

**City Council Meeting Agenda
City Council Chambers
May 6, 2019**

City of Benson Mission Statement

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

Page

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|-------|-----|---|--|
| | 1. | 5:30 p.m. Call the Meeting to Order at the Benson City Council Chambers (Mayor) | |
| | 2. | Pledge of Allegiance | |
| | 3. | Approval of Agenda | |
| | | Additions? <input type="checkbox"/> None 1. _____ 2. _____ | |
| | | Any Consent Agenda items to be moved to a regular agenda item? | |
| | | Approval of Agenda ____ as Presented or ____ Revised | Action Requested |
| | 4. | Consent Agenda: | Action Requested |
| | a. | Minutes: | |
| 2-4 | | ▪ 4.15.2019 | City Council Meeting |
| 5 | | ▪ 4.22.2019 | Special Council Meeting |
| 6-7 | | ▪ 3.18.2019 | EDA Meeting |
| 8 | | ▪ 2.27.2019 | Cemetery Board Meeting |
| | b. | Donations: | |
| | | ▪ 4.2.19 - Skold Memorial - \$50.00 | ▪ 4.12.19 - Beautify Benson T-Shirts - \$60.00 |
| | c. | Electronic Transfers: | |
| | | General: | Payroll: |
| | | ▪ March - \$1,590,012.11 | ▪ 4.11.19 - \$95,947.68 |
| | | | ▪ 4.25.19 - \$87,913.18 |
| | 5. | Persons With Unscheduled Business to Come Before the Council | |
| | 6. | Presentation of MIDCO on Fiber Project in Benson | Information Only |
| 9-24 | 7. | Minnesota Commerce Depart. – Electric Conservation Improvement Program | Information Only |
| 25-28 | 8. | Swift County HRA Matching Demolition Funds Request & Grant App. | Action Requested |
| | 9. | Demolition of Benson Digital Sign at the Corner of TH 12 & 29 | Action Requested |
| 29-36 | 10. | Policies: | |
| | a. | Electronic Funds and Wire Transfers Policy | Action Requested |
| | b. | Credit Card Use Policy | |
| | c. | Social Media Policy | |
| | 11. | Discussion of Strategic Planning | Information Only |
| | 12. | Adjourn: Mayor | |

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

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
APRIL 15, 2019**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck, Mark Schreck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens, Swift County RDA Manager Jennifer Frost, Swift County Assessor Wayne Knutson, Darla Schwendemann, Roxy Lewis, Dave Tolifson and Steve Benson.

The Council recited the Pledge of Allegiance.

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

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

- Charter Communications – Spectrum On- Demand Service
- 2.25.19 Donation to the Fire Department by Jean Fragodt - \$200.00
- 4.2.19 Donation to Beautify Benson T-Shirt Sales \$24.00
- 2.1.19 Donations by Library Patrons - \$44.89
- 3.5.19 Donations by Library Patrons - \$64.37
- 4.2.19 Donations by Library Patrons - \$33.62
- April 1, 2019 City Council Minutes

The Mayor asked for people with unscheduled business. Tolifson and Benson said with the spring weather, the east end of Pacific Avenue (aka Gustie's Road) is impassable. They and three other families use this road to get to their homes and are wondering how it can be repaired. The road is currently barricaded to stop traffic, however drivers keep moving the barricades, and kids are tearing up the road. Wolfington said this area of town was annexed into the City of Benson about 15 years ago. Several grants have been applied for to get funding to fix the road. It is a wet area and will need proper engineering, and from previous estimates it could cost \$4 million to fix and pave the road. There is currently a grant submitted to the federal government to fix that road as well as upgrade railroad crossings, however we have not heard back on that and it is a waiting game at this point. Wolfington said past grant writing has cost \$30,000 trying to get funding to fix Gustie's Road. The Mayor thanked Tolifson and Benson for expressing their concern.

A motion was made by Evenson, seconded by Buyck and carried unanimously to approve the Arbor Day Proclamation for April 26, 2019, and to declare May 2019 Arbor Month.

Wolfington shared an invitation from MRES to tour the Laramie River Station on August 27-28, 2019. If anyone is interested they should contact him.

The Mayor Opened the Board of Review. There was no one in attendance to address the board but it would remain open until 6:00 P.M. Wayne Knutson with the Swift County Assessor's office came forward to give a review of the past years property sales within the City. He has two property owners requesting adjustments. They would like to reduce the valuation for their parcels.

Next Wolfington discussed the planned amendments to rules governing Water Quality Standards by the Minnesota Pollution Control Agency (MPCA) for class 3 & 4 permit limits. The standards were established in 1960 and are considered outdated and would place an economic burden on cities like

Benson. He asked to send a letter of comment on the proposed amendments stating what we support in the proposed amendments. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to authorize the Mayor to sign the letter as presented and submit it to the MPCA.

Wolfington discussed the Feasibility Study for a northwest area levee conducted in 2012. He said this proposal went before the City Council and they opted not to proceed with the proposed plans. He said if the Council decided to plan on a levee, they have two options, either pay out right for the construction or assess the 26 property owners for the cost. Wolfington suggested the assessment route. Evenson asked how much it would increase taxes and how much would it cost to build. Wolfington said in today's dollars it could cost around \$700,000 to build, and this amount would be assessed to the affected property owners. He said he isn't looking for a decision right now. Schreck asked how much the recent sand bagging efforts cost. Wolfington said \$18,000. Schreck asked if the levee was built, would the residents be protected to above the 100 year floodplain to which Wolfington replied no. After discussion, it was agreed to hold a neighborhood meeting in the future at the Golf Club to discuss this.

Frost approached the Council to discuss the new program the Blandin Foundation is offering. Last June Swift County was named a Blandin Broadband Community. The group did some visioning and were awarded \$25,000 for their accelerated welding training program. Case partnered with Ridgewater College to offer the class. Case is the host for the lab portion of the class. They had planned for 15 applications, but ended up with 20 which left them with a budget shortfall. The BIDC has pledged \$3,200, and Frost is asking for \$4,050 from the City EDA funds to help fund the program. At the EDA meeting this morning, they recommended approval of financial support. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to approve an expenditure of \$4,050 to be paid out of the EDA funds.

Next was a quote to purchase crack filler. After discussion, it was moved by Schreck, seconded by Evenson and carried unanimously to approve the purchase of crack filler from Brock White in the amount of \$6,412.50.

It was moved by Evenson, seconded by Olson and carried unanimously to approve running the annual Tagged Item Pickup May 1-3, 2019. It will be run the same as last year, with the exception there will be no tire pick up this year.

Wolfington presented a pay request for the planned airport arrival-departure building. After discussion, it was moved by Schreck, seconded by Buyck and carried unanimously to approve the payment to TKDA for professional services in the amount of \$32,130.00.

Pederson approached to discuss the GASB requirement to have the Council approve wire transfers. Currently Wolfington, the Payroll Clerk and Pederson are authorized check signers, but the Council must authorize approval of wires and electronic transfers. This will be an annual action item. After discussion, Councilmember Evenson offered the following resolution:

**RESOLUTION ALLOWING ELECTRONIC FUNDS TRANSFERS AND WIRES
(RESOLUTION 2019-08)**

WHEREAS, the City Council of the City of Benson, County of Swift, State of Minnesota, acknowledges the need for wire and electronic fund payments for such payments of Payroll, Payroll Taxes, Sales and Use Tax, Debt Service payments and investment of Public Funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council shall allow the City Manager, Director of Finance and Payroll/Accounting Clerk to make such payments by electronic funds transfers and wire instead of paper checks. These Payments will be approved at a subsequent council meeting.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded:
AYES: Evenson, Collins, Buyck, Olson, Schreck. NAYES: None. Thereupon the Mayor declared
Resolution 2019-08 duly passed and adopted.

