

**City Council Meeting Agenda
City Council Chambers
February 3, 2020**

City of Benson Mission Statement

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

Page		Action Requested
	1. 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor)	
	2. Pledge of Allegiance	
	3. Approval of Agenda	
	Additions? <input type="checkbox"/> None 1. _____ 2. _____	
	Any Consent Agenda items to be moved to a regular agenda item?	
	Approval of Agenda ____ as Presented or ____ Revised	Action Requested
	4. Consent Agenda:	Action Requested
	a. Minutes:	
3-5	▪ 1.13.2019 City Council Meeting	
6	▪ 1.9.2019 Safety Committee Meeting	
	b. Applications:	
7-8	• Library Board – Jill Hedman	
9-10	• Stephanie Heinzig – Planning Commission & EDA Board	
11-12	• Gambling Permit for Pheasants Forever – March 14, 2020	
	c. Correspondence:	
13-16	• CenterPoint Energy – Notice of Rate Increase	
17-24	• Benson Golf Club Balance Sheet	
	▪ Electronic Transfers:	
	Payroll: \$91,702.18 – January 16, 2020	
	\$88,767.06 – January 30, 2020	
	Journal: \$0	
	5. Persons With Unscheduled Business to Come Before the Council	
25	6. Pay Request – Benson Public Schools – Discovery Kids 2018-2019 - \$10,000	Action Requested
26-29	7. Benson Golf Club Capital Authorization Requests:	Action Requested
	• Pre-owned Workman 3200 Work Cart - \$5,000	
	• Pre-Owned Toro Reelmaster 551-D Mower - \$20,000	
	8. Ehler’s & Associates Financial Needs Analysis to TIF Plan	Action Requested
30	9. Back-up Power Agreement – Xcel Power Plant - \$370,308.00	Action Requested
31	10. Discuss Canceling PEG Access With Benson Cable Franchise	Action Requested
	11. Review Hawleywood Proposed Flood Control Project	Action Requested
32-35	12. Minnesota Department of Health – Lead/Copper Tap Monitoring Report	Information Only

36-40	13.	UMVRDC Contract for Professional Services	Action Requested
41-43	14.	Flaherty & Hood P.A. Agreement for Professional Services	Action Requested
44-46	15.	Capital Request for Excavator	Action Requested
47-49	16.	Capital Request for Dump Truck	Action Requested
50-51	17.	Consider Pay Request #2 from KHC Construction – Wastewater Plant Project	Action Requested
	18.	Request to go out for Material Quotes: <ul style="list-style-type: none"> • Bituminous • Concrete Work • Tires 	Action Requested
52-53	19.	Consider 2020 Minnesota Municipal Utilities Association Membership	Action Requested
54	20.	Consider Pay Request from The Ink Spot for Benson Tees - \$5,355	Action Requested
55-56	21.	Consider Pay Request for Summer Rec 2019 Program - \$25,655.24	Action Requested
57	22.	Consider Resolution Transferring \$80,000 from Liquor Fund to General Fund	Action Requested
	23.	Adjourn: Mayor	Action Requested

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

**MINUTES - BENSON CITY COUNCIL MEETING
JANUARY 13, 2020**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck, Mark Schreck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens and Kristen Molden.

The Council recited the Pledge of Allegiance.

Mayor Collins asked for any changes or additions to the agenda to which there were none. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the agenda as presented.

Next was the consent agenda. Evenson asked about the Library Board applicant. She is not a City of Benson resident. Wolfington said the City Charter states board members should be Benson residents. He also said the board is no longer a decision-making board, but is an advisory board. After discussion, it was moved by Evenson, seconded by Buyck and carried unanimously to approve the following items on the consent agenda:

- January 2, 2020 City Council Minutes
- November 4, 2019 Planning Commission Minutes
- Cindy Roggeman to the Library Board with term expiring December 31, 2022
- Electronic Transfers:
Payroll: \$147,833.14 – January 2, 2020

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

Wilcox approached to give legal opinion on whether the City can be a Chamber of Commerce member. He reviewed the state statute and agreed with Conway Dueth and Schmeising's opinion that by statute we must gain some benefit for donations or support and the donation or support should serve a public purpose. The Council must follow the statute or change the City Charter. It was then moved by Evenson to have the City Manager meet with the Chamber of Commerce manager to see what services they could provide. It was seconded by Olson and the motion carried unanimously.

Councilmember Olson offered the following resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION
(RESOLUTION NO. 2020- 02)**

WHEREAS, THE Governing body of the City of Benson, Minnesota has entered into an agreement to establish **The Missouri Basin Municipal Power Agency, d.b.a. Missouri Rivers Energy Services (MRES)**, and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of MRES.

NOW, THEREFORE, BE IT RESOLVED that Robert Wolfington be and is hereby authorized and appointed as the representative of the City of Benson, Minnesota, to represent the Municipal Utility in the business of MRES, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Terri Collins, is hereby authorized and appointed with equal powers.

Councilmember Evenson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2020-02 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION
(RESOLUTION NO. 2020-03)**

WHEREAS, THE Governing body of the City of Benson, Minnesota has entered into an agreement to establish The **Western Minnesota Municipal Power Agency (WMMPA)**, and as a member thereof is entitled to a representative who shall represent the Municipal Utility in the business of WMMPA.

NOW, THEREFORE, BE IT RESOLVED that Robert Wolfington be and is hereby authorized and appointed as the representative of the City of Benson, Minnesota, to represent the Municipal Utility in the business of WMMPA, with the powers, duties and responsibilities as provided in said agreement. The alternate representative, Terri Collins, is hereby authorized and appointed with equal powers.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2020-03 duly passed and adopted.

It was moved by Buyck, Seconded by Schreck and carried unanimously to approve the 2nd Reading of an Ordinance to Amend Title VII: Traffic Code. Chapter 73: Snowmobiles: All-Terrain Vehicles of the Benson City Code of 2003.

Police Chief Hodge approached the Council to discuss a Capital Authorization Request to purchase 5 new defibrillators for the Police squad cars. The current Phillips defibrillators have a recall on them and were purchased in 2004. He said they frequently use the defibrillators as they will reach a citizen in need ahead of the ambulance. Currently they are sharing defibrillators between vehicles. He is proposing to purchase Lifepack 1000 Defibrillators which he is familiar with. They are built for fire and police departments. After discussion, it was moved by Olson, seconded by Buyck and carried unanimously to approve the Capital Authorization Request for 5 defibrillators from Advanced First Aid, Inc. in the amount of \$10,590.00.

Wolfington presented a new drug testing policy to the Council. Federal Drug Testing Regulations require all entities with CDL drivers that are required to conduct drug testing must enroll into the Drug and Alcohol Clearinghouse. All CDL drivers in the country must register and the City must register and are required to query the Clearinghouse before hiring a new CDL driver for substance abuse infractions. It is also required by the Federal Motor Carrier Safety Administration there be language addressing the Clearinghouse in the drug testing policy. Wolfington went on to say he and Val Alsaker used a template from the League of Minnesota Cities and have updated the City's policy. After discussion, it was moved by Schreck, seconded by Evenson and carried unanimously to approve the Drug testing policy as presented.

Wolfington discussed the study questions for the Council's annual retreat scheduled for January 24-25, 2020. He said this is a beginning list and he needs input for topics other Councilmembers would like to discuss.

Pederson presented the departmental budgets and discussed each one. It was then moved by Evenson, seconded by Schreck and carried unanimously to approve the following departmental budgets for 2020:

- Liquor Fund
- Garbage Collection Fund
- Utility Fund (sewer, Water Electric) Operating & 10 Year Capital
- EDA Budget
- Xcel Grant Budget

- Storm Water Fund
- Library Endowment Fund
- Perpetual Care Cemetery
- Small Cities Grant Fund 2005
- Small Cities Grant Fund 2009
- Small Cities Grant Fund 2017
- Concrete Projects Fund

It was moved by Evenson, seconded by Olson and carried unanimously to approve bills and warrants for December 2019 in the amount of \$803,532.21.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants for January 2020 in the amount of \$364,057.36.

They Mayor said after the Council adjourns, they will tour the Fire and Police Departments.

There being no further business to come before the Council upon motion by Buyck, seconded by Schreck and carried unanimously to adjourn the Council meeting at 5:57 p.m.

Mayor

City Clerk

Safety Committee Meeting

Thursday, January 9, 2020

8:15 AM

Members Present: John Goulet, Dan Gens, Taylor Wiebold, Luke Johnson and Val Alsaker

Members Absent: Tom Lee, Rob Wolfington Kevin Thompson, Wade Ascherman & Ian Hodge.

Others Present: Bruce Westergaard with MMUA

Old Business

1. Check lists were turned in from Parks, Power Plant & Line Department with no noted issues. There were no check lists turned in from the following departments: water, wastewater, liquor store or street departments.
2. There were no incidents reported since the October 2019 meeting.

