

**City Council Meeting Agenda
City Council Chambers
January 2, 2020**

City of Benson Mission Statement

Benson is a forward looking community that values public safety,
Quality of life and treats people with dignity and respect.

Page		Action Requested
	1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)	
	2. Pledge of Allegiance	
	3. Approval of Agenda	
	Additions? <input type="checkbox"/> None 1. _____ 2. _____	
	Any Consent Agenda items to be moved to a regular agenda item?	
	Approval of Agenda ____ as Presented or ____ Revised	Action Requested
	4. Consent Agenda:	Action Requested
	a. Minutes:	
3-9	▪ 12.16.2019 City Council Meeting	
10	▪ 9.16.2019 EDA Meeting	
11-12	▪ 10.21.2019 EDA Meeting	
	b. Applications:	
13-14	▪ Benson Hockey Association Raffle on January 26, 2020	
15-16	▪ Sheryl Madden – EDA Board	
	c. Donations/Transfers:	
	▪ Donations: \$0	
	▪ Electronic Transfers:	
	Payroll: \$87,029.83 – December 19, 2019	
	Journal: \$0	
	5. Persons With Unscheduled Business to Come Before the Council	
17	6. Benson Public Schools – School Board Decline of Civic Center Offer	Information Only
18-21	7. Coalition of Greater Minnesota Cities Annual Dues	Action Requested
22-24	8. Benson Chamber of Commerce Annual Dues	Action Requested
25-31	9. Consider Adopting Rate Resolution Changes	Action Requested
	10. Update City Council Appointments (Mayor & Council)	Action Requested
	▪ Emergency Chain of Command	
	▪ Economic Development Authority (2 voting members)	
	▪ Blight Committee (2 members)	
	▪ Fire Board (2 members)	
	▪ HRA (2 voting members – 1 Council spot currently left open)	
	▪ Library Board (1 liaison)	
	▪ Liquor Committee (2 members)	
	▪ Park Board (1 voting & 1 non-voting member)	

- Personnel Committee (2 members)
- Planning commission (1 voting member)
- Utility Committee (2 members)
- Kid Day (2 members)
- City Attorney, Assistant City Attorney (Civil)
- Prosecuting Attorney (Criminal)

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|-----------|--|-------------------------|
| 11. | Designate the City of Benson's Official Newspaper | Action Requested |
| 12. | Designate Bank Depositories: (Suggested Motion Should Include:
State Banks, National Banks and Thrift Institutions located either
within or outside the State of MN qualifying as depositories under MN law) | |
| 13. | Authorization of Check Signers (suggested motion should include):
All Accounts: Mayor, City Manager, Finance Director
Incidental Fund: Lisa Kent, Valerie Alsaker
Hospital Fund: Lisa Kent | Action Requested |
| 32-32 14. | Approval of Electronic Funds and Wire Transfers Policy | Action Requested |
| 15. | Schedule Board of Review on April 20, 2020 5:30-6:00 p.m. | Action Requested |
| 16. | Strategic Planning January 24-25, 2020 | Information Only |
| 17. | City Manager's Performance Review | Action Requested |
| 18. | Adjourn: Mayor | Action Requested |

In compliance with the American Disability Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 320-843-4775. Notification 48 hours prior to the meeting will enable the City of make reasonable arrangements to ensure accessibility to this meeting.

DRAFT

**MINUTES - BENSON CITY COUNCIL MEETING
DECEMBER 16, 2019**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck, Mark Schreck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Ryan Bjerke with CentraCare, Melissa Thompson with Swift County-Benson Health Services, Ann Johnson, Swift County Administrator Kelsey Baker, Roxy Lewis, Laura Ostlie, Police Officers Mike Nedeau, Brennen McAlpin and Brenden DeHaan.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. Pay request #1 from KHC Construction, a pay request from Prairie Five CAC, a purchase request for load management equipment and Normandy Beach was added. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the amended agenda.

Next was the consent agenda. Evenson questioned why the anonymous plowing letter was included in the packet. Wolfington said it was addressed to the Council, and he said he felt it was the intent of the author for them to see it. It was agreed upon by the Council they cannot answer the letter as there is no way of responding to an anonymous letter. It was moved by Schreck, seconded by Evenson and carried unanimously to approve the following items on the consent agenda:

- December 2, 2019 City Council Minutes
- Gambling Permit – Northern Lights Trails Bingo – April 4, 2020
- 2019 Cigarette Licenses for Benson Food Shop, Holiday Station, Darold’s SuperValu, Glacial Plains and Dollar Store, Inc.
- Cemetery Board – Greg Zniwski
- DeMarce Theater Closing Letter
- Anonymous Plowing Letter

Donations:

\$5,000 – CHS Hometown Pride Reward – Kid Day Trailer

Electronic Transfers:

Payroll: \$157,141.46 - December 5, 2019

Journal: \$1,738,429.91 – November 2019

The Mayor called for anyone with unscheduled business. Ann Johnson approached the Council about the north end of the Civic Center. She expressed concern the School Board will not accept the Civic Center Board’s lease proposal. She asked the Council consider fixing up the north end of the Civic Center for the Community and presented a list of activities that could utilize the space. She asked the Council to consider this option. Wolfington informed the Council two businesses have approached the City and are interested in leasing the north end of the Civic Center as well.

Thompson and Bjerke approached the Council to discuss the merger of Swift County-Benson Health Services and Carris Health, and CentraCare. Bjerke said he thought they would be coming to the meeting tonight for a lease signing, where CentraCare would take on the assets and liabilities of Swift County-Benson Health Services. CentraCare reviewed the Benson Hospital’s finances and decided to put a pause on the agreement and wait further for a recommendation. He went on to say healthcare in Minnesota has taken a turn with the closing of some small hospitals as well as the changes in Medicare

reimbursements, they decided they need to move forward with caution. Currently there is a management agreement which states CentraCare remains committed to healthcare in the area, they still want to go forward with the \$1.6 million Epic software purchase and conversion, which will be a 3 year forgivable promissory note. They feel there will be value to Benson as well as CentraCare/Carris for better patient care. Thompson said Benson has had a management agreement with CentraCare/Rice for a while and we have seen the benefits of the agreement through purchasing power as well as management assistance. Bjerke said the ambulance service will be rolled into the CentraCare EMS group. All employees of the Benson Hospital will become CentraCare employees, leased back to the Benson Hospital. The plan is to turn the local basic life support ambulance into an advanced life support service, which is how the other ambulance services run. He went on to say 2019 was favorable for the hospital and 2020 looks even more so. Wolfington said the City is being asked to approve that the hospital sign a promissory note for the cost of the Epic Recordkeeping system in the amount of \$1.6 million, at a 6% interest for a total of \$1,924,262.28. This note shall depreciate over 3 years. It was moved by Buyck, seconded by Evenson and carried unanimously to approve the hospital promissory note with CentraCare Health Systems as presented.

Wolfington said the Swift County-Benson Health Services Board would like to present community member Jill Martin to fill a position on the board. After discussion, it was moved by Buyck, seconded by Schreck and carried unanimously approved Jill Martin to the Swift County-Benson Hospital Board with her term expiring 12/31/2022.

Wolfington said the TIF request by the hospital was next on the agenda, but Thompson said they are not ready to discuss TIF at this time.

Wolfington informed the Council the furnace in the north bay of the Street Garage is in need of replacement. Hawley's Inc. presented two options. Both options were reviewed. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the first option for a Co-Ray-Vac Infrared heat system with one 150,000 BTU burner and one vacuum pump with 90% efficiency at a cost of \$9,879.00.

An ordinance amending the Traffic Code, Chapter 73 for All Terrain vehicles was discussed. Police Chief Hodge said a citizen approached him last summer asking the City to allow side by side ATVs. The Council asked if it was necessary. Pederson asked if there are any commercial snow removal services using them. Hodge said yes, and the law allows this use already. He also stated he approves of the proposed ordinance. After discussion it was moved by Evenson, Seconded by Olson and carried unanimously to approve the 1st Reading of an Ordinance to amend Title VII: Traffic code. Chapter 73: Snowmobiles: All-Terrain Vehicles of the Benson City Code of 2003.

Hodge discussed wanting to bring back the K-9 program to the Benson Police Department. He asked Officer DeHaan to approach the Council. He is asking for a \$24,471 down payment on the program which will go toward dog training school and the officer's lodging for the March training. Hodge said he wanted to get the down payment taken care of now to reserve the dog. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve the pay request for a down payment on the K-9 program.

The LELS contract was reviewed. After discussion, it was moved by Schreck, seconded by Evenson and carried unanimously to approve the new LELS contract running January 1, 2020 – 12/31/2022.

The 2020 Council meeting dates were discussed. It was moved by Schreck, seconded by Olson and carried unanimously to approve of the 2020 Council Meeting dates as presented.

