

**City Council Meeting
Benson City Hall
August 3, 2020**

City of Benson Mission Statement

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

The Council Meeting is at City Hall. Limited seating available. Masks required.

Please use the FCC App on your device. (Activate video)

Call-in Information

Dial In: 1-425-436-6384

Access Code: 457987#

Page

1. 5:30 p.m. Call the Meeting to Order (Mayor)
2. Pledge of Allegiance
3. Approval of Agenda
Additions? 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:
 - a. Minutes:
 - 3-6 ▪ 7.202020 City Council Meeting
 - 7-8 ▪ 6.15.2020 EDA Meeting
 - 9-10 ▪ 7.13.2020 Planning Commission Meeting
 - b. Application:
 - 11 ▪ Gambling Permit – Swift County Gobblers Change of Date – August 28, 2020
 - 12-13 ▪ Gambling Permit – Lions Club of Benson – October 1, 2020
 - c. Correspondence:
 - 14-28 ▪ Governor Walz Emergency Executive Order 20-81
 - d. Electronic Transfers:
Payroll: \$99,705.41 – 7/30/2020
5. Persons With Unscheduled Business to Come Before the Council:
6. Meet Stantec Engineering Information Only
 - a. 2020 Projects
 - b. 2021 Proposed Projects
 - c. Project Payments
- 29-32 7. Review Cares Act Revenue & Expenditures Information Only
 - d. MRES Personnel COVID Cost - \$33,979
 - e. City of Benson Employee Cost - \$69,232
8. Approve Special Meeting – To Be Determined **Action Requested**
 - a. Armory Renovations & Repairs
 - b. COVID Expense
9. Meet Kane, Benson Police Department K-9 Information Only

- 33-36 10. TKDA Progress Payments **Action Requested**
a. Kalcon LLC, Pay Request #1 – Airport A & D Building \$130,808.11
b. Kalcon LLC, Pay Request #2 – Airport A & D Building \$159,600.00
- 37-38 11. Consider Order to Raze & Remove Hotel at 622 – 22nd St. S. **Action Requested**
- 39-41 12. Pay Requests from Stantec Engineering **Action Requested**
42-44 ▪ WWTF Filter Replacement - \$27,936.65
45-46 ▪ Chlorine Damage Remediation - \$5,194.41
▪ WWTF Filter Replacement - \$1,117.75
13. Adjourn: Mayor **Action Requested**

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

DRAFT

**MINUTES - BENSON CITY COUNCIL MEETING
CITY HALL
JULY 20, 2020**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Mark Schreck, Jon Buyck & Lucas Olson. Members Absent: None. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Countryside Public Health Director Liz Auch, Terri & Jen Sullivan, School Superintendent Dennis Laumeier, and Paul Youngquist with I & S Group, Inc. Architects.

The Council recited the Pledge of Allegiance.

The Mayor asked for any changes to the agenda. Liz Auch addressing masks was added. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the amended agenda.

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

- July 6, 2020 City Council Minutes
- May 4, 2020 Planning Commission Minutes
- Charter Communications New Channel
- Electronic Transfers:
 - Payroll: \$99,803.39 – June 18, 2020
 - \$118,585.95 – July 2, 2020
 - \$111,906.13 – July 16, 2020
 - Journal: \$9,480,377.89 - June 2020

The Mayor called for anyone with unscheduled business and there was none.

Terry and Jen Sullivan presented a request to move the street dance originally scheduled for Kid Day weekend to Rib Fest Weekend. They would like to have the street dance on Friday, September 11, 2020. They would like to block 13th Street South off between Kansas and Pacific Avenue for the dance and beer garden. They will provide proof of insurance, have police presence and follow the same protocol as they have in past years. After discussion it was moved by Evenson, seconded by Schreck and carried unanimously to approve the street closure request for the evening of September 11, 2020 for a street dance and beer garden.

Laumeier and Youngquist presented a packet showing the plan for the gymnastics building, asking the City Council to consider approving the variance application presented to the Planning Commission on July 6, 2020. They are asking for an exception for set-backs on the south and east of the proposed building. They are looking for a 15' set-back on the south, and an 8' set-back on the east. Wolfington said the Planning Commission approved a 10' set-back on the east side of the building. Youngquist said they had to move the HVAC system to the east side of the building and need the extra 2'. Wolfington said at the public hearing on July 6, 2020 there were citizens there were under the belief the building would have a 10' setback on the east side of the proposed building, and the Planning Commission approved the application with a 10' set-back. Laumeier and Youngquist said they will honor the 10' set-back on the east side of the building. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to approve variance application #2020-01 as presented.

Next Liz Auch was asked to give feedback on mask use with the COVID-19 pandemic. She reviewed the history of information from the CDC on when to use a mask. She said largely the metro areas are mandating mask usage. She said the science says best practice is to stay 6' or more away from

each other, washing your hands and mask usage to be the best defense. She said she isn't here to tell us what to do, but provide the science. She said the message needs to be aimed at the young people how to not make Grandpa sick. Wolfington said there are 4 tools in the mask toolbox: 1) set the example by wearing a mask, 2) Mayor proclamation on mask usage 3) Emergency Order 4) Standard ordinance. Mayor Collins said she isn't interested in mandating mask usage and feels it's a freedom of choice. She did say she sent a letter to the editor on mask usage. Schreck asked what happens if the Governor mandates mask use. Wolfington said we will have a special meeting to work out the details should that happen. Evenson asked how we will enforce this. Auch added staying 6' away is a big key.

Bradley Peterson with Flaherty & Hood gave a Coalition of Greater Minnesota Cities (CGMC) annual legislative report via telephone. He discussed the COVID-19 resource page, CARES Act funding, 2nd legislative session, bonding grants for infrastructure and childcare. He predicts a 3rd special legislative session in August and the possibility of mandatory masking requirements coming. He also discussed the projected \$2.3 billion deficit projections for the State, but there will be a better idea this fall. Wolfington shared the many hats CGMC wears and thanked them for their work.

Wolfington shared a letter he sent to Wilcox with a list of eligible expenses for the CARES Act reimbursement. He said the City will receive \$237,000 in the Federal CARES act Relief Funding. He reviewed the guidelines and presented a memorandum from Wilcox addressing each proposal. The Council reviewed the list. After discussion Olson made a motion to proceed with the list of qualified expenses as presented, with the exception of replacing the HVAC in the Armory. The motion was seconded by Evenson. Schreck asked if the Council should hold a work session. Wolfington said it would be good to come up with some ideas he maybe missed that would replace the Armory HVAC. He also stated he has been meeting with staff on this, and asked the Council to come up with some ideas. The motion passed unanimously.

Wolfington discussed a budget request from Pioneerland Library System for 2021. They are choosing to keep their funding request at the 2020 amount of \$91,164. This item will be included in the 2021 budget.

Next was a request by the Benson Library Advisory Board President Dixie Golden to appoint Susan Snow to the Pioneerland Library System Governing Board. It was then moved by Buyck, seconded by Olson and carried unanimously.

