

City Council Regular Meeting Agenda
City Council Chambers
July 1, 2013

- | | | |
|-------|-----|--|
| Page | 1. | 5:30 p.m. Call the Meeting to Order at City Hall (Mayor) |
| | 2. | Persons with Unscheduled Business to Come Before the City Council (Mayor) |
| | 3. | Review the Consent Agenda: (Mayor) Canary |
| | | a. Minutes: |
| 2-4 | | ▪ 6.17.13 City Council Meeting |
| 5-6 | | ▪ 6.21.13 Emergency City Council Meeting |
| 7-8 | | ▪ 5.16.13 EDA Meeting |
| 9 | | ▪ 5.30.13 Special EDA Meeting |
| | | b. Applications: |
| 10-11 | | ▪ Swift County Gobblers Gambling Permit 7.26.13 |
| 12-13 | | ▪ Northern Lights Trails Gambling Permit 11.2.13 |
| | | <u>▪ Vacancies on Boards & Commissions:</u> |
| | | ▪ Park Board – 2 |
| | | ▪ Benson Area Tourism Board – 1 |
| | | c. Correspondence |
| 14 | | ▪ Independent School District #777 Levy Referendum |
| | | d. Overnight Travel: |
| | | ▪ Emergency Management Institute July 7-12, 2013 – City Manager |
| | 4. | Police Officer Introductions and Swearing In Ceremony (Chief of Police) |
| | | ▪ Paula Wilson ▪ Brennan McAlpin |
| | 5. | ATV Use in the City Limits Discussion (Chief of Police) |
| 15 | 6. | Police Officer Resolution |
| 16 | 7. | Loader Equipment Purchase |
| | 8. | Storm Damage to Public Property Overview & Disaster Declaration (City Manager) |
| | 9. | Update on Railroad /Storm Sewer – Nelson |
| 17-19 | 11. | Pay Request – Stantec – Engineering Storm Discharge Repair - \$11,832.75 |
| | 12. | Parks Building Repair Options (Building Official) |
| | 13. | SCDP Program Income for Roof Repairs |
| | 14. | City of Benson Entrance Signs Project |
| | 15. | Stack Testing Results |
| | 16. | Standard Lumber Demolition – Authorize Bids (City Manager) |
| | 17. | Adjourn: Mayor |

Draft

**MINUTES - BENSON CITY COUNCIL - REGULAR MEETING
JUNE 17, 2013**

The meeting was called to order at 5:30 p.m. by the Mayor. Members present: Mike Fugleberg, Paul Kittelson Ben Hess, Gary Landmark & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, City Building Official Mike Jacobson, Swift Count-Benson Hospital Administrator Frank Lawatsch, Benson Public Schools Superintendent Lee Westrum and Connie Wersinger.

Wolfington asked Lee Westrum to the Council meeting tonight as he is taking a job in Wadena. Westrum wanted to say farewell and to thank the Council for the cooperation all local units of government has shown over the years he has been on the Council and Superintendent of Benson Schools.

It was moved by Landmark, seconded by Hess and carried unanimously to approve the following minutes on the consent agenda:

- June 6, 2013 City Council Meeting

The Mayor acknowledged openings on the Park Board and Benson Area Tourism Board.

Mayor Kittelson acknowledged a thank-you from Swift County Human Services for donating day passes to the swimming pool for the 2013 season.

Next was a letter from a concerned citizen asking the Council to preserve the school house out at Ambush Park.

Wolfington presented an email from Tom Bordwell from Charter Communications announcing they were preparing to move forward on the franchise renewal discussions next week.

The Mayor and City Manager will be attending the League of Minnesota Cities Annual Conference June 18-21 in the Cities. Wolfington will be attending the Emergency Management Institute July 4-12, 2013 in Maryland.

Next was discussion on restoration of the school house out at Ambush Park. Wolfington received a call just before the meeting from a citizen showing support for restoration, he also presented a letter that came in the mail today showing the same support. City Building Official Mike Jacobson presented bids to lift the school off the current blocks, pour a foundation, concrete removal and siding of the school in the amount of \$17,700.00. There was discussion on the structure of the school house. Jacobson said he felt there were enough people in the community to volunteer their time to help with some of the repairs. It was moved by Fitz, seconded by Fugleberg to approve foundation and siding work on the school house at Ambush Park for expenses not to exceed \$20,000.00. The motion carried unanimously.