It was moved by Evenson, seconded by Buyck and carried unanimously to approve the following Public Utilities Bad Debts list as of December 31, 2019:

ACCT NO.	NAME	ELEC	WATER	SEWE.	TAX	GARB	PEN	ST SWR	TOTAL
101-0020-02-10	Laushanda Williams	1121.04	0.00	0.00	20.39	15.03	29.90	6.83	1193.19
101-0059-00-09	John Vigil	704.30	87.59	198.72	32.93	22.00	27.19	10.00	1082.73
101-0073-00-04	Martin Enconnucion	31.06	20.93	29.25	4.51	9.53	0.00	4.33	99.61
102-0006-00-03	Colin Brooks	54.47	20.37	28.31	6.04	9.23	0.00	4.20	122.62
102-0009-00-07	Glenda Wince	26.83	0.00	0.00	4.29	11.00	0.00	5.00	47.12
103-0135-00-07	Kyle Gunderson	529.30	68.66	92.76	24.30	41.19	22.99	11.45	790.65
104-0047-00-04	Sara Kobberman	141.06	33.92	51.17	6.40	16.68	4.64	7.58	261.45
104-0143-16-08	Miranda Creech	76.54	0.00	0.00	0.00	0.00	0.00	0.00	76.54
104-0143-23-37	Trenisha Long	110.23	0.00	0.00	5.24	0.00	3.27	7.00	125.74
104-0196-00-12	Cori Gades	56.01	33.17	55.97	7.93	18.25	2.65	8.30	182.28
201-0020-00-09	Jesse Knuteson	0.00	9.68	16.33	1.19	5.32	0.00	2.42	34.94
201-0084-00-06	Tiffany Needham	239.64	21.34	35.90	3.28	4.26	3.51	1.93	309.86
202-0011-00-07	Angela Ellingson	356.01	42.58	59.71	18.28	47.46	8.92	8.85	541.81
202-0035-00-12	Todd Pincock	295.04	86.54	84.38	19.56	27.50	12.58	12.50	538.10
202-0072-00-06	Dillion Groebner	522.11	7.74	13.07	3.61	4.26	7.25	1.93	559.97
202-0076-00-05	Bernard Drivdahl	154.07	107.31	129.38	21.53	42.17	12.19	19.17	485.82
202-0095-00-08	Kristy Mondor	647.89	221.45	302.67	73.57	142.65	91.65	44.84	1524.72
202-0095-00-09	Kathy Blaha	321.42	58.62	124.66	20.64	22.73	15.39	10.33	573.79
205-0007-00-23	Nora Rodriguez	71.30	0.00	0.00	4.91	0.00	1.72	7.06	84.99
205-0105-00-03	Wayne Janiszewski	162.95	0.00	0.00	9.01	0.00	8.03	13.60	193.59
205-0202-00-10	Dustie Queen	28.86	0.00	0.00	1.27	0.00	.16	2.52	32.81
205-0303-00-09	Sumiet Lohar	20.13	0.00	0.00	1.38	0.00	0.00	2.20	23.71
205-0413-00-36	Vashti Silas	168.37	0.00	0.00	11.58	0.00	5.31	10.74	196.00
205-0528-00-15	Tasha Batiste	103.87	0.00	0.00	6.08	0.00	2.64	8.03	120.62
205-0534-00-09	Allissa Allen	175.22	0.00	0.00	8.81	0.00	4.37	8.06	196.46
205-0535-00-11	Melissa Bonk	260.53	0.00	0.00	17.91	0.00	5.97	8.72	293.13
205-0554-00-08	Joy Nelson	510.73	0.00	0.00	35.11	0.00	13.33	11.10	570.27
205-0610-00-08	Jeannette Ruffin	302.80	0.00	0.00	15.96	0.00	7.80	7.13	333.69
205-0612-00-10	Amanda Stadtherr	104.45	0.00	0.00	7.18	0.00	2.28	7.10	121.01
301-0123-00-01	Elaine Schultz	131.16	0.00	53.09	0.00	0.00	0.00	0.00	184.25
301-0123-00-02	Richard Geyer	152.25	25.63	240.54	34.01	180.70	118.23	78.50	829.86
302-0053-00-04	Matthew Hammel	288.00	144.27	322.70	18.91	27.68	20.86	12.58	835.00
302-0107-00-07	Krystal Swierenga	98.98	99.35	66.04	16.86	37.52	4.01	9.79	332.55
302-0114-00-22	Jacob Engler	511.89	50.25	70.45	40.94	23.68	8.70	10.76	716.67
302-0114-00-23	Russell Cameron	334.08	85.39	138.94	22.86	30.25	12.12	13.75	637.39
303-0024-00-01	Mike Hoffman	43.11	13.13	19.12	3.57	6.23	0.00	2.83	87.99
303-0113-00-04	Timothy Pillatzki	20.88	9.54	13.07	2.91	8.26	0.00	1.93	56.59
303-0132-00-06	Mariah Strickler	155.58	81.58	106.88	20.10	38.83	2.74	15.83	421.54
304-0002-00-22	Jackie Solomon	74.24	69.54	114.32	13.52	37.26	7.44	16.93	333.25
304-0092-00-06	Hillary Erickson	7.96	8.47	11.25	1.49	3.67	0.00	1.67	34.51
304-0187-00-09	Veronica Tolifson	389.22	104.51	142.53	31.25	46.45	20.12	21.11	755.19
304-0187-00-10	Eric Lopez	339.30	115.39	132.89	32.05	30.94	9.66	9.07	669.30
304-0214-00-19	Michael Mitchell	4.75	0.00	0.00	.33	0.00	0.00	0.77	5.85
304-0215-00-18	Jazamine Gonzalez	132.58	0.00	0.00	9.11	0.00	4.78	15.00	161.47
305-0014-00-11	Mark Floyd	97.95	0.00	0.00	6.70	0.00	1.02	5.44	111.11
305-0015-00-28	Gharmdshkumar Dave	45.88	0.00	0.00	3.15	0.00	0.00	4.13	53.16
305-0017-00-10	Patricia Green	55.34	0.00	0.00	3.80	0.00	0.74	3.56	63.44
305-0021-00-19	Melissa Bullard	12.84	0.00	0.00	0.88	0.00	-0.85	1.06	13.93
305-0023-00-09	Juan Perez	77.32	0.00	0.00	3.46	0.00	1.49	4.35	86.62
305-0049-00-21	Jada Hernandez	131.71	0.00	0.00	9.06	0.00	3.74	11.13	155.64
305-0059-00-24	Serina Lebeau/Erik Lopez	123.33	0.00	0.00	8.47	0.00	1.47	10.10	143.37
305-0059-00-26	Anish Natu/Ketan Keska	32.31	0.00	0.00	2.23	0.00	0.41	4.13	39.08
305-0064-00-09	Melinda Richards	131.27	0.00	0.00	5.98	0.00	4.05	7.00	148.30
305-0073-00-08	Pashen Martin	48.52	0.00	0.00	3.34	0.00	0.51	3.41	55.78
305-0110-00-05	Russell/Allisandra Nelson	297.31	101.57	181.80	30.48	37.03	17.30	16.83	682.32
305-0125-00-06	Colin Brooks	99.76	109.68	185.08	20.30	60.32	18.15	27.42	520.71
305-0206-00-09	Krystal Swierenga	113.57	0.00	0.00	7.81	0.00	2.87	7.00	131.25

305-0209-00-09	Frank Higdon	146.13	0.00	0.00	7.79	0.00	3.22	8.10	165.24
305-0216-00-06	Heaven Myatt	192.20	0.00	0.00	4.65	0.00	4.44	5.10	206.39
305-0219-00-09	Amy Broten	30.39	0.00	0.00	2.09	0.00	0.58	5.75	38.81
401-0035-00-02	Leah Scott	428.54	92.69	153.14	23.40	30.69	20.81	10.32	759.59
402-0011-00-15	Brock Solomon/L Weldo	322.43	82.12	95.63	25.30	31.17	10.15	14.17	580.97
402-0074-00-23	Ray Vanseveren	408.92	66.14	274.17	3.24	26.26	0.00	0.00	778.73
402-0074-00-24	Tim Johnston	116.29	63.86	98.66	15.51	32.15	3.66	14.62	344.75
402-0158-00-01	Terry Flodstrom	474.05	29.07	110.63	11.23	15.00	8.45	6.82	655.25
402-0158-00-02	Erin Stueckrath	207.29	40.43	46.13	7.88	15.03	6.58	6.83	330.17
402-0189-00-11	Rachael Kellen	250.82	129.77	181.13	34.09	87.03	32.74	26.83	742.41
403-0062-00-02	Nick Molden/Ethan Solo	58.74	0.00	0.00	6.28	22.90	1.17	5.81	94.90
501-0089-00-07	Unique Boutique	12.10	18.33	24.75	2.09	0.00	0.00	8.80	66.07
501-0129-00-06	Samantha Shelstad	9.51	0.00	0.00	0.00	0.00	0.00	0.39	9.90
502-0093-00-21	Chantz Saterbak	134.59	0.00	0.00	12.74	35.78	4.23	9.76	197.10
601-0135-00-15	Kyle Kurkosky	55.02	32.89	35.86	5.50	0.00	1.90	3.19	134.36
TOTALS		14094.34	2,393.50	4,041.08	908.25	1,304.09	651.23	695.49	24,087.98