New Business

1. Val said the winter jackets are in, embroidered and some employees have not picked up their jackets yet.
2. Construction on the water plant has started. Wiebold said the contractors have gotten in the plant and have assessed the work plan. When asked about a pre-construction meeting, Gens said it has been a struggle with the engineer to get the project rolling. Wiebold said they are working on the filter and will be sand blasting and painting soon.
3. Wastewater filter project was next. Johnson discussed they are working on the filter now. Alsaker asked if the contractors, KHC Construction have been filling out confined space entry permits. Johnson said no. Alsaker said they need to fill one out for the job or every day so there is notice they are working in the confined space. Gens said they will be making the man way bigger in the filter.
4. Alsaker discussed there will be a new drug testing policy coming out shortly. Because of the new drug and alcohol clearinghouse program, all drug testing policies need to include verbiage on the program. Alsaker said the policy will go to the City Council for approval at the January 13, 2020 meeting, and will be distributed at the next safety class on January 30, 2020.

Other Business

1. Alsaker discussed the annual walk through of each department from December 18, 2019. She said all the shops looked good. One area of improvement for all departments and buildings is inspection of fire extinguishers. They need to be inspected, shaken and dated on the tag when they have been checked.

There being no other business, the meeting was adjourned at 9:00 a.m.

CITY OF BENSON
APPLICATION FOR APPOINTMENT TO CITY BOARDS OR COMMISSIONS

Dear Applicant:

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

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

.....
BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

PERSONAL INFORMATION:

Name Jill Heckman Address 616 11th St S Benson

Telephone: Home (320) 314-2047 Business (320) 843-2302 Zip 56215

How long have you been a resident of Benson? 25 years.

Have you served previously on any of Benson's boards or commission? YES NO

Have you served previously on any city board/commission in any other community? YES NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO

Occupation: Accountant Name of Employer: Conway Death + Schmiesing

I am a member of the following civic organizations: Kiwanis, SCBHS board

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

I am an avid reader and user of the library.

Do you have any additional comments?

DESCRIPTION OF BENSON'S BOARDS AND COMMISSIONS

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

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

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

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

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

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

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

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

BOARD OR COMMISSION PREFERENCE:

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

RETURN APPLICATION TO:

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

PERSONAL INFORMATION:

Name Stephanie Heinzig Address 608 - 13th St. S. Benson, MN

Telephone: Home 320-314-2092 Business Zniwski Funeral Home Zip 56215

How long have you been a resident of Benson? 15 years

Have you served previously on any of Benson's boards or commission? YES NO

Have you served previously on any city board/commission in any other community? YES NO

Are any members of your immediate family in the same household presently employed by the City of Benson or serving on any of the City's boards or commissions? YES NO

Occupation: Office Manager Name of Employer: Zniwski Funeral Homes

I am a member of the following civic organizations: RDA + GROW for Swift County
Trinity Lutheran Church.

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

I served on the Benson City Council, EDA, HRA,
Utilities Board, Liquor Committee, Personnel Committee,
and Kid Day Committee.

Do you have any additional comments? It would be an honor to serve
the City of Benson and the members of the community.

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LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever Inc. - Swift County Chapter 15 Previous Gambling Permit Number: X-76001-19-011

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1429149

Mailing Address: P.O. Box 135

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

Name of Chief Executive Officer (CEO): Brady Olson

CEO Daytime Phone: 320-444-2779 CEO Email: brady.olson@sbdanvers.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): McKinney's on Southside

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

Check one:

City: Benson Zip: 56215 County: Swift

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 14, 2020

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

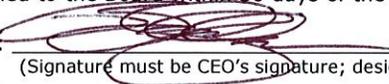
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  _____ Date: 01/27/2020

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

Print Name: Brady Olson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.



505 Nicollet Mall
P.O. Box 59038
Minneapolis, MN 55459-0038

January 10, 2020

Dear Community Leader:

On October 28, 2019, CenterPoint Energy filed a request with the Minnesota Public Utilities Commission (MPUC) for an increase in natural gas rates of \$62.0 million or approximately 6.8 percent per year. On December 5, 2019, the MPUC accepted our filing as complete and approved an interim (temporary) rate increase of \$52.7 million or about 5.8 percent more than current rates. This interim rate increase for CenterPoint Energy customers takes effect January 1, 2020, and continues until the MPUC issues a final order and the company implements new rates in 2021.

State law requires us to distribute a Notice of Application for Rate Increase and Notice of and Order for Hearing to all counties and municipalities in our service area (enclosed). We will send you the public hearing notices with details of the public hearing dates, times, and locations once they are scheduled. That information will also be advertised in the newspaper of record for each county seat in our service area and in the communities where hearings are to be held.

If you have questions or comments, please contact me or visit our Web site at www.CenterPointEnergy.com/RateCase.

Sincerely,

CenterPoint Energy

Enclosures: Notice of Application for Rate Increase
Notice of and Order for Hearing

FOR CENTERPOINT ENERGY CUSTOMERS
Notice to Counties and Municipalities
Under Minn. Stat. §216B.16, Subd. 1

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION – STATE OF MINNESOTA

In the Matter of an Application by
CenterPoint Energy Minnesota Gas for
Authority to Increase Natural Gas Rates in
Minnesota.

NOTICE OF APPLICATION FOR RATE

INCREASE

MPUC Docket No. G-008/GR-19-524

NEW INTERIM RATES EFFECTIVE JANUARY 1, 2020

CenterPoint Energy Minnesota Gas has asked the Minnesota Public Utilities Commission (MPUC) to approve a rate increase for natural gas distribution service. The requested increase is for 6.8 percent or about \$62.0 million per year. If approved the requested increase would add about \$4.79 to a typical residential customer's monthly bill.

State law allows CenterPoint Energy Minnesota Gas to collect a temporary, higher rate on an interim basis while the MPUC considers the request. The interim rate increase is about 5.8 percent more than your current rate, or \$52.7 million. The temporary increase shows on your bill as "Interim Rate Adjustment."

The MPUC will likely decide on the requested rate increase by early 2021. If final rates are lower than interim rates, we will refund customers the difference with interest. If final rates are higher than interim rates, we will not charge customers the difference.

Why is CenterPoint Energy Minnesota Gas asking for an increase?

We continue to make significant investments to maintain the safety and integrity of our natural gas distribution system to benefit our customers and communities. These ongoing investments include infrastructure projects to replace or upgrade existing pipelines in order to prevent leaks, ensure safe and reliable service, and comply with federal pipeline regulations. We are requesting this rate increase for increased operating, maintenance and distribution expenses, and to allow an opportunity for a higher rate of return on our investments.

Here's how the rate change will affect monthly bills:

Customers' bills contain three parts: Basic Charge, Delivery Charge and Cost of Gas. The proposed Basic Charges and Delivery Charges cover the cost of delivering natural gas service to our customers and is about 50 percent of the bill, while the Cost of Gas itself is the other 50 percent of the bill. The Cost of Gas is billed directly to customers without mark-up. This rate increase does not affect the Cost of Gas. The proposed rate changes will affect individual monthly bills differently depending on natural gas use and customer type. Bills will also vary because the wholesale cost of natural gas changes each month.

The chart below shows an example of the current and proposed rates for each customer type:

Rate Type (usage in therms)	Average monthl y usage in therms	Average monthly bill: current rates	Average monthly bill: interim rates	Average monthly bill: proposed
Residential	75	\$55	\$59	\$60
Commercial/Industrial				
- up to 1,499/year	69	\$57	\$61	\$63
- 1,500 to 4,999/year	249	\$164	\$172	\$174
- 5,000 or more/year	1,519	\$891	\$929	\$919
Small Volume Dual Fuel				
- up to 119,999/year	3,896	\$1,709	\$1,783	\$1,752
- 120,000 or more/year	13,901	\$5,861	\$6,092	\$6,092
Large Volume Dual Fuel	38,836	\$15,298	\$15,796	\$15,968
Large General Firm Sales Service	53,808	\$24,796	\$25,644	\$25,804

What is the process for reviewing the request by CenterPoint Energy Minnesota Gas?

The MPUC, the Minnesota Department of Commerce, the Office of the Attorney General – Residential Utilities and Antitrust Division, public interest groups and customers have the opportunity to review and comment on our proposal.

The MPUC will hold public hearings for customers to speak and will ask for customers' written comments about our rate increase request. You may add verbal comments or written comments, or both, to the record. When scheduled, a notice of the public hearing will give dates and locations. The notice will be published in local newspapers, in bill inserts and at CenterPointEnergy.com/RateCase.

HOW TO LEARN MORE

Current and proposed rate schedules for CenterPoint Energy Minnesota Gas are available at:

CenterPoint Energy

505 Nicollet Mall
 Minneapolis MN 55402
 Phone: 612-372-4727 or 1-800-245-2377
 Web: CenterPointEnergy.com/RateCase

Minnesota Department of Commerce

85 7th Place East, Suite 500
 St. Paul MN 55101
 Phone: 651-539-1534
 Web: <https://www.edockets.state.mn.us/EFiling/search.jsp> Select 19 in the year field, type 524 in the number field, select Search, and the list of documents will appear on the next page.

Questions about the Minnesota Public Utilities Commission's review process?

Minnesota Public Utilities Commission

121 7th Place East, Suite 350

St. Paul MN 55101

Phone: 651-296-0406 or 1-800-657-3782

Email: consumer.puc@state.mn.us

Persons with hearing or speech disabilities may call through their preferred Telecommunications Relay Service.

