

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

May 4, 2015  
7:00 p.m.

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

Also present were City Clerk Kevin Halliday, Police Chief Jim Felt, Planning and Development Director, Bruce Peterson, Finance Director Steve Okins, Public Works Director Sean Christensen, City Attorney Robert Scott, and Police Captain Michael Anderson.

There were no additions or deletions to the agenda.

Council Member Ahmann offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of April 20, Rice Hospital Minutes of April 15, Municipal Utilities Commission Minutes of April 27, Application for Exempt Permit – Willmar Firefighters Association, Planning Commission Minutes of April 22, Labor Relations Minutes of April 23, Accounts Payable Report through April 29, Willmar Area Lakes CVB Minutes of March 17, WCER Joint Powers Minutes of April 24 and Willmar Community and Activity Center Minutes of April 10, 2015. Council Member Anderson seconded the motion. Council Member Nelsen requested the April 23 Labor Relations Minutes be changed to reflect the meeting being closed and reopened. With these changes, the motion carried.

Mayor Calvin called on Ken Warner, 1216 SE 11<sup>th</sup> Street, who commented on the Willmar Town Hall Meeting and the approximately 325 people who attended with a positive attitude of looking toward the future of Willmar. He followed up by introducing Wayne Nelson, 1505 Hansen Drive SW, who gave the background information and credentials for the presenter of the Willmar Town Hall Meeting, Bruce Miles of Big River Group, LLC.

Dr. Bruce Miles came forward to give a brief overview of the findings of the meeting. People who attended were asked to identify several categories, specifically what was working well over the last five years, what was not working so well, what was going better than anticipated and what are the things they couldn't predict that were getting in the way of progress. The results were compiled into one document. Dr. Miles overviewed the results and summarized each category. Mayor Calvin thanked Dr. Miles for his overview of the meeting.

Mayor Calvin acknowledged Wayne Nelson, 1505 Hansen Drive SW, who announced during the Open Forum, that as the Chairman of the Recall Ron Committee, he respectfully requests time on the May 18, 2015 City Council Agenda to formally present a Certificate of Intent to recall Council Member Ron Christianson as the office holder in Ward 2. He stated the committee has reviewed the City Charter and it is their intent to honor the process as outlined by the Charter Commission. The Certificate of Intent will identify malfeasance on the part of Council Member Ron Christianson and will be signed by a minimum of five registered voters from Ward 2. Once the Certificate of Intent is presented to the City Clerk, it is their understanding they will have 90 days to collect the signatures of five percent of the registered voters in Ward 2 with a deadline of on or before August 14, 2015. Once the certificate is validated they realize there must be a special election in which the registered voters must vote on the matter of recall.

Mayor Calvin then acknowledged Christine Lindgren, 1105 Florence Lane SW, who came before the Council during the Open Forum. Ms. Lindgren announced herself as the Chair of the Volunteer Subcommittee

for the Recall Ron Committee. She requested people to come forward as volunteers to deliver brochures door-to-door in Ward 2 on Saturday, May 23<sup>rd</sup>, and to be official circulators or to collect signatures on the petition.

Suzanne Napgezek, 1412 SW Hansen Drive, came before the Council to state she is a member of the Marketing Subcommittee of the Recall Ron Committee. She stated our elected leaders are answerable to the citizens and invited people to visit the website to learn more about their efforts to recall Council Member Christianson.

Mayor Calvin then recognized John Benson, 623 SW 11<sup>th</sup> Street, to speak at the Open Forum. He announced he is Treasurer of the Recall Ron Committee. He stated regardless of where you live you can contribute. They will be accepting donations in two ways, a check or soon online on the website.

Aaron Welch, 712 SW 26<sup>th</sup> Avenue, stated he is also a member of the Recall Ron Committee. His job is to collect improper acts or failure to act on the part of Council Member Christianson. He asked if you were one of the emergency personnel that were working when Council Member Christianson drove into a restricted area, he wants to hear from you. If you have been pressured not to patronize a particular business because the owner has voiced opposition or lost a bid due to the acts of Mr. Christianson, we want to hear from you. If you are a City employee and Mr. Christianson has interfered with your job or you have been treated improperly, we want to hear from you. Stories can be submitted to the website or emailed.

Jessica Rohloffs, 3501 SE 15<sup>th</sup> Avenue, stated she was speaking on behalf of the Willmar Area League of Women Voters and that they do not participate in any recall efforts or support any campaigns. She spoke in the hope of promoting good process and providing good government asking the Council to develop strategies to reconcile. In the matter of the hiring process of both an interim and a new permanent administrator, the League of Women Voters would advise the Council seek and value the direction of the League of MN Cities and should heed the advice of the City's own legal counsel regarding trying to manage the hiring process internally. Any candidate should be evaluated on their ability to work with all members and stakeholders of the community such as the Economic Development Commission, the Chamber of Commerce, the Downtown Development Committee and others involved in the economic health of Willmar.

Bob Skor, 617 SW 14<sup>th</sup> Street, came before the Council to talk about the censorship in Willmar stating the "West Central Tribune" has blocked a few individuals from getting their letters published. He requested no propaganda related to the Recall Ron stuff be placed on his property. He will not change his vote if the recall campaign moves forward. He will vote for Ron again and will always speak his peace. He went on to say he has a sign in his front yard showing support for the City Council and doesn't appreciate the Recall Ron stuff.

Bob Enos, 905 Trott Avenue SW, commented to Council Member Christianson regarding his not needing as much room on his mantel piece for Christmas cards this year. He stated in the midst of all this drama tonight, across town there is a meeting to determine who the superintendent of schools will be, and at the same time we are soon to be voting on a bond issue that will leave us with debt we will have to live with for the next twenty years. He opined of what he knows of the marketing and public relations programs of the school, he is aware we have a school board that is highly emotional and financially invested in seeing this bond go through. He feels letters to the newspaper relating to the bond issue have been ignored and vented that it used to be if we wanted to consider spending locally, that we didn't have to prove why we shouldn't spend the money, we had to have those agencies convince why we should. He stated the School Board has sold four schools for a \$1.00, we have plenty of real estate, and we need to use real estate wisely.

The Finance Committee Report for April 27, 2015 was presented to the Mayor and Council by Council Member Anderson. There were five items for consideration.

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

Item No. 2 Public Works Supervisor Scott Ledebor presented a request to the Committee to replace the MT Trackless in accordance with the 2015 Capital Outlay Program. The new MT Trackless is to be purchased from Mac Queen Equipment, Inc., through the State of Minnesota Contract No. 89313 in the amount of \$135,236 with the mower, snow blower and blade attachments. Mac Queen Equipment has given us an \$18,750 trade value allowance and is reflected in the prices. The current unit is a 2007 model and is showing signs of hydraulic issues, oil leaks, and will need new shafts, joints, and bearings soon. The unit is used frequently throughout the winter months for snow removal on sidewalks and paths, as well as the summer for mowing.

The Committee was recommending the Council approve the purchase of the MT Trackless with mower, snow blower and blade attachments, less trade in value of the 2007 MT Trackless, for a net cost of \$135,236 from MacQueen Equipment.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, 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 purchase of the 2015 MT Trackless with attachments through State Contract #89313 is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of \$135,236.00.

Dated this 4th day of May, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 3 Staff reviewed with the Committee the proposed 2016 Budget Calendar. It was noted that Council needs to adopt and certify the Proposed Levy to the County Auditor for Truth in Taxation in September. The Committee recommended the Council approve the 2016 Budget Calendar as presented.

Council Member Anderson made a motion to approve the 2016 Budget Calendar as presented to the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 Staff reviewed the current Fund Balance Policy with the Committee. The purpose of this policy is to establish specific guidelines for the level of fund balances available for current and future spending in the governmental funds. It addresses minimum fund balances as well as sets a stabilization amount for use in emergency situations. U.S. Generally Accepted Accounting Principles (GAAP) requires a formal policy be adopted by the City Council and that this policy be reviewed annually. There were no recommended changes to the current policy. This matter was taken for information only.

Item No. 5 The Committee received the following reports: 02/28/15 Rice Hospital and 1<sup>st</sup> Quarter, 2015, Rice Trust. This matter was taken for information only.

The Finance Committee Report for April 27, 2015, 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 Christianson, and carried.

The Labor Relations Committee Report for April 29, 2015 was presented to the Mayor and Council by Council Member Ahmann. There were nine items for consideration.

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

Item No.2 Interim City Administrator Kevin Halliday presented options for the Committee to consider for Interim Fire Chief due to the upcoming resignation of the current Fire Chief Gary Hendrickson, whose last day is April 30th. In order to maintain continuity of operations at the fire department until another Fire Chief is hired, it is recommended to name a Fire Chief. Staff's recommendation is to appoint Jeff Gilbertson as the Interim Chief to be paid an additional monthly stipend of \$2,000.

The Committee's recommendation to the Council was to appoint Jeff Gilbertson as Interim Fire Chief until such time as a new Fire Chief is hired for an additional monthly stipend of \$2,000. A motion was made by Council Member Ahmann to approve the appointment as recommended, seconded by Council Member Dokken, and carried.

Item No. 3 Interim City Administrator Kevin Halliday informed the Committee that our current Director of Emergency Management is also Fire Chief Gary Hendrickson. Currently Brad Hanson serves as the Deputy Director of Emergency Management and is certified as a Director by Homeland Security and Emergency Management which is a requirement to fulfill the duties of the position. The position of Director is required per Minnesota Statute Chapter 12.25 and it is staff's recommendation to appoint Brad Hanson to serve as Interim Deputy Director of Emergency Management for a monthly stipend of \$500.

It was the Committee's recommendation to appoint Brad Hanson as Interim Director of Emergency Management until such time as a new Director is appointed for a monthly stipend of \$500. Council Member Ahmann made the motion to approve the recommendation as presented; Council Member Christianson seconded the motion, which carried.

Item No. 4 The Fire Chief/Marshal is resigning from his position with the City and staff is requesting authorization to implement the hiring procedures to fill this vacancy and assign the Council Member to the interview committee as per the recent policy change for hiring of Department Directors. The first steps in the process would be to post internally for ten calendar days and if internal applications are received, process them and set up the interview team of one member of the Labor Relations Committee as assigned, the City Administrator, the Police Chief and the State Fire Marshal. If no internal applicants are received, proceed with advertising the vacancy to the general public, process and handle in the same manner. Fire Chief Gary Hendrickson spoke in favor of hiring from within the organization as there are several good candidates.

The Committee's recommendation was to appoint Council Member Dokken from the Labor Relations Committee to the interview team. Council Member Ahmann made a motion to make the appointment as recommended; Council Member Christianson seconded the motion, which carried.

The Committee also discussed the hiring process recommending staff proceed with advertising for the position if no internal applicants are received. Council Member Ahmann made a motion to authorize staff to advertise externally for the position of Fire Chief/Marshal if no internal candidates are selected. Council Member Christianson seconded the motion, which carried.

Item No. 5 Interim City Administrator Kevin Halliday presented options for the Committee to consider for Interim City Administrator. One option is to consider external professionals with the assistance of the League of MN Cities or Public Sector Professionals (PSP), on a contractual arrangement. Another would be to enter into an agreement with former City Administrator Michael Schmit. Lastly the Council could choose to continue extending internal appointments.

A motion was made and seconded to keep Kevin Halliday as Interim City Administrator until a new Administrator is hired.

Council Member Christianson stated he felt the City has a very experienced, competent staff who can manage the City's affairs until a new Administrator is hired.

Council Member Plowman asked to visit the pros and cons of the situation stating his concern of the workload for staff and expressed the need to move the timeline up for hiring a new Administrator.

Council Member Ahmann suggested the City look at an arrangement in which Department Directors share duties and responsibilities if the workload is too tremendous.

Council Member Christianson stated shared directorships do not work.

Mayor Calvin stated the dedicated staff are overloaded and spoke in favor of hiring Michael Schmit. The City is a complex organization and we need someone to come onboard and move this City in a positive direction. He noted the City is four to six months out before an Administrator is hired. Interim City Administrator Kevin Halliday stated he is confident with Michael Schmit's abilities and staff has worked well with him in the past. It was also mentioned there are currently labor issues with the Department Head, First Line Supervisor and Confidential Employees Group that need to be resolved which makes having staff in this position difficult.

Mayor Calvin also voiced his concern that with the absence of a City Administrator, meetings with the legislature are not being attended and the proposed "Wye" project funding could suffer if contact with legislators is dropped.

The Committee recommendation was to name Kevin Halliday as Interim City Administrator until a new Administrator is hired. Council Member Ahmann moved the recommendation of the Committee to appoint Kevin Halliday as Interim City Administrator, with Council Member Christianson seconding the motion.

Council Member Plowman asked to go on record as the sole Committee member voting against the recommendation. He voiced his concern publicly that he believes there is competent staff, but is concerned about the amount of time the hiring process is going to take.

Council Member Anderson stated a couple of issues. He also has full faith and confidence in all of the City staff, but the issue is if they have full-time jobs now and you add another full-time job on top of that, something isn't going to get done. There are so many things that go on that the City needs to be represented at and secondly, there are some contract issues going on with the Department Head, First Line Supervisor and Confidential Employees and it would be putting Kevin Halliday in an awkward position.

Council Member Nelsen expressed her concern that on April 8<sup>th</sup> the Council made a unanimous decision to put Kevin Halliday in that position for four weeks. This was negotiated and it was agreed to stay at the four weeks. She went on to say Mr. Halliday is in the contract group currently in negotiations and we need to find a way to get that contract settled, there needs to be a separation there. It will serve Willmar better to take our time to find an Administrator and find a way to bring the Council together.

Council Member Ahmann perceives this as going forward with good participation. He would like to see the Council meet with staff to go over the job description for City Administrator to see what job duties have changed in the last two to three years.

Council Member Fagerlie stated he has heard from Kevin Halliday that he is willing to continue on until a City Administrator is hired, as long as the Mayor and Council can assist in attending meetings.

Mayor Calvin reiterated his comments made at the Labor Relations Committee speaking strongly for hiring from the outside, in particular considering a contractual agreement with former City Administrator Michael Schmit.

With no further discussion, the motion passed on a roll call vote of 5 Ayes, 3 Noes, with Council Members Nelsen, Plowman and Anderson voting "no."

Item No. 6 Interim City Administrator Kevin Halliday requested the Committee decide on a plan of action to fill the City Administrator position. The process can be either an external or internal process. An external process would require staff to prepare an RFP for consultant services to control the process from advertising, collecting applicant's resumes through guiding the Council on interview day. The advantages for candidates are 1) perceived protection of private data for applicants not making the final selection and 2) an assumed approximate two-year salary protection offered by the consultant firm to the top selected candidate in case of an early dismissal by the Council. The disadvantage is the near \$20,000 cost of which \$4,000 would be advertising the vacancy.

The internal process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs. The disadvantage would be the reverse of items 1) and 2) as stated earlier. However, the protection of private data is only their perception as the City protects private data on unselected applicants.

It was noted City Attorney Robert Scott recommends the external process, as does the League of MN Cities.

Interim City Administrator Kevin Halliday did ask the Committee to review the ordinance that established the Administrator position. The job description should also be reviewed for any additions or deletions. It was the consensus of the Committee to have staff make any recommended changes to the job description and have them brought before the Labor Relations Committee at a special meeting at 4:45 p.m. on May 6, 2015. No action was taken on whether to hire a consultant to assist with the hiring process or whether staff could conduct the hiring process. This was received for information only.

Item No. 7 Chair Steve Ahmann announced that at the recommendation of Labor Attorney Frank Madden, the next four agenda items are not to be brought before the Committee. They will be dealt with through the upcoming hearing of the Bureau of Mediation Services sometime after May 15<sup>th</sup>. A motion was made by Council Member Plowman, seconded by Council Member Dokken and passed to table these items until a Labor Relations meeting after May 15, 2015. This item was also received for information only.

Item No. 8 Chair Steve Ahmann requested the Committee consider his recommendation for compensation for Senior Technician Lynden Wittman similar to what was granted to Planning and Development Director Bruce Peterson. He felt he should also be compensated for the extra hours and responsibilities during the vacancy of the City Engineer position. In order to follow the labor contract, a memorandum of agreement will be prepared and brought back to this Committee in the near future. This was received for information only.

Item No. 9 The question of the Assistant City Engineer vacancy was discussed by the Committee. Staff addressed the Committee commenting that the main issue for no applicants is the salary. The advertisement for the position remains ongoing until filled.

Council Member Christianson questioned the filing of the last Pay Equity Report for the City not being reviewed by the Committee and requested staff to provide this information at a future meeting. Both these items were for information only.

Council Ahmann asked for reconfirmation on the issue of the Labor Relations/Council meeting scheduled for May 6<sup>th</sup> and mention of one Council Member being out of town. The possibility of rescheduling to the following Wednesday, May 13<sup>th</sup>, was addressed.

Mayor Calvin expressed his concern of delaying the hiring process by postponing the meeting another week.

Council Member Nelsen stated that the Council should be contacted individually to see who can be in attendance. She asked that the meeting be moved to the Council Chambers to allow enough room for attendees.

Staff was asked to confirm attendance of the Council of May 13<sup>th</sup> meeting via email. It was also the consensus of the Council to hold the meeting in the Council Chambers.

Council Member Ahmann also touched on the current job descriptions of Department Directors and how they have been revised through the years. The Council discussed the intent of the meeting being moreover the review of the City Administrator at this time.

The Labor Relations Committee Report for April 29, 2015, 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.

The Community Development Committee Report for April 30, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were seven items for consideration.

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

Item No. 2.        Steve Renquist addressed the Committee about the future of the Bethesda Heritage nursing home property. To avoid any appearance of a conflict of interest, Mr. Renquist disclosed his position on the Bethesda Board of Directors. He said that Bethesda desires to sell the property for redevelopment as multi-family housing. No particular developer has been identified to redevelop the site. It is anticipated that 48 units would be developed in the existing buildings, which is the maximum allowed under a City R-5 zoning. It was noted that several issues exist on the site, such as lack of parking and a lack of recreational amenities. Mr. Renquist said one developer had mentioned a need for the use of tax increment financing to make the project feasible.

The Committee was asked about their appetite to rezone the property and for the use of tax increment financing for a multi-family, workforce housing project. The Committee expressed interest in the project as workforce housing, but had some concerns about the density on the site and the potential for congestion in the area. The Committee also agreed that they would consider the use of tax increment financing depending on the nature of the final project and the eligible tax increment costs. This was received by the Council for information only.

Item No. 3        Staff presented a proposal that property at MinnWest Technology Campus be deeded to the City for the purpose of constructing a roadway and parking. Recently, a business development infrastructure grant was awarded to the City and MinnWest, and grant rules stipulate that the project be constructed on public property. The Planning Commission has reviewed the proposed acquisition and recommends approval. Staff informed the Committee that there would be other documents associated with the grant signing that remove all maintenance responsibilities and liability from the City, and transfers those responsibilities to MinnWest Technology Campus. Staff recommended that the ordinance to acquire the property be introduced for a hearing.

A motion was made by Council Member Fagerlie, seconded by Council Member Nelsen, to introduce the ordinance and set a public hearing for May 18, 2015.

Interim City Administrator Kevin Halliday interjected stating staff has since learned it takes an ordinance to sell City property, but to purchase property requires only a resolution, not a hearing. A resolution will suffice for deeding the property.

Resolution No. 2 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

Resolution No. 2

WHEREAS, MinnWest Technology Campus Management Company, LLC "Grantor", holds fee title to certain real property located in the City of Willmar, Kandiyohi County, Minnesota, legally described as:

Common Interest Community Number 40, A Planned Community, MinnWest Technology Campus, Unit 35, according to the plat on file and of record in the office of the County Recorder of Kandiyohi, County, Minnesota.

(the "Property"); and

WHEREAS, Grantor has stated its intent to quitclaim the Property to the City of Willmar, Minnesota (the "City") for \$1.00 and other good and valuable consideration; and

WHEREAS, a draft quitclaim deed has been prepared and is attached hereto as Exhibit A; and

WHEREAS, Minnesota Statutes, Section 465.03 provides that the City may accept a grant of real property and maintain the same for the benefit of its citizens in accordance with the terms prescribed by the Grantor, and that acceptance of such grant is subject to a resolution of the City Council adopted by a two-thirds majority of its members, expressing the terms of the grant in full; and

WHEREAS, Section 4.02 of the City's Home Rule Charter states that no real estate or buildings shall be acquired by the City until the same shall have been submitted to and approved by the City's Planning Commission; and

WHEREAS, the City Planning Commission reviewed the proposed donation of the property to the City and approved of the same at its meeting on April 22, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL, THAT: The City Council hereby: (1) accepts the grant/acquisition of the Property by the Grantor to the City; (2) approves as to form the attached Quitclaim Deed, Exhibit A attached hereto; and (3) authorized and directs the City Clerk to (a) seek execution of the deed substantially in the form hereby approved and allowing any necessary minor or technical changes, (b) execute such other documentation as is necessary to accomplish the acquisition of the Property by the City of Willmar, and (c) record such executed deed and such other documentation with the Kandiyohi County Recorder's Office and pay such related fees.