Councilmember Schreck presented the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR WATER AND
SEWER SERVICES RENDERED BY THE CITY OF
BENSON, MINNESOTA FOR 2019 PAYABLE 2020
(RESOLUTION NO. 2019-33)**

BE IT RESOLVED, by the Benson City Council that pursuant to Minnesota Statutes Chapter 444 that the assessment roll for 2019 Sewer and Water Bills as prepared by the City Manager is hereby approved and made a part therefore; and,

BE IT FURTHER RESOLVED that the assessments hereinafter noted shall be submitted to the County Auditor on or before December 17, 2019 and placed on the tax roll for collection with the taxes collectable in 2020.

Account Number, Name & Address	Legal Description & Parcel No.	Sewer	Water	Totals
102-0009-00-07 314 10 th St. N Glenda Wince	City of Benson Lts 14,15 & 16 Blk 2 23-0012-000-01	\$33.75	\$20.00	\$53.75
202-0076-00-04 211 19 th St. N Ebnet Investments LLC	Arthur Thornton Addition Lts 1 & 2 Blk 51 23-0320-000-01	\$73.53	\$43.03	\$116.56
301-0065-00-14 703 15 th St. S Kristine Knuteson	Southside Addition Lot 9 Blk 7 23-0913-000-01	\$371.25	\$28.04	\$399.29
302-0057-00-01 200 15 th St. S Randy Olson	Morris & Payte's Addition Lts 1 & 2 Blk 42 23-0257-000-01	\$438.75	\$85.24	\$523.99
303-0030-00-06 1942 Wisconsin Ave Matthew McPhail	Fairview Addition E 75 FT Lots 1-6 Blk 4 23-0801-000-01	\$146.00	\$60.00	\$206.00
303-0087-00-03 207 21 st St. S. Dennis Moreland	Fairview Addition Lots 16-18 Blk 7; S 20' Lot 15 Blk 7 23-0825-000-01	\$157.87	\$95.35	\$253.22
304-0002-00-21 & 23 201 17 th St S	Morris & Payte's Addition Lts 23 & 24 Blk 43	\$122.06	\$76.80	\$198.86

Ebnet Investments, LLC	23-0279-000-01			
306-0262-00-02 704 18 th St. S Al Hall	Westwood Acres Addition Lot 3 Blk 2 23-1300-000-01	\$135.00	\$80.00	\$215.00
402-0185-00-12 212 9 th St. S Jose Salinas	City of Benson Lots 10,11, & 12 Blk 6 23-0029-000-01	\$526.50	\$68.04	\$594.54
402-0189-00-12 200 9 th St. S Ebnet Investments, LLC	City of Benson Lots 1, 2, & 3 Blk 6 23-0026-000-01	\$88.87	\$59.87	\$148.74
403-0096-00-02 417 13 th St. S Dean Christenson	Railway First Addition Lts 27 & 28 Blk3: S5 Ft Lot 29 Blk 3 23-0345-000-01	\$202.50	\$108.09	\$310.59
TOTALS		\$2,296.08	\$724.46	\$3,020.54

Councilmember Olson seconded the foregoing resolution and the following vote was recorded:
 AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared
 Resolution 2018-33 duly passed and adopted.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve a pay
 request from Stantec Engineering for engineering services for the 2020 Comprehensive plan in the
 amount of \$9,358.75.

It was moved by Schreck, seconded by Olson and carried unanimously to approve a pay request
 from Stantec Engineering for 2019 general engineering costs in the amount of \$6,988.23.

It was moved by Olson, seconded by Evenson and carried unanimously to approve a pay request
 from Stantec Engineering for engineering services for water plant remediation in the amount of
 \$3,499.87.

It was moved by Olson, seconded by Evenson and carried unanimously to approve a pay request
 from Stantec Engineering for engineering services for wastewater treatment plant flood protection in the
 amount of \$940.00.

It was moved by Schreck, seconded by Olson and carried unanimously to approve a pay request
 from Stantec Engineering for engineering services for the wastewater filter replacement in the amount of
 \$48,992.01.

Councilmember Evenson offered the following resolution:

**RESOLUTION CERTIFYING THE FINAL GENERAL AND LIBRARY OPERATING BUDGET
 AND GENERAL CAPITAL OUTLAY BUDGET
 FOR THE CALENDAR YEAR 2020 FOR THE CITY OF BENSON, MINNESOTA
 (RESOLUTION NO. 2019-34)**

BE IT RESOLVED, that the Final General and Library Operating Budget and General Capital
 Outlay Budget for the City of Benson, Minnesota, for the fiscal year beginning January 1, 2020 and
 ending December 31, 2020 is hereby approved.

BE IT FURTHER RESOLVED, that the Budget is summarized as follows:

Revenues	
Taxes - General Fund	1,496,352
Taxes – Library	117,764
State Grants and Aids	1,261,062
Other Revenues	<u>831,884</u>
Total Revenues	3,707,062

Expenditures	
General Government	402,716
Public Safety	1,368,048
Highways, Streets and Roads	664,390
Parks and Recreation	537,220
Library	121,164
Capital Outlay	390,000
Other Expenditures	<u>223,524</u>
Total Expenditures	3,707,062

Excess (Deficiency) of Revenues over Expenditures **\$0**

BE IT FURTHER RESOLVED, that the City Manager shall cause the entire final Operating Budget to be printed and filed in the City Office for inspection and reference by the public.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2018-34 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION ADOPTING FINAL 2019 PROPERTY
TAX LEVY, COLLECTIBLE IN 2020
(RESOLUTION NO. 2019-35)**

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that the following proposed sums of money be levied for the current year, collectible in 2020, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	\$756,319
Police Personnel	740,033
Library Fund Levy	117,764
G.O. Equipment Bonds 2014 – Golf	47,959
G.O. CIP Bonds 2014 - Street Garage	71,500
G. O. CIP Bonds 2017 - Police Department	<u>88,069</u>
Total	\$1,821,644

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2020, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$ 71,090</u>
Total	\$71,090

BE IT FURTHER RESOLVED that \$60,170.25 is irrevocably appropriated from the Utility Fund to the equipment portion of the \$1,130,000 G. O. Bond; Series 2012A Fund to cover that portion of the 2020 tax levy.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2018-35 duly passed and adopted.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants in the amount of \$351,316.76.

Wolfington presented a pay request for the wastewater treatment plant. It was moved by Olson, seconded by Evenson and carried unanimously to approve pay request #1 from KHC Construction, Inc. in the amount of \$10,291.35.

Next was a pay request from Prairie Five Community Action Council for Prairie Five Rides for 2019. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the pay request in the amount of \$10,388.73.

Pederson presented a purchase request for load management equipment. It was moved by Buyck, seconded by Schreck and carried unanimously to approve the purchase order with OmniPro Software request in the amount of \$37,800.

Next Wolfington explained in 1944 Benson native William McGowan was shot down over Normandy Beach. His remains were found just before the Anniversary of D-Day . The family plans to intern his remains in France, and has invited a representative from the City of Benson to attend. Reed and Shelly Anfinson of the Monitor News plan to attend. The Mayor said she ran into the descendants of Mr. McGowan at the League of Minnesota Cities Annual conference. Wolfington said he feels the Community would be eager to contribute toward sending a delegate to the funeral, which is planned for June 26, 2020.

There being no further business to come before the Council upon motion by Evenson, seconded by Buyck and carried unanimously to adjourn the Council meeting at 6:40 p.m.

Mayor

City Clerk

EDA Meeting

September 16, 2019

Members Present: Jack Evenson, Sheryl Madden, Dan Enderson, Mark Schreck, Laura Ostlie and Rob Wolfington
Members Absent: Pat Hawley, Dave Martin and Linda Hodge
Also Present: Brian Samuelson

Chairman Evenson called the meeting to order at 7:30 a.m.

Small Cities Grant Update

Ostlie discussed the current small cities grant. She said all 20 owner/occupied grants were spoken for. Of those 20 grants, 13 have finished their projects. Of the last 7, 3 are in the bidding process, 3 have finished bidding and 1 is starting the bidding process. Of the 20 Commercial grants applied for, 6 were awarded. Of these 6, 2 are complete, 2 are in the works and 2 are in the bidding process. She went on to say there is enough money left to possibly award one more commercial project. Ostlie estimated that all grants should be done early and we should be roughly a year ahead of schedule.

