

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

May 18, 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 Marv 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, Community Education and Recreation Director Steve Brisendine, and City Attorney Robert Scott.

Mayor Calvin requested an addition to the agenda at the end of the meeting of correspondence received from the League of Minnesota Cities.

Council Member Anderson offered a motion adopting the Consent Agenda as presented which included the following: City Council Minutes of May 4, Labor Relations/City Council Minutes of May 13, Municipal Utilities Commission Minutes of May 11, Planning Commission Minutes of May 13, Accounts Payable Report through May 14, Willmar Community and Activity Center Minutes of May 8, Willmar Police Commission Minutes of May 23, and the Building Report for the Month of April, 2015. Council Member Ahmann seconded the motion.

Mayor Calvin asked Police Chief Jim Felt to come forward to recognize the retirement of Police Sergeant Michael Markkanen. Police Chief Felt gave a brief biography of Sgt. Markkanen's 30-plus years of dedication to the police force and the community. Sgt. Markkanen spoke recognizing the many Police Chiefs and Mayors he has worked with during his career. His entire adult life has been spent in Willmar and he is looking forward to changing gears and enjoying a new career or retirement. Mayor Calvin thanked him for his years of service and presented Sgt. Markkanen a token of appreciation for his many years of services.

At 7:07 p.m. Mayor Calvin opened the Assessment Hearing for the 2015 Street and Other Improvements. Public Works Director Sean Christensen reviewed the projects included with a PowerPoint Presentation. He described the payment process for assessments and detailed the proposed construction of each street segment. Some areas are proposed to be reconstructed; others consist of a mill and overlay, and installation of street lighting on 12th Street SE. The total project cost is in excess of \$2 million with the assessed value of about \$415,668, with the remaining cost to be paid by the City.

City Clerk Kevin Halliday read aloud a letter of appeal into the record from Evelyn Stewart of 2204 SW 21st Street.

There being no one present to speak for or against the projects, Mayor Yanish closed the hearing at 7:22 p.m.

Resolution No. 1, Calling for the Adoption of the Proposed Assessment Roll, 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

ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessment for 2015 Street and Other Improvements, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, the sum of \$415,667.64, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement listed as Project 1501.
2. Such assessments shall be as follows:
 - A. The assessments shall be payable in equal annual installments extending over a period of ten (10) years, the first of said installments to be payable with general taxes for the year 2015, collectible with such taxes during the year 2016.
 - B. To the first installment shall be added interest at the rate of four and zero hundredths (4.00) percent per annum on the entire principal amount of the assessment from the date of funding, approximately July 1, 2015, until December 31, 2016. To each subsequent installment, when due there shall be added interest for one year at said rate on the unpaid principal amount of the assessment.
 - C. The owner of any property so assessed may at any time prior to the certification of the assessment or the first installment thereof to the County Auditor (Treasurer), pay the whole of the principal amount of the assessment on such property with interest accrued to the date of payment to the City Clerk-Treasurer, except that no interest shall be charged if the entire assessment is paid by October 31, 2015, and such property owner may at any time prior to November 15 of any year pay to the City Clerk-Treasurer the entire principal amount.
3. The City Clerk-Treasurer shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

At this time it was staff's recommendation to proceed with awarding the four contracts for the projects associated with the aforementioned assessed costs.

Resolution No. 2 awarding Project No. 1501-A was introduced by Council Member Christianson, seconded by Council Member Dokken, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Inc. of Prinsburg, Minnesota for Project No. 1501-A 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 \$637,404.41.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 3 awarding Project No. 1503-A 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. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Inc. of Prinsburg, Minnesota for Project No. 1503-A 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 \$414,105.00.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 4 awarding Project No. 1503-B was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO.4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck Inc. of Prinsburg, Minnesota for Project No. 1503-B 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 \$148,912.27.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Resolution No. 5 awarding Project No. 1509 Street Lighting was introduced by Council Member Fagerlie, seconded by Council Member Dokken, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Willmar Municipal Utilities of Willmar, Minnesota for Project No. 1509 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 \$9,335.20.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Mayor Calvin acknowledged Scott Johnson, 3326 Eagle Ridge Drive West, who came before the Council to speak during the Open Forum stating he hopes the new City Administrator realizes they are working for all Council Members and the Mayor. You cannot run a City when you are not all working together and treating everyone with respect. Appreciates the fact the Mayor stepped up and did what he had to do.

Warren Erickson, 1607 Upper Trentwood Circle, stated he attended the last Labor Relations Committee meeting and was very impressed with the communication between the Council. Later when he was out of town he heard about the open mic comment that was recorded at that meeting. He stated his disappointment, and went on to request that whomever made the comment have the decency and professionalism to stand up during this meeting and apologize as it puts a negative light on the rest of the Council Members. He also wholeheartedly asked Council Members, that when their term is up, not to run again. It's time for a change and new blood.

Wayne Nelson, 1505 Hansen Drive SW, came before the Council on behalf of the Recall Ron Committee to present to City Clerk Halliday the official Certificate of Intent to recall Council Member Ron Christianson as a Ward Two office holder. He read verbatim the alleged grounds for recall.

Joe Ridler, 1912 SW 20th Avenue, read the history of the Charlene Stevens path to a separation agreement. He urged the Mayor to step up and clarify for the public that he was the person who started the process of the voluntary separation.

Gary Gilman, 500 NW 34th Street, spoke on two issues. The first was to address the misguided Recall Committee with a few comments. He stated what this committee is doing is damaging and tarnishing the City's image. There is no benefit to the City for this plot and they are not entitled to a second chance at the expense of the public before the next general election. He then went on to ask what the holdup is on the \$600,000 to \$700,000 owed to the City by the FAA.

Linda Kacher, 1407 Country Club Drive, came before the Council to urge all citizens of Ward Two not to sign the recall petition due to its lack of merit, substance and intent. She spoke to show her support for Council Member Ron Christianson and feels this petition is nothing but an effort to capitalize on the public's emotional response on the departure of the former Administrator. Those administering this campaign are causing irreparable damage to the City.

Jessica Rohloffs, 3501 SE 15th Avenue, wanted to remind everyone to vote on the school referendum and the polls are open from 7:00 a.m. to 8:00 p.m. at the WEAC Building.

Sue Quist, 1451 Hansen Drive SW, commented on the lack of trust since 2012 between some of our elected officials, staff and others. An email from the Chamber Director to our former City Administrator that was discovered broke that trust. She submitted the November 7, 2012 email to the Mayor, Council, City Clerk, "West Central Tribune" and radio station as public record in hopes that the media will research it so the public has full and accurate information. She stated she trusts Ron Christianson and thanked him and the other four majorities for doing an excellent job and serving the people making sure our tax dollars are fully accounted.

Art and Alice Johnson, 1912 SW 22nd Avenue, came forward tonight to lend support to their Council Member and neighbor, Ron Christianson. They wanted to thank him for his honesty and integrity to the City of Willmar.

Carrie Moe, 1420 Trott Avenue SW, stated she is proud of all the Council and it's a pleasure to see the process of American politics at work. She is somewhat disappointed at the pettiness of some issues being discussed, yet shares compassion with their line of duties.

Mike Reese, 505 SE 21st Street, wanted to clarify one thing, that our local news media mistakenly says our former City Administrator was fired. She was not fired, she resigned.

Terry Reimer, 1907 SW 9th Street, spoke in support of Ron Christianson. He believes the problem goes way beyond the former Administrator. He feels Mr. Christianson opposes spending money downtown and there is a group of people want to move an agenda forward downtown that have an interest in it, namely the Moving Willmar Forward Group. In his opinion, they have an interest in getting their buildings fixed for nothing and the public is going to pay for it.

Jon Marchand, 6310 Hutton Street, Brooten, MN, a Council Member on the Brooten City Council for about nine years. He feels he is acquainted with how elected government works. You always have to treat your citizens with respect, and that was not on display the night of the Labor Relations Committee. He feels the person responsible for the comment should step forward with an apology.

The Finance Committee Report for May 11, 2015 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration.

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

Item No. 2 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. The Committee was recommending the Council approve the amended preliminary budget for the 2015 Street Improvement Program, in the amount of \$2,138,231.

Resolution No. 6 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. 6
PRELIMINARY 2015 STREET IMPROVEMENTS BUDGET

OTHER SERVICES:		RECEIVABLES:	
Mntc. Of Other Improvements	\$1,706,370.00	Assessments Property Owners	\$410,356.00
Other Services	<u>\$170,637.00</u>	Community Investment	\$989,644.00
TOTAL	\$1,877,007.00	State Aid	\$476,221.00
		LOST	\$179,945.00
		WTP	\$50,782.00
OTHER CHARGES		MUC	<u>\$31,283.00</u>
Professional Services	\$242,455.00	TOTAL	\$2,138,231.00
Other Charges	<u>\$18,769.00</u>		
TOTAL	\$261,224.00		
		FINANCING:	
		Bonds	\$1,400,000.00
		State Aid	\$476,221.00
		LOST	\$179,945.00
		WTP	\$50,782.00
		MUC	<u>\$31,283.00</u>
		TOTAL	\$2,138,231.00
GRAND TOTAL	\$2,138,231.00	GRAND TOTAL	\$2,138,231.00

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 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.

The Committee recommended the Council accept the values stated by Kandiyohi County for the thirty-eight properties forfeited to the State of Minnesota as presented. Council Member Anderson moved the recommendation of the Committee, with Council Member Dokken seconding the motion, which carried.

Item No. 5 The Committee received the following reports: 04/30/15 Convention & Visitors Bureau, 1st Quarter, 2015, Interest/Dividends, Received, 1st 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 received by the Council for information only.

Item No. 6a. 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, the Committee recommended the Council approve the revised 2015 Intergovernmental Transfer Agreement with the Willmar Municipal Utilities as presented. Council Member Anderson made a motion to approve the agreement as supported by the Committee. Council Member Dokken seconded the motion, which carried.

Item No. 6b. 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.

The Finance Committee Report for May 11, 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 Dokken, and carried.

The Public Works/Safety Committee Report for May 12, 2015 was presented to the Mayor and Council by Council Member Christianson. There were six items for consideration.

Item No. 1 There were no public comments.

Item No. 2 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. 3 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. The Committee was recommending the Council approve the purchase of three Ford Police Interceptor utility vehicles with graphic changes in the amount of \$112,881.00.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Ahmann, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of three Ford Interceptor utility vehicles with graphics changes 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 \$112,881.00.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 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. It was the recommendation of the Committee to the Council to approve the agreement contingent upon receiving details of the changes within the agreement for the GIS data license access.

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

RESOLUTION NO. 8

Whereas Kandiyohi County has prepared a proposal for work identified as the inventory mapping of City parcels with layers of visibility using GIS (Geographic Information System) data and license authorization for the City of Willmar; and

Whereas an agreement has been prepared authorizing use of the GIS data;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 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. The recommendation of the Committee to the Council was to approve the replacement of the Engineering pickups with two Ford F-150's from Nelsen Auto Center, Inc. in the amount of \$50,674.84.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of two Ford F-150 pickups is accepted through the Southwest/West Central Service Cooperative, 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 \$50,674.84.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 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 26th 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. These items were received by the Council for information.

The Public Works/Safety Committee Report for May 12, 2015, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Nelsen, and carried.

The Community Development Committee Report for May 14, 2015 was presented to the Mayor and Council by Council Member Fagerlie. There were six items for consideration.

Item No. 1 There were no public comments.

Item No. 2. Staff presented three documents relating to the business development infrastructure grant which was awarded to the City for work at the MinnWest Campus. As that project moves forward, several documents are required to keep the project on schedule. The documents reviewed by the Committee included a Development Agreement with MinnWest dealing with property conveyance, payment of construction costs, and grant administration. The second document was a Management Agreement between the City and MinnWest for the management of the property. It shifts all maintenance responsibility

under the grant and project to MinnWest. Further, the agreement indemnifies the City from any claims. The third document is an easement from the City to Kandiyohi County that grants them perpetual access to the County properties adjacent to the grant site. The easement is being redrafted as a license agreement.

The Committee's recommendation to the Council was to approve the Development Agreement, and to authorize the Mayor and City Administrator to execute the document. Council Member Fagerlie made the motion to accept the Development Agreement and authorize its execution by the City. Council Member Christianson seconded the motion, which carried.

The Committee was also recommending the Council approve the Management Agreement and authorize the Mayor and City Administrator to execute the document. Council Member Fagerlie made a motion to approve the Management Agreement and authorize its execution by the City. Council Member Christianson seconded the motion, with carried.

An additional recommendation of the Committee to the Council was to approve the license agreement/easement with Kandiyohi County, and to authorize the Mayor and City Administrator to execute the document. Council Member Fagerlie made a motion to approve the license agreement/easement with Kandiyohi and authorize its execution by the City. Council Member Christianson seconded the motion, with carried.

Item No. 3 Staff presented a purchase agreement submitted by JDB Properties, LP for the acquisition of the terminal building and site. The property at the former airport totals 4.51 acres and includes the former terminal building and accessory structure. The Committee discussed how the purchase price was arrived at. Staff said that a previous purchase agreement had been written for \$260,000.00 with all buildings remaining on the site. Since that time, it has been determined that the main building existing on the site represented a liability and the remediation cost to remove the structure and restore the site was estimated at \$70,000.00. Due to the liability to the property, the purchase price was written down to \$190,000.00. Staff recommended that the purchase agreement be accepted. The City Attorney had offered some comments for minor changes to the purchase agreement, such as incorporating contingencies that staff had suggested previously to the buyer. Those contingencies included an easement for the beacon, passage of an Ordinance authorizing the sale, and the final FAA land release approval. The Committee was recommending the Council approve the purchase agreement with the noted contingencies, and to proceed with the Ordinance to finalize the sale contingent on the final land release.

A motion was made by Council Member Fagerlie to approve the purchase agreement with inclusion of the noted contingencies and to proceed with the ordinance to finalize the sale contingent on the final land release. Council Member Dokken seconded the motion, which carried.

Item No. 4 Staff presented photos of a property at 810 Campbell Avenue Northwest showing the condition of the structure. It was in obvious disrepair and in need of demolition. In July 2014, the City had issued a permit to the property owner for the demolition of the structure. Since that time, the property has changed ownership and the new owner was subsequently advised in April that the structure needed to be removed or action would be taken to seek removal. It has not been demolished as proposed, and it is beyond the point of salvage. The Committee was recommending the Council declare the house at 810 Campbell Avenue Northwest as unsafe and to initiate the removal proceedings.

Council Member Fagerlie moved the recommendation of the Committee to declare the house unsafe and initiate the removal proceedings. Council Member Christianson seconded the motion, which carried.

Item No. 5 The Committee reviewed and discussed a development proposal for 313 4th Street Southwest. Being proposed was a new water service to the building that would be constructed as part of the municipal improvement process. In order to proceed, the property owner has agreed to file a petition for improvement and a waiver of special assessments, and also to execute an Agreement for Utilities and Public Improvements to allow the project to be assessed with security posted by the developer. It is anticipated that

the total cost of the project will be in the \$15,000 to \$17,000 range. The City had been seeking a way to assist the project and the best method identified by staff was to include the service line from the main to their building as part of the City improvement project and to assess them for the work. Bond counsel has indicated that the project can be included as a municipal project and that costs can be assessed. Quotes are being taken for the work. It was the Committee's recommendation to verify ownership and order the improvement.

Resolution No. 10 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. 10

VERIFYING OWNERSHIP OF PROPERTY AND ORDERING WATER SERVICE IMPROVEMENTS (AND DIRECTING PREPARATION OF PLANS AND SPECIFICATIONS).

WHEREAS, a Petition for Improvements has been filed by Historic 313 on Fourth, LLC for water service improvements at 313 4th Street Southwest.

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

1. Ownership of the property by petitioner is hereby verified.
2. It is advisable, expedient, and necessary that said improvements as described in the Petition for Improvements thereon be constructed and the same are hereby ordered made.
3. The improvements described in said Petition for Improvements are hereby designated and shall be known as 2015 Water Service Improvements.
4. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
5. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within year of the date of this resolution ordering said improvements.

Dated this 18th day of May, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

In order to proceed, the Committee was also recommending the Council execute an Agreement for Utilities and Public Improvements to allow the project to be assessed with security posted by the developer. Council Member Fagerlie made a motion to enter into an Agreement for Utilities and Public Improvements and to authorize its execution by the Mayor and City Administrator. Council Member Nelsen seconded the motion, which carried.

Item No. 6 The Committee and Staff briefly discussed conditions and enforcement activities for the mobile home parks and the John's Supper Club Building. This was received by the Council for information only.

The Community Development Committee Report for May 14, 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 Nelsen, and carried.

Planning and Development Director Bruce Peterson brought forth for consideration an ordinance to rezone from R-2 (One and Two Family Residential) to GB (General Business). Mr. Peterson explained the proposal that went before the Planning Commission last week concerns the former Dairy Queen property on East Highway 12. The property has historically been zoned R2 for residential use. The business existed there as a non-conforming use because it was surrounded primarily by residential structures. 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. A motion was made by Council Member Fagerlie, seconded by Council Member Anderson to introduce the rezoning ordinance for a hearing on June 1, 2015. The motion carried.

The Mayor's addition to the agenda of the League of Minnesota Cities Insurance Trust training correspondence was distributed to the Council. Mayor Calvin stated that at the Labor Relations Committee the motion was made to have the Mayor work with the League of Minnesota Cities. Mayor Calvin asked that the group be expanded to include Labor Chair Steve Ahmann, Interim City Administrator Kevin Halliday, as well as himself.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, June 8; Public Works/Safety, 4:45 p.m. at City Hall, May 26; and Labor Relations, 4:45 p.m. at City Hall, May 27, 2015.

Council Member Ahmann offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:38 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

Rice Memorial Hospital

Board of Directors

May 20, 2015

PRESENT: David Anfinson, President; Dr. Douglas Allen, Vice President; Dr. Michael Gardner, Treasurer; Eric Weiberg, Secretary; and Director Andrea Carruthers

ABSENT & EXCUSED: Directors Jon Saunders and Dr. Lachlan Smith

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

GUESTS: Audrey Nelsen, Shirley Carter, Lynn Stier

Call to Order/Consent Agenda: President Anfinson called the meeting to order at 5:30 p.m. **ACTION: A motion was made by Director Carruthers seconded by Director Gardner, and carried to approve the April 15, 2015 Rice Memorial Hospital Board meeting minutes; the March 31, 2015 Financial Statements, the April 15, 2015 and May 14, 2015 Finance Committee meeting minutes; the April 28, 2015 Medical Staff Executive and Credentials Committee meeting minutes; and the February 19, 2015 Rice Health Foundation Board Meeting minutes.**

Patient Experience: Teri Beyer reviewed a patient experience which was shared by one of our nurses on the Adult Health Care Unit, and is a great way for our staff to see the impact they have on our patients. The nurse wrote about the speaker at her sister's college graduation commencement. He talked about the relationships we have with each other and that each person that we come in contact with we have an effect on. He gave an example of when he was hospitalized at Rice Hospital for many days because he was very ill. He formed great relationships with all of his nurses on the second floor and also remembers several of their names. He is truly grateful for the care he received and for the positive impact they had on his life.

Quality Report – Cancer Rehabilitation: A) Lynn Stier presented information to the Board on the Hospital's Cancer Rehabilitation program. This is a patient-centered program in conjunction with the Willmar Regional Cancer Center and the Rice Rehabilitation Center. She reviewed information on the program in regard to: 1) The program serves as a whole new mindset for caring for our cancer patients. 2) What is cancer rehabilitation? 3) Rehab Staff involved in cancer rehabilitation. 4) Cancer rehabilitation statistics. 5) 2015 NCCN guidelines. 6) Research indications. 7) Common complaints from cancer survivors, the most common of which is fatigue. 8) Rehabilitation goals. 9) Physical and occupational therapy treatments. 10) Speech therapy evaluations/treatments. 11) Cancer survivorship. 12) Program history/summary.

Medical Staff Report: A) Dr. Fred Hund reviewed the Executive Committee and Credentials Committee meeting summary reports in regard to the following: 1) Several of the Medical Staff applications approved for appointment for the month of April are Gastroenterologists from CentraCare Clinic, St. Cloud, who will be coming out to Willmar in order to provide Gastroenterologist services effective May 18. 2) A new Hospitalist physician has been hired and will be starting at Rice effective June 1. **ACTION: A motion was made by Director Carruthers, seconded by Director Gardner, and carried that the Medical Staff appointments for the month of April, 2015 be approved as presented and recommended: Initial Applications : Affiliate Staff: Bradley Currier, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Temporary privileges to begin: 5/18/2015. Albert Hammond, III, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Scot Hutton, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. John Liveringhouse, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Temporary privileges to begin: 5/18/2015. David Roberts, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Randy Saliars, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Temporary Privileges: Jason Erickson, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Effective 5/18/2015. Daniel Kraft, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Effective 5/15/2015. Peter Nelson, M.D. –**

Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Effective 5/18/2015. Mark Virtue, M.D. – Gastroenterology/Department of Internal Medicine. CentraCare Clinic Health Plaza, St. Cloud, MN. Effective 5/18, 2015. Locum Tenens Staff: Leslie Smith, D.O. – Emergency Medicine/Department of Emergency Medicine. Delta Locum Tenens, Dallas, TX. Request for Additional Privilege- Additional Privilege to: Order and refer for psychological testing: Alan Johnson, LICSW – Licensed Social Worker/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. Responsible Physician: Daniel Scott, M.D. Scotter Lippert, LICSW – Licensed Social Worker/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. Responsible Physician: Daniel Scott, M.D. Updated Physician Assistant Privileges (form revision – no changes in requests): Jared McLister, PA-C – Physician Assistant/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Responsible Physician: Eric Nelson, M.D. Priscilla Willander, PA-C – Physician Assistant/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Responsible Physician: Kendall Bos, M.D. Randal Nelson, PA-C – Physician Assistant/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Responsible Physician: John T. Olsen, M.D. Updated Physician/Nurse Practitioner Privileges (form revision – no changes in requests): Stephanie Olson, PMHNP-BC – Nurse Practitioner/Department of Psychiatry. Rice Institute for Counseling and Education, Willmar, MN. Responsible Physician: Daniel Scott, M.D. Temporary Privileges for Non-Staff Physician: Mark Bullock, D.P.M. – Podiatry Resident/Department of Surgery. Heartland Orthopedic Specialists, Alexandria, MN. Privileges to assist preceptor, Russell Sticha, D.P.M. Expected dates: April 10-24, 2015. Updated Application (change of employer/responsible physician) – Surgical Assistant: Neil Vera, LPN – Surgical Assistant/Department of Surgery. Oral Facial Surgery, P.A., Willmar, MN. Responsible Physician: James Hughes, D.D.S. Reappointment Applications: Active Staff: Ahsan Bhatti, M.D. – Gastroenterology/Department of Internal Medicine. Affiliated Community Medical Center, Willmar, MN. Affiliate Staff: Bhanuprakash Kolla, M.D. – Psychiatry/Department of Psychiatry. Affiliated Community Medical Center, Willmar, MN. Daniel Thompson, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN. Jonathan Williams, M.D. – Radiology/Department of Radiology. Suburban Radiologic Consultants, Bloomington, MN.