It was moved by Evenson and seconded by Buyck and carried unanimously to approve the
following electronic transfers:

Payroll:

- | | |
|-------------------------|--------------------------|
| ▪ 1.3.19 - \$139,592.44 | ▪ 1.17.19 - \$84,029.25 |
| ▪ 1.31.19 - \$79,668.56 | ▪ 2.14.19 - \$98,915.40 |
| ▪ 2.28.19 - \$84,251.13 | ▪ 3.14.19 - \$101,888.09 |
| ▪ 3.28.19 - \$83,810.88 | |

General Ledger:

- | | |
|----------------------------|------------------|
| ▪ January - \$1,433,259.77 | ▪ \$1,111,621.14 |
|----------------------------|------------------|

It was moved by Evenson, seconded by Buyck and carried unanimously to approve bills and
warrants in the amount of \$494,025.83.

It was moved by Evenson, seconded by Olson and carried unanimously to close the Board of
Review at 6:26 p.m.

It was moved by Evenson, seconded by Olson and carried unanimously to adjust the valuation on
the following parcels:

23-1180-000	\$157,800 to \$150,300
23-0535-000	\$113,400 to \$107,300
23-0535-100	\$94,300 to \$90,100
23-0536-000	\$94,300 to \$90,100
23-0536-100	\$113,400 to \$108,100

The Council discussed further the drainage and rebuilding of east Pacific Avenue.

There being no further business to come before the Council upon motion by Evenson, seconded
by Schreck and carried unanimously to adjourn the Council meeting at 6:37 p.m.

Mayor

City Clerk

DRAFT

**MINUTES - BENSON CITY COUNCIL - SPECIAL MEETING
APRIL 22, 2019**

The meeting was called to order at 5:33 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Jon Buyck & Mark Schreck. Members Absent: Lucas Olson. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson,

The special meeting today is a joint City, Swift County, and Swift County Benson Healthcare Services meeting to discuss the Hospital's options of staying independent or affiliating with a larger hospital organization.

Mary Ellen Wells, interim CEO for the Benson Hospital, thanked all for attending, reviewed the agenda and discussed the trend of rural hospitals merging and affiliating in order to survive. Swift County demographics for the hospital service area were presented. A map of rural hospitals showing those independent vs. those affiliated was reviewed. She remarked how few small hospitals are still independent.

Market trends and a study by Clifton Larson Allen evaluating the Hospital's future were reviewed. Their proprietary analysis points to affiliation in order to remain in business.

The Hospital is faced with investments over the next three years of \$4,905,000.

- New Electronic Medical Records \$1,600,000
- Building Maintenance \$1,550,000
- Emergency Entrance/Lobby \$950,000
- Medical Equipment Replacement \$805,000

The next steps with affiliation would be to hold more employee forums, employee benefit studies, a district board meeting to make a final decision to begin negotiations by May 23, 2019 and finally district, city and county approvals.

There was a time of questions and discussion. The Benson City Council members along with the Swift County Commissioners were all in agreement affiliation was the next step for Swift County Benson Health Services, and gave their approval for the Hospital Board to pursue this option.

There being no further business to come before the Council upon motion by Schreck, seconded by Evenson and carried unanimously to adjourn the Council meeting at 7:04 p.m.

Mayor

City Clerk

EDA Meeting March 18, 2019

Members Present: Jack Evenson, Sheryl Madden, Dan Enderson, Mark Schreck and Rob Wolfington
Members Absent: Kathy Polzin, Laura Ostlie and Jeff Zosel
Also Present: None

Chairman Evenson called the meeting to order at 7:34 a.m.

It was moved by Madden, seconded by Enderson and carried unanimously to approve the February 11, 2019 EDA minutes.

Brightmark Energy & Excel Purchase Agreement Update

Wolfington presented the purchase agreement for the Fibrominn assets and discussed the land and building will be at a cost of \$1.7 million. The City will sign the purchase agreement after demolition of the boiler building, fuel hall and stack is complete. This may be completed by November 2019. Contractors are bidding on the demolition now. When we close on the deal, BME will simultaneously take possession of the land. They will put 20% earnest money down in the amount of \$340,000. There will then be a 45 day inspection period. There has been a photo essay showing the condition of the plant now and will be taken again after the demolition is done by Stantec engineering. The phase I environmental is done and an agreement has been signed so if anything does show up from the study, responsibility will revert back to the offender. Wolfington asked if the board had any advice for the City Council. It was the consensus of the board the Council should consider to pursue the purchase of the assets at the old Fibrominn site.

Update on the Minnesota State Legislature

There is lobbying efforts on a state biomass bill. The bill will give BME biomass credits, which will in turn allow them to use the credits on their proforma. The legislature is also working on a biogas bill. Wolfington expressed he is confident it will pass. He has the proposal on his desk if anyone is interested in reading it. Both bills will be added to the omnibus bill.

Update on ScandiHaven

Enderson gave a brief update on ScandiHaven, the new assisted living facility in Benson. He said they so far have 3 in the memory care unit, and 3 apartments with couples in them. Enderson estimated with construction costs, the rural electric loan, another loan and soft costs, the total cost is \$10,000 million. He estimates it is \$100,000 under budget.

City Strategic Planning

Wolfington said the strategic planning event will be April 11-13, 2019. The focus is to outline priorities for the City over the next 10 years or more. There will be a SWAT analysis to help with the process. There will be an estimated 31 seats at the table. Entities involved will be the City, Chamber of Commerce, Student body, school, county and ministerium. Madden volunteered to attend the event representing the EDA.

Conference Call from Biomass Conference

Ostlie is attending the Biomass conference in Atlanta, GA. The purpose of the call is to discuss 3 loans that have balloon payments that have come due. The first was Eric's Motorsports. His balloon payment was due on December 1, 2018. After reaching out, he would like to continue with the loan for another 5 years, at 4% and same terms as the original loan. After discussion, it was moved by Enderson, seconded by Madden and carried unanimously to approve the extension of the Eric's Motorsports loan.

The second was Headwaters Media. They would also like to continue the loan for 5 years more, at 3.5%, and same terms as the original loan. After discussion, it was moved by Enderson, seconded by Schreck and carried unanimously to approve the extension of the Headwaters Media loan.

Lastly was ABS Diesel's loan. Ostlie went on to say she has tried to contact him with no success. His payments are sporadic and she just wants to talk about extending the loan, and asked for help how to contact him.

The loan profile was reviewed.

There being no other business, it was moved by Madden seconded by Enderson and the meeting was adjourned at 8:13 a.m.

Chairman

Secretary

Benson City Cemetery Board Minutes

February 27, 2019

Noon

Members Present: Judy Hoberg, Tim Mattheisen, Michelle Lee and Dennis Rohloff

Members Absent: Zane Anderson

Also Present: Dan Gens and Val Alsaker

The meeting was called to order at 12:06 P.M. by Judy Hoberg.

