

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

August 18, 2014  
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Frank Yanish, Council Members Denis Anderson, Ron Christianson, Steve Ahmann, Audrey Nelsen, Tim Johnson, Rick Fagerlie, Jim Dokken and Bruce DeBlieck; Present 9, Absent 0.

Others present were City Administrator Charlene Stevens, Police Chief Jim Felt, Public Works Director Sean Christensen, City Clerk Kevin Halliday, Planning and Development Director Bruce Peterson, Fire Chief Gary Hendrickson and City Attorney Robert Scott.

There were no proposed additions or deletions to the agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of August 4, Willmar Municipal Utilities Minutes of August 11, Mayoral Appointment of David Baumgart to the CER Joint Powers Board, Application for Exempt Permit – Pennock Lions Club, Application for Exempt Permit – Church of St. Mary, Accounts Payable Report through August 13, and the Willmar Community and Activity Center Minutes of August 5, 2014. Council Member Johnson requested the Willmar Community and Activity Center Minutes be pulled from the Consent Agenda for discussion. Council Member Ahmann seconded the motion adopting the remainder of the Consent Agenda, which carried.

Council Member Johnson commented on the Willmar Community and Activity Center Minutes and read a motion passed to show their support that the City of Willmar continue their commitment to the WCAC facilities and programs. The Chair, Earl Knutson of 722 SW 2<sup>nd</sup> Street SW, requested to address the Council. Mayor Yanish permitted him to come forward and speak. Mr. Knutson expressed the WCAC Council's concern as to what is going to happen to the Community Activity Center after LeAnne Freeman's retirement. They feel it is good to have someone there that is somewhat of a visionary and looks at the resources they have to continue their programs. They hope the City Council will replace Ms. Freeman with someone as skilled who will continue what she started. After some further discussion on the process of hiring for the position and clarification on how the position will be structured, a motion was made by Council Member Anderson to file the Willmar Community and Activity Center Minutes of August 5, 2014 as presented, seconded by Council Member Dokken, which carried.

At 7:09 p.m. Mayor Yanish opened the hearing for the street vacation of a portion of Willmar Avenue SW. Planning and Development Services Director Bruce Peterson explained the proposed vacation of a portion of Willmar Avenue SW that lies west of BNSF tracks and terminates at the junction of State Highway 40. The reason for the vacation is two-fold, ultimately it is part of the real estate transfer to Jennie-O Turkey Store and secondly it is necessary in order to proceed with the opening of the new section of Willmar Avenue SW. Bob Enos of 905 Trott Avenue SW expressed his reasoning as to why the public's input cannot make any difference at this time. The decision was already made for this project. After all were heard to speak for or against the vacation, Mayor Yanish closed the hearing at 7:12 p.m.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

VACATING A PORTION OF A PUBLIC STREET ROW

WHEREAS, the vacation of the portion of dedicated street as described below was initiated by the City:

That portion of Willmar Avenue SW lying westerly of the BNSF Railroad line and southerly of the south section line of Section 16, Township 119, Range 35 (Willmar Ave. SW)

WHEREAS, the proposed vacation has been approved by the Planning Commission of the City of Willmar; and

WHEREAS, published notice and mailed notice of the proposed vacation and the hearing thereon have been given as provided by Subdivision 6 of Section 9.01 of Article IX of the Willmar City Charter; and

WHEREAS, a hearing was duly held on the proposal to vacate that portion of said streets on August 18, 2014; and

WHEREAS, the City Council of Willmar finds that it is in the best interests of the City of Willmar to vacate that portion of said street;

NOW, THEREFORE, BE IT RESOLVED, that the above described portion of dedicated street be, and hereby is, vacated.

BE IT FURTHER RESOLVED that a certified copy of the Resolution be filed with the Kandiyohi County Recorder on or after August 25, 2014.

Dated this 18<sup>th</sup> day of August, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

At 7:13 p.m. Mayor Yanish opened the hearing for the Ordinance Amending Ordinance No. 1265 by Approving a New Fee Schedule. Planning and Development Services Director Bruce Peterson explained that pursuant to Council action, staff was directed to pursue the adoption of a new building permit and plumbing permit fee schedule. The ordinance was prepared using the fees recommended by staff, and as discussed by the Community Development and full Council in June. He reviewed the building permit/inspection activities and revenues versus costs. The City currently uses the 1994 UBC fee schedule.

Bob Enos, 905 Trott Avenue SW, addressed the Council stating that the single largest threat to economic recovery in the United States right now is the flat activity in construction of new homes. Chad Kompelien, 310 County Road 9, presented correspondence from the Builders' Associations, stating building permit fees are, by law, not allowed to be used for other purposes other than that for which they are collected. He urged the Council to review the revenue and expenditures relating to raising the permit fees. After all were heard to speak for or against the proposed fee increase, Mayor Yanish closed the hearing at 7:24 p.m.

The Council discussed the fees and the relationship of the revenues versus the costs. In 2013 the difference in costs of the revenues collected versus the fees expended was approximately \$1,100. If that trend continues, it was felt the City is covering its costs. Planning and Development Services Director Bruce Peterson addressed the reasons for the increase in the revenues in 2013 being mainly due to some large projects and there are some large commercial developments scheduled for 2014.

After a lengthy discussion by the Council, Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance Amending Ordinance No. 1265 by Approving a New Fee Schedule. Council Member Anderson seconded the motion, which failed on a roll call vote of Ayes 0, Noes 8.

Mayor Yanish acknowledged the request of Doreen Magnuson, 712 SW 13<sup>th</sup> Street, to speak in the Open Forum. Ms. Magnuson stated she is discouraged with the Council and would like to see more unity. She advocated the need to have less back stabbing and pouting done by everybody.

The Community Development Committee Report for August 11, 2014 was presented to the Mayor and Council by Council Member Fagerlie. There were five items for consideration.

Item No. 1        There were no public comments.

Item No. 2        Kim Fedders, Regency East & West Mobile Homes Park Manager for the past three years, was present to discuss the operation and maintenance of the parks with the Committee. She noted there had been a number of improvements made to the parks and that they have evicted numerous bad tenants and removed many dilapidated homes. Other improvements include tree removal, landscape changes, and infrastructure improvements. Currently, the east park has 40 mobile homes and the west park has 80 homes. Most are occupied by families; many are long-term tenants. Ms. Fedders is unaware of any long range plans to make major changes to the parks. The owners have indicated an interest in purchasing some mobile homes to rent. Both parks have been listed for sale, but there is not an imminent buyer.

The Committee asked about storm shelters. There is a storm shelter at each park, however, due to vandalism they are usually kept locked. Approximately 10 tenants and the maintenance people have keys to the shelters. Ms. Fedders said that they have minimum contact with the County, who is the licensing authority for mobile home parks. She mentioned some tax issues that they had with the County relative to demolished homes. She said the number of police calls are down due to the demolition of vacant and abandoned homes. There is no electricity available to the homes so they are no longer attractive to squatters. She also said the City staff works well with management.

She went on to mention that the Police Department will not pick up stray dogs within the park, but they didn't know why. Staff was asked to find out why animal control was not being extended into the parks. Ms. Fedders also asked the City for help in demolishing a wood-sided mobile home and wondered if the Fire Department would be willing to do a burn. Ms. Fedders concluded her comments by saying that there is no playground equipment in either of the parks because the teenage tenants have destroyed it.

The Committee told Ms. Fedders that they recognize and appreciate the improvements made to the parks, but that expectations remain high for park maintenance and aesthetics. This was received by the Council for information only.

Item No. 3        Staff presented a draft copy of the final plat of Willmar Industrial Park Fourth Addition. This is the portion that is being platted west of County Road 5. Staff said they still anticipate bidding the dirt work and infrastructure services for 2014 construction. It all depends upon the wetland mitigation process. The wetland technical panel was not able to visit the site until the end of July, thereby delaying final approval on mitigation efforts for the wetlands in that Industrial Park. The Committee discussed stormwater drainage within the expanded Industrial Park as well as access. Staff pointed out that all the lots would be accessible from interior roads and that no driveways will be allowed from CSAH 5 or Highway 40. This was received for information only.

Item No. 4        Under Old Business Staff informed the Committee that they were addressing some concerns by Council Member Ahmann and would be returning to the Committee with some defined procedures for the Business Subsidy Process. It was noted that some of the information being requested may

be considered private and that the Council may not be legally entitled to review it. This was received for information only.

Item No. 5 There was no new business to come before the Committee.

The Community Development Committee Report for August 11, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member DeBlieck, and carried.

The Cable Advisory Committee Report for August 13, 2014 was presented to the Mayor and Council by Council Member Christianson. There were three items for consideration.

Item No. 1 Information Systems Coordinator Ross Smeby gave all members the opportunity to ask questions on the services and overview of the Willmar Regional Access Channels. Cable Coordinator Rudy Vigil summarized the function of the WRAC Studio, how funding is received and who the services are provided for. Linda Mathiasen asked a question if school board meetings are retained and how they are accessible. Mr. Vigil informed them that the official policy is to retain footage for a period of one year and the meetings are accessible via ustream.com. Mr. Vigil also stated that he would provide her with the website link to access the live feed on the school board meetings. The question was asked by Ms. Mathiasen who is able to view the WRAC Channels. She was advised that only cable subscribers in the county have access to the channels, but that the shows are also available online. This item was received for information only.

Item No. 2 Information Systems Coordinator Ross Smeby then presented the proposed PEG Agreement with Charter Cable. This agreement, which was proposed by Charter, would allow them to move the local channels from 8, 18, and 19 to the 180 range. Cable Coordinator Rudy Vigil explained to the committee that the City had retained the services of Moss and Barnett Law Firm for assistance in drafting the new agreement with Charter Cable. As part of the agreement, the technical standards for the channels would have to be kept at or above their current service level and the City would receive payment in kind of \$3,000 worth of air time to advertise the new channel locations and up to \$2,000 for new signage on the front of the WRAC building.

The Committee was recommending to the Council to approve the PEG agreement with Charter. Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

#### RESOLUTION NO. 2

#### A RESOLUTION GRANTING CHARTER COMMUNICATIONS A WAIVER FROM ITS CABLE FRANCHISE REQUIREMENT AND ALLOWING CHARTER TO RELOCATE LOCAL COMMUNITY PROGRAMMING TO HIGHER CHANNEL NUMBER LOCATIONS

WHEREAS, CC VIII OPERATING, LLC, l/k/a Charter Communications ("Charter") operates a Cable System to provide Cable Service within City of Willmar, Minnesota ("City") pursuant to a Franchise Agreement with the City ("Franchise");

WHEREAS, Exhibit B, paragraph 1 of the Franchise sets forth specific public, educational and government ("PEG") access channel location requirements;

WHEREAS, Exhibit B, paragraph 4 of the Franchise provides that Charter shall not relocate any PEG access channel to a different channel number unless agreed to in writing by the City;

WHEREAS, Charter has requested the City's consent to relocate all present PEG access channels on or about September 1, 2014 from the current channel locations, Channels 8, 18 and 19, to new channel neighborhood in the 180 series of channels together with PEG channels of other cities in the region; and

WHEREAS, the PEG channel relocation will result in Charter providing only the channel locations as outlined in Attachment A hereto to an all-digital platform ("Relocation").

NOW, THEREFORE, in consideration of the promises set forth in this Agreement, City resolves as follows:

1. The City consents to the one-time relocation of the current PEG access channels as outlined in Attachment A, effective September 1, 2014. Charter agrees not to further relocate the PEG access channels as outlined in Attachment A without City approval.
2. The PEG access channels shall continue to be located on the basic service tier.
3. Charter will notify its subscribers of the PEG access channel relocation via direct mail and shall provide further notice of the new PEG access channel locations as set forth in subparagraphs 3 A-D below.

A. Charter shall list the PEG access channel locations in its on-air program guide. The parties acknowledge that Grantee contracts with a third party or parties to provide on-screen and on-line program listings. Grantee shall provide the City with information about the service provider(s) so that detailed program information for each PEG Channel can be included in the on-screen and online listings. It shall be the responsibility of the City, or its designee, to provide such detailed program information to the third-party entity or entities that produce such listings for Grantee in accordance with each such entity's normal format and scheduling requirements and at the City's cost.

B. In addition to the obligations set forth in the Franchise at Exhibit B, paragraph 5, Charter shall provide in-kind air time during the 12 months following enactment of this Resolution on advertiser supported channels (e.g. USA, TNT, TBS, Discovery Channel, etc.), on a run-of-schedule basis assessed at commercially reasonable rates Charter charges to commercial advertisers in the region, for the purpose of airing a City-produced announcement, not to exceed thirty (30) seconds in length, explaining the PEG access channel(s) relocation. The aggregate value of the in-kind air time shall not exceed Three Thousand and No/100 Dollars (\$3,000). The City may request assistance from Charter to produce the announcement and Charter shall then be entitled to offset the cost of production of the announcement from the above \$3,000 air time set aside. Upon request, Charter will provide the City documented verification of the advertising carried to demonstrate compliance with this obligation. In addition, Charter shall reimburse the City up to Two Thousand and No/100 Dollars (\$2,000) for the City's documented out-of-pocket costs related to replacement of the signage on the front of the City's studio facility so long as the new signage does not include channel numbers. Such reimbursement shall be provided by Charter directly to the City with 30 days of the City providing copies of receipts to Charter.

C. For approximately sixty (60) days after the Relocation, Charter shall provide a bill message to all subscribers in the City that specifically notes the PEG access channel relocations.

D. Charter shall, for a minimum of sixty (60) days following adoption of this Resolution, provide a scroll on the Weather Channel on its Cable System within the City notifying viewers of the PEG channel relocation.

4. Charter agrees that on or after January 1, 2017, the City may provide a written request that one (1) PEG access channel be converted to a high definition ("HD") channel. Charter shall have ninety (90) days from the date of receipt of the City's request to implement the HD PEG channel. The City shall only be responsible for the production costs associated with the provision of an HD channel, any and all costs associated with any modification of the PEG access channels or signals, including signal transport, after the PEG access channels/signals leave the City's designated playback facility shall be borne entirely by Charter. A subscriber to the Basic Cable Service Tier only who has a Charter HD capable set-top box will

be able to receive the HD PEG channel on that outlet without any additional cost. Upon request from a subscriber who does not have an HD capable set-top box, Charter will replace the subscriber's SD set-top box(es) with HD capable set-top box(es) at the same monthly set-top box charge to the subscriber so the subscriber can view the City's PEG HD channel.

5. Charter will provide the PEG access channels to subscribers in the City in both SD and HD formats as set forth herein using compression rates and functionality equivalent to that employed by Charter to deliver the primary signals of local television broadcast stations on its cable system. The placement of PEG access channels on the system shall not make these PEG channels more vulnerable to interference or ingress than the primary signals of local broadcast stations. Nothing herein shall require Charter to provide dual carriage of any PEG Channels.

6. The obligations set forth in this Resolution shall continue beyond the expiration of the Franchise and shall be incorporated into any renewal Franchise unless otherwise mutually agreed to by the parties in the renewal Franchise.

Dated this 18<sup>th</sup> day of August, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Ross Smeby and Rudy Vigil were present at the City Council meeting to answer questions pertaining to the channel numbers being changed for City Council members.

Item No. 3 Information Systems Coordinator Ross Smeby explained to the committee the scope of current building projects, repairs and improvements that are currently needed for the WRAC building. Based on the quotes received, the current cost for repairs was estimated to be \$25,000 dollars. It was the Committee's recommendation to the Council to transfer \$25,000 from the WRAC reserve fund for improvements.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to transfer \$25,000 from the WRAC Reserve Fund in the following amounts to the accounts as listed:

101.41409.0224	\$4,000
101.41409.0225	\$5,825
101.41409.0334	\$3,400
101.41409.0335	\$8,875
101.41409.0338	\$1,400
101.41409.0446	\$1,500

Dated this 18<sup>th</sup> day of August, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Future meetings dates for the committee were discussed and the committee will meet on an as needed basis.

The Cable Advisory Committee Report for August 13, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Anderson, and carried.

The Finance Committee Report for August 14, 2014 was presented to the Mayor and Council by Council Member Anderson. There were nine items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Mayor Frank Yanish presented his proposed 2014 Budget totaling \$33,272,396. Of the total budget, \$15,530,066 is for General Operating; \$2,080,306 is for Capital Improvements; \$1,788,913 is for Special Revenue/Internal Services; \$2,581,227 is for Debt Service; and \$11,291,884 is for the Wastewater Treatment Plant. It was noted that the General Operating portion of the budget includes \$1,823,386 in transfers for Capital Improvements. The proposed tax levy of \$4,201,028 is \$61,294 more than last year due to new construction valuations with \$4,054,028 for General Operating and \$147,000 for the Street Program. An overview of the estimated revenues and expenditures was presented. Revenues include an anticipated minimal increase in Local Government Aid. Changes in budgeted expenditures include: 1) Elimination of the Human Resources position that was unfilled in 2014; 2) Smaller transfer to the Capital Reserve; and 3) Reduction in capital purchases and projects.

Chair Anderson noted that the City will be using the last of the Local Option Sales Tax funds in 2015. He also restated that the tax levy is the same as last year but valuations have caused it to increase approximately \$61,294. Vice-Chair Johnson raised concerns about funding that will be needed for future capital improvements and asked that research be done to find potential revenue sources to be allocated for the projected capital needs over the next 5 – 10 years. Council Member Ahmann suggested an assessment for everyone in the City for street maintenance and repair. It was noted that the City is required to assess at least 20 percent of the properties in each street improvement project. Council Member Deblieck expressed concerns about maintaining the City Parks. Council Member Christianson asked about specific items listed on the Capital Improvements Plan. Potential funding sources for projected capital improvements needed over the next several years will be researched for future meetings.

Chair Anderson noted that there will be future Council Work Sessions to discuss the Capital Improvement Plan (copy on file at City Offices), Pavement Management, Community Partners, Willmar Municipal Utilities, Hospital and HRA, and other items as requested by the Council. The Finance Committee will continue to review and discuss the proposed 2015 budget over the next several meetings prior to the public hearing to be held in December, 2014. This matter was for information only.

Item No.3 Staff explained that the air conditioning unit that cools the basement of City Hall needs to be replaced. Noting the unit is 20 years old, staff reported that the coils in the condenser have burned out, the compressor has quit working and the Freon needs to be replaced to be within current regulations. There are unused funds totaling \$5,585 in the 2014 Engineering Other Services Budget which could be allocated to cover the additional cost of replacing this air conditioner.

The Committee was recommending the Council reallocate \$5,585 from the 2014 Engineering Other Services Budget to City Hall Capital Outlay to cover the additional cost for replacement of the air conditioning unit.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$5,585 from the 2014 Engineering Other Services Budget to the 2014 City Hall Capital Outlay Budget as follows:

Increase:	City Hall Capital Outlay Expenditures	\$ 5,585
Decrease:	Engineering Other Services Expenditures	\$ 5,585

Dated this 18<sup>th</sup> day of August, 2014.

/s/ Frank Yanish  
MAYOR

/s/ Kevin Halliday  
Attest: CITY CLERK

Item No.4 It was noted that the following items will be scheduled for future Finance Committee meetings: Liquor License Violations, City Auditorium Funding, Multi-Family Waste Treatment Schedule and Definitions, and 2013 Departmental Overages. This matter was for information only.

Item No. 5 There was no old business.

Item No. 6 There was no new business.

The Finance Committee Report for August 14 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

City Clerk Kevin Halliday presented for the Council's consideration information concerning the removal/trimming of a hedge at 1202 SW 7 ½ Street found to be in noncompliance of the Municipal Code Chapter 9, Article I. In the case of nonpayment of the charge against the property, the costs can be certified as a special assessment against the property. Council Member Anderson moved to schedule a hearing for 7:02 p.m. on September 2, 2014, with Council Member Christianson seconding the motion, which carried.

City Clerk Kevin Halliday then presented for consideration of a hearing, the list of properties with nonpayment of weed/grass mowing charges. Pursuant to Municipal Code, Chapter 9, Article III the property owner was given notice and failed to comply. The City abated the nuisance and the charges against the subject properties can be certified as a special assessment against the properties concerned. Council Member Anderson moved to schedule a hearing for 7:03 p.m. on September 2, 2014, with Council Member Christianson seconding the motion, which carried.

Also for consideration of a hearing was the collection of unpaid charges for an infectious tree removal. Pursuant to Municipal Code, Chapter 9, Article IV, the City abated the nuisance and the charges against the subject properties can be certified as a special assessment against the properties concerned. Council Member Anderson moved to schedule a hearing for 7:04 p.m. on September 2, 2014, with Council Member Christianson seconding the motion, which carried.

City Administrator Charlene Stevens explained to the Council that the City has had an agreement with Kandiyohi County and the Eagle Lake Sanitary Sewer District since 1990. The agreement is set to expire on August 25, 2016. As per the agreement, the City must give at least two years notice to the County and Eagle Lake Sanitary Sewer District if the City intends to renegotiate the agreement. Staff's recommendation is to give the notice as required, but the City fully intends to work with both entities to renegotiate. A motion

was made by Council Member Anderson to formally present Kandiyohi County and the Eagle Lake Sanitary Sewer District with the notice of termination. Council Member Christianson seconded the motion, which carried.

Due to the Labor Day holiday, Council Member Fagerlie moved to reschedule the first Council meeting of the month of September from September 1 to September 2, 2014. Council Member DeBlieck seconded the motion, which carried.

There was no New Business to come before the Council.

There was no Old Business to come before the Council.

Announcements for Council Committee meeting dates were as follows: Finance, August 25 and Public Works/Safety, August 26, 2014. Council Member DeBlieck reminded everyone that the Vision 2040 Things to Do Committee will be showing the Lego movie at Robbins Island on Friday August 27<sup>th</sup> at dusk, with the WEAC building serving as backup in the case of inclement weather.

There being no further business to come before the Council, the meeting adjourned at 8:44 p.m. upon motion by Council Member Anderson, seconded by Council Member Christianson, and carried.

Attest:

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MAYOR

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SECRETARY TO THE COUNCIL

**WILLMAR CITY BOARD OF CANVASS PROCEEDINGS**  
**CONFERENCE ROOM NO. 1**  
**WILLMAR CITY OFFICE BUILDING**  
**WILLMAR, MINNESOTA**

August 15, 2014  
3:00 p.m.

The Board of Canvass was called to order by Mayor Pro Tempore Denis Anderson. Members present on a roll call were; Council Members, Denis Anderson, Audrey Nelsen, Ron Christianson Steve Ahmann, and Bruce DeBlieck; Present 5, Absent 3 – Council Member Tim Johnson, Jim Dokken, and Rick Fagerlie were excused from the meeting.

Also present was Secretary/Receptionist Deborah Stulen.

The Board met for the purpose of canvassing the ballots from the August 12, 2014, Primary Election. Following review of the election results, Resolution No. 1 was introduced by Council Member Steve Ahmann, seconded by Council Member Audrey Nelsen, and approved on a roll call vote of Ayes 5, Noes 0.

**RESOLUTION NO. 1**

WHEREAS, the City Council of the City of Willmar, Minnesota, has officially canvassed the ballots for the Primary Election held on August 12, 2014, in and for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED, that the candidates and figures listed below are a full and true canvass of the Primary Election:

Council Member Four-Year Term Taylor	Precinct Counter			Absentee Ballots			Total		
	Christianson	Gardner	Taylor	Christianson	Gardner	Taylor	Christianson	Gardner	
W 2, P 1	74	60	72	2	1	2	76	61	74
W 2, P 2	100	85	42	10	11	4	110	96	46
W 2, P 3	96	77	53	7	5	4	103	82	57
<b>TOTAL</b>	<b>270</b>	<b>222</b>	<b>167</b>	<b>19</b>	<b>17</b>	<b>10</b>	<b>289</b>	<b>239</b>	<b>177</b>

Dated this 2<sup>nd</sup> day of September, 2014.

COUNCIL MEMBERS:

/s/ Audrey Nelsen \_\_\_\_\_

/s/ Bruce DeBlieck \_\_\_\_\_

/s/ Steven Ahmann \_\_\_\_\_

/s/ Ron Christianson \_\_\_\_\_

/s/ Denis Anderson \_\_\_\_\_  
Mayor Pro Tempore

/s/ Deborah Stulen \_\_\_\_\_  
ATTEST: Secretary / Receptionist

There being no further business to come before the Board of Canvass, the meeting was adjourned at 3:21 p.m. by Mayor Pro Tempore Denis Anderson.

RESOLUTION NO. 1

WHEREAS, the City Council of the City of Willmar, Minnesota, has officially canvassed the ballots for the Primary Election held on August 12, 2014, in and for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED, that the candidates and figures listed below are a full and true canvass of the Primary Election:

Council Member Four-Year Term	Precinct Counter			Absentee Ballots			Total		
	Christianson	Gardner	Taylor	Christianson	Gardner	Taylor	Christianson	Gardner	Taylor
W 2, P 1	74	60	72	2	1	2	76	61	74
W 2, P 2	100	85	42	10	11	4	110	96	46
W 2, P 3	96	77	53	7	5	4	103	82	57
<b>TOTAL</b>	<b>270</b>	<b>222</b>	<b>167</b>	<b>19</b>	<b>17</b>	<b>10</b>	<b>289</b>	<b>239</b>	<b>177</b>

Dated this 2<sup>nd</sup> day of September, 2014.

COUNCIL MEMBERS:

/s/ Audrey Nelsen \_\_\_\_\_

/s/ Bruce DeBlieck \_\_\_\_\_

/s/ Steven Ahmann \_\_\_\_\_

/s/ Ron Christianson \_\_\_\_\_

/s/ Denis Anderson \_\_\_\_\_  
Mayor Pro Tempore

/s/ Deborah Stulen \_\_\_\_\_  
ATTEST: Secretary / Receptionist

Rice Memorial Hospital

Board of Directors

August 20, 2014

FOR COUNCIL  
INFORMATION

**PRESENT:** President, David Anfinson; Vice President, Dr. Douglas Allen; Treasurer, Dr. Michael Gardner; Secretary, Eric Weiberg and Directors, Dr. Lachlan Smith and Jon Saunders

**EXCUSED:** Director, Andrea Carruthers

**ADMINISTRATIVE STAFF:** Michael Schramm, CEO; Bill Fenske, Teri Beyer, Wendy Ulferts, Sandy Roelofs

**GUESTS:** Dr. Fred Hund

**Call to Order:** President Anfinson called the meeting to order at 5:30 p.m.

**Consent Agenda Items:** **ACTION:** A motion was made by Director Allen, seconded by Director Gardner, and carried to approve the Rice Memorial Hospital Board meeting minutes from June 18, 2014 as written; as well as the June 30, 2014 Financial Statements; the 2014-2015 Hospital Forecast; the August 14, 2014 Finance Committee meeting minutes; the June 24, 2014 and July 22, 2014 Medical Staff Executive and Credentials Committee meeting minutes; and the April 17, 2014 Rice Health Foundation Board meeting minutes.

**Patient Experience:** Teri Beyer reviewed a patient experience received from a Rice Rehab Center (RRC) patient. The patient indicated that the services she received at RRC were the best she has ever received/experienced. The staff at RRC is very professional, knowledgeable, supportive, great listeners, friendly and helpful. She also indicated that she has and will continue to recommend Rice Rehab Center to others as she feels they are the very best.

**Quality Report:** Wendy Ulferts provided an update to the Board on Rice Hospital's quality and safety programs and initiatives. She reviewed information in regard to current initiatives we are working on through the Minnesota Hospital Association (MHA) Hospital Engagement Network, as follows: A) Progress made toward 40/20 goal. B) The four quadrants: 1) Low performing hospitals. 2) Improving, but above benchmark hospitals. 3) Worsening, but below benchmark hospitals. 4) High performing hospitals. C) Rates vs. hospital's percent change from baseline in regard to: 1) Potentially Preventable Readmissions. 2) Falls with injury rates. 3) Falls rates. 4) Pressure ulcer rates. D) Data summary for Perinatal and Obstetrics events: 1) Demographics. 2) Weighted Average Outcome Score - Rice's overall score - 0.292. 3) Patient Safety Indicators. 4) Early Elective Deliveries.