CEO Report – Michael Schramm:

- A. The legislative session is nearing completion and a summary of the highlights was distributed to the Board for their review.
- B. Willmar Medical Services (WMS): 1) Willmar Regional Cancer Center: The Cancer Center hosted a Chamber Connection last week. 2) Willmar Surgery Center (WSC): a) Three architectural firms will be interviewed next week for the WSC building project. b) Discussion continues in regard to WSC's current EMR system and possible solution/changes. 3) Imaging Services: Discussions continue on the PET/CT scanner equipment/capabilities in order to meet the needs of both the Cancer Center and Imaging Services Departments.
- C. Physician Recruitment: With the addition of mental health beds at Rice, physician recruitment efforts continue in the areas of Psychiatry, as well as Orthopedics, General Surgery, Pediatrics, OB/GYN, Neurology, Primary Care and Hospitalist physicians.
- D. Facility Projects: Construction continues on the mental health bed expansion and acuity adaptable rooms projects.
- E. The CentraCare Health System is moving forward with the development of a Clinical Integrated Network (CIN) and Rice is one of several regional providers that have been invited to participate. To date, both Rice and ACMC have verbally indicated its willingness to participate.
- F. Rice Health Foundation (RHF): 1) The Foundation will be going through a process to update its strategic plan in the coming months. 2) The Rice Care Center campaign will be wrapping up soon, and we will then be moving forward with plans to support the proposed Rice Rehab Center project.
- G. Continuous Quality Improvement (CQI) educational presentations were made available to our employees and held at the Barn Theatre in April and May. The topic of the presentation was, "Living Above the Line," by Willow Sweeney, and all employees were encouraged to attend these sessions.
- H. Rice Hospital Employee Recognition events were held the week of May 4. The employee awards ceremony took place on May 7, honoring employees achieving 10, 15, 20, 25, 30, 35, and 40 years of service to Rice. President Anfinson stated that he was very impressed with the number of employees honored/recognized, and indicated that 100 employees received awards this year.

New Business:

- A. Rice Rehab Center (RRC) Building Project: Teri Beyer, Lynn Stier and Bill Fenske reviewed information for the Board in regard to the proposed Rehab Center building project as follows: 1) Need for project. 2) History of Rice Rehab Center Services. 3) History of Cardiac and Pulmonary Rehab services. 4) The proposed site was reviewed for a new Rice Rehab Center building which is the current site/location of the Jade Center where the Pediatric services are currently provided. RRC services would be connected to the Hospital through the tunnel. Drawings were also shared of the lay out of the new Rehab Center building. 5) Proposed project costs:
- a) Construction cost estimate (including demolition of the Jade Center building plus \$490K contingency/escalation) - \$4.9 million.
 - b) Alternate #1 – Footings for 2nd story - \$300,000.
 - c) Alternate #2 – 2,000 sq. ft. basement (mechanical/tunnel) - \$200,000.
 - d) Architectural & Engineering fees – 8%.
 - e) Net revenue/savings per year - \$365,000.
 - f) Payback period – 13-14 years.
 - g) Project schedule: 1) Approximately 3 months to complete construction documents. 2) Bids would be brought back to the Board for review/approval at its August 19 meeting. 3) Construction project to begin on September 7, 2015. 4) Project completion/occupancy date – July 1, 2016.
- Discussion by the Board followed. **ACTION: A motion was made by Director Gardner, seconded by Director Carruthers, and carried to approve the proposed Rice Rehab Center building project as proposed and recommended.**

Rice Health Foundation (RHF): RHF Board nominations were presented to the Hospital Board for approval. **ACTION: A motion was made by Director Weiberg, seconded by Director Carruthers, and carried that the following Rice Health Foundation Board Nominations be approved as proposed: Roger Gauquie – third term, ending May, 2018; Mick Quinn- second term, ending May, 2018; and that the Foundation Board Officers be appointed as proposed for June 2015 – May, 2016: President, Lara Duininck; Vice President – Dr. Amy Ellingson; Treasurer – Jonathan Kreps; and Secretary – Mick Quinn.**

Committee Reports:

- A. City Council Report – Audrey Nelsen: 1) Information in regard to the yellow bike program was reviewed. 2) Comments have also been made in regard to the City of Willmar working more closely together with the Hospital's ReYou program.

Adjournment: There being no further business, the meeting was adjourned at 6:51 p.m.

Submitted by:

Eric Weiberg, Secretary

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
MAY 26, 2015

The Municipal Utilities Commission met in its regular meeting on Tuesday, May 26, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Jeff Nagel, Joe Gimse, Justin Mattern, and Abdirizak (Zack) Mahboub. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Staff Electrical Engineer Jeron Smith, Power Production Supervisor Jon Folkedahl, Customer Service Supervisor Stacy Stien, Administrative Secretary Beth Mattheisen, Line Foreman Todd Graves and Linemen Jordan Stulen, Dylan Berg & Ryan Kobliska, City Attorney Robert Scott (via teleconference), City Councilman Jim Dokken, David Turch & Chase Kroll, and West Central Tribune Journalist David Little.

Due to the absence of Commission Secretary Laumer, President Schrupp opened the meeting by appointing Commissioner Gimse to serve as Acting Secretary. Following the appointment, President Schrupp requested the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Gimse offered a resolution to approve the Consent Agenda as presented. Commissioner Holtz seconded.

RESOLUTION NO. 24

“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 May 11, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 143265 to No. 143372 inclusive in the amount of \$2,498,739.37 with a MISO payment in the amount of \$10,270.42.

Dated this 26th day of May, 2015.

President

ATTEST:

Acting Secretary

The foregoing resolution was adopted by a vote of five ayes, zero nays, and one abstaining (Commissioner Schrupp).

David Turch and Chase Kroll of the government relations firm David Turch and Associates (DTA) from Washington, DC, were in attendance to present the Commission with updates on a number of legislative issues facing the WMU and the electric industry. Topics of interest discussed included EPA regulations, rail bypass, municipal bonds, and various grants/funding options that may be available to WMU for future projects. DTA recapped a listing of previous funding requests submitted by WMU for past projects along with federal legislative activities which coincide with WMU’s participation in the annual APPA Legislative Conference (these conferences are extremely important in presenting the needs and concerns of WMU to Federal

and State Legislators). Commissioner Schrupp extended his appreciation to both David and Chase for their continued efforts and support in dealing with legislative matters concerning the interests of WMU.

At this time, a brief video (created by MMUA) summarizing the annual APPA Lineworkers Rodeo was viewed. WMU Line Foreman Todd Graves along with Linemen Jordan Stulen, Dylan Berg and Ryan Kobliska participated in the 2015 APPA Lineworkers Rodeo on May 15-17 in Sacramento, CA. They expressed their appreciation to the Commission for allowing them the opportunity to attend and participate in the event. It was also noted that in 2016 the annual Lineworkers Rodeo will be held in Shakopee (Canterbury Downs area). WMU personnel anticipate assisting to make this a memorable event for all participants and their families.

Director of Finance presented the Commission with the following Utility-related reports for review and discussion. These informational reports and analyses included:

1. January and February 2015 Financial Statements
2. February 28, 2015 Investment Review
3. March 2015 Power Supply Report (presented on behalf of Power Supply Manager Chris Carlson)

General Manager Hompe opened discussion with the Commission on the need to establish a Distributed Generation Rate to its current rate listing. This new rate would be required as a result of new and existing interconnections established between a utility (WMU) and a qualifying facility (i.e. solar power interconnections). Staff Electrical Engineer Smith walked the Commission through a number Minnesota State requirements associated with the interconnection qualifications needed to calculate the rate including: 1) MN Statute § 216B.164 "Rules and Uniform Contract"; 2) MN Rule 7835.3300 "Net Energy Billing Rate"; and, 3) MN Rule 7835.0100 Subp. 2a "Average Retail Utility Energy Rate". Director of Operations Harren continued by presenting a timetable and explanation of the process involved in establishing the Distributed Generation Rate. Using WMU's electric rates for 2015, the calculated rate would be \$0.1003 (average retail utility energy rate). It was also the recommendation of Staff to add a Residential Net Service Rate (Code 7) to the existing electric rates. Following discussion, Commissioner Nagel offered a resolution to schedule a public hearing to discuss and review the proposed Distributed Generation Rate for June 22, 2015 at 11:50 a.m. Commissioner Holtz seconded.

RESOLUTION NO. 25

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that a public hearing will be conducted on June 22, 2015, at 11:50 a.m. in the WMU Auditorium, to discuss and approve the inclusion of a Distributed Generation Rate to the existing electric rate schedule."

Dated this 26th day of May, 2015.

President

ATTEST:

Acting Secretary

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

As stated in the WMU Reliability Standards/Annual Reliability Performance Report, if there is any major service interruption affecting 500 or more customers for one or more hours, a report of the incident will

be given to the Municipal Utilities Commission. Director of Operations Harren discussed with the Commission a recent power outage which occurred on May 13th beginning at 1:56 p.m. Feeder #3 reclosed and locked out causing 1,250 customers to lose power on Willmar's north side. By 2:24 p.m., WMU Line Crews were able to restore the power between the railroad tracks and the fairgrounds as well as 15th Avenue NW (898 customers). Further inspection traced the problem to an underground line east of Eagle Creek Golf Course. This line was isolated and the remaining 352 customers had power restored by 3:01 p.m. A review of the incident including the restoration process was reviewed. The total customer outage time calculation was 800.7 hours.

General Manager Hompe informed the Commission of the winning entry submitted this year for the Tom Bovitz Memorial Scholarship sponsored by the Willmar Municipal Utilities and MMUA. Applicants are required to submit a 500-750 word essay entitled "*Municipal Utilities – Good for All of Us*". Participation in this program helps to increase awareness of public power while giving back to the community it serves. The entries are submitted by Willmar High School Seniors who reside in the City of Willmar. The first place entry and winner of a \$750 scholarship is Sydney Fischer. The scholarship award was presented by Commissioner Laumer on May 22nd at the WHS Cap & Gown Day ceremony.

General Manager Hompe presented the Commission with an update on the status of the Payment In Lieu of Taxes (PILOT) Agreement with the City of Willmar. Through continued discussions between General Manager Hompe, Director of Finance Hunstad and City representatives, the PILOT Agreement for 2015 has been finalized (over \$2 million). This agreement was based on the calculating practice used in previous years. A new three-year agreement is being created which would use a different process of calculating the payment. This methodology would be based on kilowatts usage rather than net worth which would bring the payment more in alignment with the actual load growth (kilowatts) rather than previously established percentages of net worth. Finalization of the new three-year agreement is anticipated by this summer.

General Manager Hompe informed the Commission that Lead Electric Meter Mechanic Gary Krueger will be retiring on May 29th. Gary has been a valuable member of the Meter Department for nearly 40 years beginning his employment with WMU in 1975. Gary was recognized for his years of service and dedication to the Utilities. Congratulations & best wishes, Gary!

General Manager Hompe reminded the Commissioners of upcoming meetings/events to note. These include:

- 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 Holtz seconded the motion, and the meeting was adjourned at 12:58 p.m. by a vote of six ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Joe Gimse, Acting Secretary

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that: <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.		Application fee (nonrefundable) If the application is postmarked or received 30 days or more before the event, the application fee is \$50 ; otherwise the fee is \$100 .	
Organization Information			
Organization Name:		Previous Gambling Permit Number:	
Minnesota Elk Breeders Association		X-34985-15-007	
Minnesota Tax ID Number, if any:		Federal Employer ID Number (FEIN), if any:	
3892113			
Type of Nonprofit Organization (check one):			
<input type="checkbox"/> Fraternal		<input type="checkbox"/> Religious	
<input type="checkbox"/> Veterans		<input checked="" type="checkbox"/> Other Nonprofit Organization	
Mailing Address:		City:	State and Zip:
9086 Keats Avenue SW		Howard Lake	MN 55349
		County:	Wright
Name of Chief Executive Officer (CEO):		Daytime Phone:	Email:
Mark Lucas		952-215-1313	Mark.Lucas@intfcstone.c
Nonprofit Status			
Attach a copy of ONE of the following for proof of nonprofit status:			
<input checked="" type="checkbox"/> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.			
Don't have a copy? This certificate must be obtained each year from:			
Minnesota Secretary of State Business Services Division 60 Empire Drive, Suite 100 St. Paul, MN 55103 Phone: 651-296-2803			
<input type="checkbox"/> IRS income tax exemption (501(c)) letter in your organization's name.			
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).			
If your organization falls under a parent organization, attach copies of both of the following:			
a. an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.			
Gambling Premises Information			
Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):			
Willmar Conference Center			
Address (do not use PO box):		City or Township:	Zip Code:
240 23rd Street SE		Willmar	56201
		County:	Kandiyohi
Date(s) of activity (for raffles, indicate the date of the drawing):			
January 9, 2016			
Check each type of gambling activity that your organization will conduct:			
<input type="checkbox"/> Bingo*		<input type="checkbox"/> Paddlewheels*	
<input type="checkbox"/> Pull-Tabs*		<input type="checkbox"/> Tipboards*	
<input checked="" type="checkbox"/> Raffle (total value of raffle prizes awarded for the year: \$15,000)			
*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.			
To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES , or call 651-539-1900.			

Local Unit of Government Acknowledgment

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: City of Willmar

Signature of City Personnel: [Signature]

Title: City Clerk Date: 5-18-2015

Local unit of government must sign.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 5-15-15

Print Name: MARK LUCAS

Requirements

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- _____ a copy of your proof of nonprofit status, and
- _____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the Licensing Specialist assigned to your county.

Application fee (nonrefundable)If the application is postmarked or received 30 days or more before the event, the application fee is **\$50**; otherwise the fee is **\$100**.**Organization Information**

Organization Name:

Pheasant's Forever Kandiyohi County #2

Previous Gambling Permit Number:

X-03697-15-011

Minnesota Tax ID Number, if any:

41-1429149

Federal Employer ID Number (FEIN), if any:

Type of Nonprofit Organization (check one):

Fraternal

Religious

Veterans

Other Nonprofit Organization

Mailing Address:

Box 732

City:

Willmar

State and Zip:

MN, 56201

County:

Kandiyohi

Name of Chief Executive Officer (CEO):

Kevin Ochsendorf, President

Daytime Phone:

320-212-2412

Email:

kjochs@yahoo.com

Nonprofit StatusAttach a copy of **ONE** of the following for proof of nonprofit status:**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:

Minnesota Secretary of State
Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Phone: 651-296-2803

IRS income tax exemption (501(c)) letter in your organization's name.

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter).If your organization falls under a parent organization, attach copies of **both** of the following:

- an IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

Gambling Premises Information

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

Willmar Conference Center

Address (do not use PO box):

2100 E. Highway 12

City or Township:

Willmar

Zip Code:

56201

County:

Kandiyohi

Date(s) of activity (for raffles, indicate the date of the drawing):

April 2, 2016

Check each type of gambling activity that your organization will conduct:

Bingo*

Paddlewheels*

Pull-Tabs*

Tipboards*

Raffle (total value of raffle prizes awarded for the year: \$_____)

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

Local Unit of Government Acknowledgment

**CITY APPROVAL
for a gambling premises
located within city limits**

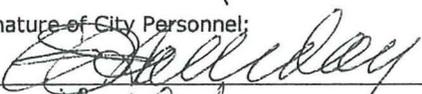
**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print City Name: City of Willmar

Print County Name: _____

Signature of City Personnel: 

Signature of County Personnel: _____

Title: City Clerk Date: 5-27-2015

Title: _____ Date: _____

Local unit of government must sign.

TOWNSHIP (if required by the county).

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.166.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

Chief Executive Officer's Signature

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Kevin L. Ochsendorf Date: 5/27/2015

Print Name: KEVIN L. OCHSENDORF

Requirements

Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Send application with:

- _____ a copy of your proof of nonprofit status, and (CONFIRM)
- _____ application fee (nonrefundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$50; otherwise the fee is \$100. Make check payable to **State of Minnesota**.

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required.

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.mn.gov/gcb.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt raffle records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AFFORDABLE PUMPING SERVI			002404											
	42767	05/28/15	SEPTIC PUMPING	330.00		28406		D	N				CLEANING AND WAS	230.43430.0338
ANCOM COMMUNICATIONS			003027											
	42768	05/28/15	REPLACEMENT HEADSETS	1,690.00		50845		D	N				MTCE. OF EQUIPME	101.42412.0224
ANDERSON LAW OFFICES			002954											
	42769	05/28/15	SALE OF FORFEITURE VEH	2,578.50		051215		D	M	07			OTHER SERVICES	101.41428.0339
ANDERSON/JON			.02252											
	42770	05/28/15	PRIZES FOR AUCTION	50.72		052115		D	N				AWARDS AND INDEM	101.42412.0442
ASPEN MILLS			003008											
	42771	05/28/15	COLLAR BRASS	20.55		164614		D	N				SUBSISTENCE OF P	101.42412.0227
BACKES TECHNOLOGY SERVIC			000087											
	42772	05/28/15	MOVE LINES AT GUN RANGE	85.00		13937		D	N				MTCE. OF STRUCTU	101.45427.0335
	42772	05/28/15	TERMINATE HVAC CITY HALL	85.00		13941		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	170.00										
				170.00										
													*CHECK TOTAL	
BATTERY WHOLESALE INC			002860											
	42773	05/28/15	PW BATTERIES	187.98		9177WIL		D	N				MTCE. OF EQUIPME	101.43425.0224
BCA CJTE			000095											
	42774	05/28/15	ONLINE RECERTIF TRNG	75.00		7574		D	N				TRAVEL-CONF.-SCH	101.42411.0333
BOLLIG INC			002999											
	42775	05/28/15	L.S. DESIGN SERVICES	5,574.00		3090		D	N				PROFESSIONAL SER	432.48504.0446
BSE			001980											
	42776	05/28/15	RECEPTICALS FOR SERVER	191.40		909209242		D	N				MTCE. OF STRUCTU	101.41409.0225
	42776	05/28/15	ELEC PARTS FOR BLDG	29.75		909244480		D	N				MTCE. OF STRUCTU	101.45433.0225
	42776	05/28/15	LIGHT BALLAST	57.94		909300765		D	N				MTCE. OF STRUCTU	101.43425.0225
	42776	05/28/15	ELEC PARTS FOR BLDG	105.25		909329748		D	N				MTCE. OF STRUCTU	101.45427.0225
			VENDOR TOTAL	384.34										
				384.34										
													*CHECK TOTAL	
BSN SPORTS INC			003001											
	42777	05/28/15	BASEBALLS COLD PACKS	241.65		96914072		D	N				GENERAL SUPPLIES	101.45432.0229
CARDMEMBER SERVICE			002365											
	42778	05/28/15	WEBSITE SECURITY CERTIF.	475.00		STMT/4-15		D	N				PREPAID EXPENSES	101.128000
	42778	05/28/15	WEBSITE SECURITY CERTIF.	475.00		STMT/4-15		D	N				PREPAID EXPENSES	101.128000
	42778	05/28/15	WEBSITE SECURITY CERTIF.	158.00		STMT/4-15		D	N				PREPAID EXPENSES	101.128000
	42778	05/28/15	PETERSON-LODGING EXPENSE	465.21		STMT/4-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	42778	05/28/15	PARKING FEE	26.57		STMT/4-15		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	42778	05/28/15	USB DRIVES	85.00		STMT/4-15		D	N				SMALL TOOLS	101.41409.0221
	42778	05/28/15	PRINTER NETWORK CARD	41.00		STMT/4-15		D	N				SMALL TOOLS	101.41409.0221
	42778	05/28/15	NETWORK CABLES	76.71		STMT/4-15		D	N				MTCE. OF EQUIPME	101.41409.0224

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CHARTER COMMUNICATIONS			000736											
	42782	05/28/15	MONTHLY PHONE SERVICE	47.02		1136/6-15		D	N				COMMUNICATIONS	101.41409.0330
	42782	05/28/15	MONTHLY PHONE SERVICE	85.70		5124/6 15		D	N				COMMUNICATIONS	101.41409.0330
			VENDOR TOTAL	132.72		*CHECK TOTAL								
				132.72										
CHIEF SUPPLY CORPORATION			000885											
	42783	05/28/15	SWAT CLOTHING	32.95		282867		D	N				SUBSISTENCE OF P	101.42411.0227
CROW CHEMICAL & LIGHTING			000186											
	42784	05/28/15	PAPER TOWELS	176.65		5396		D	N				GENERAL SUPPLIES	651.48484.0229
	42784	05/28/15	CLEANING SUPPLIES	111.40		5410		D	N				CLEANING AND WAS	101.43425.0228
	42784	05/28/15	CLEANING SUPPLIES	126.29		5419		D	N				CLEANING AND WAS	651.48484.0228
	42784	05/28/15	KLEENEX	62.65		5425		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	476.99		*CHECK TOTAL								
				476.99										
DEPT OF HUMAN SERVICES			000009											
	42785	05/28/15	CLEANING SERVICES	112.00		00000276494		D	N				CLEANING AND WAS	101.45435.0338
	42785	05/28/15	CLEANING SERVICES	1,554.00		0000276508		D	N				CLEANING AND WAS	101.45433.0338
			VENDOR TOTAL	1,666.00		*CHECK TOTAL								
				1,666.00										
DEPT OF HUMAN SERVICES			002914											
	42786	05/28/15	#22 RICE CARE CENTER-	25,164.49		00000270421		D	N				OTHER CHARGES	101.41428.0449
DONOHUE & ASSOCIATES			002293											
	42787	05/28/15	COMPLIANCE SCHEDULE	470.00		12634/05		D	N				PROFESSIONAL SER	651.48484.0446
	42787	05/28/15	BIOSOLIDS/FOG EVALUATION	496.85		12812/04		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	966.85		*CHECK TOTAL								
				966.85										
DOOLEY'S PETROLEUM INC			002163											
	42765	05/22/15	3,500 GALLONS DIESEL	7,216.91		11876		D	N				INVENTORIES-MDSE	101.125000
	42765	05/22/15	4,500 GALLONS UNLEADE	10,975.33		11877		D	N				INVENTORIES-MDSE	101.125000
			VENDOR TOTAL	18,192.24		*CHECK TOTAL								
				18,192.24										
DUININCK CONCRETE			000151											
	42788	05/28/15	CONCRETE K-9 DOG KENNEL	974.10		70192		D	N				GENERAL SUPPLIES	101.42411.0229
	42788	05/28/15	CONCRETE-ARCHERY RANGE	343.80		70192		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	1,317.90		*CHECK TOTAL								
				1,317.90										
EMERG. SERVICES CONSULTI			003165											
	42789	05/28/15	SHARED SERVICES STUDY	2,243.90		15-105		D	N				PROFESSIONAL SER	101.42412.0446
ERIC'S AVIATION SERVICES			002998											
	42790	05/28/15	ONSITE MGMT SERV-JUNE	6,428.00		STMT 6/15		D	N				PROFESSIONAL SER	230.43430.0446

