

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

October 20, 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, City Clerk Kevin Halliday, Police Chief Jim Felt, Public Works Director Sean Christensen, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, Fire Chief Gary Hendrickson, Community Education and Recreation Director Steve Brisendine and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of October 6, Rice Memorial Hospital Board Minutes of September 30, Willmar Municipal Utilities Minutes of October 14, Planning Commission Minutes of October 8, Accounts Payable Report through October 20, Willmar Police Commission Minutes of September 3, and Willmar Community and Activity Center Minutes of October 14, 2014. Council Member Christianson seconded the motion, which carried.

At 7:02 p.m. Mayor Yanish opened the hearing to discuss an Ordinance that would amend Chapters 8 and 13 of the Municipal Code as it relates to municipal permits and the use of the sidewalks. Planning and Development Director Bruce Peterson stated the revised proposed ordinance allows for sidewalk use by a permit seven days per week, allows consumption of alcoholic beverages by a valid licensed establishment with outdoor seating and would require that furniture placed on the sidewalks be suitable for outdoor use and be maintained. This matter has been before the Council several times with the most recent change being a requirement that furniture being placed on the sidewalks be suitable and manufactured for outdoor use and be properly maintained. It is staff's recommendation to adopt the revised version of the ordinance amendment as presented. There being no one present to speak for or against the ordinance, Mayor Yanish closed the hearing at 7:06 p.m.

Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance Amending Chapters 8 and 13. Council Member DeBlieck seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

No one was scheduled to speak at Open Forum.

The Finance Committee Report for October 13, 2014 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration as Item No. 2 was approved by the Full Council pursuant to the public notice that the item would be considered at the committee meeting.

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

Item No. 2 Finance Committee Chair Anderson noted this item (Adoption of the EDC 2015 Budget) was presented to the full City Council for consideration, both discussion and subsequent action.

Steve Renquist, EDC Executive Director, reviewed the EDC 2015 Budget with the Council.

Anticipated revenue for 2015 totals \$543,981 and includes the County Tax Levy of \$465,000. The levy was increased \$10,000 from previous years in anticipation of receiving the BNSF Tiger II Grant. Since this grant was not funded, it is anticipated the EDC Board will reduce the levy back to \$455,000 for 2015. The EDC is also proposing to utilize \$64,774 from the agency's reserves as a funding source. The overall budgeted expenditures for 2015 total \$543,981. Mr. Renquist stated this budget includes a proposed 5% increase in each of the salaries for the Assistant Director and the Business Development Specialist.

Following discussion, the proposed 2015 EDC Budget, including the tax levy, was approved upon motion by Council Member Fagerlie, seconded by Council Member Nelsen and carried.

Item No. 3 2015 Mayor's Proposed Budget

A. Previous Questions

Staff distributed historical information about the County and School District total tax levies. It was also noted that the EDC tax levy has been the same amount each year for the past few years, however, the breakdown of the amounts allocated between the City and the County Tax Rolls have varied due to agricultural land transfers. Council Member Anderson asked if the County is subject to levy limits. Staff will research this question and present more information on levy limits for the City as well as the County at a future meeting.

Staff reported that the Public Works Blacktop Fund Balance of \$200,000 was earmarked for future pavement work and will be included in the 2015 Street Program.

Staff also explained the Uncompensated Absences Fund Balances which are comprised of three areas. 1) Current employees' vacation and sick leave based on contractual obligations. 2) Retired employees' liability for the Early Retirement Program which allows retirees to receive \$430 per month toward health insurance premiums. For every three years of employment, the employee will receive one year of the health insurance allowance. Previously, this program was offered on three different occasions for a specified period of time. It is currently in its fourth offering, which has been continuous since 2008, when the City Administrator recommended and the Council approved leaving the Early Retirement Program open ended. To qualify under this program, an employee must work for the City for a minimum of 20 years, must retire from the City and begin receiving PERA benefits. 3) Retired employees' sick leave funds left with the City for payment of their net health insurance premiums. Once the retiree terminates health insurance coverage through the City, any remaining sick leave funds are to be paid in full to the retiree.

Council Member Johnson requested a report on previous years' excesses used in future budgets. Staff will research and present the information at a future meeting.

B. Capital Program

Staff presented an overview of the Capital Improvements and Vehicle Replacement Programs and distributed the proposed replacement schedules. Council Member Christianson questioned the following projects: Rebuild Orange Field/Replace Cinder Warning Track for \$50,000, Taunton Field Storm Shelter for \$100,000, Backstop Replacements at Swansson Field for \$30,000, Top Dressing Soccer Fields Westwind Park for \$30,000, Canine Program for \$6,000, City Hall Thin Clients for \$125,000, City Hall Permit System for \$25,000, and Extrication Equipment in 2016 for \$35,000. CER Director Brisendine explained that the cinder warning tracks on the Orange Field at Swansson are a hazard and should be replaced, and funding for fence work may possibly be shared by the Baseball Boosters. Mr. Brisendine also noted that an update on the status of the Park Plan will be presented at the Fire Station on October 14, 2014. Council Member Deblieck noted WRAC-8 funds were being proposed to be used for some capital improvements listed and wondered what the status was of those WRAC-8 funds. Staff explained that \$125,000 is to be used in 2015 for City Hall Thin Clients and the remaining WRAC-8 Funds will be used for Auditorium improvements. Construction of walking paths around Willmar was discussed. The circumference around Willmar is not yet complete due to difficulty encountered in determining a location for a path along the golf course road on the north side.

Council Member Anderson asked about the Master Plan Update to which Public Works Christensen explained normal practice is to update the Master Plan every five to ten years. Council Member Christianson asked about LOST funds. Staff indicated that most of the remaining funds are earmarked for the Western Collector in the Industrial Park and \$968,000 is proposed to be designated for the paths on Lakeland Drive, Hedin Park, CSAH 41, and Robbins Island Beach.

Staff presented an overview of the Vehicle Replacement Policy and the proposed schedule for 2015. It was noted three vehicles totaling \$425,000 were moved from the 2015 Schedule to 2017 in an effort to balance out annual expenditures. Council Member Ahmann would like to transfer \$500,000 from the 2015 Vehicle Replacement Schedule to Pavement Improvement Projects. Council Member Anderson felt the Vehicle Replacement Policy should be followed and if the Council wants to extend replacement schedules, the policy should be reviewed and revised to do that. Staff also explained that other aspects, including the vehicle's purpose, are taken into consideration when reviewing replacement schedules. Council Member Christianson asked about the two Bobcats to be replaced in 2015 and the CSO Vehicle to be replaced in 2016. Staff explained the Bobcat for Public Works is used for clearing off trails, etc., and the Civic Center Bobcat will be used for mowing, as a loader, and as a forklift, replacing the existing lift that is no longer up to code.

Council Member Christianson left at this time.

Public Works Director Christensen presented the Pavement Management Plan. Council Member Johnson asked what the effect of the cost of oil has on the per foot cost of pavement improvement. Staff reported that oil costs can have an impact, noting that other cost factors could fluctuate as well. Council Member Deblieck asked about researching the makeup of street construction, trenchless sewer improvements, and the possibility of vehicle restrictions on certain streets to save wear and tear. Council Members Nelsen and Anderson asked if staff has considered the "Complete Streets" concept which includes bike lanes, etc. Public Works Director Christensen explained that new methods for street improvement and construction are always explored. Trenchless sewer improvements are used where reasonable, but if the existing pipe is not large enough for the capacity required, "digging in" methods still need to be used. Council Member Ahmann requested staff to compile pavement management cost projections for the next ten years. Furthermore, ag deferrals should be reviewed to determine possible changes to that policy, as well as the percentage paid by the City versus the property owners for street improvements. Public Works Director Christensen explained that a five-year projection of pavement management costs would probably be more reasonable since cost predictions for a longer period would be inaccurate. Staff also explained that the current assessment ratio for street improvements averages 30% for overlay and 55 - 60% on reconstruction.

C. Other Revenue Sources

Staff reported on other revenue sources including a gas utility franchise fee first discussed by the Council in 2007 when it was estimated at \$250,000. Recent estimates obtained in 2014 from CenterPoint Energy indicate an increase of approximately 2% over the original amount. Another source previously discussed would be charges for fire calls which, based on the number of 2013 fire calls, would provide around \$15,000 annually. Council Member Nelsen asked staff to research what the annual Willmar Municipal Utilities' contribution limits would be for street reconstruction. Council Member Anderson offered the following possibilities for other revenue sources. 1) The \$147,000 per year that the Mayor included as part of the tax levy for the street improvement program could be used instead to repay \$1.2 million in street improvement bonds over 10 years. 2) Possibly increasing the utility replacement fee by \$1.50 per month for an additional \$150,000 per year. Council Member Ahmann stated the Council needs to address these options to the citizens of Willmar, including an increase in taxes, instituting franchise fees, raising the utility replacement fee, charging for fire calls, etc. Council Member Deblieck suggested reviewing the assessment policy.

At this time, the Finance Committee continued to conduct business.

Item No. 4 Staff explained to the Committee that a bid opening was held recently to lease out agricultural land surrounding the old and new airports and the new wastewater treatment plant. Bid tabulations and proposed leases were reviewed reflecting interested bidders in all 13 tracts, which range in

size from 6 acres to 143.8 acres. It was noted that, per Council action on September 2, 2014, the rent for the tract at ROW II, leased to Dan Groothuis, is calculated using the average of the six highest rates per acre plus \$20 per acre.

The Committee was recommending the Council approve the 13 agricultural land leases as presented and authorize the Mayor and City Administrator execute the same.

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

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota that the Mayor and City Administrator be authorized to execute Land Lease Agreements between the City of Willmar and the following Lessees:

Mike Arends	Section 17 and 18, Township 119 N, Range 35W 73 acres more or less	Tract 1
Mike Arends	Section 17, Township 119N, Range 35W 143.8 acres more or less	Tract 2
Randy/Norm Kveene & Mike Arends	Lot 9, Block 1, Willmar Industrial Park 3rd Add. 11.01 acres more or less	Tract 3
Byron Boike	Section 20, Township 119N, Range 35W 56 acres more or less	Tract 4
Heidecker Brothers	Section 17, Township 119N, Range 35W 17.2 acres more or less	Tract 5
Jay Larson	Section 16 & 17, Township 119N, Range 35W 74.03 acres more or less	Tract 6
Randy/Norm Kveene	Lot 1, Block 3 Willmar Industrial Park 3rd Addition 24.48 acres more or less	Tract 7
Mike Arends & Randy/ Norm Kveene	Section 23, Township 119N, Range 36W 77.41 acres more or less	Tract 8
Dennis Bredeson	Section 14, Township 119N, Range 36W 14.1 acres more or less	R.O.W. 1
Dan Groothuis	Section 11, Township 119N, Range 36W 63.56 acres more or less	R.O.W. 2
Peggy/Dan Groothuis	Section 11, Township 119N, Range 36W 13 acres more or less	R.O.W. 3
Jay Larson	Section 13, Township 119N, Range 36W 68 acres more or less	R.O.W. 4
Myron Bluhm	Section 11, T119N, R36W 6 acres more or less	R.O.W. 5

Dated this 20th day of October, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Chief Jim Felt explained to the Committee that the Willmar Police Department is organizing a Willmar Police Explorer group as an outreach program for young people age 14 to 21 in the Willmar community. The Police Explorer program is a nationally established program under the Boy Scouts of America Learning for Life to teach young people about law enforcement careers and build interaction between police and the community. The Willmar Police & Peace Officers Association has donated \$500 in start-up funds for this program. Funds will be used for student uniforms, training equipment, and other costs/supplies. Future funds will be obtained through fundraising activities. The Committee recommended the Council establish a separate internal City account for the Willmar Police Explorer Program.

Resolution No. 2 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. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the City Clerk-Treasurer to establish a separate internal City account at Heritage Bank for the Willmar Police Explorer Program.

Dated this 20th day of October, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 There was no Old Business to come before the committee.

Item No. 7 Under New Business staff reminded the Committee that there will be another Council Work Session on November 10, 2014, at 4:00 p.m. to discuss the 2015 Mayor's Proposed Budget including Community Group Requests, the Rice Hospital 2015 Budget and the Willmar Municipal Utilities 2015 Budget.

The Finance Committee Report for October 13, 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.

The Public Works/Safety Committee Report for October 14, 2014 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Chief of Police Jim Felt noted the jail census for October 14, 2014, was 133; 77 of those being Kandiyohi County inmates, 51 inmates from the MN Department of Corrections, 4 inmates from Swift County, and 1 from Stevens County. The calls for service for the previous two weeks totaled 766. The majority of the calls are for traffic stops, followed by public assists and crashes.

Fire Chief Gary Hendrickson provided an update on Fire Department activities. So far in 2014 there have been 254 fire calls, compared to 239 last year. Chief Hendrickson noted the average response time from the station to the address is 9 minutes and 11 seconds. There are three new fire fighters starting the hiring

process and one late applicant being processed, bringing on two males and two females to the department. The Fire Department has been awarded the Shared Services grant in the amount of \$36,225 to allow a consultant to come in for training for nine of the eleven cities within the county, and will be brought forth for Council approval at a later date.

Item No. 3 Police Chief Jim Felt brought forth, for review, the donations offered by Duinick, Inc. and Fancy Coats in the amount of \$15,000 to the Willmar Police Department and Kandiyohi County Sheriff's Office to restart the canine program in 2015. The Willmar Police Department has been without a canine unit since the retirement of their last dog in 2012. The donation will be divided, with the Police Department and the Sheriff's Office each receiving \$7,500, for the purchase of a dog for each agency from a police canine company in Anoka. There is \$6,000 in approved funds in the 2014 CIP for the Police Canine program, to cover excess costs of purchasing the dog and patrol/obedience training. The dog will be assigned to a specific police officer, which will also receive specialized training, and will reutilize the existing canine equipment. Sheriff Hartog noted the dog each department holds will complement each other's schedule, allowing one dog to always be available for utilization.

The Committee recommended the Council accept the donations and authorize the restart of the canine program in 2015.

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

RESOLUTION NO. 3

WHEREAS, the City of Willmar has received a combined donation of \$15,000 with the Kandiyohi County Sheriff's Office and the Willmar Police Department designated for help offset costs of purchase of a police canine.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Duinick's Incorporated and Fancy Coats of Willmar and the City Administrator is directed to express the community's appreciation.

Dated this 20th day of October, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Director of Planning and Development Services Bruce Peterson brought forth, for approval, Change Order No. 1 in the amount of \$7,850.62 for Project No. 1302-A to Duinick, Inc. for the Willmar Avenue SW improvements from Industrial Drive to 22nd Street. Minor work was needed to prevent erosion control, additional traffic control and temporary striping at the intersection of Willmar Avenue and Industrial Drive. The payment is within the project budget. It was the Committee's recommendation to the Council to approve Change Order No. 1 in the amount of \$7,850.62 to Duinick, Inc.

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

RESOLUTION NO. 4

WHEREAS, the City of Willmar entered into Contract No. 1302-A with Duinick, Inc. for the improvements of Willmar Avenue SW from Industrial Drive to 22nd Street;

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that Change Order No. 1 be approved, as a result, a net increase in the amount of \$7,850.62 to Project 1302-A Willmar Avenue SW Improvements.

Dated this 20th day of October, 2014.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Airport Commission Chairperson Pat Curry and Airport Operations Manager Eric Rudningen presented information from the September Airport Report to the Committee. Operations Manager Rudningen credited Airport Manager Megan DeSchepper and the Public Works Department for the open lines of communication with the successful airport operations and snow removal. As a general aviation part 91 airport, it sees an average of over 40 operations per week. Life Link continues to operate out of the airport and is still in discussion of gaining a permanent residence, as right now they share part of the facility with the FBO. This was received by the Council for information only.

Item No. 6 There were no items for Old Business.

Item No. 7 There were no items for New Business.

The Public Works/Safety Committee Report for October 14, 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 Labor Relations Committee Report for October 15, 2014 was presented to the Mayor and Council by Council Member Ahmann. There were four items for consideration.

Item No. 1 There were no public comments.

Item No. 2 Council Member Anderson made a motion, seconded by Council Member Dokken to go into closed session pursuant to Minn. Stat. §13D.03 to discuss labor negotiation strategies. The meeting was closed at 4:48 p.m.

The meeting was reopened at 5:20 p.m. on a motion by Council Member Anderson, seconded by Council Member Dokken.

Item No. 3 Chair Ahmann reviewed the tentative agreement with AFSCME General Unit (see attached document), summarizing the agreement for 2014-2015. Chair Ahmann highlighted the annual wage increases of 2.0%, the changes in language for contracting, the change in post-retirement health care and the changes in the employer contribution for insurance.

It was the Committee's recommendation to the Council to approve the contract and Memorandum of Understanding with AFSCME General Unit for 2014-2015 as described and attached. Council Member Ahmann made a motion to approve as presented with Council Member Anderson seconding the motion, which carried.

Item No. 4 Chair Ahmann opened the discussion regarding requests for information and how best to handle requests so staff is not overburdened and so that information is received in a timely fashion. Ms. Stevens explained the process for handling requests and the attempts to ensure that the full Council has the same information. Ms. Stevens noted that staff works to be responsive and that there are efforts to ensure

that information is broadly distributed. Ms. Stevens stated one value of distributing information via the weekly memo is that it helps staff to track responses.

Ms. Stevens acknowledged there may be instances when a request is really individual from a Council Member and it will be responded to in that fashion, but generally if someone is requesting statistics or background on issues, that information is more broadly distributed. Ms. Stevens also noted that if Council Members have certain deadlines, such as data needed for a presentation, it is helpful to know that in advance.

Council Member Anderson agreed that some general guidelines are helpful, but it should not be so rigid. Council Member Johnson stated that he prefers to make individual requests, but understand sometimes that information may have a broader interest to other Council Members and that distribution should come from staff.

Council Member Dokken suggested that the Committee Action Forms could be more detailed and that would also help the Council.

Chair Ahmann summarized the discussion that in general, requests should come through the Administrator and then be assigned to appropriate staff with a timely response of a few days or a week. If it will take longer to fulfill the request, notification then is given and appropriate information be distributed broadly so that Council has the same information. This was received by the Council for information only.

Item No. 5 The committee asked the City Administrator to look into additional health care plan options such as VEBA/HSA plans and bring back additional information to the committee. This was also received for information only by the Council.

The Labor Relations Committee Report for October 15, 2014, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Anderson, and carried.

Fire Chief Gary Hendrickson presented for the Council's consideration a request for the Willmar Fire Department to act as the fiscal agent on behalf of the Kandiyohi County Fire Chiefs Association for a Shared-Services Grant received in the amount of \$36,225.00. These funds will be used to compensate a consulting service to explore a shared-services model between multiple fire departments within Kandiyohi County. Council Member Anderson made a motion to authorize the Willmar Fire Department to act as the fiscal for the purposes of accepting the Shared-Services Grant. Council Member Christianson seconded the motion, which carried.

There was no New Business to come before the Council.

Under Old Business Fire Chief Gary Hendrickson was asked by Administrator to give the Council a brief update on the Jennie-O Turkey Store incident that occurred over the past weekend. Chief Hendrickson stated EMS was called to Plant 5 for one female, unresponsive, and while in route other employees developed the same symptoms. The Fire Department Heat Team was contacted by EMS to determine if any particular reason was causing the symptoms. Chemical limits were monitored and fell within limits. All victims were later released from the hospital with no health issues.

City Clerk Kevin Halliday updated the Council on the status of the City Auditorium and the contractor work. Currently work is taking place on the roof and the gutters to include paint. It will be several months before the HVAC equipment which has been ordered will arrive.

Council Member Christianson inquired on the status of meetings with the Storm Water Task Force with Public Works Director Christensen who stated he still in the process of reviewing the extensive report prepared by BARR Engineering.

Council Member Dokken commented on the Park Plan Open House that was held on October 14th. There were over 60 participants at the event for presentation of the summary by SRF Consulting Group.

Council Member Ahmann asked to have a meeting on long-term financial needs for street maintenance and additional funding sources.

Announcements for Council Committee meeting dates were as follows: Finance, October 27, Public Works/Safety, October 28, and Community Development, October 29, 2014.

There being no further business to come before the Council, the meeting adjourned at 8:10 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

Rice Memorial Hospital
Board of Directors
October 15, 2014

FOR COUNCIL
INFORMATION

PRESENT: David Anfinson, President; Dr. Michael Gardner, Treasurer; Eric Weiberg, Secretary; and Directors Dr. Lachlan Smith, Jon Saunders and Andrea Carruthers

EXCUSED: Dr. Douglas Allen, Vice President

ADMINISTRATIVE STAFF: Michael Schramm, Chief Executive Officer; Bill Fenske, Dr. Ken Flowe, Teri Beyer, Wendy Ulferts, Sandy Roelofs

GUESTS: Kathy Dillon, Nathan Goracke

Call to Order/Minutes: President Anfinson called the meeting to order at 5:30 p.m. **ACTION:** A motion was made by Director Gardner, seconded by Director Saunders, and carried to approve the Rice Memorial Hospital Board meeting minutes from September 24, 2014 and September 30, 2014 as written; as well as the August 31, 2014 Financial Statements, the October 9, 2014 Finance Committee meeting minutes; and the September 23, 2014 Medical Staff Executive & Credentials Committee meeting minutes.

Patient Experience: In recognition of The Foundation's Holiday Festival proceeds benefitting the Hospital's mental health services, tonight's patient experience is from a former patient on the Rice Institute Inpatient (RII) unit. The RII staff has a book entitled, "Voices of Hope," where they keep poems, letters, drawings, etc., from former patients. Teri Beyer reviewed a letter from the book which was written by a former patient on his birthday. He expressed a very special thank you to the RII staff for the care he received as well as the compassion shown to his family. He also stated that he would have missed out on so much if it weren't for the RII staff, and he is very grateful to them for the role they played in his healing.

Quality Report: A) Kathy Dillon & Nathan Goracke presented information to the Board in regard to the "Care of the Pneumonia Patient." Rice Memorial Hospital was given the opportunity to participate in this Voluntary Hospitals of America (VHA) Imperativ Pilot project. 1) Project information: a) Multidisciplinary pneumonia team was developed in 1999 in response to call for standardization of care and reporting core measures. b) 2013 annual review of pneumonia care. i) The Multidisciplinary Team reconvened with more emphasis being placed on infectious disease. ii) New order set was reviewed, revised, implemented and went live in May, 2013. 2) Opportunity made possible through VHA in order to: a) Better utilize data available in care discovery tool. b) Explore use of new VHA tool IMPERATIV. c) Data comparisons—reviewed current IMPERATIV data, focusing on areas of opportunity. d) Pre and post measurements. e) Value of work done by the team. f) Project next steps.

Medical Staff Report: A) Dr. Flowe presented the 14 credentials files which were approved at the September 23, 2014 Credentials Committee meeting and stated that he is recommending the Board's final approval of these files/applications. Dr. Flowe highlighted a few of the physicians who have applied for Active Medical Staff privileges at Rice: Dr. Roger Biss, Medical Oncologist; and Dr. Matthew Putnam, Orthopedic Surgeon. The recommendation of the Medical Staff Executive Committee is that these applications for appointment be ratified. B) Medical Staff report highlights: 1) OB/PEDS Meeting: A presentation was made by Dr. Ewa Wysokinska on "Management of Inherited Thrombophilias in Pregnancy." 2) Care Improvement Team: a) 1st quarter, 2014 core measure results were reviewed with two areas of improvement noted. b) It is hopeful that that Rice's Telestroke program will be up and running by January, 2015. 3) Medical Staff Department Chair Changes: a) Dr. Richard Wehseler is the new Family Practice Department Chair, replacing Dr. Ronald Holmgren. b) Dr. Jennifer Lee-Pentz is the new Obstetrics & Gynecology Department Chair, replacing Dr. Stan Antkowiak. **ACTION:** A motion was made by Director Gardner, seconded by Director Saunders, and carried to approve the proposed Medical Staff Appointments for the month of September, 2014 as presented and recommended: Initial Applications: Locum Tenens Staff: Barry McKenzie, M.D. – Medical Oncology/Department of Internal Medicine. CompHealth, Salt Lake City, UT. (To begin on 11/3/2014). Temporary Privileges: Roger Biss, M.D. – Medical Oncology/Department of Internal Medicine. CompHealth, Salt Lake City,

UT. Expected Start Date: 10/6/2014. Transfer from Affiliate Staff to Active Staff Status: Matthew Putnam, M.D. – Orthopedics/Department of Surgery. Affiliated Community Medical Center, Willmar, MN. Effective 11/1/2014. (Dr. Putnam was reappointed in August, 2014.) Request for Additional Privileges: Maria Loerzel, M.D. – Emergency Medicine/Department of Emergency Medicine. Family Practice Medical Center, Willmar, MN. Reappointment Applications: Active Staff: Suzanne Miller, M.D. – Pediatrics/Department of Pediatrics. Affiliated Community Medical Center, Willmar, MN. Affiliate Staff: David Asinger, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Kevin Henseler, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Robin Javaherian, M.D. – Family Practice/Department of Family Practice. Affiliated Community Medical Center, Willmar, MN. Mark McMillan, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Dennis Peterson, M.D. – Emergency Medicine/Department of Emergency Medicine. Mid-Minnesota Family Medicine Center, St. Cloud, MN. Matthew Schaar, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Allied Health Staff: Jay Loeppke, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Kimberly Rupp-Montpetit, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN. Shane Volk, RN-CRNA – Nurse Anesthetist/Department of Anesthesiology. Rice Memorial Hospital, Willmar, MN.

CEO Report – Mile Schramm:

- A. Telestroke Program: We had planned to introduce this new program in November, but now are hoping to have it up and running in early January, 2015.
- B. Ebola Awareness: Preparation for Ebola is going on statewide and Rice is working with other community agencies and clinics to continue preparing locally should there be a need to respond in the future. Wendy Ulferts and Dr. Flowe discussed preparations currently underway at Rice Hospital. A screening process was implemented this morning whereby all patients will be screened through the patient registration process.
- C. Rice Care Center: The project is close to completion and we recently had a state inspection as well as a visit from the Fire Marshal. Open houses have been scheduled for October 28th and 29th. We plan to host the November Board meeting at the Care Center.
- D. Willmar Medical Services: 1) Cancer Center: Dr. Biss started this month and will practice along with Dr. Wysokinska to handle our Medical Oncology needs. 2) Surgery Center: A meeting was held today in order to review and discuss our needs for planning assistance with a consulting firm.
- E. Recruitment: We have had site visits in recent weeks with a Hospitalist candidate and some General Surgery candidates. Dr. Matt Putnam will start in early November and we continue to communicate with the other orthopedic residents that have been here for site visits. We are optimistic about signing at least one of these residents.
- F. Facility Planning: Progress continues on the two projects for acuity adaptable rooms and mental health bed expansion.
- G. Rice Health Foundation: a) The annual Holiday Festival events will be held on Friday, November 14th and Saturday, November 15th. B) A donor event and tour has been scheduled at the Rice Care Center on October 28th.
- H. Legislative Update: Meetings have been scheduled with legislative candidates in the coming weeks as the election gets closer.
- I. Meaningful Use: Currently in the process of getting necessary documentation in place for attestation for Stage 2, year 1, next week.

New Business:

- A. Safety Program: Wendy Ulferts reviewed the Hospital's Safety Program which outlines what we do organizationally to maintain and promote patient and employee safety. There were no significant changes noted. **ACTION: A motion was made by Director Carruthers, seconded by Director Gardner and carried that the Rice Memorial Hospital Safety Program be approved as presented and recommended.**
- B. Policy & Procedure (P&P) Review: Wendy Ulferts also reviewed the Hospital's P&P RI-05, "Complaint and Grievance Resolution," in regard to: 1) Purpose of the policy: a) To provide guidelines for staff regarding the difference between complaints and grievances. b) To establish the Hospital's process for responding to

complaints and grievances from patients and/or families. The only significant change noted is that we are now tracking complaints through an electronic system. **ACTION: A motion was made by Director Gardner, seconded by Director Weiberg, and carried that the Rice Memorial Hospital Policy and Procedure no. RI-05, "Complaint and Grievance Resolution," be approved as presented and recommended.**

Adjournment: There being no further business, the meeting was adjourned at 6:13 pm.

Submitted by:

Eric E. Weiberg, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 27, 2014

The Municipal Utilities Commission met in its regular scheduled meeting on Monday, October 27, 2014, 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Steve Salzer, Matt Schrupp, Carol Laumer, Dan Holtz, Jeff Nagel, and Justin Mattern. Absent was Commissioner Joe Gimse.

Others present at the meeting were: General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Compliance Officer Janell Johnson, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and West Central Tribune Journalist David Little.

President Salzer opened the meeting by requesting a resolution to approve the Consent Agenda. Following a review, Commissioner Nagel offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 41

"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 October 14, 2014 Commission meeting; and,
- ❖ Bills represented by vouchers No. 141975 to No. 142075 inclusive in the amount of \$2,420,409.77 with a MISO credit in the amount of \$71,422.73 and a Westmoreland Resource (coal) payment in the amount of \$54,415.80.

Dated this 27th day of October, 2014.

President

ATTEST:

Secretary

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

Commissioner Holtz (Chair) reviewed with the Commission minutes from the October 14th WMU Planning Committee meeting (see attached). Agenda items discussed included:

- 1) Cost of Service & Rate Study;
- 2) Request for Proposals received for Local Generation Study; and,
- 3) Computer Software Conversion Project Update.

Following discussion, Commissioner Holtz offered motion to approve the minutes of the October 14th WMU Planning Committee meeting as presented. Commissioner Mattern seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with Item #2 listed above, General Manager Hompe further discussed with the Commission the proposals received to conduct the Local Generation Study. It was noted that WMU Staff had compiled an analysis of the three respondents and contacted vendors related to the project. Hompe further stated that the results of the study would create a series of scenarios for the future local

generation of WMU based on a number factors including future projections of fuel & market capacity, energy pricing & availability, and the impact of EPA requirements on coal-fired facilities including associated costs. The study will assist WMU in meeting its energy needs over a twenty-year planning horizon. Following additional discussion, Commissioner Holtz offered a resolution to approve the proposal submitted by Burns & McDonnell of Kansas City, Missouri, to perform the duties of Project Manager to lead in the analysis of WMU's generating facilities in the amount not to exceed \$64,450. Commissioner Mattern seconded.

RESOLUTION NO. 42

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the proposal submitted by Burns & McDonnell of Kansas City, Missouri, to conduct an Analysis of Local Generating Options (Study) on behalf of Willmar Municipal Utilities, be approved for the amount not to exceed \$64,450 with an estimated completion time of 8-12 weeks."

Dated this 27th day of October, 2014.

President

ATTEST:

Secretary

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

At this time, three utility-related reports were presented for information and discussion. Director of Finance Hunstad reviewed with the Commission analyses of both the September 2014 Financial Report and the September 30, 2014 Investment Report. Compliance Officer Johnson continued by presenting the Commission with an overview of the 2014 NERC Third Quarter Review. Following the report presentations, Commissioner Salzer expressed the Commission's appreciation for the clear and concise analysis of the data provided.

General Manager Hompe reminded the Commission that the WMU Labor Committee is scheduled to meet immediately following today's MUC meeting (approximately 12:30 p.m.). The main topic of discussion will focus on the ongoing mediation and negotiating efforts with Local Union #160, I.B.E.W.

