

**City Council Meeting
Benson City Hall
November 2, 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#

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 regular agenda item?
Approval of Agenda _____ as Presented or _____ Revised Action Requested
4. Consent Agenda:
 - a. Minutes:
 - 10.19.2020 City Council Meeting
 - 2.18.2020 City Council Meeting Correction
 - 9.14.2020 EDA Meeting
 - 9.17.2020 Special EDA Meeting
 - 8.3.2020 Planning Commission Meeting
 - b. Electronic Transfers:
Payroll: \$90,863.54 – October 22, 2020
5. Persons With Unscheduled Business to Come Before the Council:
6. Consider Comprehensive Plan Land Use Change **Action Requested**
7. Consider a \$10,000 Donation to the Music Boosters **Action Requested**
8. Elevator Information Information Only
9. Wastewater Treatment Facility -HVAC **Action Requested**
10. Airport Pay Request **Action Requested**
11. Consider Transferring Final Federal CARES Act Monies **Action Requested**
12. Consider Resolution Transferring Xcel Grant Dollars - \$5,760.50 **Action Requested**
13. Consider Resolution Transferring Xcel Grant Dollars - \$69,822.72 **Action Requested**
14. September 2020 Budget Report Information Only

15. 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
OCTOBER 19, 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, Public Works Director Dan Gens, Fire Chief Jeff Reuss, and Chris Gastner and Joya Stetson from CEDA.

The Council recited the Pledge of Allegiance.

The Mayor asked for any changes to the agenda. Wolfington asked to add discussion on his concerns of the safety of the elevator. It was moved by Olson, seconded by Schreck and carried unanimously to approve the amended agenda.

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

- October 5, 2020 City Council Minutes
- Electronic Transfers:
 - Payroll: \$103,080.20 – October 8, 2020
 - Journal Entry: \$1,156,223.56 – September 2020

Wolfington introduced Stetson and Gastner with Community & Economic Development Associates (CEDA). He said they have toured Benson, met with the EDA and BIDC as well as with the Mayor. Stetson asked if the Council had any questions for them. The Mayor asked how the EDA meeting went today. Schreck said it went well, and a lot of good points were brought up. He said he likes that we will have a hand in hiring our representative. Stetson said they will run the job description by the City. Stetson said the goal is to vet the candidates to finalists and let us help choose the best fit. Wolfington said the BIDC asked him to convey they support moving forward with hiring an economic developer through CEDA. Olson asked about a cost comparison between using UMVRDC and CEDA. Wolfington said the UMVRDC is twice as expensive. They do not have the resources to devote a full-time employee to Benson. He said our representative from the UMVRDC, Ostlie is leaving and taking the Swift County RDA position starting November 2, 2020. Olson asked about work plans to which Stetson said there will be discussions with the City on the work plan. Gastner said our contract will run annually, and there is a “30 Day Out” clause in their agreement, which means for any reason if either party wants out of the agreement, we can be out fully in 30 days. Wolfington said it will be similar to the MRES contract where the employees integrate seamlessly with our employees, but technically are CEDA employees. Olson asked if they do grant writing to which Gastner said CEDA started out as a grant writing organization and are very active in writing grants. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to authorize the Mayor and City Manager to sign the contract with CEDA as presented.

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

Fire Chief Reuss approached the Council. Wolfington said the City and Benson Fire Department created a Fire Relief Association over 25 years ago. Through contributions from the City and State Fire Aid, a retirement fund was built. A couple years ago, it was felt if we transferred this fund to PERA the fund would get better investment yield. About 4 months ago, a request was sent to PERA to review if benefits could be increased without requiring a City contribution. Reuss said the investments have done well. Currently 10 firefighters are collecting monthly benefits. This is an incentive to keep current firefighters on longer instead of having to train new firefighters in at a cost of \$5,000 per fireman. After

discussion, Councilmember Olson offered the following resolution:

**A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS
WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN
(RESOLUTION NO. 2020-30)**

The City Council of the City of Benson, Minnesota, does ordain:

- WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and
- WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and
- WHEREAS: The City understands that Minnesota statute allows an increase in benefit levels if the plan is fully funded, but does not have provisions for a decrease in benefit levels; and
- WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$1,500.00 benefit level per year of service, effective January 1, 2021; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Councilmember Evenson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Collins, Olson, Buyck. ABSTAIN: Schreck. NAYES: None. Thereupon the Mayor declared Resolution 2020-30 duly passed and adopted.

Next was a funding request from Western Minnesota Prairie Waters. This organization promotes and markets the region as a great place to visit, stay and shop. After discussion it was moved by Olson, seconded by Evenson and carried unanimously to approve \$2,679 in the 2021 budget to Western Minnesota Prairie Waters.

Wolfington said the City received \$237,774 through the COVID-19 Federal CARES Act. He said staff has kept track of hours and expenses related to the COVID pandemic. Council previously approved transferring \$103,561 from the fund to reimburse City expenses. Wolfington presented a report of eligible expenses to be drawn from the CARES Act funds. He said there will likely be another \$10,000 in expenses to be submitted by November 15, 2020. He went on to say we will have a balance of \$20,000, which he suggested donating \$15,000 to Prairie 5 Reach out for Warmth program and \$5,000 to Prairie 5 Sr. Meals Program. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve drawing \$104,931 from the Federal Cares Act monies to reimburse City expenses from the COVID-19 Pandemic. It was moved by Schreck, seconded by Evenson and carried unanimously to approve allocating \$15,000 of the CARES act money to the Prairie 5 Reach out for Warmth program. It was then moved by Olson, seconded by Buyck and carried unanimously to approve allocating \$5,000 to the Prairie 5 Sr. Nutrition Program from the CARES act money.

Next was a request to purchase a new HVAC system for the wastewater treatment facility (WWTF) main building. Wolfington said the WWTF upgrade calls for replacing the HVAC equipment. The City solicited quotes from three local HVAC contractors in Benson. We received quotes from two

vendors. The first was from Craig's for \$26,161, the second from Hawley's for \$30,270. There was a third quote from Craig's for a high efficiency system for \$44,669. Wolfington recommended the low bid from Craig's. Buyck asked if anyone had figured out how much money could be saved over time by going with the high efficiency option. Wolfington said the high efficiency quote was above the specs. Buyck then asked staff to figure out if it would be worth going with the high efficiency system. It was moved by Schreck, seconded by Buyck and carried unanimously to table this request until the next City Council meeting when an analysis can be reported on.

It was moved by Evenson, seconded by Schreck, and carried unanimously to approve the bills and warrants in the amount of \$1,021,611.29.

Evenson said he would like to discuss the elevator after a recent incident of someone climbing to the top. He went on to say he would like to pursue options for purchase and demolition, but would also like to mitigate the temptation for others to try the same thing. Mayor Collins said the owner basically has abandoned the property, won't return phone calls, and people have been in there. Staff has made mitigations to close off access. He said he has visited with Stantec about how to approach demolition. He has also discussed the eminent domain process and limitations of the City of Benson. If this approach is taken, the property must serve a public purpose. He went on to say we would take possession immediately and pay later. He said Stantec predicts the cost to take it down will be \$250,000, with a previous demolition cost estimate of \$750,000. We will also have environmental expenses associated with the demolition. He reminded the Council there are three property owners of the land: The Railroad, NFG and the building on the east side of the elevator is divided in half with the Railroad and NFG each owning half of the land the building sits on. NFG has a 99-year lease with the Railroad and has not made lease payments in several years. It was the consensus of the Council to direct the City Manager to get a proposal from Stantec to take down the elevator and ask the City Attorney to give a brief on eminent domain. Schreck asked an estimate of engineering costs. Wolfington replied \$15,000-\$20,000 from the engineers and \$250,000 to take the elevator down.

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 6:34 p.m.

Mayor

City Clerk

**MINUTES - BENSON CITY COUNCIL MEETING
FEBRUARY 18, 2020**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Jack Evenson, Terri Collins, Mark Schreck & Lucas Olson. Members Absent: Jon Buyck. Also present: City Manager Rob Wolfington, Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, Fire Chief Jeff Reuss, Fire Department Secretary Tom Foley, Swift County Emergency Manager Bill McGeary, UMVRDC Planner Kirk Bustron, Police Officer Brennen McAlpin and Benson Public Schools Superintendent Dennis Laumeyer.

The Council recited the Pledge of Allegiance.

Mayor Collins added a pay request from MN Mechanical Solutions, a zoning request change from Stony Ridge Foods and flooring request for the Benson Liquor Store. It was moved by Schreck, seconded by Evenson and carried unanimously to approve the agenda as amended.

Next was the consent agenda. The Mayor removed the February 3, 2020 City Council Minutes from the Consent Agenda. It was moved by Evenson, seconded by Schreck and carried unanimously to approve the following items on the consent agenda:

- January 6, 2020 Planning Commission Minutes
- Gambling Permit for NWTF Swift County Gobbler for March 20, 2020

The Mayor called for anyone with unscheduled business, to which there was no one.

McGeary and Bustron approached the Council to discuss a FEMA requirement that all county jurisdictions adopt and read their local All Hazards Mitigation Plan. McGeary said he and Bustron have a 662 page plan in place. McGeary said if the City of Benson does not adopt a plan, they will not be eligible for FEMA reimbursement in the event of a disaster. After discussion, Councilmember Schreck offered the following resolution:

**ADOPTION OF THE
SWIFT COUNTY ALL-HAZARD MITIGATION PLAN
(RESOLUTION 2020-05)**

WHEREAS, the City of Benson has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Swift County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Swift County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Swift County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Swift County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Swift County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Benson supports the hazard mitigation planning effort and wishes to adopt the Swift County All-Hazard Mitigation Plan.

Councilmember Olson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Olson. NAYS: None. Thereupon the Mayor declared Resolution 2020-05 duly passed and adopted.

Fire Chief Jeff Reuss approached the Council and presented the 2019 Fire Report.

Reuss presented a capital authorization request for new pagers for the firemen. He stated the current pagers are anywhere from 8-12 years old. The cost of repairing the pagers is getting more expensive. He went on to say he is also asking for 5 new hand-held radio batteries. There will be a \$1,950 credit for pager trade in. After discussion, it was moved by Evenson, seconded by Schreck and carried unanimously to approve the purchase of 26 pagers and 5 radio batteries from West Central Communications in the amount of \$10,070.25 after trade-in.

Next Chief Hodge approached the Council with a capital authorization request for a new 2020 Dodge Ram SSV on state bid to replace the 2016 squad car. He said the old squad has 80,000 miles on it and pretty much never stops patrolling. He said the radar from the 2016 squad cannot be moved over to the new vehicle, as it is past its useful life. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve the purchase of a 2020 Dodge Ram SSV and equipment as presented in the amount of \$42,460.00.

Schreck discussed the Benson School's plan for a gymnastic facility and activity center. He said he and Councilmember Buyck met with members of the School Board and they came up with a proposal of a City contribution of \$500,00 to the project. He went on to say the next day the ask was \$975,000. He and Buyck are recommending the City not proceed with participating in the project due to the increased cost. Wolfington went on to say he had attended 3 meetings with School Board members in the last two weeks, and if the City did participate it would take transferring money from several funds to cover the cost. Collins asked if the community center group from the Strategic Planning session in 2019 had any interest in participating with the school. Evenson said their interest waned over time. It was moved by Schreck, seconded by Evenson and carried unanimously to decline participating in the activity center with Benson Public Schools.

Next was a request for support from the First Evangelical Free Church for the annual Easter Egg Hunt. It was moved by Schreck, seconded by Olson and carried unanimously to approve financial support in the amount of \$600 to the First Evangelical Free Church's annual Easter Egg hunt.

Pederson approached the Council with a request for new flooring at the Benson Municipal Liquor Store. Countryside Public Health said the concrete floor needs to be covered. The quote includes covering all the concrete floors in the building as well as replacing the tile floors in the bathrooms. He went on to say he received quotes from two companies and recommended going with Molden Concrete Construction. After discussion, it was moved by Olson, seconded by Evenson and carried unanimously to approve a quote from Molden Concrete Construction in the amount of \$12,074.00.

Wolfington shared a conversation he had with Brian Grogan, our attorney we have used in the Charter Communications franchise fee agreement. He updated the Council on how the franchise fee is being charged is being contested in court. It is time to extend the franchise fee agreement with Charter Communications in hopes this issue will be resolved yet this year. After discussion Councilmember Schreck offered the following resolution:

**A RESOLUTION GRANTING CHARTER COMMUNICATIONS
A FRANCHISE EXTENSION TO DECEMBER 31, 2020
(RESOLUTION NO. 2020-06)**

WHEREAS, on or about July 14, 2003, the City of Benson, Minnesota ("City") granted a Cable Television Franchise Ordinance ("Franchise") to Spectrum Mid-America, LLC, d/b/a Charter Communications ("Charter"); and

WHEREAS, the initial term of the Franchise expired on or about September 18, 2013; and

WHEREAS, the City adopted Resolution No. 2013-14 on August 19, 2013 extending the term of the Franchise through and including September 19, 2014; and

WHEREAS, Charter executed said Resolution No. 2013-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2014-13 on September 8, 2014 extending the term of the Franchise through and including March 31, 2015; and

WHEREAS, Charter executed said Resolution No. 2014-13 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2015-04 on March 2, 2015 extending the term of the Franchise through and including August 31, 2015; and

WHEREAS, Charter executed said Resolution No. 2015-04 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2016-06 on February 22, 2016 extending the term of the Franchise through and including July 18, 2016; and

WHEREAS, Charter executed said Resolution No. 2016-06 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2016-18 on July 18, 2016 extending the term of the Franchise through and including December 31, 2016; and

WHEREAS, Charter executed said Resolution No. 2016-18 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2016-41 on December 19, 2016 extending the term of the Franchise through and including June 30, 2017; and

WHEREAS, Charter executed said Resolution No. 2016-41 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2017-12 on July 10, 2017 extending the term of the Franchise through and including December 31, 2017; and

WHEREAS, Charter executed said Resolution No. 2017-12 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2018-03 on January 2, 2018 extending the term of the Franchise through and including June 30, 2018; and

WHEREAS, Charter executed said Resolution No. 2018-03 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2018-14 on August 6, 2018 extending the term of the Franchise through and including December 31, 2018; and

WHEREAS, Charter executed said Resolution No. 2018-14 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2018-24 on November 19, 2018 extending the term of the Franchise through and including June 30, 2019 and

WHEREAS, Charter executed said Resolution No. 2018-24 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, the City adopted Resolution No. 2019-12 on July 1, 2019 extending the term of the Franchise through and including January 31, 2020 and

WHEREAS, Charter executed said Resolution No. 2019-12 and agreed to continue complying with the Franchise, as amended by the Resolution; and

WHEREAS, both the City and Charter desire to extend the term of the Franchise to facilitate renewal negotiations under state and federal law.