BENSON GOLF CLUB, INC
Balance Sheet
 As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1100 · Cash In Checking	26,844.63
1103 · Cash on Hand	200.00
Total Checking/Savings	27,044.63
Other Current Assets	
1300 · Inventory - Bar	3,517.09
1301 · Inventory - Cafe	322.00
1302 · Inventory - Pro Shop	4,716.41
1303 · Inventory - Course	9,531.73
Total Other Current Assets	18,087.23
Total Current Assets	45,131.86
Fixed Assets	
1510 · Course	556,719.19
1520 · Clubhouse	407,573.21
1521 · Bar	18,733.52
1530 · Cafe	25,004.80
1535 · Accumulated Depreciation	-753,299.80
1540 · Leasehold Interest	82,200.00
Total Fixed Assets	336,930.92
TOTAL ASSETS	382,062.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	9,531.73
Total Accounts Payable	9,531.73
Other Current Liabilities	
2140 · Sales Tax Payable	-27.16
2165 · Gift Certificates	944.95
2169 · Banquet Deposits	875.01
2600 · Pre-paid memberships & Leases	767.25
Total Other Current Liabilities	2,560.05
Total Current Liabilities	12,091.78
Total Liabilities	12,091.78
Equity	
3100 · Contributed Capital	87,081.97
3200 · City of Benson	371,800.00
3900 · Retained Earnings	-84,660.23
Net Income	-4,250.74
Total Equity	369,971.00
TOTAL LIABILITIES & EQUITY	382,062.78

BENSON GOLF CLUB, INC
Profit & Loss
 January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
4000 · Income from Bar	
4100 · Income - Bar	18,373.80
4105 · Income - Beer	70,265.71
4107 · Token sales (events)	736.00
4300 · Income - Pop	9,616.51
4330 · Income - Cigs, Snacks & Misc	1,659.89
	<hr/>
Total 4000 · Income from Bar	100,651.91
4010 · Income from Cafe	
4110 · Income - Food General	11,853.30
4111 · Catered Event Food	5,833.58
4350 · Income - Misc.	447.68
	<hr/>
Total 4010 · Income from Cafe	18,134.56
4020 · Income from Proshop/Course	
4120 · Income - Pro Shop	16,281.88
4130 · Income - Dues	107,000.60
4131 · Premium Memberships	3,400.00
4140 · Income - Green Fees	64,765.92
4160 · Income - Cart Leases	13,560.21
4161 · Income - Range Fees	1,062.36
4180 · Cart Rentals	36,622.28
4190 · Cart Storage-Gas & Electric	7,113.92
4200 · Locker Rent	233.90
4202 · Course Rent-Trail Fees	10,273.80
4230 · Computer Fee/Handicap	750.00
4336 · Course rent for HS events	1,200.00
4371 · Income - Tee Signs	1,448.00
4373 · Cart gas	40.21
	<hr/>
Total 4020 · Income from Proshop/Course	263,753.08
4030 · Administrative Income	
4335 · Clubhouse Rent	4,650.97
4341 · Special Events/Fundraising	9,558.00
4360 · Income - Interest	1.73
4361 · Income - Donations	
4363 · Member Donations/Memorials	488.00
4361 · Income - Donations - Other	538.00
	<hr/>
Total 4361 · Income - Donations	1,026.00
4381 · Adminstrative fees	88.00
	<hr/>
Total 4030 · Administrative Income	15,324.70
Total Income	397,864.25
Expense	
5000 · Bar Expenses	
5021 · Elec & Water--Bar/clubhouse	4,375.02
5022 · Bar-Telephone	1,132.64
5030 · Purchases - Bar	25,701.11
5035 · Pop Purchases	7,987.79
5060 · Inventory Change - Bar	-163.57
5100 · Wages - Bar	4,984.52
5204 · Liquor - Freight In	111.30
5208 · Garbage Pickup	2,426.92
5223 · Miscellaneous - Bar	206.34
5228 · Equipment Repairs	112.41
5231 · Repairs - Bar	332.88
5238 · Bar - Supplies	1,833.38
5242 · Payroll Taxes - Bar	784.99

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Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss
January through December 2019

	Jan - Dec 19
5245 · Tax/License - Bar	1,070.00
5275 · Cable TV	1,302.05
Total 5000 · Bar Expenses	52,197.78
5010 · Cafe Expenses	
5032 · Cafe-Telephone	1,132.64
5039 · Elec & water--Cafe	4,328.21
5040 · Purchases - Food	6,218.42
5070 · Inventory Change - Food	-278.08
5110 · Wages - Food	0.00
5170 · Cleaning Club	683.00
5210 · Continuing Education	59.00
5229 · Equipment Repairs - Food	352.16
5239 · Supplies - General	1,754.89
5243 · Payroll Taxes - Cafe	0.00
5246 · Tax/License - Food & Clubhouse	640.00
5276 · Heating-Gas	261.52
5277 · Water Softening	524.76
5290 · Catering Services	11,739.69
Total 5010 · Cafe Expenses	27,416.21
5020 · Course Expenses	
5150 · Wages - Course Supervisor	54,454.14
5160 · Wages - Course	73,663.71
5195 · Electricity-Course	2,762.75
5197 · Course - Fertilizer/Chemicals	25,470.42
5198 · Course - Irrigation Repair	67.46
5202 · Course - Equipment Repair	11,512.46
5203 · Course - Ground Improvement	429.84
5219 · Course - Insurance	9,377.00
5240 · Course - Supplies	3,257.24
5244 · Payroll Taxes - Course	24,224.27
5247 · Tax/License/Permits - Course	1,134.08
5248 · Course - Telephone	2,095.37
5251 · Electricity/SewerWater/Lights	1,904.97
5252 · Course - Porta Biff Rental	1,398.90
5257 · Depreciation - Course	8,357.09
5264 · Diesel/Gas - Course	5,721.58
5265 · Heating Fuel	1,120.32
5289 · Course water	1,216.06
Total 5020 · Course Expenses	228,167.66
5090 · ProShop Expenses	
5050 · Purchases - Pro Shop	16,227.28
5080 · Inventory Change - Proshop	-3,981.44
5120 · Wages - Proshop	23,275.47
5191 · Pro Shop - Office Supplies	511.34
5192 · Range Expense	1,515.33
5206 · Course & Pro Shop advertising	2,326.95
5212 · Pro Shop/Course Dues	495.00
5232 · Repairs - Pro Shop	10.67
5249 · Telephone/Internet Service	1,132.57
5253 · Course - Handicap Cards	1,000.00
5260 · Pro Shop - Printing	179.54
5266 · Gas-Carts	5,802.19
5268 · Equipment Lease Expense-Carts	21,610.00
5269 · Course/ProShop-Credit Card Fees	6,190.41
5291 · Repairs - Golf Carts	482.22
Total 5090 · ProShop Expenses	76,777.53

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Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
5400 · Administrative Expenses	
5207 · Accounting	600.00
5220 · Insurance & Bonds	8,686.43
5226 · Miscellaneous - Administrative	1,329.89
5227 · Postage	302.00
5233 · Repair/Maint. - Clubhouse/Equip	2,497.98
5235 · Repairs/Improvements-Clubhouse	211.96
5237 · Office Supplies	235.63
5241 · General Supplies	315.32
5258 · Depreciation - Building	3,298.11
5261 · Labels, Printing, & Newsletters	38.48
5267 · Bad Checks	0.00
	<hr/>
Total 5400 · Administrative Expenses	17,515.80
66900 · Reconciliation Discrepancies	40.01
	<hr/>
Total Expense	402,114.99
	<hr/>
Net Ordinary Income	-4,250.74
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Net Income	-4,250.74
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Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss Budget vs. Actual
January through December 2019

	TOTAL		
	Jan - Dec 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Income from Bar			
4100 · Income - Bar	18,373.80	23,032.00	-4,658.20
4105 · Income - Beer	70,265.71	63,987.00	6,278.71
4107 · Token sales (events)	736.00	1,379.00	-643.00
4300 · Income - Pop	9,616.51	13,633.00	-4,016.49
4330 · Income - Cigs, Snacks & Misc	1,659.89	3,263.00	-1,603.11
Total 4000 · Income from Bar	100,651.91	105,294.00	-4,642.09
4010 · Income from Cafe			
4110 · Income - Food General	11,853.30	11,488.00	365.30
4111 · Catered Event Food	5,833.58		
4350 · Income - Misc.	447.68		
Total 4010 · Income from Cafe	18,134.56	11,488.00	6,646.56
4020 · Income from Proshop/Course			
4120 · Income - Pro Shop	16,281.88	11,927.00	4,354.88
4130 · Income - Dues	107,000.60	118,311.00	-11,310.40
4131 · Premium Memberships	3,400.00	3,100.00	300.00
4140 · Income - Green Fees	64,765.92	72,864.00	-8,098.08
4160 · Income - Cart Leases	13,560.21	13,890.00	-329.79
4161 · Income - Range Fees	1,062.36	2,783.00	-1,720.64
4180 · Cart Rentals	36,622.28	38,384.00	-1,761.72
4190 · Cart Storage-Gas & Electric	7,113.92	7,740.00	-626.08
4200 · Locker Rent	233.90	280.00	-46.10
4201 · Club Rental	0.00	228.00	-228.00
4202 · Course Rent-Trail Fees	10,273.80	11,475.00	-1,201.20
4230 · Computer Fee/Handicap	750.00	725.00	25.00
4336 · Course rent for HS events	1,200.00	3,392.00	-2,192.00
4351 · Income - Misc (Course)	0.00	379.00	-379.00
4371 · Income - Tee Signs	1,448.00		
4372 · Scorecard Advertising	0.00	1,642.00	-1,642.00
4373 · Cart gas	40.21		
Total 4020 · Income from Proshop/Course	263,753.08	287,120.00	-23,366.92
4030 · Administrative Income			
4335 · Clubhouse Rent	4,650.97	3,950.00	700.97
4341 · Special Events/Fundraising	9,558.00		
4360 · Income - Interest	1.73		

