

**City Council Meeting Agenda  
City Council Chambers  
December 16, 2019**

**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		<b>Action Requested</b>
	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	
	<b>Additions?</b> <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	<b>Action Requested</b>
	4. Consent Agenda:	<b>Action Requested</b>
3-8	a. Minutes: <ul style="list-style-type: none"> <li>▪ 12.2.2019 City Council Meeting</li> </ul>	
9-10	b. Applications: <ul style="list-style-type: none"> <li>▪ Gambling Permit – Northern Lights Trails Bingo – April 4, 2020</li> <li>▪ Cigarette License Renewals</li> <li>▪ Cemetery Board – Greg Zniewski</li> </ul>	
11		
12		
13	c. Correspondence: <ul style="list-style-type: none"> <li>▪ DeMarce Theater Closing Letter</li> <li>▪ Anonymous Plowing Letter</li> </ul>	
14		
	d. Donations/Transfers: <ul style="list-style-type: none"> <li>▪ Donations: \$5,000 – CHS Hometown Pride Reward – Kid Day Trailer</li> <li>▪ Electronic Transfers: Payroll: \$157,141.46 - December 5, 2019 Journal: \$1,738,429.91 – November 2019</li> </ul>	
	5. Persons With Unscheduled Business to Come Before the Council	
15-35	6. Swift County-Benson Health Services <ul style="list-style-type: none"> <li>▪ SCBHS Lease Mgmt. Agreement with Carris Health</li> </ul>	Information Only
36-37	▪ Promissory Note	<b>Action Requested</b>
38	▪ Swift County-Benson Health Services Board Appointment	<b>Action Requested</b>
	▪ TIF Modification & Gap Analysis	Information Only
39	7. Consider Street Garage Heater Replacement	<b>Action Requested</b>
40-44	8. Consider 1 <sup>st</sup> Reading of the ATV Ordinance	<b>Action Requested</b>
45-51	9. Consider Proposed Police K-9 Program 2020	<b>Action Requested</b>
52	10. Consider Proposed 2020 City Council Meeting Dates	<b>Action Requested</b>

53-74	11.	Consider LELS Contract	<b>Action Requested</b>
75	12.	2019 Bad Debt List	<b>Action Requested</b>
76-77	13.	Consider Resolution for Sewer & Water Assessments	<b>Action Requested</b>
	14.	Consider Stantec Engineering Pay Requests:	<b>Action Requested</b>
78-79		▪ 2020 Comprehensive Plan - \$9,358.75	
80-82		▪ General Engineering for 2019 - \$6,988.23	
83-85		▪ Chlorine Damage in Water Plant Remediation - \$3,499.87	
86-87		▪ Wastewater Treatment Plant Flood Protection - \$940.00	
88-92		▪ Wastewater Filter Replacement - \$48,992.01	
93-112	15.	Consider Approval of 2020 Budgets & Levy:	<b>Action Requested</b>
		▪ Resolution Certifying the Final Operating Budget for Calendar Year 2020	
		▪ Resolution Adopting Final 2019 Property Tax Levy Collectible in 2020	
113-128	16.	Bills and Warrants	<b>Action Requested</b>
	17.	Adjourn: Mayor	<b>Action Requested</b>

<p>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.</p>
--

**DRAFT**

**MINUTES - BENSON CITY COUNCIL MEETING  
DECEMBER 2, 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, Roxy Lewis and Janet Goff.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda. Conway, Deuth and Schmiesing Audit Proposal was added. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the amended agenda.

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

- November 18, 2019 City Council Minutes
- Application to the Park Board by Doug Bangsund
- Application to the Cemetery Board by Tim Mattheisen
- Swift County Environmental Garbage Tipping Fee Increase

Donations:

- \$10,000 Donation to the Cemetery by Maanum Living Trust

Electronic Transfers:

Payroll: \$90,372.30 – November 21, 2019

The Mayor called for anyone with unscheduled business, to which there was no one.

The Mayor declared the Truth in Taxation meeting open. The Mayor listed significant accomplishments from 2019. The City Manager presented the updated 2020 proposed budget, and a list of 10 goals to be accomplished in 2020. Lewis asked some questions on budgeting for our aging infrastructure. Goff expressed concern about rising property taxes. Wolfington said in April, she could have a chance to appeal her valuation at the annual Board of Review. Wolfington discussed the loss of property tax revenue from Benson Power and stated Xcel dollars would be used over a 3 year period to help ease the blow of the revenue loss. Wolfington asked for any more questions, to which there were none.

Pederson approached the Council to discuss how Xcel dollars are being accounted for. He stated the money is in a separate fund. Many expenses are charged directly to the fund. Xcel dollars are being used to fund the wastewater treatment plant filter repairs. He presented a resolution for consideration, to show a paper trail how the Xcel dollars are also being transferred to other funds. Councilmember Evenson offered the following resolution:

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR  
ECONOMIC DEVELOPMENT PURPOSES  
(RESOLUTION 2019-26)**

**WHEREAS**, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

**WHEREAS**, these grant dollars are limited in use for the purposes of economic development, and;

**WHEREAS**, the Council has determined that sanitary sewer collection and treatment improvements quality as an economic development purpose, and;

**WHEREAS**, the 2019 Sanitary Sewer WWTP Filter project is an authorized use of grant dollars, and:

**WHEREAS**, the estimated cost of this project is \$600,000.

**NOW, THEREFORE, BE IT RESOLVED** that \$37,536.33 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

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 2019-26 duly passed and adopted.

Wolfington presented the Operating Lease Agreement between the Swift County-Benson Hospital District, CentraCare Health System and Carris Health-Benson to the Council. He asked the Council to review it before we will have to move on it in 2 weeks. Swift County will be looking at it tomorrow night. Buyck, who is a member of the Hospital Board, said on January 1, 2020 the employees will become CentraCare Carris employees. Transfer of assets will not happen until later in 2020 due to a new bookkeeping system CentraCare is implementing. The Epic recordkeeping system will be installed later in 2020 as well.

Next was the Power Plant Air permit. The Public Notice of Intent to Reissue the Air Permit was presented. Wolfington stated this air permit with the Minnesota Pollution Control Agency must be renewed every 5 years. He said the stack emission tests have been changed to every 3 years from every 5 years which is estimated to cost us between \$15,000 and \$20,000 for each testing.

Pederson approached the Council and said there will be two primary elections next year in March and August, as well as the Presidential Election in November. It is required to establish the voting location for the 2020 year. Councilmember Evenson offered the following resolution:

**A RESOLUTION DESIGNATING POLLING PLACE FOR 2019 ELECTIONS  
(RESOLUTION NO. 2019-27)**

**WHEREAS**, Minnesota Statutes 204B.175, subd 1a requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

**WHEREAS**, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

**WHEREAS**, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

**THEREFORE, BE IT RESOLVED:** That the Benson City Council hereby designates the following polling place for elections conducted in the city in 2020:

Precincts 1 & 2  
Benson Armory  
203 – 14<sup>th</sup> Street South  
Benson, MN 56215

**AND BE IT FURTHER RESOLVED**, that the city Clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election law for any polling place designated in the Resolution when necessary to ensure a safe and secure location for voting.

**AND BE IT FURTHER RESOLVED**, that the City Clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Swift County Elections office.

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 2019-27 duly passed and adopted.

Buyck offered the following resolution:

**RESOLUTION TO APPROVE TRANSFER FROM LIBRARY ENDOWMENT FUND  
(RESOLUTION NO. 2019-28)**

WHEREAS, the City of Benson established the Library Endowment Fund in March of 1995 with excess dollars left over from the new building construction, and

WHEREAS, the interest earned in this fund is available for the purchase of capital equipment, and

WHEREAS, the fund has earned \$456.10 in interest during 2019, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount up to \$400.00.

NOW, THEREFORE BE IT RESOLVED that the \$456.10 interest earned be transferred from the Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

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 2019-28 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION TO APPROVE BUDGETED TRANSFERS  
(RESOLUTION NO. 2019-29)**

WHEREAS, the City of Benson has maintained the following funds, and

WHEREAS, the City Council has determined that it is prudent to make transfers in 2019 in order to fund certain projects or programs.

NOW, THEREFORE BE IT RESOLVED that the following amounts be transferred from the following funds:

	<b>Budgeted</b>	<b>Transferred</b>
From Cemetery Perpetual Care to General Fund	1,600	2,139
<b>TOTAL</b>	<b>1,600</b>	<b>2,139</b>

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 2019-29 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE  
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND  
(RESOLUTION NO. 2019-30)**

WHEREAS, the Benson City Council has established a fund known as the General Capital  
Outlay Fund, and

WHEREAS, the Council desires to track all capital outlay purchases for the General Fund  
through this fund, and

WHEREAS, there are monies appropriated in the General Fund 2019 Budget for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the following amounts be transferred from the  
General Fund Appropriated Fund Balance to the General Capital Outlay Fund for:

City Hall	40,000
Police Department	57,000
Street Department	276,000
Park	157,000
Airport	20,000
<b>TOTAL</b>	<b>\$550,000</b>

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 2019-30 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TRANSFERRING \$7,475 FROM THE EDA FUND AND \$12,272 FROM THE  
REVOLVING LOAN FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2019-31)**

WHEREAS, the City of Benson is active in economic development, and

WHEREAS, the Economic Development Authority makes loans to local businesses in order to  
create jobs, and

WHEREAS, these loans are administered by personnel within the General Fund, and

WHEREAS, a 1% management fee on the beginning asset balance of these Funds is a reasonable  
fee to charge for this administration.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$7,475  
from the EDA Fund and \$12,272 from the Revolving Loan Fund to the General Fund.

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 2019-31 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR CURRENT SERVICES  
 BY THE CITY OF BENSON, MINNESOTA FOR 2019 PAYABLE 2020  
 (RESOLUTION NO. 2019-32)**

BE IT RESOLVED, by the Benson City Council that the following assessments for 2019 as prepared by the City Manager are hereby approved and made a part thereof; and,

BE IT FURTHER RESOLVED, that the assessments hereinafter noted shall be submitted to the County Auditor on or before December 16, 2019 and placed on the tax roll for collection with the taxes collectable in 2020.

<b>Charges</b>	<b>Name &amp; Mailing Address</b>	<b>Legal Description &amp; Parcel No.</b>	<b>Amnt Due</b>
Diseased Elm Tree 305 – 19 <sup>th</sup> St. N.	Laurel Ahrndt 305 – 19 <sup>th</sup> St. S. Benson, MN 56215	Lots 4 & 5, Block 4 McKinney's 3 <sup>rd</sup> Addition 23-0531-000	\$1,242.00
Mowing 301 – 10 <sup>th</sup> St. N.	Dakota Fossan 301 – 10 <sup>th</sup> St. N. Benson, MN 56215	Lots 9, 10, Block 11 City of Benson Addition 23-0056-000	\$342.00
Diseased Elm Tree 406 – 14 <sup>th</sup> St. S.	Nicole Hadfield 406 – 14 <sup>th</sup> St. S. Benson, MN 56215	Lot 4, Block 8 McKinney's 1 <sup>st</sup> Addition 23-0461-000	\$253.00
Concrete 610 – 10 <sup>th</sup> St. S.	Wayne Jaeger 610 – 10 <sup>th</sup> St. S. Benson, MN 56215	S. 78' of N. 128' of Lot 4, Block 1 Sunnyside Addition	1,794.45
Mowing 308 – 16 <sup>th</sup> St. N.	John & Mary Jensen 4519 West Hwy 192 Kissimmee, FL 34746	Lots 11,12,13, Block 38 City of Benson Addition 23-0236-000	\$128.25
Mowing 875 Montana Ave.	Linda Love 207 – 17 <sup>th</sup> St. S. Benson, MN 56215	Lot 1, Block 1 Prairie View Addition 23-1406-000	\$427.50
Mowing 2010 McKinney Ave.	Peter Melby 220 – 60 <sup>th</sup> Ave. SW Benson, MN 56215	Lot 1, Block 3 Tatge's 1 <sup>st</sup> Addition 23-0978-000	684.00

Mowing 1505 Atlantic Ave.	NFG, LLC P.O. Box 412 Stillwell, KS 66085	Morris & Payte's Addition 75X200 Ft Along RR Beg at a Point on the Sec Line Between Sec 5 & 6 121 39 Where Said Sec Line Intersects the S Line of Atlantic Ave then Westerly Along the Southerly Line of Said Atlantic Ave 200 Ft; Then Southerly & at Right Angle to Said First Line 75 Ft, then Easterly & PARA to Said Lst Line to Said Sec Line Between Sec 5 & 6; Then North Along Said Sec Line to Beginning 23-0310-000	662.63
Diseased Elm Removal 201 – 18 <sup>th</sup> St. S.	Peter Ollendick To: Matthew Ollendick 207 – 12 <sup>th</sup> St. S. Benson, MN 56215	Lots 23,24 & N. 10' lot 22, Block 50 Stone Addition 23-0554-000	\$392.00
Diseased Elm Removal 407 – 12 <sup>th</sup> St. N.	Roberta Reitsma 2305 – 22 <sup>nd</sup> Ave. SW Willmar, MN 56201-4967	Lots 5,6 & N. 20' of 7, Block 24 City of Benson Addition 23-0147-000	\$1,568.00
<b>TOTALS</b>			<b>\$7,493.83</b>

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 2019-32 duly passed and adopted.

Pederson presented a proposal from Conway, Deuth & Schmiesing, PLLP for auditing services.  
 The proposal was for three years from 2019 - 2021. After discussion, it was moved by Buyck, seconded  
 by Schreck and carried unanimously to approve the proposal as presented.

There being no further business to come before the Council upon motion by Evenson, seconded  
 by Olson and carried unanimously to adjourn the Council meeting at 6:15 p.m.

---

Mayor

---

City Clerk

# 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 raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

## ORGANIZATION INFORMATION

Organization Name: Nothorn Lights Trails Previous Gambling Permit Number: X-04998-19-023

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1872708

Mailing Address: PO BOX 153

City: Benson State: MN Zip: 56215 County: Swift

Name of Chief Executive Officer (CEO): Michale Goff

CEO Daytime Phone: 320-808-7496 CEO Email: msgoff65@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

### Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767

**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 toll free at 1-877-829-5500.

**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:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. 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): McKinney's On Southside Inc.

Physical Address (do not use P.O. box): 300-14th St. S.

Check one:

City: Benson Zip: 56215 County: Swift

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 4-4-2020

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

Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball 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** tab, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**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: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**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 349.213.)

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

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

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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: Michael Goff Date: 11-27-19  
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael Goff

**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.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

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 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.

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

## **2020 Cigarette License Applications**

Glacial Plains Cooperative

Darold's SuperValu

Benson Food Shop

Family Dollar Inc.

Holiday Stationstores, LLC

**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 checked="" type="checkbox"/> Cemetery Board      | <input type="checkbox"/> Park Board                        |
| <input 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 Greg Zniewski Address 505 13<sup>th</sup> St. North (P.O. Box 76)  
Telephone: Home 320-760-5546 Business 320-842-8811 Zip 56215 Benson, MN  
How long have you been a resident of Benson? 29 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: Funeral Director Name of Employer: Zniewski Funeral Home  
I am a member of the following civic organizations: St. Francis Catholic Church Finance Board.

DeMarce Theater  
1320 Atlantic Ave.  
Benson, MN 56215  
November 25, 2019

Robert Wolfington  
City Manager  
City of Benson  
1410 Kansas Ave.  
Benson, MN 56215

Dear Mr. Wolfington and the City Council:

I am writing to inform you that as of May 28, 2020, the DeMarce Theater will be closing. I have tried many different options to try to keep the theater running, but I am losing too much money. This has had a negative effect on my family, my health, and my personal retirement account. It is time for my family to cut our losses and try to regain some of the thousands we've put in to it.

Our goal for the theater was to update it to the latest technology, thus, being able to keep it open and a viable part of our community. Through the past nine years, we have been able to do so, with the help of numerous local business advertisers. As time has gone on, our financial losses have increased to unreasonable amounts. I have looked for ways to offset these losses, but have not had much luck. I have been forced to borrow more money from the EDA this past year, and I will not continue to borrow money or steal from my retirement accounts to keep the movie theater going.

My family has followed through on all of our expectations with the City of Benson, the EDA, and other agencies. We will continue to pay off our debt to the EDA until our financial obligations are satisfied, either through time or the sale of the building/business.

As an owner of a small business that is struggling, it has been frustrating to not feel the support of the community. Most small town theaters are owned by the city and operated by a community group or non-profit organization. I think this would be a viable option for the DeMarce Theater. Madison and Canby are smaller communities than Benson, yet they seem to have a community investment in their theaters. Each movie costs a minimum of \$300 to show. Some places have chamber dollars, business sponsors, foundations, or actual support from frequent movie-goers to cover these plus the day to day operation and building costs.

I am willing to discuss any options/ ideas that will help keep the theater open.

Please call me at 320-766-1089 or email me at [tjkletscher@gmail.com](mailto:tjkletscher@gmail.com) if you'd like to discuss things further.

Sincerely,



Timothy J. Kletscher

Owner, DeMarce Theater

11 – 20 – 2019

Dear City and City Council of Benson;

Thank you for another great year of service to the public, a complex job well done. With each year comes, new and MORE complex issues to solve and keep this city running smoothly.

Communications become trickier and stickier each year, with changes coming in from all angles.

Laws to communicate with a growing population, for example, some residents who have no idea that a cement curb in front of their house could have rules concerning which direction to park against it.

Another example, city residents have no way of determining when a Snow Emergency will be declared, if that day's snow fall was 1.5 or 2.5 inches. City offices could be closed, when the streets are being plowed. Maybe it's April, March or even January and the temperatures will be over 50 degrees the next day, so no Snow Emergency is called because the snow will melt. Some residents cannot park in alleys; due to an 8 inch ice-paced ruts, visibility at the end of the alley is blocked by snow banks / garages OR giant ridges left by snow plows making it a risk of getting a vehicle hung up on the ridge. At the end of alley; one can just floor the accelerator pedal to jump through the snow ridge, BUT then there could be an unseen car coming, because a garage obstructs the driver's view.

Residents often need to determine, without the assistance of a website, glossy newsletter, city worker or city police officer saying (when asked if there is a Snow Emergency that day) "we pulled the snow plows off the (state) highway".

A Benson city resident's dilemma becomes : is it worth ruining a car's suspension or trying to avoid a collision or a ticket for parking on the street ? Or paying to retrieve their impounded transportation ?

WHO and HOW are amounts of snow, temperature conditions and other influences determined AND WHERE do residents look to learn such details of that specific day or night ?

Sincerely,

John Q Public

A concerned and law abiding citizen

P.S. THANK YOU and please share your recommendations with all involved.

**FIRST AMENDED AND RESTATED  
MANAGEMENT SERVICES AGREEMENT**

This **FIRST AMENDED AND RESTATED MANAGEMENT SERVICES AGREEMENT** (this “**Agreement**”) is made and entered into as of January 1, 2020 (“**Effective Date**”), by and among **CentraCare Health System**, a Minnesota nonprofit corporation (“**Manager**”), Swift County-Benson Hospital District (the “**District**”), organized by Swift County, Minnesota and the City of Benson, Minnesota under Minnesota Laws 1992, Chapter 534, and Swift County Benson Hospital, d/b/a Swift County-Benson Health Services (“**SCBHS**”). (Manager and SCBHS may each be referred to herein individually as a “**Party**” and collectively as the “**Parties**”).

**RECITALS**

**WHEREAS**, SCBHS provides inpatient and outpatient services at (a) a 21-bed critical access hospital located at 1815 Wisconsin Avenue, Benson, Minnesota, known as Swift County-Benson Hospital (the “**Hospital**”) (b) certain related health care facilities, including an outpatient surgical center and an emergency medical transport service (collectively, with the Hospital, referred to herein as the “**SCBHS Facilities**”); provided, however, that the SCBHS Facilities will not include any senior or assisted living facilities operated by SCBHS;

**WHEREAS**, the Manager is a regional integrated health care provider that has the expertise and experience to provide SCBHS with certain management services related to delivery of patient care services at the SCBHS Facilities;

**WHEREAS**, the Manager and SCBHS entered into a Management Services Agreement, effective October 1, 2018, under which the Manager has provided (1) experienced hospital management, (2) infrastructure and operational support, and (3) assistance to SCBHS in identifying physician and other health professionals recruitment and retention opportunities;

**WHEREAS**, the Parties believe it is in the mutual best interests of the Manager and SCBHS for the SCBHS and District personnel who support the SCBHS Facilities and satisfy the Manager’s employment criteria to transition from employment by SCBHS or the District to employment by the Manager or an affiliate;

**WHEREAS**, the Parties desire that such personnel continue to provide services to SCBHS, through this Agreement; and

**WHEREAS**, the Parties wish to make a full and complete statement of their agreement.

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are incorporated and hereby made a part of this Agreement, the terms, conditions and other provisions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto hereby agree as follows:

## ARTICLE 1

### OBLIGATIONS OF MANAGER

**Section 1.1 Services.** As of the Effective Date, all employees of SCBHS and the District who support the delivery of services at the SCBHS Facilities and satisfy the Manager's employment criteria will transition from employment by SCBHS or the District, as applicable, to employment by the Manager or an affiliate. The Manager will provide all clinical and non-clinical personnel reasonably necessary to meet the day-to-day operations requirements of the SCBHS Facilities (the "**Services**"), including without limitation those Services described as "**Base Services**" in Exhibit A.

The Management Services are subject to the terms and conditions set forth herein, the policies, procedures and regulations (as same may be amended from time to time) of the SCBHS Facilities, and the ultimate authority and responsibility of SCBHS for operation of the SCBHS Facilities. Manager shall provide all Services in a manner consistent with good business practice within the healthcare industry, in compliance with the standards of performance established by applicable accrediting agencies or regulatory bodies and authorities having jurisdiction over the SCBHS Facilities. Subject to the approval of SCBHS, which SCBHS will not unreasonably withhold, Manager may direct that its wholly-owned subsidiary, Carris Health, LLC ("**Carris**"), provide services to SCBHS in performance of Manager's obligations under this Agreement.

**Section 1.2 Other Support.** As mutually agreed in writing by SCBHS and the Manager, the Manager shall furnish additional personnel and expertise in support of the operation of the SCBHS Facilities, including without limitation a qualified Chief Executive Officer/Administrator for the SCBHS Facilities (the "**Hospital CEO**") throughout the term of this Agreement. The Hospital CEO shall assist in the performance of Manager's obligations under this Agreement. The Hospital CEO shall assume the duties and responsibilities specifically set forth in Exhibit B hereto, a copy of which is attached hereto and incorporated herein by this reference. In the event there is a vacancy in the position of Hospital CEO, Manager shall provide for the continued management of the SCBHS Facilities until a permanent replacement can be recruited.

**Section 1.3 Compliance.** To the same extent as it operates its other owned facilities, the Manager shall take all reasonable measures to assure that the SCBHS Facilities are operated in compliance with: (a) applicable federal, state and local laws, rules and regulations, (b) to the extent applicable, the standards of The Joint Commission, the requirements of Minnesota healthcare regulatory authorities, the United States Department of Health and Human Services and any other applicable accrediting, regulating or licensing agencies or boards, (c) Hospital's policies and procedures (as they may be revised from time to time), (d) the bylaws and governing documents of Hospital and its medical staff, (e) the principles of Section 501(c)(3) of the Internal Revenue Code (the "**Code**"), (f) the Hospital's responsibilities as a municipal hospital; and (g) Hospital's charitable mission. The Manager will fully cooperate with any audits, surveys, training, education or other activities initiated or designated by SCBHS in connection with such compliance, any extraordinary costs of such activities being borne by SCBHS, as applicable.

**Section 1.4 Licenses, Certifications and Registrations.** The Manager shall, during the term of this Agreement, assist the SCBHS Facilities in the maintenance of all necessary licenses, certifications, registrations or other permits required by federal and state law to treat patients in the SCBHS Facilities. SCBHS will comply with all reasonable requests by the Manager to allow the Manager to fulfill its obligations under this Section 1.4.

**Section 1.5 Compensation of Personnel.** Until directed otherwise by Manager, on behalf of the Manager, SCBHS will serve as the pay agent for personnel of the Manager who provide Services to SCBHS under this Agreement (the “**Personnel**”), such that the Manager will delegate to SCBHS the responsibility for paying, from SCBHS’s accounts all payroll expenses for the Personnel, consistent with amounts approved by the Manager; provided, however, that (i) the Manager shall be responsible for funding all health and retirement benefits provided to the Personnel, and (ii) SCBHS shall include in the Fees paid to the Manager (as set forth in Exhibit A) all Personnel-related benefits expenses incurred by the Manager.

**Section 1.6 Epic Installation.** Manager will install Epic electronic medical records at the Hospital, which will have a planned “go-live” date prior to January 1, 2021. Manager will loan SCBHS \$1,600,000 for purposes of satisfying expenses associated with the Epic installation, pursuant to a promissory note (the “**Note**”) substantially in the form attached to this Agreement as Exhibit D. As set forth in the Note, all principal and interest will be due and payable on January 1, 2023; provided, however, that (a) all principal and accrued interest on the Note will be forgiven by Manager if as of January 1, 2023, which note will be forgiven January 1, 2023, if as of such date, SCBHS has not entered into an affiliation (an “**Affiliation**”) in any manner, including sale of assets, member substitution, lease or management agreement, with any third party, and (b) in the event SCBHS enters into an Affiliation with a third party on or before January 1, 2023, all principal and accrued interest under the Note immediately will be due and payable.

## ARTICLE 2

### OBLIGATIONS OF SCBHS

**Section 2.1 Space, Equipment, Furnishings, and Supplies.** At its expense and within the limits of its budget, SCBHS will provide (a) access to all SCBHS Facilities, including the Hospital; (b) furnishings; (c) equipment; (d) supplies; and (e) all other non-personnel inputs reasonably necessary to furnish healthcare services at the SCBHS Facilities. The Manager will use such SCBHS Facilities, furnishings, equipment, supplies and other inputs only for the provision of the Services, as required under this Agreement and not for the private practice of medicine or personal benefit. SCBHS will retain all rights of title, possession and ownership in such furnishings, equipment and supplies until the termination of this Agreement.

**Section 2.2 Ultimate Authority.** SCBHS has final responsibility for the SCBHS Facilities, including, but not limited to, approval for: (a) administrative and clinical decisions affecting patient care; (b) contracts with outside parties; and (c) medical staff appointments for physicians rendering services within the SCBHS Facilities.

**Section 2.3 Regulatory Compliance.** SCBHS represents and warrants that it will maintain, on a current basis and in good standing, all necessary licenses, certifications,

registrations or other permits required by federal and state law to treat patients in the SCBHS Facilities.

**Section 2.4 Personnel.** SCBHS shall be responsible for licensure, medical staff credentialing, quality assurance, accreditation and other functions integral to the SCBHS Facilities' internal operations and provision of services to patients.

**Section 2.5 Hospital Patient Records.** The Hospital shall own and maintain any and all patient charts and records and all other documents related to the treatment and care rendered to the patients in the SCBHS Facilities (the "**Patient Records**"). The Manager shall have reasonable access to the Patient Records during the term of this Agreement as may be necessary or appropriate in performing the Services pursuant to this Agreement, so long as the Manager agrees to maintain the confidentiality of Patient Records as required by Hospital policies and procedures, and as otherwise may be required by law.

**Section 2.6 Peer Review.** As of the Effective Date, SCBHS will adopt Manager's peer review process for purposes of evaluating the quality and appropriateness of care provided to patients by members of the Hospital's Medical Staff.