NOW, THEREFORE, the City Council of the City of Benson, Minnesota hereby resolves as follows:

1. The Franchise is hereby amended by extending the term of the Franchise from February 1, 2020 through the date on which Charter's Franchise is either renewed or until and including December 31, 2020.
2. Except as specifically modified hereby, the Franchise shall remain in full force and effect.
3. The City and Charter hereby agree that neither waives any rights either may have under

the Franchise or applicable law.

4. This Resolution shall become effective upon the occurrence of both of the following conditions: (1) The Resolution being passed and adopted by the Benson City Council; and (2) Charter's acceptance of this Resolution.

Councilmember Evenson seconded the foregoing resolution and the following vote was recorded: AYES: Evenson, Schreck, Collins, Olson. NAYS: None. Thereupon the Mayor declared Resolution 2020-06 duly passed and adopted.

It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request from Stantec engineering for Wastewater Treatment Plant flood protection in the amount of \$17,068.00.

It was moved by Schreck, seconded by Evenson and carried unanimously to approve a pay request from Stantec engineering for sewer extension to the old Fibrominn site in the amount of \$553.50.

It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request from Stantec Engineering for work on the comprehensive plan in the amount of \$2,389.50.

It was moved by Schreck, seconded by Evenson and carried unanimously to approve a pay request from Stantec Engineering for work on the water treatment plant chlorine remediation in the amount of \$2,943.00.

It was moved by Evenson, seconded by Olson and carried unanimously to approve a pay request from Stantec Engineering for work on the Wastewater Treatment Plant filter replacement in the amount of \$5,066.81.

Next Wolfington presented a study done by Stantec Engineering on flood protection of the wastewater plant. He said this is the study the Council approved from last fall. He said this is strictly a feasibility study for review.

It was moved by Schreck, seconded by Olson and carried unanimously to approve a pay request from Ziegler for power plant generator maintenance in the amount of \$11,997.42.

Gens approached with a capital authorization request to replace the transfer pump for the wastewater plant. The pump is used to move sludge to the digesters, and it burned out. After discussion, it was moved by Olson, seconded by Schreck and carried unanimously to approve the purchase of a transfer pump from **Minnesota Pump Works** in the amount of \$12,900.

Wolfington presented a request from Stony Ride Foods through their lawyer Fluegel, Anderson, McLaughlin & Brutlag for a zoning change request for some property they are interested in across from their current plant on Hwy 12 east. He went on to say the request will go to the Planning Commission and a public hearing process before coming back to the Council. A decision must be reached within 60 days.

Wolfington presented a pay request that came in for work on the water plant chlorine damage. After discussion, it was moved by Evenson, seconded by Olson and carried unanimously to approve pay request #1 from MN Mechanical Solutions in the amount of \$86,996.25. Wolfington said this will be paid out of the insurance proceeds received from the chlorine leak damage.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve the bills and warrants in the amount of \$1,168,966.63.

Mayor Collins said the Council will tour the water and wastewater plants. Gens gave a synopsis of what the Council is going to see and the progress on the projects in the plants.

There being no further business to come before the Council upon motion by Olson, seconded by Evenson and carried unanimously to adjourn the Council meeting at 6:14 p.m.

Mayor

City Clerk

EDA MEETING
SEPTEMBER 14, 2020
12:00 P.M.

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

Members Absent: Laura Ostlie

Also Present: Brian Samuelson & Cory Claussen. Joya Stetson & Cris Gastner with CEDA Telephonically.

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

It was moved by Schreck, seconded by Madden and carried unanimously to approve the August 17, 2020 EDA Meeting Minutes.

Wolfington asked to add Report on Small Business COVID19 help given to the agenda.

Economic Development Position

Wolfington said CEDA had planned to be at the meeting today, but had a COVID-19 incident in the company, so they will be joining us telephonically to do their presentation. He handed out information on the presentation. Wolfington said the County has lost RDA representative Jen Frost as she has taken another job. He said there may be some changes in job responsibilities at the County. He went on to say the City has 4 possible scenarios in hiring an economic development position for the City: 1) Contract with CEDA 2) Contract with Swift County 3) stay with the UMVRDC as we are currently doing 4) in-house option. He said CEDA is strictly a rural economic development company and many small cities contract with them.

Stetson started by thanking the EDA for the opportunity for the presentation. She said CEDA has been around over 30 years. They are a 501 (c) (3) non-profit. She gave the history of the organization. She said they started out as a grant writing organization and have grown to help communities that struggle to do their own economic development. They work with over 50 cities and counties and have 32 employees on staff. Their staff come from a large diverse background with combined experience of 150 years. Gastner went on to say their model is different as they offer contracts to scale to suit each communities needs, and also offer a "30 Day Out" clause for either CEDA or the contract they serve. He said they are expanding on their grant writing program by hiring a community grant specialist. They are working on a data analysis tool and continually looking for new ways to help communities.

Several questions were asked. Cost to contract with them was asked. Stetson said a full-time position will cost the City \$87,500. This will not include special event travel. She said she will send out an entire rate sheet to Wolfington. Usually representatives live in the community they serve, but if they serve more than one community on a part-time basis, they may commute. Wolfington asked if we apply for a grant similar to the Federal EDA grant we recently applied for, who would do the work on this? The answer was small grants are done by the representative, but complicated large grants would be through CEDA. A grant such as the Small Cities Grant may end up being an addendum to the current contract. There was a question as to whether we are duplicating services if we contract with CEDA and UMVRDC. Wolfington said only if you engage both parties. Wolfington reiterated the 4 hiring scenarios. There was more discussion on the position CEDA and the RDA have to offer.

Claussen from the BIDC asked to be heard. He stated the person needs to be “Benson-centric”, drive development and solely focus on Benson. We need someone to come in and beat the bushes for businesses to come to Benson. Martin asked about a Swift County – Benson collaborative. Wolfington said they haven’t hired anyone as of yet at the County. Claussen said the BIDC will help to fit in. Heinzig asked if the BIDC is willing to share in the cost of an economic developer to which Claussen replied no. Most members said they support the CEDA option, one member thought the County should share the cost. Wolfington said he received the email from Stetson with the contract costs. They range from \$26,700 – 87,500 depending on days contracted for.

At this time, the members felt it they should continue the rest of the meeting on Thursday, September 17, 2020 at noon in the City Council Chambers.

It was moved by Madden, seconded by Hawley and carried unanimously to adjourn the meeting at 1:47 p.m.

Chairman

Secretary

**SPECIAL EDA MEETING
SEPTEMBER 17, 2020
12:00 P.M.**

Members Present: Rob Wolfington, Jack Evenson, Stephanie Heinzig, Pat Hawley, Laura Ostlie and Dave Martin.

Members Absent: Mark Schreck, Dan Enderson

Also Present: Cory Claussen

Chairman Evenson called the meeting to order at 12:07 p.m.

Economic Development Position

Wolfington said after the EDA had time to digest what we discussed at the September 14, 2020 meeting, and after the BIDC had time to discuss their ideas he asked the group if they are ready to invite CEDA to come to Benson for a tour and discuss contract expectations. He went on to say what he heard from the group was a desire for the person taking this position would bring the following to the table: social media skills, social infrastructure knowledge, housing expertise, someone to beat the bushes to bring businesses to Benson, someone to manage the EDA loans and small business loans as well as develop the downtown. Wolfington said it is budget time and whatever the decision is, there needs to be notice to the City Council and the UMRDC so they can plan accordingly for their 2021 budget. Evenson said he likes the CEDA option. He then asked Claussen what the BIDC thought. Claussen said they are excited to see this moving forward, and they want to find someone to drive the economic development for Benson. They would like to see collaboration between this person and the County's RDA, and the BIDC will assume any role asked of them in this endeavor. Wolfington suggested there be a small selection committee to outline what services we are looking for. He also warned of the broad list of wants for this person and suggested they narrow the list to the most important items. It was then moved by Madden to invite CEDA to Benson for a tour and contract discussions. Wolfington asked who will be on the committee. Evenson and Hawley volunteered. Claussen said he would be on the committee to represent the BIDC. The motion was seconded by Hawley and the motion passed unanimously.

Nature Energy

Wolfington said Nature Energy signed a letter of intent to purchase the land at the old Fibrominn site and develop a biogas business there. He said he hopes so see the project develop in the next 6 months. There has been no purchase price mentioned yet. He said they expect to have a \$60 million project. More to follow.

Utility Upgrades

Wolfington said we made a \$35,000 electrical upgrade at the North American Fertilizer site. We are planning a \$3.2 million Wastewater plant upgrade which includes safety upgrades, boiler work and process upgrades. There will also be a 300,000-gallon water storage tank (clear well) planned to the west of the golf cart sheds by the water plant. This will allow us higher capacity for industrial water needs.

Federal EDA Grant Application

Wolfington said thanks to the UMRDC we have applied for a Federal EDA grant in the amount of \$1,767,106. If we get it, it will help us pay for a flood protection dyke around the wastewater plant which sits next to the Chippewa River as well as for a 3" forced sewer main from the old Fibrominn site to the wastewater plant. This is an 80% - 20% grant and the City's share will be \$350,000.

Western Minnesota Prairie Waters

Osltie said this is an annual request which the membership is subsidized at 50%. They conduct tourism data as well as information on jobs, daycare providers, and other regional information. This information is then distributed over a several county regions. It was moved by Heinzig, seconded by Madden and carried unanimously to recommend to the City Council a \$2,679 pledge to Western Minnesota Prairie Waters for 2021.

The loan profile was reviewed.

Wolfington gave a recap on the Federal COVID dollars the City has spent. He said after reaching out to all our local businesses, there were very few that took us up on assistance.

It was moved by Hawley, seconded by Martin and carried unanimously to adjourn the meeting at 12:39 p.m.

Chairman

Secretary

PLANNING COMMISSION MEETING
AUGUST 3, 2020
CITY HALL
NOON

Members Present: Chuck Koenigs, Sue Fitz, Ron Laycock, Matt Mattheisen, Jack Evenson, Stephanie Heinzig and Jon Buyck.

Members Absent: None

Also Present: City Manager Rob Wolfington and City Building Official Mike Jacobson

Chairman Koenigs called the meeting to order at 12:05 p.m.

Chairman Koenigs asked for any additional items for the agenda. Planning Commission member Laycock asked to add Comprehensive Plan to the agenda. It was moved by Laycock, seconded by Fitz and carried unanimously to approve the amended agenda.

It was moved by Evenson, seconded by Mattheisen and carried unanimously to approve the July 13, 2020 Planning Commission Minutes.

Wolfington said he is working on the comprehensive plan as time permits.

Wolfington said today he is taking the Planning Commission on a tour of City projects. It was moved by Fitz to adjourn the Planning Commission meeting and proceed to the bus for the tour, it was seconded by Evenson and carried unanimously to adjourn the meeting at 12:09 p.m.



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

City of Benson

Planning Report

DATE: October 26, 2020
TO: Benson Planning Commission
FROM: Phil Carlson, AICP, Senior Planner, Stantec
APPLICANT: Randy Dooley, Dooley's Petroleum
OWNER: Dooley's Investment, Inc.
REQUESTS: Land Use Plan Amendment – Low Density Residential to General Business
ADDRESSES: Existing Gas Station: 1331 Minnesota Avenue
Parcels Requested for Amendment: 1310 Aldrich Avenue, 612 Church Street
TAX IDS: 23-0871-00, 23-0872-00, PID 23-0873-00, 23-0874-00

BACKGROUND

Dooley's Petroleum owns and operates a gas station and convenience store at 1331 Minnesota Avenue, on the northern three fourths of the block bounded by Minnesota Avenue (US Highway 12), Church Street South (MN Highway 29), 14th Street South, and Aldrich Avenue. On the southern quarter of the block are two single family lots, also owned by Dooley's. Dooley's wants to build a new gas station, convenience store, and car wash on the whole block and is requesting a Land Use Plan amendment for the two residential lots from Low Density Residential to General Business as the first step in the process to accomplish this project.

If the Land Use Plan amendment is approved, as a future step Dooley's would request a rezoning to B-2 General Business. The B-2 district allows "auto service" uses with a Conditional Use Permit (CUP). Dooley's would apply for a CUP, as well as site plan approval.



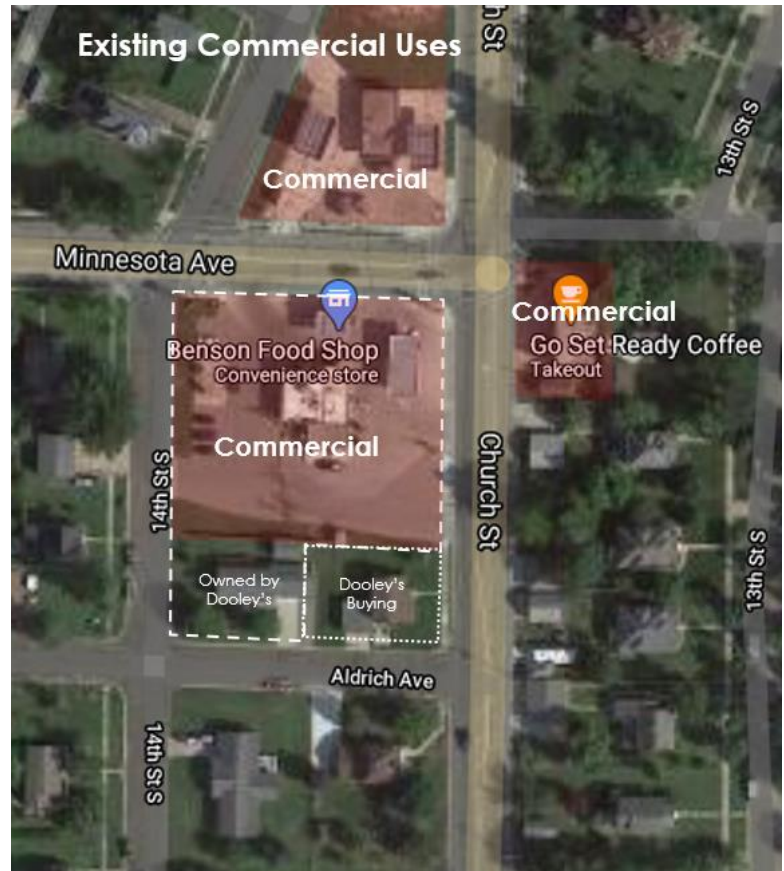


Dooley's Petroleum – Land Use Plan Amendment

SURROUNDING USES

The surrounding uses to the Dooley's property are commercial (shaded red on the map to the right) across Highway 12 to the north and the corner parcel across Highway 29 to the east, but otherwise all other surrounding uses are currently single family residential to the east, west and south.