**Medical Staff Report – Dr. Fred Hund:** A) New language has been added to the Hospital's Patient Care Services plans in regard to care of the patient over 500 pounds. B) Dr. Glenn Buchanan retired from Affiliated Community Medical Centers on June 30, 2014. As a result he was transferred from the Hospital's Active Medical Staff to its Honorary Medical Staff effective July 1, 2014. C) It was noted that the Surgery Department is in need of a new Department Chair as Dr. Steven Kidd has moved the bulk of his practice to the Marshall office. Dr. Kidd will serve as the Chair until a replacement is found. D) Dr. Matthew Putnam, Orthopedic Surgeon, University of Minnesota Physicians, is now coming out to Willmar/ACMC, on a part-time basis. E) Integrated Quality Improvement Plan: The Hospital's Quality Improvement Plan was reviewed and approved by the Medical Staff Executive Committee at its June 24, 2014 meeting. The plan is largely unchanged from last year with the exception of individual titles that have been changed to reflect current job duties at Rice. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen and carried to approve the May, 2014 revisions made to the Rice Memorial Hospital Integrated Quality Improvement Plan as presented and recommended. **ACTION:** A motion was made by Director Gardner, seconded by Director Allen and carried to approve the proposed Medical Staff Appointments for the months of June, 2014 and July, 2014. **JUNE APPLICATIONS:** **Initial Applications:** **Locum Tenens:** **Joel Cohen, M.D.** – Radiation Oncology/Department of Internal Medicine. **Medical Doctor Associates, Norcross, GA.** Temporary privileges for start date: 7/1/2014. **Michael Walsh, M.D.** – Psychiatry/Department of Psychiatry. University of South Dakota School of Medicine (3<sup>rd</sup> year resident), Sioux Falls, SD. **Transfer to From Locum Tenens to Active Staff:** **David Beck, M.D.** – Hospitalist-Internal Medicine/Department of Internal Medicine. **HealthEast Care System, St. Paul, MN.** **Transfer from Locum Tenens to Affiliate Staff:** **Joseph Berdecia-Rodriguez, M.D.** – Emergency Medicine/Department of Emergency

Medicine. Freelance Physician, San Diego, CA. June Kim, M.D. – Radiation Oncology/Department of Internal Medicine. Cancer Carepoint, Atlanta, GA. Temporary Privileges granted for interim between expiration of current privileges on 6/18/2014 and approval of next reappointment at Hospital Board meeting on 7/16/2014. Kimberly Haycraft-Williams, M.D. – Emergency Medicine/Department of Emergency Medicine. Freelance Physician, San Diego, CA. Ann McIntosh, M.D. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Raymond Watts, M.D. – Emergency Medicine/Department of Emergency Medicine. Freelance Physician, San Diego, CA. Transfer from Affiliate to Active Staff: Beverly Ricker, M.D. – Pediatrics/Department of Pediatrics. Staff Care, Irving, TX. Temporary Privileges for Procedure: Steven L. Kidd, M.D. – Surgeon/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Privilege request to replace pacemaker generator in an 83-year-old patient who cannot travel long distances because of health issues. Dr. Kidd currently performs this procedure at Swift County Hospital in Benson. Surgery scheduled for Monday, June 23, 2014 with Medtronic representative present during surgery. Reappointment Applications: Active Staff: Robert Kaiser, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Julie Meyer, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Alan Roiseland, M.D. – Family Practice; Emergency Medicine/Department of Family Practice; Department of Emergency Medicine. Family Practice Medical Center, Willmar, MN. Timothy Swanson, M.D. – Pediatrics/Department of Pediatrics. Affiliated Community Medical Center, Willmar, MN. Gabrielle Vencel Olson, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Richard Wehseler, M.D. – Family Practice; Emergency Medicine/Department of Family Practice; Department of Family Practice. Affiliated Community Medical Center, New London, MN. Affiliate Staff: Jacob Dutcher, M.D. – Cardiology/Department of Internal Medicine. CentraCare Clinic River Campus Heart & Vascular Center, St. Cloud, MN. Nicolette Myers, M.D. – Pulmonologist/Department of Internal Medicine. Park Nicollet Clinic-Meadowbrook, St. Louis Park, MN. Anh Nguyen, M.D. – Neurology/Department of Internal Medicine. CentraCare River Campus Neurology, St. Cloud, MN. Scott Nielsen, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Kathleen Rieke, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Mevan Wijetunga, M.D. – Cardiac Electrophysiology/Department of Internal Medicine. CentraCare River Campus-Heart and Vascular Center, St. Cloud, MN. Howard Zimring, M.D. – Cardiology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Allied Health Staff: Ann Nelson, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Eric Peterson, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Daniel Tysver, CO/P – Orthotist/Department of Rehabilitation. Great Steps O & P Solutions, Sartell, MN. Neil Vera, LPN – Surgical Assistant/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. JULY APPLICATIONS: Initial Applications: Active Staff: Elsaid Rabie, M.D. – Emergency Medicine/Department of Emergency Medicine. Family Practice Residency Program – St. Cloud Hospital, St. Cloud, MN. Temporary privileges granted for start date 7/15/2014. Allied Health Staff: Jigna Mahapatra, D.M.D. – Dentistry/Department of Surgery. University of Minnesota School of Dentistry, Minneapolis, MN. Temporary privileges to begin 7/25/2014. Temporary Privileges for Non-Staff Physician: Farwa Hoffman, D.P.M. – Podiatry/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Privileges to assist preceptor, Russell Sticha, D.P.M. July 1 - 31, 2014. Reappointment Applications: Active Staff: Steven Shelver, M.D. – Family Practice; Emergency Medicine/Departments of Family Practice and Emergency Medicine. Affiliated Community Medical Center, New London, MN. Affiliate Staff: Ellen Abeln, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Ammar Ali, M.D. – Psychiatry/Department of Psychiatry. Avera Marshall Regional Medical Center, Marshall, MN. Aaron Binstock, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Bradley Close, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Sue Crook, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Alicia Frankwitz, D.O. – Emergency Medicine/Department of Emergency Medicine. Medical Doctor Associates, Norcross, GA. Thomas Frerichs, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Gary Kosel, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Shelly Larson-Peters, M.D. – Neurology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Matthew Putnam, M.D. – Orthopedics/Department of Surgery. University of Minnesota Physicians, Minneapolis, MN. James Romanowsky, M.D. – Cardiology/Department of Internal Medicine. CentraCare Clinic River Campus, St. Cloud, MN. Allied Health Staff: Jessica Martinez, RN-FNP-BC – Nurse Practitioner/Department of Family Practice. Family Practice Medical Center, Willmar, MN. Responsible Physician: A. Amon, M.D. Paul Westerberg, ATC

– Surgical Assistant/Department of Surgery. Heartland Orthopedic Associates, Alexandria, MN. Responsible Physician: Jefferson Brand, M.D.

**CEO Report – Mike Schramm:** A) Quality: Rice recently received an award for its work around early elective deliveries and we recognized our physicians and staff for that work. B) Staff continues to work on preparations for the upcoming Joint Commission survey and is meeting with Department Directors in order to assess and improve our Process Improvement initiatives organization wide. C) Rice is also participating in a statewide initiative called Preventing Violence in Healthcare which includes MHA, MMA, Aging Services and MNA. D) Rice Care Center: The project continues to be on schedule and is progressing with a target for completion by the end of September. E) Dialysis Services: A State survey was recently conducted of our Dialysis Unit. A report was provided to Administration based on the survey findings. Staff then developed a corrective action plan based on their findings. A follow-up survey was also recently held of Rice's Dialysis Department and as a result, Rice's action plan was approved. F) Willmar Medical Services: 1) Willmar Regional Cancer Center (WRCC): We continue to source candidates for the WRCC Manager position. Also continue to secure additional locum coverage until Dr. Monterroso arrives next Fall. 2) Surgery Center: Currently reviewing possible consulting firms to assist us in planning for future services and space. G) Master Plan: Continuing to work on plans for the acuity adaptable rooms and mental health bed expansion. Proposed plans will be brought to the Board for review in the near future. The rehabilitation project planning continues as well. H) Mental Health Services: We are working on a plan for future physician staffing of our 12 bed mental health unit. I) Recruitment: There continues to be activity with site visits with prospective physician recruits in the areas of Orthopedics, Hospitalist Program, Obstetrics, Primary Care, and General Surgery. We have a commitment and a signed contract from an orthopedic surgeon who will begin his practice in Willmar later this Fall. We are supporting both FPMC and ACMC in physician recruitment efforts. J) Public Policy: There have been recent site visits/meetings at Rice with policy makers. Representative Sawatzky and Liebling hosted a meeting here last Saturday to discuss mental health issues in the State. Congressman Collin Petersen was here on Tuesday visiting the Rice Regional Dental Clinic. K) Nurse Staffing Bill: We received a letter from the Department of Health asking for additional data regarding how we staff our nursing floors. Rice was one of 39 hospitals that received this letter and we have been working with MHA on a response to the request.

**Adjournment:** There being no further business, the meeting was adjourned at 6:27 p.m.

Submitted By:

Eric E. Weiberg, Secretary

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**AUGUST 25, 2014**

The Municipal Utilities Commission met in its regular meeting on Monday, August 25, 2014 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Dan Holtz, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent was Commissioner Carol Laumer.

Others present at the meeting were: Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Staff Electrical Engineer Jeron Smith, Administrative Secretary Beth Mattheisen, City Council Liaison Bruce DeBlicek, City Attorney Robert Scott (via teleconference), and Attorney Jason Kuboushek.

Due to the absence of Secretary Laumer, President Salzer opened the meeting by appointing Commissioner Nagel to serve as Acting Secretary. Following the appointment, Commissioner Salzer requested a resolution to approve the Consent Agenda. Commissioner Holtz recommended a minor language clarification be made to the August 11<sup>th</sup> MUC meeting minutes. Following a review, Commissioner Schrupp offered a resolution to approve the Consent Agenda with the amended meeting minutes. Commissioner Holtz seconded.

**RESOLUTION NO. 31**

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the August 11, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141521 to No. 141640 inclusive in the amount of \$2,240,981.97 with a MISO credit in the amount of \$88,814.03, and a Westmoreland Resource (coal) payment in the amount of \$49,137.06.

Dated this 25<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Commissioner Schrupp (Chair) reviewed with the Commission the minutes from the WMU Labor Committee meeting held on August 19<sup>th</sup>. The main focus and topic of discussion was to conduct the annual review of the General Manager’s Performance Evaluation. Schrupp reviewed the process involved in conducting the annual assessment. Following discussion, Commissioner Holtz offered a motion to approve the minutes of the August 19, 2014 WMU Labor Committee meeting as

presented. Commissioner Gimse seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Schrupp (Chair) further informed the Commission that following an analysis of the Performance Evaluation, the WMU Labor Committee was very pleased with the performance and the General Manager's ability to meet the established expectations. Following the favorable review of the General Manager's Performance Evaluation, the WMU Labor Committee was recommending a wage increase adjustment in the amount of \$5,000 (from \$121,540 to \$126,540). It was further noted, that no additional changes would be made to the General Manager's employment contract at this time. Following discussion, Commissioner Gimse offered a resolution to approve the wage increase of \$5,000/year for General Manager Hompe. Commissioner Schrupp seconded.

#### **RESOLUTION NO. 32**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that following a positive annual job performance evaluation, that the salary for General Manager Wesley Hompe be adjusted from \$121,540 to \$126,540 with no additional adjustments being made to the employment contract at this time."

Dated this 25<sup>th</sup> day of August, 2014.

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President

ATTEST:

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Acting Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

At this time, a number of WMU-related reports were presented for information and discussion. Director of Finance Hunstad reviewed with the Commission the July 31, 2014 Investment Report and the July 31, 2014 Financial Report. Customer Service Supervisor Stien reviewed with the Commission the July 2014 Sales & Revenue Report. Following discussion, the Commissioners expressed their appreciation for the clear and concise analysis of data compiled and provided by WMU Staff.

Director of Operations Harren along with Staff Electrical Engineer Smith presented the Commission with a request to enter into agreement with DGR Engineering to provide design and construction management services for the 69KV WTT Line Rebuild Project. This transmission line rebuild is part of the Priam Substation Project which has been created to provide more reliable and robust electric service to the City of Willmar. (The Priam Substation Project was approved in the 2014 Capital Budget.) Smith informed the Commission that the services agreement with DGR would provide for consulting/engineering services for both the design and construction of the project. The amount of the service agreement would be in an amount not to exceed \$59,600 (this amount is including in project budget). Following discussion, Commissioner Schrupp offered a resolution to approve the agreement with DGR Engineering to provide construction specifications and project management for the 69KV WTT Line Rebuild Project at a cost not to exceed \$59,600. Commissioner Mattern seconded.

### RESOLUTION NO. 33

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the service agreement with DGR Engineering to provide construction specifications and project management for the 69KV WTT Line Rebuild Project (portion of the Priam Substation Project) at a cost not to exceed \$59,600 be approved as presented."

Dated this 25<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Acting Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Director of Finance Hunstad informed the Commission that the annual Public Power Week has been set for October 5-11. It was noted that the Commission would like to continue to hold an Open House during the Public Power Week as in previous years. Following discussion, Commissioner Schrupp offered a resolution designating October 5-11, 2014 as the 28<sup>th</sup> Annual Public Power Week with an Open House to be held on Tuesday, October 7<sup>th</sup> (Willmar Civic Center). Commissioner Holtz seconded.

### RESOLUTION NO. 34

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Director of Finance Hunstad reminded the Commissioners of a number of upcoming utility-related events. Items of interest included:

- David Turch presentation – September 8<sup>th</sup> MUC
- WMU/IBEW Local Union #160 Mediation Session – September 22<sup>nd</sup> @ 9:00 a.m.
- Reminder: 2<sup>nd</sup> MUC meeting in September will be held Tuesday, September 23<sup>rd</sup>
- APPA Utility Governance Webinar Series (nine-part series): #9: "*Achieving Excellence in Public Power Governance*", Tuesday, September 30<sup>th</sup> @ 1:00-2:30 p.m.

Anyone interested in attending or participating in any of the events is asked to contact Beth Mattheisen (WMU Office) to make the necessary arrangements.

At this time, Commissioner Salzer stated the next agenda item is to discuss pending litigation in the matter of Nefi Ibarra vs. City of Willmar and the Willmar Municipal Commission: United States District Court, District of Minnesota file number 012-cv-03027.

Commissioner Salzer stated that the regular meeting of the Municipal Utilities Commission would be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law.

The Commission's need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the Municipal Utilities Commission, City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the pending litigation, including strategy and any possible areas of resolution.
- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine the legal options for handling the referenced pending litigation.
- The only business to be discussed in this meeting is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
- A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the Utilities Commission.

At this time, Commissioner Salzer informed the Commission that he would entertain a motion to close the meeting. Commissioner Holtz made a motion to close the meeting to discuss the matter. Commissioner Nagel seconded, and the motion was carried by a vote of six ayes and zero nays to close the meeting at 12:24 p.m. Those attending the closed portion of the meeting were: Commissioners Salzer, Schrupp, Holtz, Nagel, Gimse & Mattern, Director of Finance Hunstad, City Council Liaison DeBlieck, and League of Minnesota Cities Insurance Trust (LMCIT) Attorney Kuboushek.

At 12:39 p.m., Commissioner Holtz made a motion to adjourn the closed portion of the meeting. Commissioner Gimse seconded, and the motion was carried by a vote of six ayes and zero nays.

Commissioner Salzer called upon Attorney Kuboushek to review the proposed settlement agreement made by and between Nefi Ibarra and the City of Willmar and Willmar Municipal Utilities ("the Parties"). The Parties have agreed to a settlement of all issues and disputes between them in matters and discharge all claims that are related to or are subject to, with no admission of wrongdoing. The full and complete settlement to be paid by the LMCIT would consist of two actual payments; 1) \$64,406.20 to be paid to Mr. Ibarra for alleged emotional distress and non-wage damages; and, 2) \$50,593.80 to be paid directly to Mr. Ibarra's attorneys at Nichols Kaster, PLLP. Mr. Kuboushek was recommending that the Commission accept the proposed settlement.

Commissioner Gimse offered a motion to accept the settlement agreement with Nefi Ibarra in the total amount of \$115,000 (\$64,406.20 + \$50,593.80) with the League of Minnesota Cities Insurance Trust providing the two settlement payments as presented. Commissioner Schrupp seconded the motion which carried by a vote of six ayes and zero nays.

There being no further business to come before the Commission, Commissioner Holtz made a motion to adjourn the meeting. Commissioner Schrupp seconded the motion, and the meeting was adjourned by a vote of six ayes and zero nays.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Acting Secretary



## WILLMAR MUNICIPAL UTILITIES

### WMU Labor Committee Meeting Minutes Tuesday, August 19, 2014 – 11:30 a.m.

Attendees: Commissioners Matt Schrupp & Joe Gimse, and General Manager Wesley Hompe.  
Committee Chair Schrupp called the meeting to order at 11:31 a.m. by requesting any additions or changes to the presented Agenda.

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#### **AGENDA ITEMS:**

##### **1. Annual Performance Evaluation - General Manager Position:**

The WMU Labor Committee conducted the annual review of the General Manager's Performance Evaluation. The Commission will be presented with a review and recommendation prior to the General Manager's actual anniversary date in September.

##### **➤ Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Schrupp offered a motion to adjourn the meeting at 12:52 p.m. Commissioner Gimse seconded the motion which carried by a vote of two ayes and zero nays.

**RESOLUTION NO. 34**

**2014 PUBLIC POWER WEEK  
IN APPRECIATION OF WILLMAR MUNICIPAL UTILITIES,  
OUR HOMETOWN ELECTRIC UTILITY**

WHEREAS, we, the citizens of Willmar, place high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, Willmar Municipal Utilities is committed to investing in the future energy needs of its customers with clean, affordable, and renewable energy sources; and

WHEREAS, Willmar Municipal Utilities provides our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, Willmar Municipal Utilities is a valuable community asset that contributes substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, problems with the deregulation of the electric utility industry have renewed public interest in and appreciation for the concept of locally controlled, community-owned public power systems; and

WHEREAS, Willmar Municipal Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place in which to work and live;

NOW, THEREFORE BE IT RESOLVED, that Willmar Municipal Utilities will continue work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1895, the year when the utility was created to serve all the citizens of Willmar; and

BE IT FURTHER RESOLVED, that the week of October 5-11, be designated the 28<sup>th</sup> annual Public Power Week in order to honor Willmar Municipal Utilities for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of its overall contributions to their well-being; and

BE IT FURTHER RESOLVED, that our community joins hands with more than 2,000 other public power systems in the United States that through local, community-ownership ensure cost-cutting service for electricity customers.

Dated this 25<sup>th</sup> day of August, 2014.

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President

ATTEST:

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Acting Secretary

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, AUGUST 27, 2014**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, August 27, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

\*\* Members Present: Mark Klema, Andrew Engan, Scott Thaden, Margaret Fleck, Gary Geiger, Sandy Bebler, Bob Poe, and Aaron Larson.

\*\*Members Absent: Randy Czarnetzki.

\*\* Others Present: Dan Koosman, Steve Gardner, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the July 23, 2014 meeting were approved as submitted.

3. RAK CONSTRUCTION PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT- FILE NO. 14-08: The public hearing opened at 7:03 p.m. Dan Koosman, of Koosman Construction, presented the plans on behalf of RAK Construction LLC, Willmar for a planned unit development conditional use permit for a six building (12 units) twin home rental project on property legally described as follows: Lots 6, 7, 8, 9, 10, 11, 12, 13, and 14, Block One, Terraplane Estates less the west 6' of said Lot 6 (2400 block of 3<sup>rd</sup> Ave. SE). The property is part of an existing private development that was never fully built out or completed. Mr. Koosman said they plan on building two bedroom and three bedroom twin homes with single car garages as there is a high demand for this type of rental unit. The architecture of the homes will be of similar style as the four-plexes to the west and fit in well with the neighborhood.

Steve Gardner enquired if these were rent subsidized units. Mr. Koosman stated that they are market rate rental units.

With no further comments the public hearing closed at 7:13 p.m.

The Planning Commission reviewed and discussed staff comments (see Attachment A).

The Commission discussed the access to Lot 1, as it crosses Outlot E from Cambridge Addition. Staff added that the Outlot E and access will have to be covered in the articles and covenants for the private development. The Commission talked about the private street, utilities, and maintenance that shall all be covered in the private covenants and articles of declaration for the development. The relaxed side yard setbacks are permitted with the conditional use permit and are part of a denser plan for the planned unit development, the setback will require a fire wall barrier construction on those walls.

Ms. Bebler made a motion, seconded by Mr. Geiger, to approve the conditional use permit for a planned unit development.

Mr. Thaden made a motion, seconded by Mr. Engan, to amend the motion to add the following conditions:

- A. Declarations and articles shall be recorded congruous with the plat for the shared elements, access, maintenance, and utilities of the private development.
- B. Outlot E shall be included in the covenants and articles of declarations as access for Lot 1.
- C. The use shall meet all applicable local, state, and federal, rules and regulations at all times.

The amending motion carried.

The Planning Commission made the affirmative findings of fact as per Section 9.E.3.a.1-7.

The motion, as amended, carried.

4. CAMBRIDGE THIRD ADDITION PRELIMINARY PLAT- FILE NO. 14-03: The public hearing opened at 7:25 p.m. Dan Koosman, of Koosman Construction, presented the preliminary replat on behalf of RAK Construction LLC, of Willmar, for a six lot twin home development on property legally described as follows: Lots 6, 7, 8, 9, 10, 11, 12, 13, and 14, Block One, Terraplane Estates less the west 6' of said Lot 6 (2400 block of 3<sup>rd</sup> Ave. SE). The replat of a portion of the private development Terraplane Estates will move lot lines set for four-plex development to twin home sized lots. As the units will be rental, the property line will not go down the center of the twin home. There will be a total of six twin homes, twelve rental units.

No one appeared to speak for or against the request and the public hearing closed at 7:30 p.m.

Staff comments were reviewed and discussed (see Attachment A).

The Commission discussed the private water and sanitary sewer shut-off connections. They questioned if the existing water line is adequate. Mr. Koosman stated that they do not use the domestic water for their sprinkler system so the existing service will be adequate for the twin homes.

Mr. Geiger made a motion, seconded by Ms. Bebler, to approve the preliminary plat with the following conditions:

- A. Each unit shall have a separate water shut-off valve.
- B. Assessments shall either be paid in full or reapportioned prior to final plat recording.
- C. Declarations and covenants shall be submitted for review and approval by the

- City prior to final plat recording and recorded congruous to the final plat for tracking to cover common areas, access, utilities, etc. for the private development.
- D. Additional sanitary sewer connections shall be required as to have one connection per unit.
  - E. Parking is limited to one side on the private street and shall be signed accordingly by the developer.

The motion carried.

- 5. BEE KEEPING DISUCSSION CONTINUED: The Commission reviewed and discussed the draft beekeeping ordinance from the Minnesota Hobby Beekeepers Association. They talked about the sections they liked, and a couple that they felt were overly restrictive or not easily enforced. They talked about safety and nuisance concerns with hives near schools as well as having a process for someone who is against a hive in their area to have a voice in the process.

It was a consensus of the Commission to have staff draft an Ordinance and bring it back to the Commission for further discussion and review.

- 6. ZONING ORIDNANCE UPDATE SECTION 5 SIGNS DISCUSSION CONTINUED: The Planning Commission reviewed the updated draft regarding commercial signage on vehicles. They approved the amendments as per previous discussions. Staff will continue onto the next section of the Ordinance for future review/discussion at the Planning Commission.
- 7. There being no further business to come before the Commission the meeting closed at 7:47 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION-AUGUST 27, 2014**

**STAFF COMMENTS**

1. RAK CONSTRUCTION CONDITIONAL USE PERMIT PLANNED UNIT DEVELOPMENT- FILE NO. 14-08:

- The applicant is RAK Construction LLC, Willmar, MN.
- The applicant is requesting a conditional use permit for a planned unit development for twin home rental development with a private street on property legally described as follows: Lot 6 excluding the westerly 6' thereof, Block 1, Terraplane Estates; Lot 7, Block 1, Terraplane Estates; Lot 8, Block 1, Terraplane Estates; Lot 9, Block 1, Terraplane Estates; Lot 10, Block 1, Terraplane Estates; Lot 11, Block 1, Terraplane Estates; Lot 12, Block 1, Terraplane Estates; Lot 13, Block 1, Terraplane Estates; Lot 14, Block 1, Terraplane Estates; Outlot A Terraplane Estates (2400 block of 3<sup>rd</sup> Ave. SE).
- The property is zoned R-4 Medium Density Multiple Family Residential.
- The property is accessed via 25<sup>th</sup> St. SE, via 3<sup>rd</sup> Ave. SE a private street (Outlot A).
- The applicant is proposing six twin home rental units, one per each proposed lot.
- There is concern with how the homes on proposed Lot One units are accessed via Outlot E (Outlot E from Cambridge Addition). Outlot E is 25' in width with a 20' utility easement over it, driveway depicted to abut property line to the north. Note- if the utility needs to be worked on the driveway will be dug up and replacement costs will be on the property owner.
- The Planned Unit Development shall have private covenants and articles of declarations spelling out common spaces, maintenance, private utilities, access etc. (amend existing declarations/covenants or draft new). Will Outlot E be included in the covenants and articles of declarations?
- The architectural style of the homes will be of similar design as that of the existing four-plexes to the west and will fit in with the neighborhood.
- Setbacks are relaxed as the development is part of a PUD the homes may be required to have increased fire walls etc. at a 5' setback as per Building and Fire Code regulations.  
RECOMMENDATION: Approve the conditional use permit for a planned unit development with the following conditions:
  - A. Declarations and articles shall be recorded congruous with the plat for the shared elements, access, maintenance, and utilities of the private development.
  - B. Outlot E shall be included in the covenants and articles of declarations as access for Lot 1.

2. CAMBRIDGE THIRD ADDITION PRELIMINARY PLAT- FILE NO. 14-03:

- The applicant is RAK Construction, LLC, Willmar, MN.
- They are proposing a six lot replat for twin home development on property legally described as follows: Lots 6, 7, 8, 9, 10, 11, 12, 13, and 14 of Block 1, Terraplane Estates less the west 6' of said lot 6 (2400 block of 3<sup>rd</sup> Ave. SE).

- The property is zoned R-4 Medium Density Multiple Family Residential.
- The property is accessed via 3<sup>rd</sup> Ave. SE an already existing private road (Outlot A).
- Architectural style is similar to the four-plexes to the west and will fit in with the neighborhood.
- The development will consist of twin homes that will be rental properties, six total buildings with 12 total units. They are rental and as such do not have property lines down the center of twin homes.
- There is concern with Lot 1 limited access to 3<sup>rd</sup> Ave. SE via Outlot E. Outlot E shall be included in declarations and covenants to ensure access to lot.

**Fire Marshal/Chief Comments:** No concerns.

**MUC Comments:** Single phase power is available from the south property line. Some work is needed to get connection points adjacent to each lot. All existing utility easements will remain as is on the replat. Water service is private, via three 1 1/2" service, will this be adequate for the six lots (12 units)? Each unit shall have a separate curb valve shut-off.

**Assessor Comments:** Replat of parcels 95-803-0060, 0070, 0080, 0090, 0100, 0110, 0120, 0130, 0140. Note specials were paid off for parcel #0060. There are existing assessments on parcels 00709 through 0140 at \$138.43 per parcel, totaling \$1,107.44 Assessments shall either be paid in full or reapportioned. Also, the area being re-platted is part of a PUD and therefore covered by articles and declarations for the common area which includes the street. This would need to be addressed in the new plat so that access and other common area issues would not create problems in the future. For reference, please see recorded documents for Cambridge Second Addition that addressed these same issues. The access to proposed Lot 1 is poor.

**Engineering/Public Works Comments:** Lots front Outlot A (3<sup>rd</sup> Ave. SE) which is a 29' wide private street. Because of street width, parking is restricted (shall be signed to parking on one side only). The utilities are private. The new lot layout will require additional water service connections. The new lot layout will require additional sanitary sewer service connections. The addition of new impervious surface will contribute to an already marginal storm sewer system. Efforts to detain runoff are encouraged. All lots are a replat of a planned unit development and all streets and utilities are private.

**RECOMMENDATION:** Approve the preliminary plat with the following conditions:

- A. Each unit shall have a separate water curb valve shut-off.
- B. Assessments shall either be reapportioned or paid in full prior to final plat recording.
- C. Declarations and covenants shall be submitted for review and approval by the City prior to final plat recording and recorded congruous to the final plat for tracking to cover common areas, access, utilities etc. for the private development.

- D. Additional water and sanitary sewer connections shall be required as to have one connection per unit.
- E. Parking is limited to one side on the private street and shall be signed accordingly by the developer.

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ACS						000131								
	40426	08/27/14	RECEIPT PRINTER	841.68		1060757		D	N				SMALL TOOLS	101.41409.0221
	40426	08/27/14	CASH DRAWER	223.33		1066523		D	N				SMALL TOOLS	101.41409.0221
			VENDOR TOTAL	1,065.01		*CHECK TOTAL								
ALEX AIR APPARATUS INC						002061								
	40427	08/27/14	CLASS A FOAM	429.40		26164		D	N				GENERAL SUPPLIES	101.42412.0229
ANNANDALE TACTICAL						.02186								
	40428	08/27/14	CHEMICAL MUNITIONS TRNG	350.00		082214		D	N				TRAVEL-CONF.-SCH	101.42411.0333
APPERT'S FOOD SERVICE						002526								
	40429	08/27/14	CONCESSION SUPPLIES	415.23		408080375		D	N				GENERAL SUPPLIES	101.45437.0229
ATCO INTERNATIONAL						000072								
	40430	08/27/14	UNDERCOATING SPRAY	356.00		I0411405		D	N				MTCE. OF EQUIPME	101.43425.0224
BACKES TECHNOLOGY SERVIC						000087								
	40431	08/27/14	CHECKED FIRE ALARM LINE	85.00		13208		D	N				MTCE. OF STRUCTU	101.41408.0335
	40431	08/27/14	3 PHONE RECEIVER CORDS	15.00		13225		D	N				MTCE. OF EQUIPME	101.45433.0224
	40431	08/27/14	CHECKED PHONE SYSTEM	85.00		13225		D	N				MTCE. OF EQUIPME	101.45433.0334
			VENDOR TOTAL	185.00		*CHECK TOTAL								
BECKER ARENA PRODUCTS IN						000097								
	40432	08/27/14	DASHER BOARDS-SEALER	146.79		00099296		D	N				MTCE. OF STRUCTU	101.45433.0225
BENNETT OFFICE TECHNOLOG						000099								
	40433	08/27/14	OFFICE SUPPLIES	103.20		205558		D	N				OFFICE SUPPLIES	651.48484.0220
BNSF RAILWAY COMPANY						000129								
	40434	08/27/14	WILLMAR AVE RR CROSSIN	8,863.44		90099532		D	N				MTCE. OF OTHER I	413.48452.0336
BOLLIG INC						002999								
	40435	08/27/14	L.S. DESIGN SERVICES	15,745.18		2875		D	N				PROFESSIONAL SER	432.48504.0446
BOLTON & MENK INC						001010								
	40436	08/27/14	AIRPORT CONSULTANT FEE	6,737.50		0167842		D	N				PROFESSIONAL SER	230.43430.0446
	40436	08/27/14	AIRPORT CONSULTANT FEE	5,171.50		0168954		D	N				PROFESSIONAL SER	230.43430.0446
			VENDOR TOTAL	11,909.00		*CHECK TOTAL								
BONNEMA SURVEYS						001716								
	40437	08/27/14	IND. PARK DEVELOPMENT	567.00		14-341		D	N				PROFESSIONAL SER	205.43451.0446
BSE						001980								
	40438	08/27/14	BATTERIES	33.36		907873727		D	N				MTCE. OF EQUIPME	101.42412.0224

