

DRAFT

**MINUTES - BENSON CITY COUNCIL REGULAR MEETING
CITY HALL
NOVEMBER 15, 2021**

The meeting was called to order at 5:30 p.m. by Mayor Collins. Members present: Terri Collins, Mark Schreck, Jack Evenson, Jon Buyck and Lucas Olson. Members Absent: None. Also Present: Director of Finance Glen Pederson, Police Chief Ian Hodge, Public Works Director Dan Gens, CEDA Representative Hillary Tweed, Swift County Monitor Editor Reed Anfinson and Tim Sullivan with the Associated Press.

The Council recited the Pledge of Allegiance.

The Mayor asked for any changes to the agenda. City Manager Rob Wolfington's retirement letter was added. It was moved by Evenson 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:

- November 1, 2021 City Council Minutes
 - November 5, 2021 Special City Council Minutes
 - September 28, 2021 Planning Commission Minutes
 - Charter Communications Expansion of Channel Lineup
 - Minnesota State Demographic Center 2020 Census Counts
 - WAPA Drought Adder to Remain at Zero
 - Electronic Transfers:
 - Payroll: November 4, 2021 - \$92,339.03
 - Magney Construction Pay Request No.1–Anaerobic Digester - \$29,586.80
- Balance to Finish \$863,613.20

There was no one with unscheduled business to come before the Council.

Pederson presented a procurement policy to the Council for their consideration. He stated the policy is what the City has been practicing over the years. A written policy is needed for the Federal grants we are applying for. Pederson is asking for approval of the policy which can be amended at any time. After discussion it was moved by Buyck, seconded by Evenson and carried unanimously to approve the City Procurement Policy as presented.

Pederson presented a contract for professional services from the UMRDC to author an Economic Adjustment Grant application to the Federal EDA. He stated Tweed briefed the Council in September the grant application would be coming. Schreck asked Tweed if she and CEDA could write this grant? Tweed responded CEDA has the capacity to write a grant like this. There was discussion with the UMRDC to work together and maintain a partnership with the UMRDC. It was moved by Olson and seconded by Evenson to approve the UMRDC to author the \$5 million grant application. Buyck asked why not keep the grant writing in house. Pederson stated UMRDC is writing similar grants with other cities and their experience will assist them in our grant. The motion passed unanimously.

Next was a proposal for DGR Engineering to conduct a study of our electric system. The last time this was done was 2006. Gens said we have used DGR to consult on various larger projects over the years. DGR engineered our overhead to underground project. He said there have been a lot of changes over the years. This study looks to maximize the performance of our electric system. Pederson suggested

the Utility Committee meet and review it. It was the consensus of the Council to have the Utility Board meet and review the Electric System Study Proposal and bring it back to the Council.

It was moved by Buyck, seconded by Olson and carried unanimously to approve a pay request from Stantec for miscellaneous wastewater treatment facility upgrades in the amount of \$15,641.18. Gens said there was delay on parts and the majority of the work will be done in 2022.

Mayor Collins presented a retirement letter from City Manager Rob Wolfington, with his last day being May 15, 2021. It was moved by Buyck, seconded by Schreck and carried unanimously to accept the letter. Mayor Collins asked for a personnel committee meeting after the City Council meeting tonight to discuss options and how the City will move forward.

It was moved by Evenson, seconded by Schreck and carried unanimously to approve bills and warrants in the amount of \$547,429.15

There being no further business to come before the Council a motion was made by Evenson seconded by Olson and carried unanimously to adjourn the Council meeting at 6:55 p.m.

Mayor

City Clerk

November 23, 2021



Mr. Robert James Wolfington Jr.
Benson Municipal Utilities
1410 Kansas Ave

Benson, MN 56215

RE: Official Notice of January 1, 2022 S-1 Rates

Dear Robert James Wolfington Jr.:

Rate Schedules B and C to the S-1 Power Sale Agreement (S-1 Agreement) between Missouri River Energy Services (MRES), Western Minnesota Municipal Power Agency, and your utility are enclosed. Schedule B includes power supply rates for all members, and Schedule C reflects transmission rates for the various transmission groups.

The changes to the 2022 Supplemental Power Demand and Energy rates in Schedule B compared to the 2021 rates are as follows:

- An average decrease of 5 percent in the demand and energy rates.
- Addition of a second Green Energy Rate adder for Renewable Energy Certificates (RECs) from MRES-contracted renewable energy resources.

All other power supply rates remain unchanged from 2021.

The average power supply rate for all members is projected to be approximately 5.5 cents per kilowatt-hour (kWh) in 2022, compared to the projected 2021 average power supply rate of 5.9 cents. The average MRES power supply rate for your utility will depend on the seasonal and annual load factor of your utility.



Thomas J. Heller, P.E. MRA
President and Chief Executive Officer

Enclosures

Mr. Robert James Wolfington Jr.

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November 23, 2021

The Supplemental Power Demand and Energy rates will be effective January 1, 2022, and the current rates are:

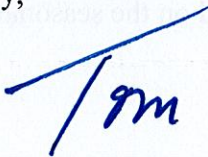
	Rates Effective 01/01/2022	Current Rates
Power Supply Rates:		
Supplemental Power Demand during June, July, and August (per kW)	\$19.00	\$21.00
Supplemental Power Demand during January, February, and December (per kW)	\$15.00	\$16.00
Supplemental Power Demand during all other months (per kW)	\$9.50	\$10.50
Energy for Supplemental Power (per kWh)	\$0.0310	\$0.0315
Production Cost Adjustment Base (per kWh)	\$0.030	\$0.030
Green Energy Rate adders, i.e., in addition to the energy for supplemental power noted above:		
REC not specifically associated with an MRES-contracted renewable resource (Standard REC) (per kWh)	\$0.001	\$0.001
REC specifically associated with an MRES-contracted renewable resource (MRES Resource REC) (per kWh)	\$0.005	N/A

Your utility will pay the transmission rate for the Northern Cities Group (NCG) in the enclosed Schedule C. The 2022 transmission rate is \$4.50 per kilowatt (kW) month based on a 90 percent ratchet, unchanged from 2021.

The attached Schedules B and C fulfill the requirements of Section 7 of the S-1 Agreement and supersede any previously issued rate schedules.

If you have any questions regarding the enclosed information, please call Joni Livingston or Merlin Sawyer at 800-678-4042.

Sincerely,



Thomas J. Heller, P.E., MBA
President and Chief Executive Officer

Enclosures

EQUIPMENT GOING TO AUCTION

- Wilson Shipyard Arc Welder 220 or 440
- Lincoln 2 Ton Lift Hoist 52" – 131"
- Brut Sandblaster
- 2 Sunex Engine Stands 1250 lbs.
- Craftco Pavement Cutter Model 200
- Onan 2 Cylinder Motor 900cc
- Transfer Pump 3 ½ hp Briggs
- Scaffolding 4 Sections 4 Wheels with Safety Rail
- 2 Wheeled Cart
- Oil Barrel Cart
- Crary Hydraulic Blower with Motor
- 300 Gallon Water Tank with Hose Reel, Electric Foamer with Honda 20Hp Engine (Hale)

2022 Cigarette License Applications

Glacial Plains Cooperative

Darold's Super Valu

Benson Food Shop

Family Dollar Inc.

Holiday Stationstores, LLC

LandTeam Incorporated

509 22nd Avenue East, Suite 102
Alexandria, MN 56308
landteam@landteaminc.com
www.landteaminc.com

Phone: 320-763-5784

Fax: 320-763-5786

Mr. Rob Wolfington
1410 Kansas Ave
Benson, MN 56215

Invoice #:3119
Date: 11/24/2021
Client ID: BE2101

Professional Engineering Services for Pacific Ave:

-Topographic Survey	\$ 1,625.00
-Site Visit	600.00
-Design	8,600.00
-Plan Preparation	5,305.00
-Specifications	4,480.00
-Mileage	<u>156.24</u>

Total Current Amount: \$ 20,766.24

For Professional Services Rendered:

Pacific Ave

Period: To November 24, 2021

Total Current Amount: \$ 20,766.24

Past Due Amount: \$0.00

Total Amount Due this Invoice: \$ 20,766.24

This invoice is due upon receipt

A late fee of 1.0% per month will be added to any unpaid balance after 30 days.

2020 Actual Levy	Tax Capacity Levy	Market Value Levy	Final 2020 Levy
Description			
General Fund	756,319		756,319
Police Personnel	740,033		740,033
Library Fund	117,764		117,764
G.O. Equipment Bonds 2014 (Golf)	47,959		47,959
G.O. CIP Bonds 2014 (Street Garage)	71,500		71,500
G.O. CIP Bonds 2017 (Police Department)	88,069		88,069
G.O. Swimming Pool	0	71,090	71,090
Total Levy	1,821,644	71,090	1,892,734
			1.0%

2021 Proposed Levy	Tax Capacity Levy	Market Value Levy	Proposed 2021 Levy
Description			
General Fund	771,445		771,445
Police Personnel	754,834		754,834
Library Fund	120,120		120,120
G.O. CIP Bonds 2014 (Street Garage)	70,397		70,397
G.O. CIP Bonds 2017 (Police Department)	86,809		86,809
G.O. Swimming Pool	0	75,044	75,044
Total Levy	1,803,605	75,044	1,878,649
Xcel Energy Payment			(454,738)
			1,423,911
			-24.8%

2022 Proposed Levy	Tax Capacity Levy	Market Value Levy	Proposed 2021 Levy
Description			
General Fund	830,000		830,000
Police Personnel	779,973		779,973
Library Fund	123,724		123,724
G.O. CIP Bonds 2014 (Street Garage)	69,169		69,169
G.O. CIP Bonds 2017 (Police Department)	85,549		85,549
G.O. Swimming Pool	0	0	0
Total Levy	1,888,415	0	1,888,415
Xcel Energy Payment			(271,973)
Electric Utility Transfer			(150,000)
			1,466,442
			3.0%

