

**City Council Meeting Agenda  
City Council Chambers  
February 4, 2019**

**City of Benson Mission Statement**

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

|       |   |                         |
|-------|---|-------------------------|
|       | 5:00 p.m. Personnel Meeting   |                         |
| Page  |   |                         |
| 1.    | 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor) |                         |
| 2.    | Pledge of Allegiance  |                         |
| 3.    | Approval of Agenda  |                         |
|       | <b>Additions?</b> <input type="checkbox"/> None <b>1.</b> _____ <b>2.</b> _____ |                         |
|       | 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:   |                         |
| 3-6   | ▪ 1.14.2019 City Council Meeting  |                         |
| 7-8   | ▪ 12.17.2018 EDA Meeting  |                         |
| 9-13  | ▪ 1.25-26.2019 Strategic Planning Notes   |                         |
|       | b. Correspondence:  |                         |
| 14    | ▪ Charter Communications Broadcast Surcharge Rate Adjustment                    |                         |
| 15-22 | ▪ Golf Club Balance Sheet   |                         |
| 23    | ▪ Proposal for Services – Benson Civic Center Code and Structural Analysis      |                         |
|       | C. Application:   |                         |
| 24    | ▪ Date Change Deer Hunters Gambling Permit from Feb. 8, 2019 to April 12, 2019  |                         |
| 5.    | Persons With Unscheduled Business to Come Before the Council                    |                         |
| 6.    | Mary Ellen Wells – Interim CEO Swift County-Benson Health Services              | Information Only        |
| 25-26 | 7. 1 <sup>st</sup> Reading of an Ordinance to Assign Zoning                     | <b>Action Requested</b> |
| 27-28 | 8. MNPUC Notice of Comment Period – January 30, 2019                            | <b>Action Requested</b> |
|       | 9. Strategic Planning Proposals:  | <b>Action Requested</b> |
| 29-39 | ▪ Doug Griffiths – 13 Ways  |                         |
| 40-52 | ▪ Dr. Doug Allen, DWA Consulting  |                         |
| 53-59 | ▪ Dr. Richard Fursman, Huelife  |                         |
| 60-63 | ▪ Marcie Douglas, MRES  |                         |
|       | 10. Christmas Light Demonstration & Purchase                                    | <b>Action Requested</b> |
| 64-67 | 11. Pipeline Safety Training 2/19/19 6pm - Willmar                              | Information Only        |
| 68    | 12. First Evangelical free Church Request for Support-Easter Egg Hunt           | <b>Action Requested</b> |
| 69-75 | 13. Golf Course Capital Expenditure Request                                     | <b>Action Requested</b> |

|       |     |   |                         |
|-------|-----|---|-------------------------|
| 76-77 | 14. | MMUA 2019 Membership Dues - \$6,188.00  | <b>Action Requested</b> |
| 78-85 | 15. | New Arrival/Departure Building at Airport – Preliminary Design  | <b>Action Requested</b> |
| 86-88 | 16. | Capital Authorization Request – Snow Plow - \$38,460.00   | <b>Action Requested</b> |
| 89-92 | 17. | Capital Authorization Request – Wastewater Lift Truck-\$44,792.15   | <b>Action Requested</b> |
|       | 18. | Request to go out for Material Quotes: <ul style="list-style-type: none"> <li>▪ Concrete Crushing</li> <li>▪ Chip Sealing</li> <li>▪ Bituminous Paving</li> <li>▪ Concrete Work</li> <li>▪ Tires</li> </ul> | <b>Action Request</b>   |
| 93-98 | 19. | Disposal of Septic Tank Sludge Permits  | Information Only        |
| 99    | 20. | Liquor Fund Transfer to the General Fund  | <b>Action Requested</b> |
|       | 21. | Adjourn: Mayor  |                         |

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| <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 - REGULAR MEETING  
JANUARY 14, 2019**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Mark Schreck, Lucas Olson, Jon Buyck. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Human Services Director Catie Lee, Swift County Administrator Kelsey Baker, School Superintendent Dennis Laumeyer, Trudy Kaiser and Chamber of Commerce Director Holly Erickson

The Council recited the Pledge of Allegiance.

Laumeyer approached the Council. Wolfington said the Planning Commission had a public hearing at noon today for a conditional use permit application for the school to expand Northside School, bringing the footprint closer to the setbacks than allowed by ordinance. He presented a site drawing of the project to the Council. Olson asked if any utilities would be affected, to which Wolfington stated no. Laumeyer explained the design and layout. Wolfington said the Planning Commission recommended approval, and that the Conditional Use Permit met ordinance specifications. After discussion, it was moved by Buyck, seconded by Schreck and carried unanimously to approve the Conditional Use Permit for Northside School.

Next Lee and Kaiser approached the Council to discuss leasing the Senior Center building for a County run drop in center for mental health consumers as well as the general public. Lee stated she has received grants and donations for the program, and that the County Commissioners are in support of the program. Kaiser explained several activities and programs they hope to offer at the drop in center, which are open to anyone who wishes to come. Lee said they are planning a soft open in March 2019 and a grand opening in April 2019. She also said the Senior Citizens will be scheduled to use the center on Mondays for their activities, and the drop in center will be open Tuesdays, Wednesdays and Thursdays. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to approve the lease at the Senior Center building with Swift County Human Services for a term of one year.

Erickson with the Chamber of Commerce approached. She discussed the up-coming events at the Chamber of Commerce. She stated she is working for the Chamber of Commerce and Anderson Law Office, in the Law office building. She said their annual meeting will be Friday, January 18, 2019 at McKinney's for a meal, meeting and music. She discussed the membership drive. After discussion, it was moved by Collins seconded by Olson and carried unanimously to approve a 2019 Chamber of Commerce membership from the liquor fund. It was moved by Buyck, seconded by Schreck and carried unanimously to approve a 2019 Chamber of Commerce membership from the utility funds.

The Council recessed at 5:54 p.m. to tour the water treatment plant.

The Council reconvened at 6:22 p.m.

Mayor Collins asked for any changes or additions to the agenda, to which there were none.

It was moved by Schreck seconded by Olson and carried unanimously to approve the following items on the Consent Agenda:

- January 2, 2019 City Council Minutes
- Benson Police Report for December 2018
- Charter Communications Tribune Broadcasting Notice

- Notice of Potential Claim & Joint Inspection – Bassford Remele

There were no persons with unscheduled business.

Wolfington presented a draft of the Purchase and Sale Agreement document from Xcel for the purchase of the Fibrominn land. He said he wanted to make the document public. He said the City hopes to purchase the Fibrominn site and execute the document by the end of summer. Brightmark Energy has signed a letter of intent, but we have not received a development agreement from them. The City will be a conduit for the land sale. We would own the property long enough to slide the document across the table to Brightmark Energy. The land will be sold “as is condition” meaning any environmental issues would revert back to the party who caused the issue. He discussed the history of the sale and asked the Council to generate questions on the document over the next 30 days.

Pederson produced the departmental budgets and discussed each one. It was then moved by Evenson, seconded by Buyck and carried unanimously to approve the departmental budgets for 2019 as presented.

Councilmember Schreck offered the following resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION  
(RESOLUTION NO. 2019-03)**

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 River 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 Rob Wolfington be and he 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 Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2019-03 duly passed and adopted.

Councilmember Olson offered the following resolution:

**RESOLUTION DESIGNATING AUTHORIZED REREPRESENTATION  
(RESOLUTION NO. 2019-04)**

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 Evenson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYES: None. Thereupon the Mayor declared Resolution 2019-04 duly passed and adopted.

Wolfington presented a membership application to the Great Plains Institute. They lobby for bioenergy incentives at the legislature. Brightmark Energy is interested in changing legislation for bioenergy tax incentives, which will help with their Performa and financing their project. They are interested in lobbying the legislature, and have joined the Great Plains Institute and have asked the City of Benson to join the organization as well. After discussion it was moved by Evenson, seconded by Buyck and carried unanimously to approve the 2019 membership to the Great Plains Institute in the amount of \$2,500.

Wolfington presented a request from the Prom Afterbash committee looking for financial support. The Council discussed they are currently allowing the Afterbash in the Armory for a week free of charge for the event. Chief Hodge offered they donate to the Afterbash, and Councilmember Schreck stated the Fire Department does a mock crash before Prom. It was agreed by the Council they will not donate financial support in lieu of services already donated.

Next Wolfington discussed Doug Griffiths' proposal of \$65,000 for strategic planning and marketing services. He went on to say he and the Mayor have asked for proposals from two other companies, and stated the proposals will be in the Council Retreat packet. It was moved by Evenson, seconded by Schreck and carried unanimously to table this agenda item until after the Council Retreat.

Wolfington presented a proposal to purchase a run-down house at 211 – 18<sup>th</sup> St. N. The seller agrees to sell the property to the City for the amount of taxes and utilities due on the property which total \$2,124.00. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to proceed with the purchase of 211 – 18<sup>th</sup> St. N. as presented in the purchase agreement. Wolfington stated the legal heir of the property at 703 – 15<sup>th</sup> St. S. contacted him and is going to sign the property over to the City.

Next was a contract extension for tree removal services the City has with A.L.T. Tree Service. They are asking for a contract extension and increase for 2019. After discussion, it was moved by Evenson, seconded by Buyck and carried unanimously to approve the contract extension and increase for the 2019 season as presented.

It was moved by Schreck, seconded by Olson and carried unanimously to approve the bills and warrants in the amount of \$242,075.72.

It was moved by Schreck, seconded by Olson and carried unanimously to approve the bills and warrants in the amount of \$451,320.41.

The Council went into closed session at 6:56 p.m. for the City Manager's review.

The Council reconvened at 7:32 p.m. The Mayor stated the Council gave the City manager a satisfactory review. She also said the exempt salaries have been reviewed and some market adjustments were made to the administrative salaries. It was moved by Schreck, seconded by Evenson and carried unanimously to approve administrative salaries for 2019 as presented:

| <b>Name</b>    | <b>Title</b>          | <b>Current<br/>2018</b> | <b>Proposed<br/>2019</b> | <b>Percent<br/>Increase</b> | <b>Dollar<br/>Increase</b> |
|----------------|-----------------------|-------------------------|--------------------------|-----------------------------|----------------------------|
| Rob Wolfington | City Manager          | 94,550.00               | 100,225.00               | 6.0%                        | 5,673.00                   |
| Glen Pederson  | Director of Finance   | 85,400.00               | 90,500.00                | 6.0%                        | 5,100.00                   |
| Dan Gens       | Public Works Director | 76,550.00               | 81,800.00                | 6.9%                        | 5,250.00                   |
| Ian Hodge      | Police Chief          | 77,900.00               | 81,800.00                | 5.0%                        | 3,900.00                   |
| Tom Lee        | Liquor Store Mgr.     | 49,500.00               | 51,480.00                | 4.0%                        | 1,980.00                   |

|                  |                        |         |       |      |      |
|------------------|------------------------|---------|-------|------|------|
| Valerie Alsaker  | Administrative Assist. | \$22.40 | 23.65 | 5.6% | 1.25 |
| Paul Larson      | Sergeant               | 30.55   | 31.80 | 4.1% | 1.25 |
| Michael Jacobson | Building Official      | 31.60   | 32.85 | 4.0% | 1.25 |

There being no further business to come before the Council upon motion by Evenson, seconded by Olson and carried unanimously to adjourn the Council meeting at 7:33 p.m.

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Mayor

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City Clerk

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*Approved*

## **EDA Meeting December 17, 2018**

**Members Present:** Jack Evenson, Jeff Zosel, Kathy Polzin, Rick Horecka, Dan Enderson, Mark Schreck and Rob Wolfington  
**Members Absent:** Sheryl Madden.  
**Also Present:** Jenna Schiller & Brian Samuelson

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

It was moved by Zosel, seconded by Polzin and carried unanimously to approve the November 19, 2018 EDA minutes.

### **Grace & Thorn Floral Loan Application**

Wolfington said the loan committee met on Wednesday, December 12, 2018, and recommended approval. Enderson was at the loan committee meeting and discussed the proposed terms. After discussion, it was moved by Polzin, seconded by Zosel and carried unanimously to approve a \$10,000 loan to Grace & Thorn Floral with the following terms: a 5 year loan, 4% interest, first payment on February 1, 2019 with payments on auto bank withdrawal all under the condition the utility bill is current at all times. Schiller asked if there could be a letter drafted to Southwest Initiative Foundation stating the EDA loan was approved. Wolfington said we will draft it this morning and she can pick it up.

### **2019 Planning Calendar**

Wolfington discussed planning efforts by the City Council. January they have their annual retreat. The Council will talk about asking Doug Griffith back for two parts, the first is strategic planning in March. Then Stantec with the Planning Commission in May. Then in June Doug will come back to meet with the EDA and make a marketing plan. The Council will review the plans and costs associated with it at the Council meeting tonight.

### **Brightmark Energy and Xcel Development Update**

Wolfington reviewed the history of the Fibrominn land purchase and the City's option to buy the land from Xcel and in turn sell it to Brightmark Energy (BME). Total sale of the land and assets are \$1,711,000. The land is valued at \$1,111,000 and the building is valued at \$601,000. BME will need earnest money of \$342,200. The City may be able to negate the MRES contract for power. A purchase agreement with BME will be signed in January 2019 and closing will take place in September 2019. Xcel will be making payments over the next two years that will equal taxes we should have received from them. The City will use a lawyer to work on the environmental studies. He will be sure we aren't responsible for previous environmental issues on the property. Finally we should see a development agreement the first quarter of 2019 from BME.

### **Economic Development Director or Contract Position**

There are three options if the City Council decides to hire and economic development director. They could be a union position, an administrative position or the City could contract with the UMVRDC for a list of contracted services. The City Council will review and make a decision. Wolfington feels the last option could be the best as it would allow us to see if it works, and we could implement the services fairly

quickly as opposed to taking weeks to hire someone. The personnel committee will review and make a recommendation tonight.

**North End of the Civic Center**

Wolfington discussed the School abandoning the project for the north end of the Civic Center due to cost. Wolfington said the City could convert it back to an industrial use, City storage or the Civic Center Board has requested the City conduct a feasibility study, so they can take it over and convert it to a community recreational use. Wolfington said regardless of what happens, there needs to be a structural inspection, of the building then define the use, and determine a budget and how it will be financed. The school has taken out some of the concrete floor where a pit would be, along with insulation and the old sprinkler system. The lease the City has with the School states the property needs to be restored, and the school has an obligation to restore the building.

The loan profile was reviewed.

There being no other business, it was moved by Zosel seconded by Schreck and the meeting was adjourned at 8:37 a.m.

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Chairman

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Secretary

Benson Strategic Planning Notes  
January 25-26, 2019

Staff Updates

Rob – Benson is definitely in a time of uncertainty, they have many compound/complex matters. Such as: Purchase of Xcel plan, Gustie's Rd, possible MRES transmission line, water plant – expedited project, wastewater treatment plant, state legislature, street repairs and hospital reorganization

Glen – reviewed the financial report. The debt burden ration of 1.73% is well below most cities the size of Benson. There is a concern and the timing is unknown when FibroMinn is taken off the assessment rolls, it will reduce the debt capacity for GO bonds.

Chief Hodge – They are at 7 FT and 3 PT officers and will probably hire 2 more part-time officers this year. The call volume is up. They have a good team atmosphere, retention is good and they anticipate minimal capital outlay this year. They have 2 on SWAT and would like 1 more trained. They would also like to get the K9 program going but the hardest part is the handler.

Chief Reuss – He noted the fire department is very privileged to have what they have for equipment. They received a grant from FEMA for \$46,000 for the air compressor and \$7,800 from the state for a gear dryer. They had unanticipated truck repair at about \$7,000. They will be looking for a good used engine to replace the 1981 in the next 3-5 years. They need to update their pagers as they are over 20 years old. They also are in the need of wildland fire gear as it is too dangerous to be fighting grass fires in the heat of summer in full turn-out gear.

Dan – They have a new employee in the water/wastewater department along with 2 other guys that have only been here 6 months. They have 2 new in the electric department. They did a great job getting everything done despite all of the turnover. They had some street projects and they will try to get the jet truck out more this year. A new plow is coming and a crane truck is needed for the wastewater department.

Benson School (Dennis)

The bond passed in August and they had a joint pre-construction meeting for Phase I with the City in September. They will have a similar meeting with the city for each phase. Once the survey boundaries are complete in a month or so, they will need quick claim deeds and easements updated. Phase I should be complete in April. The new auditorium will have seating for 600 people. February 5<sup>th</sup> they are meeting with the gymnastics group to discuss options for them. They may also submit a possible one-way request for safer access for pickup and drop-off area. The 2020/2021 school year will start after Labor Day due to construction – this could impact swimming pool closing date. The demo of the auditorium will be done this summer prior to school starting at its regular date. Security and crisis planning is underway and they are coordinating with law enforcement and they commented on the good relationship they have with the police department. They do have a school resource officer as well.

- Quick claim deeds, easements will be needed by Ordinance and Resolution once
- February 5<sup>th</sup> meeting with the gymnastics group could impact Civic Center
- Possible one-way street request for safer access for pickup and drop-off
- 2020/2021 school year will start after Labor Day – could impact swimming pool closure date

## Hospital (Dan)

They are nearing completion of the Affiliation/Independence Analysis study and should be ready for their March board meeting with decision anticipated in April of May. Clinic and hospital have two separate EMR systems. The senior living will be complete soon with the first move-in ready for March 1. 20 of the 27 assisted living units are already contracted plus there is an additional memory care area. Their management agreement was updated in October of 2018 with CentraCare. They had a \$348,000 loss in 2018 but that is \$1.5 million better than 2017 and the 2019 budget is projecting a profit of \$325,000. They need to do some pharmacy compliance upgrades this year.

- This could open up some much needed housing in the community
- TIF items need to be readdressed/amended
- Further discussion is needed on an Alumni Grant for a development director – fundraising for foundation

## Swift County (Kelsey)

Courthouse renovation is almost complete – just some windows to finish. The new jail facility is coming before the commission on February 5<sup>th</sup> to look at a systematic design. Jail bonds are not required to go to a vote of the people. They are continuing to look at efficiencies in staffing and cross training. They are also working on the out of home placements since their number is at 36 which is high for the area. Jail reimbursement from other agencies is still at \$55/day.

- Request to vacate street south of courthouse – ordinance needed. What about the existing utilities in that location?
- The city is NOT interested in the county's human services center building.