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CANON FINANCIAL SERVICES 002336														
	40439	08/27/14	COPIER LEASE AGRMT	24.88		14064016		D	N				RENTS	101.43425.0440
CARDMEMBER SERVICE 002365														
	40423	08/22/14	STEVENS-ICMA CONF REGIS.	645.00		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40423	08/22/14	HARD DRIVE	336.54		STMT/7-14		D	N				SMALL TOOLS	101.41409.0221
	40423	08/22/14	KEYBOARD FOR I-PAD	78.70		STMT/7-14		D	N				SMALL TOOLS	101.41409.0221
	40423	08/22/14	TRAINING VIDEO SERIES	37.50		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40423	08/22/14	BROADCASTER SUBSCRIP.	49.00		STMT/7-14		D	N				SUBSCRIPTIONS AN	101.41409.0443
	40423	08/22/14	DNS HOSTING	29.95		STMT/7-14		D	N				LICENSES AND TAX	101.41409.0445
	40423	08/22/14	WEBSITE HOSTING FEE	92.55		STMT/7-14		D	N				PROFESSIONAL SER	101.41409.0446
	40423	08/22/14	FIRE CALL-CO ROAD 9	40.00		STMT/7-14		D	N				SUBSISTENCE OF P	101.42412.0227
	40423	08/22/14	JUNIOR FIREFIGHTER HATS	615.65		STMT/7-14		D	N				GENERAL SUPPLIES	101.42412.0229
	40423	08/22/14	MOVEABLE SIGN KIT	205.00		STMT/7-14		D	N				GENERAL SUPPLIES	101.42412.0229
	40423	08/22/14	LIVE BURN TRNG-DONUTS	31.96		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40423	08/22/14	LIVE BURN TRNG-MEALS	72.00		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40423	08/22/14	CERTIFICATION TESTING	200.00		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40423	08/22/14	MEETING-MEALS	12.00		STMT/7-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40423	08/22/14	TONER CARTRIDGE	160.29		STMT/7-14		D	N				OFFICE SUPPLIES	101.45433.0220
			VENDOR TOTAL	2,606.14		*CHECK TOTAL								
				2,606.14										
CENTERPOINT ENERGY 000467														
	40440	08/27/14	NATURAL GAS CHARGES	13.46		6007936/8-14		D	N				UTILITIES	230.43430.0332
	40440	08/27/14	NATURAL GAS CHARGES	40.37		6007939/8-14		D	N				UTILITIES	101.43425.0332
	40440	08/27/14	NATURAL GAS CHARGES	53.98		6102726/8-14		D	N				UTILITIES	101.42412.0332
	40440	08/27/14	NATURAL GAS CHARGES	54.00		6725927/8-14		D	N				UTILITIES	230.43430.0332
	40440	08/27/14	NATURAL GAS CHARGES	13.46		7177865/8-14		D	N				UTILITIES	230.43430.0332
	40440	08/27/14	NATURAL GAS CHARGES	20.18		8503501/8-14		D	N				UTILITIES	651.48485.0332
	40440	08/27/14	NATURAL GAS CHARGES	70.69		8512023/8-14		D	N				UTILITIES	651.48485.0332
	40440	08/27/14	NATURAL GAS CHARGES	869.23		8795475/8-14		D	N				UTILITIES	651.48484.0332
			VENDOR TOTAL	1,135.37		*CHECK TOTAL								
				1,135.37										
CHAPPELL CENTRAL INC 000156														
	40441	08/27/14	IRRIGATION SYS. PARTS	22.61		00141362		D	N				MTCE. OF OTHER I	101.43425.0226
	40441	08/27/14	CARRIER A/C AND AHU	5,495.00		00141529		D	N				BUILDINGS AND ST	450.41408.0551
			VENDOR TOTAL	5,517.61		*CHECK TOTAL								
				5,517.61										
CHARTER COMMUNICATIONS 000736														
	40442	08/27/14	MONTHLY PHONE SERVICE	136.36		2191/9-14		D	N				COMMUNICATIONS	101.41409.0330
	40442	08/27/14	MONTHLY PHONE SERVICE	39.82		5124/9-14		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	176.18		*CHECK TOTAL								
				176.18										
CITY OF WILLMAR-GENERAL 000292														
	40443	08/27/14	BLDG PERMIT #22483	30.42		2014-22483		D	N				LICENSES AND TAX	101.43425.0445

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COALITION OF GREATER MN			001335											
	40444	08/27/14	NELSEN-CGMC CONFERENCE	265.00		082014		D	N				TRAVEL-CONF.-SCH	101.41401.0333
COLEPAPERS INC			000170											
	40445	08/27/14	CLEANING SUPPLIES	378.82		9004214		D	N				CLEANING AND WAS	101.45435.0228
CROW CHEMICAL & LIGHTING			000186											
	40446	08/27/14	PAPER TOWELS	142.35		4490		D	N				GENERAL SUPPLIES	651.48484.0229
DELL MARKETING LP			001747											
	40447	08/27/14	UPS BATTERIES	227.04		XJJ8F1X59		D	N				MTCE. OF EQUIPME	101.41409.0224
DELTA DENTAL OF MINNESOT			002867											
	40448	08/27/14	DENTAL INSURANCE-JUL	56.15		5648945		D	N				COBRA INS PREMIU	101.120001
	40448	08/27/14	DENTAL INSURANCE-AUG	56.15		5648945		D	N				COBRA INS PREMIU	101.120001
	40448	08/27/14	DENTAL INSURANCE-SEP	83.50		5648945		D	N				COBRA INS PREMIU	101.120001
			VENDOR TOTAL	195.80										
				195.80		*CHECK TOTAL								
DONOHUE & ASSOCIATES			002293											
	40449	08/27/14	WESTERN COLLECTOR SEWER	540.00		11678-43		D	N				PROFESSIONAL SER	432.48503.0446
	40449	08/27/14	SPERRYVILLE L.S.	1,440.00		12466-15		D	N				PROFESSIONAL SER	432.48506.0446
			VENDOR TOTAL	1,980.00										
				1,980.00		*CHECK TOTAL								
DUININCK CONCRETE			000151											
	40450	08/27/14	DISC GOLF COURSE-PADS	972.13		64217		D	N				MTCE. OF OTHER I	101.45432.0226
	40450	08/27/14	GRINDING WHEEL	49.43		64493		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	1,021.56										
				1,021.56		*CHECK TOTAL								
DUININCK INC			000222											
	40451	08/27/14	SCREENED TOPSOIL	170.00		516918		D	N				MTCE. OF OTHER I	101.43425.0226
	40451	08/27/14	SCREENED TOPSOIL	220.00		516958		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	390.00										
				390.00		*CHECK TOTAL								
EMERGENCY RESPONSE SOLUT			003048											
	40452	08/27/14	SOS LED FLARES	626.80		2579		D	N				SMALL TOOLS	101.42412.0221
	40452	08/27/14	FIRE HOSE	1,639.59		2593		D	N				SMALL TOOLS	101.42412.0221
	40452	08/27/14	FIRE HOSE	3,665.66		2600		D	N				SMALL TOOLS	101.42412.0221
			VENDOR TOTAL	5,932.05										
				5,932.05		*CHECK TOTAL								
ENGAN ASSOCIATES P.A.			000240											
	40453	08/27/14	AUDITORIUM RENOVATION	10,000.00		2014-223		D	N				BUILDINGS AND ST	450.45427.0551
EPI TOPIX LLC			.01604											
	40454	08/27/14	REFUND PERMIT FEE	30.00		98811		D	N				REFUNDS AND REIM	101.41428.0882

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ERIC'S AVIATION SERVICES 002998	40455	08/27/14	ON SITE MGMT SERV-SEP	6,333.33		STMT/9-14		D	N				PROFESSIONAL SER	230.43430.0446
FAMILY PRACTICE MED CENT 000245	40456	08/27/14	DRUG TESTING	47.00		45/6-14		D	N				SUBSISTENCE OF P	651.48484.0337
FASTENAL COMPANY 001188	40457	08/27/14	PLANT TOOLS	392.46		MNWIL118089		D	N				SMALL TOOLS	651.48484.0221
	40457	08/27/14	SHOP SUPPLIES	31.09		MNWIL118237		D	N				GENERAL SUPPLIES	651.48485.0229
			VENDOR TOTAL	423.55		*CHECK TOTAL								
FERGUSON ENTERPRISES INC 000810	40458	08/27/14	PLUMBING PARTS	132.40		3251655		D	N				MTCE. OF STRUCTU	101.43425.0225
FIESTA TIME RENTAL .02184	40459	08/27/14	BOUNCY HOUSE-10TH ANNIV.	665.00		2011531		D	N				RENTS	101.45437.0440
FIRST CHOICE FOOD & BEVE 000775	40460	08/27/14	CONCESSION SUPPLIES	80.64		2107-001825		D	N				GENERAL SUPPLIES	101.45437.0229
	40460	08/27/14	CONCESSION SUPPLIES	155.16		2107-001890		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	235.80		*CHECK TOTAL								
G & K SERVICES 002465	40461	08/27/14	CLEANING SERVICES	59.18		0046655		D	N				CLEANING AND WAS	230.43430.0338
	40461	08/27/14	CLEANING SERVICES	59.18		1043773665		D	N				CLEANING AND WAS	230.43430.0338
			VENDOR TOTAL	118.36		*CHECK TOTAL								
GALLS 000288	40462	08/27/14	SWAT TEAM CLOTHING	81.18		002265347		D	N				SUBSISTENCE OF P	101.42411.0227
	40462	08/27/14	SWAT TEAM CLOTHING	89.34		002277989		D	N				SUBSISTENCE OF P	101.42411.0227
			VENDOR TOTAL	170.52		*CHECK TOTAL								
GENERAL MAILING SERVICES 000293	40463	08/27/14	POSTAGE	23.47		12663		D	N				POSTAGE	101.42411.0223
	40463	08/27/14	FED EX CHARGES	66.51		12663		D	N				POSTAGE	651.48484.0223
			VENDOR TOTAL	89.98		*CHECK TOTAL								
GOMEZ-ALVAREZ/JUAN .02185	40424	08/22/14	REPL. PYRL CK FROM 8/21	290.90		19379		D	N				SALARIES-TEMP. E	101.45432.0112
GRAINGER INC 000786	40464	08/27/14	VACUUM PARTS	29.04		9510120992		D	N				MTCE. OF EQUIPME	101.45433.0224
	40464	08/27/14	OIL	33.40		9510121008		D	N				MOTOR FUELS AND	101.45433.0222

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GRAINGER INC						000786								
	40464	08/27/14	NUTS FOR SIGN BOLTS	80.24									MTCE. OF OTHER I	101.43425.0226
				142.68		9515975770								
			VENDOR TOTAL	142.68		*CHECK TOTAL								
GREEN MILL						001985								
	40465	08/27/14	ROOM RENTAL-ELECTIONS	150.00			9313						RENTS	101.41424.0440
HARDWARE HANK EXPRESS						000452								
	40466	08/27/14	PLASTI-KOTE SPRAY	12.98			070214						MTCE. OF EQUIPME	101.43425.0224
	40466	08/27/14	GARDEN SUPPLIES	28.98			070214						GENERAL SUPPLIES	101.45435.0229
	40466	08/27/14	SOFTENER SALT	30.03			070714						GENERAL SUPPLIES	101.41409.0229
	40466	08/27/14	3 RAKES	20.97			070714						SMALL TOOLS	101.43425.0221
	40466	08/27/14	SMALL TOOLS	1.46			070814						SMALL TOOLS	101.41409.0221
	40466	08/27/14	CLEANING SUPPLIES	8.04			070814						CLEANING AND WAS	101.45435.0228
	40466	08/27/14	ANTI-SKID TAPE	74.77			070814						GENERAL SUPPLIES	101.45437.0229
	40466	08/27/14	PLUMBING PARTS	1.20			071014						MTCE. OF STRUCTU	101.43425.0225
	40466	08/27/14	TRASH BAGS	16.99			071014						CLEANING AND WAS	101.43425.0228
	40466	08/27/14	WALL PATCH MAT'L	4.99			071114						MTCE. OF STRUCTU	101.41409.0225
	40466	08/27/14	BOX FAN	39.98			071614						SMALL TOOLS	101.41409.0221
	40466	08/27/14	DOOR REPAIR-PARTS	28.95			071614						MTCE. OF STRUCTU	101.45433.0225
	40466	08/27/14	PIPE INSULATION	4.59			072114						MTCE. OF STRUCTU	101.41409.0225
	40466	08/27/14	PIPE INSULATION	1.30			072114						MTCE. OF STRUCTU	101.41409.0225
	40466	08/27/14	SMALL TOOLS	17.87			072414						SMALL TOOLS	101.41409.0221
	40466	08/27/14	KEY FOR BLDG	1.87			072414						MTCE. OF STRUCTU	101.41409.0225
	40466	08/27/14	LIQUID PLUMBER	5.79			072414						GENERAL SUPPLIES	101.45427.0229
	40466	08/27/14	SHOOTING TABLE SUPPLIES	31.93			072514						GENERAL SUPPLIES	101.42411.0229
	40466	08/27/14	CAULKING	3.99			072514						GENERAL SUPPLIES	101.45427.0229
	40466	08/27/14	NUTS/BOLTS/FASTENERS	1.29			072514						MTCE. OF EQUIPME	651.48484.0224
	40466	08/27/14	SOFTENER SALT	126.40			072514						GENERAL SUPPLIES	651.48484.0229
	40466	08/27/14	POWDERED GRAPHITE	7.98			072814						MOTOR FUELS AND	101.43425.0222
	40466	08/27/14	KEYS FOR BAND SHELL	11.22			072814						MTCE. OF EQUIPME	101.43425.0224
	40466	08/27/14	GORILLA TAPE	9.99			072814						GENERAL SUPPLIES	101.43425.0229
	40466	08/27/14	STAIN	14.99			072914						MTCE. OF STRUCTU	101.45433.0225
	40466	08/27/14	KEY FOR BLDG	1.87			073114						MTCE. OF STRUCTU	101.45435.0225
			VENDOR TOTAL	510.42			*CHECK TOTAL							
HAUG IMPLEMENT CO - JOHN						000324								
	40467	08/27/14	#059968-FILTER	77.19			172357						MTCE. OF EQUIPME	101.43425.0224
HAUG-KUBOTA LLC						002609								
	40468	08/27/14	MOWER BLADES	167.70			5057						MTCE. OF EQUIPME	101.43425.0224
	40468	08/27/14	STUDS/NUTS	20.56			5065						MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	188.26			*CHECK TOTAL							
HAWKINS INC						000325								
	40469	08/27/14	FERRIC CHLORIDE	4,575.87			3634673 RI						GENERAL SUPPLIES	651.48484.0229

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HIGH POINT NETWORKS INC			002299											
	40470	08/27/14	BUTTON BOX PROGRAMMING	37.50		67886		D	N				MTCE. OF EQUIPME	101.41409.0334
HILLYARD FLOOR CARE SUPP			000333											
	40471	08/27/14	FILTER FOR WATER LINE	31.93		601254099		D	N				GENERAL SUPPLIES	101.45433.0229
	40471	08/27/14	CLEANING SUPPLIES	270.51		601255611		D	N				CLEANING AND WAS	101.45433.0228
			VENDOR TOTAL	302.44		*CHECK TOTAL								
HOME DEPOT CREDIT SERVIC			000058											
	40472	08/27/14	SIGN PROJECT	25.97		3010765		D	N				MTCE. OF STRUCTU	101.45433.0225
	40472	08/27/14	SIGN PROJECT	141.84		4101454		D	N				MTCE. OF STRUCTU	101.45433.0225
	40472	08/27/14	SIGN PROJECT	95.96		6010662		D	N				MTCE. OF STRUCTU	101.45433.0225
	40472	08/27/14	SIGN PROJECT	479.11		7010632		D	N				MTCE. OF STRUCTU	101.45433.0225
			VENDOR TOTAL	742.88		*CHECK TOTAL								
I & M LANDSCAPING NURSER			000343											
	40473	08/27/14	GRASS SEED	187.50		27701		D	N				MTCE. OF OTHER I	101.43425.0226
IN CONTROL INC			002486											
	40474	08/27/14	REPL. PLC ANALOG BOARD	761.22		14132KA01		D	N				MTCE. OF EQUIPME	651.48484.0224
INNOVATIVE OFFICE SOLUTI			003023											
	40475	08/27/14	COFFEE	63.58		IN0505022		D	N				GENERAL SUPPLIES	101.42412.0229
JOHNSON/RICHARD E			001026											
	40476	08/27/14	FUEL REIMBURSEMENT	76.32		262		D	N				MOTOR FUELS AND	101.42412.0222
K M FIRE PUMP SPECIALIST			000371											
	40477	08/27/14	PUMP TESTING	1,050.00		6214		D	M	07			PROFESSIONAL SER	101.42412.0446
	40477	08/27/14	#913707 REPAIR-PARTS	768.18		6218		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	40477	08/27/14	#913707 REPAIR-LABOR	1,120.00		6218		D	M	07			MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	2,938.18		*CHECK TOTAL								
KANDIYOHI CO AUDITOR			000376											
	40478	08/27/14	ARMER RADIO SYSTEM	49,684.21		080114		D	N				BONDS	101.42411.0660
	40478	08/27/14	LONG DISTANCE JUN-JUL	37.45		082014		D	N				COMMUNICATIONS	101.42411.0330
			VENDOR TOTAL	49,721.66		*CHECK TOTAL								
KANDIYOHI CO-OP ELECTRIC			000375											
	40479	08/27/14	WELCOME TO WILLMAR SIGN	95.00		STMT/8-14		D	N				UTILITIES	101.43425.0332
	40479	08/27/14	WELCOME TO WILLMAR SIGN	56.52		STMT/8-14		D	N				UTILITIES	101.43425.0332
	40479	08/27/14	CO RD 23/HWY 71 BYPASS	129.00		STMT/8-14		D	N				UTILITIES	101.43425.0332
	40479	08/27/14	ELEC SERV-LIFT STATION	1,087.00		STMT/8-14		D	N				UTILITIES	651.48485.0332
	40479	08/27/14	ABBOTT DR LIFT STATION	87.00		STMT/8-14		D	N				UTILITIES	651.48485.0332

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KANDIYOHI CO-OP ELECTRIC			000375											
	40479	08/27/14	ELEC SERV-SECURITY LIGHT	36.00		STMT/8-14							UTILITIES	651.48486.0332
				1,490.52										
			VENDOR TOTAL	1,490.52		*CHECK TOTAL								
KING/CHRISTOPHER			002379											
	40480	08/27/14	CLASS B WASTEWATER EXAM	147.56		082014							TRAVEL-CONF.-SCH	651.48484.0333
LEAGUE OF MN CITIES			000412											
	40481	08/27/14	SEMINAR REGISTRATIONS	135.00		201589							TRAVEL-CONF.-SCH	101.42411.0333
	40481	08/27/14	SEMINAR REGISTRATIONS	15.00		201592							TRAVEL-CONF.-SCH	101.42411.0333
				150.00										
			VENDOR TOTAL	150.00		*CHECK TOTAL								
LINCOLN FINANCIAL GROUP			002789											
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	55.80		M278							EMPLOYER INSUR.	101.41400.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	48.75		M278							EMPLOYER INSUR.	101.41402.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	16.25		M278							EMPLOYER INSUR.	101.41403.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	29.25		M278							EMPLOYER INSUR.	101.41404.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	39.00		M278							EMPLOYER INSUR.	101.41405.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	9.75		M278							EMPLOYER INSUR.	101.41408.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	48.75		M278							EMPLOYER INSUR.	101.41409.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	3.25		M278							EMPLOYER INSUR.	101.41424.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	1,449.65		M278							INS. PASS THROUG	101.41428.0819
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	360.75		M278							EMPLOYER INSUR.	101.42411.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	29.25		M278							EMPLOYER INSUR.	101.42412.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	43.87		M278							EMPLOYER INSUR.	101.43417.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	196.96		M278							EMPLOYER INSUR.	101.43425.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	19.50		M278							EMPLOYER INSUR.	101.45432.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	29.25		M278							EMPLOYER INSUR.	101.45433.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	5.85		M278							EMPLOYER INSUR.	101.45435.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	4.87		M278							EMPLOYER INSUR.	101.45437.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	89.70		M278							EMPLOYER INSUR.	651.48484.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	9.75		M278							EMPLOYER INSUR.	651.48485.0114
	40482	08/27/14	LIFE INSURANCE-SEPTEMBER	9.75		M278							EMPLOYER INSUR.	651.48486.0114
				2,499.95										
			VENDOR TOTAL	2,499.95		*CHECK TOTAL								
LOU'S GLOVES			003038											
	40483	08/27/14	DISPOSABLE GLOVES	87.00		006621							GENERAL SUPPLIES	651.48484.0229
LUSCHEN/LOREN			.02076											
	40484	08/27/14	WOODSHOP SUPPLIES	30.51									GENERAL SUPPLIES	101.45435.0229
MADDEN, GALANTER, HANSEN			000429											
	40485	08/27/14	LABOR RELATIONS SERVIC	1,383.05		080114							PROFESSIONAL SER	101.41406.0446
MADISON NATIONAL LIFE			002249											
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	45.18		218							EMPLOYER INSUR.	101.41400.0114

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MADISON NATIONAL LIFE			002249											
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	88.51		218		D	N				EMPLOYER INSUR.	101.41402.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	33.95		218		D	N				EMPLOYER INSUR.	101.41403.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	44.18		218		D	N				EMPLOYER INSUR.	101.41404.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	59.52		218		D	N				EMPLOYER INSUR.	101.41405.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	9.21		218		D	N				EMPLOYER INSUR.	101.41408.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	48.30		218		D	N				EMPLOYER INSUR.	101.41409.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	2.85		218		D	N				EMPLOYER INSUR.	101.41424.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	576.11		218		D	N				EMPLOYER INSUR.	101.42411.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	42.65		218		D	N				EMPLOYER INSUR.	101.42412.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	75.47		218		D	N				EMPLOYER INSUR.	101.43417.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	263.01		218		D	N				EMPLOYER INSUR.	101.43425.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	13.75		218		D	N				EMPLOYER INSUR.	101.45432.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	27.73		218		D	N				EMPLOYER INSUR.	101.45433.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	14.22		218		D	N				EMPLOYER INSUR.	101.45435.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	10.00		218		D	N				EMPLOYER INSUR.	101.45437.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	124.14		218		D	N				EMPLOYER INSUR.	651.48484.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	13.35		218		D	N				EMPLOYER INSUR.	651.48485.0114
	40486	08/27/14	LTD PREMIUM-SEPTEMBER	13.68		218		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	1,505.81										
				1,505.81										
														*CHECK TOTAL
MAGNUSON SHEET METAL INC			001121											
	40487	08/27/14	REPL. FURNACE FAN MOTOR	698.30		124535		D	N				MTCE. OF STRUCTU	230.43430.0225
	40487	08/27/14	REPL. FURNACE FAN MOTOR	85.00		124535		D	N				MTCE. OF STRUCTU	230.43430.0335
			VENDOR TOTAL	783.30										
				783.30										
														*CHECK TOTAL
MCCHESENEY/BOBBIE			.01398											
	40488	08/27/14	REFUND SHELTER DEPOSIT	50.00		082514		D	N				DEPOSITS	101.230000
MENARDS			000449											
	40489	08/27/14	SUPPLIES	36.34		54257		D	N				GENERAL SUPPLIES	101.42412.0229
	40489	08/27/14	POOL CHEMICALS	28.95		55017		D	N				MTCE. OF OTHER I	101.45437.0226
	40489	08/27/14	CLEANING SUPPLIES	61.81		55539		D	N				CLEANING AND WAS	101.45433.0228
	40489	08/27/14	PVC PIPE/FITTINGS	30.99		55726		D	N				MTCE. OF OTHER I	651.48484.0226
	40489	08/27/14	FLOOR PAINT	51.96		55807		D	N				MTCE. OF STRUCTU	101.45427.0225
	40489	08/27/14	PAINTING SUPPLIES	10.98		55807		D	N				GENERAL SUPPLIES	101.45427.0229
	40489	08/27/14	SPRING SNAP	9.54		55838		D	N				MTCE. OF EQUIPME	651.48486.0224
	40489	08/27/14	PLUMBING PARTS	25.91		55996		D	N				MTCE. OF STRUCTU	101.43425.0225
	40489	08/27/14	CLEANING SUPPLIES	43.74		56259		D	N				CLEANING AND WAS	101.43425.0228
	40489	08/27/14	PAINTING SUPPLIES	39.16		56259		D	N				GENERAL SUPPLIES	101.43425.0229
	40489	08/27/14	JOTS L.S. PARTS	43.67		56293		D	N				MTCE. OF STRUCTU	651.48485.0225
	40489	08/27/14	BLDG MTCE-PARTS	22.97		56371		D	N				MTCE. OF STRUCTU	651.48484.0225
	40489	08/27/14	BLDG MTCE-PARTS	10.49CR		56425		D	N				MTCE. OF STRUCTU	651.48484.0225
	40489	08/27/14	SMALL TOOLS	24.63		56599		D	N				SMALL TOOLS	101.41409.0221
	40489	08/27/14	WALL CLOCK	3.97		56806		D	N				GENERAL SUPPLIES	101.43417.0229
	40489	08/27/14	PAINT-WRAC 8 BLDG	188.96		56807		D	N				MTCE. OF STRUCTU	101.41409.0225



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MOSS & BARNETT			001655											
	40496	08/27/14	CATV LEGAL SERVICES	2,593.50		610917		D	N				PROFESSIONAL SER	101.41406.0446
NCL OF WISCONSIN INC			001627											
	40497	08/27/14	LAB SUPPLIES	337.14		343030		D	N				GENERAL SUPPLIES	651.48484.0229
NEW LIFE COMMUNICATIONS			000574											
	40498	08/27/14	REPL. DVD PLAYER-PARTS	107.07		104857		D	N				MTCE. OF EQUIPME	101.41409.0224
	40498	08/27/14	REPL. DVD PLAYER-LABOR	230.00		104857		D	N				MTCE. OF EQUIPME	101.41409.0334
			VENDOR TOTAL	337.07										
														*CHECK TOTAL
ORIENTAL TRADING COMPANY			002421											
	40499	08/27/14	POOL CARNIVAL SUPPLIES	138.25		664982877-01		D	N				GENERAL SUPPLIES	101.45437.0229
OXYGEN SERVICE COMPANY			002223											
	40500	08/27/14	BANDSAW BLADES	154.87		07802258		D	N				SMALL TOOLS	101.43425.0221
PRICE CHOPPER INC			002434											
	40501	08/27/14	WRIST BANDS	273.18		171158		D	N				GENERAL SUPPLIES	101.45437.0229
PRO ACTION			001782											
	40502	08/27/14	#115439-REPL. SIREN/LT	4,616.24		2840		D	N				MTCE. OF EQUIPME	101.42412.0224
	40502	08/27/14	#115439-REPL. SIREN/LT	1,088.00		2840		D	N				MTCE. OF EQUIPME	101.42412.0334
			VENDOR TOTAL	5,704.24										
														*CHECK TOTAL
QUICK SIGNS			001093											
	40503	08/27/14	VEHICLE LETTERING	15.00		170002		D	N				MTCE. OF EQUIPME	101.43425.0224
	40503	08/27/14	VEHICLE LETTERING	160.00		170315		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	175.00										
														*CHECK TOTAL
QUILL CORPORATION			000635											
	40504	08/27/14	OFFICE SUPPLIES	53.62		5283008		D	N				OFFICE SUPPLIES	101.42411.0220
R & R SPECIALTIES INC			000636											
	40505	08/27/14	ZAMBONI PARTS	839.20		0055205		D	N				MTCE. OF EQUIPME	101.45433.0224
RICOH USA INC			002101											
	40506	08/27/14	COPIER LEASE AGRMT	632.00		93057363		D	N				RENTS	741.48001.0440
RINK SYSTEMS INC			000856											
	40507	08/27/14	COMPRESSOR REPAIR-PART	5,562.69		1102740		D	N				MTCE. OF EQUIPME	101.45433.0224
SCHNEIDER/CHRIS			.02181											
	40508	08/27/14	REFUND CANCELLED CLASS	12.00		082514		D	N				REFUNDS AND REIM	101.41428.0882

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SCR INC			002904											
	40509	08/27/14	FREEZER REPAIR-LABOR	335.31		285266		D	N				MTCE. OF EQUIPME	101.45437.0334
SERVICE CENTER/CITY OF W			000685											
	40510	08/27/14	EQUIPMENT REPAIR-OIL	13.60		STMT/8-14		D	N				MOTOR FUELS AND	101.41402.0222
	40510	08/27/14	EQUIPMENT REPAIR-PARTS	3.32		STMT/8-14		D	N				MTCE. OF EQUIPME	101.41402.0224
	40510	08/27/14	EQUIPMENT REPAIR-OIL	47.60		STMT/8-14		D	N				MOTOR FUELS AND	101.42411.0222
	40510	08/27/14	EQUIPMENT REPAIR-PARTS	65.21		STMT/8-14		D	N				MTCE. OF EQUIPME	101.42411.0224
	40510	08/27/14	EQUIPMENT REPAIR-PARTS	107.89		STMT/8-14		D	N				MTCE. OF EQUIPME	101.42412.0224
	40510	08/27/14	EQUIPMENT REPAIR-OIL	87.60		STMT/8-14		D	N				MOTOR FUELS AND	101.43425.0222
	40510	08/27/14	EQUIPMENT REPAIR-PARTS	61.81		STMT/8-14		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	387.03		*CHECK TOTAL								
SHRINE CIRCUS			001198											
	40511	08/27/14	ADVERTISING	140.00		2014151		D	N				ADVERTISING	101.45433.0447
ST CLOUD FIRE EQUIPMENT			003021											
	40512	08/27/14	FIRE ALARM INSPECTION	350.00		102539		D	N				MTCE. OF STRUCTU	101.41408.0335
STAR TRIBUNE			000710											
	40513	08/27/14	SUBSCRIPTION RENEWAL	100.75		7986818/8-14		D	N				SUBSCRIPTIONS AN	101.41402.0443
STARK PRESERVATION PLNG			003105											
	40514	08/27/14	HISTORIC RESOURCE MITI	3,240.80		295		D	N				PROFESSIONAL SER	205.43451.0446
STATEWIDE DISTRIBUTING I			000718											
	40515	08/27/14	TOILET TISSUE/HAND TWLS	87.80		098545		D	N				GENERAL SUPPLIES	230.43430.0229
STREICHER'S			000722											
	40516	08/27/14	LIEBL-UNIFORMS	37.99		I1105298		D	N				SUBSISTENCE OF P	101.42411.0227
	40516	08/27/14	CHEMICAL/MACE	467.64		I1107193		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	505.63		*CHECK TOTAL								
SW - WEST CNTRL SERVICES			000892											
	40425	08/22/14	HEALTH INSURANCE-SEP	4,061.00		C278		D	N				EMPLOYER INSUR.	101.41400.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	5,303.50		C278		D	N				EMPLOYER INSUR.	101.41402.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	3,101.50		C278		D	N				EMPLOYER INSUR.	101.41403.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	4,007.50		C278		D	N				EMPLOYER INSUR.	101.41404.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	10,029.50		C278		D	N				EMPLOYER INSUR.	101.41405.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	4,073.50		C278		D	N				EMPLOYER INSUR.	101.41409.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	357.00		C278		D	N				EMPLOYER INSUR.	101.41424.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	9,282.00		C278		D	N				RETIRED EMPLOYEE	101.41428.0818
	40425	08/22/14	HEALTH INSURANCE-SEP	29,427.50		C278		D	N				INS. PASS THROUG	101.41428.0819
	40425	08/22/14	HEALTH INSURANCE-SEP	46,164.00		C278		D	N				EMPLOYER INSUR.	101.42411.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	2,645.50		C278		D	N				EMPLOYER INSUR.	101.42412.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	7,442.00		C278		D	N				EMPLOYER INSUR.	101.43417.0114