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Accrual Basis

BENSON GOLF CLUB, INC Profit & Loss Budget vs. Actual January through December 2019

	TOTAL		
	Jan - Dec 19	Budget	\$ Over Budget
4361 · Income - Donations			
4363 · Member Donations/Memorials	488.00		
4361 · Income - Donations - Other	538.00	200.00	338.00
Total 4361 · Income - Donations	1,026.00	200.00	826.00
4381 · Administrative fees	88.00		
Total 4030 · Administrative Income	15,324.70	4,150.00	11,174.70
Total Income	397,864.25	408,052.00	-10,187.75
Expense			
5000 · Bar Expenses			
5021 · Elec & Water--Bar/clubhouse	4,375.02	3,991.00	384.02
5022 · Bar-Telephone	1,132.64	1,978.00	-845.36
5030 · Purchases - Bar	25,701.11	27,470.00	-1,768.89
5035 · Pop Purchases	7,987.79	10,024.00	-2,036.21
5060 · Inventory Change - Bar	-163.57		
5100 · Wages - Bar	4,984.52	9,344.00	-4,359.48
5204 · Liquor - Freight In	111.30		
5208 · Garbage Pickup	2,426.92	1,217.00	1,209.92
5223 · Miscellaneous - Bar	206.34		
5228 · Equipment Repairs	112.41		
5231 · Repairs - Bar	332.88	2,696.00	-2,363.12
5238 · Bar - Supplies	1,833.38	2,315.00	-481.62
5242 · Payroll Taxes - Bar	784.99	2,017.00	-1,232.01
5245 · Tax/License - Bar	1,070.00	1,070.00	0.00
5255 · Depreciation - Bar	0.00	905.00	-905.00
5259 · Cigs&Candy purchase for resale	0.00	1,728.00	-1,728.00
5275 · Cable TV	1,302.05	1,000.00	302.05
Total 5000 · Bar Expenses	52,197.78	65,755.00	-13,557.22
5010 · Cafe Expenses			
5032 · Cafe-Telephone	1,132.64		
5039 · Elec & water--Cafe	4,328.21	3,990.00	338.21
5040 · Purchases - Food	6,218.42	8,552.00	-2,333.58
5070 · Inventory Change - Food	-278.08		
5110 · Wages - Food	0.00		
5170 · Cleaning Club	683.00		
5210 · Continuing Education	59.00		
5229 · Equipment Repairs - Food	352.16	773.00	-420.84
5239 · Supplies - General	1,754.89	2,112.00	-357.11
5243 · Payroll Taxes - Cafe	0.00	742.00	-742.00
5246 · Tax/License - Food & Clubhouse	640.00	575.00	65.00
5256 · Depreciation - Food	0.00	119.00	-119.00
5276 · Heating-Gas	261.52	571.00	-309.48

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01/20/20

Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss Budget vs. Actual
January through December 2019

	TOTAL		
	Jan - Dec 19	Budget	\$ Over Budget
5277 · Water Softening	524.76	374.00	150.76
5290 · Catering Services	11,739.69	2,153.00	9,586.69
Total 5010 · Cafe Expenses	27,416.21	19,961.00	7,455.21
5020 · Course Expenses			
5150 · Wages - Course Supervisor	54,454.14	52,303.00	2,151.14
5160 · Wages - Course	73,663.71	74,913.00	-1,249.29
5195 · Electricity-Course	2,762.75	5,133.00	-2,370.25
5196 · Course - Small Tools	0.00	245.00	-245.00
5197 · Course - Fertilizer/Chemicals	25,470.42	25,865.00	-394.58
5198 · Course - Irrigation Repair	67.46	220.00	-152.54
5200 · Course - Trees & Shrubs	0.00	2,164.00	-2,164.00
5202 · Course - Equipment Repair	11,512.46	14,862.00	-3,349.54
5203 · Course - Ground Improvement	429.84	8,323.00	-7,893.16
5219 · Course - Insurance	9,377.00	9,617.00	-240.00
5225 · Miscellaneous - Course	0.00	150.00	-150.00
5234 · Course - Bldg and Maint.	0.00	165.00	-165.00
5240 · Course - Supplies	3,257.24	3,969.00	-711.76
5244 · Payroll Taxes - Course	24,224.27	25,275.00	-1,050.73
5247 · Tax/License/Permits - Course	1,134.08	872.00	262.08
5248 · Course - Telephone	2,095.37	2,670.00	-574.63
5251 · Electricity/Sewer/Water/Lights	1,904.97	1,270.00	634.97
5252 · Course - Porta Biff Rental	1,398.90	1,608.00	-209.10
5257 · Depreciation - Course	8,357.09	14,108.00	-5,750.91
5264 · Diesel/Gas - Course	5,721.58	5,528.00	193.58
5265 · Heating Fuel	1,120.32	1,251.00	-130.68
5289 · Course water	1,216.06	2,571.00	-1,354.94
Total 5020 · Course Expenses	228,167.66	253,082.00	-24,914.34
5090 · ProShop Expenses			
5050 · Purchases - Pro Shop	16,227.28	11,742.00	4,485.28
5080 · Inventory Change - Proshop	-3,981.44		
5120 · Wages - Proshop	23,275.47	29,134.00	-5,858.53
5191 · Pro Shop - Office Supplies	511.34	473.00	38.34
5192 · Range Expense	1,515.33	680.00	835.33
5206 · Course & Pro Shop advertising	2,326.95	4,147.00	-1,820.05
5212 · Pro Shop/Course Dues	495.00	830.00	-335.00
5232 · Repairs - Pro Shop	10.67	613.00	-602.33
5249 · Telephone/Internet Service	1,132.57	840.00	292.57
5253 · Course - Handicap Cards	1,000.00	1,894.00	-894.00
5260 · Pro Shop - Printing	179.54	645.00	-465.46
5266 · Gas-Carts	5,802.19	4,267.00	1,535.19
5268 · Equipment Lease Expense-Carts	21,610.00	22,608.00	-998.00
5269 · Course/ProShop-Credit Card Fees	6,190.41	4,451.00	1,739.41
5291 · Repairs - Golf Carts	482.22	3,302.00	-2,819.78

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01/20/20

Accrual Basis

BENSON GOLF CLUB, INC
Profit & Loss Budget vs. Actual
January through December 2019

	TOTAL		
	Jan - Dec 19	Budget	\$ Over Budget
5292 · Score Card Printing	0.00	1,190.00	-1,190.00
5550 · City Electricity & Water	0.00	202.00	-202.00
Total 5090 · ProShop Expenses	76,777.53	87,018.00	-10,240.47
5400 · Administrative Expenses			
5207 · Accounting	600.00	750.00	-150.00
5220 · Insurance & Bonds	8,686.43	7,932.00	754.43
5226 · Miscellaneous - Administrative	1,329.89	2,286.00	-956.11
5227 · Postage	302.00	100.00	202.00
5233 · Repair/Maint. - Clubhouse/Equip	2,497.98	1,735.00	762.98
5235 · Repairs/Improvements-Clubhouse	211.96	580.00	-368.04
5237 · Office Supplies	235.63	1,442.00	-1,206.37
5241 · General Supplies	315.32	97.00	218.32
5258 · Depreciation - Building	3,298.11	5,304.00	-2,005.89
5261 · Labels, Printing, & Newsletters	38.48		
5267 · Bad Checks	0.00		
Total 5400 · Administrative Expenses	17,515.80	20,226.00	-2,710.20
66900 · Reconciliation Discrepancies	40.01		
Total Expense	402,114.99	446,042.00	-43,927.01
Net Ordinary Income	-4,250.74	-37,990.00	33,739.26
Net Income	-4,250.74	-37,990.00	33,739.26

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

Materials on this order are exempt from state sales tax #8016434

INVOICE

Number	Date	Page
2649	01/16/2020	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

Email:

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No	Terms	Due Date
1-1104					Due on Receipt	01/16/2020
City of Benson						
No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	Operational Partnership in Discovery Kids, 18-19 school year	No	EA	1.00	10,000.00	10,000.00

Subtotal	\$10,000.00
Sales Tax	\$0.00
Invoice Total	\$10,000.00
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$10,000.00

CITY OF BENSON
CAPITAL AUTHORIZATION REQUEST

1	Fund: Capital Outlay	Department: Golf Course	
	Prepared by: Sally Jones	Date: 01/30/2020	

Describe Proposed Capital Expenditure:

I am requesting the purchase of a pre-owned Toro Reelmaster 5510-D mower in which we will use to mow fairways. MSRP of a new 2020 5510-D \$52,000.

Does Proposed Expenditure Replace Existing Equipment? Yes

If Yes, Describe Use of Replaced Equipment:

The existing Toro Greensmaster 5400 will be kept

2	If Included in Capital Improvements Program:	3	Total Cost: \$ 20,000
	What Year: 2020		- Trade-in (if applicable): -\$
	What Heading: Capital Outlay		+ Net Book Value (depreciated value): +\$
	Budgeted Amount: \$25,000		=Net Capitalized Cost: =\$ 20,000

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

The main objective is to upgrade our current fairway units to keep up with the demand of daily mowing. The purchase of this 5510 mower will replace one of the two fairway mowers we use. The mower taken out of rotation will be utilized as a range mower.