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

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL UTILITIES

WMU PLANNING COMMITTEE MEETING MINUTES

October 14, 2014 – 12:30 P.M.

WMU Conference Room

Attendees: Commissioners Dan Holtz (Chair), Justin Mattern & Jeff Nagel, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Customer Service Supervisor Stacy Stien, Power Supply Manager Chris Carlson, and Consultant Dave Berg. Commissioner Holtz called the meeting to order at 12:27 p.m.

AGENDA ITEMS:

1. Cost of Service & Rate Study:

The utility rates fund the cost of operating and maintaining Willmar's electric and water systems and the future replacement or upgrades to these systems. They are the primary revenue source for providing these utility services to our customers. For this reason, WMU engaged Dave Berg Consulting, LLC, to conduct a Cost of Service & Rate Study. The study began in June 2014, with the draft results presented to the Planning Committee on October 14, 2014. Consultant Dave Berg presented an overview of the analysis of both the electric and water divisions.

The electric division costs include generation, power supply, transmission, distribution. These costs are divided into operations, maintenance, and capital improvements. Results of the analysis show that current and projected revenues are barely adequate to cover costs if there were no capital expenditures of any magnitude. However, if WMU wishes to keep up with replacement of aging infrastructure as well as installation of required reliability additions, revenue is not adequate.

A water division detailed analysis was presented. Cost factors in the water division are production, treatment, storage, and distribution. Water system rates are also barely adequate to cover normal costs of the system. The two treatment plants' condition were considered, and plans for extending their lives as well as enhancing their function was discussed. They both are approaching end of life and will require significant investment. A multiple year improvement plan was presented that spreads costs over a period of time as well as allowing the plants to perform their function as long as possible. The result is that current revenues are not adequate to fund the plant projects and normal operations. Berg noted that WMU's current water rates are extremely low compared to other cities comparable to Willmar.

Next discussion centered on finding a solution to adjust/fix the deficit in both the electric and water divisions. Included in the areas of discussion were: cash reserves, bonding issues, annual revenues (projected), assorted evaluations, capital improvements, etc. Berg continued by presenting the Planning Committee with a breakdown of possible rate adjustments for consideration in both the electric and water divisions. Various rate adjustment scenarios were presented for discussion. These scenarios covered a four-year rate adjustment period (2015-2018). Rate classifications were further discussed to clarify if each class was paying for the costs it incurred.

Prior to the Oct. 27th MUC meeting, preliminary rate adjustment figures will be available. A listing containing data from comparable utilities will also be compiled and presented to the Commission for their information. A target date of November 10th has been set to present

the MUC with the recommended water & electric rate adjustments. Dave Berg will be on hand (11/10) to clarify and answer any questions that may come before the Commission.

Note: The most recent electric and water rate adjustments were January 1, 2012.

2. Request for Proposals (RFP's) received for Local Generation:

In July of 2014, an RFP was issued for proposals to study WMU's generation facilities. Three responses were received (Burns & McDonnell, HRD Engineering, and Stanley Consultants). Results of the proposals were reviewed by staff. The staff's analysis of the proposals was reviewed with the Planning Committee.

Following discussion, it was the consensus of the WMU Planning Committee to recommend that the contract for Project Manager to lead an analysis of WMU's generating facilities be awarded to Burns & McDonnell of Kansas City, MO, in the not-to-exceed amount of \$60,450. (Note: Budgeted amount was \$74,000.)

3. Computer Software Upgrade/Conversion Project Update:

Director of Finance Hunstad presented the Planning Committee with progress report regarding the computer software conversion project (NISC). Last week was filled with continual in-depth training (administrative setup, data conversion, purchasing, etc.). The next few weeks will be a continuation of the intense training along with a follow-up of additional data required, and becoming familiar with significant process changes. Mid-November the process for the customer billing side will begin. The new accounting system is scheduled to "go live" December 15th (the financial side).

Adjournment:

Following discussion, Commissioner Holtz offered a motion to adjourn the meeting of the WMU Planning Committee at 2:48 p.m. Commissioner Mattern seconded, and the motion was carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 22, 2014**

MINUTES

1. The Willmar Planning Commission met on Wednesday, October 22, 2014, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

** Members Present: Margaret Fleck, Randy Czarnetzki, Gary Geiger, Sandy Bebler, Bob Poe, and Aaron Larson.

**Members Absent: Scott Thaden, Mark Klema, and Andrew Engan.

** Others Present: Steve Renquist, Doug Fenstra, Wesley Hompe, and Megan DeSchepper- Planner

2. MINUTES: The minutes of the October 8, 2014 meeting were approved as submitted.

3. ASSEMBLY USE IN GB DISTRICT DISCUSSION: Doug Fenstra of Fenstra Real Estate discussed the possible use of a general business property at 1500 Highway 12 East for an assembly hydraulic hose business that will also have offices, lunch room, quality inspection room, and restrooms. As the property is zoned General Business assembly is not a listed permitted use; however assembly is also not listed in either of the industrial districts. The current use of the property is for a semi-truck and trailer repair/maintenance and truck wash business. The proposed use would only have two semis per day to the site so it would actually be a less intense use of the property. There would be no loud noises, dust etc. for the assembly use.

Steve Renquist, of the Economic Development Commission, talked about the use being an ideal candidate for a conditional use permit as it's such a hybrid that isn't listed in any district. If the Planning Commission allows it the conditional use permit would allow just this use at just this location and they could set any parameters on the use they saw fit.

The Planning Commission discussed the proposed use and determined that none of the districts specifically listed fit. And they were of the opinion that Mr. Fenstra have his client apply for a conditional use permit to be heard at an upcoming meeting.

4. SOLAR PANEL REGULATION DISCUSSION: The Commission discussed the solar panels and the lack of any regulation of solar panels in the Zoning Ordinance. Wes Hompe from Municipal Utilities was present to explain that the MUC would have regulations regarding hooking up to the grid and electrical codes to follow, however where they are placed, how big, etc. would all be up to the Zoning Ordinance. The Commission talked about various aspects of consideration placement, look, setback, height limitations, building code issues with wind and snow load, not to mention light

rights. The Commission asked staff to gather more information and sample ordinances for future discussion.

5. INDUSTRIAL PARK FOURTH ADDITION FINAL PLAT- FILE NO. 13-01: Staff presented the final plat of Industrial Park Fourth Addition a 25 lot plat with two outlots on property legally described as follows: part of Section 17, Township 119, Range 35 (west of County Rd. 5). The property is zoned I-1 (Limited Industry). Outlot A and B will be for additional stormwater retention, and a 70' wide stormwater ditch easement has been added down the center of Blocks 3 and 4.

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

Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the final plat as presented.

The motion carried.

6. There being no further business to come before the Commission, the meeting adjourned at 7:45 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-OCTOBER 22, 2014

STAFF COMMENTS

1. INDUSTRIAL PARK FOURTH ADDITION FINAL PLAT- FILE NO. 13-01:

- The applicant is the City of Willmar, MN.
- The City is requesting subdivision of land for industrial park expansion of 25 lots and two outlots on property legally described as: part of the Section 17, Township 119, Range 35 (west of County Rd. 5).
- The property is zoned I-1 (Limited Industry).
- There is access to the lots via County Rd. 5 and Highway 40 West as well as future proposed/platted streets of Willmar Ave. SW, Trott Ave. SW, 3rd Ave. SW, and 32nd St. SW.
- Outlot B has been added for additional Stormwater retention. Outlot A will also be for stormwater. And a 70' wide ditch easement has been added down the center of Block 3 and 4 for drainage as well.
- 3rd Ave. SW and Trott Ave. SW have been realigned so as to not interfere with the existing transmission poles.
- Wetland delineation has also been completed on the property.

RECOMMENDATION: Approve the final plat as presented.

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
ALLEN ENTREPRENURES LLC	40983	10/30/14	RNTL REFUND 1004 6TH ST	60.00		102314		D	N				REFUNDS AND REIM	101.41428.0882
AMERICAN CUSTOM SIGNS LL	40984	10/30/14	POOL UMBRELLA REPAIR	285.00		1038		D	N				MTCE. OF EQUIPME	101.45437.0334
AMERICAN MESSAGING	40985	10/30/14	PAGER SERVICE	54.95		D20809810J		D	N				PREPAID EXPENSES	101.128000
	40985	10/30/14	PAGER SERVICE	18.33		D20809810J		D	N				COMMUNICATIONS	101.42411.0330
				73.28										
			VENDOR TOTAL	73.28										
ANDERSON/MICHAEL	40986	10/30/14	LEADERSHIP COURSE	111.86		609		D	N				TRAVEL-CONF.-SCH	101.42411.0333
APPERT'S FOOD SERVICE	40987	10/30/14	CONCESSION SUPPLIES	430.42		409240288		D	N				GENERAL SUPPLIES	101.45433.0229
B & W CONTROL SPECIALIST	40988	10/30/14	BRUSH AND WEED CONTROL	146.75		53704		D	N				OTHER SERVICES	101.43425.0339
	40988	10/30/14	BRUSH AND WEED CONTROL	852.75		53705		D	N				OTHER SERVICES	101.43425.0339
	40988	10/30/14	BRUSH AND WEED CONTROL	1,053.50		53706		D	N				OTHER SERVICES	101.43425.0339
				2,053.00										
			VENDOR TOTAL	2,053.00										
BACKES TECHNOLOGY SERVIC	40989	10/30/14	WIRING AT COMM. CENTER	85.00		13391		D	N				MTCE. OF STRUCTU	101.41409.0335
BAKER GRAPHICS	40990	10/30/14	DECALS FOR SPEED TRLR	55.00		11474		D	N				GENERAL SUPPLIES	101.42411.0229
BERNICK'S PEPSI-COLA CO	40991	10/30/14	CONCESSION SUPPLIES	94.50		3197		D	N				GENERAL SUPPLIES	101.45433.0229
	40991	10/30/14	OFFICE COFFEE	78.96		3259		D	N				GENERAL SUPPLIES	101.43425.0229
	40991	10/30/14	CONCESSION SUPPLIES	310.62		52508		D	N				GENERAL SUPPLIES	101.45433.0229
	40991	10/30/14	CONCESSION SUPPLIES	2,104.29		52509		D	N				GENERAL SUPPLIES	101.45433.0229
	40991	10/30/14	CONCESSION SUPPLIES	248.46		58471		D	N				GENERAL SUPPLIES	101.45433.0229
				2,836.83										
			VENDOR TOTAL	2,836.83										
BOLLIG INC	40992	10/30/14	ENG./SURVEYING SERVICE	3,000.00		2895		D	N				OTHER SERVICES	413.48451.0339
	40992	10/30/14	ENG./SURVEYING SERVICES	505.89		2895		D	N				OTHER SERVICES	413.48454.0339
	40992	10/30/14	L.S. DESIGN SERVICES	20,438.00		2948		D	N				PROFESSIONAL SER	432.48504.0446
				23,943.89										
			VENDOR TOTAL	23,943.89										
BOLTON & MENK INC	40993	10/30/14	INTERIM CITY ENG SERVI	2,490.00		0164872		D	N				PROFESSIONAL SER	101.43417.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BRISENDINE/STEVE			002453											
	40994	10/30/14	MILEAGE-PARK PLAN	119.28		102314		D	N				TRAVEL-CONF.-SCH	101.45432.0333
BSE			001980											
	40995	10/30/14	LT BULBS FOR EQUIPMENT	172.00		908185625		D	N				MTCE. OF EQUIPME	101.42412.0224
	40995	10/30/14	THERMOSTAT	39.38		908189604		D	N				MTCE. OF STRUCTU	101.43425.0225
	40995	10/30/14	SPERRYVILLE L.S. PARTS	57.98		908202194		D	N				MTCE. OF EQUIPME	651.48485.0224
	40995	10/30/14	ELEC SOFTWARE SUPPORT	2,025.00		908210915		D	N				PREPAID EXPENSES	651.128000
	40995	10/30/14	ELEC SOFTWARE SUPPORT	675.00		908210915		D	N				MTCE. OF EQUIPME	651.48484.0334
	40995	10/30/14	LIGHT BULBS	11.75		908232163		D	N				MTCE. OF STRUCTU	651.48484.0225
	40995	10/30/14	BALLAST	103.35		908240494		D	N				MTCE. OF STRUCTU	651.48484.0225
	40995	10/30/14	LIGHT BULBS-RUNWAY LTS	373.57		908243596		D	N				MTCE. OF OTHER I	230.43430.0226
	40995	10/30/14	BALLAST	65.51		908247808		D	N				MTCE. OF STRUCTU	651.48484.0225
	40995	10/30/14	BALLAST	88.76		908248624		D	N				MTCE. OF STRUCTU	651.48484.0225
			VENDOR TOTAL	3,612.30		*CHECK TOTAL								
BUSINESSWARE SOLUTIONS			002776											
	40996	10/30/14	PRINT/PAGE COUNT	36.94		225772		D	N				OFFICE SUPPLIES	101.41402.0220
	40996	10/30/14	PRINT/PAGE COUNT	10.60		225772		D	N				OFFICE SUPPLIES	101.41403.0220
	40996	10/30/14	PRINT/PAGE COUNT	8.93		225772		D	N				OFFICE SUPPLIES	101.41404.0220
	40996	10/30/14	PRINT/PAGE COUNT	294.57		225772		D	N				OFFICE SUPPLIES	101.41405.0220
	40996	10/30/14	PRINT/PAGE COUNT	5.64		225772		D	N				OFFICE SUPPLIES	101.41409.0220
	40996	10/30/14	PRINT/PAGE COUNT	127.99		225772		D	N				OFFICE SUPPLIES	101.42411.0220
	40996	10/30/14	PRINT/PAGE COUNT	41.46		225772		D	N				OFFICE SUPPLIES	101.43417.0220
	40996	10/30/14	PRINT/PAGE COUNT	45.01		225772		D	N				OFFICE SUPPLIES	101.43425.0220
	40996	10/30/14	PRINT/PAGE COUNT	49.21		225772		D	N				OFFICE SUPPLIES	101.45433.0220
	40996	10/30/14	PRINT/PAGE COUNT	11.65		225772		D	N				OFFICE SUPPLIES	101.45435.0220
	40996	10/30/14	PRINT/PAGE COUNT	107.38		225772		D	N				OFFICE SUPPLIES	651.48484.0220
			VENDOR TOTAL	739.38		*CHECK TOTAL								
CANON FINANCIAL SERVICES			002336											
	40997	10/30/14	COPIER LEASE AGRMT	24.88		14245247		D	N				RENTS	101.43425.0440
CARDMEMBER SERVICE			002365											
	40981	10/21/14	LANGNER-SEMINAR REGIS.	875.00		STMT/9-14		D	N				PREPAID EXPENSES	101.128000
	40981	10/21/14	STEVENS-PUB. POLICY MTG	10.99		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	STEVENS-ICMA CONF. MEALS	34.30		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	STEVENS-ICMA CONF. TAXI	30.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	STEVENS-ICMA CONF. MEALS	11.69		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	STEVENS-ICMA CONF. MEALS	13.83		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	STEVENS-ICMA CONF. LDGNG	567.03		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	WE LEAD CONF REGIS.	22.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	40981	10/21/14	COMM FOUND. DINNER TKTS	100.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	40981	10/21/14	WE LEAD CONF REGIS.	22.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	40981	10/21/14	KARDELL-SEMINAR REGIS.	85.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	40981	10/21/14	KARDELL-SEMINAR REGIS.	85.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE			002365											
	40981	10/21/14	ROSEMEIER-SEMINAR REGIS.	85.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	40981	10/21/14	ROSEMEIER-SEMINAR REGIS.	85.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	40981	10/21/14	WE LEAD CONF REGIS.	33.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41405.0333
	40981	10/21/14	CAMERA EQUIPMENT	299.65		STMT/9-14		D	N				SMALL TOOLS	101.41409.0221
	40981	10/21/14	SATELLITE BOX FOR WRAC-8	236.90		STMT/9-14		D	N				SMALL TOOLS	101.41409.0221
	40981	10/21/14	SWITCH FOR WRAC-8	6.99		STMT/9-14		D	N				MTCE. OF EQUIPME	101.41409.0224
	40981	10/21/14	WE LEAD CONF REGIS.	11.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40981	10/21/14	CZECH-SCHWANDT IT TRNG	99.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40981	10/21/14	TRAINING VIDEO SERIES	37.50		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40981	10/21/14	CZECH-SCHWANDT IT TRNG	99.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	40981	10/21/14	DROP BOX FOR AGENDAS	99.00		STMT/9-14		D	N				SUBSCRIPTIONS AN	101.41409.0443
	40981	10/21/14	BROADCASTER SUBSCRIP.	49.00		STMT/9-14		D	N				SUBSCRIPTIONS AN	101.41409.0443
	40981	10/21/14	WEBSITE HOSTING FEE	89.87		STMT/9-14		D	N				PROFESSIONAL SER	101.41409.0446
	40981	10/21/14	FORENSICS MAC COMPUTER	844.30		STMT/9-14		D	N				SMALL TOOLS	101.42411.0221
	40981	10/21/14	JACK FOR SPEED TRAILER	69.46		STMT/9-14		D	N				MTCE. OF EQUIPME	101.42411.0224
	40981	10/21/14	NOTARY RENEWAL	120.00		STMT/9-14		D	N				LICENSES AND TAX	101.42411.0445
	40981	10/21/14	NOTARY RENEWAL	120.00		STMT/9-14		D	N				LICENSES AND TAX	101.42411.0445
	40981	10/21/14	NOTARY RENEWAL	120.00		STMT/9-14		D	N				LICENSES AND TAX	101.42411.0445
	40981	10/21/14	NOTARY RENEWAL	120.00		STMT/9-14		D	N				LICENSES AND TAX	101.42411.0445
	40981	10/21/14	STOPWATCH-TRNG/FIRECALLS	19.54		STMT/9-14		D	N				SMALL TOOLS	101.42412.0221
	40981	10/21/14	WATER BOTTLES	248.95		STMT/9-14		D	N				GENERAL SUPPLIES	101.42412.0229
	40981	10/21/14	FOOD-BUSINESS MEETING	28.70		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40981	10/21/14	MSFCA CONFERENCE REGIS.	745.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40981	10/21/14	FOOD-OFFICERS MEETING	53.53		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40981	10/21/14	HOTEL CANCELLATION	226.32CR		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	40981	10/21/14	PAVEMENT PRESERV. WRKSH	13.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	40981	10/21/14	PAVEMENT PRESERV. WRKSH	342.07		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	40981	10/21/14	PAVEMENT PRESERV. WRKSH	17.82		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	40981	10/21/14	MNDOT MTG-MEALS	9.45		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	40981	10/21/14	APWA CONFERENCE REGIS.	245.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43417.0333
	40981	10/21/14	WE LEAD CONF REGIS.	11.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	40981	10/21/14	STORAGE CABINET	374.05		STMT/9-14		D	N				SMALL TOOLS	101.45433.0221
	40981	10/21/14	48" HUTCH FOR DESK	434.99		STMT/9-14		D	N				SMALL TOOLS	101.45433.0221
	40981	10/21/14	WE LEAD CONF REGIS.	11.00		STMT/9-14		D	N				TRAVEL-CONF.-SCH	651.48484.0333
			VENDOR TOTAL	6,809.29										
				6,809.29		*CHECK TOTAL								
CENTERPOINT ENERGY			000467											
	40998	10/30/14	NATURAL GAS CHARGES	13.46		6007936/10-14		D	N				UTILITIES	230.43430.0332
	40998	10/30/14	NATURAL GAS CHARGES	284.11		6007939/10-14		D	N				UTILITIES	101.43425.0332
	40998	10/30/14	NATURAL GAS CHARGES	13.46		6038773/10-14		D	N				UTILITIES	101.43425.0332
	40998	10/30/14	NATURAL GAS CHARGES	194.63		6048932/10-14		D	N				UTILITIES	651.48484.0332
	40998	10/30/14	NATURAL GAS CHARGES	402.52		6061271/10-14		D	N				UTILITIES	101.45433.0332
	40998	10/30/14	NATURAL GAS CHARGES	17.23		6069198/10-14		D	N				UTILITIES	101.43425.0332
	40998	10/30/14	NATURAL GAS CHARGES	130.88		6084836/10-14		D	N				UTILITIES	101.45435.0332
	40998	10/30/14	NATURAL GAS CHARGES	175.67		6085332/10-14		D	N				UTILITIES	101.45433.0332
	40998	10/30/14	NATURAL GAS CHARGES	13.46		6093527/10-14		D	N				UTILITIES	101.43425.0332

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTERPOINT ENERGY			000467											
	40998	10/30/14	NATURAL GAS CHARGES	117.15		6102726/10-14		D	N				UTILITIES	101.42412.0332
	40998	10/30/14	NATURAL GAS CHARGES	99.91		6725927/10-14		D	N				UTILITIES	230.43430.0332
	40998	10/30/14	NATURAL GAS CHARGES	13.46		7177865/10-14		D	N				UTILITIES	230.43430.0332
	40998	10/30/14	NATURAL GAS CHARGES	90.17		8503501/10-14		D	N				UTILITIES	651.48485.0332
	40998	10/30/14	NATURAL GAS CHARGES	273.73		8512023/10-14		D	N				UTILITIES	651.48485.0332
	40998	10/30/14	NATURAL GAS CHARGES	2,086.42		8795475/10-14		D	N				UTILITIES	651.48484.0332
				3,926.26										
			VENDOR TOTAL	3,926.26										
														*CHECK TOTAL
CHARTER COMMUNICATIONS			000736											
	40999	10/30/14	MONTHLY PHONE SERVICE	145.13		2191/11-14		D	N				COMMUNICATIONS	101.41409.0330
	40999	10/30/14	MONTHLY PHONE SERVICE	88.95		5124/11-14		D	N				COMMUNICATIONS	101.41409.0330
				234.08										
			VENDOR TOTAL	234.08										
														*CHECK TOTAL
CHESTER CONTRACTING INC			002506											
	41000	10/30/14	ENLARGED DOOR OPENING	9,570.36		1149		D	N				MTCE. OF STRUCTU	101.42412.0335
COLEPAPERS INC			000170											
	41001	10/30/14	TOILET TISSUE	49.92		9028238		D	N				GENERAL SUPPLIES	101.45435.0229
COMPASS MINERALS AMERICA			003116											
	41002	10/30/14	ROAD SALT	2,006.55		71231817		D	N				GENERAL SUPPLIES	101.43425.0229
	41002	10/30/14	ROAD SALT	2,000.83		71235626		D	N				GENERAL SUPPLIES	101.43425.0229
				4,007.38										
			VENDOR TOTAL	4,007.38										
														*CHECK TOTAL
CORNERSTONE OF WILLMAR I			002164											
	41003	10/30/14	AUDITORIUM RENNOVATIO	73,080.00		EST. 1		D	N				MTCE. OF OTHER I	450.45427.0336
CORVAL CONSTRUCTORS			003118											
	41004	10/30/14	FREON LEAK REPAIR-MAT'	3,794.48		810202		D	N				MTCE. OF EQUIPME	101.45433.0224
	41004	10/30/14	FREON LEAK REPAIR-LABO	1,972.00		810202		D	N				MTCE. OF EQUIPME	101.45433.0334
				5,766.48										
			VENDOR TOTAL	5,766.48										
														*CHECK TOTAL
CROW CHEMICAL & LIGHTING			000186											
	41005	10/30/14	CLEANING SUPPLIES	145.62		4664		D	N				CLEANING AND WAS	101.43425.0228
	41005	10/30/14	CLEANING SUPPLIES	126.66		4677		D	N				CLEANING AND WAS	101.43425.0228
	41005	10/30/14	SMALL TOOLS	19.70		4679		D	N				SMALL TOOLS	101.43425.0221
	41005	10/30/14	CLEANING SUPPLIES	4.95		4679		D	N				CLEANING AND WAS	101.43425.0228
	41005	10/30/14	KLEENEX	86.95		4728		D	N				GENERAL SUPPLIES	651.48484.0229
				383.88										
			VENDOR TOTAL	383.88										
														*CHECK TOTAL
DAN'S SHOP INC			002212											
	41006	10/30/14	FILTERS	12.12		65248		D	N				INVENTORIES-MDSE	101.125000

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ENGAN ASSOCIATES P.A.			000240											
	41014	10/30/14	RENOVATION DESIGN FEE	1,650.00		2014-276		D	N				BUILDINGS AND ST	450.45427.0551
ERIC'S AVIATION SERVICES			002998											
	41015	10/30/14	ON SITE MGMT SERV-NOV	6,333.33		STMT/11-14		D	N				PROFESSIONAL SER	230.43430.0446
FAMILY EYE CENTER			000244											
	41016	10/30/14	MARCUS-SAFETY GLASSES	237.66		40166		D	N				SUBSISTENCE OF P	651.48484.0227
FARM-RITE EQUIPMENT			003002											
	41017	10/30/14	FILTERS/CUTTING EDGE	606.39		P03337		D	N				MTCE. OF EQUIPME	101.43425.0224
FASTENAL COMPANY			001188											
	41018	10/30/14	#073501-BRNGS/LOCKTITE	93.27		MNWIL119708		D	N				MTCE. OF EQUIPME	101.43425.0224
	41018	10/30/14	FLOOR DRY	52.46		MNWIL119810		D	N				GENERAL SUPPLIES	651.48484.0229
	41018	10/30/14	DRAFT TUBE MIXER PARTS	14.08		MNWIL120053		D	N				MTCE. OF EQUIPME	651.48486.0224
	41018	10/30/14	SAFETY GLASSES/VEST	14.86		MNWIL120213		D	N				SUBSISTENCE OF P	651.48485.0227
				174.67										
			VENDOR TOTAL	174.67		*CHECK TOTAL								
FELT/JAMES E			000993											
	41019	10/30/14	LEADERSHIP COURSE	14.44		607		D	N				TRAVEL-CONF.-SCH	101.42411.0333
FERGUSON ENTERPRISES INC			000810											
	41020	10/30/14	PUMP LEVEL CNTL PIPE	104.80		3297632		D	N				MTCE. OF STRUCTU	651.48484.0225
FIRST COVENANT CHURCH			002537											
	41021	10/30/14	SIGN DEPOSIT REF 2014-27	100.00		2014-27		D	N				DEPOSITS-SIGN PE	101.230001
FIVE-STAR PUMPING			000234											
	41022	10/30/14	HAULED BIOSOLIDS	9,075.60		3604		D	N				RENTS	651.48486.0440
	41022	10/30/14	HAULED BIOSOLIDS	9,524.70		3607		D	N				RENTS	651.48486.0440
	41022	10/30/14	BIOSOLIDS LAND APPLIC	42,405.10		3608		D	N				RENTS	651.48486.0440
	41022	10/30/14	HAULED BIOSOLIDS	1,609.20		3609		D	N				RENTS	651.48486.0440
				62,614.60										
			VENDOR TOTAL	62,614.60		*CHECK TOTAL								
G & K SERVICES			002465											
	41023	10/30/14	CLEANING SERVICES	59.18		1043816160		D	N				CLEANING AND WAS	230.43430.0338
	41023	10/30/14	CLEANING SERVICES	59.18		1043826784		D	N				CLEANING AND WAS	230.43430.0338
				118.36										
			VENDOR TOTAL	118.36		*CHECK TOTAL								
GENERAL MAILING SERVICES			000293											
	41024	10/30/14	POSTAGE 09/22 - 09/26/14	1.18		13168		D	N				POSTAGE	101.41400.0223
	41024	10/30/14	POSTAGE 09/22 - 09/26/14	1.70		13168		D	N				POSTAGE	101.41401.0223
	41024	10/30/14	POSTAGE 09/22 - 09/26/14	12.39		13168		D	N				POSTAGE	101.41402.0223
	41024	10/30/14	POSTAGE 09/22 - 09/26/14	1.18		13168		D	N				POSTAGE	101.41403.0223

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JAHNKE/MICHAEL J			001737											
	41034	10/30/14	FUEL REIMBURSEMENT	30.39		606		D	N				MOTOR FUELS AND	101.42411.0222
	41034	10/30/14	LEADERSHIP COURSE	23.00		606		D	N				TRAVEL-CONF.-SCH	101.42411.0333
				53.39										
			VENDOR TOTAL	53.39										
KANDIYOHI AREA TRANSIT			001941											
	41035	10/30/14	KAT BUS GROUP RIDES	100.00		4921		D	N				OTHER SERVICES	101.41401.0339
KANDIYOHI CO AUDITOR			000376											
	41036	10/30/14	LONG DISTANCE-SEP	80.82		102114		D	N				COMMUNICATIONS	101.42411.0330
KANDIYOHI CO REPUBLICANS			.02207											
	41037	10/30/14	SIGN DEPOSIT REF 2014-26	100.00		2014-26		D	N				DEPOSITS-SIGN PE	101.230001
KANDIYOHI CO-OP ELECTRIC			000375											
	41038	10/30/14	WELCOME TO WILLMAR SIGN	101.00		STMT/10-14		D	N				UTILITIES	101.43425.0332
	41038	10/30/14	WELCOME TO WILLMAR SIGN	62.39		STMT/10-14		D	N				UTILITIES	101.43425.0332
	41038	10/30/14	CO RD 23/HWY 71 BYPASS	131.00		STMT/10-14		D	N				UTILITIES	101.43425.0332
	41038	10/30/14	ELEC SERV-LIFT STATIONS	787.00		STMT/10-14		D	N				UTILITIES	651.48485.0332
	41038	10/30/14	ABBOTT DR LIFT STATION	71.00		STMT/10-14		D	N				UTILITIES	651.48485.0332
	41038	10/30/14	ELEC SERV-SECURITY LIGHT	36.00		STMT/10-14		D	N				UTILITIES	651.48486.0332
				1,188.39										
			VENDOR TOTAL	1,188.39										
KING/VINCENT			001264											
	41039	10/30/14	LEADERSHIP COURSE	16.00		599		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LAPATKA/ANTHONY J			001431											
	41040	10/30/14	DARE TRNG-FUEL REIMB.	40.10		597		D	N				MOTOR FUELS AND	101.42411.0222
LEAGUE OF MN CITIES			000412											
	41041	10/30/14	DEBLIECK-REGIONAL MTGS	40.00		204312		D	N				TRAVEL-CONF.-SCH	101.41401.0333
	41041	10/30/14	NELSEN-REGIONAL MTGS	40.00		204312		D	N				TRAVEL-CONF.-SCH	101.41401.0333
				80.00										
			VENDOR TOTAL	80.00										
LOU'S GLOVES			003038											
	41042	10/30/14	DISPOSABLE GLOVES	174.00		007242		D	N				GENERAL SUPPLIES	651.48484.0229
MADDEN, GALANTER, HANSEN			000429											
	41043	10/30/14	LABOR RELATIONS SERVIC	3,883.81		100114		D	N				PROFESSIONAL SER	101.41406.0446
	41043	10/30/14	ARBITRATION/ADMIN HEAR	1,269.00		100114		D	N				PROFESSIONAL SER	101.41406.0446
				5,152.81										
			VENDOR TOTAL	5,152.81										
MAGNUSON SHEET METAL INC			001121											
	41044	10/30/14	RELOCATE HEATING SYSTEM	65.30		124867		D	N				MTCE. OF STRUCTU	101.42412.0225