### ARTICLE 3

#### JOINT OBLIGATIONS OF PARTIES

**Section 3.1 Compliance and Federal Health Care Program Participation.** The Parties hereto hereby represent and warrant that (a) neither Party is excluded from or otherwise ineligible for participation in any federal health care program, as defined under 42 U.S.C. Section 1320a-7b(f), for the provision of items or the Services for which payment may be made under a federal health care program; (b) neither Party has arranged or contracted (by employment or otherwise) with any employee, contractor or agent that such Party knows or should know is excluded from or otherwise ineligible for participation in any federal health care program; and (c) no final adverse action, as such term is defined under 42 U.S.C. Section 1320a-7e(g), has occurred or is pending or threatened against either Party or, to either Party's knowledge, against any of its owners, employees, contractors or agents.

**Section 3.2 Privacy Agreement.** The Parties have determined that the Manager is acting as a "**Business Associate**" (as defined in the Privacy Standards promulgated pursuant to the Health Insurance Portability and Accountability Act) of SCBHS when it performs the Services pursuant to this Agreement, and therefore the services performed by Manager under this Agreement will be covered by a Business Associate Agreement between the Parties.

**Section 3.3 Information Sharing.** To the extent necessary to accomplish the purposes of this Agreement and in accordance with the Business Associate Agreement and state and federal law regulating the confidentiality of patient information, the Parties shall share patient information only to the extent necessary for the Manager to provide the Services.

**Section 3.4 Cooperative Efforts.** SCBHS and the Manager agree to devote their good faith and commercially reasonable efforts to promote cooperation and effective communication among them in the performance of the Services hereunder to foster the prompt and effective

evaluation, treatment and continuing care of patients at the SCBHS Facilities. In furtherance thereof, the Parties shall make available to each other names and phone numbers of respective personnel to contact concerning consultation, referral and arrangements for transport of patients and other relevant information regarding patients.

**Section 3.5 Third Party Claims.** In a lawsuit against both the Manager and SCBHS arising out of activities in the SCBHS Facilities, each Party agrees to use its good faith and commercially reasonable efforts to cooperate with the other Party in defense of such lawsuit to develop and achieve a goal for joint defense, including without limitation, by giving the other party written notice of any settlement negotiations and written notice prior to accepting any settlement.

**Section 3.6 Compliance with Laws; Nondiscrimination.** Each Party agrees to fully comply with all applicable federal, state and local laws, rules and regulations affecting such Party's performance under this Agreement. Without limiting the generality of the foregoing, each Party agrees to comply with Title VI of the Civil Rights Act of 1964, all requirements imposed by regulations issued pursuant to that title, Section 504 of the Rehabilitation Act of 1973, and all related regulations, to ensure that such Party shall not discriminate against any recipient of Services hereunder on the basis of race, color, sex, creed, national origin, age or handicap, under any program or activity receiving federal financial assistance.

**Section 3.7 ACMC Arrangement.** SCBHS and Affiliated Community Medical Centers, Ltd. ("ACMC") have previously entered into the following agreements: Operations Transfer Agreement, effective September 1, 2016, Agreement for Demised Premises and Equipment Lease, dated September 1, 2016, Management Services Agreement, dated September 1, 2016, and Professional Services Agreement, dated September 1, 2016 (collectively, the "ACMC Arrangement"). Nothing in this Agreement shall amend, rescind, expand, or otherwise modify ACMC's or SCBHS's rights or obligations under any agreement in the ACMC Arrangement. The Parties agree that this Agreement shall be treated as independent from the ACMC Arrangement, and the terms of this Agreement shall constitute the entire agreement between the Parties with respect to the matters addressed in this Agreement.

## ARTICLE 4

### COMPENSATION AND BILLING

**Section 4.1 Compensation.** SCBHS shall pay the Manager the fees (the "Fees") as this term is defined in Exhibit A attached hereto and incorporated herein by this reference, based on a detailed monthly invoice provided by the Manager and such other supporting documentation as SCBHS may reasonably require. SCBHS will pay the Fees monthly in arrears no later than the fifteenth (15th) business day following the business day Hospital receives the invoice and such other documentation as Hospital may reasonably request to verify the accuracy of the invoice. The Fees shall be compensation in full for the Services furnished by the Manager under this Agreement, and are intended to compensate the Manager for the fair market value of the Services. The rights and obligations of this Section 4.1 shall survive the expiration or termination of this Agreement and shall continue indefinitely with respect to the Services rendered prior to termination.

**Section 4.2 Billing and Collections.** Under no circumstances shall the Manager bill SCBHS Facilities' patients, Medicare, Medicaid or any other payor or person other than Hospital for the Services provided under this Agreement. The SCBHS Facilities shall be solely responsible for the billing and collection of all charges for services provided to the patients. All income received by Manager or the SCBHS Facilities for the health care services furnished in the SCBHS Facilities shall belong exclusively to SCBHS. If any fees or charges are received by the Manager for health care services rendered to patients, the Manager shall promptly (a) notify SCBHS of the Manager's receipt of such payments; and (b) remit such payments to SCBHS.

## ARTICLE 5

### TERM AND TERMINATION

**Section 5.1 Term.** The term ("Term") of this Agreement shall commence on the Effective Date, and terminate as of January 1, 2023, or another date as agreed to in writing by the Parties, unless terminated sooner pursuant to the provisions of this Agreement.

**Section 5.2 Termination.** Except as otherwise provided herein, this Agreement shall be terminated upon the occurrence of any one of the following:

- (a) Immediately upon mutual written agreement of the Parties.
- (b) Receipt of notice that (i) a petition for relief under federal bankruptcy law has been filed by or against a Party; (ii) an event of liquidation, rehabilitation or similar proceeding under Minnesota law has commenced; or, (iii) upon receipt of notice of other fiscal insolvency of any Party.
- (c) In the event of a material breach of this Agreement by any Party, the other Party shall have the right to terminate this Agreement by service of written notice upon the defaulting Party (the "**Default Notice**"). In the event such breach is not cured within thirty (30) days after service of the Default Notice, this Agreement shall automatically terminate at the election of the non-defaulting Party upon the giving of a written notice of termination to the defaulting Party not later than sixty (60) days after service of the Default Notice.
- (d) Not later than sixty (60) days after notice by either Party of termination, if the Operating Lease has not taken effect on or before January 1, 2021.

**Section 5.3 Transition.** In the event of the termination of this Agreement under Section 5.2, the Parties will work together in good faith to transition the employment of Personnel from the Manager to SCBHS.

## ARTICLE 6

### INDEPENDENT CONTRACTOR

The Manager shall at all times act as an independent contractor. The Parties expressly understand and agree that nothing contained in this Agreement shall be construed to create a joint venture, partnership, association or other affiliation or like relationship between the Parties,

it being specifically agreed that their relationship is and shall remain that of independent Parties to a contractual relationship as set forth in this Agreement. In no event shall either Party be liable for the debts or obligations of the other of them except as otherwise specifically provided in this Agreement.

## ARTICLE 7

### CONFIDENTIALITY AND PROPRIETARY INFORMATION

**Section 7.1 Confidentiality.** Each of the Parties acknowledges that, in the course of performing under this Agreement, such Party may obtain information relating to the other Party which such Party knows or has reason to know is “**Confidential Information**” (as defined in Section 7.2 below) of the other Party. Each Party covenants and agrees that during the Term, and for so long as the Confidential Information remains confidential, secret or otherwise wholly or partially protectable, it shall not, without the prior written consent of the Party to whom the Confidential Information belongs or as required by law, directly or indirectly, except in the performance of its duties, responsibilities and obligations under this Agreement (a) use the Confidential Information; or (b) disclose the Confidential Information to any third party except that a Party may disclose Confidential Information of the other Party to its legal counsel or financial advisors, provided that such legal counsel or advisors agree to be bound by the terms and conditions of this Article 7. Without limiting the generality of the foregoing, Manager acknowledges that information regarding the rates under the Hospital’s payor agreements is confidential and competitively sensitive, and that in the event Manager has a reason to obtain information relative to such rates, such information is not to be shared with any person not directly involved in providing services to the SCBHS Facilities including, without limitation, individuals within Manager or CentraCare responsible for payor negotiations.

**Section 7.2 Confidential Information.** As used herein, “**Confidential Information,**” of a Party means any information and documents of any kind relating to the business and operations of such Party, whether or not reduced to written or other tangible form, which (a) is not generally known to the public or in the industry; (b) has been treated by such Party as confidential and/or proprietary; or (c) is of competitive advantage to such Party and such Party has a legally protectable interest therein. Confidential Information, as used herein, shall include, but not be limited to, the names and addresses of the patients, medical records, pricing and discount lists and schedules, policies, procedures and general know-how concerning the Services, financial records, internal memoranda, reports, contractual arrangements, proprietary technology and trade secrets. Confidential Information, as used herein, shall not include information and documents of a Party which is or becomes generally available to and known by the public (other than as a result of actions attributable to the other Party) or was in the actual possession of the other Party immediately prior to the time one Party disclosed it to the other Party.

**Section 7.3 Equitable Relief.** Each Party acknowledges and agrees that any breach of the terms of this Article 7 by it will result in irreparable harm to the other Party, for which such other Party cannot be reasonably or adequately compensated in damages for such breach and that such other Party shall therefore be entitled, in addition to any other remedies that may be available to it, to seek any and all equitable remedies including, without limitation, injunctive relief, to prevent such breach and to secure the enforcement thereof.

**Section 7.4 Survival.** The provisions of this Article 7 shall survive the expiration or early termination of this Agreement.

## ARTICLE 8

### INSURANCE AND INDEMNIFICATION

**Section 8.1 Professional Liability Insurance.** Each Party shall maintain, at no cost to the other Party, general and professional liability insurance, including products and contractual liability coverage appropriate for their respective business activities, in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. Each Party's insurance shall cover all of its own personnel.

**Section 8.2 Indemnification.** Each Party agrees to be solely responsible for its own acts or omissions arising out of the performance of this Agreement. Each Party shall indemnify, defend and hold harmless the other Party from and against any and all liability, loss, claim, lawsuit, injury, cost, damage or expense whatsoever (including reasonable attorneys' fees and court costs at all levels of trial and appeal), arising (a) from or incident to a negligent or intentional act or omission by the indemnifying Party or any of its employees, agents, contractors or subcontractors, or (b) from a breach or default, in the performance or nonperformance of any duty or responsibility under this Agreement, by such indemnifying Party or any of its employees, agents, contractors or subcontractors.

**Section 8.3 Survival.** The provisions of this Article 8 shall survive the expiration or early termination of this Agreement.

**Section 8.4 Insurance Arrangements.** Notwithstanding any provision herein to the contrary, the amount for which any Party is entitled to indemnification under this Article 8 shall be reduced by any corresponding insurance proceeds realized or that could reasonably be expected to be realized by such Party if a claim were properly pursued under the relevant insurance arrangements.

## ARTICLE 9

### ACCESS TO BOOKS AND RECORDS

Upon written request made any time within four (4) years after the furnishing of the Services pursuant to this Agreement, either Party shall make available to the Secretary of Health and Human Services or the Comptroller General, or to any of their duly authorized representatives, where required by Section 1861(v)(1)(I)(i) of the Social Security Act and the regulations pursuant thereto, access to this Agreement, and to the books, documents and records of such Party as may be necessary to verify the nature and extent of the Services furnished. The Parties agree that any attorney-client, accountant-client or other legal privileges shall not be deemed waived by virtue of this Agreement.

## ARTICLE 10

### DISPUTE RESOLUTION

If SCBHS makes a good faith determination that Manager is in breach of its obligations hereunder, or there is a disagreement between the Parties of the duties of the Hospital CEO under this Agreement, then SCBHS shall provide written notice thereof to the Manager describing in reasonable detail the nature of the alleged breach or disagreement and other information pertinent thereto (a “**Breach Notice**”). Within fifteen (15) business days of receipt of a Breach Notice, representatives of the Manager and SCBHS (along with their respective advisors) shall meet on a regular basis to discuss and resolve the alleged breach identified in the Breach Notice. If the Manager and SCBHS are unable to resolve the alleged breach or disagreement by identified in the Breach Notice to the reasonable satisfaction of SCBHS within thirty (30) days of the delivery of the Breach Notice, then the Parties will first proceed in good faith to submit the matter to mediation. Either Party may request mediation by notifying the other Party in writing of its desire to submit the matter to mediation. Within ten (10) business days following notice of intent to proceed to mediation, the Parties shall jointly select, appoint and arrange to meet with an impartial person who can mediate and facilitate the Parties toward a resolution using an informal and confidential process. The mediator cannot impose binding decisions on the Parties. The Parties must agree to the terms of any settlement arising out of the mediation process in order for such agreement to become binding. The Parties will share equally in the cost of such mediation, regardless of the outcome of the process. The mediation, unless otherwise agreed, shall terminate if the Parties have not been able to resolve the dispute within thirty (30) calendar days from the date when mediation meetings began. Upon such termination, either Party may elect to terminate this Agreement and pursue any and all remedies available at law or at equity.

## ARTICLE 11

### MISCELLANEOUS PROVISIONS

**Section 11.1 Notices and Payments.** All notices, requests, demands, payments and other communications to be made hereunder shall be in writing and shall be deemed to have been duly given if either mailed by certified mail, return receipt requested, postage prepaid, or hand delivered and with such delivery evidenced by a signed receipt or sworn affidavit of the deliverer, as follows:

If to SCBHS:                    Swift County-Benson Hospital District  
    1815 Wisconsin Avenue  
    Benson, MN 56215  
    Attention: Board Chair

With copy to:                   Benson City Attorney  
   Wilcox Law Office  
   1150 Wisconsin Avenue  
   P.O. Box 100  
   Benson, MN 56215  
   Attention: Benson City Attorney

Swift County Attorney  
211 11<sup>th</sup> Street North  
Benson, MN 56215

If to Manager: CentraCare Health System  
1406 Sixth Avenue N  
St. Cloud, MN 56303  
Attention: President

With a copy to: General Counsel  
1406 Sixth Avenue N  
St. Cloud, MN 56303

or to such other address as either Party hereto may request by such written notice. Any notice given in accordance with this Article shall be deemed to have been received either three (3) days after it was mailed or upon delivery, whichever first occurs.

**Section 11.2 Severability.** If any provision of this Agreement or the application thereof is held invalid, such invalidity shall not affect other provisions or applications of this Agreement that can be given effect without the invalid provisions or application, and to this end the provisions of this Agreement are declared to be severable.

**Section 11.3 Entire Agreement.** This Agreement and the Exhibits attached hereto and thereto (including documents contained in Exhibits that are fully executed and in accordance herewith), contains the entire understanding of SCBHS and of the Manager with respect to the transactions contemplated hereby and supersedes all other agreements and understandings among SCBHS and the Manager.

**Section 11.4 Amendment; Waiver.** This Agreement may be amended only by a written agreement authorized by the affirmative vote of the governing body of both the Manager and SCBHS and executed by the authorized representatives of both Parties. No provision of this Agreement may be waived other than by a written instrument signed by the Party or Parties so waiving such provision as contemplated herein. Any waiver of rights hereunder must be set forth in writing. A waiver of any breach or failure to enforce any of the terms or conditions of this Agreement shall not in any way affect, limit, or waive either Party's rights at any time to enforce strict compliance thereafter with every term or condition of this Agreement.

**Section 11.5 Governing Law and Venue.** This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the State of Minnesota. Venue shall lie exclusively in Stearns County, Minnesota.

**Section 11.6 Counterparts.** This Agreement may be executed simultaneously in two (2) or more counterparts, all of which together shall constitute one and the same Agreement.

**Section 11.7 Successors and Assigns.** All the terms, conditions, covenants, agreements and provisions of this Agreement shall inure to the benefit of and be binding upon SCBHS and the Manager and upon their respective personal representatives, heirs, successors and permitted assigns.

**Section 11.8 Impossibility.** No Party hereto shall be liable for any delay in performance or failure to perform when fire, flood, explosion, accident, unavailability of equipment, supplies, parts or materials, energy shortage, war, weather, casualty, act of God, sabotage, law or government regulation, or any other cause reasonably beyond such Party's control makes performance impossible despite the best efforts to perform by the Party from whom performance is required.

**Section 11.9 No Third-Party Beneficiary.** This Agreement is for the benefit solely of SCBHS and the Manager and their respective successors and permitted assigns and it shall give rise to no third party rights and shall not be enforceable by any other party (as a third party beneficiary or otherwise).

**Section 11.10 Assignment.** Neither this Agreement nor any of the rights, interests or obligations of any Party hereunder may be assigned, delegated or otherwise transferred by such party, in whole or in part (whether by operation of law or otherwise), without the prior written consent of the other Party hereto, and any attempted assignment, delegation or other transfer without such consent shall be null and void. Notwithstanding the foregoing, the Manager may assign any or all of its rights, interests and obligations under this Agreement, with the consent of SCBHS, to a wholly owned affiliate, subject to the assumption in writing by any such affiliate of the Manager's obligations hereunder.

**Section 11.11 Non-Delegation.** No provision of this Agreement shall be construed to permit or require the delegation by SCBHS of any governmental function of SCBHS.

*[Signatures on following page.]*

IN WITNESS WHEREOF, the Parties have executed and delivered this Management Services Agreement on the Effective Date set forth above.

[Signature page 1 of 2]

**SWIFT COUNTY - BENSON HEALTH SERVICES**

By: \_\_\_\_\_  
Board Chair

**NOTARY**

STATE OF MINNESOTA )  
:  
COUNTY OF SWIFT )

The foregoing instrument was acknowledged before me this \_\_\_\_ of \_\_\_\_\_, 2019, by [\_\_\_\_], who is the Board Chair of Swift County-Benson Hospital.

\_\_\_\_\_  
**NOTARY PUBLIC**

**SWIFT COUNTY - BENSON HOSPITAL DISTRICT**

By: \_\_\_\_\_  
Board Chair

**NOTARY**

STATE OF MINNESOTA )  
:  
COUNTY OF SWIFT )

The foregoing instrument was acknowledged before me this \_\_\_\_ of \_\_\_\_\_, 2019, by [\_\_\_\_], who is the Board Chair of Swift County-Benson Hospital.

\_\_\_\_\_  
**NOTARY PUBLIC**

**CENTRACARE HEALTH SYSTEM**

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

**NOTARY**

STATE OF MINNESOTA     )  
  :  
COUNTY OF STEARNS     )

The foregoing instrument was acknowledged before me this \_\_\_\_ of \_\_\_\_\_,  
2019, by \_\_\_\_\_, who is the \_\_\_\_\_ of CentraCare Health System.

\_\_\_\_\_  
**NOTARY PUBLIC**

**EXHIBIT A**

<b>Management Area</b>	<b>Base Services</b>	<b>Expanded Services</b>
Administrative	Access to consultative services for SCBHS Facilities leadership	
Facilities Management	Select consultants and supervise their assessments of mechanical and facility infrastructure, preventative maintenance, policies and procedures	Transfers of contracts or services to the Manager
Finance	<p>The Hospital's CFO will serve on Manager's regional finance team(s) with option to participate in Carris finance team.</p> <p>Benchmark data will be shared and transparent across MANAGER'S regional critical access hospital teams</p> <p>Debt Structure Evaluation</p>	
340B Assessment / Implementation	Assessment from Manager's pharmacy experts	Implementation of outcomes from assessment/ use of Manager's software

Rural Health Clinic Assessment	Participation with Manager's Rural Health Clinic team to include sharing of policies and procedures	Access to Wipfli RHC Engagement (Allocation of shared costs)
Compliance/Revenue Cycle	Consultative support to include share of policies and procedures and education opportunities	Cost of any modifications to software/ hardware, education to third party as pass through expense
Supply Chain	Access to CentraCare group purchasing agreements and consultative services for value analysis	Cost of daily onsite material management specialist
Human Resources	Consultative services including sharing policies and procedures  Staff development and education (Culture BBWM)	TBD:  - Implementation of the Manager's recruitment software and processes
Insurance	Evaluation of opportunities to align with Manager or Carris Health  - Malpractice - Employee Health plans - Property/Liability	TBD
Medical Staff	Access to on-line and in-person education, policies and procedures	

	Participation in Quality Leadership Academy	
Physician/Provider Recruitment	<p>Manager &amp; Carris will post on web-site for primary care providers and actively pursue candidates</p> <p>Hospital CEO will be accountable to coordinate recruitment and support resources with the Manager and Carris Health.</p> <p>Recruitment Goal: Achieve and maintain 6 physicians or APP's at SCBHS Facilities sites</p>	Additional recruitment costs such as site visits and sign-on bonus opportunities for rural providers may be evaluated on a case by case basis and mutual agreement will be achieved prior to agreement to proceed with offers of employment.
Outreach/In-reach Specialty and Surgical	Manager & Carris will collaborate with SCBHS to make available specialists and surgical specialists that align with desire of SCBHS and resources available	<p>Cost of specialists, surgical coverage will be negotiated</p> <p>Placement of Carris Health specialists is outside the scope of the management agreement and placement of such specialists is solely at Carris' discretion.</p>
Telemedicine	Assessment by Manager's telemedicine team	Implementing necessary infrastructure
Tele Hospitalists		To be identified by the Parties
Education	Access to simulation lab, shared policies and procedures and employee	Specific clinical training education available (ACLS,

	education modules	PAIS, etc.)
IT/IS	Evaluation of support hardware and software needs (HR, Finance, etc.)	<p>Cost of conversion from current systems to corporate Manager's systems based on compliance and allocation policies and procedures</p> <p>Option to assign Sisu agreement to Manager as of the date of the management agreement Manager would then manage the transition with Sisu through Manager IT management resources.</p> <p>(Sisu Healthcare IT Solutions, specializes in delivering IT/EHR solutions to rural communities. SCBHS has been under contract with Sisu for several years)</p>
EMR	Consultative support to ready transition to EPIC EMR	EPIC EMR cost will be allocated to SCBHS Facilities at allowable market rate provided the relationship between SCBHS Facilities and Manager
Legal	General in house legal consultation	Outside legal counsel consultation (pass-through only)
Government Relations	Consultative services and access to strategic health (lobbying) resources	
Provider Service Agreement		Current agreement in place

Strategic Planning	Access to Manager's data, analysis and consultative services	
Communications	Access to crisis communication communications as needed	
Indemnification	Limit liability related to potential allegations	

## **EXHIBIT B**

### **DUTIES OF THE HOSPITAL CEO**

The Hospital CEO shall be responsible for the day-to-day management of the SCBHS Facilities in accordance with policies established by the SCBHS Facilities and in compliance with State and Federal regulations. The Hospital CEO shall have all the duties and authority which such position would customarily require including, but not limited to, the following:

1. Carrying out all policies established by SCBHS or Manager and advising on the formation of these policies;
2. Developing and submitting to SCBHS and Manager for approval a plan of organization for the conduct of the various activities of the SCBHS Facilities and recommending changes when necessary;
3. Preparing written plans for the achievement of the SCBHS Facilities' specific objectives and periodically reviewing and evaluating such plans;
4. Preparing an annual budget showing the expected revenue and expenditures as required by SCBHS and Manager;
5. Recruiting, selecting, employing, developing, supervising, and discharging SCBHS Facilities agents and employees;
6. Evaluating the performance of all SCBHS Facilities officers reporting to him/her;
7. Overseeing the management of the SCBHS Facilities' assets;
8. Presenting to SCBHS periodic reports reflecting the activities of the SCBHS Facilities and such other reports as may be required by SCBHS;
9. Participating with the SCBHS Facilities Medical Staff and all those concerned with rendering professional service to the end that quality of care pertinent and practical is provided every patient;
10. Attending meetings of SCBHS that are relevant to the operation of the SCBHS Facilities;
11. Serving as liaison for the SCBHS Facilities in its relationships with affiliated organizations, including any SCBHS Facilities auxiliary(s) and thereby guiding and directing the activities of the affiliated organizations to best serve the SCBHS Facilities;
12. Representing the SCBHS Facilities in their relationships with outside agencies and organizations to promote good public relations and to

participate in activities of health care agencies and organizations which shall include, but not be limited to, serving upon committees or as an officer of such organizations;

13. Setting expectations, developing plans, and implementing procedures to assess and improve the quality of the organization's governance, management, clinical, and support processes;
14. Developing positive relationships between the communities served by the SCBHS Facilities, and participating in and supporting fund raising activities for the SCBHS Facilities; and
15. Performing such other duties as may reasonably, from time to time, be assigned by SCBHS or the Manager.

## EXHIBIT C

### FEES

#### Base Fees

During the Term, SCBHS shall pay the Manager on a monthly basis Fees equal to (a) \$8,333.33, plus (b) all amounts necessary to cover expenses of the Manger in providing health and retirement benefits consistent with CentraCare/Carris benefits to the Personnel; provided, however, that (i) as set forth in Section 1.5, in addition to the Fees set forth above, SCBHS shall be responsible for paying, from its accounts, all Personnel compensation; and (ii) immediately following the end of each calendar year or earlier termination of this Agreement, SCBHS and the Manager mutually shall determine whether the Fees were greater than or less than the Manager's actual costs in furnishing (x) the Services, and (y) the Personnel benefits described in this Exhibit A. In the event the Manager and SCBHS agree that the Fees were greater than the Manager's actual costs, the Manager will pay SCBHS an amount equal to the excess within thirty (30) days of such agreement of the Manager and SCBHS; in the event the Manager and SCBHS agree that the Manager's actual costs were greater than the Fees, SCBHS will pay the Manager an amount equal to the shortfall within thirty (30) days of such agreement of the Manager and SCBHS. The Manager will not materially increase the compensation or materially change the benefits of the Personnel from the compensation and benefits in effect on January 1, 2020 without prior consultation with SCBHS.

#### Shared Incentive

In addition to the Fees described above, assuming it does not cause SCBHS to violate any debt covenants, SCBHS and the Manager shall equally share (*i.e.*, on a "50/50" basis) all amounts exceeding 1% over the consolidated "Operating Margin" of the Hospital, the SCBHS physician clinic, and Residential Options, Inc., where the consolidated "Operating Margin" is measured as all operating net revenues less all operating expenses, not inclusive of interest income, gain/loss on disposals, contributed net assets, but inclusive of interest expense. SCBHS and the Manager may mutually agree on the inclusion or exclusion of other items from the Operating Margin calculation.

## EXHIBIT D

### FORM OF PROMISSORY NOTE

#### PROMISSORY NOTE

\$1,600,000.00

\_\_\_\_\_, 2019

FOR VALUE RECEIVED, the undersigned, its successors, heirs and assigns ("**Borrower**") promises to pay to the order of CentraCare Health System, its successors, heirs and assigns ("**CentraCare**"), in lawful money of the United States, the principal sum of One Million Six Hundred Thousand and 00/100 Dollars (\$1,600,000.00), together with interest, accruing on the date hereof, on the unpaid principal balance hereof from time to time outstanding at the annual rate (computed on the basis of actual days elapsed in a 365 day year) of six percent (6%).

This Note is the Promissory Note referred to in, and arising out of, that certain First Amended and Restated Management Services Agreement of even date herewith. This Note is subject to, and governed by, the terms and conditions of the First Amended and Restated Management Services Agreement, which terms and conditions are incorporated herein by reference and made a part hereof with the same force and effect as if such terms and conditions were fully stated herein. This Note is unsecured.