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GULLZGOS/ALEJANDRO			.02255											
	42801	05/28/15	SEWER REPLACEMENT	1,500.00		05202015		D	N				MTCE. OF OTHER I	651.48485.0336
HANNEMAN/BENJAMIN J			003042											
	42802	05/28/15	STREET SURVIVAL SEMINAR	41.43		693		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HANSEN ADVERTISING SPECI			000321											
	42803	05/28/15	FIREFIGHTER SWEATSHIRT	1,708.00		33912		D	N				SUBSISTENCE OF P	101.42412.0227
HAUG IMPLEMENT CO - JOHN			000324											
	42804	05/28/15	WEED WHIP	9.39		196591		D	N				MTCE. OF EQUIPME	651.48484.0224
HAUG-KUBOTA LLC			002609											
	42766	05/22/15	KUBOTA MOWER/BAGGER U	10,480.00		002239		D	N				MACHINERY AND AU	450.43425.0553
	42766	05/22/15	KUBOTA TRACTOR/MOWER	11,082.00		002240		D	N				MACHINERY AND AU	450.43425.0553
	42766	05/22/15	KUBOTA TRCTR/MWR DK/C	24,243.00		002244		D	N				MACHINERY AND AU	450.43425.0553
	42766	05/22/15	KUBOTA TRCTR/MWR DK/S	26,890.00		002245		D	N				MACHINERY AND AU	450.43425.0553
				72,695.00		*CHECK TOTAL								
	42805	05/28/15	KUBOTA PARTS	560.80		5955		D	N				MTCE. OF EQUIPME	101.45433.0224
	42805	05/28/15	KUBOTA PARTS	12.35		5960		D	N				MTCE. OF EQUIPME	101.45433.0224
	42805	05/28/15	KUBOTA PARTS	43.20		5987		D	N				MTCE. OF EQUIPME	101.45433.0224
				616.35		*CHECK TOTAL								
			VENDOR TOTAL	73,311.35										
HAWKINS INC			000325											
	42806	05/28/15	FERRIC CHOLRIDE	4,655.34		3724003		D	N				GENERAL SUPPLIES	651.48484.0229
HEARTLAND SECURITY SERVI			002374											
	42807	05/28/15	INST. CARD ACCESS	4,175.00		376820		D	N				MTCE. OF STRUCTU	101.45427.0335
HEGLUND CATERING			002036											
	42808	05/28/15	MEALS-HAZ MAT TRNG	180.62		8344		D	N				TRAVEL-CONF.-SCH	101.42412.0333
HERZOG/ZACHARY			002315											
	42809	05/28/15	EVOC TRAINING	8.12		688		D	N				TRAVEL-CONF.-SCH	101.42411.0333
HILLENBRAND/DAVID			002497											
	42810	05/28/15	MILEAGE 3/7-5/15/15	79.12		05222015		D	N				TRAVEL-CONF.-SCH	101.41409.0333
HILLYARD FLOOR CARE SUPP			000333											
	42811	05/28/15	CUSTODIAL WORKSHOP	10.00		05182015		D	N				TRAVEL-CONF.-SCH	101.43425.0333
	42811	05/28/15	CLEANING SUPPLIES	133.92		601590518		D	N				CLEANING AND WAS	101.41408.0228
	42811	05/28/15	VACUUM BAGS	53.46		601590518		D	N				GENERAL SUPPLIES	101.41408.0229
	42811	05/28/15	VACUUM BAGS	53.46		601590518		D	N				GENERAL SUPPLIES	101.42412.0229
	42811	05/28/15	VACUUM BAGS	53.46		601590518		D	N				GENERAL SUPPLIES	101.45427.0229
	42811	05/28/15	VACUUM BAGS	53.46		601590518		D	N				GENERAL SUPPLIES	101.45427.0229
	42811	05/28/15	CLEANING SUPPLIES	37.92		601604215		D	N				CLEANING AND WAS	101.41408.0228
	42811	05/28/15	TOILET TISSUE/HAND TWLS	198.69		601604215		D	N				GENERAL SUPPLIES	101.41408.0229

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KING'S ELECTRIC LLC			003138											
	42822	05/28/15	VENTILATION SYS. MTCE	81.32		154		D	M	07			MTCE. OF STRUCTU	101.42412.0225
	42822	05/28/15	VENTILATION SYS. MTCE	65.00		154		D	M	07			MTCE. OF STRUCTU	101.42412.0335
	42822	05/28/15	ELEC WORK AT GUN RANGE	278.20		156		D	M	07			MTCE. OF STRUCTU	101.45427.0225
	42822	05/28/15	ELEC WORK AT GUN RANGE	207.50		156		D	M	07			MTCE. OF STRUCTU	101.45427.0335
			VENDOR TOTAL	632.02										
				632.02										*CHECK TOTAL
KNOTT/JOE			.02252											
	42823	05/28/15	REFUND BASEBALL CLINIC	75.00		052715		D	N				REFUNDS AND REIM	101.41428.0882
LAIB'S GUNSMITHING			000402											
	42824	05/28/15	CHANGE OUT GUN BARRELS	270.00		39925		D	N				MTCE. OF EQUIPME	101.42411.0334
LANGNER/LUKE			003070											
	42825	05/28/15	EMPL. EDUCATION PROGRAM	702.90		052815		D	N				TRAVEL-CONF.-SCH	101.43417.0333
LEAGUE OF MN CITIES			000412											
	42826	05/28/15	CITY OFFICIALS DIRECTORY	52.70		051815		D	N				OFFICE SUPPLIES	101.41401.0220
LIVINGOOD/ROSS			002380											
	42827	05/28/15	STREET SURVIVAL TRNG	47.99		52715		D	N				TRAVEL-CONF.-SCH	101.42411.0333
LOCATORS & SUPPLIES INC			002162											
	42828	05/28/15	PVC COATED GLOVES	93.81		0233984-IN		D	N				SUBSISTENCE OF P	101.43425.0227
LOU'S GLOVES			003038											
	42829	05/28/15	DISPOSABLE GLOVES	174.00		009164		D	N				GENERAL SUPPLIES	651.48484.0229
LUTHERAN SOCIAL SERVICE			003167											
	42830	05/28/15	MEALS-DINING PROMOTION	140.00		051315		D	N				GENERAL SUPPLIES	101.45435.0229
M & M COIN LAUNDRY			.01152											
	42831	05/28/15	SIGN DEPOSIT REF 2015-6	100.00		2015-6		D	N				DEPOSITS-SIGN PE	101.230001
M-R SIGN CO INC			000424											
	42832	05/28/15	STREET SIGNS	226.89		185899		D	N				MTCE. OF OTHER I	101.43425.0226
MADDEN, GALANTER, HANSEN			000429											
	42833	05/28/15	ARBITRATION ADMIN HRNG	2,665.85		STMT 4/15		D	N				PROFESSIONAL SER	101.41406.0446
MAGNUSON SHEET METAL INC			001121											
	42834	05/28/15	INSTAL COVER OVER HEAT	275.00		126234		D	N				MTCE. OF STRUCTU	101.41408.0335
MATHESON TRI-GAS INC			002898											
	42835	05/28/15	WELDING GAS	61.60		11228279		D	N				GENERAL SUPPLIES	101.45433.0229
MENARDS			000449											
	42836	05/28/15	TREATED LUMBER	207.36		73650		D	N				MTCE. OF EQUIPME	101.45433.0224

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MN DEPT OF TRANSPORTATIO			000497											
	42843	05/28/15	FINAL CONSTRUCTION	11,533.08		00000245477		D	N				CONTRACTS PAYABL	410.207000
MN ELEVATOR INC			000499											
	42844	05/28/15	ELEVATOR SERVICE	147.12		622814		D	N				MTCE. OF STRUCTU	101.41408.0335
MOSS & BARNETT			001655											
	42845	05/28/15	CATV LEGAL SERVICES	675.00		626542		D	N				PROFESSIONAL SER	101.41406.0446
MUNICIPAL UTILITIES			002393											
	42846	05/28/15	AUCTION PROCEEDS	315.00		270515		D	N				OTHER SERVICES	101.41428.0339
MVTL LABORATORIES INC			000544											
	42847	05/28/15	WASTEWATER TESTING	45.00		754041		D	N				PROFESSIONAL SER	651.48484.0446
	42847	05/28/15	WASTERWATER TESTING	381.00		756135		D	N				PROFESSIONAL SER	651.48484.0446
	42847	05/28/15	WASTEWATER TESTING	45.00		756160		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	471.00		*CHECK TOTAL								
				471.00										
NATIONWIDE GLASS OF WILL			000564											
	42848	05/28/15	DOOR REPAIR-PARTS	106.88		1643		D	N				MTCE. OF STRUCTU	101.45433.0225
NEUBAUER/SAMUEL			002554											
	42849	05/28/15	MEALS	21.40		051315		D	N				TRAVEL-CONF.-SCH	101.42411.0333
NEXTEL COMMUNICATION			000578											
	42850	05/28/15	CELLULAR PHONE USAGE	1,757.61		317498885-084		D	N				COMMUNICATIONS	101.41409.0330
	42850	05/28/15	CELL PHONE	99.99		317498885-084		D	N				SMALL TOOLS	651.48484.0221
			VENDOR TOTAL	1,857.60		*CHECK TOTAL								
				1,857.60										
NORTHERN SAFETY CO			.02251											
	42851	05/28/15	HANDLE FOR TRIPOD	203.04		901428684		D	N				MTCE. OF EQUIPME	651.48485.0224
NORTHERN STATES SUPPLY			000585											
	42852	05/28/15	SIGN BOLTS	2.75		10-526950		D	N				MTCE. OF OTHER I	101.43425.0226
	42852	05/28/15	DOCK REPAIR-PARTS	17.88		10-526991		D	N				MTCE. OF EQUIPME	101.43425.0224
	42852	05/28/15	BOLTS	9.00		10-527007		D	N				MTCE. OF EQUIPME	101.43425.0224
	42852	05/28/15	SIGN BOLTS/WASHERS	37.19		10-527042		D	N				MTCE. OF OTHER I	101.43425.0226
	42852	05/28/15	PAINT/PRIMER FOR BLDG	38.37		10-527049		D	N				MTCE. OF STRUCTU	101.45433.0225
	42852	05/28/15	SHOVELS	234.08		10-527093		D	N				SMALL TOOLS	101.43425.0221
	42852	05/28/15	BASKETBALL NETS	26.01		10-527283		D	N				MTCE. OF EQUIPME	101.43425.0224
	42852	05/28/15	MARKING PAINT	36.80		10-527368		D	N				GENERAL SUPPLIES	101.43425.0229
	42852	05/28/15	KUBOTA PARTS	86.21		10-527532		D	N				MTCE. OF EQUIPME	101.45433.0224
	42852	05/28/15	SHOVELS	68.00		10-527542		D	N				SMALL TOOLS	101.43425.0221
	42852	05/28/15	BOLTS/NUTS	10.76		10-527798		D	N				MTCE. OF EQUIPME	101.43425.0224
	42852	05/28/15	SMALL TOOLS	3.89		10-527812		D	N				SMALL TOOLS	101.43425.0221
	42852	05/28/15	SMALL TOOLS	49.71		10-527816		D	N				SMALL TOOLS	101.43425.0221

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
QUICK SIGNS			001093											
	42858	05/28/15	PW UNIT LETTERING	40.00		171133		D	N				MTCE. OF EQUIPME	101.43425.0224
RAMBOW INC			000639											
	42859	05/28/15	SUMMER STAFF T SHIRTS	583.38		519502		D	N				GENERAL SUPPLIES	101.45432.0229
RICOH USA INC			002101											
	42860	05/28/15	COPIER LEASE AGRMT	632.00		94760870		D	N				RENTS	741.48001.0440
RIDGEWATER COLLEGE			001136											
	42861	05/28/15	FIRE PUMPER OP. COURSE	400.00		00193412		D	N				TRAVEL-CONF.-SCH	101.42412.0333
S.W. VAC			003076											
	42862	05/28/15	CLEANING SOLIDS OUT DI	6,479.75		052015		D	N				CLEANING AND WAS	651.48484.0338
SCHAEFFER MFG CO			001122											
	42863	05/28/15	DIESEL FUEL TREATMENT	1,511.40		EC3110		D	N				INVENTORIES-MDSE	101.125000
SERVICE CENTER/CITY OF W			000685											
	42864	05/28/15	GAS 44.17 GAL	80.83		STMT 4/15		D	N				MOTOR FUELS AND	101.41402.0222
	42864	05/28/15	GAS 16.46 GAL	30.12		STMT 4/15		D	N				MOTOR FUELS AND	101.41408.0222
	42864	05/28/15	EQUIPMENT REPAIR OIL	29.12		STMT 4/15		D	N				MOTOR FUELS AND	101.42411.0222
	42864	05/28/15	GAS 1869.45 GAL	3,610.95		STMT 4/15		D	N				MOTOR FUELS AND	101.42411.0222
	42864	05/28/15	EQUIPMENT REPAIR PARTS	212.16		STMT 4/15		D	N				MTCE. OF EQUIPME	101.42411.0224
	42864	05/28/15	EQUIPMENT REPAIR OIL	61.76		STMT 4/15		D	N				MOTOR FUELS AND	101.42412.0222
	42864	05/28/15	DIESEL-146.77 GAL	319.96		STMT 4/15		D	N				MOTOR FUELS AND	101.42412.0222
	42864	05/28/15	GAS 72.40 GAL	132.49		STMT 4/15		D	N				MOTOR FUELS AND	101.42412.0222
	42864	05/28/15	EQUIPMENT REPAIR PARTS	873.64		STMT 4/15		D	N				MTCE. OF EQUIPME	101.42412.0224
	42864	05/28/15	EQUIPMENT REPAIR OIL	12.48		STMT 4/15		D	N				MOTOR FUELS AND	101.43417.0222
	42864	05/28/15	GAS 63.04 GAL	115.36		STMT 4/15		D	N				MOTOR FUELS AND	101.43417.0222
	42864	05/28/15	EQUIPMENT REPAIR PARTS	8.32		STMT 4/15		D	N				MTCE. OF EQUIPME	101.43417.0224
	42864	05/28/15	EQUIPMENT REPAIR OIL	395.11		STMT 4/15		D	N				MOTOR FUELS AND	101.43425.0222
	42864	05/28/15	DIESEL 940.67 GAL	2,000.13		STMT 4/15		D	N				MOTOR FUELS AND	101.43425.0222
	42864	05/28/15	GAS 886.66 GAL	1,726.50		STMT 4/15		D	N				MOTOR FUELS AND	101.43425.0222
	42864	05/28/15	EQUIPMENT REPAIR PARTS	539.92		STMT 4/15		D	N				MTCE. OF EQUIPME	101.43425.0224
	42864	05/28/15	DIESEL 120.21 GAL	241.25		STMT 4/15		D	N				MOTOR FUELS AND	101.45433.0222
	42864	05/28/15	GAS 53.60 GAL	107.33		STMT 4/15		D	N				MOTOR FUELS AND	101.45433.0222
	42864	05/28/15	DIESEL 99.71 GAL	208.74		STMT 4/15		D	N				MOTOR FUELS AND	651.48485.0222
	42864	05/28/15	EQUIPMENT REPAIR PARTS	510.99		STMT 4/15		D	N				MTCE. OF EQUIPME	651.48485.0224
				11,217.16										
			VENDOR TOTAL	11,217.16										
						*CHECK TOTAL								
SPRINGSTED INCORPORATED			000705											
	42865	05/28/15	CONT DISCLOSURE SERVICE	600.00		15-008		D	N				PROFESSIONAL SER	101.41401.0446
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				DUE FROM M.U.C.-	295.123006
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				DUE FROM M.U.C.-	295.123006
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	307.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	308.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	310.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	311.47100.0449

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
SPRINGSTED INCORPORATED			000705											
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	312.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	313.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	327.47100.0449
	42865	05/28/15	CONT DISCLOSURE SERVICES	200.00		15-008		D	N				OTHER CHARGES	350.47400.0449
			VENDOR TOTAL	2,600.00										
				2,600.00										
ST CROIX RECREATION CO I			000673											
	42866	05/28/15	PLAY EQUIP REPAIR-PARTS	219.00		18461		D	N				MTCE. OF OTHER I	101.43425.0226
STAR TRIBUNE			000710											
	42867	05/28/15	26 WEEK SUBSCRIPTION	106.34		05292015		D	N				SUBSCRIPTIONS AN	101.41402.0443
STATE TREASURER'S OFFICE			001451											
	42868	05/28/15	SALE FORFEITUR VEHICLE	20.25		053015		D	N				OTHER SERVICES	101.41428.0339
STEIN'S INC			000720											
	42869	05/28/15	DISPOSABLE GLOVES	79.44		725783-1		D	N				GENERAL SUPPLIES	101.43425.0229
	42869	05/28/15	CLEANING SUPPLIES	37.52		725783-2		D	N				CLEANING AND WAS	101.43425.0228
	42869	05/28/15	DISPOSABLE GLOVES	39.72		725783-2		D	N				GENERAL SUPPLIES	101.43425.0229
	42869	05/28/15	TOILET TISSUE/HAND TOWEL	234.84		726494		D	N				GENERAL SUPPLIES	101.43425.0229
			VENDOR TOTAL	391.52										
				391.52										
SUMMIT COMPANIES			002555											
	42870	05/28/15	ALARM MONITORING FEE	105.00		1058043		D	N				MTCE. OF STRUCTU	101.41408.0335
SURPLUS WAREHOUSE INC			000728											
	42871	05/28/15	PAINTING SUPPLIES	30.88		00017		D	N				GENERAL SUPPLIES	101.43425.0229
VANDER HAGEN/DUSTIN			002316											
	42872	05/28/15	EMPL. EDUCATION PROGRA	2,520.00		052815		D	N				TRAVEL-CONF.-SCH	101.42411.0333
WAL-MART COMMUNITY			000789											
	42873	05/28/15	PLANT SUPPLIES	76.34		042215		D	N				GENERAL SUPPLIES	651.48484.0229
	42873	05/28/15	COFFEE/FLTRS/BATTERIES	48.85		050115		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	125.19										
				125.19										
WEARDA/KAITLIN C			.02251											
	42874	05/28/15	REIMB. FOR EMT COURSE	800.00		00171280		D	N				TRAVEL-CONF.-SCH	101.42412.0333
WEST CENTRAL SANITATION			000805											
	42875	05/28/15	GARBAGE AT AIRPORT-MAY	26.56		6806100/5-15		D	N				CLEANING AND WAS	230.43430.0338
WEST CENTRAL STEEL INC			000806											
	42876	05/28/15	RWW DIVERTER IRON PUMP	122.40		1148450		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
WEST CENTRAL TRIBUNE														000807
	42877	05/28/15	AD FOR BID	228.66		CL03069914		D	N				ADVERTISING	415.48451.0447
	42877	05/28/15	NOTICE PUBLISHED	262.65		CL03069915		D	N				ADVERTISING	415.48451.0447
	42877	05/28/15	AD FOR BIDS	86.52		CL03070013		D	N				ADVERTISING	415.48451.0447
	42877	05/28/15	PUBLIC NOTICE	37.08		CL03070110		D	N				PRINTING AND PUB	101.41401.0331
	42877	05/28/15	AD FOR BIDS-PROJ. 1505	86.52		CL03070184		D	N				ADVERTISING	415.48451.0447
	42877	05/28/15	COUNCIL PROCEEDING PUB	1,946.70		DI03164356		D	N				PRINTING AND PUB	101.41401.0331
				2,648.13										
			VENDOR TOTAL	2,648.13										
						*CHECK TOTAL								
WEST CENTRAL TROPHIES														000808
	42878	05/28/15	BSKTBALL/V-BALL TROPHIES	105.90		1333		D	N				AWARDS AND INDEM	101.45432.0442
WILLMAR CHAMBER OF COMME														000812
	42879	05/28/15	OFFICE SUPPLIES	88.11		CC STMT/3-15		D	N				OFFICE SUPPLIES	208.45005.0220
	42879	05/28/15	COMM. CLUB BOARD MTG	14.71		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42879	05/28/15	CVB MEETING-MEALS	5.86		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42879	05/28/15	FISCHER-BIKE CONF. REGIS	190.00		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42879	05/28/15	APPRECIATION BNQT MTG	15.76		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45005.0333
	42879	05/28/15	TABLE FOR SPORTS SHOW	92.22		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42879	05/28/15	ELECTRICITY-SPORTS SHOW	107.00		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42879	05/28/15	TABLE FOR SPORTS SHOW	133.37		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42879	05/28/15	ELECTRICITY-SPORTS SHOW	65.00		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42879	05/28/15	LADDER FOR SPORTS SHOW	12.79		CC STMT/3-15		D	N				TRAVEL-CONF.-SCH	208.45006.0333
	42879	05/28/15	BOXES FOR WLCM BAGS	18.92		CC STMT/3-15		D	N				OTHER CHARGES	208.45008.0449
	42879	05/28/15	FACEBOOK ADVERTISING	25.02		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	FISCHER-SPORTS SHOW MEAL	10.00		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	FISCHER-SPORTS SHOW MEAL	14.22		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	PARKING-SPORTS SHOW	12.00		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	PARKING-SPORTS SHOW	9.00		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	FISCHER-SPORTS SHOW MEAL	15.85		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
	42879	05/28/15	FACEBOOK ADVERTISING	37.98		CC STMT/3-15		D	N				OTHER CHARGES	208.45010.0449
				867.81										
			VENDOR TOTAL	867.81										
						*CHECK TOTAL								
WILLMAR CRANE SERVICE														000899
	42880	05/28/15	STANDBY GENERATOR	693.75		3960		D	N				MTCE. OF EQUIPME	651.48484.0334
WILLMAR DOWNTOWN DEVELOP														002348
	42881	05/28/15	EXPENSE REIMBURSEMENT	2,571.05		MAY2		D	N				CIVIC PROMOTION	101.45428.0812
WOODHALL/DOUGLAS A														003172
	42882	05/28/15	LAPATKA-SEMINAR REGIS.	250.00		051115		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ZEE MEDICAL SERVICE														000839
	42883	05/28/15	FIRST AID SUPPLIES	177.90		54161497		D	N				SUBSISTENCE OF P	101.41408.0227

ACS FINANCIAL SYSTEM
05/28/2015 09:22:03

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				276,736.22										

RECORDS PRINTED - 000314

Vendor Payments History Report

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	148,917.58
208	CONVENTION & VISITORS BUREAU	867.81
230	WILLMAR MUNICIPAL AIRPORT	6,988.92
295	COMMUNITY INVESTMENT	400.00
307	D.S. - 2007A BOND	200.00
308	D.S. - 2008 BOND	200.00
310	D.S. - 2010 BOND	200.00
311	D.S. - 2011 BOND	200.00
312	D.S. - 2012 BOND	200.00
313	D.S. - 2013 BOND	200.00
327	D.S. - 2007B BOND	200.00
350	RICE HOSPITAL DEBT SERVICE	200.00
410	S.A.B.F. - #2010	11,533.08
415	S.A.B.F. - #2015	817.74
432	C.P. - WASTE TREATMENT	5,574.00
450	CAPITAL IMPROVEMENT FUND	72,695.00
651	WASTE TREATMENT	25,413.03
741	OFFICE SERVICES	900.47
800	LAW ENFORCEMENT FORFEITURE	1,028.59
TOTAL ALL FUNDS		276,736.22

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	276,736.22
TOTAL ALL BANKS		276,736.22

**WILLMAR COMMUNITY ED & REC
JOINT POWERS BOARD MEETING
May 22, 2015**

Members Present: Eric Banks, Bill Borth, Matt Dawson, Rachel Skretvedt, Scott Guptill, Carol Laumer, Audrey Nelsen and Liz VanDerBill

Guests Present: Representative Dave Baker

Staff Present: Steve Brisendine, Jena Tollefson, Pam Vruwink and Jodi Wambeke

Welcome/Introductions: Chairman Eric Banks opened the meeting by asking everyone to introduce themselves. Carol Laumer was attending her first meeting and told the board a little bit more about herself and her previous community involvement with the WCAC Committee, Downtown Design Center and that she worked at Rice Home Medical from where she recently retired.