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MAGNUSON SHEET METAL INC			001121											
	41044	10/30/14	RELOCATE HEATING SYSTEM	800.00		124867		D	N				MTCE. OF STRUCTU	101.42412.0335
				865.30										
			VENDOR TOTAL	865.30		*CHECK TOTAL								
MALINEN MANAGEMENT LLC			002985											
	41045	10/30/14	SIGN DEPOSIT REF 2014-25	100.00		2014-25		D	N				DEPOSITS-SIGN PE	101.230001
MATHESON TRI-GAS INC			002898											
	41046	10/30/14	WELDING GAS	63.43		09807289		D	N				GENERAL SUPPLIES	101.45433.0229
MENARDS			000449											
	41047	10/30/14	SAW BLADES	5.88		60402		D	N				SMALL TOOLS	651.48484.0221
	41047	10/30/14	ELECTRICAL WALL PLATES	15.32		60465		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	CABLE TIES	16.52		60568		D	N				GENERAL SUPPLIES	651.48484.0229
	41047	10/30/14	PAINTING SUPPLIES	32.92		60727		D	N				GENERAL SUPPLIES	101.41409.0229
	41047	10/30/14	CHUCK/DRILL BITS	35.28		60744		D	N				SMALL TOOLS	651.48484.0221
	41047	10/30/14	PAINT FOR BLDG	39.97		60939		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	PAINT FOR BLDG	31.98		60967		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	GARAGE DOOR HANDLES	3.00		61024		D	N				MTCE. OF STRUCTU	651.48484.0225
	41047	10/30/14	RUBBER WALL BASE/ADHESIV	36.08		61041		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	BLDG MTCE-MATERIALS	22.34		61127		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	BLDG MTCE-MATERIALS	11.99CR		61139		D	N				MTCE. OF STRUCTU	101.41409.0225
	41047	10/30/14	RETURNED SUPPLIES	1.11CR		61140		D	N				GENERAL SUPPLIES	101.41409.0229
	41047	10/30/14	SUPPLIES	9.48		61279		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	235.67		*CHECK TOTAL								
				235.67										
METRO SALES INC			003016											
	41048	10/30/14	COPIER MTCE CHARGE	212.52		INV93012		D	N				MTCE. OF EQUIPME	741.48001.0334
	41048	10/30/14	COPIER LEASE 1/1-1/23	112.50		INV97167		D	N				PREPAID EXPENSES	101.128000
	41048	10/30/14	COPIER LEASE 10/24-12/31	562.50		INV97167		D	N				RENTS	101.42411.0440
	41048	10/30/14	COPIER MTCE CHARGE	72.00		INV98524		D	N				PREPAID EXPENSES	101.128000
	41048	10/30/14	COPIER MTCE CHARGE	328.12		INV98524		D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	1,287.64		*CHECK TOTAL								
				1,287.64										
MIDWEST ENV. CONSULTING			003097											
	40979	10/17/14	ASBESTOS AIR MONITORI	13,300.58		091444		D	N				BUILDINGS AND ST	450.45427.0551
MINI BIFF LLC			001805											
	41049	10/30/14	TOILET RENTALS	109.65		A-67424		D	N				RENTS	101.43425.0440
MINN WEST TECHNOLOGY CAM			002565											
	41050	10/30/14	2ND 1/2 TAX ABATEMENT	23,674.01		FT000685		D	N				REFUNDS AND REIM	101.41428.0882
MINNEAPOLIS FINANCE DEPA			000466											
	41051	10/30/14	AUTO PAWN TRANS FEE	153.00		400413005341		D	N				PROFESSIONAL SER	101.42411.0446

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SCHNEIDER/GENE			001013											
	41071	10/30/14	DARE TRNG CONFERENCE	40.01		605		D	N				MOTOR FUELS AND	101.42411.0222
SCHWANKE TRACTOR & TRUCK			000681											
	41072	10/30/14	SMALL TOOLS	176.85		2328		D	N				SMALL TOOLS	651.48484.0221
SERVICE CENTER/CITY OF W			000685											
	41073	10/30/14	GAS-78.73 GALLONS	252.48		STMT/9-14		D	N				MOTOR FUELS AND	101.41402.0222
	41073	10/30/14	GAS-40.81 GALLONS	131.22		STMT/9-14		D	N				MOTOR FUELS AND	101.41408.0222
	41073	10/30/14	GAS-1855.99 GALLONS	5,973.93		STMT/9-14		D	N				MOTOR FUELS AND	101.42411.0222
	41073	10/30/14	DIESEL-164.38 GALLONS	504.80		STMT/9-14		D	N				MOTOR FUELS AND	101.42412.0222
	41073	10/30/14	GAS-62.55 GALLONS	200.86		STMT/9-14		D	N				MOTOR FUELS AND	101.42412.0222
	41073	10/30/14	GAS-74.91 GALLONS	241.60		STMT/9-14		D	N				MOTOR FUELS AND	101.43417.0222
	41073	10/30/14	DIESEL-2575.23 GALLONS	7,775.05		STMT/9-14		D	N				MOTOR FUELS AND	101.43425.0222
	41073	10/30/14	GAS-695.96 GALLONS	2,243.64		STMT/9-14		D	N				MOTOR FUELS AND	101.43425.0222
	41073	10/30/14	DIESEL-48.41 GALLONS	148.77		STMT/9-14		D	N				MOTOR FUELS AND	101.45433.0222
	41073	10/30/14	GAS-124.57 GALLONS	397.71		STMT/9-14		D	N				MOTOR FUELS AND	101.45433.0222
	41073	10/30/14	DIESEL-59.54 GALLONS	183.98		STMT/9-14		D	N				MOTOR FUELS AND	651.48485.0222
			VENDOR TOTAL	18,054.04		*CHECK TOTAL								
				18,054.04										
SPRINGSTED INCORPORATED			000705											
	41074	10/30/14	BOND ISSUANCE SERVICE	10,588.45		000862.125-1		D	N				PROFESSIONAL SER	414.48451.0446
	41074	10/30/14	BOND ISSUANCE SERVICES	6,319.79		000862.126-1		D	N				PROFESSIONAL SER	432.48504.0446
			VENDOR TOTAL	16,908.24		*CHECK TOTAL								
				16,908.24										
SRF CONSULTING GROUP INC			003049											
	41075	10/30/14	PARK & REC MASTER PLA	11,610.84		08539.00-3		D	N				PROFESSIONAL SER	101.45432.0446
ST CLOUD FIRE EQUIPMENT			003021											
	41076	10/30/14	ALARM MONITORING FEE	105.00		109225		D	N				MTCE. OF STRUCTU	101.41408.0335
STANDARD SIGNS INC			.02208											
	41077	10/30/14	LIGHT BULBS-RUNWAY LTS	100.57		41309		D	N				MTCE. OF OTHER I	230.43430.0226
STREI/SHANNON			.01146											
	41078	10/30/14	HOUK-FAREWELL COFFEE	3.76		102214		D	N				SUBSISTENCE OF P	101.41405.0227
TAHER INC			000623											
	41079	10/30/14	WIERSCHEM-WELCOME COFFEE	74.77		3830		D	N				GENERAL SUPPLIES	101.45433.0229
THOMPSON/COLLEEN			000948											
	41080	10/30/14	MILEAGE 8/16-10/16/14	372.96		101614		D	N				TRAVEL-CONF.-SCH	651.48484.0333
THOMPSON/JUDY			000949											
	41081	10/30/14	IAAO COURSE	632.38		102914		D	N				TRAVEL-CONF.-SCH	101.41404.0333

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
TORKELSON'S LOCK SERVICE			002583											
	41082	10/30/14	REKEYED LOCKS-PARTS	171.00		5652381		D	N				MTCE. OF STRUCTU	101.45427.0225
	41082	10/30/14	REKEYED LOCKS-LABOR	37.00		5652381		D	N				MTCE. OF STRUCTU	101.45427.0335
	41082	10/30/14	DOOR REPAIR-LABOR	57.00		565240		D	M	07			MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	265.00										
				265.00										
TOSHIBA FINANCIAL SERVIC			000218											
	41083	10/30/14	COPIER LEASE AGMT	113.00		101514		D	N				RENTS	101.42412.0440
USDA RURAL HOUSING SERV			.02210											
	41084	10/30/14	REF. DBL PYMT-INV 32649	144.28		102914		D	N				REFUNDS AND REIM	101.41428.0882
VENENGA/JAMES A			002324											
	41085	10/30/14	DARE TRNG-FUEL REIMB.	30.00		600		D	N				MOTOR FUELS AND	101.42411.0222
WAL-MART COMMUNITY			000789											
	41086	10/30/14	COFFEE	41.46		091514		D	N				GENERAL SUPPLIES	101.42411.0229
WAL-MART VISION CENTER			003119											
	40980	10/17/14	HATZINGER-SFTY GLASSES	249.90		1020018		D	N				SUBSISTENCE OF P	651.48484.0227
WEST CENTRAL COMMUNICATI			000796											
	41087	10/30/14	RADIO REPAIR-PARTS	39.05		078524S		D	N				MTCE. OF EQUIPME	101.42411.0224
	41087	10/30/14	RADIO REPAIR-LABOR	93.75		078524S		D	N				MTCE. OF EQUIPME	101.42411.0334
	41087	10/30/14	RADIO REPAIR-LABOR	45.00		078578S		D	N				MTCE. OF EQUIPME	101.43425.0334
	41087	10/30/14	INST. RADIO ANTENNA	67.62		078659S		D	N				MTCE. OF EQUIPME	101.43425.0224
	41087	10/30/14	INST. RADIO ANTENNA	110.00		078659S		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	355.42										
				355.42										
WEST CENTRAL TRIBUNE			000807											
	41088	10/30/14	HEARING-APPEAL FOR VAR.	86.52		CL03066001		D	N				PRINTING AND PUB	101.41402.0331
	41088	10/30/14	PUB. SIDEWALK ORDINANCE	426.42		DI03146471		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	512.94										
				512.94										
WEST CENTRAL TROPHIES			000808											
	41089	10/30/14	PLAQUES-SOFTBALL LEAGUE	96.00		18816		D	N				AWARDS AND INDEM	101.45432.0442
WESTMOR INDUSTRIES LLC			001640											
	41090	10/30/14	FUEL PUMP REPAIR-PARTS	7.00		1093877 RI		D	N				MTCE. OF OTHER I	101.43425.0226
	41090	10/30/14	FUEL PUMP REPAIR-LABOR	280.00		1093877 RI		D	N				MTCE. OF OTHER I	101.43425.0336
			VENDOR TOTAL	287.00										
				287.00										
ZENERGY LLC			003122											
	41091	10/30/14	STREET LIGHTING PROJE	60,314.55		1407/EST. 1		D	N				MTCE. OF OTHER I	414.48457.0336

ACS FINANCIAL SYSTEM
10/30/2014 09:25:41

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.24 PAGE 16

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				745,015.59										

RECORDS PRINTED - 000393

ACS FINANCIAL SYSTEM
10/30/2014 09:25:42

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.24 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	141,787.63
208	CONVENTION & VISITORS BUREAU	5.31
230	WILLMAR MUNICIPAL AIRPORT	7,072.32
413	S.A.B.F. - #2013	311,197.84
414	S.A.B.F. - #2014	70,903.00
432	C.P. - WASTE TREATMENT	26,757.79
450	CAPITAL IMPROVEMENT FUND	95,428.58
651	WASTE TREATMENT	91,018.60
741	OFFICE SERVICES	844.52
TOTAL ALL FUNDS		745,015.59

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	745,015.59
TOTAL ALL BANKS		745,015.59

**BOARD OF ZONING APPEALS
CITY OF WILLMAR, MN
MONDAY, OCTOBER 20, 2014**

MINUTES

1. The Willmar Board of Zoning Appeals met on Monday, October 20, 2014 at 5:00 p.m. at the City Office Building.

** Members Present: Ross Magnuson, Larry Brown, Jeff Kimpling, Jay Lawton, and Jim Rudnick.

** Members Absent: Andrew Bjur, and Beverly Dougherty.

** Others Present: Jennifer Halverson, Doug Halverson, and Megan M. DeSchepper-Planner.

2. HALVERSON FRONT AND SIDE YARD SETBACK VARIANCE-FILE NO. 14-05:
The public hearing opened at 5:01 p.m. Jennifer and Doug Halverson presented a variance request to allow a side yard setback of 4' for a garage addition and a front yard setback of 24' for a porch addition on property legally described as follows: Lot 4, Block 5, Perkins 5th Addition (1108 11th Ave. SE). The property is zoned R-3 (Low Density Multiple Family Residential), and the Zoning Ordinance stipulates a 10' side yard setback and a 30' front yard setback. Ms. Halverson explained that due to location of egress windows and the existing addition in the back yard an addition onto the back of the existing garage is not a feasible option or is a detached garage in the back yard. The proposed addition onto the front of the home is for an open air porch with a roof.

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

No one appeared to speak for or against the request, the public hearing closed at 5:15 p.m.

The Board discussed the varied neighborhood with a mix of single family homes, Bethesda a large nursing home facility to the south, and the County behavioral health facility to the east. They talked about the setback of the Bethesda building to the west and the parking lot expansions to the west and south all of which are closer to the street than the Halverson request.

Mr. Lawton made a motion, seconded by Mr. Brown, to approve the variance requests as requested.

The motion carried.

The reasoning the Board gave for approval of the variance was that variance is in harmony with the Zoning Ordinance's purpose and intent and consistent with the

comprehensive plan as the residential use and expansion is permitted in that zoning district. The request puts the property to use in a reasonable manner by adding onto the garage and building a covered porch. The situation is unique as there are larger more intense uses in the neighborhood at a closer setback than requested. The request will not alter the essential character of the neighborhood and the look of the neighborhood will not be negatively impacted since the lots are small and houses compact.

3. There being no further business to come before the Board, the meeting adjourned at 5:18 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Megan M. DeSchepper".

Megan M. DeSchepper, AICP
Planner/Airport Manager

BOARD OF ZONING APPEALS- OCTOBER 20, 2014

STAFF COMMENTS

1. HALVERSON FRONT AND SIDE SETBACK VARIANCE- FILE NO. 14-05:

- The applicant is Doug & Jennifer Halverson, Willmar, MN.
- The applicant requests a 4' side yard setback and front yard 24' setback to allow for a garage addition off the side and porch addition off the front of the home on property legally described as: Lot 4, Block 5, Perkins 5th Addition (1108 11th Ave. SE).
- The property is zoned R-3 (Low Density Multi-Family Residential).
- Zoning Ordinance allows 10' side setbacks and 30' front setback.
- Parking setback variances of 0' were approved by the Board of Zoning Appeals earlier this year on the same block for the Bethesda expansion project.

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

**CER JOINT POWERS BOARD MEETING
OCTOBER 24, 2014**

Members Present: Bill Borth, Scott Guptill, Audrey Nelsen, Pablo Obregon, Lynn Peterson, Rachel Skretvedt, Liz VanDerBill

Staff Present: Steve Brisendine, Troy Ciernia, Laura Morales, Becky Sorenson, Jena Tollefson, Jodi Wambeke

Guests Present: Kathryn Haase, Pam Harrington

In the absence of both Eric Banks and Darin Strand, Steve Brisendine opened the meeting by asking everyone to introduce themselves.

Steve then talked about the Park Plan Meeting held on October 14. The meeting was well attended with 50 to 60 people in attendance. Steve said he, Brad Bonk and Rob Baumgarn visited SRF yesterday (23rd) to clarify some questions they had after the meeting. The next step is the rough draft of the plan they are in the process of preparing which will, hopefully, be ready by Thanksgiving.

The next CER Board meeting will be a combination November/December meeting and will take place on December 12. Steve will invite SRF to attend this meeting to talk to us about the Park Plan. This will be the last public input session into this plan most likely. SRF will make a presentation to the City Council at their second meeting in January in hopes that the Council will accept the plan soon thereafter.

Audrey Nelsen asked about Miller Park, if it will be added to the Park Plan. Steve responded that yes, there will be mention of Miller Park in this plan along with some of the smaller neighborhood parks. Currently SRF is pretty comfortable with the two regional park systems (Robbins Islan/Swansson Fields) and the four Community Parks that have been discussed (Ramblewood, Rice, Northside & Lincoln. Much of the conversation between staff and SRF assisted them with the amenities and programming at the other neighborhood parks that were not part of the open house process.

Bill Borth asked about the status of the City Auditorium. Steve said the HVAC system is ordered and work will begin once those systems are built. The goal is to open the facility in early to mid January.

Audrey Nelsen asked about the dog park plan and if SRF would be open to adding items to that park. The deliverables that are in the current agreement do not call for that kind of detail at that park but they would be open to assist if the enthusiasts are interested in their services.

**CER JOINT POWERS BOARD
OCTOBER 24, 2014, PAGE 2**

Scott Guptill asked how much detail is in the Park Plan. Steve responded that there is quite a bit for the six parks but not so much for the others at this time. Scott asked about baseball/softball fields, and wondered why there were no fields at the Middle School. Lynn Peterson stated that the original plan when the Middle School was built included quite a few fields and other amenities, which never materialized.

Audrey Nelsen asked what the School is planning for Garfield. Pam Harrington said that no talk has occurred about moving the ALC out of Garfield at this time.

One of the discussions in previous meetings has been the budget (school and city). Steve presented Kathryn Haase from the School financial office to talk about how money is handled between the School and City. She showed a PowerPoint presentation, explaining some of the bookkeeping items that she handles monthly, showing how money moves between School and City. Audrey Nelsen asked that this report be emailed to everyone. Pablo Obregon questioned if there was a simpler process so that the new Director (upon Steve's future retirement) would be easily able to complete these reports. The board will have further discussions about the budget and how to involve the board in the process in the future.

Steve called upon Laura Morales to talk about ABE. Laura is the site coordinator for Willmar with Julie Mischke from the Hutchinson office being the coordinator after Jim Nicholson's retirement. Julie is in Willmar on Wednesdays. Numbers continue steady. ABE has been working with Good Will on employment of students and they have hired numerous participants. The CNA program has 24 on the wait list hoping to be able to start in November. There are approximately 90 students registered for the day classes with about 20 in the evening session. The breakdown is about 40% African, 40% Hispanic and most of the rest Karen, Ethiopian, etc. Students need to be 17 to attend.

The Strategic Plan was the next item for discussion. The School Board has approved the Joint Powers Agreement, Liz VanDerBill stated. The next step for that agreement is for the City Council to address it. That should happen in November.

Page 4 of the Strategic Plan Financial Resources was the next item up for discussion. The points listed are:

- Determine the role of volunteers.

- Actively recruit new program personnel.

- Steve mentioned that Tammy Rudningen would enjoy receiving information on new people that could lead new programming ideas.

- Seek grant dollars.

- Conduct program evaluations.

- Reach out to sponsors for possible revenue enhancements.

**CER JOINT POWERS BOARD
OCTOBER 24, 2014, PAGE 3**

Liz VanDerBill asked if we should have a plan in place of which programs we want to focus on before we recruit program personnel. Rachel Skretvedt said she felt that the Strategic Plan is difficult to focus on because the park plan is not complete. After some discussion, it was decided to table the Strategic Plan and focus on the Park Plan at the December 12 Joint Powers Board Meeting.

It was suggested that the following meeting should be developing what new programs we want to focus on. After some discussion, it was decided to have a longer meeting to facilitate more involved discussions. The meeting is planned for January 23 from 10:30-1 pm. Staff will work on some scenarios to bring back to the board at our December meeting.

As there was no further business, the meeting adjourned. The next meeting will be December 12.

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, October 27, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Rick Fagerlie Member
Audrey Nelsen Member

Others present: City Administrator Charlene Stevens, City Finance Director Steve Okins, City Clerk Kevin Halliday, Westberg & Eischens Representative David Euerle, Mayor Frank Yanish, "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 2013 Audit Firm Report (Information)

David Euerle, of the audit firm Westberg & Eischens, presented a report as a result of their completion of the 2013 audit. It was noted that the 2013 Financial Statements reflect assets, including the component units of Rice Memorial Hospital and the Willmar Municipal Utilities, in excess of \$422 million with a total debt of approximately \$135 million. The year-end Change in Net Position for governmental activities was a negative \$2,010,430, however, it was noted that the booked market value loss for the year totaled over \$2.7 million. While it is required that market values are recorded, investments are generally cashed in at their original par value. The only Finding resulting from this audit was in reference to OPEB reporting which relates to Other Post Employee Benefits. Hildi, Inc., is the Actuary the City has hired to prepare this report and staff is in the process of completing the required information for them. Finance Director Okins noted that the five-year history of the annual net carryover of income/loss will be provided at a future meeting. A proposed budgetary control policy will be presented to the council for review at a future meeting as well. This matter was for information only.

Item No. 4 Auditorium Change Order (Resolution)

Staff explained that there are several places on the auditorium roof where nails appear to be pushing up into the rubber membrane. The architect for the current auditorium improvement project, Engan Associates, is recommending that the roof be patched per the bid submitted by Corner Stone of Willmar in the amount of \$18,700. If this patching is not done, the nails will soon puncture the membrane which will result in the need to replace the entire roof in a few years at an estimated cost of \$127,500 to \$157,500. This patching will extend the life of the roof and is estimated to pay for itself within approximately three years. Staff recommendation is to proceed with this patching project. Administrator Stevens stated the funds could be used from the contingency for the auditorium improvement project.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and City Administrator to execute the contract with Corner Stone of Willmar to patch the auditorium roof as proposed in the amount of \$18,700. Council Member Nelsen seconded the motion which carried.

Item No. 5 2014 Improvement Project Interest Rate (Resolution)

Staff explained that the 2014 Street Improvement Project had an estimated 4.75% interest rate on the special assessments duly adopted on June 16, 2014. Bonds were sold to five local banks with a net interest rate of 2.17%. Pursuant to Council policy, the adopted interest rate for special assessments should be set at two percentage points over the bond interest rate to cover lost revenues due to senior citizen deferments, permanent disabled deferments, agricultural deferments, and delinquent tax properties. Subsequently, it is staff's recommendation to lower the interest rate charged on special assessments to 4.17%.

Following discussion, Council Member Nelsen moved to introduce a resolution to set the interest rate for the 2014 Street Improvements Special Assessments at 4.17%. Council Member Fagerlie seconded the motion which carried.

Item No. 6 2015 Mayor Proposed Budget Discussions (Information)

A. Agricultural Deferments

Staff reported that currently there is a total of \$642,000 in ag deferments qualified under the special assessments policy. Parcels need to meet certain criteria and must apply for this deferment annually. It was noted that there were some ag-deferred assessments written off recently because the improvement has exceeded its useful life. Staff also noted that there is a Green Acres law following State Statute No. 273.111 under which a parcel could qualify for a deferment. Discussion raised the question of how other similar-sized cities were implementing deferments of this nature. Also, there was some concern that there would not be much benefit to the City if the policy were changed to cease allowing ag deferments. Staff will contact other regional centers to learn how they handle these issues and provide the information at a future meeting

B. Utility Fee

Staff explained that the City currently has a Utility Fee of \$4.00 per connection which consists of \$1 for street, \$1 for sewer, \$1 for stormwater, and \$1 for curb and gutter improvement costs. The revenue generated is placed in the Public Works Reserve fund and is collected by the MUC. The annual revenues are used in combination with the Community Investment funds to cover the City portion of annual debt service payments. The proposed increase of \$1.50 could be used or leveraged in the same manner and would generate approximately \$150,000 of additional revenue annually. It was the consensus of the Committee that the increase in the Utility Fee should not be pursued for 2015 but should be addressed for 2017. Council Member Nelson would like to know how much the MUC is able to contribute toward utility improvements during street reconstruction. Staff is in the process of obtaining this information from the MUC.

C. \$147,000 Allocation of Tax Levy

The Committee explored the possibility of dedicating the \$147,000 portion of the tax levy that the Mayor had previously included in the budget for street improvements to be used as an annual debt service for ten years on a \$1.2 million street improvement bond. The Committee requested staff to compile information on how this proposal would work and to present it at a future meeting. Council Member Nelsen stated that the Pavement Management Plan needs to be reviewed to determine exactly what immediate priorities need to be addressed and then commit to a plan to accomplish that objective.

D. Franchise Fee

Staff reported that the City explored a possible Franchise Fee in 2007 for additional budgetary revenue. At that time, there were 6,478 connections that would have generated approximately \$250,000 of additional revenue. 2014 information obtained from Centerpoint Energy indicates the number of connections has increased to 6,774 or about 5% which, applied to the 2007 fees, would generate additional revenue of \$12,500 over the 2007 projections for a total of \$262,500 annually. Chair Anderson said the City

should institute either the franchise fees or the additional levy proposed of \$250,000 but not both. He duly noted that council member concerns have been raised in the past that the City should tax directly rather than indirectly as in franchise fees.

Chair Anderson reminded the Committee Members that on November 10, 2014, there will be another Finance Committee Meeting with Full Council Participation during which the Council will be discussing Community Groups' requests as well as hearing the Rice Hospital 2015 Budget Presentation. It was noted the Willmar Municipal Utilities will be unable to attend that meeting but will be presenting their 2015 Budget at the November 17, 2014, Council Meeting. On November 24, 2014, the Finance Committee will be meeting to make a recommendation to the Council for the final 2015 Budget approval. Committee members requested staff to verify the estimate of potential revenue that fire calls would generate in a year if the City institutes this type of fee. Staff will provide this information at a future meeting.

Item No. 7 Reports (Information)

The Committee received the following reports: September Rice Trust, Cash/Investments as of September 30, 2014, 3rd Quarter Investment Activity, Ten-Year Investment Balances Per Quarter, 3rd Quarter Interest/Dividends, and Ten-Year Interest/Dividends Per Quarter. Chair Anderson requested a five-year historical report of expenditures out of the Rice Trust Fund. Finance Director Okins stated that future meetings will include quarterly reports of market value adjustments. This matter was taken for information only.

Item No. 7 Old Business (Information)

There was no old business.

Item No. 8 New Business (Information)

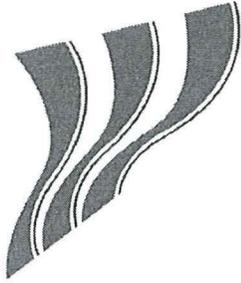
There was no new business.

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: October 27, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: 2013 Audit Firm Report

Recommended Action: Receive and review the 2013 Audit Firm Report which is part of the 2013 Financial Statements.

Background/Summary: Please bring the 2013 Financial Statements booklet to the Finance Committee meeting. The 2013 Financial Statements are also located on the City of Willmar's website.

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

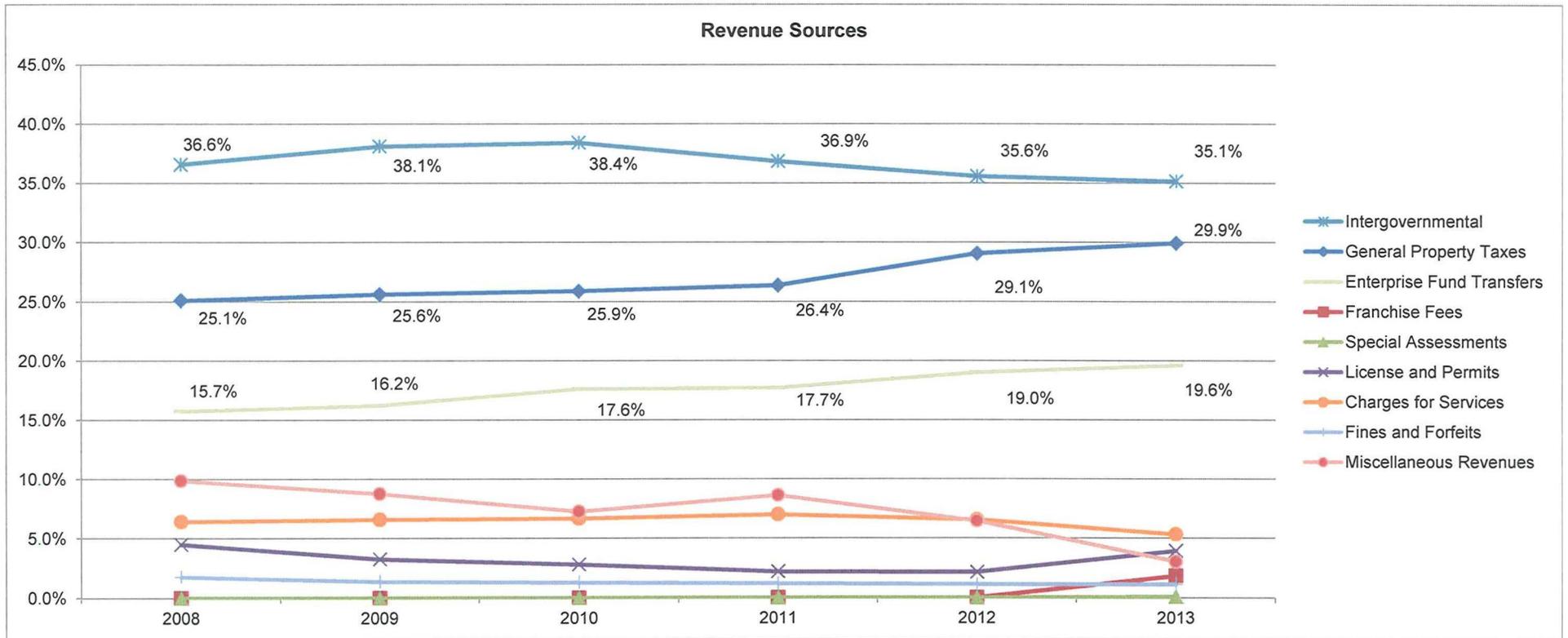
Signature: 

Comments:

**CITY OF WILLMAR, MINNESOTA
2013 PRESENTATION**

**CITY OF WILLMAR, MINNESOTA
GENERAL FUND REVENUES**

	2008	2009	2010	2011	2012	2013
General Property Taxes	\$ 3,354,241	\$ 3,505,876	\$ 3,369,088	\$ 3,562,239	\$ 3,965,431	\$ 4,127,595
Franchise Fees	-	-	-	-	-	251,480
Special Assessments	1,831	1,302	2,023	1,477	1,767	12,745
License and Permits	601,424	447,306	364,712	297,119	293,104	542,406
Intergovernmental	4,884,359	5,212,835	4,995,300	4,975,220	4,857,858	4,847,055
Charges for Services	856,016	902,661	869,222	944,488	896,567	733,932
Fines and Forfeits	236,776	188,957	168,716	163,098	153,648	153,774
Miscellaneous Revenues	1,317,105	1,197,478	945,976	1,165,662	882,808	418,979
Enterprise Fund Transfers	2,103,292	2,221,400	2,292,300	2,391,736	2,597,466	2,703,270
Total	\$ 13,355,044	\$ 13,677,815	\$ 13,007,337	\$ 13,501,039	\$ 13,648,649	\$ 13,791,236

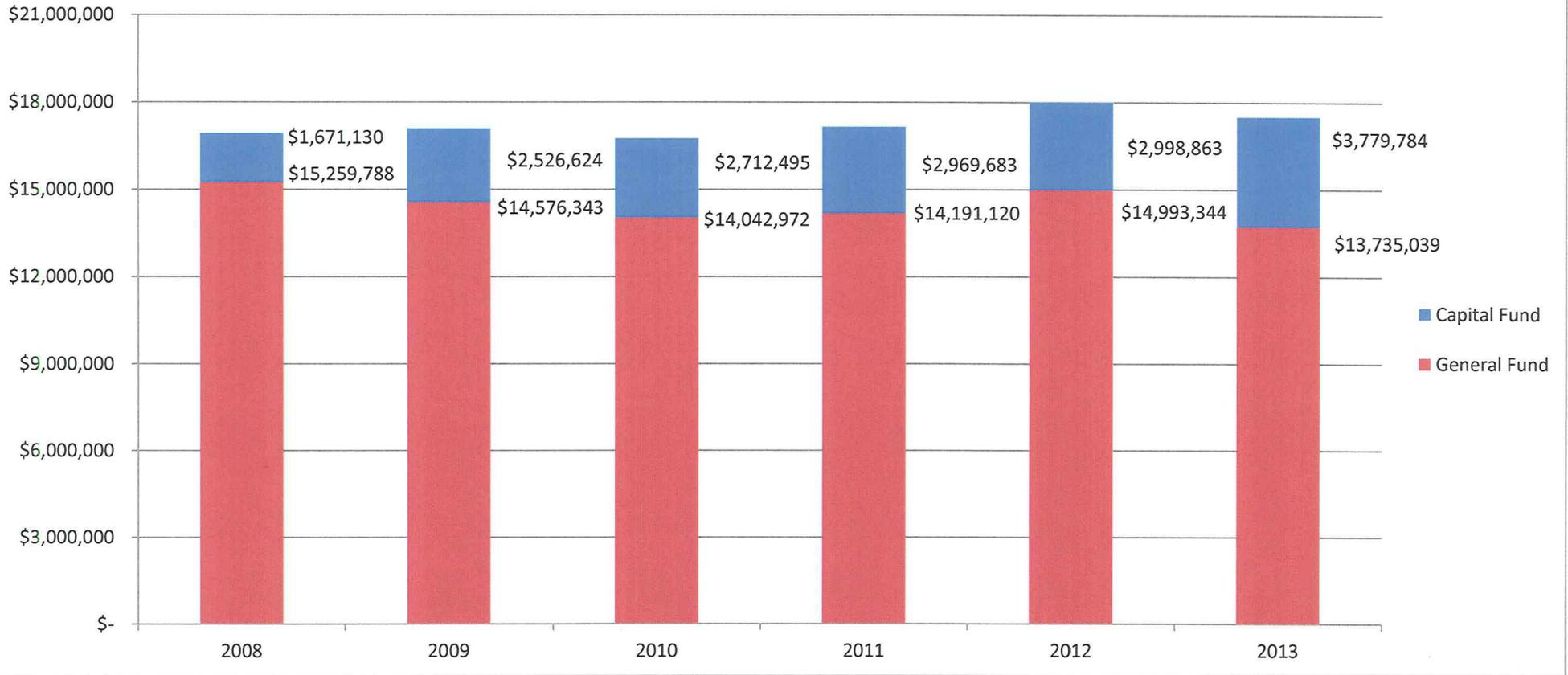


-The City's general fund revenue has been relatively stable over time. However, the sources have changed. Property taxes and enterprise fund transfers have increased to make up for decreases in local government aid, permits and investment income.

