

**City Council Meeting Agenda  
City Council Chambers  
December 19, 2016**

Page	5:00 p.m. Personnel Committee Meeting	
	1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)	
	2. Pledge of Allegiance	
	3. Approval of Agenda	
	Additions? <input type="checkbox"/> None 1. _____ 2. _____	
	Any Consent Agenda items to be moved to a regular agenda item?	
	Approval of Agenda ____ as Presented or ____ Revised	<b>Action Requested</b>
	4. Consent Agenda:	<b>Action Requested</b>
	a. Minutes:	
3-8	▪ 12.5.16 City Council Minutes	
9-10	▪ 10.20.16 EDA Minutes	
11-12	▪ 10.18.16 Planning Commission Special Meeting Minutes	
	b. Correspondence:	
13	▪ Charter Communications Upcoming Changes	
14	▪ Missouri River Energy Services News Release Permit to Study Hydroelectric Facility	
15	▪ Missouri River Energy Services Scholarship Program	
16	▪ Centerpoint Energy Rate Increase	
17	▪ Public Works Report	
18	▪ Police Report	
	c. Applications:	
19	• Cigarette License Renewals	
	• Special Use Permit-Dispose Septic Tank Sludge into Wastewater Facility	
	5. Persons with unscheduled Business to Come Before the City Council	
20-37	6. Widseth, Smith & Nolting – Reed Becker – Armory	Information Only
38-50	7. Heliport Inspection – Additional Requirements	Information Only
51-55	8. PUC – Environmental Impact Notice	Information Only
56-58	9. Consider Resolution Granting Charter Comm. A Franchise Extension	<b>Action Requested</b>
59	10. 2016 Bad Debts List	<b>Action Requested</b>
60-62	11. Small Cities Grant Application Information	Information Only
63-64	12. Consider 2016 Community Education Program Support	<b>Action Requested</b>
65-104	13. Consider Approval of 2017 Budgets & Levy	<b>Action Requested</b>
	a. Resolution to Approve Transfer from Library Endowment Fund	
	b. Resolution to Approve Budgeted Transfers	

- c. Resolution Transferring 25% of the Net Profit of Utility Fund to the General Fund
- d. Resolution Certifying the Final Operating Budget for Calendar Year 2017
- e. Resolution Adopting Final 2016 Property Tax Levy Collectible in 2017

105-12514.	LELS Contract	<b>Action Requested</b>
15.	Exempt Salaries	<b>Action Requested</b>
126-14116.	Bills & Warrants	<b>Action Requested</b>
17.	City Manager Review	<b>Action Requested</b>
18.	Adjourn: Mayor	
	Tourism Board Meeting	

**DRAFT**

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING  
DECEMBER 5, 2016**

The meeting was called to order at 5:30 p.m. by Mayor Landmark. Members present: Terri Collins, Jack Evenson, Stephanie Heinzig, Gary Landmark & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Golf Club Manager Sally Jones, Golf Club Board Representative Jerry Peterson, Larry Smith and Lucas Olson.

The Council recited the Pledge of Allegiance.

Mayor Landmark asked for any additions to the agenda. Wolfington asked to add blighted properties and application from Tim Mattheisen to applications in the agenda. No consent agenda items were moved to the regular agenda. A motion was made by Fitz, seconded by Evenson and carried unanimously to approve the agenda as amended. It was moved by Evenson, Seconded by Collins and carried unanimously to approve the following items on the Consent Agenda:

- November 15, 2016 Special City Council Minutes
- November 21, 2016 City Council Minutes
- Judy Hoberg to the Cemetery Board Term Expiration 12.31.2019
- Jill Hedman to the Hospital Board Term Expiration 12.31.2019
- Chippewa Valley Deer Hunters Assn. Gambling Permit 2.10.2017
- Tim Mattheisen to the Cemetery Board Term Expiration 12.31.2019
- League of Minnesota Cities Trust Dividend
- Minnesota Dept. of Health Sanitary Survey Report-Public Water System
- Missouri River Energy Services S-1 Rates
- Benson Public Schools Letter

The Mayor asked for people with unscheduled business, to which there were none.

Wolfington initiated a call with Lori Vanderhider project manager for the MnDOT 2017 highway project. She explained the legislature did not approve the transportation bill, but is expected to be approved in January. She explained the bidding process and bid awards. Wolfington presented the construction agreement to the Council with the City's share of the construction costs. Wolfington recommended approval.

Councilmember Evenson presented the following resolution:

**RESOLUTION FOR A CONSTRUCTION AGREEMENT WITH  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
(RESOLUTION 2016-34)**

IT IS RESOLVED that the City of Benson enter into MnDOT Agreement No. 1027072 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of City's share of the costs of the utility adjustments and parking lane stripping construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 29 from 400 feet south of Oakwood Avenue to the Chippewa River and adjacent to Trunk Highway No. 9 from Chippewa River to 400 feet north of County State Aid Highway No. (CSAH) 104 and adjacent to Trunk Highway No. 12 from 18 ½ Street South to 300 feet west of CSAH 25 within the corporate City Limits under State Project No. 7608-20.

IT IS FURTHER RESOLVED that the Mayor and City Manager are authorized to execute the Agreement and any amendments to the Agreement.

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-34 duly passed and adopted.

Peterson and Jones approached the Council with a recap of Council financial support of \$100,000 to the Benson Golf Club this past year. Peterson went on to say they will not need as much support on the operating side of the budget as they had good revenues and cut expenses throughout the year. The sale of their fleet of golf carts in exchange for leasing gave them a net of \$60,000. Of the \$60,000 in the 2016 budget for operating costs he suggested the City give them \$35,000 that they would earmark for their building repair fund. They are hoping for a good fundraising drive to repair the building, and are developing a marketing plan for next year. Peterson requested the remaining \$25,000 for the current year operating deficit. Their request for the 2017 budget is \$25,000 for equipment that they would like to receive early in the year and \$35,000 for operating costs. It was moved by Fitz, seconded by Collins and carried unanimously to pay \$60,000 to the Benson Golf Club from the 2016 budget with \$35,000 to be designated for a building project.

Next Wolfington discussed an electric rate study proposal from Missouri River Energy Services (MRES). They have done an excellent job with past rate studies and will share 50% of the cost with us. It was moved by Evenson, seconded by Heinzig and carried unanimously to approve an electric rate study with MRES at a cost to the City of \$8,500.

Councilmember Fitz offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR WATER AND  
SEWER SERVICES RENDERED BY THE CITY OF  
BENSON, MINNESOTA FOR 2016 PAYABLE 2017  
(RESOLUTION NO. 2016-35)**

BE IT RESOLVED, by the Benson City Council that pursuant to Minnesota Statutes Chapter 444 that the assessment roll for 2016 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 12, 2016 and placed on the tax roll for collection with the taxes collectable in 2017.

Account Number, Name & Address	Legal Description & Parcel No.	Sewer	Water	Totals
104-0055-00-01 708 11 <sup>th</sup> St. N Orlen Pangrac	Lynn Park Addition Lot 2 & S ½ Lot 3 Blk 8 23-0692-000-01	\$112.00	\$6.36	\$118.36
201-0093-00-04 313 16 <sup>th</sup> St. S Stateline Properties	McKinney's 3 <sup>rd</sup> Addition LT 2 BLK 1 23-0503-000-01	\$467.20	\$6.36	\$473.56
202-0051-00-14 209 18 <sup>th</sup> St. N Joel/Beverly Bailey	Arthur Thornton Addition Lts 5 & 6 Blk 50 23-0314-000-01	\$121.10	\$0.00	\$121.10
202-0083-00-04 117 19 <sup>th</sup> St. N Robert Wilson/Diane Rodi	Alton Hume Addition Lot 1 Block 1 23-0763-000-01	\$330.00	\$6.36	\$336.36
303-0014-00-07	Tatge's 1 <sup>st</sup> Addition	\$182.93	\$137.03	\$319.96

1935 McKinney Ave Cory/Jamey Grussing	LT 3 BLK 5 23-0092-000-01			
304-0141-00-02 203 18 <sup>th</sup> St. S Deb Leibold	Stone Addition; Lts 20&21 Blk 50; S 15' Lt 22 Blk 50 23-0553-000-01	\$330.00	\$6.36	\$336.36
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	\$439.20	\$25.36	\$464.56
<b>TOTALS</b>		<b>\$1,982.43</b>	<b>\$187.83</b>	<b>\$2,170.25</b>

Councilmember Heinzig seconded the foregoing Resolution and the following vote was recorded:  
AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-35 duly passed and adopted.

The Mayor opened the Truth in Taxation Hearing at 6:00 P.M. The City Manager presented the Council with the updated 2017 proposed budget, significant accomplishments from 2016 and goals to be accomplished in 2017. Wolfington discussed the 10.1% proposed levy, and that we have a deficit budget. He also discussed the Civic Center roof repairs. It was moved by Evenson, seconded by Heinzig and carried unanimously to close the public hearing. The Mayor closed the public hearing at 6:06 P.M.

Councilmember Fitz offered the following resolution:

**RESOLUTION SETTING ASSESSMENTS FOR CURRENT SERVICES  
BY THE CITY OF BENSON, MINNESOTA FOR 2016 PAYABLE 2017  
(RESOLUTION NO. 2016-36)**

BE IT RESOLVED, by the Benson City Council that the following assessments for 2016 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 12, 2016 and placed on the tax roll for collection with the taxes collectable in 2017.

<b>Charges</b>	<b>Name &amp; Mailing Address</b>	<b>Legal Description &amp; Parcel No.</b>	<b>Amnt Due</b>
Mowing 1935 McKinney Ave.	Cory Grussing & Jamey Verhelst 104 – 40 <sup>th</sup> St. NE Benson, MN 56215	Lot 3, Block 5 Tatge's 1 <sup>st</sup> Addition 23-0992-000	\$513.00
Mowing Charges 212 – 9 <sup>th</sup> St. S.	Jose Salinas 1411 Linden St., #7 Hull, IA 51239	Lots 10,11,12, Block 6 City of Benson Addition 23-0029-000	\$427.50
Diseased Elm Removal 618 – 12 <sup>th</sup> St. S.	Tolifson Investments 917 – 13 <sup>th</sup> St. S. Benson, MN 56215	Lots 8 & 9, Block 1 Sunnyside 1 <sup>st</sup> Addition 23-0581-000	\$449.00
<b>TOTALS</b>			<b>\$1,389.50</b>

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded:  
AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-36 duly passed and adopted.

The Council discussed openings on Boards and Commissions for 2017.

Pederson came forward and discussed a sewer rate study he recently conducted. He revisited last year's study and discussed the rate increase from last year did not generate the anticipated revenues or keep up with the increased expenses for 2016. He proposed revising the unit rate and minimum charges for 2017 & a new rate for 2018. After discussion, it was moved by Evenson, seconded by Heinzig and carried unanimously to adopt the new sewer unit rates as follows:

	<b>Current 2016</b>	<b>Proposed 2017</b>	<b>Proposed 2018</b>
Unit Rate	\$6.10	\$ 6.50	\$ 6.75
Minimum Charge	\$28.00	\$32.50	\$33.75

Councilmember Collins offered the following resolution:

**RESOLUTION DESIGNATING LOCATION FOR ABSENTEE  
BALLOT VOTING FOR 2017 SPECIAL ELECTION  
(RESOLUTION NO. 2016-37)**

WHEREAS, the City of Benson is holding a Special Election on January 10, 2017 to elect a City Council member and

WHEREAS, the City is required to designate a location for absentee voting.

NOW, THEREFORE, be it resolved that City Hall, 1410 Kansas Avenue, Benson, MN 56215 is designated as the location for absentee voting at the City Special Election.

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-37 duly passed and adopted.

Councilmember Heinzig offered the following resolution:

**A RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD  
(RESOLUTION NO. 2016-38)**

WHEREAS, The City of Benson is required by Minnesota Statute 203B.121; Subd. 1 to establish an Absentee Ballot Board effective December 5, 2016; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in the City of Benson; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges or officials as provided in sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Benson hereby establishes an Absentee Ballot Board to consist of the following individuals as provided in sections 204B.19 to 204B.22 to perform the task.

City Manager	Rob Wolfington
City Clerk	Glen Pederson
Administrative Assistant	Valerie Alsaker

Councilmember Collins seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-38 duly passed and adopted.

Councilmember Fitz offered the following resolution:

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE  
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND  
(RESOLUTION NO. 2016-39)**

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 2016 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:

Police Department	40,000
Fire Department	40,000
Street Department	300,000
Park	30,000
Armory	20,000
Airport	30,000
<b>TOTAL</b>	<b>\$460,000</b>

Councilmember Evenson seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-39 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION TRANSFERRING \$4,275 FROM THE EDA FUND AND \$12,438 FROM THE  
REVOLVING LOAN FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2016-40)**

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 \$4,275 from the EDA Fund and \$12,438 from the Revolving Loan Fund to the General Fund.

Councilmember Heinzig seconded the foregoing Resolution and the following vote was recorded: AYES: Collins, Heinzig, Evenson, Fitz, Landmark. NAYES: None. Thereupon the Mayor declared Resolution 2016-40 duly passed and adopted.

Gens presented a pay request from Central Specialties, Inc. for paving work. Gens explained he deducted \$2,400 for damages done to curb a gutter when they were paving. It was moved by Fitz,

seconded by Evenson and carried unanimously to approve the pay request with the deduction in the amount of \$114,358.96.

Next was a pay request from Stantec for services researching the wastewater plant. It was moved by Heinzig, seconded by Fitz and carried unanimously to approve the pay request in the amount of \$5,149.50.

Collins said the blight committee met before the Council Meeting tonight. She stated they have contacted the owners of 313 -16<sup>th</sup> St. N. and 1810 Atlantic Ave. and offered to purchase the properties. They are in disrepair and have either been standing empty or condemned by the building official. After discussion it was moved by Collins, seconded by Fitz and carried unanimously to purchase the house at 313 – 16<sup>th</sup> St. N. for \$6,707, plus tax and utilities with funding to come out of the HUD account. It was moved by Evenson, seconded by Heinzig and carried unanimously purchase the house at 1810 Atlantic Ave. in the amount of \$10,000 to be paid out of the HUD funds.

There being no other business, a motion was made by Collins, seconded by Evenson and carried unanimously to adjourn the meeting at 6:25 p.m.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

W  
10/21/16

## EDA Meeting October 20, 2016

**Members Present:** Stephanie Heinzig, Jon Buyck, Pat Hawley, Sheryl Madden, and Rob Wolfington.  
**Members Absent:** Rick Horecka & Jack Evenson,  
**Also Present:** None

Chairman Buyck called the meeting to order at 12:05 p.m.

It was moved by Madden, seconded by Hawley and carried unanimously to approve the August 25, 2016 EDA Minutes.

Wolfington told the board the City has agreed to purchase the last remaining grain elevator in Benson at a cost of \$190,000. They will be paid dependent on the progress they make during the demolition process. They must get permits from MnDOT and the railroad. They have one year to take it down. The area will be planted into green space.

Jim Lindahl is working on the roof repairs on the SNAP building. He will move on to other repairs such as the awnings after the roof is finished.

The City closed on the sale of the Chamber of Commerce & Tech Box buildings. Mi Mexico now owns them. They will be starting demolition and work on the building soon. Before they will receive any money, they must show they have expended \$20,000 of their own money into the building. The City needs to get into the basement and fix the foundation issues. Wolfington stated the City has had calls from a party asking about bringing a Chinese restaurant into the old Mi Mexico building.

Wolfington said the City has contracted with Ehler's and Associates to look into developing a TIF plan for the hospital project. The plan is to use TIF for street and sewer upgrades for McKinney and Wisconsin Avenues. It will be about \$2 million. He further discussed refinancing bonds.

Next was the BNSF Mobility Safety Project. Wolfington talked about Gusty's road and railroad crossing plans. They have discussed the project plans with legislators and asked for them to re-consider transportation bonding options.

Wolfington stated the Council has been working on blighted properties this year. The family is moving out of a property on Atlantic Avenue this weekend. It is on schedule to either demolish or burn. There is a quote of \$9,000 to demolish the house, which is a quicker option than burning. There are also two properties on north 13<sup>th</sup> Street. One is the old Masonic Hall which was purchased by a neighbor. Also the house to the south of it is closer to becoming City property, which will allow the City to demolish the blighted property and remove it.

The Small Cities Grant surveys were sent out and returned to the UMVRDC for compilation. They will submit the application to DEED and hopefully we will be awarded a grant.

Willmar Fabrication and DoMats were both denied tax abatement by the City Council. Willmar Fabrication just got a building permit for \$200,000 of upgrades to their building.

On October 25, 2016 the City Council will hold a special meeting to look at options for renovations, building new and other commercial spaces for City Hall and the Police Department.

The next International Biomass Conference is April of 2017 in Minneapolis. Exhibiting runs from a Monday afternoon through the following Wednesday morning.

Wolfington said there was a grant applied for through Agralite for the feasibility study where to place a new industrial park around the Benson area. We should have that by the end of the year. LandTeam is doing the study.

The loan profile was reviewed. Jax Loan has not been serviced. He is negotiating with a buyer to purchase his building. He will then look for a smaller location for his business. The TechBox loan has been turned over to the City Attorney for collections.

The MnDOT 2017 project is moving forward. There are some easements being purchased by MnDOT adjacent to the work for next year, which are being well compensated. There was property purchased from Bank of the West and the old In & Out property owner to sweeten right hand turns at those two locations.

Wolfington discussed at the last City Council meeting a citizen from Benson expressed concern about the lack of day care in Benson. Wolfington hoped there would be a way to give incentives through tax abatement or small city grants to open these facilities in the town.

There being no other business, it was moved by Madden, seconded by Heinzig and carried unanimously to adjourn the meeting at 12:55 p.m.

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Chairman

Attest: \_\_\_\_\_  
Treasurer

MINUTES – BENSON PLANNING COMMISSION – SPECIAL MEETING  
OCTOBER 18, 2016 AT 12:00 NOON

*10/24/16*

**Members Present:** Mark Schreck, Kathy Polzin, Stephanie Heinzig, and Lyle Popma  
**Members Absent:** Sue Fitz, Ron Laycock, Jack Evenson  
**Also Present:** City Manager Rob Wolfington & Assistant City Attorney Ben Wilcox, Building Official Mike Jacobson, William Sondag, Jan & Carl Trinkle, Mark Hansen & Bob McCabe

Chairman Polzin called the meeting to order at 12:05 p.m.

It was moved by Schreck, seconded by Popma and carried unanimously to approve the October 3, 2016 minutes.

Chairman Polzin opened the public hearing at 12:06 p.m. for 206 & 210 - 15<sup>th</sup> St. S. & 723 – 12<sup>th</sup> St. S.

**206 & 210 – 15<sup>th</sup> St. S. – Mark Hanson**

Hanson explained he lived next to a blighted property, purchased it and plans to tear it down at 210 – 15<sup>th</sup> St. S. He would like to expand the garages on both properties. He hopes to have the blighted house torn down yet this fall. He would like to expand the garage at 210 - 15<sup>th</sup> St. S. and put an office in the garage at 206 – 15<sup>th</sup> St. S. Wolfington stated he had no public comment on the application. Findings of Facts are the property at 210 – 15<sup>th</sup> St. S. is in disrepair, and by getting rid of the house and fixing up the garage will improve the appearance of the neighborhood. The parcels of land are taxable and it will increase the value of the property. After discussion it was moved by Schreck to approve the Conditional Use permit with the stipulation the house is demolished by June 2017. The motion was seconded by Popma and the motion carried to approve the conditional use permit and send the recommendation on to the City Council.

**723 – 12<sup>th</sup> St. S. – Jan & Carl Trinkle**

Trinkles would like to add a 14' x 32' garage/shed in their back yard. They would prefer to add on to their existing garage, but there is an old oak tree which is preventing them from adding on. Wolfington stated he had no public comment on the application. There was discussion if the shed would stay in the character with the surrounding neighborhood. Jan Trinkle asked about setbacks from the property line. Jacobson stated they would need to stay 5' off the side yard and 10' off the back yard easement. Findings of facts are the oak tree is prohibitive in adding on to the current garage. After discussion, it was moved by Popma to approve the conditional use permit with the stipulation set backs are complied with. The motion was seconded by Schreck and carried unanimously to approve the conditional use permit, and pass the recommendation on to the City Council.

**1330 Nevada Avenue – William Sondag**

At the October 3, 2016 public hearing for a conditional use permit to place a 16' X 20' garage on his property, the Planning Commission asked for more information about the location of the garage and utility pole and lines that the garage may interfere with. Wolfington said he was looking into the utility requirements for separation of electric, tv and telephone lines from the top of the roofline. Electric utility requires 2', cable tv and telephone require 1' separation. He went on to explain if there needs to be any modification of the utility lines it will be at the home owner's expense. Two options to raising the utility lines are to place a mast on his house to raise the lines at an estimated cost of \$1,500. If this doesn't work, he will have to go underground with the utilities which will cost him around \$30,000. Wolfington went on to say the Commission first needs to decide if the building is appropriate for the neighborhood and if so what conditions will be placed on the permit. Findings of fact are there are utility lines in the way of the garage that the home owner will have to raise or bury at his expense. The building is in character with the neighborhood. After discussion, it was moved by Schreck to approve the conditional use permit with the stipulation all costs for raising or burying the utility lines will be at the home owner's expense. The motion was seconded by Popma and passed unanimously. The recommendation will be passed on to the City Council.

Chairman Polzin closed the public hearings at 12:33 p.m.

#### **Other Business**

Wolfington said he received a letter from the Girls Ranch requesting annexation into the City of Benson. The City currently provides them electric, sewer and water services. They are a non-profit entity and do not pay property taxes. Wolfington said if we annex them into the city, we will have a "must serve" obligation. The Girls Ranch already receives sewer, water and electric from the city. Wolfington went on to say annexing them into the city will help to increase our population. He said he has talked to Torning Township about this annexation and they seem willing to agree to the annexation. Popma asked if it would increase our prosecution load. Wilcox stated anyone over 18 are prosecuted by the City Attorney, under 18 is done by the County Attorney.

The house at 1620 Atlantic Ave. is moving toward demolition. The homeowners are moving out, asbestos removal will be completed and there is a bid for demolition. There are two other properties on 13<sup>th</sup> St. N. moving closer to demolition as well.

Wolfington discussed the demolition of the remaining elevator on Atlantic Ave. The current owners still have to gain permits for demolition.

The hospital is still working on their examined forecast for a loan with USDA.

#### **Adjournment**

There being no other business, there was a motion by Schreck, seconded by Popma and carried unanimously to adjourn the meeting at 12:50 P.M.



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12/6/16

December 5, 2016

Mr. Rob Wolfington  
City Manager  
City of Benson  
1410 Kansas Avenue  
Benson, MN, 56215-1718

Re: Charter Communications – Upcoming Changes

Dear Mr. Wolfington:

At Spectrum, we continue to enhance our services, offer more of the best entertainment choices and deliver the best value. We are committed to offering our customers products and services we are sure they will enjoy.

Effective on or after January 10, 2017, pricing will be adjusted for:

- Unreturned Equipment:
  - Digital Receiver – will be standardized at \$123.00
  - CableCARD – will be standardized at \$22.00
  - Tuning Adapter – will be standardized at \$130.00
  - Digital Terminal Adapter – will be standardized at \$40.00
- Computerized Change of Service – decreasing from \$4.99 to \$0.00

We remain committed to providing excellent communications and entertainment services in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at **(952) 367-4233** or via email at [tom.bordwell@charter.com](mailto:tom.bordwell@charter.com).

Sincerely,

Tom Bordwell  
Director of Government Affairs  
Charter

952-367-4233  
tom.bordwell@charter.com

16900 Cedar Avenue  
Rosemount, MN 55068



3724 West Avera Drive  
PO Box 88920  
Sioux Falls, SD 57109-8920  
Telephone: 605.338.4042  
Fax: 605.978.9360  
[www.mrenergy.com](http://www.mrenergy.com)

## NEWS RELEASE

DECEMBER 7, 2016

FOR IMMEDIATE RELEASE

### **MRES files for permit to study Gregory County Pumped Storage Project potential**

SIOUX FALLS, S.D. – Missouri River Energy Services (MRES) has applied for a new permit to study the potential for a pumped storage hydroelectric facility, known as the Gregory County Pumped Storage Project, on the Missouri River in south central South Dakota.

A pumped storage project works by pumping water from a lower-elevation reservoir to a higher-elevation reservoir, where the water is stored. Pumping would occur during low-cost times. Then, during times when electricity prices are high, the stored water is released through turbine generators to produce electricity.

“Gregory County has an added benefit in that it would provide the necessary control to support a significant amount of intermittent wind generation in the region,” said Ray Wahle, director of Power Supply and Operations for MRES. Wind energy facilities can only produce electricity when the wind is blowing, meaning that other generation sources are needed to maintain a reliable flow of energy.

The vision for the Gregory County Pumped Storage Project is that it will be a regional project with several utilities and/or joint action agencies partnering to develop this resource. The 1,200-megawatt project would be too big for MRES to develop on its own. Over the past three years, MRES staff has been discussing the project with a number of entities that may have interest in working together to make the project a reality. However, a project of this size requires much study and consideration, and there would need to be enough interested parties to make the economics work.

Applying for the preliminary study permit under the name of MRES will allow all parties to continue assessing the potential for the project. The Federal Energy Regulatory Commission (FERC) will need to consider and grant the permit before MRES can proceed.

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*For more information, contact Joni Livingston at Missouri River Energy Services, phone: 605-338-4042;*

*e-mail [joni.livingston@mrenergy.com](mailto:joni.livingston@mrenergy.com)*

## MEMORANDUM

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To: Missouri River Energy Services (MRES) members

From: Joni Livingston,  
Director, Member Services and Communications

*Joni Livingston*

Date: December 2, 2016

Re: 2017 MRES Scholarship Programs – Colleges / Vo-Tech Schools Electrical Line Worker Program

The materials and announcements are being prepared for high school seniors interested in being considered for a 2017 Missouri River Energy Services (MRES) scholarship for either college or vocational technical school programs commencing in the fall of 2017. Any high school senior whose parents are electric customers of an MRES member utility are eligible to apply. With that in mind, I ask you to review the school information on the back and assure the information is correct and complete for the high school(s) serving your community.

**Please consider a couple things** when reviewing the information. **First**, review the information for accuracy, including the contact person's name, address, and phone number. In the past, we have had some problems with this item, and it has led to some very deserving students not being made aware of this opportunity. **Second**, please consider if there is any other high school (public or private) that serves some of your local students who would be eligible for these scholarships.

Five \$1,000 scholarships for college-bound students will be awarded next spring. The announcement and materials will be sent out in January with applications due sometime in mid-March.

In an effort to encourage students to choose a career in line work and to then seek employment with municipal utilities, MRES is also offering five \$1,000 scholarships to qualified students taking the Electrical Line Worker Program. This is for students entering the program at one of the following colleges:

Minnesota West Community and Technical College – Jackson, MN  
Northwest Iowa Community College – Sheldon, IA  
Mitchell Technical Institute – Mitchell, SD  
Minnesota State Community and Technical College – Wadena, MN  
Dakota County Technical College – Rosemount, MN

The scholarship needs to be used for tuition, books, and/or tools and supplies. For this particular scholarship, the students applying are not required to be electric customers of your community because, upon successful completion of the course, they will become part of the eligible work force for MRES member utilities.

More than thirty students from MRES member communities currently are benefiting from this program, and we look forward to helping ten more deserving students in the spring. Thank you for your support of this program and for your prompt response to this request for information.



Always There.®

December 2016

Dear Community Leader:

In August 2015, Center Point Energy filed a request with the Minnesota Public Utilities Commission (MPUC) to change its rates for utility distribution service. The MPUC recently approved CenterPoint Energy's request for a rate increase, which goes into effect Dec. 1.

Under the final order, the monthly Basic Charge for residential customers remains the same per month at \$9.50, and the per therm Deliver Charge increases from \$0.18458 to \$0.20648. The effect on an average residential customer's bill (who uses approximately 923 therms in a year) is an increase of about \$2 per month, or \$24 per year. Bills also vary because the wholesale cost of natural gas changes each month.