The map excerpts below in this report show the land use and zoning pattern for the frontage along Minnesota Avenue/Highway 12 and along Church Street/Highway 29, where many of the existing residences are guided or zoned for General Business even though they are now used as residences.





Dooley's Petroleum – Land Use Plan Amendment

COMPREHENSIVE PLAN AMENDMENT

The City adopted its Comprehensive Plan in 2000 as a “vision” and a “guide” on land use, transportation, housing, parks, and other issues. It does not provide detailed guidance on all issues with respect to a specific property; that is the role of the zoning ordinance and other regulations which implement the guidance in the Comprehensive Plan. While the Plan includes many things, it cannot address every issue nor deal with every property and every situation. The goals are often general and open to different interpretations and emphasis, which is why the Planning Commission and City Council use the Plan for guidance but not final decision making. An Addendum to the Plan was prepared in 2010, with results of a community survey and revisions to some goals and strategies.

The Comprehensive Plan sets forth the vision for the City as that was understood in 2000 and updated in 2010. Some goals may apply to a given situation today and some may not. While the intent is to lay out a plan for the entire community to follow, plans can be, and quite often are, amended to respond to specific requests. No comprehensive plan can anticipate every circumstance and development desire that might crop up in future years. The process that is requested here by Dooley's is appropriate and common.



2000 Land Use Plan
General Business
Low Density Residential



Requested Land Use Plan Amendment
Change to General Business

Zoning History After 2000 Plan

The City undertook a rezoning of the entire City in 2003 to implement the 2000 Comprehensive Plan, which is reflected on the map excerpts on the following page. The original 2000 Land Use Plan map is graphically loose and generalized. The City has since translated it onto a detailed parcel map. The Zoning Map follows the Land Use Plan pattern closely in this area, except for the properties on the east side of Highway 29. There, the property owner south of the corner, Donald Wilcox, requested at the 2003 hearing that his property be zoned R-1 Low Density Residential even though the Comprehensive Plan designates it General Business which would be zoned B-2.



Dooley's Petroleum – Land Use Plan Amendment



LAND USE PLAN

- LOW DENSITY RESIDENTIAL
- MED. DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- CENTRAL BUS. DISTRICT
- GENERAL BUSINESS
- HIGHWAY BUSINESS
- LIMITED INDUSTRIAL
- SPECIAL INDUSTRIAL

2000 Land Use Plan

Original version – Loose, generalized

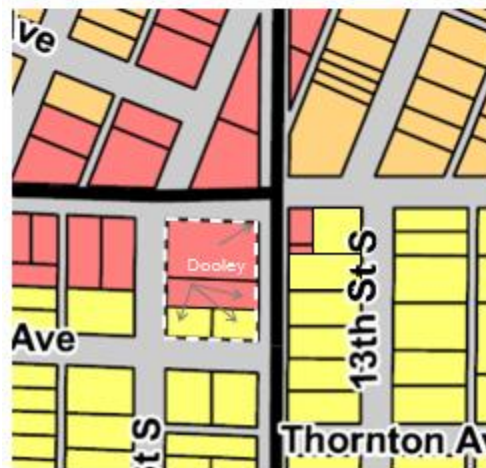


- City Limits
- Trunk Highways
- Railroad
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Central Business District
- General Business
- Highway Business

2000 Land Use Plan

Translated to hardline parcel map

Dooley Investment property guided General Business & Low Density Residential



- A Agriculture
- R-1 Low Density Residential
- R-2 Medium Density Residential
- R-3 High Density Residential
- B-1 Central Business District
- B-2 General Business
- B-3 Highway Business
- I-1 Limited Industrial
- I-3 Special Industrial

Zoning Map

Dooley Investment property zoned B-2 General Business & R-1 Low Density Residential



Dooley's Petroleum – Land Use Plan Amendment

Process

Section 152.15 of the City Code gives the Planning Commission the authority to adopt and amend the City Plan, or Comprehensive Plan as it is more commonly known. Benson City Code does not require City Council approval for this step, but State Statute does. The Planning Commission can only approve a change to the Land Use Plan by a two-thirds vote. An amendment to the City's plan, per Minnesota Statute 462.355 Subd. 3, requires a two-thirds vote of all members of the City Council.

Comprehensive Plan Goals

The Benson 2000 Comprehensive Plan has a number of goals and policies that the Planning Commission may find relevant to this request:

- Goal 4: *“Develop or redevelop properties that utilize existing City streets and utilities.”*
- Goal 4, Policy 4: *“Encourage in-fill and backfill development that demonstrates compatibility with and sensitivity to existing neighborhood characteristics, in terms of quality, density, building height, placement, scale, and architectural character.”*
- Goal 4, Policy 5: *“Undertake redevelopment only on a well planned, orderly, and controlled basis.”*
- Goal 5: *“Develop properties that are logical expansions of existing development and to which existing utilities and streets can be extended logically and economically.”*
- Goal 5, Policy 5: *“Encourage changes in land use types to occur at mid-block points, at borders of areas created by major urban and/or natural barriers, and at rear property lines rather than using streets as land use divisions.”*
- Goal 11: *“concentrate future commercial development within the CBD and other existing and expanding commercial districts within the City.”*
- Goals 13, Policy 3: *“Adequately screen or buffer service and commercial uses from adjacent residential development.”*
[Note: Section 154.017 of the zoning code requires screening of residential uses across the street from commercial uses]
- The General Business land use description in the 2000 Plan notes, *“The City should develop guidelines for the general business areas proposed along the Highway 12 and Highway 9 corridors. Single family residences currently exist in some of these areas. The Land Use Plan suggests that existing residential may be phased out over time as commercial developers acquire land from willing residential sellers.”*



Dooley's Petroleum – Land Use Plan Amendment

PLANNING ISSUES

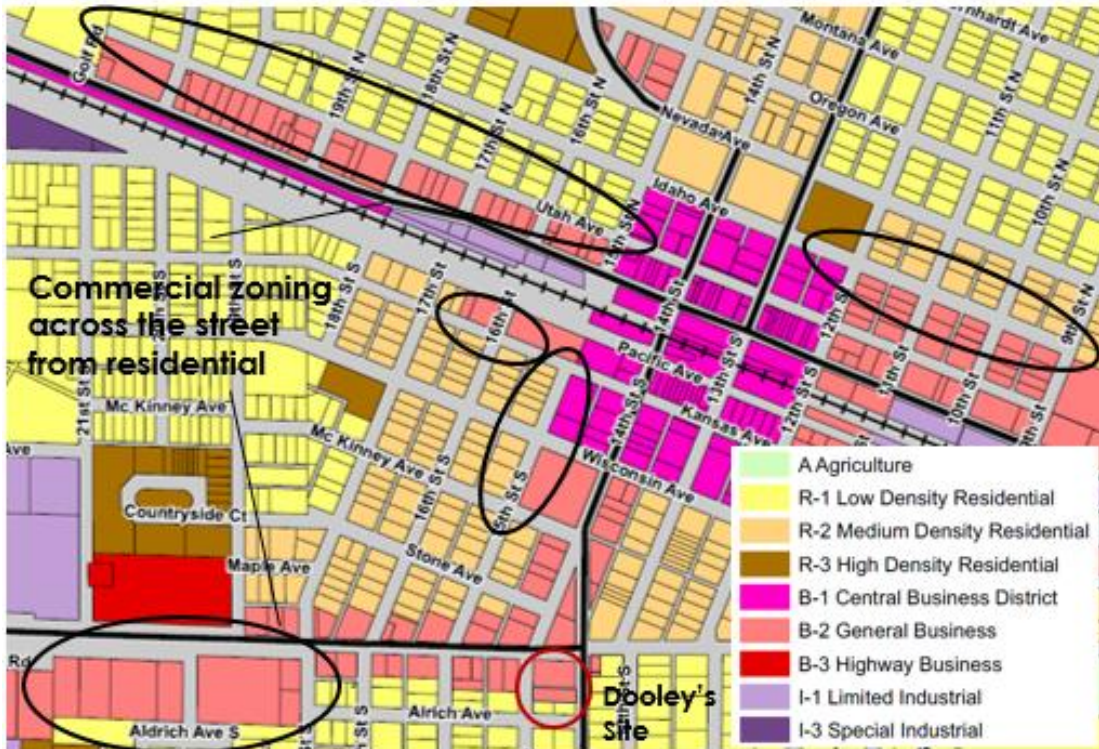
The request is to expand an existing General Business (GB) land use. The use currently occupies three-fourths of the block and the request is to extend the GB designation to the remaining two lots on the block, as illustrated on the maps on the preceding pages.

The Planning Commission and City Council should consider any change to the Land Use Plan from the standpoint of supporting community goals and interests. The issues involved here include encouraging a local business to expand and invest in the community, but also to consider the land use pattern in the area and potential conflicts between land uses.

The land use pattern that would result from the Dooley's request is similar to what already exists in the immediate area and in several other areas around the city – it is quite common. See the aerial photo and larger excerpt from the Land Use Plan map on the next page. In some of these areas there are active commercial uses across the street from occupied residential uses. In other areas the land is zoned commercial but not actively used at this time, but the potential exists for the same relationship as is being considered with the Dooley's request. By unofficial count there are over 40 residential lots in Benson across the street from commercially-zoned property.



Dooley's Petroleum – Land Use Plan Amendment





Dooley's Petroleum – Land Use Plan Amendment

The City has received written comments from residents Donald and Rachel Wilcox, who live across Highway 29 from the Dooley's property involved in this proposed land use change. Their letters are attached with this item in the Planning Commission packet. A review of the concerns they have:

- 1) *The request is for a single property owner vs. the whole City.* It is common in cities across the State to change their Plan as a result of a request from an individual property owner. Cities undertake a complete review of the Comprehensive Plan every so often in the larger context, but individual properties can and do request amendments to the Plan. State statute and City ordinance do not limit Land Use Plan amendments to a full citywide process.
- 2) *The request has already been "tacitly approved".* The request is coming to the Planning Commission for a public hearing as required by ordinance (and Constitutional due process). Commissioners and City Council members are to wait until receiving all the information and comments at the public hearing before forming an opinion or taking any official action on the request.
- 3) *The process is improper and flawed; it has been co-opted.* The applicants initially applied for only a rezoning, but we informed them that it must also include a Land Use Plan amendment so that the Plan and Zoning Map would be in conformity. The applicants then applied for four separate but related actions: Land Use Plan amendment, rezoning, Conditional Use Permit, and Site Plan review. Each is a separate request requiring its own hearing (except Site Plan) and decision, but it is not uncommon for applicants to bundle the requests at one meeting. We advised the applicants that it would be better to answer the Land Use Plan question first rather than have all actions at one meeting. The request in front of the Planning Commission now is just the Land Use Plan amendment, which can stand on its own. If the request is approved, the other processes can be applied for and taken up later; if it is denied, the proposal will likely end there.
- 4) *There is a special benefit to this individual property owner.* Any property owner can petition the City for a change in land use; there is no special benefit or preferential treatment conferred here.
- 5) *The request is "spot zoning".* Spot zoning is a term used to describe rezoning one small parcel with no relationship to its surroundings. Here, the existing commercial use occupies three-fourths of a city block in a part of the City where a lengthy highway corridor has commercial and residential uses side by side and back to back. The request would extend the commercial General Business designation to the remaining one-fourth of the block. It is not out of character with the pattern already set.
- 6) *The business is increasing in size and there are potential negative impacts to surrounding residential uses – light, truck traffic, noise, general activity, and extended hours.* The lot area of the business is increasing by about one third and the buildings shown on the proposed site plan are about double what is on the existing site. But the details of the site



Dooley's Petroleum – Land Use Plan Amendment

plan are not part of the discussion on this Land Use Plan amendment – only the general land use designation. If the current request is approved and then a rezoning is approved, all of the issues noted are appropriate to consider in the Conditional Use Permit and Site Plan review processes. For example, the design and placement of light fixtures could decrease the light spilling to adjacent properties compared to the current condition; fencing and landscaping could screen traffic and noise on site compared to the existing condition. The Planning Commission and City Council could also conclude that the impacts from expanding the business with this land use pattern cannot be overcome and deny the Land Use Plan amendment request.

- 7) *The requests would result in an unconstitutional taking of private property.* A “taking” as that term is used in constitutional discussions involves a physical invasion or appropriation of property, or an unreasonable restriction of its use. None of that is happening here. No part of the neighboring properties is being acquired; their right to use the property as they wish is not being restricted. Impacts from the business across the street can be addressed in a later request and are appropriate to be regulated, but no taking is involved.

RECOMMENDATION

I recommend that the Planning Commission recommend to the City Council approval of the Land Use Plan amendment request by Dooley's Investment, Inc. at 1310 Aldrich Avenue and 612 Church Street, from Low Density Residential to General Business, as described in their application and in this report.

Recommended Findings of Fact for Approval

- 1) There is an existing gas station and convenience store on the subject property owned by Dooley's.
- 2) The existing gas station and convenience store is bounded on three sides by public roadways – U.S. Highway 12 on the north, Minnesota Highway 29 on the east, and by 14th Street South, a local street, on the west. The request would add a fourth side on the block with commercial land use bounded by a local street, Aldrich Avenue.
- 3) The request would increase the area of General Business on the block by about one third.
- 4) The City has an interest in encouraging investment in the community by local business, such as is being proposed by Dooley's.
- 5) The pattern of land uses in the vicinity now includes commercial uses adjacent to residential uses side by side and across the street from one another. The result of the requested Land Use Plan amendment would result in the expanded commercial use being across the street from other existing residential uses, similar to what is the case in other locations in the immediate area as well as many other areas of the City.