-The franchise fees were previously reported in the WRAC-8 fund. Beginning in 2013, WRAC-8 is part of the general fund.

CITY OF WILLMAR, MINNESOTA

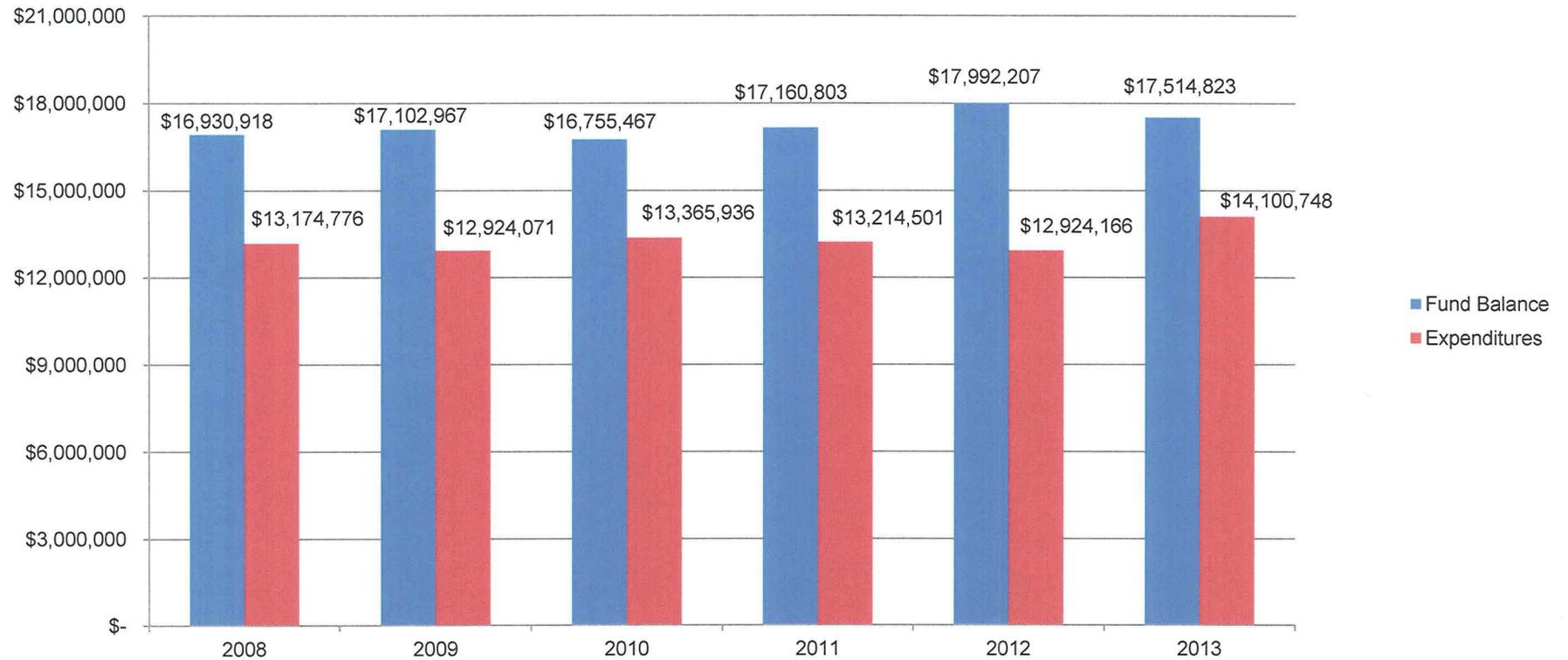
GENERAL FUND AND CAPITAL IMPROVEMENT FUND
FUND BALANCES



-The fund balance for the General Fund has trended downward as the fund balance in the Capital Improvement Fund has increased. This is primarily due to General Fund annual transfers exceeding Capital Improvement Fund expenditures.

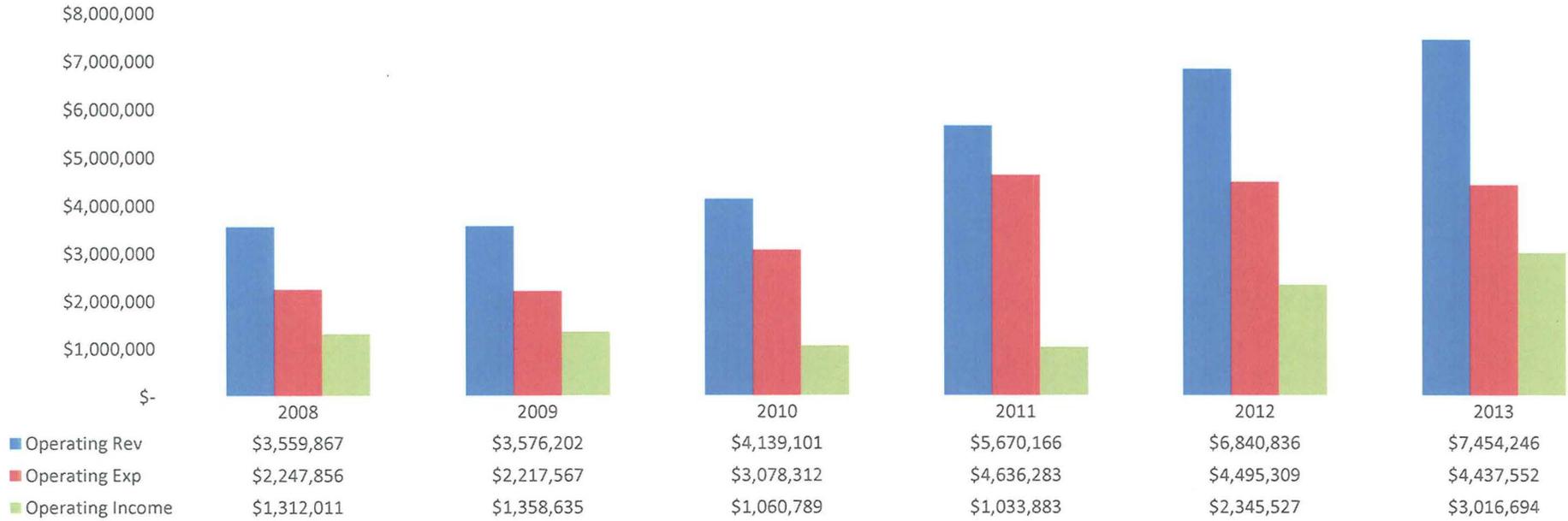
CITY OF WILLMAR, MINNESOTA

GENERAL FUND AND CAPITAL IMPROVEMENT FUND FUND BALANCE VS EXPENDITURES

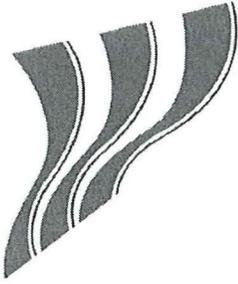


- The City has accumulated and maintained a strong fund balance. More than 98% of the fund balance is unrestricted and available to be used according to City policies.

City of Willmar Waste Treatment Fund



Operating income has improved over the last 3 years. However, operating income must be greater than \$3,250,000 in order to cover debt payments and transfers.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 41

Meeting Date: October 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: City Clerk-Treasurer

Agenda Item: Auditorium Change Order

Recommended Action: Approve a proposed change order totaling \$18,700 for Corner Stone Construction Services to provide labor and material to repair/strip 35 seams at 50 lineal feet each for a total of 1,700 lineal feet with 12-inch wide EPDM rubber to cover seams that are failing and lifting apart with the countless fasteners that are failing and penetrating the rubber.

Background/Summary: There are several areas in the existing auditorium roof where nails appear to be pushing up in the roof membrane. The proposed patching is a good option that will extend the life of the existing roof. A new roof is estimated at between \$112,000 to \$150,000 plus new gutters for \$20,000 to \$40,000. This patching is not required at this time, however, it may cost a little more to hire a contractor at a later date.

Alternatives: Not to approve the recommendation and schedule a new roof at an increased cost.

Financial Considerations: Lower cost of \$18,700 to extend life of present roof and gutters instead of \$112,000 to \$150,000 for a new roof plus \$20,000 to \$40,000 for gutters.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

Steve Okins

From: Kevin Halliday
Sent: Thursday, October 16, 2014 2:44 PM
To: Charlene Stevens
Cc: Steve Okins
Subject: FW: Proposal for roof repair
Attachments: Proposal for roof patching.doc

Off to Finance Committee???

From: Andrew Bjur [<mailto:andrew.bjur@engan.com>]
Sent: Thursday, October 16, 2014 11:05 AM
To: Kevin Halliday
Cc: Richard Engan
Subject: FW: Proposal for roof repair

Attached is a proposal for patching the existing roof of the auditorium.

We have noted in the past that patching is recommended for the existing roof. There are several places that nails appear to be push up into the membrane. This patching will extend the life of the existing roof.

A new roof is estimated at between \$112,000 to \$150,000 and new gutters \$20,000 to \$40,000.

This patching is a good option to extend the existing roof life.

It may cost a little more to hire a contractor at a later date to do the patching.

This work is not required at this time. It is an option for the city and council to consider.

Andrew Bjur AIA, LEED AP, CID
Engan Associates PA Architects
311 4th St SW
Willmar MN 56201
320-214-8729 ex 204

From: Clay VenOsdel [<mailto:cornerstoneofwillmar@mvtvwireless.com>]
Sent: Thursday, October 16, 2014 10:55 AM
To: Engan & Associates - Andrew Bjur Bjur
Subject: Proposal for roof repair

Andrew,

Here is your proposal.

Thanks,

Ray Rasmussen
Cornerstone of Willmar, Inc.
1020 Hwy 71 NE
Willmar, MN 56201
P - 320 231 0727



1020 Highway 71 NE
Willmar, MN 56201
(320) 231-0727

Construction Management
General Contractor
"Design-Build"

10/16/2014

Willmar City Auditorium

Re: Patching failed seams and punctures

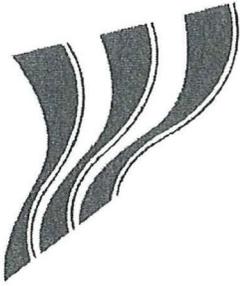
Proposal

Bid- Provide labor and material to repair/strip 35 seams. 50 lineal feet each (1,700 lineal feet total) with 12 inch wide EPDM rubber to cover both seams that are failing and lifting apart with the countless fasteners that are failing and penetrating the rubber.

Proposed Price: \$ 18,700.00

Kinds Regards,

Ray Rasmussen
Cornerstone of Willmar



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

Agenda Item Number: _____

Meeting Date: October 27, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of the 2014 Improvement Project Interest Rate

Recommended Action: Adopt the Resolution lowering the interest rate at 4.17%

Background/Summary:

The 2014 Street Improvement Project had an estimated 4.75% interest rate on the special assessments duly adopted on June 16, 2014. Bonds were sold to five local banks and the net interest rate is 2.17%. Pursuant to Council policy the setting of the adopted interest rate should be set at 4.17% to cover lost revenues due to Senior Citizen deferments, Permanent Disabled deferments, Agricultural deferments, and delinquent tax properties.

Alternatives: Leave adopted interest rate at 4.75%

Financial Considerations: N/A

Preparer: City Clerk-Treasurer

Signature:

Comments:

RESOLUTION NO. _____

AMENDING ASSESSMENT ROLL

WHEREAS, The City Council of the City of Willmar, Minnesota duly adopted the assessment roll for the 2014 Street Improvement Project on June 16, 2014 totaling the sum of \$475,491.45, and

WHEREAS, the date of borrowing was conducted on July 21, 2014 and the stated interest rate on the assessment notice should be reduced to the rate of 4.17 percent.

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

1. Such assessment roll interest rate be amended to four and seventeen hundredths (4.17%) percent.

2. Such assessments shall be as follows:

A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2015.

B. To the first installment shall be added interest at the rate of four and seventeen hundredths (4.17) percent per annum on the entire principal amount of the assessment from the date of the funding of July 21, 2014, until December 31, 2015. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.

C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2014, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.

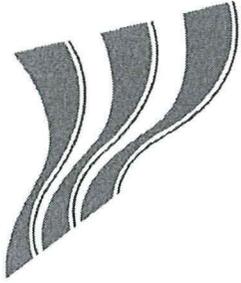
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 3rd day of November, 2014.

MAYOR

ATTEST:

CITY CLERK-TREASURER



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6A

Meeting Date: October 27, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Finance

Agenda Item: 2015 Proposed Budget Discussion/Ag Deferment/\$147,000 dedicated revenue

Recommended Action: Explore present agricultural deferments and current assessment policy and dedication of \$147,000 for debt retirement and funding of infrastructure improvements.

Background/Summary: Present City Assessment Policy defers special assessments on any property being used for agricultural purposes.

Alternatives: Find alternative funding source or revise present Special Assessment Policy.

Financial Considerations: Increase in revenue to cover additional infrastructure improvements.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

RESOLUTION NO. 10

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 th Avenue NE Spicer	Project 9202	95-924-0020 \$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 th Avenue NE Spicer	Project 9202	95-913-0040 \$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 th Place N Plymouth	Project 9002	95-914-2610 \$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 5th 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
and Carter Family
1950 E Welco
St. Peter | 95-903-0010
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
c/o William Bernard
520 Litchfield Ave SW
Willmar | 95-912-0970
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)*

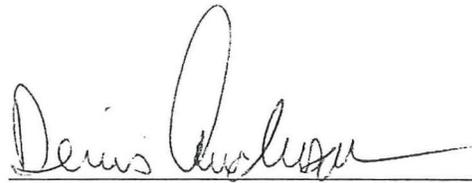
- | | | | |
|----|---|--------------|-------------|
| 6. | J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond | Project 8606 | \$17,869.51 |
|----|---|--------------|-------------|

Hidden Valley Estates

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 2nd day of September, 2014.



MAYOR PRO TEMPORE

Attest:


CITY CLERK-TREASURER

RESOLUTION NO. 6

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 th Ave NW Willmar	95-908-0140 Project 9301 Streets	\$27,495.00
---	-------------------------------------	-------------

*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 th 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 2nd day of September, 2014.


MAYOR PRO TEMPORE

Attest:


CITY CLERK-TREASURER

TBB 46⁰⁰ City

SENE
8-119-35

621834

OFFICE OF COUNTY RECORDER
KANDIYOHI COUNTY MINNESOTA

FILED AND/OR RECORDED ON

09/11/2014 01:56PM

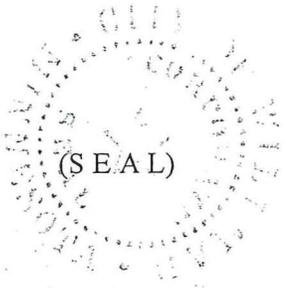
JULIE KALKBRENNER
COUNTY RECORDER

BY Ann Shulder
DEPUTY CITY

STATE OF MINNESOTA)
) ss.:
COUNTY OF KANDIYOHI)

I, KEVIN J. HALLIDAY, do hereby certify and return that I am now the City Clerk-Treasurer of the City of Willmar, Minnesota, and that I have under my possession and control all of the original records, copies of which are hereto attached; that the attached are identical, true and correct copies of all thereof on file and of record in my office, either as minutes of Council proceedings, or as to instruments filed in my said office; that I have compared that attached with the said original, and certify that the same is true and correct.

Kevin J. Halliday
KEVIN J. HALLIDAY
City Clerk-Treasurer
City of Willmar, Minnesota



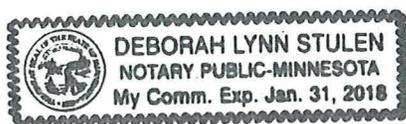
Document Prepared By:

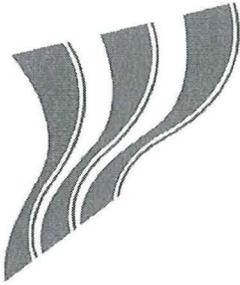
City Clerk Kevin J. Halliday
333 SW 6th Street
Willmar MN 56201

STATE OF MINNESOTA)
) ss.:
COUNTY OF KANDIYOHI)

The foregoing instrument was acknowledged before me this 11 day of September, 2014 by Kevin J. Halliday, City Clerk-Treasurer of the City of Willmar, Minnesota, on behalf of said City.

Deborah Stulen
Notary





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

Agenda Item Number: 6B
Meeting Date: October 27, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Finance

Agenda Item: Proposed increase in Utility Fee by \$1.50

Recommended Action: Explore the possible increase of the City Utility Fee from \$4.00 to \$5.50

Background/Summary: The City has a Utility Fee of \$4.00 per connection. \$1.00 for Street, \$1.00 for Sewer, \$1.00 for Stormwater and \$1.00 for Curb and gutter improvement costs. The revenue generated is placed in the Public Works Reserve fund and is collected by the MUC. The annual revenues are used in combination with the Community Investment funds to cover the City portion of annual Debt Service Payments. The proposed increase could be used or leveraged in the same manner and would generate approximately \$150,000 of additional annual revenue.

Alternatives: continue at present levels of City participation of Debt Service retirement. Revise City of Willmar Assessment Policy with a combination of different levels from \$0 to the discussed \$1.50 @ connection increase.

Financial Considerations: Possible \$150,000 of additional Revenue

Preparer: Steven B. Okins/Finance Director

Signature:

Comments:

2015

PUBLIC WORKS RESERVE

The Fund was established to accelerate and maintain/sustain Public Improvements.

Initiating a Financing Mechanism with a five-year street improvement/Reconstruction Program

Key Points

Establish supplemental public (street) improvement financing vehicle utilizing annual utility fund revenues.

Program commits utility fund or portions thereof for a period of up to fifteen years.

Program allows time for the Community Investment Fund to rebound by paying off debt and building up reserves.

Future Considerations

City should consider permanent financing for public works improvements through local option sales tax which is due to expire in 2012.

No deferred assessments. All projects must be financed 100% with public funds, assessments developer financing, or combinations thereof.

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Budget</u>	2015 <u>Mayor Prop.</u>	2015 <u>Council Prop.</u>
Unassigned Bal.	\$ ----	\$ ----	\$ ----	\$ ----	\$ ----
Assigned Bal.	635,086	814,017	811,811	812,499	812,499
Revenues	425,092	426,387	427,872	422,000	0
Expenditures	(246,162)	(428,592)	(427,184)	(400,000)	0
Prior Adjust.	1	(1)	----	----	----
Balance-Dec. 31	<u>814,017</u>	<u>811,811</u>	<u>812,499</u>	<u>834,499</u>	<u>812,499</u>

----FUND---- 296 PUBLIC WORKS RESERVE

ACCOUNT	BEGINNING BALANCE	ACTUAL-THIS MONTH	ACTUAL-THIS YEAR	ENDING BALANCE
ASSETS				
CURRENT ASSETS:				
296.101000	CASH 154.01	29,931.06CR	1,718.73	1,872.74
296.109000	INVESTMENTS 642,581.27	15,338.46	163,953.70	806,534.97
296.122651	DUE FROM W.T.P. 412,164.00	0.00	412,164.00CR	0.00
296.137000	INTEREST REC. ON INVESTMENTS 2,639.45	3,403.18	763.73	3,403.18
	TOTAL CURRENT ASSETS: 1,057,538.73	11,189.42CR	245,727.84CR	811,810.89
	TOTAL ASSETS: 1,057,538.73	11,189.42CR	245,727.84CR	811,810.89
LIABILITIES AND FUND BALANCE				
CURRENT LIABILITIES:				
296.202000	ACCOUNTS PAYABLE 0.00	0.00	0.00	0.00
296.221295	DUE TO COMMUNITY INVESTMENT 156,076.00CR	0.00	156,076.00	0.00
296.221311	DUE TO D.S. 2011 87,446.00CR	0.00	87,446.00	0.00
	TOTAL CURRENT LIABILITIES: 243,522.00CR	0.00	243,522.00	0.00
	TOTAL LIABILITIES: 243,522.00CR	0.00	243,522.00	0.00
FUND BALANCE:				
296.254000	UNRESERVED: DESIGNATED 0.00	0.00	0.00	0.00
296.254191	ESTIMATED REVENUE 0.00	0.00	424,800.00	424,800.00
296.254192	REVENUE 0.00	3,472.12CR	426,386.50CR	426,386.50CR
296.254245	APPROPRIATIONS 0.00	0.00	363,373.00CR	363,373.00CR
296.254246	EXPENDITURES 0.00	14,661.54	428,592.34	428,592.34
296.290000	NONSPENDABLE FUND BALANCE 0.00	0.00	0.00	0.00
296.291000	RESTRICTED FUND BALANCE 0.00	0.00	0.00	0.00
296.292000	COMMITTED FUND BALANCE 0.00	0.00	0.00	0.00
296.293000	ASSIGNED FUND BALANCE 22,452.24CR	0.00	61,427.00CR	83,879.24CR
296.293296	ASSIGNED FD BAL-PUB WRKS RES 791,564.49CR	0.00	0.00	791,564.49CR
296.294000	UNASSIGNED FUND BALANCE 0.00	0.00	0.00	0.00
	TOTAL FUND BALANCE: 814,016.73CR	11,189.42	2,205.84	811,810.89CR
	TOTAL LIABILITIES AND FUND BALANCE: 1,057,538.73CR	11,189.42	245,727.84	811,810.89CR
	TOTAL FUND: 0.00	0.00	0.00	0.00

Revenue Budget Worksheet

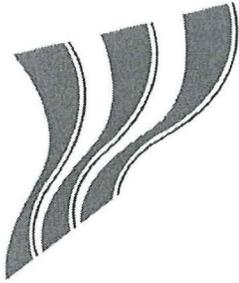
PUBLIC WORKS RESERVE

	-----ACTUAL DOLLARS-----			-----BUDGETS-----		
	12-31-2012	12-31-2013	07-31-2014	REVISED BUDGET	Dept. Requests	Dept/Adm. Prop
SERVICE CHARGES						
296.34350.1808						
REPLACEMENT CHARGE	0.00	0.00	0.00	0.00	*-----*	*-----*
SERVICE CHARGES						
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE						
OTHER SOURCES						
296.38351.3002						
INTEREST EARNINGS	11,040.50	15,213.46	7,286.42	12,000.00	10,000.00	10,000.00
296.38351.3017						
MARKET VALUE INCREASE (DEC	1,887.31	173.04	44,821.75	0.00	*-----*	*-----*
OTHER SOURCES						
TOTAL	12,927.81	15,386.50	52,108.17	12,000.00	10,000.00	10,000.00
MISCELLANEOUS REVENUE						
TOTAL	12,927.81	15,386.50	52,108.17	12,000.00	10,000.00	10,000.00
OTHER FINANCING SOURCES						
TRANSFERS						
296.39355.4651						
TRANSFER IN - WASTE TREATM	412,164.00	411,000.00	0.00	415,872.00	412,000.00	412,000.00
TRANSFERS						
TOTAL	412,164.00	411,000.00	0.00	415,872.00	412,000.00	412,000.00
OTHER FINANCING SOURCES						
TOTAL	412,164.00	411,000.00	0.00	415,872.00	412,000.00	412,000.00
PUBLIC WORKS RESERVE						
TOTAL	425,091.81	426,386.50	52,108.17	427,872.00	422,000.00	422,000.00

Expenditure Budget Worksheet

PUBLIC WORKS RESERVE

		-----ACTUAL DOLLARS-----			-----BUDGETS-----		
		12-31-2012	12-31-2013	07-31-2014	REVISED BUDGET	Dept. Requests	Dept/Adm. Prop
COMMUNITY INVESTMENT							
TRANSFERS OUT							
296.48095.0791							
TRANSFER OUT-D.S. 2011 BON	87,446.00	0.00	0.00	0.00	*-----*	*-----*	
296.48095.0795							
TRANSFER OUT-COMM.INVEST.	156,076.00	363,373.00	0.00	427,184.00	400,000.00	400,000.00	
TRANSFERS OUT							
TOTAL	243,522.00	363,373.00	0.00	427,184.00	400,000.00	400,000.00	
OTHER DISBURSEMENTS							
296.48095.0884							
MARKET VALUE ADJUSTMENT	2,639.57	65,219.34	16,702.59	0.00	*-----*	*-----*	
OTHER DISBURSEMENTS							
TOTAL	2,639.57	65,219.34	16,702.59	0.00	0.00	0.00	
COMMUNITY INVESTMENT							
TOTAL	246,161.57	428,592.34	16,702.59	427,184.00	400,000.00	400,000.00	
PUBLIC WORKS RESERVE							
TOTAL	246,161.57	428,592.34	16,702.59	427,184.00	400,000.00	400,000.00	



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6D
Meeting Date: October 27, 2014
Attachments: X Yes ___ No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: 2015 Proposed Budget Discussion/Centerpoint Energy Franchise Fee

Recommended Action: Schedule meeting with Centerpoint Energy representative to discuss implementation of franchise fee.

Background/Summary: The City explored a possible Franchise Fee in 2007 for additional budgetary revenue. There were 6,478 connections that would have generated approximately \$250,000 of additional revenue. 2014 information obtained from Centerpoint Energy indicates the number of connections has increased to 6,774 or about 5% increase which, applied to the 2007 fees, would generate an additional revenue of \$12,500 over the 2007 projections for a total of \$262,500.

Alternatives: Forego the additional revenue or replace with alternative source of revenue, such as an increase in property tax levy.

Financial Considerations: Additional revenue source of approximately \$262,500.

Preparer: Steve Okins, Finance Director

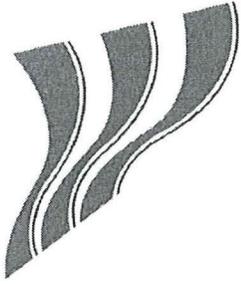
Signature: 

Comments:

Franchise Fee Analysis
City of Willmar

Data: July 2013 - June 2014

	(a)	Customers (meter) (b)	Volume (In Therms) (c)	Revenue (d)	Average Bill (e)	Weather Normal Revenue Estimate (f)	Weather Normal Annual Bill/Customer (g)
1							
2	Residential	5,883	5,487,232	\$4,915,341	\$ 835.52	\$4,134,811	\$703
3	Com - A	363	359,598	\$332,831	\$ 916.89	\$279,979	\$771
4	Com/Ind-B	276	856,318	\$705,194	\$ 2,555.05	\$593,213	\$2,149
5	Com/Ind-C	221	3,657,290	\$2,829,136	\$ 12,801.52	\$2,379,884	\$10,769
6	SVDF - A	24	1,235,264	\$805,535	\$ 33,563.98	\$677,621	\$28,234
7	SVDF - B	3	1,497,934	\$1,030,762	\$ 343,587.34	\$867,082	\$289,027
8	LVDF	4	3,551,080	\$1,523,419	\$ 380,854.87	\$1,281,508	\$320,377
9	TOTAL	6,774	16,644,716	\$12,142,219		\$10,214,098	
10							
11	Heating Degree Days-Actual		8,596				
12	Heating Degree Days-Normal		7,231	\$10,214,098	Weather Normal		
13	(10-yr average normal)				Revenue Estimate		



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: September 29, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date: October 6, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Finance

Agenda Item: Reports

Recommended Action: Receive and review the following reports:
A) September Rice Trust
B) 09/30/14 List of Cash/Investments
C) 3rd Quarter Investment Activity
D) 10-Year Investment Balance by Quarter
E) 3rd Quarter Interest/Dividends
F) 10-Year Interest/Dividends by Quarter

Background/Summary: Periodically, Council reviews various financial reports.

Alternatives: N/A

Financial Considerations: Review Financial Status.