It was moved by Lee, seconded by Mattheisen and carried unanimously to approve the October 9, 2018 Cemetery Minutes.

It was moved by Lee, seconded by Mattheisen and carried unanimously to nominate Hoberg as the Chairman of the Cemetery Board for 2018.

The budget for cemetery stone repair is \$3,000 for 2018. Hoberg said Greg Zniwski was going to get names of people who repair and raise stones, and so far she has not heard anything. She will contact him. Elliot Nelson will be contacted for any possible information he might know who does this work. Hoberg said she has been planting and taking care of the flowers at the cemetery. She was wondering if whoever is watering flowers for the uptown pots could also water the cemetery flowers. Gens said he thought it will be possible.

The new addition will be reseeded this spring at the cemetery. There have been a couple graves sold there already.

Hoberg asked if the board would like to see the same flowers in the pots as last year. It was the consensus to do what was done last year. Hoberg asked if there should be better lighting by the columbarium. She said people are cutting through the cemetery from the apartments across the highway, to get to the basketball hoops at the high school. She said they also mull around in the cemetery. It was decided to keep an eye on the foot traffic and if need be, solar lights could be installed. It was discussed the kiosk and mausoleum need to be painted this year. Gens also said the flag pole will need to be reset as well, before flower planting.

The digital software program is working well. There will be directions put out at the kiosk telling visitors how to use their smart phones to locate a loved one's grave along with the directory.

The board welcomed returning member Dennis Rohloff to the board.

The next Cemetery Board meeting will be April 24, 2019 at noon in the Council Chambers.

There being no other business, it was moved by Lee, seconded by Mattheisen and carried unanimously to adjourn the meeting at 12:39 p.m.

④

December 20, 2018

Lisa Fischer
Missouri River Energy Services
3724 West Avera Drive
Sioux Falls, SD 57109-8920

RE: Electric Conservation Improvement Program (CIP) 2017 Results and 2019 Plans

Dear Lisa Fischer:

Thank you very much for Missouri River Energy Services' (MRES) efforts and those of its members to report 2017 Conservation Improvement Program (CIP) results and a 2019 CIP plan in ReportingESP. My Staff at the Minnesota Department of Commerce, Division of Energy Resources (Department) have finished reviewing this information.

Minnesota Statutes Section 216B.241 Subd 1b(f) provides that a generation and transmission cooperative electric association, a municipal power agency, or other not-for-profit entity that provides energy service to cooperative or municipal utilities that provide electric service at retail to consumers may invest in energy conservation improvements on behalf of the associations it serves and may fulfill the CIP conservation, spending, reporting, and energy-savings goals on an aggregate basis. The information presented in this letter reflects the aggregate effort of the members of MRES indicated. There may be additional retail utilities that MRES provides electric services to that are not represented in the aggregate results included in this letter.

2017 CIP RESULTS

The CIP accomplishments for MRES members for 2017 are summarized in the graphs and tables below. The statutory energy savings goal and spending amounts are outlined in Table 1.

Table 1. Minnesota Utility Energy Savings Goal and Spending Amounts

Metric	Amount	Baseline Year(s)	Citation
Energy Savings (kWh)	1.5% of average weather-normalized retail sales at the generator, less sales to CIP exempt customers ¹	2013-2015	Minn. Stat. § 216B.241 subd. 1c(b)
Total Spending (\$)	1.5% of retail gross operating revenue, less revenues from exempt customers	2015	Minn. Stat. § 216B.241 subd. 1b
Low-Income Spending (\$)	0.2% of average residential gross operating revenue of each member utility	2013-2015	Minn. Stat. § 216B.241 subd. 1(l) Minn. Stat. § 216B.241 subd. 7(a)

Additionally, my Staff have provided an [appendix](#) at the end of this letter summarizing these and additional components of the CIP statute.

¹ This provision is not the same as IRS tax exempt status. Minn. Stat. § 216B.241 subd. 1a(b) allows the owner of a large customer facility to petition the Department to exempt utilities serving their facility from the CIP investment and expenditure requirements attributable to the facility. In these cases, utilities are no longer able to charge CIP fees to those exempt customers and the exempt customers cannot participate in utility CIP programs.

2017 Energy Savings Results

Figure 1 shows MRES' aggregate CIP energy savings for 2017.

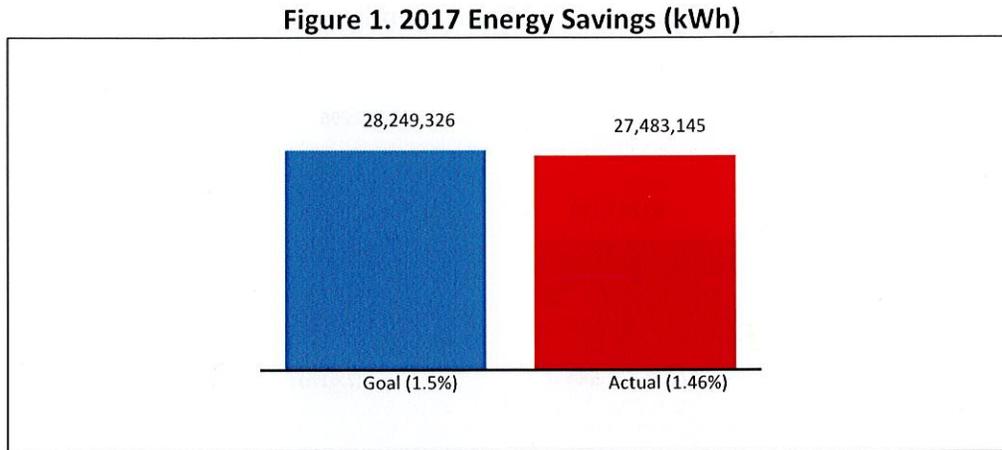


Table 2 provides a summary of MRES' CIP energy savings achievements by member.

Table 2. 2017 Energy Savings Results

Member Organization	Energy Savings Goal (kWh)	Actual Energy Savings (kWh)
Alexandria	4,317,523	7,141,658
Barnesville	337,307	212,650
Benson	529,435	339,316
Breckenridge	599,867	320,050
Jackson	740,720	898,703
Luverne	1,167,835	1,329,532
Staples	331,640	161,727
Detroit Lakes	2,853,150	1,914,114
Marshall	3,819,130	4,004,846
Melrose	1,693,166	654,028
Moorhead	6,603,605	5,880,390
Ortonville	433,690	269,518
Sauk Centre	946,040	585,278
St. James	862,250	279,602
Wadena	1,037,129	899,382
Worthington	1,976,840	2,592,351
Total	28,249,326	27,483,145

2017 Total Spending Results

Figure 2 shows MRES' aggregate CIP spending for 2017.