## Possible Topics:

- Brightmark Energy Project (BME) \*\*\*\*\*
- Gustie's Road
- MRES Transmission Line Expansion \*
- City Hall Project \*\*
- Elevator Demo \*
- Water & Wastewater Plants, Permit and Projects \*\*\*\*\*
- Industrial Park South Project \*\*\*\*\*
- Strategic Planning Proposal \*\*\*\*\*
- Housing \*\*
- Alumni Grant – Hospital
- Armory \*\*
- Civic Center \*\*\*\*\*
- School Expansion \*
- County Building Projects

*Each participant voted on 3 items to discuss to set the priority for discussion signified by \**

## BME Project

- February 5-7 they will be having meetings with possible tech providers (dry or wet process) this will impact the utility impact and what the city will need to do to meet those needs
- BioPro Power has not gone away
- The \$1.7M purchase agreement with Xcel is already in process. Rob wanted the council to understand and be aware of the **RISK** involved for Benson if BME does not come. Also to expect activism with any project.
- BME has spent at least \$500,000 so far and 10 visits – so they are making investments
- Possibly a TIF project
- 200 gallons/minute flow is needed
- There are firefighting needs for the site
- Call with BME on Saturday
  - They have met 4 key hurdles/items
    - Secured all feed stock necessary for the project
    - Finalizing documentation for the site
    - Technology decision is within 30-45 days of making a decision
    - Delivery of the renewable natural gas to a pipeline
      - They need access from site to Northern Natural Gas and they have 2 different paths
  - Their next concerns are permits and trucking
  - Earliest access to the site from Xcel to begin any work would be fall of 2019
  - It is a 1,000 MMBtu plant and can be upgraded with additional phases to 3,000. It is scalable so it can go up to 3 times the size in 3 phases or even just 2 phases
- Need letter from council by December 2019 for bonding
- MN state biogas incentive in proposed legislation – they appreciate the city's support of this

## Possible MRES Transmission Line - MRES is researching

- Regulatory in 2019
- Ownership and finance in 2020
- Permits and engineering in 2021
- Construction begin in 2022
- If located in the East – Gustie's Rd is a concern
- If located in the South – Industrial park and new substation is a concern

## Industrial Park

- Land to the south – the owner is anxious to meet
- It is not the electric service territory to that would need to be evaluated/acquired
- Annexation of 60 acres
- 75 acres but there are flood plain issues
- Does it need to be shovel ready?
- Need to meet with land owner to know the price to even consider further discussion

## Water/Wastewater

- Permit expired in 2018
- Will there be a requirement to deal with sodium?
  - One way is to treat it at the source – at the water plant with lime
  - Education is needed – showing customers how to set softeners correctly and possibly a rebate if they update or remove an older water softener
- There is \$3.5M in deferred maintenance that is being held off due to waiting on the requirements to be detailed in the new permit
- They need to know BME's requirements – their chosen tech provider will make a difference on what is needed and whether it is a dry or wet process for the facility
- There will be a 30-day comment period once draft permit is received – it will be send to Flaherty & Hood immediately

## Strategic Planning Proposals

- 13 Ways – Doug Griffith \$55,000 - \$65,000 + expenses
  - 12 month process
  - Question for him – is there another option beyond March?
- DWA Consulting – Doug Allen \$50,000 + expenses
  - Phase I is 6 months
  - Phase II is another 12 months after Phase I
  - Question for clarification – number of anticipated committee meetings?
- Huelife - \$7,500 + expenses
  - 2-3 day with documents and follow-up
  - Additional work available at a cost of \$2,000/half day or \$3,500/full day
- RDC and MRES
  - MRES is in the pilot program year for strategic planning so there is not a cost
  - RDC will look at their contract and review resources for additional cost
  - They will submit a proposal to the council
- They are currently in the middle of the Land Use Comprehensive Plan with Santech that will resume in summer after the strategic planning process
- In the Fall of this year, the UMVRDC will be doing a marketing plan
- Key question is no matter who is chosen, to consider how RDC will be integrated with them
- Matter will be discussed further at the February 4<sup>th</sup> council meeting

## Armory

- \$1M to redo frontage, fill in basement, new HVAC, sprinkler system , restrooms
- \$150,000 just to demo the front portion and fill the basement
- \$3.5M to put the city hall in the armory
- Need to look at previous designs and estimates
- Set aside specific council time to discuss – bring back the previous proposals/estimates

City Hall – last estimate was \$2.5-\$2.7M

- Funding Options
  - CIP Bonds \$1.5M
  - Electric Utility \$500,000
  - Capital Outlay Fund \$500,000
  - PILOT from Xcel \$1.5M
- Where
  - Armory
  - SNAP building and entire half of block including demo of existing city hall
  - Stan Olson storage/Kansas Ave area
  - Olson subdivision (has 180,000 sf)
  - Domats building
  - Liquor Store (move it to the armory) (130x220 lot)
- What
  - 7 offices, small meeting room and council chambers
  - Or should it include a community center
- When
  - 2019/2020 review and decide on location, design and plan
- Other items to consider
  - How many buildings/facilities does the city want to own and maintain?
  - Every government building is one less that is on the tax rolls

Civic Center

- After the recent tour, the gymnastic group backed off on their interest
- Bare minimum proposal for repair was requested – it should be coming soon
- Hockey group is willing to take that space if lights are updated and it is insulated
  - They currently rent 2/3 of the space and could utilize the entire building
- To be fully functional it needs a sprinkler system
- Cash flow and rent considerations
- If the armory is torn down, could the city/community use this space?
- What about Junior Olympic sport clubs – are they interested?
- Multi-use facility
- This space is a perfect space for reunification after evacuation in the school/law enforcement crisis planning discussions



January 18, 2019

Via Email Please Reply "Received"

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

RE: Charter Communications – Broadcast Surcharge Rate Adjustment

Dear Mr. Wolfington:

At Charter (locally known as 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 with products and services we are sure they will enjoy. Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified that effective on or after February 21, 2019, pricing will be adjusted for the following residential video service:

- Broadcast TV Surcharge will change from \$9.95 to \$11.99.

We remain committed to providing an excellent experience for our customers, 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) 367-4263 or via email at [Amanda.Duerr@charter.com](mailto:Amanda.Duerr@charter.com).

Sincerely,

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

Amanda Duerr  
Senior Manager, Government Affairs  
Charter Communications

WV ✓

8:04 AM

01/20/19

Accrual Basis

**BENSON GOLF CLUB, INC**  
**Balance Sheet**  
**As of December 31, 2018**

|  | <u>Dec 31, 18</u> |
|--|-------------------|
| <b>ASSETS</b>                          |                   |
| <b>Current Assets</b>                  |                   |
| <b>Checking/Savings</b>                |                   |
| 1100 · Cash In Checking                | -1,570.30         |
| <b>Total Checking/Savings</b>          | -1,570.30         |
| <b>Other Current Assets</b>            |                   |
| 1208 · A/R - System                    | 1,846.00          |
| 1300 · Inventory - Bar                 | 3,143.75          |
| 1301 · Inventory - Cafe                | 43.92             |
| 1302 · Inventory - Pro Shop            | 734.97            |
| 1303 · Inventory - Course              | 20,472.02         |
| <b>Total Other Current Assets</b>      | 26,240.66         |
| <b>Total Current Assets</b>            | 24,670.36         |
| <b>Fixed Assets</b>                    |                   |
| 1510 · Course                          | 550,734.34        |
| 1520 · Clubhouse                       | 404,966.08        |
| 1521 · Bar                             | 18,733.52         |
| 1530 · Cafe                            | 25,004.80         |
| 1535 · Accumulated Depreciation        | -741,644.60       |
| 1540 · Leasehold interest              | 82,200.00         |
| <b>Total Fixed Assets</b>              | 339,994.14        |
| <b>TOTAL ASSETS</b>                    | <b>364,664.50</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                   |
| <b>Liabilities</b>                     |                   |
| <b>Current Liabilities</b>             |                   |
| Accounts Payable                       |                   |
| 20000 · *Accounts Payable              | 20,472.02         |
| <b>Total Accounts Payable</b>          | 20,472.02         |
| <b>Other Current Liabilities</b>       |                   |
| 2140 · Sales Tax Payable               | 146.44            |
| 2165 · Gift Certificates               | 1,360.23          |
| 2169 · Banquet Deposits                | 450.00            |
| 2600 · Pre-paid memberships & Leases   | 4,280.61          |
| 2610 · Bad Debts                       | -466.54           |
| <b>Total Other Current Liabilities</b> | 5,770.74          |
| <b>Total Current Liabilities</b>       | 26,242.76         |
| <b>Total Liabilities</b>               | 26,242.76         |
| <b>Equity</b>                          |                   |
| 3100 · Contributed Capital             | 87,081.97         |
| 3200 · City of Benson                  | 336,000.00        |
| 3900 · Retained Earnings               | -57,334.28        |
| Net Income                             | -27,325.95        |
| <b>Total Equity</b>                    | 338,421.74        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>364,664.50</b> |

**BENSON GOLF CLUB, INC**  
**Profit & Loss**  
 January through December 2018

|   | Jan - Dec 18      |
|---|-------------------|
| <b>Ordinary Income/Expense</b>            |                   |
| <b>Income</b>                             |                   |
| 4000 · Income from Bar                    |                   |
| 4100 · Income - Bar                       | 23,388.48         |
| 4105 · Income - Beer                      | 69,180.12         |
| 4107 · Token sales (events)               | 1,388.00          |
| 4300 · Income - Pop                       | 9,493.56          |
| 4330 · Income - Cigs, Snacks & Misc       | 1,842.38          |
|   | 105,292.54        |
| 4010 · Income from Cafe                   |                   |
| 4110 · Income - Food General              | 11,764.73         |
| 4350 · Income - Misc.                     | 381.50            |
|   | 12,146.23         |
| 4020 · Income from Proshop/Course         |                   |
| 4120 · Income - Pro Shop                  | 10,633.92         |
| 4130 · Income - Dues                      | 109,495.94        |
| 4131 · Premium Memberships                | 2,575.00          |
| 4140 · Income - Green Fees                | 65,117.28         |
| 4160 · Income - Cart Leases               | 14,404.66         |
| 4161 · Income - Range Fees                | 1,043.64          |
| 4165 · Income - Dividends                 | 513.79            |
| 4180 · Cart Rentals                       | 33,288.87         |
| 4190 · Cart Storage-Gas & Electric        | 7,865.26          |
| 4200 · Locker Rent                        | 233.90            |
| 4201 · Club Rental                        | 561.32            |
| 4202 · Course Rent-Trail Fees             | 11,301.18         |
| 4230 · Computer Fee/Handicap              | 800.00            |
| 4240 · Income - Tournaments/League Fee    | 634.00            |
| 4336 · Course rent for HS events          | 3,235.00          |
| 4371 · Income - Tee Signs                 | 10,250.00         |
| 4373 · Cart gas                           | 119.91            |
| 4391 · Insurance proceeds                 | 5,039.60          |
| 4401 · Jr Golf Program                    | 635.00            |
|   | 277,748.27        |
| 4030 · Administrative Income              |                   |
| 4335 · Clubhouse Rent                     | 2,596.68          |
| 4341 · Special Events/Fundraising         | 9,505.79          |
| 4360 · Income - Interest                  | 40.93             |
| 4361 · Income - Donations                 |                   |
| 4363 · Member Donations/Memorials         | 2,650.00          |
| 4365 · Non-Profit/Foundation donations    | 6,910.00          |
| 4361 · Income - Donations - Other         | 1,585.53          |
|   | 11,145.53         |
| <b>Total 4030 · Administrative Income</b> | <b>23,288.93</b>  |
| <b>Total Income</b>                       | <b>418,475.97</b> |
| <b>Expense</b>                            |                   |
| 5000 · Bar Expenses                       |                   |
| 5018 · Entertainment-Band Fees            | 0.00              |
| 5021 · Elec & Water-Bar/clubhouse         | 4,011.64          |
| 5022 · Bar-Telephone                      | 1,110.81          |
| 5030 · Purchases - Bar                    | 24,561.86         |
| 5035 · Pop Purchases                      | 7,974.29          |
| 5060 · Inventory Change - Bar             | -480.45           |
| 5100 · Wages - Bar                        | 6,323.17          |
| 5204 · Liquor - Freight In                | 70.00             |
| 5208 · Garbage Pickup                     | 2,791.51          |
| 5217 · Insurance & Bonds                  | -385.00           |
| 5228 · Equipment Repairs                  | 1,692.35          |

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**BENSON GOLF CLUB, INC**  
**Profit & Loss**  
**January through December 2018**

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Accrual Basis

|                                       | Jan - Dec 18      |
|---------------------------------------|-------------------|
| 5238 · Bar - Supplies                 | 2,040.99          |
| 5242 · Payroll Taxes - Bar            | 1,093.25          |
| 5245 · Tax/License - Bar              | 1,070.00          |
| 5255 · Depreciation - Bar             | 27.33             |
| 5259 · Cigs&Candy purchase for resale | 363.10            |
| 5275 · Cable TV                       | 824.11            |
| <b>Total 5000 · Bar Expenses</b>      | <b>53,088.96</b>  |
| <b>5010 · Cafe Expenses</b>           |                   |
| 5032 · Cafe-Telephone                 | 1,110.80          |
| 5039 · Elec & water--Cafe             | 4,011.66          |
| 5040 · Purchases - Food               | 4,200.84          |
| 5070 · Inventory Change - Food        | 81.08             |
| 5110 · Wages - Food                   | 235.10            |
| 5224 · Miscellaneous - Cafe           | 297.93            |
| 5229 · Equipment Repairs - Food       | 542.95            |
| 5239 · Supplies - General             | 1,652.86          |
| 5243 · Payroll Taxes - Cafe           | 45.08             |
| 5246 · Tax/License - Food & Clubhouse | 583.00            |
| 5276 · Heating-Gas                    | 422.83            |
| 5277 · Water Softening                | 394.51            |
| 5290 · Catering Services              | 8,303.63          |
| <b>Total 5010 · Cafe Expenses</b>     | <b>21,882.27</b>  |
| <b>5020 · Course Expenses</b>         |                   |
| 5150 · Wages - Course Supervisor      | 54,395.13         |
| 5160 · Wages - Course                 | 76,901.60         |
| 5194 · Well Repair                    | 6,051.04          |
| 5195 · Electricity-Course             | 3,700.74          |
| 5197 · Course - Fertilizer/Chemicals  | 25,708.46         |
| 5198 · Course - Irrigation Repair     | 1,045.50          |
| 5200 · Course - Trees & Shrubs        | 965.53            |
| 5202 · Course - Equipment Repair      | 11,103.23         |
| 5203 · Course - Ground Improvement    | 3,836.97          |
| 5219 · Course - Insurance             | 9,611.00          |
| 5225 · Miscellaneous - Course         | 571.33            |
| 5234 · Course - Bldg and Maint.       | 75.00             |
| 5240 · Course - Supplies              | 5,911.08          |
| 5244 · Payroll Taxes - Course         | 26,269.21         |
| 5247 · Tax/License/Permits - Course   | 1,866.89          |
| 5248 · Course - Telephone             | 2,614.51          |
| 5251 · Electricity/SewerWater/Lights  | 2,278.51          |
| 5252 · Course - Porta Biff Rental     | 1,807.00          |
| 5257 · Depreciation - Course          | 12,117.66         |
| 5264 · Diesel/Gas - Course            | 7,326.11          |
| 5265 · Heating Fuel                   | 1,257.32          |
| 5279 · New Signs & Repairs            | 1,090.13          |
| 5289 · Course water                   | 1,784.05          |
| <b>Total 5020 · Course Expenses</b>   | <b>258,288.00</b> |
| <b>5090 · ProShop Expenses</b>        |                   |
| 5050 · Purchases - Pro Shop           | 9,863.42          |
| 5080 · Inventory Change - Proshop     | 344.28            |
| 5120 · Wages - Proshop                | 38,641.47         |
| 5191 · Pro Shop - Office Supplies     | 627.15            |
| 5192 · Range Expense                  | 948.74            |
| 5206 · Course & Pro Shop advertising  | 2,585.26          |
| 5212 · Pro Shop/Course Dues           | 359.00            |
| 5232 · Repairs - Pro Shop             | 57.17             |
| 5249 · Telephone/Internet Service     | 1,110.77          |
| 5253 · Course - Handicap Cards        | 800.00            |
| 5260 · Pro Shop - Printing            | 452.60            |
| 5266 · Gas-Carts                      | 6,583.27          |
| 5268 · Equipment Lease Expense-Carts  | 22,530.00         |

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Accrual Basis

**BENSON GOLF CLUB, INC**  
**Profit & Loss**  
**January through December 2018**

|   | <u>Jan - Dec 18</u> |
|---|---------------------|
| 5269 · Course/ProShop-Credit Card Fees      | 6,393.84            |
| 5291 · Repairs - Golf Carts                 | 1,085.28            |
| 5292 · Score Card Printing                  | 2,500.88            |
| <b>Total 5090 · ProShop Expenses</b>        | <b>93,883.13</b>    |
| <b>5400 · Administrative Expenses</b>       |                     |
| 5207 · Accounting                           | 600.00              |
| 5220 · Insurance & Bonds                    | 7,340.00            |
| 5226 · Miscellaneous - Administrative       | 4,340.62            |
| 5227 · Postage                              | 559.90              |
| 5233 · Repair/Maint. - Clubhouse/Equip      | 1,143.71            |
| 5237 · Office Supplies                      | 9.61                |
| 5241 · General Supplies                     | 299.89              |
| 5258 · Depreciation - Building              | 4,365.83            |
| <b>Total 5400 · Administrative Expenses</b> | <b>18,659.56</b>    |
| <b>Total Expense</b>                        | <b>445,801.92</b>   |
| <b>Net Ordinary Income</b>                  | <b>-27,325.95</b>   |
| <b>Net Income</b>                           | <b>-27,325.95</b>   |

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 Accrual Basis

**BENSON GOLF CLUB, INC**  
**Profit & Loss Budget vs. Actual**  
 January through December 2018

|  | TOTAL             |                   |                   |
|--|-------------------|-------------------|-------------------|
|  | Jan - Dec 18      | Budget            | \$ Over Budget    |
| <b>Ordinary Income/Expense</b>                 |                   |                   |                   |
| <b>Income</b>                                  |                   |                   |                   |
| 4000 · Income from Bar                         |                   |                   |                   |
| 4100 · Income - Bar                            | 23,388.48         | 20,032.00         | 3,356.48          |
| 4105 · Income - Beer                           | 69,180.12         | 63,987.00         | 5,193.12          |
| 4107 · Token sales (events)                    | 1,388.00          | 1,379.00          | 9.00              |
| 4300 · Income - Pop                            | 9,493.56          | 13,633.00         | -4,139.44         |
| 4330 · Income - Cigs, Snacks & Misc            | 1,842.38          | 3,263.00          | -1,420.62         |
| <b>Total 4000 · Income from Bar</b>            | <b>105,292.54</b> | <b>102,294.00</b> | <b>2,998.54</b>   |
| 4010 · Income from Cafe                        |                   |                   |                   |
| 4110 · Income - Food General                   | 11,764.73         | 11,489.00         | 275.73            |
| 4350 · Income - Misc.                          | 381.50            |                   |                   |
| <b>Total 4010 · Income from Cafe</b>           | <b>12,146.23</b>  | <b>11,489.00</b>  | <b>657.23</b>     |
| 4020 · Income from Proshop/Course              |                   |                   |                   |
| 4120 · Income - Pro Shop                       | 10,633.92         | 11,928.00         | -1,294.08         |
| 4130 · Income - Dues                           | 109,495.94        | 116,207.00        | -6,711.06         |
| 4131 · Premium Memberships                     | 2,575.00          | 3,100.00          | -525.00           |
| 4140 · Income - Green Fees                     | 65,117.28         | 81,452.00         | -16,334.72        |
| 4160 · Income - Cart Leases                    | 14,404.66         | 13,890.00         | 514.66            |
| 4161 · Income - Range Fees                     | 1,043.64          | 1,050.00          | -6.36             |
| 4165 · Income - Dividends                      | 513.79            | 500.00            | 13.79             |
| 4180 · Cart Rentals                            | 33,288.87         | 39,633.00         | -6,344.13         |
| 4190 · Cart Storage-Gas & Electric             | 7,865.26          | 7,740.00          | 125.26            |
| 4200 · Locker Rent                             | 233.90            | 280.00            | -46.10            |
| 4201 · Club Rental                             | 561.32            | 228.00            | 333.32            |
| 4202 · Course Rent-Trail Fees                  | 11,301.18         | 10,616.00         | 685.18            |
| 4230 · Computer Fee/Handicap                   | 800.00            | 724.00            | 76.00             |
| 4240 · Income - Tournaments/League Fee         | 634.00            |                   |                   |
| 4336 · Course rent for HS events               | 3,235.00          | 3,392.00          | -157.00           |
| 4351 · Income - Misc (Course)                  | 0.00              | 379.00            | -379.00           |
| 4371 · Income - Tee Signs                      | 10,250.00         | 9,500.00          | 750.00            |
| 4373 · Cart gas                                | 119.91            | 100.00            | 19.91             |
| 4391 · Insurance proceeds                      | 5,039.60          |                   |                   |
| 4401 · Jr Golf Program                         | 635.00            | 600.00            | 35.00             |
| <b>Total 4020 · Income from Proshop/Course</b> | <b>277,748.27</b> | <b>301,319.00</b> | <b>-23,570.73</b> |
| 4030 · Administrative Income                   |                   |                   |                   |
| 4335 · Clubhouse Rent                          | 2,596.68          | 850.00            | 1,746.68          |
| 4341 · Special Events/Fundraising              | 9,505.79          | 9,500.00          | 5.79              |
| 4360 · Income - Interest                       | 40.93             | 50.00             | -9.07             |
| 4361 · Income - Donations                      |                   |                   |                   |
| 4362 · Donations-Pull Tabs                     | 0.00              | 200.00            | -200.00           |