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SW - WEST CNTRL SERVICES			000892											
	40425	08/22/14	HEALTH INSURANCE-SEP	23,518.30		C278		D	N				EMPLOYER INSUR.	101.43425.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	766.60		C278		D	N				EMPLOYER INSUR.	101.45432.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	2,801.00		C278		D	N				EMPLOYER INSUR.	101.45433.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	784.20		C278		D	N				EMPLOYER INSUR.	101.45435.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	865.60		C278		D	N				EMPLOYER INSUR.	101.45437.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	12,685.30		C278		D	N				EMPLOYER INSUR.	651.48484.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	1,428.00		C278		D	N				EMPLOYER INSUR.	651.48485.0114
	40425	08/22/14	HEALTH INSURANCE-SEP	1,428.00		C278		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	170,171.50										
													*CHECK TOTAL	
TASC			002856											
	40517	08/27/14	ADMIN FEE	465.00		IN353884		D	N				REFUNDS AND REIM	101.41428.0882
THOMPSON/COLLEEN			000948											
	40518	08/27/14	MILEAGE 6/6-8/15/14	300.16		081814		D	N				TRAVEL-CONF.-SCH	651.48484.0333
THOMPSON/JUDY			000949											
	40519	08/27/14	MAAO FALL CONF REGIS.	305.00		082514		D	N				TRAVEL-CONF.-SCH	101.41404.0333
TORKELSON'S LOCK SERVICE			002583											
	40520	08/27/14	KEYS FOR BLDG	21.00		5651441		D	N				MTCE. OF STRUCTU	101.41408.0225
UL LLC			003106											
	40521	08/27/14	AERIAL/GRND LADDER TST	1,661.80		72020038150		D	N				PROFESSIONAL SER	101.42412.0446
VIKING COCA-COLA BOTTLIN			000777											
	40522	08/27/14	CONCESSION SUPPLIES	21.42CR		191020		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	9.75CR		191579		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	8.35CR		193595		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	4.18CR		193829		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	6.96CR		194557		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	25.06CR		194843		D	N				GENERAL SUPPLIES	101.45437.0229
	40522	08/27/14	CONCESSION SUPPLIES	105.00		198386		D	N				GENERAL SUPPLIES	101.45437.0229
			VENDOR TOTAL	29.28										
				29.28									*CHECK TOTAL	
VISU-SEWER INC			000783											
	40523	08/27/14	REPAIRED MANHOLES	8,858.00		26053		D	N				MTCE. OF OTHER I	651.48485.0336
WAL-MART COMMUNITY			000789											
	40524	08/27/14	CHALK FOR MARKING TIRES	25.33		071614		D	N				GENERAL SUPPLIES	101.42411.0229
	40524	08/27/14	SHOE POLISHER SUPPLIES	11.63		072114		D	N				GENERAL SUPPLIES	101.42411.0229
	40524	08/27/14	COFFEE	31.12		072914		D	N				GENERAL SUPPLIES	101.41408.0229
	40524	08/27/14	FIRST AID SUPPLIES	11.92		073114		D	N				SUBSISTENCE OF P	101.45437.0227
	40524	08/27/14	SUPPLIES	21.32		080714		D	N				GENERAL SUPPLIES	651.48484.0229
	40524	08/27/14	COFFEE/FORKS	44.26		081214		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	145.58										
				145.58									*CHECK TOTAL	

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL COMMUNICATI			000796											
	40525	08/27/14	RADIO REPAIR-LABOR	30.00		078121S		D	N				MTCE. OF EQUIPME	651.48484.0334
WEST CENTRAL INDUSTRIES			000801											
	40526	08/27/14	LAWN MAINTENANCE	86.00		00042981		D	N				MTCE. OF OTHER I	101.45437.0336
WEST CENTRAL ROOFING			000927											
	40527	08/27/14	ROOF REPAIRS	20,104.37		11769		D	N				BUILDINGS AND ST	450.43425.0551
WEST CENTRAL SANITATION			000805											
	40528	08/27/14	GARBAGE SERVICE-JULY	619.54		7378700/7-14		D	N				CLEANING AND WAS	101.41409.0338
WEST CENTRAL TRIBUNE			000807											
	40529	08/27/14	NOTICE PUBLISHED	69.00		CL03064425		D	N				PRINTING AND PUB	101.41402.0331
	40529	08/27/14	CONCESSIONS-SOLD PAPERS	66.20		132106		D	N				GENERAL SUPPLIES	101.45433.0229
				135.20										
			VENDOR TOTAL	135.20		*CHECK TOTAL								
WEST CENTRAL TROPHIES			000808											
	40530	08/27/14	PLAQUES-ADULT SOFTBALL	264.00		18686		D	N				AWARDS AND INDEM	101.45432.0442
WILLMAR ELECTRIC SERVICE			000816											
	40531	08/27/14	WRAC-8 LIGHTS-PARTS	224.50		25854		D	N				MTCE. OF STRUCTU	101.41409.0225
	40531	08/27/14	WRAC-8 LIGHTS-LABOR	225.50		25854		D	N				MTCE. OF STRUCTU	101.41409.0335
	40531	08/27/14	SIGNAL REPAIR-PARTS	96.90		25879		D	N				MTCE. OF OTHER I	101.43425.0226
	40531	08/27/14	SIGNAL REPAIR-LABOR	220.00		25879		D	N				MTCE. OF OTHER I	101.43425.0336
				766.90										
			VENDOR TOTAL	766.90		*CHECK TOTAL								
WILLMAR STINGERS BASEBAL			002814											
	40532	08/27/14	ADAPTIVE SWIM PARTY	66.25		0091152		D	N				GENERAL SUPPLIES	101.45437.0229

ACS FINANCIAL SYSTEM  
08/27/2014 14:12:01

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.24 PAGE 14

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				386,477.84										

RECORDS PRINTED - 000306

ACS FINANCIAL SYSTEM  
08/27/2014 14:12:01

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.24 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	265,256.58
205	INDUSTRIAL DEVELOPMENT	3,807.80
230	WILLMAR MUNICIPAL AIRPORT	19,320.68
413	S.A.B.F. - #2013	8,863.44
432	C.P. - WASTE TREATMENT	17,725.18
450	CAPITAL IMPROVEMENT FUND	36,549.37
651	WASTE TREATMENT	34,119.30
741	OFFICE SERVICES	835.49
TOTAL ALL FUNDS		386,477.84

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	386,477.84
TOTAL ALL BANKS		386,477.84

**Willmar Lakes Area CVB Board Meeting  
EBO Room of the CVB/Chamber  
Wednesday, June 25, 2014 @ 12:00 Noon**

**Members Present:** Kevin Halliday, Janet Demuth, David Feist, Don Asche, Ron Erpelding, Audrey Nelsen, Dave Pederson, Jim Butterfield, Ken Warner, Rick Schueller and Troy Ciernia

**Members Excused:** Denny Baker, Ron Fake, Sue Steinert and Roger Imdieke

**Staff Present:** Beth Fischer and Tanya Rosenau

- I. **Call to Order:** Feist called the meeting to order at 12:11pm.
  - a. **Additions or corrections to the agenda:** There were no additions or corrections.
  - b. **Welcome to Troy Ciernia:** Ciernia gave a brief description of his work history and where he's from.
  - c. **Self-Introductions:** Introductions were done.
  
- II. **Approve Minutes from the May 20, 2014 Meeting:** It was MSC (m/Pederson; s/Asche) to approve the minutes from the May 20, 2014 meeting.
  
- III. **Financial Report:** Halliday presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Erpelding, s/Butterfield) to approve the financial report as it was presented.
  
- IV. **Committee Reports & Requests:**
  - a. **Sports Committee:** They continue to partner with Vision 2040 on the possible development of a Fieldhouse. The Fieldhouse Committee plans to meet next on June 25<sup>th</sup> and hopes to see the plans that the Willmar School Board had considered for a Fieldhouse. The group has a wish list of items that they would like included. They've looked at examples in Maple Lake, Redwood Falls and Marshall. Currently, the group is leaning more towards building it on school property.
  - b. **Special Events Committee:** No new business to report.
  - c. **Meetings & Conventions Committee:** Schueller shared that the new facility guide is printed, they received the new booth for meetings, and that Jaime Larson, Staci Tegels Nelson and Fischer attended the MSAE Expo last week and gave away the playbook with their starting line-up brochure in it. They received many sales leads from the expo that they will call on in the next month. They are also continuing to work on the Keurig promotion.
  - d. **Visitor Guide Committee:** Fischer said they are moving along with the 2015 Visitor Guide. Lakeside Press created a sample layout that the committee has reviewed. They will be doing fewer editorials in the guide this year.
  - e. **Leisure Travel Committee:** Demuth shared that they met at Island Pine Golf Course and recapped tourism week, the Mayor's Bike Ride, The Glacial Lakes State Trail Extension approval and the WCCO visit. They also talked about sending a letter to the DNR about the geese problem. Fischer handed out the updated July calendar of events.

- f. **Executive Committee:** Feist presented the 2015 CVB Budget. It was MSC (m/Erpelding; s/Demuth) to approve the 2015 Budget as presented.

**V. Affiliated Partnership Updates/Reports:**

- a. **Vision 2040 Update:** Halliday said they are trying to understand the roll of the steering committee. They know a lot of subcommittees will need money to get the projects started. Those subcommittees can apply for grant opportunities from the steering committee by July 15<sup>th</sup>. The steering committee will receive all of them and then apply for one large grant by August 15<sup>th</sup>.
  - i. **Movies in the Park – June 27<sup>th</sup>:** The Things To Do group has started a free Movies in the Park program for families. They will be showing four movies this summer. Free popcorn and pop have been donated by Walt's and Viking Coke.
  - ii. **Robbins Island:** The Things To Do group is also trying to improve Robbins Island Park, but they are currently waiting to meet with the architecture firm from the Park Plan. The goal is for the firm to be done with their assessment of the entire Park Plan in October. The Robbins Island group will meet with them in July to go over their wants and needs for Robbins Island.
  - iii. **T-Shirts:** Vision 2040 is having t-shirts made that will be for sale. They are for volunteers to wear or anyone that wants to support Vision 2040. Fischer will e-mail out the order form when it is available. A Vision 2040 banner will be made that is 30" x 60" and says "Vision 2040 in Action."
  - iv. **Other:** Warner asked about the auditorium and the findings on cleaning it up. Halliday said 80-90% of the duct work will need to be completely removed, which is more than was expected. It will be hard to recreate the historic look of the building after all the repairs are made. Since the building is on the National Historic Registrar, there are strict guidelines on how they can repair and maintain the building. Halliday will know more on Monday after their next meeting. They are hoping to have the clean-up done by the end of the year. They currently do not have costs for the repairs and there hasn't been any talk about the future use of the building. The direction of the council was to get it cleaned, get it fixed, and get it environmentally sound.
- b. **Community Marketing Coalition Update:** No new business to report.

- VI. Executive Director Report:** Fischer distributed the Executive Director's Report and reviewed some of the larger events that are coming up. Such as Movies in the Park, Spicer Street Dance and 4<sup>th</sup> of July events, Green Lake Road Race, Catholic Order of Foresters Meeting, Buckingham Blitz, Sonshine Festival, New London Water Days and the Cardinal Classic Tennis Tournament. She has submitted ads for AAA Living, Explore Minnesota on the EMT website and coordinated a successful WCCO TV & Radio campaign. We have been awarded the 2016 NARFE Convention, which we haven't had in many years. She has assisted conventions and groups such as the Iron Warriors, VFW, R & J Tours, Willmar Hockey Association, Willmar Youth Baseball Tournament, Tennis Tournaments, Buckingham Blitz and more. A complete copy of the Executive Director's Report is available upon request from the CVB office.

**VII. Other Business:**

- a. **Word Around the Community:**
  - i. **Butterfield:** On June 17<sup>th</sup> at the County Board meeting, they had a demonstration at the landfill about treating the wastewater. They are currently

paying \$150,000 in transportation and treatment costs right now to move the water out of the landfill. They will know by August or September if it is a viable solution. It would be the first one in the United States.

- ii. **Pederson:** The 2<sup>nd</sup> Annual Sleigh Fest will be held in February. Prairie Woods Environmental Learning Center will be giving free canoe rides on Saturday, June 28th in the Big Canoe, the Big Canoe will be at the New London Music Festival August 16<sup>th</sup> and August 9-10th is the West Central BowHunter 60 3-D Shoot. They have had several weddings, receptions and memorials.
- iii. **Feist:** Feist said there was an interesting mix of bikers, wedding guests and Willmar Fests Royalty at the hotel this past weekend, but it went well. Even though most of the Willmar Youth Baseball Tournament was rained out, most of the teams stayed at the hotel. He was grateful to have the CVB's Calendar of Events to give the kids something to do while they were here.
- iv. **Nelsen:** Nelsen's daughter's wedding was last weekend and they went on a Green Lake Houseboat Cruise, the groom's supper was at Prairie Woods, the wedding reception was at the Willmar Conference Center and the guests stayed at the Holiday Inn Express. She heard nothing but great comments about each facility and she had a great time seeing what our area can do for you.

b. **Other:**

c. **Next Meeting Date:** August 19, 2014

**VIII. Adjournment:** Feist adjourned the meeting at 1:11pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant

Willmar Lakes Area Convention & Visitors Bureau

**WILLMAR COMMUNITY EDUCATION & RECREATION  
JOINT POWERS BOARD MEETING  
AUGUST 22, 2014**

**Members Present:** Dave Baumgart, Matt Dawson, Scott Guptill, Tim Johnson, Audrey Nelsen, Bonnie Pehrson, Rachel Skretvedt, Liz VanDerBill

**Staff Present:** Steve Brisendine, Rob Baumgarn, Brad Bonk, Troy Ciernia, Tammy Rudningen, Becky Sorenson

In the absence of Eric Banks and Darin Strand, Steve Brisendine opened the meeting by asking new member Dave Baumgart to introduce himself. Dave is a newly appointed member by the Willmar City Council. His family has been long time users of the CER programs. He is employed by JOTS and is the president of the baseball/softball booster club.

The first item on the agenda was the Joint Powers Agreement. Liz VanDerBill said she had presented the agreement to the School Board for their approval. The following items were changes the School Board discussed.

Section 8 – Withdrawal – change 6 months to 12 months, this is the portion of the agreement that discusses if an entity wants to dissolve the agreement they must give the other member this length of notice.

Section 5.7 – currently reads: “The Joint Powers Board shall prepare a five year park and facilities capital plan and submit to the Planning Commission, City Council and School Board.” Change to: “CER Staff shall prepare a five year park and facilities capital plan and submit to the Joint Powers Board for revision and approval and refer it to the City Council and School Board for adoption.” Tim Johnson stated he felt the final word “adoption” should be changed to “approval”. **After some discussion, Bonnie Pehrson made a motion to approve the proposed changes to the Joint Powers Agreement. Rachel Skretvedt seconded the motion. Motion carried.**

The next agenda item was the Budget Update. Steve brought the Board up to date on the budget process. He stated most of the requests that he had submitted are in the current proposed budget.

The amount of \$87,000 was budgeted for part-time staff for 2014 with \$70,000 spent as of August 19. Brisendine had requested that amount be increased to allow for increases in the adult soccer program that takes resources to cover more officials for that sport and for CER to put staff back in the parks in the summer time. That park program was eliminated a number of years ago to allow for reductions to this budget area. Two years ago, the part-time staff budget was \$99,000.

**JOINT POWERS BOARD MEETING  
AUGUST 22, 2014, PAGE 2**

We decreased that for last year to \$87,000 by cutting lifeguards at Robbins Island and the wading pool which did not open last year.

\$200,000 was requested for park budget which was decreased to \$100,000 to assist in balancing the proposed budget. Even with this reduction the amount in the current proposed budget will be a welcome infusion into the park development area and will allow for some of the initiatives that might come from the Park Plan to be realized next year.

Other items funded are:

- Arena – scoreboards for both the blue line and cardinal ice sheets
- Parks – top dress Westwind Park to be used for youth soccer
- Fix warning tracks on Swansson softball fields
- Replace backstops at the Swansson ballfields

Steve mentioned the ten year anniversary of the Aquatic Center and stated that money will be needed to do some updates. He also mentioned that we are working with the Baseball Booster Association to get a scoreboard at Swansson Orange.

Audrey requested a report on participants in softball, baseball, etc for background info. A report will be created for all summer programs and presented at a future board meeting

Matt asked about the process that is used for reporting program participation. Steve responded that all staff creates reports that will be given to the CER Board, School Board and City Council.

Steve handed out a job description for LeAnne Freeman's position. Steve stated he would like the position to be advertised as an Aquatic/Special Events Coordinator. He sees the position as being in charge of all aquatic programming and facilities including; the Aquatic Center, both indoor pools, organizing swim lessons and hiring staff for that along with lifeguard and swim instructor classes. The plan would be to use current CER staff along with part-time staff to pick up the programming that was done by LeAnne at the Community Center.

Audrey Nelsen expressed her concern about not having a full time person staffing the Community Center. She stated others in the City Council felt the same way. Tim Johnson asked about holidays, since School and City holidays don't always match. Steve responded that not having the same holidays between the City and the School will not be an issue as staff if necessary would just substitute days that programming need to take place at the WCAC.

The conflicting holidays are:

- Martin Luther King and Veterans Days – City holidays
- Good Friday /Christmas Eve-School holidays

**JOINT POWERS BOARD MEETING  
AUGUST 22, 2014, PAGE 3**

Strategic Planning Process: Steve handed out the job description for the Joint Powers Board for members to look over. This will be discussed at next month's meeting with approval potentially taking place. Darin Strand, Audrey Nelson and Liz VanDerBill created the job description document. Discussion followed regarding the Strategic Planning process for the board.

**Advisory Board Governance**

Understand role and expectations – job description completed

Attend and participate in City Council and School Board Meetings – Liz VanDerBill stated she felt it would be good if JPB members attend the meetings, especially those that have agenda items of interest to the members; brings credibility to items being discussed and allows for more citizen involvement vs everything being presented to policy makers by staff.

Work with staff to empower and organize committees and assignments – find out what each member's interest and chair with staff. We should circle back to this after the Strategic Plan is created to form committees that align with the final strategic plan.

Offer ideas and participate in discussions – Members should feel comfortable participating in the monthly meetings.

Be committed and serve with passion

**Program Staff**

Determine optimal staffing needs – important to have enough staff

Review levels and plans for adult supervision – concerned for quality of staffing

Professional development and training of staff and volunteers – need to have quality trained staff

Enhance partnership with sponsors on facility use and management

Conduct a compensation study of volunteer and part-time personnel.

The work done on the strategic plan will be placed on the document created by the board and David Unmacht for the board to review and see how far along we are in creating our final plan.

As there was no further business, the meeting adjourned. The next meeting will be Friday, September 26.

**BOARD OF ZONING APPEALS  
CITY OF WILLMAR, MN  
MONDAY, AUGUST 25, 2014**

**MINUTES**

1. The Willmar Board of Zoning Appeals met on Monday, August 25, 2014 at 5:00 p.m. at the City Office Building.

\*\* Members Present: Larry Brown, Jeff Kimpling, Jay Lawton, Beverly Dougherty, Andrew Bjur, and Jim Rudnick.

\*\* Members Absent: Ross Magnuson

\*\* Others Present: Tim Parsons, Luis Marin, Loren Corle, and Megan M. DeSchepper-Planner.

2. RELCO BUILDING REAR AND SIDE SETBACK VARIANCE- FILE NO. 14-03: The public hearing opened at 5:01 p.m. Tim Parsons with TerWisscha Construction and Loren Corle of Relco presented the variance request for Relco to place a building on their property with a rear and side setback of 10' on property legally described as follows: Lot 3, Block 1, Willmar Industrial Park Second Addition (2281 3<sup>rd</sup> Ave. SW). The property is zoned I-1 (Limited Industry District). The Ordinance requires a rear setback of 30' and a side setback of 20'. Mr. Parsons explained that the building is being moved from one lot to another as part of a new office expansion. The reduced setback is requested to accommodate semi-truck traffic on site and maneuvering to the loading dock. The roof pitch will be to the north and south, and the garage bays will face east and south.

The Board of Zoning Appeals reviewed and discussed Staff Comments (see Attachment A).

The Board talked about concern with the requested building setback and the 10' utility easement along the north property line and that a 15' would ensure adequate access for utilities. Mr. Parsons explained that the footing would not intrude into the utility easement. There are currently no utilities in the easement. He added that they could probably work with the building at a 12' setback.

With no one from the public present to speak for or against the request, the public hearing closed at 5:15 p.m.

The Board analyzed the drawing that depicted the semi traffic movements with the building at the Ordinance setback and also at the requested setback.

Mr. Parsons commented that bollards could be added at the corner of the building to help protect the structure.

Mr. Kimpling made motion to allow a 15' rear setback and 10' side setback.

Mr. Brown made a motion to amend the motion, seconded by Mr. Bjur to allow a 12' rear setback and a 10' side setback.

The amending motion carried.

Then the motion, as amended, carried.

The reasoning the Board gave for approving the variance is that the variance is in harmony with the Zoning Ordinance as it is a permitted use in the zone. The variance is consistent with the comprehensive plan as the property is being used for a manufacturing facility. The location of the proposed building is reasonable to allow semi traffic access to an adjacent building on the property. The situation is unique as the adjacent lands are lower and wet and likely not developable close to the property lines. The variance will not alter the essential character of the locality as the structure is being moved from across the street, the structure has functioned as a manufacturing facility in the area for some time and the reduced setback will not affect abutting properties or future development.

3. There being no further business to come before the Commission the meeting closed at 5:20 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

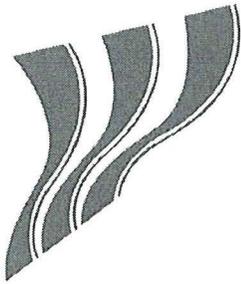
**BOARD OF ZONING APPEALS- AUGUST 25, 2014**

***STAFF COMMENTS***

1. RELCO BUILDING REAR AND SIDE SETBACK VARIANCE- FILE NO. 14-03:

- The applicant is Relco, Willmar, MN.
- The applicant requests moving a building onto the site at a reduced setback of 10' from the side and rear property line on property legally described as follows: Lot 3, Block 1, Willmar Industrial Park Second Addition (2281 3<sup>rd</sup> Ave. SW).
- The property is zoned I-1 (Limited Industry District).
- Zoning Ordinance requires a rear setback of 30' and a side setback of 20'.
- The applicant is requesting the reduced setback to accommodate semi-truck traffic onsite as the proposed additional structure limits movements to the loading dock if required to meet the setback requirements.
- Properties to the west and north are zoned I-1 also. To the west is a vacant lot and to the north is a leased cell phone tower.
- There is a ten foot utility easement on the north property line.

RECOMMENDATION: Review variance standards in Section 9.D.3.a.1-4 to see if there are practicable difficulties, reasonableness, uniqueness, and essential character.



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE  
ACTION**

**Agenda Item Number:** 7a.

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 2, 2014

- Approved  Denied
- Amended  Tabled
- Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Hearing on Special Assessment for Unpaid Hedge Removal

**Recommended Action:** Adopt a Resolution Certifying the Amount of Unpaid Hedge Removal Charges to the County Auditor for Collection in 2015

**Background/Summary:**

Over the course of the summer, the City has responded to numerous complaints regarding obstructing the ordinary use of public sidewalk by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the obstruction removed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-780-0210	Adam Hedlof	1202 7 1/2 Street SW	\$79.69
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**Alternatives:** Absorb all costs for private property work

**Financial Considerations:** \$79.69

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Chapter 9, Article I of the Willmar Municipal Code states that such unpaid hedge removal bills represent a lien of the real property receiving hedge removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid hedge removal charges totaling \$79.69 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid hedge removal charges be certified against the real property as follows:

1. Parcel No. 95-780-0210 \$79.69

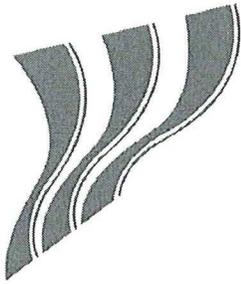
Located at 1202 7 ½ Street SW; and  
Described as Section 22, Township 119, Range 35, Block 2  
SUNNYSIDE  
LOTS 1 & 2 & N 10' OF LOT 3

Dated this 2<sup>nd</sup> day of September, 2014

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE  
ACTION**

**Agenda Item Number:** 7b.

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 2, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Hearing on Special Assessment for Unpaid Weed/Grass Mowing Removal

**Recommended Action:** Adopt a Resolution Certifying the Amount of Unpaid Weed/Grass Mowing Removal Charges to the County Auditor for Collection in 2015

**Background/Summary:**

Over the course of the summer, the City has responded to numerous complaints regarding lack of timely mowing by certain property owners. Property owners are sent notices and in those cases where there is no response, the City made arrangements to have the property mowed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-480-0310	Shelly Cash	1207 7 <sup>th</sup> Street SW	\$144.28
95-220-0510	Kristen L. Fairchild	514 Litchfield Ave SE	\$144.28
95-250-1600	Stacy J. Evans	408 Augusta Ave SE	\$288.56
95-143-0380	Jorge Garcia Jr.	1311 19 <sup>th</sup> Ave SE	\$144.28
95-616-0210	James House	3045 1 <sup>st</sup> Ave NW	\$ 28.86
95-616-0220	James House	3047 1 <sup>st</sup> Ave NW	\$ 28.86
95-616-0230	James House	3049 1 <sup>st</sup> Ave NW	\$ 28.86
95-616-0320	James House	3109 1 <sup>st</sup> Ave NW	\$ 28.85
95-616-0330	James House	3111 1 <sup>st</sup> Ave NW	\$ 28.85
95-040-0220	Jennifer L. Anderson	608 15 <sup>th</sup> Street SW	\$144.28
95-665-0260	Corey A. Marthaller	1101 Olena Ave SE	\$296.60
95-914-2080	Tyson & Sarah Reuer	802 Mary Avenue	\$144.28
95-922-7960	Warren E. & Helen Rode	610 Parkview Road SW	\$144.28
95-665-0460	Peggy Tjaden	1004 Olena Avenue SE	\$144.28
95-672-0380	Bulls Enterprises, LLC	1409 12 <sup>th</sup> Street SE	\$144.28

**Alternatives:** Absorb all costs for private property work

**Financial Considerations:** \$1,883.68

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing bills represent a lien of the real property receiving mowing services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$1,883.68 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

1. Parcel No. 95-480-0310 \$144.28  
Located at 1207 7<sup>th</sup> Street SW; and  
Described as Section 22, Township 119, Range 35, Lot 11, Block 2  
LEARY'S ADDITION TO WILLMAR
2. Parcel No. 95-220-0510 \$144.28  
Located at 514 Litchfield Avenue SE; and  
Described as Section 14, Township 119, Range 35, Block 5  
FERRING'S ADDITION TO THE CITY OF WILLMAR  
LOT 1 EXC E 12 1/2 FT
3. Parcel No. 95-250-1600 \$288.56  
Located at 408 Augusta Avenue SE; and  
Described as Section 14, Township 119, Range 35, Block 7  
GLARUM'S ADDITION TO WILLMAR  
E 75 FT OF LOTS 19 & 20
4. Parcel No. 95-143-0380 \$144.28  
Located at 1311 19<sup>th</sup> Avenue SE; and  
Described as Section 23, Township 119, Range 35, Lot 18, Block 2  
DANA HEIGHTS THIRD ADDITION
5. Parcel No. 95-616-0210 \$ 28.86  
Located at 3045 1<sup>st</sup> Avenue NW; and  
Described as Section 8, Township 119, Range 35, Lot 21, Block 1  
PARK VIEW ESTATES
6. Parcel No. 95-616-0220 \$ 28.86  
Located at 3047 1<sup>st</sup> Avenue NW; and  
Described as Section 8, Township 119, Range 35, Lot 22, Block 1  
PARK VIEW ESTATES

7. Parcel No. 95-616-0230 \$ 28.86  
 Located at 3049 1<sup>st</sup> Avenue NW; and  
 Described as Section 8, Township 119, Range 35, Lot 23, Block 1  
 PARK VIEW ESTATES
8. Parcel No. 95-616-0320 \$ 28.85  
 Located at 3109 1<sup>st</sup> Avenue NW; and  
 Described as Section 8, Township 119, Range 35, Lot 32, Block 1  
 PARK VIEW ESTATES
9. Parcel No. 95-616-0330 \$ 28.85  
 Located at 3111 1<sup>st</sup> Avenue NW; and  
 Described as Section 8, Township 119, Range 35, Lot 33, Block 1  
 PARK VIEW ESTATES
10. Parcel No. 95-040-0220 \$144.28  
 Located at 608 15<sup>th</sup> Street SW; and  
 Described as Section 16, Township 119, Range 35, Lot 3, Block 4  
 BARNSTAD'S ADDITION TO THE CITY OF WILLMAR
11. Parcel No. 95-665-0260 \$296.60  
 Located at 1101 Olena Avenue SE; and  
 Described as Section 14, Township 119, Range 35, Lot 16, Block 2  
 PERKINS FIFTH ADDITION
12. Parcel No. 95-914-2080 \$144.28  
 Located at 802 Mary Avenue SE; and  
 Described as Section 14, Township 119, Range 35  
 PART OF M. JOHNSON'S OUTLOT NO. 1 COM AT A PT 575' E  
 FROM INTERSECTION OF E LINE OF 6TH ST E & S LINE OF  
 MARY AVE E 75' S 150', W 75', N 150' TO BEG
13. Parcel No. 95-922-7960 \$144.28  
 Located at 610 Parkview Road SW; and  
 Described as Section 22, Township 119, Range 35  
 W 75' OF E 1505' OF S 125' OF N 800' OF SE 1/4
14. Parcel No. 95-665-0460 \$144.28  
 Located at 1004 Olena Avenue SE; and  
 Described as Section 14, Township 119, Range 35, Lot 06, Block 3  
 PERKINS FIFTH ADDITION

15. Parcel No. 95-672-0380 \$144.28

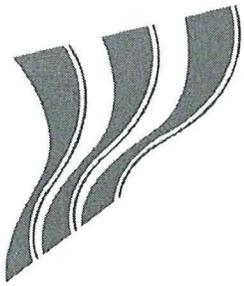
Located at 1409 12<sup>th</sup> Street SE; and  
Described as Section 23, Township 119, Range 35, Lot 8, Block 4  
PLEASANT VIEW THIRD ADDITION

Dated this 2<sup>nd</sup> day of September, 2014

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE  
ACTION**

**Agenda Item Number:** 7c

**Meeting Date:**

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 2, 2014

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Hearing on Special Assessment for Unpaid Infectious Tree Removal

**Recommended Action:** Adopt a Resolution Certifying the Amount of Unpaid Infectious Tree Removal Charges to the County Auditor for Collection in 2015

**Background/Summary:**

Over the course of the summer, the City has inspected trees on certain private properties regarding infectious diseases. Property owners are sent Infectious Tree Removal notices and in those cases where there is no response, the City made arrangements to have the trees removed. A bill was sent to cover the cost of services. The City has the authority to certify as special assessments those costs not reimbursed. Notice of tonight's hearing has been sent to the below listed property owners. The Council should consider their objections and take appropriate action.