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CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
GENERAL FUND REVENUES							
TAXES	1,426,800	1,477,161	1,494,820	603,958	1,071,540	56	1,188,000
ABATEMENTS							
LODGING TAXES	22,992	23,566	14,358	16,943	11,000	154	22,000
FRANCHISE FEES	217,651	215,960	216,143	146,621	217,000	68	217,000
BUSINESS LICENSES	8,295	8,565	7,995	7,757	8,500	91	7,000
NON-BUSINESS LICENSES	270	680	1,394	1,200	600	200	1,200
BUILDING PERMITS	12,367	40,736	7,687	39,014	10,000	390	15,000
LOCAL GOVERNMENT AID	1,045,773	1,048,962	1,137,958	593,354	1,186,707	50	1,218,986
HOMESTEAD & AG CREDIT AID	319	295	306	147			
POLICE TRAINING REIMBURSEMENT	6,699	8,948	10,609	7,213	9,000	80	10,000
INSURANCE PREMIUM TAX-FIRE							
INSURANCE PREMIUM TAX-POLICE	60,901	68,697	65,370	68,944	68,000	101	70,000
AIRPORT MAINTENANCE	28,690	23,310	34,408	17,597	24,257	73	24,257
TRANSIT REFUNDS							
OTHER FED/STATE/LOCAL GRANTS	69,688	47,999	256,661	216,516	25,600	846	90,050
POLICE SERVICES	360	1,462	7,748		500		
DARE REVENUES	15	25	1				
DOG POUND REVENUES	255	280	300	570	500	114	250
COPS IN SCHOOLS REIMBURSEMENT	32,508	33,264	14,931	18,900	15,000	126	33,000
TOWNSHIP FIRE CONTRACTS	64,294	74,937	78,684	81,044	78,841	103	83,476
FIRE DEPARTMENT CALLS	40,102	23,700	45,415	24,820	20,000	124	20,000
RESQUE SQUAD CALLS	3,087	7,119	734	218	3,000	7	2,000
BUILDING INSPECTIONS SERVICES	41,912	43,733	36,398	18,711	44,000	43	
STREET REPAIR FEES	4,300	2,100	1,500	2,400	3,000	80	2,000
EQUIPMENT RENTALS	1,400	1,625	3,350	1,138	1,500	76	2,000
WEED REMOVAL CHARGES	1,640	2,819	2,928	1,238	1,500	83	2,000
SWIMMING POOL RECEIPTS	47,084	46,244	27,837	37,811	46,000	82	46,000
POOL CONCESSION SALES	12,356	11,058		10,661	11,000	97	11,000
ARMORY USE FEES	8,361	9,093	6,004	200	500	40	1,000
PARK FEES	23,377	27,454	15,061	24,260	26,000	93	26,000
TREE REMOVAL RECEIPTS	5,155	3,822	4,545	637	4,000	16	4,000
HANGER RENTALS - AIRPORT	7,397	8,363	8,525	8,615	8,500	101	8,500
AIRPORT LAND REVENUES	7,529	10,397	3,402	10,397	10,000	104	10,000
SALE OF LOTS - CEMETERY	800	4,840	5,600	5,600	5,000	112	5,000
SODDING FEES - CEMETERY	1,450	1,000	2,300	1,550	1,000	155	1,000
CEMETERY MEMORIALS							
CEMETERY MONUMENT FEES	600	550	600	150	600	25	600
COURT FINES	17,019	16,815	14,406	13,046	17,000	77	15,000
PARKING FINES	3,560	3,146	1,020		3,000		1,000
SPECIAL ASSESSMENTS	54	305	45	33			
INTEREST EARNINGS	58,445	62,850	43,710	28,546	50,000	57	25,000
UNREALIZED GAIN (LOSS) ON INVEST	(51,060)	80,591	38,979	(130)			

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CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
PROPERTY RENTS	7,275	4,815	4,800	3,600	5,000	72	5,000
CIVIC CENTER RENT	28,750						
DONATIONS	17,786	36,298	24,239	26,436	16,000	165	20,000
SALE OF PROPERTY	231		5,899	1,079			
REFUNDS & REIMBURSEMENTS	22,938	16,604	37,012	13,333	16,000	83	16,000
REIMBURSEMENTS - GAS & OIL	31,943	36,298	36,117	22,337	40,000	56	30,000
OTHER REVENUE	4,512	6,773	2,058	3,242	5,000	65	4,000
MANAGEMENT FEE-EDA & RL FUND	20,421	19,747	36,579		20,000		58,000
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	2,139	2,152	465,460	456,338	102	421,973
TRANSFER FROM LIQUOR FUND	80,000	80,000	80,000	80,000	80,000	100	80,000
TRANSFER FROM UTILITY FUND							
TOTAL GENERAL FUND REVENUES	3,447,950	3,645,141	3,840,584	2,625,166	3,620,983	72	3,797,292
GENERAL FUND EXPENDITURES							
MAYOR & COUNCIL							
SALARIES - CITY COUNCIL	14,275	16,890	15,700	13,295	16,890	79	16,890
PENSIONS	1,092	1,292	1,201	1,017	1,300	78	1,300
ENTERPRISE FUND REIMB	(8,008)	(8,034)	(8,217)	(6,981)	(8,369)	83	(8,532)
OFFICE SUPPLIES	18	199	3,347	895	200	447	800
MAYOR & COUNCIL CONTINGENCY	1,149	35	83		100		100
TRAVEL EXPENSE	1,369	6,570	185	392	3,000	13	3,000
TRAINING & INSTRUCTION	1,303	1,941	70	525	1,000	53	2,000
PRINTING & PUBLISHING	2,714	5,174	24,054	4,736	20,000	24	6,000
OTHER INS - PUBLIC OFF LIAB	9,674	9,911	11,055	10,125	12,000	84	12,000
DUES & SUBSCRIPTIONS	10,389	10,352	10,382	10,649	10,500	101	10,800
ENTERPRISE FUND REIMB	(12,432)	(13,610)	(13,880)	(11,791)	(14,158)	83	(14,442)
TOTAL: MAYOR & COUNCIL	21,544	30,721	43,981	22,863	42,463	54	29,916
ADMINISTRATION & FINANCE							
SALARIES	303,591	323,128	332,058	274,885	346,870	79	390,800
PENSIONS	53,962	56,934	58,584	49,941	60,550	82	59,600
HEALTH, LIFE, DISB + CAFETERIA	64,952	68,250	70,842	58,659	69,070	85	70,400
ENTERPRISE FUND REIMB	(200,898)	(207,408)	(211,566)	(179,723)	(215,790)	83	(220,106)
OFFICE SUPPLIES	4,424	4,563	4,861	4,194	4,500	93	4,500
DUPLICATING & COPYING	2,798	2,904	3,302	2,628	3,000	88	3,200

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
POSTAGE	168	2,798	2,219	177	2,000	9	2,200
SAFETY AND DRUG TESTING	683	782	1,955	795	1,000	79	1,000
GAS & OIL	1,743	1,810	831	997	2,000	50	1,000
EQUIPMENT REPAIR PARTS	2,863	211	1,772	2,991	1,000	299	2,000
SMALL TOOLS AND EQUIPMENT	2,310	4,392	1,409	5,123	2,000	256	22,000
UTILITY CONTRACTED SERVICES	14,400	14,400	14,400	12,000	14,400	83	14,400
OTHER CONTRACTED SERVICES	15,831	11,891	14,169	13,162	15,000	88	15,000
CONSULTING SERVICES	50,354	25,139	22,015	1,271	40,000	3	50,000
TELEPHONE	10,205	10,471	10,524	9,592	10,500	91	11,000
TRAVEL EXPENSE	5,309	7,194	402	1,060	5,010	21	3,000
TRAINING & INSTRUCTION	3,181	3,462	1,065	2,016	3,500	58	3,000
PUBLIC INFORMATION							
INSURANCE	7,412	7,829	8,182	11,196	8,500	132	12,500
WORKERS COMPENSATION	1,399	1,825	2,228	2,076	2,500	83	2,500
ENTERPRISE FUNDS REIMB	(56,289)	(57,492)	(58,628)	(49,804)	(59,813)	83	(61,008)
DUES & SUBSCRIPTIONS	2,280	2,177	2,665	3,008	3,000	100	3,000
TOTAL: ADMINISTRATION & FINANCE	290,676	285,260	283,287	226,243	318,797	71	389,986
ELECTIONS							
TEMPORARY SALARIES	2,810	1,013	3,144		1,200		3,400
OFFICE SUPPLIES	4,769	2,451	1,172	1,670	3,000	56	1,500
TOTAL: ELECTIONS	7,578	3,464	4,316	1,670	4,200	40	4,900
AUDITING & ACCTING SERVICES	24,600	26,100	25,725	27,850	27,000	103	29,000
ENTERPRISE FUND REIMB	(12,105)	(12,160)	(12,406)	(10,539)	(12,648)	83	(12,900)
ASSESSING SERVICES CONTRACTED	19,035	19,038	19,245	21,279	19,500	109	21,500
CITY ATTORNEY							
OFFICE SUPPLIES	424	20	60	24			
CITY ATTORNEY CONTRACT	21,279	21,527	24,627	14,994	22,000	68	22,000
ENTERPRISE FUND REIMB	(12,570)	(12,630)	(12,897)	(10,956)	(13,138)	83	(13,400)
TOTAL: CITY ATTORNEY	9,133	8,916	11,789	4,061	8,862	46	8,600

12/03/21
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CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
CITY HALL							
BUILDING MAINTENANCE & SUPPL	10,874	6,341	4,968	2,526	10,000	25	10,000
ENTERPRISE FUND REIMB	(3,725)	(1,870)	(1,898)	(1,613)	(1,948)	83	(1,986)
CONTRACTED SERV - CLEANING	2,080	2,000	2,385	1,900	2,600	73	2,600
INSURANCE	1,187	1,273	1,912	2,515	2,500	101	2,800
UTILITIES	7,691	7,796	6,727	6,490	7,000	93	8,000
HEATING COST	4,979	5,629	3,839	3,592	5,000	72	6,000
ENTERPRISE FUND REIMB	(8,613)	(7,720)	(7,856)	(6,674)	(8,038)	83	(8,198)
TOTAL: CITY HALL	14,473	13,449	10,076	8,736	17,114	51	19,216
POLICE DEPARTMENT							
SALARIES	541,927	556,677	573,272	448,063	610,070	73	620,400
PENSIONS	101,576	110,925	119,932	96,094	126,310	76	127,500
HEALTH, LIFE & DISB INSURANCE	98,347	98,880	108,606	104,294	117,250	89	112,073
OFFICE SUPPLIES	5,568	3,939	9,150	4,640	5,900	79	5,900
GAS & OIL	17,069	15,777	13,768	17,199	17,500	98	17,500
OPERATING SUPPLIES	15,416	9,372	6,640	3,777	20,000	19	15,000
UNIFORM ALLOWANCE	10,126	13,826	5,506	12,080	9,000	134	9,000
PERSONNEL TESTING & RECRUIT	554	2,214	255		1,500		1,500
CANINE EXPENSE			28,900	5,609	5,000	112	6,000
INVESTIGATIONS	36,048	30,979	29,056	30,979	32,000	97	32,000
EQUIPMENT REPAIR PARTS	134	1,306	563	57	2,600	2	2,600
EQUIPMENT REPAIRS CONTRACTED	16,394	15,613	18,985	13,386	14,125	95	14,000
BUILDING REPAIRS & MAINT	9,415	4,816	3,423	3,424	3,500	98	3,500
SMALL TOOLS & EQUIPMENT	14,650	22,358	26,526	9,551	8,600	111	8,600
CONTRACTED RECORDS MAINT					500		500
CONTRACTED SERVICES-CLEANING	4,028	5,245	5,829	4,456	6,000	74	6,000
TELEPHONE	11,343	12,924	13,517	11,676	13,320	88	13,320
DRUG EDUCATION & ENFORCEMENT		60			2,600		2,600
DARE EXPENDITURES	2,009	2,263	1,487		2,000		2,000
TRAVEL EXPENSE	3,483	3,776	875	385	4,000	10	4,000
TRAINING & INSTRUCTION	6,518	6,288	3,124	5,848	7,000	84	7,000
INSURANCE	14,007	13,270	16,684	17,100	17,000	101	18,000
WORKERS COMPENSATION	15,691	20,368	21,180	31,624	22,000	144	33,000
ELECTRIC UTILITIES	4,360	3,840	3,464	3,150	4,800	66	4,800
HEATING COSTS	1,698	1,672	1,653	1,208	2,100	58	2,100
RENTS	1,040	300			500		500
DUES & SUBSCRIPTIONS	3,444	4,026	3,049	6,868	3,000	229	6,000
DOG POUND EXPENSES	515	2,432	2,285	2,340	3,700	63	3,700
TOTAL: POLICE DEPARTMENT	935,358	963,144	1,017,730	833,808	1,061,875	79	1,079,093