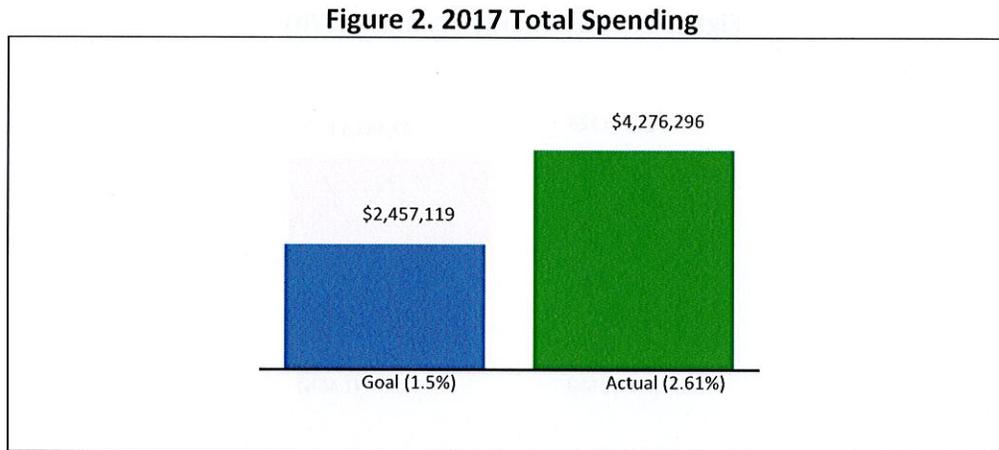


Table 3 provides a summary of MRES' CIP spending by member.

Table 3. 2017 Spending Results

Member Organization	Minimum Spending	Actual Spending
Alexandria	\$363,255	\$781,764
Barnesville	\$31,772	\$32,339
Benson	\$46,274	\$85,375
Breckenridge	\$44,450	\$52,504
Jackson	\$79,488	\$66,819
Luverne	\$106,677	\$416,713
Staples	\$33,990	\$17,034
Detroit Lakes	\$254,208	\$210,044
Marshall	\$364,021	\$595,391
Melrose	\$118,956	\$59,117
Moorhead	\$566,933	\$1,332,214
Ortonville	\$32,346	\$55,883
Sauk Centre	\$76,800	\$76,052
St. James	\$68,481	\$111,144
Wadena	\$79,298	\$137,379
Worthington	\$190,171	\$246,524
Total	\$2,457,119	\$4,276,296

2017 Low-Income Spending Results

While Department policy currently allows cooperatives and municipalities to count a portion of general residential spending as spending on low-income customers, the Department strongly encourages all utilities to meet their low-income spending amounts through programs that directly serve the needs of low-income persons. Figure 3 shows low-income CIP spending for 2017 for each of MRES' members. Please note that the low-income spending metric applies to each member utility individually.

Figure 3. 2017 Low-Income Spending

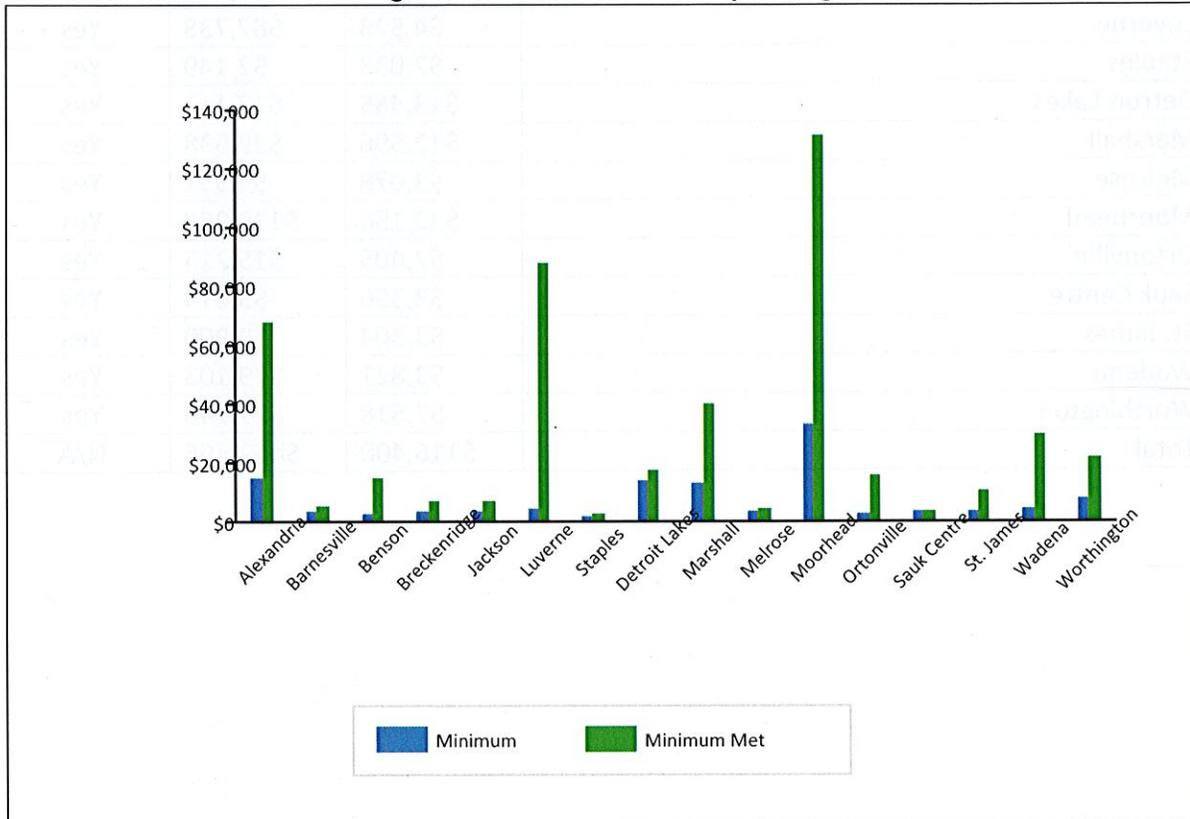


Table 4 provides a summary of MRES' low-income CIP spending by member.

Table 4. 2017 Low-Income Spending Results

Member Organization	Minimum Spending	Actual Spending	Passed
Alexandria	\$14,887	\$67,489	Yes
Barnesville	\$3,374	\$5,160	Yes
Benson	\$2,807	\$14,709	Yes
Breckenridge	\$3,062	\$6,802	Yes
Jackson	\$2,995	\$6,787	Yes
Luverne	\$4,523	\$87,738	Yes
Staples	\$2,033	\$2,149	Yes
Detroit Lakes	\$13,485	\$17,113	Yes
Marshall	\$12,596	\$39,538	Yes
Melrose	\$3,078	\$4,351	Yes
Moorhead	\$33,156	\$130,957	Yes
Ortonville	\$2,405	\$15,215	Yes
Sauk Centre	\$3,356	\$3,614	Yes
St. James	\$3,304	\$9,900	Yes
Wadena	\$3,821	\$29,103	Yes
Worthington	\$7,518	\$21,740	Yes
Total	\$116,400	\$462,366	N/A