Dated this 4th day of May, 2015.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 The Committee discussed ongoing efforts by a local business to site and design an industrial project at the Waste Water Treatment Facility. It was noted that preliminary engineering has been done for a 5 plus acre site that would accommodate the business as proposed. Staff was directed to continue negotiations with the company. This was for information only.

Item No. 5 Staff presented photos of the interpretive display erected at the new airport and the bronze plaque erected near the beacon at the former airport. With that work completed, the historical mitigation required for the former airport property is complete. This item was received for information only.

Item No 6 Staff informed the Committee that the City had again been asked by Lakeland Broadcasting to participate in their Going Green cleanup efforts to be conducted in September 2015. The Committee stated their support for City participation and acknowledged success with previous efforts. The Council received this item for information only.

Item No. 7 The Committee discussed ongoing exterior storage violations at 917 6<sup>th</sup> Street SW. Staff said the property had been cited and the matter had been referred to the Police Department for ticketing approximately 2 weeks ago. Staff will follow up on the status of the matter with the Police Department, will attempt contact with the property owner to threaten vacation of the premises, and will re-cite the property. As a last resort, depending on the status of the matter with the Police Department, the site could be cleaned up by the City and billed to the property owner. This was received for information only by the Council.

The Community Development Committee Report for April 30, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Fagerlie, seconded by Council Member Johnson, and carried.

Planning and Development Director Bruce Peterson brought forth a preliminary plat for the Mayor and Council's consideration. Free 35 Foot Addition is a four-lot replat of three existing parcels and a portion of a vacated street in Pleasant View 3<sup>rd</sup> Addition by Steve Woehler of Willmar. The lots would be for single family home development. The concept has been approved by the Planning Commission with conditions regarding utilities and existing assessments. A motion was made by Council Member Fagerlie to approve the Preliminary Plat of Free 35 Foot Addition. Council Member Anderson seconded the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, May 11; Public Works/Safety, 4:45 p.m. at City Hall, May 12; Labor Relations, 4:45 p.m. at Council Chambers, May 13, and Community Development, 4:45 p.m. at City Hall, May 14, 2015.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:35 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee/Full Council met on Wednesday, May 13, 2015 at 4:45 p.m. in the Council Chambers at the Willmar Municipal Utilities Building.

Present:	Steve Ahmann	.....	Chair
	Jim Dokken	.....	Member
	Denis Anderson	.....	Member
	Ron Christianson	.....	Member
	Andrew Plowman	.....	Member
	Audrey Nelsen	.....	Member
	Tim Johnson	.....	Member
	Rick Fagerlie	.....	Member

Others present: Mayor Marv Calvin, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Janell Sommers, Administrative Assistant/Recording Secretary and David Little, "West Central Tribune."

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Ahmann at 4:45 p.m.

#### Item No. 2      Public Comment

Steve Gardner, 2645 SW 19<sup>th</sup> Avenue, addressed the Committee under public comments. Mr. Gardner stated that "back in the day" patronage was one of the so-called perks of winning elections. Eventually it became necessary to take day-to-day hiring out of the hands of elected officials and have those decisions based on merit rather than who knew whom, which is perceived as fair and professional. He stated any thought that the Committee should engage itself in this task should be considered folly. This is a task the Committee is not well-suited for on the recent record of lawsuits speaks of the Council's lack of capability to complete the task of hiring. This is a task best left to professionals.

#### Item No. 3      Review Job Description/Ordinance for City Administrator

The review of the City Administrator Job Description/Ordinance was requested at the previous Labor Relations Committee meeting. City staff made their revisions in legislative print for consideration by the Council. Council Member Christianson commented on the content of the City Administrator labor contract containing language that the City agrees to increase the City Administrator compensation each year by at least the amount of the average percentage increase granted to Department Heads, First Line Supervisors and Confidential Employees. He felt this causes conflict of interest for the City Administrator also being involved in negotiations and either the contract or the job description should be changed.

Mayor Calvin stated the previous City Administrator's contract is a separate issue from the job description and can be dealt with at that time.

Council Member Nelsen agreed the situation can be looked into at the time a contract is negotiated and requested the Committee get back to reviewing the job description. She also requested job descriptions from other communities of similar size be brought before the Committee for review as well.

Following discussion Council Member Christianson made a motion to make the changes to the job description as presented by staff. Council Member Nelsen seconded the motion, which carried.

Item No. 4      Consider Process to Fill City Administrator Position

Interim City Administrator Kevin Halliday presented a draft RFP for an executive search for consulting services to select a City Administrator. At this time, the Committee should decide on a plan of action to fill the position. The process can be either an external or internal process. The external process would use consultant services to control the process from advertising, collecting applicant's resumes through guiding the Council on interview day at an estimated cost of \$20,000 which includes approximately \$4,000 for advertising of the position opening.

The internal process would require staff to prepare advertising documents, place ads in appropriate associations and websites, collect applicant resumes, and prepare Council interviewing packets. The advantage is lower costs.

Council Member Christianson questioned what the Council's thoughts were on not using a consultant, as the City has been through this before and with all the social media outlets available. He spoke in favor of the internal process.

Most of the Council Members spoke very strongly in hiring an executive search firm.

Council Member Christianson agreed that the experience with the last professional firm was very learning; yet again we have that template. He stated if you compare the League of MN Cities directory from 2014-2105 there have been 25 cities in this time period that have changed City Administrators.

Council Member Plowman questioned the response time for the RFP. Interim City Administrator Halliday answered his question stating he would use the RFP which calls for a June 15, 2015 submittal deadline. It is possible the selection of which firm could occur five weeks from now.

Council Member Johnson requested clarification on the Selection Committee referring to on Page 2 of the RFP. Interim City Administrator Kevin Halliday stated it allows opportunity for the Council to add any individual to the interview committee.

Council Member Nelsen made the motion to approve the Request for Proposal for Executive Search Consulting Services as presented subject to the approval of the City Attorney. Council Member Fagerlie seconded the motion, which carried.

Item No. 5      Miscellany

1. Council Member Ahmann brought up the issue of the City Council attending sensitivity training stating there are new rules and law changes occurring all the time. He sought interest of the Council looking for a formal request.

Council Member Nelsen mentioned the League of MN Cities have several training options for Council and staff such as training for harassment-types of issues.

Council Member Nelsen made a motion to ask the Mayor to contact the League of MN Cities for some suggestions for appropriate training for the Council and City staff. Council Member Anderson seconded the motion, which carried.

2. Council Member Ahmann also brought forward the issue of a Human Resource position. There has been discussion in the past of the City sharing a Human Resource person with the Willmar Municipal Utilities. He has had discussion with General Manager West Hompe and he expressed the utilities continued interest.

Council Member Christianson felt the HR position should be discussed at a future Council Retreat or Special Council Meeting.

Council Member Anderson updated the Committee on the budget status of the Human Resource position stated that in 2014 there were funds designated for one-half the cost. It was taken out of the 2015 budget. He spoke in favor of continuing the discussion with WMU. This matter was for information only.

Council Member Anderson made a motion, seconded by Council Member Fagerlie to go into closed session. The meeting was closed at 5:26 p.m.

The meeting was reopened at 6:17 p.m. in the Executive Board room.

Item No. 6      Review of the Bureau of mediation Services Suggested Settlement

Pursuant to the discussion held in closed session, a motion was made by Council Member Johnson, seconded by Council Member Plowman to accept the BMS Agreement with the Department Head, First Line Supervisors, and Confidential Employees Group, as presented. The motion carried with all in favor.

There being no further business, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant  
Recording Secretary

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**MAY 11, 2015**

The Municipal Utilities Commission met in its regular meeting on Monday, May 11, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak (Zack) Mahboub. Absent was Commissioner Matt Schrupp.

Others present at the meeting were: Director of Operations John Harren, Director of Finance Tim Hunstad, Power Production Supervisor Jon Folkedahl, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilman Jim Dokken, and West Central Tribune Journalist David Little.

Due to the absence of President Schrupp, Commission Vice President Holtz opened the meeting by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Nagel seconded.

**RESOLUTION NO. 23**

“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 April 27, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143192 to No. 143264 inclusive in the amount of \$248,013.50 with a MISO credit in the amount of \$36,737.55, and a Westmoreland Resources (coal) credit in the amount of \$3,728.00.

Dated this 11<sup>th</sup> day of May, 2015.

\_\_\_\_\_  
Vice President

ATTEST:

\_\_\_\_\_  
Secretary

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

Commissioner Laumer reviewed with the Commission the minutes from the April 27<sup>th</sup> WMU Labor Committee meeting (see attached). It was noted that Committee reassignments had been conducted at the April 27<sup>th</sup> Commission meeting. Commission President Schrupp appointed Commissioners Laumer, Gimse & Holtz to serve on the WMU Labor Committee. Commissioner Schrupp would serve as Alternate. The first order of business was to establish the Chairperson of the Committee. Following a brief discussion, Commissioner Laumer was appointed to serve as the Chair of the WMU Labor Committee with Commissioner Gimse to serve as Vice Chair. Following the appointments, Commissioner Laumer summarized the main topics of discussion. These topics included: 1) various union-employee issues; 2) personnel staffing updates including strategic planning for employee functions; and, 3) miscellaneous employee-related items of interest. Following a discussion, Commissioner Laumer offered a motion to approve the minutes of the April 27<sup>th</sup> WMU Labor Committee meeting as presented. Commissioner Gimse seconded the meeting which carried by a vote of six ayes and zero nays.

Power Production Supervisor Folkedahl presented the Commission with the April 2015 Wind Turbine Report along with associated statistics. Included in the Report were analyses of both monthly and annual production figures, annual wind production costs, and various periodic comparisons. One item to note was the level of efficiency and increase in electrical production being experienced since WMU Staff (Power Production personnel) took over the majority of the maintenance of the wind turbines. Folkedahl noted that Staff Technicians conduct weekly maintenance inspections on the wind turbines to determine if there are any issues that need to be addressed while keeping the turbines as clean as possible. While Staff take care of the normal day-to-day maintenance, DeWind is under contract with WMU to conduct thorough maintenance checks twice annually along with any repairs above the Staff's capabilities. Folkedahl continued by reviewing a typical service report issued by DeWind when they are performing maintenance on the turbines. The Commission expressed their appreciation to Staff for the positive report and data presented related to WMU's wind turbines.

Customer Service Supervisor Stien reviewed with the Commission a sample billing and guide to reading the newly formatted WMU utility bills. The new format is the result of the computer conversion of the WMU's Customer Care & Billing Division. The new bills depart from the postcard-style format to a more detailed full-page account summary. Items contained on the billings will include: service and account summaries; usage history & comparisons; detailed listing of charges; and, additional information from WMU (hours, payment options, notices, etc.). Commission discussion was held regarding the clarification of the billing charge line item. Stien continued by noting that Staff members are excited about the innovative changes and look forward to utilizing the new billing format which will prove beneficial to the citizens of Willmar.

Director of Operations Harren presented the Commissioner with a recap of his recent attendance at the Missouri River Energy Services (MRES) Annual Meeting held in Sioux Falls, SD on May 6-7. Topics of discussion included: 1) historic account of MRES; 2) renewable energy storage; 3) energy efficiencies; 4) challenges facing the utility industry regarding Clean Power Plant Rules; 5) tax reform; and, 6) an overall year-in-review summary.

Director of Operations Harren reminded the Commissioners of a number of upcoming meetings/events to note. These include:

- APPA Lineworkers Rodeo (Sacramento, CA) - May 15-16
- David Turch & Associates legislative presentation - May 26<sup>th</sup> MUC meeting
- APPA National Conference (Minneapolis) - June 5-10
- MMUA Annual Summer Conference (Breezy Point) - August 17-19,

There being no further business to come before the Commission, Commissioner Mattern made a motion to adjourn the meeting. Commissioner Gimse seconded the motion, and the meeting was adjourned at 12:28 p.m. by a vote of seven ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Carol Laumer, Secretary



**WILLMAR MUNICIPAL UTILITIES**  
**WMU LABOR COMMITTEE MEETING MINUTES**  
**APRIL 27, 2015 @ 1:00 P.M.**  
**WMU CONFERENCE ROOM**

Attendees: Commissioners Carol Laumer, Joe Gimse & Dan Holtz, General Manager Wesley Hompe and Director of Operations John Harren

Commissioner Laumer called the WMU Labor Committee meeting to order at 1:18 p.m. This meeting was held immediately following the regular MUC meeting (04/27/15) at which Commission President Schrupp conducted reassignments to both the WMU Labor and Planning Committees. Commissioners Laumer, Gimse & Holtz were appointed to serve on the WMU Labor with Commissioner Schrupp serving as Alternate. The first order of business would be to establish the Chair for the Labor Committee. Commissioner Gimse offered a motion to appoint Commissioner Laumer to serve as Chair for the WMU Labor Committee. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

Commissioner Holtz next offered a motion to appoint Commissioner Gimse to serve as Vice Chair for the WMU Labor Committee. Commissioner Laumer seconded the motion which carried by a vote of three ayes and zero noes.

Committee Chair Laumer called the meeting to order at 1:18 p.m. (immediately following the regular Commission meeting).

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**AGENDA ITEMS:**

➤ **Union Discussion & Items Addressed (old business):**

For the benefit of the newly appointed member of the Planning Committee, a brief review of Utilities' personnel structure and processes (union & non-union) were presented for discussion. Additional topics reviewed in greater depth included:

- 1) The long-awaited newly executed union contract with IBEW Local #160 for the years 2014-2015 has been received.
- 2) Letter of intent concerning the retroactive pay – Labor Attorney Frank Madden will assist in creating a document addressing this concern. Out-of-contract Letters of Agreement will no longer be considered outside of normal union negotiation sessions.
- 3) Additional issues of understanding from last year.

➤ **Personnel Staffing Updates Including Strategic Planning for Employee Functions (new business):**

General Manager Hompe informed the Committee of a number of employee/personnel trends currently facing WMU. The majority of these changes are due to recent and anticipated retirements of Staff. Hompe presented a listing of tentative position changes including current and pending retirements, job modifications, and creation of new position(s). A number of position descriptions were reviewed along with identifying how future changes will affect these current positions. Future discussions will be held to determine the most beneficial path to ensure all divisions are properly and efficiently staffed.

➤ **Additional Employee-Related Discussion:**

- 2015 Safety record to date: 1 work-related injury to report; emphasis continues to ensure the safety for all employees;
- Conducted safety training for Power Plant employees prior to annual overhaul;
- OSHA inspection training was recently conducted by Robin Krug of MMUA; and,
- WMU Linemen (3 competing, 1 judging) will be participating in the 2015 APPA Lineworkers Rodeo, May 15-17 in Sacramento. This will serve as a preview for next year's event scheduled to be held in Minnesota (Shakopee). MMUA will be greatly involved in the event (subsequently WMU will also be assisting with the event).

➤ **Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Gimse offered a motion to adjourn the meeting at 2:05 p.m. Commissioner Holtz seconded the motion which carried by a vote of three ayes and zero nays.

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, MAY 13, 2015**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, May 13, 2015, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**Members Present:** Andrew Engan, Gary Geiger, Aaron Larson, Rolf Standfuss, Steve Gardner, Margaret Fleck, Scott Thaden, and Randy Czarnetzki.

**Members Absent:** Bob Poe.

**Others Present:** Don & Mary Fischer, Diane Sing, Joanna Schrupp, Justin Lee, Dan Goetzman, and Matt Rohlick.

2. MINUTES: The minutes of the April 22, 2015 meeting were approved as submitted.
3. GOETZMAN REZONE R-2 TO GB FILE NO. 15-06: The public hearing opened at 7:01 p.m. Dan Goetzman of HIS Property Group LLC, Spicer, MN presented a request for a rezone of the old Highway 12 Dairy Queen property from R-2 (One and Two Family Residential) to GB (General Business) of property legally described as follows: Lot 4 and W ½ of Lot 5, and N ½ of vacated alley lying southeasterly of parcel and that part of Lot 3 and that part of alley, Block 4, Ferring's Addition (610 Litchfield Ave. SE). Mr. Goetzman explained that he wishes to sell the property and has had interest in the property for commercial GB uses, however he was unaware of the residential zoning as the property has operated commercially for decades.

Don Fischer, a nearby property owner stated they'd rather have a restaurant in the area then some other use as there are so few restaurants on that side of town.

Justin Lee an abutting property owner stated that if it is a BBQ restaurant he'd have concerns about smoke and emissions at the site. Staff stated they'd have to follow the building code as far as hood systems and exhaust etc.

Diane Sing, a property owner to the north, stated she has had some major drainage concerns on her property and didn't want any development on this site to add to the problem.

With no further comments from the public, the hearing closed at 7:12 p.m.

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

The Commission talked about the site and that any new uses of the property that would involve building or site changes would have to meet current regulations. They also stated development of any of the properties in the area would have to meet the Stormwater Ordinance regulations. Historically the property has operated commercially for some time, and the properties to the north are commercially zoned. The site use will be limited by the

size of the site and structure. The Comprehensive Plan supports commercial uses along the major highways.

Mr. Geiger made a motion, seconded by Ms. Fleck, to approve the rezone and forward it onto the City Council for and Ordinance hearing and adoption.

The motion carried, with Mr. Czarnetzki abstaining.

4. MINNWEST TECHNOLOGY CAMPUS- MIDWEST AERIAL TECHNOLOGIES FILE NO. 15-07: Matt Rohlick, of Midwest Aerial Technology, presented a request for plan review of office space at the MinnWest Technology Campus on property legally described as follows: Unit 5 MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE). Midwest Aerial Technologies provides aerial imaging of Ag land for farm management and software packages, they also use drone technology.

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

The Commission talked about this Ag and technology business being a good fit for the campus and meets the Technology District.

Mr. Czarnetzki made a motion, seconded by Mr. Larson, to approve the plan review with the following condition:

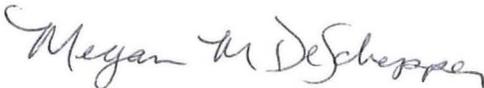
- A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

The Planning Commission reviewed and made affirmative findings of fact as per Zoning Ordinance Section 9.4.a.1-7.

The motion carried, with Mr. Geiger abstaining.

5. WOODY'S TRUCKING PLAN REVIEW- FILE NO. 15-8: The applicant withdrew their plan review request the day of the meeting.
6. There being no further business to come before the Commission, the meeting adjourned at 7:25 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager

**PLANNING COMMISSION-MAY 13, 2015**

**STAFF COMMENTS**

1. GOETZMAN REZONE R-2 TO GB- FILE NO. 15-06:

- The applicant is Dan Goetzman (HIS Property Group, LLC), Spicer, MN.
- The applicant is requesting rezoning his property from R-2 to GB (old Dairy Queen site) for commercial resale (possible BBQ stand or auto sales) on property legally described as follows: Lot 4 & W ½ of Lot 5, & N ½ of vacated alley lying southeasterly of parcel and that part of Lot 3 and that part of alley, Block 4, Ferring's Addition (610 Litchfield Ave. SE).
- The property has operated commercially for decades. The property to the north is zoned GB (General Business), the properties to the east, west, and south are all zoned R-2 (One and Two Family Residential).
- Any site development would have to meet current GB regulations.
- Has applicant attempted to sell property for residential development?  
RECOMMENDATION: Approve rezone as requested.

2. MINNWEST TECHNOLOGY CAMPUS-MIDWEST AERIAL TECHNOLOGIES FILE NO.15-07:

- The applicant is MinnWest Technology Campus, Willmar, MN.
- The applicant is requesting plan review for a new office tenant Midwest Aerial Technologies on property legally described as follows: Unit 5 MinnWest Technology Campus, CIC #40 A Planned Community (1700 Technology Dr. NE).
- Midwest Aerial Technologies specializes in aerial survey images for farm management software packages.
- The use is very Technology District oriented, and will fit in well with the campus.
- They will be leasing 238 sq. ft. of office space.  
RECOMMENDATION: Approve the plan review with the following condition:  
A. The use shall meet all applicable local, state, and federal rules and regulations at all times.