12/03/21
10:37:31

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
FIRE DEPARTMENT							
PART TIME - SALARIES	60,161	61,166	72,021	9,699	61,800	16	65,000
OFFICE SUPPLIES	386		1,045	154	1,000	15	1,000
GAS & OIL	2,546	2,670	1,855	2,025	1,800	112	1,500
OPERATING SUPPLIES	3,651	2,976	11,907	2,978	5,000	60	5,000
EQUIPMENT REPAIR PARTS	2,538	6,945	7,252	177	5,000	4	5,000
EQUIPMENT REPAIR CONTRACTUAL	10,048	9,430	10,399	3,318	10,000	33	10,000
RADIO REPAIRS CONTRACTED	1,177	1,022	235	314	500	63	500
BUILDING MAINTENANCE & SUPPL	1,390	3,005	5,153	8,248	5,000	165	6,000
BUILDING REPAIRS CONTRACTED	315				8,000		8,000
SMALL TOOLS & EQUIPMENT	7,245	16,862	12,020	23,807	23,000	104	12,000
CONTRACTED SERVICES	2,342	1,036	5,048	426	1,500	28	1,500
TRAVEL EXPENSE	3,376	3,636	1,045	18	5,000	0	5,000
TRAINING & INSTRUCTION	2,743	13,045	1,821	8,415	10,000	84	8,000
INSURANCE	5,646	5,615	5,844	6,700	7,500	89	7,500
WORKERS COMPENSATION	7,090	7,728	8,080	8,547	8,000	107	9,000
UTILITIES	6,442	5,466	4,694	4,869	5,500	89	5,500
HEATING COST	2,958	2,755	2,223	1,616	3,000	54	3,000
HYDRANT RENTALS/FIRE SERVICE	10,000	10,000	10,000	8,333	10,000	83	10,000
TRUCK LEASE	91,801	91,801	91,801	76,501	90,865	84	90,865
DUES & SUBSCRIPTIONS	796	712	847	1,215	900	135	1,250
TOTAL: FIRE DEPARTMENT	222,651	245,870	253,291	167,359	263,365	64	255,615
BUILDING DEPARTMENT							
SALARIES	53,341	55,878	56,868	24,202	58,000	42	
PENSIONS	10,502	10,949	11,032	4,120	10,800	38	
HEALTH, LIFE AND DISABILITY	14,302	15,027	15,800	5,781	15,410	38	
GAS	545	189	26		200		
OPERATING SUPPLIES	2,296	1,579	1,713	3,195	2,000	160	2,000
CONTRACTED SERV.-OTHER EXPENSE	500	867	1,000	5,497	500	1099	16,000
TELEPHONE	700	580	532	249	600	41	
TRAVEL EXPENSE	4,907	5,546	4,469	2,031	5,000	41	3,000
TRAINING & INSTRUCTION	600	215	340	300	500	60	
DUES & SUBSCRIPTIONS	75		140		150		
TOTAL: BUILDING DEPARTMENT	87,769	90,831	91,920	45,375	93,160	49	21,000
HIGHWAY STREETS & ROADS							
SALARIES	245,768	276,995	263,862	215,273	280,860	77	287,000
PENSIONS	44,387	48,552	48,507	38,859	48,700	80	51,700
HEALTH, LIFE & DISB INSURANCE	28,649	29,407	30,177	26,700	31,375	85	34,075

12/03/21
10:37:31

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
OFFICE SUPPLIES				46	500	9	100
GAS & OIL	34,039	35,511	18,207	26,626	27,000	99	33,000
OPERATING SUPPLIES	13,736	11,601	9,279	7,071	11,000	64	11,000
STREET MARKINGS & SIGNS	2,246	5,376	16,460	9,234	5,000	185	6,000
SHOP SUPPLIES	362	1,029	729	935	1,000	93	1,000
EQUIPMENT REPAIR PARTS	11,684	18,091	13,374	12,294	12,000	102	14,000
TIRES	10,771	8,993	9,701	13,416	10,000	134	10,000
EQUIPMENT REPAIRS CONTRACTED	18,985	27,229	11,353	6,357	17,000	37	15,000
STREET MAINTENANCE-MATERIALS	12,225	50,843	16,739	27,978	30,000	93	30,000
STREET MAINT.- SEALCOATING	41,754	54,338	6,516	6,488	10,000	65	70,000
SNOW REMOVAL	8,559	10,999	8,828	4,210	10,000	42	10,000
FLOOD CONTROL		22,498	5,649		2,000		
BUILDING MAINTENANCE & SUPPL	3,819	3,628	7,934	4,314	5,000	86	5,000
SMALL TOOLS & EQUIPMENT	2,951	664	4,732	4,055	4,000	101	4,000
TELEPHONE	900	900	900	750	900	83	900
TRAVEL EXPENSE	95	164		94	300	31	400
TRAINING & INSTRUCTION	4,586	4,248	3,880	4,206	5,000	84	5,000
INSURANCE	10,599	10,501	11,600	10,600	12,000	88	12,000
WORKERS COMPENSATION	16,608	17,961	20,094	18,820	21,000	90	20,000
UTILITIES	6,196	6,094	5,766	4,634	6,500	71	6,000
HEATING COST	5,008	4,950	3,745	2,673	5,000	53	4,000
STREET LIGHTING UTILITIES	64,269	64,092	58,758	49,961	65,000	77	60,000
LAUNDRY	1,897	1,890	1,888	1,791	2,000	90	2,000
TOTAL: STREET DEPARTMENT	590,093	716,555	578,680	497,385	623,135	80	692,175
COMMUNITY EDUCATION FEES	31,611	25,655	19,378		35,000		30,000
SENIOR CITIZEN PROGRAM	14,640	9,538	8,640	7,200	10,600	68	10,600
SWIMMING POOL							
TEMPORARY SALARIES	51,811	54,085	46,431	53,679	56,000	96	58,000
PENSIONS	3,964	4,137	3,552	4,106	4,300	95	4,800
OPERATING SUPPLIES	9,064	8,274	11,942	11,604	8,000	145	10,000
BUILDING MAINTENANCE & SUPPL	4,781	37,271	10,439	3,756	10,000	38	10,000
BUILDING REPAIRS CONTRACTED	10,646	7,073			7,000		7,000
CONCESSION SUPPLIES	8,364	8,546		7,301	9,000	81	9,000
TELEPHONE	476	527	487	461	500	92	500
INSURANCE	11,995	12,770	13,902	9,254	15,000	62	10,000
TRAINING AND TRAVEL				352			400
UTILITIES	10,528	8,718	9,781	15,066	9,000	167	10,000
HEATING COST	7,420	8,647	5,878	12,680	8,500	149	8,500
TOTAL: SWIMMING POOL	119,048	150,048	102,412	118,260	127,300	93	128,200

12/03/21
10:37:31

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
ARMORY							
OPERATING SUPPLIES	137	27	26	26	100	26	100
BUILDING MAINT & SUPPLIES	3,740	1,308	8,161	6,632	100	6632	4,000
CONTRACTED SERVICES	488	373	274	49	200	25	500
TELEPHONE	540	560	569	35	100	35	
INSURANCE	2,401	2,469	2,840	2,639	3,000	88	3,000
UTILITIES	2,330	2,434	2,183	1,267	500	253	3,000
HEATING COST	2,302	2,241	1,966	1,321	400	330	2,500
TOTAL: ARMORY	11,938	9,411	16,018	11,969	4,400	272	13,100
PARKS							
SALARIES	102,131	111,109	127,815	111,697	115,000	97	119,500
PENSIONS	13,501	14,035	16,215	15,431	16,700	92	17,500
HEALTH, LIFE & DISB INSURANCE	15,093	15,557	14,149	9,892	15,910	62	17,410
MOSQUITO SPRAY & SUPPLIES	5,947	2,327	5,433	2,000	10,000	20	10,000
CHEMICALS & CHEM SUPPLIES	5,801	4,934	7,907	6,484	9,000	72	9,000
GAS & OIL	12,080	11,142	8,520	8,266	8,000	103	9,000
OPERATING SUPPLIES	27,448	18,536	14,593	13,060	17,000	77	17,000
LANDSCAPING MATERIALS	2,495	2,981	2,607	313	5,000	6	5,000
BEAUTIFY BENSON	13,705	26,238	20,046	22,288	20,000	111	20,000
EQUIPMENT REPAIR PARTS	10,575	11,856	12,994	8,566	12,000	71	12,000
EQUIPMENT REPAIRS CONTRACTED	263	3,661	2,852	3,311	4,000	83	4,000
BUILDING REPAIR AND MAINT	5,930	4,697	17,727	4,501	8,000	56	8,000
SMALL TOOLS & EQUIPMENT	4,681	5,344	3,680	3,290	9,000	37	9,000
CONTRACTED SERVICES-MOWING	9,685	8,956	8,532	7,356	9,000	82	9,000
CONTRACTED SERVICES-TREE REMOV	32,084	27,575	27,616	29,190	45,000	65	45,000
CONTRACTED SERVICES-OTHER	12,514	12,197	4,500	6,545	9,000	73	6,000
TELEPHONE	596	352	460	340	800	43	800
TRAVEL EXPENSE	406	216	49	115	500	23	500
TRAINING & INSTRUCTION	1,236	1,046	970	1,111	1,500	74	1,500
INSURANCE	22,525	22,982	24,999	14,807	29,000	51	18,000
UTILITIES	7,574	10,233	7,217	6,078	8,000	76	8,000
RENT							
CEMETERY	13,313	10,182	13,908	12,387	8,000	155	8,000
TOTAL: PARK DEPARTMENT	319,581	326,157	342,787	287,027	360,410	80	354,210
LODGING TAX EXPENSES	30,221	30,307	6,213	24,480	31,750	77	31,750

12/03/21
10:37:31

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
NOT ALLOCATED	11,415	5,520	4,058	3,259	10,000	33	12,981
CARES Expenses-Enterprise Funds			75,257				
PUBLIC TRANSIT							
GAS & OIL							
OPERATING SUPPLIES							
EQUIPMENT REPAIR PARTS							
TIRES							
CONTRACTED SERVICES	9,609	10,389	10,034	3,500	10,700	33	10,700
TELEPHONE							
TRAVEL EXPENSE							
TRAINING & INSTRUCTION							
INSURANCE							
TOTAL: PUBLIC TRANSIT	9,609	10,389	10,034	3,500	10,700	33	10,700
AIRPORT							
SALARIES	2,500	2,500			2,500		2,500
PENSIONS	192	192			500		300
GAS	25,507	56,801	24,884	28,740	23,000	125	28,000
OPERATING SUPPLIES	1,774	7,020	2,522	5,879	7,000	84	4,000
BUILDING MAINTENANCE & SUPPL	4,947	9,893	12,974	7,821	5,000	156	10,000
MANAGEMENT FEES							
CONTRACTED SERVICES	4,017	224	162	775	4,000	19	1,000
TELEPHONE	1,013	831	558	486	1,000	49	1,000
INSURANCE	8,598	8,571	9,787	8,000	12,000	67	10,000
UTILITIES	8,362	7,898	9,582	6,922	11,000	63	9,000
HEATING COST	1,069	861	1,010	966	3,000	32	3,000
TOTAL: AIRPORT	57,979	94,791	61,480	59,589	69,000	86	68,800
TRANSFERS							
TRANS TO CAPITAL OUTLAY FUND	550,000	550,000	390,000		405,000		508,850
TRANS TO GOLF CLUB	60,000	60,000	60,000	25,900	60,000	43	60,000
TRANSFER TO CONCRETE PROJECTS			30,000		30,000		30,000
TRANS TO FIRE RELIEF FUND							
TRANS TO OTHER FUNDS	223,060	33,040	33,040				
TRANS TO CIVIC CENTER BOARD	35,000	24,000					
TOTAL GENERAL FUND EXPENDITURES	3,684,905	3,720,044	3,506,949	2,387,274	3,620,983	66	3,797,292
TOTAL REVENUES LESS EXPENDITURES	(236,955)	(74,903)	333,635	237,892			