This Note shall be paid in the following manner: Borrower shall pay the principal balance and all accrued interest, in the aggregate amount of \$1,924,262.28 (the "**Total P&I**") on January 1, 2023 (the "**Maturity Date**"), when the entire balance of this Note, including all accrued but unpaid interest, shall be due and payable; provided, that (i) in the event that, prior to the Maturity Date, SCBHS has entered into an affiliation (an "**Affiliation**") with a third party in any manner, including sale of assets, member substitution, lease or management agreement, on the effective date of such an Affiliation, the Total P&I immediately shall be due and payable; and (ii) in the event that, as of the Maturity Date, SCBHS has not entered into an Affiliation with a third party, the Total P&I shall be forgiven in its entirety. All payments of principal and interest on this Note will be made by check or certified funds to an account designated by CentraCare or to such other place in the United States as CentraCare shall designate to Borrower in writing. This Note may be prepaid, in full or in part, at any time and from time or time, without premium or penalty.

The following shall constitute an "Event of Default" under this Note:

The institution of any bankruptcy, reorganization, arrangement, insolvency or other proceedings for relief under any bankruptcy or similar laws for the relief of Borrower, whether such proceedings are instituted by or against Borrower (that is not dismissed within 60 days of the institution of such action).

Upon the occurrence of an Event of Default hereunder, CentraCare may, at its option, declare the Total P&I immediately due and payable without notice or demand. Failure to exercise this option shall not constitute a waiver of the right to exercise this option at a later date.

Borrower agrees to pay this Note and, upon the occurrence of an Event of Default, all costs of collection, including reasonable attorney's fees and disbursements.

The Borrower hereby waives presentment or other demand for payment, protest and notice of dishonor, and exonerates CentraCare from any and all duty and obligation to make demand on anyone for payment or to give notice to anyone of non-payment hereof.

This Note represents a debt obligation negotiated, executed and to be performed in the State of Minnesota and will be construed, interpreted and governed in all respects, including without limitation with respect to performance, effect and remedies, by the internal laws of said state, without regard to the law of conflict of any jurisdiction.

Borrower hereby consents to the personal jurisdiction of the state and federal courts located in the State of Minnesota in connection with any controversy related to this Note, and waives any argument that venue in such forums is not convenient.

IN WITNESS WHEREOF, Borrower has executed and delivered this Note as of the day and year first above written.

**BORROWER:**

Swift County-Benson Health Services

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

Its: \_\_\_\_\_



Swift County - Benson Health Services  
1815 Wisconsin Avenue  
Benson, MN 56215

December 12, 2019

Rob Wolfington, City Manager  
City of Benson  
1410 Kansas Hall  
Benson, MN 56215

Dear Mr. Wolfington,

The Swift County- Benson Health Services Board of Directors would like to submit community member Jill Martin appointment to the SCBHS Board of Directors. If appointed, Ms. Martin will continue to serve as City appointee through 2022.

Having worked as a Registered Nurse for five years and now as a Healthcare IT Consultant, Ms. Martin brings a wealth of knowledge to the Board. As a Healthcare IT Consultant, she works with hospital systems to implement/support their EPIC system, specifically the Operating Room and Anesthesia applications. This is relevant to SCBHS as they look towards EPIC implementation in 2020. As a long-term resident of the Benson area, she is committed to the success of SCBHS and the health of our community. Attached you will find Ms. Martin's resume for your review.

The SCBHS Board of Directors are very dedicated to their positions and responsibilities. They attend Board Education conferences up to three times a year and participate in committees within the health care operations of SCBHS. All these commitments are on their own time. Ms. Martin has confirmed that she understands these commitments and is willing to move forward in the appointment process.

It is imperative that SCBHS continues with a Board of Directors that is dedicated to delivering the best quality of care in the most cost-effective way, while having an eye on future changes in our community and the healthcare industry. We feel Ms. Martin is a well-qualified appointee that will bring great value to the Board. Thank you for your consideration of our recommendation.

Kind regards,

  
Melissa McGinty-Thompson, CNCO

  
Dan Enderson, COFO

Enclosure

# Hawley's Inc.

218 14<sup>th</sup> St. So.  
Benson, MN 56215

Phone 320-843-2222  
MN wats 800-635-0049  
Fax 320-842-6511  
hawleysinc@hawleysinc.com

City of Benson

December 4, 2019

Street Garage

### Option 1:

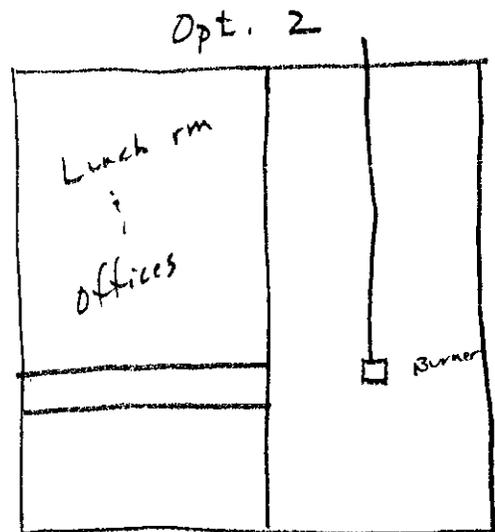
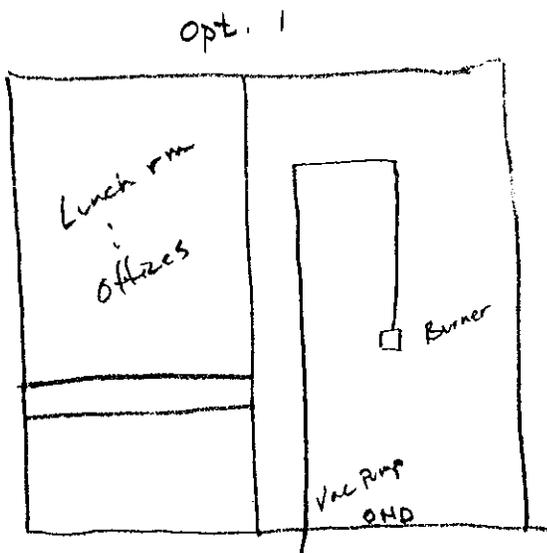
Co-Ray-Vac Infrared heat with one 150,000 BTU burner and one vacuum pump.  
90% efficient.

\$9,879.00 Total No electrical included

### Option 2:

Vantage 2 Infrared heat with one 150,000 BTU burner.  
80% efficient

\$5,989.00 Total No electrical included



**AN ORDINANCE TO AMEND TITLE VII: TRAFFIC CODE, CHAPTER  
73: SNOWMOBILES; ALL-TERRAIN VEHICLES OF THE BENSON CITY CODE OF 2003**

The City of Benson does ordain:

Title VII, Chapter 73, sections 73.25 through 73.99 are hereby deleted and replaced with the following sections:

**§ 73.25 DEFINITIONS.**

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

***ALL-TERRAIN VEHICLES (ATVs):*** Motorized flotation-tired vehicles with at least three (3) but no more than six (6) low pressure tires that have an engine displacement of less than one thousand one hundred (1,100) cubic centimeters and include class 1 and class 2 ATVs.

***CLASS 1 ATV:*** A class 1 ATV as defined by Minnesota Statutes.

***CLASS 2 ATV:*** A class 2 ATV as defined by Minnesota Statutes.

***OPERATE:*** To ride in or on and control the operation of an ATV.

***OPERATOR:*** Every person who operates or is in actual physical control of an ATV.

***OWNER:*** A person, other than a person with a security interest, having a property interest in or title to an ATV and entitled to the use and possession of the vehicle.

***RIGHT-OF-WAY:*** The entire right-of-way of a public road, including the traveled portions, banks, ditches, shoulders, and medians of a street/roadway that is not privately owned.

***SNOW REMOVAL:*** The process of shoveling, blowing, or plowing snow from roadways, sidewalks, driveways, and walkways.

**§ 73.26 OPERATION OF ATVs:**

(A) Except as herein specifically permitted, class 1 ATVs may not be operated on any right of way of any street, roadway, trail or alley used for motor vehicle travel that is under the jurisdiction of the city.

**§ 73.27 ATV CROSSING OF PUBLIC ROAD RIGHT OF WAY:**

(A) Direct Crossing: An ATV may make a direct crossing of a street or highway, except an interstate highway or freeway, provided:

(1) The crossing is made at an angle of approximately ninety (90) degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing;

(2) The ATV is brought to a complete stop before crossing the shoulder or main traveled way of the street or highway;

(3) The operator yields the right of way to all oncoming traffic that constitutes an immediate hazard;

(4) In crossing a divided street or highway, the crossing is made only at an intersection of such street or highway with another public street or highway; and

(5) When crossing between the hours of one-half (1/2) hour after sunset to one-half (1/2) hour before sunrise or in condition of reduced visibility, both front and rear lights must be illuminated.

**(B) Age Restrictions**

(1) No person under eighteen (18) years of age shall make a direct crossing of a street or highway as the operator of an ATV.

(2) The owner of an ATV shall be responsible if the ATV is operated contrary to these provisions.

**§ 73.28 CLASSES OF ATVs.**

(A) Operation of Class 1 ATVs: Operation of class 1 ATVs is not permitted in the city except for the following situations:

(1) Law enforcement acting in an official capacity.

(2) During city approved parades. Operation of class 1 ATVs are only allowed from two (2) hours prior to the start of the parade and must conclude two (2) hours after the conclusion. In addition, class 1 ATVs may only be used under this provision to directly assist with parade functions. General use is still prohibited.

(3) Incidental to snow removal on property owned or occupied by the operator or owner of the class 1 ATV.

(B) Operation of Class 2 ATVs: in addition to the other requirements set forth in this chapter, operation of class 2 ATVs is permitted provided that any class 2 ATV:

(1) Must be primarily designed for off road, rugged terrain and constitute what is customarily referred to by manufacturers as a class 2 ATV.

(2) Must be operated at a rate of speed reasonable or proper under all surrounding circumstances in no event, at a speed greater than twenty-five (25) miles per hour, or the legal speed limit, whichever is less.

(3) Must follow the traffic provision of this code, except for those provisions relating to required equipment and those which by their nature have no application.

(4) May not enter any intersection without yielding the right of way to any vehicles or pedestrians at the intersection, or so close to the intersection as to constitute an immediate hazard.

(5) Is operated by an operator who is at least eighteen (18) years of age and has a driver's license that would allow operation of a motor vehicle in the state of Minnesota.

(6) A person may operate a class 2 ATV while carrying up to the number of passengers for which the class 2 ATV was designed.

(7) Is equipped with the following:

(a) A rearview mirror or left and right side view mirrors, located so as to reflect to the operator a view of the roadway for a distance of at least two hundred (200) feet to the rear of the vehicle.

(b) Standard mufflers as required by Minnesota rule 61.02.0040, subpart 4, which are property attached and in constant operation, and which reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, bypass, straight pipe or similar device on an ATV motor.

(c) Brakes adequate to control the movement of and to stop and hold the ATV under normal operation conditions.

(d) A safety or so called "dead man throttle" in operating condition. A safety or "dead man" throttle" is defined as a device which, when pressure is removed from the engine accelerator or throttle, causes the motor to be disengaged from the driving track.

(e) At least two (2) clear headlamps and two (2) red taillights. Such headlamps and taillights are to be lit at all times while operating class 2 ATVs.

(f) Reflective material at least sixteen (16) inches square on each side, forward of the steering wheel, so as to reflect light at a ninety (90) degree angle.

(g) Seatbelts must be worn if provided on ATV. Seatbelts may not be removed or altered.

#### **§ 73.29 PERMIT REQUIRED.**

No person shall operate a class 2 ATV pursuant to this chapter without a valid permit from the city. Permit applications shall be available at the police department.

(A) The city council shall set fees for such permits by resolution.

(B) The applicant shall provide the following information in addition to the application form:

(1) Proof of registration of the class 2 ATV, if required by state law.

(2) Proof of insurance, verifying that the applicant maintains liability insurance for liabilities arising out of the maintenance or use of the class 2 ATV according to state law.

(3) Driver's license permitting the operation of a motor vehicle in the state of Minnesota.

(C) An operator must have possession of a valid permit while operating a class 2 ATV in the city.

(D) All permits granted pursuant to this section shall be issued for a period not to exceed one year and may be renewed annually by complying with the requirements of this section.

(E) Nothing in this section shall be construed as an assumption of liability by the city for any injuries to persons or property which may result from the operation of a class 2 ATV by a permit holder, the grant of such permit, or the failure by the city to revoke said permit.

### **§ 73.30 OPERATION PROHIBITED.**

Class 2 ATVs must not be operated:

- (A) On state trunk highways and U.S. highways as provided in state law.
- (B) To tow any passengers, except that a disabled vehicle being towed by any means may contain one human passenger if necessary to steer the vehicle.
- (C) On a public sidewalk provided for pedestrian travel except to remove snow from the sidewalk adjacent to the owner or operator's own premises or the premises of another person with the specific permission of that person.
- (D) On boulevards with any public right of way.
- (E) On private property of another without specific permission of the owner or person in control of the property.
- (F) On any other public place, except as may be specifically permitted by other provisions of this code.
- (G) Within one hundred (100) feet of any skating rink or sliding area.
- (H) While under the influence of alcohol or drugs as defined in Minnesota statute section 169A.20 as it may be amended from time to time. In addition, open containers of alcohol are not allowed on the ATV while in operation.
- (I) At a rate of speed greater than reasonable or property under all surrounding circumstances, but in no event at a speed greater than twenty-five (25) miles per hour or the legal speed limit, whichever is less.
- (J) In a careless, reckless, or negligent manner or heedlessly in disregard of the rights or safety of others, or in a manner so as to endanger or be likely to endanger or cause injury or damage to any person or property.
- (K) So as to intentionally chase, run over, or kill any animal.
- (L) On any school, hospital, city park or cemetery grounds.
- (1) Employees of the City of Benson or school district may operate on grounds as needed in the performance of their duties.

### **§ 73.31 ATV IN PUBLIC PLACE.**

Every person leaving an ATV in a public place shall lock the ignition and remove the key.

**§ 73.32 LIABILITY OF OWNER.**

It shall be unlawful for the owner of an ATV to permit it to be operated contrary to the provisions of this subchapter.

**§ 73.99 PENALTY.**

Any person violating the provisions of this chapter shall be guilty of a misdemeanor as further explained in § 10.99 of this code, or the court, in its discretion, may provide for the impounding of the all-terrain vehicle which has been operated in violation of this chapter for not to exceed thirty (30) days.

---

**ATTEST as to form:** \_\_\_\_\_

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Publication:** \_\_\_\_\_

## Proposed Cost of Benson Police K-9 program

The following costs are through Performance Kennels of Blaine, MN. These numbers are subject to change:

- Dog-Imported German Shepherd or German Shepherd/Malinois cross \$9250.00
- 12 week, combined, narcotic and patrol training course (starting March 9<sup>th</sup>,2020) \$5250.00
- K-9 handler starter kit, which includes the following items- 4mm choker collar, tracking lead, patrol lead, obedience lead, detection lead, hidden sleeve, XL dog crate, 2 balls on rope. \$395.00

Total cost for dog, training and equipment \$14,895.00

Yearly associated costs of K-9 program:

- Routine vet visits (shots, check-ups, ext.) \$500.00
- Dog food (high performance), Blue buffalo- one bag per month at \$48.98 per bag- total for 12 months 587.76. \*\*\*this cost is subject to change on different brands of dog food\*\*\*

Total yearly cost for K-9 \$1087.76

One time cost that would be associated with the K-9 program-

- Outdoor kennel 10x10, 6 foot tall \$289.99
- 10x10 Concrete slab for kennel \$800.00
- Dog house \$200.00

Total one time cost \$989.00

Total startup cost for Benson Police Department K-9 program- \$16,971.00

Possible grant funding-

- BNSF foundation grants
- Shakopee Sioux Mdewakanton tribal donations/grants
- Local sponsors of the K-9 program

*Lodging + Food Super 8 Blaine 4,000.00 + 2500 \$6500.00*

*\$ 23,471*

# **Professional Resume**

Steve Pearson  
5455 Edmonson Ave NE  
Buffalo, MN 55313  
Email: [performancekennels@gmail.com](mailto:performancekennels@gmail.com)  
Web: [www.performancekennels.com](http://www.performancekennels.com)  
FB: PerformanceKennelsinc.

## **Professional experience:**

- Certified evaluator by TSA for 3PK9-C cargo screening explosive detection canines 10-12-18
- Certified K-9 trainer by the NPCA October 2018. (Cert. # TPD-387)
- Certifying Official for patrol dogs by the NPCA July 2018 (Cert. # PD-387)
- Certifying Official for detector dogs by the NPCA December 2016 (Cert. # D-387)
- Certified USPCA explosives detector dog handler October 2015
- Owner/Trainer South Florida K-9 Inc. March 2015 - Present
- K-9 trainer and consultant, Dogs for Defense International December 2013 – January 2015
- Certified explosive detector dog handler by the United States Department of Defense, August 2013, May 2015, April 2017
- Explosives detector dog trainer, K-9 handler, and consultant, Dogs for Defense Inc. January 2013 - Present
- Retired from police service effective November 30, 2010; 29 years, 2 months service
- Certified USPCA Level 2 Trainer 2009
- Certified USPCA Detector Trainer 2009
- Patrol Division Lieutenant July 2009 – November 30, 2010
- Investigations Division Lieutenant July 2008 – July 2009
- Special Operations Division Lieutenant August 2006 – July 2008
- Police Lieutenant, training Officer, January 2002 - August 2006
- Owner/Trainer Performance Kennels Inc. January 1998 - Present
- SWAT Team Commander 1998-2008
- Police Lieutenant, Patrol Division, Brooklyn Park P.D. March 1998 - 2002
- Certified USPCA National Field Trial Judge 1999 (National Judge # 217)
- Certified USPCA Level 1 K-9 Trainer 1998
- Certified USPCA PD-2 and Detector Dog Judge 1998
- Certified USPCA Regional Field Trial Judge 1997
- Background Investigations Unit Supervisor 1996 – 2007
- Canine Unit Supervisor and Trainer, Brooklyn Park P.D. 1994 – November 30, 2010
- Patrol Sergeant, Brooklyn Park P.D. October 1994 - March 1998
- Detective, Brooklyn Park P.D. January 1994 - October 1994
- SWAT Rifle Team, Brooklyn Park P.D. 1996 – 1997
- Swat Entry Team, Brooklyn Park P.D. 1991 – 1996
- Field Training Officer, Brooklyn Park P.D. 1991 – 1994
- Canine Handler, Brooklyn Park P.D. 1988 – 1994
- Patrol Officer, Brooklyn Park P.D. 1986 – 1994
- Patrol Officer, Orono P.D. 1981 – 1986

## **Professional Training Experience:**

- 8 hour seminar on K-9 use of force & K-9 detection training methods (behavior marking methods) Los Angeles, CA April 30, 2019
- 8 hour seminar on risk management and civil liability for police. Emphasis on police K-9 and

- SWAT. Instructor, Eugene Ramirez, Attorney at Law. April 2016
- 16 hour seminar on law enforcement K-9 operations March 11-12, 2015 Las Vegas, Nevada. Topics including use of force, legal update, tactical deployments, animal behavior, K-9 first aid.
- Police K-9 use of force and detector dog deployment seminar, Minnetonka, MN. Instructors, Hennepin County Attorney's Office and law firm of Iverson – Reeves. January 23, 2012
- Police K-9 Use Of Force Seminar. September 27, 2010, St. Paul, MN. Instructor, Eugene Ramirez, Government liability attorney, Los Angeles, CA
- Tactical deployment and behavioral training @ Hill Country Canine, San Antonio, TX 2009. Instructor, Dr. Stewart Hilliard, Training Director, Lackland AFB
- Certified Level 2 and Detector Dog Trainer by the United States Police Canine Association, 2009
- Police use of force, use of deadly force seminar, Force Science Research Center, Dr. Bill Lewinski. April 9 – 10, 2008. Golden Valley, MN
- Distraction Device Instructor, Def-Tech / Federal Laboratories. May 2006
- Use of force, legal strategies, risk management seminar. Taser International, Institute for the Prevention of In - Custody Deaths, constitutional issues related to police use of force. Scottsdale, AZ. December, 2005
- WMD Tactical Commander Course sponsored by the U.S. Department of Homeland Security and Louisiana State University, January 2005
- Hazardous materials and terrorism awareness instructor 2003
- Minnesota DNR Firearms Safety Instructor 2002 – 2013. Instructor # 18318
- NTOA Less Lethal Use of Force Instructor 2000
- Founded Performance Kennels Inc. Importing green dogs from Europe, training dual purpose patrol and single purpose narcotic and explosive detector dogs for law enforcement, 2000 – present.
- USPCA Training Seminar Instructor on K-9 deployment, K-9 use of force issues, tactical gun fire, muzzle work, nutrition, tracking, and detector dog training 1998 – present
- Certified level 1 canine trainer by the United States Police Canine Association, 1998.
- 80 hour Staff and Command Course, Northwestern University, 1995
- Certified PD-1, PD-2, and detector dog judge by the United States Police Canine Association, 1998
- Field training officer 1991 - 1994.
- Certified police instructor, 1989.
- 14 week patrol dog handler course, St. Paul P.D. 1988.
- American Heart Association Certified CPR instructor 1982

**Other Education:**

- In service C.E. POST approved courses and seminars as required during 29+ years as a police officer
- Spring 1981, 3 month police skills course (Police Academy) Mpls. Community College
- Associate of Arts Degree, Law Enforcement Major from Normandale Community College, 1980
- University of Minnesota, College of Liberal Arts, Political Science Major 1979-1985

**Additional Teaching Experience:**

- Instructor, K-9 use of force and contemporary deployment strategies seminar, Edina, MN May 14, 2019
- Instructor, 12 week patrol/narcotics detection course March-May 2019
- Instructor, 8 week combined patrol/narcotics detection course. Sept-Nov. 2018
- Instructor, NPCA National Training Seminar. Kansas City, MO Sept. 2018
- Instructor, 10 week basic patrol dog handler course March – May 2018

- Instructor, 4 week basic narcotic detector dog handler course February 2018
- Instructor, NPCA National Training Seminar. Orlando, FL Sept. 2017
- Instructor, K-9 Unit Supervision course. June 2017
- Instructor, 10 week basic patrol dog handler course March – May 2017
- Instructor, 4 week narcotic detector dog handler course, February 2017
- Instructor, tactical deployment considerations, use of force, & civil liability. USPCA Region 12 training seminar February 22-23, 2016
- Instructor, 4 week narcotic & explosives detector dog handler and trainer course February 2016
- Instructor, 4 day tracking course, Williston, ND September 14-18, 2015
- Instructor, 10 week basic patrol dog handler and trainer course April – June 2015
- Instructor, 4 week narcotic detector dog handler course, February 2015
- Instructor, 4 day tracking course, Garland, TX April 25-28, 2014
- Instructor, 3 week narcotic detector dog handler course, April 21-May 6, 2014
- Instructor, 3 week narcotic detector dog handler course, March 31-April 18, 2014
- Instructor, 4 week narcotic detector dog handler and trainer course, November – December 2013
- Instructor, 9 week basic patrol dog handler course, September – November 2013
- Instructor, 11 week basic patrol dog handler course, April – June 2013
- Instructor, 6 week narcotic and explosive detector dog handler course February – March 2013
- Instructor, 4 week narcotic detector dog handler and trainer course, September 2012
- Instructor, 10 week basic patrol dog handler and trainer course, April – June 2012
- Instructor, 6 week narcotic and explosive detector handler dog course January – February 2012
- Instructor, 6 week narcotic detector dog handler course November – December 2011
- Instructor, 8 week patrol dog handler course September – October 2011
- Instructor, 4 week narcotic detector dog handler course July – August 2011
- Instructor, 10 week basic patrol dog handler course April – June 2011
- Instructor, 6 week narcotic detector dog handler course October – November 2010
- Instructor, 6 week narcotic detector dog handler course, March – April 2010
- Instructor 6 week narcotic detector and patrol dog handler course, September – October 2009
- Instructor, 10 week basic patrol dog handler course, April – June, 2008
- Instructor, 5 week narcotic detector dog handler course, Jan – Feb 2008
- Instructor, tactical K-9 applications, use of force strategies, USPCA Region 12 training conference, April 2006
- Instructor, Use of force and report writing. West Central Jail Administrators Association Conference, February 2005
- Instructor, 10 week narcotic detector dog handler and trainer course spring, 2005
- Instructor, 10 week patrol dog handler course, spring 2004
- SWAT Canine course instructor. Special Operations Training Association conference. March 16-18, 2003, Brainerd, Mn.
- Brooklyn Park SWAT Team tactical deployment, use of force, and use of K-9 instructor 1998-2010
- Instructor, 3-day K-9 seminar @ Ellsworth AFB with U.S. Air Force Security Forces MWD covering tracking, tactical building searches, tactical scenarios, felony stops, agitation, control. Oct. 25-28, 2003
- Instructor, 10 week patrol dog handler course 2001
- Instructor, 10 week patrol dog handler course 1998

**Litigation and/or courtroom experience:**

- U.S. District Court use of force expert witness on behalf of the Minneapolis City Attorney. Bervin Lashon Grady v City of Minneapolis, et al. Case No.: 11-CV-0686. Written opinion June 2012. Testified August 15, 2013. Jury verdict in favor of the defendant.
- U.S. District Court use of force expert witness on behalf of the St. Paul City Attorney. Darla Hansen v. The City of St. Paul, et al. Case No.: 06-1286 DSD/SRN, March 30, 2007. Written opinion only, summary judgment for Defendant.

- Ramsey Co. Court use of force expert witness on behalf of the St. Paul City Attorney. Jennifer L. Ganoza v. The City of St. Paul, et al. Case No.: c8-05-001867, September 29, 2005. Written opinion only, case settled out of court.
- U.S. District Court use of force expert witness on behalf of the St. Paul City Attorney. John Moore v. City of St. Paul. St. Paul Case No.: S03-0062, August 2004 (Testified 12-14-05) Jury verdict in favor of defendants.
- U.S. District Court (canine) use of force expert witness on behalf of the St. Paul City Attorney. David Eugene Ingram v City of St. Paul. Case No.: 03-2531 JMR/FLN, February 2004. Written opinion only, Summary judgment for Defendant.
- Consultant U.S. District Court (narcotics detector dog), U.S. Attorney (ADA Thomas Hollenhorst, ID # 46322) United States v. Randall Lee Voight (Verbal opinion, case settled at pre-trial conference)

**Awards and Commendations:**

- Medal of Merit, Brooklyn Park Police Department March 2008
- Life Saving Award, Brooklyn Park Police Department December 1997
- Medal of Merit, Brooklyn Park Police Department November 1997
- Medal of Valor, Brooklyn Park Police Department January 1995
- Medal of Valor, Brooklyn Park Police Department October 1993

**Commissions and Professional Organizations:**

- Member National Police Canine Association 2016 - Present
- Member Benevolent and Protective Order of Elks, Minneapolis Elks #44, 1997 – Present
- Member United States Police Canine Association 1988 – Present
- Commissioned as a Kentucky Colonel by Kentucky Governor John Y. Brown Jr. November, 1982

## Performance Kennels Guarantee

Our dogs have been tested in the areas of apprehension work, scent work, ball drive, search drive, environmental stability, psychological stability, and sociability. Such tests are not intended to replace basic handler and dog training. The tests are intended to select the best possible dogs for the handlers and your agency's needs. Unless a dog is purchased exclusively for single purpose detector work, all dogs are guaranteed to be psychologically and physically suitable for basic patrol dog and dual-purpose detector dog training. If Performance Kennels Inc. staff does not conduct the basic training, it must be in accordance with generally accepted law enforcement canine training standards and guidelines. In addition, certified professional police or military canine trainers must conduct all basic training. Failure to do so may void the guarantee. Workability guarantee terminates once the dog successfully completes the basic training course.