2017 Spending Caps on Optional Investments

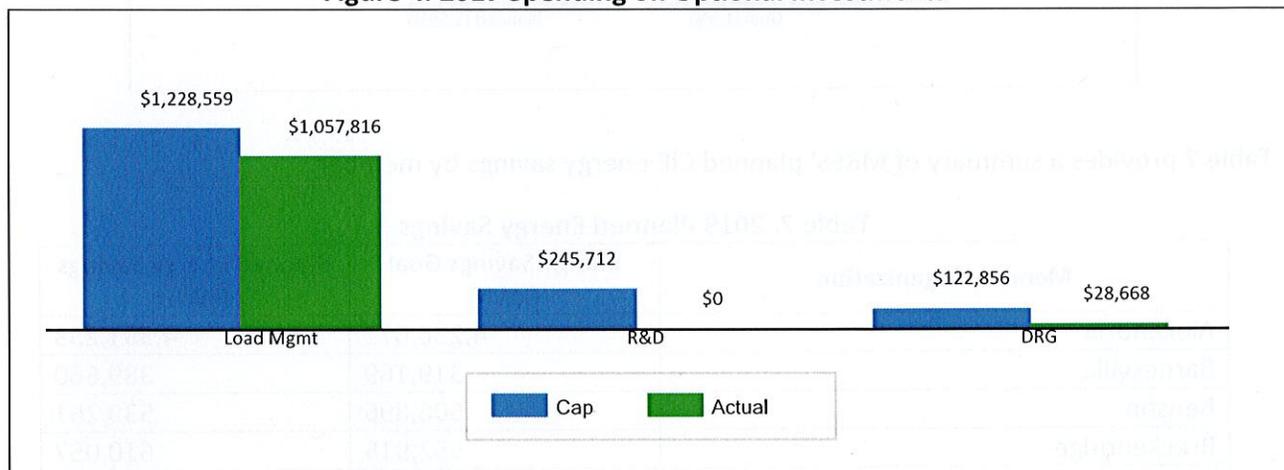
In addition to the energy savings goal, and the total and low-income spending amounts, there are some caps on spending amounts for certain optional investments. These spending caps are listed in Table 5.

Table 5. CIP Spending Caps on Optional Investments

Optional Investment	Spending Cap	Citation
Load Management Programs	Up to 50% of minimum spending	Minn. Stat. § 216B.241 subd. 1(k) Minn. Stat. § 216B.241 subd. 1b(e)
R&D Activities	10% of minimum spending	Minn. Stat. § 216B.241 subd. 2(c)
Distributed and Renewable Generation (DRG) Programs	5% of minimum spending	Minn. Stat. § 216B.2411 subd. 1

Figure 4 shows MRES' aggregate spending on load management, research and development, and distributed and renewable generation investments.

Figure 4. 2017 Spending on Optional Investments



2017 Summary of Results

Table 6 provides a summary of MRES' accomplishments concerning the components of the CIP statute.

Table 6. Summary of 2017 Results Compliance

Metric	Passed
Energy Savings (kWh)	No
Total Spending (\$)	Yes
Low-Income Spending (\$)	Yes
R&D Spending Cap (\$)	Yes
Distributed and Renewable Generation Spending Cap (\$)	Yes
Load Management Spending (\$)	Yes

2019 PLAN REVIEW

The CIP plan for 2019 presented by MRES is summarized in the graphs and tables below.

2019 Energy Savings Goal

Figure 5 shows MRES' planned aggregate CIP energy savings for 2019.

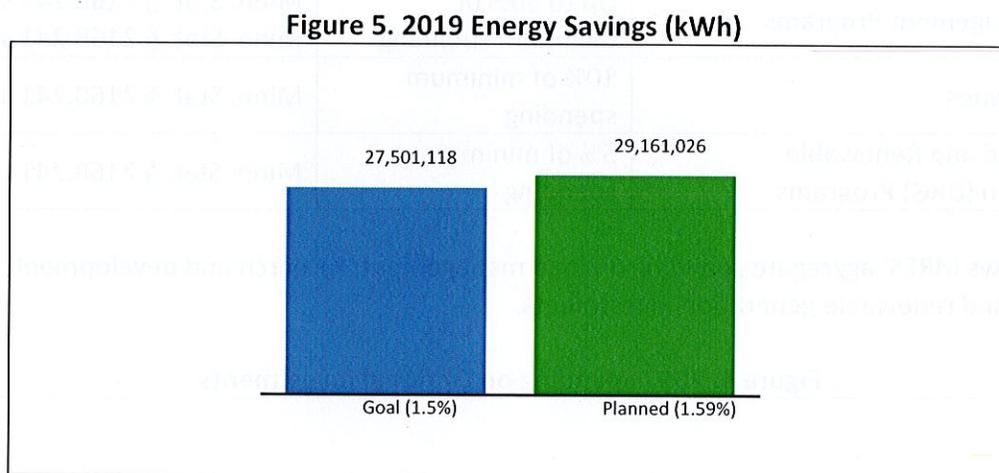


Table 7 provides a summary of MRES' planned CIP energy savings by member.

Table 7. 2019 Planned Energy Savings

Member Organization	Energy Savings Goal (kWh)	Planned Energy Savings (kWh)
Alexandria	4,236,672	4,381,253
Barnesville	319,169	389,660
Benson	506,896	539,251
Breckenridge	552,915	610,057
Jackson	683,210	715,405
Luverne	1,262,565	1,388,999
Staples	346,365	371,637
Detroit Lakes	2,743,770	2,897,329
Marshall	3,634,923	3,764,908
Melrose	1,695,465	1,730,066
Moorhead	6,495,800	7,143,765
Ortonville	409,254	439,127
Sauk Centre	896,585	942,316
St. James	727,776	864,768
Wadena	1,015,915	1,054,947
Worthington	1,973,837	1,927,537
Total	27,501,118	29,161,026

2019 Total Spending Amounts

Figure 6 shows MRES' planned aggregate CIP spending for 2019.

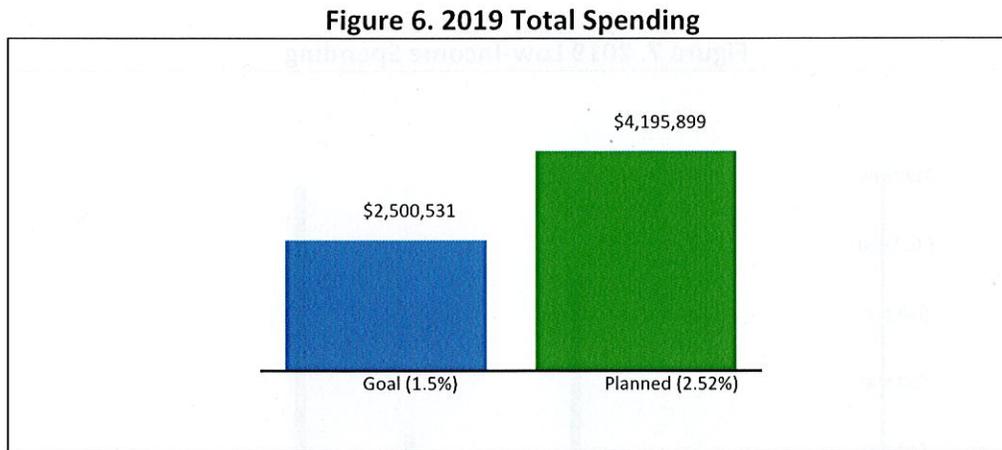


Table 8 provides a summary of MRES' planned CIP spending by member.