5 Approval Section:

Action taken: _____

	Signature	Date
Department Supervisor		
Division Director		
City Manager		
City Council Approval (If Applicable)		
Council Meeting		

CITY OF BENSON

CAPITAL AUTHORIZATION REQUEST

1 **Fund:** Capital Outlay **Department:** Golf Course
Prepared by: Sally Jones **Date:** 01-30-2020

Describe Proposed Capital Expenditure:

I am requesting the purchase of a pre-owned Toro Workman 3200 work cart. MSRP of a new 2020 3200 HDX Workman would be \$22,000.

Does Proposed Expenditure Replace Existing Equipment? Yes

If Yes, Describe Use of Replaced Equipment:

All older models of this vehicle will be kept until no longer serviceable.

<p>2 If Included in Capital Improvements Program:</p> <p>What Year: 2020</p> <p>What Heading: Capital Outlay</p> <p>Budgeted Amount: \$25,000</p>	<p>3</p>	<p>Total Cost: \$ 5,000</p> <p>-Trade-in (if applicable): -\$</p> <p>+Net Book Value (depreciated value): +\$</p> <hr style="border: 0.5px solid black;"/> <p>=Net Capitalized Cost: =\$ 5,000</p>
---	-----------------	--

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

The main objective is to upgrade our current heavy duty work carts. Our older two work carts have significantly high hours and are nearing the end of their life span. We will keep the older Workman 3200 for lighter duty applications until they no longer are of service to us.

5 **Approval Section:**

Action taken: _____

Signature Date

Department Supervisor  _____

Division Director _____

City Manager _____

City Council Approval (If Applicable) _____

Council Meeting _____





City of Benson

TORO GROUNDS MAINTENANCE EQUIPMENT QUOTE



<i>Grounds Maintenance Equipment</i>	Quote Price
<i>PreOwned TORO REELMASTER 5510-D, New 8-Blade Reel Stock, 2WD, Rear Roller Scrapers (XF-UE8688) 2013 Model Year 2022 Hours / Unit includes 12 Months of Toro Protection Plus Drive-Train Only Coverage at No Charge</i>	\$20,000.00
<i>PreOwned TORO WORKMAN 3200, 2WD (XV-UE9275) 2001 Model Year 3334 Hours / No warranty</i>	\$5,000.00
<i>Subtotal</i>	\$25,000.00

- Applicable sales tax is not included
- Delivery at No Charge
- 30 Day Terms
- Quoted pricing valid for 30 days; pending availability
- Service Fee of 2.5% to be applied to all invoices paid via Credit Card

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us at 800-492-9972.

Tim Fleegel & Matt Arntzen, Certified Professional Sales Representatives



Invoice	SM00000005862
Date	1/23/2020
Page	1

Bill To:

Benson Municipal Utilities
Attn: Rob Wolfington
1410 Kansas Ave
Benson MN 56215

Remit To:

Missouri River Energy Services
3724 West Avera Drive
PO Box 88920
Sioux Falls, SD 57109-8920

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		BENSON MISC				1/23/2020	25,726
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Est. Price
1	1	0	MISCSVCS	Miscellaneous Services Minimum Revenue-Agreement for Backup Service with the City of Benson,MN through April 30, 2027 Net Present Value of \$450,000.00	\$0.00	\$414,183.00	\$414,183.00
3	3	0	MISCSVCS	Miscellaneous Services Revenue billed in January - March 2019.	\$0.00	(\$14,625.00)	(\$43,875.00)

Subtotal	\$370,308.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$370,308.00



October 25, 2019

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

Dear Mr. Wolfington:

The City of Benson has confirmed its public, education, and government (PEG) access channel is not currently being utilized and there are no future plans to utilize the channel.

Upon signature of this document, the City agrees to relieve Charter Communications of its obligation to provide one (1) PEG access channel pursuant to Section 6.1 of the Franchise Agreement, effective immediately. Minnesota Statutes 238.084(z) preserves the right of the City of Benson to request that a PEG access channel be made available to its subscribers in the future.

As confirmation of this agreement, I request that the City sign and return this letter to my attention. Please do not hesitate to contact me at (952) 367-4263 or at amanda.duerr@charter.com if I can be of assistance to you or the City Council. Charter looks forward to continuing our valuable partnership with the City of Benson. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Amanda C. Duerr".

Amanda Duerr
Director, Government Affairs
Charter Communications

Signed: _____
City of Benson

Title: _____

Date: _____



PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

January 17, 2020

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

Dear Council Members:

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

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

90th percentile lead level = 1 µg/l (rounded as 0.001 mg/l).

The action level for lead is 15.0 µg/l.

90th percentile copper level = 835 µg/l (rounded as 0.835 mg/l).

The action level for copper is 1300 µg/l.

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

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

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

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

An equal opportunity employer

Benson City Council
Page 2
January 17, 2020
PWSID 1760008

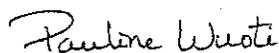
Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us. If you chose not to use the results notification letters MDH sent to you and created your own results notification letters, you must submit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

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

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

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

Sincerely,



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

PAW
Enclosures
cc: Water Superintendent

PWSID: 1760008

PWS NAME: Benson

Subject: Lead and Copper Results

All results during this round of monitoring were below the action levels for lead and copper. The system will move to reduced annual monitoring for 2020. The system must have at least 3 consecutive years of annual monitoring that are below the action levels for lead and copper before being moved to a more reduced monitoring schedule.

Resources:

1. The EPA Optimal Corrosion Control Treatment Evaluation Technical Recommendation for Primacy Agencies and Public Water Systems is a good resource to consider next steps. <https://www.epa.gov/dwreginfo/optimal-corrosion-control-treatment-evaluation-technical-recommendations>
2. "Optimization of Phosphorus-Based Corrosion Control Chemicals Using a Comprehensive Perspective of Water Quality." <http://www.waterrf.org/Pages/Projects.aspx?PID=4586>

Please contact Anna Schliep at 651-201-4667 with any questions relating to the Lead and Copper Rule and/or corrosion control treatment and optimization. Pre-notify her of any treatment modifications or source water changes by emailing her at anna.schliep@state.mn.us

Minnesota Department of Health
List of Sampling Locations and First Draw
For Lead/Copper Tap Water Monitoring

Sampling Period: 7/1/2019 - 12/31/2019

PWSID: 1760008
Population: 3240
Lucas Hoffman

PWS Name: Benson
Samples Received: 20
Samples Required: 20
90th Percentile Lead Level: 1 µg/L
90th Percentile Copper Level: 835 µg/L

Detect Base
3 WQP Phosphate
Copper NOE: 08/28/2014

Site No.	Location (Site Address)	Tier No. (1-4)	Plumbing Materials				Sample Results		Collected
			LSL	LP	CP/LS	Other	Lead 15.0 (µg/L)	Copper 1300 (µg/L)	
00001	700 17th Street South	1			X		< 1	79	10/8/2019
00002	701 18th Street South	1			X		< 1	835	10/8/2019
00003	701 19th Street South	1			X		< 1	581	10/10/2019
00012	914 12th Street North	3			X		1	527	10/9/2019
00014	505 20th Street North	3			X		< 1	681	10/8/2019
00015	205 Meadow Lane 56215	3			X		< 1	607	10/9/2019
00016	215 Sanford Road 56215	3			X		< 1	339	10/8/2019
00017	505 18th Street North	3			X		< 1	316	10/8/2019
00022	405 15th Street South	3			X		< 1	73	10/16/2019
00023	101 20th Street South	3			X		< 1	23	10/8/2019
00024	220 16th Street South	3			X		< 1	510	10/8/2019
00025	408 14th Street South	3			X		1	493	10/9/2019
00028	212 19th Street North	3			X		3	254	10/15/2019
00038	615 10th Street North	3			X		< 1	104	10/9/2019
00039	500 20th Street North	3			X		< 1	564	10/8/2019
00041	508 18th Street North	3			X		< 1	885	10/15/2019
00044	403 Meadow Lane	3			X		< 1	1130	10/8/2019
00046	702 18th Street South	3			X		< 1	737	10/8/2019
00047	506 20th Street North	3			X		< 1	406	10/15/2019
00049	805 Kansas Avenue 56215	3			X		< 1	171	10/8/2019



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

CONTRACT FOR PROFESSIONAL SERVICES

UPPER MINNESOTA VALLEY REGIONAL DEVELOPMENT COMMISSION
and the
CITY OF BENSON
#20-12

This contract for services is by and between the City of Benson, Minnesota, hereinafter referred to as the CITY, and the Upper Minnesota Regional Development Commission, hereinafter referred to as the UMRDC.

The purpose of this contract is to provide a mutual understanding concerning the services to be rendered to the CITY by the UMRDC.