12/03/21
10:37:31

CITY OF BENSON
BUDGET PROPOSAL
2022 BUDGET PROPOSAL

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 YTD	2021 BUDGET	PCT. BUDGET	PROPOSED 2022 BUDGET
LIBRARY FUND							
TAXES	109,501	113,898	117,684	66,968	120,120	56	123,724
INTEREST EARNINGS							
RENTALS			60				
DONATIONS	2,518	463	488	33	500	7	500
BUILDING DONATIONS							
SALE OF PROPERTY							
REFUNDS & REIMBURSEMENTS	2,605	2,568	1,417	1,375	2,500	55	2,500
TRANSFER FROM GENERAL FUND							
TRANSFER FROM OTHER FUNDS	353	456	453		400		450
TOTAL LIBRARY FUND REVENUES	114,977	117,385	120,102	68,375	123,520	55	127,174
EXPENDITURES							
OFFICE & OPERATING SUPPLIES	3,850	4,618	2,324	1,948	3,500	56	3,500
EQUIPMENT REPAIRS							
BUILDING MAINTENANCE & SUPPL	10,216	5,834	4,646	3,269	6,856	48	6,863
BUILDING REPAIRS CONTRACTED							
MANAGEMENT FEES-PIONEERLAND	85,931	88,509	91,164	91,164	91,164	100	94,811
CONTRACTED SERV - CLEANING	4,345	5,135	3,755	3,950	5,400	73	5,400
TELEPHONE	1,022	1,050	1,108	1,002	1,100	91	1,100
TRAVEL	217	221					
INSURANCE	2,939	3,142	3,479	3,300	3,800	87	3,800
UTILITIES	5,369	5,142	4,704	4,382	5,500	80	5,500
HEATING COST	2,527	2,287	1,749	2,004	3,200	63	3,200
CAPITAL OUTLAY							
CAPITAL OUTLAY - BOOKS	3,000	3,000	3,000	3,000	3,000	100	3,000
TOTAL LIBRARY FUND EXPENDITURES	119,417	118,938	115,929	114,019	123,520	92	127,174
TOTAL REVENUES LESS EXPENDITURES	(4,439)	(1,553)	4,173	(45,644)			

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota tax ID number
7712079

The Minnesota tax ID must be issued in the same legal name of the licensee below.

License authority
License number
Period covered
Date of issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

Over counter Through vending machine Both

Licensee's legal name
UP-N-SMOKE

Federal employer ID number (FEIN)
87-3048051

Business trade name (doing business as)

Daytime phone
320-305-3851

Complete address of business location (permit location)

1314 Utah County Swift
Benson State MN Zip code 56215

Other phone number

Mailing address (if different than business address)

20 River View Dr City Morris State MN Zip code 56267

Fax number

Email address
nohlt trucking mn@gmail.com

Type of legal organization (check one):

Sole proprietor Minnesota corporation: Enter date of incorporation _____
 Partnership Out-of-state corporation: State of incorporation _____
 Other (describe) LLC Are you registered to do business in Minnesota? Yes No

Corporate officers or partners (attach a list if necessary)

Name	<u>Malinda Wohl</u>	Title	<u>owner</u>
Address	<u>20 River View Dr</u>	City	<u>Morris</u>
		State	<u>MN</u>
		Zip code	<u>56267</u>
Name	<u>Carbin Wohl</u>	Title	<u>owner</u>
Address	<u>20 River View Dr</u>	City	<u>Morris</u>
		State	<u>MN</u>
		Zip code	<u>56267</u>

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee signature	<u>Malinda Wohl</u>	Title	<u>owner</u>	Print name	<u>Malinda Wohl</u>	Date	<u>10-18-21</u>	Daytime phone	<u>320-305-3851</u>
Licensing agent's signature		Title		Print name		Date		Daytime phone	

License applicant: Submit this form to the licensing authority along with the license application.
 Licensing authority: Mail or fax a copy of approved form to:
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Print or type

Business Information

Statement of understanding

Sign here



Swift County - Benson Health Services
1815 Wisconsin Avenue
Benson, MN 56215

November 29, 2021

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

Dear Mr. Wolfington,

The Swift County Benson Health Services Board of Directors would like to submit Ms. Hillary Tweed as an appointment for SCBHS Board of Directors. If appointed, Ms. Tweed would serve her first term as a City Appointee from 2022-2024.

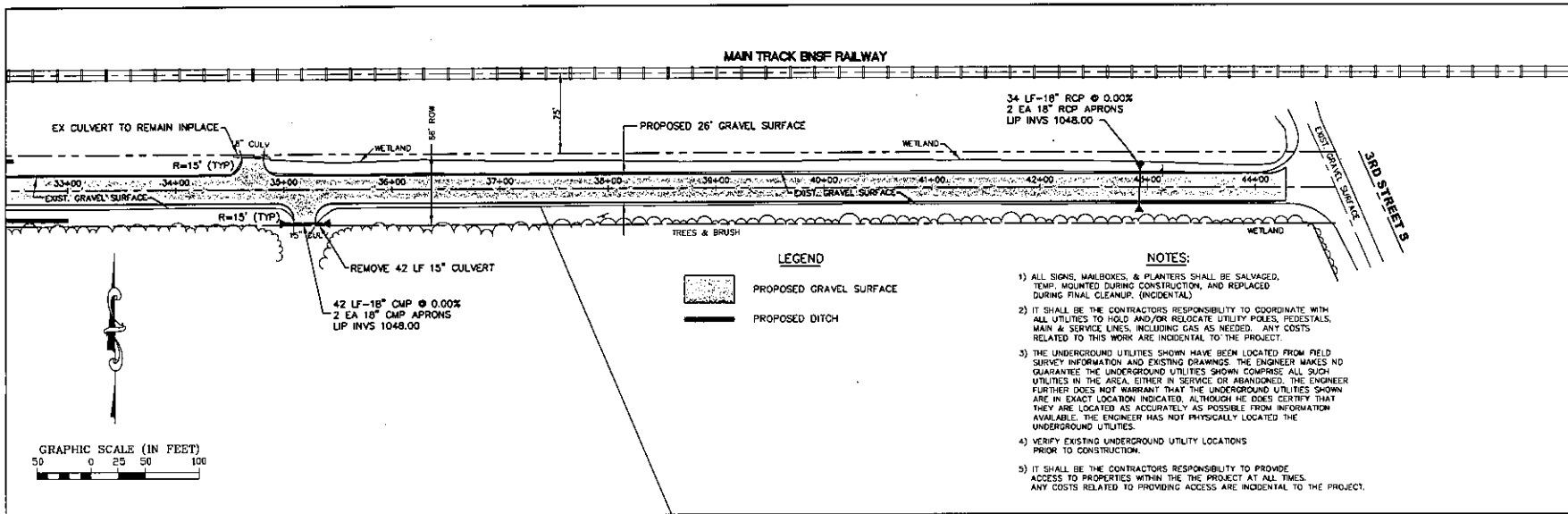
Ms. Tweed an employee of the Community and Economic Development Associates and is the Economic and Business Development for the City of Benson.

It is imperative that SCBHS continues with a Board of Directors that is dedicated to delivering the best quality of care in the most cost-effective way, while having an eye on future changes in our community and the healthcare industry. We feel Ms. Tweed is a well-qualified appointee that will bring great value to the Board. Thank you for your consideration of our recommendation.

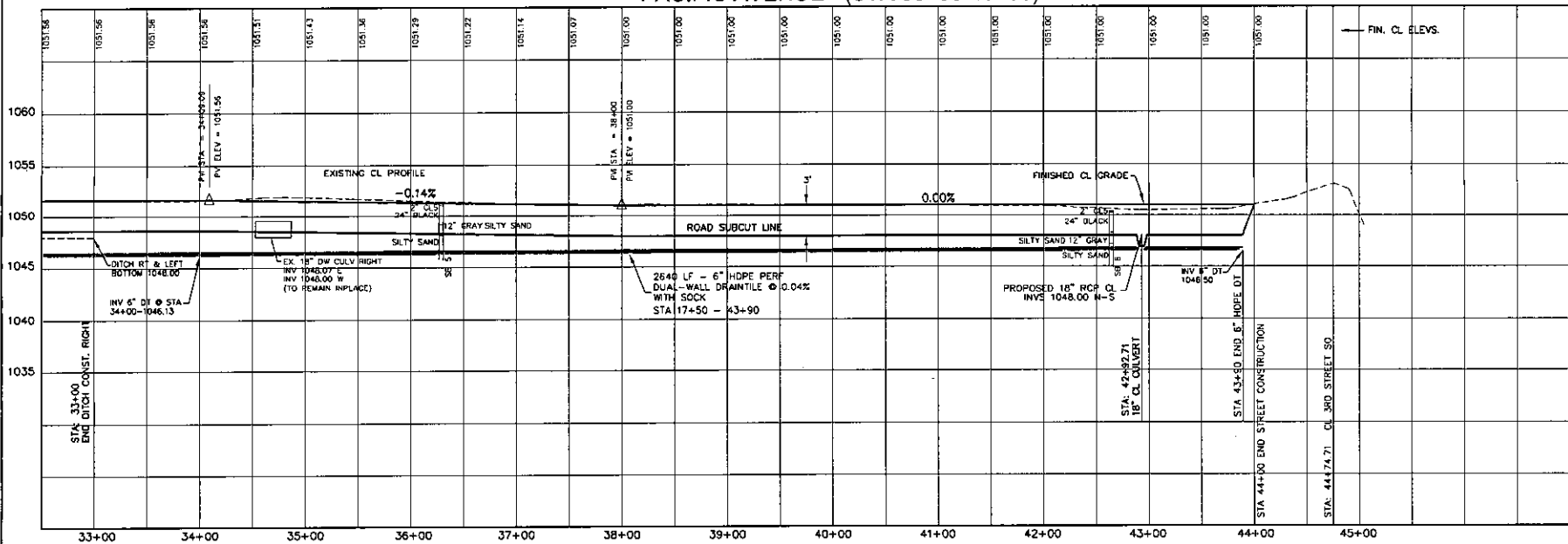
Kind regards,

Melissa McGinty-Thompson, CONO

Dan Anderson, COFO



PACIFIC AVENUE - (STA 33+50-45+00)