Dooley's Petroleum – Land Use Plan Amendment

- 6) The proposed amendment is in the public interest and, on the whole, consistent with and promotes the Comprehensive Plan's goals in that it would facilitate the development and redevelopment of properties that (a) utilize existing City streets and utilities (Goal 4); (b) are logical expansions of existing development (Goal 5); and (c) is concentrated within existing and expanding commercial districts within the City (Goal 11), namely, the existing and guided commercial corridors along Minnesota Avenue (US Highway 12) and Church Street South (MN Highway 29).
- 7) While commercial uses such as a gas station and convenience store present some tensions with single family residential uses when the uses adjoin on opposite sides of a street, the Comprehensive Plan envisioned a gradual transition of residential uses to commercial uses along the Highway 12 corridor and encourages buffers between these uses, and the Zoning Code, consistent with this Comprehensive Plan policy, requires buffering and screening to minimize any such impacts on residential properties. Therefore, the proposed amendment will not have an undue negative impact on the health, safety, or welfare of the community.

OPTIONS

The Planning Commission has three options:

- 1) Recommend approval of the request as presented, with findings for approval in the planning report, or as modified by the Planning Commission.
- 2) Recommend denial of the request, with findings for denial.
- 3) Continue the item to a future meeting to continue discussion or gather more information.

60-DAY DEADLINE

The application was received on September 28, 2020. The deadline for final action by the City Council as required by State statute is November 27, 2020.



Stantec Consulting Services Inc.

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

October 28, 2020

Attention: Benson City Council
1410 Kansas Avenue
Benson, MN 56215

Dear Benson City Council,

Reference: Proposal for Planning and Engineering Services Related to the NFG, LLC Elevator

Thank you for this opportunity to provide the City of Benson professional planning and engineering services relating to the existing grain elevator located on Atlantic Avenue between 15th Street and 16th Street North. Through our conversations with the City Manager and City Attorney, the City wishes to demolish and remove an existing grain elevator owned by NFG, LLC located between Atlantic Avenue and the Burlington Northern Railroad corridor, in downtown Benson. This proposal describes Stantec's proposed professional planning assistance and engineering services related to preparing bidding documents and construction contract administration for demolition, removal and restoration of the Site.

Project Understanding – Planning Assistance Scope of Services

The City of Benson considers the grain elevator located between Atlantic Avenue and the Burlington Northern Railroad corridor, in downtown Benson, to be a public nuisance and a hazard as defined in City Code Sections 93, 97, and 98. The City wishes to remove this hazard following abatement procedures in City Code. Stantec proposed to provide professional planning assistance to the City in the process of describing and documenting the nuisance and hazard conditions, and in following through with the process of abatement. Should that effort not be successful, Stantec will assist the City in pursuing acquisition of the property through eminent domain.

Stantec proposes to assist the City of Benson by preparing research, memoranda, planning reports, notices, maps, and other written and graphic information; attending meetings and hearings; and providing testimony if needed in the process of abating or acquiring the hazard identified above.

Phase 1 - Planning Assistance

The first phase of Stantec's work will be to assist the City in approaching the owners of the grain elevator to purchase it voluntarily. This assistance may involve research, phone calls, meetings and preparation of memoranda, maps and graphics to assist the City in this effort, at the direction of the City Administrator and City Attorney.

Phase 2 - Nuisance Abatement

The second phase of our work, should voluntary purchase not be successful, will be to assist the City in the process of declaring the grain elevator a nuisance or a hazard, giving proper notice, preparing written and graphic materials for meetings and public hearings, and other work as directed by the City Administrator and City Attorney. We may rely on the work of Stantec

Reference: Proposal for Planning and Engineering Services Related to the NFG, LLC Elevator

engineering staff for inspection and analysis of the property to verify its condition and preparing analysis and findings in support of declaring the property a nuisance, substandard, or dangerous.

A second part of this phase would involve assisting the City should the nuisance declaration by the City Council be appealed by the property owners to the district court. In that case, Stantec would assist the City Attorney in preparing the necessary findings, written documentation, maps, or other materials needed to pursue the matter in court, including testimony if necessary.

Phase 3 - Eminent Domain

The third phase of our work should the above approaches not be successful, or concurrently with the above approaches, will be to assist the City in acquiring the property through eminent domain. This will involve assisting the City in defining the public purpose for acquiring it, preparing written and graphic background materials for the petition to the court to allow the City to acquire the property, and testimony, should that be necessary in the eminent domain proceedings. This work may involve research, preparation of maps, graphics, memoranda, reports, and other materials as directed by the City Administrator and city Attorney.

Project Understanding –Engineering Scope of Services

The existing grain elevator is owned by NFG, LLC, but has been abandoned and left vacant for approximately 10 years. The elevator includes six (6) contiguous concrete silos, head house, and accessory structures. A single-story concrete block and wood-framed building, being leased by a third-party on the adjacent railroad property, is also slated to be removed. All structures, including below-grade foundations, will be removed, and the Site will be filled, leveled and restored to green space. The City has indicated that all non-contaminated concrete debris will be brought to the City's local crushing facility where it will be crushed and stockpiled for future reuse as recycled aggregate.

We also understand that it is currently unknown whether asbestos and other known regulated materials exist within the buildings that requires abatement. Suspected asbestos-containing materials (ACMs) will be submitted for testing and any necessary removals will be scoped, directed, and performed by change order to the demolition contract.

Basic Design Phase Services

Our services will include preparing bidding and construction/demolition contract documents and soliciting bids for the Work. The documents will describe the scope of the work to be done, the constraints on the contractor performing the work, and the terms of payment for the work. Design Phase tasks will include, but are not limited to:

1. Site inspection to identify and document building components and configuration.
2. Site topographic survey.
3. Preparation of bidding/construction contract documents including drawings and specifications.
4. Coordination with BNSF, MNDOT, Benson Electric, and other private utility owners impacted.
5. Identification, coordination and permit applications necessary for demolition (BNSF Temporary Occupancy Permit, MNDOT Miscellaneous Work On Trunk Highway ROW, City Demolition Permit). Permit fees if any to be paid for by the Owner.

Reference: Proposal for Planning and Engineering Services Related to the NFG, LLC Elevator

Basic Construction Phase Services

Upon completion of the contract documents, we propose to provide bidding and construction phase administration services, including:

1. Answering contractor questions prior to bid.
2. Attending and conducting a pre-bid meeting with prospective bidders. (1 in person meeting planned)
3. Attending and a pre-construction meeting with the successful bidder and subcontractors. (Virtual or in person meeting)
4. Monitoring the progress of the demolition work.
5. Providing interpretations of the contract documents.
6. Reviewing work progress and contractor requests for payment.
7. Site Visits/Meetings (3 trips planned during demolition phase)
8. Final inspection and contract closeout.

Services Not Included

Specifically not included in this proposal are the following:

1. Assessment or work involving abatement of environmental health issues, including the presence or evaluation of petroleum-based materials, asbestos, or other hazardous or regulated materials. The potential for the existence of these substances would be noted, however, if suspected.
2. Coordinating and directing removal and disposal of regulated materials can be provided as a Supplemental Service.

Compensation

The proposed engineering services will be performed under the current Master Services Agreement between Stantec and the City of Benson. We propose to invoice the planning, design and construction services on an hourly basis plus reimbursable expenses. The fee will only include hours that are needed to complete the identified tasks. We will not provide services nor incur expenses which would cause charges to exceed this amount without authorization by the City.

Planning Services

We estimate the cost of our service for the work described above to be as follows. We cannot know in advance all the issues that may arise in the course of pursuing voluntary acquisition, declaring the property a nuisance, or acquisition by eminent domain, the cost below are necessarily estimates. We will strive to be efficient and perform only that work necessary to accomplish the City's goals, and all services will be billed at Stantec's hourly rates in conformance with our Standard Hourly Rates as stipulated in our Master Services Agreement.

Reimbursable expenses incurred during the performance of the work proposed will be billed directly and are expected not to exceed \$1,000, including mileage and document printing.

Reference: Proposal for Planning and Engineering Services Related to the NFG, LLC Elevator

1. Phase 1 - Planning Assistance
 - a. \$3,000 estimated
2. Phase 2 - Nuisance Abatement
 - a. \$7,000 estimated, initial work
 - b. \$5,000 estimated, additional work if appealed to court
3. Phase 3 - Eminent Domain
 - a. \$15,000-\$30,000 cost estimate (can vary significantly)

Total Planning Service Fee \$3,000-\$45,000

Basic Design and Construction Services

We propose to provide the scope of Basic Design Services described above for an estimated fee of \$25,800. The Construction Phase Services described above will be provided for an estimated fee of \$17,200.

Reimbursable expenses incurred during the performance of the design and construction services work proposed will be billed directly and are expected not to exceed \$1,200, including mileage and document printing.

Supplemental Services

We recognize that this is a fluid situation as the property is not under the control of the City. If the scope of services identified must be revised, Stantec will provide Supplemental Services to suit the City's needs and/or address changed conditions bro. We will furnish an estimate of the cost for requested Supplemental Services for the City's written approval prior to commencement of supplemental work.

Schedule

If approved at the November 5th, 2020 City Council Meeting and upon receiving written authorization, we propose to begin work immediately to perform the planning services required for achieving your desired schedule of having the elevator removed at the earliest time possible in 2021.

Summary

We request authorization to proceed with the professional services described herein. The Benson NFG Elevator Demolition Project will be delivered in accordance with this letter proposal, and our Professional Services Agreement with the City of Benson. If this proposal is acceptable, I ask that you please sign this document below and return a copy to my attention. Receipt of the signed letter will serve as our notice to proceed.

Reference: Proposal for Planning and Engineering Services Related to the NFG, LLC Elevator

As always, we thank you for this opportunity to provide service to your community. Please feel free to contact me with any questions you may have regarding the services provided in this proposal. My direct phone number is 612-712-2079 or email me eric.lemcke@stantec.com

Regards,

Stantec Consulting Services Inc.



Eric Lembke, P.E.
Senior Associate/Client Service Manager
Phone: 612 712 2079
Eric.Lembke@stantec.com

Approved by CITY OF BENSON

Signature & Date

Name & Title

cc. Rob Wolfington, City of Benson

Design with community in mind



Benson Police Department

2110 Hall Avenue

Benson, Minnesota 56215

320-843-4790

320-843-3769 (Fax)

To: Benson City Council and Mayor.

From: Chief Ian D. Hodge

Ref: Nor Ag elevator
1500 Atlantic Ave.

The history of the Nor Ag property AKA Swanson Elevator, is as follows 20+ incidents have occurred in or on the property within the last 7 years. The incidents include crimes such as drug use, sexual assault, and vandalism, as well as a recent incident involving attempted suicide. The property is not monitored and is regularly accessed illegally. As the property stands is not maintained and represents a threat to the health and safety of the citizens of Benson.

Respectfully:

A handwritten signature in black ink, appearing to read "Ian D. Hodge", is written over a horizontal line.

Chief Ian D. Hodge.

CRAIG'S INC.
HEATING*AIR CONDITIONING
PLUMBING*REFRIGERATION*APPLIANCES
CRAIG LINDBLAD, President
2015 Minnesota-West Highway 12
Benson MN 56215 (320) 843-4385 phone/fax

City of Benson
Waste Water Plant

Option Comparisons:

Option 1: Payne System

Annual Operational Cost Estimate: \$5,444

AC SEER Rating: 13

Air Filter: Standard Pleated Filter

Air Exchanger: Running at Maximum Capacity

Option 2: Carrier Infinity System

Annual Operational Cost Estimate: \$3,168

Heat Pump Cooling SEER Rating: 24

1.5 Times cooling capacity of Option 1

Air Filter (if heat pump is selected): Captures and Kills Covid

Air Exchanger: Running at midpoint of capacity

Estimated payback period vs. option 1: 7.8 Years

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PLUMBING*REFRIGERATION*APPLIANCES
CRAIG LINDBLAD, President
2015 Minnesota-West Highway 12
Benson MN 56215 (320) 843-4385 phone/fax

City of Benson - Waste Water Plant

Current Building Equipment

- Water coils heated by a boiler that has been removed
 - 1 water coil for the office, 1 water coil for the garage and 2 lower levels.
- Fresh air intake has been blocked off
- 2 up draft exhaust blowers
 - Garage space is pulling from main level only, not the 2 basement levels
- 27k BTU AC for office space
- 15-20k electric boiler for heating garage and office. This boiler will remain along with the baseboard and 2 garage unit heaters.

Option 1: Replace HVAC Equipment and Change Exhaust Fans to Air Exchangers: \$26,161

- 92% efficient furnace equipment
 - Single Stage Furnace.
- Single stage 13 SEER AC for office space
- Air exchangers sized to run at maximum capacity, results in higher electrical costs and increased maintenance cost vs. running at midpoint of CFM capacity.

Option 2: Higher Efficiency \$44,669

- 97% efficient furnace equipment in office
 - Furnace modulates so it starts and stops less, maintains higher comfort levels due to matching heating needs throughout the heating season.
- 26 SEER AC for office
 - Equipment modulates 25% to 100% of capacity and can remove up to 400% more moisture than single stage 13 SEER AC
 - Added capacity for the electrical switching gear loads
- 96% Efficient furnace for garage area
 - 2 stage furnace – allows for longer furnace run times at lower output.
- Air exchangers sized to run at midpoint of capacity
 - Internal motors upgraded to ECM motors which are higher efficiency
- Ductwork added to garage space to alleviate the need to run the boiler system

Upgrade from 24VNA6 Air Conditioner to 24VNA4 Heat Pump: \$1,100

- 24 SEER in Air conditioning
- 10+ HSPF in heating
- Equipment modulates 25% to 100% of capacity and can remove up to 400% more moisture than single stage 13 SEER AC
- Includes Infinity Air Purifier as Carrier Rebate (\$995 normal cost)
 - MERV 15 filter, captures and kills common germicidal virus's
 - No cleaning required except to periodically change the filter cartridge.
- Qualifies for Benson Municipal Utility, rebates if applicable.

Rob Wolfington

From: John N. Peterson <john.peterson@tkda.com>
Sent: Friday, October 16, 2020 10:20 AM
To: Dan Gens; Rob Wolfington
Subject: Benson Municipal Airport - A/D Building - Kalcon Payment No. 4
Attachments: KALCON AIA Pay App 004.pdf

Dan and Rob,

Please find attached, Partial Payment No. 4 from Kalcon Construction for the Arrival/Departure Building at the airport, for construction through September 30th. Please have this added to the next available City Council Agenda for payment.

Total for payment #2 is \$80,750.00

Please contact me with any questions.