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Accrual Basis

## BENSON GOLF CLUB, INC Profit & Loss Budget vs. Actual January through December 2018

|   | TOTAL             |                   |                   |
|---|-------------------|-------------------|-------------------|
|   | Jan - Dec 18      | Budget            | \$ Over Budget    |
| 4363 · Member Donations/Memorials         | 2,650.00          | 2,500.00          | 150.00            |
| 4365 · Non-Profit/Foundation donations    | 6,910.00          | 7,000.00          | -90.00            |
| 4361 · Income - Donations - Other         | 1,585.53          | 1,500.00          | 85.53             |
| <b>Total 4361 · Income - Donations</b>    | <b>11,145.53</b>  | <b>11,200.00</b>  | <b>-54.47</b>     |
| <b>Total 4030 · Administrative Income</b> | <b>23,288.93</b>  | <b>21,600.00</b>  | <b>1,688.93</b>   |
| <b>Total Income</b>                       | <b>418,475.97</b> | <b>436,702.00</b> | <b>-18,226.03</b> |
| <b>Expense</b>                            |                   |                   |                   |
| <b>5000 · Bar Expenses</b>                |                   |                   |                   |
| 5018 · Entertainment-Band Fees            | 0.00              |                   |                   |
| 5021 · Elec & Water--Bar/clubhouse        | 4,011.64          | 3,991.00          | 20.64             |
| 5022 · Bar-Telephone                      | 1,110.81          | 1,590.00          | -479.19           |
| 5030 · Purchases - Bar                    | 24,561.86         | 29,035.00         | -4,473.14         |
| 5035 · Pop Purchases                      | 7,974.29          | 12,072.00         | -4,097.71         |
| 5060 · Inventory Change - Bar             | -480.45           |                   |                   |
| 5100 · Wages - Bar                        | 6,323.17          | 9,346.00          | -3,022.83         |
| 5204 · Liquor - Freight In                | 70.00             | 100.00            | -30.00            |
| 5208 · Garbage Pickup                     | 2,791.51          | 905.00            | 1,886.51          |
| 5217 · Insurance & Bonds                  | -385.00           | 2,000.00          | -2,385.00         |
| 5228 · Equipment Repairs                  | 1,692.35          | 1,500.00          | 192.35            |
| 5231 · Repairs - Bar                      | 0.00              | 2,696.00          | -2,696.00         |
| 5238 · Bar - Supplies                     | 2,040.99          | 2,315.00          | -274.01           |
| 5242 · Payroll Taxes - Bar                | 1,093.25          | 2,016.00          | -922.75           |
| 5245 · Tax/License - Bar                  | 1,070.00          | 1,070.00          | 0.00              |
| 5255 · Depreciation - Bar                 | 27.33             | 905.00            | -877.67           |
| 5259 · Cigs&Candy purchase for resale     | 363.10            | 2,400.00          | -2,036.90         |
| 5275 · Cable TV                           | 824.11            | 1,168.00          | -343.89           |
| <b>Total 5000 · Bar Expenses</b>          | <b>53,088.96</b>  | <b>73,109.00</b>  | <b>-20,020.04</b> |
| <b>5010 · Cafe Expenses</b>               |                   |                   |                   |
| 5032 · Cafe-Telephone                     | 1,110.80          |                   |                   |
| 5039 · Elec & water--Cafe                 | 4,011.66          | 3,990.00          | 21.66             |
| 5040 · Purchases - Food                   | 4,200.84          | 8,553.00          | -4,352.16         |
| 5070 · Inventory Change - Food            | 81.08             |                   |                   |
| 5110 · Wages - Food                       | 235.10            | 2,491.00          | -2,255.90         |
| 5224 · Miscellaneous - Cafe               | 297.93            | 300.00            | -2.07             |
| 5229 · Equipment Repairs - Food           | 542.95            | 772.00            | -229.05           |
| 5239 · Supplies - General                 | 1,652.86          | 2,112.00          | -459.14           |
| 5243 · Payroll Taxes - Cafe               | 45.08             | 742.00            | -696.92           |
| 5246 · Tax/License - Food & Clubhouse     | 583.00            | 573.00            | 10.00             |
| 5256 · Depreciation - Food                | 0.00              | 119.00            | -119.00           |
| 5276 · Heating-Gas                        | 422.83            | 571.00            | -148.17           |
| 5277 · Water Softening                    | 394.51            | 374.00            | 20.51             |

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Accrual Basis

**BENSON GOLF CLUB, INC**  
**Profit & Loss Budget vs. Actual**  
**January through December 2018**

|  | TOTAL             |                   |                 |
|--|-------------------|-------------------|-----------------|
|  | Jan - Dec 18      | Budget            | \$ Over Budget  |
| 5290 - Catering Services               | 8,303.63          | 2,153.00          | 6,150.63        |
| <b>Total 5010 - Cafe Expenses</b>      | <b>21,882.27</b>  | <b>22,750.00</b>  | <b>-867.73</b>  |
| <b>5020 - Course Expenses</b>          |                   |                   |                 |
| 5150 - Wages - Course Supervisor       | 54,395.13         | 54,454.00         | -58.87          |
| 5160 - Wages - Course                  | 76,901.60         | 73,956.00         | 2,945.60        |
| 5194 - Well Repair                     | 6,051.04          |                   |                 |
| 5195 - Electricity-Course              | 3,700.74          | 5,133.00          | -1,432.26       |
| 5196 - Course - Small Tools            | 0.00              | 245.00            | -245.00         |
| 5197 - Course - Fertilizer/Chemicals   | 25,708.46         | 25,865.00         | -156.54         |
| 5198 - Course - Irrigation Repair      | 1,045.50          | 220.00            | 825.50          |
| 5200 - Course - Trees & Shrubs         | 965.53            | 2,164.00          | -1,198.47       |
| 5202 - Course - Equipment Repair       | 11,103.23         | 14,862.00         | -3,758.77       |
| 5203 - Course - Ground Improvement     | 3,836.97          | 8,323.00          | -4,486.03       |
| 5219 - Course - Insurance              | 9,611.00          | 9,617.00          | -6.00           |
| 5225 - Miscellaneous - Course          | 571.33            | 15.00             | 556.33          |
| 5234 - Course - Bldg and Malnt.        | 75.00             | 165.00            | -90.00          |
| 5240 - Course - Supplies               | 5,911.08          | 3,969.00          | 1,942.08        |
| 5244 - Payroll Taxes - Course          | 26,269.21         | 25,275.00         | 994.21          |
| 5247 - Tax/License/Permits - Course    | 1,866.89          | 872.00            | 994.89          |
| 5248 - Course - Telephone              | 2,614.51          | 2,698.00          | -83.49          |
| 5251 - Electricity/Sewer/Water/Lights  | 2,278.51          | 1,270.00          | 1,008.51        |
| 5252 - Course - Porta Biff Rental      | 1,807.00          | 1,407.00          | 400.00          |
| 5257 - Depreciation - Course           | 12,117.66         | 14,108.00         | -1,990.34       |
| 5264 - Diesel/Gas - Course             | 7,326.11          | 7,323.00          | 3.11            |
| 5265 - Heating Fuel                    | 1,257.32          | 1,473.00          | -215.68         |
| 5279 - New Signs & Repairs             | 1,090.13          | 1,000.00          | 90.13           |
| 5289 - Course water                    | 1,784.05          | 2,571.00          | -786.95         |
| <b>Total 5020 - Course Expenses</b>    | <b>258,288.00</b> | <b>256,985.00</b> | <b>1,303.00</b> |
| <b>5090 - ProShop Expenses</b>         |                   |                   |                 |
| 5050 - Purchases - Pro Shop            | 9,863.42          | 11,743.00         | -1,879.58       |
| 5080 - Inventory Change - Proshop      | 344.28            |                   |                 |
| 5120 - Wages - Proshop                 | 38,641.47         | 32,283.02         | 6,358.45        |
| 5191 - Pro Shop - Office Supplies      | 627.15            | 474.00            | 153.15          |
| 5192 - Range Expense                   | 948.74            | 660.00            | 288.74          |
| 5206 - Course & Pro Shop advertising   | 2,585.26          | 4,145.00          | -1,559.74       |
| 5212 - Pro Shop/Course Dues            | 359.00            | 830.00            | -471.00         |
| 5232 - Repairs - Pro Shop              | 57.17             | 614.00            | -556.83         |
| 5249 - Telephone/Internet Service      | 1,110.77          | 154.00            | 956.77          |
| 5253 - Course - Handicap Cards         | 800.00            | 1,894.00          | -1,094.00       |
| 5260 - Pro Shop - Printing             | 452.60            | 645.00            | -192.40         |
| 5266 - Gas-Carts                       | 6,583.27          | 4,267.00          | 2,316.27        |
| 5268 - Equipment Lease Expense-Carts   | 22,530.00         | 21,252.00         | 1,278.00        |
| 5269 - Course/ProShop-Credit Card Fees | 5,393.84          | 4,238.00          | 1,155.84        |

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Accrual Basis

**BENSON GOLF CLUB, INC**  
**Profit & Loss Budget vs. Actual**  
**January through December 2018**

|   | TOTAL             |                   |                   |
|---|-------------------|-------------------|-------------------|
|   | Jan - Dec 18      | Budget            | \$ Over Budget    |
| 5291 · Repairs - Golf Carts                 | 1,085.28          | 3,303.00          | -2,217.72         |
| 5292 · Score Card Printing                  | 2,500.88          | 2,500.00          | 0.88              |
| 5550 · City Electricity & Water             | 0.00              | 203.00            | -203.00           |
| <b>Total 5090 · ProShop Expenses</b>        | <b>93,883.13</b>  | <b>89,205.02</b>  | <b>4,678.11</b>   |
| <b>5400 · Administrative Expenses</b>       |                   |                   |                   |
| 5207 · Accounting                           | 600.00            | 748.00            | -148.00           |
| 5220 · Insurance & Bonds                    | 7,340.00          | 7,932.00          | -592.00           |
| 5226 · Miscellaneous - Administrative       | 4,340.62          | 2,286.00          | 2,054.62          |
| 5227 · Postage                              | 559.90            | 100.00            | 459.90            |
| 5233 · Repair/Maint. - Clubhouse/Equip      | 1,143.71          | 1,735.00          | -591.29           |
| 5235 · Repairs/Improvements-Clubhouse       | 0.00              | 580.00            | -580.00           |
| 5237 · Office Supplies                      | 9.61              | 1,442.00          | -1,432.39         |
| 5241 · General Supplies                     | 299.89            | 97.00             | 202.89            |
| 5258 · Depreciation - Building              | 4,365.83          | 5,304.00          | -938.17           |
| 5261 · Labels, Printing, & Newsletters      | 0.00              | 200.00            | -200.00           |
| <b>Total 5400 · Administrative Expenses</b> | <b>18,659.56</b>  | <b>20,424.00</b>  | <b>-1,764.44</b>  |
| <b>Total Expense</b>                        | <b>445,801.92</b> | <b>462,473.02</b> | <b>-16,671.10</b> |
| <b>Net Ordinary Income</b>                  | <b>-27,325.95</b> | <b>-25,771.02</b> | <b>-1,554.93</b>  |
| <b>Net Income</b>                           | <b>-27,325.95</b> | <b>-25,771.02</b> | <b>-1,554.93</b>  |



**PROPOSAL FOR SERVICES**  
**PREPARED ON JANUARY 29, 2019 FOR:**

City of Benson  
Glen Pederson  
1410 Kansas Ave.  
Benson, MN 56215

RE: **Benson Civic Center – Benson, MN** (P1454.08)

Engan Associates presents the following proposal to provide architectural services per the Standard Form of Agreement Between Owner and Architect (AIA B105) for the following project.

**PROJECT UNDERSTANDING**

The understanding of Engan Associates is that this project will require:

1. Architectural Services
  - a. Code Review – the use will be for an A occupancy and based on the assumption that the owner will be installing a dry sprinkling system in the North end of the building.
    - i. This will include a preliminary plan that indicates required restroom fixture count and location as well as remodeling existing space into two lockers rooms accessible from the North end of the building and misc. openings.
2. Structural Analysis
  - a. Per discussion with Chief (the metal building company). They can provide structural calculations and analysis to the owner for a fee. We propose the owner contact Chief directly for this.

**SCOPE OF SERVICES**

The scope of services includes:

1. Code Review Plan
2. Structural analysis of existing building

**SERVICES & FEES**

|                        |                   |
|------------------------|-------------------|
| Architectural Services | \$5,000.00        |
| Structural Analysis    | By Owner          |
| <b>TOTAL</b>           | <b>\$5,000.00</b> |

\*A proposal for construction documents and construction administration can be established once the scope of the project is completed, and the code review and preliminary plan have been approved.

**IN CLOSING**

For any questions regarding this Proposal for Services for Benson Civic Center, please contact Andy Engan at (320)235.0860 or by email at Andy.Engan@engan.com. Thank you for your time and attention to this proposal, we look forward to working with you to achieve a successful outcome for your project.

MINNESOTA LAWFUL GAMBLING  
**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: CHIPPEWA VALLEY CHAPTER OF MINN DEER HUNTER AS: Previous Gambling Permit Number: X-05095  
Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958  
Mailing Address: 625 7TH ST N  
City: BENSON State: MN Zip: 56215 County: SWIFT  
Name of Chief Executive Officer (CEO): DARIN STATON  
CEO Daytime Phone: 320 760 3949 CEO Email: \_\_\_\_\_  
(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  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
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): MCKINNEYS ON SOUTHSIDE  
Physical Address (do not use P.O. box): 300 14TH ST SOUTH  
Check one:  
 City: BENSON Zip: 56215 County: SWIFT  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): ~~FEB 8, 2019~~ April 12 2019

Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

CITY OF BENSON, MINNESOTA  
ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING THE ZONING MAP BY REZONING CERTAIN LAND IN  
THE CITY OF BENSON, SWIFT COUNTY, MINNESOTA

WHEREAS, the Planning Commission of the City of Benson held a public hearing on property described herein on \_\_\_\_\_, as required by City Code Section 154.180(E), and

WHEREAS, on \_\_\_\_\_, the Planning Commission recommended the rezoning as hereinafter described.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Benson, Minnesota, that:

1. The boundaries of the zoning districts established by City Code Section 154.055 are hereby amended by zoning the following described previously undesignated property as "I-1" (Limited Industrial):

Beginning at a point on the East line of the Northwest Quarter of the Northeast Quarter (NW ¼ - NE ¼) of Section Eight (8), Township One Hundred Twenty-one (121), Range Thirty-nine (39), Swift County, Minnesota distant 150 feet Southwesterly, measured at right angles, from the center line of the main track of the Great Northern Railway Company (now BNSF Railway) as now located and constructed; thence Southeasterly, parallel with said centerline and 150 feet distant therefrom to the now existing Eastern corporate limits of the City of Benson, Minnesota; thence Northerly along said corporate limits line to a point distant 150 feet Northeasterly, measured at right angles, from the center line of the main track of the Great Northern Railway Company (now BNSF Railway) as now located and constructed; thence Northwesterly, parallel with said center line and 150 feet distant therefrom to the east line of the Southwest Quarter of the Southeast Quarter (SW ¼ - SE ¼) of Section Five (5), Township One Hundred Twenty-one (121), Range Thirty-nine (39); thence Southerly along said East line to the point of beginning.

AND

Beginning at the Northwest corner of Lot 12, Block 49, Stone's First Addition to the City of Benson, Swift County, Minnesota; thence Northwesterly and parallel to the center line of the main track of the Great Northern Railway Company (now BNSF Railway) as now located and constructed to a point on the North line of the Northeast Quarter of the Southwest Quarter (NE ¼-SW ¼) of Section Six (6), Township One Hundred Twenty-one (121), Range Thirty-nine (39), Swift County, Minnesota; thence Northeasterly and at right angles to said main track center line a distance of 50 feet; thence Northwesterly and parallel to said main track center line to the East edge of the

Chippewa River; thence Northerly along the Chippewa River to the South right-of-way line of Minnesota Trunk Highway 9; thence Southeasterly along the South right-of-way line of said Trunk Highway 9 to the East line of Eighteenth Street North, Benson, Minnesota; thence Southerly along the Southerly prolongation of the East line of said Eighteenth Street North to the point of beginning.

as shown by the records of the County Treasurer of said County.

2. The boundaries of the zoning districts established by City Code Section 154.055 are hereby amended by zoning the following described previously undesignated property as "B-2" (General Business):

The East Half of the Northeast Quarter (E ½-NE ¼) of Section Five (5), Township One Hundred Twenty-one (121), Range Thirty-nine (39), excepting therefrom a tract of land described as follows: Commencing at the SE corner of the Northeast Quarter of the Northeast Quarter (NE ¼-NE ¼) of Section Five (5), thence running West Thirty-two (32) rods, thence running North Twenty-five (25) rods, thence running East Thirty-two (32) rods, thence running South Twenty-five (25) rods to the place of beginning.

as shown by the records of the County Treasurer of said County.

3. This ordinance shall become effective upon its passage and publication.

Passed this \_\_th day of -----, 2019.

---

Terri Collins, Mayor

ATTEST:

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## NOTICE OF COMMENT PERIOD

Issued: January 30, 2019

**In the Matter of Xcel Energy's Petition for Approval to Terminate the Power Purchase Agreement (PPA) with Benson Power, LLC, Acquire the Benson/Fibrominn Plant, and Close the Facility**

**PUC Docket Number: E002/M-17-530**

**Comment Period:** Initial comment period closes February 15, 2019 at 4:30pm  
Reply comment period closes March 1, 2019 at 4:30pm

*Comments received after the close of the comment period may or may not be considered by the Commission.*

**Issue:** On January 25, 2019, Chippewa Valley Ethanol Company (CVEC) and BioPro Power (BPP) filed a Formal Complaint and Request for Contested Case proceeding in the current docket, alleging that Xcel violated the Commission's Order, as stated on page 4 of its filing.

### Topics Open for Comment:

- Does the Commission have jurisdiction over the subject matter of the complaint?
- Is it in the public interest for the Commission to investigate these allegations upon its own motion?
- If the Commission chooses to investigate the complaint, what procedures should be used to do so?

**Background:** On January 23, 2018, the Commission issued its Order Approving Petitions, Approving Cost Recovery Proposals, and Granting Variances. The Order responded to a petition filed by Xcel Energy (Xcel) following the passage of changes to Minn. Stat. §216B.2424, which allowed for the early termination of certain power purchase agreements.

**Filing Requirements:** Utilities, telecommunications carriers, official parties, and state agencies are **required** to file documents using the Commission's electronic filing system (eFiling). All parties, participants and interested persons are encouraged to use eFiling: [mn.gov/puc](http://mn.gov/puc), select *eFiling*, and follow the prompts.

**Submit Public Comments:** Visit [mn.gov/puc](http://mn.gov/puc), select *Speak Up!* to find this docket, and add your comments to the discussion or email your comments to [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us).

**Full Case Record:** See all documents filed in this docket via the Commission's website at [mn.gov/puc](http://mn.gov/puc), select *Search eDockets*, enter the year (17) and the docket number (530), select *Search*.

**Subscribe** to receive email notification when new documents are filed in this docket at [mn.gov/puc](http://mn.gov/puc), select *Subscribe*, or click [HERE](#) and follow the prompts.

**Questions about this docket or Commission process and procedure?** Contact Commission staff, Kelly Martone , at [kelly.martone@state.mn.us](mailto:kelly.martone@state.mn.us) or (651) 601-2245.