SECTION I. DESCRIPTION OF UMRDC SERVICES

The UMRDC hereby agrees to:

- A. In consultation with the CITY, develop and maintain the Scope of Work (see attachment A)
- B. Designate a lead Point of Contact for the UMRDC's work:

Laura Ostlie, UMRDC Community Development Planner

SECTION II. DESCRIPTION OF CITY'S RESPONSIBILITIES

The CITY agrees to:

- A. Appoint a primary contact for this project who will define, edit, and manage the Scope of Work;

Rob Wolfington, Benson City Manager

- B. Work with UMRDC staff members to refine the Scope of Work and associated tasks such as:
 - 1. Meet with UMRDC staff members to share project background, progress to date, and expected outcomes

2. Prioritize tasks and duties
 3. Define UMRDC participation in events, meetings, and conference calls
 4. Define any additional partners and their expected role
 5. Defining any reporting regarding UMRDC progress
- C. Provide feedback in the time requested by UMRDC staff
 - D. Provide specific information needed to successfully complete the UMRDC services
 - E. Pay for all direct costs associated with the work of this contact including but not limited to: printing, postage, supplies, and travel;
 - F. Compensate the UMRDC in accordance with Section IV of this Contract.

SECTION III. CONTRACT PERIOD

- A. This contract is effective from January 1, 2020 to December 31, 2020.
- B. The time period for this Contract may be amended upon request and signed approval by both the UMRDC and CITY.

SECTION IV. COMPENSATION FOR SERVICES

- A. The CITY agrees to pay the UMRDC \$80.00 per hour for services provided in Section I of this Contract plus direct expenses billed at actual cost
- B. The CITY will compensate the UMRDC for a minimum of 416 hours with the flexibility of up to 1248 hours
- C. The UMRDC will provide the CITY with monthly invoices indicating service provided and any direct costs associated with the identified Scope of Work

SECTION V. GENERAL PROVISIONS

- A. Changes in UMRDC Services
In the event the CITY requests additional service from that described in Section I, or other project partners change the requirements for the project, UMRDC staff will contact the CITY prior to moving forward to discuss the change in scope. This Contract shall be amended or a new contract shall be created to reflect additional services and compensation.
- B. Liability
The CITY agrees to waive the UMRDC and the UMRDC's commissioners, officers, directors, employees, partners and agents of any legal liability relating to the

preparation, implementation and/or enforcement of services provided and/or products/projects produced.

C. Termination

This agreement may be terminated with or without cause by either the UMRDC or CITY upon ninety (90) days prior written notice.

In the event of termination, the CITY shall be obligated to the UMRDC for payment of amounts due and owing including payment for services performed or furnished to the date of termination, computed in accordance with Section IV of this Contract agreement.

D. Severability

Any provision or part of this Contract identified by either party as unenforceable under any law or regulation shall be considered stricken, but all remaining provisions shall continue to be valid and binding upon the UMRDC and CITY. The Contract shall be revised to replace such stricken provision with a valid and enforceable provision that comes as close as possible to expressing the intentions of the stricken provision.

SECTION VI. ACCEPTANCE

The UMRDC and CITY hereby accept this Contract for professional services. The parties hereto have caused this Contract to be duly executed.

Executive Director
Upper Minnesota Valley
Regional Development Commission

Authorized City Official

Title

Date: _____

Date: _____

ATTEST:

Date of UMRDC Board Approval

City Administrator, CITY _____

Date: _____

Benson Scope of Work

12.10.19

1) Conferences

- Staff the Benson booth at the [International BioMass Convention](#) February 2-6
- Staff the Benson booth at any additional conference scheduled
- Update Benson booth and materials to include newly edited drone footage/property highlights
- Be prepared to
 - Share the story about Benson
 - What is next for the newly purchased industrial property
 - Significant networking & attending social events required to make new industry connections
 - Learn and listen to booth visitors about industry trends and issues and make note of opportunities and connections

2) EDA

- Assist in the facilitation for the monthly EDA meetings 3rd Monday of each month at 7:30am
- Coordinate application process with all loan applicants
- 1.6M loan fund from a combination of state dollars and city dollars. About 30 active loans, typically 4-5 loans a year less than 200k each.
- Provide mitigation and auditing to current RLF portfolio
- No policies on purpose to retain the most flexibility
- No need for financial management
- Assist EDA with implementing marketing plans
- Explore and develop downtown facade grants/loan programming

3) Marketing

- Attend the city council retreat the 4th weekend in January
- Gain familiarity with the development of the city's comprehensive plan goals and strategies to determine any marketing messages
- Develop concepts, proposals and budgets for marketing implementation

4) Assist in the coordination of any projects associated with the former Fibrominn property

- Coordinate needs with the business inquiry leadership.
- Assist with permitting management and issues.
- Work with Briggs/Morgan legal counsel who is a brownfields specialist.
- Work with Ehlers to develop TIF agreement
- Work with Flaherty/Hood on Development Agreement
- Work with Wilcox on purchase agreement
- Work with MN biofuels incentive
- Work with Industrial Development Bonds
- Work with New Market Tax Credits
- Work with Benson subsidy agreement & public hearings

- Assist with valuation tracking
- Assist Rob in attending MN Legislature hearings where this project or the payout from Excel energy might be on the agenda
- Assist with Shovel Ready and BNSF certification processes
- Design website marketing for property

5) Assist with other items as directed by the City as time allows

- Participate in City of Benson staffing meetings to gain familiarity along with provide updates to project work
- Updated Business Subsidy Plan

January 14, 2020

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

Dear Rob,

This letter serves as an agreement for Flaherty & Hood, P.A. (“the Firm”) to provide professional services to the City of Benson.

Scope of Services. Flaherty and Hood, P.A shall provide legislative as directed related to issues concerning the Biomass facility in Benson. These services may include the following activities:

- Strategic advice
- Monitoring of committee hearings and other activity at Legislature and the Public Utilities Commission
- Assistance with drafting of legislation and appropriate amendments
- Assistance with production of lobbying and informational materials
- Direct lobbying of members of the legislature including chairs and members of key committees and legislative leadership as appropriate
- Direct lobbying of the Governor’s administration, state agencies and the Attorney General’s office as necessary
- Assistance with the preparation of testimony in front of committees if necessary

Delivery of Services. Elizabeth Wefel will be responsible for providing services from Flaherty & Hood, P.A. on a day-to-day basis. Ms. Wefel will be assisted by Marty Seifert, Bradley Peterson and other Flaherty & Hood staff as necessary. Flaherty & Hood staff will register as lobbyists with the Minnesota Campaign Finance Board as required by law.

Compensation. Flaherty & Hood, P.A. will charge an hourly fee for services based on the attached rate schedule labelled “Attachment A”. The firm will bill the City on a monthly basis for professional fees and reasonable expenses (printing/photocopying, mileage, postage, etc.) incurred during the previous month. Total fees and expenses under this agreement will not exceed \$15,000. Flaherty & Hood, P.A. is not obligated to provide services above \$15,000 unless further agreed to in writing.

Term of Agreement. Services under this agreement are deemed to have begun upon approval of this agreement by the governing body of the city of Benson. Services will be provided through December 31, 2020, unless extended in writing by all parties.

Conflict of Interest. The Firm is not aware of any current conflict of interest in representation of Benson and any of its other clients. If the Firm becomes aware of a conflict, it will notify both parties immediately and will seek a waiver of the conflict from both parties.

Amendment to Agreement. This agreement may be amended by mutual consent of both parties. The amendment must be in writing, describe the additional services, terms or compensation agreed to, and be signed by the designated representative of the City and a representative of the Firm.

If this letter adequately outlines your understanding of our agreement, please return a signed copy to our office, to the attention of Bradley Peterson. We look forward to working with you all.

Very truly yours,

FLAHERTY & HOOD, P.A.

By: 
Bradley Peterson, Shareholder

Accepted by: _____
For the City of Benson

ATTACHMENT A – GOVERNMENT RATES

Hourly rates for Flaherty & Hood, P.A. personnel providing legislative services under this contract:

Shareholder Attorney	\$166 per hour
Senior Attorney/Lobbyist (3 or more years of experience)	\$145 per hour
Associate Attorney (less than 3 years of experience)	\$125 per hour
Legislative Associate	\$100 per hour
Legislative Intern	\$ 52 per hour
Policy and Fiscal Analyst	\$130 per hour
Media & Communications Director	\$105 per hour

CITY OF DENVER CAPITAL AUTHORIZATION REQUEST

1	Fund: <u>Capital</u>	Department: <u>Electric</u>
	Prepared by: <u>Dan Gens</u>	Date: <u>1/29/2020</u>
	Describe Proposed Capital Expenditure: <u>purchase a mini excavator for use by all dept. but primarily electric.</u>	
	Does Proposed Expenditure Replace Existing Equipment? <u>NO</u> If Yes, Describe Use of Replaced Equipment: _____	

2	If Included in Capital Improvements Program:	3	Total Cost: <u>\$ 47,660.00</u>
	What Year: <u>2020</u>		-Trade-in (if applicable): <u>\$</u>
	What Heading: <u>Capital/Electric</u>		+Net Book Value (depreciated value): <u>+\$</u>
	Budgeted Amount: <u>\$ 47,660.00</u>		=Net Capitalized Cost: <u>=\$ 47,660.00</u>

4	Justification of the Expenditure: (Main Objectives and Assumptions) <p style="text-align: center;">A mini excavator is a very valuable tool when working along roadways and residential spaces. All the companies that run lines use them. This equipment would be a great tool for the electric department and I'm sure the water/ww department will try to borrow it as much as they can. safe efficient tool.</p>
---	---