3. WOODY'S TRUCKING PLAN REVIEW- FILE NO. 15-08:

- The applicant is Mike & Teri Wood, Woody's Trucking, Willmar, MN.
- The applicant is requesting plan review for a new truck transport business facility on property legally described as: part of NW ¼ Section 21, Township 119, Range 35.
- The property is zoned I-2 General Industrial. Transportation businesses are permitted uses with plan review.
- The property is accessed via 19<sup>th</sup> Ave. SW and 22<sup>nd</sup> St. SW.
- The building setbacks are all met.
- The proposed building is 105' x 80' = 8,400 sq. ft. With offices, shop, parts area, and wash bays.

- 29 proposed parking spaces (future expansion??), exceeds parking requirements. Semi and tractor trailer parking?
- Steel building, similar to other industrial buildings.
- Paved drive and parking areas?
- A landscape plan was not submitted, undeveloped areas green space and plantings?

**ENGINEERING COMMENTS:**

- The applicant shall provide existing and proposed utility, grading, drainage, and erosion control plans for review and approval by the City.
- The applicant shall submit stormwater calculations and maps that demonstrate pre and post development calculations and drainage areas per City of Willmar Stormwater Management Ordinance.
- A NPDES construction stormwater permit will be required for this project.
- The access openings to 19<sup>th</sup> Ave. SW (CSAH 15) will be discussed with Kandiyohi County Public Works Department for spacing approval.
- Why is the North access opening to 22<sup>nd</sup> Street SW being constructed now?
- It appears that the building direction elevations are incorrect.
- The proposed truck scale location appears to impact traffic movements on 19<sup>th</sup> Ave. SW. Applicant should consider locating truck scale so that traffic on 19<sup>th</sup> Ave. SW is not impacted.
- The City will propose utility easements on the West and North property lines during the plan review process.

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Engineering comments shall be adhered to and met prior to issuance of a building permit.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.







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
DYNA SYSTEMS						000223								
	42669	05/14/15	GRINDER BITS	246.35		20890843		D	N				SMALL TOOLS	101.43425.0221
	42669	05/14/15	WASHERS/WELDING WIRE	411.55		20890843		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	657.90		*CHECK TOTAL								
ED DAVIS BUSINESS MACHIN						000229								
	42670	05/14/15	OFFICE CHAIR	205.69		138776		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	DESK WITH HUTCH	942.25		138776		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	CHAIR MAT	122.99		138776		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	5 CHAIRS	2,084.75		138928		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	120" X 48" TABLE	620.00		139011		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	10 MID BACK CHAIRS	1,658.90		139011		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	TACK BOARD	24.89		139011		D	N				SMALL TOOLS	101.42412.0221
	42670	05/14/15	OFFICE SUPPLIES	122.00		139066		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	122.52		139116		D	N				OFFICE SUPPLIES	101.42411.0220
	42670	05/14/15	OFFICE SUPPLIES	7.80		139137		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	36.00		139203		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	16.99		139332		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	24.45		139396		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	241.58		139452		D	N				OFFICE SUPPLIES	741.48001.0220
	42670	05/14/15	OFFICE SUPPLIES	121.29		139470		D	N				OFFICE SUPPLIES	741.48001.0220
			VENDOR TOTAL	6,352.10		*CHECK TOTAL								
ED'S SERVICE CENTER & SA						000231								
	42671	05/14/15	TOWING CHARGES	765.00		STMT/4-15		D	N				OTHER SERVICES	101.42411.0339
ELMQUIST JEWELERS						000236								
	42672	05/14/15	CHRISTENSON-RETIREMENT	140.00		91383		D	N				GENERAL SUPPLIES	101.41401.0229
EMERGENCY RESPONSE SOLUT						003048								
	42673	05/14/15	CHIEF HELMET	238.40		3917		D	N				SUBSISTENCE OF P	101.42412.0227
	42673	05/14/15	FIREFIGHTER HELMETS	979.87		3934		D	N				SUBSISTENCE OF P	101.42412.0227
			VENDOR TOTAL	1,218.27		*CHECK TOTAL								
ETTERMAN ENTERPRISES						001567								
	42674	05/14/15	OIL/LUBRICANTS	181.32		225603		D	M	07			MOTOR FUELS AND	101.45433.0222
FARM-RITE EQUIPMENT						003002								
	42675	05/14/15	100 GALLON GAS TANK	816.00		P04964		D	N				SMALL TOOLS	101.45433.0221
FARNAM'S GENUINE PARTS						000249								
	42676	05/14/15	AXLE SEALS	15.16		725071		D	N				INVENTORIES-MDSE	101.125000
	42676	05/14/15	BRAKE PARTS	239.58		725184		D	N				INVENTORIES-MDSE	101.125000
	42676	05/14/15	BRAKE PARTS	71.96		725515		D	N				INVENTORIES-MDSE	101.125000
	42676	05/14/15	CAR WASH POLISH	21.84		725559		D	N				GENERAL SUPPLIES	101.45433.0229

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
FARNAM'S GENUINE PARTS			000249											
	42676	05/14/15	BRAKE PADS/ROTORS	260.63		726953		D	N				INVENTORIES-MDSE	101.125000
				609.17	*CHECK	TOTAL								
			VENDOR TOTAL	609.17										
FASTENAL COMPANY			001188											
	42677	05/14/15	KUBOTA PARTS	43.86		MNWIL131816		D	N				MTCE. OF EQUIPME	101.45433.0224
	42677	05/14/15	KUBOTA PARTS	20.69		MNWIL131883		D	N				MTCE. OF EQUIPME	101.45433.0224
	42677	05/14/15	RWW IMPELLER BOLTS	14.64		MNWIL131954		D	N				MTCE. OF EQUIPME	651.48484.0224
	42677	05/14/15	RWW SS BOLTS/WASHERS	8.62		MNWIL132101		D	N				MTCE. OF EQUIPME	651.48484.0224
	42677	05/14/15	CASTOR WHEELS FOR TRGTS	169.38		MNWIL132269		D	N				INVENTORIES-MDSE	101.125000
				257.19	*CHECK	TOTAL								
			VENDOR TOTAL	257.19										
FERGUSON ENTERPRISES INC			000810											
	42678	05/14/15	PLUMBING PARTS	75.80		3507999		D	N				MTCE. OF STRUCTU	101.43425.0225
	42678	05/14/15	PLUMBING PARTS	6.23		3508941		D	N				MTCE. OF STRUCTU	101.43425.0225
	42678	05/14/15	PLUMBING PARTS	14.79		3510986		D	N				MTCE. OF STRUCTU	101.43425.0225
	42678	05/14/15	REPL. BATHROOM FIXTURE	1,005.37		3512614		D	N				MTCE. OF STRUCTU	101.45437.0225
	42678	05/14/15	PLUMBING PARTS	30.97		3515664		D	N				MTCE. OF STRUCTU	101.43425.0225
				1,133.16	*CHECK	TOTAL								
			VENDOR TOTAL	1,133.16										
FIBERLINK COMMUNICATIONS			003102											
	42679	05/14/15	MDM DEVICE LICENSES	300.00		INV150428		D	N				LICENSES AND TAX	101.41409.0445
FIREBYTES LLC			003090											
	42680	05/14/15	WIRELESS/NETWORK SUPPORT	178.00		234		D	M	07			PROFESSIONAL SER	101.41409.0446
FIVE-STAR PUMPING			000234											
	42681	05/14/15	BIOSOLIDS LAND APPLIC.	5,500.00		3625		D	N				OTHER SERVICES	651.48486.0339
FLAHERTY & HOOD P.A.			001449											
	42682	05/14/15	LEGAL SERVICES-APRIL	10,724.76		7793		D	M	07			PROFESSIONAL SER	101.41406.0446
FLEXIBLE PIPE TOOL CO			000273											
	42683	05/14/15	SCROLL SHAFT/FOLLOWER	1,083.50		18601		D	N				INVENTORIES-MDSE	101.125000
GENERAL MAILING SERVICES			000293											
	42684	05/14/15	POSTAGE	170.58		15203		D	N				POSTAGE	208.45006.0223
	42684	05/14/15	FED EX CHARGES	17.93		15210		D	N				POSTAGE	101.42411.0223
	42684	05/14/15	POSTAGE	1.18		15237		D	N				POSTAGE	208.45005.0223
	42684	05/14/15	POSTAGE	1,882.28		15238		D	N				POSTAGE	208.45006.0223
				2,071.97	*CHECK	TOTAL								
			VENDOR TOTAL	2,071.97										
GOODIN COMPANY			002835											
	42685	05/14/15	EYE WASH FILTERS	57.43		01365239-00		D	N				MTCE. OF EQUIPME	651.48484.0224

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
GREENSPRING MEDIA GROUP			001504											
	42686	05/14/15	SUMMER TRAVEL GUIDE	1,495.00		2015-22228		D	N				ADVERTISING	208.45006.0447
	42686	05/14/15	SUMMER TRAVEL GUIDE	1,495.00		2015-22228		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	2,990.00		*CHECK TOTAL								
GUTIERREZ/MARIA			.02248											
	42687	05/14/15	REFUND SHELTER DEPOSIT	50.00		050415		D	N				DEPOSITS	101.230000
HARDWARE HANK EXPRESS			000452											
	42688	05/14/15	TOILET TISSUE/HAND TWLS	32.97		040115		D	N				GENERAL SUPPLIES	101.41409.0229
	42688	05/14/15	PVC PIPE FOR SIGNS	6.98		040115		D	N				MTCE. OF EQUIPME	101.43425.0224
	42688	05/14/15	SPACKLING PASTE	3.39		040115		D	N				GENERAL SUPPLIES	101.45432.0229
	42688	05/14/15	SMALL TOOLS	9.28		040215		D	N				SMALL TOOLS	101.43425.0221
	42688	05/14/15	GARBAGE BAGS	13.98		040215		D	N				GENERAL SUPPLIES	101.43425.0229
	42688	05/14/15	STYROFOAM CUPS	6.98		040315		D	N				GENERAL SUPPLIES	101.41408.0229
	42688	05/14/15	TOOL BOX	13.99		040615		D	N				SMALL TOOLS	101.43425.0221
	42688	05/14/15	PLUMBING PARTS	24.80		040615		D	N				MTCE. OF STRUCTU	101.43425.0225
	42688	05/14/15	KEYS	37.75		041315		D	N				MTCE. OF STRUCTU	101.43425.0225
	42688	05/14/15	FELT PADS FOR CHAIRS	4.79		041315		D	N				MTCE. OF STRUCTU	651.48484.0225
	42688	05/14/15	CLEANING SUPPLIES	11.99		041515		D	N				CLEANING AND WAS	101.41408.0228
	42688	05/14/15	INSECT KILLER	32.99		041515		D	N				GENERAL SUPPLIES	101.41408.0229
	42688	05/14/15	SHOP MARKER	5.69		041515		D	N				GENERAL SUPPLIES	101.43425.0229
	42688	05/14/15	AIR FRESHENER	5.48		041615		D	N				GENERAL SUPPLIES	101.41409.0229
	42688	05/14/15	NUTS/BOLTS/FASTENERS	0.32		041715		D	N				MTCE. OF EQUIPME	101.41408.0224
	42688	05/14/15	NUTS/BOLTS/FASTENERS	1.04		041715		D	N				MTCE. OF EQUIPME	101.41408.0224
	42688	05/14/15	PLUMBING PARTS	42.56		041715		D	N				MTCE. OF STRUCTU	101.43425.0225
	42688	05/14/15	REPAIR DRAGS-PARTS	91.86		042115		D	N				MTCE. OF EQUIPME	101.43425.0224
	42688	05/14/15	SUPPLIES	1.20		042315		D	N				GENERAL SUPPLIES	101.41408.0229
	42688	05/14/15	PVC UNION/COUPLINGS	16.35		042715		D	N				MTCE. OF EQUIPME	101.45435.0224
	42688	05/14/15	PVC UNION	1.20		042715		D	N				MTCE. OF EQUIPME	101.45435.0224
	42688	05/14/15	BROOM/DUST PAN	25.98		042815		D	N				SMALL TOOLS	101.41408.0221
	42688	05/14/15	BUNGEE CORDS	14.99		042815		D	N				SMALL TOOLS	101.43425.0221
	42688	05/14/15	PLUMBING PARTS	27.40		042915		D	N				MTCE. OF STRUCTU	101.43425.0225
	42688	05/14/15	GARBAGE BAGS	12.99		042915		D	N				GENERAL SUPPLIES	101.43425.0229
	42688	05/14/15	LIGHT BULBS	11.99		043015		D	N				MTCE. OF STRUCTU	101.41409.0225
	42688	05/14/15	SPRAY NOZZLE	14.99		043015		D	N				SMALL TOOLS	101.43425.0221
	42688	05/14/15	FLAG SNAPS	6.58		043015		D	N				MTCE. OF EQUIPME	101.43425.0224
	42688	05/14/15	PICKLE BALL ROPE	15.12		043015		D	N				MTCE. OF EQUIPME	101.43425.0224
	42688	05/14/15	PLUMBING PARTS	16.14		043015		D	N				MTCE. OF STRUCTU	101.43425.0225
	42688	05/14/15	SMALL TOOLS	3.29		043015		D	N				SMALL TOOLS	101.45427.0221
	42688	05/14/15	PAINT THINNER/SUPPLIES	30.42		043015		D	N				GENERAL SUPPLIES	101.45427.0229
			VENDOR TOTAL	545.48		*CHECK TOTAL								
HAUG-KUBOTA LLC			002609											
	42689	05/14/15	PAINT/AIR CLNR BRACKET	60.91		5976		D	N				INVENTORIES-MDSE	101.125000

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
HAWKINS INC						000325								
	42690	05/14/15	FERRIC CHLORIDE	4,655.34			3719950 RI		D	N			GENERAL SUPPLIES	651.48484.0229
	42690	05/14/15	SODIUM HYPOCHLORITE	396.89			3721681 RI		D	N			PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	5,052.23			*CHECK TOTAL							
HEGLUND CATERING						002036								
	42691	05/14/15	MEALS-BOARD OF EQUALIZ.	106.88			8321		D	N			SUBSISTENCE OF P	101.41404.0227
	42691	05/14/15	CVB BOARD LUNCHES	10.79			8322		D	N			TRAVEL-CONF.-SCH	101.41401.0333
	42691	05/14/15	CVB BOARD LUNCHES	10.79			8322		D	N			TRAVEL-CONF.-SCH	101.41403.0333
	42691	05/14/15	CVB BOARD LUNCHES	10.79			8322		D	N			TRAVEL-CONF.-SCH	101.45433.0333
	42691	05/14/15	CVB BOARD LUNCHES	114.58			8322		D	N			TRAVEL-CONF.-SCH	208.45005.0333
			VENDOR TOTAL	253.83			*CHECK TOTAL							
HILLYARD FLOOR CARE SUPP						000333								
	42692	05/14/15	FLOOR POLISH	25.00			601583147		D	N			GENERAL SUPPLIES	101.45427.0229
	42692	05/14/15	CLEANING SUPPLIES	441.01			601584582		D	N			CLEANING AND WAS	101.45433.0228
	42692	05/14/15	CLEANING SUPPLIES	87.59			601588565		D	N			CLEANING AND WAS	101.45433.0228
	42692	05/14/15	SQUEEGEE	49.84			601592462		D	N			SMALL TOOLS	101.45433.0221
	42692	05/14/15	CLEANING SUPPLIES	75.76			601595083		D	N			CLEANING AND WAS	101.45435.0228
	42692	05/14/15	CLNG MACHINE REPAIR-PRTS	75.83			700180821		D	N			MTCE. OF EQUIPME	101.45435.0224
	42692	05/14/15	CLNG MACHINE REPAIR-LABR	84.00			700180821		D	N			MTCE. OF EQUIPME	101.45435.0334
			VENDOR TOTAL	839.03			*CHECK TOTAL							
HOME DEPOT CREDIT SERVIC						000058								
	42693	05/14/15	PLUMBING PARTS	15.68			3582572		D	N			MTCE. OF STRUCTU	101.45433.0225
	42693	05/14/15	PAINTING SUPPLIES	5.88			3582572		D	N			GENERAL SUPPLIES	101.45433.0229
			VENDOR TOTAL	21.56			*CHECK TOTAL							
HORIZON COMMERCIAL POOL						003075								
	42694	05/14/15	POOL CHEMICALS	1,156.50	CR		RMA-041		D	N			MTCE. OF OTHER I	101.45437.0226
	42694	05/14/15	POOL CHEMICALS	2,616.80			150420016		D	N			MTCE. OF OTHER I	101.45437.0226
			VENDOR TOTAL	1,460.30			*CHECK TOTAL							
HOUR MEDIA						002697								
	42695	05/14/15	AAA LIVING AD MAY/JUNE	760.00			5-15-AAA1110		D	N			OTHER CHARGES	208.45010.0449
HUFFMAN/MARNA						.02174								
	42696	05/14/15	REFUND BB OVER PYMT	20.00			050715		D	N			REFUNDS AND REIM	101.41428.0882
INT'L CODE COUNCIL						000355								
	42697	05/14/15	REFERENCE MATERIALS	178.67			INV0554667		D	N			OFFICE SUPPLIES	101.41402.0220
JAGUSH/JEFFREY						003037								
	42698	05/14/15	MILEAGE 4/14-5/8/15	38.82			050815		D	N			TRAVEL-CONF.-SCH	101.43425.0333
	42698	05/14/15	MILEAGE 4/14-5/8/15	38.81			050815		D	N			TRAVEL-CONF.-SCH	651.48484.0333





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
MCKALE'S CATERING			002208											
	42711	05/14/15	LEISURE COMMITTEE LNCHS	89.78		6414		D	N				TRAVEL-CONF.-SCH	208.45005.0333
MENARDS			000449											
	42712	05/14/15	PLANER KIT	162.79		73644		D	N				SMALL TOOLS	101.45427.0221
	42712	05/14/15	SAMPLE DIPPER	0.58		73806		D	N				MTCE. OF OTHER I	651.48484.0226
	42712	05/14/15	SAMPLE DIPPER	2.90		73807		D	N				MTCE. OF OTHER I	651.48484.0226
			VENDOR TOTAL	166.27		*CHECK TOTAL								
				166.27										
MILLER SANITATION			002936											
	42713	05/14/15	GARBAGE SERVICE-MAY	64.74		STMT/5-15		D	N				CLEANING AND WAS	101.41408.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	52.70		STMT/5-15		D	N				CLEANING AND WAS	101.42412.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	251.31		STMT/5-15		D	N				CLEANING AND WAS	101.43425.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	58.64		STMT/5-15		D	N				CLEANING AND WAS	101.43425.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	617.10		STMT/5-15		D	N				CLEANING AND WAS	101.43425.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	251.60		STMT/5-15		D	N				CLEANING AND WAS	101.43425.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	64.74		STMT/5-15		D	N				CLEANING AND WAS	101.45427.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	187.80		STMT/5-15		D	N				CLEANING AND WAS	101.45433.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	73.92		STMT/5-15		D	N				CLEANING AND WAS	101.45433.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	49.67		STMT/5-15		D	N				CLEANING AND WAS	101.45435.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	78.84		STMT/5-15		D	N				CLEANING AND WAS	101.45437.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	24.34		STMT/5-15		D	N				CLEANING AND WAS	651.48484.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	48.67		STMT/5-15		D	N				CLEANING AND WAS	651.48484.0338
	42713	05/14/15	GARBAGE SERVICE-MAY	161.04		STMT/5-15		D	N				CLEANING AND WAS	651.48484.0338
			VENDOR TOTAL	1,985.11		*CHECK TOTAL								
				1,985.11										
MILLS AUTOMOTIVE GROUP			000432											
	42714	05/14/15	WNDSHLD WIPER TRANS	101.64		3259038		D	N				INVENTORIES-MDSE	101.125000
	42714	05/14/15	SEAT COVER/KIT	349.45		3265478		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	451.09		*CHECK TOTAL								
				451.09										
MINI BIFF LLC			001805											
	42715	05/14/15	TOILET RENTALS	77.01		A-70134		D	N				RENTS	101.43425.0440
	42715	05/14/15	TOILET RENTALS	77.01		A-70135		D	N				RENTS	101.43425.0440
	42715	05/14/15	TOILET RENTALS	77.01		A-70136		D	N				RENTS	101.43425.0440
	42715	05/14/15	TOILET RENTALS	5.14		A-70138		D	N				RENTS	101.43425.0440
	42715	05/14/15	TOILET RENTALS	77.01		A-70139		D	N				RENTS	101.43425.0440
	42715	05/14/15	TOILET RENTALS	5.14		A-70142		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	318.32		*CHECK TOTAL								
				318.32										
MINNCOR INDUSTRIES			001591											
	42716	05/14/15	POLISH/HAND TOWELS	184.00		SOI-035505		D	N				GENERAL SUPPLIES	651.48484.0229
MN ELEVATOR INC			000499											
	42717	05/14/15	ELEVATOR REPAIR-LABOR	3,989.00		620609		D	N				MTCE. OF STRUCTU	101.41408.0335