The dogs are guaranteed to be free from debilitating genetic defects in the hips and elbows for one year from the original date of possession by the purchasing agency. The dogs must be trained, cared for, and maintained as directed by the dog's veterinarian(s) and training staff. Unless specifically approved by the training staff, new canine handlers must not engage in any training of a new dog without supervision by a member of the training staff. Health problems or related issues including behavioral problems or issues must be reported to Performance Kennels Inc. as soon as they are detected. Failure to make such a report may result in voiding the warranty. Performance Kennels Inc. will not be liable for any medical related treatment or exam fees pursuant to the warranty unless previously notified about the potential health problem. This warranty does not include social, behavioral, health, or medical problems due to poor diet, exposure to unusual or excessive environmental conditions, negligence, excessive compulsion, unsupervised training, injury, abuse, maltreatment, normal illness, bloat, torsion, disease, ingestion of any controlled substance(s) or other foreign substance, allergies, failure to provide appropriate preventative medical care, or failure of the handler to recognize a potential behavioral or social problem with the dog as a result of a learned behavior or potentially traumatic incident. This warranty does not cover behavioral problems or other trainability issues if an electronic training collar or bark collar was used on the dog.

Green dogs come with health records and a health certificate. Upon arrival in the U.S. each dog is tested for heartworm, Lymes, EHRL, and ANA. All dogs have also been given heartworm preventative and have been treated one time for potential internal parasites. We recommend a test of the dog's stool be conducted at the new owner's earliest convenience for internal parasites including but not limited to tape worms, round worms, and hook worms. De-worming may require multiple treatments. Green dogs have not been vaccinated for lymes disease, bordetella, or leptospirosis. New owners are encouraged to speak with their veterinarian regarding any additional vaccinations they recommend for the new dog(s). X-rays of the hips and elbows are on file and available upon request.

Since 9/11 the worldwide demand for quality imports has risen and keeps rising. As a result of the low supply of high quality green dogs we are compelled to purchase these dogs at a much younger age. Trainers must adapt their training methods accordingly. New customers are reminded that during basic training these new dogs must be given an opportunity to learn with a minimum of compulsion. Dogs who are subjected to sudden dramatic or traumatic events or situations may exhibit undesired behaviors or symptoms resulting in an inability to work as a police service dog. This warranty does not cover such situations should this occur outside of the presence or direction of Performance Kennels training staff.

The canine team has the responsibility to train and/or maintain the dog's skills in accordance with generally accepted principles and guidelines given to the handler upon purchasing the dog from Performance Kennels Inc. Performance Kennels Inc. and it's training staff will work with all of our customers to the fullest extent possible to resolve any issues, problems, or complaints not specifically addressed here. Depending on the situation a replacement dog at reduced cost may be offered to a purchasing agency. Shipping expenses are the responsibility of the purchasing agency. Cash refunds are not included in this warranty.

*Updated 10/22/18*

**2020 City Council Meeting Dates**

**January**

Thursday, January 2

Monday, January 13

Friday, January 24-25 Annual Retreat

**February**

Monday, February 3

Tuesday February 18

**March**

Monday, March 2

Monday, March 16

**April**

Monday, April 6

Monday April 20

**May**

Monday May 4

Monday, May 18

**June**

Monday June 1

Monday, June 15

**July**

Monday, July 6

Monday, July 20

**August**

Monday, August 3

Monday, August 17

**September**

Tuesday, September 8

Monday, September 21

**October**

Monday, October 5

Monday, October 19

**November**

Monday, November 2

Monday, November 16

**December**

Monday, December 7

Monday, December 21

LABOR AGREEMENT

BETWEEN

CITY OF BENSON

AND

LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL #12

JANUARY 1, 2020 – DECEMBER 31, 2022

TABLE OF CONTENTS

ARTICLE1 Purpose .....  
ARTICLE 2 Recognition .....  
ARTICLE 3 Employer Rights and Responsibilities .....  
ARTICLE 4 LELS Rights and Responsibilities .....  
ARTICLE 5 Employer Security .....  
ARTICLE 6 Equal Application .....  
ARTICLE7 Savings .....  
ARTICLE 8 Grievance Procedure .....  
ARTICLE9 Discipline .....  
ARTICLE 10 Termination from Employment .....  
ARTICLE 11 Off Duty Activities .....  
ARTICLE 12 Voluntary Shift Switching .....  
ARTICLE 13 Seniority .....  
ARTICLE 14 Constitutional Protection .....  
ARTICLE 15 Work Schedule .....  
ARTICLE 16 Call Back .....  
ARTICLE 17 Overtime .....  
ARTICLE 18 Sick Leave .....  
ARTICLE 19 Severance Pay .....  
ARTICLE 20 Leaves of Absence .....  
ARTICLE 21 Vacations .....  
ARTICLE22 Holidays .....  
ARTICLE 23 Injured on Duty .....  
ARTICLE 24 Health and Welfare .....  
ARTICLE 25 Renewal VEBA with Postretirement Health Care Savings Arrangement.  
ARTICLE 26 Job Safety and Professional Standards .....  
ARTICLE 27 Compensation .....  
ARTICLE 28 Deferred Compensation Plan .....  
ARTICLE 29 Promotions .....  
ARTICLE30 Waiver .....  
ARTICLE 31 Duration .....  
APPENDIX A .....  
APPENDIX B .....

## ARTICLE 1 - PURPOSE

- 1.1 This AGREEMENT is entered into between the City of Benson, hereinafter called the EMPLOYER and Law Enforcement Labor Services, Inc., hereinafter called LELS.
- 1.2 The intent and purpose of this AGREEMENT is to:
  - a. Establish certain hours, wages and other conditions of employment;
  - b. Establish procedures for the resolution of disputes concerning this AGREEMENT's interpretation and/or application;
  - c. Specify the full and complete understanding of the parties; and
  - d. Place in written form the agreement upon terms and conditions of employment for the duration of this Contract.

## ARTICLE 2 – RECOGNITION

- 2.1 The Employer recognizes LELS as the exclusive representative under Minnesota Statutes § 179A.03, Subd. 8, for all peace officers subject to licensure of the City of Benson bargaining unit as identified by the Bureau of Mediation Services, State of Minnesota. This includes all peace officers subject to licensure of the City who are employed for more than 14 hours per week and/or more than 67 work days per year excluding supervisory and/or confidential employees.
- 2.2 In the event that the Employer and LELS are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation for determination.

## ARTICLE 3- EMPLOYER RIGHTS AND RESPONSIBILITIES

- 3.1 It is recognized that, except as expressly stated herein; the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the City in all of its various aspects, including, but not limited to, the right to select and hire all personnel; to direct the working forces; to plan, direct and control all the operations and services of the City; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to promote, suspend, discipline, or discharge employees for legitimate reasons; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment or facilities, and to perform any inherent managerial functions not specifically limited by this Agreement.
- 3.2 The Employer agrees to publish reasonable work rules and regulations and make copies of both available to employees.

## ARTICLE 4- LELS RIGHTS AND RESPONSIBILITIES

- 4.1 The Employer agrees to deduct the regular monthly dues, for those employees who request in writing to have regular monthly LELS dues checked off by payroll deduction or other deductions mutually approved by LELS and the Employer. The Employer agrees to remit such regular monthly dues in a manner to be prescribed by LELS.
- 4.2 LELS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer under the provisions of the foregoing paragraph.
- 4.3 The Employer agrees not to enter into any agreement with employees, covered by this Agreement, individually or collectively, or with any other organization, which in any way conflicts with the provisions of this Agreement.
- 4.4 LELS may designate employees from the bargaining unit to act as its representative and shall inform the Employer of such choice and of any changes in the LELS representative in writing.
- 4.5 The Employer agrees to make space available on the Employer bulletin board for the posting of LELS notice(s) and announcements that have the Employer's prior approval, and to make space available for meetings when it does not conflict with the operation of the department.
- 4.6 Any employee who is called in for an internal investigation may request that a representative of LELS be present during any questioning.
- 4.7 The Employer agrees to allow the officers and representatives of the bargaining unit reasonable time off and leaves of absences, with prior approval and without pay, for the purpose of conducting LELS business when such time will not unduly interfere with the operations of the department.
- 4.8 The Employer agrees that the processing of grievances shall be during the normal workday only if necessity requires. Employees shall not lose wages due to their necessary participation.

## ARTICLE 5 – EMPLOYER SECURITY

- 5.1 The Union agrees that during the life of this Agreement, it will not cause, encourage, participate in, or support any strike, slowdown, other interruption of, or interference with the normal functions of the Employer.

For the purpose of this Contract, a strike shall be defined as: Concerted action in failing to report to duty, the willful absence from one's position, the stoppage of work, slow down, or abstinence in whole or part from the full, faithful and proper performance of the

duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment.

#### ARTICLE 6 - EQUAL APPLICATION

- 6.1 The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without impermissible discrimination as to union or non-union membership, or any of the characteristics cited in Minnesota Statutes §363.03, Subd. 1, (2). LELS and the employees covered by this Agreement shall share equally with the Employer the responsibilities established by this Article.
- 6.2 The Employer shall not discriminate against, interfere with, restrain, or coerce an employee from exercising the right to join or not to join LELS or participate in an official capacity on behalf of LELS, which is in accordance with the provisions of this Agreement. LELS shall not discriminate against, interfere with, restrain or coerce an employee from exercising the right to join or not to join LELS and will not discriminate against any Employer in the administration of the Agreement because of non-membership in LELS.
- 6.3 LELS accepts its responsibilities as exclusive representative and agrees to represent all employees in the bargaining unit without discrimination.

#### ARTICLE 7 – SAVINGS

- 7.1 This Agreement is subject to the laws of the United States, the State of Minnesota, the County of Swift and the City of Benson.
- 7.2 In the event that any provisions of this Agreement shall be held to be contrary to law by a Court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provision of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated upon written request of either party.

#### ARTICLE 9 – GRIEVANCE PROCEDURE

- 8.1 For the purpose of this Agreement the term "Grievance", means a dispute or disagreement between an employee and the Employer, concerning the interpretation or application of the express provision of this Agreement.
- 8.2 In the event of such grievance arising, there shall be no suspension of operations, but an earnest effort shall be made to resolve such grievance in the manner prescribed by this Agreement.

**STEP 1.**

The employee filing the grievance shall attempt to resolve the matter with the Police Chief within twenty-one (21) calendar days from the occurrence of the matter out of which the grievance arose, or the time the employee became aware of or should reasonably have been aware of being aggrieved. The matter will be discussed informally and the Police Chief shall give his answer within ten (10) calendar days after the matter has been discussed. Every effort shall be made to settle the grievance at this step.

**STEP 2.**

If the dispute is not resolved in Step 1, the dispute shall be placed in written form stating the nature of the grievance, the name or names of employee(s) involved, the provisions of this Agreement that are alleged to have been violated, and the remedy requested. The grievance shall then be presented to the City Manager and a copy filed with LELS within ten (10) calendar days. The City Manager shall render his answer in writing within ten (10) calendar days to the aggrieved employee(s) and LELS.

**STEP 3.**

If the dispute is not resolved in Step 2, ten (10) calendar days will be allowed for preparation after which time the grievance shall be referred to the City Council at their next regular Council meeting (in a closed session as permitted by law). The employee(s) shall state whether the employee(s) wishes to have the grievance heard before the full Council or wishes to have the grievance submitted to the Director of Mediation Services, State of Minnesota, for mediation. If the employee(s) chooses to have the grievance heard by the Council, the Council shall render its formal decision in writing within ten (10) calendar days after the hearing has been held. If the employee(s) requests the grievance be submitted to mediation, the City Council shall render its formal decision in writing within ten (10) calendar days after the conclusion of the mediation meetings. The Council's decision shall be in writing to the grieved employee(s) and LELS.

**STEP 4.**

If the grievance still remains unresolved, LELS may within ten (10) calendar days submit the dispute to arbitration.

**ARBITRATION**

The arbitration proceeding may be conducted by an arbitrator to be selected by mutual agreement of the parties. The arbitrator may be obtained from the Bureau of Mediation or any person the parties can agree upon, within ten (10) calendar days after such request is made.

If the parties cannot mutually agree upon an arbitrator they shall alternately strike names from a panel of arbitrators obtained from the Bureau of Mediation Service.

The arbitrator selected shall hear and decide the grievance. Each party shall be equally responsible for compensating the arbitrator for his/her fee and necessary expenses. Each party shall be responsible for compensating their own witnesses, and for paying for a verbatim record of the proceedings if they so request one. The arbitrator shall have no

right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issue or issues submitted by the parties of this Agreement and shall have no authority to make a decision on any other matter not submitted.

The decision of the arbitrator shall be final and binding upon the Employer and the Employee(s). The arbitrator may be requested to issue the decision within thirty (30) days after the close of the hearing.

In the case of unusual circumstances, any or all of the time limits contained in the Article may be extended by mutual agreement of the parties, if requested by either party, before expiration of the time limit designated in the Article. Requested extensions shall be for a reasonable amount of time and such extensions will not be unduly withheld. If a grievance is not presented within a time limit set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit, or any agreed upon extension thereof, it shall be considered settled on the basis of the Employer's last answer: If the Employer does not answer a grievance when appealed thereof, within the specific time limits, LELS may elect to treat the grievance denied at that Step and immediately appeal the grievance to the next step.

## ARTICLE 9 - DISCIPLINE

- 9.1 The purpose of disciplinary action is to correct rather than punish. The Employer will only discipline employees for just cause. Disciplinary action generally will be progressive and follow the steps listed:
1. Oral Reprimand
  2. Written Reprimand
  3. Suspension and/or Demotion
  4. Discharge

In cases of gross misconduct, incompetence or other serious and / or egregious breach of work rule(s), regulation(s) and/or expectation(s), discipline need not be progressive and may, for a first offense, involve an action up to and including discharge.

- 9.2 A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. Employees and the UNION shall receive a copy of all disciplinary entries into their personnel record and the employee shall be entitled to have his/her written response therein. The written record of a reprimand shall be removed from an employee's record for purposes of forming the basis of more severe action in the concept of progressive discipline one (1) year from the date of the written record provided no other disciplinary action is instituted during that time. The written record of a suspension and/or a demotion shall be removed from an employee's record for purposes of forming the basis of more severe action in the concept of progressive discipline three (3) years from the date of the action provided no other disciplinary action is instituted during that time.

- 9.3 All employees shall have the right to inspect their personnel file as defined by applicable law.
- 9.4 Discharge will be preceded by a five (5) day suspension without pay.
- 9.5 Employees will not be questioned concerning an investigation of potential disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning.
- 9.6 Grievances relating to this Article shall be initiated by the UNION within 21 days at Step 2 of the Grievance procedure under Article 8.

#### ARTICLE 10 – TERMINATION FROM EMPLOYMENT

- 10.1 A resignation is a voluntary separation from employment. To assure good standing an employee must provide his supervisor with written notice two (2) calendar weeks prior to the effective date of the resignation. Failure to comply with this procedure may be considered cause for denying the employee future employment by the City and denying terminal leave benefits.

#### ARTICLE 11- OFF DUTY ACTIVITIES

An employee may accept outside employment during his/her off-duty hours provided such employment is not illegal and/or would not bring discredit to his/her position or to the Employer, and it is pre-approved by the Chief of Police. Employees may be required to justify continued employment if the Employer receives complaints relative to conflict of interest or any other valid reason which would discredit the Employer or affect the employee's job performance.

#### ARTICLE 12 – VOLUNTARY SHIFT SWITCHING

Employees may voluntarily switch shifts upon prior approval of the Police Chief. Hours worked due to voluntarily switched shifts must never result in any rate except straight time rates.

#### ARTICLE 13 - SENIORITY

- 13.1 Definition. Seniority shall mean an employee's length of service with the Employer since his/her last date of hire. An employee's continuous service record shall be broken only by separation from service by reasons of resignation, discharge for cause, retirement, being on layoff status in excess of one (1) year, termination or death. When two or more employees have the same seniority date, their position on the seniority list shall be determined by lot.
- 13.2 Full-time. Full-time employee seniority shall mean the total length of continuous employment as a full-time employee with the employer.

- 13.3 Part-time. Part-time employee seniority shall mean the total length of continuous employment as a part-time employee with the employer.
- 13.4 Lay Offs. Seniority will be the determining criterion for lay-offs and recall only when all job-relevant qualification factors are equal.
- 13.5 Probationary Periods. All newly hired or rehired employees will serve a one (1) year's probationary period. At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

All employees will serve a thirty (30) day introductory period in any job classification in which the employee has not served a probationary period. Any time during the introductory period a promoted or reassigned employee may be demoted or reassigned to the employee's previous position at the sole discretion of the Employer. The Employer will submit in writing to the employee and the union the reasons for demotion or reassignment, A promoted employee may choose to return to his/her previous position within 30 days of the promotion without penalty.

- 13.6 Period of Employment. Years of service for the purpose of calculating wages or benefits for full-time employees shall be based on a calendar year.

Full-time employees shall change step positions for wages, and benefits including but not limited to vacation, wage schedule steps, longevity pay, and severance pay, on the first day of January.

Part-time employees shall change step positions for wages based on hours worked with 2,080 hours worked equaling one year.

New full-time employees hired prior to July 1st in any given year shall make the first year step change on January 1st of the following year. New full-time employees hired after July 1st in any given year shall make the first year step change on January 1st of the second year following the date of hire.

#### ARTICLE 14 - CONSTITUTIONAL PROTECTION

Employees shall have the rights granted to all citizens by the United States and Minnesota State Constitution and by state and federal statutes.

#### ARTICLE 15 - WORK SCHEDULE

The normal work year for full-time employees shall consist of 2,080 compensated hours. Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

Part-time employees shall receive the same benefits under this contract reserved for Full-time employees, except as provided in Article 24, Health and Welfare, on a pro-rated basis, for all hours worked in the year, if that employee exceeds 1040 hours per year. Should the part-time employee exceed 1560 hours per year, the employee shall also receive the benefits under Article 24 on a pro-rated basis.

#### ARTICLE 16 - CALL BACK

- 16.1 Employees called out for emergencies or other unusual circumstances, or authorized Court preparation time, shall receive three (3) hours pay for the first hour or any part thereof and time and one-half (1 1/2) for any additional hours that result in hours worked in excess of the employee's regularly scheduled shift after 80 hours in a 14 day time period. Hours preceding or extending the employee's shift may not entitle the employee to the minimum.
- 16.2 For Court appearances occurring during employees off duty time, an employee shall receive three (3) hours pay for the first hour or any part thereof and time and one half (1 1/2) for any hour in Court thereafter. Two Court appearances scheduled on the same day will be considered one call out and an employee will be paid from the start of the first to the completion of the last appearance at 1 1/2 times their rate of pay if those hours result in hours worked in excess of the employee's regularly scheduled shift after 80 hours in a 14 day time period. Two Court call outs will not be paid on the same day.

#### ARTICLE 17 - OVERTIME

- 17.1 Employees will be compensated at one and one-half (1 1/2) times the employee's regular hourly base pay rate for hours worked in excess of the employee's regularly scheduled shift after 80 hours in a 14 day time period. Changes of shifts do not qualify an employee for overtime under this ARTICLE.
- 17.2 Overtime will be distributed as equally as practicable.  
  
All holiday pay for full-time employees shall be at the employee's regular rate of pay and shall not be considered as work time for the purpose of computing overtime. All approved paid leaves shall be considered as work time for the purpose of computing overtime.
- 17.3 Overtime refused by employees will, for record purposes, be considered as unpaid overtime worked.
- 17.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 17.5 Overtime will be calculated to the nearest fifteen (15) minutes.

- 17.6 Compensatory Time: Employees may accumulate up to a maximum of 120 hours of compensatory - time, in lieu of overtime payments. The compensatory time balance for each employee must be below a maximum carryover of 60 hours at the end of each year. Any balance over 60 hours (at the time that timesheets are due for the last pay period of the year) will be paid out on the last paycheck of that calendar year into the Employees Postretirement Health Care Savings Arrangement. Compensatory time is to be used in accordance with the provisions of Article 21, Sections 21.4 and 21.4.1.

#### ARTICLE 18 - SICK LEAVE

- 18.1 Full-time employees shall earn sick leave at the rate of eight (8) hours per month.
- 18.2 Sick leave shall be granted for the sickness or disability of the employee or for illness or birth in the employee's immediate family as defined in Section 20.1.1.
- 18.3 The City reserves the right to request a statement from the attending physician or the medical facility regarding the family illness.

#### ARTICLE 19 - SEVERANCE PAY

- 19.1 An Employee ~~hired prior to January 1, 1996~~, who terminates employment ~~in good standing~~ with the City, shall be paid, as severance pay ~~a portion of~~ the employee's accumulated ~~sick Compensatory, Vacation and Personal~~ leave. ~~up to a maximum of 1,000 hours according to the following schedule:~~

<del>5 thru 9 successive years</del>	<del>20%</del>
<del>10 thru 14 successive years</del>	<del>30%</del>
<del>15 thru 19 successive years</del>	<del>40%</del>
<del>20 thru 24 successive years</del>	<del>50%</del>
<del>25 thru 29 successive years</del>	<del>60%</del>
<del>30 or more successive years</del>	<del>70%</del>

The severance pay shall be computed at the current rate of pay. ~~50%~~ 100% of the severance pay shall be deposited into the employee's Post-Retirement Health Care Savings Arrangement ~~and the remaining 50% shall be paid to the employee in cash.~~

- ~~19.2 If a full-time employee, who has five or more years of service with the City, dies while still in the employment of the City, a death benefit equal to the severance pay schedule shall be paid proportionally to the beneficiary or beneficiaries designated on the Employer provided life insurance policy.~~
- ~~19.3 Employees hired prior to January 1, 1996 that qualify to draw a public pension and who retire, are eligible for an additional payment to be deposited into their Post-Retirement Health Care Savings Arrangement. This amount is equal to the number of months remaining until the retiree reaches age 65 times their total current monthly insurance premium. This amount shall not exceed the total value of the hours in the employee's~~

~~deferred sick leave account plus the regular sick leave account that was not paid out as severance pay.~~

## ARTICLE 20 - LEAVES OF ABSENCE

- 20.1 Bereavement Leave. A leave of absence with pay shall be granted to all full-time employees in the event of a death in the employee's or spouses immediate family. immediate family shall be defined as husband, wife, children, mother, father, brother, sister, grandparents, grandparents-in-law, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or a ward in the immediate household. The time allowed depends upon travel, duties to perform in direct relation to the death and arrangements necessary to conduct, and generally will not exceed three (3) working days, except when the funeral location is 300 or more miles away. In such circumstance, up to five (5) working days may be approved. This leave shall not be deducted from the accumulative sick leave of the employee.
- 20.1.2 A full-time employee may be granted a leave of absence with pay, not to exceed three (3) days, to attend a funeral where he/she is asked to be a pallbearer or act in an Honor Guard. This paid leave shall be deducted from the accumulative sick leave of the employee.
- 20.1.3 For a deceased employee of the City, a full-time employee will be granted time to attend the funeral with no loss in pay.
- 20.2 Family Medical Leave. Leaves of absence with or without pay may be granted for up to 12 weeks in accordance with the Employers Family, Medical and Other Leave Policy.
- 20.3 Jury Duty. When a full-time employee is selected for jury duty, he/she will receive his regular pay for such period. The employee shall turn in any amount received for Jury Duty to the City less any amount paid for mileage upon receipt.
- 20.4 Military Leave. A full-time employee serving as member of the Armed Forces of the United States or the State of Minnesota who is called to active duty will be entitled to a leave of absence as defined in Minnesota Statutes § 192.26, Subd. 1. The employee shall receive the difference between his/her regular municipal pay and the lesser military leave in the case of Reserve or National Guard personnel, and full pay for fifteen (15) days in the case of active duty. The employee shall accrue all benefits as though actually employed, except as otherwise provided by law.

## ARTICLE 21- VACATIONS

- 21.1 Employees on a part-time, student, intermittent or temporary basis, shall not earn vacation leave except as provided in Article 15.
- 21.2 Lay-offs, unauthorized leaves, or leave of absence without pay shall not be counted in computation of full payroll period or periods of continuous service. If an employee is being paid for less than the full payroll period, his/her vacation accruals shall be lost during that payroll period.
- 21.3 All full-time employees shall earn vacation leave with pay as per the following schedule:  
**Hours earned per calendar year**
- |                                       |                    |
|---------------------------------------|--------------------|
| 0- 3 years of service                 | 80 hours per year  |
| Beginning in the 4th year of service  | 88 hours per year  |
| Beginning in the 5th year of service  | 96 hours per year  |
| Beginning in the 6th year of service  | 104 hours per year |
| Beginning in the 7th year of service  | 112 hours per year |
| Beginning in the 8th year of service  | 120 hours per year |
| Beginning in the 9th year of service  | 128 hours per year |
| Beginning in the 10th year of service | 136 hours per year |
| Beginning in the 11th year of service | 144 hours per year |
| Beginning in the 12th year of service | 152 hours per year |
| Beginning in the 13th year of service | 160 hours per year |
- 21.4 Employees shall request their vacation leave early each year. Vacation may be taken at such time approved by the Police Chief or his/her designee. Vacation time choice shall be on a seniority basis.
- 21.4.1 Vacation requests shall be reserved with the Chief of Police or his/her designee. Vacation requests submitted six months in advance or longer will be considered on a seniority basis. Any vacation time requested within less than six months of the requested block of time off shall be considered on a first come-first served preference.
- 21.4.2 No more than (80) hours vacation leave may be taken at one time by one employee except by mutual agreement between the employee and the Police Chief or his/her designee.
- 21.5 An employee may carry a balance of vacation hours up to a maximum of 240 hours at any given time throughout the calendar year. If an employee's vacation time balance rises above 240 hours, the Chief of Police may direct the employee to take time off in order to get the balance under the maximum balance of 240 hours. If there are extenuating circumstances and a greater balance of carry-over is needed, it must be pre-approved by the City Manager.

~~21.6 — Employees terminating employment for any reason shall receive pay for any accrued vacation leave to their credit based on their current rate of pay.~~

21.7 6 Probationary employees may not use accrued vacation leave unless there are extenuating circumstances and the Chief of Police approves the leave.

## ARTICLE 22 — HOLIDAYS

22.1 The following are recognized as paid holidays for all full-time employees of the Benson Police Department covered by this Agreement. Holidays to be granted with pay will be:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day (Nov.11)
President's Day	Thanksgiving Day
Easter Sunday	Friday after Thanksgiving Day
Memorial Day	<b>Christmas Eve Day</b>
Independence Day	Christmas Day
Labor Day	

22.2 In addition, full-time employees shall be granted four (4) hours of holiday for the observance of Good Friday ~~and four (4) hours of holiday for Christmas Eve~~ and one (1) day of personal leave.

22.3 All full-time employees shall be paid holiday pay equal to eight (8) hours at their regular rate of pay. Because of rotating work schedules, full-time and part-time employees required to work on a holiday, or any portion thereof, shall receive time and one-half their regular rate of pay for all hours worked on Holidays.

22.4 Part-time employees eligible for pro-rata holiday pay shall have the hours accrued to a holiday pay account. These hours may be paid at the employees request and upon the approval of the Police Chief or his/her designee.