5	Approval Section: Action taken: _____ <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Signature</th> <th style="width: 20%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>Department Supervisor</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Division Director</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>City Manager</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">City Council Approval (If Applicable)</td> <td style="width: 55%;">Council Meeting _____</td> </tr> </table>		Signature	Date	Department Supervisor	_____	_____	Division Director	_____	_____	City Manager	_____	_____	City Council Approval (If Applicable)	Council Meeting _____
	Signature	Date													
Department Supervisor	_____	_____													
Division Director	_____	_____													
City Manager	_____	_____													
City Council Approval (If Applicable)	Council Meeting _____														



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
1710 East College Drive
Marshall MN , 56258
Phone: (507) 532-0994 - Fax: (507) 532-0993

Proposal for:
CITY OF BENSON
1410 KANSAS AVE
BENSON, MN, 562151799
SWIFT

Investment Proposal Date: 9/13/2019
Pricing Valid Until: 10/13/2019
Deal Number: 1237864
Customer Account#: 4775010
Sales Professional: John Bot
Phone: (507) 532-0994
Fax: (507) 532-0993
Email: JBot@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2020 JOHN DEERE 35G	\$46,660.00
			Freight Out delivery	\$300.00
			Other AM/FM RADIO INSTALLED	\$700.00
			Equipment Subtotal:	\$47,660.00

Purchase Order Totals

Balance:	\$47,660.00
Tax Rate 3: (0%)	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$47,660.00
Cash with Order:	\$0.00
Balance Due:	\$47,660.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2020 JOHN DEERE 35G	0050FF 35G COMPACT EXCAVATOR 3125 300MM RUBBER TRACK 4145 SUSPENSION SEAT/VINYL 7120 5'8"(1.72M)LONG ARM/LNG LEAD 8150 CANOPY 9555 ANGLE BLADE BYT10966 18"HEAVY DUTY 2.8 CU.FT. BKT AT349585 THUMB INSTALL AT386304 HYD CLAMP KIT AT442164 HYDRAULIC QUICK COUPLER AT461031 INSTALL HYD COUPLER 8185 CAB WITH HEATER & AIR CONDIT



Help us improve the John Deere website!

Your opinion is very important and will help us to improve our site. We have a brief survey that should take about 5 minutes to complete. Thank you in advance for your help!

Take the survey



35G

CAPITAL AUTHORIZATION REQUEST

1 Fund: Capital Department: streets
 Prepared by: Dan Gens Date: 1/29/2020
 Describe Proposed Capital Expenditure: New dump truck for street department
 Does Proposed Expenditure Replace Existing Equipment? If Yes, Describe Use of Replaced Equipment: Trade in

2 If Included in Capital Improvements Program: What Year: <u>2020</u> What Heading: <u>streets/capital/ #18</u> Budgeted Amount: \$ <u>130,000.00</u>	3 Total Cost: <u>\$ 143,854.00</u> -Trade-in (if applicable): <u>\$ 20,000.00</u> +Net Book Value (depreciated value): <u>+\$</u> =Net Capitalized Cost: <u>=\$ 123,854.00</u>
--	---

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

The truck that is being replaced is worn down and the box and tailgate are no longer safe. The gate can no longer hold material in and has caused damage to other vehicles. Time to update as these trucks get a lot of useage.

5 Approval Section:

Action taken: _____

	Signature	Date
Department Supervisor	_____	_____
Division Director	_____	_____
City Manager	_____	_____

City Council Approval (If Applicable) _____ Council Meeting _____

Tandem Axle Cab & Chassis

VENDOR NAME ISTATE TRUCK CENTER

YEAR, MAKE AND MODEL 2021 FREIGHTLINER M2 106

This section for use when ordering

WB	177"
CA	112"
AF	63"
Rear Ratio	5.29
Cab Color	White
Wheel Color	Steel / White
Note	City of Benson

Grand Total \$ 88,374.00

Manufacturer Order Code	Spec #	Description	Qty	Price	Subtotal
	1.0	Price for Base Unit:	1	\$ 65,359.00	\$ 65,359.00
	8.0	ENGINE/EXHAUST AND FUEL TANKS OPTIONS:			
101-22U	8.23	CUM L9 350 HP @ 2000 RPM, 2200 GOV RPM, 1000 LB/FT @ 1400 RPM	1	\$ 5,577.00	\$ 5,577.00
'290-1CD'	11.26	BATTERY BOX WITH ALUMINUM COVER MOUNTED SHORT SIDE TO RAIL	1	\$ 129.00	\$ 129.00
293-058	11.38	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	1	\$ 121.00	\$ 121.00
128-076	9.25	Engine brake system	1	\$ 7.00	\$ 7.00
016-1C2	8.29	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	1	\$ 947.00	\$ 947.00
239-028	8.38	10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT	1	\$ (2.00)	\$ (2.00)
23U-002	8.46	13 GALLON DIESEL EXHAUST FLUID TANK	1	\$ 55.00	\$ 55.00
23Z-002	8.49	NON-POLISHED ALUMINUM DIESEL EXHAUST FLUID TANK COVER	1	\$ 80.00	\$ 80.00
273-036	9.14	Air applied fan drive, BORG WARNER (Brand)	1	\$ 88.00	\$ 88.00
138-010	9.20	Engine block heater	1	\$ 56.00	\$ 56.00
204-152	8.86	70 GALLON/264 LITER ALUMINUM FUEL TANK - LH	1	\$ 245.00	\$ 245.00
215-007	8.106	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH POLISHED STAINLESS STEEL BANDS	1	\$ 182.00	\$ 182.00
	10.0	TRANSMISSION OPTIONS:			
342-582	10.10	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	1	\$ 3,763.00	\$ 3,763.00
353-066	10.26	VEHICLE INTERFACE WIRING CONNECTOR WITH BLUNT CUTS, AT BACK END OF FRAME	1	\$ 35.00	\$ 35.00
34C-001	10.17	ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED	1	\$ 38.00	\$ 38.00
	3.0	FRONT AXLE/SUSPENSION/BRAKE/OPTION			
400-1BA	3.29	DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	1	\$ 1,170.00	\$ 1,170.00
402-030	3.48	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	1	\$ 20.00	\$ 20.00
427-001	3.11	Front brake dust shields	1	\$ 26.00	\$ 26.00
405-031	3.68	HALDEX AUTOMATIC FRONT SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS	1	\$ 32.00	\$ 32.00
40T-002	3.75	SYNTHETIC 75W-90 FRONT AXLE LUBE	1	\$ 5.00	\$ 5.00

ADDENDUM #3

Quote Response Form



Ember Road
Crystal MN 56055
1-726-2728

End User: BENSON, CITY OF
Customer: 101136

WADE ASCHEMAN
BENSON, CITY OF
1410 KANSAS AVE
BENSON MN 56215
USA

Phone: 320-287-0828

Fax: 320-842-7151

Taken By: Brandon Oachs

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer	Currency
LC00101387	Net 30 Days.	12/16/2019	1/15/2020	OACHS, BRANDON		USD

UM	Quantity	Item	Description	Unit Price	Extended Price
----	----------	------	-------------	------------	----------------

Sander - Make and Model J-Craft 9TGS SS Tailgate Sander

Auger size 9" Auger

Type of Sander Stainless Steel Under tailgate type, 9" dia (carbon steel) 4 or 6" pitch single auger, direct hydraulic drive, Oversized auger motor for low speed operation & continuous flow, LH Discharge w/POLY self-leveling spinner assembly, Dual over-center locks on hopper cleanout door, mtg brackets and mtg tabs welded to hopper, In Stainless Mill Finish.

number of spinners Single Left Hand Spinner

Includes:

- Installation of Sander
- Standard Couplers
- Exterior spill plates (Removable) made from stainless steel

EA	1.00	1891512	FENDERS, MIN400B SS W/TUFF TRAC INST	1,526.00	1,526.00
----	------	---------	--------------------------------------	----------	----------

Fenders, Minimizer,I model MIN4000B TDM AXLE black Poly fender set, SS Brackets Installed for TUFF TRACK SUSP

OPTION TO ADD:

ADD \$350.00 TO TOTAL FOR AN ELECTRIC BRAKE CONTROLLER INSTALLED WITH 7RV SOCKET.

ADD \$472.00 TO TOTAL FOR 10" BLACK OR WHITE POLY SIDE BOARDS INSTALLED.

Municipal Terms of Sale:

If you accept this proposal please sign and date below with PO# if you use one:

PO# _____

Accepted By (Print): _____

Accepted By (Signature): _____

Date: _____

Note: If Changes need to be made after PO is submitted we will need a revised PO reflecting the changes.

Visit us online at www.j-craftinc.com/

Sale Amount:	55,480.00
Freight:	0.00
Sales Tax:	0.00
FET Charges:	0.00

Contractor's Application for Payment No.