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
MN FIRE SERVICE CERTIF.			000018											
	42718	05/14/15	LUFT-CERTIF. EXAM	100.00		3330		D	N				TRAVEL-CONF.-SCH	101.42412.0333
	42718	05/14/15	LUFT-CERTIF. EXAM	100.00		3350		D	N				TRAVEL-CONF.-SCH	101.42412.0333
			VENDOR TOTAL	200.00		*CHECK TOTAL								
MN POLLUTION CONTROL AGE			000511											
	42719	05/14/15	CLASS B CERTIF. FEE	45.00		042715		D	N				LICENSES AND TAX	651.48484.0445
MN UNITED SNOWMOBILE ASS			001970											
	42720	05/14/15	MEMBERSHIP DUES	33.36		70867		D	N				PREPAID EXPENSES	208.128000
	42720	05/14/15	MEMBERSHIP DUES	66.64		70867		D	N				SUBSCRIPTIONS AN	208.45005.0443
			VENDOR TOTAL	100.00		*CHECK TOTAL								
MONARCH DIGITAL			003169											
	42721	05/14/15	WEBSITE SUPPORT-APR	264.00		104014		D	N				PROFESSIONAL SER	101.41409.0446
MUNICIPAL UTILITIES			000541											
	42722	05/14/15	UTILITIES FOR APRIL	3,400.46		4/15		D	N				UTILITIES	101.41408.0332
	42722	05/14/15	UTILITIES FOR APRIL	330.97		4/15		D	N				UTILITIES	101.41409.0332
	42722	05/14/15	UTILITIES FOR APRIL	750.99		4/15		D	N				UTILITIES	101.42412.0332
	42722	05/14/15	UTILITIES FOR APRIL	4,192.18		4/15		D	N				UTILITIES	101.43425.0332
	42722	05/14/15	UTILITIES FOR APRIL	2,284.94		4/15		D	N				UTILITIES	101.45427.0332
	42722	05/14/15	UTILITIES FOR APRIL	6,468.86		4/15		D	N				UTILITIES	101.45433.0332
	42722	05/14/15	UTILITIES FOR APRIL	1,101.47		4/15		D	N				UTILITIES	101.45435.0332
	42722	05/14/15	UTILITIES FOR APRIL	101.23		4/15		D	N				UTILITIES	101.45437.0332
	42722	05/14/15	UTILITIES FOR APRIL	3,058.90		4/15		D	N				UTILITIES	230.43430.0332
	42722	05/14/15	UTILITIES FOR APRIL	44,230.20		4/15		D	N				UTILITIES	651.48484.0332
	42722	05/14/15	ADMIN FEE	1,500.00		4/15		D	N				PROFESSIONAL SER	651.48484.0446
	42722	05/14/15	UTILITIES FOR APRIL	4,674.04		4/15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	72,094.24		*CHECK TOTAL								
MVTL LABORATORIES INC			000544											
	42723	05/14/15	WASTEWATER TESTING	45.00		752440		D	N				PROFESSIONAL SER	651.48484.0446
	42723	05/14/15	BIOSOLIDS TESTING	315.00		753406		D	N				PROFESSIONAL SER	651.48486.0446
			VENDOR TOTAL	360.00		*CHECK TOTAL								
MWOA			000545											
	42724	05/14/15	THOLE-MEMBERSHIP DUES	15.00		050115		D	N				SUBSCRIPTIONS AN	651.48484.0443
NBS CALIBRATIONS			001167											
	42725	05/14/15	LAB BALANCE/CALIBRATION	306.00		00095034		D	N				MTCE. OF EQUIPME	651.48484.0334
NCI			.02244											
	42726	05/14/15	MICROSCOPE LAMP	43.00		IN-61080		D	N				MTCE. OF EQUIPME	651.48484.0224

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
NELSON INTERNATIONAL 000568														
	42727	05/14/15	#052444-RETURNED STRAPS	397.98	CR	CM633321		D	N				MTCE. OF EQUIPME	101.43425.0224
	42727	05/14/15	#062633-DOOR REPAIR	257.70		318713		D	N				MTCE. OF EQUIPME	101.42412.0224
	42727	05/14/15	#062633-DOOR REPAIR	862.08		318713		D	N				MTCE. OF EQUIPME	101.42412.0334
	42727	05/14/15	#069956 REPAIR-PARTS	255.63		318785		D	N				MTCE. OF EQUIPME	651.48486.0224
	42727	05/14/15	#069956 REPAIR-LABOR	394.30		318785		D	N				MTCE. OF EQUIPME	651.48486.0334
	42727	05/14/15	#088960 REPAIR-PARTS	669.71		318907		D	N				MTCE. OF EQUIPME	101.43425.0224
	42727	05/14/15	#088960 REPAIR-LABOR	392.64		318907		D	N				MTCE. OF EQUIPME	101.43425.0334
	42727	05/14/15	#052444-FUEL TANK/STRA	1,568.41		633321		D	N				MTCE. OF EQUIPME	101.43425.0224
				4,002.49										
			VENDOR TOTAL	4,002.49										
*CHECK TOTAL														
O'REILLY AUTOMOTIVE INC 000650														
	42728	05/14/15	WNDSHLD WIPER BLADES	11.19		1528-352379		D	N				MTCE. OF EQUIPME	101.42411.0224
OLSON/GEORGE .02247														
	42729	05/14/15	SIGN DEPOSIT REF 2015-4	100.00		2015-4		D	N				DEPOSITS-SIGN PE	101.230001
OXYGEN SERVICE COMPANY 002223														
	42730	05/14/15	TIPS FOR CUTTING TORCH	94.89		07872576		D	N				SMALL TOOLS	101.43425.0221
PETERSON *PETTY CASH/BR 000609														
	42731	05/14/15	TO REIMBURSE PETTY CASH	1.65		050415		D	N				PROFESSIONAL SER	101.41401.0446
	42731	05/14/15	TO REIMBURSE PETTY CASH	12.80		050415		D	N				SUBSISTENCE OF P	101.41402.0227
	42731	05/14/15	TO REIMBURSE PETTY CASH	43.32		050415		D	N				TRAVEL-CONF.-SCH	101.41402.0333
				57.77										
			VENDOR TOTAL	57.77										
*CHECK TOTAL														
PETERSON SHOE STORE 000608														
	42732	05/14/15	TINKLENBERG-SAFETY BOOTS	125.00		161619		D	N				SUBSISTENCE OF P	101.43425.0227
POMP'S TIRE SERVICE INC 003170														
	42733	05/14/15	TIRES FOR SQUADS	493.72		210168994		D	N				MTCE. OF EQUIPME	101.42411.0224
	42733	05/14/15	TIRES FOR SQUADS	3,372.16		210168997		D	N				MTCE. OF EQUIPME	101.42411.0224
				3,865.88										
			VENDOR TOTAL	3,865.88										
*CHECK TOTAL														
PRO COLOR GRAPHICS 002719														
	42734	05/14/15	#062633-TRUCK DECALS	119.90		3782		D	M	07			MTCE. OF EQUIPME	101.42412.0224
	42734	05/14/15	#062633-TRUCK DECALS	50.00		3782		D	M	07			MTCE. OF EQUIPME	101.42412.0334
				169.90										
			VENDOR TOTAL	169.90										
*CHECK TOTAL														
QUICK SIGNS 001093														
	42735	05/14/15	PARK RESTROOM SIGNS	58.00		171115		D	N				MTCE. OF STRUCTU	101.43425.0225
RAILROAD MANAGEMENT CO I 002582														
	42736	05/14/15	SEWER PIPELINE LEASE	677.50		319860		D	N				PREPAID EXPENSES	101.128000
	42736	05/14/15	SEWER PIPELINE LEASE	484.00		319860		D	N				RENTS	101.43425.0440
				1,161.50										
			VENDOR TOTAL	1,161.50										
*CHECK TOTAL														

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
RAILROAD MANAGEMENT CO I			002582											
			VENDOR TOTAL	1,161.50										
RULE TIRE SHOP			000665											
42737	05/14/15	#006586-TIRE REPAIR		10.94		1-4855		D	N				MTCE. OF EQUIPME	101.43425.0224
42737	05/14/15	#006586-TIRE REPAIR		100.00		1-4855		D	N				MTCE. OF EQUIPME	101.43425.0334
42737	05/14/15	1 TON TIRES		578.97		1-5011		D	N				MTCE. OF EQUIPME	101.43425.0224
42737	05/14/15	COMPUTER BALANCE		29.97		1-5011		D	N				MTCE. OF EQUIPME	101.43425.0334
42737	05/14/15	TIRE DISPOSAL		11.97		1-5011		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	731.85		*CHECK TOTAL								
RUNNING'S SUPPLY INC			001418											
42738	05/14/15	CHAIN-REPAIR LINK		8.78		3636476		D	N				MTCE. OF EQUIPME	101.43425.0224
42738	05/14/15	GRASS SEED		63.99		3636476		D	N				GENERAL SUPPLIES	101.43425.0229
42738	05/14/15	FUNNELS		29.96		3641128		D	N				SMALL TOOLS	101.45433.0221
42738	05/14/15	GREASE GUN RATCHET/HOSES		49.98		3644945		D	N				SMALL TOOLS	651.48486.0221
42738	05/14/15	GRASS SEED		149.97		3647090		D	N				GENERAL SUPPLIES	101.43425.0229
42738	05/14/15	WHEEL FOR TRAILER		71.28		3650401		D	N				MTCE. OF EQUIPME	101.45433.0224
42738	05/14/15	GRASS SEED		129.99		3650926		D	N				GENERAL SUPPLIES	101.43425.0229
42738	05/14/15	SMALL TOOLS		29.99		3651869		D	N				SMALL TOOLS	101.43425.0221
			VENDOR TOTAL	533.94		*CHECK TOTAL								
SERVICE CENTER/CITY OF W			000685											
42739	05/14/15	EQUIPMENT REPAIR-PARTS		90.60		STMT/4-15		D	N				MTCE. OF EQUIPME	101.45432.0224
SHI CORP			000275											
42740	05/14/15	ADOBE LICENSE		368.00		B03424082		D	N				PREPAID EXPENSES	101.128000
42740	05/14/15	ADOBE LICENSE		736.00		B03424082		D	N				LICENSES AND TAX	101.41409.0445
			VENDOR TOTAL	1,104.00		*CHECK TOTAL								
SIMPLEX GRINNELL			001411											
42741	05/14/15	SPRINKLER SYSTEM INSP.		726.23		77766853		D	N				MTCE. OF STRUCTU	101.45433.0335
SMEBY/ROSS			002570											
42742	05/14/15	MILEAGE 4/1-4/30/15		71.88		050415		D	N				TRAVEL-CONF.-SCH	101.41409.0333
STATEWIDE DISTRIBUTING I			000718											
42743	05/14/15	HAND TOWELS		28.00		099284		D	N				GENERAL SUPPLIES	230.43430.0229
STEIN'S INC			000720											
42744	05/14/15	CLEANING SUPPLIES		1,193.69		725783		D	N				CLEANING AND WAS	101.43425.0228
STREICHER'S			000722											
42745	05/14/15	AMMUNITION		540.00		I1150723		D	N				GENERAL SUPPLIES	101.42411.0229

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
SURPLUS WAREHOUSE INC			000728											
	42746	05/14/15	HONEYWAGON TIRE	84.99		050515		D	N				MTCE. OF EQUIPME	651.48486.0224
SW - WEST CNTRL SERVICES			000892											
	42644	05/05/15	HEALTH INSURANCE-JUNE	2,734.50		C286		D	N				COBRA INS PREMIU	101.120001
	42644	05/05/15	HEALTH INSURANCE-JUNE	2,104.50		C286		D	N				EMPLOYER INSUR.	101.41400.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	5,894.02		C286		D	N				EMPLOYER INSUR.	101.41402.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	2,974.71		C286		D	N				EMPLOYER INSUR.	101.41403.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	5,437.76		C286		D	N				EMPLOYER INSUR.	101.41404.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	5,249.26		C286		D	N				EMPLOYER INSUR.	101.41405.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	1,332.00		C286		D	N				EMPLOYER INSUR.	101.41408.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	5,241.26		C286		D	N				EMPLOYER INSUR.	101.41409.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	350.05		C286		D	N				EMPLOYER INSUR.	101.41424.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	7,790.50		C286		D	N				RETIRED EMPLOYEE	101.41428.0818
	42644	05/05/15	HEALTH INSURANCE-JUNE	25,716.72		C286		D	N				INS. PASS THROUG	101.41428.0819
	42644	05/05/15	HEALTH INSURANCE-JUNE	44,340.26		C286		D	N				EMPLOYER INSUR.	101.42411.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	584.50		C286		D	N				EMPLOYER INSUR.	101.42412.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	7,247.26		C286		D	N				EMPLOYER INSUR.	101.43417.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	22,084.02		C286		D	N				EMPLOYER INSUR.	101.43425.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	584.50		C286		D	N				EMPLOYER INSUR.	101.45432.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	4,036.76		C286		D	N				EMPLOYER INSUR.	101.45433.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	344.40		C286		D	N				EMPLOYER INSUR.	101.45435.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	700.14		C286		D	N				EMPLOYER INSUR.	101.45437.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	11,588.86		C286		D	N				EMPLOYER INSUR.	651.48484.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	1,400.26		C286		D	N				EMPLOYER INSUR.	651.48485.0114
	42644	05/05/15	HEALTH INSURANCE-JUNE	1,400.26		C286		D	N				EMPLOYER INSUR.	651.48486.0114
	42644	05/05/15	CHECK VOID	2,734.50	CR	C286		M	N				COBRA INS PREMIU	101.120001
	42644	05/05/15	CHECK VOID	2,104.50	CR	C286		M	N				EMPLOYER INSUR.	101.41400.0114
	42644	05/05/15	CHECK VOID	5,894.02	CR	C286		M	N				EMPLOYER INSUR.	101.41402.0114
	42644	05/05/15	CHECK VOID	2,974.71	CR	C286		M	N				EMPLOYER INSUR.	101.41403.0114
	42644	05/05/15	CHECK VOID	5,437.76	CR	C286		M	N				EMPLOYER INSUR.	101.41404.0114
	42644	05/05/15	CHECK VOID	5,249.26	CR	C286		M	N				EMPLOYER INSUR.	101.41405.0114
	42644	05/05/15	CHECK VOID	1,332.00	CR	C286		M	N				EMPLOYER INSUR.	101.41408.0114
	42644	05/05/15	CHECK VOID	5,241.26	CR	C286		M	N				EMPLOYER INSUR.	101.41409.0114
	42644	05/05/15	CHECK VOID	350.05	CR	C286		M	N				EMPLOYER INSUR.	101.41424.0114
	42644	05/05/15	CHECK VOID	7,790.50	CR	C286		M	N				RETIRED EMPLOYEE	101.41428.0818
	42644	05/05/15	CHECK VOID	25,716.72	CR	C286		M	N				INS. PASS THROUG	101.41428.0819
	42644	05/05/15	CHECK VOID	44,340.26	CR	C286		M	N				EMPLOYER INSUR.	101.42411.0114
	42644	05/05/15	CHECK VOID	584.50	CR	C286		M	N				EMPLOYER INSUR.	101.42412.0114
	42644	05/05/15	CHECK VOID	7,247.26	CR	C286		M	N				EMPLOYER INSUR.	101.43417.0114
	42644	05/05/15	CHECK VOID	22,084.02	CR	C286		M	N				EMPLOYER INSUR.	101.43425.0114
	42644	05/05/15	CHECK VOID	584.50	CR	C286		M	N				EMPLOYER INSUR.	101.45432.0114
	42644	05/05/15	CHECK VOID	4,036.76	CR	C286		M	N				EMPLOYER INSUR.	101.45433.0114
	42644	05/05/15	CHECK VOID	344.40	CR	C286		M	N				EMPLOYER INSUR.	101.45435.0114
	42644	05/05/15	CHECK VOID	700.14	CR	C286		M	N				EMPLOYER INSUR.	101.45437.0114
	42644	05/05/15	CHECK VOID	11,588.86	CR	C286		M	N				EMPLOYER INSUR.	651.48484.0114
	42644	05/05/15	CHECK VOID	1,400.26	CR	C286		M	N				EMPLOYER INSUR.	651.48485.0114
	42644	05/05/15	CHECK VOID	1,400.26	CR	C286		M	N				EMPLOYER INSUR.	651.48486.0114
				0.00									*CHECK TOTAL	



Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WEST CENTRAL STEEL INC			000806											
	42753	05/14/15	IRON	3,402.64		1146520		D	N				INVENTORIES-MDSE	101.125000
WEST CENTRAL TRIBUNE			000807											
	42754	05/14/15	COUNCIL PROCEEDINGS PUB.	148.32		CL03069760		D	N				PRINTING AND PUB	101.41401.0331
	42754	05/14/15	COUNCIL PROCEEDINGS PUB.	519.12		CL03069761		D	N				PRINTING AND PUB	101.41401.0331
	42754	05/14/15	HRNG-PROPOSED REZONING	74.16		CL03069883		D	N				PRINTING AND PUB	101.41402.0331
	42754	05/14/15	DISTRACTED DRIVING AD	41.80		36969/4-15		D	N				ADVERTISING	101.42411.0447
			VENDOR TOTAL	783.40		*CHECK TOTAL								
				783.40										
WILLMAR CHAMBER OF COMME			000812											
	42755	05/14/15	DIRECTOR SALARY	4,207.50		STMT/4-15		D	N				SALARIES-REG. EM	208.45005.0110
	42755	05/14/15	ASSISTANT SALARY	2,288.00		STMT/4-15		D	N				SALARIES-REG. EM	208.45005.0110
	42755	05/14/15	FICA & INSURANCE	1,423.11		STMT/4-15		D	N				EMPLOYER PENSION	208.45005.0113
	42755	05/14/15	IRA CONTRIBUTION	194.86		STMT/4-15		D	N				EMPLOYER PENSION	208.45005.0113
	42755	05/14/15	PHOTO COPIES-APRIL	25.32		STMT/4-15		D	N				OFFICE SUPPLIES	208.45005.0220
	42755	05/14/15	PAYROLL/FLEX FEE	39.74		STMT/4-15		D	N				OTHER SERVICES	208.45005.0339
	42755	05/14/15	OFFICE RENT-APRIL	626.61		STMT/4-15		D	N				RENTS	208.45005.0440
	42755	05/14/15	LEADERSHIP PERSPECTIVE	1,000.00		42165		D	N				CIVIC PROMOTION	101.45428.0812
	42755	05/14/15	MAIL PICKUP FEE-APRIL	50.00		42177		D	N				POSTAGE	208.45005.0223
			VENDOR TOTAL	9,855.14		*CHECK TOTAL								
				9,855.14										
WILLMAR DOWNTOWN DEVELOP			002348											
	42756	05/14/15	EXPENSE REIMBURSEMENT	2,173.99		03/27-04/23/15		D	N				CIVIC PROMOTION	101.45428.0812
WILLMAR ELECTRIC SERVICE			000816											
	42757	05/14/15	ALARM MONITORING FEE	306.00		29258		D	N				MTCE. OF STRUCTU	101.43425.0335
	42757	05/14/15	ALARM MONITORING FEE	306.00		29335		D	N				MTCE. OF STRUCTU	101.42412.0335
			VENDOR TOTAL	612.00		*CHECK TOTAL								
				612.00										
WILLMAR WATER & SPAS			000831											
	42758	05/14/15	DRINKING WATER	7.00		E0022		D	N				SUBSISTENCE OF P	101.41408.0227
	42758	05/14/15	SOFTENER SALT	5.10		E0022		D	N				GENERAL SUPPLIES	101.41408.0229
	42758	05/14/15	LAB WATER	32.25		E30027		D	N				GENERAL SUPPLIES	651.48484.0229
	42758	05/14/15	LAB WATER	34.00		E30226		D	N				GENERAL SUPPLIES	651.48484.0229
	42758	05/14/15	SOFTENER SALT	13.80		E30377		D	N				GENERAL SUPPLIES	230.43430.0229
	42758	05/14/15	DRINKING WATER	7.00		E30474		D	N				SUBSISTENCE OF P	101.41408.0227
	42758	05/14/15	SOFTENER SALT	5.10		E30474		D	N				GENERAL SUPPLIES	101.41408.0229
	42758	05/14/15	LAB WATER	38.50		E30479		D	N				GENERAL SUPPLIES	651.48484.0229
	42758	05/14/15	LAB WATER	21.50		E30872		D	N				GENERAL SUPPLIES	651.48484.0229
	42758	05/14/15	DRINKING WATER	18.75		E30896		D	N				SUBSISTENCE OF P	651.48484.0227
	42758	05/14/15	DRINKING WATER	14.00		E31071		D	N				SUBSISTENCE OF P	101.41408.0227
	42758	05/14/15	SOFTENER SALT	5.10		E31071		D	N				GENERAL SUPPLIES	101.41408.0229
	42758	05/14/15	LAB WATER	27.75		E31076		D	N				GENERAL SUPPLIES	651.48484.0229
	42758	05/14/15	WTR PURIFIER RENTAL-MAY	35.00		R12336		D	N				RENTS	101.41408.0440