Preparer: Steve Okins, Finance Director

Signature:

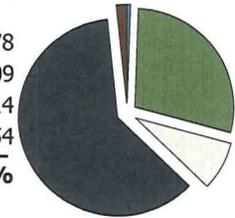
Comments:

Market Value Reconciliation

	Since 09/01/2014 (\$)	Year to Date (\$)
Beginning Market Value	3,077,321.00	2,960,183.93
Disbursements		
Withdrawals	0.00	-29,901.82
Expenses	0.00	-444.50
Fees	-1,872.73	-16,648.61
Total Disbursements	-1,872.73	-46,994.93
Income		
Investment Income	3,945.13	41,220.17
Total Income	3,945.13	41,220.17
Other		
Other	0.00	29,931.45
Total Other	0.00	29,931.45
Value on Sep 30, 2014	3,018,835.28	3,018,835.28
Total Change in Portfolio Value	-60,558.12	34,494.66

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money	13,386.59	0.44
Markets		
Fixed Income	868,961.89	28.78
Alternative	244,126.08	8.09
Equity	1,845,728.39	61.14
Other	46,632.33	1.54
Total	\$3,018,835.28	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	3,945.13	41,220.17
Total Income Summary	3,945.13	41,220.17

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	1,374.62
Long-term	2,088.18	42,968.10
Total Gain/Loss Summary	2,088.18	44,342.72



Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 09/30/2014

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (9 Months)</u>
Total Fund	2,977,615	-1.87	3.57
Total Fd Net Fee	2,977,615	-1.94	2.99
Fixed Income	873,321	-.50	2.79
BarCap Int Aggregate Bd		-.39	2.88
Domestic Equity	1,469,038	-2.25	5.30
S&P 500 Index		-1.40	8.34
Russell 2000 Index		-6.05	-4.41
Intl. Equity	377,743	-4.74	-1.65
MSCI EAFE (US\$ & Net) Index		-3.84	-1.38
Short Term Cash	12,955	.00	.01
Citigroup 1 Month Treas Bill		.00	.02
Alternative Investments	244,126	.02	4.62
Citigroup 3 Month Treas Bill		.00	.03
Uninvested Cash	432	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.

CASH/INVESTMENT PORTFOLIO AS OF SEPTEMBER 30, 2014

	<u>BANK</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-02004MU84	10/08/2014	1.750%	150,000.00	150,030.00
2	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,505.92
3	MSSB	CD-25811LZ28	08/10/2015	1.000%	245,000.00	246,291.15
4	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,790.50
5	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,264.00
6	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	250,247.90
7	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,277.50
8	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,210.00
9	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	250,363.05
10	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	150,915.00
11	MSSB	CD-87164YBX1	07/18/2019	2.050%	97,000.00	96,302.57
12	MSSB	CD-74267GUQ8	07/22/2019	2.000%	247,000.00	245,053.64
13	MSSB	CD-856284X58	07/22/2019	2.000%	247,000.00	245,053.64
14	MSSB	CD-38147JU59	07/23/2019	2.050%	97,000.00	96,232.73
15	MSSB	CD-02587CAJ9	07/24/2019	2.000%	247,000.00	245,021.53
16	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	236,768.00
17	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	1,969,086.00
18	MSSB	CD-36161TS30	07/20/2020	2.200%	97,000.00	96,105.66
19	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	970,430.00
20	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	5,782,920.00
21	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,922,994.00
22	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,891,856.00
23	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	964,740.00
24	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	776,960.10
25	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	941,900.00
26	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,883,810.00
27	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	3,893,960.00
28	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,827,440.00
29	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	958,140.00
30	UBS	FNMA-3136G0Z23	11/15/2022	2.250%	1,900,000.00	1,814,044.00
31	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,890,606.00
32	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,879,670.00
33	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	944,450.00
34	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	962,320.00
35	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,088,417.50
36	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	806,522.50
37	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	966,570.00
38	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,865,180.00
39	Wells Fargo Advisors	FHLB-313383BL4	06/13/2023	1.500-4.000%	2,500,000.00	2,378,675.00
40	Multi-Bank Securities	FNMA-3136G1Q51	07/24/2023	2.050-6.500%	1,000,000.00 *	997,450.00
TOTAL INVESTMENT					\$ 46,205,872.34	\$ 44,393,573.89
41	Heritage Bank	Low Activity Ckg	None	0.250%	5,250,900.65	5,250,900.65
42	Heritage Bank	SB Ckg/Law Enf.Forf	None	0.100%	49,323.88	49,323.88
43	Heritage Bank	Commercial Ckg	None	0.100%	96,792.18	96,792.18
TOTAL PORTFOLIO FOR SEPTEMBER 30, 2014					\$ 51,602,889.05	\$ 49,790,590.60

* Par Value is not equal to Purchase Amount

^ WFA FHLB-313379VX4	1,500,000.00	Par Value
Partial Call 10/12/12	(15,957.45)	
Partial Call 12/17/12	(686,170.21)	
	<u>797,872.34</u>	Par Value



FINANCE

City Office Building
Box 755
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www.willmarmn.gov

INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING SEPTEMBER 30, 2014

BALANCE AT PRIOR QUARTER ENDED JUNE 30, 2014	\$ 44,497,454.10
SUMMARY OF JULY THROUGH SEPTEMBER, 2014, TRANSACTIONS:	
(07/17/2014) SOLD: MSSB, FNMA-3136G1PJ2, 1.800%	(1,000,000.00)
(07/17/2014) Market Value Adjustment: MSSB, FNMA-3136G1PJ2, 1.800%	(660.00)
(07/18/2014) PURCHASED: MSSB, CD-87164YBX1, 2.050%	97,000.00
(07/18/2014) PURCHASED: MSSB, CD-36161TS30, 2.200%	97,000.00
(07/22/2014) PURCHASED: MSSB, CD-74267GUQ8, 2.000%	247,000.00
(07/22/2014) PURCHASED: MSSB, CD-856284X8, 2.000%	247,000.00
(07/23/2014) PURCHASED: MSSB, CD-38147JU59, 2.050%	97,000.00
(07/24/2014) PURCHASED: MSSB, CD-02587CAJ9, 2.000%	247,000.00
(09/30/2014) Market Value Adjustment at Quarter End	(135,220.21)
SEPTEMBER 30, 2014 BALANCE	\$ 44,393,573.89

Historical Balances At the End of Each Quarter 2004 through 09/30/2014

Year	Investments				Operating Cash (Flex Gold and Checking)			
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$ - #	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ -
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38
2004	\$33,825,796.69	\$36,595,276.05	\$36,590,625.49	\$41,648,716.38	\$ 4,244,239.97	\$ 1,158,817.03	\$ 201,061.64	\$ 275,984.98

Investment Balance after adjusting for market values
2010 market values were only adjusted 1/1/10 and 12/31/10

**4M, Flex Gold, General Ckg



WILLMAR

FINANCE

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4984
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2014 Interest/Dividends Received By Institution

<u>Institution</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>2014 Year-To-Date</u>	<u>2013 Year-To-Date</u>
Heritage Bank	\$ 1,428.40	\$ 1,140.93	\$ 919.26	\$ 7,985.39	\$ 6,213.85
Morgan Stanley Smith Barney	\$ 9,000.00	\$ 4,682.94	\$ 30,000.00	\$ 102,759.53	\$ 111,056.77
Multi-Bank Securities	\$ 10,250.00	\$ -	\$ 10,000.00	\$ 56,750.00	\$ 17,500.00
UBS	\$ 75,000.00	\$ 5,000.00	\$ 5,000.00	\$ 238,625.00	\$ 238,625.03
Wells Fargo	\$ 20,000.00	\$ -	\$ -	\$ 121,100.00	\$ 134,100.00
Wells Fargo Advisors	\$ 10,093.08	\$ -	\$ -	\$ 109,987.61	\$ 116,754.55
Totals	\$ 125,771.48	\$ 10,823.87	\$ 45,919.26	\$ 637,207.53	\$ 624,250.20

Historical Interest/Dividends Received Per Quarter 2004 through 09/30/2014

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ -	\$ 637,207.53
2013	\$ 221,647.55	\$ 231,204.91	\$ 171,397.74	\$ 264,878.39	\$ 889,128.59
2012	\$ 143,871.89	\$ 345,677.26	\$ 175,728.62	\$ 159,483.59	\$ 824,761.36
2011	\$ 281,807.02	\$ 275,608.48	\$ 290,307.92	\$ 211,444.35	\$ 1,059,167.77
2010	\$ 234,241.45	\$ 446,351.92	\$ 233,012.97	\$ 365,903.94	\$ 1,279,510.28
2009	\$ 509,706.62	\$ 484,844.91	\$ 342,331.25	\$ 343,882.12	\$ 1,680,764.90
2008	\$ 531,303.45	\$ 435,311.50	\$ 478,334.39	\$ 554,954.62	\$ 1,999,903.96
2007	\$ 622,474.29	\$ 495,977.22	\$ 582,224.88	\$ 728,080.25	\$ 2,428,756.64
2006	\$ 392,269.92	\$ 398,251.19	\$ 435,489.27	\$ 424,705.40	\$ 1,650,715.78
2005	\$ 297,617.30	\$ 358,311.00	\$ 323,683.93	\$ 417,349.67	\$ 1,396,961.90
2004	\$ 256,365.99	\$ 349,941.03	\$ 239,169.92	\$ 363,170.98	\$ 1,208,647.92

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, October 28, 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; Public Works Director Sean Christensen; Chief of Police Jim Felt; Warren Hagen, Hagen Orthotics.

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 Police Update

Chief of Police Jim Felt noted the jail census for October 28, 2014, was 110; 60 of those being Kandiyohi County inmates, 49 inmates from the MN Department of Corrections, and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 760. The majority of the calls are for traffic stops, followed by public assists and lost and found complaints. The drug activity was discussed with the continued joint effort with the CEE-VI Drug Task Force.

Item No. 4 Accept the Bid and Award the Contract to R&R Excavating, Inc. for the Industrial Park 4th Addition, Project No. 1405 (Resolution)

Public Works Director Sean Christensen brought forth, for review, to accept the bid and award the contract to R&R Excavating, Inc. for the Industrial Park 4th Addition, Project No. 1405. The City Council authorized advertisement for bids of the project at the April 7, 2014 council meeting for the construction of Industrial Park, 4th Addition. Considerable discussion was had on awarding only the base bid or including Alternate A in the award. It was recommended to award only the base bid and hold further discussion at the Council Meeting.

A motion was made by Council Member Ahmann, seconded by Council Member DeBlieck to award the base bid to R&R Excavating and further discuss Alternate A at the council meeting on November 3rd. The motion carried.

Item No. 5 Accept Project and Authorize Final Payment Project No. 1311 (Resolution)

Public Works Director Christensen brought forth, for approval, acceptance of Project No. 1311 and to authorize final payment to Geislinger and Sons, Inc. in the amount of \$275,000. The City Council entered into an agreement with Geislinger and Sons, Inc. on August 19, 2013 for the Sperryville Lift Station. The final pay request has been submitted and staff is recommending final payment be made.

A motion was made by Council Member Nelsen, seconded by Council Member DeBlieck to accept Project No. 1311 and authorize final payment to Geislinger and Sons, Inc. in the amount of \$275,000. The motion carried.

Item No. 6 Bid and Award Contract for MN/DOT SP A3401-65 Drainage Improvements Around NAVAIDS (Resolution)

Public Works Director Christensen brought forth, for approval, to accept bids and award the contract for MN/DOT SP A3401-65 Drainage Improvements around NAVAIDS to Land Pride Construction LLC from Paynesville, MN in the amount of \$11,883.00 contingent on MN/DOT concurrence. Bolton and Menk obtained bids from contractors for grading and drainage improvements around the NAVAIDS equipment, with Land Pride Construction LLC being the lowest submitter.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to award the contract for MN/DOT SP A3401-65 Drainage Improvements around NAVAIDS to Land Pride Construction, LLC in the amount of \$11,883.00. The motion carried.

Item No. 7 Resolution Authorizing Acceptance and Signature of MN/DOT Grant Agreement SP A3401-65 (Resolution)

Public Works Director Christensen brought forth, for approval, to adopt the resolution accepting MN/DOT Grant Agreement SP A3401-65, Agreement #06799 for drainage improvements around NAVAIDS. Bids were obtained for the drainage improvements and with Land Pride Construction LLC being the awarded contractor. The grant will fund eighty percent of the project, totaling \$11,858.00, with the remaining twenty percent, totaling \$2,964.60, is the City's share.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to adopt the resolution accepting the MN/DOT Grant Agreement SP A3401-65, Agreement #06799. The motion carried.

Item No. 8 Old Business

There were no items for Old Business.

Item No. 9 New Business

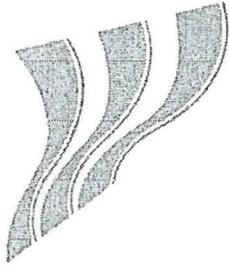
Public Works Director Christensen stated the tree bids will be opened on Thursday, October 30th at 1 p.m. The trees listed in the quote request include Spring Snow Crab, Amur Choke Cherry, Maple, Elm, Linden, and Oak varieties. A tour of the Auditorium is being set up for Council Members to attend and dates are being finalized. The Auditorium gutters have recently been lined and the fascia and corbels have been painted. The installation of the new LED lights along Willmar Avenue SW has been completed. The Brush Site is scheduled to close on Saturday, November 22nd. A couple existing and potential traffic light locations were also discussed.

There being no further business to come before the Committee, the meeting was adjourned at 5:44 p.m. by Chair Christianson.

Respectfully submitted,



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



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: October 28, 2014

Attachments: X Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Action Requested: Accept the Bid and award the Contract to R&R Excavating, Inc. for the Industrial Park 4th Addition, Project No. 1405.

Recommended Action: Accept the Bid and award the Contract to R&R Excavating, Inc. in the amount of \$3,657,690.57 for the Base Bid and Bid Alternate A, Bituminous Pavement.

Background/Summary: The City Council authorized advertisement for bids for the project at the April 7, 2014 Council Meeting. The project includes the construction of Industrial Park, 4th Addition. The improvements consist of a new streets, utilities, and industrial lots. The bid received is approximately 11% below the Engineer's Estimate.

Alternatives: 1. Reject the bid
2. Delay the award of the project until a future date

Financial Considerations: The funding associated with the project includes Local Option Sales Tax Funds.

Preparer: Jared Voge, P.E., Project Manager

Signature:

Comments:

BID TABULATION

PROJECT: INDUSTRIAL PARK 4TH ADDITION
CITY OF WILLMAR, MN

BID DATE: October 21, 2014
BID OPENING: 1:30 p.m.

BMI PROJECT NO. W18.107641
CITY PROJECT NO. 1405

BIDDERS	BASE BID	BASE BID + ATERNATE A	BASE BID + ALTERNATE B	ADDENDUM 1, 2, & 3	BID BOND
1. R&R Excavating, Inc. Hutchinson, MN	\$2,653,482.49	\$3,657,690.57	NO BID	X	X
2. Duininck, Inc. Prinsburg, MN	\$2,926,584.55	\$3,806,485.55	\$4,349,425.55	X	X
3. Kuechle Underground Inc. Kimball, MN	\$3,068,946.00	\$3,957,580.00	\$4,844,551.00	X	X
4. Reiner Contracting Inc. Hutchinson, MN	\$3,236,188.83	\$4,197,856.13	NO BID	X	X
5. Ryan Contracting Co. Elko, MN	\$3,273,542.00	\$4,243,684.00	NO BID	X	X
6. Geislinger & Sons Watkins, MN	\$3,356,457.50	\$4,396,504.50	NO BID	X	X
7. Riley Bros. Construction Inc. Morris, MN	\$3,553,972.58	\$4,525,483.98	\$4,916,796.98	X	X
8. R.L. Larson Excavating, Inc. St. Cloud, MN	\$3,852,952.90	\$4,816,452.90	\$6,081,781.90	X	X
9. Quam Construction Company Willmar, MN	\$4,241,036.30	\$5,230,325.30	NO BID	X	X
10. J.R. Ferche, Inc. Rice, MN	\$5,361,804.80	\$6,427,230.80	\$7,040,089.80	X	X



Bolton & Menk, Inc.
CONSULTING ENGINEERS & SURVEYORS
Mankato – Fairmont – Sleepy Eye – Burnsville – Willmar – Chaska – Ramsey
Maplewood – Baxter – Rochester, MN; Spencer – Ames, IA; Fargo, ND

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	1		2		3		4	
				R&R Excavating, Inc. Hutchinson, MN		Duininck, Inc. Prinsburg, MN		Kuechle Underground, Inc. Kimball, MN		Reiner Contracting, Inc. Hutchinson, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	LUMP SUM	\$30,913.67	\$30,913.67	\$70,000.00	\$70,000.00	\$264,000.00	\$264,000.00	\$69,199.35	\$69,199.35
2	TRAFFIC CONTROL	1	LUMP SUM	\$4,477.97	\$4,477.97	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$1,070.00	\$1,070.00
3	CLEAR & GRUB TREE	1	LUMP SUM	\$1,832.68	\$1,832.68	\$5,800.00	\$5,800.00	\$2,000.00	\$2,000.00	\$1,070.00	\$1,070.00
4	REMOVE BITUMINOUS PAVEMENT	810	SQ YD	\$3.79	\$3,069.90	\$4.00	\$3,240.00	\$2.00	\$1,620.00	\$3.23	\$2,616.30
5	RECLAIM BITUMINOUS PAVEMENT	23165	SQ YD	\$1.02	\$23,628.30	\$1.65	\$38,222.25	\$2.00	\$46,330.00	\$0.59	\$13,667.35
6	REMOVE FENCE	2120	LIN FT	\$0.97	\$2,056.40	\$8.00	\$16,960.00	\$1.00	\$2,120.00	\$4.55	\$9,646.00
7	REMOVE CATCH BASIN	1	EACH	\$814.29	\$814.29	\$300.00	\$300.00	\$50.00	\$50.00	\$620.30	\$620.30
8	REMOVE STORM SEWER PIPE	475	LIN FT	\$8.57	\$4,070.75	\$8.00	\$3,800.00	\$5.00	\$2,375.00	\$8.87	\$4,213.25
9	REMOVE WATERMAIN	470	LIN FT	\$1.73	\$813.10	\$4.00	\$1,880.00	\$2.50	\$1,175.00	\$8.13	\$3,821.10
10	SALVAGE HYDRANT	3	EACH	\$542.84	\$1,628.52	\$400.00	\$1,200.00	\$125.00	\$375.00	\$609.60	\$1,828.80
11	SALVAGE GATE VALVE	1	EACH	\$407.14	\$407.14	\$300.00	\$300.00	\$50.00	\$50.00	\$310.17	\$310.17
12	SAW CUT BITUMINOUS PAVEMENT (FULL DEPTH)	710	LIN FT	\$3.56	\$2,527.60	\$4.00	\$2,840.00	\$3.00	\$2,130.00	\$1.98	\$1,405.80
13	SITE GRADING	1	LUMP SUM	\$830,337.91	\$830,337.91	\$1,058,155.00	\$1,058,155.00	\$918,000.00	\$918,000.00	\$1,335,141.94	\$1,335,141.94
14	COMMON LABORER	16	HOUR	\$65.27	\$1,044.32	\$50.00	\$800.00	\$50.00	\$800.00	\$68.05	\$1,088.80
15	3.0 CU YD SHOVEL	8	HOUR	\$232.43	\$1,859.44	\$180.00	\$1,440.00	\$125.00	\$1,000.00	\$144.45	\$1,155.60
16	DOZER	8	HOUR	\$182.44	\$1,459.52	\$125.00	\$1,000.00	\$125.00	\$1,000.00	\$117.70	\$941.60
17	12 CU YD TRUCK	8	HOUR	\$134.33	\$1,074.64	\$90.00	\$720.00	\$85.00	\$680.00	\$87.11	\$696.88
18	3 CU YD FRONT END LOADER	8	HOUR	\$183.14	\$1,465.12	\$125.00	\$1,000.00	\$125.00	\$1,000.00	\$65.81	\$526.48
19	SKID LOADER	8	HOUR	\$132.21	\$1,057.68	\$95.00	\$760.00	\$65.00	\$520.00	\$50.18	\$401.44
20	SUBGRADE EXCAVATION	3600	CU YD	\$0.27	\$972.00	\$9.00	\$32,400.00	\$8.00	\$28,800.00	\$3.21	\$11,556.00
21	STABILIZING AGGREGATE	3600	CU YD	\$0.05	\$180.00	\$4.00	\$14,400.00	\$12.00	\$43,200.00	\$19.04	\$68,544.00
22	GEOTEXTILE FABRIC TYPE V	10700	SQ YD	\$0.95	\$10,165.00	\$1.35	\$14,445.00	\$2.00	\$21,400.00	\$1.26	\$13,482.00
23	AGGREGATE BASE, CLASS 5 (CV) (P)	136	CU YD	\$21.40	\$2,910.40	\$35.00	\$4,760.00	\$35.00	\$4,760.00	\$22.73	\$3,091.28
24	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	61	TON	\$101.87	\$6,214.07	\$91.00	\$5,551.00	\$91.00	\$5,551.00	\$85.60	\$5,221.60
25	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	81	TON	\$85.08	\$6,891.48	\$76.00	\$6,156.00	\$76.00	\$6,156.00	\$85.60	\$6,933.60
26	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	102	TON	\$83.96	\$8,563.92	\$75.00	\$7,650.00	\$75.00	\$7,650.00	\$85.60	\$8,731.20
27	CONCRETE CURB & GUTTER DESIGN B624	11475	LIN FT	\$14.22	\$163,174.50	\$11.80	\$135,405.00	\$14.00	\$160,650.00	\$13.59	\$155,945.25
28	5" PERFORATED PE UNDERDRAIN	780	LIN FT	\$9.81	\$7,651.80	\$8.00	\$6,240.00	\$10.00	\$7,800.00	\$7.01	\$5,467.80
29	18" RC APRON AND GRATE	2	EACH	\$995.25	\$1,990.50	\$700.00	\$1,400.00	\$780.00	\$1,560.00	\$696.77	\$1,393.54
30	36" RC APRON AND GRATE	1	EACH	\$2,442.51	\$2,442.51	\$1,650.00	\$1,650.00	\$1,800.00	\$1,800.00	\$1,904.64	\$1,904.64
31	48" RC APRON AND GRATE	2	EACH	\$2,822.19	\$5,644.38	\$2,200.00	\$4,400.00	\$2,600.00	\$5,200.00	\$2,718.34	\$5,436.68
32	54" RC APRON AND GRATE	2	EACH	\$3,918.49	\$7,836.98	\$2,800.00	\$5,600.00	\$3,400.00	\$6,800.00	\$5,997.44	\$11,994.88
33	12" STORM SEWER	566	LIN FT	\$38.37	\$21,717.42	\$29.00	\$16,414.00	\$27.00	\$15,282.00	\$34.53	\$19,543.98
34	18" STORM SEWER	1179	LIN FT	\$40.93	\$48,256.47	\$34.00	\$40,086.00	\$31.00	\$36,549.00	\$36.80	\$43,387.20
35	24" STORM SEWER	792	LIN FT	\$45.06	\$35,687.52	\$41.00	\$32,472.00	\$36.00	\$28,512.00	\$40.57	\$32,131.44
36	30" STORM SEWER	146	LIN FT	\$63.82	\$9,317.72	\$55.00	\$8,030.00	\$50.00	\$7,300.00	\$55.12	\$8,047.52
37	36" STORM SEWER	810	LIN FT	\$75.70	\$61,317.00	\$72.00	\$58,320.00	\$67.00	\$54,270.00	\$75.72	\$61,333.20
38	42" STORM SEWER	463	LIN FT	\$92.87	\$42,998.81	\$95.00	\$43,985.00	\$81.00	\$37,503.00	\$89.56	\$41,466.28

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	1		2		3		4	
				R&R Excavating, Inc. Hutchinson, MN		Duininck, Inc. Prinsburg, MN		Kuehle Underground, Inc. Kimball, MN		Reiner Contracting, Inc. Hutchinson, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
39	48" STORM SEWER	127	LIN FT	\$36.39	\$4,621.53	\$113.00	\$14,351.00	\$95.00	\$12,065.00	\$102.15	\$12,973.05
40	54" STORM SEWER	125	LIN FT	\$170.18	\$21,272.50	\$140.00	\$17,500.00	\$115.00	\$14,375.00	\$128.61	\$16,076.25
41	18" STORM PLUG	16	EACH	\$77.89	\$1,246.24	\$90.00	\$1,440.00	\$129.00	\$2,064.00	\$183.24	\$2,931.84
42	24" STORM PLUG	2	EACH	\$115.88	\$231.76	\$110.00	\$220.00	\$136.00	\$272.00	\$191.04	\$382.08
43	CONSTRUCT DRAINAGE STRUCTURE DES G	68	LIN FT	\$404.47	\$27,503.96	\$300.00	\$20,400.00	\$350.00	\$23,800.00	\$257.71	\$17,524.28
44	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	107.8	LIN FT	\$303.24	\$32,689.27	\$290.00	\$31,262.00	\$330.00	\$35,574.00	\$276.00	\$29,752.80
45	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	62.2	LIN FT	\$438.67	\$27,285.27	\$444.00	\$27,616.80	\$440.00	\$27,368.00	\$387.26	\$24,087.57
46	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	30.8	LIN FT	\$530.76	\$16,347.41	\$520.00	\$16,016.00	\$510.00	\$15,708.00	\$462.55	\$14,246.54
47	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	23.3	LIN FT	\$774.92	\$18,055.64	\$685.00	\$15,960.50	\$680.00	\$15,844.00	\$648.59	\$15,112.15
48	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020	27.8	LIN FT	\$850.76	\$23,651.13	\$750.00	\$20,850.00	\$780.00	\$21,684.00	\$721.48	\$20,057.14
49	CASTING ASSEMBLY, STORM SEWER	60	EACH	\$729.21	\$43,752.60	\$460.00	\$27,600.00	\$540.00	\$32,400.00	\$701.36	\$42,081.60
50	BULKHEAD 12" STORM PIPE	1	EACH	\$162.84	\$162.84	\$320.00	\$320.00	\$100.00	\$100.00	\$205.91	\$205.91
51	HYDRANT	22	EACH	\$3,843.37	\$84,554.14	\$3,200.00	\$70,400.00	\$3,900.00	\$85,800.00	\$3,522.39	\$77,492.58
52	6" GATE VALVE & BOX	5	EACH	\$1,927.14	\$9,635.70	\$1,300.00	\$6,500.00	\$1,200.00	\$6,000.00	\$1,375.02	\$6,875.10
53	8" GATE VALVE & BOX	35	EACH	\$2,383.16	\$83,410.60	\$1,700.00	\$59,500.00	\$1,700.00	\$59,500.00	\$1,811.37	\$63,397.95
54	12" GATE VALVE & BOX	3	EACH	\$3,604.12	\$10,812.36	\$2,800.00	\$8,400.00	\$2,800.00	\$8,400.00	\$3,083.03	\$9,249.09
55	ADJUST GATE VALVE	43	EACH	\$212.32	\$9,129.76	\$175.00	\$7,525.00	\$380.00	\$16,340.00	\$206.75	\$8,890.25
56	6" WATERMAIN	382	LIN FT	\$34.04	\$13,003.28	\$30.00	\$11,460.00	\$27.00	\$10,314.00	\$27.67	\$10,569.94
57	8" WATERMAIN	6180	LIN FT	\$24.12	\$149,061.60	\$26.00	\$160,680.00	\$33.00	\$203,940.00	\$25.96	\$160,432.80
58	12" WATERMAIN	1237	LIN FT	\$35.80	\$44,284.60	\$36.00	\$44,532.00	\$46.00	\$56,902.00	\$35.06	\$43,369.22
59	WATERMAIN FITTINGS	6108	POUND	\$6.01	\$36,709.08	\$7.50	\$45,810.00	\$5.50	\$33,594.00	\$7.96	\$48,619.68
60	4" POLYSTYRENE INSULATION	56	SQ YD	\$48.03	\$2,689.68	\$28.00	\$1,568.00	\$33.00	\$1,848.00	\$33.14	\$1,855.84
61	CONSTRUCT SANITARY MANHOLE, DES 4007C	245.9	LIN FT	\$198.56	\$48,825.90	\$200.00	\$49,180.00	\$180.00	\$44,262.00	\$183.10	\$45,024.29
62	CASTING ASSEMBLY, SANITARY	19	EACH	\$534.58	\$10,157.02	\$280.00	\$5,320.00	\$420.00	\$7,980.00	\$504.40	\$9,583.60
63	ADJUST FRAME & RING CASTING	19	EACH	\$167.62	\$3,184.78	\$400.00	\$7,600.00	\$400.00	\$7,600.00	\$310.15	\$5,892.85
64	ADJUST MANHOLE	4	EACH	\$814.26	\$3,257.04	\$1,500.00	\$6,000.00	\$1,100.00	\$4,400.00	\$620.31	\$2,481.24
65	6" PVC SEWER SERVICE PIPE	1593	LIN FT	\$7.37	\$11,740.41	\$34.00	\$54,162.00	\$25.00	\$39,825.00	\$37.25	\$59,339.25
66	8" PVC SANITARY SEWER	2889	LIN FT	\$41.40	\$119,604.60	\$35.00	\$101,115.00	\$34.00	\$98,226.00	\$51.02	\$147,396.78
67	10" PVC SANITARY SEWER	44	LIN FT	\$45.53	\$2,003.32	\$60.00	\$2,640.00	\$42.00	\$1,848.00	\$52.00	\$2,288.00
68	12" PVC SANITARY SEWER	1237	LIN FT	\$63.16	\$78,128.92	\$63.00	\$77,931.00	\$65.00	\$80,405.00	\$63.64	\$78,722.68
69	24" PVC SANITARY SEWER	20	LIN FT	\$168.55	\$3,371.00	\$145.00	\$2,900.00	\$102.00	\$2,040.00	\$141.57	\$2,831.40
70	CONSTRUCT OUTSIDE DROP	6.2	LIN FT	\$655.59	\$4,064.66	\$350.00	\$2,170.00	\$930.00	\$5,766.00	\$519.83	\$3,222.95
71	8" x 6" PVC WYE	12	EACH	\$1,757.41	\$21,088.92	\$450.00	\$5,400.00	\$630.00	\$7,560.00	\$330.09	\$3,961.08
72	12" x 6" PVC WYE	9	EACH	\$1,896.46	\$17,068.14	\$860.00	\$7,740.00	\$750.00	\$6,750.00	\$463.13	\$4,168.17
73	24" SERVICE SADDLE	6	EACH	\$5,094.41	\$30,566.66	\$2,000.00	\$12,000.00	\$2,200.00	\$13,200.00	\$5,191.38	\$31,148.28
74	CONNECT TO EXISTING SANITARY SEWER (MANHOLE)	1	EACH	\$3,257.05	\$3,257.05	\$4,200.00	\$4,200.00	\$1,700.00	\$1,700.00	\$758.87	\$758.87
75	CONNECT TO EXISTING SANITARY SEWER (PIPE)	2	EACH	\$1,366.22	\$2,732.44	\$850.00	\$1,700.00	\$640.00	\$1,280.00	\$758.86	\$1,517.72
76	SILT FENCE, MACHINE SLICED	9500	LIN FT	\$1.68	\$15,960.00	\$2.00	\$19,000.00	\$2.00	\$19,000.00	\$1.61	\$15,295.00
77	STABILIZED CONSTRUCTION EXIT	6	EACH	\$1,160.42	\$6,962.52	\$750.00	\$4,500.00	\$1,300.00	\$7,800.00	\$909.50	\$5,457.00