Liquor Permit for Willmar Fest: Dave Baker from the Oaks was present to discuss the community event at Robbins Island during Willmar Fest. This is the third year that they have held this event and it has not had any problems related to the serving of alcohol at this event. Scott Guptill moved to allow this permit and Rachel Skretvedt seconded this motion. After further discussion on the location and logistics of this event it was passed unanimously.

Representative Baker then gave an update on his first legislative session that just wrapped up. He stated he learned so much in his first session and he is humbled to represent the people of this District. He was pleased with much of the work that took place this year and believes much of the legislation was bipartisan and good for Minnesota. He spoke of the Education Bill and thought it was a good deal for our Districts and he hoped that the upcoming special session might even make it better.

Joint Powers Board Committees: Steve Brisendine reminded the board of the three committees that are being formed and the work they will do. The committees are Executive, Parks Plan and Program committees. All members present signed up to be on one of the committees. Staff will arrange the first meeting of these committees over the next month.

5 Year CIP Park Development, WCAC, Civic Center and DOAC: Brisendine updated the committee on the work staff had done creating 5 year CIP plans for the city to consider. The years covered by these plans are 2016-2020. He explained that this was staffs opinion and that there is still plenty of time to make adjustments as the City Council will be seeing these in the next couple of months and they will not be approved until this fall. Attached you will find the 5 year CIP's as presented by staff. The first year of the Park Development CIP was devoted to Rice Park and creation of new amenities for the community to enjoy. They included a splash pad and a plaza surrounding a new three season shelter.

**COMMUNITY ED & REC
JOINT POWERS BOARD MINUTES
APRIL 24, 2015, PAGE 2**

Many comments from the board were made about timing of these projects and what the community involvement will be in the design features. Brisendine mentioned that staff is in the process of bringing to the City Council a request to hire a design/engineering firm this fall to work on the logistics of the Rice Park project. If that takes place the community will be enlisted to provide input into the design. The question was asked about funding for the park plan and specifically a local option sales tax. If this were to take place some champions in the community would need to enlist the support of the community. A vote would have to take place within the community to approve such a tax and then approval from the legislature would be needed. Willmar has supported two previous LOST and currently the St Cloud area has one in place to support Parks/Trails.

JP Board Openings: Brisendine announced that there are two openings on the board. Lynn Peterson has submitted his resignation with the completion of his first three year term. In addition Andy Boersma has moved to Spicer and thus unable to complete his term. There is one opening from each the City and the School and staff will work with the Mayor and School Board Chair to fill these positions.

Updates Staff/Members: Time got away from the board thus this item was not discussed.

Next meeting will be held Friday June 26 at Jefferson Learning Center.

Meeting adjourned 1:22pm.

CAPITAL IMPROVEMENT/EXPENDITURE SUMMARY

Year Prepared: 2015

Name of Department: Civic Center

Recommending Financing		
GR – General Revenue	SP – Special Assessment	RB – Revenue Bonds
SC – Services Charges	RF – Revenue Fund	SR – Special Revenue
UR – Utility Revenue	FA – Federal Air	WC – Working Capital
GOB – General Obligation Bonds	SA – State Aid	CI – Community Investment Fund

Status of Plans	
0 – Plans not needed	5 – Sketch plans in preparation
1 – Nothing done	6 – Sketch plans complete
2 – Prelim Estimate	7 – Detail plans in preparation
3 – Surveys Complete	8 – Detail plans and specs
4 – Work on Plans Scheduled	

Priorities
#1 – Must be in the year budgeted
#2 – Should be done in the year budgeted, if funding is available
#3 – Could be done in the year budgeted, if funding is available

Line #	Priority	Item and Description	Financing	Total Est. Cost	Total for 5 Years	Year in Which Expenditure is Needed					Addn'l. Annl. Op. Cost	Status of Plans
						2016	2017	2018	2019	2020		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	(2)	Main Parking Lot Overlay/East Lot/Gravel Road				???						
	(2)	Cedar Shake Replacement		\$95,000.00		\$95,000.00						
	(1)	WiFi throughout Building		\$16,000.00		\$16,000.00						
	(1)	Replace Rental Skates		\$15,000.00		\$15,000.00						
	(1)	RO Water System		\$23,000.00		\$23,000.00						
	(1)	Bathroom Fixture Retrofit		\$40,000.00			\$40,000.00					
	(2)	Bleacher Replacement		\$375,000.00			\$375,000.00					
	(2)	Refrigeration Project-Cardinal & Blue line Arenas		\$2,450,000.00				\$2,450,000.				

CAPITAL IMPROVEMENT/EXPENDITURE SUMMARY

Year Prepared: 2015

Name of Department: Park Development

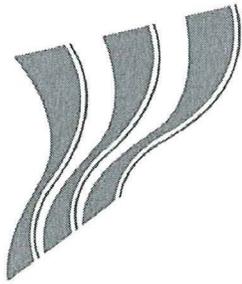
Recommending Financing		
GR – General Revenue	SP – Special Assessment	RB – Revenue Bonds
SC – Services Charges	RF – Revenue Fund	SR – Special Revenue
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4 – Work on Plans Scheduled	

Priorities
#1 – Must be in the year budgeted
#2 – Should be done in the year budgeted, if funding is available
#3 – Could be done in the year budgeted, if funding is available

Line #	Priority	Item and Description	Financing	Total Est. Cost	Total for 5 Years	Year in Which Expenditure is Needed					Addn'l. Annl. Op. Cost	Status of Plans
						2016	2017	2018	2019	2020		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	(2)	Swansson Field Batting Cage		\$8,000.00	\$8,000.00	\$8,000.00						
	(2)	Rice Park-Remove Shelter		\$15,000.00	\$15,000.00	\$15,000.00						
	(2)	Rice Park-Remove Tennis/Basketball Courts		\$10,000.00	\$10,000.00	\$10,000.00						
	(2)	Rice Park-Remove Wading Pool		\$8,000.00	\$8,000.00	\$8,000.00						
	(2)	Rice Park-3 Season Shelter		\$175,000.00	\$175,000.00	\$175,000.00						
	(2)	Rice Park-Splash Pad		\$300,000.00	\$300,000.00	\$300,000.00						
	(2)	Rice Park-Paths/Plaza Concrete Project		\$53,000.00	\$53,000.00	\$53,000.00						
	(2)	Rice Park-Ground Work Playground ADA Compliant		\$5,000.00	\$5,000.00	\$5,000.00						
	(2)	Engineering/Contingency Fund-25%		\$140,000.00	\$140,000.00	\$140,000.00						
	(2)	Miller Park-Remove Tennis Courts/Playground		\$7,000.00	\$7,000.00		\$7,000.00					

	(2)	Miller Park-Construct 4 Tennis Courts		\$160,000.00	\$160,000.00		\$160,000.00					
	(2)	North Swansson-Build Press Box/Concession/Restroom Building		\$300,000.00	\$300,000.00		\$300,000.00					
	(2)	Engineering/Contingency 25%		\$115,000.00	\$115,000.00		\$115,000.00					
	(2)	Neighborhood Parks-Playground Replacement/ADA Adjustments		\$100,000.00	\$100,000.00		\$100,000.00					
	(2)	Swansson Field-New Lighting-Green/Orange/Yellow		\$420,000.00	\$420,000.00			\$420,000.00				
	(2)	Swansson Field-Utility/Storage Building		\$150,000.00	\$150,000.00			\$150,000.00				
	(2)	Engineering/Contingency 25%		\$140,000.00	\$140,000.00			\$140,000.00				
	(2)	Neighborhood Parks-Playground Replacement/ADA Adjustments		\$100,000.00	\$100,000.00			\$100,000.00				
	(2)	Swansson Field-New Lighting-Red/Blue		\$210,000.00	\$210,000.00				\$210,000.00			
	(2)	Swansson Field-Reorient Blue Field		\$200,000.00	\$200,000.00				\$200,000.00			
	(2)	Swansson Field-Playground Equipment		\$220,000.00	\$220,000.00				\$220,000.00			
	(2)	Swansson Field-2 Season Shelter/Plaza		\$115,000.00	\$115,000.00				\$115,000.00			
	(2)	Engineering/Contingency-25%		\$186,000.00	\$186,000.00				\$186,000.00			
	(2)	Neighborhood Parks-Playground Replacement/ADA Adjustments		\$100,000.00	\$100,000.00				\$100,000.00			
	(2)	Robbins Island-Remove All Shelters Except Guri		\$56,000.00	\$56,000.00					\$56,000.00		
	(2)	Robbins Island-Build 4 Season Shelter		\$350,000.00	\$350,000.00					\$350,000.00		
	(2)	Engineering/Contingency-25%		\$100,000.00	\$100,000.00					\$100,000.00		
	(2)	Neighborhood Parks-Playground Replacement/ADA Adjustments		\$100,000.00	\$100,000.00					\$100,000.00		



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Planning and Development Services

Agenda Item: Public Hearing to consider approval of Ordinance to rezone former Dairy Queen site Highway 12 E (Litchfield Avenue SE) from R-2 (One and Two Family Residential) to GB (General Business).

Recommended Action: Adopt Ordinance approving the rezone.

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 Dairy Queen site on Highway 12 E (Litchfield Avenue SE). The Planning Commission approved the rezone as abutting properties to the north are zoned GB and its in keeping with the Comprehensive Plan as the site has historically been commercial for decades.

- Alternatives:
1. Approve the Ordinance
 2. Delay consideration
 3. Not approve the Ordinance

Financial Considerations: N/A

Preparer: Megan DeSchepper, AICP
Planner/Airport Manager

Signature: *Megan DeSchepper by me*

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: Fagerlie

This Ordinance introduced on: May 18, 2015

This Ordinance published on: May 22, 2015

This Ordinance given a hearing on: June 1, 2015

This Ordinance adopted on: _____

This Ordinance published on: _____

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, May 26, 2015, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	Chair
	Audrey Nelsen	Vice Chair
	Denis Anderson	Member (Alternate)
	Tim Johnson	Member (Alternate)

Others present: Mayor Marv Calvin, 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 26, 2015 was 148; 92 inmates from the Department of Corrections 55, inmates from Kandiyohi County, and 1 inmate from Chippewa County. The calls for service for the previous two weeks totaled 857. The majority of the calls were for traffic stops, followed by public assists and suspicious people or vehicles. The total calls for service so far this year is approximately 362 calls ahead of 2014 at this date. There was a brief discussion on an increase in Family Service cases handled by the detective unit and another expected increase due to reporting regulations by the State.

Item No. 4 Project No. 1405 Change Order #1 (Resolution)

Staff presented, for approval, Project No. 1405 Change Order #1 in the amount of \$5,800.00 for the Industrial Park 4th Addition. The project was awarded to R&R Excavating and included the construction of new streets, utilities, and industrial lots. Minor extra work was required to remove a concrete structure encountered while installing the sanitary sewer, additional excavating for field elevation, and reinstalling hydrants.

A motion was made by Council Member Anderson, seconded by Council Member Nelsen to approve Project No. 1405 Change Order #1 to R&R Excavating in the amount of \$5,800.00. The motion carried.

Item No. 5 Facilities Plan for Lift Station Replacements Progress Update (Information)

Staff presented, for information, the progress update on the Facilities Plan for lift station replacements. The Facilities Plan provided by Donohue & Associates details a Lift Station Needs Assessment for replacing four existing lift stations over the next five years. The purpose of the plan is to satisfy requirements of Chapter 7077.0272- Facilities Plan for Wastewater Treatment Systems and receive MPCA approval. The City intends to apply for funding under the State Revolving Loan Fund administered by the Minnesota Public Facilities Authority. Sandy Kimmler with Donohue & Associates will present the plan at the next Council Meeting.

Item No. 6 Facilities Master Plan Recommendation (Resolution)

Staff brought forth, for approval, the recommendation of CR-BPS for the Comprehensive Facilities Master Plan. Staff advertised a Request for Proposals in November for consultant services from experienced planning professionals interested in performing professional services related to developing the plan. Services include analysis of the City's building facilities, land, and physical plant operations in order to prioritize needs for modernization, replacement and growth. Proposals were submitted by four firms and evaluated by a staff selection committee, with CR-BPS of Minneapolis chosen as the recommended firm for the project. The approved budget for this project is \$50,000.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson to approve the recommendation of CR-BPS for the Comprehensive Facilities Master Plan subject to review of the proposal. The motion carried.

Item No. 7 Civic Center HVAC Bids Expected May 27th (Information)

Staff brought forth, for information, the Civic Center HVAC bids are to be opened on May 27th and will be presented at the next Council Meeting. The work consists of replacing the dehumidification system in the Cardinal Arena, providing a new dehumidification system in the Blue Line Arena, infrared heater adjustments, replacing outdated electrical equipment in the Cardinal Arena, and a new ventilation system.

At this time Public Works Director Christensen will present the bid results for award by resolution.

Item No. 8 Accept Bid & Award Contract Utility Improvements 313 4th St SW (Resolution)

Staff brought forth, for approval, acceptance of the bid from Land Pride Construction for the utility improvements at 313 4th Street SW. Quotes were solicited for the fire and water service installation of the property, commonly known as Foxhole Brewery. Four quotes were received, with the lowest being from Land Pride Construction in the amount of \$24,758.00. \$30,000 has been bonded for the project and is 100% assessed. The capitalization needs of the organization were discussed and a concern was voiced of supporting enterprises in this manner. This process has been followed previously and is allowed per State Statute.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson to accept the bid from Land Pride Construction for the utility improvements in the amount of \$24,758.00 and authorize the Mayor and Administrator to execute the necessary documents. The motion carried.

Item No. 9 Dog Fence Construction at Lion's Park (Tabled)

Staff brought forth, for approval, the construction of a fence for the new dog park at the Lion's Park by Andi's FenceAll. Part of the Park Development Plan includes the creation of a dog park at Lion's Park. One quote was received to construct a chain-link commercial grade fence by Andi's FenceAll in the amount of \$21,495.55. \$150,000 was budgeted in the CIP for Park Development and included the purchase and construction of the fence. The Committee discussed whether the dog park had been approved and if it should be considered park development. More information was requested from the involved parties including the KC Dog Club.

A motion was made by Council Member Anderson to table the approval of constructing a dog fence at Lion's Park until further information is received at the next Public Works/Safety meeting by Steve Brisendine and involved organizations. The motion carried.

Item No. 10 Swansson Field Scoreboard Replacement (Resolution)

Staff brought forth, for approval, the replacement of the scoreboard at Swansson Field by Daktronics in the amount of \$17,236.00. The scoreboard is scheduled for replacement and one quote was received from

Daktronics for an outdoor aluminum LED baseball/softball scoreboard through the Minnesota Service Cooperative Contract #AEPA IFB #012-H. The purchase would also be deducted from the \$150,000 budgeted in the CIP for Park Development. The Committee discussed whether the scoreboard should be considered park development and the importance of this field as is it is used more frequently and the purchase would be an obligation to those teams.

A motion was made by Council Member Anderson, seconded by Council Member Christianson to approve the replacement of the scoreboard at Swansson Field by Daktronics in the amount of \$17,236.00. The motion carried.

Item No. 11 Accept Bid and Award Contract Project No. 1504 (Resolution)

Staff brought forth, for approval, the acceptance of the bid and to award the contract to Duininck, Inc. for Project No. 1504. Staff advertised for bids for the path overlay and striping of the North 7th Street path, Hedin Park path, Robbins Island Beach path, and the Lakeland Drive path on May 8th. Bids were opened on May 26th and one bid was received from Duininck, Inc. in the amount of \$171,492.75. Discussion included the preference of paths created on the roadway to allow single maintenance of the street and path together.

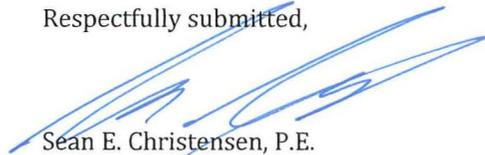
A motion was made by Council Member Nelsen, seconded by Council Member Anderson to accept the bid and award the contract to Duininck, Inc. for Project No. 1504 in the amount of \$171,492.75 and authorize the Mayor and Administrator to execute the necessary documents. The motion carried.

Item No. 12 Miscellaneous Discussion (Information)

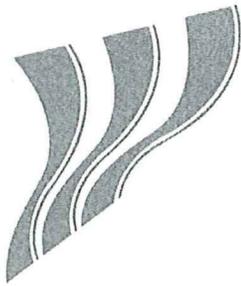
It was noted the Public Works staff started pothole patching, Precision Concrete is fixing a trip hazard at Taunton Stadium before the Stinger's first game on May 28th, and the tentative grand opening for the Auditorium was scheduled for June 25th but due to scheduling conflicts it may be delayed to a later date. Potholes along 2nd Street SE between Minnesota Avenue and Olena Avenue are to be addressed. The Committee requested Steve Brisendine present an update on the Ride Respect Return yellow bike program.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 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: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 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: Project No. 1405 – Change Order #1

Recommended Action: Approve Change Order #1 for the Industrial Park 4th Addition Project No. 1405

Background/Summary: Project No. 1405 was awarded on November 3rd, 2014 to R&R Excavating and included the construction of new streets, utilities, and industrial lots. Staff noted some minor extra work was required to remove and dispose of concrete encountered while installing the sanitary sewer, additional excavation for field elevation, and reinstalling hydrants. Change Order No. 1 was submitted in the amount of \$5,800.00 for the additional work.

Alternatives: Do not approve Change Order No. 1

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

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

Signature:

Comments:

CONTRACTOR'S PAY REQUEST

INDUSTRIAL PARK, 4TH ADDITION
 CITY OF WILLMAR, MN
 BMI PROJECT NO. W18.107641

DISTRIBUTION:

CONTRACTOR (1)
 OWNER (1)
 ENGINEER (1)

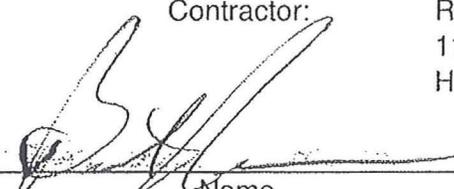
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$3,663,490.57
TOTAL, COMPLETED WORK TO DATE	\$1,054,153.25
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$1,054,153.25
RETAINED PERCENTAGE (5%)	\$52,707.66
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$1,001,445.59
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$98,154.94
PAY CONTRACTOR AS ESTIMATE NO. 2	\$903,290.65

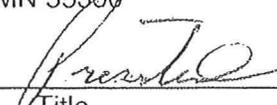
Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor:

R&R Excavating, Inc.
 1149 Hwy. 22 South
 Hutchinson, MN 55350

By  Name

 Title

Date 5-14-15

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 2040 E HWY 12, WILLMAR, MN 56201.