Councilmember Fugleberg offered the following resolution:

**RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT
WITH THE STATE OF MINNESOTA TO PROVIDE
PUBLIC TRANSPORTATION SERVICE IN THE CITY OF BENSON
(RESOLUTION NO. 2013-09)**

Resolved that the City of Benson, MN to enter into an Agreement with the State of Minnesota to provide public transportation service in the City of Benson.

Further resolved that the City of Benson agrees to provide a local share of 20% percent of the total operating cost and 20% of the total capital costs.

Further resolved that the City of Benson authorizes the City Manager and the City Clerk to execute the aforementioned Agreement and any amendments thereto.

Council Member Hess seconded the foregoing Resolution and the following vote was recorded: AYES: Landmark, Fitz, Kittelson, Hess, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution 2013-09 duly passed and adopted.

Councilmember Fugleberg offered the following resolution:

**RESOLUTION APPROVING
ISSUANCE OF BONDS
BY SWIFT COUNTY – BENSON HOSPITAL
(RESOLUTION 2013-10)**

BE IT RESOLVED By the City Council of the City of Benson, as follows:

1. Swift County – Benson Hospital (the “District”), a hospital district organized under 1992 Laws of Minnesota, Ch. 534, Sections 6 to 20 (the “Act”) is proposing to issue up to \$2,900,000 of revenue bonds (the “Bonds”) to finance certain improvements to the hospital facilities including, without limitation, expansion and renovation of portions of the hospital and construction of a medical clinic to be leased to Affiliated Community Medical Centers, P.A. The Bonds are not an obligation of the City of Benson.

2. In accordance with the Act, the issuance of the Bonds is hereby approved.

Council Member Fugleberg seconded the foregoing Resolution and the following vote was recorded: AYES: Landmark, Kittelson, Hess, Fugleberg. ABSTAIN: Fitz. NAYS: None. Thereupon the Mayor declared Resolution 2013-10 duly passed and adopted.

Next Wolfington presented three bituminous bids for the 2013 season. There were bids from Riley Brothers for \$129,367.50, Duininck Inc. for \$154,472.00 and Central Specialties for \$168,974.80. After discussion Wolfington recommended Riley Brothers bid. It was moved by Fugleberg, seconded Fitz and carried unanimously to accept Riley Brother’s bid in the amount of \$129,357.50.

The City will be advertising for bids for 2013 concrete work.

Next Wolfington presented a police joint powers agreement between 13 cities for emergency reaction force efforts. It was moved by Landmark, seconded by Hess and carried unanimously to approve the agreement.

Wolfington brought a request to the Council from Tom Kobberman. He would like to again host a bull riding event at the Shamrock Hest riding arena. Scotty’s will be catering and selling alcohol at the event. It was moved by Fitz, seconded by Fugleberg to approve liquor sales at the riding club pending proof of liability insurance, proof of catering license and approval from Shamrock Hest Riding Club to hold the event there.

Next was change order #1 from DGR Engineering on the catalytic converters in the power plant. The change order was to insure proper insulation. It was moved by Fugleberg, seconded by Hess and carried unanimously to approve Change Order #1 from DGR Engineering in the amount of \$2,500.00.

Fitz presented a letter she received from a concerned citizen about a property that is in rough shape, and hope we can do something to clean it up. Wolfington stated staff will process the complaint with Council support.

Landmark suggested it's been many years since we have invited local attorneys to bid for our prosecution cases. After discussion it was moved by Landmark, seconded by Fitz and carried unanimously to invite attorneys to review our legal services for prosecution.

Fitz asked what our ordinances say concerning driving four wheelers in the city. Wolfington thought they were governed by State laws, but will see how they apply to our ordinances and report back to the Council.

It was moved by Landmark, seconded by Fitz and carried unanimously to approve bills and warrants in the amount of \$876,654.57.

Wolfington presented an invitation from Minnesota GreenStep Cities Seminar June 27, 2013 at 3:30 pm in New London.

The City was awarded a Small Cities Grant, and Wolfington gave information to the Council on the Grant with requirements and timelines.

There being no other business, a motion was made by Fitz, seconded by Fugleberg and carried unanimously to adjourn the meeting at 6:11 p.m.

Mayor

City Clerk

Draft

**MINUTES - BENSON CITY COUNCIL - EMERGENCY MEETING
JUNE 21, 2013**

The meeting was called to order at 6:00 p.m. by the Mayor. Members present: Mike Fugleberg, Paul Kittelson Ben Hess, Gary Landmark & Sue Fitz. Members Absent: None. Also present: City Manager Rob Wolfington, Public Works Director Elliot Nelson, Director of Finance Glen Pederson, Assistant City Attorney Ben Wilcox, Swift County Emergency Manager Bill McGeary, Swift County Administrator Mike Pogge-Weaver.