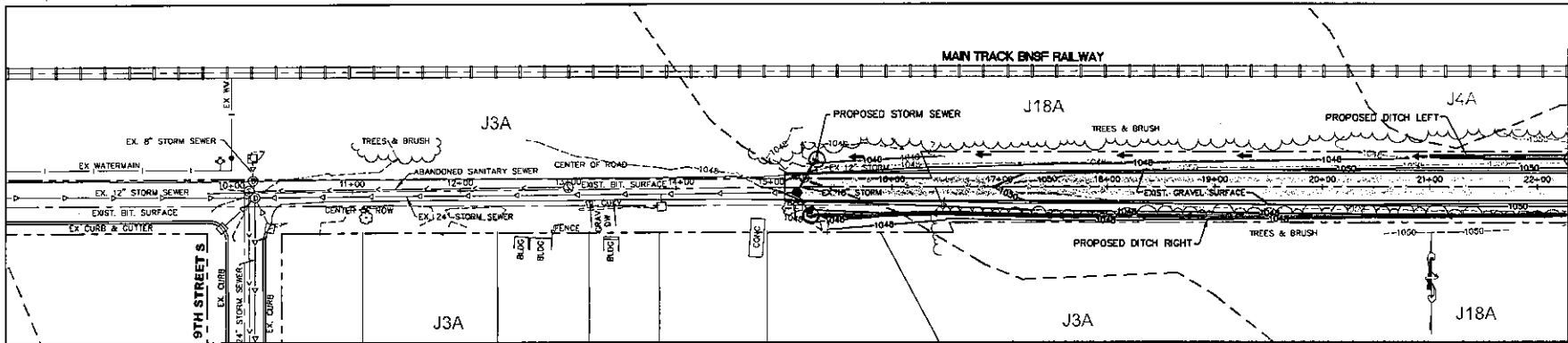
BY	DATE	REVISION

LANDTEAM
 CONSULTING ENGINEERS
 10000 UNIVERSITY AVENUE
 SUITE 100
 BENSON, MINNESOTA 55450
 PHONE (612) 933-3333 FAX (612) 933-3334
 WWW.LANDTEAMCONSULTANTS.COM

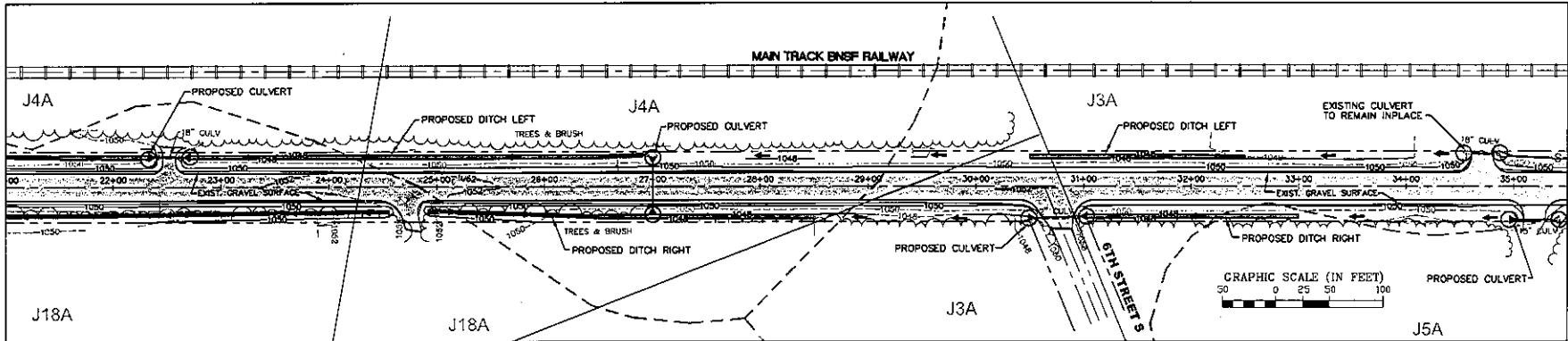
DESIGNED BY: [Signature]
 CHECKED BY: [Signature]
 DRAWN BY: [Signature]
 DATE: NOVEMBER 10, 2021
 LICENSE NO. 2211
 UIC NO. 42882
 STATE OF MINNESOTA

PLAN PROFILE (33+50-45+00)
PACIFIC AVENUE
BENSON, MINNESOTA

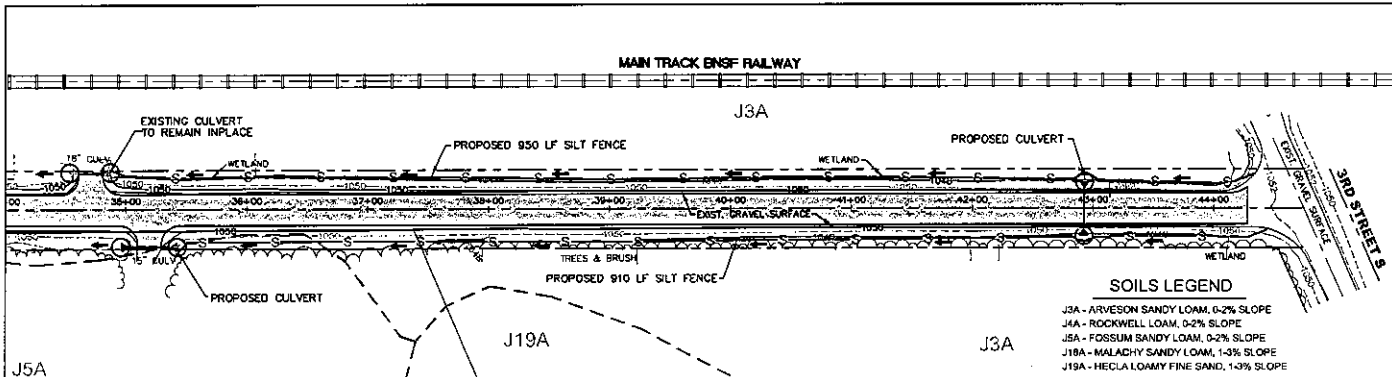
THE	DATE	SCALE	PROJECT	DATE
BASE SHEET	11-2021	AS SHOWN	BENSON	11-2021
DWG				
SHEET				
5	OF	14		



PACIFIC AVENUE - (STA 10+00-21+50)



PACIFIC AVENUE - (STA 21+50-34+50)



PACIFIC AVENUE - (STA 34+50-45+00)

- LEGEND**
- 1.390--- EXISTING CONTOUR (2' INTERVAL)
 - 1.390- PROPOSED CONTOUR (2' INTERVAL)
 - STORM SEWER LINE
 - SURFACE DRAINAGE FLOW
 - S— PROPOSED SILT FENCE
 - ▭ PROPOSED GRAVEL SURFACE
 - PROPOSED DITCH
 - PROPOSED INLET PROTECTION
 - - - SOIL MAP UNIT BOUNDARY

- SWPPP NOTES**
1. TEMPORARY ROCK CONSTRUCTION ENTRANCE(S) TO BE LOCATED BY CONTRACTOR.
 2. ALL SEEDING SHALL BE MNDOT ROADSIDE MIX 25-142 APPLIED AT A RATE OF 45 LBS/AC. WITH COVER MIX 21-111 AT A RATE 30 LBS /AC & DISC ANCHORED WITH TYPE 1 MULCH AT 2 TONS/AC.
 3. ALL SEEDED AREAS SHALL RECEIVE MNDOT TYPE 3 - COMMERCIAL FERTILIZER (22-5-10) APPLIED AT A RATE OF 350 LBS/AC.
 4. BMP PERIMETER PROTECTION SHALL BE EITHER SILT FENCE SEDIMENT CONTROL LOGS AS DETERMINED BY THE CONTRACTOR
 5. TOTAL SEEDING THIS SHEET = 2.45 ACRES

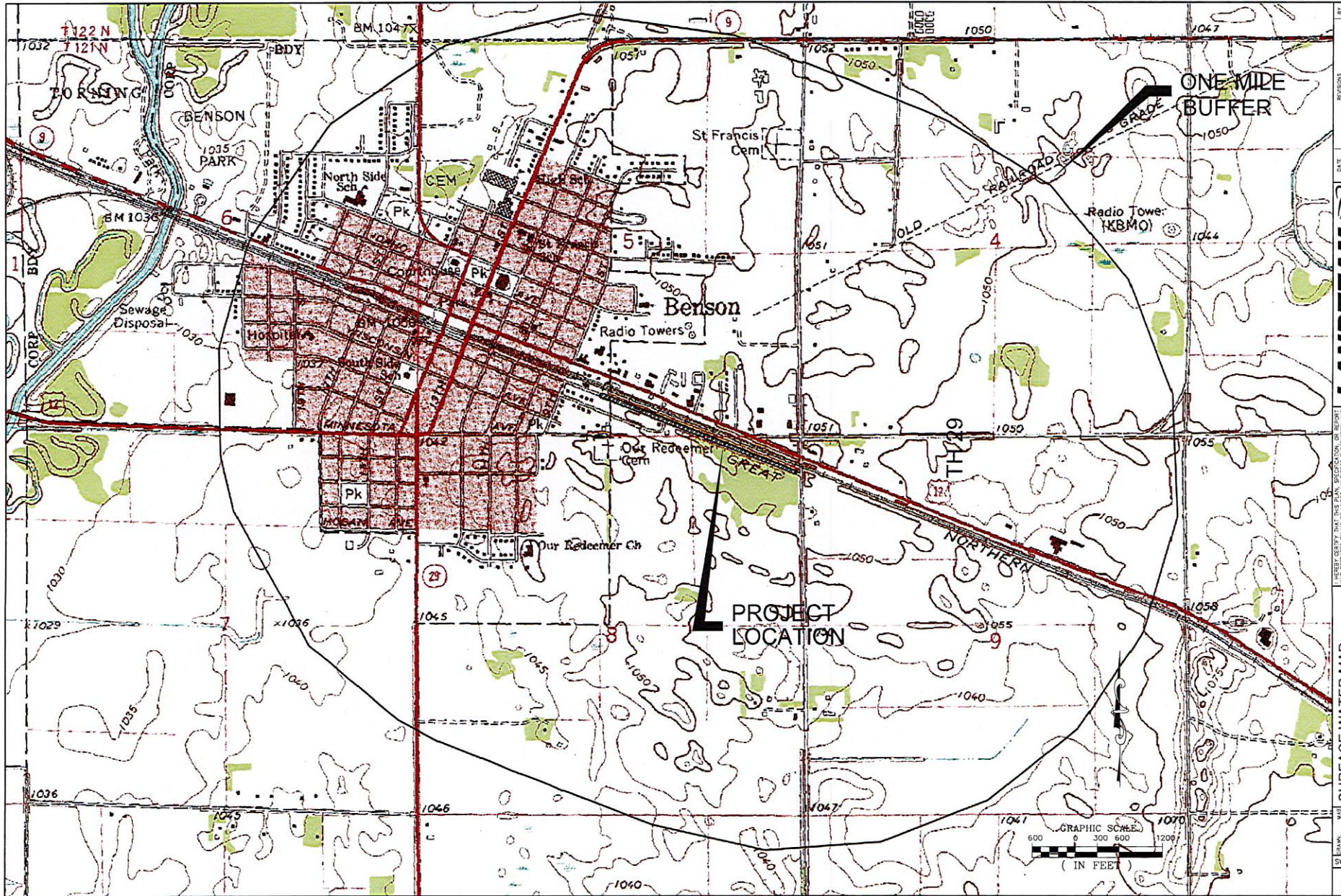
SOILS LEGEND


- J3A - ARVESON SANDY LOAM, 0-2% SLOPE
- J4A - ROCKWELL LOAM, 0-2% SLOPE
- J5A - FOSSUM SANDY LOAM, 0-2% SLOPE
- J18A - MALACHY SANDY LOAM, 1-3% SLOPE
- J19A - HECLA LOAMY FINE SAND, 1-3% SLOPE