By  , PROJECT MANAGER

Date 5/11/15

APPROVED FOR PAYMENT:

OWNER:

By  Name

CITY ENGINEER
 Title

5.21.15
 Date

CHANGE ORDER

No.1 (ONE)

PROJECT INDUSTRIAL PARK, 4TH ADDITION
 DATE OF ISSUANCE 5/8/15 EFFECTIVE DATE 5/8/15

OWNER City of Willmar
 OWNER's Contract No. BMI Project # W18.107641
 CONTRACTOR R&R Excavating ENGINEER Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

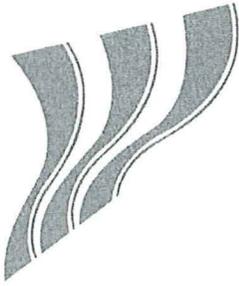
Description: See Exhibit A- Change Order No. 1

Reason for Change Order:

- 1.) Remove & dispose of concrete rubble that was encountered while installing sanitary sewer on Willmar Ave.
- 2.) Field elevation of watermain at Trott Ave was found to be 13' deep instead of 7' deep which required additional excavation and crew time.
- 3.) Hydrants proposed to be salvaged were reinstalled at the west end of Willmar Ave, Trott Ave and 3rd Ave.
- 4.) Field elevation of watermain at Willmar Ave found to be 11' deep instead of 7' deep which required additional excavation and crew time.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price <u>\$3,657,690.57</u>	Original Contract Times Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates
Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>\$0.00</u>	Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>N/A</u> days
Contract Price Prior to this Change Order <u>\$3,657,690.57</u>	Contract Times prior to this Change Order Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates
Net Increase of this Change Order <u>\$5,800.00</u>	Net Increase of this Change Order <u>N/A</u> Days
Contract Price with all approved Change Orders <u>\$3,663,490.57</u>	Contract Times with all approved Change Orders Substantial Completion: <u>October 30, 2015</u> Ready for final payment: <u>June 24, 2016</u> days or dates

RECOMMENDED: By: <u>[Signature]</u> Engineer (Authorized Signature) Date: <u>5/11/15</u>	APPROVED: By: <u>[Signature]</u> Owner (Authorized Signature) Date: <u>5.21.15</u>	ACCEPTED: By: <u>[Signature]</u> Contractor (Authorized Signature) Date: <u>5-11-15</u>
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CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Waste Treatment

Agenda Item: Facilities Plan for Lift Station Replacements Progress Update

Recommended Action: For information only.

Background/Summary: The Facilities Plan provided by Donohue & Associates details a Lift Station Needs Assessment for replacing four existing lift stations over the next five years. The purpose of the plan is to satisfy requirements of Chapter 7077.0272- Facilities Plan for Wastewater Treatment Systems and receive MPCA approval.

Alternatives: N/A

Financial Considerations: The City intends to apply for funding under the State Revolving Fund administered by the Minnesota Public Facilities Authority and the MPCA.

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

Signature:

Comments:

City of Willmar, Minnesota

333 6th Street SW /Willmar, MN 56201



Facilities Plan Lift Station Replacements

Date – DRAFT May 20, 2015



Prepared by:

Donohue & Associates, Inc.

3311 Weeden Creek Road / Sheboygan, WI 53081

donohue-associates.com

Donohue Project No.: 12898

BACKGROUND

The Willmar Waste Water Treatment Facility (WWTF) serves the City of Willmar (population 20,300) and the Eagle Lake Sanitary District, including the developed area surrounding Eagle Lake, Willmar Lake and Foot Lake. The wastewater collection system consists of approximately 100 miles of gravity sanitary sewer pipes and 24 lift stations and associated force mains. The City of Willmar owns and operates 15 of the lift stations and operates an additional 9 Eagle Lake lift stations that are owned by Kandiyohi County. The City's wastewater plant operations staff is responsible for the operation and maintenance of all 24 stations.

This Facilities Plan is preceded by several previous planning documents, as listed below:

- Willmar Wastewater Collection and Treatment Facilities Plan, May 1, 2006
- City of Willmar Comprehensive Collection System Plan, September 5, 2006
- Lift Station Needs Assessment, September 5, 2006
- Lift Station Improvement Follow-up, June 12, 2007
- Annual Capital Improvement/Expenditure Summaries

Based on the Lift Station Needs Assessment and other planning documents, along with knowledge gained from operating and maintaining the lift stations, the City plans to replace four of the existing lift stations over the next five years. The lift stations are showing signs of deterioration due to the corrosive environment and age of the equipment. The purpose of the Lift Station Replacement project is to improve safety of the existing structures and replace facilities that are near the end of their reliable operation lives. The improvements will enable the City to meet the wastewater needs of the community and protect the environment from sanitary sewer overflows. The lift stations being considered for replacement include:

- Fairgrounds Lift Station and Force Main
- Armory Lift Station
- Gordon Avenue Lift Station
- Westwood Court Lift Station

The City intends to apply for funding under the State Revolving Fund (SRF) administered by the Minnesota Public Facilities Authority (PFA) and Minnesota Pollution Control Agency (MPCA). All projects using PFA funding must have an approved Facilities Plan.

The purpose of this Facilities Plan is to satisfy the requirement of Chapter 7077.0272 – Facilities Plan for Wastewater Treatment Systems and receive MPCA approval. This Facilities Plan covers the four previously listed lift stations; although funding requests will be made for each individual lift station in subsequent years beginning in 2015.

PROJECT SUMMARY

All of the existing lift stations are proposed to be replaced with new submersible pump lift stations with a concrete wet well and valve vault in the same general location as the existing lift stations. Each lift station replacement project will include excavation and placement of precast reinforced concrete valve vault and wet well structures, underground piping, and electrical conduit. The lift station controls will be located aboveground, adjacent to the valve vault and wet well structures. A roof will be provided over the control panel.

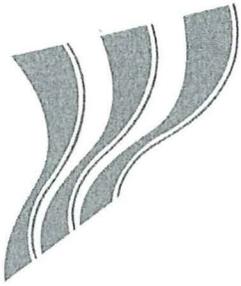
The existing Westwood Court lift station is located within the 15th Avenue NW right-of-way. The wet well is located in the middle of the road in a "sag" in the roadway alignment. The City intends to move the lift station structures to be outside of the road pavement and also to be at a higher elevation to prevent the structures from flooding. To accomplish this, the City will need to acquire land from the adjacent property owner, Langsjoen-Hogan Trust. The adjacent property is currently used for agricultural purposes. The Westwood Court Lift Station replacement is scheduled for construction in 2016. The pumps will be designed for a peak flow of 560 gallons per minute (gpm) at 115 ft. Total Dynamic Head (TDH)

The Westwood Court Lift station project also includes a new 3500 foot long forcemain to direct flow from the Radio Station lift station towards the Westwood Court lift station. This change results in less flow toward Country Club lift station and the Lakeland Interceptor, relieving capacity issues for those facilities. The forcemain will be constructed mainly within the 15th Avenue NW road right-of-way.

The existing Fairgrounds lift station is located just south of the Kandiyohi County Fair complex on a parcel of land owned by the City of Willmar. This parcel is located outside of the fence surrounding the fairgrounds. The proposed lift station will be constructed adjacent to the existing lift station and will not require any additional property acquisition. The Fairgrounds Lift Station replacement project is planned for construction in 2017. The pumps will be designed for a peak flow of 200 gpm at 20 ft. TDH.

The existing Armory lift station is located on High Avenue road right-of-way in an Industrial zoning district. The proposed lift station will be located in the same general area. If the proposed lift station design includes an above-ground control panel with a roof, the City may need to acquire a permanent easement from the adjacent railroad property in order to meet roadway clear zone and safety requirements. The Armory Lift Station is planned for construction in 2018. The pumps will be designed for a peak flow of 100 gpm at 35 ft. TDH.

The existing Gorton Avenue lift station is located on road right-of-way in an Industrial zoning district. The proposed lift station will be located in the same general area. If the proposed design including an above-ground control panel with a roof is implemented, the City will need to acquire a permanent easement or purchase land from the adjacent property owner, West Central Steel, Inc. or move the lift station across the street to City-owned park property. The Gorton Avenue Lift Station is planned for construction in 2019. The pumps will be designed for a peak flow of 100 gpm at 25 ft. TDH.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 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: Facilities Master Plan Recommendation

Recommended Action: Approve the recommendation of CR-BPS for the Comprehensive Facilities Master Plan, authorize signatures of the Mayor and Administrator to execute an agreement.

Background/Summary: Staff advertised a Request for Proposals in November, 2014 for consultant services from experienced planning professionals interested in performing professional services related to developing a Comprehensive Facilities Master Plan. Services include analysis of the City's building facilities, land, and physical plant operations in order to prioritize needs for modernization, replacement and growth. Proposals were submitted by four firms and reviewed and evaluated by a staff selection committee, with CR-BPS Inc. of Minneapolis chosen as the recommended firm for the project.

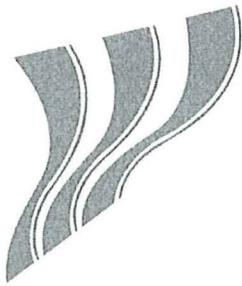
Alternatives: 1. Select a different firm for the project
2. Delay the project

Financial Considerations: \$50,000 has been allotted in the budget for the project.

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

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

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

Originating Department: Civic Center

Agenda Item: Civic Center HVAC Bids Expected May 27th

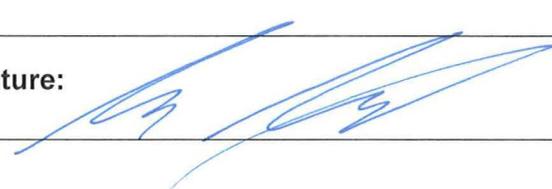
Recommended Action: For information at this time. Bids will be presented at the June 1st Council Meeting for approval.

Background/Summary: Staff solicited bids for the Civic Center HVAC improvements on May 4th with a deadline for receipt of bids set as May 27th. The work generally consists of replacing the dehumidification system at the Cardinal Arena, providing a new dehumidification system in the Blue Line Arena, infrared heater adjustments, replacing outdated electrical equipment in the Cardinal Arena, and a new ventilation system.

Alternatives: N/A

Financial Considerations: The 2015 CIP includes funds for the Civic Center HVAC project.

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

Signature: 

Comments:

Bid Tabulation

Project Name: Willmar Civic Center HVAC System Improvements

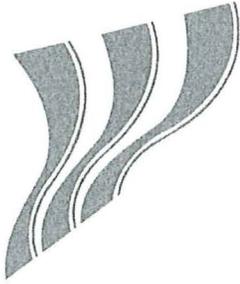
Owner: City of Willmar

Date and Time: May 27, 2015 - 1:00 p.m.

File No.: 900.15.231



				Bidder No.1	Bidder No. 2	Bidder No.3	Bidder No.4
				Cool Air Mechanical	Lake Country Mechanical	Cornerstone of Willmar Inc	Carlson Construction Inc
Item	Qty	Units	Total	Total	Total	Total	
1	Lump Sum Bid Price for Base Bid	1	L.S.	\$598,800	\$655,800	\$658,670	\$717,988
2	Alternate 1: Provide Therma duct System for all exterior duct work in place of metal duct.	1	L.S.	DEDUCT -\$3,000	ADD \$18,700	ADD \$23,500	ADD \$25,850
Bid Security Addenda Acknowledged				Bid Bond 1	Bid Bond 1	Bid Bond 1	Bid Bond 1
Contractors Name				Cool Air Mechanical	Lake County Mechanical, Inc.	Corner Stone of Willmar, Inc.	Carlson Construction, Inc.
Address				1544 134th Avenue N.E. Ham Lake, MN 553041	195 6th Avenue S. - PO Box 398 Spicer, MN 56288	1020 Hwy. 71 North Willmar, MN 56201	PO Box 569 Willmar, MN 56201
Telephone				763-205-0821	320-796-0114	320-231-0727	320-235-3494
Fax				763-432-7394	320-796-0116	320-235-0364	320-235-0961
Bid Signed By				Charles Worms	Jeff Roguske	Clay K. VenOsdel	Tim Carlson
Title				President	President	President	President



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 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: Accept Bid and Award Contract for utility improvements at 313 4th Street SW

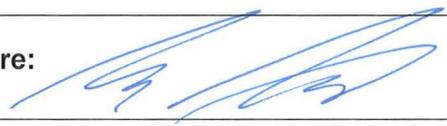
Recommended Action: Accept the bid from Land Pride Construction for the utility improvements at 313 4th Street SW and authorize the Mayor and Administrator to execute the necessary documents.

Background/Summary: Staff solicited quotes for the fire line and water service installation at 313 4th Street SW on May 8th. Four quotes were received, with the lowest being from Land Pride Construction in the amount of \$24,758.00. The additional bidders were Quam Construction in the amount of \$31,820.98, Duininck, Inc. in the amount of \$46,825.00, and Vreeman Construction in the amount of \$59,650.00.

Alternatives: 1. Delay the improvements

Financial Considerations: \$30,000 has been bonded for the project and is 100% assessed.

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

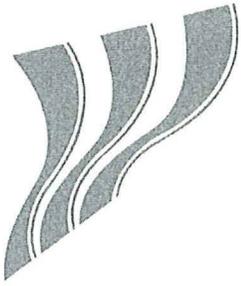
Signature: 

Comments:

**CITY OF WILLMAR
HISTORIC 313 4TH STREET SW
FIRE LINE AND WATER SERVICE ABANDONMENT IMPROVEMENTS
QUOTE**

Bids Close: MAY 19th, 2015

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>REMARKS</u>
Land Pride Construction Paynesville, MN 56362	\$24,758.00	
Quam Construction Willmar, MN 56201	\$31,820.98	
Duininck Inc. Prinsburg, MN 56281	\$46,825.00	
Vreeman Construction Willmar, MN 56201	\$59,650.00	



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: CER

Agenda Item: Dog Fence Construction at Lion's Park

Recommended Action: Approval of the construction of a fence for the new dog park at the Lion's Park by Andi's FenceAll in the amount of \$21,495.55.

Background/Summary: Part of the Park Development Plan includes the creation of a dog park at Lion's Park. One quote was received to construct a chain-link commercial grade fence by Andi's FenceAll from Glenwood in the amount of \$21,495.55.

Alternatives: Delay the purchase

Financial Considerations: \$150,000 was budgeted in the CIP for Park Development and included the purchase and construction of the fence.

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

Signature:

Comments:



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
5/8/2015	611

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

Item	Description	Qty	Cost	Total
514882	2x8x5 KK BLKVINYL 50 roll	1,518	2.85777	4,338.09
675132	1 5/8 x 21 SE Black CQ-20	1,533	1.79975	2,759.02
675782	1 7/8 x 8' Blk CQ-20	146	19.31397	2,819.84
675782	1 7/8 x 8' Blk CQ-20	15	33.53067	502.96
609332	5/8" x 58" Tension Bar blk Spectra	24	3.44083	82.58
600042	2 3/8 BLACK Tension Band	96	0.7224	69.35
603922	1 7/8 x 1 5/8 P.S. Eyetop Blk	144	1.87917	270.60
600842	2 3/8 BLACK Brace Band	48	0.79104	37.97
606912	1 5/8 Black P.S. Rail Ends	24	1.86208	44.69
601942	2 3/8 DC Cap BLK	15	1.47933	22.19
010701	5/16"x1-1/4" Carriage Bolts.	200	0.0877	17.54
480602	6GA Coil Spring 1000' Hvymilblk	2	129.905	259.81
624822	5/15 x 1 1/4 Carriage Bolt BLK	12	3.19167	38.30
641402	12' x5' Ind Double Gate 1 5/8" CQ/Str Permafused Black	2	561.495	1,122.99
640032	4'x5' Ind Single Gate 1 5/8" CQ/Str Permafused II - Black	1	243.81	243.81
640062	5'x5' Ind Single Gate 1 5/8" CQ/Str Permafused II- Blk	2	262.245	524.49
600232	2 3/8 x1 5/8-1 7/8 Bulldog Blk Polyester	14	12.50071	175.01
017219	Ind. Drop Bar Latch For DDG	2	22.61	45.22
480562	1 5/8x2 3/8 PS FRK LTCH PVCBLK	3	8.68	26.04
626062	BLACK TOUCH UP PAINT	1	8.42	8.42

We require \$13793.35 down payment to order the materials and balance due when project is complete.

Subtotal
Sales Tax (6.875%)
Total

Phone #
320-634-0809

E-mail
fenceall@gmail.com



17864 210 Ave.
Glenwood, MN 56334

Estimate

Date	Estimate #
5/8/2015	611

Name / Address

Steve Brisendines
1234 Kandiyohi Ave SW
Willmar, MN 56201

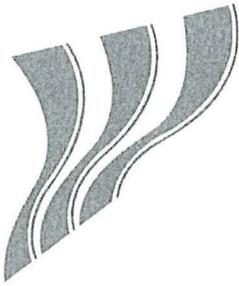
Item	Description	Qty	Cost	Total
0000-842-303	50 lb fast setting concrete mix	30	6.99	209.70T
HC01	Delivery Charge	1	150.00	150.00T
Labor 5' Comm Dr...	Install 5' X 1518' Commercial Chainlink Fence 2 - 12 X 5 Double Drive, Gates, 2 - 5 X 5 Walk Gates, 1- 5 X 4 Walk Gate, with Top Rail, tension wire on bottom. Term and Gate Posts to be in 3 ft Concrete footings and all Line Posts to be driven 3 ft deep..	1,556	4.95	7,702.20

We require \$13793.35 down payment to order the materials and balance due when project is complete.

Subtotal	\$21,470.82
Sales Tax (6.875%)	\$24.73
Total	\$21,495.55

Phone #
320-634-0809

E-mail
fenceall@gmail.com



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

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

Originating Department: CER

Agenda Item: Swansson Field Scoreboard Replacement

Recommended Action: Approval of the replacement of the scoreboard at Swansson Field by Daktronics in the amount of \$17,236.00.

Background/Summary: The scoreboard at Swansson Field is scheduled for replacement as defined in the 2015 Capital Improvement Plan. One quote was received from Daktronics for an outdoor aluminum LED baseball/softball scoreboard from Daktronics of Brookings, SD through the Minnesota Service Cooperative Contract #AEPA IFB#012-H.

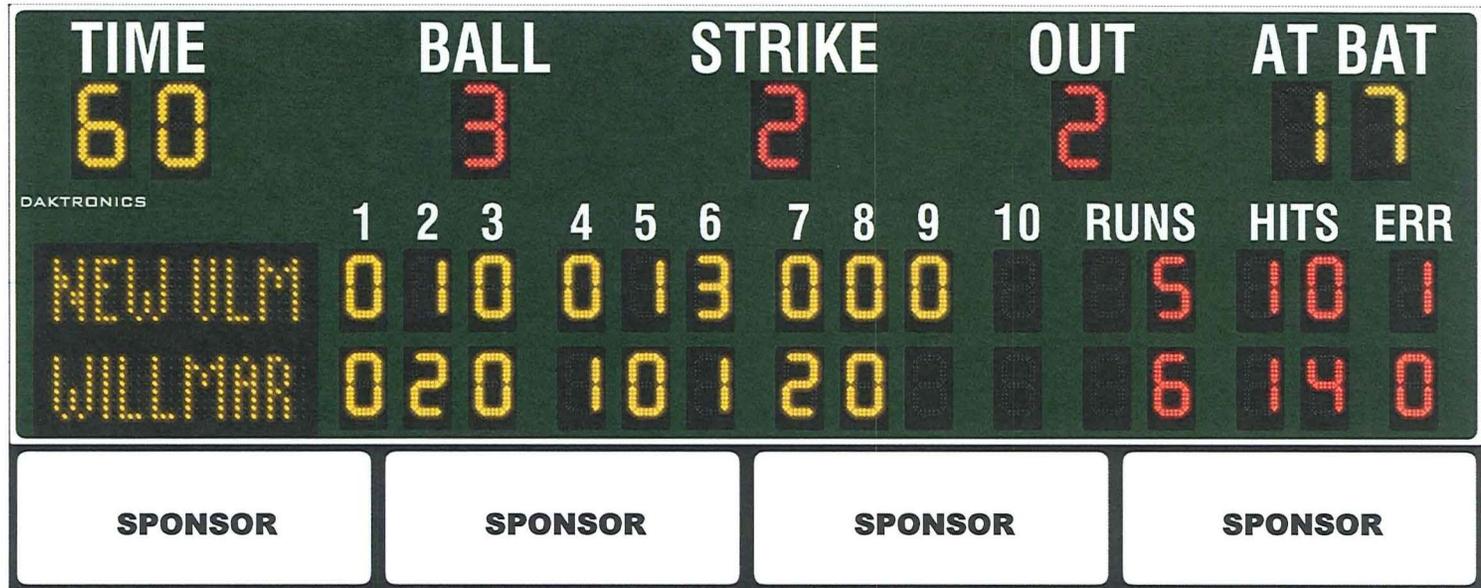
Alternatives: Delay the purchase

Financial Considerations: \$150,000 was budgeted in the CIP for Park Development and included the purchase of the scoreboard.

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

Signature:

Comments:



- Overall Dimensions
8'0" high x 20'0" wide
- BA-2019 w/
TNMC
6'0" high x 20'0" wide
- Sponsor Area
2'0" high x 5'0" wide @4

ALL DIMENSIONS AND
PRICES ARE APPROXIMATE

Willmar Baseball Swanson Field Willmar, MN

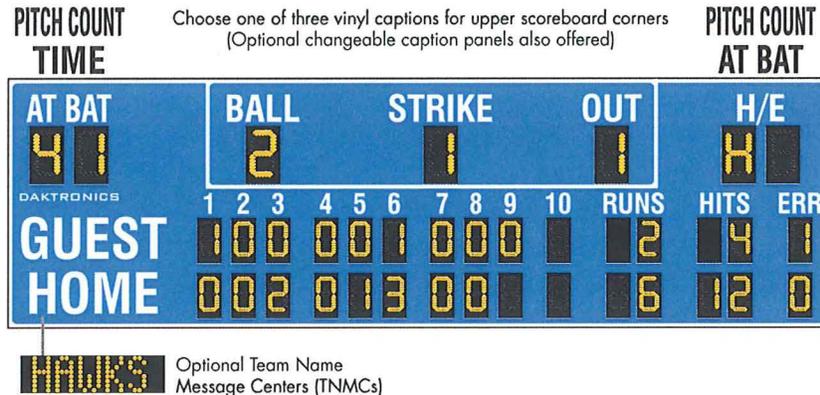
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The details and expressions shown are conceptual in nature. The final design may differ from this image. The use of any trademarks or logos does not imply endorsement by their owners. Prices are estimates only and a formal quote may be provided upon request. Pricing is limited to the items listed and may exclude other costs, such as taxes, installation services and ancillary components. The information contained herein is confidential, proprietary, and shall not be reproduced without Daktronics written consent.