The Mayor called the emergency meeting to order at 6:00 p.m. to address the early morning storm damage in the city.

Nelson said as of 3pm today there had been 50 power lines down. After the high winds that just went through at 5:30 p.m. there were more power lines down, some fires and a gas leak. We have had support from Olivia and Ortonville working on power lines. Also Swift County has offered their support where needed. City employees were notified this weekend would be a work duty weekend.

Wolfington stated there had been a lot of clean up had been started by homeowners. He defined the risks and safety for citizens and staff, the status of services around town and priority of work. It was felt as of now there were no need to request for outside volunteers.

The Council discussed tree debris clean-up. It was agreed if there was a boulevard tree down, we would take it out. If people have trees and branches down on other parts of their property, and they bring it to the boulevard, we will pick it up for them. Nelson stated we have a contract with Carr's Tree Service and they are coordinating with them to come to town and start helping with tree clean-up.

There was discussion from each department on what they were doing.

Landmark made a motion to accept the Mayor's Declaration of Local Emergency, and offered the following resolution:

**RESOLUTION TO CONTRACT DURING SPECIAL EMERGENCY
(RESOLUTION NO. 2013-11)**

WHEREAS, the City Council of the City of Benson has declared that a special emergency is in effect; and,

WHEREAS, immediate action to respond to the situation is needed in order to protect the health, safety and welfare of the community; and,

WHEREAS, the immediate hiring of a general contractor capable of assisting with cleanup of debris and restoration of essential services is required in order to effectively respond to the emergency; and,

WHEREAS, Minnesota statutes sections 365.37 and 415.01 provide that an emergency contract is not subject to the normal purchasing and competitive bidding requirements because of the emergency.

NOW THEREFORE IT IS HEREBY RESOLVED that the city manager is authorized, without requirement of notice or competitive bidding, to enter into a contract with a qualified contractor of his choice with the ability to assist with cleanup of debris and restoration of essential services as needed to respond to the emergency that is in effect and to purchase such

Council Member Hess seconded the foregoing Resolution and the following vote was recorded:
AYES: Landmark, Fitz, Kittelson, Fugleberg. NAYS: None. Thereupon the Mayor declared Resolution
2013-11 duly passed and adopted.

There was discussion on the sirens not working properly. Wolfington said that issue is being
investigated.

There being no other business, a motion was made by Fugleberg, seconded by Hess and carried
unanimously to adjourn the meeting at 6:36 p.m.

Mayor

City Clerk

W
5/24/13

EDA Regular Meeting May 16, 2013

Members Present: Leroy Noreen, Jon Buyck, Mike Fugleberg, Paul Kittelson, Pat Hawley and Rob Wolfington
Members Absent: Rick Horecka & Paul Estenson
Also Present: Assistant City Attorney Ben Wilcox

Vice-Chairman Buyck called the meeting to order at 12:12 p.m.

It was moved by Fugleberg, seconded by Noreen and carried unanimously to approve the April 18, 2013 minutes.

Coalition of Greater Minnesota Cities (CGMC)

Wolfington informed the EDA Board the City has been a CGMC Member for at least 20 years, to whom we pay annual dues. They feel greater Minnesota Cities economic development needs aren't being heard. They are asking for an additional membership to help lobby their efforts. After discussion, it was moved by Hawley, seconded by Kittelson and carried unanimously to not pay the additional membership fee.

Claussen Properties Loan

Steve Claussen sent a request to the EDA asking to extend his loan he currently has with us for 3 years at the current interest rate of 3.44%. After discussion, it was moved by Kittelson, seconded by Noreen and carried unanimously to extend the loan for three years at the current interest rate.

Burlington Northern-Santa Fe (BNSF) Railroad Property

Wolfington said Roger Schwinghammer from BNSF came back with a valuations of the property on east highway 12, east of the old Benson Market site for \$97,000.00. The property on west highway, formerly the old lumber yard, currently leased by Glacial Plains price is \$14,000.00. Total land purchase price would be \$111,000.00. Wolfington explained if the City would purchase these properties, the west highway 9 property buildings would be torn down this summer, and green space would be developed on both properties. Funds to purchase the property would come out of the EDA account. Wolfington recommended approval of purchasing the property. After discussion it was moved by Hawley, seconded by Noreen and carried unanimously to recommend purchase of these properties to the City Council.