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
WILLMAR WATER & SPAS			000831											
	42758	05/14/15	WATER COOLER COVER	15.00		74242		D	N				GENERAL SUPPLIES	101.41408.0229
			VENDOR TOTAL	279.85		*CHECK TOTAL								
WINDSTREAM			002100											
	42759	05/14/15	MONTHLY PHONE SERV-APR	707.03		STMT/4-15		D	N				COMMUNICATIONS	101.41409.0330
WW GOETSCH ASSOCIATES IN			000785											
	42760	05/14/15	ARMORY L.S. SEAL	832.70		94319		D	N				MTCE. OF EQUIPME	651.48485.0224
ZEE MEDICAL SERVICE			000839											
	42761	05/14/15	FIRST AID SUPPLIES	344.25		54161390		D	N				SUBSISTENCE OF P	101.45433.0227
ZUNIGA/FERNANDO			.02250											
	42762	05/14/15	REFUND SHELTER DEPOSIT	50.00		050415		D	N				DEPOSITS	101.230000
5 STAR WALT'S LLC			000790											
	42763	05/14/15	GAS FOR SAWS	18.06		1.3929.4		D	N				MOTOR FUELS AND	101.42412.0222

ACS FINANCIAL SYSTEM  
05/14/2015 12:19:57

Vendor Payments History Report  
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR  
GL540R-V07.27 PAGE 18

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				767,520.90										

RECORDS PRINTED - 000439

ACS FINANCIAL SYSTEM  
05/14/2015 12:19:57

Vendor Payments History Report

CITY OF WILLMAR  
GL060S-V07.27 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	278,654.11
205	INDUSTRIAL DEVELOPMENT	4,275.22
208	CONVENTION & VISITORS BUREAU	18,064.59
230	WILLMAR MUNICIPAL AIRPORT	48,220.50
414	S.A.B.F. - #2014	3,834.00
432	C.P. - WASTE TREATMENT	297,348.42
450	CAPITAL IMPROVEMENT FUND	18,625.00
651	WASTE TREATMENT	97,928.95
741	OFFICE SERVICES	570.11
TOTAL ALL FUNDS		767,520.90

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	767,520.90
TOTAL ALL BANKS		767,520.90

**WCAC COUNCIL**  
**Minutes**  
**May 8, 2015**  
**WCAC – Reynolds Room**

Members-Claudia Cederstrom, Diane Shuck, Phyllis Williams, Darlene Schroeder and Tim Johnson  
Staff - Steve Brisendine

**WCAC Committee Membership/Introductions**-The meeting was called to order at 9:00am by Chair Claudia Cederstrom.

**WCAC Council Job Description Discussion**-Many comments were made regarding the document describing the role of council members. We will continue to tweak this description over the coming months to fully describe the work the council will do. We deleted number 2 of responsibilities, which read review agenda and materials in advance of each meeting because that is a given and not necessarily a responsibility that needs to be listed in this document. #'s 4 and 6 seemed to be saying much of the same thing so it was changed to read identify community needs, interests and concerns regarding adult programming over the age of 55 and the use of the WCAC in conjunction with CER staff. We also discussed the representation of the community and who else should be invited to be a part of this council.

**Budget/CIP Update**-Brisendine updated the council on the budget for the center for 2015. Currently only about 20% of the budget had been expended even though the year is 33% completed. This should allow the staff the opportunity to provide some programming and possibly up the advertising of the facility to try and get more participation. A caution was given to the age of the building and that issues have come up with heating/cooling systems along with electrical and plumbing failures. Thus staff will continue to monitor the budget closely and report monthly to the council where the budget stands.

Brisendine also shared with the council the items that have been placed on the 5 year CIP that is in the process of being developed for the 2016-2020 time frame for the City of Willmar. The current year (2015) there were no capital expenses budgeted for the WCAC. Proposed for 2017 is replacement of tables/chairs \$10,000 and replacement of carpet for the Sunshine Room and entry ways \$5,000. In 2017 it is proposed to replace carpet in the Bremer/Reynolds rooms \$30,000 along with \$8,000 for furniture in the sitting area of the facility. 2018 we are proposing to replace the curtain divider \$10,000 and some exercise equipment for \$5,000. Before purchasing any exercise equipment staff and council members will monitor the use of the current equipment to make sure the need is there to justify the purchase.

As we move forward with purchases for this facility members of the committee thought it might be wise to participate in an audit of the facility to make sure all the furniture and access points of the facility met the ADA needs of the users. Brisendine will contact Safe Assure and possibly OT/PT professionals for assistance on this matter.

## **WCAC Council Minutes**

### **Page 2**

**Facility Usage Update-**Staff shared the usage of the facility for April; there were 96 reservations for regular business hours 9:00am-5:00pm, 11 reservations for evenings after 5:00pm and 2 weekend reservations that were waffle feed fundraisers.

Members asked if this information could be shared in a different format such as an outlook print out. Staff will look into that option for next month's report.

**Program Update/Requests-** The Meal Site is now offering 2 Two Buck Wednesday's and the attendance has been very strong on these dates. Other days of the week have also gotten a boost with members of the fitness class starting to participate in the meal site. It was mentioned that we could possibly offer more wellness activities for this population. It was discussed that staff should research what other centers programs are offering and possibly replicate both good program ideas and any facility options that would work for Willmar.

**Senior Club Update-** Phyllis Williams gave a quick update on the Senior Club activities for the month. Discussion took place about the advertising of upcoming programs. Currently the catalog is mailed out to every resident of the city three times a year. It was asked if a board or monitor could be created that would host upcoming activities. There is a white board near the woodshop that is used by the club to advertise the upcoming dance and entertainment. They asked if Jeff could be sure not to pile chairs up blocking access to that board. Also it was mentioned that possibly staff could attend either the Wednesday Club meeting or the Friday Club dance to announce upcoming activities. Brisendine will ask staff to at the very least get the senior club reps information that they can announce on a monthly basis.

**Other-**Brisendine will request that Public Works reviews the last handicap stall, as it seems to get hit by cars quite often and should it be moved or removed. We also discussed the replacement schedules for the computer lab. After the meeting Brisendine did check on those and they are fairly new and should be good for at least two more years.

Next meeting will be Friday June 12, 2015 9:00am Sunshine Room WCAC

Being no further items the meeting was adjourned

## MINUTES

### WILLMAR POLICE COMMISSION

Monday, March 23, 2015

A meeting of the Willmar Police Civil Service Commission was held on Monday, March 23, 2015. Members present were: President Cassie Akerson, Vice President Kathy Schwantes, and Secretary Dennis Anfinson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Akerson at 3:45 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Anfinson, to approve the February 2, 2015 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that Sgt. Michael Markkanen had submitted his retirement notice and will be leaving at the end of May. Therefore, he had received approval from City Administrator Stevens to begin the hiring process for a police officer to maintain the sworn staff at 32, as had previously been approved by Council. Chief Felt explained that the eligibility list is exhausted and it would be his recommendation to void the list and start the hiring process.

Discussion followed on the tentative timeline for hiring officers and the various steps involved.

A motion was made by Commissioner Anfinson, seconded by Commissioner Schwantes, to void the existing/exhausted eligibility list and begin the hiring process for a patrol officer. **Motion carried.**

After further discussion and reviewing the Police Officer Opening notice, a motion was made by Commissioner Schwantes, seconded by Commissioner Anfinson, to approve the police officer hiring process as follows:

- Application deadline is 4:30 p.m. on April 15, 2015.
- Advertise on the MN POST website, the City of Willmar website, and in the West Central Tribune.
- Provide two written testing dates; Wednesday, April 22, 2015 & Saturday, April 25, 2015, with the testing vendor being I/O Solutions.
- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion.
- Preference points will be given for Veterans, as required under MN Statutes, with an application form available for such preference.

- Résumés and cover letters will be required. If an application is not signed or legible, the candidate will be considered ineligible for the written test.

**Motion carried.**

The Commission will meet Thursday, May 7, 2015, at 3:45 p.m., after the written test results have been returned, to establish cut-off scores for invitation of applicants to the oral examination.

With the impending retirement of Sgt. Markkanen, Chief Felt explained that City Administrator Stevens had given him the authorization to promote a Sergeant. He explained that officers need to be on the department for five years to be qualified, which would leave 18 officers eligible to test. Discussion followed on the current Sergeant's eligibility list. Chief Felt explained that two sergeants had been promoted from the list, leaving five names on the list.

After further discussion, Commissioner Anfinson made a motion, seconded by Commissioner Schwantes, to void the current Sergeant's eligibility list and begin the promotional process after the patrol officer hiring written tests have been completed.

**Motion carried.**

Commissioner Schwantes wanted to formally recognize the police department and the officers who were involved in both the Governor's visit on March 6<sup>th</sup> and the Chili cook-off fundraiser for the Food Shelf.

Commissioner Anfinson reiterated his appreciation for the Police Department and said he was proud to serve on the Police Commission because of how well the department is run.

Commissioner Akerson expressed her gratitude for the little things the Department does, i.e., bringing K-9 Axel to the schools to meet the kids. She said the 4<sup>th</sup> grade was very excited and it meant a lot to the kids.

Chief Felt then updated the Commission on:

- K-9 Program – Officer Flatten and Axel have more training to attend in April and May, but should be up and running at the beginning of June.
- Explorer Program – A couple of Explorers were asked to discontinue the program for integrity issues, but they have received three additional applications and have room for up to 20 Explorers.
- Sgt. Mike Jahnke was assigned to the Community Resource Sergeant position and Sgt. Chad Nelson then moved into Jahnke's patrol sergeant position with his team.

- Citizen Recognition Program – Chief Felt met with the Fire Department, Ambulance Service, Rescue Squad and Sheriff’s Office and they will be forming a county-wide recognition group to formally recognize citizens who do something good. Possible awards for recognition would be Award of Valor, Award of Merit, Life Saving Award, Letter of Recognition and Certificate of Appreciation. Citizens would get public recognition with the media present, along with local officials.

Chief Felt explained that the Police Department will also be giving out Citizen Recognition Award Coins, where an officer will give out a coin to award a citizen for extraordinary efforts in assisting the Police Department.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Schwantes. The meeting was adjourned at 4:28 p.m.

Secretary Dennis Anfinson  
By Sue Edwards

# City of Willmar, Minnesota

## Building Inspection Report

From 04/01/2015 To 04/30/2015

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22854	4/24/2015	THOMAS LEHMAN 524 AUGUSTA Avenue SE	95-250-1710 L PT 1-3; B 8 GLARUM'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$7,154.00	\$53.58
22861	4/10/2015	CITY OF WILLMAR 1201 OLENA Avenue SE	95-235-0010 L 1; B 1 GESCH PARK	Residential Add/Alter Reroofing	REROOF PARK SHELTER	\$677.46	\$30.34
22866	4/10/2015	KANDIYOHI COUNTY 400 BENSON Avenue SW	95-003-2350 L 1-7 & pt of 8; B 23 & pt 24 ORIGINAL CITY	Move/Raze Demolition	REMOVE CANOPY	\$0.00	\$150.00
22867	4/10/2015	UNITARIAN CHURCH 500 5TH Street SW	95-006-0690 L pt 1-2; B 62 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	REMOVE CHIMNEY/ REPAIRS TO ROOF	\$3,000.00	\$124.84
22868	4/10/2015	FIRST PRESBYTERIAN CHURCH 312 6TH Street SW	95-003-4660 L 1-3; B 41 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL/ADD RESTROOMS/LA UNDRY AND KIT.	\$64,368.00	\$1,135.21
22870	4/28/2015	SAEGER PROPERTIES 306 BERNARD Street SE	95-220-0610 L 1; B PT OF 5-6 FERRING'S ADDITION	Residential Add/Alter Reroofing	REROOF GARAGE WITH STEEL ROOFING	\$1,000.00	\$30.50

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22874	4/2/2015	ERIC GRIEGER 521 13TH Street SW	95-006-7250 L 9; B 111 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,000.00	\$31.50
22875	4/3/2015	FLADABOE PROPERTIES 604 10TH Street SW	95-006-2750 L 2; B 76 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF - FLAT ROOF	\$3,000.00	\$31.50
22878	4/2/2015	BILL LEENSTRA 708 25TH Avenue SW	95-682-0330 L 13; B 3 PORTLAND ACRES 2ND ADD	Residential Add/Alter Addition	BEDROOM, & BATHROOM ADDITION	\$20,613.60	\$429.96
22880	4/10/2015	DENNIS COLLINS 708 19TH Avenue SW	95-922-6190 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
22881	4/2/2015	ROBERT BOEHME 420 LITCHFIELD Avenue SE	95-240-0040 L 4; B 0 GILBERTSON'S SUBDIVISION	Residential Add/Alter Reroofing	REROOF PORCH	\$1,800.00	\$30.90
22882	4/2/2015	MARV MOORLAG 622 PARKVIEW Road SW	95-922-7940 L ; B S 22; T 119; R 35	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$3,800.00	\$31.90
22883	4/2/2015	CLAY VENOSDEL 724 9TH Street SW	95-006-3090 L 7; B 78 FIRST ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$10,000.00	\$85.00

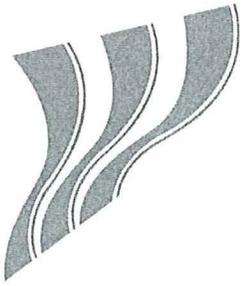
No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22885	4/2/2015	NATHAN PITT 1200 TROTT Avenue SE	95-100-0020 L 2; B 0 BOWER'S ADDITION	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$2,000.00	\$51.00
22886	4/2/2015	GABE HEILING 703 3RD Street SW	95-006-4070 L 13 & PT OF 12; B 85 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,500.00	\$30.75
22887	4/24/2015	WILLMAR CHRISTIAN REFORMED CH 1708 8TH Street SW	95-922-6510 L ; B S 22; T 119N; R 35W	Churches/Schools Commercial/Alteration	CONSTRUCT 9406 SF ADDN.	\$1,500,000.00	\$11,388.96
22890	4/10/2015	RENAE SCHLIEMANN 816 3RD Street SE	95-180-0250 L 5 & PT OF 4; B 2 ERICKSON'S ADDITION	Garage/Shed Garage	RESIDENTIAL GARAGE	\$27,223.20	\$621.06
22891	4/17/2015	CITY OF WILLMAR 515 2ND Street SW	95-006-1400 L 1-4 & PT OF 8-9; B 66 FIRST ADDITION	Commercial Add/Alter Commercial/Alteration	CONSTRUCT NEW CELL PHONE TOWER	\$100,000.00	\$1,513.96
22892	4/13/2015	JASON SCHROTBERGER 1312 19TH Avenue SE	95-143-0160 L 6; B 1 DANA HEIGHTS 3RD	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,000.00	\$32.50
22895	4/16/2015	MIKE PETERSON 414 9TH Street SW	95-003-6720 L 4; B 55 ORIGINAL CITY	Residential Add/Alter Residential/Alteration	REPAIRS TO ROOF/ FIRE DAMAGE REPAIRS	\$18,000.00	\$376.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22896	4/15/2015	BILL DRAHEIM 604 14TH Street SW	95-570-1010 L PT OF 1; B 8 NURSERY ADDITION	Residential Add/Alter Residential/Alteration	INSTALL 8 FOUNDATION WALL ANCHORS	\$4,000.00	\$124.15
22897	4/13/2015	MATT MONSON 1804 4TH Street NE	95-467-1100 L 5; B 2 LAKEWOOD 7TH ADDITION	Residential Add/Alter Commercial/Alteration	ADD 510 SF GARAGE ADDN	\$19,283.10	\$411.79
22903	4/20/2015	KRISTEN BEYER 2405 5TH Avenue SE	95-668-1320 L 12; B 7 PHEASANT RUN	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$8,000.00	\$34.00
22904	4/15/2015	RANDY MADISON 302 TROTT Avenue SE	95-740-1240 L PT OF 13-14; B 8 SPICER'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$2,000.00	\$31.00
22906	4/28/2015	CHAPPELL CENTRAL MFG. 1950 TROTT Avenue SW	95-890-0010 L 1-3, 14-16; B PTS. OF 1-4 ZIMMER'S WEST HEIGHTS	Commercial Add/Alter Commercial/Alteration	CONSTRUCT 10,000 SF ADDN.	\$699,700.00	\$6,516.31
22909	4/17/2015	ALLAN KOBILANSKY 911 3RD Street SW	95-280-2110 L 11; B 12 HANSON'S ADDITION	Residential Add/Alter Residential/Alteration	RESIDENTIAL REROOF & RESIDE	\$2,000.00	\$81.00
22910	4/17/2015	PAUL DANIELSON 108 RICE Avenue SW	95-280-2890 L PT OF 5-7; B 16 HANSON'S ADDITION	Residential Add/Alter Alteration	PERGOLA / SHADE STRUCTURE OVER DECK	\$1,500.00	\$68.65

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22911	4/17/2015	BRENDA ZONDERVAN 716 4TH Street SE	95-470-0060 L 6; B 0 LARSON'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00
22916	4/21/2015	TORGER JOHNSON 804 6TH Street SW	95-090-0220 L 2 & PT OF 3; B C BOOTH'S ADDITION	Residential Add/Alter Residential/Alteration	CONSTRUCT LANDING AND STAIRS	\$1,500.00	\$68.65
22920	4/21/2015	ROBERT & C V GUNVALSON 1905 8TH Street SW	95-680-0020 L PT OF 2; B 1 PORTLAND ACRES ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF HOUSE & GARAGE	\$3,104.71	\$31.55
22922	4/24/2015	DEE SLATGER 612 7TH Street NW	95-300-0050 L 5; B 0 HARRIS SUBDV. OF SEMINAR	Residential Add/Alter Reroofing	RESIDENTIAL REROOFING	\$3,000.00	\$31.50
22923	4/30/2015	JOHN & MARY SCHAEFER 1900 17TH Street NW	95-604-0030 L 3 & 4; B 1 OSLO MEADOWS	New Single-Family Dwelling New Residence	NEW HOME AND GARAGE	\$270,856.52	\$2,574.58
22927	4/28/2015	RON JOHANNES 2808 8TH Avenue NW	95-248-0120 L 2; B 1 GLACIAL VALLEY ESTATES	Residential Add/Alter Siding	RESIDENTIAL RESIDE	\$35,000.00	\$67.50
22929	4/28/2015	AEHA LLC 212 HIGH Avenue NE	95-730-1040 L 4; B 7 SPERRY'S ADDITION	Residential Add/Alter Residential/Alteration	SIDING AND EGRESS WINDOW	\$8,000.00	\$196.15

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee
22930	4/28/2015	AEHD LLC 1603 MINNESOTA Avenue SW	95-040-0400 L PT OF 1-2; B 5 BARNSTAD'S ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$500.00	\$29.65
22935	4/28/2015	A&B PROPERTIES 420 LITCHFIELD Avenue SE	95-240-0040 L 4; B 0 GILBERTSON'S SUBDIVISION	Move/Raze Demolition	DEMO GARGE	\$0.00	\$30.00
22936	4/30/2015	GARY BJUR 1320 6TH Street SW	95-750-0370 L PT OF 19; B 0 SUBDIVISION N1/2 NE 1/4	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$8,000.00	\$34.00
22937	4/28/2015	RANDY LAMBERT 606 17TH Street SW	95-040-0630 L 4 & PT OF 5; B 6 BARNSTAD'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$7,000.00	\$33.50
22938	4/27/2015	RYAN KIDROWSKI 817 LAKELAND Drive NE	95-881-0020 L 2-4; B 1 WOLTJER ADDITION	Move/Raze Demolition	DEMOLISH HOME AND ATTACHED GARAGE	\$0.00	\$75.00
22939	4/30/2015	HEATHER SENSL 209 MANILA Street NE	95-730-0780 L 8 & PT OF 7; B 6 SPERRY'S ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$5,700.00	\$32.85
22940	4/30/2015	JACOB TORKE 2417 WILLIAMS Parkway SW	95-715-0930 L 3; B 1 SOUTHGATE 2ND ADDITION	Residential Add/Alter Install Egress Window	INSTALL EGRESS WINDOW	\$300.00	\$29.55

No.	Date	Owner and Address	Legal Description	Use	Permit For	Value	Total Fee	
22941	4/30/2015	TYLER & SHANNON TEMPLER 1700 7 1/2 Street SW	95-664-0400 L 10; B 3 PERKIN'S 4TH ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$2,000.00	\$31.00	
22942	4/30/2015	SHERRON THIEN 600 4TH Street SE	95-740-1810 L 1-2; B 12 SPICER'S ADDITION	Move/Raze Removal/Building	MOVE IN 30X64 SINGLE FAMILY DWELLING	\$0.00	\$75.00	
22945	4/30/2015	ABULCADIR ABUCAR GAAL 411 LITCHFIELD Avenue SW	95-003-4970 L PT OF 1-2; B 43 ORIGINAL CITY	Commercial Add/Alter Commercial/Alteration	REMODEL FOR NEW TENANT	\$5,500.00	\$159.90	
22946	4/30/2015	SARA SJOBERG 605 10TH Street SW	95-006-2700 L 12; B 75 FIRST ADDITION	Residential Add/Alter Reroofing	RESIDENTIAL REROOF	\$1,800.00	\$30.90	
<b>Current Year Current Month Totals</b>						<b>45</b>	<b>\$2,864,880.59</b>	<b>\$27,040.29</b>
<b>Previous Year Current Month Valuation</b>							<b>\$913,150.88</b>	
<b>Current YTD Valuation From 01/01/2015 To 04/30/2015</b>							<b>\$21,414,968.96</b>	
<b>Previous YTD Valuation</b>							<b>\$2,423,837.18</b>	



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: N/A

Attachments: Yes  No

CITY COUNCIL ACTION

Date: May 18, 2015

- Approved       Denied
- Amended       Tabled
- Other

Originating Department: Engineering

Agenda Item: Adopt Assessment Roll

Recommended Action: Adopt the assessment and award the contracts for projects 1501-A, 1503-A, and 1503-B

Background/Summary: As required by State Statute, an assessment hearing is being held for the 2015 Street and Other Improvements. A Public Hearing on the proposed 2015 Street and Other Improvements has been called for the purpose of reviewing and explaining the proposed assessment and to obtain input from interested parties.