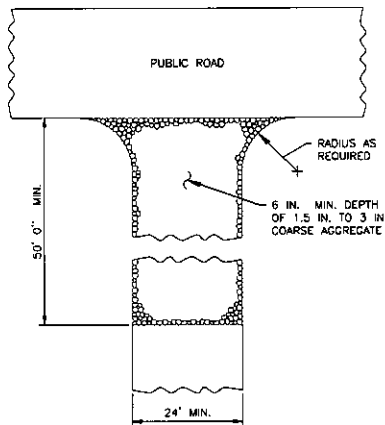
BY	REVISIONS
DATE	

LANDTEAM
 LANDTEAM CONSULTING, INC.
 500 2ND AVENUE EAST - MINNEAPOLIS, MINNESOTA 55404
 PHONE: (612) 338-7987 • FAX: (612) 338-7398
 WWW.LANDTEAMCONSULTING.COM

DATE: 11-01-2011
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT: SWPPP
 SHEET: BASESHT.DWG
 SHEET: 6 OF 14



BY	REVISION
DATE	
 LANDTEAM INCORPORATED CONSULTING ENGINEERING AND PROFESSIONAL SERVICES <small>500 JOHN F. ROSS CAV. ST. #1000 BENTON, MN 55009 507.251.1100 FAX: 507.251.1101 www.landteaminc.com</small>	
<small>THIS DRAWING IS THE PROPERTY OF LANDTEAM, INC. AND IS TO BE USED ONLY FOR THE PROJECT AND LOCATION SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF LANDTEAM, INC. IS STRICTLY PROHIBITED. PROFESSIONAL ENGINEER UNDER THE LAW.</small>	
DATE	NOVEMBER 22, 2021
ENGINEER	<i>M. J. Baker</i>
PROJECT	SURFACE WATER MAP
LOCATION	PACIFIC AVENUE
CITY	BENSON, MINNESOTA
DRAWN	MAJ
DATE	11-22-21
SCALE AS SHOWN	
PROJECT	SWPP - SURF DWC
DATE	
REVISION	
SHEET	8 OF 14



- NOTES:
1. GEOTEXTILE FABRIC MUST BE INSTALLED BELOW ROCK.
 2. ROCK ENTRANCE SHALL BE CONSTRUCTED WHERE CONSTRUCTION TRAFFIC LEAVES THE SITE AS DETERMINED BY THE CONTRACTOR.
 3. FIELD APPROACH ROCK ENTRANCE SHALL BE MINIMUM 12' X 25'.

TEMPORARY ROCK ENTRANCE

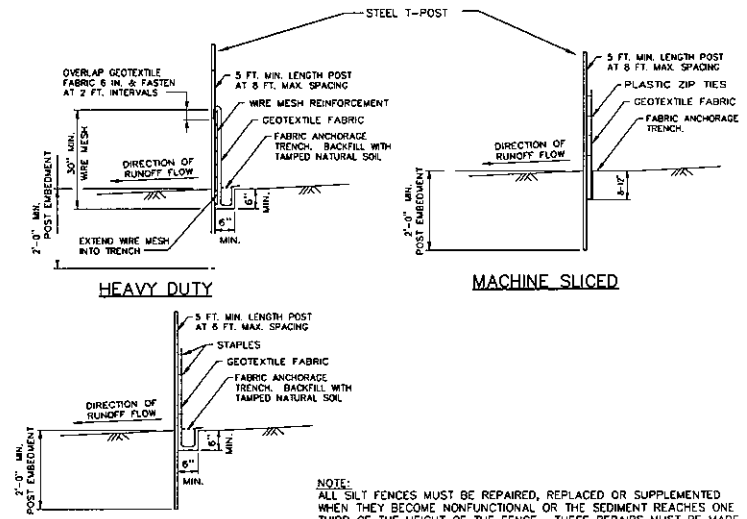
SCALE = N.T.S.

INSTALL HAYBALES ADJACENT TO CULVERT APRON FOR REINFORCEMENT

BIOROLL

SECURE HAYBALES BY STAKING DOWN WITH METAL FENCE POSTS (TYP.)

INLET PROTECTION TEMPORARY STABILIZATION



SELF SUPPORTING

NOTE:
ALL SILT FENCES MUST BE REPAIRED, REPLACED OR SUPPLEMENTED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ONE THIRD OF THE HEIGHT OF THE FENCE. THESE REPAIRS MUST BE MADE WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

SILT FENCE DETAILS

SCALE = N.T.S.

1" X 2" X 24" LONG WOODEN STAKES. STAKES SHALL BE DRIVEN THROUGH THE BACK HALF OF THE SEDIMENT CONTROL LOG AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM

BACKFILL AND COMPACT SOIL FROM TRENCH ON UPGRADIENT SIDE OF SEDIMENT CONTROL LOG

PLACE SEDIMENT CONTROL LOG IN SHALLOW TRENCH (1-2" DEPTH)

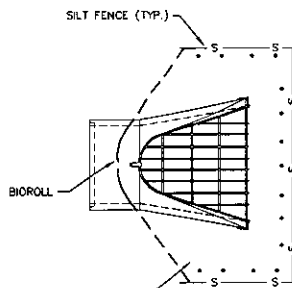
TYPES: STRAW, WOOD FIBER, OR COIR

1" X 2" X 24" LONG WOODEN STAKES. STAKES SHALL BE DRIVEN OVER THE BACK HALF OF THE SEDIMENT CONTROL LOG AT AN ANGLE OF 45 DEGREES WITH THE TOP OF THE STAKE POINTING UPSTREAM

TYPES: WOOD CHIP, COMPOST, OR ROCK

SEDIMENT CONTROL LOG

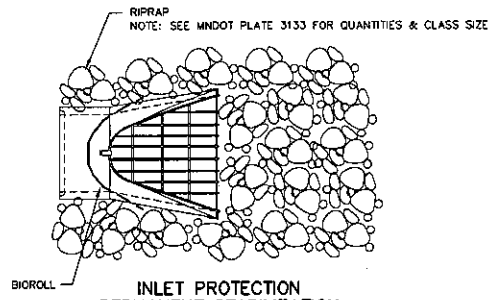
SCALE = N.T.S.



INSTALL ADDITIONAL STAKES AS NECESSARY FOR SUPPORT

INLET PROTECTION TEMPORARY STABILIZATION

SCALE = N.T.S.



INLET PROTECTION PERMANENT STABILIZATION

SCALE = N.T.S.

BY	
CHECKED	
DATE	

LANDTEAM
INCORPORATED
CONSULTING ENGINEERING AND PROFESSIONAL SERVICES
800 BROADWAY, SUITE 200, BENSON, MN 55009
TEL: 763-274-1100 FAX: 763-274-1108
WWW.LANDTEAM.COM

DESIGNED BY: [Signature]
DATE: NOVEMBER 15, 2021
L.C. NO. 22883

SWPPP DETAILS
PACIFIC AVENUE
BENSON, MINNESOTA

DATE: 11-15-2021
SCALE: AS SHOWN
SHEET: 0212

TYP - SECT. DWG
SHEET

Engineer's Estimate
Pacific Avenue Improvements
Benson, Minnesota
24-Nov-2021

Item No	Item	Quantity	Unit	Unit Price	Total Amount
Miscellaneous					
2021.501	Mobilization	1	Lump Sum	\$15,000.00	\$15,000.00
2563.601	Traffic Control	1	Lump Sum	\$5,000.00	\$5,000.00
Demolition					
2101.524	Grubbing	1	EA.	\$800.00	\$800.00
2104.501	Remove Manhole	1	EA.	\$1,500.00	\$1,500.00
2104.501	Remove Catchbasin	2	EA.	\$1,000.00	\$2,000.00
2104.503	Remove Culvert (Aprons incidental)	151	L.F.	\$15.00	\$2,265.00
Road Construction					
2105.504	Geotextile Fabric Type 5	10,311	S.Y.	\$2.50	\$25,777.50
2105.507	Common Excavation (CV) (P)	12,904	C.Y.	\$10.00	\$129,040.00
2105.507	Granular Borrow (CV) (P)	5,800	C.Y.	\$18.00	\$104,400.00
2118.507	Class 5 Aggregate Surfacing (CV) (P)	3,029	C.Y.	\$19.00	\$57,551.00
2502.503	6" HDPE Dual Wall Perforated Tile w/Sock	2,900	L.F.	\$12.00	\$34,800.00
Drainage Construction					
2501.503	18" CMP Culvert	127	L.F.	\$40.00	\$5,080.00
2501.503	18" RCP	123	L.F.	\$70.00	\$8,610.00
2501.502	18" CMP Apron	6	EA.	\$350.00	\$2,100.00
2501.502	18" RCP Apron	4	EA.	\$1,000.00	\$4,000.00
2501.502	18" RCP Apron w/Trash Guard	2	EA.	\$1,500.00	\$3,000.00
2506.502	Construct Drainage Structure Design 4020-48	1	EA.	\$3,500.00	\$3,500.00
2506.502	Connect to Existing 24" RCP Storm Sewer	1.0	EA.	\$500.00	\$500.00
2511.501	RipRap Class II	10.0	C.Y.	\$85.00	\$850.00
Erosion Control					
2753.650	NPDES Permit Requirements	1	Lump Sum	\$1,000.00	\$1,000.00
2573.503	Silt Fence, Type Machine Sliced	1,860	L.F.	\$2.50	\$4,650.00
2573.502	Inlet Protection	14	EA.	\$150.00	\$2,100.00
2573.501	Stabilized Construction Exit	2	EA.	\$1,500.00	\$3,000.00
2574.508	Fertilizer, Type 3 Analysis 22-5-10	858	LBS	\$1.00	\$858.00
2575.505	Seeding	2.45	Acre	\$1,500.00	\$3,675.00
2575.508	Seed, General Roadside Mixture 25-142	110	LBS	\$5.00	\$550.00
2575.508	Seed, Cover Mixture 21-111	74	LBS	\$5.00	\$370.00
2575.509	Mulch Material Type 1	4.9	Ton	\$250.00	\$1,225.00
2575.505	Disk Anchoring	2	Acre	\$100.00	\$245.00
TOTAL AMOUNT OF BID					\$423,446.50
					Contingencies 10%
					\$42,344.65
					<u>\$465,791.15</u>

TASK ORDER

Task Order No. 4

Effective Date: November 15, 2021

Task Order Amendment to the DGR ENGINEERING Master Agreement for Professional Services

DGR Engineering (Consultant) agrees to provide to: City of Benson, Minnesota (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the 12th day of January, 2015.

TASK ORDER PROJECT NAME: Electric System Study & Capital Improvements Plan Update

TASK ORDER PROJECT DESCRIPTION: A capital improvements plan and comprehensive review of the Client's electric system was last completed in 2006. As a result of the needs identified in that electric system study, numerous improvements were made to the Client's transmission, substation, and distribution facilities. Since that time, Client staff has identified areas of potential load growth on the system that need to be accommodated.

The project for which the following Scope of Services is developed is for an update to the study of the Client's Electric System. This study would result in development of an updated Capital Improvements/ Long Range Plan (CIP) for the system, to assist Client staff in planning and budgeting of future projects.

In addition, the computer model of the system would be updated so that it would be available for use in performing related studies in the future, including relay coordination and arc-flash studies.

DGR CONTACT PERSON: Andy Koob, P.E., Project Manager

CLIENT CONTACT PERSON: Rob Wolfington, City Administrator

SCOPE OF WORK: Following is a detailed scope of services to be included under this Task Order:

1. Review the assumptions, projections, conclusions, and recommendations made in the 2006 study. Interview Client staff regarding their opinions of the electric system performance, weaknesses, load growth areas, and development plans. System criteria for acceptable service levels will be discussed and decided upon.
2. Collect historical data for the electric system. This will include assembling annual peak data for the past 10 years from available sources (including Missouri River Energy Services), along with collection of local load data from Client staff. Such activities as identification of normal-open points and other system operating configurations will be determined.