DAKTRONICS

DAKTRONICS BA-2019 PRODUCT SPECIFICATIONS



This outdoor LED baseball/softball scoreboard displays HOME and GUEST team scores for up to 10 innings, total RUNS and HITS to 99 and ERR (errors) to nine for each team, AT BAT to 99, BALL to three, STRIKE to two, OUT to two and H/E (hit or error) with field position number for the error. Scoreboard can show TIME or PITCH COUNT instead of AT BAT, as well as AT BAT or PITCH COUNT in place of H/E. Scoreboard shown with optional striping and amber PanaView® digits.

DIMENSIONS	UNCRATED WEIGHT	100-240 VAC POWER
6'-0" H x 20'-0" W x 8" D (1.83 m, 6.10 m, 203 mm)	500 lb (227 kg)	900 Watts Max, 9 Amps

Note: Optional 8x32 TNMCs add 270 Watts to scoreboard power and 80 lb (36 kg) to scoreboard weight.

DIGITS

- AT BAT, BALL, STRIKE, OUT and H/E digits are 15" (381 mm) high. All other digits are 10" (254 mm) high.
- Select all red or all amber LED digits. Scoreboard may instead have mixed LED digit colors (see [DD1965467](#)).
- Scoreboard features robust weather-sealed digits (see [DD2495646](#)).
- Digits may be dimmed for night viewing.

CAPTIONS

- HOME and GUEST captions are 12" (305 mm) high. AT BAT, BALL, STRIKE, OUT and H/E captions are 8" (203 mm) high. All other captions are 6" (152 mm) high.
- Standard captions are vinyl, applied directly to the display face.
- Optional TNMCs are 10.6" (269 mm) high.

DISPLAY COLOR

Choose from 150+ colors (from Martin Senour® paint book) at no additional cost.

CONSTRUCTION

Alcoa aluminum alloy 5052 for excellent corrosion resistance

PRODUCT SAFETY APPROVAL

ETL listed to UL 48, tested to CSA standards, and CE labeled

OPERATING TEMPERATURES

- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

201 Daktronics Drive, PO Box 5128, Brookings, SD 57006
Phone: 1-800-325-8766 or 605-692-0200 Fax: 605-697-4746
DD2118182 042215 Page 1 of 6



DAKTRONICS BA-2019 PRODUCT SPECIFICATIONS

CONTROL CONSOLE

All Sport® 5000
(see [SL-03991](#))

CONTROL OPTIONS

Wired (standard): One-pair shielded cable of 22 AWG minimum is required. A cover plate with mounted connector and standard 2" x 4" x 2" (51 mm x 102 mm x 51 mm) outlet box is provided. Connector mates with signal cable from control console.

Wireless (optional): 2.4 GHz spread spectrum radio features 64 non-interfering channels and 8 broadcast groups (see [SL-04370](#)).

TIME CLOCK

The two-digit clock can display hours/minutes/seconds. Clock information shifts from hours to minutes to seconds as time counts down.

MOUNTING

Scoreboard is typically mounted on two vertical beams or poles. Hardware to mount scoreboard on two beams is included; hardware for more beams is at additional cost. Standard mounting uses I-beam clamps. Optional mounting method using angle brackets is also offered; maximum beam width is 12" (305 mm) and maximum beam depth is 22" (559 mm). Refer to attached drawings for more information on mounting methods.

SERVICE ACCESS

Digit panels and electronics are serviced from the front of the scoreboard.

GENERAL INFORMATION

Scoreboard provides scoring capabilities for two teams. 100% solid state electronics are housed in an all aluminum cabinet. Scoreboard is shipped in one section. Specifications and pricing are subject to change without notice.

OPTIONS & ACCESSORIES

- Scoreboard border striping
- Striping around BALL, STRIKE and OUT digits
- Multiple caption and striping colors (see [DD2101644](#))
- Team name caption in place of HOME *
- Team names on changeable panels *
- TIME, AT BAT or PITCH COUNT captions on changeable panels
- Programmable Team Name Message Centers (see [DD1696958](#))
- Protective netting
- Optional angle bracket mounting method
- Advertising/identification panels
- Decorative accents
- Electronic message centers and video displays in multiple sizes

* Only for scoreboard without Team Name Message Centers

ADVERTISING/IDENTIFICATION PANELS

Backlit & Non-Backlit:

- 1'-6" H x 20'-0" W (457 mm, 6.10 m)
- 2'-0" H x 20'-0" W (610 mm, 6.10 m)
- 2'-6" H x 20'-0" W (762 mm, 6.10 m)
- 3'-0" H x 20'-0" W (914 mm, 6.10 m)

For additional non-backlit panel sizes, see [SL-03761](#).

FOR ADDITIONAL INFORMATION

- Installation Specifications: DWG-1157190 (attached)
- Standard I-beam Mounting: DWG-1052565 (attached)
- Optional Pole Mounting: DWG-1048184 (attached)
- Component Locations: DWG-1066797 (attached)
- Architectural Specifications: See [SL-07439](#)

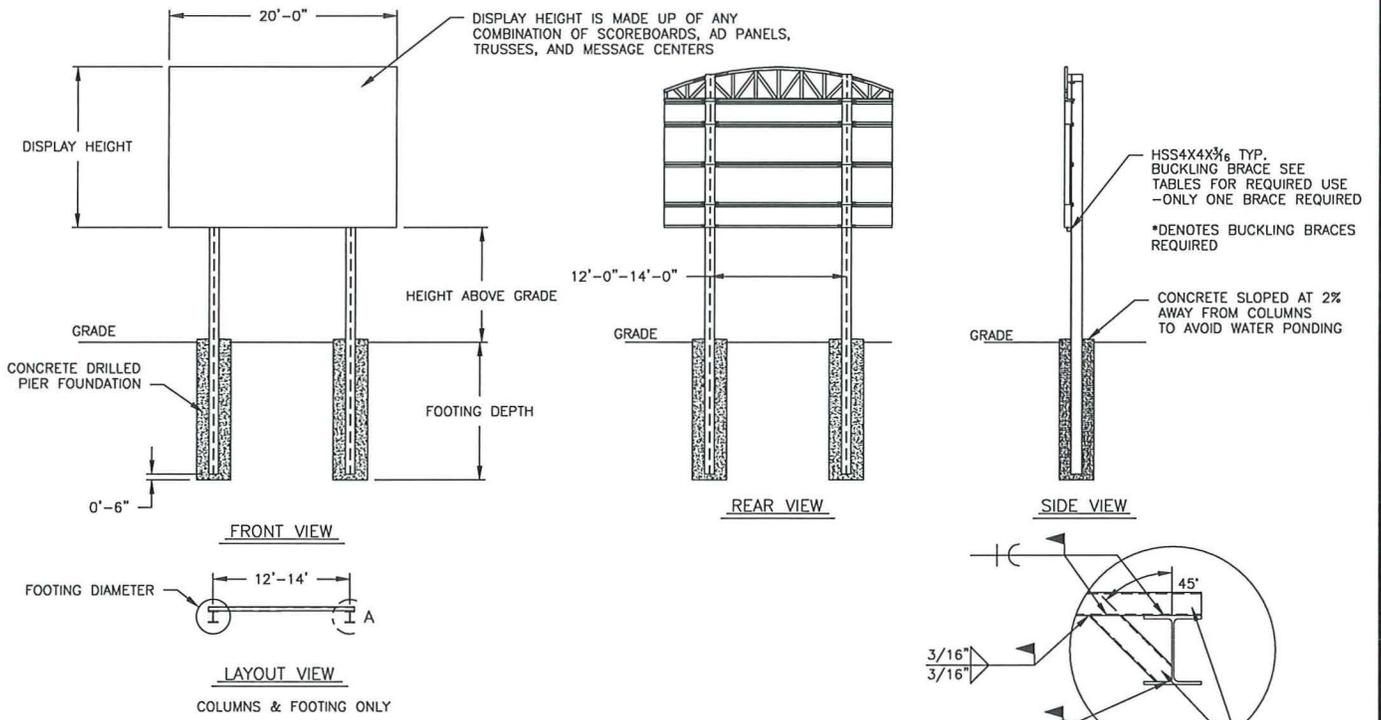


TABLE A - MOUNTING

EXPOSURE B					EXPOSURE B						
HEIGHT ABOVE GRADE = 10'					HEIGHT ABOVE GRADE = 15'						
DISPLAY HEIGHT (FT)	COLUMN FOOTING	DESIGN WIND VELOCITY				DISPLAY HEIGHT (FT)	COLUMN FOOTING	DESIGN WIND VELOCITY			
		115 MPH	130 MPH	150 MPH	170 MPH			115 MPH	130 MPH	150 MPH	170 MPH
8	W8X18 2.0'X8.5'	W10X22 2.0'X9.5'	W10X26 2.0'X10.5'	W12X26 3.0'X10.0'	8	W10X26 2.0'X9.5'	W10X30 2.0'X10.5'	W14X34 3.0'X11.0'	W12X40 3.0'X11.0'		
10	W8X28 2.0'X9.5'	W10X26 2.0'X10.5'	W12X26 3.0'X10.0'	W14X30 3.0'X11.0'	10	W12X30 3.0'X9.0'	W14X34 3.0'X10.0'	W12X40 3.0'X11.0'	W16X45 3.0'X12.0'		
12	W10X26 2.0'X10.5'	W12X26 3.0'X10.0'	W12X30 3.0'X11.0'	W16X36 3.0'X12.0'	12	W14X34 3.0'X10.0'	W12X40 3.0'X11.0'	W16X45 3.0'X12.0'	W21X48 3.0'X13.5'		
14	W12X26 3.0'X9.5'	W14X30 3.0'X10.5'	W16X36 3.0'X12.0'	W14X43 3.0'X13.5'	14	W16X36 3.0'X10.5'	W14X43 3.0'X11.5'	W21X48 3.0'X13.5'	W21X55 3.0'X15.5'		
16	W12X30 3.0'X10.5'	W14X34 3.0'X11.5'	W16X40 3.0'X13.0'	W21X48 3.0'X15.0'	16	W14X43 3.0'X11.5'	W18X50 3.0'X12.5'	W21X55 3.0'X14.5'	W16X67 3.0'X17.0'		
18	W14X34 3.0'X11.0'	W16X40 3.0'X12.0'	W21X48 3.0'X14.0'	W18X55 3.0'X16.5'	18	W14X48 3.0'X12.0'	W18X55 3.0'X13.5'	W21X62 3.0'X16.0'	W24X68 4.0'X16.0'		
20	W16X36 3.0'X11.5'	W21X44 3.0'X13.0'	W21X48 3.0'X15.5'	W21X62 3.0'X18.5'	20	W21X48 3.0'X13.0'	W21X55 3.0'X15.0'	W21X68 3.0'X17.5'	W24X76 4.0'X17.5'		

FOOTING DIMENSIONS = DIAMETER X DEPTH
BUCKLING BRACE REQUIRED FOR ALL DISPLAYS

EXPOSURE C					EXPOSURE C				
HEIGHT ABOVE GRADE = 10'					HEIGHT ABOVE GRADE = 15'				
DISPLAY HEIGHT (FT)	COLUMN FOOTING	DESIGN WIND VELOCITY			DISPLAY HEIGHT (FT)	COLUMN FOOTING	DESIGN WIND VELOCITY		
		115 MPH	140 MPH				115 MPH	140 MPH	
8	W10X22 2.0'X10.0'	W12X26 3.0'X10.0'		8	W10X22 2.0'X9.5'	W16X36 3.0'X11.0'			
10	W10X26 2.0'X11.0'	W14X30 3.0'X11.0'		10	W16X36 3.0'X10.5'	W14X43 3.0'X12.0'			
12	W12X30 3.0'X10.0'	W18X35 3.0'X12.0'		12	W16X40 3.0'X11.0'	W21X48 3.0'X13.5'			
14	W14X34 3.0'X11.0'	W16X40 3.0'X13.0'		14	W14X48 3.0'X12.0'	W21X55 3.0'X15.0'			
16	W16X36 3.0'X12.0'	W21X48 3.0'X14.5'		16	W21X48 3.0'X13.0'	W21X62 3.0'X16.5'			
18	W16X40 3.0'X12.5'	W21X48 3.0'X16.0'		18	W21X55 3.0'X14.5'	W24X68 4.0'X15.5'			
20	W14X48 3.0'X14.0'	W21X55 3.0'X17.5'		20	W21X62 3.0'X15.5'	W18X76 4.0'X16.5'			

FOOTING DIMENSIONS = DIAMETER X DEPTH
BUCKLING BRACE REQUIRED FOR ALL DISPLAYS

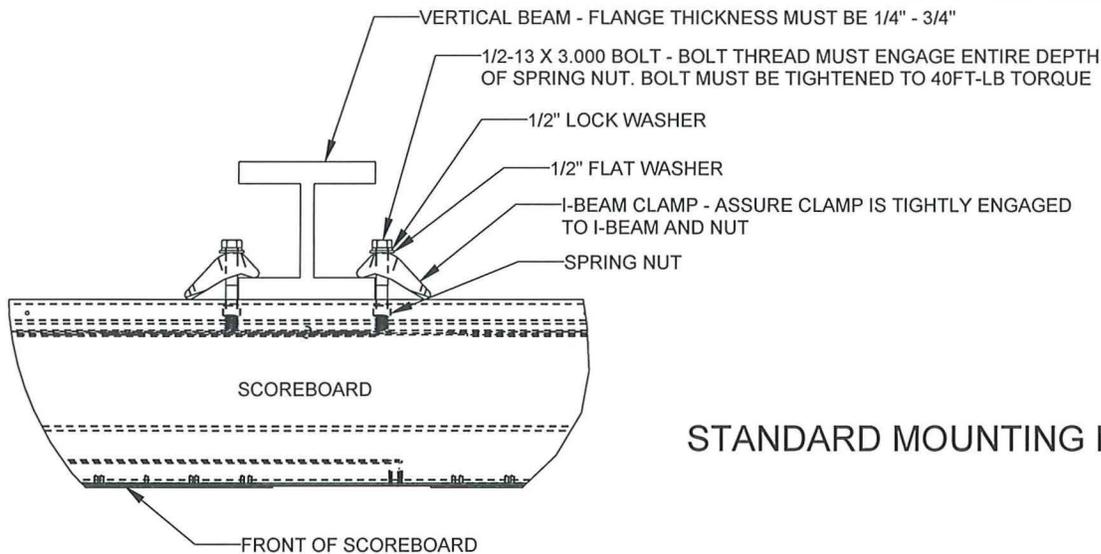
NOTE:
-REFER TO NOTE 7 FOR EXPOSURE CATEGORY DEFINITIONS.

- NOTES:
- FOOTING AND COLUMN SIZES ARE SUGGESTIONS ONLY, PROVIDED TO ASSIST WITH ESTIMATING INSTALLATION COSTS AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES. THE DESIGN MUST BE CERTIFIED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF THE INSTALLATION BEFORE THEY CAN BE USED FOR FABRICATION OR ERECTION.
 - INTERNATIONAL BUILDING CODE 2012 USED IN DESIGN OF COLUMNS AND FOOTINGS WITH IMPORTANCE FACTOR=1, Kzt=1.0, Kd=0.85, G=0.85. SEISMIC DESIGN WAS NOT CONSIDERED.
 - FOOTING DIMENSIONS ARE BASED ON ASSUMED SOIL CLASS 4 (ALLOWABLE LATERAL BEARING PRESSURE OF 150 psf).
 - STRUCTURAL STEEL IS GRADE A992 (50 ksi) STEEL. CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2500 psi.
 - THE AVERAGE DISPLAY WEIGHT FOR A LAYOUT CAN NOT EXCEED 8 PSF.
 - DAKTRONICS INC. IS NOT RESPONSIBLE FOR STRUCTURES DESIGNED AND INSTALLED BY OTHERS.
 - LOCAL BUILDING OFFICIALS SHOULD BE CONTACTED TO DETERMINE THE WIND SPEED AND EXPOSURE CATEGORY FOR THE PROPOSED SIGN LOCATION. THE EXPOSURE CATEGORY C IS DEFINED AS:

EXPOSURE B - URBAN AND SUBURBAN AREAS, OR OTHER TERRAIN WITH NUMEROUS SPACED OBSTRUCTIONS HAVING THE SIZE OF SINGLE-FAMILY DWELLINGS OR LARGER. THESE CONDITIONS MUST PREVAIL FOR A DISTANCE FROM THE SIGN OF AT LEAST 2,600 FT OR 20 TIMES THE SIGN HEIGHT, WHICHEVER IS GREATER

EXPOSURE C - OPEN TERRAIN WITH SCATTERED OBSTRUCTIONS HAVING HEIGHTS GENERALLY LESS THAN 30 FT. THIS CATEGORY INCLUDES FLAT OPEN COUNTRY, GRASSLANDS, AND ALL WATER SURFACES IN HURRICANE PRONE REGIONS.
 - FOR SPECIFIC PRODUCT DETAILS ON WEIGHT, MOUNTING, ETC. REFER TO THE INDIVIDUAL PRODUCT SPECIFICATION SHEETS.

DAKTRONICS, INC. BROOKINGS, SD 57006 DO NOT SCALE DRAWING	THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2011 DAKTRONICS, INC.		
	PROJ: OUTDOOR SCOREBOARD INSTALLATION TITLE: 20' WIDTH SCOREBOARD INSTALLATION SPECS DESIGN: RSCHWAR DRAWN: RSCHWAR SCALE: 1/16" = 1'		
REV 01 DATE: 23 JUL 14 UPDATED CLAMPS IN REAR AND SIDE VIEWS AND ADDED 170 MPH WIND SPEC COLUMN	BY: TJT	DATE: 27 NOV 13	SHEET 01 REV P1647 JOB NO: P1647 FUNC-TYPE-SIZE: E-10-A 1157190

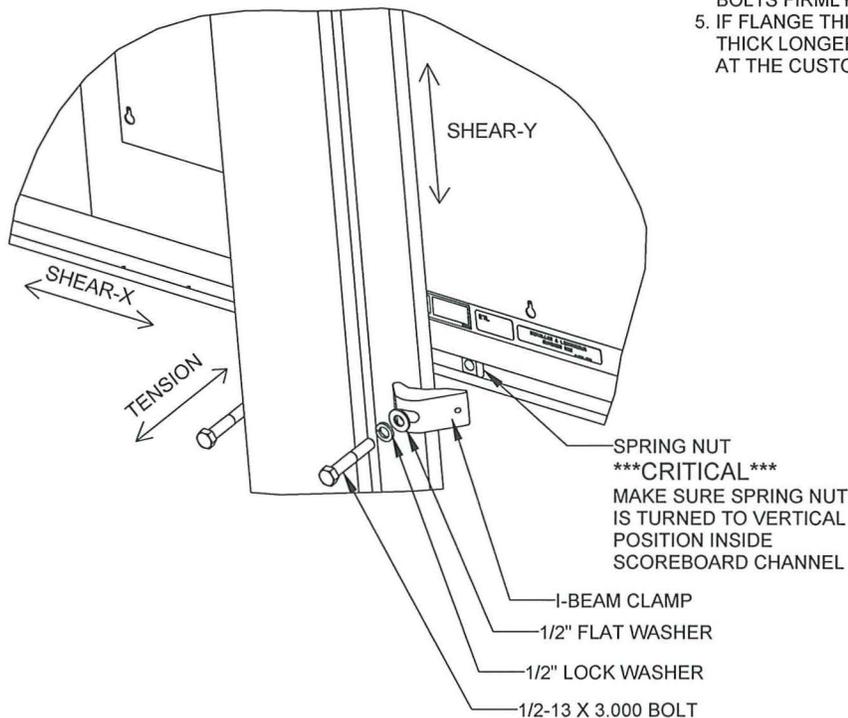


TOP VIEW

STANDARD MOUNTING METHOD

MOUNTING INSTRUCTIONS:

1. PLACE SPRING NUTS INTO SCOREBOARD CHANNEL IN APPROXIMATE LOCATION OF VERTICAL BEAMS
2. LIFT SCOREBOARD INTO POSITION
3. MAKE SURE THE 1/2-13 BOLTS ARE AS CLOSE TO THE I-BEAM FLANGES AS POSSIBLE
4. WHEN SCOREBOARD IS ADJUSTED TO FINAL DESIRED POSITION, TIGHTEN BOLTS FIRMLY
5. IF FLANGE THICKNESS IS MORE THAN 3/4" THICK LONGER BOLTS WILL BE REQUIRED AT THE CUSTOMER'S EXPENSE.