Councilmember Evenson offered the following resolution:

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR
ECONOMIC DEVELOPMENT PURPOSES
(RESOLUTION 2020-20)**

WHEREAS, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

WHEREAS, these grant dollars are limited in use for the purposes of economic development, and;

WHEREAS, the Council has determined that Sanitary Sewer Collection and treatment improvements quality as an economic development purpose, and;

WHEREAS, the proposed 2019 Sanitary Sewer WWTP Filter project is an authorized use of grant dollars, and;

WHEREAS, the estimated cost of this project is \$600,000.

NOW, THEREFORE, BE IT RESOLVED that \$200,596.65 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

Councilmember Schreck seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYS: None. Thereupon the Mayor declared Resolution 2020-20 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR
ECONOMIC DEVELOPMENT PURPOSES
(RESOLUTION 2020-21)**

WHEREAS, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

WHEREAS, these grant dollars are limited in use for the purposes of economic development, and;

WHEREAS, the Council has determined that water treatment improvements quality as an economic development purpose, and;

WHEREAS, the proposed 2020 Water Filter project is an authorized use of grant dollars, and;

WHEREAS, the estimated cost of this project is \$180,000.

NOW, THEREFORE, BE IT RESOLVED that \$61,650.08 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Water Fund.

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYS: None. Thereupon the Mayor declared Resolution 2020-21 duly passed and adopted.

Councilmember Evenson offered the following resolution:

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR
ECONOMIC DEVELOPMENT PURPOSES
(RESOLUTION 2020-22)**

WHEREAS, the City Council of the City of Benson, County of Swift, State of Minnesota, received grant dollars from Northern State Power (Xcel Energy) as part of the Benson Power LLC biomass plant closing, and;

WHEREAS, these grant dollars are limited in use for the purposes of economic development, and;

WHEREAS, the Council has determined that Sanitary Sewer Collection and treatment improvements quality as an economic development purpose, and;

WHEREAS, the proposed 2020 Sanitary Sewer WWTP Flood Protection project is an authorized use of grant dollars, and;

WHEREAS, the estimated cost of this project is \$964,794.

NOW, THEREFORE, BE IT RESOLVED that \$5,280 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

Councilmember Olson seconded the foregoing resolution and the following vote was recorded:
AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYS: None. Thereupon the Mayor declared
Resolution 2020-22 duly passed and adopted.

Councilmember Schreck offered the following resolution:

**CITY OF BENSON
RESOLUTION NO. 2020-23
RESOLUTION ACCEPTING DONATIONS**

WHEREAS, The City of Benson is generally authorized to accept gifts and bequests pursuant to Minnesota Statutes Section 465.03 and Minnesota Statutes Section 471.17 for the benefit of its citizens;
and

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

**Library Patrons \$378.63 to Benson Public Library
Pam Perrizo \$30 to Beautify Benson Sweatshirt
Judy Staton \$30 for Beautify Benson Sweatshirt
Benson Residents \$3,162 for Beautify Benson Sweatshirts
Enbridge Alliance \$5,000 for Fire Department Radios
Diane Quame \$650 for Fire Call Donation
Karen Manzke \$30 for Beautify Benson Sweatshirt
Melissa Touhey-Ziegler \$30 for Beautify Benson Sweatshirt**

WHEREAS, all such donations have been contributed to assist the various city departments and programs as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BENSON,
MINNESOTA, AS FOLLOWS:**

1. The donations described above are accepted and shall be used to benefit the departments listed above, as allowed by law.

Councilmember Buyck seconded the foregoing resolution and the following vote was recorded:
AYES: Evenson, Schreck, Collins, Buyck, Olson. NAYS: None. Thereupon the Mayor declared
Resolution 2020-23 duly passed and adopted.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants in the amount of \$763,246.56

There being no further business to come before the Council a motion was made by Evenson, seconded by Schreck and carried unanimously to adjourn the Council meeting at 6:44 p.m.

Mayor

City Clerk



EDA MEETING
JUNE 15, 2020
12:15 P.M.

Members Present: Laura Ostlie, Rob Wolfington, Sheryl Madden, Jack Evenson, Mark Schreck, Dan Enderson, Pat Hawley, Stephanie Heinzig and Dave Martin telephonically.

Members Absent: None

Also Present: Brian Samuelson.

Chairman Evenson called the meeting to order at 12:01 p.m.

It was moved by Schreck, seconded by Heinzig and carried unanimously to approve the May 18, 2020 EDA Meeting Minutes.

It was moved by Madden, seconded by Schreck and carried unanimously to approve the May 26, 2020 Special EDA Meeting Minutes.

Community Entertainment

Wolfington said last week the BIDC met to discuss the next steps to revitalize the theater as well as other entertainment activities. The BIDC would like to host a larger conversation to see what is possible. Rob said he met with Corey Claussen from the BIDC to discuss the topic and said he would bring it to the EDA. Samuelson, who is on the BIDC, said this was all brought about because of the theater closing and the desire to keep it going. They discussed creating a non-profit that could be formed to raise funds and keep some of these activities going. Wolfington expressed his wishes to have 2 EDA members as well as himself attend this meeting. Anfinson with the Swift County Monitor News who is also on the BIDC said they felt entertainment is a key attraction for young families. He said the BIDC is concerned about the possibility of losing the Bowler, Roller Skating and the Theater all at once. Evenson said if these businesses are already failing will a volunteer group running it make a difference and how else can we help? Wolfington said if the right party bought in, they would open with an enthusiastic and passionate manager the EDA might be a partner. Heinzig who is also a member of the RDC said they might be a partner but felt they would not like to participate in managing the non-profit. Samuelson said they would like to find a capable manager, but the BIDC doesn't see their roll as managing but will support the non-profit. Some suggestions for managing were Community Education and/or a High School marketing class but Samuelson said both ideas were too much for the teachers and Community Ed to handle. Evenson and Hawley said they would be interested in going to the meeting.

Update on Benson Power (Fibrominn) Site

Wolfington said they are still talking to the European company that has shown interest. There will be an environmental meeting on July 7, 2020 also State leadership invited the City to join a meeting about permitting at the site. He is hoping the shovel ready designation will be ready soon, so the project can move forward. Wolfington also went on to say earlier this morning North American Fertilizer (NAF) is still looking to find a grant to fill lost opportunity when Benson Power shut down. There has been a new bill introduced at the State for \$5 Million in relief for NAF. If approved the EDA would receive the money, distribute it and administer the funds. He felt the City would do this to help the business.

Loan Profile

Ostlie said the businesses that opted for deferral during COVID-19 will start payments again on July 1, 2020. She also noted that she has been helping Stony Ridge Foods with their loans.

Other Business

Ostlie said the current Small Cities Grant is nearing the end. They were to wrap up by September 3, 2020 but they were notified because of COVID-19 the deadline was extended to 12-30-2020. She said she is confident it will be done by the end of September 2020. She noted they were able to squeak out another commercial rehab this last round, for a total 20 owner occupied rehabs and 7 commercial rehabs.