95-280-2320	Rebecca Iverson	1017 SW 3 <sup>rd</sup> Street	\$641.25 (Dutch Elm)
95-040-0140	Ricardo Jaquez	514 SW 15 <sup>th</sup> Street	\$855.00 (Dutch Elm)

**Alternatives:** Absorb all costs for private property work

**Financial Considerations:** \$1,496.25

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, Chapter 9, Article IV of the Willmar Municipal Code states that such unpaid infectious tree removal bills represent a lien of the real property receiving infectious tree removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid infectious tree removal charges totaling \$1,496.25 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2015 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid infectious tree removal charges be certified against the real property as follows:

1. Parcel No. 95-280-2320 \$641.25  
Located at 1017 3<sup>rd</sup> Street SW; and  
Described as Section 15, Township 119, Range 35, Block 13  
HANSON'S ADDITION TO WILLMAR  
N 1/2 OF LOTS 11 & 12

2. Parcel No. 95-040-0140 \$855.00  
Located at 514 15<sup>th</sup> Street SW; and  
Described as Section 16, Township 119, Range 35, Block 3  
BARNSTAD'S ADDITION TO THE CITY OF WILLMAR  
LOT 5 & 6

Dated this 2<sup>nd</sup> day of September, 2014

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, August 25, 2014, in the Conference Room No. 1 at the City Office Building.

Present: Denis Anderson ..... Chair  
Tim Johnson ..... Vice-Chair  
Rick Fagerlie ..... Member  
Audrey Nelsen ..... Member

Others present: City Administrator Charlene Stevens, City Clerk Kevin Halliday, Police Chief Jim Felt, Council Member Bruce Deblieck, Council Member Jim Dokken, Deb Zeiner of VFW Post 1639, Justin Hedtke of KRA Speedway, Dan Groothuis, West Central Tribune Journalist David Little, and Accounting Supervisor Carol Cunningham.

#### Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Liquor License Violations (Information)

Pursuant to a July 10, 2014, liquor compliance check conducted by the Willmar Police Department, staff presented to the Committee the list of retail liquor establishments that violated Municipal Code Sec. 3-10 Minimum Penalties for Violations of State or City Ordinances resulting from the Sale of Alcoholic Beverages. Two establishments incurred their first violation for which representatives were present to explain measures being taken to eliminate future violations, including enrolling all employees in compliance check training programs annually. The two establishments involved were VFW Post 1639, represented by Deb Zeiner; and KRA Speedway, represented by Justin Hedtke. In addition, one establishment, El Tapatío Mexican Restaurant, incurred its second violation with a penalty of \$1,000 per City Ordinance 1320. It was noted this fine has been paid in full. This matter was for information only.

#### Item No. 4      Dan Groothuis Proposal (Motion)

Staff reviewed an e-mail sent from Dan Groothuis, prior owner of land northwest of the new airport runway, proposing a negotiated rental rate for ROW II which he leases from the City. Mr. Groothuis has made previous inquiries of the Council to negotiate the rental rate and on two prior occasions the Council felt there should be no change in how staff conducts the land rental procedure. Mr. Groothuis was present once again to request special bidding criteria since he lost acreage from the eminent domain taking of land. He proposed averaging the annual rents per acre of all 11 parcels plus \$20 per acre for ROW II.

Following considerable discussion, Council Member Johnson moved to approve the option of averaging the rent of all 11 parcels plus \$20 per acre for two years. Council Member Fagerlie seconded the motion. Council Member Fagerlie then moved to amend this motion to be an average of the six highest parcel rents plus \$20 per acre for four years. Council Member Anderson seconded the motion which carried. The original motion which was amended to approve the average of the six highest parcel rents plus \$20 per acre for four years was then voted on and carried.

Item No. 5      Auditorium Change Orders (Resolution)

Staff explained that the Council recently accepted bids on the City Auditorium Remediation Project, including Alternate No. 4 which planned for the capping and lead containment of the basement ductwork in the lower floor at the base of the stairs, saving \$11,000. After the initial award of the project, the final mechanical plan was received which indicates a conflict with the space needed for the finished product of Alternate No. 4 so the \$11,000 will need to be added back into the contract as Change Order No. 1.

Staff also explained that two mechanical shafts on the east end of the Auditorium running vertically from the lower floor through the roof can remain and be capped in place which would result in a \$5,000 net reduction, identified as Change Order No. 2, to the contract.

Following discussion, Council Member Fagerlie moved to introduce a resolution to approve Change Order No. 1 to remove Alternate No. 4 from the City Auditorium Remediation Project which increases the contract total by \$11,000 and to approve Change Order No. 2 capping two mechanical shafts on the east end of the Auditorium for a reduction of \$5,000. The net result of Change Orders No. 1 and 2 will be an increase in \$6,000 to the Contract. Council Member Johnson seconded the motion which carried.

Item No. 6      Zamboni Purchase (Resolution)

Staff explained that the purchase of a Zamboni Ice Resurfacer Machine is included in the 2015 Vehicle Replacement Program. Only one company in the United States manufactures this type of Zamboni. A quote was received in the amount of \$131,210 less a trade-in value of approximately \$30,000 to \$40,000. Staff is requesting to order the Zamboni now in 2014 but the City would not take delivery until 2015 as it takes up to nine months for an order to be completed and delivered. It was noted the 2015 Vehicle Replacement Program includes \$130,000 for the purchase and replacement of a new Zamboni Ice Resurfacer Machine. Chair Anderson asked if the old Zamboni should be sold instead of traded in. Staff will research this. Concerns were raised regarding authorizing a capital expenditure before officially adopting the 2015 Vehicle Replacement Program Budget.

Following discussion, Council Member Nelsen moved to introduce a resolution to enter into the contract to purchase the Zamboni Ice Resurfacer Machine in 2014 with the understanding that receipt and payment thereof will occur in 2015 and to authorize the Mayor and City Administrator to execute the appropriate documents on behalf of the City. Council Member Johnson seconded the motion which carried.

Item No. 7      Removal of Agricultural Land Exemption of Special Assessments (Resolution)

Staff provided information regarding current Agricultural Land Exemption of Special Assessments. If the exemption is granted, it remains on the City deferment program until its useful life is attained. The useful life of a watermain is forty years and a street is twenty years from the date of initial construction. It was being recommended that Deferred/Pending Assessments from projects in 1993 (Street) and 1974 (Watermain) heretofore exempted from payment pursuant to the agricultural exemption be written off because they are now beyond useful life.

Following discussion, Council Member Fagerlie moved to introduce a resolution to remove Parcel 95-908-0140 from the 1993 Street Assessment for \$27,495 and Parcel 95-908-0130 from the 1974 Watermain Assessment for \$3,517. Council Member Nelsen seconded the motion which carried.

Item No. 8      Old Business (Information)

Chair Anderson asked the Committee for their thoughts on options for funding deferred maintenance issues and offered the possibility of a small levy increase. Member Fagerlie noted that there have been past discussions of a Centerpoint Energy franchise fee as well as instituting insurance-paid fire call charges. Discussion also included scheduling council work sessions to discuss the Capital Improvement Program, Community Groups, Pavement Management, and other topics as may be requested. The Committee directed staff to provide additional information on deferred maintenance costs of the City and potential new revenue sources.

Item No. 9      New Business (Information)

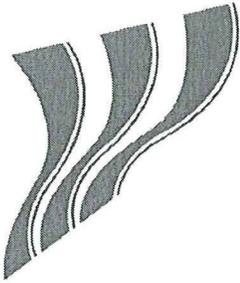
Staff informed the Committee that the Community Education and Recreation Department is working with the Little Crow Archery Club to write a MN DNR Archery Range Development Grant which would require a match of \$2,500 from the City of Willmar/Little Crow Archers if approved. This matter was for information only.

There being no further business to come before the Committee, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: August 25, 2014

Attachments: Yes x No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Agenda Item: Liquor License Violations

Recommended Action: Receive Testimony to Make Recommendation to Full Council.

Background/Summary:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in three (3) violations, one (1) 3.2 Malt Liquor and two (2) On-Sale Liquor establishments.

- 1) A first violation for license holders **KRA Speedway and VFW Post 1639** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 2) A second violation for license holder **El Tapatio Mexican Restaurant** and as such are fined one thousand dollars (\$1,000.00) has been levied.

Alternatives:

Financial Considerations: \$1,000 fine

Preparer: City Clerk-Treasurer

Signature:

Comments:



**WILLMAR**

**CITY CLERK - TREASURER**

City Office Building  
Box 755  
Willmar, Minnesota 56201

320-235-4913  
FAX: 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

August 4, 2014

Kandi Racing Association / KRA Speedway  
PO Box 1723  
Willmar, MN 56201

RE: Alcohol Compliance Checks

July 24, 2014, a letter was sent requesting your appearance at the Finance Committee on Monday, August 11, 2014, per a failed compliance check. Due a Finance Committee Budget meeting, we have rescheduled your appearance date to Monday, August 25, 2014, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW Street, Willmar, MN.

If you have any questions regarding this matter, please contact my office at 235-4913.

Respectfully,

CITY OF WILLMAR

Kevin J. Halliday  
City Clerk-Treasurer

ds

cc: James Felt, Police Chief  
Steven Okins, Finance Director  
Flaherty & Hood



**WILLMAR**

**CITY CLERK - TREASURER**

City Office Building  
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Willmar, Minnesota 56201

320-235-4913  
FAX: 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

July 29, 2014

Kandi Racing Association / KRA Speedway  
PO Box 1723  
Willmar, MN 56201

RE: Alcohol Compliance Checks

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on July 10, 2014, whereby an employee of your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320, which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified via this written notice of your first violation and that you are required to appear before a City Council Committee to explain measures to be taken by you and your employees to eliminate future violations of city ordinances and state statutes regulating the sale of alcoholic beverages. This matter will be heard before the Finance Committee on Monday, August 11, 2014, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW 6<sup>th</sup> Street, Willmar, MN.

This letter also serves as a reminder notice that City Ordinance 1320 sets monetary fines for further violations.

If you have any questions regarding this matter, please contact my office at 235-4913.

Respectfully,

CITY OF WILLMAR

  
Kevin J. Halliday  
City Clerk-Treasurer

ds

cc: James Felt, Police Chief  
Steven Okins, Finance Director  
Flaherty & Hood



**WILLMAR**



**CITY CLERK - TREASURER**

City Office Building  
Box 755  
Willmar, Minnesota 56201

320-235-4913  
FAX: 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

August 4, 2014

Deb Zeiner  
VFW Post 1639  
1108 E Highway 12  
Willmar, MN 56201

RE: Alcohol Compliance Checks

July 24, 2014, a letter was sent requesting your appearance at the Finance Committee on Monday, August 11, 2014, per a failed compliance check. Due a Finance Committee Budget meeting, we have rescheduled your appearance date to Monday, August 25, 2014, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW Street, Willmar, MN.

If you have any questions regarding this matter, please contact my office at 235-4913.

Respectfully,

CITY OF WILLMAR

Kevin J. Halliday  
City Clerk-Treasurer

ds

cc: James Felt, Police Chief  
Steven Okins, Finance Director  
Flaherty & Hood



**WILLMAR**

**CITY CLERK - TREASURER**

City Office Building  
Box 755  
Willmar, Minnesota 56201

320-235-4913  
FAX: 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

July 29, 2014

Deb Zeiner  
VFW Post 1639  
1108 E Highway 12  
Willmar, MN 56201

RE: Alcohol Compliance Checks

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on July 10, 2014, whereby an employee of your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320, which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified via this written notice of your first violation and that you are required to appear before a City Council Committee to explain measures to be taken by you and your employees to eliminate future violations of city ordinances and state statutes regulating the sale of alcoholic beverages. This matter will be heard before the Finance Committee on Monday, August 11, 2014, starting at 4:45 p.m. The meeting will be held in conference room #1, main floor of the City Office Building, 333 SW 6<sup>th</sup> Street, Willmar, MN.

This letter also serves as a reminder notice that City Ordinance 1320 sets monetary fines for further violations.

If you have any questions regarding this matter, please contact my office at 235-4913.

Respectfully,

CITY OF WILLMAR

Kevin J. Halliday  
City Clerk-Treasurer

ds

cc: James Felt, Police Chief  
Steven Okins, Finance Director  
Flaherty & Hood



**WILLMAR**

**CITY CLERK - TREASURER**

City Office Building  
Box 755  
Willmar, Minnesota 56201

320-235-4913  
FAX: 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

July 29, 2014

Sergio Aguirre / Jose R. Gomez  
El Tapatio Mexican Restaurant  
1111 South 1<sup>st</sup> Street  
Willmar, MN 56201

RE: Alcohol Compliance Check

My office recently received a notification from the Willmar Police Department of a failed compliance check conducted on July 10, 2014, whereby your liquor establishment sold alcohol to an underage person. In accordance with City Ordinance 1320 which sets the minimum penalty for violations of Minnesota State law or city ordinances, you are hereby notified that this violation is your second violation and as such you are hereby fined one thousand dollars (\$1000.00). The ordinance grants any license holder seven (7) calendar days from the date of receipt of this notice to request a hearing before the Finance Committee to appeal this penalty. If a hearing is not requested the \$1000.00 fine must be remitted, payable to the **City of Willmar**, on or before August 8, 2014.

This letter also serves as a reminder notice that City Ordinance 1320 sets monetary fines for further violation.

If you have any questions regarding this matter, please call 320-235-4913.

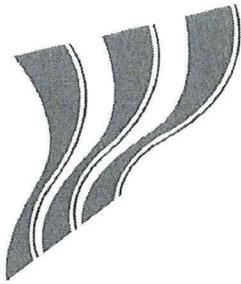
Respectfully,

CITY OF WILLMAR

  
Kevin J. Halliday  
City Clerk-Treasurer

ds

cc: James Felt, Police Chief  
Steven Okins, City Finance Director  
Robert Scott, City Attorney



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: September 2, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk

Agenda Item: Reconsideration of Special Ag Land Bids

Recommended Action:

Continue the process of accepting sealed bids for City lands.

Background/Summary: Mr. Groothius has appeared before the Finance Committee on May 12, 2014 and the matter was reviewed again on July 14, 2014. In both cases, direction was to continue the current practice of accepting sealed bids for the lands.

Alternatives: Accept the proposal from Mr. Groothius.

Financial Considerations: Potential decrease in revenue.

Preparer: Kevin Halliday

Signature:

Comments:

**FINANCE COMMITTEE**

**MINUTES**

The Finance Committee of the Willmar City Council met on Monday, May 12, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson ..... Chair  
Tim Johnson ..... Vice-Chair  
Rick Fagerlie ..... Member  
Audrey Nelsen ..... Member

Others present: City Administrator Charlene Stevens, Finance Director Steve Okins, City Clerk Kevin Halliday, Rice Memorial Hospital Representatives Mike Schramm and Bill Fenske, Dan Groothuis, Mayor Frank Yanish, Council Member Bruce DeBlieck, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

Item No. 1      Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

Item No. 2      Public Comments

There were no comments from the public.

Item No. 3      Rice Memorial Hospital 03/31/14 Financial Report (Information)

Bill Fenske, CFO of Rice Hospital, presented the committee with the 03/31/14 Financial Report, which reflects a year-to-date net operating loss of \$2,485,994. The month of March generated a loss of \$99,638, which is an improvement from February's net loss of \$1,153,480 and January's net loss of 1,232,876. The primary contributing factors of increased outpatient activity helped improve the Hospital's financial performance. Discussion included accounts receivable issues, the shift in Payer Mix to more governmental sources and less commercial sources, and efforts to recruit more specialized physicians for the hospital, particularly orthopedists. This matter was received for information.

Item No. 4      Groothuis Land Lease Request (Information)

Staff explained that Dan Groothuis, prior owner of land northwest of the new airport runway, has inquired of various Council Members whether special bidding criteria could be given to land owners who lost acreage from the eminent domain taking of land. Mr. Groothuis was present to express his desire to have negotiated rental rates or rights of first refusal after bids are solicited. After considerable discussion, it was the consensus of the Committee that there should be no change in how staff conducts the land rental procedure.

Item No. 5      Increase Lakeland Drive Bike Path Budget (Resolution)

Staff explained that Bill Latham of WM Latham Appraisals, under contract with the City for \$29,500, has concluded the appraisal of the Lakeland Drive SE Bike Trail project. Initial Permanent and Temporary Easement Values were estimated at \$40,500 but the total appraised value returned by Mr. Latham totals \$85,450. Consequently, an additional \$45,000 needs to be allocated from the Industrial Development Fund in order to complete the project of purchasing the necessary easements. It was noted that the Temporary Easement deadline is two years from the purchase; subsequently, it was determined that the Temporary Easements should be purchased in September to allow for two construction seasons to complete the project.

Following discussion Council Member Fagerlie moved to introduce a resolution increasing the Lakeland Drive Bike Path Budget by \$45,000 allocated from the Industrial Development Fund to enable completion of the required easement purchase for the Lakeland Drive SE Bike Trail project. Council Member Nelsen seconded the motion which carried.

Item No. 6      2015 Proposed Budget Calendar (Motion)

Staff reviewed with the Committee the proposed 2015 Budget Calendar. Mayor Yanish stated he had no questions or concerns regarding this 2015 calendar.

Following discussion Council Member Fagerlie moved to approve the 2015 Budget Calendar as presented. Council Member Johnson seconded the motion which carried.

Item No. 7      2014 Street Improvement Financing (Information)

Staff provided to the Committee a tentative budget calendar for the 2014 Street Improvement Project and reported that there are ongoing discussions with local lending institutions for possible alternatives to normal bonding procedures for street improvement financing. Preliminary information reflects little additional costs using local financing which would provide the benefit of utilizing local dollars. It was the consensus of the Committee that staff should continue to pursue these local financing alternatives.

Item No. 8      Ditch Maintenance Funding – Public Works (Information)

Staff explained to the Committee that the City has received invoices for ditch repairs within the City limits in the amount of \$156,270.29, however, the 2014 Budget includes only \$20,000 for these repairs. It is being proposed that the remaining \$136,271 be funded through the Surface Water Management Budget. These invoiced costs being levied are based on the prior year's expenses and are previous to the Redetermination of Benefits of County Ditches dated April 1, 2014. It was noted that future expenses for routine maintenance and repairs will be considerably less. Council Member Johnson asked if there is a procedure for objecting to the cost of the ditch maintenance. Chair Anderson also questioned whether or not the City could contest the cost and asked staff to research other funding sources.

Following discussion Council Member Nelsen moved to table this matter until the next Finance Committee meeting to allow staff an opportunity to determine the process, if any, for contesting the charges and to look into other possible funding sources for these costs. Council Member Fagerlie seconded the motion which carried.

Item No. 9      Sign Reflectivity Reallocation (Resolution)

Staff explained that the 2014 Capital Improvement Program includes \$25,000 designated for Sign Retro-Reflectivity by federal mandate; however, this is considered annual maintenance and not a capital project that requires fixed asset tracking. Subsequently, it is being requested that these funds be reallocated into the 2014 Public Works Maintenance of Other Improvements Operating Budget.

Following discussion Council Member Nelsen moved to introduce a resolution reallocating \$25,000 from the 2014 Capital Improvements Budget to the 2014 Public Works Maintenance of Other Improvements Operating Budget for Sign Retro-Reflectivity maintenance. Council Member Johnson seconded the motion which carried.

Item No. 10      Old Business (Information)

There was no old business.

Item No. 11      New Business (Information)

There was no new business.

There being no further business to come before the Committee, the meeting was adjourned at 6:06 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, July 14, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Tim Johnson	.....	Vice-Chair
	Rick Fagerlie	.....	Member
	Audrey Nelsen	.....	Member
	Bruce Deblieck	.....	Member

Others present: Finance Director Steve Okins, City Clerk Kevin Halliday, Fire Chief Gary Hendrickson, Police Chief Jim Felt, MUC General Manager Wes Hompe, MUC Finance Director Tim Hunstad, KAT Transit Director Tiffany Collins, Mayor Frank Yanish, Council Member Jim Dokken, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

#### Item No. 1      Call to Order

The meeting was called to order by Vice-Chair Johnson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Willmar Municipal Utilities Financial Report (Information)

MUC General Manager Wes Hompe and Finance Director Tim Hunstad presented information on the MUC 2013 Financial Report as well as a summary of the MUC financial status as of May 31, 2014. The Statements of Revenues and Expenses as of December 31, 2013, reflect a net change in position of a negative \$37,610 which is attributable to expenses booked for market value decreases during 2013. It was noted that market values have rebounded to date in 2014 reflecting a positive balance in investment income. Other discussion included an update on the wind turbines. This matter was for information only.

#### Item No. 4      Transit Joint Powers Agreement (Resolution and Motion)

City Clerk Kevin Halliday explained that pursuant to the directive from the MNDOT Office of Transit, elected officials from KAT and Renville County have been meeting to draft a new joint powers agreement, by-laws, and governing policies. The timeline for this new agency is set for an operational start of January 1, 2015. Most agreements, by-laws and operational policies should be finalized by the August, 2014, submission deadlines for the 2015 grant funding applications. Assets, bus titles, and cash reserves will be combined and existing employees will be hired by this new transit agency. The KAT Transit Director will take the lead role with the Renville County Transit Director as the assistant. Attrition will be the only planned reduction in staff, if any. The estimated cost sharing arrangement for the new transit entity will be one-third each for the City of Willmar, Kandiyohi County, and Renville County. This final draft of the new Joint Powers Agreement presented to the Committee has been approved by the attorneys for Renville County, Kandiyohi County, the City of Willmar, and KAT and needs to be ratified by both the County Board and the Willmar City Council. Additionally, two council members need to be appointed to represent the City on the new Transit Board as well.

Following discussion, Council Member Nelsen moved to introduce a resolution authorizing the Mayor and City Administrator to execute the new Transit Joint Powers Agreement. Council Member Fagerlie seconded the motion which carried.

Council Member Nelsen then moved to appoint the two council members currently representing the City on the existing KAT Board to the new Transit Board, which are Bruce Deblieck and Rick Fagerlie. Council Member Johnson seconded the motion which carried.

Item No. 5      Sale of Fire Engine 8 (Resolution)

Fire Chief Gary Hendrickson explained that the Fire Department recently took delivery of the new Ladder Truck which replaces the 1991 E-One Hush Truck (Engine 8). The Town of Clara City has offered \$25,000 to purchase Engine 8. Another option would be to retain Engine 8 as a backup engine or for use in another department; however, the costs of regular maintenance need to be taken into consideration for a fire truck that is not used regularly. Consequently, staff's recommendation is to sell Engine 8 to Clara City for \$25,000.

Following discussion, Council Member Nelsen moved to introduce a resolution approving the sale of the 1991 E-One Hush Fire Truck (Engine 8) to the Town of Clara City for \$25,000. Council Member Deblieck seconded the motion which carried.

Item No. 6      School Resource Officer Agreement 2014 - 2017 (Resolution)

Police Chief Jim Felt explained that Willmar Schools have contracted with the Willmar Police Department for school resource officers for over 15 years. The most recent three-year contract concluded in June which was for three officers assigned during the school year to the Willmar High School, Middle School, and Alternative Learning Center/Elementary Schools. Staff is proposing a new agreement for 2014 - 2017 incorporating an increase of \$33,000 over the three-year period.

Following discussion, Council Member Fagerlie moved to introduce a resolution authorizing the City Administrator to execute the 2014-2017 School Resource Officers Agreement as presented. Council Member Nelsen seconded the motion which carried.

Item No. 7      General Obligation Improvement Bonds 2014B (Resolution)

Finance Director Steve Okins explained that staff was directed to work with the local lending institutions to develop a negotiated sale of \$1,000,000 for funding the 2014 Street Improvements. Results show that by utilizing local options, the interest rate will be 2.17% which is slightly higher than the metro rate; however, there are less underwriting costs involved so overall expenditures will be similar to traditional bonding. Staff is recommending that the Council proceed with the local funding option.

Following discussion, Council Member Deblieck moved to introduce a resolution authorizing the Mayor and City Administrator to execute the agreements for the negotiated sale of \$1,000,000 of General Obligation Improvement Bonds 2014B through local lending institutions as presented for financing the 2014 Street Improvements. Council Member Nelsen seconded the motion which carried.

Item No. 8      Reports (Information)

2013 General Fund Staff presented the preliminary December 31, 2013, General Fund Revenues and Expenditures noting that more detail will be brought to the Committee in the near future to authorize budget overages. This matter was for information only.

Item No. 9      Old Business (Information)

There was no old business.

Item No. 10      New Business (Information)

Council Member Deblieck indicated that Dan Groothuis had sent an e-mail to council members last weekend regarding agriculture land owned by the City. Vice-Chair Johnson will forward this e-mail to the City Administrator to issue a response and/or forward to appropriate staff to address.

There being no further business to come before the Committee, the meeting was adjourned at 5:33 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Cunningham".

Carol Cunningham  
Accounting Supervisor

## Kevin Halliday

---

**From:** dgroot tds.net <dgroot@tds.net>  
**Sent:** Tuesday, August 19, 2014 7:08 AM  
**To:** Kevin Halliday  
**Subject:** please forward to Finance Committee

Hello Finance Committee Members:

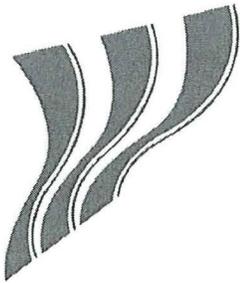
As regards to the market value of R.O.W. 2, property taken from us by emanate domain. Do to the fact of the odd shape of this parcel, it would not bring the highest rent. But on the other hand, from its size of 68 acres(minus + - 1 acre for road and lights) It may bring more then the average rent collected on land rented from the city of Willmar.

My proposal is take the average rent per acre of the 11 parcels the city rents out for agriculture farming and then add \$20.

For example: if the average rent was \$150 per acre, the rent of this parcel would be \$170.

Thank you

Daniel Groothuis  
320-894-5636



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE  
ACTION**

**Agenda Item Number:** 5a.

**Meeting Date:** August 25, 2014

**Attachments:** X Yes    No

**CITY COUNCIL ACTION**

**Date:** September 2, 2014

- Approved     Denied  
 Amended     Tabled  
 Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Change Order to the Willmar City Auditorium Remediation Contract with ECCO Midwest, Inc.

**Recommended Action:** Introduce a Resolution Authorizing Change Order No. 1 in the Amount of \$11,000

**Background/Summary:**

In the action of the Council accepting bids on the City Auditorium Remediation Project, Alternate #4 was accepted which planned for the capping and lead containment of the basement ductwork in the lower floor at the base of the stairs. It saved \$11,000. This item will now need to be reversed due to the final mechanical plan submitted a week after the initial award indicating a conflict with the space. The \$11,000 amount will need to be added back into the contract. The attached mechanical drawing indicates use of that space for the gun range training room and lower level bathroom ductwork.

**Alternatives:**

**Financial Considerations:** \$11,000

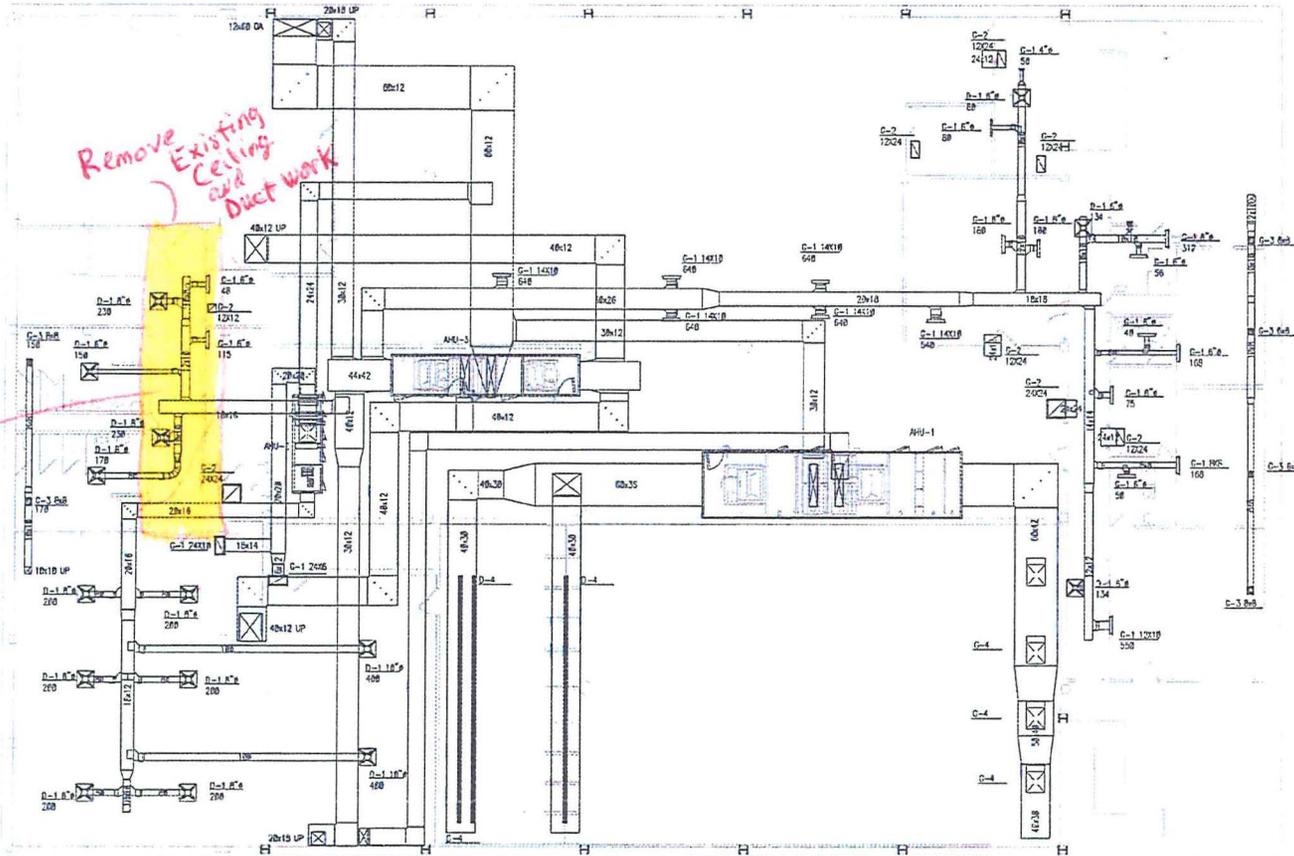
**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

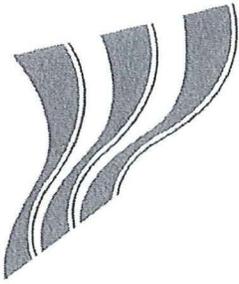
**HYAC NOTES**

- MECHANICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS, DIMENSIONS, UTILITIES, ETC. PRIOR TO BIDDING AND CONSTRUCTION.
- INSTALL ALL WORK IN ACCORDANCE WITH STATE, LOCAL AND NATIONAL CODES.
- THE USE OF FLEXIBLE DUCT IS LIMITED TO 5'-0", NO ELBOWS.
- ALL DUCTS SHALL BE SEALED WITH DUCT SEALER SIMILAR TO UNITED SHEET METAL DUCT SEALER.
- INSULATE ALL NEW SUPPLY AIR RECTANGULAR DUCTS (IN CEILING SPACE) WITH WINDOW 2-6 EXTERIOR DUCT INSULATION. RETURN DUCTS SHALL HAVE 1/2" EXTERIOR WRAP.
- PROVIDE TESTING AND BALANCING FOR ALL AIR SYSTEMS. SUBMIT REPORTS TO ARCHITECT.
- SUBMIT SHOP DRAWINGS TO ENGINEER FOR APPROVAL OF MAJOR MECHANICAL EQUIPMENT PRIOR TO ORDERING.
- SEE ALL OTHER DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL WORK AND CLARIFICATIONS OR WORK TO BE PERFORMED.
- ALL OUTDOOR AIR INTAKES SHALL BE LOCATED A MINIMUM OF 10'-0" FROM EXHAUST VENTS, FURNACE VENTS, ETC.
- CONDENSATE FROM ROOFTOP EQUIPMENT SHALL DISCHARGE ONTO ROOF VERIFY WITH LOCAL CODE OPTIONS. IF OBSERVABLE, EXTEND CONDENSATE PIPE TO APPROVED FLOOR RECEPTOR OR DRAIN TO APPROVED EXTERIOR LOCATION.
- ALL DUCTWORK SHALL BE GALVANIZED SHEET METAL CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH SHOWN LOW-PRESSURE DUCT CONSTRUCTION STANDARDS. SIZES SHOWN ARE INSIDE CLEAR DIMENSIONS. MAKE ALLOWANCE FOR INTERNALLY LINED DUCTWORK. ALL DUCTWORK TO BE RUN AS HIGH AS POSSIBLE TO AVOID ANY CONFLICTS.
- SEE ARCHITECTURAL DRAWINGS FOR LOCATIONS OF DIFFUSERS, REGISTERS, GRILLES LOCATED IN THE CEILING GRID.
- INSULATE LAST 5 FEET OF DUCT FROM TOILET ROOM EXHAUST DUCT WITH 1 1/2" THICK FIBERGLASS DUCT WRAP.
- DUCTWORK LAYOUT SHOWN IS RECOMMENDED. ADJUST TO COMPLY WITH LOCAL CODE REQUIREMENTS AND AS BUILT CONDITIONS.
- PROVIDE 7 DAY PROGRAMMABLE THERMOSTATS WITH AUTO CHANGE OVER SUB-BASIS.



