

**City Council Regular Meeting Agenda
July 5, 2016**

Tour Police Squad Car

- | | | | |
|--------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| | 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 |
| 2-3 | | a. Minutes:
▪ 6.20.2016 City Council Minutes | |
| 4
5 | | b. Correspondence:
▪ Prom Afterbash Armory Request April 29, 2017
▪ League of Minnesota Cities Dues Increase | |
| 6-7 | | c. Application:
▪ Fraternal Order of Police Glacial Lakes Lodge Gambling Permit – 10/24/16 | |
| | 5. | Persons with Unscheduled Business to Come Before the City Council (Mayor) | |
| 8-15 | 6. | Benson City Cemetery Policies | Action Requested |
| 16 | 7. | Order to Raize or Remove a Structure at 305 – 16 th St. S. | Action Requested |
| 17-23 | 8. | Swift County-Benson Hospital TIF Request | Information Only |
| 24-31 | 9. | League of Minnesota Cities Policy Letter & Draft Ordinance | Action Requested |
| 32-33 | 10. | MnDOT Highway Project Update | Information Only |
| 34-52 | 11. | May Budget Report | Information Only |
| | 12. | Adjourn: Mayor | Action Requested |

DRAFT

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
BENSON SWIMMING POOL
JUNE 20, 2016**

The meeting was called to order at 5:30 p.m. by Councilmember Evenson. Members present: Terri Collins, Jack Evenson & Jonathon Pogge-Weaver. Members Absent: Gary Landmark & Stephanie Heinzig. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Public Works Director Dan Gens & Police Chief Ian Hodge.

Councilmember Evenson asked for any additions to the agenda to which there were none. No Consent Agenda items were moved to the regular agenda. A motion was made by Pogge-Weaver, seconded by Collins and carried unanimously to approve the agenda. It was moved by Collins, Seconded by Pogge-Weaver and carried unanimously to approve the following items on the Consent Agenda:

- June 6, 2016 City Council Minutes
- May 2, 2016 Planning Commission Minutes
- June 2, 2016 Safety Committee Minutes
- April 27, 2016 Cemetery Board Minutes
- Noted Swift County-Benson Hospital Auxiliary Golf Outing
- Request to bury all electrical service from Ken Sharp
- May 2016 Police Report

There was no one present with unscheduled business.

Wolfington said the Benson Airport has not spent all of its available federal airport improvement program funds for 2013. The City of Windom needs money for their pending airport project. Wolfington said we could transfer our 2013 funds to the City of Windom, then the City of Windom would in turn return the \$50,000 to Benson in 2017. After discussion, it was moved by Pogge-Weaver, seconded by Collins and carried unanimously to approve the Federal Airport Funding Repayment Agreement with the City of Windom.

Pederson explained to the Council his earlier request to transfer birth and death records from our vault to the Swift County Historical Society was denied by the Minnesota Historical Society because of privacy concerns. The records however could be transferred to the State Archives who would then be responsible for allowing or denying access. After discussion it was moved by Collins, seconded by Pogge-Weaver and carried unanimously to approve transferring those records to the Minnesota Historical Society.

Wolfington presented a request from Steve Claussen of Willmar Fabrication for tax abatement at their manufacturing building they wish to update at 2205 Hall Avenue. It was moved by Pogge-Weaver, seconded by Collins and carried unanimously to have staff investigate and determine their eligibility for tax abatement.

Gens and Wolfington discussed replacement of the fuel tank at the power plant. Andy Koob with DGR Engineering stated he is ready to go out for bids. It was moved by Collins, seconded by Pogge-Weaver and carried unanimously to authorize going out for bids, and to set the bid date for Thursday, July 14, 2016 at 1:30 P.M. It was moved by Pogge-Weaver, seconded by Collins and carried unanimously to authorize advertising for Bids in the Swift County Monitor newspaper,

Next Chief Hodge discussed psych transports and how using the ambulance with three crew members isn't economical and the passenger vehicle they currently use is beyond its useful life. He

proposed donating the 2010 Ford Explorer police vehicle recently taken out of service to the Swift County-Benson Hospital for 2 years to be used as the psych transfer vehicle. At the end of 2 years, it would be returned to the City, and Swift County would then take a turn and donate a vehicle. It was moved by Collins, seconded by Pogge-Weaver and carried unanimously to donate the 2010 Police Ford Explorer to the Swift County-Benson Hospital with the aforementioned conditions.

It was moved by Collins, seconded by Pogge-Weaver and carried unanimously to approve bills and warrants in the amount of \$406,628.82.

Next Wolfington and Gens took the Council on a tour of the mechanical rooms of the Swimming Pool and explained the operations.

There being no other business, a motion was made by Pogge-Weaver, seconded by Collins and carried unanimously to adjourn the meeting at 6:05 p.m.

Councilmember

City Clerk

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Sara Hoffman
1005 Oakwood Avenue
Benson, MN 56215
June 17, 2016

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

Dear Mr. Rob Wolfington:

I am writing on behalf of the 2016-2017 Prom Afterbash Committee. We would like your permission to use the Armory for the 2017 Prom Afterbash following Prom on Saturday, April 29, 2017. The approximate hours for the Afterbash would be midnight to 4:30 a.m. If there is a rental fee, we would like to request that the fee be waived for this activity.

As in past years, we would like to have access to the Armory as soon as possible in April to start the decorating process. Our tentative plan would be to begin the process as soon as possible and use the week leading up to the Afterbash to do the physical set up.

If you have any questions, please contact me at the above address or by phone, 320-843-4312. Thank you for your consideration.

Sincerely,

Sara Hoffman

Sara Hoffman
Co-Chair
2017 Prom Afterbash Committee

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CONNECTING & INNOVATING
SINCE 1913

June 15, 2016

Dear Mayors and Administrators,

Greetings! We hope that you are doing well and that your city and community are positioned for great success this summer.

Pursuant to the League Constitution, we are writing to let you know that the League Board of Directors voted at its May meeting to set a maximum member dues schedule increase of 3 percent for the League's 2017 fiscal year that runs from September 1, 2016 through August 31, 2017. Similar to how your city sets its preliminary levy increase, the final dues schedule can decrease but can't be higher than the maximum that is set. The actual amount of the increase will be determined by the Board when it meets on August 18 to approve the FY 2017 budget.

The increase in dues will help to make sure we can continue to deliver high quality, essential services you rely on to effectively govern and manage your city, and also to plan for and respond to your city's changing needs. Your dues dollars help to pay for:

- Our research and human resources staff who answer 5,000+ member questions a year on dozens of topics;
- Our lobbying team that represents members on scores of policy issues affecting cities at the state Capitol;
- Our training and conference specialists who design and deliver countless educational sessions at conferences, webinars, and workshops;
- Our legal, communications, and technology personnel who continuously assist members with customized consultation; and
- Our administration and finance officials who ensure we operate efficiently and manage our resources in a cost-effective manner.

Our commitment to you is to provide premier service and be recognized as the trusted, authoritative, and unified voice on issues affecting all cities. We take very seriously our responsibility to carefully manage member assets, and we thank you for your continued support of our work.

If you have any questions or comments about how we can better serve your needs, please feel free to call or email Dave Unmacht at (651) 281-1205 or dunmacht@lmc.org. You are also more than welcome to stop by for a cup of coffee or a conversation when you are in St. Paul.

Steve Nasby
League of Minnesota Cities President,
City Administrator, City of Windom

David J. Unmacht
Executive Director,
League of Minnesota Cities

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: Glacial Lakes Lodge FOP 23

Previous Gambling Permit Number: X-93617-15-002

Minnesota Tax ID Number, if any: 26-1164145

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 103 Canton Ave

City: Montevideo State: mn Zip: 56265 County: Chippewa

Name of Chief Executive Officer (CEO): Bryan Klassen

Daytime Phone: 320 634 5411 Email: bklassen@hcinet.net

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
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name

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

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

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

City or Township: Benson Zip: 56215 County: Swift

Date(s) of activity (for raffles, indicate the date of the drawing): October 24, 2016

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

Bingo* Paddlewheels* Pull-Tabs* Tipboards*

Raffle (total value of raffle prizes awarded for the calendar year: \$6,800.00)

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

_____ The application is acknowledged with no waiting period.

_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

_____ The application is denied.

Print City Name: Benson, MN

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

_____ The application is acknowledged with no waiting period.

_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

_____ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

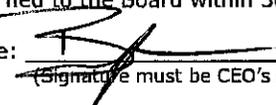
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 6-9-16

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

Print Name: Bryan Klassen

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status, and

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

BENSON CITY CEMETERY

POLICIES

The Benson City Cemetery is a public municipal cemetery. It is the aim of the City of Benson to make the Cemetery a quiet, peaceful, and beautiful place, respectful of those buried there and their families.

1. OWNERSHIP

- a. Legal title to the land and the columbarium remain with the City of Benson.
- b. The City sells only the exclusive right of burial in a columbarium niche or specific grave space.
 - i. Current costs are listed in the cemetery fee schedule.
- c. All grave spaces are held subject to the laws of the State of Minnesota relating to cemeteries.
- d. The exclusive right of burial is subject to the rules, regulations, and fees in effect at the time of interment.
- e. The City will issue a Certificate of Ownership listing the owner's name and address and the description and location of the grave space or niche.
 - i. Descent of title and ownership of lots in case of death shall be subject to Minnesota State Statute 525.14.
 - ii. Consent of the City is required for any transfer of title.

2. RECORDS

- a. A complete record of all known burials and lot owners is kept by the cemetery superintendent.
- b. A list of all known burials is posted on-line and at a kiosk in the cemetery.

3. DEFINITIONS

- a. **ADORNMENT:** Any temporary decoration or floral arrangement used to memorialize a deceased
- b. **CITY:** The City of Benson
- c. **CEMETERY:** The Benson City Cemetery is located on Oregon Avenue at 16th St. North
- d. **COLUMBARIUM:** An above ground structure containing niches
- e. **CREMAINS:** Cremated human remains
- f. **GRAVE:** A space of ground reserved for one full body, two cremains, or one full body and one cremain.
- g. **INURNMENT:** The placing of an urn containing cremains in a niche in a columbarium.
- h. **INTERMENT:** The placing of a vault containing human remains or cremains in a grave.
- i. **LOT:** One or more adjoining grave spaces or niches.
- j. **MARKER:** A memorial of granite or bronze that does not extend above the surface of the adjacent ground.
- k. **MONUMENT:** A memorial of granite or other approved material that extends above the surface of the adjacent ground.
- l. **NICHE:** A vault within a columbarium reserved for one or two cremains.
- m. **URN:** A sealed container to hold one cremain.
- n. **VAULT:** A container made of concrete, steel or other impervious material designed to hold a casket containing human remains.

4. PURCHASE OF LOTS

- a. Lots may be purchased during regular business hours at City Hall located at 1410 Kansas Avenue, Benson, MN 56215 Ph.320-843-4775.
- b. Lots are available on a first come basis. Lots may not be reserved for later purchase. Lots must be paid in full before interment or monument/marker installation.
- c. Lots may be sold between two private parties, however; all sales, transfers or exchanges must be approved by the City.
- d. No transfer of any kind will be complete until endorsed by the City, a new Certificate is issued and all information has been recorded by the City.
- e. Lots in different sections may have different dimensions and monument/marker regulations. Consult the maps and the superintendent for specific details.
- f. No lot shall be used for any purpose other than the burial of human remains and the placing of appropriate memorials as per the rules and regulations of the cemetery.
- g. The scattering or commingling of cremated remains within the Benson City Cemetery is not permitted.

5. PURCHASE OF COLUMBARIUM NICHES

- a. Ownership of the right to use a niche in a columbarium is considered the same as ownership of other cemetery property.
- b. Niches are available on a first come basis. Niches cannot be reserved for later purchase. Niches must be paid in full before inurnment or engraving of the faceplate.

6. REPURCHASE OF CEMETERY PROPERTY

- a. The City may repurchase unused lots or niches at the original price. The original certificate and a written request must be submitted to the city. The City reserves the right to refuse to repurchase any grave space that may be difficult to sell.
- b. The City may accept the return of a lot where a disinterment has occurred, however, there will be no return of purchase funds.
- c. The City will repurchase columbarium niches if the family has legally removed the cremains, however, if the faceplate has been engraved the refund will be $\frac{1}{2}$ of the purchase price.

7. COLUMBARIUM REGULATIONS

- a. The niche owner, spouse and/or children may be inurned in the niche. Written permission from the recorded niche owner, spouse or designated person is required for the inurnment of anyone else. The written permission will be attached to the city's record.
- b. A single niche may contain the cremains of one or two bodies. Benson's columbarium has room for two vase style urns that are 10" high X 6" in diameter or two square shaped urns that are 5 $\frac{1}{2}$ " X 5 $\frac{1}{2}$ " X 7" high.
- c. Cremains must be inurned in a dust sealed container or urn that fits within the niche.
- d. A burial permit or cremation certificate is required for each cremain and must be delivered to the superintendent at the time of the inurnment.
- e. Opening and closing of a niche for the inurnment of cremains shall occur during regular city office hours. Other times may be allowed with an additional fee if the City is notified two business days in advance.

- f. A granite faceplate and the engraving of the name of the deceased, the date of birth and the date of death are included in the sale price of the niche. No other names, dates or inscriptions are allowed. The required engraving for the first inurnment is included and must be done immediately after the inurnment. A temporary faceplate will be provided until the engraved faceplate is returned.
- g. No permanent decorations, medallions, or other attachments may be affixed to the faceplate.
- h. If the inurnment of the second body in a single niche occurs at a different time than the first, a reopening fee will be charged and the faceplate will be sent in for additional engraving at the fee listed in the fee schedule in effect at the time of the second inurnment.
- i. All engraving will be done by the provider of the columbarium. The standard inscription font is Optima Bold at 5/8" tall. Approximately 23 characters fit on one line. There are two lines included in the cost of the niche for each individual inscription. Dates using the three letter abbreviations for the month names require a using a ½" tall font.
- j. No engraved artwork is allowed on the faceplate except the veterans star may be used as the date separator for those who served in the United States military.
- k. No permanent memorials will be allowed on or next to the columbarium.
- l. Ground level flower containers, artificial flowers, wreaths or crosses for Memorial Day must be removed by June 15th. Any left after that date will be removed by cemetery maintenance.
- m. Flexibility will be allowed the first thirty (30) days following an inurnment. Temporary memorials shall not cover or block another niche.
- n. Glass objects or glass containers of any kind are not permitted.
- o. Toys, metal framework, shepherd hooks, Styrofoam or wooden crosses, ornaments, figurines, solar lights, balloons, wind chimes, decorative flags or items of the same nature are not permitted. The City reserves the right to remove any items deemed unacceptable.
- p. No floral sprays or decorative arrangements are permitted to be affixed or secured to the top of the columbarium or on the benches surrounding the columbarium.