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	1		2		3		4	
				R&R Excavating, Inc. Hutchinson, MN		Duininck, Inc. Prinsburg, MN		Kuechle Underground, Inc. Kimball, MN		Reiner Contracting, Inc. Hutchinson, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
78	BIOROLL	600	LIN FT	\$2.07	\$1,242.00	\$5.00	\$3,000.00	\$5.00	\$3,000.00	\$1.98	\$1,188.00
79	INLET PROTECTION	54	EACH	\$83.96	\$4,533.84	\$140.00	\$7,560.00	\$150.00	\$8,100.00	\$80.25	\$4,333.50
80	RANDOM RIPRAP, CL III	240	CU YD	\$79.38	\$19,051.20	\$75.00	\$18,000.00	\$74.00	\$17,760.00	\$48.15	\$11,556.00
81	SEED, FERTILIZER, & MULCH	100	ACRE	\$666.10	\$66,610.00	\$925.00	\$92,500.00	\$930.00	\$93,000.00	\$636.65	\$63,665.00
82	SEED, FERTILIZER, & EROSION CONTROL BLANKET, CATEGORY 3	43500	SQ YD	\$1.25	\$54,375.00	\$1.85	\$80,475.00	\$1.85	\$80,475.00	\$1.20	\$52,200.00
83	GABION WEIR	1	EACH	\$6,621.36	\$6,621.36	\$10,000.00	\$10,000.00	\$13,000.00	\$13,000.00	\$6,518.99	\$6,518.99
84	FURNISH & INSTALL STREET NAME SIGNS	8	EACH	\$307.86	\$2,462.88	\$275.00	\$2,200.00	\$280.00	\$2,240.00	\$294.25	\$2,354.00
85	FURNISH & INSTALL SIGN PANELS, TYPE C	81	SQ FT	\$44.78	\$3,627.18	\$40.00	\$3,240.00	\$40.00	\$3,240.00	\$42.80	\$3,466.80
86	4" SOLID WHITE LINE - PAINT	725	LIN FT	\$0.94	\$681.50	\$0.84	\$609.00	\$0.84	\$609.00	\$0.90	\$652.50
87	INSTALL UTILITY CONDUIT (STREET CROSSING)	540	LIN FT	\$13.99	\$7,554.60	\$12.50	\$6,750.00	\$13.00	\$7,020.00	\$13.38	\$7,225.20
88	ELECTRIC LIGHT SYSTEM	1	LUMP SUM	\$86,167.37	\$86,167.37	\$77,000.00	\$77,000.00	\$77,000.00	\$77,000.00	\$82,722.77	\$82,722.77

BASE BID: \$2,653,482.49 \$2,926,584.55 \$3,068,946.00 \$3,236,188.83

BID ALTERNATE A: BITUMINOUS PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	R&R Excavating, Inc. Hutchinson, MN		Duininck, Inc. Prinsburg, MN		Kuechle Underground, Inc. Kimball, MN		Reiner Contracting, Inc. Hutchinson, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				A-1	AGGREGATE BASE, CLASS 5 (CV) (P)	5822	CU YD	\$27.50	\$160,105.00	\$23.00	\$133,906.00
A-2	AGGREGATE BASE, CLASS 7 (CV) (P)	5822	CU YD	\$6.65	\$38,716.30	\$4.50	\$26,199.00	\$6.00	\$34,932.00	\$10.55	\$61,422.10
A-3	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	2706	TON	\$82.80	\$224,056.80	\$74.00	\$200,244.00	\$74.00	\$200,244.00	\$79.18	\$214,261.08
A-4	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	3608	TON	\$71.61	\$258,368.88	\$64.00	\$230,912.00	\$64.00	\$230,912.00	\$68.48	\$247,075.84
A-5	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	4510	TON	\$71.61	\$322,961.10	\$64.00	\$288,640.00	\$64.00	\$288,640.00	\$68.48	\$308,844.80

BID ALTERNATE A: \$1,004,208.08 \$879,901.00 \$888,634.00 \$961,667.30

BID + BID ALTERNATE A: \$3,657,690.57 \$3,806,485.55 \$3,957,580.00 \$4,197,856.13

BID ALTERNATE B: CONCRETE PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	R&R Excavating, Inc. Hutchinson, MN		Duininck, Inc. Prinsburg, MN		Kuechle Underground, Inc. Kimball, MN		Reiner Contracting, Inc. Hutchinson, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				B-1	AGGREGATE BASE, CLASS 5 (CV) (P)	3827	CU YD			\$23.00	\$88,021.00
B-2	SELECT GRANULAR (CV) (P)	7655	CU YD			\$18.00	\$137,790.00	\$18.00	\$137,790.00		
B-3	BITUMINOUS STREET PATCH	423	SQ YD			\$50.00	\$21,150.00	\$50.00	\$21,150.00		
B-4	6" CONCRETE PAVEMENT	29397	SQ YD			\$40.00	\$1,175,880.00	\$52.00	\$1,528,644.00		

BID ALTERNATE A: NO BID \$1,422,841.00 \$1,775,605.00 NO BID

BASE BID + BID ALTERNATE A: NO BID \$4,349,425.55 \$4,844,551.00 NO BID

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	5		6		7		8	
				Ryan Contracting Co. Elko, MN		Geislinger and Sons, Inc. Watkins, MN		Riley Bros. Construction Inc. Morris, MN		R. L. Larson Excavating, Inc. St. Cloud, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	LUMP SUM	\$250,000.00	\$250,000.00	\$230,000.00	\$230,000.00	\$225,000.00	\$225,000.00	\$150,000.00	\$150,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$5,000.00	\$5,000.00	\$24,000.00	\$24,000.00	\$4,500.00	\$4,500.00	\$4,000.00	\$4,000.00
3	CLEAR & GRUB TREE	1	LUMP SUM	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00
4	REMOVE BITUMINOUS PAVEMENT	810	SQ YD	\$4.00	\$3,240.00	\$5.00	\$4,050.00	\$5.37	\$4,349.70	\$5.37	\$4,349.70
5	RECLAIM BITUMINOUS PAVEMENT	23165	SQ YD	\$1.00	\$23,165.00	\$2.00	\$46,330.00	\$3.88	\$89,880.20	\$3.88	\$89,880.20
6	REMOVE FENCE	2120	LIN FT	\$1.00	\$2,120.00	\$2.60	\$5,512.00	\$2.45	\$5,194.00	\$1.50	\$3,180.00
7	REMOVE CATCH BASIN	1	EACH	\$500.00	\$500.00	\$275.00	\$275.00	\$500.00	\$500.00	\$300.00	\$300.00
8	REMOVE STORM SEWER PIPE	475	LIN FT	\$10.00	\$4,750.00	\$15.00	\$7,125.00	\$14.80	\$7,030.00	\$15.00	\$7,125.00
9	REMOVE WATERMAIN	470	LIN FT	\$10.00	\$4,700.00	\$10.00	\$4,700.00	\$7.50	\$3,525.00	\$15.00	\$7,050.00
10	SALVAGE HYDRANT	3	EACH	\$800.00	\$2,400.00	\$450.00	\$1,350.00	\$400.00	\$1,200.00	\$500.00	\$1,500.00
11	SALVAGE GATE VALVE	1	EACH	\$500.00	\$500.00	\$250.00	\$250.00	\$400.00	\$400.00	\$300.00	\$300.00
12	SAW CUT BITUMINOUS PAVEMENT (FULL DEPTH)	710	LIN FT	\$5.00	\$3,550.00	\$3.00	\$2,130.00	\$2.93	\$2,080.30	\$4.00	\$2,840.00
13	SITE GRADING	1	LUMP SUM	\$1,250,000.00	\$1,250,000.00	\$965,000.00	\$965,000.00	\$1,350,000.00	\$1,350,000.00	\$1,600,000.00	\$1,600,000.00
14	COMMON LABORER	16	HOUR	\$60.00	\$960.00	\$75.00	\$1,200.00	\$60.00	\$960.00	\$85.00	\$1,360.00
15	3.0 CU YD SHOVEL	8	HOUR	\$100.00	\$800.00	\$290.00	\$2,320.00	\$180.00	\$1,440.00	\$200.00	\$1,600.00
16	DOZER	8	HOUR	\$100.00	\$800.00	\$235.00	\$1,880.00	\$180.00	\$1,440.00	\$180.00	\$1,440.00
17	12 CU YD TRUCK	8	HOUR	\$100.00	\$800.00	\$105.00	\$840.00	\$100.00	\$800.00	\$110.00	\$880.00
18	3 CU YD FRONT END LOADER	8	HOUR	\$100.00	\$800.00	\$225.00	\$1,800.00	\$135.00	\$1,080.00	\$200.00	\$1,600.00
19	SKID LOADER	8	HOUR	\$100.00	\$800.00	\$150.00	\$1,200.00	\$115.00	\$920.00	\$125.00	\$1,000.00
20	SUBGRADE EXCAVATION	3600	CU YD	\$3.00	\$10,800.00	\$6.00	\$21,600.00	\$3.86	\$13,896.00	\$30.00	\$108,000.00
21	STABILIZING AGGREGATE	3600	CU YD	\$4.00	\$14,400.00	\$20.00	\$72,000.00	\$29.00	\$104,400.00	\$5.00	\$18,000.00
22	GEOTEXTILE FABRIC TYPE V	10700	SQ YD	\$2.00	\$21,400.00	\$1.80	\$19,260.00	\$1.31	\$14,017.00	\$2.50	\$26,750.00
23	AGGREGATE BASE, CLASS 5 (CV) (P)	136	CU YD	\$40.00	\$5,440.00	\$45.00	\$6,120.00	\$40.00	\$5,440.00	\$38.00	\$5,168.00
24	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	61	TON	\$100.00	\$6,100.00	\$75.00	\$4,575.00	\$75.00	\$4,575.00	\$92.00	\$5,612.00
25	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	81	TON	\$90.00	\$7,290.00	\$75.00	\$6,075.00	\$75.00	\$6,075.00	\$77.00	\$6,237.00
26	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	102	TON	\$90.00	\$9,180.00	\$75.00	\$7,650.00	\$75.00	\$7,650.00	\$76.00	\$7,752.00
27	CONCRETE CURB & GUTTER DESIGN B624	11475	LIN FT	\$15.00	\$172,125.00	\$12.70	\$145,732.50	\$14.28	\$163,863.00	\$13.00	\$149,175.00
28	5" PERFORATED PE UNDERDRAIN	780	LIN FT	\$10.00	\$7,800.00	\$12.00	\$9,360.00	\$9.54	\$7,441.20	\$15.00	\$11,700.00
29	18" RC APRON AND GRATE	2	EACH	\$900.00	\$1,800.00	\$1,100.00	\$2,200.00	\$875.00	\$1,750.00	\$830.00	\$1,660.00
30	36" RC APRON AND GRATE	1	EACH	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,720.00	\$1,720.00	\$2,100.00	\$2,100.00
31	48" RC APRON AND GRATE	2	EACH	\$3,000.00	\$6,000.00	\$3,700.00	\$7,400.00	\$2,280.00	\$4,560.00	\$3,000.00	\$6,000.00
32	54" RC APRON AND GRATE	2	EACH	\$4,000.00	\$8,000.00	\$4,500.00	\$9,000.00	\$2,885.00	\$5,770.00	\$3,800.00	\$7,600.00
33	12" STORM SEWER	566	LIN FT	\$35.00	\$19,810.00	\$38.00	\$21,508.00	\$27.00	\$15,282.00	\$33.00	\$18,678.00
34	18" STORM SEWER	1179	LIN FT	\$40.00	\$47,160.00	\$40.00	\$47,160.00	\$34.00	\$40,086.00	\$38.00	\$44,802.00
35	24" STORM SEWER	792	LIN FT	\$45.00	\$35,640.00	\$45.00	\$35,640.00	\$40.00	\$31,680.00	\$43.00	\$34,056.00
36	30" STORM SEWER	146	LIN FT	\$60.00	\$8,760.00	\$72.00	\$10,512.00	\$57.00	\$8,322.00	\$60.00	\$8,760.00
37	36" STORM SEWER	810	LIN FT	\$65.00	\$52,650.00	\$85.00	\$68,850.00	\$71.00	\$57,510.00	\$75.00	\$60,750.00
38	42" STORM SEWER	463	LIN FT	\$80.00	\$37,040.00	\$102.00	\$47,226.00	\$99.00	\$45,837.00	\$91.00	\$42,133.00

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	5		6		7		8	
				Ryan Contracting Co. Elko, MN		Geislinger and Sons, Inc. Watkins, MN		Riley Bros. Construction Inc. Morris, MN		R. L. Larson Excavating, Inc. St. Cloud, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
39	48" STORM SEWER	127	LIN FT	\$160.00	\$20,320.00	\$145.00	\$18,415.00	\$114.00	\$14,478.00	\$107.00	\$13,589.00
40	54" STORM SEWER	125	LIN FT	\$200.00	\$25,000.00	\$180.00	\$22,500.00	\$160.00	\$20,000.00	\$135.00	\$16,875.00
41	18" STORM PLUG	16	EACH	\$100.00	\$1,600.00	\$75.00	\$1,200.00	\$275.00	\$4,400.00	\$55.00	\$880.00
42	24" STORM PLUG	2	EACH	\$200.00	\$400.00	\$95.00	\$190.00	\$389.00	\$778.00	\$65.00	\$130.00
43	CONSTRUCT DRAINAGE STRUCTURE DES G	68	LIN FT	\$220.00	\$14,960.00	\$347.00	\$23,596.00	\$200.00	\$13,600.00	\$360.00	\$24,480.00
44	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	107.8	LIN FT	\$220.00	\$23,716.00	\$300.00	\$32,340.00	\$235.00	\$25,333.00	\$310.00	\$33,418.00
45	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	62.2	LIN FT	\$345.00	\$21,459.00	\$473.00	\$29,420.60	\$385.00	\$23,947.00	\$645.00	\$40,119.00
46	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	30.8	LIN FT	\$460.00	\$14,168.00	\$613.00	\$18,880.40	\$540.00	\$16,632.00	\$710.00	\$21,868.00
47	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	23.3	LIN FT	\$660.00	\$15,378.00	\$840.00	\$19,572.00	\$775.00	\$18,057.50	\$1,010.00	\$23,533.00
48	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020	27.8	LIN FT	\$770.00	\$21,406.00	\$1,008.00	\$28,022.40	\$915.00	\$25,437.00	\$1,050.00	\$29,190.00
49	CASTING ASSEMBLY, STORM SEWER	60	EACH	\$600.00	\$36,000.00	\$525.00	\$31,500.00	\$815.00	\$48,900.00	\$525.00	\$31,500.00
50	BULKHEAD 12" STORM PIPE	1	EACH	\$300.00	\$300.00	\$250.00	\$250.00	\$350.00	\$350.00	\$100.00	\$100.00
51	HYDRANT	22	EACH	\$3,900.00	\$85,800.00	\$3,460.00	\$76,120.00	\$3,390.00	\$74,580.00	\$3,750.00	\$82,500.00
52	6" GATE VALVE & BOX	5	EACH	\$1,600.00	\$8,000.00	\$1,250.00	\$6,250.00	\$1,340.00	\$6,700.00	\$1,210.00	\$6,050.00
53	8" GATE VALVE & BOX	35	EACH	\$1,900.00	\$66,500.00	\$1,700.00	\$59,500.00	\$1,790.00	\$62,650.00	\$1,680.00	\$58,800.00
54	12" GATE VALVE & BOX	3	EACH	\$2,800.00	\$8,400.00	\$3,950.00	\$11,850.00	\$2,900.00	\$8,700.00	\$2,825.00	\$8,475.00
55	ADJUST GATE VALVE	43	EACH	\$250.00	\$10,750.00	\$250.00	\$10,750.00	\$200.00	\$8,600.00	\$200.00	\$8,600.00
56	6" WATERMAIN	382	LIN FT	\$27.00	\$10,314.00	\$37.00	\$14,134.00	\$28.00	\$10,696.00	\$22.00	\$8,404.00
57	8" WATERMAIN	6180	LIN FT	\$28.00	\$173,040.00	\$38.00	\$234,840.00	\$26.00	\$160,680.00	\$26.00	\$160,680.00
58	12" WATERMAIN	1237	LIN FT	\$40.00	\$49,480.00	\$46.00	\$56,902.00	\$34.50	\$42,676.50	\$36.00	\$44,532.00
59	WATERMAIN FITTINGS	6108	POUND	\$5.00	\$30,540.00	\$5.20	\$31,761.60	\$5.00	\$30,540.00	\$5.75	\$35,121.00
60	4" POLYSTYRENE INSULATION	56	SQ YD	\$30.00	\$1,680.00	\$35.00	\$1,960.00	\$21.00	\$1,176.00	\$30.00	\$1,680.00
61	CONSTRUCT SANITARY MANHOLE, DES 4007C	245.9	LIN FT	\$140.00	\$34,426.00	\$220.00	\$54,098.00	\$250.00	\$61,475.00	\$240.00	\$59,016.00
62	CASTING ASSEMBLY, SANITARY	19	EACH	\$400.00	\$7,600.00	\$375.00	\$7,125.00	\$345.00	\$6,555.00	\$400.00	\$7,600.00
63	ADJUST FRAME & RING CASTING	19	EACH	\$300.00	\$5,700.00	\$350.00	\$6,650.00	\$245.00	\$4,655.00	\$250.00	\$4,750.00
64	ADJUST MANHOLE	4	EACH	\$400.00	\$1,600.00	\$750.00	\$3,000.00	\$650.00	\$2,600.00	\$1,200.00	\$4,800.00
65	6" PVC SEWER SERVICE PIPE	1593	LIN FT	\$30.00	\$47,790.00	\$35.00	\$55,755.00	\$22.50	\$35,842.50	\$24.00	\$38,232.00
66	8" PVC SANITARY SEWER	2889	LIN FT	\$40.00	\$115,560.00	\$58.00	\$167,562.00	\$33.12	\$95,683.68	\$42.00	\$121,338.00
67	10" PVC SANITARY SEWER	44	LIN FT	\$85.00	\$3,740.00	\$63.00	\$2,772.00	\$82.00	\$3,608.00	\$68.00	\$2,992.00
68	12" PVC SANITARY SEWER	1237	LIN FT	\$90.00	\$111,330.00	\$73.00	\$90,301.00	\$89.00	\$110,093.00	\$80.00	\$98,960.00
69	24" PVC SANITARY SEWER	20	LIN FT	\$150.00	\$3,000.00	\$120.00	\$2,400.00	\$350.00	\$7,000.00	\$345.00	\$6,900.00
70	CONSTRUCT OUTSIDE DROP	6.2	LIN FT	\$300.00	\$1,860.00	\$500.00	\$3,100.00	\$500.00	\$3,100.00	\$655.00	\$4,061.00
71	8" x 6" PVC WYE	12	EACH	\$200.00	\$2,400.00	\$225.00	\$2,700.00	\$275.00	\$3,300.00	\$650.00	\$7,800.00
72	12" x 6" PVC WYE	9	EACH	\$400.00	\$3,600.00	\$340.00	\$3,060.00	\$385.00	\$3,465.00	\$780.00	\$7,020.00
73	24" SERVICE SADDLE	6	EACH	\$3,000.00	\$18,000.00	\$950.00	\$5,700.00	\$350.00	\$2,100.00	\$7,500.00	\$45,000.00
74	CONNECT TO EXISTING SANITARY SEWER (MANHOLE)	1	EACH	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$5,850.00	\$5,850.00	\$8,400.00	\$8,400.00
75	CONNECT TO EXISTING SANITARY SEWER (PIPE)	2	EACH	\$1,500.00	\$3,000.00	\$950.00	\$1,900.00	\$1,750.00	\$3,500.00	\$5,000.00	\$10,000.00
76	SILT FENCE, MACHINE SLICED	9500	LIN FT	\$1.00	\$9,500.00	\$2.00	\$19,000.00	\$2.00	\$19,000.00	\$2.00	\$19,000.00
77	STABILIZED CONSTRUCTION EXIT	6	EACH	\$700.00	\$4,200.00	\$1,250.00	\$7,500.00	\$2,000.00	\$12,000.00	\$1,000.00	\$6,000.00

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	5		6		7		8	
				Ryan Contracting Co. Elko, MN		Geislinger and Sons, Inc. Watkins, MN		Riley Bros. Construction Inc. Morris, MN		R. L. Larson Excavating, Inc. St. Cloud, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
78	BIOROLL	600	LIN FT	\$4.00	\$2,400.00	\$5.00	\$3,000.00	\$5.00	\$3,000.00	\$5.00	\$3,000.00
79	INLET PROTECTION	54	EACH	\$150.00	\$8,100.00	\$175.00	\$9,450.00	\$150.00	\$8,100.00	\$150.00	\$8,100.00
80	RANDOM RIPRAP, CL III	240	CU YD	\$70.00	\$16,800.00	\$105.00	\$25,200.00	\$77.00	\$18,480.00	\$90.00	\$21,600.00
81	SEED, FERTILIZER, & MULCH	100	ACRE	\$600.00	\$60,000.00	\$925.00	\$92,500.00	\$925.00	\$92,500.00	\$925.00	\$92,500.00
82	SEED, FERTILIZER, & EROSION CONTROL BLANKET, CATEGORY 3	43500	SQ YD	\$1.00	\$43,500.00	\$1.85	\$80,475.00	\$1.85	\$80,475.00	\$1.85	\$80,475.00
83	GABION WEIR	1	EACH	\$3,500.00	\$3,500.00	\$12,000.00	\$12,000.00	\$16,292.00	\$16,292.00	\$6,000.00	\$6,000.00
84	FURNISH & INSTALL STREET NAME SIGNS	8	EACH	\$275.00	\$2,200.00	\$95.00	\$760.00	\$300.00	\$2,400.00	\$300.00	\$2,400.00
85	FURNISH & INSTALL SIGN PANELS, TYPE C	81	SQ FT	\$40.00	\$3,240.00	\$40.00	\$3,240.00	\$45.00	\$3,645.00	\$42.00	\$3,402.00
86	4" SOLID WHITE LINE - PAINT	725	LIN FT	\$1.00	\$725.00	\$3.00	\$2,175.00	\$0.84	\$609.00	\$1.00	\$725.00
87	INSTALL UTILITY CONDUIT (STREET CROSSING)	540	LIN FT	\$7.00	\$3,780.00	\$12.50	\$6,750.00	\$14.00	\$7,560.00	\$13.00	\$7,020.00
88	ELECTRIC LIGHT SYSTEM	1	LUMP SUM	\$80,000.00	\$80,000.00	\$110,000.00	\$110,000.00	\$79,000.00	\$79,000.00	\$77,000.00	\$77,000.00

BASE BID: \$3,273,542.00 \$3,356,457.50 \$3,553,972.58 \$3,852,952.90

BID ALTERNATE A: BITUMINOUS PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Ryan Contracting Co. Elko, MN		Geislinger and Sons, Inc. Watkins, MN		Riley Bros. Construction Inc. Morris, MN		R. L. Larson Excavating, Inc. St. Cloud, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				A-1	AGGREGATE BASE, CLASS 5 (CV) (P)	5822	CU YD	\$23.00	\$133,906.00	\$30.50	\$177,571.00
A-2	AGGREGATE BASE, CLASS 7 (CV) (P)	5822	CU YD	\$20.00	\$116,440.00	\$18.00	\$104,796.00	\$15.00	\$87,330.00	\$17.00	\$98,974.00
A-3	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	2706	TON	\$74.00	\$200,244.00	\$70.00	\$189,420.00	\$67.00	\$181,302.00	\$75.00	\$202,950.00
A-4	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	3608	TON	\$64.00	\$230,912.00	\$70.00	\$252,560.00	\$66.00	\$238,128.00	\$65.00	\$234,520.00
A-5	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	4510	TON	\$64.00	\$288,640.00	\$70.00	\$315,700.00	\$66.00	\$297,660.00	\$65.00	\$293,150.00

BID ALTERNATE A: \$970,142.00 \$1,040,047.00 \$971,511.40 \$963,500.00

: BID + BID ALTERNATE A: \$4,243,684.00 \$4,396,504.50 \$4,525,483.98 \$4,816,452.90

BID ALTERNATE B: CONCRETE PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Ryan Contracting Co. Elko, MN		Geislinger and Sons, Inc. Watkins, MN		Riley Bros. Construction Inc. Morris, MN		R. L. Larson Excavating, Inc. St. Cloud, MN	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
				B-1	AGGREGATE BASE, CLASS 5 (CV) (P)	3827	CU YD				
B-2	SELECT GRANULAR (CV) (P)	7655	CU YD					\$23.50	\$179,892.50	\$20.00	\$153,100.00
B-3	BITUMINOUS STREET PATCH	423	SQ YD					\$35.00	\$14,805.00	\$28.00	\$11,844.00
B-4	6" CONCRETE PAVEMENT	29397	SQ YD					\$36.00	\$1,058,292.00	\$65.00	\$1,910,805.00

BID ALTERNATE A: NO BID NO BID \$1,362,824.40 \$2,228,829.00

BASE BID + BID ALTERNATE A: NO BID NO BID \$4,916,796.98 \$6,081,781.90

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	9		10	
				Quam Construction Company Willmar, MN		J. R. Ferche, Inc. Rice, MN	
				Unit Price	Amount	Unit Price	Amount
1	MOBILIZATION	1	LUMP SUM	\$220,000.00	\$220,000.00	\$165,000.00	\$165,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$2,000.00	\$2,000.00	\$6,500.00	\$6,500.00
3	CLEAR & GRUB TREE	1	LUMP SUM	\$1,800.00	\$1,800.00	\$2,000.00	\$2,000.00
4	REMOVE BITUMINOUS PAVEMENT	810	SQ YD	\$5.50	\$4,455.00	\$3.50	\$2,835.00
5	RECLAIM BITUMINOUS PAVEMENT	23165	SQ YD	\$4.00	\$92,660.00	\$2.00	\$46,330.00
6	REMOVE FENCE	2120	LIN FT	\$0.50	\$1,060.00	\$5.00	\$10,600.00
7	REMOVE CATCH BASIN	1	EACH	\$220.00	\$220.00	\$500.00	\$500.00
8	REMOVE STORM SEWER PIPE	475	LIN FT	\$11.00	\$5,225.00	\$20.00	\$9,500.00
9	REMOVE WATERMAIN	470	LIN FT	\$6.00	\$2,820.00	\$20.00	\$9,400.00
10	SALVAGE HYDRANT	3	EACH	\$225.00	\$675.00	\$500.00	\$1,500.00
11	SALVAGE GATE VALVE	1	EACH	\$92.00	\$92.00	\$500.00	\$500.00
12	SAW CUT BITUMINOUS PAVEMENT (FULL DEPTH)	710	LIN FT	\$4.00	\$2,840.00	\$8.00	\$5,680.00
13	SITE GRADING	1	LUMP SUM	\$1,450,000.00	\$1,450,000.00	\$2,800,000.00	\$2,800,000.00
14	COMMON LABORER	16	HOUR	\$35.00	\$560.00	\$100.00	\$1,600.00
15	3.0 CU YD SHOVEL	8	HOUR	\$110.00	\$880.00	\$215.00	\$1,720.00
16	DOZER	8	HOUR	\$80.00	\$640.00	\$160.00	\$1,280.00
17	12 CU YD TRUCK	8	HOUR	\$65.00	\$520.00	\$135.00	\$1,080.00
18	3 CU YD FRONT END LOADER	8	HOUR	\$105.00	\$840.00	\$135.00	\$1,080.00
19	SKID LOADER	8	HOUR	\$55.00	\$440.00	\$135.00	\$1,080.00
20	SUBGRADE EXCAVATION	3600	CU YD	\$10.00	\$36,000.00	\$7.00	\$25,200.00
21	STABILIZING AGGREGATE	3600	CU YD	\$11.00	\$39,600.00	\$26.00	\$93,600.00
22	GEOTEXTILE FABRIC TYPE V	10700	SQ YD	\$2.00	\$21,400.00	\$2.00	\$21,400.00
23	AGGREGATE BASE, CLASS 5 (CV) (P)	136	CU YD	\$36.00	\$4,896.00	\$55.00	\$7,480.00
24	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	61	TON	\$93.00	\$5,673.00	\$85.00	\$5,185.00
25	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	81	TON	\$77.50	\$6,277.50	\$85.00	\$6,885.00
26	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	102	TON	\$76.50	\$7,803.00	\$85.00	\$8,670.00
27	CONCRETE CURB & GUTTER DESIGN B624	11475	LIN FT	\$14.00	\$160,650.00	\$18.00	\$206,550.00
28	5" PERFORATED PE UNDERDRAIN	780	LIN FT	\$13.00	\$10,140.00	\$7.50	\$5,850.00
29	18" RC APRON AND GRATE	2	EACH	\$710.00	\$1,420.00	\$1,200.00	\$2,400.00
30	36" RC APRON AND GRATE	1	EACH	\$1,875.00	\$1,875.00	\$2,200.00	\$2,200.00
31	48" RC APRON AND GRATE	2	EACH	\$2,920.00	\$5,840.00	\$3,200.00	\$6,400.00
32	54" RC APRON AND GRATE	2	EACH	\$3,590.00	\$7,180.00	\$4,500.00	\$9,000.00
33	12" STORM SEWER	566	LIN FT	\$38.00	\$21,508.00	\$35.00	\$19,810.00
34	18" STORM SEWER	1179	LIN FT	\$42.00	\$49,518.00	\$40.00	\$47,160.00
35	24" STORM SEWER	792	LIN FT	\$62.00	\$49,104.00	\$46.00	\$36,432.00
36	30" STORM SEWER	146	LIN FT	\$86.00	\$12,556.00	\$65.00	\$9,490.00
37	36" STORM SEWER	810	LIN FT	\$105.00	\$85,050.00	\$92.00	\$74,520.00
38	42" STORM SEWER	463	LIN FT	\$128.00	\$59,264.00	\$110.00	\$50,930.00