The increase in rates is needed because CenterPoint Energy is making significant and ongoing capital improvements in Minnesota in accordance with natural gas pipeline safety and integrity regulations. The expenses are necessary to:

- Ensure that customers receive natural gas service delivered safely and reliably to their homes and businesses
- To respond to significant public improvement requirements on the system
- To modernize the system with technology improvements

The best way for customers to manage their natural gas bill is to lower consumption through energy conservation. CenterPoint Energy offers low cost home energy audits to help identify ways customers can reduce energy costs and increase their comfort. We also have numerous rebates offerings for high-efficiency natural gas equipment that help lower operating costs. We maintain a website for energy saving ideas with many low cost and no cost ideas and information including a tool to compare this year to last year for temperature and consumption at [CenterPointEnergy.com/SaveEnergy](http://CenterPointEnergy.com/SaveEnergy).

Enclosed are high-level final rates facts which provide more detailed information on how the new rates will affect monthly bills.

If you have questions, comments or would like more information, you are invited to visit our website at [CenterPointEnergy.com/RateCase](http://CenterPointEnergy.com/RateCase).

Sincerely,

A handwritten signature in cursive script that reads "Christe Singleton".

Christe Singleton  
District Director  
Enclosure: Final Rates Facts

# Public Works Report December 19, 2016

## Electric:

- Tanks and mufflers are gone, cradles and containment wall are broken down and site is partially clear. Final cleanup will take place in the spring. It will look very nice once it is all landscaped.
- To further the renovation and look of the power plant and the electric shop we will be putting tuck pointing, staining and painting in next year's capital budget. It would sure finish the area off nice to have the eyesores (parks building-tanks-cooling towers-mufflers) gone and all the buildings looking the best they can.
- Winter will be a lot of small projects and a lot of tree trimming.
- Next year will focus on the highway project, 9<sup>th</sup> Street North, residential underground, and maybe a couple alleys.
- Seven new lights are being added to the Helipad.

## Parks:

-  This time of year is keeping trails and sidewalks clear. Duane winterizes equipment and stores it for next year. Picnic tables come in to be refinished and old signs to be remade. The crews work together with some direction from Wade. Winter can get old but spring is always



## Water:

- The crew will be working on pumps, hoses and emergency equipment in prep for what we hope never happens when it gets cold. We will be ready anyway.

## Wastewater:

- A complete discussion of the engineering study and recommendations is coming soon.

## Streets:

- The South side of town stop signs are complete other than 8 signs that need potholing due to buried utilities. The rest of the signs will be installed when the ground thaws in the spring. The Welcome to Benson signs are completed also.
- The depot road went from way to wet to way to frozen vary fast. The guys are maintaining as best they can.
- Trees will be taken out on the property north of the street garage for Helipad clearance.

## Council Report 12/09/16

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

BPD Officers conducted 123 Traffic Stops in November 2016, in November of 2015, BPD conducted 123 Traffic stops.

BPD Officers arrested 3 people for DUI in November 2016. BPD had 2 people arrested for DUI in November 2015.

BPD Officers issued 30 traffic and non-traffic citations in November 2016, 103 Citations were issued in November 2015.

BPD Officers were involved in 6 Domestic incidents in November 2016, 5 Domestic incidents in November 2015.

BPD Officers arrested 6 people in November 2016, 6 in November 2015.

BPD Officers were overall involved in 468 incidents in November 2016, and 400 in November 2015.

## **LICENSE RENEWALS FOR 2017**

### **Cigarette Licenses**

1. Benson Food Shop of Benson
2. Holiday Station
3. Darold's SuperValu
4. Do-Mats Family Foods
5. Glacial Plains
6. Dollar Store

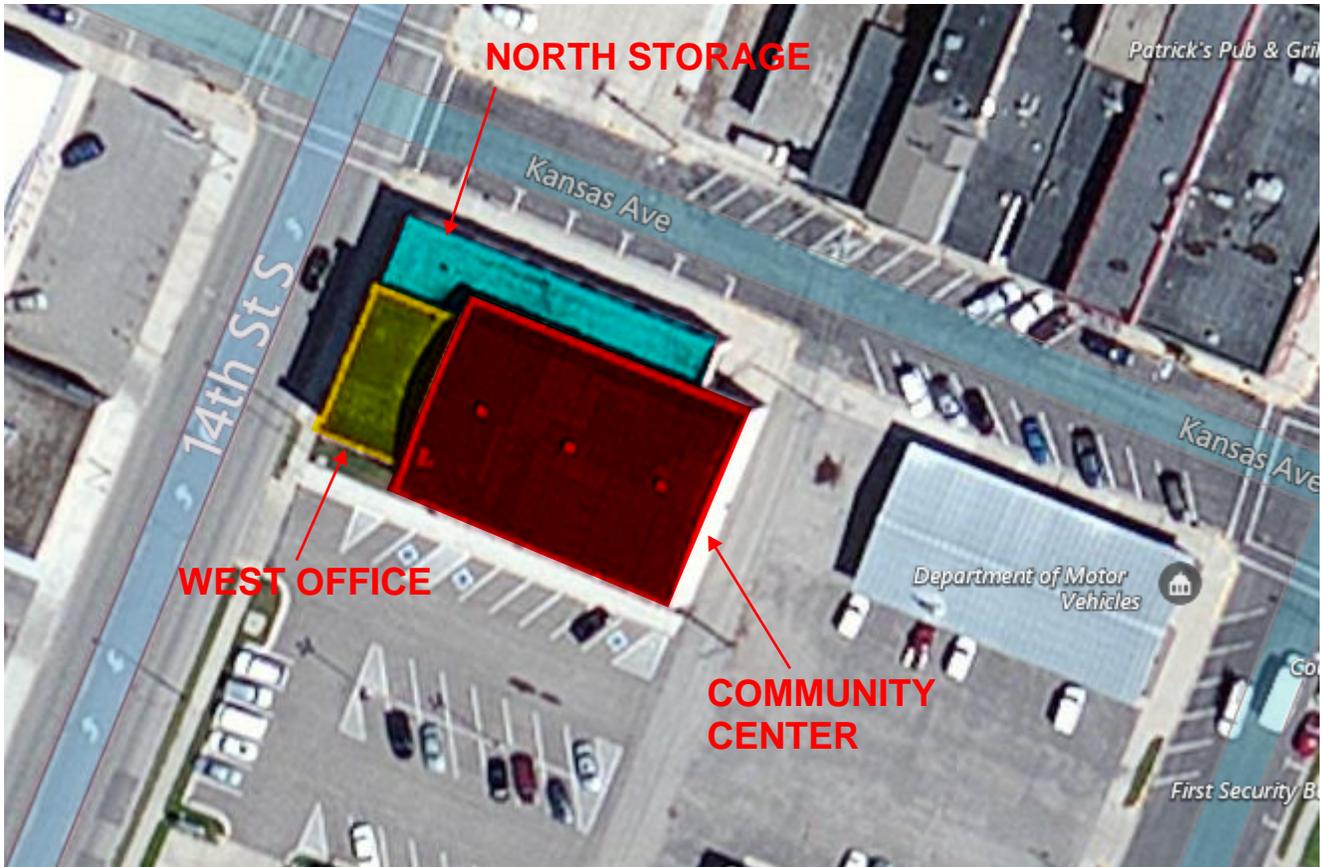
### **Special Use Permit to Allow Disposing of Septic Tank Sludge and Holding Tank Sewage into wastewater Facility**

1. Slaughters Plumbing and Septic Service LLC
2. Tostenson Septic, LLC
3. Affordable Pumping Services Inc.

# FACILITY ASSESSMENT - BENSON ARMORY

203 14<sup>TH</sup> STREET, BENSON, MN

Prepared for the City of Benson  
by Widseth Smith Nolting



December 2016



## **BENSON ARMORY – FACILITY ASSESSMENT STUDY**

### **Executive Summary**

The existing West Office area of the building is in poor structural condition and should be demolished. This is also the area of the facility that contains asbestos-containing flooring material, mastic, pipe insulation, and peeling lead paint. The Community Center and North Storage areas require some upgrades, but are in good condition and suitable for their current uses. However, they will not provide efficient remodeled areas for City Hall or Police Department functions.

Recommendation: Abate the West Office area asbestos and lead paint, demolish this area of the facility, and replace it with a single story 2000 SF addition that includes an accessible entrance and adequate toilet rooms for the Community Center space. Construct a new west sidewalk, patch the existing Community Center exterior walls where the second floor of the existing West Office is removed; upgrade mechanical heating, cooling, and ventilation systems to meet current codes; install a sprinkler system, and upgrade lighting and existing electrical power distribution. Build a new City Hall/Police Department shared facility on an alternate site. Cost Opinion: \$3,060,000

### **Facility Assessment Process**

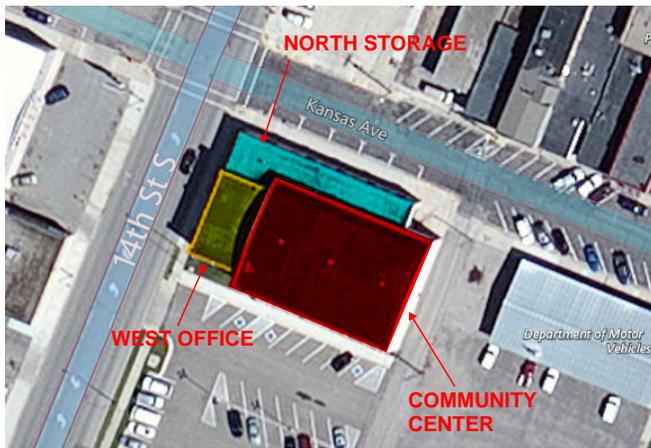
Widseth Smith Nolting Architect, Reed Becker, Structural Engineer, Kent Rohr, and Environmental Scientist, Ty Fuglseth visited the Benson Armory to determine the general condition of the site, building structure, exterior envelope, interior finishes, security and alarm systems, mechanical systems and equipment, and electrical systems and equipment. We have also noted general conditions in the building that do not meet current codes related to handicapped accessibility, exiting and life safety, mechanical and electrical codes. Our study includes sampling and reports for asbestos-containing materials and a lead paint assessment.

### **Facility Description**

Benson City Armory is located at 203 14<sup>th</sup> Street South. The total area of the facility is 15,810 SF. Included are three distinct building components:

- West Office: 1815 SF two-story area with 1815 SF basement. Total area of this component is 5445 SF.
- North Storage Area: 1840 SF single story space which functions as a storage area for the Community Center.
- Community Center: Single-story 7445 SF open recreation/community center “gymnasium” area with a 1080 SF basement space which was previously used as a shooting range.

The facility is not sprinklered and does not have a fire alarm system.



**Benson Armory Site Diagram**

Below is a narrative summary of our assessment of the general condition of the existing site and buildings. We have also included recommendations related to those conditions based on our investigation. The asbestos inspection and lead paint assessment report is included at the end of the building assessment study.

## **SITE**

The west sidewalk is in poor condition and requires replacement. The north sidewalk is in good condition except at the northwest corner where repair is required near the overhead doors. A City parking lot for the facility is located to the south of the building and is in good condition.

**Handicapped Accessibility:** the main building entrance is the west door of the building and it is not accessible. An accessible entrance is located on the east side of the existing building. This is currently allowed by code, however, in the event of facility remodeling, the main entrance requires upgrading to provide accessibility. Accessible parking is provided in the City parking lot.



**West and South Elevations**

## WEST OFFICE

The west office area is constructed with cast-in-place concrete footings and foundation walls; also a portion of the first floor is constructed with cast-in-place concrete beams and supported slabs. The condition of the concrete ranges from good to poor and there are several areas of spalled concrete and corroded rebar at columns, supported slabs, and basement walls. The cast-in-place concrete foundation walls have some cracks that extend the height of the wall. There are two areas of the cast-in-place concrete floor system that have been shored up with steel and wood framing.



**Spalling concrete/wood supports.**



**Exposed rebar.**

The remaining first floor wood framing and the second floor wood framing is in good condition, but there are some “soft” spots which can indicate water damage and deterioration. Upper level walls have several cracks which can be a result of differential settlement of the foundation. Roof framing could not be observed, but the roofing is new and there were no reports of poor structure condition.

Overall, the west office area is in poor condition. The existing exterior walls are EIFS (Exterior Insulation Finishing System), a combination system of rigid insulation and a synthetic stucco material applied to the exterior wall. The wall finish requires repairs at the west elevation at the wall base and at areas where through-wall air-conditioning units have been removed and the wall surfaced patched. Existing windows are deteriorated and are energy inefficient: single pane aluminum windows with single pane storm windows. The roofing was recently replaced.



**EIFS repair required.**



**Existing main entrance.**



**Basement lead paint.**

Building toilet rooms and offices are on the first floor and offices are on the upper floor and in the basement. The existing wall finish is primarily painted interior plaster in average condition. There are no sprinklers and no fire alarm in the building.

**Recommendation:**

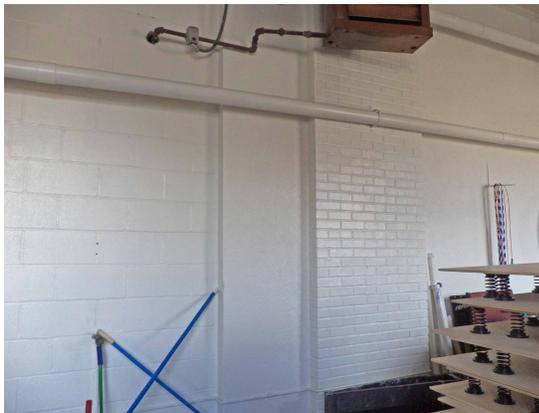
Because of the poor condition of the structure in this area of the building, we recommend that it be abated (see asbestos report), demolished and replaced with a single-story addition providing an accessible main entrance and an adequate number of toilet fixtures, drinking fountains, etc. to comply with the Minnesota Building Code requirement for assembly spaces. We recommend this scope of remodeling should the use of the existing Community Center facility be continued.

**NORTH STORAGE AREA**

Structural: this garage/storage area is concrete slab on grade with masonry walls. The roof structure was not accessible for observation. All structural elements appear to be in good condition with no noticeable signs of deterioration or damage.

Exterior Envelope: The exterior walls are brick with masonry backup with some areas of EIFS finish. The walls are in good condition except for some EIFS areas requiring minor repair. The roofing has been replaced recently.

Interior: walls are painted interior masonry in good condition.



**Painted storage room interior.**

Space function: The configuration of the space is long and narrow, which is adequate for storage of materials and equipment related to the use of the Community Center. However, this arrangement is not efficient for other uses, such as vehicle storage (tandem parking is required) or office space.

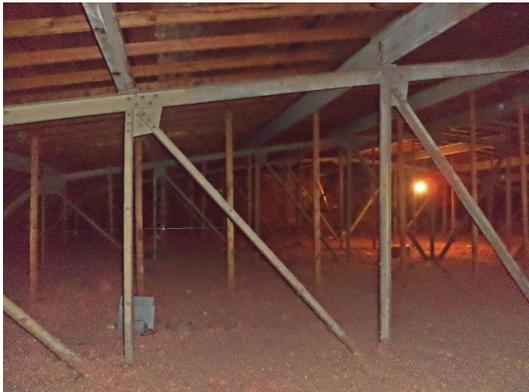
Exits: only overhead doors provide exterior access to this area. A pair of doors connects the North Storage Area to the Community Center. One exit is required from this area, but it appears that the maximum exiting travel distance so an additional exit from the space is required.

Code issues: Storage areas over 100 SF in unsprinklered buildings require 1 hour fire walls separating the space from other building areas. The existing separation wall most likely

qualifies as 1 hour construction, but as with many existing “fire walls,” the connection to the roof deck will require upgrade to meet the current building codes.

## **COMMUNITY CENTER**

Structural: The main armory space is a single story with concrete slab on grade except for a small portion at the west end that has a gun range below the floor slab. The firing range portion is all cast-in-place concrete and is in good to fair condition with some cracks and deterioration. The main level walls are in good condition. The roof structure is a system of barrel-shaped steel trusses spanning north-south at approximately 16 feet on center with steel beams spanning east-west over the tops of the steel trusses. The steel trusses and steel beams are supported by embedding into the exterior masonry walls. 2x wood framing spanned north-south over the steel beams supports the wood roof deck and roofing material. The ceiling framing is 2x wood framing spanning between the bottom chords of the steel trusses. This provides a large attic space with has vents on each end. The area of vents appears to be insufficient for the volume of space being vented. Loose insulation is installed between the ceiling framing. All materials appear to be in good structural condition.



**Steel roof trusses and wood roof/framing.**

Exterior Envelope: Wall construction is EIFS over masonry, most of which is in good condition. The existing windows are single pane aluminum with single pane storm windows. They are in poor condition, are not energy efficient, and require replacement. The existing roof in this area is a barrel-vault configuration and new roofing is required.

Interior: plaster walls and ceiling are painted and walls are treated with acoustical panels. Floor to ceiling height is 17'-10".



**Community Center interior.**

Space function: the existing space serves community hall and recreational functions well. The floor-ceiling dimension is not high enough to add a second floor in the space. Efficient layouts of office space are compromised by the lack of exterior windows and the overall building configuration. The space can function as a vehicle storage area with the addition of mechanical exhaust, makeup air, ventilation, and gas detection. The lower level gun range is not being used presently. It is approximately 15 feet wide x 72 feet long, has only one exit, no exterior access, and the configuration exceeds the common path of egress travel distance.

Exits: the Community Hall space has an occupant load of approximately 500, for which 3 exits are required. The existing facility has only two exits. However, by posting the maximum occupant load under 500, two exits are adequate. This option is permitted by code.

Code issues: this area of the building is an A3 occupancy which requires fire sprinklers for an occupant load over 300. A fire alarm system is not required if the sprinkler system is installed.

### **MECHANICAL/PLUMBING SYSTEMS**

The existing facility is heated primarily with unit heaters except for a furnace located in the West Office portion. Some air conditioning is available, however, the mechanical system does not provide adequate ventilation as required by code. Some of the existing unit heaters require upgrade or replacement.

The number of water closets and urinals does not meet current code requirements for assembly areas. Larger toilet rooms are required.

The building requires a sprinkler system that includes a new service, sprinkler riser, and distribution system.

### **ELECTRICAL SYSTEMS**

The existing electrical power distribution system has areas that do not meet current codes. Some replacement is required.

The existing lighting is out of date. If continued use of the building is intended, the existing light fixtures should be replaced or retrofitted.



**Existing electrical fuse box.**

### **ASBESTOS AND LEAD PAINT REPORT**

Refer to the attached report for details about ACM and lead paint. These materials are located in the West Office area of the building.

## **FACILITY RECOMMENDATIONS**

### **Option 1:**

- Abate all asbestos-containing materials and lead paint - \$18,000
- Demolish the West Office area of the building, including abandoning and filling in the basement gun range - \$150,000
- Build a new single-story 2000 SF accessible entrance addition with lobby and adequately sized accessible toilet facilities - \$400,000
- Construct a new west sidewalk, patch the existing Community Center where the second floor of the existing building is removed; upgrade mechanical heating, cooling, and ventilation systems as described; upgrade lighting and existing electrical power distribution - \$300,000
- Provide Community Center fire sprinklers with riser and distribution system - \$92,000
- Construct a new City Hall/Police Department on an alternate site:  
10,500 SF City Hall and Police Department shared facility - \$2,100,000

**Option 1 Total = \$3,060,000**

### **Option 2:**

- Abate all asbestos-containing materials and lead paint - \$18,000
- Demolish the entire building - \$225,000
- Construct a new City Hall/Police Department facility on this site:  
10,500 SF City Hall and Police Department shared facility - \$2,100,000
- Construct a new Community Center on an alternate site:  
9400 SF Community Center - \$1,880,000

**Option 2 Total = \$4,223,000**

### **Recommendation:**

We recommend Option 1 as the most cost responsible option for reusing an existing facility in good condition and for constructing a new City Hall/Police Department facility on a different site.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota.



12.15.16

---

B. Reed Becker

Date:

License No. 11794



Crookston  
216 South Main Street  
PO Box 458  
Crookston, MN 56716-0458

218.281.6522   
218.281.6545   
Crookston@wsn.us.com   
WidsethSmithNolting.com

**ASBESTOS INSPECTION AND LEAD PAINT  
ASSESSMENT REPORT**

**BENSON CITY ARMORY  
203 14<sup>TH</sup> STREET SOUTH  
BENSON, MINNESOTA 56215**

**Prepared for:**

**CITY OF BENSON  
1410 KANSAS AVENUE  
BENSON, MINNESOTA 56215**

**December 1, 2016**

***WSN No. 0480A0795.000***

***WIDSETH SMITH NOLTING***

**Crookston Office:**  
*216 South Main  
Crookston, MN 56716  
Phone: 218-281-6522  
Fax: 218-281-6545*

**WIDSETH SMITH NOLTING**

**ASBESTOS INSPECTION AND LEAD PAINT ASSESSMENT REPORT**

**BENSON CITY ARMORY  
203 14<sup>TH</sup> STREET SOUTH  
BENSON, MINNESOTA, 56215**

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- 2.0 SCOPE OF INSPECTION**
- 3.0 ASBESTOS SURVEY**
  - 3.1 Bulk Sampling
  - 3.2 Bulk Sample Analysis
  - 3.3 Analysis Results
  - 3.4 Discussions and Recommendations
- 4.0 LEAD-BASED PAINT ASSESSMENT**
- 5.0 GENERAL LIMITATIONS**

**FIGURES**

- FIGURE 1 – MAIN FLOOR SAMPLE LOCATIONS**
- FIGURE 2 – 2<sup>ND</sup> FLOOR SAMPLE LOCATIONS**
- FIGURE 3 – BASEMENT SAMPLE LOCATIONS**

**ATTACHMENTS**

- ATTACHMENT 1 – ASBESTOS AND LEAD ANALYTICAL REPORTS**
- ATTACHMENT 2 – INSPECTOR AND LABORATORY CERTIFICATION  
INFORMATION**
- ATTACHMENT 3 – PHOTOGRAPHS**

## **1.0 INTRODUCTION**

An asbestos inspection and lead paint assessment was performed on the Benson Armory building, located at 203 14<sup>th</sup> Street South, in Benson, Minnesota, (see Figure 1). A Minnesota State Certified Asbestos Inspector from Widseth Smith Nolting (WSN) conducted the inspection. A potential remodel of the property is being considered and an asbestos inspection was requested to identify friable and non-friable Asbestos Containing Materials (ACM's) and lead paint that must be addressed prior to remodeling activities.

## **2.0 SCOPE OF INSPECTION**

On November 2, 2016, the Benson Armory structure was inspected for potential asbestos containing building materials that must be removed prior to any renovation or demolition activities. The armory was constructed in 1927 and may contain ACM's, based on the age of the structure. In addition to the asbestos inspection, a limited sampling for lead-based paint was performed.

## **3.0 ASBESTOS SURVEY**

### **3.1 Bulk Sampling**

Suspect materials in three defined categories, surfacing materials, thermal system insulation, and miscellaneous materials, were observed for and sampled as needed. Samples of possible ACM's were collected at random from each homogeneous material in accordance with the Environmental Protection Agency (EPA) and Minnesota Department of Health (MDH) guidelines. A homogeneous material is one that upon observation appears to be of similar texture, color, pattern, age, and composition. Wet sampling methods were used to reduce the potential for fiber release.

### **3.2 Bulk Sample Analysis**

Bulk samples were shipped to EMC Laboratories, Inc. in Phoenix, Arizona (NVLAP #101926-0) under standard chain-of-custody procedures for Polarized Light Microscopy, EPA Method 600/M4-82-020. This method detects asbestos in volumetric concentrations of 1% or greater. The EPA (560/5-85-030a) defines Asbestos Containing Material as, "any material or product that contains more than one percent asbestos."

### 3.3 Analysis Results

**Table 1**  
**ASBESTOS RESULTS SUMMARY**  
**(Benson Armory Building, Benson, MN)**

Type of Material	Location	Approx. Amount	Sample Number	% ACM	Condition	Type ACM	Friable/ Non-Friable
Floor Tile	SW Storage Rooms (1 <sup>st</sup> Floor)		FT-1 9"x9" Floor Tile-Dark Green Mastic, Black	10% <1%	Good Good	Chrysotile Chrysotile	Non Non
Floor Tile	NW Storage Rooms & Closet (1 <sup>st</sup> Floor)		FT-2 9"x9" Floor Tile-Brown Mastic, Black	5% 8%	Good Good	Chrysotile Chrysotile	Non Non
Floor Tile	Entry Hallway (1 <sup>st</sup> Floor)		FT-3 12"x12" Floor Tile-Tan Mastic, Black	ND 10%	-- Good	-- Chrysotile	-- Non
Plaster	NW Storage Room	--	PL-1 Wall Plaster, Beige	ND	--	--	--
Plaster	Basement	--	PL-2 Wall Plaster, White/Brown	ND	--	--	--
Sheetrock	Basement Ceiling (old boiler room)	--	SR-1 Sheetrock, White/Brown	ND	--	--	--
Sheetrock	Basement Ceiling (old boiler room)	--	SR-2 Sheetrock, White/Brown	ND	--	--	--
Ceiling Tile	2 <sup>nd</sup> Floor	--	CT-1 12"x12" Ceiling Tile, White/Brown	ND	--	--	--
Pipe Wrap	2 <sup>nd</sup> Floor		TSI-1 Pipe Wrap, Gray	80%	Fair	Chrysotile	Friable
Joint Compound	2 <sup>nd</sup> Floor		TSI-2 Joint Compound/Insulation, Dark Gray  Wrap, White/Tan	45% 2% 8%	Good Fair Good	Chrysotile Amosite Chrysotile	Friable Friable Non

### 3.4 DISCUSSION AND RECOMMENDATIONS

Asbestos containing materials (ACM) were detected in association with all vinyl floor tile and associated mastic, located on the first level (see Table 1 and attached laboratory analytical reports). On the first level, asbestos containing floor tile and/or mastic was detected in the southwest storage rooms, northwest storage rooms, utility closet, and entry hallway. The two tile samples (FT-1 at 10% asbestos & FT-2 at 5% asbestos) that came back positive for asbestos, are the common 9"x9" size and are respectively dark green and dark brown in color. All of the tiles were attached with a black mastic that registered an 8-10% asbestos concentration. The tan 12"x12" floor tiles located in the front entry hallway (FT-3), are not asbestos containing, but the black mastic used on the tiles is asbestos-containing.

Thermal system insulation (TSI) was also observed on the 2nd floor in several locations including the main room overlooking the gym and the accessible storage rooms. The pipe wrap sample (TSI-1) registered an 80% asbestos content and the associated elbow wrap material registered 45% chrysotile and 2% amosite asbestos.

Because asbestos concentrations are above the 1% content threshold and the detected asbestos-containing materials are either friable or would likely become friable during demolition/renovation, they are considered asbestos-containing and are subject to abatement prior to renovation or demolition. The results of the asbestos analyses are summarized in Table 1 and copies of the laboratory analytical reports are included as Attachment 2, for reference.

According to the Federal Register 40 CFR 61.14c (Standard for Demolition and Renovation), the asbestos containing materials need to be removed prior to demolition or renovation activities, if the renovation activities involve the asbestos containing materials. We recommend you use a licensed abatement contractor for the removal of any asbestos containing materials. Also, if any other potential asbestos-containing materials are observed in the building, we should be contacted immediately to assess the material. The results of our survey and assessment are based on our observations and the collected samples only.

#### **4.0 LEAD-BAED PAINT ASSESSMENT**

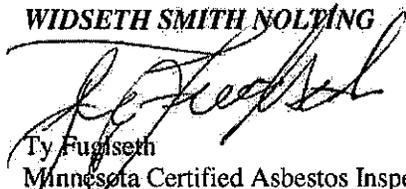
Several significant areas of peeling or flaking paint were observed in the armory building and therefore, several samples were collected for analytical testing, as part of this assessment. Six paint samples were collected from the 2<sup>nd</sup> floor and basement and submitted for laboratory analysis. Samples P-1 and P-2 were collected from the 2<sup>nd</sup> floor and samples P-3 through P-6 from the basement. Of the six samples analyzed, five registered detectable lead concentrations. However, only sample P-6 (3.4% Pb by weight), collected from the basement baseboard, registered a concentration above the EPA 0.5% threshold. The paint chip sample included several layers of paint that could not be separated. Therefore, the lead result represents all the layers. The EPA requires appropriate removal and disposal of peeling and flaking lead-based paint with a lead concentration over 0.5% Pb by weight.