3. Review any available Comprehensive City Planning and Land Use studies, to develop land use planning parameters. This study will serve as the basis for development of future loading by area, around which planning will be done.
4. Update the existing detailed computer model of the primary electric system using the Milsoft "Windmil"® modeling software to include system improvements and the latest customer and system load information. This model will be used in this study for voltage and thermal analysis of the system and will be available in the future for use in day-to-day uses such as calculation of fault current levels, as well as future studies such as device coordination and arc-flash studies.
5. Develop a 10-year load growth projection for the electric system using engineering judgement, along with input from Client staff about known and potential load additions that are expected to occur on the system.
6. Based on the computer models and the projected loads, assess the ability of the electric distribution system to handle expected loads under an N-1 contingency scenario. This will include an assessment of the ability of the system to properly provide backup service should the loss of any major component (such as a substation transformer, substation bus, or mainline feeder) be out of service.
7. Assess the ability of the 115 kV transmission service to handle expected loads and to provide adequate reliability to the Client.
8. Assess the ability of the capacity of the existing substations to handle present and expected future loads. This will include an analysis of the ability of the system to serve the expected load adequately under various outage conditions.
9. Develop alternatives to correct any deficiencies identified in the analysis. Prioritize the recommended system improvements.
10. Based on the above analysis, a 10-year capital improvements plan will be developed. This plan will include detailed cost estimates for budgetary purposes for any improvements that are determined based on the needs found during the analysis of the above system components. The budgetary figures will be tied to either specific dates or to load levels so that the Client can use this information in budgetary planning.
11. Review the alternatives and improvements identified with Client Staff to obtain their input and perform follow-up analysis if required.
12. A written report will be developed and made available for use as a planning tool for Client staff. A review draft of the report will be made available to Client staff prior to finalizing the report.
13. Presentation to the City Council of the final report will be made once the review draft has been approved by Client Staff and any revisions necessary have been made.

DGR will furnish up to 15 copies of this report for distribution by Client Staff to decision makers.

FEE ARRANGEMENT: We propose the following arrangement for the identified work:

<u>Segment</u>	<u>Fee Amount</u>	<u>Fee Type</u>
Electric System Study & Capital Improvements Plan Update	\$ 25,000	Lump Sum

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs. No billings above the lump sum figure will be made.

Additional work beyond the Scope of Work described herein, or any follow-on work, will be billed at our standard hourly rates in effect at the time the work is done plus expenses. A copy of the current 2021 Hourly Fee Schedule A is attached as Exhibit 1.

SPECIAL TERMS AND CONDITIONS:

1. Map Data: We will need up-to-date mapping information to update the system model. Included in the required data set is conductor size, conductor length, transformer location and size, switching device location and configuration, fuse type, size, and manufacture, capacitor bank size and location, recloser size and speed, normally open points, and related data. We will work with Client staff to obtain this information.
2. Fee Arrangement: We have assumed the following trips to Benson in development of our fee:
 - One (1) trip to meet with Client staff to kickoff the project and collect data.
 - One (1) trip to meet with Client staff to review the initial results of the study.
 - One (1) trip to present the report to the City Council.
3. Electric Rate Analysis: Analysis of Client’s current electric rates and identifying funding requirements to complete the improvements identified in the CIP is not included. If desired by Client, those items can be completed under a separate agreement once the CIP is complete and the decision to move forward has been made.

City of Benson, Minnesota
(Client)

By: _____

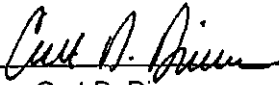
Title: _____
(Authorized signature and Title)

Address: 1410 Kansas Avenue

City: Benson, MN 56215

Date: _____

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering
(Consultant)

By: 
Curt D. Dieren

Title: Manager
(Authorized signature and Title)

Address: 1302 South Union Street

City: Rock Rapids, IA 51246

Date: 11-5-2021

EXHIBIT 1

DGR ENGINEERING

JANUARY 2021

HOURLY FEE SCHEDULE A

Personnel Grade	Engineer Hourly Rate	Technician Hourly Rate	Administrative Hourly Rate
01	\$96	\$56	\$52
02	\$101	\$61	\$54
03	\$107	\$66	\$58
04	\$113	\$70	\$62
05	\$122	\$75	\$66
06	\$134	\$79	\$70
07	\$145	\$84	\$74
08	\$155	\$90	\$80
09	\$167	\$96	\$86
10	\$179	\$101	\$92
11	\$191	\$107	\$99
12	\$203	\$112	\$112
13	\$216	\$118	\$129
14	\$222	\$126	\$159
15	\$228	\$136	\$209

Reimbursable Expenses:

1. Company vehicles, all at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at \$0.80 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

**CITY OF BENSON
CAPITAL AUTHORIZATION REQUEST**

1 Fund: Capital Department: Police Department
 Prepared by: Chief Ian D. Hodge Date: 12/02/2021
 Describe Proposed Capital Expenditure: Purchase of K9 squad and equipment.
 Does Proposed Expenditure Replace Existing Equipment? yes If Yes, Describe Use of Replaced Equipment: K9 squad will be used to patrol and response to incident well transporting K9 officer Kane.

2 If Included in Capital Improvements Program: What Year: <u>2021-2022</u> What Heading: <u>Capital Outlay</u> Budgeted Amount: <u>55,000.00</u>	3 Total Cost: <u>\$ 56,730.05</u> -Trade-in (if applicable): <u>-\$ 0</u> +Net Book Value (depreciated value): +\$ -Net Capitalized Cost: <u>-\$ 56,730.05</u>
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4 Justification of the Expenditure: (Main Objectives and Assumptions)
The new squad will replace the 2014 Ford Explorer police K9 package which is approaching 90,000 miles and is in continual repair. The new squad will be an Pursuit Pickup with more carrying capacity for gear and better officer and K9 ergonomics.

5 Approval Section:
 Action taken: _____

 Signature Date
 Department Supervisor _____
 Division Director _____
 City Manager _____
 City Council Approval (If Applicable) _____ Council Meeting _____



Guardian Fleet Safety
 PO Box 70
 Clear Lake, MN 55319
 (320) 245-4000
 luke@guardianfleetsafety.com

ADDRESS

Chief Ian Hodge
 Benson Police Department
 2110 Hall Ave
 Benson, MN 56215

Quote 21-0508

DATE 11/10/2021

INFO

2021 F-150 K9

SALES REP

Charles

ACTIVITY	QTY	RATE	AMOUNT
Equipment and Installation for 2021 F-150 for Patrol.			0.00
Assumes customer provided camera, radio, Docking Station, Gun Lock, Printer Mount, and any other equipment required to complete the build not listed below			
Setina PB400 Steel Push Bumper for 2021+ Ford F150 Responder	1	538.55	538.55T
2021+ Ford F-150 Police Responder Vehicle Specific Console 7170-0727-02. Includes:	1	797.45	797.45T
Internal Cup Holders			
3" Storage Pocket			
Equipment Faceplates, and Filler Plates			
Standard Armrest (Option to upgrade to printer armrest)			
Locking pocket designed to hold various items			
3 hole bank of 12V outlets.			
Note this console does NOT work with the Ford factory 4x4 floor shifter.			
SoundOff Signal nFORCE Dual Head DUO Light with Bail bracket. R/W or B/W. Install Location: Push Bumper Front	2	212.11	424.22T
SoundOff Signal 100J Siren Speaker	2	190.00	380.00T
SoundOff Signal bluePRINT 500 Series Remote Head Advanced Light and Siren Controller with Dual 200 Watt Siren Output. Includes advanced programming features and settings.	1	854.28	854.28T

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

ACTIVITY	QTY	RATE	AMOUNT
SoundOff Signal Dual Color Under Mirror Intersector 18 LED warning light. White to override and act as alley light	2	178.85	357.70T
SoundOff Signal 54" Low Profile mPOWER Lightbar. Dual color Red/White and Blue/White front and sides. Red/Amber and Blue/Amber in rear.	1	1,995.00	1,995.00T
SoundOff Signal nFORCE DUO Light with Surface Mount Housing. R/W or B/W. Install Location: Side of push bumper	2	118.20	236.40T
SoundOff Signal mPOWER Dual Colored Silicone Light. Install Location: Under rear bumper	4	119.25	477.00T
Black low profile 800Mhz antenna with NMO cable kit	1	62.18	62.18T
Freight Shipping for heavy parts	1	175.00	175.00
Steel Welded Horizontal Steel Window Bar for pass side window only	1	145.00	145.00T
Soundoff Signal mPOWER 6X1 Off-road scene light with bail bracket. Lifetime warranty. 4500 Lumens. Push Bumper	2	228.57	457.14T
Labor Rate for Outfitting K9 Patrol SUV	1	3,260.00	3,260.00T
Guardian Fleet Safety Wiring Harness, Power Distribution Block and Battery Management System	1	335.46	335.46T
Misc. Shop Supplies for Partial Installation, Includes Wire, Loom, Connectors, Fuses, Nuts/Bolts, Screws, Switches etc...	1	150.00	150.00
Removal of equipment from old squad, restore factory functions, and plug holes (Does NOT include removal of decals).	1	425.00	425.00
Unity Spotlight Assembly with Halogen Bulb and Installation. Fits Ford F150. Kit # 189. Spotlamp #330PL-0002.	1	658.98	658.98T
Gamber Johnson 9" Sliding Arm for Computer Mount. Mounts directly to top of console.	1	201.42	201.42T
RIGID High Powered LED Replacement Spotlight Bulb for Unity Spotlights. Part # 633223. Twice as bright as factory bulb.	1	271.34	271.34T
Gamber Johnson 7160-0340 Brother/Pocketjet Armrest/Printer Mount Combo	1	271.88	271.88T
American Aluminum 1/3 - 2/3 Prisoner/K9 kennel with freight shipping (total weight 457 lbs)	1	3,548.57	3,548.57T
DECKED Pickup Truck Storage System. Includes FREE shipping.	1	1,462.98	1,462.98T
K9 Hot-N-Pop(R) PRO w/ S.O.S. Horn activation, Siren activation, Light Bar activation, Dual Window Drop Module and Integrated Remote Door Sys.	1	1,729.70	1,729.70T
K9 Fan 3670 Rapid-Cool Thin-Line Electric Fan	1	154.80	154.80T

Includes free pick up and delivery of the vehicle, as well as a lifetime warranty on our installation.

SUBTOTAL	19,370.05
TAX (0%)	0.00
TOTAL	\$19,370.05

Accepted By

Accepted Date

Quotes are CONFIDENTIAL and proprietary between Guardian Fleet Safety and customer only.