## ARTICLE 23 - INJURED ON DUTY

23.1 If a fill-time employee is injured on the job or incurs a job-related sickness, the City agrees to pay the employee his/her daily compensated hours less any workers' compensation benefits received by the employee, and this amount shall not be charged to the employee's sick leave or vacation leave for a period not to exceed ninety (90) working days. Part-time employees shall receive compensation based upon the average number of hours worked during the previous 13 pay periods. In the event an employee is absent from work for a period of less than ten (10) days and therefore the employee does not

receive any Worker's Compensation benefits for the first three (3) days, the employer paid compensation for those three (3) days shall not be charged to the employees sick leave account or vacation leave. Full-time employees with less than one (1) year of employment with the City will be credited with twelve (12) days of sick leave for the purpose of this Article less any sick leave already used by that employee since employment with the City.

#### ARTICLE 24 - HEALTH AND WELFARE

- 24.1 Effective Date of Coverage. All full-time employees will be covered by employee medical and hospital insurance plans on the first day after the first full month of employment and upon acceptance of the application by the insurance carrier.
- 24.2 ~~Employee Out of Pocket Expenses. Deductibles and annual out of pocket maximums are \$3,250 per person and \$6,500 per family for in-network usage. Out of network medical costs and non-formulary prescriptions will incur additional employee costs as outlined in the plan document.~~ **In 2018 the City moved to the Advantage Health Plan with the Minnesota Public Employees Insurance Program (PEIP). There are four levels of cost benefits but it is anticipated that most if not all employees will qualify for Cost Level 2. The following language describes the level 2 benefit and it is understood that if employees choose a different Cost Level they will pay different amounts. See plan documents for the full schedule of benefits. Under Cost Level 2, deductibles are \$2,000 for single coverage, and \$3,200 per family member and \$4,000 per family for family coverage. Maximum out of pocket costs under Cost Level 2 are \$3,000 for single coverage, and \$5,000 per family member and \$6,000 per family for family coverage.**
- 24.3 Life Insurance. The Employer will provide a \$30,000 term life insurance policy for each full-time employee. Employees eligible for family life coverage will pay the incremental cost over the amount of single coverage.
- 24.4 ~~Employee Premium Cost. The Employer shall pay the full premium for the single health insurance coverage for the duration of the contract. Family health insurance coverage will cost the Employee \$609.24 per month in 2017. If there is an increase in premiums for 2018 and/or 2019, the City shall pay 50% of the increase, and the Employee shall pay 50% of the increase.~~ **The Employer shall pay the full premium for the single health insurance coverage for the duration of the contract. Family health insurance coverage will cost the employee 30% of the monthly premium beginning in 2018 and continuing for the duration of the contract.**
- 24.5 Disability Insurance. For each employee eligible for coverage under the Medical and Hospital Insurance plan, the Employer shall also provide, at no cost to the Employee, Short Term and Long Term Disability Insurance Coverage.

- 24.6 Section 125 Cafeteria Plan. All full-time employees and part-time employees who average 25 hours per week are eligible to participate in a limited Section 125 Cafeteria Plan.
- 24.7 Group Medicare Supplement Plan. Employees who retire are eligible under state law to remain on the Employers Health Care Plan indefinitely. Upon reaching the age of 65 the employee shall transfer from the active insurance group plan to the group Medicare supplement plan.
- 24.8 Employer Contribution toward Employee VEBA or HSA Account. ~~At the beginning of the plan year, the Employer will contribute \$1,250 for single coverage and \$2,500 for family coverage to an Employee owned VEBA or HSA account. The contribution for employees hired after January 1<sup>st</sup> of each year will be prorated based upon when their Health Insurance coverage begins.~~ **Beginning with the plan year 2018, The Employer will contribute \$1,400 for single coverage and \$2,800 for family coverage to an Employee owned VEBA or HSA account. The contribution for employees hired after January 1<sup>st</sup> of each year will be prorated based upon when their Health Insurance coverage begins. These funds will be available to the employees to pay eligible medical expenses.**
- 24.9 **Dental Insurance. The Employer shall provide \$20 towards a group dental insurance benefit for Employees and their Family. ~~Effective January 1, 2019, The Employer shall pay 100 percent (100%) of the cost for single dental insurance. The Employee shall pay the difference between \$20 and the cost for Family dental coverage.~~**

#### ARTICLE 25 — Renewal VEBA with Postretirement Health Care Savings Arrangement

- 25.1 Renewal of VEBA. Effective January 1, 2010, Employer shall continue to make available a VEBA Plan and Trust described in summary and attached hereto as VEBA Attachment #1, to all qualified bargaining unit members and eligible retirees. Employer and employees and eligible retirees assent to and ratify the appointment of the trustee and plan administrator for the VEBA Plan and Trust identified in VEBA Attachment #1. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c)(9) of the Internal Revenue Code.
- 25.2 Benefits provided through the VEBA. Employer shall provide the following welfare benefit arrangement through the VEBA Plan:
- The Postretirement Health Care Savings Arrangement
- 25.3 Payment of Administration and Investment Fees and Expenses. Administration Fees under the Premium Saver Option as of 2008 are \$1.83 per individual account per month. The interest rate on cash deposits under the Premium Saver Option are identified in Schedule A attached hereto. The interest rate on cash deposits may be increased or

decreased by Select Account from time to time to reflect market conditions. Administration Fees will be paid by the City.

Investment Fees as of 2010 are \$1.50 per individual account per month. Investment Fees are only assessed when a participant directs the investment of his or her account in mutual funds that are made available through Select Account pursuant to the terms of the VEBA Plan and Adoption Agreement. Mutual funds made available as investment alternatives may charge certain management, administration, marketing and similar fees depending on the funds selected (the "expense ratio"). Schwab's standard brokerage commission schedule applies to transactions in the self-directed Brokerage Investment Account.

Investment fees allocable to the individual accounts of retirees shall be paid from individual accounts.

- 25.4 Employer Contributions to the Postretirement Health Care Savings Arrangement. If participant dies without a spouse or legal dependent for federal tax purposes, and to the extent required to protect the tax status of the health reimbursement arrangement, amounts remaining in the participant's account shall be forfeited and applied to reduce administrative expenses or future Employer contributions to the Plan.

25.4.1 Severance Pay. Within sixty (60) days of the effective date of retirement, or if later, upon the adoption date of the VEBA Plan, Employer shall pay ~~50%~~ 100% of the amount of the Severance Pay otherwise payable to qualifying employees under Article 19.1 ~~and 100% under Article 19.3~~ of this Collective Bargaining Agreement to individual accounts established for those employees under the Postretirement Health Care Savings Arrangement. Employees will not be entitled to receive this amount in the form of taxable cash compensation.

- 25.5 Bi-Weekly Contributions to Postretirement Health Care Savings Plan. Employer will make a \$30.00 bi-weekly contribution to individual accounts under the Postretirement Health Care Savings Arrangement for qualifying employees who are members of this Collective Bargaining Agreement.

These amounts will be subject to the rules of the Postretirement Health Care Savings Arrangement, including the restrictions on distributions for active employees. On such later date as the parties may agree, these accounts may be transferred to individual accounts in the Health Reimbursement Arrangement for Active Employees, to be used in conjunction with a high deductible health plan.

## ARTICLE 26 - JOB SAFETY AND PROFESSIONAL STANDARDS

- 26.1 The Employer and LELS agree to jointly promote safe and healthful working conditions and proper professional appearance and conduct. They agree to cooperate in all safety matters and to encourage employees to work in a safe and professional manner.

- 26.2 Training. The Employer agrees to provide all training required by the P.O.S.T. Board. Any other training that the Employer requires the employee to participate in is subject to the same terms.

The Employer also agrees to reimburse employees for all reasonable costs incurred in obtaining required training under this Article, including but not limited to mileage, meals, lodging, and for license fees.

A minimum of One department member shall be allowed to attend the POST accredited MPPOA annual state conference or legislative conference training during work hours. The cost of registration, hotel, meals and transportation for the day or days of training shall be paid by the department according to the existing reimbursement policy at the time.

- 26.3 Uniform Allowance. Each officer upon their date of hire will be eligible for initial issue of uniform items. The initial issue items for both full-time and part-time employees will be delineated in the manual of rules and procedures and issued to them during their first year of employment. All initial issue items will be the property of the Department and be returned upon separation (all exceptions to this by written request and approval by the Chief). All full-time officers will be given a uniform allowance of \$800. All part-time officers will be given a uniform allowance of \$400. No uniform allowance will be provided for new hires in the calendar year in which they are hired. Uniform items purchased with clothing allowance must be from Rules & Procedures or approved through written request to the Chief, and officers may use their allowance for maintenance and cleaning expenses.

A maximum of 50% of one year's uniform allowance may be carried forward into the following year.

The Employer agrees to make available to all employees bullet resistant vests, and to provide for the replacement of the same when it has reached the end of the manufacturer's recommended life span. The Employer reserves the right to determine the brand or type of vest to be purchased.

- 26.4 The Employer agrees to provide an issued weapon for the employee.

## 26.5 Physical and Mental Fitness Language

### Section 1. Physical Health

All Employees shall at least annually submit to a physical examination, which results shall not be released to the Employer. However, the examining Doctor or medical professional must submit written verification to the Employer that said examination occurred. If the cost of said physical exam is not covered under the Employee's health insurance policy, the Employer shall reimburse the Employee for the cost so long as prior approval is obtained before costs are incurred.

As an incentive for maintaining good physical fitness, the Employer shall pay 50% of the cost for an annual gym membership for each Employee. The gym membership and location will be at the sole discretion of the Employer. Employees are required to visit the gym a minimum of six (6) times per month in order to maintain the paid gym membership benefit. If the employee fails to visit the gym the minimum number of times per month, the Employer shall end that benefit for that Employee. In order to avoid the cancellation of the Employee's annual gym membership for a planned or unforeseen event (e.g. training, extended vacation, FMLA, injury, birth/adoption of a child, funeral leave, etc.), the Police Chief shall have the discretion to grant a waiver to the Employee if they fail to visit the gym six (6) times per month.

#### Section 2. Mental Health

The stressful nature of Police work can negatively impact an Officer's mental health. As an incentive to promote mental wellness, each year, the Employer shall provide each Employee with a one (1) hour therapy session with a licensed physician who specializes in stress management and exposure to traumatic events. The total cost of the therapy session shall be paid by the Employer. The Employee will attend the session on-duty and shall be paid accordingly. The therapy session shall be completely confidential, and no information will be released to the Employer other than the fact that the Employee attended the session. The selected licensed physician and location will be at the sole discretion of the Employer.

In order to provide the Employee with the opportunity to obtain professional assistance following a Critical Incident, the Employer shall provide the Employee with the appropriate professional assistance necessary to maintain their emotional and physical wellbeing. The Employer will contact the designated Critical Incident Debriefing Team to provide the Employee(s) with a confidential debriefing within 24 to 72 hours of the incident. The costs associated with the debriefing shall be paid by the Employer. The Employee will attend the session on-duty and shall be paid accordingly.

### ARTICLE 27 - COMPENSATION

- 27.1 Employees shall be compensated in accordance with the hourly wage schedule marked "Appendix A" attached hereto and made a part of this Agreement. This Appendix shall further list all other allowances and benefits not addressed elsewhere in this Agreement.
- 27.2 Payroll Direct Deposit. ~~Effective January 1, 2007, P~~ payroll direct deposit shall be mandatory for all employees.

### ARTICLE 28 - DEERRED COMPENSATION PLAN

Deferred Compensation - Employees shall ~~be eligible to~~ participate in an employer sponsored deferred compensation plan established under 457 of the IRS code unless they notify the Employer in writing that they do not wish to participate. The Employer will match the Employee

contributions up to 3% of each employee's annual gross wages and 50% of additional contributions up to a maximum Employer match of 4%.

#### ARTICLE 29 - PROMOTIONS

The City will post promotional opportunities for a reasonable period of time. Candidates shall be selected through a process involving fair and reasonable procedures as determined by the Employer.

#### ARTICLE 30 - WAIVER

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

The parties mutually acknowledge that during the negotiations which resulted in this agreement, each had the right and opportunity to make demands and proposals with respect to any term and condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement unless both parties agree to meet and negotiate.

#### ARTICLE 31- DURATION

Except as herein provided, this Agreement shall be effective January 1, 2020, and shall continue in full force and effect until the 31<sup>st</sup> day of December, 2022, and thereafter until modified or amended by mutual agreement of the parties. Either party desiring to amend or modify this Agreement shall notify the other in writing by June 1<sup>st</sup> of the year prior to the year in which modifications are desired, so as to comply with the provisions of the Public Employment Labor Relations Act of 1971, as amended. This Contract shall remain in full force and effect during the period of negotiations.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THIS 15th DAY OF DECEMBER, 2016.

CITY OF BENSON

LELS, LOCAL #12

---

---

---

---

## APPENDIX A

### I. HOURLY WAGES - PATROL OFFICERS

Hourly wages shall increase by 3% effective 1/1 for 2021 and 2022

	Beginning January 1, 2020	Beginning January 1, 2021	Beginning January 1, 2022
Starting	\$24.11	\$24.83	\$25.57
After 1 year	\$25.19	\$25.95	\$26.73
After 2 years	\$26.33	\$27.12	\$27.93
After 3 years	\$27.51	\$28.34	\$29.19
After 4 years	\$28.75	\$29.61	\$30.50
After 5 years	\$30.05	\$30.95	\$31.88

Longevity \$.05 every two years beginning with four years of service to a maximum of \$.60.

Shift Differential: Employees shall receive \$1.00 per hour for all hours worked between 6pm and 6am. (sick and vacation apply)

**Field Training Officer:** Those employees working as FTO shall receive 1 hour of Compensatory Time per shift.

**School Resource Officer: An employee working as SRO shall receive \$100 per month.**

An employee who is assigned as a Canine Officer shall be allowed time during their shift to maintain and care for the canine. On non-scheduled days, the handler shall receive the equivalent of thirty (30) minutes of pay in compensatory time at the overtime rate of one and one half (1 1/2), for dog maintenance and care at the officer's home, plus \$150.00 per month.

### II ON-CALL PAY

An Officer will be paid the following when the officer is scheduled "on-call" by the employer. On call compensation shall be \$4.00/hr for each hour and any portion thereof.

Employees called back during scheduled on-call time will be paid as provided in Article 17.

APPENDIX B  
 Current Interest Rate for Select Account Deposits  
 (Effective January 1, 2013)

Base Account Balance	Thrift Saver	Basic Saver	Premium Saver
\$0 to \$499	.05%	.25%	1.05%
\$500 to \$999	.10%	.25%	1.05%
\$ 1,000 to \$1,499	.10%	.40%	1.05%
\$1,500 to \$2,499	.20%	.40%	1.05%
\$2,500 to \$4,999	.20%	.40%	1.05%
\$5,000 to \$9,999	.20%	.50%	1.05%
\$10,000 to \$24,999	.30%	.75%	1.15%
\$25,000 to \$49,999	.50%	1.00%	1.75%
\$50,000 or greater	.70%	1.25%	2.00%

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 Janiszkeski	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	Gharndshkumar 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
<b>TOTALS</b>		<b>14094.34</b>	<b>2,393.50</b>	<b>4,041.08</b>	<b>908.25</b>	<b>1,304.09</b>	<b>651.23</b>	<b>695.49</b>	<b>24,087.98</b>

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

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.

<b>Account Number, Name &amp; Address</b>	<b>Legal Description &amp; Parcel No.</b>	<b>Sewer</b>	<b>Water</b>	<b>Totals</b>
102-0009-00-07 314 10 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>st</sup> 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 <sup>th</sup> St S Ebnet Investments, LLC	Morris & Payte's Addition Lts 23 & 24 Blk 43 23-0279-000-01	\$122.06	\$76.80	\$198.86
306-0262-00-02 704 18 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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
<b>TOTALS</b>		<b>\$2,296.08</b>	<b>\$724.46</b>	<b>\$3,020.54</b>



INVOICE

Invoice Number 1597160  
Invoice Date December 10, 2019  
Customer Number 92404  
Project Number 193804205

**Bill To**

City of Benson  
Accounts Payable  
1410 Kansas Avenue  
Benson MN 56215  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

---

**Project Description:** Benson 2018 Comprehensive Plan  
(2020)

**Stantec Project Manager:** Carlson, Phil  
**Current Invoice Due:** \$9,358.75  
**For Period Ending:** November 15, 2019

---

INVOICE

Invoice Number  
Project Number

1597160  
193804205

**Top Task 200**

**2018 Comprehensive Plan Update**

Review plan draft format, prepare plan outline, draft plan sections and graphics, meet with planning commission.

Professional Services

**Billing Level**

Landscape Designer

Hours

Rate

Current  
Amount

1.00

121.00

121.00

1.00

121.00

Planner

69.75

116.00

8,091.00

69.75

8,091.00

Senior Planner

6.75

166.00

1,120.50

6.75

1,120.50

**Professional Services Subtotal**

77.50

9,332.50

Disbursements

Direct - Printing

Current  
Amount

26.25

**Disbursements Subtotal**

26.25

**Top Task 200 Total**

**9,358.75**

Total Fees & Disbursements

\$9,358.75

**INVOICE TOTAL (USD)**

**9,358.75**



INVOICE

**Invoice Number** 1597294  
**Invoice Date** December 10, 2019  
**Customer Number** 92404  
**Project Number** 193804697

**Bill To**

City of Benson  
Accounts Payable  
1410 Kansas Avenue  
Benson MN 56215  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

---

**Project Description:** 2019 Benson General

**Stantec Project Manager:** Lembke, Eric S  
**Current Invoice Due:** \$6,988.23  
**For Period Ending:** November 15, 2019

---

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number

1597294

Project Number

193804697

**Top Task 500**

**Public Works- Water**

Prepare layout for clearwell, review WTP drawings, create request for underdrain repair, develop figures and specs, research filter media.

Professional Services

**Billing Level**

Designer

Hours

Rate

**Current Amount**

8.75

121.00

1,058.75

**8.75**

**1,058.75**

Project Manager

9.50

166.00

1,577.00

**9.50**

**1,577.00**

**Professional Services Subtotal**

**18.25**

**2,635.75**

**Top Task 500 Total**

**2,635.75**

**Top Task 710**

**Benson Power Building Assessment**

Disbursements

Direct - EDR  
INV01426987 10-2-19

**Current Amount**

350.00

**Disbursements Subtotal**

**350.00**

**Top Task 710 Total**

**350.00**

**Top Task 720**

**Benson Power Ph I**

Site visit, prepare report, technical review, updates and finalization of report.

Professional Services

**Billing Level**

GIS Specialist

Hours

Rate

**Current Amount**

1.50

131.00

196.50

**1.50**

**196.50**

Project Technician

0.50

97.00

48.50

**0.50**

**48.50**

INVOICE

Invoice Number  
Project Number

1597294  
193804697

Scientist

4.00	131.00	524.00
<b>4.00</b>		<b>524.00</b>

Project Manager

1.75	151.00	264.25
1.50	166.00	249.00
<b>3.25</b>		<b>513.25</b>

Scientist

20.00	131.00	2,620.00
<b>20.00</b>		<b>2,620.00</b>

**Professional Services Subtotal**

<b>29.25</b>		<b>3,902.25</b>
--------------	--	-----------------

**Disbursements**

Direct - Vehicle

**Current  
Amount**

100.23

**Disbursements Subtotal**

<b>100.23</b>
---------------

**Top Task 720 Total**

**4,002.48**

Total Fees & Disbursements

\$6,988.23

**INVOICE TOTAL (USD)**

**\$6,988.23**



INVOICE

Page 1 of 3

**Invoice Number** 1597158  
**Invoice Date** December 10, 2019  
**Customer Number** 92404  
**Project Number** 193804681

**Bill To**

City of Benson  
Accounts Payable  
1410 Kansas Avenue  
Benson MN 56215  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

---

**Project Description:** Benson Chlorine Damage Remediation

**Stantec Project Manager:** Capelle, Ryan J

**Current Invoice Due:** \$3,499.87

**For Period Ending:** November 15, 2019

---

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number

1597158

Project Number

193804681

**Top Task 250**

**Underdrain Repair**

On site meeting to review and discuss underdrain plan, follow up with contractor , communications with Westech regarding media type, write work request letter, review letter with owner and prepare for Council agenda.

**Professional Services**

**Billing Level**

Project Manager

Hours

Rate

**Current Amount**

10.00

166.00

1,660.00

**10.00**

**1,660.00**

**Professional Services Subtotal**

**10.00**

**1,660.00**

**Disbursements**

Direct - Vehicle (mileage)

**Current Amount**

153.12

**Disbursements Subtotal**

**153.12**

**Top Task 250 Total**

**1,813.12**

**Top Task 300**

**Construction Services**

**Professional Services**

**Billing Level**

Designer

Hours

Rate

**Current Amount**

3.75

121.00

453.75

**3.75**

**453.75**

Engineer

2.00

160.00

320.00

**2.00**

**320.00**

Project Manager

5.50

166.00

913.00

**5.50**

**913.00**

**Professional Services Subtotal**

**11.25**

**1,686.75**

**INVOICE**

**Invoice Number**  
**Project Number**

1597158  
193804681

---

**Top Task 300 Total**

**1,686.75**

Total Fees & Disbursements

\$3,499.87

**INVOICE TOTAL (USD)**

**\$3,499.87**



INVOICE

**Invoice Number** 1597166  
**Invoice Date** December 10, 2019  
**Customer Number** 92404  
**Project Number** 193804917

**Bill To**

City of Benson  
Accounts Payable  
1410 Kansas Avenue  
Benson MN 56215  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

---

**Project Description:** Benson WWTP Flood Protection

**Stantec Project Manager:** Lembke, Eric S  
**Current Invoice Due:** \$940.00  
**For Period Ending:** November 15, 2019

---

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number  
Project Number

1597166  
193804917

**Top Task 200**

**Preliminary Survey**

Review storm sewer system for preliminary survey, attend survey/figure meeting.

Professional Services

**Billing Level**

	Hours	Rate	Current Amount
Designer	5.00	121.00	605.00
	<u>5.00</u>		<u>605.00</u>
Engineer	1.00	151.00	151.00
	<u>1.00</u>		<u>151.00</u>
Project Manager	1.00	184.00	184.00
	<u>1.00</u>		<u>184.00</u>
<b>Professional Services Subtotal</b>	<u>7.00</u>		<u>940.00</u>

**Top Task 200 Total**

940.00

Total Fees & Disbursements

\$940.00

**INVOICE TOTAL (USD)**

**940.00**



INVOICE

**Invoice Number** 1597163  
**Invoice Date** December 10, 2019  
**Customer Number** 92404  
**Project Number** 193804787

**Bill To**

City of Benson  
Accounts Payable  
1410 Kansas Avenue  
Benson MN 56215  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

---

**Project Description:** WWTF Filter Replacement

**Stantec Project Manager:** Haney, Patrick

**Current Invoice Due:** \$48,992.01

**For Period Ending:** November 19, 2019

---

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number  
Project Number

1597163  
193804787

**Top Task 200**                      **Pre-Design**

Progress Charge

	<b>Total Invoiced</b>	<b>Previously Invoiced</b>	<b>Current Amount</b>
26,100.00 X 100.00 % Complete	26,100.00	22,373.23	3,726.77
<b>Progress Charge Subtotal</b>			<u><u>3,726.77</u></u>

**Top Task 200 Total** **3,726.77**

**Top Task 300**                      **Procurement Package**

Filter replacement discussions, coordination and proposal, discuss options.

Professional Services

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	16.50	166.00	2,739.00
	2.50	211.00	527.50
	<u>19.00</u>		<u>3,266.50</u>
Project Technician	1.00	116.00	116.00
	<u>1.00</u>		<u>116.00</u>
Senior Principal	5.00	184.00	920.00
	<u>5.00</u>		<u>920.00</u>
<b>Professional Services Subtotal</b>	<u>25.00</u>		<u>4,302.50</u>

**Top Task 300 Total** **4,302.50**

**Top Task 350**                      **Construction Package**

Prepare drawings and specifications.

Professional Services

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Engineer	113.00	131.00	14,803.00
	4.00	160.00	640.00
	<u>117.00</u>		<u>15,443.00</u>

**INVOICE**

**Invoice Number**  
**Project Number**

1597163  
193804787

Engineer 2

4.00	131.00	524.00
<b>4.00</b>		<b>524.00</b>

Senior Principal

10.00	184.00	1,840.00
<b>10.00</b>		<b>1,840.00</b>

Project Manager

9.50	160.00	1,520.00
23.00	166.00	3,818.00
<b>32.50</b>		<b>5,338.00</b>

Project Technician

12.00	116.00	1,392.00
<b>12.00</b>		<b>1,392.00</b>

Senior Principal

43.50	184.00	8,004.00
<b>43.50</b>		<b>8,004.00</b>

**Professional Services Subtotal**

<b>219.00</b>		<b>32,541.00</b>
---------------	--	------------------

**Disbursements**

Direct - Vehicle (mileage)

**Current  
Amount**

255.78

**Disbursements Subtotal**

<b>255.78</b>
---------------

**Top Task 350 Total**

**32,796.78**

**Top Task 400**

**Bidding Support**

Pre-bid meeting, update bidders list, coordination, specification review

**Professional Services**

**Billing Level**

**Hours**

**Rate**

**Current  
Amount**

Engineer

11.25	131.00	1,473.75
<b>11.25</b>		<b>1,473.75</b>

Project Manager

1.25	160.00	200.00
<b>1.25</b>		<b>200.00</b>

**INVOICE**

**Invoice Number**  
**Project Number**

1597163  
193804787

Project Technician

1.75	105.00	183.75
7.50	116.00	870.00
<b>9.25</b>		<b>1,053.75</b>

Senior Principal

13.50	184.00	2,484.00
<b>13.50</b>		<b>2,484.00</b>

**Professional Services Subtotal**

<b>35.25</b>		<b>5,211.50</b>
--------------	--	-----------------

**Disbursements**

Direct - Vehicle (mileage)

**Current  
Amount**

151.96

**Disbursements Subtotal**

<b>151.96</b>
---------------

**Top Task 400 Total**

**5,363.46**

**Top Task 450**

**Construction Services**

**Professional Services**

**Billing Level**

**Hours**

**Rate**

**Current  
Amount**

Designer

0.75	121.00	90.75
<b>0.75</b>		<b>90.75</b>

Project Manager

1.00	160.00	160.00
<b>1.00</b>		<b>160.00</b>

Senior Principal

2.00	184.00	368.00
<b>2.00</b>		<b>368.00</b>

**Professional Services Subtotal**

<b>3.75</b>		<b>618.75</b>
-------------	--	---------------

**Top Task 450 Total**

**618.75**

**Top Task 500**

**QA/QC**

Review plan set.

**INVOICE**

**Invoice Number**  
**Project Number**

1597163  
193804787

**Professional Services**

**Billing Level**

	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Designer	1.75	121.00	211.75
	<u>1.75</u>		<u>211.75</u>
Engineering Technician	17.00	116.00	1,972.00
	<u>17.00</u>		<u>1,972.00</u>
<b>Professional Services Subtotal</b>	<u><b>18.75</b></u>		<u><b>2,183.75</b></u>

---

**Top Task 500 Total**

**2,183.75**

Total Fees & Disbursements

\$48,992.01

**INVOICE TOTAL (USD)**

**\$48,992.01**

**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- )**

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>
<b>Total Revenues</b>	<b>3,707,062</b>

**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>
<b>Total Expenditures</b>	<b>3,707,062</b>

**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.

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

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>
<b>Total</b>	<b>\$1,821,644</b>

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>
<b>Total</b>	<b>\$71,090</b>

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.