#### **5.0 GENERAL LIMITATIONS**

The opinions and conclusions in this asbestos and lead paint inspection assessment report represent our professional judgment. This report has been prepared for our client's sole use in accordance with the current local standard of practice for our profession, using the normally available sources of information. This report does not account for any variations that may occur in areas of the building that were not observed or tested, or that were obscured.

This report was prepared by:

**WIDSETH SMITH NOLTING**



Ty Fugiseth  
Minnesota Certified Asbestos Inspector License # A110523  
Minnesota Certified Lead Risk Assessor License # LR3849

**ATTACHMENT 3  
PHOTOGRAPHS**



1. Photo of the asbestos containing green floor tile located in the southwest portion of the main floor.



2. Photo of the asbestos containing brown floor tile located in the northwest portion of the main floor and adjacent utility room.



3. Photo of the main first level entry hallway. The floor tile mastic for these tan floor tiles is asbestos-containing.



4. Photo of the main room of the second level. Pipe wrap and joint compound sampled from the pipes running along the ceiling are considered asbestos-containing.



5. Photo of stairs to the basement level. Note the peeling paint.



6. Photo of one of the rooms in the basement. Note the peeling paint and general disrepair.



7. Photo of the north-central room of the basement..



8. Photo of old boiler room in the basement.



9. Photo of former shooting range located along the east side of the basement.



10. Photo of failing plaster with significant mold in the basement.



11. Photo of more peeling paint in one of the basement rooms.



12. Photo of some metal ceiling tiles.



## Minnesota Department of Transportation

Office of Aeronautics  
222 E. Plato Blvd.  
Saint Paul, MN 55107

December 5, 2016

City of Benson  
Rob Wolfington  
1410 Kansas Ave.  
Benson, MN 56215

Dear Mr. Wolfington:

I want to thank you for your efforts in building a modern heliport for your community. Your heliport was inspected on December 4, 2015 and had a follow up visit on November 21, 2016. The evaluation of the collected data has determined that the helipad meets the acceptable minimum standards and will be able to be licensed once the following items are completed:

1. The attached GIS Report (aerial view) identifies information related to the safe operations of your heliport:
  - a. Beginning with the 180° approach; there are multiple objects identified as needing lights within the approach path. The power poles that we sampled as points 12, 9, & 15 would provide enough lighting for a pilot to know there are objects present and to avoid. I suggest restricting night operations until the obstacles are lighted.
  - b. Point 16 represents a building which is taller than all other points and is within the lighting corridor. You should light the peak at both ends of the building for both arrivals and departures to identify.
  - c. Point 20 and point 23 are identified on the aerial view and need to have lights on them, not identified are the additional lights that are along the path between the two points. Please light points 20 & 23 at a minimum.
  - d. Moving to the 330° approach, point 19 is a power pole that needs to be lighted. Point 1 is a group of trees that needs to be lighted or removed.
  - e. Your original drawings showed an approach of 340° and that can be made to work but you will need to remove more trees and light more objects. It is least impactful by using the runway 330° as drawn here.
2. As of the November 21, 2016 visit the helipad does not meet the standard marking requirements as described in AC150/5390-2C. I understand that markings may need to wait until spring. We will be able to license with an acceptable written plan that includes a completion date for the marking project.
3. The FATO is an area 80' x 80' (it can be measured as a 40' radius from pad center) and cannot have any obstacle above the surface area. Only lights marking the FATO may extend above the surface and that is limited to 2 inches. On November 21<sup>st</sup> it was noted that the snow was not removed from the FATO area.
  - Make sure that all snow is removed throughout the FATO area
  - Do not pile or allow snow drifts to accumulate within the safety area
  - Insure that no snow drifts or plow ridges are allowed to penetrate the published approach surfaces.

Deicing the pad must be done with care and use of non-corrosive products. Do not use road salt or sand on TLOF or within the FATO as it will adversely affect the helicopter and people around the helicopter. You can find more information on recommended snow management and ice removal at the Minnesota Air Medical Council website <http://www.mnamc.org/>.

An Equal Opportunity Employer



Thank you for sharing your operational protocols with me. There are no stated guide lines for these protocols; however, there are industry best practices to draw from. The headers below are the standard sections that are usually included in the final document. I have included some suggestions for each section that are catered to your heliport.

**Preparation and arrival procedures**

- Preparing the site (day vs night)
- Making sure all equipment and personnel are in proper place to allow for safe arrival.

**Arrival**

- It is customary for no movement to occur towards the helicopter until directed by the crew of the helicopter.

**Departure**

- Secure the sight, and make sure all vehicles and people are clear of the safety area for departure
- No new obstacles exist (vehicles parked near the pad)
- Night operations may vary from day
- What to do differently if the ice rink is in use (not sure if this has been addressed elsewhere)

**Emergency procedures**

I have attached an outline that has come from other protocols you may find helpful in developing a more comprehensive document that fits your situation. Please send me an updated copy of your protocols anytime you make changes.

The open licensing issues are the lighting of obstacles and marking of your TLOF and FATO. Once the lighting is completed and you have submitted a plan of completion for the markings we will be able to issue a license. I know you have a great consulting team to help you move forward, but if we can provide any additional information to help you please do not hesitate to ask.

Sincerely,

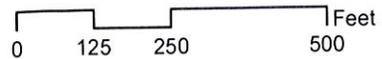


Michael Hartell  
Aviation Representative  
[Michael.hartell@state.mn.us](mailto:Michael.hartell@state.mn.us)  
651-234-7225

Encl: 6

cc: FAA  
MN Air Medical Safety Council

# City of Benson Heliport



# City of Benson Heliport

0 375 750 1,500 Feet



# Heliport Inspection Report: Benson Heliport

Ident: HBBB FAASite: 386\*H City: Benson

PrimarySurfaceWidth: 80 SafetyAreaWidth: 20 PadElevation: 1039.8 InspDate: 12/4/2015

RunwayID: H1A ApproachCorridor: 180

Surface Affected	Nbr	Object Type	Dist ft Ctr	Dir Em Ctr	Appr Dir	Height	Surface Height	Pene- tration Feet	Slope XX:1	Lighted Notes
None	7	Tree	391	169.39	180	30.1	49.5	0.0	-1.0	No
None	8	Pole	462	172.38	180	25.7	52.1	0.0	16.2	No
None	9	Pole	599	173.75	180	29.7	69.4	0.0	18.7	No
None	10	Pole	679	174.62	180	25.7	79.5	0.0	24.7	No
None	11	Pole	809	175.75	180	26.7	95.8	0.0	28.7	No
None	12	Pole	860	175.96	180	34.7	102.1	0.0	23.5	No
None	13	Building	862	180.17	180	27.7	102.8	0.0	29.7	No
None	14	Building	734	193.94	180	32.7	134.4	0.0	-2.0	No
None	15	Pole	594	187.91	180	29.7	74.6	0.0	-0.3	No
None	16	Building	431	198.14	180	30.1	83.4	0.0	-4.7	No
None	17	Building	481	250.15	180	41	218.1	0.0	15.8	No
None	20	Other	274	202.89	180	4.8	53.9	0.0	-2.5	Controls for Helipad

## Heliport Inspection Report: Benson Heliport

Ident: HBBB FAASite: 386\*H City: Benson

RunwayID	H1B	Approach	Corridor	330	to						
Surface Affected	Nbr	Object Type	Dist Fm Ctr	Dir Fm Ctr	Appr Dir	Height	Surface Height	Penet- ion Feet	Slope XX 1	Lighted	Notes
None	1	Tree	494	345.83	330	64	90.0	0.0	7.4	No	line of trees
None	2	Tree	458	356.34	330	55	118.0	0.0	16.4	No	line of trees
None	18	Building	464	296.37	330	42	142.2	0.0	-158.3	No	
None	19	Pole	932	318.2	330	43	161.1	0.0	-1.6	No	
None	23	Light Pole	118	258.98	330	20	35.4	0.0	3.5		

## Benson Heliport, Benson, MN



Looking North



Looking East



Looking West



Looking South

## Benson Heliport, Benson, MN



Looking Northwest



Looking Northeast



Looking Southwest



Looking Southeast

Benson Heliport, Benson, MN



Benson South Departure: Snow needs to be removed from the FATO

Benson Heliport, Benson, MN

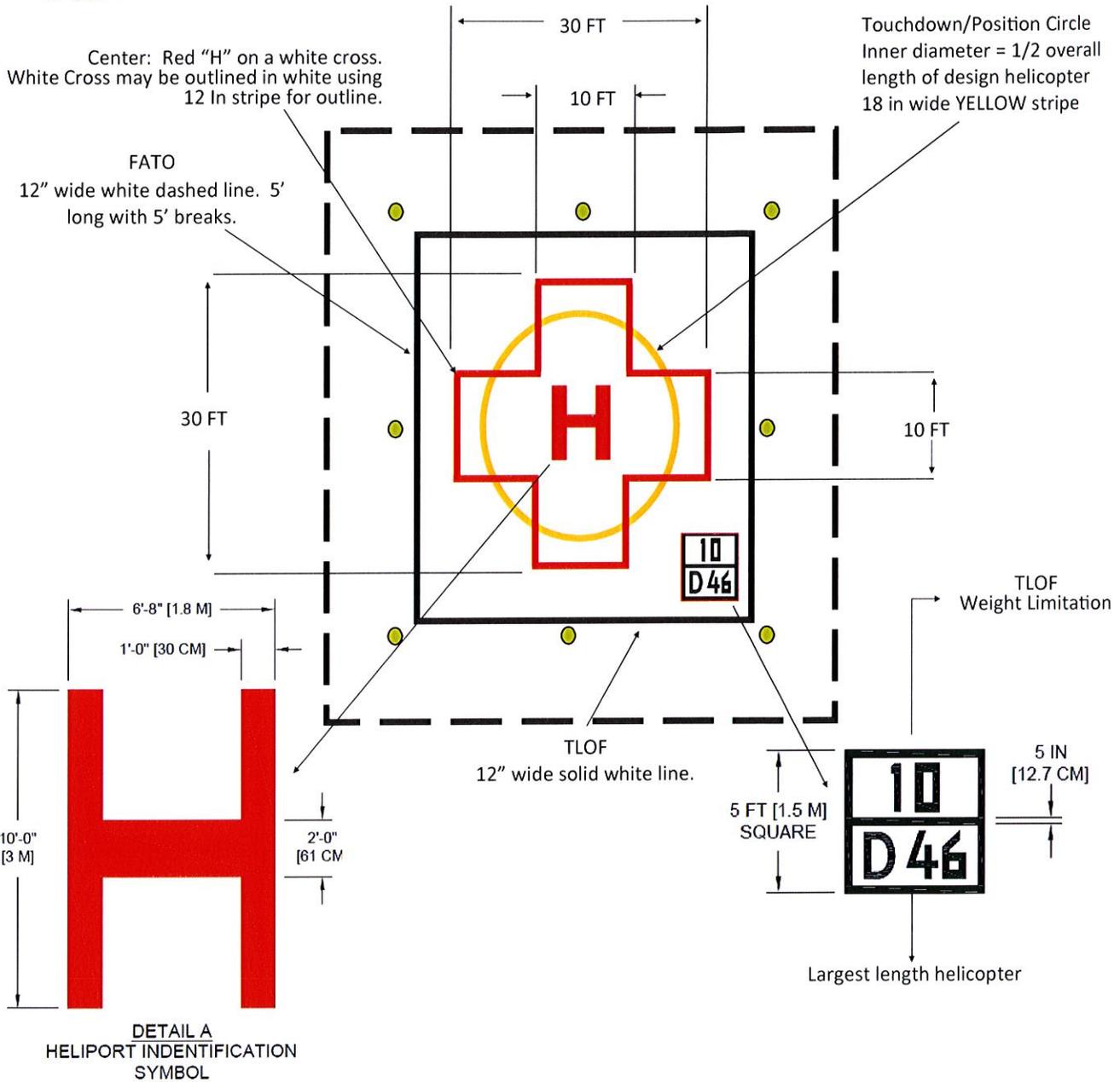


Benson Northwest Departure: Snow needs to be removed from the FATO



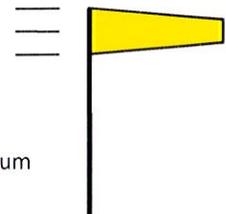
# Hospital Heliport Marking and Lighting

Reference FAA AC 150/5390 -2C



## LIGHTING:

- ◆ Flood lighting to create 3 foot candles (32 lux) of illumination.
- ◆ Windsock lighting.
- ◆ Red obstruction lights for identified objects. (Optional) Flush mounted, green perimeter lights. Minimum 3 per side.
- ◆ For circular TLOF/FATO, a minimum of 8 lights equally spaced.



**Heliport Protocol Outline:  
MnDOT Aeronautics**

**Definitions**

1. Hot Loads
2. Landing Zones
3. Power lift equipped
4. Wheeled stretcher

**Hospital Policy**

1. Determine airlift is needed and authorization procedure
2. Who is contacted
  - a. Internal
  - b. External
  - c. Vendor Selection policy (who to call to get a helicopter on the way)

**Procedure:**

1. Notification of Hospital staff
2. Notification of Helipad support staff
  - a. (PD, Dispatch, Airport etc...)
  - b. If procedure changes based on time of day should be included here

**Preparing the patient**

1. Information that must go to transport agency to be ready to perform flight
2. Other internal procedures to prepare

**Preparing the Helipad**

1. Day/Night Operations
2. Clearing area
3. Moving cars or obstacles that must be moved to open up approach surface
4. Shutting down roads or parking lots
5. Clearing the area of debris that can be moved in rotor wash
6. Coordination of which flight approach will be used
7. Securing the area for safe inbound operations

**Arrival Procedures**

1. No one should approach the Helicopter until directed by crew
2. Communications via radio with Helicopter
3. If multiple helicopters could be using the site at the same time how will coordination work?
4. When helicopter lands can ground personnel approach while blades are turning?
5. Does the Helicopter crew disembark to meet hospital staff for hand off?
6. When and how close can ground vehicles come to helicopter?
7. Who is directing the ground vehicles in to position?
- 8.

**Departure**

1. Secure the site, make sure all people and vehicles are out of the Safety area.
2. How to make sure the approach surface is clear
3. Notifying the staff the helicopter has departed and is all clear

4. If in a remote area how to know when the helicopter reached its destination safely

### **Emergency Procedures**

1. Consider:
  - a. What would be the impact of a helicopter crash at your hospital? In your community?
  - b. How many of your staff would be exposed? Who would be left to respond?
  - c. What if the helicopter impacted the hospital and impacted patient care?
2. Less impactful items
  - a. A vehicle or object is stuck in the approach surface
  - b. Ambulance malfunction
  - c. If transporting a distance Ground accident with the ambulance
  - d. Lights do not come on at heliport
  - e. Helicopter will not start after loaded for departure

### **Other Contingencies**

Heliports are placed in some tight quarters and are often shared with other uses nearby. An example would be a helipad placed next to an ice arena or park. Consider what to do if there is an activity going at the park or ice arena and you need to use the heliport.

1. Do you make them aware?
2. What do you expect them to do?
3. What if they have parked blocking the heliport?

## Environmental Impact Statement Preparation Notice Line 3 Pipeline Replacement Project

December 05, 2016

Enbridge Energy, Limited Partnership (Enbridge) has applied for a Certificate of Need and a route permit from the Minnesota Public Utilities Commission (PUC) to construct and operate the Line 3 Replacement Pipeline Project (L3R). The Commission has authorized the Department of Commerce Energy Environmental Review and Analysis unit (EERA) to prepare an EIS for the proposed project in consultation with the Commission's executive secretary. Commerce EERA is preparing the EIS in cooperation with the Minnesota Department of Natural Resources and the Minnesota Pollution Control Agency.

Enbridge's proposed 337-mile long route for the project would cross Kittson, Marshall, Pennington, Red Lake, Polk, Clearwater, Hubbard, Wadena, Cass, Crow Wing, Aitkin and Carlton counties in Minnesota. The proposed project also includes upgrades to existing pump stations at Clearbrook, Donaldson, Plummer and Viking; and construction of new pump stations at Backus, Cromwell, Palisade and Two Inlets. Upon completion of the project, Enbridge proposes to permanently deactivate the existing Line 3 pipeline and leave it in place.

The Commission approved the Final Scoping Decision Document (FSDD) for the EIS on November 30, 2016. The FSDD and other relevant documents are available electronically on the Commerce website (<http://mn.gov/commerce/energyfacilities/Docket.html?Id=34079>) and at the following libraries:

Hennepin County Library - Minneapolis Central 300 Nicollet Mall Government Documents, 2nd Floor Minneapolis, MN 55401-1992	Arrowhead Library System 5528 Emerald Avenue Mountain Iron, MN 55768	Bemidji Public Library 509 American Ave. NW Bemidji, MN 56601
Kitchigami Regional Library 212 Park Ave. PO Box 14 Pine River, MN 56474	Northwest Regional Library 210 LaBree Ave N., PO Box 593 Thief River Falls, MN 56701	Lake Agassiz Regional Library 118 5th Street South Moorhead, MN 56560
Crookston Public Library 110 No. Ash St. Crookston, MN 56716	Viking Library System 1915 Fir Avenue West Fergus Falls, MN 56537	Duluth Public Library 520 W Superior St. Duluth MN 55802
Pioneerland Library System 410 5th St SW Willmar MN 56201	Great River Regional Library 1300 W St. Germain St. Cloud, MN 56301-3667	Traverse des Sioux Library System 1400 Madison Avenue Suite 622 Mankato, MN 56001
East Central Regional Library 244 So. Birch St. Cambridge, MN 55008	Southeast Library System 2600 19th Street NW Rochester MN 55901	

In accordance with the FSDD, the EIS will analyze the following general topics:

- Pipeline deactivation or abandonment
- Greenhouse gas emissions and climate change
- Potential impacts of oil spills and leaks on area lakes, rivers, groundwater, and other natural resources such as wildlife, wild rice, and human settlements
- Unique tribal concerns (e.g., cultural resources, treaty rights, wild rice areas)
- Potential impacts to humans settlements and local economies
- Natural resource impacts (e.g. water, wetlands, wildlife, and natural communities)
- Cumulative potential effects
- Development of a new pipeline corridor



The EIS will analyze a variety of project alternatives including:

- Enbridge’s proposed route
- Alternative technologies (including oil transport by truck and rail)
- Modified designs or layouts (including one system alternative, four route alternatives, and 24 route segment alternatives; see attached maps)
- Alternatives incorporating reasonable mitigation measures
- No action alternative

A history of actions to date and a tentative EIS schedule are included in the table below:

<b>EIS Tentative Schedule</b>	
<b>Task</b>	<b>Date</b>
Scoping EAW and DSDD Issued	April 11, 2016
2016 EIS Public Scoping Meetings	April–May 2016
Close of 2016 EIS Public Comment Period	May 26, 2016
Scoping Summary Report, FSDD, Alternatives Screening Report, and Comments and Recommendations to Commission	September 21, 2016
Commission Meeting to Approve Final Scope	October 28, 2016
Commission Decision on Final Scope	November 30, 2016
EIS Preparation Notice (Start of 280-day EIS process)	December 05, 2016
Draft EIS Issued for Public Review and Comment	April 3, 2017
Draft EIS Public Meetings	April-May 2017
Final EIS Issued	July 10, 2017

**How to Learn More**

**Project Mailing List**

Sign up to receive notices about project milestones and opportunities to participate (meetings, comment periods, etc.). Contact [docketing.puc@state.mn.us](mailto:docketing.puc@state.mn.us), 651-201-2204, or 1-800-657-3782 with the project’s docket numbers, your name, mailing address, and email address. The Line 3 project has two docket numbers. The

docket number for Enbridge's certificate of need application is 14-916. The docket number for Enbridge's route permit application is 15-137.

### **Department of Commerce Project Website**

Line 3: <http://mn.gov/commerce/energyfacilities/Docket.html?Id=34079>

### **E-Dockets (Full Case Record)**

To review all documents filed with the Commission regarding the Line 3 project, go to: <http://www.mn.gov/puc/>, click on "Search Documents, eDockets," and enter the docket number. The Line 3 project has two docket numbers. The docket number for Enbridge's certificate of need application is 14-916. The docket number for Enbridge's route permit application is 15-137.

### **E-Dockets Subscription**

To receive an email every time a document is filed with the Commission regarding the Line 3 project, create a subscription with the Commission's electronic docketing system (e-Dockets). Go to: <https://www.edockets.state.mn.us/EFiling/subscription/createSubscription.do?method=subscribeNew> and follow the instructions.

### **Contacts**

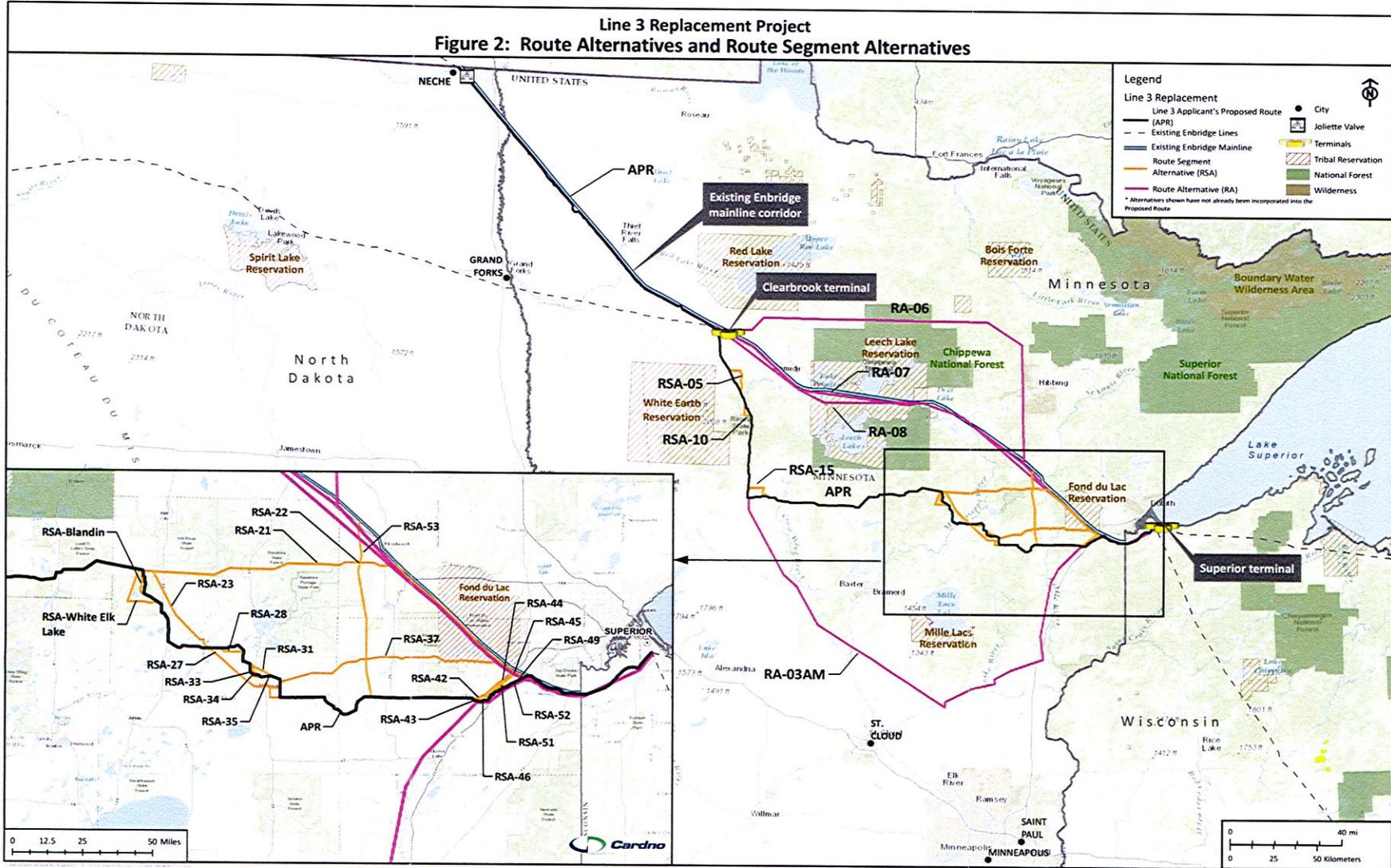
Jamie MacAlister, Environmental Review Manager  
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85 7<sup>th</sup> Place East  
St. Paul, Minnesota 55101-2198  
651-539-1775 or [Jamie.MacAlister@state.mn.us](mailto:Jamie.MacAlister@state.mn.us)

Ray Kirsch, Public Advisor  
Department of Commerce, Energy Environmental Review and Analysis  
85 7<sup>th</sup> Place East  
St. Paul, Minnesota 55101-2198  
651-539-1841 or [raymond.kirsch@state.mn.us](mailto:raymond.kirsch@state.mn.us)

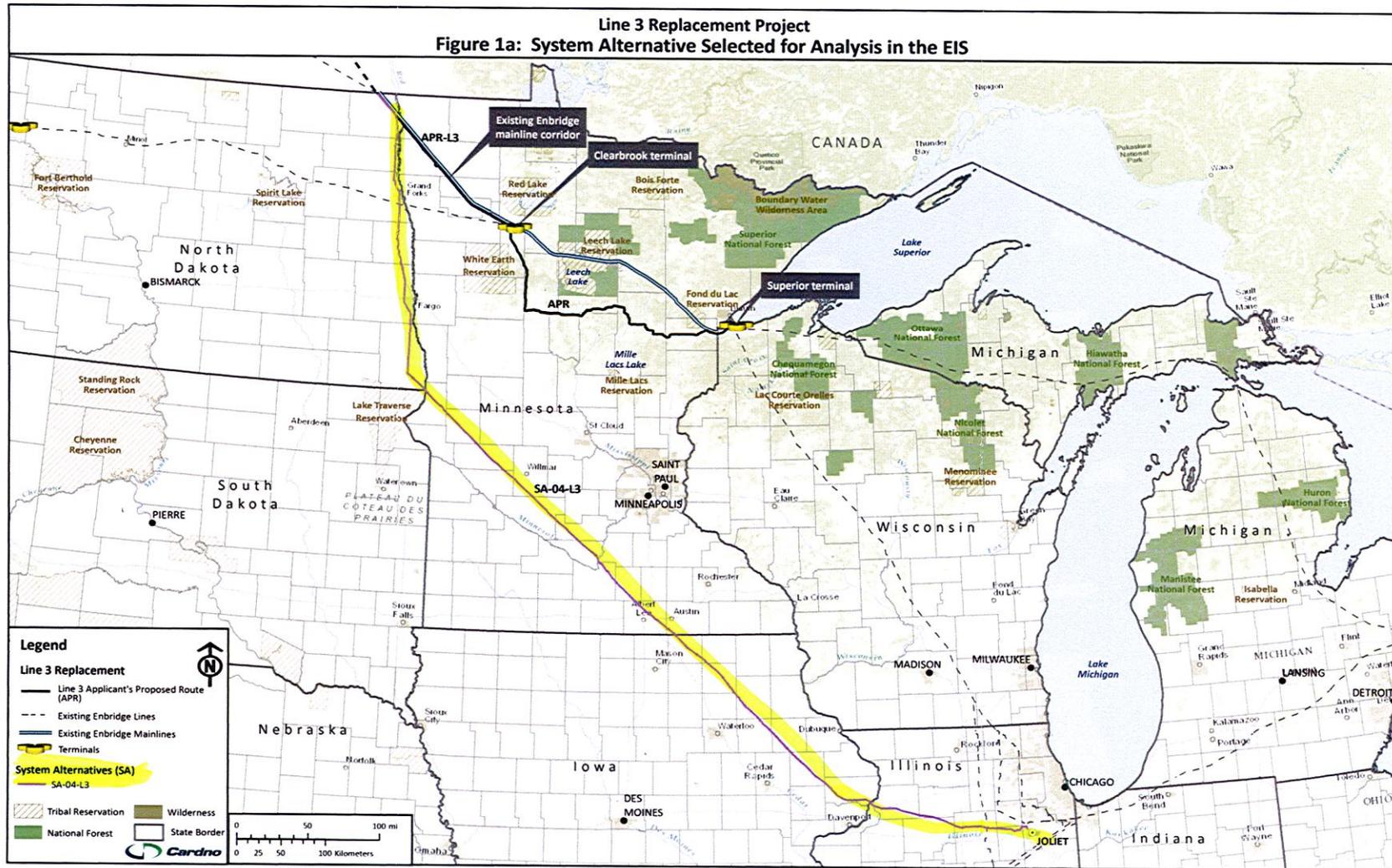
Scott Ek, Minnesota Public Utilities Commission Energy Facilities Planner  
651-201-2255 or [scott.ek@state.mn.us](mailto:scott.ek@state.mn.us)

Kevin George, Public Advisor, Minnesota Public Utilities Commission  
651-201-2251 or [kevin.george@state.mn.us](mailto:kevin.george@state.mn.us)

Line 3 Replacement Project  
 Figure 2: Route Alternatives and Route Segment Alternatives



**Line 3 Replacement Project**  
**Figure 1a: System Alternative Selected for Analysis in the EIS**



**A RESOLUTION GRANTING CHARTER COMMUNICATIONS  
A FRANCHISE EXTENSION TO JUNE 30, 2017  
(RESOLUTION NO. 201\_\_ - \_\_\_\_)**

**WHEREAS**, on or about July 14, 2003, the City of Benson, Minnesota (“City”) granted a Cable Television Franchise Ordinance (“Franchise”) to CC VIII Operating, LLC d/b/a Charter Communications (“Charter”); and

**WHEREAS**, the initial term of the Franchise expired on or about September 18, 2013; and

**WHEREAS**, the City adopted Resolution No. 2013-14 on August 19, 2013 extending the term of the Franchise through and including September 19, 2014; and

**WHEREAS**, Charter executed said Resolution No. 2013-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2014-13 on September 8, 2014 extending the term of the Franchise through and including March 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2014-13 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2015-04 on March 2, 2015 extending the term of the Franchise through and including August 31, 2015; and

**WHEREAS**, Charter executed said Resolution No. 2015-04 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-06 on February 22, 2016 extending the term of the Franchise through and including July 18, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-06 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, the City adopted Resolution No. 2016-18 on July 18, 2016 extending the term of the Franchise through and including December 31, 2016; and

**WHEREAS**, Charter executed said Resolution No. 2016-18 and agreed to continue complying with the Franchise, as amended by the Resolution; and

**WHEREAS**, both the City and Charter desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

**NOW, THEREFORE**, the City Council of the City of Benson, Minnesota hereby resolves as follows:

1. The Franchise is hereby amended by extending the term of the Franchise from January 1, 2017 through and including June 30, 2017.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under the Franchise or applicable law.
4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the Benson City Council; and (2) Charter's acceptance of this Resolution.