Ostlie went on to say Benson will qualify for the next round of owner-occupied grants without a target area. It will be only residential rehabs. There was discussion on whether the City wants to apply for another grant. Ostlie said Benson qualifies as long as the current grant is wrapped up by September 30, 2020. She said the cost of the grant application is \$10,000, but with a possible Hedgehog grant, that cost can be lowered to \$5,000.

Wolfington said he received a notification that Governor Walz will be signing a \$62.5 million bill for grants for small businesses in rural cities. This will be for COVID relief.

Wolfington informed the Board the City has invested \$3 million with Swift County-Benson Hospital. \$2 million is going to refinance a high interest loan settlement which will be settled in July. The other \$1 million is to go to capital improvements such as hvac and roof repairs and will be dispersed as the projects progress. Wolfington discussed the CARES Act and possible funding the City might receive.

There being no other business it was moved by Schreck, seconded by Hawley and carried unanimously to adjourn the meeting at 12:40 p.m.

Chairman

Secretary

PLANNING COMMISSION MEETING
JULY 13, 2020
CITY HALL
NOON

Members Present: Chuck Koenigs, Sue Fitz, Ron Laycock, Matt Mattheisen, Jack Evenson, Board member Jon Buyck attending telephonically.

Members Absent: Stephanie Heinzig

Also Present: Rob Wolfington, City Attorney Ben Wilcox, Jim Gulbranson, Benson Schools Superintendent Dennis Laumeyer and Bob Zielsdorf.

Chairman Koenigs called the meeting to order at 12:03 p.m.

Chairman Koenigs opened the Public Hearing at 12:03 p.m. He stated the reason for the public hearing today is to consider a variance application by Independent School District 777 to extend the proposed gymnastic facility beyond the minimum front yard setbacks for R-2 Medium Density Residential zoning requirements. Koenigs went on to say a variance is granted when practical difficulties exist due to no fault of the land owner, and the following standards need to be met: 1) Reasonableness – whether the request to build the facility is reasonable 2) Uniqueness – the problem is due to circumstances unique to the property not caused by the landowner 3) Essential Character – the building will not alter the essential character of the locality such as scale of the building, it is out of place or inconsistent with the surrounding area. Laumeyer said they would like to start construction as soon as approval is granted. He went on to explain the setback is 30', and is asking to have a 15' setback on the west to provide room for possible expansion in the future. He also is asking for a 10' setback exception on the east of the building. He said the City granted a 1-way route to the west and south of the building site and hopes this can be permanent.

At this time Chairman Koenigs asked for comment from the audience. Gulbranson said he owns property at 903 13th St. N. and asked what the height of the structure would be. Laumeyer stated 24' high with a 3-9 pitch overall 28' tall, which meets gymnastic requirements. Gulbranson asked how this will affect traffic? Laumeyer said no students will be parking on the north side of the school. There is parking in the current parking lot on the south and when the Jr. High School is demolished, that will be a parking lot as well. Gulbranson asked if the school will be purchasing any other properties in the future, to which Laumeyer said not at this time.

Zielsdorf said he wanted to ask that the temporary one-way on the north side of the high school becomes permanent. He also said there needs to be better enforcement as there is a lot of traffic going the wrong way down the one way by his house.

There being no other comments, Wilcox said now the Planning Commission needs to determine if the three standards will be met, and if it fits into the Comprehensive Plan. The Commission concurred it meets the purpose of the Comprehensive Plan. They agreed it is reasonable to place this facility on this lot as it is on the School campus, and serves a public purpose. Next the Commission concurred the setbacks are prohibitive to the building which creates a unique problem with the lot. Lastly the Commission concurred the building will not alter the essential character of the neighborhood.

It was moved by Laycock, seconded by Evenson and carried unanimously to recommend approval of variance application 2020-01 from Independent School District 777 for their gymnastics building and make that recommendation to the Benson City Council. Wolfington said this will go before the Council at their July 20, 2020 meeting.

It was then moved by Evenson, seconded by Matteisen and carried unanimously to adjourn the public hearing at 12:23 p.m.

Chairman Koenigs asked for any additional items for the agenda, to which there were none.

It was moved by Evenson, seconded by Fitz and carried unanimously to approve the May 4, 2020 Planning Commission minutes.

Wolfington informed the Commission Stony Ridge Foods survey is complete, all documents are recorded and they are starting construction. Koenigs asked about the drainage ditch behind the shop property. Rob said this needs to be cleaned out, and will be taken care of by the City but will take time to get to due to summer projects already on deck for the summer.

Wolfington mentioned the owner of the old Rob's Motel we purchased for \$1 also owns Motel I on east Hwy 12, and asked to sell us the property for \$1. He said there are more issues with this property than the Rob's Motel property and will have to be discussed in the future.

Wolfington updated the Commission on the old Fibrominn site. He said there has been interest from a Danish company. He said North American Fertilizer is expanding their business plan and have been making alterations to the building.

It was moved by Buyck, seconded by Laycock and carried unanimously by roll call to recess the Planning Commission meeting at 12:44 p.m.

Gambling Permit Change of Date

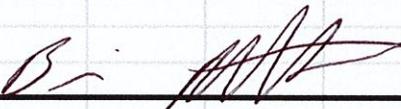
NWTF
Event Name Swift County Gobblers Chapter

Original Event Date June 12-2020

Permit Number X-92184-20-011

New Event Date August 28, 2020

Event Location Benson Bowler

Chapter CEO Signatur 

Local Governing Jurisdiction Signature _____

Your new permit will be emailed to original appicate email address.

Please e-mail signed copy
to brianlora@hotmail.com

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: International Association of Lions Clubs Previous Gambling Permit Number: —
 Minnesota Tax ID Number, if any: 90 Lions Club of Benson Federal Employer ID Number (FEIN), if any: 7257933 41-6059572
 Mailing Address: 502-12th St No.
 City: Benson State: MN Zip: 56215 County: Swift
 Name of Chief Executive Officer (CEO): Mitchell E Boone, president
 CEO Daytime Phone: 320-843-2178 CEO Email: mick_marlys@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing.**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division, Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): KSCR-KBMO Radio
 Physical Address (do not use P.O. box): 105-13th St. No.
 Check one:
 City: Benson Zip: 56215 County: Swift
 Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): October 1, 2020

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

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

**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: Penon

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: Mitchell E. Boone Date: 7-30-2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Mitchell E. Boone, Club President

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 Depart-

ment of Public Safety, Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Emergency Executive Order 20-81

Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by “community spread”—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health (“MDH”) announced the first confirmed fatality due to COVID-19 in Minnesota.