Table 8. 2019 Planned Spending

Member Organization	Minimum Spending	Planned Spending
Alexandria	\$370,860	\$404,512
Barnesville	\$30,786	\$53,093
Benson	\$43,850	\$61,079
Breckenridge	\$44,966	\$74,269
Jackson	\$86,933	\$84,753
Luverne	\$113,567	\$483,927
Staples	\$43,260	\$34,408
Detroit Lakes	\$261,054	\$272,419
Marshall	\$309,126	\$733,200
Melrose	\$128,834	\$158,225
Moorhead	\$612,435	\$1,166,613
Ortonville	\$32,672	\$85,651
Sauk Centre	\$77,598	\$85,882
St. James	\$68,940	\$145,833
Wadena	\$78,009	\$98,181
Worthington	\$197,643	\$253,854
Total	\$2,500,531	\$4,195,899

2019 Low-Income Spending Amounts

Figure 7 shows MRES' planned aggregate low-income CIP spending for 2019. Please note that the low-income spending metric applies to each member utility individually.

Figure 7. 2019 Low-Income Spending

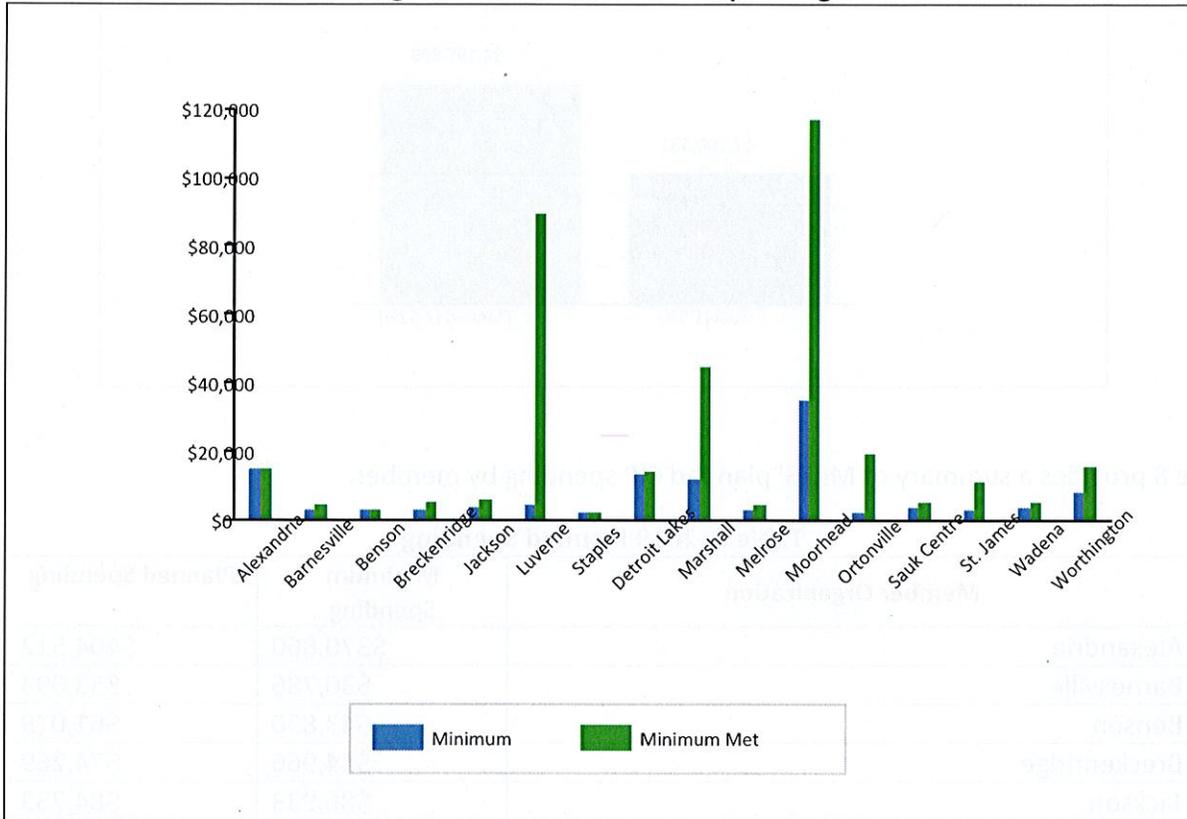


Table 9 provides a summary of MRES' planned low-income CIP spending by member.

Table 9. 2019 Planned Low-Income Spending

Member Organization	Minimum Spending	Planned Spending	Passed
Alexandria	\$15,134	\$15,142	Yes
Barnesville	\$3,212	\$4,699	Yes
Benson	\$2,717	\$2,763	Yes
Breckenridge	\$2,941	\$5,077	Yes
Jackson	\$3,375	\$5,610	Yes
Luverne	\$4,635	\$89,242	Yes
Staples	\$2,099	\$2,273	Yes
Detroit Lakes	\$13,629	\$14,363	Yes
Marshall	\$12,151	\$44,838	Yes
Melrose	\$3,189	\$4,363	Yes
Moorhead	\$34,594	\$116,428	Yes
Ortonville	\$2,397	\$19,155	Yes
Sauk Centre	\$3,486	\$4,888	Yes
St. James	\$3,255	\$11,097	Yes
Wadena	\$3,805	\$4,780	Yes
Worthington	\$8,114	\$15,733	Yes
Total	\$118,735	\$360,449	N/A

2019 Spending Caps on Optional Investments

Figure 8 shows MRES' planned aggregate spending on load management, research and development, and distributed and renewable generation investments.

Figure 8. 2019 Spending Caps v. Planned Spending Amounts



2019 Summary of Plan

Table 10 provides a summary of MRES' plan concerning the components of the CIP statute.

Table 10. Summary of 2019 Plan Compliance

Requirement	Passed
Energy Savings (kWh)	Yes
Total Spending (\$)	Yes
Low-Income Spending (\$)	Yes
R&D Spending Cap (\$)	Yes
Distributed and Renewable Generation Spending Cap (\$)	Yes
Load Management Spending (\$)	Yes

Green Building Standards

Each utility and association must offer one or more programs that meet the following provisions to support green building standards.

Facilitate professional engineering verification to qualify a building for green building certification	§ 216B.241 subd. 1f(c)
Support goals consistent with Sustainable Buildings 2030 (SB 2030) performance standards	§ 216B.241 subd. 9(e)

My Staff recommend that utilities offer a subsidy for design assistance and/or certification expenses on a case by case basis within their commercial and industrial program(s).

FUTURE REPORTING

The next scheduled report will be on June 1, 2019, when MRES will need to report expenditures and energy savings for 2018, budgets and energy savings goals for 2020, and updated program designs for 2020.

DECISION

With this letter, I accept MRES' reporting of results for the 2017 CIP program year, noting that MRES did not meet all the components of the statutes, and approve MRES' CIP plan for 2019. Thank you for MRES' continued contributions to Minnesota's energy efficiency and conservation goals. Please contact Anthony Fryer at anthony.fryer@state.mn.us or 651-539-1858 or Laura Silver at laura.silver@state.mn.us or 651-539-1873 with any questions or concerns.

Sincerely,



WILLIAM GRANT
Deputy Commissioner

WG/LNS

SUMMARY OF CIP FOR ELECTRIC UTILITIES¹

Minnesota Statutes § 216B.241 apply to municipal electric utilities that provide electric service to more than 1,000 retail customers and to cooperative electric associations that provide retail service to more than 5,000 members.