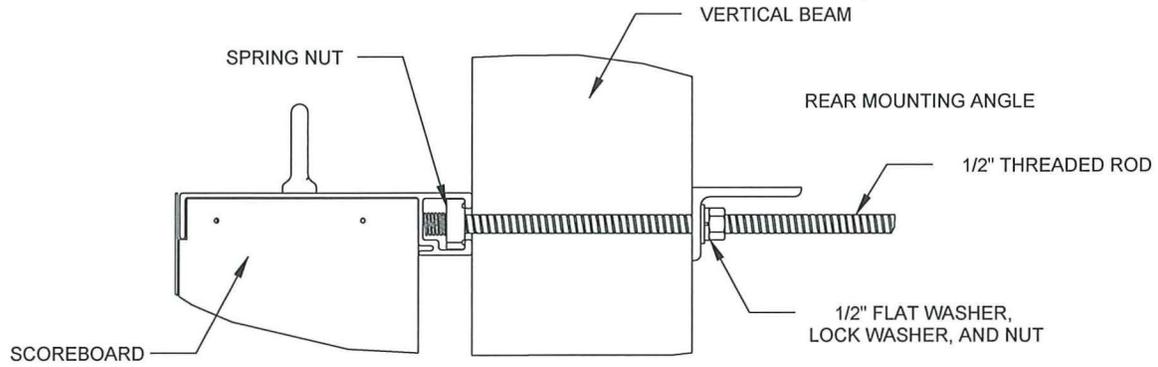
EXPLODED REAR ISOMETRIC VIEW

ALLOWABLE CAPACITY PER EACH CLAMP:
SHEAR = 160 LBS
TENSION = 2300 LBS

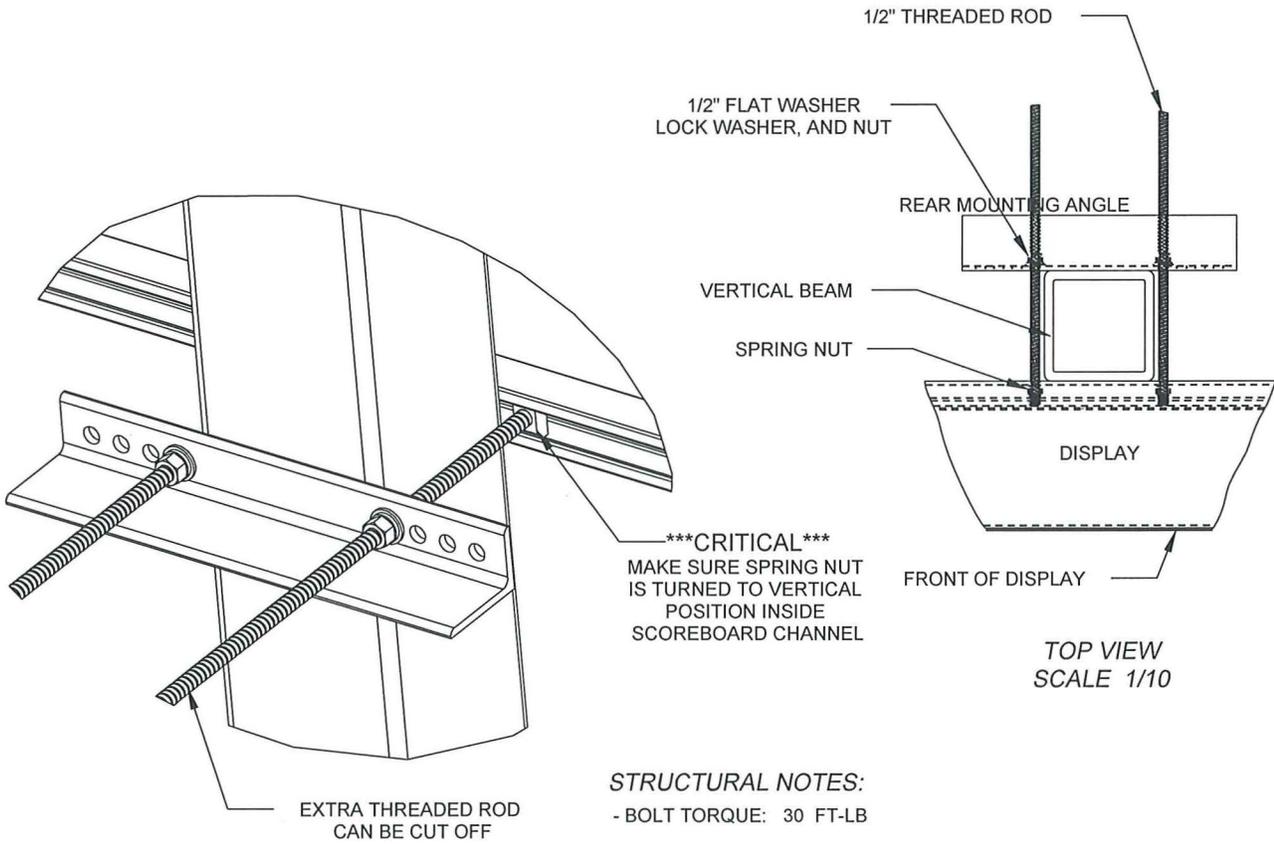
SHEAR AND TENSION LOAD
DIRECTION ARE AS INDICATED ON
REAR ISOMETRIC VIEW

REV	DATE	DESCRIPTION	BY
REV 04	6 JAN 14	ADDED ALLOWABLE TENSION AND SHEAR CAPACITY DETAILS	BY: JAVA
REV 03	23 OCT 13	CHANGED BOLT TORQUE FROM 30 FT-LB TO 40 FT-LB PER EC-12382	BY: NJM
REV 02	07 MAR 12	ADDED STADNARD MOUNTING METHOD NOTES	BY: KDD
REV 01	21 FEB 12	CHANGED ROCKER TO I-BEAM	BY: KDD

		DAKTRONICS, INC.		<small>THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2013 DAKTRONICS, INC.</small>	
		BROOKINGS, SD 57006			
DO NOT SCALE DRAWING					
PROJ: OUTDOOR SCOREBOARD					
TITLE: P1647; I-BEAM CLAMP MOUNTING					
DESIGN: MCARSRU		DRAWN: MCARSRU		DATE: 06-JAN-14	
SCALE: 1/8					
SHEET:	REV	JOB NO:	FUNC-TYPE-SIZE	1052565	
1 OF 1	04	P 1647	E - 07 - A		



SIDE VIEW



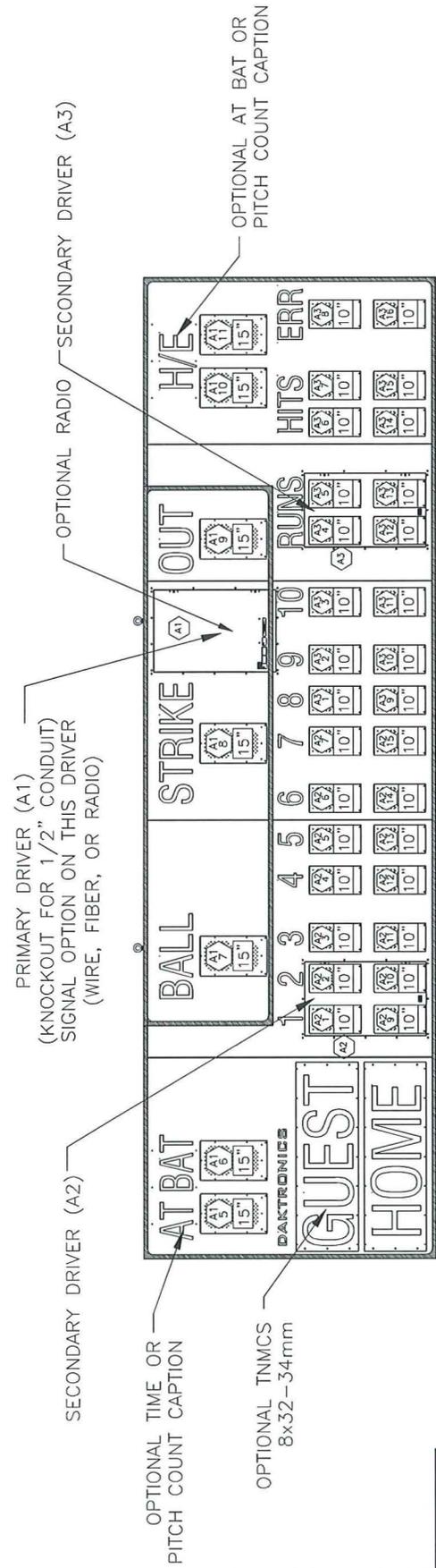
REAR ISOMETRIC VIEW

NOTES:

- THREADED RODS RUN ALONG BOTH SIDES OF BEAM
- RODS DO NOT PASS THROUGH THE FLANGES OF THE BEAM
- NO DRILLING NECESSARY
- MAKE SURE SPRING NUT IS PERPENDICULAR TO CHANNEL OPENING ON SCOREBOARD

DAKTRONICS, INC. BROOKINGS, SD 57005 DO NOT SCALE DRAWING		THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2010 DAKTRONICS, INC.				
		PROJ: OUTDOOR SCOREBOARDS TITLE: P1647; POLE MOUNTING OPTIONS				
REV 03	DATE: 3 JULY 13	ADDED STRUCTURAL NOTE	BY: TTF	DESIGN: DOPPELT	DRAWN: DOPPELT	DATE: 22 MAR 11
REV 02	DATE: 20 SEP 12	REMOVED CHAMFER FROM 0M-133259 PER EC-7114	BY: LMG	SCALE: 1/5		
REV 01	DATE: 06 OCT 11	REPLACED VERTICAL I-BEAM WITH 6" X 6" SQUARE TUBE	BY: JAVA	SHEET: 1 OF 1	REV: 03	JOB NO: P1647
				FUNC-TYPE-SIZE: E - 10 - A	1048184	

BA-2019-R/A/W



FRONT VIEW

NOTES:

-  = LED DRIVER NUMBER & LED DRIVER CONNECTOR WIRED TO THAT DIGIT.
-  = DIGIT SIZE
-  = DRIVER NUMBER

REV 02	DATE: 18 FEB 15	PER EC-17119, REMOVED DETAIL A AND B ADDED SIGNAL OPTION NOTE CHANGED SLAVE AND MASTER DRIVER NAME	BY: KDB
REV 01	DATE: 04 FEB 13	PER EC-9264, ADDED OPTIONAL CAPTION NOTES	BY: KDD

 DAKTRONICS, INC. BROOKINGS, SD 57006 DO NOT SCALE DRAWING		THE CONCEPTS EXPRESSED AND DETAILS SHOWN ON THIS DRAWING ARE CONFIDENTIAL AND PROPRIETARY. DO NOT REPRODUCE BY ANY MEANS WITHOUT THE EXPRESSED WRITTEN CONSENT OF DAKTRONICS, INC. COPYRIGHT 2011 DAKTRONICS, INC.	
PROJ: OUTDOOR LED SCOREBOARDS TITLE: COMPONENT LOCATION; BA-2019			
DESIGN: KDRAGT SCALE: 1=40		DRAWN: KDRAGT DATE: 23 AUG 11	
SHEET	REV	JOB NO:	FUNC-TYPE-SIZE
	03	P 1647	E - 10 - A
			1066797

DAKTRONICS QUOTE # 524242-1-1

Willmar Community Education and Recreation
 Steve Brisendine
 1234 Kandiyohi Ave SW
 Willmar, MN USA 56201
 Phone: (320)231-8494
 Fax:
 Email: brisendines@willmar.k12.mn.us

13/May/2015
 Quote valid for: 90 days
 Terms: Net 30 with Purchase Order
 FOB: DAKTRONICS
 Delivery: Call for production time

Reference: Swanson Field Softball.
All pricing in accordance with Minnesota Service Cooperative Contract #AEPA IFB #012-H.

Item No.	Model	Description	Qty	Price
1	BA-2019-AR-PV-F	Baseball/Softball Scoreboard; Amber/Red Digits; All Sport 5010 Controller; Scoreboard Color: Forest Green 8750; Caption Color: White; Choice of left caption: Time; Choice of right caption: At Bat Cabinet Dimensions: 6' 0" H X 20' 0" W X 0' 8" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: RED, AMBER Max Power: 900 watts/display Weight: Unpackaged 500 lbs per display; Packaged 875 lbs per display	1	\$17,236.00
	Stripe; 0A-1091-1289	1" Border Stripe for BA-2019 Scoreboards; Color: White	1	
	Stripe; BSO 0A-1157-1521 / 1558	Stripe around BSO Digits for BA-2019 Scoreboards; Color: White	1	
	I-Beam Mounting Method (A)	For 2 I-Beams	1	
	TNMC_8x32_Amber LED (34mm)	8x32-34mm LED Team Name Message Center; Set of 2; Amber LED's	1	
	EN-1684 Case	Hard Sided Carrying Case for All Sport® 5000 Controller Kit	1	
	Radio Transmitter	Frequency of 2.4 GHz	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
	ID_30x240_O	30in x 20ft non-backlit sponsor/identification panel	1	
	FREIGHT	Shipping to site - does not include optional items	1	
Services				
2	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	

Total Price Excluding Sales Tax: \$17,236.00

Please reference listed sales literature: DD1628383 for G5C5-W, DD1696958 for TNMC_8x32_Amber LED (34mm), DD2118182 for BA-2019-AR-PV-F, SL-04370 for Radio Receiver, SL-04370 for Radio Transmitter, SL-04551 for EN-1684 Case

Exclusions:

- Electrical Installation
- Structure
- Power
- Technical Support/Installation Support
- Signal Conduit
- Applicable Permits
- Electrical Switch Gear or Distribution Equipment
- Physical/Mechanical Installation
- Foundation
- Hoist
- Engineering Certification
- Labor to Pull Signal Cable
- Taxes
- Front End Equipment

Unless expressly stated otherwise in this Quote # 524242-1 Rev 1 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Daktronics will process your proofs on orders that include advertising and identification panels. Your digital files and copy layouts should conform to graphic file standards document, SL-04116. The digital data files and copy layouts must be submitted at the time of your order and our proofs need to be approved two weeks prior to your initial anticipated ship date. Advertising and identification panels not receiving proof approvals in time will be shipped without copy in our standard finish.



Don Hansen
PHONE: 605-695-2096
FAX: 605-697-4746
EMAIL: Don.Hansen@daktronics.com



Jess Martin
PHONE: 605-692-0200
FAX:
EMAIL: Jess.Martin@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

- SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)
- SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)
- SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)
- SL-04116 Graphic File Standards (www.daktronics.com/terms_conditions/SL-04116.pdf)

Acceptance:

The Undersigned has actual authority to execute this document and Daktronics, Inc is relying upon such authority.

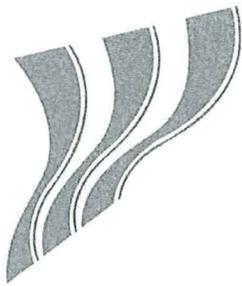
The parties hereby acknowledge and agree that the terms and conditions contained within this Quote along with the terms and conditions of the Daktronics Standard Terms and Conditions, the Standard Warranty and Limitations of Liability, and/or the Software License Agreement (together, the "Terms and Conditions") constitute the full and final understanding of the parties regarding the sale of equipment and/or the provision of services and entirely replace and supersede any previous understanding or agreement between the parties. By executing this agreement, Purchaser acknowledges that it has had opportunity and means to review the Terms and Conditions as provided in the website addresses above. In the alternative, hardcopy of these Terms and Conditions will be provided upon request. Further it is acknowledged and agreed that the price of the equipment and/or the provision of services contained within this agreement are expressly conditioned upon Purchaser's acceptance of the Terms and Conditions without change. Any modification of the Terms and Conditions may require a corresponding change in price. Accordingly, the Purchaser acknowledges and agrees to these Terms and Conditions as evidenced by its attestation below.

Customer Signature

Date

Print Name

Title



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 11

Meeting Date: May 26, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

Approved Denied
 Amended Tabled
 Other

Originating Department: Engineering

Agenda Item: Accept Bid and Award Contract for Project No. 1504

Recommended Action: Accept the bid from Duinick, Inc. for Project No. 1504 path overlay and striping and authorize the Mayor and Administrator to execute the necessary documents.

Background/Summary: Staff advertised for bids for the path overlay and striping of the North 7th Street path, Hedin Park path, Robbins Island Beach path, and the Lakeland Drive path on May 8th. Bids were opened on May 26th with one bid received from Duinick, Inc. in the amount of \$171,492.75.

Alternatives: 1. Delay the improvements

Financial Considerations: Anticipated funding will be from LOST.

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

Signature: 

Comments:

**1504 BID TABULATION
Path Overlay / Striping**

	ITEM	UNIT	ESTIMATED	Duininck Inc		PRICE	TOTAL	PRICE	TOTAL
			QUANTITY	PRICE	TOTAL				
2021.501	Mobilization	LS	1	\$22,500.00	\$22,500.00				
2104.501	Remove Concrete Curb/Curb and Gutter	LF	50	\$5.00	\$250.00		\$0.00		\$0.00
2104.503	Remove 4" Sidewalk	SF	50	\$2.00	\$100.00		\$0.00		\$0.00
2104.503	Remove Bituminous Pavement	SY	345	\$7.00	\$2,415.00				
2105.501	Common Excavation	CY	130	\$18.00	\$2,340.00				
2105.525	Topsoil Borrow (CV)	CY	330	\$32.00	\$10,560.00		\$0.00		\$0.00
2211.501	Aggregate Base Class 5	TON	160	\$26.00	\$4,160.00		\$0.00		\$0.00
2360.501	Type SP 9.5 Wearing Course Mix (3,B)	TON	940	\$89.65	\$84,271.00		\$0.00		\$0.00
2521.501	4" Concrete Walk	SF	940	\$8.00	\$7,520.00		\$0.00		\$0.00
2531.501	Concrete Curb & Gutter Design B624	LF	50	\$30.00	\$1,500.00		\$0.00		\$0.00
2531.618	Truncated Domes	SF	48	\$80.00	\$3,840.00		\$0.00		\$0.00
2564.531	Sign Panels Type C (Includes Post)	SF	69.50	\$80.00	\$5,560.00		\$0.00		\$0.00
2575.501	Seeding	AC	2.00	\$750.00	\$1,500.00		\$0.00		\$0.00
2575.502	Seed Mixture 25-151 (spec. 2014)	LB	275	\$5.00	\$1,375.00		\$0.00		\$0.00
2575.523	Erosion Control Blankets Category 1	SY	9,400	\$1.80	\$16,920.00		\$0.00		\$0.00
2575.532	Fertilizer Analysis 20-10-20 Type 3	LB	720	\$1.50	\$1,080.00		\$0.00		\$0.00
2582.501	Pavt Mssg. (BIKE LANE)-Paint	EA	12	\$150.00	\$1,800.00		\$0.00		\$0.00
2582.502	4" Solid Line White-Paint	LF	2,405	\$0.20	\$481.00		\$0.00		\$0.00
2582.502	6" Dotted Line White-Paint	LF	715	\$0.50	\$357.50		\$0.00		\$0.00
2582.502	4" Double Solid Line White-Paint	LF	4,215	\$0.35	\$1,475.25		\$0.00		\$0.00
2582.502	24" Solid Line White-Paint	LF	16	\$3.00	\$48.00		\$0.00		\$0.00
2582.503	Crosswalk Marking-Paint	SF	480	\$3.00	\$1,440.00		\$0.00		\$0.00
					\$0.00		\$0.00		\$0.00
	TOTAL PROJECT 1504		TOTAL		\$171,492.75		\$0.00		\$0.00
	LESS CREDIT FOR BITUMINOUS SALVAGE						0		
	GRAND TOTAL PROJECT 1504				\$171,492.75		\$0.00		\$0.00

(Price includes all applicable sales and use taxes)

Engineer's Estimate: \$

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, May 27, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present: Steve Ahmann Chair
Jim Dokken Member
Denis Anderson Member
Ron Christianson Member

Others present: Mayor Marv Calvin, Council Member Audrey Nelsen, Interim City Administrator Kevin Halliday, Finance Director Steve Okins, Public Works Director Sean Christensen, Senior Technician Lynden Wittman, Administrative Assistant Janell Sommers, 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 MOA for Salary Compensation (Motion)

As referred from the April 29, 2015 Labor Relations Committee meeting, the Committee considered a Memorandum of Agreement (MOA) to the Department Head, First Line Supervisor, Confidential Employees contract, whereby Section 14.2 of Article XIII allows for a temporary one-time pay adjustment for additional duties assigned. Senior Engineering Technician Lynden Wittman assumed the role and additional responsibilities of the Engineering Department for the City for the time period of September 14, 2013 to March 13, 2014; approximately 18 months during the absence of a Public Works Director. The matter has been discussed and approved by the bargaining unit and it is staff's recommendation to approve the MOA. The question was raised as to whether or not the MOA had been approved by Labor Attorney Frank Madden.

Council Member Christianson made a motion to approve the Memorandum of Agreement as presented contingent upon approval of the document by Labor Attorney Frank Madden. Council Member Dokken seconded the motion, which carried.

Item No. 3 Public Comment

Steve Gardner, 2645 SW 19th Avenue, commented on the agenda item "Open Forum Protocol" and the need to discuss it. He felt it inappropriate for Committee members to make comments about members of the general public who exercise their right to speak. The Council should carefully consider the effects of limiting effective speech by the public at any meeting. The Council needs to begin the healing process that the City so desperately needs.

Jessica Rohloffs, 3501 SE 15th Avenue, commented that there are times people don't agree with what's said during the Open Forum. Parameters need to be set to maintain civility, yet people should be given the right to be heard.

Item No. 4 Open Forum Protocol (Information)

Council Member Ahmann brought forth information from the Mayor's Handbook published by the League of Minnesota Cities, along with examples of Open Forum Protocol from several other cities. The Committee discussed several examples including limiting the amount of people who speak, allowing a citizen to speak twice a year, having Open Forum at the Committee level, and also limiting it to 15 minutes and not recording any audio or video for this portion of the agenda.

What direction the Committee wanted to take on the matter was discussed at length and it was the consensus of the members that it is a sensitive issue and future discussion and input is necessary. This matter was for information only.

Item No. 5 LMCIT Training (Motion)

Interim City Administrator Kevin Halliday informed the Committee that he, Mayor Calvin and Council Member Steve Ahmann have met with League of Minnesota Cities (LMC) staff member, Dan Greensweig, to discuss Council/Staff training. Correspondence as presented from the LMC gave a brief description of one of their presentations which covers the legal rubric for Council operation and touches on individual Council roles and personal liability. The presentation summarizes the open meeting law and data practices laws. Interim City Administrator Kevin Halliday presented a proposed schedule whereby the Council can attend the presentation prior to a Council meeting with a meal in-between and that City staff would have training sessions earlier in the day.

Council Member Anderson made a motion to authorize staff to work with LMCIT to coordinate training sessions with staff and Council and work out the logistics. Council Member Christianson seconded the motion, which carried.

Item No. 6 Interim City Administrator Salary Compensation (Motion)

Mayor Calvin requested the Committee consider compensation for the additional work assignment for the job duties of Interim City Administrator taken on by City Clerk Kevin Halliday. The City Council appointed City Clerk Halliday as Interim City Administrator on April 16th when he took on the critical and immediate job duties of the City Administrator while continuing the duties of City Clerk. The proposed combined salary of \$118,750 annualized or 7/12's of \$26,835 or \$15,650 until the hour a new City Administrator is hired.

The question was raised by Council Member Anderson as to how much of the actual City Administrator's job is being done by Mr. Halliday such as contract negotiations and counseling employees. Council Member Anderson made a motion that the Mayor and Interim City Administrator look at the current City Administrator job description and see what duties apply to the Interim City Administrator and bring this information to the next meeting. Council Member Christianson seconded the motion, which carried.