The President declared a national emergency related to COVID-19 on March 13, 2020. Since then, and for the first time in history, the President has approved major disaster declarations for all fifty states and the District of Columbia. In concert with these federal actions and the actions of states across the nation, Minnesota has taken proactive steps to ensure that we remain ahead of the curve. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, endangers the lives of Minnesotans, and local resources were—and continue to be—inadequate to address the threat. After notifying the Legislature, on April 13, 2020, May 13, 2020, June 12, 2020, and July 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus while we ensured that Minnesota had the resources and capacity to address a large outbreak initially required the closure of certain non-critical businesses in our economy. In Executive Order 20-33, seeking to balance public health needs and economic considerations, we began planning to allow more Minnesota workers to safely return to work. We drafted and implemented guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions for outdoor recreational activities and facilities, and Executive Orders 20-40, 20-48,

20-56, 20-63, and 20-74 allowed for the gradual reopening of certain non-critical businesses that planned for and provided safe workplaces.

The experience of other states shows that a COVID-19 surge can occur with little warning and disastrous consequences. Indeed, several states have had to reinstate limitations on businesses, gatherings, and activities as they have faced summer surges in COVID-19 cases. Although Minnesota had experienced a brief period of stable or decreasing numbers in COVID-19 cases, in the past week we have seen our cases begin to increase, with the largest single-day increase in cases in seven weeks reported on July 20, 2020. As such, we must continue to approach our reopening carefully, as the number of cases throughout the United States has increased rapidly in recent weeks. To that end, we know that certain public settings and establishments continue to pose a public health risk. In particular, the opportunities for COVID-19 transmission are elevated in confined indoor spaces, health care and congregate care facilities, settings where people gather and linger or where movement is unpredictable, and places where social distancing measures are not always possible. As we carefully consider and provide opportunities for a variety of businesses and other venues to scale up their operations, safety in these settings is a key priority.

According to the Centers for Disease Control and Prevention (“CDC”), face coverings are effective in preventing the transmission of respiratory droplets that may spread COVID-19. Recognizing the utility of face coverings to prevent wearers who are asymptomatic or pre-symptomatic, the Federal Occupational Health and Safety Administration recommends that employers encourage workers to wear face coverings at work.

Ideally, face coverings should be worn in combination with other infection control measures, including social distancing, but face coverings are especially important in settings where social distancing is difficult to maintain. As the CDC has explained, face coverings are most effective when they are worn by all individuals in public settings when around others outside of their households because many people infected with COVID-19 do not show symptoms. Consistent with this guidance, Minnesota has strongly recommended widespread use of face coverings since April. An increasing number of states are now mandating face coverings in certain settings to control the spread of COVID-19. As of July 17, 2020, 28 states, Washington D.C., and Puerto Rico have implemented a face covering requirement. With this order, we do the same to protect Minnesota.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers to “(1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the

provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Paragraph 3 of Executive Order 20-74 is rescinded as of Friday, July 24, 2020 at 11:59 p.m. All other provisions of Executive Order 20-74 remain in effect.
2. Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.
3. **Definitions.** For purposes of this Executive Order, the following terms are defined as follows:
 - a. A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering. Minnesotans are encouraged to refer to CDC guidance on *How to Make Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>. Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase and use is discouraged for Minnesotans who do not work in a health care setting or in other occupations that require medical-grade protective equipment (*e.g.*, certain construction occupations). Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **not** sufficient face coverings because they allow exhaled droplets to be released into the air.
 - b. “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
 - c. “Worker” and “workers” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
 - d. “Social distancing” means individuals keeping at least 6 feet of distance from other individuals who are not members of their household.
 - e. “Household” means a group of individuals who share the same living unit.

- f. “Living unit” or “living units” are broadly defined to include single family homes; mobile homes; shelters and similar facilities; family foster care homes; individual units of multi-unit dwellings; hotel or motel rooms; dormitory rooms; residential programs licensed under Minnesota Statutes 2019, Chapter 245D; and assigned units or rooms in a hospital, long-term care facility, residential treatment facility, or correctional facility. Additionally, a “living unit” or “living units” includes any other setting used as a residence and shared only with members of the same household.
 - g. “Higher education institution” means all post-secondary institutions, including but not limited to institutions licensed and registered with the Office of Higher Education, with a physical campus in the State.
- 4. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
- 5. **Legislative proceedings.** This Executive Order does not apply to Legislative proceedings and meetings.
- 6. **Judicial Branch.** This Executive Order does not apply to the Minnesota Judicial Branch. Requirements for face coverings in judicial branch facilities and at proceedings held by the judicial branch are subject to policies or orders of the Chief Justice.
- 7. **Tribal activities and lands.**
 - a. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
 - b. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- 8. **Exempt individuals.** The following individuals are exempt from face covering requirements of this Executive Order:
 - a. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.

- b. Children who are five years old and under. Those who are under two-years-old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with CDC guidance on *How to Wear Cloth Face Coverings*, available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> (*i.e.*, without frequently touching or removing the covering).
 - c. Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.
9. **Situations where face coverings are mandatory.** Except for individuals who are exempt under paragraph 8 of this Executive Order, and except for the circumstances described in paragraphs 10 through 12, Minnesotans are required to wear a face covering:
- a. In an indoor business or public indoor space, including when waiting outdoors to enter an indoor business or public indoor space.
 - i. This requirement does not apply in living units except that (1) workers entering another person’s living unit for a business purpose are required to wear a face covering when doing so; and (2) visitors, patients, residents, or inmates of hospitals, shelters or drop-in centers, long-term care facilities, residential treatment facilities, residential programs licensed under Minnesota Statutes 2019, Chapter 245D, or correctional facilities must wear a face covering even when in a living unit if required by the facility.
 - ii. This requirement also does not apply in a private vehicle that is being used for private purposes.
 - b. When riding on public transportation, in a taxi, in a ride-sharing vehicle, or in a vehicle that is being used for business purposes.
 - c. In any other business, venue, or public space which has opted to require a face covering when it would not otherwise be required by this Executive Order.
 - d. For workers only, when working outdoors in situations where social distancing cannot be maintained.
 - e. When applicable industry guidance, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>) specifically requires face coverings. In some instances, face shields may be required in addition to or instead of face coverings or may be allowed as an alternative to face coverings.

10. Circumstances where mandatory face coverings may be temporarily removed.

Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

- a. When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.
- b. When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- c. When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- d. During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.
- e. During activities, such as swimming or showering, where the face covering will get wet.
- f. When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- g. When asked to remove a face covering to verify an identity for lawful purposes.
- h. While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- i. While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).

- j. When an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an enclosed work area. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.
- k. When a public safety worker is actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, in situations where wearing a face covering would seriously interfere in the performance of their public safety responsibilities.

11. Situations where face coverings are strongly encouraged. I strongly encourage Minnesotans to wear face coverings in the following situations:

- a. During indoor or outdoor private social gatherings (*e.g.*, when visiting at a private home with friends or relatives who do not reside in the same household), particularly in settings where it is difficult or impossible to maintain social distancing.
- b. When riding in a private vehicle with a person or persons who do not reside in the same household.
- c. Inside your home, if you are infected with COVID-19 or experiencing COVID-19 symptoms and reside with others who could be infected.
- d. When participating as an athlete in indoor or outdoor organized sporting events, to the extent possible, where social distancing is not being maintained.
- e. Except for workers required to wear face coverings under paragraph 9.d, in any outdoor business or public outdoor space when it is not possible to consistently maintain social distancing, such as when entering or exiting a business, being seated, moving around in a space with others present, using the restroom, ordering food, or waiting in line.

