	410,646.61	152,194.89	160,126.42	394,320.00	41
EXPENDITURES						
SALARIES	148,628.01	140,412.40	61,541.04	63,349.69	141,000.00	45
FRINGE BENEFITS	42,179.36	43,228.10	18,281.04	20,066.00	46,800.00	43
OFFICE SUPPLIES	436.09	352.58	86.88	396.40	500.00	79
OPERATING SUPPLIES	5,913.65	4,974.86	2,351.02	2,430.43	6,000.00	41
BUILDING MAINTENANCE & SUPPLIES	7,082.46	11,421.34	3,772.73	7,667.49	7,500.00	102
MANAGEMENT FEES	24,612.00	25,104.00	10,460.00	10,669.40	25,606.00	42
CONTRACTED SERVICES - CLEANING	9,300.00	9,307.37	3,882.24	4,401.33	9,800.00	45
TELEPHONE EXPENSE	1,257.40	1,282.84	532.85	519.58	1,300.00	40
TRAVEL EXPENSE	443.00				450.00	
TRAINING & INSTRUCTION	295.00	399.00	399.00		500.00	
FREIGHT ON LIQUOR	4,164.65	4,553.45	1,728.00	1,563.00	4,200.00	37
ADVERTISING	12,371.38	11,352.68	4,687.45	5,073.72	13,000.00	39
INSURANCE	13,120.67	15,143.00	6,778.00	6,624.50	15,000.00	44
UTILITIES	13,073.66	12,748.33	5,046.02	5,127.38	14,000.00	37
HEATING COST	1,123.96	1,274.08	971.28	796.20	1,200.00	66
DEPRECIATION	6,111.20	5,243.60	3,017.22	2,210.00	6,000.00	37
MISCELLANEOUS	4,126.68	5,670.60	1,767.23	5,541.49	5,700.00	97
CREDIT CARD DISCOUNT	10,999.53	12,264.50	4,689.48	5,078.47	12,000.00	42
BAD DEBTS	(127.44)	807.30	264.77	447.31	800.00	56
LAUNDRY EXPENSE	1,357.18	1,331.45	542.50	494.50	1,400.00	35
TOTAL EXPENDITURES	306,468.44	306,871.48	130,798.75	142,456.89	312,756.00	46
OPERATING PROFIT/(LOSS)	107,970.85	103,775.13	21,396.14	17,669.53	81,564.00	22
INTEREST INCOME	117.07	100.66	31.54	36.79	100.00	37
GAIN/LOSS ON DISPOSAL/ASSET						
NET INCOME/(LOSS)	108,087.92	103,875.79	21,427.68	17,706.32	81,664.00	22
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06/16/15  
13:24:04

CITY OF BENSON  
BUDGET REPORT  
FOR MONTH ENDED 31May2015

PAGE # 19

DESCRIPTION	2013 YEAR END	2014 YEAR END	2014 YTD FOR SAME TIME PERIOD	2015 YTD	ADOPTED BUDGET	PERCENT
*** LIQUOR SALES ANALYSIS ***						
OFF SALE LIQUOR & WINE SALES	351,937.04	361,091.89	131,058.72	136,592.29	360,000.00	38
COST OF SALES	(247,448.74)	(249,451.48)	(90,989.64)	(93,701.44)	(252,000.00)	37
GROSS PROFIT	104,488.30	111,640.41	40,069.08	42,890.85	108,000.00	40
OFF SALE BEER SALES	568,975.08	548,913.09	193,328.75	191,660.52	540,000.00	35
COST OF SALES	(421,226.85)	(394,933.66)	(136,989.34)	(140,508.32)	(400,680.00)	35
GROSS PROFIT	147,748.23	153,979.43	56,339.41	51,152.20	139,320.00	37
ON SALE LIQUOR & WINE SALES	71,131.61	71,322.80	29,582.63	34,117.25	70,000.00	49
COST OF SALES	(12,512.41)	(13,076.72)	(5,442.64)	(6,220.29)	(12,600.00)	49
GROSS PROFIT	58,619.20	58,246.08	24,139.99	27,896.96	57,400.00	49
ON SALE BEER SALES	97,499.42	80,110.88	33,011.66	38,281.83	80,000.00	48
COST OF SALES	(26,771.11)	(23,065.59)	(9,595.78)	(10,834.81)	(22,400.00)	48
GROSS PROFIT	70,728.31	57,045.29	23,415.88	27,447.02	57,600.00	48
MISCELLANEOUS SALES	49,180.20	47,948.16	18,060.10	17,390.19	47,000.00	37
COST OF SALES	(39,642.10)	(38,361.54)	(16,855.09)	(14,722.34)	(35,000.00)	42
GROSS PROFIT	9,538.10	9,586.62	1,205.01	2,667.85	12,000.00	22
TOTAL SALES	1,138,723.35	1,109,386.82	405,041.86	418,042.08	1,097,000.00	38
TOTAL COST OF SALES	(747,601.21)	(718,888.99)	(259,872.49)	(265,987.20)	(722,680.00)	37
TOTAL GROSS PROFIT	391,122.14	390,497.83	145,169.37	152,054.88	374,320.00	41