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
GENERAL FUND REVENUES						
TAXES	1,338,192	1,426,800	1,445,409	1,478,030	98	1,496,352
ABATEMENTS	19					
LODGING TAXES	24,307	22,992	21,132	24,000	88	23,000
FRANCHISE FEES	227,168	217,651	173,290	227,000	76	217,000
BUSINESS LICENSES	8,593	8,295	8,565	8,500	101	8,500
NON-BUSINESS LICENSES	965	270	680	400	170	600
BUILDING PERMITS	24,887	12,367	40,736	20,000	204	12,000
LOCAL GOVERNMENT AID	992,959	1,045,773	524,481	1,048,962	50	1,135,205
HOMESTEAD & AG CREDIT AID	312	319	147			
POLICE TRAINING REIMBURSEMENT	2,225	6,699	8,948	2,500	358	8,000
INSURANCE PREMIUM TAX-FIRE	41,149					
INSURANCE PREMIUM TAX-POLICE	58,781	60,901	68,697	58,000	118	68,000
AIRPORT MAINTENANCE	23,603	28,690	17,746	24,257	73	24,257
TRANSIT REFUNDS						
OTHER FED/STATE/LOCAL GRANTS	62,473	69,688	24,847	29,000	86	25,600
POLICE SERVICES	3,109	360	1,432	1,000	143	500
DARE REVENUES	115	15	25			
DOG POUND REVENUES	540	255	280	500	56	500
COPS IN SCHOOLS REIMBURSEMENT	32,886	32,508	17,577	38,000	46	33,000
TOWNSHIP FIRE CONTRACTS	61,109	64,294	74,937	65,580	114	78,684
FIRE DEPARTMENT CALLS	21,565	40,102	17,806	20,000	89	20,000
RESQUE SQUAD CALLS	7,888	3,087	5,248	2,000	262	3,000
BUILDING INSPECTIONS SERVICES	38,840	41,912	35,899	40,000	90	43,000
STREET REPAIR FEES	2,700	4,300	2,100	3,500	60	3,000
EQUIPMENT RENTALS	1,588	1,400	1,625	1,500	108	1,500
WEED REMOVAL CHARGES	1,197	1,640	1,725	1,500	115	1,500
SWIMMING POOL RECEIPTS	51,293	47,084	46,075	45,000	102	46,000
POOL CONCESSION SALES	11,931	12,356	11,058	11,000	101	11,000
ARMORY USE FEES	7,864	8,361	6,565	7,000	94	8,000
PARK FEES	19,140	23,377	27,229	20,000	136	26,000
TREE REMOVAL RECEIPTS	4,395	5,155	1,985	4,000	50	4,000
BUS FARES						
BUS SIGN ADVERTISING						
HANGER RENTALS - AIRPORT	11,975	7,397	7,593	10,000	76	7,500
AIRPORT LAND REVENUES	6,995	7,529	10,397	7,500	139	10,000
SALE OF LOTS - CEMETERY	4,360	800	4,840	5,000	97	5,000
SODDING FEES - CEMETERY	1,490	1,450	1,000	1,000	100	1,000
CEMETERY MEMORIALS						
CEMETERY MONUMENT FEES	600	600	550	300	183	600
PARK SIGN RENTALS	150					
COURT FINES	15,379	17,019	15,932	18,000	89	17,000
PARKING FINES	1,000	3,560	2,655	1,000	266	3,000

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
SPECIAL ASSESSMENTS	56	54	221			
INTEREST EARNINGS	41,711	58,445	57,093	48,000	119	56,000
UNREALIZED GAIN (LOSS) ON INVEST	(20,432)	(51,060)	23,336			
PROPERTY RENTS	6,425	7,275	4,815	5,000	96	5,000
CIVIC CENTER RENT	41,600	28,750				
DONATIONS	2,500	17,786	31,298	16,000	196	16,000
SALE OF PROPERTY	195,331	231				
REFUNDS & REIMBURSEMENTS	44,491	22,938	6,721	40,000	17	20,000
REIMBURSEMENTS - GAS & OIL	34,477	31,943	34,677	35,000	99	40,000
OTHER REVENUE	5,806	4,512	6,658	5,000	133	5,000
MANAGEMENT FEE-EDA & RL FUND	18,515	20,421		20,000		20,000
MANAGEMENT FEES - GARBAGE FUND	9,194					
MANAGEMENT FEE - WATER FUND	40,110					
MANAGEMENT FEE - ELECTRIC FUND	180,446					
MANAGEMENT FEE - LIQUOR FUND	26,640					
MANAGEMENT FEE - SEWER FUND	52,074					
MANAGEMENT FEES - TAX INCREMENT						
TRANSFER FROM OTHER FUNDS	1,516	1,648		1,600		1,600
TRANSFER FROM LIQUOR FUND	80,000	80,000	80,000	80,000	100	80,000
TRANSFER FROM UTILITY FUND	70,907					
<b>TOTAL GENERAL FUND REVENUES</b>	<b>3,945,109</b>	<b>3,447,950</b>	<b>2,874,030</b>	<b>3,474,629</b>	<b>83</b>	<b>3,585,898</b>
<b>GENERAL FUND EXPENDITURES</b>						
<b>MAYOR &amp; COUNCIL</b>						
SALARIES - CITY COUNCIL	15,355	14,275	15,640	16,000	98	16,000
PENSIONS	1,175	1,092	1,197	1,200	100	1,200
ENTERPRISE FUND REIMB		(8,008)	(7,385)	(8,044)	92	(8,204)
OFFICE SUPPLIES	235	18	199	100	199	200
MAYOR & COUNCIL CONTINGENCY	60	1,149	35	1,000	3	1,000
TRAVEL EXPENSE	692	1,369	6,570	1,500	438	7,000
TRAINING & INSTRUCTION	752	1,303	1,941	1,500	129	2,000
PRINTING & PUBLISHING	4,379	2,714	3,677	5,000	74	5,000
OTHER INS - PUBLIC OFF LIAB	9,630	9,674	9,911	10,000	99	10,000
DUES & SUBSCRIPTIONS	10,392	10,389	10,352	10,000	104	10,500
ENTERPRISE FUND REIMB		(12,432)	(12,473)	(13,610)	92	(13,880)
<b>TOTAL: MAYOR &amp; COUNCIL</b>	<b>42,669</b>	<b>21,544</b>	<b>29,664</b>	<b>24,646</b>	<b>120</b>	<b>30,816</b>
<b>ADMINISTRATION &amp; FINANCE</b>						
SALARIES	292,045	303,591	296,110	326,500	91	328,500
PENSIONS	51,876	53,962	52,611	57,500	91	57,500
HEALTH, LIFE, DISB + CAFETERIA	70,395	64,952	63,052	66,380	95	69,120

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
ENTERPRISE FUND REIMB		(200,898)	(190,128)	(207,408)	92	(211,560)
OFFICE SUPPLIES	4,531	4,424	4,160	5,000	83	5,000
DUPLICATING & COPYING	2,863	2,798	2,626	3,000	88	3,000
POSTAGE	1,874	168	2,798	2,000	140	2,000
SAFETY AND DRUG TESTING	602	683	733	1,000	73	750
GAS & OIL	1,343	1,743	1,696	2,000	85	2,000
EQUIPMENT REPAIR PARTS	1,210	2,863	4,189	2,000	9	1,000
SMALL TOOLS AND EQUIPMENT	5,982	2,310	4,150	5,000	83	7,000
UTILITY CONTRACTED SERVICES	14,400	14,400	13,200	14,400	92	14,400
OTHER CONTRACTED SERVICES	16,652	15,831	10,169	15,000	68	15,000
CONSULTING SERVICES	18,814	50,354	15,780	40,000	39	40,000
TELEPHONE	9,332	10,205	9,600	10,000	96	10,500
TRAVEL EXPENSE	7,091	5,309	7,167	7,000	102	7,000
TRAINING & INSTRUCTION	2,498	3,181	3,462	4,000	87	3,500
PUBLIC INFORMATION						
INSURANCE	7,102	7,412	7,829	8,000	98	8,400
WORKERS COMPENSATION	1,334	1,399	1,825	1,500	122	2,000
ENTERPRISE FUNDS REIMB		(56,289)	(52,687)	(57,492)	92	(58,640)
DUES & SUBSCRIPTIONS	2,566	2,280	1,934	3,000	64	3,000
TOTAL: ADMINISTRATION & FINANCE	512,510	290,676	256,274	308,380	83	309,470
ELECTIONS						
TEMPORARY SALARIES	2,092	2,810	1,013	1,500	68	3,000
OFFICE SUPPLIES	3,926	4,769	2,451	3,500	70	2,000
TOTAL: ELECTIONS	6,018	7,578	3,464	5,000	69	5,000
AUDITING & ACCTING SERVICES	23,700	24,600	26,100	26,000	100	27,000
ENTERPRISE FUND REIMB		(12,105)	(11,149)	(12,160)	92	(12,400)
ASSESSING SERVICES CONTRACTED	17,204	19,035	19,038	19,000	100	19,100
CITY ATTORNEY						
OFFICE SUPPLIES	337	424	17	1,000	2	500
CITY ATTORNEY CONTRACT	18,385	21,279	17,507	26,000	67	24,000
ENTERPRISE FUND REIMB		(12,570)	(11,591)	(12,630)	92	(12,880)
TOTAL: CITY ATTORNEY	18,722	9,133	5,934	14,370	41	11,620

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
<b>CITY HALL</b>						
BUILDING MAINTENANCE & SUPPL	29,723	10,874	3,359	4,000	84	20,000
ENTERPRISE FUND REIMB		(3,725)	(1,706)	(1,870)	91	(1,910)
CONTRACTED SERV - CLEANING	4,080	2,080	1,800	2,000	90	2,000
INSURANCE	2,029	1,187	1,273	2,500	51	1,500
UTILITIES	7,470	7,691	7,129	8,000	89	8,000
HEATING COST	3,772	4,979	4,990	4,000	125	5,000
ENTERPRISE FUND REIMB		(8,613)	(7,060)	(7,720)	91	(7,880)
<b>TOTAL: CITY HALL</b>	<b>47,075</b>	<b>14,473</b>	<b>9,785</b>	<b>10,910</b>	<b>90</b>	<b>26,710</b>
<b>POLICE DEPARTMENT</b>						
SALARIES	535,291	541,927	487,727	550,058	89	596,650
PENSIONS	104,196	101,576	96,844	115,360	84	128,307
HEALTH, LIFE & DISB INSURANCE	105,983	98,347	91,489	95,740	96	96,076
OFFICE SUPPLIES	2,876	5,568	3,714	5,500	68	5,500
GAS & OIL	16,701	17,069	14,386	19,000	76	17,500
OPERATING SUPPLIES	10,788	15,416	8,565	20,000	43	10,000
UNIFORM ALLOWANCE	10,449	10,126	12,332	9,000	137	9,000
PERSONNEL TESTING & RECRUIT		554	2,214	1,500	148	1,500
INVESTIGATIONS	42,008	36,048	26,781	32,000	84	32,000
EQUIPMENT REPAIR PARTS	950	134	1,306	2,600	50	1,000
EQUIPMENT REPAIRS CONTRACTED	13,420	16,394	14,915	14,125	106	14,125
BUILDING REPAIRS & MAINT	1,496	9,415	4,241	2,000	212	3,000
SMALL TOOLS & EQUIPMENT	8,657	14,650	12,332	8,600	143	18,600
CONTRACTED RECORDS MAINT						
CONTRACTED SERVICES-CLEANING		4,028	5,245	4,160	126	5,200
TELEPHONE	9,929	11,343	11,829	12,000	99	12,000
DRUG EDUCATION & ENFORCEMENT	650		60	2,600	2	2,600
DARE EXPENDITURES	2,052	2,009	2,263	2,000	113	2,000
TRAVEL EXPENSE	5,731	3,483	3,776	4,000	94	4,000
TRAINING & INSTRUCTION	8,911	6,518	5,999	7,000	86	7,000
INSURANCE	12,959	14,007	13,270	14,000	95	14,000
WORKERS COMPENSATION	13,991	15,691	20,368	18,000	113	20,000
ELECTRIC UTILITIES	1,284	4,360	3,603	4,800	75	4,000
HEATING COSTS	197	1,698	1,372	2,100	65	2,100
RENTS	1,680	1,040	300	500	60	500
DUES & SUBSCRIPTIONS	3,128	3,444	3,816	3,000	127	3,600
DOG POUND EXPENSES	357	515	2,432	3,700	66	3,700
<b>TOTAL: POLICE DEPARTMENT</b>	<b>913,684</b>	<b>935,358</b>	<b>851,177</b>	<b>953,343</b>	<b>89</b>	<b>1,013,958</b>

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
<b>FIRE DEPARTMENT</b>						
PART TIME - SALARIES	58,236	60,161	6,723	59,000	11	59,000
OFFICE SUPPLIES	1,115	386		1,000		1,000
GAS & OIL	2,071	2,546	2,462	2,000	123	2,800
OPERATING SUPPLIES	2,089	3,651	2,619	5,000	52	4,000
EQUIPMENT REPAIR PARTS	1,879	2,538	6,527	5,000	131	7,000
EQUIPMENT REPAIR CONTRACTUAL	865	10,048	9,430	5,000	189	10,000
RADIO REPAIRS CONTRACTED	1,231	1,177	1,022	2,500	41	2,500
BUILDING MAINTENANCE & SUPPL	8,952	1,390	2,937	5,100	58	5,100
BUILDING REPAIRS CONTRACTED		315		8,000		7,000
SMALL TOOLS & EQUIPMENT	10,216	7,245	16,862	5,000	337	20,000
CONTRACTED SERVICES	558	2,342	834	500	167	500
TRAVEL EXPENSE	3,138	3,376	3,253	5,000	65	6,000
TRAINING & INSTRUCTION	7,250	2,743	13,045	14,000	93	10,000
INSURANCE	5,711	5,646	5,615	7,500	75	6,000
WORKERS COMPENSATION	7,011	7,090	7,728	7,000	110	8,000
UTILITIES	4,645	6,442	5,158	4,500	115	6,500
HEATING COST	2,274	2,958	2,257	3,000	75	3,000
HYDRANT RENTALS/FIRE SERVICE	10,000	10,000	9,167	10,000	92	10,000
TRUCK LEASE	46,456	91,801	84,151	90,865	93	90,865
DUES & SUBSCRIPTIONS	899	796	712	900	79	900
<b>TOTAL: FIRE DEPARTMENT</b>	<b>174,597</b>	<b>222,651</b>	<b>180,501</b>	<b>240,865</b>	<b>75</b>	<b>260,165</b>
<b>BUILDING DEPARTMENT</b>						
SALARIES	51,576	53,341	49,045	55,100	89	56,700
PENSIONS	10,183	10,502	9,780	10,200	96	11,100
HEALTH, LIFE AND DISABILITY	15,080	14,302	13,845	13,550	102	15,250
GAS	301	545	141	500	28	400
OPERATING SUPPLIES	3,757	2,296	1,579	3,000	53	3,000
CONTRACTED SERV.-OTHER EXPENSE	565	500	867	1,000	87	700
TELEPHONE	609	700	537	700	77	700
TRAVEL EXPENSE	4,512	4,907	5,179	5,000	104	5,500
TRAINING & INSTRUCTION	355	600	215	500	43	500
DUES & SUBSCRIPTIONS	75	75		100		75
<b>TOTAL: BUILDING DEPARTMENT</b>	<b>87,012</b>	<b>87,769</b>	<b>81,188</b>	<b>89,650</b>	<b>91</b>	<b>93,925</b>
<b>HIGHWAY STREETS &amp; ROADS</b>						
SALARIES	244,719	245,768	247,112	264,600	93	285,000
PENSIONS	45,234	44,387	43,263	46,972	92	48,800
HEALTH, LIFE & DISB INSURANCE	31,836	28,649	27,273	28,055	97	30,340
OFFICE SUPPLIES	826			500		500

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
GAS & OIL	24,063	34,039	33,966	27,000	126	35,000
OPERATING SUPPLIES	9,180	13,736	10,970	11,000	100	11,000
STREET MARKINGS & SIGNS	4,637	2,246	5,376	12,000	45	18,000
SHOP SUPPLIES	610	362	997	1,000	100	1,000
EQUIPMENT REPAIR PARTS	23,025	11,684	16,816	12,000	140	12,000
TIRES	9,858	10,771	8,993	10,000	90	10,000
EQUIPMENT REPAIRS CONTRACTED	14,192	18,985	26,119	15,000	174	15,000
STREET MAINTENANCE-MATERIALS	6,673	12,225	14,313	15,000	95	13,000
STREET MAINT.- SEALCOATING	5,078	41,754	54,338	40,000	136	50,000
SNOW REMOVAL	4,890	8,559	8,848	10,000	88	10,000
FLOOD CONTROL			22,498			
BUILDING MAINTENANCE & SUPPL	10,217	3,819	3,375	5,000	67	5,000
SMALL TOOLS & EQUIPMENT	1,363	2,951	664	5,000	13	5,000
TELEPHONE	900	900	825	900	92	900
TRAVEL EXPENSE	117	95	107	350	31	350
TRAINING & INSTRUCTION	1,306	4,586	4,248	5,000	85	5,000
INSURANCE	10,826	10,599	10,501	12,000	88	11,000
WORKERS COMPENSATION	16,316	16,608	17,961	17,000	106	19,000
UTILITIES	5,991	6,196	5,538	6,500	85	6,500
HEATING COST	3,921	5,008	4,386	4,500	97	5,000
STREET LIGHTING UTILITIES	61,357	64,269	58,904	65,000	91	65,000
LAUNDRY	1,748	1,897	1,743	1,200	145	2,000
<b>TOTAL: STREET DEPARTMENT</b>	<b>538,880</b>	<b>590,093</b>	<b>629,132</b>	<b>615,577</b>	<b>102</b>	<b>664,390</b>
COMMUNITY EDUCATION FEES	30,790	31,611		35,000		35,000
SENIOR CITIZEN PROGRAM	9,507	14,640	8,838	10,600	83	9,600
<b>SWIMMING POOL</b>						
TEMPORARY SALARIES	50,053	51,811	54,085	53,000	102	55,600
PENSIONS	3,829	3,964	4,137	4,100	101	4,300
OPERATING SUPPLIES	11,104	9,064	8,274	12,000	69	8,000
BUILDING MAINTENANCE & SUPPL	4,866	4,781	37,271	6,000	621	10,000
BUILDING REPAIRS CONTRACTED	6,701	10,646	7,073	7,000	101	7,000
CONCESSION SUPPLIES	8,208	8,364	8,546	9,000	95	9,000
TELEPHONE	395	476	458	400	114	500
INSURANCE	12,344	11,995	12,770	13,000	98	13,000
UTILITIES	8,896	10,528	8,429	11,500	73	9,000
HEATING COST	7,986	7,420	8,647	7,500	115	8,500
<b>TOTAL: SWIMMING POOL</b>	<b>114,383</b>	<b>119,048</b>	<b>149,690</b>	<b>123,500</b>	<b>121</b>	<b>124,900</b>

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
<b>ARMORY</b>						
OPERATING SUPPLIES	183	137	27	500	5	500
BUILDING MAINT & SUPPLIES	1,777	3,740	1,251	3,000	42	3,000
CONTRACTED SERVICES	461	488	349	1,000	35	500
TELEPHONE	506	540	513	500	103	600
INSURANCE	2,733	2,401	2,469	3,000	82	3,000
UTILITIES	2,113	2,330	2,229	2,500	89	2,700
HEATING COST	1,797	2,302	1,914	2,000	96	2,500
	-----	-----	-----	-----		-----
TOTAL: ARMORY	9,570	11,938	8,752	12,500	70	12,800
<b>PARKS</b>						
SALARIES	103,115	102,131	104,023	114,000	91	111,000
PENSIONS	13,771	13,501	12,747	16,120	79	14,000
HEALTH, LIFE & DISB INSURANCE	15,935	15,093	14,449	15,910	91	15,820
MOSQUITO SPRAY & SUPPLIES	6,700	5,947	2,327	10,000	23	6,000
CHEMICALS & CHEM SUPPLIES	8,587	5,801	4,934	9,000	55	6,000
GAS & OIL	8,342	12,080	10,871	8,000	136	11,000
OPERATING SUPPLIES	15,355	27,448	18,258	17,000	107	20,000
LANDSCAPING MATERIALS	3,349	2,495	2,981	5,000	60	5,000
BEAUTIFY BENSON		13,705	16,238	15,000	108	15,000
EQUIPMENT REPAIR PARTS	11,423	10,575	11,040	12,000	92	12,000
EQUIPMENT REPAIRS CONTRACTED	4,729	263	3,631	2,000	182	3,000
BUILDING REPAIR AND MAINT	2,447	5,930	4,650	2,500	186	10,000
SMALL TOOLS & EQUIPMENT	6,902	4,681	4,483	9,000	50	9,000
CONTRACTED SERVICES-MOWING	8,441	9,685	8,956	9,000	100	9,000
CONTRACTED SERVICES-TREE REMOV	43,141	32,084	27,575	47,000	59	45,000
CONTRACTED SERVICES-OTHER	8,073	12,514	12,197	9,000	136	9,000
TELEPHONE	584	596	327	800	41	600
TRAVEL EXPENSE	88	406	216	500	43	500
TRAINING & INSTRUCTION	167	1,236	1,046	1,500	70	1,500
INSURANCE	25,004	22,525	22,982	25,000	92	24,000
UTILITIES	6,865	7,574	9,542	8,000	119	9,000
RENT						
CEMETERY	36,076	13,313	10,036	8,000	125	18,500
	-----	-----	-----	-----		-----
TOTAL: PARK DEPARTMENT	329,095	319,581	303,508	344,330	88	354,920
LODGING TAX EXPENSES	23,872	30,221	30,252	31,750	95	31,750
NOT ALLOCATED	18,244	11,415	5,426	15,000	36	10,000

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
PUBLIC TRANSIT						
SALARIES						
FRINGE BENEFITS						
GAS & OIL						
OPERATING SUPPLIES						
EQUIPMENT REPAIR PARTS						
TIRES						
CONTRACTED SERVICES	9,633	9,609		10,667		10,034
TELEPHONE						
TRAVEL EXPENSE						
TRAINING & INSTRUCTION						
INSURANCE						
TOTAL: PUBLIC TRANSIT	9,633	9,609		10,667		10,034
AIRPORT						
SALARIES	2,500	2,500		2,500		2,500
PENSIONS	192	192		500		500
GAS	25,406	25,507	56,801	23,000	247	30,000
OPERATING SUPPLIES	9,927	1,774	6,987	3,000	233	5,000
BUILDING MAINTENANCE & SUPPL	15,790	4,947	9,377	5,000	188	6,000
MANAGEMENT FEES	3,540					
CONTRACTED SERVICES	2,756	4,017	224	500	45	500
TELEPHONE	940	1,013	785	1,000	78	600
INSURANCE	4,491	8,598	8,571	3,000	286	9,000
UTILITIES	8,793	8,362	7,118	9,000	79	9,000
HEATING COST	750	1,069	711	1,000	71	1,000
TOTAL: AIRPORT	75,085	57,979	90,574	48,500	187	64,100
TRANSFERS						
TRANS TO CAPITAL OUTLAY FUND	610,000	550,000		550,000		390,000
TRANS TO GOLF CLUB	59,500	60,000	60,000	60,000	100	60,000
TRANSFER TO CONCRETE PROJECTS	15,000					
TRANS TO FIRE RELIEF FUND	51,149					
TRANS TO OTHER FUNDS		223,060	33,040	33,040	100	33,040
TRANS TO CIVIC CENTER BOARD	69,375	35,000	24,000	24,000	100	
TOTAL GENERAL FUND EXPENDITURES	3,807,274	3,684,905	2,795,188	3,594,468	78	3,585,898
TOTAL REVENUES LESS EXPENDITURES	137,835	(236,955)	78,842	(119,839)	(66)	

12/12/19  
12:07:51

CITY OF BENSON  
BUDGET PROPOSAL  
2020 BUDGET PROPOSAL

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 YTD	2019 BUDGET	PCT. BUDGET	PROPOSED 2020 BUDGET
LIBRARY FUND						
TAXES	113,770	109,501	111,470	113,959	98	117,764
INTEREST EARNINGS						
RENTALS	720	2,518	435			500
DONATIONS						
BUILDING DONATIONS						
SALE OF PROPERTY	2,960	2,605	2,218	2,500	89	2,500
REFUNDS & REIMBURSEMENTS						
TRANSFER FROM GENERAL FUND	326	353		400		400
TRANSFER FROM OTHER FUNDS						
TOTAL LIBRARY FUND REVENUES	117,776	114,977	114,123	116,859	98	121,164
EXPENDITURES						
OFFICE & OPERATING SUPPLIES	2,359	3,850	4,344	3,500	124	3,500
EQUIPMENT REPAIRS						
BUILDING MAINTENANCE & SUPPL	3,938	10,216	5,703	5,000	114	5,000
BUILDING REPAIRS CONTRACTED						
MANAGEMENT FEES-PIONEERLAND	83,428	85,931	88,509	88,509	100	91,164
CONTRACTED SERV - CLEANING	4,740	4,345	4,740	5,400	88	5,400
TELEPHONE	959	1,022	962	1,000	96	1,100
TRAVEL	213	217		450		300
INSURANCE	3,741	2,939	3,142	3,000	105	3,300
UTILITIES	3,835	5,369	4,780	4,000	120	5,400
HEATING COST	2,890	2,527	2,033	3,000	68	3,000
CAPITAL OUTLAY						
CAPITAL OUTLAY - BOOKS	3,000	3,000	3,000	3,000	100	3,000
TOTAL LIBRARY FUND EXPENDITURES	109,104	119,417	117,213	116,859	100	121,164
TOTAL REVENUES LESS EXPENDITURES	8,672	(4,439)	(3,090)			

## 2020 General Capital Outlay Fund Budget

	<b>Beginning Balances</b>	<b>Funding Sources</b>	<b>2020 Uses</b>	<b>Ending Balances</b>
<b>Administration</b>	\$42,350	\$0	\$0	\$42,350
<b>City Hall</b>	\$210,194	\$0	\$0	\$210,194
<b>Police Department</b>	\$122,180	\$40,000	\$66,500	\$95,680
<b>Fire Department</b>	\$138,780	\$50,000	\$0	\$188,780
<b>Street Department</b>	\$237,165	\$200,000	\$306,000	\$131,165
<b>Park Department</b>	\$232,245	\$40,000	\$440,000	-\$167,755
<b>Armory</b>	\$57,185	\$40,000	\$50,000	\$47,185
<b>Airport</b>	<u>\$95,187</u>	<u>\$761,500</u>	<u>\$820,145</u>	<u>\$36,542</u>
<b>Total</b>	<u>\$1,135,286</u>	\$1,131,500	\$1,682,645	\$584,141