8. BURIALS

- a. The lot owner, spouse and/or children may be buried on the lot. Written permission from the recorded lot owner, spouse or designated person is required for the burial of anyone else. The written permission will be attached to the city's record.
- b. A burial permit or cremation certificate is required for each burial and must be delivered to the superintendent at the time of the interment.
- c. A single grave space may contain one of the following: one full body interment, two cremains, or one full body and one cremain. The second burial in a single grave space will be 50% of the current grave price and permission must come from the original lot owner, spouse or designated person who has burial rights for the grave.
- d. A concrete vault is required for a full body interment. A vault or other non-deteriorating container is required for buried cremains.
- e. Cremains placed on top of a full body vault must be in a non-deteriorating container and must be at least one foot (12 inches) below ground level.

- f. If the previously buried vault is not deep enough to allow the cremain to be placed on top of the vault and still maintain the minimum one foot bury depth, the cremain may be placed between two vaults but only if both vaults are already in place.
- g. Full body vaults may not be stacked.
- h. If a cremain and a full body concrete vault are interred in the same grave space, the full body vault must be interred first.
- i. The city must be notified of a planned burial as soon as possible to allow time for the superintendent to mark the grave. No burials will be allowed until the grave is properly marked by the superintendent. Marking fees are listed in the fee schedule.
- j. The city does not open and close graves.
- k. Persons or contractors who intend to open graves in the city cemetery must register with the city and show evidence of adequate liability insurance or post a \$1000.00 bond to repair any damage.
- l. Graves shall be opened in a neat and workmanlike manner. The grave depth must allow at least 18" of fill above the installed vault.
- m. Any unattended open grave must be covered with a platform strong enough to support a person stepping on it.
- n. Graves must be compacted during backfilling, topped with at least six (6) inches of topsoil and brought even with the existing ground level. Grass seed or sod should be placed and watered when in season. Excess dirt shall be hauled to the place designated by the superintendent. Winter graves must be refilled after the frost is gone and then seeded or sodded.
- o. Any damage to turf, markers, monuments or other cemetery property during excavation, interment or backfilling should be reported to the city and arrangements made for restoration.

9. DISINTERMENT OR DISINURNMENT

- a. Disinterment or disinurnment and removal requires 30 days written notice to the City from the original owner or Executor of the person whose ashes have been inurned or interred. An appropriate court order shall identify the authority of the Executor, immediate family member or personal representative to receive the urn or vault.
- b. The City shall assume no liability for damage to any casket or burial vault in making the disinterment and removal.
- c. The grave vacated by the disinterment must be filled, compacted and restored like a regular interment.
- d. No disinterments will be allowed while the ground is frozen or unstable.
- e. The engraved niche faceplate must be replaced with a new faceplate at the fee in effect at the time of the disinurnment. The family may keep the engraved faceplate.

10. MARKERS AND MONUMENTS

- a. A permit is required for installing all markers and monuments. The monument installation form and permit fee listed in the fee schedule must be received in the City office at least two business days prior to installation.
- b. Every monument and marker shall be placed in the space shown on the cemetery plat as staked by the superintendent.

- c. No monument or marker may be placed unless the location has been staked by the superintendent and the full purchase price of the lot has been paid.
- d. No monument or marker may be constructed of limestone, sandstone, wood or other material which will not assure relative permanency.
- e. Every grave shall be marked with a permanent marker or monument, as specified below, within one year from the date of burial. Markers and monument foundations may not be installed on frozen ground or when the ground is not firm enough to support the installation equipment.
- f. The City of Benson is not responsible for any damage to the marker, monument, foundation, granite or concrete border due to natural elements or vandalism.
- g. The City will not be held responsible for any damage to a temporary marker.

11. MARKERS

- a. Markers must be laid flush with the existing ground contour. Adding fill material to make the marker level is not allowed.
- b. Markers must have a minimum 4" concrete or granite border (wash). The maximum dimensions of the marker, including the required border, are 38" X 24" for a single width grave space or 60" X 24" for two or more adjacent graves. Markers must be installed true to line with other markers in the same row.
- c. No more than two markers or one marker and one monument may be installed on any single lot. Monuments are headstones and must be placed on the west end of the lot adjacent to the lot line. A marker may be used as a headstone or a footstone. Footstones must be installed adjacent to the east line of the lot. No markers or monuments may be placed elsewhere on the lot.
- d. Ground level markers which are required in sections 5 and 6 are placed adjacent to 4ft wide walking paths located between double rows of grave spaces. (See map of sections 5& 6)
- e. Vases and sub-surface voids designed to hold vases shall not be integrated into markers.

12. MONUMENTS

- a. Monuments shall be placed on a level concrete or granite foundation with a minimum 4" border around the granite monument base. The maximum dimensions of the foundation for monuments are 42" X 24" for a single width grave space or 72" X 24" for two or more adjacent graves. Monuments must be installed true to line with other monuments in the same row.
- b. The maximum total height of any monument shall not exceed forty-eight inches (48") from the ground elevation.
- c. See the attached drawings for acceptable placement and sizes of markers and monuments.
- d. In time, monuments and markers may lean or sink due to adjacent excavation or seasonal soil instability. The lot owner or family is responsible for the cost of periodic straightening.
- e. Multi-piece monuments must be installed with pins and/or bonding to prevent movement.
- f. Lots are surveyed and marked with ceramic or metal corner pins that set level with the ground. Removal is prohibited. No fence, stone, or concrete coping shall be constructed around any lot. No lot may be filled higher than the adjacent ground level.

13. PLANTING REGULATIONS

- a. No trees, shrubs or vines shall be planted or grown upon any grave or plot in the cemetery without prior written approval by the City.

14. GRAVESITE FLOWERS AND DECORATION REGULATIONS

- a. Flowers must be in a flower urn, planter, pot or otherwise removable container.
- b. Permanent flower urns or pots must be placed in a one-legged plant stand alongside the monument and not be wider at the base than the concrete marker or monument foundation. The plant stand must be in-line with the other gravestones in the row. No part of the plant stand, container or plant may extend beyond the lot line. The one-legged plant stands must be at least ¾" in diameter and hold no more than one potted plant.
- c. Ground level flower containers, artificial flowers, wreaths or crosses for Memorial Day must be removed by June 15th to permit mowing and trimming. Any left after this date will be removed and disposed.
- d. Veteran's bronze stars approved by the City are allowed on graves in addition to the aforementioned flower containers.
- e. Glass objects or glass containers of any kind are not permitted.
- f. Toys, metal framework, items with any movable parts designed to move with wind, solar, batteries or any other power source, shepherd hooks, Styrofoam or wooden crosses, ornaments, figurines, solar lights, balloons, wind chimes, decorative flags or items of the same nature are not permitted. The City reserves the right to remove any adornments deemed unacceptable.
- g. No floral sprays or decorative arrangements are permitted to be affixed or secured to the top of upright monuments.
- h. By October 1st of each year, all floral decorations including real and artificial flowers along with the containers shall be removed. The one-legged plant stands may remain on site. Stands not in use by July 1st will be removed.

15. GENERAL CEMETERY REGULATIONS

- a. No person may discharge any firearm or have possession of any firearm within the cemetery grounds at any time except for use during military services, Memorial Day observations, or use by law enforcement personnel.
- b. No person shall wrongfully take, remove, or convert to his own use any property within the cemetery without the owner's written consent or make any excavation therein without first obtaining consent of the cemetery superintendent.
- c. No person may wrongfully obstruct or blockade any driveway or pathway within the cemetery.
- d. No person may drive any vehicle in excess of five miles per hour within the cemetery and such vehicles must confine their travel to established roadways except where the superintendent expressly authorizes such travel elsewhere.
- e. No person shall disturb the dignity, peace, and quiet of the cemetery by the use of excessive noise or boisterous and unruly conduct within the limits of the cemetery.
- f. No person shall enter or leave the cemetery except through established gateways provided for that purpose.
- g. No person may allow any animal to run at large in the cemetery.

- h. No person may loiter at any time, nor be in the cemetery without permission of the superintendent at any time between the hours of sunset and 7:00 a.m.
- i. No person may use the cemetery grounds or any road therein as a public thoroughfare nor drive any vehicle in or upon the cemetery grounds except for legitimate purposes relating to the ordinary and customary use of the cemetery.

BENSON CITY CEMETERY

FEE SCHEDULE 2016

PROPERTY PURCHASE

Grave space.....	\$500.00
Columbarium Niche (includes faceplate engraving and opening/closing for one inurnment)...	\$3000.00
Additional fee for cremain buried in a grave with a full body burial or other cremain.....	\$250.00

SERVICES

Grave marking.....	\$50.00
Permit for monument/marker.....	\$ 50.00
Inurnment in columbarium during regular City hours.....	included in niche purchase
Faceplate engraving (one or both names and dates if done at same time)	Included in niche purchase
Additional fee for after hours or Saturday inurnment in columbarium.....	\$200.00
Additional fee for Sunday or legal holiday inurnment in columbarium.....	\$300.00
Inurnment of second urn in a niche (includes faceplate engraving and opening/closing).....	\$750.00
Faceplate replacement (includes engraving and installation).....	\$900.00

Number of Internments Allowed in Each Grave:

- Casket within a vault
- Casket within a vault plus a cremation
- Casket within a vault plus an infant
- Two infants
- An infant plus a cremation
- Two cremations

The City of Benson does not allow stacking of burial vaults, due to soil conditions and water table fluctuation.

ORDER FOR RAZING AND REMOVAL OF HAZARDOUS BUILDING

TO: RANDY TRAVIS FREDERIKS

YOU ARE HEREBY ORDERED to raze and remove the building located at 305 16th St. S. in Benson, Minnesota, legally described as Lot Ten (10), Block Two (2), McKinney's First Addition to the City of Benson, Swift County, Minnesota.

This order is made on the grounds that said building is in a hazardous condition and presents a serious threat to the health and safety of the public.

You must complete the razing and removal of said building by no later than September 1, 2016. If you fail to do so, a motion for summary enforcement of this order will be made to the District Court of Swift County, Minnesota, unless you file an answer to this Order within the time specified by Minnesota Statutes section 463.18.

Dated: _____

CITY OF BENSON

By _____



1815 WISCONSIN AVENUE
BENSON, MN 56215
320.843.4232
FAX 320.843.4172
WEBSITE: WWW.SCBH.ORG

SWIFT COUNTY - BENSON HOSPITAL

Date: June 29, 2016

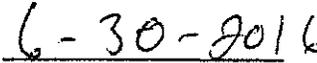
To: Rob Wolfington, City Manager
Benson City Council

From: Swift County-Benson Hospital (SCBH) Board of Directors

RE: Tax Increment Financing (TIF) for the SCBH Senior Living project

On June 27, 2016, the SCBH Board of Directors approved that the Swift County-Benson Hospital make a request to the City of Benson for the creation of a Tax Increment Financing (TIF) District or Tax Abatement for the properties involved with the planned Senior Housing project. The configuration of the most effective structure will be determined, with advised input from Ehlers.


Kurt Waldbillig, SCBH CEO


Date

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered into as of this _____ day of July, 2016 between EHLERS AND ASSOCIATES, INC. (herein called the "Firm") and the CITY OF BENSON (herein called the "City").

WITNESSETH, that the City desires to engage the Firm to render certain professional services and both parties agree as follows:

1. **Scope of Services.** The Firm shall provide the scope of services detailed in the attached Appendix A.
2. **Delivery of Service.** Ms. Shelly Eldridge shall assume primary responsibility for delivering the professional services required by this Agreement. They may be assisted by Jake DeBower or others at the Firm. Services requested by the City pursuant to this Agreement shall be communicated to Ms. Eldridge.
3. **Term and Time of Performance.** The services of the Firm shall be provided upon request of the City and shall continue until services are completed. It is anticipated that services will be completed by June 30, 2017. Either party may terminate this Agreement with or without cause at any time by sending a written notice of termination to the other party at least 10 days prior to the effective date of termination. Should this Agreement be terminated, the Firm shall be relieved of all liability for the above-referenced obligation, and the City shall pay the Firm for all work completed prior to the termination date.
4. **Compensation:** It is agreed that Firm shall be paid \$10,000 for completion of the Scope of Services. Additional services shall be billed at the regular hourly rates below:

Senior Municipal Advisor	\$230
TIF Coordinator	\$215

Time for travel will be billed at 50% of the hourly rates listed above.

In no event shall payment under this contract exceed \$10,000 unless the scope of work exceeds that which is delineated in the attached proposal and the City gives consent. **First half** of the total payment shall be billed after the fiscal implications letters are sent to the County and School District. **Final payment** shall be billed after the City Council holds its public hearing and adopts Plan. Upon approval of billings and supporting documentation, Firm's bills shall be promptly paid.

5. **Additional Services and Compensation.** The services enumerated in Paragraph 1 above can be expanded by mutual agreement between the Firm and City.
6. **Assignability.** Firm shall not in any way assign or transfer any of its rights or interests under this Agreement in any way whatsoever without the prior consent of the City. Further, Firm shall not assign any other person as being primarily responsible for the delivery of services hereunder, other than as provided for in paragraph 2 above, without

the prior written consent of the City.

IN WITNESS WHEREOF, the CITY and the Firm have executed this Agreement as of the date written above.

THE CITY OF BENSON

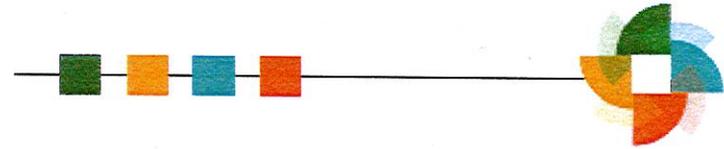
EHLERS AND ASSOCIATES, INC

Shelly Eldridge

Shelly Eldridge
Senior Municipal Advisor

**APPENDIX A
SCOPE OF SERVICES
HOUSING TIF DISTRICT**

1. Resolution for the EDA / HRA to request the City Council call for the public hearing, if applicable
2. Resolution for the City Council to set a public hearing date
3. Distribution list for TIF Documents
4. Up to two TIF schedules with revisions
5. One hour of parcel history research with the County (hourly after that)
6. Up to three TIF Runs
7. Review of business subsidy policy and requirement, if applicable
8. Map per Office of State Auditor's (OSA) publication standards (provided by Client)
9. Letter to county commissioner regarding creation of TIF District and needed county road improvements
10. TIF Plan – draft with fiscal implications, draft for council review at public hearing and final copy (1 copy each – additional copies charged at fee below)
11. Ehlers internal reviews of TIF Plan
12. Fiscal impact determination
13. Fiscal implications notification to the County and School District
14. Resolution for the Planning Commission
15. Resolution for the EDA / HRA to adopt the TIF Plan, if applicable
16. Memorandum to local newspaper regarding public hearing notice
17. Public hearing notice
18. Resolution for the City Council to establish the TIF District and adopt the TIF Plan
19. Request for certification to County and State
20. TIF District book containing copies of all TIF documentation for establishment and certification of the District
21. Phone conversations regarding questions/direction
22. Document production
23. Mailing of documents (courier fees will be billed directly to client)



Tax Increment and Tax Abatement Comparisons

Tax increment and tax abatement are two of the more common tools that communities use to carry out economic development, housing and redevelopment projects. While there are some similarities, each are governed under different Statutes and subject to their own regulations.