Update on Benson Power Demolition, Xcel Agreement and Development Activities

Wolfington discussed the City-Xcel agreement to purchase the Benson Power property. It is expected demolition of the plant will be done by Thanksgiving, and the City will be purchasing the property by the end of the year. We will buy the property for \$1.7 million, and if we still own the property in 2020, we will owe \$1.2 million in taxes. If the land isn't used for a private purchase, in 2020 it will go into TIF. If we sell in 2020 the taxes will be pro-rated. Wolfington met with Greg Chamberlain from Xcel energy last week to discuss the site's progress. Recently Wolfington and Ostlie met with a company from Chicago that is interested in using the site for Biomass. September 23, 2019 there is another meeting with a company that will be looking at the site for a project also.

Update on Brightmark Energy Project

Wolfington said he continues to visit with Brightmark Energy every Friday. They are currently looking at feed stock options. He said they continue to exhibit confidence in the project.

Loan Profile

The loan profile was reviewed. Ostlie said she has been working on a couple loans with balloon payments. She had a non-English speaking individual approach asking for a possible loan. She said there has been a lot of diversity applying at the Swift County Rural Development Commission.

Other Business

Enderson said there has been a lot of activity at the hospital with the merger with Carris. He added last week Centracare and Carris boards met and approved the Letter of Intent with Swift County-Benson Healthcare Services.

There being no other business, it was moved by Schreck seconded by Madden and the meeting was adjourned at 8:03 a.m.

✓

EDA Meeting October 21, 2019

Members Present: Jack Evenson, Pat Hawley, Dave Martin, Sheryl Madden, Dan Enderson, Laura Ostlie and Rob Wolfington
Members Absent: Mark Schreck, and Linda Hodge
Also Present: Brian Samuelson

Chairman Evenson called the meeting to order at 7:31 a.m.

The minutes of the September 16, 2019 minutes were reviewed. Enderson made a correction under Other Business. He said Centracare and Carris boards met and approved the Letter of Intent, instead of acquisition of Swift County-Benson Healthcare Services. It was moved by Madden, seconded by Martin and carried unanimously to approve the amended minutes.

Federal Economic Development Administration Grant Application.

Wolfington said Swift County was declared a Federal Disaster, which includes Benson. This allows us to apply for certain grants with the Department of Commerce. These grants are 80% federal grant and 20% local funds.

He said last Friday he and Ostlie and Kirk Buström met to brainstorm how to best apply for a grant for monies coming from the Federal EDA. We must carefully write the grant showing how the city has now become a more resilient community, specifically around future natural disasters. One of the steps within this grant application may be moving forward with the Certified Shovel Ready process that will allow for marketing of the Fibrominn site. In order for new industry to locate to Benson, updated infrastructure needs must be met. One potential within the grant application is to turn that site into an eco-industrial site. Benefits of the site include highways, low carbon source, railroad nearby and the industrial park component. The city will continue to work through the FEMA grant process as well to help protect flooding at the wastewater plant and Hawleywood while the Federal Economic Development grant would be likely for the Fibrominn site. Hopefully the FEMA grant application would be ready to send in February.

Fibrominn Closing Date

December 15, 2019 is the closing date when we will purchase the site from Xcel energy. Wolfington said he has resisted marketing the site as he wants the site to be a shovel ready site first. Hopefully the site will be ready before next summer. Laura says she has continued conference calls with key industrial people, and that a big project at the site will take time to develop. Wolfington said it will cost \$1.7 million for the land. The demolition contractor will be done by Thanksgiving. We will need to consider our tax obligation in 2020 as well. There will be a meeting in the Cities to sign the paperwork.

Flood Protection Projects and Revolving Loan Activities

Wolfington said there will be a meeting of Hawleywood residents on November 6, 2019 to report the results of the Feasibility Study on flooding.

Laura said last Friday she and Brian Samuelson stopped by Legacy Printwear. He may be coming for additional funding for a new embroidery machine. The machine he purchased as part of his first EDA loan is old, and he is putting too much into repairs. He is currently having to outsource his work and isn't happy with the quality or turn-around time. He is very busy and his business is growing. He has put a down-payment on a newer machine and the interest if he goes with the company for funding is 10-15%.

CVEC Board Elections

Wolfington said CVEC has two seats up for election in our district. The EDA is a voting member. He encouraged anyone interested to run for a seat on the board.

Whistle Stop Loan Modification Request

Laura stated she had a request from Dan & Tanya Stewart for a loan modification on the Whistle Stop loan. The original loan was for 10 years, with a balloon payment in five. They are asking to continue the loan for an additional 5 years. After discussion, it was moved by Madden, seconded by Enderson and carried unanimously to approve extending the remaining \$25,000 loan at a 4% interest for five more years.

Loan Profile

The loan profile was reviewed.

Other Business

Wolfington said he has been approached by two new businesses to rent out the north end of the Civic Center. He said the School Board will give direction at their board meeting tonight on the Civic Center Board's proposal. He said the Civic Center Board doesn't believe they can use the old figures for the remodeling of the north end as it will cost more to fix it up.

CVEC Continues to work at producing bio-steam with Bio Pro Power (BPP). Chad Friese contacted Rob and asked how we felt about BPP coming in. He said he would listen to their proposal. He said BPP will be the fourth company interested in the Fibrominn site.

There being no other business, it was moved by Schreck seconded by Madden and the meeting was adjourned at 8:03 a.m.

Chairman

Secretary

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: Benson Hockey Association License Number: 01823
 Address: PO Box 216 City: Benson, MN Zip: 56215
 Chief Executive Officer (CEO) Name: Jeff DeHaan Daytime Phone: 320-808-7883
 Gambling Manager Name: Colleen Johnson Daytime Phone: 320-808-6173

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 1/26/20 to 1/26/20

Check the type of games that will be conducted:

- Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Benson Civic Center

Street address and City (or township): 2200 Tatges Ave, Benson Zip: 56215 county: Swift

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ _____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

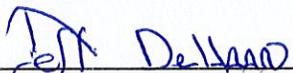
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____ Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Local unit of government must sign.</p> </div>	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


12/18/19

Signature of CEO (must be CEO's signature; designee may not sign)
Date

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>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 your organization's application.</p> <p>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.</p>	<p>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.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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CITY OF BENSON
APPLICATION FOR APPOINTMENT TO CITY BOARDS OR COMMISSIONS

Dear Applicant:

We welcome you as an applicant for one of the City's boards or commissions. These groups play a very important role in Benson City Government. These boards and commissions serve as advisory bodies to the Benson City Council. They provide information and recommendations to the City Council so the Council can make sound decisions regarding issues and policy matters.

Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board or commission you have selected.

.....
BOARD OR COMMISSION PREFERENCE:

- | | |
|--|--|
| <input type="checkbox"/> Airport Advisory Commission | <input type="checkbox"/> Housing & Redevelopment Authority |
| <input type="checkbox"/> Benson Area Tourism Board | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> Cemetery Board | <input type="checkbox"/> Park Board |
| <input checked="" type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Hospital Board | <input type="checkbox"/> Utilities Board |

RETURN APPLICATION TO:

Office of the City Manager
City of Benson
1410 Kansas Avenue
Benson, MN 56215
Telephone: 320-843-4775
Date Received: ___/___/___

PERSONAL INFORMATION:

Name Sheryl Madden Address 802 11th St N
Telephone: Home 320-843-4270 Business 320-843-3330 Zip 56215
How long have you been a resident of Benson? 60 yrs
Have you served previously on any of Benson's boards or commission? YES NO
Have you served previously on any city board/commission in any other community? YES NO
Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO
Occupation: Bank Branch Manager Name of Employer: RiverWald Bank
I am a member of the following civic organizations: _____

Please list your special interests, education, past experiences, etc., which you feel would benefit the City of Benson by your appointment to the board/commission you have indicated a preference to above:

Past Board member of EPA

Do you have any additional comments?

DESCRIPTION OF BENSON'S BOARDS AND COMMISSIONS

Airport Commission - Makes recommendations to the City Council for the use, management, and operation of the airport and shall advise the Council in all matters concerning the Airport.

Cemetery Committee - Advises and assists the City Council and City staff in the administration, maintenance and improvement of the Benson City Cemetery.

Housing and Redevelopment Authority - This Authority is a public corporation empowered to undertake certain types of redevelopment projects and low rent housing assistance programs pursuant to the provisions of the M.S.A. 462.411 thru 462.711. These projects may include such activities as planning, acquisition, demolition, clearance, rehabilitation and construction for the purpose of providing decent, safe and sanitary housing for persons of low and moderate income and the improvement and restoration of stagnant, undeveloped land.