Alternatives: 1. Amend the assessment

Financial Considerations: Sources of funding for the 2015 Improvement Projects include monies from municipal state aid and local financing. The assessments proposed will pay a portion of the financing previously mentioned. The estimated total cost for the 2015 Improvement Projects is \$2,138,231.00.

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

Signature:

Comments:

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, May 11, 2015, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson ..... Chair  
Tim Johnson ..... Vice-Chair  
Rick Fagerlie ..... Member  
Jim Dokken ..... Member

Others present: Finance Director Steve Okins, Interim City Administrator/City Clerk Kevin Halliday, "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      Amend 2015 Street Improvement Budget (Resolution)

Staff presented the proposed amended preliminary budget for the 2015 Street Improvement Program in the amount of \$2,138,231. It was noted that as bids are received on various projects included in the 2015 Street Program, the budget is amended accordingly.

Following discussion, Council Member Fagerlie moved to introduce a resolution approving the amended preliminary budget for the 2015 Street Improvement Program, in the amount of \$2,138,231 as presented. Council Member Dokken seconded the motion which carried.

#### Item No. 4      Consideration of Forfeited Land Appraised Values (Motion)

Staff explained to the Committee that Kandiyohi County has submitted thirty-eight properties forfeited to the State of Minnesota for non-payment of taxes for the years 2008 to 2013. The County Board has placed an appraised value on each parcel. The Willmar City Assessor has reviewed each parcel and has noted a higher value on each parcel as recorded for tax purposes and that the listed price is simply prior special assessments plus prior year taxes. The County values will be the starting bid price at the annual auction of forfeited land. It was noted that additional money would remain with the County so no higher values would benefit the City of Willmar. If there are no objections to the value on each parcel, the Council must sign the documents and return them to Kandiyohi County.

Following discussion Council Member Fagerlie moved to accept the values stated by Kandiyohi County for the thirty-eight properties forfeited to the State of Minnesota as presented. Council Member Johnson seconded the motion which carried.

#### Item No. 5      Reports (Information)

The Committee received the following reports: 04/30/15 Convention & Visitors Bureau, 1<sup>st</sup> Quarter, 2015, Interest/Dividends, Received, 1<sup>st</sup> Quarter, 2015, Investment Activity, 03/31/15 Investment/Cash Portfolio, Ten-Year Historical Investments Balances By Quarter, and Ten-Year Historical Interest/Dividends by Quarter. This matter was taken for information only.

Item No. 6      Miscellany

MUC Intergovernmental Transfer Agreement. Staff noted that it had previously been determined by all parties involved in the negotiation that the 2015 Intergovernmental Transfer Agreement with the Willmar Municipal Utilities would terminate after 12/31/15 so the additional wording "...or until such time the parties shall reach a new agreement..." needs to be removed from the original agreement. Copies of this agreement showing this revision were distributed to the Committee.

Following discussion, Council Member Dokken moved to approve the revised 2015 Intergovernmental Transfer Agreement with the Willmar Municipal Utilities as presented. Council Member Johnson seconded the motion which carried.

Airport MnDOT Grant Agreement Amendment No. 2. Staff distributed copies of Amendment No. 2 to MnDOT Grant Agreement No. 03960 for 2015 Airport Maintenance and Operation. It was noted that MnDOT revised the amount to be reimbursed to the City of Willmar to \$54,863 which is an increase of \$3,227 over the original agreement. This matter was taken for information only.

There being no further business to come before the Committee, the meeting was adjourned at 5:05 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor

## ***CITY OF WILLMAR***

**FINANCE COMMITTEE MEETING  
4:45 PM, MONDAY, MAY 11, 2015  
CONFERENCE ROOM NO. 1  
CITY OFFICE BUILDING**

**Chair: Denis Anderson  
Vice Chair: Tim Johnson  
Members: Rick Fagerlie  
Jim Dokken**

### **AGENDA**

1. Meeting Called to Order
2. Public Comment
3. Amend 2015 Street Improvement Budget (Resolution)
4. Consideration of Forfeited Land Appraised Values (Motion)
5. Reports:
  - A) 04/3015 Convention & Visitors Bureau
  - B) 1<sup>st</sup> Quarter Interest/Dividends Received
  - C) 1<sup>st</sup> Quarter Investment Activity
  - D) 03/31/15 Investment/Cash Portfolio
  - E) 03/31/15 Historical Quarterly Investment Balances
  - F) 03/31/15 Historical Quarterly Interest/Dividends Received
6. Adjourn



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: May 11, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: May 18, 2015

- Approved     Denied  
 Amended     Tabled  
 Other

Originating Department: Engineering/Finance

Agenda Item: Amend 2015 Street Improvement Budget

Recommended Action: Introduce and pass a resolution amending the 2015 Street Improvement Budget as presented.

Background/Summary: As bids are received on various projects included in the 2015 Street Improvement Program, the budget is amended accordingly.

Alternatives: 1) Wait until all bids are received and amend the budget at that time; or 2) restrict project to Preliminary Budget.

Financial Considerations: Increase of project costs.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

RESOLUTION NO. \_\_\_\_\_  
**PRELIMINARY 2015 STREET IMPROVEMENTS BUDGET**

**ESTIMATED TOTAL COST \$2,138,231.00**

\*Budget Amounts are Essential

Dated: \_\_\_\_\_

Code

**PERSONNEL SERVICES**

10* Salaries Reg. Employees	_____	
11* Overtime Reg. Employees	_____	
12* Salaries Temp. Employees	_____	
13* Employer Pension Contr.	_____	
14* Employer Ins. Contr.	_____	
<b>TOTAL</b>	_____	<b>\$0.00</b>

**RECEIVABLES**

Assessments Prop Owners	_____	\$410,356.00
Community Investment	_____	\$989,644.00
State Aid	_____	\$476,221.00
LOST	_____	\$179,945.00
WTP	_____	\$50,982.00
MUC	_____	\$31,283.00
Kandiyohi County	_____	
<b>TOTAL</b>	_____	<b>\$2,138,431.00</b>

**SUPPLIES**

20* Office Supplies	_____	
21* Small Tools	_____	
22* Motor Fuels & Lubricants	_____	
23* Postage	_____	
24 Mtce. of Equipment	_____	
25 Mtce. of Structures	_____	
26 Mtce. of Other Improvements	_____	
27 Subsistence of Persons	_____	
28 Cleaning & Waste Removal	_____	
29* General Supplies	_____	
<b>TOTAL</b>	_____	<b>\$0.00</b>

**FINANCING**

Bonds	_____	\$1,400,000.00
State Aid	_____	\$476,221.00
LOST	_____	\$179,945.00
WTP	_____	\$50,782.00
MUC	_____	\$31,283.00
Kandiyohi County	_____	
<b>TOTAL</b>	_____	<b>\$2,138,231.00</b>

**GRAND TOTAL** **\$2,138,231.00**

Dated: \_\_\_\_\_

**OTHER SERVICES**

30 Communications	_____	
31* Printing & Publishing	_____	
32 Utilities	_____	
33* Travel-Conf.-Schools	_____	
34 Mtce. of Equipment	_____	
35 Mtce. of Structures	_____	
36* Mtce. of Other Impr.	_____	\$1,706,370.00
37 Subsistence of Persons	_____	
38 Cleaning & Waste Removal	_____	
39* Other Services	_____	\$170,637.00
<b>TOTAL</b>	_____	<b>\$1,877,007.00</b>

\_\_\_\_\_  
Mayor

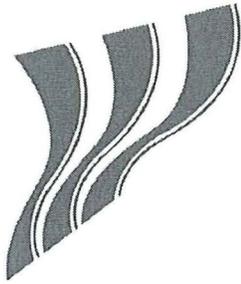
**Attest:**

\_\_\_\_\_  
City Clerk/Treasurer

**OTHER CHARGES**

40 Rents	_____	
41* Insurance & Bonds	_____	
42 Awards & Indemnities	_____	
43 Subscription/Memberships	_____	
44 Interest	_____	
45 Licenses & Taxes	_____	
46* Prof. Serv.	_____	\$242,455.00
47* Advertising	_____	
48* Adm. OH (Transfer)	_____	
49 Other Charges	_____	\$18,769.00
<b>TOTAL</b>	_____	<b>\$261,224.00</b>

**GRAND TOTAL** **\$2,138,231.00**



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

**Agenda Item Number:** 4

**Meeting Date:** May 11, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** May 18, 2015

- Approved       Denied
- Amended       Tabled
- Other

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Consideration of Forfeited Land Appraised Values

**Recommended Action:** Motion to Accept the Values Stated by Kandiyohi County

**Background/Summary:**

Kandiyohi County has submitted thirty-eight (38) properties forfeited to the State of Minnesota for non-payment of taxes for the years 2008-2013. The County Board has placed an appraised value on each parcel as listed. The Willmar City Assessor has reviewed each parcel and has noted a higher value on each parcel as recorded for tax purposes and that the listed price is simply prior special assessments plus prior year taxes. The County values will be the starting bid price at the annual auction of forfeited land.

If there are no objections to the value on each parcel, the Council must sign the documents and return them to Kandiyohi County.

**Alternatives:** Additional money would remain with the County so no higher values would benefit the City of Willmar

**Financial Considerations:**

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF  
FORFEITED LANDS AS PROVIDED BY CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the (Township/City) Board of the City of Willmar:

We, the members of the County Board of the County of Kandiyohi, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as non-conservation lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2009-2013 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

Parcel Number	Legal Description	Appraised Value of Land
95-604-0020	Lot 2 Block 1 Olso Meadows	7,816.00
95-604-0050	Lot 5 Block 1 Olso Meadows	7,686.00
95-604-0060	Lot 6 Block 8 Olso Meadows	7,686.00
95-604-0080	Lot 8 Block 1 Olso Meadows	7,864.00
95-604-0110	Lot 2 Block 2 Olso Meadows	7,692.00
95-604-0120	Lot 3 Block 2 Olso Meadows	7,718.00
95-604-0130	Lot 4 Block 2 Olso Meadows	7,718.00
95-604-0150	Lot 6 Block 2 Olso Meadows	7,718.00
95-604-0170	Lot 8 Block 2 Olso Meadows	7,692.00
95-604-0190	Lot 10 Block 2 Olso Meadows	7,808.00
95-604-0200	Lot 1 Block 3 Olso Meadows	7,802.00
95-604-0210	Lot 2 Block 3 Olso Meadows	7,718.00
95-604-0220	Lot 3 Block 3 Olso Meadows	7,712.00
95-604-0230	Lot 4 Block 3 Olso Meadows	7,712.00
95-604-0240	Lot 5 Block 3 Olso Meadows	7,712.00
95-604-0250	Lot 6 Block 3 Olso Meadows	7,712.00
95-604-0270	Lot 8 Block 3 Olso Meadows	7,676.00
95-604-0280	Lot 9 Block 3 Olso Meadows	7,798.00
95-604-0300	Lot 11 Block 3 Olso Meadows	7,752.00
95-604-0310	Lot 12 Block 3 Olso Meadows	7,674.00
95-604-0320	Lot 13 Block 3 Olso Meadows	7,674.00
95-604-0330	Lot 14 Block 3 Olso Meadows	7,674.00
95-604-0340	Lot 15 Block 3 Olso Meadows	7,674.00
95-604-0350	Lot 16 Block 3 Olso Meadows	7,674.00
95-604-0360	Lot 17 Block 3 Olso Meadows	7,744.00
95-604-0370	Lot 18 Block 3 Olso Meadows	7,784.00
95-604-0380	Lot 19 Block 3 Olso Meadows	7,760.00
95-604-0390	Lot 20 Block 3 Olso Meadows	7,692.00
95-604-0400	Lot 21 Block 3 Olso Meadows	7,764.00

38 lots

95-604-0410	Lot 22 Block 3 Olso Meadows	7,822.00
95-604-0430	Lot 24 Block 3 Olso Meadows	7,760.00
95-604-0440	Lot 25 Block 3 Olso Meadows	7,682.00
95-604-0450	Lot 26 Block 3 Olso Meadows	7,682.00
95-604-0460	Lot 27 Block 3 Olso Meadows	7,674.00
95-604-0470	Lot 28 Block 3 Olso Meadows	7,674.00
95-604-0480	Lot 29 Block 3 Olso Meadows	7,674.00
95-604-0490	Lot 30 Block 3 Olso Meadows	7,674.00
95-604-0500	Lot 31 Block 3 Olso Meadows	7,868.00

In witness whereof we have hereunto subscribed our names 7<sup>th</sup> day of April, 2015.

*James R. Butler*  
Chairman

*Quigley Stone*

*Harlem Madison*

*Robert L. Smith*

*Roland A. M.*

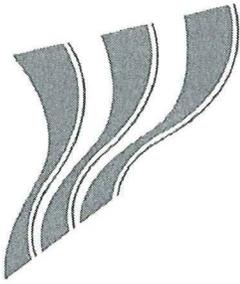
*Mark Thompson*  
County Auditor/Treasurer  
Kandiyohi County, Minnesota

The foregoing classification and sale(s) is hereby approved.

Dated \_\_\_\_\_

By the (Township/City) Board of the City of Willmar:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

**Agenda Item Number:** 5

**Meeting Date:** May 11, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** May 18, 2015

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

**Originating Department:** Finance

**Agenda Item:** Reports

**Recommended Action:** Receive and review the following reports:  
A) 04/30/15 Convention & Visitors Bureau  
B) 1<sup>st</sup> Quarter Interest/Dividends Received  
C) 1<sup>st</sup> Quarter Investment Activity  
D) 03/31/15 Investment/Cash Portfolio  
E) Ten-Year Historical Investments Balances by Quarter  
F) Ten-Year Historical Interest/Dividends by Quarter

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

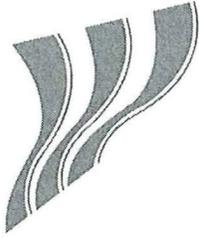
**Alternatives:** N/A

**Financial Considerations:** Review Financial Status.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**



City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**Balance Sheet as of April 30, 2015**  
(As of 05/06/15)

**Assets**

Cash	\$ 2,952.01
Petty Cash	50.00
Investments	185,745.37
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	12,945.31
Interest Receivable	88.95
<b>Total Assets</b>	<b>\$ 201,781.64</b>

**Liabilities**

Accounts Payable	\$ -
Due to General Fund	-
Due to Capital Improvements	-
<b>Total Liabilities</b>	<b>-</b>

**Fund Balance**

Restricted Fund Balance - Prepaid Expenses	23,574.02
Committed Fund Balance - CVB	31,193.62
Assigned Fund Balance - Petty Cash/CVB	50.00
Assigned Fund Balance - CVB	146,964.00
<b>Total Fund Balance</b>	<b>201,781.64</b>

**Total Liabilities & Fund Balance** **\$ 201,781.64**





City of Willmar  
**CONVENTION & VISITORS BUREAU**  
**COMPARATIVE INCOME STATEMENT**  
**For the Period Ended April 30, 2015**  
**(As of 05/06/15)**

	<u>Budget</u>	<u>2015 Actual</u>	<u>2014 Actual</u>
<b><u>Revenues</u></b>			
Lodging Receipts	\$ 170,000.00	\$ 39,612.55	\$ 36,781.64
State Tourism Grant	7,000.00	-	845.54
Kandiyohi County	14,500.00	-	-
Kandiyohi Co. Tourism Phone Reim	1,000.00	-	-
Kandiyohi Co. Tourism Partnerhip	34,000.00	34,000.00	34,000.00
Advertising Sales	2,000.00	2,039.63 *	-
Miscellaneous	-	-	-
Interest Earnings	-	397.34 *	317.30
Market Value Increase (Decr)	-	3,535.90 *	4,890.29 *
Refunds & Reimbursements	-	2,324.73 *	409.76 *
<b>Total Revenues</b>	<b>228,500.00</b>	<b>81,910.15</b>	<b>77,244.53</b>
<b><u>Expenditures</u></b>			
<b>Operating</b>			
Full Time Exec Director Salary	88,000.00	20,278.50	18,625.56
Temporary Employee Salaries	-	-	-
Benefits and Taxes	18,000.00	5,370.87	4,061.06
Office Supplies/Copies	3,000.00	317.90	793.76
Small Tools	-	-	-
Postage	1,500.00	291.93	229.71
Mtce. of Equipment	1,000.00	-	-
General Supplies	2,200.00	292.94	250.00
Telephone/Fax	9,000.00	2,854.83	1,151.53
Printing & Publishing	2,000.00	644.75	380.00
Travel/Lodging/Dues	6,000.00	1,298.55	1,762.88
Mtce. of Equipment	-	-	-
Other Services	-	239.64 *	241.20 *
Rents	8,000.00	1,879.83	1,879.83
Insurances & Bonds	450.00	460.00 *	447.00 *
Awards & Indemnities	250.00	-	-
Subscription/Membership	2,600.00	229.06	1,065.88
Professional Services	2,200.00	60.00	1,911.00
Advertising/Marketing	-	-	-
Other Charges	-	-	-
Contingency Fund	500.00	-	12.50
City Transfer (5%)	8,500.00	-	-
Transfer Out Capital Improvements	-	-	-
Refunds and Reimbursements	-	-	-
Market Value Adjustment	-	5.54 *	3,471.62 *
Tourism Expenses	34,000.00	13,770.03	20,171.48
Ad Development & Revisions	300.00	10.00	-
Conference & Convention	22,000.00	4,215.90	8,894.17
Group Tour Promotions	1,500.00	1,500.00	-
Leisure Travel	25,000.00	12,844.11	11,841.07
Fall/Winter Promotions	6,500.00	1,411.96	1,810.62
Spring/Summer Promotions	-	-	-
Special Projects	5,000.00	-	1,000.00
Strategic Marketing	4,000.00	-	-
<b>Total Expenditures</b>	<b>251,500.00</b>	<b>67,976.34</b>	<b>80,000.87</b>
Net Income (Loss)	(23,000.00)	13,933.81	(2,756.34)
Fund Balance January 1	187,847.83	187,847.83	172,499.26
Prior Period Adjustment	-	-	-
Fund Balance April 30	<u>\$ 164,847.83</u>	<u>\$ 201,781.64</u>	<u>\$ 169,742.92</u>

\* Indicates Over Budget





**WILLMAR**



**FINANCE**

City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4984  
Fax 320-235-4917  
[www.willmarmn.gov](http://www.willmarmn.gov)