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

9

10

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Quam Construction Company Willmar, MN		J. R. Ferche, Inc. Rice, MN	
				Unit Price	Amount	Unit Price	Amount
39	48" STORM SEWER	127	LIN FT	\$143.00	\$18,161.00	\$120.00	\$15,240.00
40	54" STORM SEWER	125	LIN FT	\$200.00	\$25,000.00	\$150.00	\$18,750.00
41	18" STORM PLUG	16	EACH	\$72.00	\$1,152.00	\$200.00	\$3,200.00
42	24" STORM PLUG	2	EACH	\$125.00	\$250.00	\$200.00	\$400.00
43	CONSTRUCT DRAINAGE STRUCTURE DES G	68	LIN FT	\$360.00	\$24,480.00	\$252.00	\$17,136.00
44	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	107.8	LIN FT	\$300.00	\$32,340.00	\$265.00	\$28,567.00
45	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	62.2	LIN FT	\$490.00	\$30,478.00	\$325.00	\$20,215.00
46	CONSTRUCT DRAINAGE STRUCTURE DES 72-4020	30.8	LIN FT	\$590.00	\$18,172.00	\$550.00	\$16,940.00
47	CONSTRUCT DRAINAGE STRUCTURE DES 84-4020	23.3	LIN FT	\$780.00	\$18,174.00	\$800.00	\$18,640.00
48	CONSTRUCT DRAINAGE STRUCTURE DES 96-4020	27.8	LIN FT	\$835.00	\$23,213.00	\$1,000.00	\$27,800.00
49	CASTING ASSEMBLY, STORM SEWER	60	EACH	\$645.00	\$38,700.00	\$850.00	\$51,000.00
50	BULKHEAD 12" STORM PIPE	1	EACH	\$275.00	\$275.00	\$500.00	\$500.00
51	HYDRANT	22	EACH	\$3,580.00	\$78,760.00	\$3,500.00	\$77,000.00
52	6" GATE VALVE & BOX	5	EACH	\$1,190.00	\$5,950.00	\$2,000.00	\$10,000.00
53	8" GATE VALVE & BOX	35	EACH	\$1,650.00	\$57,750.00	\$2,400.00	\$84,000.00
54	12" GATE VALVE & BOX	3	EACH	\$2,820.00	\$8,460.00	\$4,500.00	\$13,500.00
55	ADJUST GATE VALVE	43	EACH	\$200.00	\$8,600.00	\$200.00	\$8,600.00
56	6" WATERMAIN	382	LIN FT	\$28.00	\$10,696.00	\$40.00	\$15,280.00
57	8" WATERMAIN	6180	LIN FT	\$31.00	\$191,580.00	\$42.00	\$259,560.00
58	12" WATERMAIN	1237	LIN FT	\$43.00	\$53,191.00	\$50.00	\$61,850.00
59	WATERMAIN FITTINGS	6108	POUND	\$7.00	\$42,756.00	\$5.60	\$34,204.80
60	4" POLYSTYRENE INSULATION	56	SQ YD	\$50.00	\$2,800.00	\$45.00	\$2,520.00
61	CONSTRUCT SANITARY MANHOLE, DES 4007C	245.9	LIN FT	\$182.00	\$44,753.80	\$300.00	\$73,770.00
62	CASTING ASSEMBLY, SANITARY	19	EACH	\$450.00	\$8,550.00	\$650.00	\$12,350.00
63	ADJUST FRAME & RING CASTING	19	EACH	\$260.00	\$4,940.00	\$300.00	\$5,700.00
64	ADJUST MANHOLE	4	EACH	\$700.00	\$2,800.00	\$1,200.00	\$4,800.00
65	6" PVC SEWER SERVICE PIPE	1593	LIN FT	\$32.00	\$50,976.00	\$30.00	\$47,790.00
66	8" PVC SANITARY SEWER	2889	LIN FT	\$88.00	\$254,232.00	\$65.00	\$187,785.00
67	10" PVC SANITARY SEWER	44	LIN FT	\$105.00	\$4,620.00	\$75.00	\$3,300.00
68	12" PVC SANITARY SEWER	1237	LIN FT	\$110.00	\$136,070.00	\$80.00	\$98,960.00
69	24" PVC SANITARY SEWER	20	LIN FT	\$180.00	\$3,600.00	\$125.00	\$2,500.00
70	CONSTRUCT OUTSIDE DROP	6.2	LIN FT	\$420.00	\$2,604.00	\$500.00	\$3,100.00
71	8" x 6" PVC WYE	12	EACH	\$310.00	\$3,720.00	\$250.00	\$3,000.00
72	12" x 6" PVC WYE	9	EACH	\$450.00	\$4,050.00	\$500.00	\$4,500.00
73	24" SERVICE SADDLE	6	EACH	\$1,350.00	\$8,100.00	\$3,000.00	\$18,000.00
74	CONNECT TO EXISTING SANITARY SEWER (MANHOLE)	1	EACH	\$800.00	\$800.00	\$10,000.00	\$10,000.00
75	CONNECT TO EXISTING SANITARY SEWER (PIPE)	2	EACH	\$200.00	\$400.00	\$2,000.00	\$4,000.00
76	SILT FENCE, MACHINE SLICED	9500	LIN FT	\$4.00	\$38,000.00	\$2.25	\$21,375.00
77	STABILIZED CONSTRUCTION EXIT	6	EACH	\$900.00	\$5,400.00	\$1,000.00	\$6,000.00

ABSTRACT OF BIDS

INDUSTRIAL PARK, 4TH ADDITION
 BMI PROJECT NO. W18.107641

Date: 10/21/2014

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	9		10	
				Quam Construction Company Willmar, MN		J. R. Ferche, Inc. Rice, MN	
				Unit Price	Amount	Unit Price	Amount
78	BIOROLL	600	LIN FT	\$7.00	\$4,200.00	\$6.00	\$3,600.00
79	INLET PROTECTION	54	EACH	\$195.00	\$10,530.00	\$200.00	\$10,800.00
80	RANDOM RIPRAP, CL III	240	CU YD	\$65.00	\$15,600.00	\$75.00	\$18,000.00
81	SEED, FERTILIZER, & MULCH	100	ACRE	\$2,000.00	\$200,000.00	\$1,100.00	\$110,000.00
82	SEED, FERTILIZER, & EROSION CONTROL BLANKET, CATEGORY 3	43500	SQ YD	\$6.00	\$261,000.00	\$2.10	\$91,350.00
83	GABION WEIR	1	EACH	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00
84	FURNISH & INSTALL STREET NAME SIGNS	8	EACH	\$280.00	\$2,240.00	\$350.00	\$2,800.00
85	FURNISH & INSTALL SIGN PANELS, TYPE C	81	SQ FT	\$41.00	\$3,321.00	\$50.00	\$4,050.00
86	4" SOLID WHITE LINE - PAINT	725	LIN FT	\$1.00	\$725.00	\$5.00	\$3,625.00
87	INSTALL UTILITY CONDUIT (STREET CROSSING)	540	LIN FT	\$12.75	\$6,885.00	\$10.00	\$5,400.00
88	ELECTRIC LIGHT SYSTEM	1	LUMP SUM	\$78,500.00	\$78,500.00	\$88,000.00	\$88,000.00

BASE BID: \$4,241,036.30 \$5,361,804.80

BID ALTERNATE A: BITUMINOUS PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Quam Construction Company Willmar, MN		J. R. Ferche, Inc. Rice, MN	
				Unit Price	Amount	Unit Price	Amount
				A-1	AGGREGATE BASE, CLASS 5 (CV) (P)	5822	CU YD
A-2	AGGREGATE BASE, CLASS 7 (CV) (P)	5822	CU YD	\$20.00	\$116,440.00	\$20.00	\$116,440.00
A-3	TYPE SP 12.5 WEAR COURSE MIX (3,B) 1.5" THICK	2706	TON	\$75.50	\$204,303.00	\$71.00	\$192,126.00
A-4	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2" THICK	3608	TON	\$65.50	\$236,324.00	\$71.00	\$256,168.00
A-5	TYPE SP 12.5 NON-WEAR COURSE MIX (3,B) 2.5" THICK	4510	TON	\$65.50	\$295,405.00	\$71.00	\$320,210.00

BID ALTERNATE A: \$989,289.00 \$1,065,426.00

BID + BID ALTERNATE A: \$5,230,325.30 \$6,427,230.80

BID ALTERNATE B: CONCRETE PAVEMENT

ITEM NO.	ITEM	TOTAL QUANTITY	UNIT	Quam Construction Company Willmar, MN		J. R. Ferche, Inc. Rice, MN	
				Unit Price	Amount	Unit Price	Amount
				B-1	AGGREGATE BASE, CLASS 5 (CV) (P)	3827	CU YD
B-2	SELECT GRANULAR (CV) (P)	7655	CU YD			\$22.00	\$168,410.00
B-3	BITUMINOUS STREET PATCH	423	SQ YD			\$65.00	\$27,495.00
B-4	6" CONCRETE PAVEMENT	29397	SQ YD			\$46.00	\$1,352,262.00

BID ALTERNATE A: NO BID \$1,678,285.00

BASE BID + BID ALTERNATE A: NO BID \$7,040,089.80



WILLMAR

**Public Works Department
Director/City Engineer**

**333 SW 6TH ST
WILLMAR, MN 56201
320-235-4913
FAX 320-235-4917**

MEMORANDUM

TO: Public Works/Safety Committee
FROM: Sean Christensen, Public Works Director
DATE: October 28, 2014
RE: Industrial Park- Principle Project for L.O.S.T.



Option 1:

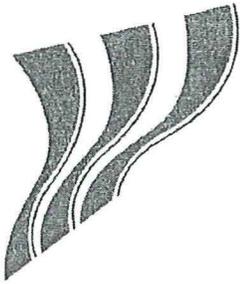
- Award the Contract
- Reallocate \$1 million in 2014 from the Civic Center to the Industrial Park project.

Option 2:

- Award the Contract
- Reallocate \$722,392 from Market Value Proceeds
- Reallocate \$130,000 from the Door Replacement at the Civic Center and unused Pathway Funds in 2014 and 2015.

The original estimate for the project was between \$4 and \$4.5 million.





CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: October 28, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

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

Originating Department: Engineering

Agenda Item: Accept Project and Authorize Final Payment Project No. 1311

Recommended Action: Accept Project No. 1311 and authorize final payment to Geislinger & Sons, Inc. in the amount of \$275,000.00.

Background/Summary: The City Council entered into an agreement with Geislinger & Sons, Inc. on August 19, 2013 for the Sperryville Lift Station. The final pay request with quantities is hereby submitted for consideration. Staff is recommending final payment be made.

Alternatives: N/A

Financial Considerations: Payment of the final amount of \$275,000.00 is within the project budget.

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

Signature: 

Comments:



Donohue & Associates, Inc.
4500 Park Glen Road, Suite 125 | St. Louis Park, MN 55416
952.920.1800 | donohue-associates.com

October 2, 2014

City of Willmar
Colleen Thompson
Wastewater Treatment Plant Superintendent
1400 SE 7th Street
Willmar, MN 56201

Re: Sperryville Lift Station (Contract 1311) – Contractor’s Application for Payment (Final)

Dear Ms. Thompson:

Attached is a signed recommendation of payment for the Contractor’s Application for Payment No. 1, which also serves as the Final Application for Payment for the subject project. Note that the recommended payment for \$275,000 includes a deduction of \$10,000 for liquidated damages as agreed to per the attached email correspondence.

Based on final inspection of the contractor’s work, the project can be considered completed.

If you have any questions, don’t hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Richard J. Parr'.

Richard Parr
Project Manager

Attachment : Email correspondence regarding liquidated damages (1 page)

Parr, Richard

From: Parr, Richard
Sent: Friday, August 22, 2014 10:19 AM
To: 'Jeff'
Cc: cthompson@willmarmn.gov; gary@geislingersons.com
Subject: RE: Willmar Sperryville Lift Station Liquidated Damages

Jeff,

The City accepts your proposal for reducing LDs to \$10,000. Please call or email me if you or Gary have any additional questions regarding the remaining punch list items and to let me know when these items will be complete.

Thanks,

Richard Parr, P.E.
Donohue & Associates, Inc.
Phone: 952.920.1808

From: Jeff [<mailto:jeff@geislingersons.com>]
Sent: Thursday, August 21, 2014 1:58 PM
To: Parr, Richard
Cc: cthompson@willmarmn.gov; gary@geislingersons.com
Subject: FW: Willmar Sperryville Lift Station Liquidated Damages
Importance: High

Richard,

In response to your letter below: I have been working in this business for over 30 years and have never had liquidated damages charged to me before. We always seemed to be able to work it out with the owner. It upsets me that we were so late in getting the project completed. The weather for sure did not give us the opportunity we needed to complete the project on time, one of the worst winters we've have had in a long time. Gary is on vacation this week so I am not 100% sure of this but I do not believe we did not receive (maybe we did) a written notice that LDs are going to be charged, I know Josh mentioned that maybe they will be charged. \$20,000 is a lot of money and I am not saying that you were not fair in your days, I also do not believe we caused the City any expenses of being delayed. Is it at all possible to lower the LDs to \$10,000?

We are planning to get the remaining punch list items finished in the next week.

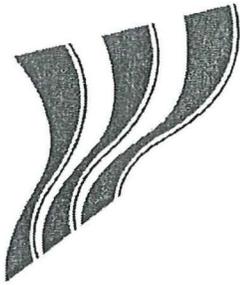
Thanks,

Jeff Geislinger
Geislinger and Sons, Inc.
511 Central Ave South
PO Box 437
Watkins, MN 55389
Office 320-764-2006
Fax 320-764-2007
Cell 612-819-4459

Asset Management Summary

Based on Contractor's Final Pay Application (July 2014)

For (contract):		Sperryville LS (Contract 1311)		
Item		Bid Quantity	Unit Price	Bid Value
Bid Item No.	Description			
Manhole's & Piping				
1	Mobilization, Demobilization, & Project Administration	1	\$65,567.50	\$65,567.50
2	Ditch Design	1	\$2,500.00	\$2,500.00
3	Permits	1	\$1,200.00	\$1,200.00
4	Surveying	1	\$1,200.00	\$1,200.00
5	Traffic Control	1	\$1,200.00	\$1,200.00
6	Construction Entrance - Inlet Protection	1	\$1,250.00	\$1,250.00
7	Remove Bit & Concrete	1	\$1,500.00	\$1,500.00
8	Remove AR & 6" PVC Forcemain	1	\$500.00	\$500.00
9	Silt Fence 250'	1	\$950.00	\$950.00
10	Remove Trees	1	\$3,500.00	\$3,500.00
11	Cretex	1	\$16,000.00	\$16,000.00
12	Concrete Slab	1	\$3,050.00	\$3,050.00
13	Class 5 Road	1	\$2,000.00	\$2,000.00
14	Black Dirt	1	\$750.00	\$750.00
15	Common Ex	1	\$1,750.00	\$1,750.00
16	Restoration	1	\$2,000.00	\$2,000.00
17	Rock	1	\$2,500.00	\$2,500.00
18	Subgrade Prep	1	\$5,650.00	\$5,650.00
19	Street Sweeping	1	\$1,250.00	\$1,250.00
20	Televising	1	\$1,200.00	\$1,200.00
22	Labor	1	\$13,669.00	\$13,669.00
24	Fuel	1	\$7,050.00	\$7,050.00
26	Coatings	1	\$22,000.00	\$22,000.00
29	HD	1	\$19,500.00	\$19,500.00
31	Clean up and test	1	\$2,138.00	\$2,138.00
36	By Pass Pumping	1	\$7,500.00	\$7,500.00
Demo Existing				
33	Mobilization, Demobilization, & Project Administration	1	\$9,145.00	\$9,145.00
34	Pick-up Rent	1	\$570.00	\$570.00
35	Saw cut top ls	1	\$3,500.00	\$3,500.00
SUBTOTAL				\$200,589.50
Pumps				
27	Pumps	1	\$14,000.00	\$14,000.00
30	Boom Truck	1	\$1,500.00	\$1,500.00
21	Testing	1	\$2,000.00	\$1,000.00
SUBTOTAL				\$16,500.00
Controls				
23	Equipment	1	\$8,977.50	\$8,977.50
25	LS Roof	1	\$5,000.00	\$5,000.00
21	Testing	1	\$2,000.00	\$1,000.00
28	Electrician	1	\$51,700.00	\$51,700.00
32	Reroute Power	1	\$1,200.00	\$1,200.00
SUBTOTAL				\$67,877.50
Totals				\$284,967.00



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: October 28, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

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

Originating Department: Airport

Agenda Item: Bid and award contract for MN/DOT SP A34-01-65 drainage improvements around NAVAIDS.

Recommended Action: Accept bids and award contract for MN/DOT SP A3401-65 drainage improvements around NAVAIDS to Land Pride Construction LLC Paynesville, MN in the amount of \$11,883.00, contingent on MNDOT concurrence.

Background/Summary: On October 6, 2014 the City Council approved a resolution authorizing the City to enter into Work Order #4 with Bolton and Menk, Inc. for engineering and design for Airport site grading and drainage improvements for MNDOT NAVAID equipment. Bolton and Menk obtained bids from local contractors and Land Pride Construction LLC of Paynesville, MN was the lowest submitter.

Alternatives: N/A

Financial Considerations: The funding source for the Airport Improvements is 80% State monies and 20% local funds budgeted in 2014 Capital Improvements.

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

Signature: *Megan M DeSchepper*

Comments:

Land pride construction LLC
Troy Soine 320-894-2579

BIDDING SCHEDULE
LOCALIZER DRAINAGE- WILLMAR AIRPORT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT NO. T51.105032

ITEM NO.	ITEM	NOTES	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	BID AMOUNT EXTENSION
1	MOBILIZATION		LUMP SUM	1	2500 ⁰⁰	2500 ⁰⁰
2	GRADING		LUMP SUM	1	5000 ⁰⁰	5000 ⁰⁰
3	SEED, FERTILIZE & MULCH (SEED MIXTURE 25-142)		SQ YD	3,090	1 ⁰⁰	3090 ⁰⁰
4	CULVERT GRADING & CLEANING		LUMP SUM	1	1293 ⁰⁰	1293 ⁰⁰

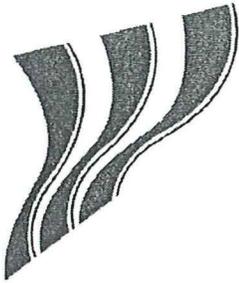
BID AMOUNT = 11,883⁰⁰



duinnek

BIDDING SCHEDULE
LOCALIZER DRAINAGE- WILLMAR AIRPORT
CITY OF WILLMAR, MINNESOTA
BMI PROJECT NO. T51.105032

ITEM NO.	ITEM	NOTES	UNIT	ESTIMATED QUANTITIES	UNIT PRICE	BID AMOUNT EXTENSION
1	MOBILIZATION		LUMP SUM	1	2134.53	2134.53
2	GRADING		LUMP SUM	1	3690.87	3690.87
3	SEED, FERTILIZE & MULCH (SEED MIXTURE 25-142)		SQ YD	3,090	2.00	6180.00
4	CULVERT GRADING & CLEANING		LUMP SUM	1	1044.42	1044.42
					BID AMOUNT =	<u>13049.82</u>



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

Agenda Item Number: 7

Meeting Date: October 28, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

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

Originating Department: Airport

Agenda Item: Resolution authorizing acceptance and signature of MNDOT Grant Agreement A3401-65

Recommended Action: City Council adopt the resolution accepting and signing MNDOT Grant Agreement S.P. A3401-65; Agreement #06799 for drainage improvements around NAVAIDS.

Background/Summary: The City Council entered into a work order with Bolton and Menk for engineering and design work for Airport site grading and drainage improvements around the NAVAIDS. Obtained bids for the project and were adopted the resolution for Land Pride Construction to perform the work as the awarded contractor. The project qualifies for a MNDOT Aeronautics Grant which is an 80/20 state and local split.

Alternatives: N/A

Financial Considerations: Of the \$14,823 project, the State Share is 80% at \$11,858.00 and the local share is 20% at \$2,964.60.

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

Signature: *Megan M DeSchepper*

Comments:

GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

This Agreement is by and between the State of Minnesota acting through its Commissioner of Transportation (“State”), and the City of Willmar (“Recipient”).

WHEREAS, the Recipient desires the financial assistance of the State for an airport improvement project (“Project”) as described in Article 2 below; and

WHEREAS, the State is authorized by Minnesota Statutes Sections 360.015 (subdivisions 13 & 14) and 360.305 to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, or maintenance of airports and other air navigation facilities; and

WHEREAS, the Recipient has provided the State with the plans, specifications, and a detailed description of the airport improvement Project.

NOW, THEREFORE, it is agreed as follows:

1. This Agreement is effective upon execution by the Recipient and the State, and will remain in effect until September 30, 2018.
2. The following table provides a description of the Project and shows a cost participation breakdown for each item of work:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
Drainage Improvements - NAVAIDS	0%	80%	20%

3. The Project costs will not exceed \$14,823.00. The proportionate shares of the Project costs are: Federal: Committed \$0.00, Multi-Year Amount: \$0.00; State: \$11,858.40, and Recipient: \$2,964.60. This project is not estimated to be completed this fiscal year and the federal multiyear amount is an estimate only. These additional funds are not committed by the state and are only available after being made so by the U.S. government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for this Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No funds are committed under this Agreement until they are encumbered by the State. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Recipient has complied with all terms of this Agreement, and furnished all necessary records.
4. The Recipient will designate a registered engineer (the “Project Engineer”) to oversee the Project work. If, with the State’s approval, the Recipient elects not to have such services performed by a registered engineer, then the Recipient will designate another responsible person to oversee such work, and any references herein to the “Project Engineer” will apply to such responsible person.
5. The Recipient will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State’s Office of Aeronautics and are incorporated into this Agreement by reference. Any changes in the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Recipient, the Project Engineer, and the contractor. Change orders must be submitted to the State. Subject to the availability of funds the State may prepare an amendment to this Agreement to reimburse the Recipient for the allowable costs of qualifying change orders.
6. The Recipient will make payments to its contractor on a work-progress basis. The Recipient will submit requests for reimbursement of certified costs to the State on state-approved forms. The State will reimburse the Recipient for the state and federal shares of the approved Project costs.
 - a. At regular intervals, the Recipient or the Project Engineer will prepare a partial estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). Partial estimates must be completed no later than one month after the work covered by the estimate is completed. The Project Engineer and the contractor must certify that each partial estimate is true and correct, and that the costs have not been included on a previous estimate.

- b. Following certification of the partial estimate, the Recipient will make partial payments to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - c. Following certification of the partial estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A copy of the partial estimate must be included with the Recipient's request for payment. Reimbursement requests and partial estimates should not be submitted if they cover a period in which there was no progress on the Project.
 - d. Upon completion of the Project(s), the Recipient will prepare a final estimate in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s). The final estimate must be certified by the Recipient, Project Engineer and the contractor.
 - e. Following certification of the final estimate, the Recipient will make final payment to the contractor in accordance with the terms of the contract, special provisions, and standard specifications for the Project(s).
 - f. Following certification of the final estimate, the Recipient may request reimbursement from the State for costs eligible for federal and state participation. A request for final payment must be submitted to the State along with those project records required by the State.
7. For a Project which involves the purchase of equipment, the Recipient will be reimbursed by the State in one lump sum after the Recipient: (1) has acquired both possession and unencumbered title to the equipment; and (2) has presented proof of payment to the State, and (3) a certificate that the equipment is not defective and is in good working order. The Recipient will keep such equipment, properly stored, in good repair, and will not use the equipment for any purpose other than airport operations.
 8. If the Project involves force-account work or project donations, the Recipient must obtain the written approval of the State and Federal Aviation Administration (FAA). Force-account work performed or project donations received without written approval by the State will not be reimbursed under this Agreement. Force-account work must be done in accordance with the schedule of prices and terms established by the Recipient and approved by the State.
 9. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (g) (1), the Recipient will operate its airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Recipient receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. The Recipient will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property, which is purchased or improved with State aid funds without prior written approval from the State. If the State approves such transfer or change in use, the Recipient must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.
 10. This Agreement may be terminated by the Recipient or State at any time, with or without cause, upon ninety (90) days written notice to the other party. Such termination will not remove any unfulfilled financial obligations of the Recipient as set forth in this Agreement. In the event of such a termination, the Recipient will be entitled to reimbursement for eligible expenses incurred for work satisfactorily performed on the Project up to the date of termination. The State may immediately terminate this Agreement if it does not receive sufficient funding from the Minnesota Legislature or other funding source, or such funding is not provided at a level sufficient to allow for the continuation of the work covered by this Agreement. In the event of such termination, the Recipient will be reimbursed for work satisfactorily performed up to the effective date of such termination to the extent that funds are available. In the event of any complete or partial state government shutdown due to a failure to have a budget approved at the required time, the State may suspend this Agreement, upon notice to the Recipient, until such government shutdown ends, and the Recipient assumes the risk of non-payment for work performed during such shutdown.
 11. Pursuant to Minnesota Rules 8800.2500, the Recipient certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Recipient has the legal authority to engage in the Project as proposed.
 12. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the Recipient will maintain such records and provide such information, at the request of the State, so as to permit the Department of Transportation, the Legislative Auditor, or the State Auditor to examine those books, records, and accounting procedures and practices of the Recipient relevant to this Agreement for a minimum of six years after the expiration of this Agreement.

13. The Recipient will save, defend, and hold the State harmless from any claims, liabilities, or damages including, but not limited to, its costs and attorneys' fees arising out of the Project which is the subject of this Agreement.
14. The Recipient will not utilize any state or federal financial assistance received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Recipient from utilizing these funds to pay any party who might be disqualified or debarred after the Recipient's contract award on this Project.
15. All contracts for materials, supplies, or construction performed under this Agreement will comply with the equal employment opportunity requirements of Minnesota Statutes Section 181.59.
16. The amount of this Agreement is limited to the dollar amounts as defined in Article 3 above. Any cost incurred above the amount obligated by the State is done without any guarantee that these costs will be reimbursed in any way. A change to this Agreement will be effective only if it is reduced to writing and is executed by the same parties who executed this Agreement, or their successors in office.
17. For projects that include consultant services, the Recipient and its consultant will conduct the services in accordance with the work plan indicated in the Recipient's contract for consultant services, which shall be on file with the State's Office of Aeronautics. The work plan is incorporated into this Agreement by reference. The Recipient will confer on a regular basis with the State to coordinate the design and development of the services.
18. The parties must comply with the Minnesota Government Data Practices Act, as it relates to all data provided to or by a party pursuant to this Agreement.
19. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
20. For projects including federal funding, the Recipient must comply with applicable regulations, including, but not limited to, Title 14 Code of Federal Regulations, subchapter I, part 151; and Minnesota Rules Chapter 8800. The Catalog of Federal Domestic Assistance (CFDA) number for the federal Airport Improvement Program is 20.106.
21. For all projects, the Recipient must comply, and require its contractors and consultants to comply, with all federal and state laws, rules, and regulations applicable to the work. The Recipient must advertise, let, and award any contracts for the project in accordance with applicable laws. The State may withhold payment for services performed in violation of applicable laws.
22. Under this Agreement, the State is only responsible for receiving and disbursing federal and state funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Recipient, however, the Recipient will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Recipient's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

By: _____

Date: _____

SWIFT Purchase Order: _____

Recipient

Recipient certifies that the appropriate person(s) have executed the Agreement on behalf of the Recipient as required by applicable resolutions, charter provisions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Commissioner, Minnesota Department of Transportation

By: _____
Director, Office of Aeronautics

Date: _____

Mn/DOT Contract Management

as to form & execution

By: _____

Date: _____

COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

The Community Development Committee of the Willmar City Council met on Wednesday, October 29, 2014, in Conference Room No. 1 at the City Office Building.

Present: Rick Fagerlie Chair
Bruce DeBlieck Vice Chair
Jim Dokken Member
Tim Johnson Member

Others present: Bruce Peterson, Director of Planning and Development Services; Doug Fenstra; Gus Wurdell

Item No. 1 Call to Order

The meeting was called to order by Chair Fagerlie at 5:00 p.m.

Item No. 2 Public Comments

There were no public comments.

Item No. 3 Wurdell Tax Abatement (Motion)

Gus Wurdell presented his request for tax abatement. He explained the redevelopment project to repopulate the east mobile home park. Mr. Wurdell said the tax abatement would not offset the negative cash flows. The capital expenditures are not included in the cash flows, which makes the cash flow deficit even greater. Kandiyohi County will also be asked to abate all or a portion of the taxes on the mobile home park redevelopment.

Mr. Wurdell said the existing infrastructure is well engineered. Not all streets need to be replaced, but parking pads will be. Sewer and water lines will be repaired as needed. Electrical upgrades were done several years ago, but services will be reconstructed as new homes are brought into the park. Also planned for the redeveloped park are a new playground, soccer field, and a full security system. Over 100 trees will be trimmed and privacy fencing is planned for the frontages on Lakeland Drive and Civic Center Drive.

All of the new homes will go on concrete foundations; he estimated 118 homes at full build out. There are 36 homes currently in the park. Three of those are to be removed in the near future. Applications have been received from seven current residents to purchase new houses. That leaves 29 homes to be removed over time. Mr. Wurdell will be working with housing agencies and local financial institutions to coordinate home purchases. Buyers will be able to choose between single or double wide homes. It is anticipated that most will be 16ft. by 76ft. All homes will be required to be owner occupied.

The Committee discussed the project and how the City could provide assistance on this major housing project through the use of tax abatement.

A motion was made by Council Member DeBlieck, seconded by Council Member Dokken, and passed to set a public hearing on the tax abatement for December 1, 2014; and to move to establish a 10-year abatement of the City portion of real estate taxes, not to exceed \$25,000 per year. The motion carried, with Council Member Johnson abstaining.

Item No. 4 Old Business

There was no old business to come before the Committee.

Item No. 5 New Business

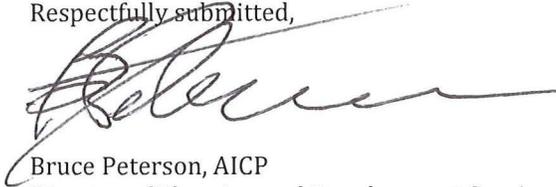
Oil-Air Products Tax Abatement Request (Motion)

Staff presented a preliminary request by Oil-Air Products for tax abatement assistance in a planned move from Litchfield to Willmar, including business expansion. Steve Renquist from the EDC, who prepared the initial request letter, was unable to attend the meeting. Doug Fenster, project realtor, provided information about the proposal by the company to lease a portion of the Donner building on East Highway 12. Approximately 18,000 square feet would be leased by the company. This will be a new business in town with nine employees initially, and plans to add four more in the near future. There is a possibility that, as the company grows, they could relocate to a new building in the Industrial Park. Mr. Fenster explained the additional costs being faced by the company in their move to Willmar, primarily in the area of real estate taxes. It was acknowledged that the facility that they lease in Litchfield is one-half as large and not nearly in as good of condition as the Donner property, so it was naturally not valued as high as the Willmar property. Staff told the Committee that a review of the City's tax abatement policies found that the project request would meet the criteria for the use of tax abatement. It was noted that at this time, staff was recommending preliminary approval and that the company be invited to submit a complete application for further review.

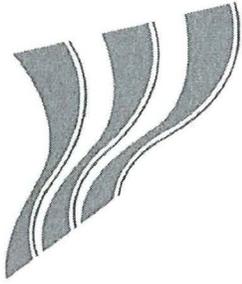
A motion was made by Council Member Dokken, seconded by Council Member DeBlieck, that the City offer preliminary approval to the tax abatement request and invite the company to submit a full application. The motion carried.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bruce Peterson', written over a horizontal line.

Bruce Peterson, AICP
Director of Planning and Development Services



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: October 29, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: NOV. 3, 2014

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

Originating Department: Planning and Development Services

Agenda Item: Northland Square Mobile Home Park Tax Abatement

Recommended Action: Set a public hearing on the tax abatement request for December 1, 2014.

Background/Summary: Following recent Council action, Gus Wurdell submitted a formal application for tax abatement for the proposed redevelopment of the Regency East Mobile Home Park. Mr. Wurdell will be present at the Committee meeting to review his project and the need for the tax abatement to offset part of the negative cash flows. The request is for a 10 year abatement of the City portion of real estate taxes, which currently are just under \$2,500/year.

Alternatives:

1. Full abatement
2. Partial abatement
3. No abatement

Financial Considerations: Abatement could range from nothing to around \$25,000 over ten years.

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

Signature:

Comments: The attached cash flows do not reflect capital expenditures for park upgrades; only operating income and expenditures.

10/20/14

Bruce D Peterson, AICP,

Director Planning & Development Services

333 SW 6th St

Willmar, MN 56201

Bruce,

It is our intent to replenish the housing supply with new and late model 2, 3 and 4 bedroom manufactured homes. These homes will range in size from 1200sf-2000sf. All homes will meet the setbacks required by the city/county for existing manufactured housing parks, as the majority of the lots in the park are 50'x100'. All homes will be owner occupied as the residents purchase the home and simply lease the land. There is personal property tax on manufactured homes which is paid by the homeowner. We are not seeking abatement of the personal property tax on the resident owned homes.