**Change your mailing preferences:** Email [docketing.puc@state.mn.us](mailto:docketing.puc@state.mn.us) or call Leesa Norton at 651-201-2246.

To request this document in another format such as large print or audio, call 651.296.0406 (voice). Persons with a hearing or speech impairment may call using their preferred Telecommunications Relay Service or email [consumer.puc@state.mn.us](mailto:consumer.puc@state.mn.us) for assistance.

## Rob Wolfington

---

**From:** Doug Griffiths <doug@13ways.ca>  
**Sent:** Thursday, November 22, 2018 5:29 PM  
**To:** Rob Wolfington  
**Cc:** Heather Thomson  
**Subject:** FW: email to rob  
**Attachments:** 13 Ways Community Strat. Planning.pdf; 13ways Community Branding.pdf

Good Afternoon Rob,

We really can't thank you enough for the hospitality we had in Benson last week.

As promised- I've attached two documents:

1. [Our strategic economic development planning process overview](#). This is 100% customizable. I'd love to work with you and your community to help implement a strategy for 2019 and 2020.
2. [Our branding and marketing process](#). I appreciate that a great plan needs to have a thorough marketing plan if the plan is going to work. We do that too.

If you have any questions or would like to chat further- please feel free to give me a ring.

Hope you have a great thanksgiving weekend,

Doug Griffiths, MBA  
Chief Community Builder  
587.335.0013  
<https://www.13ways.ca/>



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# STRATEGIC COMMUNITY ECONOMIC INTENSIVE

*Building Communities Is the Most Important Job on Earth*

**13WAYS**  
There's Always A Way

## PLANNING

Our strategic economic plans are different than those done by other consultants. Ours is born out of a vigorous community assessment.

We focus on the three pillars required to grow a community: people, economic development, and quality of life factors. A community does not become stronger and better only by creating jobs. Strong communities find success by being communities where people want to live because of the quality of life, not just because they are business centers. Success requires balance, and we never lose sight of that.

As well, we insist on incorporating elements of ownership, performance measures, and a communications strategy into the strategic economic plan. Too many other plans focus on the vision and goals, but they fail to consider how a community will get there. We make sure your plan, working closely with administration, what action needs to be taken, who is responsible for that action, and how you are going to measure results, all while keeping the public engaged along the way.



## HOW THE PROCESS WORKS

### Team Building

It sounds simple- but all too often this part is over-looked. In order to get the most out of the time, everyone needs to contribute. This happens when the team is on an even playing field and the formalities are left at the door.

### Messy Logistic Brainstorming

There isn't a strategic plan that is worth a damn if the process is smooth. There are many variables to consider when implementing plans to create a future for your community.

### Put the Plan into Action

We ensure that you are left with a plan that engages everyone. It is comprehensive and clear with deadline

## THE END RESULT

1. **A strategic economic plan, which**
  - incorporates people, economic development, and quality of life factors
  - includes ownership of tasks and performance measures
  - includes a basic communications plan
  - includes a designed version for the public to view (info graphic)
2. **A public that is focused on its future and how to adapt to a changing world**



**13WAYS**  
There's Always A Way

PO Box 39, Ardrossan, Alberta, T8E 2A1  
587.335.0013 | [info@13ways.ca](mailto:info@13ways.ca)

# COMMUNITY BRANDING

*Content is Fire - Marketing is Gasoline*

**13 WAYS**  
There's Always A Way

## Branding

When rooted in logic and collaboration much of the subjectivity of branding design is removed. Our process involves the client at important stages of the brand development to ensure the finished product is representative of the client's needs. These checkpoints provide valuable information that informs the final product. From the point of client engagement, the first step that follows is research into the municipality and strategic plans, competition and category analysis and key differentiators. With this information, we develop out 2-3 moodboards/visual directions to gauge the client's aesthetic needs/wants. Once a visual direction has been agreed upon, the brand and identity development starts which is then presented and discussed with the client.



## HOW THE PROCESS WORKS

### Brand Research

Connecting with the mavens of your community We will create a brand strategy and moodboards that will capture your community's identity.

### Brand Application

From your website to social media. The brand of the community will be implemented succinctly and efficiently.

### Marketing Recommendations

We ensure that you are left with a plan to implement that engages your community.

## THE END RESULT

1. Brand Research & Strategy
2. Identity/Brand Development
3. Delivery of final logo files and identity standards
4. Advertising and Marketing material recommendations
5. Brand Application
6. Marketing Strategy Recommendations

**13WAYS**  
There's Always A Way

PO Box 39, Ardrossan, Alberta, T8E 2A1  
587.335.0013 | info@13ways.ca

## Proposal: City of Benson Brand Identity

**Submitted to:**  
Rob Wolfington  
Benson MN

**Submitted by:**  
Doug Griffiths  
Chief Community Builder

# 13WAYS

There's Always A Way

## Build and Implement Your Brand

### Development Process

Our process involves the client at important stages of the brand development to ensure the finished product is representative of Benson's needs. These checkpoints provide valuable information that informs the final product. We develop out 2-3 moodboards/visual directions to gauge your aesthetic needs/wants. Once a visual direction has been agreed upon, the brand and identity development starts which is then presented and discussed with the various stake-holders.

### The end result-

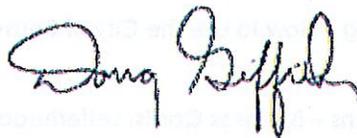
1. **Inspiration (Mood boards/Visual Direction)**
2. **Core Brand Elements**
  - a. **Colour Palette**
  - b. **Logo – Design, exclusion zones and colour variations**
  - c. **Taglines/Slogans**
  - d. **Typography**
  - e. **Imagery**
  - f. **Voice**
3. **Print, Digital and Spatial Branding – How to use the City of Benson Brand Elements in Print, Digital and Interior/Exterior Spaces.**
4. **Professional Documents and Signs – Business Cards, Letterhead, Building Signs, Vehicles etc.**
5. **Website Template and information transfer\***

Investment- \$30000USD

-\$35000\*with website creation

## Proposal: Community Economic Strategic Plan

*Hope is not a strategy, goals are a strategy*



**Submitted to:**

Rob Wolfington

CAO – Benson, MN

**Submitted by:**

Doug Griffiths

Chief Community Builder

# 13 WAYS

There's Always A Way

## **Context:**

So many communities focus only on the pillar of economic development. They invest their time and money in generating a strategic economic development plan focused on attracting businesses and industries to the area, believing that will lead to long-term prosperity and success. However, without people there are no businesses and industry, and without a quality of life there are no people. If any one of the three pillars is weak, the community crumbles. Every initiative to focus on long-term prosperity must encompass all three if it is to have a chance of success.

The world is changing faster and more drastically than at any other time in history. New technology and cultural shifts are causing massive disruptions in our communities. Those who are preparing for today are already behind. Communities need to prepare for what is coming at them tomorrow, if they hope to be successful over the long-term.

## **What Makes 13 Ways Unique?**

If your focus is on getting a traditional report and strategy produced, we are not what you need. Those reports often look wonderful, but they sit on a shelf and don't get results. We believe community building is the most important job on Earth, because when communities are strong leadership is successful, businesses are prosperous, and families can take care of themselves and each other. Strong communities mean healthy families, and a good foundation for a strong nation.

We commit to a limited number of projects per year. In fact, we only take on clients who are willing to adapt, committed to success, and as ready to invest their time and energy to get there as are we. That allows me and my team to dedicate ourselves fully to helping you and your organization find your personal pathway to success. We are often more expensive than others who are happy to compile a report and leave. The difference with us is that what keeps you up at night, keeps me up at night. Like you, we are investing to get results.

## **Build a Strategic Community Economic Plan**

# 13WAYS

There's Always A Way

Our strategic economic plans are different than those done by other consultants. A community does not become stronger and better only by creating jobs. Strong communities find success by being communities where people want to live because of the quality of life, not just because they are business centers. Success requires balance, and we never lose sight of that.

As well, we insist on incorporating elements of ownership, performance measures, and a communications strategy into the strategic economic plan. Too many other plans focus on the vision and goals, but they fail to consider how a community will get there. We make sure your plan, working closely with administration, what action needs to be taken, who is responsible for that action, and how you are going to measure results, all while keeping the public engaged along the way.

## The end result-

- ✓ A strategic economic plan, which
  - incorporates people, economic development, and quality of life factors
  - includes ownership of tasks and performance measures
- ✓ A public that is focused on its future and how to adapt to a changing world
- ✓ Branded Strategic Plan report for the public\*

Investment- \$25,000USD

*-\$30,000USD if report write up is needed*

## Why it Works?

This works because it is a comprehensive approach that creates your unique path to success. You will understand what you have to offer that makes you different from other communities. You will have a plan that capitalizes on that uniqueness and moves you toward what you want your community to be in the future, along with a public that buys into that plan. You will have a new brand that unites the community, and will inspire others who connect with it. You will have a targeted marketing strategy designed to focus energy and resources on those families and businesses who will know who you are and will be interested in your community.

That is why it works. You get more than reports and generic plans. You get results.

# 13WAYS

There's Always A Way

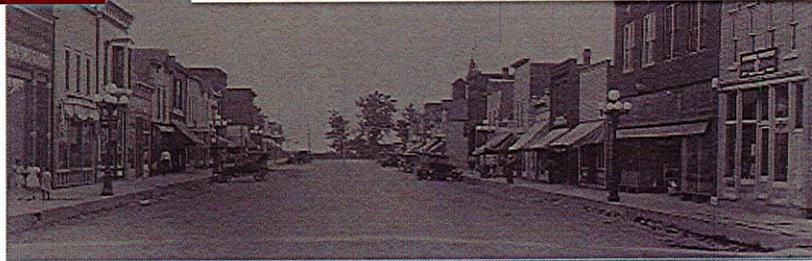
These options are presented for your consideration. However, we do not believe one process or one strategy works for all communities. Each community is unique. That is why we believe in custom designing what your organization needs in conversations with you.

At 13 Ways we know when it comes to finding your own pathway to success . . . **There's Always A Way.**

DWA Consulting Team

# CO-CREATION STRATEGIC PLANNING

Benson, MN



"If you don't know where you're going,  
any road will get you there..."

- MAD HATTER, ALICE IN WONDERLAND



### Contents

- 3 What we're going to achieve together
- 4 Key Findings
- 6 Mission & Vision
- 8 Parts of a Whole
- 9 What is Co-Creating?
- 10 Phase One
- 12 Phase Two
- 14 Our Team
- 16 Working Agreement
- 18 Notes

### What we're going to achieve together

1. Create a Strategic Plan for the Community of Benson that reflects the wishes of the community.

While cities are required to have a strategic plan, most city plans sit on a shelf and the community believes it's the job of the city's employees to accomplish the plan. By working together we will create an understanding of what the community wants for the future of Benson and we will prioritize goals and create the roadmap to make that vision come to fruition.

2. Engage the Community Members of Benson

By creating an inclusive process of gathering input we will engage all members of the Benson community—bringing together city officials and citizens to create a strategic plan that reflects their mutual goals and builds the shared vision that allows community members and government officials to work together to make their dream for the future of Benson a reality.

Objectives include creating a strategic plan and engaging the community to embark on the journey of making their dream for the future of Benson a reality.



# Strategy

There are people choosing to move to your town for what you are today and what you

will be -- not what you were.

- Ben Winchester



# Key Findings

Ben Winchester, research fellow with the University of Minnesota Extension, has researched the changing face of rural communities in Minnesota. Here are the key research findings.

People migrate to rural communities for

**1**

A SIMPLER LIFE

**2**

SAFETY & SECURITY

**3**

AFFORDABLE HOUSING

**4**

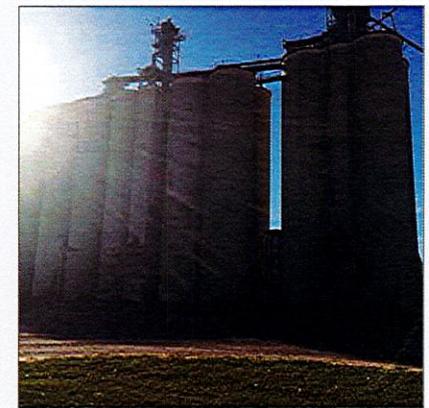
OUTDOOR RECREATION

**5**

QUALITY SCHOOLS

The population of residents ages 30-49 years old has increased in rural Minnesota counties. These newcomers have significant education, skills, connections, spending power and children. Communities can work together to attract newcomers and create a quality of life that all residents enjoy.

Learn more at <https://extension.umn.edu/economic-development/rural-brain-gain-migration>.





# Mission & Vision

BEHNSON, MN  
2018-19

Our mission is to use our skills to create a road map for citizens and local governments so that they can create a community where all people have the opportunity to live healthy, meaningful and connected lives.



As the saying goes, "if you don't know where you're going, any road will get you there" -- this process offers an alternative to that future. It's our belief that what communities (cities, counties, regions) need to do is to stop seeing themselves merely as providers of services and begin to see themselves as co-creators of healthier people and communities. We believe this shifts the focus from how to provide services and at what cost to thinking about people's needs and wants in order to work together to create better, healthier communities where people want to live and work.

No city or county can accomplish alone what citizens working together can create.

Our team will lead the community through a collaborative and strategic process to help identify a road map that leads to what they want their community to look like in the future. Using a number of tools, demographic information, surveys, focus groups of key stakeholders and open opportunities for community members to submit their ideas of what they want the community to look like in the future, "destinations" will be identified and a road map will be created for getting to the future the community desires. Typically, this roadmap includes now, near and far destinations/goals that recognize every community needs a focus that includes the immediate and the near (1-3years) and the more future-oriented "far"

# Parts of a Whole

It's true that planning can be done in silos and many organizations do it—a city plan, a county plan, a regional plan. But it's also true that no city or county or region has the resources (people as much as time and money) to accomplish what working together can create. Creating a plan that reflects the wishes of all a community's stakeholders builds the energy and support and focus for creating a community where people want to live and work because it reflects their desires and they helped create it.

According to Wikipedia, co-creation: "brings different parties together (for instance, a company and a group of customers), in order to jointly produce a mutually valued outcome." In this instance, co-creation brings together the communities' stakeholders to determine what they wish for the place they call home—be that a vibrant economy or affordable housing or a robust educational system. Simply put, this approach determines and prioritizes a community's mutually valued outcomes and creates a roadmap for getting to those outcomes by working together.

# What is co-creating?

**co-creating brings different parties together (for instance, a company and a group of customers), in order to jointly produce a mutually valued outcome.**

source: wikipedia.com



# Phase One

This is a two phase proposal. In the first phase, we will conduct research and gather data from the citizens of Benson regarding their wishes for the community. We will hold two community workshops to identify three or four key goals for Benson over the next one to five years and clarify the next steps for achieving this vision for the community. This includes three days of design work (methods for gathering input, creating surveys, agendas for community meeting, etc), 1 day for a pre-meeting, 2 days for interviews with key leaders and focus groups, 2 days for community meetings.

Phase One Duration: Approximately 6 months

BENSON, MN  
2018-19

### Purpose for community meeting 1:

Identify 3-4 goals for Benson over the next 1-5 years and to identify next steps for achieving this vision.

### Outcomes

- Identify 3-4 priority goals for the future of Benson
- Insure each participant has an opportunity for full engagement in the process
- Develop a clear understanding of next steps
- Develop an increased sense of community & community pride
- Create a contagious and positive environment for change

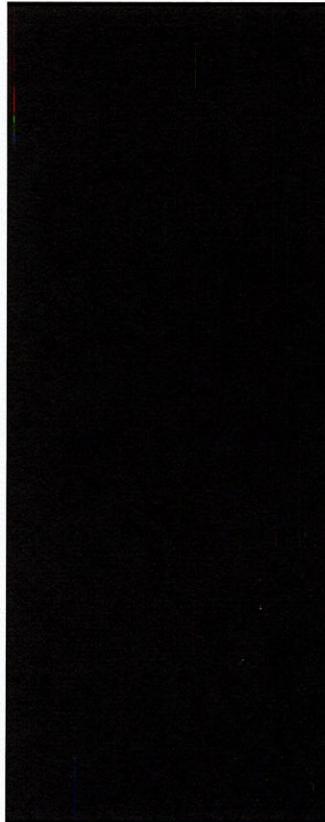
### Purpose for community meeting 2:

Review the 3-4 goals from community meeting 1. Identify champions, discuss barriers and resources, determine the outcomes, identify action steps for each goal. Gain commitment from each person there.

### Outcomes

- Identify goal champions
- Understand barriers & resources
- Determine desired outcomes & how it will improve the health of Benson
- Identify action steps for each goal
- Create a contagious and positive environment for change

This is a two phase proposal. Phase one will consist of resarch and goal development through engaging the community.

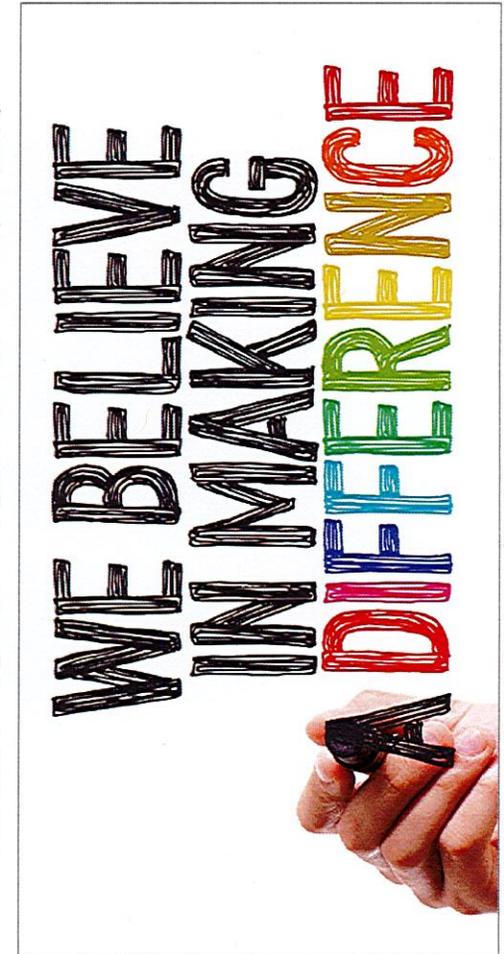


# Phase Two

BENSON, MN.  
2018-19

Phase Two Duration:  
Approximately 12 Months

- Facilitate leadership team meetings and outcomes for established criteria and strategies to achieve benchmarks
- Facilitate the design & implementation of a marketing plan
- Development of promotional materials
- Coach & assist in the development of identified goals from Phase 1
- Advise on budget and fund development
- Assist with communication and public relations including but not limited to stakeholder meetings, speak at invited presentations, etc
- Provide ongoing coaching to the leadership committee
- Provide feedback and evaluation reports to the leadership committee
- Provide a facilitator and assist in the planning of community events throughout the year (Up to 4 events within 12 month time frame included. Additional on location support available upon request.)



**Share your work with the greater community**

# Our Team

## Douglas Allen

Dr. Douglas Allen retired after 36 years in higher education, a career that took him from teaching at North Dakota State University to serving for 14 years as the President of Ridgewater College (a multi-campus comprehensive community and technical college) in west central Minnesota. Doug believes passionately in the value of education and the future of rural communities.

As a facilitator in Blandin's Community Leadership Program since 2008, Doug has been working with community leaders across Minnesota interested in making their communities better places to live and work.

Doug holds a doctorate in Educational Leadership from the University of St. Thomas, a Master's Degree in American Literature and a Bachelor's Degree in Sociology from South Dakota State University.

He currently serves on the Board of Carris Health, a subsidiary of CentraCare, and is a trustee on the Board of the Minnesota Hospital Association.

## Mary Jo Wimmer

Mary Jo Wimmer has been providing direction, problem-solving and leadership development to businesses, non-profits and communities in rural Minnesota for 30 years.

As a Senior Trainer and design team member for the

Blandin Foundation's Community leadership programs and a certified facilitator with the Anderson Center, she's dedicated her professional life to serving and strengthening rural communities.