Tax Increment	Tax Abatement
Governed by <i>Minnesota Statutes</i> , Section 469.174 to 469.1811	Governed by <i>Minnesota Statutes</i> , Section 469.1812 to 469.1815
TIF Districts vary in length from 9 to 26 years, depending on the type of district	Abatement is a maximum of 15 to 20 years, or 8 years if the resolution is silent to the term
TIF revenue must be spent on qualified costs, which are generally at ground level and below	Abatement revenues have few spending restrictions
TIF does not require approval from County and School, however the County and School receive notice of the District and are asked to provide comments	Abatement requires approval from each taxing entity which will provide abatement
TIF can only be captured on new projects	Current taxes can be abated. A specific dollar amount can be abated. A percent of new or total taxes can be abated.
Time period to establish a District is 60-90+ days	Time period to establish an Abatement <i>could be</i> as short as 3-4 weeks
Housing TIF Districts must benefit low- to moderate-income residents	Abatement does not have income restrictions for housing projects
Redevelopment TIF Districts must meet State requirements for coverage and substandard buildings	Abatement does not have requirements for redevelopment projects
Economic Development TIF Districts must contain manufacturing related development or qualify as a Small Cities exemption	Abatement does not have restrictions on the type of development receiving assistance
TIF reports are filed with the Office of the State Auditor annually	Abatement has no reporting requirements
The Office of the State Auditor monitors TIF Districts, and penalties for non-compliance can be severe	The Office of the State Auditor does not oversee tax abatement
No maximum on the annual amount of tax increment generated	Maximum abatement is the greater of \$200,000 annually or 10% of the net tax capacity (This is an annual test and <i>not</i> per project.)

Tax capacity and TIF revenue from new development is identified and segregated on settlement to the City	Abatement revenue is not segregated in the tax settlement to the taxing entity, and therefore the entity needs to annually calculate the amount of abatement.
TIF does not require an additional levy	Abatement is a special levy outside of levy limits, and the amount abated must be added to the total levy for the current year, so a gap in the City's General Fund is not created.

Tax Increment and Tax Abatement Similarities

Both require a But-For review, which demonstrates the need for public assistance. The review for tax increment is more stringent; however, the level of review for abatement can be increased from the Statute's requirement to meet the City's needs.
Either can require a Look-Back provision, which allows the City to review the amount assistance required after the project is complete to ensure that profits from the project are not unreasonable or that too much public assistance was provided. This review could result in decreasing the amount of assistance, depending on the terms of the Development Agreement.
Either can be financed with a Pay-As-You-Go Note, General Obligation Bonds and/or an Interfund Loan.
TIF and abatement projects must comply with Business Subsidy requirements, as outlined in <i>Minnesota Statutes</i> .

Where can I get more information?

Contact your Ehlers Financial Advisor at 651-697-8500. A list of Minnesota Financial Advisors and their direct dial numbers can be found under the Contact Us tab at the top of our website at www.ehlers-inc.com.

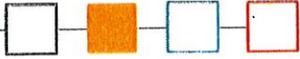


www.ehlers-inc.com

Minnesota
Offices also in Wisconsin and Illinois

phone 651-697-8500
fax 651-697-8555
toll free 800-552-1171

3060 Centre Pointe Drive
Roseville, MN 55113-1122



Housing Tax Increment Financing Districts

Minnesota Statute 469.174 subdivision 11 allows an authority to establish a housing tax increment financing district to assist with projects intended for occupancy, in part, by persons or families of low and moderate income. A housing TIF district has a maximum term of 26 years of increment and can assist either owner occupied housing or rental housing developments.

Single Family, Owner Occupied Developments

At least 95% of the houses assisted with tax increment must be occupied by persons with moderate incomes. The income limits are provided by the Minnesota Housing Finance Agency and adjusted annually. The 2012 maximum income for a home buyer in the Twin Cities metropolitan area is:

<u>Family of 2 or less</u>	<u>Family of 3 or more</u>
\$73,900	\$84,985

The income requirements apply only to the first owner of the house, and subsequent buyers are not required to comply with the income requirements.

Rental Housing Developments

For rental housing developments, the authority has two options for complying with the low and moderate income requirements: (1) 20% of the units must be available to persons at or below 50% of median income; or (2) 40% of the units must be held for persons at or below 60% of median income. The income limits are adjusted for family size, and published annually by the Minnesota Housing Finance Agency. The income limits must remain in place for the term of the tax increment district, and tenant incomes must be reported to the authority annually. The 2012 income limits for the Twin Cities metropolitan area are:

<u>Family Size</u>	<u>50% of median income</u>	<u>60% of median income</u>
1	\$29,400	\$35,280
2	\$33,600	\$40,320
3	\$37,800	\$45,360
4	\$42,000	\$50,400

How Can Increment be Spent?

Tax increment from a housing district must be spent on costs which are directly related to low and moderate income housing. No more than 20% of the square footage of buildings that receive assistance from tax increment may consist of commercial, retail or other nonresidential uses; therefore, housing tax increment cannot be used to assist a commercial building. The cost of public improvements directly related to the housing projects and the administrative expenses may be included in the cost of a housing project.

There are no pooling limitations for housing districts. That is, increment may be spent on affordable housing located outside of the district, anywhere in your community.

Where can I get more information?

Contact your Ehlers Financial Advisor at 651-697-8500. A list of Minnesota Financial Advisors and their direct dial numbers can be found under the Contact Us tab at the top of our website at www.ehlers-inc.com.

www.ehlers-inc.com



Temporary Family Health Care Dwellings of 2016 Allowing Temporary Structures – What it means for Cities

Introduction:

On May 12, 2016, Gov. Dayton signed, into law, a bill creating a new process for landowners to place mobile residential dwellings on their property to serve as a temporary family health care dwelling.¹ Community desire to provide transitional housing for those with mental or physical impairments and the increased need for short term care for aging family members served as the catalysts behind the legislature taking on this initiative. The resulting legislation sets forth a short term care alternative for a “mentally or physically impaired person”, by allowing them to stay in a “temporary dwelling” on a relative’s or caregiver’s property.²

Where can I read the new law?

Until the state statutes are revised to include bills passed this session, cities can find this new bill at [2016 Laws, Chapter 111](#).

Does the law require cities to follow and implement the new temporary family health care dwelling law?

Yes, unless a city opts out of the new law or currently allows temporary family health care dwellings as a permitted use.

Considerations for cities regarding the opt-out?

These new temporary dwellings address an emerging community need to provide more convenient temporary care. When analyzing whether or not to opt out, cities may want to consider that:

- The new law alters a city’s level of zoning authority for these types of structures.
- While the city’s zoning ordinances for accessories or recreational vehicles do not apply, these structures still must comply with setback requirements.
- A city’s zoning and other ordinances, other than its accessory use or recreational vehicle ordinances, still apply to these structures. Because conflicts may arise between the statute and a city’s local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.

¹ [2016 Laws, Chapter 111](#).

² Some cities asked if other states have adopted this type of law. The only states that have a somewhat similar statute at the time of publication of this FAQ are North Carolina and Virginia. It is worth noting that some states have adopted Accessory Dwelling Unit (ADU) statutes to allow granny flats, however, these ADU statutes differ from Minnesota’s Temporary Health Care Dwelling law.

- Although not necessarily a legal issue for the city, it seems worth mentioning that the permit process does not have the individual with the physical or mental impairment or that individual's power of attorney sign the permit application or a consent to release his or her data.
- The application's data requirements may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act.
- The new law sets forth a permitting system for both cities and counties³. Cities should consider whether there is an interplay between these two statutes.

Do cities need to do anything to have the new law apply in their city?

No, the law goes into effect Sept. 1, 2016 and automatically applies to all cities that do not opt out or don't already allow temporary family health care dwellings as a permitted use under their local ordinances.

Do cities lose the option to opt out after the Sept. 1, 2016 effective date?

No, the law does not set a deadline for opting out, so cities can opt out after Sept. 1, 2016. However, if the city has not opted out by Sept. 1, 2016, then the city must not only have determined a permit fee amount⁴ before that date (if the city wants to have an amount different than the law's default amount), but also must be ready on that date to accept applications and process the permits in accordance with the short timeline required by the law. Cities should consult their city attorney to analyze how to handle applications submitted after Sept. 1, 2016, but still pending at the time of a later opt out.

What if a city already allows a temporary family health care dwelling as a permitted use?

If the city already has designated temporary family health care dwellings as a permitted use, then the law does not apply and the city follows its own ordinance. The city should consult its city attorney for any uncertainty about whether structures currently permitted under existing ordinances qualify as temporary family health care dwellings.

What process should the city follow if it chooses to opt out of this statute?

Cities that wish to opt out of this law must pass an ordinance to do so. The statute does not provide clear guidance on how to treat this opt-out ordinance. However, since the new law adds section 462.3593 to the land use planning act (Minn. Stat. ch. 462), arguably, it may represent the adoption or an amendment of a zoning ordinance, triggering the requirements of Minn. Stat. § 462.357, subd. 2-4, including a public hearing with 10-day published notice. Therefore, cities may want to err on the side of caution and treat the opt-out ordinance as a zoning provision.⁵

³ See Minn. Stat. §394.307

⁴ Cities do have flexibility as to amounts of the permit fee. The law sets, as a default, a fee of \$100 for the initial permit with a \$50 renewal fee, but authorizes a city to provide otherwise by ordinance.

⁵ For smaller communities without zoning at all, those cities still need to adopt an opt-out ordinance. In those instances, it seems less likely that the opt-out ordinance would equate to zoning. Because of the ambiguity of the

Does the League have a model ordinance for opting out of this program?

Yes. Link to opt out ordinance here: [Temporary Family Health Care Dwellings Ordinance](#)

Can cities partially opt out of the temporary family health care dwelling law?

Not likely. The opt-out language of the statute allows a city, by ordinance, to opt out of the requirements of the law but makes no reference to opting out of parts of the law. If a city wanted a program different from the one specified in statute, the most conservative approach would be to opt out of the statute, then adopt an ordinance structured in the manner best suited to the city. Since the law does not explicitly provide for a partial opt out, cities wanting to just partially opt out from the statute should consult their city attorney.

Can a city adopt pieces of this program or change the requirements listed in the statute?

Similar to the answer about partially opting out, the law does not specifically authorize a city to alter the statutory requirements or adopt only just pieces of the statute. Several cities have asked if they could add additional criteria, like regulating placement on driveways, specific lot size limits, or anchoring requirements. As mentioned above, if a city wants a program different from the one specified in the statute, the most conservative approach would involve opting out of the statute in its entirety and then adopting an ordinance structured in the manner best suited to the city. Again, a city should consult its city attorney when considering adopting an altered version of the state law.

What is required in an application for a temporary family health care dwelling permit?

The mandatory application requests very specific information including, but not limited to:⁶

- Name, address, and telephone number of the property owner, the resident of the property (if different than the owner), and the primary care giver;
- Name of the mentally or physically impaired person;
- Proof of care from a provider network, including respite care, primary care or remote monitoring;
- Written certification signed by a Minnesota licensed physician, physician assistant or advanced practice registered nurse that the individual with the mental or physical impairment needs assistance performing two or more “instrumental activities of daily life;”⁷

statute, cities should consult their city attorneys on how best to approach adoption of the opt-out ordinance for their communities.

⁶ New Minn. Stat. § 462.3593, subd. 3 sets forth all the application criteria.

⁷ This is a term defined in law at Minn. Stat. § 256B.0659, subd. 1(i) as “activities to include meal planning and preparation; basic assistance with paying bills; shopping for food, clothing, and other essential items; performing household tasks integral to the personal care assistance services; communication by telephone and other media; and traveling, including to medical appointments and to participate in the community.”

- An executed contract for septic sewer management or other proof of adequate septic sewer management;
- An affidavit that the applicant provided notice to adjacent property owners and residents;
- A general site map showing the location of the temporary dwelling and the other structures on the lot; and
- Compliance with setbacks and maximum floor area requirements of primary structure.

The law requires all of the following to sign the application: the primary caregiver, the owner of the property (on which the temporary dwelling will be located) and the resident of the property (if not the same as the property owner). However, neither the physically disabled or mentally impaired individual nor his or her power of attorney signs the application.

Who can host a temporary family health care dwelling?

Placement of a temporary family health care dwelling can only be on the property where a “caregiver” or “relative” resides. The statute defines caregiver as “an individual, 18 years of age or older, who: (1) provides care for a mentally or physically impaired person; and (2) is a relative, legal guardian, or health care agent of the mentally or physically impaired person for whom the individual is caring.” The definition of “relative” includes “a spouse, parent, grandparent, child, grandchild, sibling, uncle, aunt, nephew or niece of the mentally or physically impaired person. Relative also includes half, step and in-law relationships.”

Is this program just for the elderly?

No. The legislature did not include an age requirement for the mentally or physically impaired dweller.⁸

Who can live in a temporary family health care dwelling and for how long?

The permit for a temporary health care dwelling must name the person eligible to reside in the unit. The law requires the person residing in the dwelling to qualify as “mentally or physically impaired,” defined as “a person who is a resident of this state and who requires assistance with two or more instrumental activities of daily living as certified by a physician, a physician assistant, or an advanced practice registered nurse, licenses to practice in this state.” The law specifically limits the time frame for these temporary dwellings permits to 6 months, with a one-time 6 month renewal option. Further, there can be only one dwelling per lot and only one dweller who resides within the temporary dwelling

⁸ The law expressly exempts a temporary family health care dwelling from being considered “housing with services establishment”, which, in turn, results in the 55 or older age restriction set forth for “housing with services establishment” not applying.

What structures qualify as temporary family health care dwellings under the new law?

The specific structural requirements set forth in the law preclude using pop up campers on the driveway or the “granny flat” with its own foundation as a temporary structure. Qualifying temporary structures must:

- Primarily be pre-assembled;
- Cannot exceed 300 gross square feet;
- Cannot attach to a permanent foundation;
- Must be universally designed and meet state accessibility standards;
- Must provide access to water and electrical utilities (by connecting to principal dwelling or by other comparable means⁹);
- Must have compatible standard residential construction exterior materials;
- Must have minimum insulation of R-15;
- Must be portable (as defined by statute);
- Must comply with Minnesota Rules chapter 1360 (prefabricated buildings) or 1361 (industrialized/modular buildings), “and contain an Industrialized Buildings Commission seal and data plate or to American National Standards Institute Code 119.2”¹⁰; and
- Must contain a backflow check valve.¹¹

Does the State Building Code apply to the construction of a temporary family health care dwelling?

Mostly, no. These structures must meet accessibility standards (which are in the State Building Code). The primary types of dwellings proposed fall within the classification of recreational vehicles, to which the State Building Code does not apply. Two other options exist, however, for these types of dwellings. If these structures represent a pre-fabricated home, the federal building code requirements for manufactured homes apply (as stated in Minnesota Rules, Chapter 1360). If these structures are modular homes, on the other hand, they must be constructed consistent with the State Building Code (as stated in Minnesota Rules, Chapter 1361).

What health, safety and welfare requirements does this new law include?

Aside from the construction requirements of the unit, the temporary family health care dwelling must be located in an area on the property where “septic services and emergency vehicles can gain access to the temporary family health care dwelling in a safe and timely manner.”