BASE PRICE	\$33,687.00
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2022 Police F-150 Responder W1P 150a Equipment Group

145in Wheelbase XL 4x4 Screw with 5.5 box 3.5 Ecoboost with 10 Speed Auto Transmission E-Locking 3.31 axel	998/44g XL3	STD STD	-	-
XL cloth 40/blank/40 front seat with center-section deleted (restraint control module cover provided) medium earch gray	PB	STD	-	-
Equipment Group 150a Reverse Sensing 18" Silver Aluminum Wheel SYNC 4		N/C Std std Std	-	-
Stone Gray	D1	N/C	-	-
Agate Black	UM	N/C	x	N/C
Carbonized Gray	M7	N/C	-	-
Antimater Blue	HX	N/C	-	-
Race Red	PQ	N/C	-	-
Velocity Blue	E7	N/C	-	-
Iconic Silver	JS	N/C	-	-
Oxford White	YZ	N/C	-	-
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FREE STANDING OPTIONS				
Spot Lamp Drivers Side install by Gaurdian Fleet Safety**	DLRI	600.00	x	\$600.00
Trailer Tow Package (req. Tow Tech Package 17T) Includes Pro Trailer Backup Assist	53A	992.00		-
Tow Tech Package (req. Trailer Tow Package 53A, and Mirror 54R) Inc. Trailer Brake Cont, 360 Cam, BLISS	17T	801.00		-
Backup Alarm System	85H	132.00		-
Badge Delete, removes Rear Police Responder Badge	41A	N/C		-
Black Platform Running Boards	18B	228.00	x	\$228.00
BLISS (Included with 17T Tow Tech Package)	91B	537.00		-
Power Slidding Rear Window (Req. Rear Window Privacy Glass & Rear Defrost 924/57Q)	435	319.00		-
Box Link, Includes 4 Locking Cleates	55B	73.00		-
Chrome Front and Rear Bumpers (Req. 595 Fog Lamps)	17C	160.00		-
Pre-Colison Assist with Pedestrian Detection, includes unique 1-touch temp disable switch for Law Enforcement	60C	132.00		-
Daytime Running Lamps (Replaces standard DRL lamps that have on/off controls)	942	41.00		-
Engine Block Heater	41H	82.00	x	\$82.00
Fog Lamps	595	128.00		-
Floor Liner/Tray Style (Req. Either 61A Inter Upgrade or 168 Color-Coordinated Carpet)	47R	182.00	x	\$182.00
Color-Coordinated Carpet W/Carpeted Matching Floor Matts	168	132.00		-
Front Lic Plate Bracket	153	N/C		-
Integrated Trailer Brake Controller	67T	251.00		-
Int. Upgrade Pkg. Includes Floor Console, Cloth Seates Front and Rear, Color-Coordinated Carpet and Mattts	19A	542.00		-
Manual Folding Power Glass Sideview Mirror, Turn Signal, LED Security Approach Lamps, (Req. 17T)	54R/59S	437.00		-
Manual Folding Power Glass Sideview Larger Side Mirrors (Req. 53A, 924, 57Q)	54Y/59S	520.00		-
Interior Work Surface (Req. Interior Uprgrade Pkg 61A) Positional Flat Work Space	50M	178.00		-
Police Engine Idle Feature	47P	236.00	x	\$236.00
Power Passenger Seat 8-Way	61P	269.00		-
Rear-Window, Fixed Privacy Galss with Defroster (Included in 17T)	924/57Q	291.00	x	\$291.00

Rear Wheel Arch Liner	96L	164.00		-
SYNC 4 Includes 8"LCD Touchscreen and Ford Connected Nav 90day trial	524/582	296.00	x	\$296.00
Tailgate Step (With Tailgate Work Surface)	63T	392.00		-
Remote Keyless Entry Key Fob (Includes 4 Keys Fobs)	67P	310.00	x	\$310.00
KEYED-ALIKE OPTIONS				
Keyed-Alike 1435X	62E	46.00		-
Keyed Alike 1284X	62B	46.00		-
Keyed Alike 0135X	62D	46.00		-
Keyed Alike 0576X	62F	46.00		-
Keyed Alike 1111X	62J	46.00		-
Keyed Alike 1294X	62C	46.00		-
Keyed Alike 0151X	62G	46.00		-
Dealer Installed Options				
Bed Divider (Reg. 55B Boxlink, N/A With 90R Stowable Loading Ramps)	A5CAB	332.00		-
Smoker's Pack With Ash/Coin Cup	FIXAD	41.00		-
Foldabe Pickup Box Bed Extender (N/A with 90R, 96J, 90B)	A9PAB	351.00		-
Individual Trailer TPMS/Custome-Placed Trailer Camera (Req. 17T)	AATAF	873.00		-
Ford Accessories				
Alum Crossbed Toolbox by Weather Guard (NA 90R, 96X, 96T, 96J, 96P)	90B	569.00		-
Premium Alum Crossbed Toolbox by Weather Guard (NA 90R, 96X,96T, 96J, 96P)	90P	724.00		-
Stowabel Loading Ramps (Reg 55B, NA 96X, 96T, 96J, 90B, 90P)	90R	542.00		-
Bed Liner-Spray In (NA With 96P)	96W	542.00	x	\$542.00
Tonneau Pickup Box Cover-Hard Folding (NA 90R, 90B,90P, 96P)	96X	906.00	x	\$906.00
Tonneau Pickup Box Cover-Retractabe (NA 90R, 90B, 90P, 96P)	96J	1,543.00		-
Tonneau Pickup Box Cover-Soft Folding (NA 90R, 90B, 90P, 96P)	96T	478.00		-
LED Waring Beacons by Sound Off Signal-Red/Blue Strobe Inc 2 LED on Stop Light Bar & 2 LED Lower Windsheild	94R	592.00		-
LED Waring Beacons By Sound Off Signal-Amber Strobe Inc 2 LED on Stop Light Bar & 2 LED Lower Windsheild	94S	546.00		-
LED Warning Becons By Sound Off Signal-Amber/White Strove Inc 2 LED on Stop Light Bar & 2 LED Lower Windshei	94W	546.00		-
				-

Total

\$37,360.00

W

To: Rob Wolfington, City Manager
From: Glen Pederson, Director of Finance
Re: Water Rate Recommendation
Date: November 22, 2021



I last did a full review of water and sewer rates back in 2019. In 2022 I plan to do another full review. As I looked at budgets for next year I realized that I did not have a 2022 increase slated for water. Material and labor costs continue to increase so I don't want a year to go by without some sort of increase. Please see the attached Affordability of Utility Rates for additional information.

Proposed Rate

The proposal is to increase all service charges by \$1 and consumption rates by 10 cents per tier in 2022.

PROPOSED 2022 RATE INCREASE

	Current	2022 Proposed
Residential		
Service Charge	\$24.00	\$25.00
Consumption		
0-3 Units	\$2.00	\$2.10
4-7 Units	\$2.25	\$2.35
Over 7 Units	\$2.60	\$2.60
Commercial		
Service Charges		
5/8 - 1" Meter	\$29.00	\$30.00
1 1/4 - 2" Meter	\$41.00	\$42.00
Larger than 2"	\$74.00	\$75.00
Consumption	\$2.25	\$2.35

Affordability of Utility Rates

One percent of the area Median Household Income is considered to be a baseline for determining if your Water or Sewer rates are affordable. 5,000 gallons of water is considered to be average usage. We use hundred cubic feet so 5,000 divided by 750 gallons gives us 6.67 units of water.

Our MHI for 2019 is \$51,620 so one percent equals \$51.62 each for water and sewer.

2021 Rates		2022 Rates		% Increase
Water Charge based on 8 units of water:				
Service Charge	\$24.00		\$25.00	
Units 1-3	6.00	2.10 per unit	6.30	
Units 4-7	6.75	2.35 per unit	7.05	
Unit 8	<u>0.00</u>	2.70 per unit	<u>0.00</u>	
Total	\$36.75		\$38.35	4.3%

Water rates are considered to be affordable.

Sewer Charges based on 6 units of water:

6 units of water at \$7.25 per unit = \$43.50	7.50 per unit	\$45.00	3.4%
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Sewer rates are considered to be affordable.

**RESOLUTION TO APPROVE TRANSFER FROM LIBRARY ENDOWMENT FUND
(RESOLUTION NO. 2021-)**

WHEREAS, the City of Benson established the Library Endowment Fund in March of 1995 with excess dollars left over from the new building construction, and

WHEREAS, the interest earned in this fund is available for the purchase of capital equipment,
and

WHEREAS, the fund has earned \$270.47 in interest during 2021, and

WHEREAS, the City Council has budgeted to transfer interest earnings in an amount of \$400.00.

NOW, THEREFORE BE IT RESOLVED that the \$270.47 interest earned be transferred from the Library Endowment Fund to the operating Library Fund to help cover the costs of capital equipment.

**RESOLUTION TO APPROVE BUDGETED TRANSFERS
(RESOLUTION NO. 2021-)**

WHEREAS, the City of Benson has maintained the following funds, and

WHEREAS, the City Council has determined that it is prudent to make transfers in 2021 in order to fund certain projects or programs.

NOW, THEREFORE BE IT RESOLVED that the following amounts be transferred from the following funds:

	Budgeted	Transferred
From Cemetery Perpetual Care to General Fund	1,600	1,308
From General Fund to Concrete Projects	30,000	30,000
TOTAL	31,600	31,308

**RESOLUTION TRANSFERRING AMOUNT DESIGNATED FOR FUTURE
CAPITAL OUTLAY TO THE GENERAL CAPITAL OUTLAY FUND
(RESOLUTION NO. 2021-)**

WHEREAS, the Benson City Council has established a fund known as the General Capital Outlay Fund, and

WHEREAS, the Council desires to track all capital outlay purchases for the General Fund through this fund, and

WHEREAS, there are monies appropriated in the General Fund 2021 Budget for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the following amounts be transferred from the General Fund Appropriated Fund Balance to the General Capital Outlay Fund for:

City Hall	30,000
Police Department	40,000
Fire Department	35,000
Street Department	200,000
Park	40,000
Armory	40,000
Airport	20,000
TOTAL	\$405,000

**RESOLUTION TRANSFERRING \$45,513 FROM THE EDA FUND AND \$12,151 FROM THE
REVOLVING LOAN FUND TO THE GENERAL FUND
(RESOLUTION NO. 2021-)**

WHEREAS, the City of Benson is active in economic development, and

WHEREAS, the Economic Development Authority makes loans to local businesses in order to create jobs, and

WHEREAS, these loans are administered by personnel within the General Fund, and

WHEREAS, a 1% management fee on the beginning asset balance of these Funds is a reasonable fee to charge for this administration.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$45,513 from the EDA Fund and \$12,151 from the Revolving Loan Fund to the General Fund.

**RESOLUTION TRANSFERRING \$400,000 FROM THE GENERAL UNASSIGNED FUND
BALANCE TO THE GENERAL CAPITAL OUTLAY FUND
(RESOLUTION NO. 2021-)**

WHEREAS, the City of Benson has approved a policy establishing guidelines to maintain an adequate level of Fund Balance for cash flow requirements and contingency needs, and

WHEREAS, the policy establishes a minimum unassigned General Fund Balance goal of 40% of the annual budget, and

WHEREAS, the current goal amount of 40% of a budget of \$3,185,983 equals \$1,274,393, and

WHEREAS, the beginning 2021 Unassigned General Fund Balance of \$1,720,571 exceeded this amount by \$446,358.

NOW, THEREFORE BE IT RESOLVED that the City Council authorized the transfer of \$400,000 from the General Fund to the General Capital Outlay Fund to be used for street construction projects.

**RESOLUTION AUTHORIZING TRANSFER OF XCEL ENERGY GRANT DOLLARS FOR
ECONOMIC DEVELOPMENT PURPOSES
(RESOLUTION 2021-)**

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 project is authorized use of grant dollars:

Name	Budget	Transfer Out
2020 Deferred Maintenance	\$985,210.00	\$54,227.98

NOW, THEREFORE, BE IT RESOLVED that \$54,227.98 as itemized on the attached invoices to be transferred from the NSP Grant Fund to the Sewer Fund.