Future Products Loan

The Future Products loan was next on the agenda. Wilcox stated due to client-attorney confidentiality, he recommended the EDA go into closed session for discussion. It was moved by Kittelson, seconded by Fugleberg and carried unanimously to go into closed session at 12:38 p.m. Vice-chairman Buyck opened the meeting to the public at 12:45 p.m. Wilcox summarized discussion was the ongoing litigation in reference to the Future Products Loan.

There being no other business, Kittelson made a motion, seconded by Noreen and carried unanimously to adjourn the meeting at 12:47 p.m.

Vice Chairman

Attest: _____

Secretary

W
May 31, 13

**EDA Special Meeting
May 30, 2013**

Members Present: Leroy Noreen, Jon Buyck, Mike Fugleberg, Paul Kittelson, Pat Hawley & Paul Estenson
Members Absent: Rick Horecka & Rob Wolfington
Also Present: Assistant City Attorney Ben Wilcox

Chairman Estenson called the meeting to order at 12:09 p.m.

Swift Machine & Fab, LLC

Erick Carlson, owner of Swift Machine & Fab, LLC approached the EDA with a request for a loan. Hawley recapped the loan committee meeting held last week. The Loan request was for \$50,000. The loan would be split between Swift County RDA for \$25,000 and the Benson EDA for \$25,000. The loan is needed for operating capital. Buyck was also at the loan committee meeting and said Eric mentioned they are expanding their fabrication work and has a salesman out on the road. He currently has 12 employees. It was also agreed Eric would send monthly financials, and the accountant would send quarterly financials.

After questions and discussion, it was moved by Kittelson, seconded by Fugleberg and carried unanimously to grant a loan to Swift Machine & Fab LLC with the following terms: Payment of the loan will start 60 days following closing, 4% interest, a shared 3rd position with Swift County RDA behind Riverwood Bank and the Federal Government, payments amortized for 60 months with a balloon payment at 30 months.

There being no other business, Buyck made a motion, seconded by Hawley and carried unanimously to adjourn the meeting at 12:17 p.m.

Chairman

Attest: _____
Secretary

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 prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name NWTF Swift County Gobblers Previous gambling permit number X-92184

Minnesota tax ID number, if any _____ Federal employer ID number (FEIN), if any _____

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address 525-50th St. NW City Benson State MN Zip code 56215 County Swift

Name of chief executive officer (CEO) Justin Sanders Daytime phone number 320-760-2846 E-mail address _____

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

- Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**
 Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803
- 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 at 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:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. 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.
Benson Bowler

Address [do not use PO box] 2205 Mn. Ave City or township Benson Zip code 56215 County Swift

Date[s] of activity. For raffles, indicate the date of the drawing.
July 26 - 2013

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

Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**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

Signature of city personnel [Signature]

Title City Clerk Date 6/26/13



**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 Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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 [Signature] Date 6/24/13

Print name Justin Sanders

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

Send application with:

- ___ a copy of your proof of nonprofit status, and
- ___ application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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.

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 prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name
Northern Lights Trails

Previous gambling permit number
X-04998 April 05, 2013

Minnesota tax ID number, if any
Federal employer ID number (FEIN), if any
41-1872708

Type of nonprofit organization. Check one.

Fraternal Religious Veterans Other nonprofit organization

Mailing address
P.O. Box 153

City
Benson

State
MN

Zip code
56215

County
Swift

Name of chief executive officer [CEO]
Sheri Gades

Daytime phone number
320 842 7201 x101

E-mail address
Sheri.Gades@mn.nacdnet.net

NONPROFIT STATUS**Attach a copy of ONE of the following for proof of nonprofit status.**

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
 Phone: 651-296-2803

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 at 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:
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
 b. 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.
Patrick's Pub & Grill, LLC

Address [do not use PO box]
1301 Pacific Ave

City or township
Benson

Zip code
56215

County
Swift

Date[s] of activity. For raffles, indicate the date of the drawing.
November 02, 2013

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

Bingo* Raffle Paddlewheels* Pull-tabs* Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**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 _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

**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 Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

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: Sheri Gades Date 6-19-13

Print name: Sheri Gades

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

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

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

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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.

Benson Public Schools

District #777

1400 Montana Ave., Benson, MN 56215
Phone: (320) 843-2710 Fax: 843-2262

June 19, 2013

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

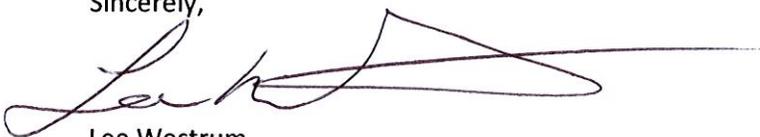
w ✓
Glen ✓
cc _____

Dear Mr. Wolfington,

Independent School District #777, Benson, MN is in the planning stages of a levy referendum that would go to the voters on November 5, 2013. And while the School Board has yet to officially vote to hold the election, there is a strong likelihood that it will occur. In taking the necessary steps to plan for such an election, I am requesting that the school district election be conducted in conjunction with the City of Benson elections and that the polling place for the school district election is the Armory or wherever the City of Benson holds their election. I would also request that Glen Pederson serve as the senior election official.

This was the arrangement for the school district levy referendum in 2011 and it worked very well. Of course, District 777 will share in the expense of conducting the election. I have spoken to Glen Pederson about this and he is agreeable to the arrangement.

Sincerely,



Lee Westrum
Superintendent

**POLICE OFFICER DECLARATION
(RESOLUTION NO. 2013-)**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City Council of the City of Benson hereby declares that the position titled Part-Time Police Officer, currently held by Ellissa Schmidt meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

Investment Proposal for:
 CITY OF BENSON
 1410 KANSAS AVE
 BENSON, MN 56215
 Phone: (320) 843-4775



John Bot
 1710 East College Drive
 PO Box 1051
 Marshall, MN 56258
 Phone: (507) 532-0994
 Mobile: (507) 828-6599
 Fax: (507) 532-0993

Thank you for allowing me the opportunity to quote you this equipment. We appreciate your business. John

Equipment: USED 2000 JOHN DEERE 644J

Key Features

MISCBASE 644 SKELETON BKT



Serial Number

RDO644K (2500 Approximated Hours)

Equipment Price \$5,000.00

Additional Items

Other	grapple installed	\$8,500.00
Prep / Reconditioning		\$1,500.00

Estimated Conversion Price: \$15,000.00

PROPOSAL SUMMARY

Equipment Total	\$15,000.00
Sub Total	\$15,000.00
Estimated sales tax to apply (MNST MN STATE TAX 6.875%)	\$1,031.25
Total Investment	<u>\$16,031.25</u>

John Bot
 Sales Professional
 RDO EQUIPMENT CO.
 jbot@rdoequipment.com



INVOICE

Invoice Number	700687
Invoice Date	June 27, 2013
Customer Number	92404
Project Number	193802371

Bill To

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

A handwritten signature in blue ink, appearing to be "Eric S. Lembke", is written over the "Bill To" information.

Please Remit To

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

Project Description: 24" River Discharge Storm Repair

Stantec Project Manager:	Lembke, Eric S
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$11,832.75
For Period Ending:	June 21, 2013

Due on Receipt

INVOICE

Invoice Number 700687
Project Number 193802371

Top Task 200 Preliminary Survey
Survey of railroad storm sewer failure.

Professional Services

Category/Employee	Hours	Rate	Current Amount
Crew Chief	16.00	103.00	1,648.00
	16.00		1,648.00
Project Manager	11.00	133.00	1,463.00
	11.00		1,463.00
Professional Services Subtotal	27.00		3,111.00

Usages

	Current Amount
Usage - Equipment Charges 05/29/13	217.00
Usage - Vehicle 05/29/13	172.25
Usages Subtotal	389.25

Top Task 200 Total **3,500.25**

Top Task 300 Plans & Specifications
Investigate and prepare information for site visit to railroad storm sewer failure, prepare and update sketches for storm pipe break, review options with City and multiple contractors, review survey data and preliminary plan, investigate railroad design and permitting requirements, contact BNSF to organize design, review pipe materials and sizing, prepare plans and specifications.

Professional Services

Category/Employee	Hours	Rate	Current Amount
Engineer	0.50	102.00	51.00
	0.50		51.00
Engineering Technician	1.50	123.00	184.50
	1.00	101.00	101.00
	21.75	96.00	2,088.00
	24.25		2,373.50
GIS Specialist	7.00	103.00	721.00
	7.00		721.00
Project Manager	39.00	133.00	5,187.00
	39.00		5,187.00
Professional Services Subtotal	70.75		8,332.50

INVOICE

Invoice Number
Project Number

700687
193802371

Top Task 300 Total	8,332.50
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Total Fees & Disbursements	\$11,832.75
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INVOICE TOTAL (USD)	<u><u>\$11,832.75</u></u>
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