Energy Savings

- *Minimum Annual Energy Savings Goals:* Minnesota Statutes § 216B.241 subd. 1c(b) requires each utility and association to have an annual energy savings goal equal to 1.5% percent of gross annual retail sales. The energy savings goal should be calculated using the most recent 3-year weather-normalized average. Please refer to the [summary table in the section below](#) for the 3-year average used to calculate the savings requirement.
- *Electric Utility Infrastructure (EUI) Projects:* Minnesota Statutes § 216B.241 subd. 1c(d) allows a utility or association to claim energy savings resulting from EUI projects on top of a minimum energy savings goal of 1 percent from energy conservation improvements, provided the EUI projects result in energy efficiencies greater than what would occur through normal maintenance activity. For further information, please review the Department's Decision filed on February 20, 2018 in docket 17-856 in the matter of [Claiming Energy Savings through Electric Utility Infrastructure Improvements and the Carry Forward Provision](#).
- *Carry Forward Provision:* Minnesota Statutes § Subd. 1c(b) allows a utility or association to elect to carry forward energy savings in excess of 1.5 percent for a year to the succeeding three calendar years, except that savings from EUI projects may be carried forward for five years. For further information, please review the Department's Decision filed on February 20, 2018 in docket 17-856 in the matter of [Claiming Energy Savings through Electric Utility Infrastructure Improvements and the Carry Forward Provision](#).

¹ The statutes are available at the website for the Office of the Revisor of Statutes:
<https://www.revisor.mn.gov/statutes/?id=216B.241>.

CIP Spending

- *Minimum Spending:* Minnesota Statutes § 216B.241 subd. 1b requires each cooperative electric association and municipality utility to invest a minimum of 1.5% percent of its Minnesota gross operating revenues (GOR), excluding revenue from any CIP-exempt customers, on CIP. Please refer to the [summary table in the section below](#) for the baseline year used to calculate the spending requirement.
- *Low-Income Spending:* Minnesota Statutes § 216B.241 subd. 7(a) and (c) require each electric utility and natural gas municipal utility to invest a minimum of 0.2% percent of its residential Minnesota GOR on CIP programs that directly serve the needs of low-income persons, including renters. Please refer to the [summary table in the section below](#) for the baseline years used to calculate the low-income spending requirement.²
- *Electric Utility Infrastructure (EUI) Projects:* Minnesota Statutes § 216B.241 subd. 1(e) does not allow spending on EUI projects to count towards the CIP spending requirement.

Spending Caps on Optional Investments

- *Research and Development (R&D) Spending Cap:* Minnesota Statutes § 216B.241 subd. 2(c) allows each utility and association to spend up to 10 percent of a utility's minimum spending requirement on R&D projects.
- *Distributed and Renewable Generation (DRG) Cap:* Minnesota Statutes § 216B.2411 subd. 1 allows each utility and association to spend up to 5 percent of a utility's minimum spending requirement on DRG.³
- *Load-Management Activities:* Minnesota Statutes § 216B.241 subd. 1b(e) allows each utility and association to use load-management activities to achieve up to 50 percent of a utility's minimum spending requirement.

² While Department policy currently allows cooperatives and municipalities to count a portion of general residential spending as low-income, the Department strongly encourages all utilities to meet their low-income spending requirements through programs that directly serve the needs of low-income persons, including renters.

³ Utilities may not use green pricing programs to achieve CIP requirements.

Green Building Standards

- *Green Building Standards:* Minnesota Statutes § 216B.241 subd. 1f(c) and § 216B.241 subd. 9(e) require that each utility and association offer one or more programs that support green building certification of commercial buildings and that support goals consistent with Sustainable Buildings 2030 standards.

BASE YEARS FOR CIP CALCULATIONS

Specific base years are used to calculate the statutory minimum requirements for the energy savings, total spending, and low-income spending goals. The table below summarizes the base years to be used to calculate the minimum requirements for CIP results and plans reviewed in this letter.

Base Years for CIP Minimum Requirements Calculations

Filing Type	Minimum Energy Savings Rqmt 1.5% of:	Minimum Spending Rqmt 1.5% of:	Minimum Low-Income Spending Rqmt 0.2% of:
2017 Results	2013-2015 average retail sales	2015 gross operating revenues	2013-2015 residential gross operating revenues
2019 Plan	2015-2017 average retail sales	2017 gross operating revenues	2015-2017 average residential gross operating revenues

Rob Wolfington

From: Vicki Syverson <v.syverson@co.swift.mn.us>
Sent: Monday, April 22, 2019 2:20 PM
To: Rob Wolfington; Glen Pederson
Subject: Demo request for 815 17th St So
Attachments: Message from KM_308; Demolition fund usage.xlsx

I received a request for demo funds from Eric and Erin Schlieman. The total project cost will be \$4,900. Based on your participation in the past I would recommend that the city and county each put in \$1,800 and the owners can put in \$1,300. Does that meet with your approval?

I have attached the demo fund usage and the bids from the owner. They have two competitive bids for demo, they went with Allpress from Appleton. Jake Allpress was \$28 higher than Troy Kennedy.

Vicki Syverson
Swift County HRA

-----Original Message-----

From: terri.orr@co.swift.mn.us <terri.orr@co.swift.mn.us>
Sent: Monday, April 22, 2019 3:17 PM
To: Vicki Syverson <v.syverson@co.swift.mn.us>
Subject: Message from KM_308

SWIFT COUNTY SECURITY NOTICE:

This email originated from an external sender. Use caution before clicking on any links or attachments.

**Housing and
Redevelopment Authority**
Of Swift County



Courthouse
301 14th St N
P.O. Box 207
Benson, MN 56215

Phone (320) 843-4676

Fax (320) 843-4850

April 23, 2019

Dear Benson City Council,

I am sorry I am not able to attend the Benson Strategic Planning Session. The HRA has worked with Rob Wolfington and the Benson City Council very successfully over the years. We have rehabbed over 75 houses within the City of Benson. Housing rehabilitation maintains the housing stock, enhances the curb appeal of your city, and year to date \$275,000 have been paid to area contractors; so, we have provided economic development too.

Jennifer Frost and I have been fortunate to attend the Minnesota Housing Partnership Housing Institute for the last 18 months. We have participated in monthly meetings and quarterly workshops comprised of everything housing including: Developing new and preserving existing and affordable housing, financing tools and techniques, designing a local developer tool-kit and incentives (SAC & WAC), one-on-one developer and financier/grant maker roundtables, and ancillary program focused on the arts and health that turn a house into a home and a neighborhood into a community.

As we near the end of our time with the Housing Institute, I have come to realize that we are a small community. We don't fit the criteria for a developer to come to us with plans for a 40-unit apartment complex or work force housing development. (40-units is typically the minimum for housing tax credits.) We will need to continue to preserve our current housing stock and build units at a scale the market can bear.

In May, Jennifer and I will be submitting a grant application through the Federal Home Loan Bank for Owner Occupied Rehabilitation. We intend to follow the small city development grant template. Household incomes at, or below 80%, seven-year forgivable grants, owner must match the first 25%, address deferred maintenance and health and safety, etc. The difference from a Small Cities Development Program grant and this one is that we will be requesting a Swift County border to border grant area. So, households that have been typically outside the target areas will have a chance to apply. We are applying for funds to rehab 10-20 houses in Swift County. We can apply annually and all funds must be spent within 24 months.