**Administration- Capital Outlay Worksheet**

**Beginning Balance** \$42,350

**Funding Sources**

General Fund Transfer

Sale of Property

Grants

**Total Funding Sources** \$0

**Capital Outlay Purchases**

1 \$0

2

3

4

5

6

**Total Purchases** \$0

**Ending Balance** \$42,350

**City Hall - Capital Outlay Worksheet**

**Beginning Balance** \$210,194

**Funding Sources**

**General Fund Transfer** \$0

**Sale of Property**

**Grants**

**Total Funding Sources** \$0

**Capital Outlay Purchases**

**1** \$0

**2**

**3**

**4**

**5**

**6**

**Total Purchases** \$0

**Ending Balance** \$210,194

**Police Department - Capital Outlay Worksheet**

**Beginning Balance** \$122,180

**Funding Sources**

**General Fund Transfer** \$40,000

**Sale of Property** \$0

**Grants**

**Total Funding Sources** \$40,000

**Capital Outlay Purchases**

**1 Canine** \$24,000

**2 Squad Car** \$42,500

**3**

**4**

**5**

**6**

**Total Purchases** \$66,500

**Ending Balance** \$95,680

**Fire Department - Capital Outlay Worksheet**

**Beginning Balance** \$138,780

**Funding Sources**

**General Fund Transfer** \$50,000

**Sale of Property**

**Grants** \$0

**Total Funding Sources** \$50,000

**Capital Outlay Purchases**

**1**

**2**

**3**

**4**

**5**

**6**

**Total Purchases** \$0

**Ending Balance** \$188,780

**Street Department - Capital Outlay Worksheet**

**Beginning Balance** \$237,165

**Funding Sources**

<b>General Fund Transfer</b>	\$200,000
<b>Bond Proceeds</b>	
<b>Grants</b>	
<b>Total Funding Sources</b>	\$200,000

**Capital Outlay Purchases**

<b>1 Tandem Truck</b>	\$130,000
<b>2 Street Repair Projects</b>	\$176,000
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>Total Purchases</b>	\$306,000

**Ending Balance** \$131,165

**Park Department - Capital Outlay Worksheet**

**Beginning Balance** . \$232,245

**Funding Sources**

**General Fund Transfer Parks** \$40,000

**General Fund Transfer Sr Center**

**General Fund Transfer Cemetery**

**Total Funding Sources** . \$40,000

**Capital Outlay Purchases**

**1 Civic Center North End** \$400,000

**2 72" Mower** \$40,000

**3**

**4**

**5**

**6**

**7**

**8**

**Total Purchases** \$440,000

**Ending Balance** . -\$167,755

**Armory - Capital Outlay Worksheet**

**Beginning Balance** \$57,185

**Funding Sources**

**General Fund Transfer** \$40,000

**Utility Fund Transfer**

**Grants**

**Total Funding Sources** \$40,000

**Capital Outlay Purchases**

**1 Main Roof** \$50,000

**2**

**3**

**4**

**5**

**6**

**Total Purchases** \$50,000

**Reclass from other departments** \$0

**Ending Balance** \$47,185

**Airport - Capital Outlay Worksheet**

**Beginning Balance** \$95,187

**Funding Sources**

General Fund Transfer	\$20,000
Sale of Property	
Grants	\$741,500
Other Governmental	
<b>Total Funding Sources</b>	<b>\$761,500</b>

**Capital Outlay Purchases**

1 A & D Building	\$711,345
2 Tractor	\$108,800
3	\$0
4	
5	
6	
<b>Total Purchases</b>	<b>\$820,145</b>

**Reclass from Transit** \$0

**Ending Balance** \$36,542

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.15500 2) PREPAID EXPENSES - INSURANCE	1) GENERAL FUND AIRPORT INSURANCE	2,477.00	LANGE ASSOCIATES	D-11302019-286	438
101.41110.332 2) MAYOR & COUNCIL	1) GENERAL FUND 3) TRAINING & INSTRUCTION CONFERENCE DINNER	35.00	CGMC	D-11302019-286	269
101.41110.350 2) MAYOR & COUNCIL	1) GENERAL FUND 3) PRINTING & PUBLISHING TREE TRIM, TRUTH IN TAX	168.50	MONITOR & NEWS	D-11302019-286	238
101.41300.131 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	15.80	FURTHER	D-11302019-286	441
101.41300.201 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) OFFICE SUPPLIES W2S AND 1099S SHIPPING LABELS	128.44 60.00 188.44	CREATIVE FORMS & CONCEPT BACKSTREET PRINTING * TOTAL	D-11302019-286 D-11302019-286	271 282
101.41300.201					
101.41300.202 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) DUPLICATING & COPYING COPIER MAINT COPIER PAYMENT COPIER MAINT	95.21 139.00 54.27 288.48	LOFFLER COMPANIES-131511 TOSHIBA FINANCIAL SERVIC LOFFLER COMPANIES-131511 * TOTAL	D-11302019-286 D-11302019-286 M-11302019-287	669 195 37
101.41300.202					
101.41300.203 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) POSTAGE FLOOD MAILING STAMPED ENVELOPES	32.20 1,465.33 1,497.53	INCIDENTAL FUND BANKCARD CENTER * TOTAL	D-11302019-286 D-11302019-286	356 375
101.41300.203					
101.41300.209 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) GAS & OIL GAS	93.51	GLACIAL PLAINS COOPERATI	D-11302019-286	83
101.41300.240 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) SMALL TOOLS AND EQUIPMENT 4 MONITORS & 2 SPKR BARS 2 COPIES OFFICE 2019 2 COMPUTERS	611.50 664.72 1,314.00 2,590.22	HP INC. CDW GOVERNMENT HP INC. * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286	369 387 428
101.41300.240					
101.41300.309 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) CONTRACTED SERVICES COMP TIME/DATA ENTRY	1,200.00	ELECTRIC FUND	D-11302019-286	21
101.41300.310 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) CONTRACTED SERVICES TECH SUPPORT SVC	707.50	SWIFT COUNTY	D-11302019-286	109
101.41300.315 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) CONSULTING SERVICES PROFESSIONAL FEES	105.00	ABRAMS & SCHMIDT LLC	D-11302019-286	371
101.41300.321 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) TELEPHONE LONG DISTANCE CHARGES MONTHLY PRI CHARGE CELL PHONE	169.65 499.69 95.74 765.08	CENTURYLINK CENTURYLINK VERIZON * TOTAL	D-11302019-286 D-11302019-286 M-11302019-287	80 188 30
101.41300.321					
101.41300.331 2) ADMINISTRATION & FINANCE	1) GENERAL FUND 3) TRAVEL EXPENSE PLANNING COMM MTG MEALS & LODGING MILEAGE TO CGMC MILEAGE TO TRAINING	53.91 1,022.36 58.00 84.68 1,248.95	DAROLD'S SUPER VALUE BANKCARD CENTER WOLFFINGTON/ROB KENT/LISA * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	336 373 383 448
101.41300.331					



FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.42100.210 2) POLICE DEPARTMENT	1) GENERAL FUND 3) OPERATING SUPPLIES VOID	0.00 288.40	F I GROUP INC * TOTAL	051777 M-11302019-287	58
101.42100.213 2) POLICE DEPARTMENT	1) GENERAL FUND 3) UNIFORM ALLOWANCE STITCH PATCHES HOLSTER BAG, FLASHLIGHT HEADLAMP PANTS, AMMO BO UNIFORM-PANTS, SHIRTS SHIRTS	40.00 1.00 2.00 2.00 2.00 2.00 719.06	ROB'S SEWING TRIFLEX TRIFLEX TRIFLEX TRIFLEX TRIFLEX NADEAU/MICHAEL RUNNINGS SUPPLY INC * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	241 242 243 244 245 246 404
101.42100.213					
101.42100.214 2) POLICE DEPARTMENT	1) GENERAL FUND 3) PERSONNEL TESTING & RECRUIT SCHMIDT SCREENING	650.00	GARY L FISCHLER & ASSOCI	051778 M-11302019-287	59
101.42100.219 2) POLICE DEPARTMENT	1) GENERAL FUND 3) INVESTIGATIONS STORAGE UNIT RENT POSTAGE TOW CHRYSLER TOW DURANGO PROSECUTION SERVICES TOWING CHEV PICKUP TOWING CHEV PICKUP	300.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 3,101.69	SOUTHSIDE STORAGE SANKCARD CENTER SOUTHSIDE BODY SHOP SOUTHSIDE BODY SHOP SOUTHSIDE BODY SHOP WILCOX LAW OFFICES, P.A. SOUTHSIDE BODY SHOP SOUTHSIDE BODY SHOP * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 051774 M-11302019-286 051779 M-11302019-286 051779 M-11302019-286	244 247 430 431 54 60 61
101.42100.219					
101.42100.223 2) POLICE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED VEHICLE REPAIRS	1,234.17	TOM'S SERVICE, INC	D-11302019-286	296
101.42100.235 2) POLICE DEPARTMENT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL PEST CONTROL MATS GARBAGE SERVICE WET MOP HEAD GARBAGE SERVICE	75.00 60.20 37.44 37.19 37.44 215.27	BRANESS PEST CONTROL BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC RUNNINGS SUPPLY INC MATTHEISEN DISPOSAL, INC * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 051769 M-11302019-286	276 277 278 279 280 47
101.42100.235					
101.42100.240 2) POLICE DEPARTMENT	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT TOW BALL, HEADLAMPS WATER, COOLER RENT	129.82 134.70 164.52	RUNNINGS SUPPLY INC DRIESSEN WATER INC * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286	403 39
101.42100.240					
101.42100.310 2) POLICE DEPARTMENT	1) GENERAL FUND 3) CONTRACTED SERVICES-CLEANING POLICE DEPT 11/3-11/30	400.00	MCGEARY/THOMAS	D-11302019-286	210
101.42100.321 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE VOICE SERVICES PHONE CELL PHONE CELL PHONE	65.50 1,390.00 1,677.00 1,032.00 2,366.00 763.28	CENTURYLINK OFFICE OF MN.IT SERVICES CENTURYLINK VERIZON VERIZON * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 051782 M-11302019-286	197 226 297 298 31
101.42100.321					
101.42100.381 2) POLICE DEPARTMENT	1) GENERAL FUND 3) UTILITIES UTILITIES	208.36	MUNICIPAL UTILITIES	D-11302019-286	240
101.42100.383 2) POLICE DEPARTMENT	1) GENERAL FUND 3) HEATING NATURAL GAS	177.40	CENTER POINT ENERGY	D-11302019-286	455

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
101.42100.433 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DUES & SUBSCRIPTIONS 2020 MEMBERSHIP RENEWAL FOP SUBSCRIPTION	278.00 175.00 453.00	MN CHIEFS OF POLICE ASSN BANKCARD CENTER * TOTAL	D-11302019-286 D-11302019-286	254 378
101.42100.439 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DOG POUND EXPENSES POUND BOARDING	80.00	H & H VETERINARY SERVICE	D-11302019-286	432
101.42200.209 2) FIRE DEPARTMENT	1) GENERAL FUND 3) GAS & OIL GAS	78.96	GLACIAL PLAINS COOPERATI	D-11302019-286	85
101.42200.210 2) FIRE DEPARTMENT	1) GENERAL FUND 3) OPERATING SUPPLIES CABLE	23.75	CHARTER COMMUNICATIONS	D-11302019-286	268
101.42200.235 2) FIRE DEPARTMENT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE GARBAGE SERVICE	44.46 44.46 88.92	MATTHEISEN DISPOSAL, INC MATTHEISEN DISPOSAL, INC * TOTAL	051769 D-11302019-286 M-11302019-287	166 41
101.42200.240 2) FIRE DEPARTMENT	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT 6 SETS COATS/PANTS	12,340.80	HEIMAN FIRE EQUIPMENT, I	D-11302019-286	300
101.42200.310 2) FIRE DEPARTMENT	1) GENERAL FUND 3) CONTRACTED SERVICES CLEAN FIRE HALL	40.56	SWIFT COUNTY DAC	D-11302019-286	292
101.42200.381 2) FIRE DEPARTMENT	1) GENERAL FUND 3) UTILITIES UTILITIES	280.97	MUNICIPAL UTILITIES	D-11302019-286	95
101.42200.383 2) FIRE DEPARTMENT	1) GENERAL FUND 3) HEATING COST NATURAL GAS	261.06	CENTER POINT ENERGY	D-11302019-286	160
101.42200.418 2) FIRE DEPARTMENT	1) GENERAL FUND 3) FIRE SERVICE FEE FIRE SERVICE	833.33	WATER FUND	D-11302019-286	24
101.42600.131 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	3.95	FURTHER	D-11302019-286	443
101.42600.321 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TELEPHONE CELL PHONE	42.87	VERIZON	051782 M-11302019-287	34
101.42600.331 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MILEAGE TO MORRIS	396.72	JACOBSON/MIKE	D-11302019-286	368
101.42600.332 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TRAINING & INSTRUCTION TRAINING	215.00	BANKCARD CENTER	D-11302019-286	381
101.43100.131 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	20.10	FURTHER	D-11302019-286	444
101.43100.209 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) GAS & OIL GAS OIL DRUM DEPOSIT DIESEL HYGARD	1,691.27 1,614.06 20.00CR 22.16 75.44 3,382.93	GLACIAL PLAINS COOPERATI ASCHEMAN OIL ASCHEMAN OIL ASCHEMAN OIL JOHN DEERE FINANCIAL * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 051780 M-11302019-287	87 64 65 66 64

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.43100.210	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) OPERATING SUPPLIES					
	WELDING GAS	154.05	AMERICAN WELDING & GAS I		D-111302019-286	196
	CABLE	200.00	CHARTER COMMUNICATIONS		D-111302019-286	197
	BOOT ALLOWANCE	200.00	OLSON, JUSSEL		D-111302019-286	198
	HOOK, MARKER, HDWRE	1.00	ZOSEL, TRUE VALUE		D-111302019-286	199
	BOOTS	80.00	THOMPSON/KEVIN		D-111302019-286	200
	GREASE, GLASS CLEANER	4.00	MARC		D-111302019-286	201
	GLOVES, DOWEL	2.00	AUTO VALU BENSON		D-111302019-286	202
	COATS	2.00	BANKCARD CENTER		D-111302019-286	203
	WATER BATTERY	9.00	RUNNINGS SUPPLY INC		D-111302019-286	204
	WASHER SOLVENT	1.00	NORTHSIDE AUTO		D-111302019-286	205
	ADDL BOOT ALLOW	9.00	THOMPSON/MIKE		D-111302019-286	206
	VOID	66.00	REID, WELDING & CUSTOM	051775	M-111302019-287	207
	STEEL	1,997.92	REID, WELDING & CUSTOM	051776	M-111302019-287	208
			* TOTAL			
101.43100.210						
101.43100.215	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) SHOP SUPPLIES					
	EXT CORD, HOOKS	31.96	RUNNINGS SUPPLY INC		D-111302019-286	398
	SOCKET, WIZARD	66.00	NORTHSIDE AUTO		D-111302019-286	421
			* TOTAL			
101.43100.215						
101.43100.221	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) EQUIPMENT REPAIR PARTS					
	SPROCKET, BEARING	19.99	MAC QUEEN EQUIPMENT		D-111302019-286	252
	CHAIN	4.00	LORENZ MFG		D-111302019-286	253
	DOOR GLASS/HANDLE	1.00	PRODUCTIVITY PLUS ACCOUN		D-111302019-286	254
	MIRROR, DEFLECTOR	1.00	MAC QUEEN EQUIPMENT		D-111302019-286	255
	SWITCH	1.00	HUSTON & SONS TRUCK REPA		D-111302019-286	256
	2X10S	1.00	AUTO BUILDING MATERIALS		D-111302019-286	257
	HANDLE, BLADE	1.00	AUTO VALU BENSON		D-111302019-286	258
	SWITCH	1.00	AMERICAN WELDING & GAS I		D-111302019-286	259
	NIPPLE	1.00	NORTHSIDE AUTO		D-111302019-286	260
	HOSE FITTINGS, HOSE	1,361.00	POWER PLAN		D-111302019-286	261
	FILTERS	1.00	JOHN DEERE FINANCIAL	051780	M-111302019-287	262
	PARTS	3,162.48	* TOTAL			
101.43100.221						
101.43100.223	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) EQUIPMENT REPAIRS CONTRACTED					
	UNIT #5 REPAIRS	5,183.03	PRODUCTIVITY PLUS ACCOUN		D-111302019-286	318
	UNIT #16 REPAIRS	1,711.00	HUSTON & SONS TRUCK REPA		D-111302019-286	319
	CASE LOADER GLASS REP	1.00	BENSON BODY SHOP		D-111302019-286	320
	GRADER REPAIRS	1.00	POWER PLAN		D-111302019-286	321
	LOWBOY RENTAL	8,527.29	D & G EXCAVATING INC	051770	M-111302019-287	322
			* TOTAL			
101.43100.223						
101.43100.231	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) SNOW REMOVAL					
	CUTTING EDGES	4,840.00	POWER PLAN		D-111302019-286	451
101.43100.232	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) FLOOD CONTROL					
	NORTHWEST LEVEE	9,446.52	LANDTEAM INCORPORATED	051773	M-111302019-287	51
101.43100.235	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) BUILDING MAINTENANCE & SUPPL					
	GARBAGE SERVICE	143.80	MATTHEISEN DISPOSAL, INC		D-111302019-286	167
	GARBAGE SERVICE	183.00	MATTHEISEN DISPOSAL, INC	051769	M-111302019-287	42
		325.97	* TOTAL			
101.43100.235						
101.43100.240	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) SMALL TOOLS & EQUIPMENT					
	PIPE WRENCH	24.99	RUNNINGS SUPPLY INC		D-111302019-286	399
	HANDLE	31.66	NORTHSIDE AUTO		D-111302019-286	420
		56.66	* TOTAL			
101.43100.240						
101.43100.381	1) GENERAL FUND					
2) HIGHWAY STREETS & ROADS	3) UTILITIES					
	UTILITIES	397.75	MUNICIPAL UTILITIES		D-111302019-286	96
	ELECTRIC	82.57	AGRALITE ELECTRIC COOPER		D-111302019-286	390
	ELECT-GRAVEL PIT & DUMP	90.46	AGRALITE ELECTRIC COOPER	051767	M-111302019-287	14

Disb. Validation Listing

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK DATA	JE-ID	LINE#
101.43100.381	1) GENERAL FUND 3) HEATING COST NATURAL GAS	580.78	* TOTAL			
101.43100.383 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEATING COST NATURAL GAS	495.45	CENTER POINT ENERGY		D-11302019-286	161
101.43100.386 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET LIGHTING UTILITIES UTILITIES	4,920.56	MUNICIPAL UTILITIES		D-11302019-286	97
101.43100.438 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) LAUNDRY MATS & TOWELS	71.33	BENSON LAUNDRY-MAT HOUSE		D-11302019-286	62
101.43100.438	3) LAUNDRY MATS	73.81	BENSON LAUNDRY-MAT HOUSE		D-11302019-286	347
101.43100.438		145.14	* TOTAL			
101.45121.310 2) ORGANIZED RECREATION	1) GENERAL FUND 3) SENIOR CITIZEN PROGRAM MONTHLY CONTRIBUTION	200.00	SENIOR ADVOCACY CORPORAT		D-11302019-286	28
101.45121.310	3) SENIOR CITIZEN PROGRAM MONTHLY CONTRIBUTION	500.00	SWIFT COUNTY HUMAN SERVI		D-11302019-286	227
101.45121.310		700.00	* TOTAL			
101.45124.210 2) SWIMMING POOL	1) GENERAL FUND 3) OPERATING SUPPLIES CELL PHONE	40.01	VERIZON	051782	M-11302019-287	94
101.45124.235 2) SWIMMING POOL	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE	7.02	MATTHEISEN DISPOSAL, INC		D-11302019-286	393
101.45124.235	3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE	7.02	MATTHEISEN DISPOSAL, INC	051769	M-11302019-287	46
101.45124.235		14.04	* TOTAL			
101.45124.321 2) SWIMMING POOL	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	28.74	CENTURYLINK		D-11302019-286	178
101.45124.381 2) SWIMMING POOL	1) GENERAL FUND 3) UTILITIES UTILITIES	290.68	MUNICIPAL UTILITIES		D-11302019-286	98
101.45181.235 2) ARMORY	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL PEST CONTROL	50.00	BRANESS PEST CONTROL		D-11302019-286	275
101.45181.235	3) BUILDING MAINTENANCE & SUPPL TOWELS SOAP	45.78	WEST CENTRAL SALES		D-11302019-286	425
101.45181.235	3) BUILDING MAINTENANCE & SUPPL SERVICE FURNACE	558.10	CRAIGS, INC.	051772	M-11302019-287	50
101.45181.235		653.88	* TOTAL			
101.45181.310 2) ARMORY	1) GENERAL FUND 3) CONTRACTED SERVICES CLEAN ARMORY	32.01	SWIFT COUNTY DAC		D-11302019-286	291
101.45181.321 2) ARMORY	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	47.55	CENTURYLINK		D-11302019-286	179
101.45181.381 2) ARMORY	1) GENERAL FUND 3) UTILITIES UTILITIES	202.46	MUNICIPAL UTILITIES		D-11302019-286	99
101.45181.383 2) ARMORY	1) GENERAL FUND 3) HEATING COST NATURAL GAS	202.91	CENTER POINT ENERGY		D-11302019-286	163
101.45200.131 2) PARKS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	3.95	FURTHER		D-11302019-286	445
101.45200.208 2) PARKS	1) GENERAL FUND 3) CHEMICALS & CHEM SUPPLIES GLOVES	489.75	MARC		D-11302019-286	322
101.45200.208	3) CHEMICALS & CHEM SUPPLIES WEED KILLER	3,733.63	MARC		D-11302019-286	323
101.45200.208		4,223.38	* TOTAL			

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.45200.209	1) GENERAL FUND					
2) PARKS	3) GAS & OIL					
	GAS	455.90	GLACIAL PLAINS COOPERATI	051780	D-11302019-286	88
	OIL	482.82	JOHN DEERE FINANCIAL		M-11302019-287	82
			* TOTAL			
101.45200.209	1) GENERAL FUND					
101.45200.210	3) OPERATING SUPPLIES					
2) PARKS	GARBAGE SERVICE	1899.94	MATTHEISEN DISPOSAL, INC		D-11302019-286	168
	2020 TREE REGISTRY	3000.00	MN DEPT OF AGRICULTURE		D-11302019-286	168
	FIX FLAG	3000.00	WROBLESKI/JUDY		D-11302019-286	168
	WOOD FILLER	49.49	ZOSEL'S TRUE VALUE		D-11302019-286	168
	LUMBER	17.14	A.F. BUILDING MATERIALS		D-11302019-286	168
	COATS	116.44	BANKCARD CENTER		D-11302019-286	168
	STAIN, BELT, BOLTS	480.44	RUNNINGS SUPPLY INC		D-11302019-286	401
	GARBAGE SERVICE	1,081.45	MATTHEISEN DISPOSAL, INC	051769	M-11302019-287	43
			* TOTAL			
101.45200.210	1) GENERAL FUND					
101.45200.221	3) EQUIPMENT REPAIR PARTS					
2) PARKS	BAR CHAINSAW	433.95	ERIC'S MOTORSPORTS		D-11302019-286	264
	MIRROR, FILTERS	114.00	ARNOLD'S OF WILLMAR, INC		D-11302019-286	264
	MIRROR	11.00	ARNOLD'S OF WILLMAR, INC		D-11302019-286	264
	ARMOR ALL	66.99	NORTHSIDE AUTO		D-11302019-286	264
	STEEL	34.00	REID'S WELDING & CUSTOM	051776	M-11302019-287	264
	PARTS	381.89	JOHN DEERE FINANCIAL	051780	M-11302019-287	63
		1,079.13	* TOTAL			
101.45200.221	1) GENERAL FUND					
101.45200.223	3) EQUIPMENT REPAIRS CONTRACTED					
2) PARKS	TIRE REPAIR	56.64	GLACIAL PLAINS COOPERATI		D-11302019-286	86
101.45200.235	1) GENERAL FUND					
2) PARKS	3) BUILDING MAINTENANCE & SUPPL					
	CLEAN CIVIC CENTER	106.94	SWIFT COUNTY DAC		D-11302019-286	289
	RACQUET BALL LIGHTS	138.92	BORDER STATES ELECTRIC S		D-11302019-286	343
		246.92	* TOTAL			
101.45200.235	1) GENERAL FUND					
101.45200.240	3) SMALL TOOLS & EQUIPMENT					
2) PARKS	SNOW PUSHER, SHOP VAC	240.96	ZOSEL'S TRUE VALUE		D-11302019-286	308
101.45200.310	1) GENERAL FUND					
2) PARKS	3) CONTRACTED SERVICES-MOWING					
	MOWING	28.60	SWIFT COUNTY DAC		D-11302019-286	293
101.45200.321	1) GENERAL FUND					
2) PARKS	3) TELEPHONE					
	SPRINKLER CELL SERVICE	29.67	CR VERIZON	051782	M-11302019-287	33
101.45200.331	1) GENERAL FUND					
2) PARKS	3) TRAVEL EXPENSE					
	PARK BOARD MTG	71.92	DOMAT'S FAMILY FOODS		D-11302019-286	415
101.45200.381	1) GENERAL FUND					
2) PARKS	3) UTILITIES					
	UTILITIES	710.30	MUNICIPAL UTILITIES		D-11302019-286	100
101.49010.210	1) GENERAL FUND					
2) CEMETERY	3) OPERATING SUPPLIES					
	FLAGS	10.00	SWIFT COUNTY SWCD		D-11302019-286	247
101.49300.723	1) GENERAL FUND					
2) TRANSFERS	3) TRANSFER TO GOLF CLUB					
	TRANSFER PER RESOLUTION	35,800.00	BENSON GOLF CLUB	051764	M-11302019-287	35
101.49300.731	1) GENERAL FUND					
2) TRANSFERS	3) TRANSFER TO OTHER GOVERNMENTS					
	TRANSFER PER RESOLUTION	24,000.00	BENSON CIVIC CENTER BOAR	051765	M-11302019-287	36

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.49810.209 2)AIRPORT	1)GENERAL FUND 3)GAS & OIL 4500 GAL JET A FUEL	11,745.00	DOOLEY'S PETROLEUM INC.	051781	M-11302019-287	66
101.49810.235 2)AIRPORT	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL MATS GARBAGE SERVICE CLEAN AIRPORT NOV RENT WATER COOLER RENT GARBAGE SERVICE LAMPS	13.51 344.00 304.07 10.60 10.60 217.50 304.07	BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC SWIFT COUNTY WAC WEST ACRES WATER SYSTEMS DRIESSEN WATER, INC MATTHEISEN DISPOSAL, INC HALT-BRITE INC. * TOTAL	051768 051769 051771	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 M-11302019-287 M-11302019-287 M-11302019-287	61 169 290 301 38 44 49
101.49810.321 2)AIRPORT	1)GENERAL FUND 3)TELEPHONE LOCAL SERVICE	46.02	CENTURYLINK		D-11302019-286	183
101.49810.381 2)AIRPORT	1)GENERAL FUND 3)UTILITIES ELECTRIC ELECT-AIRPORT	823.48 669.54 1,489.02	AGRALITE ELECTRIC COOPER AGRALITE ELECTRIC COOPER * TOTAL	051767	D-11302019-286 M-11302019-287	391 15
101.49810.383 2)AIRPORT	1)GENERAL FUND 3)HEATING COST NATURAL GAS	69.59	CENTER POINT ENERGY		D-11302019-286	164
211.45500.201 2)LIBRARY	1)LIBRARY FUND 3)OFFICE SUPPLIES COPIER MAINT	86.62	LOFFLER COMPANIES-131511		D-11302019-286	223
211.45500.210 2)LIBRARY	1)LIBRARY FUND 3)OPERATING SUPPLIES SUPPLIES	114.24	BANKCARD CENTER		D-11302019-286	382
211.45500.235 2)LIBRARY	1)LIBRARY FUND 3)BUILDING MAINTENANCE & SUPPL MATS GARBAGE SERVICE MATS GARBAGE SERVICE	40.47 37.44 40.47 37.44 155.82	BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC * TOTAL	051769	D-11302019-286 D-11302019-286 D-11302019-286 M-11302019-287	63 170 348 45
211.45500.310 2)LIBRARY	1)LIBRARY FUND 3)CONTRACTED SERV - CLEANING CLEAN LIBRARY	395.00	MCGEARY/THOMAS		D-11302019-286	26
211.45500.321 2)LIBRARY	1)LIBRARY FUND 3)TELEPHONE LOCAL SERVICE	89.87	CENTURYLINK		D-11302019-286	184
211.45500.381 2)LIBRARY	1)LIBRARY FUND 3)UTILITIES UTILITIES	367.92	MUNICIPAL UTILITIES		D-11302019-286	101
211.45500.383 2)LIBRARY	1)LIBRARY FUND 3)HEATING COST UTILITIES	113.24	MUNICIPAL UTILITIES		D-11302019-286	102
228.46500.310 2)PROGRAM COSTS	1)SMALL CITIES GRANT FUND 2005 3)CONTRACTED SERVICES (DESCRIB) HANSON FRIDGE	750.00	HAWLEYS, INC.		D-11302019-286	281
501.43124.313 2)SIDEWALKS & CROSSWALKS	1)CONCRETE PROJECTS FUND 3)CONTRACTED SERVICES CURB/GUTTER-SKARE	612.50	MOLDEN/DUWAYNE		D-11302019-286	255
515.46500.343 2)GENERAL	1)ECONOMIC DEV. AUTHORITY FUND 3)ADVERTISING PLUGS CORDS-CHRISTMAS CHRISTMAS LIGHTS	180.81 215.40	ZOSEL'S TRUE VALUE BORDER STATES ELECTRIC S		D-11302019-286 D-11302019-286	313 342