Infrastructure improvements to the property to include but not limited to electrical service upgrades, freshwater service line repair/replacement, parking pad pavement overlays, proper footing/foundations for homes and drainage improvements. Cosmetic improvements include privacy fencing, removal of existing homes when occupant vacates, landscaping and cosmetic upgrades to office/storm shelter. Resident quality of life improvements include new child play area, ½ scale soccer field, security systems, etc.

Attached to the abatement application is a cash flow statement which was created using the historical expenses of the previous owner and includes the new debt service on the project. In addition to the negative cash flow hardship of this redevelopment there is also a job creation component. Because previous ownership utilized maintenance and management personnel for multiple properties we will need to hire a FTE maintenance person, PTE redevelopment manager and a contracted park manager.

If you or the council have further question please do not hesitate to call.

Respectfully,



Gus Wurdell

Willmar Redevelopment Company LLC

20455 248th Circle

Hutchinson, MN 55350



WILLMAR



PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

MEMO

TO: Community Development Committee

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

DATE: October 24, 2014

RE: Tax Abatement Proposal

At the October 29, 2014 Community Development Committee Meeting, Steve Renquist of the Economic Development Commission will be bringing a request for tax abatement for a new business item. The information was not received in time to go out with the agenda. Mr. Renquist has asked that he be allowed to fast-track the request. The information is attached, and will be presented by Mr. Renquist at the October 29th meeting. If you have any questions, prior to the meeting please feel free to contact either myself or Mr. Renquist.



Kandiyohi County and City of Willmar

Economic Development Commission

333 Litchfield Ave. SW, Suite 100, P.O. Box 1783, Willmar, MN 56201 | 320.235.7370 | 866.665.4556 | fax: 320.231.2320 | edc@kandiyohi.com | www.kandiyohi.com

October 24, 2014

Bruce Peterson
Planning and Development Director
City of Willmar
PO Box 755
Willmar, MN 56201

RE: Request for Tax Abatement O Oil-Air Products

Mr. Peterson:

As Executive Director of the Kandiyohi County and City of Willmar Economic Development Commission I am requesting and endorsing City of Willmar consideration of Tax Abatement for the property located at 1500 Highway 12 East (Parcel #95-914-1670) in Willmar. The property is owned by Bill Donner and presently has a division of Bill's businesses', Donnerite, on the site. In working with local realtor, Doug Fenstra, we have attracted the interest and intent of Oil-Air Product, Plymouth, MN, to moving an expanding portion of their light assembly, sales and distribution company to the site. I have included an attachment that is descriptive of the company. The company would initially start with a small number of employees but the larger space is intended to allow the business to increase its volume and employee needs.

The portion of Oil-Air that is contemplating the move is presently located in a property that is too small for their needs in Litchfield. They would roughly double their space by moving to the Willmar site. We are informed by the company there is a significant disparity between the per square foot property tax at their present, Litchfield, facility and the intended Willmar site. I have included an attachment, created by the company, explaining their research on the total cost difference in the two sites. The owner of the property, Mr. Donner, has agreed to an adjustment to the Oil-Air lease amount tantamount to the tax abatement received by the city.

The City of Willmar, and Kandiyohi County, has few tools available to it, to assist in the cost disparity, in this matter other than the abatement of the taxes. I believe the request for abatement should be considered at 100% for three years, 80% for three years and 60% for the final two years of an eight year total public subsidy. I believe the request for tax abatement is

supporting. assisting. recruiting.
local business > area entrepreneurs > targeted industry

Atwater | Blomkest | Kandiyohi | Lake Lillian | New London | Pennoek | Prinsburg | Raymond | Spicer | Sunburg | Willmar

keeping with the intent and spirit of the Willmar Tax Abatement criteria. I offer my services to further explain the request to the City Council and its committees. If approved I will make a subsequent, and similar, request to Kandiyohi County.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven C. Renquist". The signature is written in a cursive style with a large, prominent initial "S".

Steven C. Renquist

Executive Director

OILAIR

PRODUCTS, LLC.
Fluid Power Specialists

Mailing Address: P.O. Box 41430 Plymouth, MN 55441 • Phone (763) 478-8744 • Fax (763) 478-8749
Shipping Address: 13010 County Road 6 Plymouth, MN 55441 • Phone (763) 478-8744 • Fax (763) 478-8749

Fenstra Real Estate Inc.
2800 1st ST. South, Suite 210
Willmar, MN. 56201

October 22, 2014

Dear Mr. Fenstra,

The use of the building we have been in discussion about is located at 1500 Hwy 12 East. We plan to lease part of this facility. We will use it for the assembly of hydraulic hoses. We buy bulk lengths of hydraulic hose and boxes of steel hydraulic hose ends. Our process to assemble the hydraulic hoses is as follows: We cut the hose to a specific length, we insert the steel hose ends into the hose, we crimp the steel hose ends onto the hose, we cap the hose ends with a plastic cap to keep them clean, and package them for shipment or delivery. We will require a couple of offices, a lunch room, a quality inspection room, and restroom facilities for our people. We are a growing business that currently employ nine people. Our customers are located in the five state area, Minnesota, South Dakota, North Dakota, Iowa, and Wisconsin. We look forward to being an employer in the Willmar community.

Best Regards,

Roger Schwerin
President
Oil-Air Products LLC
763-478-8744 office
612-741-8118 cell



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

Agenda Item Number: 11

Meeting Date: November 3, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Education & Recreation

Agenda Item: Approval of the Community Education & Recreation Joint Powers Agreement between the City of Willmar and Willmar Public Schools

Recommended Action: Approve the Joint Powers Agreement as presented.

Background/Summary: In March of 2000 the City of Willmar and Willmar Public Schools entered into an agreement to provide Community Education & Recreation services jointly. We have made a practice of bringing the agreement to the policy makers of each organization every three years for renewal. Willmar Public Schools voted in October to renew this agreement.

Changes in this document are as follows;

Article 5.7 addresses changes in how the five year CIP is presented to the board of CER.

Article 8 increases the notice time if one entity wishes to drop from this partnership from 6 months to 12 months allowing both entities time to adjust budgets accordingly.

Alternatives: Disband the partnership and return to each entity providing its own services and staffing or further revise the current agreement and seek School District approval of further revisions.

Financial Considerations: \$188,494.00 for the 2015 fiscal year. The City and School District split the costs associated with the Directors compensation. The City compensates the School District for two coordinators that in the past have been city employees but through attrition have now been hired by the School District.

Preparer: Steve Brisendine

Signature:

Steve Brisendine

Comments:

**JOINT POWERS AGREEMENT
FOR COMMUNITY EDUCATION AND RECREATION**

This agreement is made and entered into by and between INDEPENDENT SCHOOL DISTRICT No. 347, of Willmar, Minnesota and the CITY OF WILLMAR pursuant to and in accordance with authority granted by Minnesota Statute § 471.59. The parties hereto agree as follows:

ARTICLE 1.
Definitions

1.1. School District, as used in this agreement, shall refer to Independent School District No. 347, Willmar, Minnesota.

1.2. City, as used in this agreement, shall refer to the City of Willmar.

1.3. Board, as used in this agreement, shall refer to the Joint Powers Board established by this agreement.

ARTICLE 2.
Purpose, Accomplishment of Goals and Authority

2. 1. The purpose of this Joint Powers Agreement is to collaborate and coordinate in the provision of social, educational, vocational and recreational services to members of the community. These services include, but are not limited to, the following: Community Education programs for adults and children; Community Recreational programs for adults and children; recreational athletic programs for adults and children; community safety programs; Adult Basic Education programs; Early Childhood Education; chemical abuse education; collaboration between law enforcement and public schools; and any other programs or services that the parties agree to jointly offer. The Board shall advise and assist in the development and maintenance of parks and recreational facilities including acquisition of land for leisure activities. Specifically, it is the intention of the parties to offer these services collaboratively and coordinate their service program in order to eliminate duplication of services and in order to maximize the effectiveness of the services provided.

2.2. This agreement creates a joint powers entity governed by a board through which the goals enumerated in this agreement may be achieved.

2.3. Each party hereto has been duly authorized by its governing body to execute this Joint Powers Agreement in furtherance of the purposes contained herein.

ARTICLE 3.
Joint Board

3.1. Creation of Joint Powers Board. The parties agree to create a Joint Powers Board to exercise any power provided to such a board in this agreement and the powers of a Joint Board as set out in Minnesota Statutes § 471.59.

3.2. Composition of Joint Powers Board. Membership of the board will include six members appointed by the City Council and six members appointed by the School Board for a three year term. One School Board Member, one City Council Member, the City Administrator and the Superintendent of Schools shall serve as ex-officio members to the Board. No member shall serve more than 2 consecutive terms on the Joint Powers Board. Qualifications for membership on the board shall be determined by the appointing authority.

3.3. Powers. The Joint Powers Board may exercise any power granted to it under this agreement and any power set out in Minnesota Statutes § 471.59.

3.4. Meetings. The Joint Powers Board shall meet monthly at times and places established by the Joint Powers Board. A schedule of such meetings shall be available at the City Administrator's Office and the Office of the Superintendent of Schools. Notice to members and the public of all meetings shall be in accordance with the Minnesota Open Meeting Law.

3.5. Bylaws. The Joint Powers Board may create and modify bylaws related to its functions in order to better serve the purposes of this agreement. Such bylaws shall be approved by the City Council and the School Board.

3.6. Voting. Each member of the Joint Powers Board shall have one vote on any matter presented for approval by the Board.

3.7. Quorum. A quorum of the Joint Powers Board shall consist of 50% of membership + one member.

3.8. Conduct of Business. The Board may continue to conduct business at any meeting at which a quorum was present, even though a member or members have left the meeting and a quorum is no longer present.

ARTICLE 4.
Powers

4.1. The care, control and management of the Joint Powers entity shall be vested in the Joint Powers Board created under Article 3. The Joint Powers Board shall have all of the powers granted to it by the School District and the City, in accordance with state law, this agreement, and resolutions adopted by

both the City and the School District including, but not limited to, the following:

- a. The Director will work with City and School Finance Departments to facilitate financial matters and procedures.
- b. To make recommendations to each party's board on changes in each party's rules, policies, programs or procedures in order to advance the purposes of this agreement.
- c. To recommend policies and procedures as may be deemed necessary by the Joint Powers Board.
- d. To publicize and engage in collaborative programs and services jointly sponsored by both parties.

ARTICLE 5.
Responsibilities

5. 1. Scheduling. The City and the School District will be responsible for scheduling necessary facilities, services and employees to provide adult and youth community education programs, youth and adult enrichment programs and youth and adult recreational and athletic programs.

5.2. Hiring of Director. The School District will employ an individual certified in the State of Minnesota to administer Community Education Programs and to manage the programs listed in paragraph 5.1 above. The City and School agree to share equally in the cost of the Director's salary and benefits.

5.3. The City shall be responsible for providing necessary facilities, services and employees to provide adult and youth recreation programs and adult and youth athletic programs. City shall reimburse School District on a monthly basis for the costs associated with providing the services that City is obligated to provide in accordance with the terms of this agreement. The amount to be paid by City to School District shall not exceed the amount budgeted by City for its obligations under this agreement.

5.4. School District shall be responsible for providing necessary facilities, services and employees to provide Early Childhood, and Adult Basic Education programs. An annual amount necessary to pay the costs associated with the provision of services set forth in this section will be determined by the parties. The Director will review with, and receive input from, the Joint Powers Board regarding budgets prior to advancing budgets to the City Council and School Board for approval.

5.5. The Joint Powers Board shall recommend policies related to these programs and shall make recommendations to the Board of Education and City Council on the proposed budgets for any programs administered by the Joint Powers Board.

5.6. Each party will make its facilities available for the use of the Joint Powers Board to provide services as are set out in this agreement, consistent with the needs of each party to use its facilities for its own needs. Each party shall retain responsibility for maintaining its own facilities including, but not limited to, maintaining insurance, utilities and maintenance of its own facilities.

5.7. CER Staff ~~The Joint Powers Board~~ shall prepare a five (5) year park and facilities capital plan and submit to the ~~Planning Commission, City Council and School Board~~ Joint Powers Board for revision and approval and refer it to the City Council and School Board for adoption.

5.8. Each party specifically agrees to maintain a commercial general public liability insurance policy and property insurance naming the other party as an additional insured in amounts no less than the minimum statutory limits of liability set forth in Minnesota Statutes § 466.01 et. seq.

5.9. Each party agrees to hold the other party harmless for any claims arising out of any incident related to the programs or services that may be offered by the Joint Powers Board.

5.10. The Joint Powers Board shall adopt a use policy for the use of facilities of each party stating general policies, scheduling practices and priorities which policy shall be approved by the Board of Education and City Council.

ARTICLE 6.

Employees

Each of the parties hereto shall directly employ persons necessary to support its own operations and its own responsibilities under this agreement. The parties may agree from time to time to place City employees under the jurisdiction of the School. This will be by mutual consent of the parties and the City will reimburse school for the total cost of any employee transferred to the School. The right to direct and control the employees of each party shall rest with the Community Education and Recreation Director.

ARTICLE 7.

Term of Agreement

This agreement shall be perpetual in duration unless terminated or dissolved pursuant to the provisions hereof, any amendments hereto, or any state law terminating or dissolving this agreement. The Board of Education and City Council

will review this agreement every three years to ensure it is meeting the needs of the parties.

ARTICLE 8.

Withdrawal

Either party may withdraw from this agreement upon ~~six~~ twelve month written notice to the other party. Upon withdrawal or dissolution of this agreement, each party shall be responsible for any of its financial obligations incurred up to the date of completion of withdrawal or dissolution. Upon termination of the agreement, any assets belonging to the Joint Powers Board shall be distributed to the parties as agreed by the Joint Powers Board, taking into consideration the entity whose funds furnished the assets and the entity which will use the assets and implementation of the programs following termination of the agreement.

ARTICLE 9.

Dispute Resolution

9. 1. Disputes between parties hereto shall be resolved utilizing the procedures set forth in this Article.

- a. The School District and the City will first attempt to resolve outstanding issues at a face to face meeting. Each party will be represented by one appointed and one elected official.
- b. If the subject dispute cannot be resolved under the procedure established in paragraph a above, the parties will engage in non-binding mediation through a mutually acceptable mediator. In the event the parties are unable to agree on a mediator, a mediator will be selected through alternate striking from a list of names of mediators provided by the Bureau of Mediation Services.
- c. In the event the dispute cannot be resolved through mediation, any contractual dispute or dispute over liability for debts or distribution of assets shall be resolved through the courts as provided by law. All other unresolved disputes may be resolved through mutual consent to terminate this agreement immediately. Such agreement shall not relieve either party from financial or legal commitments entered into pursuant to this agreement.

ARTICLE 10.

Miscellaneous

10.1. Notice of withdrawal or breach shall be sent by certified mail, return receipt requested, or personally delivered and shall be deemed given upon delivery.

10.2. If one party commits a breach of this agreement and that breach is not remedied within 30 days after written notice by the non-breaching party, this agreement may be terminated by the non-breaching party upon 30 days written notice to the breaching party of the non-breaching party's withdrawal. Such withdrawal and termination of this agreement shall not relieve the breaching party from any obligation under this agreement that has accrued prior to the termination.

10.3. This agreement shall not be amended, except in writing, and approved by each of the parties hereto.

10.4. Captions used in this agreement are for reference purposes and shall not be considered in interpreting the substance of this agreement.

10.5. Should any provision of this agreement be found to be in violation of state or federal law, the other provisions shall remain in full force and effect to the extent that the purpose of this agreement remains intact. As soon as reasonably possible after a provision is found to be unlawful, representatives of the parties shall meet for the purpose of adopting a replacement provision.

IN WITNESS WHEREOF, the parties have hereunto executed this agreement on the dates opposite their signatures .

CITY OF WILLMAR

Dated: _____

By: _____

Mayor Frank Yanish

Dated: _____

By: _____

City Administrator Charlene Stevens

INDEPENDENT SCHOOL DISTRICT No. 347

Dated: _____

By: _____

School Board Chair Michael Carlson

Dated: _____

By: _____

Superintendent of Schools Dr. Jerry Kjergaard



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

Agenda Item Number: 12

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: November 3, 2014

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of Currency Exchange Applications of Quick Funds Inc. and Bennett Ventures, Inc.

Recommended Action: Set 2015 Currency Exchange License Renewal Hearings on November 17, 2014

Background/Summary:

The City is in receipt of an application of Currency Exchange Licenses from Quick Funds Inc. and Bennett Ventures, Inc.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the municipality in which the currency exchange conducts business. The law further requires the governing body of the municipality to render a decision regarding the renewal of the license within 60 days.

Alternatives: Deny Citizens the Hearing Opportunity and Allow Department of Commerce to Act on License

Financial Considerations: No Fiscal Impact

Preparer: City Clerk-Treasurer

Signature:

Comments:

October 22, 2014

Mr. Kevin Halliday, City Clerk
City of Willmar
333 6th St SW
P.O. Box 755
Willmar, MN 56201

CERTIFIED MAIL

RE: Quick Funds Inc. – License #20506019
Currency Exchange License Renewal for 2015

Dear Mr. Halliday:

The above-named currency exchange licensees have made application to renew their currency exchange licenses to operate at:

222 3rd St. SW
Willmar, MN 56201

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2015, and the \$550 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call and the renewal form will be mailed to you.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the local unit of government in which the currency exchange business is located. The law further requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the licensee is located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision. Your cooperation in forwarding this information to the proper unit within your organization is appreciated.

Your reply must be received within 60 days of receipt of this letter. If you have any questions, please contact me at the telephone number listed below.

Very truly yours,



Robin H. Brown
Financial Institutions Division
651-539-1721
651-539-1548 (Fax)

cc: Quick Funds Inc.



85 7TH PLACE EAST, SUITE 500
SAINT PAUL, MINNESOTA 55101-2198
MN.GOV/COMMERCE
651.539.1500 FAX: 651.539.1547
AN EQUAL OPPORTUNITY EMPLOYER

October 14, 2014

Mr. Kevin Halliday, City Clerk
City of Willmar
333 6th St SW
P.O. Box 755
Willmar, MN 56201

CERTIFIED MAIL

RE: Bennett Ventures, Inc. - License #20207486
Currency Exchange License Renewal for 2015

Dear Mr. Halliday:

The above-named currency exchange licensees have made application to renew their currency exchange licenses to operate at:

312 24th Ave. SW, Suite 2
Willmar, MN 56201

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2015, and the \$550 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call and the renewal form will be mailed to you.

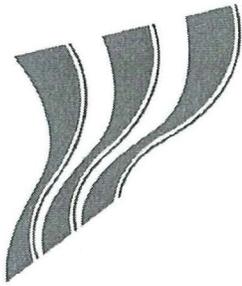
Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the local unit of government in which the currency exchange business is located. The law further requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the licensee is located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision. Your cooperation in forwarding this information to the proper unit within your organization is appreciated.

Your reply must be received within 60 days of receipt of this letter. If you have any questions, please contact me at the telephone number listed below.

Very truly yours,

Robin H. Brown
Financial Institutions Division
651-539-1721
651-539-1548 (Fax)

cc: Bennett Ventures, Inc.



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

Agenda Item Number: 13
Meeting Date: November 3, 2014
Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Planning & Development Services

Agenda Item: Industrial Park Fourth Addition Final Plat

Recommended Action: Staff recommends approval of the final plat.

Background/Summary: The plat is a 25 lot subdivision and two outlots for stormwater retention for industrial park expansion west of County Road 5. Utilities and street improvements will be part of the development. The Planning Commission approved the final plat.

Alternatives: N/A

Financial Considerations: N/A

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

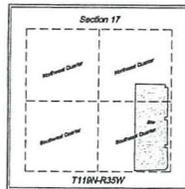
Signature: *Megan M DeSchepper*

Comments:

INDUSTRIAL PARK FOURTH ADDITION

Plat of:

Located in part of:
 Section 17, T119N-R35W,
 Willmar Township, Kandiyohi County,
 City of Willmar, Minnesota



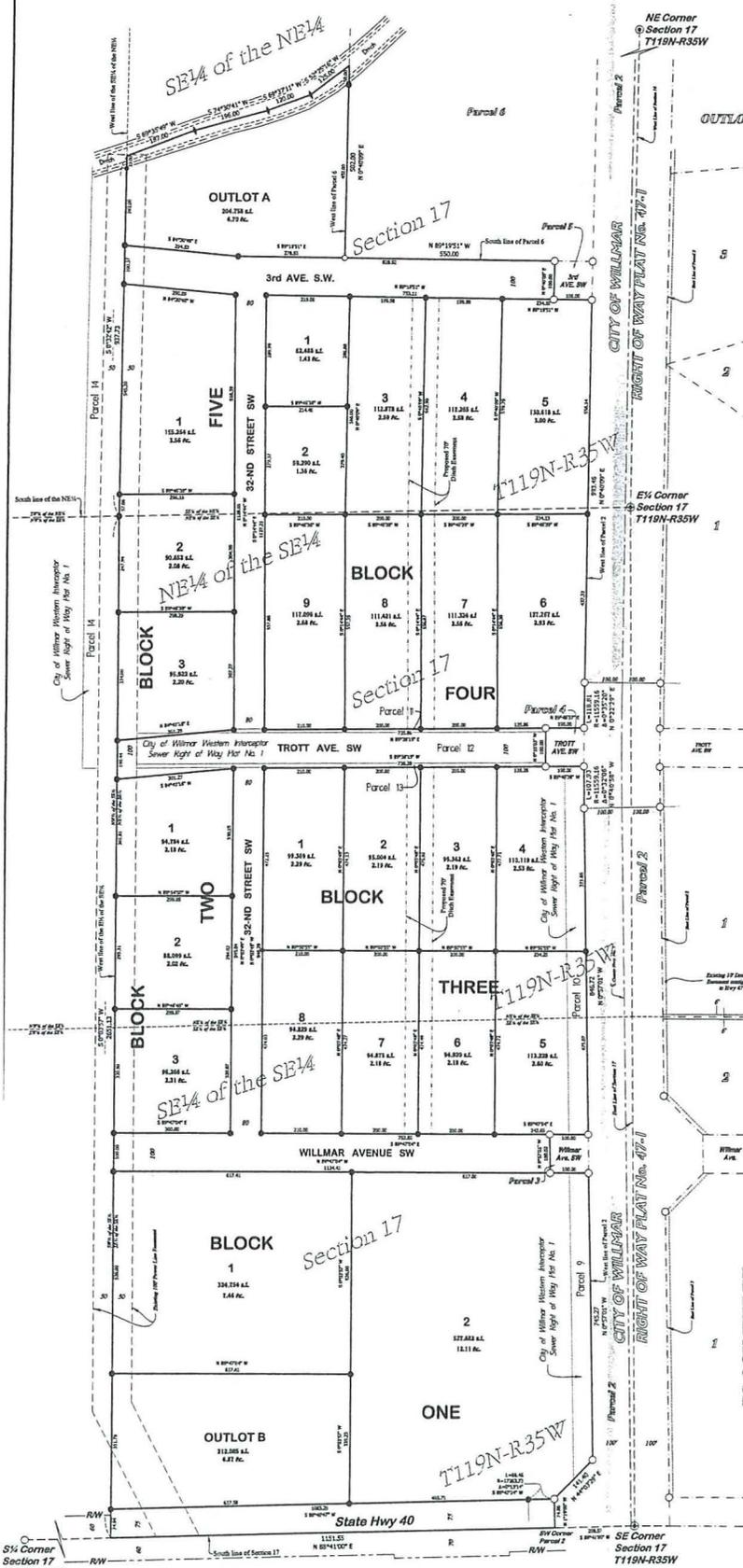
This drawing prepared by:
Bonnema Surveys Inc.
 Professional Land Surveying
 1809 2nd St SW, Suite 104
 Willmar, MN 56202
 Office (507) 231-2344
 Fax (507) 231-2327

Developer: City of Willmar
 Willmar, MN 56201



LEGEND

- Found Iron Monument from former survey
- Bonnema Survey Placed Caped Iron Monument
- ⊙ Kandiyohi County Monument Caped Iron Rod
- ↑ Change of Direction



DEDICATION

KNOW ALL MEN BY THESE PRESENTS that the City of Willmar, a Minnesota municipality, owners and proprietors of the following described property, situated in the County of Kandiyohi, State of Minnesota, to-wit:

That part of the Southeast Quarter of the Northwest Quarter and also part of the East Half of the Southeast Quarter, all in Section 17, Township 119 North, Range 35 West of the Fifth Principal Meridian, Willmar Township, Kandiyohi County, Minnesota described as follows:

- Commencing at the southeast corner of said Section 17;
- thence in a double bearing of South 88 degrees 41 minutes 00 seconds West, along the south line of said Section 17, a distance of 205.57 feet to the southeast corner of Parcel 2, as shown on the record plat entitled CITY OF WILLMAR RIGHT OF WAY PLAT No. 47-1, 47-1, 1st file in the office of the Kandiyohi County Recorder;
- thence on a bearing of North 01 degrees 19 minutes 00 seconds West a distance of 74.85 feet;
- thence on a bearing of North 00 degrees 00 minutes 20 seconds East a distance of 141.40 feet to the west line of Parcel 2, as shown on said record plat entitled CITY OF WILLMAR RIGHT OF WAY PLAT No. 47-1;
- thence on a bearing of North 00 degrees 00 minutes 00 seconds East, along the west line of said Parcel 2, a distance of 748.27 feet to the southeast corner of Parcel 3 as shown on said record plat entitled CITY OF WILLMAR RIGHT OF WAY PLAT No. 47-1;
- thence on a bearing of North 89 degrees 47 minutes 04 seconds West, along the south line of Parcel 3, a distance 100.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 00 degrees 57 minutes 01 seconds West, along the west line of said Parcel 3, a distance of 100.00 feet to the northwest corner of said Parcel 2;
- thence on a bearing of South 89 degrees 47 minutes 04 seconds East, along the north line of said Parcel 3, a distance of 100.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 00 degrees 57 minutes 01 seconds West, along the west line of said Parcel 2, a distance of 845.73 feet;
- thence on a bearing of a distance of 107.50 feet, along the west line of said Parcel 2, on a curve concave to the east which has a radius of 11536.18 feet, a central angle of 00 degrees 32 minutes 08 seconds, and a short bearing of North 00 degrees 40 minutes 50 seconds West to the southeast corner of Parcel 4, as shown on said record plat entitled CITY OF WILLMAR RIGHT OF WAY PLAT No. 47-1;
- thence on a bearing of South 89 degrees 45 minutes 38 seconds West, along the south line of said Parcel 4, a distance of 100.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 00 degrees 10 minutes 00 seconds West, along the west line of said Parcel 4, a distance of 100.00 feet to the northwest corner of said Parcel 4;
- thence on a bearing of North 89 degrees 46 minutes 37 seconds East, along the north line of said Parcel 4, a distance of 100.00 feet to the southeast corner of said Parcel 4;
- thence on a bearing of North 00 degrees 40 minutes 30 seconds East, along the east line of said Parcel 4, a distance of 502.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 00 degrees 40 minutes 30 seconds East, along the east line of said Parcel 4, a distance of 100.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 89 degrees 19 minutes 51 seconds West, along the south line of said Parcel 4, a distance of 100.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of North 00 degrees 40 minutes 30 seconds East, along the east line of said Parcel 4, a distance of 502.00 feet to the southeast corner of said Parcel 2;
- thence on a bearing of South 82 degrees 23 minutes 19 seconds West a distance of 125.00 feet to a point in the ditch;
- thence on a bearing of South 89 degrees 37 minutes 11 seconds West a distance of 120.00 feet to a point in the ditch;
- thence on a bearing of South 74 degrees 30 minutes 41 seconds West a distance of 198.00 feet to a point in the ditch;
- thence on a bearing of South 89 degrees 39 minutes 49 seconds West, along the west line of the East Half of the Southeast Quarter of the Northwest Quarter of said Section 17;
- thence on a bearing of North 00 degrees 00 minutes 00 seconds West, along the west line of the Southeast Quarter of the Northwest Quarter of said Section 17, a distance of 877.73 feet to the south line of the Northwest Quarter of said Section 17;
- thence on a bearing of North 00 degrees 00 minutes 00 seconds West, along the west line of said Section 17, a distance of 355.13 feet to the south line of said Section 17;
- thence on a bearing of North 89 degrees 41 minutes 00 seconds East, along the south line of said Section 17, a distance of 1151.58 feet to the point of beginning.

Have caused the same to be surveyed and plotted as WILLMAR INDUSTRIAL PARK FOURTH ADDITION, as shown in this plat and hereby dedicate to the public use forever, all roads and easements as shown on this plat.

In witness whereof said City of Willmar has caused these presents to be signed by its property officers this ___ day of 20__ AD.

SIGNED: _____
 By: _____
 Attest: _____

STATE OF MINNESOTA) This foregoing instrument was acknowledged by me this ___ day of _____ 20__
 COUNTY OF KANDIYOH) _____
 Municipality: _____ of City of Willmar, a Minnesota Municipality, on behalf of the _____

My Commission Expires _____
 Notary Public, Kandiyohi Co. Minnesota

LAND SURVEYOR
 I hereby certify that I have surveyed and plotted the property described on this plat as WILLMAR INDUSTRIAL PARK FOURTH ADDITION, that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly represented on this plat; that all monuments depicted on this plat have been or will be correctly set within one year; that all water boundaries and wetlands are shown and labeled on this plat; and that all public ways are shown and labeled on this plat.

Duane A. Bonnema, Land Surveyor, Minnesota
 License No. 14066

STATE OF MINNESOTA) This Surveyor's Certificate was acknowledged by me this ___ day of _____ 20__
 COUNTY OF KANDIYOH) _____
 by Duane A. Bonnema, Registered Land Surveyor.

My Commission Expires _____
 Notary Public, Kandiyohi Co. Minnesota

COUNTY AUDITOR
 TAX STATEMENT
 No delinquent taxes due and transfer entered this ___ day of _____ 20__

Kandiyohi County Auditor _____

COUNTY TREASURER
 TAX STATEMENT
 I hereby certify that all taxes for 20__ on the land described herein are paid.

Kandiyohi County Treasurer _____

CITY PLANNING COMMISSION
 Approved by the Planning Commission of the City of Willmar, this ___ day of _____ 20__

Egnot: _____
 Chair

CITY COUNCIL
 Passed and adopted this ___ day of _____ 20__

ATTEST: _____
 Secretary

ATTORNEY
 I hereby certify that the proper evidence of this has been presented to me and that all parties who are interested in said property have been included in the execution of the above instrument. Dated this ___ day of _____ 20__ AD.

 Attorney

CITY ENGINEER
 Approved by the City Engineer of the City of Willmar, this ___ day of _____ 20__

 Willmar City Engineer

COUNTY RECORDER
 I hereby certify that this instrument was filed in the office of the County Recorder for record on the ___ day of _____ 20__ at ___ o'clock ___ M., and was duly recorded as Folio No. _____ and said Document No. _____

 Kandiyohi County Recorder

SW Corner
 Section 17
 T119N-R35W
 (1.5" Iron Pipe)

SE Corner
 Section 17
 T119N-R35W