**2015 Interest/Dividends Received By Institution**

<u>Institution</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>2015 Year-To-Date</u>	<u>2014 Year-To-Date</u>
Heritage Bank	\$ 1,482.00	\$ 526.83	\$ 745.50	\$ 2,754.33	\$ 2,248.99
Morgan Stanley Smith Barney	\$ 10,551.51	\$ 4,760.56	\$ 35,127.53	\$ 50,439.60	\$ 48,793.59
Multi-Bank Securities	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 20,250.00
UBS	\$ 75,000.00	\$ 5,000.00	\$ 5,000.00	\$ 85,000.00	\$ 85,000.00
Wells Fargo	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Wells Fargo Advisors	\$ 10,093.08	\$ -	\$ 9,375.00	\$ 19,468.08	\$ 20,093.08
<b>Totals</b>	<b>\$ 117,126.59</b>	<b>\$ 10,287.39</b>	<b>\$ 60,248.03</b>	<b>\$ 187,662.01</b>	<b>\$ 196,385.66</b>



**WILLMAR**

**FINANCE**

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City Office Building  
Box 755  
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**INVESTMENT ACTIVITY REPORT FOR QUARTER ENDING MARCH 31, 2015**

BALANCE AT PRIOR QUARTER ENDING DECEMBER 31, 2014	\$ 44,192,171.67
SUMMARY OF JANUARY, 2015, THROUGH MARCH, 2015, TRANSACTIONS:	
(03/09/2015) SOLD: MSSB, CD-25811LZ28, 1.000%	(245,000.00)
(03/09/2015) Market Value Adjustment: MSSB, CD-25811LZ28	(1,026.55)
(03/13/2015) SOLD: Wells Fargo Advisors, FHLB-313383BL4, 1.5000-4.000%	(2,500,000.00)
(03/13/2015) Market Value Adjustment: Wells Fargo Advisors, FHLB-313383BL4	47,450.00
(03/31/2015) Market Value Adjustment at Quarter-End	596,303.75
	<hr/>
MARCH 31, 2015 BALANCE	\$ 42,089,898.87

\*Morgan Stanley Smith Barney

CASH/INVESTMENT PORTFOLIO AS OF MARCH 31, 2015

	<u>INSTITUTION</u>	<u>SECURITY TYPE</u>	<u>MATURITY DATE</u>	<u>INTEREST RATE</u>	<u>PAR VALUE</u>	<u>MARKET VALUE</u>
1	MSSB	CD-02005QP64	08/10/2015	1.100%	96,000.00	96,295.68
2	MSSB	CD-795450NT8	08/10/2015	1.100%	150,000.00	150,462.00
3	MSSB	CD-36160TE51	12/09/2016	2.100%	150,000.00	153,244.50
4	MSSB	CD-06740KFC6	12/14/2016	1.950%	245,000.00	250,323.85
5	MSSB	CD-38143ADT9	12/14/2016	2.050%	150,000.00	153,127.50
6	MSSB	CD-02587DJS8	12/15/2016	2.050%	150,000.00	153,256.50
7	MSSB	CD-2546703M2	02/08/2017	1.750%	245,000.00	250,461.05
8	Wells Fargo Advisors	CD-36157PFB0	06/08/2018	2.000%	150,000.00	151,824.00
9	MSSB	CD-87164YBX1	07/18/2019	2.050%	97,000.00	97,776.00
10	MSSB	CD-74267GUQ8	07/22/2019	2.000%	247,000.00	248,842.62
11	MSSB	CD-856284X58	07/22/2019	2.000%	247,000.00	248,946.36
12	MSSB	CD-38147JU59	07/23/2019	2.050%	97,000.00	97,559.69
13	MSSB	CD-02587CAJ9	07/24/2019	2.000%	247,000.00	248,929.07
14	MSSB	CD-140420PS3	10/08/2019	2.100%	245,000.00	247,180.50
15	MSSB	CD-17284A3Z9	12/12/2019	1.600%	245,000.00	241,217.20
16	Wells Fargo	FFCB-3133EAYB8	04/17/2020	1.840%	2,000,000.00	2,000,356.00
17	MSSB	CD-36161TS30	07/20/2020	2.200%	97,000.00	97,547.08
18	UBS	FHLMC-3134G3XL9	12/28/2020	2.000%	1,000,000.00	997,100.00
19	UBS	FHLMC-3134G3YP9	07/26/2021	2.000%	6,000,000.00 *	5,944,680.00
20	Wells Fargo	FHLMC-3134G3D49	11/23/2021	2.000%	2,000,000.00	1,987,070.00
21	Wells Fargo	FHLB-313381C60	06/07/2022	2.080%	2,000,000.00	1,974,240.00
22	UBS	FHLMC-3134G3WU0	06/21/2022	2.250%	1,000,000.00	983,930.00
23	Wells Fargo Advisors	FHLB-313379VX4	07/12/2022	2.530%	797,872.34 ^	797,896.27
24	UBS	FNMA-3136G0TG6	07/26/2022	2.000%	1,000,000.00 *	976,100.00
25	Wells Fargo	FNMA-3136G0TG6	07/26/2022	2.000%	2,000,000.00 *	1,952,210.00
26	MSSB	FHLB-313380GQ4	09/07/2022	1.500-5.000%	4,000,000.00	4,002,880.00
27	UBS	FNMA-3136G0D65	09/27/2022	2.000%	3,000,000.00 *	2,898,330.00
28	UBS	FNMA-3135G0RC9	10/25/2022	2.200%	1,000,000.00	996,600.00
29	UBS	FNMA-3136G0Z23	11/15/2022	2.250%	1,900,000.00	1,881,798.00
30	Wells Fargo	FHLB-313381DA0	12/05/2022	2.190%	2,000,000.00	1,973,946.00
31	Wells Fargo Advisors	FHLB-313381GY5	12/27/2022	1.500-5.000%	3,000,000.00	2,969,250.00
32	Multi-Bank Securities	FHLB-313381H40	12/28/2022	1.500-9.000%	1,000,000.00	968,170.00
33	Multi-Bank Securities	FHLB-313382G49	03/27/2023	2.000-6.000%	1,000,000.00	994,790.00
34	Wells Fargo Advisors	FHLB-313382VW0	04/25/2023	1.625-5.500%	1,150,000.00	1,137,752.50
35	Wells Fargo Advisors	FHLB-313382TV5	04/25/2023	1.625-6.000%	850,000.00	838,516.50
36	Multi-Bank Securities	FHLB-3133832Q3	05/23/2023	1.750-8.000%	1,000,000.00	995,830.00
37	Wells Fargo Advisors	FHLB-313383A27	06/13/2023	1.625-10.000%	2,000,000.00	1,931,460.00
TOTAL INVESTMENT					\$ 42,555,872.34	\$ 42,089,898.87
38	Heritage Bank	Flex Gold Ckg	None	0.230%	6,000,631.67	6,000,372.05
39	Heritage Bank	Commercial Ckg	None	0.080%	2,740.38	2,740.38
40	Heritage Bank	Law Enf Forfeitur Fd	None	0.080%	49,007.15	49,007.15
40	Heritage Bank	Law Enf Explorer Fd	None	0.000%	804.00	804.00
TOTAL PORTFOLIO FOR MARCH 31, 2015					\$ 48,609,055.54	\$ 48,142,822.45

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)	
^	797,872.34	Par Value

## Historical Balances At the End of Each Quarter 2005 through 03/31/2015

### Investments

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
2015	\$42,089,898.87 #	\$ - #	\$ - #	\$ - #
2014	\$44,669,958.48 #	\$44,497,454.10 #	\$44,393,573.89 #	\$44,192,171.67 #
2013	\$45,036,646.37 #	\$43,145,874.09 #	\$45,544,516.83 #	\$43,871,669.60 #
2012	\$41,122,817.67 #	\$37,855,613.32 #	\$44,310,158.10 #	\$47,119,283.92 #
2011	\$41,498,738.04 #	\$42,926,445.51 #	\$33,053,338.89 #	\$46,841,372.72 #
2010	\$41,358,462.50	\$40,144,176.24 #	\$44,577,231.24 #	\$48,797,293.88 #
2009	\$40,055,806.99	\$41,062,156.99	\$38,897,050.00	\$45,863,584.72
2008	\$41,205,848.94	\$43,736,011.19	\$45,244,926.32	\$42,945,529.36
2007	\$43,139,351.72	\$48,100,353.36	\$47,115,305.03	\$50,105,966.14
2006	\$40,287,460.83	\$39,045,724.67	\$45,986,724.51	\$48,565,446.01
2005	\$36,768,248.22	\$37,768,170.45	\$48,355,084.17	\$48,354,326.94

### Operating Cash (Flex Gold and Checking)

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
2015	\$ 6,052,923.58	\$ -	\$ -	\$ -
2014	\$ 2,692,337.80	\$ 7,288,512.71	\$ 5,397,016.71	\$ 7,929,545.18
2013	\$ 4,864,300.48	\$ 7,115,084.74	\$ 2,428,725.91	\$ 6,945,509.90
2012	\$ 8,136,948.46	\$11,647,103.27	\$ 6,473,162.53	\$ 7,735,728.32
2011	\$ 6,566,351.65	\$ 9,181,801.11	\$18,167,922.89	\$ 7,404,105.73
2010	\$ 5,700,619.84	\$ 8,771,348.62	\$ 3,304,736.92	\$ 4,417,038.74
2009	\$ (2,077,111.26)	\$ 7,201,418.64	\$ 8,850,416.77	\$ 5,516,985.71
2008	\$ 3,167,634.31	\$ 1,718,731.16	\$ 1,997,209.74	\$ 6,351,625.00
2007	\$ 926,179.01	\$ 663,940.06	\$ 926,179.01	\$ (341,184.39)
2006	\$ 239,513.13	\$ 982,309.33	\$ 1,133,968.89	\$ 171,495.87
2005	\$ 1,513,953.62	\$ 961,246.67	\$ 1,454,324.57	\$ 1,007,718.38

# 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

## Historical Interest/Dividends Received Per Quarter 2005 through 03/31/2015

<u>Year</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	<u>Annual Totals</u>
2015	\$ 187,662.01	\$ -	\$ -	\$ -	\$ 187,662.01
2014	\$ 196,385.66	\$ 258,307.26	\$ 182,514.61	\$ 259,763.87	\$ 896,971.40
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

**AGREEMENT FOR PAYMENT  
OF INTERGOVERNMENTAL TRANSFER**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Willmar (hereinafter referred to as City) and the Municipal Utilities Commission of the City of Willmar (hereinafter referred to as MUC), WITNESSETH:

WHEREAS, the City and MUC have previously entered into agreements whereby MUC would remit to the City annually negotiated payments referred to as an intergovernmental transfer; and

WHEREAS, the parties are desirous of extending the terms and conditions for establishing the amount of annual intergovernmental transfers;

NOW, THEREFORE, BE IT RESOLVED by and between the parties as follows:

- A. The 2015 transfer payments shall be 4.90 percent of the Municipal Utilities audited net position as of January 1 of the previous year, but not to exceed a 4 percent increase in the amount of the intergovernmental transfer payment of the previous year.
- B. Annual transfer payments shall be made in full to the City provided the Utilities net revenues will not be reduced to a point where the debt coverage ratio is less than 1.25 times debt service as may be stated in bond covenants.
- C. Equal installments in the amount of one quarter of the annual payment shall be made on March 30, June 30, September 30, and December 30, of each year.
- D. The parties hereby agree that no provisions of this agreement shall be amended without the written consent of both parties. The parties agree that the terms and conditions shall be in effect for 2015, ~~or until such time the parties shall reach a new agreement.~~

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in their corporate names and seals affixed thereto the day and year first above written.

CITY OF WILLMAR

MUNICIPAL UTILITIES COMMISSION

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
City Administrator

By: \_\_\_\_\_  
Secretary

**AMENDMENT # 2 TO MnDOT GRANT AGREEMENT #03960 (as amended according to Amendment #1)**

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

**Recitals**

1. The State has an agreement with the Recipient identified as MnDOT Agreement Number 03960 (“Original Agreement”), to provide for Airport Maintenance and Operation.
2. The agreement is being amended to allow additional funding for airport maintenance and operation to be paid by the Minnesota Department of Transportation for State Fiscal Year 2015. In May 2014 the Minnesota Legislature appropriated additional funding, and this amendment adds additional funding.
3. The State and the Recipient are willing to amend the Original Agreement as stated below.

**Agreement Amendment**

In this Amendment deleted agreement terms will be ~~struck out~~ and the added agreement terms will be underlined.

REVISION 1. Article 6. is amended as follows:

6. The State will reimburse the Recipient for 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed \$56,799.60 of State aid for State fiscal year 2014. The State will reimburse the Recipient for ~~2/3~~ 75% of the eligible maintenance and operation costs not reimbursed by any other source, not to exceed ~~\$51,636.00~~ \$54,863.00 of State aid for State fiscal year 2015. If applicable, this base amount already includes the deduct for paint striping.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

***THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.***

**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 No: \_\_\_\_\_

**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: \_\_\_\_\_

**MnDOT Contract Management**

as to form & execution

By: \_\_\_\_\_

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

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, May 12, 2015, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson ..... Chair  
Audrey Nelsen ..... Vice Chair  
Steve Ahmann ..... Member  
Andrew Plowman ..... Member

Others present: Council Member Jim Dokken, Director of Public Works Sean Christensen; Chief of Police Jim Felt; David Little, "West Central Tribune".

#### 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 (Information)

Police Chief Jim Felt noted the jail census for May 12, 2015 was 144; 81 inmates from the Department of Corrections and 63 inmates from Kandiyohi County. The calls for service for the previous two weeks totaled 733. The majority of the calls were for traffic stops, followed by public assists and crashes. The total calls for service so far this year is approximately 285 calls ahead of 2014 at this date. There has been an increase in graffiti and thefts of property taken from unlocked cars.

#### Item No. 4 Patrol Vehicle Replacements (Resolution)

Chief Felt presented, for approval, the replacement of three Chevrolet Impala squad cars with three Ford Police Interceptor utility vehicles with a change in graphics. The vehicles are identified for replacement in accordance with the 2015 Capital Outlay Program. \$112,881.00 was budgeted for the vehicles, which includes their decommission, outfitting, marking and upgrading equipment. The Police Department has been using the Impala squad cars for several years but they are no longer being offered by the manufacturer. The Ford utility vehicle is equipped with a fuel efficient V6 engine, all-wheel drive, allowing for better handling in the winter months, and the Police equipment would be stored in a climate controlled area and kept at operating temperature with the increase of interior space.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the purchase of three Ford Police Interceptor utility vehicles with graphic changes in the amount of \$112,881.00. The motion carried.

#### Item No. 5 GIS Data License Agreement (Resolution)

Staff presented, for approval, an agreement with the County for access to the GIS data license. The GIS system provides the ability to give geographical data and positional quality on a map. It details the City's parcels and layers of visibility specifying transportation and boundary limits. The data license agreement allows the City the use of the system, at a bi-annual cost of \$5,035.98 for flyover imaging and an annual cost of \$18,323.60 for the GIS data.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the agreement contingent upon receiving details of the changes within the agreement for the GIS data license access. The motion carried.

Item No. 6      Engineering Pickup Replacements (Resolution)

Staff brought forth, for approval, the purchase of two Ford F-150 pickups for the Engineering Department in accordance with the 2015 Capital Improvement Plan. The pickups will be purchased through Nelson Auto Center, Inc. with the Southwest/West Central Service Cooperative in the amount of \$25,337.42 per unit, totaling \$50,674.84 with tax and license added at a later date. \$74,706.00 was budgeted for the replacements and the current units, a 1999 F-150 and a 2001 Chevrolet Silverado, will be sold on the City Auction.

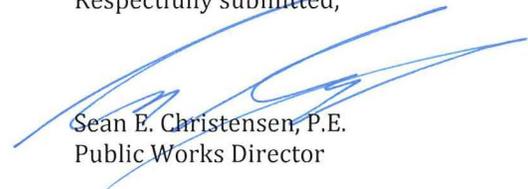
A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the replacement of the Engineering pickups with two Ford F-150's from Nelson Auto Center, Inc. in the amount of \$50,674.84. The motion carried.

Item No. 7      Miscellaneous Discussion (Information)

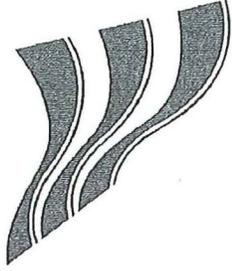
It was noted staff is working on finalizing the recommendation of a consultant for the Facilities Master Plan, and will be brought to the Committee at the May 26<sup>th</sup> meeting. One of the Robbins Island buildings is possibly in need of gutters to protect the siding from rotting. Frost boils were discussed on Oxford Drive SE, with repairs to be done on the Public Works patching schedule. The Committee discussed the use of the trees at the brush site for a company out of Litchfield to be used for turkey bedding.

There being no further business to come before the Committee, the meeting was adjourned at 5:25 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:

Attachments:  Yes  No

CITY COUNCIL ACTION

Date:

- Approved  Denied  
 Amended  Tabled  
 Other

\_\_\_\_\_  
\_\_\_\_\_

Originating Department: Willmar Police Department

Agenda Item: Patrol vehicle replacement

**Recommended Action:** The Willmar Police Department requests authorization to replace three Chevrolet Impala squad cars with three Ford Police Interceptor utility vehicles, along with a change in graphics.

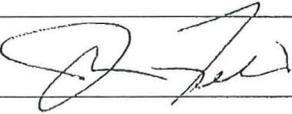
**Background/Summary:** Three patrol vehicles have been identified for replacement in 2015 in conformance with the City of Willmar vehicle replacement plan and need due to mileage and maintenance issues. The vehicle replacement plan had \$112,881 (\$37,627 / vehicle) budgeted for police vehicles, which includes decommissioning of patrol vehicles taken out of service, purchase of a vehicle, outfitting, marking and upgrading vehicle equipment.

Willmar PD had been using Chevrolet Impala squad cars for several years but they are no longer being offered by the manufacturer. This requires the department to switch to a different type of patrol vehicle. After extensive research including safety, equipment needs, fuel economy, maintenance, pricing and resale benefits, the Ford Police Interceptor utility vehicle is being requested. See attached pages for more information.

**Alternatives:** Decline replacement or vehicle type

**Financial Considerations:** \$112,881 (\$37,627 per vehicle x 3) for all purchase & changeover expenses. The change in vehicle type would still conform to initial budget per vehicle.

Preparer: Chief Jim Felt

Signature: 

Comments:

## **Ford Police Interceptor Utility Vehicle Rationale Willmar Police Vehicle Replacement – 2015**

The information below outlines the research to transition from a police sedan to a Ford Police Interceptor Utility Vehicle (PIU) in 2015:

### **AVAILABILITY**

- The current use Chevrolet Impala is no longer manufactured or sold for law enforcement use
- The Ford Police Interceptor line of vehicles currently holds about 60% of the law enforcement market. Of that 60%, another 80% are of the utility vehicle versus the sedan.
- The Ford Police Interceptor Utility Vehicle (PIU) is currently available through the state contract which shows best pricing and equipped with emergency service packages (heavy duty wiring for electronics, safety packages and performance tires).

### **SAFETY**

- The Ford PIU is equipped with all-wheel drive (AWD), which is becoming an industry standard for better handling in all terrains & weather.
- The Ford PIU has received five star crash ratings in all categories
- The higher profile of a PIU allows emergency lights to be higher and more visible from a greater distance. The higher profile also allows an officer better visibility to see over, in & around vehicles for drivers safety and the ability to see weapons, contraband or traffic violators

### **ERGONOMICS & EQUIPMENT STORAGE**

- Some studies indicate that officers may have less back & knee injuries from repetitive motions of entering a vehicle using a “step-up” motion rather than a “step-down”
- Greater interior room for both officers (front seat) and arrested individuals (back seat)
- Greater interior space would allow better ergonomics for the mobile computer & equipment plus allow officers to cross the front seat to exit the passenger door in an emergency, if needed
- All police equipment would be stored in a climate controlled area and kept at operating temperature. This would prolong battery life on equipment and allow immediate use of first aid equipment and defibrillator gel pads.