Passed and adopted by the City Council of Benson, Minnesota, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**CITY OF BENSON, MINNESOTA**

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

ATTEST:

\_\_\_\_\_  
City Clerk

**CERTIFICATION**

State of Minnesota  
City of Benson

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Benson, Minnesota at a duly authorized meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, as shown by the minutes of said meeting in my possession.

WITNESS my hand officially as such City Clerk and the corporate seal of the City this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

(SEAL)

\_\_\_\_\_  
City Clerk

**ACCEPTANCE**

CC VIII Operating, LLC, hereby acknowledges the City of Benson, Minnesota Resolution No. \_\_\_\_\_ and hereby accepts the terms, provisions and recitals of the Resolution and agrees to be bound by the Franchise to the extent consistent with applicable laws.

CC VIII OPERATING, LLC

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

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

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

f:1 Garl bad debts 2016

ACCT. NO.	NAME	ELEC	WATE	SEWER	TAX	GARB	PEN	ST SWR	TOTAL
101-0020-02-08	Willie Ibarra	611.16	0.00	0.00	45.61	36.90	18.15	16.77	728.59
101-0025-00-11	Rick Conyers	272.06	44.08	58.23	11.70	15.00	7.54	6.82	415.43
101-0059-00-07	Sam Sullivan	395.67	58.88	57.43	15.55	18.97	11.30	8.62	566.42
101-0067-00-03	Anne Buchholz	43.42	28.34	29.81	6.07	11.71	0.00	5.32	124.67
102-0013-00-04	Chase Frieze	158.01	64.42	57.50	17.50	22.59	4.01	10.26	334.29
102-0055-00-01	Todd Koosmann	387.47	117.16	145.60	19.15	57.20	45.21	26.00	797.79
102-0066-00-01	Metlife Home Loans	3.00	0.00	8.13	.52	3.19	-14.49	1.45	1.80
103-0100-00-09	Jeffrey Quirk	363.85	85.40	95.19	25.10	33.00	16.15	9.00	627.69
104-0008-36-03	Jessica Anderson	316.96	78.33	85.40	26.74	0.00	9.68	11.67	528.78
104-0040-00-03	Amber Castillo	6.76	0.00	0.00	0.00	0.00	0.00	0.00	6.76
104-0118-00-01	Margo McNellis-Bankr	168.22	0.00	0.00	0.00	0.00	0.00	0.00	168.22
104-0143-12-11	Brittany Johnson	19.36	0.00	0.00	1.33	0.00	-2.60	1.09	19.18
104-0143-24-09	Tiffany Robertson	70.34	0.00	0.00	3.66	0.00	1.86	7.10	82.96
201-0025-00-04	Betty Staton-Bankruptc	2.40	0.00	0.00	0.00	0.00	0.00	0.00	2.40
201-0093-00-03	Tara Wroblewski	504.71	44.20	97.60	7.89	22.00	15.66	10.00	702.06
202-0034-00-06	Troy Collins	89.67	51.41	54.13	11.38	21.27	0.00	9.67	237.53
202-0072-00-03	Jacob Johnson	11.83	12.24	11.20	1.91	4.40	0.00	2.00	43.58
202-0073-00-03	Scott Steinhofner	246.13	88.80	189.40	15.93	54.58	24.72	19.35	638.91
202-0081-00-03	Becky Mast	259.63	6.36	324.00	62.10	506.00	1046.04	111.00	2315.13
202-0083-00-04	Robbyn Johnson	208.67	0.00	0.00	0.00	0.00	0.00	0.00	208.67
203-0075-00-04	Brooke Dillon	75.20	30.43	35.96	8.80	15.82	0.00	7.20	173.41
205-0002-00-05	Norman Kendall	139.81	0.00	0.00	5.80	0.00	3.81	7.41	156.83
205-0005-00-07	Shawn M. Houck	265.39	0.00	0.00	14.76	0.00	6.78	8.40	295.33
205-0010-00-07	Darvin Bratsch	161.75	0.00	0.00	6.37	0.00	10.09	13.10	191.31
205-0010-00-09	Skylar Bengtson	160.76	0.00	0.00	11.05	0.00	10.90	18.00	200.71
205-0011-00-04	Sara Smith	138.64	0.00	0.00	9.54	0.00	3.70	9.00	160.88
205-0103-00-20	James Kopel	87.63	0.00	0.00	6.03	0.00	1.56	11.13	106.35
205-0404-00-11	Tiffany Myers	270.45	0.00	0.00	4.09	0.00	7.14	4.90	286.58
205-0404-00-13	Johnnie Cooks	206.19	0.00	0.00	11.72	0.00	4.90	7.66	230.47
205-0410-00-23	Janisha Cooks	23.67	0.00	0.00	1.63	0.00	0.00	4.00	29.30
205-0413-00-31	Tony Smith/Tatiana Du	121.44	0.00	0.00	8.35	0.00	1.46	10.74	141.99
205-0413-00-33	Luvenia Cooks	148.37	0.00	0.00	10.21	0.00	3.38	11.60	173.56
205-0512-00-11	Lourdes Martinez	128.42	0.00	0.00	8.78	0.00	3.77	10.60	151.57
205-0512-00-13	Donyelle Cotten	192.07	0.00	0.00	13.21	0.00	4.26	7.61	217.15
205-0527-00-11	Ma'Jyah Cotton	87.68	0.00	0.00	6.03	0.00	0.00	3.93	97.64
205-0530-00-07	Raeliegh Steltz	188.04	0.00	0.00	5.44	0.00	6.98	7.00	207.46
205-0531-00-15	Nicholas Young	98.82	0.00	0.00	6.78	0.00	2.76	10.60	118.96
205-0534-00-05	Lacey Rinkenberger	138.15	0.00	0.00	9.50	0.00	2.09	9.00	158.74
205-0609-00-24	Stephanie Orozco	200.31	0.00	0.00	13.77	0.00	6.68	10.90	231.66
205-0612-00-09-	Dawnelle Handeland	147.90	0.00	0.00	10.17	0.00	4.66	10.06	172.79
205-0614-00-29	Crystal Reed	77.08	0.00	0.00	5.30	0.00	0.00	3.08	85.46
205-0614-00-31	Tiara Mitchell	245.07	0.00	0.00	5.40	0.00	6.09	4.00	260.56
205-0615-00-09	Lisa Trevino	104.61	0.00	0.00	0.00	0.00	0.00	0.00	104.61
205-0623-00-09	Lisa Warrington	115.41	0.00	0.00	5.18	0.00	3.50	7.90	131.99
205-0655-00-25	Alicia Allen	170.39	0.00	0.00	11.71	0.00	2.82	8.60	193.52
301-0016-00-04	Melody Dillabough	63.43	16.58	21.35	5.82	5.50	0.00	2.50	115.18
301-0075-00-03	JoAnn Tate	153.78	49.76	56.00	9.34	22.00	4.34	10.00	305.22
302-0016-00-02	Karl Manska	270.77	68.83	77.35	4.14	34.03	0.00	0.00	455.12
302-0068-00-03	Randy Frederiks	310.88	43.30	300.04	35.39	163.17	85.56	74.17	1012.51
302-0075-00-02	Mike Bartz	456.87	59.75	111.84	20.80	18.33	12.03	8.33	687.95
302-0114-00-18	Jade Hansen	460.11	36.33	38.27	15.78	15.03	12.09	6.83	584.44
303-0014-00-06	Chase Frieze	6.66	11.03	13.07	1.72	5.13	0.00	2.33	39.94
303-0058-00-12	Michaela Sexton	321.10	64.19	71.45	13.38	32.07	15.89	12.76	530.84
303-0059-00-23	Robert Miller	245.83	38.84	42.49	11.74	16.69	6.48	7.58	369.65
303-0073-00-11	Jason Madden	39.04	76.37	28.93	9.04	11.37	0.00	5.17	169.92
303-0131-00-03	Alan Investments LLC	8.33	21.97	23.34	2.61	9.17	-64.73	4.17	4.86
304-0047-00-04	Anthony Hampton	406.19	78.66	174.06	8.81	17.23	16.68	7.83	709.46
304-0092-00-04	Brittany Harthun	138.26	62.38	71.88	16.87	31.63	3.43	14.38	338.83
304-0215-00-13	Tawnee Pugh/Keanu Ra	25.36	0.00	0.00	1.75	0.00	0.00	4.10	31.21
304-0217-00-06	Juanita Vance	82.45	0.00	0.00	3.35	0.00	1.73	4.03	91.56
305-0045-00-11	Hayley King	18.63	0.00	0.00	1.28	0.00	0.00	3.00	22.91
305-0049-00-17	Magen Schneider	154.33	0.00	0.00	5.33	0.00	4.24	7.22	171.12
305-0056-00-10	Tessa Dresser/D Olson	162.16	0.00	0.00	8.35	0.00	4.40	7.00	181.91
305-0058-00-07	Samantha Schoen	67.17	0.00	0.00	4.62	0.00	1.04	4.03	76.86
305-0064-00-07	Veleria Boyd	65.02	0.00	0.00	4.47	0.00	1.45	7.80	78.74
305-0075-00-04	Mindi Fortune	59.41	0.00	0.00	4.09	0.00	1.59	11.20	76.29
305-0137-00-13	Angela Forsberg	10.85	0.00	0.00	.75	0.00	.22	3.00	14.82
305-0220-00-05	Julie Blood	38.25	0.00	0.00	2.63	0.00	1.17	6.00	48.05
305-0225-00-07	Karim Vance	46.73	0.00	0.00	3.20	0.00	.83	10.45	61.21
305-0228-00-05	Markette Kuykendall	74.23	0.00	0.00	5.04	0.00	2.52	10.91	92.70
306-0116-00-09	Scott Johnson	198.42	0.00	0.00	13.65	0.00	5.21	8.10	225.38
401-0010-00-03	Robin Finke	467.03	67.33	94.27	23.13	45.03	16.60	16.83	730.22
402-0074-00-19	Whitley Hendrickson	5.06	7.74	10.84	1.30	4.26	0.00	1.93	31.13
402-0189-00-09	Regina Whitcup	422.74	60.75	66.62	24.76	26.17	15.15	11.90	628.09
501-0087-00-05	Jesse Nordby	77.32	163.49	176.44	16.56	0.00	27.55	133.64	595.00
501-0088-00-02	Jesse Nordby	703.41	0.00	0.00	50.04	0.00	47.82	64.88	866.15
501-0089-00-05	Jesse Nordby	194.68	126.33	137.73	36.01	0.00	83.44	141.34	719.53
502-0093-00-17	Alfred Richards	209.13	0.00	0.00	4.42	7.70	2.34	2.10	225.69
<b>TOTALS</b>		<b>13796.20</b>	<b>1763.68</b>	<b>2765.55</b>	<b>841.93</b>	<b>1287.14</b>	<b>1589.63</b>	<b>1078.05</b>	<b>23122.18</b>

## Val Alsaker

---

**From:** Rob Wolfington  
**Sent:** Wednesday, December 14, 2016 4:06 PM  
**To:** Val Alsaker  
**Subject:** FW: SCDP Preliminary Proposal Review Assignments

**From:** Laura Ostlie [mailto:laura@umvrdc.org]  
**Sent:** Wednesday, December 14, 2016 3:36 PM  
**To:** Rob Wolfington; Vicki Syverson  
**Cc:** Kristi Fernholz  
**Subject:** FW: SCDP Preliminary Proposal Review Assignments

Good afternoon,

I am not sure if anyone has passed this along the great news yet, but the Benson SCDP pre-ap has been scored marginally competitive and we will be moving forward with submission of the full application!

Kristi and I are in the process of scheduling a time with our regional rep to discuss strategies to improve the application's competitiveness. We have also already met to start looking at the next steps in completing the full application and will likely be getting a hold of you both to discuss items that will be needed. One request that has already come from DEED is a summary of both experiences and credentials for Tim and Mike. Would the two of you be able to provide that information to me as I will need to get that back to Natasha shortly.

As you can see below, the full applications will be due Feb 23<sup>rd</sup>. As we all know, that will be here faster than we know it! Let me know if you have any questions, otherwise if you could get me those summaries, I would really appreciate it. Thanks!

*Laura Ostlie*

Economic Development Planner

Upper Minnesota Valley  
Regional Development Commission  
323 W. Schlieman Ave.  
Appleton, MN 56208  
Direct:320.289.1981 ext. 102  
Cell:320-444-1114



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

[Umvrdc.org](http://Umvrdc.org)

[Western Minnesota Prairie Waters Regional Tourism](#)

[Minnesota River Valley National Scenic Byway](#)

[Meander – Upper Minnesota River Art Crawl](#)

**Join our team we are hiring!**

**From:** Armon, Patrick (DEED) [mailto:patrick.armon@state.mn.us]  
**Sent:** Monday, December 12, 2016 11:21 AM  
**To:** Schieber, Christine (DEED) <christine.schieber@state.mn.us>; Kukowski, Natasha (DEED) <Natasha.Kukowski@state.mn.us>; Friend, Hillary (DEED) <Hillary.Friend@state.mn.us>  
**Subject:** SCDP Preliminary Proposal Review Assignments

The Small Cities Development Program (SCDP) staff has reviewed the preliminary proposals submitted for the 2017 funding cycle. The program received 42 preliminary proposals totaling approximately \$24.4 million. Of those proposals, 34 have been determined to be either competitive or marginally competitive. The remaining proposals were determined to be not competitive. Our projected dollar amount for grant awards this cycle is between \$16 and \$19 million.

Assigning three degrees of competitiveness is a way to ensure that only full applications with a sound chance of receiving awards will be submitted. This process is intended to allow applicants to make informed decisions about whether or not to pursue the time and expense associated with submitting an application.

We anticipate that communities with proposals that receive a competitive and marginally competitive label will move forward with the submission of a full application, but we caution that this does not guarantee project funding. We also anticipate that improvements to the original proposals with rehabilitation will be made in order to compete; justifying the numbers presented and solidifying interest in participants and contractors to achieve the full goals proposed. We do not expect to receive full applications from proposals that were determined to be not competitive.

All proposals involving housing rehabilitation should thoroughly examine for accuracy of their "Plan A and Plan B" target areas. Remember that cities with populations of 1,000 or more cannot propose a city-wide target area as a "Plan A or B." Applicants with cities of populations of less than 1,000 have the option to do a city-wide target area. If an awarded application does not have a plan B target area, there will be no option for target area expansion approval during the grant.

Do not hesitate to contact the SCDP Representative assigned to respective proposals with questions about their suggestions to improve a competitive or marginally competitive proposal. However, if your proposal was assigned a label of not competitive, please allow us time to work with competitive and marginally competitive proposals. We will provide those associated with not competitive proposals the opportunity to work with us after 2017 grant implementation workshops on improvements for possible resubmission for 2018 application cycle.

Full applications are due to our office by 4:30 p.m. on February 23rd. No fax or electronic copies will be accepted.

The assignments for the preliminary proposals are provided below. If a preliminary proposal is not listed, the proposal was deemed as not competitive.

The proposals that received a determination of competitive were:

Big Lake  
Bovey/Taconite  
Breckenridge  
Dodge Center  
Glenwood  
Houston  
Jackson  
Madison  
Mille Lacs County  
Minneota  
Red Wing

Sandstone  
Vesta  
Waseca

The proposals that received a determination of marginally competitive were:  
(note – proposals with an \* are public facilities and the communities will be contacted concerning submittal of any full application after the bonding bill.

Alvarado  
Benson  
Dalton\*  
Deer River\*  
Grand Rapids  
Grey Eagle\*  
Henning\*  
Ironton  
Kensington\*  
Kenyon  
La Crescent  
Marshall  
Maynard  
Montevideo  
Morris  
New Prague  
Onamia\*  
Lake County (Silver Bay)  
Watertown/Carver  
Welcome

**Patrick H. Armon, Grants Specialist Coordinator**

*Minnesota Department of Employment and Economic Development*

1st National Bank Building, 332 Minnesota St., Suite E200, St. Paul MN 55101

Direct: 651-259-7455

[Web](#) | [Twitter](#) | [Facebook](#)



**Benson Public Schools**  
**District #777**  
**1400 Montana Avenue**  
**Benson MN 56215**  
**Phone: (320)843-2710**  
**Fax: (320)843-2262**

# INVOICE

Number	Date	Page
<b>2529</b>	12/08/2016	Pg 1 of 1

Ext Invoice No Ref:

Bill To: City of Benson  
 1410 Kansas Avenue  
 Benson MN 56215

Ship To: City of Benson  
 1410 Kansas Avenue  
 Benson MN 56215

Customer	Customer PO No.	Sales Order No	Terms	Due Date
1 1104 City of Benson			Due on Receipt	12/08/2016

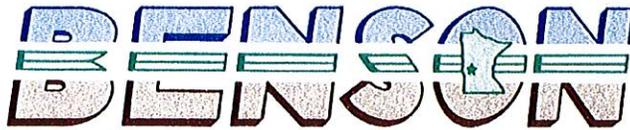
No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	Summer Rec Program 2016	No	EA	1.00	23,184.28	23,184.28

<b>Subtotal</b>	\$23,184.28
<b>Sales Tax</b>	\$0.00
<b>Invoice Total</b>	\$23,184.28
<b>Payment Received</b>	\$0.00
<b>Discounts Given</b>	\$0.00
<b>Balance Due</b>	\$23,184.28

## BENSON SUMMER RECREATION PROGRAM BUDGET

REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 Actual
050 Fees	23,751.30	29,359.78	28,486.61	29,564.46
096 Donations	2,005.00	2,070.00	1,380.00	1,610.00
099 Misc. Local Revnue			385.27	-
<b>Total Revenues</b>	<b>25,756.30</b>	<b>31,429.78</b>	<b>30,251.88</b>	<b>31,174.46</b>
<b>EXPENDITURES</b>				
170 Salary (Director/Secr)	14,705.36	16,134.71	15,780.75	19,002.17
185 All other (Coaches, etc.)	14,669.94	15,441.07	16,233.06	17,009.93
210 FICA	2,233.97	2,404.36	2,444.53	2,687.82
214 PERA	474.91	1,376.08	1,421.65	759.86
218 TRA	709.24	151.35	111.46	1,018.99
220 Group Hospitalization	2,344.44	2,789.64	2,623.72	2,531.66
230 Life	8.28	8.28	8.28	8.57
235 Dental	67.32	67.32	67.32	71.92
240 LTD	13.20	13.20	13.20	13.40
251 HRA	830.36	676.80	624.00	761.00
295 Work Comp	831.00	948.00	1,115.00	1,258.00
305 Consultant Service Fees	4,253.28	4,931.37	5,083.40	4,939.53
329 Postage	401.20	347.15	243.04	251.89
350 Repair/Maint.		0.00	-	-
366 Transportation				38.88
401 General Supplies	3,996.37	4,183.35	3,065.07	3,416.12
430 Supplies		288.00	-	-
433 Materials		0.00	-	-
530 Equipment Purchased		99.13	-	589.00
820 Dues Membership	0.00	0.00	-	-
<b>Total Expenditures</b>	<b>45,538.87</b>	<b>49,859.81</b>	<b>48,834.48</b>	<b>54,358.74</b>
<b>Due from City of Benson</b>	<b>19,782.57</b>	<b>18,430.03</b>	<b>18,582.60</b>	<b>23,184.28</b>

CITY OF \_\_\_\_\_



MINNESOTA \_\_\_\_\_

## **Proposed General Fund 2017 Operating Budget**

Presented for City Council consideration is the proposed 2017 General Fund operating budget. The 2017 budget relies on a combination of general fund revenues including general property taxes, state revenue sharing and fees for service to achieve a budget of \$3,929,743. The proposed levy represents an increase of 10.1% in the City of Bensons portion of the property tax.

The following charts provide a broad overview of budget priorities with a breakdown by department of general fund revenues and expenditures.

The proposed annual budget is not the product of individual effort, rather is represents the collective effort of City staff to deliver a responsible financial plan for the delivery of City services that meet the goals and objectives of the City Council.

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

[WWW.BENSONMN.ORG](http://WWW.BENSONMN.ORG)

E-MAIL: [STAFF@BENSONMN.ORG](mailto:STAFF@BENSONMN.ORG)

2015 Actual Levy	Tax Capacity Levy	Market Value Levy	Final 2015 Levy
Description			
General Fund	631,310		631,310
Claussen Properties II Abatement (final)	20,000		20,000
Police Personnel	587,000		587,000
Library Fund	109,710		109,710
G.O. Swimming Pool	0	<u>75,705</u>	<u>75,705</u>
Total Levy	1,348,020	75,705	1,423,725 2.2%

2016 Actual Levy	Tax Capacity Levy	Market Value Levy	Final 2016 Levy
Description			
General Fund	567,531		567,531
Police Personnel	631,000		631,000
Library Fund	112,142		112,142
G.O. Equipment Bonds 2014 (Golf)	44,706		44,706
G.O. CIP Bonds 2014 (Street Garage)	69,014		69,014
G.O. Swimming Pool	0	<u>69,807</u>	<u>69,807</u>
Total Levy	1,424,393	69,807	1,494,200 5.0%

2017 Proposed Levy	Tax Capacity Levy	Market Value Levy	Proposed 2017 Levy
Description			
General Fund	673,792		673,792 Includes 90,865 Fire truck lease
Police Personnel	664,750		664,750
Library Fund	113,778		113,778
G.O. Equipment Bonds 2014 (Golf)	49,447		49,447
G.O. CIP Bonds 2014 (Street Garage)	68,552		68,552
G.O. Swimming Pool	0	<u>74,332</u>	<u>74,332</u>
Total Levy	1,570,319	74,332	1,644,651 10.1%

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
GENERAL FUND REVENUES						
TAXES	1,194,655	1,216,655	650,211	1,198,531	54	1,338,542
ABATEMENTS	19,970	20,116	209			
LODGING TAXES	29,302	25,074	21,846	25,000	87	25,000
FRANCHISE FEES	79,718	206,704	184,809	205,000	90	205,000
BUSINESS LICENSES	7,915	8,033	7,995	7,500	107	8,000
NON-BUSINESS LICENSES	715	340	305	800	38	400
BUILDING PERMITS	25,131	14,893	19,544	20,000	98	30,000
LOCAL GOVERNMENT AID	952,025	980,033	494,404	988,807	50	992,959
HOMESTEAD & AG CREDIT AID	142	310	154			
POLICE TRAINING REIMBURSEMENT	1,931	2,332	2,501	2,000	125	2,500
INSURANCE PREMIUM TAX-FIRE	38,760	41,979	44,076	35,000	126	40,000
INSURANCE PREMIUM TAX-POLICE	51,408	53,171	49,613	40,000	124	50,000
AIRPORT MAINTENANCE	32,233	25,363	20,167	24,257	83	24,257
TRANSIT REFUNDS	140,000	145,600	111,600	148,800	75	
OTHER FED/STATE/LOCAL GRANTS	48,039	74,111	28,796	18,000	160	18,000
POLICE SERVICES	5,479	1,200	11,431	5,500	208	5,500
DARE REVENUES	36	30		1,500		
DOG POUND REVENUES	700	580	540	500	108	500
COPIES IN SCHOOLS REIMBURSEMENT	39,533	38,934	12,474	33,000	38	38,000
TOWNSHIP FIRE CONTRACTS	61,669	63,522	66,377	65,460	101	68,733
FIRE DEPARTMENT CALLS	27,437	28,365	21,710	20,000	109	20,000
RESQUE SQUAD CALLS	1,065	4,610	812	2,000	41	2,000
BUILDING INSPECTIONS SERVICES	35,876	37,798	30,445	40,000	76	40,000
STREET REPAIR FEES	3,600	4,800	4,500	3,000	150	3,000
EQUIPMENT RENTALS	2,663			3,000		
WEED REMOVAL CHARGES	1,255	1,948	969	2,000	48	2,000
SWIMMING POOL RECEIPTS	41,702	50,320	47,331	50,000	95	45,000
POOL CONCESSION SALES	7,893	11,183	9,615	11,000	87	9,000
ARMORY USE FEES	7,885	9,133	4,831	8,000	60	8,000
PARK FEES	20,143	20,412	23,999	18,000	133	20,000
TREE REMOVAL RECEIPTS	4,445	5,660	4,209	2,000	210	4,000
BUS FARES	37,055	35,434	19,272	35,000	55	
BUS SIGN ADVERTISING	720	740	320	600	53	
HANGER RENTALS - AIRPORT	11,760	12,812	12,713	12,000	106	12,000
AIRPORT LAND REVENUES	7,196	7,790	6,995	7,000	100	8,000
SALE OF LOTS - CEMETERY	5,040	4,480	6,160	3,500	176	7,000
SODDING FEES - CEMETERY	720	640	560	600	93	600
CEMETERY MEMORIALS						
CEMETERY MONUMENT FEES	275	475	375	300	125	300
PARK SIGN RENTALS	255	190	185	200	93	200
COURT FINES	19,687	21,697	20,098	18,000	112	20,000
PARKING FINES	275	700	460	500	92	500

12/13/16  
12:27:59

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

PAGE # 2

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
SPECIAL ASSESSMENTS	116	148	32			
INTEREST EARNINGS	49,506	47,951	42,649	50,000	85	50,000
UNREALIZED GAIN (LOSS) ON INVEST	9,839	4,352	1,747			
PROPERTY RENTS	50		2,250			
CIVIC CENTER RENT	27,835	36,486	41,314	39,500	105	39,500
DONATIONS	5,930	23,397	4,325	1,000	433	1,000
SALE OF PROPERTY	2,926	4,590				
REFUNDS & REIMBURSEMENTS	53,927	51,165	22,933	20,000	115	40,000
REIMBURSEMENTS - GAS & OIL	34,554	24,947	31,106	25,000	124	25,000
OTHER REVENUE	3,653	12,365	6,647	5,000	133	5,000
MANAGEMENT FEE-EDA & RL FUND	16,288	16,647		16,000		16,000
MANAGEMENT FEES - GARBAGE FUND	8,664	8,838	8,263	9,014	92	9,194
MANAGEMENT FEE - WATER FUND	37,800	38,556	36,050	39,327	92	40,110
MANAGEMENT FEE - ELECTRIC FUND	170,040	173,440	162,303	176,908	92	180,446
MANAGEMENT FEE - LIQUOR FUND	25,104	25,606	23,942	26,118	92	26,640
MANAGEMENT FEE - SEWER FUND	49,071	50,052	46,799	51,053	92	52,074
MANAGEMENT FEES - TAX INCREMENT						
TRANSFER FROM OTHER FUNDS	1,354	1,349		1,650		1,650
TRANSFER FROM LIQUOR FUND	80,000	80,000	80,000	80,000	100	80,000
TRANSFER FROM UTILITY FUND	104,898	84,989		90,000		90,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>3,647,861</b>	<b>3,863,044</b>	<b>2,452,968</b>	<b>3,686,925</b>	<b>67</b>	<b>3,705,605</b>
<b>GENERAL FUND EXPENDITURES</b>						
<b>MAYOR &amp; COUNCIL</b>						
SALARIES - CITY COUNCIL	15,530	15,845	14,360	16,000	90	16,000
PENSIONS	1,188	1,212	1,099	1,200	92	1,200
OFFICE SUPPLIES		141	805	100	805	100
MAYOR & COUNCIL CONTINGENCY	4,579			500		2,000
TRAVEL EXPENSE	1,165		878	1,500	59	1,000
TRAINING & INSTRUCTION	1,110	625	1,520	1,000	152	1,500
PRINTING & PUBLISHING	4,129	4,443	2,625	4,500	58	4,500
OTHER INS - PUBLIC OFF LIAB	9,660	9,068	9,724	10,000	97	10,000
DUES & SUBSCRIPTIONS	8,475	8,971	9,021	8,500	106	9,200
<b>TOTAL: MAYOR &amp; COUNCIL</b>	<b>45,836</b>	<b>41,384</b>	<b>40,031</b>	<b>43,300</b>	<b>92</b>	<b>45,500</b>
<b>ADMINISTRATION &amp; FINANCE</b>						
SALARIES	271,436	275,398	260,061	274,000	95	297,000
PENSIONS	46,477	49,624	46,865	51,800	90	53,000
HEALTH, LIFE, DISB + CAFETERIA	58,348	61,153	62,215	64,400	97	70,200
OFFICE SUPPLIES	4,997	4,001	3,453	5,000	69	5,000
DUPLICATING & COPYING	2,791	2,938	2,598	4,000	65	3,000

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
POSTAGE	1,425	963	2,015	2,000	101	2,000
SAFETY AND DRUG TESTING	580	418	2,529	500	506	2,000
GAS & OIL	2,705	1,945	1,429	3,000	48	2,000
EQUIPMENT REPAIR PARTS	2,695	2,551	3,965	1,500	264	3,000
SMALL TOOLS AND EQUIPMENT	6,255	780	5,471	4,000	137	4,000
UTILITY CONTRACTED SERVICES	12,000	14,400	13,200	14,400	92	14,400
OTHER CONTRACTED SERVICES	8,902	12,373	9,408	15,000	63	15,000
CONSULTING SERVICES	27,792	31,091	32,159	20,000	161	40,000
TELEPHONE	8,999	8,943	8,349	10,000	83	9,000
TRAVEL EXPENSE	5,084	3,714	3,874	7,000	55	4,000
TRAINING & INSTRUCTION	2,093	1,394	2,026	2,500	81	2,500
PUBLIC INFORMATION		125				
INSURANCE	6,320	6,366	7,485	6,300	119	8,000
WORKERS COMPENSATION	1,811	1,540	1,893	2,000	95	2,000
DUES & SUBSCRIPTIONS	2,170	2,941	2,322	2,800	83	3,000
TOTAL: ADMINISTRATION & FINANCE	472,878	482,658	471,316	490,200	96	539,100
ELECTIONS						
TEMPORARY SALARIES	1,881	861	2,273	2,000	114	2,500
OFFICE SUPPLIES	601	2,835	891	1,000	89	6,000
TOTAL: ELECTIONS	2,482	3,696	3,164	3,000	105	8,500
AUDITING & ACCTING SERVICES	20,675	21,550	23,650	22,500	105	24,500
ASSESSING SERVICES CONTRACTED	17,292	17,292	18,832	17,500	108	19,000
CITY ATTORNEY						
OFFICE SUPPLIES	401	470	1,528	500	306	1,000
CITY ATTORNEY CONTRACT	21,153	20,297	26,510	25,000	106	28,000
TOTAL: CITY ATTORNEY	21,554	20,767	28,038	25,500	110	29,000
CITY HALL						
BUILDING MAINTENANCE & SUPPL	7,052	5,532	4,214	8,000	53	8,000
CONTRACTED SERV - CLEANING	3,835	3,980	3,992	4,000	100	4,500
INSURANCE	4,543	4,600	2,461	5,000	49	4,000
UTILITIES	8,823	7,430	6,469	9,000	72	8,000
HEATING COST	5,560	3,059	2,247	5,000	45	4,000
TOTAL: CITY HALL	29,814	24,602	19,383	31,000	63	28,500

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
<b>POLICE DEPARTMENT</b>						
SALARIES	465,526	491,167	425,398	502,000	85	522,000
PENSIONS	85,083	97,760	86,163	98,300	88	106,950
HEALTH, LIFE & DISB INSURANCE	106,307	87,830	93,499	92,100	102	97,500
OFFICE SUPPLIES	4,854	5,806	4,636	5,000	93	5,500
GAS & OIL	26,165	18,808	14,044	22,000	64	19,000
OPERATING SUPPLIES	18,383	19,034	19,508	17,500	111	20,000
UNIFORM ALLOWANCE	13,966	7,734	10,318	10,000	103	9,000
PERSONNEL TESTING & RECRUIT INVESTIGATIONS	319	525	1,042	1,500	69	1,500
EQUIPMENT REPAIR PARTS	32,262	30,285	28,975	32,000	91	32,000
EQUIPMENT REPAIRS CONTRACTED	3,350	2,194	1,148	2,600	44	2,600
SMALL TOOLS & EQUIPMENT	5,291	11,795	8,099	8,000	101	8,000
CONTRACTED RECORDS MAINT	8,031	14,666	8,809	8,000	110	8,600
TELEPHONE				4,000		4,000
DRUG EDUCATION & ENFORCEMENT	8,387	8,947	8,636	9,000	96	9,500
DARE EXPENDITURES	916	819	1,570	2,600	60	2,600
TRAVEL EXPENSE	1,928	1,806	1,845	2,000	92	2,000
TRAINING & INSTRUCTION	6,405	3,902	2,690	4,000	67	4,000
INSURANCE	6,388	6,210	5,001	6,000	83	6,000
WORKERS COMPENSATION	7,958	10,797	12,564	11,000	114	14,000
RENTS	12,546	10,778	13,957	11,000	127	15,000
DUES & SUBSCRIPTIONS	1,680	1,680	1,385	1,600	87	4,000
DOG POUND EXPENSES	2,161	3,457	2,864	3,000	95	3,000
	1,019	1,871	699	1,700	41	1,700
<b>TOTAL: POLICE DEPARTMENT</b>	<b>818,926</b>	<b>837,870</b>	<b>752,848</b>	<b>854,900</b>	<b>88</b>	<b>898,450</b>
<b>FIRE DEPARTMENT</b>						
PART TIME - SALARIES	42,709	57,758	4,710	48,000	10	48,000
OFFICE SUPPLIES	385	185	252	500	50	750
GAS & OIL	2,050	1,949	1,646	2,600	63	2,000
OPERATING SUPPLIES	3,099	3,526	2,195	4,000	55	3,500
EQUIPMENT REPAIR PARTS	503	3,168	2,136	4,000	53	3,000
EQUIPMENT REPAIR CONTRACTUAL	6,047	3,022	5,521	5,000	110	5,000
RADIO REPAIRS CONTRACTED		1,793	1,427	1,000	143	1,500
BUILDING MAINTENANCE & SUPPL	2,885	4,536	3,499	3,000	117	5,000
BUILDING REPAIRS CONTRACTED	1,396		2,723			2,000
SMALL TOOLS & EQUIPMENT	5,392	3,975	13,460	4,500	299	23,000
TELEPHONE	172	70				
CONTRACTED SERVICES	934	475	1,673			400
TRAVEL EXPENSE	1,982	1,546	3,834	3,000	128	1,800
TRAINING & INSTRUCTION	3,753	5,309	6,210	5,000	124	5,000

CITY OF BENSON  
BUDGET PROPOSAL  
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DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
INSURANCE	9,274	10,250	6,516	10,500	62	7,500
WORKERS COMPENSATION	6,390	5,773	6,495	6,000	108	6,500
UTILITIES	3,814	4,210	4,940	4,000	124	4,500
HEATING COST	3,876	2,267	1,493	4,000	37	3,000
HYDRANT RENTALS/FIRE SERVICE	10,000	10,000	9,167	10,000	92	10,000
TRUCK LEASE						90,865
DUES & SUBSCRIPTIONS	509	678	650	600	108	700
TOTAL: FIRE DEPARTMENT	105,170	120,491	78,547	115,700	68	224,015
BUILDING DEPARTMENT						
SALARIES	47,201	48,547	43,866	49,000	90	51,000
PENSIONS	9,194	9,814	8,722	9,300	94	10,200
HEALTH, LIFE AND DISABILITY	11,537	11,867	13,224	14,490	91	14,300
GAS	638	295	191	500	38	500
OPERATING SUPPLIES	2,533	1,489	945	1,600	59	1,600
CONTRACTED SERV.-OTHER EXPENSE	4,977	327		1,000		1,000
TELEPHONE	721	771	560	750	75	750
TRAVEL EXPENSE	4,273	4,714	3,947	4,000	99	5,000
TRAINING & INSTRUCTION	470	980	1,066	600	178	1,000
DUES & SUBSCRIPTIONS	60	75	75	100	75	100
TOTAL: BUILDING DEPARTMENT	81,602	78,878	72,595	81,340	89	85,450
HIGHWAY STREETS & ROADS						
SALARIES	214,917	227,546	215,105	241,800	89	245,600
PENSIONS	38,860	41,985	38,183	43,600	88	44,500
HEALTH, LIFE & DISB INSURANCE	26,026	24,245	28,415	28,950	98	30,600
OFFICE SUPPLIES	29	6	22	80	27	100
GAS & OIL	42,921	35,319	27,540	28,000	98	30,000
OPERATING SUPPLIES	8,886	12,037	10,668	11,000	97	11,000
STREET MARKINGS & SIGNS	7,932	2,707	13,807	6,000	230	9,000
SHOP SUPPLIES	495	1,144	1,097	1,000	110	1,000
EQUIPMENT REPAIR PARTS	16,090	9,326	6,317	20,000	32	15,000
TIRES	5,273	5,263	6,235	10,000	62	6,000
EQUIPMENT REPAIRS CONTRACTED	4,553	11,228	6,982	8,000	87	8,000
STREET MAINTENANCE-MATERIALS	7,858	15,171	11,715	30,000	39	20,000
STREET MAINT.- SEALCOATING		77,706	40,868	50,000	82	50,000
SNOW REMOVAL	13,845	2,102	6,926	15,000	46	10,000
FLOOD CONTROL						
BUILDING MAINTENANCE & SUPPL	1,318	9,107	18,874	2,500	755	2,500
SMALL TOOLS & EQUIPMENT	6,078	5,830	1,533	5,000	31	5,000
TELEPHONE	900	900	825	900	92	900

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CITY OF BENSON  
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DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
TRAVEL EXPENSE	310	77	221	450	49	350
TRAINING & INSTRUCTION	1,009	968	704	1,000	70	1,000
INSURANCE	14,871	14,400	11,599	15,000	77	14,000
WORKERS COMPENSATION	14,202	15,192	13,781	16,000	86	15,500
UTILITIES	5,787	4,485	5,651	5,000	113	6,500
HEATING COST	3,480	2,368	2,503	3,000	83	4,500
STREET LIGHTING UTILITIES	60,327	62,927	54,367	62,000	88	62,000
LAUNDRY	950	876	1,195	1,000	119	1,000
TOTAL: STREET DEPARTMENT	496,919	582,913	529,796	605,280	88	594,050
ORGANIZED RECREATION						
MANAGEMENT FEES	18,431	18,583		19,500		19,500
SENIOR CITIZEN PROGRAM	10,766	15,939	27,186	10,500	259	10,500
TOTAL: ORGANIZED RECREATION	29,197	34,521	27,186	30,000	91	30,000
SWIMMING POOL						
TEMPORARY SALARIES	39,029	44,255	48,240	46,000	105	48,000
PENSIONS	2,986	3,386	3,691	3,600	103	4,000
OPERATING SUPPLIES	6,237	10,004	8,662	8,200	106	10,200
BUILDING MAINTENANCE & SUPPL	18,933	11,558	15,210	22,000	69	20,000
BUILDING REPAIRS CONTRACTED	767	5,378	639	1,000	64	4,500
CONCESSION SUPPLIES	8,481	9,313	8,886	10,000	89	9,000
TELEPHONE	557	591	366	600	61	450
INSURANCE	7,657	7,963	12,522	8,300	151	13,000
UTILITIES	9,990	10,352	10,962	11,500	95	11,500
HEATING COST	7,793	5,519	5,786	8,000	72	6,000
TOTAL: SWIMMING POOL	102,428	108,318	114,963	119,200	96	126,650
ARMORY						
OPERATING SUPPLIES	130	10	42	500	8	500
BUILDING MAINT & SUPPLIES	1,513	2,620	1,709	3,000	57	3,000
CONTRACTED SERVICES	13,050	11,986	373	2,000	19	2,000
TELEPHONE	484	492	460	500	92	500
INSURANCE	1,610	1,960	3,761	2,000	188	3,800
UTILITIES	1,892	2,362	1,901	2,000	95	2,000
HEATING COST	3,053	1,350	1,229	2,500	49	2,500
TOTAL: ARMORY	21,732	20,781	9,475	12,500	76	14,300

CITY OF BENSON  
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DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
<b>PARKS</b>						
SALARIES	91,719	99,199	95,490	93,300	102	94,600
PENSIONS	13,830	14,431	12,507	14,700	85	15,500
HEALTH, LIFE & DISB INSURANCE	12,619	12,776	14,042	15,460	91	15,500
MOSQUITO SPRAY & SUPPLIES	4,149	8,697	12,000	8,000	150	10,000
CHEMICALS & CHEM SUPPLIES	726	2,287	8,487	8,000	106	9,000
GAS & OIL	10,242	8,209	6,638	10,000	66	8,000
OPERATING SUPPLIES	14,308	17,459	13,661	15,000	91	15,000
LANDSCAPING MATERIALS	2,152	5,048	3,889	7,000	56	7,000
EQUIPMENT REPAIR PARTS	11,853	11,696	10,963	12,000	91	12,000
EQUIPMENT REPAIRS CONTRACTED	2,076	1,526	3,997	2,000	200	2,000
BUILDING REPAIR AND MAINT	6,412	31,436	18,331	3,500	524	1,500
SMALL TOOLS & EQUIPMENT	20,885	12,536	5,720	18,000	32	9,000
CONTRACTED SERVICES-MOWING	5,622	7,531	7,171	5,500	130	7,000
CONTRACTED SERVICES-TREE REMOV	25,801	29,646	45,705	28,000	163	45,000
CONTRACTED SERVICES-OTHER	7,030	5,995	5,919	5,000	118	6,000
TELEPHONE	795	885	678	800	85	800
TRAVEL EXPENSE	391	183	279	500	56	500
TRAINING & INSTRUCTION	777	111	216	500	43	500
INSURANCE	17,132	16,843	28,176	17,800	158	28,000
UTILITIES	9,171	8,222	7,295	8,000	91	8,000
RENT	1,800	1,800				
CEMETERY	12,076	7,371	5,671	5,000	113	5,000
<b>TOTAL: PARK DEPARTMENT</b>	<b>271,566</b>	<b>303,887</b>	<b>306,835</b>	<b>278,060</b>	<b>110</b>	<b>299,900</b>
LODGING TAX EXPENSES	22,971	28,865	24,070	31,750	76	31,750
PROPERTY TAX ABATEMENTS	26,864	17,425				
NOT ALLOCATED	15,631	14,665	13,626	10,000	136	10,000
<b>PUBLIC TRANSIT</b>						
SALARIES	90,628	99,195	111,114	100,000	111	
PENSIONS	13,921	15,956	13,167	16,000	82	
HEALTH, LIFE & DISB INSURANCE	16,846	17,044	18,525	18,225	102	
GAS & OIL	23,454	14,609	7,214	23,000	31	
PERSONNEL TESTING	1,125					
OPERATING SUPPLIES	1,013	2,348	1,152	1,500	77	
EQUIPMENT REPAIR PARTS	7,125	11,762	11,503	8,000	144	
TIRES	2,133	1,592	281	3,000	9	
CONTRACTED SERVICES						7,500

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DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
TELEPHONE	498	508	427	600	71	
TRAVEL EXPENSE	682	160	417	600	69	
TRAINING & INSTRUCTION	155	155	155	200	78	
ADVERTISING				500		
INSURANCE	8,540	5,450	5,850	5,500	106	
WORKERS COMPENSATION	4,331	4,251	3,670	4,500	82	
RENT	4,500	4,500				
DUES AND SUBSCRIPTIONS						
TOTAL: PUBLIC TRANSIT	174,951	177,530	173,474	181,625	96	7,500
AIRPORT						
SALARIES	2,500	2,500		2,500		2,500
PENSIONS	36,192	25,192		500		500
GAS	36,217	25,243	32,676	23,000	142	23,000
OPERATING SUPPLIES	2,404	607	487	3,000	16	3,000
BUILDING MAINTENANCE & SUPPL	12,152	8,138	5,224	5,000	104	5,000
MANAGEMENT FEES	4,390	4,200	3,850	4,500	86	4,500
CONTRACTED SERVICES	3,720	30	655	500	131	500
TELEPHONE	872	896	854	900	95	900
INSURANCE	5,273	5,683	4,681	5,600	84	5,000
UTILITIES	8,566	7,876	6,626	9,000	74	9,000
HEATING COST	1,279	809	735	1,000	73	1,000
TOTAL: AIRPORT	77,565	56,175	55,788	55,500	101	54,900
TRANSFERS						
TRANSFER TO LIBRARY FUND						
TRANSFER TO FIRE DEPT BOND FND						
TRANS TO CAPITAL OUTLAY FUND	520,000	533,000		500,000		610,000
TRANS TO GOLF CLUB	4,180	140,469	53,633	60,000	89	60,000
TRANSFER TO CONCRETE PROJECTS	15,000	15,000		15,000		15,000
TRANS TO STORM WATER FUND						
TRANS TO FIRE RELIEF FUND	50,563	52,979	54,076	45,000	120	50,000
TRANS TO OTHER FUNDS		27,797	43,451			
TRANS TO CIVIC CENTER	26,000	32,708	34,375	37,500	92	37,500
TOTAL GENERAL FUND EXPENDITURES	3,471,798	3,796,222	2,949,153	3,666,355	80	3,843,565
TOTAL REVENUES LESS EXPENDITURES	176,063	66,822	(496,185)	20,570	(2412)	(137,960)

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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
LIBRARY FUND						
TAXES	106,766	109,579	60,793	112,142	54	113,778
INTEREST EARNINGS						
RENTALS						
DONATIONS	1,052	1,831	665			
BUILDING DONATIONS						
SALE OF PROPERTY						
REFUNDS & REIMBURSEMENTS	2,793	2,449	2,112	2,000	106	2,000
TRANSFER FROM GENERAL FUND						
TRANSFER FROM OTHER FUNDS	364	311		400		400
TOTAL LIBRARY FUND REVENUES	110,975	114,170	63,569	114,542	55	116,178
EXPENDITURES						
OFFICE & OPERATING SUPPLIES	5,101	3,299	2,676	5,000	54	5,000
EQUIPMENT REPAIRS						
BUILDING MAINTENANCE & SUPPL	8,523	4,130	7,014	6,000	117	6,000
BUILDING REPAIRS CONTRACTED						
MANAGEMENT FEES-PIONEERLAND	77,097	79,410	81,792	81,792	100	83,428
CONTRACTED SERV - CLEANING	4,740	4,345	4,740	5,000	95	5,000
TELEPHONE	903	924	872	1,000	87	1,000
TRAVEL	357	110	404	750	54	750
INSURANCE	3,864	4,400	4,186	4,500	93	4,500
UTILITIES	2,452	2,526	2,465	5,000	49	5,000
HEATING COST	2,586	2,346	1,976	2,500	79	2,500
CAPITAL OUTLAY	41,469					
CAPITAL OUTLAY - BOOKS	3,538	4,119	3,000	3,000	100	3,000
TOTAL LIBRARY FUND EXPENDITURES	150,631	105,610	109,124	114,542	95	116,178
TOTAL REVENUES LESS EXPENDITURES	(39,656)	8,560	(45,555)			

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** WATER FUND ***						
SALE OF SERVICE	563,912	572,678	564,251	592,000	95	617,000
CONNECTION FEES	250	750	600	250	240	250
FIRE SERVICE FEE	10,000	10,000	9,167	10,000	92	10,000
REFUNDS & REIMBURSEMENTS	4,851	2,622	12,861	3,500	367	3,500
TOTAL REVENUES	579,014	586,051	586,878	605,750	97	630,750
EXPENDITURES						
SALARIES	109,448	103,335	94,813	119,000	80	123,500
EARNED BENEFITS	1,078	2,184		1,400		2,000
FRINGE BENEFITS	39,111	42,053	39,383	45,620	86	53,075
OFFICE SUPPLIES	334	144	189	500	38	400
CHEMICALS & CHEMICAL SUPPLIES	17,831	24,503	18,236	25,000	73	26,000
GAS & OIL	3,698	2,617	2,329	3,500	67	3,000
OPERATING SUPPLIES	7,637	2,895	3,213	5,500	58	5,000
LABORATORY AND TESTING	1,398	377	1,843	4,000	46	2,000
EQUIPMENT REPAIR & MAINTENANCE	3,707	329	2,241	5,500	41	3,500
MAINTAIN SYSTEM	65,319	28,835	26,934	39,000	69	29,000
BUILDING REPAIR & MAINTENANCE	1,225	1,007	2,373	2,000	119	2,000
MANAGEMENT FEES	37,800	38,556	36,050	39,327	92	40,110
TELEPHONE	2,017	1,962	1,785	2,000	89	2,000
TRAVEL	699	411	603	1,000	60	1,000
TRAINING	1,342	600	536	2,000	27	1,000
MARKETING	569	609	532	600	89	600
INSURANCE	8,630	8,751	3,860	6,800	57	2,000
WORK COMP INSURANCE	145	767	2,929	3,500	84	3,000
ELECTRIC UTILITIES	26,064	25,192	21,260	25,000	85	25,000
DEPRECIATION	190,170	195,483	178,385	190,000	94	195,000
MISCELLANEOUS	5,725	13,759	3,787	5,000	76	6,000
INTERDEPARTMENTAL CHARGES	12,375	12,375	11,344	12,375	92	12,375
TOTAL EXPENDITURES	536,321	506,744	452,626	538,622	84	537,560
OPERATING PROFIT/(LOSS)	42,693	79,307	134,252	67,128	200	93,190

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DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
OTHER INCOME & EXPENSE						
INTEREST INCOME	7,724	9,213	9,809	9,000	109	10,000
CONTRIBUTED CAPITAL DEPRECIAT'N						
GAIN/LOSS ON FIXED ASSET SALE	341	21,500				
INTEREST EXPENSE	(70,438)	(61,016)	(36,819)	(62,268)	59	(56,350)
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	(19,680)	49,005	107,242	13,860	774	46,840

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** SEWER FUND ***						
SALE OF SERVICE	825,196	799,168	761,851	884,800	86	933,000
CONNECTION FEES	2,500	6,000	6,072	2,000	304	2,000
REFUNDS & REIMBURSEMENTS	1,571	3,601	1,823	2,700	68	2,000
TOTAL REVENUES	829,266	808,769	769,746	889,500	87	937,000
EXPENDITURES						
SALARIES	6,037	7,904	5,272	14,800	36	19,000
EARNED BENEFITS	1,226	2,137		1,200		2,000
FRINGE BENEFITS	2,127	2,782	2,098	4,725	44	9,525
OFFICE SUPPLIES			14	200	7	100
CHEMICALS & CHEMICAL SUPPLIES	33,091	39,489	25,532	35,000	73	30,000
GAS & OIL	3,117	1,502	2,074	3,000	69	2,000
OPERATING SUPPLIES	1,167	730	1,359	1,200	113	2,000
LABORATORY AND TESTING		1,183	1,650			2,000
CONTRACTED SERVICES-TESTING	357					
EQUIPMENT REPAIR & MAINTENANCE	12,782	16,332	9,181	15,000	61	15,000
MAINTAIN SYSTEM	52,093	28,710	37,337	34,000	110	30,000
BUILDING REPAIR & MAINTENANCE	5,396	5,076	1,762	6,000	29	5,000
CONTRACTED OPERATIONS	256,505	241,332	221,221	243,000	91	246,158
MANAGEMENT FEES	49,071	50,052	46,799	51,053	92	52,074
TELEPHONE	235	219	174	300	58	200
TRAVEL	163	434	379	300	126	500
TRAINING	330	333	823	500	165	1,000
INSURANCE	12,951	10,711	16,430	12,000	137	19,000
WORK COMP INSURANCE			151			
ELECTRIC UTILITIES	45,453	50,641	45,887	52,500	87	50,000
HEAT	6,291	4,179	3,009	6,500	46	4,000
DEPRECIATION	328,486	335,302	303,533	328,000	93	330,000
MISCELLANEOUS	5,974	5,511	4,357	4,000	109	8,000
INTERDEPARTMENTAL CHARGES	21,360	21,360	19,580	21,360	92	21,360
TOTAL EXPENDITURES	844,210	825,919	748,623	834,638	90	848,917
OPERATING PROFIT/(LOSS)	(14,943)	(17,149)	21,124	54,862	39	88,083

12/13/16  
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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
OTHER INCOME & EXPENSE						
SPECIAL ASSESSMENTS						
INTEREST INCOME	1,036	1,354	279	1,000	28	500
CONTRIBUTED CAPITAL DEPRECIAT'N						
INTEREST EXPENSE	(75,878)	(62,478)	(36,624)	(64,426)	57	(52,495)
GAIN/LOSS ON DISPOSAL OF ASSET						
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	<u>(89,785)</u>	<u>(78,273)</u>	<u>(15,221)</u>	<u>(8,564)</u>	178	<u>36,088</u>

12/13/16  
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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** GARBAGE COLLECTION FUND ***						
REVENUES						
SALE OF GARBAGE TAGS	3,672	4,214	2,573	3,500	74	3,500
GARBAGE BILLINGS	162,334	162,184	150,783	163,000	93	163,000
OTHER REVENUE	436	188	96	200	48	200
TOTAL REVENUES	166,441	166,586	153,453	166,700	92	166,700
EXPENDITURES						
OPERATING SUPPLIES	1,195	1,632	1,548	1,100	141	1,500
MANAGEMENT FEES	8,664	8,838	8,263	9,014	92	9,194
CONTRACTED GARBAGE PICKUP	103,944	103,944	95,282	114,000	84	104,000
REFUSE DISPOSAL	43,957	43,899	56,641	105,300	54	60,000
UNCOLLECTABLE ACCOUNTS	762	1,274		1,000		1,000
TOTAL EXPENDITURES	158,522	159,588	161,734	230,414	70	175,694
OPERATING PROFIT/(LOSS)	7,919	6,999	(8,281)	(63,714)	13	(8,994)
INTEREST INCOME	2,079	2,193	2,132	2,000	107	2,200
NET INCOME/(LOSS)	9,998	9,191	(6,150)	(61,714)	10	(6,794)

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** ELECTRIC FUND ***						
REVENUES						
SALE OF SERVICE	3,089,034	3,084,916	2,763,092	3,085,000	90	3,035,000
MISCELLANEOUS	41,247	36,286	27,857	32,000	87	32,000
ADMINISTRATIVE SERVICES	12,000	14,400	13,200	14,400	92	14,400
INTERDEPARTMENTAL CHARGES	33,735	33,735	30,924	33,735	92	33,735
REFUNDS AND REIMBURSEMENTS	25,811	21,069	20,687	10,000	207	20,000
CONSERVATION REBATES	26,529	9,048	31,099	12,000	259	15,000
TRANSMISSION REVENUE	5,577	4,331	70,926	82,000	86	71,000
GENERATION CAPACITY REVENUE	16,910					
DEDICATED CAPACITY REVENUE	313,000	324,400	300,700	325,000	93	330,000
GENERATION SALES	9,074	8,408	4,323	9,000	48	9,000
BACKUP POWER AGREEMENT	610,635	529,888	552,402	550,000	100	550,000
TOTAL REVENUES	4,183,553	4,066,481	3,815,210	4,153,135	92	4,110,135
EXPENDITURES						
POWER PRODUCTION						
GAS & OIL	174	13,650	8,310	30,000	28	
OPERATING SUPPLIES						
EQUIPMENT REPAIR & MAINTENANCE	54,538	47,697	46,046	65,000	71	105,000
BUILDING REPAIR & MAINT	4,886	1,451	761	2,500	30	4,000
MANAGEMENT FEES-POWER PRODUCT	17,004	17,344	16,216	17,690	92	18,040
MRES-OPERATION & MAINT	21,703	23,580	18,539	23,000	81	26,000
CONTRACTED SERVICES						
UTILITIES	34,197	39,563	30,525	35,000	87	35,000
MISCELLANEOUS						
TOTAL POWER PRODUCTION	132,502	143,286	120,398	173,190	70	188,040
PURCHASED POWER						
PURCHASED POWER	1,499,409	1,451,753	1,249,683	1,470,000	85	1,410,000
WHEELING	268,672	280,504	324,488	355,000	91	355,000
BACKUP POWER AGREEMENT COSTS	258,777	271,373	256,976	350,000	73	280,000
TOTAL PURCHASED POWER	2,026,858	2,003,630	1,831,147	2,175,000	84	2,045,000

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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
<b>TRANSMISSION</b>						
MAINTENANCE OF TRANS LINE				1,000		1,000
MANAGEMENT FEES-TRANSMISSION	17,004	17,344	16,216	17,690	92	18,040
MRES-STATION & MAINT	756	1,437	594	2,500	24	1,500
OTHER CONTRACTED SERVICES						
<b>TOTAL TRANSMISSION</b>	<b>17,760</b>	<b>18,781</b>	<b>16,810</b>	<b>21,190</b>	<b>79</b>	<b>20,540</b>
<b>DISTRIBUTION</b>						
MRES - OFFICE ADDER	38,616	32,165	25,546	32,000	80	33,000
GAS & OIL	8,962	6,169	4,450	8,000	56	5,000
OPERATING SUPPLIES	15,902	15,198	14,163	14,000	101	15,000
EQUIPMENT REPAIRS & MAINT	30,795	19,523	14,281	22,000	65	21,000
MAINTAIN SYSTEM	31,938	42,260	31,072	38,000	82	43,000
MAINTAIN STREET LIGHTS	27,335	7,525	5,397	20,000	27	8,000
BUILDING REPAIR & MAINTENANCE	1,268	5,250	4,679	7,000	67	5,000
MANAGEMENT FEES-DIST	51,012	52,033	48,650	53,072	92	54,130
MISSOURI RIVER CLEARING			90,041			
MRES DISTRIBUTION	373,542	414,563	312,203	410,000	76	418,000
OTHER CONTRACTED SERVICES	8,420	18,803	1,368	15,000	9	10,000
TELEPHONE	3,556	4,291	3,972	5,000	79	4,500
TRAVEL EXPENSE	6,348	7,675	7,049	8,000	88	8,000
TRAINING	10,264	8,010	8,226	7,500	110	8,500
ELECTRIC UTILITIES	16,259	13,955	4,340	13,000	33	5,000
HEAT	1,073	2,924	1,501	3,000	50	3,000
MISCELLANEOUS	310	52		1,000		1,000
<b>TOTAL DISTRIBUTION</b>	<b>625,601</b>	<b>650,396</b>	<b>576,938</b>	<b>656,572</b>	<b>88</b>	<b>642,130</b>
<b>ADMINISTRATION</b>						
SALARIES	84,264	89,100	81,501	94,700	86	96,400
EARNED BENEFITS	(3,046)	1,885		1,550		1,800
FRINGE BENEFITS	37,824	41,891	37,890	43,785	87	44,835
OFFICE SUPPLIES	13,274	17,327	14,426	16,000	90	16,000
POSTAGE	1,351	962	1,764	2,000	88	1,500
GAS	187	63	41	500	8	200
MANAGEMENT FEES	76,518	78,049	72,973	79,606	92	81,180
MRES-NON UTILITY CHARGES	62,283	68,908	69,462	65,000	107	75,000
CONTRACTED SERVICES	7,193	6,162	4,285	11,000	39	8,000
DATA PROCESSING SERVICES	20,830	18,341	22,288	25,000	89	24,000
BILL PRINT SERVICES	13,347	13,833	12,436	14,400	86	14,000
TELEPHONE	7,038	7,424	6,720	8,000	84	7,500
TRAVEL EXPENSE	1,776	1,422	1,521	2,000	76	2,000

CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
TRAINING & INSTRUCTION	425	1,257	1,470	1,800	82	1,600
MARKETING	7,634	9,224	6,466	9,000	72	8,000
INSURANCE	27,721	28,845	36,381	28,000	130	40,000
DEPRECIATION	521,585	524,463	459,178	510,000	90	521,000
MISCELLANEOUS						
BAD DEBTS	28,625	11,468	100	12,000	1	12,000
DUES & SUBSCRIPTIONS	6,151	5,963	5,936	6,500	91	6,000
MRES-LOAD MANAGEMENT	9,276	11,929	5,779	12,000	48	12,240
LOAD MANAGEMENT/CONSERVATION	48,445	29,746	47,236	35,846	132	41,260
TOTAL ADMINISTRATION	972,702	968,263	887,853	978,687	91	1,014,515
GRAND TOTAL EXPENSES	3,775,424	3,784,355	3,433,146	4,004,639	86	3,910,225
OPERATING PROFIT/(LOSS)	408,129	282,126	382,063	148,496	257	199,910
OTHER INCOME & EXPENSE						
INTEREST INCOME	72,048	57,602	54,535	55,000	99	60,000
UNREALIZED GAIN (LOSS) ON INVS	79,861	(1,292)	7,203			
INTEREST EXPENSE	(253,057)	(239,804)	(204,627)	(227,000)	90	(223,000)
GAIN/LOSS ON DISPOSAL/ASSET	(537)	3,300				
SALE OF PROPERTY	4,868		6,550			
NET INCOME/(LOSS)	311,311	101,932	245,724	(23,504)	(1045)	36,910
*** SALE OF SERVICE BREAKDOWN ***						
RESIDENTIAL LIGHTING	1,300,831	1,311,556	1,182,852	1,310,000	90	1,290,000
INTERRUPTIBLE SERVICE	93,692	82,255	61,935	85,000	73	80,000
MUNICIPAL SERVICE	220,769	214,858	176,077	215,000	82	200,000
COMMERCIAL LIGHTING	382,474	364,311	317,109	370,000	86	350,000
INDUSTRIAL SERVICE	1,007,636	1,026,691	950,583	1,020,000	93	1,030,000
STREET LIGHTING & SECURITY LIGHTS	83,631	85,246	74,536	85,000	88	85,000
TOTAL SALES OF SERVICE	3,089,034	3,084,916	2,763,092	3,085,000	90	3,035,000

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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** LIQUOR FUND ***						
REVENUES						
SALES	1,109,387	1,105,460	965,855	1,122,000	86	1,095,000
COST OF SALES	718,889	712,994	629,439	721,380	87	707,700
GROSS PROFIT	390,498	392,466	336,416	400,620	84	387,300
RENTAL INCOME	17,984	26,821	27,038	26,000	104	32,000
MACHINE COMMISSIONS	1,736	1,709	1,796	2,000	90	2,000
MISCELLANEOUS INCOME	429	123		500		500
TOTAL GROSS PROFIT	410,647	421,119	365,249	429,120	85	421,800
EXPENDITURES						
SALARIES	140,412	149,965	115,867	145,000	80	145,000
FRINGE BENEFITS	43,228	48,274	44,671	53,350	84	51,450
OFFICE SUPPLIES	353	447	413	500	83	500
OPERATING SUPPLIES	4,975	5,128	4,392	6,000	73	5,000
BUILDING MAINTENANCE & SUPPLIES	11,421	17,520	8,667	10,000	87	10,000
MANAGEMENT FEES	25,104	25,606	23,942	26,118	92	26,640
CONTRACTED SERVICES - CLEANING	9,307	9,792	10,524	11,000	96	11,000
TELEPHONE EXPENSE	1,283	1,331	1,340	1,300	103	1,500
TRAVEL EXPENSE			54	450	12	400
TRAINING & INSTRUCTION	399	30	74	500	15	500
FREIGHT ON LIQUOR	4,553	4,483	3,284	4,200	78	4,500
ADVERTISING	11,353	10,020	7,735	13,000	59	10,000
INSURANCE	15,143	18,341	19,947	18,500	108	22,000
UTILITIES	12,748	13,278	11,686	13,000	90	13,000
HEATING COST	1,274	1,043	959	1,300	74	1,200
DEPRECIATION	5,244	5,507	4,862	6,000	81	6,000
MISCELLANEOUS	5,671	13,526	4,767	5,700	84	5,600
CREDIT CARD DISCOUNT	12,265	13,476	11,653	13,000	90	14,000
BAD DEBTS	807	858	1,385	500	277	800
LAUNDRY EXPENSE	1,331	1,313	1,087	1,400	78	1,400
TOTAL EXPENDITURES	306,871	339,939	277,309	330,818	84	330,490
OPERATING PROFIT/(LOSS)	103,775	81,180	87,941	98,302	89	91,310
INTEREST INCOME	101	108	207	100	207	100
GAIN/LOSS ON DISPOSAL/ASSET						
NET INCOME/(LOSS)	103,876	81,289	88,147	98,402	90	91,410

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CITY OF BENSON  
BUDGET PROPOSAL  
2017 BUDGET PROPOSAL

DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 YTD	2016 BUDGET	PCT. BUDGET	PROPOSED 2017 BUDGET
*** LIQUOR SALES ANALYSIS ***						
OFF SALE LIQUOR & WINE SALES	361,092	358,755	313,149	370,000	85	360,000
COST OF SALES	(249,451)	(246,510)	(218,739)	(249,000)	88	(249,400)
GROSS PROFIT	111,640	112,245	94,410	121,000	78	110,600
OFF SALE BEER SALES	548,913	533,809	469,523	540,000	87	520,000
COST OF SALES	(394,934)	(392,160)	(346,172)	(400,680)	86	(382,200)
GROSS PROFIT	153,979	141,649	123,352	139,320	89	137,800
ON SALE LIQUOR & WINE SALES	71,323	74,320	59,783	75,000	80	70,000
COST OF SALES	(13,077)	(13,484)	(10,103)	(13,500)	75	(12,600)
GROSS PROFIT	58,246	60,837	49,680	61,500	81	57,400
ON SALE BEER SALES	80,111	91,183	83,789	90,000	93	100,000
COST OF SALES	(23,066)	(25,535)	(24,651)	(25,200)	98	(28,000)
GROSS PROFIT	57,045	65,648	59,138	64,800	91	72,000
MISCELLANEOUS SALES	47,948	47,391	39,611	47,000	84	45,000
COST OF SALES	(38,362)	(35,305)	(29,774)	(33,000)	90	(35,500)
GROSS PROFIT	9,587	12,086	9,836	14,000	70	9,500
TOTAL SALES	1,109,387	1,105,460	965,855	1,122,000	86	1,095,000
TOTAL COST OF SALES	(718,889)	(712,994)	(629,439)	(721,380)	87	(707,700)
TOTAL GROSS PROFIT	390,498	392,466	336,416	400,620	84	387,300

## 2017 General Capital Outlay Fund Budget

	<b>Beginning Balances</b>	<b>Funding Sources</b>	<b>2017 Uses</b>	<b>Ending Balances</b>
<b>Administration</b>	\$70,305	\$0	\$0	\$70,305
<b>City Hall</b>	\$90,194	\$40,000	\$100,000	\$30,194
<b>Police Department</b>	\$23,849	\$57,000	\$57,000	\$23,849
<b>Fire Department</b>	\$215,776	-\$50,000	\$0	\$165,776
<b>Street Department</b>	\$175,042	\$276,000	\$430,000	\$21,042
<b>Park Department</b>	\$51,087	\$267,000	\$278,000	\$40,087
<b>Armory</b>	\$57,185	\$0	\$0	\$57,185
<b>Public Transit</b>	\$24,318	\$0	\$0	\$24,318
<b>Airport</b>	<u>\$34,812</u>	<u>\$20,000</u>	<u>\$25,000</u>	<u>\$29,812</u>
<b>Total</b>	\$742,568	\$610,000	\$890,000	\$462,568

**Administration- Capital Outlay Worksheet**

**Beginning Balance** **\$70,305**

**Funding Sources**

**General Fund Transfer**

**Sale of Property**

**Grants**

**Total Funding Sources** **\$0**

**Capital Outlay Purchases**

**1**

**2**

**3**

**4**

**5**

**6**

**Total Purchases** **\$0**

**Ending Balance** **\$70,305**

**City Hall - Capital Outlay Worksheet**

**Beginning Balance** \$90,194

**Funding Sources**

**General Fund Transfer** \$40,000  
**Sale of Property**  
**Grants**

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

**Capital Outlay Purchases**

**1 Planning Phase** \$100,000  
**2**  
**3**  
**4**  
**5**  
**6**

**Total Purchases** \$100,000

**Ending Balance** \$30,194

**Police Department - Capital Outlay Worksheet**

**Beginning Balance** \$23,849

**Funding Sources**

General Fund Transfer \$57,000

Sale of Property

Grants

**Total Funding Sources** \$57,000

**Capital Outlay Purchases**

1 Squad Car \$37,000

2 K9 Program \$20,000

3

4

5

6

**Total Purchases** \$57,000

**Ending Balance** \$23,849

**Fire Department - Capital Outlay Worksheet**

**Beginning Balance** \$215,776

**Funding Sources**

**General Fund Transfer** -\$50,000  
**Sale of Property**  
**Bond Proceeds**

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

**Capital Outlay Purchases**

- 1**
- 2**
- 3**
- 4**
- 5**
- 6**

**Total Purchases** \$0

**Ending Balance** \$165,776

**Street Department - Capital Outlay Worksheet**

**Beginning Balance** \$175,042

**Funding Sources**

<b>General Fund Transfer</b>	\$276,000
<b>Bond Proceeds</b>	
<b>Grants</b>	

<b>Total Funding Sources</b>	\$276,000
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**Capital Outlay Purchases**

<b>1 Motor Grader</b>	\$150,000
<b>2 Skid Steer</b>	\$40,000
<b>3 ADA DOT Concrete</b>	\$200,000
<b>4 DOT Hwy Asphalt</b>	\$40,000

**5**

**6**

<b>Total Purchases</b>	\$430,000
------------------------	-----------

**Ending Balance** \$21,042

**Park Department - Capital Outlay Worksheet**

**Beginning Balance** \$51,087

**Funding Sources**

<b>General Fund Transfer Parks</b>	\$267,000
<b>General Fund Transfer Sr Center</b>	
<b>General Fund Transfer Cemetery</b>	

<b>Total Funding Sources</b>	\$267,000
------------------------------	-----------

**Capital Outlay Purchases**

<b>1 Cemetery Fencing</b>	\$55,000
<b>2 Cemetery Roads</b>	\$35,000
<b>3 Northside Rec Trail</b>	\$35,000
<b>4 Mosquito Sprayer</b>	\$10,000
<b>5 Ambush South Shelter</b>	\$11,000
<b>6 Cemetery Benches</b>	\$10,000
<b>7 Cemetery Software</b>	\$12,000
<b>8 North Civic Center Roof</b>	\$110,000
<b>Total Purchases</b>	\$278,000

**Ending Balance** \$40,087

**Armory - Capital Outlay Worksheet**

**Beginning Balance** \$57,185

**Funding Sources**

General Fund Transfer

Utility Fund Transfer

Grants

**Total Funding Sources** \$0

**Capital Outlay Purchases**

1

2

3

4

5

6

**Total Purchases** \$0

**Reclass from other departments** \$0

**Ending Balance** \$57,185

**Public Transit - Capital Outlay Worksheet**

**Beginning Balance** \$24,318

**Funding Sources**

**General Fund Transfer** \$0  
    **Sale of Property**  
    **Grants**

**Total Funding Sources** \$0

**Capital Outlay Purchases**

- 1**
- 2**
- 3**
- 4**
- 5**
- 6**

**Total Purchases** \$0

**Ending Balance** \$24,318

**Airport - Capital Outlay Worksheet**

**Beginning Balance** \$34,812

**Funding Sources**

General Fund Transfer	\$0	
Sale of Property		
Grants		
Other Governmental	\$20,000	
<b>Total Funding Sources</b>		<b>\$20,000</b>

**Capital Outlay Purchases**

1 Driveway Chipseal	\$25,000	
2		
3		
4		
5		
6		
<b>Total Purchases</b>		<b>\$25,000</b>

**Reclass to Clubhouse and Armory Projects** \$0

**Ending Balance** \$29,812

## TEN YEAR CAPITAL IMPROVEMENT PLAN

DEPARTMENT: Wastewater  
 REVISED: 12/2016

DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	TOTALS
<b>Equipment</b>												
Jet-Vac N/U 1997 Ford Louisville			\$150,000									\$150,000
												\$0
<b>Plant Improvement</b>												\$0
Digester Cover			\$125,000									\$125,000
Trickling Filter						\$15,000						\$15,000
WWTP Generator					\$30,000							\$30,000
PeopleService												\$0
												\$0
<b>Collection System</b>												\$0
<b>Annual Available for Collection System Projects</b>												\$0
15th St S Service Replacements												\$0
Hall Avenue Sewer												\$0
McKinney from 19th to 21st street										\$84,000		\$84,000
Wisconsin from 15th to 18th										\$23,000		\$23,000
11th St. Thorton to Kansas										\$150,000		\$150,000
Denfeld										\$175,000		\$175,000
Sewer Main Lining												\$0
Lift Station SCADA												\$0
Sewer Camera												\$0
												\$0
<b>Other Scheduled Maintenance</b>												\$0
												\$0
												\$0
<b>Column Total</b>	\$0	\$0	\$275,000	\$0	\$30,000	\$15,000	\$0	\$0	\$0	\$432,000	\$0	<b>\$752,000</b>

## TEN YEAR CAPITAL IMPROVEMENT PLAN

DEPARTMENT: Water  
 REVISED: 12/2016

DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Totals
<b>Equipment</b>												
#20 - 1994 Backhoe > N/U Backhoe										\$100,000		\$100,000
Pickup				\$35,000								\$35,000
2005 Chevy pickup						\$40,000						\$40,000
<b>Water Supply</b>												\$0
Water Main Breaks												\$0
Water Treatment Plant #2 - Update												\$0
Well #32 Benson Middle Aquifer Golf Course Field												\$0
Well # 33 Benson Lower Aquifer Golf Course Field												\$0
Seal Well #11 and #12 Demolish Treatment Plant #1												\$0
Filter Plant Rehabilitation Plant I												\$0
Filter Plant Rehabilitation Plant II [Engineering]												\$0
Production Wells DVD												\$0
												\$0
<b>Distribution</b>												\$0
Repaint Water Tower			\$800,000									\$800,000
Bulk Water Station												\$0
Annual Available for Distribution Projects	\$25,000	\$25,000	\$25,000	\$25,000	\$525,000	\$30,000	\$30,000	\$30,000				\$690,000
<b>Project List</b>												\$0
McKinney from 19th to 21st street										\$88,000		\$88,000
Wisconsin from 15th to 18th										\$30,000		\$30,000
11th St. Thorton to Kansas										\$210,000		\$210,000
Denfeld										\$200,000		\$200,000
TH-29 Water Main												\$0
15th St S Watermain												\$0
Kansas Ave Point Repair												\$0
<b>Other Scheduled Maintenance</b>												\$0
Wash Water Tower Exterior		\$6,000			\$6,000		\$6,500					\$18,500
Inspect and Clean Water Tower Interior			\$6,000			\$6,000						\$12,000
Update Wellhead Protection Plan												\$0
<b>Column Total</b>	\$25,000	\$31,000	\$831,000	\$60,000	\$531,000	\$76,000	\$36,500	\$30,000	\$0	\$628,000	\$0	\$2,223,500



## TEN YEAR CAPITAL IMPROVEMENT PLAN

DEPARTMENT: Electric Department  
 REVISED: 12/2016

DESCRIPTION	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	TOTALS
<b>Distribution</b>												\$0
Replace 50 Pulse Initiators with meter modules												\$0
Street Lights						\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$48,000
Groehler Court underground Switch					\$35,000							\$35,000
Residential Underground Conversion	\$25,000	\$60,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$330,000
Material Storage Area		\$20,000										\$20,000
3 Phase Meter Testing			\$8,000	\$8,000								\$16,000
Replace Pulse Initiators AMR's			\$10,000	\$10,000	\$10,000	\$10,000						\$40,000
Load Management for Businesses												\$0
<b>Replace OH with UG/ system upgrades</b>	\$130,000	\$20,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,370,000
NW Corner 3Φ												\$0
NW Corner 1Φ												\$0
NE Corner 3Φ												\$0
NE Corner 1Φ												\$0
US TH-12												\$0
												\$0
<b>Other Schedule Maintenance</b>												\$0
Christmas Lights												\$0
Meggar Testing--Generation			\$7,500		\$8,000							\$15,500
Relay & Load Tap Changers Maintenance			\$7,500		\$8,000							\$15,500
<b>Column Total</b>	\$380,000	\$245,000	\$373,000	\$390,000	\$342,500	\$198,000	\$188,000	\$438,000	\$228,000	\$238,000	\$243,000	\$2,883,500

**RESOLUTION TO APPROVE TRANSFER FROM LIBRARY ENDOWMENT FUND  
(RESOLUTION NO. 2016- )**

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 \$324.96 in interest during 2016, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount up to \$450.00.

NOW, THEREFORE BE IT RESOLVED that the \$325.00 interest earned be transferred from the Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

**RESOLUTION TO APPROVE BUDGETED TRANSFERS  
(RESOLUTION NO. 2016- )**

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 2016 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	1,650	1,443
From General Fund to Concrete Projects Fund	15,000	15,000
<b>TOTAL</b>	<b>16,650</b>	<b>16,443</b>

**RESOLUTION TRANSFERRING 25% OF THE NET PROFIT  
OF THE UTILITY FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2016- )**

WHEREAS, the City charter allows for the transfer of no more than 25% of the net profit from the Utility Fund to any other fund in any one year provided that a ten year Capital Improvement Program has been studied and implemented and that the fund does not need this money to fulfill its Improvement Program, and

WHEREAS, the City Council has adopted a ten year Capital Improvements Program as part of its 2016 Budget, and

WHEREAS, the City Council as part of its 2016 General Budget included a transfer of 25% of the net profit of the Utility Fund be transferred to the General Fund.

NOW, THEREFORE BE IT RESOLVED that the City Council transfers \$53,406 from the Utility Fund to the General Fund.

**RESOLUTION CERTIFYING THE FINAL OPERATING BUDGET  
FOR THE CALENDAR YEAR 2017 FOR THE CITY OF BENSON, MINNESOTA  
(RESOLUTION NO. 2016- )**

BE IT RESOLVED, that the Final Operating Budget for the City of Benson, Minnesota, for the fiscal year beginning January 1, 2017 and ending December 31, 2017 is hereby approved.

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

**Revenues**

Taxes - General Fund	1,338,542
Taxes – Library	113,778
State Grants and Aids	1,127,716
Other Revenues	<u>1,241,747</u>
<b>Total Revenues</b>	<b>3,821,783</b>

**Expenditures**

General Government	694,100
Public Safety	1,187,915
Highways, Streets and Roads	594,050
Parks and Recreation	470,850
Public Transit	7,500
Library	116,178
Capital Outlay	610,000
Other Expenditures	<u>259,150</u>
<b>Total Expenditures</b>	<b>3,939,743</b>

**Excess (Deficiency) of Revenues over Expenditures    (\$117,960)**

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 2016 PROPERTY  
TAX LEVY, COLLECTIBLE IN 2017  
(RESOLUTION NO. 2016- )**

BE IT RESOLVED by the City Council of the City of Benson, County of Swift, Minnesota that the following sums of money be levied for the current year, collectible in 2017, upon the taxable property in the City of Benson, for the following purposes:

General Fund Levy	\$673,792
Wages and Benefits of Police Personnel	664,750
Library Fund Levy	113,778
G.O. Equipment Bonds 2014 (Golf)	49,447
G.O. CIP Bonds 2014 (Street)	<u>68,552</u>
<b>TOTAL</b>	<b>1,570,319</b>

BE IT FURTHER RESOLVED that the following sum of money be levied for the current year, collectible in 2017, based upon the market value of the taxable property in the City of Benson, for the following purpose:

G.O. Swimming Pool	<u>\$74,332</u>
<b>Total</b>	<b>\$74,332</b>

BE IT FURTHER RESOLVED that \$63,577.50 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 2016 tax levy.

LABOR AGREEMENT

BETWEEN

CITY OF BENSON

AND

LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL #12

JANUARY 1, ~~2014~~2017 – DECEMBER 31, ~~2016~~2019

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## ARTICLE 1 - PURPOSE

- 1.1 This AGREEMENT is entered into between the City of Benson, hereinafter called the EMPLOYER and Law Enforcement Labor Services, hic., 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

- 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. 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 leave up to a maximum of 1,000 hours according to the following schedule:

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

The severance pay shall be computed at the current rate of pay. 50% 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 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	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day (Nov.11)
Easter Sunday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Friday after Thanksgiving 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 full-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 are \$500 per person and \$1000 per family. The Employer shall provide coverage to limit the maximum annual amount of Employee out of pocket related expenses to \$2,000 per year for single coverage and \$4,000 per year for family coverage. The aforementioned amounts apply to In-network~~

~~usage only. Out-of-network maximums are \$4,000 per person and \$8,000 per family. 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.~~

- 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 ~~\$429.74~~609.24 per month in ~~2014~~2017. If there is an increase in premiums for ~~2015~~2018 and/or ~~2016~~2019, the City shall pay 50% of the increase, and the Employee shall pay 50% of the increase. ~~The City reserves the right to reopen negotiations in the fall of 2015 for the sole purpose of proposing changes to the health insurance coverage and employee costs.~~
- 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.

#### 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% 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 ANID 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.

- 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 ~~\$670~~800. All part-time officers will be given a uniform allowance of ~~\$335~~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 years 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.

#### 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, 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. 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, ~~2014~~2017, and shall continue in full force and effect until the 31<sup>st</sup> day of December, ~~2016~~2019, 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 WHEEROF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT ON THIS 3RD DAY OF FEBRUARY, 2014.

CITY OF BENSON

LELS, LOCAL #12

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APPENDIX A

I. HOURLY WAGES - PATROL OFFICERS

	Beginning January 1, 2014	Beginning January 1, 2015	Beginning January 1, 2016
Starting	\$20.42	\$20.92	\$21.42
After 1 year	\$22.52	\$23.02	\$23.52
After 2 years	\$23.26	\$23.76	\$24.26
After 3 years	\$24.21	\$24.71	\$25.21
After 4 years	\$25.04	\$25.54	\$26.04
After 5 years	\$25.24	\$25.74	\$26.24

Hourly wages shall increase by 3% effective 1/1 for 2017, 2018, and 2019

	Beginning January 1, 2017	Beginning January 1, 2018	Beginning January 1, 2019
Starting	\$22.06	\$22.72	\$23.41
After 1 year	\$24.23	\$24.95	\$25.70
After 2 years	\$24.99	\$25.74	\$26.51
After 3 years	\$25.97	\$26.75	\$27.55
After 4 years	\$26.82	\$27.63	\$28.45
After 5 years	\$27.03	\$27.84	\$28.67

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

Shift Differential: Employees shall receive \$.50 per hour for all hours worked between 7pm and 7am. (sick and vacation apply)

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

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.

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.