Thanks,
John

John Peterson, PE | Market Manager/Senior Registered Engineer
Professional Engineer: MN

444 Cedar Street, Suite 1500, Saint Paul, MN 55101
P 651.292.4558 | C 651.442.1898

john.peterson@tkda.com

tkda.com

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
City of Benson

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

APPLICATION #: 4
PERIOD TO: 09/30/20
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-----	\$	654,345.00
2. Net change by Change Orders-----	\$	
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	654,345.00
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		485,692.75
5. RETAINAGE:		
a. 5.0% of Completed Work (Columns E+F on Continuation Sheet)	\$	24,284.64
b. 5.0% of Stored Material (Column G on Continuation Sheet)	\$	
Total Retainage (Line 5a + 5b) or Total Retainage Held ----- (Column K on Continuation Sheet)	\$	24,284.64
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	461,408.11
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----	\$	380,658.11
8. CURRENT PAYMENT DUE-----	\$	80,750.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	192,936.89

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: 10/14/2020

State of: _____
County of: _____

Subscribed and sworn to before me this _____ day of _____

Notary Public: _____
My Commission expires: _____

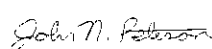
CERTIFICATE FOR PAYMENT

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 ----- \$ **80,750.00**

(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
Date: 2020.10.16 10:17:13-05'00' Date: 10/16/2020

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.

CARES Act Funding

Date	Vendor	Purpose	Amount	Department
22-Oct	Prairie Five CAC	Reach Out for Warmth Donation	\$15,000.00	101.49295.724
22-Oct	Prairie Five CAC	Prairie Five Meals	\$5,000.00	101.49295.724
18-Oct	Missouri River	COVID labor 9/21-10/18	\$7,004.84	Electric
30-Oct	Missouri River	COVID labor 10/28-11/15	\$230.57	Electric
		Admin Covid Labor	\$789.56	General
		Admin Labor	\$1,453.31	General
		Admin Labor-Billing Office	\$152.00	Electric
Total Expenses			\$29,630.28	
Remaining Funds to spend			\$29,630.28	
Unspent Funds			\$0.00	

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

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 qualify as an economic development purpose, and;

WHEREAS, the following projects are authorized use of grant dollars:

Name	Budget	Transfer Out
2020 Clear Well Project	\$1,119,500.00	\$1,870.50
2020 Water Filter Project	\$ 180,000.00	\$3,890.00

NOW, THEREFORE, BE IT RESOLVED that \$5,760.50 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Water Fund.

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

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 qualify as an economic development purpose, and;

WHEREAS, the following projects are authorized use of grant dollars:

Name	Budget	Transfer Out
2020 Deferred Maintenance	\$985,210.00	\$20,519.00
2019 WWTP Filter Project	\$600,000.00	\$39,320.72
2020 WWTP Flood Protection	\$964,794.00	\$ 9,983.00

NOW, THEREFORE, BE IT RESOLVED that \$69,822.72 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 30Sep2020

PAGE # 1

DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
GENERAL FUND REVENUES	1,426,800.17	1,477,160.51	791,331.12	812,525.02	1,496,352.00	54
TAXES						
ABATEMENTS						
LODGING TAXES	22,992.38	23,565.84	16,657.42	9,060.02	23,000.00	39
FRANCHISE FEES	217,650.52	215,960.27	137,596.47	137,532.61	217,000.00	63
BUSINESS LICENSES	8,295.00	8,565.00	8,565.00	7,995.00	8,500.00	94
NON-BUSINESS LICENSES	270.00	680.00	675.00	750.00	600.00	125
BUILDING PERMITS	12,366.75	40,736.00	13,336.75	4,255.25	12,000.00	35
LOCAL GOVERNMENT AID	1,045,773.00	1,048,962.00	524,481.00	568,979.00	1,135,205.00	50
HOMESTEAD & AG CREDIT AID	318.56	294.52				
POLICE TRAINING REIMBURSEMENT	6,699.03	8,947.59	8,947.59	10,609.20	8,000.00	133
INSURANCE PREMIUM TAX-FIRE					68,000.00	
INSURANCE PREMIUM TAX-POLICE	60,900.67	68,696.52			24,257.00	43
AIRPORT MAINTENANCE	28,690.15	23,310.26	10,757.60	10,321.68		
TRANSIT REFUNDS					25,600.00	960
OTHER FED/STATE/LOCAL GRANTS	69,688.37	47,999.01	16,736.57	245,740.46	500.00	346
POLICE SERVICES	360.00	1,461.50	225.00	1,727.56		
DARE REVENUES	15.00	25.00	25.00			
DOG POUND REVENUES	255.00	280.00	240.00	270.00	500.00	54
COPS IN SCHOOLS REIMBURSEMENT	32,508.00	33,264.00	17,577.00	3,780.00	33,000.00	11
TOWNSHIP FIRE CONTRACTS	64,294.00	74,937.00	74,937.00	78,684.00	78,684.00	100
FIRE DEPARTMENT CALLS	40,102.45	23,700.00	11,525.00	32,690.00	20,000.00	163
RESQUE SQUAD CALLS	3,087.31	7,119.35	4,812.60	(1,871.50)	3,000.00	(62)
BUILDING INSPECTIONS SERVICES	41,912.42	43,733.47	27,950.20	22,324.92	43,000.00	52
STREET REPAIR FEES	4,300.00	2,100.00	1,200.00	900.00	3,000.00	30
EQUIPMENT RENTALS	1,400.00	1,625.00	1,375.00		1,500.00	
WEED REMOVAL CHARGES	1,640.09	2,818.58	1,440.07	1,327.45	1,500.00	88
SWIMMING POOL RECEIPTS	47,083.85	46,243.65	46,075.22	20,895.68	46,000.00	45
POOL CONCESSION SALES	12,356.09	11,057.51	11,019.27		11,000.00	
ARMORY USE FEES	8,361.25	9,092.50	5,950.00	5,203.75	8,000.00	65
PARK FEES	23,376.69	27,454.09	25,857.93	14,192.32	26,000.00	55
TREE REMOVAL RECEIPTS	5,155.12	3,822.25	639.25	1,627.92	4,000.00	41
BUS FARES						
BUS SIGN ADVERTISING					7,500.00	137
HANGER RENTALS - AIRPORT	7,397.02	8,362.50	6,112.50	10,243.00	10,000.00	5
AIRPORT LAND REVENUES	7,529.00	10,397.00	10,397.00	534.00	5,000.00	83
SALE OF LOTS - CEMETERY	800.00	4,840.00	4,280.00	4,160.00	1,000.00	160
SODDING FEES - CEMETERY	1,450.00	1,000.00	750.00	1,600.00		
CEMETERY MEMORIALS					600.00	92
CEMETERY MONUMENT FEES	600.00	550.00	550.00	550.00		
PARK SIGN RENTALS					17,000.00	68
COURT FINES	17,019.18	16,815.16	13,505.79	11,619.54	3,000.00	29
PARKING FINES	3,559.75	3,146.00	2,625.00	865.00		

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 30Sep2020

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
SPECIAL ASSESSMENTS	53.88	305.14		53.73		
INTEREST EARNINGS	58,445.22	62,849.61	47,965.72	35,354.32	56,000.00	63
UNREALIZED GAIN (LOSS) ON INVEST	(51,060.05)	80,590.74	12,764.32	(634.06)		
PROPERTY RENTS	7,275.00	4,815.00	3,615.00	3,600.00	5,000.00	72
CIVIC CENTER RENT	28,750.00					
DONATIONS	17,786.00	36,298.00	20,997.00	22,710.61	16,000.00	142
SALE OF PROPERTY	230.90			5,899.04		
REFUNDS & REIMBURSEMENTS	22,938.05	16,603.50	6,715.41	16,663.75	20,000.00	83
REIMBURSEMENTS - GAS & OIL	31,942.72	36,298.48	27,770.97	29,631.72	40,000.00	74
OTHER REVENUE	4,512.48	6,772.61	3,016.01	1,891.10	5,000.00	38
MANAGEMENT FEE-EDA & RL FUND	20,421.00	19,747.00			20,000.00	
MANAGEMENT FEES - GARBAGE FUND						
MANAGEMENT FEE - WATER FUND						
MANAGEMENT FEE - ELECTRIC FUND						
MANAGEMENT FEE - LIQUOR FUND						
MANAGEMENT FEE - SEWER FUND						
MANAGEMENT FEES - TAX INCREMENT						
TRANSFER FROM OTHER FUNDS	1,648.00	2,139.00			1,600.00	
TRANSFER FROM LIQUOR FUND	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	100
TRANSFER FROM UTILITY FUND						
TOTAL GENERAL FUND REVENUES	3,447,950.02	3,645,141.16	2,000,997.78	2,214,262.09	3,585,898.00	62
GENERAL FUND EXPENDITURES						
MAYOR & COUNCIL						
SALARIES - CITY COUNCIL	14,275.00	16,890.00	12,835.00	11,875.00	16,000.00	74
PENSIONS	1,092.10	1,292.15	981.92	908.48	1,200.00	76
ENTERPRISE FUND REIMB	(8,008.00)	(8,034.00)	(6,041.89)	(6,159.72)	(8,204.00)	75
OFFICE SUPPLIES	17.98	198.85	198.85	3,347.46	200.00	1674
MAYOR & COUNCIL CONTINGENCY	1,149.38	34.99	34.99	82.98	1,000.00	8
TRAVEL EXPENSE	1,369.13	6,570.37	6,570.37	138.40	7,000.00	2
TRAINING & INSTRUCTION	1,302.50	1,941.00	1,851.00	70.00	2,000.00	4
PRINTING & PUBLISHING	2,714.43	5,174.37	2,897.52	19,962.43	5,000.00	399
OTHER INS - PUBLIC OFF LIAB	9,674.00	9,911.00	9,911.00	11,054.51	10,000.00	111
DUES & SUBSCRIPTIONS	10,389.00	10,352.00	10,352.00	10,382.00	10,500.00	99
ENTERPRISE FUND REIMB	(12,432.00)	(13,610.00)	(10,205.22)	(10,404.39)	(13,880.00)	75
TOTAL: MAYOR & COUNCIL	21,543.52	30,720.73	29,385.54	41,257.15	30,816.00	134
ADMINISTRATION & FINANCE						
SALARIES	303,590.54	323,127.63	246,614.85	244,640.51	328,500.00	74
PENSIONS	53,961.59	56,933.71	44,838.35	44,743.59	57,500.00	78
HEALTH, LIFE, DISB + CAFETERIA	64,951.96	68,250.13	53,155.14	56,084.81	69,120.00	81

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 30Sep2020

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
ENTERPRISE FUND REIMB	(200,898.00)	(207,408.00)	(155,558.18)	(158,593.66)	(211,560.00)	75
OFFICE SUPPLIES	4,423.62	4,562.59	3,339.53	3,584.69	5,000.00	72
DUPLICATING & COPYING	2,797.51	2,903.80	2,198.03	2,368.11	3,000.00	79
POSTAGE	167.50	2,797.75	1,299.52	265.45	2,000.00	13
SAFETY AND DRUG TESTING	683.42	782.46	672.71	1,927.85	750.00	257
GAS & OIL	1,743.33	1,810.16	1,440.85	630.31	2,000.00	32
EQUIPMENT REPAIR PARTS	2,862.67	211.28	181.30	714.67	1,000.00	71
SMALL TOOLS AND EQUIPMENT	2,309.98	4,391.60	1,559.32	908.94	7,000.00	13
UTILITY CONTRACTED SERVICES	14,400.00	14,400.00	10,800.00	10,800.00	14,400.00	75
OTHER CONTRACTED SERVICES	15,831.28	11,891.00	9,298.50	12,296.80	15,000.00	82
CONSULTING SERVICES	50,353.82	25,139.17	15,675.42	11,955.25	40,000.00	30
TELEPHONE	10,204.75	10,470.86	7,916.04	7,877.37	10,500.00	75
TRAVEL EXPENSE	5,308.76	7,193.91	5,862.30	303.73	7,000.00	4
TRAINING & INSTRUCTION	3,181.00	3,462.41	3,406.00	1,065.00	3,500.00	30
PUBLIC INFORMATION						
INSURANCE	7,412.00	7,829.00	7,829.00	8,182.00	8,400.00	97
WORKERS COMPENSATION	1,399.34	1,825.00	1,825.00	2,227.58	2,000.00	111
ENTERPRISE FUNDS REIMB	(56,289.00)	(57,492.00)	(43,107.58)	(43,948.82)	(58,640.00)	75
DUES & SUBSCRIPTIONS	2,279.88	2,177.48	1,914.20	2,555.24	3,000.00	85
TOTAL: ADMINISTRATION & FINANCE	290,675.95	285,259.94	221,160.30	210,589.42	309,470.00	68
ELECTIONS						
TEMPORARY SALARIES	2,809.56	1,012.94		2,196.10	3,000.00	73
OFFICE SUPPLIES	4,768.56	2,451.01	612.81	564.70	2,000.00	28
TOTAL: ELECTIONS	7,578.12	3,463.95	612.81	2,760.80	5,000.00	55
AUDITING & ACCTING SERVICES	24,600.00	26,100.00	26,100.00	25,725.00	27,000.00	95
ENTERPRISE FUND REIMB	(12,105.00)	(12,160.00)	(9,122.11)	(9,300.11)	(12,400.00)	75
ASSESSING SERVICES CONTRACTED	19,035.00	19,038.00	19,038.00	19,245.00	19,100.00	101
CITY ATTORNEY						
OFFICE SUPPLIES	423.71	19.57	8.67	7.50	500.00	2
CITY ATTORNEY CONTRACT	21,279.00	21,526.50	15,055.00	18,899.50	24,000.00	79
ENTERPRISE FUND REIMB	(12,570.00)	(12,630.00)	(9,483.09)	(9,668.15)	(12,880.00)	75
TOTAL: CITY ATTORNEY	9,132.71	8,916.07	5,580.58	9,238.85	11,620.00	80