As with any grant application there is a need for local leverage. We will be approaching all communities to request they pay for the \$750 lead base paint test and clearance test. I asked Rob Wolfington if Benson would like to participate with the local leverage. He hopes that all the houses that would be rehabbed would be in the City of Benson! I understand the sentiment. He suggested the City of Benson would match house for house, up to four houses (so there would be a possible total of eight houses rehabbed in Benson), for a total of \$100,000. This would include the \$20,000 per house grant, the lead paint test and clearance and admin fee.

The HRA appreciates your consideration and look forward to continue our partnership with preserving our housing stock.

Sincerely,

Swift County HRA

Vicki Syverson

Director



<u>Date</u>	<u>Commercial Property</u>	<u>City</u>	<u>City Portion</u>		<u>County Portion</u>		<u>Owner</u>	<u>Owner Portion</u>	
07/01/16	1418 Atlantic Avenue	Benson	\$ 1,127.00	X	\$ 1,127.00	X	Duaine Flanders	\$ 2,253.00	
12/16	1601 Pacific Avenue	Benson	\$ 51,957.65	X	\$ 7,500.00	X	City of Benson		
10/17/2017	Atlantic Avenue, Murdock		\$ 3,685.00	x	\$ 3,685.00	X	City of Murdock	NA	
9/4/2018	3 parcels in Appleton	Appleton	\$ 30,000.00	X	\$ 22,500.00		Swift County	NA	
8/23/2018	Church in Kerkhoven	Kerkhoven	\$ 2,500.00	X	\$ 2,500.00	X	Warren Carlson	\$ 2,500.00	
			\$ 89,269.65		\$ 37,312.00				
	Dilapidated Ancillary Buidling								
5/17	725 12th St So	Benson	\$ 450.00	X	\$ 450.00	X	Scott Collins	\$ 900.00	
5/18	209 North 11th St	Kerkhoven	\$ 500.00	X	\$ 500.00	X	Richard Kneisl	\$ 1,000.00	
9/17/2018	2106 Atlantic Ave	Benson	\$ 500.00	x	\$ 500.00	x	Scott Collins	\$ 1,000.00	
			\$ 1,450.00		\$ 1,450.00			\$ 2,900.00	
	Total		\$ 104,882.00						
	used		\$ 66,302.00						
	Balance		\$ 58,580.00	add \$20,000 for 2019 levy - wont get first half until May settlement					
			\$ 22,500.00	approved for City of Appleton 9/18					
			\$ 36,080.00	available for 2019					

City of Benson, Minnesota

ELECTRONIC FUNDS AND WIRE TRANSFERS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. ELECTRONIC FUNDS AND WIRE TRANSFERS

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

City of Benson, Minnesota

Credit Card Use Policy

As per MN Statute 471.382 the Benson City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the city. If a City officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. The City Council shall approve the establishment of all credit card accounts and authorization of the employees who may use the credit card.

Bills from credit card companies do not contain the detail necessary to satisfy the requirement for claims presented to the City to be in writing and itemized. Therefore, invoices and itemized receipts for all items charged must be retained. Meal receipts must include a detailed list of the food consumed and signature. A list of all credit card charges will be included with monthly expenditures for Council review and approval.

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Benson's credit card(s) include the following positions along with their credit limit: City Manager (\$10,000), Director of Finance (\$5,000), Director of Public Works (\$5,000), Chief of Police (\$5,000), Police Sergeant (\$2,000), Building Official (\$2,000), and Librarian (\$2,000).

No employee will intentionally use a City credit card for personal purchases. Each cardholder will sign the sales slip and indicate the Fund, department, and expense code that the purchase applies to.

Supporting documents and/or invoices shall be submitted to the Director of Finance's office to be reconciled with the credit card statement and attached to the claim for payment processing. Each department head shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment.

The Director of Finance's office shall keep a record of all employees issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file a credit card user agreement regarding credit card use.

Allowable Expenses:

The credit card may not be used to purchase gasoline unless it is for a city owned vehicle (use of personal vehicles will be reimbursed per Request for Reimbursement form and will be paid per mile as per the City's Personnel Policy). The credit card may be used to guarantee rooms for conference/meeting attendance, lodging and meal expenses while attending authorized meetings or

training sessions when overnight stay is required. Alcoholic beverages are not an allowable expense. The card may be used to purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than conventional ordering practices.

Lost or Stolen Cards:

If a credit card is lost or stolen, it is the responsibility of the issued holder of the credit card to contact the credit card company immediately to report the credit card as lost or stolen and stop all charging privileges. The employee shall also notify the Director of Finance of the incident. The Director of Finance shall contact the credit card company to request a new credit card with a new account number.

Card Expiration:

Upon expiration of each credit card, the Director of Finance shall collect expired card(s) and replace it with the new credit card(s) issued by the credit card company. Each employee shall sign a credit card user agreement indicating that the new credit card has been received, the old credit card will be destroyed and the new credit card continues usage under the current Credit Card Policy. All new or replacement credit cards shall first be given to the Director of Finance's office for processing that meets the guidelines of this agreement.

Termination of Employment:

Any employee who terminates employment with the City of Benson and has a City credit card issued to them in their name must turn over the credit card to the Director of Finance's office before the final day of employment.

Leave of Absence:

Any employee with cardholder privileges that requests and is granted by the City Council a leave of absence or take medical leave in excess of 30 days, shall submit to the Director of Finance the City credit card that has been issued to them to be filed in the master credit card file until such time the employee returns to work.

**City of Benson, Minnesota
Credit Card User Agreement**

The City of Benson is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed, the City may cancel the card and you may be personally liable for any misuse. Attached is the actual Credit Card Use Policy and below is a checklist of things to remember when using the card.

- If the credit card issued to me is lost, I will immediately notify the credit card company and the Director of Finance
- This credit card is not for personal use, such as alcoholic beverages, tobacco or other non-essential or personal expenses, but shall be use for City-conducted business, such as conference/workshop hotel charges, registration, meals, gasoline in City vehicles, etc. All expense charged must be reasonable and necessary. The credit card user is responsible for any disallowed charges.
- All charges shall be documented by detailed receipts, and any charges not documented are unauthorized and shall be the responsibility of the credit card user.
- Receipts or invoices for each credit card use must be signed by the credit card holder and submitted in a timely manner to the Director of Finance's office.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be returned to the Director of Finance's Office immediately upon request or upon leaving employment with the City.
- I further understand that improper use of the credit card shall result in disciplinary action, up to and including termination of employment. I understand that the City of Benson may terminate my right to use the credit card at any time for any reason. I agree to return the credit card to the City of Benson immediately upon request, upon being granted an extended leave or upon termination of employment.

I, the undersigned, hereby acknowledge that I have read, understand and accept the terms and condition of this policy.

Credit Card Number: _____

Issued to me on: _____

Employee's Signature

Date

City of Benson, Minnesota

Social Media Policy

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Benson's social media sites by its representatives.

The City of Benson wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Benson will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Benson social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Benson, including a link to the City's official web site.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Benson. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Manager.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Nextdoor, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Manager in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Benson site and will be linked with the official City website (www.Bensonmn.org). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee’s performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Manager.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Benson as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Benson's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Benson respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Benson, its personnel, its operation or its property. Employees, agents, and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Benson employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

“These are my own opinions and do not represent those of the City.”

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City’s Computer Use policy and the City’s Respectful Workplace policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee’s own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Manager.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city’s name, logo or the employee’s position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Manager.

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the properties of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Benson also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee’s social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.