### **FUEL ECONOMY & MAINTENANCE**

- From analysis of the two PIU in our inventory, the MPG is virtually identical to the current Impala sedans
- The two PIU's in our inventory (unmarked) have had only recommended service and no inherent maintenance issues have been found. This is consistent with other departments that we've researched that use the PIU

### **PRICING & RESALE**

- The vehicle replacement plan for 2015 has \$37,627 per vehicle budgeted. This includes decommissioning of patrol vehicles taken out of service, purchase of a vehicle, outfitting, marking and upgrading vehicle equipment
- The cost of a PIU is currently \$2,080 more than a sedan. This would still fit into the above budgeted amount with slight changes in equipment install and graphics
- Currently, used police sedans at 100,000 miles have a resale price at about 10% - 20% of their purchase price
- **By contrast, used PIU's at 100,000 miles have been reselling for about 65%-70% of their purchase price**
- Utilizing to the above figures of 10% (sedan) or 65% (PIU), a difference of **up to \$14,000+ per vehicle** could be realized by purchasing, utilizing and reselling a PIU, which would be a significant financial benefit for the city

## VEHICLE/EQUIPMENT CHANGE REQUEST FORM

*Department Head* - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		<b>XX</b>	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3004.00061	<i>Reminder to Attach Photo</i>	
Vehicle Number:	121323	Replacement Cost:	\$37,627.00

#4

(Comments): This vehicle current has 57,892 miles on it. The vehicle is a mainline squad car meaning that it is run 24/7. Although the vehicle is currently operating properly by following a responsible established replacement schedule, this vehicle will have reached its maximum useful life by the time it is scheduled to be replaced in 2015. To maintain the established fleet required for officers to respond to calls, the replacement of this vehicle will become necessary by 2015. Initials: D/W

*Operator or Supervisor* (comments if applicable):

None

Initial PT

*Mechanic* (comments if applicable):

Expected mileage in 2015 is when we start seeing expensive and serious problems - especially with steering and poor transmission response.

Initial mds 3/9/14

APPROVED

DENIED

D. Wypels  
Vehicle/Equipment Committee

4-2-14  
Date

APPROVED

DENIED

[Signature]  
City Administrator

4-10-14  
Date



## VEHICLE/EQUIPMENT CHANGE REQUEST FORM

**Department Head** - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		XX	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3004.00063	Reminder to Attach Photo	
Vehicle Number:	121406	Replacement Cost:	\$37,627.00

# 7

(Comments): This vehicle current has 99,861 miles on it. The vehicle is a mainline squad car meaning that it is run 24/7. Although the vehicle is currently operating properly by following a responsible established replacement schedule, this vehicle will have reached its maximum useful life by the time it is scheduled to be replaced in 2015. To maintain the established fleet required for officers to respond to calls, the replacement of this vehicle will become necessary by 2015. Initials: D/W

**Operator or Supervisor** (comments if applicable):

NONE

Initial DW

**Mechanic** (comments if applicable):

Expected mileage in 2015 is when we start seeing expensive and serious issues - especially with steering and transmission

Initial MDS 2/4/14

APPROVED

DENIED

D. Wypal  
Vehicle/Equipment Committee

4-2-14  
Date

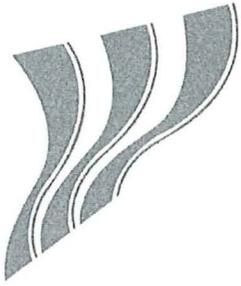
APPROVED

DENIED

[Signature]  
City Administrator

4-10-14  
Date





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: May 12, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: May 18, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: GIS Data License Agreement

Recommended Action: Approve the agreement with the County for access to the GIS data license

Background/Summary: The GIS system provides the ability to give data and positional quality on a map via a system of hardware, software, and geographical data. It details the City parcels and layers of visibility specifying transportation and boundary limits. The data license agreement allows the City the use of the system, at a bi-annual cost of \$5,035.98 for flyover imaging and \$18,323.60 annually for the GIS data.

Alternatives: Do not approve the license agreement.

Financial Considerations: The Engineering budget includes sufficient funds for the license agreement.

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

Signature:

Comments:

**Kandiyohi County**  
**Auditor/Treasurer's Office**

MARK THOMPSON  
AUDITOR/TREASURER

400 SW Benson Ave.  
P.O. Box 936  
Willmar, Minnesota 56201  
(320) 231-6202  
Fax (320) 231-6263

**GIS DATA LICENSE AGREEMENT**

This agreement is made and entered into between Kandiyohi County, Minnesota (the Licensor) and the City of Willmar, Minnesota (the Licensee), collectively referred to as the parties. The parties agree to the following:

1. Kandiyohi County hereby grants to the City of Willmar a non-exclusive, non-transferable license to use the GIS Data in accordance with the provisions stated in this agreement.
2. The City of Willmar may combine the GIS Data with different data to create new and original electronic or hardcopy products which the City of Willmar can use, however, this data may not be duplicated or reproduced for sale, licensing or distribution in any manner without the written consent of Kandiyohi County. The City of Willmar may create a reasonable number of copies to be used internally.
3. Kandiyohi County is furnishing the GIS data based on an "as is" basis, without any support whatsoever, and without representation or warranty, including but not limited to fitness, merchantability or the accuracy and completeness of the database.
4. The GIS Data is neither a legally recorded map nor a survey and is not intended to be used as one. The GIS Data is a compilation of records as they appear in the Kandiyohi County offices affecting the areas shown. It is to be used for reference purpose only. NO representation is made that features presented, accurately reflect true location. Kandiyohi County assumes no liability for any errors or omission herein. If discrepancies are found, please contact the Kandiyohi County department responsible for the GIS.
5. Kandiyohi County will host all of the GIS related shape file data and maintain the related hardware and software required for hosting the GIS data. This does NOT include any changes made to the GIS program itself.
6. Kandiyohi County will coordinate the Pictometry flyover on an every other year basis and all related data will be hosted by Pictometry.
7. Kandiyohi County will be responsible for any GIS base map updates and software maintenance.
8. Kandiyohi County will bill the City of Willmar for Pictometry flyover based on 2% of the total cost of the flyover.

9. Kandiyohi County will bill the City of Willmar for GIS data updates based on total County GIS funding for the year multiplied by the total assessed properties in the City of Willmar. Currently 25% of total Kandiyohi County parcels are in the City of Willmar
10. Kandiyohi County will charge the City of Willmar a GIS hosting fee. This fee will be 10% of the City's cost for the GIS data updates and the Pictometry flyover. This will be an annual fee. The City of Willmar will be allowed to host its Base Layers, Pictures, Permits and Map Objects on the Counties GIS Server.
11. The City of Willmar's sole and exclusive remedy for any substantial defect which impairs the use of the Data for the purpose stated herein shall be the right to terminate this agreement.
12. This is an annual contract renewing automatically each year. Either party may terminate the contract by delivering, in writing, a notice of intent to cancel at least 30 days prior to the new contract year.
13. This Agreement, the exhibits and addenda, if any, attached hereto set forth all of the covenants, promises, agreements, conditions and understanding between the parties. All prior conversations or writings between the parties are merged herein. This Agreement shall not be modified, except in writing and signed by both parties.
14. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, causes or action or claims shall be brought in the Eighth Judicial District Court, Kandiyohi County, Minnesota and the parties hereto consent to the jurisdiction of such Court.

Kandiyohi County: LICENSOR

By: \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Print Name

Title: \_\_\_\_\_

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

The City of Willmar: LICENSEE

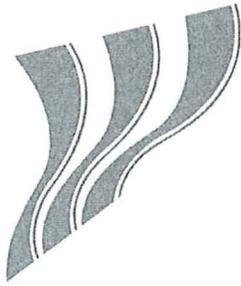
By: \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Print Name

Title: \_\_\_\_\_

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





CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: May 12, 2015

Attachments:  Yes  No

CITY COUNCIL ACTION

Date: May 18, 2015

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <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: Request to Purchase/Replace Engineering Pickups

Recommended Action: Approve the purchase/replacement of two Engineering staff pickup trucks

**Background/Summary:** Staff is requesting replacement of two pickups in accordance with the 2015 Capital Outlay Program. The new 2015 Ford F-150's would be purchased through Nelson Auto Center, Inc. through the Southwest/West Central Service Cooperative in the total amount of \$50,674.84, specifically \$25,337.42 per unit with tax and license added at a later date. The current units, a 1999 Ford F-150 and 2001 Chevy Silverado, were scheduled for replacement in 2009 and 2011 but were delayed.

**Alternatives:** Keep the current units.

**Financial Considerations:** The 2015 Capital Outlay Program has included \$37,353.00 per unit, for a total budget of \$74,706.00 for the purchase of the Engineering pickups. The current units will be sold on the City auction.

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

**Signature:**

**Comments:** Vehicle/Equipment Replacement Policy objective is to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.



**WILLMAR**



**PUBLIC WORKS**

## Memorandum

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

**TO: Kevin Halliday, Interim City Administrator**

**FROM: Sean Christensen, Public Works Director**

**DATE May 7, 2015**

**RE: Purchase and Replacement Two Engineering Staff Pickup Trucks**

**Staff is in the process of proceeding with the purchase and replacement of Two Pickups in accordance with the 2015 Capital Outlay Program.**

**I am requesting approval to replace Unit # 018011 a 2001 Chevrolet 1500 Pickup and Unit # 992939 a 1999 F-150 pickup. Two Ford F-150's would be purchased from Nelson Auto Center, Inc. for \$50,674.84, or \$25,337.42 per unit, through South/West West Central Service Cooperative. Please be advised that the 2015 Capital Outlay Program has included \$37,353.00, per unit for a total of \$74,706.00, for the purchase and replacement of the two engineering department pickup trucks. Please note that taxes, license and would be added later.**

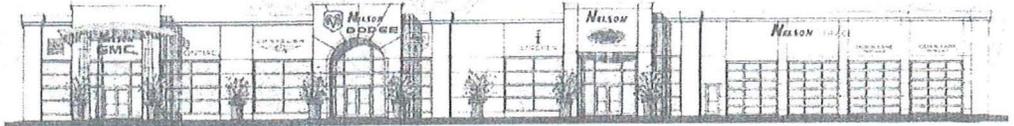
**Also be advised that Unit # 992939, and Unit # 018011 would be sold on city auction.**

**Please let me know if you concur with this submittal.**

**Approval \_\_\_\_\_**

**gm**





**Fleet Department**

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

**VEHICLE QUOTE NUMBER F Willmar F1C**

Sold To: Willmar, City of  
 Attn: Gary Manzer  
 Address: 801 Industrial Drive SW  
 Willmar, MN 56201

Date: 05/05/2015  
 Phone: 320-235-3827  
 FAX:  
 Salesperson: Melissa Larson

Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Willmar F1C	2015	Ford F150	2WD RegCab Long Box	New	0
			Color: Blue Jeans/Cloth		

Price of Vehicle \$25,337.42

Options & Extras  
 Includes All Standard Equipment for XLT Package, plus  
 5.0L V8 Engine

Delivery Included Fergus Falls to Willmar 108 Miles

Subtotal \$25,337.42

Trade - In \$0.00

Total Cash Price \$25,337.42

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

Your Purchase Order #

Project #

Contract #MSC-13.5

**Thanks for your business!**

Ship To / Lessee / End User: Willmar, City of  
 Gary Manzer  
 Public Works  
 801 Industrial Drive SW  
 Willmar, MN 56201

Phone: 320-235-3827  
 FAX:

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

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

**Prepared For:**  
Willmar, City of  
Gary Manzer  
Public Works  
Email: Willmar F1C

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

**2015 Ford F-150**  
F1C 2WD Reg Cab 141" XLT



Photo may not represent exact vehicle or selected equipment.

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2015 Fleet/Non-Retail F1C 2WD Reg Cab 141" XLT

#### ENTERTAINMENT

- Radio: AM/FM Stereo/Single-CD Player -inc: 4 speakers
- Radio w/Clock
- Fixed Antenna
- SYNC Voice Recognition Communications -inc: Enhanced voice recognition communication and entertainment system, 911 assist, 4.2" LCD display in center stack, Applink, 1 smart charging USB port and auxiliary audio input jack, Compass display in instrument cluster
- 2 LCD Monitors In The Front

#### EXTERIOR

- Wheels: 17" Silver Painted Aluminum
- Tires: P245/70R17 BSW A/S
- Regular Box Style
- Steel Spare Wheel
- Full-Size Spare Tire Stored Underbody w/Crankdown
- Clearcoat Paint
- Chrome Front Bumper w/Body-Colored Rub Strip/Fascia Accent
- Chrome Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Side Mirrors w/Convex Spotter and Manual Folding
- Fixed Rear Window
- Variable Intermittent Wipers
- Deep Tinted Glass
- Aluminum Panels
- Chrome Grille
- Tailgate Rear Cargo Access
- Tailgate/Rear Door Lock Included w/Power Door Locks
- Cargo Lamp Integrated w/High Mount Stop Light
- Fully Automatic Aero-Composite Halogen Daytime Running Headlamps w/Delay-Off
- Front Fog Lamps
- Perimeter/Approach Lights

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

GM AutoBook, Data Version: 383.0, Data updated 4/21/2015  
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Customer File: Willmar F1C

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2015 Fleet/Non-Retail F1C 2WD Reg Cab 141" XLT

#### INTERIOR

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp and Trip Odometer
- 3 Person Seating Capacity
- Front Cupholder
- Front Cigar Lighter(s)
- Compass
- Keypad
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning
- Glove Box
- Full Cloth Headliner
- Urethane Gear Shift Knob
- Interior Trim -inc: Metal-Look Instrument Panel Insert, Cabback Insulator and Chrome Interior Accents
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors
- 2 12V DC Power Outlets
- Fade-To-Off Interior Lighting
- Rear Map Lights
- Full Carpet Floor Covering -inc: Carpet Front Floor Mats
- Pickup Cargo Box Lights
- Instrument Panel Bin, Dashboard Storage, Driver And Passenger Door Bins and 1st Row Underseat Storage
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Outside Temp Gauge
- Analog Display
- 2 Seatback Storage Pockets
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer
- Perimeter Alarm

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

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Customer File: Willmar F1C

## **STANDARD EQUIPMENT**

### **STANDARD EQUIPMENT - 2015 Fleet/Non-Retail F1C 2WD Reg Cab 141" XLT**

#### *MECHANICAL*

- Engine: 3.5L Ti-VCT V6 (FFV)
- Transmission: Electronic 6-Speed Automatic -inc: tow/haul mode
- 3.55 Axle Ratio
- GVWR: 6,100 lbs Payload Package
- Rear-Wheel Drive
- 70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection
- 200 Amp Alternator
- Towing w/Harness and Trailer Sway Control
- 1900# Maximum Payload
- Gas-Pressurized Shock Absorbers
- Front Anti-Roll Bar
- Electric Power-Assist Speed-Sensing Steering
- 23 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Double Wishbone Front Suspension w/Coil Springs
- Leaf Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Hill Hold Control and Electric Parking Brake

#### *SAFETY*

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Safety Canopy System Curtain 1st Row Airbags
- Airbag Occupancy Sensor
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters and Pretensioners
- Restricted Driving Mode

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

GM AutoBook, Data Version: 383.0, Data updated 4/21/2015  
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Customer File: Willmar F1C

# WINDOW STICKER

2015 Ford F-150 2WD Reg Cab 141" XLT		Interior: - No color has been selected.
* 5.0 L/302 CID * Regular Unleaded V-8		Exterior 1: - No color has been selected.
6-Speed Automatic w/OD		Exterior 2: - No color has been selected.
<b>CODE</b>	<b>MODEL</b>	<b>MSRP</b>
F1C	2015 Ford F-150 2WD Reg Cab 141" XLT	\$31,390.00
<b>OPTIONS</b>		
99F	ENGINE: 5.0L V8 FFV	\$1,595.00
446	TRANSMISSION: ELECTRONIC 6-SPEED AUTOMATIC	\$0.00
300A	EQUIPMENT GROUP 300A BASE	\$0.00
X27	3.31 AXLE RATIO	\$0.00
---	TIRES: P245/70R17 BSW A/S	\$0.00
---	MONOTONE PAINT APPLICATION	\$0.00
N1	BLUE JEANS METALLIC	\$0.00
MG	MEDIUM EARTH GRAY, CLOTH 40/20/40 SPLIT FRONT SEAT	\$0.00
---	GVWR: 6,750 LBS PAYLOAD PACKAGE	INC
C09	PRICED DORA	\$0.00
<b>SUBTOTAL</b>		<b>\$32,985.00</b>
Advert/Adjustments		\$0.00
Destination Charge		\$1,195.00
<b>TOTAL PRICE</b>		<b>\$34,180.00</b>
Est City: * 15.00 mpg		
Est Highway: * 22.00 mpg		
Est Highway Cruising Range: * 506.00 mi		

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

GM AutoBook, Data Version: 383.0, Data updated 4/21/2015  
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 Customer File: Willmar F1C

Miles AS OF 5-6-15  
53,460

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):		
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):		
Replacement - (To be replaced by another vehicle):		X
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		
Re-assignment - (Transfer to another City Dept.):		
Fixed Asset Number:	3018.00028	Reminder to Attach Photo
Vehicle Number:	992939	Replacement Cost: \$37,353.00

(Comments): This vehicle was scheduled for replacement in 2009. WE NEED TO FOLLOW OUR VEHICLE REPLACEMENT POLICY AND NOT DELAY THESE VEHICLES FURTHER.

Initial SC

Operator or Supervisor (comments if applicable):

Vehicle operates fine for in city Travel.

Initial RAN

Mechanic (comments if applicable):

50,982 miles Drivers don't has something broken in it. Some parts are no longer available - shifter knob. Vehicle still looks and runs good. Vehicle is A 1999 model

3/25/14

Initial MDS

APPROVED

DENIED

D. Wyffels  
Vehicle/Equipment Committee

04-03-14  
Date

APPROVED

DENIED

[Signature]  
City Administrator

4-10-14  
Date



04/02/2014



04/02/2014





Miles AS OF 5-6-15  
55,411

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):		
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):		
Replacement - (To be replaced by another vehicle):		X
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		
Re-assignment - (Transfer to another City Dept.):		
Fixed Asset Number:	3018.00008	Reminder to Attach Photo
Vehicle Number:	018011	Replacement Cost: \$37,353.00

(Comments): This vehicle was scheduled for replacement in 2011, BY DELAYING PURCHASE LONGER, WE RUN THE RISK OF MULTIPLE PURCHASES IN SINGLE YR, WE ~~SH~~ NEED TO FOLLOW THE VEHICLE REPLACEMENT POLICY

Initial SC

Operator or Supervisor (comments if applicable):

Vehicle works as required for in city use. only minor problems with sensors.

Initial AM

Mechanic (comments if applicable):

32,852 miles Engine has been stressed. Concerned about its reliability. Low coolant and check engine light keep coming on. Vehicle is A 2001 model & is 13 yrs old.

3/25/14

Initial MBS

APPROVED

DENIED

D. Wappeler  
Vehicle/Equipment Committee

04-03-14  
Date

APPROVED

DENIED

City Administrator

4-10-14  
Date



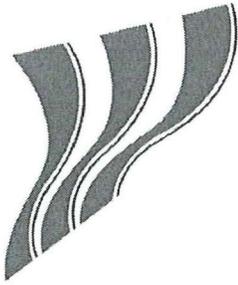




04/02/2014



04/02/2014



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

**Agenda Item Number:** 14

**Meeting Date:** May 13, 2015

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date: May 18, 2015**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <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:** Introduction of an Ordinance to rezone from R-2 (One and Two Family Residential) to GB (General Business)

**Recommended Action:** Staff recommends that the ordinance be introduced for a public hearing on June 1, 2015.

**Background/Summary:** Dan Goetzman (HIS Property Group, LLC) Spicer, MN, requested rezoning the parcel from R-2 to GB for possible commercial resale of the old DQ site on Highway 12 E (Litchfield Ave. SE). The Planning Commission approved the rezone as abutting properties to the north are zoned GB and it's in keeping with the Comprehensive Plan as the site has historically been commercial for decades.

**Alternatives:** N/A

**Financial Considerations:** N/A

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

**Signature:**

**Comments:**

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

AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 1060,  
THE WILLMAR ZONING ORDINANCE

The City of Willmar does ordain as follows:

SECTION 1. Zoning Change. The Zoning Ordinance and Zoning Map for the City of Willmar are hereby amended to rezone the following property from R-2 One and Two Family Residential to GB General Business:

Lot 4 and west ½ of Lot 5, and north ½ of vacated alley lying southeasterly of parcel and that part of Lot 3 and that part of alley described as follows: beginning at the northeast corner of Lot 3, then southwesterly 19.75' then southeasterly 159.72' to south line of north ½ of alley, then northeasterly 19.75', then northwesterly along east line of lot 3, 159.72' to point of beginning, Block 4, Ferring's Addition (610 Litchfield Ave. SE).

SECTION 2. Effective Date. This Ordinance shall be effective from and after its adoption and second publication.

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

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

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

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

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

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