Library Board - Acts as an advisory body to the City Council by providing information and make recommendations to the City Council on library matters.

Park Board - Acts as an advisory body to the City Council by making recommendations to the Council on issues associated with City parks, playgrounds, the swimming pool, skating rinks, and other related functions.

Planning Commission - Acts as an advisory body to the City Council by reviewing variance requests, subdivisions, plats, zoning regulations, etc. In addition, they work on developing long-range planning goals and objectives.

Utilities Board - Advises and assists the City Council and Director of Public Works in the administration and improvement of public utilities.



Benson Public Schools

ISD #777

1400 Montana Avenue, Benson, MN 56215

Phone: 320.843.2710 • Fax: 320.843.2262

www.benson.k12.mn.us

"Exceptional Opportunities for Every Student's Success"

December 17, 2019

To: Mayor Collins and Benson City Council

From: Benson Public School Board, ISD #777

Re: Civic Center Lease

Mayor Collins and Benson City Council Members,

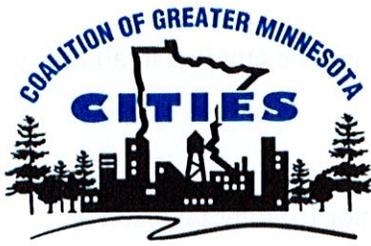
This letter serves as formal correspondence that the Benson School Board has declined the Civic Center lease offer from the city. After much study and consideration, the Benson School Board voted unanimously to decline the Civic Center lease offer. Thank you for your generous offer of an interest free loan for Civic Center upgrades. Benson Schools is appreciative of the offer.

The board has voted to construct a new facility on the school campus to house gymnastics and other activities. Benson Schools values the partnership with the city and looks forward to exploring other opportunities for collaboration to benefit the school and City of Benson.

Once again, thank you for the offer!

Sincerely,

Dennis Laumeyer
Superintendent



Dedicated to a Strong Greater Minnesota

December 16, 2019

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

Dear Mr. Wolfington,

As we gear up for the start of the 2020 legislative session in February, the Coalition of Greater Minnesota Cities (CGMC) is ready to dive in and get to work on advancing the issues that are important to your city and other communities in Greater Minnesota. I encourage you to read the enclosed handout for a rundown of key initiatives that the CGMC will focus on during the upcoming session.

Throughout the past 40 years, the CGMC has earned a reputation as one of the most effective and outspoken advocacy organizations in the state. We have achieved numerous notable successes in recent years, including this year's push to increase Local Government Aid back up to its 2002 funding level.

It's no secret that our success is the result of the hard work and dedication of our members. Each member city plays an important role in keeping our organization strong. Thank you to all of the cities that have already paid their dues for 2020. If your city has not yet paid, a copy of the 2020 invoice is enclosed. **Please note that payment is due February 1, 2020.** I hope we can count on your continued support.

In addition, I hope your city will contribute to the voluntary assessment for the Environmental Action Fund. The Environmental Action Fund helps us pursue additional legislative, legal and regulatory efforts regarding water quality regulations, water infrastructure funding and other emerging challenges. If your city has not yet committed to contributing to the Environmental Action Fund, an invoice is enclosed that reflects your city's recommended voluntary assessment.

Finally, I invite you and other elected officials and staff members from your city to attend our upcoming CGMC events, including our annual **Legislative Action Day in St. Paul on March 11** and the **Summer Conference in Red Wing on July 29-31**. Please mark your calendars!

More information about these events, including registration details, will be emailed to all of our members closer to the dates.

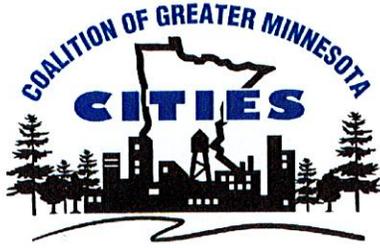
If you have any questions about your city's membership dues, the Environmental Action Fund or the CGMC's plans for 2020, please contact CGMC Executive Director Bradley Peterson at bmpeterson@flaherty-hood.com or 651-225-8840.

Help us continue the important work of strengthening Greater Minnesota communities by renewing your CGMC membership today!

Sincerely,

A handwritten signature in black ink, appearing to read "Audrey Nelsen". The signature is fluid and cursive, with a large initial "A" and "N".

Audrey Nelsen, Willmar City Councilor
President, Coalition of Greater Minnesota Cities



Dedicated to a Strong Greater Minnesota

2020 Legislative Initiatives

- **Invest in Minnesota's Infrastructure**
 - ✓ \$200 million for clean water infrastructure grant and loan programs
 - ✓ \$20 million for the Greater Minnesota Business Development Public Infrastructure (BDPI) Grant Program to support job growth
 - ✓ \$100 million in bonding for the Local Road Improvement Program

- **Strengthen Local Government Aid**
 - ✓ Support an ongoing appropriation adjustment for inflation and population growth

- **Address Greater Minnesota's Child Care Shortage**
 - ✓ \$10 million in bonding for child care facilities capital assistance program
 - ✓ \$1.5 million for another round of funding for the Minnesota Initiative Foundations to tackle regional child care development
 - ✓ \$1.5 million for DEED's child care grant program
 - ✓ Reform licensure for mid-size providers

- **Tackle Greater Minnesota's Housing Challenges**
 - ✓ \$10 million for grants to support infrastructure related to housing development
 - ✓ Funding for grants to housing trust funds
 - ✓ Support technical changes to Minnesota Housing Finance Agency programs and state law to make housing tools more effective for Greater Minnesota

- **Develop Smart Approaches to Clean Water**
 - ✓ Fund a strategy to keep per- and polyfluoroalkyl substances (PFAS) out of Minnesota's waters
 - ✓ Fund grants to help communities address chloride

- **Find Long-Term Transportation Solutions**
 - ✓ Support a comprehensive funding package that includes new revenues
 - ✓ \$200 million for Corridors of Commerce funded with a new revenue source
 - ✓ \$50 million for city streets of all sizes (\$25 million for cities with fewer than 5,000 residents and \$25 million for cities with more than 5,000 residents)



Dedicated to a Strong Greater Minnesota

2020 CGMC Dues Invoice

To: Rob Wolfington, City Manager
City of Benson

From: Christina Volkers, CGMC Treasurer

Date: December 16, 2019

Re: 2020 CGMC General Dues Assessment

Your 2020 general dues assessment is based on the assessment policy approved by the CGMC membership at its annual meeting in July 2019.

2020 general assessment for Benson **\$5,855**

For research, advocacy and general services related to property taxes, LGA, annexation, environmental regulation and funding, economic development and transportation. This also includes services for labor and employee relations that will be provided to all CGMC cities.

This dues assessment is based on CGMC's policy for phasing in the dues of new member cities. For the first year, new cities are assessed 25% of their total dues. In the second year 50% of their total. For the third year 75% of their total. In the fourth year of membership and thereafter cities pay their full dues.

Payment may be made out of your 2019 or 2020 budgets, but payment should be made by February 1, 2020. About 12.5% of your general assessment is used for annexation and environment programs, which some cities pay out of their utility funds because of the direct impact of these issues on their sewer and water service.

Please make check payable to CGMC and send by February 1, 2020 to:

Christina Volkers, CGMC Treasurer
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56560

If you have a question about your 2020 CGMC assessment, please contact Bradley Peterson at (651) 225-8840 or bmpeterson@flaherty-hood.com



Dedicated to a Strong Greater Minnesota

2020 Voluntary Assessment for Environmental Action Fund

To: Rob Wolfington, City Manager
City of Benson

From: Christina Volkers, CGMC Treasurer

Date: December 16, 2019

Re: 2020 CGMC Voluntary Assessment

At its July 2019 membership meeting, the CGMC voted to establish a voluntary assessment to continue funding for a more proactive environmental program. The amount shown is the recommended amount for your city.

Recommended 2020 voluntary assessment for Benson \$954

The voluntary assessment will be allocated to a separate Environmental Action Fund to be used to participate in rulemaking and legal challenges to unscientific and unnecessary regulations. The recommended voluntary contribution is \$0.30 per capita.

Payment may be made out of your 2019 or 2020 budgets, but payment should be made by February 1, 2020. Some cities may wish to pay this amount out of their utility funds because of the direct impact of these issues on their sewer and water service.

If your city would like to support the Environmental Action Fund with a voluntary contribution, please make check payable to CGMC and send by February 1, 2020 to:

Christina Volkers, CGMC Treasurer
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56560

If you have a question about your 2020 CGMC voluntary assessment, please contact Bradley Peterson at (651) 225-8840 or bmpeterson@flaherty-hood.com.



Benson Area Chamber of Commerce

Phone: 320.843.3618
Email: info@bensonareachamber.com
www.bensonareachamber.com

1216 Atlantic Avenue
Benson, MN 56215

You are cordially invited to become or renew your membership

In the Benson Area Chamber of Commerce.

The Benson Area Chamber of Commerce has a long history of commitment to area businesses and in serving the local community. We would like to thank you for your continued support and invite you to join us as we look to the future with all its potential for business and personal growth. The Chamber of Commerce is committed to promoting and advertising Benson and your business.

Chamber Member Advantages

- Promotion of your business.
- Referrals to your business.
- Free listing on the Chamber web site with a link to your own.
- Opportunities to support and strengthen your entire community.
- Assist with promotion of the entire Benson area.
- Develop a healthy business environment.
- Support of existing and new events which draw people to our area.
- Tourism marketing.
- Display and distribution of your marketing materials if provided to us.
- Promote a "Shop Small, Shop Local" environment through the use of Benson Bucks, social media and other promotions.
- Highlighting your business online as well as in local media.
- Up Awareness of your business.
- Free publicity.
- Look bigger than you are.

Benson Area Chamber of Commerce Board of Directors

Chamber Manager: Kathy Hausauer

President: Jason Hausauer, CNHI
Vice-President: Stefanie Overlie, Coop Credit Union
Treasurer: Amy Jopp, CNHI
Director: Angela Nissen, Prairie 5/ Swift City, Food Shelf
Director: Pam Rosenau, MVTV Wireless
Director: Griffin Leitch, Anderson Larson Saunders Klaassen PLLP
Director: Jenna Schiller, Grace and Thorn Floral
Director: Rob Anfinson, Friends of the Library
Director: Open position-Call if interested

Benson Area Chamber of Commerce Membership Dues Structure 2020

Individual	\$35
Family	\$50
Non-Profit Organizations	\$50
Independent/ Home Based Small Business (no employees)	\$80
Churches	\$125
Retail, Services, Lodging & Professional Schedule:	
1-5 employees	\$160
6 – 10 employees	\$240
11-25 employees	\$260
26- 50 employees	\$280
51- 100 employees	\$300
For 100+ employees add \$5 for each additional employee	

***Maximum amount \$800**

Upcoming Plans for the Benson Chamber 2020

Annual Meeting Friday, January 17, 2020:

Purpose: to bring together all the chamber members in a social setting. This meeting is an opportunity to bring forth new ideas, network, and elect new board members for the Benson Area Chamber of Commerce.

After Hours Mixers:

Purpose: to bring together business members and the community to socialize and connect. Please let us know what date your business would like to host a mixer.

3rd Annual Chili Cook Off – Saturday, March 21, 2020:

Purpose: to highlight Benson area businesses and what our city has to offer. The cook-off will also serve to raise funds for the Chamber to use for advertising our community and local businesses.

Fall Fling and Craft Fair Saturday, October 17, 2020:

Purpose: to promote and advertise for the annual Benson Craft Fair by sponsoring a special tabloid by the Swift County Monitor which is inserted in the local paper as well as delivered to the surrounding communities. The flyer highlights all events and specials around town to facilitate more traffic to our local business on that day.

Small Business Saturday, November 28, 2020:

Purpose: to promote "Shop Small, Shop Local" by involving businesses in the Shop Small free marketing promotion sponsored by American Express. Shop Small Saturday is the Saturday following Thanksgiving.

Holiday Stroll Sunday, November 29, 2020 and Holiday Punch Cards:

Purpose: to promote "Shop Small, Shop Local" in Benson for the holiday season.

3rd Annual – Battle of the Businesses Bowling Event – Friday, December 4, 2020:

Pick your team of 4-5 and join us for fun, bowling and prizes.

This Is Us:

Purpose: to promote, highlight, and advertise our area businesses. This will be a feature article in the paper on the business owners, their families, and the business itself. It is an opportunity to highlight your business to tell all what you do or what services you can provide.

Annual Meeting Friday, January 15, 2021:

Purpose: to bring together all the chamber members in a social setting. This meeting is an opportunity to bring forth new ideas, network, and elect new board members for the Benson Area Chamber of Commerce.

**RESOLUTION NO. 2019-
A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES
FOR VARIOUS SERVICES, LICENSES AND PERMITS
FOR THE CITY OF BENSON, MINNESOTA**

Now Therefore, the City Council of the City of Benson, Minnesota, resolves:

Section 1. All fees and charges in effect as of the date of the adoption of the city code for the city shall remain in effect unless otherwise modified by the provisions of this resolution. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment:

1. Pursuant to § 30.01, an inexcusable absence of a Council Member or the Mayor from any meetings, special or regular, shall result in a fine of \$10.00 levied against the absent member upon majority vote of those members of the Council present.
2. Pursuant to § 33.34, if any item of unclaimed property in possession of the city appears to have a value of \$25.00 or less, is hazardous to store, or is perishable, the Chief of Police or his or her authorized representative may sell or otherwise dispose of such property in whatever manner the Chief of Police determines reasonable and appropriate.
3. Pursuant to Ch. 50: Appendix: Utility Rates, Ch. 52: Appendix: Sewer Service Charges, Ch. 53 & Ch. 55, the utility rates are as follows:

ELECTRIC SERVICE CONNECTION FEE: A flat rate of ~~\$35~~\$50 for each temporary service shall be charged and collected prior to installation of any temporary service.

Water main connection fee:

5/8" - 1" meter	\$250.00
1 1/4" - 2" meter	\$350.00
Larger than 2" meter	\$500.00

The maximum penalty assessed for all utility services is 1.5% per month.

Fee for disconnection and reconnection is \$75.00 during regular business hours and \$150 for after hours.

Payment arrangement fee of \$50.00.

4. Pursuant to § 51.06, the fee for garbage collectors license shall be \$100.00 per year.
5. Pursuant to § 52.16, before commencement of construction of a private sewage disposal system, a permit and inspection fee of \$100.00 shall be paid to the Building Inspector at the time the application is filed.
6. Pursuant to § 52.17(A), a special use permit fee of \$50.00 shall be paid to the City Manager at the time the application is filed.
7. Pursuant to § 52.17(F), a charge shall be levied to the holder of a valid permit for each discharge made in the following manner:

Type	Rate
Septic Tank & Port-a-Potty Sludge & Holding Tank Sewage	\$35.00 per 1,000 gals.
Commercial, Industrial, Agricultural waste & other high concentration waste (rate based on analysis of BOD, TSS & chemical content	

8. Pursuant to § 52.30, the fee to connect to the city sewer system and an inspection fee shall be payable to the City at the time the application is filed:

Residential: \$2,000.00 per Residential Unit of Service

Commercial: Calculated on an estimated water usage divided by residential equivalent unit use of 172 gallons per day, raised to the 0.7th power and multiplied times \$2,000.00. After one year, the actual water consumption shall be used to determine any refund or additional charge due.

9. Pursuant to § 52.38, no sewer tap license shall be issued to any person as aforesaid until he or she shall have paid to the City Manager a license fee of \$50.00.
10. Pursuant to § 90.04(B)(4), a dog license shall be valid for a period of one year commencing January 1 and expiring December 31 of the year issued; and, except as hereinafter provided, shall be issued only upon payment to the city a license fee of ~~\$5~~10.00.
11. Pursuant to § 90.04(B)(5), upon payment of fees, the city shall furnish each licensee with a metallic tag upon which the licensee shall have stamped or engraved the registered number of the dog, the word "Benson", and the year registered. The design of the tag shall be changed from year to year. In case the metallic tag is lost or stolen after having been regularly issued as herein provided, the licensee, upon presenting to the city the license or receipt issued when the dog was registered, shall receive a duplicate tag and license upon the payment of ~~\$50~~ 7.00 to the city.
12. Pursuant to § 90.07(C), any dog may be reclaimed from the animal shelter by its owner within the time specified in the notice by the payment to the city of the license fee (if not paid for the current year) and a fee of \$15.00 for each day or fraction of a day that said dog has been confined as the cost of boarding.
13. Pursuant to § 90.18 the fee for dog at large or other animal nuisance is \$75.00
14. Pursuant to § 92.03, no person shall place or suffer to remain any farming implements or any agricultural or other machinery in or upon any street, lane, alley, sidewalk, or other public place in the city. No person shall in any manner or with any article or thing encumber or obstruct any street, lane, alley, sidewalk, or other public place in the city, provided, however, that any person owning or operating a business establishment for the retail sale of merchandise in the city may use the sidewalk adjacent to his or her business premises for the purpose of displaying and selling merchandise, and also, a person or organization may use all or a portion of a street, lane, alley, sidewalk, or other public place in the city for temporary use for special events, but only after such person or organization first obtains a written permit allowing such use from the City Manager. The City Manager shall have the authority to grant or deny such permit and if granted he or she shall have the authority to determine the terms, conditions, and duration of such special use permit. The City Council may revoke such permit at any time if such person receiving the permit violates the terms and conditions thereof. The person receiving such permit shall be required to pay a fee of \$5.00 to the city upon receipt thereof.
15. Pursuant to § 92.23, each excavation permit application shall be accompanied by a deposit fee of \$300.00 to be paid by the applicant.
16. Pursuant to § 95, the amount of the first citation of an abandoned vehicle shall be \$25.00.
17. Pursuant to § 111.05, the annual fee for a raffle license shall be \$5.00. The annual fee for a pull-tab license shall be \$100.00. The fee for a single event pull-tab license shall be \$20.00.
18. Pursuant to § 111.22, no bingo occasion shall be conducted except by an eligible organization which has secured a license for that purpose as provided in this subchapter. A license shall be valid for 12 calendar months from the date of issuance. The annual license fee shall be \$10.00.
19. Pursuant to § 111.25, no person shall receive more than \$12.00 as compensation for any duties in connection with any bingo occasion.
20. Pursuant to § 111.28, prizes for a single bingo game shall not exceed \$100.00, except prizes for a game of the type commonly known as a "cover-all" game. "Cover-all" prizes may exceed \$100.00 provided that the aggregate value of such prizes for a bingo occasion shall not exceed \$2,500.00, except that in the case of a