Remove Existing Ceiling and Duct work

Engineer to add New lay in light to new Ceiling Grid



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5 b.

Meeting Date: August 25, 2014

Attachments: Yes  No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Change Order No. 2 to the Willmar City Auditorium Remediation Contract with ECCO Midwest, Inc.

Recommended Action: Introduce a resolution authorizing Change Order No. 2 for a \$5,000 reduction to the contract with ECCO Midwest, Inc.

Background/Summary: During the process of the City Auditorium Remediation, ECCO Midwest, Inc. has informed the City that two mechanical shafts on the east end of the Auditorium running vertically from the lower floor through the roof can remain and be capped in place. This would result in a \$5,000 net reduction change order to the contract.

Original Base Bid	\$190,000
Change Order No. 1	11,000
Change Order No. 2	<u>(5,000)</u>
	\$196,000

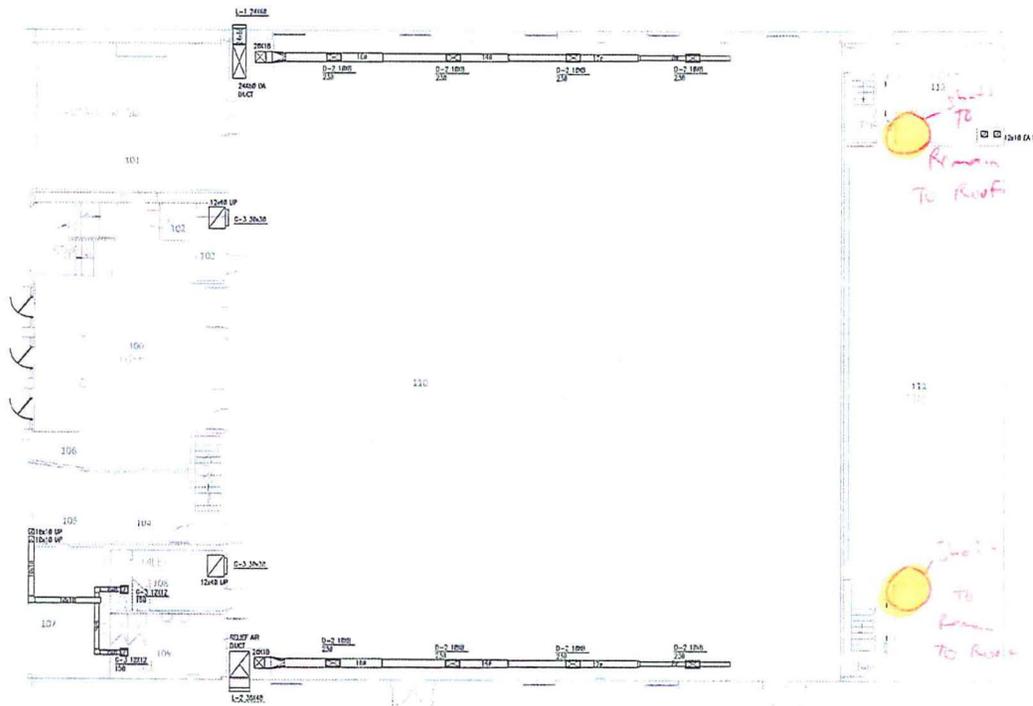
Alternatives: Remove lead dust contaminated shafts and incur additional costs (minor) to trim out lower floor hole(s).

Financial Considerations: (\$5,000)

Preparer: Kevin Halliday, City Clerk

Signature:

Comments:



1 FIRST FLOOR HVAC PLAN  
1/8"=1'-0"

**HVAC NOTES**

1. MECHANICAL CONTRACTOR TO FIELD VERIFY ALL EXISTING COORDINATE, DIMENSIONS, UTILITIES, ETC. PRIOR TO BEGAINING AND CONSTRUCTION.
2. INSTALL ALL WORK IN ACCORDANCE WITH STATE, LOCAL AND NATIONAL CODES.
3. THE USE OF FLEXIBLE DUCT IS LIMITED TO 5'-0", NO ELBOWS.
4. ALL DUCTS SHALL BE SEALED WITH DUCT SEALER SIMILAR TO LISTED SHEET METAL DUCT SEALER.
5. INSTALL ALL NEW SUPPLY AND RETURN AIR DUCTS (IN CEILING SPACES) WITH MINIMUM R-8 EXTERIOR DUCT INSULATION INSTALLED. ROUND DUCTS SHALL HAVE 1 1/2" EXTERIOR WRAP.
6. PROVIDE TESTING AND BALANCING FOR ALL AIR SYSTEMS. SUBMIT REPORTS TO ARCHITECT.
7. SUBMIT 2 SETS OF DRAWINGS TO ENGINEER FOR APPROVAL OF WHICH MECHANICAL EQUIPMENT PRIOR TO ORDERING.
8. SEE ALL OTHER DRAWINGS AND SPECIFICATIONS FOR ADDITIONAL WORK AND CLASSIFICATION OF WORK TO BE PERFORMED.
9. ALL OUTSIDE AIR MOVES SHALL BE LOCATED A MINIMUM OF 10'-0" FROM EXISTING VENT, PLUMBING, VETS, ETC.
10. CONDENSATE FROM ROOFTOP EQUIPMENT SHALL DISCHARGE OUTDOOR ROOF WITH LOCAL CODE OPTIONS. IF OPTIONAL, DRAIN CONDENSATE PIPE TO APPROVED FLOOR RECEPTOR OR DRAIN TO APPROVED OUTDOOR LOCATION.
11. ALL DUCTWORK SHALL BE GALVANIZED SHEET METAL CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH SMACNA LOW-PRESSURE DUCT CONSTRUCTION STANDARDS. DUCTS SHALL BE PROSE CLEAN FINISH. MAKE ALLOWANCE FOR INTERNALLY LINED DUCTWORK. ALL DUCTWORK TO BE FIN AS HIGH AS POSSIBLE TO AVOID ANY CONTACTS.
12. SEE ARCHITECTURAL DRAWINGS FOR LOCATIONS OF DIFFUSERS, REGISTER, GRILLES LOCATED IN THE CEILING SPACE.
13. INCLUDE LAST 5 FEET OF DUCT FROM TIGHT ROOM DUCTS DUCT WITH 1 1/2" THICK FIBERGLASS DUCT WRAP.
14. DUCTWORK LEAKAGE SHOULD BE MINIMIZED. ADJUST TO COMPLY WITH LOCAL CODE REQUIREMENTS AND AS NEARLY AS POSSIBLE.
15. PROVIDE 7 DAY PROGRAMMABLE THERMOSTATS WITH AUTO CHANGE OVER SW-BASE.



**ENGAN ASSOCIATES**  
311 4th Street SW  
P.O. Box 594  
Willmar, MN 56201  
320-233-4900  
FAX: 320-233-4943



**DUFFY ENGINEERING & ASSOCIATES, INC.**  
330 HIGHWAY 18 SOUTH  
ST. CLOUD, MN, 56304  
PHONE (320) 259-1234  
FAX (320) 252-1234

PRELIMINARY  
PROGRESS PRINT  
FOR INFO ONLY  
NOT FOR CONST.

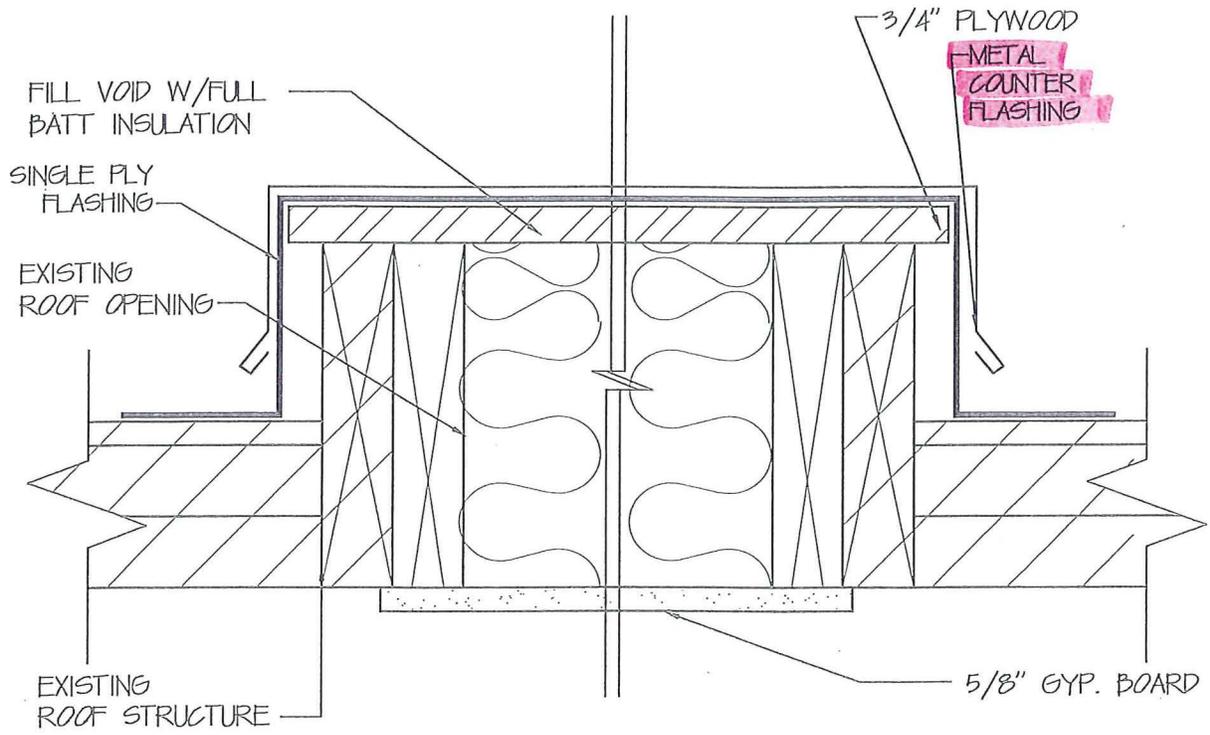
PROJECT # 206.15	DATE 8/11/2014
DRAWN BY: JDU	CHECKED BY:
OWNER:	

WILLMAR  
CITY  
AUDITORIUM  
2014  
RENOVATIONS  
WILLMAR, MN

FIRST FLOOR HVAC PLAN

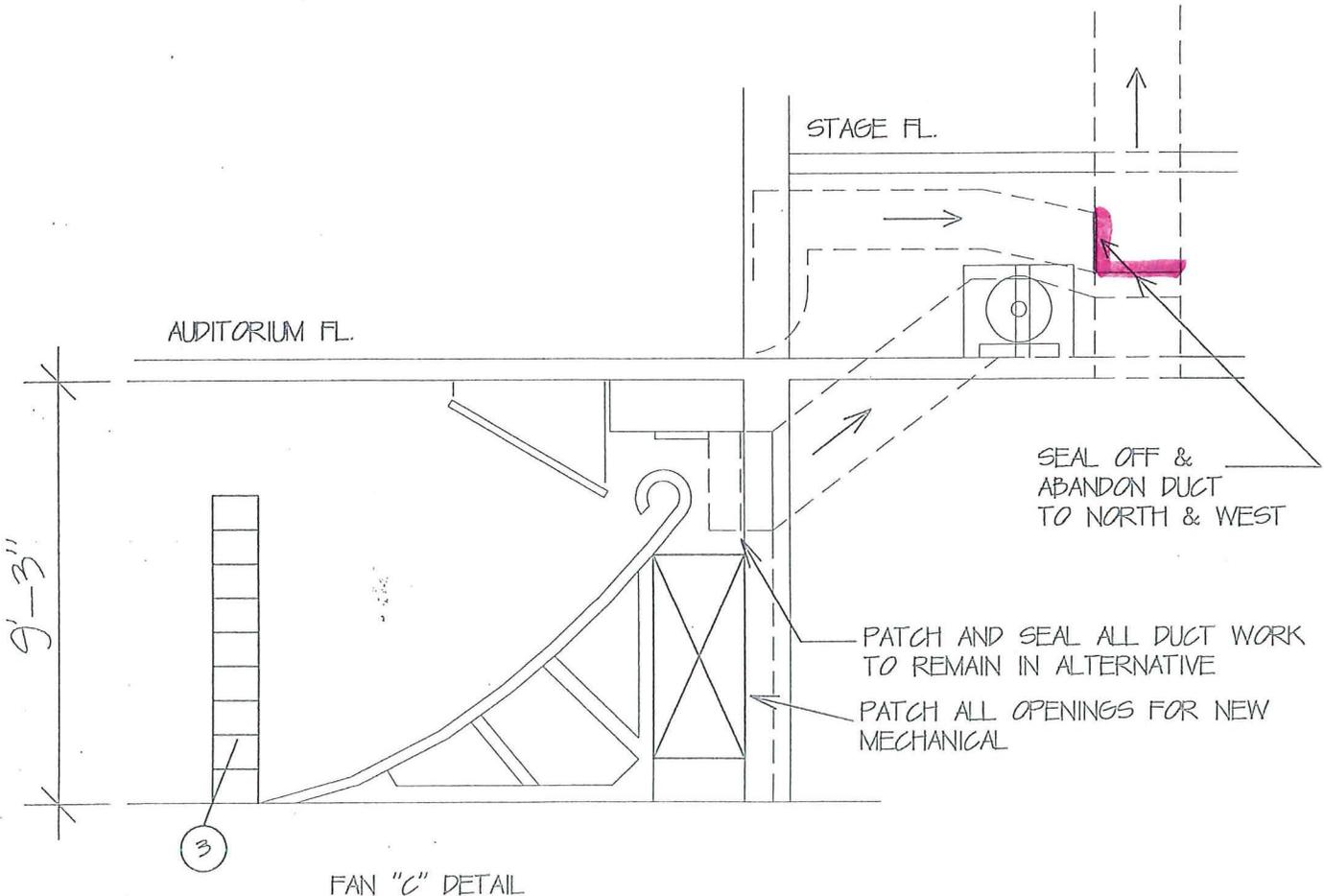
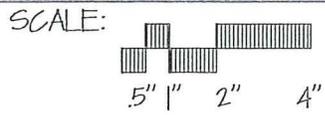
M2.1

150'-0"



3  
A-151

### EXISTING EQUIPMENT CURB



FAN "C" DETAIL



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: August 25, 2014

Attachments: Yes  No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Civic Center Arena

Agenda Item: Request to purchase/replace Zamboni Ice Resurfacer Machine

Recommended Action: Approve the purchase of a Zamboni Resurfacer Machine and authorize the Mayor and City Administrator to execute the appropriate documents on behalf of the City.

Background/Summary: The replacement of the Zamboni Ice Resurfacer Machine is included in the 2015 Vehicle Replacement Program. Only one company in the United States manufactures this type of Zamboni. A quote was received in the amount to \$131,210.00 less a trade in value of approximately \$30,000-\$40,000. Staff is requesting to order the Zamboni now in 2014, but the City wouldn't take delivery until 2015 as it takes up to 9 months for an order to be completed and delivered.

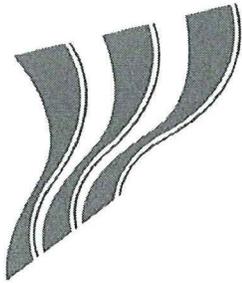
Alternatives: NA

Financial Considerations: The 2015 Capital Vehicle Replacement Program includes \$130,000.00 for the purchase and replacement of a new Zamboni Ice Resurfacer Machine.

Preparer: Troy Ciernia, Arena Manager

Signature:

Comments: If approved the City would enter into the contract for purchase in 2014, but wouldn't need to have the funds until after delivery in 2015.



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7  
Meeting Date: August 25, 2014  
Attachments: X Yes \_\_\_ No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Agenda Item: Removal of Agricultural Land Exemption of Special Assessments

Recommended Action: Motion to Adopt the Resolution Removing Agricultural Land Owners of Special Assessment Payments

Background/Summary:

It is the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. If the agricultural exemption is granted it remains on the City deferment program until its useful life is attained. The useful life of a watermain is forty (40) years and street is twenty (20) years from the date of initial construction.

Attached is a resolution listing the property owners who will be removed from the Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

Alternatives: Deny removal and leave all recorded deferments against parcels as listed

Financial Considerations: \$31,012.00

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the following properties located with the City of Willmar were exempted from payment of special assessments pursuant to the agricultural exemption policy:

Word of Faith Family Church 3010 7 <sup>th</sup> Ave NW Willmar	95-908-0140 Project 9301 Streets	\$27,495.00
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*Section 8, Township 119, Range 35  
West 854.2 feet of East 929.2 feet of North 400 feet of South 470 feet of  
East Half of Northeast Quarter excluding part platted into West Pump Station Addition.  
(3.88 acres)*

Mildred Thorpe 501 28 <sup>th</sup> Avenue SW	95-908-0130 Project 7402 Watermain	\$ 3,517.00
--	---------------------------------------	-------------

*Section 8, Township 119, Range 35  
West 309.7 feet of East 929.2 feet of North 400 feet of South 470 feet and West 854.2 feet  
of East 929.2 feet of North 300 feet of South 770 feet of Southeast Quarter of Northeast  
Quarter. (5.88 acres)*

WHEREAS, the City of Willmar Comprehensive Assessment Policy sets life expectancy for each improvement, and

WHEREAS, the useful life of a watermain is forty (40) years and street is twenty (20) years from the date of initial construction.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Willmar, Minnesota, that the records of the deferred and pending assessments of the above parcels be hereby removed.

Dated this 2<sup>nd</sup> day of September, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK-TREASURER

## Kevin Halliday

---

**From:** Brisendine Steve <brisendines@willmar.k12.mn.us>  
**Sent:** Monday, August 25, 2014 3:16 PM  
**To:** Kevin Halliday  
**Cc:** Steve Okins; Charlene Stevens  
**Subject:** DNR Grant

Kevin,  
WCER is working in conjunction with the Little Crow Archery Club to write a MN DNR Archery Range Development Grant. It is a matching grant and we believe our grant will total around \$5,000 thus the City of Willmar/Little Crow Archers would come up with the matching amount of about \$2,500.  
Once we get pricing completed over the next couple of days we will know the exact amount but we believe our ask will be in the range above. We are hoping to get assistance with a shooting line, bow racks, target stands and a shooting platform.  
Given the expertise in the club and some donations from club members we believe this work can be accomplished with the dollar amount stated above. Any questions feel free to contact me.

Steve Brisendine  
Director of Community Education & Recreation  
Willmar Public Schools/City of Willmar  
1234 Kandiyohi Avenue SW  
Willmar MN 56201  
Phone: 320-231-8494  
email: [brisendines@willmar.k12.mn.us](mailto:brisendines@willmar.k12.mn.us)



## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, August 26, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	.....	Chair
	Audrey Nelsen	.....	Vice Chair
	Bruce DeBlieck	.....	Member
	Steve Ahmann	.....	Member

Others present: Mayor Frank Yanish; Council Member Jim Dokken; Director of Public Works Sean Christensen; Chief of Police Jim Felt; Fire Chief Gary Hendrickson; and Paul Jurek, Bollig Engineering.

#### Item No. 1      Call to Order

The meeting was called to order by Chair Christianson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no public comments.

#### Item No. 3      Accept Project and Authorize Final Payment Project No. 1305 (Resolution)

Public Works Director Sean Christensen brought forth, for approval, the acceptance of Project No. 1305 and authorization of final payment to Duinink Inc. in the amount of \$6,444.21. The City Council entered into an agreement with Duinink Inc. on June 7, 2012 for the Trott Avenue SW Improvements in conjunction with the installation of the quiet zone. The final pay request with quantities was submitted for consideration with the final construction cost falling just below the contracted price.

A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck to accept Project No. 1305 and authorize final payment to Duinink Inc. in the amount of \$6,444.21. The motion carried.

#### Item No. 4      Request to Purchase/Replace the Mechanic's Pickup Truck (Resolution)

Public Works Director Christensen brought forth, for approval, the purchase/replacement of the mechanic's pickup truck. The current mechanic's pickup is a 2001 Ford F250 and has mechanical problems that include the engine using oil and transmission issues. Staff is requesting to replace it with a 2014 F150 XLT for \$27,837.70 from Nelson Auto Center Fleet Department in Fergus Falls along with a Tommy Lift Gate for \$2,560.00 from Tow Master Inc. in Litchfield. The 2001 Ford F250 would be sold at the Public Works Auction and in the interim will be used to pull the tack oil distributor. The 2014 Capital Outlay Vehicle and Equipment Replacement Program included \$37,353.00 for the purchase and replacement of the mechanic's pickup, with the total purchase price being \$6,955.30 under budget. Tax, license, and tool boxes would be added at a later date.

The Committee questioned if Nelson Auto Center Fleet Department is included in a State Contract purchase. Staff will provide this information at the Council Meeting.

A motion was made by Council Member Nelsen, seconded by Council Member DeBlieck to approve the purchase of the 2014 Ford F150 XLT with Tommy Lift Gate. The motion carried.

Item No. 5 Acceptance of Minnesota Public Facilities Authority to Purchase a \$3,000,000 Revenue Note, Series 2014-A (Resolution)

Public Works Director Christensen brought forth for approval a Resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$3,000,000 General Obligation Sewer Revenue Note, Series 2014A, and authorizing execution of bond purchase and project loan agreement for the note. The funding will be utilized for the Lakeland Drive Sewer Lift Station Project, and approval is necessary to proceed with PFA Funding. Paul Jurek with Bollig Engineering, who is the consultant on the project, was present to answer any additional questions from the Committee.

A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck to approve the Resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$3,000,000 Revenue Note, Series 2014A. The motion carried.

Item No. 6 Old Business

Public Works Director Christensen displayed a piece of the Cured In Place Pipe being installed inside the existing concrete pipe in Lakeland Drive.

Fire Chief Gary Hendrickson provided an update on Fire Department activities. So far in 2014 there have been 212 fire calls. The majority of the calls have been for unintentional alarm system activations and unintentional smoke detector activations. Chief Hendrickson noted the average response time from the station to the address is 9 minutes and 4 seconds.

The Committee questioned if we charge for false alarm calls, and Chief Hendrickson stated at this time we do not. Chief Hendrickson indicated some insurance companies will offer the Fire Department \$500 if there is a defined loss from a provision under additional coverage. Chief Hendrickson has been approached by insurance companies offering the \$500 for calls with defined loss but he has declined the donations as he feels the homeowner's taxes are covering the services of the Fire Department. It is also felt if there is a charge placed on false alarms it will deter people from calling 911, therefore increasing possible fire fatalities and injuries. Chief Hendrickson stated if we were to have accepted the \$500 it would have generated \$6,500 in revenue this year.

The Committee questioned the staffing levels and application status for new fire fighters, with Chief Hendrickson responding he will be closing the applications process this week and there was not an abundant response. The ideal number of fire fighters the Department would like to see is 40, with our current status at 33. The Department is foreseeing losing another two fire fighters in the next two months and another five in 2017. The State Legislature is authorizing a \$500 payment to fire fighters in the 14 Southwest counties for their service of employment in the years 2014, 2015, and 2016 as a retention incentive. Chief Hendrickson did not believe it will be a great retention strategy, as it will be a significant cost to the citizens of Minnesota.

Chief of Police Jim Felt noted the jail census for August 26, 2014, was 104; 75 of those being Kandiyohi County inmates, 25 inmates from the MN Department of Corrections, 2 inmates from Swift County and 2 inmates from Big Stone County. Chief Felt responded to a question on immigration hold inmates in the jail census and stated the Sherriff has stopped noting them on the jail roster as it is not required. The calls for service for the previous two weeks totaled 775 with a total of 1,498 since the last Public Works/Safety meeting of July 29th. The majority of the calls are for traffic stops, followed by public assists and suspicious vehicles.

The Committee questioned the current drug activity and Chief Felt reported the Drug Task Force ended a major investigation with 38 warrants signed. This investigation created a significant dip in drug activity and took key suspects off the streets. There still continues to be an issue with methamphetamines and marijuana, but only a small amount is found to be manufactured in the area as most of it is brought in from Canada and Mexico. Chief Felt also noted the appearance of less graffiti with the six officers of the Gang

Enforcement Team remaining active to combat those issues from the Willmar Police Department, Sherriff's Department and Multi County Drug & Gang Task Force.

Item No. 7      New Business

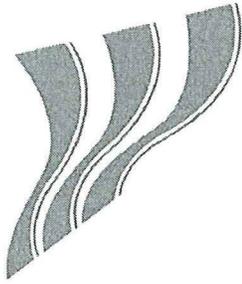
Council Member Jim Dokken addressed the Committee on John Lindstrand requesting to use the City Auditorium for his Veteran's Day program this year since elections will also be held there on November 4th. Lindstrand would ask the asbestos project be delayed one week to allow the Veteran's Day program to be held on November 8<sup>th</sup> through the 13<sup>th</sup>. The Committee was informed that due to the work occurring in the Auditorium, the gym would not be available.

There being no further business to come before the Committee, the meeting was adjourned at 5:38 p.m. by Chair Christianson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sean E. Christensen', written in a cursive style.

Sean E. Christensen, P.E.  
Public Works Director



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: August 26, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: Accept Project and Authorize Final Payment

Recommended Action: Accept Project No. 1305 and authorize final payment to Duinick Inc. in the amount of \$6,444.21.

Background/Summary: The City Council entered into an agreement with Duinick Inc. on June 7, 2012 for the Trott Avenue SW Improvements in conjunction with the installation of the quiet zone. The final pay request with quantities is hereby submitted for consideration. The final amount based on actual quantities is just under contract. Staff is recommending final payment be made.

Alternatives: N/A

Financial Considerations: Payment of the final amount of \$6,444.21 from within the project budget.

Preparer: Sean E. Christensen, P.E.  
Public Works Director

Signature:

Comments:

**CONTRACTOR'S ESTIMATE NO. 2 (FINAL)  
PROJECT NO. 1305**

**CONTRACTOR: DUININCK INC.  
P.O. BOX 208  
PRINSBURG, MN 56281**

**CONSTRUCTION OF: BITUMINOUS MILLING, CURB AND GUTTER, CONCRETE MEDIAN, 3" CONCRETE WALK,  
AND BITUMINOUS PAVING**

**LOCATION: TROTT AVENUE SW**

**DATE: JUNE 2, 2014**

**HONORABLE MAYOR AND CITY COUNCIL  
CITY OF WILLMAR, MINNESOTA**

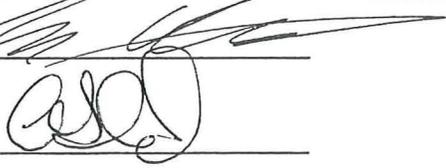
**IN ACCORDANCE WITH THE CONTRACT WITH DUNINCK INC.  
I HEREWITH PRESENT THE FOLLOWING ESTIMATE**

**1305**

ITEM NO.	ITEM	UNIT	QUANTITY	BID	TOTAL
2104.501	Remove Concrete Curb/Curb and Gutter	LF	212	\$3.50	\$742.00
2104.509	Remove Bituminous Pavement	SY	555.2	\$4.00	\$2,220.80
2104.513	Sawing Bituminous Pavement	LF	472.2	\$2.00	\$944.40
2105.525	Topsoil Borrow (CV)	CY	25	\$28.00	\$700.00
2211.501	Aggregate Base Class 5	TON	74.93	\$15.00	\$1,123.95
2232.501	Mill Bituminous Surface (2.0")	SY	4,693.3	\$2.77	\$13,000.44
2360.501	Type SP 12.5 Wearing Course Mix (3,B)	TON	570.09	\$89.00	\$50,738.01
2506.522	Adjust Frame & Ring Casting	EACH	1	\$350.00	\$350.00
2521.501	3" Concrete Walk	SF	725.9	\$3.80	\$2,758.42
2531.501	Concrete Curb and Gutter Design B624	LF	209.5	\$16.50	\$3,456.75
2531.501	Concrete Curb and Gutter Design B824	LF	408.8	\$17.50	\$7,154.00
2573.530	Storm Drain Inlet Protection	EACH		\$150.00	\$0.00
2575.501	Seeding	AC	0.07	\$4,500.00	\$315.00
2575.502	Seed Mixture 270	LB	8.5	\$10.00	\$85.00
2575.532	Fertilizer Type 3	LB	24.7	\$10.00	\$247.00
2575.560	Hydraulic Soil Stabilizer Type 8	LB	63.8	\$8.00	\$510.40
2582.501	Pvt Mssg (RR Xing) Epoxy	EACH	2	\$650.00	\$1,300.00
2582.502	24" Solid Line White-Epoxy	LF	32.5	\$7.00	\$227.50
2582.502	4" Broken Line Yellow-Epoxy	LF		\$0.76	\$0.00
2582.502	4" Double Solid Line Yellow-Epoxy	LF	911	\$1.52	\$1,384.72
	<b>TOTAL PROJECT 1305</b>				<b>\$87,258.39</b>
	<b>BITUMINOUS INCENTIVE</b>				<b>\$981.76</b>
	<b>SUBTOTAL:</b>				<b>\$88,240.15</b>
	<b>LESS PREVIOUS ESTIMATE #1</b>				<b>\$81,795.94</b>
	<b>LESS PREVIOUS ESTIMATE #2</b>				

LESS PREVIOUS ESTIMATE #3	
LESS PREVIOUS ESTIMATE #4	
AMOUNT DUE CONTRACTOR THIS ESTIMATE.	\$6,444.21

APPROVED: \_\_\_\_\_  
CITY ENGINEER



APPROVED: \_\_\_\_\_  
CONTRACTOR

CONTRACT AMOUNT: \$88,241.00  
BUDGET NO.: 413.48455.0336

<b>Project 1305 Incentive /Disincentive Summary</b>					
<b>1305 Incentive/Disincentive</b>					
	Incentive	Disincentive	Location	Core #'s	Date
	\$ 981.76	-	Trott Ave SW	5,5.3,5.4	7/19/2013
TOTAL	\$ 981.76				
<b>Total Project Incentive /Disincentive</b>	\$ 981.76				



STATE AID FOR LOCAL TRANSPORTATION  
FINAL INSPECTION REPORT

Rev. Jun. 2012

Page 1 of 2

SAP 175-104-015	MN Proj. No.	Completion Date : July 22, 2013
Tied SAP/SP		
Project Location : On Trott Avenue between Industiral Drive and 16 <sup>th</sup> Street SW in City of Willmar		
Project Description : Utility and Street Improvements		
Lead Agency : City of Willmar	Project Engineer : Jared Vogue	
Contractor : Duinick Inc.	Contract Amount : \$88,241.00	

SC=Substantial Compliance NA=Not Applicable

		SC	NA	Comments
<b>GRADING</b>	Inslope	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Backslope	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Grading Width	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Clear Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Driveway Slope (6:1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>PAVEMENT</b>	Gravel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Concrete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Bituminous	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Traffic Lanes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Parking Lanes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Bike Lanes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>BRIDGE</b>	Superstructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Substructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Retaining/Noise Walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Box Culvert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>TRAFFIC</b>	Signals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Signing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Striping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Posted Speed (per plan)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ADA</b>	Ramps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Sidewalk (slope/grade/width)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	APS (audible ped signals)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
<b>MISCELLANEOUS</b>	Right-of-way Encroachment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	R/R Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RR Quiet Zone Part of Project
	Turf Establishment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Landscaping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Guardrail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Drainage Structures/Culverts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Hazardous Mailbox Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		



STATE AID FOR LOCAL TRANSPORTATION  
FINAL INSPECTION REPORT

Remarks

Reviewed on Wednesday, June 18, 2014 by Mel Odens, DSAE.