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 30Sep2020

PAGE # 4

DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
CITY HALL						
BUILDING MAINTENANCE & SUPPL	10,874.24	6,341.15	2,634.32	4,191.14	20,000.00	21
ENTERPRISE FUND REIMB	(3,725.00)	(1,870.00)	(1,395.93)	(1,423.09)	(1,910.00)	75
CONTRACTED SERV - CLEANING	2,080.00	2,000.00	1,440.00	1,685.00	2,000.00	84
INSURANCE	1,187.00	1,273.00	1,273.00	1,911.58	1,500.00	127
UTILITIES	7,690.53	7,795.75	6,144.37	4,897.96	8,000.00	61
HEATING COST	4,978.95	5,628.81	4,424.72	2,587.65	5,000.00	52
ENTERPRISE FUND REIMB	(8,613.00)	(7,720.00)	(5,776.50)	(5,889.26)	(7,880.00)	75
TOTAL: CITY HALL	14,472.72	13,448.71	8,743.98	7,960.98	26,710.00	30
POLICE DEPARTMENT						
SALARIES	541,927.24	556,677.09	399,878.88	421,286.59	596,650.00	71
PENSIONS	101,575.63	110,925.38	79,929.14	91,453.76	128,307.00	71
HEALTH, LIFE & DISB INSURANCE	98,347.29	98,880.09	77,385.72	86,214.28	96,076.00	90
OFFICE SUPPLIES	5,568.49	3,938.55	3,293.98	5,350.33	5,500.00	97
GAS & OIL	17,069.18	15,776.57	11,536.15	10,511.53	17,500.00	60
OPERATING SUPPLIES	15,415.51	9,372.01	7,517.09	3,901.67	10,000.00	39
UNIFORM ALLOWANCE	10,125.55	13,825.90	8,165.41	3,651.44	9,000.00	41
PERSONNEL TESTING & RECRUIT	553.95	2,214.00	1,564.00	255.00	1,500.00	17
INVESTIGATIONS	36,048.08	30,978.59	21,737.93	17,812.25	32,000.00	56
EQUIPMENT REPAIR PARTS	133.91	1,305.53	1,305.53	172.40	1,000.00	17
EQUIPMENT REPAIRS CONTRACTED	16,393.83	15,613.05	11,685.44	12,942.04	14,125.00	92
BUILDING REPAIRS & MAINT	9,415.04	4,816.08	2,908.54	1,990.52	3,000.00	66
SMALL TOOLS & EQUIPMENT	14,650.12	22,358.35	11,699.78	21,360.23	18,600.00	115
CONTRACTED RECORDS MAINT						
CONTRACTED SERVICES-CLEANING	4,027.50	5,245.00	4,345.00	4,429.17	5,200.00	85
TELEPHONE	11,343.05	12,923.61	9,636.47	10,186.40	12,000.00	85
DRUG EDUCATION & ENFORCEMENT		59.70	59.70		2,600.00	
DARE EXPENDITURES	2,009.04	2,262.92	2,108.17	1,487.48	2,000.00	74
TRAVEL EXPENSE	3,482.50	3,776.04	3,776.04	3,787.78	4,000.00	20
TRAINING & INSTRUCTION	6,518.12	6,288.16	5,999.16	3,123.91	7,000.00	45
INSURANCE	14,006.80	13,270.00	13,270.00	16,684.00	14,000.00	119
WORKERS COMPENSATION	15,690.81	20,368.00	20,368.00	21,180.10	20,000.00	106
ELECTRIC UTILITIES	4,360.28	3,840.00	3,171.37	2,720.91	4,000.00	68
HEATING COSTS	1,697.81	1,671.94	1,113.12	1,106.31	2,100.00	53
RENTS	1,040.00	300.00	300.00		500.00	
DUES & SUBSCRIPTIONS	3,444.00	4,026.00	3,363.00	3,049.00	3,600.00	85
DOG POUND EXPENSES	514.50	2,431.50	2,291.50	2,031.37	3,700.00	55
TOTAL: POLICE DEPARTMENT	935,358.23	963,144.06	708,409.12	755,399.35	1,013,958.00	75

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CITY OF BENSON
BUDGET REPORT
FOR MONTH ENDED 30Sep2020

PAGE # 5

DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
FIRE DEPARTMENT						
PART TIME - SALARIES	60,161.13	61,165.66	6,023.26	13,500.01	59,000.00	23
OFFICE SUPPLIES	385.61			1,044.71	1,000.00	104
GAS & OIL	2,546.20	2,669.92	2,365.10	1,519.10	2,800.00	54
OPERATING SUPPLIES	3,651.15	2,975.63	1,617.31	5,977.72	4,000.00	149
EQUIPMENT REPAIR PARTS	2,537.67	6,945.43	6,527.30	5,439.27	7,000.00	78
EQUIPMENT REPAIR CONTRACTUAL	10,048.00	9,429.77	9,429.77	7,852.71	10,000.00	79
RADIO REPAIRS CONTRACTED	1,176.75	1,021.50	1,021.50	234.50	2,500.00	9
BUILDING MAINTENANCE & SUPPL	1,390.42	3,004.96	2,847.83	4,159.04	5,100.00	82
BUILDING REPAIRS CONTRACTED	315.00				7,000.00	
SMALL TOOLS & EQUIPMENT	7,244.89	16,862.37	4,521.57	12,020.25	20,000.00	60
CONTRACTED SERVICES	2,342.10	1,036.09	736.90	3,639.96	500.00	728
TRAVEL EXPENSE	3,375.68	3,636.02	3,253.15	1,044.92	6,000.00	17
TRAINING & INSTRUCTION	2,742.76	13,045.00	13,045.00	5,571.40	10,000.00	6
INSURANCE	5,646.07	5,615.00	5,615.00	5,844.00	6,000.00	97
WORKERS COMPENSATION	7,090.00	7,728.00	7,728.00	8,080.02	8,000.00	101
UTILITIES	6,441.63	5,466.25	4,539.89	3,597.66	6,500.00	55
HEATING COST	2,958.43	2,755.47	1,887.80	1,416.08	3,000.00	47
HYDRANT RENTALS/FIRE SERVICE	10,000.00	10,000.00	7,499.98	7,499.97	10,000.00	75
TRUCK LEASE	91,801.08	91,801.08	68,850.81	68,850.81	90,865.00	76
DUES & SUBSCRIPTIONS	796.00	712.00	712.00	847.00	900.00	94
TOTAL: FIRE DEPARTMENT	222,650.57	245,870.15	148,222.17	153,139.13	260,165.00	59
BUILDING DEPARTMENT						
SALARIES	53,340.80	55,877.86	40,602.60	40,620.00	56,700.00	72
PENSIONS	10,502.13	10,948.80	8,142.91	8,154.02	11,100.00	73
HEALTH, LIFE AND DISABILITY	14,302.03	15,027.46	11,592.17	12,136.05	15,250.00	80
GAS	545.26	188.51	140.53	26.21	400.00	7
OPERATING SUPPLIES	2,296.34	1,579.30	677.10	1,670.12	3,000.00	56
CONTRACTED SERV.-OTHER EXPENSE	500.00	867.14	867.14	1,000.00	700.00	143
TELEPHONE	700.35	579.99	460.03	381.58	700.00	55
TRAVEL EXPENSE	4,906.80	5,546.44	4,265.80	3,503.32	5,500.00	64
TRAINING & INSTRUCTION	600.00	215.00		340.00	500.00	68
DUES & SUBSCRIPTIONS	75.00			140.00	75.00	187
TOTAL: BUILDING DEPARTMENT	87,768.71	90,830.50	66,748.28	67,971.30	93,925.00	72
HIGHWAY STREETS & ROADS						
SALARIES	245,768.29	276,994.99	205,015.52	195,022.68	285,000.00	68
PENSIONS	44,386.81	48,552.13	36,169.24	36,336.63	48,800.00	74
HEALTH, LIFE & DISB INSURANCE	28,648.69	29,406.93	23,057.67	23,616.97	30,340.00	78
OFFICE SUPPLIES					500.00	

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
GAS & OIL	34,039.22	35,511.28	28,796.19	14,444.85	35,000.00	41
OPERATING SUPPLIES	13,735.61	11,600.72	8,267.39	7,147.06	11,000.00	65
STREET MARKINGS & SIGNS	2,246.17	5,376.23	5,376.23	6,022.40	18,000.00	33
SHOP SUPPLIES	361.89	1,029.27	815.36	392.33	1,000.00	39
EQUIPMENT REPAIR PARTS	11,683.99	18,091.47	11,294.47	8,817.43	12,000.00	73
TIRES	10,770.63	8,992.60	8,992.60		10,000.00	
EQUIPMENT REPAIRS CONTRACTED	18,985.02	27,228.95	16,633.76	10,592.60	15,000.00	71
STREET MAINTENANCE-MATERIALS	12,225.41	50,843.02	8,764.35	12,292.20	13,000.00	95
STREET MAINT.- SEALCOATING	41,754.45	54,337.82	54,337.82	6,516.11	50,000.00	13
SNOW REMOVAL	8,558.84	10,999.30	4,008.17	8,227.85	10,000.00	82
FLOOD CONTROL		22,498.29	11,440.27	5,649.00		
BUILDING MAINTENANCE & SUPPL	3,818.89	3,628.08	3,048.85	7,380.66	5,000.00	148
SMALL TOOLS & EQUIPMENT	2,951.44	663.91	607.25	1,782.87	5,000.00	36
TELEPHONE	900.00	900.00	675.00	675.00	900.00	75
TRAVEL EXPENSE	94.72	163.97	(10.00)		350.00	
TRAINING & INSTRUCTION	4,586.00	4,248.00	4,248.00	3,880.00	5,000.00	78
INSURANCE	10,599.34	10,501.00	10,501.00	11,600.00	11,000.00	105
WORKERS COMPENSATION	16,608.49	17,961.00	17,961.00	20,094.35	19,000.00	106
UTILITIES	6,195.82	6,094.27	4,496.34	4,362.51	6,500.00	67
HEATING COST	5,007.58	4,949.77	3,743.61	2,486.04	5,000.00	50
STREET LIGHTING UTILITIES	64,268.50	64,092.06	49,140.30	44,154.69	65,000.00	68
LAUNDRY	1,897.13	1,890.30	1,380.27	1,437.30	2,000.00	72
TOTAL: STREET DEPARTMENT	590,092.93	716,555.36	518,760.66	432,931.53	664,390.00	65
COMMUNITY EDUCATION FEES	31,611.06	25,655.24			35,000.00	
SENIOR CITIZEN PROGRAM	14,639.96	9,538.46	7,403.46	6,505.00	9,600.00	68
SWIMMING POOL						
TEMPORARY SALARIES	51,810.57	54,084.83	54,084.83	46,430.99	55,600.00	84
PENSIONS	3,963.68	4,137.39	4,137.39	3,552.04	4,300.00	83
OPERATING SUPPLIES	9,064.31	8,274.46	8,194.44	10,519.82	8,000.00	131
BUILDING MAINTENANCE & SUPPL	4,781.21	37,271.02	37,081.12	10,429.46	10,000.00	104
BUILDING REPAIRS CONTRACTED	10,646.01	7,073.13	7,073.13		7,000.00	
CONCESSION SUPPLIES	8,363.58	8,545.54	8,714.65		9,000.00	
TELEPHONE	475.96	526.71	400.48	352.93	500.00	71
INSURANCE	11,994.75	12,770.00	12,770.00	13,901.53	13,000.00	107
UTILITIES	10,528.29	8,717.99	7,818.46	9,027.87	9,000.00	100
HEATING COST	7,419.86	8,646.69	8,646.69	5,878.28	8,500.00	69
TOTAL: SWIMMING POOL	119,048.22	150,047.76	148,921.19	100,092.92	124,900.00	80

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
ARMORY						
OPERATING SUPPLIES	136.97	26.95	26.95	25.86	500.00	5
BUILDING MAINT & SUPPLIES	3,739.90	1,307.95	596.80	4,605.30	3,000.00	154
CONTRACTED SERVICES	488.39	372.73	287.77	184.97	500.00	37
TELEPHONE	539.59	560.21	417.56	425.67	600.00	71
INSURANCE	2,400.86	2,469.00	2,469.00	2,840.00	3,000.00	95
UTILITIES	2,330.40	2,433.70	1,843.91	1,714.17	2,700.00	63
HEATING COST	2,302.10	2,240.81	1,636.55	1,250.68	2,500.00	50
TOTAL: ARMORY	11,938.21	9,411.35	7,278.54	11,046.65	12,800.00	86
PARKS						
SALARIES	102,131.41	111,108.98	84,313.21	92,824.42	111,000.00	84
PENSIONS	13,501.32	14,035.32	10,428.50	11,260.82	14,000.00	80
HEALTH LIFE & DISB INSURANCE	15,092.65	15,557.28	12,343.21	12,071.29	15,820.00	76
MOSQUITO SPRAY & SUPPLIES	5,947.36	2,327.21	2,327.21	5,432.77	6,000.00	91
CHEMICALS & CHEM SUPPLIES	5,800.63	4,934.01	710.63	4,365.19	6,000.00	73
GAS & OIL	12,079.97	11,141.52	8,993.16	7,543.04	11,000.00	69
OPERATING SUPPLIES	27,447.69	18,536.48	15,727.90	9,509.12	20,000.00	48
LANDSCAPING MATERIALS	2,494.79	2,981.33	1,541.81	1,968.86	5,000.00	39
BEAUTIFY BENSON	13,704.57	26,237.96	16,233.57	10,045.50	15,000.00	67
EQUIPMENT REPAIR PARTS	10,574.68	11,856.05	9,283.93	8,705.62	12,000.00	73
EQUIPMENT REPAIRS CONTRACTED	263.19	3,660.81	3,574.17	2,114.20	3,000.00	70
BUILDING REPAIR AND MAINT	5,930.27	4,697.03	4,365.67	16,850.92	10,000.00	169
SMALL TOOLS & EQUIPMENT	4,680.93	5,343.85	3,928.40	2,432.14	9,000.00	27
CONTRACTED SERVICES-MOWING	9,684.91	8,955.89	7,567.19	8,290.11	9,000.00	92
CONTRACTED SERVICES-TREE REMOV	32,084.00	27,575.00	23,197.50	27,615.50	45,000.00	61
CONTRACTED SERVICES-OTHER	12,514.00	12,197.16	11,747.16	3,937.50	9,000.00	44
TELEPHONE	595.60	351.67	386.33	417.29	600.00	70
TRAVEL EXPENSE	1,405.69	215.82	143.90	48.97	500.00	10
TRAINING & INSTRUCTION	1,236.00	1,046.00	1,046.00	970.00	1,500.00	65
INSURANCE	22,524.90	22,982.00	22,982.00	24,998.95	24,000.00	104
UTILITIES	7,573.96	10,233.27	7,811.76	5,735.21	9,000.00	64
RENT						
CEMETERY	13,312.54	10,182.12	8,651.33	12,008.40	18,500.00	65
TOTAL: PARK DEPARTMENT	319,581.06	326,156.76	257,304.54	269,145.82	354,920.00	76
LODGING TAX EXPENSES	30,221.01	30,306.70	30,251.70	6,158.00	31,750.00	19
NOT ALLOCATED	11,415.14	5,520.19	5,425.93	4,058.04	10,000.00	41

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CARES Expenses-Enterprise Funds				52,021.32		
PUBLIC TRANSIT						
GAS & OIL						
OPERATING SUPPLIES						
EQUIPMENT REPAIR PARTS						
TIRES						
CONTRACTED SERVICES	9,609.00	10,388.73		3,500.00	10,034.00	35
TELEPHONE						
TRAVEL EXPENSE						
TRAINING & INSTRUCTION						
INSURANCE						
TOTAL: PUBLIC TRANSIT	9,609.00	10,388.73		3,500.00	10,034.00	35
AIRPORT						
SALARIES	2,500.00	2,500.00			2,500.00	
PENSIONS	192.00	192.00			500.00	
GAS	25,507.30	56,801.16	45,056.16	24,884.23	30,000.00	83
OPERATING SUPPLIES	1,773.96	7,019.83	6,957.14	1,703.32	5,000.00	34
BUILDING MAINTENANCE & SUPPL	4,946.50	9,893.33	6,963.57	8,028.30	6,000.00	134
MANAGEMENT FEES				40.00		
CONTRACTED SERVICES	4,017.35	223.92	223.92	61.51	500.00	12
TELEPHONE	1,012.90	830.80	692.71	414.82	600.00	69
INSURANCE	8,597.73	8,571.00	8,571.00	7,310.00	9,000.00	81
UTILITIES	8,362.08	7,898.49	5,029.23	6,650.15	9,000.00	74
HEATING COST	1,068.74	860.96	607.93	500.96	1,000.00	50
TOTAL: AIRPORT	57,978.56	94,791.49	74,101.66	49,593.29	64,100.00	77
TRANSFERS						
TRANS TO CAPITAL OUTLAY FUND	550,000.00	550,000.00			390,000.00	
TRANS TO GOLF CLUB	60,000.00	60,000.00	24,200.00	25,000.00	60,000.00	42
TRANSFER TO CONCRETE PROJECTS						
TRANS TO FIRE RELIEF FUND						
TRANS TO OTHER FUNDS	223,059.74	33,040.00			33,040.00	
TRANS TO CIVIC CENTER BOARD	35,000.00	24,000.00				
TOTAL GENERAL FUND EXPENDITURES	3,684,905.42	3,720,044.15	2,298,526.35	2,244,039.44	3,585,898.00	63
TOTAL REVENUES LESS EXPENDITURES	(236,955.40)	(74,902.99)	(297,528.57)	(29,777.35)	=====	

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
LIBRARY FUND						
TAXES	109,501.16	113,897.58	61,022.79	63,908.56	117,764.00	54
INTEREST EARNINGS				60.00		
RENTALS			391.69	443.40	500.00	89
DONATIONS	2,517.83	463.35				
BUILDING DONATIONS						
SALE OF PROPERTY			1,784.08	806.74	2,500.00	32
REFUNDS & REIMBURSEMENTS	2,605.49	2,568.09				
TRANSFER FROM GENERAL FUND					400.00	
TRANSFER FROM OTHER FUNDS	353.00	456.10				
TOTAL LIBRARY FUND REVENUES	114,977.48	117,385.12	63,198.56	65,218.70	121,164.00	54
EXPENDITURES						
OFFICE & OPERATING SUPPLIES	3,850.16	4,618.15	4,119.42	1,928.80	3,500.00	55
EQUIPMENT REPAIRS						
BUILDING MAINTENANCE & SUPPL	10,216.34	5,833.53	4,975.38	4,196.49	5,000.00	84
BUILDING REPAIRS CONTRACTED						
MANAGEMENT FEES-PIONEERLAND	85,931.00	88,509.00	66,381.75	68,373.00	91,164.00	75
CONTRACTED SERV - CLEANING	4,345.00	5,135.00	3,950.00	2,570.00	5,400.00	48
TELEPHONE	1,022.23	1,050.44	784.29	810.95	1,100.00	74
TRAVEL	217.00	221.00		(221.00)	300.00	(74)
INSURANCE	2,938.87	3,142.00	3,142.00	3,479.00	3,300.00	105
UTILITIES	5,369.21	5,141.66	3,964.11	3,527.65	5,400.00	65
HEATING COST	2,526.70	2,287.05	1,824.22	1,281.64	3,000.00	43
CAPITAL OUTLAY						
CAPITAL OUTLAY - BOOKS	3,000.00	3,000.00		3,000.00	3,000.00	100
TOTAL LIBRARY FUND EXPENDITURES	119,416.51	118,937.83	89,141.17	88,946.53	121,164.00	73
TOTAL REVENUES LESS EXPENDITURES	(4,439.03)	(1,552.71)	(25,942.61)	(23,727.83)		

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
*** WATER FUND ***						
SALE OF SERVICE	605,267.05	591,821.41	450,224.76	491,861.92	642,000.00	77
CONNECTION FEES	500.00				250.00	
FIRE SERVICE FEE	10,000.00	10,000.00	7,499.98	7,499.97	10,000.00	75
REFUNDS & REIMBURSEMENTS	9,969.07	5,412.52	5,252.52	1,930.87	5,000.00	39
TOTAL REVENUES	625,736.12	607,233.93	462,977.26	501,292.76	657,250.00	76
EXPENDITURES						
SALARIES	115,201.81	97,295.36	68,608.05	89,348.74	115,000.00	78
EARNED BENEFITS	(2,432.35)	7,991.81			4,000.00	
FRINGE BENEFITS	19,134.26	27,610.85	28,454.73	33,870.00	54,690.00	62
OFFICE SUPPLIES	1,372.62	1,425.95	1,425.95	12.59	2,000.00	1
CHEMICALS & CHEMICAL SUPPLIES	12,356.79	16,171.65	14,491.46	19,149.57	18,000.00	106
GAS & OIL	3,401.65	2,555.70	2,053.89	1,590.25	3,500.00	45
OPERATING SUPPLIES	6,223.11	4,512.28	2,725.92	5,245.78	5,500.00	95
LABORATORY AND TESTING	3,669.03	1,177.69	573.08	491.80	4,000.00	12
EQUIPMENT REPAIR & MAINTENANCE	4,126.90	866.94	485.08	590.71	2,500.00	24
MAINTAIN SYSTEM	35,609.61	27,387.34	13,398.13	9,416.37	36,000.00	26
BUILDING REPAIR & MAINTENANCE	2,679.04	1,788.10	1,762.93	1,101.31	3,000.00	37
MANAGEMENT FEES	40,920.00	41,738.00	31,304.00	31,929.75	42,573.00	75
TELEPHONE	2,350.50	2,246.32	1,639.79	1,490.62	2,500.00	60
TRAVEL	617.65	778.33	564.35	846.05	1,000.00	85
TRAINING	2,942.00	2,831.50	2,794.00	2,767.00	3,000.00	92
MARKETING	1,108.80	854.39			1,000.00	
INSURANCE	13,282.41	13,602.00	10,201.50	10,201.50	13,500.00	76
WORK COMP INSURANCE	3,846.30	4,374.00	3,460.50	1,979.50	4,200.00	47
ELECTRIC UTILITIES	21,735.75	19,317.98	15,498.17	13,980.20	20,000.00	70
DEPRECIATION	189,935.23	187,738.56	141,229.98	139,714.56	190,000.00	74
MISCELLANEOUS	5,746.87	3,991.99	2,431.68	4,472.24	6,000.00	75
INTERDEPARTMENTAL CHARGES	12,375.00	12,375.00	9,281.25	9,281.25	12,375.00	75
TOTAL EXPENDITURES	496,202.98	478,631.74	352,384.44	377,479.79	544,338.00	69
OPERATING PROFIT/(LOSS)	129,533.14	128,602.19	110,592.82	123,812.97	112,912.00	110

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OTHER INCOME & EXPENSE						
INTEREST INCOME	11,681.57	18,290.62	11,891.16	13,738.12	12,000.00	114
CONTRIBUTED CAPITAL DEPRECIAT'N						
GAIN/LOSS ON FIXED ASSET SALE	(49,198.23)	(44,815.76)	(29,139.35)	(26,118.41)	(42,047.00)	62
INTEREST EXPENSE		485,690.00	485,690.00	55,325.15		
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	92,016.48	587,767.05	579,034.63	166,757.83	82,865.00	201

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
*** SEWER FUND ***						
SALE OF SERVICE	958,860.93	910,935.18	684,129.57	691,828.50	966,356.00	72
CONNECTION FEES	4,000.00				2,000.00	
REFUNDS & REIMBURSEMENTS	14,668.39	348.86	348.86	336.33	2,000.00	17
TOTAL REVENUES	977,529.32	911,284.04	684,478.43	692,164.83	970,356.00	71
EXPENDITURES						
SALARIES	51,486.32	147,134.63	108,403.06	112,584.88	154,400.00	73
EARNED BENEFITS	(2,351.06)	8,148.33			4,000.00	
FRINGE BENEFITS	49,605.18	96,117.73	35,779.05	36,700.66	53,400.00	69
OFFICE SUPPLIES	1,372.15	465.71	339.99	518.69	500.00	104
CHEMICALS & CHEMICAL SUPPLIES	32,494.21	46,429.47	37,416.55	29,645.26	40,000.00	74
GAS & OIL	1,588.07	4,965.23	3,762.92	3,205.28	5,000.00	64
OPERATING SUPPLIES	2,934.34	5,637.45	4,525.33	4,289.91	4,000.00	107
LABORATORY AND TESTING	2,456.01	2,628.05	2,573.95	1,101.56	4,000.00	28
CONTRACTED SERVICES-TESTING	1,649.32	15,194.23	9,344.74	6,824.68	12,000.00	57
EQUIPMENT REPAIR & MAINTENANCE	11,376.28	8,419.62	7,581.13	20,571.05	10,000.00	206
MAINTAIN SYSTEM	43,928.82	48,796.04	20,009.93	43,312.53	40,000.00	108
BUILDING REPAIR & MAINTENANCE	5,018.31	8,126.57	5,683.22	6,716.12	5,000.00	134
CONTRACTED OPERATIONS	229,482.00					
MANAGEMENT FEES	53,112.00	54,174.00	40,630.50	41,442.75	55,257.00	75
TELEPHONE	1,155.04	1,044.54	732.45	593.78	1,000.00	59
TRAVEL	951.48	1,346.33	1,346.33	13.80	2,000.00	1
TRAINING	910.00	3,512.50	3,475.00	2,330.00	2,500.00	93
INSURANCE	16,372.43	17,322.00	12,991.50	12,991.50	18,000.00	72
WORK COMP INSURANCE	222.57	1,030.00	1,030.00	4,140.00	3,000.00	138
ELECTRIC UTILITIES	51,098.24	56,947.15	43,278.60	41,374.12	55,000.00	75
HEAT	5,512.02	5,476.19	4,063.45	6,411.49	5,000.00	128
EQUIPMENT LEASE	500.00		33,765.93	33,765.93	45,100.00	75
DEPRECIATION	349,691.54	340,756.87	250,632.93	249,311.52	330,000.00	76
MISCELLANEOUS	6,351.81	5,584.79	1,495.17	1,716.57	8,100.00	21
INTERDEPARTMENTAL CHARGES	21,360.00	21,360.00	16,020.00	16,020.00	21,360.00	75
TOTAL EXPENDITURES	938,277.08	900,617.43	644,881.73	675,582.08	878,617.00	77
OPERATING PROFIT/(LOSS)	39,252.24	10,666.61	39,596.70	16,582.75	91,739.00	18

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OTHER INCOME & EXPENSE						
SPECIAL ASSESSMENTS						
INTEREST INCOME	451.30	648.73	272.42	25.18	500.00	5
CONTRIBUTED CAPITAL DEPRECIAT'N						
INTEREST EXPENSE	(43,977.92)	(37,122.84)	(24,495.96)	(19,997.48)	(32,350.00)	62
GAIN/LOSS ON DISPOSAL OF ASSET						
GRANTS & CONTRIBUTED CAPITAL						
NET INCOME/(LOSS)	(4,274.38)	(40,172.74)	15,373.16	(3,389.55)	59,889.00	(6)

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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
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*** GARBAGE COLLECTION FUND ***						
REVENUES						
SALE OF GARBAGE TAGS	3,674.91	3,429.03	3,184.51	3,109.48	4,000.00	78
GARBAGE BILLINGS	163,768.87	165,307.62	122,622.62	121,610.74	165,000.00	74
OTHER REVENUE	98.85	106.40	106.40	123.75	100.00	124
TOTAL REVENUES	167,542.63	168,843.05	125,913.53	124,843.97	169,100.00	74
EXPENDITURES						
OPERATING SUPPLIES	1,071.38	1,215.22	912.15	883.65	1,500.00	59
MANAGEMENT FEES	9,384.00	9,560.00	7,166.00	7,197.70	9,764.00	74
CONTRACTED GARBAGE PICKUP	103,944.00	103,944.00	77,958.00	77,958.00	106,000.00	74
REFUSE DISPOSAL	44,509.60	44,281.20	32,518.40	43,018.00	56,000.00	77
UNCOLLECTABLE ACCOUNTS	1,214.12	1,298.77			1,200.00	
TOTAL EXPENDITURES	160,123.10	160,299.19	118,554.55	129,057.35	174,464.00	74
OPERATING PROFIT/(LOSS)	7,419.53	8,543.86	7,358.98	(4,213.38)	(5,364.00)	79
INTEREST INCOME	2,760.75	3,809.07	2,829.10	2,971.94	3,000.00	99
NET INCOME/(LOSS)	10,180.28	12,352.93	10,188.08	(1,241.44)	(2,364.00)	53
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DESCRIPTION	2018 YEAR END	2019 YEAR END	2019 YTD FOR SAME TIME PERIOD	2020 YTD	ADOPTED BUDGET	PERCENT
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*** ELECTRIC FUND ***						
REVENUES						
SALE OF SERVICE	3,148,747.77	3,115,998.54	2,390,827.43	2,288,535.29	3,037,000.00	75
MISCELLANEOUS	27,510.15	26,582.13	19,200.21	6,565.50	27,000.00	24
ADMINISTRATIVE SERVICES	14,400.00	14,400.00	10,800.00	9,600.00	14,400.00	67
INTERDEPARTMENTAL CHARGES	33,735.00	33,735.00	25,301.25	25,301.25	33,735.00	75
REFUNDS AND REIMBURSEMENTS	30,517.09	31,874.70	10,870.43	53,431.37	15,000.00	356
CONSERVATION REBATES	9,477.64	26,494.92	22,826.51	8,287.16	15,000.00	55
TRANSMISSION REVENUE	79,816.48	80,804.12	39,609.26	46,384.55	82,500.00	56
GENERATION CAPACITY REVENUE						
DEDICATED CAPACITY REVENUE	332,375.00	324,900.00	243,675.00	243,675.00	327,000.00	75
GENERATION SALES	6,730.75	7,121.22	7,121.22	8,523.25	9,000.00	95
BACKUP POWER AGREEMENT	516,435.07	450,000.00				
TOTAL REVENUES	4,199,744.95	4,111,910.63	2,770,231.31	2,690,303.37	3,560,635.00	76
EXPENDITURES						
POWER PRODUCTION						
GAS & OIL	18,416.03	20,242.26	20,242.26		20,000.00	
OPERATING SUPPLIES						
EQUIPMENT REPAIR & MAINTENANCE	51,457.68	131,344.87	102,669.45	77,939.16	63,000.00	124
BUILDING REPAIR & MAINT	652.61	2,714.14	2,492.74	4,422.22	2,500.00	177
MANAGEMENT FEES-POWER PRODUCT	18,408.00	18,774.00	14,080.50	14,362.20	19,150.00	75
MRES-OPERATION & MAINT	24,602.38	31,218.00	15,429.49	12,654.01	26,000.00	49
CONTRACTED SERVICES						
UTILITIES	35,569.99	44,157.67	33,525.10	33,625.41	42,000.00	80
MISCELLANEOUS						
TOTAL POWER PRODUCTION	149,106.69	248,450.94	188,439.54	143,003.00	172,650.00	83
PURCHASED POWER						
PURCHASED POWER	1,237,910.33	1,175,603.27	903,836.56	837,750.62	1,178,000.00	71
WHEELING	369,409.32	362,702.96	271,804.49	278,023.50	363,000.00	77
BACKUP POWER AGREEMENT COSTS	368,904.30	414,183.00	43,875.00			
TOTAL PURCHASED POWER	1,976,223.95	1,952,489.23	1,219,516.05	1,115,774.12	1,541,000.00	72

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TRANSMISSION						
MAINTENANCE OF TRANS LINE		987.95	987.95		1,000.00	
MANAGEMENT FEES-TRANSMISSION	18,408.00	18,774.00	14,080.50	14,362.20	19,150.00	75
MRES-STATION & MAINT	1,272.26	793.18	476.94	365.50	2,500.00	15
OTHER CONTRACTED SERVICES		174.80		897.75		
TOTAL TRANSMISSION	19,680.26	20,729.93	15,545.39	15,625.45	22,650.00	69
DISTRIBUTION						
MRES - OFFICE ADDER	28,810.54	26,068.76	12,263.83	13,251.92	30,000.00	44
GAS & OIL	6,642.51	7,214.62	5,798.19	3,815.42	8,000.00	48
OPERATING SUPPLIES	17,441.31	12,504.12	11,017.07	6,742.14	18,000.00	37
EQUIPMENT REPAIRS & MAINT	26,896.03	9,208.35	8,361.16	6,354.83	20,000.00	32
MAINTAIN SYSTEM	25,290.53	29,210.74	13,675.63	13,661.43	27,000.00	51
MAINTAIN STREET LIGHTS	11,843.63	16,611.78	3,929.66	6,016.43	10,000.00	60
BUILDING REPAIR & MAINTENANCE	4,698.25	2,282.57	1,919.09	878.66	30,000.00	3
MANAGEMENT FEES-DIST	55,212.00	56,322.00	42,241.50	43,086.60	57,447.80	75
MISSOURI RIVER CLEARING			152,680.96	131,776.91		
MRES DISTRIBUTION	420,716.72	368,653.88	167,121.87	191,178.28	408,000.00	47
OTHER CONTRACTED SERVICES	2,562.01	235.41	235.41	258.95	6,000.00	4
TELEPHONE	4,807.37	5,364.73	3,685.54	3,538.15	5,500.00	64
TRAVEL EXPENSE	8,210.37	7,888.86	3,865.40	2,054.87	9,000.00	23
TRAINING	8,099.98	9,277.17	6,124.96	5,527.00	9,000.00	61
ELECTRIC UTILITIES	3,270.95	3,464.24	2,577.07	2,367.16	3,500.00	68
HEAT	2,963.00	3,396.62	2,535.74	2,463.64	3,000.00	82
MISCELLANEOUS			.65		1,000.00	
TOTAL DISTRIBUTION	627,465.20	557,703.85	438,033.73	432,972.39	645,447.80	67
ADMINISTRATION						
SALARIES	97,440.88	104,899.42	75,648.56	67,991.76	102,500.00	66
EARNED BENEFITS	1,938.53	(3,017.10)			2,500.00	
FRINGE BENEFITS	37,531.90	35,203.32	34,200.15	34,135.43	44,340.00	77
OFFICE SUPPLIES	19,800.58	15,323.84	10,770.32	19,654.69	20,000.00	98
POSTAGE	206.40	2,388.62	819.60	78.00	1,000.00	8
GAS	36.87	34.50	34.50		200.00	
MANAGEMENT FEES	82,824.00	84,483.00	63,362.25	64,629.90	86,174.00	75
MRES-NON UTILITY CHARGES	83,357.79	89,279.35	46,551.93	45,244.06	90,000.00	50
CONTRACTED SERVICES	7,409.31	3,308.63	2,768.75	2,921.09	7,000.00	42
DATA PROCESSING SERVICES	27,190.70	24,331.55	17,547.32	21,480.86	27,000.00	80
BILL PRINT SERVICES	13,776.84	13,699.09	10,081.93	10,063.40	14,000.00	72
TELEPHONE	9,144.46	8,923.95	6,612.40	6,935.59	9,500.00	73
TRAVEL EXPENSE	118.26	710.59	276.53	118.50	2,000.00	6

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TRAINING & INSTRUCTION	179.00	1,325.00	1,100.00		2,000.00	
MARKETING	7,640.26	8,416.99	5,892.53	5,096.84	8,000.00	64
INSURANCE	48,295.36	48,261.00	36,341.25	36,345.67	50,000.00	73
DEPRECIATION	539,005.01	536,263.83	394,649.55	396,883.44	547,000.00	73
MISCELLANEOUS					15,000.00	
BAD DEBTS	15,018.90	14,745.57			6,800.00	95
DUES & SUBSCRIPTIONS	5,943.00	6,478.00	6,478.00	6,473.00	8,000.00	17
MRES-LOAD MANAGEMENT	5,606.28	4,456.48	2,553.26	1,342.42	8,000.00	71
LOAD MANAGEMENT/CONSERVATION	29,658.97	46,094.70	39,077.00	25,132.58	35,574.60	
TOTAL ADMINISTRATION	1,032,123.30	1,045,610.33	754,765.83	744,527.23	1,078,588.60	69
GRAND TOTAL EXPENSES	3,804,599.40	3,824,984.28	2,616,300.54	2,451,902.19	3,460,336.40	71
OPERATING PROFIT/(LOSS)	395,145.55	286,926.35	153,930.77	238,401.18	100,298.60	238
OTHER INCOME & EXPENSE						
INTEREST INCOME	64,020.69	72,263.17	54,951.67	54,160.29	65,000.00	83
UNREALIZED GAIN (LOSS) ON INVS	(30,796.27)	85,235.23		(232.45)	(85,500.00)	39
INTEREST EXPENSE	(90,188.00)	(82,015.67)	(38,021.15)	(33,654.62)		
GAIN/LOSS ON DISPOSAL/ASSET SALE OF PROPERTY						
NET INCOME/(LOSS)	338,181.97	362,409.08	170,861.29	258,674.40	79,798.60	324
*** SALE OF SERVICE BREAKDOWN ***						
RESIDENTIAL LIGHTING	1,366,608.47	1,327,667.58	1,025,661.07	1,042,356.90	1,300,000.00	80
INTERRUPTIBLE SERVICE	91,006.42	90,874.74	68,360.14	57,405.06	92,000.00	62
MUNICIPAL SERVICE	204,691.89	221,686.56	166,413.20	152,943.84	210,000.00	73
COMMERCIAL LIGHTING	377,914.56	399,545.24	316,617.34	256,729.07	375,000.00	68
INDUSTRIAL SERVICE	1,023,034.72	991,739.87	749,485.77	720,112.87	975,000.00	74
STREET LIGHTING & SECURITY LIGHTS	85,491.71	84,484.55	64,289.91	58,987.55	85,000.00	69
TOTAL SALES OF SERVICE	3,148,747.77	3,115,998.54	2,390,827.43	2,288,535.29	3,037,000.00	75

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*** LIQUOR FUND ***						
REVENUES						
SALES	1,152,053.82	1,147,991.56	810,615.18	930,721.74	1,146,000.00	81
COST OF SALES	762,225.09	771,563.50	545,522.65	653,396.29	757,500.00	86
GROSS PROFIT	389,828.73	376,428.06	265,092.53	277,325.45	388,500.00	71
RENTAL INCOME	37,906.61	32,645.97	21,550.98	17,448.57	35,000.00	50
MACHINE COMMISSIONS	2,119.95	4,081.99	3,548.21	2,137.08	7,000.00	31
MISCELLANEOUS INCOME		39.10	39.10	2,652.03	100.00	2652
TOTAL GROSS PROFIT	429,855.29	413,195.12	290,230.82	299,563.13	430,600.00	70
EXPENDITURES						
SALARIES	151,700.14	158,328.25	113,045.48	108,699.89	164,000.00	66
FRINGE BENEFITS	43,963.21	53,770.61	40,127.28	40,830.32	53,000.00	77
OFFICE SUPPLIES	855.97	3,133.77	2,946.15	304.02	1,000.00	30
OPERATING SUPPLIES	4,651.64	4,287.61	3,168.69	2,281.78	5,000.00	46
BUILDING MAINTENANCE & SUPPLIES	23,148.50	10,368.83	7,152.69	9,719.00	10,000.00	97
MANAGEMENT FEES	27,168.00	27,712.00	20,785.00	21,195.00	28,260.00	75
CONTRACTED SERVICES - CLEANING	9,755.53	11,405.52	8,760.39	7,935.41	10,000.00	79
TELEPHONE EXPENSE	1,269.00	1,012.74	757.63	772.65	1,020.00	76
TRAVEL EXPENSE					100.00	
TRAINING & INSTRUCTION	460.00	615.00	480.00		500.00	
FREIGHT ON LIQUOR	3,724.73	6,731.75	4,450.60	2,205.50	4,500.00	49
ADVERTISING	6,145.00	4,582.04	3,036.82	2,790.42	6,000.00	47
INSURANCE	20,643.00	22,711.62	17,224.87	16,376.23	22,000.00	74
UTILITIES	12,512.76	11,369.80	8,782.86	8,129.05	12,000.00	68
HEATING COST	1,585.48	1,737.72	1,357.20	1,145.20	1,600.00	72
DEPRECIATION	6,234.67	6,118.81	4,520.40	4,588.20	7,000.00	66
MISCELLANEOUS	4,866.37	7,770.39	6,768.76	4,357.28	5,800.00	75
CREDIT CARD DISCOUNT	16,576.31	17,295.48	12,867.40	16,853.26	17,500.00	96
BAD DEBTS	221.23	270.88	(14.12)	171.50	250.00	69
LAUNDRY EXPENSE	1,174.22	1,190.44	866.57	862.69	1,200.00	72
TOTAL EXPENDITURES	336,655.76	350,413.25	257,084.67	249,217.40	350,730.00	71
OPERATING PROFIT/(LOSS)	93,199.53	62,781.86	33,146.15	50,345.73	79,870.00	63
INTEREST INCOME	1,167.24	759.24	575.30	202.81	1,000.00	20
GAIN/LOSS ON DISPOSAL/ASSET	(228.97)					
NET INCOME/(LOSS)	94,137.80	63,541.10	33,721.45	50,548.54	80,870.00	63

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*** LIQUOR SALES ANALYSIS ***						
OFF SALE LIQUOR & WINE SALES	389,287.71	389,828.29	266,344.92	333,188.52	398,000.00	84
COST OF SALES	(275,142.25)	(272,041.96)	(186,619.72)	(233,748.07)	(265,000.00)	88
GROSS PROFIT	114,145.46	117,786.33	79,725.20	99,440.45	133,000.00	75
OFF SALE BEER SALES	567,355.64	596,996.30	427,271.17	528,461.99	570,000.00	93
COST OF SALES	(415,945.36)	(444,719.96)	(318,060.86)	(392,995.33)	(430,000.00)	91
GROSS PROFIT	151,410.28	152,276.34	109,210.31	135,466.66	140,000.00	97
ON SALE LIQUOR & WINE SALES	61,486.40	49,601.09	36,561.28	19,683.29	55,000.00	36
COST OF SALES	(10,753.99)	(8,152.97)	(5,692.53)	(3,402.84)	(9,000.00)	38
GROSS PROFIT	50,732.41	41,448.12	30,868.75	16,280.45	46,000.00	35
ON SALE BEER SALES	88,844.35	68,408.90	49,156.10	25,842.53	80,000.00	32
COST OF SALES	(25,866.26)	(18,231.77)	(13,056.17)	(7,480.57)	(20,000.00)	37
GROSS PROFIT	62,978.09	50,177.13	36,099.93	18,361.96	60,000.00	31
MISCELLANEOUS SALES	45,079.72	43,156.98	31,281.71	23,545.41	43,000.00	55
COST OF SALES	(34,517.23)	(28,416.84)	(22,093.37)	(15,769.48)	(33,500.00)	47
GROSS PROFIT	10,562.49	14,740.14	9,188.34	7,775.93	9,500.00	82
TOTAL SALES	1,152,053.82	1,147,991.56	810,615.18	930,721.74	1,146,000.00	81
TOTAL COST OF SALES	(762,225.09)	(771,563.50)	(545,522.65)	(653,396.29)	(757,500.00)	86
TOTAL GROSS PROFIT	389,828.73	376,428.06	265,092.53	277,325.45	388,500.00	71