bingo occasion during which a “cover-all” game is played for a maximum prize of more than \$100.00 but less than \$500.00, the aggregate value of prizes for the bingo occasion shall not exceed \$3,000.00. Merchandise prizes shall be valued at fair market retail value.

21. Pursuant to § 111.29, gross receipts shall be compared to the checkers’ records for the bingo occasion by a person who did not sell cards for the bingo occasion. If a discrepancy exceeding \$20.00 is found between the amount of gross receipts for a bingo occasion as determined by the checkers’ records, and the amount of gross receipts as determined by totaling the cash receipts, the discrepancy shall be reported to and investigated by the Council.
22. Pursuant to § 112.05, the fee for every such tobacco license shall be \$250.00 per year. Every license shall expire on December 31 after its issuance. For any license issued after January 31 in any year the fee shall be computed at the rate of \$125.00 plus \$15.00 for each month covered by the license, not to exceed the annual license amount. Licenses shall not be transferable from one person to another.
23. Pursuant to § 113.03, the annual license fee for a roller-skating rink shall be \$30.00, payable in advance with the application, for each year or portion of a year.
24. Pursuant to § 114.03(D), the fee for a peddler’s license shall be \$20.00.
25. Pursuant to § 115.03, the license fee shall be \$15.00 for each vehicle (taxi cab) to be operated.
26. Pursuant to § 116.03, before an auction permit shall be issued, the applicant shall pay to the Treasurer the sum of \$25.00 as a license fee. In addition to the above-mentioned fee, there shall be paid to the Treasurer for the use of the city by every auctioneer or the owner of any goods, wares, and merchandise sold by auction, except household goods which have been used as such, 10% of the gross receipts accruing from said sale except in when the sale is made.
27. Pursuant to § 117.17 (A), the initial license and annual renewal fees for sexually oriented business licenses shall be as follows:

Type I License	\$1,000.00
[Adult Cabaret, Adult Motel, Adult Motion Picture Adult Theater, Escort Agency, Exotic Dance Service, and Massage Center]	

Type II License	\$100.00
[Adult arcade, Adult bookstore, Adult Novelty, Adult Video Store, Semi-Nude Modeling Studio, and other Sexually Oriented Businesses]	

28. Pursuant to § 117.17 (B), the fee for the application for issuance or renewal of a sexually oriented business employee card shall be \$20.00. The fee is non-refundable. There is no additional fee or charge upon issuance of the card after the completion of the application or renewal process.
29. Pursuant to § 150.33, prior to connection of any municipal utility to a manufactured home placed on any lot or within any manufactured home park within the city, said manufactured home shall be inspected by the City Building Inspector and shall be in compliance with the provisions of § 150.32. The owner or occupant of said manufactured home shall make application in writing to the city hall for inspection prior to locating said manufactured home within the city, which application shall be accompanied by an inspection fee of \$50.00.
30. Pursuant to § 153.22, before dividing any tract of land into two or more lots or parcels, an owner or subdivider shall, unless a variance is authorized, file with the City Manager: four copies of the preliminary plan; a cash fee of \$25.00 plus \$1.00 for each lot up to a maximum amount of \$150.00. This fee will be used for the expenses of the city in connection with the approval or disapproval of said plan and any final plat which may thereafter be submitted.
31. Pursuant to § 154.030, relocations shall require a conditional use permit from the Council wherein the following provisions shall be met: application in the form of a building permit shall be made on forms provided by the City Clerk; and a fee of \$21.00 plus any necessary public costs will be made to the Treasurer, and a receipt for same shall be attached to the application and submitted to the Clerk with proof of the mover’s financial responsibility.

Section 3. The following miscellaneous fees and charges are not addressed in the city code but are hereby established with adoption of this resolution:

BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500	\$21.00
\$501 to \$2,000	\$21.00 for the first \$500.00 plus \$2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000	\$62.25 for the first \$2,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	\$349.75 for the first \$25,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$574.75 for the first \$50,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000	\$887.25 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000	\$2887.25 for the first \$500,000.00 plus \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5012.25 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000.00 or fraction thereof

Other Inspections and Fees:

1. Inspections outside of normal business hours \$42.00 per hour*
2. Re-inspection fees assessed under provisions of Section 305.8 \$42.00 per hour*
3. Inspections for which no fee is specifically indicated (minimum charge-one-half hour) \$42.00 per hour*
4. Additional plan review required by changes, additions or revisions to plans \$42.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both Actual costs**

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

LICENSE AND PERMITS

Golf Cart and Mini Truck Permit.....	\$25.00 [Annual]
Kennel License.....	\$10.00 [Annual]

LIQUOR LICENSES

- On-Sale Liquor..... \$1,000.00 [Annual]
- On-Sale Club Liquor License..... \$500.00 [Annual]
- Sunday Liquor License..... \$50.00 [Annual]
- Consumption & Display License..... \$50.00 [Annual]
- Off-Sale Beer License..... \$15.00 [Annual]
- On-Sale Beer License..... \$50.00 [Annual]
- On-Sale Wine License..... \$50.00 [Annual]
- Sidewalk Café Endorsement..... \$100.00 [Annual]

AIRPORT

Airport Land Lot Lease.....	\$200.00 per year
AV Fuel.....	20% over cost

HANGAR RENT:

- 12 Month Lease.....\$55.00 per month (includes 10% AV fuel discount)
- Monthly Rate.....\$70.00 per month (No AV fuel discount)
- Daily Rate.....\$10.00 per day

TEE HANGAR:

- 12 Month Lease.....\$90.00 per month (includes 10% AV fuel discount)
- Monthly Rate..... \$110.00 per month (No AV fuel discount)

CEMETERY

Grave Lot.....	\$500.00/grave
Staking Fee.....	\$50.00
Monument Fee.....	\$50.00
Columbarium Niche.....	\$3,500.00 \$2,000

CITY PARKS

Community Sign Rental.....	\$5.00 per week
Shelter Reservation Fee.....	\$20.00 plus tax

CAMPING FEES: (sales tax not included)

- Tents, Non-hookup site..... \$15.00 per night or \$80.00 per week
- Hookup site [includes water, sewer & electric]..... \$20.00 per night or \$120.00 per week or \$450.00 per month
- Reservation Fee..... \$5.00 per site
- Cancellation Fee..... \$5.00 (non-taxable)

SWIMMING POOL RATES: (sales tax included)

- Daily Admission – Adult [18 & over]..... \$6.00
- Daily Admission – Teen [13 to 17]..... \$5.00
- Daily Admission Child [12 & under]..... \$4.00
- Resident Family Pass..... \$140.00 [limited to 5 immediate family members]
- Non-Resident Family Pass..... \$175.00 [limited to 5 immediate family members]
- Additional Family Members – Resident..... \$25.00
- Additional Family Members – Non-Resident..... \$35.00
- Resident Individual Pass..... \$100.00
- Non-Resident Individual Pass..... \$125.00
- Punch Pass – Adult..... \$50.00
- Punch Pass – Teen..... \$42.00
- Punch Pass – Child..... \$30.00
- AM Swim..... \$2.00
- PM Swim..... \$2.00
- One Hour Pool Rental..... \$138.94 [\$130.00 w/o tax]
- Party Room Rental..... \$30.00 per hour
- Family Swim..... ½ of daily admission

FIRE DEPARTMENT

Fire Call.....	\$750.00 per call plus \$350 per hour for the 2 nd and subsequent hours
Residential Smoke False Alarms.....	\$350.00 per call
Rescue Squad Call.....	\$130.50 per 15 min. plus \$6.25 per mile

PLANNING AND ZONING APPLICATION FEES

Conditional Use Permit.....	\$250.00 per application
Conditional Use Permit-Home Occupation.....	\$250.00 per application
Variance Permit.....	\$250.00 per application
Demolition Permit.....	\$15.00 [Per Building]

MISCELLANEOUS FEES

Armory Rent.....	\$35.00 per hour / \$300.00 100.00 per day
Copy of Ordinance Book.....	\$50.00
City Council Chambers.....	\$25.00 per day (free to non-profit groups)
Bad Check Fee.....	\$30.00
Current Service Assessment Fee.....	\$50.00
Solicitor’s Permit.....	\$20.00
Used Street Signs.....	\$10.00

DISEASED ELM TREE REMOVAL -

Tree located:

- On property owner’s front, side & rear yard..... 100% property owner cost

- On side yard boulevard..... 100% City cost
 - On front yard boulevard..... 50% City/50% property owner cost
- NOTE:** Property owner has option of hiring someone other than the City's tree contractor to remove a diseased elm tree on the front yard blvd. but then the City will not participate in the cost to remove the tree.