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
515.46500.343	1) ECONOMIC DEV. AUTHORITY FUND					
2) GENERAL	3) ADVERTISING					
	SCREWS	69.90	A.F. BUILDING MATERIALS		D-11302019-286	359
	SCREWS, PLUG, CORD	111.06	RUNNINGS SUPPLY INC		D-11302019-286	413
	SCREWS	592.67	NORTHSIDE AUTO		D-11302019-286	423
			* TOTAL			
515.46500.343	1) ECONOMIC DEV. AUTHORITY FUND					
2) GENERAL	3) MISCELLANEOUS					
	.15 PER SHARE	7,425.00	BENSON CORN POOL CORPORA		D-11302019-286	386
520.47000.620	1) G.O. CAPITAL IMP BONDS '17B					
2) DEBT SERVICE	3) BOND AGENT SERVICE FEES					
	PAYING AGENT FEES	450.00	US BANK CORPORATE TRUST		D-11302019-286	372
601.16464	1) WATER FUND					
2) WATER GROUND STORAGE	3) WATER TOWER MIXER INSTAL	614.18	GOFF ELECTRIC, INC.		D-11302019-286	287
601.20200	1) WATER FUND					
2) ACCOUNTS PAYABLE	3) QUARTERLY CONNECTION FEE	2,280.00	MN DEPT OF HEALTH		D-11302019-286	251
601.49400.131	1) WATER FUND					
2) WATER DEPARTMENT	3) HEALTH INSURANCE					
	HEALTH INS-HSA FEES	7.90	FURTHER		D-11302019-286	435
601.49400.209	1) WATER FUND					
2) WATER DEPARTMENT	3) GAS & OIL					
	GAS	196.18	GLACIAL PLAINS COOPERATI		D-11302019-286	131
601.49400.210	1) WATER FUND					
2) WATER DEPARTMENT	3) OPERATING SUPPLIES					
	GLOVES, TAPE	113.12	USA BLUE BOOK		D-11302019-286	230
	UPS CHGS	17.00	GROSSMAN DEPUTY REGISTR		D-11302019-286	105
	MEASURING WHEEL	331.99	ZOSEL'S TRUE VALUE		D-11302019-286	100
	COATS	1,000.66	BANKCARD CENTER		D-11302019-286	100
	CYLINDER RENTAL	300.00	AMERICAN WELDING & GAS I		D-11302019-286	100
	PROPANE, BATTERY	375.90	RUNNINGS SUPPLY INC		D-11302019-286	406
			* TOTAL			
601.49400.221	1) WATER FUND					
2) WATER DEPARTMENT	3) EQUIPMENT REPAIR PARTS					
	BATTERY	124.99	AUTO VALU BENSON		D-11302019-286	362
	HYDRANDT PAINT	69.31	JOHN DEERE FINANCIAL	039267	M-11302019-287	93
		194.30	* TOTAL			
601.49400.221	1) WATER FUND					
2) WATER DEPARTMENT	3) MAINTAIN COLLECTION SYSTEM					
	PUMP TUBE	438.52	HAWKINS, INC.		D-11302019-286	234
	HYDRANT REPAIR HWY 12 N	1,306.52	CORE & MAIN		D-11302019-286	237
	BRUSHES, HDWRE	74.87	ZOSEL'S TRUE VALUE		D-11302019-286	311
	PAINT, BOLTS	71.03	RUNNINGS SUPPLY INC		D-11302019-286	405
	TOWER FITTINGS, PIPE	144.32	RUNNINGS SUPPLY INC		D-11302019-286	412
		2,065.66	* TOTAL			
601.49400.227	1) WATER FUND					
2) WATER DEPARTMENT	3) MANAGEMENT FEES					
	MANAGEMENT FEES	3,478.00	GENERAL FUND		D-11302019-286	13
601.49400.321	1) WATER FUND					
2) WATER DEPARTMENT	3) TELEPHONE					
	LOCAL SERVICE	98.43	CENTURYLINK		D-11302019-286	208
	CELL PHONE-WATER	54.05	VERIZON	039268	M-11302019-287	17
		152.48	* TOTAL			
601.49400.332	1) WATER FUND					
2) WATER DEPARTMENT	3) TRAINING & INSTRUCTION					
	PRE EMPLOYMENT TEST	37.50	MN MUNICIPAL UTILITIES A		D-11302019-286	258

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
601.49400.381 2) WATER DEPARTMENT	1) WATER FUND 3) UTILITIES UTILITIES	1,402.30	MUNICIPAL UTILITIES		D-11302019-286	141
602.43250.131 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) HEALTH INSURANCE HEALTH INS-HSA FEES	7.90	FURTHER		D-11302019-286	436
602.43250.201 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) OFFICE SUPPLIES FRAME, CARTRIDGE WATER	46.94 3.38 52.92	BACKSTREET PRINTING DOMAT'S FAMILY FOODS * TOTAL		D-11302019-286 D-11302019-286	283 434
602.43250.208 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) CHEMICALS & CHEM SUPPLIES FERRIC CHLORIDE INSECT BOMBS FERRIC CHLORIDE	2,184.23 2,276.00 2,184.23 4,644.46	HAWKINS, INC. MARC HAWKINS, INC. * TOTAL		D-11302019-286 D-11302019-286 D-11302019-286	235 320 331
602.43250.209 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) GAS & OIL GAS	390.75	GLACIAL PLAINS COOPERATI		D-11302019-286	132
602.43250.210 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) OPERATING SUPPLIES GLOVES, PRO GUARD COATS GLOVES, GLASSES	453.74 124.68 18.98 597.40	MARC BANKCARD CENTER RUNNINGS SUPPLY INC * TOTAL		D-11302019-286 D-11302019-286 D-11302019-286	319 384 409
602.43250.217 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) LAB EQUIPMENT & SUPPLIES DUST PAN	5.19	RUNNINGS SUPPLY INC		D-11302019-286	408
602.43250.221 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) EQUIPMENT REPAIR PARTS HYGARD, ORING	643.90	JOHN DEERE FINANCIAL	039267	M-11302019-287	92
602.43250.226 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MAINTAIN SYSTEM CYLINDERS, DRAW BAR CALIBRATE, INFLUENT MTR INSULATED WAND PIN SLEEVE DIG AT 207 9TH ST N	69.27 657.40 37.28 42.48 1,400.00 2,206.43	ZOSEL'S TRUE VALUE DUANE W NIELSEN COMPANY RUNNINGS SUPPLY INC NORTHSIDE AUTO THONVOLD EXCAVATING, LLC * TOTAL		D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	312 313 307 404 454
602.43250.235 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE BERRO GARBAGE SERVICE	192.46 265.00 254.83 712.29	MATTHEISEN DISPOSAL, INC BORDER STATES ELECTRIC S MATTHEISEN DISPOSAL, INC * TOTAL	039265	D-11302019-286 D-11302019-286 M-11302019-289	171 339 89
602.43250.307 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) MANAGEMENT FEES MANAGEMENT FEES	4,514.50	GENERAL FUND		D-11302019-286	14
602.43250.310 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) TESTING SERVICES CONTRACTED JUNE SAMPLES NOVEMBER SAMPLES	1,080.00 1,230.00 2,310.00	UTILITY CONSULTANTS INC UTILITY CONSULTANTS INC * TOTAL		D-11302019-286 D-11302019-286	315 453
602.43250.313 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) CONTRACTED SERVICES TRACTOR RENTAL	3,450.00	JOHN DEERE FINANCIAL	039267	M-11302019-287	91

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
602.43250.321	1) SEWER COLLECTION & DISPOSAL 3) TELEPHONE CELL PHONE-SEWER	54.05	VERIZON	039268	M-11302019-287	18
602.43250.332	1) SEWER COLLECTION & DISPOSAL 3) TRAINING & INSTRUCTION PRE EMPLOYMENT TEST	37.50	MN MUNICIPAL UTILITIES A		D-11302019-286	257
602.43250.381	1) SEWER COLLECTION & DISPOSAL 3) UTILITIES UTILITIES ELECTRIC ELECT-SEWER LIFT	4,132.50 64.64 68.65 4,265.79	MUNICIPAL UTILITIES AGRALITE ELECTRIC COOPER AGRALITE ELECTRIC COOPER * TOTAL	039264	D-11302019-286 D-11302019-286 M-11302019-287	142 392 16
602.43250.383	1) SEWER COLLECTION & DISPOSAL 3) HEATING COST NATURAL GAS	492.08	CENTER POINT ENERGY		D-11302019-286	191
604.14300	1) ELECTRIC FUND 2) INVENTORY CONTROL INVENTORY	919.11	DAKOTA SUPPLY GROUP		D-11302019-286	332
604.49610.223	1) ELECTRIC FUND 3) MAINT OF GENRATN EQUIP CONTR AIR PERMIT, MISC	1,790.00	DGR ENGINEERING		D-11302019-286	266
604.49610.235	1) ELECTRIC FUND 3) BUILDING MAINTENANCE GARBAGE SERVICE GARBAGE SERVICE	11.70 42.35 54.05	MATTHEISEN DISPOSAL, INC MATTHEISEN DISPOSAL, INC * TOTAL	039265	D-11302019-286 M-11302019-287	395 88
604.49610.307	1) ELECTRIC FUND 3) MANAGEMENT FEES-POWER PROD MANAGEMENT FEE	1,564.50	GENERAL FUND		D-11302019-286	211
604.49610.381	1) ELECTRIC FUND 3) UTILITIES UTILITIES	1,942.64	MUNICIPAL UTILITIES		D-11302019-286	143
604.49630.307	1) ELECTRIC FUND 3) MANAGEMENT FEES MANAGEMENT FEE	1,564.50	GENERAL FUND		D-11302019-286	212
604.49640.201	1) ELECTRIC FUND 3) OFFICE SUPPLIES CLEANER, TOWELS	32.37	RUNNINGS SUPPLY INC		D-11302019-286	410
604.49640.209	1) ELECTRIC FUND 3) FUEL EXPENSE-VEHICLES GAS	440.13	GLACIAL PLAINS COOPERATI		D-11302019-286	133
604.49640.210	1) ELECTRIC FUND 3) OPERATING SUPPLIES UPS CHGS WIRING HARNESS HALO WIRE TIMER, DRILL EXT	44.00 47.08 526.53 34.93 672.56	GROSSMAN, DEPUTY REGISTR DAKOTA SUPPLY GROUP BORDER STATES ELECTRIC S RUNNINGS SUPPLY INC * TOTAL		D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	304 304 304 411
604.49640.229	1) ELECTRIC FUND 3) MAINT OF METERS/AMR METERS, CT BAR	591.26	DAKOTA SUPPLY GROUP		D-11302019-286	333
604.49640.230	1) ELECTRIC FUND 3) MAINT OF STREET LIGHTING LED, PHOTO CONTROL	442.56	BORDER STATES ELECTRIC S		D-11302019-286	340
604.49640.235	1) ELECTRIC FUND 3) BUILDING MAINTENANCE MATS & TOWELS GARBAGE SERVICE	50.95 50.65	BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC		D-11302019-286 D-11302019-286	115 172

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
604.49640.235 2) DISTRIBUTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE MATS GARBAGE SERVICE	27.64 53.46 182.70	BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC * TOTAL	039265	D-11302019-286 M-11302019-287	351 87
604.49640.235						
604.49640.307 2) DISTRIBUTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-DISTRIBUTION MANAGEMENT FEE	4,693.50	GENERAL FUND		D-11302019-286	213
604.49640.321 2) DISTRIBUTION	1) ELECTRIC FUND 3) TELEPHONE INTERNET CELL PHONE-SURVEY	144.98 172.28 317.26	CHARTER COMMUNICATIONS VERIZON * TOTAL	039268	D-11302019-286 M-11302019-287	338 20
604.49640.321						
604.49640.332 2) DISTRIBUTION	1) ELECTRIC FUND 3) EDUCATION/TRAINING PRE EMPLOYMENT TEST	37.50	MN MUNICIPAL UTILITIES A		D-11302019-286	256
604.49640.381 2) DISTRIBUTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	291.30	MUNICIPAL UTILITIES		D-11302019-286	144
604.49640.383 2) DISTRIBUTION	1) ELECTRIC FUND 3) NATURAL GAS UTILITIES	319.68	MUNICIPAL UTILITIES		D-11302019-286	145
604.49650.307 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) MANAGEMENT FEES-CIP SALARY MANAGEMENT FEE	782.25	GENERAL FUND		D-11302019-286	222
604.49650.317 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) OTHER CONTRACTED SERVICES 3RD QTR ASSESSMENT	702.54	MN DEPT OF COMMERCE		D-11302019-286	397
604.49650.475 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) CONSERVATION REBATES HEATING/COOLING REBATE LIGHT REBATE HEATING/COOLING REBATE LIGHTING REBATE	175.00 518.40 150.00 80.01 923.41	MCDONALD/CLARK TRINITY LUTHERAN CHURCH CRAIGS INC GLACIAL PLAINS COOPERATI * TOTAL	039263	D-11302019-286 D-11302019-286 D-11302019-286 M-11302019-287	259 200 200 86
604.49650.475						
604.49655.131 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	4.30	FURTHER		D-11302019-286	437
604.49655.201 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OFFICE SUPPLIES COPIER MAINT COPIER PAYMENT UTIL BILL CLERK HELP WA COPY PAPER	68.94 148.56 64.40 73.00 354.90	LOFFLER COMPANIES-131511 DE LAGE LANDEN MONITOR & NEWS WEST CENTRAL SALES * TOTAL		D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	192 193 236 426
604.49655.201						
604.49655.203 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) POSTAGE STAMPS AIR PERMIT MAIL STAMPED ENVELOPES	103.70 1,465.32 1,569.02	INCIDENTAL FUND BANKCARD CENTER * TOTAL		D-11302019-286 D-11302019-286	353 385
604.49655.203						
604.49655.307 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) MANAGEMENT FEES-CUST ACCTS MANAGEMENT FEE	1,564.50	GENERAL FUND		D-11302019-286	214
604.49655.309 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) DATA PROCESSING SERVICES MONTHLY HOSTING	2,130.19	AVENU		D-11302019-286	224

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK DATA-JE-ID	LINE#
604.49655.317 2)CUSTOMER ACCOUNTS	1)ELECTRIC FUND 3)OTHER CONTRACTED SERVICES METER SERVICE	54.00	AUTOMATED ENERGY INC	D-11302019-286	207
604.49655.318 2)CUSTOMER ACCOUNTS	1)ELECTRIC FUND 3)BILL PRINT SERVICES NOV BILL PRINT	1,117.53	INNOVATIVE SYSTEMS	D-11302019-286	417
604.49659.131 2)CUSTOMER SERVICE	1)ELECTRIC FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	4.30	FURTHER	D-11302019-286	439
604.49660.307 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)MANAGEMENT FEES-ADMINISTRATN MANAGEMENT FEE	2,346.75	GENERAL FUND	D-11302019-286	215
604.49660.308 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)MANAGEMENT FEES-FINANCE MANAGEMENT FEE	1,564.50	GENERAL FUND	D-11302019-286	216
604.49660.309 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)MANAGEMENT FEES-SALES MANAGEMENT FEE	1,564.50	GENERAL FUND	D-11302019-286	217
604.49660.317 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)OTHER CONTRACTED SERVICES 19 GOPHER STATE CALLS	25.65	GOPHER STATE ONE CALL	D-11302019-286	148
604.49660.321 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)TELEPHONE PHONE MAINT MONTHLY PRI CHARGE LOCAL SERVICE	147.84 400.00 197.54 745.38	CENTURYLINK CENTURYLINK CENTURYLINK * TOTAL	D-11302019-286 D-11302019-286 D-11302019-286	126 189 199
604.49660.321	1)ELECTRIC FUND 3)ADVERTISING REG ADS UTILITY ADS	216.50 277.60 494.10	HEADWATERS MEDIA MONITOR & NEWS * TOTAL	D-11302019-286 D-11302019-286	136 138
604.49660.343 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)INTEREST EXPENSE INTEREST	35,790.25	BB&T GOVERNMENTAL FINANC	039266 M-11302019-287	90
609.14200 2)OFF SALE LIQUOR INVENTORY	1)LIQUOR FUND LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR	5,723.80 1,469.30 2,442.50 2,912.20 2,103.10 2,629.00 1,074.50 18,354.50	SOUTHERN GLAZERS OF MN PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR BREAKTHRU BEVERAG MINNE PHILLIPS WINE & SPIRITS PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR * TOTAL	D-11302019-286 D-11302019-286 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287	245 248 269 69 71 73 74
609.14200	1)LIQUOR FUND WINE WINE WINE WINE WINE WINE	88.00 1,302.90 88.00 291.00 360.00 164.00 3,591.50	SOUTHERN GLAZERS OF MN JOHNSON BROTHERS LIQUOR CARLOS CAB WINE PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR SOUTHERN GLAZERS OF MN * TOTAL	D-11302019-286 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287	246 269 70 73 75 76 85
609.14205 2)OFF SALE WINE INVENTORY	1)LIQUOR FUND WINE WINE WINE WINE WINE WINE	88.00 1,302.90 88.00 291.00 360.00 164.00 3,591.50	SOUTHERN GLAZERS OF MN JOHNSON BROTHERS LIQUOR CARLOS CAB WINE PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR SOUTHERN GLAZERS OF MN * TOTAL	D-11302019-286 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287	246 269 70 73 75 76 85
609.14205	1)LIQUOR FUND WINE WINE WINE WINE WINE WINE	88.00 1,302.90 88.00 291.00 360.00 164.00 3,591.50	SOUTHERN GLAZERS OF MN JOHNSON BROTHERS LIQUOR CARLOS CAB WINE PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR SOUTHERN GLAZERS OF MN * TOTAL	D-11302019-286 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287 M-11302019-287	246 269 70 73 75 76 85
609.14210 2)OFF SALE BEER INVENTORY	1)LIQUOR FUND BEER CREDIT BEER BEER CREDIT BEER	62.70 1,718.20 61.00 5,508.60	BEVERAGE WHOLESALEERS INC H. BOYD NELSON H. BOYD NELSON H. BOYD NELSON	D-11302019-286 D-11302019-286 D-11302019-286 D-11302019-286	116 134 335 326

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
609.14210	1) LIQUOR FUND					
2) OFF SALE BEER INVENTORY	CREDIT	57.00	H. BOYD NELSON			3
		1.00	H. BOYD NELSON			1
		2.00	H. BOYD NELSON			2
	CREDIT					
	CREDIT					
		4.00	H. BOYD NELSON			4
	CREDIT					
	CREDIT	8.10	H. BOYD NELSON			8
609.14210	BEER CREDIT	32.60	* TOTAL			32
609.49750.131	1) LIQUOR FUND					
2) LIQUOR	3) HEALTH INSURANCE					
	HEALTH INS-HSA FEES	7.90	FURTHER		D-11302019-286	440
609.49750.210	1) LIQUOR FUND					
2) LIQUOR	3) OPERATING SUPPLIES					
	GIFT CERTIFICATE BOOKS	38.48	BACKSTREET PRINTING		D-11302019-286	284
	BAGS TOWELS, TAPE	2.00	LEE/TOM		D-11302019-286	447
	SMART TV	4.59	* TOTAL			
609.49750.210	5.00					
609.49750.235	1) LIQUOR FUND					
2) LIQUOR	3) BUILDING MAINTENANCE & SUPPL					
	GARBAGE SERVICE	213.51	MATTHEISEN DISPOSAL, INC		D-11302019-286	173
	AUTO FRYER INSPECTION	100.00	KORSMO FIRE PROTECTION		D-11302019-286	223
	PEST CONTROL	42.75	BRANESS PEST CONTROL		D-11302019-286	114
	CLEANER, BLEACH	42.48	NOSELS TRUE VALUE		D-11302019-286	144
	TAPE	7.89	RUNNINGS SUPPLY INC		D-11302019-286	67
	WATER COOLER RENT	51.46	DRIESSEN WATER INC		M-11302019-287	68
609.49750.235	GARBAGE SERVICE	213.51	MATTHEISEN DISPOSAL, INC	024932	M-11302019-287	
		671.60	* TOTAL			
609.49750.254	1) LIQUOR FUND					
2) LIQUOR	3) OFF SALE MIX PURCHASES					
	ICE	91.56	ARCTIC GLACIER USA INC		D-11302019-286	112
	MIX	312.50	VIKING COCA COLA BOTTLIN		D-11302019-286	277
	POP	107.30	AMERICAN BOTTLING COMPAN		D-11302019-286	
609.49750.254		511.36	* TOTAL			
609.49750.292	1) LIQUOR FUND					
2) LIQUOR	3) ON SALE MISC PURCHASES					
	PARMESAN, JUICE	33.81	DAROLD'S SUPER VALUE		D-11302019-286	124
	PIZZAS	626.50	HARRYS FROZEN FOOD		D-11302019-286	135
	SNACKS	119.40	MONTE CANDY COMPANY		D-11302019-286	140
	PREMIX	148.00	VIKING COCA COLA BOTTLIN		D-11302019-286	236
	SNACKS	571.41	HENRY'S FOODS, INC.		D-11302019-286	233
609.49750.292		1,499.12	* TOTAL			
609.49750.307	1) LIQUOR FUND					
2) LIQUOR	3) MANAGEMENT FEES					
	MANAGEMENT FEES	2,309.00	GENERAL FUND		D-11302019-286	16
609.49750.310	1) LIQUOR FUND					
2) LIQUOR	3) CONTRACTED SERVICES-CLEANING					
	LIQUOR STORE CLEANING	825.00	BENSON/KIMBERLY		D-11302019-286	4
609.49750.321	1) LIQUOR FUND					
2) LIQUOR	3) TELEPHONE					
	LOCAL SERVICE	44.31	CENTURYLINK		D-11302019-286	128
609.49750.332	1) LIQUOR FUND					
2) LIQUOR	3) TRAINING & INSTRUCTION					
	FOOD LICENSE TRAINING	100.00	LEE/TOM		D-11302019-286	260
	LEE CERTIFICATION	35.00	MN DEPARTMENT OF HEALTH	024943	M-11302019-287	95
609.49750.332		135.00	* TOTAL			

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
609.49750.333	1) LIQUOR FUND					
2) LIQUOR	3) FREIGHT ON LIQUOR					
	FREIGHT	82.25	COUNTRY PET FOODS		D-11302019-286	119
609.49750.343	1) LIQUOR FUND					
2) LIQUOR	3) ADVERTISING					
	LIQUOR ADS	368.00	HEADWATERS MEDIA		D-11302019-286	137
	LIQUOR ADS	137.45	MONITOR & NEWS		D-11302019-286	139
		505.45	* TOTAL			
609.49750.343	1) LIQUOR FUND					
609.49750.381	2) LIQUOR					
	3) UTILITIES					
	UTILITIES	837.14	MUNICIPAL UTILITIES		D-11302019-286	146
609.49750.383	1) LIQUOR FUND					
2) LIQUOR	3) HEATING COST					
	UTILITIES	129.60	MUNICIPAL UTILITIES		D-11302019-286	147
609.49750.430	1) LIQUOR FUND					
2) LIQUOR	3) MISCELLANEOUS					
	CABLE SERVICE	211.62	CHARTER COMMUNICATIONS		D-11302019-286	118
609.49750.433	1) LIQUOR FUND					
2) LIQUOR	3) LICENSES					
	2020 FOOD/BEV LICENSE	465.00	COUNTRYSIDE PUBLIC HEALT		D-11302019-286	272
609.49750.438	1) LIQUOR FUND					
2) LIQUOR	3) LAUNDRY					
	MATS, TOWELS, & MOPS	41.29	BENSON LAUNDRY-MAT HOUSE		D-11302019-286	114
	MATS	41.82	BENSON LAUNDRY-MAT HOUSE		D-11302019-286	350
		83.11	* TOTAL			
609.49750.438	1) GARBAGE COLLECTION FUND					
653.43240.307	2) GARBAGE DISPOSAL					
	3) MANAGEMENT FEES					
	MANAGEMENT FEES	798.00	GENERAL FUND		D-11302019-286	51
653.43240.310	1) GARBAGE COLLECTION FUND					
2) GARBAGE DISPOSAL	3) CONTRACTED SERVICES					
	GARBAGE CONTRACT	8,662.00	MATTHEISEN DISPOSAL, INC		D-11302019-286	7
653.43240.384	1) GARBAGE COLLECTION FUND					
2) GARBAGE DISPOSAL	3) REFUSE DISPOSAL					
	TIPPING FEES	3,318.40	SWIFT CO ENVIRONMENTAL S		D-11302019-286	154
	COMPUTER DISPOSAL	10.00	SWIFT CO ENVIRONMENTAL S		D-11302019-286	303
		3,328.40	* TOTAL			

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	161,105.80
211	LIBRARY FUND	1,322.71
228	SMALL CITIES GRANT FUND 2005	750.00
301	CONCRETE PROJECTS FUND	612.50
315	ECONOMIC DEV. AUTHORITY FUND	8,017.67
320	G.O. CAPITAL IMP BONDS '17B	450.00
601	WATER FUND	10,804.40
602	SEWER COLLECTION & DISPOSAL	24,385.16
604	ELECTRIC FUND	67,593.69
609	LIQUOR FUND	63,486.43
653	GARBAGE COLLECTION FUND	12,788.40
TOTAL ALL FUNDS		351,316.76

BANK RECAP:

BANK	NAME	DISBURSEMENTS
GRN	GENERAL BANK CHECKING ACCT	164,241.01
LQR	LIQUOR FUND	63,486.43
NAVY	ENTERPRISE FUNDS	115,571.65
RUST	ECONOMIC DEV. AUTHORITY CHKN	8,017.67
TOTAL ALL BANKS		351,316.76