12. Child care, preschool, kindergarten through grade 12 schools, and higher education institutions. Child care settings and educational institutions have unique needs that do not always permit universal face coverings when indoors. Child care and schools also require additional flexibility surrounding the use of face shields, which increase visibility of facial expressions and lip movements to aid in speech perception and child development and learning. To provide for an effective developmental and educational environment, and to ensure safety for workers, students, and children, these businesses and institutions must comply with the following specific requirements on the use of face coverings and face shields. These specific requirements and recommendations apply only within the premises of the child care settings, preschool, kindergarten through grade 12 schools, and higher education institutions discussed in this paragraph 12. These specific requirements do not apply when school, child care, or higher education buildings are used for purposes

other than child care, preschool, kindergarten through grade 12 education, or higher education—in which case, they should be treated like any other indoor public space or indoor business for purposes of this Executive Order.

- a. **Child care, preschool, and pre-kindergarten.** Child care settings—defined as family and group day care homes (licensed under Minnesota Rules 2019, Chapter 9502); child care centers (licensed under Minnesota Rules 2019, Chapter 9503); certified centers (certified under Minnesota Statutes 2019, Chapter 245H); legal nonlicensed child care providers (defined under Minnesota Statutes 2019, section 119B.011, subdivision 16); certain license-exempt Head Start, public and private school programs (defined under Minnesota Statutes 2019, section 245A.03, subdivision 2(a)(5), (13), and (26)); and other Head Start, preschool and pre-kindergarten programs—serving children five-years-old and under are required to comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html>.

Basic requirements for these settings are detailed below, but child care providers must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions. These requirements, recommendations, and exceptions should be clearly documented in COVID-19 Preparedness Plans and made available to families and staff.

- i. **Children five and under exempt.** Children five years old and under are not required to wear a face shield or face covering, and children under two should never wear a face covering due to the risk of suffocation. A child between the ages of two and five who can reliably wear a face covering or face shield in compliance with CDC guidance on *How to Wear Cloth Face Coverings* (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>) (*i.e.*, without frequently touching or removing the covering) may do so, except that children who are sleeping, unconscious, incapacitated, or otherwise unable to remove a face covering or face shield without assistance or who cannot tolerate a shield or covering due to a developmental, medical, or behavioral health condition should not wear a face covering or face shield.
- ii. **Workers exempt.** Workers meeting exemption criteria described in paragraph 8 of this Executive Order should not wear a face covering and should wear a face shield only if able to do so safely.
- iii. **Groupings.** To reduce the risk of exposure, child care settings should maintain consistent groups or cohorts of children and related workers and should take steps to avoid intermixing groups or cohorts of children and workers to the extent possible.

- iv. **Communal space.** Unless exempt, workers and children must wear a face covering or face shield in all indoor communal areas where groups intermix (*e.g.*, center or building hallways, lobbies, restrooms, breakrooms, etc.).
 - A. Non-exempt workers and children who are required to wear a face covering or shield may remove the covering or shield temporarily to engage in certain activities that make wearing a face shield difficult or impracticable (*e.g.*, when eating or drinking; when communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult; when participating in certain physical activities or playing certain instruments, or when performing or presenting; during activities, such as swimming, where the face covering will get wet; or when receiving a service, such as nursing or medical service, that would be difficult or impossible to perform with a face covering), provided that social distancing is maintained to the extent possible.
 - B. Face coverings or face shields are strongly recommended outdoors for non-exempt workers and children when it is difficult or not possible to maintain social distancing.
- v. **Classrooms and in-home care.** A child care setting may allow non-exempt staff and workers to remove face coverings or face shields when in an indoor classroom or care setting (including family child care and in-home care providers) that is confined to one group or cohort. Non-exempt workers and children are strongly encouraged to wear coverings or shields in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with child development.
- vi. **Optional exemption for children.** If a child care provider cares for children who are five and under, but also cares for children older than five, the business can exempt children older than five from face covering and face shield requirements only if the exemption is clearly communicated in writing with all enrolled families and included in the business's COVID-19 Preparedness Plan.
- vii. **More protective face covering policies permitted.** Nothing in this Executive Order should be construed as preventing a child care setting from developing a face covering policy that imposes more protective requirements, consistent with applicable law, than those in this Executive Order or applicable industry guidance.

- b. **Kindergarten through grade 12 schools.** Kindergarten through grade 12 schools must comply with face covering and face shield guidance available at <https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>. The basic requirements for these settings are detailed below, but these schools must consult the guidance for the full list of face covering and face shield requirements, recommendations, and exceptions.
- i. In general, unless the individual is exempt under paragraph 8.a or .c of this Executive Order or is under the age of two, all students, staff, and other persons present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. This paragraph 12.b does not apply to child care, pre-kindergarten or preschool programs on school premises, which are subject to the requirements of paragraph 12.a.
 - ii. Face shields may be used as an alternative to face coverings in the following situations:
 - A. For students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition.
 - B. For teachers of all grades when a face covering would impede the educational process.
 - C. For staff providing direct support student services when a face covering would interfere with the services provided.
 - D. For students in kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.
 - iii. Staff may remove face coverings when working alone, including when alone in an office, classroom, vehicle, cubicle with walls at least face level when social distancing is maintained, or other enclosed work area.
 - iv. In addition, staff, students, and other persons present indoors in a school building or district office may temporarily remove face coverings in the following situations, provided that social distancing is maintained to the extent possible:
 - A. When engaged in physical activity (*e.g.*, during recess or physical education) or sporting events where the level of exertion makes wearing a face covering difficult or impracticable.
 - B. When eating or drinking.

- C. During practices or performances involving singing, acting, public speaking, or playing musical instruments that make wearing a face covering difficult or impracticable.
 - D. In response to requests to verify an identity for lawful purposes.
 - E. When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult.
 - F. During activities, such as swimming or showering, where the face covering will get wet.
 - G. While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing a service for an individual who is allowed to temporarily remove their face covering under this provision must comply with the face covering requirements in the applicable Industry Guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>).
- v. Except for staff, children, or other persons who are exempt under paragraph 8.a or .c of this Executive Order or are under the age of two, face coverings (or, where applicable, face shields) are strongly recommended outdoors when it is not possible to maintain social distancing or where it will likely not be possible to maintain social distancing.
- c. **Higher education institutions.** Students and staff in higher education institutions must comply with the requirements of this Executive Order, except that students and faculty are permitted to wear face shields as an alternative to face coverings in the following situations:
- i. When faculty are teaching a class or giving a lecture, or when students are participating in classroom activities, where it is important for the face to be seen (for example, certain activities in language or communications classes).
 - ii. Where a face covering may pose a hazard due to the nature of the class or activity (for example, in a laboratory component of a class).
 - iii. When staff or faculty are providing direct support student services and a face covering impedes the service being provided.