Mary Jo holds a Master's Degree from Michigan State University in Adult and Extension Education and a Bachelor's Degree from the University of Minnesota in Vocational Agriculture and Animal Science.

She currently volunteers in her community at the Grand Rapids Area Library and as a member of the Grand Rapids Human Rights Commission.

## Claire Meyers

Claire Meyers has spent her career in sales and marketing working with businesses and non-profits and helping them tell their story.

Claire brings over 15 years of experience in marketing to the clients she works for. She brings a passion for development and engagement with her and uses her skills through her non-profit work as well.

The recipient of 2016 Redwood Falls Chamber Rising Star Award, 2015 graduate of University of Minnesota Extension's ULAA cohort, 2015 Redwood Area Blandin Program and Program Coordinator of LINC Redwood County, Claire is engaged in her community and works to improve life for those around her.

## Heather Koffler

Heather Koffler has a passion for helping businesses, non-profits and other entities engage their followers and reach their goals.

Graduating from St. Cloud State University with a bachelor's in Marketing, Heather began her journey of helping entities share their stories in the community of Redwood Falls, Minnesota.

She currently works to strengthen the communities she lives and works in part by serving on the steering committee for LINC Redwood County as well as volunteers her time with a number of organizations and communities in Southwestern Minnesota.



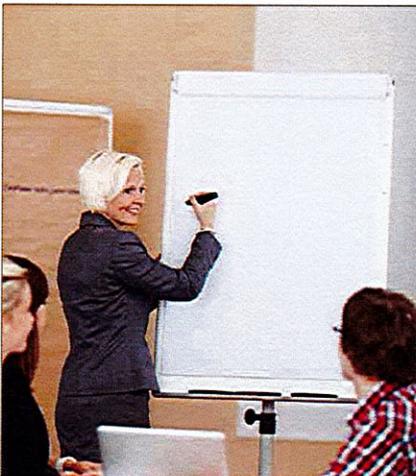


# Working Agreement

Working agreements are a short list of ground rules. They describe what the expectations are for how the group will work together. Creating and enforcing ground rules early on can create a safe, friendly meeting environment and can help achieve the purpose of the gathering. Effective ground rules help build group trust and manage problems before and as they occur.

The best ground rules come from members themselves to meet the particular needs and challenges of the group. This working agreement will be created together to ensure that we have a clear understanding of when the work will be completed, who will do the work and how the work will be done.

Pricing and payment terms will be discussed at an in person meeting between DWA Consulting and representatives from Benson.







RENEE JONES SCHNEIDER - STAR TRIBUNE

There was a full crowd in the chambers and overflow rooms during a public hearing on the 2040 Comprehensive Plan.

## Minneapolis neighbors gather for latest chance to weigh in on 2040 comprehensive Plan

The public hearing held by the City Council, among the final steps in a contentious process, went on for nearly five hours.

By Miguel Otárola Star Tribune

NOVEMBER 15, 2018 — 12:41AM

Minneapolis residents were again split on their views of the city's long-range plan Wednesday night at City Hall, with many looking to address the intricacy division they felt it has created.

Some at the public hearing, which stretched over almost five hours, criticized Council Member Philippe Cunningham over comments he made the day before that sharply singled out critics from southwest Minneapolis.

Yet many who opposed the plan said the overall discussion of the 2040 Comprehensive Plan, which lists the city's priorities over the next two decades, had turned neighbors against each other: old vs. young, cyclists vs. drivers, renters vs. homeowners.

"We are a city of extremely progressive people and we have been pitted against each other," Tamara Kaiser, who lives in the Uptown area, said from the podium. "And

BENSON, MN  
2018-10



I have been very disappointed in the role our leaders have played in fueling that polarization."

Kaiser was part of an overflow crowd and one of more than 100 people who voiced their opinions Wednesday, in one of the final steps to complete the plan. It followed another multihour public hearing held by the city's planning commission last month.

The council will meet two more times to add its own amendments to the plan before voting.

City officials have sought to make a strong statement with the plan. It looks not only at zoning and development guidelines, but also at reducing racial disparities, increasing access to affordable housing, reducing dependency on cars, mitigating climate change and other long-term goals.

Although emotions were expected to be high, Wednesday's hearing was mostly cordial, with some clapping but without the heckling from the previous meeting. Some held pro or con signs up for the duration of the meeting.

Many supporters touted the plan's emphasis on walkability, housing diversity and sustainability. They felt it could help mend the effects of discriminatory housing policies of previous decades and put the city on a path to fight climate change.

Some suggested small changes, including adding stronger language to the city's energy efficiency goals and having a heavier focus on addressing homelessness.

Critics of the plan said it would lead to single-family neighborhoods becoming too dense, decreasing public parking and green space. A woman carrying a sign that read, "Just saying so doesn't make it so," echoed the sentiments of many opponents: "Get a time extension ... and get it right."

On Tuesday, Cunningham, who represents the northwest corner of

the city, denounced some critics on Twitter.

"People from [southwest Minneapolis] actually have the audacity to be flooding [council members'] inboxes with 'stop the 2040 plan' by bastardizing the epidemic of outside investors buying up single family homes in North Minneapolis," he wrote. "All in an effort to protect their McMansions and 'bungalow neighborhoods' from imaginary developers."

"[Southwest] folks, do us all a favor and do NOT show up to the Comp Plan public hearing and say this to the Northside [council members'] faces or else we're gonna have to have some words," he continued. "Spread the word to your book club."

One woman retorted at the meeting: "I don't belong to a book club. I took a half a day off to get here."

At the beginning of the hearing, resident Kathleen Cole, who supports the plan, told those in the council chambers that a public hearing was not representative of the demographics of the entire city. She asked council members to "remember those who are most affected" when working on the plan.

The city has heard thousands of comments from residents — at casual forums, online and inside the council chambers — since an original draft was shared in March.

Meanwhile, Bender said she was working with other council members on fine-tuning several aspects of the plan, including "strengthening race equity commitments."

She was also looking to pass a related housing policy requiring a certain percentage of new rental units to be affordable for low-to-moderate income residents. The planning commission reviewed that policy on Tuesday.



**Contact**

Clare Meyers  
507-430-4189

# Investment

**Phase I Investment: \$25,000**

Due upon signing of working agreement.

\*Additional design and/or community days are billed at a daily rate of \$2,000.

**Phase II Investment: \$25,000**

\$12,500 Due upon completion of Phase I

\$12,500 Due at six month mark of Phase II

Mileage, meals and lodging expenses will be billed seperately each quarter.

# Strategic Planning Facilitation Proposal

City of Benson, Minnesota



January 23, 2019

**Dr. Richard Fursman Ed.D. &  
Irina Fursman Ed.D. ABD—CTF Certified  
Facilitator**

---

5775 Wayzata Blvd, Suite 700  
St. Louis Park, MN 55416  
Website: [www.hue.life](http://www.hue.life)  
Phone: 651.338.2533

## 1. Overview

**INTRODUCTION:** We are pleased to submit a proposal to begin an engagement with the City of Benson for the purpose of assisting the City's leadership in strategic planning efforts. Charting the course and policies of the organization is fundamental to effective governance and performance. We trust our process, experience, and commitment to you will result in the highest quality and best possible outcomes.

This project entails the development of a strategic plan built upon involvement and guidance from the City Council, staff, and if desired, members of the community. The purpose of the project is to set in place a practical vision for the community and identify in clear language, the steps the City will take to achieve the vision. The City has Economic Development funds available for the future development of the City. The City would like to be thoughtful and strategic about positioning the funds for the future.

## 2. Scope

To provide the City of Benson facilitation services that will generate an inspirational vision, strategic framework for obtaining the vision, and a work plan outline for the first year.

### Sample Agenda

#### Day One

- Assemble
- Introductions and opening exercise
- Historical Scan and Updates
- Visioning (Concrete future of Benson)
- Adjourn

#### Day Two

- Review
- Examine **Blocks** (*impediments/obstacles*) to vision
- Strategic Directions—Innovative steps to take to overcome blocks and move toward vision

#### Day Three

- 1 year work plan with milestones
- Roles and responsibilities
- Reflection and Adjourn.

#### Follow up

Written report provided by huelife.



### 3. Design

The expected outcomes of the City will determine the design of the retreat. The following components have been the most helpful to the many cities we have facilitated plans with.

1. **VISION:** What do we want to see in place in Benson in 2025 as a result of our actions today?
2. **Blocks:** What is currently blocking us from attaining our vision and goals?
3. **Strategic Directions:** What innovative, substantial actions will deal with the blocks and move us toward our vision?
4. **Focused Implementation:** What will be our specific, measurable accomplishments for the first year?

### 4. Suggested Outcomes:

- ◆ Shared understanding of our environment (larger context) in which we exist
- ◆ Unifying vision of the future and where we want to be
- ◆ Common understanding of our reality and what needs to change
- ◆ Clear direction of where we are going and what needs to happen to accomplish that
- ◆ Select key priorities to help launch us in that direction
- ◆ 2 year accomplishments identified with one-year work plan

### 5. Strategic Planning Process Overview:

- ◇ Assessing the External Environment – the external trends that impact us directly or indirectly
- ◇ Mapping out the Practical Vision – the shared picture of the desired future, clarified purpose and need for change
- ◇ Analyzing the Internal Obstacles – the underlying obstacles or issues preventing realization of the vision
- ◇ Setting the Strategic Direction – the proposed actions to deal with the contradictions and move towards the vision
- ◇ Identifying Key Focus Areas – the key strategic priorities to launch the City in the selected direction

**Fees:** \$7,500 + expenses (travel, lodging)

***Includes***

- 2-3 Day Strategic Planning Session
- Documentation
- Follow-up

If additional sessions are needed, they will be billed at \$2,000 a half day and \$3,500 for a full day



## Firm Profile:

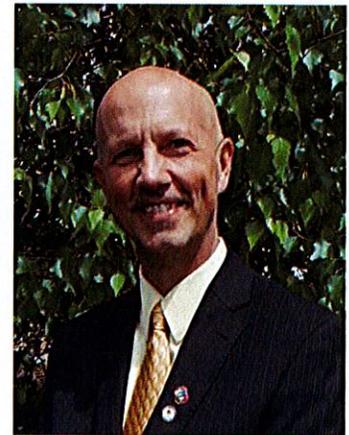
The firm *hueLife* was recently operating as *Brimeyer Fursman*. The change of name reflects the commitment to combine human understanding and engagement with strategy and development. The process of governing at the local level requires connection to the community and a partnership between citizens, staff, and the elected officials.

### Facilitators Short Bio:



*Irina Fursman, Ed. D (a.b.d.)* is a Chief Facilitator and OD Practitioner at HUE.Life, organization development and facilitation firm that focuses on Human Understanding and Engagement as a core strategy for change. She designs and facilitates team building events, strategic planning, and organizational or community engagement projects toward positive change. Irina is a nationally certified ToP facilitator and trainer from the Institute of Cultural Affairs. She earned her Bachelor's Degree in Education and Masters of Science Degree in Mathematics and Computer Science before moving to the United States in 2002. She is a Doctoral Candidate in Organization Development at the University of St. Thomas, writing her dissertation.

**Dr. Richard Fursman, Ed.D:** Richard is an Organization Development and Change expert for HUE.Life. He has helped hundreds of organizations develop and implement strategy by facilitating discussions and aligning strategy with action planning, hiring, and review. Richard has facilitated and advised on Strategic Thinking and Planning with National, Regional, and Local governments in the USA and Eastern Europe involving small, intimate groups and large-scale events involving hundreds of participants. Richard has and continues to lecture on individual and whole-system change at a number of Universities and conferences in the USA and abroad. Richard has over 20 years of senior management experience in local government, and is currently drafting curriculum for the Institute of Public Administration in Ukraine. Richard earned his Doctorate in Organization Development from the University of St. Thomas where he serves as an Adjunct Faculty member.



## Your Facilitation Team:

Irina and Richard have combined to do over 200 strategic planning sessions with clients in the Public, Private, Non-profit and for-profit sectors. They facilitate together to provide a truly unique blend of perspectives, trainings, and experiences to ensure their planning events are interactive, fun, engaging and productive. The team has worked together throughout the USA and in Europe with facilitators from Taiwan, Germany, Netherlands, England and France.



## References

### **City Manager James Verbrugge**

Manager City of Bloomington (pop. ~85,000)  
*Organization Review and Restructure and Strategic Planning*  
1800 West Old Shakopee Road  
Bloomington, Minnesota 55431-3027  
Email: [jverbrugge@bloomingtonmn.gov](mailto:jverbrugge@bloomingtonmn.gov)  
Phone: 952-563-8700

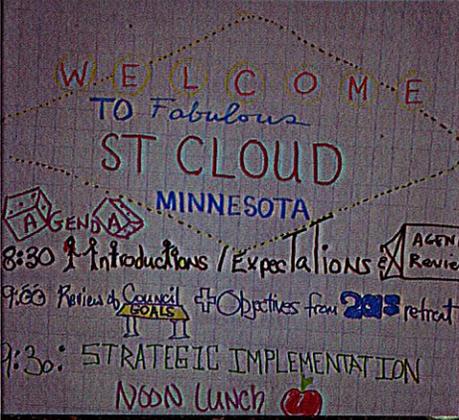
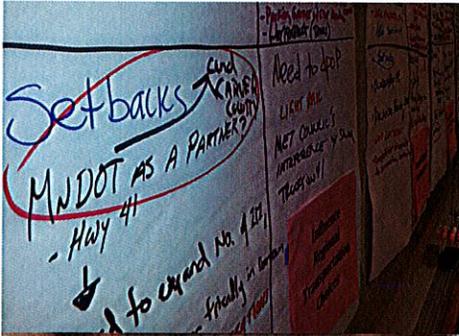
### **City Administrator Matthew Staehling**

Administrator – City of St. Cloud, MN (pop. ~ 70,000)  
Strategic Planning  
St. Cloud City Hall  
400 Second St. S.  
St. Cloud, MN 56301  
Email: [Matthew Staehling <Matthew.Staehling@ci.stcloud.mn.us>](mailto:Matthew.Staehling@ci.stcloud.mn.us)  
Phone: (320) 255-7201

### **City Manager Matt Podhradsky**

Manager of the City of Chaska, Minnesota (pop. ~ 25,000)  
*Organization and City Strategic Planning*  
One City Hall Plaza  
Chaska, MN 55318  
Email: [mpodhradsky@chaskamn.com](mailto:mpodhradsky@chaskamn.com)  
Phone: (952) 448-9200

## Organization Development & Community Engagement Clients (2010–2014) Partial list



- Country of Ukraine – Peace Summit Kiev, Ukraine (250 Participants)
- City of Brooklyn Park, MINNESOTA- Organization Alignment, Strategic Planning, Employee and Civic Engagement
- Geneseo, ILLINOIS– School District – Community Engagement Workshops
- City of West Des Moines, IOWA – Strategic Planning
- NAUKMA University, Kiev, Ukraine – Reorganization of Economics Department
- City of Bloomington: Strategic Planning
- Barron County, WISCONSIN – Countywide Visioning Process
- City of Electra, TEXAS – Strategic Planning, Community Engagement
- City of Canton, SOUTH DAKOTA – Strategic Planning
- City of Norfolk, NEBRASKA – City Strategic Planning
- Medtronic, Boston, MASSACHUSETTS and MPLS. MN – HR Department Training
- Hinckley Casino – HR Department – Facilitation Training
- Hennepin County, MINNESOTA – Supervisory Training and Employee Engagement Workshops, Facilitation Training
- City of Shakopee, MINNESOTA – Strategic Planning and Governance
- City of Chaska, MINNESOTA – City Strategic Planning
- City of Carver, MN—Strategic Planning
- City of Vasilkiv, Ukraine – Organization Analysis
- City of Eveleth, MINNESOTA, Economic Development Authority Strategic Planning
- City of Falcon Heights: MINNESOTA Human Rights Commission Action Planning
- City of Edina, MINNESOTA: Environmental Commission Strategic Planning
- City of Victoria, MINNESOTA: City Strategic Planning Sessions
- City of Roseville, MINNESOTA: Human Rights Commission, Board Development
- City of Boryspil, Ukraine – Civic Engagement and Strategic Planning
- City of Wyoming, MINNESOTA – Strategic Planning (2013)
- City of Worthington, MINNESOTA – Community Engagement & Strategic Planning (2011-13)
- City of Montrose, MINNESOTA – Strategic Planning (2011 – 2013)
- City of Crystal, MINNESOTA – Employee Effectiveness and Team Building
- City of Bayport, MINNESOTA – Employee Effectiveness, Strategic Planning, Organization Analysis, Performance Evaluation
- Hennepin County, MINNESOTA – Medical Center, HR Department Formation
- Ramsey County, MINNESOTA – Health Department , Action Planning
- City of Robbinsdale, MINNESOTA – Strategic Planning, Board Development
- City of Hopkins, MINNESOTA – Civic Engagement
- City of Golden Valley, MINNESOTA – Human Rights Com Participatory Assessment
- City of Oelwein, IOWA – Strategic Planning
- City of Independence IOWA—Strategic Planning
- City of Cloquet, MINNESOTA – Strategic Planning and Governance
- City of Prairie City, IOWA – Strategic Planning and Governance
- City of St. Cloud, MINNESOTA - Economic Development Authority Strategic Planning, City Council Governance and Team Building Session, City Strategic Planning
- City of Champlin, MINNESOTA – Strategic Planning



**Signature Page**

Payment Policy: We will bill the City for the total fee and expenses once all the project parameters have been fulfilled as outline in this proposal.

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Richard Fursman, President  
Huelife LLC.

Date

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City of Benson, Minnesota

Date



January 28, 2019

City of Benson  
Rob Wolfington  
Via email: [rob.wolfington@city.co.swift.mn.us](mailto:rob.wolfington@city.co.swift.mn.us)

RE: Strategic Planning Facilitation Proposal

We are pleased to submit a proposal in cooperation with the Upper Minnesota Valley Regional Development Commission (UMVRDC) for strategic planning facilitation.

Scope: To facilitate a set of meetings over 3 days that would take the council, staff and selected participants from the community through a visioning process that would include a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis exercise and then prioritizing the needs and vision of the community. The report will be a set of strategic priorities with proposed action plans for each of those areas. The UMVRDC will then work long-term with the community on the finalization and implementation of those action plans.

Timeframe: We are recommending a format of Thursday evening, Friday evening and Saturday morning for the process; however, we would be open to discuss other options if the city desires. Both agencies currently have the weekend of April 11-13, 2019 available for the session. The strategic priorities and action plan reports would be submitted to the city within 30 days of the meetings.

Cost: The strategic planning facilitation is a pilot project for Missouri River Energy Services (MRES) this year and therefore this service is provided free of charge to our member utilities. Benson, MN is a member utility so there would be no cost for the 3-day facilitation services, the strategic priorities and action plan reports. Any costs from UMVRDC would be addressed in their portion of the proposal.

Facilitator Bio: Marcy Douglas is an Energy Services Field Representative with Missouri River Energy Services. She also leads the efforts of the expanding role of Member Support Services which includes management of the Municipal Power Leadership Academy, electronic discussion groups, mentorship program and strategic planning services for all of our members. She has been with MRES for over 7 years. Previously, she was the City Administrator for the City of Northwood in North Dakota giving her 15 years of experience



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)

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in municipal government and utilities management. She holds a Master Degree in Business Management and a MBA in Energy Management from the University of Mary. She has received APPA's Public Power Manager and Key Account Certifications as well as the completion of the State of Minnesota's Facilitation Skills Course. She is known most often for her efforts in leading the recovery of Northwood after its devastating EF4 tornado in late 2007 with numerous disaster recovery and rebuilding grant projects.

Please feel free to contact us with any questions that you have. We look forward to the opportunity to assist the city of Benson through this process.