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%

Disb. Validation Listing

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.41110.201 2)MAYOR & COUNCIL	1)GENERAL FUND 3)OFFICE SUPPLIES DVD-R	42.00	BACKSTREET PRINTING	48191	D-11302016-472	290
101.41110.350 2)MAYOR & COUNCIL	1)GENERAL FUND 3)PRINTING & PUBLISHING TRUTH IN TAXATION	36.75	MONITOR & NEWS	48232	D-11302016-472	402
101.41300.125 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CAFETERIA PLAN EXPENSES ADMIN FEES	154.00	TASC	048177	M-11302016-473	48
101.41300.131 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	8.44	SELECT ACCOUNT	48242	D-11302016-472	397
101.41300.201 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)OFFICE SUPPLIES PACKING TAPE TYPEWRITER RIBBON SUPPLIES LATE FEE W2, 1099S, 1095S	4.50 11.19 16.92 137.38	BACKSTREET PRINTING BACKSTREET PRINTING BANKCARD CENTER CREATIVE FORMS & CONCEPT	48191 48191 48207 48207	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	291 292 293 294
101.41300.202 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)DUPLICATING & COPYING COPIER MAINT COPIER PAYMENT COPY PAPER	47.37 139.00 71.10	LOFFLER COMPANIES-131511 TOSHIBA FINANCIAL SERVIC WEST CENTRAL SALES	48224 48251 48256	D-11302016-472 D-11302016-472 D-11302016-472	69 70 71
101.41300.203 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)POSTAGE POSTAGE STAMPED ENVELOPES	121.40 846.37	INCIDENTAL FUND U.S. POST OFFICE	48220 048185	D-11302016-472 M-11302016-473	304 84
101.41300.207 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)SAFETY & DRUG TESTING CHEW CLASS SUPPLIES VOID CHECK HEALTHFAIR VACCINES HEALTHY COOKING CLASS WELLNESS CLASS VOID COOKING CLASS SUPPLIES	12.16 139.20 758.40 225.00 40.00 0.00 30.83	INCIDENTAL FUND SWIFT COUNTY BENSON HOSP SWIFT COUNTY BENSON HEAL SWIFT COUNTY BENSON HEAL ABNER/ROBYN GENERAL FUND DAROLD'S SUPER VALUE	48220 048183 048183 048183 048183 048183 048183	D-11302016-472 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473	305 306 307 308 309 310 311
101.41300.209 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)GAS & OIL GAS	67.42	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	83
101.41300.240 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)SMALL TOOLS AND EQUIPMENT SERVER MEMORY/CABLE	161.05	MORRIS ELECTRONICS	048169	M-11302016-473	40
101.41300.309 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES COMP TIME/DATA ENTRY	1,200.00	ELECTRIC FUND	48212	D-11302016-472	21
101.41300.310 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONTRACTED SERVICES SPAM FILTERING TECH SUPPORT SVC	42.00 440.00	MN OFFICE OF ENTERPRISE SWIFT COUNTY	48230 48247	D-11302016-472 D-11302016-472	92 109
101.41300.315 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)CONSULTING SERVICES REVIEW LEAS CONTRACT FRANCHISE RENEWAL FRANCHISE RENEWAL	45.00 51.00 410.00	ABRAMS & SCHMIDT LLC MOSS & BARNETT MOSS & BARNETT	48188 48234 48234	D-11302016-472 D-11302016-472 D-11302016-472	308 309 459
101.41300.321 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TELEPHONE LONG DISTANCE CHARGES MONTHLY PRI CHARGE CELL PHONE	150.77 418.17 111.42	CENTURYLINK CENTURYLINK VERIZON	48202 48203 048184	D-11302016-472 D-11302016-472 M-11302016-473	80 81 308

Disb. Validation Listing

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.41300.331 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAVEL EXPENSE MEALS & COFFEE	46.28	BANKCARD CENTER	48192	D-11302016-472	321
101.41300.332 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)TRAINING & INSTRUCTION WOLFINGTON CONFERENCE	165.00	CGMC	48205	D-11302016-472	284
101.41300.433 2)ADMINISTRATION & FINANCE	1)GENERAL FUND 3)DUES & SUBSCRIPTIONS WALL STREET JOURNAL	32.99	BANKCARD CENTER	48192	D-11302016-472	322
101.41410.201 2)ELECTIONS	1)GENERAL FUND 3)OFFICE SUPPLIES WATER & BATTERY ROLLS COFFEE PLATES ICE ELECTION MEALS PUBLIC ACCURACY TEST SHIPPING	10.32 30.40 3.29 8.38 131.30 42.00 5.31	BANKCARD CENTER BENSON BAKERY DAROLD'S SUPER VALUE DOMAT'S FAMILY FOODS INCIDENTAL FUND MONITOR & NEWS RUNNINGS SUPPLY INC	48192 48193 48210 48211 48220 48232 48241	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	327 328 329 330 331 332 333 334
101.41610.201 2)CITY ATTORNEY	1)GENERAL FUND 3)OFFICE SUPPLIES FILING FEES & DEED TAXES	62.50	WILCOX LAW OFFICE, P.A.	48258	D-11302016-472	219
101.41610.304 2)CITY ATTORNEY	1)GENERAL FUND 3)CITY ATTORNEY CONTRACT CITY ATTORNEY FEES	2,447.00	WILCOX LAW OFFICE, P.A.	48258	D-11302016-472	220
101.41940.235 2)CITY HALL	1)GENERAL FUND 3)BUILDING MAINTENANCE & SUPPL MATS MATS CITY HALL FURNACE MAINT ELECTRODES PLIERS GARBAGE SERVICE	23.46 23.46 503.34 118.95 7.49 35.10	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE HAWLEYS INC PHYSIO CONTROL INC ZOSSEL'S TRUE VALUE MATTHEISEN DISPOSAL, INC	48197 48197 48198 48198 48198 48198	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	60 61 62 63 64 65
101.41940.310 2)CITY HALL	1)GENERAL FUND 3)CONTRACTED SERV - CLEANING POLICE DEPT 10/30-11/26 CLEAN CITY HALL	160.00 183.20	MCGEARY/THOMAS SWIFT COUNTY DAC	48228 48248	D-11302016-472 D-11302016-472	210 244
101.41940.381 2)CITY HALL	1)GENERAL FUND 3)UTILITIES UTILITIES	561.06	MUNICIPAL UTILITIES	48235	D-11302016-472	93
101.41940.383 2)CITY HALL	1)GENERAL FUND 3)HEATING COST NATURAL GAS UTILITIES	132.96 124.80	CENTER POINT ENERGY MUNICIPAL UTILITIES	48201 48235	D-11302016-472 D-11302016-472	159 94
101.42100.131 2)POLICE DEPARTMENT	1)GENERAL FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	16.88	SELECT ACCOUNT	48242	D-11302016-472	398
101.42100.201 2)POLICE DEPARTMENT	1)GENERAL FUND 3)OFFICE SUPPLIES CALCULATOR TAPE COPIER PAYMENT	10.98 81.00	BACKSTREET PRINTING TOSHIBA FINANCIAL SERVIC	48191 48251	D-11302016-472 D-11302016-472	292 186
101.42100.209 2)POLICE DEPARTMENT	1)GENERAL FUND 3)GAS & OIL GAS	1,079.40	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	84
101.42100.210 2)POLICE DEPARTMENT	1)GENERAL FUND 3)OPERATING SUPPLIES STYROFOAM BATTERIES MONTHLY SCHEDULE SERVICE CABLE SERVICES KEYS	38.77 106.26 30.24 7.73 10.47	A. F. BUILDING MATERIALS BANKCARD CENTER CALLBACK STAFFING SOLUTI CHARTER COMMUNICATIONS RUNNINGS SUPPLY INC	48187 48192 48200 48206 48241	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	301 322 323 324 325

Disb. Validation Listing

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 CAN LINERS	27.34	WEST CENTRAL SALES	48256	D-11302016-472	346
101.42100.213 2) POLICE DEPARTMENT	1) GENERAL FUND 3) UNIFORM ALLOWANCE FLASHLIGHT HOLDER	15.00	ERICKSON/ROB KEEPS INC	48202	D-11302016-472	347
	SHIRT	48202		48202	D-11302016-472	348
	UNIFORM ALLOW	11.00	PROACTION SAFETY	48202	D-11302016-472	349
	UNIFORM ALLOW	11.00	PROACTION SAFETY	48202	D-11302016-472	350
	UNIFORMS	114.00	PROACTION SAFETY	48202	D-11302016-472	351
	UNIFORMS	114.00	PROACTION SAFETY	48202	D-11302016-472	352
	MFT	48202	RUNNINGS SUPPLY INC	48202	D-11302016-472	353
	POLO SHIRT	48202	STREICHER	48202	D-11302016-472	354
	PANTS	48202	STREICHER	48202	D-11302016-472	355
	BELT	48202	STREICHER	48202	D-11302016-472	356
	TURTLENECK	48202	STREICHER	48202	D-11302016-472	357
	BELT RETURN	48202	STREICHER	48202	D-11302016-472	358
	FLEECE	100.00	UNIFORMS UNLIMITED	48202	D-11302016-472	359
	SHOULDER PATCHES	350.00	UNIFORMS UNLIMITED	48202	D-11302016-472	360
	TURTLENECK	71.90	UNIFORMS UNLIMITED	48202	D-11302016-472	361
101.42100.214 2) POLICE DEPARTMENT	1) GENERAL FUND 3) PERSONNEL TESTING & RECRUIT VOID CHECK	188.80	SWIFT COUNTY BENSON HOSP	048153	M-11302016-473	36
	PRE EMPL EXAM	188.80	SWIFT COUNTY BENSON HEAL	048180	M-11302016-473	39
101.42100.219 2) POLICE DEPARTMENT	1) GENERAL FUND 3) INVESTIGATIONS WHITCUP IMPOUND	65.00	BENSON BODY SHOP	48194	D-11302016-472	33
	VEHICLE STORAGE	278.00	BENSON BODY SHOP	48203	D-11302016-472	34
	GRAND PRIX TOW	150.00	SOUTHSIDE BODY SHOP	48203	D-11302016-472	35
	MOTORCYCLE TOW	85.00	SOUTHSIDE BODY SHOP	48203	D-11302016-472	36
	PICKUP TOW	100.00	SOUTHSIDE BODY SHOP	48203	D-11302016-472	37
	FORD PICKUP TOW	125.00	SOUTHSIDE BODY SHOP	48203	D-11302016-472	38
	GRAND PRIX TOW	150.00	SOUTHSIDE BODY SHOP	48203	D-11302016-472	39
	PROSECUTION FEES	1,037.11	WILCOX LAW OFFICE, P.A.	48258	D-11302016-472	41
101.42100.223 2) POLICE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED TIRE MOUNT	104.62	TOM'S SERVICE, INC	48250	D-11302016-472	386
101.42100.240 2) POLICE DEPARTMENT	1) GENERAL FUND 3) SMALL TOOLS & EQUIPMENT WATER COOLER RENT	14.95	CULLIGAN SOFT WATER	48208	D-11302016-472	390
	BATTERIES, ARMORALL, AMM	67.94	RUNNINGS SUPPLY INC	48241	D-11302016-472	444
101.42100.321 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TELEPHONE MONTHLY PRI CHARGE	100.00	CENTURYLINK	48203	D-11302016-472	189
	LOCAL SERVICE	64.75	CENTURYLINK	48203	D-11302016-472	197
	CELL PHONE	101.42	VERIZON	48253	D-11302016-472	391
	CELL PHONE	209.19	VERIZON	048184	M-11302016-473	31
101.42100.331 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MEALS & LODGING	435.41	BANKCARD CENTER	48192	D-11302016-472	324
	MILEAGE TO CONF	245.16	LARSON/PAUL	48223	D-11302016-472	382
101.42100.332 2) POLICE DEPARTMENT	1) GENERAL FUND 3) TRAINING & INSTRUCTION GLUE	9.18	RUNNINGS SUPPLY INC	48241	D-11302016-472	445
	FOIL, MARKER	7.48	ZOSEL'S TRUE VALUE	48260	D-11302016-472	336
101.42100.411 2) POLICE DEPARTMENT	1) GENERAL FUND 3) RENT GARAGE RENT	100.00	ELECTRIC FUND	48212	D-11302016-472	29
101.42100.439 2) POLICE DEPARTMENT	1) GENERAL FUND 3) DOG POUND EXPENSES POUND	10.00	H & H VETERINARY SERVICE	48217	D-11302016-472	387

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JB-ID	LINE#
101.42200.209 2) FIRE DEPARTMENT	1) GENERAL FUND 3) GAS & OIL GAS	33.81	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	85
101.42200.210 2) FIRE DEPARTMENT	1) GENERAL FUND 3) OPERATING SUPPLIES CABLE	7.73	CHARTER COMMUNICATIONS	048172	M-11302016-473	43
101.42200.221 2) FIRE DEPARTMENT	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS PRESSURE SWITCH PRESSURE GAUGE	47.49 7.69	AUTO VALU BENSON RUNNINGS SUPPLY INC	48190 48241	D-11302016-472 D-11302016-472	427 447
101.42200.235 2) FIRE DEPARTMENT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE	44.46	MATTHEISEN DISPOSAL, INC	048178	M-11302016-473	50
101.42200.310 2) FIRE DEPARTMENT	1) GENERAL FUND 3) CONTRACTED SERVICES CLEAN FIRE HALL FEMA GRANT APPLICATION	40.56 1,200.00	SWIFT COUNTY DAC WIDSETH SMITH NOLTING &	48248 48257	D-11302016-472 D-11302016-472	245 461
101.42200.332 2) FIRE DEPARTMENT	1) GENERAL FUND 3) TRAINING & INSTRUCTION VOLLAN TRAINING LEE TRAINING NOV TRAINING	240.00 225.00 550.00	MN STATE FIRE CHIEFS ASS MN STATE FIRE CHIEFS ASS RIDGewater COLLEGE	48231 48231 48240	D-11302016-472 D-11302016-472 D-11302016-472	463 464 462
101.42200.381 2) FIRE DEPARTMENT	1) GENERAL FUND 3) UTILITIES UTILITIES	385.76	MUNICIPAL UTILITIES	48235	D-11302016-472	95
101.42200.383 2) FIRE DEPARTMENT	1) GENERAL FUND 3) HEATING COST NATURAL GAS	168.03	CENTER POINT ENERGY	48201	D-11302016-472	160
101.42200.418 2) FIRE DEPARTMENT	1) GENERAL FUND 3) FIRE SERVICE FEE FIRE SERVICE	833.33	WATER FUND	48254	D-11302016-472	24
101.42600.131 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT	48242	D-11302016-472	399
101.42600.209 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) GAS GAS	38.94	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	86
101.42600.321 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TELEPHONE CELL PHONE	50.71	VERIZON	048184	M-11302016-473	34
101.42600.331 2) ENGINEERING DEPARTMENT	1) GENERAL FUND 3) TRAVEL EXPENSE MILEAGE TO MORRIS	323.46	JACOBSON/MIKE	48221	D-11302016-472	380
101.43100.131 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	10.55	SELECT ACCOUNT	48242	D-11302016-472	400
101.43100.209 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) GAS & OIL DIESEL GAS HYGARD	13.87 2,281.16 148.42	ASCHEMAN OIL GLACIAL PLAINS COOPERATI JOHN DEERE FINANCIAL	48189 48215 048174	D-11302016-472 D-11302016-472 M-11302016-473	415 87 45
101.43100.210 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) OPERATING SUPPLIES BRAKE CLEANER 12 REMOTES FOR GATE CABLE SERVICES BLOW GUN, GLOVES GRINDING WHEEL, SPRAYER	16.97 384.00 14.35 39.02 113.10	AUTO VALU BENSON BANKCARD CENTER CHARTER COMMUNICATIONS NORTHSIDE AUTO RUNNINGS SUPPLY INC	48190 48192 48206 48236 48241	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	425 325 282 421 441

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FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
101.43100.210 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) OPERATING SUPPLIES VOID CHECK DRUG TESTS	50.80 50.80	SWIFT COUNTY BENSON HOSP SWIFT COUNTY BENSON HEAL	048153 048180	M-11302016-473 M-11302016-473	38 78
101.43100.212 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET MARKINGS & SIGNS CROSSWALK RELAY CROSS WALK-HOSPITAL CROSS WALK-HOSPITAL STOP SIGNS, POST POST	276.20 155.47 143.47 5,571.80 1,837.60	BANKCARD CENTER BORDER STATES ELECTRIC BORDER STATES ELECTRIC M-R SIGN CO, INC M-R SIGN CO., INC.	48192 48199 48199 48227 48227	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	302 303 304 305 306
101.43100.221 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS 2X10 FILTERS STEEL-PUSHER STEEL HOSE ENDS, BULBS HITCH PIN	20.80 41.85 15.00 12.47 141.12 32.98	A.F. BUILDING MATERIALS AUTO VALU BENSON LORENZ MFG. LORENZ MFG. NORTHSIDE AUTO RUNNINGS SUPPLY INC	48187 48190 48225 48225 48236 48241	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	302 303 304 305 400 400
101.43100.223 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED BLOWER MOTOR REPAIR LOWBOY TO MARSHALL-REPA LOWBOY MARSHALL-BENSON	113.60 420.00 420.00	BENSON ELECTRIC MOTOR CO D & G EXCAVATING INC D & G EXCAVATING INC	48196 48209 48209	D-11302016-472 D-11302016-472 D-11302016-472	300 304 438
101.43100.224 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET MAINTENANCE-MATERIALS ASPHALT PATCHING	1,345.20	BITUMINOUS PAVING, INC.	48198	D-11302016-472	297
101.43100.231 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) SNOW REMOVAL PLOWGUARD GAUGES	1,129.20	WINTER EQUIPMENT COMPANY	48259	D-11302016-472	435
101.43100.235 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL NON-PROCESSABLES GARBAGE SERVICE	25.00 169.54	SWIFT CO ENVIRONMENTAL S MATTHEISEN DISPOSAL, INC	48246 048178	D-11302016-472 M-11302016-473	312 51
101.43100.381 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) UTILITIES UTILITIES ELECT-GRAVEL PIT & DUMP	396.05 86.34	MUNICIPAL UTILITIES AGRALITE ELECTRIC COOPER	48235 048173	D-11302016-472 M-11302016-473	96 14
101.43100.383 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) HEATING COST NATURAL GAS	347.89	CENTER POINT ENERGY	48201	D-11302016-472	161
101.43100.386 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) STREET LIGHTING UTILITIES UTILITIES	5,032.90	MUNICIPAL UTILITIES	48235	D-11302016-472	97
101.43100.438 2) HIGHWAY STREETS & ROADS	1) GENERAL FUND 3) LAUNDRY MATS & TOWELS MATS MATS	52.55 54.62 56.98	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE	48197 48197 48197	D-11302016-472 D-11302016-472 D-11302016-472	362 363 368
101.45121.235 2) ORGANIZED RECREATION	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL JAN-MAR MONITORING BATTERY	83.85 17.98	HEARTLAND SECURITY SERVI ZOSEL'S TRUE VALUE	48219 48260	D-11302016-472 D-11302016-472	352 334
101.45121.310 2) ORGANIZED RECREATION	1) GENERAL FUND 3) SENIOR CITIZEN PROGRAM MONTHLY CONTRIBUTION RENT BATES 11/7/16 RENT BATES 12/11/16	700.00 25.00 25.00	SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT SENIOR ADVOCACY CORPORAT	48243 48243 48243	D-11302016-472 D-11302016-472 D-11302016-472	428 409 410

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.45124.210 2) SWIMMING POOL	1) GENERAL FUND 3) OPERATING SUPPLIES CELL PHONE	35.01	VERIZON	048184	M-11302016-473	83
101.45124.235 2) SWIMMING POOL	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL GARBAGE SERVICE	14.04	MATTHEISEN DISPOSAL, INC	048178	M-11302016-473	55
101.45124.321 2) SWIMMING POOL	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	25.58	CENTURYLINK	48204	D-11302016-472	178
101.45124.381 2) SWIMMING POOL	1) GENERAL FUND 3) UTILITIES UTILITIES	350.74	MUNICIPAL UTILITIES	48235	D-11302016-472	98
101.45181.235 2) ARMORY	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL TISSUE TOWELS, SOAP	48.47 32.36	WEST CENTRAL SALES WEST CENTRAL SALES	48256 48256	D-11302016-472 D-11302016-472	343 344
101.45181.310 2) ARMORY	1) GENERAL FUND 3) CONTRACTED SERVICES CLEAN ARMORY	33.19	SWIFT COUNTY DAC	48248	D-11302016-472	243
101.45181.321 2) ARMORY	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	42.17	CENTURYLINK	48204	D-11302016-472	179
101.45181.381 2) ARMORY	1) GENERAL FUND 3) UTILITIES UTILITIES	196.24	MUNICIPAL UTILITIES	48235	D-11302016-472	99
101.45181.383 2) ARMORY	1) GENERAL FUND 3) HEATING COST NATURAL GAS	150.48	CENTER POINT ENERGY	48201	D-11302016-472	163
101.45200.131 2) PARKS	1) GENERAL FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT	48242	D-11302016-472	401
101.45200.208 2) PARKS	1) GENERAL FUND 3) CHEMICALS & CHEM SUPPLIES WINTERGUARD	220.88	ZOSEL'S TRUE VALUE	48260	D-11302016-472	331
101.45200.209 2) PARKS	1) GENERAL FUND 3) GAS & OIL 52 20 OIL GAS	58.68 432.14	AUTO VALU BENSON GLACIAL PLAINS COOPERATI	48190 48215	D-11302016-472 D-11302016-472	428 88
101.45200.210 2) PARKS	1) GENERAL FUND 3) OPERATING SUPPLIES TREE CARE REGISTRY PAINT, PLATE, BOLTS ICE MELT KEYS GARBAGE SERVICE	25.00 124.39 597.46 446.89	MN DEPT OF AGRICULTURE RUNNINGS SUPPLY INC ZOSEL'S TRUE VALUE MATTHEISEN DISPOSAL, INC	48229 48241 48260 048178	D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	412 439 330 52
101.45200.211 2) PARKS	1) GENERAL FUND 3) LANDSCAPING MATERIALS SPIKE/CAP	32.90	ZOSEL'S TRUE VALUE	48260	D-11302016-472	332
101.45200.221 2) PARKS	1) GENERAL FUND 3) EQUIPMENT REPAIR PARTS FILTERS ACCUFIT PARTS	94.20 11.99 1,813.23	AUTO VALU BENSON NORTHSIDE AUTO JOHN DEERE FINANCIAL	48190 48236 048174	D-11302016-472 D-11302016-472 M-11302016-473	426 423 44
101.45200.223 2) PARKS	1) GENERAL FUND 3) EQUIPMENT REPAIRS CONTRACTED TIRE REPAIR	60.68	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	89

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
101.45200.321 2) PARKS	1) GENERAL FUND 3) TELEPHONE SPRINKLER CELL SERVICE	40.01	VERIZON	048184	M-11302016-473	33
101.45200.381 2) PARKS	1) GENERAL FUND 3) UTILITIES UTILITIES	550.54	MUNICIPAL UTILITIES	48235	D-11302016-472	100
101.46500.343 2) TOURISM	1) GENERAL FUND 3) LODGING TAX EXPENDITURES WEB HOSTING	227.40	WEBTOMIX LLC	048176	M-11302016-473	47
101.49010.210 2) CEMETERY	1) GENERAL FUND 3) OPERATING SUPPLIES CEMETERY BOARD	51.92	DOMAT'S FAMILY FOODS	48211	D-11302016-472	279
101.49010.310 2) CEMETERY	1) GENERAL FUND 3) CONTRACTED SERVICES VOID CHECK COLUMBARIUM NUMBERS	1,080.00 120.00	OMEGA LETTERING INC ZNIIEWSKI FUNERAL HOME	048140 048175	M-11302016-473 M-11302016-473	35 46
101.49300.731 2) TRANSFERS	1) GENERAL FUND 3) TRANSFER TO OTHER GOVERNMENTS MONTHLY RENT	3,125.00	BENSON CIVIC CENTER BOAR	48195	D-11302016-472	175
101.49810.209 2) AIRPORT	1) GENERAL FUND 3) GAS & OIL 4012 GALS AV FUEL	12,558.73	ARROW ENERGY, INC	048179	M-11302016-473	56
101.49810.235 2) AIRPORT	1) GENERAL FUND 3) BUILDING MAINTENANCE & SUPPL MATS WATER NOVEMBER RENT GARBAGE SERVICE	13.51 15.27 19.50 4.68	BENSON LAUNDRY-MAT HOUSE CULLIGAN SOFT WATER WEST ACRES WATER SYSTEMS MATTHEISEN DISPOSAL, INC	48197 48208 48255 048178	D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	61 71 347 53
101.49810.307 2) AIRPORT	1) GENERAL FUND 3) MANAGEMENT FEES AIRPORT MANAGER	350.00	LYNCH LAKE FLYING CLUB	48226	D-11302016-472	38
101.49810.310 2) AIRPORT	1) GENERAL FUND 3) CONTRACTED SERVICES TRAPPING	655.00	GOLDEN/ALAN	48216	D-11302016-472	315
101.49810.321 2) AIRPORT	1) GENERAL FUND 3) TELEPHONE LOCAL SERVICE	82.94	CENTURYLINK	48204	D-11302016-472	183
101.49810.381 2) AIRPORT	1) GENERAL FUND 3) UTILITIES ELECT-AIRPORT	610.88	AGRALITE ELECTRIC COOPER	048173	M-11302016-473	15
101.49810.383 2) AIRPORT	1) GENERAL FUND 3) HEATING COST NATURAL GAS	49.34	CENTER POINT ENERGY	48201	D-11302016-472	164
211.45500.201 2) LIBRARY	1) LIBRARY FUND 3) OFFICE SUPPLIES COPIER MAINT COPIER MAINT	50.68 92.80	LOFFLER COMPANIES-131511 LOFFLER COMPANIES-131511	48224 048170	D-11302016-472 M-11302016-473	223 41
211.45500.210 2) LIBRARY	1) LIBRARY FUND 3) OPERATING SUPPLIES SUPPLIES	85.90	BANKCARD CENTER	48192	D-11302016-472	328
211.45500.235 2) LIBRARY	1) LIBRARY FUND 3) BUILDING MAINTENANCE & SUPPL MATS MATS MATS ROOF GUTTER CABLE GARBAGE SERVICE	40.47 40.47 40.47 115.98 37.44	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE ZOSEL'S TRUE VALUE MATTHEISEN DISPOSAL, INC	48197 48197 48197 48260 048178	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	63 370 371 335 54