13. **Inclusion of face covering requirements in businesses' COVID-19 Preparedness Plans.** All businesses must update their COVID-19 Preparedness Plans to include the face covering requirements of this Executive Order, including those that have been incorporated into the Industry Guidance applicable to their business available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), inform their workers how their plan has been updated, and make the revised plan available to their workers. The Industry Guidance applicable to the business may include face covering requirements that are more protective than those of this Executive Order, consistent with applicable law.
14. **Notice of face covering requirements.** Businesses must post one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order.
15. **Implementation of face covering requirements by businesses.**
 - a. Businesses must require that all persons, including their workers, customers, and visitors, wear face coverings as required by this Executive Order.
 - b. When possible, businesses must provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering, such as permitting use of an alternate form of face covering (*e.g.*, face shield) or providing service options that do not require a customer to enter the business.
 - c. Businesses may not require customers to provide proof of a medical condition, mental health condition, or disability, or require customers to explain the nature of their conditions or disability.
 - d. Businesses must follow the requirements of other applicable laws with respect to whether a business may require a worker to provide documentation of a medical condition, mental health condition, or disability related to their inability to wear a face covering and what the business may ask regarding the condition or disability.
 - e. Nothing in this Executive Order requires businesses or their workers to enforce this requirement when it is unsafe to do so, or authorizes them to restrain, assault or physically remove workers or customers who refuse to comply with this Executive Order.
 - f. Nothing in this Executive Order authorizes businesses or their workers to violate other laws, including anti-discrimination laws.
16. **More protective policies permitted.** Nothing in this Executive Order should be construed to prevent a business from developing a policy that imposes more protective requirements with respect to face coverings, consistent with applicable law, than those in this Executive Order or applicable industry guidance. This Executive

Order does not authorize landlords or property managers to require tenants and others to wear face coverings in tenants' living units. Landlords and property managers must provide a clear means for tenants and others to request a reasonable accommodation to face covering requirements in common areas.

17. **Safe work.** The protections noted in Executive Order 20-54 (Protecting Workers from Unsafe Working Conditions and Retaliation) remain in full force and effect. Businesses are responsible for the safety and health of their workplaces and must adhere to the requirements set out in the Industry Guidance applicable to the business, available on the Stay Safe Minnesota website (<https://staysafe.mn.gov>), Minnesota OSHA Standards, and MDH and CDC Guidelines, including the face covering requirements of this Executive Order. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.
18. **Enhanced local measures permitted.** Nothing in this Executive Order or previous Executive Orders should be construed to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, requirements beyond those contained in this Executive Order, as long as the additional requirements have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2019, section 12.32, political subdivisions may not relax or reduce this Executive Order's requirements. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health, consistent with applicable law, but may not take actions that are less protective of the public health.
19. **Relationship with other law.** Wearing a face covering in compliance with this Executive Order or local ordinances, rules, or orders is not a violation of Minnesota Statutes 2019, section 609.735.
20. **Enforcement.** I urge all Minnesotans to voluntarily comply with this Executive Order.
 - a. **Individual violations.** Any individual who willfully violates this Executive Order is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school or higher education institution identified in Paragraph 12 of this Executive Order, and who are on the premises of the school or institution for educational purposes.
 - b. **Business violations.**
 - i. **Business compliance with this Executive Order.** As provided in paragraphs 13 through 15 of this Executive Order, a business is

compliant with this Executive Order if (1) their workers are wearing face coverings as required by this Executive Order; (2) the business has updated their COVID-19 Preparedness Plan to address the face covering requirements of this Executive Order; (3) the business has posted one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order; and (4) the business makes reasonable efforts to enforce this order with respect to customers and visitors. For additional information about the steps businesses can take to ensure compliance with this order, refer to the face covering guidance and FAQs available at the Facemasks and Personal Protective Equipment webpage

(<https://www.health.state.mn.us/diseases/coronavirus.html#masks>).

The guidance and FAQs may also be accessed at the following webpages:

<https://www.health.state.mn.us/diseases/coronavirus/facecover.html> (guidance document) and

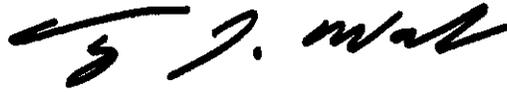
<https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html> (FAQ document).

- ii. **Penalties for non-compliance.** Any business owner, manager, or supervisor who fails to comply with this Executive Order is guilty of a misdemeanor and upon conviction must be punished by a fine not to exceed \$1,000, or by imprisonment for not more than 90 days. In addition to these criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief.
- c. **Regulatory enforcement.** State and local licensing and regulatory entities that regulate businesses for compliance with statutes, rules, and codes to protect the public are encouraged to assess regulated businesses' compliance with this Executive Order and use existing enforcement tools to bring businesses into compliance.
- d. **Individual rights.** Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on July 22, 2020.



Tim Walz
Governor

Filed According to Law:



Steve Simon
Secretary of State

Approved by the Executive Council on July 22, 2020:



Alice Roberts-Davis
Secretary, Executive Council

Rob Wolfington

From: Lisa Kent
Sent: Tuesday, July 28, 2020 10:48 AM
To: Rob Wolfington
Subject: COVID wages

Rob,
I come up with a total for wages and benefits for our employees COVID leave of \$69,232. This includes all wages paid to date.
It does not include the billing from Missouri River for their employees.

Lisa Kent
City of Benson
1410 Kansas Ave
Benson MN 56215
Phone: (320) 843-5443
Fax: (320) 842-7151



3724 West Avera Drive
 PO Box 88920
 Sioux Falls, SD 57109-8920
 Telephone: 605.338.4042
 Fax: 605.978.9360
 www.mrenergy.com

Benson Municipal Utilities
 1410 Kansas Ave
 Benson, MN 56215

4/13/20

Distribution Maintenance Invoice for the month of **March 2020**

Contract Section 6.1.1 Direct labor and Benefits

Direct Labor: (from 2/24/20 thru 3/22/20)	Covid Hrs	Covid Pay	Reg Pay	Original Inv	Covid Items	Reg Items	Original Invoice
Regular Hours	51.43	3327.61	\$24,228.82	\$27,556.43			
Overtime			335.31	\$335.31			
On Call			1902.72	\$1,902.72			
Total Labor					\$3,327.61	\$26,466.85	\$29,794.46
Benefits (37%)					1,231.22	8,964.66	10,195.88
Contract Section 6.1.1 Direct labor and benefits					4,558.83	35,431.51	39,990.34
Contract Section 6.1.2 Administrative support labor and benefits					0.00	0.00	0.00
Contract Section 6.1.2 Allocable portion of office expenses (5% of direct costs)					227.94	1,792.55	2,020.49
Contract Section 6.1.6 Mileage					0.00	0.00	0.00
Contract Section 6.1.8 Other costs:							
Share of Jeff B monthly cell phone service						11.49	11.49
Share of Jeff B lodging						182.83	182.83
Cell phone allowance - Kaleb						40.00	40.00
Monthly regular phone service						106.35	106.35