## *Marcy Douglas*

Energy Services Field Representative

**MISSOURI RIVER ENERGY SERVICES**

PO Box 88920

Sioux Falls, SD 57109-8920

Email: [marcy.douglas@mrenergy.com](mailto:marcy.douglas@mrenergy.com)

Cell: 218.791.2963

[www.mrenergy.com](http://www.mrenergy.com)

[www.brightenergysolutions.com](http://www.brightenergysolutions.com)

**Benson Scope of Work**

(In Priority Order)

**12.26.18**

**1.28.19 (update)**

1) Conferences

- Assist with staffing the Minnesota DEED booth at the [Bio World Congress Conference](#), Des Moines, Iowa July 8-11, 2019
- Staff the Benson booth at the [National BioMass Convention](#) March 18-20, 2019 Savannah, GA
- Staff the Benson booth at the [American Dairy Products Conference](#) May 5-7, Chicago, IL
- Redevelop Benson booth and materials
- Be prepared to
  - Share the story about Benson
  - What is next after FibroMinn?
  - 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) Loan Fund Management

- Assist in the facilitation for the monthly EDA meetings 3<sup>rd</sup> 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.
- Develop Benson loan application and processes
- No policies on purpose to retain the most flexibility
- No need for financial management
- Assist EDA with implementing the marketing plan identified through the Strategic Planning process

3) Marketing

- Attend the city council planning session 3<sup>rd</sup> weekend in January
- ~~Attend any future the Doug Griffith sessions~~
- 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
- Utilize project prioritization outlined through Strategic Planning process

4) Coordinate Project with [Brightmark Energy](#)

- Participate in weekly calls Mondays @ 1 with Excel and Fridays at 1 with Brightmark

- Rob will be the lead but needs additional support. This work may include keeping up to date on a variety of areas including but not limited to the following:
  - Coordinate needs with the Brightmark leadership.
  - Assist with permitting management and issues. Lisa Hughes will be state person to help guide permits with other agencies.
  - 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

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
- Attend and support Marcy Douglas through the three-day Strategic Planning process in Spring/Summer 2019.
- Collaborate with Marcy on final Strategic Plan product creation



222 S. Ridge Rd.  
Wichita, KS 67209

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\*\*\*\*\*ALL FOR AADC 553

Benson City Hall  
Current City Manager  
Or Rob Wolfington  
1410 Kansas Ave  
Benson MN 56215-1718

**REGISTRATION WEBCODE**

33U3-8LVK

[rsvp.pdigm.com](http://rsvp.pdigm.com)

PO



# PIPELINE SAFETY TRAINING

coming soon to a city near you!

- 1 Please RSVP at [mncaer.com](http://mncaer.com)
- 2 Get your updated pipeline safety information at the training
- 3 Network with your peers and pipeline operators
- 4 The training and meal are provided at no cost



**2 In-Service Credit Hours! MN Post Certified Course #10263-0005**

# ADDITIONAL PIPELINE INFORMATION



## RECOGNIZING A PIPELINE LEAK

### Sight:

- Liquid pools
- Continuous bubbling in wet or flooded areas
- Oily sheen on water surfaces
- Vaporous fogs or blowing dirt around a pipeline area
- Dead or discolored plants
- Frozen ground in warm weather
- Natural gas:
  - Colorless
  - Vapor and “ground frosting” may be visible at high pressures.
- Natural gas leaks:
  - Indicated by dust blowing from a hole in the ground
  - Flames if the leak is ignited.

### Sound:

- Quiet hissing to a loud roar depending on the size of the leak and pipeline system.

### Smell:

- An unusual smell, petroleum or gaseous odor.
- Natural Gas and Highly Volatile Liquids (HVL) Colorless, tasteless and odorless unless odorants, such as Mercaptan, is added.

Most HVLs contain a slight hydro-carbon or pungent odor. Most are non-toxic; however, products such as ammonia are considered a toxic chemical and can burn the senses when it seeks out moisture (eyes, nose or lungs). If inhaled HVLs may cause dizziness or asphyxiation without warning.



## IDENTIFIED SITE REGISTRY

Pipeline operators need your help keeping people and property safe.

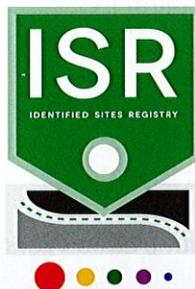
Identified Sites - locations where many people occupy an area near a pipeline asset or facility. These are places where people may gather from time to time for a variety of reasons.

Some of these sites are very difficult for companies to obtain without help from those with local knowledge of the area.

Please use the following website to gain secure access, so you can assist in identifying sites where people congregate in your community:

<http://isr.pipelineportal.com>

Pipeline operators are required by law to work with public officials who have safety or emergency response, or planning responsibilities that can provide quality information regarding identified sites.



# 2019 MINNESOTA PIPELINE CAER COORDINATED RESPONSE EXERCISE

## FAST-PACED TACTICAL PIPELINE RESPONSE TRAINING New and interactive scenario exercises

- Receive updated information and create relationships with your local pipeline operators

### Local Government Officials

- Do we have a pipeline emergency?
- Where is the leak or response?
- Whom do we notify?
- Is there an immediate threat to life or property?
- Should emergency responders shut down the pipeline?
- Do we need to start an evacuation or other public protective action?
- Will other resources (local, state, federal, private industry) be required?



Please post on bulletin board and encourage attendance.

## AGENDA

### Dinner Meetings

6:00 pm - 6:30 pm      Registration / Dinner  
6:30 pm - 8:00 pm      Program

For questions or additional information, contact us at (866) 577-1162 or visit our website at [mncaer.com](http://mncaer.com)

## PROGRAM

- Know the Operators.....Know their Products
- In-Person Operator Information
- Virtual Incident Scenario
- On-Scene Chemistry/Hazmat Basics
- Valuable Networking and Interaction
- Safe Digging Practices (811)

## 2019 MINNESOTA PIPELINE CAER MEMBERS

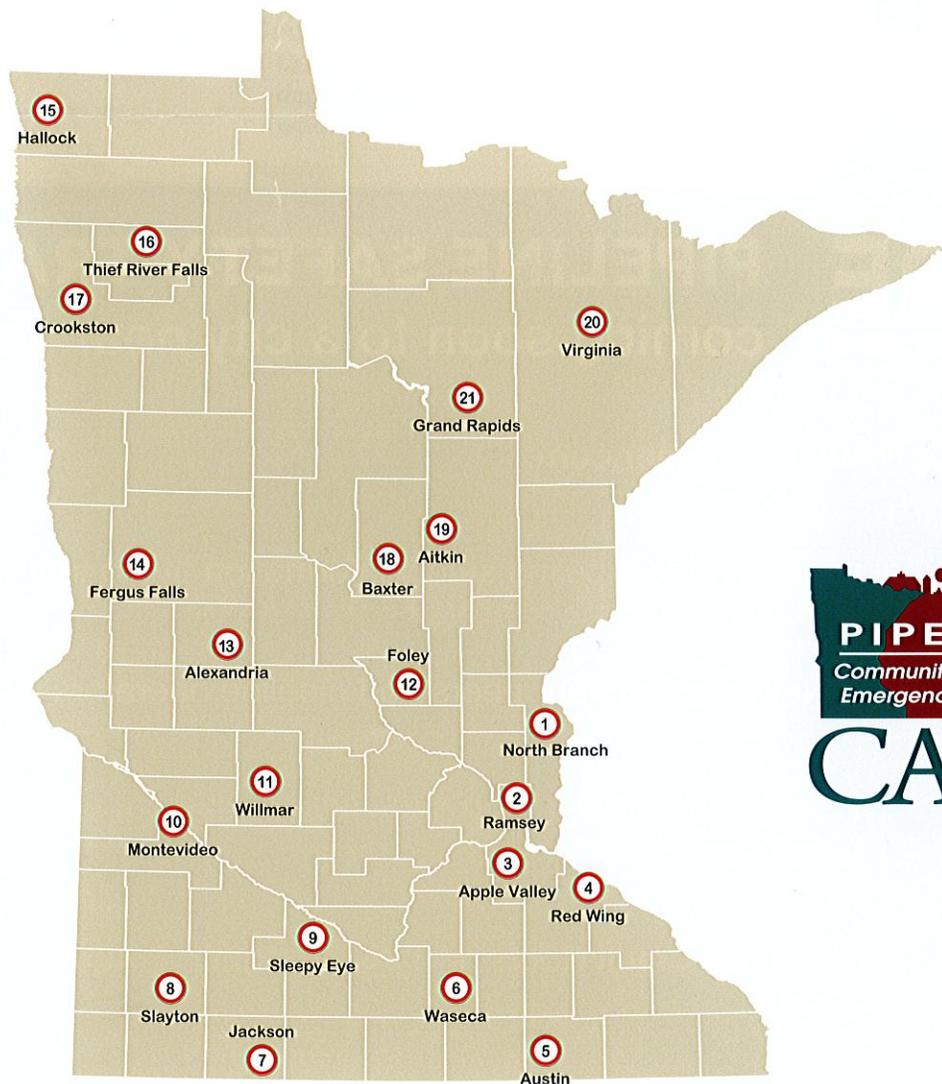
Alliance Pipeline LP  
Andeavor - St. Paul Park Refining  
Austin Utilities  
BP Pipelines (North America), Inc.  
Centennial Utilities  
CenterPoint Energy  
City of Brownton  
City of Duluth Public Works and Utilities Dept.  
Cities of Fairfax-Gibbon  
City of Hallock  
City of Stephen  
City of Tyler  
Community Co-op  
Dooley's Natural Gas - Dooley's Natural Gas II  
Enbridge Energy Company, Inc.  
Enbridge Pipelines (North Dakota) LLC  
Enterprise Products Operating LLC  
Flint Hills Resources  
Great Plains Natural Gas Company  
Greater Minnesota Gas, Inc.  
Greater Minnesota Transmission

Hibbing Public Utilities  
Hutchinson Utilities Commission  
Kinder Morgan Cochin LLC  
Lake Region Energy Services  
Magellan Midstream Partners, L.P.  
Minnesota Office of Pipeline Safety  
New Ulm Public Utilities Commission  
Northern Natural Gas  
Northwest Gas  
NuStar Pipeline Operating Partnership L.P.  
Owatonna Public Utilities  
Sheehan's Gas Company  
Southern Company Pipelines  
Suburban Propane  
TransCanada - Great Lakes Gas Transmission Company  
TransCanada - Northern Border Pipeline Company  
United Natural Gas  
Viking Gas Transmission Company  
WBI Energy Transmission  
Xcel Energy

To learn more about your local pipeline meeting sponsors, please visit [mncaer.com](http://mncaer.com)

# SIGN-UP AT MNCAER.COM

| #  | City              | Date     | Time    | Venue  | Address              |
|----|-------------------|----------|---------|--|----------------------|
| 1  | North Branch      | 01/28/19 | 6:00 PM | American Legion Post 85  | 6439 Elm St.         |
| 2  | Ramsey            | 01/29/19 | 6:00 PM | Links at Northfork Golf Course   | 9333 Alpine Dr.      |
| 3  | Apple Valley      | 01/31/19 | 6:00 PM | Old Chicago Conference Room  | 14998 Glazier Ave.   |
| 4  | Red Wing          | 02/04/19 | 6:00 PM | Red Wing Golf Club   | 1311 W. 6th St.      |
| 5  | Austin            | 02/05/19 | 6:00 PM | Holiday Inn  | 1701 4th St. N.W.    |
| 6  | Waseca            | 02/06/19 | 6:00 PM | Starfire Event Center  | 206 2nd Ave. S.W.    |
| 7  | Jackson           | 02/11/19 | 6:00 PM | Minnesota West Community & Technical College Jackson Campus - Commons Room | 401 West St.         |
| 8  | Slayton           | 02/12/19 | 6:00 PM | The Pizza Ranch  | 2306 Broadway Ave.   |
| 9  | Sleepy Eye        | 02/13/19 | 6:00 PM | Sleepy Eye Event Center  | 110 12th Ave. N.E.   |
| 10 | Montevideo        | 02/18/19 | 6:00 PM | American Legion Post 59  | 613 Legion Dr.       |
| 11 | Willmar           | 02/19/19 | 6:00 PM | The Oaks at Eagle Creek  | 1000 26th Ave. N.E.  |
| 12 | Foley             | 02/21/19 | 6:00 PM | Henry's Catering and Banquet Center  | 6774 Hwy. 25 N.E.    |
| 13 | Alexandria        | 02/27/19 | 6:00 PM | Holiday Inn  | 5637 Hwy. 29 S.      |
| 14 | Fergus Falls      | 02/28/19 | 6:00 PM | Bigwood Event Center   | 925 Western Ave.     |
| 15 | Hallock           | 03/04/19 | 6:00 PM | Hallock City Hall  | 163 3rd St. S.E.     |
| 16 | Thief River Falls | 03/05/19 | 6:00 PM | Ralph Engelstad Arena  | 525 Brooks Ave.      |
| 17 | Crookston         | 03/06/19 | 6:00 PM | Crookston Inn  | 2200 University Ave. |
| 18 | Baxter            | 03/13/19 | 6:00 PM | Arrowwood Lodge at Brainerd Lakes  | 6967 Lake Forest Rd. |
| 19 | Aitkin            | 03/14/19 | 6:00 PM | Moose Lodge  | 22 4th St. N.E.      |
| 20 | Virginia          | 03/19/19 | 6:00 PM | Miners Memorial Building   | 821 S. 9th Ave. W.   |
| 21 | Grand Rapids      | 03/20/19 | 6:00 PM | Timberlake Lodge Hotel & Event Center                                      | 144 S.E. 17th St.    |



## **First Evangelical Free Church**

900 13th Street South  
Benson, MN 56215

January 10, 2019

To: Mayor Terri Collins, City Manager Rob Wolfington, and the Benson City Council

The Benson First Evangelical Free Church has facilitated the city wide Easter Egg Hunt since Easter of 2014, after the Chamber office "stepped down" from this community event it had sponsored for many years.

Since the first year the Free Church took on this event, the city has graciously and generously provided funding to help provide Easter treats for all the area children and visitors who attend. We seek a \$600 donation, the same amount that was donated for the 2018 Easter Egg Hunt. This money will be used to purchase the contents of the treat bags, as well as pay for advertising in the local newspaper (2 newspaper ads).

We are grateful for past support and are asking for the city's continued financial support of this event. Please contact First Evangelical Free Church as soon as possible with information regarding your decision, 320-843-3521 (church office), so that planning for this event may continue to progress. If you have questions, please contact Dawn Heike, 320-815-4046.

Or, if a go-ahead decision to fund this event is made, a check (with a notation of "Easter Egg Hunt") may simply be mailed to:

First Evangelical Free Church  
Attention: Church Treasurer  
900 13th Street South  
Benson, MN 56215

Thank you for your consideration in allowing us to continue offering the children and families of our area this annual community event.

Members of Benson First Evangelical Free Church

## Val Alsaker

---

**From:** Sally Jones <sallym321@yahoo.com>  
**Sent:** Tuesday, January 29, 2019 1:38 PM  
**To:** Rob Wolfington; Val Alsaker  
**Subject:** capital request  
**Attachments:** capital request 2019.pdf

Hi Rob,

I have attached my requests for capital purchases for 2019. I am requesting a greens mower, a sand trap rake, and a work cart. Thanks for your support to the golf club. I'll see you Monday night at the council meeting.

Sally

# CITY OF BENSON

## CAPITAL AUTHORIZATION REQUEST

|   |                                 |                    |             |
|---|---------------------------------|--------------------|-------------|
| 1 | <b>Fund:</b> Capital Outlay     | <b>Department:</b> | Golf Course |
|   | <b>Prepared by:</b> Sally Jones | <b>Date:</b>       | 02/04/2019  |

**Describe Proposed Capital Expenditure:**

I propose the purchase of a Toro Greensmaster 3150 green/tee mower from Doug's Service and Marine in Canby, MN. It will replace the existing 1991 Toro Greensmaster 3000 green/tee mower.

**Does Proposed Expenditure Replace Existing Equipment?**                      Yes

If Yes, Describe Use of Replaced Equipment:

The existing 1991 Toro Greensmaster 3000 will be kept and utilized as a backup mower.

|   |   |   |                    |           |
|---|---|---|--------------------|-----------|
| 2 | <b>If Included in Capital Improvements Program:</b> | 3 | <b>Total Cost:</b> | \$ 13,500 |
|---|---|---|--------------------|-----------|

What Year:                      2019

What Heading:                Capital Outlay

Budgeted Amount:            \$25,000

**-Trade-in** (if applicable):                      -\$

**+Net Book Value** (depreciated value):        +\$

**=Net Capitalized Cost:**                                      =\$ 13,500

|   |  |
|---|--|
| 4 | <b>Justification of the Expenditure:</b> (Main Objectives and Assumptions) |
|---|--|

The current tee mower is old with very high hours. This new 3150 will become the green mower. The current green mower will become a tee mower. The green mower is the most essential piece of equipment to our inventory and must be kept in optimal condition.

|   |                          |
|---|--------------------------|
| 5 | <b>Approval Section:</b> |
|---|--------------------------|

Action taken: \_\_\_\_\_

Signature

Date

Department Supervisor \_\_\_\_\_

Division Director \_\_\_\_\_

City Manager \_\_\_\_\_

City Council Approval (If Applicable) \_\_\_\_\_

Council Meeting \_\_\_\_\_

Doug's Service & Marine, Inc.

122 1st Street East  
Canby, MN 56220

# Invoice

Date            Invoice #  
1/25/2019        30740

**Bill To**

BENSON GOLF CLUB  
Attn:Sally  
2222 ATLANTIC AVE  
Benson, MN. 56215

P.O. No.            Terms            Sales Person            Project  
                         30 days            Dave

| Item | Quantity | Description                                  | Rate                | Amount            |
|------|----------|--|---------------------|-------------------|
| UP   | 1        | Toro GR 3150Q 2013 11Bid. Reels<br>Sales Tax | 13,500.00<br>6.875% | 13,500.00<br>0.00 |

|  |              |             |
|--|--------------|-------------|
|  | <b>Total</b> | \$13,500.00 |
|--|--------------|-------------|

ALL INVOICES NOT PAID IN 30 DAYS WILL LOSE FUTURE CHARGING PRIVILEGES

# CITY OF BENSON CAPITAL AUTHORIZATION REQUEST

|   |                                 |                                |  |
|---|---------------------------------|--------------------------------|--|
| 1 | <b>Fund:</b> Capital Outlay     | <b>Department:</b> Golf Course |  |
|   | <b>Prepared by:</b> Sally Jones | <b>Date:</b> 02/04/2019        |  |

**Describe Proposed Capital Expenditure:**

I propose the purchase of a Toro Sandpro sandtrap 3020 rake from Doug's Service and Marine in Canby, MN. It will replace our current Toro Sandpro rake.

**Does Proposed Expenditure Replace Existing Equipment?** Yes

If Yes, Describe Use of Replaced Equipment:

The current SandPro will be scrapped and used for parts.

|   |   |   |   |
|---|---|---|---|
| 2 | <b>If Included in Capital Improvements Program:</b> | 3 | <b>Total Cost:</b> \$ 6,300                     |
|   | What Year: 2019                                     |   | <b>-Trade-in</b> (if applicable): -\$           |
|   | What Heading: Capital Outlay                        |   | <b>+Net Book Value</b> (depreciated value): +\$ |
|   | Budgeted Amount: \$25,000                           |   | <b>=Net Capitalized Cost:</b> =\$ 6,300         |

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

The current sand pro is old and has very high hours. In 2018, repairs were made to get us through the remainder of the season

**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**

|          |                                 |                                |  |
|----------|---------------------------------|--------------------------------|--|
| <b>1</b> | <b>Fund:</b> Capital Outlay     | <b>Department:</b> Golf Course |  |
|          | <b>Prepared by:</b> Sally Jones | <b>Date:</b> 02/04/2019        |  |

**Describe Proposed Capital Expenditure:**

I propose the purchase of a John Deere Gator 4x2 from Midwest Machinery in Benson, MN. The purchase this piece of equipment will satisfy the shortage of work carts in our fleet.