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
211.45500.310 2) LIBRARY	1) LIBRARY FUND 3) CONTRACTED SERV - CLEANING CLEAN LIBRARY	395.00	MCGEARY/THOMAS	48228	D-11302016-472	26
211.45500.321 2) LIBRARY	1) LIBRARY FUND 3) TELEPHONE LOCAL SERVICE	79.19	CENTURYLINK	48204	D-11302016-472	184
211.45500.331 2) LIBRARY	1) LIBRARY FUND 3) TRAVEL EXPENSE LODGING	218.80	BANKCARD CENTER	48192	D-11302016-472	329
211.45500.381 2) LIBRARY	1) LIBRARY FUND 3) UTILITIES UTILITIES	178.61	MUNICIPAL UTILITIES	48235	D-11302016-472	101
211.45500.383 2) LIBRARY	1) LIBRARY FUND 3) HEATING COST UTILITIES	162.10	MUNICIPAL UTILITIES	48235	D-11302016-472	102
227.46500.235 2) ECONOMIC DEVELOPEMENT	1) COMMUNITY DEV REVOLVING FUND 3) BUILDING MAINTENANCE & SUPPL NATURAL GAS	13.31	CENTER POINT ENERGY	48201	D-11302016-472	283
	ASBESTOS TESTING	1,607.50	ENVIRONMENTAL SCIENTIFIC	48213	D-11302016-472	273
	ASBESTOS TESTING	1,607.50	ENVIRONMENTAL SCIENTIFIC	48213	D-11302016-472	274
	GRASS SEED	267.48	MORRIS GRAIN CO	48233	D-11302016-472	254
227.46500.501 2) ECONOMIC DEVELOPEMENT	1) COMMUNITY DEV REVOLVING FUND 3) CAPITAL OUTLAY TIRES-KNUTSON DEMO	45.00	GLACIAL PLAINS COOPERATI	48215	D-11302016-472	404
	KNUTSON HOUSE	888.00	SWIFT CO ENVIRONMENTAL S	48246	D-11302016-472	311
	1004 13TH ST N DEMO	11,855.00	T & K KENNEDY EXCAVATING	48249	D-11302016-472	378
	1620 ATLANTIC DEMO	8,760.00	T & K KENNEDY EXCAVATING	48249	D-11302016-472	379
401.41300.501 2) ADMINISTRATION & FINANCE	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY LASERFICHE	6,668.00	OPG-3 INC	048171	M-11302016-473	42
401.42200.501 2) FIRE DEPARTMENT	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY FIRE TRUCK CHASSIS	260,378.00	ROSENBAUER SOUTH DAKOTA	048168	M-11302016-473	39
401.43100.501 2) HIGHWAY STREETS & ROADS	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY PAVER LAID	114,358.96	CENTRAL SPECIALTIES INC	048186	M-11302016-473	86
401.45200.501 2) PARKS	1) GENERAL CAPITAL OUTLAY FUND 3) CAPITAL OUTLAY BAL ON 2 BENSON SIGNS	10,425.00	PRECAST SYSTEMS	48238	D-11302016-472	377
515.46500.201 2) GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) OFFICE SUPPLIES CIVIC CENTER	375.51	BORDER STATES ELECTRIC S	3654	D-11302016-472	362
	BALLAST-CIVIC CENTER	31.99	ZOSEL'S TRUE VALUE	3656	D-11302016-472	340
515.46500.343 2) GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) ADVERTISING ANNUAL SERVICE PACKAGE	650.00	AVENET, LLC	3652	D-11302016-472	413
515.46500.430 2) GENERAL	1) ECONOMIC DEV. AUTHORITY FUND 3) MISCELLANEOUS 09 CORN POOL LOSS	4,455.00	BENSON CORN POOL CORPORA	3653	D-11302016-472	309
	GRASS SEED	267.47	MORRIS GRAIN CO	3655	D-11302016-472	255
601.14300 2) INVENTORY	1) WATER FUND DOMATS WATER METER DIG FOR NEW HYDRANT	1,500.51	HD SUPPLY WATERWORKS LTD	36984	D-11302016-472	231
		1,142.50	T & K KENNEDY EXCAVATING	37006	D-11302016-472	316
601.20200 2) ACCOUNTS PAYABLE	1) WATER FUND CONNECTION FEE	2,292.00	MN DEPT OF HEALTH	36993	D-11302016-472	259

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
601.49400.131 2) WATER DEPARTMENT	1) WATER FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	4.22	SELECT ACCOUNT	37001	D-11302016-472	394
601.49400.209 2) WATER DEPARTMENT	1) WATER FUND 3) GAS & OIL GAS GAS, OIL PREMIX	118.53 11.98	GLACIAL PLAINS COOPERATI RUNNINGS SUPPLY INC	36978 37000	D-11302016-472 D-11302016-472	131 454
601.49400.210 2) WATER DEPARTMENT	1) WATER FUND 3) OPERATING SUPPLIES CLAMP UPS CHARGES SHOVEL, PLUNGER	52.50 17.00 18.48	ABNER SALES GROSSMAN, DEPUTY REGISTR RUNNINGS SUPPLY INC	36952 36981 37000	D-11302016-472 D-11302016-472 D-11302016-472	374 463 457
601.49400.217 2) WATER DEPARTMENT	1) WATER FUND 3) LAB EQUIPMENT & SUPPLIES TROUBLE LIGHT	14.48	RUNNINGS SUPPLY INC	37000	D-11302016-472	452
601.49400.221 2) WATER DEPARTMENT	1) WATER FUND 3) EQUIPMENT REPAIR PARTS PRIMER BULB	17.97	RUNNINGS SUPPLY INC	37000	D-11302016-472	455
601.49400.223 2) WATER DEPARTMENT	1) WATER FUND 3) EQUIPMENT REPAIRS CONTRACTED TIRE ROD REPAIR	323.83	GLACIAL PLAINS COOPERATI	36978	D-11302016-472	405
601.49400.226 2) WATER DEPARTMENT	1) WATER FUND 3) FIBROMINN WELL MAINTENANCE WELL 42 PROCESSOR	1,216.80	AUTOMATIC SYSTEMS CO.	36956	D-11302016-472	314
601.49400.227 2) WATER DEPARTMENT	1) WATER FUND 3) MAINTAIN COLLECTION SYSTEM ASPHALT PATCHING HYDRANT CONVERSION KIT RESTOCKING FEE-RETURNS WATER MAIN REPAIR BLADE, PLUG CURB BOX NIPPLE, COUPLING	855.50 1,640.80 568.98 5,137.50 68.05 212.30 47.40	BITUMINOUS PAVING, INC. HD SUPPLY WATERWORKS, LTD HD SUPPLY WATERWORKS, LTD QUAM CONSTRUCTION COMPAN RUNNINGS SUPPLY INC USA BLUE BOOK ZOSEL'S TRUE VALUE	36959 36984 36984 36999 37000 37007 37009	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	299 332 334 326 456 346 337
601.49400.235 2) WATER DEPARTMENT	1) WATER FUND 3) BUILDING MAINTENANCE & SUPPL TARP, BATTERY	52.23	RUNNINGS SUPPLY INC	37000	D-11302016-472	453
601.49400.307 2) WATER DEPARTMENT	1) WATER FUND 3) MANAGEMENT FEES MANAGEMENT FEES	3,277.25	GENERAL FUND	36976	D-11302016-472	13
601.49400.313 2) WATER DEPARTMENT	1) WATER FUND 3) CONTRACTED SERVICES COLIFORM TESTING-SEPT COLIFORM TESTING-OCT	180.00 200.00	COUNTRYSIDE PUBLIC HEALT COUNTRYSIDE PUBLIC HEALT	36970 36970	D-11302016-472 D-11302016-472	356 357
601.49400.321 2) WATER DEPARTMENT	1) WATER FUND 3) TELEPHONE LOCAL SERVICE CELL PHONE-WATER	97.14 15.66	CENTURYLINK VERIZON	36965 036950	D-11302016-472 M-11302016-473	208 17
601.49400.381 2) WATER DEPARTMENT	1) WATER FUND 3) UTILITIES UTILITIES	1,880.39	MUNICIPAL UTILITIES	36996	D-11302016-472	141
602.43250.208 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) CHEMICALS & CHEM SUPPLIES INSTINCT FERRIC CHLORIDE FERRIC CHLORIDE	90.77 920.45 1,827.40	GLACIAL PLAINS COOPERATI HAWKINS, INC. HAWKINS, INC.	36978 36983 36983	D-11302016-472 D-11302016-472 D-11302016-472	406 432 433
602.43250.209 2) SEWAGE COLLECTION & DISPOSAL	1) SEWER COLLECTION & DISPOSAL 3) GAS & OIL GAS	487.53	GLACIAL PLAINS COOPERATI	36978	D-11302016-472	132

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
602.43250.210	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) OPERATING SUPPLIES					
	BATTERY BACKUP	130.55	BANKCARD CENTER	36957	D-11302016-472	317
	AIR FILTERS	17.29	NORTHSIDE AUTO	36997	D-11302016-472	417
	TILE MARKERS	59.85	RUNNINGS SUPPLY INC	37000	D-11302016-472	458
	WIRE RETURN	197.85	USA BLUE BOOK	37007	D-11302016-472	350
602.43250.217	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) LAB EQUIPMENT & SUPPLIES					
	WATER	1.98	RUNNINGS SUPPLY INC	37000	D-11302016-472	448
602.43250.223	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) EQUIPMENT REPAIRS CONTRACTED					
	AIR COMPRESSOR REPAIR	543.40	AIR TOOL CLINIC	36953	D-11302016-472	416
	GENERATOR MAINT	525.00	GENERATOR SYSTEM SERVICE	36977	D-11302016-472	353
602.43250.226	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) MAINTAIN SYSTEM					
	ASPHALT PATCHING	3,037.91	BITUMINOUS PAVING, INC.	36959	D-11302016-472	298
	SEMI ANN METER CALIBRATE	470.00	SERVOCAL INSTRUMENTS INC	37002	D-11302016-472	226
602.43250.235	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) BUILDING MAINTENANCE & SUPPL					
	FILTERS, CLEANER	97.03	RUNNINGS SUPPLY INC	37000	D-11302016-472	449
	NON-PROCESSABLES	10.00	SWIFT CO ENVIRONMENTAL S	37005	D-11302016-472	313
602.43250.307	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) MANAGEMENT FEES					
	MANAGEMENT FEES	4,254.40	GENERAL FUND	36976	D-11302016-472	14
602.43250.311	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) PEOPLESERVICE CONTRACT					
	MONTHLY CONTRACT	20,111.00	PEOPLE SERVICE INC.	036946	M-11302016-473	29
602.43250.313	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) CONTRACTED SERVICES					
	SLUDGE HAULING RENTAL	2,280.00	MIDWEST MACHINERY CO	36992	D-11302016-472	225
	WWTF CONDITION ASSTMT	5,149.50	STANTEC CONSULTING SERVI	37003	D-11302016-472	414
602.43250.321	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) TELEPHONE					
	CELL PHONE-WATER	15.65	VERIZON	036950	M-11302016-473	18
602.43250.381	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) UTILITIES					
	ELECT-SEWER LIFT	3,627.12	MUNICIPAL UTILITIES	36996	D-11302016-472	142
		54.02	AGRALITE ELECTRIC COOPER	036948	M-11302016-473	16
602.43250.383	1) SEWER COLLECTION & DISPOSAL					
2) SEWAGE COLLECTION & DISPOSAL	3) HEATING COST					
	NATURAL GAS	333.57	CENTER POINT ENERGY	36963	D-11302016-472	191
604.14300	1) ELECTRIC FUND					
2) INVENTORY CONTROL	CABINETS/BASEMENTS	1,680.00	DAKOTA SUPPLY GROUP	36971	D-11302016-472	277
604.16590	1) ELECTRIC FUND					
2) CONSTRUCTION IN PROGRESS	FUEL TANK REPLACEMENT	764.00	DGR ENGINEERING	36973	D-11302016-472	276
	OH-UG PROJECT	825.00	GOFF ELECTRIC, INC	36979	D-11302016-472	271
	FUEL TANK REPLACEMENT	35,217.15	O'DAY EQUIPMENT LLC	036947	M-11302016-473	73
604.49610.209	1) ELECTRIC FUND					
2) POWER PRODUCTION	3) FUEL EXPENSE					
	3995 GALS DIESEL FUEL	8,309.60	GLACIAL PLAINS COOPERATI	36978	D-11302016-472	407
604.49610.235	1) ELECTRIC FUND					
2) POWER PRODUCTION	3) BUILDING MAINTENANCE					
	FUEL TANK HOSE	100.00	GLACIAL PLAINS COOPERATI	36978	D-11302016-472	408
	GARBAGE SERVICE	11.70	MATTHEISEN DISPOSAL, INC	36991	D-11302016-472	171
	FOAM SEALANT	50.90	ZOSEL'S TRUE VALUE	37009	D-11302016-472	338
	GARBAGE SERVICE	11.70	MATTHEISEN DISPOSAL, INC	036949	M-11302016-473	75

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FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
604.49610.307 2) POWER PRODUCTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-POWER PROD MANAGEMENT FEE	1,474.20	GENERAL FUND	36976	D-11302016-472	211
604.49610.381 2) POWER PRODUCTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	1,469.00	MUNICIPAL UTILITIES	36996	D-11302016-472	143
604.49630.307 2) TRANSMISSION	1) ELECTRIC FUND 3) MANAGEMENT FEES MANAGEMENT FEE	1,474.20	GENERAL FUND	36976	D-11302016-472	212
604.49640.209 2) DISTRIBUTION	1) ELECTRIC FUND 3) FUEL EXPENSE-VEHICLES GAS	362.74	GLACIAL PLAINS COOPERATI	36978	D-11302016-472	133
604.49640.210 2) DISTRIBUTION	1) ELECTRIC FUND 3) OPERATING SUPPLIES DAN GEN'S MTL CAP, UPS 120V UPS CHARGES MARKING PAINT ELECTRODES GLOVES, BATTERY, SCRAPER GLOVE/SLEEVE TESTING BAGS, TOWELS	418.39 146.77 43.00 93.96 118.95 82.98 110.81 31.97	BORDER STATES ELECTRIC S BORDER STATES ELECTRIC S GROSSMAN, DEPUTY REGISTR LOCATORS, & SUPPLIES PHYSIO-CONTROL INC RUNNINGS SUPPLY INC STUART C. IRBY CO ZOSEL'S TRUE VALUE	36960 36960 36981 36989 36988 37000 37004 37009	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	359 360 470 460 467 451 334 339
604.49640.221 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE PARTS BATTERIES FILTERS, TAPE	110.99 125.36	AUTO VALU BENSON NORTHSIDE AUTO	36954 36997	D-11302016-472 D-11302016-472	429 418
604.49640.223 2) DISTRIBUTION	1) ELECTRIC FUND 3) EQUIPMENT MAINTENANCE CONTR. HEAD LAMP REPLACEMENT	171.27	HEARTLAND MOTOR COMPANY	36985	D-11302016-472	434
604.49640.226 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINTENANCE OF OVERHEAD LINE WIRE	212.75	BORDER STATES ELECTRIC S	36960	D-11302016-472	358
604.49640.227 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINT OF UNDERGROUND LINE CONCRETE	119.60	DUININCK CONCRETE	36975	D-11302016-472	278
604.49640.230 2) DISTRIBUTION	1) ELECTRIC FUND 3) MAINT OF STREET LIGHTING CAP CONDUIT CHRISTMAS LIGHT BULBS	429.15 789.00	BORDER STATES ELECTRIC S DISPLAY SALES	36960 36974	D-11302016-472 D-11302016-472	361 275
604.49640.235 2) DISTRIBUTION	1) ELECTRIC FUND 3) BUILDING MAINTENANCE MATS & TOWELS MATS GARBAGE SERVICE GRASS SEED GREAT STUFF NON-PROCESSABLES GARBAGE SERVICE	27.64 27.81 33.70 267.47 8.97 113.00 53.46	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE MATTHEISEN DISPOSAL, INC MORRIS GRAIN CO RUNNINGS SUPPLY INC SWIFT CO ENVIRONMENTAL S MATTHEISEN DISPOSAL, INC	36958 36958 36991 36995 37000 37005 036949	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	115 366 172 296 450 310 74
604.49640.307 2) DISTRIBUTION	1) ELECTRIC FUND 3) MANAGEMENT FEES-DISTRIBUTION MANAGEMENT FEE	4,422.70	GENERAL FUND	36976	D-11302016-472	213
604.49640.321 2) DISTRIBUTION	1) ELECTRIC FUND 3) TELEPHONE CABLE SERVICES CELL PHONE-ELECTRIC CELL PHONE-SURVEY	109.98 202.84 60.84	CHARTER COMMUNICATIONS VERIZON VERIZON	36968 036950 036950	D-11302016-472 M-11302016-473 M-11302016-473	281 19 20
604.49640.381 2) DISTRIBUTION	1) ELECTRIC FUND 3) UTILITIES UTILITIES	217.38	MUNICIPAL UTILITIES	36996	D-11302016-472	144

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
604.49640.383 2) DISTRIBUTION	1) ELECTRIC FUND 3) NATURAL GAS UTILITIES	82.68	MUNICIPAL UTILITIES	36996	D-11302016-472	145
604.49650.307 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) MANAGEMENT FEES-CIP SALARY MANAGEMENT FEE	751.00	GENERAL FUND	36976	D-11302016-472	222
604.49650.475 2) DEMAND SIDE MANAGEMENT	1) ELECTRIC FUND 3) CONSERVATION REBATES HVAC REBATE REBATE FIRE HALL REBATE HEATING/COOLING REBATE	175.00 100.00 150.00 375.00	CARLSON/STEVE CHAPPELL CENTRAL CITY OF BENSON HAGEN/BRODY	36962 36967 36969 36982	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	468 287 286 270
604.49655.131 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT	37001	D-11302016-472	395
604.49655.201 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OFFICE SUPPLIES BATTERY BACKUP COPIER PAYMENT COPIER MAINT	130.55 148.56 36.00	BANKCARD CENTER DE LAGE LANDEN LOFFLER COMPANIES-131511	36957 36972 36990	D-11302016-472 D-11302016-472 D-11302016-472	318 193 192
604.49655.203 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) POSTAGE STAMPED ENVELOPES	846.38	U.S. POST OFFICE	036951	M-11302016-473	85
604.49655.307 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) MANAGEMENT FEES-CUST ACCTS MANAGEMENT FEE	1,474.20	GENERAL FUND	36976	D-11302016-472	214
604.49655.309 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) DATA PROCESSING SERVICES MONTHLY HOSTING	1,976.12	XEROX BUSINESS SERVICES	37008	D-11302016-472	224
604.49655.317 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) OTHER CONTRACTED SERVICES METER SERVICE	54.00	AUTOMATED ENERGY INC	36955	D-11302016-472	207
604.49655.318 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) BILL PRINT SERVICES NOV BILL PRINT	1,136.95	INNOVATIVE SYSTEMS	36987	D-11302016-472	411
604.49655.331 2) CUSTOMER ACCOUNTS	1) ELECTRIC FUND 3) TRAVEL AND MEALS LODGING-BREHMER MILEAGE/MEALS AT TRNING	80.46 157.47	BANKCARD CENTER BREHMER/GAIL R	36957 36961	D-11302016-472 D-11302016-472	319 373
604.49659.131 2) CUSTOMER SERVICE	1) ELECTRIC FUND 3) HEALTH INSURANCE HEALTH INS-HSA FEES	2.11	SELECT ACCOUNT	37001	D-11302016-472	396
604.49660.235 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) BUILDING EXPENSE WREATH	40.00	INCIDENTAL FUND	36986	D-11302016-472	307
604.49660.307 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-ADMINISTRATN MANAGEMENT FEE	2,211.30	GENERAL FUND	36976	D-11302016-472	215
604.49660.308 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-FINANCE MANAGEMENT FEE	1,474.20	GENERAL FUND	36976	D-11302016-472	216
604.49660.309 2) ADMINISTRATION AND GENERAL	1) ELECTRIC FUND 3) MANAGEMENT FEES-SALES MANAGEMENT FEE	1,474.20	GENERAL FUND	36976	D-11302016-472	217

FUND & ACCOUNT	DESCRIPTION	AMOUNT	VEND/CUST/EXPL	REF/REC/CHK	DATA-JE-ID	LINE#
604.49660.317 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)OTHER CONTRACTED SERVICES 43 GOPHER STATE CALLS	58.05	GOPHER STATE ONE CALL	36980	D-11302016-472	148
604.49660.321 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)TELEPHONE MONTHLY PRI CHARGE LOCAL SERVICE PHONE MAINT	300.00 164.37 147.84	CENTURYLINK CENTURYLINK CENTURYLINK	36964 36965 36966	D-11302016-472 D-11302016-472 D-11302016-472	187 189 126
604.49660.343 2)ADMINISTRATION AND GENERAL	1)ELECTRIC FUND 3)ADVERTISING REG ADS UTILITY ADS	216.00 139.50	K S C R - FM MONITOR & NEWS	36988 36994	D-11302016-472 D-11302016-472	136 138
609.14200 2)OFF SALE LIQUOR INVENTORY	1)LIQUOR FUND LIQUOR LIQUOR LIQUOR LIQUOR CREDIT LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR LIQUOR	1,234.26 2,078.53 3,314.70 2,139.60CR 1,906.25 3,743.60 2,478.50 1,963.85 1,163.24 2,051.75	BREAKTHRU BEVERAGE MINNE JOHNSON BROTHERS LIQUOR PHILLIPS WINE & SPIRITS PHILLIPS WINE & SPIRITS PHILLIPS WINE & SPIRITS JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR SOUTHERN GLAZERS OF MN BREAkTHRU BEVERAGE MINNE BREAkTHRU BEVERAGE MINNE	23418 23431 23440 23440 23440 0234406 0234406 0234407 0234408 0234408	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473	296 296 296 296 296 63 65 67 69 70
609.14205 2)OFF SALE WINE INVENTORY	1)LIQUOR FUND WINE WINE WINE WINE WINE WINE WINE WINE WINE	781.65 490.00 73.95 600.00 43.98 247.30 585.65 336.00 264.15	JOHNSON BROTHERS LIQUOR PHILLIPS WINE & SPIRITS PHILLIPS WINE & SPIRITS WINE MERCHANTS JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR JOHNSON BROTHERS LIQUOR SOUTHERN GLAZERS OF MN BREAkTHRU BEVERAGE MINNE	23431 23440 23440 23445 0234406 0234406 0234406 0234407 0234408	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473	265 249 252 227 62 64 66 68 71
609.14210 2)OFF SALE BEER INVENTORY	1)LIQUOR FUND BEER BEER BEER CREDIT BEER BEER BEER CREDIT BEER BEER BEER CREDIT BEER BEER BEER CREDIT BEER	2,676.45 2,833.35 2,251.90CR 4,225.65 1,110.60 3,227.00CR 3,664.90CR 4,491.90CR 4,491.90CR 5,990.90CR 2,596.45CR 4,339.70	BEVERAGE WHOLESALERS INC BEVERAGE WHOLESALERS INC BEVERAGE WHOLESALERS INC H. BOYD NELSON H. BOYD NELSON H. BOYD NELSON H. BOYD NELSON H. BOYD NELSON H. BOYD NELSON BEVERAGE WHOLESALERS INC BEVERAGE WHOLESALERS INC BEVERAGE WHOLESALERS INC	23417 23417 23417 23427 23427 23427 23427 23404 23404 23404 23405 23405 23405	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473 M-11302016-473	116 116 116 134 134 134 430 431 431 431 431 431 61
609.49750.131 2)LIQUOR	1)LIQUOR FUND 3)HEALTH INSURANCE HEALTH INS-HSA FEES	4.22	SELECT ACCOUNT	23441	D-11302016-472	393
609.49750.210 2)LIQUOR	1)LIQUOR FUND 3)OPERATING SUPPLIES MARKERS, PENS TISSUE, TOWELS, LINERS	36.77 359.60	BACKSTREET PRINTING WEST CENTRAL SALES	23414 23444	D-11302016-472 D-11302016-472	289 342
609.49750.235 2)LIQUOR	1)LIQUOR FUND 3)BUILDING MAINTENANCE & SUPPL SALT WREATH FRYER MAINT TV GARBAGE SERVICE CLEAN BEER LINES	22.80 40.00 100.00 464.91 214.26 44.00	CULLIGAN SOFT WATER INCIDENTAL FUND KORSMO FIRE PROTECTION LEE/TOM MATTHEISEN DISPOSAL, INC W.C.D. BEER LINE CLEANNI	23423 23430 23433 23434 23435 23443	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	121 306 264 261 173 348

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FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
609.49750.235 2) LIQUOR	1) LIQUOR FUND 3) BUILDING MAINTENANCE & SUPPL HARDWARE GARBAGE SERVICE	1.20 214.26	ZOSEL'S TRUE VALUE MATTHEISEN DISPOSAL, INC	23446 023410	D-11302016-472 M-11302016-473	341 72
609.49750.254 2) LIQUOR	1) LIQUOR FUND 3) OFF SALE MIX PURCHASES POP ICE MIX	123.96 200.46 344.50	AMERICAN BOTTLING COMPAN ARCTIC GLACIER USA INC VIKING COCA COLA BOTTLIN	23412 23413 23442	D-11302016-472 D-11302016-472 D-11302016-472	375 112 155
609.49750.292 2) LIQUOR	1) LIQUOR FUND 3) ON SALE MISC PURCHASES TACO INGREDIENTS PIZZAS SNACKS SNACKS SNACKS PREMIX	73.14 310.00 399.20 466.98 102.30 250.00	DAROLD'S SUPER VALUE HARRYS FROZEN FOOD HENRY'S FOODS, INC HENRY'S FOODS, INC MONTE CANDY COMPANY VIKING COCA COLA BOTTLIN	23424 23424 23424 23424 23424 23442	D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472 D-11302016-472	124 124 124 124 124 156
609.49750.307 2) LIQUOR	1) LIQUOR FUND 3) MANAGEMENT FEES MANAGEMENT FEES	2,176.50	GENERAL FUND	23426	D-11302016-472	16
609.49750.310 2) LIQUOR	1) LIQUOR FUND 3) CONTRACTED SERVICES-CLEANING LIQUOR STORE CLEANING	825.00	BENSON/KIMBERLY	23416	D-11302016-472	4
609.49750.321 2) LIQUOR	1) LIQUOR FUND 3) TELEPHONE LOCAL SERVICE	81.72	CENTURYLINK	23419	D-11302016-472	128
609.49750.332 2) LIQUOR	1) LIQUOR FUND 3) TRAINING & INSTRUCTION FOOD MANAGER COURSE	59.00	LEE/TOM	23434	D-11302016-472	437
609.49750.333 2) LIQUOR	1) LIQUOR FUND 3) FREIGHT ON LIQUOR FREIGHT	252.15	COUNTRY PET FOODS	23421	D-11302016-472	119
609.49750.343 2) LIQUOR	1) LIQUOR FUND 3) ADVERTISING DART TEAM SPONSOR LIQUOR ADS LIQUOR ADS NOV 26 ENTERTAINMENT	150.00 367.50 380.51 600.00	GAMES UNLIMITED K S C R - FM MONITOR & NEWS THE BLUES BROTHERS REVUE	23425 23432 23437 023403	D-11302016-472 D-11302016-472 D-11302016-472 M-11302016-473	272 137 139 57
609.49750.381 2) LIQUOR	1) LIQUOR FUND 3) UTILITIES UTILITIES	945.64	MUNICIPAL UTILITIES	23439	D-11302016-472	146
609.49750.383 2) LIQUOR	1) LIQUOR FUND 3) HEATING COST UTILITIES	104.52	MUNICIPAL UTILITIES	23439	D-11302016-472	147
609.49750.430 2) LIQUOR	1) LIQUOR FUND 3) MISCELLANEOUS CABLE SERVICE	166.95	CHARTER COMMUNICATIONS	23420	D-11302016-472	118
609.49750.433 2) LIQUOR	1) LIQUOR FUND 3) LICENSES 2017 FOOD/BEVERAGE LIC FOOD MANAGER CERT	414.00 35.00	COUNTRYSIDE PUBLIC HEALT MN DEPARTMENT OF HEALTH	23422 23436	D-11302016-472 D-11302016-472	288 436
609.49750.438 2) LIQUOR	1) LIQUOR FUND 3) LAUNDRY MATS, TOWELS, & MOPS MATS MATS	41.68 42.03 41.33	BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE BENSON LAUNDRY-MAT HOUSE	23415 23415 23415	D-11302016-472 D-11302016-472 D-11302016-472	114 364 365

Disb. Validation Listing

FUND & ACCOUNT.....	DESCRIPTION.....	AMOUNT	VEND/CUST/EXPL.....	REF/REC/CHK	DATA-JE-ID	LINE#
653.43240.307 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) MANAGEMENT FEES MANAGEMENT FEES	751.00	GENERAL FUND	36976	D-11302016-472	51
653.43240.310 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) CONTRACTED SERVICES GARBAGE CONTRACT	8,662.00	MATTHEISEN DISPOSAL, INC	36991	D-11302016-472	7
653.43240.384 2) GARBAGE DISPOSAL	1) GARBAGE COLLECTION FUND 3) REFUSE DISPOSAL TIPPING FEES	4,464.80	SWIFT CO ENVIRONMENTAL S	37005	D-11302016-472	154

Disb. Validation Listing

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	63,451.25
211	LIBRARY FUND	1,500.00
227	COMMUNITY DEV REVOLVING FUND	25,000.00
401	GENERAL CAPITAL OUTLAY FUND	385,833.00
515	ECONOMIC DEV. AUTHORITY FUND	5,779.97
601	WATER FUND	20,964.00
602	SEWER COLLECTION & DISPOSAL	43,846.00
604	ELECTRIC FUND	74,200.00
609	LIQUOR FUND	72,847.00
653	GARBAGE COLLECTION FUND	13,877.80
TOTAL ALL FUNDS		713,383.56

BANK RECAP:

BANK	NAME	DISBURSEMENTS
GREN	GENERAL BANK CHECKING ACCT	481,862.91
LIOR	LIQUOR FUND	72,847.00
NAVY	ENTERPRISE FUNDS	152,833.00
RUST	ECONOMIC DEV. AUTHORITY CHKN	5,779.97
TOTAL ALL BANKS		713,383.56