What local ordinances and zoning apply to a temporary health care dwelling?

The new law states that ordinances related to accessory uses and recreational vehicle storage and parking do not apply to these temporary family health care dwellings.

⁹ The Legislature did not provide guidance on what represents “other comparable means”.

¹⁰ ANSI Code 119.2 has been superseded by NFPA 1192. For more information, the American National Standards Institute website is located at <https://www.ansi.org/>.

¹¹ New Minn. Stat. § 462.3593, subd. 2 sets forth all the structure criteria.

However, unless otherwise provided, setbacks and other local ordinances, charter provisions, and applicable state laws still apply. Because conflicts may arise between the statute and one or more of the city's other local ordinances, cities should confer with their city attorneys to analyze their current ordinances in light of the new law.

What permit process should cities follow for these permits?

The law creates a new type of expedited permit process. The permit approval process found in Minn. Stat. § 15.99 generally applies; however, the new law shortens the time frame within which the local governmental unit can make a decision on the permit. Due to the time sensitive nature of issuing a temporary dwelling permit, the city does not have to hold a public hearing on the application and has only 15 days (rather than 60 days) to either issue or deny a permit. For those councils that regularly meet only once a month, the law provides for a 30-day decision. The law specifically prohibits cities from extending the time for making a decision on the permit application. The new law allows the clock to restart if a city deems an application incomplete, but the city must provide the applicant written notice within five business days of receipt of the application identifying the missing information.

Can cities collect fees for these permits?

Cities have flexibility as to amounts of the permit fee. The law sets the fee at \$100 for the initial permit with a \$50 renewal fee, unless a city provides otherwise by ordinance

Can cities inspect, enforce and ultimately revoke these permits?

Yes, but only if the permit holder violates the requirements of the law. The statute allows for the city to require the permit holder to provide evidence of compliance and also authorizes the city to inspect the temporary dwelling at times convenient to the caregiver to determine compliance. The permit holder then has sixty (60) days from the date of revocation to remove the temporary family health care dwelling. The law does not address appeals of a revocation.

How should cities handle data it acquires from these permits?

The application data may result in the city possessing and maintaining nonpublic data governed by the Minnesota Government Data Practices Act. To minimize collection of protected health data or other nonpublic data, the city could, for example, request that the required certification of need simply state "that the person who will reside in the temporary family health care dwelling needs assistance with two or more instrumental activities of daily living", without including in that certification data or information about the specific reasons for the assistance, the types of assistance, the medical conditions or the treatment plans of the person with the mental illness or physical disability. Because of the complexities surrounding nonpublic data, cities should consult their city attorneys when drafting a permit application.

Should the city consult its city attorney?

Yes. As with any new law, to determine the potential impact on cities, the League recommends consulting with your city attorney.

Temporary Family HealthCare Dwellings

June 27, 2016

Page 7

Where can cities get additional information or ask other questions.

For more information, contact Staff Attorney Pamela Whitmore at pwhitmore@lmc.org or LMC General Counsel Tom Grundhoefer at tgrundho@lmc.org. If you prefer calling, you can reach Pamela at 651.281.1224 or Tom at 651.281.1266.

ORDINANCE NO. _____

CITY OF _____

**AN ORDINANCE OPTING-OUT OF
THE REQUIREMENTS OF
MINNESOTA STATUTES, SECTION 462.3593**

WHEREAS, on May 12, 2016, Governor Dayton signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings;

WHEREAS, subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations;

THE CITY COUNCIL OF THE CITY OF _____, **ORDAINS as follows:**

Section _____. **City Code, Section** _____ **is amended as follows:**

OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593:

SECTION _____. Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of _____ opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

SECTION _____. This Ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2016, by the City Council of the City of _____.

CITY OF _____

By: _____

ATTEST:

Val Alsaker

From: Rob Wolfington
Sent: Thursday, June 30, 2016 4:22 PM
To: Val Alsaker
Subject: FW: Project Cost and Electrical update
Attachments: 7608-19 Estimate with Risk JDK 6-29-16 update.xlsx

From: Knopf, Justin (DOT) [<mailto:Justin.Knopf@state.mn.us>]
Sent: Thursday, June 30, 2016 3:56 PM
To: Rob Wolfington
Subject: Project Cost and Electrical update

Rob,

Attached is my most recent cost estimate for the project. I have ran through it a couple times with a couple different people and now it is going down to estimating for review and comment. As you can see I have removed the items associated with the trail. I had a long conversation with Todd this morning and in the end he was ok with removing the trail from the plan. He is still requiring the ramps to be updated though (MnDOT Cost). You will be receiving some papers in the mail from our permits office requesting a Limited Use Permit be put in place for the trail though. Basically it states all maintenance and work associated with the path on MnDOT right of way is that of the city. Which isn't a big deal because you are already doing it. I did comment to Todd, Benson is very nice town which likes to keep things looking presentable. The path appears to be traveled often and the city will not let it get to a unsatisfactory condition.

Yesterday and Today I discussed the possible electrical wire issue with a few different people (construction, estimating, utilities, permits, and design build). I spoke with Brad who was actually on the construction inspection of the last ADA project in town. He said the electrical issue shouldn't be expected on the entire project. Maybe 3-4 blocks on Atlantic and 2-3 blocks on 14th (feel free to confirm with your electrical staff). Majority of the MnDOT staff/groups I spoke with agreed the time and money to put the utility agreement in place to possibly be used doesn't appear to be warranted for the possible work. Not to mention the automatic up front cost the city will incur form the contractor for having to "possibly" deal with it. All parties here at MnDOT, agreed the most logical option would be to continue with Benson responsible for installing/repairing the utility as required. Brad said he doesn't have an issue working with the contractor and the city to ensure people have time to make things work. If the work gets to be too much for the city, at that time you could privately hire someone to help do the work, or if needed we add a change order to the project and utilize MnDOT's contractor and bill the city at that time. At least with one of the options mentioned, the city will be paying for actual work. When you have time I would like to discuss this further with you and see if it is ok to proceed like this.

I am in meetings the rest of the day today, but in the office tomorrow morning. I'm out in the afternoon tomorrow for a Dr. appointment at the VA, but available by cell phone. I will return back on Wednesday. Feel free to call my cell anytime in between.

Have a Great 4th of July!

Justin

Justin Knopf
MnDOT District 4 - Detroit Lakes

Project Info	
SP Number	7608-19
Job #	T45674
TH	9,12,29
Project Manager:	Knopf

Template Instructions	
PM/Designer	
Estimating	cc

Estimate Sections	
Project Mgmt. R	
Engineering R	
Construction R	

Benson ADA Design-Build Project Estimate

District Estimate					Funding Sources		Comments
Item/Line No.	Description	Line Item Estimates		Unit	Source #1	City of Benson	Be specific. Give a good engineering explanation for each estimate, unless thoroughly explained by quantities. Address all significant 'incidental' percentages in comments.
PROJECT MANAGEMENT		Design % of Eng (B) and (C)	Total Item Cost	Unit	TBD		
1	Contract Management	2.30%	\$43,313	Lump Sum			From PAD. Based on DB History and Project Scope.
2	Quality Management	5.00%	\$94,158	Lump Sum			From PAD. Based on DB History and Project Scope. Quality management is notably challenging and will likely cost more than usual.
3	Human Resources Management	0.50%	\$9,416	Lump Sum			From PAD. Based on DB History and Project Scope.
4	Safety Management	0.20%	\$3,766	Lump Sum			From PAD. Based on DB History and Project Scope.
5	Public Information Management	0.30%	\$5,649	Lump Sum			From PAD. Based on DB History and Project Scope. Public Involvement may take up a larger percentage of the contract than usual.
Project Management Subtotal:			\$156,303				
B ENGINEERING							
		Design % of (B) and (C)	Total Item Cost	Unit			
8	Design Services	10%	\$167,707	Lump Sum			From PAD. Based on DB History and Project Scope. Difficult to project how teams will bid design on this project; paper requirements are fairly minimal, but the approval process that flows into quality oversight is rather extensive relative to the size of the project. Average number used.
9	Design Surveying	N/A	\$30,000	Lump Sum			Detailed survey complete but it may need to be supplemented. Construction surveying will cover most costs. \$30,000 should be sufficient.
14	Environmental Compliance	0.50%	\$8,385	Lump Sum			No wetlands and little 'water work' of any sort. Very minimal personnel cost.
15	Geotechnical Investigation		\$0	Lump Sum			Environmental drilling almost complete with groundwater found to be lower than most anticipated excavation on the project. No investigation or engineering judgment for
Engineering Subtotal:			\$206,092				
C CONSTRUCTION							
		Design QUANTITY	Design UNIT Cost	Total Item Cost	Unit		
6	Mobilization Design Build	(% of E & C)	\$134,166	Lump Sum	\$124,774.08	\$9,391.60	Cost included with Isthmus SEQ was 150K. The contract caps the cost at 8% of the construction cost, which is a similar amount. A field office is included. Cost share between MnDOT and City is 93/7
7	Insurance	(% of E & C)	\$15,094	Lump Sum	\$15,094		From PAD. Based on DB History and Project Scope; percentage assumed to be a bit larger than usual for a small project and small contractor.
16	Construction Surveying	1	\$75,000	Lump Sum	\$75,000		SP 7502-29 was an ADA project constructed in Morris in 2015. It had approximately 1200 hours/Crew Chief and Instrument Operator billed to construction surveying. The estimated cost was 125,000/hr for the crew. The Benson Project is approximately 25% larger in scale.
17	R/W - Construction Easements	1	\$0	Lump Sum			MnDOT will acquire all easements (TRCs) outside of the Contract.
18	Utilities	1	\$0	Lump Sum			No property rights held by private utilities. Still trying to determine if a MUA or cooperative agreement is needed for the project on the electrical items. If cooperative is selected, be aware if the times will go in this column or individual columns below (remove conduit, install wire, ect.)
19	Grading	1	\$227,797	Lump Sum			
2104.501.00016	Remove Storm Sewer Pipe	650	\$8	LF	\$5,135		Removal of Existing storm sewer in the intersection of 14th as shown on Basic config. Removal of existing storm sewer between Atlantic and Utah on 13th.
2104.501.00022	Remove Curb & Gutter	6055	\$5	LF	\$30,275	\$7,925	Amount on Isthmus SEQ and additional locations requested by the city (1585)
2104.503.00015	Remove Bituminous Walk	6800	\$1	SQ FT	\$4,760		Isthmus SEQ for Basic Configuration
2104.503.00021	Remove Concrete Walk	56900	\$3	SQ FT	\$157,613	\$5,203	Isthmus SEQ for Basic Configuration and additional location requested by the city. (1900)
2104.505.00108	Remove Concrete Driveway Pavement	1550	\$4	SQ YD	\$6,603		Isthmus SEQ from Basic Configuration
2104.505.00119	Remove Bituminous Driveway Pavement	200	\$6	SQ YD	\$1,154		Isthmus SEQ from Basic Configuration
2104.505.00120	Remove Bituminous Pavement	2025	\$3	SQ YD	\$6,703		Isthmus SEQ from Basic Configuration
2104.509.00104	Remove Curb Box	6	\$337	EA	\$2,022		Isthmus SEQ from Basic Configuration + 3 more for extra
2104.509.00105	Remove Casting	12	\$161	EA	\$1,934		Isthmus SEQ from Basic Configuration + 8 more for extra identified by Hydraulics/City
2104.505.00119	Remove Drainage Structure	9	\$370	EA	\$3,329		Isthmus SEQ from Basic Configuration
2104.509.00207	Remove Sign Panel Type D	10	\$81	EA	\$809		Item added to update signs on Signals
2104.523.00043	Salvage Sign Type C	42	\$90	EA	\$3,780		Isthmus SEQ from Basic Configuration
2104.523.00050	Salvage Sign Type Special	12	\$140	EA	\$1,680		Isthmus SEQ from Basic Configuration
2051.501.00010	Maint and Restoration of Haul Road	1	\$2,000	Lump Sum	\$2,000		Estimate included on original SEQ from Isthmus
20	Base Construction	1	\$76,512	Lump Sum	\$76,512		
2211.503.00060	Aggregate Base (CV) Class 6	50	\$25	CY	\$1,264	\$0.00	Isthmus SEQ from Basic Configuration
2232.603.00100	Mill & Patch Bituminous Pavement	6255	\$12	LIN FT	\$75,248	\$19,067.65	Isthmus SEQ from Basic Configuration + requests from the city (1585)
22	Bituminous Pavement	1	\$29,150.00	Lump Sum	\$29,150		
2360.501.22200	Type SP 12.5 Wearing Course Mix (3.B)	530	\$55.00	Ton	\$29,150	\$29,150.00	Isthmus SEQ from Basic Configuration + 275 ton for pavement between wisconsin and kansas
36	Pipe Culverts	1	\$0.00	Lump Sum	\$0		
38	Pipe Sewers	1	\$31,400.00	Lump Sum	\$31,400		
2503.901.00060	15" RC Pipe Sewer Class III	785	\$40.00	LIN FT	\$31,400	\$31,400	Estimated quantity to replace storm sewer at 14th/Atlantic and on 13th between Atlantic and Utah, and misc needed for ADA design
43	Drainage Structures	1	\$49,658.40	Lump Sum	\$49,658		
2506.901.00100	Construct Drainage Structure Design G or H	26	\$313.78	LIN FT	\$8,158		Isthmus SEQ from Basic Configuration
2506.501.00072	Casting Assembly	37	\$629.36	EA	\$23,286		Isthmus SEQ + 5 Castings since initial field walk
2506.516.00010	Connect into Existing Drainage Structure	8	\$1,371.97	EA	\$10,976		Isthmus SEQ from Basic Configuration
2506.602.00019	Repair Drainage Structure	6	\$1,206.34	EA	\$7,238		Isthmus SEQ from Basic Configuration
48	Walks	1	\$464,800.00	Lump Sum	\$464,800		
2521.618.00005	Concrete Walk	58100	\$8.00	SQ FT	\$464,800	\$437,760.00	Isthmus SEQ + 1900 SF between wisconsin and kansas for the city and 1200 SF from Sta 56+00 to Sunwall
49	Concrete Curbing	1	\$481,687.50	Lump Sum	\$481,688		
2531.901.00010	6" Concrete Driveway Pavement	1750	\$51.57	SQ YD	\$90,248		Isthmus SEQ from Basic Configuration
2531.507.00060	8" Concrete Driveway Pavement	750	\$57.22	SQ YD	\$42,915		Isthmus SEQ from Basic Configuration
2531.507.00080	Concrete Curb & Gutter	6255	\$35.00	LIN FT	\$218,925	\$163,450.00	Isthmus SEQ from Basic Configuration + requests from city (1585)
2531.618.00010	Truncated Domes	2160	\$60.00	SQ FT	\$129,600		Isthmus SEQ from Basic Configuration
57	Traffic Control	1	\$75,000.00	Lump Sum	\$75,000	\$69,750.00	Isthmus SEQ Cost share between MnDOT and City is 93/7
58	Traffic Signs and Devices	1	\$28,643.70	Lump Sum	\$28,644		
2564.531.00140	Sign Panel Type D	225	\$29.08	SF	\$6,543		Item added to update signs on Signals
2564.537.00014	Install Sign Panel Type D	10	\$440.07	EA	\$4,401		Item added to update signs on Signals
2564.537.00013	Install Sign Type C	42	\$250.00	EA	\$10,500		Item added to update signs on Signals
2564.537.00030	Install Sign Type Special	12	\$600.00	EA	\$7,200		Item added to update signs on Signals
59	Traffic Control Signals	1	\$40,000.00	Lump Sum	\$40,000		
2565.616.00101	Revise Signal System A	1	\$15,000.00	System	\$15,000	\$15,000	Isthmus SEQ - 14th Street Signal
2565.616.00102	Revise Signal System B	1	\$25,000.00	System	\$25,000	\$25,000	Isthmus SEQ - 13th Street Signal
62	Storm Water Management	1	\$16,250.00	Lump Sum	\$16,250		
2573.901.00005	Storm Drain Inlet Protection	65	\$250.00	EA	\$16,250	\$16,250	Isthmus SEQ from Basic Configuration
63	Controlling Erosion and Establishing Vegetation	1	\$81,172.60	Lump Sum	\$81,173		
2575.602.00700	Site Restoration	118	\$505.70	EA	\$59,673		Isthmus SEQ from Basic Configuration
2575.604.00700	Site Restoration	860	\$25.00	SQ YD	\$21,500	\$15,250.00	Isthmus SEQ + 250 SY for City of Benson items
Risk Adjustment			\$0	Lump Sum			See Risk Spreadsheet
Total Mob. & Ins.			\$149,259				
Construction Subtotal W/out Mob. & Ins.			\$1,677,071	Lump Sum	\$1,690,668.16	\$135,662.15	
Design-Build Contract Value (A+B+C)			\$2,188,725	Lump Sum	\$1,690,668	\$135,662	

MnDOT Benson

\$134,166.68 \$0.00

\$15,093.64 \$0.00

\$75,000.00 \$0.00

\$0.00 \$0.00

\$0.00 \$0.00

\$5,135.00 \$0.00

\$30,275.00 \$0.00

\$4,760.00 \$0.00

\$157,613.00 \$0.00

\$6,603.00 \$0.00

\$1,154.00 \$0.00

\$6,702.75 \$0.00

\$2,021.52 \$0.00

\$1,934.40 \$0.00

\$3,329.37 \$0.00

\$809.10 \$0.00

\$3,780.00 \$0.00

\$1,680.00 \$0.00

\$2,000.00 \$0.00

\$0.00 \$0.00

\$1,264.00 \$0.00

\$75,247.65 \$0.00

\$0.00 \$0.00

\$29,150.00 \$0.00

\$0.00 \$0.00

\$0.00 \$0.00

\$31,400.00 \$0.00

\$0.00 \$0.00

\$8,158.28 \$0.00

\$23,286.32 \$0.00

\$10,975.76 \$0.00

\$7,238.04 \$0.00

\$0.00 \$0.00

\$464,800.00 \$0.00

\$0.00 \$0.00

\$90,247.50 \$0.00

\$42,915.00 \$0.00

\$218,925.00 \$0.00

\$129,600.00 \$0.00

\$75,000.00 \$0.00

\$0.00 \$0.00

\$6,543.00 \$0.00

\$4,400.70 \$0.00

\$10,500.00 \$0.00

\$7,200.00 \$0.00

\$0.00 \$0.00

\$15,000.00 \$0.00

\$25,000.00 \$0.00

\$0.00 \$0.00

\$16,250.00 \$0.00

\$0.00 \$0.00

\$59,672.60 \$0.00

\$21,500.00 \$0.00

\$1,617,330.31

Total Construction Cost - Mobilization (Field Office) and Insurance \$1,617,070.99

Total Construction Cost - Mobilization, Insurance, field office and traffic control \$1,602,071

Total Construction Cost - Mobilization, field office and traffic control \$1,617,165

Project Construction Costs - Mobilization/Traffic Control/Field Office and Pro-Rata %
MnDOT - Mobilization, field office and traffic control \$1,496,144.08 92.52%
Benson - Mobilization, field office and traffic control \$121,020.55 7.48%

Total Project Costs (Section C)
Total MnDOT Const Cost \$1,690,668.16 92.57%
Total Benson Const Cost \$135,662.15 7.43%
\$1,826,330.31 \$0.00

Benson Cost (Const X 15%) \$156,011.47

Design-Build Estimate Template

Other Construction Project Costs			#VALUE!	Unit		
Change Orders	(% of C)			Lump Sum		
Right of Way		\$300,000		Lump Sum		Cost estimate from D4 Land Management for R/W acquisition. Includes costs to acquire to permanent parcels and upwards of 100 temp. easements. Also includes 150-200k for consultant services. Maybe it goes above?
Municipal Agreements (unless included in Construction items above)		TBD		Lump Sum		Benson Costs referenced above. Final cost to be (100% of City items + (total project cost share X (Mobilization, Traffic Control, Field Office))) X 1.15%. Still trying to determine how to address electrical utilities on the project. If an agreement is required various line items for removal and replacement of electrical will be needed.
Anticipated Contaminated Materials				Lump Sum		Environmental Bores show ground water with possible contaminant but well below general excavation depths
Asbestos Removal / Abatement				Lump Sum		
Bituminous Incentives				Lump Sum		
Concrete Incentives				Lump Sum		
Early Completion Incentives				Lump Sum		
Private Utilities (unless included in Construction items above)				Lump Sum		
Acceleration Costs (e.g. A+B, lane rental, etc.)				Lump Sum		
OJT Reimbursement				Hours		

Other Design-Build Costs				Unit		
Stipends to Unsuccessful Teams		\$15,000		Lump Sum		7,500 Per DB Team
AGC Technical Review Committee member compensation for TRC				Lump Sum		
Design Oversight Contract		\$200,000		Lump Sum		
Construction Oversight Contract	(About 5% of A + B + C)	#VALUE!		Lump Sum		
RFP Preparation Contract				Lump Sum		

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 31May2016

PAGE # 1

DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
GENERAL FUND REVENUES						
TAXES	1,194,655.01	1,216,655.41	6,520.71	5,158.49	1,198,531.00	0
ABATEMENTS	19,969.55	20,115.83	109.15	85.03		
LODGING TAXES	29,302.47	25,074.29	6,600.20	6,211.56	25,000.00	25
FRANCHISE FEES	79,717.57	206,704.15	61,883.09	73,601.03	205,000.00	36
BUSINESS LICENSES	7,915.00	8,032.50	8,995.00	7,995.00	7,500.00	107
NON-BUSINESS LICENSES	715.00	340.00	220.00	175.00	800.00	22
BUILDING PERMITS	25,130.60	14,893.08	9,145.10	1,127.40	20,000.00	6
LOCAL GOVERNMENT AID	952,025.00	980,033.00			988,807.00	
HOMESTEAD & AG CREDIT AID	142.32	310.09				
POLICE TRAINING REIMBURSEMENT	1,930.86	2,332.26			2,000.00	
INSURANCE PREMIUM TAX-FIRE	38,760.48	41,979.08		1,845.00	35,000.00	5
INSURANCE PREMIUM TAX-POLICE	51,407.90	53,170.71			40,000.00	
AIRPORT MAINTENANCE	32,232.62	25,362.73	4,125.91	5,637.04	24,257.00	23
TRANSIT REFUNDS	140,000.00	145,600.00	36,550.00	74,400.00	148,800.00	50
OTHER FED/STATE/LOCAL GRANTS	48,038.96	74,110.85	(16,852.18)	2,065.00	18,000.00	11
POLICE SERVICES	5,478.96	1,200.00	500.00	11,430.90	5,500.00	208
DARE REVENUES	36.00	30.00			1,500.00	
DOG POUND REVENUES	700.00	580.00	90.00	150.00	500.00	30
COPS IN SCHOOLS REIMBURSEMENT	39,532.50	38,934.00		378.00	33,000.00	1
TOWNSHIP FIRE CONTRACTS	61,669.00	63,522.00	63,522.00	48,487.00	65,460.00	74
FIRE DEPARTMENT CALLS	27,436.66	28,365.00	10,030.00	3,750.00	20,000.00	19
RESQUE SQUAD CALLS	1,065.25	4,609.51	1,100.00	233.50	2,000.00	12
BUILDING INSPECTIONS SERVICES	35,875.83	37,797.59	12,921.39	12,085.72	40,000.00	30
STREET REPAIR FEES	3,600.00	4,800.00	2,700.00	1,800.00	3,000.00	60
EQUIPMENT RENTALS	2,662.50				3,000.00	
WEED REMOVAL CHARGES	1,255.03	1,947.59			2,000.00	
SWIMMING POOL RECEIPTS	41,701.80	50,319.88	1,148.39	1,288.73	50,000.00	3
POOL CONCESSION SALES	7,893.02	11,183.46			11,000.00	
ARMORY USE FEES	7,885.00	9,132.50	3,558.75	3,491.25	8,000.00	44
PARK FEES	20,143.02	20,412.47	6,591.46	8,503.63	18,000.00	47
TREE REMOVAL RECEIPTS	4,445.43	5,660.00	550.00	(330.00)	2,000.00	(17)
BUS FARES	37,054.72	35,433.91	13,541.46	14,639.32	35,000.00	42
BUS SIGN ADVERTISING	720.00	740.00	300.00	240.00	600.00	40
HANGER RENTALS - AIRPORT	11,760.00	12,811.85	7,025.00	8,135.00	12,000.00	68
AIRPORT LAND REVENUES	7,196.00	7,790.00	6,995.00	6,995.00	7,000.00	100
SALE OF LOTS - CEMETERY	5,040.00	4,480.00	1,680.00	1,400.00	3,500.00	40
SODDING FEES - CEMETERY	720.00	640.00	160.00	300.00	600.00	50
CEMETERY MEMORIALS						
CEMETERY MONUMENT FEES	275.00	475.00	125.00	200.00	300.00	67
PARK SIGN RENTALS	255.00	190.00	45.00	90.00	200.00	45
COURT FINES	19,686.83	21,696.94	9,149.76	10,262.18	18,000.00	57
PARKING FINES	275.00	700.00	275.00	460.00	500.00	92

CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 31May2016

DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
SPECIAL ASSESSMENTS	116.42	147.60				
INTEREST EARNINGS	49,506.05	47,951.15	15,760.63	19,933.94	50,000.00	40
UNREALIZED GAIN (LOSS) ON INVEST	9,838.64	4,352.47	5,396.10	(624.75)		
PROPERTY RENTS	50.00			119.92		
CIVIC CENTER RENT	27,835.37	36,486.35	10,833.35	17,532.00	39,500.00	44
DONATIONS	5,930.00	23,397.24	2,422.24	2,675.00	1,000.00	268
SALE OF PROPERTY	2,925.53	4,590.00	4,590.00			
REFUNDS & REIMBURSEMENTS	53,927.22	51,164.59	22,242.17	13,514.86	20,000.00	68
REIMBURSEMENTS - GAS & OIL	34,553.69	24,947.18	6,254.89	9,171.95	25,000.00	37
OTHER REVENUE	3,652.72	12,364.72	911.78	1,307.55	5,000.00	26
MANAGEMENT FEE-EDA & RL FUND	16,288.00	16,647.00			16,000.00	
MANAGEMENT FEES - GARBAGE FUND	8,664.00	8,838.27	3,682.56	3,757.01	9,014.00	42
MANAGEMENT FEE - WATER FUND	37,800.00	38,555.91	16,064.98	16,386.24	39,327.00	42
MANAGEMENT FEE - ELECTRIC FUND	170,040.00	173,439.91	72,268.98	73,766.70	176,908.00	42
MANAGEMENT FEE - LIQUOR FUND	25,104.00	25,006.00	10,669.40	10,882.50	26,118.00	42
MANAGEMENT FEE - SEWER FUND	49,071.00	50,051.91	20,854.98	21,272.20	51,053.00	42
MANAGEMENT FEES - TAX INCREMENT						
TRANSFER FROM OTHER FUNDS	1,354.00	1,349.00			1,650.00	
TRANSFER FROM LIQUOR FUND	80,000.00	80,000.00	80,000.00		80,000.00	
TRANSFER FROM UTILITY FUND	104,898.00	84,989.00			90,000.00	
TOTAL GENERAL FUND REVENUES	3,647,860.53	3,863,043.98	531,257.25	501,985.90	3,686,925.00	14
GENERAL FUND EXPENDITURES						
MAYOR & COUNCIL						
SALARIES - CITY COUNCIL	15,530.00	15,845.00	6,555.00	6,690.00	16,000.00	42
PENSIONS	1,188.11	1,212.20	501.47	511.81	1,200.00	43
OFFICE SUPPLIES		140.92		203.77	100.00	204
MAYOR & COUNCIL CONTINGENCY	4,578.73				500.00	
TRAVEL EXPENSE	1,165.37	1,078.96	229.53	524.85	1,500.00	35
TRAINING & INSTRUCTION	1,110.00	625.00	65.00	1,244.71	1,000.00	124
PRINTING & PUBLISHING	4,129.16	4,443.16	1,963.50	1,135.62	4,500.00	25
OTHER INS - PUBLIC OFF LIAB	9,660.00	9,068.00	9,068.00	9,724.26	10,000.00	97
DUES & SUBSCRIPTIONS	8,475.00	8,971.00	5,596.00	5,596.00	8,500.00	66
TOTAL: MAYOR & COUNCIL	45,836.37	41,384.24	23,978.50	25,631.02	43,300.00	59
ADMINISTRATION & FINANCE						
SALARIES	271,435.66	275,398.18	115,133.23	118,371.56	274,000.00	43
PENSIONS	46,476.66	49,623.58	22,101.60	22,559.78	51,800.00	44
HEALTH, LIFE, DISB + CAFETERIA	58,347.64	61,152.64	24,231.50	32,654.84	64,400.00	51
OFFICE SUPPLIES	4,997.17	4,000.73	2,188.62	1,208.43	5,000.00	24
DUPLICATING & COPYING	2,791.10	2,938.31	1,246.72	1,019.31	4,000.00	25

06/16/16
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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 31May2016

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
POSTAGE	1,425.24	963.45	126.86	922.52	2,000.00	46
SAFETY AND DRUG TESTING	579.72	417.69		750.00	500.00	150
GAS & OIL	2,704.90	1,944.96	727.94	611.80	3,000.00	20
EQUIPMENT REPAIR PARTS	2,694.92	2,550.79	(32.66)	3,888.70	1,500.00	259
SMALL TOOLS AND EQUIPMENT	6,254.87	780.18		1,800.09	4,000.00	45
UTILITY CONTRACTED SERVICES	12,000.00	14,400.00	6,000.00	6,000.00	14,400.00	42
OTHER CONTRACTED SERVICES	8,902.06	12,373.45	6,731.50	4,371.25	15,000.00	29
CONSULTING SERVICES	27,791.81	31,091.26	22,278.26	22,676.11	20,000.00	113
TELEPHONE	8,998.61	8,942.67	3,722.83	3,778.48	10,000.00	38
TRAVEL EXPENSE	5,084.14	3,714.32	1,350.68	2,307.38	7,000.00	33
TRAINING & INSTRUCTION	2,092.73	1,393.52	1,153.52	1,361.43	2,500.00	54
PUBLIC INFORMATION		125.00				
INSURANCE	6,320.00	6,366.00	5,991.00	7,485.00	6,300.00	119
WORKERS COMPENSATION	1,811.00	1,540.00	1,540.00	1,893.22	2,000.00	95
DUES & SUBSCRIPTIONS	2,169.98	2,941.28	1,156.83	1,674.31	2,800.00	60
TOTAL: ADMINISTRATION & FINANCE	472,878.21	482,658.01	215,648.43	235,334.21	490,200.00	48
ELECTIONS						
TEMPORARY SALARIES	1,881.11	861.34			2,000.00	
OFFICE SUPPLIES	600.90	2,834.58		179.98	1,000.00	18
TOTAL: ELECTIONS	2,482.01	3,695.92		179.98	3,000.00	6
AUDITING & ACCTING SERVICES	20,675.00	21,550.00			22,500.00	
ASSESSING SERVICES CONTRACTED	17,292.00	17,292.00	17,292.00	18,832.00	17,500.00	108
CITY ATTORNEY						
OFFICE SUPPLIES	401.27	470.36	70.78	956.31	500.00	191
CITY ATTORNEY CONTRACT	21,152.50	20,297.00	6,988.00	10,173.00	25,000.00	41
TOTAL: CITY ATTORNEY	21,553.77	20,767.36	7,058.78	11,129.31	25,500.00	44
CITY HALL						
BUILDING MAINTENANCE & SUPPL	7,052.22	5,532.24	1,816.67	4,195.95	8,000.00	52
CONTRACTED SERV - CLEANING	3,835.30	3,980.40	1,680.00	1,928.38	4,000.00	48
INSURANCE	4,543.00	4,600.00	4,600.00		5,000.00	
UTILITIES	8,823.18	7,430.16	3,033.60	3,083.25	9,000.00	34
HEATING COST	5,560.28	3,059.35	2,067.94	1,803.90	5,000.00	36
TOTAL: CITY HALL	29,813.98	24,602.15	13,198.21	11,011.48	31,000.00	36

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
POLICE DEPARTMENT						
SALARIES	465,526.46	491,167.44	197,803.70	183,438.75	502,000.00	37
PENSIONS	85,082.75	97,759.59	40,433.44	38,037.01	98,300.00	39
HEALTH, LIFE & DISB INSURANCE	106,307.31	87,830.48	37,043.05	49,333.28	92,100.00	54
OFFICE SUPPLIES	4,853.73	5,805.64	3,669.60	3,725.51	5,000.00	75
GAS & OIL	26,165.30	18,807.98	7,688.67	5,981.91	22,000.00	27
OPERATING SUPPLIES	18,383.39	19,034.14	7,390.36	10,053.30	17,500.00	57
UNIFORM ALLOWANCE	13,966.04	7,733.81	3,382.46	2,934.02	10,000.00	29
PERSONNEL TESTING & RECRUIT INVESTIGATIONS	319.47	525.00	525.00	308.35	1,500.00	21
EQUIPMENT REPAIR PARTS	32,262.03	30,284.84	9,717.66	11,330.12	32,000.00	35
EQUIPMENT REPAIRS CONTRACTED	3,350.32	2,194.43	1,119.00	704.84	2,600.00	27
SMALL TOOLS & EQUIPMENT	5,291.30	11,795.01	3,023.90	3,698.05	8,000.00	46
CONTRACTED RECORDS MAINT	8,031.46	14,665.99	3,274.89	7,283.61	8,000.00	91
TELEPHONE	8,387.00	8,946.71	3,644.80	3,923.55	4,000.00	
DRUG EDUCATION & ENFORCEMENT	915.75	818.65	665.09		9,000.00	44
DARE EXPENDITURES	1,928.08	1,805.65	1,579.75	1,844.78	2,600.00	
TRAVEL EXPENSE	6,404.92	3,902.40	623.01	1,671.68	2,000.00	92
TRAINING & INSTRUCTION	6,387.57	6,209.93	1,351.24	3,803.19	4,000.00	42
INSURANCE	7,958.00	10,797.00	10,797.00	12,564.00	6,000.00	63
WORKERS COMPENSATION	12,546.00	10,778.00	10,778.00	13,956.82	11,000.00	114
RENTS	1,680.00	1,680.00	740.00	500.00	11,000.00	127
DUES & SUBSCRIPTIONS	2,161.00	3,457.00	3,038.00	2,203.00	1,600.00	31
DOG POUND EXPENSES	1,018.58	1,870.56	434.00	150.00	3,000.00	73
					1,700.00	9
TOTAL: POLICE DEPARTMENT	818,926.46	837,870.25	348,722.62	357,445.77	854,900.00	42
FIRE DEPARTMENT						
PART TIME - SALARIES	42,708.76	57,757.86	1,749.31	2,610.50	48,000.00	5
OFFICE SUPPLIES	384.53	184.79	75.80	252.03	500.00	50
GAS & OIL	2,050.28	1,949.12	823.40	852.30	2,600.00	33
OPERATING SUPPLIES	3,099.07	3,526.07	1,211.21	419.48	4,000.00	10
EQUIPMENT REPAIR PARTS	502.76	3,167.77	764.53	165.67	4,000.00	4
EQUIPMENT REPAIR CONTRACTUAL	6,046.65	3,021.68	725.43	4,409.88	5,000.00	88
RADIO REPAIRS CONTRACTED		1,792.95	441.98	1,148.25	1,000.00	115
BUILDING MAINTENANCE & SUPPL	2,885.04	4,535.98	2,409.76	3,122.35	3,000.00	104
BUILDING REPAIRS CONTRACTED	1,395.94					
SMALL TOOLS & EQUIPMENT	5,392.28	3,975.45	442.50	13,419.83	4,500.00	298
TELEPHONE	172.19	70.18	71.89			
CONTRACTED SERVICES	934.04	475.42	172.74	227.86		
TRAVEL EXPENSE	1,982.29	1,546.02	913.67	2,364.05	3,000.00	79
TRAINING & INSTRUCTION	3,752.80	5,308.64	3,735.00	3,270.00	5,000.00	65

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CITY OF BENSON
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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
INSURANCE	9,274.00	10,250.00	10,250.00	6,516.00	10,500.00	62
WORKERS COMPENSATION	6,390.00	5,773.00	5,773.00	6,495.44	6,000.00	108
UTILITIES	3,814.08	4,210.26	1,777.46	2,284.77	4,000.00	57
HEATING COST	3,876.26	2,267.33	1,620.01	1,149.33	4,000.00	29
HYDRANT RENTALS/FIRE SERVICE	10,000.00	10,000.00	4,166.65	4,166.65	10,000.00	42
DUES & SUBSCRIPTIONS	509.00	678.00	678.00	650.00	600.00	108
TOTAL: FIRE DEPARTMENT	105,169.97	120,490.52	37,802.34	53,524.39	115,700.00	46
BUILDING DEPARTMENT						
SALARIES	47,200.56	48,546.52	18,897.16	19,072.00	49,000.00	39
PENSIONS	9,193.66	9,814.28	3,869.57	3,798.49	9,300.00	41
HEALTH, LIFE AND DISABILITY	11,537.44	11,866.60	4,922.87	6,689.06	14,490.00	46
GAS	637.66	294.86	115.19	65.82	500.00	13
OPERATING SUPPLIES	2,532.96	1,488.80	590.67	84.42	1,600.00	5
CONTRACTED SERV.-OTHER EXPENSE	4,976.50	327.00	327.00		1,000.00	
TELEPHONE	721.07	770.65	414.66	255.58	750.00	34
TRAVEL EXPENSE	4,272.90	4,714.44	2,213.20	2,083.58	4,000.00	52
TRAINING & INSTRUCTION	469.59	979.79	979.79	1,066.00	600.00	178
DUES & SUBSCRIPTIONS	60.00	75.00	75.00	75.00	100.00	75
TOTAL: BUILDING DEPARTMENT	81,602.34	78,877.94	32,405.11	33,189.95	81,340.00	41
HIGHWAY STREETS & ROADS						
SALARIES	214,917.23	227,546.22	79,847.18	81,616.86	241,800.00	34
PENSIONS	38,859.67	41,984.89	14,970.43	15,245.11	43,600.00	35
HEALTH, LIFE & DISB INSURANCE	26,026.27	24,244.67	10,437.44	14,999.62	28,950.00	52
OFFICE SUPPLIES	28.71	5.99	5.99		80.00	
GAS & OIL	42,920.95	35,319.31	11,379.35	9,937.16	28,000.00	35
OPERATING SUPPLIES	8,886.12	12,036.76	2,998.33	6,146.13	11,000.00	56
STREET MARKINGS & SIGNS	7,932.16	2,707.45	2,397.60	2,062.36	6,000.00	34
SHOP SUPPLIES	495.18	1,144.39	466.48	998.97	1,000.00	100
EQUIPMENT REPAIR PARTS	16,089.90	9,325.59	3,856.95	2,767.34	20,000.00	14
TIRES	5,273.39	5,262.72	5,262.72	4,832.50	10,000.00	48
EQUIPMENT REPAIRS CONTRACTED	4,553.23	11,228.01	2,815.98	598.56	8,000.00	7
STREET MAINTENANCE-MATERIALS	7,857.94	15,170.57	324.00	1,911.42	30,000.00	6
STREET MAINT.- SEALCOATING		77,705.54	5,730.00	5,134.08	50,000.00	10
SNOW REMOVAL	13,845.11	2,101.62		5,797.01	15,000.00	39
FLOOD CONTROL						
BUILDING MAINTENANCE & SUPPL	1,318.18	9,107.01	6,628.50	5,166.13	2,500.00	207
SMALL TOOLS & EQUIPMENT	6,078.39	5,829.78	4,729.78	1,133.35	5,000.00	23
TELEPHONE	900.00	900.00	375.00	375.00	900.00	42
TRAVEL EXPENSE	310.38	76.73		221.36	450.00	49

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
TRAINING & INSTRUCTION	1,009.34	968.31	798.31	618.91	1,000.00	62
INSURANCE	14,871.00	14,400.00	14,400.00	11,599.00	15,000.00	77
WORKERS COMPENSATION	14,202.00	15,191.55	15,191.55	13,781.34	16,000.00	86
UTILITIES	5,787.08	4,485.23	2,292.48	2,760.83	5,000.00	55
HEATING COST	3,480.42	2,367.88	1,496.90	1,966.79	3,000.00	66
STREET LIGHTING UTILITIES	60,326.58	62,926.74	27,006.95	25,589.16	62,000.00	41
LAUNDRY	949.62	876.35	365.93	460.16	1,000.00	46
TOTAL: STREET DEPARTMENT	496,918.85	582,913.31	213,777.85	215,719.15	605,280.00	36
ORGANIZED RECREATION						
MANAGEMENT FEES	18,430.99	18,582.60			19,500.00	
SENIOR CITIZEN PROGRAM	10,766.49	15,938.65	5,579.76	18,275.81	10,500.00	174
TOTAL: ORGANIZED RECREATION	29,197.48	34,521.25	5,579.76	18,275.81	30,000.00	61
SWIMMING POOL						
TEMPORARY SALARIES	39,028.96	44,254.69		68.00	46,000.00	0
PENSIONS	2,985.72	3,385.56		5.21	3,600.00	0
OPERATING SUPPLIES	6,236.94	10,003.65	3,246.99	2,837.77	8,200.00	35
BUILDING MAINTENANCE & SUPPL	18,932.87	11,558.10	1,895.25	7,550.38	22,000.00	34
BUILDING REPAIRS CONTRACTED	767.15	5,378.30			1,000.00	
CONCESSION SUPPLIES	8,480.53	9,313.34	2,038.42	2,161.96	10,000.00	22
TELEPHONE	556.58	590.63	339.70	168.95	600.00	28
INSURANCE	7,657.00	7,963.00	7,963.00	12,521.79	8,300.00	151
UTILITIES	9,989.60	10,351.54	688.44	1,222.92	11,500.00	11
HEATING COST	7,793.11	5,518.99	142.93	47.44	8,000.00	1
TOTAL: SWIMMING POOL	102,428.46	108,317.80	16,314.73	26,584.42	119,200.00	22
ARMORY						
OPERATING SUPPLIES	129.79	10.40	10.40	41.94	500.00	8
BUILDING MAINT & SUPPLIES	1,512.86	2,620.24	1,053.93	420.37	3,000.00	14
CONTRACTED SERVICES	13,049.93	11,986.30	11,675.10	181.55	2,000.00	9
TELEPHONE	484.34	492.25	203.83	207.97	500.00	42
INSURANCE	1,610.00	1,960.00	1,960.00	3,761.00	2,000.00	188
UTILITIES	1,891.83	2,361.95	1,076.89	937.78	2,000.00	47
HEATING COST	3,053.42	1,349.54	895.68	925.21	2,500.00	37
TOTAL: ARMORY	21,732.17	20,780.68	16,875.83	6,475.82	12,500.00	52

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
PARKS						
SALARIES	91,719.42	99,199.20	39,058.66	37,925.71	93,300.00	41
PENSIONS	13,830.19	14,430.67	6,439.70	5,840.12	14,700.00	40
HEALTH, LIFE & DISB INSURANCE	12,618.57	12,776.41	4,711.40	7,875.75	15,460.00	51
MOSQUITO SPRAY & SUPPLIES	4,148.71	8,697.40	8,697.40	12,000.00	8,000.00	150
CHEMICALS & CHEM SUPPLIES	725.68	2,286.95	217.52	5,479.73	8,000.00	68
GAS & OIL	10,242.06	8,208.66	2,085.94	1,355.05	10,000.00	14
OPERATING SUPPLIES	14,308.35	17,458.67	5,691.96	6,163.53	15,000.00	41
LANDSCAPING MATERIALS	2,151.86	5,047.70	3,152.61	1,661.90	7,000.00	24
EQUIPMENT REPAIR PARTS	11,852.83	11,695.61	5,844.19	4,650.31	12,000.00	39
EQUIPMENT REPAIRS CONTRACTED	2,076.15	1,526.31	400.61	797.16	2,000.00	40
BUILDING REPAIR AND MAINT	6,411.66	31,436.31	14,867.23	8,010.82	3,500.00	229
SMALL TOOLS & EQUIPMENT	20,885.18	12,536.33	5,205.58	1,630.38	18,000.00	9
CONTRACTED SERVICES-MOWING	5,622.08	7,530.60	971.39	1,289.73	5,500.00	23
CONTRACTED SERVICES-TREE REMOV	25,801.06	29,645.63	2,321.00	3,000.00	28,000.00	11
CONTRACTED SERVICES-OTHER	7,030.00	5,995.00	1,595.00	1,380.00	5,000.00	28
TELEPHONE	794.91	884.79	332.83	338.50	800.00	42
TRAVEL EXPENSE	390.76	183.38	123.00	177.67	500.00	36
TRAINING & INSTRUCTION	776.64	111.00	31.00	131.47	500.00	26
INSURANCE	17,132.00	16,843.25	16,843.25	28,175.64	17,800.00	158
UTILITIES	9,171.47	8,222.09	3,003.07	2,623.56	8,000.00	33
RENT	1,800.00	1,800.00	750.00			
CEMETERY	12,076.49	7,370.97	7,092.66	2,134.02	5,000.00	43
TOTAL: PARK DEPARTMENT	271,566.07	303,886.93	129,436.00	132,641.05	278,060.00	48
LODGING TAX EXPENSES	22,970.84	28,865.04	5,559.88	2,100.13	31,750.00	7
PROPERTY TAX ABATEMENTS	26,863.55	17,425.08				
NOT ALLOCATED	15,630.88	14,664.96	8,532.60	7,177.91	10,000.00	72
PUBLIC TRANSIT						
SALARIES	90,627.63	99,195.21	38,260.70	40,025.24	100,000.00	40
PENSIONS	13,921.33	15,956.28	6,272.97	6,457.97	16,000.00	40
HEALTH, LIFE & DISB INSURANCE	16,845.77	17,044.18	7,949.22	9,558.49	18,225.00	52
GAS & OIL	23,453.97	14,609.42	6,659.46	5,449.89	23,000.00	24
PERSONNEL TESTING	1,125.00					
OPERATING SUPPLIES	1,013.18	2,348.06	893.36	722.80	1,500.00	48
EQUIPMENT REPAIR PARTS	7,124.87	11,761.84	6,039.10	5,824.82	8,000.00	73
TIRES	2,133.36	1,592.10	1,592.10	1,683.00	3,000.00	56
TELEPHONE	498.07	507.69	211.13	214.56	600.00	36
TRAVEL EXPENSE	681.63	159.88		416.60	600.00	69

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
TRAINING & INSTRUCTION	155.00	155.00	155.00	155.00	200.00	78
ADVERTISING					500.00	
INSURANCE	8,540.11	5,450.00	5,450.00	5,850.00	5,500.00	106
WORKERS COMPENSATION	4,331.00	4,250.70	4,250.70	3,670.43	4,500.00	82
RENT	4,500.00	4,500.00	1,875.00			
DUES AND SUBSCRIPTIONS						
TOTAL: PUBLIC TRANSIT	174,950.92	177,530.36	79,608.74	80,028.80	181,625.00	44
AIRPORT						
SALARIES	2,500.00	2,500.00			2,500.00	
PENSIONS	192.00	192.00			500.00	
GAS	36,217.03	25,243.30		10,268.70	23,000.00	45
OPERATING SUPPLIES	2,404.07	607.28	575.00	268.76	3,000.00	9
BUILDING MAINTENANCE & SUPPL	12,151.63	8,138.13	2,384.56	2,063.40	5,000.00	41
MANAGEMENT FEES	4,390.00	4,200.00	1,750.00	1,750.00	4,500.00	39
CONTRACTED SERVICES	3,720.38	30.00			500.00	
TELEPHONE	871.60	896.32	371.82	381.60	900.00	42
INSURANCE	5,273.00	5,683.00	5,683.00	2,529.00	5,600.00	45
UTILITIES	8,565.99	7,875.94	3,354.31	3,809.61	9,000.00	42
HEATING COST	1,279.27	809.00	447.42	549.54	1,000.00	55
TOTAL: AIRPORT	77,564.97	56,174.97	14,566.11	21,620.61	55,500.00	39
TRANSFERS						
TRANSFER TO LIBRARY FUND						
TRANSFER TO FIRE DEPT BOND FND						
TRANS TO CAPITAL OUTLAY FUND	520,000.00	533,000.00			500,000.00	
TRANS TO GOLF CLUB	4,180.00	140,469.31		51,240.00	60,000.00	85
TRANSFER TO CONCRETE PROJECTS	15,000.00	15,000.00			15,000.00	
TRANS TO STORM WATER FUND						
TRANS TO FIRE RELIEF FUND	50,563.48	52,979.08		1,845.00	45,000.00	4
TRANS TO OTHER FUNDS		27,796.58		43,451.15		
TRANS TO CIVIC CENTER	26,000.04	32,708.35	10,833.35	15,625.00	37,500.00	42
TOTAL GENERAL FUND EXPENDITURES	3,471,797.82	3,796,222.09	1,197,190.84	1,369,062.96	3,666,355.00	37
TOTAL REVENUES LESS EXPENDITURES	176,062.71	66,821.89	(665,933.59)	(867,077.06)	20,570.00	(4215)

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
LIBRARY FUND						
TAXES	106,765.61	109,579.28	582.75	464.48	112,142.00	0
INTEREST EARNINGS						
RENTALS						
DONATIONS	1,052.44	1,830.52	620.10	545.70		
BUILDING DONATIONS						
SALE OF PROPERTY						
REFUNDS & REIMBURSEMENTS	2,792.72	2,448.79	963.89	922.93	2,000.00	46
TRANSFER FROM GENERAL FUND						
TRANSFER FROM OTHER FUNDS	364.00	310.98			400.00	
TOTAL LIBRARY FUND REVENUES	110,974.77	114,169.57	2,166.74	1,933.11	114,542.00	2
EXPENDITURES						
OFFICE & OPERATING SUPPLIES	5,101.08	3,299.49	1,365.77	1,923.40	5,000.00	38
EQUIPMENT REPAIRS						
BUILDING MAINTENANCE & SUPPL	8,523.06	4,130.47	1,385.75	2,914.86	6,000.00	49
BUILDING REPAIRS CONTRACTED						
MANAGEMENT FEES-PIONEERLAND	77,097.00	79,410.00	39,705.00	20,448.00	81,792.00	25
CONTRACTED SERV - CLEANING	4,740.00	4,345.00	1,975.00	2,370.00	5,000.00	47
TELEPHONE	903.24	923.85	384.23	391.68	1,000.00	39
TRAVEL	357.36	109.63			750.00	
INSURANCE	3,864.00	4,400.00	4,400.00	4,186.00	4,500.00	93
UTILITIES	2,452.37	2,526.30	893.96	988.48	5,000.00	20
HEATING COST	2,585.72	2,345.91	1,212.01	813.32	2,500.00	33
CAPITAL OUTLAY	41,468.85					
CAPITAL OUTLAY - BOOKS	3,538.23	4,119.09			3,000.00	
TOTAL LIBRARY FUND EXPENDITURES	150,630.91	105,609.74	51,321.72	34,035.74	114,542.00	30
TOTAL REVENUES LESS EXPENDITURES	(39,656.14)	8,559.83	(49,154.98)	(32,102.63)		

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
*** WATER FUND ***						
SALE OF SERVICE	563,912.47	572,678.48	225,812.29	241,174.15	592,000.00	41
CONNECTION FEES	250.00	750.00	750.00		250.00	
FIRE SERVICE FEE	10,000.00	10,000.00	4,166.65	4,166.65	10,000.00	42
REFUNDS & REIMBURSEMENTS	4,851.06	2,622.46	2,350.30	12,761.34	3,500.00	365
TOTAL REVENUES	579,013.53	586,050.94	233,079.24	258,102.14	605,750.00	43
EXPENDITURES						
SALARIES	109,447.75	103,334.84	40,369.85	41,554.81	119,000.00	35
EARNED BENEFITS	1,077.65	2,184.18			1,400.00	
FRINGE BENEFITS	39,111.23	42,053.41	15,726.04	19,761.86	45,620.00	43
OFFICE SUPPLIES	334.35	143.80	57.48	99.28	500.00	20
CHEMICALS & CHEMICAL SUPPLIES	17,830.85	24,503.24	9,009.25	11,206.63	25,000.00	45
GAS & OIL	3,698.41	2,616.64	1,254.58	1,965.82	3,500.00	28
OPERATING SUPPLIES	7,636.77	2,895.05	563.86	2,572.49	5,500.00	47
LABORATORY AND TESTING	1,398.00	377.01	182.79	1,333.98	4,000.00	33
EQUIPMENT REPAIR & MAINTENANCE	3,707.28	329.18	158.97	1,534.09	5,500.00	28
MAINTAIN SYSTEM	65,319.34	28,834.57	16,518.26	6,184.20	39,000.00	16
BUILDING REPAIR & MAINTENANCE	1,224.62	1,007.06	162.99	1,305.45	2,000.00	65
MANAGEMENT FEES	37,800.00	38,556.00	16,065.00	16,386.25	39,327.00	42
TELEPHONE	2,017.28	1,961.64	812.50	809.60	2,000.00	40
TRAVEL	698.59	411.27	388.19	603.27	1,000.00	60
TRAINING	1,341.60	599.52	599.52	536.27	2,000.00	27
MARKETING	569.02	608.66			600.00	
INSURANCE	8,630.00	8,751.20	3,600.00	1,754.70	6,800.00	26
WORK COMP INSURANCE	145.00	766.80		1,493.95	3,500.00	43
ELECTRIC UTILITIES	26,063.68	25,192.40	10,904.61	10,685.05	25,000.00	43
DEPRECIATION	190,169.86	195,483.23	77,847.35	80,695.67	190,000.00	42
MISCELLANEOUS	5,724.72	13,758.91	10,561.93	3,437.43	5,000.00	69
INTERDEPARTMENTAL CHARGES	12,375.00	12,375.00	5,156.25	5,156.25	12,375.00	42
TOTAL EXPENDITURES	536,321.00	506,743.61	209,939.42	208,077.05	538,622.00	39
OPERATING PROFIT/(LOSS)	42,692.53	79,307.33	23,139.82	50,025.09	67,128.00	75

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
OTHER INCOME & EXPENSE						
INTEREST INCOME	7,723.94	9,213.27	3,733.95	4,297.61	9,000.00	48
CONTRIBUTED CAPITAL DEPRECIAT'N						
GAIN/LOSS ON FIXED ASSET SALE	340.99	21,500.00	21,500.00			
INTEREST EXPENSE	(70,437.92)	(61,016.01)	(7,604.58)	(7,653.76)	(62,268.00)	12
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	(19,680.46)	49,004.59	40,769.19	46,668.94	13,860.00	337

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
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*** SEWER FUND ***						
SALE OF SERVICE	825,195.71	799,168.05	338,713.12	348,169.42	884,800.00	39
CONNECTION FEES	2,500.00	6,000.00	6,000.00		2,000.00	
REFUNDS & REIMBURSEMENTS	1,570.65	3,601.39	1,582.96	391.44	2,700.00	14
TOTAL REVENUES	829,266.36	808,769.44	346,296.08	348,560.86	889,500.00	39
EXPENDITURES						
SALARIES	6,036.69	7,904.36	2,949.09	2,339.58	14,800.00	16
EARNED BENEFITS	1,225.71	2,136.96			1,200.00	
FRINGE BENEFITS	2,126.96	2,781.76	823.45	1,062.38	4,725.00	22
OFFICE SUPPLIES					200.00	
CHEMICALS & CHEMICAL SUPPLIES	33,090.80	39,488.72	12,269.52	8,588.06	35,000.00	25
GAS & OIL	3,117.38	1,502.08	376.14	436.34	3,000.00	15
OPERATING SUPPLIES	1,166.78	729.59	575.91	594.79	1,200.00	50
LABORATORY AND TESTING		1,182.56	338.16	697.19		
CONTRACTED SERVICES-TESTING	356.50					
EQUIPMENT REPAIR & MAINTENANCE	12,781.76	16,332.12	11,338.39	5,889.27	15,000.00	39
MAINTAIN SYSTEM	52,092.62	28,709.58	13,001.89	13,091.99	34,000.00	39
BUILDING REPAIR & MAINTENANCE	5,395.52	5,075.96	1,092.87	872.70	6,000.00	15
CONTRACTED OPERATIONS	256,505.00	241,332.00	100,555.00	100,555.00	243,000.00	41
MANAGEMENT FEES	49,071.00	50,052.00	20,855.00	21,272.20	51,053.00	42
TELEPHONE	234.64	219.25	91.40	79.88	300.00	27
TRAVEL	163.26	434.24	434.24	379.44	300.00	126
TRAINING	330.43	333.00	323.00	823.33	500.00	165
INSURANCE	12,951.00	10,711.00	5,396.25	7,468.80	12,000.00	62
WORK COMP INSURANCE				151.26		
ELECTRIC UTILITIES	45,452.50	50,641.47	21,391.35	22,063.76	52,500.00	42
HEAT	6,291.40	4,178.50	2,770.70	2,016.34	6,500.00	31
DEPRECIATION	328,486.16	335,302.46	132,600.75	137,325.27	328,000.00	42
MISCELLANEOUS	5,973.53	5,511.23	1,703.44	4,318.26	4,000.00	108
INTERDEPARTMENTAL CHARGES	21,360.00	21,360.00	8,900.00	8,900.00	21,360.00	42
TOTAL EXPENDITURES	844,209.64	825,918.84	337,786.55	338,925.84	834,638.00	41
OPERATING PROFIT/(LOSS)	(14,943.28)	(17,149.40)	8,509.53	9,635.02	54,862.00	18

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
OTHER INCOME & EXPENSE						
SPECIAL ASSESSMENTS						
INTEREST INCOME	1,035.63	1,354.15	633.39	21.84	1,000.00	2
CONTRIBUTED CAPITAL DEPRECIAT'N						
INTEREST EXPENSE	(75,877.57)	(62,478.03)	(7,569.95)	(7,472.68)	(64,426.00)	12
GAIN/LOSS ON DISPOSAL OF ASSET						
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	(89,785.22)	(78,273.28)	1,572.97	2,184.18	(8,564.00)	(26)

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
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*** GARBAGE COLLECTION FUND ***						
REVENUES						
SALE OF GARBAGE TAGS	3,671.86	4,214.48	1,331.52	784.89	3,500.00	22
GARBAGE BILLINGS	162,333.75	162,183.99	67,328.99	67,991.74	163,000.00	42
OTHER REVENUE	435.59	188.02	161.22	66.31	200.00	33
TOTAL REVENUES	166,441.20	166,586.49	68,821.73	68,842.94	166,700.00	41
EXPENDITURES						
OPERATING SUPPLIES	1,195.20	1,632.48	1,596.42	1,537.87	1,100.00	140
MANAGEMENT FEES	8,664.00	8,838.00	3,682.50	3,757.00	9,014.00	42
CONTRACTED GARBAGE PICKUP	103,944.00	103,944.00	43,310.00	43,310.00	114,000.00	38
REFUSE DISPOSAL	43,956.80	43,899.40	16,566.40	31,376.74	105,300.00	30
UNCOLLECTABLE ACCOUNTS	762.40	1,273.86			1,000.00	
TOTAL EXPENDITURES	158,522.40	159,587.74	65,155.32	79,981.61	230,414.00	35
OPERATING PROFIT/(LOSS)	7,918.80	6,998.75	3,666.41	(11,138.67)	(63,714.00)	17
INTEREST INCOME	2,079.30	2,192.64	898.15	1,008.14	2,000.00	50
NET INCOME/(LOSS)	9,998.10	9,191.39	4,564.56	(10,130.53)	(61,714.00)	16
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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
*** ELECTRIC FUND ***						
REVENUES						
SALE OF SERVICE	3,089,034.35	3,084,915.90	1,311,628.88	1,224,047.65	3,085,000.00	40
MISCELLANEOUS	41,247.24	36,286.31	12,816.59	9,666.27	32,000.00	30
ADMINISTRATIVE SERVICES	12,000.00	14,400.00	6,000.01	6,000.00	14,400.00	42
INTERDEPARTMENTAL CHARGES	33,735.00	33,735.00	14,056.25	14,056.25	33,735.00	42
REFUNDS AND REIMBURSEMENTS	25,810.72	21,069.25	2,629.22	2,459.52	10,000.00	25
CONSERVATION REBATES	26,529.00	9,048.00	2,695.00	8,109.20	12,000.00	68
TRANSMISSION REVENUE	5,577.41	4,330.63	871.59	3,143.55	82,000.00	4
GENERATION CAPACITY REVENUE	16,910.00					
DEDICATED CAPACITY REVENUE	313,000.00	324,400.00	134,000.00	136,000.00	325,000.00	42
GENERATION SALES	9,074.21	8,407.89	2,263.09	1,361.28	9,000.00	15
BACKUP POWER AGREEMENT	610,634.97	529,888.11	123,171.72	245,990.35	550,000.00	45
TOTAL REVENUES	4,183,552.90	4,066,481.09	1,610,132.35	1,650,834.07	4,153,135.00	40
EXPENDITURES						
POWER PRODUCTION						
GAS & OIL	174.00	13,650.00			30,000.00	
OPERATING SUPPLIES						
EQUIPMENT REPAIR & MAINTENANCE	54,537.73	47,697.09	17,660.08	13,491.50	65,000.00	21
BUILDING REPAIR & MAINT	4,886.29	1,451.35	967.37	436.74	2,500.00	17
MANAGEMENT FEES-POWER PRODUCT	17,004.00	17,344.10	7,227.00	7,371.00	17,690.00	42
MRES-OPERATION & MAINT	21,703.19	23,580.14	7,083.21	6,976.63	23,000.00	30
CONTRACTED SERVICES						
UTILITIES	34,197.21	39,563.02	20,613.78	15,774.67	35,000.00	45
MISCELLANEOUS						
TOTAL POWER PRODUCTION	132,502.42	143,285.70	53,551.44	44,050.54	173,190.00	25
PURCHASED POWER						
PURCHASED POWER	1,499,408.78	1,451,753.31	605,311.48	549,287.72	1,470,000.00	37
WHEELING	268,671.70	280,504.09	116,730.35	140,797.70	355,000.00	40
BACKUP POWER AGREEMENT COSTS	258,777.47	271,373.09	106,702.80	124,004.68	350,000.00	35
TOTAL PURCHASED POWER	2,026,857.95	2,003,630.49	828,744.63	814,090.10	2,175,000.00	37

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TRANSMISSION						
MAINTENANCE OF TRANS LINE					1,000.00	
MANAGMENT FEES-TRANSMISSION	17,004.00	17,344.10	7,227.00	7,371.00	17,690.00	42
MRES-STATION & MAINT	755.85	1,436.58	416.66	593.76	2,500.00	24
OTHER CONTRACTED SERVICES						
TOTAL TRANSMISSION	17,759.85	18,780.68	7,643.66	7,964.76	21,190.00	38
DISTRIBUTION						
MRES - OFFICE ADDER	38,615.77	32,165.01	8,622.09	8,907.87	32,000.00	28
GAS & OIL	8,962.12	6,169.39	2,850.67	1,870.11	8,000.00	23
OPERATING SUPPLIES	15,902.44	15,198.41	6,456.64	4,602.09	14,000.00	33
EQUIPMENT REPAIRS & MAINT	30,795.30	19,522.52	12,359.32	9,320.47	22,000.00	42
MAINTAIN SYSTEM	31,937.99	42,260.11	5,976.71	6,253.82	38,000.00	16
MAINTAIN STREET LIGHTS	27,335.38	7,525.01	3,914.50	1,920.28	20,000.00	10
BUILDING REPAIR & MAINTENANCE	1,268.04	5,250.29	3,166.52	792.21	7,000.00	11
MANAGEMENT FEES-DIST	51,012.00	52,032.50	21,680.50	22,113.50	53,072.00	42
MISSOURI RIVER CLEARING			84,285.30	91,491.02		
MRES DISTRIBUTION	373,542.47	414,563.03	101,671.88	101,836.51	410,000.00	25
OTHER CONTRACTED SERVICES	8,419.52	18,802.63	8,379.88	1,339.86	15,000.00	9
TELEPHONE	3,555.71	4,291.25	1,393.18	1,329.31	5,000.00	27
TRAVEL EXPENSE	6,348.42	7,675.09	2,085.16	3,671.16	8,000.00	46
TRAINING	10,263.81	8,010.20	2,944.86	4,188.65	7,500.00	56
ELECTRIC UTILITIES	16,258.96	13,955.02	9,165.31	3,169.16	13,000.00	24
HEAT	1,073.04	2,923.64	2,291.72	1,401.60	3,000.00	47
MISCELLANEOUS	310.31	51.62	18.62		1,000.00	
TOTAL DISTRIBUTION	625,601.28	650,395.72	277,262.86	264,207.62	656,572.00	40
ADMINISTRATION						
SALARIES	84,263.50	89,099.93	35,199.64	35,735.74	94,700.00	38
EARNED BENEFITS	(3,045.71)	1,885.18			1,550.00	
FRINGE BENEFITS	37,824.30	41,890.55	16,848.81	19,134.37	43,785.00	44
OFFICE SUPPLIES	13,274.29	17,326.89	7,986.31	6,837.70	16,000.00	43
POSTAGE	1,350.95	962.46	225.40	823.40	2,000.00	41
GAS	187.45	63.26		40.97	500.00	8
MANAGEMENT FEES	76,518.00	78,048.80	32,521.50	33,169.50	79,606.00	42
MRES-NON UTILITY CHARGES	62,283.20	68,907.66	27,853.69	30,860.44	65,000.00	47
CONTRACTED SERVICES	7,192.62	6,162.07	3,656.47	1,345.45	11,000.00	12
DATA PROCESSING SERVICES	20,829.79	18,341.02	1,292.00	10,326.28	25,000.00	41
BILL PRINT SERVICES	13,347.21	13,832.61	5,671.96	5,561.83	14,400.00	39
TELEPHONE	7,037.84	7,424.08	3,174.59	3,047.36	8,000.00	38
TRAVEL EXPENSE	1,775.63	1,422.36	84.93	1,032.43	2,000.00	52

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TRAINING & INSTRUCTION	425.00	1,257.00		585.00	1,800.00	33
MARKETING	7,633.69	9,224.29	2,649.70	2,500.96	9,000.00	28
INSURANCE	27,721.00	28,845.00	11,608.75	16,792.00	28,000.00	60
DEPRECIATION	521,585.45	524,463.47	194,703.65	207,035.73	510,000.00	41
MISCELLANEOUS						
BAD DEBTS	28,625.45	11,468.28		100.00	12,000.00	1
DUES & SUBSCRIPTIONS	6,151.33	5,963.00	5,963.00	5,936.00	6,500.00	91
MRES-LOAD MANAGEMENT	9,276.39	11,929.15	2,986.06	2,894.56	12,000.00	24
LOAD MANAGEMENT/CONSERVATION	48,444.86	29,745.50	11,063.50	16,029.50	35,846.00	45
TOTAL ADMINISTRATION	972,702.24	968,262.56	363,489.96	399,789.22	978,687.00	41
GRAND TOTAL EXPENSES	3,775,423.74	3,784,355.15	1,530,692.55	1,530,102.24	4,004,639.00	38
OPERATING PROFIT/(LOSS)	408,129.16	282,125.94	79,439.80	120,731.83	148,496.00	81
OTHER INCOME & EXPENSE						
INTEREST INCOME	72,048.03	57,602.26	21,722.85	25,509.86	55,000.00	46
UNREALIZED GAIN (LOSS) ON INVS	79,860.78	(1,292.24)	817.05	3,000.00		
INTEREST EXPENSE	(253,057.48)	(239,803.92)	15,271.11	14,007.01	(227,000.00)	(6)
GAIN/LOSS ON DISPOSAL/ASSET	(537.09)	3,299.63				
SALE OF PROPERTY	4,867.50			6,550.00		
NET INCOME/(LOSS)	311,310.90	101,931.67	117,250.81	169,798.70	(23,504.00)	(722)
*** SALE OF SERVICE BREAKDOWN ***						
RESIDENTIAL LIGHTING	1,300,831.32	1,311,556.05	533,479.29	500,960.79	1,310,000.00	38
INTERRUPTIBLE SERVICE	93,692.22	82,255.20	57,495.11	45,686.68	85,000.00	54
MUNICIPAL SERVICE	220,769.45	214,857.75	103,623.90	90,108.67	215,000.00	42
COMMERCIAL LIGHTING	382,474.31	364,310.56	165,970.11	150,738.83	370,000.00	41
INDUSTRIAL SERVICE	1,007,636.10	1,026,690.52	414,753.76	401,805.21	1,020,000.00	39
STREET LIGHTING & SECURITY LIGHTS	83,630.95	85,245.82	36,306.71	34,747.47	85,000.00	41
TOTAL SALES OF SERVICE	3,089,034.35	3,084,915.90	1,311,628.88	1,224,047.65	3,085,000.00	40

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*** LIQUOR FUND ***						
REVENUES						
SALES	1,109,386.82	1,105,459.58	418,042.08	401,486.64	1,122,000.00	36
COST OF SALES	718,888.99	712,993.52	265,987.20	255,400.29	721,380.00	35
GROSS PROFIT	390,497.83	392,466.06	152,054.88	146,086.35	400,620.00	36
RENTAL INCOME	17,984.00	26,821.20	7,034.60	12,370.20	26,000.00	48
MACHINE COMMISSIONS	1,736.23	1,709.41	1,008.94	958.93	2,000.00	48
MISCELLANEOUS INCOME	428.55	122.50	28.00		500.00	
TOTAL GROSS PROFIT	410,646.61	421,119.17	160,126.42	159,415.48	429,120.00	37
EXPENDITURES						
SALARIES	140,412.40	149,964.82	63,349.69	52,039.73	145,000.00	36
FRINGE BENEFITS	43,228.10	48,274.28	20,066.00	23,037.60	53,350.00	43
OFFICE SUPPLIES	352.58	447.13	396.40	370.12	500.00	74
OPERATING SUPPLIES	4,974.86	5,128.11	2,430.43	2,046.67	6,000.00	34
BUILDING MAINTENANCE & SUPPLIES	11,421.34	17,519.83	7,667.49	4,278.56	10,000.00	43
MANAGEMENT FEES	25,104.00	25,606.00	10,669.40	10,882.50	26,118.00	42
CONTRACTED SERVICES - CLEANING	9,307.37	9,792.30	4,401.33	5,233.56	11,000.00	48
TELEPHONE EXPENSE	1,282.84	1,331.41	519.58	605.61	1,300.00	47
TRAVEL EXPENSE					450.00	
TRAINING & INSTRUCTION	399.00	30.00			500.00	
FREIGHT ON LIQUOR	4,553.45	4,483.20	1,563.00	1,723.15	4,200.00	41
ADVERTISING	11,352.68	10,019.88	5,073.72	2,959.49	13,000.00	23
INSURANCE	15,143.00	18,340.50	6,624.50	9,452.85	18,500.00	51
UTILITIES	12,748.33	13,277.78	5,127.38	4,791.35	13,000.00	37
HEATING COST	1,274.08	1,043.44	796.20	723.28	1,300.00	56
DEPRECIATION	5,243.60	5,506.79	2,210.00	2,210.00	6,000.00	37
MISCELLANEOUS	5,670.60	13,526.36	5,541.49	1,365.49	5,700.00	24
CREDIT CARD DISCOUNT	12,264.50	13,476.00	5,078.47	5,359.60	13,000.00	41
BAD DEBTS	807.30	858.16	447.31	(324.47)	500.00	(65)
LAUNDRY EXPENSE	1,331.45	1,313.03	494.50	467.27	1,400.00	33
TOTAL EXPENDITURES	306,871.48	339,939.02	142,456.89	127,222.36	330,818.00	38
OPERATING PROFIT/(LOSS)	103,775.13	81,180.15	17,669.53	32,193.12	98,302.00	33
INTEREST INCOME	100.66	108.48	36.79	77.74	100.00	78
GAIN/LOSS ON DISPOSAL/ASSET						
NET INCOME/(LOSS)	103,875.79	81,288.63	17,706.32	32,270.86	98,402.00	33

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 31May2016

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DESCRIPTION	2014 YEAR END	2015 YEAR END	2015 YTD FOR SAME TIME PERIOD	2016 YTD	ADOPTED BUDGET	PERCENT
*** LIQUOR SALES ANALYSIS ***						
OFF SALE LIQUOR & WINE SALES	361,091.89	358,755.49	136,592.29	133,018.05	370,000.00	36
COST OF SALES	(249,451.48)	(246,510.20)	(93,701.44)	(92,718.84)	(249,000.00)	37
GROSS PROFIT	111,640.41	112,245.29	42,890.85	40,299.21	121,000.00	33
OFF SALE BEER SALES	548,913.09	533,809.03	191,660.52	179,705.26	540,000.00	33
COST OF SALES	(394,933.66)	(392,159.58)	(140,508.32)	(132,450.74)	(400,680.00)	33
GROSS PROFIT	153,979.43	141,649.45	51,152.20	47,254.52	139,320.00	34
ON SALE LIQUOR & WINE SALES	71,322.80	74,320.49	34,117.25	29,486.99	75,000.00	39
COST OF SALES	(13,076.72)	(13,483.71)	(6,220.29)	(5,050.48)	(13,500.00)	37
GROSS PROFIT	58,246.08	60,836.78	27,896.96	24,436.51	61,500.00	40
ON SALE BEER SALES	80,110.88	91,183.08	38,281.83	43,141.10	90,000.00	48
COST OF SALES	(23,065.59)	(25,534.90)	(10,834.81)	(12,218.06)	(25,200.00)	48
GROSS PROFIT	57,045.29	65,648.18	27,447.02	30,923.04	64,800.00	48
MISCELLANEOUS SALES	47,948.16	47,391.49	17,390.19	16,135.24	47,000.00	34
COST OF SALES	(38,361.54)	(35,305.13)	(14,722.34)	(12,962.17)	(33,000.00)	39
GROSS PROFIT	9,586.62	12,086.36	2,667.85	3,173.07	14,000.00	23
TOTAL SALES	1,109,386.82	1,105,459.58	418,042.08	401,486.64	1,122,000.00	36
TOTAL COST OF SALES	(718,888.99)	(712,993.52)	(265,987.20)	(255,400.29)	(721,380.00)	35
TOTAL GROSS PROFIT	390,497.83	392,466.06	152,054.88	146,086.35	400,620.00	36