**Does Proposed Expenditure Replace Existing Equipment?** No

If Yes, Describe Use of Replaced Equipment:

|          |   |          |   |
|----------|---|----------|---|
| <b>2</b> | <b>If Included in Capital Improvements Program:</b> | <b>3</b> | <b>Total Cost:</b> \$ 4,400                     |
|          | What Year: 2019                                     |          | <b>-Trade-in</b> (if applicable): -\$           |
|          | What Heading: Capital Outlay                        |          | <b>+Net Book Value</b> (depreciated value): +\$ |
|          | Budgeted Amount: \$25,000                           |          | <b>=Net Capitalized Cost:</b> =\$ 4,400         |

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

This Gator will be a much needed addition to our current work cart inventory. It will be used primarily for use of lightweight hauling throughout the golf course.

**5 Approval Section:**

Action taken: \_\_\_\_\_

|  |           |      |
|--|-----------|------|
|  | Signature | Date |
|--|-----------|------|

Department Supervisor \_\_\_\_\_

Division Director \_\_\_\_\_

City Manager \_\_\_\_\_

City Council Approval (If Applicable) \_\_\_\_\_

Council Meeting \_\_\_\_\_



Purchase Order for  
John Deere Equipment (U.S. Only)

PO# 06028430  
PO Revision# Original

|   |                 |                           |  |                    |                               |
|---|-----------------|---------------------------|--|--------------------|-------------------------------|
| <b>PURCHASER'S NAME - First Signer</b> (First, Middle Initial, Last)<br>BENSON GOLF CLUB<br>(SECOND LINE OF OWNER NAME) |                 |                           | DATE OF ORDER<br>Jan 23, 2019  | COMPANY UNIT<br>08 | DEALER ACCOUNT NO.<br>083716  |
| STREET OR RR<br>2222 ATLANTIC AVE   |                 |                           | DEALER ORDER NO.   |                    |                               |
| TOWN<br>BENSON  |                 |                           | STATE<br>MN  | ZIP CODE<br>56215  | TRANSACTION TYPE<br>Cash Sale |
| COUNTY<br>Swift   | PURCHASER ACCT. | PHONE NO.<br>320-842-7901 | PURCHASER SALES TAX EXEMPT   |                    |                               |
| E-MAIL ADDRESS<br>sallym321@yahoo.com   |                 |                           | SELLER'S NAME & ADDRESS<br>Midwest Machinery Co.<br>380 Atlantic Avenue<br>Benson, MN 56215<br>320-843-2610  |                    |                               |
| <b>PURCHASER'S NAME - Second Signer</b>   |                 |                           | I (We), the undersigned, hereby order from Dealer the Equipment described below, to be delivered as shown below. This order is subject to Dealer's ability to obtain such Equipment from the manufacturer and Dealer shall be under no liability if delivery of the Equipment is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond Dealer's control. The price shown below is subject to Dealer's receipt of the Equipment prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Equipment after the date of this order. |                    |                               |
| STREET OR RR  |                 |                           | SOC. SEC.  |                    |                               |
| TOWN  |                 |                           | STATE  | ZIP CODE           | EIN NO.                       |
| Use County<br>SWIFT   |                 | Use State/Province<br>MN  |  |                    |                               |

± **NOTICE:** Equipment may be equipped with telematics hardware and software ("Telematics") that transmit data to John Deere. Purchaser may deactivate Telematics by contacting the JDLink Global Support group at 1-800-251-9928 or via email at [jdlinksupport@johndeere.com](mailto:jdlinksupport@johndeere.com).

| QTY  | NEW                     | RENTAL | USED | Equipment & Value Added Service<br>(Give Model, Size & Description) | Hours of Use                  | PRODUCT IDENTIFICATION NUMBER | DELIVERED CASH PRICE<br>(Or Total Lease Payments) |
|--|-------------------------|--------|------|---|-------------------------------|-------------------------------|---|
| 1  | x                       |        |      | JOHN DEERE 4X2 GATOR Stock # 163862                                 | 715                           | W004X2X094408                 | \$ 4,400 00                                       |
| <p>(We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.</p> |                         |        |      |   |                               |                               |   |
| TOTAL CASH PRICE   |                         |        |      |   |                               |                               | \$ 4,400 00                                       |
| QTY  | DESCRIPTION OF TRADE-IN |        |      | Hours of Use  | PRODUCT IDENTIFICATION NUMBER | AMOUNT                        |   |
| PURCHASER TYPE<br>5 City/Town/Village  |                         |        |      |   |                               |                               |   |
| MARKET USE<br>94 Golf Courses  |                         |        |      |   |                               |                               |   |
| TOTAL TRADE-IN ALLOWANCE   |                         |        |      |   |                               |                               | \$ 0 00   |
| 1. TOTAL CASH-PRICE  |                         |        |      |   |                               |                               | \$ 4,400 00                                       |
| 2. TOTAL TRADE-IN ALLOWANCE  |                         |        |      |   |                               |                               | \$ 0 00   |
| 3. TOTAL TRADE-IN PAY-OFF  |                         |        |      |   |                               |                               | \$ 0 00   |
| 4. BALANCE   |                         |        |      |   |                               |                               | \$ 4,400 00                                       |
| 8. EST. SERVICE AGREEMENT TAXES  |                         |        |      |   |                               |                               | \$ 0 00   |
| 9. SUB-TOTAL   |                         |        |      |   |                               |                               | \$ 4,400 00                                       |
| 10. CASH WITH ORDER  |                         |        |      |   |                               |                               | \$ 0 00   |
| 11. RENTAL APPLIED   |                         |        |      |   |                               |                               | \$ 0 00   |
| 12. CASH DISCOUNT  |                         |        |      |   |                               |                               | \$ 0 00   |
| 13. BALANCE DUE  |                         |        |      |   |                               |                               | \$ 4,400 00                                       |

**IMPORTANT WARRANTY NOTICE:** The John Deere warranty applicable to new John Deere Equipment is printed and included with this document. There is no warranty on used equipment. The new equipment warranty is part of this contract. Please read it carefully. **YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THE WARRANTY AND THIS CONTRACT. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE JOHN DEERE WARRANTY.**

**NOTICE:** Use of John Deere Services, if applicable, and all rights and obligations of John Deere and the Customer (as identified in the applicable agreement), are governed by the terms and conditions outlined in the applicable Services and Software agreements available at [www.JohnDeere.com/Agreements](http://www.JohnDeere.com/Agreements). If these terms and conditions are not agreeable do not use the Services.

**DISCLOSURE OF REGULATION APPLICABILITY:** When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board. In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants.

**ACKNOWLEDGEMENTS - I (We) promise to pay the Balance Due (line 13 ) shown above in cash, or to execute a Time Sale Agreement (Retail Installment Contract), or a Loan Agreement, for the purchase price of the Equipment, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.**

Purchaser's Signature \_\_\_\_\_ Accepted By \_\_\_\_\_  
Purchaser's Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_ Salesperson HABBEN, KENTT N

|                                       |  |                                 |            |
|---------------------------------------|--|---------------------------------|------------|
| Delivered On: <input type="text"/>    |  | <b>Delivery Acknowledgement</b> |            |
| Warranty Begins: <input type="text"/> |  | Signature _____                 | Date _____ |

Show Details



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](http://www.mmua.org)

## 2019 Regular Membership Dues

### ELECTRIC UTILITIES

MMUA dues for 2019 are based upon product sold during the calendar year 2016 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 \$1.1875 per city resident plus .007699% 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 \$.1759692 per megawatt-hour sold up to a maximum of \$15,451, plus .007699% 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 \$.1759692 per megawatt-hour up to a maximum of \$28,421, plus .007699% 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 \$.1759692 per megawatt-hour up to a maximum of \$58,204, plus .007699% of electric revenue less revenue from sales to any customer that has been granted an exemption from the CIP program.

# Minnesota Municipal Utilities Association

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

|             |                    |
|-------------|--------------------|
| <b>DATE</b> | <b>INVOICE NO.</b> |
| 1/4/2019    | 52538              |

|                       |              |                 |
|-----------------------|--------------|-----------------|
| <b>PURCHASE ORDER</b> | <b>TERMS</b> | <b>DUE DATE</b> |
|                       | Net 30       | 2/3/2019        |

| DESCRIPTION  | QTY. | RATE     | AMOUNT   |
|--|------|----------|----------|
| 2019 Electric Utility Member Dues<br>January 1 - December 31, 2019<br>Based on 3,169 population, 33,843 mwhrs. sold and<br>\$3,022,800 electric revenue in 2016.<br>(See enclosed dues rate sheet to see how your dues were<br>calculated.)<br><br>Electric dues can be paid quarterly. To opt for this please pay<br>25% of this amount and you will be billed for remaining<br>balance on a quarterly basis. | 1    | 6,188.00 | 6,188.00 |

|                    |                   |
|--------------------|-------------------|
| Subtotal           | \$6,188.00        |
| Sales Tax (6.875%) | \$0.00            |
| Total Due          | \$6,188.00        |
| Payments/Credits   | \$0.00            |
| <b>BALANCE DUE</b> | <b>\$6,188.00</b> |

For proper credit, please include invoice number with remittance.

Thank you!

## Rob Wolfington

---

**From:** John N. Peterson <john.peterson@tkda.com>  
**Sent:** Thursday, January 24, 2019 3:26 PM  
**To:** Rob Wolfington  
**Subject:** BBB - New Arrival/Departure Building - Preliminary Design Exhibits  
**Attachments:** Package\_-wK8AWs-jgQEhKBF0CUIKVsI3s8Ix65MplGCXOu.html

The following attachment has been sent to you using Mail Express®:

[Benson Preliminary Design.pdf](#) (15.6 MB)

Click the links above or visit the [pick-up portal](#) for batch retrieval.

*These links will expire in 2 week(s).*

Hi Dan and Rob,

We've been busy making progress on the design for the new Arrival/Departure Building for the airport. The attached link will provide you with a PDF of the current renderings and layout.

If you could, please review these exhibits and provide us comments within the next week or so. Once we've incorporated any city comments, we will progress into the final design phase. Our objective is to have this project ready to bid by the end of March, and we have about 4-5 weeks' worth of work to get us to that bid package.

With the government shutdown continuing on, the FAA has already said that grants may likely be delayed, but at this point we don't know to what extent. We would like to keep the original schedule as follows:

90% Plans and Specifications for Review – March 1, 2019

Final Plans and Specifications – March 29, 2019

Advertise for Bids – April 5, 2019

Bid Opening – May 10, 2019

Award of Contract – June 17, 2019

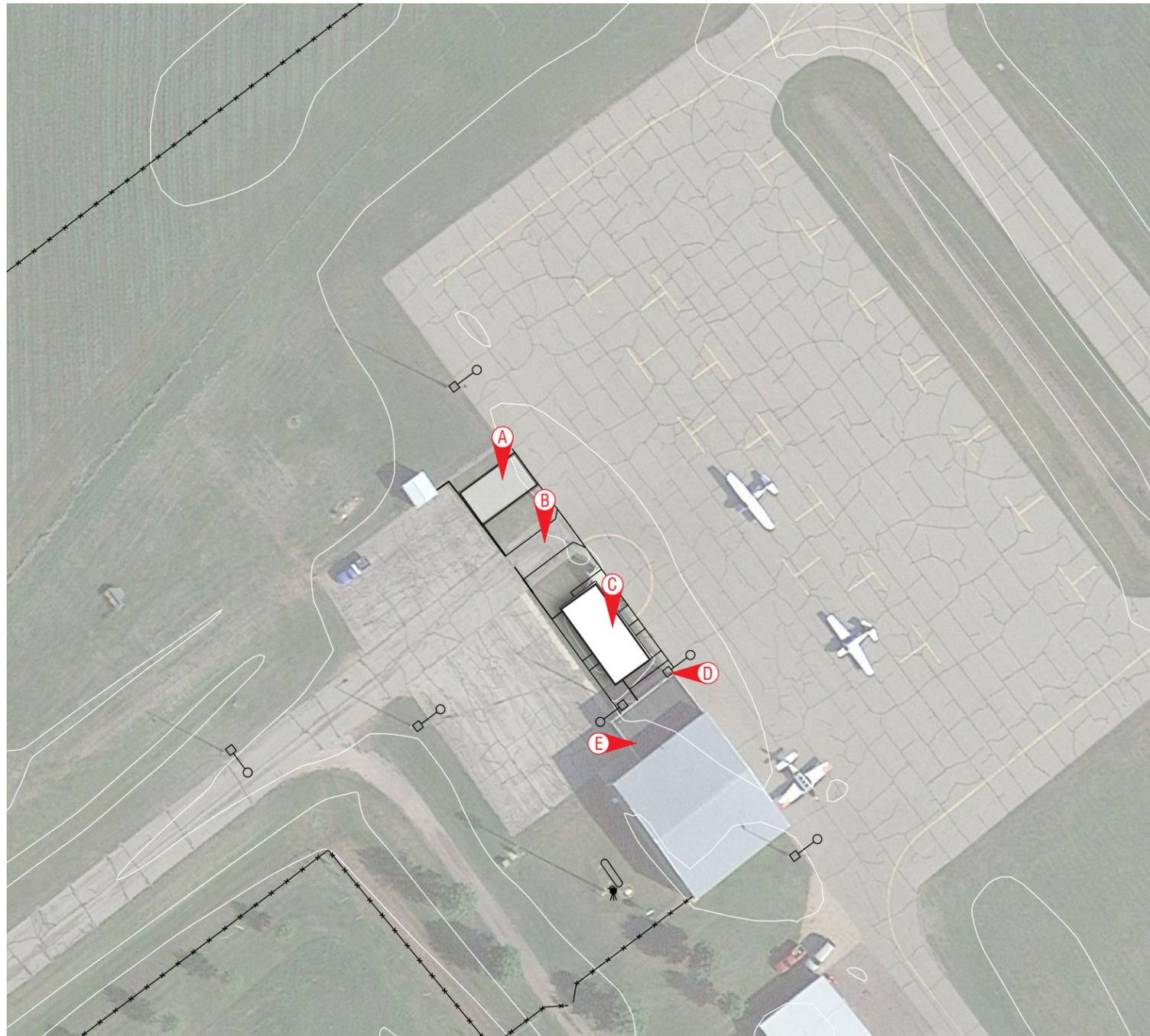
Construction Start – July 1, 2019

Construction Completion – November 1, 2019

Please provide any comments and suggestions you may have. If you'd like, we could set up a conference call to discuss the project and the design. If you have any questions for me or the architects, please let me know.

Thank you,  
John Peterson

 **John Peterson, PE** | Market Manager/Senior Registered Engineer  
Professional Engineer: MN  
444 Cedar Street, Suite 1500, Saint Paul, MN 55101  
P 651.292.4558 | C 651.442.1898  
[john.peterson@tkda.com](mailto:john.peterson@tkda.com)  
[tkda.com](http://tkda.com)



- A FUEL SYSTEM EXPANSION
- B NARROWED ROAD
- C PROPOSED ARRIVAL/DEPARTURE BUILDING
- D RELOCATE LIGHT POLE
- E EXISTING ARRIVAL/DEPARTURE BUILDING



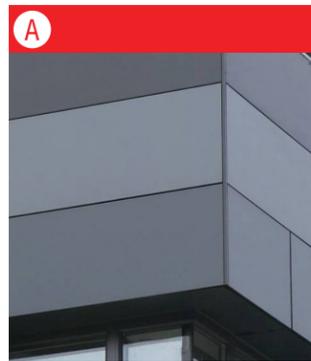
- A ARRIVAL/DEPARTURE LOUNGE
- B VESTIBULE
- A RESTROOMS
- B UTILITY ROOM
- ↗ INTERIOR VIEW
- ↘ EXTERIOR VIEW







VIEW THREE - SOUTH ELEVATION



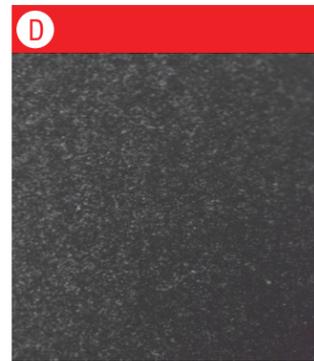
**INSULATED METAL PANEL**  
Color: Light Gray



**PERFORATED METAL PANEL**  
Color: Charcoal



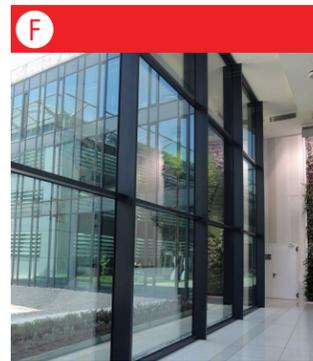
**STANDING SEAM METAL ROOF**  
Color: Light Gray



**MANUFACTURED STONE VENEER BASE**  
Color: Charcoal



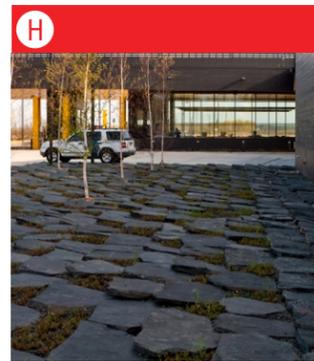
**WOOD TRESPA PANEL**  
Color: Milano Terra



**ALUMINUM FRAMES**  
Color: Charcoal



**STEEL MONUMENT SIGN**  
Color: CorTen Steel



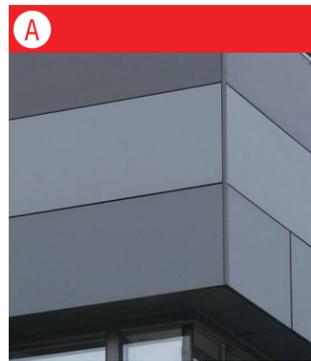
**LOCAL STONE LANDSCAPE**  
Slate Stone Pavers + Sedum



**SITE PLANTINGS**  
Prairie Grasses + Sedum



VIEW FOUR - NORTH ELEVATION



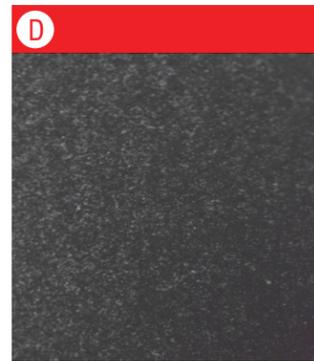
**A**  
**INSULATED METAL PANEL**  
Color: Light Gray



**B**  
**PERFORATED METAL PANEL**  
Color: Charcoal



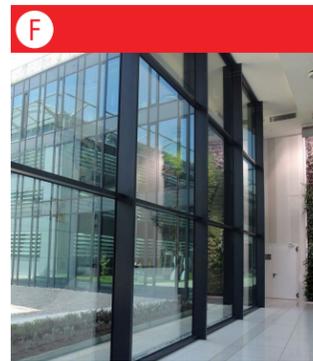
**C**  
**STANDING SEAM METAL ROOF**  
Color: Light Gray



**D**  
**MANUFACTURED STONE VENEER BASE**  
Color: Charcoal



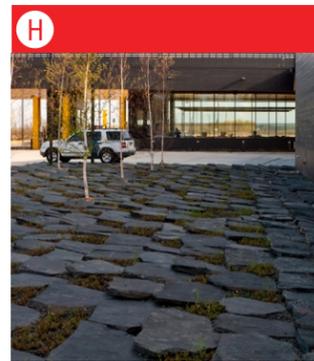
**E**  
**WOOD TRESPA PANEL**  
Color:Milano Terra



**F**  
**ALUMINUM FRAMES**  
Color: Charcoal



**G**  
**STEEL MONUMENT SIGN**  
Color: CorTen Steel



**H**  
**LOCAL STONE LANDSCAPE**  
Slate Stone Pavers + Sedum



**I**  
**SITE PLANTINGS**  
Prairie Grasses + Sedum





VIEW ONE - LOOKING NORTH TOWARDS RUNWAY



VIEW TWO - LOOKING SOUTH



VIEW THREE - LOOKING WEST

**CITY OF BENSON  
CAPITAL AUTHORIZATION REQUEST**

Fund: Capital Department: Streets  
 Prepared by: Wade Asheman Date: 2/1/19  
 Describe Proposed Capital Expenditure: plow for loader

Does Proposed Expenditure Replace Existing Equipment?  If Yes, Describe Use of Replaced Equipment:  
Old plow will be traded in

|  |   |  |                      |
|--|---|--|----------------------|
| If Included in Capital Improvements Program:<br>What Year: _____<br>What Heading: _____<br>Budgeted Amount: \$ _____ | 3 | Total Cost:                              | \$ <u>72,960.00</u>  |
|  |   | -Trade-in (if applicable):               | -\$ <u>4,500.00</u>  |
|  |   | +Net Book Value (depreciated value): +\$ | _____                |
|  |   | =Net Capitalized Cost:                   | =\$ <u>38,460.00</u> |

Justification of the Expenditure: (Main Objectives and Assumptions)

The current snow plow has been repaired many times and is just about out of life. It is splitting down the middle and one more heavy snow and it will be done.