2

Application Period: January 30, 2020	Application Date: January 30, 2020
To (Owner): City of Benson, MN 1410 Kansas Ave, Benson, MN 56215	From (Contractor): KHC Construction, Inc., 703 Ontario Rd N, PO Box 450, Marshall, MN 56258
Project: Wastewater Treatment Facility Effluent Filter Refurbishment, 200 22nd St. S, Benson, MN 56215	Via (Engineer): Stantec 733 S Marquette Ave, Ste 1000, Minneapolis, MN 55402
Owner's Contract No.:	Contractor's Project No.: 19-15
	Engineer's Project No.: 193804787

**Application for Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS	\$ -	\$0.00
NET CHANGE BY CHANGE ORDERS		\$0.00

1. ORIGINAL CONTRACT PRICE	\$	\$297,000.00
2. Net change by Change Orders	\$	\$0.00
3. Current Contract Price (Line 1 ± 2)	\$	\$297,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimates)	\$	\$108,953.81
5. RETAINAGE:		
a. 5 % X \$ 101,453.81 Work Completed	\$	\$5,072.69
b. 5 % x \$ 7,500.00 Stored Materials	\$	\$375.00
c. Total Retainage (Line 5a + Line 5b)	\$	\$5,447.69
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$	\$103,506.12
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	\$10,291.35
8. AMOUNT DUE THIS APPLICATION	\$	\$93,214.77
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5.c above)	\$	\$193,493.88

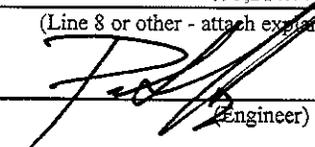
Contractor's Certification

The undersigned Contractor certifies that: to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interest and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Kim H. Christensen Date: 1-30-20

Payment of: \$93,214.77
(Line 8 or other - attach explanation of other amount)

is recommended by:  (Date) 1/30/20
(Engineer)

Payment of: _____
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Date) _____
(Owner)

Approved by: _____ (Date) _____
Funding or Financing Entity (if applicable)

BEENSON, MN WASTEWATER EFFLUENT FILTER REPAIRS
 SCHEDULE OF VALUES

A	B	C	D	E	F	G	H	I	
WORK COMPLETED									
SECT. NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPS	THIS PERIOD	STORED MATERIAL	TOTAL COMPLETED & STORED	0%	BALANCE TO FINISH	RETAINAGE
	General Expenses 5 Mos	10,000	2,000	4,000		6,000	60%	4,000	300
	Admin OH 5 Mos	10,000	2,000	4,000		6,000	60%	4,000	300
	Bonds & Insurance	6,833	6,833			6,833	100%	0	342
024119	Selective Demolition								
	Labor	37,500		37,500		37,500	100%	0	1,875
033010	Cast-In-Place Concrete								
	Materials	7,500				0	0%	7,500	0
	Labor	25,000				0	0%	25,000	0
055000	Steel Filter Repairs								
	Materials	1,500		1,500		1,500	100%	0	75
	Labor	3,000		3,000		3,000	100%	0	150
099100	Painting								
	Subcontractor	49,000		20,000		20,000	41%	29,000	1,000
260505	Basic Electrical Materials & Methods								
	Subcontractor	1,246				0	0%	1,246	0
260519	Low Voltage Electrical Power Conductors & Cables								
	Subcontractor	4,164				0	0%	4,164	0
260526	Grounding & Bonding for Electrical Systems								
	Subcontractor	800				0	0%	800	0
260533	Raceways & Boxes for Electrical Systems								
	Subcontractor	5,318		3,909		3,909	74%	1,409	195
260800	Commission of Electrical Systems								
	Subcontractor	3,000				0	0%	3,000	0
329200	Turf & Grasses								
	Subcontractor	500				0	0%	500	0
400510	Process Piping								
	Materials	7,500			7,500	7,500	100%	0	375
	Labor	15,000				0	0%	15,000	0
409514	Supervisory Control System								
	Subcontractor	14,062				0	0%	14,062	0
444313	Filter Refurbishment-Materials By Owner								
	Materials	2,000				0	0%	2,000	0
	Subcontractor	5,000		5,000		5,000	100%	0	250
	Labor	78,077		11,712		11,712	15%	66,365	586
	ALLOWANCE	10,000				0	0%	10,000	0
	TOTAL THROUGH THIS PAGE	297,000	10,833	90,621	7,500	108,954	37%	188,046	5,448

Minnesota Municipal Utilities Association

3025 Harbor Lane North, Suite 400

Plymouth, MN 55447-5142

Phone: 763-551-1230 Accounting: 763-746-0704 Fax: 763-551-0459

e-mail: kheiden@mmua.org

INVOICE

BILL TO

Benson Municipal Utilities
1410 Kansas Avenue
Benson, MN 56215

DATE	INVOICE NO.
1/6/2020	54747

PURCHASE ORDER	TERMS	DUE DATE
	Net 30	2/5/2020

DESCRIPTION	QTY.	RATE	AMOUNT
2020 Electric Utility Member Dues January 1 - December 31, 2020 Based on 3,179 population, 33,217 mwhrs. sold and \$2,923,300 electric revenue in 2017. (See enclosed dues rate sheet to see how your dues were calculated.) Electric dues can be paid quarterly. To opt for this please pay 25% of this amount and you will be billed for remaining balance on a quarterly basis.	1	6,403.00	6,403.00

Subtotal	\$6,403.00
Sales Tax (6.875%)	\$0.00
Total Due	\$6,403.00
Payments/Credits	\$0.00
BALANCE DUE	\$6,403.00

For proper credit, please include invoice number with remittance.

Thank you!



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

2020 Regular Membership Dues

ELECTRIC UTILITIES

MMUA dues for 2020 are based upon product sold during the calendar year 2017 according to the US Energy Information Administration. If the utility serves electric and water customers, dues are paid on the electric utility operation only.

ELECTRIC MEMBERSHIP DUES AS SHOWN ON THE ENCLOSED INVOICE ARE CALCULATED AS FOLLOWS:

- (1) If your city's population is 1,100 or less, your dues are calculated at the rate of \$1.2647 per city resident plus .006074% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (2) If your city's population is 1,101 to 5,500, your dues are calculated at the rate of \$.1874072 per megawatt-hour sold up to a maximum of \$16,455, plus .006074% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (3) If your city's population is more than 5,500 and your sales are 750,000 megawatt-hours or less, your dues are calculated at the rate of \$.1874072 per megawatt-hour up to a maximum of \$30,268, plus .006074% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.
- (4) If your city's population is more than 5,500 and your sales are in excess of 750,000 megawatt-hours, your dues are calculated at the rate of \$.1874072 per megawatt-hour up to a maximum of \$61,987, plus .006074% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.

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

INVOICE

Number	Date	Page
2651	01/30/2020	Pg 1 of 1

Materials on this order are exempt from state sales tax #8016434

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

Email:

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No.	Terms	Due Date
1-1104					Due on Receipt	01/30/2020
City of Benson						

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
1	Summer Rec Program 2019	No	EA	1.00	25,655.24	25,655.24

Subtotal	\$25,655.24
Sales Tax	\$0.00
Invoice Total	\$25,655.24
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$25,655.24

BENSON SUMMER RECREATION PROGRAM BUDGET (05Nov-04Oct)

REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
099 City of Benson Transfer	18,430.03	18,456.63	23,184.28	30,790.40	31,606.18	25,655.24
050 Fees	29,359.78	28,486.61	29,564.46	26,844.09	34,481.05	33,721.53
096 Donations	2,070.00	1,495.00	1,610.00	1,500.00	1,000.00	1,870.00
099 Misc. Local Revnue		385.27	0.00			
TOTAL REVENUES	49,859.81	48,823.51	54,358.74	59,134.49	67,087.23	61,246.77

EXPENDITURES	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual
170 Salary (Director/Secretary)	16,134.71	15,780.75	19,002.17	20,539.14	21,306.13	19,237.48
185 All other (Coaches, etc.)	15,441.07	16,223.06	17,009.93	18,963.72	16,147.38	11,947.20
210 FICA	2,404.36	2,444.53	2,687.82	3,021.95	2,860.44	2,385.56
214 PERA	1,376.08	1,421.65	759.86	854.29	1,018.56	641.32
218 TRA	151.35	111.46	1,018.99	1,172.07	1,012.98	1,036.37
220 Group Hospitalization	2,789.64	2,623.72	2,531.66	4,253.05	6,105.28	5,544.64
230 Life	8.28	8.28	8.57	10.92	10.92	10.92
235 Dental	67.32	67.32	71.92	193.69	246.92	204.24
240 LTD	13.20	13.20	13.40	16.56	16.56	18.22
250 TSA				68.71	216.64	425.00
251 HRA	676.80	624.00	761.00	1,550.83	1,800.00	1,725.00
295 Work Comp	948.00	1,115.00	1,258.00	1,249.00	1,088.00	802.00
305 Consultant Service Fees	4,931.37	5,083.40	4,939.53	2,943.11	11,575.21	14,012.31
329 Postage	347.15	242.07	251.89	188.17	108.59	98.90
350 Repair/Maint.	0.00	-	0.00			
366 Transportation			38.88			
401 General Supplies	4,183.35	3,065.07	3,416.12	4,118.28	3,228.87	3,157.61
430 Supplies	288.00	-	0.00			
433 Materials	0.00	-	0.00			
530 Equipment Purchased	99.13	-	589.00		344.75	
820 Dues Membership	0.00	-	0.00			
TOTAL EXPENDITURES	49,859.81	48,823.51	54,358.74	59,143.49	67,087.23	61,246.77

**RESOLUTION TRANSFERRING \$80,000 FROM
THE LIQUOR FUND TO THE GENERAL FUND
(RESOLUTION NO. 2020-)**

WHEREAS, the City of Benson owns and operates a Municipal Liquor Store, and

WHEREAS, the City Council has budgeted to transfer \$80,000 from the Liquor fund to the General Fund for calendar year 2020.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$80,000 from the Liquor Fund to the General Fund.