Item No. 7 Safety Boots/Footwear Policy (Motion)

Interim City Administrator Kevin Halliday informed the Committee that members of the Safety Committee have voiced concerns with the ever-increasing cost of steel-toed boots required to be worn by some employees. The adopted policy allows a City cost share of \$125.00, which is a rate that is over a decade old. Staff recommends increasing the rate to \$175.00 as it appears to cover local costs of quality boots, with the exception of super sole ice boots worn by Ice Arena staff.

Council Member Christianson made a motion to increase the City cost participation for safety footwear from \$125.00 to \$175.00 contingent upon approval of Labor Attorney Frank Madden that is his not a negotiated item within the labor contracts. Council Member Dokken seconded the motion, which carried.

Item No. 8 Prosecutor Legal Services (Resolution)

Interim City Administrator Kevin Halliday brought forward for consideration a contract for City Prosecutor Legal Services received from Anderson Law Offices. The issue was raised of having the City's criminal attorney provide civil legal services to enforce local ordinances including, but not limited to, the enforcement of exterior storage zoning violations. Mr. Halliday has contacted the City's civil law firm which concurred allowing the criminal attorney to proceed with some civil code enforcement makes sense. The cost to the City is at an hourly rate of \$125.00. The agreement has been reviewed by City Attorney Robert Scott.

Council Member Anderson made a motion to approve the contract for Prosecutor Legal Services from Anderson Law Office and authorize the Mayor and City Administrator to execute it on behalf of the City. Council Member Dokken seconded the motion, which carried.

Item No. 9 LMCIT Training Course Selection (Information)

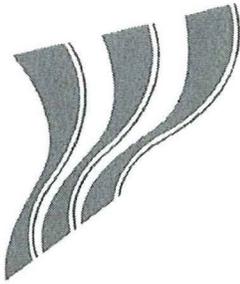
Council Member Ahmann announced that if any member of the Council has specific courses they would like included in the training sessions, they should contact either him, the Mayor or Kevin Halliday.

There being no further business to come before the Committee, they adjourned at 5:58.

Respectfully submitted,



Janell Sommers
Administrative Assistant
Recording Secretary



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2

Meeting Date: May 27, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Request from Council Member Ahmann Regarding a Memorandum of Agreement Regarding Section 14.2 of Article XIII of the Agreement

Recommended Action: Recommend Approval

Background/Summary:

Senior Engineering Technician Lynden Wittman assumed the role and additional responsibilities of the City Engineering Department for the City for the time period of September 14, 2012 to March 13, 2014; approximately 18 months. The agreement noted above does allow for a temporary one time pay adjustment for additional duties assigned during that time period. This matter has been discussed and approved by the bargaining unit and staff would recommend that the request for a one-time payment of 6% of annual salary be given. This would not be added to the base wages.

Alternatives: n/a.

Financial Considerations: 6% of current annual salary for the 18 month period

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the City of Willmar (hereafter "City") and the Department Heads, Supervisors, and Confidential Employees of the City of Willmar (hereafter "Group").

WHEREAS, the City and the Group are parties to a Contract and Agreement Between the City of Willmar and Department Heads, Supervisors, and Confidential Employees (hereafter "Agreement") effective January 1, 2010 through December 31, 2010, and renewed annually since then as provided for in article XX of said Agreement; and

WHEREAS, Section 13.2 of Article XIII of said Agreement provides for a salary adjustment when an employee is assigned major new responsibilities; and

WHEREAS, the Senior Engineering Technician assumed the role and additional responsibilities of the City Engineering Department for the period of time September 14, 2012 to March 13, 2014; and

WHEREAS, the City Council made no adjustment to salary at that time, and the salary adjustment should be addressed now to provide the additional compensation as anticipated by, and provided for, in the Agreement.

NOW, THEREFORE, the parties agree as follows:

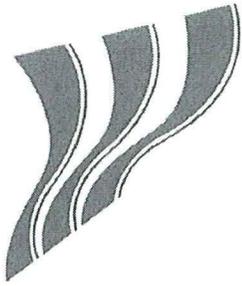
1. The Senior Engineering Technician shall be paid a one time payment of 6% per year for the 18 month period of time the additional responsibilities were assigned and performed.
2. This Memorandum of Agreement constitutes the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 7th day of May, 2015.

DEPARTMENT HEADS, SUPERVISORS, AND CONFIDENTIAL EMPLOYEES



CITY OF WILLMAR



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Open Forum Protocol

Recommended Action:

Background/Summary:

As various events and comments are made at the City Council's Open Forum, certain elected officials have from time-to-time expressed concerns with our allowances/limitations to the content of Open Forum. The criteria on the Open Forum sign-in sheet are attached.

Staff recommends discussion on the use of the Open Forum regarding the below listed items and others as may be on the minds of committee members:

- 1) Politicians: Concerns raised in the fall of 2014 whether candidates for office (or stated write-in campaigns) should forfeit their privilege to use "Open Forum" since visibility on camera may be a campaigning strategy.
- 2) Limiting comments to the "power to change" the matter being presented. School business, County business, State and Federal programs, should not be addressed as the City Council cannot exercise control over the issue.
- 3) Recall Committee action may be acceptable or may be considered campaigning and discussion should center on "Open Forum" use or Council agenda placement.
- 4) Other concerns.

Alternatives: n/a.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Willmar City Council

Open Forum

Three-Minute Limit

Please sign in if you choose to address the Willmar City Council on non-agenda items. You are limited to three minutes and your concerns should exclude making comments on negotiated items such as bids for service or equipment, agreements, franchise terms, labor contracts or lawsuits. Candidates for office cannot use this time for Political comments.

Name	Street Address	Phone Number
1.		
2.		
3.		
4.		
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11.		
12.		
13.		
14.		

In addition, if provided in the council’s policy, generally any councilmember (including the mayor), may make a motion to censure a councilmember for conduct that breaches decorum. A censure often takes the form of a resolution adopted by council vote noting the councilmember’s conduct and expressing disapproval of such conduct.

Minn. Stat. § 609.72.

State law also prohibits persons, including councilmembers, from disturbing public meetings, through fighting or threatening words and conduct. Councilmembers who engage in this unlawful conduct may be charged with a misdemeanor.

IV. Citizen input and audience participation in council meetings

Audience members do not normally have a right to take an active part in the council’s discussion at a meeting. Only the council can make motions and vote at a council meeting. Audience members may not speak unless they have been recognized by the presiding officer.

A. Forums for public comment

See Minnesota Mayors Association Sample City Council Bylaws.

Many city councils schedule a portion of each council meeting for public comment. These are often referred to as “open forums.” During this part of the meeting, the presiding officer will recognize members of the audience to speak briefly on topics that concern them. These forums are different from formal public hearings required by law on specific issues.

See Section IV-C.

It is a good idea to have a policy in place related to city responses to citizen input at meetings. Often it is a good idea to not respond immediately or to take direct action in response to citizen requests. Instead, the city should adopt a policy that refers most citizen comments or requests to city staff for further research and a written report back to council. This allows the city the opportunity to gather all the facts and make a measured and fair response.

While many councils recognize the value of citizen input, citizen comment can negatively affect meeting efficiency if not managed. For example, if a large number of audience members wish to speak, the meeting may not progress efficiently. Likewise, if one person spends a long time expressing his or her view, others may not get the opportunity to present their views. The following sections discuss ways to address some of these problems.

1. Limiting time

Some councils have addressed this problem by placing a limit on the amount of time audience members are allowed to speak at a meeting. For example, the council may ask people to limit their remarks to no more than three minutes or allow only a specified amount of time for the whole comment period. Time limits should be adopted in a policy and applied equally and neutrally to all members of the public.

2. Limiting topic

Another option may be to limit the scope of comments to those matters being addressed by the council at the specific meeting. While this may be a way to focus the meeting on the matters being addressed by the council, it might also keep people from making the council aware of any new issues. Cities considering this approach may want to consider other ways for people to bring up other topics. Limits on topic should also be adopted in a policy and applied equally and neutrally to all members of the public.

3. Advance written notice

As a third alternative, cities may choose to adopt policies that require advance notice of a person's desire to address council. The notice usually must be submitted in writing a few days before the actual meeting. The specific topic and the speaker's name are then put on the agenda. Such procedures are helpful in allowing the council to plan an efficient meeting. It also helps to remind the speaker that he or she may only address those issues listed on the notice.

B. Meeting disruptions and unruly citizens

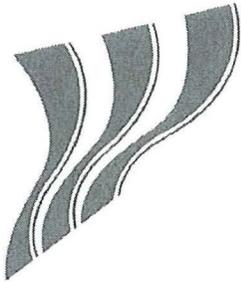
Minn. Stat. § 412.191, subd. 2.

A statutory city council is authorized to preserve order at its meetings. The mayor, as the presiding officer, is also vested with some authority to prevent disturbances. Home rule charter cities may have similar provisions in their charters.

While council meetings must be open to the public, no one has the right to disrupt the council proceedings. When the council decides that a disorderly person should not remain in the meeting hall, the police may be called to execute the orders of the presiding officer or the council.

If the audience becomes so disorderly that it is impossible to carry on a meeting, the mayor has the right and duty to declare the council meeting temporarily recessed or adjourned to some other time (and place, if necessary). The members of the council can also move for adjournment.

If the mayor is not conducting the meeting in an orderly fashion, there is relatively little the other councilmembers can do to control the action of the presiding officer. However, a majority of the council can force adjournment whenever the councilmembers feel it is necessary.



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

Agenda Item Number: 5

Meeting Date: May 27, 2015

Attachments: Yes X No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: LMCIT Training

Recommended Action:

Background/Summary:

Mayor Calvin, Labor Relations Chair Steve Ahmann and Interim City Administrator Kevin Halliday met on May 20th with League of Minnesota staff member Doug Gronli and teleconferenced with Dan Greensweig to discuss Council/Staff training. The summary of details of their recommended training will be remitted to staff by the scheduled committee meeting and will be distributed at the meeting.

Alternatives: n/a.

Financial Considerations: .

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

Kevin Halliday

From: Greensweig, Dan <dgreensweig@lmc.org>
Sent: Wednesday, May 27, 2015 3:22 PM
To: Kevin Halliday
Subject: RE: League of Minnesota Cities

Kevin,

Here's a description of the evening session. We're still waiting on one for the employee sessions and I'll get that to you as soon as I can. If you want to modify the description at all, that's fine, as long as we keep it in the general ballpark of this description. It's fairly generic as is, which is intentional; we don't want people to get the idea that the city is getting "lectured" by us, because that's absolutely not our intention.

Dan

Government and Meetings. This presentation, created and delivered by Research Staff Attorney James Monge, explains the sources of city council authority. It covers the legal rubric for councils operations. It touches on individual council roles and personal liability. The presentation summarizes open meeting and data practices laws. The presentation focuses on the types of meetings government may hold. In sum, this is a presentation that helps city councils understand the laws and rules that apply to the "what and how" of government at the city level.

From: Greensweig, Dan
Sent: Tuesday, May 26, 2015 6:03 PM
To: 'khaliday@willmarmn.gov'
Subject: League of Minnesota Cities

Kevin,

It was good to talk with you last week. All of us at the League look forward to being of service to Willmar.

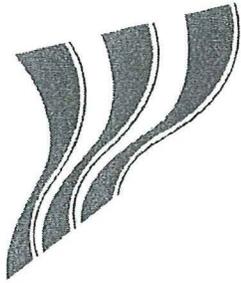
At the recommendation of our Human Resources Director, Laura Kushner, we have engaged the services of a gentleman named Henry Lee to provide the employee sessions on respectful workplace, communications, and related issues. Mr. Lee has done quite a bit of work for us in the past and Laura thought he would be an excellent choice for what we have in mind. The League is picking up his costs so there won't be a charge to the city for his time on this project.

A couple of our research attorneys will also be attending the employee sessions in case any questions arise that they can tackle. James and Irene will then be present for the council session, where they'll talk about similar issues from the council's point of view, as well as council-staff relations and effective collaboration. They've done similar sessions elsewhere and have been very well received.

Unfortunately, as I mentioned on the phone, I have a conflict that evening and can't be present. I have, however, penciled in July 6 on my calendar. If it does turn out the city would like additional training on that date, I can coordinate things on our end and be there in person too.

I am shooting to have brief session descriptions put together for you by tomorrow. Is that your drop dead date for getting materials out?

Dan



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Interim City Administrator Salary

Recommended Action:

Background/Summary:

Pursuant to long delays in compensating City employees that take on additional work assignments, up to eighteen months after beginning the duties in some cases, Mayor Calvin suggested the issue be properly discussed earlier in the process.

On April 16, 2015, the City Clerk-Treasurer took on the critical and immediate job duties of the City Administrator while continuing the duties listed in the City Clerk-Treasurer job description. This option, debated by the City Council, saves dollars in total salary outlay. The City Clerk-Treasurer's current salary of \$91,915 and the vacated City Administrator contracted salary of \$118,750 totals \$210,665. The suggested combined temporary salary of \$118,750 is suggested (annualized until the hour a new City Administrator is under contract). The incremental impact could be estimated at 7/12's of \$26,835 or \$15,650.00.

Alternatives: n/a.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:



MAYOR AND COUNCIL

Memorandum

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX 320-235-4917

TO: Steve Ahmann, Labor Relations Chair

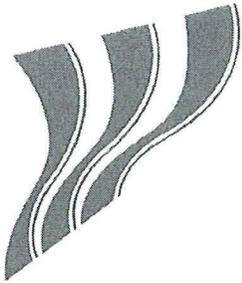
FROM: Mayor Marv Calvin *MRC*

DATE: May 8, 2015

RE: Interim City Administrator Salary

It is my intent to address extra compensation for the Interim City Administrator today, rather than a year after the workload was discontinued as in the case of the Public Works Director vacancy.

My recommendation is to set an annualized salary of \$118,750 for the assigned duties. As you know current senior Department Directors earn a current salary of \$91,915, so this action is for an incremental increase of \$26,835 annually. If the vacancy for the City Administrator is filled in four and one-half months, an approximate salary payout of \$10,063 will be realized, \$13,418 for a six-month vacancy.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: May 27, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: June 1, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Safety Boots/Footwear Policy

Recommended Action: Increase City Cost Participation to \$175.00

Background/Summary:

Safety Committee members voiced concerns with the ever-increasing cost of steel-toed boots and the steel-toed super sole boots worn by Ice Arena staff. The cost of quality footwear versus low-end footwear is escalating. The adopted policy is attached, but not clearly listed is an adopted dollar amount of \$125.00. The rate may be nearly a decade and a half old.

Staff recommends increasing the rate to \$175.00 since it appears to cover local costs of quality boots (with the exception to the super sole ice boots of Ice Arena staff.)

Alternatives: n/a.

Financial Considerations: Increase from \$125.00 to \$175.00 per purchase.

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

6.7. Safety Boots/Footwear

The City of Willmar shall cost-share on purchases of safety boots/footwear as needed by an employee to perform their work safely. Adequate foot protection will be provided for all seasons under the following conditions:

- A. The City of Willmar will pay directly to a vendor or reimburse the employee 100 percent of the cost for all pairs of safety shoes, boots, or other special footwear as required. The time limit between authorized purchases shall not be subject to a specific time but shall be at the discretion of the supervisor.
- B. The City of Willmar will not pay for the cost of a foot examination needed to correct podiatry ailments or treatments.

Authorization to purchase safety footwear shall be approved by the supervisor. The portion of the costs submitted for payment to the City shall be clearly shown on the vendor purchase invoice.

The supervisor has authority to deny employer cost sharing in any circumstance whereby abnormal or excessive wear can be attributed to an employee's after-hour job, theft of boots recently purchased, or safety boot damage directly attributable to private use.



CITY OF WILLMAR

SAFETY FOOTWEAR AUTHORIZATION

Supervisor: Complete this form prior to authorizing safety footwear for staff.

Employee Name _____

Supervisor's Name _____

Department _____

Description of Purchase _____

Amount of Purchase **maximum** \$125.00

Supervisor Signature _____ (Date)

Employee: Sign this form after receiving approval from your supervisor. Submit the form to the vendor. Please pay all additional costs above the authorization maximum **directly** to the footwear vendor on the date of purchase. Return this **original** form to your supervisor.

Employee Signature _____ (Date)

Vendor: Bill the City of Willmar, for the cost of the footwear not to exceed the authorized maximum.

City of Willmar
PO Box 755
Willmar, MN 56201

Kevin Halliday

From: Robert Scott <rtscott@flaherty-hood.com>
Sent: Friday, May 15, 2015 4:45 PM
To: Kevin Halliday
Subject: RE:

Kevin,

Regarding the Anderson law office contract, yes, I have spoken to Tom about the solid waste ordinance enforcement issues and provided him some template documents we have used and understood he would be proceeding with civil code enforcement against one or more property owners he has also prosecuted, and I agree that makes sense. I don't think a full blown contract was necessary to allow Tom to do this limited civil work, or at least a short paragraph or two addendum to his existing contract would have sufficed, but there's nothing in this addendum that causes any problems—it appears to basically restate all terms from the original prosecution services contract.

Thank you,

Robert T. Scott, Senior Attorney
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103
Phone (651) 225-8840
Fax (651) 225-9088
www.flaherty-hood.com

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From: Kevin Halliday [<mailto:khalliday@willmarmn.gov>]
Sent: Thursday, May 14, 2015 9:54 AM
To: Robert Scott
Subject:

I trust you are privy to this civil work by Anderson Law Office tied to exterior storage violations and that it was prudent to let Tom continue all the legal work on the individual/homeowner for both criminal and civil work. I trust this agreement gets that done but please comment. I would like to take it directly to City council for Monday May 18th.

ADDENDUM TO CONTRACT FOR CITY PROSECUTOR LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF WILLMAR, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and ANDERSON LAW OFFICES (hereinafter "FIRM").

WITNESSETH

WHEREAS, CITY and FIRM have a contract dated April 2, 2012 for the FIRM to provide prosecution services to the city.

WHEREAS, CITY requires local counsel to assist CITY and CITY's duly appointed Counsel in the civil enforcement of CITY's local ordinances.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. LEGAL SERVICES TO BE PROVIDED. In addition to all prosecutorial services as outlined in FIRM's and CITY's contract dated April 2, 2012, FIRM will provide limited civil legal services to CITY to the extent necessary to administratively or civilly enforce local ordinances including, but not limited to the enforcement of zoning violations at the request of the CITY's Administrator or Mayor.
2. COMPENSATION, BILLING AND PAYMENT PROCEDURES:
 - 2.1. Rates. The hourly rate for FIRM in performing civil or administrative work on behalf of the city is \$125.00 per hour.
 - 2.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for all expenses connected to the representation of the CITY by FIRM.
 - 2.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with the CITY's prosecution contract with FIRM.
 - 2.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Thomas M. Anderson at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes. The amount in dispute shall be held in suspension until such time as the dispute is resolved. The amount held in dispute shall not accrue interest.
 - 2.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged.

3. TERM AND TERMINATION: This Agreement shall commence May 5, 2015 or as sooner directed by CITY and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY or by FIRM at any time, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement.

4. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:
 - 4.1. Notice to CITY shall be mailed or delivered to City Administrator, City of Willmar, 333 SW 6th Street, P.O. Box 755, Willmar, MN 56201.

 - 4.2. Notice to FIRM shall be delivered to Thomas M. Anderson, Anderson Law Offices, 1001 South First Street, Suite C, P.O. Box 1123, Willmar, MN 56201.

5. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.

6. DATA PRACTICES: All data collected, created, received, maintained or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.

7. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, subd. 5, FIRM agrees that CITY, the State Auditor, or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM.

If either CITY or FIRM requests that the State Auditor conduct such an examination, then CITY shall be liable for the costs of the examination unless such examination discloses irregularities on the part of FIRM in which case FIRM shall pay for the examination.

8. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify and hold harmless CITY, its officers and employees against any and all liability, loss, costs, damages and expenses which CITY, its officers or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than \$1,000,000.00 per claim.

CITY agrees it will defend, indemnify and hold harmless FIRM, its officers and employees against any and all liability, loss, costs, damages and expenses which FIRM, its officers or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

9. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest. FIRM agrees not to provide criminal defense services to any person or entity whose case is venued in Kandiyohi County.
10. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.
11. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God or other similar circumstance normally deemed outside the control of well-managed businesses.
12. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.
13. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.
14. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

15. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.
16. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.
17. CITY APPROVAL: The City Council has approved FIRM's retainer to provide legal services for CITY during the term of this Agreement. The signing of this Agreement will be ministerial and the FIRM is authorized to commence performing services April 1, 2012 or as sooner directed by CITY.
18. AGREEMENT NOT ASSIGNABLE. Except relating to conflicts of interest and except when Thomas M. Anderson is out of town or otherwise unavailable to provide criminal prosecution legal services, the rights and obligations created by this Agreement may not be assigned by either party.
19. WORK PRODUCTS. All records, information, materials and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement and it is effective on the latest date affixed to the signatures hereto.

CITY OF WILLMAR

ANDERSON LAW OFFICES

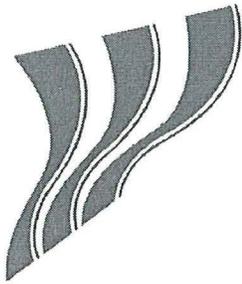
By: _____
Marv Calvin, Its Mayor

By:  _____
Thomas M. Anderson

By: _____
Kevin Halliday,
Its Interim City Administrator and City Clerk

Date: _____

Date: 5-8-2015



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

Agenda Item Number: 12

Meeting Date:

Attachments: ___ Yes x No

CITY COUNCIL ACTION

Date: June 1, 2015

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Consideration of City Park Special Event by On-Sale Liquor License Holder – Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek

Recommended Action: Approve City Park Special Event by On-Sale Liquor License Holder – Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek

Background/Summary:

Willmar Fests, Inc. will be holding a Beach Party at Robbins Island on June 27, 2015, with plans to serve a full array of liquor. A City Park Special Event by On-Sale Liquor Holder permit is required to allow a State Liquor Caterer License holder to distribute alcohol on the City Park grounds. The Bakers Creek Eatery, LLC dba The Oaks at Eagle Creek has applied for this permit with on-site employee listed as Dave Baker.

The Community Education & Recreation Board approved this request on Friday, May 22, 2015.

Alternatives: Drink Non-Alcoholic Beverages Only

Financial Considerations: \$100 Application Fee

Preparer: City Clerk-Treasurer

Signature:

Comments: