

EMPLOYMENT AGREEMENT

This Agreement made and entered into this ____ day of _____, by and between The City of Willmar, a municipal corporation under the laws of the State of Minnesota (his/herein City) and _____ (his/herein _____) and collectively referred to as the Parties. Based on mutual covenants and conditions, the Parties his/hereto agree as follows:

1. **Position.** Effective _____, the City does his/herby hire and employ _____ as its City Administrator to perform all the duties and obligations of the City Administrator position in accordance with State statutes and City charter, ordinances and policies and to perform such other legally permissible and proper duties and functions generally performed by city administrators as the City Council shall from time to time assign.
2. **Term.** This Agreement shall remain in full force and effect from the date his/hereof until terminated by the City or _____ as provided in Paragraph 18 of this Agreement.
3. **Salary.** On his/his/her employment date in _____, the City agrees to pay _____ as full compensation for his/her services as City Administrator an annual salary of \$_____, payable in installments at the same time as all other employees of the City are paid. Thereafter and subject to satisfactory performance evaluations, the City agrees to increase _____ compensation each year by at least the amount of the average percentage increase granted to City department heads, supervisors and confidential employees.
4. **Performance Evaluation.** _____ shall be given an initial performance review after six (6) months and annually thereafter consistent with the schedule for department heads, supervisors and confidential employees. The process, form, criteria, and format for the evaluation will be mutually agreed upon by the City and _____. The final written evaluation shall be completed and delivered to _____ within thirty (30) days of the evaluation meeting.
5. **Pension.** The City shall contribute to PERA as required by State law for _____ or an alternate pension plan as authorized by State law, if selected by _____.
6. **Relocation Assistance.** The City and _____ agree that it is desirable for the City to assist _____ with his/her move to Willmar. To facilitate the relocation, the City shall:
 - A. Reimburse his/her for transportation expense equivalent to IRS mileage rate for two round trips to arrange for housing. At his/her option, _____ may elect to apply said sum to air transportation.
 - B. Reimburse _____ for lodging and meal expense for his/her and his/her spouse during the two house hunting visits to Willmar described in Paragraph 6 (A).

C. Pay _____ moving expense for move to Willmar, including expense of packing for the move. _____ shall submit at least two (2) written quotes and the City shall pay based on the lowest written quote.

D. In the event that _____ home is not sold and closed by _____, the City agrees to pay _____ up to \$1,200 per month temporary housing allowance. This allowance shall terminate upon the earliest of the closing on his/her home or three (3) monthly payments, whichever is the first to occur.

_____ shall submit documentation of all expenses eligible for relocation assistance to the City. The Parties agree the maximum relocation assistance to _____ shall not exceed a total of \$15,900.

7. **Vacation.** _____ shall be granted vacation at the rate of twenty (20) working days per year for his/her first five (5) years of continuous service. Effective on his/her first day of employment, she will be granted ten (10) days of vacation. Six months this/hereafter _____ will begin to accrue vacation leave in the same manner as department heads, supervisors and confidential employees. Effective with his/her anniversary date commencing his/her sixth year of continuous employment, _____ shall accrue and be granted vacation at the rate of twenty five (25) days per year. _____, at his/her option, may carry over unused vacation days from year-to-year.

8. **Personal Leave.** Effective with his/her employment date, _____ shall be granted one (1) personal leave day covering the period _____ to _____. Effective January 1, _____ and during each calendar year this/hereafter during the term of this Agreement, _____ shall be granted two (2) personal leave days per calendar year. Personal leave days are to be taken when work load permits and are not cumulative from year-to-year.

9. **Sick Leave.** Effective on his/her first day of employment, _____ will be provided with a starting sick leave balance of forty (40) hours. Thereafter, _____ shall accumulate sick leave at the rate of eight (8) hours of sick leave for each month of service; unused sick leave to _____ credit shall be cumulative from one year to the next.

10. **Other Leave.** _____ shall be allowed up to three (3) working days of paid leave in the event of a death in a member of _____ immediate family; such funeral leave will not be deducted from sick leave. Immediate family member is defined as father or father-in-law, grandfather, mother or mother-in-law, grandmother, sister or sister-in-law, brother or brother-in-law, spouse, children of either husband or wife, stepchildren or step parents, or a member of _____ own immediate household.

11. **Holidays.** _____ shall receive the following paid holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day

January 1
Third Monday in January
Third Monday in February
Last Monday in May

Independence Day	July 4
Labor Day	First Monday of September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	
Christmas Day	December 25

12. **General Insurance.** The City agrees to provide _____ with the following general insurance benefits:

- A. Hospitalization and major medical coverage consistent with the plan offered to department heads, supervisors and confidential employees. If _____ chooses dependent coverage, he/she shall pay the first \$90.00 per month and any additional premium for dependent coverage shall be paid by the City.
- B. Term life insurance coverage in the amount of \$225,000.
- C. Long-term disability insurance coverage.

13. **Hours of Work.** _____ will generally be available during regular business hours. It is understood that the position of City Administrator requires attendance at evening and weekend meeting as necessary. In recognition of these work demands, _____ shall be allowed to use reasonable flexibility in setting his/her office schedule.

14. **Outside Activities.** _____ shall not become an employee of any other entity or party, nor shall she be self-employed, such as a consultant, without first obtaining the written consent of the City.

15. **Professional and Civic Associations.** The City will pay _____ professional dues and subscription fees to such national, regional, state, civic, and local governmental and professional associations and organizations that are reasonably necessary and desirable for _____ professional participation, advancement, improvement and growth and which will benefit his/her service to the City, as may from time-to-time be approved in advance by the City Council upon written request. The City recognizes the desirability of representation in and before local civic and other local organizations. _____ is authorized to become a member of such civic clubs or organizations as deemed appropriate by his/her with the City's consent and at the City's expense. The City will pay _____ dues and fees for membership in the International City/County Management Association (ICMA) and Minnesota City/County Management Association.

16. **Professional Development.** The City will pay or reimburse _____ for his/her reasonable time and subsistence expenses in attending meetings and events at which _____ represents the City, or which are reasonably necessary or desirable for _____ professional development or which are reasonably required by reason of _____ membership in an organization, association or committee this/hereof for which membership the City pays _____ or the City's dues. Travel expenses for the annual conferences of the League of Minnesota Cities, Minnesota City/County Management

Association, and ICMA are specifically approved. City shall budget and pay _____ travel and subsistence expense for professional and official travel, meetings and occasions adequate to continue Steven's professional development. _____ shall use good judgment in his/her outside activities so she will not neglect his/her primary duties to the City.

17. **Automobile.** Recognizing that _____ will frequently be required to use his/her personal vehicle to perform his/her duties and obligations, the City shall provide _____ with a \$450 monthly car allowance commencing on _____ and on the first day of each month thereafter during the term of this Agreement.

18. Termination of Agreement.

A. _____ election to Terminate:

1. Notice. _____ may voluntarily terminate this Agreement at any time after giving the City at least 30 days advance written notice of his/her intention to terminate.

2. Benefits. Upon his/her voluntary termination, _____ shall be entitled to all his/her pension and all contract rights pursuant to State law. In addition thereto, _____ shall be entitled to payment equal to the cash value computed at his/her current salary for all his/her accrued and unused vacation benefits not to exceed twice his/her annual allotment and all his/her accrued and unused sick leave benefits (subject to a maximum of 820 hours of unused sick leave).

3. _____ additional termination rights. If the City at any time during the term of this Agreement: (i) reduces _____ salary or other financial benefits in a greater percentage than across-the-board reductions for all other supervisory and confidential employees, (ii) refuses, following written notice, to comply with any other provisions of this Agreement benefiting _____, (iii) elects not to increase _____' salary following two consecutive evaluations as described in Paragraph 4 by percentage amounts equal to or greater than department head percentage increases or (iv) requests his/her resignation by vote of the City Council, _____, at his/her option, may upon thirty (30) days written notice tender his/her resignation and be entitled to the additional benefits described in Paragraph 18 (B)(1-2).

B. City's election to terminate. The City may terminate this Agreement, only upon an affirmative vote of at least five (5) members of the City Council at a regular or special meeting of the Council to discuss termination of the Agreement. _____ official termination date shall be not less than 30 days following the affirmative vote of the council. In the event the City terminates this Agreement without cause, _____, in addition to the benefits described in Paragraph 18 (A)(2), shall be entitled to the following additional compensation and benefits:

1. Six (6) months of his/her current salary (payable in addition to all compensation due through the last day of _____ work for the City). At his/her option, _____ may elect to take the payment in a lump sum or in six (6) monthly installments coinciding with the City's usual employee pay dates.

2. Continuation of all his/her group insurance benefits described in Paragraph 12 of this Agreement for six (6) months following his/her last day of work for the City.

19. **Indemnification.** The City shall defend, indemnify and hold harmless _____ pursuant to Minnesota Statutes, Chapter 466.07 and Chapter 465.76. In addition, the City shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violations of statutes, laws, rules and ordinances, provided the Employee was acting in good faith in the performance of the duties of the position. Nothing in this Paragraph shall be deemed to be a waiver by the City of any limitations on liability set forth in Minnesota Statutes, Chapter 466.

20. **Entire Agreement.** This agreement contains the entire representations and agreements of The Parties and all oral statements and representations prior to the execution of this Agreement shall be considered to have merged his/herein.

Sample

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

October 5, 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, Rick Fagerlie, Steve Ahmann, Denis Anderson, Audrey Nelsen, and Tim Johnson; Present 8, Absent 0.

Also present were Interim City Administrator Kevin Halliday, Planning and Development Director Bruce Peterson, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Fire Chief Frank Hanson, Police Chief Jim Felt and City Attorney Robert Scott.

There were no proposed additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of September 21, Labor Relations/Council Minutes of September 22, Rice Hospital Board Minutes of September 23, Municipal Utilities Commission Minutes of September 28, Accounts Payable Report through September 30, Building Inspection Report for September, City/County HRA Board Minutes of August 19, and CER Joint Powers Board Minutes of September 25, 2015. Council Member Ahmann seconded the motion, which carried.

At 7:01 p.m. Mayor Calvin opened the Hearing to consider an amendment to the Zoning Ordinance to rezone property from Government Institutional (G/I) to Agricultural (AG). Planning and Development Services Director Bruce Peterson explained this is the final step in the transfer of land from the City of Willmar to Willmar Poultry Company for construction of a nursery brooding facility near the City's Wastewater Treatment Plant. In order to make the development consistent with abutting properties in all directions, which are outside the City limits and all zoned Agricultural by the County, it is staff's recommendation to adopt the ordinance. There being no one present to speak against the amendment to the Zoning Ordinance to rezone the property, Mayor Calvin closed the hearing at 7:02 p.m.

Council Member Fagerlie offered a motion to adopt, assign a number and order final publication of the Ordinance Amending the Zoning Ordinance to Rezone the property from G/I to AG. Council Member Plowman seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Calvin recognized Bob Skor, 617 SW 14th Street, who requested to address the Council during the Open Forum. Mr. Skor expressed his opinion relating to the flowers in the downtown suggesting the City take care of the initial planting and then the businesses in the Downtown water the flowers in front of their businesses and residences. He spoke on the censorship of the Open Forum asking why certain people are allowed to talk without stating their names and addresses.

The Finance Committee Report for September 28, 2015 was presented to the Mayor and Council by Council Member Anderson. There were eleven items for consideration.

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

Item No. 2 Independent City Auditor David Euerle of Westberg & Eischens provided the Committee with an overview of the 12/31/14 Audit Report. It was noted that the City overall has very good fund balances. The Waste Treatment Fund has shown strong improvement in operating income over the last

three years and expenses have been relatively flat. Chair Anderson asked about the delay in finalizing the financial statements. Mr. Euerle felt there were several issues causing this problem, including the Finance Department being short staffed, other departments not providing information to the Finance Department in a timely manner, and the auditors not conducting their audit until everything has been compiled by the City. Mr. Euerle suggested that in the future a timeline could be provided to the Committee relating to the audit process. Additionally, he offered to attend meetings to update the Committee with the status of the financial statements. This matter was received by the Council for information only.

Item No. 3 Information Systems Coordinator Ross Smeby explained to the Committee that in preparation for the Cable Franchise renewal, a PEG (Public, Educational and Governmental) Access Assessment will need to be done to review access operations, facility needs and current/future channel capacity need. A proposal for this work has been received from CBG Communications, Inc., of St. Paul, for a not to exceed amount of \$19,920 which includes reimbursable expenses. The Proposed 2016 Budget includes a request for \$20,000 to cover the cost of this assessment. This six-month project needs to be done by the 1st quarter of 2016 so we would need to enter into the agreement now; consequently, the funds have to be allocated in 2015. Staff suggested that Public Improvement Revolving Funds (PIR) be used to fund the agreement in 2015, with the understanding that the 2016 Information Systems Operating Budget will reimburse the PIR Fund. It was noted that this agreement has already been reviewed by the Cable Advisory Committee with a recommended action of sending it to the full council for approval.

The Committee was recommending the Council introduce a resolution to authorize the Mayor and Interim City Administrator to execute the PEG Access Agreement with CBG Communications, Inc., for an amount not to exceed \$19,920 and that Public Improvement Revolving Funds be used to temporarily fund this agreement until 2016, at which time the Information Systems Budget will reimburse the PIR Fund.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

WHEREAS, the City of Willmar is in the process of a cable television franchise renewal for its regional access channels; and

WHEREAS, it is required that a PEG (Public, Educational and Governmental) Access Assessment be conducted to review access operations, facility needs and current/future channel capacity need;

NOW, THEREFORE, BE IT RESOLVED By the City Council of the City of Willmar, Minnesota, that the Mayor and Interim City Administrator be authorized to execute the PEG Access Agreement with CBG Communications, Inc., of St. Paul, MN, for an amount not to exceed \$19,920;

BE IT FURTHER RESOLVED that the Public Improvement Revolving (PIR) Fund be utilized to temporarily fund this agreement and that the PIR Fund be reimbursed via the 2016 Information Systems Professional Services Operating Budget.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 4 Information Systems Coordinator Ross Smeby explained to the Committee that the current HVAC system at the WRAC-8 building cannot adequately remove moisture from the building and there is no air exchanger or windows that allow for air circulation. After an analysis by multiple contractors,

it was determined that a dehumidifier and air exchanger was needed for the building. One of the quotes also included reattaching heater cores in the building since there is a concern that the current heater for the building is not adequate. Also, leaks in the basement need to be sealed to avert future flooding. Staff is recommending that this work, including reattaching the heater cores and sealing the basement leaks, be done by Bullet Proof Mechanical of Willmar for their bid of \$43,219. Funds could be reallocated from the 2015 Capital Outlay budget for Thin Clients which is not being done at this time.

After noting that Chappell Central had only provided a bid on installing an air exchanger only, Chair Anderson asked that Chappell resubmit their bid to cover the same scope of work that Bullet Proof Mechanical provided. Council Member Nelsen stated the City needs a building or facilities manager to help avert these types of issues. For now she feels that the City Engineering Department should look at the issue and then the project should be rebid. Council Member Fagerlie suggested using the two City building officials to inspect the building. After considerable discussion, it was determined that staff should research the issue further and bring back a recommendation as to how to proceed. The Council received this matter for information only.

Item No. 5 Information Systems Coordinator Ross Smeby explained to the Committee that the City's current Computer Use Policy was adopted in 2003. Given the new technology that has been implemented by the City since that time, a complete rewrite of the policy was needed. The new Technology Use Policy was presented for review and approval. Council Member Nelsen raised the issue of using personal email for City business that could subject the City to perform a search on those personal emails. Staff will include in the new policy that all City staff should use only City email addresses when conducting City business.

The Committee was recommending the Council introduce a resolution to adopt the Technology Use Policy, subject to City Attorney review, to include that all City staff use City email addresses when doing City business. Council Member Anderson made the motion to introduce the resolution with Council Member Fagerlie seconding for discussion.

Council Member Nelsen questioned if the term "City staff" included Council Members in this policy as well. Mayor Calvin stated the City Attorney would advise if the term staff includes the Council.

City Attorney Robert Scott stated he did review the policy and suggested a few changes which he felt were consistent with the LMC Guidance for a Technology Use Policy. He noted those changes he suggested have been reflected in the document presented, but also asked to look into the document further to determine if all or just sections of it pertain to the City Council.

Council Member Christianson questioned the implementation of this policy and the violation of the First Amendment stating it all comes down to trust. Council Member Johnson commented on having these restrictions in place when there are times his City iPad has technological issues whereby he has gone to other available computers to conduct City business, thereby limiting us to do things timely.

City Attorney Robert Scott made the comment that City data is public data no matter where it is stored. Council Member Plowman suggested there be two separate policies, one for City staff and another specifically for elected officials. Council Member Nelsen expressed concerns for data privacy and the open meeting law siting emails that have come from all Council Members using a combination of home emails addresses along with City email addresses and official city business being conducted on city emails only.

Council Member Johnson made a motion to table the adoption of the Technology Use Policy. Council Member Christianson seconded the motion, which carried.

Item No. 6 Staff explained to the Committee that the EDC wrote an application to the Blandin Foundation to provide greater Wi-Fi accessibility for users at the Civic Center. The EDC has agreed to provide a grant in the amount of \$8,800 to the City of Willmar to fund these Wi-Fi enhancements. Matching funds are

required for this grant in the amount of \$4,200 from the City with the Willmar Area Curling Club donating an additional \$1,000 for a total project cost of \$14,000. Having this enhancement would benefit dry floor events, school functions, and curling club activities. Questions discussed included frequency of needed updates, security issues, and adequate bandwidth. Council Member Nelsen supported the project stating it would be helpful for students to do their homework. Chair Anderson asked that staff look into charging extra for using Wi-Fi at the Civic Center.

The Committee was recommending the Council introduce a resolution authorizing the Wi-Fi Enhancement Project at the Civic Center in the amount of \$14,000, accepting the EDC Grant of \$8,800, accepting the Willmar Area Curling Club donation of \$1,000, and to direct the Interim City Administrator to send a letter of appreciation to both entities. The recommendation further included reallocating \$4,200 from the 2015 Civic Center Operating Budget to Capital Outlay.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

WHEREAS, the Kandiyohi County/City of Willmar Economic Development Commission (EDC) has written an application to the Blandin Foundation to provide greater Wi-Fi accessibility for users at the Civic Center; and

WHEREAS, the EDC has agreed to provide a grant to the City of Willmar to fund these Wi-Fi enhancements in the amount of \$8,800 which requires matching funds; and

WHEREAS, the Willmar Curling Club has agreed to donate \$1,000 toward this Wi-Fi enhancement at the Civic Center; and

WHEREAS, the total project cost to install this Wi-Fi enhancement at the Civic Center is estimated at \$14,000;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the Wi-Fi Enhancement Project at the Civic Center be approved in the amount of \$14,000; and

BE IT RESOLVED that the EDC Grant in the amount of \$8,800 for the Wi-Fi Enhancement Project be accepted and that the Interim City Administrator be directed to send a letter of appreciation for this grant; and

BE IT RESOLVED that the Willmar Curling Club donation of \$1,000 for the Wi-Fi Enhancement Project be accepted and that the Interim City Administrator be directed to send a letter of appreciation for this donation; and

BE IT FURTHER RESOLVED that \$4,200 be reallocated from the 2015 Civic Center Operating Budget to Capital Outlay and that the budget be amended accordingly.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff explained to the Committee that, at a recent Vision 2040 Steering Committee meeting, it was noted some stakeholders are paying their requested share from current 2015 sources, including the City of Pennock, Willmar Public Schools, New London-Spicer Schools, and Community Christian

School. The last payment made toward Vision 2040 by the City of Willmar was on August 26, 2014. Mayor Calvin asked the Committee to consider contributing the \$5,000 Vision 2040 Stakeholder Request out of the 2015 budget instead of the proposed 2016 budget. The Mayor would like this contribution to be designated for Vision 2040 Marketing and Website Improvements. Sources for 2015 funding of this payment were discussed. Council Member Nelsen expressed her support for Vision 2040 as well as concerns about the increasingly stringent process civic organizations need to follow to submit a request, particularly what changed from last year to this year in the process. She also wants staff to provide a report on the Vision 2020 Contributions as well as the Vision 2040 Contributions to date. Further, she informed the Committee that the Vision 2040 Group would be willing to attend a Council meeting to provide an update on their progress. Council Member Johnson stated he is uncomfortable with making this contribution in that it is not entirely for public purpose. Staff explained that Vision 2040 marketing and website improvements as well as community health initiatives would all be public purpose. The Council received this for information only.

Item No. 8 Staff explained to the Committee that property located at 1300 12th Street SE, identified as Parcel #95-672-0060, had a senior citizen deferment recorded against the property by Melissa A. (Sutherland) Walsh. This lien for a 2010 Street Project, totaling \$4,244.08, was omitted by the title company in a January 22, 2015, sale. This secondary sale does not qualify for continuation of the deferred assessment and pursuant to MS 435.195, the original assessed amount plus interest was due and payable at the time of sale. Apparently, the new owner, Douglas Mulder, was deceived at the time of sale that no payment was due until 2016. No City staff in any office would have indicated such a procedure to the title company. The only practical legal solution is to assess the full amount of \$4,244.08 against the parcel for full collection in 2016.

The Committee was recommending the Council introduce a resolution certifying the deferred assessment of \$4,244.08 for collection on the tax rolls in 2016.

Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the reconstruction of certain streets during the year 2010 (Project 1001); and

WHEREAS, certain property owner(s) made application to the City for delayed payment of tax on special assessments, deferred until such time as the property is sold or transferred, and said property was sold on January 22, 2015, noting the closing documents did not allow for payment to the City of Willmar.

NOW, THEREFORE, BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County for collection in 2016.

Douglas Mulder	95-672-0060	\$4,244.08
1300 12 th Street SE	Lot 6, Block 1	
Willmar	PLEASANT VIEW THIRD ADDITION	

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 9 Staff reported to the Committee that the City's current nuisance weed and grass mowing ordinance allows for a \$35 Administrative Charge to be added to the City mowing charges. Recently, Kandiyohi County added a new fee of \$10.00 for each property tax bill entered into their system, thereby increasing the cost to the City to certify unpaid nuisance grass mowing charges to the County. Staff is recommending a new Administrative Charge of \$50.00 or more. It was noted that the current \$35.00 Administrative Fee was set in May, 2000, by Ordinance No. 1135.

Initially the Committee was recommending the Council direct the City Attorney to draft the proposed change of \$50 for the Administrative Charge. After further discussion, the Committee amended their recommendation to the Council to direct the City Attorney to draft the proposed change to \$75 for the Administrative Charge.

Council Member Anderson moved the recommendation of the Committee directing the City Attorney draft a change to the nuisance ordinance administrative charge of \$75. Council Member Fagerlie seconded the motion.

Interim City Administrator Kevin Halliday clarified to the Council that staff is recommending the \$75 Administrative Charge be set for all the nuisances i.e., weed and grass, snow removal, and garbage clean up and this would require three different ordinance amendments to be drafted.

Council Member Anderson raised the question if the nuisances can be listed in one Ordinance to be drafted for the Council. Interim City Administrator Halliday stated that each of those nuisances have a separate section in the Municipal Code and would require separate ordinance amendments.

Council Member Johnson questioned if City Attorney Robert Scott can draft an ordinance where rather than use the specific dollar amounts it be incorporated by reference that the nuisance fee be as determined by Council resolution from time to time. City Attorney Scott felt this is generally an acceptable practice and can certainly be looked into as an option in this situation.

Council Member Nelsen raised the question of tabling this fee until such time as the other two nuisance fees are raised and come before the Council so it can all be dealt with at the same time.

Interim City Administrator Kevin Halliday restated the direction given to the City Attorney to be to draft one ordinance using verbiage that will allow the Council to set administrative fees by Council resolution from hereafter which will require an ordinance to amend the ordinance.

City Attorney Robert Scott stated for clarity that he understood the motion to be direct him to do what is required to implement the policy direction the Council is setting and he will do that by an amendment to the ordinance. He will determine whether the increase is to be included in the ordinance itself or simply state that those fees will be determined by Council resolution from time to time. He will draft the document to be brought back to Council for consideration.

Following considerable discussion, the motion was repeated which directs the City Attorney to draft the proposed change of \$75 for Administrative Fee where applicable and bring the document back to Council for review. The motion carried.

Item No. 10 Staff explained to the Committee that the lessees of agricultural land lease Tract VIII has requested permission to install drainage tile on the property at no cost to the City and, subsequently, are also requesting that their lease be extended an additional four years for the same rental rate which would bring the expiration date to December 15, 2022. Copies of the new proposed land lease for Tract VIII were provided.

The recommendation of the Committee to the Council was to introduce a resolution to authorize the Mayor and City Administrator to execute the agricultural lease extension for Tract VIII as presented.

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Johnson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, 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 Mayor and Interim City Administrator be authorized to execute the following Land Lease Agreement extension for the period December 15, 2018, to December 15, 2022, between the City of Willmar and the following Lessees:

Mike Arends & Randy/Norm Kveene

Tract 8, Section 23, Township 119N, Range 36W
77.41 acres more or less

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 11 Chair Anderson reminded the Committee that the October 12, 2015, Finance Meeting agenda will include the department directors' presentation of their respective 2016 budgets.

Council Member Anderson made a motion to approve and file the Finance Committee Report for September 28, 2015. Council Member Christianson seconded the motion.

The Public Works/Safety Committee Report for September 29, 2015 was presented to the Mayor and Council by Council Member Christianson. There were twelve items for consideration.

Item No. 1 There was no public comment.

Item No. 2 Police Chief Jim Felt noted the jail census for September 29, 2015 was 172; 95 inmates from the Department of Corrections, 75 inmates from Kandiyohi County, 1 inmate from Big Stone County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 821. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 18 days ahead of 2014 at this date. The Committee discussed the continued frequency of the higher number of calls due to Family Services reporting.

Chief Felt noted the total Fire Department calls for service for the previous two weeks totaled 24, and included 4 fire calls, 13 alarm calls, 3 vehicle accidents, 1 grass fire, and 2 car fires. The total calls for service so far this year is 273, 34 calls above last year. The Police and Fire updates were received by the Council for information only.

Item No. 3 Duininck staff brought forth, for information, the proposed Water View phase 2 infrastructure improvements requesting the City participate in a 50% cost-sharing agreement of the estimated \$1,973,904 project total. Duininck previously presented the proposal at the July 14th Committee meeting asking for City participation, with a resolution adopted for a revised alignment and the City to participate in project financing to the extent the Council recognizes the benefit to the greater community. Duininck provided a revised layout to extend 24th Street to connect with an extension of Lakeland Drive and discussed possible City benefits. The Committee discussed the aspects of the cost-sharing agreement and past developers agreements indicate costs to be 100% developer responsibility. The possible property tax increases of Water View Business Park were discussed if further development were to take place but the timeline of the increase is unknown.

Council Member Christianson raised the question of whether or not the Council should hold discussion on the project at this time questioning the school's site decision being based on the City's decision on cost participation in the proposed development.

Mayor Calvin raised the question if staff has come to an agreement on a layout with Duinick for the site. Public Works Director Sean Christensen stated there is not a revised plat, just a preliminary site layout which does not include the internal layout of the streets for the school. Planning and Development Director Bruce Peterson addressed the Council informing them that neither of the sites the school is looking at have come before the Planning Commission and this particular site plan would require amending the original Water View Business Park Plat. The project is at a standstill at least until the City has made a decision as to cost participation as it relates to the Duinick site.

Council Member Christianson commented the entire decision is money-related which is determined by what percentage of this project benefits the City, the school and Duinicks. Council Member Anderson commented on the Public Works/Safety Committee minutes stating past developer's agreements indicate costs to be 100% developer responsibility which is what the City has always done and his concern of setting a precedent.

After further discussion no action was taken with the Council realizing the level of financial support as the main concern and what the benefit would be to the City and what type of precedent this would set. This was received by the Council for information only.

Item No. 4 Staff brought forth, for approval, to award the Wastewater Pretreatment Consultant Services contract to Bolton & Menk and authorize signatures to execute an agreement in the amount of \$29,875. Staff solicited proposals from engineering firms for the development of an MPCA Delegated Pretreatment Program as required by the Wastewater Treatment NPDES Permit. Two proposals were received from Bolton & Menk and SEH, with Bolton & Menk being the recommended firm for the project. The Committee discussed the need for a consultant on tasks of this nature with staff reporting in future years the Environmental Specialist should be able to handle these functions of the MPCA permits in the future. The Committee was recommending the Council award the consultant service contract of the Pretreatment Program to Bolton & Menk and authorize signatures to execute an agreement in the amount of \$29,875.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

Whereas the City of Willmar desires to retain a firm to provide consultant services for the Wastewater Pretreatment Program; and

Whereas a proposal has been made by the firm of Bolton & Menk, Inc. at an estimated cost of \$29,875.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the award of a continuing professional services agreement with Donohue for the first step in the City's approved 20 year compliance schedule of the NPDES permit regarding salty discharge, SIU permit assistance and wastewater operations and engineering assistance on a task order basis. The Committee was recommending the Council award the continuing professional services agreement with Donohue for the NPDES permit assistance, SUI permit assistance, wastewater operations and engineering assistance.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

Whereas the City of Willmar desires to retain a firm to provide consultant services for NPDES permit assistance, SUI permit assistance and wastewater operations and engineering assistance; and

Whereas a proposal has been made by the firm of Donohue & Associates not to exceed \$65,370.00;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, Civic Center HVAC Change Order No. 1 in the amount of \$19,567. The City contracted with Stevens Engineering for the design and construction related services contract in June, 2015 for the replacement of the dehumidification system in the Cardinal and Blue Line Arena, infrared heater adjustments and updating electrical equipment. Change Order No. 1 adds a heating section to the dehumidification unit for the Cardinal Arena supplying primary heat. It was the recommendation of the Committee that the Council approve the Civic Center HVAC Change Order No. 1 in the amount of \$19,567.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, 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 Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the Civic Center HVAC Design & Construction Services between the City of Willmar and Stevens Engineering of Hudson, Wisconsin by Change Order No. 1 in the increased amount of \$19,567.00.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for information, the analysis of the Priority 2 playground equipment with recommendations for the units for repair, removal or to remain as is. The City's Certified Playground Inspectors previously inspected the 230 individual pieces of equipment in the City's 28 parks.

Each piece was given a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and 5 signifying no issues and the Priority 1 equipment was removed. The Committee requested further information on repairs and costs of the repairs for the Priority 2 units. This was received by the Council for information only and will be brought back at the next Public Works/Safety Committee meeting.

Item No. 8 Staff brought forth, for approval, the application for a grant with matching funds for playground systems to be purchased in 2015 and installed in 2016 with Gametime Playground Systems. The organization will match every dollar spent over \$75,000 on the purchase of equipment prior to November 13, 2015. The 2015 CIP includes \$150,000 for park development priorities and to date \$62,000 has been expended. Staff is proposing purchasing between \$75,000 and \$90,000 worth of equipment through the grant and also has WCER Board approval. The Committee was recommending the Council approve the grant application with Gametime Playground Systems for matching dollars to purchase playground systems.

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

RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar to approve an application by the City of Willmar for, and the acceptance of, Gametime Playground Systems Grant for the matching dollars over \$75,000 on the purchase of playground equipment.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday

Attest: City Clerk

Item No. 9 Staff brought forth, for information, the cooling design options of the Auditorium. It was previously noted the Auditorium is not equipped with a cooling system, with the 2014 Master Plan of the building noted cooling as a low priority and listed cooling options in Step 5 and only Steps 1-3 were completed. The gun range air handling unit does not indicate a space for a cooling coil but the engineer believes it could possibly be installed and there are locations for coils to be installed in the training room and gym units. Following discussion, the Committee requested a copy of the Master Plan to review before determining further action. The Council received this for information only.

Item No. 10 Staff brought forth, for information, the final settlement agreement including the termination of easements at the Airport with Kvam. The City gains the extinguishing of the two easements it originally granted Kvam in the condemnation of their properties for the construction of the airport. These easements caused the City to be out of compliance with its grant obligations to the FAA. The City is granting Kvam access of the properties for farming purposes, a 50% reduction in rent for leasing parcels 10-A and 9-B to the Kvam trust over a ten-year period, a one-time payment of \$2,500 as partial reimbursement for the Kvam's attorney fees and the agreement to pay a termination fees in the unlikely event the FAA requires the city to terminate the licenses across parcel 10-A in the amount of \$70,000 and parcel 24-A in the amount of \$40,000. Upon execution of the settlement agreement, the FAA will release \$600,000 in funds previously held due to the City's non-compliance and \$150,000 annually thereafter. The Committee was recommending the Council approve the Settlement Agreement and Easement Termination.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Anderson, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 9

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA APPROVING A SETTLEMENT AGREEMENT RESOLVING THE CITY'S CONDEMNATION OF INTERESTS IN REAL PROPERTY FOR AIRPORT PURPOSES AND LICENSE AGREEMENTS FOR ACCESS ACROSS AIRPORT PROPERTY

WHEREAS, the City of Willmar (the "City"), a Home Rule Charter City, owns and operates the Willmar Municipal Airport (the "Airport") in the City, which was constructed beginning in 2005 and opened to the public on September 5, 2006; and

WHEREAS, pursuant to Willmar City Council Resolution No. 5, passed November 17, 2014, the City commenced eminent domain proceedings in Kandiyohi County District Court, Case File No. 34-CV-14-609 (the "eminent domain action"), to reacquire and extinguish certain permanent easements for ingress and egress across City-owned parcels 10-A and 24-A of the Willmar Municipal Airport Right-of-Way Plat No. 1-1 on file with the Kandiyohi County Recorder (the "easements") that had been granted to the Andrew Kvam Trust "B" and Philip I. Kvam (collectively, the "Kvam parties"), respectively; and

WHEREAS, the City's staff and its legal counsel have negotiated a settlement of the eminent domain action with the Kvam parties pursuant to which the City will reacquire and extinguish the easements in exchange for granting licenses to the Kvam parties which allow them similar access to their properties as the easements did and other consideration, all as outlined in the Settlement Agreement and exhibits thereto appended to this Resolution (the "Settlement Agreement"); and

WHEREAS, the City Council approves of the terms of settlement contained in the Settlement Agreement and wishes to settle the eminent domain action pursuant to such terms.

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

1. The Settlement Agreement appended hereto is hereby approved, and the Mayor and City Administrator are authorized to execute the same on behalf of the City.
2. The Termination of Easement forms attached to the Settlement Agreement as Exhibits 1 and 2 are each hereby approved, and the Mayor and City Administrator are authorized to execute the same on behalf of the City.
3. The License Agreements attached to the Settlement Agreement as Exhibits 3 and 4 are each hereby approved, and the Mayor and City Administrator are authorized to execute the same on behalf of the City.

Dated this 5th day of October, 2015.

/s/ Mary Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 11 Staff brought forth, for information, the proposed easement agreement with the City and CenterPoint Energy for a 6'x6' exclusive easement to install a new gas meter in the southwest corner at the Dental Office located directly behind City Hall. The office was recently purchased by a new dentist and upon inspection of the building the gas meter was found to be out of compliance and would need to be relocated by CenterPoint Energy. The Committee was recommending the Council approve the acceptance of the easement with CenterPoint Energy for 512 Becker Ave SW upon review by Attorney Robert Scott.

Resolution No. 10 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO.10

WHEREAS, it was determined upon the inspection for the sale of the property at 512 SW Becker Avenue that the gas meter was out of compliance and would need to be relocated by CenterPoint Energy; and

WHEREAS, an agreement between the City and CenterPoint Energy has been prepared for a 6' x 6' utility easement for the installation of a new gas meter adjacent to southwest corner of the property and within the City's property at 333 SW 6th Street;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Mayor and City Administrator are hereby authorized to sign said easement on behalf of the City contingent upon the easement being approved by the City Attorney.

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 12 An update on the findings of the examination of overgrown vegetation of branch 3 of Ditch 23A by Valley Golf Course was requested from staff. This was received for information only by the Council.

The Committee was recommending the Council direct staff to contact the owners of the Mills property downtown to inquire about using the lot for overflow parking at events and future use. Council Member Christianson moved the recommendation of the Committee. Council Member Ahmann seconded the motion, which carried.

Council Member Christianson made a motion to approve and file the Public Works/Safety Committee Report for September 29, 2015. Council Member Anderson seconded the motion.

Interim City Administrator Kevin Halliday presented for Council consideration the resolution, in accordance with Minnesota Statutes, appointing election judges for the Ward 4 Special Election scheduled for November 10, 2015.

Resolution No. 11 was introduced by Council Member Anderson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO.11

BE IT RESOLVED, that the individuals listed below be appointed as Judges to work at the Ward 4 Special Election in the City of Willmar on Tuesday, November 10, 2015:

WARD FOUR	Precinct One:	David Rogers, Co-Head Judge
		Dan Reigstad, Co-Head Judge
		Sandra George
		Joan Gleasman
		Kent Skoglund

Precinct Two: Dennis Krueger, Co-Head Judge
Ardell Engwall, Co-Head Judge
Sally McAdams
Carl Shuldes
Mary Konieczny

Precinct Three: Suzanne Rogers, Co-Head Judge
Connie Heath, Co-Head Judge
Janice Krueger
Duane Bock
Mary Bock
Janice Crackel

Absentee Judges: Marv Kray
Ardell Engwall

Absentee Ballot Board Marv Kray
Jan Lindblad
Dennis Stienessen

Dated this 5th day of October, 2015.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Announcements for Council Committee meeting dates were as follows: Finance (Full Council), 4:45 p.m. at Council Chambers, October 12; Public Works/Safety, 4:45 p.m. at City Hall, October 13; and Labor Relation, 4:45 p.m. at City Hall, October 14, 2015.

Mayor Calvin reminded the Council that their next meeting on October 19th will start at 5:00 p.m. at the Council Chambers to meet with Gary Weirs and review the finalists for the City Administrator position. The meeting is open to the public and the intent of the meeting is to select those individuals to interview. He also announced the Council Retreat scheduled for October 16th starting at 1:30 at the Willmar Conference Center with the Big River Group, LLC.

Mayor Calvin congratulated Steve Linder and KWLM on their 75th Anniversary and thanked the group for all they have given to the community.

The National Guard Deployment is scheduled for Thursday, October 8th at 11:00 a.m. at the Senior High School. They are asking for participation by the community for a good send off.

Mayor Calvin addressed the Council stating as a Council we have tough issues before us every day. We need to put our past behind us and acquire positive synergy to move forward in a new direction collectively, as a group. He asked the public to allow them get there work done during the Council Retreat and get our community moving in a positive direction. He urged the Council to get behind each other and support each other.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:50 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL

FINANCE COMMITTEE

MINUTES

The Finance Committee and Full Council of the City of Willmar met on Monday, October 12, 2015, in the Council Chambers at the Willmar Municipal Utilities Building.

Present: Denis Anderson Chair
Ron Christianson Member
Rick Fagerlie Member
Audrey Nelsen Member

Others present: Mayor Marv Calvin, Council Member Andrew Plowman, Finance Director Steve Okins, Interim City Administrator/City Clerk Kevin Halliday, Planning and Development Services Director Bruce Peterson, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, Community Ed & Rec Director Steve Brisendine, IT Coordinator Ross Smeby, and Accounting Supervisor Carol Cunningham.

Item No. 1 Call to Order

The meeting was called to order by Mayor Marv Calvin at 4:45 p.m. who noted that this is a Finance Committee meeting with full council participation for purposes of discussing the 2016 Mayor's Proposed Budget. Chair Denis Anderson arrived at this time.

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Consideration of Proposed 2016 Departmental Budgets (Motions)

Various departments are presenting their proposed 2016 budgets at this time for Council's approval.

Discussion began with the Planning and Development Services proposed 2016 budget. Director Peterson reviewed this budget noting no real significant changes except for Personal Services which includes the addition of the Downtown Development Coordinator position of just under \$66,000. Other areas include an increase in Travel/Conferences/Schools to increase staff training for ISO Certifications, and an increase in Insurance/Bonds which is a result of the City-wide change to distribute this cost among individual departments rather than entirely allocated to a non-departmental account.

Council Member Christianson raised concerns about the need for a Downtown Development Coordinator position. Chair Anderson said that since the current Planner splits time between airport issues and planning issues, maybe the City should look at hiring a full-time airport manager, thereby allowing the Planner to dedicate time toward planning and development issues. Council Member Nelsen wondered why half the Planner's time is not charged to the airport since that portion is spent on airport issues. Staff explained that due to budget cuts a few years ago, the Planner was given the airport responsibility but that was never meant to be a permanent situation. Further, expenditures in the Airport Fund, even without the salary, are more than sufficient to substantiate the maximum reimbursement available from the State of Minnesota.

Mayor Calvin stated he would like to see the funding for the Downtown Development Coordinator position left in the 2016 budget but does not want to fill it until the new City Administrator is hired. Council Member Nelsen supports looking at and exploring the makeup of the position. It was noted that the budget may be approved with the additional \$66,000 without approving the position at this time.

Following discussion, Chair Anderson made a motion to include \$578,356 for the Planning and Development Services Department in the Proposed 2016 Budget. Council Member Nelsen seconded the motion. Council Member Christianson made a motion to reduce the 2016 Planning and Development Services Department Budget by \$66,000. This motion died for lack of a second. The original motion approving \$578,356 for the 2016 Planning and Development Services Budget was then voted on and carried.

Coordinator Ross Smeby reviewed the proposed 2016 Information Technology (IT) Budget explaining several changes from the previous year. The required renewal of the WRAC-8 agreement has caused increases in both Licenses/Taxes and Professional Services. Communications is increasing to accommodate ongoing costs. Small Tools is also increasing because there are several items needing replacement. It was noted that the Cable Advisory Committee has recommended that WRAC-8 be split out of the IT Budget for reporting purposes. This issue will be addressed in the future. Various Council members requested an upgrade for their tablets/software. Mr. Smeby recommended utilizing funds from another unused CIP project rather than adding this expenditure to the operating budget.

Following discussion, Chair Anderson made a motion to include \$631,827 for the Information Technology Department in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Chief Jim Felt reviewed the Proposed 2016 Police Department Budget with the Committee. There is an increase in the Overtime Budget to more accurately reflect anticipated costs. Part-Time Salaries was increased to reflect a proposal for Community Service Officers hourly rate to be set at \$10 with a \$.50 increase after each of the first and second year. It is also being proposed that a part-time position be added sometime next year that would be scheduled for about 16 hours per week to assist with crime prevention projects and to assist with grant writing. Small Tools is increasing for purchasing defibrillators and Subsistence of Persons is increasing substantially to purchase body armor replacements needed. Travel is also increasing for anticipated training costs. It was noted that the Humane Society charges have been put back into the Police Department Budget, from Non-Departmental, thereby increasing Professional Services. Further, it was discovered that due to a typographical error, the amount budgeted under Rents should not be \$47,052 but should be \$4,705. The revised total of the Proposed 2016 Police Department Budget is \$4,216,972.

Following discussion, Chair Anderson made a motion to include \$4,216,972 for the Police Department in the Proposed 2016 Budget. Council Member Nelsen seconded the motion which carried.

Chief Frank Hanson reviewed the Proposed 2016 Fire Department Budget with the Committee. Personal Services is increasing substantially to reflect additional costs anticipated to achieve the desired level of 40 firefighters. In pursuit of that goal, five have recently been hired with an additional five anticipated to be hired in January, 2016. Further, the Department will be doubling its public education effort through which firefighters spend time going out into the community.

Other areas increasing include Maintenance of Equipment for painting fire hydrants, Subsistence of Persons to replace helmets and boots, and Professional Services. Typographical errors were noted under Travel/Conferences/Schools which should be \$5,000 less and under Maintenance of Equipment which should be \$5,000 more.

Following discussion, Chair Anderson made a motion to include \$766,241 for the Fire Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Director Sean Christensen reviewed the Proposed 2016 City Hall Budget with the Committee, noting not much change from the previous year except for the increase in Maintenance of Structures for needed air conditioning repairs.

Following discussion, Chair Anderson made a motion to include \$125,355 for the City Hall Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Director Christensen reviewed the Proposed 2016 Engineering Budget with the Committee, noting not much change from the previous year except for the decrease in Licenses/Taxes. Most of these costs were moved to Information Technology since they were for software and hardware costs.

Following discussion, Chair Anderson made a motion to include \$564,602 for the Engineering Department in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Director Christensen reviewed the Proposed 2016 Public Works Budget with the Committee, noting various line item increases and decreases, resulting in a total net increase of \$10,000.

Following discussion, Chair Anderson made a motion to include \$2,490,185 for the Public Works Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Council Member Nelson then brought up concerns about Community Education and Recreation staff covering work normally performed by Public Works staff because of short staffing issues and that adding staff should be researched.

Director Christensen reviewed the Proposed 2016 Airport Budget with the Committee. It was noted that Transfers In are required to balance the fund while Transfers Out are for the Capital Improvement Program. Since Capital Projects for the Airport were recently reduced by \$126,500 by the Council, both of these line items should be reduced by that amount.

Following discussion, Chair Anderson made a motion to include \$709,472 for the Airport Fund in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Director Christensen reviewed the Proposed 2016 Waste Treatment Plant Budget with the Committee. Staff reported that General Supplies were substantially decreased due to lower than anticipated chemical usage. It was also noted that sewer rates are in place through 2017, working toward the goal of achieving reserves of one year debt service and six months operating costs.

Following discussion, Chair Anderson made a motion to include \$9,165,051 for the Waste Treatment Plant Fund in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Community Education and Recreation Director Steve Brisendine reviewed the Proposed 2016 Auditorium Budget with the Committee noting it's similarity to 2015 with the exception of utilities. With the new HVAC system, those costs are estimated to be slightly higher. Further, additional part-time salaries were not included for staffing the gun range, but it is estimated those costs would be \$2,500; consequently, staff is requesting approval to increase Personal Services by \$2,500. Council Member Nelsen was of the understanding that there should be a staff member present at all times when the Auditorium is open and not just for the Gun Range. Mr. Brisendine responded that various program staff are present during other uses of the facility, only the Gun Range is not staffed at this time.

Following discussion, Chair Anderson made a motion to include \$53,901, which includes \$2,500 for part-time staff costs for the Gun Range, for the Auditorium in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Director Brisendine reviewed the Proposed 2016 Leisure Services Budget with the Committee. The only major change from the previous year is an increase in Part-Time Salaries which is being requested because of an increase in programs offered and the increase in minimum wage. Council Member Nelsen raised concerns about short-staffing issues and school staff covering City buildings. She also stated the Community Center Board asked for an increase to the budget to staff a presence at the building. Staff explained that there are already a couple of employees that spend time at the Community Center to administer various programs located there. Staff also noted that budget amendments for 2015 as well as 2016 will be forthcoming for Council approval to adjust for the changes in staffing allocations over the last

year due to retirements. Council Member Nelsen asked that these allocations be shared with the Community Ed and Rec Advisory Board.

Following discussion, Chair Anderson made a motion to include \$484,933 for the Leisure Services Department in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Director Brisendine reviewed the Proposed 2016 Civic Center Budget with the Committee which reflects an increase in Part-Time Salaries and Utilities. It is anticipated that additional part-time staff is needed to assist the Arena Manager due to the loss of an Administrative Assistant earlier this year.

Following discussion, Council Member Christianson made a motion to include \$607,077 for the Civic Center in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Director Brisendine reviewed the Proposed 2016 Community Center Budget with the Committee which reflects an increase of about \$14,000 in Maintenance of Other Improvements to purchase tables and chairs for the building.

Following discussion, Council Member Christianson made a motion to include \$119,735 for the Community Center in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Director Brisendine reviewed the Proposed 2016 Aquatic Center Budget with the Committee which reflects an increase of about \$8,000 in Part-Time Salaries for the purpose of increasing Life Guard wages.

Following discussion, Chair Anderson made a motion to include \$191,275 for the Aquatic Center in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Director Steve Okins reviewed the Proposed 2016 Finance Department with the Committee which reflects an increase in Personal Services to accommodate the new Human Resources (HR) position proposed by the Mayor. Council Member Nelson stated she supports the need for an HR position but does not support having the HR position in the Finance Department.

Following discussion, Chair Anderson made a motion to include \$466,354 for the Finance Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion. Council Member Nelsen again stated it is inappropriate to leave the HR position in the Finance Department. Council Member Fagerlie felt it should be left in Finance and then discuss the possibility of moving it in the future. Mayor Calvin stated there will be future discussion on where the HR position should be located in the organization, however, approving the Finance Budget as presented now would allow for the possibility of adding that position to the organization in 2016. Council Member Nelsen made a motion, to amend the original motion, to move the HR dollars to a different line item as a stand-alone position. This motion died for a lack of a second. The original motion to include \$466,354 for the Finance Department in the Proposed 2016 Budget was then voted on and passed on a 4-1 vote with Council Member Nelsen voting no.

Director Okins reviewed the Proposed 2016 General Government Non-Departmental Expenditure Budget with the Committee.

Following discussion, Chair Anderson made a motion to include \$1,170,000 for General Government Non-Departmental Expenditures in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Director Okins reviewed the Proposed 2016 Public Safety Non-Departmental Expenditure Budget with the Committee, noting this is primarily used for civil defense sirens.

Following discussion, Chair Anderson made a motion to include \$15,000 for Public Safety Non-Departmental Expenditures in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Chair Anderson called a recess at this time of 6:50 PM. The meeting reconvened at 6:54 PM.

Director Okins reviewed the Proposed 2016 Public Works Non-Departmental Expenditure Budget with the Committee, noting this is primarily used for State-mandated drug testing. This random testing may be done on employees in any department; however, to date it has mostly been done in Public Works.

Following discussion, Chair Anderson made a motion to include \$2,000 for Public Works Non-Departmental Expenditures in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Director Okins reviewed the Proposed 2016 Transfers-Out Budget with the Committee.

Following discussion, Chair Anderson made a motion to include \$2,009,787 for Transfers Out in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Director Okins reviewed the Proposed 2016 Library Budget with the Committee, noting this is the City's share of contributions needed for the Pioneerland Library System. Per the Maintenance of Effort Agreement, notification is received from the Department of Education of the City share. There is also an agreement with Kandiyohi County under which the City is responsible for a share of maintenance of the building.

Following discussion, Chair Anderson made a motion to include \$503,144 for the Library in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 City Administrator Department Budget with the Committee. Staff noted since this budget was prepared prior to Council's direction to increase the potential salary for hiring the new City Administrator, Salaries in this department have not been increased to accommodate that potential.

Following discussion, Chair Anderson made a motion to include \$258,058 for the City Administrator Department in the Proposed 2016 Budget. Council Member Nelsen seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 Mayor/Council Department Budget with the Committee, noting that Salaries have not been increased. Discussion has previously taken place regarding that issue, however, protocol for increasing the Mayor/Council salaries is to adopt an ordinance to establish the new salaries and then to implement the ordinance after the following election. Subsequently, in this case, changes to salaries would not be effective until 2017. Mr. Halliday also provided a detail of some of the items included in the budget for Subscriptions/Memberships: Coalition of Greater Minnesota Cities \$37,000, National League of Cities \$1,500, League of MN Cities \$5,500, Main Street \$100, Minnesota Mayors Association \$50; and Community Marketing Coalition \$1,500.

It was also noted that some of the costs budgeted under Professional Services include Kandiyohi County recording fees and the cost for the Council's retreat.

Council Member Nelsen would like steps to be taken to pursue salary increases for the Mayor/Council and to research insurance available for the Mayor and Council Members through the League of Minnesota Cities both for time commitment and for the future. She would like to see what other cities are doing in this regard.

Chair Anderson felt it would be important for Council Members to attend Community Events and asked if it was possible to accommodate paying for this cost. Staff explained the City could pay for the Council

Member but not for the spouse. Chair Anderson suggested that a procedure be established for this and that this type of expenditure be included in the budget.

Following discussion, Chair Anderson made a motion to include \$202,100 for the Mayor/Council Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 City Clerk/Treasurer Department Budget with the Committee noting no major changes from the previous year.

Following discussion, Chair Anderson made a motion to include \$195,842 for the City Clerk/Treasurer Department in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 Assessing Department Budget with the Committee. It was noted that Personal Services reflects estimates for both the current Assessor's contract plus the three employees in the Assessing Department. Council had given direction to utilize amounts from the unfilled Assessor's position to fund the Assessor's Contract.

Following discussion, Chair Anderson made a motion to include \$328,335 for the Assessing Department in the Proposed 2016 Budget. Council Member Plowman seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 Legal Department Budget with the Committee, noting no change from the previous year. Mayor Calvin felt the City could significantly reduce costs by employing staff for the legal department instead of contracting out those services. It was determined this item would be discussed with the new City Administrator.

Following discussion, Chair Anderson made a motion to include \$250,000 for the Legal Department in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 Elections Department Budget with the Committee, noting that 2016 is an election year which is the reason for the increase over 2015.

Following discussion, Council Member Christianson made a motion to include \$55,269 for the Elections Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Interim City Administrator Kevin Halliday reviewed the Proposed 2016 Transit Department Budget with the Committee, noting the increase of \$5,000 over the previous year's request from Central Community Transit.

Following discussion, Council Member Christianson made a motion to include \$25,000 for the Transit Department in the Proposed 2016 Budget. Council Member Fagerlie seconded the motion which carried.

Director Okins reviewed the Proposed 2016 General Fund Revenues with the Committee. One new revenue source proposed by the Mayor was the Centerpoint Energy Franchise Fees for \$250,000. Council Member Christianson does not feel this should be instituted, mostly because he is against adding more taxes for customers. Council Member Plowman feels the only reason to raise taxes should be for a specific purpose and not to simply balance the operating budget, so he would oppose a franchise fee.

Following discussion, Council Member Christianson made a motion to remove the Centerpoint Energy Franchise Fee Revenue in the amount of \$250,000 from the Proposed 2016 General Fund Budget. Council Member Plowman seconded the motion which carried.

Following discussion, Chair Anderson made a motion to include \$15,512,474 less \$250,000 Franchise Fees for a new total of \$15,262,474 for General Fund Revenues in the Proposed 2016 Budget. Council Member Christianson seconded the motion which carried.

Director Okins stated that pursuant to Council actions taken at this meeting, the final numbers for the 2016 Budget will be compiled and provided to the Council.

Chair Anderson reminded the Committee that Rice Hospital, Willmar Municipal Utilities and other outside agencies will present their 2016 Budgets at the November 23, 2015, Finance Committee Meeting. Also at that meeting, Council action will be required for the Truth In Taxation Hearing to be held December 7, 2015.

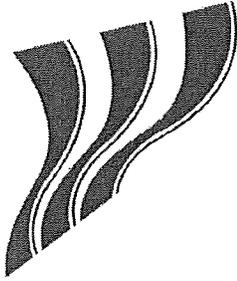
It was the consensus of the Committee to direct staff to provide recommendations for the excess funds available pursuant to the reductions made to date.

There being no further business to come before the Committee, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor



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

Agenda Item Number: 3

Meeting Date: October 12, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

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

Originating Department: Finance

Agenda Item: 2016 Mayor's Proposed Departmental Operating Budgets

Recommended Action: Motions to recommend approval.

Background/Summary: Review and discuss the 2016 Proposed Departmental Operating Budgets for the General, Airport, and Waste Treatment Funds. Staff will be present to explain significant changes or answer any questions. Please refer to the Dropbox for detailed information.

Alternatives: Continue discussion at future meetings or request additional information from staff.

Financial Considerations: 2016 Operating Budgets.

Preparer: Steve Okins, Finance Director

Signature:

Comments:

2016

General Fund

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. It has more diverse sources than other funds, and includes property taxes, licenses, permits, fines and forfeits, intergovernmental revenues, service charges, rents and investment interest earnings. The fund's resources finance a wide range of functions including current operations of general government, public safety, public works and non-departmental general expenditures.

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Adopted</u>	<u>2016</u> <u>Mayor Proposed</u>	<u>2016</u> <u>Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	14,993,344	13,735,040	14,119,279	13,583,596	13,583,596
Revenues	14,516,277	15,639,809	15,158,049	15,512,474	0
Operating	(13,178,681)	(13,395,549)	(13,773,791)	(14,433,983)	0
Capital Transfers	(2,595,900)	(1,860,021)	(1,919,941)	(2,009,787)	0
Expenditures	<u>(15,774,581)</u>	<u>(15,255,570)</u>	<u>(15,693,732)</u>	<u>(16,443,770)</u>	<u>0</u>
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u><u>13,735,040</u></u>	<u><u>14,119,279</u></u>	<u><u>13,583,596</u></u>	<u><u>12,652,300</u></u>	<u><u>13,583,596</u></u>

SUMMARY OF EXPENDITURES BY FUNCTION

GENERAL FUND

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Revised</u>	2016 <u>Proposed</u>
GENERAL GOVERNMENT					
CITY ADMINISTRATOR	236,273	270,496	264,766	258,733	258,058
MAYOR & COUNCIL	187,322	214,797	179,004	198,858	202,100
PLANNING & DEVELOPMENT	458,200	488,582	493,307	499,286	578,356
CITY CLERK-TREASURER	207,603	205,837	195,545	196,542	195,842
ASSESSING	234,101	225,833	257,681	268,111	328,335
FINANCE	362,821	337,360	354,908	389,013	466,354
LEGAL	197,952	263,434	297,501	250,000	250,000
CITY HALL	172,426	121,200	99,421	117,705	125,355
INFORMATION TECHNOLOGY	234,925	383,763	424,266	506,227	631,827
ELECTIONS	49,878	21,139	45,506	22,953	55,269
NON-DEPARTMENTAL	1,237,140	1,768,241	1,542,620	1,089,616	1,170,000
TOTAL GENERAL GOV'T	<u>3,578,641</u>	<u>4,300,682</u>	<u>4,154,525</u>	<u>3,797,044</u>	<u>4,261,496</u>
PUBLIC SAFETY					
POLICE DEPARTMENT	3,828,289	3,868,615	3,847,593	4,136,182	4,259,319
FIRE PROTECTION	541,000	584,143	596,457	685,179	766,241
NON-DEPARTMENTAL	33,868	44,990	12,059	15,000	15,000
TOTAL PUBLIC SAFETY	<u>4,403,157</u>	<u>4,497,748</u>	<u>4,456,109</u>	<u>4,836,361</u>	<u>5,040,560</u>
PUBLIC WORKS					
TRANSIT SYSTEM	9,000	13,000	15,000	20,000	25,000
ENGINEERING	426,674	281,148	558,442	603,052	564,602
PUBLIC WORKS	2,989,356	2,233,126	2,301,579	2,480,185	2,490,185
NON-DEPARTMENTAL	242,486	873	54,837	2,000	2,000
AIRPORT	229,720	----	----	----	----
TOTAL PUBLIC WORKS	<u>3,897,236</u>	<u>2,528,147</u>	<u>2,929,858</u>	<u>3,105,237</u>	<u>3,081,787</u>

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Revised</u>	2016 <u>Proposed</u>
HEALTH & SOCIAL SERVICES					
NON-DEPARTMENTAL	15,000	----	----	----	----
TOTAL HEALTH/SOC SER	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CULTURE & RECREATION					
LIBRARY	413,512	500,988	436,938	497,643	503,144
AUDITORIUM	48,063	44,346	32,641	55,850	51,401
NON-DEPARTMENTAL	64,500	98,718	96,203	120,000	92,575
PARK DEVELOPMENT	45,000	----	----	----	----
LEISURE SERVICES	411,004	329,457	407,796	472,356	484,933
CIVIC CENTER	625,698	574,454	570,484	593,593	607,077
COMMUNITY CENTER	64,822	121,061	108,644	109,985	119,735
AQUATIC CENTER	174,730	183,080	202,352	185,722	191,275
TOTAL CULTURE/RECR	<u>1,847,329</u>	<u>1,852,104</u>	<u>1,855,058</u>	<u>2,035,149</u>	<u>2,050,140</u>
OTHER FINANCING USES					
TRANSFERS OUT	180,078	2,595,900	1,860,021	1,919,941	2,009,787
TOTAL OTHER FINANC	<u>180,078</u>	<u>2,595,900</u>	<u>1,860,021</u>	<u>1,919,941</u>	<u>2,009,787</u>
GRAND TOTAL	<u><u>13,921,441</u></u>	<u><u>15,774,581</u></u>	<u><u>15,255,571</u></u>	<u><u>15,693,732</u></u>	<u><u>16,443,770</u></u>

SUMMARY OF REVENUE ACCOUNTS

GENERAL FUND

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Revised</u>	2016 <u>Proposed</u>
TAXES					
CURRENT AD VALOREM	3,899,155	4,089,457	4,046,221	4,451,028	4,451,028
DELINQUENT AD VALOREM	66,276	38,138	84,538	70,000	80,000
FRANCHISE FEE	----	251,481	267,227	250,000	500,000
LICENSES AND PERMITS	293,104	542,405	544,182	334,375	335,930
INTERGOVERNMENTAL					
OTHER AIDS	805,068	794,264	839,549	805,941	799,441
LOCAL GOVERNMENT AID	4,052,790	4,052,790	4,439,722	4,489,313	4,505,367
SERVICE CHARGES	896,567	733,932	773,389	761,850	745,695
FINES AND FORFEITS	153,648	153,774	167,157	152,000	160,500
SPECIAL ASSESSMENTS	1,767	12,745	1,858	1,700	2,000
MISCELLANEOUS REVENUE	917,185	975,021	1,484,426	945,500	975,100
OTHER FINANCING SOURCES	3,638,105	2,872,270	2,991,539	2,896,342	2,957,413
EXTRAORDINARY ITEMS	----	----	----	----	----
TOTAL	<u>14,723,665</u>	<u>14,516,277</u>	<u>15,639,808</u>	<u>15,158,049</u>	<u>15,512,474</u>

2016

Airport Operations

The Airport Operations Fund was established to comply with FAA and State Aeronautics grant assurances. Starting as soon as the land release is obtained from the FAA, this fund will no longer receive rental income from the Old Airport Site.

	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Mayor Proposed</u>	<u>2016</u> <u>Adopted</u>
Unassigned Bal. \$	----	----	----	----	----
Assigned Bal.	----	13,826	44,262	30,436	30,436
Revenues	222,445	432,502	412,424	679,036	0
Expenditures	(208,619)	(402,066)	(426,250)	(709,472)	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>13,826</u>	<u>44,262</u>	<u>30,436</u>	<u>0</u>	<u>30,436</u>

2016

WASTE TREATMENT PLANT FUND

The Waste Treatment Plant involves the operation, maintenance, collection and treatment of sewage for the City of Willmar and Eagle Lake Sewer District.

During 1983, improvements to the plant costing approximately \$10,000,000 were completed.

The City sold bonds totaling \$1,290,000 to pay for their share. These bonds will be paid through sewer charges. Due to the plant odor problem, the City, in 1988, sold \$3,250,000 worth of General Obligation Revenue Bonds with an increase in sewer rates to repay them.

In 1996 the City issued a Public Facilities note in the amount of \$4,300,000 for a sludge storage facility with the intent to repay the note with sewer rate increases. Starting in 2005 the City started the process to relocate the Treatment Plant approximately 4 miles west of the city at an estimated cost of \$86 million plus, funded by Grants, Loans and Fees.

Beginning in 2011, the new plant became fully operational and reserves will be set at one year debt service and six months of operational costs.

Capital Outlay	385,412	93,000	1,278,500	1,532,000	1,278,500
Debt Principal	2,463,940	2,551,780	2,627,137	2,755,564	2,627,137
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	<u>Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	6,504,215	5,873,728	7,342,167	7,234,936	7,234,936
Revenues	7,556,218	9,300,218	8,964,320	9,523,831	0
Operating	(5,909,256)	(5,576,020)	(6,794,202)	(6,901,051)	0
Depreciation	(2,277,449)	(2,255,759)	(2,277,349)	(2,264,000)	0
Expenditures	(8,186,705)	(7,831,779)	(9,071,551)	(9,165,051)	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>5,873,728</u>	<u>7,342,167</u>	<u>7,234,936</u>	<u>7,593,716</u>	<u>7,234,936</u>

SUMMARY OF EXPENDITURES BY FUNCTION

WASTE TREATMENT FUND

	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Revised</u>	2016 <u>Proposed</u>
DEPARTMENTS					
WTP TREATMENT-MUNICIPAL	486,351	----	----	----	----
WTP TREATMENT-INDUSTRIAL	574,842	----	----	----	----
WTP COLLECTIONS-MUNICIPAL	106,052	----	----	----	----
WTP COLLECTIONS-INDUSTRIAL	25,573	----	----	----	----
WTP BIOSOLIDS-MUNICIPAL	65,088	----	----	----	----
WTP BIOSOLIDS-INDUSTRIAL	63,526	----	----	----	----
WTP TREATMENT-COMBINED	5,987,549	7,284,781	7,122,819	11,111,282	11,310,513
WTP COLLECTIONS-COMBINED	237,518	628,160	449,028	305,304	322,019
WTP BIOSOLIDS-COMBINED	112,533	289,269	259,931	282,102	288,083
TOTAL WTP EXPENDITURES	<u>7,659,032</u>	<u>8,202,210</u>	<u>7,831,778</u>	<u>11,698,688</u>	<u>11,920,615</u>
CAPITAL OUTLAY					
WTP TREATMENT-MUNICIPAL	----	----	----	----	----
WTP TREATMENT-INDUSTRIAL	----	----	----	----	----
WTP COLLECTIONS-MUNICIPAL	25,008	----	----	----	----
WTP COLLECTIONS-INDUSTRIAL	----	----	----	----	----
WTP BIOSOLIDS-MUNICIPAL	----	----	----	----	----
WTP BIOSOLIDS-INDUSTRIAL	----	----	----	----	----
WTP TREATMENT-COMBINED	----	----	93,000	1,278,500	1,532,000
WTP COLLECTIONS-COMBINED	----	----	185,000	----	----
WTP BIOSOLIDS-COMBINED	----	15,505	----	----	----
TOTAL	<u>25,008</u>	<u>15,505</u>	<u>278,000</u>	<u>1,278,500</u>	<u>1,532,000</u>
DEBT PRINCIPAL					
WTP TREATMENT-MUNICIPAL	----	----	----	----	----
WTP TREATMENT-INDUSTRIAL	----	----	----	----	----
WTP COLLECTIONS-MUNICIPAL	----	----	----	----	----
WTP COLLECTIONS-INDUSTRIAL	----	----	----	----	----
WTP BIOSOLIDS-MUNICIPAL	----	----	----	----	----
WTP BIOSOLIDS-INDUSTRIAL	----	----	----	----	----
WTP TREATMENT-COMBINED	----	----	----	2,627,137	2,755,564
WTP COLLECTIONS-COMBINED	----	----	----	----	----
WTP BIOSOLIDS-COMBINED	----	----	----	----	----
TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,627,137</u>	<u>2,755,564</u>
TOTAL EXPENDITURES WITHOUT DEBT PRINCIPAL	<u>7,634,024</u>	<u>8,186,705</u>	<u>7,831,778</u>	<u>9,071,551</u>	<u>9,165,051</u>

WASTE TREATMENT FUND

REVENUE

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 REVISED	2016 PROPOSED
INTERGOVERNMENTAL					
<u>STATE</u>					
0713 STATE REIMBURSEMENTS	7,277	----	----	----	----
TOTAL FEDERAL	7,277	0	0	0	0
<u>COUNTY</u>					
0803 KANDIYOHI COUNTY	66,159	108,434	100,784	123,636	22,000
TOTAL COUNTY	66,159	108,434	100,784	123,636	22,000
TOTAL INTERGOVERNMT'L	73,436	108,434	100,784	123,636	22,000
SERVICE CHARGES					
1802 GENERAL CITY	5,884,838	6,446,984	7,824,682	7,863,245	8,453,423
1803 EAGLE LAKE SEWER DISTRICT	213,569	240,795	269,244	258,883	273,408
1805 ADMIN-BILLING	192,273	195,001	204,941	210,869	215,000
1807 LABOR	870	7,396	----	----	----
1808 REPLACEMENT CHARGE	412,164	413,632	413,760	415,872	412,000
1809 EPITOPIX WASTE DELIVERED	18,258	16,796	25,075	16,485	25,000
1810 OTHER DELIVERED WASTE	331	2,915	537	16,500	5,000
1811 SALE OF MATERIALS	28	----	----	----	----
1812 C & D LANDFILL WASTE	----	----	24,577	----	25,000
1817 PARTS	2,215	----	----	----	----
TOTAL	6,724,546	7,323,519	8,762,816	8,781,854	9,408,831
EQUIPMENT SERVICES					
2108 RENTS/EQUIPMENT	----	4,420	----	----	----
TOTAL	0	4,420	0	0	0
OTHER SOURCES					
3006 RENTAL OF LAND	9,724	9,724	5,562	----	6,000
TOTAL	9,724	9,724	5,562	0	6,000
MISCELLANEOUS					
3001 MISCELLANEOUS	----	----	----	----	----
3002 INTEREST EARNINGS	108,919	100,475	87,186	51,830	80,000
3005 SALE OF MATERIALS	7,927	7,746	7,364	7,000	7,000
3017 MARKET VALUE INCR/DECR	19,855	1,497	336,262	----	----
3022 REFUNDS & REIMBURSE.	25,203	403	245	----	----
TOTAL	161,904	110,121	431,057	58,830	87,000
OTHER FINANCING SOURCES					
4432 TRANSFER IN-C.P. WTP	----	----	----	----	----
TOTAL	0	0	0	0	0
TOTAL	6,969,610	7,556,218	9,300,219	8,964,320	9,523,831

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
OCTOBER 13, 2015

The Municipal Utilities Commission met in its regular meeting on Tuesday, October 13, 2015 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Matt Schrupp, Dan Holtz, Carol Laumer, Jeff Nagel, Joe Gimse, and Justin Mattern. Absent was Commissioner Abdirizak Mahboub.

Others present at the meeting were: General Manager Wesley Hompe, Director of Operations John Harren, Director of Finance Tim Hunstad, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Power Resources Analyst Michelle Marotzke, City Attorney Robert Scott (via teleconference), and Mayor Marv Calvin.

President Schrupp opened the meeting by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mattern seconded.

RESOLUTION NO. 42

“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 September 28, 2015 Commission meeting; and,
- ❖ Bills represented by vouchers No. 144326 to No. 144397 inclusive in the amount of \$183,226.03 with a MISO credit in the amount of \$26,232.36, and a Westmoreland Resources (coal) payment in the amount of \$82,546.62.

Dated this 13th day of October, 2015.

President

ATTEST:

Secretary

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

Commissioner Mattern (Chair) reviewed with the Commission the minutes of the September 29th WMU Planning Committee meeting (see attached). The first agenda item was the continuation of discussion regarding local generation options. Following the 2015 Strategic Planning Session, the Commission had instructed Staff to compile additional data regarding the generation options, including the future direction of the district heating system. The second item of discussion focused on a review of the 2010 Long-Range Facilities Study conducted by GLTArchitects. Future funding options, establishing a timeline for completion of the project, and the forming of a citizens-outreach committee were among the topics discussed. Following discussion, Commissioner Nagel offered a motion to approve the minutes of the September 29th WMU Planning Committee meeting as

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

At this time, Power Supply Manager Carlson presented the Commission with a chronological recap of the power supply and transmission activities for the years 2008-2016 (PowerPoint presentation). This timeline summary illustrated the path leading to WMU becoming a full MISO Transmission Owner (TO) which goes into effect January 1, 2016. WMU formulated the power supply and transmission strategy with the term of the current Great River Energy (GRE) contract (30 megawatts of energy) scheduled to expire at midnight on December 31, 2015. Goals were established to mitigate risk and have stable rates for WMU's customer-owners. Carlson noted that WMU is fortunate to have a diverse power supply portfolio that utilizes various fuel sources including coal, nuclear, wind, diesel, and hydro. While work still remains to complete the total transition to become a full TO in the MISO arena, great strides have been accomplished (i.e. new GRE power supply contract) to further the goal of transmission revenue neutrality (investing in transmission). Following the presentation by Carlson, the Commission expressed their appreciation for the thorough depiction of the process involved in becoming a TO.

In conjunction with the power supply and transmission activity recap, General Manager Hompe was requesting the Commission to authorize WMU to join the MISO Load Service Entity (LSE) Coalition at Customized Energy Solutions (CES). Based on our internal analysis of similar businesses that provide this service, CES can provide comprehensive reporting on all meetings and matters concerning the MISO market and transmission issues. The CES annual fee will be equally divided between the Coalition members (currently 19 members). Each member's monthly fee will be \$1,473 with a \$20,000 member cap per contract year. (Additions or termination of members would affect each member's monthly fee.) It was noted that this monthly fee would be subject to inclusion in the Attachment O agreement for transmission reimbursement. Following discussion, Commissioner Holtz offered a resolution to approve the agreement with Customized Energy Solution to provide consulting services to WMU as a member of the MISO LSE Coalition. Commissioner Laumer seconded.

RESOLUTION NO. 43

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Professional Services Agreement and the 2015 MISO Coalition Task Order 2015-0928 with Customized Energy Solutions to join the MISO LSE Coalition be approved at the current monthly rate of \$1,473 per member (currently nineteen members)."

Dated this 13th day of October, 2015.

President

ATTEST:

Secretary

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

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

1. July 2015 Financial Statements & Report (Director of Finance Hunstad)
2. July 31, 2015 Investment Report (Director of Finance Hunstad)
3. September 2015 Wind Turbine Report (Power Production Supervisor Folkedahl)
4. July 2015 Power Supply Report (Power Supply Manager Carlson)

Customer Service Supervisor Stien reviewed with the Commission the current efforts being utilized to collect unpaid utility bills. These avenues include the MN Recapture Program, Advantage Collection Agency, and the lien process. While efforts continue to collect these unpaid utility bills, Stien was requesting the Commission to approve a resolution requesting that the Willmar City Council place liens on properties for their unpaid utility bills. Stien noted that the grand total for the seven requested property liens was in the amount of \$4,013.79. Mayor Calvin informed the Commission that there may be additional fees (new charges) associated with the issuing of the property liens. Following discussion, Commissioner Holtz offered a resolution to request the Willmar City Council place liens on these properties for unpaid utility bills. Commissioner Laumer seconded.

RESOLUTION NO. 44

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Municipal Utilities Commission requests that the City Council place liens on the following properties for non-payment of utility bills:

Account	Address	Amount
17767001	1308 6th St SW	\$ 1,827.21
27760001	523 4 th St SE	\$ 711.56
29965002	1105 7 th St SW	\$ 167.50
27356001	1200 5 th St SW	\$ 144.72
17082001	1019 Gorton Ave NW	\$ 182.17
24358001	920 4 th St SW	\$ 560.45
16046003	613 Ann St SE	\$ 420.18
	TOTAL	\$ 4,013.79

Dated this 13th day of October, 2015.

President

ATTEST:

Secretary

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

General Manager Hompe along with Customer Service Supervisor Stein presented the Commission with a recap of the recent Customer Appreciation Open House held on October 6th at the Willmar Civic Center. The annual event is held in conjunction with APPA's Public Power Week. Once again,

the Open House was a huge success with nearly 1,400 customers attending. On behalf of the Commission, Commissioner Schrupp expressed his appreciation to Staff and Commissioners for their involvement in the event. Eight lucky WMU customers were drawn to receive \$50 credits on their utility bills. They were: Jay Lawton, Stephanie Salinas, Gene Edberg, Anna Stiles, Bill Paterson, Larry Stulen, Amy Lange, and Janel Schuenke. Congratulations to all!

General Manager Hompe informed the Commission of the newest addition to join the WMU Staff. Ed Zurn has filled the position of Boiler Operator in our Power Production Division. We're pleased to have Ed join the WMU team!

General Manager Hompe presented the Commissioners with a number of upcoming meetings/events to note. These include:

- 2016 APPA Events:
 - Legislative Rally – March 7-9 (Washington, DC)
 - Lineworker Rodeo – April 1-2 (Shakopee, MN)
 - National Conference – June 10-15 (Phoenix, AZ)

There being no further business to come before the Commission, Commissioner Nagel made a motion to adjourn the meeting. Commissioner Mattern seconded the motion, and the meeting was adjourned at 12:45 p.m. by a vote of six ayes and zero nays

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Carol Laumer, Secretary



WILLMAR MUNICIPAL UTILITIES
WMU PLANNING COMMITTEE MEETING MINUTES
SEPTEMBER 29, 2015 – 11:30 A.M.
WMU CONFERENCE ROOM

Present: Commissioners Justin Mattern, Jeff Nagel & Abdirizak Mahboub, General Manager Wesley Hompe, Director of Finance Tim Hunstad, Director of Operations John Harren, Facilities & Stores Supervisor Kevin Marti, Water & Heating Supervisor Joel Braegelman, and Power Plant Supervisor Jon Folkedahl.

The first order of business would be to establish the Chair for the WMU Planning Committee. Commissioner Nagel offered a motion to appoint Commissioner Mattern to serve as Chair for the WMU Planning Committee. Commissioner Mahboub seconded the motion which carried by a vote of three ayes and zero noes.

Commissioner Mattern next offered a motion to appoint Commissioner Nagel to serve as Vice Chair and Commissioner Mahboub to serve as Secretary/Treasurer for the WMU Planning Committee. Commissioner Mahboub seconded the motion was carried by a vote of three ayes and zero noes.

Committee Chair Mattern called the meeting to order at 11:35 a.m.

AGENDA ITEMS:

1. Discuss Local Generation Options (Burns & McDonnell Study of 2015)

At the 2015 WMU Strategic Planning Session, discussion was held regarding the Burns & McDonnell's 2015 Analysis of Local Generation Options. This study evaluated the local generation options available to WMU for providing reliable, low cost electric power and district heating to its customers. The objective of this Study was to assess WMU's current generation assets and to create and evaluate alternative power generation resources or paths that may provide WMU reliable and affordable local electric generation options to best serve WMU's customers. Following discussion, it was the consensus of the Commission to direct Staff to further compile additional information and data concerning WMU's local generation including the district heating system. A brief history of Willmar's district heating system including a current listing of customers along with its operating functions were presented for discussion (generation, extraction, condensing of the steam, etc.). Subjects further discussed included co-generation, value of the steam & associated energy costs, regulatory issues, energy requirements, fuel cost forecasts, operation & maintenance, staffing, and current district heating customers. Options related to the functionality, reliability, environmental regulations, and cost concerns were addressed.

Following lengthy discussion, it was the consensus of the Committee to continue to gather additional information related to the district heating system along with the options related to local power generation.

2. Review 2010 Long-Range Facilities Plan (GLTArchitects)

In 2009, WMU engaged GLTArchitects to conduct a Long-Range Facilities Plan. The purpose of the study was to identify possible operational & energy efficiencies, improve service to customers, and to create a road map for the future so WMU can invest in their facilities capital improvement dollars. This study included assessing the current facilities, identifying current

use, and future space needs (Service Center/Line Garage, Power Plant, Office, storage areas). General Manager Hompe presented a summary of the Plan. Staff continued by briefly touching on the options/scenarios which had would be the most advantageous to WMU and its customers. Previously, it was the consensus of the Commission that the option that would be the best fit for WMU's needs would be Option 3A: New combined Office/Service Building constructed on the block between Benson & Litchfield Avenues, and 8th & 9th Streets (8th St. between Benson & Litchfield Ave. would be closed to create connection to parking across 8th Street). Existing Service Building would be remodeled as cold storage, and the existing Office building removed. Architectural design plans were reviewed by the Committee.

Financing: Annual Land Acquisition Fund Account (budgetary item) has been utilized in recent years to purchase properties located near the current Office property with the intent of future facilities use (i.e. Taco John's, Gerry's Liquor Store, etc.).

Discussion continued on future funding options and the establishment of a timeline to complete the project. Following additional discussion, the Committee expressed their desire to create a fund (annual budgetary item) specifically to establish funding (i.e. down payment) for the facilities project. The estimated annual budget amount for newly created fund would be in the amount of \$500,000/year or 20% down for the projected total facilities cost by 2020.

It was also the consensus of the Committee to initiate community involvement in the project by forming a citizens-outreach committee to explain the plan and a process to achieve the plan to bring to the entire community (marketing campaign).

Adjournment:

Following discussion, Commissioner Mattern offered a motion to adjourn the meeting of the WMU Planning Committee at 1:15 p.m. Commissioner Mahboub seconded, and the motion was carried by a vote of three ayes and zero noes.

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 (non refundable) If application is postmarked or received 30 days or more before the event \$50 ; otherwise \$100 .
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ORGANIZATION INFORMATION

Organization name Willmar Curling Club	Previous gambling permit number X-92195
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Minnesota tax ID number, if any 8977860	Federal employer ID number (FEIN), if any 20-2429190
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Type of nonprofit organization. Check one.

Fraternal
 Religious
 Veterans
 Other nonprofit organization

Mailing address PO Box 3046	City Willmar	State MN	Zip code 56201	County Kandiyohi
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Name of chief executive officer [CEO] Randy Czarnetzki	Daytime phone number 218-330-3471	E-mail address randy@uhd23.com
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NONPROFIT STATUS

Attach 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:
 Secretary of State, Business Services Div., 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:
 a. 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 Civic Center

Address [do not use PO box] 2707 Arena Dr	City or township Willmar	Zip code 56201	County Kandiyohi
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Date[s] of activity. For raffles, indicate the date of the drawing.

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

Bingo*
 Raffle
 Paddlewheels*
 Pull-tabs*
 Tipboards*

***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.gcb.state.mn.us and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

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 10-2-2015

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 Minnesota Statutes 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 10/2/2015
 Print name Randy Czarnetzki

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 (non refundable). 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.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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 Department 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.

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
ACLS COMPANY/THE			003059											
44048	10/14/15	FIRST RESPONDER TRAINING		550.00		1189		D	N				TRAVEL-CONF.-SCH	101.42411.0333
ACTION AUTO PARTS INC			000017											
44049	10/14/15	RESALE EXHAUS O RING		10.74		31748		D	N				INVENTORIES-MDSE	101.125000
AFFILIATED MED CENTERS			000028											
44050	10/14/15	NEW HIRE PHYSICALS		1,845.75		4913000/9-15		D	N				SUBSISTENCE OF P	101.42411.0337
AFFORDABLE PUMPING SERVI			002404											
44051	10/14/15	SEPTIC PUMPING		330.00		30368		D	N				CLEANING AND WAS	230.43430.0338
AMERICAN WELDING & GAS I			000057											
44052	10/14/15	LINER-WIRE FEED WELDER		26.09		03522491		D	N				MTCE. OF EQUIPME	101.43425.0224
44052	10/14/15	FIRE EXT. REFILL		18.50		03545734		D	N				MTCE. OF EQUIPME	101.42411.0334
				44.59										
		VENDOR TOTAL		44.59										
AMERIPRIDE LINEN & APPAR			000051											
44053	10/14/15	TOWEL SERVICE		36.69		2200689860		D	N				CLEANING AND WAS	101.43425.0338
44053	10/14/15	TOWEL SERVICE		27.77		2200694949		D	N				CLEANING AND WAS	101.43425.0338
				64.46										
		VENDOR TOTAL		64.46										
ANDERSON LAW OFFICES			002954											
44054	10/14/15	LEGAL SERVICES-SEPT		10,012.33		STMT/9-15		D	M	07			PROFESSIONAL SER	101.41406.0446
ATCO INTERNATIONAL			000072											
44055	10/14/15	CAR WASH SOAP		1,102.50		I0442885		D	N				CLEANING AND WAS	101.43425.0228
BAKER PRINTING INK			002534											
44056	10/14/15	FIELD REPORT FORMS		138.00		0915/148		D	N				PRINTING AND PUB	101.42412.0331
BAUMGARN		*PETTY CASH/R	003205											
44057	10/14/15	REPL PETTY CASH SHORTAGE		149.00				D	N				OTHER CHARGES	101.45433.0449
BEHRENBRINKER/STEPHEN C			003160											
44058	10/14/15	ASSESSING SERVICES-SEP		3,200.00		100115		D	M	07			PROFESSIONAL SER	101.41404.0446
BERNICK'S PEPSI-COLA CO			000103											
44059	10/14/15	OFFICE COFFEE		78.96		4785		D	N				GENERAL SUPPLIES	101.43425.0229
BLEESS AUTOMOTIVE INC			.01447											
44060	10/14/15	SIGN DESPOIT REF 2015-17		100.00		2015-17		D	N				DEPOSITS-SIGN PE	101.230001
BROWNELLS INC			001441											
44061	10/14/15	TRIGGER GUARD		14.94		11520844.00		D	N				MTCE. OF EQUIPME	101.42411.0224

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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														
	44071	10/14/15	PHONE SERV 10/16-11/15	46.94		1136/10-15		D	N				COMMUNICATIONS	101.41409.0330
	44071	10/14/15	PHONE SERV 10/12-11/11	8.27		3941/10-15		D	N				COMMUNICATIONS	101.41409.0330
	44071	10/14/15	PHONE SERV 09/12-10/11	74.90		3941/9-15		D	N				COMMUNICATIONS	101.41409.0330
	44071	10/14/15	PHONE SERV 10/10-11/09	63.09CR		4972/10-15		D	N				COMMUNICATIONS	101.41409.0330
	44071	10/14/15	PHONE SERV 09/10-10/09	168.62		4972/9-15		D	N				COMMUNICATIONS	101.41409.0330
				235.64										
			VENDOR TOTAL	235.64		*CHECK TOTAL								
CHIEF SUPPLY CORPORATION 000885														
	44072	10/14/15	SWAT CLOTHING	249.00		370786		D	N				SUBSISTENCE OF P	101.42411.0227
	44072	10/14/15	SWAT CLOTHING	27.00		374991		D	N				SUBSISTENCE OF P	101.42411.0227
				276.00										
			VENDOR TOTAL	276.00		*CHECK TOTAL								
CHRISTIANSOON PNEUMATIC 003203														
	44073	10/14/15	REPAIR OF AERATION PUMP	632.00		50443		D	N				MTCE. OF OTHER I	101.43425.0226
	44073	10/14/15	REPAIR OF AERATION PUM	1,520.00		50443		D	N				MTCE. OF OTHER I	101.43425.0336
				2,152.00										
			VENDOR TOTAL	2,152.00		*CHECK TOTAL								
CITY OF SPICER .00156														
	44074	10/14/15	NELSEN-BOOMTOWN PRESENT	15.00		EDA-93015-3		D	N				TRAVEL-CONF.-SCH	101.41401.0333
CODE 4 SERVICES LLC 002984														
	44075	10/14/15	OLD CAR 2 TEAR DOWN	327.25		2155		D	N				MTCE. OF EQUIPME	101.42411.0334
	44075	10/14/15	#168300 VEHICLE UP FIT	718.75		2159		D	N				MTCE. OF EQUIPME	101.42411.0224
	44075	10/14/15	#168300 VEHICLE UP FIT	2,380.00		2159		D	N				MTCE. OF EQUIPME	101.42411.0334
	44075	10/14/15	OLD CAR 7 TEAR DOWN	327.25		2160		D	N				MTCE. OF EQUIPME	101.42411.0334
	44075	10/14/15	#168302 VEHICLE UP-FIT	751.87		2165		D	N				MTCE. OF EQUIPME	101.42411.0224
	44075	10/14/15	#168302 VEHICLE UP-FIT	2,380.00		2165		D	N				MTCE. OF EQUIPME	101.42411.0334
				6,885.12										
			VENDOR TOTAL	6,885.12		*CHECK TOTAL								
COLEPAPERS INC 000170														
	44076	10/14/15	GARBAGE BAGS	92.23		9130930		D	N				GENERAL SUPPLIES	101.45435.0229
	44076	10/14/15	MOP/ANTIBACTERIAL SOAP	135.50		9135614		D	N				CLEANING AND WAS	101.45435.0228
	44076	10/14/15	HAND TWLS/NAPKINS	81.54		9135614		D	N				GENERAL SUPPLIES	101.45435.0229
				309.27										
			VENDOR TOTAL	309.27		*CHECK TOTAL								
COLLISION CARE 003017														
	44077	10/14/15	#149279 REPAIR- PARTS	535.95		3275		D	N				INSURANCE DEDUCT	101.41428.0822
	44077	10/14/15	#149279 REPAIR- LABOR	1,190.70		3275		D	N				INSURANCE DEDUCT	101.41428.0822
				1,726.65										
			VENDOR TOTAL	1,726.65		*CHECK TOTAL								
COMPUTER PROF. UNLIMITED 000065														
	44078	10/14/15	CAMA MONTHLY SUPPORT-OCT	156.00		STMT/10-15		D	N				MTCE. OF EQUIPME	101.41404.0334
	44078	10/14/15	TAX WEB APPRAISAL SUMM	100.00		STMT/10-15		D	N				MTCE. OF EQUIPME	101.41404.0334

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAND PRIDE CONSTRUCTION			003149											
	44114	10/14/15	REMOVED TENNIS COURT	14,900.00		1511		D	N				OTHER IMPROVEMEN	450.45432.0554
LET'S PLAY INC			002760											
	44115	10/14/15	HOCKEY TOURNAMENT AD	575.00		14046		D	N				OTHER CHARGES	208.45011.0449
LOCAL GOVERNMENT			.02304											
	44116	10/14/15	PERMIT DATABASE SOFTWARE	183.75		40787		D	N				SMALL TOOLS	101.41409.0221
M-R SIGN CO INC			000424											
	44117	10/14/15	STREET SIGNS	1,089.88		188197		D	N				MTCE. OF OTHER I	101.43425.0226
MADDEN, GALANTER, HANSEN			000429											
	44118	10/14/15	LABOR RELATIONS-SEP	3,662.79		STMT/9-15		D	N				PROFESSIONAL SER	101.41406.0446
MENARDS			000449											
	44119	10/14/15	SAWHORSE	19.98		85532		D	N				SMALL TOOLS	101.43425.0221
	44119	10/14/15	CLOCKS	27.97		85910		D	N				GENERAL SUPPLIES	651.48484.0229
	44119	10/14/15	PLUG, NIPPLE, GALV TEE	18.62		85910		D	N				GENERAL SUPPLIES	651.48486.0229
	44119	10/14/15	WIRE FOR SHELIVING UNIT	65.88		85988		D	N				MTCE. OF EQUIPME	101.45427.0224
	44119	10/14/15	PLAY EQUIP PAINT	30.96		86002		D	N				MTCE. OF OTHER I	101.43425.0226
	44119	10/14/15	PLANT SUPPLIES	2.97		86080		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	166.38										
				166.38									*CHECK TOTAL	
MIKE'S SMALL ENGINE CENT			002699											
	44120	10/14/15	BAR OIL FOR CHAIN SAWS	55.36		2810		D	N				MOTOR FUELS AND	101.43425.0222
MILLER SANITATION			002936											
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	187.80		1298/10-15		D	N				CLEANING AND WAS	101.45433.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	73.92		1298/10-15		D	N				CLEANING AND WAS	101.45433.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	52.70		1300/10-15		D	N				CLEANING AND WAS	101.42412.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	64.74		1301/10-15		D	N				CLEANING AND WAS	101.41408.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	64.74		1302/10-15		D	N				CLEANING AND WAS	101.45427.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	251.31		1303/10-15		D	N				CLEANING AND WAS	101.43425.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	24.34		1304/10-15		D	N				CLEANING AND WAS	651.48484.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	48.67		1304/10-15		D	N				CLEANING AND WAS	651.48484.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	161.04		1304/10-15		D	N				CLEANING AND WAS	651.48484.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	49.67		1305/10-15		D	N				CLEANING AND WAS	101.45435.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	36.96		1305/10-15		D	N				CLEANING AND WAS	101.45435.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	58.64		1378/10-15		D	N				CLEANING AND WAS	101.43425.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	616.55		1379/10-15		D	N				CLEANING AND WAS	101.43425.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	29.57		1379/10-15		D	N				CLEANING AND WAS	101.43425.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	251.60		1388/10-15		D	N				CLEANING AND WAS	101.43425.0338
	44121	10/14/15	GARBAGE SERVICE-OCTOBER	25.16		1388/10-15		D	N				CLEANING AND WAS	101.43425.0338
			VENDOR TOTAL	1,997.41										
				1,997.41									*CHECK TOTAL	

Vendor Payments History Report
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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MILLS AUTOMOTIVE GROUP			000432											
	44122	10/14/15	A/C COMPRESSOR	331.02		3380779		D	N				INVENTORIES-MDSE	101.125000
	44122	10/14/15	088184 SEAT COVER	339.95		3395073		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	670.97		*CHECK TOTAL								
				670.97										
MINI BIFF LLC			001805											
	44123	10/14/15	TOILET RENTALS-AUGUST	153.00		A-73490		D	N				RENTS	101.45432.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74744		D	N				RENTS	101.43425.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74745		D	N				RENTS	101.43425.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74746		D	N				RENTS	101.43425.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74748		D	N				RENTS	101.43425.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74751		D	N				RENTS	101.43425.0440
	44123	10/14/15	TOILET RENTALS-SEPTEMBER	77.01		A-74782		D	N				RENTS	101.43425.0440
			VENDOR TOTAL	615.06		*CHECK TOTAL								
				615.06										
MN DEPT OF COMMERCE			002553											
	44124	10/14/15	UNCLAIMED CHECKS	50.00		101215		D	N				REFUNDS AND REIM	101.41428.0882
	44124	10/14/15	UNCLAIMED CHECKS	50.00		101215		D	N				REFUNDS AND REIM	101.41428.0882
			VENDOR TOTAL	100.00		*CHECK TOTAL								
				100.00										
MN DEPT OF LABOR & INDUS			000094											
	44125	10/14/15	ELECTRICAL INSPECTION	37.00		101415		D	N				MTCE. OF OTHER I	101.43425.0336
MN DEPT OF LABOR & INDUS			000522											
	44126	10/14/15	3RD QTR SURCHARGE PYMT	2,903.47		10052015		D	N				OTHER CHARGES	101.41402.0449
MN DEPT OF LABOR & INDUS			002857											
	44127	10/14/15	BOILER LICENSE	30.00		ABR0125393I		D	N				LICENSES AND TAX	101.43425.0445
	44127	10/14/15	BOILER LICENSE	20.00		ABR0125634I		D	N				LICENSES AND TAX	651.48484.0445
			VENDOR TOTAL	50.00		*CHECK TOTAL								
				50.00										
MN DEPT OF TRANSPORTATIO			000497											
	44128	10/14/15	BITUMINOUS TACK OIL	645.47		P00004960		D	N				MTCE. OF OTHER I	101.43425.0226
MN ELEVATOR INC			000499											
	44129	10/14/15	REPAIR ELEVATOR	4,892.00		637331		D	N				MTCE. OF STRUCTU	101.41408.0335
	44129	10/14/15	ELEVATOR SERVICE	147.12		639250		D	N				MTCE. OF STRUCTU	101.41408.0335
			VENDOR TOTAL	5,039.12		*CHECK TOTAL								
				5,039.12										
MONSON EXCAVATING LLC/GA			002040											
	44130	10/14/15	REPL HYDRANT/CATCH BAS	8,525.00		3361CC		D	N				MTCE. OF OTHER I	101.43425.0336
	44130	10/14/15	WINTER SAND	1,491.89		3481CC		D	N				GENERAL SUPPLIES	101.43425.0229
	44130	10/14/15	MIX FOR STREET PATCHING	599.85		3508CC		D	N				MTCE. OF OTHER I	101.43425.0226

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VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MONSON EXCAVATING LLC/GA 002040														
	44130	10/14/15	MIX FOR STREET PATCHIN	2,595.01		3509CC		D	N				MTCE. OF OTHER I	101.43425.0226
	44130	10/14/15	WINTER SAND	703.73		3516CC		D	N				GENERAL SUPPLIES	101.43425.0229
	44130	10/14/15	MIX FOR STREET PATCHIN	1,725.77		3530CC		D	N				MTCE. OF OTHER I	101.43425.0226
			VENDOR TOTAL	15,641.25		*CHECK TOTAL								
MSPN INC 001685														
	44131	10/14/15	DESTINATIONS AD	380.00		13657		D	N				ADVERTISING	208.45006.0447
	44131	10/14/15	DESTINATIONS AD	380.00		13657		D	N				OTHER CHARGES	208.45010.0449
			VENDOR TOTAL	760.00		*CHECK TOTAL								
MUNICIPAL UTILITIES 000541														
	44132	10/14/15	UTILITIES FOR SEPTEMBE	2,886.99		9/15		D	N				UTILITIES	101.41408.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBER	356.64		9/15		D	N				UTILITIES	101.41409.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	4,871.20		9/15		D	N				UTILITIES	101.43425.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	1,557.60		9/15		D	N				UTILITIES	101.45427.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	3,127.32		9/15		D	N				UTILITIES	101.45433.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBER	64.11		9/15		D	N				UTILITIES	101.45435.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	1,540.42		9/15		D	N				UTILITIES	101.45437.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBER	97.74		9/15		D	N				UTILITIES	230.43430.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBER	619.85		9/15		D	N				UTILITIES	651.48484.0332
	44132	10/14/15	UTILITIES FOR SEPTEMBE	1,335.83		9/15		D	N				UTILITIES	651.48485.0332
			VENDOR TOTAL	16,457.70		*CHECK TOTAL								
MVTL LABORATORIES INC 000544														
	44133	10/14/15	BIOSOLIDS TESTING	1,909.50		777000		D	N				PROFESSIONAL SER	651.48486.0446
	44133	10/14/15	WASTEWATER TESTING	45.00		777042		D	N				PROFESSIONAL SER	651.48484.0446
			VENDOR TOTAL	1,954.50		*CHECK TOTAL								
NELSON INTERNATIONAL 000568														
	44134	10/14/15	#052443 BRAKES	28.83		CM639560		D	N				MTCE. OF EQUIPME	101.43425.0224
	44134	10/14/15	#163717 DISABLE LOCKS	3.25		321027		D	N				MTCE. OF EQUIPME	101.43425.0224
	44134	10/14/15	#163717 DISABLE LOCKS	57.60		321027		D	N				MTCE. OF EQUIPME	101.43425.0334
	44134	10/14/15	#119287 REPAIRS-LABOR	427.58		321169		D	N				MTCE. OF EQUIPME	651.48485.0224
	44134	10/14/15	#119287 REPAIR-PARTS	509.76		321169		D	N				MTCE. OF EQUIPME	651.48485.0334
	44134	10/14/15	#088959 REPAIR-LABOR	177.36		321230		D	N				MTCE. OF EQUIPME	101.43425.0224
	44134	10/14/15	#088959 REPAIR-PARTS	316.80		321230		D	N				MTCE. OF EQUIPME	101.43425.0334
	44134	10/14/15	BRAKE CHAMBERS	116.97		639560		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,580.49		*CHECK TOTAL								
NEUBERT/AARON .02302														
	44135	10/14/15	SIGN DEPOSIT REF 2015-18	100.00		2015-18		D	N				DEPOSITS-SIGN PE	101.230001

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NMMA (PAYMENT CENTER)			002529											
	44136	10/14/15	NORTHWEST SPORT SHOW	925.00		22096/131566		D	N				PREPAID EXPENSES	208.128000
NORTHERN BUSINESS PRODUC			002322											
	44137	10/14/15	ANTI FATIGUE MAT	23.45		870326-0		D	N				SMALL TOOLS	208.45005.0221
	44137	10/14/15	DESK CALENDAR	26.98		871289-0		D	N				OFFICE SUPPLIES	101.45432.0220
	44137	10/14/15	ANTI FATIGUE MAT	23.45		874352-0		D	N				SMALL TOOLS	208.45005.0221
	44137	10/14/15	WORKSTATION SIT/STAND	448.58		874352-1		D	N				SMALL TOOLS	208.45005.0221
	44137	10/14/15	OFFICE SUPPLIES	77.84		879082-0		D	N				OFFICE SUPPLIES	741.48001.0220
	44137	10/14/15	KEYBOARD/KEYBOARD DRWR	305.99		879860-0		D	N				SMALL TOOLS	208.45005.0221
			VENDOR TOTAL	906.29										
													*CHECK TOTAL	
NORTHERN STATES SUPPLY			000585											
	44138	10/14/15	ANGLE GRINDER	224.53		10-531873		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	SAW BLADE	37.95		10-531880		D	N				SMALL TOOLS	101.45433.0221
	44138	10/14/15	148179 PIPE FITTING	9.79		10-531940		D	N				MTCE. OF EQUIPME	101.43425.0224
	44138	10/14/15	GRINDER	149.99		10-532051		D	N				SMALL TOOLS	101.45433.0221
	44138	10/14/15	CUT OFF WHEEL	9.75		10-532051		D	N				GENERAL SUPPLIES	101.45433.0229
	44138	10/14/15	UTILITY KNIFE	16.54		10-532070		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	CUT OFF WHEEL	26.48		10-532379		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	WRENCH, PUMP PLIERS	78.81		10-532423		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	GRINDING WHEEL	25.55		10-532666		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	163717 REDIROD, NUTS	25.23		10-532703		D	N				MTCE. OF EQUIPME	101.43425.0224
	44138	10/14/15	DRY SAW BLADES	11.11		10-532724		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	ASPHALT RAKE	190.20		976577		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	HANDLE ASSY	26.85		980277		D	N				SMALL TOOLS	101.43425.0221
	44138	10/14/15	BOLTS AND NUTS	49.73		983743		D	N				MTCE. OF EQUIPME	101.43425.0224
	44138	10/14/15	BOLTS AND NUTS	30.36		983744		D	N				MTCE. OF EQUIPME	101.43425.0224
	44138	10/14/15	WOOD SHOP PLANER	599.99		984369		D	N				SMALL TOOLS	101.45435.0221
			VENDOR TOTAL	1,512.86										
													*CHECK TOTAL	
O'REILLY AUTOMOTIVE INC			000650											
	44139	10/14/15	WIPER BLADES	29.88		1528-384474		D	N				MTCE. OF EQUIPME	101.42411.0224
	44139	10/14/15	RESALE LIGHTS	20.34		1528-384595		D	N				INVENTORIES-MDSE	101.125000
	44139	10/14/15	WIPER BLADES	22.28		1528-385266		D	N				MTCE. OF EQUIPME	101.42411.0224
			VENDOR TOTAL	72.50										
													*CHECK TOTAL	
PAPER & THREADS LLC			002895											
	44140	10/14/15	DOOR UNLOCK CASES	350.00		10042015		D	N				GENERAL SUPPLIES	101.42411.0229
PERKINS LUMBER CO INC			000604											
	44141	10/14/15	PARK SHLT- ROOFING MAT 3,	677.59		01-43554987		D	N				MTCE. OF STRUCTU	101.43425.0225
	44141	10/14/15	PARK SHLT- ROOFING MAT'L	207.87		01-43555070		D	N				MTCE. OF STRUCTU	101.43425.0225
	44141	10/14/15	PARK SHLT- ROOFING MAT'L	86.71		01-43555280		D	N				MTCE. OF STRUCTU	101.43425.0225
	44141	10/14/15	PARK SHLT- ROOFING MAT'L	8.40		01-43555462		D	N				MTCE. OF STRUCTU	101.43425.0225

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PERKINS LUMBER CO INC			000604											
	44141	10/14/15	PARK SHLT- ROOFING MAT'L	895.34		01-43556065		D	N				MTCE. OF STRUCTU	101.43425.0225
				4,875.91	*CHECK	TOTAL								
			VENDOR TOTAL	4,875.91										
PETERSON SHOE STORE			000608											
	44142	10/14/15	WERDER-SAFTEY BOOTS	152.99		163215		D	N				SUBSISTENCE OF P	651.48484.0227
	44142	10/14/15	HATZINGER-SAFETY BOOTS	157.24		163580		D	N				SUBSISTENCE OF P	651.48484.0227
	44142	10/14/15	LINDAHL-SAFETY BOOTS	165.74		163753		D	N				SUBSISTENCE OF P	651.48484.0227
				475.97	*CHECK	TOTAL								
			VENDOR TOTAL	475.97										
POWER PLAN OIB			000342											
	44143	10/14/15	#114532 REPL FORK TIRE	1,183.22		P42094		D	N				MTCE. OF EQUIPME	101.43425.0224
	44143	10/14/15	#152243 HYD OIL	92.39		P42095		D	N				MOTOR FUELS AND	101.43425.0222
	44143	10/14/15	#152243 CRANK CASE FILTE	44.33		P42095		D	N				MTCE. OF EQUIPME	101.43425.0334
				1,319.94	*CHECK	TOTAL								
			VENDOR TOTAL	1,319.94										
PRO ACTION			001782											
	44144	10/14/15	CSO UNIFORMS	246.95		13303		D	N				SUBSISTENCE OF P	101.42411.0227
QUICK SIGNS			001093											
	44145	10/14/15	REFLECTIVE VINYL-HELMETS	15.00		171675		D	N				SUBSISTENCE OF P	101.42412.0227
RDO TRUST #80-5800			000291											
	44146	10/14/15	2015 JD 624K LOADER	108,368.00		E02171		D	N				MACHINERY AND AU	450.43425.0553
	44146	10/14/15	LOADER BUCKET	9,308.00		E02171		D	N				MACHINERY AND AU	450.43425.0553
	44146	10/14/15	LOADER FORKS	4,680.00		E02171		D	N				MACHINERY AND AU	450.43425.0553
	44146	10/14/15	16' SNOW DOZER	6,000.00		E02171		D	N				MACHINERY AND AU	450.43425.0553
				128,356.00	*CHECK	TOTAL								
			VENDOR TOTAL	128,356.00										
RIDGEWATER COLLEGE			001136											
	44147	10/14/15	FSTC TRNG	350.00		00197931		D	N				TRAVEL-CONF.-SCH	101.42412.0333
RULE TIRE SHOP			000665											
	44148	10/14/15	REPAIR FLAT TIRE	20.00		1-8671		D	N				INVENTORIES-MDSE	101.125000
	44148	10/14/15	PLOW MARKERS	91.98		1-8745		D	N				MTCE. OF EQUIPME	101.43425.0224
	44148	10/14/15	OIL	12.45		1-8749		D	N				MOTOR FUELS AND	101.45432.0222
	44148	10/14/15	PARTS	7.49		1-8749		D	N				MTCE. OF EQUIPME	101.45432.0224
	44148	10/14/15	LABOR	9.12		1-8749		D	N				MTCE. OF EQUIPME	101.45432.0334
	44148	10/14/15	TIRE REPAIR	25.00		1-8940		D	N				INVENTORIES-MDSE	101.125000
				166.04	*CHECK	TOTAL								
			VENDOR TOTAL	166.04										
S. ROBERTS COMPANY			002993											
	44149	10/14/15	FINE SCREEN BAGS	706.00		15-111		D	N				GENERAL SUPPLIES	651.48484.0229

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SCHWIETERS			0003031											
	44150	10/14/15	SPARE CHIP KEY	29.82		11461		D	N				GENERAL SUPPLIES	101.42411.0229
SERVICE CENTER/CITY OF W			000685											
	44151	10/14/15	EQUIPMENT REPAIR-OIL	68.64		STMT/9-15		D	N				MOTOR FUELS AND	101.42411.0222
	44151	10/14/15	EQUIPMENT REPAIR-PARTS	399.70		STMT/9-15		D	N				MTCE. OF EQUIPME	101.42411.0224
	44151	10/14/15	EQUIPMENT REPAIR-OIL	184.65		STMT/9-15		D	N				MOTOR FUELS AND	101.43425.0222
	44151	10/14/15	EQUIPMENT REPAIR-PARTS	1,143.20		STMT/9-15		D	N				MTCE. OF EQUIPME	101.43425.0224
			VENDOR TOTAL	1,796.19		*CHECK TOTAL								
SMEBY/ROSS			002570											
	44152	10/14/15	MILEAGE 9/1- 9/30/15	174.80		100615		D	N				TRAVEL-CONF.-SCH	101.41409.0333
SPRINGSTED INCORPORATED			000705											
	44153	10/14/15	ARBITRAGE CALCULATIONS	2,750.00		862.999-3		D	N				PROFESSIONAL SER	310.47100.0446
STACY'S NURSERY INC			000706											
	44154	10/14/15	PLASTIC/GRASS SEED/STAPL	114.10		8779		D	N				GENERAL SUPPLIES	101.43425.0229
STATEWIDE DISTRIBUTING I			000718											
	44155	10/14/15	TOILET TISSUE/HAND TWLS	87.80		100102		D	N				GENERAL SUPPLIES	230.43430.0229
STERLING WATER-MINNESOTA			000188											
	44156	10/14/15	SOFTENER SALT	32.00		112508-9/10-15		D	N				GENERAL SUPPLIES	101.45435.0229
	44156	10/14/15	SOFTENER RENTAL- OCT	31.75		112508-9/10-15		D	N				RENTS	101.45435.0440
			VENDOR TOTAL	63.75		*CHECK TOTAL								
STREICHER'S			000722											
	44157	10/14/15	EITREIM- UNIFORM	129.97		I1173440		D	N				SUBSISTENCE OF P	101.42411.0227
	44157	10/14/15	AMMUNITION	416.13		I1173528		D	N				GENERAL SUPPLIES	101.42411.0229
			VENDOR TOTAL	546.10		*CHECK TOTAL								
SURPLUS WAREHOUSE INC			000728											
	44158	10/14/15	OIL-DRAFT TUBE MIXERS	26.48		10052015		D	N				MOTOR FUELS AND	651.48486.0222
SW - WEST CNTRL SERVICES			000892											
	44159	10/14/15	HEALTH INSURANCE-NOV	2,734.50		C291		D	N				COBRA INS PREMIU	101.120001
	44159	10/14/15	HEALTH INSURANCE-NOV	1,924.50		C291		D	N				EMPLOYER INSUR.	101.41400.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	5,894.02		C291		D	N				EMPLOYER INSUR.	101.41402.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	2,974.71		C291		D	N				EMPLOYER INSUR.	101.41403.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	3,128.76		C291		D	N				EMPLOYER INSUR.	101.41404.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	5,823.26		C291		D	N				EMPLOYER INSUR.	101.41405.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	1,332.00		C291		D	N				EMPLOYER INSUR.	101.41408.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	5,241.26		C291		D	N				EMPLOYER INSUR.	101.41409.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	350.05		C291		D	N				EMPLOYER INSUR.	101.41424.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	9,085.00		C291		D	N				RETIRED EMPLOYEE	101.41428.0818
	44159	10/14/15	HEALTH INSURANCE-NOV	24,198.49		C291		D	N				INS. PASS THROUG	101.41428.0819

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SW - WEST CNTRL SERVICES			000892											
	44159	10/14/15	HEALTH INSURANCE-NOV	44,724.00		C291		D	N				EMPLOYER INSUR.	101.42411.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	2,599.00		C291		D	N				EMPLOYER INSUR.	101.42412.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	7,247.26		C291		D	N				EMPLOYER INSUR.	101.43417.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	20,683.76		C291		D	N				EMPLOYER INSUR.	101.43425.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	584.50		C291		D	N				EMPLOYER INSUR.	101.45432.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	7,150.01		C291		D	N				EMPLOYER INSUR.	101.45433.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	344.40		C291		D	N				EMPLOYER INSUR.	101.45435.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	700.14		C291		D	N				EMPLOYER INSUR.	101.45437.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	11,678.86		C291		D	N				EMPLOYER INSUR.	651.48484.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	1,400.26		C291		D	N				EMPLOYER INSUR.	651.48485.0114
	44159	10/14/15	HEALTH INSURANCE-NOV	1,400.26		C291		D	N				EMPLOYER INSUR.	651.48486.0114
			VENDOR TOTAL	161,199.00										
				161,199.00										
THOMPSON/JUDY			000949											
	44160	10/14/15	MAAO FALL CONFERENCE	482.51			101315	D	N				TRAVEL-CONF.-SCH	101.41404.0333
TIRES PLUS			000747											
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	8.00			270775	D	N				MTCE. OF EQUIPME	101.42411.0224
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	97.50			270775	D	N				MTCE. OF EQUIPME	101.42411.0334
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	8.00			270871	D	N				MTCE. OF EQUIPME	101.42411.0224
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	66.00			270871	D	N				MTCE. OF EQUIPME	101.42411.0334
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	6.00			271170	D	N				MTCE. OF EQUIPME	101.42411.0334
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	2.00			271811	D	N				MTCE. OF EQUIPME	101.42411.0224
	44161	10/14/15	DISMOUNT/REMOUNT TIRES	12.00			271811	D	N				MTCE. OF EQUIPME	101.42411.0334
			VENDOR TOTAL	199.50										
				199.50										
TITUS/WALLACE & AMANDA			003204											
	44162	10/14/15	PERM. UTILITY EASEMENT	4,000.00			092315	D	N				OTHER CHARGES	432.48507.0449
TORKELSON'S LOCK SERVICE			002583											
	44163	10/14/15	REKEYED LOCK CYL.-PARTS	15.00			451565	D	N				MTCE. OF STRUCTU	101.45433.0225
	44163	10/14/15	REKEYED LOCK CYL.-LABOR	37.00			451565	D	N				MTCE. OF STRUCTU	101.45433.0335
			VENDOR TOTAL	52.00										
				52.00										
TWIN CITY SEED COMPANY			002949											
	44164	10/14/15	GRASS SEED/FERTILIZER	2,053.25			36053	D	N				OTHER IMPROVEMEN	450.45432.0554
UNIQUE EMBROIDERY			002540											
	44165	10/14/15	HI-VIS SAFETY JACKETS	1,266.80			7988	D	N				SUBSISTENCE OF P	101.43425.0227
US BANK			000264											
	44166	10/14/15	#151 GO IMP BOND-SC	450.00			4093721	D	N				OTHER CHARGES	306.47100.0449
US BANK EQUIPMENT FINANC			003143											
	44167	10/14/15	COPIER LEASE- OCT	131.89			288543374	D	N				RENTS	101.42412.0440

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
VAZQUEZ/ENRIQUE			003187											
	44168	10/14/15	INTERPRETED 09/07/15	100.00		1		D	M	07			PROFESSIONAL SER	101.42411.0446
WEST CENTRAL COMMUNICATI			000796											
	44169	10/14/15	INST. ANTENNA IN LOADER	43.99		080590S		D	N				MTCE. OF EQUIPME	101.43425.0224
	44169	10/14/15	INST. ANTENNA IN LOADER	60.00		080590S		D	N				MTCE. OF EQUIPME	101.43425.0334
			VENDOR TOTAL	103.99		*CHECK TOTAL								
				103.99										
WEST CENTRAL INDUSTRIES			000801											
	44170	10/14/15	LAWN MTCE 9/2-9/29/15	130.50		47581		D	N				MTCE. OF OTHER I	101.45437.0336
WEST CENTRAL TRIBUNE			000807											
	44171	10/14/15	COUNCIL PROCEEDINGS PUB	290.46		CL03073248		D	N				PRINTING AND PUB	101.41401.0331
	44171	10/14/15	COUNCIL PROCEEDINGS PU	1,310.16		CL03073250		D	N				PRINTING AND PUB	101.41401.0331
	44171	10/14/15	COUNCIL PROCEEDINGS PU	1,483.20		DI03178822		D	N				PRINTING AND PUB	101.41401.0331
			VENDOR TOTAL	3,083.82		*CHECK TOTAL								
				3,083.82										
WEST CENTRAL TROPHIES			000808											
	44172	10/14/15	NAME PLATES	105.00		1798		D	N				SUBSISTENCE OF P	101.42412.0227
WILLMAR AUTO VALUE			002689											
	44173	10/14/15	BRNG-SELECTOR SUB MIXER	41.99		22144987		D	N				MTCE. OF EQUIPME	651.48484.0224
	44173	10/14/15	REFLECTIVE OSHA TAPE	81.62		22146220		D	N				INVENTORIES-MDSE	101.125000
	44173	10/14/15	MUFFLER CLAMP	2.98		22148143		D	N				MTCE. OF EQUIPME	651.48484.0224
	44173	10/14/15	OIL FILTER	2.49		22148333		D	N				MTCE. OF EQUIPME	651.48484.0224
	44173	10/14/15	FREON	95.88		22148364		D	N				INVENTORIES-MDSE	101.125000
	44173	10/14/15	SILICONE SHOP SUPPLIES	11.98		22148707		D	N				GENERAL SUPPLIES	651.48484.0229
			VENDOR TOTAL	236.94		*CHECK TOTAL								
				236.94										
WILLMAR CHAMBER OF COMME			000812											
	44174	10/14/15	DIRECTOR SALARY	4,207.50		STMT/9-15		D	N				SALARIES-REG. EM	208.45005.0110
	44174	10/14/15	ASSISTANT SALARY	2,288.00		STMT/9-15		D	N				SALARIES-REG. EM	208.45005.0110
	44174	10/14/15	FICA & INSURANCE	1,423.12		STMT/9-15		D	N				EMPLOYER PENSION	208.45005.0113
	44174	10/14/15	IRA CONTRIBUTION	194.86		STMT/9-15		D	N				EMPLOYER PENSION	208.45005.0113
	44174	10/14/15	STATE UNEMPLOYMENT TAX	11.62		STMT/9-15		D	N				EMPLOYER PENSION	208.45005.0113
	44174	10/14/15	MN WORKFORCE FEE	11.62		STMT/9-15		D	N				EMPLOYER PENSION	208.45005.0113
	44174	10/14/15	PHOTO COPIES-SEPTEMBER	19.68		STMT/9-15		D	N				OFFICE SUPPLIES	208.45005.0220
	44174	10/14/15	PAYROLL/FLEX FEE	39.74		STMT/9-15		D	N				OTHER SERVICES	208.45005.0339
	44174	10/14/15	OFFICE RENT-SEPTEMBER	626.61		STMT/9-15		D	N				RENTS	208.45005.0440
	44174	10/14/15	INTERNET-3RD QUARTER	125.16		42924		D	N				COMMUNICATIONS	208.45005.0330
			VENDOR TOTAL	8,947.91		*CHECK TOTAL								
				8,947.91										
WILLMAR CRANE SERVICE			000899											
	44175	10/14/15	MOBILIZE 40T CRANE	427.50		4118		D	N				MTCE. OF EQUIPME	651.48486.0334

Vendor Payments History Report
 INCLUDES ONLY POSTED TRANS

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR LAKES ROTARY			001557											
	44176	10/14/15	QUARTERLY MEALS	132.00		1399		D	N				SUBSISTENCE OF P	101.45432.0227
	44176	10/14/15	QUARTERLY DUES	35.94		1399		D	N				SUBSCRIPTIONS AN	101.45432.0443
				167.94										
			VENDOR TOTAL	167.94										
WILLMAR WATER & SPAS			000831											
	44177	10/14/15	DRINKING WATER	18.75		E37088		D	N				SUBSISTENCE OF P	651.48484.0227
	44177	10/14/15	SOFTENER SALT	9.20		E37826		D	N				GENERAL SUPPLIES	230.43430.0229
				27.95										
			VENDOR TOTAL	27.95										
WINDSTREAM			002100											
	44178	10/14/15	PHONE SERVICE-SEPTEMBER	752.52		STMT/9-15		D	N				COMMUNICATIONS	101.41409.0330
	44178	10/14/15	PHONE SERVICE SEPTEMBER	54.05		STMT/9-15		D	N				COMMUNICATIONS	101.45433.0330
				806.57										
			VENDOR TOTAL	806.57										
WOLFE COMMUNICATIONS			003051											
	44179	10/14/15	PAGER BELT CLIPS	34.70		7696		D	N				SMALL TOOLS	101.42412.0221
WW GOETSCH ASSOCIATES IN			000785											
	44180	10/14/15	REPL POOL PUMP	5,214.94		95117		D	N				MTCE. OF OTHER I	101.45437.0226
YMCA			003206											
	44181	10/14/15	RE-YOU CONF REGIS.	5.00		091415		D	N				TRAVEL-CONF.-SCH	101.41400.0333
	44181	10/14/15	RE-YOU CONF REGIS.	5.00		091415		D	N				TRAVEL-CONF.-SCH	101.41402.0333
	44181	10/14/15	RE-YOU CONF REGIS.	10.00		091415		D	N				TRAVEL-CONF.-SCH	101.41404.0333
	44181	10/14/15	RE-YOU CONF REGIS.	15.00		091415		D	N				TRAVEL-CONF.-SCH	101.41405.0333
	44181	10/14/15	RE-YOU CONF REGIS.	5.00		091415		D	N				TRAVEL-CONF.-SCH	101.41409.0333
	44181	10/14/15	RE-YOU CONF REGIS.	5.00		091415		D	N				TRAVEL-CONF.-SCH	101.43425.0333
				45.00										
			VENDOR TOTAL	45.00										
5 STAR WALT'S LLC			000790											
	44182	10/14/15	FUEL FOR REC ACTIVITIES	60.00		1.5071.9		D	N				MOTOR FUELS AND	101.45432.0222

ACS FINANCIAL SYSTEM
10/15/2015 07:49:45

Vendor Payments History Report
INCLUDES ONLY POSTED TRANS

CITY OF WILLMAR
GL540R-V07.27 PAGE 17

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
REPORT TOTALS:				5,606,394.72										

RECORDS PRINTED - 000364

ACS FINANCIAL SYSTEM
10/15/2015 07:49:47

Vendor Payments History Report

CITY OF WILLMAR
GL060S-V07.27 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	5,092,408.02
205	INDUSTRIAL DEVELOPMENT	13,000.00
208	CONVENTION & VISITORS BUREAU	49,831.90
230	WILLMAR MUNICIPAL AIRPORT	524.74
295	COMMUNITY INVESTMENT	54,000.00
296	PUBLIC WORKS RESERVE	2,000.00
306	D.S. - 2006 BOND	450.00
309	D.S. - 2009 BOND	15,000.00
310	D.S. - 2010 BOND	2,750.00
311	D.S. - 2011 BOND	2,000.00
314	D.S. - 2014 BOND	9,000.00
350	RICE HOSPITAL DEBT SERVICE	50,000.00
432	C.P. - WASTE TREATMENT	4,000.00
450	CAPITAL IMPROVEMENT FUND	257,955.71
651	WASTE TREATMENT	44,396.51
741	OFFICE SERVICES	77.84
811	TRUST & AGENCY	9,000.00
TOTAL ALL FUNDS		5,606,394.72

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	5,606,394.72
TOTAL ALL BANKS		5,606,394.72

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, October 13, 2015, in Conference Room No. 1 at the City Office Building.

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

Others present: Public Works Director Sean Christensen; Police Chief 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 was no public comment.

Item No. 3 Police and Fire Updates (Resolution)

Police Chief Jim Felt noted the jail census for October 13, 2015 was 159; 89 inmates from the Department of Corrections, 65 inmates from Kandiyohi County, 1 inmate from Big Stone County and 4 inmates from Swift County. The calls for service for the previous two weeks totaled 754. The majority of the calls were for traffic stops, followed by public assists and animal complaints. The Committee discussed the needs of the Department, including staffing levels with increased paperwork and upcoming retirements. Chief Felt displayed pictures of the new Ford Interceptor squad cars. The 3 new units are all wheel drive and have reflective graphics displayed on the traditional black and white style of past units.

Chief Felt brought forth, for approval, to enter the Department's canine unit into a voting contest provided by Aftermath, a crime scene cleaning company, for the chance to win \$5,000. The contest allows participants to vote for the Department's canine Axel at <http://www.aftermath.com/k9contest> until October 31st, with the winner announced on November 3rd.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to authorize the Police Department's canine unit to enter the Aftermath contest. The motion carried.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 15, and included 1 building fire, 2 cooking fires and 12 alarm activations. The total calls for service so far this year is 286, 34 calls above last year. The Fire Department hosted a family night on October 6th, with more than 700 people attending the event. The Department has doubled their education hours for the year, with firefighters providing information to numerous preschools and churches.

Item No. 4 Playground Priority 2 Hazard Analysis (Motion)

Staff brought forth, for approval, the analysis of the Priority 2 playground equipment with recommendations for the units for repair, removal or to remain as is. The City's Certified Playground Inspectors previously inspected the 230 individual pieces of equipment in the City's 28 parks. Each piece was given a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and 5 signifying no issues and the Priority 1 equipment was removed. The Committee discussed the timeline of when the equipment will be replaced. The Community Education and Recreation Advisory Board are meeting with the Public Works staff to determine a priority of which parks will receive the new playground equipment.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the recommendations prepared by staff for the Priority 2 units to be removed, repaired or remain as is. The motion carried.

Item No. 5 Public Works Update (Information)

Staff brought forth, for information, updates on the activities of the Public Works Department. Various tasks such as boulevard tree removals, grinding of the brush site pile, street patching, and winter preparation activities were discussed. Several areas needing potholes filled and lawn maintenance around a utility box were discussed. The 2016 Engineering plans were discussed, with staff noting past cancelled projects being evaluated for the project list. The overlay project of 9th and 10th Street previously cancelled by the request of the residents was discussed with staff noting they are not including it in next year's project list. The Committee discussed following the Pavement Management Program on City streets to keep up with the current schedule of maintenance and repair.

Item No. 6 Miscellaneous Information (Information)

The concept of a leaf pick up service by the Public Works staff was discussed, with more information requested from other cities that provide the service and their estimated costs.

There being no further business to come before the Committee, the meeting was adjourned at 5:25 p.m. by Chair Christianson.

Respectfully submitted,

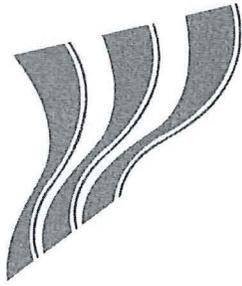


Sean E. Christensen, P.E.
Public Works Director









CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: October 13, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Playground Priority 2 Hazard Analysis

Recommended Action: Approve the recommendations for the Priority 2 equipment as prepared by staff.

Background/Summary: The Public Works Department's Certified Playground Safety Inspector Justin DeLeeuw recently performed a detailed inspection of 230 individual pieces of playground equipment in the City's 28 parks. Each piece of equipment has a Priority rating of 1 through 5, with 1 indicating a potential life threatening issue and recommendations to remove immediately and 5 signifying no issues. The Priority 2 equipment has been analyzed with detailed recommendations prepared for the units to either be removed, repaired or remain as is.

Alternatives: N/A

Financial Considerations: N/A

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

Signature: 

Comments:

PLAYGROUND PRIORITY 2 HAZARD ANALYSIS

CITY OF WILLMAR

Inspected by Rob Baumgarn & Justin DeLeeuw

Certified Playground Safety Inspectors

Inspections Occurred Between September 10th and September 15th

Unit: Exerglide Swings

Locations: Cardinal, Hilltop, Miller, Northside, Pleasantview, Rice, Swanson, Vos, Valleyside

Recommendation: These swings are all of similar design. They all have entrapment, crush, and protrusion hazards. **The swings should be removed because of these hazards.** The frames could be used for another single swing or should be removed completely if other swings are present in the playground.

Unit: Buck A Bout

Location: Southfield Park

Recommendation: The original Priority 2 rating was due to a possible head entrapment hazard. The risk of injury due to entrapment is extremely minimal because of the location of the handles and footrests. **This unit should remain until the rubber mechanism in the center fails and at that point should be removed.**

Unit: T-Swings

Locations: Miller, Sunrise

Recommendation: Both units can be made compliant by making a few adjustments. The chains and s-hooks at Miller should be replaced along with sand being added. The bolts on the top rail of sunrise should be replaced with shorter bolts in order to eliminate the entanglement hazards. **Has this been done or when will it be done?**

Unit: Jack N Jill

Location: Welshire

Recommendation: **This unit should be removed.** There are 8 protrusion hazards throughout the unit and it has already been modified at least once. Also, one of the side arch climber has been removed and access is limited.

Unit: Swing Set

Locations: Northside, Sperry, Robbins Island

Recommendation: All three of these swing sets are of similar design. The frames are all made of angle iron rather than the typical round posts. This creates very distinct edges and greater potential for head and body injury. The Northside unit should be removed as there are 2 other swing sets already in the park.

Both the Sperry and Robbins Island units should have sand added and the center swings should be removed. The chains and s-hooks should also be replaced and staff should keep a close watch on injuries due to the angle iron frame. Has this been done, if not what is the timeline?

Unit: Slides

Locations: Miller, Northside, Rice

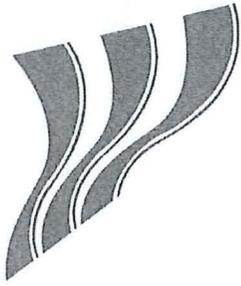
Recommendation: These slides were all rated as Priority 2 because of the entrapment potential. The slides at Miller and Rice have a minimal risk of entrapment but should be closely monitored by staff in order to ensure safety. Who is monitoring it?

The slide at Northside should be removed as the entrapment hazard is greater and there is another slide in the park.

Unit: Play Unit

Locations: Gesch, Northside, Rainbow, Welshire

Recommendation: These units should all be removed. The units at Northside and Welshire are both wooden units similar in age to the units that are being pulled at the other parks. The wooden posts and platforms are beginning to splinter and there is no reasonable fix to them aside from total replacement. The units at Gesch and Rainbow have both been altered in the past and both are still non-compliant. Barriers are needed for all the platforms and both have slides that need to be replaced.



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

Agenda Item Number: 5

Meeting Date: October 13, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

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

Originating Department: Public Works

Agenda Item: Public Works Update

Recommended Action: For information only

Background/Summary: Updates on activities of the Public Works Department

Alternatives: N/A

Financial Considerations: N/A

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

Signature:

A handwritten signature in blue ink, appearing to be 'Sean E. Christensen', written over a horizontal line.

Comments:

Public Works Department Staff Activities

10-6-2015

Tree removals - 190 trees

Seasonal staff - 2 - mowing

Shingle and siding Lincoln shelter

Sign repairs and installations

Brush site - pile ground on October 26 - Close for season November 21

Street patching - 675 tons

Ball field maintenance

Spraying for weeds

Hockey boards

Cleaning sanitary sewers

Mowing

Cleaning stormceptors

Clean storm outfalls

Fire hydrant repairs

Play equipment removals - Cat. 1

Haul sweepings and winter sand

Winterize park buildings and irrigation systems

Future Schedule

Play equipment removals - Cat. 2

Haul winter sand

Sweeping - leaves

Hockey boards

Selig Park

Winterize park buildings and irrigation systems

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Wednesday, October 14, 2015 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present: Steve Ahmann Chair
 Denis Anderson Member
 Ron Christianson Member
 Audrey Nelsen Member

Others present: Mayor Marv Calvin, Interim City Administrator Kevin Halliday, and Labor Attorney Frank Madden via teleconference starting at 5:08 p.m.

Item No. 1 Call to Order

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

Item No. 2 Wastewater Treatment Plant Superintendent Job Description and Vacancy (Motion)

Interim City Administrator Kevin Halliday presented the proposed changes to the Wastewater Treatment Plant Superintendent job description. Staff is recommending filling the Wastewater Treatment Plant Superintendent from within, but in order to do so, the required Bachelor of Science Degree should be amended to be "or equivalent combination of education and experience." Mr. Halliday stated by making this change it may reduce the non-degreed employee from attaining the full array of pay grades points, but it will still fall within its current Pay Grade of a Level 9. Staff is also seeking authorization to begin advertising to fill the position.

Council Member Christianson made a motion to approve the amendments to the job description as presented by staff and authorize the filling of the position vacancy. Council Member Anderson seconded the motion, which carried.

Item No. 3 Building Maintenance Supervisor Job Description (Motion)

Interim City Administrator Kevin Halliday presented staff's recommended changes to the Building Maintenance Supervisor job description to include the removal of the primary assignments and duties at the Fire Station and the requirement of a Class B Driver's License to a Class D. Staff is recommending approval of the job description as presented.

Mayor Calvin requested that on Page 3 under Working Conditions the statement in parenthesis (under trucks and in pump compartments) referring to confined spaces should be deleted and under Machines used the atmosphere testing equipment should be retained.

Council Member Anderson made a motion to approve the amendments to the job description for the Building Maintenance Supervisor including those revisions noted by Mayor Calvin. Council Member Christianson seconded the motion, which carried.

Item No. 4 Closed Session Pursuant to Minn. Stat. §13D.03

Council Member Anderson made a motion, seconded by Council Member Christianson to go into closed session. The meeting was closed at 5:08 p.m.

The meeting was reopened at 5:38 p.m. by motion of Council Member Anderson, and seconded by Council Member Christianson.

Item No. 5 Establish Committee (Motion)

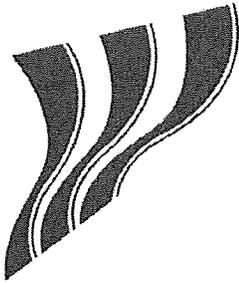
A motion was made by Council Member Anderson to direct the Mayor to establish a committee of two to three Council Members to develop an action plan related to unrepresented employees. Council Member Nelsen seconded the motion, which carried.

A motion was made by Council Member Nelsen, and seconded by Council Member Christianson to adjourn. The motion carried and the meeting was adjourned at 5:32 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Janell Sommers". The signature is written in a cursive, flowing style.

Janell Sommers
Administrative Assistant



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

Agenda Item Number: 3

Meeting Date: October 14, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

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

Originating Department: Administration

Agenda Item: Filling of Wastewater Treatment Plant Superintendent Position

Recommended Action: Motion to approve/amend the job description and authorize filling the position vacancy.

Background/Summary:

Staff is recommending filling the Wastewater Treatment Plant Superintendent from within, but in order to do so, the required Bachelor of Science Degree should be amended to be "or equivalent." This will reduce the non-degreed employee from attaining the full array of pay grade points, but it will still fall within the Pay Grade 9 level.

Alternatives: Maintain the Bachelor of Science educational level and begin advertising to the general population.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

WWTP SUPERINTENDENT

Position Title: Wastewater Superintendent
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 9 **FLSA Status:** Non-exempt

APPROVED:	April 5, 2000
REVISED:	
REVISED:	
REVISED:	

Purpose

Serves as division head with primary responsibility for managing the operation of the City's Class A Wastewater Treatment Plant in accordance with City, State and Federal regulations. Supervises full- and part-time employees, reviews/analyzes data and prepares reports, prepares division's budgetary and engages in planning activities.

Organizational Relationships

Communicates with: *Internally* – all WWTP personnel and various City personnel, Finance Director, City Clerk, City Administrator, Public Works Superintendent and Fire Chief;
Externally – MPCA, EPA, various consultants, suppliers and vendors, and the general public.
Supervises: All WWTP personnel including full- and part-time employees.

ESSENTIAL FUNCTIONS

Operate and manage the treatment plant and biosolids treatment and storage facility; monitor maintenance projects; and enforce/direct safety and environmental rules and regulation.
Oversee/monitor the laboratory's operation and review results.
Manage and direct lift station operations, repairs and maintenance.
Confer with local industries to determine wastes that are sewerable, discuss pre-treatment program, and to oversee emergency operations.
Prepare and monitor budgetary information, prepare monthly, annual and other periodic reports; review and code bills.
Respond to questions and concerns from residents.
Engage in facility and other capital planning; and research and confer with City management and the Council regarding future needs.
Handle permit renewal every five years by completing/submitting necessary application.
Undertake or recommend all supervisory functions for staff.
Oversee building and grounds maintenance activities and ensure equipment is repaired or replaced.

WWTP SUPERINTENDENT

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of the principles and practices of supervision and training.

Considerable knowledge of wastewater treatment.

Knowledge of the principles, practices, methods, techniques, equipment and materials used in WWTP.

Knowledge of laboratory, safety and equipment procedures manuals and plant O & M's.

Knowledge of applicable State and Federal permit rules and regulations such as the NPDES permit, 503 biosolids rule, Chapter 7041, pretreatment, OSHA and UST and AST requirements.

Knowledge of City ordinances and Safety and Personnel policies.

Knowledge of some engineering such as-built and O & M.

Ability to analyze process data and make determinations regarding treatment and other plant operations.

Skill in supervising subordinate supervisors and operators, reports, lab data, maintenance records and make recommendations relative to economy and efficiency and to prepare records.

Skill to compile information and communicate verbally or in written form.

Skill in using SCADA, PLC's, gas detectors, SCBA's, respirators, boiler, lab instruments, microscope and centrifuge.

Ability to prepare and maintain a variety of records and analyze complex maintenance and repair needs.

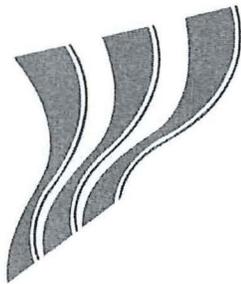
Machines, tools and equipment used: various vehicles and office equipment such as telephone, fax, two-way radio, typewriter and computer.

MINIMUM QUALIFICATIONS

Bachelor's degree in wastewater technology and five years of experience at a Class A facility, or equivalent combination of education and experience. Class A wastewater license. Type IV certified operator or inspector. ~~Ability to prepare and maintain a variety of records and analyze complex maintenance and repair needs.~~

Working Conditions

Time is spent performing work in and around the WWTP buildings and grounds with some tasks carried out in confined spaces or at various heights and depths. Operates a vehicle for regular transportation needs. Sits and stands/walks for extended periods of time. All vision abilities and senses, with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, hazardous chemicals, temperature extremes, vibrations, infectious diseases, gases and strong odors, and noise can be occasional to frequent/continual.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: October 14, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 19, 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: Building Maintenance Supervisor Job Description

Recommended Action: Motion to approve/amend the job description

Background/Summary:

Staff is recommending approval of the Building Maintenance Supervisor job description with the amendment to remove the primary assignments and duties at the Fire Station and requirement from a Class B to a Class D Drivers License. The changes to the job description are noted in Legislative print.

Alternatives: Maintain the job description as is

Financial Considerations:

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

Signature:

Comments:

BUILDING MAINTENANCE SUPERVISOR

Position Title: Building Maintenance Supervisor

Department: Maintenance

Department Head: Public Works Director

Immediate Supervisor: Public Works Director

Pay Range: 6 **FLSA Status:** Non-exempt

APPROVED:	July, 2010
REVISED:	
REVISED:	
REVISED:	

Purpose

Performs lead worker supervision with responsibility for organizing daily work, assigning tasks as appropriate and reviewing work results under the supervision of the Public Works Director. Performs manual work with responsibility for the daily supervision of the maintenance of all city facilities, equipment, and grounds ~~with primary assignments at the Willmar Fire Station.~~ Operates a variety of equipment to perform the maintenance, repair and snow removal duties at the City Office Building, Auditorium, WRAC8, Community Center, Airport, Public Works Garage, Fire Station and assist with the maintenance of the WWTP Administration Buildings. ~~Maintains, tests and repairs firefighting equipment and performs preventive maintenance on fire apparatus to ensure a high state of readiness and assists in fire department's vehicle replacement program and other departmental bids/specifications.~~

Organizational Relationships

Communicates with: *Internally* - Public Works Director, ~~Fire Chief~~, other City departments, Secretarial Office staff, ~~Fire Officers and paid On-Call firefighters~~, City mechanics, City administrative staff; *Externally* – Contractors and sales representatives, equipment and material suppliers, ~~dispatch center~~.

Directs: Full and part-time custodial staff and part-time temporary maintenance employees.

ESSENTIAL FUNCTIONS

Assist Public Works Director to organize, assign and supervise the operation and activities of custodial staff.

Plan work projects, prepare work schedules, outline work assignments and assemble appropriate resources.

Work with supervisor on budgets, obtaining quotes and proposals from vendors.

Meet with equipment sales persons to identify options available and prepare bid specification to match custodial needs.

Respond to calls/complaints/work orders from co-workers.

Keep necessary records of time, materials and results including compiling information for a yearly report; and orders necessary supplies and materials.

Make follow-up inspections of projects/work orders to determine conformance with plans/specifications and initiate payment approval for vendors and supplies.

Give technical advice and assistance to custodial employees on difficult or unusual work.

Make inspections to ensure proper precautions and safe policies are followed.

Confer with Supervisor regarding work scheduling, equipment needs and maintenance requirements of various facilities.

BUILDING MAINTENANCE SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Direct the general operation of equipment maintenance for maintenance personnel, and authorize repairs when necessary.

Attend seminars, workshops and other training related to licensing (if required) and other responsibilities.

May perform all of the essential functions of a custodial worker such as performing cleaning tasks: mops, sweeps, waxes floors and cleans carpets, cleans windows, maintains restrooms, empties wastebaskets and mows grass.

Empties trash outside, monitors flowers and shrubs, shovels snow, salts/sands sidewalks, maintains inside/outside lighting and works on other seasonal projects.

~~Perform preventative maintenance on firefighting equipment and make repairs, adjustments and replacements of parts; review records; inspect equipment and maintain stock of supplies; wash/wax trucks; and arrange for necessary outside repairs.~~

~~Must be able to operate and maintain a variety of equipment such as fire trucks, SCBA compressor and breathing equipment, personal alarm systems, electric and gas tools, radio equipment, atmospheric test equipment, drive apparatus, ladder tests, pump tests and calculate water pressures.~~

~~Conduct tours and speaking engagements for groups of all ages regarding fire prevention and Fire Department operations; demonstrate equipment and educate about current fire prevention practices.~~

~~Work with Truck Committee members on purchasing of new fire apparatus.~~

Other Duties and Responsibilities

Maintains computer documentation of equipment, repairs, testing and maintenance work orders.

Monitor radio frequencies, receives messages from public safety groups, monitors telephone calls, takes messages and answers questions from public.

Performs other related duties as assigned by Public Works Director.

Required Knowledge, Skills and Abilities

Knowledge of methods, tools, equipment and practices of maintenance and repair.

Knowledge of equipment operation manuals, federal and state OSHA laws, City's personnel and safety manuals, confined space entry and building/fire codes, ~~National Fire Protection Standards (NFPA) and NIOSH.~~

Ability to organize and compile information.

Ability to supervise a moderate sized group of skilled and semi-skilled employees; to ensure work is accomplished in a safe and efficient manner; and train them in the efficient use of custodial equipment.

Ability to understand and follow applicable state, federal and city laws, rules and regulations.

BUILDING MAINTENANCE SUPERVISOR

Ability to understand and interpret plans and specifications.

Ability to safely lift and carry objects weighing up to 80 pounds.

Ability to operate a radio for work communication.

Skill in operating a variety of equipment such as trucks, pickups, mower, hand tools (power), air compressor, ~~fire trucks and fire related equipment.~~

Knowledge and experience in building & ground maintenance ~~of fire apparatus, fire equipment and computers.~~

Ability to exercise sound judgement and work independently.

Skill in verbal and written communications.

~~Skill in operation of fixed, portable fire pumps, engine/pumper, water tankers, command vehicles, light trucks, haz mat trailer and aerial platform.~~

Machines, tools and equipment used: telephone and fax, copier and computer, ~~atmosphere testing equipment,~~ power saws, hand tools, ropes, axes, mobile and portable radios, camera equipment, SCBA, portable generators; flood lights, ~~first aid kits, pagers, personal alert safety systems, gas sniffers, thermal imagers, SCBA air compressor,~~ shop compressor, drills, saws, wrenches, sockets, screwdrivers, hammers and all shop tools.

MINIMUM QUALIFICATIONS

High School degree or equivalent and five years of experience in building maintenance and equipment repair. Valid Minnesota Class D driver's license. ~~Manufacturer's certification on SCBA.~~

Working Conditions

Majority of time is spent indoors at City facilities. Regularly uses fine motors skills to coordinate eyes, hands, and feet for the operation of a variety of tools, machines or equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging, and lifting. All vision abilities, hearing, and sense of touch with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, temperature extremes, vibrations, infectious diseases, dust and smoke, electric shock and noise can be occasional. Some time is spent maintaining building grounds including grass mowing and snow shoveling. Occasionally enters confined spaces (under trucks and in pump compartments) and works at heights (on ladders and roof) up to 30 feet.