Subtotal					4,786.77	37,564.74	42,351.50
Contract Section 6.1.9 1.25% Adder					59.83	469.56	529.39
Pickup usage						78.85	78.85
TOTAL DUE MRES					\$4,846.60	\$38,113.14	\$42,959.75

(will be done via ACH on May 4, 2020)

Labor & benefits plus adders	\$42,514.73
Other costs plus adders	<u>\$445.02</u>
Total	\$42,959.75



3724 West Avera Drive
 PO Box 88920
 Sioux Falls, SD 57109-8920
 Telephone: 605.338.4042
 Fax: 605.978.9360
 www.mrenergy.com

Benson Municipal Utilities
 1410 Kansas Ave
 Benson, MN 56215

5/13/20

Distribution Maintenance Invoice for the month of April 2020

Contract Section 6.1.1 Direct labor and Benefits								
Direct Labor: (from 3/23/20 thru 4/19/20)	Covid Hrs	Covid Pay	Reg Pay	Original Inv	Covid Items	Reg Items	Original Invoice	
Regular Hours	320	14179.9	\$12,799.00	\$26,978.90				
Overtime			93.39	\$93.39				
On Call			1919.88	\$1,919.88				
Total Labor					\$14,179.90	\$14,812.27	\$28,992.17	
Benefits (37%)					5,246.56	4,735.63	9,982.19	
Contract Section 6.1.1 Direct labor and benefits					19,426.46	19,547.90	38,974.36	
Contract Section 6.1.2 Administrative support labor and benefits					0.00	0.00	0.00	
Contract Section 6.1.2 Allocable portion of office expenses (5% of direct costs)					971.32	1,068.56	2,039.88	
Contract Section 6.1.6 Mileage					0.00	0.00	0.00	
Contract Section 6.1.8 Other costs:								
Share of Jeff B monthly cell phone service						10.12	10.12	
Share of Jeff B lodging						0.00	0.00	
Cell phone allowance - Kaleb						40.00	40.00	
Monthly regular phone service						104.30	104.30	
John Goulet 401K meeting expenses						116.28	116.28	
MMUA Safety Program						1,552.50	1,552.50	
Subtotal					20,397.79	22,439.66	42,837.44	
Contract Section 6.1.9 1.25% Adder					254.97	280.50	535.47	
Pickup usage					0.00	0.00	0.00	
TOTAL DUE MRES					\$20,652.76	\$22,720.15	\$43,372.91	
(will be done via ACH on June 3, 2020)								

Labor & benefits plus adders	\$41,434.62
Other costs plus adders	\$1,938.29
Total	\$43,372.91



3724 West Avera Drive
PO Box 88920
Sioux Falls, SD 57109-8920
Telephone: 605.338.4042
Fax: 605.978.9360
www.mrenergy.com

Benson Municipal Utilities
1410 Kansas Ave
Benson, MN 56215

Distribution Maintenance Invoice for the month of July 2020

Contract Section 6.1.1 Direct labor and Benefits

Direct Labor: (from 6/29/20 thru 7/26/20)	Covid Hrs	Covid Pay	Reg Pay	Original Inv	Covid Items
Regular Hours	144	5822.60	0	\$0.00	
Overtime			0	\$0.00	
On Call			0	\$0.00	
Total Labor					\$5,822.60
Benefits (37%)					2,154.36
Contract Section 6.1.1 Direct labor and benefits					<u>7,976.96</u>
Contract Section 6.1.2 Administrative support labor and benefits					0.00
Contract Section 6.1.2 Allocable portion of office expenses (5% of direct costs)					398.85
Contract Section 6.1.6 Mileage					0.00
Contract Section 6.1.8 Other costs:					

Subtotal		<u>8,375.81</u>
Contract Section 6.1.9 1.25% Adder		104.70
Pickup usage		0.00

Do Not Pay- amount will be included on monthly invoice

\$8,480.51

Labor & benefits plus adders	\$0.00
Other costs plus adders	<u>\$403.83</u>
Total	\$403.83

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
City of Benson

PROJECT:
Arrival/Departure Building (Rebid)
Benson Municipal Airport

APPLICATION #: 1
PERIOD TO: 06/25/20
PROJECT NOS: 3-27-0011-11-

Distribution to:
 Owner
 Const. Mgr
 Architect
 Contractor

FROM CONTRACTOR:
KALCON LLC
2859 Gale Road
Minnetonka, MN 55391

ARCHITECT:
TKDA

CONTRACT DATE: 09/17/19

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	<u>654,345.00</u>
2. Net change by Change Orders-----	\$	<u> </u>
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	<u>654,345.00</u>
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		<u>137,692.75</u>
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns E+F on Continuation Sheet)	\$	<u>6,884.64</u>
b. 5.0% of Stored Material (Column G on Continuation Sheet)	\$	<u> </u>
Total Retainage (Line 5a + 5b) or Total Retainage Held ----- (Column K on Continuation Sheet)	\$	<u>6,884.64</u>
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	<u>130,808.11</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----	\$	<u> </u>
8. CURRENT PAYMENT DUE-----	\$	<u>130,808.11</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>523,536.89</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By:  Date: 6/29/2020

State of: _____
County of: _____

Subscribed and sworn to before
me this _____ day of _____

Notary Public: _____
My Commission expires: _____

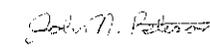
CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$ \$130,808.11

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:  Digitally signed by John N. Peterson, PE
DN: cn=J.N. Peterson, email=john.peterson@tkda.com, o=TKDA,
c=US, serial=1, version=1, date=2020.07.06.17.05.59.0300 Date: 7/6/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
City of Benson

PROJECT:
Arrival/Departure Building (Rebid)
Benson Municipal Airport

APPLICATION #: 2
PERIOD TO: 07/29/20
PROJECT NOS: 3-27-0011-11-

Distribution to:
 Owner
 Const. Mgr
 Architect
 Contractor

FROM CONTRACTOR:
KALCON LLC
2859 Gale Road
Minnetonka, MN 55391

ARCHITECT:
TKDA

CONTRACT DATE: 09/17/19

CONTRACT FOR: General Construction

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	<u>654,345.00</u>
2. Net change by Change Orders-----	\$	<u> </u>
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	<u>654,345.00</u>
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		<u>305,692.75</u>
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns E+F on Continuation Sheet)	\$	<u>15,284.64</u>
b. 5.0% of Stored Material (Column G on Continuation Sheet)	\$	<u> </u>
Total Retainage (Line 5a + 5b) or Total Retainage Held ----- (Column K on Continuation Sheet)	\$	<u>15,284.64</u>
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	<u>290,408.11</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----		
	\$	<u>130,808.11</u>
8. CURRENT PAYMENT DUE-----	\$	<u>159,600.00</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>363,936.89</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By:  Date: **7/29/2020**

State of: _____
County of: _____

Subscribed and sworn to before me this _____ day of _____

Notary Public: _____
My Commission expires: _____

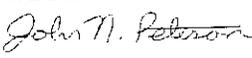
CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$ **\$159,600.00**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:  Digitally signed by John N. Peterson, PE
DN: cn=US, e=john.peterson@tkda.com, o=TKDA,
ou=John N. Peterson, PE
Date: 2020.07.29 10:16:51-0500 Date: **7/29/2020**

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

ORDER FOR RAZING AND REMOVAL OF HAZARDOUS BUILDING

TO: BRIJESH J PATEL, P.O. BOX 138, FERGUS FALLS, MN 56538

YOU ARE HEREBY ORDERED to repair the hotel building located at 600 22nd St. S. in Benson, Minnesota legally described as follows:

Lots 4, 5, and 6, Block 1, Benson Industrial Park 3rd Addition to the City of Benson, Swift County, Minnesota.

You are to repair the building by taking the following specific actions:

1. Repair all structural defects to comply with Minnesota Building Code to the satisfaction of the City Building Inspector
2. Repair all electrical defects to the satisfaction of the City Building Inspector
3. Rectify any and all building code violations
4. Repair all doors and windows to the satisfaction of the City Building Inspector
5. Repair all roof and siding and have repairs approved by the City Building Inspector
6. Remove all waste, refuse, garbage and/or rubbish to the satisfaction of the City Building Inspector

In the alternative you may raze and remove the entire building.

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 repair of said building by no later than _____. 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 _____

RESOLUTION NO. _____

RESOLUTION TO ABATE NUISANCE AND ASSESS COSTS.

WHEREAS, the City Council has heard the report of the City Building Inspector regarding the hotel building on the property located at 600 22nd Street S. in Benson, Minnesota, legally described as Lots 4, 5, and 6, Block 1, Benson Industrial Park 3rd Addition to the City of Benson, Swift County, Minnesota,

WHEREAS, the City Council has determined, based on said report, that the hotel on the above described property is a dangerous or substandard building,

NOW THEREFORE, pursuant to Chapter 97 of the City of Benson Code of Ordinances and Minnesota Statutes, chapter 463, The City Council of the City of Benson, Minnesota resolves:

1. That the hotel located on the above described property is a dangerous or substandard building according to the definitions provided by the City of Benson Code of Ordinances, chapter 97 and Minnesota Statutes, chapter 463.
2. That an order to raze and remove the above described hotel be served upon the owners of the above described property in accordance with the City of Benson Code of Ordinances, chapter 97 and Minnesota Statutes, chapter 463.
3. That along with said order, the owners of the above described property will be served with notice of a hearing at which the Council will consider any evidence offered by the person or persons having any estate or interest in the above described structure.

Adopted by the City Council of the City of Benson, Minnesota on _____, 2020.

Approved:

Mayor

Attested:



INVOICE

Invoice Number 1668891
Invoice Date June 16, 2020
Customer Number 92404
Project Number 193804787

Bill To

City of Benson
Bill To: Accounts Payable
1410 Kansas Avenue
Benson MN 56215
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Benson WWTF Filter Replacement



Stantec Project Manager: LaFond, Ron
Current Invoice Due: \$27,936.65
For Period Ending: May 15, 2020

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number

1668891

Project Number

193804787

Top Task 450

Construction Services

Attend construction meeting, review project status with Tonka, KHC and contractor, record drawing coordination, send Tonka a notice of project completion.

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	1.00	137.00	137.00
	1.00		137.00
Engineering Technician	0.50	127.00	63.50
	0.50		63.50
Project Manager	4.25	167.00	709.75
	4.25		709.75
Senior Principal	17.00	191.00	3,247.00
	17.00		3,247.00
Professional Services Subtotal	22.75		4,157.25

Subconsultants

	Date	Cost	%	Current Amount
Direct - Subconsultant Fees KLM Engineering, Inc. 7679	2020-04-10	23,646.00	0.00	23,646.00
Subconsultants Subtotal				23,646.00

Disbursements

	Current Amount
Direct - Vehicle (mileage)	133.40
Disbursements Subtotal	133.40

Top Task 450 Total **27,936.65**

Total Fees & Disbursements \$27,936.65

INVOICE

Page 3 of 3

Invoice Number

1668891

Project Number

193804787

INVOICE TOTAL (USD)

\$27,936.65



INVOICE

Invoice Number	1677560
Invoice Date	July 8, 2020
Customer Number	92404
Project Number	193804681

Bill To

City of Benson
Bill To: Accounts Payable
1410 Kansas Avenue
Benson MN 56215
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Benson Chlorine Damage Remediation

Stantec Project Manager: Capelle, Ryan J
Current Invoice Due: \$5,194.41
For Period Ending: June 19, 2020

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number

1677560

Project Number

193804681

Top Task 250

Underdrain Repair- Non-Chlorine Project

Trip to Benson MN to observe changes made since the last trough repair /progress and assess backwash troughs. Coordination with contractor on revising wash troughs to accommodate revised backwash flow rate to avoid media loss.

Professional Services

Billing Level

Project Manager

	Hours	Rate	Current Amount
	4.50	173.00	778.50
	4.50		778.50
Professional Services Subtotal	4.50		778.50

Disbursements

Direct - Vehicle (mileage)

	Current Amount
	176.47
Disbursements Subtotal	176.47

Top Task 250 Total

954.97

Top Task 300

Construction Services- Chlorine Damage Project

Conference call to coordinate electrical items and assess progress, talk with Gens about plans for compressor and other replacements, electric main service entrance. On site to review status of project progress trip all day. Follow up on reporting progress to Mark Evenson.

Professional Services

Billing Level

Project Manager

	Hours	Rate	Current Amount
	23.50	173.00	4,065.50
	23.50		4,065.50
Professional Services Subtotal	23.50		4,065.50

Disbursements

Direct - Vehicle (mileage)

	Current Amount
	173.94
Disbursements Subtotal	173.94

INVOICE

Invoice Number

1677560

Project Number

193804681

Top Task 300 Total

4,239.44

Total Fees & Disbursements

\$5,194.41

INVOICE TOTAL (USD)

\$5,194.41



INVOICE

Invoice Number	1677561
Invoice Date	July 8, 2020
Customer Number	92404
Project Number	193804787

Bill To

City of Benson
Bill To: Accounts Payable
1410 Kansas Avenue
Benson MN 56215
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Benson WWTF Filter Replacement

Stantec Project Manager: LaFond, Ron
Current Invoice Due: \$1,117.75
For Period Ending: June 19, 2020

Due upon receipt or in accordance with terms of the contract

INVOICE

Invoice Number

1677561

Project Number

193804787

Top Task 450

Construction Services

Prepare record drawings, prepare final payment application, communications with Tonka.

Professional Services

Billing Level

	Hours	Rate	Current Amount
Engineering Technician	6.50	127.00	825.50
	<u>6.50</u>		<u>825.50</u>
Project Manager	1.75	167.00	292.25
	<u>1.75</u>		<u>292.25</u>
Professional Services Subtotal	<u>8.25</u>		<u>1,117.75</u>

Top Task 450 Total

1,117.75

Total Fees & Disbursements

\$1,117.75

INVOICE TOTAL (USD)

\$1,117.75