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Final Inspection by: Mel Odens District State Aid Engineer 6-20-14 Date

Final Inspection Noted Discrepancies Needing to be Resolved: Yes  / No

Corrective Actions Taken by Project Engineer:

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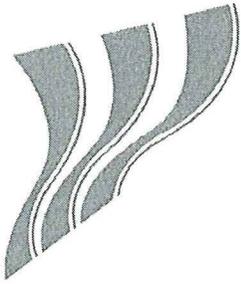
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Signature of Project Engineer required if discrepancies noted above:

\_\_\_\_\_  
Project Engineer Date



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: August 26, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: September 2, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Public Works

Agenda Item: Request to purchase/replace the Mechanics Pickup Truck

Recommended Action: Approve the purchase/replacement of the Mechanics Pickup Truck

**Background/Summary:** The current mechanics pickup is a 2001 Ford F250 and has mechanical problems that include the engine using oil and transmission issues. Staff is requesting to replace it with a 2014 F150 XLT for \$27,837.70 from Nelson Auto Center Fleet Department in Fergus Falls. Staff is also recommending the purchase of a Tommy Lift Gate for \$2,560.00 from Tow Master Inc. in Litchfield. The lift gate will be used for lifting tools, tires, and heavy equipment parts. The 2001 Ford F250 would be sold at the Public Works Auction in the spring of 2015.

**Alternatives:** Keep the current mechanics pickup truck.

**Financial Considerations:** The 2104 Capital Outlay Program has included \$37,353.00 for the purchase and replacement of the mechanics pickup, with the requested pickup and lift gate being \$6,955.30 under budget. Staff noted taxes, license, and tool boxes would be added at a later date.

Preparer: Sean E. Christensen  
Public Works Director

Signature:

Comments:



**WILLMAR**

**PUBLIC WORKS**

## Memorandum

**DIRECTOR/CITY ENGINEER**  
City Office Building  
Box 755 320-235-4202  
**STREET/PARK SUPERINTENDENT**  
801 W. Hwy. 40 320-235-3827  
**WASTEWATER TREATMENT**  
3000 75th St. SW 320-235-4760  
Willmar, Minnesota 56201  
Fax 320-235-4917  
www.ci.willmar.mn.us

**TO:** Charlene Stevens, City Administrator  
**FROM:** Sean Christensen, Public Works Director *SC*  
**DATE:** August 20, 2014  
**RE:** Purchase and Replacement of the Mechanics Pickup Truck

Staff is in the process of proceeding with the purchase and replacement of an F-250 Pickup in accordance with the 2014 Capital Outlay Program.

I am requesting approval to replace Unit # 016749 a 2001 F-250 Pickup. An F-150 would be purchased from Nelson Auto Center, Inc. for \$27,837.70 through South/West West Central Service Cooperative. Staff is also recommending purchase of a Tommy Lift Gate from Tow Master Inc. for \$2,560.00 through State of Minnesota Contract # 69467, to be used for lifting tools, tires, and heavy equipment parts. Please be advised that the 2014 Capital Outlay Program has included \$37,353.00 for the purchase and replacement of the mechanics pickup truck. Please note that taxes, license and tool boxes would be added later.

Please let me know if you concur with this submittal.

Approval \_\_\_\_\_

sl





--- = 016749

2001 FORD F-250

8-19-14 mileage 68498

VEHICLE/EQUIPMENT REPLACEMENT VERIFICATION/COMMENT FORM

Attachments Check List: Vehicle Number 016749 Photo X  
(837,352.70) F-250 (Mech Truck)

Finance Director comments

Initial

~~Operator comments~~

Initial

Mechanic comments OPERATOR ALSO

Miles: 63,751-

Engine is using some oil Transmission noise when changing speeds is more frequent and louder. Unit does not handle well on rough roads.

Initial MDS 3/15/13

Supervisor comments (if applicable)

truck is 12 years old has had a lot of small issues should be replaced

Initial Ron D.

Department Director comments

Repair or not.

Initial PJ 3-22-13

APPROVED

DENIED

Vehicle/Equipment Committee

AP April 18, 2013  
Date

APPROVED

DENIED

[Signature]  
City Administrator

5-30-13  
Date

**Scott Ledeboer**

---

**From:** Melissa Larson <melissa.fleet@ymail.com>  
**Sent:** Tuesday, August 19, 2014 11:44 AM  
**To:** Scott Ledeboer  
**Subject:** F150 Quote  
**Attachments:** Willmar Quote.pdf; Willmar X1E Info.pdf

Scott,

This is a quote for a 2014 model year truck. The order cut off date is coming up on September 12th (according to the fleet bulletin that is available today) but is "subject to change with little of no notice". I quoted the 2014 because if you can get your order approved in time, there is significant savings. But to help ensure that we can get a 2014, we would need your order ASAP. I also put a line item so you know how much to add if you end up going with a 2015,

There are two attachments. One is a single page on letterhead that says Vehicle Quote at the top. This is your cash price. The other attachment is several pages long is only attached for informational purposes. DO NOT refer to that one for any pricing. I only include it so you can see what is included with the vehicle.

Please confirm that you have received this email and feel free to contact me with any questions you may have.

Thank you for contacting us and giving us this opportunity to provide you with a quote!

**Melissa Larson**

*Commercial and Fleet Sales*

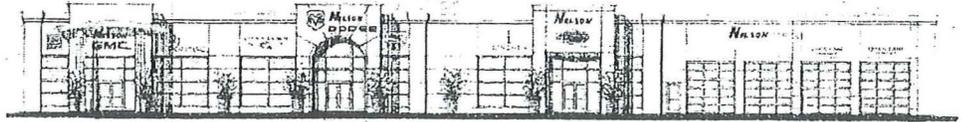
218-998-8865

**Nelson Auto Center, Inc.**

c/o PO Box 338

Fergus Falls, MN 56538-0338

Phone (218)998-8878 or 800-477-3013 ext 8865



**Fleet Department**

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338  
218-998-8865 • 800-477-3013 • melissa.fleet@ymail.com • www.nelsonfergusfalls.com

**VEHICLE QUOTE NUMBER F Willmar X1E**

Sold To: Willmar, City of  
Attn: Scott Ledeboer  
Address: Willmar, MN

Date: 08/19/2014  
Phone:  
FAX:  
Salesperson: Melissa Larson

Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Willmar X1E	2014	Ford F150 XLT	4WD SuperCab Long Bx	New	0
		Color: TBD			

Price of Vehicle \$27,837.70

Options & Extras  
Includes All Standard Equipment for XLT Package, Plus;  
Power Equipment Group, Engine Block Heater,  
Trailer Tow Package

Order Cut Off September 12th SUBJECT to change without notice  
If ordering a 2015 after order cut off ADD \$2,400.00

Delivery Included Fergus to Willmar 108 Miles

Subtotal \$27,837.70

Trade - In \$0.00

Total Cash Price \$27,837.70

*less 0.1% for payment at delivery; net 30 days; add daily interest at 1.5%/mo. for later payment*

Your Purchase Order #

Project # Contract #MSC-13.5

**Thanks for your business!**

Ship To / Lessee / End User: Willmar, City of  
Scott Ledeboer  
Public Works

Phone:  
FAX:

Willmar, MN

Signed \_\_\_\_\_ and initialed \_\_\_\_\_

Printed Name \_\_\_\_\_ and Date \_\_\_\_\_

Willmar X1E XLT.123 08/20/2014

**Prepared For:**  
Willmar, City of  
Scott Ledeboer  
Email: Willmar X1E

**Prepared By:**  
Melissa Larson  
MELISSA LARSON  
2228 COLLEGE WAY/PO BOX 338  
FERGUS FALLS, MN 565380338  
Phone: (218) 998-8865  
Fax: (218) 998-8813  
Email: melissa.fleet@ymail.com

**2014 Ford F-150**  
X1E 4WD SuperCab 163" XLT

Photo may not represent exact vehicle or selected equipment.

## **STANDARD EQUIPMENT**

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### **STANDARD EQUIPMENT - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT**

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#### *ENTERTAINMENT*

- Radio: AM/FM Stereo/Single-CD Player w/Clock -inc: auxiliary audio input jack, speed-compensated volume control and customer information display
- Radio w/Clock
- 4 Speakers
- Fixed Antenna
- SYNC Voice Activated Communication & Entertainment -inc: 911 assist and vehicle health reports, SYNC Applink provides control of certain smartphone applications using SYNC voice commands, Connect to apps like Pandora and more w/your iPhone, Blackberry or Android platform mobile phone

#### *EXTERIOR*

- Wheels: 17" Machined-Aluminum w/Painted Accents
- Tires: P235/75R17 BSW AT (5)
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Chrome Rear Step Bumper
- Chrome Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window
- Variable Intermittent Wipers
- Deep Tinted Glass
- Galvanized Steel/Aluminum Panels
- Chrome Grille
- Tailgate Rear Cargo Access
- Reverse Opening Rear Doors
- Manual Tailgate/Rear Door Lock
- Cargo Lamp Integrated w/High Mount Stop Light
- Perimeter/Approach Lights
- Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off
- Front Fog Lamps

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 347.0, Data updated 8/13/2014  
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Customer File: Willmar X1E

## **STANDARD EQUIPMENT**

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### STANDARD EQUIPMENT - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT

---

#### *INTERIOR*

- Premium Cloth 40-20-40 Split-Bench Front Seats w/Cloth Back Material and Manual Driver Lumbar
- 4-Way Driver Seat -inc: Manual Recline, Fore/Aft Movement and Manual Lumbar Support
- 4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Manual Lumbar Support
- 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Premium Cloth Rear Seat
- Manual Tilt Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
- Power Rear Windows
- 6 Person Seating Capacity
- Front Cupholder
- Rear Cupholder
- Front Cigar Lighter(s)
- 3 12V DC Power Outlets
- Compass
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Keypad
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- HVAC -inc: Underseat Ducts
- Glove Box
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Interior Trim -inc: Metal-Look Instrument Panel Insert, Cabback Insulator and Chrome Interior Accents
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors
- Full Overhead Console w/Storage and 3 12V DC Power Outlets
- Fade-To-Off Interior Lighting
- Front Map Lights
- Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
- Pickup Cargo Box Lights
- Instrument Panel Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins and 1st Row Underseat Storage
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Analog Display

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Customer File: Willmar X1E

## ***STANDARD EQUIPMENT***

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### **STANDARD EQUIPMENT - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT**

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- Outside Temp Gauge
- Front Center Armrest w/Storage
- Manual w/Tilt Front Head Restraints and Manual Adjustable Rear Head Restraints
- 2 Seatback Storage Pockets
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer
- Perimeter Alarm

#### *MECHANICAL*

- Engine: 5.0L V8 FFV
- Transmission: Electronic 6-Speed Automatic -inc: tow/haul mode
- 3.55 Axle Ratio
- GVWR: 7,450 lbs Payload Package
- Transmission w/Oil Cooler
- Electronic Transfer Case
- Part-Time Four-Wheel Drive
- 78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
- 155 Amp Alternator
- Towing w/Harness and Trailer Sway Control
- 1770# Maximum Payload
- Gas-Pressurized Shock Absorbers
- Front Anti-Roll Bar
- Electric Power-Assist Speed-Sensing Steering
- Single Stainless Steel Exhaust
- 36 Gal. Fuel Tank
- Auto Locking Hubs
- Double Wishbone Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Hill Hold Control

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Customer File: Willmar X1E

## **STANDARD EQUIPMENT**

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### **STANDARD EQUIPMENT - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT**

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#### *SAFETY*

- Advancetrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Airbag Occupancy Sensor
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Safety Canopy System Curtain 1st And 2nd Row Airbags
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File: Willmar X1E

## SELECTED MODEL & OPTIONS

### SELECTED MODEL - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT

<u>Code</u>	<u>Description</u>	<u>MSRP</u>
X1E	2014 Ford F-150 4WD SuperCab 163" XLT	\$37,760.00

### SELECTED VEHICLE COLORS - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

### SELECTED OPTIONS - 2014 Fleet/Non-Retail X1E 4WD SuperCab 163" XLT

<u>CATEGORY</u>		<u>MSRP</u>
<u>Code</u>	<u>Description</u>	
ENGINE		
99F	ENGINE: 5.0L V8 FFV (STD)	\$0.00
TRANSMISSION		
446	TRANSMISSION: ELECTRONIC 6-SPEED AUTOMATIC -inc: tow/haul mode (STD)	\$0.00
OPTION PACKAGE		
300A	EQUIPMENT GROUP 300A BASE	\$0.00
AXLE RATIO		
X19	3.55 AXLE RATIO (STD)	\$0.00
TIRES		
T7B	TIRES: P235/75R17 BSW A/T (5) (STD)	\$0.00
PAINT SCHEME		
—	MONOTONE PAINT APPLICATION	\$0.00
PRIMARY PAINT		
N1	BLUE JEANS METALLIC	\$0.00
SEAT TYPE		
MS	STEEL GRAY, CLOTH 40/20/40 FRONT SEAT -inc: folding armrest, cupholders, storage and manual driver and passenger lumbar	\$0.00
ADDITIONAL EQUIPMENT		
535	TRAILER TOW PACKAGE -inc: 7-pin wiring harness and class IV trailer hitch receiver, Auxiliary Transmission Oil Cooler, SelectShift Transmission, Upgraded Radiator REQUIRED for towing over 5,000 lbs.	\$375.00
C09	PRICED DORA	\$0.00
<b>OPTIONS TOTAL</b>		<b>\$375.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File: Willmar X1E

## WINDOW STICKER

2014 Ford F-150 4WD SuperCab 163" XLT		Interior: - No color has been selected.
5.0 L/302 CID Regular Unleaded V-8		Exterior 1: - No color has been selected.
6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
<b>CODE</b>	<b>MODEL</b>	<b>MSRP</b>
X1E	2014 Ford F-150 4WD SuperCab 163" XLT	\$37,760.00
<b>OPTIONS</b>		
99F	ENGINE: 5.0L V8 FFV	\$0.00
446	TRANSMISSION: ELECTRONIC 6-SPEED AUTOMATIC	\$0.00
300A	EQUIPMENT GROUP 300A BASE	\$0.00
X19	3.55 AXLE RATIO	\$0.00
T7B	TIRES: P235/75R17 BSW A/T (5)	\$0.00
—	MONOTONE PAINT APPLICATION	\$0.00
N1	BLUE JEANS METALLIC	\$0.00
MS	STEEL GRAY, CLOTH 40/20/40 FRONT SEAT	\$0.00
535	TRAILER TOW PACKAGE	\$375.00
C09	PRICED DORA	\$0.00
<b>SUBTOTAL</b>		<b>\$38,135.00</b>
Advert/Adjustments		\$0.00
Destination Charge		\$1,195.00
<b>TOTAL PRICE</b>		<b>\$39,330.00</b>
Est City: 14.00 mpg		
Est Highway: 19.00 mpg		
Est Highway Cruising Range: 684.00 mi		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 347.0, Data updated 8/13/2014  
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Customer File: Willmar X1E



Towmaster, Inc.  
 61381 US Hwy. 12, Litchfield, MN  
 Phone: 800-462-4517 / 320-693-7900



**Attend The Towmaster EXPO '14 - - July 15, 2014**

FX: 320-693-7921

**State Contract 69467**

Parts FX: 320-593-5703

<b>Bill To:</b>	<b>Cust#:</b> 2990	<b>Phone:</b>	<b>Ship To:</b>	<b>Phone:</b>
WILLMAR, CITY OF		320-235-1251	WILLMAR, CITY OF	320-235-1251
801 W HWY #40		<b>FAX:</b>	801 W HWY #40	<b>FAX:</b>
WILLMAR, MN 56201		320-235-4917	WILLMAR, MN 56201	320-235-4917

**Contact:**

**Contact:**

PO#	QUOTE No.	Terms	Created Date	Latest Rev Date	Appx. Ship Date
	12726-TGG	NET 30 DAYS	08/06/2014	8/6/2014	
Trk VIN		MO #	CO #	Salesman	
Freight Instructions:		Build Instructions:	Other Credit:	Other Charge:	

**ATTENTION:**

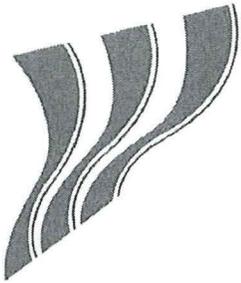
Qty	Part No.	Description	Discount Rate:	0.00%	Price Each	Net Amt
1	9901587	Lift Gate G2-60-1342 TP38 Full-Size Pickup - G2 Series TOMMY GATE			2,073.00	2,073.00
1	9901651	Lift Gate INS of Pickup or Van Lift Gate			487.00	487.00

**NOTE: If changes are made to an order after a P.O. has been issued, a FEE may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.**

Visit us online at [www.towmastertruck.com](http://www.towmastertruck.com)

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Price:	\$2,560.00
Discount:	\$0.00
Other Credit (see above):	\$0.00
<b>Net Cost:</b>	<b>\$2,560.00</b>
Sales Tax:	\$0.00
Other Charge (see	\$0.00
Freight	\$0.00
<b>Total:</b>	<b>\$2,560.00</b>



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: August 26, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: **September 2, 2014**

- Approved  Denied  
 Amended  Tabled  
 Other

Originating Department: City Administrator

Agenda Item: Acceptance of Minnesota Public Facilities Authority to Purchase a \$3,000,000 Revenue Note, Series 2014A

Recommended Action: Approve a resolution accepting the offer of the Minnesota Public Facilities Authority to purchase a \$3,000,000 General Obligation Sewer Revenue Note, Series 2014A, and authorizing execution of bond purchase and project loan agreement for the note.

Background/Summary: The funding will be utilized for the Lakeland Drive Sewer Lift Station Project.

Alternatives: NA

Financial Considerations: Necessary resolution to proceed with PFA Funding.

Preparer: City Administrator Charlene Stevens

Signature:

Comments:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE  
A \$3,000,000 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A, PROVIDING FOR ITS  
ISSUANCE AND AUTHORIZING EXECUTION OF A BOND PURCHASE AND PROJECT LOAN AGREEMENT  
FOR THE NOTE

A. WHEREAS, the City Council of the City of Willmar, Minnesota (the "City"), has heretofore applied for a loan from the Minnesota Public Facilities Authority (the "PFA") to provide financing pursuant to Minnesota Statutes, Chapters 444 and 475, for improvements to the City's municipal sewer system including upgrading and extending the existing Lakeland Drive interceptor and replacing the State Hospital (MinnWest) lift station (the "Project"); and

B. WHEREAS, the PFA is authorized pursuant to Minnesota Statutes, Chapter 446A, as amended, to issue its bonds (the "PFA Bonds") and to use the proceeds thereof, together with certain other funds, to provide loans and other assistance to municipalities to fund eligible costs of construction of sanitary sewer collection systems; and

C. WHEREAS; the City has applied for a loan from the PFA pursuant to such program and the PFA has committed to make a loan to the City in the principal amount of \$3,000,000 to be disbursed and repaid in accordance with the terms of a Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement (the "Project Loan Agreement") to be executed by the City and the PFA, a draft copy of which has been presented to the Council and is on file with the Clerk; and

D. WHEREAS, the \$3,000,000 General Obligation Sewer Revenue Note, Series 2014A (the "Note") of the City is tax-exempt, and in addition the City will covenant to take no action to impair the tax-exemption of the PFA Bonds; and

E. WHEREAS, in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(4), the City is authorized to issue obligations to a board, department or agency of the State of Minnesota by negotiation and without advertisement for bids and the PFA is, and has represented that it is, a board, department or agency of the State of Minnesota; and

F. WHEREAS, on March 3, 2014, the City Council adopted a resolution calling a public hearing on an Ordinance entitled "An Ordinance Authorizing the Issuance of a General Obligation Sewer Revenue Bonds, Series 2014A" (the "Ordinance").

G. WHEREAS, a public hearing on the adoption of the Ordinance was held on March 17, 2014, and, following the public hearing the City Council adopted the Ordinance.

H. WHEREAS, a contract or contracts for the Project have been made by the City with the approval of the PFA and all other state and federal agencies of which approval is required:

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Willmar, Kandiyohi County, Minnesota, as follows:

1. Acceptance of Offer; Payment. The offer of the PFA to purchase a \$3,000,000 General Obligation Sewer Revenue Note, Series 2014A of the City (the "Note") at the rate of interest hereinafter set forth, and to pay therefor the sum of \$3,000,000 as provided below, is hereby accepted, and the sale of the Note is hereby awarded to the PFA. Payment for the Note by the PFA shall be made in installments as eligible costs of the Project are reimbursed or paid, all as provided in the Project Loan Agreement.

2. Title; Date; Denomination; Interest Rates; Maturities. The Note shall be a fully registered negotiable obligation, shall be titled the "General Obligation Sewer Revenue Note, Series 2014A", shall be dated as of the date of delivery and shall be issued forthwith. The Note shall be in the principal amount of

\$3,000,000, or so much thereof as shall be disbursed pursuant to the Project Loan Agreement, shall bear interest on so much of the principal amount of the Note as may be disbursed and remains unpaid until the principal amount of the Note has been paid or has been provided for, at the rate of 1.00% per annum (calculated on the basis of a 360-day year of twelve 30-day months). Interest on the Note is payable semi-annually on February 20 and August 20, commencing February 20, 2015 interest starts accruing as of the date of the initial disbursement. In accordance with Minnesota Statutes, Section 475.54, Subd. 17, principal on the Note shall mature on August 20 of the years and in the installments as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2015	\$20,000	2025	\$151,000
2016	20,000	2026	152,000
2017	20,000	2027	154,000
2018	256,000	2028	155,000
2019	258,000	2029	157,000
2020	260,000	2030	159,000
2021	145,000	2031	160,000
2022	146,000	2032	162,000
2023	148,000	2033	163,000
2024	149,000	2034	165,000

Interest shall accrue only on the aggregate principal amount of the Note which has been disbursed and is unpaid under the Project Loan Agreement. The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of the Note has not been disbursed; provided that if the full principal amount of the Note is never disbursed, the amount of the principal not disbursed shall be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be reamortized to provide similarly level annual installments of total debt service payments). Principal, interest and any premium due under the Note will be paid on each payment date by wire payment, or by check or draft mailed at least five business days prior to the payment date to the person in whose name the Note is registered, in any coin or currency of the United States which at the time of payment is legal tender for public and private debts.

Interest on the Note includes amounts treated by the PFA as service fees.

3. Purpose; Cost. The proceeds of the Note shall provide funds to finance construction of the Project. The total cost of the construction of the Project, including legal and other professional charges, publication and printing costs, interest accruing on money borrowed for the Project before the collection of net revenues pledged and appropriated therefor, and all other costs necessarily incurred and to be incurred from the inception to the completion of the Project, is estimated to be at least equal to the amount of the Note. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Redemption. This Note is subject to redemption with the consent of the PFA, in whole or in part on such dates and at such prices and upon such other terms as are specified in the Project Loan Agreement, including, but not limited to, acceleration or payment of increased interest as provided in Section 6.2 of the Project Loan Agreement.

5. Registration of Note. At the time of issuance and delivery of the Note, the officer of the City performing the functions of the Treasurer (the "Treasurer") shall register the Note in the name of the payee in a note register which the Treasurer and the officer's successors in office shall maintain for the purpose of registering the ownership of the Note. The Note shall be prepared for execution with an appropriate text and spaces for notation of registration. The force and effect of such registration shall be as stated in the form of Note hereinafter set forth. Payment of principal installments and interest, whether upon redemption or

otherwise, made with respect to the Note, may be made to the registered holder thereof or to the registered holder's legal representative, without presentation or surrender of the Note.

6. Form of Note. The Note, together with the Certificate of Registration attached thereto, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
COUNTY OF KANDIYOHI  
CITY OF WILLMAR

\$3,000,000 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2014A

The City of Willmar, Kandiyohi County, Minnesota (the "City"), certifies that it is indebted and for value received promises to pay to the Minnesota Public Facilities Authority or the registered assign, the principal sum of THREE MILLION DOLLARS, or so much thereof as may have been disbursed, on August 20 of the years and in the installments as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2015	\$20,000	2025	\$151,000
2016	20,000	2026	152,000
2017	20,000	2027	154,000
2018	256,000	2028	155,000
2019	258,000	2029	157,000
2020	260,000	2030	159,000
2021	145,000	2031	160,000
2022	146,000	2032	162,000
2023	148,000	2033	163,000
2024	149,000	2034	165,000

and to pay interest on so much of the principal amount of the Note as may be disbursed and remains unpaid until the principal amount hereof is paid at the rate of 1.0% per annum (calculated on the basis of a 360-day year of twelve 30-day months). Interest on the Note is payable semiannually on each February 20 and August 20, commencing February 20, 2015. Interest starts accruing of the date of the initial disbursement.

Principal and Interest Payments. Interest shall accrue only on the aggregate amount of this Note which has been disbursed under the Minnesota Public Facilities Authority Bond Purchase and Project Loan Agreement dated as of August 11, 2014, by and between the City and the Minnesota Public Facilities Authority (the "Project Loan Agreement"). The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of this Note has not been disbursed; provided that if the full principal amount of this Note is never disbursed, the amount of the principal not disbursed shall be applied to reduce each unpaid principal installment in the proportion that such installment bears to the total of all unpaid principal installments (i.e., the remaining principal payment schedule shall be reamortized to provide similarly level annual installments of total debt service payments). Interest on this Note includes amounts treated by the Minnesota Public Facilities Authority as service fees. Principal, interest and any premium due under this Note will be paid on each payment date by wire payment, or by check or draft mailed at least five business days prior to the payment date to the person in whose name this Note is registered, in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

Redemption. This Note is subject to redemption with the consent of the Minnesota Public Facilities Authority, in whole or in part on such dates and at such prices and upon such other terms as are specified in the Project Loan Agreement, including, but not limited to, acceleration or payment of increased interest as provided in Section 6.2 of the Project Loan Agreement.

Purpose; General Obligation. This Note has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota for the purpose of providing money to finance the construction of improvements to the City's municipal sewer system (the "Sewer System"), including upgrading and extending the existing Lakeland Drive interceptor and replacing the State Hospital (MinnWest) lift station and is payable out of the PFA Debt Service Account of the Sewer Fund of the City, to which account have been pledged net revenues of the Sewer System. This Note constitutes a general obligation of the City, and to provide moneys for the prompt and full payment of said principal installments and interest when the

same become due, the full faith, credit and taxing powers of the City have been and are hereby irrevocably pledged.

Registration; Transfer. This Note shall be registered in the name of the payee on the books of the City by presenting this Note for registration to the City's Treasurer, who will endorse his or her name and note the date of registration opposite the name of the payee in the certificate of registration attached hereto. Thereafter this Note may be transferred to a bona fide purchaser only by delivery with an assignment duly executed by the registered owner or the registered owner's legal representative, and the City may treat the registered owner as the person exclusively entitled to exercise all the rights and powers of an owner until this Note is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the City's Treasurer.

Fees Upon Transfer or Loss. The Treasurer may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer of this Note and any legal or unusual costs regarding transfers and lost notes.

Project Loan Agreement. The terms and conditions of the Project Loan Agreement are incorporated herein by reference and made a part hereof. The Project Loan Agreement may be attached to this Note, and shall be attached to this Note if the holder of this Note is any person other than the Minnesota Public Facilities Authority.

Tax-Exempt Obligation. The City intends that the interest on this Note will be excluded from gross income for United States income tax purposes or from both gross income and taxable net income for State of Minnesota income tax purposes.

Qualified Tax-Exempt Obligation. This Note has been designated by the City as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the federal Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Note, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the City has covenanted and agreed with the holder of this Note that it will impose and collect charges for the service, use and availability of and connection to the Sewer System at the times and in amounts necessary to produce net revenues adequate to pay all principal and interest when due on this Note; that the City will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property in the City, without limitation as to rate or amount, for the years and in amounts sufficient to pay the installments of principal and interest on this Note as they respectively become due, if the net revenues from the Sewer System and any other revenues irrevocably appropriated to said PFA Debt Service Account are insufficient therefor; and that this Note, together with all other debts of the City outstanding on the date hereof, being the date of its actual issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Willmar, Kandiyohi County, Minnesota, by its City Council has caused this Note to be executed on its behalf by the signatures of its Mayor and of its Clerk, and the corporate seal of the City having been intentionally omitted as permitted by law, all as of (do not date), 2014.