Approval Section:

Action taken: \_\_\_\_\_

|                       |                                     |                       |
|-----------------------|-------------------------------------|-----------------------|
| Department Supervisor | Signature<br><u>Dan [Signature]</u> | Date<br><u>2/1/19</u> |
| Division Director     | _____                               | _____                 |
| City Manager          | _____                               | _____                 |

City Council Approval (if Applicable) \_\_\_\_\_ Council Meeting \_\_\_\_\_



# 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: 1/16/2019  
 Pricing Valid Until: 2/15/2019  
 Deal Number: 1153108  
 Customer Account#: 4775010  
 Sales Professional: John Bot  
 Phone: (507) 532-0994  
 Fax: (507) 532-0993  
 Email: JBot@rdoequipment.com

## Equipment Information

| Quantity                   | Serial Number<br>Stock Number | Hours<br>(approx.) | Status / Year / Make / Model<br>Additional Items  | Cash Price  |
|----------------------------|-------------------------------|--------------------|---|---|
| 1                          | TBD<br>TBD                    | 0                  | New 2019 JOHN DEERE PR1243E1MS<br><br>PR1243E1MS REVERSIBLE PLOW<br>SHOES MUSHROOM SHOES<br>EDGE STANDARD CUTTING EDGE<br>TRIPS SPRING TRIPS<br>PAINT JD PAINT<br>HOOKS 416 HOOKS<br>INSTALL INSTALL HOOKS FOR 416 EARS<br>Freight In FREIGHT IN<br>Other EXTRA 416 HOOKS/EARS<br>Freight In FREIGHT TO MARSHALL<br>Freight Out FREIGHT TO BENSON<br>Other LEVER CONVERSION PARTS<br>Other LABOR SNOW EQUIPMENT<br>Other LABOR TO INSTALL LOADER CONTROL LEVERS | \$12,000.00<br><br><br><br><br><br><br><br>\$840.00<br>\$1,200.00<br>\$480.00<br>\$480.00<br>\$5,000.00<br>\$2,160.00<br>\$1,000.00 |
| 1                          | TBD<br>TBD                    | 0                  | New 2019 LITTLE FALLS MACHINE LDL-12A<br><br>LDL-12A FRONT MOUNTED LDL-12A SNOW WING<br>EDGE STANDARD CUTTING EDGE<br>BRACE STANDARD BUFFER BRACE<br>PAINT JD PAINT<br>LESS CROSS TUBE NO CROSS TUBE AND BUFFER STOP  | \$12,000.00   |
| 1                          | TBD<br>TBD                    | 0                  | New 2019 JOHN DEERE 544KCPLR<br><br>AT311387 Z-BAR COUPLER FOR 544  | \$4,500.00  |
| 1                          | TBD<br>TBD                    | 0                  | New 2019 LITTLE FALLS MACHINE 2SGLU SURE GRIP<br><br>2SGLU SURE GRIP CONTROL<br>Other LABOR TO INSTALL SURE GRIP  | \$2,300.00<br><br>\$1,000.00  |
| <b>Equipment Subtotal:</b> |                               |                    |   | <b>\$42,960.00</b>  |

## Trade Information

| Serial Number                | Year / Make / Model                       | Payoff Information | Trade In Hours | Trade In Value      |
|------------------------------|---|--------------------|----------------|---------------------|
| R2336TJRB99                  | 1999 LITTLE FALLS MACHINE<br>PR1243 REV P | \$0.00             | 10000          | (\$4,500.00)        |
| <b>Total Trade in Value:</b> |   |                    |                | <b>(\$4,500.00)</b> |
| <b>Trade Balance Owed:</b>   |   |                    |                | <b>\$0.00</b>       |
| <b>Net Difference:</b>       |   |                    |                | <b>(\$4,500.00)</b> |

**Purchase Order Totals**

|                       |             |
|-----------------------|-------------|
| Balance:              | \$38,460.00 |
| Tax Rate 3: (MNEG 0%) | \$0.00      |
| Sales Tax Total:      | \$0.00      |
| Sub Total:            | \$38,460.00 |
| Cash with Order:      | \$0.00      |
| Balance Due:          | \$38,460.00 |

**CITY OF BENSON  
CAPITAL AUTHORIZATION REQUEST**

Fund: Capital Department: Wastewater  
 Prepared by: Dan Gens Date: 2/1/19  
 Describe Proposed Capital Expenditure: F-250 pick-up and lift crane for lift station work  
 Does Proposed Expenditure Replace Existing Equipment?      If Yes, Describe Use of Replaced Equipment: Replaces vehicle Peoplesource to with them

|  |   |  |               |
|--|---|--|---------------|
| If Included in Capital Improvements Program:<br>What Year: _____<br>What Heading: _____<br>Budgeted Amount: \$ _____ | 3 | Total Cost: Truck                        | \$ 28,142.84  |
|  |   | <del>Truck (if applicable)</del> Crane   | \$ 16,642.31  |
|  |   | +Net Book Value (depreciated value): +\$ | _____         |
|  |   | =Net Capitalized Cost:                   | =\$ 44,792.15 |

Justification of the Expenditure: (Main Objectives and Assumptions)

*We need a 3/4 ton pick-up with a crane to be able to service lift station pumps.*

Approval Section:  
 Action taken: \_\_\_\_\_

|                       | Signature              | Date          |
|-----------------------|------------------------|---------------|
| Department Supervisor | _____                  | _____         |
| Division Director     | <u><i>Dan Gens</i></u> | <u>2/1/19</u> |
| City Manager          | _____                  | _____         |

City Council Approval (If Applicable) \_\_\_\_\_ Council Meeting \_\_\_\_\_





1130 73rd Avenue NE  
Fridley, MN 55432

(763) 571-1902

1-800-795-1902

Fax # (763) 571-5091

[www.crysteeltruck.com](http://www.crysteeltruck.com)

Highway 60 East  
Lake Crystal, MN 56055

(507) 726-6041

1-800-722-0588

Fax # (507) 726-2984

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CRANES INSTALLED ON CAB & CHASSIS

CONTRACT NO: 125693

CONTRACT PERIOD: June 1, 2017, Through May 31, 2019

EXTENSION OPTION: Up to 36 months

1-UNIT

STATE COOPERATIVE PRICING

| Spec # | Information Requested   | Answer                                |
|--------|---|---------------------------------------|
| 1.0    | <b>MAKE AND MODEL</b>   | Venturo ET8K(X)                       |
|        | Required Frame RBM, SM & PSI of steel   | 8,000 LB GVWR Chassis                 |
|        | Lift Capacity at 5' to 9' from centerline of rotation state distance & lift capacity                  | 1,325 lbs. @ 6 ft.                    |
|        | Each extension type, horizontal reach from centerline of rotation and maximum capacity at that length |                                       |
|        | Main Boom   | 1st stage: Hydraulic 6', 1,325 lbs.   |
|        | First Extension   | 2nd stage: Hydraulic 10', 800 lbs.    |
|        | Second Extension  | 3rd stage: Manual 14', 575 lbs.       |
|        | Crane weight  | 650 lbs.                              |
|        | Total vertical reach  | 14.5 ft. @ 75 degrees                 |
|        | Total horizontal reach  | 14 ft.                                |
|        | Crane rotation & rotation working area  | Continuous Power Rotation & Elevation |

|  |  |
|--|--|
| Rotation system brake  | Capacity Overload Shut-Off System  |
| Outrigger description, width & design  | Rear Outrigger needed, manual out and down   |
| control locations & Description  | Remote Control Pendant: 25 FT Cord and Quick Disconnect  |
| Wireless remote included   | No, Optional Adder   |
| Crane rating   | 8,000 FT-LBS crane moment rating   |
| Country of origin for crane  | USA  |
| Crane Overall Weight   | 650 lbs.   |
| Crane Stowed Center of Gravity   | N/A  |
| Warranty   | Limited policy warrants new products of Venturo to be free from defects in material and workmanship for a period of one (1) year from date of original installation. |
| <b>BASE UNIT PRICE:</b>  | <b>\$10,408.31</b>   |
| Jackleg drop down stabilizer for platform body P/N 11822-2                         | \$232.22   |
| Mounting Pedestal: 21" high for platform body P/N 21571-21 for ET8K and ET12K      | \$489.31   |
| Boom Rest: Adjustable (13"-19") w/ hook restraint P/N 21440 for ET6K, ET8K, ET12KX | \$269.54   |
| <b>INSTALL</b>   | <b>\$1,808.57</b>  |
| <b>BASE UNIT PRICE:</b>  | <b>\$10,408.31</b>   |
| Jackleg drop down stabilizer for platform body P/N 11822-2                         | \$232.22   |
| Mounting Pedestal: 21" high for platform body P/N 21571-21 for ET8K and ET12K      | \$489.31   |
| Boom Rest: Adjustable (13"-19") w/ hook restraint P/N 21440 for ET6K, ET8K, ET12KX | \$269.54   |
| Price  |  |
| Tommy Gate   | \$2,805.88   |
| Warranty   | 1 year   |
| Installation of Liftgate   | \$494.81   |
| Reposition rear camera and sensor bar  | \$140.68   |

**TOTAL PACKAGE PRICE INSTALLED**

**\$16,649.31**

SSTS maintainers to store up to 50,000 gallons of septage in registered underground storage tanks without a state permit, as long as the requirements in this PMD are followed.

- Poured-in-place concrete tanks, up to 50,000 gallons, are also allowed under the Program Management Decision provided the concrete tanks are:
  1. designed by a Minnesota licensed Professional Engineer,
  2. meet the requirements of Minnesota Rules Chapter 7080.1910 [Tank Strength] and Chapter 7080.2010 [Integrity and Watertightness] and
  3. are permitted by the local unit of government. The Minnesota licensed Professional Engineer shall also certify tank construction on-site and verify watertight testing of the concrete tanks to the local permitting authority.
- Sewage tanks used for septage storage that are not registered by the MPCA may also be allowed under the Program Management Decision provided the tanks are:
  1. approved by a licensed professional engineer, and
  2. accepted for use and permitted by the local unit of government.
-  **Temporary Septage Storage Operating Permit** - A local operating permit may be issued by a local unit of government (county, city or township) for the storage of up to 50,000 gallons of septage. This template operating permit was developed for local units of government to use and modify, as needed.

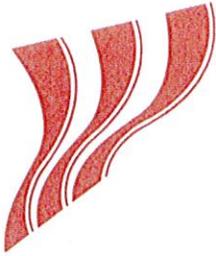
## Septage disposal

### Wastewater treatment facilities

Septage may be disposed of at permitted wastewater treatment plants for further processing, only if approved by the treatment plant. The maintainer (formerly called pumper) must contact the wastewater treatment plant to determine if the plant will accept septage, the cost for dumping at the facility and associated dumping requirements at the plant.

 **Wastewater treatment plants that accept septage (wq-wwists4-83)**





# WILLMAR

Pretreatment Program  
3000 75<sup>th</sup> Street SW  
Willmar, MN 56201  
(320) 235-4760

## Septic, Domestic Holding Tank, and Portable Toilet Wastes

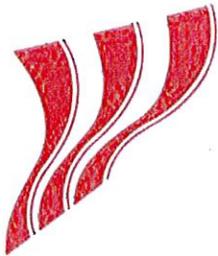
- A. A Special Discharge permit from the City of Willmar is required before septic, domestic holding tank, and/or portable toilet wastes may be discharged at the Willmar Wastewater Treatment Facility (WWTF). Permit applications are available by contacting the Environmental Specialist at 320-235-4760 ext. 7425. The application fee is \$50. Permit Duration is three (3) years or to be determined at time of application.
- B. The Willmar WWTF DOES NOT accept hauled hazardous waste, flammable waste traps, grease traps, or grit.
- C. Septic, domestic holding tank or portable holding tank waste will not be accepted if lime has been added.
- D. Wastes or wastewaters discharged to the sanitary sewers shall not cause excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
- E. Specific Applicable Discharge Limitations for septic, domestic holding tank, and portable toilet wastes are:

| Parameter                              | Local Limit |
|--|-------------|
| pH-maximum (units)                     | 9.5         |
| pH – minimum (units)                   | 5.0         |
| Total Suspended Solids (TSS)           | BMP*        |
| Total Biochemical Oxygen Demand (TBOD) | BMP*        |
| Phosphorus (P)                         | BMP*        |
| Total Kjeldahl Nitrogen (TKN)          | BMP*        |
| Arsenic (As)                           | 0.13 mg/L   |
| Cadmium (Cd)                           | 0.20 mg/L   |
| Chromium, Total (Cr)                   | 3.94 mg/L   |
| Copper (Cu)                            | 2.76 mg/L   |
| Cyanide, Total (Cn)                    | 3.11 mg/L   |
| Lead (Pb)                              | 1.25 mg/L   |
| Molybdenum (Mo)                        | 0.11 mg/L   |
| Nickel (Ni)                            | 0.75 mg/L   |
| Selenium (Se)                          | 0.23 mg/L   |
| Silver (Ag)                            | 0.56 mg/L   |
| Zinc (Zn)                              | 4.23 mg/L   |

\*BMP –Best Management Practices limitation- “means practices to prevent or reduce the pollution of”

- F. The hauled in waste shall be discharged at the WWTF located at 3000 75<sup>th</sup> Street SW at the Waste Receiving Station.

- G. The total quantity of septic, domestic holding tank, and/or portable toilet waste discharged at the WWTF shall not exceed 1,300 gallons per hauler per day. Hauled in wastes are accepted between the hours of 7:30 AM and 3:30 PM Monday through Friday. The waste hauler shall discharge contents all at once or as determined by the WWTF Superintendent.
- H. The City of Willmar reserves the right to restrict the discharge to specific time periods and/or impose lower limitations than those above if the discharge contributes to a treatment facility upset, a violation of the treatment facility's NPDES permit, or a violation of applicable biosolids rules. The WWTF also reserves the right to place further restrictions on the discharge to avoid system overloads, treatment facility upsets, odors, or violations.
- I. Waste haulers shall not discharge any material which is likely to cause interference, pass-through, or operational problems of the City of Willmar, WWTF or which violates applicable state or federal laws or requirements.
- J. No waste hauler shall increase the use of potable or processed water, or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in their permit.
- K. All drivers who will be discharging at the WWTF are required to have a tour of the facility and go through a short training on requirements and instructions for discharging.
- L. Charges are based upon flow, BOD, TSS, TKN and Total Phosphorus loadings (Load Charge), in addition to administrative, debt service, and billing charges (Fixed Charges). The discharge will be subject to a charge of \$58.35/1,000 gallons for septic waste, \$33.38/1,000 gallons for domestic holding tank waste, and \$98.07/1,000 gallons for portable toilet waste. The City of Willmar reserves the right to adjust charges at any time.



# WILLMAR

Pretreatment Program  
3000 75<sup>th</sup> Street SW  
Willmar, MN 56201  
(320) 235-4760

For WWTF Use Only

Permit No: \_\_\_\_\_  
Staff (initials): \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Application Fee: \$50 \_\_\_\_\_

## LIQUID WASTE HAULER PERMIT APPLICATION Septic, Domestic Holding Tank, and Portable Toilet Wastes

### A. GENERAL

1. Company Name: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Facility Address: \_\_\_\_\_  
\_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. MPCA SSTS License Number: \_\_\_\_\_

### B. OPERATION

1. Number of trucks hauling septic waste: \_\_\_\_\_
2. Vehicle Information:

*(If more than 5 vehicles are to be used, please attach additional information to this application.)*

| License Plate Number | Driver's Full Name | Chassis Make | Year | Cab Color | Tank Color | Capacity (Gallons) |
|----------------------|--------------------|--------------|------|-----------|------------|--------------------|
|                      |                    |              |      |           |            |                    |
|                      |                    |              |      |           |            |                    |
|                      |                    |              |      |           |            |                    |
|                      |                    |              |      |           |            |                    |
|                      |                    |              |      |           |            |                    |

Enclose a copy of current vehicle insurance details for all vehicles that will be used to haul to WWTF. Submit updated insurance details annually.

3. Indicate what type(s) of waste will be discharged at the Willmar WWTF:
- |   |  |
|---|--|
| <input type="checkbox"/> Domestic Septage       | <input type="checkbox"/> Portable Toilet Waste (Commercial Waste)* |
| <input type="checkbox"/> Domestic Holding Tanks | <input type="checkbox"/> Other: _____                              |

*\*Note: Portable Toilet Waste haulers: please include SDS for all chemicals used.*

4. Does this company currently used land application as a disposal method?

Yes  No

5. Does this company currently have on-site storage for this waste?

Yes  No If yes, how many gallons: \_\_\_\_\_

6. **Willmar Wastewater Treatment Facility DOES NOT accept hauled hazardous waste, flammable waste traps, grease traps, or grit.**

Initial to acknowledge understanding of this rule: \_\_\_\_\_

C. CERTIFICATION OF INFORMATION

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manages this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

Name (Print): \_\_\_\_\_

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

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

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

**Send completed application to:** Willmar Wastewater Treatment Facility  
Attention: Environmental Specialist  
3000 75<sup>th</sup> Street SW  
Willmar, MN 56201

Permit Duration is three (3) years or to be determined at time of application.

All drivers who will be discharging at the Willmar WWTF are required to have a tour of the facility and go through a short training on requirements and instructions for discharging.

**§ 52.17 DISPOSAL OF SEPTIC TANK SLUDGE; PERMITS; FEES.**

(A) No person shall discharge materials originating from septic tanks, sewage holding tanks, vaults, storage compartments, or other similar facilities without prior issuance of an annual special use permit from the city. Application for such a permit shall be made to the City Manager of forms provided. A permit fee as may be adopted from time to time by Council resolution of ordinance shall be paid to the City Manager at the time the application is filed. Evaluation and approval of special use permits shall be made by the City Manager including any special conditions that the City Manager may deem appropriate.

(B) Special use permits as described in (A) shall be renewable on an annual basis, at the discretion of the City Manager, on January 1 of each year. Failure to renew a special use permit and/or failure to pay the annual renewal fee shall invalidate the permit as of the renewal date.

(C) Discharge of material described in (A) and sanctioned by a valid special use permit shall be made to the sewerage system only during normal working hours. A minimum of one hour prior notification shall be given to the City Manager to enable the presence of city personnel during the discharge operation.

(D) No discharge of waste material described in (A) shall be made to the sewerage unless such discharge is made at the Benson Wastewater Treatment Plant or other site within the system previously approved by the City Manager.

(E) No discharge of waste material described in (A) shall be made to the system in a quantity greater than 1,200 gallons at any one time unless specifically allowed by a valid special use permit or the City Manager.

(F) A charge shall be levied to the holder of a valid permit for each discharge as may be adopted from time to time by Council resolution or ordinance.

('75 Code, § 5.005) (Ord. 1043.83, passed 12-15-83) Penalty, see § 10.99

**RESOLUTION TRANSFERRING \$80,000 FROM  
THE LIQUOR FUND TO THE GENERAL FUND  
(RESOLUTION NO. 2019- )**

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 2019.

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