FAX CHARGES:

- To Send..... \$1.00 per page
- To Receive..... 50¢/page to receive

PARKING FEES:

- Overtime Parking..... ~~\$5.00~~25.00
- Parking in Yellow..... ~~\$10.00~~25.00
- Other Illegal or Improper Parking..... ~~\$15.00~~35.00
- Snow Emergency..... ~~\$25.00~~50.00

PHOTOCOPIES AND PRINTING:

- 8½ x 11, 8½ x 14 & 11 x 17..... 20¢ per side
- Color 8½ x 11, 8½ x 14 & 11 x 17..... 50¢ per side
- Plotter..... \$4.00 per page

EQUIPMENT & MATERIALS

- Labor for Public Works & Line Crew ~~\$40~~50.00 per hour
- All Public Works Pickups \$10.00 per hour or \$50.00 per day + Current IRS Mileage Rate

ELECTRIC DEPARTMENT:

- Sul Air Compressor 225 cfm\$125.00 per day plus fuel [without operator]
- Ringomatic Potholer Vac Machine..... \$125.00 per day [without operator]
- Electric Pole Rent (CenturyLink)..... \$4.50 per pole [Annual]
- Trailer Mounted Diesel Generator 40 kw 3Ø 208V... \$125.00 per day plus fuel [without operator]
- Kubota Portable Diesel Gen. 6.5 kw 1Ø 120/240..... \$125.00 per day plus fuel [without operator]
- Sauber Tensioner on Trailer..... \$40.00 per day-MRES Member, \$60.00 per day-Non MRES Member
- Felling Pole Trailer..... \$40.00 per day-MRES Member, \$60.00 per day-Non MRES Member
- Reel Trailer..... \$40.00 per day-MRES Member, \$60.00 per day-Non MRES Member
- 2017 Ford F550 SD Small Bucket Truck...#8..... \$50.00 per hour-MRES Member, \$80.00 per hour-Non MRES Member plus Current IRS Mileage Rate member & non member
- 2009 International 4400 Altec AM50E...#10..... \$50.00 per hour-MRES Member, \$80.00 per hour-Non MRES Member plus Current IRS Mileage Rate member & non member
- 1997 Ford F350 1 Ton Dump Truck.....#26..... \$50.00 per day -MRES Member, \$65.00 per day -Non MRES Member plus Current IRS Mileage Rate member & non-member
- 2001 Freightliner Versa Lift Digger/Derrick...#11.. \$50.00 per hour-MRES Member, \$80.00 per hour-Non MRES Member plus Current IRS Mileage Rate member & non-member
- Panel Van.....#00..... \$50.00 per day-MRES Member, \$50.00 per day-Non MRES Member plus Current IRS Mileage Rate member & non-member
- Case 560 Trencher with operator..... \$55.00 per hour-MRES Member, \$65.00 per hour-Non MRES Member
- Trenching: 1999 Case 560 Chain Trencher..... \$1.10 per foot or \$100.00 per hour [MRES Mbr] \$120.00 [Non-MRES Mbr] –whichever is higher [includes operator]
- Boring: 2007 Ditch Witch 2020 Boring Machine..... \$4.00 per foot or \$150.00 per hour–whichever is higher [includes optr]
- **2015 Bobcat Skid Steer** **\$50.00 per hour-MRES Member, \$65.00 per hour-Non MRES Member**
- 1992 Vermeer Wood Chipper..... \$50.00 per hour-MRES Member, \$65.00 per hour-Non MRES Member

PARKS DEPARTMENT:

- Mosquito Spraying..... \$70.00 per hour [man & pickup]
- Mosquito Spray..... \$42.00 per gallon
- Mowing Fees (includes equipment)..... \$80.00 per hour [minimum charge of \$80.00]
- Vermeer Tree Spade..... \$85.00 per hour [includes operator]
- 2008 Case Dx45 Utility Tractor w/attach..... \$80.00 per hour plus materials

STREET DEPARTMENT:

- 2007 Edco 14” Concrete Saw..... \$65.00 per hour plus saw blades [includes operator]
- Misc. Saws..... \$65.00 per hour plus blades or chains [includes operator]
- Router..... \$105.00 per hour [includes operator]
- Tar Kettle..... \$80.00 per hour plus materials [includes operator]
- Tack Wagon..... \$105.00 per hour plus materials [includes operator]
- 2016 Linelazer 3900 Striper..... \$105.00 per hour plus materials [includes operator]
- Self Propelled Steel Roller Packer..... \$60.00 per hour [includes operator]

- 2017 320E Skid Steer \$125.00 per hour [includes operator]
- Rubber Tire Roller Compactor..... \$75.00 per day [without operator]
- 2015 Elgin Pelican Sweeper.....#1..... \$125.00 per hour [includes operator]
- 2002 John Deere 544H Loader...#4..... \$125.00 per hour [includes operator with bucket or plow]
- 2014 Case Loader.....#5..... \$125.00 per hour [includes operator]
- 2006 John Deere 624 Loader.....#13..... \$125.00 per hour [includes operator with bucket or plow]
- Tandem Dump Truck – 12 yd. Box...#15,16,18... \$125.00 per hour [includes operator]
- Tandem Truck with Sander.....#16..... \$125.00 per hour [includes operator] plus \$55.00 per yd for sand salt
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- 2013 Chevy 1 Ton w/Plow & Utility Dump...#21 \$65.00 per hour 1 ton, \$80.00 with Plow [with operator]
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- 2008 John Deere 772G Motor Grader.....#28..... \$125.00 per hour [includes operator with blade or plow & wing]
- 2005 John Deere 317 Skid Steer..... \$80.00 per hour [includes operator]
- 2005 Wildcat Snowblower..... \$80.00 per hour [includes operator]
- 1988 John Deere 550G Dozer..... \$125.00 per hour [includes operator]

WATER DEPARTMENT:

- Backhoe – 2018 Case 580N #20..... \$90.00 per hour [includes operator]
- Tanaka Trash Pump..... \$75.00 per day [without operator]

WASTEWATER DEPARTMENT:

- 2018 Freightliner Jet-Vac...#27..... \$140.00 per hour [includes operator]
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City of Benson, Minnesota

ELECTRONIC FUNDS AND WIRE TRANSFERS POLICY

I. PURPOSE

The purpose of this policy is to ensure the proper usage of electronic funds and wire transfers.

II. GENERAL STATEMENT OF POLICY

To ensure that the usage of electronic funds and wire transfers is done in accordance with MN Statute 471.381, current industry standards, and recommendations made by the Office of the State Auditor.

III. DEFINITIONS

Electronic Funds and Wire Transfers - Any transfer of funds that is initiated by electronic means.

IV. ELECTRONIC FUNDS AND WIRE TRANSFERS

- A. The City Council shall annually authorize the City Manager, Director of Finance, and Payroll/Accounting Clerk to make electronic funds and wire transfers.
- B. The City shall require any disbursing bank to keep a certified copy of delegation of authority.
- C. The disbursing bank and City must identify the initiator of each electronic transfer.
- D. Prior to any electronic funds and wire transfers, two of the three delegated positions shall document the request and approve each transaction in written form.
- E. Electronic funds transfers between city accounts within the same financial institution does not require written approval.
- F. Written confirmation of each electronic funds and wire transfers shall be available within one business day of each transaction.
- G. A list of all electronic funds and wire transfers shall be submitted to the City Council at the next regular City Council Meeting following the month of transfer.

Adopted by the Benson City Council on May 6, 2019.