CITY OF WILLMAR, KANDIYOHI COUNTY,  
MINNESOTA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Note may be made only by the registered owner or his, her or its legal representative last noted below.

<b><u>DATE OF REGISTRATION</u></b> (do not date)	<b><u>SIGNATURE OF CITY REGISTERED OWNER</u></b>	<b><u>TREASURER</u></b>
_____	Minnesota Public Facilities Authority Saint Paul, Minnesota Federal Employer Identification No. 41-6007162	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Execution. The Note shall be executed on behalf of the City by the signatures of its Mayor and Clerk and be sealed with the seal of the City; provided, however, that the seal of the City may be intentionally omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Note may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

8. Delivery; Application of Proceeds. The Note when so prepared and executed shall be delivered by the Treasurer to the purchaser thereof prior to disbursements pursuant to the Project Loan Agreement, and the purchaser shall not be obliged to see to the proper application thereof.

9. Fund and Accounts. There has heretofore been created a separate fund in the City treasury designated the Sewer Fund (the "Fund"). The Treasurer and all municipal officials and employees concerned therewith shall establish and maintain financial records of the receipts and disbursements of the municipal sewer system (the "Sewer System") in accordance with this resolution. There shall be maintained in the Fund, in addition to any accounts heretofore created, the following accounts:

a. A "PFA Construction Account", to which shall be credited all draws received on the Note. The draws under the Note shall be the only source of moneys credited to the PFA Construction Account. It is recognized that the sale proceeds of the Note are received in reimbursement for costs expended on the Project or in direct payment of such costs, and that accordingly the moneys need not be placed in the PFA Construction Account upon receipt but may be applied immediately to reimburse the source from which the expenditure was made. The moneys in the PFA Construction Account shall be used solely for the purpose of paying for the cost of constructing the Project, including all costs enumerated in Minnesota Statutes, Section 475.65, provided that such moneys shall only be expended for costs and expenses which are permitted under the Project Loan Agreement. The PFA prohibits the use of proceeds of the Note to reimburse costs initially paid from proceeds of other obligations of the City unless otherwise specifically approved. Upon completion of the Project and the payment of the costs thereof, any surplus shall be transferred to the PFA Debt Service Account.

b. An "Operation and Maintenance Account", into which shall be paid all gross revenues and earnings derived from the operation of the Sewer System, including all charges for the service, use and availability of and connection to the Sewer System, when collected, and all moneys received from the sale of any facilities or equipment of the Sewer System or any by-products thereof. From this account there shall be paid all the normal, reasonable and current costs of operating and maintaining the Sewer System. Current expenses include the reasonable and necessary costs of operating, maintaining and insuring the Sewer System, salaries, wages, costs of materials and supplies, necessary legal, engineering and auditing services, and all other items which, by sound accounting practices, constitute normal, reasonable and current costs of operating and maintenance, but excluding any allowance for depreciation, extraordinary repairs and payments into any debt service account. All moneys remaining in the Operation and Maintenance Account after paying or providing for the foregoing items constitute, and are referred to in this resolution as, "net revenues".

c. A "PFA Debt Service Account", to which shall be irrevocably appropriated, pledged and credited: (1) net revenues of the Sewer System in an amount sufficient, with other moneys, to pay the principal of, and interest on, the Note when due; (2) any collection of taxes which may hereafter be levied in the event the net revenues of the Sewer System herein pledged for the payment of the Note are insufficient therefor; (3) all investment earnings on moneys held in the PFA Debt Service Account; (4) any amounts transferred from the PFA Construction Account; and (5) any other moneys which are properly available and are appropriated by the City Council to the PFA Debt Service Account. The moneys in said account shall be used only to pay or prepay the principal of, and interest on, the Note and any other general obligation bonds hereafter issued and made payable from said account, and to pay any rebate due to the United States with respect to the PFA Bonds in connection with the Note.

- d. Excess net revenues may be used for any proper purpose.

No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued, and (2) in addition to the above in an amount not greater than the lesser of 5% of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note or any sums from time to time held in the PFA Construction Account, Operation and Maintenance Account or PFA Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Note) in excess of amounts which under then-applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. In addition, moneys in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the federal Internal Revenue Code of 1986, as amended (the "Code").

The City shall observe the covenants of paragraphs 17, 18 and 19 of this resolution and of Article III of the Project Loan Agreement with regard to the Fund.

10. Coverage Test; Pledge of Net Revenues; Excess Revenues. It is hereby found, determined and declared that the net revenues of the Sewer System are sufficient in amount to pay when due 105% of the principal of and interest on the Note and any other outstanding obligations payable from net revenues of the Sewer System when due, and the net revenues of the Sewer System are hereby pledged to the payment of the Note, but solely to the extent required to meet, with other pledged sources, 105% of the principal and interest requirements of the Note as the same become due. Excess net revenues may be used for any proper purpose. Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the Sewer System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that estimated net revenues of the Sewer System will be sufficient, in addition to all other sources, for the payment of the Note and such additional obligations, and any such pledge and appropriation of net revenues may be made superior or subordinate to, or on a parity with, the pledge and appropriation herein.

11. Pledge to Produce Revenues. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the holder of the Note that it will impose and collect charges for the service, use and availability of and connection to the Sewer System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Note.

12. General Obligation Pledge. The full faith, credit and taxing powers of the City shall be, and are hereby, irrevocably pledged for the prompt and full payment of the principal and interest on the Note as the same respectively become due. If the net revenues of the Sewer System appropriated and pledged to the payment of principal and interest on the Note, together with other funds irrevocably appropriated to the PFA Debt Service Account shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount, an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as they become due. If the balance in the PFA Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other obligations payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed, with or without interest, from the PFA Debt Service Account when a sufficient balance is available therein.

13. Certificate of Registration. The Clerk is hereby directed to file a certified copy of this resolution with the County Auditor of Kandiyohi County, Minnesota, together with such other information as the County Auditor shall require, and to obtain the County Auditor's certificate that the Note has been entered in the County Auditor's Bond Register.

14. Project Loan Agreement. The Project Loan Agreement is hereby approved in substantially the form heretofore presented to the City Council, and in the form executed is hereby incorporated by reference and made a part of this resolution. Each and all of the provisions of this resolution relating to the Note are intended to be consistent with the provisions of the Project Loan Agreement, and to the extent that any provision in the Project Loan Agreement is in conflict with this resolution as it relates to the Note, that provision shall control and this resolution shall be deemed accordingly modified. The execution and delivery of the Project Loan Agreement by the Mayor and Clerk are hereby authorized and ratified. The execution of the Project Loan Agreement by the appropriate officers shall be conclusive evidence of the approval of the Project Loan Agreement in accordance with the terms hereof. The Project Loan Agreement may be attached to the Note, and shall be attached to the Note if the holder of the Note is any person other than the PFA.

15. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the PFA, and to the attorneys approving the legality of the issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates, and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates, and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

16. Negative Covenants as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that no actions will be taken over the term of the Note that would cause it to be a private activity bond, and the average term of the Note is not longer than reasonably necessary for the governmental purpose of the issue. The City hereby covenants not to use the proceeds of the Note in such a manner as to cause the Note to be a "hedge bond" within the meaning of Section 149(g) of the Code.

The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangement for the cost of the Project, in such a manner as to cause the PFA Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code. The City reasonably expects that it will take no actions over the term of the Note that would cause the PFA Bonds to be private activity bonds, and the average term of the Note is not longer than reasonably necessary for its governmental purpose.

17. Tax-Exempt Status of the Note; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (a) requirements relating to temporary periods for investments, (b) limitations on amounts invested at a yield greater than the yield on the Note, and (c) the rebate of excess investment earnings to the United States if the Note (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small-issuer exception amount of \$5,000,000.

For purposes of qualifying for the exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that (a) the Note is issued by a governmental unit with general taxing powers, (b) the Note is not a private activity bond, (c) 95% or more of the net proceeds of the Note are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (d) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Note is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

18. Tax-Exempt Status of the PFA Bonds; Rebate. The City shall comply with requirements necessary under the Code in order to not impair the exclusion from gross income under Section 103 of the

Code of the interest on the PFA Bonds, including without limitation (a) requirements relating to temporary periods for investments of the Note proceeds and sinking fund proceeds, (b) limitations on Note proceeds and sinking fund proceeds invested at a yield greater than the yield on the PFA Bonds, and (c) the rebate of excess investment earnings on the Note proceeds to the United States. The City covenants and agrees with the PFA and holders of the Note that the investments of proceeds of the Note, including the investment of any revenues pledged to the Note which are considered gross proceeds of the PFA Bonds under the applicable regulations, and accumulated sinking funds, if any, shall be limited as to amount and yield in such manner that the PFA Bonds shall not be arbitrage bonds within the meaning of Section 148 of the Code and any regulations thereunder. On the basis of the existing facts, estimates and circumstances, including the foregoing findings and covenants, the City hereby certifies that it is not expected that the proceeds of the Note will be used in such manner as to cause the PFA Bonds to be arbitrage bonds under Section 148 of the Code and any regulations thereunder. The Mayor and Clerk shall furnish a certificate to the PFA based on the foregoing certification at the time of delivery of the Note to the PFA. The proceeds of the Note will not be used in such manner so that the Note is a private activity bond under Section 103(b) of the Code.

19. Designation of Qualified Tax-Exempt Obligation. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Note is issued after August 7, 1986;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;
- (c) the City hereby designates the Note as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code;
- (d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2014 will not exceed \$10,000,000; and
- (e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2014 have been designated for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

20. Compliance with Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Note, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the Closing Date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

- (a) Not later than 60 days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively, the "Project"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Project; provided, however, that no such Declaration shall necessarily have

been made with respect to: (i) "preliminary expenditures" for the Project, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed 20% of the "issue price" of the Note, and (ii) a de minimis amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or 5% of the proceeds of the Note.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Note or any of the other types of expenditures described in Section 1.1502(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Note and in all events within the period ending on the date which is the later of three years after payment of the Reimbursement Expenditure or one year after the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Note proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Note is issued, shall be treated as made on the day the Bonds are issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph 20 upon receipt of an opinion of its Bond Counsel for the Note stating in effect that such action will not impair the tax-exempt status of the Note.

21. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

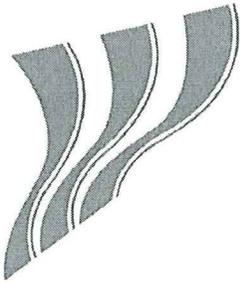
22. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

Dated this 2nd day of September, 2014.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: September 2, 2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: \_\_\_\_\_

- Approved       Denied
- Amended       Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Introduction of an Ordinance to amend chapters 8 and 13 of the Municipal Code relating to permits and sidewalk use.

Recommended Action: Introduce the Ordinance for a hearing of September 15, 2014.

Background/Summary: The proposed Ordinance was drafted to accommodate new and different uses of public sidewalks by adjacent commercial businesses. It allows for use by permit 7 days/week, eliminates the daily property removal requirement, and allows consumption of alcoholic beverages sold or served by a valid licensed establishment. Obstruction of public right of way is also prohibited unless otherwise specified in the Municipal Code.

Alternatives: Leave the code as is.

Financial Considerations: N/A

Preparer: Bruce D. Peterson, AICP  
Director of Planning and Development Services

Signature:

Comments:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 8, LICENSES, PERMITS AND BUSINESS REGULATIONS, ARTICLE I, IN GENERAL, SECTION 8-3, USE OF PUBLIC SIDEWALKS IN THE CENTRAL BUSINESS DISTRICT FOR COMMERCIAL PURPOSES; AND CHAPTER 13, STREETS SIDEWALKS AND OTHER PUBLIC PROPERTY, ARTICLE I, IN GENERAL, SECTION 13-3, PLACING WASTE MATERIALS, LEAVING EQUIPMENT ON STREET, SIDEWALK OR PUBLIC GROUND; TEMPORARY PLACEMENT OF DUMPSTERS, COLLECTION BINS OR COLLECTION BOXES IN PUBLIC RIGHTS-OF-WAY

The City Council of the City of Willmar hereby ordains as follows:

Section 1. AMENDMENT OF MUNICIPAL CODE SECTION 8-3. Chapter 8, Article I, Section 8-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 8-3. Use of public sidewalks in the central business district for commercial purposes.**

- (a) *Issuance of permits.* Any business located in the central business district may apply to the city clerk for a permit to conduct business on the public sidewalk immediately adjoining the building where the business is located. The permit shall expire on December 31 of the year in which it was issued. Use of the permit shall be subject to all the terms of this section.
- (b) *Conditions on use of sidewalks.* Each permit that is issued shall be subject to the following conditions:
  - (1) Sidewalk remaining for use by pedestrians shall be a minimum of five (5) feet in width in addition to the area presently occupied by trees, transformer boxes or other permanent installations.
  - (2) The sidewalk shall be used for the permitted purpose ~~on Monday through Saturday~~ only.
  - (3) Each permittee shall ~~contain an indemnification~~ fully indemnifying the city against claims for injury to persons or damage to property.
  - (4) ~~Property placed on the sidewalk by a permit holder shall be removed from the sidewalk at the close of each business day.~~
  - (4) ~~(5)~~Property placed on the sidewalk by a permit holder shall not obstruct or interfere with building exits; fire hydrants; standpipes or other public safety equipment.
  - (5) ~~(6)~~No food or beverage shall be sold on the public sidewalk for immediate consumption except by a licensed restaurant and only in compliance with all state and local regulations for restaurants. No alcoholic beverages shall be sold or served on the public sidewalk for immediate consumption or otherwise except by an establishment holding a valid license encompassing such public sidewalk pursuant to Section 3-111, and only in compliance with all state and

local regulations for the sale of alcoholic beverages. All waste liquids and foods; disposable cups, glasses, plates and utensils; and waste paper shall be placed in covered garbage receptacles.

- (c) *Permit not required.* A permit shall not be required for use of the sidewalk by a business during a downtown promotion such as Crazy Days, block parties and special sales events. A permit shall also not be required to place a flower pot on the sidewalk provided it abuts the wall of the building that it is placed in front of.

Section 2. AMENDMENT OF MUNICIPAL CODE SECTION 13-3. Chapter 13, Article I, Section 13-3 of the Willmar Municipal Code is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):

**Sec. 13-3. ~~Placing waste materials, leaving equipment on~~ Obstructions on streets, sidewalks or public grounds prohibited; temporary placement of dumpsters, collection bins or collection boxes in public rights-of-way.**

- (a) No person shall encumber any street, sidewalk, alley, lane, boulevard or public ground within the limits of the city by throwing, placing or depositing thereon or therein any garbage, grass, lawn clippings, hay, leaves, brush, glass, metal, tin cans, paper or any other material whatsoever of a like nature, or by placing thereon or therein any cart, wagon, sleigh box, barrel, keg, lumber, firewood, posts, or any farm, road, agricultural or other machine, or any other material, object or equipment of a like nature unless otherwise authorized in this Code.

Section 3. EFFECTIVE DATE. This ordinance shall be effective from and after its adoption and second publication.

Passed by the City Council of the City of Willmar this \_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
Kevin Halliday, City Clerk

\_\_\_\_\_  
Frank Yanish, Mayor

VOTE: \_\_\_\_\_ AHMANN \_\_\_\_\_ ANDERSON \_\_\_\_\_ CHRISTIANSON  
\_\_\_\_\_ DEBLIECK \_\_\_\_\_ DOKKEN \_\_\_\_\_ FAGERLIE \_\_\_\_\_ JOHNSON \_\_\_\_\_ NELSEN

This Ordinance introduced by Council Member: \_\_\_\_\_

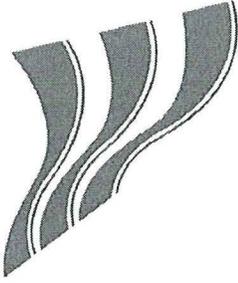
This Ordinance introduced on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_

This Ordinance given a hearing on: \_\_\_\_\_

This Ordinance adopted on: \_\_\_\_\_

This Ordinance published on: \_\_\_\_\_



**CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION**

**Agenda Item Number:** 12 **Meeting**

**Date:** September 2, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 2, 2014

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Agricultural Land Exemption of Special Assessments

**Recommended Action:** Motion to Adopt the Resolution Exempting Qualifying Agricultural Land Owners of Special Assessments

**Background/Summary:**

It is the policy of the City to temporarily exempt from assessments certain lands currently used for agricultural purposes. Each year contact is made with the listed land owners to ascertain their desire to place the land in agricultural use for the 2015 crop year.

Attached is a resolution listing the property owners who have made application for Agricultural Land Exemptions and have met the criteria contained in the City's Comprehensive Assessment Policy.

**Alternatives:** Deny Exemption and Assess All Listed Deferments Against Parcels as Listed

**Financial Considerations:** \$654,059.06 in Deferred Collections

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

RESOLUTION NO. \_\_\_\_

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501, 8606, and 9101, and certain sewer and watermain improvements made under Projects No. 9701, 9303, 9202, and 9002.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that no interest be charged until such time.

BE IT FURTHER RESOLVED that upon development or plat approval that tapping fee shall be based on the project year bid price per front foot or unit, or on the current year costs at the time of connection/platting, whichever is greater:

1.	Hawkinson Land, LLC 4655 104 <sup>th</sup> Avenue NE Spicer	95-924-0020 Project 9202	\$13,005.00
		Project 9101	51,455.70
		Project 9002	35,340.00
		Project 0501	61,137.01

*Section 24, Township 119, Range 35*

*That part of Northwest Quarter of Northwest Quarter lying Northwesterly of Highway right-of way, except the South 125 feet of North 175 feet of West 133 feet & except part platted into Kandiyohi County State Aid Highway No. 23 right-of-way Plat No.1. (26.40 acres)*

2.	Hawkinson Land, LLC 4655 104 <sup>th</sup> Avenue NE Spicer	95-913-0040 Project 9202	\$12,095.00
		Project 9002	8,255.00
		Project 0501	31,715.79

*Section 13, Township 119, Range 35*

*Southwest Quarter of Southwest Quarter except the South 685 feet of West 468.8 feet of Southwest Quarter of Southwest Quarter and except part for plat of Pheasant Run. (32 acres)*

3.	Gesch Properties LLC c/o LeAnn Isaacson 10785 46 <sup>th</sup> Place N Plymouth	95-914-2610 Project 9002	\$39,731.66
		Project 9303	20,130.42
		Project 0501	77,504.80
		Project 1404	180,688.13

*Section 14, Township 119, Range 35*

*South 610 feet of Northeast Quarter except West 393.61 feet; Southeast Quarter except South 914.88 feet of West 1085 feet and except parts in plats-Bergquists Estates, Perkins 5<sup>th</sup> Addition and Gesch Park except that part of the South Half of Northeast Quarter described as follows: Commencing 715 feet South and 393.61 feet East of Northwest Corner of Southwest Quarter Northeast Quarter, Thence East to Southwest Corner of Lot 7, Block 7 Erickson's Third Addition, Thence South 70 feet, Thence West to East Line of Welch's Addition, Thence North 70 feet to point of beginning and except part platted into Gesch YMCA Addition and except that part of the South Half of the Southeast Quarter described as follows:*

*Beginning at the Northwest Corner of Lot 2, Block 1, Gesch YMCA Addition, Thence South 548.78 feet, Thence West 363.89 feet, Thence North 54 feet to Southeast Corner of Lot 1, Block 6, Perkins Fifth Addition, Thence continuing North 495 feet to Northeast Corner of Lot 1, Block 4, Perkins Fifth Addition, Thence East along Southerly right-of-way boundary line of Olena Avenue 363.89 feet to point of beginning. (88.36 acres)*

- |    |  |                             |             |
|----|--|-----------------------------|-------------|
| 4. | Jean Langsjoen-Hogan Trust<br>and Carter Family<br>1950 E Welco<br>St. Peter | 95-903-0010<br>Project 0501 | \$93,012.00 |
|----|--|-----------------------------|-------------|

*Section 3, Township 119, Range 35  
Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition. (64.13 acres)*

- |    |   |                             |             |
|----|---|-----------------------------|-------------|
| 5. | Bernard Revocable Trust Etal<br>c/o William Bernard<br>520 Litchfield Ave SW<br>Willmar | 95-912-0970<br>Project 9701 | \$12,119.04 |
|----|---|-----------------------------|-------------|

*Section 12, Township 119, Range 35  
North 1,655 feet of Northwest Quarter excluding West 40 acres thereof.  
(60 acres)*

- |    |   |   |             |
|----|---|---|-------------|
| 6. | J & C Enterprises of Central MN<br>c/o Stephen Jennings<br>PO Box 639<br>Richmond | Project 8606<br><br>Hidden Valley Estates | \$17,869.51 |
|----|---|---|-------------|

95-308-0010	Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
95-308-0020	Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
95-308-0030	Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
95-308-0040	Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
95-308-0050	Sect-08 TWP -119 Rang-35 Lot-005 Blk-001
95-308-0060	Sect-08 TWP -119 Rang-35 Lot-006 Blk-001
95-308-0070	Sect-08 TWP -119 Rang-35 Lot-007 Blk-001
95-308-0080	Sect-08 TWP -119 Rang-35 Lot-008 Blk-001
95-308-0090	Sect-08 TWP -119 Rang-35 Lot-009 Blk-001
95-308-0100	Sect-08 TWP -119 Rang-35 Lot-010 Blk-001
95-308-0110	Sect-08 TWP -119 Rang-35 Lot-011 Blk-001
95-308-0120	Sect-08 TWP -119 Rang-35 Lot-012 Blk-001
95-308-0130	Sect-08 TWP -119 Rang-35 Lot-013 Blk-001
95-308-0140	Sect-08 TWP -119 Rang-35 Lot-014 Blk-001
95-308-0150	Sect-08 TWP -119 Rang-35 Lot-015 Blk-001
95-308-0160	Sect-08 TWP -119 Rang-35 Lot-016 Blk-001
95-308-0170	Sect-08 TWP -119 Rang-35 Lot-017 Blk-001
95-308-0200	Sect-08 TWP -119 Rang-35 Lot-001 Blk-002
95-308-0210	Sect-08 TWP -119 Rang-35 Lot-002 Blk-002
95-308-0220	Sect-08 TWP -119 Rang-35 Lot-003 Blk-002
95-308-0230	Sect-08 TWP -119 Rang-35 Lot-004 Blk-002
95-308-0300	Sect-08 TWP -119 Rang-35 Lot-001 Blk-003

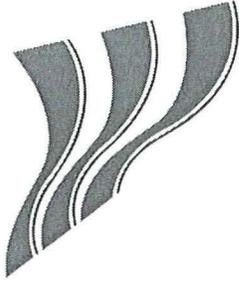
95-308-0310 Sect-08 TWP -119 Rang-35 Lot-002 Blk-003  
95-308-0320 Sect-08 TWP -119 Rang-35 Lot-003 Blk-003  
95-308-0330 Sect-08 TWP -119 Rang-35 Lot-004 Blk-003  
95-308-0340 Sect-08 TWP -119 Rang-35 Lot-005 Blk-003  
95-308-0350 Sect-08 TWP -119 Rang-35 Lot-006 Blk-003  
95-308-0360 Sect-08 TWP -119 Rang-35 Lot-007 Blk-003  
95-308-0370 Sect-08 TWP -119 Rang-35 Lot-008 Blk-003  
95-308-0380 Sect-08 TWP -119 Rang-35 Lot-009 Blk-003  
95-308-0390 Sect-08 TWP -119 Rang-35 Lot-010 Blk-003  
95-308-0400 Sect-08 TWP -119 Rang-35 Lot-001 Blk-004  
95-308-0410 Sect-08 TWP -119 Rang-35 Lot-002 Blk-004  
95-308-0420 Sect-08 TWP -119 Rang-35 Lot-003 Blk-004  
95-308-0430 Sect-08 TWP -119 Rang-35 Lot-004 Blk-004  
95-308-0500 Sect-08 TWP -119 Rang-35 Lot-001 Blk-005  
95-308-0510 Sect-08 TWP -119 Rang-35 Lot-002 Blk-005  
95-308-0520 Sect-08 TWP -119 Rang-35 Lot-003 Blk-005  
95-308-0530 Sect-08 TWP -119 Rang-35 Lot-004 Blk-005  
95-308-0540 Sect-08 TWP -119 Rang-35 Lot-005 Blk-005  
95-308-0550 Sect-08 TWP -119 Rang-35 Lot-006 Blk-005

Dated this 2<sup>nd</sup> day of September, 2014.

Mayor \_\_\_\_\_

Attest:

City Clerk-Treasurer \_\_\_\_\_



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE  
ACTION

Agenda Item Number: 13

Meeting Date: September 2,  
2014

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved       Denied
- Amended       Tabled
- Other

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Originating Department: Planning &  
Development  
Services

Agenda Item: Cambridge Third Addition Preliminary Plat

Recommended Action: Staff recommends approval of the preliminary plat.

**Background/Summary:** The proposed plat is a replat of several lots from Terraplane Estates by RAK Construction (Koosman), Willmar, MN. The proposed development consists of six lots, planned for six rental twin homes. The development is a planned unit development with a private street and private utilities and will be governed by private covenants and articles of declaration. The Planning Commission approved the preliminary plat with conditions regarding the private covenants and declarations, private utility connections, existing assessments, and parking being limited to one side on the private street.

Alternatives: N/A

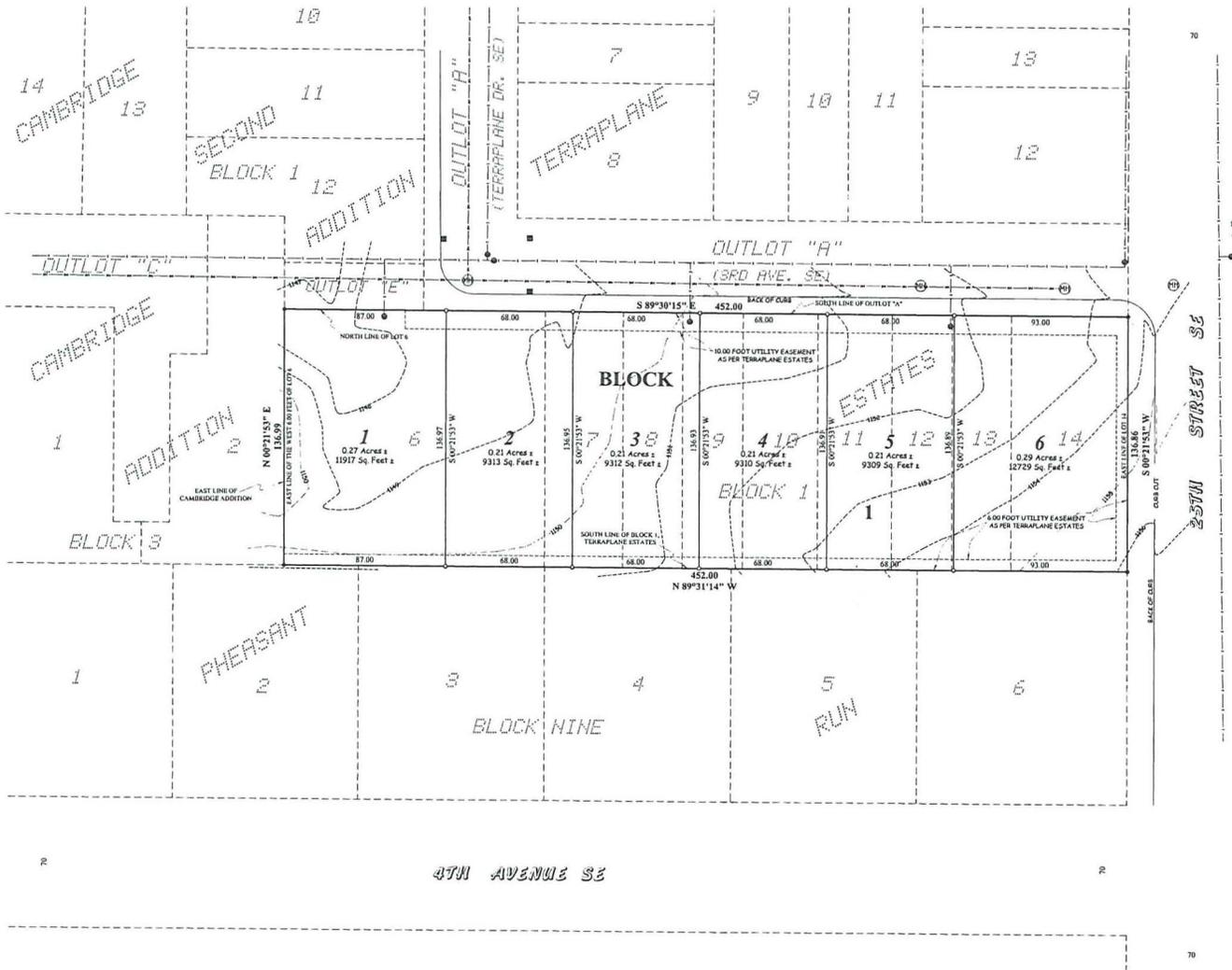
Financial Considerations: N/A

Preparer: Megan M. DeSchepper, AICP  
Planner/Airport Manager

Signature: *Megan M DeSchepper*

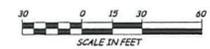
Comments:

PRELIMINARY PLAT OF: **CAMBRIDGE THIRD ADDITION**



**LEGAL DESCRIPTION**

Lots 6, 7, 8, 9, 10, 11, 12, 13, and 14 of Block 1, TERRAPLANE ESTATES as of public record, Kandiyohi County, Minnesota.  
 LESS and EXCEPT the West 6.00 feet of said Lot 6.  
 Subject to easements of record.  
 Containing 1.42 acres more or less.



- Legend
- INDICATES IRON MONUMENT PLACED
  - INDICATES IRON MONUMENT FOUND
  - ⊕ INDICATES MANHOLE
  - INDICATES CATCH BASIN
  - INDICATES WATER VALVE

**NOTE:** THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

370 CHAPEL HILL RD., SUITE 105  
 COLD SPRING, MN 56320  
 PH. 320-685-5905  
 FAX 320-685-3056

PRELIMINARY PLAT PREPARED BY:  
**O'MALLEY & KRON**  
 LAND SURVEYORS, INC.

1004 2nd ST. SE  
 WILLMAR, MN 56201  
 PH. 320-235-4012  
 FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 DATE: 8-8-2014  
 BENJAMIN C. O'MALLEY  
 MINNESOTA REGISTRATION NO. 42180

SHEET 1 OF 1

PRELIMINARY PLAT PREPARED FOR:  
**KOOSMAN HOMES**  
 JOB NO.: 2014-285  
 FILE NAME: 2014-285PP.DWG  
 LOCATION: 13-119-35